



# **Crown Reserve Reporting System**

*A help document for Common Trusts on how to complete annual reports.*

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## 1. About CRRS

Welcome to the Crown Reserve Reporting System commonly known as CRRS. This system has been specifically designed for the submission of annual reports by common trusts. CRRS simplifies the reporting process for all common trusts into a streamlined online form.

All Common trusts are required under s37 of the *Commons Management Act 1989* to submit a report to the Minister, within 2 months of the end of the trust's financial year. This means most trusts need to lodge a report by the 31st August each year since the financial year for many trusts is the year commencing the 1st July and concluding the 30th June, unless the trust has an alternate financial year as set out in the legislation.

The Crown reserve reporting requirements provide important information to support the partnership between the Land and Property Management Authority (LPMA) and common trusts in the management of Crown reserves.

The Trust Handbook provides further information on managing and reporting on Crown reserves and is available at [http://www.lpma.nsw.gov.au/trusts/trust\\_handbook](http://www.lpma.nsw.gov.au/trusts/trust_handbook)

## 2. Help

A range of resources are available to help you use CRRS, including:

- This PDF help document
- Online training demonstration
- Help links displayed on each page of CRRS
- Help desk service at [CRRS@lpma.nsw.gov.au](mailto:CRRS@lpma.nsw.gov.au)

You can also contact the Land and Property Management Authority at:

**CRRS**  
**PO BOX 2185**  
**Dangar NSW 2309**

## 3. About annual reports

As mentioned previously each year common trusts must submit an annual report to the Minister within 2 months of the end of the trust's financial year. This means most trusts need to lodge a report by the 31<sup>st</sup> August each year since the financial year for most trusts is the year commencing the 1 July and concluding the 30 June, unless the trust has an alternate financial year as set out in the legislation.

If you are likely to experience difficulty in meeting the submission date, please email the CRRS help desk prior to the 31<sup>st</sup> August at [CRRS@lpma.nsw.gov.au](mailto:CRRS@lpma.nsw.gov.au)

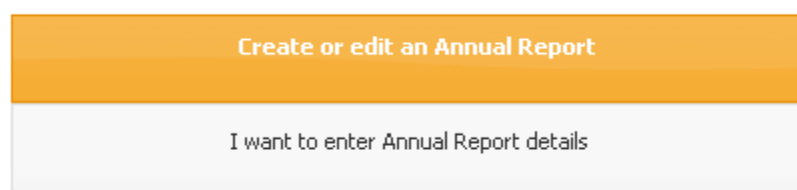
## 4. Lodging an Annual Report

To complete the annual report online you will need the following information for the period you are reporting on:

- Trust member details;
- Trust meeting dates;
- Trust ABN (if not previously supplied);
- Usage details;
- Details of any funding received for the reserve(s);
- Details of any leases and licenses on the reserve(s);
- Details of any insurances of the reserve(s);
- Details of any assets on the reserve(s);
- Details of any improvements to the reserve(s);
- Financial statements/reports for each reserve;
- Details of any management programs

## 5. Start/Login

To start an annual report click on the first menu item on the CRRS home page:




## 6. New Trusts and Reserves

The first screen a user will see in CRRS is the new trust and new reserve screen. All you need to do here is check that the information provided is correct.

1. If the information is correct, move to the next section of the annual report by clicking “Next” at the bottom right of the screen.
2. If the trust or reserve details displayed are incorrect, select “Edit” at the bottom right of the screen. This will take you to the trust and reserve correction screen. This screen will allow you to submit to LPMA request for changes to the displayed information (Refer to Section 9). After completing the steps, you will be returned to the annual report.
3. Click on “Next” at the bottom right of the screen to move to the next section of the annual report.

### New trusts and reserves 1 Jul 2009 to 30 Jun 2010

 Please review details of the trusts and reserves appointed since the submission of your last annual report

Reserve Trust Name	Reserve Number	Common Name
Common Trust	0000	Common Trust

2

1 & 3


## 7. Trust Member Details

### 7.1 Trust Member Details


The second screen you will see in CRRS is Trust Member Details. All you need to do here is check that the information provided is correct for each member.


1. If the information is correct, move to the next section of the annual report by clicking “Next” at the bottom right of the screen.
2. If the trust member details displayed are incorrect, click on the “Edit” button at the bottom right of the screen. This will take you to the Reserve Manager Correction screen (Refer to Section 10). After completing the steps, you will be returned to the annual report.
3. Click on “Next” at the bottom right of the screen to move to the next section of the annual report.


**Trust Member Details**
**1 Jul 2009 to 30 Jun 2010**

 Please review details of the trust members. If the details are incorrect please select **Edit** and correct the details provided.

