

Property Portfolio Reporting

User Guide

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Introduction

Property portfolio reporting provides agencies with key metrics for their GPNSW managed property portfolio. Metrics are displayed on interactive dashboards that include graphical and map based visualisations. The capability of property portfolio reporting will be enhanced with additional information in coming months. In the initial release of property portfolio reporting the dashboards include:

- Key performance metrics for an agency's Government Property NSW managed property portfolio
- Representation of an agency's Government Property NSW managed property portfolio on a map
- Analysis of upcoming lease critical date: lease expiries, lease options and market reviews
- Comparison of key performance metrics by NSW Government cluster

Property portfolio reporting will provide government agencies with access to property portfolio information to enable improved decision-making.

Navigation

You can access Property Portfolio Reporting through the GPNSW website.

- GPNSW Website
 - Go to www.property.nsw.gov.au
 - Click on Client Portal from the main menu
 - Click on Property Portfolio Reporting

Login

When access is available for your agency you will be provided with your login details from your GPNSW asset manager.

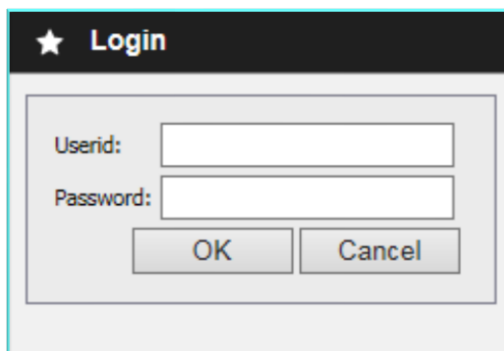
A screenshot of a login dialog box. The title bar is black with a white star icon and the text "Login". The dialog box has a light gray background and contains two text input fields. The first field is labeled "Userid:" and the second is labeled "Password:". Below the input fields are two buttons: "OK" and "Cancel".

Figure 1

Tip

- ✓ Your userid will always be your email address

Accessing Home Page

When you login, property portfolio reporting home page will be displayed. The following dashboards are accessible from the home page.

- Portfolio performance
- Portfolio map
- Lease critical dates
- Performance Comparison

You can navigate to the dashboards by clicking on the main menu or from the dashboard tiles. Please refer to Figure 2 below.



Figure 2

Dashboard Filters

Filters allow you to analyse subsets of the data. You can filter and customize your search results from the dashboards. Figure 3 shows the name of the filters and “Clear Filter” button. The filters will be displayed on each dashboard page except the performance comparison dashboard. The performance comparison dashboard has Region and Suburb filters only.

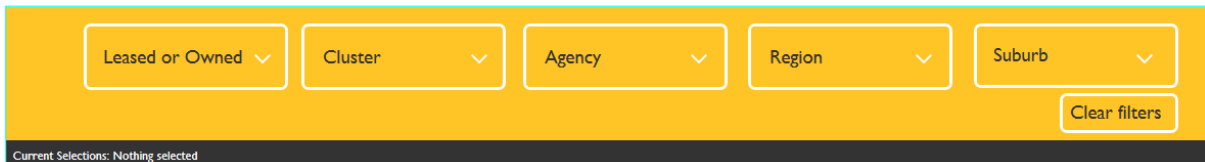


Figure 3

Tips

- ✓ Nothing is selected by default i.e. Current Selections: Nothing selected
- ✓ Click on v to see the drop down options for each filter
- ✓ Clear filters button will clear any filter(s) selected.
- ✓ The drop down list of a filter will only disappear when a user makes a selection or by clicking the v of the same filter.
- ✓ Once you select one or more filters the “Current Selection” will display the selected values from the filter(s).

Portfolio Performance Dashboard

Portfolio performance provides key performance metrics for your agency’s Government Property NSW managed office property portfolio.

Portfolio performance dashboard displays the following 6 metrics. Please refer to the “Definition” section to see the definitions of the metrics.

