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| Optional template – Plan on a page |
| This template is a companion to the *Committee of management guidelines*. |

## About this template

This ‘**plan on a page’** template may be useful for **local** **committees** who want to document their plans for the use and development of the reserve. It is designed to be easy to complete in a short time and only take up a page or so. When preparing a plan-on-a-page, your committee can contact the local DELWP [regional office](https://www2.delwp.vic.gov.au/communities-and-regions/regions-and-locations) for advice.

DELWP also publishes a standard template for committees with more complex planning needs. Typically, these are major committees that develop a long-term management plan and also develop an (annual) business plan.

Note that some committees, such as coastal and marine committees and committees that manage Crown land caravan and camping parks, have specific requirements for management plans, and templates for developing these plans, which they should be used instead.

The *Committees of management guidelines* published by the department include a chapter on management plans.

All of the above documents are available from the [committees of management](http://www.delwp.vic.gov.au/committees) page on the DELWP [website](http://www.delwp.vic.gov.au/).

# Plan for the reserve

# <insert name of committee of management>

# 1. What does this plan do?

This plan sets out the committee’s vision for the future of the reserve and how it will be achieved.

It will be reviewed every 12 months.

# 2. Description of the reserve – what do we have?

<Describe the reserve and its location. Information is available from the local DELWP regional office or, when it opens during 2020, the department’s electronic self-serve kiosk, Landfolio.>

# 3. Current facilities

<What are the current facilities on the reserve?>

# 4. Current users

<How is the reserve is currently used? For example, is it used by groups such as the cricket and football club on a seasonal basis? By casual users such as walkers, bike riders, and bird watchers?>

# 5. Role of the committee

The role of the committee is to ‘manage, improve, maintain and control’ the reserve for the purposes for which it is reserved under the *Crown Land (Reserves) Act 1978*. All of the committee’s decisions and actions need to be made the public interest – for the benefit of the whole community.

# 6. What is our plan for the reserve’s future – our vision and goals?

<Example>

We want the reserve to be a place that is used and enjoyed by a wide range of the local community.

Our goals are:

1. To maintain and improve infrastructure throughout the reserve.
2. To increase use of the reserve. This includes increasing informal recreational use of the reserve and increasing the number and variety of sporting and recreational groups using the reserve.

# 7. How do we achieve our plan - what actions will we take?

<What will the committee do to make its goal(s) happen? What is the budget?>

<Example>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actions** | **Timeframe** | **Project leader** | **Estimated cost** | **Source of funding** |
| Improve signage to lake, sports ground, other key areas. | 12 months | Bea Black | $1,000 | The committee already has sufficient funds to cover this cost. |
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|  |  |  |  |  |

# 8. What did we consider?

In developing its plan, the committee took the following factors into account. <Briefly describe, for example>

## Community engagement

<What consultation occurred? For example, did the committee consult reserve users such as the local cricket club?>

## External environment

<What external factors were considered, for example, the local council’s plan for the land adjoining the reserve?>

## XXXX

<Insert any other relevant considerations.>

# Electronic copy of this template

An electronic copy of this template is available from the DELWP website (<www.delwp.vic.gov.au/committees>).