



Australian Government
Department of Finance



Australian Government Property Data Collection

Office Space
2019 Collection Manual

1 July 2019

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1. Background

1.1 The Australian Government Property Register (AGPR)

The Department of Finance (Finance) has established the AGPR to collect information on the Commonwealth's office accommodation and owned land.

The information assists Finance and non-corporate Commonwealth entities (entities) to identify opportunities for progressively improving the management of the Commonwealth property portfolio and informs Whole-of-Australian-Government property decision-making.

The AGPR also assists the Government to ensure its property portfolio aligns with current and future needs and that datasets are more transparent and easier to maintain.

1.2 Purpose

The purpose of this document is to provide guidance to entities and Property Service Providers (PSPs), for those entities under the Property Services Coordinated Procurement (PSCP) arrangements on the 2019 Office Space data collection process.

2. 2019 AGPR Data Collection

2.1 Collection Timeframe

Entities (and PSPs, where applicable) are required to review and finalise the 2019 Office Space data collection in the AGPR by close of business 16 August 2019.

2.2 Action Required



PSPs (for entities under the PSCP arrangements) must upload all data into the AGPR by close of business on 31 July 2019.

Entities have until close of business on 16 August 2019 to review and finalise the 2019 Office Space data collection in the AGPR.

During the collection period, entities, or their PSPs, are required to compile and report data relating to their office space in accordance with this guidance document. Finance is responsible for co-ordinating this collection.

Entities and PSPs should familiarise themselves with the AGPR data definitions and collection requirements. Entities and PSPs can seek further clarification from Finance if required.

Data must be reported using the online AGPR application, which can be accessed via <https://dofwad001.azurewebsites.net/#/login> and in accordance with the definitions and

specifications set out in this document. Where an entity is under the PSCP arrangements, the PSP will do this on their behalf.

Corporate Commonwealth entities, Commonwealth companies, and those non-corporate Commonwealth entities that do not meet the conditions mentioned in the collection scope, are encouraged to contribute to the data collection on a voluntary basis.

2.3 Role of PSPs

Under the PSCP arrangements, the PSPs are responsible for collecting, validating and submitting all property data to the AGPR (previously known as PRODAC) on behalf of Entities.

There is some data that PSPs may not have access to and will require the Entity's assistance in the collection of that data (e.g. staff allocated to a lease) for the PSP to upload to the AGPR. In this circumstance, the PSP should seek the Entity's agreement on data to be provided by the Entity to the PSP.

Entities are still required to confirm that the data entered in the AGPR by the PSP is complete and correct and cleared by an Assistant Secretary (SES Band 1) or higher (see section 2.5 below). Data in the AGPR informs the Commonwealth Leasing Strategy and is used to produce the annual Office Occupancy Report.

Finance has provided appropriate level of AGPR access to the PSPs to allow them to undertake this task.

2.4 Collection Scope

2.4.1 In Scope



Entities are required to record details for all leased and owned office space, with data as at 30 June 2019, regardless of cost or size.

Entities, or PSPs for those under the PSCP arrangements, must record data in the AGPR on all owned or leased office space attributed to the entity as at 30 June 2019, regardless of size or cost. This includes office accommodation of less than 500 square metres of usable office area, and whole-of-life costs of less than \$2 million, which, up until 2017, was not collected.

The collection scope includes any office properties, special purpose properties, operational facilities and other types of property located in Australia.

All financial data must also be reported as at 30 June 2019. All expenses are to be reported 'inclusive of GST'.

The collection must be completed by close of business on **16 August 2019**.

2.4.2 Out of Scope

Properties located overseas, military bases and intelligence agencies are out of scope for this collection.

Any building that does not have the capacity to be used for office work should be excluded from this collection.

2.5 Data Quality and Governance

Each entity is responsible and accountable for the quality of data reported.

Entities will be asked to confirm that data they have entered into the AGPR is correct as at 30 June 2019 and have their data cleared by an Assistant Secretary (SES Band 1) or higher.

The Finance Property Data Team will work with entities to ensure the data collected in the AGPR is correct and aligns to the standards outlined in this document.

2.6 The AGPR Application

The AGPR application contains data received/updated from the 2018 collection.

All relevant data fields within the application need to be completed by entities to the best of their knowledge, using data held by the entity or its PSP.

2.7 Exemption Process for Non-Office Space

There are a number of exemption classifications for 'non-office space' that can be used when submitting area data.

Where an entity assesses an owned or leased area as non-office area that does not fit within the current classifications for non-office space (Area C to Area M), they should complete the Non-Office Area Category J – Exempt Area Application Form at [Attachment A](#) and send to propertydata@finance.gov.au for consideration.

Where an exemption has been previously approved, *Non-Office Area Category J – Exempt Area Application Forms* are to be re-submitted to Finance via email with evidence of previous exemption and comments from the entity to validate the continued exemption in the 2019 reporting period.

2.8 Inter-Entity Property Transfers – Machinery of Government Changes

This process applies to all MoG changes between 1 July 2018 and 30 June 2019.

Where an entity acquires a property from another entity as a result of a Machinery of Government (MoG) change, the relinquishing entity must provide all required data up to the date of the transfer of the property to the gaining entity. The gaining entity is then responsible for providing the data for that property to Finance as if it held the property for the full reporting period.

The accumulated data collected over the financial year, which is provided by the entity relinquishing the property, should also be accompanied by a certification that the data has been collected and collated in accordance with the AGPR specifications.

The entity gaining the property should then check the data for any obvious errors or anomalies and resolve potential issues before accepting the data.

2.9 Further Assistance

The Finance Property Data Team (Policy and Analysis Branch) can provide assistance in the completion of the collection and confirming aspects of the collection definitions or specifications. Please send your query to propertydata@finance.gov.au or call Patrick Leane (02 6215 3595) or Luke Berkeley (02 6215 3831).

2.10 Updates since the 2018 Collection

Since the last collection in 2018, the AGPR has been upgraded to improve the accuracy of the data held while providing entities with a document storage feature.

Field changes:

Field Name/Location	Change Type
Building Management	
Building Owner Name	Previously we asked to report the head lease owner in this field for entities that are sub-lessees. This has now been changed to strictly the Building Owner.

Field deletions:

Field Name/Location	Reason for deletion
Tenancy Lease Information	
Last Market Review	No longer relevant
Tick this box if this tenancy WOLC is over \$2m?	Historical field - now redundant
Subleased?	Historical field - now redundant
Collection Period	
Leases over \$2m Whole-of-life costs	Historical field - now redundant
Leases under \$2m whole-of-life-cost	Historical field - now redundant

Leased Areas

Non-office Area K (Door Swing)

In previous collections, the use of this field has been inconsistent across entities. To avoid inconsistencies in reporting we have chosen to remove this field from the collection. Removal of this category is not expected to have a material effect on results across reporting periods. If entities or PSPs identify any issues with the removal of this field please contact the Finance Property Data Team.

Additional Capability

Capability	Change Type
Document Repository	The AGPR now has functioning document storage capability. This give Entities the ability to store lease documents and leasing strategies.
Geospatial Tool	The AGPR now has functioning geospatial tool capability. This give Entities the ability to see on an interactive map the building that they leasing or own and overlay statistical data.

2.11 AGPR field definitions and guidance material

Data Element Specifications

■ Non-editable/non-selectable fields

■ Fields editable upon request

■ Fields editable/selectable

Buildings 1.0

The screenshot shows the 'LEASED ESTATE' system interface. The header includes the Australian Government logo, 'Department of Finance', and navigation links for 'Data collection', 'Data management', and 'Administration'. The main content area displays a table of building data with columns: ID, Street Address, Suburb, State / Territory, and Post code. A search bar and a 'New Building' button are at the top right. Below the table, a 'Showing 1 to 6 of 6 entries' message is visible.

Annotations with red boxes and arrows link specific data fields to their definitions:

- Building ID PD01** (red box) points to the 'ID' column.
- Street Number PD03** (orange box) points to '140-180' in the first row's 'Street Address'.
- Building Name PD02** (orange box) points to 'Garema Place' in the first row's 'Street Address'.
- Street Name PD04** (orange box) points to 'Dairy Road' in the third row's 'Street Address'.
- Suburb PD05** (orange box) points to 'Fyshwick' in the fourth row's 'Suburb' column.
- State/Territory PD06** (orange box) points to 'ACT' in the fourth row's 'State / Territory' column.
- Post Code PD07** (orange box) points to '2603' in the fourth row's 'Post code' column.

A note 'As part of street address' is placed below the 'Street Number' and 'Building Name' definitions.

ID	Street Address	Suburb	State / Territory	Post code
B_126	140-180 Garema Place	Canberra	ACT	2601
B_130	148 Frome Street	Adelaide	SA	5000
B_14	1 Canberra Avenue	Forrest	ACT	2603
B_197	2 Faulding Street	Symonston	ACT	2609
B_669	Burns Centre, 28 National Circuit	Forrest	ACT	2603
B_803	Wellands House, Dairy Road	Fyshwick	ACT	2609

Once logged into the AGPR Leased Estate module, the Buildings tab is the first to appear. This tab lists all the buildings an entity has reported under the AGPR collection mandate.

The fields highlighted in the figure above are visible to users but can only be edited by the Finance Property Data Team. The data fields are defined as part of the next section 'New Building Request'.

Clicking on the view/edit icon will take users to the Building Record section, containing the 'Building' and 'Building Management' tabs.

The screenshot displays the AGPR Leased Estate module interface. At the top, a table lists buildings. The first row shows Building B_126 at 140-180 Garema Place, Canberra, ACT 2601. A red box highlights the view/edit icon in the final column of this row.

