# Section A: Introduction

This document is intended as a guide only, and complements *Developing Plans of Management for Community Land Crown Reserves—Guideline for Council Crown Land Managers* issued in November 2018.

Two sample outlines are provided:

* Section B: Generic Crown reserve plan of management outline
* Section C: Site-specific Crown reserve plan of management outline

These outlines describe two ways in which council can develop a plan of management (POM) that complies with the *Local Government Act 1993* (LG Act) and Crown *Land Management Act 2016* (CLM Act). The outlines are intended to ensure that the minimum legislative requirements of the acts can be met.

There are particular requirements in the LG Act that apply depending on if the POM is specific or generic, or where council is not the owner. These variations are identified in the relevant POM outline.

## Acknowledgement

The structure of the two sample outline documents is based on *Plan of Management for Community Land 2011* developed and adopted by Lake Macquarie City Council in 2011.

## Addressing general requirements for POMs (specific and generic)

Section 36(3) of the LG Act sets out the minimum requirements for all POMs, which must include the:

1. category of the land
2. objectives and performance targets of the plan with respect to the land
3. means by which the council proposes to achieve the plan’s objectives and performance targets
4. manner in which the council proposes to assess its performance with respect to the plan’s objectives and performance targets.

A suggested approach to addressing these minimum requirements is set out in Table 1.

Table 1. Suggested approach to addressing minimum requirements of the LG Act in POMs

| **Management Issues** | s.36(3)(b)**Objectives and Performance Targets** | s.36(3)(c)**Means of achievement of objectives** | s.36(3)(d)**Manner of assessment of performance** |
| --- | --- | --- | --- |
| Broad issues can be listed here (e.g. landscaping, equipment, facilities, traffic management, neighbour amenity) | Council must list all the core objectives that apply to the land under the LG Act. Council can also list other objectives that are consistent with these. | List practical steps that will be taken to achieve the objectives, e.g. design wheelchair friendly paths. | List practical measures of assessment, e.g. assess useability of park by wheelchair users through surveys and observation. |

## Applying multiple categories

Clause 113 of the Local Government (General) Regulation 2005 requires that a draft plan of management that categorises an area of community land, or parts of an area of community land, in more than one category must clearly identify the land or parts of the land and the separate categories.

This is best achieved through the inclusion of detailed maps, aerial photos and/or drawings of all categories included in the POM, clearly describing where the categories apply. Council may wish to include these in the main body of the POM. However, the sample outlines suggest placing a statement in the body of the POM and including detailed information in an appendix.

## Authorisation of leases, licences and other estates

If council is considering granting leases, licences and other estates on a reserve, it must expressly authorise these in the POM. This is referred to as ‘express authorisation’ in the LG Act.

Further relevant information about express authorisation can be found in *Practice Note No 1—Public Land Management*, which can be downloaded from [www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/practice-notes-and-guidelines](https://www.olg.nsw.gov.au/strengthening-local-government/supporting-and-advising-councils/practice-notes-and-guidelines) .

As a general rule, express authorisation of leases, licences or other estates should cover:

* the type of arrangement authorized—i.e. council may authorise leases and/or licences and/or other estates
* the land or facilities to be covered—i.e. council may allow leasing, etc. of all or some of the land and facilities
* the purpose for which leasing, etc. will be granted—council may choose to allow leasing for community purposes, business purposes, or more limited purposes such as sports or childcare facilities.

Any authorisation should be consistent with a statement required in specific POMs about the permissible future development of the land.

### Tendering for leases, licences and other estates

Section 46A requires a council to tender for leases, etc. of community land of more than five years, unless the lease, etc. is to be granted to a non-profit organisation. In addition, council may choose to nominate other leases, etc. that will only be entered into after a tender process (s.46A). This is optional for councils.

For example, council may state that leases, licences and other estates granted for the purposes of X will be granted only after a tender process in accordance with the LG Act.

## Approvals for activities on the land

Section 68, Part D, of the LG Act requires council to issue approvals for certain activities on community land. Council may choose to list these approvals in the POM. Reference may also be made to any local approvals policy that applies.

## Land that cannot be included in a generic POM

Councils are reminded that generic POMs cannot be made for land 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))
* by council to contain significant natural features (section 36C(2))
* by council to be of cultural significance (section 36D(2)).

