GLR User Guide

Government Land Register

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Queensland
Government

Summary

This document is to assist GLR Users by providing a guide to the GLR updating required in accordance with the Land Transaction Policy. Government Agencies are required to record and maintain an accurate and up to date property portfolio on the GLR.

In accordance with Section 1.5 Property Information of the Transaction Policy[1], all agency owned (and controlled) [2] property is to be recorded on the Government Land Register.

Also, in accordance with current Financial and Performance Standards, each agency is required to establish an asset management system that must provide for identifying and disposing of property assets.

These guidelines are to assist GLR Users meet with requirements relating to updating the GLR and keeping the data on the GLR consistent and reliable at all times.

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[1] Transaction Policy was developed by Property Queensland within Department of State Development. This transaction policy builds on the over-arching principles of real property asset ownership and management. Its aim is to reduce red tape and streamline processes for property transactions.

[2] Agency Owned and Controlled Assets to be recorded on the GLR, this includes Owned, Administered, Easements, Leases, Reserves, State Land, Improvements or Interests.

Contents

About the GLR

GLR Purpose

To ensure the identification of government agency[3] owned and controlled properties, including their current and potential use and details of surplus properties in order to maximise the utilisation of underused assets.

Principle

The GLR contains details of all property (land, leases and improvements, such as buildings) including leasehold and easement interests owned and controlled by government agencies. It supports the governments Transaction Policy and the initiatives aiming to ensure consistent and relevant property asset information is available to the whole of government.

The GLR provides:

- A register of all agencies owned and controlled properties within the State of Queensland.
- Details of government properties which have been declared surplus to the requirements of a controlling agency.
- A property management facility to enable the better management of government property.

The GLR has the core data common to the asset register needs of all government agencies and has whole of government significance for planning and coordination purposes.

The GLR is electronically linked with a number of Department of Natural Resources and Mines (DNRM) systems to provide information to complement the data stored in the GLR. Such as:-

- Digital Cadastral Data Base (DCDB) - provides the spatial (map) information
- Automated Titling System (ATS) – provides the Queensland land titling information.
- Property Listing Index (PLI) – provides the Property Address information.
- Spatial Information Resource (SIR) – provides postcode and electorate information.

For more details on the data within the GLR see the GLR Data section of this document.

Main use of the GLR

The main uses for the GLR are:

- Identification of government property and its current and potential use in order to maximise utilisation of property assets.
- Monitoring and reporting on property acquisitions to ensure compliance with government policy and agency process.
- Monitoring and reporting on Surplus properties and the disposal progress.
- Provide spatial information (key maps) of the data stored in the GLR.

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[3] Agencies and Departments – an agency is an Administrative Unit as nominated in the government's Administrative Order approved by the Governor in Council. The Term includes the Coordinator-General and the Minister for Economic Development Queensland.

Guidelines for use of the GLR

Government agencies including Statutory Authorities and Statutory Bodies **are required** to record and maintain their property portfolio on the GLR. Government-owned corporations may elect to use the system, but this is not mandatory.

Access is restricted to employees of the Queensland Agencies[4] and participating government-owned corporations only. Government Agencies are required to:-

- Record details of all land and improvements on the GLR.

- Maintain all GLR data fields with accurate and current data at all times.

- Declare a property surplus on the GLR as soon as the decision is taken that the property is surplus.

- Update the GLR during all stages of the disposal of a property asset[5] and then upon completion of the disposal.

- Record newly purchased/acquired property details on the GLR as soon as practicable after the acquisition.

- Utilise the GLR when seeking to acquire additional property to ensure inter-agency transfer opportunities are maximised.

Benefits of using the GLR

The GLR provides the necessary information to facilitate the efficient and effective management of government land assets. Below are some benefits associated with using the GLR:-

More efficient utilisation of resources (Inter-agency Transfers)

Properties deemed to be surplus to an agency's needs are recorded as such in the GLR. All agencies have access to this information and are encouraged to consult with the GLR to establish whether any inter agency transfer opportunities exist before proceeding to the open market place or to resumption procedures.

Security of Information

Data held in the GLR can only be accessed by authorised users. Agencies are allowed to view the non-sensitive data of all government properties on the GLR, but can only maintain properties for which they are the owner or responsible authority if they have the appropriate access level.

Ability to specify search criteria

A major advantage of the GLR is the comprehensive search functions available and the ability to specify criteria on which a search of the data is made. For example, you may want information on a known specific property or you may want to "browse" through a number of properties to satisfy a particular requirement.

Up to date Reporting

Reports can be produced showing up to date information of all types of property recorded in the GLR in both a full or brief report format. Some other examples of reports available are:- (1) Reports on selected properties, (2) Sold property reports and (3) Disposal status report for existing Surplus properties.

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[4] Including Contractors that have been engaged by a Government Department to carry out work.
[5] These updates are required to be done by the agency managing the disposal.

User Support

The Department of Natural Resources and Mines is the owner of the GLR system and is responsible for providing support to all users of the GLR.