Below the table, the 'Building Record' section for Building B_126 is shown. It features two tabs: 'Building' (active) and 'Building management'. The 'Building' tab contains several data fields, each with a red box and a red arrow pointing to a corresponding data element box at the bottom of the page:

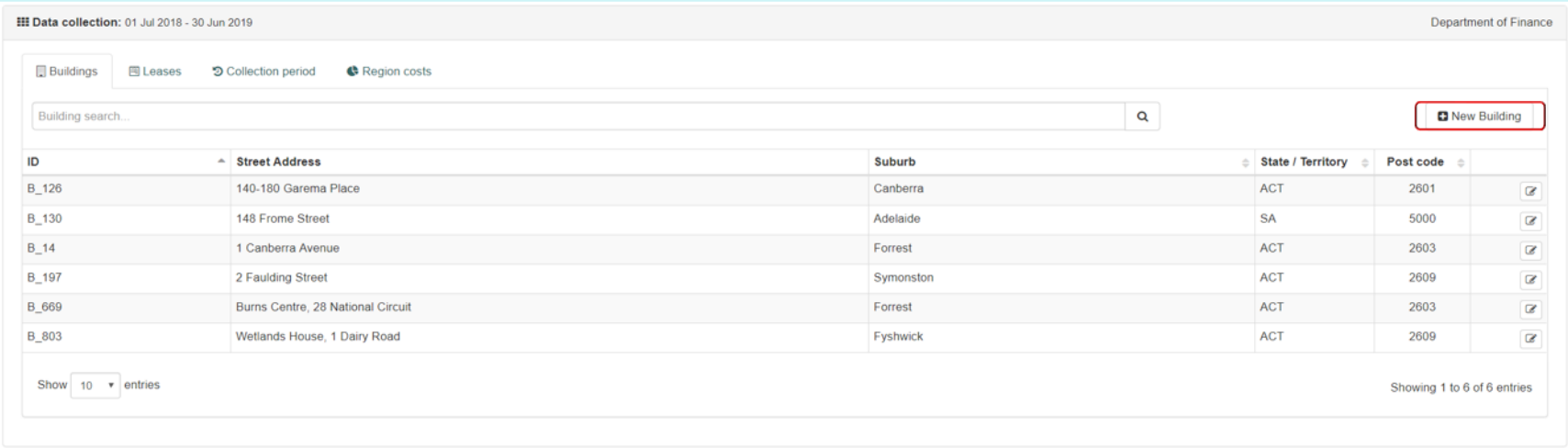
- Building owner type*** (dropdown menu showing 'Private') points to **Building Owner Type PD10**.
- Building grade*** (dropdown menu showing 'EB Grade A') points to **Building Grade PD12**.
- NABERS rating*** (dropdown menu showing 'Not Applicable') points to **NABERS Rating PD14**.
- Building owner name*** (text field showing 'Dexus Property Group') points to **Building Owner Name PD11**.
- Heritage status*** (dropdown menu showing 'Not Heritage') points to **Heritage Status PD13**.

At the bottom right of the form, there are three buttons: 'Delete', 'Save', and 'Back to Agency'.

These data fields are defined in the 'New Building Request' section (below). These fields can only be edited by the Finance Property Data Team administrators. Data elements in the 'Building Management' tab will be defined later in the manual.

New Building Request 1.1

A new building can only be created or updated through a request to the Finance Property Data Team.



The screenshot displays the 'Data collection' interface for the period 01 Jul 2018 - 30 Jun 2019. The interface includes tabs for 'Buildings', 'Leases', 'Collection period', and 'Region costs'. A search bar labeled 'Building search...' is present, along with a 'New Building' button highlighted by a red box. Below the search bar is a table with the following data:

ID	Street Address	Suburb	State / Territory	Post code	
B_126	140-180 Garema Place	Canberra	ACT	2601	
B_130	148 Frome Street	Adelaide	SA	5000	
B_14	1 Canberra Avenue	Forrest	ACT	2603	
B_197	2 Faulding Street	Symonston	ACT	2609	
B_669	Burns Centre, 28 National Circuit	Forrest	ACT	2603	
B_803	Wetlands House, 1 Dairy Road	Fyshwick	ACT	2609	

At the bottom left, there is a 'Show 10 entries' dropdown menu. At the bottom right, it says 'Showing 1 to 6 of 6 entries'.

The following extra data elements definitions apply to this section.

Search Address

Definition:	Users should enter the address of their new building into the 'Search Address' field. As the user types a street address, the system will compare the address to known street addresses. If a user can see a match for their address, clicking on that match will auto-populate several fields on the Building Request page.
Notes:	It is critical that building addresses are consistent. Users should try to match their address within the 'Search Address' field before completing address fields manually.

Building ID (PD01)

Definition:	A unique code that identifies each building.
Notes:	The system generates this unique code for each building.
Format:	[B_nnn],[Bnnnnn]

Building Name (PD02)

Definition:	The name of the property or building, if applicable.
Notes:	<p>If the property does not have a building name OR a street number AND is located on a corner, report 'Corner' for this element.</p> <p>If the property does not have a building name OR a street number AND is not located on a corner, leave this field blank.</p> <p>Do not include information the level of the building on which the property is located.</p>
Format:	[Text]

Street Number (PD03)

Definition:	The exact street number of the building.
Notes:	<p>If the property is a unit, use the format '10B/131'.</p> <p>If the property spans more than one street number, use the format '12-14'.</p> <p>Do not include information the level/floor of the building on which you are located.</p>
Format:	[nn], [nn-nn], [n/nnn]

Street Name (PD04)

Definition:	The exact street name on which the property is located.
Notes:	Record the street type (i.e. street, road, lane, square etc) without abbreviation. If the property is reported as being on a corner, report both street names for this element using the format 'X Street and Y Street'.
Format:	[Name of Street], [Street Type]

Suburb (PD05)

Definition:	The exact suburb in which the property is located.
Notes:	Record the suburb where the property is physically located.
Format:	[Text]

State/Territory (PD06)

Definition:	The State or Territory in which the property is located.																		
Notes:	Record the State or Territory where the property is physically located. <u>Do not</u> record the State or Territory where mail is sent for the property.																		
Format:	[Pick from List] <table border="1"> <thead> <tr> <th><u>Code</u></th><th><u>Meaning</u></th></tr> </thead> <tbody> <tr> <td>ACT</td><td>Australian Capital Territory</td></tr> <tr> <td>NSW</td><td>New South Wales</td></tr> <tr> <td>NT</td><td>Northern Territory</td></tr> <tr> <td>QLD</td><td>Queensland</td></tr> <tr> <td>SA</td><td>South Australia</td></tr> <tr> <td>TAS</td><td>Tasmania</td></tr> <tr> <td>VIC</td><td>Victoria</td></tr> <tr> <td>WA</td><td>Western Australia</td></tr> </tbody> </table>	<u>Code</u>	<u>Meaning</u>	ACT	Australian Capital Territory	NSW	New South Wales	NT	Northern Territory	QLD	Queensland	SA	South Australia	TAS	Tasmania	VIC	Victoria	WA	Western Australia
<u>Code</u>	<u>Meaning</u>																		
ACT	Australian Capital Territory																		
NSW	New South Wales																		
NT	Northern Territory																		
QLD	Queensland																		
SA	South Australia																		
TAS	Tasmania																		
VIC	Victoria																		
WA	Western Australia																		

■ Post Code (PD07)

Definition:	The exact postcode in which the property is located.
Notes:	Record the postcode where the property is physically located. <u>Do not</u> record the postcode where mail is sent for the property. The postcode should match the suburb listed in PD05
Format:	[nnnn]

■ Latitude (PD08)

Definition:	Latitude of the building.
Notes:	If the 'Search Address' feature is used, the latitude will populate automatically. If an Entity needs to enter the latitude manually, they should take care to enter enough information for the latitude to work correctly. If an Entity does not know the latitude of their building, they should enter a zero for this field and advise the Finance Property Data Team.
Format:	[nn.nnnnn]

■ Longitude (PD09)

Definition:	Longitude of the building.
Notes:	If the 'Search Address' feature is used, the longitude will populate automatically. If an Entity needs to enter the longitude manually, they should take care to enter enough information for the longitude to work correctly. If an Entity does not know the longitude of their building, they should enter a zero for this field and advise the Finance Property Data Team.
Format:	[nn.nnnnn]

■ Building Owner Type (PD10)

Definition:	The type of organisation that owns the property.									
Notes:	Report the current ownership type that applies for the reporting period. If the Owner Type is Local Government then report 'State Government'.									
Format:	[Pick from List]									
	<table><tr><th><u>Code</u></th><th><u>Meaning</u></th></tr><tr><td>Commonwealth</td><td>The Commonwealth Government owns the building</td></tr><tr><td>State Government</td><td>State, Territory or Local government owns the building</td></tr><tr><td>Private</td><td>Non-government ownership</td></tr></table>	<u>Code</u>	<u>Meaning</u>	Commonwealth	The Commonwealth Government owns the building	State Government	State, Territory or Local government owns the building	Private	Non-government ownership	
<u>Code</u>	<u>Meaning</u>									
Commonwealth	The Commonwealth Government owns the building									
State Government	State, Territory or Local government owns the building									
Private	Non-government ownership									

■ Building Owner Name (PD11)

Definition:	The name of the building owner.	
Notes:	The name of the current owner of the building. If the Entity is leasing from a Local Government (PD10) then give the name of the Local Government Entity.	
Format:	[Text]	

■ Building Grade (PD12)

Definition:	Building grade is broadly divided into existing buildings 'EB' and new buildings 'New'. The current grade of the building in which the property is located, in accordance with the Property Council of Australia: A Guide to Office Building Quality.	
Notes:	New buildings are classified as buildings where a development application was submitted post 1 January 2012. Where building grade information in accordance with the PCA guidance is not reliable or easily available, report 'unknown' for this element.	
Reference:	PCA: A Guide to Office Building Quality, most current version	

Format:

[Pick from List]

<u>Code</u>	<u>Meaning</u>
EB Premium	Premium grade for existing buildings
EB Grade A	Grade A for existing buildings
EB Grade B	Grade B for existing buildings
EB Grade C	Grade C for existing buildings
EB Grade D	Grade D for existing buildings
New Premium	Premium grade for new buildings
New Grade A	Grade A for new buildings
New Grade B	Grade B for new buildings
Unknown	Building grade not known or unreliable

Heritage Status (PD13)

Definition:

The outcome of a heritage assessment done under section 341ZB of the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act).

Notes:

A property is only reported as 'heritage' if the heritage assessment required under section 341ZB or the EPBC Act indicates that the property is located in, or includes, a place with identified heritage values.

Format:

[Pick from List]

<u>Code</u>	<u>Meaning</u>
Heritage	The property is located in, or includes, a place with identified heritage value
Not Heritage	The property is not located in, and does not include, a place with identified heritage value
Unknown	A heritage assessment has yet to be undertaken for the place in which the property is located

NABERS Rating (PD14)

Definition:	NABERS energy rating achieved by the tenancy of the leased/owned area of the building.																		
Exclude:	GreenPower and Green Star ratings.																		
Notes:	<p>Note this is not necessarily the rating of the base building as a whole.</p> <p>NABERS is a national rating system that measures the environmental performance of Australian buildings, tenancies and homes. For example, a 6 star rating demonstrates market-leading performance, while a 1 star rating means the building or tenancy has considerable scope for improvement.</p> <p>Most buildings will have a NABERS rating assigned, a register can be found at: https://www.nabers.gov.au/ratings/find-a-current-rating</p>																		
Reference:	NABERS National Australian Built Environment Rating System: https://www.nabers.gov.au/ratings/estimate-your-rating																		
Format:	<p>[Pick from List]</p> <table border="1"> <thead> <tr> <th><u>Code</u></th><th><u>Meaning</u></th></tr> </thead> <tbody> <tr> <td>6 stars</td><td>Market Leading Performance</td></tr> <tr> <td>5 – 5.5 stars</td><td>Excellent Performance</td></tr> <tr> <td>4 – 4.5 stars</td><td>Good Performance</td></tr> <tr> <td>3 – 3.5 stars</td><td>Average Performance</td></tr> <tr> <td>2 – 2.5 stars</td><td>Below Average Performance</td></tr> <tr> <td>1 – 1.5 stars</td><td>Poor Performance</td></tr> <tr> <td>0 stars</td><td>Very Poor Performance</td></tr> <tr> <td>Not Applicable</td><td>Does not Apply (for leases under 1000sqm)</td></tr> </tbody> </table>	<u>Code</u>	<u>Meaning</u>	6 stars	Market Leading Performance	5 – 5.5 stars	Excellent Performance	4 – 4.5 stars	Good Performance	3 – 3.5 stars	Average Performance	2 – 2.5 stars	Below Average Performance	1 – 1.5 stars	Poor Performance	0 stars	Very Poor Performance	Not Applicable	Does not Apply (for leases under 1000sqm)
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2 – 2.5 stars	Below Average Performance																		
1 – 1.5 stars	Poor Performance																		
0 stars	Very Poor Performance																		
Not Applicable	Does not Apply (for leases under 1000sqm)																		

Submitter's Comments (PD15)

Definition:	Any additional details about the Building a user is updating or creating that the user considers relevant.
Exclude:	This information will be considered by the Finance administrator when creating or editing the building record for the Entity.
Format:	[Text]

Building Management 1.2

The 'Building Management' tab is accessible through the view button located on the right-hand side of a building record.

