

Pathway UX Property Divisions

infor Pathway

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1. Overview

This document describes the parameters and maintenance options available via Property Divisions.

2. Parameters - Division Copy Component Maintenance

Via the menu Property Administration >> Property Parameters >> Division Parameters >> Division Copy Component Maintenance.

This function enables the selection of property, parcel and/or title components to be copied or moved during the division process at different levels e.g. property level, parcel level or title level.

Division Copy Component Maintenance										
Homepage / Division Copy Component Maintenance										
Division Copy Components (28 results)										
→ Property Details → Title Details → Parcel Details →										
Code	Description	Allow Copy?	Allow Move?	Div. Auto Copy?	Sub Addr. Auto Copy?	Action Form	Property Level?	Title Level?	Parcel Level?	Active
AREA	Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LPAH2465	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COND	Condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2330	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DATAS	Data Source	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESCR	Descriptors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LPAH2450	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
DIFRAT	Differential Rating Codes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2470	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ESTATE	Estate Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FLOOD	Flood Data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LPAH2430	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
GIS	GIS Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2440	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
IDTY	Names	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2340	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LAP	Applications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LEASE	Lease Reference	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LLC	Licenses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
LUSE	Land Use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LPAH2320	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MEMO	Memo	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2360	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PARC	Parcel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LPAH2380	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PGRP	Property Group	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2390	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PLAN	Plans	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2410	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
PROPN	Property Name	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LPAH2460	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PROPO	Property Owner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LPAH2340	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PROPT	Property Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2467	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REFR	References	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2420	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
REFRP	References	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
STATUS	Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SICE	Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2350	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TAGS	Tags	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CSYH8105	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TITL	Title	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LPAH2370	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WARD	Ward	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2466	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ZONE	Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	LPAH2310	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Image 1

2.1 Property Creation

Within division processing by either the Wizard Advanced Property Creation or Division Maintenance Property Creation, the Advanced Property Creation options will present the Copy Components Maintenance with components available for copying, as defined for Auto Copy that exist on that property.

When creating sub-address properties, any Component flagged for Sub Addr - Auto Copy will be allocated on the newly created Properties.

The Components that can be further defined with filters are:

- Conditions – Filter on Condition Type. Applies to Property, Title and Parcel Conditions.
- Descriptors -- Filter on Descriptor. Applies only to Parcel Descriptors.
- GIS References – Choice of copying the GIS Reference from another property or creating the GIS reference using the Property, Title and/or Parcel TPK.
- Names – Filter on Role Type e.g. Occupier etc.
- Memo – Filter on Memo Type (applies to Property only)
- Plans – Filter on Plan Types (applies to secondary Plans for Property and Parcel)
- References – Filter on Reference Types (only allows selection from those Reference Types set up as a Many link type for Property only)
- Services – Filter on Services (only applies to Property and Parcel level).

The system parameter controls what level. Property, Title or Parcel, the components relate to. These settings cannot be changed.

To see what parameters can be used for each level use the heading filter, changing it to Selected, as shown in Images 2 to 5.

Parcels

Division Copy Components (10 results)											→ Property Details → Title Details → Parcel Details ...	
Code [A] ▼	Description [A] ▼	Allow Copy? ● ▼	Allow Move? ● ▼	Div. Auto Copy? ● ▼	Sub Addr. Auto Copy? ● ▼	Action Form [A] ▼	Property Level? ● ▼	Title Level? ● ▼	Parcel Level? ● ▼	Active ● ▼		
AREA	Area	✓				LPAH2465	✓				<div>All</div> <div>Selected</div> <div>Not selected</div>	
COND	Condition	✓		✓	✓	LPAH2330	✓	✓				
DESCR	Descriptors	✓		✓		LPAH2450						
FLOOD	Flood Data	✓		✓		LPAH2430						

Image 2

Division Copy Components (10 results)											→ Property Details → Title Details → Parcel Details ...	
Code [A] ▼	Description [A] ▼	Allow Copy? ● ▼	Allow Move? ● ▼	Div. Auto Copy? ● ▼	Sub Addr. Auto Copy? ● ▼	Action Form [A] ▼	Property Level? ● ▼	Title Level? ● ▼	Parcel Level? ● ▼	Active ● ▼		
AREA	Area	✓				LPAH2465	✓			✓		
COND	Condition	✓		✓	✓	LPAH2330	✓	✓	✓	✓		
DESCR	Descriptors	✓		✓		LPAH2450			✓	✓		
FLOOD	Flood Data	✓		✓		LPAH2430			✓	✓		
GIS	GIS Reference	✓		✓	✓	LPAH2440	✓	✓	✓	✓		
LUSE	Land Use	✓		✓		LPAH2320	✓	✓	✓	✓		
PLAN	Plans	✓		✓	✓	LPAH2410	✓		✓	✓		
REFR	References	✓		✓					✓	✓		
SVCE	Service	✓		✓	✓	LPAH2350	✓		✓	✓		
ZONE	Zone	✓	✓	✓	✓	LPAH2310	✓		✓	✓		

Image 3

Titles

Division Copy Components (9 results)											→ Property Details → Title Details → Parcel Details ...	
Code [A] ▼	Description [A] ▼	Allow Copy? ● ▼	Allow Move? ● ▼	Div. Auto Copy? ● ▼	Sub Addr. Auto Copy? ● ▼	Action Form [A] ▼	Property Level? ● ▼	Title Level? ● ▼	Parcel Level? ● ▼	Active ● ▼		
COND	Condition	✓		✓	✓	LPAH2330	✓	✓	✓	✓		
DATAS	Data Source	✓		✓				✓		✓		
ESTATE	Estate Type	✓		✓				✓		✓		
GIS	GIS Reference	✓		✓	✓	LPAH2440	✓	✓	✓	✓		
LEASE	Lease Reference	✓		✓				✓		✓		
LUSE	Land Use	✓		✓		LPAH2320	✓	✓	✓	✓		
PARC	Parcel	✓				LPAH2380		✓		✓		
PROPO	Property Owner	✓		✓		LPAH2340		✓		✓		
STATUS	Status	✓						✓		✓		

Image 4

Properties

Division Copy Components (19 results)											→ Property Details → Title Details → Parcel Details ...	
Code [A] ▼	Description [A] ▼	Allow Copy? ● ▼	Allow Move? ● ▼	Div. Auto Copy? ● ▼	Sub Addr. Auto Copy? ● ▼	Action Form [A] ▼	Property Level? ● ▼	Title Level? ● ▼	Parcel Level? ● ▼	Active ● ▼		
AREA	Area	✓				LPAH2465	✓		✓	✓		
COND	Condition	✓		✓	✓	LPAH2330	✓	✓	✓	✓		
DIFRAT	Differential Rating Codes	✓		✓	✓	LPAH2470	✓			✓		
GIS	GIS Reference	✓		✓	✓	LPAH2440	✓	✓	✓	✓		
IDTY	Names	✓		✓	✓	LPAH2340	✓			✓		
LAP	Applications	✓	✓		✓		✓			✓		
LLC	Licenses	✓			✓		✓			✓		
LUSE	Land Use	✓		✓		LPAH2320	✓	✓	✓	✓		
MEMO	Memo	✓			✓	LPAH2360	✓			✓		
PGRP	Property Group	✓		✓	✓	LPAH2390	✓			✓		
PLAN	Plans	✓		✓	✓	LPAH2410	✓		✓	✓		
PROP	Property Name	✓				LPAH2460	✓			✓		
PROPT	Property Type	✓		✓	✓	LPAH2467	✓			✓		
REFR	References	✓		✓	✓	LPAH2420	✓			✓		
SVCE	Service	✓		✓	✓	LPAH2350	✓		✓	✓		
TAGS	Tags	✓	✓	✓		CSYH8105	✓			✓		
TITL	Title	✓				LPAH2370	✓			✓		
WARD	Ward	✓		✓	✓	LPAH2466	✓			✓		
ZONE	Zone	✓	✓	✓	✓	LPAH2310	✓		✓	✓		

Image 5

2.2 Fields

Code

Contains the Code of the Component.

Description

Contains the description in full of the Component.

Allow Copy?

If this box is checked on, then the component is available to be copied to new or existing division records.

Allow Move?

If this box is checked on, then the component is available to be moved to new or existing division records.

Div. Auto Copy?

When this check box is checked on then the component is available to copy using either the Division Wizard or Division Maintenance process. If the check box is checked off then the component will not be available to be copied.

Sub Addr. Auto Copy?

When this check box is checked on then the component is available to copy using the creation of Sub properties process via Property Summary >> Options Menu >> Sub Properties.

If the check box is checked off, then the component will not be available to be copied.

Action Form

Asking Chris

Property Level?

The system displays a tick in the box for each component that is available for copying at the Property Level. Where possible, further filtering is available via the Property Details, Title Details and Parcel Details buttons, top right.

Title Level?

The system displays a tick in the box for each component that is available for copying at the Property Level. Where possible, further filtering is available via the Property Details, Title Details and Parcel Details buttons, top right.

Parcel Level?

The system displays a tick in the box for each component that is available for copying at the Property Level. Where possible, further filtering is available via the Property Details, Title Details and Parcel Details buttons, top right.

Active

If this box is checked on the Component is available to be linked to new or existing division records.

2.3 Copy Component Filter Maintenance

Enables the components available for copy/move to be defined at the property, title and parcel levels.

2.3.1 Condition Filter Maintenance

Displays the conditions available for selection during the division process, Image 6. Only those Conditions assigned will be available to copy or move.

The system defines whether the conditions are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

Condition Filter Maintenance

Save Undo

Homepage / Division Copy Component Maintenance / Condition Filter Maintenance

Copy Component

COND

Description

Condition

Available Conditions

Condition Type

[A] ▼

Description

[A] ▼

000_TESTUX	Test UX
55428	Testing for bug 55428 document location
ADEL	Adelaide urgent memo
AGC	Anti-Grinch Clause: No Holiday Sabotage
DOC1	Document can be altered no group
E	e
EMTYPE	Em's Property Condition
MANILA	MANILA TESTING
MGC	Maximum Grinchery Limits
NOGRP	Condition Type No Group

Selected Conditions

Condition Type

[A] ▼

Description

[A] ▼

001	NOTICE- COVER DANGEROUS WELL OR HOLE
002	CHARGE RE COVERING DANGEROUS WELL OR HOLE LGA S
003	NOTICE- FENCE SWIMMING POOL LGA S
004	CHARGE RE FENCING SWIMMING POOL LGA S.
005	NOTICE- CONSTRUCT RETAINING WALL L
006	CHARGE RE CONSTRUCTING RETAINING WALL LGA S.348(3)
009	NOTICE - STATEMENT
010	NOTICE - EMERGENCY ORDER
011	NOTICE - BFSC
012	SITE BEING RESUBDIVIDED - REFER DEPT PLANNING & BU

Image 6

Available Conditions

Displays the Condition Type code and Description of the conditions available for selection.

Selected Conditions

Displays the Condition Type code and Description of the selected conditions.

Assign and De-assign

Click on a condition in the Available Condition list on the left that you want to make available for copy/move, then click on the single arrow to assign it to Selected Conditions.

Click on a condition in the Selected Condition list on the right that you want to remove from copy/move, then click on the single arrow to assign it to Selected Conditions.

NOTE: If you want to assign or de-assign all the conditions at once, use the double arrow.

2.3.1 Descriptors Filter Maintenance

Displays the descriptors available for selection during the division process, Image 7. Only those descriptors assigned will be available to copy or move.

The system defines whether the descriptors are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

Descriptors Filter Maintenance

Save Undo

Homepage / Division Copy Component Maintenance / Descriptors Filter Maintenance

Copy Component

DESCR

Description

Descriptors

Available Descriptors

Description

[A] ▼

COGC Descriptor 1
COGC Descriptor 10
COGC Descriptor 11
COGC Descriptor 12
COGC Descriptor 13
COGC Descriptor 14
COGC Descriptor 15

Selected Descriptors

Description

[A] ▼

County
Desc5
Desc6 inactive
Fire Brigade
Hundred
Locality
Parish

Image 7

2.3.1 GIS Reference Filter Maintenance

Displays the available methods for the creation or copying of GIS References during the division process, Image 8.

The system defines whether the descriptors are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

GIS References Maintenance

SaveUndo

Homepage / Division Copy Component Maintenance / GIS References Maintenance

Copy Component

GIS

Description

GIS Reference

☒ Auto Create Using Property TPK

☐ Auto Create Using Title TPK

☐ Auto Create Using Parcel TPK

Image 8

2.3.1 Names Filter Maintenance

Displays the Name Types available for selection during the division process, Image 9. Only those Name Types assigned will be available to copy or move.

NOTE: Property Owner is listed as a separate Component.

The system defines whether the name types are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

Names Filter Maintenance

SaveUndo...

Homepage / Division Copy Component Maintenance / Names Filter Maintenance

Copy Component

IDTY

Description

Names

Available Name Types

[>>] [>]

Description

[A] ▾

Occupier

Trading Name

Voters Owner Group

Voters Occupier Group

Known as

Formerly known as

Smart Mobile

Inv Own Noms

Invalid Occupier Nominees

Selected Name Types

[<<] [<]

Description

[A] ▾




Image 9

2.3.1 Memo Types Filter Maintenance

Displays the Memo Types available for selection during the division process, Image 10. Only those Memo Types assigned will be available to copy or move.

The system defines whether the Memo Types are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

Memo Type Filter Maintenance
Save Undo

Homepage / Division Copy Component Maintenance / Memo Type Filter Maintenance

Copy Component

MEMO

Description

Memo

Available Memo Types

Description
[A]

63761
Cat Free Zone
Cross Application Memo
Em's Property Memo
Em's Property Memo with Word Data Type
Excel data type nominated
Flickr Image
Flickr Image
Infrastructure Agreement exists on this property
just cross apps not urgent
Link to & Urgent
main urgent memo

Selected Memo Types

Description
[A]

Change of ownership details
Head Lessee
Heritage Details
Mail Returned
New (Additional) Occupiers
New Enrolments
Phone Calls
Special property information
Urgent Memos
jpeg
testing cross app memo for lpa and lap

Image 10

2.3.2 Plans Filter Maintenance

Displays the Plans available for selection during the division process, Image 11. Only those Plans assigned will be available to copy or move.

The system defines whether the Plans are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

Plans Filter Maintenance
Save Undo

Homepage / Division Copy Component Maintenance / Plans Filter Maintenance

Copy Component

PLAN

Description

Plans

Available Plan Types

Description
[A]

Building Unit Plan
BUP of Re subdivision
Confirm Site Code
Contribution Plan SJD
D16770 Plan Type
Deposited Plan
Development & Planning
Government Road
GTP of Re subdivision
IDAS Plan Type
Local Environmental Plan

Selected Plan Types

Description
[A]

Community Title Plan
Contribution Plan TM PKtest
David's Plan
Development Contribution Plan
File Plan
PC Contribution Plan
Registered Plan
Strata Plan
Title Major Plan
Torrens Main Plan

Image 11

2.3.1 REFR References Filter Maintenance

Displays the References available for selection during the division process, Image 12. Only those References assigned will be available to copy or move.

The system defines whether the References are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

References Filter Maintenance

Save Undo

Homepage / Division Copy Component Maintenance / References Filter Maintenance

Copy Component Description

REFR References

Available References

Description [A] ▾

4th Bulk maintenance reference

a

Ads Property Heirarchy reference 17565

auckland code for checking - many

Selected References

Description [A] ▾

Image 12

2.3.2 Service Filter Maintenance

Displays the Services available for selection during the division process, Image 13. Only those Services assigned will be available to copy or move.

The system defines whether the Services are available at Property, Title and/or Parcel level, so only those buttons will be available for use.

Services Filter Maintenance

Save Undo

Homepage / Division Copy Component Maintenance / Services Filter Maintenance

Copy Component Description

SVCE Service

Available

Description [A] ▾

Bin-001

Commercial No Council Pickup RA

DRN29591 Commercial Recycle

Assigned

Description [A] ▾

Household Garbage Collection-120 Litre Bins

Household Garbage Collection-360 Litre Bins

Lawn Clippings

Image 13

3. Maintain Division Types

Via the menu Property Administration >> Property Parameters >> Division Parameters >> Maintain Division Types.

This function enables the creation, maintenance and deletion of Division Types, Image 14.

Division Type Maintenance			
Homepage / Division Type Maintenance			
Division Type (14 results) + Add ...			
<input type="checkbox"/>	Division Type [A] ▼	Description [A] ▼	Active ● ▼
<input type="checkbox"/>	AA	Assessment Amalgamation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AD	Assessment Division	<input checked="" type="checkbox"/>
<input type="checkbox"/>	AH	Assessment made Historic	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BA	Building Amalgamation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BD	Building Division	<input checked="" type="checkbox"/>
<input type="checkbox"/>	BH	Building made Historic	<input checked="" type="checkbox"/>
<input type="checkbox"/>	IN	Inactive Code	<input type="checkbox"/>
<input type="checkbox"/>	PA	Parcel Created	<input checked="" type="checkbox"/>
<input type="checkbox"/>	PH	Parcel made Historic	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ST	Strata Division	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TA	Title Amalgamation	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TD	Title Division	<input checked="" type="checkbox"/>
<input type="checkbox"/>	TH	Title made Historic	<input checked="" type="checkbox"/>
<input type="checkbox"/>	ZPR	Parcel Removed	<input type="checkbox"/>

Image 14

3.1.1 Fields

Division Type

Enter a code by which the Division Type will be described. Up to six alphanumeric characters may be entered.

Description

Enter the full description of the Division Type. Up to 50 alphanumeric characters may be entered.

Active

- ON the Division Type is available to be linked to new or existing Division records.
- OFF the Division Type is no longer available to the system. Any division record using this Division Type will remain as entered.

4. Performing Divisions

4.1.1 Division Search

Divisions can be searched for via menu:

- Property Administration >> Division Maintenance, to search on all divisions.
- Property Administration >> Property Maintenance >> Options >> Divisions, to search on all divisions.
- Property Maintenance >> select an individual property >> Options >> Divisions, to search for a division by individual property.

4.1.2 Division Maintenance Search

Search on all existing divisions via menu Property Administration >> Division Maintenance, Image 15.

Image 15

4.1.2.1 Fields

Division Number

Enter a Division Number (or part of the number and wildcards *2911*) on which to base your search. This can be a combination of Numeric and alpha characters. Select the Search button to initiate the search.

Description

Enter a Division Description (or part of the description and wildcards *High*) on which to base your search and use the Search button to initiate the search.

Division Type

Enter the Division Type Code or select the Division Type from the pop-up on which to base your search and use the Search button to initiate the search.

