

Application for Crown asset/s

* to be transferred to a tertiary education institution
* **to be disposed of and net proceeds reinvested**

This form is for use by any tertiary education institution (TEI) that manages Crown assets (i.e. land and/or buildings) and wishes to have those assets transferred into its legal title for an ongoing educational need and/or dispose of assets that it no longer requires and reinvest a portion of the net proceeds. Please note that:

* Every application to transfer and/or dispose of Crown assets requires the joint approval of the Minister of Tertiary Education and Minister of Finance. An assessment undertaken by TEC will provide recommendations to Ministers and will be based on criteria set out on TEC’s website.
* Institutions need to email a completed version of their asset verification spreadsheet to [camenquiries@tec.govt.nz](mailto:camenquiry@tec.govt.nz). This spreadsheet seeks information from institutions on the Crown owned assets that they manage, asks for information concerning ongoing educational use of each asset and asks whether they wish the asset to be transferred or disposed of. It also asks for details of land and building assets owned directly by TEIs.
* Transfers and disposals are dependent on clearance through government processes, including those to protect Māori, heritage and conservation interests in Crown land.
* If a transfer proceeds, a condition of transfer will be that if a TEI sells an asset within five years from the date of transfer, it must pay 20% of the net disposal proceeds to the Crown.
* While the form seeks to gather all the information required to complete the transfer process, in some cases additional information may be required.
* Where an asset is identified as no longer required and the TEI is seeking to reinvest a portion of the net proceeds on disposal, a completed scoping template and risk profile assessment for the proposed investment project needs to accompany this form. On the basis of this information TEC will discuss with the TEI the scope and depth of analysis that will be required in a subsequent business case.
* If a TEI wants to have land transferred or disposed of that does not have title, it should obtain title through Land Information New Zealand (LINZ). The Ministry of Education (as landowner) will support TEIs’ applications as required.

The timeline from application to transfer of legal title or of disposal and the overall process for development, assessment and approval of applications is set out on TEC’s website. The process is summarised in the flowchart on page three of this form.

How do I use the form?

Please fill in this form electronically, inserting text as indicated. Adjust the boxes to give yourself as much space as you need.

When you have completed the form, please print it, sign it where indicated, and either post a printed version along with an accompanying cover letter to:

Crown Asset Transfer and Disposal

Tertiary Education Commission

Level 12, 44 The Terrace  
PO Box 27-048

Wellington 6141

or email a scanned or electronic version to [camenquiries@tec.govt.nz](mailto:camenquiries@tec.govt.nz)

If you have any questions about this form, please contact your TEC Investment Manager or email [camenquiries@tec.govt.nz](mailto:camenquiry@tec.govt.nz)



Crown Asset Transfer/Disposal Form

1. TEI details



This section asks you for information about your institution and key contacts.

|  |  |  |
| --- | --- | --- |
|  |  | *Enter your answers in this column:* |
| **1.1** | Name and postal address of institution: |  |
| **1.2** | Contact person for transfer (name, position, phone number, and email address):  *NB. This should be the person who will be the main contact for TEC as the transfer is processed. It need not be the person who signs the declaration at the end of this form.* |  |
| **1.3** | Name of territorial local authority (TLA) |  |

1. Historical management of asset

This section asks you for information about the historical management of the asset/s to be transferred and/or disposed of.

|  |  |  |
| --- | --- | --- |
|  |  | *Enter your answers in this column* |
| **2.1** | Have all the assets to be transferred/disposed of relating to this application been managed by the TEI since 1990?  *If no, when did the assets in question come into your possession?* |  |
| **2.2** | Are there any formal arrangements (with the Crown or other parties) in place relating to the TEI’s occupancy and management of the assets?  *If yes, please provide details.* |  |
| **2.3** | Are you aware of any third party claim(s) over the assets covered by this application?  *If yes, please provide details.* |  |

3. Eligibility for transfer/retention of portion of net proceeds on disposal

This section asks you about a range of conditions that must be satisfied for a transfer, or a disposal where a portion of the proceeds is sought, to proceed. If you are not sure whether your TEI meets one or more of the conditions below, please discuss this with your TEC Investment Manager before you complete this form.

Provide supporting comments and/or evidence as necessary, and adjust the boxes to give yourself as much space as you need.

**Strategic Capital Goals**

Does the requested asset transfer(s) and/or the proposed use of the net proceeds of a disposal(s); align with your institution’s long-term strategic goals (*describe how the proposed transfer fits with your long-term strategic goals)?*

|  |  |
| --- | --- |
| **3.1** | YES  NO  *Provide supporting comments and evidence here* |

Does the requested asset transfer(s) and/or proposed reinvestment project align with your Strategic Capital Asset plan/Campus Master Plan (if in existence)?

|  |  |
| --- | --- |
| **3.2** | YES  NO  *Provide supporting comments and evidence here* |

**Investment Plan**

Does the requested asset transfer(s) and/or proposed reinvestment project support your institution’s on-going educational provision as set out in your Investment Plan?

|  |  |
| --- | --- |
| **3.3** | YES  NO  *Provide supporting comments and evidence here* |

Educational or financial risk

TEC will assess whether your institution is at educational or financial risk. If TEC has concerns it may consider recommending to joint Ministers that certain performance targets be met as a condition of transfer or disposal. TEC will make this assessment with reference to a range of information including the Financial Monitoring Framework and educational performance commitments contained within Investment Plans.

Capital Asset Management (CAM) programme

In order to be eligible for Crown asset transfers or net proceeds on disposal under this policy, TEIs must integrate the Government’s CAM programme into their strategic, financial planning and reporting systems. This has two primary dimensions:

* Annual CAM returns – TEIs are required to report their CAM intentions on an annual basis. For more information see TEC’s website.
* TEI CAM standards – TEIs are required to complete annual self-assessments using the capital asset management self-assessment tool and to have commissioned an independent review of their capital asset management systems, processes and asset performance measures. For more information see TEC’s website.

**4. Supporting documents**

The application must be supported by the documents in the table below.

Where copies of the relevant documents are already held by TEC, these will be used unless an updated version is supplied with this application. Please indicate whether a new version is supplied or whether TEC should use a version already held.

|  |  |  |
| --- | --- | --- |
| **Supporting documents** | New document supplied with this application  (please tick) | Use existing document supplied to TEC  (please tick) |
| Crown Asset Verification spreadsheet (including certificate of title references for each asset) |  |  |
| 3 year financial statement forecast (used in financial risk assessment) |  |  |
| TEI Strategic Plan |  |  |
| Strategic Capital Asset Plan or Campus Master Plan (if in existence) |  |  |
| Current Asset Management Plan |  |  |
| CAM Self-Assessment |  |  |
| Report of Independent Review of Asset Management Capability |  |  |
| Risk Profile Assessment for proposed reinvestment project (for disposals where a portion of the net proceeds is sought) |  |  |
| Project Scoping Template (for disposals where a portion of the net proceeds is sought) |  |  |
| Any other security or legal documents associated with the asset (please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |  |  |

5. Declaration

The completed form must be signed by **either** the chief executive of the institution **or** someone who is authorised to sign on behalf of the chief executive.

Declaration and signature:

“I, Insert name here, Insert position here, declare that, to the best of my knowledge and judgement, the information contained in this form is true and complete.”

Signature:

Date: / /