

Property Resources

This resource is designed to support entities who have questions on or who are considering property solutions to enable recruitment or relocation of talent outside of their current office location.

The Accountable Authority of each entity is responsible for the proper use of Commonwealth Property (leased and owned). This should form part of an entity's consideration of their posture in relation to their workforce strategy. Some examples of property related decisions to support dispersed staff include:

- accessing space in another entity's tenancy through a hosting arrangement;
- accessing space in another entity's tenancy through a subleasing arrangement;
- taking over another entity's lease;
- procuring new office space (i.e. entering into a new lease), where appropriate.

Co-Location through a Hosting Arrangement

Where an entity requires access to one or more work-points, accessing space in another entity's tenancy through a hosting arrangement may be appropriate.

Hosting arrangements are where an entity subleases work-points from another entity. These work-points are not physically separate to the other entity's workforce and often involve the official from the hosted entity using the facilities of the hosting entity (for example, accessing meeting rooms and using printers). These arrangements work best when looking to accommodate a small number of staff.

These arrangements may also be suitable to meet short term needs while long term accommodation options are investigated.

Co-location through a subleasing arrangement

Where an entity requires access to a discrete space, separate from other entities, e.g. an enclosed 1,000m² with standalone security, they may still look to access space in another entity's tenancy through a subleasing arrangement.

Subleased space from another entity in this manner may require additional fit out to be undertaken to create the physical separation of space, add access security, etc. along with potentially re-fitting the workspace to meet the entity's business needs.

Taking over another entity's lease

At times an entity may no longer be occupying a tenancy (e.g. following a consolidation). In these instances another entity that requires space may look to take over the lease if the tenancy and its facilities are found to be suitable.

Procuring new office space

Where there is no appropriate surplus space identified, for example in locations where there are limited accommodation options, or there are no other Commonwealth entities operating in the area, an entity may need to procure new office space by approaching the market.

Where to get information

Your internal property team is your first point of contact for assistance with property related matters, including when you are considering recruiting a new staff member in a location that differs from your main team location. For non-corporate Commonwealth entities (NCEs), your internal property team is supported by the Property Services Coordinated Procurement (PSCP) Arrangements (the Arrangements).

Resources

Frameworks, services and other resources that provide support and guidance for property areas, include:

Commonwealth Property Management Framework

The Commonwealth Property Management Framework contains property related policy and guidance to facilitate informed decision-making by NCEs and to establish a foundation for achieving value for money.

[Commonwealth Property Management Framework \(RMG 500\)](#)

Property Services Coordinated Procurement Arrangements

The Property Services Coordinated Procurement Arrangements (the Arrangements) exist to optimise the efficiency of property services to the Commonwealth, establish fair, equitable and transparent processes, and maximise the value for money that can be achieved by consolidating the Commonwealth's purchasing power.

Property teams in NCEs are supported by Property Service Providers (PSPs) under the Arrangements.

PSPs can provide their entities with potential accommodation options across the Commonwealth, including hosting/leasing options where they are available and suitable.

[Property Services Coordinated Procurement](#)

Commonwealth Leasing Strategy

The Commonwealth Leasing Strategy is primarily focused on office accommodation and shopfronts and seeks to maximise value for money through consideration of Commonwealth leasing needs on a strategic whole of Australian government basis.

Entities should consult with their PSP and must ensure that their property leasing decisions are consistent with the Leasing Strategy, established under the Arrangements.

[Planning | Department of Finance](#) (below Property Management Plans)

Australian Property Register

The Australian Government Property Register (AGPR) is a database containing information on all the Commonwealth's office accommodation (leased and owned) and owned land.

Property Marketplace

Property Marketplace, in the AGPR can assist entities in advertising their vacant space, and/or identifying vacant space that they can sublease/host from another entity.

[Leasing | Department of Finance](#)

Property Management Plan

Under the Commonwealth Property Management Framework, NCEs must have a Property Management Plan which includes, but is not limited to, outlining the role of property in meeting the objectives of the entity and identifying future property needs.

[Planning | Department of Finance](#)

Commonwealth National Lease Suite

The Commonwealth National Lease (CNL) Suite contains templates and guidance designed to assist Commonwealth entities with lease negotiations for office accommodation, and subleasing/hosting arrangements.

[Planning Guidance | Department of Finance](#)

Includes:

- Commonwealth National Lease Template (for a new lease)
- Sublease Template (for non-Commonwealth arrangements)

The Memorandum of Understanding template and guidance for hosting/subleasing arrangements between Commonwealth entities is available through the Department of Finance.