Status

Select the Status from the drop down on which to base your search. Use the Search button to initiate the search. The following options are available from the drop-down list:

- Accepted
- Approved
- Pending
- Rejected.
- (All).

Date Applied

Enter a date that the division was applied and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.

The Date Applied is recorded on the Property Division during the initial Division Entry process.

Date Resolved

Enter a date that the division was resolved and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.

The Date Resolved is recorded on the Property Division during the finalisation of the division.

Auto Expand

Turn on to view all division hierarchies in expanded mode, showing the title and parcel information under each property.

NOTE: Use a Profile to set this on permanently.

4.1.3 Division Search Profile via Property Maintenance

Via the menu Property Administration >> Property Maintenance >> Options >> Divisions, Images 16 and 17.

Property Address Search Profile

SearchClearNew

Homepage / Property Address Search Profile

Address Details

Address

Property Name

Property Group

Plan

House Number

- + - + <<

Start House Suffix

Street

Suburb

Post Code

Check GIS

Conditions

Crown Tenure

Divisions

Inspections

Land Use

Memo

Names

Nominee

Options

Profiles

Versions

Modes

Colours

Tracing

About Pathway

Image 16

Divisions Search Profile

SearchClear

Homepage / Property Address Search Profile / Divisions Search Profile

Division

Division Number

Description

Division Type

Status

(All)

Date Applied

d/MM/yyyy - d/MM/yyyy <<

Date Resolved

d/MM/yyyy - d/MM/yyyy <<

Address

Street

Suburb/Locality

Post Code

Include Primary

Yes

Include Alternate

Yes

Include Historic

No

Control Details

Status

Current

Council

Infor City Council

Ward

Land

(All)

Common Area

(All)

Occupancy

(All)

Base

(All)

Building

(All)

Type

☐ Churches and Places of Worship

☐ Common Property

☐ Community Property

☐ Council Owned Property

☐ Dons Property Type

☐ ForTesting No Licence

☐ ForTestingNoApplication

☐ Occupancy

Image 17

4.1.3.1 Fields

Division Number

Enter a Division Number (or part of the number and wildcards *2911*) on which to base your search. This can be a combination of Numeric and alpha characters. Select the Search button to initiate the search.

Description

Enter a Division Description (or part of the description and wildcards *High*) on which to base your search and use the Search button to initiate the search.

Division Type

Enter the Division Type Code or select the Division Type from the pop-up on which to base your search and use the Search button to initiate the search.

Status

Select the Status from the drop down on which to base your search. Use the Search button to initiate the search. The following options are available from the drop-down list:

- Accepted
- Approved
- Pending
- Rejected.
- (All).

Date Applied

Enter a date that the division was applied and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.

The Date Applied is recorded on the Property Division during the initial Division Entry process.

Date Resolved

Enter a date that the division was resolved and use the Search button to initiate the search. You can also click on the calendar icon to display a calendar, enabling the date to be selected.

The Date Resolved is recorded on the Property Division during the finalisation of the division.

Address – Street

Address – Suburb/Locality

Include Primary

Include Alternate

Include Historic

Control Details - Status

This field will default to Current.

Select the Status associated with the search you are performing. If all statuses are required select (All).

Control Details – Council

Select the Council code associated with the search you are performing. Where a default council code only is being utilised, the search will always utilise this code. If out of council properties are being processed via the Applications system, you will be able to select from multiple council codes

Control Details – Ward

This field defaults to (All).

Select the Ward code associated with the search you are performing. If a search is to be performed over a specific ward only, then select this ward from the dropdown list. If all wards are to be considered for a search, then leave this field set to (All).

Control Details – Land

Is a drop-box that defaults to (All).

If Yes is selected, then only those properties with an active Land Indicator will be returned.

If No is selected, then only those properties without the Land Indicator will be returned.

Control Details – Base

Is a drop-box that defaults to (All).

If Yes is selected, then only those properties with an active Base Indicator will be returned.

If No is selected, then only those properties without the Base Indicator will be returned.

Control Details – Common Area

Is a drop-box that defaults to (All).

If Yes is selected, then only those properties with an active Common Area Indicator will be returned.

If No is selected, then only those properties without the Common Area Indicator will be returned.

Control Details – Building

Is a drop-box that defaults to (All).

If Yes is selected, then only those properties with an active Building Indicator will be returned.

If No is selected, then only those properties without the Building Indicator will be returned.

Control Details – Occupancy

Is a drop-box that defaults to (All).

If Yes is selected, then only those properties with an active Occupancy Indicator will be returned.

If No is selected, then only those properties without the Occupancy Indicator will be returned.

Control Details – Direct Match

Direct Match is off by default will return selected properties and the full property structure that such properties exist in.

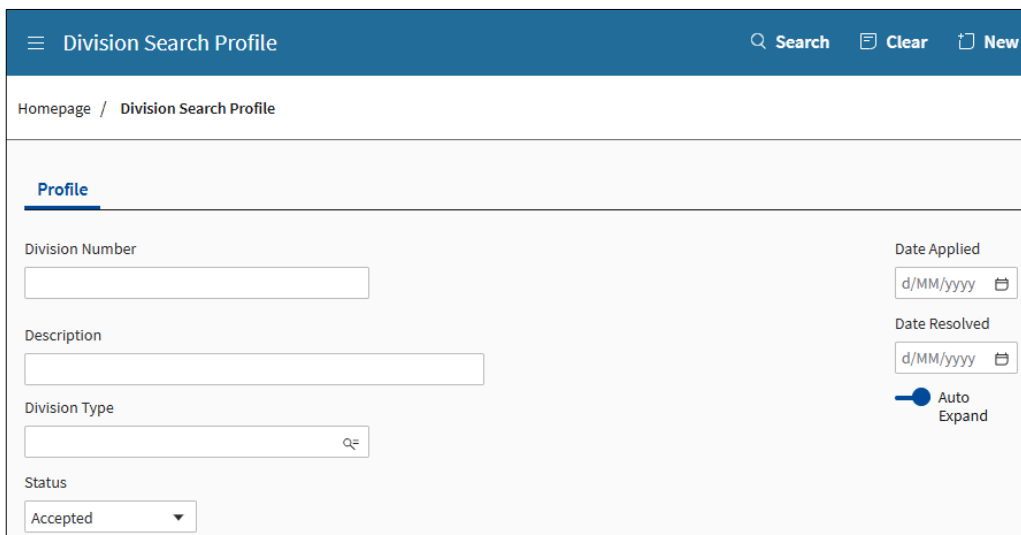
Setting Direct Match on will return selected properties that directly match the search criteria.

Control Details – Property Type

A Property Type can be chosen here as an additional search option. Multiple Types can be chosen and a default can also be set at the system level. Multiple types can be selected by simply clicking on the types required.

4.1.1 Seeing all the results

For example, you want to view all the divisions with a Status of Accepted. Enter Accepted into the Status field and click on Search, Images 18 and 19.



The screenshot shows the 'Division Search Profile' interface. At the top, there is a blue header bar with a menu icon, the title 'Division Search Profile', and three buttons: 'Search' (with a magnifying glass icon), 'Clear' (with an eraser icon), and 'New' (with a plus icon). Below the header, a breadcrumb trail reads 'Homepage / Division Search Profile'. The main content area is titled 'Profile' and contains several input fields: 'Division Number' (a text box), 'Description' (a larger text box), 'Division Type' (a text box with a search icon), and 'Status' (a dropdown menu currently showing 'Accepted'). On the right side of the form, there are two date pickers labeled 'Date Applied' and 'Date Resolved', both showing the format 'd/MM/yyyy' and a calendar icon. Below these is a toggle switch labeled 'Auto Expand' which is currently turned on.

Image 18

50+ Results

040925RA

Make 2 Stella TPK 1215532

Historic

Accepted

040925RA-1

2 Stella again

Accepted

141024RA

64948

Accepted

141024RA

64948

Accepted

141024RA

64948

Accepted

141024RA

64948

Accepted

141024RA

64948

Accepted

141024RA

64948

Accepted

141024RA

64948

Accepted

Continue To End

Property Summary

Add Tag >

Property Address

3 Stella Lane, Semaphore SA 5015 : (Property Address) : (Base, Occupan

Property Details

Owners

T TAYLOR

Description

Lot 2542 RPX 565657 500m2

Property Name

Property Type

Standard

Ward

Adelaide

Council

Infor City Council

Land Area

500 m2

Floor Area

0 m2

Date Created

Unknown date.

Last Modified

04-Sep-2025 07:26:54

Property Key

1208640

Title (

CT-1/2

Parcel

Lot 254

Nan

Pr

T T

Ra

T T

Indica

Base

Image 19

At the bottom of the Search Results, in the left hand column, click on Continue to End, Image 19. This will return all the results.

Page 17 of 68

127 Results

201125RA-13

66503 Land use and area not retained

Accepted

201125RA-9

66299

Accepted

201125RA-9

66299

Accepted

241125RA

5 Stella GIS Copy 66581

Accepted

241125RA

5 Stella GIS Copy 66581

Accepted

241125RA-8

67016

Accepted

AC181125V1

ac181125V1

Accepted

Q Analyse Results

Property Summary

Add Tag >

Property Address

3 Stella Lane, Semaphore SA 5015 : (Property Address) : (Base, Occupancy)

Property Details

Owners

T TAYLOR

Description

Lot 2542 RPX 565657 500m2

Property Name

Property Type

Standard

Ward

Adelaide

Council

Infor City Council

Land Area

500 m2

Floor Area

0 m2

Date Created

Unknown date.

Last Modified

04-Sep-2025 07:26:54

Property Key

1208640

Title (

CT-1/25

Parcel

Lot 254

Nam

Pre

T T

Ra

T T

Indica

Base

Image 20

Once the search has completed, Analyse Results will replace Continue to End, Image 20. Click on Analyse Results and the data will appear in a row format and can be Exported to Excel, using the ellipse button (three dots on the right), Image 21.

← Analyse Results

Q Update Results List

Analyse Results (127 results)

<input type="checkbox"/>	Division Number [A] ▼	Description [A] ▼	Division Status [A] ▼	Property [A] ▼
<input type="checkbox"/>	141024RA	64948	Accepted	Current
<input type="checkbox"/>	141024RA	64948	Accepted	Current
<input type="checkbox"/>	181125-RA1	Second division to see if error occurs	Accepted	Historic
<input type="checkbox"/>	181125RA	Property not retained 67015	Accepted	Historic
<input type="checkbox"/>	181125RA	Property not retained 67015	Accepted	Current

Personalize columns

Export to Excel

Row Height

☒ Extra small

☐ Small

☐ Medium

Image 21

4.2 Search for a division by individual property

Via menu Property Maintenance >> select an individual property >> Options >> Divisions. This search only displays the Divisions performed on that individual property, Image 22, with all Statuses included.

← Divisions for a Property Enquiry

Property Summary / Divisions for a Property Enquiry

Property Address

Lot 67015 Stella Lane, Semaphore SA 5015

Divisions (1 result)

→ Division → Properties ...

Division Number	Description	Status	Date Resolved
[A] ▾	[A] ▾	▾	▾ d/MM/yyyy
181125RA	Property not retained 67015	Accepted	18/11/2025

Image 22

Select the Division button if you want to view the division information.

Select the Properties button if you want to view the properties associated with the division.

Where there is more than one division on a property, Image 23, click on the division you want to view, then click on the Division button, or Properties button, or double click on the division to see the information associated with that division.

← Divisions for a Property Enquiry

Property Summary / Divisions for a Property Enquiry

Property Address

53 Cole Street, Pasadena SA 5162

Divisions (2 results)

→ Division → Properties ...

Division Number	Description	Status	Date Resolved
[A] ▾	[A] ▾	▾	▾ d/MM/yyyy
010101	53 cole pasadena	Rejected	6/11/2008
020101	53 cole Street Pasadena	Accepted	6/11/2008

Image 23

Division Enquiry appears, Image 24.

← Division Enquiry

Property Summary / Divisions for a Property Enquiry / Division Enquiry

Division Number

020101

Description

53 cole Street Pasadena

Status

Accepted ▾

Division Type

BD - Building Division

Plan Type

Plan Number

Division Hierarchy

...

Superseded

53 Cole Street, Pasadena SA 5162

Created

54 Cole Street, Pasadena SA 5162

Comments

Property Summary

53 Cole Street, Pasadena SA 5162

Memo: No data type nominated - Memo added to an historic property

Image 24

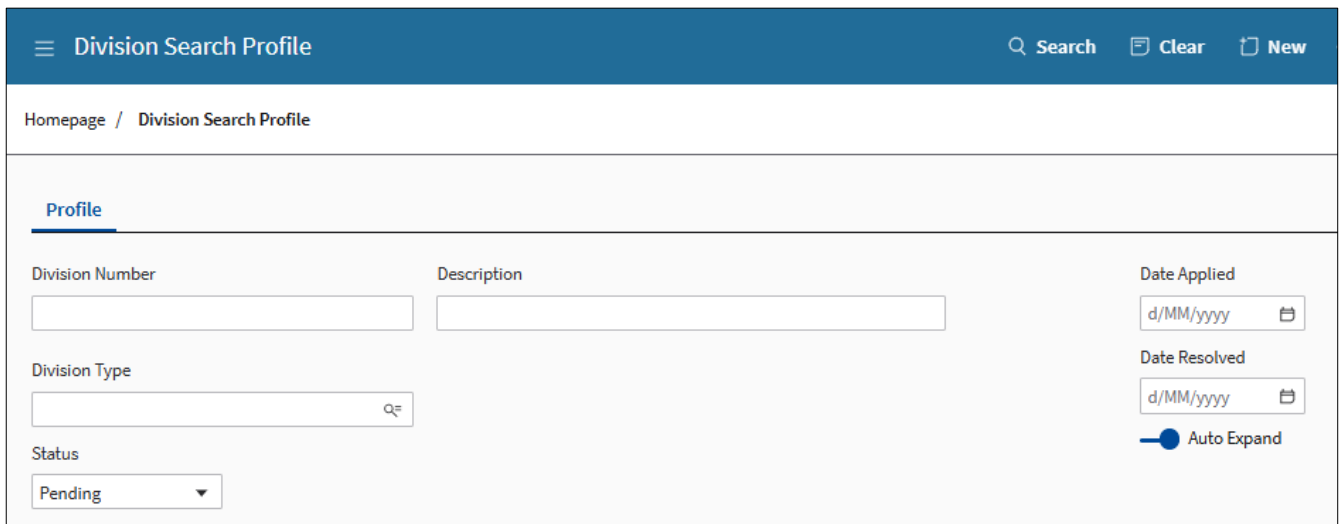
4.2.1 Division Entry

Via menu Property Administration >> Division Maintenance.

Division Entry can also be selected from Division Maintenance using the Entry Details button. This is via menu Property Administration >> Property Maintenance >> Options >> Divisions, or on an individual properties Options >> Divisions menu.

Enter the details relating to a property division. The Division Entry form also allows the selection of the primary property(s) which relate to the division being processed.

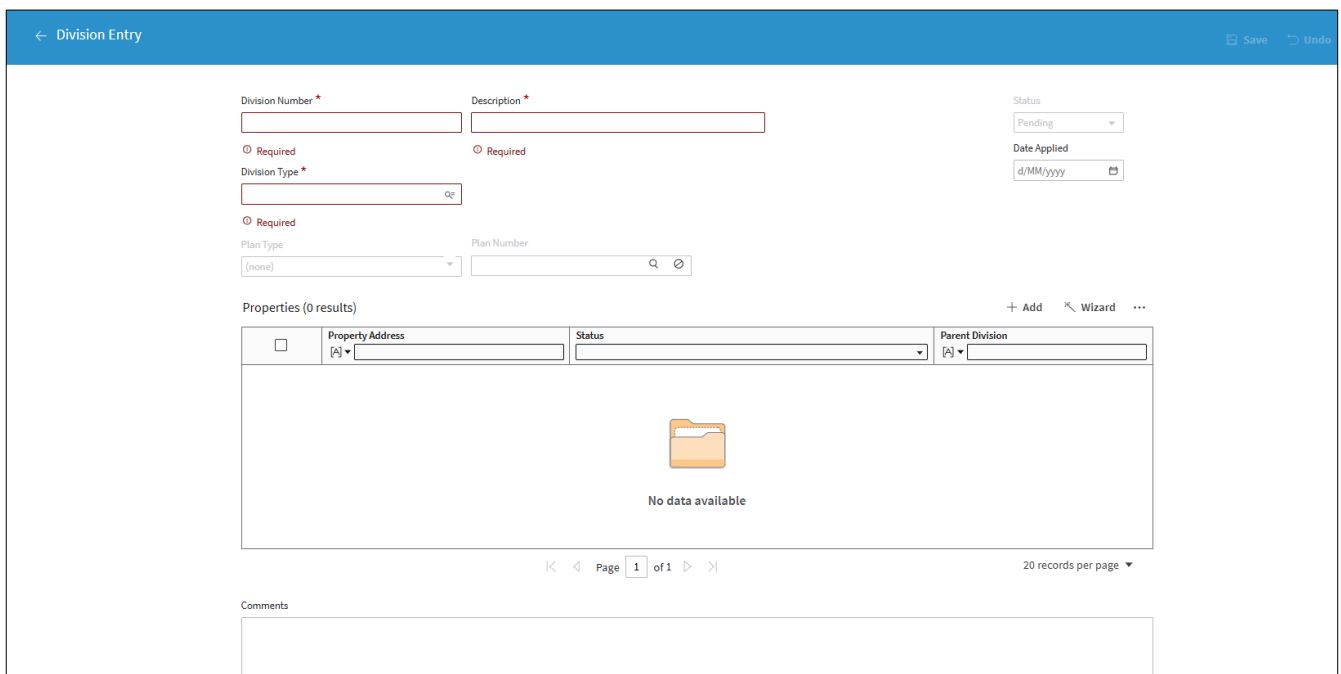
Click on New to create a new division, Image 25.



The screenshot shows the 'Division Search Profile' form. At the top, there is a blue header bar with a hamburger menu icon, the text 'Division Search Profile', and three buttons: 'Search' (with a magnifying glass icon), 'Clear' (with an eraser icon), and 'New' (with a plus icon). Below the header, a breadcrumb trail reads 'Homepage / Division Search Profile'. The main content area is titled 'Profile' and contains several input fields: 'Division Number' (text box), 'Description' (text box), 'Date Applied' (calendar icon with 'd/MM/yyyy' format), 'Division Type' (text box with a search icon), 'Date Resolved' (calendar icon with 'd/MM/yyyy' format), 'Status' (dropdown menu showing 'Pending'), and an 'Auto Expand' toggle switch.

