|  |  |
| --- | --- |
|  |  |
|  | Special Variation Application Form Part B  Enter name of the council here  Application Form  2024-25 |
|  |  |

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| --- | --- |
| **Acknowledgment of Country**  IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders both past and present.  We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.  **Contact details**  Enquiries regarding this document should be directed to a staff member:  Jisoo Mok (02) 9019 1955 Sheridan Rapmund (02) 9290 8430  **The Independent Pricing and Regulatory Tribunal**  IPART’s independence is underpinned by an Act of Parliament. Further information on IPART can be obtained from [IPART’s website](https://www.ipart.nsw.gov.au/Home). |  |

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Council Information

Please fill out the table below.

|  |  |
| --- | --- |
| Council name | Click here to enter text. |
| Date submitted to IPART | Click here to enter text. |

# About this application form

This application form is to be completed by councils applying for a special variation (SV) to general income for 2024-25 under section 508(2) or 508A of the *Local Government Act 1993* (LG Act). The application form is in two parts:

1. Application Form [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) (separate Excel spreadsheet)
2. Special Variation Application Form Part B (this MS Word document)

The SV Application Form Part B collects:

* Description and Context information for the SV
* Evidence against:
  + Criterion 1: Need for the variation
  + Criterion 2: Community awareness and engagement
  + Criterion 3: Impact on ratepayers
  + Criterion 4: IP&R documents
  + Criterion 5: Productivity improvements and cost containment strategies
  + Criterion 6: Other relevant matters
* Council certification and contact information

It also provides a List of attachments and checklist to assist councils.

When completing this Application Form, councils should refer to:

* The ‘Apply for a SV or minimum rates (MR) increase’ page of IPART’s [website](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase)
* The Office of Local Government (OLG) [Guidelines](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf) issued in November 2020
* IPART’s SV Guidance Booklet – *Special Variations: How to prepare and apply* available on our [website](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase).

We encourage Councils to contact IPART early in their preparation to apply, or potentially apply, for an SV.

# Description and Context

These questions seek information not tied to a specific criterion in the OLG guidelines.

Question 1: What type and size of SV is the council is applying for?

In , please use the checkboxes to indicate the type of SV the council is applying for. In , please provide, rounded to **2 decimal places:**

* the total percentage increase (including the rate peg) and,
* for a section 508A SV, the cumulative percentage increase over the SV period.

Should an SV be approved, the instrument will list the approved percentage(s) and cumulative percentage rounded to 2 decimal places, unless council has specifically applied for a different number of decimal places.

If applying for a Crown Land Adjustment (CLA), please **do not** include the CLA percentage in Table 2. Information about CLAs is collected in Question 2 below.

In Table 3, please explain if the council would like its instrument issued to a different number of decimal places and if it has used an assumed rate peg that is not 2.50%.

Our [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) has an example of these questions completed.

1. Table 1 Type of special variation

|  |  |  |  |
| --- | --- | --- | --- |
| What type of SV is this application for? | Section 508(2) | Section 508A |  |
| Are you applying for Permanent or Temporary? | Permanent | Temporary | Permanent + Temporary |

1. Table 2 The council’s proposed special variation

|  | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | 2029-30 | 2030-31 |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Is this year in the SV period? | yes | yes/no | yes/no | yes/no | yes/no | yes/no | yes/no |
| Percentage increase | X.XX% |  |  |  |  |  |  |
| Rate peg | Replace with actual rate peg |  |  |  |  |  |  |
| Cumulative percentage  increase over the SV period for s 508A | X.XX% |  |  |  |  |  |  |
| Indicate which years are permanent or temporary |  |  |  |  |  |  |  |

1. Table 3 Further questions

|  |  |
| --- | --- |
| Question | The council’s response |
| Does the council wish its potential SV instrument to be issued with a different number of decimal places? | Click here to enter text. |
| If the council used an assumed rate peg that is not 2.50%, please briefly justify why it did so. | Click here to enter text. |

Question 2: Is the council applying for a Crown Land Adjustment (CLA) in 2024-25?

