

**GOVERNMENT FURNISHED FACILITIES LICENCE
LICENCE AMENDMENT PROCESS – CIVIL USE OF THE DEFENCE ESTATE FOR DEFENCE PURPOSES**

IDENTIFYING VARIATION

1. Defence Sponsor identifies requirement for amendment of GFF Licence
(CASG-SPO - CONTRACTOR - SDD)

GFF Licence variation requirement identified

Proposed GFF Licence variation identified in consultation with Contractor and Service Delivery Division regional personnel. Once the full proposed variation has been identified, consult the below checklist to determine what processes, if any, must be undertaken to vary the licence.

2. Amendment Determination
(CASG-SPO - DPL)

Are any of the following aspects of the licence being amended?

no

Contract change executed in accordance with standard CCP procedures

VARIATION PROCESS CHECKLIST

3. Amendment Checklist
(CASG-SPO - DPL - DEFS)

Is the licenced area being varied? **yes**

Is the approved term of the licence being amended? **yes**

Are the parties to the GFF licence being varied? **yes**

Does the Contractor propose to perform commercial (non-Defence) work using the licensed premises? **yes**

DEFS submits minute to DPL detailing proposed variations.

The first point of contact for contract variations should be the Service Delivery Division, Directorate of Estate and Facilities Services (DEFS) regional office. DEFS can undertake to submit the minute to DPL detailing the proposed variations

For simple variations, DPL approves variation by return minute to CASG.

For complex requirements, DPL notifies CASG of any further approvals requirements prior to execution of GFF licence variation.

Where variations require amendment to LAA approval, DPL will arrange amended LAA approval based on information provided by CASG. Where amended LAA approval is required, it must be obtained prior to executing the amendment to the GFF licence.

GFF Licence variation CCP is prepared and executed.

CASG seeks SDD Regional Manager endorsement for use of facilities for non-contract work for commercial purposes.

CASG submits minute containing details of proposed non-contract work including duration and endorsement by SDD Regional Manager to DPL.

Non-contract work only requires endorsement by SDD Regional Manager and DPL where that work is for commercial purposes (i.e. for the commercial benefit of the contractor).

Non-contract work undertaken for Defence purposes (i.e. work that is for Defence purposes but outside the scope of the specific contract) can be approved at the Contract Manager level. Where this would involve variation of the parties, area or term, follow the process above.

Non-contract work for commercial purposes will generally require inclusion of cost recovery clauses. These are available on request to the ASDEFCON help desk (procurement.ASDEFCON@defence.gov.au).

Details provided are used by DPL to undertake cost recovery determination and seek ASPM approval for use of facilities for non-contract work commercial purposes.

GFF Licence variation CCP is prepared and executed. CASG provides a copy of the amended licence to DPL.

LEGEND

