

# Establishing Formal Positions of Council Policy



<b>Document Type:</b>	Council Policy	TRIM reference:	DOC/24/3049
<b>Document Status:</b>	Draft		
<b>Policy Owner (position):</b>	Chief Executive Officer		
<b>Internal endorsement required:</b>	Not Applicable		
<b>Final Approval by:</b>	Council		
<b>Date approved:</b>	Click here to enter a date.		
<b>Evidence of approval:</b>	Select approver of type a position title – Refer to Notes in TRIM		
<b>Version Number:</b>	1	Frequency of Review:	12 months initially then four-yearly following Council elections
<b>Review Date:</b>	Click here to enter a date.		
<b>Date rescinded:</b>	Click here to enter a date. OR <input type="checkbox"/> Not applicable		
<b>Related legislation:</b>	Local Government Act 2020		
<b>Related strategic documents, policies, or procedures:</b>	Communications and Engagement Strategy 2023		

Date	Version Number	Details of Version	Modified by
Click here to enter a date.	1	Inaugural position	Darren Fuzzard, CEO

# Establishing Formal Positions of Council Policy



## 1. Purpose

Council is increasingly being asked to indicate its position on specific matters that are occurring locally, regionally, nationally and internationally. In doing so, Council is also regularly asked to undertake advocacy in line with that position.

Often the matters are deeply heart felt and immensely complex. They may also be the subject of formal processes occurring at State or Federal Government levels, and many are very remote from the Mount Alexander Shire and the documented priorities of Council.

In most instances, Council has little or no authority to determine the outcome of the matter and often it can have little impact on the views of those making the decisions.

While wide-ranging in nature, a common characteristic of such matters is the significant commitment of Council's financial and human resources that would be needed to establish a well-informed position, and/or to undertake associated advocacy. In a highly resource-constrained Council, this then has consequences for the Mount Alexander Shire community by impacting on Council's existing efforts to support it.

The purpose of this policy is therefore to define when and how Council may, and when it will not, establish a formal position on a specific matter and/or undertake advocacy activities in relation to that matter.

## 2. Scope

This policy applies to circumstances in which Council is requested to state its formal position on a specific matter that is not already covered by Council policy, strategy or plans.

Such requests of Council may arise from external parties, Council Officer reports and individual Councillors' Notices of Motion at a Council meeting.

This policy does not apply to:

1. Consideration of requests for letters of support in relation to proposed projects, services and/or initiatives that may directly impact on residents and/or ratepayers in Mount Alexander Shire.
2. Decisions made by Council and/or staff in accordance with legislative obligations and delegated authority.

## 3. Policy Statements

1. Council will not establish a formal position or undertake advocacy on a specific matter that is:
  - a. Or is reasonably likely to be within the term of the Council, the subject of a referendum at a State or Federal Government level in Australia; and/or
  - b. International in nature and over which Council has no legislated authority or responsibility; and/or
  - c. Considered by the Mayor and Chief Executive Officer to be too remote from the circumstances of Mount Alexander Shire's ratepayers and residents and therefore, to have relatively low direct impact on them.
2. In addition to Policy Statement 1, Council will not establish a formal position or undertake associated advocacy on any matter where the financial or staffing cost to do so is deemed by Council to be:
  - a. Prohibitive given the extent of work considered necessary to establish a well-informed position; and/or
  - b. A disproportionate use of ratepayer's funds and/or staff given the:
    - i. Likely or anticipated low impact of the advocacy upon the decision-makers; and/or
    - ii. Existence of other more substantial advocacy efforts that align with Council's likely position; and/or
    - iii. Relative low priority of the matter compared with other Council priorities established in policies, strategies and plans.
3. In instances beyond those excluded by Policy Statements 1 and 2, Council may deem it appropriate to establish a formal position and to undertake advocacy on a specific matter. In such instances, consideration of the need for, and extent of, community input to establishing that position will be made in accordance with Council's Communications and Engagement Strategy 2023.
4. Any formal position established and/or advocacy undertaken on a specific matter will be consistent with existing adopted policies, strategies and plans of Council to the extent that they apply.

# Establishing Formal Positions of Council Policy



## 4. Definitions of Abbreviations Used

A table of terms and their definitions as they relate to the policy:

Term	Definition
Council	The Municipal Council comprising a majority of the elected Councillors
Advocacy	Representation on a matter to relevant decision-makers by Councillors or staff in accordance with formal positions adopted by Council; including those adopted in policies, strategies and plans.

## 5. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006), as it does not impinge on the rights of anyone to make a request of Council in regard to any matter.

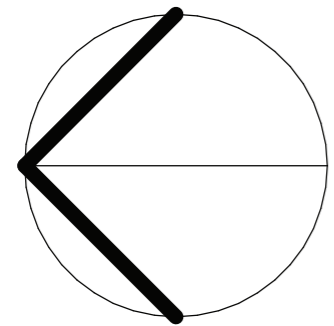
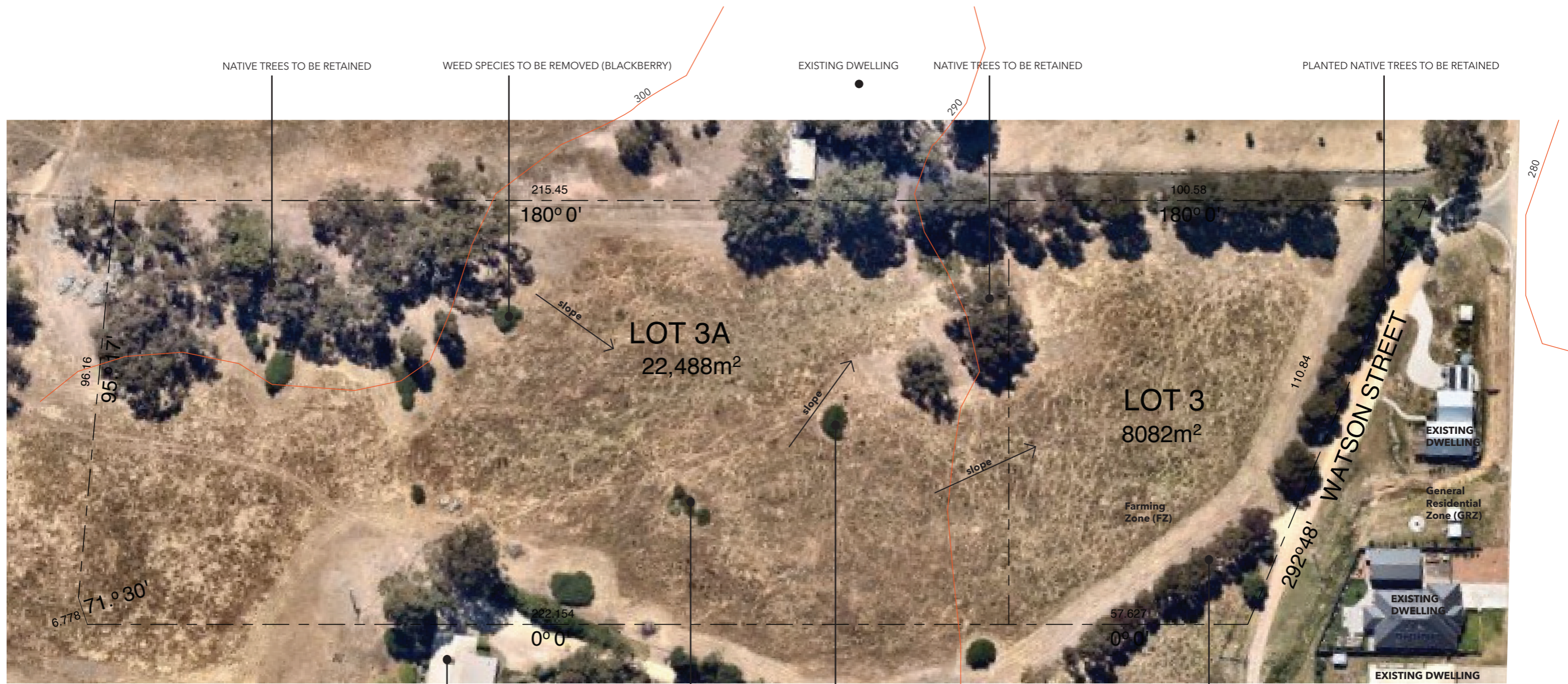
## 6. Gender Equity