## Mapping

Clear and accurate mapping is a key component of a POM. It allows readers and users to understand where particular categories (and therefore any relevant express authorisations proposed in accordance with the category) apply on the land in question. This is particularly important in the case of POMs that cover more than one area of land.

Councils must take care to ensure that any map included in a POM includes a sufficient level of detail to allow the easy identification of category boundaries, important natural features, and any existing or proposed infrastructure (e.g. buildings, roads, parking areas, etc.).

A variety of options exist for councils to present maps, and council staff will be familiar with good mapping practice through their experience in developing maps for planning instruments (LEPs, DCPs, etc.). However, it is suggested that in the case of a POM that applies to more than one area of land, a council should consider grouping maps of multiple reserves to which the same category applies, within one appendix or a subsection of a broader mapping appendix. Such maps can also be accompanied by a schedule describing the areas of land to which the category applies.

Councils are also reminded of clause 113 of the Local Government (General) Regulation 2005, which requires that a draft POM that categorises an area of community land, or parts of an area of community land, in more than one category must clearly identify the land or parts of the land and the separate categories (by a map or otherwise).

## Other information that could be included in a POM

Council may include other information in a POM where desired, for example:

* the history of the land and its use
* previous studies of the land or other background information
* any relevant council policies
* control of activities on the land such as through signs under s.632 of the LG Act
* relevant zoning and land use restrictions under the *Environmental Planning and Assessment Act 1979*
* the impact of any other acts on the management of the land
* how the land is managed in practice, e.g. council committee, council officers, etc.
* contact details for any further information on the community land.

As this information is not mandatory, it is not addressed in the sample outlines.

© State of New South Wales through Department of Industry 2018. The information contained in this publication is based on knowledge and understanding at the time of writing (December 2018). However, because of advances in knowledge, users are reminded of the need to ensure that the information upon which they rely is up to date and to check the currency of the information with the appropriate officer of the Department of Industry or the user’s independent adviser.

**SECTION B: GENERIC CROWN RESERVE POM OUTLINE**

**Purpose of this outline**

Councils may wish to utilize this structure when developing a generic plan of management for Crown reserves which cover **multiple reserves**.

In using this template, councils should note the restrictions on inclusion of certain land in generic POMs under the LG Act (see *Land that cannot be included in a generic POM* in Section A of this document).

**PART 1: INTRODUCTION AND GENERAL INFORMATION**

**1. Key information**

*Include the following key information at the start of the document:*

* *Plan of Management for X Land*
* *X Council*
* *X date of adoption.*

**2. Introduction**

*Provide a short overview outlining relevant contextual information about the council and its Crown reserve portfolio.*

**2.1 Corporate objectives**

*Link to the council’s corporate objectives, as outlined in the Delivery Program and/or other relevant strategic plan documents.*

**2.2 Land to which this plan applies**

*Provide a clear overview of the land to which the POM applies, and link to relevant maps and other descriptive information (in appendices). A link may also be provided to the council’s land register, and any other relevant spatial or mapping information sources.*

**2.3 Owner of the land**

*Provide a statement to the effect that “the land is owned by the Crown and is managed by X Council as Crown Land Manager under the* Crown Land Management Act 2016*”.*

*The plan must also state any restriction, covenant, trust, etc. applying to the land. It must state whether the use or management of the land is subject to any condition imposed by the owner (s.37).*

**3. Relevant legislation, policies and procedures**

**3.1 *Local Government Act 1993***

*Provide an overview of the requirements under the* Local Government Act 1993(*see section 3 of the Crown Reserve POM Guidelines*)

**3.2 *Crown Land Management Act 2016***

*Provide an overview of the requirements under the* Crown Land Management Act 2016(*see section 2 of the Crown Reserve POM Guidelines*)

**3.3 Other relevant legislation and statutory controls**

*Provide an overview of any relevant factors in the council’s local environmental plan, and in other council plans, strategies, policies and procedures.*

**3.4 Land comprising habitat of threatened or endangered species**

*Cross reference any specific POMs for land comprising habitat of threatened or endangered species.*

**3.5 Land comprising significant natural features**

*Cross reference any specific POMs for land declared by council to include significant natural features.*

