

Presented By:  
Carolyn Holness

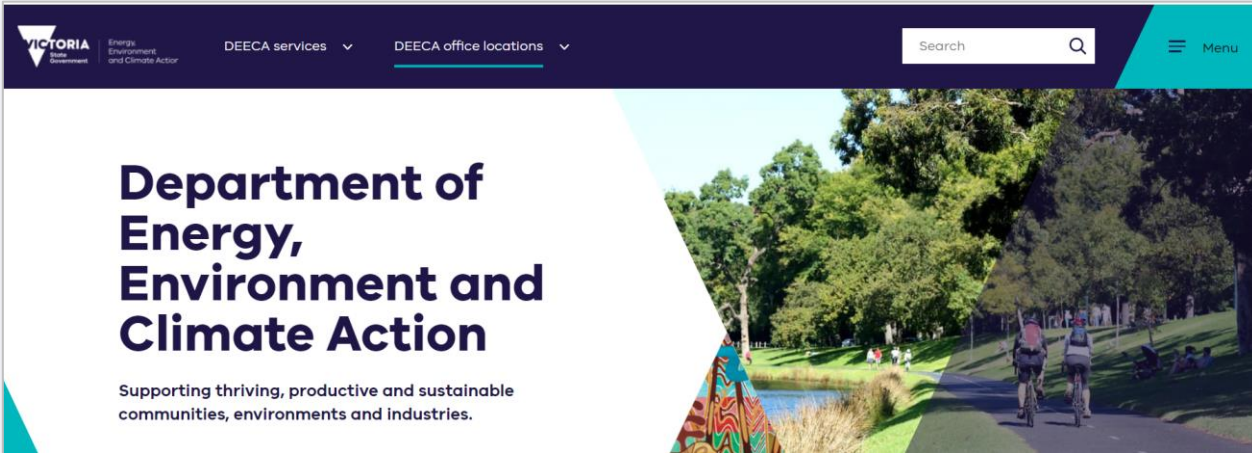
# DEECA's Crown Land Management System, Land Manager Kiosk and Land Use Activity Portal (Victoria, Australia)

---

Landfolio User Conference - 03 Mayo 2023

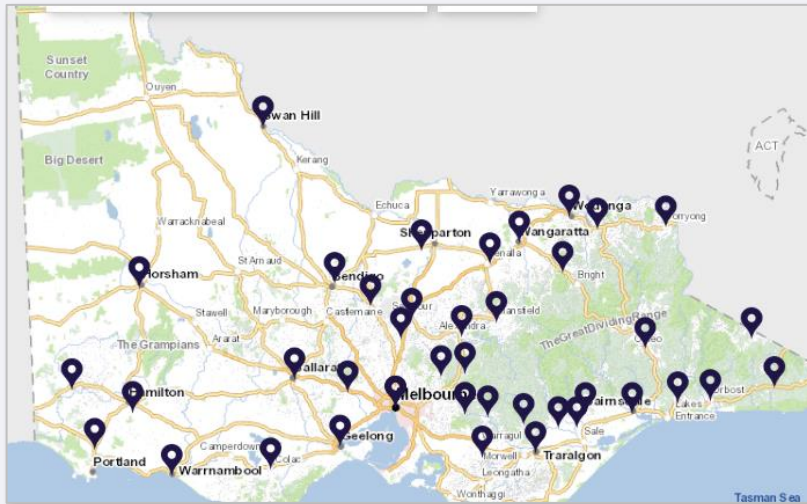
# Project Overview

- Department of Environment, Land, Water and Planning (DELWP)
- Name changed to Department of Energy, Environment and Climate Action (DEECA)
- State of Victoria, Australia



# Project Overview

- Project: Crown Land Information Management System
- Landfolio is being used to manage more than 8 million hectares of public (crown) land for a range of uses including recreation, cultural, forestry, conservation and government services
- Went live with Landfolio in 2019
- Around 700 users, from DEECA offices across Victoria



**Trimble landfolio** Crown Land Information Platform - PRODUCTION Crown Land Information Platform - Production (7.1.2.21) Carolyn Hoiness (sign out)

Search Home Settings

**Home**

- Land Assets
- Crown Parcels
- Future Act Activities
- Land Use Activities
- Tenure - Consents
- Tenure - Leases
- Tenure - Licences
- Reserves
- Reserves - Overlay
- RSA Agreements
- Tenure - All
- Tenure - Enquiries

**Land Cases**

- Landata Enquiry
- NT Assessment
- Land Sale
- Land Acquisition
- Financial Loss Claim
- Crown Land Noting
- Crown Land Issue

**Land Managers**

- Parish Plans

**Actions**

**Maps**

**Recently Accessed**

There are 39 Results in the list.

1 2 3 4 5 6 7 8

Type	Name	Description
Land Asset	CRUSOE RESERVOIR & NO. 7 PARK RESERVE (2015925)	Reserves, Recreation Area, Current
Land Asset	PIANGUL RECREATION RESERVE (0102380)	Reserves, Recreation Area, Current
Land Asset	KOORLONG PUBLIC HALL RESERVE (0102374)	Reserves, Buildings in Public Use, Current
Land Asset	SPEED RECREATION RESERVE (0102373)	Reserves, Recreation Area, Current
Land Asset	MERBEIN RECREATION RESERVE (0102372)	Reserves, Recreation Area, Current

1 2 3 4 5 6 7 8

**LUA & FAA**

Add a Land Asset  
Future Act Activity: New FAA Case  
Land Use Activity: New LUA Case  
Schedule New Action  
Future Act Activity: Withdraw FAA Case  
Land Use Activity: Withdraw LUA Case

**Delegated Tenure** Show All

Add a Land Asset  
Delegated Tenure: Create Active Licence (Jetty or Pipeline/Transmission) (CoM Managed)  
Delegated Tenure: Create Active Licence (Pipeline/Transmission) (DELWP Managed)  
Delegated Tenure: Create Active Licence / Lease (17B/17D CoM Managed)  
Delegated Tenure: Create Active Licence / Lease (DELWP managed)  
Delegated Tenure: Create Licence (17B) or Lease (17D)  
Delegated Tenure: Create Licence (Jetty or Pipeline/Transmission)  
Delegated Tenure: Create Licence (Pipeline/Transmission) (DELWP Managed)  
Delegated Tenure: Create Licence / Lease (DELWP Managed)  
Delegated Tenure: Create Renewal Licence (Jetty or Pipeline/Transmission)  
Delegated Tenure: Create Renewal Licence (17B) or Lease (17D)

**Direct Licences**

Add a Land Asset  
Licence: Create Aplyary Licence  
Licence: Create Licence  
Licence: Create Licence (Jetty or Pipeline/Transmission Licence)

Delegated Reserves: Report Issue or Observation  
Delegated Tenure: Cancellation / Surrender



# Landfolio – Crown Parcels

- 115 000 Crown Parcels – parcels of land owned by the State
- Integration with Victorian Online Titles System (VOTS) & VicMap – run weekly to import parcel attributes and spatial data into Landfolio

**1\PP2084**

1\PP2084  
Name: BOULUNG - DEERA STATE FOREST  
Parties: PARKS VICTORIA

Type: Crown Parcel  
P Number: P263000  
Official Area: 6,523.9914 Ha

Status: Current  
Parcels - VOTS Reservation Status: Unreserved  
Created Date:

General Parties (2) Address Conditions **Shape** Map References (13) Documents (4) Other Details (12) Land Cases Related Land Assets (7)

Crown Description (2) Fixed Asset Register (1) Historic NT Claim/Determination (2) NT Extinguishment (1) Reservation Purpose VEAC Recommendations (3)

Actions Open Actions Closed (1) User Roles (1) Discussions Audit

Coordinate System: GDA 1994 VICGRID94  
Official Area: 6,523.9914 Hectare  
Calculated Area: **6,523.9914 Ha**  
Derived Shape: Not a derived shape

Parts: Part 1

Area: 6,523.9914 Ha

	East (x)	North (y)		
200	2,090,033.32	2,470,120.12		
261	2,690,559.28	2,470,666.27		
262	2,690,514.46	2,470,660.04		
263	2,690,481.26	2,470,667.04		
264	2,690,412.26	2,470,693.32		



# Landfolio – Reserves

- 12 500 Reserves – crown parcels that have been reserved for a specific purpose
- eg National Park, Recreational Area, Education Area, Road, Hospital etc

**2015925**

Name: CRUSOE RESERVOIR & NO. 7 PARK RESERVE      Type Group: Reserves - Community Use Reserve      Status: Current  
Type: Recreation Area      Official Area: 195.0000 Ha  
Parties: GREATER BENDIGO CITY COUNCIL      Interest: Delegated

General   Parties (1)   Address   Conditions   **Shape**   Map References (15)   Documents (1)   Other Details (5)   Activities/Uses   Land Cases   Land Manager

Related Land Assets (9)   Assets   Gazettal Details (1)   Grants   Historic Usage (1)   Regulations   VEAC Recommendations   Parcel Details   Actions Open (1)

Actions Closed (1)   User Roles (6)   Discussions   Audit

**Reserve Type**

- Alpine Resort
- Bushland Reserve
- Coastal Reserve
- Community Use Reserve
- Conservation Park
- Historic Reserve
- Marine National Park
- Marine Park/Marine and Coastal Pa
- Marine Sanctuary
- National Heritage Park
- National Park
- Nature Reserve
- Other
- Plantation
- Regional Park