This policy affords all people the same opportunity to make requests of Council as required by the Gender Equality Act 2020.

## 7. Child Safety

Mount Alexander Shire Council is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.





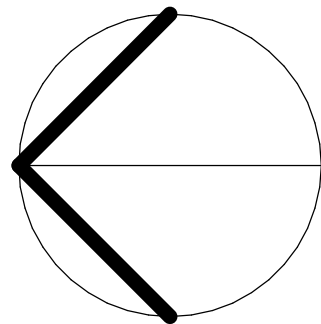
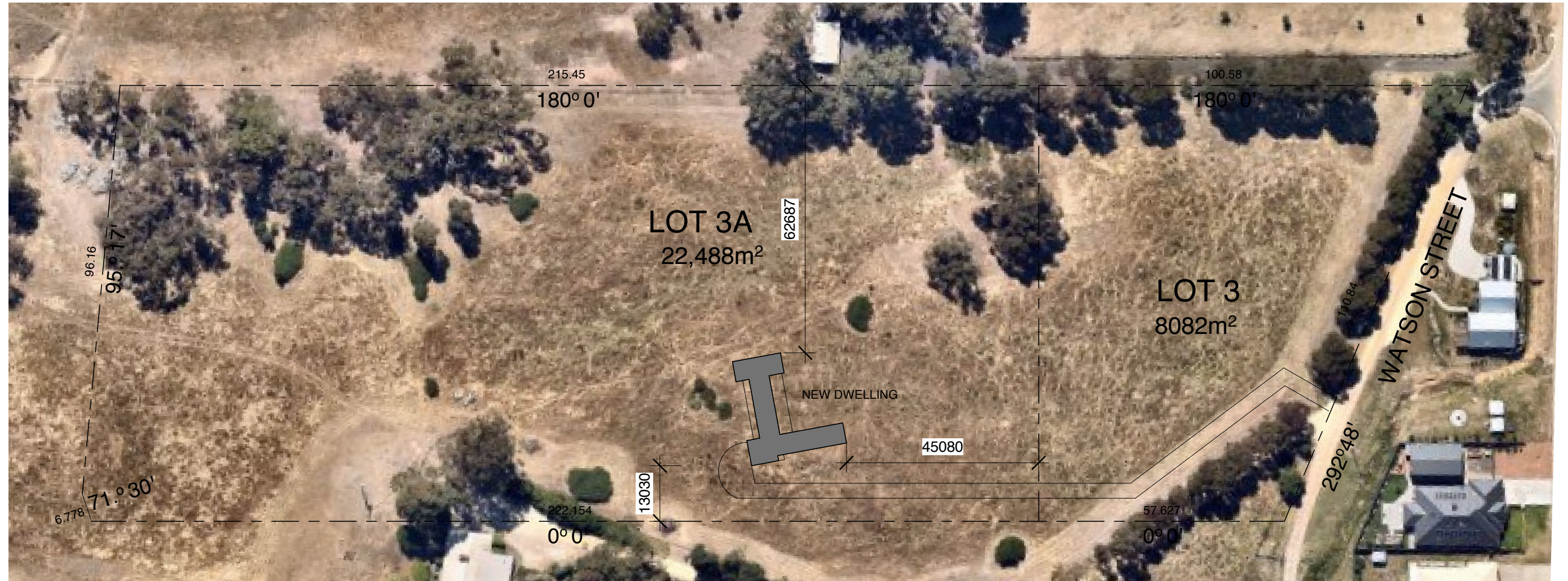
1 6 Watson ST Lot 3&3A Existing Site Plan  
1 : 1000

--

No.	Description	Date
1	EXISTING SITE PLAN	MAR 2023

<b>6 WATSON ST LOT 3 &amp; 3A</b>	<b>EXISTING SITE PLAN</b>	
	Project number	202005
	Date	MAR 2023
	Drawn by	TD
Checked by	FB	Scale 1 : 1000





