



IPART Independent
Pricing and Regulatory
Tribunal | NSW

Minimum rate increase
application form part B

Application Form

2023-24

Local Government »

Tribunal Members

The Tribunal members for this review are:

Carmel Donnelly, PSM, Chair
Deborah Cope
Sandra Gamble

Enquiries regarding this document should be directed to a staff member:

Edward Jenkins (02) 9113 7774

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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](#).

Acknowledgment of Country

IPART acknowledges the Traditional Custodians of the lands where we work and live. We pay respect to Elders, past, present and emerging.

We recognise the unique cultural and spiritual relationship and celebrate the contributions of First Nations peoples.

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Council information

Council name	City of Canada Bay
Date submitted to IPART	1 February 2023

About this application form

IPART has revised the Application Form to be completed by councils applying for an increase to a minimum rate (MR) for 2023-24 above the statutory limit under s548(3) of the *Local Government Act 1993* (LG Act). The application form is in two parts:

- Minimum Rate Increase Application Form Part A (separate Excel spreadsheet)
- Minimum Rate Increase Application Form Part B (this MS Word document)

Councils can apply for a minimum rate increase (MR increase) either in conjunction with a special variation (SV) under s 508(2) or s 508A of the LG Act, or as a stand-alone adjustment (i.e. without also seeking an increase to general income above the rate peg).

Councils applying for an MR increase in conjunction with a SV should complete the MR Increase Application Form Part B *as well as* completing the SV Application Form Part A and SV Application Form Part B. These councils are **not** required to complete the MR Increase Application Form Part A as all the details about the MR increase will be contained in the SV Application Form Part A spreadsheet.

The MR Increase Application Form Part B consists of:

- Description and Context Questions
- Criterion 1: Rationale for increasing minimum rates above the statutory limit
- Criterion 2: Impact on ratepayers
- Criterion 3: Consultation on the proposal
- Criterion 4: Other relevant matters
- Council certification and contact information
- List of attachments

When completing this Application Form, councils should refer to the following:

- OLG's [MR Guidelines](#) issued in November 2020.

Also refer to the following publications ([website](#)):

- Fact sheet - Minimum Rates in 2023-24
- Information Paper - Minimum Rates in 2023-24
- Information Paper – Community awareness and engagement for special variations and minimum rates

Preparing your application

Ordinary rates – minimum amounts

Councils must apply to increase the minimum amount of an ordinary rate above the statutory limit where:

- The council is currently charging a minimum ordinary rate at or below the statutory limit and is seeking to increase its minimum rate(s) above the statutory limit for the first time.
- The council is currently charging a minimum ordinary rate above the statutory limit and is seeking to increase its minimum rate(s) in 2023-24 by more than the rate peg percentage or the percentage allowed by an SV (i.e. previously approved for 2023-24).
- The council is currently charging a minimum ordinary rate at or below the statutory limit and, as part of implementing a proposed SV for 2023-24 (whether applying a lower, higher or the same percentage increase as the requested SV percentage) the increase would result in minimum rates that are above the statutory limit for the first time.

Councils **do not need** to apply for an increase to minimum ordinary rates in the following circumstances, whether or not they are applying for an SV:

- The proposed increase (even if it is above the rate peg percentage) would result in minimum rate(s) which are still below the statutory limit.
- The minimum rate is already above the statutory limit (having previously been granted approval for the rates to be above the statutory limit) and the council proposes to increase the minimum rate(s) by the rate peg percentage or the percentage allowed by an SV (i.e. which has been approved for 2023-24 by a prior SV instrument).

Special rates – minimum amounts

Councils must apply to increase (even by the rate peg percentage) the minimum amount of a special rate above the statutory limit of \$2, i.e. whether or not the council is applying for an SV for 2023-24.

Attaching supporting material

We prefer to receive relevant extracts rather than complete publications, unless the complete publication is relevant to the response for the criteria. Responses in the text boxes should clearly cross-reference where the information is located in the supporting documents attached to the council's application.

Confidential content in supporting material

IPART will publish all applications (excluding confidential content) on the IPART website. Examples of confidential content are those parts of a document which disclose the personal identity or other personal information pertaining to a member of the public, or a document such as a council working document that does not have formal status, or a document which includes commercial-in-confidence content.

