



## The Hon Niall Blair MLC

Minister for Primary Industries  
Minister for Lands and Water

TWEED SHIRE COUNCIL  
RECEIVED  
DATE 16 AUG 2016

Ref: BN16/4992 (F566940)

Mr Troy Green  
General Manager  
Tweed Coast Reserve Trust  
PO Box 816  
MURWILLUMBAH NSW 2484

Dear Mr Green

I am pleased to advise that I have approved a grant of \$29,677 from the NSW Government's 2016-17 Public Reserves Management Fund Program to the Tweed Coast Reserve Trust for the monitoring and on-ground management of foxes and rabbits at the Reserve.

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

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B. Offers that are not accepted within two months of the date of this letter will be considered as lapsed and be withdrawn.

I wish you well in your endeavours. Please contact the PRMFP Team on 1300 886 235 (option 7) if you require any assistance.

Yours sincerely

9 AUG 2016

**The Hon Niall Blair MLC**  
**Minister for Primary Industries**  
**Minister for Lands and Water**

## ANNEXURE A

1. The following persons are authorised to accept/decline this offer (at Annexure B) on behalf of the reserve manager (e.g. trust) – at least one of:
  - Trust board – Chair, Secretary or Treasurer
  - Council managed trust – General Manager
  - Corporate managed trust – CEO, CFO or General Manager
  - Freehold showground/school of arts/commons – President, Secretary or Treasurer
  - Other – Appointed Administrator, DPI - Lands Director or Area Manager
2. Payment of funds will be made to the official reserve manager's account. If an organisation has been authorised to apply on behalf of the reserve manager, they will need to contact the reserve manager to access the project funding.
3. Payment of funds is made GST inclusive. Grant recipients registered for GST must agree to the issuance by DPI - Lands of a Recipient Created Tax Invoice (RCTI) in respect to this payment (Annexure B).
4. The reserve manager is responsible for ensuring the funds are only used for the purpose described in the application and specified in the letter of offer from the Minister. Funds may not be used for any other purpose without the prior written approval of DPI - Lands.
5. The reserve manager is responsible for ensuring all approvals (environmental, council etc.) required under legislation is received prior to commencement of the project.
  - Refer to the *Reserve Trust Handbook* for more information in respect to approvals and assessments ([www.crownland.nsw.gov.au/trusts/trust\\_handbook](http://www.crownland.nsw.gov.au/trusts/trust_handbook))
6. Procurement must be undertaken in accordance with the *PRMFP Procurement Guidelines* ([www.crownland.nsw.gov.au/crown\\_land/crown\\_reserves/funding/PRMFP](http://www.crownland.nsw.gov.au/crown_land/crown_reserves/funding/PRMFP)).
  - Project activities totalling \$0.250m or over must be procured via public tender.
7. Projects must be completed within 12 months of the date the funds are paid into the reserve manager's account. The reserve manager is responsible for seeking prior written approval from DPI – Lands if an extension is required.
8. A final project report (see Annexure C) must be submitted by the reserve manager to DPI - Lands to demonstrate that the works have been satisfactorily completed and the funds fully expended or surplus funds returned.
  - The report is due within 2 months of the project's completion. Failure to submit this report will render the reserve manager ineligible for future funding.
  - Documentation in the form of before and after photos (wherever relevant) and proof of expenditure must be submitted with the report.
  - All remaining PRMFP funds at the completion of the project must be returned to DPI - Lands via cheque with a cover letter that includes the reserve manager's name and the following reference: PRMFP – F566940.
9. Receipt of the funding must be acknowledged by the reserve manager in its next annual and/or its Crown Reserve Reporting System (CRRS) report.
10. This project may be the subject of an onsite audit following its completion. Project documentation (e.g. receipts, procurement documentation) must be collected and retained by the reserve manager for a minimum of 7 years.

---

11. All official correspondence with DPI – Lands in relation to this offer and the project must be undertaken through the PRMFP Team, as follows:

- Email: [cl.prmfp@crowland.nsw.gov.au](mailto:cl.prmfp@crowland.nsw.gov.au)
- Post: PO Box 2185, Dangar, NSW 2309
- Ph: 1300 886 235 (option 7)

**ANNEXURE B (GRANT)**

[Complete, scan and email to: [cl.prmfp@crowmland.nsw.gov.au](mailto:cl.prmfp@crowmland.nsw.gov.au)]

Ref: F566940/ A900216

**ADVICE OF ACCEPTANCE OF GRANT**

This is to certify that the Tweed Coast Reserve Trust has resolved to [mark one as appropriate]:

- Decline the offer of a grant, or
- Accept the grant of \$29,677 on the following conditions

**Funding Acceptance Conditions**

Tweed Coast Reserve Trust agrees to:

1. comply with all the Terms detailed at Annexure A, and
2. accept a Recipient Created Tax Invoice (RCTI) issued by the NSW Department of Primary Industries (Lands) and comply with its terms\*.