1 6 Watson St Lot 3&3A Proposed Site Plan  
1 : 1000

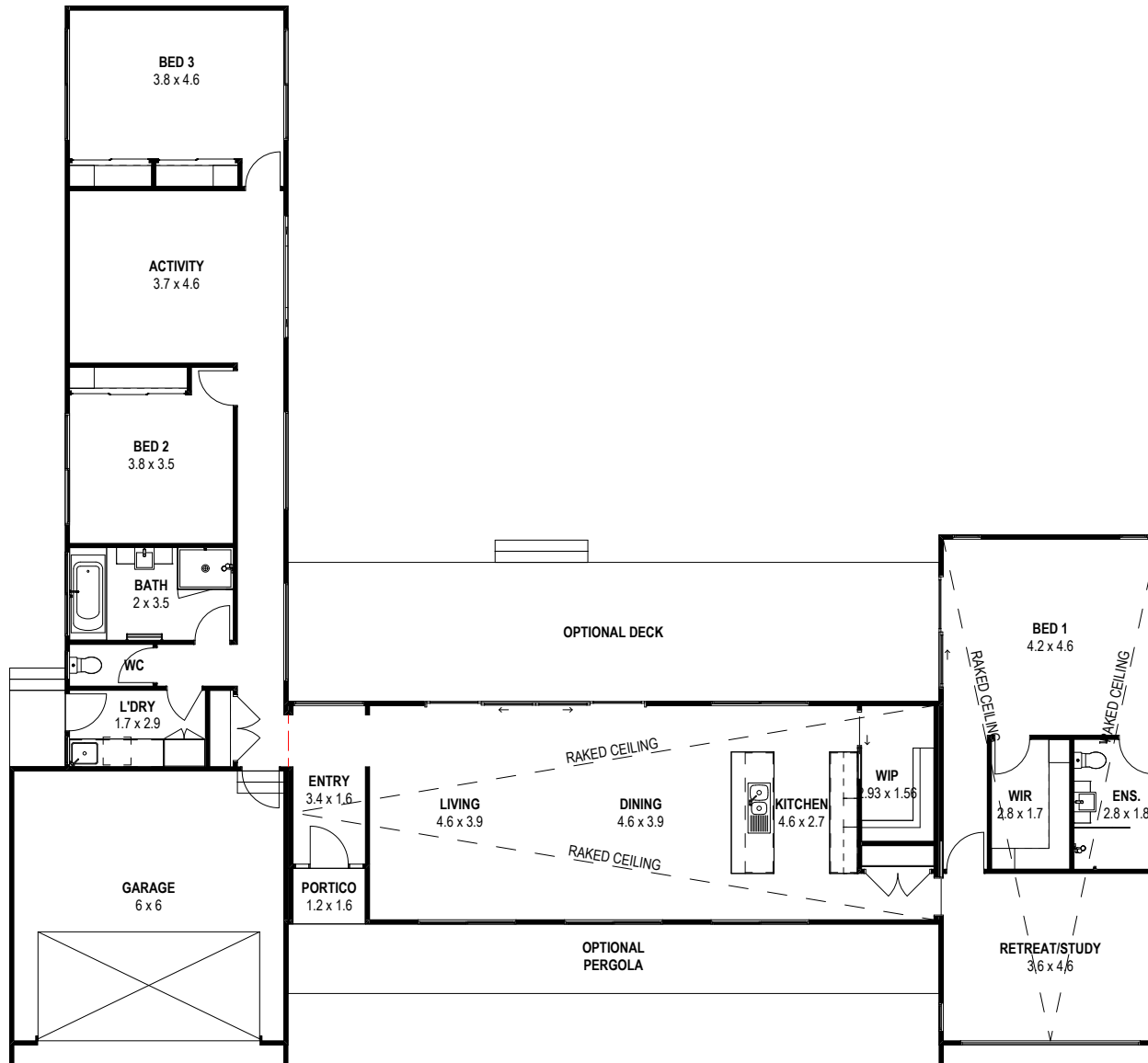

No.	Description	Date

6 WATSON ST LOT 3 & 3A

PROPOSED SITE PLAN		A_101
Project number	202005	
Date	MAR 2023	
Drawn by	TD	
Checked by	FB	
Scale	1 : 1000	



## Newhaven 21 with garage

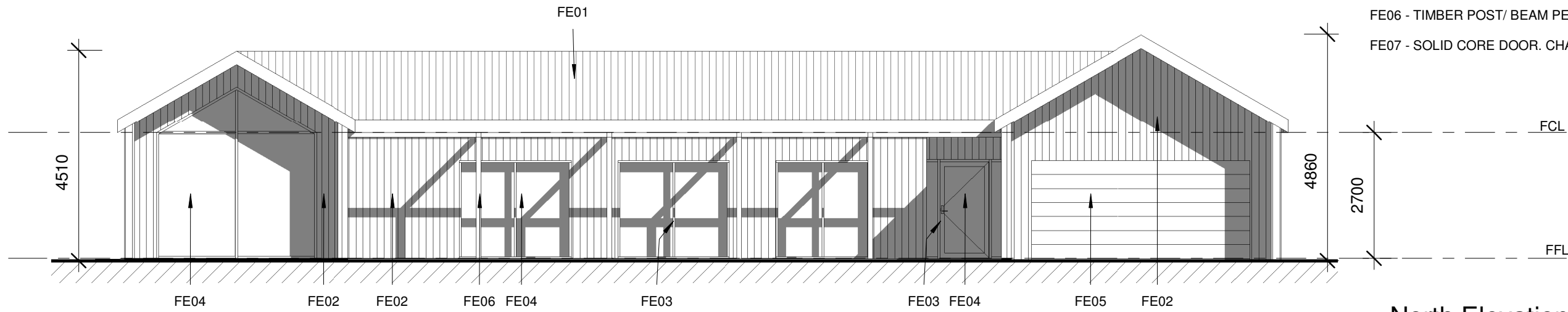


Dimensions: 22.86 x 24.84  
 Area m<sup>2</sup>: 197.4

© Anchor Homes 2019. Reproduction in any form either in whole or part is forbidden. Images are for illustrative purpose only and may depict upgrade options available. Refer to floor plan brochures or working drawings for specific detail. Some photography may also depict features not supplied by Anchor Homes including: Landscaping, fencing, window furnishings, decor and furniture. (Some of these items may be available at an additional cost, contact Anchor Homes for full specifications).

