



Australian Government
Department of Finance

Australian Government Office Occupancy Report

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1. Executive Summary

1.1 Government Property

This report only covers office accommodation over 500 square metres which is owned and leased by the Commonwealth.

The whole of government property information in this report is collected through the annual Australian Government Property Data Collection (PRODACC), which non-corporate Commonwealth entities (entities) update in September each year. The data collected is used to identify and progressively move to better property management practices and inform Whole of Australian Government (WoAG) policy.

The data used in this Office Occupancy Report is from September 2014. Data collected in September 2015 will be published in a similar format in early 2016.

This Report sets out the occupational density for entities against the current target of 14 square metres of office space per occupied work point (14 m²/OWP). It has been prepared using data as at 30 September 2014 as provided by 83 entities.

The Report shows that the Commonwealth occupies a total office area of 2,383,040 square metres across Australia and that combined, the largest 10 Commonwealth entities represent 64 per cent of the total office area leased.

With 55 per cent of leases representing 41% of total leased area, scheduled to end over the next three years and over 20 per cent of the portfolio vacant, a genuine opportunity exists to better manage the Commonwealth's property footprint and deliver efficiencies and savings. This is consistent with initiatives to drive better value for money outcomes from Commonwealth property leasing.

It is intended that this Report will be published annually to provide an ongoing reference source that can be used to assess and identify improved WoAG property outcomes over the next few years.

1.2 Policy Context

In May 2015 the Government announced a range of changes in the area of property leasing aimed at supporting the Government's commitment to ensuring the Commonwealth property portfolio is appropriate to its expected needs and maximises value for taxpayers.

In particular, the Minister for Finance announced on [11 May 2015](#) that the Government was working to maximise value from Commonwealth property leases in the ACT by ensuring surplus vacant office space is promptly filled by agencies with similar requirements and upcoming lease expiry dates.

This Report based on 2014 data will not reflect the effect of these changes. Due to the long duration of leases and other factors, policy changes will take some time to become evident in reporting.

In response to the Government's announcements, the property lease endorsement process set out in the Commonwealth Property Management Framework's [Resource Management Guide No 504](#) was updated to reflect the new arrangements. The amendments are intended to achieve an optimal WoAG outcome in property management decision making.

The occupational density target (the target) is one of the ways the Commonwealth determines the amount of space an entity requires to conduct its business. It sets a benchmark on the amount of office space needed per employee and is particularly useful for entities negotiating new leases or considering a major fit-out refurbishment.

At a broader level, the target also provides a snapshot of entities' occupied and vacant work points. This information is particularly useful in identifying opportunities for agencies to fill surplus office space – a key priority of the Government.

The target was originally set at 16 square metres of office space per occupied work point (16 m² /OWP) in 2009. In 2013, the target was revised to 14 square metres of office space per occupied work point (14 m²/OWP). As leases expired a savings measure was applied to those entities that did not meet the target.

This is the first time the Office Occupancy Report has been published since the target was revised in 2013.

Responsibility for managing property is decentralised under the Commonwealth Property Management Framework (Framework) established by the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Under the PGPA Act, each entity is responsible for its own leases, irrespective of whether the entity procured the leases or acquired the leases through a government restructure.

The Framework's [Resource Management Guide No 504](#), updated and published in September 2015, requires agencies to notify the Department of Finance of any office accommodation leasing proposals that are expected to exceed \$2 million. It also requires an evaluation of whether existing surplus leased or owned office space would meet the agencies accommodation needs in full or in part. A local impact assessment of the effect of a proposed relocation, subject to certain thresholds is also required.

1.3 Key findings

On 30 September 2014, there were 556 Australian Government office tenancies¹ in 149 locations in Australia. Collectively, there were 601 leases² for office tenancies and 20 owned office tenancies covering 2.87 million square metres (m²)⁽³⁾. Around 83 per cent of this area is classified as office, with the remainder used for operational or other non-office purposes.

Table 1: Comparison of leased property indicators 2009 and 2014

Indicator	2009	2014
Occupational Density Target	16 m ² / OWP	14 m ² / OWP
Decrease in Occupational Density Target		-2 m ² (13%)
Total Number of Tenancies	613	556
Tenancies meeting the Occupational Density Target	167/613 (27%)	73/556 (13%)
Total Net Lettable Area	2,920,638 m ²	2,871,527 m ²
Total Office Area	2,552,335 m ²	2,383,040 m ²
Work Points	158,994	158,315
Occupied Work Points (OWP)	129,832	124,315
Median Occupational Density	20.6 m ²	20.7 m ²
Vacancy Rate	18.3%	21.5%
Median Fit Out Density	16.7 m ²	15.5 m ²

With 55 per cent of leases scheduled to end over the next three years, representing 41 per cent of the area leased, a genuine opportunity exists to better manage the Commonwealth's property footprint and deliver efficiencies and savings.

The 2014 data shows a gradual reduction in the Government's total office accommodation footprint, and an improvement in tenancies with the appropriate fit-out density to meet the occupational density target. Between 2009 and 2014, the Government's office accommodation footprint reduced from 2.55 million m² of space in 2009 to 2.38 million m² of space in 2014.

¹ Tenancy is defined as a building in which an entity or entities hold leases in.

² There are more leases than tenancies as some entities have more than one lease in a building.

³ Commonwealth owned properties that are wholly leased on a commercial basis to government entities are treated as leased tenancies rather than owned tenancies. The total area in this report is less than the area reported in other publications due to the reporting threshold.

Since 2009 when this data was last published, the total amount of space reduced by almost 50,000 m² to 2.87 million m². Over the same period, the number of tenancies decreased from 613 in 2009 to 556 in 2014. This reduction could equate to a cost avoidance of \$450 million over the life of these lease agreements⁴. For 2014, the median fit-out density was 15.5 m² per work point compared with 16.7 m² per work point in 2009. The eight per cent improvement since 2009 indicates that entities are actively trying to achieve the target, when it is possible, specifically when entering into new lease arrangements.

In 2009, 27 per cent of Government tenancies met or exceeded the target of 16 m²/OWP. In 2014, 13 per cent of Government tenancies achieved or exceeded the revised target of 14 m²/OWP. In the same period, there has been an increase in the number of vacant work points as a proportion of the total number of work points. The increase in work point vacancy is due to the reduction in APS staff numbers, and other related efficiency measures implemented since 2010.

The small number of tenancies that achieved the target in 2014, in part reflects the lowering of the target from 16m²/OWP to 14m² (a 12.5 per cent reduction). It also recognises that entities can only achieve the target as they refit premises or as leases expire. Accordingly improvement is expected to be gradual. As leases expire, particularly over the next three years, it is expected that performance against the density target will improve significantly.

The average Commonwealth property lease is 14 years and improvements to overall occupational density can generally only occur as leases expire. Entities are not expected to break existing lease commitments or undertake otherwise unnecessary refurbishments.

⁴ Based on 50,000 m² multiplied by 643.1/m² (average cost per m²) multiplied by a lease term of 14.2 years (average length of a new lease agreement)

2. Property Overview

2.1 Key Features

The Australian Government leases a total of 534 offices in Australia that have 500 m² or more of office space. The Government also owns 22 buildings with over 500 m² of office space, with all but two owner-occupied.

The current Property Framework, as outlined in [Resource Management Guide 504](#), requires entities to notify Finance early in the lease endorsement process so that the potential for using surplus office space and WoAG consolidation opportunities can be fully explored. For lease proposals exceeding certain thresholds, entities are required to undertake a cost benefit analysis prior to undertaking any property transaction. Government ownership may be considered in particular circumstances, such as symbolic, heritage or environmental significance; specialised property needs; or national security considerations.

In September 2014, the Government's leased and owned office tenancies covered over 2.87 million m² including common areas, meeting rooms and other space not used for office purposes. This leaves about 2.38 million m² of office space, containing 158,315 work points, of which 124,315 work points were occupied.

This demonstrates that around 21 per cent of the office portfolio in Australia is leased but vacant, with a State and Territory summary at Appendix C.

Whilst some vacancy is needed to provide flexibility to manage churn relating to changing business needs, it is reasonable to expect that the Commonwealth will be able to reduce this percentage significantly over the next few years, by backfilling surplus lease space as leases reach expiry.

2.2 Entity Holdings

As at September 2014, there were 95 entities⁵, 83 of which leased or owned property. The size of the property portfolios held by these entities varies markedly. Some entities manage a small number of leases, whilst some entities manage large national portfolios.

The largest portfolio, leased by the Australian Taxation Office, consists of almost 410,000 m² over 27 individual leases. Together with the Department of Human Services, the Department of Defence and the Department of

⁵ In this report, the term 'entity' refers to those non-corporate entities that are prescribed under the *Public Governance, Performance and Accountability Act 2013*.

Immigration and Border Protection, these entities cover almost half of the government's office space.

The ten largest entities comprise 64 per cent of the Commonwealth's total office space. Table 2 provides details of these entities.

Table 2: Largest 10 Entities

Entity	Number of tenancies	Total area (m2)	Total Office Area (m2)	Average Occupational Density (m2)
Australian Taxation Office	27	409,930	389,273	18.6
Department of Human Services	97	384,106	336,021	15.2
Department of Defence	41	250,314	228,313	19.2
Department of Immigration and Border Protection	21	134,809	125,774	14.8
Australian Customs and Border Protection Service	21	105,072	78,575	25.0
Australian Federal Police	12	106,399	77,893	19.6
Department of Health	15	83,924	75,728	21.4
Department of Social Services	17	78,711	74,302	19.3
Department of Industry and Science	16	99,957	68,919	23.8
Department of Foreign Affairs and Trade	11	81,956	66,202	17.7
Top 10 total	278	1,735,179	1,521,002	18.0
Other agencies	278	1,136,348	862,038	21.4
All agencies	556	2,871,527	2,383,040	19.2

2.3 Regional Distribution

About 93 per cent of office area is located in major cities, including nearly 50 per cent in Canberra, 16 per cent in Sydney, 13 per cent in Melbourne, and eight per cent in Brisbane. Only six per cent of office area is located in areas classified as regional and remote⁶.

Office tenancies in Canberra tend to be larger than those in other major cities and those in regional locations. The average office in Canberra was 7,026 m², compared to 3,651 m² in other major cities, 2,039 m² in inner regional locations, 1,230 m² in outer regional locations and 886 m² in remote locations. Table 3 provides an overview of regional distribution.

Table 3: Regional Location of Office Tenancies and Areas

Location	Number of tenancies	Total Area (m ²)	Total Office Area (m ²)	Average Occupational Density (m ²)
Canberra	169	1,355,642	1,187,483	19.9
Other major cities	294	1,348,438	1,047,908	18.7
Inner regional locations	47	108,550	93,807	16.1
Outer regional locations	38	51,531	46,751	19.9
Remote locations	8	7,367	7,092	44.9
All locations	556	2,871,527	2,383,040	19.2

Table 4 indicates the majority of office area in regional and remote locations is held by three entities with service delivery functions. Noting that the scope of the data collection excludes tenancies below 500 m² which if included would likely reveal a number of service delivery shopfronts.

⁶ ABS 2013, Australian Statistical Geography Standard (ASGS): Correspondences, July 2011, data cube: Postcode 2012 to Remoteness Area 2011, cat. no. 1270.0.55.006, viewed 8 September 2015, <<http://www.abs.gov.au/AUSSTATS/abs@.nsf/DetailsPage/1270.0.55.006July%202011?OpenDocument>>

Table 4: Entities with the Largest Regional and Remote Property

Entity	Regional tenancies		Remote tenancies	
	Number	Office Area (m ²)	Number	Office Area (m ²)
Department of Human Services	25	58,047	1	1,170
Australian Taxation Office	5	20,145	0	0
Department of the Prime Minister and Cabinet	9	9,759	5	4,187
Other entities	44	52,607	2	1,735
All entities	83	140,558	8	7,092

2.4 Non-Office Areas

Table 5 shows the breakdown of tenancies by office and non office categories.

Table 5: Office and Non-Office areas by broad category of tenancy

Tenancy type	Number of tenancies	Total Office Area (m ²)	Total Non-office Area (m ²)	Total Area (m ²)
Solely office (100% office)	227	670,681	0	670,681
Mainly office (80% to 100% office)	224	1,488,433	110,355	1,598,788
Mixed (50% to 80% office)	58	170,829	81,804	252,632
Mainly non-office (less than 50% office)	47	53,097	296,329	349,426
All tenancies	556	2,383,040	488,488	2,871,527

In the tenancies that are mainly office areas, the non-office areas are generally public receptions, basements, car parks, storage and areas that do not provide amenity for use as office space.