- Rent \$psm
- Rent \$psm (New leases last 12 months)
- Outgoings \$psm
- No. of FTE
- Utilisation Rate (sqm/FTE)
- Rent per FTE (\$/FTE)

Property Portfolio Reporting

Please note that figure 4 displays sample data.



Figure 4 - Sample data shown

Selecting data in a metric

Property Portfolio Reporting

You can make a selection by clicking on the line, bar or column chart, for e.g.

1. Single click on the dot in Rent \$psm metric
2. The data will be updated in the other 5 metrics.
3. Alternatively, you can use filters to customise your search results.
4. Clear all selections by clicking "Clear Filters" from the filters section.

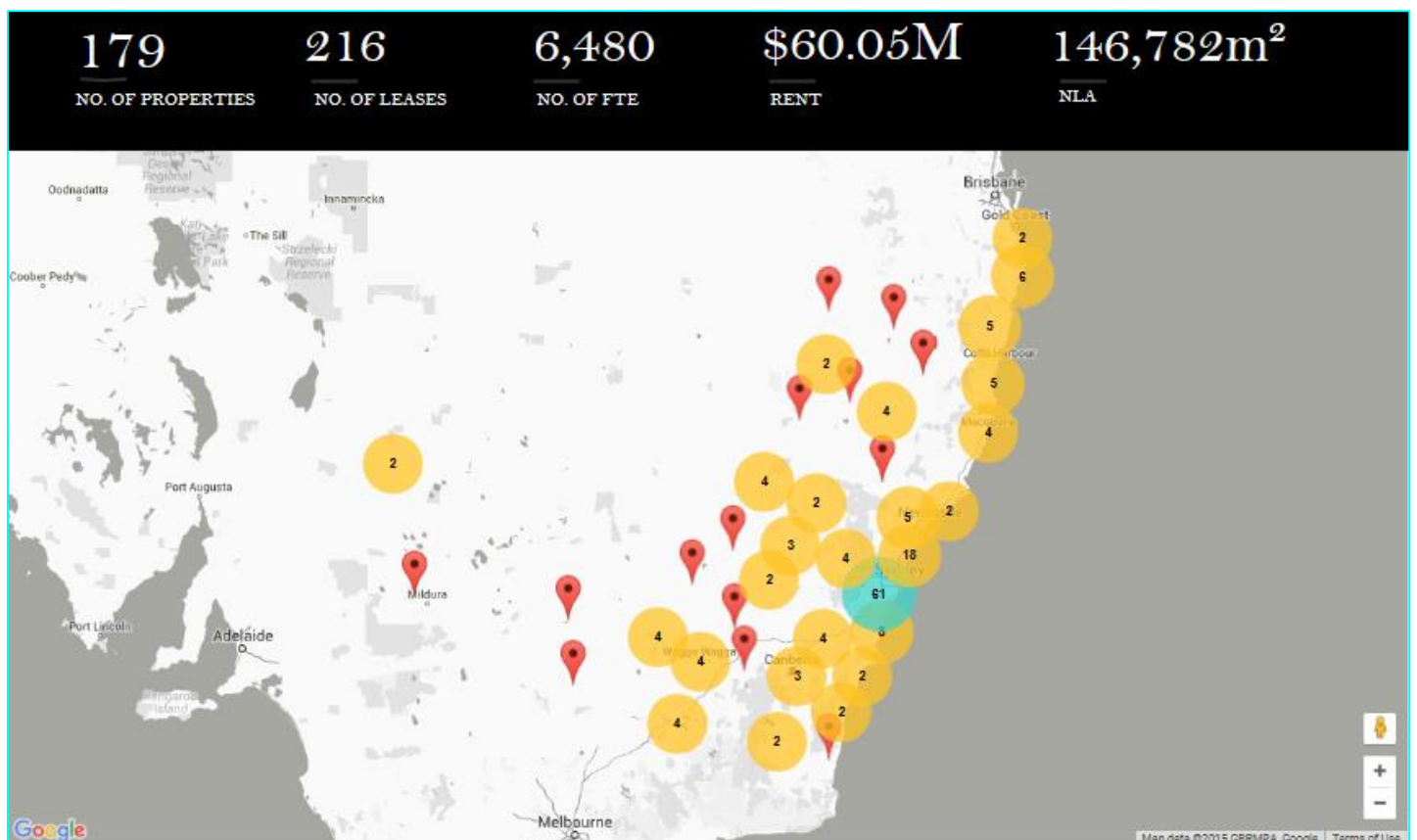
Tips

- ✓ Selection made in one metric will update all other metrics in the performance dashboard.
- ✓ You can only select data inside the metrics if you click on the charts (bar or column chart) or on the dot (line chart)

Portfolio Map Dashboard

Portfolio map is a representation of your agency's Government Property NSW managed office property portfolio on a map.

Figure 5 below display the portfolio map dashboard. Please note that the data shown in the image is the sample data.



Property Portfolio Reporting

Zoom In & Zoom Out

You can zoom in and out of the map. The map will refresh accordingly.

1. Click on the + sign to zoom in
2. Click on the – sign to zoom out.
3. Alternatively, you can also use your mouse to zoom in and out of the map.

Location of a property

You can look at the location of a property by any one of the following

1. Click on the number inside the bubble to zoom in and see the location of the properties in the area.
2. Use the filters to see property details on the map
3. Clear all selections by clicking “Clear Filters” from the filters section.

Property details

Hover your mouse over the map point (red pointer in figure 5) to view the details of a property.

Lease Critical Dates Dashboard

Lease critical dates dashboard is the analysis of upcoming lease expires, lease options and market reviews.

Figure 6 below display the lease critical dates dashboard. Please note that the data shown in the image is the sample data.

