



**THE INDEPENDENT PRICING AND REGULATORY TRIBUNAL OF NSW
APPLICATION FOR A SPECIAL VARIATION
TO GENERAL INCOME**

Under Section 508(2) of the Local Government Act 1993
2014/15

**SECTION 508(2) APPLICATION FORM
PART A**

**Before completing this form, you MUST read the
Division of Local Government's**

***Guidelines for the preparation of an application
for a special variation to general income***

Guidelines are available on the Division's website at www.dlg.nsw.gov.au.

NOTE: This part of the application must be completed in conjunction with Part B
(Special Variation Application Form Part B - 2014/15)

Instructions

Both Part A and Part B of the application are designed to be completed on your computer
and then submitted using the portal on our website at:

http://www.ipart.nsw.gov.au/Home/Industries/Local_Govt

This part of the application (Part A) consists of six worksheets:

- ▶ **Worksheet 1 (Identification):** Identifies the council making the application and a council contact officer, collects information on expiring variations and the term of the proposed variation and provides a summary of the variation based on WK4 calculations.
- ▶ **Worksheet 2 (current year Notional General Income):** Calculates the council's Notional General Income for the current financial year 2013/14.
- ▶ **Worksheet 3 (Notional General Income):** Calculates the council's proposed Notional General Income for year 1 in the application, ie. 2014/15.
- ▶ **Worksheet 4 (Calculation):** Calculates the council's Permissible General Income based on the input of the special variation percentage, Crown land adjustments and other adjustments to income in 2014/15.
- ▶ **Worksheet 5 (Impact on Rates):** Calculates the average increase in rates and charges in each sub-category, with and without the proposed special variation. Also collects the assessment numbers in ordinary rate categories for different land values and the proposed rate levels across this distribution in 2014/15.
- ▶ **Worksheet 6 (Expenditure Program):** Collects how the council intends to use the extra funds that will be gained by the special variation.

Detailed instructions on how each of these worksheets must be completed are provided below.

Worksheet 1 - Identification

- ▶ Select your council name from the drop down list.
- ▶ Enter contact details for the responsible officer.
- ▶ Enter details of any existing special variation due to expire on 30 June 2014 or the council's preference for another variation to expire earlier than the approved expiry date.
- ▶ Enter any details as requested regarding expiring existing special variations in the Expiring Special Variation section. Note that any expiring amount needs to be verified by DLG.
- ▶ The other calculations in this worksheet (including the special variation percentage) will be generated once worksheets 2-4 are correctly completed by the council.

Worksheet 2 - Notional General Income for current year

This worksheet calculates the Notional General Income for the previous year, by applying the rating structure used in the previous year to land values, adjusted by supplementary valuations received during that year. The calculations are to be checked with the DLG before this application is submitted to IPART.

Land values should be adjusted to reflect changes resulting from supplementary valuations received during the previous year. Any inclusion in this worksheet as a "supplementary valuation" must agree with Section 4 of the *Valuation of Land Act 1916*.

Worksheet 3 - General Notional Income for next year

This worksheet calculates the proposed Notional General Income. It should apply the rating structure, including the proposed special variation increase, to land values adjusted by supplementary valuations received during the previous year.

The rating structure entered here must be checked by the DLG and reflect the Draft Operational Plan.

Worksheet 4 - Calculation

This worksheet calculates the Permissible Income based on the proposed special variation, after taking into consideration various adjustments. Expiring variation and income adjustments need to be verified by the DLG before the application is submitted to IPART.

Expiring Special Variation
 If the council has an expiring special variation in the first year of this application (such that it is due to expire on 30 June 2014), Notional General Income must be reduced before calculation of the Permissible General Income in 2014/15.
 Consult with the Division of Local Government on the correct figure before submitting the application to IPART.

PERMISSIBLE GENERAL INCOME CALCULATION

Note: Council must check all income adjustments and expiring variation amounts with the DLG before submitting their application to IPART.

Prior year Notional General Income	-
Less: Decrease from expiry of a prior special variator	<input type="text"/>
Adjusted first year Notional General Income	\$ <input type="text"/>
Plus: Rate-peg % increase	<input type="text"/>
Plus: Additional special variation % increase	<input type="text"/>
Plus: Crown Land adjustment	<input type="text" value="0.00%"/>
Total special variation %	<input type="text"/>
Other First Year Adjustments:	
<small>(If known - Refer to advice from the Division)</small>	
Plus/Minus Prior year Catchup/Excess	<input type="text"/>
Minus: Prior year Valuation Objections	<input type="text"/>
Total Adjustments (excluding Crown land adjustments)	-
2014/15 Permissible General Income	\$ <input type="text"/>
Total Notional General Income (wK3)	-
LESS: Valuation Objection income to be recouped in 2014/15 (wK3)	<input type="text"/>
Net 2014/15 Notional General Income Yield	-
Anticipated Catchup/(Excess) 2015/16	\$ <input type="text"/>

Rate Peg Percentage
 Enter the percentage figure announced by IPART in 2013.

Additional Percentage Increase
 Enter the additional percentage increase in general income being sought by the council, excluding any other income adjustments.

Crown land adjustment
 Crown land claims will increase your Permissible Income. Enter in the \$ amount of any Crown land adjustment here. This will automatically calculate the % amount to be included in the final special variation % for consideration by IPART.
 Note that applications for Crown land adjustments still need to be made separately to DLG.

Other adjustments
 There are 2 other possible adjustments that are not included in the final special variation % but which will affect Permissible General Income.

