

How to update a listing on the Crown reserves directory

The Department of Planning and Environment – Crown Lands has developed a public directory of NSW Crown reserves. The directory showcases the diversity of Crown reserves and encourages collaboration between Crown land managers who manage these community assets.

The directory provides reserve details including activities undertaken on the reserve, facilities available, images and contact information.

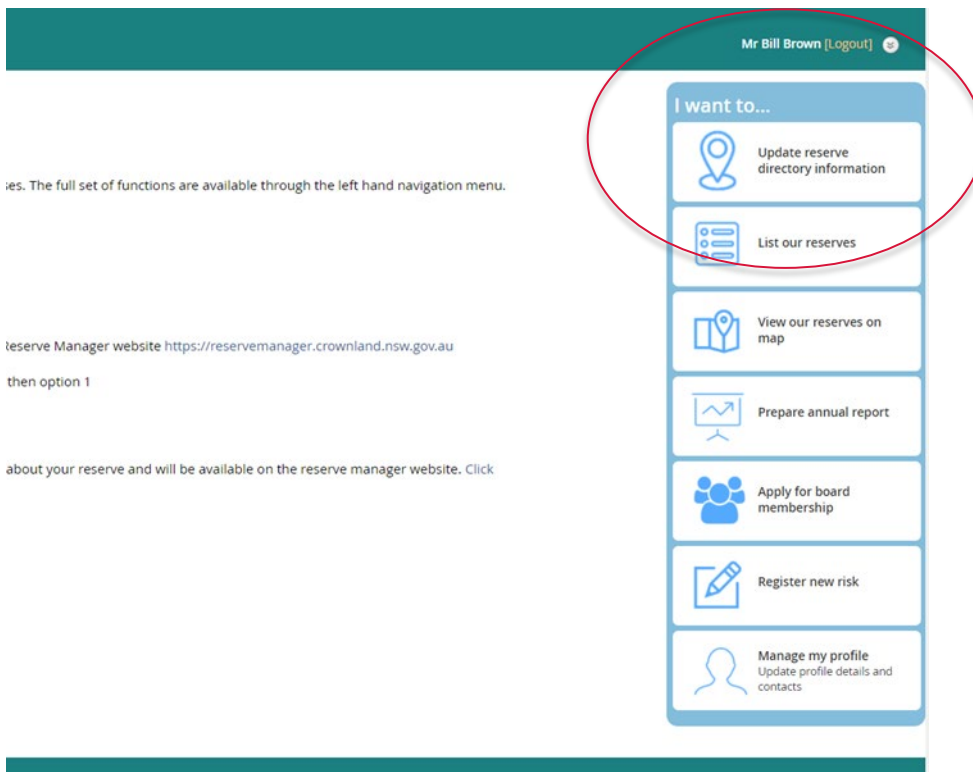
The following instructions demonstrate how to submit/update reserve details for the directory.

Logging into the Portal

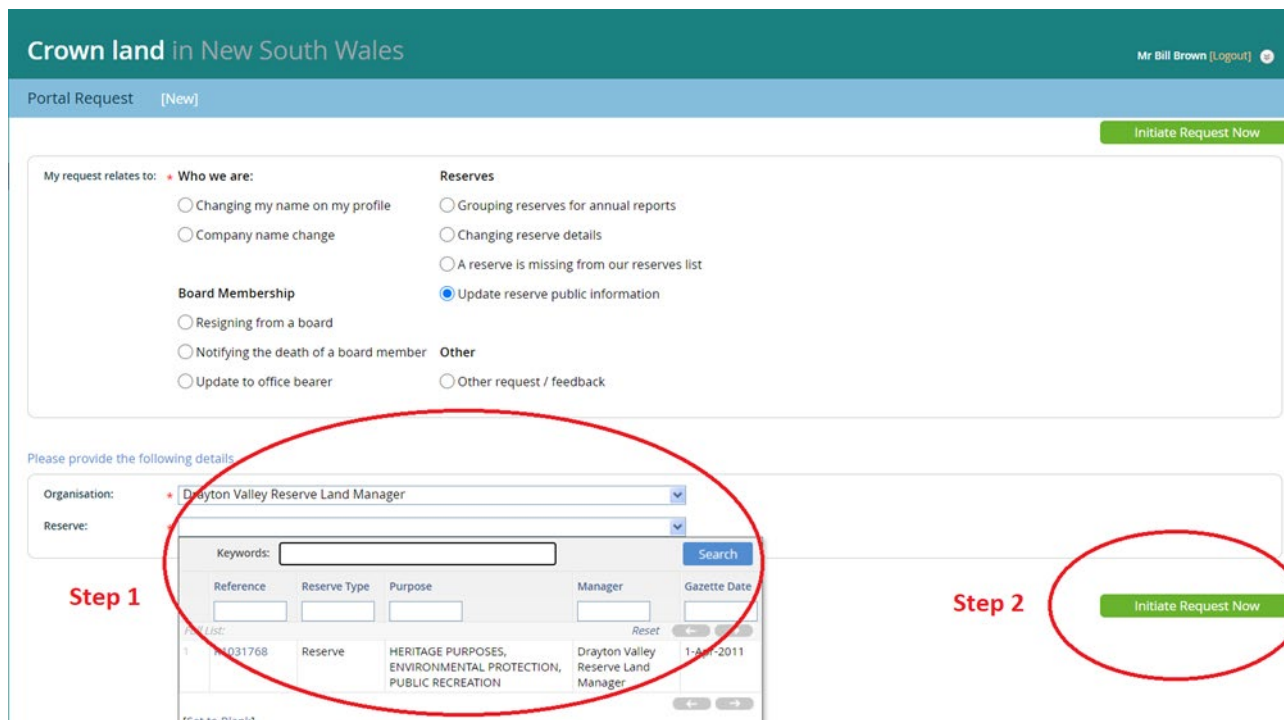
1. Click on the link below or copy the link into your internet browser:
<https://portal.crownland.nsw.gov.au>