Operational Business

Support is provided by Government Land Acquisitions, Operations Support at GLRBusiness@dnrm.qld.gov.au or Phone 3199 7939. For such matters as:-

- Assistance and advice on the operational use of the GLR

- Providing training in the use and operation of the GLR

- Managing the ongoing enhancement of the GLR

System / Technical issues

For queries on the matters listed below please contact Land and Spatial Systems Support at LandAndSpatialSystemsSupport@dnrm.qld.gov.au.

- New User Connections and Reset Passwords.

- Assistance and advice for Technical difficulties e.g. error messages, trouble logging on to the system.

- GLR User Audits (maintaining and updating GLR user information).

In addition, Natural Resource Management Systems provide support for matters such as:-

- Investigating and Resolving a System Failure and Technical faults.

- Notifying Users of GLR Downtime and Release Updates (maintaining GLR Information)

Access and Security

Access

To gain access to the GLR you will need to register. Registration is free and available to all Queensland Government Departments and Government Owned Corporations.

To register contact Land and Spatial Systems Support.

Security Levels

When a new user account is created the GLR Helpdesk will use information provided on the request form to determine the appropriate level of access. The most common access levels are shown in the table below.

Level	Able to view	Able to add/update
Party Enquiry	All property information held within the GLR. Financial information (eg valuations) belonging to their Party ONLY.	nothing
Party Update	Same as above.	Property information belonging to their party only
Organisation Enquiry	All property information held within the GLR. Financial information (eg valuations) belonging to all Parties within their organisation.	nothing
Organisation Update	Same as above	Property information belonging to all parties within their organisation

Searching for Properties

Single Property

The single property search screen is used to search for a specific single property within the system. This search is the most basic of the search options and probably the most widely used.

1. Expand the Search menu option then select the Single Property option.

2. Enter your search criteria into the appropriate field/s.

3. Click the **Go** button to begin the search. The results of the search will be displayed in the box at the top of the screen.

Multiple Properties

The Multiple Property Search provides the opportunity to search from a series of defining criteria to produce multiple results.

1. Expand the Search menu option then select the Multiple Properties option.

2. The search is conducted by entering data into any of the fields. Multiple fields can be filled to limit the search.

3. Click the **Go** button to begin the search. The results of the search will be displayed in the box at the top of the screen.

Other Criteria

The Other Criteria Search uses the same principles as the multiple properties search. Different combinations of search criteria can be entered into the system.

1. Expand the Search menu option then select the Other Criteria option.

2. The search is conducted by entering data into any of the fields. Multiple fields can be filled to limit the search.

3. Clicking on the `Limit to keymap extent` box will cause the search to only be conducted within the area current displayed in the keymap window.

4. Click the **Go** button to begin the search. The results of the search will be displayed in the box at the top of the screen.

Keymap

Using the keymap window you can search and view properties spatially.

The available keymap tools are displayed to the right. When you place your cursor over any of the icons in the toolbar, the name of the tool is displayed.

Single property search

If you are familiar with the location of a parcel of land you can use the keymap to search for it visually without the need to discover the GLR Number or Lot/Plan description.

As with all searches within the GLR; it will only return properties that are currently recorded in the GLR.

1. Open the keymap by clicking the **Open Keymap** button above the menu.

    Open Keymap

2. Click the Search icon:

3. Type in the City/Suburb your property is located in/near.

4. Click on the City/Suburb name.

5. Use the keymap controls to zoom in/out to the area you are interested in.

6. Click the select icon

7. Click on the property.

8. Return to the main GLR window.

9. Click **From Keymap** to load the property into the GLR search results window.

Multiple property search

If you would like to search for all GLR properties located within a map area you may use the keymap.

1. Open the keymap by clicking the **Open Keymap** button above the menu.

2. Click the Search icon.

3. Type in the City/Suburb your property is located in/near.

4. Click on the City/Suburb name.

5. Use the keymap controls to zoom in/out to the area you are interested in.

6. *Optionally;* Select the Define Polygon icon and click on the map to define the corners of your search area. If you skip this step the entire current map window area will be used.

7. Click the Fill the Window icon

8. Return to the main GLR window.

9. Click **From Keymap** to load all GLR properties within the map area (or polygon area) into the GLR search results window.

Select
- Select a parcel on the map.
- The lot/plan will show in the top left hand corner of the window.

Zoom in

Zoom out

Recentre
- Select a point on the keymap and it will centre that point

Define Polygon
- Define a shape on the map.
- Used with the Fill the Window tool.

Measure Distance
- Select two points within the keymap to measure the distance between them.

Fill the Window
- Retrieves information from DCDB and draws the land parcels and roads on the map.

Back to Previous View

Search

Reset View
- Resets to the original view of the map of Queensland.

View Property Details

The view/maintain section of the GLR is used to view and edit real property details recorded within the system. These screens also provide the interface for users to record additional data against a property.

