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Australian Government
Department of Finance



**Australian Government Property Data Collection -
Office Space
2018 Collection Manual**

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1.0 Background and Overview

1.1 The Australian Government Property Register

The Department of Finance (Finance) has established the Australia Government Property Register (AGPR) to store information about the Commonwealth's office accommodation and owned land.

This information assists Finance and Non-Corporate Commonwealth Entities (Entities) to identify opportunities for progressively improving the management of the Commonwealth property portfolio and informs Whole-of-Australia-Government property decision making.

The AGPR will assist the Government to ensure their property portfolio aligns with current and future needs and that datasets are more transparent and easier to maintain.

1.2 Purpose

The purpose of this document is to provide guidance on the 2018 Office Space data collection process.

2.0 2018 AGPR Data Collection

2.1 Collection Timeframe

Entities are required to review and complete the 2018 Office Space data collection, in the AGPR, by close of business **31 July 2018**.

2.2 Action Required

During the collection period, Entities 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 should familiarise themselves with the related AGPR data element definitions and collection requirements. Entities can seek further clarification from the Commonwealth Property Data Management Team.

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

IMPORTANT: This year's collection will require Entities to record details for **all** their leased and owned office space, regardless of cost or size.

2.3 Collection Scope

In Scope

It is mandatory for all Non-corporate Commonwealth Entities to provide data on all owned or leased office space attributed to the Entity over the 2017-18 financial year.

In past years, the scope of PRODAC was limited to office accommodation with over 500 square metres of usable office area, or with whole-of-life cost of more than \$2 million. In this collection, Entities must enter information on all office space regardless of its size or cost.

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

The data for each property must be completed online using the 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.

All financial data must be reported as at **30 June 2018**.

The collection must be completed by close of business **31 July 2018**.

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.

2.4 Data Quality and Governance

Entities will be asked to confirm that data they have entered into the AGPR is correct as at **30 June 2018**.

In the 2017 collection, Entities were able to choose the level of clearance they deemed to be appropriate. In the 2018 collection, Entities will be required to have their data cleared by an Assistant Secretary (SES Band 1) or higher.

The Finance Property Data Team will work with Entities to ensure the data collected in the AGPR is correct and aligns to the standards outlined in this document. This year, Finance will take a more active role in ensuring data quality.

After Entities have submitted their data, a member of the Finance Property Data Team will work with the Entity's contact officer to resolve any problems or inconsistencies in the data.

2.5 Data Collection Application

The AGPR application contains data received/updated from the 2017 collection. All relevant data fields within the application need to be completed by the Entity to the best of their knowledge and with data held with the Entity itself or by the Entities Property Service Provider.

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

All expenses reported are to be 'Inclusive of GST'.

2.6 Exemption Process for Non-Office Space

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

Previously approved exempt area applications are to be submitted again to Finance via email with evidence of previous exemption and comments from an Entity that validates the continuation of the exemption in the 2018 reporting period.

2.7 Inter-Entity Property Transfers – Machinery of Government Changes

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

This process applies to all MoG changes, which have occurred between 1 July 2017 and 30 June 2018.

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

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

2.8 Further Assistance

The Commonwealth Property Data Management Team at Finance can provide assistance in the completion of the collection and confirming aspects of the collection definition/specifications. Please send your query to propertydata@finance.gov.au or call Patrick Leane (02 6215 3595), Jacob Grooby (02 6215 1427) or Peter Docherty (02 6215 2449).

Data Element Specifications

- Non-Editable/Non-Selectable fields
- Fields editable upon request
- Editable/Selectable fields


Buildings 1.0

Once logged into the AGPR Office Space module, the Buildings tab is the first to appear.

This tab lists all the buildings an Entity has reported under the AGPR collection mandate.

The following fields 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'.

- Building ID PD01
- Building Name PD02 (As part of Street Address)
- Street Number PD03 (As part of Street Address)
- Street Name PD04 (As part of Street Address)
- Suburb PD05
- State/Territory PD06
- Postcode PD07


Clicking on the view/edit icon , located at the end of each building record, will take users to the Building Record section, containing the 'Building' and 'Building Management' tabs.

