

COUNCIL POLICY - Fees & Charges Policy

Reference Number	#695397
Responsible Business Unit	Finance
Responsible Officer	General Manager Corporate Services
Legislation	Local Government Act 1999 Local Government Financial Regulations
Relevant Delegations	Chief Executive Officer
Related Policies Management Guidelines Frameworks	This policy supersedes: Policy Delegations for CEO - RCMB16 – Hire Fees & In kind Assistance Corporate Policy CP- 009 Hiring of Council Facilities
Link to Strategic Plan	Objective 5.2 – Sustainable Objective 5.4 - Transparency
Council resolution	108.3
Date Adopted	14 June 2022
Review Date	June 2023
Previous Revisions	3 June 2013 7 July 2014 14 June 2016 13 June 2017 12 June 2018 11 June 2019 9 June 2020 15 June 2021

POLICY OVERVIEW

In accordance with Chapter 10, Part 2, Section 188 of the Local Government Act 1999, Council may impose fees and charges:

- (1) For the use of any property or facility owned, controlled, managed or maintained by Council
- (2) For services supplied to a person at his or her request
- (3) For carrying out work at a person's request
- (4) For providing information or materials, or copies of, or extracts from, council records;
- (5) In respect of any application to the council
- (6) In respect of any authorisation, licence or permit granted by the council
- (7) In respect of any matter for which another Act provides that a fee fixed under the Local Government Act is payable
- (8) In relation to any other prescribed matter

Council aims to generate an income from the provision of services to assist with the costs of providing these services, whilst taking into account the need to consider the special circumstances of registered non-profit making groups, charities and individuals.

PRINCIPLES

Fees and charges are to be imposed on the following services provided by the Rural City of Murray Bridge under the Local Government Act or any other Act or Regulations:

The electronic version accessible on Council's website and Council's electronic record system is the controlled version. Printed copies are considered uncontrolled – before using a printed copy verify that is the current version.

- Administration (provision of information, expiations)
- Use of Council Road (Council By Law 3)
- Use of Local Government Land (Council By Law 2)
- Council Facilities, including, but not limited to, the Town Hall, Regional Art Gallery, Swimming Pool, Library Meeting Rooms and Regional Halls
- Cemetery
- Dog Registration

The Schedule of Fees and Charges for the Rural City of Murray Bridge will detail:

- the type and amount of each fee or charge
- if GST applies to the fee or charge
- if there is a concession rate for each fee or charge for non-commercial entities
- if the fee or charge is set by statutory legislation
- whether the fee or charge is an annual amount or per transaction basis

The Rural City of Murray Bridge's general policy in determining the amount of fees to be charged for services considers the following factors:

- The direct cost of providing the service
- The importance of the service to the community
- Fees and charges fixed by statutory legislation
- User pays principle

All of Council's fees and charges not subject to statutory control are to be reviewed on an annual basis prior to the finalisation of Council's annual operating budget. Categories of persons/groups that fees and charges are applicable to are:

COMMERCIAL ENTITIES

Commercial entities are defined as those who expect to generate income from their venture and whose net profits are dispersed to individual members or to any other organisation, which in turn distributes the funds to individual members. Included in this definition are private individuals, businesses, private schools, venue hire for private functions such as weddings or birthdays and groups that are not a registered charity or not for profit group.

NON COMMERCIAL ENTITIES

Not for Profit Organisations

Not for Profit organisations are defined as registered charities and any other entity whose profits are not dispersed to individual members.

Local Groups

Local groups are defined as groups whose membership is primarily made up of residents within the Council area of the Rural City of Murray Bridge or individuals or groups whose primary function is within the Council area of the Rural City of Murray Bridge. If requested by Council, evidence must be supplied that the group is based within the Council area of the Rural City of Murray Bridge. This criteria includes public schools.

Community Groups

Community groups are defined as those that meet for the purpose of providing a service for the community benefit. If requested by Council, evidence must be supplied that the

group is community based and not conducted for private gain or exclusive membership.

Non-commercial entities are entitled to a concession rate for fees and charges as outlined in the Schedule of Fees and Charges.

No further waiving of fees and charges will occur unless by extenuating circumstances and by approval of the Chief Executive Officer.

All waived fees will be reported to Council quarterly in each financial year

CORPORATE OBJECTIVES

The Fees and Charges Policy and all of Council's fees and charges not subject to statutory control are to be reviewed on an annual basis prior to the adoption of Council's Annual Business Plan and Budget.