Property Details

The View/Maintain property page is the most commonly used page to view information about a property in the GLR. This page draws information from databases such as the DCDB (Tenure Group, Locality, Local Government and Area {m^2 or HA}) and ATS (Registered Owner, Title Reference, Tenure, Encumbrances).

1. Search for the property/s; Expand the View/Maintain menu option and select Property Details.

2. The following fields can be edited *(if you have the appropriate access level)*: - GLR Property Name, Address, Land Use, Functional Category, Performance Category, Comments and Agency Specific, Acquisition Details *(except for the Lot/Plan)*.

3. After making any changes, always click Save before leaving the page.

Please Note: The fields not mentioned above are **read only** and cannot be edited. The details in these fields are extracted from DCDB, SIR and ATS or GLR System generated.

Things to Note

Address

The Property Address is recorded for the GLR record (not each individual lot/plan). You are unable to record a separate address for each lot/plan in the Property Address area – please consider using the Comments area for this purpose.

Performance Category

The performance category cannot be changed to/from "Surplus" via the View/Maintain Property screen.

- To change to Surplus you need to follow the procedure to Declare Surplus.

- To change from Surplus you need to follow the procedure to Abandon a Surplus Project

Real Property tab

If the Area recorded is showing $0m^2$ and the majority of the other fields are blank, this indicates that the lot/plan is no longer valid – please check and update as soon as possible via the Amalgamate / Subdivide screen.

Acquisition Details

All details in this area can be modified apart from Lot/Plan.

Easements

The GLR retrieves easements information registered on the title of the recorded lot/plans.

There is a limitation on the types of easements that can be retrieved by the GLR; these are shown in the following table

Code	Description	Information provided to GLR from ATS
600	Easement	Yes
601	Easement in Gross	Yes
602	Resumption Easement	Yes
612	Easement over USL	Yes
623	Continuation of Easement	No
631	High Density Development Easement	No

To view easement in GLR:

1. Search for the property/s; Expand the View/Maintain menu option and select Easements.

2. If the property you have selected has an easement registered in ATS, the information is automatically retrieved and displayed.

Note: The information retrieved from ATS is **read only** and cannot be altered within the GLR. If Easements details retrieved from ATS are incorrect, agencies should contact ATS directly.

Easements Report

The Full Property Report (spreadsheet format) contains a column Easements Y/N which identifies whether or not an easement is registered on the Title for the Lot/Plans in each property.

ATS Leases

The GLR retrieves lease information registered on the title of the recorded lot/plans.

There is a limitation on the types of leases that can be retrieved by the GLR; these are shown in the following table

Code	Description	Information provided to GLR from ATS
500	Lease (Freehold)	Yes
501	Sub (Freehold) / Sub lease (State Leasehold)	Yes
503	AIL Lease	No
505	Trustee Lease	No
506	State Lease	No
510	Sub-Lease	No
599	Sub Lease	No

To view ATS leases in GLR:

1. Search for the property/s; Expand the View/Maintain menu option and select Leases.

2. If the property you have selected has a lease registered in ATS, the information is automatically retrieved and displayed.

Note: The information retrieved from ATS is **read only** and cannot be altered within the GLR. If Lease details retrieved from ATS are incorrect, agencies should contact ATS directly.

ATS Leases Report

The Full Property Report (spreadsheet format) contains a column Leases Y/N which identifies whether or not a lease is registered on the Title for the Lot/Plans in each property.

Additional Property Information (optional)

These screens are optional. Each agency may choose whether to record information against each property about improvements, valuations, GLR Leases and secondary uses.

Improvements

The Improvements screen allows a user to view and edit information regarding any improvements on or within a property.

1. Search for the property/s; Expand the View/Maintain menu option and select Improvements.

2. After making any changes, always click **Save** before leaving the page.

Valuations

The Land Valuation page allows a user to enter information regarding any valuations that are conducted on a property, and provides a history of such valuations for reference.

1. Search for the property/s; Expand the View/Maintain menu option and select Valuations.

2. To add a valuation to the property, fill out the required fields then click on **Add**. More than one valuation can be added by repeating the process.

3. To change an existing valuation, select (tick) the required valuation and the fields will then be populated. Make the appropriate changes and click **Modify**.

4. Alternatively; to delete a valuation, select the valuation to be deleted and then click **Delete**.

5. After making any changes, always click **Save** before leaving the page.

GLR Leases

The term GLR Lease refers to either:

- Information recorded in the GLR about an unregistered lease.

- Additional information added to the GLR about a registered lease.

The Leases screen enables a user to view lease information retrieved from ATS (ATS Leases) and record additional information regarding leases (GLR Leases). See the Field Descriptions

1. Search for the property/s; Expand the View/Maintain menu option and select Leases.

2. If the property you have selected has a lease registered in ATS, the information is automatically retrieved and displayed.

3. However, you can add a Revenue or Expenditure Lease that is not in the ATS.

4. To add a lease on the property, fill out the required fields then click on **Add**. More than one can be added by repeating the process.