The 'Building' tab contains information entered when the building was created, including:

Building Owner Type **PD10**
Building Owner Name **PD11**
Building Grade **PD12**
Heritage Status **PD13**
NABERS rating **PD14**

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

+ New Building Request 1.1

The New Building Request button  is located at the top right of the Building tab. A new building can only be created or updated through a request to the Finance Property Data team. 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 with in the 'Search Address' field before completing address fields manually.

■ Building ID (PD01)

Definition: A unique code that identifies each building.

Notes: The system generates a unique ID for each building.

Format: [B_nnn], [Bnnnnn]

■ Building Name (PD02)

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, then report "Corner" for this element.
If the property does not have building name or a street number and is not located on a corner, then leave this field blank.
Do not include information about the level of the building on which the property is located.

Format: [Text]

■ Street Number (PD03)

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 about the level of the building on which the property is located.

Format: [nn], [nn-nn], [n/nnn]

■ Street Name (PD04)

Definition: The exact street name on which the property is located.

Notes: Record the street type (i.e. street, road, lane, square etc.) without abbreviation.
If the property is reported as being on a corner, report both street names for this element using the format "X Street and Y Street".

Format: [Name of Street] [Street Type]

■ Suburb (PD05)

Definition: The exact suburb in which the property is located.

Notes: Report the suburb where the property is physically located.

Format: [Text]

■ State / Territory (PD06)

Definition: The state or territory in which the property is located.

Notes: Report the state or territory where the property is physically located.
Do not report the state or territory where mail is sent for the property.

Format: [Pick from List]

<u>Code</u>	<u>Meaning</u>
ACT	Australian Capital Territory
NSW	New South Wales
NT	Northern Territory
QLD	Queensland
SA	South Australia
TAS	Tasmania
VIC	Victoria
WA	Western Australia

■ Post code (PD07)

Definition: The exact postcode in which the property is located.

Notes: Report the postcode where the property is physically located.
Do not report the postcode where mail is sent for the property.
The Postcode should match the suburb listed in PD05.

Format: [nnnn]

■ Latitude (PD08)

Definition: Latitude of the building.

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

Format: [nn.nnnnn]

■ Longitude (PD09)

Definition:	Longitude of the building.
Notes:	<p>If the 'Search Address' feature is used, the longitude will populate automatically.</p> <p>If an Entity needs to enter the longitude manually, they should take care to enter enough information for the longitude to work correctly.</p> <p>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.</p>
Format:	[nn.nnnnn]

■ Building Owner Type (PD10)

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

■ Building Owner Name (PD11)

Definition:	The name of the building owner.
Notes:	<p>If the reporting Entity is a sub-tenant, report the name of the head leaseholder.</p> <p>If the Entity is leasing from a Local Government (PD10) then give the name of the Local Government Entity.</p>
Format:	[Text]

■ Building Grade (PD12)

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

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

■ Heritage Status (PD13)

Definition:	The outcome of the 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.								
Reference:	Environment Protection and Biodiversity Conservation Act 1999.								
Format:	[Pick from List]								
	<table border="1"> <thead> <tr> <th><u>Code</u></th> <th><u>Meaning</u></th> </tr> </thead> <tbody> <tr> <td>Heritage</td> <td>The property is located in, or includes, a place with identified heritage value</td> </tr> <tr> <td>Not Heritage</td> <td>The property is not located in, and does not include, a place with identified heritage value</td> </tr> <tr> <td>Unknown</td> <td>A heritage assessment has yet to be undertaken for the place in which the property is located</td> </tr> </tbody> </table>	<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
<u>Code</u>	<u>Meaning</u>								
Heritage	The property is located in, or includes, a place with identified heritage value								
Not Heritage	The property is not located in, and does not include, a place with identified heritage value								
Unknown	A heritage assessment has yet to be undertaken for the place in which the property is located								

■ NABERS Rating (PD14)

Definition:	NABERS energy rating achieved by the tenancy of the leased/owned area of the building.
Exclude:	GreenPower and Green Star ratings.
Notes:	<p>Note this is not necessarily the rating of the base building as a whole.</p> <p>NABERS is a national rating system that measures the environmental performance of Australian buildings, tenancies and homes. For example, a 6 star rating demonstrates market-leading performance, while a 1 star rating means the building or tenancy has considerable scope for improvement.</p> <p>Most buildings will have a NABERS rating assigned, a register can be found at: https://www.nabers.gov.au/public/WebPages/ContentStandard.aspx?module=30&template=3&id=310&side=rating-register-IEpilot-tertiary.htm</p>

