

Geoff **PROVEST** MP

The Nationals Member for Tweed

Ref: 545032

DOC19/180006

Your ref: A190055/F606729

Mr Troy Green
General Manager
Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484

Dear Mr Green

Thank you for your application to the Crown Reserves Improvement Fund (CRIF).

I am pleased to advise that Tweed Shire Council has been approved for a grant of \$54,384 from the NSW Government's 2019-20 CRIF towards the repair of the eastern end revetment wall at the Jack Evans Boat Harbour.

Thank you for your efforts in improving our Crown reserve assets to benefit the community, boost our economy and contribute to the cultural, sporting and recreational life of the electorate of Tweed and New South Wales.

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B. Offers that are not accepted within two months of the date of this letter will be considered as lapsed and be withdrawn.

If you require additional information or wish to discuss this matter further, please contact the Funding Team on 1300 886 235 (option 4).

Yours sincerely



Mr G.K. Provest MP
Member for Tweed



THE **NATIONALS** for Regional NSW

ANNEXURE A

1. The following persons are authorised to accept/decline this offer (at Annexure B) on behalf of the Crown land manager (CLM) – at least one of:
 - CLM board – Chair, Secretary or Treasurer
 - Council managed CLM – General Manager or Director
 - Corporate managed CLM – CEO, CFO or General Manager
 - Freehold showground/school of arts/commons – President, Secretary or Treasurer
 - Other – Appointed Administrator, Crown Lands Director or Area Manager
2. Payment of funds will be made to the CLM's official account. Payment will only be made once any overdue outstanding amounts owing to the Department of Planning, Industry and Environment (DPIE) – Crown Lands by the CLM are paid.
3. Payment of funds is made GST inclusive. Grant recipients registered for GST must agree to the issuance by DPIE - Crown Lands of a Recipient Created Tax Invoice (RCTI) in respect to this payment (Annexure B).
4. The CLM is responsible for ensuring funds are only used for the purpose(s) 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 DPIE - Crown Lands.
5. The CLM 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 (available on the DPIE - Crown lands website).
6. Procurement must be undertaken in accordance with the *CRIFP Procurement Guidelines*.
 - Project activities totalling \$150,000 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 CLM's official account. The CLM is responsible for seeking prior written approval from DPIE - Crown Lands if an extension is required.
8. A final project report (see Annexure C) must be submitted by the CLM to DPIE - Crown 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 CLM 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 CRIFP funds at the completion of the project must be returned to DPIE - Crown Lands with a cover letter that includes the CLM's name and the following reference: F606729.
9. Receipt of the funding must be acknowledged by the CLM in its next annual 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 CLM for a minimum of 7 years.
11. All official correspondence with DPIE - Crown Lands in relation to this offer and the project must be undertaken through the Funding Team, as follows:
 - Email: reservefunding@crowmland.nsw.gov.au
 - Post: PO Box 2185, Dangar, NSW 2309
 - Phone: 1300 886 235 (option 4)

To accept or decline this funding offer please complete, scan and email the below form to:

Email – reservefunding@crowland.nsw.gov.au; or

Mail – Crown Reserves Improvement Fund
Department of Planning, Industry and Environment – Crown Lands
PO Box 2185
DANGAR NSW 2309

Ref: A190055/F606729

ADVICE OF ACCEPTANCE OF GRANT

This is to certify that Tween Shire Council has resolved to *[mark one as appropriate]*:

- Decline the offer of a grant, or
- Accept the grant of \$54,384 on the following conditions

Funding Acceptance Conditions

Tween Shire Council 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 Planning, Industry and Environment and comply with its terms*.

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

Account Name:

BSB:

Account Number:

Crown Land Manager ABN:

Signed on behalf and with the authority of the Crown land 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 Funding Team for further information if necessary

ANNEXURE C

Final Project Report Submission

For submission of a final project report please submit your completed report and attachments to the Funding Team via:

Email – reservefunding@crowland.nsw.gov.au; or

Mail – Crown Reserves Improvement Fund
Department of Planning, Industry and Environment – Crown Lands
PO Box 2185
DANGAR NSW 2309

Assistance

If you need assistance with completing your report, please call the Funding Team on 1300 886 235 (option 4) or email reservefunding@crowland.nsw.gov.au. Further information is also available on the webpage - <https://www.industry.nsw.gov.au/lands/reserves/funding>.



**CROWN RESERVES IMPROVEMENT FUND PROGRAM (CRIFP) –
FINAL PROJECT REPORT**

Reserve Name					
Reserve Number (for Crown Reserves)					
Reserve Address					
Crown land manager name					
Contact Person (include role in land manager organisation)					
Phone		Phone #1	Phone #2		
Email					
Application Year	2019/20	Application Number	A190055	CRIFP Account Number eg.F51234	F606729
Summary of Completed Activities: (Refer to description in the original application. Note any activities not delivered as specified and provide an explanation)					
Outcomes and Benefits: (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.)					
Describe the procurement process undertaken¹: (e.g. quotes obtained/tender process used, how the process resulted in the selection of a particular source of supply)					
Grant/loan published in the land manager's Annual Report and/or Crown Reserve Reporting System report? Please tick	Yes		If yes, please note the date of the report:		
	No		If no, please explain why:		
Evidence of expenditure attached? Please tick (e.g. receipts, paid invoices, bank statements – quotes are insufficient)	Yes		If no, please explain why:		
	No				
Before and after photographs of Project attached? Please tick	Yes		If no, please explain why:		

	No		
Overall Project Timeline:	Start -		Finish -
Total Project Budget:		Total Project Expenditure:	
CRIFP Contribution:	Grant -		Loan -
Return of unspent CRIFP monies (if applicable)³	Amount Returned –		
	Date Returned –		
Would you like this project to be considered for inclusion as a Case Study in an upcoming CRIFP Yearly Report⁴?	Yes		
	No		
Final comments: (if any)			

Certificate

I hereby certify on behalf and with the authority of the Crown land manager that the amounts and details shown above and attached fully and accurately represent the actual works that have been undertaken and the associated expenditures⁶.

Signed:

Date:

Name:

Position⁷:

Notes:

1. Refer to the purchasing policy set out in the Crown land manager Handbook for additional guidance.
2. Corporate entities may submit a special purpose financial statement provided it is supported by a reconciled ledger evidence and is signed as a 'true and fair view' by a CFO, CA or CPA.
3. Crown land managers must return all unspent funds within 2 months of project completion (12 months from date funds were received) to Crown Lands (as below) with a cover letter that includes the Crown land manager's name, the application number A190055 and reference number F606729.
4. This would comprise a photograph and a description of the project and its benefits.
5. Internal staff, if applicable, please include any corresponding SAP project number.
6. This project may be subject to an onsite audit, please ensure that the originals of the supporting documentation are retained.
7. Refer Term 1 of Annexure A in the original letter of offer for authorised persons.
8. Do not complete a Final Project Report for an incomplete project. Contact the Funding Team who may consider an extension on the due date if there is a valid reason for the delay.

