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| T:\Chris\IPART\2016\Logos\IPART logo - trans.png  Minimum Rate Increase  Application Form  – Part B  For 2020-21   |  |  | | --- | --- | | Insert Name of Council: | Enter Council Name. | | Date Submitted to IPART: | Enter Submission Date. | | Primary Council Contact Person: | Enter Contact Person. | | Primary Council Contact Phone: | Enter Phone Number. | | Council Contact Email: | Enter Email. | | |
| Application Form  Local Government | December 2019 |

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| Enquiries regarding this document should be directed to a staff member:  Sheridan Rapmund (02) 9290 8430  Carol Lin (02) 9113 7786 | |
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# About this application form

IPART has revised the Application Form to be completed by councils applying to IPART for an increase to a minimum rate (MR) above the statutory limit for 2020-21. 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 *Local Government Act 1993,* or as a stand-alone adjustment (ie, without also seeking an increase to general income above the rate peg).

Councils applying for an MR increase in conjunction with an 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 required by IPART in order to assess the application will be contained in the SV Application Form Part A spreadsheet.

Note there is a different version of the MR Increase Application Form Part A for use by merged councils only.

The MR Increase Application Form Part B consists of:

* Description and Context Questions
* Criterion 1: Rational 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:

* IPART's [Application Guide](https://www.ipart.nsw.gov.au/files/sharedassets/website/shared-files/local-government-special-variations-applications-for-special-variations-2020-21-special-variation-documents/application-guide-for-part-b-minimum-rate-increases-2020-21.pdf) for MR Increase Application Form Part B.
* OLG’s [MR Guidelines](https://www.ipart.nsw.gov.au/files/sharedassets/website/shared-files/local-government-special-variations-applications-for-special-variations-2020-21-special-variation-documents/office-of-local-government-minimum-rates-guidelines-2020-2021.pdf) issued on 21 October 2019.

Description and Context

To complete these questions, refer to the discussion in IPART's Application Guide for MR Increase Application Form Part B, Description and Context.

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

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| If the increase applies to an ordinary rate, complete this section | | | | |
| Does the council propose to increase the minimum amount of its ordinary rates above the statutory limit for the first time? | | Yes | No | |
| Which rates will the increases apply to? | Residential | Business | Farmland |
| If the increase will apply to only some subcategories, specify which \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Does the council propose to increase the minimum amount of its ordinary rate(s) by: | | | | |
| * The rate peg percentage * The special variation percentage |  |  |  | |
| * A different percentage  \_\_\_\_\_\_\_\_\_\_\_\_\_(%) | | | | |
| What will the minimum amount of the ordinary rate(s) be after the proposed increase? $\_\_\_\_\_\_\_\_\_ | | | | |

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| 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? | Yes | No |
| Does the council propose to increase the minimum amount of a special rate by: | | |
| * The rate peg percentage * The special variation percentage * A different percentage  \_\_\_\_\_\_\_\_\_\_\_\_\_(%) | | |
| What will the minimum amount of the special rate be after the proposed increase? $\_\_\_\_\_\_\_\_ | | |

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

**In the text box** summarise at the highest level the council’s key purpose(s) for requesting an increase in minimum rates above the statutory limit.

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Question 3: Is the council a new council created by merger in 2016?

Refer also to OLG’s SV Guidelines Section 4.

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| Is the council a new council created by merger in 2016? | Yes | No |

# Criterion 1: Rationale for increasing minimum rates above the statutory limit

Criterion 1 in the MR Increase Guidelines is:

The rationale for increasing minimum rates above the statutory amount.

To complete the question for Criterion 1: Rationale for increasing minimum rates above the statutory limit, refer to IPART's Application Guide for MR Increase Application Form Part B, Criterion 1, and to IPART's Application Guide for SV Application Form Part B, Criterion 1.

Refer also to the IPART publications:

* *The Year Ahead – Special Variations in 2020-21* – Fact sheet
* *Community awareness and engagement for special variations* – Fact sheet

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.

## 1. What is the council’s rationale for increasing minimum rates above the statutory limit?

In **the text box** explain:

* How the council developed the proposal to apply for the proposed SV in the context of its IP&R processes.
* Why the council it is seeking to introduce or increase minimum rates above the statutory limit.
* How the proposed minimum rates are to be applied.
* What benefits and drawbacks of the proposed changes to the rating structure have been identified.

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Attachments for Criterion 1

List attachments relevant to your response for Criterion 1. Use the council-assigned number shown in Table 6.1. If the document is also attached to the council’s SV Application Form Part B, use the number assigned in that application.

Table 1.1 Attachments relevant to response for Criterion 1

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| --- | --- | --- |
| Council- assigned number | Name of document | Page  referencesa |
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1. If document only relevant in part.

# Criterion 2: Impact on ratepayers

Criterion 2 in the MR Increase 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.