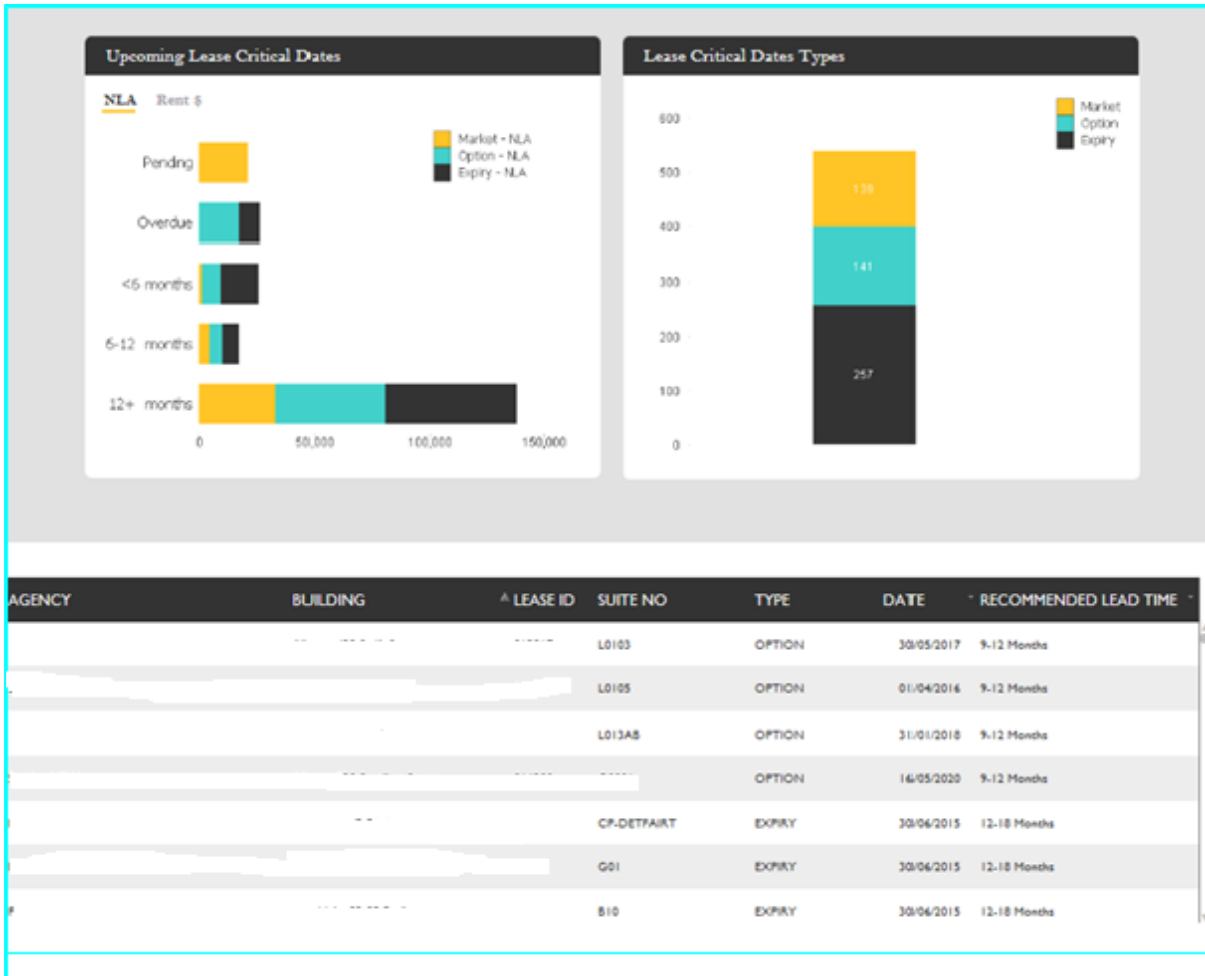


Figure 6 - Sample data shown

Selecting data in a metric

You can make a selection by clicking on the chart or in the table, for e.g.

1. Click on the lease critical dates types chart where category = Market (yellow box) from figure 6.
2. All 3 metrics will update and show the market lease critical dates types. See figure 7.
3. Clear all selections by clicking "Clear Filters" from the filters section.
4. Similarly, you will be able to select data from one metric which will update other metrics in the lease critical date dashboard.