5. To change an existing lease, click on the required lease from the table and the fields will then be populated. Make the appropriate changes and click **Modify**.

6. Alternatively to delete a lease, select the lease to be deleted and then click **Delete**.

7. After making any changes, always click **Save** before leaving the page.

Secondary Use

The Secondary Use function provides a way of recording multiple land uses against a property.

1. Search for the property/s; Expand the View/Maintain menu option and select Secondary Use.

2. Add the new appropriate `Land Use` code in the Capacity field and any relevant comments.

3. Then select **Add** and then **Save** before leaving the page.

Sold Properties

When properties are sold on the GLR they are not deleted. They are moved to a separate area so that the details can be viewed and reported on.

Search

1. Expand the Sold Property menu option then Search menu option.

2. Enter your search criteria into the appropriate field/s.

3. Click the **Go** button to begin the search.
   The results of the search will be displayed in the property list box.

4. Select (tick) on the appropriate record from the search results.

View/Edit

5. Select the View/Maintain menu option under "Sold Property".

6. After making any changes, always click **Save** before leaving the page.

Report

1. Select the Report menu option under "Sold Property".

2. Select the property/s from the search results.

3. Click either **View Report** (to view the report for a single property) or **Email Report** (to receive a report containing many properties in spreadsheet format).

Reports

The GLR has an effective reporting system, enabling various types of report formats, and the ability to email reports directly from the GLR. In this document there a descriptions of the most commonly used reports and some detailed steps on how to use them.

Property Reports

Full Property Report	Brief Property Report	Customised Property Report
•contains all information about a property stored in the GLR. •the most comprehensive report generated by the system for a property. •The user would have to search for the property first using one of the search screens before this report can be run. •This report is found in the Reports section in the GLR menu.	•contains a bare minimum of information regarding a property. •The user would have to search for the property first using one of the search screens before this report can be run. •This report is found in the Reports section in the GLR menu.	•Gives the user options to select which data will be included in the report. •The user would have to search for the property first using one of the search screens before this report can be run. •This report is found in the Reports section in the GLR menu.

Surplus Properties Report

Surplus Properties Report	Disposal Project Status
•Contains detailed information about properties that have been declared surplus to agency requirements. •Only includes those lot/plans that are included in a surplus project (therefore excludes performing lots)	•Provides a list of a GLR Party or GLR Organisation surplus projects. •Groups projects by which stage of a disposal they have reached within in a specified date period. •does not include details of the land which is surplus. For that information use the "Surplus Property Report".

Transaction Reports

Acquired Property	Acquired and Sold	Sold Properties
•Provides a list of all properties that were acquired by a GLR Party or GLR Organisation between a specific set of dates.	•Provides a list of all properties that were acquired and sold by a GLR Party or GLR Organisation between a specific set of dates.	•Contains all information relevant to the sale of the property •This report is found in the Sold Property area in the GLR menu.

Portfolio Reports

Property Valuations	Land and Improvements Valuations	Leases	Portfolio Status
•a list of asset valuations (combination of Land and Improvements) for all properties owned by a party. Note: The valuation report can only be produced for the user's agency.	•a list of all land and improvements values (2 separate values) for all properties within an organisation or party. •This report can only be produced for prperties within the user's agency.	•contains details of GLR Leases. •Only lists ATS leases if more information has been added to the GLR about the lease using the Leases screen	•provides a summary of all properties currently held by an agency or organisation, ie. An agency's total portfolio. •Snapshots of the portfolio's status are stored to show trends.

Mismatch Report

Mismatch
•Displays all lot/plans that exist in the GLR but no longer exists in either ATS and/or the DCDB. •This report is useful in finding out which properties are not currently registered correctly on all databases •Assist with keeping the GLR up to date.

Recording Assets

Agencies must update the GLR in a timely manner with the new property details.

To record an asset on the GLR, the following **mandatory data** is required to be entered or selected.

- Property Name
- Owner Party (this is set to default to the GLR users Party adding the property)
- Land Use
- Functional Category (see **Error! Reference source not found.** table under **Error! Reference source not found.**)
- Performance Category (see **Error! Reference source not found.** table under **Error! Reference source not found.**)
- Date Acquired
- Purchase Price
- Asset Type
- Lot / Plan

Additional information may be entered in other the fields including the "Agency Specific" and "Comments" tabs to ensure comprehensive details (including history of transactions) are available on the property.

How to Add/Edit data

Generally, the application is quite self-explanatory, however there are some fields used throughout the system that may require some instruction. Below you will find details of how to update lookup fields and data contained in tables.

Lookup Fields

Owner: 12 [...] DEPARTMENT OF MAIN ROADS

The GLR uses many lookup fields. These are a small field requiring you to enter a valid code followed by a button with 3 dots and a larger disabled field which shows the name associated with the code.

If you already know the code you are after then the easiest way to complete the field is to:

1. Enter the code in the first field. When you click outside the field, the name will automatically be loaded into the larger disabled field.

