



# Fees and Charges Policy

Policy Number	F6
Responsible Officer(s)	Chief Executive Officer Manager Finance
Policy Adopted	July 2023
Next Review Date	July 2024
Minutes reference	2023/07-11
Applicable Legislation	<i>Local Government Act 1999</i>
Related Policies	Internal Control Policy

## 1. POLICY PRINCIPLE

This policy outlines all fees and charges associated with Council's services and the process used to determine how they are adjusted on an annual basis.

## 2. LEGISLATIVE CONTEXT

Section 188 of the Local Government Act 1999 (the Act) provides the mechanism by which council can impose fees and charges for a variety of services it provides.

Pursuant to Section 132 (3)(e) of the Act a council must make available for inspection fees and charges imposed by the Council at its principle office or on a website determined by the chief executive officer.

## 3. POLICY SCOPE

A council may impose fees and charges for the following:

- the use of any property or facility owned, controlled, managed or maintained by the council;
- services supplied to a person at his or her request;
- carrying out work at a person's request;
- providing information or materials, or copies of, or extracts from, council records;
- in respect of any application to the council;
- in respect of any authorisation, licence or permit granted by the council;
- in respect of any matter for which another Act provides that a fee fixed under the Act is to be payable; or
- in relation to any other prescribed matter.

## 4. ANNUAL REVIEW

Annually, Council will review its fees and charges schedule in conjunction with the annual business plan and budget process.

In determining its annual fees and charges Council will consider the Consumer Price Index (CPI), the

Local Government Price Index (LGPI) and other external influences including:

- competitive market i.e. (caravan parks);
- large increases to contractual expenses i.e. (waste services);
- fees set by legislative requirements i.e. (dogs registration, freedom of information requests); or
- cost recovery for providing the service.

To help reduce cash handling requirements fees and charges will generally be rounded up or down. All fees listed include GST unless specified exempt.

It is acknowledged that Council's Caravan Park activities are commercial in nature and therefore there is a need to respond from time to time to market conditions. As such, the Chief Executive Officer has the discretion to vary Caravan Park Fees.

Fees and charges may be waived at the discretion of the Chief Executive Officer.

## 5. REVIEW

This Policy will be reviewed every 12 months in conjunction with the annual business plan and budget process, or more frequently if required.

### Document history:

Version	Adopted	Description of Change
1.0	August 2020	New Policy
2.0	July 2021	Review.
3.0	July 2022	Review of all fees & charges. Mainly increase by 4.7% (Adelaide March CPI) with some rounding effect.
4.0	August 2022	Fees and Charges amended from previous review to round off figures in order to avoid small change.
5.0	July 2023	Review of all fees & charges. Mainly increase by 7.9% (Adelaide March CPI) with some rounding effect. Also, included fees & charges set by legislation for easy access of public and administration.

## Fees & Charges Set By Council

	2022/23 (GST Inclusive)		2023/24 (GST Inclusive)
<b><u>Room Hire</u></b>			
Hire of Phil Barry Chamber - full day*	<b>\$152.00</b>	7.9%	<b>\$164.00</b>
Hire of Phil Barry Chamber - half day*	<b>\$94.00</b>	7.4%	<b>\$101.00</b>
Hire of Meeting Room 1 - full day*	<b>\$64.00</b>	7.8%	<b>\$69.00</b>
Hire of Meeting Room 1 - half day*	<b>\$43.00</b>	7.0%	<b>\$46.00</b>