Reference: NABERS National Australian Built Environment Rating System:
www.nabers.gov.au/public/WebPages/RatingCalculator.aspx?module=40

Format: [Pick from List]

<u>Code</u>	<u>Meaning</u>
6 stars	Market Leading Performance
5 – 5.5 stars	Excellent Performance
4 – 4.5 stars	Good Performance
3 – 3.5 stars	Average Performance
2 – 2.5 stars	Below Average Performance
1 – 1.5 stars	Poor Performance
0 stars	Very Poor Performance
Not Applicable	Does not Apply (for leases under 1000sqm)

■ Submitter's Comments (PD15)

Definition: Any additional details about the Building a user is updating or creating that the user considers relevant.

Notes: 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

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

The Building management tab contains fields relating to building expenses, general information and facilities management. The following data element definitions apply to this section:

■ Repair and Maintenance Expense (PD16)

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

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 PD19: Cleaning and waste removal expense.

Cost of non-capitalised refurbishments or minor works.

Format: Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Energy Expense (PD17)

Definition: Total expenses (GST Inclusive) incurred by the Entity in the reporting period for the supply of electricity, gas or other energy.

Include: All energy costs paid by the Entity to a vendor other than the lessor. Any costs paid to a lessor should be included in Lessors Outgoing Expense (PD44)

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 (PD44)

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 (PD18)

Definition: Total 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 Lessors Outgoing Expense (PD44)

(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 Lessors Outgoing Expense (PD44).

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 (PD19)

Definition: Total 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 Lessors Outgoing Expense (PD44).
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 (PD20)

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

■ Contractors and Consultants (PD21)

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

■ Other Operating Expenses (PD22)

Definition:	Other substantial expenses (GST Inclusive) incurred in the reporting period by the Entity for the tenancy and onsite facilities to function as intended by the Entity.
Include:	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 product purchases. 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 (PD23)

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

■ Comments (PD24)

Definition: 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 (PD25)

Definition: Name of facilities management provider (if applicable).

Notes: If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.

Format: [Text]

■ Facilities Management Provider Contract End Date (PD26)

Definition: End date of the facilities management provider contract (if applicable).

Notes: If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.

Format: [dd/mm/yyyy]

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

Definition: Total non-capitalised expenses (GST Inclusive) of external property service providers for the agencies property portfolio.

Include: Total base costs for external property service providers delivering property management services for the Entity.

Exclude: If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.
Other contractors and consultants delivering ad hoc property services during the reporting period.
Pass through costs.

Notes: If you pay 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 – Services Other Fees (excluding pass through costs) (PD28)

Definition: Total non-capitalised expenses (GST Inclusive) of services delivered by the facilities management provider not included in the base fee.

Include: Total other fees charged by the external facilities management service providers delivering lease management services for the Entity not included in the base fee.

Exclude: If the Entity does not use a facilities management provider (i.e. facilities management contracts are managed in house), leave blank.
 Other contractors and consultants delivering ad hoc property services during the reporting period.
 Pass through costs.

Notes: If you pay one total other services fee for facilities management for all properties, use the example and formula in Services Base Fees (PD27) to calculate the other services fee per building.

Format: Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Other (Facilities Management) Services (PD29)

Definition: Name of other facilities management providers, services provided and contract end dates not included in PD25 and 26.

Include: Other facilities management providers directly contracted by the Entity.

Exclude: Sub-contractors engaged by the facilities management providers.

Format: [Text]

Leases 2.0

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

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

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

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

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 following data elements definitions apply to this section:

■ Building (PD30)

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

■ Type (PD31)

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

■ Lease Identifier (PD32)

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


■ Description (PD33)

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

Format: [Text]

Tenancy Lease 2.1

All new and existing leases in the AGPR are treated as Tenancy leases. Where Entities own their office-space, they should select the 'Owned' option in the Lease Type (PD40) and Lease Status (PD41) fields.

