



Australian Government
Department of Finance



Australian Government Property Data Collection

Office Space
2020 Collection Manual

2 November 2020

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1. Background

1.1 The Australian Government Property Register (AGPR)

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

This data assists Finance and non-corporate Commonwealth entities (Entities) with identifying opportunities to support the cost efficient use of Commonwealth property and provides a Whole-of-Government dataset that informs evidence based decision-making.

1.2 Purpose

The purpose of this document is to provide guidance to Entities and Property Service Providers (PSPs), including Entities under the Property Services Coordinated Procurement (PSCP) arrangements, on the 2020 Office Space data collection process.

2. 2020 AGPR Data Collection

2.1 Collection Timeframe

Entities (and PSPs, where applicable) are required to review, validate and finalise the 2020 Office Space data collection in the AGPR by close of business **13 November 2020**.

2.2 Action Required



PSPs (for Entities under the PSCP arrangements) must upload all data into the AGPR by close of business on 13 November 2020.

Entities are asked to review, validate and finalise the 2020 Office Space data collection in the AGPR by close of business on 27 November 2020.

Entities must seek executive sign-off by SES Band 1 or equivalent before or close of business on 11 December 2020.

If your Entity is unable to enter or verify the property data before these dates it is important that it emails the Property Data team (propertydata@finance.gov.au) as soon as possible. In the email, please provide details on the barriers preventing completion within the specified timeframe, and Finance will work with your Entity on next steps.

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

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

Data must be reported using the online AGPR application, which can be accessed via <https://dofwad001.azurewebsites.net/#/login> and in accordance with the definitions and specifications set out in this document. Where an Entity is under the PSCP arrangements, the PSP will do this on their behalf.

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

2.3 Role of PSPs

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

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

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

Entities remain responsible for confirming that the data entered in the AGPR by the PSP is complete and correct. This will be verified by a SES Band 1 or higher (see section 2.5 below) sign-off. Data in the AGPR informs Whole of Government property policy analysis, the Commonwealth Leasing Strategy and is used to produce the annual Office Occupancy Report.

2.4 Collection Scope

2.4.1 In Scope



Entities are required to record details for all leased and owned office space, with data as at 30 June 2020, regardless of cost or size of the tenancy.

Entities, or PSPs for those under the PSCP arrangements, must record data in the AGPR on all owned or leased office space attributed to the Entity as at 30 June 2020, regardless of size or cost of the tenancy. This **includes** office accommodation of less than 500 square metres of usable office area, and whole-of-life costs of less than \$2 million, which, up until 2017, was not collected.

The collection scope includes any office properties, special purpose properties, operational facilities and other types of property located in Australia that are used, even partially, to conduct office activity.

All financial data must also be reported as at 30 June 2020. All expenses are to be reported 'inclusive of GST'.

The collection, including the SES Band 1 sign-off, must be completed by close of business on **11 December 2020**.

2.4.2 Out of Scope

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

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

2.5 Data Quality and Governance

Each Entity is responsible and accountable for the quality of data reported on its behalf.

Entities will be asked to confirm, by an SES Band 1 or higher, that the data entered into the AGPR is correct as at 30 June 2020.

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

2.6 The AGPR Application

The AGPR application is set of web forms that Entities and PSPs use to enter their property data for the 2020 collection. The data is then stored in the AGPR database to maintain a single source of truth for the Commonwealth's property footprint.

2.7 Exemption Process for Non-Office Space

There are a number of space classifications that should be used when submitting area data.

The property data collected in the AGPR is used to inform the annual Office Occupancy report, which is publically reported, as well as to support a range of different policy analysis tasks. Therefore, it is important that Entities review their space, and allocate the correct categories of Office Space and Non-Office Space.

Where an Entity assesses an area as non-office space, but is not able to allocate it within the current classifications for non-office space (Area C to Area M), they should complete the Non-Office Area Category J – Exempt Area Application Form at [Attachment A](#) and send to propertydata@finance.gov.au for consideration.

Where an exemption has been previously approved, *Non-Office Area Category J – Exempt Area Application Forms* are to be re-submitted to Finance via email with evidence of previous exemption and comments from the Entity to validate the continued exemption in the 2019 -2020 reporting period.

2.8 Inter-Entity Property Transfers – Machinery of Government Changes

This process applies to all MoG changes between 1 July 2019 and 30 June 2020.

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

Data supplied by the relinquishing Entity, and their PSP, must be signed-off in accordance with the standard sign-off process.

The PSP representing the Entity gaining the property should then check the data for any obvious errors or anomalies, and resolve potential issues before accepting responsibility of the data.

2.9 Further Assistance

The Finance Property Data Team (PCD) can provide assistance in the completion of the collection and confirming aspects of the collection definitions or specifications. Please send your query to propertydata@finance.gov.au.

2.10 Updates since the 2019 Collection

Since the last collection in 2019, the AGPR has been upgraded to improve the accuracy of the data held while providing Entities with a document storage feature.

2.10.1 Additional fields

Field Name/Location	Reason for addition
Building Management	
NABERS Rating Scope	This has been included as it is required information to know the type of building the NABERS Rating applies to.
Leased Areas	
NABERS Rating Scope	This has been included as it is required information to know the scope of building the NABERS Rating applies to.
Tenancy highest security level	To further understand the different security levels within a single building.
Incentive: Rent Abatement	To further understand the different incentives offered to Entities that would attract tenants to lease this area.
Incentive: Fit-out Contribution	To further understand the different incentives offered to Entities that would attract tenants to lease this area.
Total Incentive	To further understand the different incentives offered to Entities that would attract tenants to lease this area.

Field Name/Location	Reason for addition
Last Year Major Fit-out Conducted	To further understand fit-out projects in leases.
Last Major Fit-out Cost	To further understand fit-out projects in leases.
Total Fit-out Cost	To further understand fit-out projects in leases.

2.10.2 Field changes:

Field Name/Location	Change Type
Building Management	
NABERS Rating	Additional options have been added; 'No assessment undertaken', 'Pending' and 'Not Applicable'.
Leased Areas	
NABERS Rating	Additional options have been added; 'No assessment undertaken', 'Pending' and 'Not Applicable'.

2.10.3 Field deletions:

Field Name/Location	Reason for deletion
Leased Areas	
Headcount	Changed to Staff Allocated to Lease to better reflect building use.

2.11 AGPR field definitions and guidance material

Data Element Specifications

■ Non-editable/non-selectable fields

■ Fields editable upon request

■ Fields editable/selectable

Buildings 1.0

The screenshot shows the 'LEASED ESTATE' system interface. A table lists building records with columns: ID, Street Address, Suburb, State / Territory, and Post code. Red boxes highlight specific fields in the table, and red arrows point from these boxes to a legend at the bottom. The legend uses colored squares to categorize the fields: red for non-editable/non-selectable and orange for fields editable upon request.

