Creating and Archiving Deeds

Owner	EIS Business Systems
Version	1.0
Date	10 July 2018

Revision History (Document Control)

Version	Date	Modified by	Reviewed by	Change Description/Summary
0.1	1/03/2017	KJ		Initial document
0.2	26/03/2018	KJ		Updated to reflect new deed attribute for 'Parcel ID'
0.3	09/07/2018	DAT		Updated with technical information and correct delegated authority procedure

Glossary:

Deed: This term is not used in New Zealand. In K2 this refers to a parcel of land.

Tenure: This is ownership.

Deed Description: This term is not used in New Zealand. This is the appellation (the name of the parcel). **Certificate of Title**: The term 'title' refers to the CFR (Computer Freehold Register).

Parcel ID: This number is the parcels unique identifier that allows us to geo locate the parcel.

Parcel: Refers to a specific area of land defined by survey.

Land Registration Documentation: When an area of land is created as a parcel it is first defined by survey and then receives an appellation and parcel ID, Collectively this is known as Land Registration Documentation'.

LINZ: Land Information **New Z**ealand are responsible for all land registration in New Zealand. **Gazette**: When land is acquired or disposed of this is recorded in the New Zealand Gazette. We record this by noting the year and page the legalisation was published on.

Purpose:

This process is for creating deeds. Only the **Team Administrator**, Infrastructure Delivery – Ownership and Occupancy can enter new Deeds.

Scope:

Deeds can only be created by **Team Administrator**, **Infrastructure Delivery** – **Ownership and Occupancy**. Deeds can only be added or archived if approved by the correct delegated authority. Deeds can only be entered after the parcel has all relevant land registration documents assigned by LINZ (i.e. appellation, survey and parcel ID identifiers).

Deeds should only be created or archived when:

- 1. A new land parcel has been purchased by the Ministry (may require creation of a new dummy site)
- 2. Ministry owned land has been sold (may require creation of a new dummy site)
- 3. The Ministry has leased land
- 4. The Ministry cease's to lease land

Responsibilities and Accountabilities:

Who		Responsibility	
User	Log a reques	st for a new Deed to: land.information@education.govt.nz	
Team Administrator	Investigate a	and take action as appropriate	
Frequency: As required			08
Prerequisites:		Č.	
What to Check		Reason for Checking / Risks Involved	

Frequency:

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What to Check	Reason for Checking / Risks Involved
I The delegated authority for acquisition and disposal has approved the action	 Authority to approve the acquisition and disposal of land is limited to only staff with delegated authority. Deeds can only be created or archived if approved by the correct delegated authority. Delegated Authority Schedules can be found here: http://intranet.moe.govt.nz/organisation/policies/delegations.policy/ The Ministry cannot acquire land unless signed by Deputy Secretary EIS (Head of Education Infrastructure) or higher (financial delegation). The authority for a Board of Trustees to acquire land is subject to clause 33 of schedule six of the Education Act 1989 (statutory delegation). The authority for a Board of Trustees or the Ministry to 'dispose' of land is subject to section 71B of the Education Act 1989 (statutory delegation).
2 Land Registration Documentation	 Before a parcel can be added it must: Be defined by survey Have an appellation Have a Parcel ID Be held in a CFR (the CRF must be held by HMQ for an education purpose for all acquisitions) Be legalised as Education (be held in CFR or Legalised as Education land for all disposals) * All land added or archived in K2 for acquisition and disposal of land must occur after sub-division if sub-division is planned.
3 The site has the correct area before the deeds are added	K2 auto populates areas: so all sites areas must be correct before deeds are entered.

Process Steps:

	VVIIO			Action	
1	Helios Admin	Search for the busine created. Note: If new site with r correct value before cre increased before addin To calculate the correct	ess unit, and the to existing deeds, eating deeds. If no g the new Deed. t area for the site:	n navigate to sit check that site ar ew land being add add all deed area	e which needs a new deed to be ea is correct. If it is, then populate with led to an existing site, site area needs to be a's together (including any new deeds). The
	LL . P	site area needs to be co	prrect before the	addition of any ne	ew deeds).
	Admin		Deed ty Tenure Plan Re Cetifica Designa	pe ference te of Title	
		Declared Surplus Gazette Page Gazette Year Umited Surplus Parcel ID Proprietor Surplus Area Fill in the required field	elds;		
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22	sec	Declared Surplus         Gazette Page         Gazette Year         Linted Surplus         Parcel ID         Parcel ID         Proprietor         Surplus Area    Field        Deed Number       Deed Description    Tenure        Plan Reference       Certificate of Title	elds; Mandatory? Yes Yes No Yes	Input Appellation Select from dropdown N/A CFR	Notes         This is automatic         Lot or Section as identified by survey         i.e. Lot 1 DP 7002 or Section 2 SO         458678         It is important to ensure Tenure is recorded correctly         N/A         Computer Freehold Register (CFR) Identifier:         i.e. NAS54A/987 or 45698
22	sec	Declared Surplus         Gazette Page         Gazette Year         Linted Surplus         Parcel ID         Popretor         Surplus Area    Field Deed Number Deed Description          Tenure         Plan Reference         Certificate of Title	elds; Mandatory? Yes Yes No Yes No	Input         Appellation         Select from         dropdown         N/A         CFR         N/A	<ul> <li>Notes</li> <li>This is automatic</li> <li>Lot or Section as identified by survey</li> <li>i.e. Lot 1 DP 7002 or Section 2 SO 458678</li> <li>It is important to ensure Tenure is recorded correctly</li> <li>N/A</li> <li>Computer Freehold Register (CFR) Identifier:         <ul> <li>i.e. NAS54A/987 or 45698</li> <li>RMA designations are not managed by K2</li> </ul> </li> </ul>
20	sec	Declared Surplus	elds; Mandatory? Yes Yes No Yes No Yes No No	Input         Appellation         Select from         dropdown         N/A         CFR         N/A         N/A	<ul> <li>Notes</li> <li>This is automatic</li> <li>Lot or Section as identified by survey</li> <li>i.e. Lot 1 DP 7002 or Section 2 SO 458678</li> <li>It is important to ensure Tenure is recorded correctly</li> <li>N/A</li> <li>Computer Freehold Register (CFR) Identifier:         <ul> <li>i.e. NAS54A/987 or 45698</li> <li>RMA designations are not managed by K2</li> <li>N/A</li> </ul> </li> </ul>

# Standard Operating Procedure for Helios Administrator

Step	Who	Action						
		Gazette Page	No	Numeric	Legalisation Reference			
		Gazette Year	No	Numeric				
		Limited Surplus	No	N/A	N/A			
		Parcel ID	No	Numeric	It is important to ensure the Parcel ID is recorded correctly			
		Proprietor	No	Free text	Identifies owner where land is not Education land: i.e. if land is leased by the Ministry the land owner is recorded as 'proprietor'.			
		Surplus Area	No	Decimal	N/A			
		Save when done			tion			
3	Helios	Save the deed and fill	in the next w	indow.	20-			
	Aumin	Identify Location						
4	Helios	Location Area 0. Allocated Percentage Allocated Area	00 m ²  100,0000 9	OK Cance	e			
4	Admin	For the Location – 1. Select Business U	Jnit, highlight	the business un	it from the list and double click			
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# Standard Operating Procedure for Helios Administrator

	who				Action		
				Select loca	tion	×	
			Level selector (Navigate dow	wn the location levels)			
			Busines	ss Unit			
					Your current selection options :		
			Buildings	Sites	Business Units		
						(	
			Sub	70000			
			Blocks	20165			
			Floors				
			Rooms				
			BusinessUnitNumber	BusinessUnitName	AlternativeName		
			Click here to filter data				
				Manukau Central Kindergarten	+		
				Manukorihi Intermediate			
			<b>&gt;</b>	Manukura			
				Manunui School			
				Manurewa Central School Manurewa East School			
				Manurewa High School			
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## Standard Operating Procedure for Helios Administrator

Creati	ng and M	odifying Business Units
Step	Who	Action
5	Helios Admin	If the site already exists ensure you have set the correct site area before populating the deed entry, the allocated percentage and allocated area will auto-populate. If the area doesn't auto populate then correctly add the area as m ² in 'Allocated Area'.
		Enter the parcel area in m ² in 'Allocated Area'.
		Select Location
		Location Manukura\100000 TEST
		Location Area 100000.00 m ²
		Allocated Percentage 50.0 00 %
		Allocated Area 50,000.00
		OK Cancel
		c.C

*Add documentation to site under Documents

*Add documentation to school summary under Documents

Documentation required (from Asset Register Acquisition Checklist):

- New Parcel ID
- Full Survey if Undertaken (i.e. all pages)
- Legalisation (i.e. copy of Gazettal declaring area surplus)
- CFR (Computer Freehold Register)
- Disposal/Acquisition Memo (signed)

Copy of Sale and Purchase Agreement (full)