### **Office / Copy Support**

A3 - Single*	<b>\$0.35</b>	14.3%	<b>\$0.40</b>
A3 - Duplex*	<b>\$0.40</b>	12.5%	<b>\$0.45</b>
A4 - Single*	<b>\$0.30</b>	16.7%	<b>\$0.35</b>
A4 - Duplex*	<b>\$0.35</b>	14.3%	<b>\$0.40</b>
<i>If over 50 copies</i>			
A3 - Single*	<b>\$0.25</b>	40.0%	<b>\$0.35</b>
A3 - Duplex*	<b>\$0.30</b>	33.3%	<b>\$0.40</b>
A4 - Single*	<b>\$0.20</b>	50.0%	<b>\$0.30</b>
A4 - Duplex*	<b>\$0.25</b>	40.0%	<b>\$0.35</b>
Faxing - first sheet*	<b>\$1.35</b>	7.4%	<b>\$1.45</b>
Each sheet thereafter*	<b>\$0.55</b>	18.2%	<b>\$0.65</b>
Receiving fax*	<b>\$1.25</b>	8.0%	<b>\$1.35</b>
Folding - first 50 sheets*	<b>\$1.05</b>	9.5%	<b>\$1.15</b>
Each sheet thereafter*	<b>\$0.05</b>	200.0%	<b>\$0.15</b>
Laminating A4	<b>\$5.05</b>	2.0%	<b>\$5.15</b>

### **Office / Copy Support Other**

Copy of rates notices (current or previous year) *	<b>Free</b>	<b>Free</b>
Copy of rates notices (more than one year previous) Must be paid in advance or on pickup, no debtors invoices are to be raised*	<b>\$10.00 for first copy, \$2.00 for each copy thereafter</b>	<b>\$10.00 for first copy, \$2.00 for each copy thereafter</b>

Copies of public documents that are available on the Council website or are available for inspection at the Council Office. Must be paid in advance or on pickup, no debtors invoices are to be raised. (Note. No GST is Applicable)	To be charged as per "Photocopying-General Public" charges		To be charged as per "Photocopying-General Public" charges
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**Dog & Cat Registration:**

Non-standard (previously 'Ordinary')	<b>\$72.50</b>	6.2%	<b>\$77.00</b>
Standard (i.e. Desexed & Microchipped)	<b>\$36.25</b>	6.2%	<b>\$38.50</b>
Pensioner - Non-standard	<b>\$36.25</b>	6.2%	<b>\$38.50</b>
Pensioner - Standard	<b>\$18.00</b>	6.9%	<b>\$19.25</b>
Transfer registration from another Council	<b>\$0.00</b>	n/a	<b>\$0.00</b>
Working dog	<b>\$10.50</b>	4.8%	<b>\$11.00</b>
Assistance Dog (Guide/Hearing/Therapeutic)	<b>\$0.00</b>	n/a	<b>\$0.00</b>
Greyhound (registered with Greyhound Racing Board)	<b>\$18.50</b>	5.4%	<b>\$19.50</b>
New dog registrations from 1 January to 30 June - Discount of	<b>50%</b>	0.0%	<b>50%</b>
New puppy registration (under three months)	<b>\$0.00</b>	n/a	<b>\$0.00</b>
Late Registration fee (from 1 September)	<b>\$26.00</b>	0.0%	<b>\$26.00</b>
Late Registration fee for Business Registrations	<b>\$130.00</b>	6.2%	<b>\$138.00</b>
Daily weekday fee (per day a dog/s are kept in pound)	<b>\$25.00</b>	6.0%	<b>\$26.50</b>
Daily weekend fee (per day a dog/s are kept in pound)	<b>\$40.00</b>	6.3%	<b>\$42.50</b>
Collection Fee	<b>\$60.00</b>	0.0%	<b>\$60.00</b>
Cat/s	<b>\$0.00</b>	n/a	<b>\$0.00</b>

**Dog Businesses:**

Dog Business registration (1 to 9 dogs)	<b>NA</b>	n/a	<b>\$346.00</b>
Dog Business registration (10 to 19 dogs)	<b>NA</b>	n/a	<b>\$692.50</b>
Dog Business registration (20 + dogs)	<b>NA</b>	n/a	<b>\$1,039.00</b>

**Development:**

Development Application Photocopies (per Job)	<b>\$18.00</b>	5.6%	<b>\$19.00</b>
Category 3 Public Notification Fee Sign Installation Fee	<b>\$107.00</b>	7.5%	<b>\$115.00</b>
Contribution for Community Wastewater Management Scheme connection*	<b>\$4,453.00</b>	7.9%	<b>\$4,805.00</b>