ID	Street Address	Suburb	State / Territory	Post code
B_126	140-180 Garema Place	Canberra	ACT	2601
B_14	1 Canberra Avenue	Forrest	ACT	2603
B_197	2 Faulding Street	Symonston	ACT	2609
B_803	Wetlands House, 1 Dairy Road	Fyshwick	ACT	2609

Annotations and Legend:

- Building ID** (Red box): Points to the ID column.
- Street Number** (Orange box): Points to the number part of the street address (e.g., 140, 1, 2, 1).
- Building Name** (Orange box): Points to the name part of the street address (e.g., Canberra Avenue, Faulding Street, Wetlands House).
- Street Name** (Orange box): Points to the street name part of the street address (e.g., Avenue, Street, Road).
- Suburb** (Orange box): Points to the Suburb column.
- State/Territory** (Orange box): Points to the State / Territory column.
- Post Code** (Orange box): Points to the Post code column.

A bracket groups Street Number, Building Name, and Street Name with the note: "As part of street address".

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

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

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

ID	Street Address	Suburb	State / Territory	Post code	
B_126	140-180 Garema Place	Canberra	ACT	2601	

Building B_126
140-180 Garema Place
Canberra, ACT 2601

Department of Finance
Last Modified 28/09/2020 at 12:14PM

Building

Building management

Building owner type* Private

Building grade* EB Grade A

NABERS rating* 5 stars

Building owner name* Dexus Property Group

Heritage status* Not Heritage

NABERS Rating Scope* Whole Building

Building Owner Type

Building Grade

NABERS Rating

Building Owner Name

Heritage Status

NABERS Rating Scope

Delete

Save

Back to Agency

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

New Building Request 1.1

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

The screenshot displays the 'Data collection: 01 Jul 2019 - 30 Jun 2020' interface for the Department of Finance. It features a navigation bar with tabs for Buildings, Leases, Collection period, Region costs, and Documents. A search bar labeled 'Building search...' is present, along with a 'New Building' button. Below the search bar is a table with the following columns: ID, Street Address, Suburb, State / Territory, Post code, and an edit icon. The table contains five entries. At the bottom, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 5 of 5 entries' status message.

ID	Street Address	Suburb	State / Territory	Post code	
B_106	135 Donnybrook Road	Mickleham	VIC	3064	
B_126	140-180 Garema Place	Canberra	ACT	2601	
B_14	1 Canberra Avenue	Forrest	ACT	2603	
B_197	2 Faulding Street	Symonston	ACT	2609	
B_803	Wetlands House, 1 Dairy Road	Fyshwick	ACT	2609	

Show 10 entries

Showing 1 to 5 of 5 entries

The following extra data elements definitions apply to this section.

Search Address

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

Building ID

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

Building Name

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

Street Number

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

Street Name

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

Suburb

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

State/Territory

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

Post Code

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

Latitude

Definition:	Latitude of the building.
Notes:	If the 'Search Address' feature is used, the latitude will populate automatically. If an Entity needs to enter the latitude manually, they should take care to enter the value to a minimum of 5 decimal places to ensure the latitude works correctly. If an Entity does not know the latitude of their building, they should enter a zero for this field and advise the Finance Property Data Team.
Format:	[nn.nnnnn]

Longitude

Definition:	Longitude of the building.
Notes:	If the 'Search Address' feature is used, the longitude will populate automatically. If an Entity needs to enter the longitude manually, they should take care to enter the value to a minimum of 5 decimal places to ensure the longitude works correctly. If an Entity does not know the longitude of their building, they should enter a zero for this field and advise the Finance Property Data Team.
Format:	[nn.nnnnn]

Building Owner Type

Definition:	The type of organisation that owns the property.								
Notes:	Report the current ownership type that applies for the reporting period. If the Owner Type is Local Government then report 'State Government'.								
Format:	[Pick from List] <table border="1"><thead><tr><th>Code</th><th>Meaning</th></tr></thead><tbody><tr><td>Commonwealth</td><td>The Commonwealth Government owns the building</td></tr><tr><td>State Government</td><td>State, Territory or Local government owns the building</td></tr><tr><td>Private</td><td>Non-government ownership</td></tr></tbody></table>	Code	Meaning	Commonwealth	The Commonwealth Government owns the building	State Government	State, Territory or Local government owns the building	Private	Non-government ownership
Code	Meaning								
Commonwealth	The Commonwealth Government owns the building								
State Government	State, Territory or Local government owns the building								
Private	Non-government ownership								

Building Owner Name

Definition:	The exact, registered business name of the building owner.
Notes:	The name of the current owner of the building – as recorded in the Australian Business Register that matches their ABN. If the Entity is leasing from a Local Government then give the name of the Local Government Entity.
Format:	[Text]

Building Grade

Definition:

Building grade is broadly divided into existing buildings ‘EB’ and new buildings ‘New’. The current grade of the building in which the property is located, in accordance with the Property Council of Australia: A Guide to Office Building Quality.

Notes:

New buildings are classified as buildings where a development application was submitted post 1 January 2012.

Where building grade information in accordance with the PCA guidance is not reliable or easily available, report ‘unknown’ for this element.

Reference:

PCA: A Guide to Office Building Quality, most current version

Format:

[Pick from List]

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

Heritage Status

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

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

Format: [Pick from List]

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

NABERS Rating

Definition:	NABERS energy rating achieved by the tenancy of the leased/owned scope of the building.																						
Exclude:	GreenPower and Green Star ratings.																						
Notes:	Note this is not necessarily the rating of the base building as a whole. NABERS is a national rating system that measures the environmental performance of Australian buildings, tenancies and homes. For example, a 6 star rating demonstrates market-leading performance, while a 1 star rating means the building or tenancy has considerable scope for improvement. Most buildings will have a NABERS rating assigned, a register can be found at: https://www.nabers.gov.au/ratings/find-a-current-rating																						
Reference:	NABERS National Australian Built Environment Rating System: https://www.nabers.gov.au/ratings/estimate-your-rating																						
Format:	[Pick from List] <table border="1"> <thead> <tr> <th>Code</th><th>Meaning</th></tr> </thead> <tbody> <tr> <td>6 stars</td><td>Market Leading Performance</td></tr> <tr> <td>5 – 5.5 stars</td><td>Excellent Performance</td></tr> <tr> <td>4 – 4.5 stars</td><td>Good Performance</td></tr> <tr> <td>3 – 3.5 stars</td><td>Average Performance</td></tr> <tr> <td>2 – 2.5 stars</td><td>Below Average Performance</td></tr> <tr> <td>1 – 1.5 stars</td><td>Poor Performance</td></tr> <tr> <td>0 stars</td><td>Very Poor Performance</td></tr> <tr> <td>Pending</td><td>NABERS Rating yet to be determined</td></tr> <tr> <td>Not Applicable</td><td>Does not Apply (for leases under 1000sqm)</td></tr> <tr> <td>No Assessment Undertaken</td><td>No assessment to date has been completed or is currently pending.</td></tr> </tbody> </table>	Code	Meaning	6 stars	Market Leading Performance	5 – 5.5 stars	Excellent Performance	4 – 4.5 stars	Good Performance	3 – 3.5 stars	Average Performance	2 – 2.5 stars	Below Average Performance	1 – 1.5 stars	Poor Performance	0 stars	Very Poor Performance	Pending	NABERS Rating yet to be determined	Not Applicable	Does not Apply (for leases under 1000sqm)	No Assessment Undertaken	No assessment to date has been completed or is currently pending.
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Not Applicable	Does not Apply (for leases under 1000sqm)																						
No Assessment Undertaken	No assessment to date has been completed or is currently pending.																						

