

**CITY OF COCKBURN  
PROCEDURE MANUAL**

**Service Unit: Strategic Planning Services**

**Work Team / Position: Senior Cartographic/GIS Officer**

**Date Effective: JUNE 2013**

**Procedure / Subject: NEW SUBDIVISIONS**

- **INFORMATION TO RATES**
- **PROPERTY MODULES**
- **CI – PROPERTY & RATING**
- **ZONING TPS3 MODULE**
- **SUBDIVISIONS MODULE**
- **STRATA PLANS**

## **INFORMATION TO RATES**

1. Check the ECM Task List for new Deposited Plans / Survey Strata Plans and Strata Plans. Print off each Plan. Change pdf Properties (use Extract Pages tool) so that it starts up as a full single page and to show the Pages Panel, and save in [\\coc-gis-01\IntraMaps\Hyperlinks\DepositedPlans](#). Mark them as complete.
2. Open the last 06Zonings-07Mar2012.xlsx (example) in Rates directory and rename. Complete the zoning information for each lot on each DP. (Only do this for DP's, not for SSP's and SP's)
3. On each DP (not SSP and SP), with a thin artline marker, mark down the street numbers for each lot.
4. Scan the DP's into a single pdf file. Name the pdf file in the same format as 06StreetNumbers-07Mar2012.pdf (example)
5. Email to Rates (Krys Pikor) the pdf file and the Excel file so that she can enter this information into CI – Property & Rating..

## **PROPERTY MODULE**

6. On and around the start of each month, create a new directory for new month in \Landgate\Data\2013.
7. Delete files from the DATA\zip, DATA\ziput and LAYERS directories in \Landgate\WFSGet.
8. Run START\_WFSGET.bat. Should take about 90 minutes.
9. Open \Landgate\WFSGet\SHPLoadCorrectionScript for MapInfo.txt.
10. Open Mapbasic Window in MapInfo

11. Copy from contents of the above txt file and paste into Mapbasic Window.
12. Highlight ALL the text in the Mapbasic Window and hit enter.
13. Savecopyas as LG-Cadastre-11Apr2013 (example) with MGA94 Zone 50 projection.
14. Close LGATE-082.tab and open LG-Cadastre-11Apr2013.tab
15. Open last month's Cadastre file from Landgate and change the colour to grey. This should give an instant picture of all new subdivisions in the past month.
16. In SQL Select, choose both tables. In the where condition, select the columns containing the Polygon\_nu to be equal:

**SQL Select**

Select Columns: \*

from Tables: LGCadastre\_June2011, LG\_09052010

where Condition: LGCadastre\_June2011.Polygon\_nu = LG\_09052010.Polygon\_nu

Group by Columns:

Order by Columns:

into Table Named: Selection

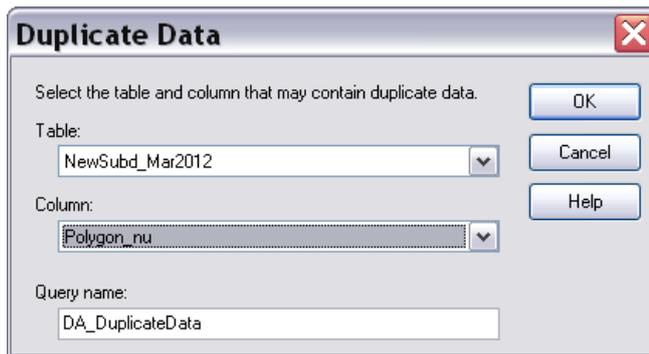
Browse Results  Find Results In Current Map Window