I/We (the undersigned) request that the funds be paid to the reserve manager's official account as follows:

**Account Name:** .....

**BSB:** .....

**Account Number:** .....

**Reserve Manager ABN:** .....

Signed on behalf and with the authority of the reserve manager (refer Term 1 of Annexure A for authorised persons):

1.

2.

**Signature**

**Signature**

**Date**

**Date**

**Printed Name**

**Printed Name**

**Position**

**Position**

\* Please contact the PRMFP Team for further information if necessary

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

<b>Reserve Name</b>			
<b>Reserve Number</b> (for Crown Reserves)			
<b>Reserve Address</b>			
<b>Reserve Manager Name</b> e.g. name of trust			
<b>Contact Person</b> (include role in reserve manager organisation)			
<b>Phone</b>	B/H -	A/H -	
<b>Email</b>			
<b>Application Year</b>	2016/17	<b>Application Number</b>	900216
<b>Summary of Completed Activities:</b> (Refer to description in the original application. Note any activities not delivered as specified and provide an explanation)			
<b>Outcomes and Benefits:</b> (Refer to Section 4: "Activity Details" of your original application for the outcomes intended to be delivered by the project. Note whether each was achieved, providing supporting information where available e.g. an increase in turnover. Comment on any outcomes or benefits not delivered as expected and/or new ones identified.)			
<b>Describe the procurement process undertaken<sup>1</sup>:</b> (e.g. quotes obtained/tender process used, how the process resulted in the selection of a particular source of supply)			
<b>Grant/loan published in the reserve manager's Annual Report and/or CRRS report? Please tick</b>	Yes	If yes, please note the date of the report:	
	No	If no, please explain why:	

<b>Evidence of expenditure attached?</b> Please tick (e.g. receipts, paid invoices)	Yes		If no, please explain why:
	No		
<b>Before and after photographs of Project attached? Please tick</b>	Yes		If no, please explain why:
	No		
<b>Overall Project Timeline:</b>	Start -		Finish -
<b>Total Project Budget:</b>			<b>Total Project Expenditure:</b>
<b>PRMFP Contribution:</b>	Grant -		Loan -
<b>Return of unspent PRMFP monies</b> (if applicable) <sup>2:</sup>	Amount Returned –		
	Date Returned –		
<b>Would you like this project to be considered for inclusion as a Case Study in an upcoming PRMFP Annual Report<sup>3</sup>?</b>	Yes		
	No		
<b>Final comments:</b> (if any) <sup>4</sup>			

### Certificate

I hereby certify on behalf and with the authority of the reserve manager that the amounts and details shown above and attached fully and accurately represent the actual works that have been undertaken and the associated expenditures<sup>5</sup>.

**Signed:** .....

**Date:** .....

**Name:** .....

**Position<sup>6</sup>:** .....

### Notes:

- Procurement must be undertaken in accordance with the PRMFP Procurement Guidelines ([www.crownland.nsw.gov.au/crown\\_land/crown\\_reserves/funding/PRMFP](http://www.crownland.nsw.gov.au/crown_land/crown_reserves/funding/PRMFP)).
- Reserve managers must return all unspent funds within 2 months of project completion to Crown Lands (as below) with a cover letter that includes the reserve manager's name and the original application number and/or reference number e.g. F566940 (from the letter of offer)
- This would comprise a photograph and a description of the project and its benefits  
DPI - Lands staff (only) – please note SAP project number wherever relevant

- 
4. This project may be subject to an onsite audit – originals of project documentation must be collected and retained by the reserve manager for 7 years
  5. Refer Term 1 of Annexure A in the original letter of offer for authorised persons

**Submission**

Submit your completed report and attachments to the PRMFP Team via:

Email – [cl.prmfp@crowland.nsw.gov.au](mailto:cl.prmfp@crowland.nsw.gov.au), or

Mail – Crown Lands Funding Programs (PRMFP)  
Department of Primary Industry  
PO Box 2185  
DANGAR NSW 2309

**Assistance**

If you need assistance with completing your report, please call the PRMFP Team on 1300 886 235 (option 7) or email [cl.prmfp@crowland.nsw.gov.au](mailto:cl.prmfp@crowland.nsw.gov.au).