**3.6 Aboriginal cultural significance**

*Cross reference to any specific POMs for areas of Aboriginal significance.*

**3.7 Non-indigenous cultural significance**

*Cross reference to any specific POMs for areas of non-indigenous significance.*

**3.8 Reclassification**

*Identify the potential need for future reclassification of operational land as community land and highlight relevant LG Act processes.*

**3.9 Review of this plan**

*Set a clear review date for the POM. Four to five years is a good rule of thumb to align the POM to the Integrated Planning and Reporting (IP&R) review cycle. However, it may be appropriate to have longer or shorter review periods in certain circumstances.*

**3.10 Community consultation**

*Provide an overview of the general community engagement principles that have guided the development of the POM, and will guide any future revision. Align these with council’s community engagement strategy.*

*Provide an overview of the LG Act pubic exhibition requirements for POMs, including the need for public hearings where the POM amends the initial categorisation of any reserve included in the POM.*

**4. Development and maintenance**

*Provide an overview of the council’s broad development and maintenance strategy for the Crown reserves it manages. This may include references to prioritization within resourcing constraints, identifying revenue options, and linking the strategy to the council’s resourcing strategy.*

*This section may additionally outline:*

* + *principles for the development on adjoining land*
	+ *the extent and frequency of the maintenance of the land*
	+ *the role/level of engagement of volunteers and community groups with an interest in the land*
	+ *an overview of the leasing and licensing framework for Crown reserves including any legislative requirements under the* Crown Land Management Act 2016 *and* Local Government Act 1993 *(noting that specific “express authorization” for particular parcels of land will be provided in the relevant later section of the POM).*

**5. POM administration and management**

*Provide an overview of the council’s approach to administering the POM (e.g. the review of the POM, identifying whether categorisation of included land remains relevant over time, and the identification of future funding opportunities).*

*It is ultimately a matter for council to determine how it structures this section. However, for consistency with later sections of the POM regarding specific categories of land, councils may wish to use Table 1 in* Section A: Introduction *of this document as template for presenting this information.*

**PART 2: DETAILED INFORMATION RE CATEGORIES OF LAND**

**A. NATURAL AREAS**

**1. Introduction**

*Use this section to:*

* *provide a general overview of the core objectives and purpose of areas categorised as Natural Area (as outlined in the LG Act and Regulation)*
* *discuss factors impacting a council’s assessment of the significance of natural areas*
* *describe legislative restrictions/limitations on leases, licenses and other estates (e.g. section 47B of the LG Act).*

*Cross reference this section with any of the natural area sub-categories contained in the POM (i.e. A1 to A5 below).*

**2. Physical environment**

*Use this section to address issues such as topography, hydrology, geology, vegetation, fauna and bushfire that may be relevant to understanding the management framework contained in the POM.*

**3. Key issues**

*Use this section to address issues such as threats to and other factors affecting areas categorised as Natural Area.*

**4. Development and use**

*Use this section to provide an overview of the manner in which the development and use of facilities and activities permitted in land categorised as a Natural Area are limited to ensure that the overarching core objectives for that category are not compromised.*

*Cross reference this section with permissible facilities and activities for any of the natural area sub-categories contained in the POM (i.e. A1 to A5 below).*

**5. Management framework**

*Use this section to provide an overview of the general management framework and principles adhered to by the council in relation to natural areas.*

**A.1 BUSHLAND**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the Natural Area—Bushland category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines that may apply to reserves categorised as Bushland (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the Bushland category in the LGA*
* *an overview of any values the council wishes to articulate associated with bushland reserves.*
* *a link to the relevant Appendix which includes detailed maps, aerial photos or drawings of all Bushland reserves included in the POM should be presented in a manner that clearly describes where the Bushland category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as Bushland, and other factors impacting affected bushland reserves.*

**3. Development and use**

*Use this section to outline the permitted development and uses of affected bushland (including any infrastructure and facilities, and any permitted and prohibited activities).*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as Bushland are cross-referenced in this section.*

**4. Management framework for natural areas categorised as Bushland**

*Provide an overview of the council’s approach to managing land categorised as Natural Area—Bushland. Factors to consider could include:*

