



Department  
of Industry

Lands & Forestry

# **CROWN RESERVE ANNUAL RETURN**

**1 July 20\_\_ – 30 June 20\_\_**

## **INSTRUCTIONS**

All Common trusts are required under s37 of the *Commons Management Act 1989* to submit a report to the Minister soon after of the close of the trust's financial year. This means trusts need to lodge a report during the reporting period which closes on 31<sup>st</sup> October.

The Crown Lands Division is working towards a co-ordinated approach to annual reporting by asking Commons Trust Managers to assist by moving from calendar year reporting to financial year reporting.

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

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 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](http://www.lands.nsw.gov.au/crown_land/trusts/trust_handbook)

### **Common 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* In the space provided please provide the details of the trust and the primary contact for the trust.
- Section 3* This section requires you to provide the contact details for common trust members as at 30 June.
- Section 4* Next you need to provide the details of the trust board meetings held between 1 July and 30 June, including whether the meeting was the Annual General Meeting (AGM) and if a pecuniary interest was noted at the meeting. A pecuniary interest is a personal monetary or financial interest in the official business of the trust.
- Section 5* This section requires the reporting of the reserve trust ABN.
- Section 6* If you had an audit conducted between 1 July and 30 June, please provide the details of the audit. If you did not have an audit conducted please leave these fields blank.

### **Crown reserve information**

- Section 7* The second part of the report requires you to provide information on the reserves managed by the trust. One form is required to be completed for each reserve managed. Section 7 requires you to provide the reserve details in the space provided.
- Section 8* 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.
- Sections 9-14* Reserves are required to report information on general activities undertaken and insurance of the reserve, between 1 July and 30 June. Sections 9 to 14 allow for reporting on funding, leases/licences, insurance, assets and improvements on the reserve. If an activity was not undertaken by a reserve, please leave the activity blank.
- Sections 15* The next section requires you to report the reserve's financial statement for the period 1 July to 30 June. This section provides important information to support the partnership between Crown Lands and common trusts in the management of the Crown reserves. Please leave blank any fields which do not apply to the reserve.
- Section 16* 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.

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## 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](mailto: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**

**COMMON 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 common trust:**

|                   |  |
|-------------------|--|
| Common trust name |  |
| Address           |  |
| Primary contact   |  |

**3. TRUST MEMBER DETAILS**

**Please enter the details of the common trust members as at 30 June:**

|                      |  |                      |  |
|----------------------|--|----------------------|--|
| Member Name          |  | Member Name          |  |
| Address              |  | Address              |  |
| Telephone/Mobile     |  | Telephone/Mobile     |  |
| Email address        |  | Email address        |  |
| Trust Board Position |  | Trust Board Position |  |
| Member Name          |  | Member Name          |  |
| Address              |  | Address              |  |
| Telephone/Mobile     |  | Telephone/Mobile     |  |
| Email address        |  | Email address        |  |
| Trust Board Position |  | Trust Board Position |  |
| Member Name          |  | Member Name          |  |
| Address              |  | Address              |  |
| Telephone/Mobile     |  | Telephone/Mobile     |  |
| Email address        |  | Email address        |  |
| Trust Board Position |  | Trust Board Position |  |
| Member Name          |  | Member Name          |  |
| Address              |  | Address              |  |
| Telephone/Mobile     |  | Telephone/Mobile     |  |
| Email address        |  | Email address        |  |
| Trust Board Position |  | Trust Board Position |  |
| Member Name          |  | Member Name          |  |
| Address              |  | Address              |  |
| Telephone/Mobile     |  | Telephone/Mobile     |  |
| Email address        |  | Email address        |  |
| Trust Board Position |  | Trust Board Position |  |

**4. TRUST MEETINGS**

**Please provide the following details for each reserve trust meeting held from 1 July to 30 June:**

| Trust Meeting Date | Number of Trust Members in attendance | Pecuniary interest noted at meeting | Annual General Meeting |
|--------------------|---------------------------------------|-------------------------------------|------------------------|
|                    |                                       |                                     |                        |
|                    |                                       |                                     |                        |
|                    |                                       |                                     |                        |
|                    |                                       |                                     |                        |
|                    |                                       |                                     |                        |
|                    |                                       |                                     |                        |

**5. ABN**

**Please provide the reserve trust ABN:**

|  |  |
|--|--|
|  |  |
|--|--|

**6. AUDIT DETAILS**

**If the trust had an audit conducted between 1 July to 30 June please provide the details of the audit:**

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





#### 14. 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 |
|------------------------------|-------------------------------|--|-----------------|--------------------|-------------------------------|
|                              |                               | Prepared   | Submitted       |                    |                               |
| Example Construction of hall | \$350,000                     | Approved   | <u>Declined</u> | AB123456           | 20 May 2010                   |
|                              |                               | Approved   | Submitted       |                    |                               |
|                              |                               | Approved   | Submitted       |                    |                               |
|                              |                               | Approved   | Submitted       |                    |                               |

#### 15. 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      | \$ |                   |    |

#### 16. 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 |