



TWEED SHIRE COUNCIL

## **AGENDA**

# **TWEED COAST HOLIDAY PARKS RESERVE TRUST MEETING**

**Tuesday 21 April 2009**

**Chairman: Tr J van Lieshout**

**Trustees:**

- Tr B Longland**
- Tr D Holdom**
- Tr K Milne**
- Tr W Polglase**
- Tr K Skinner**
- Tr P Youngblutt**



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## ITEMS FOR CONSIDERATION OF THE TRUST:

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## CONFIRMATION OF MINUTES

- 1 **Minutes of the Ordinary Tweed Coast Holiday Parks Reserves Trust Meeting held Tuesday 17 March 2009**

### UNDER SEPARATE COVER/FURTHER INFORMATION:

*To view any "non confidential" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

1. Minutes of the Ordinary Tweed Coast Holiday Parks Reserves Trust Meeting held Tuesday 17 March 2009 (ECM 210056).
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## REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST

### REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST

- 2 [TCHP-EM] Request by Department of Lands for Certificates of Expenditure

#### ORIGIN:

Executive Manager of the Trust

FILE REFERENCE: GC3/8/1 Pt2

TCHP0904

#### SUMMARY OF REPORT:

The Trust has received correspondence from the Department of Lands dated 19 March 2009 requesting that the Trust Chairman and Secretary/Trust Board Member certify that loan funds have been expended and signing the attached certificates.

#### RECOMMENDATION:

**That the Tweed Coast Holiday Parks Reserves Trust authorises execution of the following Certificates of Expenditure relating to loans provided to the Tweed Coast Holiday Parks in 2005:-**

1. Loan reference number F377031 in the amount of \$335,000.
2. Loan reference number F382205 in the amount of \$35,000.
3. Loan reference number F385624 in the amount of \$50,000.
4. Loan reference number F385622 in the amount of \$340,000.
5. Loan reference number F377030 in the amount of \$200,000.



**REPORT:**

The Trust received correspondence from the Department of Lands on 20 March 2009 (included in this report).

The letter requests the Trust Chairman and Secretary/Trust Board Member certify by signing the attached certificates that loan funds have been duly expended.

The Executive Manager advises that the loans, as detailed in the recommendation, were applied to the construction and improvement of Tweed Coast Holiday Park assets, and that the works are now complete.

Accordingly the Executive Manager recommends the Trust authorise the completion of the Certificates of Expenditure, as detailed below:-

1. Loan reference number F377031 in the amount of \$335,000;
2. Loan reference number F382205 in the amount of \$35,000;
3. Loan reference number F385624 in the amount of \$50,000;
4. Loan reference number F385622 in the amount of \$340,000; and
5. Loan reference number F377030 in the amount of \$200,000.



Our Ref: GF84R83,GF87R19,GF03R1,GF00R25  
Contact: Marlene McInnes  
Phone: (02) 6640 3414

Department of Lands



*Land Administration & Management  
Property & Spatial Information*

PO Box 272 GRAFTON NSW 2460  
Facsimile (02) 6642 5375  
Email [Marlene.McInnes@lands.nsw.gov.au](mailto:Marlene.McInnes@lands.nsw.gov.au)

Tweed Coast Holiday Parks  
c/- Tweed Shire Council  
PO Box 816  
MURWILLUMBAH NSW 2484  
**Attention: Richard Adams**

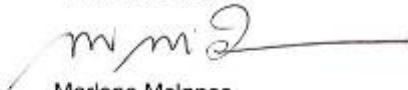
Dear Richard

According to our records the attached Certificate of Expenditures have not been completed and returned to this office. These loans are loans that were finalised towards the end of 2005.

I have attached a copy of the previous correspondence sent regarding these loans and request for the Certificate of Expenditures.

I would appreciate if you could sign the attached Certificate of Expenditures stating that the monies have been spent on the projects specified on the certificates.