The tenancies that are mainly non-office areas include several special purpose properties where office areas are included to support operational activities. Examples include the Commonwealth Law Courts, the Australian Federal Police College, National Measurement Institute laboratories, and the repositories of the National Archives of Australia.

2.5 Lease Expiry and Lease Length

Table 6 shows lease duration with over 55 per cent of leases, representing 41 per cent of total leased area, due to expire within three years. The Table excludes properties both leased and owned by the Commonwealth and as such will not reconcile with other tables in this report.

Table 6: Remaining duration of Leases

Remaining duration	Number of leases	Number of leases (%)	Total Area (m2)	Total Area (%)	Total Area in the ACT (m2)	Average Occupational Density (m2)
Expired	8	1%	28,841	1%	12,621	18.3
Pending	17	3%	29,176	1%	4,933	25.1
3 years or less	330	55%	1,076,324	41%	480,789	19.4
3.1 to 5 years	89	15%	285,117	11%	74,702	18.4
5.1 to 10 years	125	21%	814,687	31%	412,145	19.2
10.1 to 15 years	27	4%	314,480	12%	190,937	18.4
15.1 to 20 years	5	1%	68,683	3%	58,287	21.0
All leases	601	100%	2,617,309	100%	1,234,414	19.2

The proportion of leases approaching expiry provides potential for entities to achieve efficiencies in acquiring future leased space. As leases are assessed under the Property Framework, there is an expectation that there will be a reduction in space leased through coordination of leasing and the take up of surplus space where appropriate.

3. Property Trends 2009 - 2014

3.1 Key Concepts

Due to the point in time nature of collecting occupational density information, there is a degree of volatility in the annual results. However, the information is useful for the Government to understand the medium and long-term trends, especially since the outcomes of leasing decisions often run for many years.

It is important to understand the difference between occupational density, on which the target is based, and fitout density.

Fit out density is the square metres of office space by number of work points (both vacant and occupied).

Occupational density is calculated by dividing the square metres of office space by the number of work points that are occupied as at 30 September each year. It is a product of both fit out density and the workpoint vacancy rates.

Entities generally need to target a fit out density of around 12m² per work point, in order to achieve the 14m² occupational density target, due to a proportion of work points being vacant at any point in time.

3.2 Space occupied

In 2009, the Government leased close to 2.92 million m² of space. Between 2010 to 2013, the amount of controlled space peaked at 3.04 million m² in 2012.

In 2014, the amount of space dropped to 2.87 million m², a decrease of almost 50,000 m².

Over the same period, the number of tenancies decreased from 613 in 2009 to 556 in 2014. This is evidence of the collocation and consolidation of properties, and vacating older and less densely occupied properties.

The ratio of office space to controlled space decreased from 87 per cent in 2009 to 83 per cent in 2014.

Chart 2 indicates that the amount of space peaked in 2012 with the office accommodation footprint steadily decreasing as leases end.

Chart 2: Space Occupied - 2009 to 2014

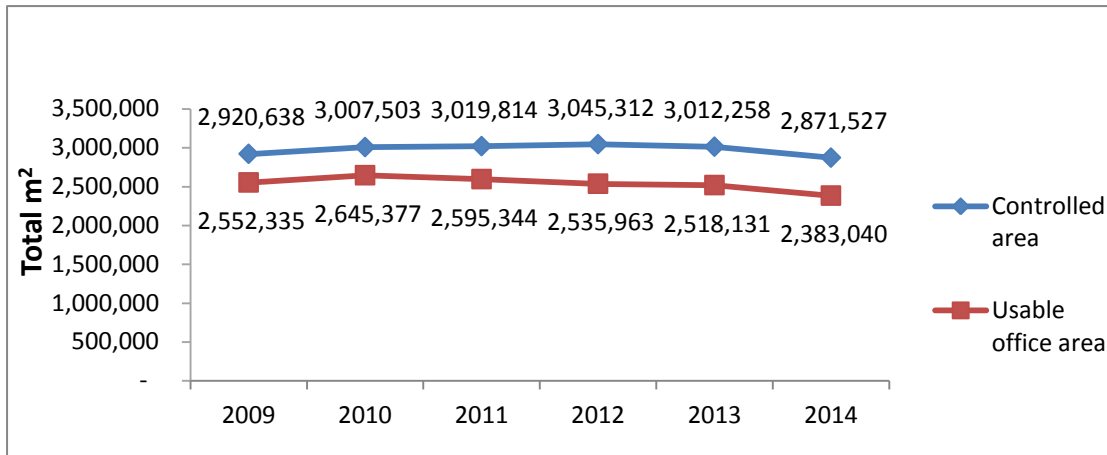
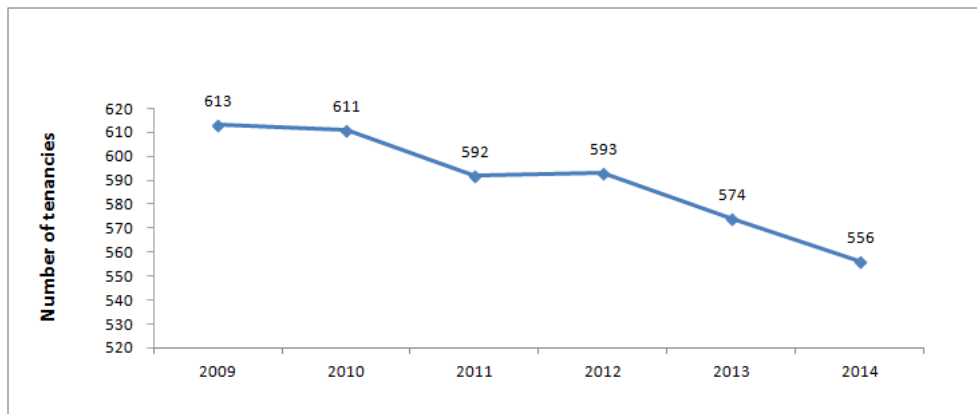


Chart 3 shows a reduction in the number of tenancies by nearly 10 per cent since 2009. This demonstrates efforts made to reduce the number of less efficient properties and to consolidate into buildings with potential to meet the target.

Chart 3: Number of tenancies - 2009 to 2014



3.3 Occupational Density Target

The occupational density target includes the space around work points plus all ancillary areas such as meeting rooms, libraries, break-out and circulation spaces.

The target was originally set in 2009 at 16m² per occupied work point (OWP). At that time, it was achieved by 167 tenancies or 27 per cent. Since 2009, the number of tenancies that achieved the target decreased to around 23 per cent in 2010 to 2012.

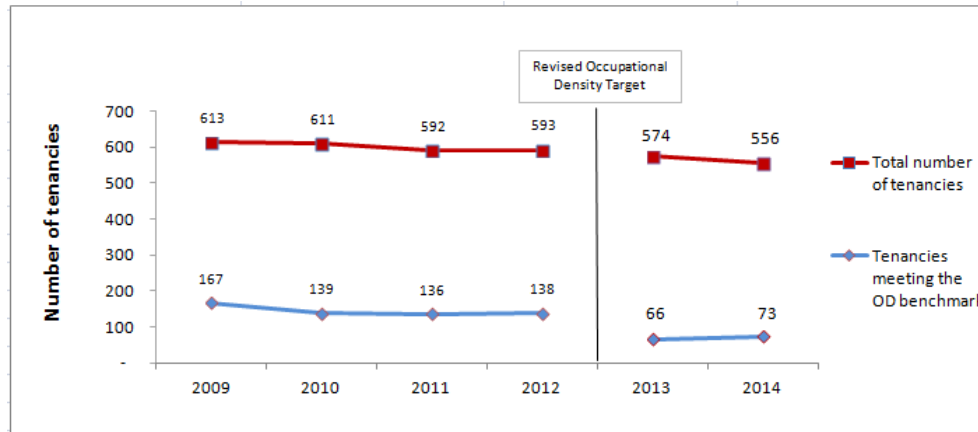
In 2013 the target was reduced to 14m²/OWP. This reduction represented a 12.5 per cent decrease and resulted in a corresponding decrease in the number of tenancies achieving the target.

In 2014, 73 individual tenancies or 13 per cent of Government tenancies achieved or exceeded the density target of 14 m²/OWP⁷.

Chart 4 tracks the number of tenancies that achieved the target. Entity budgets were adjusted to reflect the higher density target.

There are limited opportunities to move to meet the target at the entity level, until leases expire. Therefore, progress towards the higher density target will take some time to be realised.

Chart 4: Tenancies Achieving the Target – 2009 to 2014



3.4 Fit out Density

Fit-out density is improving with new leases, and entities are planning office requirements with the aim of achieving the target. The median fit-out density in 2009 was 16.7 m²/work point, while for 2014, the median fit-out density was 15.5 m²/work point—a seven per cent improvement. There is a continuing aim to improve the fit-out density substantially as leases expire.

The median fit-out density is an important measure of performance as it can be controlled by the entity and is not affected by external variables or factors.

The lease expiry profile indicates that opportunities to move to accommodation with high fit-out densities will occur over the next decade, with improvements possible over the next five years.

Improving occupational density reduces the amount of office space the Government occupies. This is achievable when there is an opportunity to surrender or refit an existing space. This generally occurs as leases expire.

It is possible to improve density in existing leases through a reconfiguration of the fit-out. However, the immediate cost of replacing a fit-out and disruption to work may exceed the savings that can be achieved by improving density.

⁷ If comparing the 2014 results with the previous target of 16 m²/OWP around 23 per cent of tenancies would have met the target.

3.5 Improved Performance

There is evidence of performance improvement showing higher fit-out densities in new leases signed since the introduction of the target. Although this is a good result, improvements could be made in managing vacancies through accommodation planning. There are 102 tenancies with fit-out densities lower than 14 m²/ work point that did not achieve the target due to high rates of vacancy.

The trend in assigning multiple people to a single work point and flexible working practices will result in improved density. Although established in the private sector, there are few examples of flexible working practices within the Commonwealth. It is likely that the adoption of these practices will reduce the space needed to deliver the same outcomes.

Addressing vacancy, fit-out density and the increasing ratio of people to desks, will result in improved occupational densities. Implementing initiatives such as activity based working can also contribute to better results.

Subleasing arrangements can also improve density for entities. The greatest capacity to sublease is in Canberra, where a majority of the Government's leased or owned office space is located.

Subleasing vacant space is one area where Government has achieved significant improvements since the introduction of the target. Previously, there had been informal or ad hoc processes for identifying subleasing opportunities. However, a focus of reducing vacant space has resulted in entities proactively identifying and pursuing these opportunities.

An example of this is the Australian Tax Office that will sublease space to the Department of Veterans' Affairs in Canberra and to the Department of Human Services in Brisbane, reducing the amount of underutilised space and reducing the Government's overall office accommodation footprint.

The recent focus in Canberra on backfilling surplus space, led by the Department of Finance, will reduce the Commonwealth footprint by around 30,000 m², with a subsequent cost avoidance in the order of \$200 million.

It is expected that the Government's recent policy changes in the area of property leasing will further support improvements in occupancy density.

3.6 Higher Rates of Vacancy

Although the reduction in the occupational density target was one cause of entities not meeting the target, another was the reduction in the size of the APS. The reduction in APS staffing⁸ results in higher levels of work point vacancy, which also impacts occupational density.

The vacancy rate in 2014 was 21.1 per cent of work points.

⁸ The Australian Public Service Statistical Bulletin 2014, 14 September 2015.

The long term nature of leases means there is a delay for entities to reduce space as workforce numbers change. Some level of vacancy is also needed so entities can respond flexibly and quickly to changes to Government policies or programmes.

In September 2014, 19 tenancies were fully vacant and around 34 tenancies were substantially vacant. These buildings have been included in the data collection and in the calculation of occupational density for completeness and transparency, even though these vacancies are temporary. In the ACT, almost two thirds of the previously identified 30,000 metres of surplus office space in non-Government owned buildings has now been filled with plans underway to fill the remaining space.