If, however, you don't know the code, then you should:

1. Click on the 3 dots [...] button. A new window will appear allowing you to search for the correct code.
2. Enter your search criteria (or leave it blank if you just want to view the entire list).
3. Click the Go button. A table will load with all the results from your search.
4. Scroll through the table to find the code you are looking for.
5. Click on the code. The search window will close and the code will be added to the lookup field. Also the name associated with the code will be added to the larger disabled field.

Data in Tables

The GLR uses many tables to represent data on the screen. Tables with data which can be edited will be preceded by a set of fields to enter data into and a set of buttons to apply the changes (Typically `Add`, `Modify`, `Delete`).

Important: Changes you make to a table will not take effect until you hit `Save`.

Add a row to a table:

1. Enter data in the available fields above the table.
2. Click `Add`
3. Click `Save`

Modify data in a row of a table:

1. Select the row to edit by clicking on the box in the first column of the row. This will load the data from the row into the editable fields above the table.
2. Make any changes necessary in the available fields above the table.
3. Click `Modify`
4. Click `Save`

Delete a row from a table:

1. Select the row to delete by clicking on the box in the first column of the row. This will load the data from the row into the editable fields above the table.
2. Click `Delete`
3. Click `Save`

Add a Property

1. Expand the Acquire menu option and select Add Property.
2. Enter a name for the property. For example, `1 Main Street`.
3. The Owner Party will default to the agency that you are registered to as a user.
4. Click on the `...` and select the appropriate `land use`.
5. Click on the drop down box and select the appropriate `functional category`.
6. Click on the drop down box and select the `performance category`. *A property can't be added as Surplus.*
7. Enter the `date acquired` and `purchase price` in the Acquisitions Details section.
8. Open the `Agency Specific` tab. Enter details as requested specific to your agency.
9. Open the `Comments` tab file and enter any relevant details you wish to add.
10. Select the `Asset Type` by clicking on the drop down menu for options – choices are, Owned, Leased, Improvement Only, Interests, Future Acquisition or Easement
11. Enter in the subject `Lot` and `Plan`.
12. The `Dealing No` and `Title Reference` are not required to be entered.
13. After entering the appropriate data, click on `Add` to the list box below. *If you wish to make any changes to the lot plan details you have entered simply select the Lot/Plan and click Modify. Similarly follow the same procedure for deletions.*
14. Upon completion of this screen select `Save`.

Things to note

<u>Lot/Plan details</u>

When selecting the $\boxed{\text{Asset Type}}$ ensure that the type selected corresponds with the subject lot/plans registered title information. For example – If your Department is not the registered owner on Title but has a Lease on the property your GLR record should have the Asset Type recorded as "Leased". When a report on this property is done it clearly shows your agency as a Lessee not the Owner. **It is very important for Whole of Government reporting purposes that this field is accurately maintained.**

When you add a lot/plan to the table the GLR "calls" Automated Titling System & Digital Cadastral Database to retrieve the required data from their systems. You will get a dialogue box displaying a message such as "The registered owner is The State of Queensland…..etc". Please verify the correct lot/plan has been entered by noting the information in this dialogue box. Check things like:-

If the registered owner is a private owner please check the lot/plan entered is correct and the asset type corresponds with it - is it "Leased", "Improvement Only" rather than "Owned".

Message "invalid lot/plan not on the DCDB" appears – confirm you have entered the correct lot/plan.

It is important to note that these messages won't stop you from adding the lot and plan to the table however it is a flag to check the data before it is added, saved and a GLR record is created.   Select the OK to acknowledge the message and continue on.

<u>Agency Specific Details</u>

The Agency Specific tab contains data that is relevant to your agency only, information like the file number and region etc. It is useful to have a consistent way of recording these details – this provides more accurate reporting and searching on your Agencies property portfolio.

<u>Comments</u>

Keep the $\boxed{\text{Comments}}$ field updated with as many details as you can (e.g. during the acquisition as well as the day to day management). This will be of benefit to other users in your division that may not have been involved in the acquisition process or are new to the section / department.

Whenever you add a comment your user name and date are stored at the end of the comment field.

Extend a Property

Note: This process will not create a new GLR number – it will just add the lot/plans to an existing GLR Record.

1. Search for the property; Expand the <u>Acquire</u> menu option and select <u>Extend Property</u>.
2. Enter the $\boxed{\text{Date Acquired}}$, $\boxed{\text{Purchase Price}}$ and $\boxed{\text{Cost of Purchase}}$ for the parcel/s being added only.
3. Add lot/plan details as shown previously in the Add Property Section. (Follow the same procedures for Modify and Delete).
4. Upon completion of this screen select $\boxed{\textbf{Save}}$.

Things to note

The same processes outlined in the Add a Property section applies for this area as well.

Amalgamate / Subdivide

The Amalgamate / Subdivide page enables a user to make amendments to Lot/Plan details as a result of a new plan being registered.

It is not to be used where a purchase, transfer or disposal has occurred.

