

Submitting an Annual Report for non-council Crown Land Managers

The following guide has been prepared to assist non-council Crown land managers to submit an annual report using Crown Land's [Reserve Manager Portal](#) (the Portal). This guide includes 4 sections to assist with the annual report lodgement:

1. Initiate a new Annual Report
2. Completing the Annual Report
3. Navigation Tips
4. Finalising and submitting the Annual Report

Please review the guide prior to completing the submission process. If you require any further assistance during this process, please contact the Department of Planning, Industry and Environment – Crown Land on 1300 886 235.

Before you start your Annual Report submission

Before you begin to prepare the Annual Report, ensure you have reviewed the following:

➤ **Logging into the Portal**

For guidance on how to log into the Portal, please refer to [Logging into the Portal Quick Reference Guide](#).

➤ **Group multiple reserves together (if required)**

Grouping multiple reserves allows for reserves to be reported as a “group” and not individually. This can be done if, for example, the reserve’s finances are managed as a single unit. For instructions on how to group reserves, refer to Table 1 below.

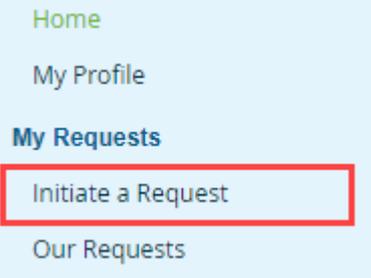
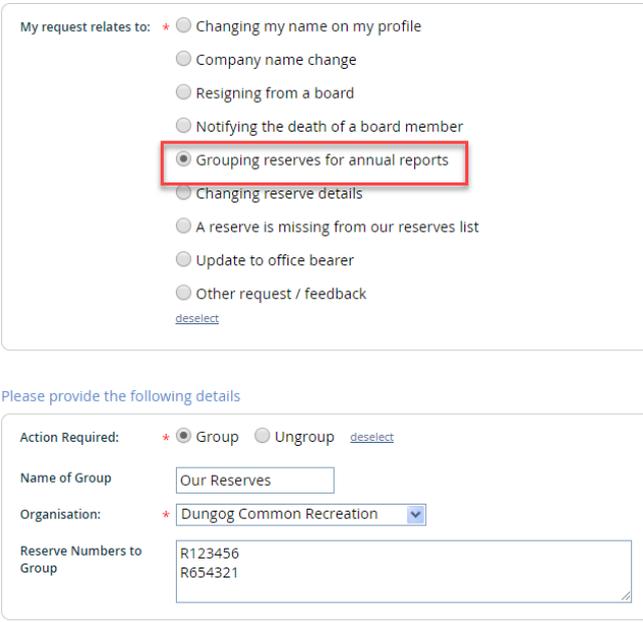
➤ **Set-up access for all parties contributing to the report**

Any board member of a statutory land manager or corporate user can contribute to the report, as well as third-party contractors who may be assisting the board. For example, your accountant.

If you need a login created for a third-party contractor, refer to Table 1 below, follow Step 1, but on Step 2 select ‘Other’, and then provide their details.

The following table may not be applicable to you, if that is the case please proceed to the next set of instructions “Initiate a New Annual Report”

Table 1. Initiating a request for grouping reserves

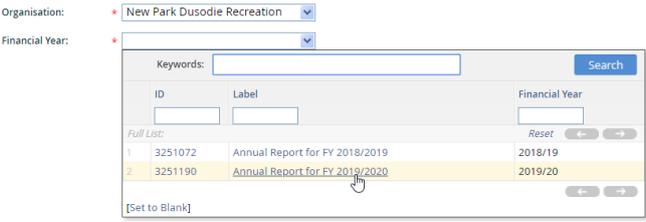
Steps	Process	Details
1.	Click on Initiate a Request under the My Requests section on the left-hand side menu.	
2.	<p>Select “Grouping reserves for annual reports”</p> <p>Please provide the following details:</p> <ul style="list-style-type: none"> • Select “Group” • Give the group a name e.g. “Dungog Common” • Use the drop down menu to select the Crown land manager organisation <p>Record the Reserve numbers to group</p>	
3.	Click on the Initiate Request Now green button.	
4.	<p>A summary of your request will display, including a reference number.</p> <p>Use this reference number if you need follow up your request with the Department.</p>	

If you go into your reserves listing you will be able to see the ‘Grouped reserves’. Please make sure they are correct before initiating your Annual Report.

