

# Benchmark Survey Advice

Changes to the 2022  
Benchmark Survey

## 1. Explaining data anomalies

When you are faced with a red cell or a prompt (eg because your data has changed from the previous year by more than expected), you must explain the reason for the unusual change in your reported data. At the very least please enter a comment such as “*data has been checked and confirmed*”. Whilst entering a single character (eg a full-stop) will by-pass a data prompt/red cell, it does unnecessarily hinder the data validation process.

## 2. Reporting of leased space

The answering of questions A3 (GFA – leased space) and A6 (UFA – leased space) are no longer optional. Respondents are asked to provide actual or estimated GFA/UFA for all space leased **from** others and used by the institution for administrative, teaching, research and other related educational purposes.

In addition, the general rule around space leased **to** others has been expanded to highlight the principle of “primary function”. The updated definition, which fundamentally remains unchanged, now reads:

*As a general rule, space leased to others should be excluded unless it is associated with the primary functions of the institution. Therefore, space leased to banks, post offices, cafes, bookshops, newsagents, hairdressers, food outlets, etc which support the teaching, research and the community service obligations of the institution, should be included. Likewise, spaces leased to others which do not support the teaching, research and community service obligations of the institution should be excluded.*

## 3. Energy and carbon data

Further clarity has been added to the definitions and guidance around the reporting of energy and carbon. In particular, in question A77, the definition of “green energy” has been clarified as follows:

*Green energy or green power is accredited renewable energy your institution opts to purchase from your energy retailer via a formal renewable energy power purchase agreement, typically at a cost premium. It is NOT the green or renewable content of your region’s electricity supply.*

Respondents are asked to read the help notes and definitions carefully before completing these survey parts to avoid errors in reporting. In particular care should be taken when completing questions A83-A85 and A104-A105 (renewables).

If you are submitting Carbon data for your institution, that is questions A104-A107 (Part 1, page 8 of 16, Carbon), you will need to enter a number that is equal to or greater than zero. Null (ie no entry) does not equate to zero and is no longer a valid entry in this instance.

#### 4. Property Costs – update

The four additional Property Costs added in the 2021 survey (rates, land tax, insurance and leasing costs) have been modified slightly by adding a simple YES/NO lead-in question to each as follows:

A 214. Will you be submitting GENERAL RATES data for your institution?

Yes  No

	Operating costs	Notes for TEFMA
A 215. Total general rates paid by institution (\$) ?	3,300,000	
20% 10 - 20% <10% Compare to Last Year Data:	\$3,245,452	

This will allow TEFMA to identify the differences between reported zeros and nulls/blanks and therefore provide more meaningful and accurate sector Property Cost benchmarks.

Note that these new lead-in questions has resulted in four additional questions and a minor change to the numbering.

#### 5. Reporting Tool changes

The 2022 Reporting Tool has undergone some minor changes with updates to the Australian institutional grouping (eg ATN and IRU) and the addition of four new sector Property benchmarks.

#### 6. Survey definitions and resources – update

The benchmark survey definitions and resources (eg calculators) have been updated and are available at the TEFMA website at [Benchmarking Resources - Tertiary Education Facilities Management Association \(tefma.com\)](https://www.tefma.com.au/Benchmarking-Resources-Tertiary-Education-Facilities-Management-Association)