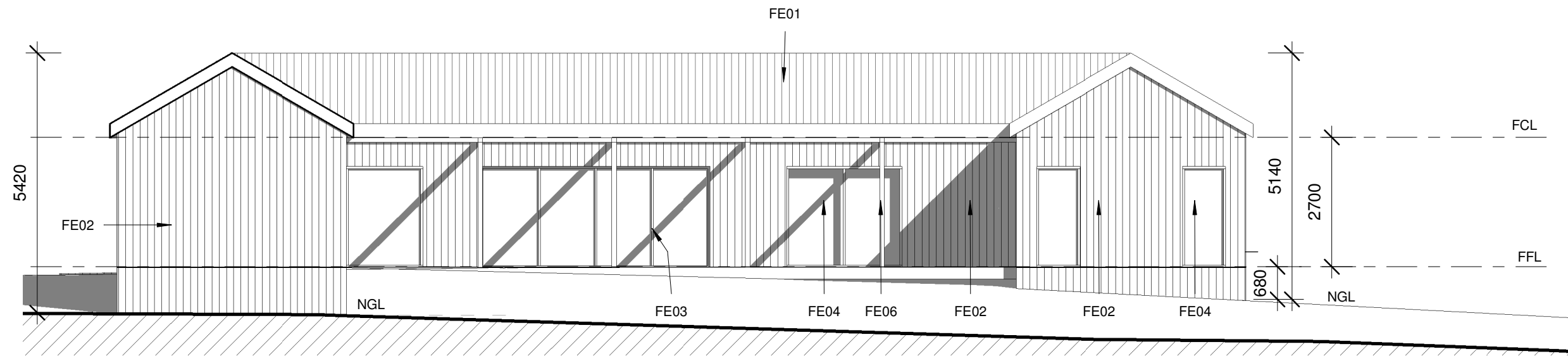
**EXTERNAL MATERIALS LEGEND**

- FE01 - METAL SHEET CLADDING. GALVANISED ALUMINIUM FINISH.
- FE02 - TIMBER APPEARANCE CLADDING PANEL. CHARCAL COLOUR FINISH.
- FE03 - ALUMINIUM WINDOW FRAMES. ANODISED ALUMINIUM FINISH.
- FE04 - CLEAR GLASS DOUBLE GLAZING.
- FE05 - TIMBER APPEARANCE GARAGE DOOR. HORIZONTAL SLATS. CHARCOAL FINISH.
- FE06 - TIMBER POST/ BEAM PERGOLA. NATURAL FINISH.
- FE07 - SOLID CORE DOOR. CHARCOAL COLOUR FINISH.



**North Elevation**

1  
1 : 100



**South Elevation**

2  
1 : 100

No.	Description	Date
1	ISSUED FOR TP APPROVAL	APRIL 2023

**6 WATSON ST LOT 3 & 3A**

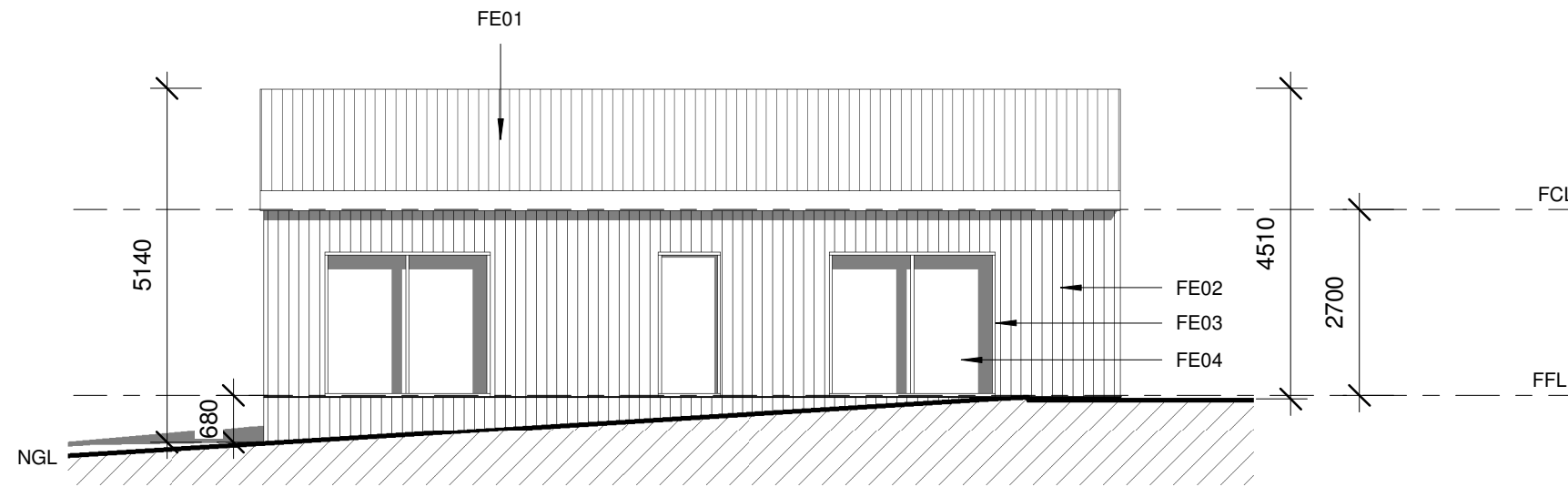
**Elevations**

Project number	202005	<b>A_201</b>
Date	MAR 2023	
Drawn by	Author	
Checked by	Checker	
Scale		1 : 100

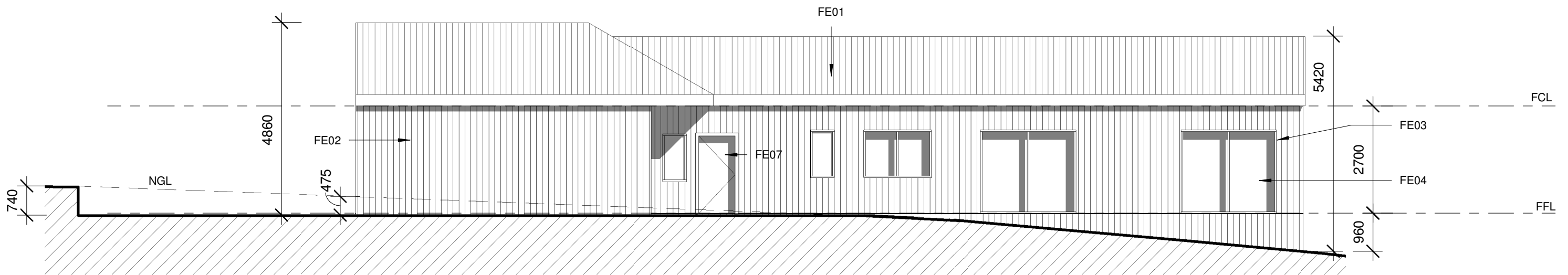


**EXTERNAL MATERIALS LEGEND**

- FE01 - METAL SHEET CLADDING. GALVANISED ALUMINIUM FINISH.
- FE02 - TIMBER APPEARANCE CLADDING PANEL. CHARCAL COLOUR FINISH.
- FE03 - ALUMINIUM WIMNDOW FRAMES. ANODISED ALUMINIUM FINISH.
- FE04 - CLEAR GLASS DOUBLE GLAZING.
- FE05 - TIMBER APPEARANCE GARAGE DOOR. HORIZONTAL SLATS. CHARCOAL FINISH.
- FE06 - TIMBER POST/ BEAM PERGOLA. NATURAL FINISH.
- FE07 - SOLID CORE DOOR. CHARCOAL COLOUR FINISH.