* *biodiversity conservation*
* *protection of bushland values*
* *management of bushland*
* *restoration and rehabilitation*
* *community access and education.*

*It is ultimately a matter for council to determine how it structures this section. However, it is recommended that Table 1 in* Section A: Introduction *of this document be used as a template to ensure compliance with the minimum requirements of the LG Act.*

**A.2 WETLAND**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the Natural Area—Wetland category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as Wetland (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the Wetland category in the LGA*
* *an overview of any values the council wishes to articulate associated with wetland reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all wetland reserves included in the POM, presented in a manner that clearly describes where the Wetland category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as Wetland, and other factors impacting affected wetland reserves.*

**3. Development and Use**

*Use this section to outline the permitted development and uses of affected reserves categorised as Wetland (including any Infrastructure and facilities, and: any permitted and prohibited activities).*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as Wetland are cross-referenced in this section.*

**4. Management framework for natural areas categorised as Wetland**

*Provide an overview of the council’s approach to managing areas categorised as Natural Area—Wetland. Factors to consider could include:*

* *biodiversity Conservation*
* *protection of wetland values*
* *management of wetland*
* *restoration and rehabilitation*
* *community access and education.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as template to ensure compliance with the minimum requirements of the LG Act.*

**A.3 ESCARPMENT**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the Natural Area—Escarpment category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as Escarpment (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the Escarpment category in the LGA*
* *an overview of any values the council wishes to articulate associated with escarpment reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all escarpment reserves included in the POM, presented in a manner that clearly describes where the Escarpment category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as Escarpment, and other factors impacting affected escarpment reserves.*

**3. Development and Use**

*Use this section to outline the permitted development and uses of affected areas categorised as Escarpment (including any infrastructure and facilities, and any permitted and prohibited activities).*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as Escarpment are cross-referenced in this section.*

**4. Management framework for natural areas categorised as Escarpment**

*Provide an overview of the council’s approach to managing areas categorised as Natural Area—Escarpment. Factors to consider could include:*

* *biodiversity conservation*
* *protection of escarpment values*
* *management of escarpment*
* *restoration and rehabilitation*
* *community access and education.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as template to ensure compliance with the minimum requirements of the LG Act.*

**A.4 WATERCOURSE**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the Natural Area—Watercourse category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as Watercourse (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the Watercourse category in the LGA*
* *an overview of any values the council wishes to articulate associated with watercourse reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all watercourse reserves included in the POM, presented in a manner that clearly describes where the Watercourse category applies to each reserve.*

**2. Key Issues**

*Use this section to address issues such as threats to reserves categorised as Watercourse and other factors impacting affected watercourse reserves.*

**3. Development and use**

*Use this section to outline the permitted development and uses of affected areas categorised as Watercourse (including any infrastructure and facilities, and any permitted and prohibited activities).*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as Watercourse are cross referenced in this section.*

**4. Management framework for natural areas categorised as Watercourse**

*Provide an overview of the council’s approach managing areas categorised as Natural Area—Watercourse. Factors to consider could include:*

* *biodiversity conservation*
* *protection of watercourse values*
* *management of watercourses*
* *restoration and rehabilitation*
* *community access and education.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as a template to ensure compliance with the minimum requirements of the LG Act.*

**A.5 FORESHORE**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the Natural Area—Foreshore category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as Foreshore (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the Foreshore category in the LGA*
* *an overview of any values the council wishes to articulate associated with foreshore reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all foreshore reserves included in the POM, presented in a manner that clearly describes where the Foreshore category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as Foreshore, and other factors impacting affected foreshore reserves.*

**3. Development and use**

*Use this section to outline the permitted development and uses of affected areas categorised as Foreshore (including any infrastructure and facilities, and any permitted and prohibited activities).*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as Foreshore are cross-referenced in this section.*

**4. Management framework for natural areas categorised as Foreshore**

*Provide an overview of the Council’s approach to managing areas categorised as Natural Area—Foreshore. Factors to consider could include:*

* *biodiversity conservation*
* *protection of foreshore values*
* *management of foreshore*
* *restoration and rehabilitation*
* *community access and education.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as a template to ensure compliance with the minimum requirements of the LG Act.*

