COUNCIL POLICY 1.3.10
Finance

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| Title: | 1.3.10 FEES AND CHARGES POLICY |
| Adopted: | 18 September 2019 |
| Reviewed: | Annually (last reviewed 20 August 2025) |
| Associated Legislation: | Local Government Act 1995<br>Local Government (Financial Management) Regulation |
| Associated Documents: | Code of Conduct<br>Fees and Charges Procedure<br>Fees and Charges list |
| Review Responsibility: | Manager Corporate Services |
| Delegation: | N/A |

## Objective:
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 Statement:
The Shire, in accordance with s6.16 of the Local Government Act 1995 (Act), may impose and recover a fee or charge for any goods or services 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;
- Supply a service or carrying out work at the request of a person;
- Subject to section 5.94 of the 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 Act) for a service or for goods the Shire is required to take into consideration the following factors:

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 the 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.

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 Local Government Act 1995 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.