**1 East Elevation**  
1 : 100



**2 West Elevation**  
1 : 100

--

No.	Description	Date

**6 WATSON ST LOT 3 & 3A**

Elevations		A_202
Project number	202005	
Date	MAR 2023	
Drawn by	Author	
Checked by	Checker	
Scale	1 : 100	

# Farm/Land Management Plan

## Introduction

This Farm/Environmental Management Plan was prepared for the following property:

### **6 Watson St, Castlemaine, Lots 3 & 3A Section D8 Parish of Castlemaine**

The Shire of Mount Alexander has requested that a Farm/Land Management Plan be carried out as part of the Planning Permit process in relation to a residential development on the subject property.

This document provides an assessment;

1. of the current and past land management practices.
2. of the existing native vegetation, fauna and waterways.
3. of the existing environmental issues and a plan for how they might be addressed
4. the impact of proposed/planned development and recommendations how they might be minimized and enhance environmental and bio diversity value

## Property Overview

The property as a whole encompasses approximately 55ha and is located on the urban fringe of Castlemaine. There is one dwelling on the property along with a number of older unused farm buildings and infrastructure.



Plate 1: Cattle Yards with old dairy and barn in the background

The property is a mix of rolling open paddocks and sparsely treed rocky rises. There is a seasonal waterway that runs north/south through the property. There are a number of rain fed dams which in

the past were supplemented by the Coliban irrigation system. Fences and yards are generally in a poor condition though some small sections of fences are more recently repaired or replaced.

Soils are typical of LMU Sedimentary Rolling as described in the Mount Alexander Rural Land Study. With a topsoil, sometimes containing shale, ranging from 5-10cm in lower riparian areas becoming shallower to none with elevation up the slope. Sub soils are medium to heavy clays with poor permeability. Some of the more forested areas to the north of the property might be better described as LMU Sedimentary Steep. Over-all excluding the narrow riparian areas the soils are poor and offer limited opportunity for agriculture other than limited grazing.

The pastures have indications of historical improvement practices with the presence of some desirable perennial grasses such as Phalaris and Cocksfoot along with Ryegrass and some clovers. These species are more prominent in the lower more fertile areas. Pasture cover is good (90-100%) in most areas other than the high rocky rises. However over-all pasture quality is poor with a high presence of annual grasses such as Barley and Silver grass and broadleaf weeds including Cape Weed, Erodium, docks and thistles.



Plate 2: Sweet Briar and pasture grasses.

The area to the north of the property borders crown land where patches of better-quality remnant vegetation are present. These more elevated areas are best described as Heathy Dry Forest (EVC 20) or Box Iron Bark (EVC 61). Eucalypt species include Grey Box, Red Box, Red Stringybark and some Yellow Box. Mid storey species are sparse and include Golden Wattle, Gold Dust Wattle, Silver Wattle, Hakea, Native Cherry Tree and Cassinia. There are some grasses and Graminoids present but these are sparse as a result of grazing. Some native Juncus and Sedge species persist in the open pasture areas despite grazing pressure.



## Land Management Practices (Past and Current)

### Grazing

The owners currently graze a small (<10) herd of beef cattle on the property, they consider this a practice in reducing vegetation (grasses) and hence fire risk across the property than an agricultural enterprise. Despite the impact of grazing, proximity to the urban fringe/rural living areas means that further fire reduction practices such as slashing are still required annually. The proximity to Castlemaine's fringe also provides other challenges to grazing livestock such as domestic animals (mainly dogs), trespassing and containment.

### Pest plant and animals

Woody weeds such as Gorse, Blackberry, Cape Broom, Sweet Briar, Willow and Hawthorne are present across the property in particular along the waterway. There is evidence of past efforts to control these weeds both chemically and mechanically however a more co-ordinated approach is needed to contain and reduce these infestations. Other weeds are also present including Horehound, Spiny Rush and thistles. A significant new weed threat in the area is Chilean and Texan Needle grass, some small infestations have been identified on the property and have been controlled with the support of the Mount Alexander Shire and Margaret Panter.



Figure 3: Mature Gorse infestation.

There is significant evidence of rabbits along the waterway and in the more open areas with some large warrens present. Foxes would be present and or traverse the property however could not be confirmed.





Plate 4: Evidence of rabbits.

### Revegetation and Exclusion

The owners have undertaken a number of projects to promote the protection of remnant vegetation and encourage revegetation.

- Approximately 200m of the waterway has been fenced off to limit grazing pressure in an effort to control erosion and protect remnant vegetation. This area was also revegetated with native seedlings. This project was conducted with the support of the North Central Catchment Management Authority (NCCMA)
- Approximately 7ha of land adjoining crown land has been totally excluded from grazing. This area has been revegetated by direct seeding and seedling planting with the support from the NCCMA.
- Shelter belts have been created using native species of eucalypt and acacia.



Plate 5: Exclusion fencing along waterway.

## Lots 3 & 3a - proposed dwelling parcel



Figure 1: Proposed Site Plan

### Soil type

The soil surrounding the proposed dwelling are typical of the rest of the property (LMU sedimentary rolling), given the elevation of the site there is little to no topsoil.

### Pasture

The pasture surrounding the proposed dwelling is generally poor in condition. There is some Phalaris Cocksfoot, Ryegrass and clover present but predominantly annual grasses dominate. Some native Juncus and herbs persist despite grazing pressure.





Plate 6: Native Juncus species persisting in pasture.

### Fencing

The proposed dwelling parcel isn't completely defined by existing fence lines, where it is the fences are generally in an average condition. Some more recently improved sections exist i.e. where tree shelter belts have been created along Watson St and the neighbouring dwellings driveway.

New fencing immediately around the dwelling and along the driveway will be required, this will be possible while still retaining access for grazing to the rest of the parcel.



Plate 7 : Fence along existing dwelling driveway, west of proposed dwelling.

## Water sources

There is currently no source of water within the proposed dwelling parcel. Grazing of this area will be conducted as part of the existing paddock which includes a permanent dam to the north east of the proposed dwelling parcel.