Yours sincerely



Marlene McInnes  
Land Administration  
Crown Lands Division  
NORTH COAST

19 March 2009



CERTIFICATE OF EXPENDITURE

Public Reserves Management Fund (PRMF)

Financial Assistance

The POTTSVILLE NORTH HOLIDAY PARK

at its meeting of .....

certified the expenditure of \$.....and loan of \$ 335,000.00

from the Public Reserves Management Fund.

The money was allocated to Ensuites, cabins and

pay television

All funds have been spent and the projects were completed on .....



\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY/TRUST BOARD MEMBER

Please return completed forms to the Manager Crown Lands NSW Far North Coast PO Box 272 Grafton NSW 2460 P:6640 3414 F: 6642 5375	
Contact Officer:	MARLENE MCINNES
Telephone:	02 6640 3414
Our Reference:	<u>GF87R19</u> <u>F 377031.</u>

**CERTIFICATE OF EXPENDITURE**

Public Reserves Management Fund (PRMF)

**Financial Assistance**

The POTTSPINNE SOUTH HOLIDAY PARK

at its meeting of .....

certified the expenditure of \$.....and loan of \$ 35,000.00

from the Public Reserves Management Fund.

The money was allocated to Pay television

.....

.....

.....

All funds have been spent and the projects were completed on .....



\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY/TRUST BOARD MEMBER

Please return completed forms to the Manager Crown Lands NSW Far North Coast  
PO Box 272 Grafton NSW 2460 P:6640 3414 F: 6642 5375

Contact Officer: MARLENE MCINNES

Telephone: 02 6640 3414

Our  
Reference: F 38 2205

**GF03R1**



CERTIFICATE OF EXPENDITURE

Public Reserves Management Fund (PRMF)

Financial Assistance

The FINIGAN HEAD HOLIDAY PARK.....

at its meeting of .....

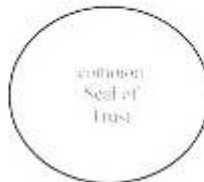
certified the expenditure of \$.....and loan of \$ 50,000.00

from the Public Reserves Management Fund.

The money was allocated to ENSUITE UNITS.....

.....  
.....  
.....

All funds have been spent and the projects were completed on .....



\_\_\_\_\_  
CHAIRPERSON

\_\_\_\_\_  
SECRETARY/TRUST BOARD MEMBER

Please return completed forms to the Manager Crown Lands NSW Far North Coast PO Box 272 Grafton NSW 2460 P:6640 3414 F: 6642 5375	
Contact Officer: MARLENE MCINNES	
Telephone: 02 6640 3414	Our Reference: <u>F 385624</u> <b>GF00R25</b>

**CERTIFICATE OF EXPENDITURE**

Public Reserves Management Fund (PRMF)

**Financial Assistance**

The Boyd's Bay Holiday Park

at its meeting of .....

certified the expenditure of \$.....and loan of \$ 340,000.00

from the Public Reserves Management Fund.

The money was allocated to ensuites, pay television  
and cabins

All funds have been spent and the projects were completed on .....



CHAIRPERSON

SECRETARY/TRUST BOARD MEMBER

Please return completed forms to the Manager Crown Lands NSW Far North Coast  
PO Box 272 Grafton NSW 2460 P:6640 3414 F: 6642 5375

Contact Officer: MARLENE MCINNES

Telephone: 02 6640 3414

Our Reference: F385622

**GF84 R83**

CERTIFICATE OF EXPENDITURE

Public Reserves Management Fund (PRMF)

Financial Assistance

The Beyas Bay Holiday Park

at its meeting of .....

certified the expenditure of \$.....and loan of \$ 200,000.00

from the Public Reserves Management Fund.

The money was allocated to BBQ facility, games room

and children's playground, construction

of a retaining wall.

All funds have been spent and the projects were completed on .....