Vacant work points do not necessarily correspond to long-term vacancy, as a work point can be vacant on 30 September but occupied a short time later.

Some entities are affected by cyclical changes to their workforce. For example, the Australian Electoral Commission is affected by the election cycle and, the Australian Bureau of Statistics by the Population Census cycle. These cycles impact staff numbers and therefore impact the point in time occupancy captured in this report.

Chart 5: Median Work Point Vacancy - 2009 to 2014

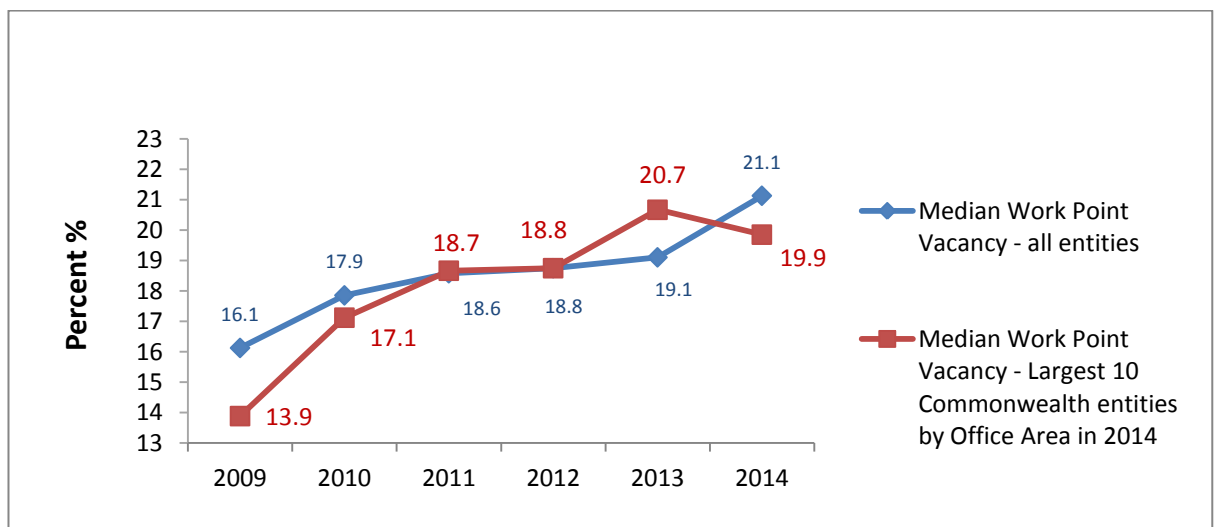
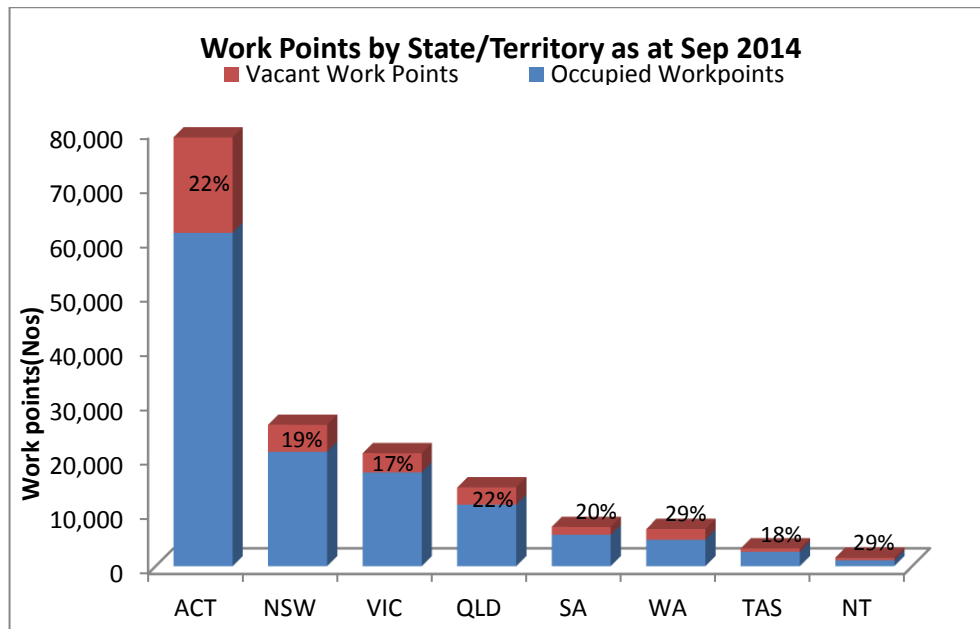


Chart 6 details the number of work points reported and the vacancy rate. In September 2013 the number of work points peaked at 166,145. From 2013-14, the number reduced by 7,830 work points. In 2014, the number of work points was 158,315 with 124,315 occupied.

Chart 6: Total Work Points and Vacant Work Points



3.8 Longer New Leases

In the period between 2009 and 2010, the average length of a new lease was 12.1 years and from 2013 to 2014, the average length of new leases was 14.2 years, indicating that lease are becoming longer.

This could be the result of entities becoming more strategic with accommodation and workforce planning, enabling them to commit to longer lease terms. It may also reflect a trend to access leasing incentives provided to entities by landlords to secure a long-term government tenant.

Appendix A: Collection Methodology

Data collection scope

PRODAC focuses on domestic tenancies that contain office space. Data is collected for buildings where an entity leases or owns 500 m² or more of office space.

PRODAC does not include information on:

- buildings where an entity has less than 500 m² of office space;
- overseas properties;
- specified military and intelligence properties (such as defence bases and training establishments); or
- property within the Parliamentary precinct that is occupied by the Parliamentary Departments.

Data is collected for each property (on a lease-by-lease basis) across 16 data elements. These data elements fall into the following broad categories:

- descriptive information such as addresses, lease dates, building quality and heritage status;
- area information, including leased area, subleased areas and areas used for non-office purposes; and
- occupancy information, including the number of work points and the number of occupied work points at the time of the data capture.

Data collection and quality assurance process

Property managers throughout Government receive written instructions on what data must be submitted and the process for collecting and submitting the data. This ensures that data is collected on a consistent basis. The PRODAC data specifications are available at www.finance.gov.au.

Data collectors are supported by a central data collection team, which offers pre-collection information and training sessions, site visits, and advice on the interpretation of the specifications.

Final submissions are certified as having been collected in accordance with the PRODAC data specifications by Senior Executive Service officers within each entity.

In early 2015 the Department of Finance commissioned Deloitte Australia to undertake an independent verification of a sample of the September 2014 data. Entities were given the opportunity to address identified errors and data inconsistencies prior to the collation and development of this report.

Key terms

'Entity' is a prescribed Non-Corporate Commonwealth Entity under the *Public Governance, Performance and Accountability Act 2013*. It excludes Corporate Commonwealth Entities and Commonwealth Companies.

'Building quality' is determined in accordance with *A Guide to Office Building Quality* (Property Council of Australia).

'Heritage status' is determined based on whether the tenancy has identified heritage values or is located in a place that has identified heritage values as defined by the *Environment Protection and Biodiversity Conservation Act 1999*.

'Lease' includes any lease, sublease or any other arrangement that enables an entity to occupy a building that it does not own. Short-term agreements, such as hire venues are not leases for the purposes of PRODAC. Property owned by the Commonwealth of Australia that is fully leased on a commercial basis to an entity is treated as a leased property of the lessee entity.

'Leased-out area' is measured in accordance with the *Method of Measurement for Lettable Area* (Property Council of Australia).

'Net Lettable Area' is measured in accordance with the *Method of Measurement for Lettable Area* (Property Council of Australia).

'Nominal data collection date' is at 30 September each year.

'Non-office area' is a specified area that is excluded from the calculation of occupational density and fit-out density. Non-office areas include areas used for operational activities, public areas, basements or other areas not suitable for office. A full list of areas is available in the PRODAC data specifications.

'Occupied work point' is a work point that:

- has all essential office equipment, including a chair, phone, computer and computer peripherals;
- does not include any items that indicates that the work point is not being used for office work on a regular basis.

'Occupied work points' are counted during a physical walkthrough of the office space in each tenancy within one week either side of the nominal data collection date. Large entities with more than 5,000 work points are provided an additional week to undertake the physical walkthrough of each tenancy.

'Office space' or 'office area' is the total area net of non-office areas. Office area includes the space where offices and workstations are located plus ancillary spaces such as meeting rooms, conference rooms,

training facilities, libraries, storage areas, break-out areas and circulation spaces.

'Office tenancy' is a tenancy that has at least 500 m² of office area.

'Property' is part or all of a building that was leased or owned by the government on the nominal data collection date. This includes leased or owned properties that are vacant on the nominal data collection date. It does not include land that does not have any buildings.

'Tenancy' is a building in which an agency has one or more leases; a group of buildings covered by a single lease; or a complex of buildings located on a single site that is owned by an entity.

'Total area' is the Net Lettable Area minus the leased-out areas. In the data specifications, this is referred to as 'controlled area'.

'Work point' is a desk, enclosed office or a section of a counter or reception where it is reasonable for one person to carry out office work on an ongoing basis. Only work points that are located in office space are included in the collection. Places in conference rooms, meeting rooms and training rooms are not considered work points and are not counted for the purposes of PRODAC. Work points are counted during a physical walkthrough of the office space in each property within one week either side of the nominal data collection date.

Appendix B: Entity Specific Data

The following pages contain summary data for each reporting entity and are ranked in order of office area, largest to smallest. This information includes the percentage of the total Commonwealth office space that is held by each entity, the number of tenancies that achieved the occupational density target of 14 m² per occupied work point, the regional distribution of office tenancies, and their combined areas.

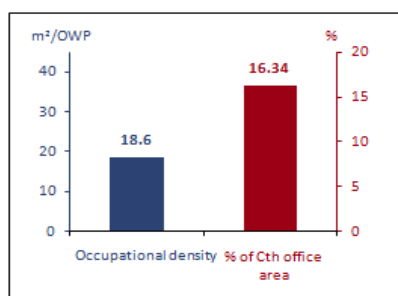
The overall occupational density for each entity is calculated by dividing the total office area in all the entity's tenancies by the total occupied work points in all its tenancies. These results should be interpreted in the context of each entity's functions and circumstances that affect its property holdings, which are detailed in each section.

All the data presented in this appendix is from the data collected as at 30 September 2014. Some entity names have changed and some entities have been restructured since that time. Tenancies that are being shared between entities are being counted twice therefore the number of tenancies reported in this Appendix will not correspond with the data provided earlier in the report. Some totals may not sum due to rounding.

Additional explanatory notes have been provided for the top 10 entities which when combined, represent 64 per cent of the total office area leased.

Property Data for 10 Largest Commonwealth Entities

Australian Taxation Office (ATO)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	2	0		62,773
Canberra ACT 2601			17.5	40,408
Canberra ACT 2600			24.6	22,365
Other major cities	20	1		306,355
Regional	5	1		20,145
Remote	0	0		0
Total	27	2		389,273

The ATO has one of the largest property portfolios in the Commonwealth, with 27 tenancies ranging in size from 536m² to 41,207m² of net lettable area. The majority of tenancies are in metropolitan areas, with support from a number of regional sites.

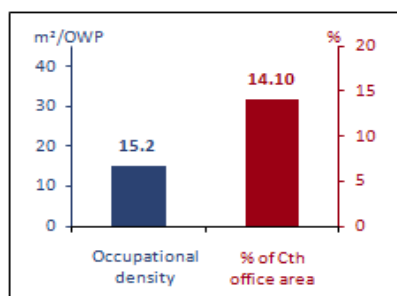
The ATO is implementing property management strategies to manage vacant space around the country to support meeting density targets in the future. Strategies implemented include:

- exploring options to sub-lease space to other government agencies,
- co-locate staff in other government agency premises where appropriate,
- undertaking major projects to surrender excess space as part of lease negotiations with building owners, which may include building refurbishment, and
- making considered decisions to exit sites at lease end.

The implementation of these strategies has resulted in a reduction in net lettable area across the ATO property portfolio of nearly 55,000m² since 2012. The occupational density for the ATO has been significantly impacted by recent workforce reductions; with an initial reduction of 900 staff in the 2013-14 financial year and then the announcement of a further 2,100 reduction for the 2014-15 financial year. The ATO currently has two sites which meets the occupational density target of 14m²/OWP.