# Landfolio – Tenure

- 50 000 Tenure (Licences & Leases) – for the utilization of crown land for different purposes
- eg Commercial, Grazing, Apiary (Beehive), Waterfrontage, Community, Pipeline

**0502012**      Type Group: Tenure - Licences      Status: Active  
Name:      Type: Water Frontage Licence      Commencement Date: 01/Oct/2019  
Parties:      Commencement Date: 01/Oct/2019      Tenure - Tenure Code: 300 - WATER FRONTAGE LICENCE - PRIM PROD

General   Parties (3)   Address   Conditions (9)   **Shape**   Map References (9)   Documents (1)   Other Details (14)   Land Cases   Related Land Assets (2)

Agricultural Details (2)   Compliance   Licence Description (1)   Rental/Invoicing (4)   Special Conditions   Rental Invoice Summary   Actions Open (3)

Actions Closed   User Roles (8)   Discussions   Audit

Legend

- Apiary Buffer
  - 800m
  - 1600m
- Commercial Licence
- Community Licence
- General Licence
- Grazing Licence
- Jetty Licence
- Pipeline/Transmission Licence
  - - - Utilities (other than water)
  - Water Supply
- Riparian Management Licence
- Stratum Licence
- Unused Road Licence
- Water frontage Licence



# Landfolio – Rental Payments

- 13 600 000 Tenure Rental Payments per year
  - Landfolio calculates the rental amounts and manages other invoicing details
  - Integration with DEECA's Oracle financial system which issues invoices & receives the payments

Search returned **13628** results

1 2 3 4 5 6 7 8 9 10 ...

All	Type	Status	Action	Code	Ref	Date Due	Completed	Budgeted
<input type="checkbox"/>			Tenure Payment: Rental (Decision: On hold, AUD 0.00)	0100064	7023396	01/Oct/2022	02/Oct/2022	0.00
<input type="checkbox"/>			Tenure Payment: Rental (AUD 0.00)	0100100	7023488	01/Oct/2022	02/Oct/2022	0.00
<input type="checkbox"/>			Tenure Payment: Rental (AUD 0.00)	0100102	7023492	01/Oct/2022	02/Oct/2022	0.00
<input type="checkbox"/>			Tenure Payment: Rental (AUD 195.50)	0100134	7023509	01/Oct/2022		195.50
<input type="checkbox"/>			Tenure Payment: Rental (AUD 131.55)	0100198	7023539	01/Oct/2022	07/Oct/2022	131.55
<input type="checkbox"/>			Tenure Payment: Rental (AUD 77.53)	0100412	7023581	01/Oct/2022	04/Oct/2022	77.53
<input type="checkbox"/>			Tenure Payment: Rental (AUD 64.90)	0100419	7023582	01/Oct/2022	08/Feb/2023	64.90
<input type="checkbox"/>			Tenure Payment: Rental (AUD 1,366.41)	0100422	7023583	01/Oct/2022	02/Nov/2022	1,366.41
<input type="checkbox"/>			Tenure Payment: Rental (AUD 795.03)	<a href="#">0100430</a>	7023584	01/Oct/2022	02/Nov/2022	795.03
<input type="checkbox"/>			Tenure Payment: Rental (AUD 64.90)	0100431	7023585	01/Oct/2022		64.90



# Landfolio – Other ‘Land Cases’

- Sales and Acquisitions of crown land
- Enquiries from the public about crown land use
- Issues and Observations recorded about crown land

Search < Land Sale > Search

Code:  Asset Class:  Status Group:  SEARCH

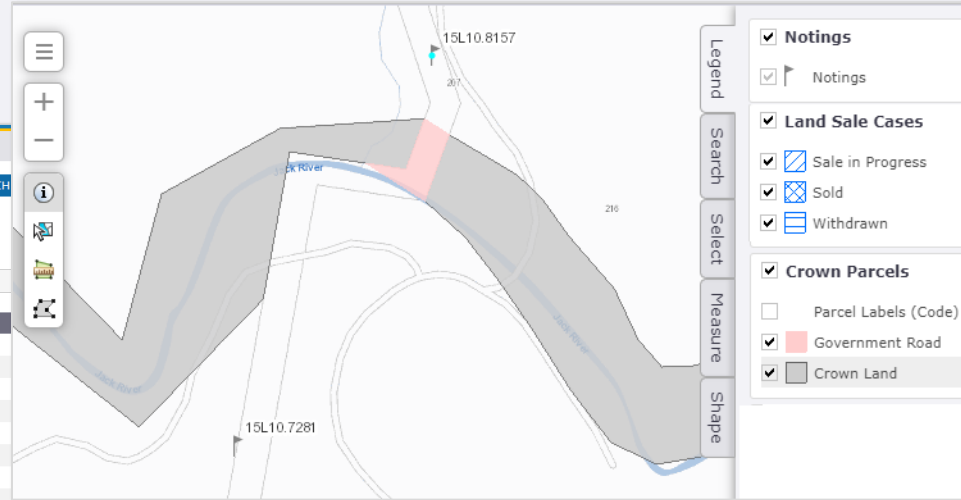
Name:  Type: Land Sale Status:  more...

Party:  Sub Type:

Search returned 18874 results (225,604,1505 Ha ▾)

1 2 3 4 5 6 7 8 9 10 ...

All	Map	Code	Type	Rsp. Office	End	Status	Region	
<input type="checkbox"/>		01AMD18375	Land Sale	Mildura		In Progress	Loddon Mallee	
<input type="checkbox"/>		01AMD18376	Land Sale	Mildura		In Progress	Loddon Mallee	
<input type="checkbox"/>		01C76263	Land Sale	Mildura	16/Aug/1999	Completed	Loddon Mallee	
<input type="checkbox"/>		01COCAMB-RS	Land Sale	Mildura		In Progress	Loddon Mallee	
<input type="checkbox"/>		01CULGOA-RS	Land Sale	Mildura		In Progress	Loddon Mallee	
<input type="checkbox"/>		01GL-10588	Land Sale	Mildura		Withdrawn	Loddon Mallee	
<input type="checkbox"/>		01L4-1232	Land Sale	Horsham		Withdrawn	Grampians	
<input type="checkbox"/>		01L5-210A	Land Sale	Mildura	03/Sep/2019	Completed	Loddon Mallee	
<input type="checkbox"/>		01L5-244	Land Sale	Mildura	29/Aug/2017	Completed	Loddon Mallee	1
<input type="checkbox"/>		01L5-289A	Land Sale	Mildura	22/Oct/2001	Completed	Loddon Mallee	1
<input type="checkbox"/>		01L5-289B	Land Sale	Mildura	14/Jan/2002	Completed	Loddon Mallee	2
<input type="checkbox"/>		01L5-289C	Land Sale	Mildura	07/Nov/2001	Completed	Loddon Mallee	1
<input type="checkbox"/>		01L5-289D	Land Sale	Mildura	20/Jan/2010	Completed	Loddon Mallee	1





# Landfolio – Land Managers

- Some Reserves and related Tenure are managed by DEECA itself, but others are managed by Land Managers on behalf of DEECA
- Most of these Land Managers are local Committees of Management (CoM)  
eg *Toongabbie Recreation Reserve Committee*
- 1 500 Land Managers / Committees of Management in Landfolio

Name	Code	Status	Region	Responsible Office	Appointment Date	Expiry Date
<a href="#">WILLATOOK HALL COMMITTEE INCORPORATED</a>	5272	Active	Barwon South West	Hamilton	08/May/2021	07/May/2024
<a href="#">TOORA RECREATION RESERVE COMMITTEE OF MANAGEMENT INCORPORATED</a>	6483	Active	Gippsland	Traralgon	02/Aug/2021	01/Aug/2024
<a href="#">TOORADIN FORESHORE COMMITTEE OF MANAGEMENT INCORPORATED</a>	6405	Active	Port Phillip	Knoxfield	24/Mar/2022	23/Mar/2025
<a href="#">TOONGABBIE RECREATION RESERVES COMMITTEE INCORPORATED</a>	6597	Active	Gippsland	Traralgon	15/Sep/2022	14/Sep/2025
<a href="#">TOONGABBIE MECHANICS INSTITUTE COMMITTEE INCORPORATED</a>	20318	Active	Gippsland	Traralgon	20/Jun/2020	19/Jun/2023
<a href="#">TOOMUC CREEK RESERVE COMMITTEE OF MANAGEMENT INCORPORATED</a>	20347	Active	Port Phillip	Knoxfield	26/Oct/2021	25/Oct/2024
<a href="#">TOOLONDO RECREATION RESERVE INCORPORATED</a>	5188	Active	Grampians	Horsham	22/May/2021	21/May/2023
<a href="#">TOOLLEEN RECREATION RESERVE COMMITTEE OF MANAGEMENT INCORPORATED</a>	5720	Active	Loddon Mallee	Bendigo	01/Apr/2021	31/Mar/2024
<a href="#">TOOLANGI RECREATION RESERVE COMMITTEE INCORPORATED</a>	6142	Active	Hume	Seymour	15/Jan/2020	14/Jan/2023
<a href="#">TOOLANGI FOREST DISCOVERY CENTRE COMMITTEE OF MANAGEMENT INCORPORATED</a>	20470	Active	Hume	Seymour	07/Jun/2018	06/Jun/2021



# Landfolio – Land Managers

- For these Committees of Management, Landfolio manages:
  - Committee appointments, members and other committee affairs
  - Annual Financial Returns
  - Licence and Lease applications, approvals, renewals

## TOONGABBIE RECREATION RESERVES COMMITTEE INCORPORATED

General	Address (1)	<b>Staff</b>	Representatives (4)	Land Assets (23)	Other Details (2)	Documents	Land Cases
Actions	Land Managers (1)	Audit					

There are 8 Company positions in the list.