An existing tenancy lease is accessible through the view button of a tenancy lease record. To create a new tenancy lease, select the New Lease button . The following data element definitions apply to this section:

■ Lease Description (PD34)

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 Lease Descriptions remain 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]

■ Whole of Life Cost over \$2 million? (Tick Box) (PD35)

Definition: A tick box for an Entity to identify that the whole of life cost (inclusive of GST) for the lease is over two million dollars.

A tenancies 'whole of life' cost covers all years of the lease and available options and is further defined in Resource Management Guide 500.

The Occupancy Report, which is compiled by Finance using data from this collection, will not necessarily be based on buildings with whole-of-life costs over \$2 million.

Format: [,]

■ Sub-Leased? (Tick Box) (PD36)

Definition: A tick box for an Entity to identify that they are sub-leasing under the Tenancy lease.

Format: [,]

■ Comments (PD37)

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 (PD38)

Definition:	The date when the current lease obligation for the property began.
Notes:	If the property is currently leased under an options clause, the lease start date is when the current option began. For initial term leases, this is the start date of the initial term. For leases in a lease extension period, this is the start date of the current lease extension period.
Format:	[dd/mm/yyyy]

■ Lease End Date (PD39)

Definition:	The date when the current obligation to lease the property ends.
Notes:	If an Entity has exercised an options clause, the lease end date is the date the exercised option ends. 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 (PD40)

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]	
	Code	Meaning
	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	A single-net or also known as a net lease requires the Entity to pay property taxes in addition to rent.
Double Net	A double-net lease 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 (PD41)

Definition:	The status of the current property lease as at 30 June of the reporting year.	
Notes:	<p>If a lease is reported as 'expired', the related lease record will not be available when a new collection period is activated.</p> <p>Leases that have expired but are continuing on a month-to-month basis, without new terms being agreed, should be reported as 'Holdover'.</p> <p>Leases that are yet to be formally agreed but are occupied under a heads of agreement should be reported as 'Pending'.</p> <p>If a lease expires on 30 June of the reporting year, <u>it should be counted as 'Active' in the collection for that year.</u></p>	
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 lease has expired**
	Holdover	The tenant remains in a property after the expiration of the lease.
	Pending	The property is occupied under a heads of agreement

■ Green Lease Schedule (PD42)

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: www.industry.gov.au/energy/energyefficiency/non-residentialbuildings/governmentbuildings/energyefficiencyoperations/Pages/default.aspx

Format:	[Pick from List]	
	<u>Code</u>	<u>Meaning</u>
	GLS A	Green Lease Schedule, type A1 or A2
	GLS B	Green Lease Schedule, type B1 or B2
	GLS C	Green Lease Schedule, type C1 or C2
	GLS D	Green Lease Schedule, type D1 or D2
	Nil	No energy efficiency agreement currently in place
	Other	Another form of energy efficiency agreement

■ Current Annual Rent Expense (PD43)

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

■ Lessor's Outgoings Expense (PD44)

Definition:	Total expense (GST inclusive) incurred by the Entity in the reporting period for all outgoings payable to the lessor.
Include:	<p>All expenses payable to the lessor under the relevant lease/s, other than rent, such as: landscaping, cleaning, maintenance, after hours AC.</p> <p>Lessor's outgoings for all leased areas in the tenancy, including office areas, non-office areas and leased-out areas.</p> <p>(As an offset) reimbursement of lessor's outgoings received in the same reporting period in which the outgoings were paid by the Entity.</p>

Exclude:	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 (PD16 to 22).
Notes:	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]

■ Provider (PD45)

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 (PD46)

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 (PD47)

Definition:	Total cost (GST Inclusive) of external lease management service providers for the Entity's property portfolio.
Note:	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 5,000m ² Building 2 has a total Net Lettable Area of 10,000m ² Building 3 has a total Net Lettable Area of 15,000m ² The total Net Lettable Area the lease manager is responsible for is 30,000m ² 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 (5,000m ² x 33.3333333 = \$166,666.67) Building 2 (10,000m ² x 33.3333333 = \$333,333.33)

	Building 3 (15,000m ² 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.
Include:	Total base costs for external lease management service providers delivering lease management services for the Entity.
Exclude:	Other contractors and consultants delivering ad hoc 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]

■ Services - Other Fees (PD48)

Definition:	Total cost (GST Inclusive) of services delivered by the lease management provider not included in the base fee.
Note:	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 (PD47) 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 (PD49)

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

■ Manager phone (PD50)

Definition:	Contact number of Entity representative looking after the lease.
Format:	[(nn) nnnnnnnn or 04nnnnnnnn]

■ Manager email (PD51)

Definition: Contact number of Entity representative looking after the lease.