NABERS Rating Scope

Definition:	The building type and rating scope the NABERS energy rating applies to.								
Exclude:	GreenPower and Green Star ratings.								
Notes:	Note this is not necessarily the rating of the base building as a whole. NABERS is a national rating system that measures the environmental performance of Australian buildings, tenancies and homes. For example, a 6 star rating demonstrates market-leading performance, while a 1 star rating means the building or tenancy has considerable scope for improvement.								
Reference:	Most buildings will have a NABERS rating assigned, a register can be found at: https://www.nabers.gov.au/ratings/estimate-your-rating NABERS Rating Office Tenancies Page: https://www.nabers.gov.au/tenancy Handbook for NABERS Ratings: https://www.nabers.gov.au/file/1941/download?token=Qi0PXBB0								
Format:	[Pick from List] <table><tr><th>Code</th><th>Meaning</th></tr><tr><td>Tenancy</td><td>Tenancy: assess the leased/owned area of the building</td></tr><tr><td>Base Building</td><td>Base Building: assess the central services of an office building. (e.g. lifts and common area lighting)</td></tr><tr><td>Whole Building</td><td>Whole Building: assess the combined impact of office tenancies and base building services (e.g. lifts and common area lighting)</td></tr></table>	Code	Meaning	Tenancy	Tenancy: assess the leased/owned area of the building	Base Building	Base Building: assess the central services of an office building. (e.g. lifts and common area lighting)	Whole Building	Whole Building: assess the combined impact of office tenancies and base building services (e.g. lifts and common area lighting)
Code	Meaning								
Tenancy	Tenancy: assess the leased/owned area of the building								
Base Building	Base Building: assess the central services of an office building. (e.g. lifts and common area lighting)								
Whole Building	Whole Building: assess the combined impact of office tenancies and base building services (e.g. lifts and common area lighting)								

Submitter's Comments

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

Building Management 1.2

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

The screenshot shows the 'Buildings' tab in the Department of Finance Australian Government Property Data Collection. The interface includes a search bar, a table of building records, and a 'New Building' button. The first record, B_106, has a red box around its view button.

ID	Street Address	Suburb	State / Territory	Post code	
B_106	135 Donnybrook Road	Mickleham	VIC	3064	
B_126	140-180 Garema Place	Canberra	ACT	2601	
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B_197	2 Faulding Street	Symonston	ACT	2609	
B_803	Wetlands House, 1 Dairy Road	Fyshwick	ACT	2609	

Showing 1 to 5 of 5 entries

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

Building B_126
140-180 Garema Place
Canberra, ACT 2601

Department of Finance
Last Modified 28/09/2020 at 12:14PM

Building Building management

Expenses

Repair and Maintenance Expense

Water and Sewerage Expense

Relocation and Minor Refurbishments Expense

General info

Other Operating Expenses

Services Received Free of Charge

Comments

Facilities management

Save Back to Agency

Repair and maintenance* \$ 947.31

Water and sewerage* \$ 0.00

Relocation and minor refurbishments* \$ 1,336.50

Other operating expenses* \$ 0.00

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

Comments ID: B-Finance-12
BRSP: Updated building expenses.

Energy Expense

Energy* \$ 0.00

Cleaning and waste removal* \$ 569.80

Contractors and consultants* \$ 0.00

Contractors and Consultants Expenses

Repair and Maintenance Expense

The following data element definitions apply to this section.

Repair and Maintenance Expense

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

Energy Expense

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

Water and Sewerage Expense

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

Cleaning and Waste Removal Expense

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

Relocation and Minor Refurbishments Expense

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

Contractors and Consultants

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

Other Operating Expenses

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

Services Received Free of Charge

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

Comments

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

Facilities Management – Provider

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

Facilities Management Provider Contract End Date

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

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

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

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

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

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

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

Other (Facilities Management) Services

Definition:	Name of other facilities management providers, services provided and contract end dates not included in the fields Facilities Management – Provider and Facilities Management Provider Contract End Date.
Include:	Other facilities management providers directly contracted by the Entity.
Exclude:	Sub-contractors engaged by the facilities management providers.
Format:	[Text]

Leases 2.0

The Leases table includes all tenancy Leases belonging to an Entity.

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

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

The screenshot shows a web application interface for managing leases. At the top, there's a header bar with 'Data collection: 01 Jul 2019 - 30 Jun 2020' and 'Department of Finance'. Below this is a navigation bar with tabs for 'Buildings', 'Leases', 'Collection period', 'Region costs', and 'Documents'. The 'Leases' tab is active. There are two search bars: 'Building search...' and 'Lease Identifier search...'. A 'Search' button is located below the building search bar. On the right side of the table, there is a 'New lease' button. The table itself has five columns: 'Building', 'Type', 'Lease Identifier', 'Description', and an action column. The first row of data is highlighted. Red boxes and arrows are used to highlight specific elements: a red box around the 'Building' column header with an arrow pointing to the first row's building address; a red box around the 'Type' column header with an arrow pointing to the first row's type; a red box around the 'Lease Identifier' column header with an arrow pointing to the first row's identifier; a red box around the 'Description' column header with an arrow pointing to the first row's description; and a red box around the 'Edit Button' in the action column of the first row with an arrow pointing to the edit icon.