All	Legal Entity	Position	Status	Start	End	Com
1		Committee Member	Current	15/Sep/2019	14/Sep/2022	
		Committee Member	Current	15/Sep/2019	14/Sep/2022	
		Secretary	Current	15/Sep/2019	14/Sep/2022	
		Treasurer	Current	15/Sep/2019	14/Sep/2022	
		Chairperson	Current	15/Sep/2019	14/Sep/2022	
		Committee Member	Current	15/Sep/2019	14/Sep/2022	
		Committee Member	Current	15/Sep/2019	14/Sep/2022	
		Committee Member	Current	15/Sep/2019	14/Sep/2022	

### Committee of Management Annual Return for the year ending 30 June 2021 for RECREATION RESERVE COMMITTEE OF MANAGEMENT INCORPORATED

#### Statement of income and expenditure

Submitted on: 15 November 2021

Income	Value (\$)	Comment
a) Leases and licences	0.00	
b) Facility hire	26,384.55	
c) Grants	46,176.00	
d) Fundraising and gifts/donations	0.00	
e) Interest Received	2.04	
f) GST / Tax Refunds	0.00	
g) Other (please specify income type in comments box)	50.00	
<b>Income Total</b>	<b>72,612.59</b>	
<b>Income Total (Calculated)</b>	<b>72,612.59</b>	

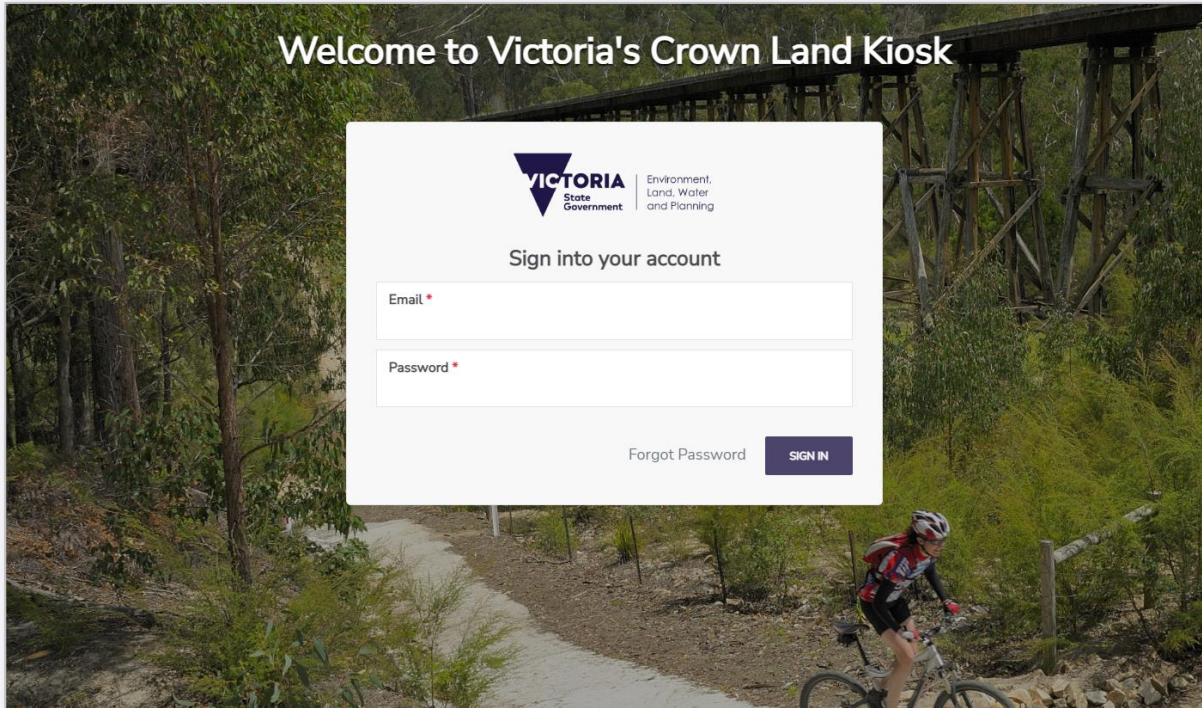
Expenditure	Value (\$)	Comment
k) Utilities	15,592.36	Gas, Power & Rates
l) Fundraising costs	0.00	
m) Administration expenses	470.00	Professional fees, Stationery etc
n) Building maintenance	4,286.43	Cleaning, repairs and maintenance
o) Asset purchases and additions	0.00	
p) Land maintenance	2,959.44	Mowing, seed and fertiliser
q) Insurance costs	0.00	
r) Salaries & Wages	0.00	
s) Banking costs	0.00	
t) GST / Tax Payments	0.00	
u) Other (please specify expenditure type in comments box)	8,400.90	Depreciation, sundry & waste disposal
<b>Expenditure Total</b>	<b>31,709.13</b>	
<b>Expenditure Total (Calculated)</b>	<b>31,709.13</b>	



# Land Manager Kiosk

---

- Portal used by Committee of Management members – about 1000 users



# Land Manager Kiosk

- View details of all the Reserves being managed by the committee

The screenshot shows the 'Reserves' page in the Land Manager Kiosk. The header includes the Victoria State Government logo and navigation links: DASHBOARD, PROFILE, COMMITTEE TASKS, RESERVES, TENURE, and INFO CENTRE. Below the header, the breadcrumb trail reads 'DASHBOARD > RESERVE LIST'. The main heading is 'Reserves'. A sub-heading 'Reserves' is followed by a table listing reserves.

CODE	NAME	CATEGORY	SUBCATEGORY
<a href="#">2015582</a>	TOONGABBIE BUSHLAND RESERVE	Reserves - Nature Reserve	Nature C
<a href="#">1511324</a>	Toongabbie Bushland Reserve	Reserves - Bushland Reserve	Bushland
<a href="#">2004289</a>	TOONGABBIE CRICKET/PUBLIC REC RESERVE	Reserves - Community Use Reserve	Recreation Area
<a href="#">1504425</a>	TOONGABBIE RACECOURSE RESERVE	Reserves - Community Use Reserve	Recreation Area

The screenshot shows the '2015582 TOONGABBIE BUSHLAND RESERVE' details page. The header includes the Victoria State Government logo and navigation links: DASHBOARD, PROFILE, COMMITTEE TASKS, RESERVES, TENURE, and INFO CENTRE. The breadcrumb trail reads 'DASHBOARD > RESERVE LIST > RESERVE DETAILS: 2015582 TOONGABBIE BUSHLAND RESERVE'. The main heading is '2015582 TOONGABBIE BUSHLAND RESERVE'. A 'RESERVE TASKS' button is visible. Below the heading, there are tabs for 'Reserve Details', 'Activity', 'Regulations', 'Assets', 'Related Tenure', 'Documents', and 'Discussion'. The 'Reserve Details' tab is active, showing the following information:

Name	TOONGABBIE BUSHLAND RESERVE
Category	Reserves - Nature Reserve
Subcategory	Nature Conservation Reserve
DEWLP Region	Gippsland
Area	0.2072 Ha
Certified 17(01)	
Legislation	Crown Land (Reserves) Act 1978, Section 4
Address	

To the right of the details is a map showing the reserve's location. The map includes a scale bar (0, 20, 40m) and a 'Show Coordinates' button.



