



The Hon. Andrew Stoner MP
Deputy Premier
Minister for Trade and Investment
Minister for Regional Infrastructure and Services

PMIN13/1132

The Trustees
Pottsville North Public Recreation Reserve Trust
C/- Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484

20 NOV 2013

Dear Trust

I am pleased to advise that I have approved a loan of \$695,000 to the Pottsville North Public Recreation Reserve Trust towards the cost of reorganising sites to facilitate the introduction of new on-site accommodation and improved communal amenities and facilities at the Pottsville North Holiday Park.

This financial assistance is offered on the terms set out in Annexure A.

The funds will be paid electronically to the Trust following your indication of acceptance and advice of banking details as set out in Annexure B. Offers that are not accepted within three months of the date of this letter will be considered as lapsed and withdrawn.

Receipt of the funding should be acknowledged by the Trust in its next annual report and copies of the financial statements submitted online in the Crown Reserve Reporting System (CRRS) – or via a paper form sent to CRRS, Department of Trade and Investment, Crown Lands, PO Box 2185, Dangar NSW 2309 – within three months following the close of the trust's financial year.

I wish you well in your endeavours. Please contact your local Crown Lands office if you require any assistance.

Yours sincerely

The Hon. Andrew Stoner MP
Deputy Premier
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ANNEXURE A (TERMS)

1. Provision of the funds is subject to the Trust undertaking to meet the balance of funds required to complete the project and acknowledgement of the loan in the Trust's annual report.
2. The loan is repayable by 10 equal annual instalments of principal with interest at 5.0% per annum, calculated daily on the outstanding balance, interest to commence from the date the loan is paid into the Trust's account.
3. The interest rate on the loan may be changed periodically in line with market trend and Treasury Corporation advice.
4. The first instalment will fall due one year from the date the loan is paid into the Trust's account.
5. The Trust is responsible for seeking approval in writing – from Crown Lands Funding Programs (PRMFP), Department of Trade and Investment, Crown Lands, PO Box 2185, Dangar, NSW, 2309 – to an extension of time if the project will not be completed within 12 months of the funds being paid into the Trust's account.
6. A project report shall be submitted by the Trust to Crown Lands Funding Programs (PRMFP) to demonstrate that the works have been satisfactorily completed and the funds fully expended or surplus funds returned.
7. The Trust is responsible for obtaining any necessary approvals as required under relevant legislation prior to commencement of the project. This may include carrying out of an assessment of environmental effect under Part 5 of the *Environmental Planning and Assessment Act 1979* in cases when a development application is not required under that Act. Refer to the Reserve Trust Handbook (the Handbook) for more information in respect to such approvals and assessments.
8. The Trust shall comply with the purchasing policy set out in the Handbook.

ANNEXURE B (LOAN)

Post to:

Crown Lands Funding Programs (PRMFP)
Department of Trade and Investment
PO Box 2185
Dangar NSW 2309

ADVICE OF ACCEPTANCE OF LOAN AND UNDERTAKING TO EXECUTE ANY LEGAL DOCUMENTS WHICH MAY BE REQUIRED IN RESPECT OF THE LOAN

This is to certify that the Pottsville North Public Recreation Reserve Trust, at a duly convened meeting held onat which a quorum was present, has resolved and undertaken to:

Decline the offer of a loan [*mark with a cross if appropriate*]

Accept the loan of \$695,000 made to the Trust [*mark if appropriate*], and

1. use the loan for the purpose described in the Trust's application and specified in the letter of offer from the Deputy Premier
2. execute any legal documents which may later be submitted to them regarding the loan and its repayment
3. repay the loan through 10 equal annual instalments of principal plus interest at the rate of 5.0% per annum
4. submit a project report within 2 months of project completion, including an acquittal of expenditure (using the template at the **Attachment** to this Annexure), and
5. acknowledge this funding in the Trust's annual report and in the financial statements submitted online (or via mail) to the Crown Reserve Reporting System.

The Trust Board/Committee requests that the funds be paid to its official account as follows:

Account Name:

BSB:

Account Number:

Signed on behalf and with the authority of the Trust Board/Committee:

Chairman
(sign and print name)

Secretary
(sign and print name)

In the presence of:
Justice of the Peace

ATTACHMENT TO ANNEXURE B

**PUBLIC RESERVES MANAGEMENT FUND PROGRAM (PRMFP)
- FINAL PROJECT REPORT**

Reserve Name:		
Reserve Number:		
Address:		
Trust Name:		
Contact Person: - identify their role in the Trust		
Phone:	B/H -	A/H -
Summary of Completed Activities¹: (ref. description in the original application. Note any not delivered as specified and provide an explanation)		
Outcomes and Benefits: (ref. description in the original application. Note any not met as expected and/or if new ones were identified)		
Overall Project Timeline:	Start -	Finish -
Total Project Budget:		
Total Project Expenditure²:		
PRMFP Contribution:	Grant -	Loan -
Return of unspent PRMFP monies (amount and date)³:	Grant -	Loan -
Date PRMFP loan repayments to commence:		
Final comments: (if any)		

1 – Attach evidence that demonstrates project completion e.g. copies of 'before and after' photos

2 – Attach evidence of total expenditure e.g. copies of receipts and invoices

3 – Trusts must arrange for the return of unspent funds within 2 months of project completion - contact Crown Lands Funding Programs (PRMFP), Department of Trade and Investment, PO Box 2185, Dangar, NSW, 2309 for instructions



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The Trustees
Tweed Coast Holiday Parks Reserve Trust
C/- Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484

20 NOV 2013

Dear Trust

I am pleased to advise that I have approved a 2013-14 Public Reserves Management Fund Program (PRMFP) loan of \$595,000 to the Tweed Coast Holiday Parks Reserve Trust towards the cost of reorganising sites to facilitate the introduction of new on-site accommodation and improved communal amenities and facilities at the Boyds Bay Holiday Park.

This financial assistance is offered on the terms set out in Annexure A.

The funds will be paid electronically to the Trust following your indication of acceptance and advice of banking details as set out in Annexure B. Offers that are not accepted within three months of the date of this letter will be considered as lapsed and withdrawn.

Receipt of the funding should be acknowledged by the Trust in its next annual report and copies of the financial statements submitted online in the Crown Reserve Reporting System (CRRS) – or via a paper form sent to CRRS, Department of Trade and Investment, Crown Lands, PO Box 2185, Dangar NSW 2309 – within three months following the close of the trust's financial year.

I wish you well in your endeavours. Please contact your local Crown Lands office if you require any assistance.

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1. use the loan for the purpose described in the Trust's application and specified in the letter of offer from the Deputy Premier
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**PUBLIC RESERVES MANAGEMENT FUND PROGRAM (PRMFP)
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CERTIFICATE

I hereby certify on behalf and with the authority of the Trust Board/Committee that the amounts and details shown above and attached fully and accurately represent the actual works that have been undertaken and the associated expenditures.

SIGNED:

NAME:

POSITION:

- Chair of Reserve Trust Board
- Chair of Council's Reserve Trust Committee
- Administrator of Trust

DATE:

When complete (including attachments), post to:

Crown Lands Funding Programs (PRMFP)
Department of Trade and Investment
PO Box 2185
Dangar NSW 2309