**REAL PROPERTY ASSET UTILISATION AND RECYCLING PLAN**

**<AGENCY> <Date>**

**To be completed by:**

* **All agencies with each annual and half yearly Budget request and with any request to ERC for new or increased capital expenditure; and**
* **All Nominated Agencies** **for the purpose of Capital Planning Policy (CPP) Submission Requirements.**

**It must cover the relevant Budget and Forward Estimates period**

**Please note that this template illustrates an ideal future state reporting framework on the real property asset base. Where information is not available, please indicate where there are initiatives in place to address these gaps or detail the rationale as to why this information is not recorded.**

**Overview of Owned Real Property portfolio**

**Summary of owned real property portfolio**

*Please summarise the composition of the portfolio, by number of assets and value, for each of the relevant 41 Property Classes in the government approved real property classification list (Annexure A). Include number of assets, total value and valuation methodology for each Property Class. Where an Asset Utilisation and Recycling Plan covers multiple agencies, please list properties separately by agency.*

*Please provide the information in the following format:*





**Overview of owned real property portfolio**

*Please explain how the portfolio, and each Property Class, is an enabler to service delivery. Please include information on the overall direction and strategy of the portfolio (e.g. projected increase in number of specific assets) and the respective drivers of this change (e.g. increased demand for service delivery, shift in delivery model, etc.).*

***Location:*** *Please provide information on the weighting of the real property portfolio by region, and/or agency-specific district.*

***Valuation:*** *Please provide a description of the valuation methodology for each Property Class including frequency, responsible entity (e.g. independent valuers, within Cluster), and source of applied benchmarks where applicable.*

***Risks/ Issues:*** *Please include information on any major issues with the portfolio, e.g. age, condition, political, etc., and the risks these issues represent to service delivery. Please also highlight any significant asset management related challenges that are relevant to, or inhibit improved asset utilisation and recycling.*

***Additional information:*** *Please provide additional information on other key characteristics of the property portfolio. Potential characteristics to list include, but are not limited to:*

* *Age, size, type, condition, etc. (see age and condition profile examples below).*



*Separate information should be provided for each Property Class where asset types are not comparable.*

*Please provide details of any significant leased property portfolios.*

**Specific properties utilised by the agency**

*Please list all major assets valued at more than $5m in the following separate major assets table. If an agency does not have any such assets, please write NA or 0 as applicable.*



**Asset Utilisation**

**Utilisation measurement**

* *Description of the metrics used by the agency to measure utilisation of its real property asset base*
* *Rationale for the usage of these metrics*
* *Targets or benchmarks where used by the agency (and any reference to where these benchmarks come from e.g. industry, other jurisdictions)*
* *Existing performance of the asset base against the metrics*

*Please develop separate sections on utilisation measurement where management arrangements, property types, or performance metrics vary significantly across the portfolio.*

*For specialised real property assets, tailored utilisation metrics may need to be created which are linked to service delivery and/or the specific asset type. These should be based on established benchmarks where possible.*

*Please provide this information in the following format:*

*Non-Specialised Real Property Assets*



*Specialised Real Property Assets*



*Please provide information on data sources/owners, and the frequency of reporting and benchmark reviews.*

*Please provide information on any efforts supporting material positive change in the utilisation of an agency’s real property assets.*

**Utilisation improvement plans**

*Outline of the plans the agency has for addressing any identified areas of improved utilisation in its asset base.*

*Please provide information on specific strategies currently being implemented to address underutilisation (at the Property Class level). This could include initiatives such as the leasing of Specialised space to third parties while it is temporarily not required for service delivery.*

*Additional information in relation to these efforts may include a change of:*

* *approach*
* *tools*
* *reporting*
* *resourcing*
* *processes*
* *transfer of responsibilities*
* *delivery model*
* *portfolio strategy*
* *timing*
* *targets*

**Asset Recycling**

**Disposal strategy**

*Description of agency approach to portfolio optimisation and how disposals are identified by the agency, including:*

* *Factors for identifying surplus or under-utilised property*
* *Outline of asset types critical to core service delivery and any link to disposal plans for non-core asset types*
* *Link to service delivery strategy and reasons for holding or disposing property due to service impacts*
* *Asset divestment targets for the agency, either internal or external*

*Please outline the proactive strategies, frameworks or processes the agency is implementing to unlock surplus properties not required for service delivery, beyond those already identified as part of existing disposal programs. This should include information on the key drivers of these initiatives and the departments responsible for managing them. Please provide an overview of existing disposal programs. Detail should include at a minimum:*

* *value of disposals by year, at least covering the Budget and Forward Estimates period;*
* *list of properties to be disposed including address, property type, value and expected disposal year;*
* *rationale for disposal and current status (e.g. approved);*
* *bottlenecks or various hurdles inhibiting disposals; and*
* *proposed use of funds.*