1. Search for the property; Expand the View/Maintain menu option and select Amalgamate/Subdivide.

2. Add the new Lot/Plan details in the following fields: `Asset Type`, `Lot` and `Plan`. Then select `Add`. This will add the new lot/plan to the display box below with the current description. More than one new Lot/Plan description can be added by repeating the process.

3. Once the new Lot/Plan has been added to the table the old description can be removed.

4. Select (tick) the old description, click on `Delete`. The old description will be deleted.

5. After making any changes, always click `Save` before leaving the page.

Things to note

When you are adding a new lot/plan description following an amalgamation/subdivision, if in the dialogue box you notice that the Registered Owner is incorrect (showing a different name than The State of Queensland etc……..) - Please amend this lot/plan at the first opportunity to the correct one.

It is important for reporting purposes that the `Asset Type` is accurate and kept current at all times. This can be updated and changed through the Amalgamate / Subdivide screen.

The Amalgamate/Subdivide screen can be utilized to obtain quick title ownership and property details (such as area, tenure, easements) without having to do a title search. Enter the Lot/Plan details, click `Modify` and view the Title Details in the table. Just don't `Save` the record unless it is appropriate to do so.

Disposal

In accordance with Section 3 Surplus Property of the Transaction Policy, once a real property asset is determined by an agency to be surplus it is to be registered as such on the GLR. Assets are to be registered as Surplus on the GLR for a minimum of 30 days (before marketing commences). This is to allow other Government departments to have priority in regards to the acquisition of surplus government sites.

Before declaring a property surplus

If there are multiple lot/plans on the GLR record and all are going to be disposed of separately, it will be easier to have these under separate GLR numbers. Any new GLR records for Lot/Plans should be created first and then declare the lot/plans Surplus.

Declare Surplus

1. Search for the property; Expand the Dispose menu option and select Declare Surplus.

2. Enter a name relevant to the disposal in the Project Name.

3. Enter the details of an officer responsible for the disposal in the Contact Officer and Phone No.

4. Remove any parcels (including Improvements) that will not be part of the Surplus Project.

    a. Select (tick) the table row containing the extra lot/improvement.

    b. Click the **Delete** button immediately above the table.

5. Update the Surplus percent for each parcel:
    The default value is 100; meaning that the entire lot is surplus. If only part of the lot is surplus then change the value to a percentage of the lot area.

    a. Select (tick) the table row containing the parcel you wish to update.

    b. Enter the correct Surplus Percent into the field (above the table).

    c. Click Modify.

6. Enter an Estimated Market Value: No dollar sign necessary.

7. Enter Estimated Sale Costs: No dollar sign necessary.

8. Enter Estimated Sale Date: Select the date from the calendar provided.

9. Provide an appropriate response to the question: Does your agency intend conducting or managing the disposal process?
    If your agency intends on doing their own disposal then indicate Yes, and do not answer the 5 Questions in the tabs below.
    However, if your agency wishes to appoint a disposal agent then indicate No and answer the 5 Questions in the tabs below.

10. Once, you have completed all the fields above click **Save**.
    A Surplus Project Id will be created and the Performance Category will be updated to SURPLUS.

Maintain Surplus Project

In order for the GLR to provide accurate reporting to Government on disposal projects and surplus land available, it is essential that Agencies managing the disposal update the GLR in a timely manner during the different stages.

As such, the following fields should be updated when and if appropriate.

- Disposal Method
- Valuation
- Revised estimate Sale Date
- Date Listed on Market
- Contract Date

Updating these fields will enable a more comprehensive reporting dataset to be available on the current stages of disposal for surplus properties on the GLR.

Please ensure that when a disposal moves to the next phase the appropriate data is entered into the GLR to reflect this.

Things to note

- The fields marked with thick orange borders have been determined to be important. They must be completed as soon as information is available. The property will not be able to be sold from the GLR until these fields are completed.

- When entering the Contract Date – select the lot/plan; enter the contract date using the calendar, select **Modify** (the date will populate in the contract date field) and then select **Save**.

- The Contract Date can't be before the Date Declared Surplus – contact the GLR Business Manager for assistance if you require the Date Declared Surplus to be modified, GLRBusiness@dnrm.qld.gov.au.

- Once the property is on the market - enter this date in the Date Listed on Market field and if there is a Marketing Agent enter these details as well.

- If the property has been declared Surplus but is not ready for disposal, it is helpful to add Comments reflecting the restrictions impacting the disposal e.g. Native Title issues etc.

- If you notice that the lot/plan description shown is not current this information should be updated ASAP. Follow the steps in the next section.

Edit Surplus Lot/Plans

If since declaring the property Surplus a new plan has registered, you will need to update the lot/plan description of the Surplus property accordingly.

1. Search for the property
2. Update the Property.
   a. Expand the View/Maintain menu option and select Amalgamate/Subdivide.
   b. Enter the new lot/plan details and **Save** the change.
3. Update the Surplus Project.
   a. Expand the Dispose menu option and select Edit Surplus Lot/Plans.
   b. Using the **Add** and **Remove** buttons, add the new lot/plan to the project and remove the old description.
   c. **Save** the change.

