

# CCSP3 Setting of Fees and Charges Policy



November 2017

*This policy was adopted by Council to set governing principles in place that align the strategic direction of the organisation with community values and aspirations.*

*The Setting of Fees and Charges Policy relates to the following Strategic Outcome of the Community Strategic Plan 2036.*

*5.2 Effective and integrated strategy, planning, financial and asset management.*

## Objectives

The purpose of this policy is to establish a fair and equitable fee structure which reflects actual reasonable costs for services and goods provided by the Shire.

## Policy

In accordance with s6.16 of the Local Government Act 1995 (LG Act) the Shire may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

The Shire will impose Fees and Charges for:

- providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the Shire;
- supplying a service or carrying out work at the request of a person;
- subject to section 5.94 of the LG Act, providing information from Shire records;
- receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- supplying goods; and
- such other services or goods as may be prescribed.

In setting the level of a fee or charge (s6.17 of the LG Act 1995) for a service or for goods the Shire is required to take into consideration the following factors:

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- a) the cost to the local government of providing the service or goods;
- b) the importance of the service or goods to the community; and
- c) the price at which the service or goods could be provided by an alternative provider.

A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.

In addition to this, the National Competition Policy requires that local government review its fees, charges and services with a view to identifying whether these should be adjusted to ensure they are not unfair and uncompetitive when compared with the private sector. While many of the services provided by the Shire are specific to local government, there are others, which may be provided by the private sector.

## Principles

The provision of services and goods additional to those provided as core business operations require resourcing and have an inherent cost. The Shire adopts a 'user contributes' approach to the provision of services and goods in order that the cost burden is fairly set and spread more equitably amongst customers.

The basic principles considered in establishing Shire fees and charges will be:

- Charges which reflect the true cost of providing a facility;
- Compliance with the LG Act and associated Regulations;
- Fees for service on a cost recovery basis;
- Importance of the service to the Community; and
- Compliance with Goods and Services Tax (GST).

Costs associated with the provision of services and goods will be reviewed annually as part of the annual budget development process.

## Scope

This policy applies to the imposition and setting of fees and charges for services and goods provided by the Shire.

## 1. Use of and admission to Shire property or facilities

Fees and Charges shall apply to the use and or hire of Shire owned, controlled, managed or maintained facilities for a specific period such as:

- Aquatic facilities
- Administration Centres, Council Chambers or Offices
- Beaches
- Camp Grounds and Caravan Parks
- Cemeteries
- Club Rooms
- Community Centres, Halls and Venues
- Foreshores
- Gardens
- Indoor Recreational Venues
- Jetties
- Libraries
- Museums
- Ovals
- Parks
- Roads
- Reserves
- Sporting Grounds
- Thoroughfares

Hire charges will be determined on a venue by venue basis, and will consider the following criteria:

- Peak or off peak seasons
- Permanent, temporary or one off booking
- The type of use the venue will be put to
- The age and condition of the venue

Indoor Recreation Centre Hire Charges will aim at 100% cost recovery of operating costs, to maintain premises and provide for future additional and replacement premises.

Outdoor Hire Charges will aim to recover 100% of the annual maintenance cost for all outside Shire owned, controlled, managed or maintained facilities.

## **2. Supplying a service**

Services may include but are not restricted to the provision of the following:

- Admission and use of Shire owned, controlled, managed or maintained facilities
- Assessment of approvals: receiving an application for approval and granting an approval
- Carrying out work at the request of a person
- Giving or supply of Information
- Granting and issue of a certificate, license or permit
- Installation of signs
- Making an inspection
- Providing written advice
- Undertaking private works and construction

Fees for the provision of services shall aim at recovering the full economic cost of providing the service.

## **3. Information from Shire Records**

The giving or supply of information may include the provision of the following:

- Copies of Council Documents including, Annual Budget, Annual Reports, Code of Conduct, Complaints Register, Council Agenda's Minutes and Attachments, Electors Meeting Minutes, Local Laws, Rate Notices, Shire Policies, Standing Orders, Inspection of Plans.

## **4. Applications for approval, inspections, licence, permit, authorisation or certificate**

Community Events, Competitions, Concerts, Education/Training Courses, Festivals, Markets, Tour Operators etc, may require applications for:

- Approvals
- Assessment
- Authorisation
- Certificates
- Licenses
- Inspections
- Permits

## 5. Goods

Includes the provision of anything, which may be tangible, such as:

- Issuing of Documents including approvals, certificates, licenses and permits
- Installation of Signs
- Use of Equipment
- Sale of Materials

Fees for the provision of goods will aim at recovering the full economic cost of producing the good.

### Waiver of Fees and Charges

Where a Fee and/or Charge is due to the Shire under another Act, regulatory body or Australian Law in respect of a service, then the Shire will not consider any applications to waive that Fee and/or Charge, in accordance with 5.2.10 Financial Assistance Policy.

## Application

Responsibility for the implementation of this policy rests with the Chief Executive Officer and Director Corporate and Community Services. The Policy is to be reviewed every three years.

DEFINITIONS	
<b>Goods</b>	Includes the provision of anything, which may be tangible.
<b>Services</b>	An activity that is intangible, temporary help, use or benefit that does not result in
<b>Hire</b>	The temporary usage of a Shire facility, property or equipment hired for a specific
<b>Tangible</b>	Material or substantial, an actual physical existence of something that is capable of
<b>Venue</b>	A place where an activity, meeting or event happens.

## Document and version control table

<b>Strategic outcome</b>	5.2 Effective and integrated strategy, planning, financial and asset management.	
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