# Land Manager Kiosk

- View details of all the Tenure being managed on these reserves by the committee
- Including current obligations (open actions) and activity history (closed actions)

The screenshot shows the 'Licences and Leases' page in the Land Manager Kiosk. The page has a dark blue header with the Victoria State Government logo and navigation links: DASHBOARD, PROFILE, COMMITTEE TASKS, RESERVES, TENURE, and INFO CENTRE. Below the header, there's a breadcrumb trail: DASHBOARD > TENURE LIST. The main heading is 'Licences and Leases'. Underneath, there are tabs for 'Active Tenure', 'Tenure Applications', 'Tenure Enquiries', and 'Inactive Tenure'. The 'Active Tenure' tab is selected. A table lists three active tenures:

CODE	NAME	TENURE HOLDER	CATEGORY	EXPIRY DATE	ASSOCIATED RESERVE
2022875	TOONGABBIE RECREATION RESERVE	TOONGABBIE AND DISTRICT PONY CLUB INC	General Licence	09/03/2026	TOONGABBIE RECREATION RESERVE
2023453	TOONGABBIE MENS SHED (has shape)	TOONGABBIE DISTRICT MENS SHED INC	General Lease	26/09/2022	TOONGABBIE RACECOURSE RESERVE
3002357	CH Test 7.3 Upgrade_2	Carolyn Test person	Grazing Licence	07/12/2032	TOONGABBIE RACECOURSE RESERVE


The screenshot shows the '2023453 TOONGABBIE MENS SHED' Tenure Details page. The page has a dark blue header with the Victoria State Government logo and navigation links: DASHBOARD, PROFILE, COMMITTEE TASKS, RESERVES, TENURE, and INFO CENTRE. Below the header, there's a breadcrumb trail: DASHBOARD > TENURE LIST > TENURE DETAILS: 2023453 TOONGABBIE MENS SHED (HAS SHAPE). The main heading is '2023453 TOONGABBIE MENS SHED'. There's a 'TENURE TASKS' button in the top right. Below the heading, there are tabs for 'Tenure Details', 'Activity', 'Conditions', 'Documents', and 'Discussion'. The 'Activity' tab is selected. Underneath, there's a section for 'CURRENT OBLIGATIONS' with one item: 'Delegated Tenure Expiry Decision overdue since 26/07/2022'. There's a 'PROCEED' button next to it. Below that, there's a section for 'HISTORY' with two items:

ACTIVITY	SUBMISSION DATE	SUBMITTED BY
Report Issue or Observation (Decision: Issue) CH test display	19/04/2023	Kiosk User
Issue Assessment (Decision: Resolved, future action required) CH test 2	19/04/2023	Internal Staff



# Land Manager Kiosk

- Manage tenure workflow – submission of enquiries, applications, renewals and expiries

 Delegated Tenure Expiry Decision **TOONGABBIE MENS SHED (2023453)**

This Delegated Tenure is expiring or has already expired.  
Select your preferred option to manage this expiry below, and attach any relevant documentation.

**Tenure Expiry Decision Details**

Select preferred option \*

Further term option  
Lease/licence to expire  
New lease/licence offered

Enter a short description \*

Upload supporting documentation

[Add a document](#)

[Discard](#)

✓ Draft saved 2023/05/03, 13:09:33



# Land Manager Kiosk

- Other ad hoc processes – withdraws, transfers, document submissions etc

**VICTORIA** State Government

DASHBOARD PROFILE COMMITTEE TASKS RESERVES TENURE INFO CENTRE

CAROLYN HOLNESS

DASHBOARD > TENURE LIST

## Licences and Leases

Active Tenure Tenure Applications Tenure Enquiries Inactive Tenure

CODE	NAME	TENURE HOLDER	LEASE TYPE	DATE	ASSOCIATED RESERVE	
2022875	TOONGABBIE RECREATION RESERVE	TOONGABBIE AND DISTRICT INC		26/09/2022	TOONGABBIE BUSHLAND RESERVE	ACTIVITY
2023453	TOONGABBIE MENS SHED	TOONGABBIE DISTRICT MEN'S SHED INC	General Lease	26/09/2022	TOONGABBIE RACECOURSE RESERVE	ACTIVITY
3002357	CH Test 7.3 Upgrade_2	Carolyn Test person	Grazing Licence	07/12/2032	TOONGABBIE RACECOURSE RESERVE	ACTIVITY

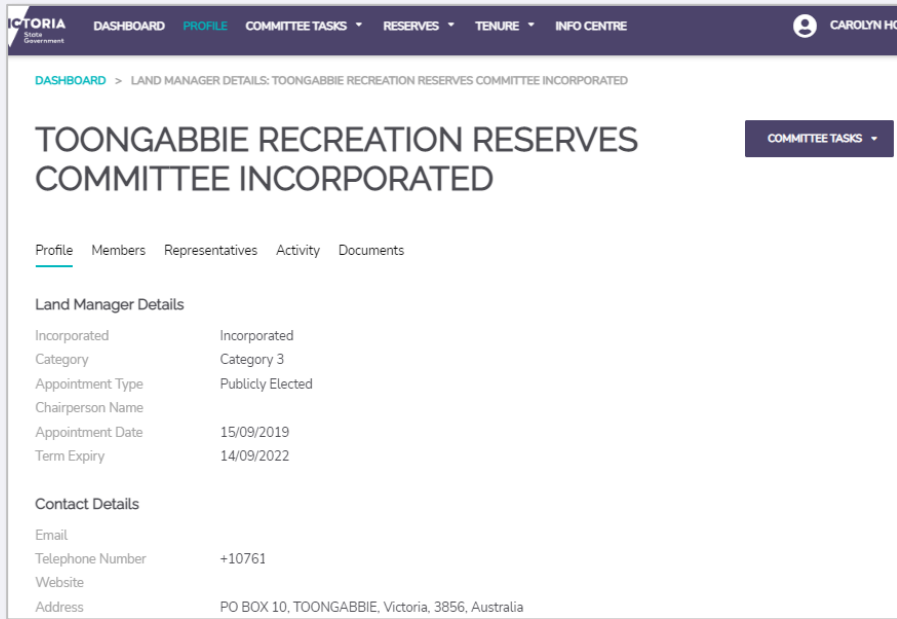
**TENURE LIST**

- BEGIN TENURE ENQUIRY
- WITHDRAW TENURE ENQUIRY
- WITHDRAW TENURE APPLICATION
- REQUEST TENURE TRANSFER
- REQUEST TENURE CANCELLATION
- APPLY FOR TENURE REISSUE
- REPORT ISSUE OR OBSERVATION
- SUBMIT DOCUMENTS



# Land Manager Kiosk

- View details of Land Manager / committee itself
- Eg committee contact details, members names and details, committee appointment and expiry dates



The screenshot displays the 'TOONGABBIE RECREATION RESERVES COMMITTEE INCORPORATED' page on the Victoria State Government website. The page features a navigation bar with 'DASHBOARD', 'PROFILE', 'COMMITTEE TASKS', 'RESERVES', 'TENURE', and 'INFO CENTRE'. The user is identified as 'CAROLYN HO'. The main content area includes a breadcrumb trail 'DASHBOARD > LAND MANAGER DETAILS: TOONGABBIE RECREATION RESERVES COMMITTEE INCORPORATED', a 'COMMITTEE TASKS' button, and a navigation menu with 'Profile', 'Members', 'Representatives', 'Activity', and 'Documents'. The 'Profile' section is active and contains two sub-sections: 'Land Manager Details' and 'Contact Details'.

Incorporated	Incorporated
Category	Category 3
Appointment Type	Publicly Elected
Chairperson Name	
Appointment Date	15/09/2019
Term Expiry	14/09/2022

<b>Contact Details</b>	
Email	
Telephone Number	+10761
Website	
Address	PO BOX 10, TOONGABBIE, Victoria, 3856, Australia





# Land Manager Kiosk

- Manage committee affairs - Submission of annual financial returns and other committee obligations

**VICTORIA** State Government | DASHBOARD | PROFILE | COMMITTEE TASKS | RESERVES | TENURE | INFO CENTRE | CAROLYN HOLNESS

DASHBOARD > LAND MANAGER DETAILS: TOONGABBIE RECREATION RESERVES COMMITTEE INCORPORATED

## TOONGABBIE RECREATION RESERVES COMMITTEE INCORPORATED

Profile | Members | Representatives | **Activity** | Documents

**CURRENT OBLIGATIONS**

- Submission of Annual Return for 2022-23 due on 30/09/2023  
Testing CH 123

**HISTORY**

ACTIVITY	SUBMISSION DATE	SUBMITTED BY
Conflicts of Interest Policy CH test upgrade to 7.3	05/12/2022	Kiosk User
Kiosk Document Submission CH test upgrade to 7.3	05/12/2022	Kiosk User
Submission of Reappointment Documentation Ch test Dev upgrade to 7.3	05/12/2022	Kiosk User
Submission of Annual Return Monday 12th October 2022	25/09/2022	Kiosk User
Financial Return Submission Request Letter Requested by email 29/7/2022	29/07/2022	Internal Staff
Financial Return Submission Reminder Letter Annual Financial Return has already been supplied	29/11/2021	Internal Staff

**VICTORIA** State Government | DASHBOARD | PROFILE | COMMITTEE TASKS | RESERVES | TENURE | INFO CENTRE | CAROLYN HOLNESS

### Submission of Annual Return TOONGABBIE RECREATION RESERVES COMMITTEE INCORPORATED (6597)

Use this form to submit your committee's annual financial return.  
Enter your committee's income, expenses and account balances, then complete the additional questions and "Attestation".  
There is an option near the end to add additional documentation, including any relevant financial reports.  
Complete by hitting the "SUBMIT" button at the end.

