

Lease Endorsement Process Flowchart

For NCEs that are yet to transition to the PSCP Arrangements.

LEASE NOTIFICATION

NCEs may only seek a non-binding expression of interest from the market.

Complete a Lease Endorsement Notification Form

Part 1 - NCEs are required to notify Finance of any lease proposals for office accommodation and shopfronts that are expected to exceed \$2 million WoLC (including extension options) via the [Lease Endorsement Notification Form](#).

Part 2 - Finance will determine if an NCE is required to complete Part 2 – Local Impact Assessment, and undertake the Local Impact Assessment.

Availability of any suitable surplus Commonwealth space

Finance will investigate options for any suitable surplus Commonwealth space for the NCE to occupy. If suitable space is available, Finance will work with NCEs to determine the best WoAG outcome.

Approach the market

If no suitable surplus space can be found, Finance will approve an approach to market for a commercial lease. The NCE should advise [Finance](#) of the outcome.

Proceed with Procurement

If the WoLC of the lease is under \$30 million (\$100 million for Defence), the NCE can proceed with procurement of the lease, noting any relevant [Lands Acquisition Delegations](#).

LEASE ENDORSEMENT

NCEs are required to proceed through the Lease Endorsement Process for all office accommodation and shopfronts with a WoLC over \$30 million (\$100 million for Defence), including extension options, or where the Finance Minister has “called in” a lease.

Prepare a Cost Benefit Analysis (CBA)

NCEs are required to complete the [CBA template](#) and submit to [Finance](#) for review and comment.

Submit final proposal letter and CBA to Finance

To seek lease endorsement, NCEs are required to submit proposal letter and final CBA to [Finance](#).

Outcome

Following the Finance Minister’s consideration, Finance will advise NCEs of the outcome.

Finance is available to assist NCEs throughout the Lease Endorsement Process and NCEs are encouraged to engage at the early stages of the process.

Fit-outs or other public works may be subject to consideration by the Parliamentary Standing Committee on Public Works. For further information, refer to the [Parliamentary Standing Committee on Public Work Procedure Manual](#).