**Trust Member**


 JOHN TEST


 Trust St  
Test NSW 2000  
AUSTRALIA


 00 000 000


Member from 19 Feb 2004  
Member type: Trust Member  
Role(s): None specified  
Primary contact

**Trust Member**


 JOHN TEST

 11 Test St  
TEST NSW 2000  
AUSTRALIA


 00 000 000

 [test@test.com.au](mailto:test@test.com.au)

Member from 04 May 2010  
Member type: Trust Member  
Role(s): None specified

Exit 

← Previous

Edit 

Next →

2

1 & 3

## 7.2 Trust Meetings

Here is where you enter the details of any trust board meetings held during the reporting period.

1. To begin, select the date the meeting was held from the pop-up calendar.
2. Next enter the number of trust members who attended.
3. If a pecuniary interest was noted at the meeting this must be indicated by clicking the tick box. A pecuniary interest is a personal monetary or financial interest in the official business of the trust.
4. You also need to identify if the meeting was the Annual General Meeting.
5. You can include more than one meeting by clicking the “Add” button. There is no limit to the number of meetings you can add.
6. To remove the details of a trust meeting select the Delete “button”
7. Once you have completed the trust board meeting information select “Next” at the bottom right of the screen.

**Trust Meetings**
**1 Jul 2009 to 30 Jun 2010**

**i** Please provide the following details for each trust meeting held from 1 Jul 2009 to 30 Jun 2010

Add +

Help ?

5
7

Trust Meeting Date	Number of Trust Members in Attendance	Pecuniary Interest Noted	Annual General Meeting	
<div style="display: flex; align-items: center;"> <input style="width: 80px; border: none; border-bottom: 1px solid #ccc;" type="text" value="12 May 2010"/> <span style="font-size: 12px; margin-left: 5px;">📅</span> <span style="font-weight: bold; color: #0070c0; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">1</span> </div>	<input style="width: 40px; border: none; border-bottom: 1px solid #ccc;" type="text" value="5"/> <span style="font-weight: bold; color: #0070c0; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">2</span>	<input type="checkbox"/> <span style="font-weight: bold; color: #0070c0; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">3</span>	<input checked="" type="checkbox"/> <span style="font-weight: bold; color: #0070c0; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">4</span>	<span style="border: 1px solid #ccc; padding: 2px 5px; font-size: 10px;">Delete ✕</span> <span style="font-weight: bold; color: #0070c0; border-radius: 50%; padding: 2px 5px; margin-left: 10px;">6</span>

Exit ↵

Save ✔

➡ Previous

Add +

Next ➡

5

7

### 7.3 ABN

- 1 In this section of the annual report enter the reserve trust ABN.
- 2 Once you have completed the ABN information select “Next” at the bottom right of the screen.

**ABN** 1 Jul 2009 to 30 Jun 2010

**i** Please provide the ABN for the following trust(s)

[Help ?](#)

Reserve Trust	ABN
Common Trust	<input type="text" value="12345678901"/> <b>1</b>

[Exit ↶](#) [Save ✓](#) [⏪ Previous](#) [Next ⏩](#) **2**

**All the information required to be provided on trusts is now complete. The second stage of the annual report is the information required to be reported on the reserves managed by the trust.**




## 8. Reserve Information

### 8.1 Usage

It is important to identify the use of all reserves in the reporting period.

- 1 To begin, enter the primary use of the reserve. This is a free text field for you to enter how the reserve was mainly used in the reporting period. If any data was entered for the previous reporting period, this information will automatically appear in the free text field. For example if the reserve was used for grazing livestock, enter "Grazing" in the primary use field.
- 2 Following primary use, also list the other uses of the reserve, if there were any. There is no need to record every other use of the reserve; instead what is required is a description of how the reserve was used in general. If the reserve was not used for any other purposes leave this field blank.
- 3 Next enter the common name of the reserve. This is also a free text field. The common name is used in the report to help you enter information on the reserve. For example if the common name of R12345 is Common Trust and you enter this into CRRS, then all references to this reserve in the return will be displayed as Common Trust (R12345).
- 4 Once you have completed this information select "Next" at the bottom right of the screen.

**Usage**
**1 Jul 2009 to 30 Jun 2010**

 Please indicate the use of the reserve(s) from 1 Jul 2009 to 30 Jun 2010

Help ?