Building	Type	Lease Identifier	Description	
B_126 : 140-180 Garema Place Canberra ACT 2601	Tenancy lease	0000002264	Leased from 01 Sep 2020 to 30 Jun 2025	
B_14 : 1 Canberra Avenue Forrest ACT 2603	Tenancy lease	0000002250	Leased from 14 Jul 2020 to 11 Jun 2021	
B_197 : 2 Faulding Street Symonston ACT 2609	Tenancy lease	352	Leased from 01 Oct 2016 to 30 Sep 2026	
B_803 : Wetlands House 1 Dairy Road Fyshwick ACT 2609	Tenancy lease	350	Leased from 01 Jan 2009 to 31 Dec 2028	

Showing 1 to 8 of 8 entries

Confirm All

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

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

The screenshot displays the 'Data collection: 01 Jul 2019 - 30 Jun 2020' interface for the Department of Finance. It features a navigation bar with tabs for Buildings, Leases, Collection period, Region costs, and Documents. Below the navigation bar are search fields for 'Building search...' and 'Lease Identifier search...', along with a 'Search' button. A 'New lease' button is located in the top right corner of the table area.

Building	Type	Lease Identifier	Description	Status	Actions
B_126 : 140-180 Garema Place Canberra ACT 2601	Tenancy lease	0000002264	Leased from 01 Sep 2020 to 30 Jun 2025	Unconfirmed Lease	[Flag] [Edit]
B_14 : 1 Canberra Avenue Forrest ACT 2603	Tenancy lease	0000002250	Leased from 14 Jul 2020 to 11 Jun 2021	Unconfirmed Lease	[Flag] [Edit]
B_197 : 2 Faulding Street Symonston ACT 2609	Tenancy lease	352	Leased from 01 Oct 2016 to 30 Sep 2026	Confirmed Lease	[Flag] [Edit]
B_803 : Wetlands House 1 Dairy Road Fyshwick ACT 2609	Tenancy lease	350	Leased from 01 Jan 2009 to 31 Dec 2028	Confirmed Lease	[Flag] [Edit]

At the bottom of the table, there is a 'Show 10 entries' dropdown and a 'Showing 1 to 8 of 8 entries' indicator. A 'Confirm All Button' is located at the bottom right, next to a 'Confirm All' button.

The following data element definitions apply to this section.

■ Building

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

■ Type

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

■ Lease Identifier

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

■ Description

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

Tenancy Leases 2.1

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

Building B, 126
140-180 Garema Place
Canberra, ACT 2601

Department of Finance
Last Modified 23/10/2020 at 3:14PM

Tenancy lease | Sub-lease | Leased areas | Office Space Advertisements | Documents

Overview

Lease Description: L-FIN-10

Lease Identifier: 0000002264

Comments

Lease details

Lease Start Date: 01/09/2020

Lease Type: Gross

Green Lease Schedule: GLS A

NABERS Rating: 5 stars

Lease End Date: 30/06/2025

Lease Status: Active - Initial Term

Tenancy Highest Security Level: Zone Two

NABERS Rating Scope: Whole Building

Labels and arrows on the left side of the form:

- Lease Description (green box)
- Lease Identifier (red box)
- Comments (green box)
- Lease Start Date (green box)
- Lease Type (green box)
- Green Lease Schedule (green box)
- NABERS Rating (green box)
- Lease End Date (green box)
- Lease Status (green box)
- Tenancy Highest Security Level (green box)
- NABERS Rating Scope (green box)

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

☰ Data collection: 01 Jul 2019 - 30 Jun 2020 Department of Finance

🏠 Buildings 📄 Leases 📅 Collection period 📊 Region costs 📁 Documents

Building search... Lease Identifier search...

Building	Type	Lease Identifier	Description	
B_126 : 140-180 Garema Place Canberra ACT 2601	Tenancy lease	0000002264	Leased from 01 Sep 2020 to 30 Jun 2025	📄 📁
B_14 : 1 Canberra Avenue Forrest ACT 2603	Tenancy lease	0000002250	Leased from 14 Jul 2020 to 11 Jun 2021	📄 📁
B_197 : 2 Faulding Street Symonston ACT 2609	Tenancy lease	352	Leased from 01 Oct 2016 to 30 Sep 2026	📄 📁
B_803 : Wetlands House 1 Dairy Road Fyshwick ACT 2609	Tenancy lease	350	Leased from 01 Jan 2009 to 31 Dec 2028	📄 📁

Show entries Showing 1 to 8 of 8 entries

The following data element definitions apply to this section.

Lease Description

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

Comments

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

Lease Start Date

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

Lease End Date

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

Lease Type

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

Notes:

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

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

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

Format: [Pick from List]

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

Lease Status

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

Notes:

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

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

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

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

Format: [Pick from List]

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

Green Lease Schedule

Definition:	Type of agreement between the Entity and lessor that sets out each party's role in the achievement of energy efficiency objectives.
Notes:	Only code a property as a type of GLS if it has a current Green Lease Schedule, as defined in the Green Lease Schedules Guidance Notes - Energy Efficiency in Government Operations (EEGO Policy).
Reference:	Energy Efficiency in Government Operations Policy at: https://www.energy.gov.au/publications/energy-efficiency-government-operations-policy

Format: [Pick from List]

Code	Meaning
GLS A	Green Lease Schedule, type A1 or A2
GLS B	Green Lease Schedule, type B1 or B2
GLS C	Green Lease Schedule, type C1 or C2
GLS D	Green Lease Schedule, type D1 or D2
Nil	No energy efficiency agreement currently in place
Other	Another form of energy efficiency agreement
Pending	Green Lease Schedule yet to be determined
Not recorded	Not available.

Tenancy Highest Security Level

Definition:

The Protective Security Policy Framework mandates Entities design and modify their facilities in order to define restricted access areas according to the five security zones, with increasing restrictions and access controls as the zones progress from Zone One to Zone Five.

Buildings or tenancies may have a number of different zones. The Tenancy highest security reflects the highest level of security in the current building or tenancy.

Notes:

Include the classification of the zone that is most highly classified regardless of its size or location in the tenancy.

Include:

All areas of the building that have a security classification.

Exclude:

Areas of the building that are not part of the controlled area.

Reference:

The Protective Security Policy Framework at:

<https://www.protectivesecurity.gov.au/physical/entity-facilities/Pages/default.aspx>

Format:

[Pick from List]

<u>Code</u>	<u>Meaning</u>
Zone 1	Public access
Zone 2	Restricted public access. Unrestricted access for authorised personnel. May use single factor authentication for access control.
Zone 3	No public access. Visitor access only for visitors with a need to know and with close escort. Restricted access for authorised personnel. Single factor authentication for access control.
Zone 4	No public access. Visitor access only for visitors with a need to know and with close escort. Restricted access for authorised personnel with appropriate security clearance. Single factor authentication for access control.

Zone 5	No public access. Visitor access only for visitors with a need to know and with close escort. Restricted access for authorised personnel with appropriate security clearance. Dual factor authentication for access control.
Unknown	Floor highest security level not known.