Format: [Email address format]

■ Manager Contact Details (PD52)

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: [Text]

■ Number of Remaining Extensions (PD53)

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 (PD54)

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 (PD55)

Definition: The notification date for the next lease extension.

Notes: The final date to advise the lessor of the intent to exercise the next lease extension option.

Format: [dd/mm/yyyy]

■ Incentive Description (PD56)

Definition: A short description of any incentives associated with executing the lease (including estimated value if known).

Notes: If in an extension period, only include incentives negotiated as part of the lease extension.

Include: Include any incentives (including an estimated value) negotiated as part of the lease agreement including (but not limited to) fit-out subsidies, rent reduction, rent free periods etc.
Include incentives in accord with a new lease extension.

Format: [Text]

■ Rent Review Mechanism (PD57)

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 (PD58)

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]

■ Last Market Review (PD59)

Definition: The date of the last market review for the lease.

Notes: If there is no provision for a market review in the lease, or if the lease is new and there was no market review undertaken yet, the Entity is to report the lease start date.

Format: [dd/mm/yyyy]

Sub-Lease 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 Sub-lease table includes summary information, such as Lease Description (PD60), Sub-Lease To (PD61), and Lease Details (Sub-Lease Start and End Date (PD62 and 63)).

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 following data element definitions apply to this section:

■ Lease Description (PD60)

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

■ Sub-leased To (PD61)

Definition:	Type of Entity that is sub-leasing office space. This selection will determine if an additional field is exposed.	
Format:	[Pick from List]	
	Code	Meaning
	Commonwealth - MOU	Sub-lease is with a Commonwealth Entity under a MOU
	Commonwealth - Other	Sub-lease is with a Commonwealth Entity under a lease
	Private	Sub-lease is with a Private Entity
	State Government	Sub-lease is with a State Government Entity

■ Start date (PD62)

Definition: Start date of the current sub-lease.

Format: [dd/mm/yyyy]

■ End date (PD63)

Definition: End date of the current sub-lease.

Notes: If there is no end date for the sub-lease, use the end date of the head lease. In this scenario, the Entity will need to change the sub-lease end date whenever the head lease end date is changed.

Format: [dd/mm/yyyy]

■ Sub-leasing parties/Agencies sub-leased to (PD64)

Definition: The name of the Entity or company that is occupying the sub-leased office space.

Notes: 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 (PD65)

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 (PD66)

Definition: Total area within the reported NLA of the property which is sub-leased or leased-out to another Entity or a third party, measured in accordance with the PCA: Method of Measurement of Lettable Area.

Notes: 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 workpoints to be provided, and not the amount of office space, then the NLA should be derived

my multiplying the number of workpoints provided with the fit-out density of the tenancy.

If the sub-lease, MOU, licence or similar arrangement does not have a figure, determine the leased-out area in accordance with the PCA: Method of Measurement of Lettable Area.

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: Square metres [nn,nnnn.nn]


■ Total vacant area avail (PD67)

Definition: Any additional area of the lease that is currently available for sub-leasing.

Notes: Only include areas that are not currently subject to a new sub-lease agreement.

Format: Square metres: [nn,nnn.nn]

Leased Areas 2.3

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

The following data elements definitions apply to this section:

■ Net Lettable Area (PD68)

Definition:	For leased and owned property, the Net Lettable Area (NLA) for building or leased area is the sum of all lettable areas within the lease, including areas that are being sub-leased to another Entity. NLA is calculated by taking measurements from the internal finished surfaces of permanent internal walls and the internal finished surfaces of dominant portions of the permanent outer building walls.
Include:	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]

■ Head Count (PD69)

Definition: Headcount (including contractors) allocated to the lease. This field is greyed out by default.

Notes: Previous collections have requested Entities to report staff allocated to lease (PD70) in ASL terms, or have let Entities decide which measure to use.

In the 2018 collection, we ask users to use a headcount of staff attributed to lease. This includes contractors and staff who would normally work in the building – even if they are not present on the day a count is conducted (if an Entity decides to do a manual headcount).