Reserve	Uses, names and visitors
0000	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="display: flex; align-items: flex-start;"> <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Grazing"/> <span style="margin-left: 5px; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #00a0e3; color: white;">1</span> </div> <div style="display: flex; align-items: flex-start;"> <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text"/> <span style="margin-left: 5px; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #00a0e3; color: white;">2</span> </div> <div style="display: flex; align-items: flex-start;"> <input style="width: 100%; border: none; border-bottom: 1px solid #ccc;" type="text" value="Common Trust"/> <span style="margin-left: 5px; border: 1px solid #ccc; border-radius: 50%; padding: 2px 5px; background-color: #00a0e3; color: white;">3</span> </div> </div>

Exit ↶

Save ✓

⏪ Previous

Next ⏩

4

## 8.2 Funding

A trust may have access to funding or other resources to support its responsibilities in managing the reserve. Funding can support the general activities on the reserve or may be targeted at a specific initiative.

- 1 If there was no funding applied for or received for any of the reserves in the reporting period select the “Next” button at the bottom right of the screen.
- 2 To begin, select the type of funding applied for or received from the drop down menu. If your funding type does not fit within any of the categories provided select “Other”.
- 3 Next free text fields are provided to enter the purpose or describe what the funding is to be used for and to enter the details of the person(s), organisation or corporation providing the funding.
- 4 Next enter the amount of funding applied for and the total cost of the purpose described earlier.
- 5 Following this enter the status of the funding application by choosing from the drop down menu. If your application was approved then you also need to enter the amount approved and the funding period by entering the start and end dates from the pop-up calendars provided.
- 6 Finally if you manage more than one reserve you will need to identify the reserve(s) to which the funding applies by clicking on “Select Reserves”.
- 7 To add the details of multiple funding applications click “Add”.
- 8 To remove the details of a funding application from the list click “Delete”.
- 9 Once you have completed entering funding information select “Next” at the bottom right of the screen.

**Note:** Funding includes any funding received from the PRMF scheme.

**Funding**
1 Jul 2009 to 30 Jun 2010

**i** Please provide the details of any funding applied for or received by the reserve(s) from 1 Jul 2009 to 30 Jun 2010

Add +
Collapse All -
Expand All +
Help ?

**Funding**

Type	<input type="text" value="Grant/Donation"/>	2
Funded Purpose	<input type="text" value="Renovation"/>	3
Funding Body	<input type="text" value="ABC Bank"/>	
Amount Requested \$	<input type="text" value="1,000.00"/>	4
Total Cost of Purpose \$	<input type="text" value="10,000.00"/>	
Status of Application	<input type="text" value="Approved"/>	5
Amount Approved \$	<input type="text" value="1,000.00"/>	
Funding Period From	<input type="text" value="18 May 2010"/>	
To	<input type="text" value="18 May 2010"/>	

6 
8

Exit ↩
Save ✓
← Previous
Add +
Next →

7
1 & 9

### 8.3 Leases and Licences

There are many leases and licences over Crown reserves. All trusts are required to report information on any leases or licences on Crown reserves annually. For more information on leases and licences please refer to the Trust Handbook which is available at [http://www.lpma.nsw.gov.au/trusts/trust\\_handbook](http://www.lpma.nsw.gov.au/trusts/trust_handbook)

- 1 If there were no leases or licences on any of the reserves managed in the reporting period select “Next” at the bottom right of the screen.
- 2 To begin, identify whether the agreement over the reserve was a lease or a licence by selecting the relevant option from the drop down menu.
- 3 Next enter the tenant name(s) and a description of the purpose of the agreement in the free text fields provided.
- 4 Following this enter the start and end dates of the lease or license by selecting the relevant dates from the pop-up calendars. If the lease/licence expired in the reporting period you will also need to identify if a holding over period was entered into.
- 5 Next enter the rent the trust received during the reporting period and if the tenants insurance has been verified by choosing “Yes” or “No” from the drop down menu.
- 6 Finally, if you manage more than one reserve it is important to allocate the lease or license to a reserve(s) by clicking on “Select Reserves”.
- 7 To add additional leases or licenses click “Add”.
- 8 To remove the details of a lease or license click “Delete”.
- 9 Once you have completed entering the lease/licence information select “Next” at the bottom right of the screen.

**Leases/Licences**
**1 Jul 2009 to 30 Jun 2010**

**i** Please provide the details of any leases or licences in force from 1 Jul 2009 to 30 Jun 2010

Add +
Collapse All -
Expand All +
Help ?

**Lease/Licence**
▲

Type	Lease	2	
Tenant Names	ABC Rovers	3	
Purpose/Description	Recreation		
Lease/Licence Start Date	01 Jul 2009	4	
Lease/Licence End Date	30 Jun 2010		
Annual Rent Received \$	100.00	5	
Verified Tenants Insurance	Yes	4	

6 Select Reserves
8 Delete

7 Add
8 Next

### 8.4 Insurance Overview

Insurance of reserves, their assets and their staff is an important aspect of managing Crown reserves. Every trust is required to report to the Authority on an annual basis the details of any insurance arrangements for each reserve.