**Community Bus Fees:**

Port Wakefield to Balaklava - One Way (per passenger) *	<b>\$4.00</b>	25.0%	<b>\$5.00</b>
Port Wakefield to Balaklava - Return (per passenger) *	<b>\$6.00</b>	16.7%	<b>\$7.00</b>
Balaklava Shopping Day (per passenger) *	<b>\$3.00</b>	33.3%	<b>\$4.00</b>

**Balaklava to Muno Para or Elizabeth Shopping Centre**

From Owen (per passenger) *	<b>\$9.00</b>	11.1%	<b>\$10.00</b>
From Hamley Bridge (per passenger) *	<b>\$7.00</b>	14.3%	<b>\$8.00</b>
From Balaklava / Pt Wakefield (per passenger) *	<b>\$11.00</b>	9.1%	<b>\$12.00</b>

**Balaklava Men's Group**

Within Wakefield Regional Council (per passenger) *	<b>\$7.00</b>	14.3%	<b>\$8.00</b>
Outside Wakefield Regional Council (per passenger) *	<b>\$13.00</b>	7.7%	<b>\$14.00</b>

**Group Hire:**

Group Hire with in Balaklava*	<b>\$20 Hire + \$2 Per person</b>	n/a	<b>\$22 Hire + \$3 Per Person</b>
Group Hire with in Council Area*	<b>\$20 Hire + \$5 Per person</b>	n/a	<b>\$22 Hire + \$6 Per Person</b>

**Balaklava Caravan Park:**

Cabins - Ensuite (1-2 Person) / Night*	<b>\$120.00</b>	8.3%	<b>\$130.00</b>
Cabins - Ensuite (Student) / Night*	<b>\$74.00</b>	8.1%	<b>\$80.00</b>
Disability access cabin (large)/Night	<b>\$148.00</b>	8.1%	<b>\$160.00</b>
Powered Site (1-2 Person) / Night*	<b>\$34.00</b>	8.8%	<b>\$37.00</b>
Unpowered Site (1-2 Person) / Night*	<b>\$21.00</b>	9.5%	<b>\$23.00</b>
Extra Person 16 years & over / Night*	<b>\$12.00</b>	8.3%	<b>\$13.00</b>
Extra Person 3 -15 years / Night*	<b>\$7.50</b>	6.7%	<b>\$8.00</b>
Children Under 3*	<b>Free</b>	n/a	<b>Free</b>
Long Term weekly, min. 60 days Plus Metered power (additional power charge introduced)*	<b>\$115.00</b>	8.7%	<b>\$125.00</b>
Electricity*	<b>At Cost</b>	n/a	<b>At Cost</b>
Showers*	<b>\$6.30</b>	11.1%	<b>\$7.00</b>
Storage / Night*	<b>\$7.30</b>	9.6%	<b>\$8.00</b>
Linen Hire - Extra Double (one set supplied / cabin)*	<b>\$18.00</b>	5.6%	<b>\$19.00</b>
Linen Hire - Single*	<b>\$13.60</b>	10.3%	<b>\$15.00</b>