Data collection: 01 Jul 2018 - 30 Jun 2019

Department of Finance

BuildingsLeasesCollection periodRegion costs

Building search...

Q

New Building

ID	Street Address	Suburb	State / Territory	Post code	
B_126	140-180 Garema Place	Canberra	ACT	2601	<div></div>
B_130	148 Frome Street	Adelaide	SA	5000	<div></div>
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B_669	Burns Centre, 28 National Circuit	Forrest	ACT	2603	<div></div>
B_803	Wetlands House, 1 Dairy Road	Fyshwick	ACT	2609	<div></div>

Show10▼entries

Showing 1 to 6 of 6 entries

It contains fields relating to building expenses, general information and facilities management.

Building B_126
140-180 Garama Place
Canberra, ACT 2601

Department of Finance

Building Building management

Expenses

Repair and maintenance*	\$ 13,384.34
Water and sewerage*	\$ 0.00
Relocation and minor refurbishments*	\$ 1,852.00
Other operating expenses*	\$ 395.46

General info

Services received free of charge Add a service... Add

Comments ID: B-Finance-12

☐ Facilities management

Save Back to Agency

Repair and Maintenance Expense PD16

Water and Sewerage Expense PD18

Relocation and Minor Refurbishments Expense PD20

Other Operating Expenses PD22

Services Received Free of Charge PD23

Comments PD24

Energy* \$ 18,609.87

Cleaning and waste removal* \$ 1,605.79

Contractors and consultants* \$ 0.00

Energy Expense PD17

Cleaning and Waste Removal Expense PD19

Contractors and Consultants PD21

The following data element definitions apply to this section.

Repair and Maintenance Expense (PD16)

Definition:	Total non-capitalised expenses (GST Inclusive) incurred by the Entity in the reporting period to keep the tenancy, car parks, onsite areas and building assets in a condition needed for the tenancy to function as intended by the Entity.
Include:	<p>Cost of parts and labour for repair or maintenance of building assets, HVAC systems, fire protection systems, lighting, electrical wiring, electrical goods, plumbing, doors, windows, footpaths, gardens and grounds.</p> <p>Cost of equipment testing and pest and vermin control.</p> <p>Payments made to body corporate sinking funds.</p> <p>Repair and maintenance for all areas in the tenancy, including office areas, non-office areas and leased-out areas.</p> <p>Repair and maintenance to the base building if it is payable to a vendor other than the lessor (as per some triple net leases).</p> <p>(As an offset) any discounts or reimbursements received for repair or maintenance received in the same reporting period in which the expenses were paid by the Entity.</p>
Exclude:	<p>Repair and maintenance costs that are capitalised and expensed across more than one financial year through depreciation of capitalised assets or make good provision.</p> <p>Repair and maintenance costs payable to the lessor. Any costs paid to a lessor should be included in Lessors Outgoing Expense (PD44).</p> <p>Reimbursement of any repair and maintenance expenses incurred during previous reporting periods.</p> <p>Depreciation deductions.</p> <p>Professional or consultancy fees to obtain specialist advice on building condition.</p> <p>Cost of establishing and managing contracts for repair and maintenance, coordinating repair and maintenance activities or paying accounts for repairs and maintenance.</p> <p>General payments made to bodies corporate for property management services.</p> <p>Repair and maintenance of security and ICT equipment.</p> <p>Cleaning, rest-room services or waste removal – these will be reported in PD19: Cleaning and waste removal expense.</p> <p>Cost of non-capitalised refurbishments or minor works.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Energy Expense (PD17)

Definition:	Total expenses (GST Inclusive) incurred by the Entity in the reporting period for the supply of electricity, gas or other energy.
Include:	<p>All energy costs paid by the Entity to a vendor other than the lessor. Any costs paid to a lessor should be included in Lessors Outgoing Expense (PD44).</p> <p>Cost of heating, ventilation and air conditioning (HVAC) electricity and any fuels used for back-up power generation within the tenancy. It may also include energy supply to base building facilities where a net or triple net lease is in place.</p> <p>(As an offset) any discounts or reimbursements received for energy supply received in the same reporting period in which the expenses were paid by the Entity.</p>
Exclude:	<p>Energy payments to the lessor. Any costs paid to a lessor should be included in Lessors Outgoing Expense (PD44).</p> <p>Reimbursement of any energy expenses incurred during previous reporting periods.</p> <p>Fuel costs for motor vehicles.</p> <p>Recovered expenses from lessees or sublessees. That is, do not offset the expenses by amounts received for energy supply.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Water and Sewerage Expense (PD18)

Definition:	Total expenses (GST Inclusive) incurred by the Entity in the reporting period for the supply of water and sewerage services.
Include:	<p>All water and sewage costs paid by the Entity to a vendor other than the lessor. Any costs paid to a lessor should be included in Lessors Outgoing Expense (PD44).</p> <p>(As an offset) any discounts or reimbursements received for water and sewerage received in the same reporting period in which the expenses were paid by the Entity.</p>
Exclude:	<p>Water and sewerage costs that are covered by rent. Any costs paid to a lessor should be included in Lessors Outgoing Expense (PD44).</p> <p>Reimbursement of any water and sewerage expenses incurred during previous reporting periods.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Cleaning and Waste Removal Expense (PD19)

Definition:	Total expenses (GST Inclusive) incurred by the Entity in the reporting period for cleaning or removal of waste.
Include:	<p>Cost of regular or incidental cleaning of the premises, including carpet and window cleaning, sanitary supplies and services, recycling and the removal of rubbish, green waste and security classified material.</p> <p>Cost of cleaning consumables (i.e. hand towels, soaps, etc.)</p> <p>All such cleaning and waste costs are to be reported, irrespective of whether they are in relation to an operational activity, non-office area, office area or leased-out area.</p> <p>Cleaning of base building facilities where the Entity pays these costs, for example, where a triple net lease is in place.</p> <p>(As an offset) any discounts or reimbursements received for cleaning and waste removal received in the same reporting period in which the expenses were paid by the Entity.</p>
Exclude:	<p>Expenditure on cleaning and waste removal that is paid to the lessor. Any costs paid to a lessor should be included in Lessors Outgoing Expense (PD44).</p> <p>Reimbursement of any cleaning expenses incurred during previous reporting periods.</p> <p>The cost of disposing of biological, chemical, radioactive or hazardous waste that is generated from the delivery of core functions of the Entity.</p> <p>The cost of disposing of ICT equipment or security equipment.</p> <p>The cost of establishing or managing contracts for cleaning and waste removal.</p>
Notes:	Where costs are incurred across more than one tenancy and the amount attributable to each tenancy is not easily available, the costs are to be apportioned between tenancies according to the NLA of each tenancy or a more accurate method if one is available.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Relocation and Minor Refurbishments Expense (PD20)

Definition:	Expenses (GST Inclusive) incurred in the reporting period by the Entity to undertake non-capitalised refurbishments or refits and relocation expenses.
Include:	<p>Cost of changes to fit-out or refurbishments that were not capitalised and were directly expensed to the income statement in the reporting period.</p> <p>Cost of make good, where this cost was not included in the depreciation of assets.</p> <p>Cost of removals and other relocation costs to enable refurbishment.</p> <p>Cost of removals and relocation costs from normal churn or organisational restructures.</p> <p>Depreciation deductions.</p> <p>(As an offset) any discounts or reimbursements received for relocation and minor refurbishment received in the same reporting period in which the expenses were paid by the Entity.</p>
Exclude:	<p>Reimbursement of any expenses paid for relocation and minor refurbishment incurred during previous reporting periods.</p> <p>Removal and relocation costs that are capitalised and expensed across more than one financial year through depreciation of capitalised assets or make good provision.</p> <p>Costs of relocating ICT equipment.</p> <p>Routine repair and maintenance. This is reported in PD16: Repair and maintenance expense.</p>
Notes:	<p>Relocation and removal expenses that relate to movements from one tenancy to another are to be attributed to the destination tenancy.</p> <p>Where costs are incurred across more than one tenancy and the amount attributable to each tenancy is not easily available, the costs are apportioned between tenancies according to the NLA of each tenancy or a more accurate method if one is available.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Contractors and Consultants (PD21)

Definition:	Total cost (GST Inclusive) for contractors or consultants procured to assist with property administration or management or provide specialist property advice.
Include:	Total actual cost for contractors and consultants delivering ad hoc property related services in the reporting period.
Exclude:	Any costs of contractors and consultants that has been capitalised through the capital work project budget.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Other Operating Expenses (PD22)

Definition:	Other substantial expenses (GST Inclusive) incurred in the reporting period by the Entity for the tenancy and onsite facilities to function as intended by the Entity.
Include:	<p>Indoor plant hire.</p> <p>Fire warden and emergency evacuation supplies.</p> <p>Increases to an initial estimate of make good provision that is directly expensed in the income statement and interest expenses from unwinding of discounts associated with the provision of make good.</p> <p>Other substantial operating expenses not included or excluded elsewhere in these specifications.</p> <p>(As an offset) any discounts or reimbursements received in relation to other substantial operating expenses received in the same reporting period in which the expenses were paid by the Entity.</p>
Exclude:	<p>Reimbursement of any other operating expenses incurred during previous reporting periods.</p> <p>Cost of ICT services, ICT equipment or telecommunications.</p> <p>Cost of office consumables, such as paper, stationery, ad hoc cleaning products.</p> <p>Cost of first aid training, equipment or supplies.</p> <p>Cost of mailroom or courier services, offsite storage or archiving.</p> <p>Depreciation deductions.</p> <p>Disaster recovery costs.</p> <p>Insurance costs.</p> <p>Transport costs.</p> <p>Security costs.</p>
Notes:	<p>This element is used to identify costs incurred by the Entity that are not identified in the other cost data elements.</p> <p>Where costs are incurred across more than one tenancy and the amount attributable to each tenancy is not easily available, the costs are apportioned between tenancies according to the NLA of each tenancy or a more accurate method if one is available.</p>
Reference:	Resource Management Guide 114 may be applicable.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Services Received Free of Charge (PD23)

