



Defence E&IG Estate Recording Tenure of Assets

Overview

1. The Estate Register Information Model (ERIM) identifies the attributes that are applicable to an estate item. This information rule is relating to the attribute Tenure.
2. The quality and accuracy of the information pertaining to the attributes is important as the information is used to support decision-making.

Target Audience

3. All Defence estate project data suppliers including but not limited to, APS and ADF personnel, contracted entities or personnel and sub-contractors involved in the delivery of facilities and infrastructure construction, re-purposing, refurbishing, maintenance, land acquisition or disposal, leasing and environmental projects.

Tenure Fields within GEMS

4. There are 3 fields within GEMS that hold tenure information:
 - a. Tenure –the nature of the relationship between the facility and Defence;
 - b. Tenure Start Date – the commencement of the tenure relationship; and
 - c. Tenure End Date – the anticipated conclusion of the tenure relationship.
5. There can only be one tenure type per GEMS record.
6. Any Leased Out agreements, such as Revenue Leases, for the asset are not records in the tenure field. These agreements are visible by referring to the associated contracts against the asset.
7. All tenure fields must be completed for all Property, Building, Land Parcels, and Land Space records at creation of the asset. It must also be provided for Infrastructure (Networked and Non Networked) asset that are leased.
8. Where a tenure arrangement is in perpetuity the end date to be provided is 30.12.9999. Attachment 1 provides guidance on the expected values for to and from dates for each tenure type.

9. If a data supplier is unable to determine the appropriate tenure for an asset they should contact Property Management Branch (email: property.leasing@defence.gov.au) for advice and assistance.

Entering the information into GEMS

10. When providing dates in the GDL they must be in the format YYYYMMDD.
11. Where the asset is not owned by Defence the appropriate lease agreement must be attached to the asset via a real estate contract in GEMS. The attaching of contracts to the estate asset is the responsibility of Property Branch, Directorate of Strategic Contract Management

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ATTACHMENT 1

ERIM Tenure Value*	Definition	Tenure Value in GDL	Tenure Start Date	Tenure End Date	Contract Type
Cadet Lease	A lease negotiated by an external body where the external body is not acting on behalf of Defence.	CADETLEASE	Commencement of the lease	End of the lease agreement	Domestic Expense Lease (DELE)
Expenditure Lease	Leased Sites where Defence is noted as the Lessee or Tenant on the Lease Document/Contract.	EXPENSELEASE	Commencement of the lease	End of the lease agreement	Domestic Expense Lease (DELE)
Management Order	Defence or the Commonwealth may use a management order (interim or final) to take over the management of the property.	MGMTORD	Commencement of the management order	End of the management order	Domestic Expense Lease (DELE)
Memorandum of Understanding	A legal document outlining the terms and details of an agreement between parties, including each parties requirements and responsibilities.	MOU	Commencement of the MOU	End of the MOU	Domestic Expense MOU (DEGF)
No Formal Agreement	Use of an asset has been provided to Defence or Defence has provided use of an asset to another party but no formal agreement has been entered into.	NFA	Commencement of the use with no formal agreement	End of the use with no formal agreement	
Occupation Licence	An occupation license is a large area of land rented for a maximum of one year from the Crown for pastoral purposes. The license may be renewed yearly if the Crown does not require the land for other purposes. This form of tenure is similar to the pastoral lease except that it is for a short term and generally for smaller areas of land.	OCCUPLIC (but only when it is an expense license)	Commencement of the licence	End of the licence	Domestic Expense Licence (DELI) Or Domestic Revenue Licence (DRLI)
Owned	Asset is owned by the Commonwealth (Department of Defence)	OWN	Date of acquisition ^	99991230 Updated to the date of Disposal when disposed (sold)	NA

ERIM Tenure Value*	Definition	Tenure Value in GDL	Tenure Start Date	Tenure End Date	Contract Type
Permissive Occupancy	"permissive occupancy" means: (a) a permissive occupancy or permission to occupy Crown land granted under section 136K of the Crown Lands Consolidation Act 1913 , or (b) a permit to occupy land granted under section 39 of the Closer Settlement Act 1904 , and in force immediately before the commencement of section 11.	PERMISOC	Commencement of the Occupancy	End of the Occupancy	Domestic Expense Lease (DELE)
Public Private Partnership	Typically the term PPP is used to refer to a long term contract between government and the private sector for the delivery of services to government which involves the design and build of assets and/or equipment and the subsequent operation and/or sustainment of the materiel under a single long-term whole of life contract	PPP	Commencement of the PPP arrangement	End of the PPP arrangement	New Lease Type coming in AASB16 CR
Revenue - GFF Licence	GFF for use by Commercial Contractors where the contract between Defence and the organisation specifically requires the use of a designated Defence facility.	Not recorded as tenure for the asset, the GEMS contract is attached to the asset over which the licence covers	NA	NA	Domestic Revenue GFF (DRGF)
Revenue Lease	Approved use of Defence owned estate by a non - Defence Organisation. (Not GFF). Exclusive possession of premises for a specified period of time in return for the payment of rent	Not recorded as tenure for the asset, the GEMS contract is attached to the asset over which the lease covers	NA	NA	Domestic Revenue Lease (DRLE)
Revenue Licence	Approved use of Defence owned estate by a non - Defence Organisation. (Not GFF). Contractual right to occupy premises in return for the payment of a licence fee.	Not recorded as tenure for the asset, the GEMS contract is attached to the asset over which the licence covers	NA	NA	Domestic Revenue Licence (DRLI)

* Statuses align with ERIM version 11

^ Refer to Attachment 2 for guidance on establishing Acquisition Date

ATTACHMENT 2

Establishing Acquisition Date

1. It is expected that for new asset records, acquisition date will be known.
2. Circumstances where an assumed acquisition date may be needed, include:
 - a. Assets first found
 - b. Existing records where this field has not previously been populated.
3. The following sequence of activities should be followed to establish an assumed acquisition date to populate the Tenure Start Date, for OWNED assets and can also be used to populate the Installation/Build Date field where an actual date is not known.
 - a. Is the Installation/Build Date field populated? If yes, use this date if it appears logical. For example if the Installation/Build Date is 01 Jan 1900 yet the item looks no more than 10 years old, then follow the sequence below and correct the current date, aligning it to the Tenure Start Date you have assumed.
 - b. Are Hand Over Take Over documents available? If yes, review for commissioning, hand over, warranty start date. If no, go to next step
 - c. Do "as constructed" drawings exist? If yes, review for drawing date. If no, go to next step
 - d. Are there documents in Objective for the asset? If yes, review to determine if a build/installation date can be determined
 - e. Do 'for construction' or 'design' drawings exist? If yes, review for date and assume item built/installed within 5 years. Use acquisition date 01 Jan YYYY where YYYY is design drawing date + 5 years.
 - f. For Buildings – Does the architectural style of the building indicate the decade (eg. 1960's)? If yes, use acquisition date 01 Jan YYYY where YYYY is the middle year of the decade (eg. 1965)
 - g. For Levels and Spaces – use the date (either known or assumed) of the Building
 - h. For Equipment (and some Infrastructure) – Does the make and model provide indication of the era or year of manufacture? If yes, use acquisition date 01 Jan YYYY where YYYY is either the year of manufacture or the middle year of the decade for the era (as per sub para e above)
 - i. If previous steps fail to produce an assumed date then you should use 01 Jan 1700.
4. If Tenure Start Date and/or Installation/Build Date are assumed using the method and sequence above then an entry must also be made in the Comments field (for Estate items) or the Description (long text) field (for Equipment items) stating that the dates in these fields are assumed dates.