Councils should ensure supporting documents are redacted to remove confidential content where possible, or clearly marked as **CONFIDENTIAL**.

To protect confidential details in submissions from ratepayers, either redact or submit as a confidential attachment (see List of attachments).

Submitting the application online

Applications must be submitted through IPART's Council Portal by Friday, 3 February 2023.

- A file size limit of 10MB applies to the Application Form Part B.
- For supporting documents (Attachments) a file size limit of 400MB applies to public documents, and another 200MB to confidential documents.

Contact Arsh Suri on (02) 9113 7730 for assistance with using the Council Portal.

Description and context

These questions seek general information about the council's application to increase minimum rates.

Question 1: What is the increase to minimum rate(s) the council is applying for?

The response will provide a high-level summary of the proposal to increase minimum rates. Detailed information about the increase will already have been entered in Worksheet 1 of the MR Increase Application Form Part A, and also Worksheet 5a of the SV Application Form Part A if the proposed MR increase is in conjunction with an SV.

If the increase applies to an ordinary rate, complete this section

Does the council propose to increase the minimum amount of its ordinary rate(s) above the statutory limit for the first time? Yes

Which rates will the increases apply to? Residential and Business

If the increase will apply to only some subcategories, specify which N/A

Does the council propose to increase the minimum amount of its ordinary rate(s) by the rate peg percentage, SV percentage or a different percentage? a different percentage
45.47% - over four years

For multi-year increases, please specify the proposed percentage increase for each year (e.g. 2023-24 – 10.3%, 2024-25 – 5.8%)

2023/24 – 15.49%
2024/25 – 8.44%
2025/26 – 7.98%
2026/27 – 7.57%

What will the minimum amount of the ordinary rate(s) be after the proposed increase? \$1,108.07

For multi-year increases, please specify the proposed minimum rate for each year.

2023/24 - \$879.70
2024/25 - \$953.95
2025/26 - \$1,030.06
2026/27 - \$1,108.07

If the increase applies to a special rate, complete this section

Does the council propose to increase the minimum amount of a special rate above the statutory limit? No

Does the council propose to increase the minimum amount of its special rate(s) by the rate peg percentage, SV percentage or a different percentage? Choose an item.
X%

For multi-year increases, please specify the percentage increase for each year (e.g. 2023-24 – 10.3%, 2024-25 – 5.8%) Click or tap here to enter text.

What will the minimum amount of the special rate(s) be after the proposed increase? \$Click to enter amount

For multi-year increases, please specify the proposed minimum rate for each year. Click to enter amounts

Question 2: What is the key purpose(s) for requesting to increase minimum rate(s) above the statutory limit?

In the **text box** indicate at the highest level the key purpose(s) of the proposed increase to minimum rates. The purposes could include one, or a combination of:

- increasing minimum rates by the rate peg percentage
- maintaining an equitable allocation of the rating burden across the council's rating categories
- improving the equitable allocation of the rating burden across the council's rating categories
- matching the level of minimum rates in comparable councils
- improving financial sustainability, and/or
- increasing a special rate by the rate peg percentage.

Council is proposing an increase to residential minimum rates to improve the equitable allocation of the rating burden across the council's rating categories. This increase is aligned to the Special Variation (SV) application, which ensures that the minimum rate increase equates to an overall increase in Council's revenue, rather than simply a redistribution. This means that the proposed increase will also assist with improving Council's financial sustainability, in order to deliver increased services and improved assets in line with community expectations.

Criterion 1 – Rationale for increasing minimum rates above the statutory limit

Criterion 1 in the MR Guidelines is:

The rationale for increasing minimum rates above the statutory amount.

The MR Guidelines discuss minimum rates in the context of rating principles in Attachment 1. The MR Guidelines state that:

Where applicable, councils should make reference to the relevant parts of their Integrated Planning and Reporting (IP&R) documentation to demonstrate how the criteria have been met.^a

IPART expects that councils should be able to provide evidence of how the increase to minimum rates proposal was developed in the context of the council's IP&R framework, and councils should refer to the relevant parts of their IP&R documents.