Definition:	Services received (GST Inclusive) as part of the lease agreement, free of charge.
Notes:	Only include services that the provided free of charge under current lease arrangements. For example cleaning, building maintenance, security.
Format:	[Text]

Comments (PD24)

Definition:	<p>Any comments that the Entity would like to include to support data relating to building information.</p> <p>This comments field is pre-populated with the old PRODAC unique code that identifies each building an Entity owns or leases as a lessee can be identified.</p> <p>This code contains the prefix "B-", the Entity code, followed by a hyphen, and a unique building number, e.g. B-DNT-01. This is no longer a necessary data field and is included here only as a reference for the Entity.</p>
Format:	[Text]

Facilities Management – Provider (PD25)

Definition:	Name of facilities management provider (if applicable).
Notes:	If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.
Format:	[Text]

Facilities Management Provider Contract End Date (PD26)

Definition:	End date of the facilities management provider contract (if applicable).
Notes:	If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.
Format:	[dd/mm/yyyy]

Facilities Management – Services Base Fees (excluding pass through costs) (PD27)

Definition:	Total non-capitalised expenses (GST Inclusive) of external property service providers for the agencies property portfolio.
Include:	Total base costs for external property service providers delivering property management services for the Entity.
Exclude:	<p>If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.</p> <p>Other contractors and consultants delivering ad hoc property services during the reporting period.</p> <p>Pass through costs.</p>
Notes:	<p>If your pay one total fee for facilities management for all properties use the following example and formula to calculate the fee per building:</p> <p>If the base fee for the facilities manager is \$1,000,000 across three buildings as below;</p> <p>Building 1 has a total Net Lettable Area of 5,000m²</p> <p>Building 2 has a total Net Lettable Area of 10,000m²</p> <p>Building 3 has a total Net Lettable Area of 15,000m²</p> <p>The total Net Lettable Area the Facilities Manager is responsible for is 30,000m²</p> <p>The total Base fee should then be divided by the total Net Lettable Area (1,000,000 ÷ 30,000 = 33.3333333)</p> <p>The Base fee can then be apportioned in AGPR as follows:</p> <p>Building 1 (5,000m² x 33.3333333 = \$166,666.67)</p> <p>Building 2 (10,000m² x 33.3333333 = \$333,333.33)</p> <p>Building 3 (15,000m² x 33.3333333 = \$500,000.00)</p> <p>The total of the apportioned costs must be equal back to the total base fee of \$1,000,000.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Facilities Management – Services Other Fees (excluding pass through costs) (PD28)

Definition:	Total non-capitalised expenses (GST Inclusive) of services delivered by the facilities management provider not included in the base fee.
Include:	Total other fees charged by the external facilities management service providers delivering lease management services for the Entity not included in the base fee.
Exclude:	<p>If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.</p> <p>Other contractors and consultants delivering ad hoc property services during the reporting period.</p> <p>Pass through costs.</p>
Notes:	If your pay one total other services fee for facilities management for all properties, use the example and formula in Services Base Fees (PD27) to calculate the other services fee per building.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Facilities Management – Services Other Fees (excluding pass through costs) (PD28)

Definition:	Total non-capitalised expenses (GST Inclusive) of services delivered by the facilities management provider not included in the base fee.
Include:	Total other fees charged by the external facilities management service providers delivering lease management services for the Entity not included in the base fee.
Exclude:	<p>If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.</p> <p>Other contractors and consultants delivering ad hoc property services during the reporting period.</p> <p>Pass through costs.</p>
Notes:	If your pay one total other services fee for facilities management for all properties, use the example and formula in Services Base Fees (PD27) to calculate the other services fee per building.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Other (Facilities Management) Services (PD29)

Definition:	Name of other facilities management providers, services provided and contract end dates not included in PD25 and 26.
Include:	Other facilities management providers directly contracted by the Entity.
Exclude:	Sub-contractors engaged by the facilities management providers.
Format:	[Text]

Leases 2.0

The Leases table includes all Tenancy leases belonging to an Entity.

Within the Lease record, which users can access by clicking the icon at the end of line, there are four sub tabs. These tabs include data elements that will be defined in the next section.

To create a new lease, users can select the button located at the top right of the table. To edit an existing lease, select the edit button at the end of a record.

The screenshot shows the 'Leases' table in the 'Department of Finance' system. The table has columns for Building, Type, Lease Identifier, and Description. A 'New Lease' button is at the top right. Annotations with red boxes and arrows point to specific elements:

- Building PD30**: Points to the 'Building' column header.
- Type PD31**: Points to the 'Type' column header.
- Lease Identifier PD32**: Points to the 'Lease Identifier' column header.
- Description PD33**: Points to the 'Description' column header.
- Edit Button**: Points to the edit icon (pencil) at the end of a record.
- Confirm Button**: Points to the confirm icon (checkmark) at the end of a record.
- Confirm All Button**: Points to the 'Confirm All' button at the bottom right.

Building	Type	Lease Identifier	Description
B_126 : 140-180 Garema Place Canberra ACT 2601	Tenancy lease	0000001144	Leased from 28 Nov 2016 to 29 Mar 2024
B_130 : 148 Frome Street Adelaide SA 5000	Tenancy lease	0000001951	Leased from 30 Dec 2012 to 30 Dec 2018
B_14 : 1 Canberra Avenue Forrest ACT 2603	Tenancy lease	351	Leased from 02 Aug 2016 to 01 Aug 2036
B_197 : 2 Faulding Street Symonston ACT 2609	Tenancy lease	352	Leased from 01 Oct 2016 to 30 Sep 2026
B_803 : Wetlands House 1 Dairy Road Fyshwick ACT 2609	Tenancy lease	350	Leased from 01 Jan 2009 to 31 Dec 2018

Showing 1 to 5 of 5 entries

During collection periods, users will be asked to confirm that the information contained in each lease record is correct as at 30 June. Clicking the flag icon, located to the right of the record but before the edit button, will change the flag colour from red to green to indicate that the lease record has been confirmed. The 'confirm all' button at the bottom right hand side of the table will confirm each lease record.

At this stage, Finance's Property Data Team will receive notification that the lease collection is complete and we will start verifying the contents of the record.

The screenshot displays the 'Leases' tab in the 'Data collection: 01 Jul 2018 - 30 Jun 2019' interface. The table lists two lease records, each with a red flag icon indicating they are unconfirmed. A 'Confirm All' button is located at the bottom right of the table. Red dashed boxes and arrows highlight the flag icons and the 'Confirm All' button, with labels 'Unconfirmed Lease' and 'Confirmed Lease' pointing to the flag icons, and 'Confirm All Button' pointing to the 'Confirm All' button.

Building	Type	Lease Identifier	Description	Flag
B_126 : 140-180 Garema Place Canberra ACT 2601	Tenancy lease	0000001144	Leased from 28 Nov 2016 to 29 Mar 2024	Unconfirmed Lease
B_130 : 148 Frome Street Adelaide SA 5000	Tenancy lease	0000001961	Leased from 30 Dec 2012 to 30 Dec 2018	Confirmed Lease

Showing 1 to 5 of 5 entries

Confirm All Button → Confirm All

The following data element definitions apply to this section.

■ Building (PD30)

Definition:	This is a reference field that displays the Building ID, name and address that an Entity has previously provided to Finance.
Format:	[Text]

■ Type (PD31)

Definition:	This is a reference field that displays the type of lease under which the Entity is occupying or has the right to occupy the building.
Notes:	From 2018 onwards, the only Lease Type will be 'Tenancy lease'. Sub-leases can now be found under the 'Sub-lease' tab in the Lease record.
Format:	[Text]

■ Lease Identifier (PD32)

Definition:	A unique system auto generated number that a lessee can use to identify a lease.
Notes:	System generated unique ID.
Format:	[nnnnnnnnnn]

■ Description (PD33)

Definition:	This is a reference field that displays the start and end date of the lease.
Format:	[Text]

Tenancy Leases 2.1

All new and existing leases in the AGPR are treated as Tenancy leases. An existing tenancy lease is accessible through the view button of a tenancy lease record. Where Entities own their office-space, they should select the 'Owned' option in the Lease Type (PD40) and Lease Status (PD41) fields.

The screenshot displays the 'Tenancy lease' form within the Department of Finance system. The form is titled 'Building B_126, 140-180 Garema Place, Canberra, ACT 2601'. It features a sidebar with various field categories and a main form area with tabs for 'Tenancy lease', 'Sub-lease', 'Leased areas', and 'Office Space Advertisements'. The 'Overview' tab is active, showing fields for 'Lease description', 'Lease identifier', 'Comments', 'Lease start date', 'Lease type', and 'Green lease schedule'. The 'Lease details' tab is also visible, showing fields for 'Start date', 'End date', 'Lease status', and 'Lease end date'. Red lines connect the field IDs in the sidebar to their corresponding values in the form.

Field ID	Field Name	Value
PD34	Lease Description	L-FIN-12
PD32	Lease Identifier	0000001144
PD37	Comments	
PD38	Lease Start Date	28/11/2016
PD40	Lease Type	Owned
PD42	Green Lease Schedule	Not recorded
PD39	Lease End Date	29/03/2024
PD41	Lease Status	Owned

To create a new tenancy lease, select the New Lease button.

The screenshot displays the 'Data collection: 01 Jul 2018 - 30 Jun 2019' interface for the Department of Finance. The 'Leases' tab is selected, showing a table of tenancy leases. A red box highlights the 'New Lease' button and the 'Tenancy lease' dropdown menu. The table lists five leases with columns for Building, Type, Lease Identifier, and Description. At the bottom, there is a 'Show 10 entries' dropdown and a 'Confirm All' button.

Building	Type	Lease Identifier	Description
B_126 : 140-180 Garema Place Canberra ACT 2601	Tenancy lease	0000001144	Leased from 28 Nov 2016 to 29 Mar 2024
B_130 : 148 Frome Street Adelaide SA 5000	Tenancy lease	0000001961	Leased from 30 Dec 2012 to 30 Dec 2018
B_14 : 1 Canberra Avenue Forrest ACT 2603	Tenancy lease	351	Leased from 02 Aug 2016 to 01 Aug 2036
B_197 : 2 Faulding Street Symonston ACT 2609	Tenancy lease	352	Leased from 01 Oct 2016 to 30 Sep 2026
B_803 : Wetlands House 1 Dairy Road Fyshwick ACT 2609	Tenancy lease	350	Leased from 01 Jan 2009 to 31 Dec 2018

The following data element definitions apply to this section.