**Port Wakefield Caravan Park:**

Cabin - Standard (1-2 Person) / Night*	<b>\$85.00</b>	8.2%	<b>\$92.00</b>
Cabin - Standard Ensuite (1-2 Person) / Night*	<b>\$100.00</b>	8.0%	<b>\$108.00</b>
Cabin - Standard Ensuite (Student rate) / Night*	<b>\$74.00</b>	8.1%	<b>\$80.00</b>
Cabin - Deluxe Ensuite (1-2 Person) / Night*	<b>\$120.00</b>	8.3%	<b>\$130.00</b>
Powered Site (1-2 Person) / Night*	<b>\$34.00</b>	8.8%	<b>\$37.00</b>
Unpowered Site (1-2 Person) / Night*	<b>\$21.00</b>	9.5%	<b>\$23.00</b>
Extra Person 16 & over/ Night*	<b>\$12.00</b>	8.3%	<b>\$13.00</b>
Extra Children under 3-15years/Night*	<b>\$7.50</b>	6.7%	<b>\$8.00</b>
Children Under 3*	<b>Free</b>	n/a	<b>Free</b>
Long term Sites (weekly)*	<b>\$115.00</b>	8.7%	<b>\$125.00</b>
Annuals Sites (weekly)*	<b>\$55.00</b>	9.1%	<b>\$60.00</b>
Electricity*	<b>At Cost</b>	n/a	<b>At Cost</b>
Linen Hire - single (double supplied)*	<b>\$14.00</b>	7.1%	<b>\$15.00</b>
Storage*	<b>\$7.30</b>	9.6%	<b>\$8.00</b>
Showers*	<b>\$6.30</b>	11.1%	<b>\$7.00</b>
Standard Cabin Long-Term (5 nights, min 20 days, max 365 days for tradesmen etc.)*	<b>\$275.00</b>	9.1%	<b>\$300.00</b>
Standard Cabin Long-Term (additional night rate 1-2 person per night)*	<b>\$55.00</b>	9.1%	<b>\$60.00</b>

**Cemeteries:**

Single Interment Right (lease) - Single Grave or Niche*	<b>\$557.00</b>	7.7%	<b>\$600.00</b>
Double Interment Right (lease) - Double Grave or Niche*	<b>\$1,115.00</b>	7.6%	<b>\$1,200.00</b>
Grave Digging - Standard Depth (1.5m)*	<b>\$1,001.00</b>	7.9%	<b>\$1,080.00</b>
Grave Digging - Extra Depth (1.8m)*	<b>\$1,532.00</b>	8.0%	<b>\$1,655.00</b>
Removal of slab (or cost)*	<b>POA</b>	n/a	<b>POA</b>
Lease cancellation fee (refund less charge)*	<b>POA</b>	n/a	<b>POA</b>

Cut Through Concrete*	<b>\$331.00</b>	8.8%	<b>\$360.00</b>
Interment Right (lease) Transfer of Ownership*	<b>NA</b>	New	<b>\$100.00</b>
Ashes interred into a grave or niche already occupied (administration cost only)*	<b>NA</b>	New	<b>\$100.00</b>
Transfer of ashes from niche/grave to new location (administration cost only)*	<b>NA</b>	New	<b>\$100.00</b>

**Transfer Station - Residents/ratepayers only (Proof of residency/pension required)**

Garbage Bag - Resident*	<b>\$7.00</b>	14.3%	<b>\$8.00</b>
Car Boot - Resident*	<b>\$12.00</b>	8.3%	<b>\$13.00</b>
6 x 4 Trailer - Resident*	<b>\$28.00</b>	7.1%	<b>\$30.00</b>
6 x 4 Trailer over 0.5m - Resident*	<b>\$54.00</b>	7.4%	<b>\$58.00</b>
Tandem Trailer over 0.5m - Resident*	<b>\$104.00</b>	7.7%	<b>\$112.00</b>
Resale item fee	<b>\$8.00</b>	12.5%	<b>\$9.00</b>
Tyres - Passenger*	<b>\$8.00</b>	12.5%	<b>\$9.00</b>
Tyres - Light Truck*	<b>\$15.00</b>	6.7%	<b>\$16.00</b>
Tyres - Heavy Truck*	<b>\$26.00</b>	7.7%	<b>\$28.00</b>
Tyres - Passenger - on rim or contaminated*	<b>\$18.00</b>	11.1%	<b>\$20.00</b>
Tyres - Light Truck - on rim or contaminated*	<b>\$37.00</b>	8.1%	<b>\$40.00</b>
Tyres - Heavy Truck - on rim or contaminated*	<b>\$70.00</b>	8.6%	<b>\$76.00</b>
Oily water/L (conditions apply) - Resident*	<b>\$0.25</b>	20.0%	<b>\$0.30</b>
Coolant/L (conditions apply) - Resident*	<b>\$0.30</b>	16.7%	<b>\$0.35</b>