#### Financial Report Details

##### Income

INCOME TYPE	VALUE	AUD	COMMENT
a) Leases and licences		AUD	
b) Facility hire		AUD	
c) Grants		AUD	
d) Fundraising and gifts/donations		AUD	



# Land Use Activity Portal - Context

---

- New project started in 2022 for a Land Use Activity Portal (LUA Portal)
- Land Use Activity Agreements (LUAAs) under the Victorian Traditional Owner Settlement Act 2010 (TOS Act) provide a range of rights to Traditional Owners for activities proposed on Public (Crown) land



# Land Use Activity Portal - Context

---

- Land use activities include:
  - the issuing of leases, licenses, permits and other authorities over Crown land (currently over 50,000 exist in Victoria);
  - development of management plans;
  - the making or revoking of reservations over Crown land (e.g. the creation of a new national Park)
  - physical activities on Crown land such as public works (buildings, roads, bridges, etc), clearing of vegetation, earthworks or planned burns.
- Many Land Use Activities within a LUAA area cannot proceed until the Traditional Owner Group has assessed and agreed on the activity



# Land Use Activity Portal

- Area of Victoria expected to be covered by LUA Agreements at the end of 2023



# LUA Portal – Drivers of Change

---

- Problems
  - Acknowledgement that the State is not providing Traditional Owners (TOs) with access to public land information
  - Lack of visibility and transparency on Land Use Activity classification
  - No single source of truth for notifications sent to Traditional Owners
  - Lack of access to detailed information on activity categorisation
- Recent Landfolio and Land Manager Kiosk projects at DEECA have provided some of the foundations for a LUA Portal
- Increase in the number of Land Use Activity Agreements (2 agreements increasing to 4 or 5 within the next 2 years)



# LUA Portal – Drivers of Change

---

- Dja Dja Wurrung Land Use Activity Agreement Audit - LUA Portal a key finding and recommendation
- Direct feedback from Djarra (Dja Dja Wurrung) and Taungurung Land and Waters Council (TLaWC) for the need for a Portal
- Recommendations from the First Principles Review (FPR) into the TOS Act - increase in the number (and complexity) of Land Use Activity notifications
- Current DELWP systems and processes are not suited to the increase in both Land Use Activity Agreements (over the next two to five years), and the Land Use Activities covered by these agreements.



# LUA Portal - Landfolio

- New land asset type called 'Land Use Activities'
- Record for each new land use activity that is requested on the Traditional Owner's land eg *"request for digging up and replacing broken pipes around hall"*

Code:  Asset Class:  Status Group:

Name:  Type Group: Land Use Activities Status:  [more...](#)

Party:  Type:  Saved Searches:

Search returned **228** results (0.0000 Ha)

1

All	Map	Code	Name	Parties	Status	Region	Created Date	LUA Category
<input type="checkbox"/>		LUA000001	Cornish Hill LUAA	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	02/Jun/2020	Routine
<input type="checkbox"/>		LUA000002	LUAA - Solar Installation at Hepburn Recreation Reserve	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	16/Jun/2020	
<input type="checkbox"/>		LUA000003	LUAA for bee site application in Hepburn	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	22/Jun/2020	Advisory
<input type="checkbox"/>		LUA000004	0512622 LUAA assessment for LOC request for digging up and replacing broken pipes around hall	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	01/Jul/2020	Routine
<input type="checkbox"/>		LUA000005	DDW LUAA Assessment Miscellaneous Licence Application - Gaylard	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	16/Jul/2020	Routine
<input type="checkbox"/>		LUA000006	0615645 Moonambel Public Hall Reserve - LOC to replace access ramp handrail	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	23/Jul/2020	Routine
<input type="checkbox"/>		LUA000007	LUAA - Lord Nelson Park - Multi purpose sporting facility	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	30/Jul/2020	
<input type="checkbox"/>		LUA000008	LUAA assessment for Miscellaneous licence in Eganstown	Dja Dja Wurrung Clans Aboriginal Corporation	Completed	Grampians	10/Aug/2020	Routine



# LUA Portal - Landfolio


- Land Use Activities location recorded as a point

**LUA000002**

Code: LUA000002      Type: Land Use Activity      Status: Completed  
Name: LUAA - Solar Installation at Hepburn Recreation Reserve      LUA - Category:      Created Date: 16/Jun/2020  
Parties: Dja Dja Wurrung Clans Aboriginal Corporation      LUA - Activity Outcome: Approved to proceed      Completion Date: 17/Jun/2020

General   Parties (2)   LUA Details   Assessment Activities   Documents   **Shape**   Map References (12)   Related Land Assets (2)   Land Cases   Address

Other Details (2)   Actions Open   Actions Closed (1)   User Roles (4)   Discussions   Audit



Legend

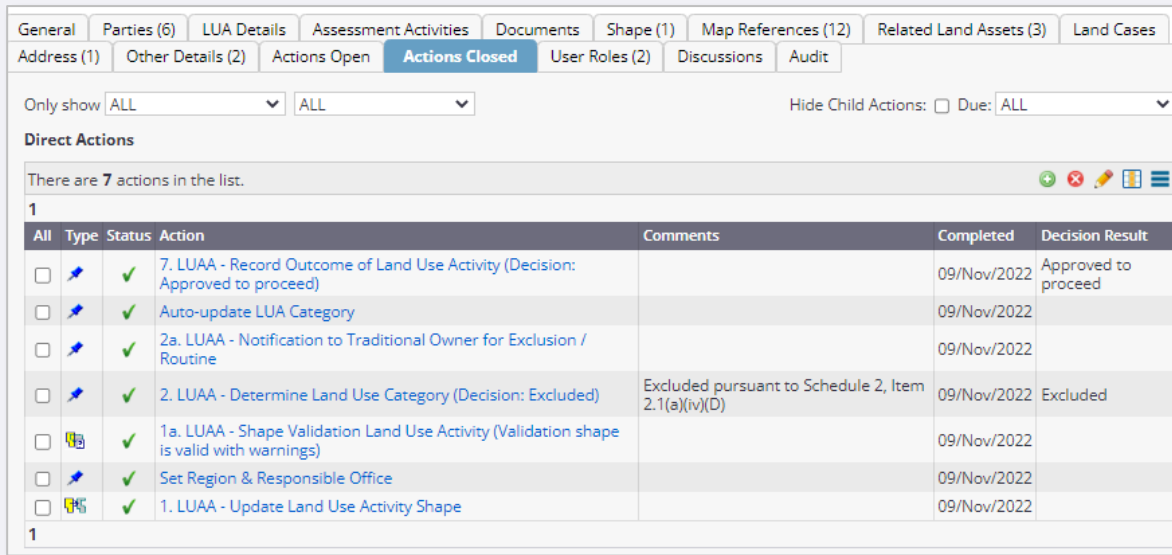
- Mapshare: LandFolioOther
- LUA Assessments
  - Land Use Activity
    - In Progress
    - Completed
    - Withdrawn
  - Future Act Activity
    - In Progress
    - Completed
    - Withdrawn





# LUA Portal - Landfolio

- Workflows and actions to record the Land Use Activity request > classification > approval
- Notifications of Land Use Activities and their categorisations to the TOs
- Approval from Traditional Owners is obtained but *currently all a back-office process recorded in Landfolio by DEECA staff*



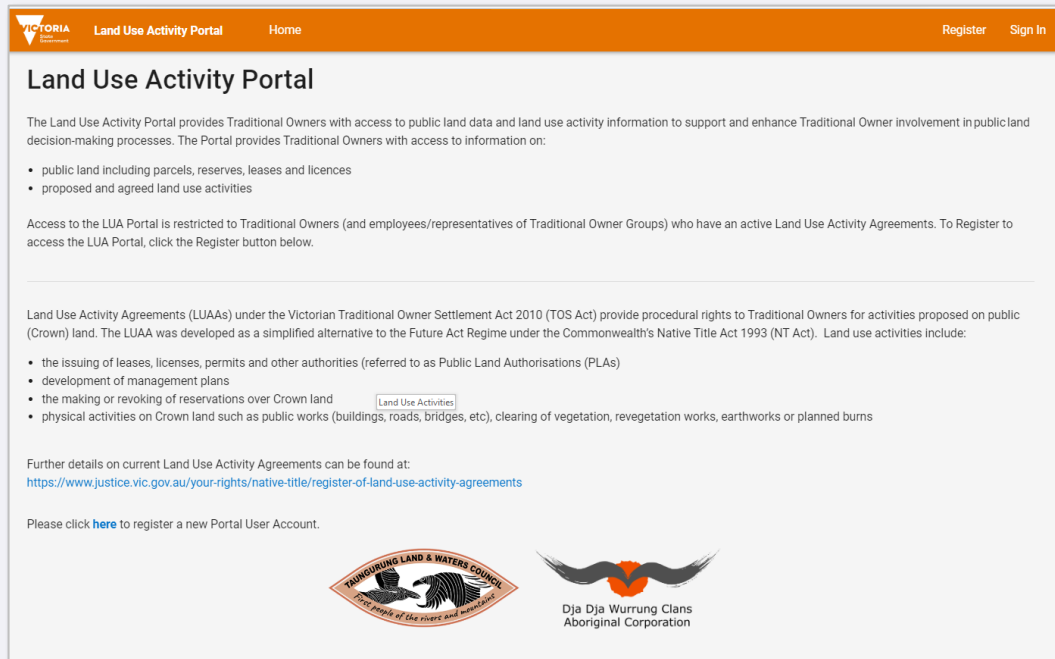
The screenshot shows the 'Actions Closed' tab in the Landfolio system. It displays a list of 7 actions. The table below summarizes the data shown in the screenshot.