Lease Description (PD34)

Definition:	<p>An Entity-generated reference for a lease. This field provides Entities with the ability to create a reference that identifies the lease in a way that the Entity can readily understand.</p> <p>In previous collections, the Lease Description has been formatted as “L”, for lease, followed by a hyphen and a three-letter Entity name code (i.e. “FIN” for Finance), followed by another hyphen and a unique number (i.e. L-FIN-01).</p> <p>Entities no longer need to follow this format, but should ensure Lease Descriptions remain unique.</p>
Notes:	<p>Each lease should have a unique lease description.</p> <p>It would be preferable if Entities use the same lease identifiers through multiple collection periods.</p>
Format:	[L-][Entity code-][Entity assigned building number]

Comments (PD35)

Definition:	Any comments that the Entity would like to include that further supports or explains data relating to the lease.
Notes:	Comments in this field are only required at the Entity’s discretion and are encouraged.
Format:	[Text]

Lease Start Date (PD36)

Definition:	The date when the current lease obligation for the property began.
Notes:	This is the start date of the initial term of the lease, regardless of whether or not lease extensions have been taken.
Format:	[dd/mm/yyyy]

Lease End Date (PD37)

Definition:	The date when the current obligation to lease the property ends.
Notes:	<p>For initial term leases, this is the end date of the initial term.</p> <p>For leases in a lease extension period, this is the end date of the current lease extension period.</p>
Exclude:	Options periods that have not yet been exercised.
Format:	[dd/mm/yyyy]

Lease Type (PD38)

Definition: The type of lease under which the Entity is occupying or has the right to occupy the building.

Notes:

The type of lease is to be determined from the terms and conditions contained in the current lease as they relate to the coding below.

If the lease has expired, and is in a holdover period, the Entity is to report the lease type that applied under previous (expired) lease.

Classification into lease type is based on what the Entity is obliged by the lease to pay, irrespective of whether the Entity meets the costs directly or through reimbursement to the lessor.

Format: [Pick from List]

<u>Code</u>	<u>Meaning</u>
Fully Gross	Entity is obliged to pay only rent to the lessor.
Gross	Entity is obliged to pay rent and increases to statutory charges to the lessor.
Single Net	Also known as a net lease, requires the Entity to pay property taxes in addition to rent.
Double Net	Requires the Entity to pay the property taxes and insurance premiums in addition to rent.
Triple Net	A triple-net lease requires the Entity to pay rent plus property taxes, insurance premiums and maintenance costs.
Owned	The building is owned by the Entity.
Not Recorded	The Lease Type is not known.

Lease Status (PD39)

Definition: The status of the current property lease as at 30 June of the reporting year.

Notes:

If a lease is reported as 'expired', the related lease record will not be available when a new collection period is activated.

Leases that have expired but are continuing on a month-to-month basis, without new terms being agreed, should be reported as 'Holdover'.

Leases that are yet to be formally agreed but are occupied under a heads of agreement should be reported as 'Pending'.

If a lease expires on 30 June of the reporting year, it should be counted as 'Active' in the collection for that year.

Format: [Pick from List]

<u>Code</u>	<u>Meaning</u>
Active - Initial Term	The lease is active and still in the initial term.
Active – Lease Extension Period	The lease is active and in an extension period.
Expired	The tenant remains in a property after the expiration of the lease.
Holdover	The lease end date has passed but the lease is continuing on a month-to-month basis.
Pending	The property is occupied under a heads of agreement.

Green Lease Schedule (PD40)

Definition:	Type of agreement between the Entity and lessor that sets out each party's role in the achievement of energy efficiency objectives.														
Notes:	Only code a property as a type of GLS if it has a current Green Lease Schedule, as defined in the Green Lease Schedules Guidance Notes - Energy Efficiency in Government Operations (EEGO Policy).														
Reference:	Energy Efficiency in Government Operations Policy at: https://www.energy.gov.au/publications/energy-efficiency-government-operations-policy														
Format:	<p>[Pick from List]</p> <table><tr><th><u>Code</u></th><th><u>Meaning</u></th></tr><tr><td>GLS A</td><td>Green Lease Schedule, type A1 or A2</td></tr><tr><td>GLS B</td><td>Green Lease Schedule, type B1 or B2</td></tr><tr><td>GLS C</td><td>Green Lease Schedule, type C1 or C2</td></tr><tr><td>GLS D</td><td>Green Lease Schedule, type D1 or D2</td></tr><tr><td>Nil</td><td>No energy efficiency agreement currently in place</td></tr><tr><td>Other</td><td>Another form of energy efficiency agreement</td></tr></table>	<u>Code</u>	<u>Meaning</u>	GLS A	Green Lease Schedule, type A1 or A2	GLS B	Green Lease Schedule, type B1 or B2	GLS C	Green Lease Schedule, type C1 or C2	GLS D	Green Lease Schedule, type D1 or D2	Nil	No energy efficiency agreement currently in place	Other	Another form of energy efficiency agreement
<u>Code</u>	<u>Meaning</u>														
GLS A	Green Lease Schedule, type A1 or A2														
GLS B	Green Lease Schedule, type B1 or B2														
GLS C	Green Lease Schedule, type C1 or C2														
GLS D	Green Lease Schedule, type D1 or D2														
Nil	No energy efficiency agreement currently in place														
Other	Another form of energy efficiency agreement														

Current Annual Rent Expense (PD41)

Definition:	Total annual rent (GST inclusive) expense of the lease for all areas within the tenancy, associated car parking, and onsite storage within the last financial year.
Include:	<p>Minimum lease payments.</p> <p>Aggregate monetary benefit of any incentives (cash or non-cash, eg: a rent free period or integrated fitout provision) recognised as a reduction of rental expense over the lease term on a straight line basis. For example, a 100% rent reduction in one year of a ten-year lease should be represented as 10% reduction in rent paid in every year of the initial lease term (excluding options).</p> <p>Rent expenses for all areas in the building, including office areas, non-office areas and leased-out areas.</p> <p>Rent expenses for all onsite storage.</p> <p>Rent expenses for onsite and offsite car parking facilities that have been acquired for Entity staff in the building or people visiting Entity staff in the tenancy.</p>
Exclude:	<p>Rent for offsite storage. This is not collected.</p> <p>Rents received from subleasing arrangements. That is, do not offset the rent expenses by rent received. This data is collected elsewhere in the system.</p>
Reference:	RMG 110 - Accounting for operating lease expenses and incentives
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Lessor's Outgoings Expense (PD42)

Definition:	Total expense (GST inclusive) incurred by the Entity in the reporting period for all outgoings payable to the lessor.
Include:	<p>All expenses payable to the lessor under the relevant lease/s, other than rent, such as: landscaping, cleaning, maintenance, after hours AC.</p> <p>Lessor's outgoings for all leased areas in the tenancy, including office areas, non-office areas and leased-out areas.</p> <p>(As an offset) reimbursement of lessor's outgoings received in the same reporting period in which the outgoings were paid by the Entity.</p>
Exclude:	<p>Reimbursement of lessor's outgoings incurred during previous reporting periods.</p> <p>Outgoings that are included in the rent and not separately charged by the lessor.</p> <p>Outgoings paid to vendors other than the lessor, these should be covered in the Building Management section (PD16 to 22).</p>
Notes:	<p>Report all non-rent payments to the lessor irrespective of whether they relate to the base building.</p> <p>Report \$0 for owned tenancies.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Provider (PD43)

Definition:	Name of lease management provider.
Notes:	If the Entity does not use a lease management provider (i.e. leases are managed in house), leave blank.
Format:	[Text]

Provider Contract End Date (PD44)

Definition:	End date of the lease management provider contract.
Notes:	If the Entity does not use a lease management provider (i.e. leases are managed in house), leave blank.
Format:	[dd/mm/yyyy]

Services - Base Fees (PD45)

Definition:	Total cost (GST Inclusive) of external lease management service providers for the Entity's property portfolio.
Notes:	<p>Field should exclude pass through costs.</p> <p>If a single total fee is paid for lease management for all properties use the following example and formula to calculate the fee per building:</p> <p>If the base fee for the lease manager is \$1,000,000 across three buildings as below;</p> <p>Building 1 has a total Net Lettable Area of 5,000m²</p> <p>Building 2 has a total Net Lettable Area of 10,000m²</p> <p>Building 3 has a total Net Lettable Area of 15,000m²</p> <p>The total Net Lettable Area the lease manager is responsible for is 30,000m²</p> <p>The total Base fee should then be divided by the total Net Lettable Area (1,000,000 ÷ 30,000 = 33.3333333)</p> <p>The base fee can then be apportioned in AGPR as follows:</p> <p>Building 1 (5,000m² x 33.3333333 = \$166,666.67)</p> <p>Building 2 (10,000m² x 33.3333333 = \$333,333.33)</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Services - Other Fees (PD46)

Definition:	Total cost (GST Inclusive) of services delivered by the lease management provider not included in the base fee.
Notes:	<p>Field should exclude pass through costs.</p> <p>If a single payment for other services fee for lease management for all properties is paid, use the example and formula in Services Base Fees (PD47) to calculate the other services fee per building.</p>

Definition:	Total cost (GST Inclusive) of services delivered by the lease management provider not included in the base fee.
Include:	Total other fees charged by the external lease management service providers delivering lease management services for the Entity not included in the base fee.
Exclude:	Other contractors and consultants delivering ad hoc property services during the reporting period. Pass-through costs. If the Entity does not use a lease management provider (i.e. leases are managed in house), leave blank.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Manager Name (PD47)

Definition:	Name details of Entity representative looking after the lease.
Format:	[Text]

■ Manager Phone (PD48)

Definition:	Manager phone (PD50)
Format:	[Text]

■ Manager Email (PD49)

Definition:	Contact number of Entity representative looking after the lease.
Format:	[Email address format]

■ Manager Email (PD50)

Definition:	Contact number of Entity representative looking after the lease.
Format:	[Email address format]

■ Manager Contact Details (PD51)

Definition:	Any necessary information that is needed about the Entity representative looking after the lease.
Notes:	Comments in this field are only required at the Entity's discretion and could include an address.
Format:	[Email address format]

■ Number of Remaining Extensions (PD52)

Definition:	Number of remaining lease extensions available under the current lease.
Notes:	If currently in an extension period, then only include the remaining lease extensions.
Format:	[nn]

■ Length of Next Lease Extension (PD53)

Definition:	Length (in months) of next available lease extension period.
Notes:	Only note the length of the next extension under the lease agreement.
Format:	Number of months: [mm]

■ Extension Notification Date (PD54)

Definition:	The notification date for the next lease extension.
Notes:	The final date to advise the lessor of the intent to exercise the next lease extension option.
Format:	[dd/mm/yyyy]

■ Incentive Description (PD55)

Definition:	A short description of any incentives associated with executing the lease (including estimated value if known).
Notes:	If in an extension period, only include incentives negotiated as part of the lease extension.
Include:	<p>Include any incentives (including an estimated value) negotiated as part of the lease agreement including (but not limited to) fit-out subsidies, rent reduction, rent free periods etc.</p> <p>Include incentives in accord with a new lease extension.</p>
Format:	[Text]

Rent Review Mechanism (PD56)

Definition: The mechanism in which the annual rent is adjusted.