How to respond for Criterion 1

The council's response providing the rationale for increasing its minimum rate(s) above the statutory limit should be tailored to the specific circumstances of the minimum rate increase, including whether it is part of a proposal for an SV.

If the increase to minimum rates is **in conjunction** with a proposed SV, the response for criterion 1 should focus on the aspects directly relevant to the proposed MR increase. It is not necessary to duplicate all the information explaining how the council established financial need which is included in the response for criterion 1 in the SV Application Form Part B.

Where applicable, councils should provide references to their IP&R documents dealing with the proposal to increase minimum rates to demonstrate how the criterion has been met.

What is the council's rationale for increasing minimum rates above the statutory limit?

In the text boxes the response should:

- Explain how the council developed the proposal in the context of its IP&R framework, including the SV proposal, if relevant.
- Explain why the council considers the increase to minimum rates is necessary.
- Discuss both the benefits and drawbacks of the proposed changes to the rating structure.

^a OLG, MR Guidelines, section 2.2.

a. Why the council is seeking to introduce or increase minimum rates above the statutory limit.

Council is seeking to increase residential and business minimum rates above the statutory limit, in order to ensure a fair and equitable distribution of rates across the LGA.

As rates are calculated on land values, there can be a significant difference between the rates calculated for a house and a unit. These differences neither reflect the relative difference in the capacity to pay for each owner nor the costs of services that Council provides to both owners. As the City of Canada Bay continues to see a greater proportion of residential unit development, it is proposing to increase minimum rates to ensure services can be extended to these new developments, while not disproportionately increasing the rates burden to single house dwellings.

In addition, the increase to minimum rates will assist in ensuring Council is sustainable and equipped fit for the future to deliver on community expectations, as the minimum rate application is being made alongside the proposed SV that it is seeking.

The decision to apply for an increase to minimum rates has been taken following community engagement ahead of the development of the Community Strategic Plan (Our Future 2036 – attachment 4), which identified community desire for increased services and improved asset conditions. This was also identified in Council's Original Long Term Financial Plan (attachment 1) and Delivery Program 2022-2026 (attachment 3), which highlighted that Council faces a growing population that requires more assets, facilities, and services, alongside an income gap, with costs increasing more than revenue. Council resolved to undertake community engagement on the potential special variation and minimum rate increase on 16 August 2022 (attachment 6). An Updated Long Term Financial Plan (attachment 2) was displayed as part of the engagement process, outlining the proposed SV as scenario two. Following the community engagement period, Council resolved to proceed with the minimum rate increase and special variation applications on 15 November 2022 (attachment 7).

The variation in rates will work in parallel with an ongoing program of internal review and productivity improvements, which has already achieved \$1.7 million of annual savings, to ensure the organisation's proud record of financial sustainability will continue into the coming decades.

b. How the proposed minimum rates are to be applied.

Council is proposing a minimum rate increase of \$250 over and above the forecast rate peg, or \$346.36 including the rate peg, which will be implemented over four years.

For residents and businesses on the minimum rate, following the proposed special rate variation and including the projected annual rate peg, rates would increase by:

- 2023-24 - \$2.27 per week or \$117.99 for the year
- 2024-25 - \$1.43 per week or \$74.25 for the year
- 2025-26 - \$1.46 per week or \$76.11 for the year
- 2026-27 - \$1.51 per week or \$78.01 for the year.

This equates to a cumulative increase of \$6.67 per week, or \$346.36 in total, over four years including the projected rate peg.

c. What benefits and drawbacks of the proposed changes to the rating structure have been identified?

The benefits of the proposed minimum rate increase include that Council will have a fairer and more equitable rating structure, and the increasing rates burden will not affect single house dwellings disproportionately. Another benefit is that the proposed rate variation will not result in Canada Bay residents and businesses paying higher rates than our neighbouring councils, as the City of Canada Bay's average rates will continue to be lower than the majority of local councils that neighbour the LGA. The proposed minimum rate increase will also assist in improving Council's longer term financial capacity, in tandem with the proposed SV.

The drawbacks are that some minimum ratepayers may be considered to have a lower capacity to pay, however this drawback will be lessened by Council's Hardship Policy (attachment 5).