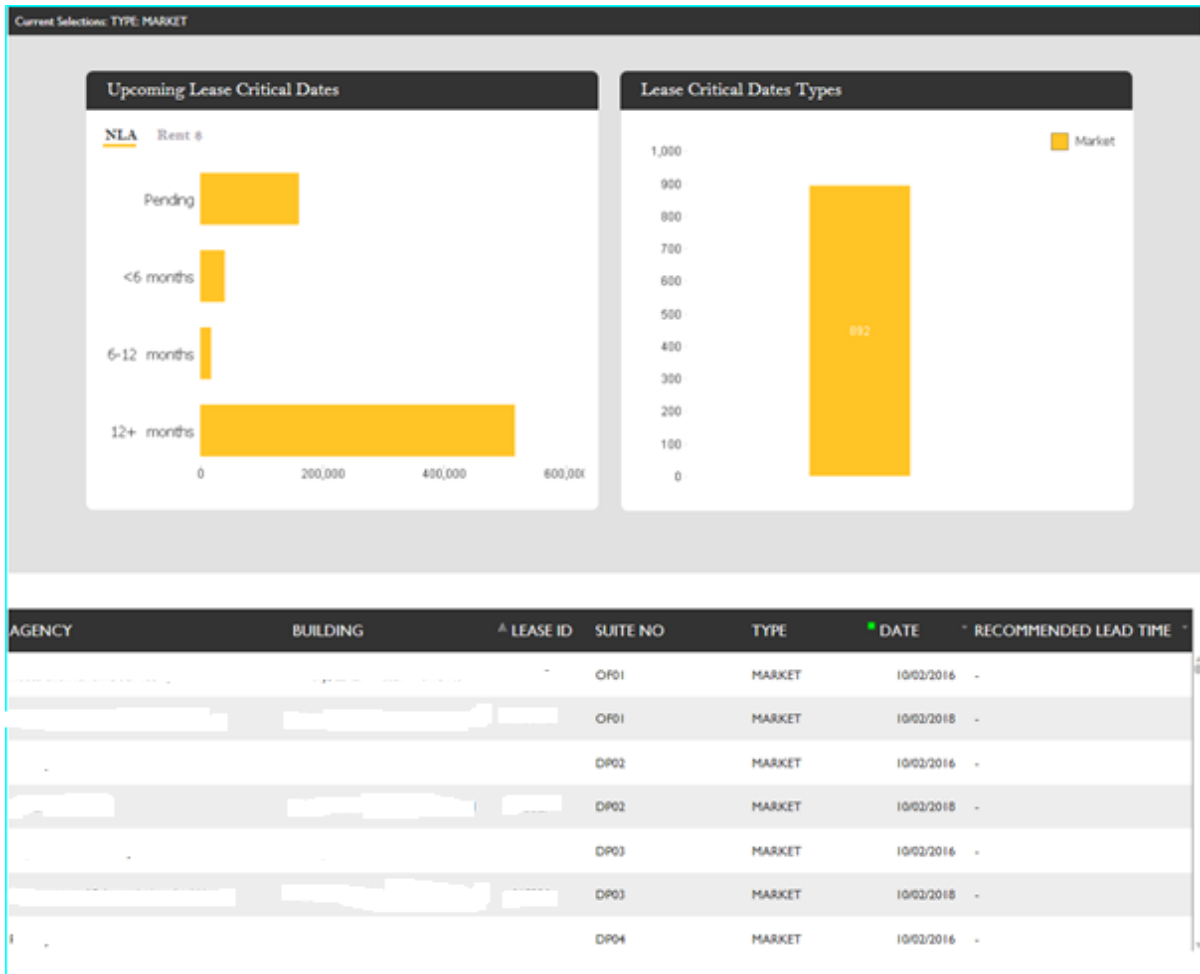


Figure 7 - Sample data shown

Upcoming Lease Critical Dates – NLA & Rent \$

You will be able to toggle between NLA and Rent \$ in the upcoming lease critical dates metric.

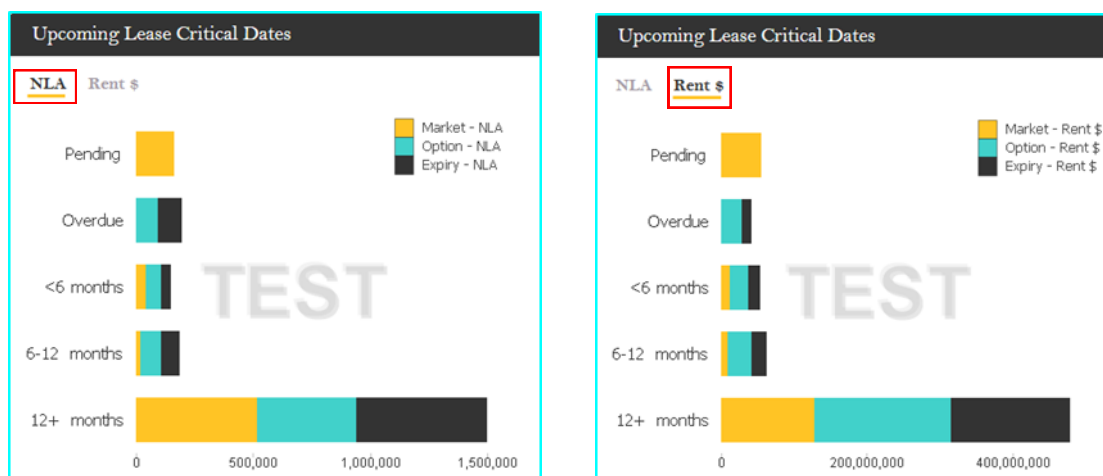
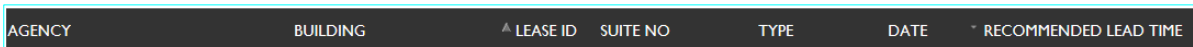


Figure 8 – Toggle between NLA & Rent \$

Sorting the table

You can sort the columns by clicking on the column names. All the columns are sortable. The default sort is by lease ID.