*Please include progress against committed agency disposal targets and any other relevant government targets.*

**Prime System – Asset Disposals**

*Future asset disposal information across the 10 year period should be included as an Emerging Project in the Prime system. Asset disposal plans should be attached to a single Emerging Project entry. Where an individual asset disposal requires Cabinet approval, an individual Emerging Project entry should be created and progressed as a Budget Proposal through the Prime system.*

*The Asset disposal plan should align with the level of asset disposals included in the cash flow statement of agencies.*

*Agencies should attach an updated sheet on Asset Disposals to their AURP submission, which reflects data entered in the Prime system (as per sample below).*



The updated data tables and property disposal plan templates are available on the Property NSW web page at: [www.property.nsw.gov.au/policies-and-guidelines-0](https://www.property.nsw.gov.au/sites/default/files/Asset%20Disposals%20Revenue%20Template.xlsx)

Annexure A

Detailed Property Type Classification

The following tables outline the classification of the 322 property types into Non-Specialised and Specialised Property Classes.

Note that ‘n.e.c’ is an abbreviation for ‘not elsewhere classified’.

Non-Specialised Property Types

|  |  |  |
| --- | --- | --- |
| **Group** | **Property Class** | **Non-Specialised property types** |
| **Accommodation** | **Holiday Camps / temporary improvised housing** | Camping Ground |
| Caravan Park |
| Limited Structure Accommodation |
| Shack/Improvised Housing |
| Other improvised housing assets n.e.c. |
| **Hotels, boarding and guest homes, or other commercial accommodation** | Adult Hostel |
| Group-booked Accommodation |
| Hotel, Tavern or Bar |
| Motel, Motor Inn or Private Hotel |
| Tertiary Institution Hall of Residence |
| Welfare Hostel |
| Youth Hostel |
| Other Commercial Accommodation n.e.c. |
| **Residential Accommodation / Dwellings** | Attached/Semi-attached Dwelling Accommodation |
| Multiple Level Home Units |
| Multiple/Grouped Dwelling Accommodation |
| Residential Building Construction |
| Residential Accommodation |
| Row Housing |
| Single Dwelling House |
| Single Level Home Units |
| Terrace Housing |
| Townhouses |
| Villa Units |
| Other Residential Accommodation n.e.c. |
| **Residential Institutions / Care Facilities** | Children’s or Orphans Home |
| Cluster Housing |
| Group Quarters/Institutional Accommodation |
| Institutional Quarters |
| Nursing or Convalescent Home/Hospice |
| Respite Centre |
| Retirement Home |
| Retirement Home and Welfare Accommodation |
| Other Residential Institutions / Care Facilities n.e.c. |
| **Commercial** | **Commercial or Retail business** | Cafe or Restaurant |
| Commerce (Wholesale and Retail Trade) |
| Fuel Retailing |
| General Markets |
| General Store/s |
| Integrated Retail Complex |
| Retail Trade-Building Materials and Farm Equipment |
| Retail Trade-Food |
| Retail Trade-Mixed Merchandise |
| Retail Trade-Transport and Accessories |
| Other Commercial of Retails Business n.e.c. |
| **Entertainment** | Amusement Arcade/Pinball Parlour/Billiard or Pool Hall |
| Casino |
| Cinema |
| Entertainment Facility |
| Showground |
| Theme Park/Tourist Attraction (not Motor Sports) |
| Other Entertainment assets n.e.c. |
| **Manufacturing** | Boat Building |
| Industrial Machinery and Equipment Manufacturing |
| Log Sawmilling and Timber Dressing |
| Machinery and Equipment Manufacturing |
| Manufacturing |
| Meat Processing |
| Petroleum, Coal, Chemical and Associated Product Manufacturing |
