

## SETTING FEES AND CHARGES

**STATUS:** **Council Policy** - *A strategic policy that sets governing principles and guides the direction of the organisation to align with community values and aspirations.*

*Council policies are developed by the Policy Committee for approval by Council.*

**RESPONSIBLE DIRECTORATE:** Corporate Services and Resource Management

**OBJECTIVE:** To establish a fair and equitable fee structure on a user contributes basis which reflects actual costs for goods and services provided by council and takes into account the City's objectives and community obligations.

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### STATEMENT:

#### Goods

'Goods' includes the provision of anything that may be tangible, such as information reports or documentation.

The following shall apply to the provision of goods:

- (a) Fees for the provision of goods will aim at the full economic cost of producing the good;
- (b) Fees will be reviewed annually as part of the annual budget development program.

#### Services

'Services' includes licensing & inspection fees.

- (a) Fees for the provision of services shall aim at recovering the full economic cost of providing the service.
- (b) Fees will be reviewed annually as part of the annual budget development program
- (c) Authority to waive fees is delegated to the Chief Executive Officer.

## **Hire Charges**

'Hire Charges' includes halls, community rooms and sporting or recreation venues, hired for a specific period.

'Junior' is defined as 18 years and under

'Senior' is defined as 60 years and over, or retired.

## **Outside venues**

These are defined as parks, gardens, ovals and similar.

Council will aim to recover 20% of the annual maintenance cost for all outside recreation areas. To achieve this, hire charges will be set based on the following:

- (a) junior sport & recreation bodies - free of charge
- (b) senior sport & recreation bodies – free of charge
- (c) bodies where the majority of members are Pensioners or Seniors Cards holders - 50% of real cost of provision of area;
- (d) All other groups and individuals - 100% of real cost of provision of area

The area under use to be determined in consultation with the Director Community Development.

## **Inside venues**

These are defined as all built areas, including leisure and aquatic centres, local and community halls, sports centres, clubrooms, and other council owned property.

Council will aim at 100% cost recovery of operating costs for all leisure activities undertaken by Council, bearing in mind the need to:

- (a) maintain premises; and
- (b) provide for future additional and replacement premises.

However the minimum standard benchmark for individual leisure centres will be that established by the centre for Environment and Recreation Management at the University of South Australia.

Hire charges will be determined on a venue-by-venue basis, using the following criteria:

- (a) peak or off-peak booking;
- (b) permanent, temporary or one-off booking;

- (c) whether the booking group is recognised as a charitable organisation by the ATO;
- (d) the type of use to which the venue will be put;
- (e) the age and condition of the venue; and

Costs associated with goods, services and hire charges will be reviewed annually as part of the annual budget development process. The basic principles considered in establishing fees and charges will be:

- (a) cost-contribution;
- (b) fee-for service on a cost-recovery basis; and
- (c) charges that reflect the true cost of providing a facility.
- (d) the venue's population pool and location limitations
- (e) inclusion of GST where applicable.

#### **Lease fees**

'Lease Fees' includes all property where a formal agreement to lease, contract to lease or license to occupy is in place or should be in place.

- 1 Council recognises that not-for-profit groups are generally
  - (a) providing a benefit to the community; and
  - (b) not in a position to pay commercial lease rates.
- 2 The standard lease fee is therefore set as follows:-
  - (a) not-for-profit organisations - equivalent of 1% of current capital replacement cost per annum
  - (b) lease fees will be determined in proportion to any contribution made by a user group to the capital cost;
  - (c) all others - market value.
  - (d) inclusion of GST where applicable.
- 3 Lease fees for vacant land provided to not-for-profit organisations will be that determined by the Valuer-General. Such leases or rental agreements will provide mechanisms for revaluation every three years.
- 4 Capital cost will be determined by the Director Corporate Services & Resource Management.
- 5 Any existing anomalies to this policy will be rectified as the opportunity arises.

- 6 Licence to Occupy agreements to be phased out as each agreement ends and then leases will be implemented.

### **Authority to Waive Fees**

Authority to waive fees for goods, services or hire charges is delegated to the Chief Executive Officer on the written support of the responsible officer. This authority does not extend to statutory charges, the municipal rate or service charges incorporated within the Rate Notice

**(See S6.16, 6.17, 6.18 & 6.19 of Local Government Act 1995).**

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Amendments: CJ213-06/99, CJ148-06/00, CJ121-06/02,  
CJ206-10/05

Related Documentation: National Competition Policy

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