All	Type	Status	Action	Comments	Completed	Decision Result
<input type="checkbox"/>			7. LUAA - Record Outcome of Land Use Activity (Decision: Approved to proceed)		09/Nov/2022	Approved to proceed
<input type="checkbox"/>			Auto-update LUA Category		09/Nov/2022	
<input type="checkbox"/>			2a. LUAA - Notification to Traditional Owner for Exclusion / Routine		09/Nov/2022	
<input type="checkbox"/>			2. LUAA - Determine Land Use Category (Decision: Excluded)	Excluded pursuant to Schedule 2, Item 2.1(a)(iv)(D)	09/Nov/2022	Excluded
<input type="checkbox"/>			1a. LUAA - Shape Validation Land Use Activity (Validation shape is valid with warnings)		09/Nov/2022	
<input type="checkbox"/>			Set Region & Responsible Office		09/Nov/2022	
<input type="checkbox"/>			1. LUAA - Update Land Use Activity Shape		09/Nov/2022	



# LUA Portal – Stage 1

- Currently configuring the LUA portal with go-live planned for end June 2023
- For two Traditional Owner Groups: Dja Dja Wurrung & Taungurung



The screenshot shows the 'Land Use Activity Portal' website. The header is orange with the text 'VICTORIA Land Use Activity Portal Home' and 'Register Sign In'. The main heading is 'Land Use Activity Portal'. Below it, a paragraph states: 'The Land Use Activity Portal provides Traditional Owners with access to public land data and land use activity information to support and enhance Traditional Owner involvement in publicland decision-making processes. The Portal provides Traditional Owners with access to information on:'

- public land including parcels, reserves, leases and licences
- proposed and agreed land use activities

Access to the LUA Portal is restricted to Traditional Owners (and employees/representatives of Traditional Owner Groups) who have an active Land Use Activity Agreements. To Register to access the LUA Portal, click the Register button below.

Land Use Activity Agreements (LUAAs) under the Victorian Traditional Owner Settlement Act 2010 (TOS Act) provide procedural rights to Traditional Owners for activities proposed on public (Crown) land. The LUAA was developed as a simplified alternative to the Future Act Regime under the Commonwealth's Native Title Act 1993 (NT Act). Land use activities include:

- the issuing of leases, licenses, permits and other authorities (referred to as Public Land Authorisations (PLAs))
- development of management plans
- the making or revoking of reservations over Crown land
- physical activities on Crown land such as public works (buildings, roads, bridges, etc), clearing of vegetation, revegetation works, earthworks or planned burns

Further details on current Land Use Activity Agreements can be found at:  
<https://www.justice.vic.gov.au/your-rights/native-title/register-of-land-use-activity-agreements>

Please click [here](#) to register a new Portal User Account.

At the bottom, there are two logos: 'TAUNGURUNG LAND & WATERS COUNCIL First people of the rivers and mountains' and 'Dja Dja Wurrung Clans Aboriginal Corporation'.



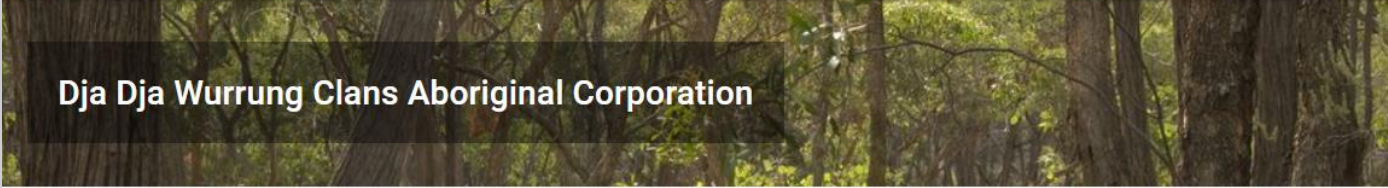
# LUA Portal – Stage 1

VICTORIA  
Department of Environment, Land, Water and Planning

Land Use Activity Portal

Home Parcels Reserves Tenures Land Use Activities Map Admin

Carolyn Holmes  
Dja Dja Wurrung Clans Aboriginal Corporation



## Dja Dja Wurrung Clans Aboriginal Corporation

Profile Activity (Tasks) Documents

This is the Dashboard for Dja Dja Wurrung Clans Aboriginal Corporation. From the tabs immediately above this text, you can access:

- a list of open (active) tasks related to proposed land use activities.
- documents related to the RSA and LUAA

From the menu options at the top of the screen, you can access details on parcels, reserves and tenures (leases and licences) within the Djaara RSA area. You can also access a list of completed and proposed land use activities.

### Helpful Links

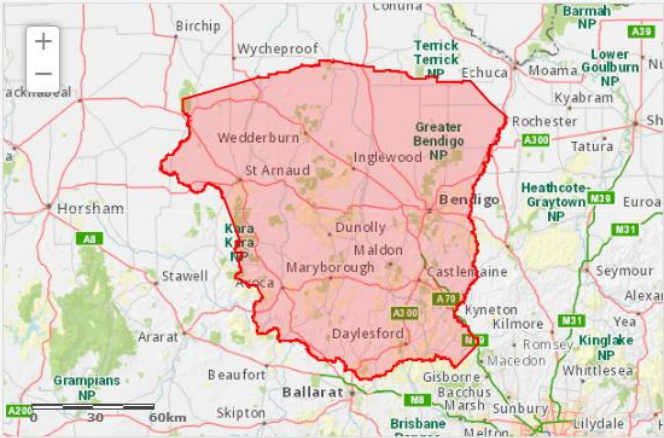
**Applications and Systems**


- [Aboriginal Cultural Heritage Register and Information System \(ACHRIS\)](#)
- [GeoVic online mapping application](#)
- [Mapshare Victoria](#)

**General Links**

- [First Peoples State relations](#)
- [Traditional Owner formal recognition in Victoria](#)
- [Recognition and Settlement Agreement Resources](#)
- [Land Use Activity Register](#)

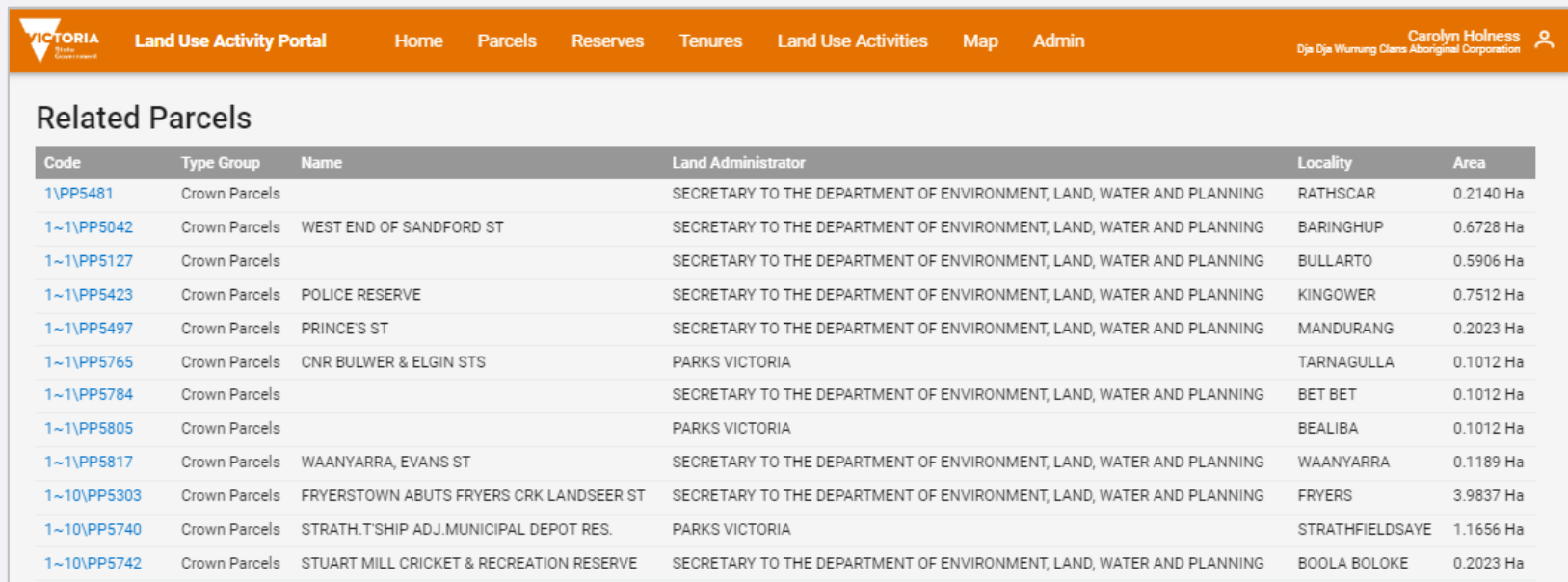
For assistance or help with the LUA Portal, please email: [landfolio.support@delwp.vic.gov.au](mailto:landfolio.support@delwp.vic.gov.au).





# LUA Portal – Stage 1

- Portal will allow Traditional Owners to:
  - View lists of all parcel, reserves and tenure that fall within their LUAA areas



The screenshot displays the 'Land Use Activity Portal' interface. The top navigation bar is orange and contains the following elements from left to right: the Victorian Government logo, the text 'Land Use Activity Portal', and navigation links for 'Home', 'Parcels', 'Reserves', 'Tenures', 'Land Use Activities', 'Map', and 'Admin'. On the right side of the navigation bar, the user's name 'Carolyn Holness' and affiliation 'Dja Dja Wurrung Clans Aboriginal Corporation' are displayed next to a user profile icon.