Table 1 Criterion 1 attachments

Council- assigned number	Name of document	Page references ^a
1	Canada Bay - Original 2022-23 Long Term Financial Plan	4-8
2	Canada Bay - Updated 2022-23 Long Term Financial Plan	
3	Canada Bay - Delivery Program 2022-26	36-37
4	Our Future 2036 – Community Strategic Plan	26-32
5	Hardship Policy	
6	Council Meeting Minutes – 16 August 2022	14
7	Council Meeting Minutes – 15 November 2022	10-11

a. If document only relevant in part.

Criterion 2 – Impact on ratepayers

Criterion 2 in the MR Guidelines is:

The impact on ratepayers, including the level of the proposed minimum rates and the number and proportion of ratepayers that will be on the minimum rates, by rating category or subcategory.

The criterion requires consideration of two elements:

- the level of minimum rates for ratepayers whose rates will be increased, and
- the distribution of the rate burden in the particular category or subcategory between those paying minimum rates and those paying an amount based on the value of their property.

Although it is a matter for each council to determine its rating structure, including the level of minimum rates, for this criterion, IPART will assess the proposal on its merits, but will consider how the proposed minimum rates accord with the principles of rating, by looking at:

- the absolute and percentage increase in minimum rates proposed for ratepayers paying the minimum amount
- how the council will manage any adverse impact on ratepayers
- how the increase in minimum rates affects the equitable distribution of the rate burden among all ratepayers in the category or subcategory.

As the minimum rate is the lowest amount that is paid by ratepayers in any rating category, the impact of the proposed increase to minimum rates may not, of itself, be as significant as the same percentage increase to rate levels above the minimum. Nevertheless, IPART expects that councils will be able to demonstrate how they have considered its affordability and the affected ratepayers' capacity to pay.

IPART will make its own assessment of the affected ratepayers' capacity to pay by reference to evidence provided by the council and our own analysis using socioeconomic indicators, including as they relate to those for comparable councils in the council's OLG grouping.

How to respond for Criterion 2

By completing MR Increase Application Form Part A, councils will provide full details of current and proposed levels of minimum rates and the number of ratepayers affected. The response to the first question for criterion 2 requires only a summary of this information.

If the increase to minimum rates is in conjunction with a proposed SV, the response for the other questions for criterion 2 should focus on the aspects of the impact on ratepayers and its affordability which are directly relevant to the proposed MR increase. It is not necessary to duplicate all the information providing details included in the response for criterion 3 in the SV Application Form Part B.

The council's response to the other questions for criterion 2 should explain the specific circumstances of the minimum rate increase, including whether it applies to an ordinary or special rate and whether it is part of a proposal for an SV, and the characteristics of the ratepayers who will be affected.

Where applicable, councils should provide references to their IP&R documents dealing with the proposal to increase minimum rates to demonstrate how the criterion has been met.

The response to this criterion should refer to matter such as:

- the extent to which the new minimum rates exceed the equivalent ad valorem rates that would apply in the absence of the minimum rates
- the overall impact on ratepayers resulting from the proposed increase
- steps that have been taken to distribute the rate burden equitably
- affected ratepayers' capacity to pay the higher level of rates, overall and by each rating subcategory
- how the council plans to address hardship ratepayers may experience in meeting their obligations to pay rates in the future.

In considering capacity to pay, you may also want to consider how the council's socioeconomic profile and other relevant measures of capacity to pay relate to those for comparable councils. IPART will also review various socio-economic indicators, particularly as they relate to those for comparable councils in your OLG grouping.

What are the current and proposed levels of minimum rates, and the number of ratepayers on the minimum rate?

In the text box summarise the information, in table form if appropriate. Alternatively, the information can be presented in an attachment.

As per the 2022-2026 Delivery Program (attachment 3), 21,170 residential ratepayers and 798 business ratepayers are currently on the minimum rate. The estimated rate peg for community consultation for 2023-24 was 3.25%; however, the rate peg has been confirmed at 3.7%. The calculations below therefore use the 3.7% rate peg for 2023-24, with the 2.5% rate peg for the following years as per community consultation.