- 1 To begin entering this information the trust is asked to indicate whether any of the listed insurances were held in the reporting period. To identify an insurance type held in the reporting period, simply select “Yes” or “No” from the drop-down menu.
- 2 Next you need to identify whether the trust will require Treasury Managed Fund (TMF) insurance in the following financial period. To identify that TMF insurance is required for the next financial year, simply select “Yes” from the drop-down menu.
- 3 Once all fields have been selected click “Next” at the bottom right of the screen.

**Note:** A “Yes or No” response is required for every insurance type.

**Insurance**
**1 Jul 2009 to 30 Jun 2010**

**i** Please indicate if the following insurances were held between 1 Jul 2009 to 30 Jun 2010

Help ?

Insurance Type	Held?
Fire Damage and Loss Insurance	Yes <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1</span>
Motor Vehicle Insurance	No
Product Liability	No
Professional Indemnity Insurance	No
Public Liability	No
Statutory Liability Insurance	No
TMF Insurance	No
Volunteers Insurance	No
Workers Compensation Insurance	No
Other	No

**TMF Insurance**

Will the reserve trust be taking out a TMF insurance policy between 1 Jul 2010 and 30 Jun 2011? No 2

Exit ↶

Save ✓

↶ Previous

Next ↷

3

## 8.5 Insurance

Continuing to report insurance information, enter the details of those insurance types identified in the “Insurance Overview”.

- 1 If there are no changes to the previously entered data or no insurances held click next.
- 2 To begin, select the type of insurance from the drop down menu provided. All the insurance types you identified as “Yes” in the “Insurance Overview” will be listed here. If you find that an insurance option is not available in the drop down menu select “Previous” at the bottom right of the screen and return to “Insurance Overview” to check you selected “Yes” for the insurance type.
- 3 Having identified the insurance type, next enter the name of the Insurer. This is a free text field.
- 4 Following this, enter the policy number and the value of the policy. This is the amount of insurance cover as stated on the policy. If the policy has no value or is a self insurance or workers compensation policy, check the box for unlimited cover.
- 5 Next enter the date the policy is due to be renewed. Note the renewal date must commence on or after the reporting period start date.
- 6 The final field requires you to list the items noted on the policy. This is a free text field which allows you to enter any important items noted on the insurance policy. If there are no items noted then leave this field blank.
- 7 To add additional insurance policies please click “Add”.
- 8 To remove an insurance policy from the list click “Delete”.
- 9 Once you have completed entering the insurance information select “Next” at the bottom right of the screen.

**Insurance**
**1 Jul 2009 to 30 Jun 2010**

**i** Please enter the details of any insurance held with an insurer other than the Land and Property Management Authority from 1 Jul 2009 to 30 Jun 2010

Add +
Collapse All -
Expand All +
Help ?

**Insurance**
▲

Type  **2**

Insurer  **3**

Policy Number  **4**

Policy Value \$  or  Unlimited Cover **4**

Renewal Date  **5**

Items noted on policy  **6**

**8** Delete ✕

Exit ↶
Save ✓
+ Previous
Add +
Next +

**7** **1 & 9**

## 8.6 Assets

Trusts are required to keep a register of all structures, facilities, and other assets which records the value and condition of the assets. To assist with the reporting of this information, CRRS provides for the quick and simple reporting of assets. CRRS should not replace any registers currently being kept by the trust, but rather compliment these report processes.

CRRS requires reporting on only those assets worth more than \$5,000 in value. The amount of \$5,000 applies to assets collectively as well as individually. For example, if there is one building on the reserve worth \$75,000 and five computers collectively worth \$5,500 both assets are required to be reported on.

- 1 If there are no changes to previously entered data or no assets on the reserve click next.
- 2 To begin, select the asset type by choosing from the drop down menu. If the type of asset you require is not listed please select "Other".
- 3 Next enter the quantity or the number of items which comprise the asset type. In the earlier example, the quantity of buildings is one while the quantity of computers is five.
- 4 Next enter a description of the asset. This is a free text field.
- 5 Next enter the primary materials the asset is constructed from.
- 6 Next enter the total estimated current value and the total estimated replacement value of the asset.
- 7 Then enter the overall condition of the asset and whether the asset is heritage listed. The condition for groups of assets is a matter of selecting the condition type which best fits. If some of the assets are poor while others are excellent a fair condition may best represent the collective condition of the assets.
- 8 Next, if you manage more than one reserve select the reserve to which the assets belong by clicking on "Select Reserves".
- 9 To add additional asset types click "Add".
- 10 To remove the details of an asset from the list click "Delete".
- 11 Once you have completed entering asset information select "Next" at the bottom right of the screen.