Update reserve information

2. Click on the 'I want to...Update reserve directory information'



- Click on the drop-down menu and select the reserve you wish to provide details on. If you manage multiple reserves that would be considered as one site, for example a showground comprised of several neighbouring reserves, select the reserve where the main entrance is located. The reserve number will begin with the letter 'R' (Step 1 in image). Then, click on the 'Initiate Request Now' button (Step 2 in image).



My request relates to: **Who we are:**

- Changing my name on my profile
- Company name change

Board Membership

- Resigning from a board
- Notifying the death of a board member
- Update to office bearer

Reserves

- Grouping reserves for annual reports
- Changing reserve details
- A reserve is missing from our reserves list
- Update reserve public information

Other

- Other request / feedback

Please provide the following details:

Organisation: **Drayton Valley Reserve Land Manager**

Reserve:

Keywords: Search

Reference	Reserve Type	Purpose	Manager	Gazette Date	
1	R031768	Reserve	HERITAGE PURPOSES, ENVIRONMENTAL PROTECTION, PUBLIC RECREATION	Drayton Valley Reserve Land Manager	1-Apr-2011

Step 1 **Step 2** **Initiate Request Now**

- Fill in as many details that apply, as a minimum you must enter a street access address for the reserve – this is the address you would use to search on a map. Do not include personal email or phone contact details. You should consider obtaining a generic email address.

Reserve description is limited to 150 words. Please consider the following when writing the reserve description:

- Reserve name** - the sign visitors will see at the entrance or the label on the map. If locals know it by another unofficial name, include that as well. The average person's understanding of the word 'reserve' is a park, sportsground, natural area etc. People may not consider a building, such as a public hall or an old courthouse, to be a 'reserve', and it might be confusing if 'reserve' is in the name.
- What it is** – its main function/s eg. hall, tennis courts, showground, camping, racecourse, nature reserve, museum, childcare centre.
- Where it is** – it will be marked on the map, so generally only include if there any special directions or location is significant.

- **What is there** (features) and/or what goes on there (activities).
- **Context** – if there’s interesting historic, geographic or social context.
- **Access** – open to public or members, closed to the public, available to hire, camping allowed (if not specifically a campground), parking (assumed unless stated otherwise), disability access.
- **Whether it can be hired** - infrastructure/facilities for hirers, suggestions for suitable events.
- **Why they should visit** (if you want visitors), including significant recurring events (annual show, harvest festival, monthly craft market etc).

Example listing:

Nevertire Public Hall Land Manager - Nevertire Hall has been an important community asset since it was built in 1938. This historic hall is one of the few remaining traditional halls with a stage and auditorium. It's hired by travelling theatre groups, musical performances as well as for balls, school functions, private functions and meetings. Kitchen facilities and bar area available.

- Images – please note the follow requirements for uploading images of your reserve:
 - Image size should be 395 x 268 px and not more than 500kb. Image format can be jpg, gif or png.
 - Instructions to resize on Windows - <https://oxen.tech/blog/resize-crop-images-microsoft-paint/>
 - Instructions to resize images on Mac - <https://www.businessinsider.com/how-to-resize-an-image-on-mac?r=AU&IR=T>
5. Click on the ‘Initiate Request Now’ button to submit your reserve details to the department for review.

Further assistance

If you require further assistance, please contact us via the [Reserve Manager website](#) or call us on 1300 886 235.