Please fill out the table below if the council is also applying for a CLA, otherwise leave it blank.

|  |  |
| --- | --- |
| Is the council also applying for a CLA? | Choose an item. |
| If so, by what percentage? | X.XX% |
| What is the dollar ($) value for the CLA? | $Click to enter amount |
| Who was the prior owner of the Crown Land? | Click or tap here to enter text. |
| Briefly outline the reason for the land becoming rateable. | Click or tap here to enter text. |

Question 3: What is the key purpose of the requested SV?

In thetext box below please summarise the key purpose(s) of the proposed SV.

|  |
| --- |
| Click here to enter text. |

Question 4: Is the council proposing to increase minimum rates in conjunction with the special variation?

Complete Table 4 if the council proposes to increase minimum ordinary and/or Table 5 if the council proposes to increase special rates in conjunction with the SV for 2024-25. Otherwise, leave it blank. IPART will also use data provided in Application Form [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) to understand the details of the proposed SV and minimum amounts of rates.

In some situations, a minimum rates increase will be subject to IPART approval. In these cases, councils will need to also complete *Minimum Rate Increase Application Form Part B 2024‑25* (Word document) available on our [website](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase). Please see Table 2.4 of the [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) for further information on when an additional MR increase application may be required. Councils do not need to submit another Application form [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) (Excel document).

1. Table 4 Minimum rates increase for ordinary rates

|  |  |
| --- | --- |
| Does the council have an ordinary rate(s) subject to a minimum amount? | Choose an item. |
| Does the council propose to increase the minimum rate(s) above the statutory limit for the first time? (If yes, you must complete a separate minimum rate increase application form.) | Choose an item. |
| Does the council propose to increase the minimum rate(s) above the proposed SV percentage(s)? (If yes, you must complete a separate minimum rate increase application form, even if the council has been approved to increase its minimum rate above the statutory limit in the past.) | Choose an item. |
| Has the council submitted an application for a minimum rate increase? | Choose an item. |

In the text box below, provide the council’s proposed minimum rates increase (both in percentage and dollar terms) and to which rating category (or sub-category) the increase is to apply for each year (this can be table form).

|  |
| --- |
| Click here to enter text. |

Worksheets 4, 5 and 7 (WS 4, 5 and 7) of the [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) application form collects more detailed information about the proposed minimum rates increase.

1. Table 5 Minimum rates increase for special rates

|  |  |
| --- | --- |
| Does the council propose to increase the minimum amount of a special rate above the statutory limit? | Choose an item. |
| What will the minimum amount of the special rate(s) be after the proposed increase? | $Click to enter amount |
| Has the council submitted an application for a minimum rate increase? | Choose an item. |

The council must ensure that it has submitted [MR Increase Application Form Part B](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase), if required. No separate Part A is required.

Question 5: Does the council have an expiring SV?

Complete the table below if the council has a temporary SV which is due to expire:

* on 30 June 2024, or
* at the end of any year in the period the requested SV would apply.

To calculate the amount to be removed from general income when the SV expires, Council must follow the terms of the relevant condition in the SV instrument. Councils may find the example in Attachment 1 to the [OLG SV Guidelines](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf) useful. The OLG’s SV Guidelines also specify that councils must contact the OLG to confirm the calculation of this amount.

|  |  |
| --- | --- |
| Does the council have an SV which is due to expire on 30 June 2024? | Choose an item. |
| Does the council have one or more SV/s due to expire during the proposed SV period? | Choose an item. |
| If Yes to either question:  a. When does the SV expire? | Click or tap here to enter text. |
| b. What is the percentage to be removed from the council’s general income? | Click or tap here to enter text. |
| c. What is the dollar amount to be removed from the council’s general income? | Click or tap here to enter text. |
| Has OLG confirmed the calculation of the amount to be removed? | Choose an item. |

|  |
| --- |
| Attachments required:   * Instrument(s) approving any SV which expires at the end of the current financial year or during the period covered by the proposed SV. * OLG advice confirming calculation of the dollar amount to be removed from general income as a result of the expiring SV. |

Question 6: Does the council have an existing (ongoing) section 508A special variation which applies in 2024-25?