To complete the questions for Criterion 2: Impact on Ratepayers refer to IPART's Application Guide for MR Increase Application Form Part B, Criterion 2 and to IPART's Application Guide for SV Application Form Part B, Criterion 3: Impact on ratepayers,

Refer also to the IPART publications:

* *The Year Ahead – Special Variations in 2020-21* – Fact sheet
* *Community awareness and engagement for special variations* – Fact sheet

If the increase to minimum rates is **in conjunction with a proposed SV**, the response for Criterion 2 should focus on the aspects directly relevant to the proposed MR increase.

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

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.

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

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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

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## 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.

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## 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.

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Attachments for Criterion 2

List all attachments relevant to your response to Criterion 2. Use the council-assigned number shown in Table 6.1. If the document is also attached to the council’s SV Application Form Part B, use the number assigned in that application

Table 2.1 Attachments relevant to response for Criterion 2

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| Council- assigned number | Name of document | Page  referencesa |
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1. If part only relevant

# Criterion 3: Consultation on the proposal

Criterion 3 in the MR Increase Guidelines is:

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

To complete the question for Criterion 3: Consultation on the proposal refer to IPART's Application Guide for MR Increase Application Form Part B, Criterion 3 and to IPART's Application Guide for SV Application Form Part B, Criterion 2.

Refer also to the IPART publications:

* *The Year Ahead – Special Variations in 2020-21* – Fact sheet
* *Community awareness and engagement for special variations* – Fact sheet

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

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

In **the text box** provide information which demonstrates:

* The consultation methods used to make ratepayers aware of the proposal and provide opportunities for feedback from them.
* When the consultation occurred.
* Which groups were consulted.
* The way the proposed change to minimum rates was presented to the community.
* What feedback was received.
* How the council responded to any issues of concern raised in feedback from the community.

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Attachments for Criterion 3

List all attachments relevant to your response for Criterion 3. Use the council-assigned number shown in Table 6.1. If the document is also attached to the council’s SV Application Form Part B, use the number assigned in that application.

Table 3.1 Attachments relevant to response for Criterion 3

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| Council- assigned number | Name of document | Page  referencesa |
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1. If part only relevant

# Criterion 4: Other relevant matters

The MR Increase Guidelines provide that IPART will assess each application based on its merits against the three assessment criteria:

in addition to any other matter which it considers relevant.

To complete the questions for Criterion 4: Other relevant matters refer to IPART's Application Guide for MR Increase Application Form Part B, Criterion 4.

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

Attachments for Question 4

List all attachments relevant to your response for Criterion 4. Use the council-assigned number shown in Table 6.1. If the document is also attached to the council’s SV Application Form Part B, use the number assigned in that application.

Table 4.1 Attachments relevant to response for Criterion 4

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| Council- assigned number | Name of document | Page  referencesa |
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1. If part only relevant

# Council certification and contact information

To prepare the Council certification and provide council information refer to IPART's Application Guide for MR Increase Application Form Part B, Certification and contact information.

Certification of application

Prepare a document in the form below, sign, scan, and attach as a public supporting document.

APPLICATION FOR A MINIMUM RATE INCREASE

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| To be completed by General Manager and Responsible Accounting Office | |
| Name of council: |  |
| We certify that to the best of our knowledge the information provided in this application is  correct and complete. | |
| General Manager (name): |  |
| Signature and Date: |  |
| Responsible Accounting Officer (name): |  |
| Signature and Date: |  |

Council contact information

Provide council contact information below.

Council contact information

|  |  |
| --- | --- |
| **General Manager** |  |
| General Manager contact phone |  |
| General Manager contact email |  |
| **Primary council contact** |  |
| Council contact phone |  |
| Council contact email |  |
| **Council email** for inquiries about the MR Increase application |  |

# List of attachments

To prepare the List of attachments, refer to IPART's Application Guide for MR Increase Application Form Part B, List of attachments.

Table 6.1 is the list of all attachments to the council’s MR Increase Application Form Part B.

To complete Table 6.1 (adding rows as necessary):

1. 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.
2. Name each document.
3. Check the box to indicate that it is being submitted with the application.

Table 6.1 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** | |
|  | Application Form Part A (Excel spreadsheet) |  |
|  | Application Form Part B (this Word document) |  |
|  | Council resolution to apply for the for the minimum rate increase variation |  |
|  | Certification |  |
|  | **Public supporting material (ie, to be published on IPART's website)** | |
|  | Community Strategic Plan – Relevant extracts |  |
|  | Delivery Program – Relevant extracts |  |
|  | Long Term Financial Plan in Excel format |  |
|  | Consultation material |  |
|  | Community feedback |  |
|  | Willingness to pay study (if applicable) |  |
|  | Hardship Policy |  |
|  | **Other public supporting material** | |
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|  | **Confidential supporting material (ie, not to be published on IPART's website)** | |
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| Important information for completing and submitting the Minimum Rate Increase Application Form Part B for 2020-21  Submitting the application online  Applications must be submitted through the Council portal by Monday, 10 February 2020.   * A file size limit of 10MB applies to the Part B Application Form. * For supporting documents (Attachments) a file size limit of 50MB applies to public documents, and another 50MB 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 in applications  IPART will post 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, 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 CONFIDENTAL.  Publishing the council’s application  Councils should also post their application on their own website for the community to access. |
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