Format: [nnnnn]

■ Staff Allocated to Lease (PD70)

Definition: Number of staff allocated to the lease.

The number of staff (including contractors) allocated to the lease, in headcount terms.

Headcount should include all staff that would normally work in the building – regardless of whether they are in attendance on any given day.

Entities can use HR data (if available) to complete this section, or can conduct a manual headcount.

Notes: If conducting a manual headcount, the surveyor should determine whether unoccupied desks are usually occupied by a staff member that may be away, either momentarily or on any form of leave. If this is not practical, then any signs of regular occupation (nameplates, notepad, personal affects etc), or lack thereof, can be used to determine whether a staff member usually resides at that desk.

The number of staff attributed to a lease is an important factor in determining a lease's Occupational Density and Workpoint Vacancy Rate.

Format: [nn,nnn]

■ Workpoints (PD71)

Definition: Total number of workpoints within the usable office area of the property. A workpoint 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 workpoints 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 workpoints as appropriate.

A training or meeting room converted into an office is to be treated as an office.

Format: [nnnnn]

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

Definition: Total of all areas within the reported NLA that are a Basement or Inadequate Amenity and are not leased-out.

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: Calculation for one car park (2.4 x 5.4 = 12.96m²)

Exclude: All areas used to support office activities such as meeting rooms, breakout areas, conference rooms, non-public reception areas, equipment rooms, space used to store office items.
All vacant areas previously used for 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 Basement or Inadequate Amenity 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 D – Police Station, Laboratory or Hospital (PD73)

Definition: Total of all areas within the reported NLA that are a police station, laboratory or hospital and are not leased-out.

Include: A police station, laboratory, hospital, quarantine area, public hearing room or workshop.

Exclude: An area specifically used to repair and maintain office items.

Notes: 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, accessways, 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 (PD74)

Definition: Total of all areas within the reported NLA that are specifically for operational activity and are not leased-out.

Include: All areas used to undertake an operational activity.
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: Any 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, accessways, 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 (PD75)

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

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

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

If there is uncertainty about whether an area is an office area or non-office area, it must be treated as an office area.

Format: Square metres: [nn,nnn.nn]

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

Definition: Total of all areas within the reported NLA that are areas specifically for the Governor-General, Prime Minister and parliamentarians and are not leased-out.

Include: All areas specifically provided for the use of the Governor-General, Commonwealth Parliamentarians, former Governors-General, former Prime Ministers and former members of the judiciary.

Exclude: Areas provided for Accountable Authorities, chief executives, senior executives, contractors, consultants and uniformed or sworn personnel, to undertake office activities.

Notes: 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, accessways, 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 (PD78)

Definition: Total of all areas within the reported NLA that are emergency and crisis coordination areas and are not leased-out.

Include: An area designed and used specifically for coordinating responses to emergency or crisis situations.

Exclude: Call centres, unless designed and used specifically for directing responses to emergency or crisis situations.

Notes: 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, accessways, 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 (PD79)

Definition: Total of all areas within the reported NLA that are classified as an Exempt Area (refer [Attachment A](#)) and are not leased-out.

Include: An area specifically designated by the Department of Finance as an exempt area.

Notes: 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, accessways, 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 K – Door Swing (PD80)

Definition: Total of all areas within the reported NLA that are door swing and are not leased-out.

Include: All door-swing areas where the door provides access to a non-office area or to an area that is not in the NLA.

Exclude: All areas that are unusable or difficult to use because of the location, lay-out or design of non-office areas.

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 door swing 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, accessways, 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 (PD81)

Definition: Total of all areas within the reported NLA that are shopfronts and are not leased-out.

Include: Areas used as a shopfront specifically designed to provide Commonwealth Government services to the public.

Notes: 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 (PD82)

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

■ Total Non-Office Area (PD83)

Definition:	Total of all non-office areas within the reported NLA that are not currently sub-leased.
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 (PD84)

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) divided by Controlled Area (NLA <i>minus</i> Sub-leased Area)
Format:	[\$nnn.nn]

■ Cost per workpoint (PD85)

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

■ Usable office area (PD86)

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


■ Workpoint vacancy rate (PD87)

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

■ Occupational density (PD88)

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

Advertising 2.4

The advertising tab provides a place where Entities can list vacant work points and office space. Entities can edit advertisements by selecting  at the end of the record or create a new advertisement by clicking on the 'New Advertisement' button.