**Waste Disposal Bins:**

Replacement Mobile Garbage / Recycling Bins Sales 140 & 240ltr*	<b>\$81.00</b>	7.4%	<b>\$87.00</b>
Bin replacement wheels*	<b>\$12.00</b>	8.3%	<b>\$13.00</b>
Replacement bin lids - New*	<b>\$12.00</b>	8.3%	<b>\$13.00</b>
Second hand Green & Yellow lids & Pins for lids (while available)*	<b>Free</b>	n/a	<b>Free</b>

**Sundry:**

Installation of an additional residential/commercial driveway crossover or extension to the existing		New	<b>\$700/lm</b>
Permit for alteration of a road*	<b>Nil</b>	n/a	<b>\$100.00</b>
Section 221 Permit	<b>Nil</b>	n/a	<b>\$100.00</b>
Road Name Change Application Fee	<b>\$820.00</b>	7.9%	<b>\$885.00</b>
Directional Signage (B7B etc) Double sided sign supply only (post extra if required)*	<b>\$164.00</b>	7.9%	<b>\$177.00</b>
New/replacement of Rural Road Address Signage (supply only owner to install)*	<b>\$32.00</b>	9.4%	<b>\$35.00</b>
outdoor dining permit application fee	<b>\$100.00</b>	8.0%	<b>\$108.00</b>
outdoor dining permit renewal fee	<b>\$45.00</b>	8.9%	<b>\$49.00</b>
Block clearing - Fire & Emergency Services Act 2005 Section 105J(6)*	<b>Actual Contractors fee plus \$60.00 Administration Fee.</b>	n/a	<b>Actual Contractors fee plus \$65.00 Administration Fee.</b>
By-Law Breach Expiation Fee (25% of maximum penalty)	<b>\$312.50</b>	0.0%	<b>\$312.50</b>
Camping Permit	<b>\$35.00</b>	8.6%	<b>\$38.00</b>
Hire of cat trap Bond per week*	<b>\$50.00</b>	0.0%	<b>\$50.00</b>
Permit for cropping and/or agisting stock on a road reserve*	<b>\$22.00 per hectare (minimum \$40.00)</b>	n/a	<b>\$25.00 per hectare (minimum \$40.00)</b>
Storage of abandon vehicle per day*	<b>\$8.00</b>	12.5%	<b>\$9.00</b>
Mobile Food Vendors annual Fee	<b>\$2,000.00</b>	0.0%	<b>\$2,000.00</b>
Mobile Food Vendors renewal Fee	<b>\$200.00</b>	0.0%	<b>\$200.00</b>

*\*includes GST*



## **Fees & Charges Set by Legislation**

**2022/23**

**2023/24**

### ***Health***

#### **Food Inspection fee (regulation 13)**

(a) in the case of a small business	\$134.00	4.5%	\$140.00
(b) in any other case	\$334.00	4.8%	\$350.00
South Australian Public Health (Legionella) Regulations	\$42.00 (1 System)	4.8%	\$44.00 (1 system)
	\$28.00 (additional systems)	4.5%	\$29.25 (additional systems)
	\$21.20 (renewal of each system)	4.7%	\$22.20 (renewal of each system)

#### **Assessment of Wastewater Application**

Lodgement		n/a	\$125.00
Lodgement + 1 inspection		n/a	\$264.00
Alterations to an existing septic system		n/a	\$264.00
Lodgement + 2 inspections		n/a	\$403.00
Within township connected to CWMS		n/a	\$403.00
Lodgement + 3 inspections		n/a	\$542.00
Outside township – onsite system		n/a	\$542.00

### ***Development***

#### **Lodgement Fees**

Electronic Lodgement	\$184.00	4.9%	\$193.00
Relevant Authority Lodgement	\$83.00	4.8%	\$87.00

