

























Benchmark Survey Advice

Changes to the 2021 Benchmark Survey

1. Additions to GFA and UFA Reporting

In previous benchmark surveys, some institutions have opted to exclude GFA and UFA relating to carparking from their reported GFA and UFA under the Institutional Data section of Part 1 (Operating Costs and Environmental Data) of the survey. This was inconsistent with the definitions of GFA and UFA, which specified that parking-related GFA and UFA was to be included.

To address this issue, TEFMA has added two new questions to the survey (refer A2 and A5 below). For the 2021 survey, respondents must include the GFA and UFA of their parking assets in A1 and A4 respectively and separately report the GFA and UFA of those parking assets in A2 and A5. **Note:** The Reporting Tool has also been modified to generate new benchmarks, allowing members to report GFA/EFTSL inclusive and exclusive of their parking space. The long-established definitions of GFA and UFA remain unchanged.

A 1. Gross Floor Area Total Campus (GFA) - including parking space and leased space  *
 20%  10 - 20%  <10% Compare to Last Year Data:
A 2. Gross Floor Area (GFA) - parking space 
 20%  10 - 20%  <10% Compare to Last Year Data:
A 3. Gross Floor Area (GFA) - leased space (optional) 
 20%  10 - 20%  <10% Compare to Last Year Data:
A 4. Useable Floor Area Total Campus (UFA) m ² - including parking space and leased space  *
 20%  10 - 20%  <10% Compare to Last Year Data:
A 5. Useable Floor Area (UFA) - parking space 
 20%  10 - 20%  <10% Compare to Last Year Data:
A 6. Useable Floor Area (UFA) - leased space (optional) 
 20%  10 - 20%  <10% Compare to Last Year Data:

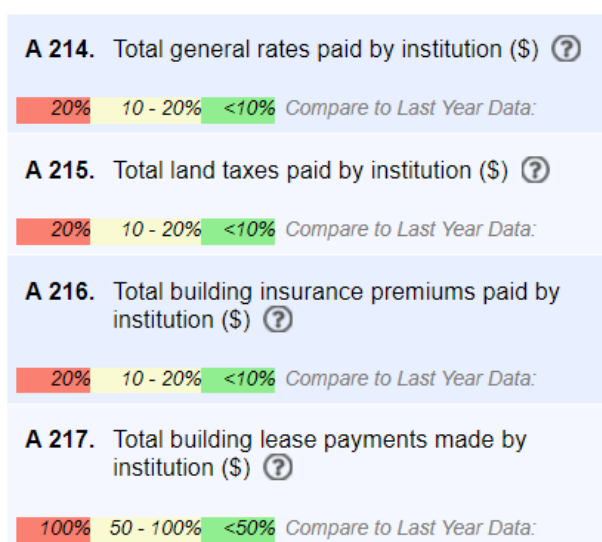
The option to include or exclude parking GFA and UFA from other sections of the survey (eg maintenance, cleaning, energy, etc) remains unchanged, provided, of course, that the associated service costs (ie maintenance, cleaning, energy, etc) are likewise included or excluded.

In addition to the two new parking-related questions, TEFMA has also added two new questions relating to the GFA and UFA of space leased by the institution from others (refer A3 and A6 above). Two new lease-related benchmarks have been added to the Reporting Tool (% of total institutional GFA and UFA leased by institution). For 2021, reporting of leased space is optional, but we would encourage our members to report if possible.

Definitions and guidance have been provided via Help buttons to assist respondents in completing the new questions.

2. New Building Operating Cost questions

To facilitate like-for-like benchmarking with our international partners (eg AUDE), TEFMA has added four new building/property related questions to the 2021 benchmark survey, namely general rates, land tax, building insurance and building lease payments (refer questions A214-A217 below):



The existing Building Operating Cost benchmark (ie Maintenance, Cleaning, Security and Energy) has been retained and a new benchmark called “Property Cost” added to the Reporting Tool. The latter will be inclusive of all building/property cost data collected and will also include water costs, which previously have been excluded from operating costs. For 2021, reporting is optional, but we would encourage our members to report if possible.

Definitions and guidance have been provided via Help buttons to assist respondents in completing the new questions.

3. Changes to question numbering (Part 1)

As a result of adding the four new questions at the start of Part 1 of the survey (ie A2, A3, A5 and A6), the survey question numbers have changed. Respondents should be mindful of this when cross-referencing in-house notes, old versions of reports, templates, definitions, etc.

Note, the latest version of the benchmark survey definitions (February 2022) is available via the TEFMA website.

4. Discontinuation of SAM And Space Management Surveys

The SAM and Space Management self-assessment surveys (previously Part 2 of the survey) have been discontinued and removed from the 2021 survey.

5. New Reporting Options

Two new filters have been added to the 2021 Reporting Tool. This will allow members to benchmark by Climate Zone and Institutional Size. The climate filter has been determined based on the geographical location of an institution's main campus. Institutional size has been allocated using a mix of GFA, EFTSL and Institutional Revenue thresholds. Both filters have been preloaded into the Reporting Tool.

6. Communication during the survey period

Communication and support during the survey period will be via email. Where necessary, follow-up contact will be made by telephone. Contact details for survey support and technical support are provided in the online survey documentation.

In addition to email and telephone communication, we will be using the new online TEFMA Community portal to discuss issues and exchange thoughts and ideas (eg survey improvements). Survey nominees will be automatically subscribed to the Benchmarking special interest group at the start of the survey period, where they will be able to access and download the latest survey definitions and guidelines, carbon calculators and conversion factors and participate in conversations with other survey participants.