The current and proposed levels of minimum rates are outlined below:

Year	Current	2023-24	2024-25	2025-26	2026-27
Current minimum rates for business and residential (rate peg only)	\$761.71	\$789.89	\$809.64	\$829.88	\$850.63

Proposed minimum rates for business and residential (including forecasted rate peg and proposed increase)	\$761.71	\$879.70	\$953.95	\$1,030.06	\$1,108.07
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What will be the impact on ratepayers of the proposed increase in minimum rates?

In the text box set out the increase in dollar and percentage terms for each category and subcategory of ratepayers affected by the proposed MR increase, in table form if appropriate. Alternatively, the information can be presented in an attachment.

For residential and business minimum ratepayers, the dollar and percentage impact from the proposed increase in minimum rates will be as follows:

Year	2023-24	2024-25	2025-26	2026-27	Cumulative
Proposed dollar increase to business and minimum rates (including forecasted rate peg)	\$117.99	\$74.25	\$76.11	\$78.01	\$346.36
Proposed percentage increase to business and minimum rates (including forecasted rate peg)	15.49%	8.44%	7.98%	7.57%	45.47%

The number of ratepayers on the minimum rate would increase from 21,226 residential ratepayers to an estimated 23,235 residential ratepayers in 2026/27 and from 802 business ratepayers to 834 business ratepayers.

How does the proposed increase affect the distribution of the rating burden among ratepayers?

In the text box explain the action, if any, the council took in response to feedback from the community.

As the City of Canada Bay continues to see a greater proportion of residential unit development, it is proposing to increase minimum rates to ensure services can be extended to these new developments, while not disproportionately increasing the rates burden to single house dwellings and ensuring longer term financial sustainability. It is notable that of 36,768 residential ratepayers, 21,226 currently pay the minimum rate, and of 1,845 business ratepayers, 802 pay the minimum rate. The proposed increase would therefore more equitably distribute the rating burden among ratepayers and ensure a fairer distribution of rates across the LGA.

Council considered community feedback ahead of its resolution to apply for an increase to minimum rates (attachment 7). Although the majority of the community opposed the proposed special variation and associated minimum rate increase, Council resolved to apply to increase the minimum rate as this would ensure a more equitable distribution of rates while still allowing Council to deliver on community expectations of increased services and improved assets and remain financially sustainable.

How has the council considered affordability and the affected ratepayers' capacity to pay higher rates, including measures to address hardship?

In the text box explain how the council considered whether the rate increases would be affordable for the affected ratepayers, including any socioeconomic data referred to in making its assessment, and any measures the council proposes to use to reduce the impact, if necessary.

Council engaged Morrison Low to undertake an analysis of the community's capacity to pay in order to assist with making an assessment of affordability and hardship (attachment 8). The report advises that residents within the City of Canada Bay have a high capacity to pay. This is demonstrated by high levels of equivalised income, relatively low levels of mortgage repayment stress and very high socio-economic rankings, with some areas in the 99th percentile, and the LGA as a whole sitting in the 96th percentile of socio-economic advantage and disadvantage. However, it does also note that there are some areas of disadvantage within the community, particularly within the suburb of Strathfield.

Council also benchmarked its proposed increase to the minimum rate with a number of other Sydney metropolitan councils in order to consider affordability and equitability. If the full proposed increase to minimum rates is implemented, Council would still remain comparable to other councils – see page 8 of attachment 9.

Council addresses issues of hardship through its Hardship Policy (attachment 5) which assists in providing financial relief to ratepayers experiencing difficulties in meeting their rate commitments. Dependent on certain circumstances, the policy allows Council to write-off interest charges accrued over a 12-month period and reduce penalty interest by one-half over a period of 18 months. It is relevant to note that over the past 5 financial years, 97% of rates have been paid within the respective period.

Table 2 Criterion 2 attachments

Council- assigned number	Name of document	Page references ^a
3	Canada Bay - Delivery Program 2022-2026	106
5	Hardship Policy	
8	Canada Bay Council - Capacity to Pay Report	
9	Special Rate Variation Community Engagement Background Paper	8

a. If document only relevant in part.

Criterion 3 – Consultation on the proposal

Criterion 3 in the MR Guidelines requires IPART to assess applications in light of:

The consultation the council has undertaken to obtain the community's views on the proposal.