Current Annual Rent Expense

Definition:	Total annual, actual rent (GST inclusive) expense of the lease for all areas within the tenancy, associated car parking, and onsite storage within the last financial year.
Include:	Minimum lease payments. Rent expenses for all areas in the building, including office areas, non-office areas and leased-out areas. Rent expenses for all onsite storage. Rent expenses for onsite and offsite car parking facilities that have been acquired as part of the lease for Entity staff in the building or people visiting Entity staff in the tenancy. Rent for offsite storage where it can be used for office space.
Exclude:	Monetary benefit of any incentives as these are captured separately. Rent for offsite storage that cannot be used for office space. Anything that is included in a separate lease. Rents received from subleasing arrangements. That is, do not offset the rent expenses by rent received. This data is collected elsewhere in the system.
Note:	This figure would be the exact actual expenditure, regardless of Lease Type.
Reference:	RMG 110 - Accounting for operating lease expenses and incentives
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Lessor's Outgoings Expense

Definition:	Total actual expense (GST inclusive) incurred by the Entity in the reporting period for all outgoings payable to the lessor.
Include:	All expenses payable to the lessor under the relevant lease/s, other than rent, such as: landscaping, cleaning, maintenance, after hours AC. Lessor's outgoings for all leased areas in the tenancy, including office areas, non-office areas and leased-out areas. (As an offset) reimbursement of lessor's outgoings received in the same reporting period in which the outgoings were paid by the Entity.
Exclude:	Reimbursement of lessor's outgoings incurred during previous reporting periods. Outgoings that are included in the rent and not separately charged by the lessor. Outgoings paid to vendors other than the lessor, these should be covered in the Building Management section.
Notes:	If the lease type is Fully Gross, please provide an estimate of Lessor's Outgoings Expense. This estimate figure should not affect the accurate reporting of the gross lease amount. Finance can analyse this information separately and will ensure that this expense is not double counted. If the lease type is Single, Double or Triple Net, this figure must be the exact actual expenditure. Report all non-rent payments to the lessor irrespective of whether they relate to the base building. Report \$0 for owned tenancies.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Total Outgoings

Definition:	The total amount of outgoing expenses.
Notes:	If the lease type is Fully Gross or Gross, the total will be only Current Annual Rent expense. If the lease type is either Single, Double or Triple Net, the total will be of Current Annual Rent expense and Lessor's Outgoings expense.
Format:	Data Auto Total: Positive value, whole Australian dollars [\$nn,nnn,nnn]

Provider

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

Provider Contract End Date

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

Services - Base Fees

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

Services - Other Fees

Definition:	Total actual cost (GST Inclusive) of services delivered by the lease management provider not included in the base fee.
Notes:	Field should exclude pass through costs. If a single payment for other services fee for lease management for all properties is paid, use the example and formula in Services Base Fees to calculate the other services fee per building.
Include:	Total other fees charged by the external lease management service providers delivering lease management services for the Entity not included in the base fee.
Exclude:	Other contractors and consultants delivering ad hoc property services during the reporting period. Pass-through costs. If the Entity does not use a lease management provider (i.e. leases are managed in house), leave blank.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Manager Name

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

Manager Phone

Definition:	Manager phone.
Format:	[Text]

Manager Email

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

Manager Contact Details

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

Number of Remaining Extensions

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

Length of Next Lease Extension

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

Extension Notification Date

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

Incentive: Rent Abatement

Definition:	Lease incentive (as a dollar amount) provided by the Lessor that has been allocated as a rent reduction over the current term of the lease.
Notes:	A rent abatement is an agreement between the landlord and the tenant that provides a period of free or reduced rent. During the abatement period, the Entity is not required to pay full rent to occupy the lease. Abatement may include a rent free period in a block or proportioned rent reduction over the lease period.
Include:	The full estimated amount of lease cost savings allocated from the lease incentive to rental abatement. If the lease is currently in an extension period, then only include any rent abatement incentive for the current lease extension.
Exclude:	Incentive payments that have been allocated to other uses, see the field Incentive: Fit-Out Contribution. Rent abatement amounts related to unexercised extensions available under the current lease.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Incentive: Fit-out contribution

Definition:	Lease incentive (as a dollar amount) provided by the landlord that has been apportioned to the cost of fitting out the tenancy over the current term of the lease.
Notes:	Fit-out is the design and delivery of the interior partitioning, floor, ceiling, mechanical, electrical and environmental components to meet the requirements of the building's occupants. This includes the customising and finishing of the base building (where base building is the raw floor space bounded by walls but not specifically adapted to the requirements of its occupants). This includes the portion of fit-out works where the landlord has provided a contribution as a lease incentive, either through cash payment, or reimbursement. Alternatively, the landlord may carry out the fit-out works under prior agreements to the value of the incentive amount.
Include:	This may include the value of an integrated fit out, or a cash payment or similar. If the lease is currently in an extension period, then only include any fit-out contribution incentive for the current lease extension.
Exclude:	Do not include fit-out costs funded from the Entity's capital works budget. These will be captured in the full fit out costs data field. Incentive amounts that are allocated to rent abatement, please record this in the Incentive: Rent Abatement field. Lease incentive amounts related to unexercised extensions available under the current lease.
Reference:	Lease documentation
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Total Incentive

Definition:	The total dollar value of all incentives associated with the current lease term.
Notes:	A lease incentive is a bonus or discount offered to a tenant in consideration for their entry into a lease.
Include:	The total dollar value of all lease incentives, including both cash-based incentives, such as fit-out subsidies or reimbursements (including integrated fit-outs), or rent abatement, as well as the value of other incentives such as early access to the tenancy. This field should reflect the sum of Fit-out Contribution and Rent Abatement. If in an extension period, only include incentives negotiated as part of the lease extension.
Format:	Data Auto Total: Positive value, whole Australian dollars [\$nn,nnn,nnn]

Incentive Description

Definition:	A short description of any incentives associated with executing the lease (including estimated value if known).
Notes:	If in an extension period, only include incentives negotiated as part of the lease extension.
Format:	[Text]

Last Year Major Fit-out Conducted

Definition:	The year the last major fit out occurred.
Notes:	Fit-out is the design and delivery of the interior partitioning, floor, ceiling, mechanical, electrical and environmental components to meet the requirements of the building's occupants. This includes the customising and finishing of the base building (where base building is the raw floor space bounded by walls but not specifically adapted to the requirements of its occupants). This should be recorded at the last year a major fit-out was completed. A major fit out is considered to have been undertaken when either : • more than 20 per cent of the tenancy fit-out was refreshed; or • the project was of a sufficient value to require notifying or referring to the Public Works Committee.
Exclude:	Fit-out works or repairs and maintenance over less than 20 per cent of the tenancy, or below the value for notification or referral to the Public Works Committee.
Reference:	PWC Manual , Entity PWC Submissions
Format:	Positive value, [yyyy].

