Submitting an annual report – non-Council and corporate land managers

This guide has been prepared to assist non-Council and corporate land managers submit an annual report using Crown Land's Reserve Manager Portal (the **Portal**).

Note: If you are a statutory land manager (**SLM**) or a commons trust (**CT**), the annual reporting requirements are slightly different. Please refer to the Quick Reference Guide for SLMs and CTs on the Reserve Manager website for information on how to submit your annual report.

Before you begin

Before you start to prepare the annual report, please take the time to review the following:

- Logging into the Portal

  You will need to log in to the Portal to submit your report. If you have not done this before, or you need assistance, please refer to the Logging into the Portal quick reference guide.

- Group multiple reserves together (if required)

  If your board manages multiple reserves, you can report them as a "group" and not individually. For instructions on how to do this, see Table 1 below.

- Set up access for all parties contributing to the report

  Any board member can contribute to the report, as well as any third parties who may be assisting the board, such as your accountant. Each person will need an individual log in to contribute to the report. To request a login, refer to the table below.

- Review the Annual Reporting checklist

  We have prepared a checklist of the information you will need to provide when completing your annual report. To make sure you have all the information necessary to submit, review our Annual Reporting checklist prior to commencing the report.

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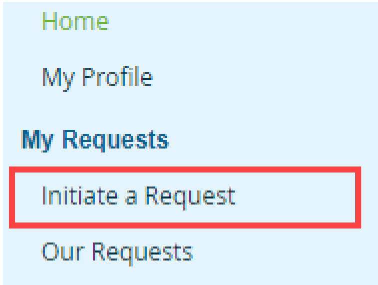
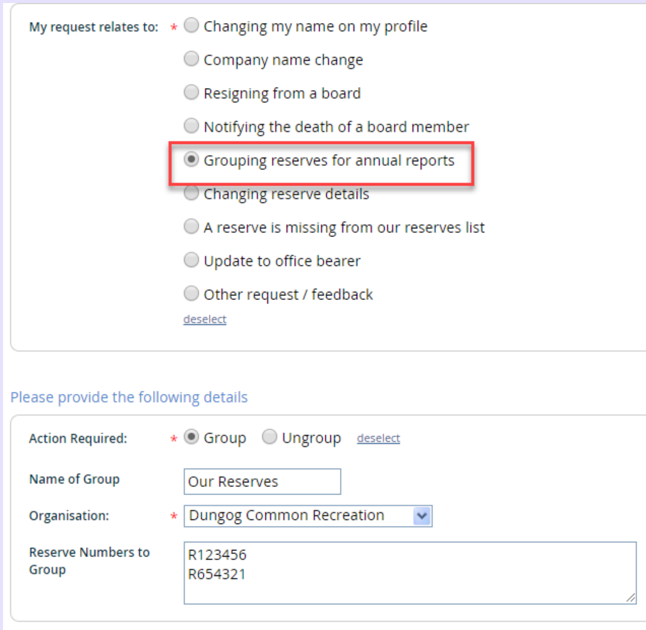
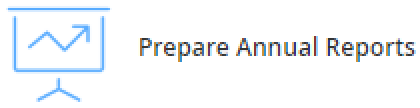
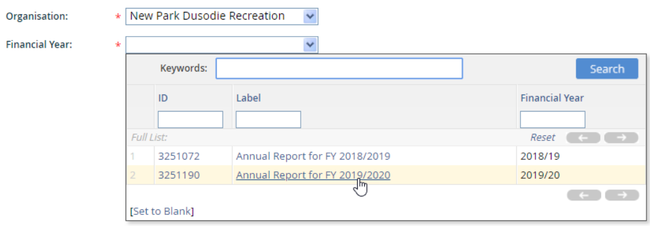
Grouping your reserves

Steps	Process	Details
1.	Log into the **Reserve Manager Portal** and click on the **Initiate a Request** option under the **My Requests** section on the left-hand side of the screen.	
2.	Select the **Grouping reserves for annual reports** option and provide the following details: • Select **Group** • Give the group a name e.g. Dungog Common Recreation. • Use the drop down menu to select the Crown land manager organisation. • Record the reserve numbers to grouped.	
3.	Click on the **Initiate Request Now** green button.	
4.	A summary of your request will display, including a reference number. Use this reference number if you need follow up your request with the Department.	

