

# 2017-18 Public Reserves Management Fund Program – Acceptance or Decline Instructions

August 2017

## Purpose

These instructions provide guidance for Reserve Managers (RM) on accepting or declining an offer of funding from the 2017-18 Public Reserves Management Fund Program (PRMFP).

## Who can accept/decline an offer?

Please note that only those persons who hold a position as listed in the table below can accept or decline an offer on behalf of the officially appointed RM.

Reserve Manager (RM) Type	Authorised Persons
Trust Board	Chair, Secretary or Treasurer
Council Managed Trust	General Manager or Director
Corporate Managed Trust	CEO, CFO or General Manager
Freehold Showground / School of Arts	President, Secretary or Treasurer
Other	Administrator, Departmental Director or Area Manager

Payment of funds will be made GST inclusive to the RM's account. Grant recipients registered for GST must agree to the issuance by DoI - Lands and Forestry of a Recipient Created Tax Invoice (RCTI) in respect to this payment (refer Annexure B of the letter of offer).

The RM is responsible for ensuring the funds are only used for the purpose described in the application and specified in the letter of offer. Funds may not be used for any other purpose without the prior written approval of DoI - Lands and Forestry.

## Can I accept the offer “online”?

Offers can be accepted or declined by the RM in one of two ways:

1. Through the PRMFP menu of the web based Crown Reserves Reporting System (CRRS) at – <https://crrs.crownland.nsw.gov.au/#/prmfp/login>, or
2. By submitting a completed “Advice of Acceptance of Grant” (Annexure B to the letter of offer).

### Notes

- If the original application was completed by a third party (e.g. user group) on behalf of the RM then the RM (only) must complete and submit Annexure B. The RM will not be able to see the application online.
- Third party applicants should not attempt to accept/decline the offer through CRRS – the payment will not be processed until Annexure B is received from the relevant RM.
- Third party applicants who wish to access the funds will need to make arrangements with their RM as the funds will be paid directly to their account.

## Contents

Part 1 – How to login

Part 2 – General guidance

Part 3 – Specific guidance

## Further Assistance

### Access

For login and password issues to the Crown Reserves Reporting System (CRRS) portal, please contact the CRRS helpdesk

E | [crrs@crowmland.nsw.gov.au](mailto:crrs@crowmland.nsw.gov.au)

### Other Assistance

For questions about the PRMFP process, acceptance or decline forms, or technical issues please contact the PRMFP Team on:

P | 1300 886 235 option 7

E | [cl.PRMFP@crowmland.nsw.gov.au](mailto:cl.PRMFP@crowmland.nsw.gov.au)

### Provide Feedback

Please provide any comments or suggestions on the online Accept/Decline process through our short online survey, found at the following link:

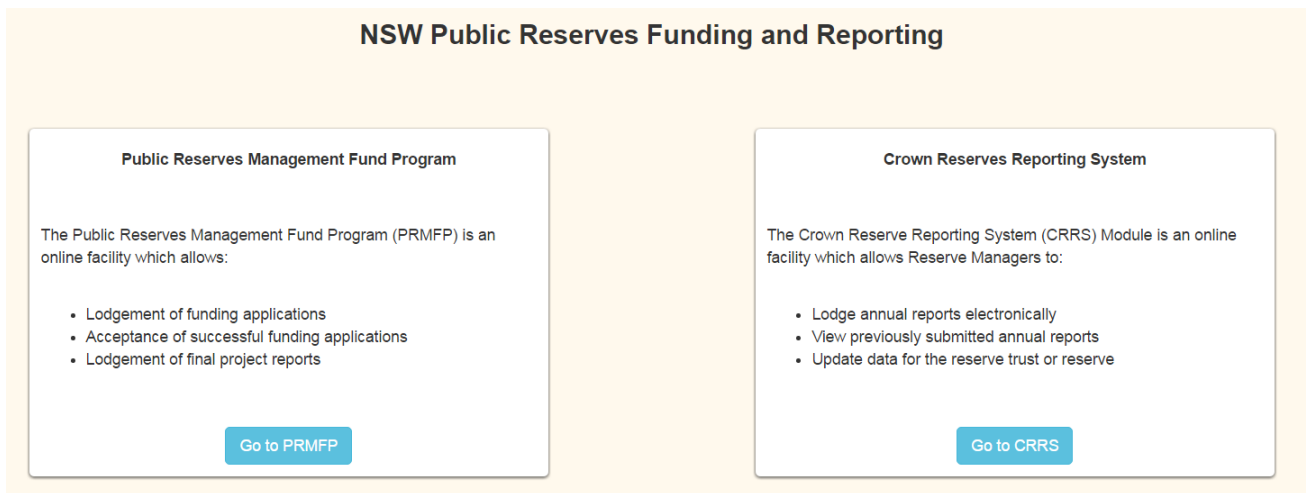
<https://www.surveymonkey.com/r/P8S32RR>

## Part 1 – How to Login

This part provides guidance on accessing the web-based form via the Crown Reserve Reporting System (CRRS).