OK Cancel Clear Verify Help

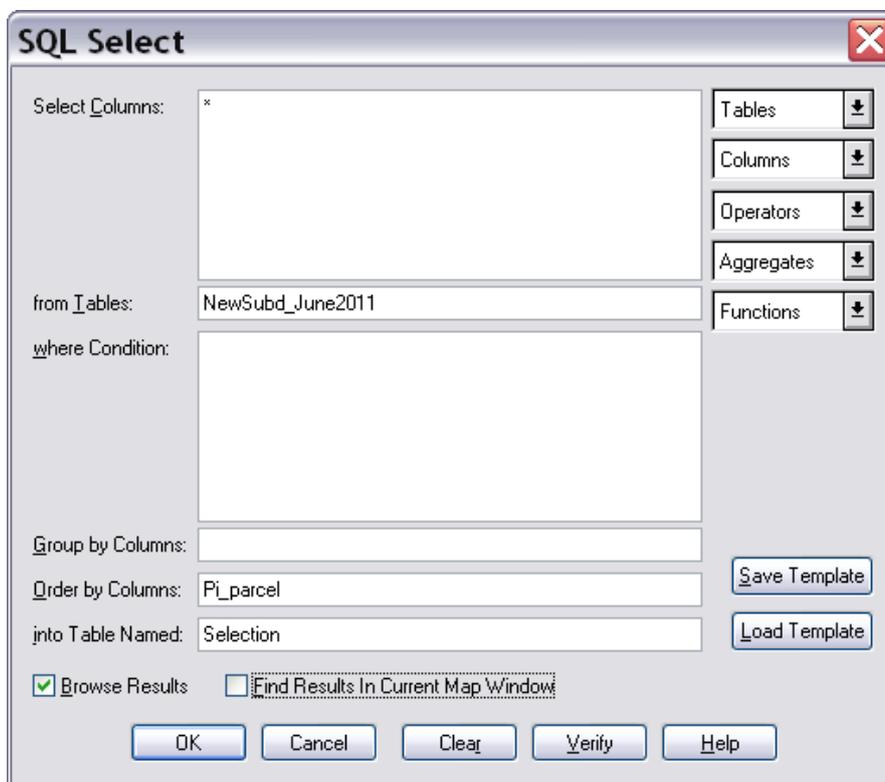
Save Template Load Template

Tables Columns Operators Aggregates Functions

17. Invert the selection!
18. Save Copy As selection to: J:\Landgate\Data\2013\03-11Apr2013. File name to be "NewSubd-11Apr2013" (example)
19. Open the above new file
20. Delete all parcels not in Cockburn
21. Select all 'P Road' rows (in PI\_Parcel column)
22. Savecopyas Selection to "NewRoads-04Jun2013" (example)
23. Delete (P Road) Selection
24. Select all 'EASMT' rows (Land\_Type)
25. Change selection colour to blue.
26. Savecopyas Selection to "NewEasements-04Jun2013" (example)
27. Delete (EASMT) Selection.
28. Delete duplicate entries using Data Assistant:



29. From the browser, delete the 2<sup>nd</sup> duplicate (keep the one with the Plan No/Lot No in the PiParcel column).
30. Pack the Table
31. Reorder by Pi-Parcel