Abandon a Surplus Project

If a surplus property previously earmarked for disposal is now required by that department and therefore no longer considered surplus to requirements the Surplus Project will need to be abandoned.

1. Search for the property; expand the Dispose menu option and select Maintain Surplus Project.

2. Select (tick) the relevant project from the table directly below the Maintain Surplus Project heading.

3. Click the **Abandon Project** button (underneath the table).

Once abandoned, the Performance Category will automatically revert to "Under Performing". You will need to update the Performance Category to "Performing" via the View/Maintain Property screen.

Sell Property

For the GLR to provide accurate reporting to Government on disposals, it is essential that Agencies managing the disposals update the GLR in a timely matter upon completion of the disposal.

As such, the following fields should be updated.

- Date listed on market

- Purchaser (if inter agency transfer)

- Settlement Date

- Sale Price

Once you select the Save button, the disposal is completed and has now been transferred to the SOLD area of the GLR.

1. Search for the property; expand the Dispose menu option and select Maintain Surplus Project.

2. Double-check that all the important fields (thick orange borders) have been completed including:

   a. Contract date for each lot that is part of the sale.

   b. Surplus Percent is correct for each lot. In most cases the surplus percent should be 100 by the time the property is sold (ie the parcel should have been subdivided giving a new lot/plan description for the surplus portion).

3. Click **Save** if you made any changes.

4. From the menu, select Sell Property.

5. Remove any parcels (and Improvements) that were not be part of the sale transaction.

   a. Select (tick) the table row containing the extra lot/improvement.

   b. Click the **Delete** button immediately above the table.

6. Complete all mandatory fields (thick red borders) as well as any other fields that you have information for.

7. Click **Save**.

Things to note

- The Settlement Date entered can't be a date before the Contract Date.

- All lot/plans displayed in the "Parcels" section on the Sell Property screen will be disposed /sold.

GLR Data

Data Origins

The following table details the data set and the origin of this data:

Origin	Data
Manual User Entry (Mandatory)	Property Name, GLR Owner Party, Lot/Plan, Land Use, Functional Category, Performance Category, Acquisition Details (Date, Purchase Price), and Asset Type.
Manual User Entry (Optional)	Improvements, Valuations, Features, Unregistered Leases, Secondary Use Capacity
ATS (Automated Titling System)	Title Reference, Tenure, Reserve Purpose, Easements, Leases, Registered Owner
DCDB (Digital Cadastral Database)	Area, Longitude, Latitude, Locality, Local Government, Tenure Group
PLI (Property Location Index)	Property Address* *The property address is loaded from the PLI when a property is entered; however, users have the option to manually overwrite it.
SIR (Spatial Information Resource)	Postcode, Electorate

Field Descriptions

GLR Property

A GLR Property is a collection of Lot/Plans identified as being owned or controlled by a Queensland Government Agency.

GLR Number / Property Number

A unique identifier for each property with the system.

Owner Party

All properties within the GLR are assigned to an Owner Party. An owner Party generally refers to a property portfolio within an Organisation. Each Organisation can have more than one Party setup in the GLR.

For example; Department of Education has the following setup:
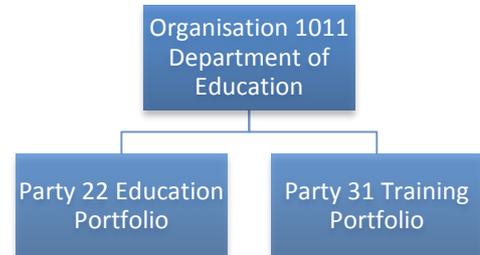
Jointly Owned

A flag indicating that the land is jointly owned by more than one party. Further details of ownership should be entered in the Comments field.

Address

The physical address of the property. On the View/Maintain Property screen the field is also used to display the Electorate.

Land Use

A code used to describe the current use of the land. Click on the **…** button to search for the most appropriate land use for each property.
NEC stands for not elsewhere classified.

Performance Category

Identifies the economic performance of the property. The appropriate performance category can be selected from the options in the drop down box

The Surplus category cannot be selected, a property can only be made Surplus by using the Declare Surplus screen.

Code	Description
Performing	A property that is being fully utilised and meeting service delivery benchmarks. E.g. a hospital that is fully occupied, is in good physical condition, has optimal functionality and meets service delivery benchmarks.
Under Performing	A property that is being under – utilised. E.g. a poorly located fire station resulting in increased response time.
Surplus	A property that has been identified as surplus to the agencies requirements and is no longer required.