### Step 1: Navigate to Crown Reserves Reporting System

1. Go to the CRRS website
  - <https://crrs.crownland.nsw.gov.au/>
2. Select “Go to PRMFP” on the left side of the screen.



**NSW Public Reserves Funding and Reporting**

**Public Reserves Management Fund Program**

The Public Reserves Management Fund Program (PRMFP) is an online facility which allows:

- Lodgement of funding applications
- Acceptance of successful funding applications
- Lodgement of final project reports

[Go to PRMFP](#)

**Crown Reserves Reporting System**

The Crown Reserve Reporting System (CRRS) Module is an online facility which allows Reserve Managers to:

- Lodge annual reports electronically
- View previously submitted annual reports
- Update data for the reserve trust or reserve

[Go to CRRS](#)

If you:

- Have an existing CRRS login, please proceed to Step 4
- Have an existing user name that is not an email address or you do not have access to the email account, please proceed to Step 3
- Do not have an existing CRRS login please proceed to Step 2

If you do not have an existing CRRS login please proceed to Step 2. If you have an existing login but have forgotten your password, please proceed to Step 3. If you have an existing CRRS login, please proceed to Step 4.


**NOTE** – User names can only be email addresses. If you have a user name from a previous round that is not an email address, you will need to re-register by completing Step 2.

## Step 2: Register for Access


1. Select the green “Register” button and a form will appear on screen. Fill in the details requested, including selecting Public Reserve Management Fund Program (screenshot below) and also clicking on the security tick box (screen shot below), then select the green “Register” button at the bottom of the screen to submit.

I require access to:

- Crown Reserve Reporting System (CRRS)
- Public Reserve Management Fund Program (PRMFP)

I'm not a robot   
reCAPTCHA  
Privacy - Terms



I'm not a robot   
reCAPTCHA  
Privacy - Terms

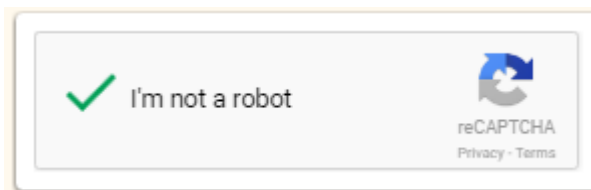
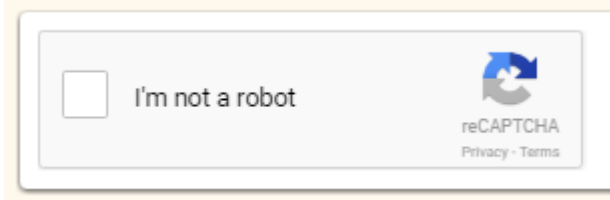
2. Once submitted, you will be asked to verify your account by clicking the email sent to your nominated email account. Please allow up to 30 minutes for this email to reach your inbox ensuring you check any junk/spam folders.
3. When the email is received, click on the link within the email or copy and paste link into your browser window.
4. Once you have verified your account, your request will be sent to the CRRS Administrator for processing. You will receive an email when your login request has been completed. Please note this process can take up to one (1) working day in peak periods.
5. Please proceed to Step 4

## Step 3: Forgotten Username and Password

1. Select the orange “Forgot Username / Password” button and a form will appear on screen. Fill in the details requested, including clicking on the security tick box (screen shot below), then select the green “Submit” button.
2. An email will be sent to the nominated address. Please allow up to 30 minutes for this email to reach your inbox ensuring you check any junk/spam folders.
3. When the email is received, click on the link within the email or copy and paste link into your browser window.
4. Enter a new password, click on the security tick box and select the green “Reset Password” button and you will be returned to the login screen
5. Please proceed to Step 4 below.

## Step 4: Login to the Public Reserves Management Fund Program System

1. Enter your username (email) and password (Click the green “Show” box to see what you are typing for your password if you are not sure)
2. Click in the “I am not a robot” square:



3. Complete the “I’m not a robot” verification process. NOTE – you may be prompted to select the boxes within photos that contain a street signs or a shop front for example.
4. You can review the Terms and Conditions by clicking on the text “I have read and accept the site Terms and Conditions”. A new window will open containing the terms and conditions for your review.
5. If you are happy to accept the terms and conditions please click in the box beside the statement “I have read and accept the sites Terms and Conditions” which should result in a tick within the box.
6. Select the blue “Login” button.

### Time Lapsed Logout

Please note the system will log the user out after 10 minutes of inactivity. To log back in, simply select the correct Crown Reserves Reporting System button i.e. “Go to PRMF” or “Go to CRRS” then log back into the system using your user name and password.

## PART 2 – General Guidance

This Part provides general information on the online application process.

### Blue Tabs in the top left hand corner of each page.

The top left hand corner of each page you will find 3 blue tabs:



1. “Home symbol” (picture of a house) tab; click on this to take you to the Main Menu
2. “Instructions” tab; click on this to open the PRMFP webpage, which includes a list of guidance documents, including these *Application Instructions*
3. “Help” tab; click on this to open the PRMFP webpage, which lists PRMFP contact details for further assistance.