Image 25

Fill in the mandatory fields, Image 26.



The screenshot shows the 'Division Entry' form. At the top, there is a blue header bar with a back arrow, the text 'Division Entry', and two buttons: 'Save' and 'Undo'. The form contains several input fields: 'Division Number' (text box with a red asterisk), 'Description' (text box with a red asterisk), 'Status' (dropdown menu showing 'Pending'), 'Division Type' (text box with a search icon and a red asterisk), 'Date Applied' (calendar icon with 'd/MM/yyyy' format), 'Plan Type' (dropdown menu showing '(none)'), and 'Plan Number' (text box with a search icon). Below these fields, there is a section titled 'Properties (0 results)' with a '+ Add' button, a 'Wizard' button, and a '...' button. This section contains a table with columns: 'Property Address', 'Status', and 'Parent Division'. The table is empty, and a message 'No data available' is displayed. At the bottom, there is a 'Comments' text box.

Image 26

Then add the relevant Plan and properties related to the division, Image 27.

←

Division Entry

Save

Undo

☆

Division Number *

271125RA

Description *

Division of 7A Main Street Eastwood

Status

Pending

Division Type *

TD - Title Division

Date Applied

d/MM/yyyy

Plan Type

(none)

Plan Number

Properties (1 result)

+ Add ✕ Wizard ...

<input type="checkbox"/>	Property Address	Status	Parent Division
<input type="checkbox"/>	7A Main Street, Eastwood SA 5063	Current	

<<

<

Page 1 of 1

>

>>

20 records per page ▼

Comments

Image 27

4.2.1.1 Fields

Division Number

Enter a unique number to identify the division. This can be an alpha numeric number up to fourteen characters. This is a mandatory field.

Description

This field contains a further description of the division. This is a fifty character field to further describe the division being processed. This information should assist in identifying the division e.g. may contain the property(s) involved in the division).

Division Type

Enter a Division Type Code or select the Division Type using the pop up.

Date Applied

This field contains the date from which the division is applicable i.e. the date that the application was lodged.

Plan Type

Select a Plan Type from the drop-down list or leave blank and select a Plan via Plan Number.

Plan Number

Enter the Plan Number if known or alternatively press the Pop Up button associated with the field. If a Plan Number is entered that does not exist a message will be displayed. Pressing the pop up button will allow you to perform searches, modify or create Plan records. All Plans are created via the Plan Maintenance function.

If a Plan type has been entered and this field is tabbed through then the Plan Selection form will be displayed with all plan records that match the Plan type entered.

Status

This field contains the status of the division, which is Pending by default and non-maintainable.

Comments

This field enables any further comments or details regarding the division being created.

+Add Button

This button displays the Property Search Profile. Search for the property(s) the division will be performed on.

Wizard Button

This button starts the Division Wizard.

Comments

Enter further information about the division into this field.

Parent Division

Where a property is already linked to an incomplete division, the parent division information will be displayed in the Properties grid, Image 28.

Properties (1 result)				+ Add	Wizard	...
<input type="checkbox"/>	Property Address [A] ▼	Status ▼	Parent Division [A] ▼			
<input type="checkbox"/>	78 Water Billing Boulevard, Eastwood SA 5063	Current	201125RA-15 - 66587 Copy Attributes Display Order			

Image 28

A property may belong to more than one incomplete division. When this occurs, you will be asked to select which division is to be the Parent Division, Image 29.

Make a selection

Select Parent Division for Property

Property Address
78 Water Billing Boulevard, Eastwood SA 5063

Division Property Link (2 results) → Select ...

Division Number ↕ [A] ▼	Date Applied = ▼ d/MM/yyyy	Description [A] ▼
201125RA-15	20/11/2025	66587 Copy Attributes Display Order
271125RA-5S	14/08/2023	Property/Division Pop-up

Image 29

4.2.2 Division Stages

4.2.2.1 Division Wizard Parameters Stage 1 of 5

The Division Wizard enables the necessary division information to be entered in a sequential manner. You may cancel from the Wizard at any point in the process by using the back arrow, Image 30. You also have the option to return to any previous stage of the Wizard using the Previous button. Once data has been entered click Next to go to the next Stage of the Wizard.

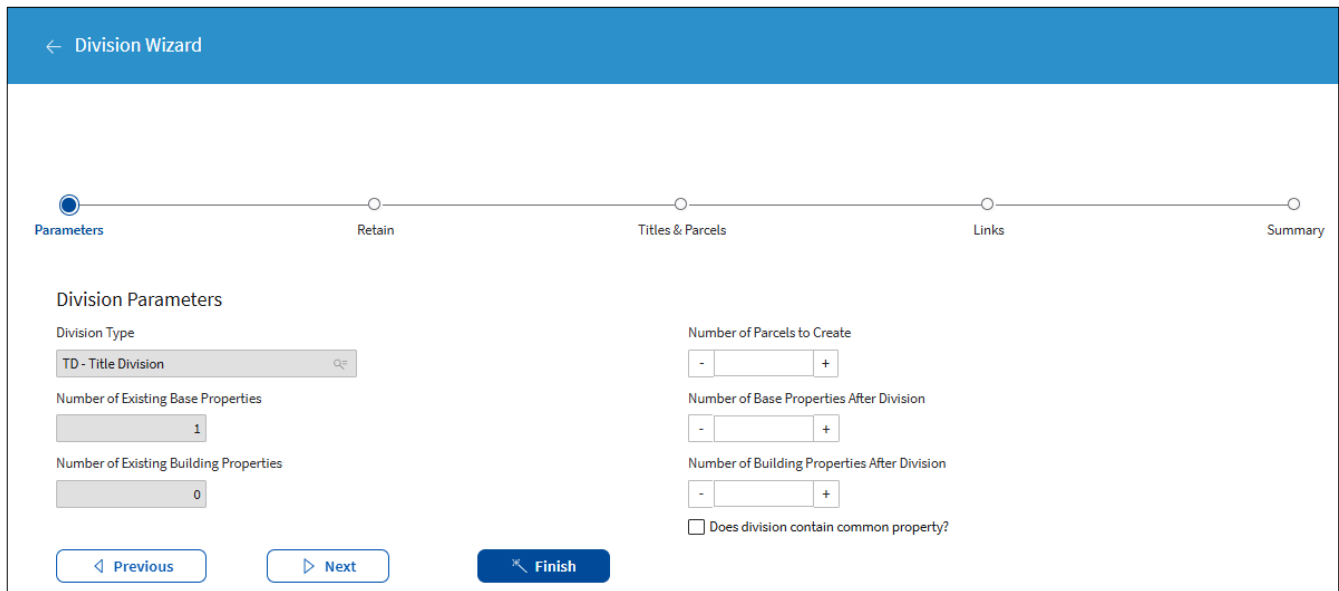


Image 30

4.2.2.2 Fields

Division Type

The Division Code and Division Description and is display only.

Number of Existing Base Properties

The number of existing base properties added to the division and is display only.

Number of Existing Building Properties

Contains the number of properties that have been added to the division that have an Existing Building Properties Indicator turned on and is display only.

Number of Parcels to Create

The number of parcels to be created in the division can be entered here as a cross check to ensure that you complete the division with the expected number of parcels.

Number of Base Properties After Division

The number of base properties that will exist after the division can be entered here as a cross check to ensure that you complete the division with the expected number of base properties.

Number of Building Properties After Division

The number of Building Properties that will exist after the division can be entered here as a cross check to ensure that you complete the division with the expected number of building properties.

Does division contain common property?

This field is used to set the Common Area indicator on any retained or newly created base properties.

Next Button

Use the Next button to move to the next stage of the Division Wizard.

Back Arrow

Use the back arrow to leave the division. The division will be saved, so remember to return to the division and either:

- complete the division manually or

- delete the division.

NOTE: Once you leave the division the Wizard will no longer be available. Image 31 shows a division that was closed and reopened, with the Wizard no longer available.

← Division Maintenance

SaveUndoDelete

Division Number *

271125RA

Description *

Division of 7A Main Street Eastwood

Status

Pending

Division Type *

TD - Title Division

Date Applied

d/MM/yyyy

Plan Type

Plan Number

Date Resolved

d/MM/yyyy

Division Hierarchy

Current 7A Main Street, Eastwood SA 5063

Current CT-77/77

Current Lot 7A

Comments

Property Summary

7A Main Street, Eastwood SA 5063

Occupier: Mr John Smith

Occupier: Ms Jane Ann Smith

GIS Reference: 1187939

CT-77/77

Property Owner: J Smith

Property Owner: J A Smith

Owner Nominee: Samantha Brown

Owner Nominee: Tom Brown

Lot 7A

Function (5 results)

Perform

Description

[A]

Create a new Parcel

Create a new Property

Create a new Title

Make this Property Historic

Remove this Property Structure

Page 1 of 1

20 records per page

Approve

Accept

Reject

Image 31

4.2.2.3 Division Wizard Stage 2 of 5 Retain

In this Stage nominate which properties are to be retained in the division. Modifications to address details can also be made in this stage, Image 32.

← Division Wizard

ParametersRetainTitles & ParcelsLinksSummary

Nominate Properties to Retain

Number of Properties Selected to Retain

0 of 1

Division Property Link (1 result)

→ AddressParentSelect Property

Property Address	Retain as Base	Retain as Building	Retain as Occupancy	Retain for
[A]				
Unit 60/100 Allenby				

Page 1 of 1

20 records per page

Summary

Unit 60/100 Allenby Road, Ottoway SA 5013 (Occupancy, Land) Type: Standard

Lot 67398

Condition(s):

FILL - Fillin Field

CATFREE - Cat Free Zone

Title: CT-67398/10

Owner(s):

A C Te Pohe

Parcel(s):

Lot 67398

Sub-property of: 50/100 Allenby Road, Ottoway SA 5013

Previous

Next

Finish

Image 32

All the properties selected during Division Entry appear in hierarchy display, Image 33. To retain a property, usually as the base property, click the left hand box next to the property you wish to retain, Image 33. If this checkbox is selected the Retain for field will automatically be populated with Division. If another reason for retaining the property is required the Retain for field can be changed from Division to Other and a base, building or occupancy property, and whether the property is being retained for division purposes or other purposes.

Once data has been entered click Next to go to the next Stage of the Wizard.

Nominate Properties to Retain

Number of Properties Selected to Retain

1 of 1

Division Property Link (1 result)

→ Address

Parent

Select Property

...

1 Selected					Remove
	Property Address	Retain as Base	Retain as Building	Retain as Occupancy	Retain for
<input checked="" type="checkbox"/>	[A] <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Unit 60/100 Allenby	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Division

Image 33

4.2.2.1 Fields

Number of Properties Selected to Retain

This field tallies the total number of retained properties as selected by the user from the list below.

Property Address

This field contains the Property address of the property selected in the Division Entry. This field is display only.

Retain as Base

If this checkbox is checked on the attached property record will be retained as a base property.

Retain as Building

If this checkbox is checked on the attached property record will be retained as a building property.

Occupancy

If this checkbox is checked on the attached property record will be retained as an occupancy property.

Retain For

This field defaults to Division but can be changed to Other if another retain reason is valid.

Summary

Displays information related to the property that has focus in the top half of the form. The type of information appearing in the Summary is defined in the Property System Parameter.

Address Button

Selecting this Address Detail button will display Property Address Maintenance for the attached property record, Image 34.

Details

Property Addresses Maintenance

Property Details

Description

Lot 67396

Override Description

Property Type *

STANDARD - Standard

Qc

Ward

01 - Adelaide

Qc

Ownership Code

Qc

Land Area

0

m2

Floor Area

m2

Allow Automatic Generation of Certificates

Sub Property Valuation Component Link Required

Indicators

Base

Building

Occupancy

Land

Allow Occupancies

Street

Common Area

Document Management

Publish to EDMS/Data Publisher

Rating Treatment Codes

Recalculate Area

Audit

Field Properties

Tracing

Property Address (including alternate addresses) (1 result)

Detail Add

Property Address	Address Type	System	Mail Out	Address Format
Unit 60/100 Allenby Road, Ottoway SA 5013	Primary			(Adelaide City Council)

Page 1 of 1

20 records per page

Property Name (0 results)

Add

Property Name	Date Effective	Date Lapsed	Status	Primary
	d/MM/yyyy	d/MM/yyyy		

No data available

Page 1 of 1

20 records per page

Image 34

Parent Button

This button creates a parent property for the subdivision. Once clicked on the message in Image 35 will appear.

Pathway

Do you want to add a new parent property or link the property as a child to an existing property?

New

Link

Cancel

Image 35

4.2.2.2 Division Wizard Stage 3 of 5 Title & Parcels

Titles and parcels are created using an automated bulk generation function, Image 36. Once data has been entered click Next to go to the next Stage of the Wizard.

NOTE: If no Folios are entered Titles are generated using the Volume only.

Image 36

4.2.2.3 Fields

Plan Type and Plan Number

Contain the Plan Description and Plan Number entered previously and cannot be maintained.

Copy Owners

This field defaults to the value set on the Property Owner component in Division Copy Component Maintenance. Yes will copy all owners to the created titles and No will not copy the owners to the new titles. The default can be overridden by selecting the other values.

NOTE: When an Owner is moved from one property to another, the Owner Nominee will be made historic on the original property, as will the owner. The process will not move the Owner Nominee. The Nominee record will need to be relinked manually on the new property(s).

When an Owner is copied from one property to another the Owner Nominees will remain current on the Original Property, as with the owner. The Owner Nominee record will need to be relinked manually on the new properties.

Title Prefix

The Title Prefix look-up allows you to select from the title prefixes set up under menu Property Administration >> Property Parameters >> Title Parameters >> Property Title Prefix Parameters. Title Prefixes could include:

- Certificate of Title
- Community title
- Crown Land
- Federal Lease
- Freehold
- Mortis Title
- Strata Title
- Torrens Title.

Volume

Contains the Volume from and the Volume to numbers. Up to eight numbers can be entered.

Folio

Contains the Folio from and the Folio to numbers. Up to four numbers can be entered.

Parcel Type

The Parcel Type look-up allows you to select from the parcel types set up under menu Property Administration >> Property Parameters >> Parcel Parameters >> Parcel Type Parameters. Parcel Types may include:

- Allotment
- Intersection
- Lot
- Main Lot
- Mortice
- Portion
- Road Sector
- Strata Unit.

Parcel Number

Contains the Parcel Number from and the Parcel Number to range. Six numbers can be entered in these fields.

Template

Is explained at the end of these Field explanations.

Exceptions

Enter a list of parcel numbers which should be omitted from the entered Parcel Number range, Image 37.

For Example:

- To enter a range of exceptions, enter 3-5. When the Generate Button is selected Parcel Numbers 3, 4 and 5 will not be generated.
- To enter separate numbers such as 2, 5, 9, and 13, enter a comma or semi colon between the numbers. Spaces can be used, or left out e.g. 2, 3, 4, 5 or 2,3,4,5 or 2 ; 3 ; 4 ; 5. When the Generate Button is selected Parcel Numbers 2, 3, 4 and 5 will not be generated.

Image 37

Title

After Generate is used the title and parcel descriptions will appear in the Titles and Parcels grid, Image 38.

Titles and Parcels (2 results)			...
<input type="checkbox"/>	Title [A] ▾	Parcel [A] ▾	
<input type="checkbox"/>	CT-2135/1	Lot 2135	
<input type="checkbox"/>	CT-2135/2	Lot 2136	

Image 38

The title and parcel descriptions are created using an automated bulk generation function. The system assumes that all numbers are incremented by one for each range.

If the number of items in the range of titles and the range of parcels does not match, then a warning will be displayed preventing further action until this is corrected.

4.2.2.4 Parcel Template Maintenance

Click on Template to go to Parcel Template Maintenance and a message will appear asking you what you want to do, Image 39.

You can:

- Create a Parcel Template on which to base the new parcels or
- Change the existing Parcel Template or
- Select an existing Parcel on which to base the new parcels or
- Cancel out of the function if it is not required.

Pathway

Do you want to create a new parcel template, change the current template or select an existing parcel to be used as a basis to create new parcels?

New

Change

Select

Cancel

Image 39

New and Change display Image 40.

Make a selection

Parcel Template Maintenance

Parcel Identification

Parcel Type

Plan Code

Plan Number

Description

Parcel Blocks (0 results)

+ Add ...

Block

[A]

No data available

<

>

Page 1 of 1

20 records per page

Section (0 results)

+ Add ...

Section

[A]

Part Section

No data available

<

>

Page 1 of 1

20 records per page

Crown Allotment (0 results)

+ Add ...

Crown Allotment

[A]

No data available

<

>

Page 1 of 1

20 records per page

Descriptors

Parish

(none)

Fire Brigade

(none)

Hundred

(none)

County

(none)

Locality

(none)

Desc5

(none)

COGC Descriptor 1

(none)

COGC Descriptor 2

(none)

COGC Descriptor 4

(none)

COGC Descriptor 5

(none)

COGC Descriptor 6

(none)

COGC Descriptor 7

(none)

COGC Descriptor 8

(none)

COGC Descriptor 9

(none)

COGC Descriptor 10

(none)

COGC Descriptor 11

(none)

COGC Descriptor 12

(none)

COGC Descriptor 13

(none)

COGC Descriptor 14

(none)

COGC Descriptor 15

(none)

COGC Descriptor 16

(none)

COGC Descriptor 17

(none)

COGC Descriptor 18

(none)

COGC Descriptor 19

(none)

Measurements

Land Area

Unit of Measure

m2

Frontage

Unit of Measure

m

Depth

Unit of Measure

m

Setback

Unit of Measure

m

Dimension Text

References

Census District

Census Data Collection

Map Reference

Sequence No

Continue

Image 40

4.2.2.1 Fields

Parcel Details – Parcel Description

Enter a description for the parcel details being entered (if applicable). The data that appears in the Parcel Description is defined via menu Property Administration >> Property Parameters >> Parcel Parameters >> Parcel Format Parameters. More than one Parcel Format can be defined, so the Parcel Format being used is defined under menu Property Administration >> Property Parameters >> System Parameter Maintenance.

Parcel Identification – Parcel Type

Select a Parcel Type from the look-up.

Parcel Identification – Plan Code

Select a Plan from the look-up or leave blank and select a plan via Plan Number.

Parcel Identification – Plan Number

Select a Plan from the look-up or create a new Plan.

Parcel Identification – Parcel Blocks

Click on +Add and enter Block data using up to eight alpha/numeric characters.

Parcel Identification – Section

Click on +Add and enter a Section using up to five alpha/numeric characters.

Parcel Identification – Crown Allotment

Click on +Add and enter the Crown Allotment details.

