

# GLP - PMC - Government Land Register

GLP/2004/1423 – Version 2

Endorsed 08/03/2006  
by PMC, Property Management Committee, Queensland Government

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## Version history

| Version | Date       | Comment   |
|---------|------------|---|
| 1       | 01/01/2000 | Endorsed  |
| 1.1     | 04/02/2005 | Conversion Project - New WORD/XML template      |
| 2       | 22/02/2006 | Updated version - endorsed                      |
| 2.1     | 13/06/2007 | Update Department name and Business unit names. |
| 2.2     | 04/02/2008 | Edit policy title                               |
| 2.3     | 20/10/2008 | Update Department name and Business unit names. |
| 2.4     | 12/04/2010 | Correct Department Name                         |

## Purpose

To ensure the computerised identification of all government controlled properties, including their current and potential use, and details of surplus properties in order to maximise the utilisation of property assets.

## Rationale

### ***Government Land Register (GLR)***

The GLR is a computerised database that contains details of all property (land and improvements, such as buildings) including leasehold and easement interests controlled by government departments, statutory authorities and other agencies constituted under State legislation. It supports Government Policy and Initiatives and aims to ensure consistent and relevant property asset information is available to the whole of government.

The GLR provides:

- A register of all State Government owned properties in the State of Queensland.
- Details of those government properties which have been declared surplus to the requirements of a controlling agency.
- A computer-based property management facility to enable better management of government property assets.

The GLR provides the core data common to the asset register needs of all government agencies. This core data, which is relatively static, has whole-of-Government significance for planning and coordination purposes. To minimise duplication and associated inefficiencies the GLR has been developed for an open systems environment with reliance on electronic linkages with other associated databases to achieve the efficient transfer and maintenance of common data.

The GLR database is electronically linked with the Digital Cadastral Data Base (DCDB) to provide spatial (map) information to complement the data stored in the GLR database. This facility allows selected cadastral data to be displayed graphically.

### ***Main use of 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.
- Production of reports to government on the progress of the government's property disposal program, property disposal cash flows and planned future infrastructure requirements.
- Production of reports to government and its agencies on property which is not essential to requirements to allow investigation for possible alternative government uses, disposal options and to assist in resolving planning issues.
- Monitoring property acquisitions to ensure compliance with government and agency process.
- Monitoring surplus properties and the disposal process generally. and
- Monitoring leased properties with a view to maximising rent received from government owned properties, and minimising rent paid to non-government sources.

### ***GLR user support***

The State Land System Maintenance Unit (SLSM) within the Department of Environment and Resource Management (DERM) provides the **system related support** for all users of the GLR. System related support includes:

- Assistance and advice for the technical needs and difficulties faced by users eg. Using the system or reporting of error messages
- Provide appropriate access to the GLR for users

- Maintain the GLR user information to ensure users are notified of release updates

For any system related enquires please contact the GLR Help Desk at [GLRhelpdesk@derm.qld.gov.au](mailto:GLRhelpdesk@derm.qld.gov.au) <<mailto:GLRhelpdesk@derm.qld.gov.au>> .

The Asset Disposal and Policy Unit, Property Services within DERM provides the **business related support** for all users of the GLR. Business related support includes:

- Provide training in the use and operation of the GLR
- Provide advice regarding Government Land Policies and Guidelines
- Managing the ongoing enhancement of the GLR and PMC Website

For any business related enquires please contact Asset Disposal and Policy, Property Services at [GLRBusiness@derm.qld.gov.au](mailto:GLRBusiness@derm.qld.gov.au) <<mailto:GLRBusiness@derm.qld.gov.au>> .

## ***Benefits of using the GLR***

### **Provision for Interfaces with other Information Systems.**

The GLR has been designed to form part of a network of information systems being promoted under the QLIS initiative. It can interface/link directly with other information systems in government, e.g. existing DCDB linkage, asset management systems. This will provide a simplified mechanism for maintaining substantial amounts of data held in the GLR database and on databases developed by individual agencies. It will also assist in minimising duplication and the cost associated with data capture and maintenance and greatly improve the accuracy and reliability of data which supports the planning and management of property assets.

