



## **DOLA's RELOCATION TO MIDLAND** No 59, 13 July 1993

REFERENCE ONLY. VALID AS AT PUBLICATION DATE SHOWN ON THIS DOCUMENT.

The most recent Customer Information Bulletin (dated 25 May 1993) advised that the relocation of Land Titles Division of DOLA to Midland was scheduled for the weekend of 21-22 August, 1993 and as a consequence of the size and complexity of the move, Land Titles Division services would cease at 12 noon on Friday, 20 August, 1993, and not resume until 12 noon on Monday, 23 August, 1993. Additionally, it will also be necessary for Land Titles' services to cease at 12 noon on Friday 6 August to allow the relocation of DOLA's mainframe computer system.

The total move schedule has now been finalised and there will be additional impacts to those above.

### **Relocation of Mainframe Computer**

Relocation of DOLA's Information Systems Division and DOLA's mainframe computer system will take place over the weekend of 7-8 August, 1993. Again, because of the size and complexity of the move, DOLA's mainframe computer system will have to cease operations at 12 noon on Friday, 6 August and will resume at normal opening of business on Monday, 9 August. Because the vast majority of Land Titles Division services are dependant upon these systems, all the Land Titles Division services will have to cease at 12 noon, Friday, 6 August.

Considerable detailed planning has been undertaken in an attempt to ensure the move is as quick and problem free as possible. Despite the detailed planning, there is always the possibility of a problem arising which prevents service resuming at 7.00am on Monday, 9 August. To minimise any inconvenience or disruption in the event of a delay in the resumption of service, clients are asked to, where possible, avoid scheduling settlements for Monday, 9 August.

### **Graphic Bank Crown Surveys (GBCS)**

For a number of years the storage areas of the GBCS have been suspected of occasional paper mite infestations. To ensure that any possible mite infestation is not transferred to Midland, the original GBCS documents will be fumigated prior to relocation. This will be done during the week Monday 16 to Friday 20 August. Therefore, for this week, original GBCS documents will not be available for searching. The microfiche will continue to be available for searching. This inconvenience is regretted but the fumigation is essential.

### **Relocation of Land Parcel Services Branch to Midland**

Land Parcel Services (LPS) Branch will be relocated to Midland during the evening of Wednesday 18 August. Consequently, LPS will have to cease operations on that Wednesday at 2pm to pack equipment and work in process. LPS will re-open for business the next day at 12 noon at Midland.

### **Relocation of New Title Services Branch to Midland**

New Title Services (NTS) Branch will be relocated to Midland during the evening of Thursday 19 August. Consequently, NTS will have to cease operations on that Thursday at 2pm to pack equipment and work in process. NTS will re-open for business the next day at 12 noon at Midland.

### **Customer Remote Searching (CRS)**

With DOLA's relocation to Midland it is not possible to retain the same telephone number for CRS access. However, DOLA has arranged for calls to the existing CRS number to be diverted to the new Midland CRS number. Therefore, in the short term, clients using CRS will not be affected by DOLA's relocation. All CRS clients will be individually advised of the new Midland CRS number and, during the coming twelve months, DOLA will assist those clients, who need assistance, to change their communications software to the new number.

**SUMMARY:**

**Stage 1 - RELOCATION OF MAINFRAME COMPUTER SYSTEM**

**12 Noon, Friday, 6 August, 1993**

All Land Titles Division services will cease (except the Graphic Bank Crown Surveys section which will remain open) to allow relocation of the mainframe computer system. The office will be closed and all services will cease at 12 noon precisely. Clients are therefore urged to lodge documents and search requests either the day beforehand (Thursday) or at least very early on this morning to ensure they are processed before service ceases.

**8.00am, Monday, 9 August, 1993**

Land Titles counter services resume (CRS will be available from 7.00am as normal). In case of delays, please avoid scheduling settlements for this day if possible.

**Stage 2 - GRAHIC BANK CROWN SURVEYS: ORIGINAL DOCUMENT FUMIGATION**

Original Graphic Bank Crown Survey documents unavailable from Monday 16 August to Friday 20 August inclusive.

**Stage 3 - RELOCATION OF LAND PARCEL SERVICES (LPS) BRANCH**

At 2pm Wednesday 18 August, LPS will close for business. At 12 noon Thursday 19 August, LPS will re-open for business as usual at Midland.

**Stage 4 - RELOCATION OF NEW TITLE SERVICES (NTS) BRANCH**

At 2pm Thursday 19 August, NTS closed for business. At 12 noon Friday 20 August, NTS re-open for business as usual at Midland.

**Stage 5 - RELOCATION OF BALANCE OF LAND TITLES DIVISION**

**12 Noon, Friday, 20 August, 1993**

Land Titles Division closed and all services cease, except for LPS and NTS who, now re-located at Midland, will remain open for business.

**12 Noon, Monday, 23 August, 1993**

Full Land Titles' services resume at Midland and the document and survey lodgement and issuing services commence at the new Perth Branch Office in the Central Government Building. In case of delays, please avoid scheduling settlements for this day if possible.

Although DOLA appreciates these short suspensions of service will inconvenience clients, your co-operation is sought to successfully complete the relocation. It is hoped that this advance notice will enable business plans and activities, such as settlements, to be organised accordingly, and thus minimise any inconvenience or disruption.

**NEW ADDRESSES**

Midland	Perth Branch Office	Postal Address (both Midland & Perth Branch Office)
<i>Street Address</i>	<i>Street Address</i>	Land Titles Division
DOLA	First Floor, Central Government Buildings	PO Box 2222
Midland Square	Cathedral Avenue	MIDLAND WA 6056
MIDLAND WA 6056	PERTH WA 6000 (entrance nearest to Hay Street)	

**MIDLAND TELEPHONE NUMBERS** all numbers (09)

Main switchboard	273.7373	New Title Services Reception	273.7057
Search Transmission Centre		Stopped Documents	
Fax search requests	250.3187	Manager	273.7365
Enquiries	273.7294	Enquiries	273.7337
Advice Officers	273.7044	Fax	273.7658
Land Enquiry Centre	273.7045		

*Geoff Sach*  
 Geoff Sach  
 Divisional Manager  
 LAND TITLES  
 13 July 1993