Descriptors

There are four descriptors available by default: Parish, Hundred, County and Locality. More descriptors can be created in Parcel Descriptor Parameters. Descriptors can be used in the Parcel Description.

Measurements – Land Area

Enter a Land Area size in this field and select a measurement type from the drop-down menu.

NOTE: The Land Area entered on the parcels are added together to make the Property Land Area.

Measurements – Frontage

Enter a Frontage size in this field and select a measurement type from the drop-down menu.

Measurements – Depth

Enter a Depth size in this field and select a measurement type from the drop-down menu.

Measurements – Setback

Enter a Setback size in this field and select a measurement type from the drop-down menu.

Measurements – Unit of Measure

The field defaults to the value set under menu Property Administration >> Property Parameters >> System Parameter Maintenance. It is a drop-down that displays the units of measure available for selection, including:

- Ac – acres
- Ha – hectares
- M2 – meters squared.

The default value can be overwritten.

Measurements – Dimension Text

Enter any Dimension Text in this field, if required.

4.2.2.2 Division Wizard Stage 4 of 5 Links

Those properties selected to be retained for division in Stage 2 will be available and it is also possible to create new properties. All property address details may also be modified during this stage.

The Next button, to proceed to Stage 5 of the wizard, may only be selected once all title/parcel pairs have been allocated to a property. A warning will be displayed if the number of base properties and/or the number of building properties do not equal those values entered in Stage 1 of the Wizard.

There are two lists displayed in Image 41:

- a list of title and parcel pairs and
- a list of properties. The property list is constructed in the standard hierarchy method to show the relationship between parent and child properties.

← Division Wizard

Parameters Retain Titles & Parcels Links Summary

Link Properties, Titles and Parcels

Parcel Number Usage: Not used Copy Components: Yes

Properties (1 result)

	Property Address	Title	Parcel
<input type="checkbox"/>	Unit 60/100 Allenby Road, Ottoway SA 5013		

Unlink Modify + Add ...

Page 1 of 1 20 records per page

Remaining Titles and Parcels

Titles and Parcels (2 results)

	Title	Parcel
<input type="checkbox"/>	CT-2135/1	Lot 2135
<input type="checkbox"/>	CT-2135/2	Lot 2136

Link ...

Page 1 of 1 20 records per page

Show less

Previous Next Finish

Image 41

Creating New Properties

Property creation options include:

1. Base property
2. Building property
3. Base property(s) using selected title/parcel(s)
4. Building property(s) based upon selected title/parcel(s)
5. Occupancy property(s) based upon selected title/parcel(s)
6. Advanced Property Creation, Image 42

NOTE: Options 1 and 2 only create a single property.

If the property is a sub-property, its address will be derived from the parent property in the usual manner. The form will allow the modification of the unit and level number, unit and level prefix, address prefix, street and suburb. For further modifications to the address, or to create alternate addresses a detail button is available allowing full address allocation via Property Address Maintenance.

NOTE: the addressing rules that apply are the same as those imposed in Address Maintenance i.e. regarding house number ranges, allowable streets etc.

Link Properties, Titles and Parcels

Parcel Number Usage: House Number Copy Components: Yes

Properties (1 result)

1 Selected		
	Property Address	Title
<input checked="" type="checkbox"/>	[A] []	[A] []
<input checked="" type="checkbox"/>	4 Anne Street, Semaphore SA 5015	

Unlink Modify Add ...

- Base property
- Building property
- Base property(s) using selected title/parcel(s)
- Building property(s) based upon selected title/parcel(s)
- Occupancy property(s) based upon selected title/parcel(s)
- Advanced Property Creation

Page 1 of 1

Image 42

The list displayed will depend on the currently selected property (check box on) and title/parcel e.g. if the currently selected property is an occupancy, then only options 1 and 3 will be available as it is not possible to create child properties for an occupancy.

If option 3 ,4, or 5 is selected, the number of properties created will be equal to the number of titles and parcels selected.

If option 6 is selected Property Default Selection is displayed.

Other examples, if the check box next to the Property retained by division is not clicked on, the only option available is Base property, Image 43.

Properties (1 result)

	Property Address	Title	Parcel
<input type="checkbox"/>	[A] []	[A] []	[A] []
<input type="checkbox"/>	Unit 60/100 Allenby Road, Ottoway SA 5013		

Unlink Modify Add ...

Base property

Image 43

If the check box is ticked on Advance Property Creation is also available, Image 44.

Advanced Property Creation is the usual option selected as the function automatically performs property creation, enabling components to be copied from the property retained in the division.

Properties (1 result)

1 Selected		
	Property Address	Title
<input checked="" type="checkbox"/>	[A] []	[A] []
<input checked="" type="checkbox"/>	Unit 60/100 Allenby Road, Ottoway SA 5013	

Unlink Modify Add ...

- Base property
- Advanced Property Creation

Image 44

Advanced Property Creation, Image 43, will be described here. Other property creation options will be described under EXAMPLES further in the document.

4.2.2.1 Fields

Parcel Number Usage

By default this field is set to Not used. If an option is selected, the House Number, or Unit Number or Level Number will be set to the parcel number, Image 45.

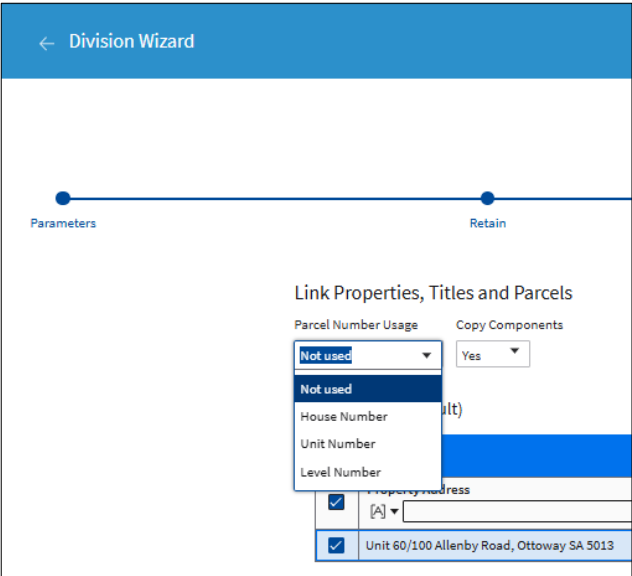


Image 45

Copy Components

This field is set to Yes by default, Image 43. Change to No if you do not want the components on the retained division property components to be copied.

4.2.2.1 Advanced Property Creation – Property Default Selection

Once Advanced Property Creation has been selected, Property Default Selection appears, Image 46.

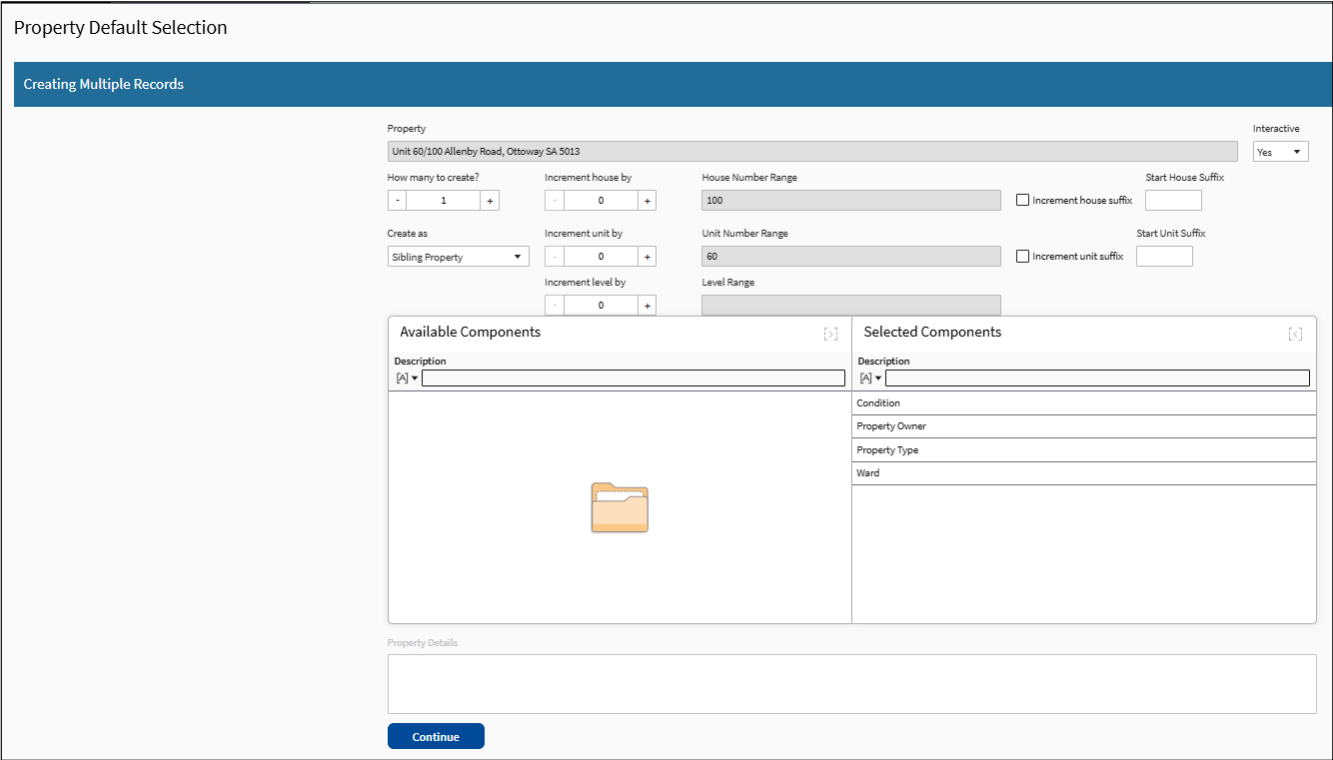


Image 46

Once the new property details have been entered click on Continue, Image 45.

4.2.2.1 Fields

Property

Property Address of the retained division property is displayed.

Interactive

If set to Yes, the new proposed properties will be created interactively. Interactive processing will enable you to see the property address(s) for each new property. This enables details to be changed or added during property entry.

If set to No, all proposed properties will be automatically generated, without accessing the property address.

How many to create?

This field enables the creation of multiple proposed properties. Enter the number of properties you wish to create.

Increment house by

Use this field to define the house number(s) of the proposed properties being created. Enter a number that you wish to increment house numbers by. The field alongside this number will display the range of house numbers which this will create.

House Number Range

This field displays the house number range that will be created by the combination of the previous two fields: How many to create? and Increment house by. The addressing rules that apply on this field are the same as those imposed in Address Maintenance regarding house number ranges.

Increment house suffix

Tick this checkbox if a suffix for the house number is required and then enter the required letter. A suffix is a letter which appears after the house number, for example 12A. Multiple suffixes are generated if multiple properties are being generated.

Start House Suffix

Enter what will the start house suffix be e.g. A.

Create as

This field enable you to determine the type of property which is to be created. The following options are available from the drop-down list:

- Main Property (created as a main property).
- Child Property (created as a sub-property).
- Sibling Property (created as a property on the same level e.g. sub-property).

Increment unit by

Use this field to define the unit number(s) of the proposed properties being created. Enter a number that you wish to increment unit numbers by. The field alongside this number will display the range of unit numbers which this will create.

Unit Number Range

This field displays the unit number range that will be created by the combination of the fields: How many to create? and Increment unit by. The addressing rules that apply on this field are the same as those imposed in Address Maintenance regarding unit number ranges.

Increment unit suffix

Tick this checkbox if a suffix for the unit number is required and then enter the required letter. A suffix is a letter which appears after the unit number, for example Unit 1A. Multiple suffixes are generated if multiple properties are being generated.

Start Unit Suffix

Enter what will the start unit suffix be e.g. A.

Increment level by

Use this field to define the level number(s) of the proposed properties being created. Enter a number that you wish to increment level numbers by. The field alongside this number will display the range of level numbers which this will create.

Level Range

This field displays the level number range that will be created by the combination of the fields: How many to create? and Increment level by. The addressing rules that apply on this field are the same as those imposed in Address Maintenance regarding level number ranges.

Available Components

This field displays the components available for selection. By default, all components will be displayed on the Selected Components side of this form. The Available components are dependant on the parameters set at the Division Copy Component Maintenance.

Selected Components

Copy Components was set to Yes in the previous screen, so a list of the components available on the retained property are listed and available, Image 44. If you do not wish to copy any of the components deassign them. **NOTE:** The selected components are dependant on the parameters set at the Division Copy Component Maintenance.

Property Details

Depending on the component that currently has focus a full description of the details are displayed in this field.

4.2.2.2 Back to Linking

We now need to link the new title/parcel(s) combinations to the new properties. Select the title/parcel combinations and the new properties they are to be linked to, then click on the Link button on the Titles and Parcels grid, Image 47.

← Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Link Properties, Titles and Parcels

Parcel Number Usage

Copy Components

Not used

Yes

Properties ...

↓ Unlink

↗ Modify

+ Add

...

2 Selected

↑ Up

↓ Down

Property Address	Title	Parcel
[A] ▼	[A] ▼	[A] ▼
<input type="checkbox"/> Unit 80/100 Allenby Road, Ottoway SA 5013		
<input checked="" type="checkbox"/> Unit 61/100 Allenby Road, Ottoway SA 5013		
<input checked="" type="checkbox"/> Unit 62/100 Allenby Road, Ottoway SA 5013		

<<

<

Page 1 of 1

>

>>

20 records per page ▼

Remaining Titles and Parcels

↑ Link

...

Titles and Parcels (2 results)

2 Selected

↑ Up

↓ Down

Remove

	Title	Parcel
<input checked="" type="checkbox"/>	[A] ▼	[A] ▼
<input checked="" type="checkbox"/>	CT-2135/1	Lot 2135
<input checked="" type="checkbox"/>	CT-2135/2	Lot 2136

<<

<

Page 1 of 1

>

>>

20 records per page ▼

Show less

Previous

Next

Finish

Image 47

After Linking the data will now appear as in Image 48.

Properties ...

Unlink

Modify

Add

<input type="checkbox"/>	Property Address [A]	Title [A]	Parcel [A]
<input type="checkbox"/>	Unit 60/100 Allenby Road, Ottoway SA 5013		
<input type="checkbox"/>	Unit 61/100 Allenby Road, Ottoway SA 5013	CT-2135/1	Lot 2135
<input type="checkbox"/>	Unit 62/100 Allenby Road, Ottoway SA 5013	CT-2135/2	Lot 2136

< < Page 1 of 1 > >

20 records per page

Remaining Titles and Parcels

Titles and Parcels (0 results)

Link


<input type="checkbox"/>	Title [A]	Parcel [A]
<div>  </div> <div>No data available</div>		

Image 48

Click Next to move to the next and final stage in the wizard, Image 47.

NOTE: If the parcels or properties appear out of order, select the record by using a check box, then use the Up and Down arrows in each data-grid to move the record, Image 48.

Properties ...

Unlink

Modify

Add

1 Selected

Up Down

<input type="checkbox"/>	Property Address [A]	Title [A]	Parcel [A]
<input type="checkbox"/>	Unit 60/100 Allenby Road, Ottoway SA 5013		
<input checked="" type="checkbox"/>	Unit 61/100 Allenby Road, Ottoway SA 5013		
<input type="checkbox"/>	Unit 62/100 Allenby Road, Ottoway SA 5013		

< < Page 1 of 1 > >

20 records per page

Remaining Titles and Parcels

Titles and Parcels (2 results)

Link

1 Selected

Up Down Remove

<input type="checkbox"/>	Title [A]	Parcel [A]
<input checked="" type="checkbox"/>	CT-2135/1	Lot 2135
<input type="checkbox"/>	CT-2135/2	Lot 2136

Image 48

4.2.2.3 Modify Properties Individually and Properties in Bulk

Modify Properties Individually and Properties in Bulk are also available during Stage 4 of the Wizard, Image 48a.

← Division Wizard

Parameters Retain Titles & Parcels Links

Link Properties, Titles and Parcels

Parcel Number Usage: Not used Copy Components: Yes

Properties ...

↓ Unlink ↗ Modify + Add ...

<input type="checkbox"/>	Property Address	Title
<input type="checkbox"/>	1802 Blakeney Road, Ottoway SA 5013	[A]
<input type="checkbox"/>	Unit 1/1802 Blakeney Road, Ottoway SA 5013	
<input type="checkbox"/>	Unit 2/1802 Blakeney Road, Ottoway SA 5013	

Image 48a

Modify >> Properties Individually

Select one or more properties, then Modify >> Properties Individually, Image 48b.

Modify

Modify Property Details

Refresh Previous 1 Next

Property: Unit 1/1802 Blakeney Road, Ottoway SA 5013 1 of 2

Modify

House Number: 1802 Start House Suffix: End House Number: End House Suffix: Address Prefix: (none)

Start Unit Number: 1 Start Unit Suffix: End Unit Number: End Unit Suffix: Unit Prefix: Unit

Start Level Number: Level Suffix: End Level Number: End Level Suffix: Level Prefix: (none)

Land Use: AR - Residential Property Type: Standard Land Area: Land Area Unit of Measure: m2

Continue

Image 48b

Each property can be maintained, one at a time, Image 48b. Click Next at the top of the screen to move to the next property. Click on Continue to return to the Division Wizard.

Modify >> Properties in Bulk, select all the properties you want to maintain by clicking in the selection box, then Modify >> Properties in Bulk, Image 48c.

Properties (3 results)

↓ Unlink ↗ Modify + Add ...

2 Selected

Properties Individually Properties in Bulk

<input type="checkbox"/>	Property Address	Title
<input type="checkbox"/>	1802 Blakeney Road, Ottoway SA 5013	[A]
<input checked="" type="checkbox"/>	Unit 1/1802 Blakeney Road, Ottoway SA 5013	
<input checked="" type="checkbox"/>	Unit 2/1802 Blakeney Road, Ottoway SA 5013	

Image 48c

NOTE: To select all the properties, click in the top box, Image 48d.

Properties (3 results)

3 Selected

<input checked="" type="checkbox"/>	Property Address
<input checked="" type="checkbox"/>	1802 Blakeney Road, Ottoway SA 5013
<input checked="" type="checkbox"/>	Unit 1/1802 Blakeney Road, Ottoway SA 5013
<input checked="" type="checkbox"/>	Unit 2/1802 Blakeney Road, Ottoway SA 5013

Image 48d

The fields available are limited to what can be changed on all the selected properties at once, Image 48e. Click on Continue to save the changes and return to the Division Wizard.

Modify

Bulk Modify Property Details

2 property(s).