The criterion requires IPART to make an assessment on the council's consultation with its community about the proposal to increase minimum rates.

Although this criterion does not specify the various aspects of how the council should conduct consultation on the minimum rate increases, IPART expects that councils should be able to offer evidence to demonstrate that its consultation has been effective. Councils need to utilise appropriate methods to make the community aware of the proposal and afford ratepayers opportunities to provide feedback and show that the proposed increase is reflected in its IP&R documents.

The breadth and depth of the consultation should be commensurate with the size of the proposed increase in rates and tailored to the specific circumstances of the minimum rate increase, including whether or not it is part of a proposed SV.

IPART expects that the consultation would:

- include the broader community as well as the ratepayers directly affected
- explain the rationale for the proposal, and
- transparently outline:
 - how the proposed minimum rate increase incorporates the rate peg and/or SV percentage increase
 - the annual increase (rather than just a weekly amount)
 - the full cumulative increase in percentage terms, and the total increase in dollar terms for ratepayers in each affected rating category
 - the impact on other ratepayers in the category who do not pay the minimum rate
 - any change in the proportion of ratepayers on the minimum rate.

How to respond for Criterion 3

The response for this criterion should demonstrate that the council used an appropriate range of methods to inform the community about the proposed increase to minimum rates and offered opportunities for the community to provide their comments on the proposal.

Where applicable, councils should provide references to their IP&R documents dealing with the proposal to increase minimum rates to demonstrate how the criterion has been met.

In the **text box**, the council should explain the consultation process, including:

- how the council has consulted with the community
- the forms of consultation used
- when consultation occurred

- which groups were consulted
- opportunities for the community to give feedback
- a summary of the outcomes and feedback received
- any action taken, or which will be taken, to address issues of common concern within the community about the proposal to increase minimum rates.

If the increase to minimum rates is in conjunction with a proposed SV, the response for criterion 3 should focus on the aspects directly relevant to the proposed MR increase

How did the council consult the community about the proposed increases to minimum rates?

a. The consultation methods used to make ratepayers aware of the proposal and provide opportunities for feedback from them.

Community engagement on the proposed increase to minimum rates (and special variation) was undertaken in accordance with the Community Engagement Plan (attachment 10), with the following methods utilised:

Mechanism	Phase of consultation	Reach (stakeholder groups)	Timing and details
Translated information on Collaborate pages using Localize	Inform	Stakeholders from all groups with ESL	Available throughout engagement period
Canada Bay Newsletter	Inform	All	Included in both September and October 2022 issues
Postcards in all Council venues	Inform	All	September and October 2022
E-mails to Collaborate database and Business Newsletter	Inform	Separate communications for residents and businesses.	Collaborate database 3,244 recipients Business database 2,936 opens
E-newsletters	Inform	All	CCB news online (Sept & Oct) Rhodes enews (Sept & Oct) What's On enews (Sept & Oct) Library enews (Oct)
Translated advertisements in CALD newspapers	Inform	CALD community	La Fiamma (Sept & Oct)

			Daily Chinese Herald (Sept & Oct) Sydney Korean Herald (Sept & Oct)
Media interviews	Inform	All	Throughout engagement period
Collaborate Canada Bay page (hosted survey and a variety of feedback options)	Inform and consult	All	Available throughout engagement period
Reference materials for Council call centre and customer service teams	Inform	All	Available throughout engagement period
Online forums – business and community sessions	Consult	All	Online Business Forum - Wednesday 14 September (6-7pm) via Microsoft Teams Online Community Forum - Monday 19 September (5:30-6:30pm) via Microsoft Teams.
Councillor information sessions	Inform	Councillors	28 June and 26 July 2022
Face-to-face forum	Consult	All	Community Forum - Tuesday 13 September (6-7pm) at Drummoyne Council Chambers.

The specific details on how Council engaged with the community are included within attachment 11 (Community Engagement Summary Report).

b. When the consultation occurred.

Council's community engagement period occurred from Monday 5 September to Tuesday 18 October 2022. This was an additional day longer than was previously resolved by Council on 16 August 2022 (attachment 6).

c. Which groups were consulted.