The ATO approaches lease management with a view to consolidating and reduce vacant space to make the property portfolio affordable and reflective of changing business models.

Department of Human Services



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m ²)	Office area (m ²)
ACT	9	2		88,043
Greenway ACT 2900			15.5	33,727
Forrest ACT 2603			19.5	9,304
Greenway ACT 2900			16.2	21,436
Tuggeranong ACT 2900 (Building 1 of precinct)			9.8	639
Tuggeranong ACT 2900 (Building 2 of precinct)			25.3	7,677
Tuggeranong ACT 2900 (Building 3 of precinct)			14.0	4,068
Tuggeranong ACT 2900			21.7	3,739
Tuggeranong ACT 2900			16.4	5,407
Tuggeranong ACT 2900			16.8	2,046
Other major cities	62	24		188,761
Regional	25	15		58,047
Remote	1	0		1,170
Total	97	41		336,021

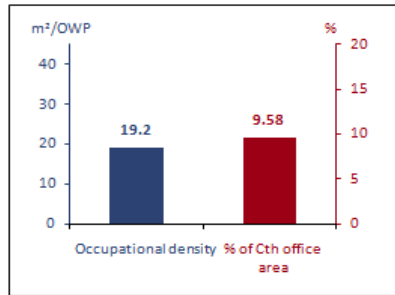
As at the end of September 2014 the Department of Human Services maintained a lease portfolio of 625 commercial properties throughout Australia. These tenancies include shopfronts, smart centres and office administration facilities.

Of the 625 properties, 97 are covered by PRODAC, with an area greater than 500 square metres and a total office area of 336,021 square metres. The department has 41 properties that met the Commonwealth occupational density target of 14 square metres.

The department continues to effectively manage its property portfolio in line with the Commonwealth property guidelines and targets. During 2013-14 the department consolidated national office accommodation in Canberra from 21 sites into 7. In addition, consolidation of office space outside of Canberra continues, including Hobart and Brisbane with space reductions of 14 per cent and 7 per cent respectively.

The department will continue to review its office accommodation and as opportunities arise to further reduce the footprint and increase the occupational density in the existing leased premises.

Department of Defence (Defence)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	28	2		161,168
Canberra Airport ACT 2609			19.8	6,359
Canberra Airport ACT 2609			15.0	4,714
Canberra Airport ACT 2609			20.4	1,471
Canberra Airport ACT 2609			27.9	810
Canberra Airport ACT 2609			14.5	6,056
Deakin ACT 2600			21.1	1,560
Fyshwick ACT 2609			19.4	1,259
Canberra ACT 2600			18.6	14,961
Turner ACT 2612			21.8	720
Fyshwick ACT 2609			130.7	1,830
Canberra Airport ACT 2609			31.0	960
Canberra Airport ACT 2609			22.5	1,781
Deakin ACT 2600			13.6	4,457
Canberra ACT 2601			30.3	636
Canberra Airport ACT 2609			17.1	4,681
Canberra Airport ACT 2609			18.0	6,501
Canberra Airport ACT 2609			16.8	5,896
Canberra Airport ACT 2609			27.3	4,006
Canberra Airport ACT 2609			23.1	4,282
Queanbeyan ACT 2620			40.7	1,058
Fyshwick ACT 2609			33.9	1,187
Canberra Airport ACT 2609			23.6	6,984
Canberra Airport ACT 2609			17.6	12,936

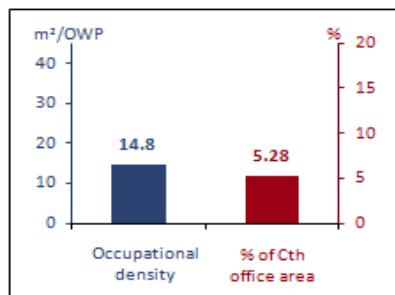
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m ²)	Office area (m ²)
<i>Mitchell ACT 2911</i>			18.0	4,120
<i>Russell ACT 2601</i>			17.1	26,181
<i>Russell ACT 2601</i>			18.5	23,013
<i>Russell ACT 2601</i>			11.0	4,380
<i>Russell ACT 2601</i>			27.0	8,369
Other major cities	9	1		63,773
Regional	4	1		3,372
Remote	0	0		0
Total	41	4		228,313

Defence is the largest Commonwealth landholder, and one of the largest overall landholders in Australia. The Defence estate comprises around 700 owned and leased properties, the majority of these being military bases and training and support facilities used by the Australian Defence Force. Data for these sites and for Defence's classified properties is not collected under PRODAC.

The 41 Defence sites included here are primarily used for office work. Of these, 28 are located in Canberra. The largest site is Defence Headquarters at Russell Offices, which is located in the Parliamentary Triangle. There is also substantial office space located nearby at Campbell Park and Canberra Airport. Outside of Canberra, Defence's largest office sites are in the Sydney (over 23,000m²) and Melbourne (17,000m²) CBDs.

The 2014 PRODAC audit indicates that four of Defence's 41 sites met the Commonwealth's occupational density target of 14m² per occupied work point. A further 20 sites had occupational densities of 19.8m² to 21.9m² per occupied work point. Defence's average occupational density is 19.2m² per occupied work point, which is below the whole-of-Government median of 20.7m².

Department of Immigration and Border Protection (DIBP)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	8	2		67,068
<i>Belconnen ACT 2617</i>			14.4	5,758
<i>Bruce ACT 2617</i>			15.5	1,055
<i>Belconnen ACT 2617</i>			14.0	16,459
<i>Braddon ACT 2612</i>			21.0	1,830
<i>Belconnen ACT 2617</i>			21.6	6,132
<i>Belconnen ACT 2617</i>			13.9	27,411
<i>Belconnen ACT 2617</i>			21.1	3,908
<i>Belconnen ACT 2617</i>			36.4	4,516
Other major cities	11	5		55,941
Regional	2	1		2,766
Remote	0	0		0
Total	21	8		125,775

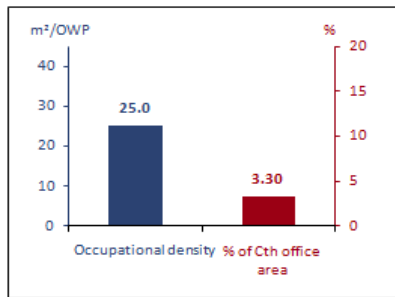
DIBP has offices in each capital city, with its head office located in Belconnen in the ACT.

The two offices in regional areas are DIBP's Darwin and Hobart offices. DIBP also manages offices in other locations including Cairns and Thursday Island but these are not reportable because they have less than 500m² of usable office area.

DIBP's network of offices is used to deliver visa, immigration, refugee and citizenship services for the Australian community. Eight of DIBP's tenancies met the occupational density target of 14m²/OWP.

A further eleven tenancies were below the whole of government median of 20.7m²/OWP. These positive outcomes were achieved through DIBP's proactive approach to reviewing its leases well before expiry and if feasible relocating to new or refurbished premises with efficient fitout to assist in meeting the occupational density target.

Australian Customs and Border Protection Service (ACBPS)



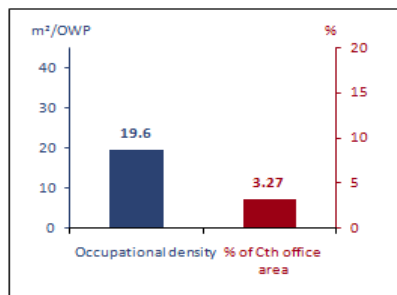
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m ²)	Office area (m ²)
ACT	4	0		31,726
Canberra ACT 2601			20.7	11,622
Canberra ACT 2601			18.1	9,033
Canberra ACT 2600			23.2	9,913
Fyshwick ACT 2609			44.5	1,158
Other major cities	13	0		42,709
Regional	3	0		3,431
Remote	1	0		710
Total	21	0		78,576

Customs and Border Protection tenancies range from large office buildings such as its head office tenancies in Canberra, to small container examination facilities.

Around 40 per cent of the agency's office space is in Canberra. The remainder is located in Customs Houses and other operational sites such as container examination facilities, which are mainly in or near major Australian ports and airports. The agency also has training facilities and laboratories.

With the recent merger between DIBP and ACBPS, planning is underway for further collocation of staff between the various portfolio buildings with the intention of reaching the occupational density target over the next 10 years as leases expire. Subleasing opportunities will be considered where possible for segregated vacant office areas.

Australian Federal Police (AFP)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	6	0		48,595
Weston ACT 2611			35.2	8,024
Barton ACT 2600			32.2	4,249
Woden ACT 2606			238.8	955
Fyshwick ACT 2609			37.5	525
Majura ACT 2609			24.6	3,128
Barton ACT 2600			17.1	31,714
Other major cities	6	0		29,298
Regional	0	0		0
Remote	0	0		0
Total	12	0		77,893

The AFP currently reports on 12 sites across Australia, this is a reduction in reportable sites over the last 5 years.

The AFP continues to pursue a number of disengagement strategies in order to further consolidate its property base and extinguish leases where possible, this is documented through the development and continued revision of the AFP Property Plan.

In order to provide suitable accommodation to the AFP through changing operational environments, AFP Properties in Sydney, Adelaide and Perth have recently undergone a spatial analysis to assist the AFP trying to maximise its occupancy and contribute to a reduction in the AFP's overall density; the results of this are ongoing and currently under review.

As per the September 2014 property file submission, the occupancy density for the AFP's sites range from 15.3m² through to 238.8m².

The AFP's property in Woden, ACT has an occupational density of 238.8m² which it currently leases until 2017. The AFP has commenced the relinquishment of this site. The AFP National Headquarters in Barton, ACT

currently has an occupational density of 17.1m². Significant changes have been implemented and it is expected that a lower occupational density will be seen in the next Property Data Collection.

The following leases are due for expiry within the next two years and the AFP has plans to vacate them by their lease expiry date: B-AFP-84015 - Weston ACT and B-AFP-84110A - Bowes Pl ACT.

The AFP intends to extend the leases at the following premises until long term solutions can be finalised:

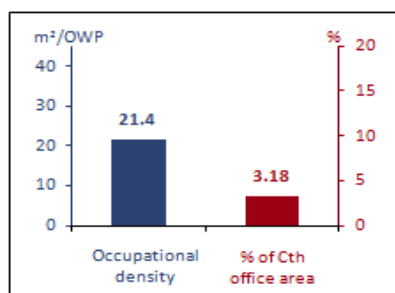
B-AFP-84119 - Pirie St ACT; B-AFP-84202 - Goulburn St NSW; B-AFP-84202 - Oxford St NSW;

B-AFP-84302 - La Trobe St VIC; and B-AFP-84415 - Wharf St Brisbane QLD.

The following sites are currently under review: B-AFP-84500 - Currie St Adelaide SA and B-AFP-84600 - Murray St Perth WA.

The AFP has commenced a non-office audit at its reportable locations. This audit will be completed prior to the next submission to ensure all non-office areas are accurately captured.

Department of Health (Health)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	7	1		62,760
Woden ACT 2606			20.7	15,788
Woden ACT 2606			12.2	560
Barton ACT 2600			25.6	1,075
Woden ACT 2606			17.5	31,309
Canberra ACT 2601			16.7	971
Symonston ACT 2609			20.7	12,510
Fyshwick ACT 2609			17.6	547
Other major cities	7	1		12,125
Regional	1	0		844
Remote	0	0		0
Total	15	2		75,729

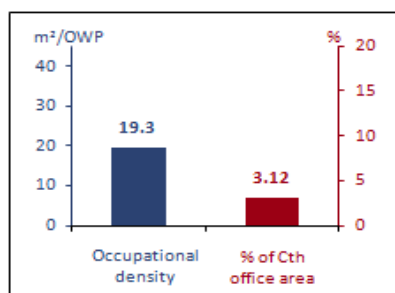
Most of Health's leased office accommodation is located in Woden, ACT. The Sirius Building and Scarborough House are the largest tenancies with a combined net lettable area of 48,171m² of office space (which excludes space in Sirius occupied by the Department of Social Services). Other Health tenancies also include the laboratory and office spaces occupied by the Therapeutic Goods Administration as well as a small presence in all capital cities.