Modify

House Number

- +

Start Unit Number

- +

Start Level Number

- +

Land Use

AR - Residential

Start House Suffix

Start Unit Suffix

Level Suffix

Property Type

Standard

End House Number

- +

End Unit Number

- +

End Level Number

- +

Land Area

End House Suffix

End Unit Suffix

End Level Suffix

Land Area Unit of Measure

m2

Address Prefix

(none)

Unit Prefix

Unit

Level Prefix

(none)

Continue

Image 48e

4.2.2.4 Division Wizard Stage 5 of 5 Summary

Contains two lists which are display only. Enables the operator to review the new property structure which will be created by the division. The existing property structure is displayed so the changes can be easily identified, Image 49.

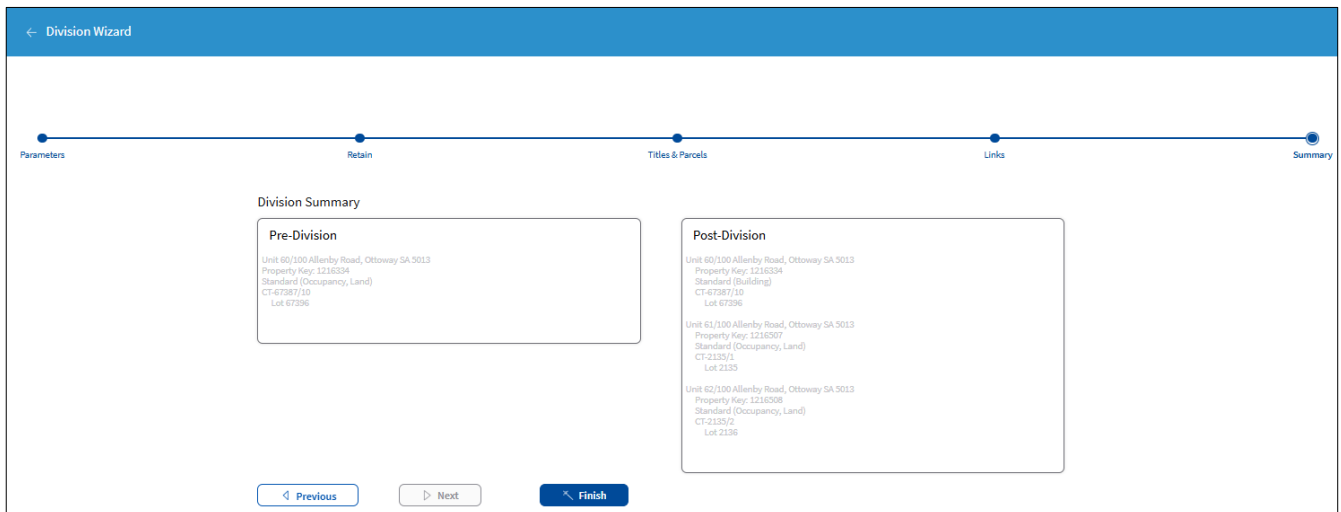
The image shows the 'Division Wizard' interface at the final 'Summary' stage. A progress bar at the top indicates the sequence: Parameters, Retain, Titles & Parcels, Links, and Summary (current). The main content area is divided into two columns. The left column, titled 'Division Summary', contains a 'Pre-Division' box listing: Unit 60/100 Allenby Road, Ottaway SA 5013; Property Key: 1216334; Standard (Occupancy, Land); CT-67387/10; Lot 67396. The right column, titled 'Post-Division', contains a box listing three units: Unit 60/100 Allenby Road, Ottaway SA 5013 (Property Key: 1216334, Standard (Building), CT-67387/10, Lot 67396); Unit 61/100 Allenby Road, Ottaway SA 5013 (Property Key: 1216307, Standard (Occupancy, Land), CT-2135/1, Lot 2135); and Unit 62/100 Allenby Road, Ottaway SA 5013 (Property Key: 1216308, Standard (Occupancy, Land), CT-2135/2, Lot 2136). At the bottom are three buttons: '< Previous', '> Next', and 'Finish'.

Image 49

4.2.2.5 Fields

Pre-Division Summary

Contains the properties that were selected during Division Entry, including their titles and parcels.

Post-Division Summary

Contains the property structure after the division including titles and parcels.

If everything looks OK, click Finish to complete the division, Image 48. A progress bar will appear to show you where the division processing is up to. Once processing is completed Image 50 will appear.

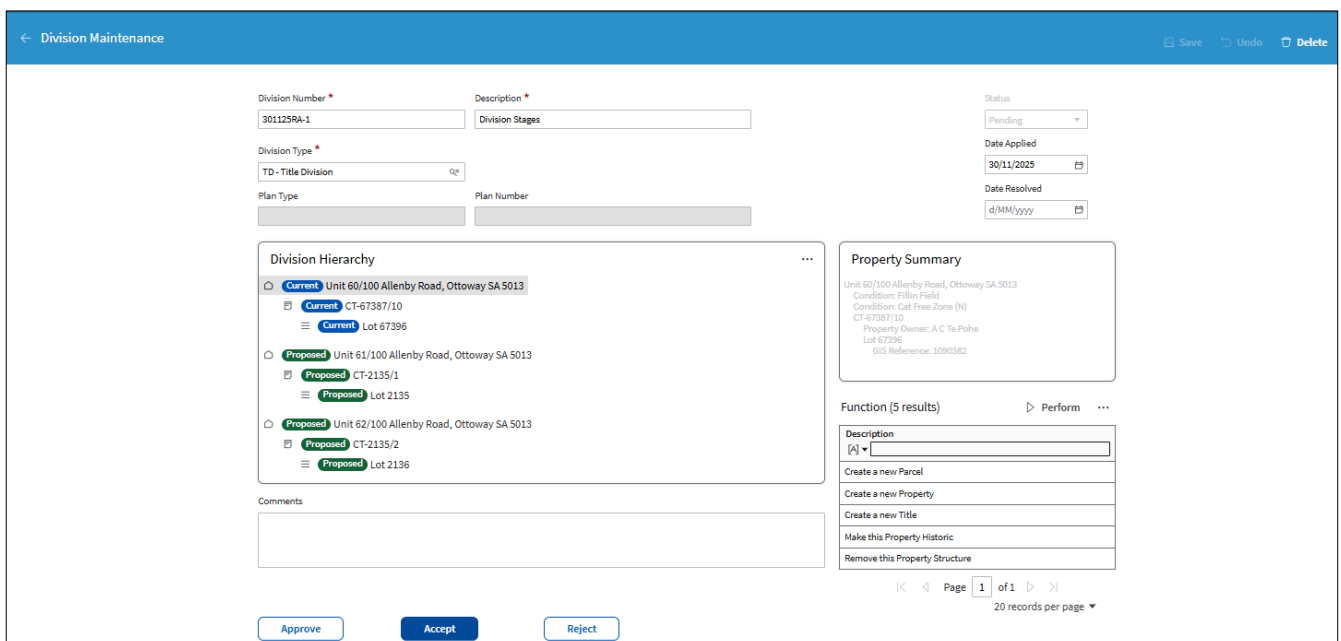
The image shows the 'Division Maintenance' screen. At the top, there are buttons for 'Save', 'Undo', and 'Delete'. The form is divided into several sections. On the left, there are input fields for 'Division Number' (301125RA-1), 'Description' (Division Stages), 'Division Type' (TD - Title Division), 'Plan Type', and 'Plan Number'. On the right, there are dropdowns for 'Status' (Pending), 'Date Applied' (30/11/2025), and 'Date Resolved' (d/MM/yyyy). The central part of the screen features a 'Division Hierarchy' tree with three main branches: 'Current' (Unit 60/100 Allenby Road, Ottaway SA 5013) with sub-items 'Current' (CT-67387/10) and 'Current' (Lot 67396); 'Proposed' (Unit 61/100 Allenby Road, Ottaway SA 5013) with sub-items 'Proposed' (CT-2135/1) and 'Proposed' (Lot 2135); and 'Proposed' (Unit 62/100 Allenby Road, Ottaway SA 5013) with sub-items 'Proposed' (CT-2135/2) and 'Proposed' (Lot 2136). Below the hierarchy is a 'Comments' text area. On the right side, there is a 'Property Summary' box showing details for Unit 60/100 Allenby Road, Ottaway SA 5013, including condition, occupancy, and owner. Below that is a 'Function (5 results)' section with a search bar and a list of actions: 'Create a new Parcel', 'Create a new Property', 'Create a new Title', 'Make this Property Historic', and 'Remove this Property Structure'. At the bottom, there are three buttons: 'Approve', 'Accept', and 'Reject'. A pagination bar at the very bottom shows 'Page 1 of 1' and '20 records per page'.

Image 50

Enter the Date Resolved and Approve, Accept or Reject the division, Image 49. Approve is used if you want to complete the division in two steps, the final step being to Accept the division. Reject can be used if you want to record that a division was attempted but rejected. Used instead of deleting divisions.

NOTE: It is still possible to:

- delete the division and start again or

- use a Function to make further changes to the division or
- Options - Copy this division, Image 51 or
- Return to Entry Details via the Options menu, also shown in Image 51.

Division Maintenance

Save Undo Delete

Division Number * 301125RA-1 Description * Division Stages

Status Pending

Division Type * TD - Title Division Q*

Date Applied 30/11/2025

Plan Type Plan Number

Date Resolved d/MM/yyyy

Division Hierarchy

- Current Unit 60/100 Allenby Road, Ottoway SA 5013
- Current CT-67387/10

Property Summary

Unit 60/100 Allenby Road, Ottoway SA 5013
Condition: Fillin Field
Condition: Call Free Zone (N)
CT-67387/10

Copy
Entry Details
Audit
Field Properties

Image 51

5. Division Maintenance (Enquiry)

Division Maintenance is available via menus:

- Property Administration >> Division Maintenance, to maintain or view any division.
- Property Administration >> Property Maintenance >> Options >> Divisions, to maintain any incomplete division or view completed divisions.
- Property Maintenance >> select an individual property >> Options >> Divisions, to search for a division by individual property.

The following major functions may be performed in Division Maintenance, Image 52:

- Add proposed property, title and parcel details, single or multiple functions available.
- Copy, Move or Share Title and Parcel details.
- Copy details between Primary and Proposed properties.
- Remove properties, titles or parcels from the division as required.
- View existing property details via the Property summary screen, or using the detail buttons to access property, title or parcel details.
- Review and amend the initial Entry Details of a division via the Entry Detail button.
- Accept or Reject property divisions (based on the user security which has been granted).

Division Maintenance

Save Undo Delete

Division Number * 271125RA-6 Description * Strata division and corrctn of 1001 Petherton Road

Status Pending

Division Type * TD - Title Division Q*

Date Applied 27/11/2025

Plan Type Plan Number

Date Resolved d/MM/yyyy

Division Hierarchy

- Current 1001 Petherton Road, Eyre SA 5121
 - Current Pathway Internal Title
- Current 1001 Petherton Road, Eyre SA 5121
 - Current Pathway Internal Title
- Current 1001 Petherton Road, Eyre SA 5121
 - Current CT-258/2
 - Current Lot 2

Comments

Property Summary

1001 Petherton Road, Eyre SA 5121
GIS Reference: 1206750
Property Owner: Ashmore's Subdivision Services

Function (5 results) Perform

Description [A]

Create a new Parcel

Create a new Property

Create a new Title

Make this Property Historic

Remove this Property Structure

Page 1 of 1 20 records per page

Approve Accept Reject

Copy
Entry Details
Audit
Field Properties

Image 52

5.1.1.1 Fields

Division Number

Contains the mandatory unique user defined alpha-numeric Division Number.

Description

Contains the mandatory division description, which can be up to fifty characters long. Enter information that will assist in identifying the division e.g. Strata division of 1 Main Road.

Division Type

Contains the Division Type Code and Description allocated to the division.

Plan Type and Plan Number

These fields display the Plan Type Description and Plan Number and are non-maintainable.

Division Hierarchy

Click on any of the items shown in the hierarchy: Property, Title and Parcel, information appears in the usual hierarchy format.

Status

Status of the division is non-maintainable.

Property Summary

Summary of the item you are focused on in the Division Hierarchy.

Date Applied

This field displays the date the division is approved and are non-maintainable.

Date Resolved

This field displays the date the division is either accepted or rejected and is non-maintainable.

Details

The detail ellipse (three dots) enables you to detail out to the selected record to view its details, Images 53 and 54.

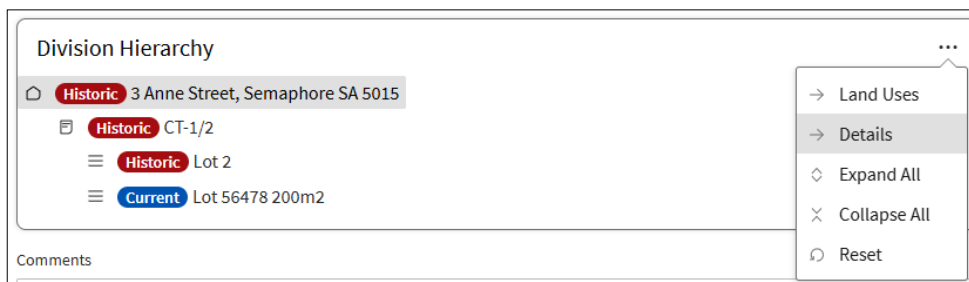


Image 53

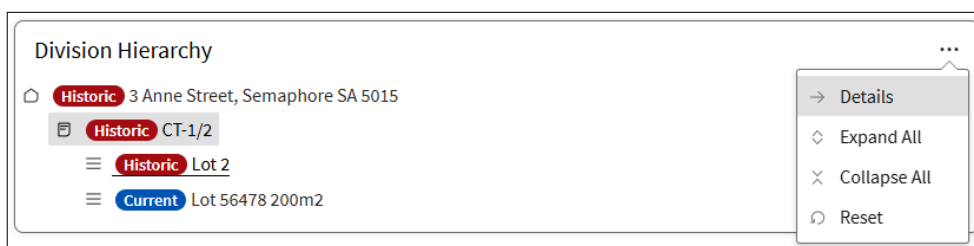


Image 54

Pending properties will restrict the maintenance of certain details (Titles and Parcels, Sub Properties), but other options may be accessed from within the property if the appropriate user security allows.

Comments

This field enables users to add extra comment to the Division record This field is multi lined and alpha/numeric data can be added.

Status

This field contain the status of the division. The following statuses may apply to a division:

- Pending – divisions in the initial entry stage are all defined as Pending
- Accepted – division has been accepted - all proposed properties will now be current

- Superseded – replaced by another division.
- Rejected – division has been rejected - all proposed properties will be removed.

Date Applied

This field displays the date the division is approved and are non-maintainable.

Date Resolved

This field displays the date the division is either accepted or rejected and is non-maintainable.

Property Summary

This field contains a list of the property and all its links, titles, parcels, zones, conditions, applications etc.

Select the Property formatted address within the Division Hierarchy section of the form to redisplay each listed Primary and Proposed property. This Property Summary is intended to supply a quick picture of the properties. If further details are required, the detail button alongside each property, title or parcel may be utilised to access the appropriate information via the Property Summary form. This field is display only and cannot be maintained.

Approval

This button is used when the Sub-Division has been approved but is not to be accepted until finalisation of Plans and Titles et cetera. Selecting the Approval button, will change the Status of the Sub-Division from Pending to Approved and the Properties/Parcels within the Division cannot be maintained, unless the operator has been assigned this authority.

NOTE: The appropriate user authority is required to perform this function. Refer to the Council Maintenance parameter for nominating user security. This has been introduced to allow sites to manage any re-linking or maintenance of other modules and even the property itself, before the Division is finalised.

Where Maintain Approved Divisions authority has not been assigned and a Division has a Status of Approved, then the user is taken into the Division in Enquiry Mode only.

Note: Approving a Division does not alter any statuses of the properties or parcels. From this viewpoint, it is exactly the same as a Pending Division. Approving the Division, will generate all associated workflow User Actions and e-mails.

Accept Button

By pressing this button, the property division will be accepted. This process will perform the following Functions:

- The History Status of the property division will be updated to Accepted.
- All Pending properties, titles and parcels will be finalised within the property system as Current.
- All Properties flagged to become historic will be finalised within the property system as Historic.

NOTE: The appropriate user authority is required to perform this function. Refer to the Council Maintenance parameter for nominating user security. If the Approved Status is not used, and the Division is simply Accepted, the Actions will still be processed and the resultant e-mails generated.

NOTE: The Workflow User Actions and e-mails are generated only when the Division Status changes from Pending. Therefore, if Approval is used, the Status of the Division changes from Pending to Approved. When the final Accept is performed, the Status changes from Approved to Accepted. As such, Actions and e-mails will not be generated a second time.

Reject Button

By pressing this button, the property division will be rejected. This process will perform the following functions:

- The History Status of the property division will be updated to Rejected
- All Pending properties, titles and parcels will be removed from the property system.
- The Primary property will remain unchanged within the property system.

NOTE: The appropriate user account authority is required to perform this function. Refer to the Council Maintenance parameter for nominating user security.

Options - Entry Details Button

By pressing this button, you are able to access the Division entry form. This is the form which is presented when you first create a division and enables details relevant to the division to be selected, in addition to the selection of properties. This form also allows access to the Division Wizard for automated creation of

properties for a Division.

Options - Copy Button

By pressing this button you will access Copy Attributes Maintenance which enables selected details to be copied from the Primary Property to the listed Proposed Properties.

6. Functions

The functions displayed will differ depending on whether the focus is on a property, title or parcel and the state of that record. If a function isn't displayed it cannot be performed.

Focus is on a property, Image 55 shows the Functions available.

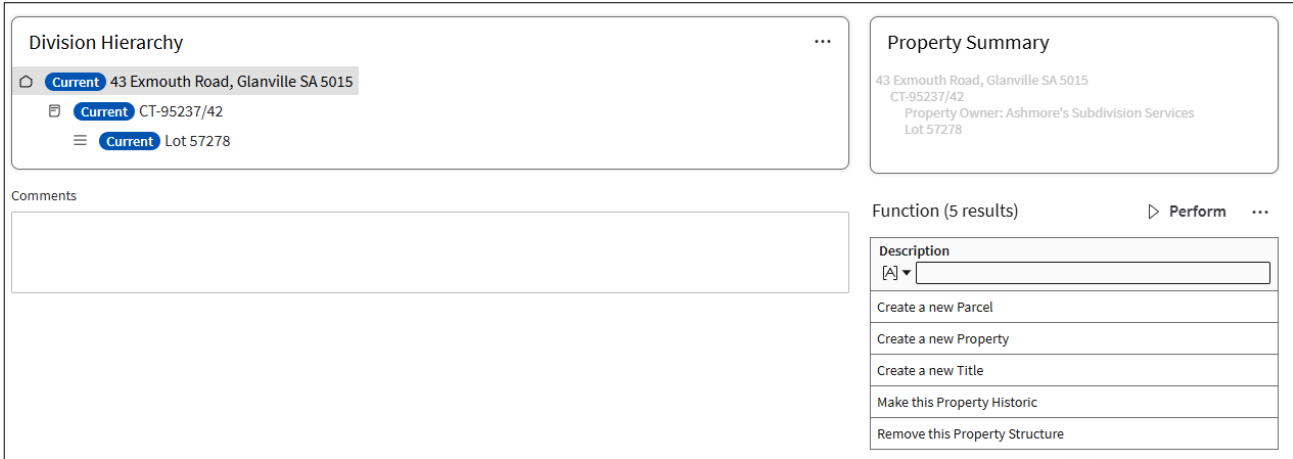


Image 55

Focus on a title that is a Pathway Internal Title, Image 56 and there are no Functions available.