1. Prior year result: This is the catch-up or excess amount from the previous year, as advised by the Division.
2. Valuation Objections: If you successfully claimed valuation objections in the previous year, Permissible General Income must be reduced by that amount (to strip out the additional income that was claimed from the revenue base). Check this figure with DLG.

Valuation Objection income to be recouped in 2014/15
 Enter in the estimated amount of valuation objection income to be recouped in 2014/15. This is deducted from the total general income yield for 2014/15 to calculate the net income yield.
 The anticipated catch up/excess amount in 2015/16 is the difference between the estimated net yield in 2014/15 and permissible general income.

Worksheet 5 - Impact on Rates

This worksheet is designed to show the average rate increase per sub-category for ordinary and special rates, with and without the proposed special variation. It also shows the distribution of ordinary rates across different land value ranges and how different (ordinary) ratepayers will be impacted by the proposed special variation in 2014/15, depending on the value of their land.

All shaded areas on this schedule will populate automatically from data entered in either Worksheet 3 (next year Notional General Income) or in the white cells in this sheet.

Councils **must** enter in both the average rates per sub-category if the special variation is not approved (so that only the rate peg increase would apply) AND the average rates if the special variation was approved as requested.

Councils **must** also enter the number of assessments in the ordinary rating categories (residential, business and farmland) across various land value ranges in 2013/14, and the rate levels for different land values in 2013/14, and for 2014/15 with and without the proposed special variation.

Note:

1. Average rates equal the total income generated by a category or sub-category of rates divided by the number of assessments in that same category.
2. Rate levels should include any expiring variations.
3. An error message of **#VALUE!** or **#DIV/0!** in any of the cells may indicate:
 - Main category name not selected on Worksheet 3
 - An incomplete rating structure entered on Worksheet 3
 - No average rate data in column D.

Worksheet 6 - Proposed Additional SRV Income and Expenditure

This worksheet is designed to show how the council proposes to use the additional funds generated from the special variation above the rate peg.

*** This worksheet is not protected to allow the council flexibility to add or delete rows.**

The worksheet automatically calculates the additional SRV income in 2014/15 (Year 1). Councils must complete the additional SRV income rows from years 2 to 10.

Councils must enter each category of expenditure, and if applicable, individual program/project names, in column C under one of the headings provided.

The spreadsheet will calculate the difference between the additional income from the special variation and what it is spent on.

*** Part B of the application provides councils with the opportunity to explain their program of expenditure and the associated impacts on their financial position in more detail.**

Enquiries regarding the completion of this application should be directed to:

Dennis Mahoney 02 9290 8494
dennis_mahoney@ipart.nsw.gov.au

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nick_singer@ipart.nsw.gov.au

Issue Date: 09/13



APPLICATION FOR SPECIAL VARIATION TO GENERAL INCOME

Section 508(2)

2014/2015

WORKSHEET 1

Part A

Council Name:

Contact Details:

Name:	Keith Lockyer
Position:	Chief Financial and Information Officer
Telephone:	67703854
Email:	klockier@armidale.nsw.gov.au

Expiring special variation

Does the council have an existing special variation due to expire 30 June 2014?
If so, the expiring special variation amount needs to be entered in WK4.

Requested special variation 2014/15

This information will provide a summary of the special variation once other worksheets are completed.
Select the term of the special variation below.
Other cells in this sheet are linked to cells in Worksheet 4 - Calculation.

Deduction for expiry of special variation (30 June 2014)

2013/14 Adjusted Notional General Income **\$12,873,681**

Percentage increase over 2013/14 (adjusted) Notional General Income: **12.30%**

Term of special variation: **7 years**

Rate peg increase to Notional General Income in 2014/15 **\$296,095**

Additional increase to Notional General Income in 2014/15 **\$1,287,368**

Crown land adjustments

Total special variation increase to Notional General Income in 2014/15 **\$1,583,463**

Total Other Income Adjustments (catch ups/excess & valuation objections) **-\$51,696**

Total Permissible General Income 2014/15 \$14,405,448

Calculation of Notional General Income - 2013/14 - Annual Charges

Annual Charges (excluding water supply, sewerage and domestic and non-domestic waste management services)	No. of Assessments	Amount of Charge	Notional General Income
Drainage	8,337.00	50.00	416,850
		Sub-Total:	416,850

Total 2013/14 Notional General Income:

12,873,681

Note: Section 505(a) of the Act provides for those rates and charges that are to be included in general income, including certain section 501 annual charges.

WORKSHEET 4

PERMISSIBLE GENERAL INCOME CALCULATION

Note: Council must check all income adjustments and expiring variation amounts with the DLG before submitting their application to IPART.

Prior year Notional General Income		12,873,681
Less:	Decrease from expiry of a prior special variation	<input style="width: 100%;" type="text"/>
Adjusted first year Notional General Income		\$ 12,873,681
Plus:	Rate-peg % increase	<input style="width: 100%;" type="text" value="2.30%"/> 296,095
Plus:	Additional special variation % increase	<input style="width: 100%;" type="text" value="10.00%"/> 1,287,368
Plus:	Crown Land adjustment	<input style="width: 100%;" type="text" value="0.00%"/> <input style="width: 100%;" type="text"/>
	Total special variation %	<input style="width: 100%;" type="text" value="12.30%"/>
<u>Other First Year Adjustments:</u>		1,583,463
	(If known - Refer to advice from the Division)	
Plus/Minus:	Prior year Catchup/Excess	<input style="width: 100%;" type="text" value="(51,696)"/>
Minus:	Prior year Valuation Objections	<input style="width: 100%;" type="text"/>
	Total Adjustments (excluding Crown land adjustments)	(51,696)
2014/15 Permissible General Income		\$ 14,405,448