Last Major Fit-out Cost

Definition:	The cost of the most recent major fit-out project. <i>See: Fit-out year for definition of major fit-out.</i>
Notes:	Fit-out is the design and delivery of the interior partitioning, floor, ceiling, mechanical, electrical and environmental components to meet the requirements of the building's occupants. This includes the customising and finishing of the base building (where base building is the raw floor space bounded by walls but not specifically adapted to the requirements of its occupants). Please record any relocation and minor refurbishment expenses in Relocation and Minor Refurbishment Expenses.
Include:	The dollar value of the fit-out including where this is funded by incentive payments. Include the full cost of the fit-out project in line with the cost estimate requirements for PWC including: • cost of any external works and services, such as civil, electrical and mechanical works; • costs of demolition, remediation, decontamination; • relocation costs, where applicable; • cost provisions for phasing of construction; • fees for project management, consultancies or other professional services related to the work; • the Entity's internal planning, management and oversight costs; • escalation allowance; • risk estimation, including contingency; • total estimated cost at current prices; and • estimated costs for 'below-the-line' items. Any components which fall outside the required scope of works, but which may be included later, pending available funds are sometimes referred to as 'below-the-line' items.
Reference:	PWC Manual Entity PWC Submissions
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Total Fit-out Cost

Definition:	The total dollar value of all fit-out costs associated with the lease over the lease's lifecycle.
Notes:	Fit-out is the design and delivery of the interior partitioning, floor, ceiling, mechanical, electrical and environmental components to meet the requirements of the building's occupants. This includes the customising and finishing of the base building (where base building is the raw floor space bounded by walls but not specifically adapted to the requirements of its occupants). This includes the portion of fit-out works where the landlord has provided a contribution as a lease incentive, either through cash payment, or reimbursement. Alternatively, the landlord may carry out the fit-out works under prior agreements to the value of the incentive amount.
Include:	All fit-out cost funding, inclusive of fit-out contribution.
Format:	Positive value, whole Australian dollars [\$nn,nnn,nnn]

Rent Review Mechanism

Definition:

The mechanism in which the annual rent is adjusted.

Format:

[Pick from List]

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

Rent Review Frequency

Definition:	The frequency that the rent is reviewed under the lease agreement.
Notes:	Specify in years the frequency of rent reviews.
Format:	Number of years: [nn.n]

Sub-Leases 2.2

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

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

Building B_126
140-180 Garema Place
Canberra, ACT 2601

Department of Finance
Last Modified 28/09/2020 at 1:49PM

Tenancy lease Sub-lease Leased areas Office Space Advertisements Documents

New

Leasing Entity Type	Leasing Entity Name	Lease Description	Lease Details
Commonwealth - Other	Old Parliament House	Example-123	Leased from 15 Sep 2020 to 14 Apr 2023
Commonwealth - Other	Food Standards Australia New Zealand	Example2-123	Leased from 04 Sep 2020 to 19 Apr 2024

Show 10 entries

Showing 1 to 2 of 2 entries

Sub-Leased to Leasing Entity Name Lease Description Sub-Lease Start Date Sub-Lease End Date

From this table, an Entity can:

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

The screenshot displays the 'Sub-lease' tab of the 'Building B_126' page. The page header includes the building name, address (140-180 Garema Place, Canberra, ACT 2601), and the Department of Finance logo with a last modified timestamp. Below the header are tabs for 'Tenancy lease', 'Sub-lease', 'Leased areas', 'Office Space Advertisements', and 'Documents'. The main content is a table with columns: 'Leasing Entity Type', 'Leasing Entity Name', 'Lease Description', and 'Lease Details'. It contains two rows of data. To the right of the table, there are three red boxes with arrows pointing to specific UI elements: 'New Sub-Lease' points to a 'New' button, 'Edit Sub-Lease' points to an edit icon, and 'Delete Sub-Lease' points to a delete icon. A 'Showing 1 to 2 of 2 entries' label is also present.

Leasing Entity Type	Leasing Entity Name	Lease Description	Lease Details
Commonwealth - Other	Old Parliament House	Example-123	Leased from 15 Sep 2020 to 14 Apr 2023
Commonwealth - Other	Food Standards Australia New Zealand	Example2-123	Leased from 04 Sep 2020 to 19 Apr 2024

Showing 1 to 2 of 2 entries

The following data element definitions apply to this section.

Sub-Leased To

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

Format: [Pick from List]

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

Lease Description

Definition: An Entity-created code or description that will appear in the Sub-lease table.

Notes: A lease description code should be easily recognisable to Entity users and should be unique amongst an Entities sub-leases.

Format: [text]

Leasing Entity Name

Definition: An Entity-created code or description that will appear in the Sub-lease table.

Notes: A lease description code should be easily recognisable to Entity users and should be unique amongst an Entities sub-leases.

Format: [text]

Start Date

Definition: Start date of the current sub-lease.

Format: [dd/mm/yyyy]

End Date

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

Sub-Leasing Parties/Agencies Sub-Leased To

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

Total Revenue

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

Total Sub-Leased Area

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

Total Vacant Area Available

Definition:	Any additional area of the lease that is currently available for sub-leasing.
Notes:	Only include areas that are not currently subject to a new sub-lease agreement. Finance encourages Entities to support the efficient usage of property by advertising vacant space available through their PSP and the Property Marketplace.
Format:	Square metres: [nn,nnn.nn]

Leased Areas 2.3

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

The screenshot displays the 'Leased Areas' tab for 'Building B_126' at '140-180 Garama Place, Canberra, ACT 2601'. The interface includes tabs for 'Tenancy lease', 'Sub-lease', 'Leased areas', 'Office Space Advertisements', and 'Documents'. The 'Leased areas' tab is active, showing an 'Overview' section with fields for 'Net Lettable Area' (250,000.00 m²), 'Staff allocated to lease' (1547), and 'Workpoints*' (1670). Below this is a 'Non-office areas' section with individual area inputs (C* to L*) and a 'Total Non-Office area' (1179 m²). The 'Lease Statistics' section includes 'Cost per Square Metre' (\$ 5.96), 'Usable Office Area' (246587 m²), and 'Occupational Density' (159.39 m²). On the right, there are fields for 'Head Count', 'Cost per Workpoint' (\$ 884.82), and 'Workpoint Vacancy Rate' (7.36 %). Red boxes and arrows link these fields to their respective data element definitions on the left side of the form.