**B. SPORTSGROUND**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the Sportsground category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as Sportsground (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the Sportsground category in the LGA*
* *an overview of any values the council wishes to articulate associated with sportsground reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all sportsground reserves included in the POM, presented in a manner that clearly describes where the Sportsground category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as Sportsgrounds other factors impacting affected sportsground reserves.* *This may include factors such as:*

* *type and distribution of sportsgrounds and facilities*
* *development of sportsgrounds*
* *equity of access*
* *impact on local residents*
* *use of land categorised as Sportsground for community facilities.*

**3. Development and use**

*Use this section to outline the permitted development and uses of affected areas categorised as Sportsground. This may include factors such as:*

* *infrastructure and facilities*
* *permitted and prohibited activities*
* *special events*
* *sale of alcohol*
* *alcohol-free areas*
* *signage*
* *animals (e.g. dogs)*
* *parking*
* *buildings*
* *multiple uses*
* *temporary storage.*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as Sportsground are cross-referenced in this section.*

**4. Management framework for reserves categorised as Sportsground**

*Provide an overview of the council’s approach managing sportsground reserves. Factors to consider could include:*

* *operating committees/incorporated bodies*
* *allocation of playing fields or courts*
* *management of playing fields and courts*
* *fees and charges/conditions of hire*
* *maintenance*
* *leases, licences and other estates.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as a template to ensure compliance with the minimum requirements of the LG Act.*

**C. PARK**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of areas categorised as Park (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as Park (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the Park category in the LGA*
* *an overview of any values the council wishes to articulate associated with park reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all park reserves included in the POM, presented in a manner that clearly describes where the Park category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as Parks, and other factors impacting affected park reserves.* *This may include factors such as:*

* *park distribution*
* *park development*
* *equity of access*
* *linkages to other land (e.g. natural areas, sportsgrounds and other community land)*
* *type and distribution of facilities*
* *impact on local residents.*

**3. Development and use**

*Use this section to outline the permitted development and uses of affected areas categorised as Park. This may include factors such as:*

* *infrastructure and facilities*
* *permitted and prohibited activities (including planting and community gardens)*
* *specific-use areas*
* *special events or uses*
* *sale of alcohol*
* *alcohol-free areas*
* *signage*
* *animals (e.g. dogs)*
* *parking.*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as Park are cross-referenced in this section.*

**4. Management framework for reserves categorised as Park**

*Provide an overview of the council’s approach managing park reserves. Factors to consider could include:*

* *operating committees/incorporated bodies*
* *allocation of playing fields or courts*
* *management of playing fields and courts*
* *fees and charges/conditions of hire*
* *maintenance*
* *leases, licences and other estates.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as a template to ensure compliance with the minimum requirements of the LG Act.*

**D. GENERAL COMMUNITY USE**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the areas in the General Community Use category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as General Community Use (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the General Community Use category in the LGA*
* *an overview of any values the council wishes to articulate associated with general community use reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all general community use reserves included in the POM, presented in a manner that clearly describes where the General Community Use category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as General Community Uses, and other factors impacting affected general community use reserves.* *This may include factors such as:*

* *general community use distribution*
* *general community use development*
* *equity of access*
* *linkages to natural areas, sportsgrounds and other community land*
* *type and distribution of facilities*
* *impact on local residents.*

**3. Development and use**

*Use this section to outline the permitted development and uses of affected areas categorised as General Community Use. This may include factors such as*

* *infrastructure and facilities*
* *permitted and prohibited activities*
* *special events or uses*
* *sale of alcohol*
* *alcohol-free areas*
* *signage*
* *parking.*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as General Community Use are cross referenced in this section.*

**4. Management framework for reserves categorised as General Community Use**

*Provide an overview of the council’s approach to managing general community use reserves. Factors to consider could include:*

* *volunteer management*
* *fees and charges/conditions of hire*
* *maintenance*
* *leases, licenses and other estates.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as a template to ensure compliance with the minimum requirements of the LG Act.*

**APPENDICES**

*Use this section to provide more detail about information referred to in the body of the POM. This may include information such as:*

* *detailed maps, aerial photos or drawings of all reserves included in the POM, presented in a manner that clearly describes which category applies to the reserve (see the section on* Mapping *in* Section A: Introduction *of this document for further information on mapping).*
* *specific lease or license provision descriptions for individual categories*
* *authorised purposes for leases and licenses*
* *facilities that may be approved on Crown reserves*
* *permitted and prohibited activities on Crown reserves (including activities that do require council approval, those that do not require approval, and activities that are prohibited).*