Health accommodation arrangements were significantly impacted by the 2013 Machinery of Government (MOG) changes. As part of this process, Health consolidated space in the Sirius Building allowing it to increase the space which is sub-let under a Memorandum of Understanding to DSS. The Brisbane office has the highest level of under-utilisation of all Health properties and this reflects the impact of the 2013 MOG on Health's accommodation holdings.

Health continues to examine opportunities to optimise space usage. Health's leases in Adelaide and Victoria will expire in early 2017 and replacement of these leases will consider opportunities to maximise utilisation of leased office space.

The Smaller Government Reform agenda will also provide opportunities for Health to consolidate its property holding across the portfolio. Work on this has already commenced and this is evidenced with the closure of the former Health Workforce Australia and General Practitioner Education and Training Pty Ltd.

Department of Social Services (DSS)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	6	0		52,912
Greenway ACT 2900			15.7	29,222
Woden ACT 2606			19.1	1,644
Greenway ACT 2900			Vacant	1,656
Greenway ACT 2900			17.2	3,105
Phillip ACT 2606			Vacant	2,657
Phillip ACT 2606			19.0	14,628
Other major cities	8	0		18,678
Regional	3	0		2,712
Remote	0	0		0
Total	17	0		74,302

DSS has tenancies in Tuggeranong and Woden in the ACT as well as in all state capitals and Townsville.

All DSS current tenancies were fitted out at the then required density of 16 square metres plus an allowance for growth and churn. Assuming 7 per cent for churn and 7 per cent for growth (noting this last applies as total growth generally over 10 to 15 year lease terms and so equates to average growth of less than 0.5 to 0.8 per cent per annum), the target occupational density for these tenancies when fitted out was as much as 18 square metres.

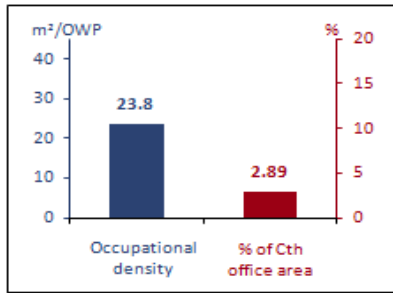
In 2013, the occupational density target was revised to 14 square metres including allowance for growth and churn. Accordingly DSS will refit new tenancies at an average of no more than 12 sqm per work point, allowing 2 sqm or 14 per cent for growth and churn while remaining within the target density. The new building being constructed in Tuggeranong will meet or exceed this internal DSS benchmark, enabling further rationalisation of leased space in the next two years on occupancy in late 2017.

The same approach will be taken at the expiry of current leases in other capital cities, with approaches to market being undertaken in 2015-16 for

Brisbane, Melbourne and Adelaide State Offices and the Townsville Regional Office. This will result in further consolidation and reductions in leased office space in the future.

In managing changed requirements for office space, including through Machinery of Government (MoG) changes, DSS has taken the approach of 1) seeking to first use space in existing DSS tenancies, and if and only if this cannot be made to work, then 2) seeking space in existing Commonwealth tenancies held by other agencies, and if and only if that cannot meet our requirements, then 3) approaching the open market for additional space. By taking this approach DSS has managed the property effects of the MoG changes without entering into any significant new leases (that is, any leases that were not already on foot with the Commonwealth before the MoG changes). DSS has also let go a number of properties including Guilfoyle House and Eastwing in Tuggeranong and Medibank-Health Solutions House in Woden, and has actively (and successfully) pursued sub-leasing of surplus space to other organisations.

Department of Industry and Science (DIS)



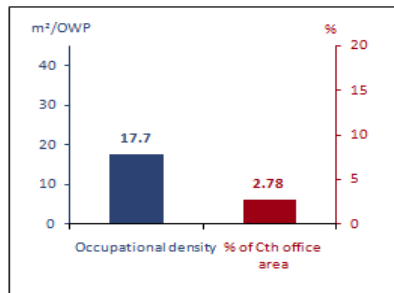
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	6	0		50,868
Canberra ACT 2600			21.9	23,959
Canberra ACT 2601			25.5	12,332
Canberra ACT 2600			Vacant	5,337
Parkes ACT 2600			18.8	1,276
Deakin ACT 2600			14.7	1,116
Canberra ACT 2600			17.5	6,848
Other major cities	10	0		18,051
Regional	0	0		0
Remote	0	0		0
Total	16	0		68,919

DIS' presence in the ACT includes four office tenancies in central Canberra plus the government-owned National Science and Technology Centre (Questacon) and Questacon's tenancy at the Mint.

Two tenancies in NSW and one in Victoria are used by the National Measurement Institute, a division within DIS which is responsible for biological, chemical, legal and physical measurement.

DIS also has six major state offices from which it provides support and services for Australian Industry via its Entrepreneur Development and National Offshore Petroleum Titles Administrator (NOPTA) divisions.

Department of Foreign Affairs and Trade (DFAT)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Occupational Density (m²)	Office area (m²)
ACT	5	0		59,815
Canberra ACT 2601			18.3	8,562
Canberra ACT 2601			21.7	9,826
Canberra ACT 2601			16.5	3,049
Barton ACT 2600			17.7	37,466
Barton ACT 2600			17.2	912
Other major cities	6	3		6,387
Regional	0	0		0
Remote	0	0		0
Total	11	3		66,202

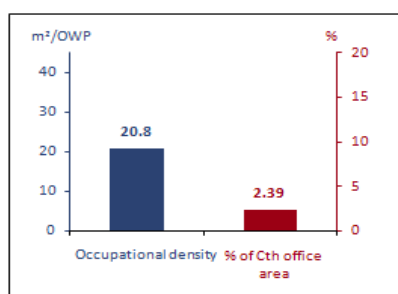
DFAT's head office, the RG Casey Building, is located near the Parliamentary Triangle of Canberra. This building was purpose constructed in 1995 and is DFAT's main office tenancy. The building was divested by the Commonwealth in 1998 with a lease term of 13.8 years as part of the sale process. On completion of the current landlord building upgrade works, a new lease will commence with a period of 15 years with two 5 year options.

DFAT also maintains commercial office tenancies in Adelaide, Brisbane, Melbourne, Perth and Sydney. These offices deliver trade, export, document authentication, passport, travel and consular services to the Australian public. Smaller offices in Newcastle, Darwin, Hobart and Thursday Island are not reported.

The 2013 Machinery of Government changes that integrated former AusAID into DFAT largely concluded in June 2015 although some physical moves remain incomplete. Several leases were surrendered and DFAT continues to review space requirements within the Canberra portfolio. Refinements to fitout to improve densities and the examination of opportunities to divest itself of leases and properties continue. The results from 2014 were taken midway through the integration works. Further improvements in fitout density are expected.

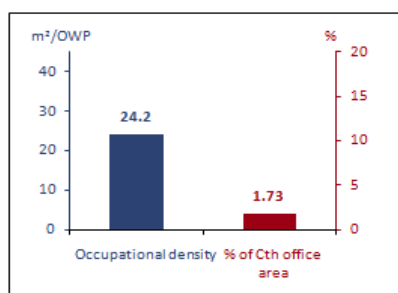
Other Commonwealth Entities

Australian Bureau of Statistics (ABS)



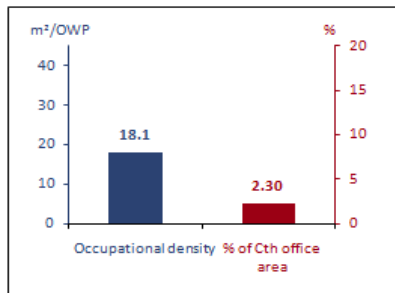
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	31,741
Other major cities	5	0	20,906
Regional	2	0	4,417
Remote	0	0	0
Total	8	0	57,064

The Department Of Education and Training (Education)



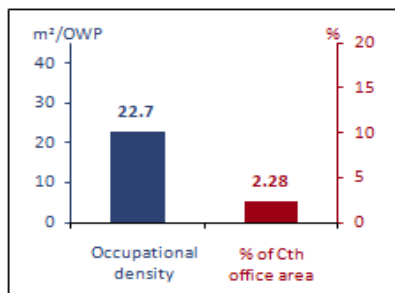
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	3	0	43,789
Other major cities	8	0	7,951
Regional	5	0	2,531
Remote	1	0	1,025
Total	17	0	55,296

Department of Agriculture (Agriculture)



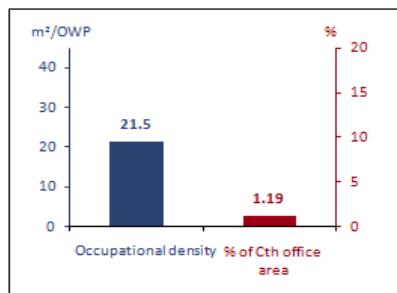
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	3	0	37,950
Other major cities	6	3	14,698
Regional	2	0	2,215
Remote	0	0	0
Total	11	3	54,863

Department of the Prime Minister and Cabinet (PM&C)



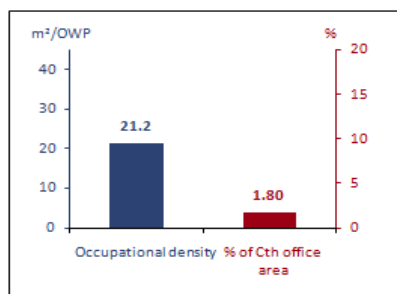
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	3	0	31,713
Other major cities	7	0	8,684
Regional	9	0	9,759
Remote	5	0	4,187
Total	24	0	54,343

The Department of Employment (Employment)



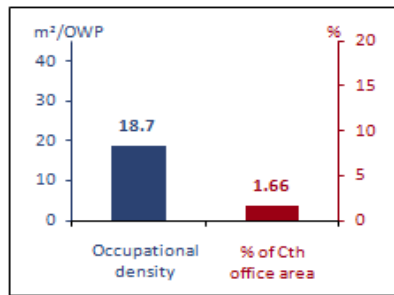
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	4	0	28,375
Other major cities	9	0	12,470
Regional	7	0	3,412
Remote	0	0	0
Total	20	0	44,257

Department of the Environment



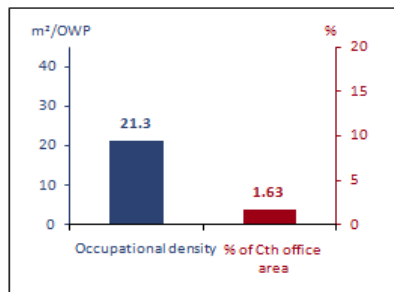
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	3	0	36,212
Other major cities	0	0	0
Regional	5	1	6,730
Remote	0	0	0
Total	8	1	42,942

Department of Veterans' Affairs



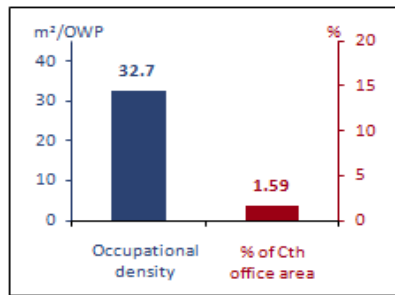
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	14,162
Other major cities	5	0	23,270
Regional	2	0	2,228
Remote	0	0	0
Total	8	0	39,660

Australian Securities and Investments Commission (ASIC)



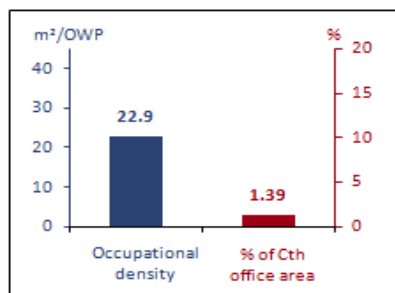
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	0	0	0
Other major cities	5	0	31,297
Regional	2	0	7,635
Remote	0	0	0
Total	7	0	38,932

Department of Infrastructure and Regional Development (DIRD)



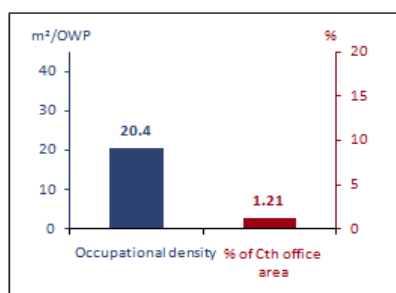
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	3	0	33,730
Other major cities	5	0	4,255
Regional	0	0	0
Remote	0	0	0
Total	8	0	37,985

Attorney-General's Department (AGD)