1. Initiate a new Annual Report

Follow the following steps to prepare the annual report.

Table 2. Initiate Annual Report

Steps	Process	Details
1.	Click on Prepare Annual Reports on the I want to... selection list on the right of the screen.	 Prepare Annual Reports
2.	Click on the green To Initiate a new Annual Report, click here button in the Start a New Annual Report section.	
3.	Use the drop-down menu to select the Crown land manager organisation , and then to select the appropriate financial year .	
4.	Click on the green Create Now button to proceed.	
5.	This will create the report template, showing you the tabs required to complete. The tab highlighted in dark blue is the section you are working on.	

2. Completing the Annual Report

Once the Annual Report has been initiated, anyone with access to the annual report can contribute, including a third-party contractor.

Refer to **Navigation tips** following this section for how to save as you go, edit, and retrieve a saved report

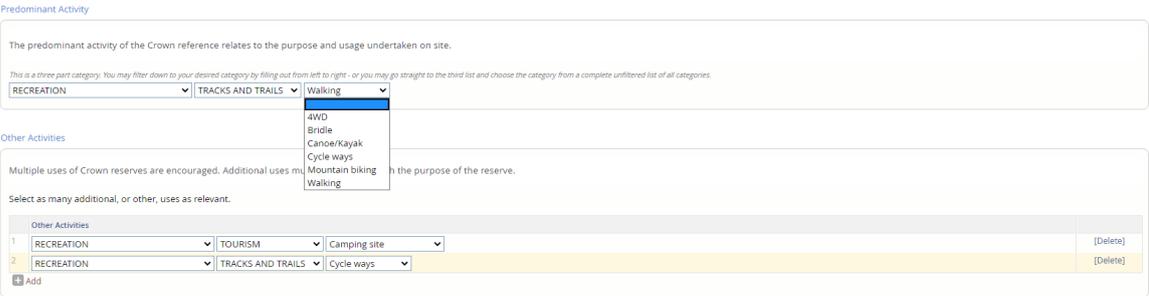
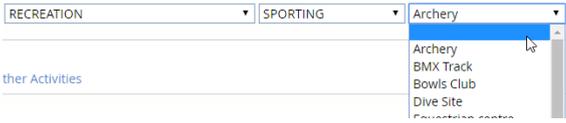
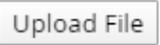
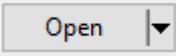
Table 3. Completing your Annual Report

Step	Process	Details
1.	<p>The Company page will appear first. Review the information regarding the company and answer Yes or No to each section.</p> <p>When you have completed the page, or as much information as you can for now, click the green Next>> button to proceed.</p>	
TIP	<p>In some sections, if you select No, a box will appear for you to enter in details for correction.</p> <p>Information entry boxes that have two diagonal stripes in the bottom right corner, can be made larger by moving your cursor over the diagonal lines, clicking and holding and dragging until it is the right size.</p>	<p>Please confirm that the information is correct: <input type="radio"/> Yes <input checked="" type="radio"/> No deselect</p> <p>Please describe any changes that should be made: <input type="text" value="Telephone number has changed - please update to 1111 111 111."/></p> 
3.	<p>This will move you to the Reserves tab. The tabs that appear underneath are the sections to complete regarding the reserve or group of reserves.</p>	
4.	<p>Use the Reserve Details page to review your reserve information and update the locally known name, if there is one.</p> <p>To update the name, click the Edit button in the top right corner. When you have finished, click on the green Next>> button to proceed.</p> <p>If you have nothing to update, click on the Use tab to continue.</p>	 <p>EDIT BUTTON → <input type="button" value="Edit"/></p> <p>The annual report process is an opportunity for you to confirm that the details held by the department are accurate and up-to-date. Please review the information that has to be pre-filled and confirm that it is correct. If details are incorrect select No and provide details of update required.</p> <p>To access and edit the report use the [edit] at the top right of the screen.</p> <p>Save your details regularly as you will be logged out if no action is detected for 15 minutes. Mandatory Questions are marked with a Red Asterisks (*)</p>

