



Fees and Charges Policy

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Responsibility	Financial Sustainability
Version Number	1.0
Effective Date	April 2026
Last Revised Date	April 2026
Minute Book Reference	C2675
Next Review Date	April 2030
Applicable Legislation	Local Government Act 1999 (Sections 44, 132, 188. Chapter 12 – Part 1 By-Laws) Australian Road Rules Dog and Cat Management Act 1995 Environment Protection Act 1993 Expiation of Offences Regulations 2011 Fines Enforcement and Debt Recovery Act 2017 Fire and Emergency Services Act 2005 Food Act 2001 Freedom of Information Act 1991 Land and Business (Sales and Conveyancing) Regulations 2010 Local Government (General) Regulations 2013 Local Nuisance and Litter Control Act 2016 Planning, Development and Infrastructure Act 2016 Private Parking Areas Act 1986 Road Traffic (Miscellaneous) Regulations 2014 South Australian Public Health (Legionella) Regulations 2013 South Australian Public Health (Wastewater) Regulations 2013 A New Tax System (Goods and Services Tax) Act 1999
Related Policies / Procedures / Documents	DCY Annual Business Plan & Budget Policy DCY Internal Control Policy DCY Fees and Charges Procedure DCY Schedule of Fees and Charges DCY Financial Hardship Policy and Procedure DCY Delegation Registers

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	DCY Food Inspection Fee Procedure Government of South Australia Policy of Competitive Neutrality
Related Strategic Documents	DCY Strategic Community Plan: VISION 2030
DCY Strategic Community Plan: VISION 2030	6. Our Leadership Our Priorities – 6d Good Governance, well-informed decision-making and effective communications ensure Council is open and transparent.

Relevant *Local Government Act 1999* Provisions

- Section 44 – Delegations
- Section 188 – Fees and Charges
- Section 132(3)(e) – A Council must make available for inspection Fees and Charges imposed by the Council at its principal office or on a website determined by the Chief Executive Officer.
- Chapter 12 – Part 1 – By-Laws

1. Objective

- 1.1. This policy outlines the process used to determine how Council's Fees and Charges associated with Council's services are adjusted on an annual basis or during the year as required.
- 1.2. The objective of this policy is to assist the development of a Fees and Charges schedule that where Council's Fees and Charges are not of a statutory nature, Council will apply the principle of user pays and where possible recover the full cost of operating or providing the service or goods.

2. Scope

- 2.1. 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.

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- 2.2. This policy applies to all fees and charges listed in Council's Fees and Charges Schedule each year over which Council has discretion under Section 188 of the Local Government Act 1999 to determine a fee or charge.
- 2.3. The policy also applies to any new fee that may be introduced throughout the financial year and not previously included in the Schedule of Fees and Charges.
- 2.4. This policy does not apply to rates and associated charges, which are subject to separate policies.
- 2.5. A council may impose fees and charges for the following:
- For the use of any property or facility owned, controlled, managed or maintained by the council;
 - For services supplied to a person at his or hers request;
 - For carrying out work at a person's request;
 - For 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.
- 2.6. Statutory Charges set by the State Government in regulations include:
- Development Assessment fees;
 - Expiations – By Laws;
 - Septic Tank and Wastewater Approval applications;
 - Property Searches; and
 - Freedom of Information requests.

3. Definition

- 3.1. For the purpose of this policy:

"Discretionary Fees", means revenues from the sale of goods and services or rent of property facilities. They are discretionary charges for which the payer receives a direct benefit.

"Principal Office" means 1 Charles Street, Yankalilla. South Australia 5203.

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“Similar Councils” means activities, programs, or services at other councils which are considered comparable to those in the District Council of Yankalilla area. Similarity should be assessed on scope of relevant activities, programs, or services, not simply geography.

“Statutory Fees” means fees from regulatory services, which are associated with the granting of a permit/license or the regulation of an activity.