## Trees and remnant vegetation

There are a number of significant isolated trees within the proposed parcel including a scattered grouping of 4 to the south east of the proposed dwelling. There is also an area of significant remnant vegetation (>25 trees) in the north east corner. Predominantly Grey and Yellow Box, many of these trees exceed a diameter of 25cm at breast height and have the potential to provide quality habitat such as hollows and nesting sites. A brief survey of these areas confirmed the presence of hollows. Exclusion fencing of the remnant area which extends beyond the proposed parcel would be beneficial. Excluding stock would help protect the existing trees and encourage under story species which are not present currently.



Plate 8 : Remnant vegetation north east of proposed dwelling





Plate 9: Mature Grey Box trees on the proposed dwelling parcel

### Soil damage or erosion

The proposed dwelling parcel topography is gently rising from south to north. The siting of the dwelling on a more levelled of area within the parcel will help alleviate the risk of erosion however efforts should be taken to minimize “off-track” use of vehicles during construction. Care should also be taken to accommodate effective drainage of heavy rainfall in the construction of the new driveway.

### Access

As described above, the majority of the proposed dwelling parcel will be treated as part of the existing paddock as such access to and through the property for stock or land management will not be significantly affected.

### Revegetation

Revegetation of the proposed fenced off remnant vegetation site would accelerate the rehabilitation of this area. This should be done using species from the relevant EVC, resources and help is available from the Mount Alexander Shire or groups such as Landcare and Connecting Country. It is anticipated further revegetation will take place along the driveway and within the dwelling reserve after construction. A suggested revegetation program is outlined in the 10 Year Land Management Program below.

## Pest plant and animals

Weeds present in the proposed dwelling parcel include Blackberry, Gorse, Sweet Briar and Hawthorne. Blackberry and Gorse are regionally controlled weeds in the North Central Catchment and should be controlled. Chilean and Texan Needle grass has been identified in areas to the south and east of the proposed parcel, continued vigilance of this weed and co-operation with relevant authorities is recommended.

Advice on weed control is available from the Mount Alexander Shire or local Landcare Groups, chemical control by spraying or cut/paint would be appropriate in these situations. A suggested weed control program is outlined in the 10 Year Land Management Program below.



Figure: Gorse, Blackberry and Hawthorne present on the proposed dwelling parcel.

Report prepared by:

### **Lachlan Brown Environmental and Agricultural Services**

Lachlan Brown, BaAgrSci

Ph – 0418571344

Email – [lachy\\_brown@bigpond.com](mailto:lachy_brown@bigpond.com)

415 Watersons Rd, Baringhup 3463

## APPENDIX A - Ten Year Land Management Plan

Year	Environmental Management Action	Location	Timing/Frequency	Who	Technique	Completed
1	Control Gorse, Blackberry,	Scattered plants.	When actively growing (Nov-April)	Contractor or Landowner	Foliar spray, Cut/Paint, Manual removal	On going
1	Control Hawthorne	Scattered plants	Year round	Contractor of Landowner	Manual Removal, Cut/Paint	On going
1	Monitoring for Needle Grass - Control if required	Entire property	Year round	Contractor or Landowner	Foliar spray	On going
2	Remnant Vegetation – exclusion fencing	North East section	Year round	Contractor or Landowner	Stock proof fencing	On going
2	Control Gorse, Blackberry,	Scattered plants.	When actively growing (Nov-April)	Contractor or Landowner	Foliar spray, Cut/Paint, Manual removal	On going
2	Control Hawthorne	Scattered plants	Year round	Contractor of Landowner	Manual Removal, Cut/Paint	On going
2	Monitoring for Needle Grass - Control if required	Entire property	Year round	Contractor or Landowner	Foliar spray	On going
3	Monitoring for pest animals i.e. rabbits & control if required	Remnant Veg – North East	Year round	Contractor or Landowner	Harbour destruction, poisoning.	On going
3	Monitoring for woody weeds & Control if required	Entire property	When actively growing (Nov-April)	Contractor or Landowner	Foliar spray, Cut/Paint, Manual removal	On going
3	Monitoring for Needle Grass - Control if required	Entire property	Year round	Contractor or Landowner	Foliar spray	On going
3	Native revegetation as per EVC plant lists	Remnant Veg – North East	Late Winter/Early Spring	Contractor or Landowner	Seedlings	On going

<b>Year</b>	<b>Environmental Management Action</b>	<b>Location</b>	<b>Timing/Frequency</b>	<b>Who</b>	<b>Technique</b>	<b>Completed</b>
4-10	Monitoring for Needle Grass - Control if required	Entire property	Year round	Contractor or Landowner	Foliar spray	On going
4-10	Monitoring for woody weeds & Control if required	Entire property	When actively growing (Nov-April)	Contractor or Landowner	Foliar spray, Cut/Paint, Manual removal	On going
4	Native revegetation as per EVC plant lists	Remnant Veg – North East	Late Winter/Early Spring	Contractor or Landowner	Seedlings	On going
4-10	Monitoring for pest animals i.e., rabbits & control if required	Remnant Veg – North East	Year round	Contractor or Landowner	Harbour destruction, poisoning.	On going
5-10	Continue to enhance Remnant Vegetation site – i.e., Nesting Boxes	Remnant Veg – North East	Year round	Contractor or Landowner	Seek advice	On going



## Planning Permit Application PA261/2022 – 6 Watson Street, Castlemaine

That Council resolve to issue a Planning Permit associated with PA261/2022 for the two-lot subdivision (dwelling excision) at 6 Watson Street, Castlemaine subject to the following conditions:

### Condition 1

1. Before the development starts, amended plans [and documents] to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and three copies must be provided. The plans must be generally in accordance with the advertised plans, but further modified to show:
  - a) A Plan of Consolidation including the following titles:
    - i. CA 10 SEC D8 Parish of Castlemaine;
    - ii. CA 3 SEC D8 Parish of Castlemaine;
    - iii. CA 3A SEC D8 Parish of Castlemaine;
    - iv. CA 4 SEC D8 Parish of Castlemaine;
    - v. CA 6 SEC D8 Parish of Castlemaine;
    - vi. CA 7 SEC D8 Parish of Castlemaine;
    - vii. CA 8 SEC D8 Parish of Castlemaine;
    - viii. CA 9 SEC D8 Parish of Castlemaine;
    - ix. CA 146 SEC D9 Parish of Castlemaine;
    - x. CA 5 SEC D8 Parish of Castlemaine;
    - xi. L1-4 TP875886 V3451 F070

### Layout no to be altered

2. The layout of the use(s) and the development as shown on the endorsed plans must not be altered or modified unless otherwise agreed in writing by the Responsible Authority.