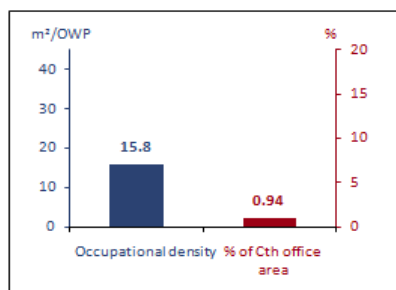
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	5	0	29,903
Other Major Cities	2	0	2,220
Regional	1	0	1,109
Remote	0	0	0
Total	8	0	33,232

Bureau of Meteorology (BOM)



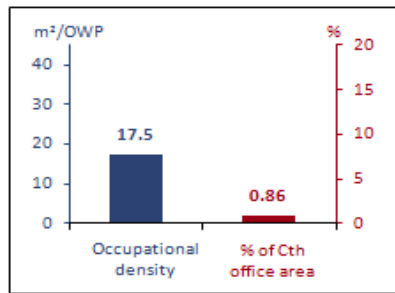
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	1,564
Other major cities	7	0	25,120
Regional	2	0	2,154
Remote	0	0	0
Total	10	0	28,838

Department of Finance (Finance)



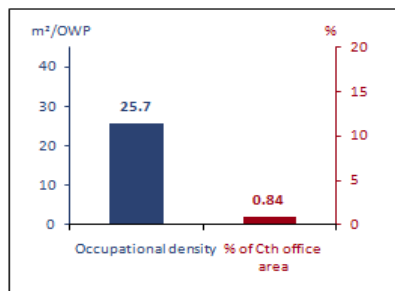
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	7	2	22,301
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	7	2	22,301

IP Australia



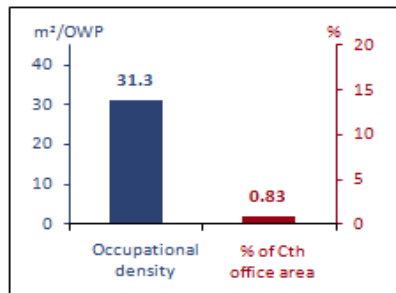
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	19,353
Other major cities	1	0	1,218
Regional	0	0	0
Remote	0	0	0
Total	2	0	20,571

Australian Competition and Consumer Commission (ACCC)



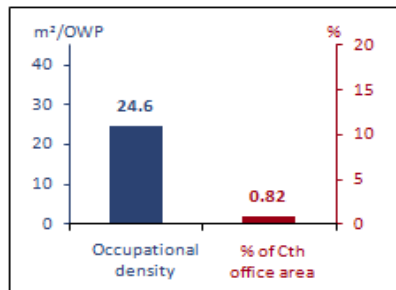
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	2	0	7,875
Other major cities	5	0	12,177
Regional	0	0	0
Remote	0	0	0
Total	7	0	20,052

Geoscience Australia (GA)



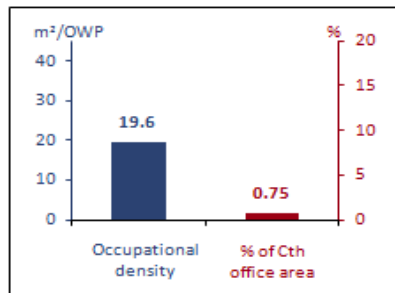
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	2	0	19,850
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	2	0	19,850

Office of the Fair Work Ombudsman (FWO)



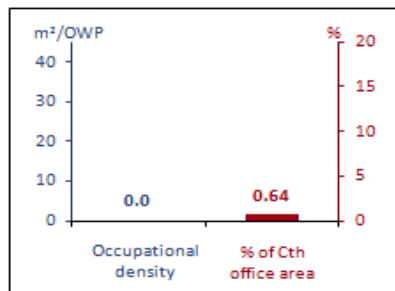
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	1,940
Other major cities	6	0	16,138
Regional	2	0	1,569
Remote	0	0	0
Total	9	0	19,647

Department of the Treasury



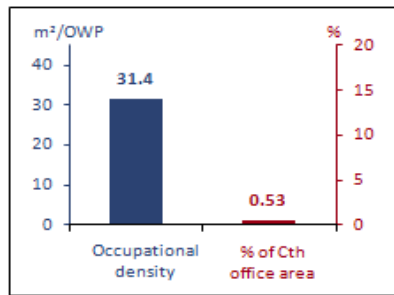
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	17,932
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	17,932

The Commonwealth - as owner (non-Defence owned property)



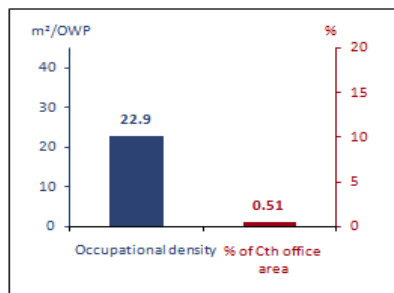
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	2	0	15,203
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	2	0	15,203

Commonwealth Director of Public Prosecutions (CDPP)



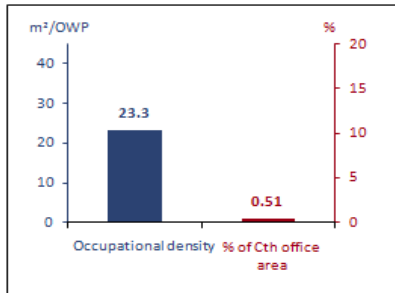
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	2,304
Other major cities	5	0	9,988
Regional	1	0	430
Remote	0	0	0
Total	7	0	12,722

Australian Crime Commission (ACC)



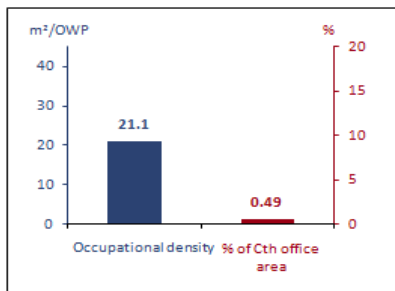
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	2,827
Other major cities	4	0	9,440
Regional	0	0	0
Remote	0	0	0
Total	5	0	12,267

Australian Electoral Commission (AEC)



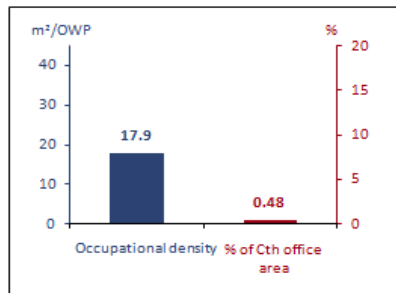
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	5,403
Other major cities	6	0	6,267
Regional	1	0	513
Remote	0	0	0
Total	8	0	12,183

Australian Communications and Media Authority (ACMA)



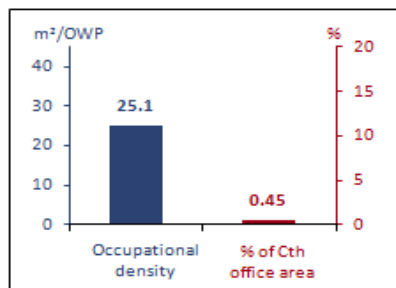
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	5,236
Other major cities	2	0	6,344
Regional	0	0	0
Remote	0	0	0
Total	3	0	11,580

Department of Communications (DoC)



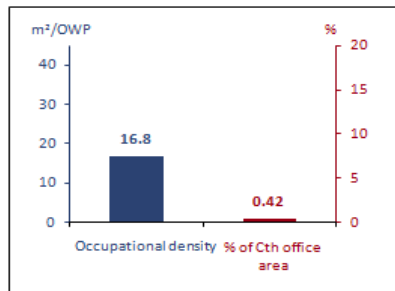
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	2	0	10,625
Other major cities	1	0	710
Regional	0	0	0
Remote	0	0	0
Total	3	0	11,335

National Archives of Australia (Archives)



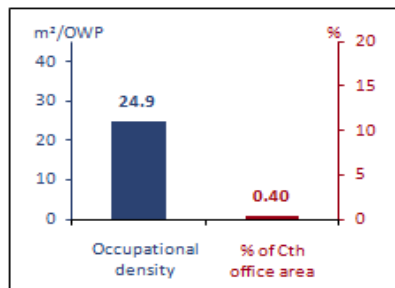
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	2	0	5,493
Other major cities	4	0	5,140
Regional	0	0	0
Remote	0	0	0
Total	6	0	10,633

Australian Prudential Regulation Authority (APRA)



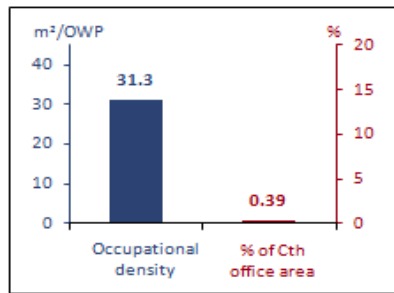
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	0	0	0
Other major cities	2	0	9,947
Regional	0	0	0
Remote	0	0	0
Total	2	0	9,947

Fair Work Commission (The Commission)



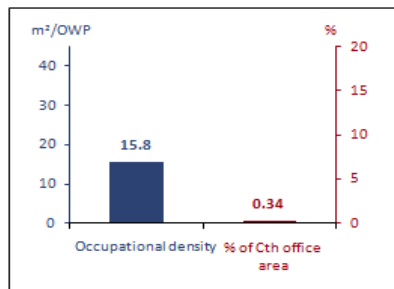
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	0	0	0
Other major cities	3	0	9,570
Regional	0	0	0
Remote	0	0	0
Total	3	0	9,570

Federal Court of Australia



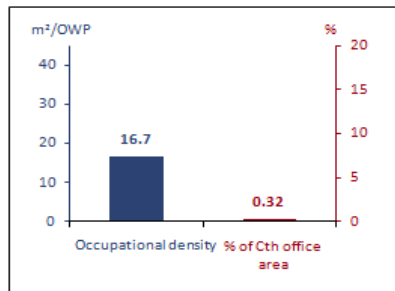
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	417
Other major cities	6	1	8,184
Regional	2	0	657
Remote	0	0	0
Total	9	1	9,258

Australian Financial Security Authority (AFSA)



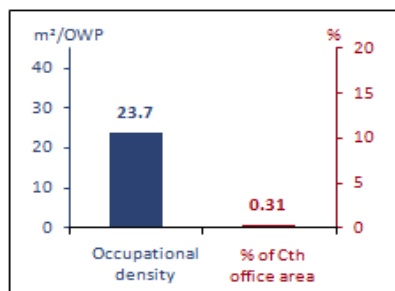
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	1	2,148
Other major cities	4	1	5,965
Regional	0	0	0
Remote	0	0	0
Total	5	2	8,113

Australian Trade Commission (Austrade)



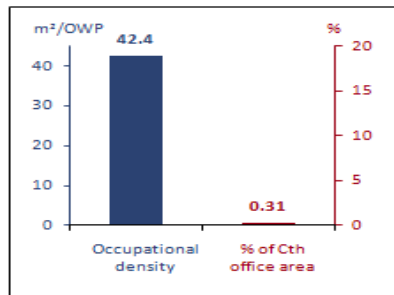
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	4,280
Other major cities	2	0	3,303
Regional	0	0	0
Remote	0	0	0
Total	3	0	7,583

Family Court and Federal Circuit Court



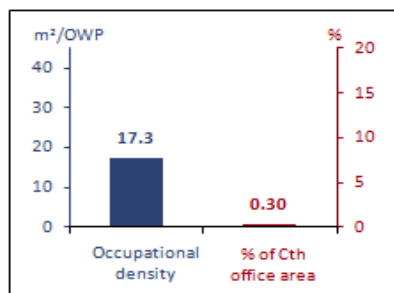
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	2,095
Other major cities	5	0	5,291
Regional	0	0	0
Remote	0	0	0
Total	6	0	7,386

Administrative Appeals Tribunal (AAT)



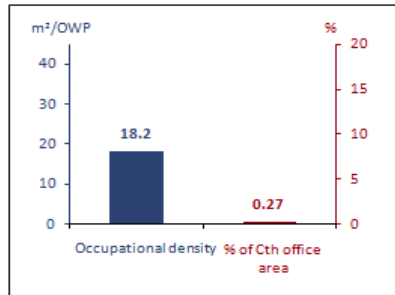
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	5	0	7,260
Regional	1	0	114
Remote	0	0	0
Total	6	0	7,374