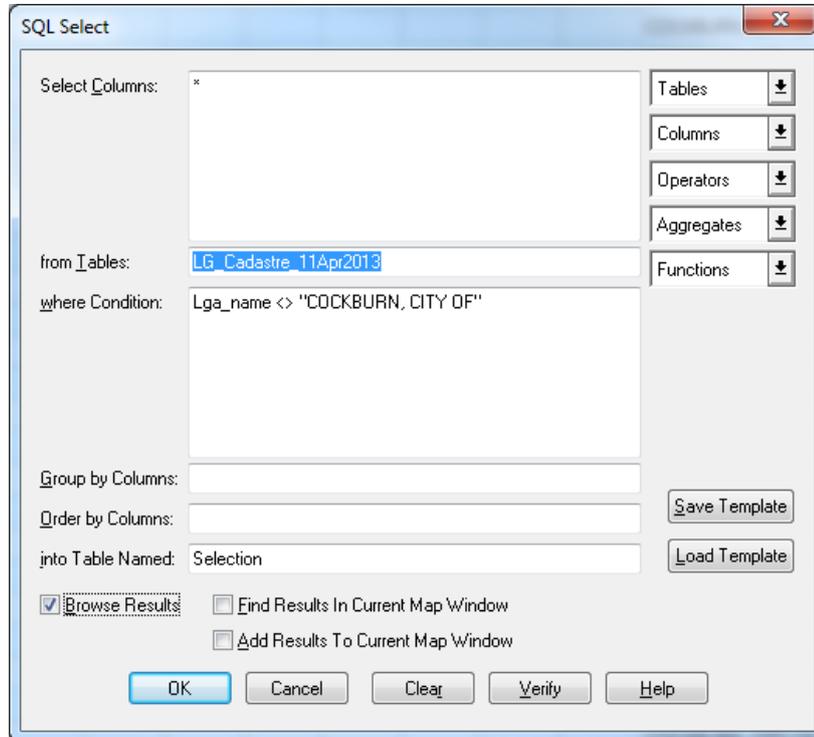


32. Amend Pi\_Parcel for Survey Strata Lots by adding the lot number component to it.
33. Rearrange Table Structure of NewSubd-11Apr2013.tab by deleting all columns **except** for Land\_Type, Polygon\_nu, & Pi\_Parcel.. Add 15 new fields (Type: Character, Width: 10). Reorder table so that 'Land\_Type' is 12<sup>th</sup> field, 'Polygon\_nu' is 17<sup>th</sup> field (2<sup>nd</sup> last) and 'Pi\_Parcel' is 18<sup>th</sup> field (last).
34. SQL Query to reorder PiParcel column
35. Write down all the DP and SSP numbers (there won't be any SP's).
36. SAVE !!
37. Get all the hardcopy DP's and SSP's that fall within CoC. If there are some missing, order it through Landgate and save to <\\coc-gis-01\IntraMaps\Hyperlinks\DepositedPlans>.

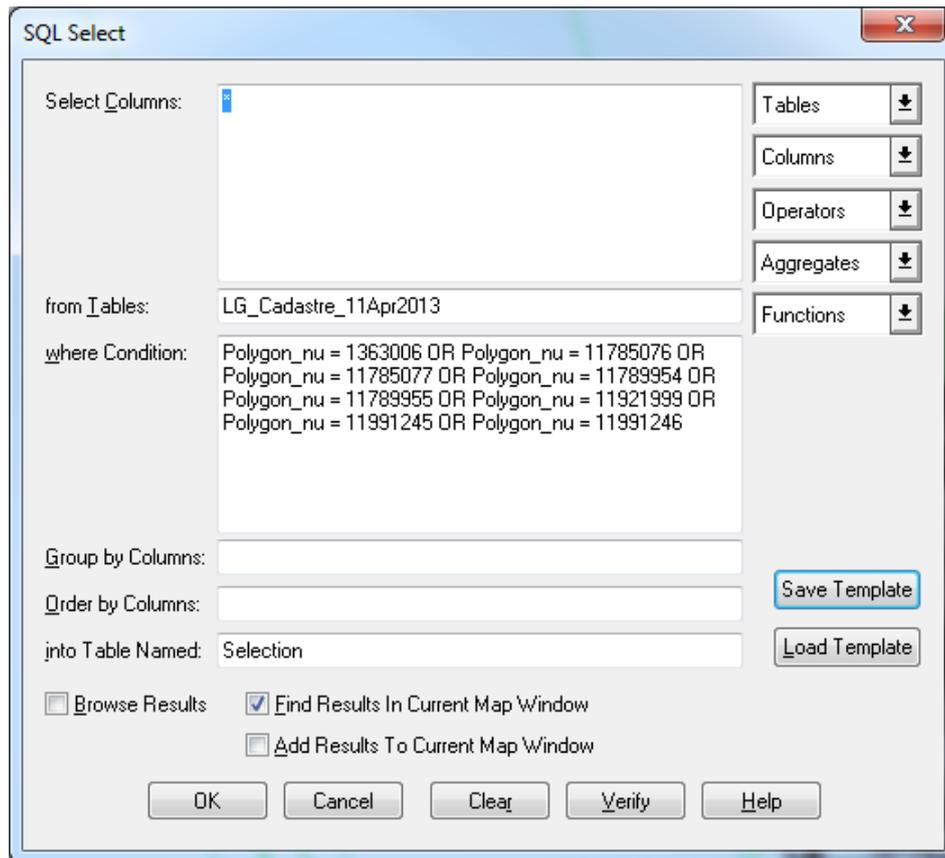
38. Stamp all the DP's and SSP's with the Amended stamp and tick off each "procedure" as they are completed.

**Cadastre-AdjCoC:**

39. SQL Query to find ALL lots not in Cockburn:



40. Save copy as selection "Cadastre\_adjCoC.tab" in current directory, and open file.
41. SQL Query the following lots along the coast that have been credited to City of Cockburn, but are not. Note - this is a saved query 'NonCoCLotsAlongCoast.qry' in \\Landgate.