Submitting an Annual Report

Quick Reference Guide



Step	Process	Details
5.	<p>The Use page allows you to select information regarding the activities undertaken on the reserve, as well as record information of any leases or licences were issued during the reporting period.</p> <p>This includes the predominant use and also secondary uses of the reserve.</p>  <p>When you have completed the page, or as much information as you can for now, click the green Next>> button to proceed.</p>	
TIP	<p>By selecting the 1st Field you narrow down the options to select for the remaining drop down boxes.</p> <p>If you select the incorrect activity from the drop-down box, select the blank space to remove the option.</p>	
6.	<p>The Funding and Assets page allows you to record any funding applications submitted; loans you have received; information on assets; and any works or improvements made.</p> <p>When you have completed the page, or as much information as you can for now, click the green Next>> button to proceed.</p>	
TIP	<p>If you select Yes to any of sections, you then need to complete the table to record information. Use the Add button to add further types or assets; or [Delete] button to remove items.</p>	
7.	<p>On the Insurance page, you can record information regarding any policies you hold for the reserve.</p> <p>When you have completed the page, or as much information as you can for now, click the green Next>> button to proceed.</p>	
8.	<p>The Finance page allows you to record revenue, expenditure, assets, liabilities information. You can also indicate obligations, outstanding debts, bank statements and investments.</p> <p>When you have completed the page, or as much information as you can for now, click the green Next>> button to proceed.</p>	
TIP	<ul style="list-style-type: none"> a. Click on  b. Locate the document or image on your computer. c. Click  	
9.	<p>The Risk Register page reminds you that the risk register needs to be updated as it will be submitted with the annual report.</p>	
10.	<p>This completes the Company and Reserves section of the Annual Report. You are now up to the Finalise and Complete section.</p>	

3. Navigation Tips

✓ Username and password issues

If you have entered your username and password three times and not successfully logged in, you will be locked out of system. The portal does not tell you if you have been locked out of your account.

To reset your password please contact the Department on 1300 886 235.

✓ Save your progress

Please save your work regularly. Save as you go by clicking the green **Next** button on a tab to save your changes and move to the next tab. The system does time out following period of inactivity.

If you move to another tab without clicking the **Next** button, your changes will be lost and will need to be re-entered.



✓ Return to previous screen

You can go back to an earlier tab by clicking on the tab header. If you move between tabs, you will need to click **[Edit]**. The **edit button** is in the top right of the screen, use this to enter Edit mode if you need to make changes. (See Step 4 in Table 3, above)



✓ Complete a saved Annual Report

To come back and complete a saved Annual Report, click **Our Annual Reports** under **Reserves** on the left hand menu.

Reports that are in progress appear under **Reminder: Reports in Progress**. You can see under **Last Updated By** who contributed to it last and the date under **Last Saved**.

✓ Print the report before submission

It is not possible to print a copy of the annual report prior to submission

✓ Edit the report after submission

It is not possible to edit the report once it has been submitted. Please ensure you have clarified any details with other board members prior to submission.

4. Finalising and submitting the Annual Report

Table 5. Finalise and Submit table

Steps	Process	Details
1.	Once you have completed the tabs under the Reserve tab, it will progress to Finalise and Submit tab.	
2.	Any mandatory fields that have not been completed will show in red. You will not be able to finalise and submit until all mandatory information has been entered. If you have no information to update, proceed to step 4. Otherwise, continue to see how to update incomplete information.	<p>Incomplete submission. Please ensure that all the mandatory fields have been completed in Reserves: R34109: "Reserve Details"</p>
3.	To update the incomplete information, click on the name to return to that page. You may need to click on Edit to open the page up to make changes. Click on the green Next>> button to save your changes. Click on the Finalise and Submit tab to return to the page.	
4.	Once every section has been completed, a warning will appear to ensure that the Risk Register has been updated prior to submitting. If you have risks to record, click on the Risk Register link.	
5.	If you have no risks to report, click to confirm you have permission to submit this report. Click to finalise and submit and enter any comments as required.	<p>I confirm that I have Permission to Submit this Report: <input checked="" type="checkbox"/></p> <p>Finalise & Submit: <input checked="" type="checkbox"/></p> <p>Comment: <input type="text" value="Report completed"/></p>
6.	Click on the green Submit button to finalise the Annual Report.	
7.	You will receive confirmation that the annual report has been submitted.	

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