The screenshot shows the 'Assets' reporting interface for the period '1 Jul 2009 to 30 Jun 2010'. A yellow banner at the top contains an information icon and the text: 'Please provide the value and condition of the reserve(s) major assets worth more than \$5,000'. Below this are buttons for 'Add +', 'Collapse All -', 'Expand All +', and 'Help ?'. The main form area is titled 'Asset' and contains the following fields with numbered callouts:

- 2**: Type dropdown menu (set to 'Building/Dwelling')
- 3**: Quantity input field (set to '1')
- 4**: Description text field (set to 'Shed')
- 5**: Construction Materials text field (set to 'Brick')
- 6**: Total Estimated Current Value \$ input field (set to '10,000.00')
- 6**: Total Estimated Replacement Value \$ input field (set to '10,000.00')
- 6**: Total Estimated Value of Building Contents \$ input field (set to '500.00')
- 7**: Overall Condition dropdown menu (set to 'Fair')
- 7**: Heritage Listed dropdown menu (set to 'No')
- 8**: 'Select Reserves' button
- 10**: 'Delete' button
- 9**: 'Add +' button
- 11**: 'Next +' button

At the bottom of the form are buttons for 'Exit', 'Save', 'Previous', 'Add +', and 'Next +'.

## 8.7 Improvements

Trusts are responsible for upgrading and replacing any infrastructure, buildings or facilities with a view to achieving the maximum asset life. The scale and requirements of any infrastructure development depends on your particular resources, assets and the perceived public demand or need. All trusts are required to report annually any improvements which cost more than \$5,000, including any capital works or developments undertaken during the reporting period.

- 1 If there are no changes to previously entered data or no improvements worth more than \$5,000 on any of the reserves managed in the reporting period select “Next” at the bottom right of the screen.
- 2 To begin, enter the purpose or description of the improvement in the free text field.
- 3 Next select the type of improvement undertaken from the drop down menu. If the type of improvement is not listed then select “Other”.
- 4 Next enter the estimated or total cost of the improvement.
- 5 If a Development Application was required then use the drop down menu to select the status of the development application, enter the Development Application number if known and the date the application was approved, if approved.
- 6 Lastly, if you manage more than one reserve select the reserve(s) to which the improvement applies by clicking “Select Reserves” and selecting the relevant reserves.
- 7 To add additional improvements click “Add”.
- 8 To remove the details of an improvement click “Delete”.
- 9 Once you have completed entering information on improvements select “Next” at the bottom right of the screen.

**Improvements**
**1 Jul 2009 to 30 Jun 2010**

**i** Please provide the details of any capital works, developments or other improvements costing more than \$5,000 which were undertaken from 1 Jul 2009 to 30 Jun 2010

Add +
Collapse All -
Expand All +
Help ?

**Improvement**
▲

Purpose/description	<input type="text" value="Renovation"/>	2
Type	<input type="text" value="Addition/alteration"/>	3
Estimated Total Cost of Works \$	<input type="text" value="10,000.00"/>	4
Development Application Status	<input type="text" value="Approved"/>	
Development Application Number	<input type="text" value="12345"/>	5
Application Approved Date	<input type="text" value="18 May 2010"/>	

6 
8

Exit
Save
Previous
Add +
Next +

7
1 & 9

## 8.8 Financial Statements

Financial statements are important items that assist trusts and other interested parties to review the financial position of the trust. They also help identify those trusts that may require assistance. All trusts are required to submit a financial statement for each financial year.

1 To begin, enter the following for each reserve separately:

- |                      |                      |                      |
|----------------------|----------------------|----------------------|
| a. Gross Income      | d. Investment Assets | g. Debts             |
| b. Gross Expenditure | e. Structural Assets | h. Other Liabilities |
| c. Cash Assets       | f. Other Assets      | i. Profit/Loss       |

If there are no entries for any of these fields then the value zero must be entered. All amounts must be entered in a financial statement.

2 The total amount of Assets and the Total Liabilities are automatically calculated. If the auto calculated amount is incorrect you can enter the correct value in the field by typing over the existing entry.

3 Next if you manage more than one reserve select the reserves by clicking “Select Reserves” and then select the reserves. Note a reserve or trust cannot be selected more than once.

4 To add additional Financial Statements click “Add”.

5 To remove a Financial Statement from the list click “Delete”.

6 Once you have completed entering financial statements select “Next”.

**Financial Statements** 1 Jul 2009 to 30 Jun 2010

**i** Please provide the 1 Jul 2009 to 30 Jun 2010 Financial Statements for the reserve(s)

Add +
Collapse All -
Expand All +
Help ?