*This section may also be used to provide related information from other plans, strategies and policies. This may include information such as:*

* *other plans of management adopted by councils (e.g. site-specific POMs not covered by the generic POM)*
* *land registers and/or land schedules*
* *references and supporting documents.*

**SECTION C: SPECIFIC CROWN RESERVE POM OUTLINE**

**Purpose of this outline**

Councils may wish to utilize this structure when developing a **specific plan of management** for Crown reserves which cover one reserve or **multiple** **reserves of the same categorisation**.

In using this template, councils should note the restrictions on inclusion of certain land in generic POMs under the LG Act (see *Land that cannot be included in a generic POM* in Section A of this document).

**PART 1: INTRODUCTION AND GENERAL INFORMATION**

**1. Key information**

*Include the following key information at the start of the document:*

* *Plan of Management for X Land*
* *X Council*
* *X date of adoption.*

**2. Introduction**

*Provide a short overview outlining relevant contextual information about the council and its Crown reserve portfolio.*

**2.1 Corporate objectives**

*Link to the council’s corporate objectives, as outlined in the delivery program and/or other relevant strategic plan documents.*

**2.2 Land to which this plan applies**

*Provide a clear overview of the reserve to which the POM applies, and link to relevant maps and other descriptive information (in appendices). A link may also be provided to the council’s land register, and any other relevant spatial or mapping information sources.*

**2.3 Owner of the land**

*Provide a statement to the effect that “the land is owned by the Crown and is managed by X Council as Crown Land Manager under the* Crown Land Management Act 2016*”.*

*The plan must also state any restriction, covenant, trust, etc. applying to the land. It must state whether the use or management of the land is subject to any condition imposed by the owner (s.37).*

**2.4 Categorisation of the reserve**

*Provide a clear overview of the LG Act category or categories that apply to the reserve.*

*Also provide a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all categories included in the POM, presented in a manner that clearly describes where the categories apply.*

**3. Relevant legislation, policies and procedures**

**3.1 *Local Government Act 1993***

*Provide an overview of the requirements under the* Local Government Act 1993 *(see section 2 of the Crown Reserve POM Guidelines).*

**3.2 *Crown Land Management Act 2016***

*Provide an overview of the requirements under the* Crown Land Management Act 2016 *(see section 3 of the Crown Reserve POM Guidelines)*

**3.3 Other relevant legislation and statutory controls**

*Provide an overview of any relevant factors in the council’s local environmental plan, and in other council plans, strategies, policies and procedures.*

**3.4 Reclassification**

*Identify the potential need for future reclassification of operational land as community land and highlight relevant LG Act processes.*

**3.5 Review of this plan**

*Set a clear review date for the POM. Four to five years is a good rule of thumb to align the POM to the Integrated Planning and Reporting (IP&R) review cycle. However, it may be appropriate to have longer or shorter review periods in certain circumstances.*

**3.6 Community consultation**

*Provide an overview of the general community engagement principles that have guided the development of the POM, and will guide any future revision. Align these with council’s community engagement strategy.*

*Provide an overview of the LG Act pubic exhibition requirements for POMs, including the need for public hearings where the POM amends the initial categorisation of any reserve included in the POM.*

**Note**: Sections 4 to 8 below relate to specific land types referenced in section 36 of the *Local Government Act 1993,* which require specific POMs. The inclusion of such land types in a POM should only occur where relevant (i.e. there is no need to include a particular land type if it is not applicable to the reserve in question).

Councils should refer to section 3.6 of the *Developing Plans of Management for Community Land Crown Reserves—Guideline for Council Crown Land Managers* and the [*Practice Note No 1—Public Land Management*](https://www.olg.nsw.gov.au/sites/default/files/Practice-Note-No1-Public-Land-Management-Revised-May-2000.pdf) for further information about the inclusion of specific land types in a POM.