### **Security of Information.**

Data held in the GLR can be accessed only by authorised users. Agencies are allowed to view the non financial data of all government properties in the GLR, but can only maintain properties for which they are the owner or responsible authority.

### **More Efficient Consolidation of Property Resources.**

The GLR provides the necessary information to facilitate the transfer of property assets between government agencies to suit the continually evolving administrative framework of government, e.g. amalgamation of government agencies, commercialisation of part of a government agency.

### **More Efficient Rationalisation of Resources.**

Properties deemed to be surplus to an agency's needs are recorded in the GLR. As all agencies have access to this information the need for the costly and inefficient circulation of a list of surplus properties across government has been eliminated.

### **Portfolio Management Tool.**

By forming part of a network of information systems, and by providing core data common to all government property holdings, the GLR facilitates improved co-ordination and planning across the public sector.

### **Asset Management Tool.**

Government agencies are responsible for the management of all of their assets. The GLR, which stores the core data of all government property holdings, provides an essential tool to manage property assets efficiently.

### **Inter-agency Transfer Opportunities.**

Government agencies are able to consult the GLR to establish whether any inter-agency transfer opportunities exist before proceeding to the open market place or to resumption procedures.

### **Disposal Program Monitoring.**

The Property Services unit within Department of Environment and Resource Management will use the GLR to monitor the disposal program and to produce reports at regular intervals for consideration by the Property Management Committee.

### **Key Source of Information.**

The GLR is a key source of information for government agencies when acquiring or disposing of property.

### **On-line Graphical or Database Interrogation.**

The GLR provides government agencies throughout Queensland with on-line access to the GLR. Enquiries on properties can be made either graphically or textually using the GLR database. As these facilities are integrated, users can switch from one inquiry mode to the other.

### **Ability to Specify Selection Criteria.**

A major advantage of the GLR is the ability to specify criteria on which a search is made of the data in the GLR database. For example, you may want information on a known specific property or you may want to "browse" through a number of properties that satisfy a particular requirement. The GLR provides a facility that allows you to specify one or a number of search criteria.

### **On-line Database Maintenance and Input.**

The GLR allows existing data held in the database to be updated and new data to be entered by the controlling agency.

### **Timely, Flexible and Up-to-date Reporting.**

Reports can be produced showing up-to-date information on all types of property. Full or brief reports can be generated for selected properties as well as a range of financial reports showing disposal information.

### **Future Infrastructure.**

Reports can be prepared in text format as well as displaying information spatially which supports the Department of Infrastructure and Planning in the coordination of future government services in accordance with the State Infrastructure Plan, regional planning policy, local government planning schemes and infrastructure planning.

## Policy

Details of all government controlled properties must be recorded on the GLR.

### ***GLR GUIDELINES***

- Government agencies are required to record details of all land and improvements on the GLR.
- All GLR data fields are to be maintained with accurate and current data by participating agencies.
- Agencies must record the surplus status of a property on the GLR as soon as practicable after the decision is taken that the property is surplus. For additional surplus property recording requirements refer to Disposal Policy 1.
- Details of newly acquired properties must be recorded on the GLR as soon as practicable after acquisition.
- The GLR should be used by government agencies seeking to acquire additional property to ensure inter-agency transfer opportunities are maximised.
- The GLR identification number of each property provides a unique asset identification reference which facilitates geographic cross-referencing and eventually the use of sophisticated geographic tools in support of asset management. It is therefore essential that the GLR number be incorporated in the identification of all physical assets as accountability is maintained and data verification between systems enhanced.

## Definitions

- DCDB - Digital Cadastral Data Base

## References

Government Property Management Portal <<http://www.pmc.qld.gov.au/>>

# Legislation

*Financial Accountability Act 2009*

*Financial and Performance Management Standard 2009*