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| Optional template - management plan |
| This template is a companion to the *Committee of management guidelines*. |

# About this template

Your committee can use or adapt this template to develop a **management plan** which sets out the committee’s strategic vision for the reserve. The template is designed for use by committees with complex management needs, such as most major committees that manage reserves of regional or statewide significance.

DELWP also offers a simpler ‘plan on a page’ template that is usually more suitable for local committees.

The *Committees of management guidelines* published by the department include a chapter on management and business 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/).

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

**Before preparing your committee’s management plan, contact your local DELWP regional office for advice.**

# Management plan

# <insert name of committee of management>

Part 1 – Overview

# 1.1 Purpose of the plan

This management plan sets out the committee’s strategic vision for managing and developing the reserve and how it will be achieved.

# 1.2 About the reserve

<Insert short introduction – for example, ‘Yea reserve is an important community recreation reserve in Zetown’.>

For details of the reserve, including location, hectares, any tenures (leases etc.), existing infrastructure, and current informal and formal activities and usage of the reserve, see **Part 4**.

Information about the reserve, and any tenancies, will also be available from Landfolio, the new electronic self-service kiosk provided by the Department of Environment, Land, Water and Planning (DELWP), when it opens during 2020.

# 1.3 Role of 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*. The committee does so in the public interest for the benefit of the local community as a whole.

# 1.4 Process used to develop plan

To develop this plan the committee:

* assessed the current situation, including the existing facilities and use of the reserve (‘what do we have?)
* determined its strategic (long term) vision for the future of the reserve (‘what do we want?)
* set objectives (goals) and decided on strategies and actions (‘how do we get there?’)

### Community engagement

In preparing this plan, the committee engaged with the community. For details, see **Part 4.**

### Operating environment

In preparing this plan, the committee took into account the external operating environment, for example, social, environmental, economic, ‘political’ and other considerations. For details, see **Part 4.**

# 1.5 Committee’s strategic vision

The committee’s strategic vision for the reserve is <insert – example, ‘To provide a recreational space that meets the current and future needs of the local community and is valued and well used’>.

# 1.6 Objectives (goals)

<Objectives are the key goals for implementing the committee’s strategic vision. Usually, a plan would include two or three objectives. The objectives set out below are examples only. Your committee may have entirely different objectives (goals) that are not related to these topics.>

## Objective 1

‘The goal is to maintain and improve infrastructure throughout the reserve.’

For details of this objective and the strategies/actions to achieve it, see **Part 2**.

## Objective 2

‘The goal is 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.’

For details of this objective and the strategies/actions to achieve it, see **Part 3**.

# 1.7 Strategies and actions – core and aspirational

The committee has developed strategies and actions to achieve each objective (goal). These are either **core** or **aspirational**. The committee aims to implement all of them. However, if budget or other constraints arise, **core** strategies and actions have priority. Those that are aspirational will be the most likely to be delayed or not implemented, for example, if a major safety hazard arises that must be addressed, which significantly affects the budget.

# 1.8 Duration, commencement and review

This plan covers the period <insert date range, usually between three and five years>

The plan and any subsequent updates starts operating when:

* the committee has received any approvals necessary from the department, and
* the committee has formally endorsed the plan and this is recorded in the minutes.

Note:

* If any legal and government policy requirements apply to the plan, it cannot be finalised and commence until these requirements have been met.
* If the plan includes development works, these works cannot start until the committee has received all necessary approvals, for example, a planning permit may be required.

## Annual review of management plan

This plan will be reviewed by the committee at least annually and updated if required.

# 1.9 Business plan

To ensure the committee achieves its long-term vision for the reserve expressed in this management plan, the committee will also develop a business plan that sets out:

* what will occur in the next 12 months, or other specified period, to implement this management plan
* the related budget
* any other information the committee chooses to include, such as implementation details.

The business plan also incorporates plans made by the committee to address specific issues, such as the Risk Management plan, and the Emergency Management and Fire Prevention plan.

# 1.10 Overview diagram

**Management plan**

**(long-term strategic)**

* The management plan sets out the committee’s:
  + strategic vision for the reserve
  + key objectives (goals)
  + strategies/actions that will be taken to achieve each objective.
* Usually three to five-year plan.
* The committee
  + contacts the department at the start of the planning process
  + engages with the community during the planning process.
* Strategies/actions are either:
  + core, for example, extend shared waking and bike path, or
  + aspirational, for example, build an additional toilet block subject to funding priorities.
* The committee reviews the plan at least annually to ensure it remains current.