**4. Land comprising the habitat of endangered species or threatened species**

*Section 36A(2) of the LG Act requires that a specific POM be prepared for an area of community land, all or part of which consists of critical habitat.*

*Section 36B(3) requires that a specific POM be prepared for community land, all or part of which is directly affected by a recovery plan or threat abatement plan.*

*Provide information in this section about any land in the reserve that comprises the habitat of endangered species or threatened species (bearing in mind the specific requirements of section 36A(3) with respect to endangered species and section 36B(4) with regard to threatened species).*

*The affected parts of the reserve should be clearly identified in any maps, aerial photos or drawings included in this section of the POM. If such information is presented in an appendix to the POM, provide a link to the appendix from this section.*

**5. Land containing significant natural features**

*Section 36C(2) of the LG Act requires that a specific POM be prepared for land declared by council to contain significant natural features.*

*Provide information in this section about any land in the reserve declared by council to contain significant natural features (bearing in mind the specific requirements of under section 36C(3) of the LG Act).*

*The affected parts of the Reserve should be clearly identified in any maps, aerial photos or drawings included in this section of the POM. If such information is presented in an appendix to the POM, provide a link to the appendix from this section.*

**6. Culturally significant land**

*Section 36D(2) of the LG Act requires that a specific POM be prepared for land declared by council to be of cultural significance. The land may of Aboriginal or non-Aboriginal cultural significance.*

*There are special requirements under the Local Government (General) Regulation 2005 for when community land is significant to the Aboriginal community. For this reason, councils should consider separating information about culturally significant land into two distinct sections within a POM (Aboriginal and non-Aboriginal).*

*Provide information in this section about any land in the reserve declared by council to be of cultural significance (bearing in mind the specific requirements of under section 36D(3) of the LG Act).*

*The affected parts of the reserve should be clearly identified in any maps, aerial photos or drawings included in this section of the POM. If such information is presented in an appendix to the POM, provide a link to the Appendix from this section.*

***Note that section 36DA of the LG Act allows that a council may resolve (at the request of any Aboriginal person traditionally associated with the land concerned or on the council’s own initiative) to keep confidential such parts of a draft or adopted plan of management to which this section applies that would disclose the nature and location of a place or an item of Aboriginal significance.***

**7. Development and use**

**7.1 Overview**

*Provide an overview of the council’s broad development and maintenance strategy the reserve. This may include references to prioritization within resourcing constraints, identifying revenue options, and linking the strategy to the council’s resourcing strategy.*

**7.2 Condition of the land and structures on adoption of the plan**

*Section 36(3A)(a) of the LG Act requires the plan to include a description of the condition of the land and structures on adoption of the plan. It need only be brief, but it should be accurate.*

*For example, in relation to a park, council could state that, “At the date of adoption of this plan, grass cover in the park was generally good. Some areas within the children’s playground area are poorly covered, as a result of frequent use. Trees and garden beds are thriving and in good condition. The amenities block is 20 years old and, while structurally sound, the toilet facilities are aging and in only fair condition. The children’s play equipment is structurally sound and in good condition and complies with Australian Standards (where relevant)”. A diagram showing the basic layout of the natural and built elements could be included.*

*If the land is classified as a Natural Area, the condition of the land will be important to the management of the land. Council can only know of vandalism, erosion, dieback of plants, etc. if there is an initial reference point of description of the land. A description of the land could include details of weed infestation, pollution on the land, health of the vegetation, erosion and so on. The description need only be brief.*

**7.3 Use of the land and structures at the date of adoption of the plan**

*Again, this is required under section 36(3A)(a) of the LG Act. Only a brief note of the current usage is required. This should include details of current leases/licences or other arrangements for the use of the land.*

**7.4 Permitted use and future use**

*Section 36(3A)(b) requires that a site-specific POM must:*

*(i) specify the purposes for which the land, and any such buildings or improvements, will be permitted to be used*

*(ii) specify the purposes for which any further development of the land will be* *permitted, whether under lease or licence or otherwise*

*(iii) describe the scale and intensity of any such permitted use or development.*

*Any statements about these elements do not need to be long, but will be binding on council once included. So any statement should be well thought out. A statement will apply to the activities of council on the land as well as any other person (e.g. under a lease).*

*A statement of permissible purposes and intensity of use will be closely related to any authorisation of leasing, etc. that council includes in a plan. An authorisation of leasing applies specifically to the use of community land by others apart from council. The statement under this heading and any authorisation should be consistent with each other.*