Once completed, an advert will be published in the Property Marketplace. The fields in this section include:

■ Published date (PD89)

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

■ Status (PD90)

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? (PD91)

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

■ Workpoints available (PD92)

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

■ Square metres available (PD93)

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

■ Available from (PD94)

Definition: The date vacant office space is available.

Format: [dd/mm/yyyy]

■ Period available (PD95)

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 (PD96)

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

Format: [Text]

■ Contact person (PD97)

Definition: The name of the point of contact within the advertising Entity.

Format: [Text]

■ Contact phone (PD98)

Definition: The phone number of the point of contact within the advertising Entity.

Format: [nn-nnnnnnnn] or [Work Mobile]

■ Contact email (PD99)

Definition: The business email address of the point of contact within the advertising entity.

Format: [xxxxx@xxxxxx.xxx.xx]


Collection Period 3.0

The collection period tab contains agency details and the status of the current collection period for the Entity. Also contained with is this tab is the whole of life costs fields. The following data element definitions apply to this section:

■ Portfolio (PD100)

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

■ Record Status (PD101)

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

■ Number of Leases Over \$2 Million Whole of Life Cost (PD102)

Definition:	Total number of the Entity's leases with a whole of life cost exceeding \$2 million (calculated in accordance with Resource Management Guide 500).
Notes:	User input required. (The total number is not automatically generated by the application.)
Format:	[nnn]

■ Number of Leases Under \$2 Million Whole of Life Cost (PD103)

Definition:	Total number of the Entity's leases with a whole of life cost under \$2 million (calculated in accordance with Resource Management Guide 500).
Notes:	User input required. (The total number is not automatically generated by the application.)
Format:	[nnn]

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.

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 following data element definitions apply to this section:

■ Region Type (PD104)

Definition: The region type in which the security expense has been consolidated.

Note: By selecting either country or state/territory tabs will dictate the value contained in the Region drop down (PD94)

Format:  ,  

■ Region (PD105)

Definition: The state or territory in which the security expense has been consolidated.

Note: 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]

<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
Australia wide	Australia wide

■ Security Expenses (PD106)

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 at PD96 e.g. security arrangements might include by the

landlord and is part of the lease– therefore the entity might not incur an expense at some properties.

Format: Positive value, whole Australian dollars [\$nn,nnn,nnn]

■ Entity Comment (PD107)

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

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

Format: [Text]

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* (PGPA 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 of time in return for rent and under certain specified conditions in accordance with the PCA - Glossary of Property Terms. This includes heads of agreement, exchange of letters, memorandum of understanding, contract, licence or agreement under which an Entity may occupy part or all of a building that is not owned by the Entity. It excludes arrangements to hire venues on a short term basis.

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

Headcount is a method of counting staff attributed to leases. Unlike ASL, in a Headcount all staff attributed to the lease are counted as individual units – including contractors and consultants that are based in a tenancy. For more information, contact the Finance Property Data Team.

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

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

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

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

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

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

Office Activity is all office support work and office work.

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

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

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

PCA means the Property Council of Australia.

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

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

Attachment A

Non Office Area - Exempt Area Application Process

Step 1:

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

Step 2:

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

Step 3:

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

Step 4:

Finance advises the agency of the outcome of the application;

Step 5:

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

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

Non Office Area Category J – Exempt Area Application Form

1. Agency details

2. Exempt area details

- New application
- Previous Exempt area review

No	Building Identifier	Street number/building name	Exempt area classification	Proposed exempt area (m ²)
<i>E.g.</i>	<i>B-ABC-1234</i>	<i>Name of Building - 1 TBC Street, Brisbane, QLD, 4000</i>	<i>Case filing storage area</i>	<i>65 m2</i>
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11*				

* Additional rows may be added if necessary.

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

2. Name and contact details of the agency contact person to answer any queries regarding this application.

3. List which supporting documents you have attached to this application, e.g. plans.

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

Name.....	Signature.....
Position.....	Date.....

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

Please send your completed form to Propertydata@finance.gov.au or call Patrick Leane (02 6215 3595) or Peter Docherty (02 6215 2449) for further assistance.