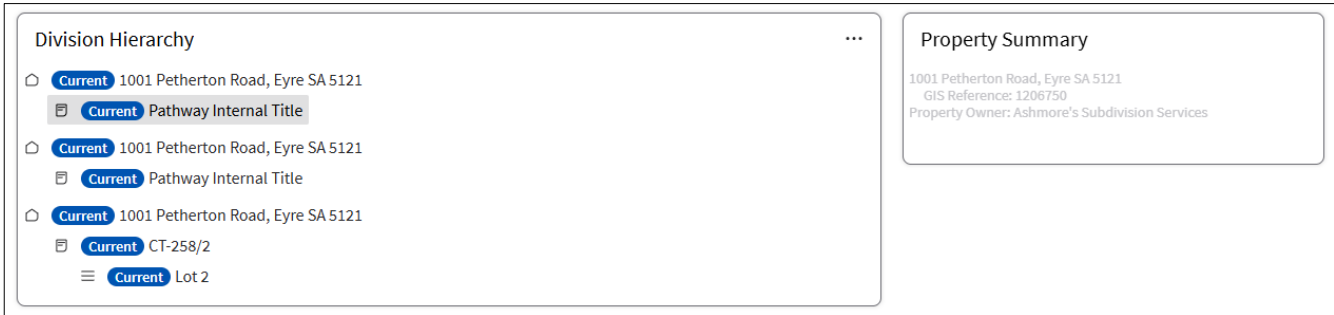


Image 56

Whereas a limited list of Functions are available when a defined title is the focus, Image 57.

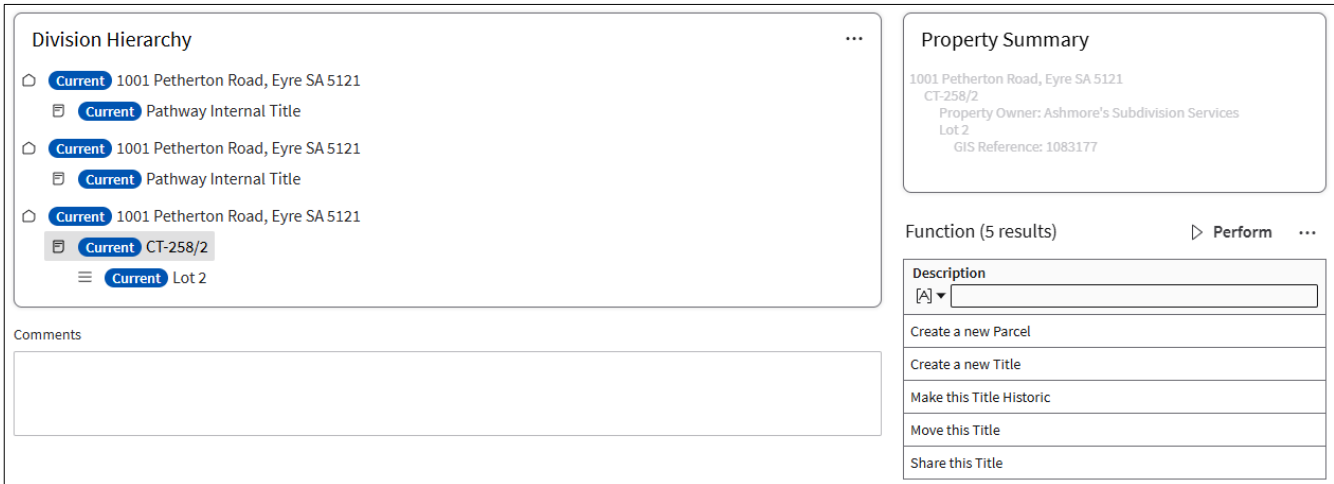


Image 57

Functions available are:

Properties

- Create a new Property
- Make this Property Current
- Make this Property Historic
- Remove this Property
- Remove this Property Structure.

Title

- Create a new Title
- Make this Title Current
- Make this Title Historic
- Move this Title
- Remove this Title
- Share this Title.

Parcel

- Create a new Parcel
- Make this Parcel Current
- Make this Parcel Historic
- Move this Parcel
- Remove this Parcel
- Share this Parcel.

7. Workflow Parameters

Set up a Workflow Task that can generate emails to notify staff that action is required on the properties included in the division. Nominate the Workflow Task to be used via menu Property Administration >> Property Parameters >> System Parameter Maintenance, Image 58.

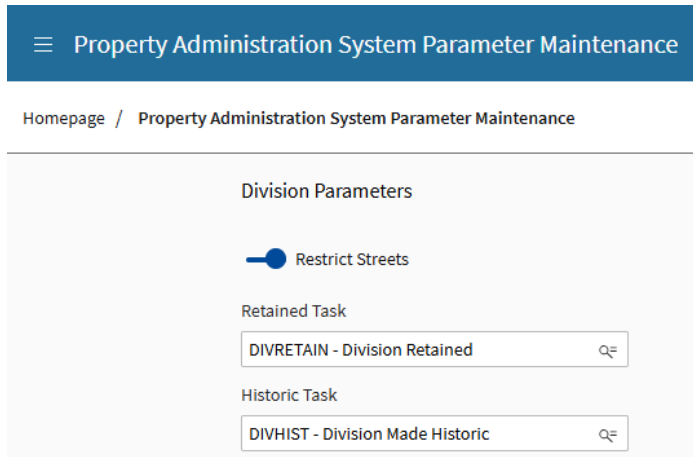


Image 58

Set up the Task via the same menu Property Administration >> Property Parameters >> System Parameter Maintenance, then Options - >>Workflow Parameters.

Create the Task under Task Type Maintenance. Image 59 shows a sample task.

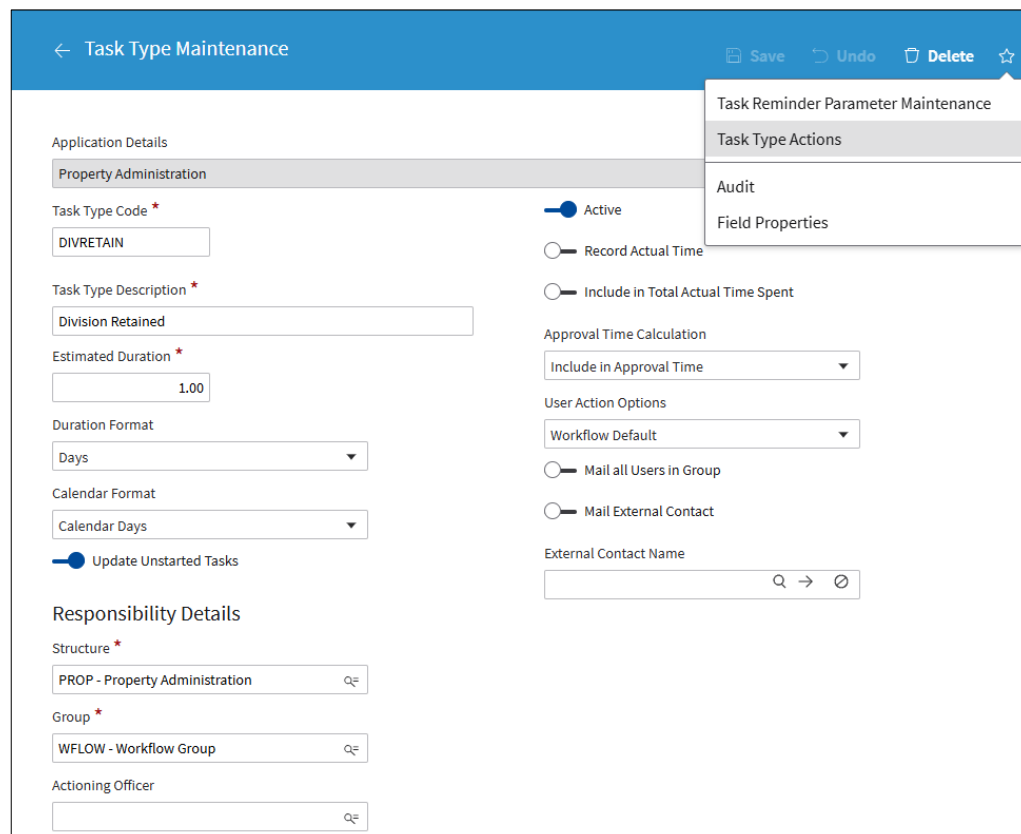


Image 59

Open Options – Task Type Actions to see the assigned User Actions, Image 60.

Task Type Maintenance / Task Type Action Maintenance

Save

Undo

Application Details

Property Administration

Task Type Code

Task Type Description

DIVRETAIN

Division Retained

Available Action Types (20+ results)

Assigned Action Types (22 results)

<input type="checkbox"/>	Action Type	Description
<input type="checkbox"/>	[A] ▼	[A] ▼
<input type="checkbox"/>	32760	UX LPA LPA_SERV
<input type="checkbox"/>	58174-2	M
<input type="checkbox"/>	ACCRUAL	test of 100 plus types
<input type="checkbox"/>	ADAP	Applications
<input type="checkbox"/>	ALL_SERVD	DIVISION Check All Services
<input type="checkbox"/>	AN2	an2
<input type="checkbox"/>	ANIM	Animals status check
<input type="checkbox"/>	ANIMALCHK	Check for animals
<input type="checkbox"/>	APCOND5	Application conditions
<input type="checkbox"/>	ATTACH	paperclip attachment
<input type="checkbox"/>	ATTACHDIV	DIVISION Attachment
<input type="checkbox"/>	ATTACHTO	TRANSFER Attachment
<input type="checkbox"/>	CHECKRID	Rates Check RID
<input type="checkbox"/>	CHK-SERVD	DIVISION Check Services only two service codes
<input type="checkbox"/>	CLIP	Paperclip
<input type="checkbox"/>	CMSESV	Check Services
<input checked="" type="checkbox"/>	COGC_ASSM	Check Assessment
<input type="checkbox"/>	CONDCHK	Conditions check
<input type="checkbox"/>	CONDDIV-HS	DIVISION Check property conditions
<input type="checkbox"/>	CONDPARDIV	DIVISION Parcel Conditions

<

>

Page 1 of 1+

>

20 records per page ▼

<input type="checkbox"/>	User Action	Action Type	Action Hint
<input type="checkbox"/>	[A] ▼	[A] ▼	[A] ▼
<input type="checkbox"/>	LAPCHEC-HS - DIVISION Applications Check	Start	Application Check
<input type="checkbox"/>	LANCATDIV - DIVISION Animal Check CAT	Start	
<input type="checkbox"/>	DEBTORDIV - DIVISION Debtor Check	Start	
<input type="checkbox"/>	LLCDIV - DIVISION Licensing check ANIMAL	Start	
<input type="checkbox"/>	LRA_ARRWB - DIVISION Rates - Check Arrangements Water Billing	Start	Rates Arrangements Check
<input type="checkbox"/>	LPA_SERVRA - DIVISION Check NSW Services Container Bin	Start	
<input type="checkbox"/>	LPA_GISREF - DIVISION Check GIS Reference	Start	GIS Check
<input type="checkbox"/>	CONDDIV-HS - DIVISION Check property conditions	Start	Property Condition Check
<input type="checkbox"/>	LRA_ASSM - DIVISION Rates - Check Assessment	Start	Rates Check
<input type="checkbox"/>	LRA_DRGD - DIVISION Rates - Check Current Debt Recovery Group	Start	Rates Debt Recovery Check
<input type="checkbox"/>	LRA_POST - DIVISION Rates - Check Postponed	Start	Rates Postponed Check
<input type="checkbox"/>	LRA_VAL - DIVISION Rates - Check CIV Valuation Type	Start	Rates Valuation Type Check
<input type="checkbox"/>	LWB_METER - DIVISION Water - check Meters	Start	Water Meter Check
<input type="checkbox"/>	PARCCOND - DIVISION Check parcel conditions	Start	Parcel Check
<input type="checkbox"/>	LRA_ARRD - DIVISION Rate Arrangements historic and urgent memo	Start	
<input type="checkbox"/>	LRA_ARRRA - DIVISION Rates Arrangements Check RA	Start	
<input type="checkbox"/>	LRA_BAL - TRANSFER Rates - Check Balance	Start	
<input type="checkbox"/>	LRA_DDBTDH - DIVISION Rates Direct Debit made historic	Start	
<input type="checkbox"/>	LRA_REBD - DIVISION Display Rate Rebates	Start	
<input type="checkbox"/>	LRA_SUPP - DIVISION Add PROPRAN to Supplementary Rate	Start	
<input type="checkbox"/>	DIVTRAN - E-mail on Division Accept	Start	
<input type="checkbox"/>	ANIMALCHK - Check for animals	Start	

Image 60

Create the User Actions the Task will perform via menu User Action Maintenance.

NOTE: the user actions are usually performed on the original property and the rate assessment linked to the original property.

System Action Code	System Action Description	What it does
ATTACHMENT	Paper Clip Attachment	Add a paper clip attachment to the ??????
EDMSPUB	EDMS Publishing	Publish data to electronic document management system (EDMS).
EXTSYS	External System	Create a user action that will open an external system.
GETURGMEMO	Get Urgent Memo	Display the urgent memos that exist on any property in the division.
GISDISPLAY	Display on GIS	Will activate the GIS Interface and display the properties linked to the division. It will perform the same functionality as if the action was performed manually by in Property Maintenance selecting the GIS menu.
LAN	Animals – Check	Check if there are animals linked to the property and if the Additional Parameters are met, send an email to the nominated email address(s).
LAP	Applications – Check	Check if there are applications linked to the property and if the Additional Parameters are met, send an email to the nominated email address(s).
LDR_BAL	Debtors – Check Balance	Check if there are debtors linked to the property that have an outstanding balance and if there are, send an email to the nominated email address(s).
LLC	Licensing – Check	Check if there are licenses linked to the property and if the Additional Parameters are met, send an email to the nominated email address(s).
LPA_ASSOC	Check Associated Properties	Check if the nominated Property Role Type is on any property in the division and if yes send an email to the nominated email address(s).

LPA_COND	Check Conditions	Check if there are conditions on any properties in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LPA_DNCAP	Update Rates Do Not Apply Cappy Reasons	
LPA_GISREF	Check GIS References	Prompt to check the GIS References on the properties in the division.
LPA_ODEBTS	Other Property related Debts	Check for other property related debts and if there are email the nominated email address(s).
LPA_SERV	Property – Check Services	Check if there are services linked to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_ARR	Rates – Check Arrangements	Check if there are assessments assigned to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_ASSM	Rates – Check Assessment	Check if there are assessments assigned to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_BAL	Rates – Check Balance	Check if there are assessments assigned to the property in the division and if the Additional Parameters are met, send an email to the nominated email address(s).
LRA_CHKRID	Rates – Check RID Publication Status	Check if there are assessments assigned to the property in the division and if the RID Publication Status Additional Parameters are met, send an email to the nominated email address(s).
LRA_DDBT	Rates – Check Direct Debits	Check if there are assessments assigned to the property in the division and if the Direct Debit Additional Parameters are met, send an email to the nominated email address(s).
LRA_DEVUSE	Rates – Check Developer Land Use	Check if there are assessments assigned to the property in the division and if the Developer Land Use Additional Parameters are met, send an email to the nominated email address(s).
LRA_DRG	Rates – Check for Current Debt Recovery Group	Check if there are assessments assigned to the property in the division and if there is a current Debt Recovery Group assigned and the Additional Parameters are met, send an email to the nominated email address(s).
LRA_NRR	Rates – Check Non-Rateable Reason	Check if there are assessments assigned to the property in the division and if there is a non-rateable flag, send an email to the nominated email address(s).
LRA_NTGP	Rates – Check Notice Group	Check if there are assessments assigned to the property in the division and if the Notice Group Additional Parameters are met, send an email to the nominated email address(s).
LRA_POST	Rates – Check Postponed	Check if there are assessments assigned to the property in the division and if the Postponed Additional Parameters are met, send an email to the nominated email address(s).
LRA_REB	Rates – Check Rebates	Check if there are assessments assigned to the property in the division and if the Rebate Additional Parameters are met, send an email to the nominated email address(s).

LRA_REL	Rates – Check for Related Assessments	Check if there are assessments assigned to the property in the division and if the related assessment Additional Parameters are met, send an email to the nominated email address(s).
LRA_SPEC	Rates – Check Special Rates Assessment	Check if there are assessments assigned to the property in the division and if the Special Rates Additional Parameters are met, send an email to the nominated email address(s).
LRA_SUPP	Rates Check Supplementary Rate Type	Check if there are assessments assigned to the property in the division and if the Supplementary Rate Type Additional Parameters are met, send an email to the nominated email address(s).
LRA_VAL	Rates – Check Valuation Type	Check if there are assessments assigned to the property in the division and if the Valuation Type Additional Parameters are met, send an email to the nominated email address(s).
LVZ_VALCMP	New Zealand Valuations – Valuation Component link	Check if there are assessments assigned to the property in the division and if the Valuation Component Additional Parameters are met, send an email to the nominated email address(s).
LVZ_VALLNK	New Zealand Valuations – Check Valuation link	Check if there are assessments assigned to the property in the division and if the Valuation Additional Parameters are met, send an email to the nominated email address(s).
LWB_MET	Water – Check Meters	Check if there are Water assessments assigned to the property in the division and if the Water Meter Additional Parameters are met, send an email to the nominated email address(s).
MAIL	E-mail	Send a general email.
MAINTMEMO	Maintain Memos	Display Memos for the properties the task is linked to. Will perform the same functionality as if the Action was performed manually by selecting the Memo option menu.
PUBLISH	Data Publishing	Publish data to EDMS.