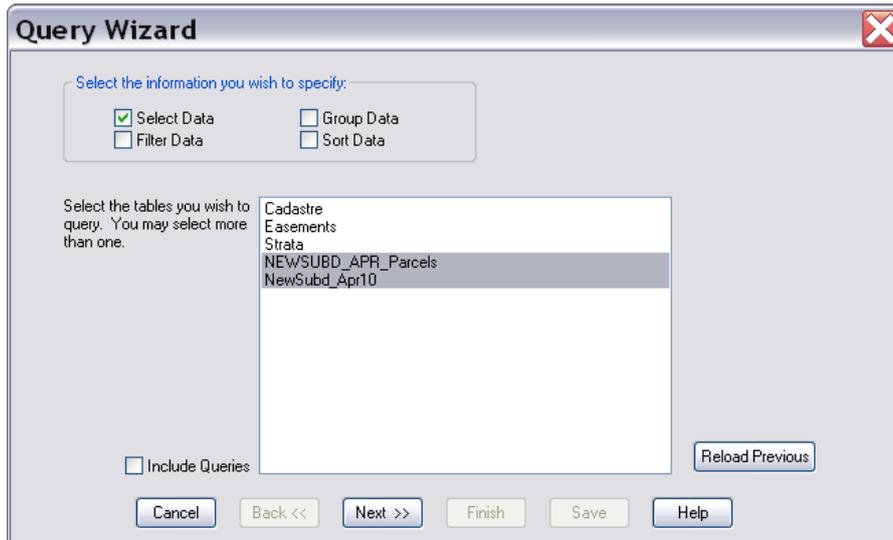


42. Copy and paste these lots into Cadastre\_adjCoC.tab
43. Delete all 'P ROAD' and 'EASMT' rows.
44. Pack Table
45. Change Regional Style of all lots to 'None' for Pattern and colour 'B1' (grey) for Border. Save.
46. Copy all the mapinfo 'Cadastre-adjCoC' files  
[\\coc-gis-01\IntraMaps\Data\Cadastral and Land Boundaries\Cadastre](#)
47. Translate file to AutoCAD.
48. Open Cadastre.dwg and the translated file in AutoCAD.
49. Delete all lots in Parcels-NonCoC layer in Cadastre.
50. Copy and paste all lots in the translated file (Cadastre-adjCoC.dwg) into Cadastre, ensuring that they go into the Parcels-NonCoC layer.

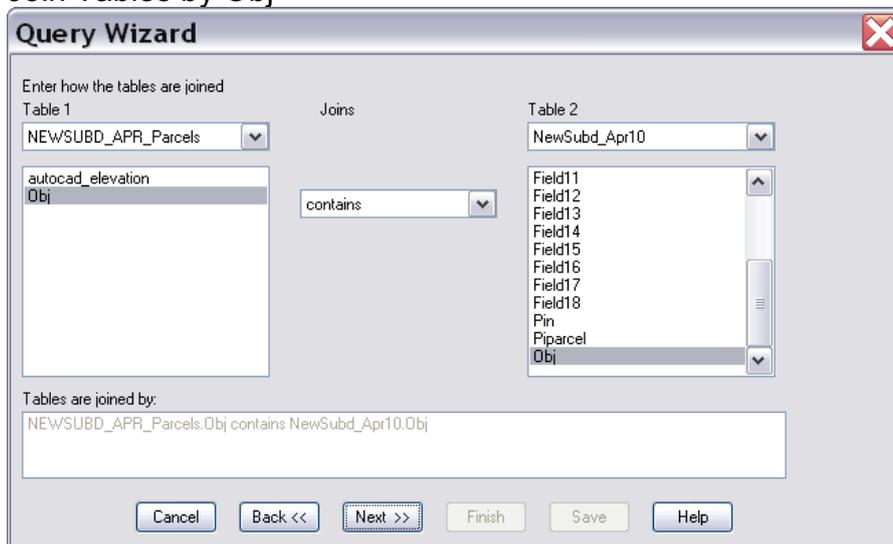
#### **Parcels:**

51. Translate NewSubd-11Apr2013 and NewEasement-11Apr2013 to **AutoCAD**
52. Open **AutoCAD** and the translated file.
53. Copy and paste (0,0) object in the new file to cadastre.dwg
54. Cadastre lot boundaries are constantly changing, so match up all points to existing subdivision and erase parcels that have been subdivided. It is easier to do this with more accuracy in AutoCAD than MapInfo.
55. Amend all lots and easements in either Parcels or Strata layers (from the hardcopy DP's and SSP's)
56. Open Labels-Lots-Roads.dwg and amend lot numbers and road names.