Complete this question if the council has an existing section 508A multi-year SV instrument which approves an increase to general income above the rate peg for 2024-25 and future years within the period covered by the council’s SV application.

If the council has an ongoing section 508A SV and is seeking additional changes to general income during the term of that existing SV, IPART will need to vary the original instrument if the application is approved, rather than issuing a separate SV instrument to apply for 2024-25 (or later years).

|  |  |
| --- | --- |
| Does the council have a section 508A multi-year SV instrument that applies in 2024-25? | Choose an item. |

If yes to the above question, in the text box below:

* Specify the percentage increase(s) and duration of the SV.
* Outline the council’s actions in complying with conditions in the instrument approving the original SV
* Describe any significant changes relevant to the conditions in the instrument since it was issued.

Supporting documents could include extracts from annual reports or any other publications in which compliance with the terms of the SV has been reported to ratepayers.

|  |
| --- |
| Click here to enter text. |

|  |
| --- |
| Attachments required:   * A declaration by the General Manager as to the council’s compliance with the conditions specified in the SV instrument on the council’s official letterhead. * Supporting documents providing evidence of the council’s actions to comply with the conditions in the instrument, e.g. extracts from annual reports or any other publications in which compliance with the terms of the SV has been reported to ratepayers |

Question 7: Has IPART *ever* approved a special variation (including additional special variations in 2022-23)?

Complete this question if IPART has ever approved an SV for the council.

You **do not need** to complete the text box for this question if the relevant information has been provided in the council’s response to Question 6.

|  |  |
| --- | --- |
| Does the council have a section 508(2) or 508A SV which IPART has approved? | Choose an item. |

If yes, in the text box below, for each SV approved by IPART, briefly:

* Specify the type of SV and the increase to general income approved.
* Outline the council’s actions in complying with conditions in the SV instrument(s) or where the council has failed to comply with the conditions, provide reasons and list the corrective actions undertaken.
* Describe any *significant* changes relevant to the conditions in the SV instrument(s) since it was issued.

Supporting documents could include extracts from annual reports (or webpage hyperlinks to them) or any other publications in which compliance with the terms of the SV has been reported to ratepayers.

|  |
| --- |
| Click here to enter text. |

|  |
| --- |
| Attachments required:   * A copy of the relevant instrument(s) approving SVs issued by IPART. * A declaration by the General Manager as to the council’s compliance with the conditions specified in the SV instrument(s). * Supporting documents providing evidence of the council’s actions to comply with the conditions in the instrument(s). * If applicable, supporting documents providing evidence of the corrective actions undertaken in the event of a failure to comply with the conditions in the SV instrument(s). |

Question 8: Does the council have deferred general income increases available to it?

Complete the question box below if the council has decided not to apply the full percentage increases to general income available to it in one or more previous years under sections 506, 508(2) or 508A of the LG Act.

|  |  |
| --- | --- |
| Does the council have deferred general income increases available to it from one or more previous years under section 511 of the LG Act? | Choose an item. |
| If *Yes*, has the collection of this additional income been included in the Council’s Long Term Financial Plan (LTFP)? | Choose an item. |

In the text boxes also explain:

|  |
| --- |
| a. The quantum, rationale and timing of any deferred increases in general income.  Click here to enter text. |
| b. When council plans to catch up on the deferred general income through the catch up provisions and whether this been included in the LTFP.  Click here to enter text. |
| c. How does this deferred income impact on the council’s need for the SV and its cumulative impact on ratepayers’ capacity to pay? The council may also wish to further expand on this question in of OLG Criterion 1 below.  Click here to enter text. |

# OLG SV Criterion 1 – Financial need

Refer to the [OLG SV Guidelines](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf) as needed, and section 3 of IPART’s [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) when preparing consultation strategy and material for completing this section.

In below, please explain how the council met each component of Criterion 1. Please also provide a reference to evidence in the IP&R documents.