### Main Menu

The Main Menu contains 3 submenu tables:

1. Applications
2. **Outcome Advice and Response**
3. Reporting

This document focuses on the “Applications” submenu of the Main Menu page.

### Navigating through your form

Once you have commenced a form, move between pages using the “Prev” and “Next” buttons at the bottom of the online application web pages (the ‘form’). *You may have to scroll down to see these buttons depending on the page.*



You can also use the section heading links on the left of the form. *Note – do not use your internet browser back buttons as this may cause you to lose work.*

### Saving

Your form will be automatically saved every 10 minutes. Applicants are also encouraged to periodically save the form manually (“Save” at the bottom of the form). You are able to leave a partially completed application and return to it later by saving and exiting the form (“Save & Exit” at the bottom of the form).

### Printing your form

You can print your form at any stage by clicking on “Print” button at the bottom of the form. *Note – some users may need to disable pop – up blockers (usually found in the tools menu of your internet browser).*

### Mandatory questions

Most questions are mandatory. The fields on the form that require input are marked with an asterisk and are also highlighted in red \* *Note - you will be unable to submit your form until all mandatory fields have been answered.*

Please ensure your responses are relevant and concise. Character limits do apply for certain input fields and you will be unable to exceed these limits.

## 'Un-do' function

If you accidentally delete something you can 'un-do' the deletion by pressing the following buttons simultaneously:

- 'Ctrl' and 'z' (Windows)
- '⌘' and 'z' (Apple)

## Numbers and dates

Do not use decimal points, dollar signs or other symbols when entering numbers. Use digits only e.g. "10000", not "\$10,000.00" or "ten thousand". The amount/s should also be in whole dollars (round up to the nearest dollar amount where required).

All dates are in the format DD-MM-YYYY.

## Text Fields

Please note the character limitations of text fields when either typing in or copying and pasting from another document into text fields. This is limited to the following characters only:

*spaces, A-Z, a-z, 0-9, \_., comma, !, ", ', /, \$, @.*

If there are unacceptable characters within these boxes they will remain with a red outline in addition to having a red symbol against the relevant section of the left hand navigation column. Once the unacceptable characters are removed the red outline will disappear.

Common examples of unacceptable characters include, but are not limited to: - ( ) & #.

## Uploading documents

To upload a document, click on the "Choose File" button and select the appropriate file from your file directory, then click "Open" within your directory. You should then see a horizontal bar shade across the upload box with the following message "Successfully uploaded file" followed by the details of the file you have uploaded.

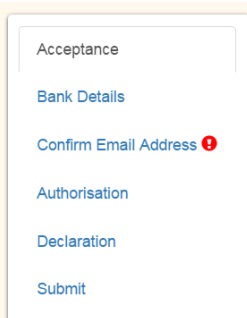
## Hardcopy acceptances or declines

Reserve Trust Managers with successful funding offers will receive a Letter of Offer with details on the PRMFP funding. If unable to complete acceptance or decline of offer online, the form included in the letter of offer can be completed, scanned and emailed to [cl.prmfp@crowland.nsw.gov.au](mailto:cl.prmfp@crowland.nsw.gov.au). Please contact the PRMFP Team (1300 886 235 option 7) if you require further information.

## Submitting your form online

You will receive a confirmation message on your screen and an email copy of your completed form if it has been submitted correctly.

If you do not receive the confirmation message or email, your form has not been submitted. It is likely that you have not completed all mandatory sections and will need to do this before submitting your application. Please check for any red symbols within the left hand navigation bar of your form to identify application sections needing attention (example in screen shot below).



Please contact the PRMFP Team (1300 886 235 option 7 or [cl.PRMFP@crowland.nsw.gov.au](mailto:cl.PRMFP@crowland.nsw.gov.au)) if you do not receive a confirmation message and/or email and need further advice or guidance.