**Financial Statement**

Gross Income \$	<input type="text" value="0.00"/>	<b>1a</b>
Gross Expenditure \$	<input type="text" value="0.00"/>	<b>1b</b>
Cash Assets \$	<input type="text" value="0.00"/>	<b>1c</b>
Investment Assets \$	<input type="text" value="0.00"/>	<b>1d</b>
Structural Assets \$	<input type="text" value="0.00"/>	<b>1e</b>
Other Assets \$	<input type="text" value="0.00"/>	<b>1f</b>
Total Assets \$	<input type="text" value="0"/>	<b>2</b>
Debts \$	<input type="text" value="0.00"/>	<b>1g</b>
Other Liabilities \$	<input type="text" value="0.00"/>	<b>1h</b>
Total Liabilities \$	<input type="text" value="0"/>	<b>2</b>
Profit/Loss \$	<input type="text" value="0.00"/>	<b>1i</b>

**3** Select Reserves
**5** Delete

Exit
Save
Previous
**4** Add +
**6** Next +



## 8.9 Management Programs

Management programs help trusts in the strategic and operational management of reserves. Trusts are required to report on any management programs in their annual report. The type of management programs required to be reported include; risk management, business plans, complaints register, maintenance programs, fire prevention programs, environmental programs, heritage listing programs and plans of management.

- 1 If there were no management programs of any type on any of the reserves managed in the reporting period select "Next" button at the bottom right of the screen.
- 2 To begin, select the type of program from the drop down menu provided. If your program type is not listed select "Other".
- 3 From the pop-up calendars select the date the program started, the date the program ended or is expected to end and the date the program was last reviewed.
- 4 Next enter the total estimated annual cost of the program.
- 5 Next enter a description of the program in the free text field provided.
- 6 If you select the program type "Heritage Listing Program" you also need to enter the Plan number and the heritage legislation under which the heritage listing is made.
- 7 If you selected the program type "Plan of Management" you need to enter the plan number, the legislation which applies to the plan and the date the plan was adopted.
- 8 Lastly, if you manage more than one reserve select the reserve(s) to which the program applies by clicking "Select Reserves" and selecting the relevant reserve(s).
- 9 To add additional management programs click "Add".
- 10 To remove a management program from the list click "Delete".
- 11 Once you have completed entering information on management programs select "Next" at the bottom right of the screen.

**Management Programs**
**1 Jul 2008 to 30 Jun 2009**

**i** Please provide the details of any management programs from 1 Jul 2008 to 30 Jun 2009

Add 
Collapse All 
Expand All 
Help

**Management Program**

Type  **2**

Start Date  **3**

End Date  **3**

Last Reviewed Date  **3**

Annual Cost \$  **4**

Description  **5**

**8** 
**10**

Exit 
Save 
 Previous
Add 
Next

**9**
**1 & 11**

## 8.10 Submit

You can enter and edit all the information requested as many times as you require. Every time you enter data into CRRS the information is automatically saved and recalled as required. However, saving your information in CRRS does not meet the reporting requirements under the legislation. To meet these requirements the report must be submitted to the Authority.

- 1 To submit an annual report you should first check all the information recorded. This is a vital step in the reporting process, as once a report is submitted it cannot be edited or changed.
- 2 You can check your annual report by using the “Previous” button to move back through all the sections of your report, or by clicking “Download Annual Report” on this page and downloading a PDF copy of your annual report.
- 3 Before you submit your annual report you must confirm you understand that no changes are possible once the annual report has been submitted. The system will not allow you to submit until you have ticked the box to confirm this.
- 4 Next select “Submit Annual Report” to submit your annual report to the Authority.
- 5 Once the annual report has been submitted, the trust has met the reporting requirements under legislation.

**Note:** Saving and printing provides a copy of the annual return for the trust records.

If you wish to enter information for trusts or reserves for the next reporting period anytime during the year, you can do so using the steps just demonstrated. CRRS allows you to complete your future annual reports over time rather than all at once at the end of each reporting period.

**Submit Annual Report**
1 Jul 2009 to 30 Jun 2010

**i** Please check the information provided in the report is correct, and press Submit Annual Report when complete. You will not be able to modify this Annual Report once it has been submitted.

**2**

Download Annual Report 
Help

I confirm that I wish to submit this Annual Report and understand that no changes are possible once the Annual Report has been submitted. **3**

**4**

Submit Annual Report

**2**

Exit 
 Previous

**All the information required to be provided on trust(s) and the reserve(s) is now complete. No further annual reporting is required until the 31<sup>st</sup> August the following year.**

## 9. Trust and Reserve Correction Requests

### 9.1 Corrections to Trusts and Reserves

Reserve details are an important aspect of managing Crown reserves. Using the Correction Request tool trusts are able to lodge directly with the local District Office corrections to incorrect or missing trust and reserve details. To lodge a correction select the “Edit Trust and/or Reserve Details” button on the CRRS home page.