The [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) application form also collects information for this criterion in Worksheets 9 (WS 9 - Financial), 10 (WS 10 - LTFP) and 11 (WS 11 - Ratios).

1. Table 6 OLG Criterion 1 components

| Criteria | Evidence of meeting this criterion from the council’s IP&R documents | Reference to IP&R documents |
| --- | --- | --- |
| The need for, and purpose of, a different revenue path for the council’s General Fund (as requested through the SV) is clearly articulated and identified in the council’s IP&R documents | Click or tap here to enter text. | Click or tap here to enter text. |
| In establishing need for the SV, the relevant IP&R documents should canvass alternatives to the rate rise. | Click or tap here to enter text. | Click or tap here to enter text. |
| In demonstrating this need councils must indicate the financial impact in their LTFP. | Click or tap here to enter text. | Click or tap here to enter text. |
| Evidence of community need/desire for service levels/projects and limited council resourcing alternatives. | Click or tap here to enter text. | Click or tap here to enter text. |
| Evidence could also include the analysis of the council’s financial sustainability conducted by Government agencies | Click or tap here to enter text. | Click or tap here to enter text. |
| If applicable, has the council not applied the full percentage increases available to it in one or more previous years under section 511 of the Local Government Act? If a council has a large amount of revenue yet to be caught up over the next several years, it should explain in its application how that impacts on its need for the SV. | Click or tap here to enter text. | Click or tap here to enter text. |

## Additional information required for councils with an existing SV applying for an additional percentage increase

If the council has **an existing SV**, then explain the **need for a variation to that SV** to increase the annual percentage increases.

|  |
| --- |
| Click here to enter text. |

## Any other factors that demonstrate the council’s financial need (optional)

In the text box please give a brief explanation of any other factors not already mentioned that may be relevant to demonstrate the council’s need.

For instance, the council may wish to discuss the impact of **non-rateable** properties.

|  |
| --- |
| Click here to enter text. |

Worksheet 12 (WS 12) in the [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) Excel application form can also be used to provide additional data.

# OLG SV Criterion 2 – Community awareness and engagement

Refer to the [OLG SV Guidelines](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf) as needed, and section 4 of IPART’s [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) when preparing consultation strategy and materials for completing this section. Please also note that section 4 of IPART’s [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) is the IPART fact sheet referred to in the OLG SV Guidelines under Criterion 2 that provides guidance to councils on the community awareness and engagement criterion for special variations.

## How did the council engage with the community about the proposed special variation?

In Table 7 please provide evidence as to how the councils community engagement met Criterion 2.

1. Table 7 Evidence of the council’s community engagement demonstrating Criterion 2

| Criteria | Evidence of meeting this criterion | Reference to application supporting documents |
| --- | --- | --- |
| Evidence that the community is aware of the need for and extent of a rate rise. | Click or tap here to enter text. | Click or tap here to enter text. |
| The council need to communicate the full cumulative increase of the proposed SV in percentage terms, and the total increase in dollar terms for the average ratepayer, by rating category. | Click or tap here to enter text. | Click or tap here to enter text. |
| The Delivery Program and LTFP should clearly set out the extent of the General Fund rate rise under the SV, for the average ratepayer, by rating category. | Click or tap here to enter text. | Click or tap here to enter page numbers to Delivery Program and LTFP. |
| Council should include an overview of its ongoing efficiency measures and briefly discuss its progress against these measures, in its explanation of the need for the proposed SV. | Click or tap here to enter text. | Click or tap here to enter text. |
| The council’s community engagement strategy for the SV must demonstrate an appropriate variety of engagement methods to ensure community awareness and input occur. | Click or tap here to enter text. | Click or tap here to enter text. |
| Explain the action, if any, the council took in response to feedback from the community | Click or tap here to enter text. | Click or tap here to enter text. |

In the text box below, provide any other details about the council’s consultation strategy, timing or materials that were not captured in Table 7.

|  |
| --- |
| Click here to enter text. |

In the text box below, please provide any other details about the community’s involvement in, engagement with or support of or opposition to the proposed SV not captured in Table 7.

|  |
| --- |
| Click here to enter text. |

Please list out any other attachments in Table 8 that the council has relied on to respond to Criterion 2 that was not otherwise outlined in Table 7.