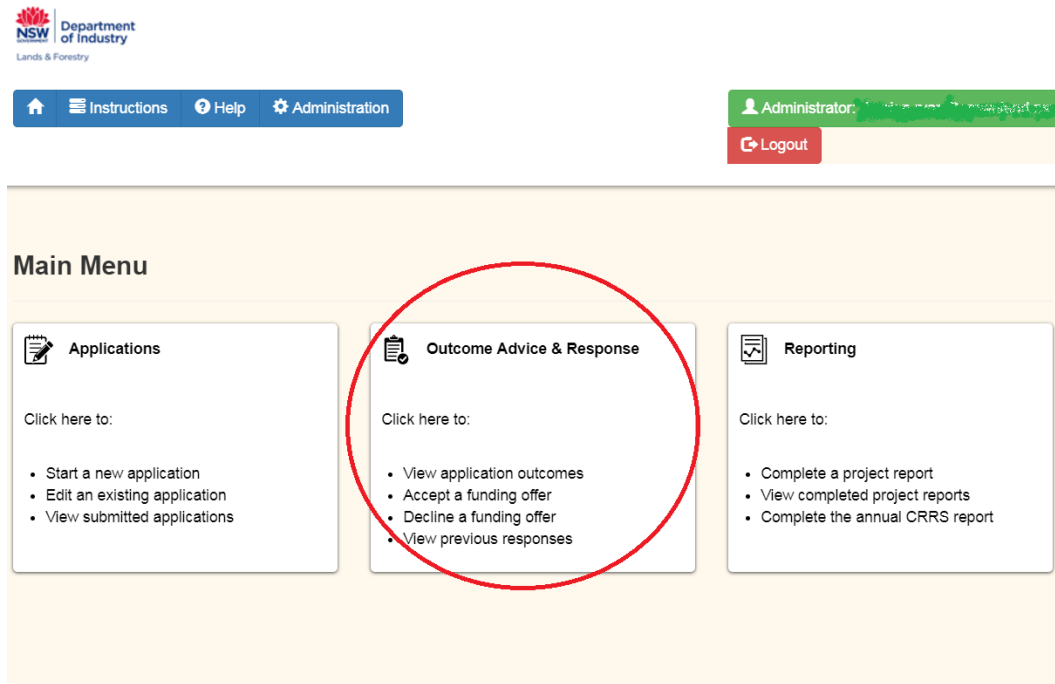
Note that you will not be able to open or edit your form once it has been submitted. Should you wish to make a substantial change, please email the PRMFP Team at [cl.PRMFP@crowland.nsw.gov.au](mailto:cl.PRMFP@crowland.nsw.gov.au)

## PART 3A – Specific Guidance – Accepting a Grant/Loan Offer

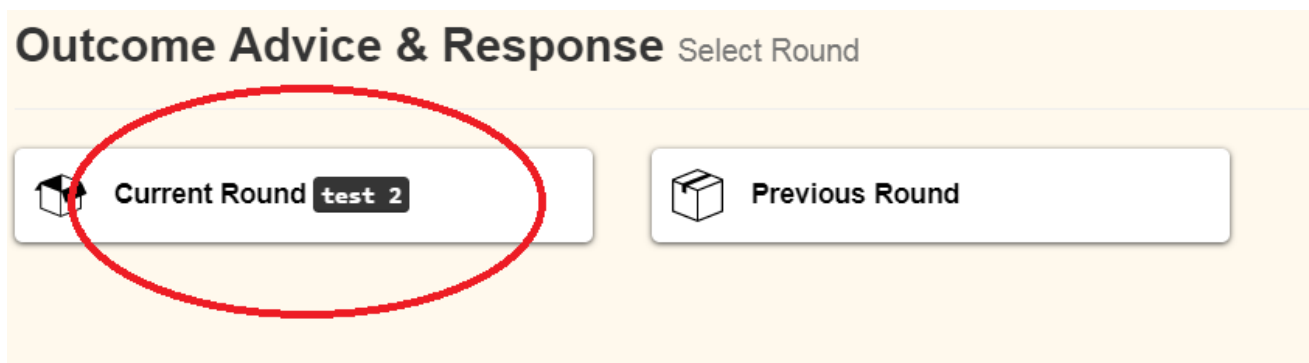
This Part provides specific guidance (by section) on the completion of an online accept/decline of the funding offer by the Reserve Trust Manager (RM).

### Outcome Advice and Response

This option is available by selecting the Outcome Advice and Response list as circled in the picture below:



Select the current round:





Accept or decline the offer by clicking on the Green Accept button or the Red Decline Button to the right side of the screen of your application offer as shown by example below.

**Available Outcomes** Current Round: test 2

Search by:  Search criteria:

Application ID	Reserve Name	Round	Status	Status Comments	Last Updated	Actions
370003	• JEFFERSON PARK - SURF HOUSE	test 2	SUCCESSFUL	Successful - Awaiting Acceptance	Jul 19, 2017 10:54:46 AM	<input type="button" value="Accept"/> <input type="button" value="Decline"/>

### Summary

Both the grant and loan acceptance online forms have the same section structure that is summarised in the navigation column to the left of the webpage and detailed in the following instruction pages:

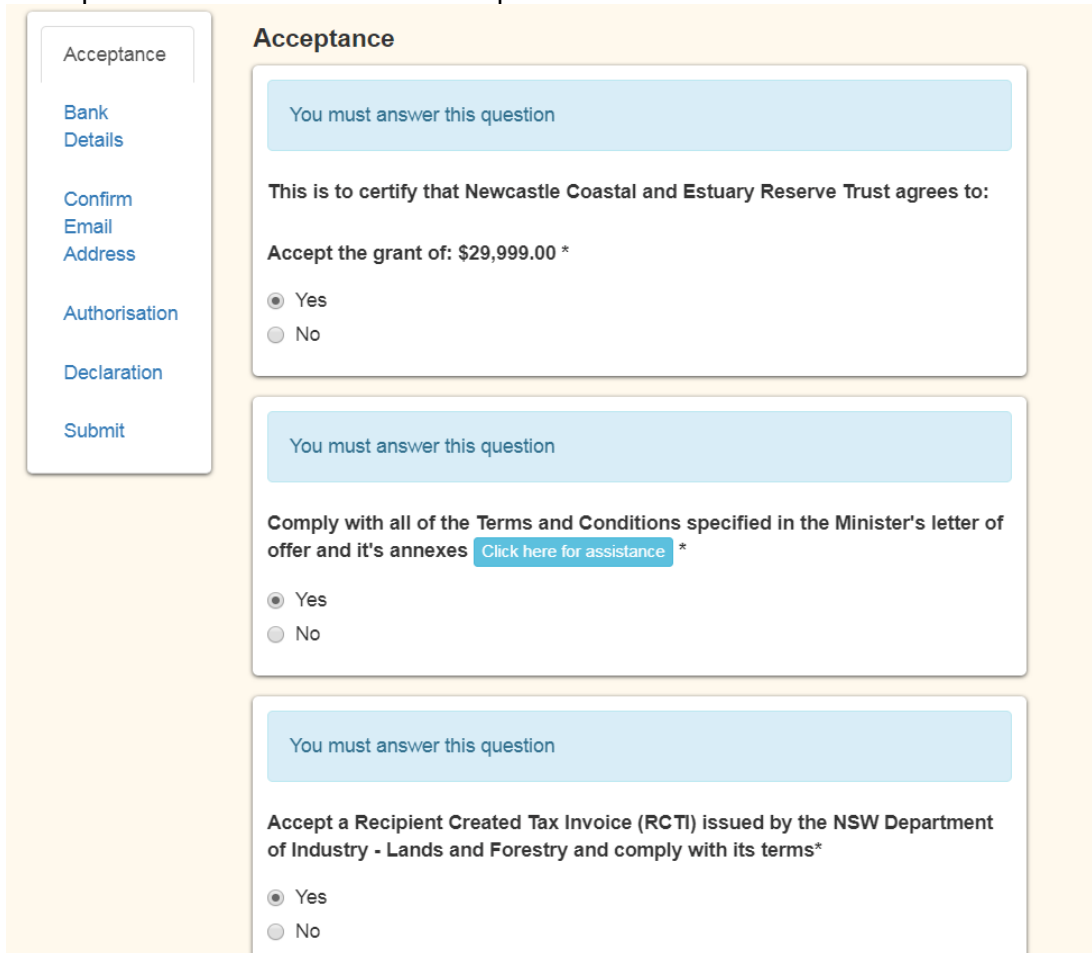
- Acceptance
- Bank Details
- Confirm Email Address
- Authorisation
- Declaration
- Submit

## Acceptance

This is the only section that has differences between loans and grants in the online acceptance process. These differences are detailed below:

- **Grant Offer:**
  - Certify that the Trust accepts the grant for the specified amount.
  - Agrees to comply with the terms and conditions as specified in the ministers letter of offer
  - Accept a Recipient Created Tax Invoice (RCTI) issued by the NSW Dept of Industry – Lands and Forestry and comply with its terms.
- **Loan Offer:**
  - Certify that the Trust accepts the loan for the specified amount, rate and term.
  - Acknowledges that the loan is repayable in X equal instalments of principle with interest at X% per annum, calculated daily on the outstanding balance, interest to commence from the date the funds are paid.
  - Comply with all of the terms and conditions specified in the Minister’s letter of offer and its annexes.

You must answer “Yes” to all of these questions in order to accept the offer.  
Example Screen shot of a Grant Acceptance



**Acceptance**

You must answer this question

This is to certify that Newcastle Coastal and Estuary Reserve Trust agrees to:

Accept the grant of: \$29,999.00 \*

Yes  
 No

You must answer this question

Comply with all of the Terms and Conditions specified in the Minister's letter of offer and it's annexes [Click here for assistance](#) \*

Yes  
 No

You must answer this question

Accept a Recipient Created Tax Invoice (RCTI) issued by the NSW Department of Industry - Lands and Forestry and comply with its terms\*

Yes  
 No

**Click here for assistance** provides details of the PRMFP team phone number and email address to request a copy of the Ministers letter of offer in the event that it has been misplaced.

## Bank Details

This section permits the RM to confirm their correct banking details. If the RM answers “Yes” the form will populate with the banking details and ABN as detail in their application. If answered “No” the RM can then enter the correct banking details and ABN number.

Key points to note **if you are changing banking details:**

- This must be the official account of the RM. Any changes of banking details will be independently verified to ensure integrity in the use of public funds.
- The RM’s ABN needs to be provided (generally 11 digits long). If you are unsure of your ABN number you can search for it at: <http://abr.business.gov.au/>.
- GST – You need to nominate if your business is registered for GST. All supporting quotes and cost estimates must clearly show the breakdown of net and GST amounts.

Acceptance

Bank Details

Confirm Email Address

Authorisation

Declaration

Submit

### Bank Details

Accept bank details?

