IPART COUNCIL PORTAL – USER GUIDE

Fit for the Future Proposals

1 PORTAL REGISTRATION

Your council needs to be registered to IPART's Local Government Council Portal, to submit Fit for the Future proposals.
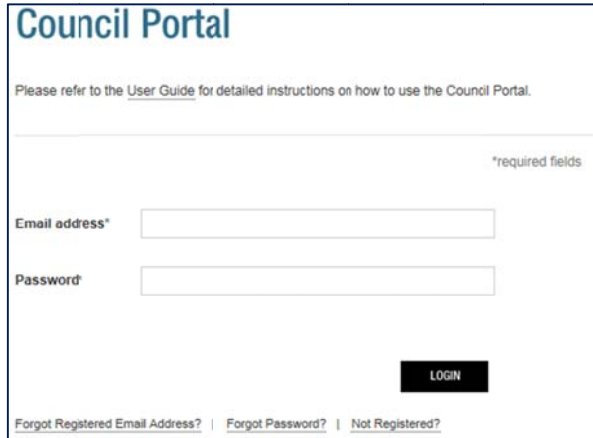
IS YOUR COUNCIL REGISTERED?	
YES	**NO**
If your council is already registered, simply use these account login details to access the portal. Select this link if you have forgotten your password. Note: only one account can be registered per council. If you are unable to obtain your council account details, please contact IPART on the contact details below: Himali Ranasinghe Himali_Ranasinghe@ipart.nsw.gov.au 02 9113 7710 Arsh Suri Arsh_Suri@ipart.nsw.gov.au 02 9113 7730	Click on the Registration link below and complete your registration form: http://www.ipart.nsw.gov.au/Home/Industries/Local_Govt/Council_Portal/Registration

2   LOGIN TO THE PORTAL

IPART's COUNCIL PORTAL LINK:
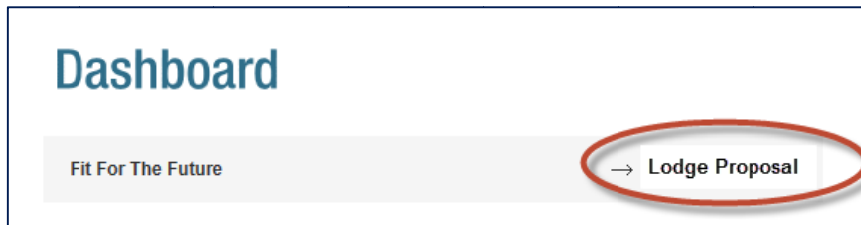http://www.ipart.nsw.gov.au/Home/Industries/Local_Govt/Council_Portal

Login to the portal using your registered account details.

3   DASHBOARD

Click on the 'Lodge Proposal' link on the dashboard screen.

4   FIT FOR THE FUTURE PROPOSAL

Select your proposal type by clicking the selected radio button:

Once you have selected your proposal type, the relevant form details will be displayed.
See form instructions and details for each proposal type on the next page (pg 3).

5 FORM INSTRUCTIONS AND DETAILS

The table below represents the form details required for each proposal type.

FORM INSTRUCTIONS	Form Details Required		
	Council Merger Proposal	Council Improvement Proposal	Rural Council Proposal
1. Select the relevant councils you are proposing to merge with.	✔	✖ *Not relevant*	✖ *Not relevant*
2. Upload your Council proposal in a PDF format. *Maximum file size is 20MB*	✔	✔	✔
3. Upload Public Supporting Documents (if any) *Maximum of 10 documents can be uploaded in this section. Maximum file size for all public supporting documents is 100MB*	✔	✔	✔
4. Upload Confidential Supporting Documents (if any) *Maximum of 5 documents can be uploaded in this section. Maximum file size for all confidential supporting documents is 50MB*	✔	✔	✔
5. Add any comments you wish to add in the comments field	✔	✔	✔
6. Accept IPART's publication policy by ticking the box	✔	✔	✔
7. Click the Submit button.	✔	✔	✔
8. Once the proposal has been processed your dashboard screen will be returned with the action 'locked'. This means IPART has received your proposal. You will then receive a confirmation email.	✔	✔	✔
9. If you request/require to amend your proposal during the lodgement period, please contact IPART (contact details provided on page 1).	✔	✔	✔