The main content area is titled 'Related Parcels' and contains a table with the following columns: Code, Type Group, Name, Land Administrator, Locality, and Area. The table lists 13 parcels, each with a unique code, type group (all 'Crown Parcels'), name, land administrator, locality, and area in hectares.

Code	Type Group	Name	Land Administrator	Locality	Area
<a href="#">1\PP5481</a>	Crown Parcels		SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	RATHSCAR	0.2140 Ha
<a href="#">1~1\PP5042</a>	Crown Parcels	WEST END OF SANDFORD ST	SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	BARINGHUP	0.6728 Ha
<a href="#">1~1\PP5127</a>	Crown Parcels		SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	BULLARTO	0.5906 Ha
<a href="#">1~1\PP5423</a>	Crown Parcels	POLICE RESERVE	SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	KINGOWER	0.7512 Ha
<a href="#">1~1\PP5497</a>	Crown Parcels	PRINCE'S ST	SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	MANDURANG	0.2023 Ha
<a href="#">1~1\PP5765</a>	Crown Parcels	CNR BULWER & ELGIN STS	PARKS VICTORIA	TARNAGULLA	0.1012 Ha
<a href="#">1~1\PP5784</a>	Crown Parcels		SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	BET BET	0.1012 Ha
<a href="#">1~1\PP5805</a>	Crown Parcels		PARKS VICTORIA	BEALIBA	0.1012 Ha
<a href="#">1~1\PP5817</a>	Crown Parcels	WAANYARRA, EVANS ST	SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	WAANYARRA	0.1189 Ha
<a href="#">1~10\PP5303</a>	Crown Parcels	FRYERSTOWN ABUTS FRYERS CRK LANDSEER ST	SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	FRYERS	3.9837 Ha
<a href="#">1~10\PP5740</a>	Crown Parcels	STRATH.T'SHIP ADJ.MUNICIPAL DEPOT RES.	PARKS VICTORIA	STRATHFIELDSAYE	1.1656 Ha
<a href="#">1~10\PP5742</a>	Crown Parcels	STUART MILL CRICKET & RECREATION RESERVE	SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING	BOOLA BOLOKE	0.2023 Ha



# LUA Portal – Stage 1

- And details of all these parcel, reserves and tenure

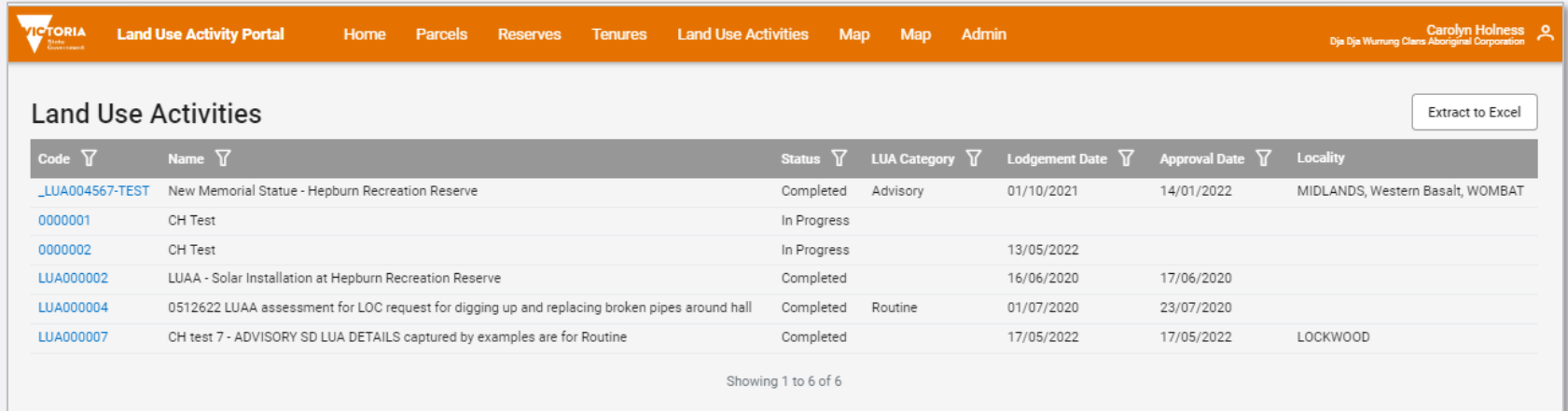
The screenshot displays the '0201084 Water Frontage Licence' page on the Victoria Land Use Activity Portal. The page features a navigation bar with links for Home, Parcels, Reserves, Tenures, Land Use Activities, Map, and Admin. The user is identified as Carolyn Holness, representing the Dja Dja Wurrung Clans Aboriginal Corporation. The main content area includes a tabbed interface with 'Overview' selected, and a metadata table on the left. A map on the right shows the licence boundary in red along a riverbank, with a scale bar and zoom controls.

Code (ID)	0201084
Tenure Name	AVON RIVER FRONTAGE
Area	8.0000 Ha
Type	Water Frontage Licence
Tenure - Legislation	Land Act 1958, Sec 130/133
Tenure - Purpose	GRAZING
Commencement Date	01/10/2019
Expiry Date	30/09/2024



# LUA Portal – Stage 1

- List of all current (in progress) and completed Land Use Activities
- Reports available to export all the Land Use Activity information



The screenshot displays the 'Land Use Activity Portal' interface. At the top, there is an orange navigation bar with the Victoria State Government logo, the portal name, and menu items: Home, Parcels, Reserves, Tenures, Land Use Activities, Map, Map, and Admin. On the right side of the bar, it shows the name 'Carolyn Holmes' and the organization 'Dja Dja Wurrung Clans Aboriginal Corporation' with a user profile icon. Below the navigation bar, the main content area is titled 'Land Use Activities' and includes an 'Extract to Excel' button. A table lists the activities with columns for Code, Name, Status, LUA Category, Lodgement Date, Approval Date, and Locality. The table contains six rows of data. At the bottom of the table, it indicates 'Showing 1 to 6 of 6'.

Code	Name	Status	LUA Category	Lodgement Date	Approval Date	Locality
<a href="#">_LUA004567-TEST</a>	New Memorial Statue - Hepburn Recreation Reserve	Completed	Advisory	01/10/2021	14/01/2022	MIDLANDS, Western Basalt, WOMBAT
<a href="#">0000001</a>	CH Test	In Progress				
<a href="#">0000002</a>	CH Test	In Progress		13/05/2022		
<a href="#">LUA000002</a>	LUAA - Solar Installation at Hepburn Recreation Reserve	Completed		16/06/2020	17/06/2020	
<a href="#">LUA000004</a>	0512622 LUAA assessment for LOC request for digging up and replacing broken pipes around hall	Completed	Routine	01/07/2020	23/07/2020	
<a href="#">LUA000007</a>	CH test 7 - ADVISORY SD LUA DETAILS captured by examples are for Routine	Completed		17/05/2022	17/05/2022	LOCKWOOD



# LUA Portal – Stage 1

- View details of all current and completed Land Use Activities

The screenshot displays the LUA Portal interface for activity **\_LUA004567-TEST New Memorial Statue - Hepburn Recreation Reserve**. The page features a navigation bar with links for Home, Parcels, Reserves, Tenures, Land Use Activities, Map, and Admin. A user profile for Carolyn Holness is visible in the top right corner. Below the title, there are tabs for Overview, Assessment Activities, Activity, Related Parcels, Related Reserves, Related Tenures, Documents, and Discussions. The main content area is divided into two sections: a metadata table on the left and a map on the right.