Yes  
 No

The reserve manager (Newcastle Coastal and Estuary Reserve Trust) requests that the funds be paid to our official account as follows: \*

Account Name:

Money Bags

BSB:

123456

Account Number:

12345678910

Reserve Manager ABN:

12345678910

If you answered “no” to the banking details then **you must confirm that you are authorised** to do so as per the following screen in the online form.

**The following persons are authorised to make amendments to banking details on behalf of the reserve manager (e.g. trust) - Trust Board - Chair and Secretary or Treasurer, Council managed trust - General Manager, Corporate managed trust -Chief Executive Officer or Chief Financial Officer, Freehold Showground/School of Arts - President, Secretary or Treasurer, Administrator - DOI-Lands Group Leader or higher. Are you an authorised person as referred to above?\***

- **Trust Board - Chair and Secretary or Treasurer**
- **Council managed trust - General Manager or Director**
- **Corporate managed trust - Chief Executive Officer or Chief Financial Officer**
- **Freehold Showground/School of Arts - President**
- **Secretary or Treasurer**
- **Administrator - DOI-Lands and Forestry Group Leader or higher**

Yes

No



**If you are not the authorised person confirming amendments to the reserve manager's account you must provide written authorisation from the appropriate person**, as detailed below, by attaching a document that substantiates your authorisation. This request will be independently verified to ensure integrity in the use of public funds.

- **Trust Board - Chair and Secretary or Treasurer**
- **Council managed trust - General Manager or Director**
- **Corporate managed trust - Chief Executive Officer or Chief Financial Officer**
- **Freehold Showground/School of Arts - President**
- **Secretary or Treasurer**
- **Administrator - DOI-Lands and Forestry Group Leader or higher**

Yes

No

Please provide written authorisation from an authorised person confirming the amendment to the reserve manager's account details.\*

Authorisation file upload

10 more file(s)

Choose File No file chosen

You must upload authorisation to amend the banking details. Please upload and then submit. Contact the PRMFP team on [ci.PRMFP@crowland.nsw.gov.au](mailto:ci.PRMFP@crowland.nsw.gov.au) or 1300 886 235 (option 7), if you wish to discuss.

Name

Action

No files uploaded

## Confirm Email Address

This section is self-explanatory in confirming an email address that is drawn from the application. The email address can be changed however, must be entered twice for confirmation purposes.

Acceptance

Bank Details

Confirm Email Address

Authorisation

Declaration

Submit

### Confirm Email Address

Please confirm the email address for all correspondence in relation to this project (Note: confirmation of your acceptance of this offer and communication regarding your final project report will be sent to this address)\*

**Email Address:**

**Confirm Email Address:**

## Authorisation

This section confirms that you are the authorised person to accept this offer :

Acceptance

Bank Details

Confirm Email Address

Authorisation

Declaration

Submit

### Authorisation

The following persons are authorised to accept this offer on behalf of the reserve manager (e.g. trust): Trust Board - Chair and Secretary or Treasurer, Council managed trust - General Manager, Corporate managed trust - Chief Executive Officer or Chief Financial Officer, Freehold Showground/School of Arts - President, Secretary or Treasurer, Administrator - DOI-Lands Group Leader or higher. Are you an authorised person as referred to above?\*

- Trust Board - Chair and Secretary or Treasurer
- Council managed trust - General Manager or Director
- Corporate managed trust - Chief Executive Officer or Chief Financial Officer
- Freehold Showground/School of Arts - President
- Secretary or Treasurer
- Administrator - DOI-Lands and Forestry Group Leader or higher

Are you an authorised person as referred to above?\*

Yes

No



Declaration

Submit

- Freehold Showground/School of Arts - President
- Secretary or Treasurer
- Administrator - DOI-Lands and Forestry Group Leader or higher

Are you an authorised person as referred to above?\*

- Yes
- No

Please provide written authorisation from an authorised person to accept this offer

Written authorisation to accept offer

1 more file(s)

Choose File No file chosen

Your acceptance can not be processed. Please return to the form and complete all outstanding information