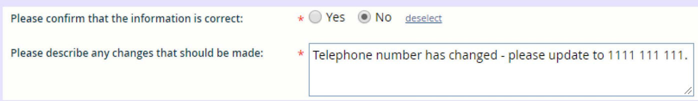
Initiate a new annual report

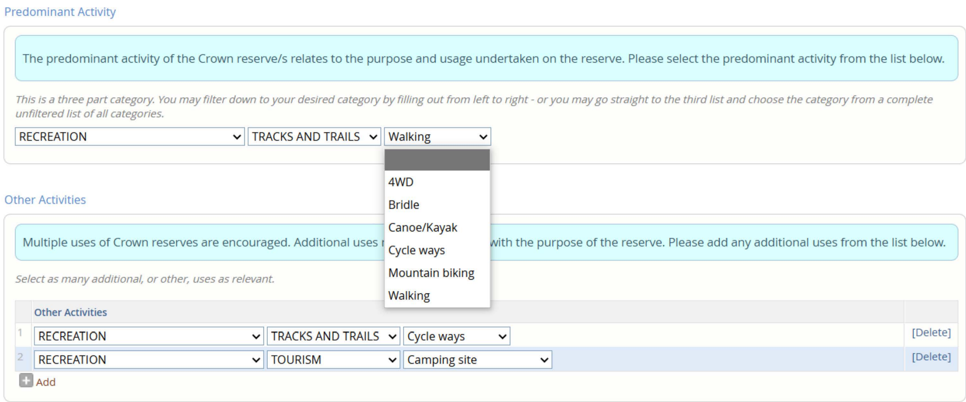
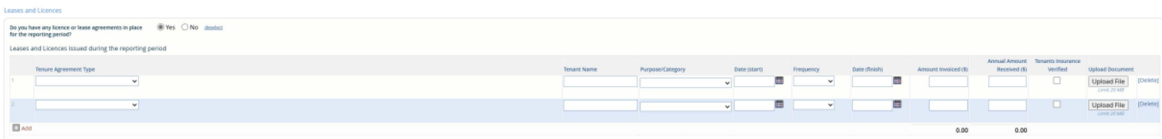
Steps	Process	Details
1.	Click on **Prepare Annual Reports** button under the **I want to...** selection list on the right of the screen.	
2.	Click on the green **To Initiate a new Annual Report, click here** button in the **Start a New Annual Report** section. If this button does not appear, contact the Department on 1300 886 235.	
3.	Use the dropdown 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 a new annual report, showing the tabs required to completed. The tab highlighted in dark blue is the section you are working on.	

Completing the annual report

Once the annual report has been initiated, anyone with access to the annual report can contribute, including any third party that you have given access to.

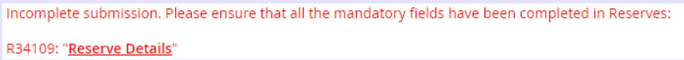
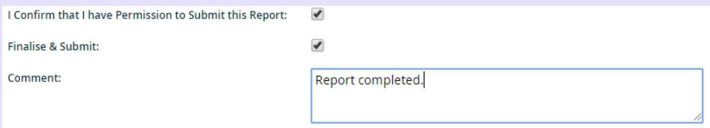
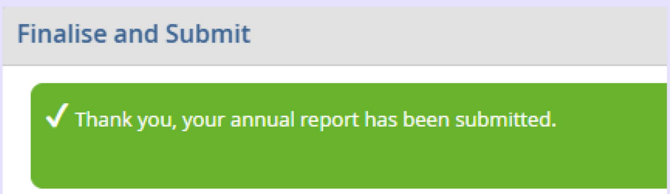
> To edit or amend the annual report, you must click the [Edit] button at the top of each page.

Step	Process	Details
1.	The **Company** page will appear first. Review the information regarding the company and answer **Yes** or **No** to each section. When you have completed this section, or entered as much information as you can for now, click the green **Save as Draft** button to move to the next section.	
💡	In some sections, if you select **No**, a box will appear for you enter the details that need to be updated. You can make these boxes larger by hovering your cursor over the bottom right corner, click and hold on the two diagonal lines, and drag the box until it is the right size.	 
2.	This will move you to the **Reserves** tab. The tabs that appear underneath are the sections you need complete regarding the reserve or groups of reserves. 	