AGENCY	BUILDING	▲ LEASE ID	SUITE NO	TYPE	DATE	RECOMMENDED LEAD TIME
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Figure 9

Exporting Data to Excel

You can export the data from the lease critical dates table to excel.

1. Right click inside the table
2. Click print
3. The table is displayed on a new Internet Explorer tab
4. Copy the table and paste in Excel.

Portfolio Performance Comparison

Portfolio performance comparison dashboard provides comparison of key performance metrics by NSW Government cluster.

This dashboard displays three metrics

1. Rent \$psm
2. Utilisation Rate (sqm/FTE)
3. Rent per FTE (\$/FTE)

Figure 10 below display the portfolio performance comparison dashboard.

Please note that the data shown in the image is the sample data. This data should not be used as real data.

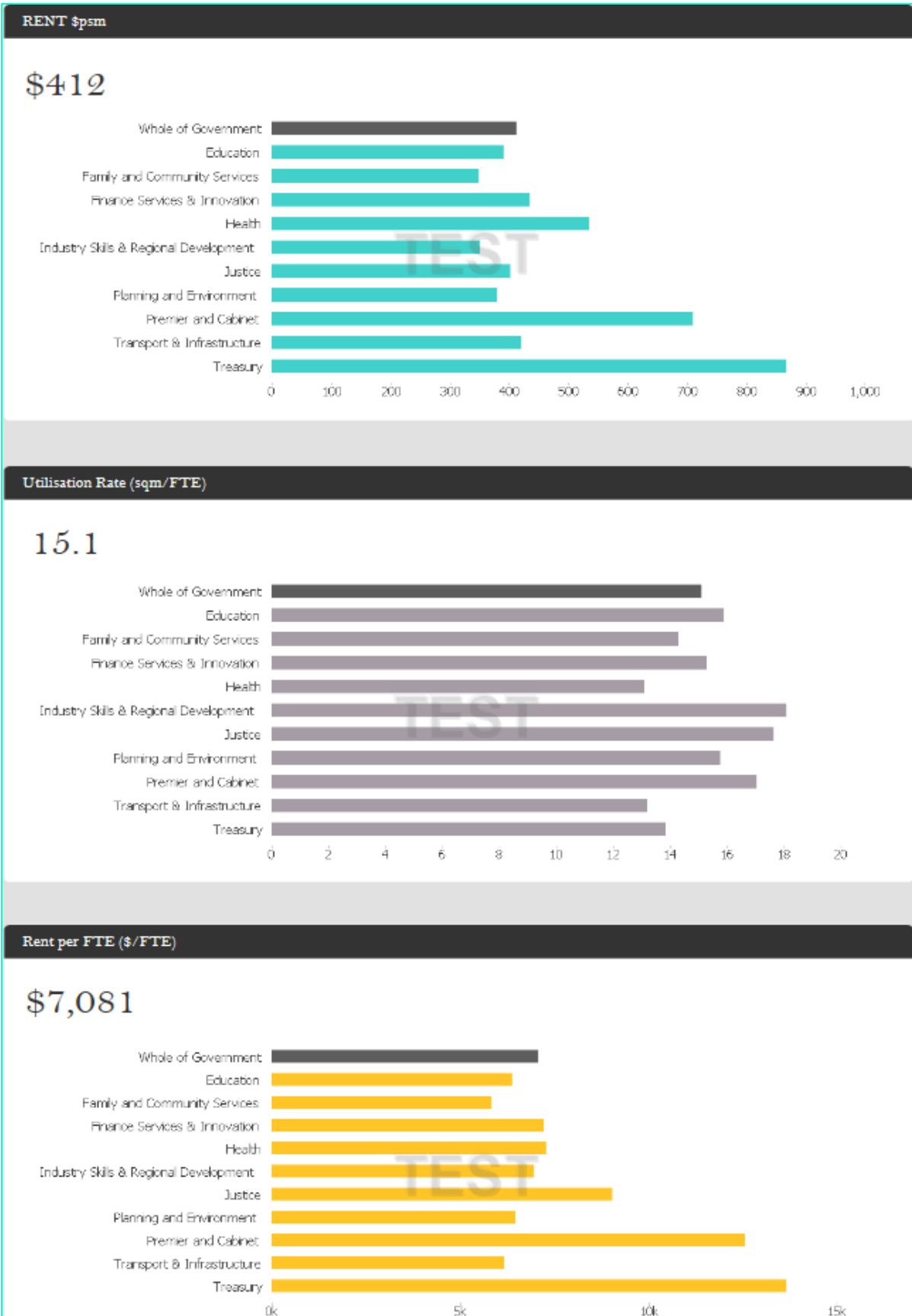


Figure 10 - Sample data shown

Logout Function

You can choose to logout from property portfolio reporting through the following step.

1. Click **Close** from top right hand corner

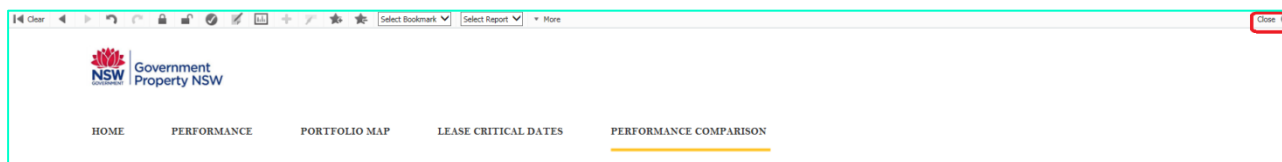


Figure 11

Metrics Definitions

Portfolio Performance

Rent \$psm	
Definition	Gross Passing Rent per square metre
Calculation	Gross Passing Rent / Net Lettable Area

Rent \$psm (New leases last 12 months)	
Definition	Gross passing rent per square for new leases commenced within the last 12 months.