1. If a Trust Name or Common Name requires correction, edit the details in the free text field.
2. If an additional reserve needs to be added to the Trust, click “Add Reserve” and enter the reserve number into the “Reserve No” field, and the common name into the “Common Name” field.
3. If the Trust or reserve is not managed by the Common or requires new management, tick the remove box applicable to the reserve.
4. Once the above steps have been completed, click “Next”.

**Note.** You can enter and edit the information request as many times as required, as no changes will be made until the request is submitted.

### Trust and Reserve Correction Requests

**i Step 1 of 2**

Please provide corrections or additions to the Trust and Reserve details listed below. Click Next after you have edited your corrections to proceed to Step 2 and submit the changes.

Next ➔

<b>Trust Name</b>	<input type="text" value="Test Common Trust"/>	<input type="checkbox"/>	<b>Remove</b>
<b>Reserve No</b>	<input type="text" value="12345"/>	<input type="text" value="Test Common"/>	<input type="button" value="Add Reserve"/>

Exit ↶ Next ➔

4

## 9.2 Submit Corrections

To submit a request for changes to the District Office, a confirmation and submission must be completed.

- 1 Before submitting a correction you should first check all the information recorded. This is a vital step in the correction process, as once a correction is submitted it cannot be edited or changed.
- 2 Before you submit your annual report you must confirm you understand that no changes are possible once the annual report has been submitted. The system will not allow you to submit until you have ticked the box to confirm this.
- 3 Next select “Submit Correction” to submit your changes to the Authority.

**Note:** When a request has been completed by the District office an email notification will be issued confirming the completion of the request and corresponding changes will be update in CRRS.

Trust and Reserve Correction Requests

**Step 2 of 2**

Click Submit Correction to lodge your changes. Your District Office may contact you if any further information is required. You can click Exit at any time to cancel out of this screen without making any changes. Click Previous to go back and make further edits.

Trust Name	Reserve	Common Name	Action
ABC Common Trust	11111	ABC Common Trust	Add Reserve

I confirm I am submitting the corrections to my District Office

Submit Correction
3

Exit
Previous

## 10. Reserve Manager Correction Request

### 10.1 Corrections Trust Member Details

Trust contact details are an important aspect of managing Trusts. The Correction Request tool allows Trust's to lodge corrections to incorrect or missing contact details.

To lodge a correction select the "Edit Reserve Manager or Trust details" button on the CRRS home page.

1. If a trust members contact details require correction, click the "Edit" button applicable to the details requiring correction.
2. Details can be edited as required as most contact fields are free text fields.
3. You can add a new member by clicking the "Add" button
4. Once all details have been completed, click "Apply".

### Reserve Manager Correction

#### Step 1 of 2

Please review the contact information below and edit as required. When you are finished editing, click **Next** to submit changes to Step 2.

**Trust Member**

JOHN TEST  
 Trust St  
 Test NSW 2000  
 AUSTRALIA

00 000 000

Member from 19 Feb 2004  
 Member type: Trust Member  
 Role(s): None specified  
 Primary contact

**1**

**Trust Member**

JOHN TEST  
 11 Test St  
 TEST NSW 2000  
 AUSTRALIA

00 000 000  
 test@test.com.au

Member from 04 May 2010  
 Member type: Trust Member  
 Role(s): None specified

**3**

### Reserve Manager Correction

#### Step 1 of 2

Please edit contact details for the Trust Member. Click Apply to accept any edits made on this page, or Cancel to return to the previous page without making any changes. No changes are made to the Trust Member until you proceed to Step 2 and click Submit.

Member Type

Start Date

Resignation/Leave Date

Title  **2**

First Name  **4**

## 10.2 Submit Corrections

You can enter and edit the information request as many times as you require, however to submit a request for changes, a confirmation and submission must be completed.

1. Before submitting a correction you should first check all the information recorded. This is a vital step in the correction process, as once a correction is submitted it cannot be edited or changed.
2. Before you submit your annual report you must confirm you understand that no changes are possible once the annual report has been submitted. The system will not allow you to submit until you have ticked the box to confirm this.
3. Next select “Submit Reserve Manager Correction” to submit your changes.

### Reserve Manager Correction

**Step 2 of 2**

Click Submit Reserve Manager Corrections to lodge your changes.

The District Office may contact you if any further information is required. You can click Exit at any time to quit without making any changes, or click Previous to make further edits.