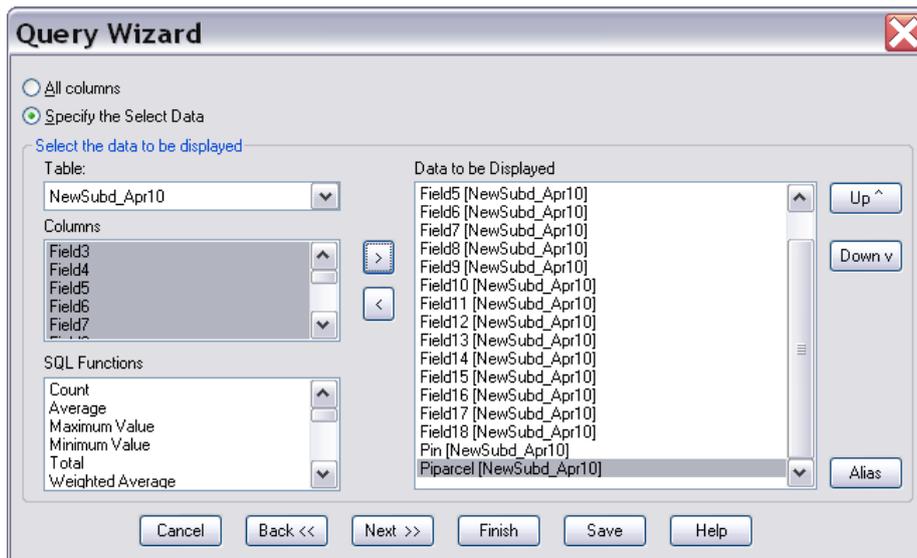
57. Create a new file and copy and paste (0,0) all new parcels and easements to it. It should end up with only 3 layers: Parcels, Strata, and Easements.
58. In **MapInfo** open the new autocad file using Open Universe Data. There should be 3 new files.
59. Open the new Parcels table and also the original NewSubd table before it was translated to AutoCAD (ie. NewSubd\_11Apr2013.tab)
60. Data Assistant → Query Wizard:  
Select above tables



61. Join Tables by Obj



62. Specify the Select Data to be displayed. That is, all the columns from the original table:



63. Unclick Browse Results and Finish.
  64. Save Copy As the Selection as NewParcels.tab, then Open the new file. This is the new file with the same (adjusted parcel boundaries from AutoCAD **and** correct data.)
  65. Open Cadastre.tab and make it editable. Add the new parcels by copy and paste. Delete the old lots and add vertices where necessary, and change the colour to black outline and pale yellow fill (pale green for reserves).
  66. Fill Assessment field.- Get from CI – Property & Rating
  67. Fill in “Y” in NEW field.
  68. Fill in link for the Image field. E.g. \\coc-gis-01\IntraMaps\Hyperlinks\DepositedPlans\DP76543.pdf
  69. Open the new Strata table and open Strata.tab.
  70. Make Strata.tab layer editable and add the new strata lots to Strata.tab by copy and paste. Add vertices where necessary and change the colour to grey outline.
  71. Add Survey Strata details.
  72. Open the new newEasement table and Easements.tab.
  73. Make Easements.tab editable and add the new easements to Easements.tab by copy and paste. Change the colour to black/dashed outline with green hatch.
  74. Add easement details.
- Road Parcels
75. Open J:\Intramaps\Cadastre\RoadParcels.tab
  76. Open J:\Landgate\Data\2013\...\NewRoads-04Jun2013.tab (example)
  77. Add additional nodes as needed to RoadParcels.tab
  78. Change colour of NewRoads to blue outline only.
  79. Copy all of NewRoads to RoadParcels
  80. SAVE
  81. Copy and paste RoadParcels to \\coc-gis-01\Intramaps\Data\Cadastral\_and\_LandBoundaries\RoadReserves\

82. Email GIS group advising that the cadastre has been updated.

## CI – PROPERTY & RATING

83. Go to the Landgate website and find out the C/T details of all the new lots from the DP's and SSP's

84. Check in Proclaim that all the zoning information and Volume/Folio details are all present and correct. If not, add/correct them.