**Assessment - Planning Fees**

Deemed to satisfy (<\$10,000 development cost)	\$132.00	4.5%	\$138.00
Deemed to satisfy (>\$10,000 development cost)	\$218.00	4.6%	\$228.00
Performance Assessed	\$260.00	4.6%	\$272.00
Impact Assessed (Restricted)		n/a	0.25% of the total development cost up to \$300,000, whichever is greater
Impact Assessed (EIS) Declaration	\$1,819.00	4.8%	\$1,906.00
Impact Assessed (EIS) Assessment		n/a	0.25% of the total development cost up to \$500,000, whichever is greater
Crown Development		n/a	\$184 plus, 0.25% development cost up to a maximum \$300,000

**Assessment - Land Division Fees**

Assessment (4 or less lots with no public road)	\$182.00	4.9%	\$191.00
Assessment (5 or more lots and/or a public road)	\$182.00, plus \$16.60 per additional allotment	n/a	\$191.00, plus \$17.40 per additional allotment
Regulation 76 Advice	\$208.00	4.8%	\$218.00
Certificate of Approval (Land Division Certificate)	\$1,069.00	4.8%	\$1,120.00

**Assessment - Building Envelope Plan Fee**

Building Envelope Plan Approval	\$182.00 plus, \$16.60 for each allotment delineated under the building envelope plan	n/a	\$191.00 plus, \$17.40 for each allotment delineated under the building envelope plan
Building Envelope Plan Publication	\$208.00	4.8%	\$218.00

**Assessment - Minor Variation Fee**

Minor Variation	\$132.00	4.5%	\$138.00
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**Extension of Time Fee**

Extension of Time	\$132.00	4.5%	\$138.00
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**Referral Agency Fees**

Referral Agency Fees	Standard fee for most referrals of \$414 with some variations to the Environment Protection Authority, Native Vegetation, SA Housing Authority and Technical Regulator	n/a	Standard fee for most referrals of \$434 with some variations to the Environment Protection Authority, Native Vegetation, SA Housing Authority and Technical Regulator
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**Assessment - Building Fees**

Building Assessment - Class 1	\$468.00	n/a	\$490.00 or 0.25% of the total development cost, whichever is the greater
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Building Assessment - Classes 2-9 (e.g. Apartments, commercial, industrial buildings)	Up to and including \$20,000 development cost \$697. Greater than \$20,000 up to and including \$200,000 development cost \$697 plus 0.4% over \$20,000. Greater than \$200,000 up to and including \$1M development cost \$1,444 plus 0.25% over \$200,000. Greater than \$1M development cost \$3,523 plus 0.15% over \$1M	n/a	Up to and including \$20,000 development cost \$730. Greater than \$20,000 up to and including \$200,000 development cost \$730 plus 0.4% over \$20,000. Greater than \$200,000 up to and including \$1M development cost \$1,513 plus 0.25% over \$200,000. Greater than \$1M development cost \$3,692 plus 0.15% over \$1M
Building Assessment - Class 10	\$135.00	n/a	\$141.00 or 0.25% of the total development cost, whichever is the greater
Building Assessment (Demolition)	\$151.00	4.6%	\$158.00
Issue Essential Safety Provision	\$250.00	4.8%	\$262.00
Change of Classification	\$176.00	4.5%	\$184.00
Referral to Commission (Concurrence)	\$359.00	4.7%	\$376.00
Referral to Commission (Opinion)	\$359.00	4.7%	\$376.00

### Compliance Fees

Certificate of Occupancy	\$52.00	4.8%	\$54.50
Class 1 inspection	\$250.00	4.8%	\$262.00
Class 1 - multiple dwellings	\$250.00 for each dwelling	n/a	\$262.00 for each dwelling

Swimming pool, or safety feature inspection	\$250.00	4.8%	\$262.00
Class 10>\$10,000	\$83.00	4.8%	\$87.00
Class 10<\$10,000 Basic compliance fee	\$0.00	n/a	\$0.00
Classes 2-9 inspection	0.075% development cost, minimum \$245, Maximum \$2,548.00	n/a	\$262 or 0.075% development cost, minimum \$250, Maximum \$2,724.00