### General

3. The use must be managed so that the amenity of the area is not detrimentally affected though the:
  - a) transport of materials, goods or commodities to or from the land;
  - b) appearance of any buildings, works or materials;
  - c) emission of noise, artificial light, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit or oil; and
  - d) the presence of vermin,to the satisfaction of the Responsible Authority.
4. All external materials must be non-reflective and finished in natural colours or shades to the satisfaction of the Responsible Authority.
5. All external materials, finishes and paint colours are to be to the satisfaction of the Responsible Authority.
6. All external lighting provided on the land, including lighting of car parking areas and buildings, must be located, directed, baffled and shielded and of such limited intensity that no nuisance

or loss of reasonable amenity is caused to any person beyond the site to the satisfaction of the Responsible Authority.

7. All areas of disturbed ground must be stabilised and revegetated at the completion of the development to the satisfaction of the Responsible Authority.

### Engineering

8. A legal point of discharge must be obtained from Council's Engineering Services Unit before any drainage infrastructure is constructed.
9. The development must be drained to the satisfaction of the Responsible Authority.
10. Before the use starts [building is occupied], the area(s) set aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
  - a) fully constructed
  - b) properly formed to such levels that may be used in accordance with the plans
  - c) surfaced with an all-weather surface or seal coat (as appropriate)
  - d) drained and maintained in a continuously usable condition
  - e) line marked to indicate each car space, loading bay and/or access lane
  - f) clearly marked to show the direction of traffic along access lanes and driveways

all to the satisfaction of the Responsible Authority.

11. No fewer than two car parking spaces must be provided on the land to the satisfaction of the Responsible Authority.

### Goulburn Murray Water

12. All construction and ongoing activities must be in accordance with sediment controls principles outlined in 'Construction Techniques for Sediment Pollution Control' (EPA, 1991).
13. All wastewater from the site must be disposed of via connection to the reticulated sewerage system in accordance with the requirements of the relevant urban water authority.
14. No buildings are to be located within 30m of any waterways (dams on waterways) on any drainage line.

### Coliban Water

15. The owner is required to reach agreement with Coliban Water for the provision of a reticulated water supply and sewerage services for the proposed residence located on Lot 3A within this development site and to comply with any requirements arising from any effect of the proposed development on Coliban Water assets.

Services are to be provided and where necessary, amendments to the existing services, will be required in accordance with our specifications.

16. The reticulated sewer main extension required to service the proposed residence located on Lot 3A within the development site, must be designed, constructed and must be finalized in accordance with Coliban Water's Developer Installed Works process. Sewer mains are required to provide full lot control.
17. Application to connect the proposed residence to Coliban Water's Reticulated water supply and gravity sewerage service network, will need to be made through our consent to connect

process, prior to the property service drains (sewerage service), being connected to Coliban Water assets in accordance with our conditions.

Coliban Water's approved contractor is required to install the water tapping, meter assembly and digital data device (water meter) which will be located in an accessible location within 2.0 metres but no closer than 600m, inside the title boundary line front the Watson Street.

Evidence is required to be forwarded to Coliban Water verifying the locations of the property service drains once the residence has been constructed.

The evidence required is a letter/statement from a registered and licensed plumbing contractor for the property drains. A detailed as-constructed plan of the drains and a copy of the Victorian Building Authorities Compliance Certificate are required to be forwarded to Coliban Water for record purposes.

18. The owner of the land would be required to make payment to Coliban Water of a New Customer Contribution (NCC). This contribution is based upon the allotment to be connected to Coliban Water's water supply and sewerage networks. A Tax Invoice will be supplied to the owner as part of Coliban Water granting its consent to a new application to connect to the water and sewer mains.

If sewer servicing this development site is to be by pressure sewer rather than provision of traditional gravity sewer then: a New Customer Contributions (NCC) for pressure sewer will apply to this lot being connected to the reticulated infrastructure required. This NCC is to provide developer funding for the supply, installation and ongoing maintenance requirements by Coliban Water for the property assets on this lot including tank, pump and control box. The NCC applied may be higher for larger lots where additional works are required. The supply and installation will be completed by our approved contractors after an application to connect is received.

NCC's must be paid before Coliban Water will provide consent to connect, as in this the case. Please refer to our [Schedule of Fees & Charges](#) accessed via the Coliban Water website for the NCC's applicable for the current financial year.

19. All private works for water supply and sanitary drainage must be constructed in accordance with the National Plumbing and Drainage Code of Australia being AS 3500, the MRWA Water Metering & Servicing Guidelines 2022 and or any relevant requirements of Coliban Water.
20. Please note under Section 165(5) of the *Water Act 1989*, Coliban Water is not required to ensure that the water pressure is adequate for firefighting. It is important to note that Coliban Water does not guarantee fire flows.

#### North Central Catchment Management Authority

21. All buildings must be set back a minimum of 30 metres from the top of bank of the water that runs along and across Watson Street.

#### Permit Expiry

22. This permit will expire if one of the following circumstances applies:

- a) The development is not started within two years of the date of this permit; or
- b) The development is not completed within four years of the date of this permit.

The Responsible Authority may extend the permit if a request is made in writing in accordance with Section 69 of *Planning and Environment Act 1987*.





# Financial Reserves Policy



<b>Document Type:</b>	Council Policy	TRIM reference:	DOC/23/47006
<b>Document Status:</b>	Approved by Council		
<b>Policy Owner (position):</b>	Executive Manager Corporate Services		
<b>Internal endorsement required:</b>	Not Applicable		
<b>Final Approval by:</b>	Council		
<b>Date approved:</b>	<a href="#">Click here to enter a date.</a>		
<b>Evidence of approval:</b>	Select approver of type a position title – Refer to Notes in TRIM		
<b>Version Number:</b>	3	Frequency of Review:	3 years
<b>Review Date:</b>	19/10/2023		
<b>Date rescinded:</b>	<a href="#">Click here to enter a date.</a> OR <input checked="" type="checkbox"/> Not applicable		
<b>Related legislation:</b>	Local Government Act 2020 Planning and Environment Act 1987 Subdivision Act 1988 Australian Accounting Standards		
<b>Related strategic documents, policies, or procedures:</b>	Financial Plan Annual Budget		

Date	Version Number	Details of Version	Modified by
19/10/2023	3	Review, update and re-adoption	Management Accountant
18/02/2020	2	Review, update and re-adoption	Management Accountant
23/02/2016	1	Adopt	Manager Finance

## 1. Purpose

The purpose of this policy is to establish requirements around the creation of Reserves, transfer of funds to Reserves, expenditure of funds from Reserves, and ensuring that sufficient cash is available to fund Reserve projects.