1. Table 8 Other Criterion 2 attachments

|  |  |  |
| --- | --- | --- |
| Attachment number | Name of document | Page  references |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# OLG SV Criterion 3 – Impact on ratepayers

Refer to the [OLG SV Guidelines](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf) as needed, and section 5 of IPART’s [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) when preparing consultation strategy and material for completing this section. The [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) application form also collects information for this criterion in Worksheet 7 (WS 7 - Impact on Rates).

## How did the council clearly show the impact of any rate rises on the community?

Please articulate in the text box below how the council demonstrated this question.

In your response, please include references to the Delivery Program, LTFP and relevant community consultation materials to support the council’s claims.

|  |
| --- |
| Click here to enter text. |

## How has the council considered affordability and the community’s capacity and willingness to pay?

Please articulate in the text box below how the council demonstrated this question.

In your response, please provide references to the Delivery Program, LTFP and community consultation materials where the council has considered the affordability and the community’s capacity and willingness to pay.

|  |
| --- |
| Click here to enter text. |

## How has the council addressed (or intend to address) concerns about affordability?

|  |  |
| --- | --- |
| Does the council have a hardship policy? | Choose an item. |
| If yes, is an interest charge applied to late rate payments? | Choose an item. |

To inform our assessment, Worksheet 12 (WS 12) in the [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) application form also collects data on overdue rates notices, pensioner concessions and rates notices subject to hardship provisions.

Please provide the council’s response in the text boxes below.

|  |
| --- |
| a. Explain the measures the council proposes to use to reduce the impact of the proposed SV on vulnerable ratepayers, or alternatively, explain why no measures are proposed.  Click here to enter text. |
| b. Indicate whether the hardship policy or other measures are referenced in the council’s IP&R documents (with relevant page reference or extract provided).  Click here to enter text. |
| c. Please explain how the council makes its hardship policy or other measures known to ratepayers.  Click here to enter text. |

## Are there any other factors that may influence the impact of the council’s proposed rate rise on ratepayers (optional)?

Describe the impact of any other anticipated changes in the rating structure (e.g. receipt of new valuations), or any changes to other annual ratepayer charges such as for domestic waste management services.

You may also explain how the number of **non-rateable properties** may impact the council’s average rates, if relevant to your council.

You can provide additional data using Worksheet 12 (WS 12) in the [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) Excel application form. For instance, providing the number of non-rateable versus rateable properties.

|  |
| --- |
| Click here to enter text. |

# OLG SV Criterion 4 – Exhibition and adoption of IP&R documents

Refer to the [OLG SV Guidelines](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf) as needed, and section 6 of IPART’s [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) when preparing consultation strategy and material for completing this section.

Table 9 seeks information which demonstrates that the council has met the formal requirements for the preparation, exhibition, adoption and publication of the current IP&R documents.

1. Table 9 IP&R documents

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| IP&R Document | Exhibition dates | Link to council minutes that outlines the resolution to publicly exhibit | Adoption date | Link to council minutes that outlines the resolution to adopt | Link to the adopted IP&R document on the council’s website |
| Community Strategic Plan | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Delivery Program | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Long Term Financial Plan | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Asset Management Plan (which contain long-term projections of asset maintenance, rehabilitation and replace, including forecast costs). | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

# OLG SV Criterion 5 – Productivity improvements and cost-containment

Refer to the [OLG SV Guidelines](https://www.olg.nsw.gov.au/wp-content/uploads/2020/11/SVG-Attachment-1.pdf) as needed, and section 7 of IPART’s [Guidance Booklet - Special variations: How to prepare and apply](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) when preparing for and completing this section.