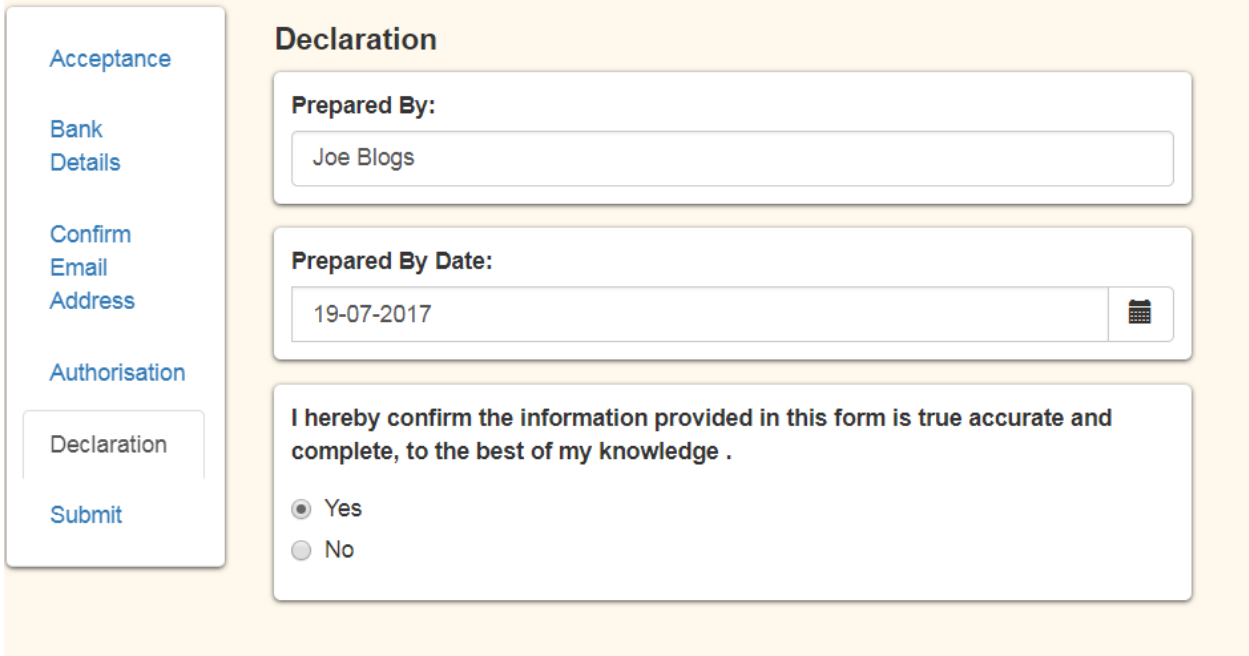
Name

Action

No files uploaded

### Declaration:

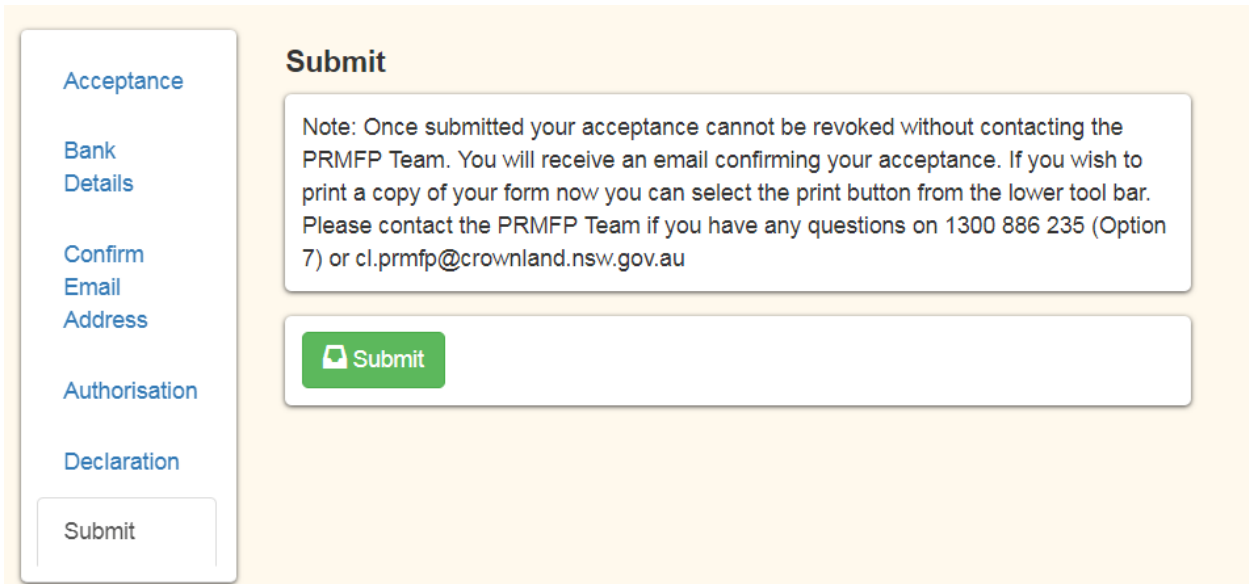
This section seeks a true and accurate declaration from the person identified as accepting this offer as demonstrated by the screen shot example below:



The screenshot shows a web form with a left-hand navigation column and a main content area. The navigation column includes links for 'Acceptance', 'Bank Details', 'Confirm Email Address', 'Authorisation', 'Declaration', and 'Submit'. The 'Declaration' link is highlighted. The main content area is titled 'Declaration' and contains three input fields: 'Prepared By:' with the value 'Joe Blogs', 'Prepared By Date:' with the value '19-07-2017', and a confirmation statement: 'I hereby confirm the information provided in this form is true accurate and complete, to the best of my knowledge .'. Below the statement are two radio button options: 'Yes' (selected) and 'No'.

### Submit

Before you submit your application please ensure there are no red symbols in the left hand section navigation column. These red symbols indicate questions where a response is required or fields that have unacceptable characters within them that the system is unable to accept. These matters need to be resolved before the application will be accepted within the online system.



