

Setting Fees and Charges

Policy Owner:	Corporate, Strategy and Performance
Contact Person:	Manager Finance
Date of Approval:	4 May 2010 – CS06-05/10

Objective

To establish a fair and equitable fee and charge structure, which reflects, where possible actual costs for goods and services provided by council and takes into account the City's objectives and community obligations.

Statement

Background

The Local Government Act 1995 states that, when setting fees and charges, "... a local government is required to take to consideration the following factors-the cost to the local government of providing the service or goods; the importance of the service or goods to the community; and the price at which the service or goods could be provided by an alternative provider"

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 creating unfair competition with the private sector. While much of the services provided by the City are specific to local government, there are others which may be provided by the private sector.

The following policy has been developed to express the position of council in establishing fees and charges.

Principles

The provision of goods and services additional to those provided as core business to the whole community requires resourcing and has an inherent cost.

The Council has adopted a 'user-contributes' approach to the provision of additional goods and services in order that the cost burden of providing the goods or service is spread more equitably amongst customers. *Local Government Act 1995 S6.17 (1)*

Costs to the community should be fairly set, equitable across the board and where appropriate, reflect the true cost of providing goods or service.

1. Goods

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

The following shall apply to the provision of goods:-

- Fees and charges for the provision of goods should initially aim to recover at the full economic cost of producing the goods;
- Fees and charges are to be reviewed annually as part of the annual budget development process, and imposed in accordance with *Section 6.16 of the Local Government Act 1995*.

2. Services:

'Services' includes items such as licensing & inspection fees.

- Fees and charges for the provision of services should initially aim to recover the full economic cost of providing the service.
- Fees and charges are to be reviewed annually as part of the annual budget development process, and duly advertised before being adopted by Council.

3. Authority to Waive Fee or charge

Authority to waive fees or charges is delegated to the Chief Executive Officer on the written support of the responsible Manager. 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).

Responsibility for Implementation

Director Corporate Strategy and Performance and other Directors and Service Unit Managers where applicable.

Versions	Next Review:	Record No:
1 July 1999		
01 September 2002		
06 April 2004- CD05-04/04 and CS03-04/04	April 2009	892544
May 2010 – CS06-05/10	March 2012	TRIM: 10/1330