Calculation	Gross Passing Rent / Net Lettable Area

Outgoings \$psm	
Definition	The outgoings cost per square metre
Calculation	Outgoings cost / Net lettable area

Utilisation Rate (sqm/FTE)	
Definition	The average office space occupied per person excluding operational space
Calculation	(Net Lettable Area – Operational Space) / FTE

No. of FTE	
Definition	FTE data is for GPNSW captured through annual survey and PM 12 20.
Calculation	Count of FTE

Rent per FTE (\$/FTE)	
Definition	Gross Passing Rent cost per person
Calculation	Gross Passing Rent / FTE

Portfolio Map

No. of Properties	
Definition	The number of GPNSW managed properties
Calculation	Count of properties

No. of Leases	
Definition	The number of leases
Calculation	Count of leases

No. of FTE	
Definition	The number of FTE
Calculation	Count of FTE

Rent	
Definition	Gross Passing Rent
Calculation	Gross Passing Rent

NLA	
Definition	Net lettable area
Calculation	Sum of net lettable area

Lease Critical Dates

Lease Critical Dates	
Definition	Pending tenant lease events (options, market review or expiry)
Calculation	Represented by number of events, area (NLA) and rent\$

Recommended Lead Times	
Definition	It is the time to commence action with the GPNSW asset manager about the lease.
Calculation	The calculation is based on the tenancy area. Please refer to the PM 12 20 Guide to see the recommended lead time frames.