Data Element Definition	Field Label	Value	Unit
Net Lettable Area	Net lettable area*	250,000.00	m²
Staff Allocated to Lease	Staff allocated to lease*	1547	
Total Non-Office Area	Total Non-Office area	1179	m²
Cost per Square Metre	Cost Per Square Metre	\$ 5.96	
Usable Office Area	Usable Office Area	246587	m²
Occupational Density	Occupational Density	159.39	m²
Head Count	Head Count		
Cost per Workpoint	Cost Per Workpoint	\$ 884.82	
Workpoint Vacancy Rate	Workpoint Vacancy Rate	7.36	%

The following data elements definitions apply to this section.

Net Lettable Area

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

Staff Allocated to Lease

Definition:	Number of staff (including contractors) allocated to the lease.
Notes:	Include an estimated number of staff that are regularly assigned to work in the tenancy on any given day – ‘Staff Allocated to Lease’ should include all staff (including contractors) regardless of if they were present in the tenancy on the ‘as at’ reporting date. This includes those on short term leave (i.e. less than 30 days consecutive leave), but not long term leave or secondment. If available, Entities should utilise their Human Resource (HR) teams to obtain the necessary data to complete this section. The number of staff assigned to a tenancy is a key factor in determining a lease’s regular utilization rate, Occupational Density and Work-point Vacancy Rate.
Format:	[nn,nnn]

Workpoints

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

Non Office Area C – Basement or Inadequate Amenity

Definition:	Total of all areas within the reported NLA that are a Basement or Inadequate Amenity.
Include:	All areas and facilities in a basement. All areas and facilities which do not provide adequate amenity for use as office space due to the absence of natural light or other physical constraints, including ongoing building maintenance, construction or fit-out. All car parking.
Format:	[nnnnn]

Non Office Area D – Police Station, Laboratory or Hospital

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

Non Office Area E – Specifically for Operational Activity

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

Non Office Area F – Public Facility

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

Non Office Area G – Judicial Chambers and Court Rooms

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

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

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

Non Office Area I – Emergency and Crisis Coordination Areas

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

Non Office Area J – Exempt Area

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

Non Office Area L – Shopfronts

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

Non Office Area M – ICT/Data Warehouse

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

■ Total Non-Office Area

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

■ Cost per Square Metre

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

■ Cost per Work-point

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

■ Usable Office Area

Definition:	Automated calculation to show the useable office area of the lease.
Calculation:	Controlled Area (NLA <i>minus</i> Sub-leased Area) <i>minus</i> Total Non-Usable Office Area
Format:	Data Auto Total: Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Work-point Vacancy Rate

Definition:	Automated calculation to show the work-point vacancy rate of the lease.
Calculation:	Number of Vacant Work-points (Number of Work-points <i>minus</i> Staff Allocated to Lease) <i>divided by</i> Number of Work-points <i>multiplied by</i> 100.
Format:	Data Auto Total: Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Occupational Density

Definition:	Automated calculation to show the occupational density of the lease.
Calculation:	Usable Office Area <i>divided by</i> Staff Allocated to Lease.
Format:	Data Auto Total: Positive value, whole Australian dollars [\$nn,nnn,nnn]

Advertising 2.4

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

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

The screenshot shows a web interface for managing property advertisements. At the top, it identifies the location as 'Building B_126, 140-180 Garema Place, Canberra, ACT 2601' and shows the user is logged in as 'Department of Finance' with a last modified timestamp of '02/10/2020 at 11:19AM'. Below this, there are tabs for 'Tenancy lease', 'Sub-lease', 'Leased areas', 'Office Space Advertisements' (which is selected), and 'Documents'. A red box highlights a 'New Advertisement' button in the top right corner. Below the tabs is a table with columns: 'Space Available', 'Available from', 'Available Period', 'Contact person', 'Contact details', 'Publish date', and 'Status'. The table currently contains no data, displaying 'No data available in table'. At the bottom left, there is a 'Show 10 entries' dropdown menu, and at the bottom right, it says 'Showing 0 to 0 of 0 entries'.

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

Building B_126
140-180 Garama Place
Canberra, ACT 2601

Department of Finance
Last Modified 02/10/2020 at 11:19AM

Tenancy lease Sub-lease Leased areas Office Space Advertisements Documents

Publish Date → Publish date dd/mm/yyyy

Space Fitted Out? → Space fitted out* Yes No

Workpoints Available → Workpoints available

Available From Date → Available from* dd/mm/yyyy

Additional Information → Additional information

Contact Person → Contact person*

Contact Email → Contact email*

Status → Status Available

Square Metres Available → Square metres available m²

Period Available → Period available* -- Please select --

Contact Phone → Contact phone*

Save Cancel

The fields in this section include the following.

Published Date

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

Status

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

Space Fitted Out?

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

Work-points Available

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

Square Metres Available

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

Available from Date

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

Period Available

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

Additional Information

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

Contact Person

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

Contact Phone

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

Contact Email

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

Documents 2.5

The Documents tab allows Entities to allow documents relevant to the lease.

Entities can edit documents by selecting at the end of the record or upload a new document by clicking on the 'Upload document' button.

The screenshot shows the 'Documents' tab for 'Building B_126' at '140-180 Garema Place, Canberra, ACT 2601'. The interface includes a header with the building name and address, and a sub-header with the 'Department of Finance' logo and 'Last Modified 02/10/2020 at 11:19AM'. Below the header, there are tabs for 'Tenancy lease', 'Sub-lease', 'Leased areas', 'Office Space Advertisements', and 'Documents'. The 'Documents' tab is active. A search bar with a magnifying glass icon and a 'Search' button is present. To the right of the search bar, there are filters for 'Active?' with options 'Yes' (highlighted in green), 'No', and 'All'. Below the search bar, there is a red-bordered button labeled 'Upload document'. A table with the following columns is shown: 'Building', 'Lease Identifier', 'Document Type', 'File Extension', 'Version', 'Uploaded', 'OCR Outcome', and 'Active'. The table is currently empty, with the message 'No data available in table' displayed. At the bottom left, there is a 'Show' dropdown menu set to '10' and the text 'entries'. At the bottom right, it says 'Showing 0 to 0 of 0 entries'.

Building B_126
140-180 Garema Place
Canberra, ACT 2601

Department of Finance
Last Modified 02/10/2020 at 11:19AM

Tenancy lease Sub-lease Leased areas Office Space Advertisements Documents

Active? Yes No All

Q Search

Upload document

Building	Lease Identifier	Document Type	File Extension	Version	Uploaded	OCR Outcome	Active
No data available in table							

Show 10 entries

Showing 0 to 0 of 0 entries

Building B_126
140-180 Garema Place
Canberra, ACT 2601

Department of Finance
Last Modified 02/10/2020 at 11:19AM

Tenancy lease Sub-lease Leased areas Office Space Advertisements Documents

Upload

Please note that only documents with a security classification of **UNCLASSIFIED** are to be uploaded to the AGPR.