Council consulted with residents and businesses via a variety of engagement mechanisms. A broad range of ratepayers were consulted, and this included stakeholders within a variety of communities within the Canada Bay LGA, including culturally and linguistically diverse communities (CALD) and those with English as a second language.

The following table outlines the high-level list of stakeholder groups. Further detail on which groups were consulted is included in the Community Engagement Plan (attachment 10) and Community Engagement Report (attachment 11).

Stakeholder group	Who is in the group
Resident ratepayers	Homeowners who are residents of Canada Bay (LGA)
Renters	Renters who are residents of Canada Bay LGA
Landlord ratepayers	Investment property owners of property within the Canada Bay LGA
Business ratepayers	Business property owners within the Canada Bay LGA
Minimum ratepayers	Those ratepayers who are currently paying the minimum rate or will potentially pay the minimum rate proposed under the SRV options.

d. The way the proposed change to minimum rates was presented to the community.

Council presented to the community both the annual and weekly increase to the minimum rates, as well as the cumulative increase in percentage and dollar terms. Council highlighted that the proposed change to minimum rates was in line with the proposed SV percentage and outlined how the increase incorporated the rate peg. Please see attachment 12 (SRV Community Presentation); Council's SRV Background Paper (attachment 9); and Council's Frequently Asked Questions (attachment 13) for the full details of how the proposed change to minimum rates was presented.

e. What feedback was received.

Feedback received from the community was generally opposed to the proposed SV and the increase in minimum rates; however, there were no real solutions offered to solve the conflict between the community's expectations for increased services and improved assets and the ability for Council to fund these. There was a general awareness of the need for the rating structure to be fair and equitable and not onerously affect specific ratepayers. Full details of the feedback received is included in attachment 11 (Community Engagement Summary Report).

f. How the council responded to any issues of concern raised in feedback from the community.

Council staff responded to queries and questions via email, online and through the community presentation sessions. Council's elected members considered the feedback received as part of its decision on whether to apply for a minimum rate increase and SV (attachment 14), however felt the need for a fair and equitable rating structure, alongside the ability to deliver on community expectations and remain financially sustainable long term, would only be achievable through the proposed SV and increase to minimum rates.

Table 3 Criterion 3 Attachments

Council- assigned number	Name of document	Page references ^a
6	Council Meeting Minutes – 16 August 2022	14
9	Special Rate Variation Background Paper	
10	Canada Bay Special Rate Variation Community Engagement Plan	
11	Canada Bay Special Rate Variation Community Engagement Summary Report	
12	Special Rate Variation Community Engagement Presentation	14-15
13	Canada Bay Special Rate Variation Frequently Asked Questions	
14	Council Meeting Agenda – 15 November 2022	

a. If document only relevant in part.

Criterion 4 – Other relevant matters

The MR Guidelines provide that we will assess each application based on its merits against the three assessment criteria and any other matters we consider relevant. The MR Guidelines do not specify examples of such matters.

Consistent with the approach for assessing SV applications, IPART's approach will be to assess each of the three criteria, then make an overall assessment taking into account any other relevant factors.

In the text box the council may provide information in addition to that provided elsewhere in the Application which it would like to be considered when assessing the proposed increase to minimum rate(s).

Nil

Table 4 Criterion 4 attachments

Council- assigned number	Name of document	Page references ^a
	Nil	

a. If document only relevant in part.

Council certification and contact information

Certification of application

Councils must submit a declaration in the specified form. It should be completed by the General Manager and the Responsible Accounting Officer. Prepare a document in the form indicated below, sign, scan and attach as a public supporting document.

Application for a Minimum Rate Increase

To be completed by General Manager and Responsible Accounting Office

Name of council:	City of Canada Bay Council
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We certify that to the best of our knowledge the information provided in this application is correct and complete.

General Manager (name):	John Clark
Signature and Date:	
Responsible Accounting Officer (name):	Evan Hutchings
Signature and Date:	

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 contact details will be redacted before publication of this application.