Format: [Pick from List]

<u>Code</u>	<u>Meaning</u>
CPI	Adjusted by the consumer price index
Market Rent Review	Adjusted to match the current market price
Other	Adjusted by another calculation
Fixed	Fixed percentage increase

Rent Review Frequency (PD57)

Definition: The frequency that the rent is reviewed under the lease agreement.

Notes: Specify in years the frequency of rent reviews.

Format: Number of years: [nn.n]

Sub-Leases 2.2

The Sub-lease tab is used by an Entity who is sub-leasing space to another Entity, State Government, or private company.

The Sub-lease table is located inside all lease records and provides an overview all sub-leases attributed to a tenancy lease. The table includes summary information, such as Lease Description (PD60), Sub-Lease To (PD61), and Lease Details (Sub-Lease Start and End Date (PD62 and 63)).

The screenshot displays the 'Sub-lease' tab within a system interface for 'Building B_14' at '1 Canberra Avenue, Forrest, ACT 2603'. The interface includes tabs for 'Tenancy lease', 'Sub-lease', 'Leased areas', and 'Office Space Advertisements'. A table lists sub-leases with columns for 'Leasing Entity Type', 'Lease Description', and 'Lease Details'. Two entries are shown, both for 'Commonwealth - MOU' and 'S-FIN-10'. The first entry has a lease period from '01 Jul 2016 to 30 Jun 2021', and the second from '03 Apr 2017 to 30 Jun 2022'. Annotations with red boxes and arrows point to specific data points: 'Sub-Leased To PD61' points to the 'Commonwealth - MOU' text; 'Lease Description PD60' points to the 'S-FIN-10' text; 'Sub-Lease End Date PD62' points to the '30 Jun 2022' date; and 'Sub-Lease End Date PD63' points to the '30 Jun 2022' date. A 'New' button is visible in the top right corner of the table area.

Leasing Entity Type	Lease Description	Lease Details
Commonwealth - MOU	S-FIN-10	Leased from 01 Jul 2016 to 30 Jun 2021
Commonwealth - MOU	S-FIN-10	Leased from 03 Apr 2017 to 30 Jun 2022

Showing 1 to 2 of 2 entries

From this table, an entity can:

- create a sub-lease, using the 'New' button located above the table on right side of the screen;
- delete a sub-lease, by clicking the cross symbol at the end of the sub-lease record; and
- edit a sub-lease, by clicking the edit/view symbol at the end of the sub-lease record.

The screenshot displays the 'Sub-lease' tab for 'Building B_14' at '1 Canberra Avenue, Forrest, ACT 2603'. The interface includes a table with two columns: 'Leasing Entity Type' and 'Lease Description'. The table contains two entries for 'Commonwealth - MOU' with 'S-FIN-10' lease descriptions. The first entry is dated 'Leased from 01 Jul 2016 to 30 Jun 2021' and the second is dated 'Leased from 03 Apr 2017 to 30 Jun 2022'. At the bottom of the table, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 2 of 2 entries' status. On the right side of the table, there are three buttons: 'New', 'Delete Sub-Lease', and 'Edit Sub-Lease'. Red boxes and arrows highlight these buttons and the cross symbols at the end of each table row, indicating the actions available for each sub-lease record.

Leasing Entity Type	Lease Description	Lease Details
Commonwealth - MOU	S-FIN-10	Leased from 01 Jul 2016 to 30 Jun 2021
Commonwealth - MOU	S-FIN-10	Leased from 03 Apr 2017 to 30 Jun 2022

The following data element definitions apply to this section.

Lease Description (PD60)

Definition:	An Entity-created code or description that will appear in the Sub-lease table.
Notes:	A lease description code should be easily recognisable to Entity users and should be unique amongst an Entities sub-leases.
Format:	[text]

Sub-Leased To (PD61)

Definition:

Type of Entity that is sub-leasing office space. This selection will determine if an additional field is exposed.

Format:

[Pick from List]

<u>Code</u>	<u>Meaning</u>
Commonwealth – MOU	Sub-lease is with a Commonwealth Entity under a MOU
Commonwealth – Other	Sub-lease is with a Commonwealth Entity under a lease
Private	Sub-lease is with a Private Entity
State Government	Sub-lease is with a State Government Entity

Start Date (PD62)

Definition:	Start date of the current sub-lease.
Format:	[dd/mm/yyyy]

End Date (PD63)

Definition:	End date of the current sub-lease.
Notes:	If there is no end date for the sub-lease, use the end date of the head lease. In this scenario, the Entity will need to change the sub-lease end date whenever the head lease end date is changed.
Format:	[dd/mm/yyyy]

■ Sub-Leasing Parties/Agencies Sub-Leased To (PD64)

Definition:	The name of the Entity or company that is occupying the sub-leased office space.
Notes:	<p>If the 'Sub-leased To' field indicates that space is being sub-leased to another Entity, then this field will prompt users to choose which Entity.</p> <p>If office space is being sub-leased to a private company then users should enter the name of that company.</p>
Format:	[Drop down of Text] or [Text]

■ Total Revenue (PD65)

Definition:	Revenue and gains (GST Inclusive) from sub-lease arrangements.
Notes:	<p>This item comprises revenue/gains from: rent expense, repair and maintenance expense, energy expense, water and sewerage expense, cleaning and waste removal expense, and other operating expense received from sublease or landlord arrangements.</p> <p>This information can be found in the Tenancy Schedule.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Total Sub-Leased Area (PD66)

Definition:	Total area within the reported NLA of the property which is sub-leased or leased-out to another Entity or a third party, measured in accordance with the PCA: Method of Measurement of Lettable Area.
Notes:	<p>This element is used to work out the area that the Entity does not retain full control of due to sub-letting or landlord arrangements.</p> <p>If the sub-lease agreement indicates only the number of work-points to be provided, and not the amount of office space, then the NLA should be derived by multiplying the number of work-points provided with the fit-out density of the tenancy.</p> <p>If the Entity considers that the area in the sub-lease, MOU, licence or similar arrangement is inaccurate, report the leased-out area determined by a surveyor, architect or similarly qualified professional.</p>
Reference:	<p>PCA: Method of Measurement for Lettable Area, most recent version.</p> <p>Sub-lease or other relevant documents.</p> <p>Surveyor's report.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Total Vacant Area Available (PD67)

Definition:	Any additional area of the lease that is currently available for sub-leasing.
Notes:	Only include areas that are not currently subject to a new sub-lease agreement.
Format:	Square metres: [nn,nnn.nn]

Leased Areas 2.3

The Leased Areas tab is accessible through the view button of a Tenancy Lease record.

The screenshot displays the 'Leased areas' tab for a specific tenancy lease record. The interface is divided into several sections: Overview, Non-office areas, and Lease Statistics. Red boxes and arrows highlight specific data fields and their corresponding data element definitions.

Overview Section:

- Net Lettable Area PD68:** Points to the 'Net lettable area*' field, which has a value of 518.00 m².
- Head Count PD69:** Points to the 'Staff count type' field, which has a value of 'Head Count'.
- Workpoints PD71:** Points to the 'Workpoints*' field, which has a value of 134.
- Staff allocated to lease PD70:** Points to the 'Staff allocated to lease*' field, which has a value of 77.

Non-office areas Section:

- Area C*:** 5.00 m²
- Area E*:** 0.00 m²
- Area G*:** 0.00 m²
- Area I*:** 0.00 m²
- Area M*:** 0.00 m²
- Area D*:** 0.00 m²
- Area F*:** 0.00 m²
- Area H*:** 0.00 m²
- Area J*:** 0.00 m²
- Area L*:** 0.00 m²
- Total Non-Office area:** 5 m²

Lease Statistics Section:

- Cost per Square Metre PD83:** Points to the 'Cost Per Square Metre' field, which has a value of \$.
- Usable Office Area PD85:** Points to the 'Usable Office Area' field, which has a value of m².
- Occupational Density PD87:** Points to the 'Occupational Density' field, which has a value of m².
- Cost Per Workpoint PD84:** Points to the 'Cost Per Workpoint' field, which has a value of \$.
- Workpoint Vacancy Rate PD88:** Points to the 'Workpoint Vacancy Rate' field, which has a value of %.

The following data elements definitions apply to this section.

Net Lettable Area (PD68)

Definition:	For leased and owned property, the Net Lettable Area (NLA) for building or leased area is the sum of all lettable areas within the lease, including areas that are being sub-leased to another Entity. NLA is calculated by taking measurements from the internal finished surfaces of permanent internal walls and the internal finished surfaces of dominant portions of the permanent outer building walls.
Include:	<p>Included in the NLA calculation are:</p> <p>Window mullions; window frames; structural columns; engaged perimeter columns or piers; fire hose reels attached to walls; and</p> <p>Additional facilities specially constructed for or used by individual tenants that are not covered in the exclusions (below).</p>
Exclude:	<p>Excluded from the NLA of each tenancy are:</p> <p>Stairs; access ways; fire stairs; toilets; recessed doorways; cupboards; telecommunications cupboards; fire hose reel cupboards; lift shafts; escalators; smoke lobbies; plant/motor rooms;</p> <p>Lift lobbies where lifts face other lifts;</p> <p>Areas set aside for the provision of all services, such as electrical or telephone ducts and air conditioning risers to the floor, where such facilities are standard facilities in the building; and</p> <p>Areas dedicated as public spaces or thoroughfares such as foyers, atria and access ways in lift and building service areas.</p>
Notes:	<p>If the lease does not have an area figure or the lease contains a GLA figure, determine the total NLA in accordance with the PCA: Method of Measurement for Lettable Area.</p> <p>If the entity considers that the NLA recorded in the lease is inaccurate, report the NLA determined by a surveyor, architect or similarly qualified professional.</p> <p>For further information on treatment of stairs; inclusions of security or reception facilities, common areas in a sub-lease, sub divided floors, balconies etc.; and how to measure please refer to chapter 3 of the Property Council of Australia's Method of Measurement for Lettable Area.</p>
Reference:	<p>Property Council of Australia: Method of Measurement for Lettable Area, 2008.</p> <p>The lease or other relevant documents.</p> <p>Surveyor's report.</p>
Format:	Square metres [nn,nnn.nn]

■ Head Count (PD69)

Definition:	Headcount (including contractors) allocated to the lease. This field is greyed out by default.
Notes:	<p>Previous collections have requested Entities report staff allocated to lease (PD70) in ASL terms, or have let Entities decide which measure to use.</p> <p>In the 2019 collection, we ask users to use a headcount of staff attributed to lease. This includes contractors and staff who would normally work in the building – even if they are not present on the day a count is conducted (if an Entity decides to do a manual headcount).</p>
Format:	[nnnnn]

■ Staff Allocated to Lease (PD70)