CHAIRPERSON

SECRETARY/TRUST BOARD MEMBER

Please return completed forms to the Manager Crown Lands NSW Far North Coast  
PO Box 272 Grafton NSW 2460 P:6640 3414 F: 6642 5375

Contact Officer: MARLENE MCINNES

Telephone: 02 6640 3414

Our Reference: F371030

**GF 84R 23**

COPY

Department of Lands

Land Administration & Management  
Land Property & Spatial Information

LANDS  
GRAFTON

14 SEP 2005

RECEIVED

John Burton  
GPO Box 15  
Sydney NSW 2001  
Phone: 8236 7082  
Fax: 8236 7030  
www.lands.nsw.gov.au

General Manager  
Tweed Shire Council  
PO Box 816  
MURWILLUMBAH NSW 2484

Attention: Mr Richard Adams

Dear Sir/Madam

Thank you council's acceptance of the following loan funds for numerous improvements at the Crown reserves:

1. Fingal Holiday Holiday Park ~

Loan F382251 of \$40,000 for new barbecue area and seating. *00R25.*

➔ Loan F385624 of \$50,000 for ensuite units.

2. Boyds Bay Holiday Park

Loan F377030 of \$200,000 for barbecue facility, games room, children's playground and retaining wall. *84R83*

Loan F385622 of \$340,000 for ensuites, pay television and cabins.

3. Pottsville North Holiday Park

Loan F385623 of \$285,000 for amenities block, barbecue facility and children's playground. *87R19*

Loan F377031 of \$335,000 for ensuites, cabins and pay television.

4. Pottsville South Holiday Park

Loan F382205 of \$35,000 for pay television. *03R7.*

The funds have been paid electronically to the trust.




I enclose for your information repayment schedules for PRMF loan accounts F382251, F385624, F377030, F385622, F385623, F377031 and F382205. Please note that all payments and correspondence should be accompanied with the above account numbers.

Yours sincerely

  
John Burton 7/9/05  
PRMF Coordinator

*Papers for your file. Please follow up expenditure of the above accounts.*

  
8/9/05

→ *Naveille Hooton*  
*Grafton Office*



Tweed Coast Holiday Parks  
c/- Tweed Shire Council  
PO Box 816  
MURWILLUMBAH NSW 2484

Crown Lands NSW  
Level 1, 75 Victoria Street  
PO Box 272  
GRAFTON 2460  
telephone (02) 6640 2020  
facsimile (02) 6640 2036  
[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

Contact Officer: Narelle Hooton  
Telephone: 02 6640 2024  
Your Ref:  
Our Ref: 87R19, 03R1, 00R25, 84r83

Dear Sir,

The Tweed Shire Council as corporate trust manager of the listed reserves accepted loans for various improvements, details being;

- Fingal Holiday Park – A loan of \$40,000 for BBQ area and seating and a loan of \$50,000 for installation of five ensuite units for the tourist site.
- Boyds Bay Holiday Park – A loan of \$200,000 for BBQ facility, games room and children's playground and construction of a retaining wall and a loan of \$340,000 for installation of 12 en-suites, pay television and internet connection and replacement of two non-ensuited cabins.
- Pottsville North Holiday Park A loan of \$285,000 for demolition of the old amenities block and replacement with a new facility and installation of a covered BBQ facility and a loan of \$335,000 for installation of five ensuites, five cabins and pay television and internet connection.
- Pottsville South Holiday Park A loan of \$35,000 for installation of pay television and internet connection.

Loans totalling \$1,285,000 were forwarded to Council via electronic transfer on the 1 September 2005.

If all the projects have been completed could Council please sign the attached Certificate of Expenditure stating that the monies as listed above have been spent on the projects specified in this letter.

Much appreciated,

Yours sincerely,

*16/12/05*

Narelle Hooton  
Crown Lands NSW  
FAR NORTH COAST



**LEGAL/RESOURCE/FINANCIAL IMPLICATIONS:**

Nil.

**POLICY IMPLICATIONS:**

Nil.

**UNDER SEPARATE COVER:**

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

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Nil.

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## REPORTS THROUGH EXECUTIVE MANAGER OF THE TRUST IN COMMITTEE

### REPORTS FROM EXECUTIVE MANAGER OF THE TRUST

#### 1 [TCHP-EM] Operating Report for Period 1 July 2008 to 31 March 2009

#### REASON FOR CONFIDENTIALITY:

This report is **CONFIDENTIAL** in accordance with Section 10A(2)(c) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business



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