General Manager

General Manager contact phone
General Manager contact email



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

Primary council contact

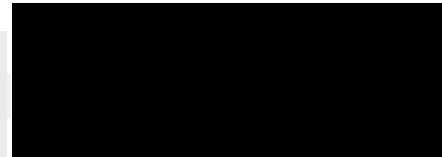
Council contact phone
Council contact email
Council email for inquiries about the SV application



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

Secondary council contact

Council contact phone
Council contact email
Council email for inquiries about the SV application



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

List of attachments

Table 5 constitutes a check list such that all relevant documents are submitted to IPART.

Some documents are mandatory for all councils to submit, others only applicable if required by council's specific circumstances and application. Each council can determine which other supporting material to attach. To assist councils, Table 5 includes the names of some supporting documents commonly provided.

If the increase to minimum rates is in conjunction with a proposed SV, councils should include in the List of attachments all documents relied on in the application and referred to in Tables 1 to 4. Use the same council-assigned number shown in the SV Application Form List of attachments.

Complete the List of attachments, adding rows as necessary:

- Assign an identifying number and/or letter to each document. If the document is also attached to the council's SV Application Form Part B, use the number assigned by the council in that Application Form.
- Name each document.
- Check the box to indicate that it is being submitted with the application.

IPART will publish on our website the Application Forms and all material submitted as attachments to the application.

Table 5 List of attachments to the council's application

Council-assigned number	Name of Attachment	Is the document included in the application as submitted?
	Mandatory forms/attachments	<input checked="" type="checkbox"/>
0A	Application Form Part A (Excel spreadsheet)	<input checked="" type="checkbox"/>
0B	Application Form Part B (this Word document)	<input checked="" type="checkbox"/>
7	Council resolution to apply for the minimum rate increase (Council Meeting Minutes – 15 November 2022)	<input checked="" type="checkbox"/>
	Certification	<input type="checkbox"/>
3	Canada Bay - Delivery Program 2022-26 – Relevant extracts	<input checked="" type="checkbox"/>
15	Canada Bay Long Term Financial Plan in Excel format	<input checked="" type="checkbox"/>
9	Special Rate Variation Community Engagement Background Paper	<input checked="" type="checkbox"/>
11	Canada Bay Special Rate Variation Community Engagement Outcomes Summary Report	<input checked="" type="checkbox"/>
12	Special Rate Variation Presentation for Community Engagement	<input checked="" type="checkbox"/>
13	Canada Bay Special Rate Variation Frequently Asked Questions	<input checked="" type="checkbox"/>
	Willingness to pay study (if applicable)	<input type="checkbox"/>
5	Hardship Policy	<input checked="" type="checkbox"/>
	Other public supporting material	<input checked="" type="checkbox"/>

Council-assigned number	Name of Attachment	Is the document included in the application as submitted?
1	Canada Bay - Original Long Term Financial Plan 2023-2033	<input checked="" type="checkbox"/>
2	Canada Bay - Updated Long Term Financial Plan 2023-2033	<input checked="" type="checkbox"/>
4	Our Future 2036 Community Strategic Plan	<input checked="" type="checkbox"/>
6	Council Meeting Minutes – 16 August 2022	<input checked="" type="checkbox"/>
8	Canada Bay Council - Capacity to Pay Report	<input checked="" type="checkbox"/>
10	Canada Bay Special Rate Variation Community Engagement Plan	<input checked="" type="checkbox"/>
14	Council Meeting Agenda – 15 November 2022	<input checked="" type="checkbox"/>
	Confidential supporting material (i.e. not to be published on IPART's website)	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Important information

Submitting online

Applications must be submitted through IPART's Council portal by Friday, 3 February 2023.

- A file size limit of 10MB applies to the Part B Application Form.
- For supporting documents (Attachments) a file size limit of 400MB applies to public documents, and another 200MB to confidential documents.

It is not necessary to submit a document with the MR Increase Application Form if the council has submitted the same document as an attachment to its SV Application Form.

Confidential content

IPART will publish all applications (excluding confidential content) on our website. Examples of confidential content are those parts of a document which disclose the personal identity or other personal information pertaining to a member of the public, a document such as a council working document that does not have formal status, or document which includes commercial-in-confidence content.

Councils should ensure supporting documents are redacted to remove confidential content where possible, or clearly marked as CONFIDENTIAL.

Important information

Publishing the council's application

Councils should also publish their application on their own website for the community to access.