8. Division Examples

8.1 A Basic Division

Subdivide one property, retaining that property as the base property and making four new sub-properties.

Go to menu Property Administration >> Division Maintenance.

Select New.

Enter division information and add the property being subdivided, Image 1.

Click on Wizard to start the process.

The screenshot shows the 'Division Entry' form. At the top, there's a blue header with a back arrow and 'Division Entry', and 'Save' and 'Undo' buttons. The form contains several input fields: 'Division Number' (011225RA-4), 'Description' (Subdivide 101 Waratah for new units), 'Status' (Pending), 'Division Type' (TD - Title Division), 'Date Applied' (1/12/2025), 'Plan Type' (Building Unit Plan), and 'Plan Number' (527814). Below these is a table titled 'Properties (1 result)' with columns for checkboxes, Property Address, Status, and Parent Division. The table has one row with the address '101 Waratah Avenue, Eyre SA 5121' and status 'Current'. At the bottom, there's a 'Comments' text area and pagination controls showing 'Page 1 of 1' and '20 records per page'.

Image 1

It isn't necessary to enter anything into Parameters, so click on Next.

The screenshot shows the 'Division Wizard' form. At the top, there's a blue header with a back arrow and 'Division Wizard'. Below the header is a progress bar with five steps: Parameters (active), Retain, Titles & Parcels, Links, and Summary. The 'Parameters' section includes 'Division Type' (TD - Title Division), 'Number of Existing Base Properties' (1), 'Number of Existing Building Properties' (0), 'Number of Parcels to Create' (1), 'Number of Base Properties After Division' (1), and 'Number of Building Properties After Division' (0). There's also a checkbox for 'Does division contain common property?'. At the bottom, there are buttons for 'Previous', 'Next', and 'Finish'.

Image 2

Select the original property but clicking the box next to it. This retains the property for the division, Image 3. Then click on Next.

←

Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Nominate Properties to Retain

Number of Properties Selected to Retain

1 of 1

Division Property Link (1 result)

→ Address Parent Select Property ...

1 Selected

Remove

Property Address	Retain as Base	Retain as Building	Retain as Occupancy	Retain for
[A]				
101 Waratah Avenue	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Division

<

>

Page 1 of 1

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>

20 records per page

Summary

101 Waratah Avenue, Eyre SA 5121 (Base, Occupancy, Land) Type: Standard
Lot 1
Land Use Type:
A1200 - Residential Land Use
112.3 - Terrace House
Condition(s):
606 - 66123 standard
Title: CT-1/1
Owner(s):
R Ashmore
Donald Duck Inc
Parcel(s):
Lot 1

Previous

Next

Finish

Image 3

Enter the title and parcel information you want to use, Image 4

←

Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Generate Titles and Parcels

Plan Type

Building Unit Plan

Plan Number

527814

Copy Owners

Yes

Template

Title Prefix

Certificate of Title

Qc

From Volume

65478

From Folio

1

To Volume

65478

To Folio

2

Parcel Type

Lot

Qc

Parcel Number

65478

65479

Exceptions

Generate

Image 4

Click on Generate, Image 5.

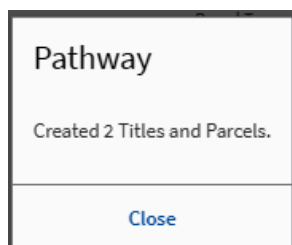


Image 5

Click on Next to move to the next Stage.

← Division Wizard

Parameters Retain Titles & Parcels Links Summary

Generate Titles and Parcels

Plan Type: Building Unit Plan Plan Number: 527814 Copy Owners: Yes [Template](#)

Title Prefix: Certificate of Title

Parcel Type: Lot

From Volume: - 65478 + From Folio: - 1 +

To Volume: - 65478 + To Folio: - 2 +

[Generate](#)

Parcel Number: 65478 - 65479

Exceptions:

Titles and Parcels (2 results)

<input type="checkbox"/>	Title	Parcel
<input type="checkbox"/>	CT-65478/1	Lot 65478 Building Unit Plan 527814
<input type="checkbox"/>	CT-65478/2	Lot 65479 Building Unit Plan 527814

Page 1 of 1 20 records per page

[Previous](#) [Next](#) [Finish](#)

Image 6

Select the original property, then +Add >> Advanced Property Creation, Image 7.

Properties (1 result)

↓ Unlink ↗ Modify + Add ...

1 Selected

<input checked="" type="checkbox"/>	Property Address	Title
<input checked="" type="checkbox"/>	101 Waratah Avenue, Eyre SA 5121	

Base property
Building property
Advanced Property Creation

Image 7

We want to:

- Create two new properties, so put 2 into the How many to create? Field.
- Create sub-properties, so change Create as to Sub Property.
- Number the new properties as units, so change Increment unit by 1.
- Copy all the available information from the original property, so the Selected Components have all available information.
- Interactive, leave as Yes, as we can then see the new property addresses and check they look OK, Image 8.

Click on Continue, Image 8, to return to the division wizard.

Property Default Selection

Creating Multiple Records

Property
101 Waratah Avenue, Eyre SA 5121

Interactive
Yes

How many to create? - 2 +

Increment house by - 0 +

House Number Range
101

Start House Suffix

Increment house suffix ☐

Create as
Sub Property

Increment unit by - 1 +

Unit Number Range
1 - 2

Start Unit Suffix

Increment unit suffix ☐

Increment level by - 0 +

Level Range

Available Components

Description

Selected Components

Description

Condition

Land Use

Property Owner

Property Type

Ward

Property Details

Continue

Image 8

The new proposed properties appear, Image 9. Click on either return arrow to return to the division.

Details

← 2 Results

Unit 1/101 Waratah Avenue Eyre SA 5121
Proposed

← Proposed Property Summary

Unit 2/101 Waratah Avenue Eyre SA 5121
Proposed

Add Tag >

Property Address

○ 101 Waratah Avenue, Eyre SA 5121 : (Parent Property) : (Base, Occupancy, Land) : (Property Key - 1208282) : (Status - Current)

○ Unit 1/101 Waratah Avenue, Eyre SA 5121 : (Property Address) : (Base, Occupancy, Land) : (Property Key - 1216533) : (Status - Proposed)

Property Details

Owners

Description

Names

Property Owner

Image 9

Select the new properties and the new titles and parcels, then Link to link them together, Image 10.

← Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Link Properties, Titles and Parcels

Parcel Number Usage

Copy Components

Not used

Yes

Properties (3 results)

↓ Unlink

⚙️ Modify

+ Add

...

2 Selected

↑ Up

↓ Down

<input checked="" type="checkbox"/>	Property Address [A] ▼	Title [A] ▼	Parcel [A] ▼
<input type="checkbox"/>	101 Waratah Avenue, Eyre SA 5121		
<input checked="" type="checkbox"/>	Unit 1/101 Waratah Avenue, Eyre SA 5121		
<input checked="" type="checkbox"/>	Unit 2/101 Waratah Avenue, Eyre SA 5121		

< <

Page 1 of 1

> >

20 records per page ▼

Remaining Titles and Parcels

Titles and Parcels (2 results)

↑ Link

...

2 Selected

↑ Up

↓ Down

🗑️ Remove

<input checked="" type="checkbox"/>	Title [A] ▼	Parcel [A] ▼
<input checked="" type="checkbox"/>	CT-65478/1	Lot 65478 Building Unit Plan 527814
<input checked="" type="checkbox"/>	CT-65478/2	Lot 65479 Building Unit Plan 527814

< <

Page 1 of 1

> >

20 records per page ▼

Show less

⏪ Previous

⏩ Next

🏁 Finish

Image 10

Click Next to move to the next Stage in the Wizard, Image 11.

← Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Link Properties, Titles and Parcels

Parcel Number Usage

Copy Components

Not used

Yes

Properties (3 results)

↓ Unlink

⚙️ Modify

+ Add

...

1 Selected

↑ Up

↓ Down

<input type="checkbox"/>	Property Address [A] ▼	Title [A] ▼	Parcel [A] ▼
<input type="checkbox"/>	101 Waratah Avenue, Eyre SA 5121		
<input checked="" type="checkbox"/>	Unit 1/101 Waratah Avenue, Eyre SA 5121	CT-65478/1	Lot 65478 Building Unit Plan 527814
<input type="checkbox"/>	Unit 2/101 Waratah Avenue, Eyre SA 5121	CT-65478/2	Lot 65479 Building Unit Plan 527814

< <

Page 1 of 1

> >

20 records per page ▼

Remaining Titles and Parcels

Titles and Parcels (0 results)

↑ Link

...

1 Selected

↑ Up

↓ Down

<input type="checkbox"/>	Title [A] ▼	Parcel [A] ▼
<input type="checkbox"/>		

< <

Page 1 of 1

> >

20 records per page ▼

Show less

⏪ Previous

⏩ Next

🏁 Finish

Image 11

Click on Finish to complete the division, Image 12.

Page 54 of 68

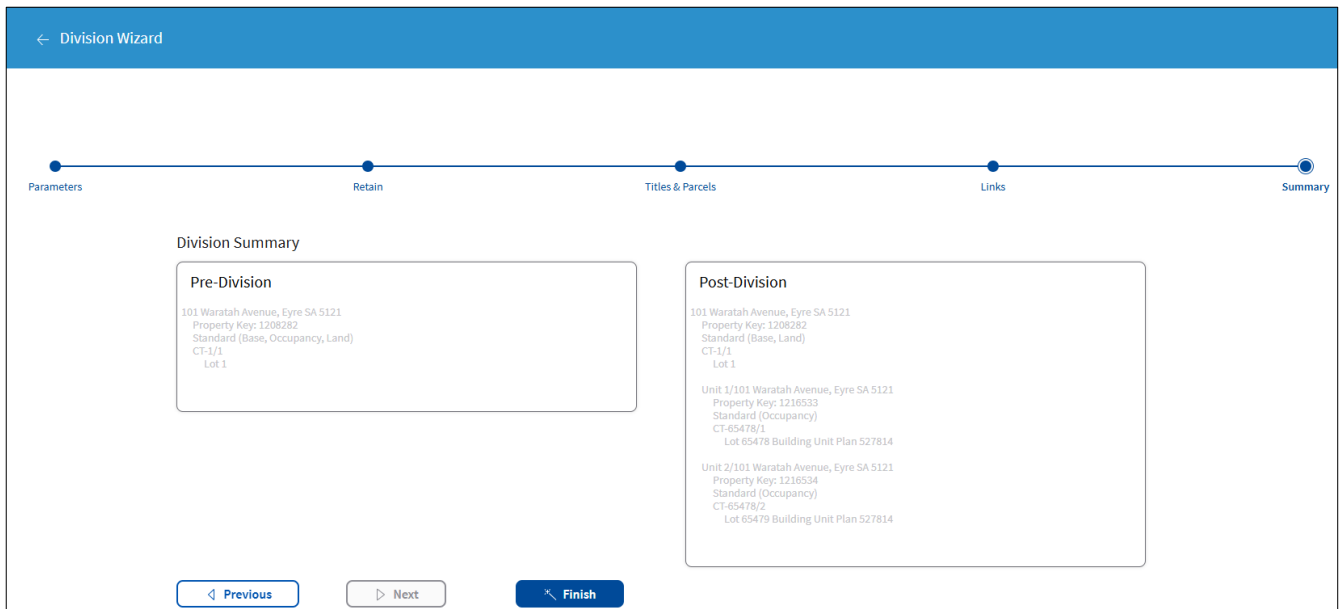


Image 12

A processing progress bar appears along the bottom of the screen, Image 13.

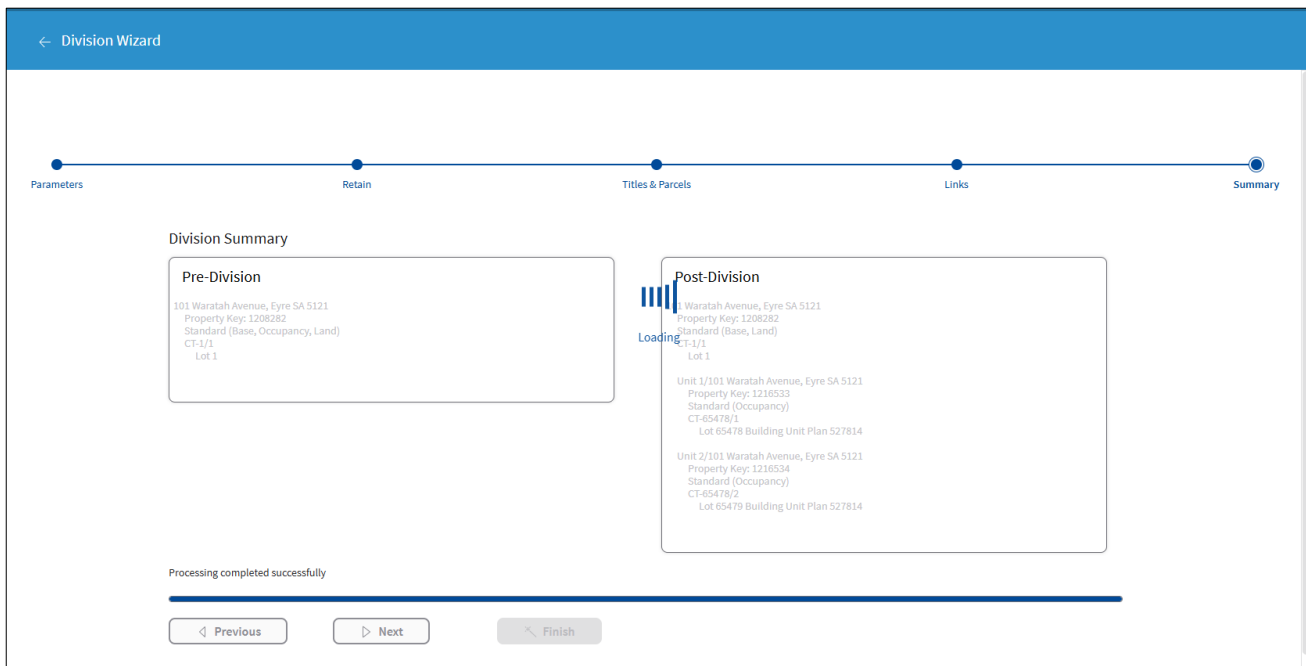


Image 13

You can now see the new property structure. Enter the Date Resolved and click on Accept to complete the division, Image 14.

← Division Maintenance

Save

Undo

Delete

Division Number *

011225RA-4

Description *

Subdivide 101 Waratah for new units

Status

Pending

Division Type *

TD - Title Division

Plan Type

Building Unit Plan

Plan Number

527814

Date Applied

1/12/2025

Date Resolved

1/12/2025

Division Hierarchy

Current 101 Waratah Avenue, Eyre SA 5121

Current CT-1/1

Current Lot 1

Proposed Unit 1/101 Waratah Avenue, Eyre SA 5121

Proposed CT-65478/1

Proposed Lot 65478 BUP 527814

Proposed Unit 2/101 Waratah Avenue, Eyre SA 5121

Proposed CT-65478/2

Proposed Lot 65479 BUP 527814

Property Summary

101 Waratah Avenue, Eyre SA 5121

Land Use: A1200 (Residential Land Use)

Land Use: 112.3 (Terrace House)

Condition: 66123 standard (E)

CT-1/1

Property Owner: R Ashmore

Property Owner: Donald Duck Inc

Lot 1

GIS Reference: 1083916

Function (5 results)

Perform

Description

[A]

Create a new Parcel

Create a new Property

Create a new Title

Make this Property Historic

Remove this Property Structure

Comments

Approve

Accept

Reject

Page 1 of 1

20 records per page

Image 14

Accepting the division will generate some messages and start the division workflow.

Select OK to finalise the division, Image 15.

Pathway

Accepting the Division will finalise all changes made.

OK

Cancel

Image 15

The area on new parcels will be added to the related properties. Select Yes to recalculate property areas using the areas added to the new parcels, Image 16.

Pathway

Re-Calculate Property Area from combined Parcel Area?

Yes

No

Image 16

The workflow begins with the first division acceptance email displayed. Click on Send to send the email, Image 17.

Page 56 of 68

E-mail Action Maintenance

Workflow

Send

To (1 result)

<input type="checkbox"/>	Type	Recipient
<input type="checkbox"/>	User	RASHY - Robyn Ashmore

<>

Page 1 of 1

><

20 records per page

Cc (1 result)

<input type="checkbox"/>	Type	Recipient
<input type="checkbox"/>		

<>

Page 1 of 1

><

20 records per page

Bcc (1 result)

<input type="checkbox"/>	Type	Recipient
<input type="checkbox"/>		

<>

Page 1 of 1

><

20 records per page

Attachments (1 result)

<input type="checkbox"/>	Attachment
<input type="checkbox"/>	

Subject *

101 Waratah Avenue, Eyre SA 5121, Email from the Division Accept

Message

Division Details:

Title Division 011225RA-4 (Accepted)

Subdivide 101 Waratah for new units

101 Waratah Avenue, Eyre SA 5121 [1208282] (Modified)

CT-1/1 [2151029] (Modified)

Lot 1 [1083916] (Modified)

Unit 1/101 Waratah Avenue, Eyre SA 5121 [1216533] (Created)

CT-65478/1 [225636] (Created)

Lot 65478 BUP 527814 [1090577] (Created)

Unit 2/101 Waratah Avenue, Eyre SA 5121 [1216534] (Created)

CT-65478/2 [225637] (Created)

Lot 65479 BUP 527814 [1090578] (Created)

USERACTION DIVTRAN

The Comments are

The Transfer Date is %TRANSDATE%

Image 17

The workflow will continue in the background and the finished division is displayed in Enquiry mode, Image 18.

Division Enquiry

Division Number

011225RA-4

Description

Subdivide 101 Waratah for new units

Status

Accepted

Division Type

TD - Title Division

Plan Type

Building Unit Plan

Plan Number

527814

Date Applied

1/12/2025

Date Resolved

1/12/2025

Division Hierarchy

Modified 101 Waratah Avenue, Eyre SA 5121

Modified CT-1/1

Modified Lot 1

Created Unit 1/101 Waratah Avenue, Eyre SA 5121

Created CT-65478/1

Created Lot 65478 BUP 527814

Created Unit 2/101 Waratah Avenue, Eyre SA 5121

Created CT-65478/2

Created Lot 65479 BUP 527814

Property Summary

101 Waratah Avenue, Eyre SA 5121

Land Use: A1200 (Residential Land Use)

Land Use: 112.3 (Terrace House)

Condition: 66123 standard (E)

CT-1/1

Property Owner: R Ashmore

Property Owner: Donald Duck Inc

Lot 1

GIS Reference: 1083916

Comments

Image 18

Page 57 of 68

8.2 Replace one property with two new properties

Replace one standard property with two new standard properties.

