



POLICY NO. CP 4.1.18

POLICY STATEMENT: SETTING FEES AND CHARGES

PURPOSE: To establish the City's approach to determining fees and charges.

POLICY

1. The City will set its fees and charges with regard to:
 - 1.1 The cost of providing the service;
 - 1.2 The importance of the service to the community;
 - 1.3 The cost at which the service could be provided by an alternative provider;
 - 1.4 The cost at which the same or similar services are provided by other local governments.
2. The City will as far as practicable, determine the full cost, including direct and indirect costs, of delivering services prior to determining fees or charges.
3. Where a fee or charge for a service is determined under a written law, the City will advocate for those fees to be set at a level that achieves full cost recovery in accordance with Treasurer's Instruction 810: Review of Fees and Charges.
4. In recognition of the contribution not-for-profit community organisations make to the local community, unless otherwise specified in Council's schedule of fees and charges, those organisations will receive a 25% discount on fees for the use of City facilities.
5. Where different fees apply to the use of City facilities for senior and junior sports, the fee charged for juniors shall be 40% of the rate applicable to seniors.
6. To encourage use of facilities during off peak period (generally business hours Monday to Friday), the City may offer a discount of up to 20% for the use of facilities during those hours.
7. Where the use of a facility on weekends or public holidays results in additional costs to the City (such as overtime payments for City staff), the City will apply a surcharge of up to 30% to cover those costs.
8. For services that provide a benefit only to the service recipient but where the service could only be provided by the City, fees and charges will be set at a level that seeks to recover the full cost of the service. Services within this category include:
 - 4.1 Dealing with applications for permits under local laws; and
 - 4.2 Assessment of plans and strategies associated with development approvals (Local Water Management Strategies, Urban Water Management Plans, Technical Reports, Construction Management Reports etc.).



9. For services that provide a benefit only to the service recipient and where the service could be provided by other government agencies or the private sector, fees and charges may be set at a level that exceeds the cost of providing the service. Services within this category include:

- 5.1 Certificates of Design Compliance;
- 5.2 Certificates of Construction and Building Compliance; and
- 5.3 Building Inspections.

GOVERNANCE REFERENCES

Statutory Compliance	Local Government Act 1995, Division 5, Subdivision 2 – Fees and Charges
Industry Compliance	Nil.
Organisational Compliance	Nil.
Process Links	Nil.

POLICY ADMINISTRATION

Directorate		Officer Title		Contact:	
Business Services		Director Business Services		9397 3000	
Risk Rating	Medium	Review Cycle	Annual	Next Due:	2027
Version	Decision Reference	Synopsis			
1.	OCM 2026/48 24/02/2026	Policy Adopted.			
2.					
3.					