## What is the council’s strategic approach to improving productivity in its operations and asset management?

Please provide the council’s response in the text box below.

|  |
| --- |
| Click here to enter text. |

## What outcomes has the council achieved from productivity improvements and cost containment strategies in past years?

Please provide the council’s responses to the questions in in the text boxes below.

|  |
| --- |
| a. Explain initiatives undertaken in the past few years to improve productivity and contain costs.  Click here to enter text. |
| b. Outline the outcomes which have been achieved, including providing quantitative data where possible.  Click here to enter text. |

## What productivity improvements and cost containment strategies are planned for future years?

The council should provide information that details initiatives planned for the next two years when requesting a one-year section 508(2) SV, or match the duration of the proposed SV.

The response should, wherever possible:

* estimate the financial impact of strategies intended to be implemented in the future
* present these as a percentage of operating expenditure
* indicate whether the proposed initiatives have been factored into the council’s Long Term Financial Plan.

In the text boxes below:

|  |
| --- |
| a. Explain the initiatives which the council intends to implement and their financial impact.  Click here to enter text. |
| b. Indicate whether these have been incorporated in the council’s Long Term Financial Plan, if not, explain why.  Click here to enter text. |

## How has the council’s levels of productivity and efficiency changed over time, and compared to similar councils?

In the text box summarise data which demonstrates how the council has improved productivity and indicate its performance against that of comparable councils.

|  |
| --- |
| Click here to enter text. |

1. Table 10 Criterion 5 attachments

|  |  |  |
| --- | --- | --- |
| Attachment number | Name of document | Page  references |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# Council certification and contact information

Councils must submit a declaration in the specified form. It should be completed by the General Manager and the Responsible Accounting Officer.

## Certification of application and declaration

Prepare a document in the form indicated below. Please sign (electronic signature is also acceptable), scan and submit it with your application.

This is to be completed by General Manager and Responsible Accounting Officer.

|  |  |
| --- | --- |
| Name of the council: | Click here to enter text |

We certify that to the best of our knowledge the information provided in the Part A application form and this SV Part B application form is correct and complete. We have completed the checklist for the Part A and B application forms and also provided all relevant attachments as requested (see Table 11, Table 12 and Table 13).

|  |  |
| --- | --- |
| General Manager (name): | Click here to enter text |
| Signature and Date: |  |
| Responsible Accounting Officer (name): | Click here to enter text |
| Signature and Date: |  |

**Note:** These signatures will be redacted before publication of the application.

## Council contact information

IPART’s formal contact with the council will be with the General Manager.

During the assessment period, IPART officers are likely to contact the council with detailed queries about the application and supporting documents. Councils should provide details of the primary contact for such inquiries where this person is a council officer who is not the General Manager. Council officer direct contact details will be redacted before publication of this application.

#### General Manager

|  |  |
| --- | --- |
| General Manager contact phone | Click here to enter text |
| General Manager contact email | Click here to enter text |

Note**:** These contact details will be redacted before publication of the application.

#### Primary council contact

|  |  |
| --- | --- |
| Council contact phone | Click here to enter text |
| Council contact email | Click here to enter text |
| Council email for inquiries about the SV application | Click here to enter text |

Note**:** These contact details will be redacted before publication of the application.

#### Secondary council contact

|  |  |
| --- | --- |
| Council contact phone | Click here to enter text |
| Council contact email | Click here to enter text |
| Council email for inquiries about the SV application | Click here to enter text |

Note**:** These contact details will be redacted before publication of the application.

# List of required attachments

To complete (adding rows as necessary):

* Name each document.
* Check the box to indicate that it is being submitted with the application.

