

Fees and Charges Policy

Policy Author	General Manager – Corporate Services
Date of next review	October 2028

1. Statement of Intent

The purpose of this Policy is to:

- Establish the principles for the setting, waiving or amending of all fees and charges.
- Ensure a consistent standard and equitable approach to setting of fees and charges.
- Consider the ability of the community to pay the fees and charges set by Council.

1.1. Setting of fees and charges

Section 188 of the *Local Government Act 1999* (the Act) empowers Council to impose fees and charges.

The key principles by which fees and charges are set include:

- the cost of providing the goods or service
- the collective users' ability to pay for the service
- the demand for the goods or services by the community
- comparative market pricing with other like enterprises performing similar services, including Competitive Neutrality principles if they are relevant to the goods or services being provided
- the environmental and social benefit of the goods or services provided
- the requirements of any act or regulations.

These principles will be applied consistently across the organisation to enhance accountability and provide transparency in the setting, waiving or amending of all fees and charges.

GST will be applied where appropriate in the Schedule of Fees and Charges.

1.2. Waiving or reducing fees and charges

The Council may waive or refund the whole, or any part, of any fee or charge if it is satisfied that there are exceptional circumstances that justify such a waiver or refund.

Any waiver (in part or in full) of fees and charges must be applied:

- in line with the *Local Government Act 1999*
- in accordance with the appropriate delegations in the delegations register
- in consideration of the desired outcomes of the Council
- taking into consideration the user pays principle as outlined in the associated procedures.

2. Scope

This Policy and the associated Fees and Charges Procedure apply to all workers with delegated authority within the organisation who are responsible for setting, waiving or amending a fee or charge. This applies to all functions delegated or sub-delegated in accordance with the delegations register.

This Policy applies to all fees and charges listed on Council's Fees and Charges Schedule over which Council is empowered to impose under Section 188 of the *Local Government Act 1999*.

3. Legislation and References

This Policy should be read in conjunction with the Fees and Charges Procedure.

Related documents include:

- *A New Tax System (Goods and Services Tax) Act 1999*
- *Australian Road Rules*
 - Division 7—Permissive parking signs and parking fees
- *Dog and Cat Management Act 1995*
 - Section 41 – Applications and fees
- *Environment Protection Act 1993*
 - Part 6, Division 4 & Part 6A
- *Expiation of Offences Regulations 2011*
 - Section 5 – Reminder notices
 - Section 6 – Expiation enforcement warning notices
- *Fines Enforcement and Debt Recovery Act 2017*
 - Section 5 – Delegation
- *Fire and Emergency Services Act 2005*
 - Section 143 – Fees
- *Food Act 2001*
 - Part 2—Offences relating to food
- *Freedom of Information Act 1991*
 - Section 53 – Fees and charges
- *Land and Business (Sales and Conveyancing) Regulations 2010*
 - Part 3—Dual representation
- *Local Government Act 1999*
 - Section 44 – Delegations
 - Section 188 – Fees and charges
 - Chapter 12, Part 1—By-Laws
- *Local Government (General) Regulations 2013*
 - Section 19 – Certificates of liabilities—fee
 - Section 20 – Fees and charges

- *Local Nuisance and Litter Control Act 2016*
 - Part 4—Offences
- *Planning, Development and Infrastructure Act 2016*
 - Section 56 – Fees and charges
- *Private Parking Areas Act 1986*
 - Section 6 – Offences
- *Road Traffic (Miscellaneous) Regulations 2014*
 - Part 7—Miscellaneous
- *South Australian Public Health (Legionella) Regulations 2013*
 - Section 21 – Fees relating to high risk manufactured water systems
- *South Australian Public Health (Wastewater) Regulations 2013*
 - Part 2—Establishment of community wastewater management systems
 - Part 3—Wastewater system requirements
- Government of South Australia Policy on Competitive Neutrality
- Food Inspection Fee Procedure
- Hardship Policy and Procedure
- City of Playford Schedule of Fees and Charges
- Delegations and sub-delegation registers
- City of Playford Global Glossary

This Policy should not be considered as the only document that may relate to fees and charges, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Council	Annual consideration of the Schedule of Fees and Charges for approval.
Chief Executive Officer	Annual consideration of the Schedule of Fees and Charges for approval.
General Managers	Responsible for approving the appropriate pricing methodology to be used to set discretionary fees and charges in their business unit.
Senior Managers	Responsible for notifying the Finance team of any new, or changes, to existing fees and charges as they occur.
Finance team	Responsible for coordinating and seeking approval for all fees and charges from the CEO or Council as required under the Act and ensuring accurate and accessible information is available regarding all fees and charges.

5. Relevance to Risk Appetite Statement

Financial Sustainability

The City of Playford has a **LOW** appetite for short-term financial risk that adversely impacts the Council's income. The Fees and Charges Policy enables charges to be correctly set, applied and updated.

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation. The Policy enables the Council to apply a consistent and transparent approach to the setting and application of fees and charges.

Regulatory Compliance

The City of Playford has **ZERO TOLERANCE** for non-compliance with applicable legislation including the legislation listed within this Policy.

6. Feedback

Your feedback on this Policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

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Procedure link	Fees and Charges Procedure
Policy author	General Manager – Corporate Services
Endorsed by	Council
Resolution no.	TBC6417
Legal requirement	<i>Local Government Act 1999</i>
Review schedule	Three years
Date of current version	October 2025
Date of next review	October 2028

Version history

Version no.	Approval date	Approval by	Change
1	May 2002	Council	
2	June 2019	Council	As per Fees & Charges Summary of Changes – June 2019.

3	25 May 2021	Council Resolution No. 4618	Updated in new template. Policy and procedure content separated into two separate documents.
4	26 April 2022	Council Resolution No. 4968	Reviewed document. No changes. New review schedule of three years.
5	28 October 2025	Council Resolution No. 6417	Scheduled review updated for title changes and minor edits.