| Plastic Bag and Film Manufacturing |
| Railway Equipment Manufacturing |
| Seafood Processing |
| Tobacco Product Manufacturing |
| Other Manufacturing n.e.c. |
| **Community and Cultural** | **Community Facility** | Child Care Centre |
| Club |
| Community Health Centre |
| Community Services |
| Education, Health and Community Services |
| Hall/Meeting Room/Club House/Community Centre |
| Public Toilet |
| Surf Life Saving |
| Other Community Facilities n.e.c. |
| **Non-State Significant Cultural Assets** | Aquarium |
| Art Gallery |
| Cultural and Recreational Services |
| Cultural Site |
| Exhibition Hall |
| Library |
| Museum |
| Performing Arts Complex or Auditorium |
| Planetarium/Observatory |
| Shipwreck Site |
| Tourist Information Centre/Ranger Station |
| Travel and Tourist Bureau |
| Zoological Garden |
| Other Non-State Significant Cultural Assets n.e.c. |
| **Sports Facilities and Grounds** | Athletics |
| Cricket |
| Dog Racing |
| Equestrian Centres |
| Go-cart Track |
| Golf Course |
| Indoor Sport Facility |
| Lawn Bowls, Croquet |
| Motor Cycle Track |
| Motor Vehicle Track |
| Outdoor Recreational Area |
| Outdoor Sport Arena |
| Racing Track |
| Rowing |
| Shooting Range |
| Swimming/Diving |
| Tennis |
| Water Sport |
| Other Non-Major Sports Facilities and Grounds n.e.c. |
| **Generic Assets** | **Car Park** | Car Parking Structure |
| Open Car Park |
| Other car parking facilities n.e.c. |
| **Industrial** | Cleaning Services |
| Construction Trade Services |
| Demolition Services |
| General Construction Services |
| Landscaping Services |
| Non-building Construction |
| Pest Control Services |
| Vehicular Depot (not passenger terminal) |
| Other industrial assets n.e.c. |
| **Office, Building & Govt. Services** | Business Services |
| Federal Government and Administration |
| General Services |
| Government Administration |
| Local Government and Administration |
| Post Office/Postal Agency |
| State Government and Administration |
| Other Government Services or administration n.e.c. |
| **Storage** | Bulk Material Storage/Loading and Transport Facility |
| Enclosed Storage |
| Hazardous Materials Storage |
| Hopper/Bin/Silo Storage |
| Open/Semi-open Storage |
| Shed/Barn/Woolshed |
| Storage |
| Storehouse/Warehouse |
| Other storage facilities n.e.c. |
| **Works Depot** | Works Depot |
| **Laboratories** | **Scientific Research / Laboratories** | Other research facilities/laboratories |
| Primary Industries research facilities |
| **Land** | **Vacant Land** | Cleared Land |
| Derelict Land |
| Vacant Land |
| **Natural Assets** | **Agriculture, Aquaculture, Forestry, Flora and Fauna** | Agriculture |
| Animal Stock |
| Aquaculture |
| Boarding Kennels |
| Field Crops |
| Forestry |
| Freshwater Native Fish |
| Grapes |
| Habitat/Species Management Area |
| Hoop Pine Plantation |
| Horticulture-Row Crops |
| Horticulture-Trees |
| Irrigation Channel |
| Landscape/Seascape Conservation and Recreation Area |
| Livestock grazing or wholesaling |
| Mixed Hardwood or Softwood Plantation |
| Native Forest |
| Native Pasture |
| Natural Features Conservation Area |
| Nature Exhibition |
| Plant Nursery |
| Stock Dip or Spray Race |
| Stockyard |
| Vegetables |
| Vegetation Rehabilitation |
| Wheat |
| Wool Production |
| Other Agriculture or Aquaculture n.e.c. |
| **Mining and Mineral Resources** | Bore Site |
| Building and Construction Materials Extraction |
| Mining or Extractive Facilities |
| Mining or Extractive Industries |
| Mining or Extractive Solid Storage |
| Other Mining or Extractive Facilities n.e.c. |