Step	Process	Details
3.	Use the **Reserve Details** page to review the information for your reserve(s) and confirm the information is accurate. If you need to update the locally known name of the reserve, or change the activities occurring on your reserve, use the **[Edit]** button in the top righthand corner of the screen. Remember to use the green **Save as Draft** button to save your changes. If you have no changes, click on the **Use** tab to move to the next screen.	
4.	The **Use** page allows you to select information about the activities undertaken on your reserve. This includes the predominant use as well as any secondary uses of the reserve.  **Tip:** When you select the first field, you will limit the options to select for the remaining dropdown. If you select the incorrect activity, select the blank space at the top of the list to remove the option. You are also required to enter information of any leases or licenses that were issued during the reporting period.  When you have completed this section, or as much information as you can for now, click the green **Save as Draft** button to move to the **Funding and Assets** tab.	

Step	Process	Details
5.	On the **Funding and Assets** screen, you will record any grant or loan applications your reserve received during the financial year, any assets such buildings or infrastructure, and plant and equipment located on your reserve and any work or improvements made. **Tip:** Use the tables to record the information. You can use the **+Add** button to create additional rows, or the **[Delete]** button to remove rows. When you have completed this section, or as much information as you can for now, click the green **Save as Draft** button to move to the **Insurance** tab.	
6.	On the **Insurance** screen, you can record information regarding any policies you hold for the reserve. When you have completed this section, or as much information as you can for now, click the green **Save as Draft** button to move to the **Finance** tab.	
7.	The **Finance** screen allows you to record the revenue, expenditure, assets and liabilities concerning your reserve. You can also record the details of any outstanding obligations (such as a BAS statement) or debts, upload a copy of your bank statements and list any investments such as term deposits.	
	To attach a document or image, click on the **Upload File** button and locate the document or image on the computer. Once you have found it, select it and click on the **Open** button.	
8.	The **Risk Management** tab will remind you that your Risk Register needs to be updated, as it will be submitted with the Annual Report.	
	To add a new risk, click on the **Register New Risk** on under the Risk Register heading on the left-hand side of the screen.	
9.	This completes the **Company** and **Reserves** section of the Annual Report. You are now up to the **Finalise and Submit** section.	

Finalising and submitting the annual report

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.	
3.	To update the incomplete information, click on the name in red, bold and underlined text to return to that page. You will need to click on the [**Edit**] button to open the page up to make changes. Click on the green **Save as Draft** button to save your changes. Click on the **Finalise and Submit** tab to return to the page.	
4.	Click to the box confirm you have permission to submit this report. Click **Finalise and Submit** and enter any comments as required.	
5.	Click on the green **Submit** button to finalise the Annual Report.	
6.	You will receive a confirmation that the annual report has been submitted.	

Tips and troubleshooting

Username and password issues

To reset your password, click on the Reset Password option on the right-hand side of the Portal screen and follow the prompts.

If you have entered your username and password three times and have not been able to log in, you will be locked out of your account. Please note that the Portal does not tell you if you have been locked out. If you have been locked out, please call the Department on 1300 886 235.

Save your progress

Please save your work regularly. Save as you go by clicking the **Save as Draft** button on each tab to save your changes and move to the next section. If no activity is detected, the system may log you out without saving your changes.

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

Return to the previous screen

You can go back to a previous tab by clicking on the relevant tab at the top of the screen. Remember, you will need to click the **[Edit]** button to make changes to work that you have previously saved and entered.

Complete a draft annual report

To come back and complete a draft annual report, click on the **Our Annual Reports** link under the **Reserves** section.

Reports that are in progress appear under the **Reminder: Reports in Progress** heading. You can see who last contributed the report and the date it was last saved.

Printing a 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 or amend the report once it has been submitted. Please ensure you have clarified or confirmed any details with the other board members prior to submitting the report.

If you need to make changes to your report after submission, please email reserves@crownland.nsw.gov.au who will be able to assist.