*For example, in relation to a park, council could state, “The park will be used in future for general community recreation, with public right of access to all outdoor areas. Council will permit the erection of an amenities block and/or kiosk, if appropriate. Outdoor seating at the kiosk is permitted, provided no more than 20 seats are erected”.*

**7.5 Additional matters**

*This section may additionally outline:*

* + *principles for the development on adjoining land*
	+ *the extent and frequency of the maintenance of the land*
	+ *the role/level of engagement of volunteers and community groups with an interest in the land*
	+ *information about the express authorization of any leases, licences or other estates on the land (see the section* Authorisation of leases, licences and other estates *in* Section A: Introduction *of this document for further information about express authorisation considerations).*

**8. POM administration and management**

*Provide an overview of the council’s approach to administering the POM (e.g. the review of the POM, identifying whether categorisation of included land remains relevant over time, and the identification of future funding opportunities).*

*It is ultimately a matter for council to determine how it structures this section. However, for consistency with later sections of the POM regarding specific categories of land, councils may wish to use Table 1 in S*ection A: Introduction *of this document as template for presenting this information.*

**PART 2: DETAILED INFORMATION RE CATEGORIES OF LAND**

**Note**: Any categories applicable to the reserve should be presented in separate subsections in this part of the specific POM.

The following information about the General Community Use category is provided by way of example only. Information about considerations for other LG Act categories is provided in Part 2 of *Section B: Generic Crown Reserve POM Outline*.

**GENERAL COMMUNITY USE**

**1. Introduction**

*Use this section to provide:*

* *an overview of the core objectives and purpose of the General Community Use category (as outlined in the LG Act and Regulation)*
* *an overview of any statutory guidelines may apply to reserves categorised as General Community Use (e.g. state environmental planning policies)*
* *an overview of the status of reserves in the General Community Use category in the LGA*
* *an overview of any values the council wishes to articulate associated with general community use reserves*
* *a link to the relevant appendix that includes detailed maps, aerial photos or drawings of all general community use reserves included in the POM, presented in a manner that clearly describes where the General Community Use category applies to each reserve.*

**2. Key issues**

*Use this section to address issues such as threats to reserves categorised as General Community Uses, and other factors impacting affected general community use reserves.* *This may include factors such as:*

* *general community use distribution*
* *general community use development*
* *equity of access*
* *linkages to natural areas, sportsgrounds and other community land*
* *type and distribution of facilities*
* *impact on local residents.*

**3. Development and use**

*Use this section to outline the permitted development and uses of affected General Community Use. This may include factors such as:*

* *infrastructure and facilities*
* *permitted and prohibited activities*
* *special events or uses*
* *sale of alcohol*
* *alcohol-free areas*
* *signage*
* *parking.*

*Ensure that any express authorisations set out in appendices to the POM for reserves categorised as General Community Use are cross-referenced in this section.*

**4. Management framework for reserves categorised as General Community Use**

*Provide an overview of the council’s approach managing general community use reserves. Factors to consider could include:*

* *volunteer management*
* *fees and charges/conditions of hire*
* *maintenance*
* *leases, licenses and other estates.*

*It is ultimately a matter for council to determine how it structures this action. However, it is recommended that Table 1 in S*ection A: Introduction *of this document be used as a template to ensure compliance with the minimum requirements of the LG Act.*

**APPENDICES**

*Use this section to provide more detail about information referred to in the body of the POM. This may include information such as:*

* *detailed maps, aerial photos or drawings of all reserves included in the POM, presented in a manner that clearly describes which category applies to the reserve (see* Mapping *in* Section A: Introduction *of this document for further information on mapping).*
* *specific lease or license provision descriptions for individual categories*
* *authorised purposes for leases and licenses*
* *facilities that may be approved on Crown reserves*
* *permitted and prohibited activities on Crown reserves (including activities that do require council approval, those that do not require approval, and activities that are prohibited).*

*This section may also be used to provide related information from other plans, strategies and policies. This may include information such as:*

* *other plans of management adopted by councils (e.g. site-specific POMs not covered by the generic POM)*
* *land registers and/or land schedules*
* *references and supporting documents.*