



Department
of Industry

Lands & Forestry

CROWN RESERVE ANNUAL RETURN

1 July 20__ – 30 June 20__

INSTRUCTIONS

All Reserve trusts are required under s122 of the *Crown Lands Act 1989* to submit a report to the Minister soon after the close of the trust's financial year. This means trusts need to lodge a report during the reporting period which closes on 31st October each year.

It is important that you submit a complete and accurate annual return. Once submitted you may be eligible for financial assistance through the Public Reserves Management Fund.

The Crown reserve reporting requirements provide important information to support the partnership between the Crown Lands Division and reserve trusts in the management of the Crown reserves.

The Trust Handbook provides further information on managing and reporting on Crown reserves and is available at http://www.lands.nsw.gov.au/crown_land/trusts/trust_handbook

Reserve trust information

- Section 1* First you need to state the period you are reporting on. As most trusts are required to report on a financial year basis please enter the financial year for this report. If you are reporting on a period other than 1 July to 30 June please provide the start and end day, month and year for the report.
- Section 2* This section of the form requires you to provide information on the reserve trust managed by the trust board. In the space provided please provide the details of the reserve trust and the name of the primary contact for the reserve trust.
- Section 3* This section requires the reporting of the reserve trust ABN.
- Section 4* Here you need to provide the estimated number of staff engaged by the reserve trust between 1 July and 30 June and if the reserve trust provided any training to these staff. If the reserve trust didn't engage any staff or provide training please leave these fields blank.
- Section 5* This section requires the reporting of the reserve trust OHS and code of conduct. If the reserve trust does not have an OHS program or code of conduct, please leave these fields blank.
- Section 6* This section relates to delegated functions between 1 July and 30 June. A delegated function is any function of the reserve trust which has been delegated to a third party with the Ministers consent. The information required in this section includes the type of function delegated, the name and address of the person/company delegated to and dates the function is to be delegated. Again if the reserve trust did not delegate any of its functions to a third party between 1 July and 30 June please leave this section blank.
- Section 7* This section requires the details of the reserve trust audit.

Crown reserve information

- Section 8* The second part of the report requires you to provide information on the reserves managed by the reserve trust. One form is required to be completed for each reserve managed. Section 10 requires you to provide the reserve details in the space provided.
- Section 9* Next you need to report the main use of the reserve between 1 July and 30 June and any other uses of the reserve in this period. You also need to provide here the estimated number of visitors who stayed at the reserve for a day or less, overnight, for a week or more (but less than one month) and the number who stayed for a month or more. The number of visitors needs only be an estimate or an approximate figure.
- Sections 10-18* Reserves are required to report information on general activities undertaken and insurance of the reserve, between 1 July and 30 June. Sections 12 to 18 allow for reporting on marketing campaigns, funding, leases/licences, insurance, assets and improvements of the reserve. If an activity was not undertaken by a reserve, please leave the activity blank.

If the reserve activity was shared with another reserve you need to report the proportion which relates to each reserve separately. For example if the reserve trusts advertised for three reserves in the one TV

advertisement then only a third of the total cost of the campaign should be reported in each reserves report.

Sections 19 This section requires you to report the reserves financial statements for the period 1 July to 30 June. This section provides important information to support the partnership between Crown Lands and reserve trusts in the management of the Crown reserves. Please leave blank any fields which do not apply to the reserve.

Section 20 The final section requires you to provide information on the reserve management programs for the period 1 July to 30 June. A management program which applies to more than one reserve must be reported against every reserve to which it applies. If the reserve does not have the listed management program please leave the program details blank.

Help

If you require additional help or information in completing this form please contact the Reserves Team on 1300 886 235 or cl.crrs@crowmland.nsw.gov.au

Completed reports

Please send completed reports to:

**Department of Industry
Lands and Forestry
Crown Reserve Reporting System
PO Box 2185
Dangar NSW 2309**

RESERVE TRUST INFORMATION

1. Please enter the financial year for this report:

(For example: if you are reporting on the period 1 July 2009 to 30 June 2010, write 2009/10)

2. Please enter the details of the reserve trust:

Reserve trust name	
Reserve trust address	
Primary contact	
Contact details	

3. ABN Please provide the reserve trust ABN:

4. STAFF/VOLUNTEERS

Please provide the estimated number of staff engaged from 1 July to 30 June and indicate if any training was provided:

	Number	Training (please <u>underline</u> response)
Full time staff		Yes No
Part-time staff		Yes No
Contractors		Yes No
Volunteers		Yes No

5. OH&S

Please provide the following information about the reserve trust:

Date OHS program commenced/last reviewed:	
Date code of conduct commenced/last reviewed:	

6. DELEGATED FUNCTIONS

Please provide the following details of any functions of the reserve trust delegated with Ministerial consent to a third party from 1 July to 30 June:

Function delegated	Name of delegate	Address of delegate	Period of delegation	
			From	To

7. AUDIT DETAILS

Please provide the following information about any audit conducted:

Date audit was conducted:	
Whether the audit was conducted by a qualified Auditor:	Yes No (please <u>underline</u> response)

CROWN RESERVE INFORMATION

8. RESERVE DETAILS

Please provide the reserve details:

Reserve number	
Lot/DP	
Reserve common name	

9. USAGE

For the period 1 July to 30 June, please provide the following information about the reserve:

Primary use:				
Other use:				
Estimated number of visitors who stayed at the reserve for a continuous period:	1 day or less	2 – 7 days	8 – 30 days	More than 31 days

10. MARKETING

For the period 1 July to 30 June, please provide the details of any marketing of the reserve:

Type of marketing	Frequency	Period		Annual cost
		From	To	
Example Television Advertisement	Daily	1 March 2009	30 May 2010	\$25,000

11. FUNDING

For the period 1 July to 30 June, please provide the details of any funding applied for by the reserve, but **not approved**:

Funding type	Funding purpose	Funding body	Amount requested	Total cost of purpose	Status
Example Mortgage	Construction of Hall	ANZ Bank	\$250,000	\$350,000	Prepared

12. APPROVED FUNDING
For the period 1 July to 30 June, please provide the details of any funding applied for by the reserve and approved:

Funding type	Funding purpose	Funding body	Amount requested	Total cost of purpose	Amount approved	Funding period	
						From	To

13. LEASES/LICENCES
Please provide the details of any leases/licences in force for the period 1 July to 30 June:

Title of lease/licence	Tenant name	Purpose/description	Period		Annual rent received	Verified tenants insurance
			From	To		
Example Lease of Hall	Girl Guides NSW	Lease of hall for Girl Guide meetings	07.06.07	07.06.10	\$2,000.00	Yes

14. INSURANCE
Please provide the details of any insurance held for the period 1 July to 30 June:

Insurance type	Insurer Name	Policy number	Policy value	Policy renewal date	Items listed on policy
Fire damage and loss					
Motor vehicle					
Product liability					
Professional indemnity					
Public liability					
Statutory liability					
TMF insurance					
Volunteers					
Workers compensation					
Other (please specify below)					
Will the reserve trust be taking out a TMF insurance policy during the next reporting period?					

15. ASSETS

Please provide the value and condition of the reserves major assets worth more than \$5,000:

Quantity	Description	Construction materials	Total estimated		Total estimated value of building contents	Overall condition	Heritage listed
			Current value	Replacement value			
Example 1	Public Hall	Brick	\$57,000	\$77,000	\$151,000	Fair	No

16. IMPROVEMENTS

Please provide the details of any capital works, developments or other improvements costing more than \$5,000 which were undertaken from 1 July to 30 June:

Purpose/description	Estimated total cost of works	Development application status (Please underline response)		Application number	Date application was approved
Example Construction of hall	\$350,000	Prepared Approved	<u>Submitted</u> <u>Declined</u>	AB123456	20 May 2010
		Prepared Approved	Submitted Declined		
		Prepared Approved	Submitted Declined		
		Prepared Approved	Submitted Declined		

17. FINANCIAL STATEMENTS

Please provide the 1 July to 30 June financial statement for the reserve:

Gross income	\$	Total assets	\$
Gross expenditure	\$	Debts	\$
Cash assets	\$	Other liabilities	\$
Investment assets	\$	Total liabilities	\$
Structural assets	\$	Profit/loss	\$
Other assets	\$		

18. MANAGEMENT PROGRAMS

Please provide the details of any management programs from 1 July to 30 June:

Program type	Start date	End date	Date last reviewed	Annual cost	Additional information		
Complaints register							
Fire prevention							
Maintenance							
Risk management							
Business Plan							
Environment					Area managed		
Heritage listing					Listing number	Legislation	
Plan of management					Plan number	Legislation	Adoption date