Changes made to the End Date and addition of new Trust Board members are processed by the District Office. All other changes should be available in the Annual Report within an hour.

I confirm I am submitting the Reserve Manager Corrections **2**

**Submit Reserve Manager Corrections** **3**

**1**

Exit **Previous**

## 11. Glossary

- 1 Add** Add more information in some sections of the annual report by clicking on the “Add” button located at the bottom right of the screen.
- 2 Collapse & Expand** To assist with viewing information, in some sections of the annual report you can choose to collapse or expand details entered. There are two methods to collapse or expand the view. Firstly, you can select “Collapse All” or “Expand All” at the top left of the screen. However, if you want to collapse or expand only one or two entries use the tab at the top right of the entry.
- 3 Dates** All dates in the system can be entered using the pop-up calendars provided. Clicking on the date field will automatically bring up the calendar and clicking on the date will select the relevant information.
- 4 Delete** The “Delete” button is located at the bottom right of each entry. It will only delete the one entry; it will not delete all entries or any previous records entered.
- 5 Drop down** To select data from a drop down menu, click on the arrow at the right of the data field and then click on the preferred option from the drop down list.
- 6 Error Message** If you forget to enter an important piece of information in your report the system will remind you and prevent you from moving through the other sections of the report. These cues appear throughout the system to help you meet your reporting requirements.
- 7 Exit** You can return to the CRRS home page at any time by simply selecting “Exit” which is located at the bottom right of each screen.
- 8 Free Text Field** If a field is identified in this help document as Free Text it means you can enter either alpha or numeric text in that field of your annual report.
- 9 Instructions** At the top of each screen you will find the instruction box which tells you what to enter in each section of your annual report.
- 10 Menus** You can also navigate through the report by using the trust menu and reserves menu located to the left of the screen.
- 11 Navigation** Use the “Next” and “Previous” buttons to move through the various sections of the annual report. You may also use the underlined menu list on the left hand side of the screen.
- 12 Save** When you move between screens or exit CRRS all the information or changes you have entered into CRRS are automatically saved. So there is no need to worry about having to save your report.
- 13 Reserve Maps** If you are a council, you can view a map of a reserve in any section of the report by clicking on the reserve number.

14

**14 Select Reserves** To select reserves in the reserves section of the annual report click on the “Select Reserves” button at the right of the screen. Here you can select one or many reserves from the list. To select a reserve click in the box next to the reserve number and then select “Apply”. To select all the reserves shown click “Select All”. If you click on the trust name, the system will automatically select all the reserves under the trust for you. If you wish to change the reserve selected simply click on the selected reserve or trust to remove the selection and select “Apply.”

Note: Selecting multiple reserves is only available to those trusts managers who are responsible for managing multiple reserves.

**15 Select Trust** To select a trust in the trust section of the annual report, click on the “Select Trusts” button at the right of the screen. Here you can select one or many trusts from the list. To select a trust click in the box next to the reserve number and then select “Apply”. If you wish to change the trust selected simply click on the selected reserve to remove the selection and select “Apply”.

Note: Selecting multiple trusts is only available to those trusts managers who are responsible for managing multiple trusts.

**16 Review Details** To review and verify that submitted details from previous reports are still current to the new report. If the details for the reserve have changed, do not tick the Reviewed box, but simply edit the details in the other available fields.

10

**Reserve Trust Manager**

Session expires in 59:51.  
Click **Next** to save and reset timer.

[Reserve Trust Manager Details](#)  
[ABN](#)  
[Staff/Volunteers](#)  
[OH&S](#)  
[Delegated Functions](#)

**Reserves**

[Usage](#)  
[Marketing](#)  
[Funding](#)  
[Leases/Licences](#)  
[Insurance Overview](#)  
[Insurance](#)  
[Assets](#)  
[Improvements](#)  
[Financial Statements](#)  
[Management Programs](#)  
[Submit](#)

**Leases/Licences** 1 Jul 2009 to 30 Jun 2010

Please provide the details of any leases or licences in force from 1 Jul 2009 to 30 Jun 2010

[Add](#) [Collapse All](#) [Expand All](#) [Help ?](#)

**Lease/Licence**

Type: (Choose)   **5**

Tenant names:  **6**

Purpose/Description:  **8**

Lease/licence start date: 01 Jul 2009 **3**

Lease/licence end date: 30 Jun 2010

Annual Rent Received \$: 0.00

Verified Tenants Insurance: (Choose)

Reserve (50032) **13**

1 or more Reserves must be selected **14 & 15**

Select Reserves   **4**

Reviewed **16**

[Exit](#) [Save](#) [Previous](#) [Add](#) [Next](#)

**7** **12** **11** **1** **11**