

# CANOWINDRA TOWN IMPROVEMENT FUND RESERVE POLICY

## STRATEGIC POLICY

**Responsible Department:** Office of the General Manager

**Responsible Section:** Office of the General Manager

**Responsible Officer:** General Manager

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### Objective

To provide a framework for the ongoing management of the Canowindra Town Improvement Fund (CTIF) reserve.

### Introduction

The purpose of this policy is to provide a clear direction in relation to the responsible and consistent management of the CTIF reserve and establish a decision framework that:

- Identifies when funds are to be set aside for future use;
- Provides a framework for access to the CTIF reserve; and
- Aligns with Council's Integrated Planning and Reporting framework, including the Long Term Financial Plan, Annual Budget, Delivery Program and Operational Plan.

This policy applies to all applications for funding from the CTIF Reserve.

### Policy

Projects funded by the Canowindra Town Improvement Fund (CTIF) reserve ideally should be identified transparently and specifically in the Integrated Planning & Reporting Framework through consultation with the Canowindra Community when Council is reviewing or developing its Community Strategic Plan (CSP). The strategies from the CSP are then carried through to the Delivery Program and expanded into actions and included in more detail in the Operational Plan, including the Annual Budget and Resourcing Plans.

Projects that might be identified outside of the Integrated Planning & Reporting Framework timeframe would require specific consultation with the Canowindra community, and a formal application would need to be submitted to Council for consideration. The General Manager then prepares a report for the consideration of the Council that addresses the required consultation

process undertaken. In cases where expenditure would exceed \$20,000 Council will seek submissions from the Canowindra community in a 28-day exhibition process. Council will consider any subsequent submissions prior to resolving to access the reserve funds in these instances.

The CTIF reserve funds a \$5,000 per annum transfer to the Canowindra Sports Trust Provision account for capital projects. The Canowindra Sports Trust identifies projects through their formalised meeting process then submits a request to Council, which includes the confirmed minutes of the meeting.

As per the Guidelines issued by the Office of Local Government, specific details such as transfers to and from reserves and planned transfers in reserves, will be provided to Council as part of the Quarterly Budget Review process.

## Responsibilities

**Councillors:** must ensure compliance with the policy

**General Manager:** responsible for the overall control and implementation of the policy.

**Deputy General Managers:** responsible for the control of the policy and procedures within their area of responsibility.

**Department Leaders:** also responsible for the control of the policy and procedures within their area of responsibility.

**Others:** Community groups and individuals submitting applications for funding from the CTIF reserve must comply with the policy.

## References

Local Government Act 1993

Local Government (General) Regulation 2005

OLG Guidelines

Canowindra Town Improvement Fund Reserve Guidelines – located in council's Electronic Records Management System (Doc ID 1149664).

Community Strategic Plan – locate on council's website

Delivery Program – locate on council's website

Operational Plan– locate on council's website

Annual Budget – locate on council's website

Long Term Financial Plan – locate on council's website

Asset Management Plans – locate on council's website

## History

Minute No.	Summary of Changes	New Version Date
20/10/09	Policy adopted by Council	27 October 2022
22/09/16	Readopted as per s165(4)	27 September 2022