# Plans of Management (PoM) – Checklist for Councils

Please carefully proofread the document including correct spelling in Australian English.  
Use this checklist to ensure the minimum requirements have been detailed in the draft PoM. **Do not** submit this checklist with draft PoM.

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| 1. **Land details have been identified.**  * Reserve number(s), Lot/DP numbers and indicate if reserve is whole reserve or part reserve * Reserve purpose(s) and gazette date(s) * Category of the land (a map is required to identify where more than one category applies)  1. **Mandatory details identified for Crown land**  * Owner of the land. * Whether the land is subject to any trust, estate, interest, dedication, condition, restriction or covenant *(not mandatory in first plan).* * Whether the use or management of the land is subject to any condition or restriction imposed by the owner *(not mandatory in first plan).* * Correct references to legislation including:   + Local Government (General) Regulation 2021*.*   + *SEPP (Transport and Infrastructure) 2021.* |  |
| 1. **Authorising use and development**  * Whether the land is subject to any trust, estate, interest, dedication, condition, restriction or covenant *(not mandatory in first plan).* * PoM outlines the permitted uses on the reserve. * All proposed tenures are ‘expressly authorised’. * Schedule of existing leases and licences including terms/expiry dates or, if none, this should be stated.  1. **Complies with tenure requirements under the LG Act**  * Short-term licensing restrictions in clause 116 of the Local Government (General) Regulation 2021and section 2.20 of the *Crown Land Management Act 2016*. * Tenure arrangements comply with tendering requirements in Sections 46A, 47, 47A, 47AA, 47B, 47C and 47D of the LG Act.      * Terms of tenures are expressly authorised (short term, >5 years, max 21 years or up to 30 years with Minister for Local Government’s consent).  1. **All proposed development and use are consistent with the reserve purpose.**   *Note: Council can seek to add an additional purpose to the reserve. Minister’s consent is always discretionary.* |  |
| 1. **Outcomes described (Action Plan)**  * Objectives and performance targets of the plan with respect to the land. * The means by which the council proposes to achieve the plan’s objectives and performance targets. * How council proposes to assess its performance against objectives and performance targets and may require prior approval of the council to carry out any specified activity on the land. |  |
| 1. **Requirements for a site-specific PoM** 2. A site-specific PoM must be developed:  * for land that has been declared as critical habitat or directly affected by a threat abatement plan or a recovery plan under threatened species laws (sections 36A (2) and 36B (3) of the LG Act). * for land which is the subject of a resolution by council that declares that the land contains significant natural features (section 36C (2) LG Act). * where council resolution declares land to be of cultural significance (section 36D (2) LG Act).  1. **PoM applying to just one area of community land describes the following:**  * The condition of the land, and of any buildings or other improvements on the land. * The use of the land and any such buildings or improvements as at that date, including:   + purposes for which the land, and any such buildings or improvements, will be permitted to be used.   + purposes for which any further development of the land will be permitted, whether under lease or licence or otherwise.   + scale and intensity of any such permitted use or development.  1. **Permitted use and future use**    * + - as per land categories assigned, included detail on what is permitted use on the land.        - considered reserve purpose for permitted uses on the reserve.        - included any development council wishes to do to facilitate use. |  |
| 1. **Native Title Manager Advice**  * A qualified Native Title Manager has provided advice on the validity of activities under the PoM in line with the *Native Title Act 1993*. |  |

1. IMPORTANT: Ensure the draft PoM is submitted to the department for review and consent prior to   
   public exhibition.
2. Note: Councils are no longer required to hold a public hearing about proposed plans of management (under section 40A of the LG Act) where the proposed plan would alter the land categorisations assigned. This exemption applies to all PoM for Crown land managed by councils.