Migration Review Tribunal and Refugee Review Tribunal



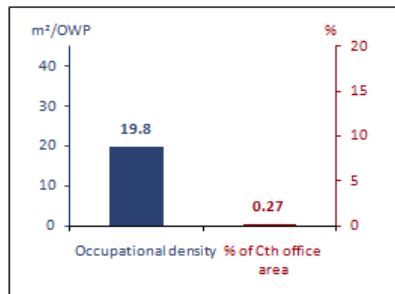
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	2	0	7,065
Regional	0	0	0
Remote	0	0	0
Total	2	0	7,065

Australian National Audit Office (ANAO)



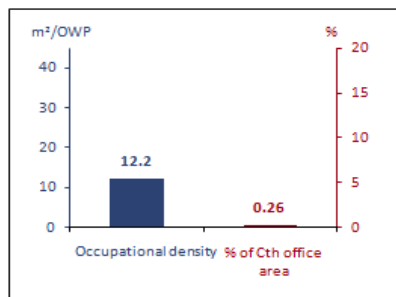
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	6,488
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	6,488

Australian Transaction Reports and Analysis Centre (AUSTRAC)



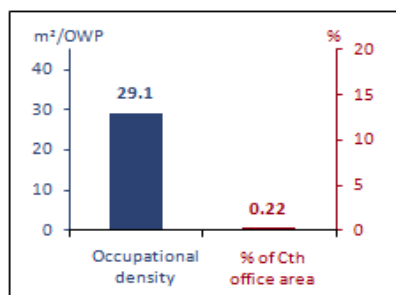
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	593
Other major cities	3	0	5,772
Regional	0	0	0
Remote	0	0	0
Total	4	0	6,365

Commonwealth Superannuation Corporation (ComSuper)



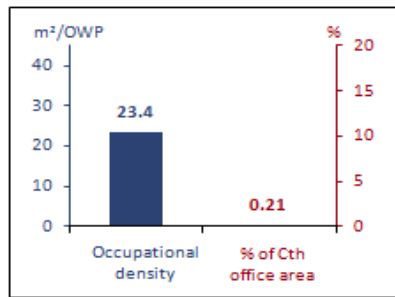
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	1	6,113
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	1	6,113

Productivity Commission



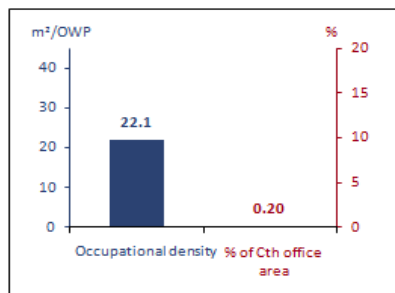
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	2,529
Other major cities	1	0	2,629
Regional	0	0	0
Remote	0	0	0
Total	2	0	5,158

National Health and Medical Research Council (NHMRC)



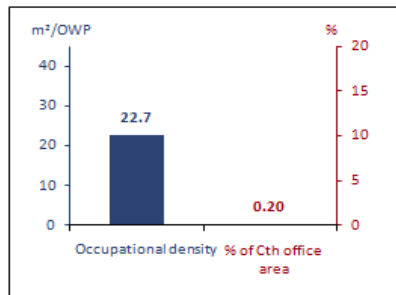
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	5,010
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	5,010

Australian Public Service Commission (APSC)



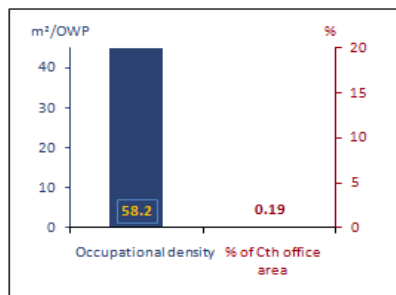
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	2	0	4,212
Other major cities	1	0	604
Regional	0	0	0
Remote	0	0	0
Total	3	0	4,816

Australian Skills Quality Authority (ASQA)



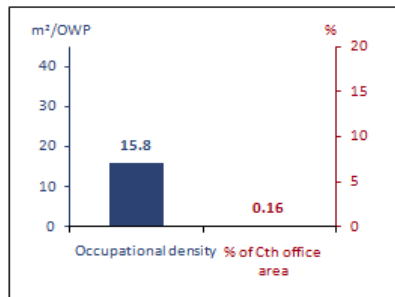
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	508
Other major cities	3	0	4,194
Regional	0	0	0
Remote	0	0	0
Total	4	0	4,702

Old Parliament House



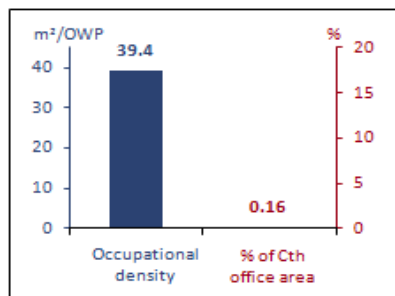
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	4,422
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	4,422

CrimTrac



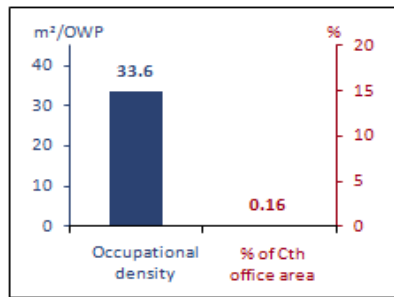
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	3,823
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	3,823

Office of the Fair Work Building Industry Inspectorate (FWBII)



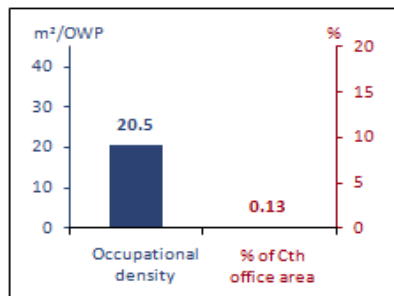
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	0	0	0
Other major cities	3	0	3,781
Regional	0	0	0
Remote	0	0	0
Total	3	0	3,781

Office of Parliamentary Counsel (OPC)



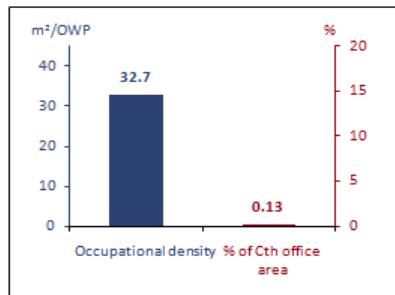
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	2	0	3,729
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	2	0	3,729

Office of National Assessments (ONA)



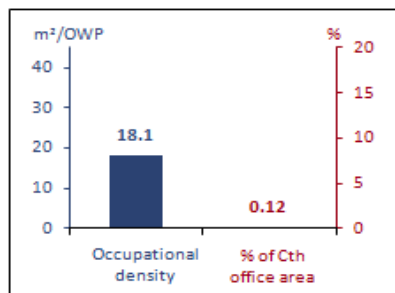
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	3,122
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	3,122

Australian Transport Safety Bureau (ATSB)



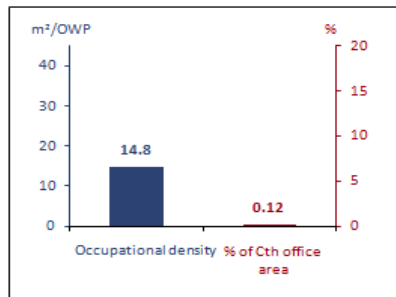
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	3,007
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	3,007

Great Barrier Reef Marine Park Authority (GBRMPA)



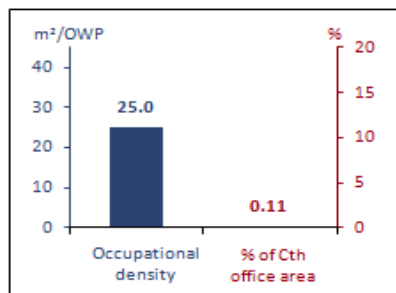
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	0	0	0
Other major cities	0	0	0
Regional	2	0	2,969
Remote	0	0	0
Total	2	0	2,969

Australian Aged Care Quality Agency (AACQA)



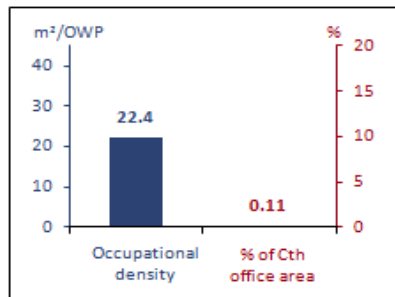
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	3	1	2,936
Regional	0	0	0
Remote	0	0	0
Total	3	1	2,936

Royal Australian Mint



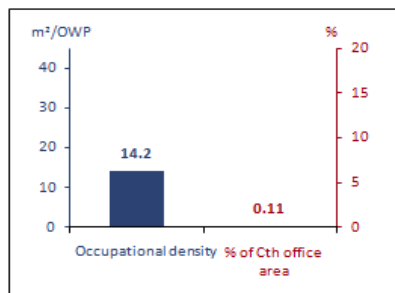
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	2,701
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	2,701

Safe Work Australia



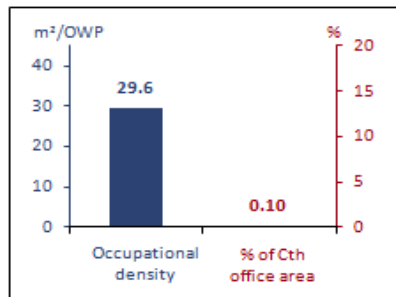
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	2,553
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	2,553

Australian Research Council (ARC)



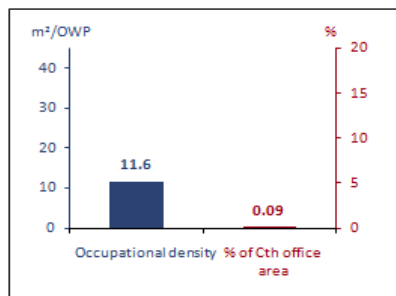
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	2,517
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	2,517

Tertiary Education Quality and Standards Agency (TEQSA)



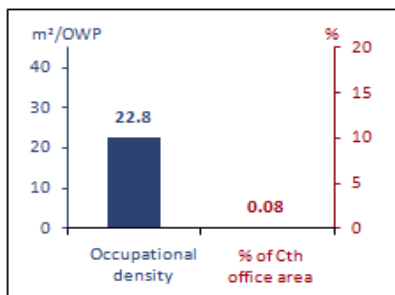
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	1	0	2,454
Regional	0	0	0
Remote	0	0	0
Total	1	0	2,454

Australian Fisheries Management Authority (AFMA)



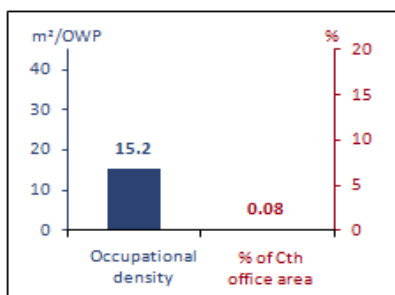
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	1	1,438
Other major cities	0	0	0
Regional	1	0	800
Remote	0	0	0
Total	2	1	2,238

Office of the Commonwealth Ombudsman (OCO)



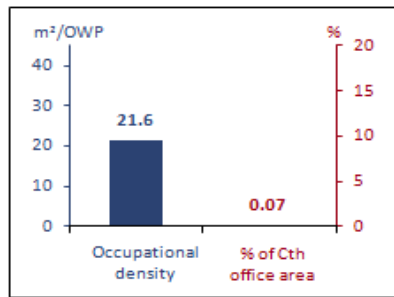
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	2,008
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	2,008

Future Fund Management Agency (FFMA)



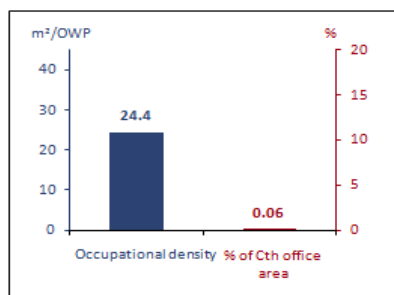
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	1	0	1,825
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,825

Office of the Australian Information Commissioner (OAIC)