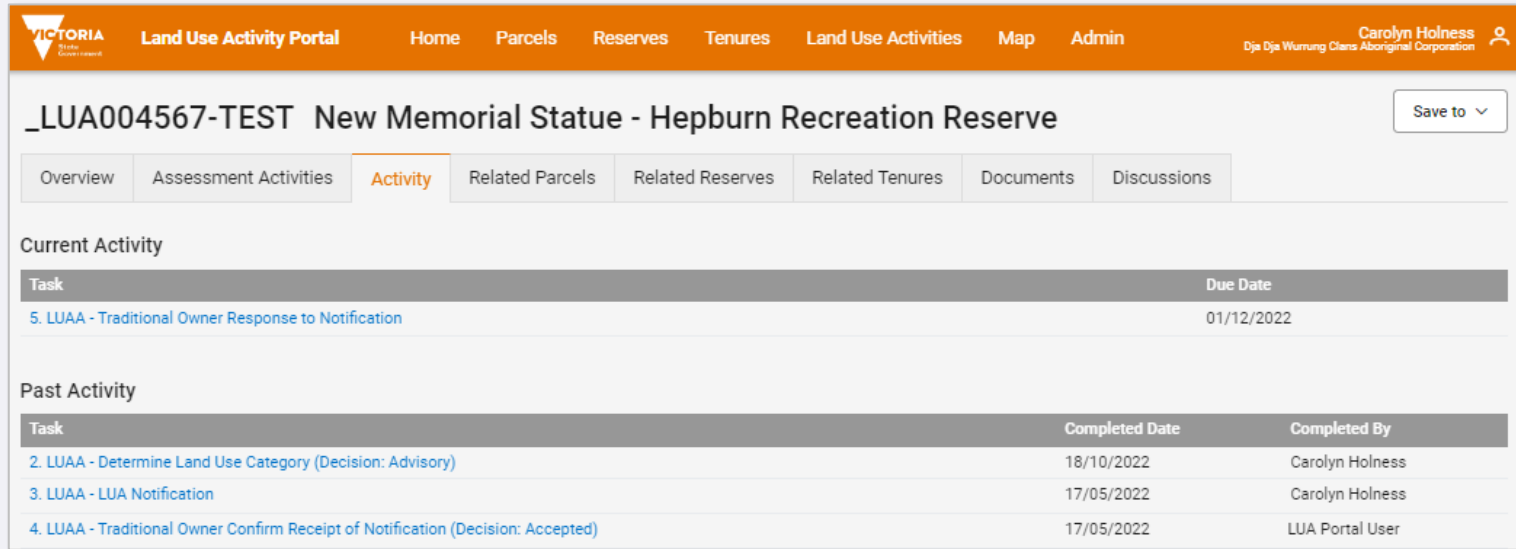
Unique ID	_LUA004567-TEST
Activity Name	New Memorial Statue - Hepburn Recreation Reserve
Activity Type	Minor Works
Details	Installation of statue of WW1 soldier
Category	Advisory
Category Rationale	sfsfs
LUA Schedule	Advisory: Sch.3 2(b)(i) An Earth Resources Or Infrastructure Authorisation (s 28 (b) of the Act) that is a pre-licence survey under Part 4 Division 2 of the Pipelines Act 2005 (Vic) for a proposed pi
Lodgement Date	01/10/2021
Approval Date	14/01/2022
Status	Completed
Decision Maker	SECRETARY TO THE DEPARTMENT OF ENVIRONMENT, LAND, WATER AND PLANNING
Traditional Owner Group	Dja Dja Wurrund Clans Aboriginal Corporation
Agency Reference	DEWLP-453654
Activity Reference	SPB0785674
Project/Program	Great Divide Walking Trail Project 2023
Activity Count	3
Land Description	Workaround Entry
LUA in Dispute	No
Dispute Description	No issues
Emergency Response	No

The map on the right shows a satellite-style view of the site with a red outline indicating the activity location. A scale bar below the map shows 0, 100, and 200 meters. The address information provided is 11 Suffolk, ADELAIDE LEAD.



# LUA Portal – Stage 1

- View all completed actions in the Land Use Activity workflow
- Upload and download (view) relevant documents



The screenshot displays the LUA Portal interface. The top navigation bar is orange and contains the Victoria State Government logo, the portal name 'Land Use Activity Portal', and menu items: Home, Parcels, Reserves, Tenures, Land Use Activities, Map, and Admin. On the right, the user profile 'Carolyn Holness' is shown with the text 'Dja Dja Wurrung Clans Aboriginal Corporation' and a user icon.

The main content area shows the title '\_LUA004567-TEST New Memorial Statue - Hepburn Recreation Reserve' and a 'Save to' dropdown menu. Below the title are several tabs: Overview, Assessment Activities, Activity (highlighted), Related Parcels, Related Reserves, Related Tenures, Documents, and Discussions.

The 'Current Activity' section contains a table with the following data:

Task	Due Date
<a href="#">5. LUAA - Traditional Owner Response to Notification</a>	01/12/2022

The 'Past Activity' section contains a table with the following data:

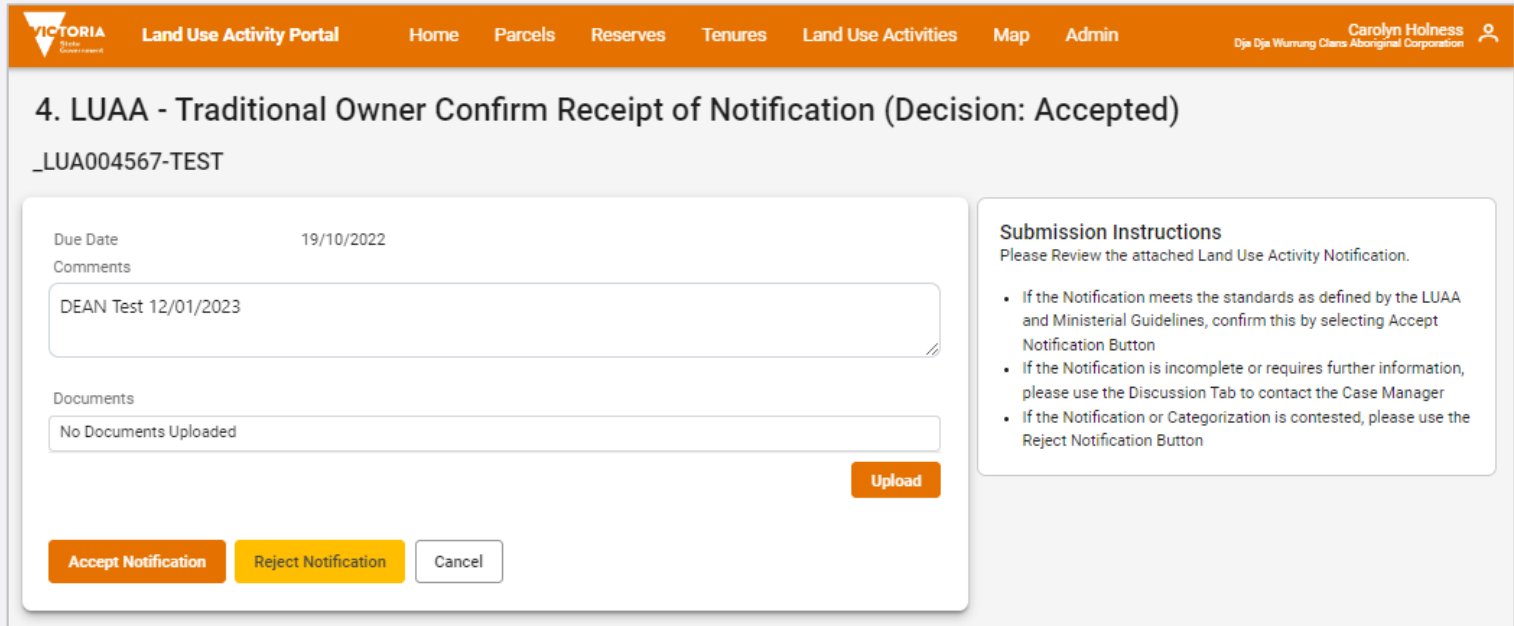
Task	Completed Date	Completed By
<a href="#">2. LUAA - Determine Land Use Category (Decision: Advisory)</a>	18/10/2022	Carolyn Holness
<a href="#">3. LUAA - LUA Notification</a>	17/05/2022	Carolyn Holness
<a href="#">4. LUAA - Traditional Owner Confirm Receipt of Notification (Decision: Accepted)</a>	17/05/2022	LUA Portal User





# LUA Portal – Stage 1

- Accept or Reject the LUA notifications (via an action submission)



The screenshot displays the 'Land Use Activity Portal' interface. The top navigation bar is orange and contains the following elements: the Victoria State Government logo, the portal name 'Land Use Activity Portal', and navigation links for 'Home', 'Parcels', 'Reserves', 'Tenures', 'Land Use Activities', 'Map', and 'Admin'. On the right side of the navigation bar, the user's name 'Carolyn Holness' and affiliation 'Dja Dja Wurrung Clans Aboriginal Corporation' are displayed next to a profile icon.

The main content area is titled '4. LUAA - Traditional Owner Confirm Receipt of Notification (Decision: Accepted)' and shows a specific notification ID: '\_LUA004567-TEST'. The notification details are as follows:

- Due Date:** 19/10/2022
- Comments:** A text input field containing 'DEAN Test 12/01/2023'.
- Documents:** A text input field containing 'No Documents Uploaded'.

At the bottom of the notification details, there is an orange 'Upload' button. Below this, there are three buttons for action: 'Accept Notification' (orange), 'Reject Notification' (yellow), and 'Cancel' (white with a grey border).

To the right of the notification details is a 'Submission Instructions' box. It contains the following text and list:

**Submission Instructions**  
Please Review the attached Land Use Activity Notification.

- If the Notification meets the standards as defined by the LUAA and Ministerial Guidelines, confirm this by selecting Accept Notification Button
- If the Notification is incomplete or requires further information, please use the Discussion Tab to contact the Case Manager
- If the Notification or Categorization is contested, please use the Reject Notification Button



# LUA Portal – Stage 1, 2 & 3

---

- Stage 1:
  - LUA Portal configured for two traditional owner groups – Dja Dja Wurrung and Taungurung
  - Request for Land Use Activities by the public captured in *Landfolio back-office*
  - Details of all LUA available in portal; action submission in portal
- Stage 2:
  - LUA Portal extended to cater for *four additional* Traditional Owner Groups
- Stage 3:
  - LUA Portal extended to *accept Applications* for Land Use Activities by the public





# Thank You

## Credits

For Questions  
or Feedback  
please contact:  
[Carolyn\\_holness@trimble.com](mailto:Carolyn_holness@trimble.com)