Specialised Property Types

Note that “Infrastructure Assets” are a sub-classification of Specialised for the purpose of classification, but are not covered by the PAUT II Reform.

|  |  |  |
| --- | --- | --- |
| **Group** | **Property class** | **Specialised Property Types** |
| **Accommodation** | **Disability Residential** | Specialist Disability Residential Accommodation |
| **Community and Cultural** | **Parks and Public Recreation** | Botanic Garden, Arboretum, Herbarium |
| Playground |
| Public Park |
| Public Recreational Area |
| Rest Area |
| Other Parks and public recreation n.e.c. |
| **Major Sporting Facilities** | Large Scale Sporting Campus |
| Stadium |
| Other Major Sporting Facility n.e.c. |
| **State Significant Cultural Assets** | Cultural Assets providing significant state services |
| **Education** | **Primary/ Secondary Education** | Pre-primary Education |
| Primary Education |
| Secondary Education/Secondary College |
| Other Primary/Secondary Education n.e.c. |
| **Tertiary/ Special Education** | Special Education |
| Technical/Business/Trade Education or College |
| University/Agricultural College |
| Other Tertiary/Special Education n.e.c. |
| **Other Education Assets** | Education |
| Mixed Education Purposes |
| Specialised training facility |
| Other Education Assets n.e.c. |
| **Health** | **Health Related Services** | Blood Bank |
| Chiropractic Services |
| Crisis Centre |
| Medical and Dental Services |
| Pathology Services |
| Specialist Health Services |
| Other Health Related Services n.e.c. |
| **Hospital and Nursing Homes** | Hospital (not Psychiatric) |
| Hospital and Nursing Homes |
| Psychiatric Hospital |
| Other Hospital and Nursing Homes n.e.c. |
| **Justice and Emergency** | **Emergency Service Hubs** | Ambulance Station |
| Emergency Control and Communications Centre |
| Fire Station |
| Mixed Use Police Station |
| Police Station |
| Public Services-Emergency |
| State Emergency Service/Civil Defence |
| Other Emergency Service hubs n.e.c. |
| **Law Courts or Tribunals** | Law Court/ Court House |
| **Prisons and Reformation** | Juvenile Reformatory |
| Prison Quarters (not Police Station or Court House) |
| Other Prisons and Reformation facilities n.e.c. |
| **Land** | **Land held for development or EP&A Act purposes** | Designated land for approved development of specialised assets |
| Land held for planning purposes by the Minister administering the EP&A Act |
| **Protected Assets** | **Aboriginal, Environmental, Heritage, Quarantine, Religious and Protected Areas** | Aboriginal Site |
| Aboriginal Traditional Land |
| Cemetery/Crematorium |
| Environmental Controls |
| Environmental Protection |
| Environmental Rehabilitation |
| Heritage Place |
| Historic Site |
| Place of Public Religious Worship |
| Protected and Recreational Area |
| Protected Area |
| Public Assembly and Worship |
| Quarantine Facility |
| Quarantine Quarters |
| Religious Quarters and Church Housing |
| Satellite Earth Station/Dish |
| Shrine/Memorial |
| Significant Site |
| Strict Protection Area |
| Water Catchment Protection |
| Other Protected Assets n.e.c. |
| **Infrastructure** | **Aviation Purposes** | Air and Space Transport |
| Airport/Airstrip |
| Other Aviation Assets n.e.c. |
| **Communications Assets** | Broadcasting Services |
| Communication |
| Communication Repeater Station |
| Communication Transceiving Station |
| Navigation Aid/Signal Box/Control Tower |
| Radio Broadcasting Studio |
| Radio Transmitting Station/Tower |
| Telecommunication Services |
| Telephone Exchange |
| Television Broadcasting Studio |
| Television Transmitting Station/Tower |
| Other Communications Assets n.e.c. |
| **Electricity/ Gas/ Sewage Assets** | Above-ground Electrical Transmission Line |
| Below Ground/Underwater Electrical Transmission Line |
| Drainage Channel |
| Electrical Substation/Transformer Station |
| Electricity Supply |
| Gas Supply |
| Hard Stand |
| Power Station/Generating House |
| Pump Site |
| Surface Water Diversions |
| Utilities |
| Other Electricity/Gas/Sewerage assets n.e.c. |
| **Military/ Coast Guard** | Artillery/Bombing/Shooting Range |
| Coast Guard/Air Sea Rescue/Emergency Aviation |
| Defence |
| Naval Base |
| Other military assets (excluding office) n.e.c. |
| **Transport Infrastructure** | Bus-only Structure |
| Integrated Transport Facility |
| Pedestrian and Cyclist Facility |
| Rail Transport |
| Railway Line |
| Railway Siding/Freight Yard |
| Railway Structure |
| Railway/Tram/Monorail Station |
| Road |
| Road Structure |
| Road Transport |
| Services to Transport |
| Tramway/Light Railway Line/Monorail |
| Transport |
| Transport, Storage, Utilities and Communication |
| Weighbridge |
| Other Transport infrastructure n.e.c. |
| **Waste assets** | Rubbish Dump |
| Rubbish Transfer Station |
| Settling Pond |
| Sewage |
| Sewage Farm |
| Sewage Pumping Station/Valve Station |
| Sewage Reticulation Pipeline |
| Sewage/Waste Water Treatment Plant |
| Slurry Pipeline |
| Waste Disposal |
| Other waste assets n.e.c. |
| **Water assets** | Water |
| Water Pipeline |
| Water Pumping Station/Valve/Cock Station |
| Water Storage (reservoir/dam/water tower/tank) |
| Water Supply Catchment |
| Water Transport |
| Water Treatment Plant |
| Other Water Assets n.e.c. |
| **Wharves, Boat Ramps and Maritime Assets** | Boat Ramp |
| Boat Shed/Storage Area |
| Canal/Lock |
| Commercial Fishing Wharf |
| Freight Wharf |
| Marina/Boat Mooring |
| Passenger Wharf |
| Wharf/Jetty/Pontoon (Public) |
| Wharf/Jetty/Pontoon (Private) |
| Other Maritime assets n.e.c. |