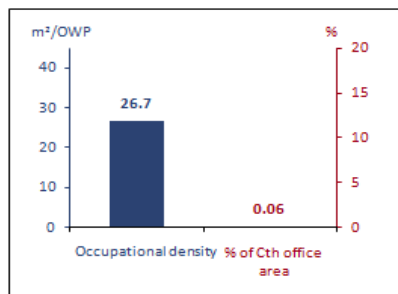
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	545
Other major cities	1	0	1,096
Regional	0	0	0
Remote	0	0	0
Total	2	0	1,641

Australian Centre for International Agricultural Research (can't open)



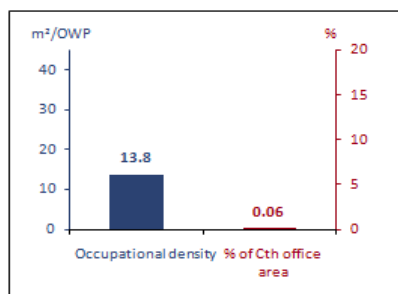
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	1,418
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,418

Australian Sports Anti-Doping Authority (ASADA)



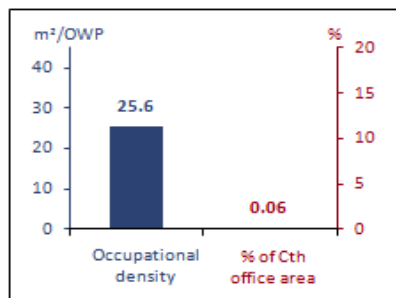
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	1,416
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,416

Australian Institute of Family Studies (AIFS)



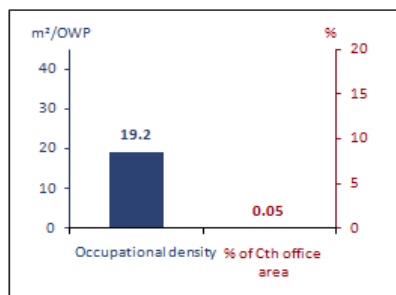
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	1	1	1,384
Regional	0	0	0
Remote	0	0	0
Total	1	1	1,384

Office of the Official Secretary to the Governor-General



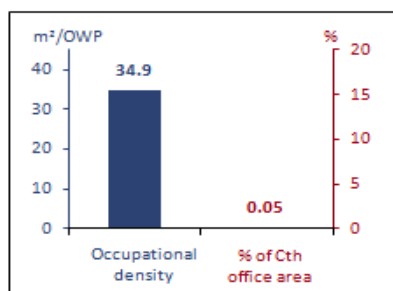
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	2	0	0
Other major cities	0	0	1,384
Regional	0	0	0
Remote	0	0	0
Total	2	0	1,384

Cancer Australia



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	1	0	1,249
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,249

Office of the Auditing and Assurance Standards Board and Office of the Australian Accounting Standards



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	0	0	0
Other major cities	1	0	1,185
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,185

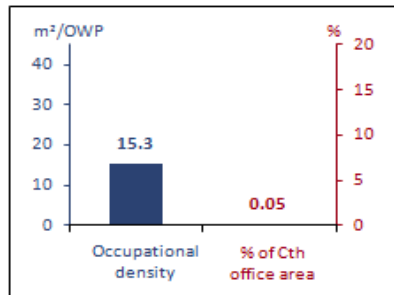
National Water Commission

* The National Water Commission Act of 2004 has been repealed and the National Water Commission was closed in November 2014.



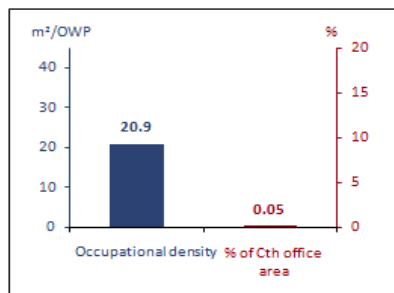
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	1,151
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,151

National Blood Authority (NBA)



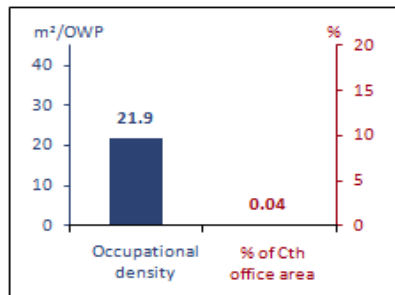
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	1,150
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,150

Australian Institute of Criminology (AIC)



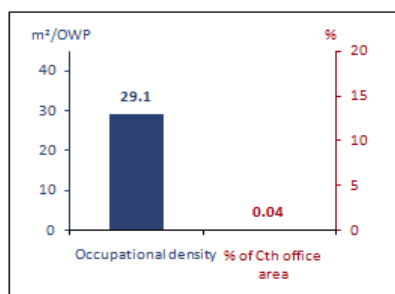
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	0	1,088
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	1,088

Workplace Gender Equality Agency (WGEA)



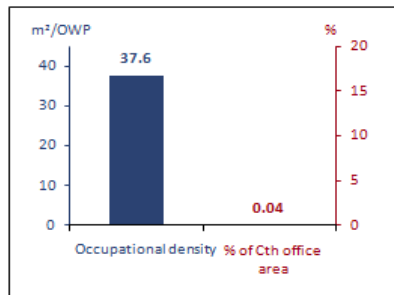
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	1	0	942
Regional	0	0	0
Remote	0	0	0
Total	1	0	942

Commonwealth Grants Commission (CGC)



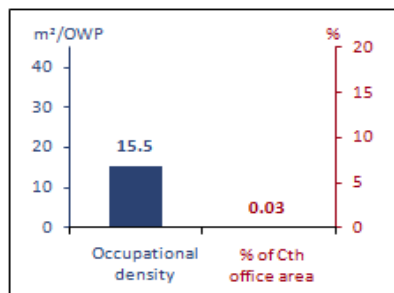
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	931
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	931

Australian Radiation Protection and Nuclear Safety Agency



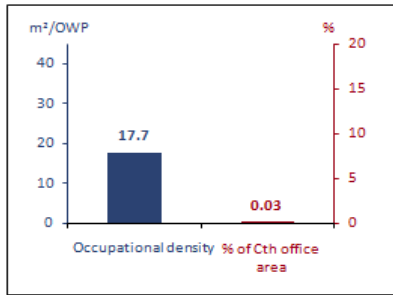
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	0	0	0
Other major cities	1	0	902
Regional	0	0	0
Remote	0	0	0
Total	1	0	902

National Capital Authority (NCA)



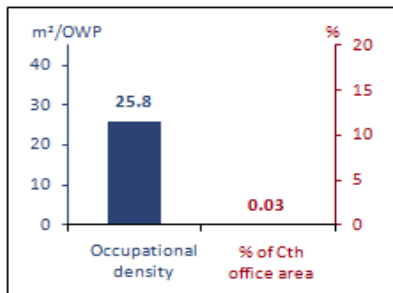
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	820
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	820

Australian Office of Financial Management (AOFM)



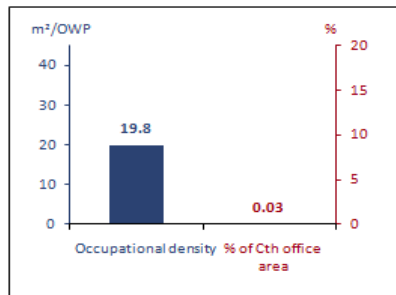
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	779
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	779

Organ and Tissue Authority (OTA)



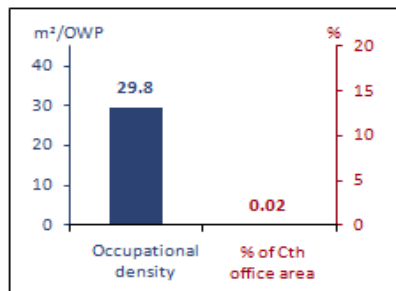
Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	671
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	671

Australian Commission for Law Enforcement Integrity (ACLEI)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	613
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	613

Professional Services Review (PSR)



Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m²)
ACT	1	0	595
Other major cities	0	0	0
Regional	0	0	0
Remote	0	0	0
Total	1	0	595

Commonwealth Law Courts (CLCs) - as owner

The Commonwealth Law Courts are a group of special purpose buildings that are owned by the Commonwealth. Each court is leased to a group of agencies with judicial functions.

Location	No. of tenancies	Tenancies that achieved the Occupational Density Target	Office area (m ²)
ACT	1	N/A	6,145
Other major cities	6	N/A	123,452
Regional	1	N/A	6,062
Remote	0	N/A	0
Total	8	N/A	135,659

Appendix C: Vacancy – State and Territory Summary

Australian Capital Territory

Number of Leases	195
Net Lettable Area (m ²)	1,431,724
Usable Office Area (m ²)	1,209,534
Work points (nos)	78,798
Occupied Work points (nos)	61,262
Vacant Work points (nos)	17,536
Workpoint Vacancy (%)	22

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia’s external territories.*

The data excludes facilities such as laboratories, warehouses, residences and car parks. It also excludes offices under 500m².

Data is provided by agencies and in some cases certain information has not been provided. These fields should be rectified in future data collections.

New South Wales

Number of Leases	128
Net Lettable Area (m ²)	527,192
Usable Office Area (m ²)	390,897
Work points (nos)	25,989
Occupied Work points (nos)	21,041
Vacant Work points (nos)	4,948
Workpoint Vacancy (%)	19

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia's external territories.*

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Victoria

Number of Leases	86
Net Lettable Area (m ²)	400,511
Usable Office Area (m ²)	310,132
Work points (nos)	20,777
Occupied Work points (nos)	17,225
Vacant Work points (nos)	3,552
Workpoint Vacancy (%)	17

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia's external territories.*

The data excludes facilities such as laboratories, warehouses, residences and car parks. It also excludes offices under 500m².

Data is provided by agencies and in some cases certain information has not been provided. These fields should be rectified in future data collections.

Queensland

Number of Leases	72
Net Lettable Area (m ²)	256,847
Usable Office Area (m ²)	199,498
Work points (nos)	14,476
Occupied Work points (nos)	11,319
Vacant Work points (nos)	3,157
Workpoint Vacancy (%)	22

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia's external territories.*

The data excludes facilities such as laboratories, warehouses, residences and car parks. It also excludes offices under 500m².

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South Australia

Number of Leases	40
Net Lettable Area (m ²)	140,512
Usable Office Area (m ²)	102,521
Work points (nos)	7,219
Occupied Work points (nos)	5,788
Vacant Work points (nos)	1,431
Workpoint Vacancy (%)	20

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia's external territories.*

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Western Australia

Number of Leases	42
Net Lettable Area (m ²)	142,791
Usable Office Area (m ²)	97,114
Work points (nos)	6,843
Occupied Work points (nos)	4,873
Vacant Work points (nos)	1,970
Workpoint Vacancy (%)	29

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia's external territories.*

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Data is provided by agencies and in some cases certain information has not been provided. These fields should be rectified in future data collections.

Tasmania

Number of Leases	32
Net Lettable Area (m ²)	60,892
Usable Office Area (m ²)	47,881
Work points (nos)	3,267
Occupied Work points (nos)	2,668
Vacant Work points (nos)	599
Workpoint Vacancy (%)	18

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia's external territories.*

The data excludes facilities such as laboratories, warehouses, residences and car parks. It also excludes offices under 500m².

Data is provided by agencies and in some cases certain information has not been provided. These fields should be rectified in future data collections.

Northern Territory

Number of Leases	25
Net Lettable Area (m ²)	54,925
Usable Office Area (m ²)	26,642
Work points (nos)	1,556
Occupied Work points (nos)	1,108
Vacant Work points (nos)	448
Workpoint Vacancy (%)	29

**This data is an extract from PRODAC and covers non-corporate entity leases over 500m² of usable office area. It includes office facilities and special purpose properties (e.g. court buildings) located in Australia or Australia's external territories.*

The data excludes facilities such as laboratories, warehouses, residences and car parks. It also excludes offices under 500m².

Data is provided by agencies and in some cases certain information has not been provided. These fields should be rectified in future data collections.

Acknowledgements

The Department of Finance thanks property managers and finance officers, throughout the Australian Government who collect, collate, certify and submit data. We would also like to thank the Senior Executive Service Band 1 Steering Committee for Property Management for their ongoing support and insights in the development of information metrics.