4. Policy

4.1. Annual Review

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

4.2. Categories

- 4.2.1. Fees and Charges are categorised into two (2) key types:

- Statutory Fees and Charges - are those that are set and regulated under the provisions of the legislation applicable to Council business. These fees are non-discretionary and must align with the relevant statute or current Ministerial advice. They are not required to be disclosed in the Schedule of Fees and Charges but may be found in the respective legislation. For completeness and transparency Council does include some of the Key relevant Statutory Fees and Charges in our Fees and Charges Schedule each year.
- Discretionary Fees and Charges - are not regulated by legislative statute and are at Council's discretion to determine. These are listed in the Fees and Charges Schedule.

4.3. Updates to the Fees and Charges Register

- 4.3.1. The review of discretionary fees and charges is to be undertaken at least annually in alignment with the Annual Business Plan and Annual Budget process with following considerations:
- The discretionary fees and charges that are set under delegation (via Council's Published Delegations Register) will be updated as required.
 - The statutory fees and charges will be updated as statutory charges are amended throughout the year via approval of council's Chief Executive Officer without further consideration of Council.
 - When exceptional or unexpected conditions occur, Council may, by resolution, adjust fees and charges outside the Annual Business Planning process and at any time of the year for fees and charges set by Council.

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4.4. Pricing Principles

4.4.1. The provisions of Section 188 of the Act, also states that a council may provide for the following when determining discretionary fees and charges:

- legislative requirements as outlined above;
- the cost of providing the goods or service (including overhead costs);
- the collective users' ability to pay for the service;
- agreed financial principles to keep rate revenue as low as possible and to maximise opportunities for non-rate revenue;
- the demand for the goods or service by the community comparative market pricing with other like enterprises performing similar services, including Competitive Neutrality principles if they are relevant to the good or service being provided (as defined in the methodology section below);
- the value of goods and services to the community;
- the differing levels of capacity to pay throughout the community (including whether targeted concessions are warranted on social or grounds of public good);
- the environmental and social benefit of the goods or services provided.

4.5. Pricing Methodology

4.5.1. In determining its fees and charges (as part of an annual review or when introducing/amending a fee during the year) a Council will consider the Consumer Price Index (CPI), the Local Government Price Index (LGPI) and other external influences including:

- benchmarking comparable to similar councils, based on a three yearly benchmarking assessment;
- competitive market;
- economic conditions;
- demand management;
- large increases to contractual expenses i.e. (waste services);
- fees set by legislative requirements i.e. (dog registration, freedom of information requests etc); or
- cost recovery for providing the service.

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

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

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5. Roles and Responsibilities

Role	Responsibility
Chief Executive Officer	Annual consideration of the Schedule of Fees and Charges for approval.
Directors / Executive Team Members	Responsible for approving the appropriate pricing methodology to be used to set discretionary fees and charges in their area of responsibility.
Managers / Budget Holders	Responsible for notifying the Finance team of any new, or changes, to existing fees and charges as they occur.
Financial Services 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.

6. Training / Education

- 6.1. All staff responsible for steps within the fees and charges process should have an in-depth and working knowledge of the content of this policy and supporting procedure.
- 6.2. All staff should be aware of the content of this policy.

7. Delegations

- 7.1. Council's Delegations Register which identifies delegations to the Chief Executive Officer who then may sub delegate to relevant officers, can be located on Council's website at: <https://www.yankalilla.sa.gov.au/registers>

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8. Further Information

This policy will be available for inspection at the Council office listed below during ordinary business hours and provided to interested parties as per Council's Fees and Charges Register. Copies are available to be downloaded, free of charge, from Council's website: www.yankalilla.sa.gov.au/policies

District Council of Yankalilla
1 Charles Street
Yankalilla 5203

Phone: (08) 8558 0200

Email: council@yankalilla.sa.gov.au

Office hours: Monday to Friday, 9.00am to 5.00pm (except public holidays)

9. Grievances

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

10. Review Cycle

This document is subject to review in four (4) years from the date of adoption or more frequently if legislation or Council requires.

11. Document History

Date	Version	Council Resolution No.	Description of changes
April 2026	1.0	A2643 C2675	Adoption of Policy

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