

Treasurer



The Hon Niall Blair MLC

Minister for Primary Industries
Minister for Lands and Water

Our Ref: B15/2975 (F552055)

Mr Geoffrey Doyle
Treasurer
Old Bega Hospital Reserve Trust
PO Box 382
BEGA NSW 2550

Dear Mr Doyle

I am pleased to advise that I have approved a grant of \$32,500 from the NSW Government's 2015-16 Public Reserves Management Fund Program to the Old Bega Hospital Reserve Trust towards the conduct of landscaping; repair of the veranda, stairs, and disabled ramps in the nurses' quarters; upgrade of existing toilet; and new disabled toilet in nurses' quarters.

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B. Offers that are not accepted within two months of the date of this letter will be considered as lapsed and be withdrawn.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

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

3 AUG 2015

ANNEXURE A (TERMS)

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 – Chief Executive Officer or Chief Financial Officer
 - Freehold showground/school of arts/commons – President, Secretary or Treasurer
2. Payment of funds will be made to the official reserve manager account. If an organisation has been authorised to apply on behalf of the reserve manager they will need to invoice the reserve manager for the cost of doing the approved project.
3. Payment of funds is made GST inclusive. Grant recipients registered for GST must agree to the issue by DPI - Lands of a Recipient Created Tax Invoice (RCTI) in respect to this payment (Annexure B).
4. The funds may only be 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 (see Contact Details below).
5. 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 approval in writing if an extension is required (see Contact Details below).
6. A project report (see Annexure C) must be submitted by the reserve manager to DPI - Lands (see Contact Details below) 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.
 - All remaining PRMFP funds at the completion of the project must be returned to DPI - Lands (see Contact Details below) with a cover letter that includes the reserve manager's name and the following reference: PRMFP – F552055.
7. Receipt of the funding must be acknowledged by the reserve manager in its next annual report and/or Crown Reserve Reporting System report.
8. The reserve manager is responsible for obtaining any necessary approvals (e.g. council or environmental) as required under relevant legislation prior to commencement of the project.
 - Refer to the *Reserve Trust Handbook* for more information in respect to approvals and assessments (http://www.lpma.nsw.gov.au/trusts/trust_handbook)
9. Procurement must be transparent and documented for inclusion in the Final Project Report (Annexure C). Refer the purchasing policy set out in the *Reserve Trust Handbook* for additional guidance.
10. The project may be the subject of an onsite audit following its completion. Project documentation (e.g. receipts) must be retained by the reserve manager for a minimum of 7 years.

PRMFP Team Contact Details

Email: cl.prmfp@crowland.nsw.gov.au

Ph: 1300 886 235 (option 7)