Document Type* -- Please select --

Document to upload* Browse...

Keywords

Upload Upload Cancel

Once completed, the document will be uploaded into the repository.

The fields in this section include the following.

Document Type

Definition: The type of document being uploaded.

Format: [Pick from list]

<u>Code</u>	<u>Meaning</u>
Lease	The lease contract between the tenant and head-lessor.
Property Management Plan	The document that includes property objectives, ensures the quality of property is appropriate and assesses options for acquisition. This must be provided to Finance and updated as necessary. For further reference, please view the RMG500.

Keywords

Definition: Keywords that summarise the document.

Format: [Text]

Collection Period 3.0

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

Data collection: 01 Jul 2019 - 30 Jun 2020 Department of Finance

Buildings Leases Collection period Region costs Documents

Agency details

Portfolio	Portfolio Finance
Record Status	Record Status Not Confirmed

Save

The following data element definitions apply to this section.

Portfolio

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

Record Status

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

Region Costs 4.0

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

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

The screenshot displays the 'Region costs' interface. At the top, there's a header 'Data collection: 01 Jul 2019 - 30 Jun 2020' and a breadcrumb 'Department of Finance'. Below the header, there are tabs: 'Buildings', 'Leases', 'Collection period', 'Region costs' (selected), and 'Documents'. The main content area shows a table with one entry for 'ACT' with a value of '\$1,371,026.00'. To the right of the table, there are buttons for 'New Region Cost', 'New Region cost', 'Delete Region Cost', 'Edit Region Cost', and 'Back to Collections'. The 'Delete Region Cost' button is highlighted with a red box and an arrow pointing to it from the 'New Region Cost' button. The 'Edit Region Cost' button is highlighted with a red box and an arrow pointing to it from the 'Back to Collections' button. The 'Back to Collections' button is highlighted with a red box and an arrow pointing to it from the 'Delete Region Cost' button. The 'New Region Cost' button is highlighted with a red box and an arrow pointing to it from the 'New Region cost' button. The 'New Region cost' button is highlighted with a red box and an arrow pointing to it from the 'Delete Region Cost' button.

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

The screenshot shows a web-based data collection interface for the 'Security' section. At the top, a header bar indicates the collection period from 01 Jul 2019 to 30 Jun 2020 and identifies the user as 'Department of Finance'. Below this is a navigation menu with tabs for 'Buildings', 'Leases', 'Collection period', 'Region costs', and 'Documents'. The 'Region costs' tab is currently selected. The main form area is titled 'Security' and contains several input fields: 'Region type*' with sub-fields for 'Country' and 'State/Territory'; 'Region*' with a dropdown menu showing '-- Please select --'; 'Comments' with a large text area; and 'Security expenses*' with a currency input field. Red boxes highlight these specific fields, and red arrows point from them to a legend at the bottom of the form. The legend consists of four items, each with a green square icon: 'Net Lettable Area' (linked from 'Region type*'), 'Region' (linked from 'Region*'), 'Entity Comments' (linked from 'Comments'), and 'Security Expenses' (linked from 'Security expenses*'). At the bottom right of the form are 'Save' and 'Cancel' buttons.

The following data element definitions apply to this section.

Region Type

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

Region

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

Security Expenses

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

Entity Comment

Definition:	Any comments that the Entity would like to include to support any data relating to region cost information.
-------------	---

Include:	Comments are only required at the Entity's discretion.
----------	--

Format:	[Text]
---------	--------

Documents 5.0

The Documents tab is a document storage tab. This gives Entities the ability to store leasing documents and property management plans.

🏠 Data collection: 01 Jul 2019 - 30 Jun 2020

Department of Finance

🏠 Buildings

📄 Leases

🕒 Collection period

🌐 Region costs

📁 Documents

🔍 Document search

Lease Identifier

Document Type-- Please select --

▼

Active?

Yes

No

All

Document search...

🔍 Search

Building	Lease Identifier	Document Type	File Extension	Version	Uploaded	Active	
B_126	0000002264	Property Management Plan	.pdf	3	12/10/2020 16:18	✓	📄 🔍 🔍 🔍 ✖

Show10entries

Showing 1 to 1 of 1 entries

Download file

Toggle Version

Edit

Archive

Delete

Department of Finance
Australian Government Property Data Collection

Building B_126
140-180 Garema Place
Canberra, ACT 2601

Department of Finance
Last Modified 23/10/2020 at 3:14PM

Tenancy leaseSub-leaseLeased areasOffice Space AdvertisementsDocuments

Active? Yes No All Search Upload document

Building	Lease Identifier	Document Type	File Extension	Version	Uploaded	Active	
B_126	0000002264	Property Management Plan	.pdf	3	12/10/2020 16:18	✓	   

Showing 1 to 1 of 1 entries

File Extension

Version

Uploaded

The following data element definitions apply to this section.

■ File Extension

Definition:	The file extension of the document.		
Notes:	Only Word, PDF and images can be uploaded		
Format:	<u>Code</u>	<u>Meaning</u>	
	.docx	Word Document	
	.pdf	PDF	

■ Version

Definition:	The latest and current version of the document.		
Format:	[nnnn]		

■ Upload Date

Definition:	The date when the file was uploaded into the document repository.		
Format:	[dd/mm/yyyy]		

3. Dictionary of Applicable Terms

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

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

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

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

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

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

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

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

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

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

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

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

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

Office Items includes all paper, paper-based products, files, books, brochures, paper forms, paper handling products, document holders, binding equipment, binding supplies, laminating equipment, laminating supplies, paper shredders, paper recycling containers, stationery, photocopiers, printers, printer supplies, paper scanners, facsimile machines, telephones, telephone accessories, projection

devices, chairs, desks, tables, computer hardware, computer software and computer networking hardware.

Office Activity is all office support work and office work.

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

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

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

PCA means the Property Council of Australia.

Reporting Period is by Financial Year. This data collection is for reporting period 1 July 2019 to 30 June 2020.

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

Attachment A

Non Office Area - Exempt Area Application Process

Step 1

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

Step 2

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

Step 3

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

Step 4

Finance advises the Entity of the outcome of the application;

Step 5

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

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

Non-Office Area Category J – Exempt Area Application Form

1. Entity Details

--

2. Exempt Area Details

- ☐ New Application
- ☐ Previous Exempt Area Review

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

*Additional rows may be added if necessary.

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

--

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

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

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

Signature _____

Name *(Printed.)* _____

Position _____

Date ____/____/____

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

Please send your completed form to propertydata@finance.gov.au.