Definition:	Number of staff (including contractors) allocated to the lease.
Notes:	<p>Headcount should include all staff that would normally work in the building – regardless of whether they are in attendance on any given day.</p> <p>Entities can use HR data (if available) to complete this section, or can conduct a manual headcount.</p> <p>If conducting a manual headcount, the surveyor should determine whether unoccupied desks are usually occupied by a staff member that may be away, either momentarily or on any form of leave. If this is not practical, then any signs of regular occupation (nameplates, notepad, personal affects etc.), or lack thereof, can be used to determine whether a staff member usually resides at that desk.</p> <p>The number of staff attributed to a lease is an important factor in determining a lease's Occupational Density and Work-point Vacancy Rate.</p>
Format:	[nn,nnn]

■ Workpoints (PD71)

Definition:	<p>Total number of work-points within the usable office area of the property.</p> <p>A work-point is defined as a desk, enclosed office or a counter where it would be reasonable to expect a person to carry out office work on an ongoing basis. This would apply to traditional, flexible or activity-based working fit-out arrangements.</p>
Notes:	<p>If an office is fitted-out for two or more people, then the office is to be counted as containing two or more work-points as appropriate.</p> <p>If a counter is the primary location for office work for two or more people, then the counter is to be counted as containing two or more work-points as appropriate.</p> <p>A training or meeting room converted into an office is to be treated as an office.</p>
Format:	[nnnnn]

■ Non Office Area C – Basement or Inadequate Amenity (PD72)

Definition:	Total of all areas within the reported NLA that are a Basement or Inadequate Amenity and are not leased-out.
Notes:	<p>All areas and facilities in a basement.</p> <p>All areas and facilities which do not provide adequate amenity for use as office space due to the absence of natural light or other physical constraints, including ongoing building maintenance, construction or fit-out.</p> <p>All car parking: Calculation for one car park (2.4 x 5.4 = 12.96m²)</p>
Format:	[nnnnn]

■ Non Office Area D – Police Station, Laboratory or Hospital (PD73)

Definition:	Total of all areas within the reported NLA that are a police station, laboratory or hospital and are not leased-out.
Include:	A police station, laboratory, hospital, quarantine area, public hearing room or workshop.
Exclude:	An area specifically used to repair and maintain office items.
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Areas categorised as police station, laboratory or hospital are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

■ Non Office Area E – Specifically for Operational Activity (PD74)

Definition:	Total of all areas within the reported NLA that are specifically for operational activity and are not leased-out.
Include:	<p>Rooms or areas specifically used to detain, examine, interview, observe, assess or counsel members of the public.</p> <p>All areas used to store equipment and items, other than office items, that are needed for operational activities.</p> <p>Additional facilities that have been fitted out by the Entity (that is, not part of the base building) such as bathrooms, showers, kitchenettes specifically to support operational activities.</p>
Exclude:	<p>General meeting rooms or offices that may be used for meetings with members of the public or stakeholders on an ad hoc basis.</p> <p>Airports should be excluded.</p> <p>Areas used to store office items or any form of paper-based media, including files, archived files, books or other documents.</p> <p>Additional facilities that have been fitted out by the Entity (that is, not part of the base building) such as bathrooms, showers, kitchenettes, unless they are specifically to support operational activities.</p> <p>All areas used for office activities, including where the office activities enable operational activities.</p>
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as Specifically for Operational Activity are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

Non Office Area F – Public Facility (PD75)

Definition:	Total of all areas within the reported NLA that are a public facility and are not leased-out.
Include:	All areas which are freely accessible to the public, such as public libraries, public galleries, public cafeterias, public reception areas, public waiting areas and public retail areas.
Exclude:	Libraries, galleries, cafeterias, gymnasiums and shopfronts (captured under PD72) where access is fully or partially restricted to staff and contractors within the Entity. Any area not included in the building's NLA (i.e. atriums).
Notes:	<p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as atriums, base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as Public Facility are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

Non Office Area G – Judicial Chambers and Court Rooms (PD76)

Definition:	Total of all areas within the reported NLA that are judicial chambers and court rooms and are not leased-out.
Include:	Judicial chambers and the secure zone around judicial chambers, court rooms and hearing rooms.
Exclude:	Offices provided for tribunal members, commissioners, ombudsmen or similar officers.
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as judicial chambers and court rooms are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

Non Office Area H – Areas Specifically for the Governor-General, Prime Minister and Parliamentarians (PD77)

Definition:	Total of all areas within the reported NLA that are areas specifically for the Governor-General, Prime Minister and parliamentarians and are not leased-out.
Include:	All areas specifically provided for the use of the Governor-General, Commonwealth Parliamentarians, former Governors-General, former Prime Ministers and former members of the judiciary.
Exclude:	Areas provided for Accountable Authorities, chief executives, senior executives, contractors, consultants and uniformed or sworn personnel, to undertake office activities.
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as Areas Specifically for the Governor-General, Prime Minister and Parliamentarians are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

Non Office Area I – Emergency and Crisis Coordination Areas (PD78)

Definition:	Total of all areas within the reported NLA that are emergency and crisis coordination areas and are not leased-out.
Include:	An area designed and used specifically for coordinating responses to emergency or crisis situations.
Exclude:	Call centres, unless designed and used specifically for directing responses to emergency or crisis situations.
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as emergency and crisis coordination areas are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

Non Office Area J – Exempt Area (PD79)

Definition:	Total of all areas within the reported NLA that are classified as an Exempt Area (refer Attachment A) and are not leased-out.
Include:	An area specifically designated by the Department of Finance as an exempt area.
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as Exempt Area are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

Non Office Area L – Shopfronts (PD80)

Definition:	Total of all areas within the reported NLA that are shopfronts and are not leased-out.
Include:	Areas used as a shopfront specifically designed to provide Commonwealth Government services to the public.
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as Shopfronts are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

Non Office Area M – ICT/Data Warehouse (PD81)

Definition:	Total of all areas within the reported NLA that are ICT/Data warehouse within the Entity's control and are not sub-leased-out
Include:	Areas dedicated to housing ICT equipment including servers etc.
Exclude:	Under desk standalone servers.
Notes:	<p>Measurements of the non-office area can be taken from the physical space or the floor plans, whichever is considered by the Entity to be the most reliable.</p> <p>Only areas categorised as ICT/Data warehouse are recorded under this element.</p> <p>Area reported as non-office area needs to fit a category of AGPR defined non-office area at the point in time of data collection. Area expected to be a non-office area but not used as such must not be included in this element.</p> <p>An area can only be included in non-office area if it is in the NLA and the controlled area for the property. For example, areas such as base building stairs, access-ways, base building toilets and plant rooms must not be included in non-office area because they are not in the NLA.</p> <p>If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.</p>
Format:	Square metres: [nn,nnn.nn]

■ Total Non-Office Area (PD82)

Definition:	Total of all non-office areas within the reported NLA that are not currently subleased.
Notes:	This is automatically generated to reflect the sum of all preceding non office areas.
Format:	Data Auto Total: Square metres [nn,nnn.nn]

■ Cost per Square Metre (PD83)

Definition:	Automated calculation to show the cost per square metre of the lease.
Calculation:	Net Rent Expense (Current Annual Rent Expense <i>minus</i> Sub-lease Revenue) <i>divided by</i> Controlled Area (NLA <i>minus</i> Sub-leased Area)
Format:	[\$nnn.nn]

■ Cost per Work-point (PD84)

Definition:	Automated calculation to show the cost per work-point of the lease.
Calculation:	Net Rent Expense (Current Annual Rent Expense <i>minus</i> Sub-lease Revenue) <i>divided by</i> Work-points
Format:	[\$nnn.nn]

■ Usable Office Area (PD85)

Definition:	Automated calculation to show the useable office area of the lease.
Calculation:	Controlled Area (NLA <i>minus</i> Sub-leased Area) <i>minus</i> Total Non-Usable Office Area
Format:	[nnnn.nn]

■ Work-point Vacancy Rate (PD86)

Definition:	Automated calculation to show the work-point vacancy rate of the lease.
Calculation:	Number of Vacant Work-points (Number of Work-points <i>minus</i> Staff Allocated to Lease) <i>divided by</i> Number of Work-points <i>multiplied by</i> 100.
Format:	[nnnn.nn]

■ Occupational Density (PD87)

Definition:	Automated calculation to show the occupational density of the lease.
Calculation:	Usable Office Area <i>divided by</i> Staff Allocated to Lease.
Format:	[nnnn.nn]

Advertising 2.4

The advertising tab provides a place where Entities can list vacant work points and office space.

Entities can edit advertisements by selecting at the end of the record or create a new advertisement by clicking on the 'New Advertisement' button.

The screenshot shows a web interface for managing office space advertisements. At the top, there is a header bar with the text 'Building B_126', '140-180 Garema Place', 'Canberra, ACT 2601' on the left, and 'Department of Finance' on the right. Below the header, there are four tabs: 'Tenancy lease', 'Sub-lease', 'Leased areas', and 'Office Space Advertisements'. The 'Office Space Advertisements' tab is selected. In the top right corner of the main content area, there is a button labeled 'New Advertisement' with a plus icon, which is highlighted with a red rectangle. Below the tabs, there is a table with the following columns: 'Space Available', 'Available from', 'Available Period', 'Contact person', 'Contact details', 'Publish date', and 'Status'. The table is currently empty, with the text 'No data available in table' displayed. At the bottom left, there is a 'Show' button followed by a dropdown menu set to '10' and the text 'entries'. At the bottom right, there is a status indicator that says 'Showing 0 to 0 of 0 entries'.

Once completed, an advert will be published in the Property Marketplace.

The screenshot shows a web form titled 'Office Space Advertisements' for 'Building B_14' at '1 Canberra Avenue, Forrest, ACT 2603'. The form has tabs for 'Tenancy lease', 'Sub-lease', 'Leased areas', and 'Office Space Advertisements'. The 'Office Space Advertisements' tab is active. The form contains the following fields and annotations:

- Published Date PD88:** Points to the 'Publish date' field (format: dd/mm/yyyy).
- Space Fitted Out? PD90:** Points to the 'Space fitted out?' field (Yes/No).
- Workpoints Available PD91:** Points to the 'Workpoints available' field.
- Available From Date PD93:** Points to the 'Available from*' field (format: dd/mm/yyyy).
- Additional Information PD95:** Points to the 'Additional information' text area.
- Contact Person PD96:** Points to the 'Contact person*' field.
- Contact Email PD98:** Points to the 'Contact email*' field.
- Status PD89:** Points to the 'Status' dropdown menu (currently set to 'Available').
- Square Metres Available PD92:** Points to the 'Square metres available' field (format: m²).
- Period Available PD94:** Points to the 'Period available*' dropdown menu (currently set to '-- Please select --').
- Contact Phone PD97:** Points to the 'Contact phone*' field.

At the bottom right of the form are 'Save' and 'Cancel' buttons.

The fields in this section include the following.