## 2. Scope

This policy is applicable to both statutory and discretionary financial reserves of Council. It excludes the asset revaluation reserve that arises under the Australian Accounting Standards because it relates to the change in asset values rather than the collection of funds.

## 3. Policy

Financial reserves are amounts of money set aside for future specific use. In general, these funds do not have bank accounts of their own but are a theoretical split up of the cash surplus that Council has on-hand.

Council will maintain both statutory and discretionary financial reserves that acknowledge the receipt of funds from particular sources, and are to be applied on programs that are consistent with the purposes of that reserve fund.

Statutory financial reserves are established to record revenues received from developers which are set aside to fund capital projects in future years. Typical examples of statutory financial reserves include public open space, car parking, native vegetation, subdivision road work, and community infrastructure.

Discretionary financial reserves are established for a specific internal purpose and if the purpose does not eventuate or Council changes its priorities, the funding can be diverted to other purposes through a Council resolution.

For the purposes of efficient financial management, it is acknowledged that in lieu of borrowings, reserve funds may be used to assist funding specific projects but are not designed to assist in the general operations of Council.

Reserves represent a record of future obligations or project aspirations. To ensure prudent management of these funds, expenditure from these reserves will form part of the annual budget program as approved by Council, or as resolved by Council, the Chief Executive Officer, or Directors from time to time.

As at 30 June each year the recorded cash balance will, at a minimum, be equivalent to the total balance of statutory and discretionary financial reserves.



## 3.1. Creation of Financial Reserves

As a general rule, income and expenditure will be budgeted in the financial year in which it occurs and will not be set aside in reserves for future use. However, Council will, in some instances, create reserves where:

- It is anticipated that extensive works will require funding over a period of time.
- Funds are collected specifically for funding of capital works.
- There is a legal or legislative requirement.

Statutory financial reserves will be created as required.

Discretionary financial reserves will be created where it is expected that the balance of the reserve will reach \$250,000.

If a new discretionary reserve is required, a report must be prepared and submitted to Council for approval. The report will include details of:

- Why the financial reserve is required and its expected dollar value.
- Where the funds to be transferred to the reserve will come from.
- What the funds will be spent on.
- When the funds will be spent.
- The length of time the reserve will be required.
- The manner in which the reserve will be closed.

## 3.2. Transfer of funds to Financial Reserves

Amounts transferred to individual statutory and discretionary financial reserves come from a variety of sources including:

- Developer contributions - 100% of developer contributions will be transferred to the applicable reserve in the financial year that funding is received.
- Waste charges - the surplus from waste operations (including general waste charges) will be transferred to the waste reserve each year.
- Budget transfers - transfers determined as part of the budget process.
- Uncompleted works - all capital, special and operational projects approved by Council for carry forward will be transferred to the uncompleted works reserve each 30 June and then reversed on 1 July.
- Unspent grants - all grants identified as unspent and not tied to a carry forward project at year end, will be transferred to the unspent grants reserve and then reversed on 1 July.
- Energy and water savings - 100% of the annual energy and water savings generated from projects funded by the reserve will be transferred to the reserve. This process will be repeated over subsequent years until 125% of the initial cost of the project has been transferred to the reserve. For example, if \$7,000 was spent on a solar energy system, the payback to the reserve would be \$8,750. All assumptions about the payback period must be detailed in the proposal that is endorsed for each specific project.

New reserve amounts transferred to the reserve must be from the sources outlined above.

### 3.3. Transfer of funds from Financial Reserves

All transfers of funds from a reserve must be for the agreed purposes for which the reserve was created. Reserve transfers will be reported as part of the quarterly finance report presented at a Meeting of Council.

#### Transfers approved as part of the budget process

In most cases the transfer of funds from reserves will be approved as part of the annual budget process. For example, proposed capital works projects need to include details of project funding, including any planned use of reserves.

#### Transfers of funds in excess of approved budget

In cases where a transfer of funds from a reserve was approved in the budget but subsequently a higher level of funding is required from the reserve, approval must be sought before transfers are made:

- For transfers from a reserve which are less than 10% and \$20,000 variance to the budget, Director approval is required.
- In cases where the variance to the budget is more than 10% and \$20,000, the CEO must approve the transfer.

Any such transfer approved by a Director or the CEO will be reported to Council in the next quarterly finance report.

#### Transfers of funds not approved as part of the budget process

In the instance where there may be a requirement to transfer funds from a reserve for purposes not foreseen when the budget was developed, any such transfer from a reserve for purposes outside of the budget must be approved by the CEO or a Council resolution.

- For transfers from the reserve which are less than \$20,000, the CEO must approve the transfer. Any such transfer approved by the CEO will be reported to Council in the next quarterly finance report.
- In cases where the transfer from the reserve is more than \$20,000, the transfer must be approved by Council resolution.

#### Transfers of funds from the energy and water savings reserve

Funds can be transferred from the energy and water savings reserve if the Executive approves the proposal or to fund projects that reduce energy or water usage.

## 4. Definitions of Abbreviations Used

A table of terms and their definitions as they relate to the policy

Term	Definition
Reserves/Reserve Fund	Funds that have been set aside from cash surplus for future funding of projects. From an accounting perspective the value of these funds are recorded as equity in the balance sheet.
Statutory Financial Reserves	The use of funds from statutory financial reserves is governed by legislation or other legal requirements and records Council's future expenditure commitments. These reserves hold funds collected from developers or funding bodies that represent future obligations, and are separately accounted for to ensure sound financial management of future operations.
Discretionary Financial Reserves	<p>Discretionary financial reserves established by Council to fund future works. There are no legislative or legal requirements governing the use of these funds.</p> <p>Council may create program specific reserves (e.g. waste) where capital purchases occurring across multiple financial years are funded by operational surpluses generated by these assets.</p>
Asset Revaluation Reserve	Records the change in asset values e.g., land, buildings, drains, roads, footpaths, bridges etc., rather than the collection of funds.

## 5. Human Rights Statement

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act (2006).

## 6. Gender Equity Statement

It is considered that this policy does not impact negatively on any gender equity principles as outlined in the *Gender Equality Act 2020*. Council is committed to meeting its obligations as stated in the Act and to further promote the right to equality as set out in the Charter of Human Rights.

## 7. Child Safety Statement

Council is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. All children who come in contact with Councillors, employees, contractors and volunteers from the organisation have a right to be, and feel, safe. We have specific policies, procedures and training in place to support employees, volunteers, and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are



# Financial Reserves Policy



respected, and they contribute to how we plan for, design, and develop our services and activities.