

<b>FEES AND CHARGES POLICY</b>	
Council Policy	
TRIM Reference	AR19/16760[v2]
First Issued	26 September 2005
Last Reviewed	11 July 2023
Next Review	June 2024

## 1. POLICY STATEMENT

- 1.1 Council has the opportunity to determine fees and charges to be imposed for a range of services and facilities. Some of these fees are discretionary whilst others are either statutory or by-law controlled, with levels set by other tiers of government.

## 2. PURPOSE

### 2.1 Purpose

To ensure the community have access to a Register of Fees and Charges, so they are aware of the cost that will be incurred when accessing Council services and facilities.

### 2.2 Scope

This policy applies to all fees and charges listed in Council's Fees and Charges Register over which Council has discretion under Section 188 of the Local Government Act 1999 to determine the fee or charge.

The policy also applies to any new fee that may be introduced throughout the financial year and not previously included in the Fees and Charges Register.

### 2.3 Definitions

**Statutory Charges** - fees, charges and expiations set by statutory legislation and administered by Council.

**Discretionary Charges** - fees and charges set by Council where it has a discretion as to the provision of goods or services being provided and the price charged for it.

### 2.4 Strategic Reference

#### 5 Governance and Financial Sustainability

- 5.5 We meet or exceed legislative and accreditation requirements for all relevant programs.

## 3. PRINCIPLES

- 3.1 The Fees and Charges Register details the discretionary charges to be set by Council and the current statutory charges set by the State Government in regulations.

3.1.1 The statutory fees and charges may be amended at any time during the financial year. The Fees and Charges Register will be updated as statutory charges are amended.

3.1.2 Council's discretionary Fees and Charges will be reviewed in June of each year as part of its annual fees and charges review process, while statutory, by-law and other government charges will be amended in line with any legislative changes.

### **3.2     Payment of Fees and Charges:**

3.2.1   Payment of fees and charges incurred will be either by:

- a)       immediate payment on receipt of goods or services; or
- b)       invoiced which will be issued by the Finance Officer - Accounts Receivable after the services or facilities have been provided.

3.3     Whilst there is an expectation that some services or facilities will be provided to the community on a user pays basis, there is also an expectation that community facilities (including parks and gardens) should be free for the community to enjoy.

## **4.     RESPONSIBILITY & REVIEW**

### **4.1     Responsible Officer**

Director Corporate & Community Services

### **4.2     Availability**

The Fees and Charges Register is available for inspection without charge at the Civic Centre during ordinary business hours or a copy may be purchased for a fee as set out in the Fees and Charges Register. The Policy is also available from Council's website free of charge.

### **4.3     Review**

4.3.1   This policy will be reviewed within 12 months of a General Election for Local Government, or as required to meet other obligations.

4.3.2   Register of Fees and Charges to be reviewed in June of each year.

## **5.     REFERENCES**

### **5.1     Legislation**

Development Act 1993  
Freedom of Information Act 1991  
Local Government Act 1999

### **5.2     Other References**

Fees and Charges Register