The screenshot shows the 'Submit' section of the form. The left-hand navigation column now has 'Submit' highlighted. The main content area is titled 'Submit' and contains a note: 'Note: Once submitted your acceptance cannot be revoked without contacting the PRMFP Team. You will receive an email confirming your acceptance. If you wish to print a copy of your form now you can select the print button from the lower tool bar. Please contact the PRMFP Team if you have any questions on 1300 886 235 (Option 7) or cl.prmfp@crowmland.nsw.gov.au'. Below the note is a large green 'Submit' button.

Once all red symbols / error messages are resolved you can submit your application by clicking the green submit button in the last section of the form.



You will be able to view your acceptance/decline once submitted however, you will not be able to make any additional changes.

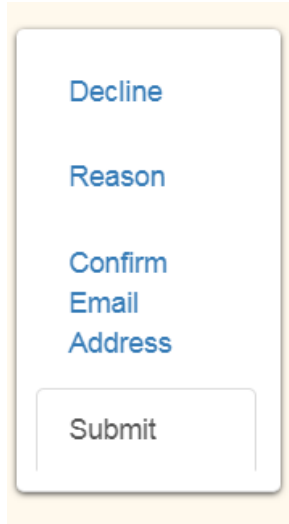
**IMPORTANT** – you will see a pop up message that tells you your acceptance/decline has been submitted and a copy will be emailed to you once you have successfully submitted your online form.

- If you do not receive a copy of your submitted acceptance (to the email address specified in the “Confirm email address” section) within an hour, please email [cl.PRMFP@crowland.nsw.gov.au](mailto:cl.PRMFP@crowland.nsw.gov.au) or call 1300 886 235 option 7.
- You will also be able to see your acceptance via the “Outcomes and Advice & Response submenu” table from the home screen. The status of the acceptance/decline should be listed as SUBMITTED. You will **not** be able to re-open your acceptance/decline and edit it once it has been submitted however a PDF version can be downloaded by clicking the ‘View’ button within the Actions column on the right side of this listing page. This is the same PDF that should have been emailed to you upon submission of your acceptance/decline.
- Once you receive a PDF copy of your submitted acceptance/decline via email, please ensure that you check your acceptance/decline. If you find that any errors with the acceptance please email these to [cl.PRMFP@crowland.nsw.gov.au](mailto:cl.PRMFP@crowland.nsw.gov.au) quoting your application number, the name of your reserve and contact details.

You must submit your acceptance/decline within two months of the date on the letter of offer from the Minister else the offer will lapse.

## PART 3B – Specific Guidance – Declining a Grant/Loan Offer

This online form is summarised by the following sections within the navigation column and detailed in the following pages.



A vertical navigation menu with a light yellow background. It contains the following links in blue text: Decline, Reason, Confirm, Email, Address, and a Submit button at the bottom.

### Decline

This section confirms that the person declining the offer is authorised to do so:

#### Decline

The following persons are authorised to decline this offer on behalf of the reserve manager (e.g. trust): **Trust Board - Chair and Secretary or Treasurer, Council managed trust - General Manager, Corporate managed trust - Chief Executive Officer or Chief Financial Officer, Freehold Showground/School of Arts - President and Secretary or Treasurer.** Are you an authorised person as referred to above?\*

- **Trust Board - Chair and Secretary or Treasurer**
- **Council managed trust - General Manager or Director**
- **Corporate managed trust - Chief Executive Officer or Chief Financial Officer**
- **Freehold Showground/School of Arts - President and Secretary or Treasurer**

- Yes  
 No

If you are not the authorised person then the form will allow you to attach a file substantiating your written authorisation to decline the offer however, the Dept. will still seek independent verification from the RM before the decision is processed.

**Please provide written authorisation to decline this offer**

Written authorisation 1 more file(s)

Choose File Test Dec2.pdf

Successfully uploaded file: Test Dec2.pdf of size: 84016

Name	Action
------	--------

The online form confirms your intention

**I hereby decline this offer of funding**

Yes

No

This section seeks to document the details of the person preparing the online form.

**Prepared By: \***

Joe Blogs

**Prepared By Date: \***

19-07-2017



**Prepared By Position: \***

Authorized person

## Reason

This section provides an opportunity to give your reason for declining the offer. Please note the text limitations as detailed in the example screen shot below.

### Reason

**Please outline your reason for declining the offer**

This field may have up to 4000 of the following: spaces, A-Z, a-z, 0-9, \_., ?, comma, !, ", ', /, \$, @, &, -, (, ), {, }, [, ], \*, ^, %, #, <, >, |, :, ;, \

## Confirmation of Email Address and Submit

Please refer to the same headings within Part 3A pages 14-17 of this document.

For questions about the Acceptance or Decline online forms, or technical issues please contact the PRMFP Team on:

P | 1300 886 235 option 7

E | [cl.PRMFP@crowland.nsw.gov.au](mailto:cl.PRMFP@crowland.nsw.gov.au)