## ZONING TPS3 MODULE

85. All new Deposited Plan lots that are zoned 'Development' zone will need to be amended in Autocad and the Zoning TPS3 module.

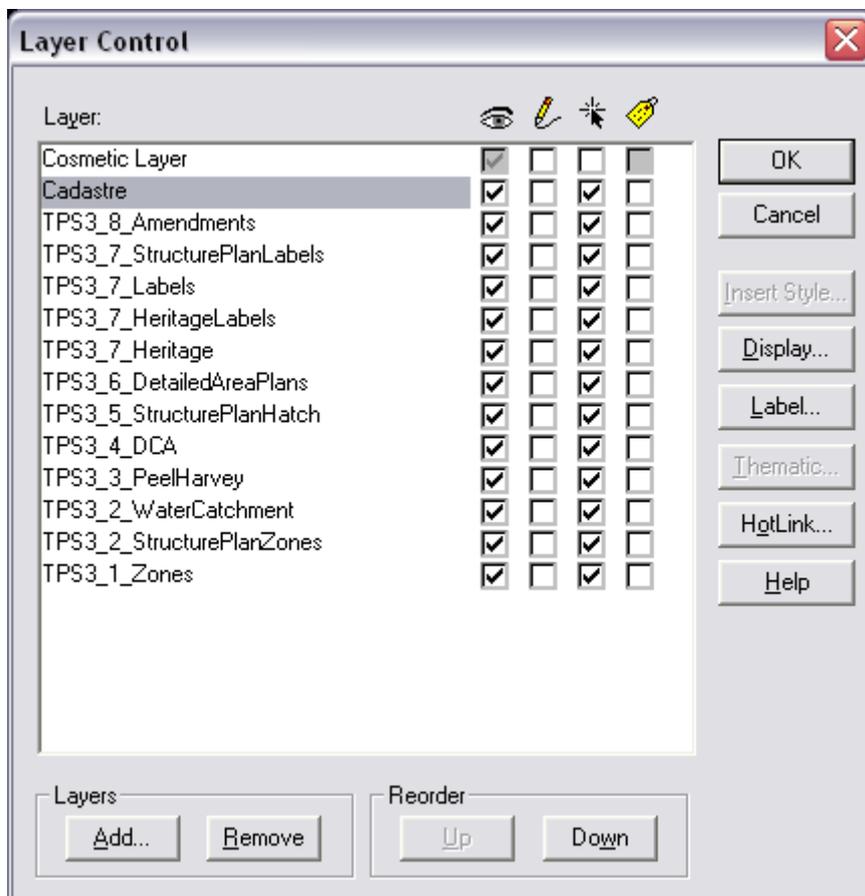
86. In **AutoCAD** open S3-ZONE.dwg in J:\Scheme 3.

