



**TWEED**  
SHIRE COUNCIL

**Chair:** Tr Barry Longland

**Trustees:** P Youngblutt (Deputy Chair)  
D Holdom  
K Milne  
W Polglase  
K Skinner  
J van Lieshout

# Agenda

## **Tweed Coast Holiday Parks Reserve Trust Meeting Tuesday 21 August 2012**

held at Murwillumbah Cultural and Civic Centre  
commencing at 10.15am

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**Items for Consideration of the Trust:**

<b>ITEM</b>	<b>PRECIS</b>	<b>PAGE</b>
	<b>CONFIRMATION OF MINUTES</b>	<b>5</b>
<b>1</b>	<b>[CONMIN] Confirmation of Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Tuesday 17 July 2012</b>	<b>5</b>
	<b>REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST/GENERAL MANAGER</b>	<b>7</b>
	<b>REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST/GENERAL MANAGER</b>	<b>7</b>
<b>2</b>	<b>[EM-TCHP] Credit Card Expiry - Insufficient Funds Service Fee</b>	<b>7</b>

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## CONFIRMATION OF MINUTES

- 1 **[CONMIN] Confirmation of Minutes of the Ordinary and Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Tuesday 17 July 2012**

### 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 Reserve Trust Meeting held Tuesday 17 July 2012 (ECM 53504654).
  2. **Confidential Attachment** - Minutes of the Confidential Tweed Coast Holiday Parks Reserve Trust Meeting held Tuesday 17 July 2012 (ECM 53505660).
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**REPORTS THROUGH THE EXECUTIVE MANAGER OF THE TRUST/GENERAL MANAGER**

**REPORTS FROM THE EXECUTIVE MANAGER OF THE TRUST/GENERAL MANAGER**

**2 [EM-TCHP] Credit Card Expiry - Insufficient Funds Service Fee**

**SUBMITTED BY:** Executive Manager of the Trust

**REFERENCE:** TCHP1203

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**Strengthening the Economy**

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**SUMMARY OF REPORT:**

This report recommends the Trust approves the introduction of a Service Fee to recover administration costs associated with credit card transaction failures arising out of the client having either insufficient funds or their nominated credit card being past its expiry date.

To enable this charge to be implemented it is deemed necessary to advertise this proposed charge. A further report will be presented following the closure of the advertising period.

**RECOMMENDATION:**

**That the Tweed Coast Holiday Parks Reserve Trust approves the introduction of a credit card service fee charge in the amount of \$22 inclusive of GST to be charged on each occasion that a client's credit card transaction is declined by reason of either insufficient funds or credit card expiry date being exceeded, and this be advertised for twenty-eight (28) days.**

**REPORT:**

The Tweed Coast Holiday Parks offers the opportunity for its Long-Term Casual clients to pay their holiday van site rental by credit card by completing a Credit Card Payment Authority form. This form gives authority for an amount equal to the weekly rent multiplied by the number of Saturdays in the month to be charged against the nominated credit card.

The Long-Term Casual Occupation Act and the Tweed Coast Holiday Parks Credit Card Authority Form stipulate it is the credit card holder's responsibility to advise of any changes to their nominated credit card or card expiry date and to ensure that sufficient funds are available for pre-approved transactions.

There is often a considerable administrative effort entailed with processing failed credit card transactions, of which there has been an increasing number arising from either insufficient funds or the credit card having expired.

Accordingly the Executive Manager recommends the Trust approves the introduction of a service fee, in the amount of \$22 exclusive of GST, for each transaction that cannot be completed due to either insufficient funds or the credit card having expired

To enable this charge to be implemented it is deemed necessary to advertise this proposed charge. A further report will be presented following the closure of the advertising period.

**OPTIONS:**

Not applicable.

**CONCLUSION:**

Not applicable.

**COUNCIL IMPLICATIONS:**

**a. Policy:**

Corporate Policy Not Applicable.

**b. Budget/Long Term Financial Plan:**

Implications as contained within the report.

**c. Legal:**

Implications as contained within the report.

**d. Communication/Engagement:**

**Consult-**We will listen to you, consider your ideas and concerns and keep you informed.



**LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:**

- 3 Strengthening the Economy
- 3.4 Provide land and infrastructure to underpin economic development and employment
- 3.4.3 Manage Council business enterprises to provide economic stimulus and maximise returns to the community
- 3.4.3.1 Operate the Tweed Coast Holiday Parks on Coastal Reserves

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

Nil.

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