Published Date (PD88)

Definition:	The date the advertisement was published.
Format:	[dd/mm/yyyy]

Status (PD89)

Definition:	The status of the advertisement.
Notes:	This field should be updated when a vacancy is filled.
Format:	Select from drop down list: Available Vacancy filled/Tenanted

Space Fitted Out? (PD90)

Definition:	Is the advertised space fitted out with work-points?
Format:	[Select Yes/No]

Work-points Available (PD91)

Definition:	The number of work-points available with the spare office space (if applicable).
Notes:	Only include the number of work-points your Entity wishes to fill, not necessarily the overall number of vacant work-points
Format:	[nnnn]

Square Metres Available (PD92)

Definition:	The total square metres of Usable Office Area available.
Format:	[nnn.nn]

Available from Date (PD93)

Definition:	The date vacant office space is available.
Format:	[dd/mm/yyyy]

■ Period Available (PD94)

Definition:	The time period the vacant office space is available.
Format:	Select from drop down: 0-3 Months 3-6 Months 6-12 Months Over 12 Months

■ Additional Information (PD95)

Definition:	Any other information that may be relevant to Entities looking for office space.
Format:	[Text]

■ Contact Person (PD96)

Definition:	The name of the point of contact within the advertising Entity.
Format:	[Text]

■ Contact Phone (PD97)

Definition:	The phone number of the point of contact within the advertising Entity.
Format:	[nn-nnnnnnnn] or [Work Mobile]

■ Contact Email (PD98)

Definition:	The business email address of the point of contact within the advertising entity.
Format:	[xxxxx@xxxxxx.xxx.xx]

Collection Period 3.0

The collection period tab contains agency details and the status of the current collection period for the Entity.

The screenshot displays the 'Collection period' tab within the 'Data collection: 01 Jul 2018 - 30 Jun 2019' interface. The sidebar on the left contains two items: 'Portfolio PD99' (highlighted with a red dashed box) and 'Record Status PD100' (also highlighted with a red dashed box). The main content area, titled 'Agency details', shows two fields: 'Portfolio: Finance' and 'Record Status: Not Confirmed'. Red lines connect the 'Portfolio PD99' item in the sidebar to the 'Portfolio: Finance' field, and the 'Record Status PD100' item to the 'Record Status: Not Confirmed' field. A green 'Save' button is located at the bottom right of the main content area.

The following data element definitions apply to this section.

Portfolio (PD99)

Definition:	The Portfolio in which the Entity belongs.
Notes:	The name is taken from the Department of Finance site: www.finance.gov.au/resource-management/governance/#flipchart .
Reference:	Information only

Record Status (PD100)

Definition:	The status of the current collection period for the buildings an Entity has listed.
Notes:	The Status will only be fully confirmed once all the buildings an Entity has listed have been confirmed using the flag buttons located on the buildings tab.
Format:	Information only

Region Costs 4.0

The Regional Costs tab captures aggregate security expenses at the state/territory level.

There is no requirement for Entities to further breakdown this information to individual lease and/or building levels.

Data collection: 01 Jul 2018 - 30 Jun 2019

Department of Finance

Buildings Leases Collection period **Region costs**

New Region cost

Region	Security Expenses
ACT	\$1,117,848.07

Show 10 entries

Showing 1 to 1 of 1 entries

New Region Cost

New Region Cost

Edit Region Cost

An Entity can create a new region cost by selecting the New Region cost button. A user can delete a record in the area within the AGPR application.

The screenshot shows a web form titled "Security" under the "Region costs" tab. The form includes fields for "Region type*", "Country", "State/Territory", "Region*" (a dropdown menu), "Comments", and "Security expenses*" (a currency field). Red lines connect these fields to data element definitions at the bottom: "Region type*" to "Region Type PD101", "Region*" to "Region PD102", "Comments" to "Entity Comment PD104", and "Security expenses*" to "Security Expenses PD103". The form also has "Save" and "Cancel" buttons.

Data collection: 01 Jul 2018 - 30 Jun 2019

Department of Finance

Buildings Leases Collection period Region costs

Security

Region type* Country State/Territory

Region* -- Please select --

Comments

Security expenses* \$

Save Cancel

Region Type PD101

Region PD102

Entity Comment PD104

Security Expenses PD103

The following data element definitions apply to this section.

Region Type (PD101)

Definition:	The region type in which the security expense has been consolidated.
Notes:	By selecting either country or state/territory tabs will dictate the value contained in the Region drop down (PD94)
Format:	[Country State/Territory , Country State/Territory]

Region (PD102)

Definition:	The state or territory in which the security expense has been consolidated.																		
Notes:	This field is a mandatory field when a region cost is created or and existing security regional cost is being edited.																		
Format:	[Pick from List]																		
	<table border="1"> <thead> <tr> <th><u>Code</u></th><th><u>Meaning</u></th></tr> </thead> <tbody> <tr> <td>ACT</td><td>Australian Capital Territory</td></tr> <tr> <td>NSW</td><td>New South Wales</td></tr> <tr> <td>NT</td><td>Northern Territory</td></tr> <tr> <td>QLD</td><td>Queensland</td></tr> <tr> <td>SA</td><td>South Australia</td></tr> <tr> <td>TAS</td><td>Tasmania</td></tr> <tr> <td>VIC</td><td>Victoria</td></tr> <tr> <td>WA</td><td>Western Australia</td></tr> </tbody> </table>	<u>Code</u>	<u>Meaning</u>	ACT	Australian Capital Territory	NSW	New South Wales	NT	Northern Territory	QLD	Queensland	SA	South Australia	TAS	Tasmania	VIC	Victoria	WA	Western Australia
<u>Code</u>	<u>Meaning</u>																		
ACT	Australian Capital Territory																		
NSW	New South Wales																		
NT	Northern Territory																		
QLD	Queensland																		
SA	South Australia																		
TAS	Tasmania																		
VIC	Victoria																		
WA	Western Australia																		

Security Expenses (PD103)

Definition:	Total expenses incurred (GST Inclusive) by the Entity in the reporting period for security services.
Include:	<p>Include guards, patrols, monitoring, CCTV and maintenance.</p> <p>Include any information that the Entity considers relevant about the security arrangements at PD96 e.g. security arrangements might include by the landlord and is part of the lease– therefore the entity might not incur an expense at some properties.</p>
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Entity Comment (PD104)

Definition:	Any comments that the Entity would like to include to support any data relating to region cost information.
Include:	Comments are only required at the Entity's discretion.
Format:	[Text]

3. Dictionary of Applicable Terms

The following definitions apply for the purposes of the AGPR (Leased Estate) Data Collection. Each data element and derived element is also a defined term and the definitions are contained in the data specifications for the appropriate element.

Building includes any building leased or owned by the Entity with a Usable Office Area. If an Entity has two or more leases in a building, the same building is reported for all leases. If an Entity leases one or more buildings under a single lease, or leases an area of land that contains buildings under a single lease, the same lease is reported for multiple buildings. Cost data elements are apportioned for each building in scope.

Entity as defined in the *Public Governance, Performance and Accountability Act 2013*.

Entity code is a concise and recognisable code assigned by each Entity, which uniquely identifies the Entity's properties. The Entity code is an acronym (e.g. PMC) or key word (e.g. Treasury).

Property means real estate that can be owned; an interest can be held; control can be exercised over; can be traded; or that benefits can be obtained from.

Refurbishment means the upgrading of a building's fabric and services with the aim of enhancing its ability to attract tenants, improve rental value and maximise market value.

Lease includes any lease, sublease or other arrangement where possession and use of property is transferred for a limited period in return for rent and under certain specified conditions in accordance with the PCA - Glossary of Property Terms. This includes heads of agreement, exchange of letters, memorandum of understanding, contract, licence or agreement under which an Entity may occupy part or all of a building that is not owned by the Entity. It excludes arrangements to hire venues on a short-term basis.

Capitalised in relation to an asset, means an asset from which the Entity expects to receive economic benefits during more than one financial year.

Headcount is a method of counting staff attributed to leases. Unlike ASL, in a Headcount, all staff attributed to the lease are counted as individual units, including contractors and consultants based in a tenancy.

Leased-out Area means an area that placed in the control of another Entity under any type of arrangement (such as a heads of agreement, exchange of letters, memorandum of understanding, contract, licence or agreement) and which has been established in accordance with the PGPA Act 2013.

Lessee means the tenant. A person/legal entity who receives the right to occupy and use the property under the terms of a lease.

Lessor means the owner of a property who transfers the right to occupy and use property to another by way of a lease agreement.

Minimum Lease Payment means minimum lease payment as defined in RMG 110 - Accounting for operating lease expenses and incentives include base rent and fixed rent escalations.

Non-Office Area is an area within the controlled area of the property.

Office Items includes all paper, paper-based products, files, books, brochures, paper forms, paper handling products, document holders, binding equipment, binding supplies, laminating equipment, laminating supplies, paper shredders, paper recycling containers, stationery, photocopiers, printers, printer supplies, paper scanners, facsimile machines, telephones, telephone accessories, projection devices, chairs, desks, tables, computer hardware, computer software and computer networking hardware.

Office Activity is all office support work and office work.

Office Support Work is any activity that supports or enables office work. This includes Recreational, social, well-being and corporate activities however, it excludes the maintenance and repair of office items.

Office Work is an activity undertaken at desk, counter, office or meeting room, where office items are the main equipment used to undertake the activity.

Operational Activity is any activity other than office activity undertaken by an Entity that is directly related to the functions of the Entity.

PCA means the Property Council of Australia.

Reporting Period is by Financial Year. This data collection is for reporting period July 2016 to June 2017.

Tenancy is one building in which an Entity occupies or has a right to occupy space under one or more leases.

Attachment A

Non Office Area - Exempt Area Application Process

Step 1

Agencies gather required area information to prepare the Non-Office Area Category J – Exempt Area Application Form;

Step 2

Agencies prepare Non-Office Area Category J – Exempt Area Application Form and obtain the delegate endorsement;

Step 3

Agencies submit certified form to Propertydata@finance.gov.au and provide additional information if requested;

Step 4

Finance advises the agency of the outcome of the application;

Step 5

If approved, the Entity records the area under Non-Office Area Category J – Exempt Area of the AGPR Collection Template; and

If not approved, the Entity does not record the area as non-office area in the AGPR Collection application.

Non-Office Area Category J – Exempt Area Application Form

1. Agency Details

--

2. Exempt Area Details

- ☐ New Application
- ☐ Previous Exempt Area Review

No.	Building Identifier	Street Number/Building Name	Exempt Area Classification	Proposed Exempt Area (m ²)
Eg.	B-ABC-1234			
1				
2				
3				
4				
5				
6				

*Additional rows may be added if necessary.

3. Does the Agency plan to refit the proposed Exempt Area in the next 12 months? If so, how will this result in a change in the use of the area?

--

4. Name and contact details of the PSP or Agency contact person to answer any queries regarding this application.

5. List which supporting documents you have attached to this application, for example, plans.

Name, position and signature of the Assistant Secretary level official who has authorised this application.

Signature _____

Name *(Printed.)* _____

Position _____

Date _____/_____/_____

The Property Data Team at Finance can be contacted for assistance in the completion of the Exempt Area Application Form.

Please send your completed form to Propertydata@finance.gov.au or call Patrick Leane (02 6215 3595) or Luke Berkeley (02 6215 3831) for further assistance.