87. Amend the appropriate layers as per the Structure Plans.

88. Create a new file and copy the new amendments to it using copy and paste (0,0). Explode all hatches.

89. In **MapInfo** open the Scheme3.wor workspace in J:\Intramaps\ZoningTPS3.

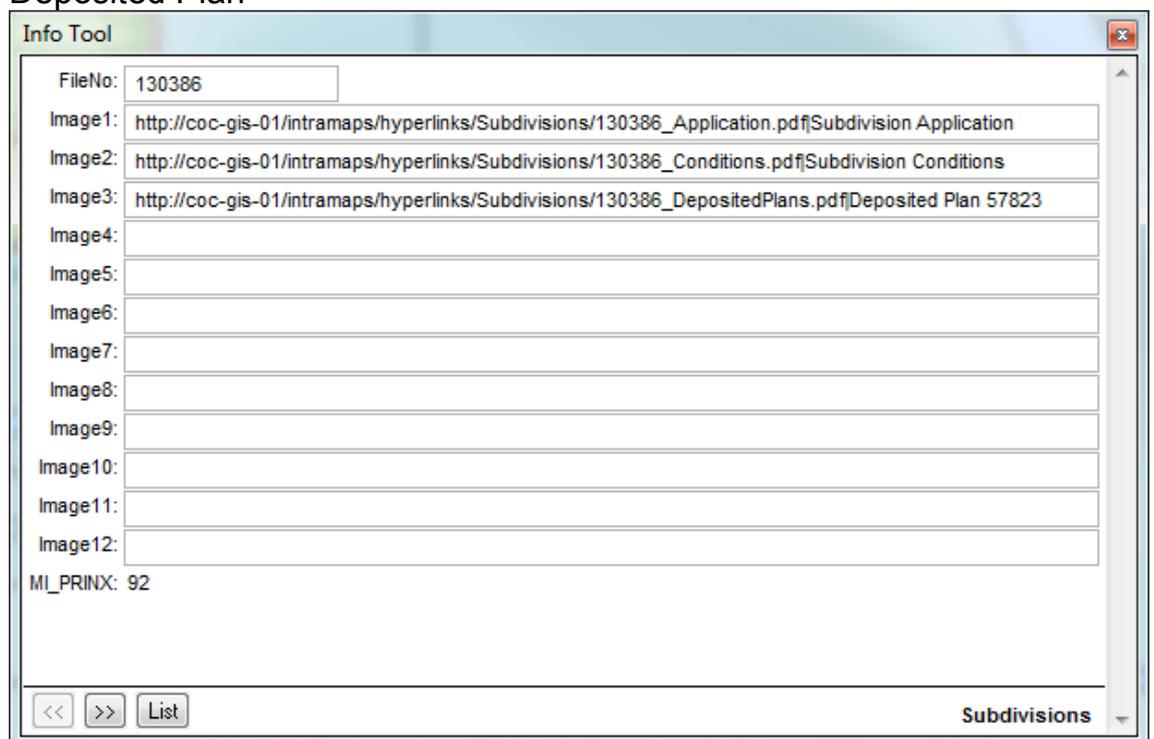
90. It should contain the following tables:-



91. Open the new autocad file using Open Universe Data.
92. Amend any structure plan zones and structure plan labels as per the Structure Plans, and by utilising the new autocad files created from Open Universe Data tool.
93. If a lot has a Detailed Area Plan over it (check on Structure Plans module in Intramaps), amend the DetailedAreaPlans table.
94. Copy all the MapInfo files that were amended to  
 \\coc-gis-01\intramaps\data\Planning\Statutory\_Planning\_Services  
 \Zoning

## SUBDIVISIONS MODULE

95. In **MapInfo**, open the Cadastre and Subdivisions tables.
96. For each new DP (not SSP or SP), check to make sure each one is outlined on Subdivisions.tab.
97. If not, draw in the polygon (red outline with yellow fine stiple) over the DP's combined lots.
98. Fill in the details in the browser: file number from the DP, the Subdivision Application, Subdivision Conditions, and the Deposited Plan



99. If there is already a polygon, check that all the details are correct, and if either the Subdivisions Application or Subdivisions Conditions are missing, search for them in the ECM. Save as pdf in [\\coc-gis-01\intramaps\hyperlinks\Subdivisions](http://coc-gis-01/intramaps/hyperlinks/Subdivisions)

100. If there are multiple Deposited Plans for the subdivision, they should be in one file only, and each DP bookmarked in the pdf. The file naming convention should follow:  
[\\coc-gis-01\intramaps\hyperlinks\Subdivisions\129005\\_DepositedPlans.pdf](\\coc-gis-01\intramaps\hyperlinks\Subdivisions\129005_DepositedPlans.pdf) (example)

## STRATA PLANS

101. Strata Plans are slightly different to Survey Strata Plans in that the boundaries are not as defined and often refer to the actual buildings' walls (also referred to as a 'Built Strata'.) Because of this they often do not have any dimensions. They are also not included in Landgate's monthly data download, so we have to plot them on ourselves.
102. Check from Landgate web site whether the SP has been approved. If they have, write on the SP the C/T numbers.
103. Check on CI – Property & Rating for Volume/Folio and ascertain the Property numbers.
104. Scan the SP.
105. In **AutoCAD**, open Cadastre.dwg and draw on the strata lots as accurately as possible from the dimension that are shown and the scanned image. The lots should be on the appropriate Strata layer.
106. Open Labels-Lots-Roads.dwg and amend lot numbers. The original lot number is changed to Labels-StrataLotNumbers-Parent layer and new strata lots put on Labels-StrataLotNumbers.
107. Create a new file and copy and paste (0,0) all new strata lots and easements to it.
108. In **MapInfo**, open the new autocad file using Open Universe Data, and open Strata.tab.
109. Make Strata.tab layer editable and add the new strata lots to Strata.tab by copy and paste. Add vertices where necessary and change the colour to brown outline.
110. Add Strata lot details.
111. SAVE.