Functional Category

Identifies the primary or major function the property serves with the agency. The available options are:

Code	Description
Core Service Delivery	Property that is required to support the delivery of an agency's core business. Characteristics include: Supports service needs as identified in the corporate strategic plan. Supports the delivery of services that cannot be readily relocated in the short term. Continues to be required in its current location in the long term. Meets projected service demand. Achieves benchmark targets in the delivery of core services. *E.g. a well located hospital that would require substantial capital investment to replace.*
Interim Core Service Delivery	The property supports delivery of agency services that are expected to be rationalized or discontinued within five years. Characteristics include: Delivers services where the demand for those services is decreasing due to the changes in demographics, consumer demand and new technology. Deliver services that may be more appropriate or efficient to be provided by another agency or the private sector. *E.g. medical advances have reduced the number of hospital beds required, resulting in a reduced asset size*
Future Core Service Delivery	The property is held predominantly to support the provision of projected future demand for an agency's core business. Characteristics include: Buildings or land currently under-utilised but required in the future due to projected demand for core agency business. Property that is earmarked for development and is part of the forward capital works program. Property identified in an agency's Physical Asset Strategic Plan as being required in the future *E.g. vacant land in an area where the future demand for core services is expected to due to an increasing population.*
Non-Core Commercial	The property is leased to other agencies or the private sector under commercial arrangements. Characteristics include: Leased to the private sector or another agency to provide non-core services. Leased to the private sector or another agency solely to generate income *E.g. lease of an agency owned property to the private sector to provide "non-core" services such as a linen service for a hospital.*
Non-Core Community	The property is made available to other agencies or community organisations on a non-commercial basis. Characteristics include: Availability to the private sector or community organisations for purposes other than the provision of core agency services at a non-commercial or no rent. Surplus property leased to a community organisation at a non-commercial rent. *E.g. an obsolete fire station made available to the local authority to provide community services for no rent with no formal lease documentation.* (This category does not include reserves set aside under the Land Act 1994 for a community purpose, E.g. a recreation reserve.)
Other	The property does not fall into any of the above categories. Characteristics include: Unallocated State Land, Remote land of low value and land which is uneconomic for the private sector to hold. Property held for the economic development of the State.

Land (Real Property) Details

Lot and Plan

The lot on plan description of each of the land parcels included in the property. The lot/plan should be a valid lot/plan registered in the Titles Registry. When changes are made to the lot/plan description (ie due to a new plan being registered) a GLR user must manually update the GLR with the new description via the Amalgamate/Subdivide screen.

Surplus %

If the parcel is involved in a Disposal Project, this field displays the amount of the parcel area that is surplus to the Agencies requirements.

Asset Type

Identifies the Asset type for each parcel within a property.

Code	Description
Owned	the department/agency is the registered owner of the property.
Leased	the department / agency is the lessee of the property.
Future Acquisition	the property has been identified as being required for a future need by the department/agency.
Easement	the department / agency is the easement holder over the property.
Improvement Only	this is an improvement only property, the department / agency owns the improvement not the land the improvement sits on.
Interest	the department / agency have an interest in the property. e.*g. an advertising sign or noise barrier*

Disposal Project / Surplus Project

Contact Name and Phone

The name and phone number of an officer who can provide further details about the disposal if required.

Surplus Percent

For each lot/plan that has been declared surplus the ⌐Surplus Percent⌐ is the portion of the parcel area that is surplus to the agencies requirements.

- In most cases; where one parcel is completely surplus the ⌐Surplus Percent⌐ value will be 100%.

- If the agency intends to retain 80% of the parcel area then the ⌐Surplus Percent⌐ value will be 20%.

- If multiple parcels are surplus then each parcel must have a ⌐Surplus Percent⌐ value specified. In the example below Lots 1 and 2 are completely surplus while Lot 3 is only 20% surplus; indicating that the Agency requires and intends to retain part of lot 3.

Lot	Plan	Surplus Percent
1	SP12345	100
2	SP12345	100
3	SP12345	20

Nominated Disposal Agency

Usually this is the same as the owner Party. If you elected to have another agency manage the disposal process on your behalf then this field will contain the Party ID of the agency that is managing the disposal.

Date Declared Surplus

The date the property was declared surplus to agency requirement on the GLR. The field can only be modified by the GLR Administrator. Contact GLRbusiness@dnrm.qld.gov.au.

Disposal Method

Code	Description
Available for Disposal	The property has been determined to be surplus to the Agencies requirements. It is not currently being marketed for sale. *The majority of current surplus properties will fall into this category. They include reserves and unallocated state land in regional areas. The land is not required for the day-to-day operation or strategic objectives of the owning agency but there is no current action being undertaken to market and sell the land. If an interested party were to begin negotiations an agreement to sell/transfer could be entered into.*
Market Process	The property is being actively marketed for sale. *The "Marketing Agent" and "Date listed on the market" fields are also required to be completed.*
Inter-Agency Transfer	Negotiations are underway to transfer the property between Government Departments (or a Statutory authority/Local Government) *Inter-agency transfer is the preferred method of selling and acquiring property by the Government.*
In-Priority Disposal	The property is being transferred on a priority basis. *This could include housing land or offer-back of land previously acquired through compulsory acquisition.*