**Business plan**

– The business plan sets out:

* what will be done during the next 12 months, or other specified period, to implement the management plan
* the related budget
* any other information the committee chooses to include.

– Also incorporates the committee’s plans to address specific issues, for example:

* Risk Management plan
* Emergency Management and Fire Prevention plan.

Part 2 – Objective 1 plus strategies and actions to achieve it

<Below is example only. Your committee may have an entirely different objective (goal) unrelated to infrastructure>

# 2.1 Objective 1

‘The goal is to maintain and improve infrastructure throughout the reserve.’

# 2.2 Strategies and actions to maintain infrastructure

See Part 4 for description of existing infrastructure.

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| **Strategies/Actions** | **Type** | **Timeframe**  <May be included in the annual business plan instead> | **Project leader**  <May be included in the annual business plan instead> |
| The committee will maintain the reserve’s existing infrastructure. This includes, but is not limited to, lighting, seating, signage, paths, toilets. | Core | 12 months | Jay Smith  Ann Win |

# 2.3 Strategies and actions to improve infrastructure

During community engagement there was significant support for toilet facilities to be built at the east end of the reserve; for more shared walking and bike paths, particularly leading to the sports ground; and for a bird-watching hide to be built near the lake.

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| **Strategies/Actions** | **Type** | **Timeframe**  <May be included in the annual business plan instead> | **Project leader**  <May be included in the annual business plan instead> |
| Extend shared walking and bike path network to the sports ground and elsewhere. | Core | Two years | Ann Leigh |
| Improve signage to lake, sports ground, other key areas. | Core | 12 months | Bea Black |
| Build new toilet facility at eastern end of reserve. | Aspirational | Three years | Frank Mann |
| Build bird watching hide near the lake. | Aspirational | Three years | Jay Smith |

Part 3 – Objective 2 plus strategies and actions to achieve it

<Below is example only. Your committee may have an entirely different objective (goal) unrelated to reserve usage.>

# 3.1 Objective 2

**Objective 2**: The goal is 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.

See ‘2.1 About the reserve’ for a description of current usage of the reserve.

During community engagement there was significant support for a designated off-leash area for dogs as a way to increase usage by dog walkers. Several sporting and recreational groups were identified as potential new users of the reserve, for example, the Zetown bird-watchers club.

# 3.2 Strategies and actions to increase usage of the reserve

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| **Strategies/Actions** | **Type** | **Timeframe**  <May be included in the annual business plan instead> | **Project leader**  <May be included in the annual business plan instead> |
| Designate an off-leash area for dogs well away from the lake. Install clear signage. | Core | 12 months | Ann Leigh |
| Investigate opportunities for increased social use by local residents, for example, community events and festivals such as the RSPCA Paws Walk. | Core | 18 months | Jay Smith |
| Seek expressions of interest from sporting and recreational groups that would like to become formal users of the reserve. | Core | 18 months | Frank Mann and Bea Black |

Part 4 – Background information

# 4.1 About the reserve

<Insert details – for example, location, hectares, any tenures (leases etc.), existing infrastructure, current formal and informal activities that occur on the reserve, whether the plan covers the entire reserve or designated areas.>

# 4.2 Community engagement

<Insert which key stakeholders the committee consulted and how – for example, the local DELWP regional office, local council, adjoining landowners, current and prospective users of the reserve, traditional landowners, any lease and licence holders, general community.>

<Community engagement should be consistent with the [DELWP community charter 2018](https://www2.delwp.vic.gov.au/communities-and-regions/community-charter). Your committee can also take into account the publication by the Victorian Auditor-General’s Office on [Public participation in government decision-making: better practice guide](https://www.audit.vic.gov.au/report/public-participation-government-decision-making-better-practice-guide?section=).>

# 4.3 External operating environment

<Insert information about the external operating environment that the committee has taken into account – such as relevant social, economic, environmental, technical, ‘political’ or other factors. For example:

* Note any community-made plans that may impact on the reserve, such as the plans of user groups like the football club, and the local council’s plans for the adjacent land.
* Most local councils have an open space strategy to guide their development of formal open space such as sports grounds, and informal open space such as wetlands. If your committee manages an open space reserve, it is a good idea for its planning to take into account and link with the council’s strategy. This enables a ‘big picture’ approach to municipal and Crown land reserves in the area and avoids possible duplication of open space facilities. It may also make it easier to get funding to maintain and develop the reserve.>

# Electronic copy of this template

An electronic copy of this template is available from the [committees of management](http://www.delwp.vic.gov.au/committees) page of the DELWP website ([www.delwp.vic.gov.au/committees](http://www.delwp.vic.gov.au/committees)).