1. Table 11 Required attachments checklist

| Name of attachment | The document is included | The document is not applicable |
| --- | --- | --- |
| Mandatory forms/attachments: | | |
| Application Form [Part A](https://www.ipart.nsw.gov.au/Home/Industries/Local-Government/For-Councils/Apply-for-a-special-variation-or-minimum-rate-increase) (Excel spreadsheet) |  | NA |
| Application Form Part B (this Word document) |  | NA |
| Council resolution to apply for the special variation |  | NA |
| Completed certification and declaration (see 8.1) |  | NA |
| If applicable, to support the responses provided in Question 5 of Description and Context (see section 2) provide: | | |
| Instrument for expiring special variation/s |  |  |
| OLG advice confirming calculation of amount to be removed from the council’s general income |  |  |
| If applicable, to support the responses provided in Questions 6 AND/OR 7 of Description and Context (see section 2) provide: | | |
| Declaration of compliance with conditions in past instruments (if applicable) |  |  |
| Relevant instrument(s) for past special variations (if applicable) |  |  |
| Evidence of compliance with conditions in past instruments (if applicable) |  |  |
| Mandatory public supporting material (i.e. to be published on IPART’s website): | | |
| Community Strategic Plan |  | NA |
| Delivery Program |  | NA |
| Long Term Financial Plan |  | NA |
| Asset Management Plan(s) (required if a key purpose of the SV is related to assets and capital expenditure) |  |  |
| Consultation materials, e.g. copies of media releases, notices of public meetings, newspaper articles, fact sheets used to consult on rate increase and proposed special variation (combined into one document) |  | NA |
| Community feedback (including surveys and results) |  | NA |
| Willingness to pay study (if applicable) |  |  |
| Hardship policy |  | NA |
| Other public supporting materials: | | |
| Government agency’s report on financial sustainability e.g. NSW Treasury Corporation  (if applicable) |  |  |
| (List the additional documents) |  |  |
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| Confidential supporting material (i.e. not to be published on IPART's website): | | |
| (List the documents) |  |  |
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# Checklists

We provide these checklists to ensure that submitted applications meet a minimum standard.

Meeting the requirements of these checklists **does not** guarantee a council will be approved for the SV it has applied for.

1. Table 12 Part A Application Form Checklist

| Checklist items | Please indicate whether the items have been actioned |
| --- | --- |
| Data provided in Part A application (i.e. proposed SV%, rates amount etc) are consistent with those contained in Part B application. |  |
| Table 1.2 of “WS1-Application” lists all the tables in worksheets 1 -12 that council must complete, based on the nature of council’s application. Please confirm that all the data requirements, as listed in table 1.2, have been completed. |  |
| All completed tables (values and units – i.e. $ or $’000) have been completed correctly and verified to source. Please pay attention to the units specified for each table in each worksheet. |  |
| WS 10 - LTFP agrees to the council’s provided LTFP. |  |
| Dollar numbers provided in “WS10 – LTFP” are in dollars ($) not thousands ($’000) or millions ($M) |  |
| If the council has an expiring or existing SV, it has incorporated this when filling out WS 2. |  |
| Annual and cumulative percentages are rounded to 2 decimal places. |  |
| Ensure that figures provided in WS 9 – Financials, WS 10 – LTFP and WS 11 – Ratios are at the General Fund level and *not* consolidated. |  |
| If the council proposes a combined SV, the council has discussed the relevant data and modelling requirements prior to submission. |  |
| Indication whether optional tables in WS 12 has been completed. |  |

1. Table 13 SV Part B Application Form Checklist

| Checklist items | Please indicate whether the items have been actioned |
| --- | --- |
| All required text boxes and tables have been completed. |  |
| All applicable documents per the List of Attachments (Table 11) have been provided. |  |
| The council has declared all SVs (including ASVs) approved since 2011-12 and provided annual reports that show compliance with the instrument reporting conditions, or explaining divergences. |  |
| The council’s LTFP includes both the baseline (no-SV) and the SV scenario it is applying for. |  |
| The proposed SV annual and cumulative percentages agree to those used in community consultation, or if they differ, the reason has been explained. |  |
| If applying for a multi-year SV, the council has correctly calculated the cumulative percentage and dollar impact of the proposed SV using compounding. |  |
| The council has referenced community consultation materials that *at minimum* show the cumulative percentage of the SV and average total dollar increase (cumulative) per rating category. |  |
| Figures presented in Application Form Part B are consistent, as relevant, with those in Application Form Part A. |  |
| The council has submitted a Minimum Rates Part B Application Form, if required. |  |
| For OLG Criterion 5 (section 7), the council has provided concrete evidence and plans for past and future cost-containment and productivity strategies, as far as practicable. |  |