Go to menu Property Administration >> Division Maintenance.
Select New.

Enter division information and add the property that is to be replaced, Image 1.
Click on Wizard to start the process.

← Division Entry Save Undo ☆

Division Number * 011225RA-6 Description * Replace 230 Causeway Road Status Pending

Division Type * TD - Title Division Date Applied 1/12/2025

Plan Type (none) Plan Number

Properties (1 result) + Add ✕ Wizard ...

<input type="checkbox"/>	Property Address	Status	Parent Division
<input type="checkbox"/>	[A] <input type="text"/>	<input type="text"/>	[A] <input type="text"/>
<input type="checkbox"/>	230 Causeway Road, Glanville SA 5015	Current	

Image 1

Next to move to the Retain Stage of the Wizard.

We don't want to retain 230 Causeway Road, so we need to remove the tick in the Retain as Base box, Image 2.

← Division Wizard

Parameters Retain Titles & Parcels Links Summary

Nominate Properties to Retain

Number of Properties Selected to Retain 0 of 1

Division Property Link (1 result) → Address Parent Select Property ...

<input type="checkbox"/>	Property Address	Retain as Base	Retain as Building	Retain as Occupancy	Retain for
<input type="checkbox"/>	[A] <input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/>	230 Causeway Road	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Image 2

Tick the box next to 230 Causeway and the Retain as Base will then be available to untick, Image 3.

1 Selected

<input checked="" type="checkbox"/>	Property Address	Retain as Base
<input checked="" type="checkbox"/>	[A] <input type="text"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	230 Causeway Road	<input checked="" type="checkbox"/>

Image 3

The division should now look like Image 4.

Parameters Retain Titles & Parcels Links Summary

Nominate Properties to Retain

Number of Properties Selected to Retain

0 of 1

Division Property Link (1 result) → Address Parent Select Property ...

<input type="checkbox"/>	Property Address	Retain as Base	Retain as Building	Retain as Occupancy	Retain for
<input type="checkbox"/>	230 Causeway Road, Glanville SA 5015	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Page 1 of 1 20 records per page

Summary

230 Causeway Road, Glanville SA 5015 (Base, Occupancy, Land) Type: Standard
 Lot 010827
 Title: CT-10825/3
 Owner(s): N Gabb
 Parcel(s): Lot 010827

Previous Next Finish

Image 4

Click Next to move to the next stage of the division.
 Create titles and parcels by entering the data and Generate, Image 5.
 Then click on Next.

← Division Wizard

Parameters Retain Titles & Parcels Links Summary

Generate Titles and Parcels

Plan Type Plan Number Copy Owners Yes Template

Title Prefix Certificate of Title

Parcel Type Lot

From Volume 84572 From Folio 1 To Volume 84572 To Folio 2

Parcel Number 84572 - 84573

Exceptions

Generate

Titles and Parcels (2 results) ...

<input type="checkbox"/>	Title	Parcel
<input type="checkbox"/>	CT-84572/1	Lot 84572
<input type="checkbox"/>	CT-84572/2	Lot 84573

Page 1 of 1 20 records per page

Previous Next Finish

Image 5

Click on +Add – Base property to create a new standard property. Then repeat to create the second property, Image 6.

←

Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Link Properties, Titles and Parcels

Parcel Number Usage

Copy Components

Not used

Yes

Properties (0 results)

↓ Unlink

⌄ Modify

+ Add

...

<input type="checkbox"/>	Property Address	Title	Parcel
<input type="checkbox"/>	[A]	[A]	[A]

Base property

Image 6

Enter the Address of the new property, Image 7.

Enter Address

Address Maintenance

Property Address

Start House Number

Start House Suffix

End House Number

End House Suffix

Prefix

230

A

Qe

Start Unit Number

Start Unit Suffix

End Unit Number

End Unit Suffix

Unit Prefix

Qe

Start Level Number

Level Suffix

End Level Number

End Level Suffix

Level Prefix

Qe

Start Display Number

Start Display Suffix

End Display Number

End Display Suffix

Property Street

Street *

Post Code

Side of Street

Overriding Description

Ward *

Causeway Road - Glanville

5015

19 - Port Adelaide

Qe

Qe

Qe

Qe

Qe

→ Continue

Image 7

Link the new properties with the new titles and parcels, Image 8.
Then click Next to move to the next Stage of the division.

Parameters

Retain

Titles & Parcels

Links

Summary

Link Properties, Titles and Parcels

Parcel Number Usage

Copy Components

Not used

Yes

Properties ...

↓ Unlink

⌄ Modify

+ Add

...

2 Selected			↑ Up	↓ Down
<input checked="" type="checkbox"/>	Property Address	Title	Parcel	
<input checked="" type="checkbox"/>	[A]	[A]	[A]	
<input checked="" type="checkbox"/>	230A Causeway Road, Glanville SA 5015			
<input checked="" type="checkbox"/>	230B Causeway Road, Glanville SA 5015			

<<

<

Page 1 of 1

>

>>

20 records per page

Remaining Titles and Parcels

Titles and Parcels (2 results)

↑ Link

...

2 Selected			↑ Up	↓ Down	Remove
<input checked="" type="checkbox"/>	Title	Parcel			
<input checked="" type="checkbox"/>	[A]	[A]			
<input checked="" type="checkbox"/>	CT-84572/1	Lot 84572			
<input checked="" type="checkbox"/>	CT-84572/2	Lot 84573			

Image 8

Finish the division, Image 9.

←

Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Division Summary

Pre-Division

230 Causeway Road, Glanville SA 5015
Property Key: 1216112
Standard (Base, Occupancy, Land)
CT-10825/3
Lot 010827

Post-Division

230A Causeway Road, Glanville SA 5015
Property Key: 1216536
Standard (Base, Occupancy, Land)
CT-84572/1
Lot 84572
230B Causeway Road, Glanville SA 5015
Property Key: 1216538
Standard (Base, Occupancy, Land)
CT-84572/2
Lot 84573

Previous

Next

Finish

Image 9

Accept the division and the workflow will begin, Image 10 and 11. Workflow – Cancel and Complete or Workflow – Save and Complete if you've added an Attachment.

←

Attachment Maintenance (Properties)

Workflow

Property

230 Causeway Road, Glanville SA 5015

Attachment (0 results)

+ Add

View

Edit

Send

...

	Attachment Type	Description	Generic EDMS
<input type="checkbox"/>	[A]	[A]	

No data available

<

>

Page 1 of 1

<

>

20 records per page

File Mode

☐ Client
☒ Server

Attachment Path and File Name

Type to Search

Save and Complete

Cancel and Complete

Leave Pending

Exit

Image 10

←

E-mail Action Maintenance

Workflow

Send

To (1 result)

+ Add

...

	Type	Recipient
<input type="checkbox"/>	User	RAASHY - Robyn Ashmore

<

>

Page 1 of 1

<

>

20 records per page

Cc (1 result)

+ Add

...

	Type	Recipient
<input type="checkbox"/>		

<

>

Page 1 of 1

<

>

20 records per page

Bcc (1 result)

+ Add

...

	Type	Recipient
<input type="checkbox"/>		

<

>

Page 1 of 1

<

>

20 records per page

Attachments (1 result)

+ Add

...

	Attachment
<input type="checkbox"/>	

Subject *

230 Causeway Road, Glanville SA 5015, Transfer %TRANDATE% and Price %TRANPRIC

Message

Division Details:

Title Division 011225RA-6 (Accepted)

Replace 230 Causeway Road

230 Causeway Road, Glanville SA 5015 [1216112] (Superseded)

CT-10825/3 [225037] (Superseded)

Lot 010827 [1090282] (Superseded)

230A Causeway Road, Glanville SA 5015 [1216536] (Created)

CT-84572/1 [225638] (Created)

Lot 84572 [1090579] (Created)

230B Causeway Road, Glanville SA 5015 [1216538] (Created)

CT-84572/2 [225639] (Created)

Lot 84573 [1090580] (Created)

To User

Transfer Date is %TRANDATE%

Transfer Price is %TRANPRICE%

Property Description is %DESCR%

Image 11

NOTE: An alternative would be to retain the original property, so that components could be copied and at the end of the division, use a Function to make the original property historic. An example is below.

8.3 Subdivision where original property is made historic

Enter division information and add the property to be subdivided, Image 1.
Select Wizard to continue

← Division Entry Save Undo

Division Number * Description * Status

Division Type * Date Applied

Plan Type Plan Number

Properties (1 result) + Add ✕ Wizard ...

<input type="checkbox"/>	Property Address	Status	Parent Division
<input type="checkbox"/>	7 Stella Lane, Semaphore SA 5015	Current	[A]

Page 1 of 1 20 records per page

Comments

Image 1

Select Next to skip over the Parameters Stage of the Wizard, Image 2.

← Division Wizard

Parameters Retain Titles & Parcels Links Summary

Division Parameters

Division Type

Number of Existing Base Properties

Number of Existing Building Properties

Number of Parcels to Create

Number of Base Properties After Division

Number of Building Properties After Division

☐ Does division contain common property?

Previous Next Finish

Image 2

Tick the check box to Retain for Division (in right column), Image 3.
Click Next to move to the next division stage.

←

Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Nominate Properties to Retain

Number of Properties Selected to Retain

1 of 1

Division Property Link (1 result)

→ Address

Parent

Select Property

...

1 Selected

Remove

Property Address	Retain as Base	Retain as Building	Retain as Occupancy	Retain for
7 Stella Lane, Semaphore SA 5015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Division

Page 1 of 1

20 records per page

Summary

7 Stella Lane, Semaphore SA 5015 (Base, Occupancy, Land) Type: Standard

Lot 2546 RPX 565657

Title: CT-1/2546

Owner(s): J R Jennings

Parcel(s): Lot 2546 RPX 565657

Previous

Next

Finish

Image 3

Enter the title and parcel information and Generate, Image 4.
Click Next to move to the next division stage.

←

Division Wizard

Parameters

Retain

Titles & Parcels

Links

Summary

Generate Titles and Parcels

Plan Type

Plan Number

Copy Owners

Yes

Template

Title Prefix

Certificate of Title

From Volume

3451

From Folio

1

To Volume

3451

To Folio

3

Parcel Type

Lot

Parcel Number

3451

3453

Exceptions

Generate

Titles and Parcels (3 results)

...

Title	Parcel
CT-3451/1	Lot 3451
CT-3451/2	Lot 3452
CT-3451/3	Lot 3453

Page 1 of 1

20 records per page

Previous

Next

Finish

Image 4

Click on the check box next to the property so that you can see and then select +Add and Advanced Property Creation, Image 5.

Properties (1 result)

Unlink

Modify

+ Add

...

1 Selected

Property Address	Title
7 Stella Lane, Semaphore SA 5015	

Base property

Building property

Advanced Property Creation

Image 5

Enter information to create three main (standard) properties, to match the number of titles/parcels entered earlier, Image 6.

The Selected Components lists the data that will be copied from the original property. We want to copy all components, so leave assigned and click on the Continue button to generate the new properties.

Property Default Selection

Creating Multiple Records

Property

7 Stella Lane, Semaphore SA 5015

Interactive

Yes

How many to create?

- 3 +

Increment house by

- 1 +

House Number Range

8 - 10

☐ Increment house suffix

Start House Suffix

Create as

Main Property

Increment unit by

- 0 +

Unit Number Range

☐ Increment unit suffix

Start Unit Suffix

Increment level by


- 0 +

Level Range

Available Components

Description

[A]



Selected Components

Description

[A]

Plans

Property Owner

Property Type

Ward

Property Details

Continue

Image 6

The new properties are displayed, Image 7.
Click on either back arrow to return to the division.

Details	
← 3 Results	
8 Stella Lane Semaphore SA 5015 Proposed	← Proposed Property Summary
9 Stella Lane Semaphore SA 5015 Proposed	
10 Stella Lane Semaphore SA 5015 Proposed	<div>Add Tag ></div> <div>Property Address</div> <div>8 Stella Lane, Semaphore SA 5015 : (Property Address) : (Base, Occupancy, Land) : (Property Key - 1216545) : (Status - Proposed)</div>

Image 7

Select the new title/parcels and new properties to be linked to each other, Image 8.
Then click on Link.

Properties ... ↓ Unlink ↗ Modify + Add ...

3 Selected ↑ Up ↓ Down

<input type="checkbox"/>	Property Address [A] ▼	Title [A] ▼	Parcel [A] ▼
<input type="checkbox"/>	7 Stella Lane, Semaphore SA 5015		
<input checked="" type="checkbox"/>	8 Stella Lane, Semaphore SA 5015		
<input checked="" type="checkbox"/>	9 Stella Lane, Semaphore SA 5015		
<input checked="" type="checkbox"/>	10 Stella Lane, Semaphore SA 5015		

⏪ ⏩ Page 1 of 1 ⏪ ⏩ 20 records per page ▼

Remaining Titles and Parcels

Titles and Parcels (3 results) ↑ Link ...

3 Selected ↑ Up ↓ Down 🗑 Remove

<input checked="" type="checkbox"/>	Title [A] ▼	Parcel [A] ▼
<input checked="" type="checkbox"/>	CT-3451/1	Lot 3451
<input checked="" type="checkbox"/>	CT-3451/2	Lot 3452
<input checked="" type="checkbox"/>	CT-3451/3	Lot 3453

⏪ ⏩ Page 1 of 1 ⏪ ⏩ 20 records per page ▼

Image 8

The titles/parcels should now appear on the new properties, Image 9.
Then click on Next to move to the next division stage.

Properties ... ↓ Unlink ↗ Modify + Add ...

<input type="checkbox"/>	Property Address [A] ▼	Title [A] ▼	Parcel [A] ▼
<input type="checkbox"/>	7 Stella Lane, Semaphore SA 5015		
<input checked="" type="checkbox"/>	8 Stella Lane, Semaphore SA 5015	CT-3451/1	Lot 3451
<input checked="" type="checkbox"/>	9 Stella Lane, Semaphore SA 5015	CT-3451/2	Lot 3452
<input checked="" type="checkbox"/>	10 Stella Lane, Semaphore SA 5015	CT-3451/3	Lot 3453

Image 9

Click on Finish as the division stages are now complete.

← Division Wizard

Parameters Retain Titles & Parcels Links Summary

Division Summary

Pre-Division

7 Stella Lane, Semaphore SA 5015
Property Key: 1206644
Standard (Base, Occupancy, Land)
CT-1/2546
Lot 2546 RPL 362627

Post-Division

7 Stella Lane, Semaphore SA 5015
Property Key: 1206644
Standard (Base, Occupancy, Land)
CT-1/2546
Lot 2546 RPL 362627

8 Stella Lane, Semaphore SA 5015
Property Key: 1216345
Standard (Base, Occupancy, Land)
CT-3451/1
Lot 3451

9 Stella Lane, Semaphore SA 5015
Property Key: 1216346
Standard (Base, Occupancy, Land)
CT-3451/2
Lot 3452

10 Stella Lane, Semaphore SA 5015
Property Key: 1216347
Standard (Base, Occupancy, Land)
CT-3451/3
Lot 3453

⏪ Previous ⏩ Next 🏁 Finish

Image 10

It is now possible to make the original property historic, Image 11.
Click on the Function – Make this Property Historic (bottom right), then the Perform button.

← Division Maintenance

Save Undo

Division Number *

021225RA-1

Description *

7 Stella becoming two standard properties

Status

Pending

Division Type *

TD - Title Division

Plan Type

Plan Number

Date Applied

2/12/2025

Date Resolved

d/MM/yyyy

Division Hierarchy

Current

7 Stella Lane, Semaphore SA 5015

Current

CT-1/2546

Current

Lot 2546 RPX 565657

Proposed

8 Stella Lane, Semaphore SA 5015

Proposed

CT-3451/1

Proposed

Lot 3451

Proposed

9 Stella Lane, Semaphore SA 5015

Proposed

CT-3451/2

Proposed

Lot 3452

Proposed

10 Stella Lane, Semaphore SA 5015

Proposed

CT-3451/3

Proposed

Lot 3453

Property Summary

7 Stella Lane, Semaphore SA 5015

RPX 565657

CT-1/2546

Property Owner: J R Jennings

Lot 2546 RPX 565657

Function (5 results)

Perform

Description

[A]

Create a new Parcel

Create a new Property

Create a new Title

Make this Property Historic

Remove this Property Structure

Page 1 of 1

20 records per page

Comments

Approve

Accept

Reject

Image 11

The division can now be accepted, so enter the Date Resolved and then click on Accept, Image 12.

← Division Maintenance

5

Division Number *

021225RA-1

Description *

7 Stella becoming two standard properties

Status

Pending

Division Type *

TD - Title Division

Plan Type

Plan Number

Date Applied

2/12/2025

Date Resolved

d/MM/yyyy

Division Hierarchy

Historic

7 Stella Lane, Semaphore SA 5015

Historic

CT-1/2546

Historic

Lot 2546 RPX 565657

Proposed

8 Stella Lane, Semaphore SA 5015

Proposed

CT-3451/1

Proposed

Lot 3451

Proposed

9 Stella Lane, Semaphore SA 5015

Proposed

CT-3451/2

Proposed

Lot 3452

Proposed

10 Stella Lane, Semaphore SA 5015

Proposed

CT-3451/3

Proposed

Lot 3453

Property Summary

7 Stella Lane, Semaphore SA 5015

RPX 565657

CT-1/2546

Property Owner: J R Jennings

Lot 2546 RPX 565657

Function (3 results)

Perform

Description

[A]

Create a new Property

Make this Property Current

Remove this Property Structure

Page 1 of 1

20 records per page

Comments

Approve

Accept

Reject

Image 12

Division messages appear and the workflow starts. The final division looks like Image 13.

← Division Enquiry

Division Number

021225RA-1

Description

7 Stella becoming two standard properties

Division Type

TD - Title Division

Plan Type

Plan Number

Status

Accepted

Date Applied

2/12/2025

Date Resolved

2/12/2025

Division Hierarchy

Superseded

7 Stella Lane, Semaphore SA 5015

- Superseded

CT-1/2546
 - Superseded

Lot 2546 RPX 565657

Created

8 Stella Lane, Semaphore SA 5015

- Created

CT-3451/1
 - Created

Lot 3451

Created

9 Stella Lane, Semaphore SA 5015

- Created

CT-3451/2
 - Created

Lot 3452

Created

10 Stella Lane, Semaphore SA 5015

- Created

CT-3451/3
 - Created

Lot 3453

Property Summary

7 Stella Lane, Semaphore SA 5015
RPX 565657

Comments

Image 13

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