

Fees and Charges (Non-Rates) Policy 2026

1. PURPOSE

This policy guides the determination of fees and charges for goods and services provided by the City of Clarence.

2. OBJECTIVE

This policy is designed to provide direction on setting consistent, fair and equitable fees and charges for goods and services provided by the City of Clarence.

3. SCOPE

This policy applies to:

- all fees and charges included in the Fees and Charges Schedule that is submitted to Council for approval as part of the annual Budget Estimates process, and
- adjustment, addition or removal of fees or charges submitted to Council for approval outside the annual budget estimates process.

This policy does not apply to charges subject to a Council rating decision.

4. DEFINITIONS

The following definitions apply to this policy:

Council	means the elected members (the councillors) of the City of Clarence
council	means the organisation responsible for administering City of Clarence functions and services
policy	means this policy

Charitable organisation	means a not-for-profit entity that is registered with the Australian Charities and Not-for-profits Commission (ACNC) as a charity or otherwise meets the definition of a charity under the <i>Charities Act 2013</i> (Cth).
Community group	means an incorporated or unincorporated organisation or informal group that operates primarily for the benefit of the local community, and provides services, activities, programs, or events for the benefit of the community, and does not distribute profits to its members.
Cost recovery	is the amount of costs to be recovered from users of the good or service, calculated by determining the true cost of delivering a good or service (including direct costs, indirect costs and any overhead allocation for those services).
Direct costs	are those costs, captured at an activity level, which can be readily attributed to the good or service because they are incurred exclusively for the good or service.
Discretionary fees	mean fees set at council's discretion.
Fees and Charges List	List of fees and charges imposed by council for goods and services delivered. The List of Fees and Charges is adopted by Council annually.
Goods and services	means any good or service that is offered by council and consumed by a person.
GST	means Goods and Services Tax, levied in accordance with relevant legislation.
Indirect costs	are council incurred costs that support the delivery of the good or service (e.g. administration costs, insurance and other overheads).
Legislation	means all relevant Tasmanian and Australian government legislation, associated regulations, subsidiary legislation and council by-laws.
Not-for-profit organisation	means an incorporated or unincorporated entity that operates for purposes other than generating profit for its members and is prohibited by its governing rules from distributing profits or assets to members.
Pensioner group	means a non-profit organisation or community group that primarily comprises pensioners or exists principally to provide activities, services, or support for pensioners and older persons.

Rate contribution	means the dollar amount identified in the annual budget to be contributed to the cost of good or service delivery to/from properties (council rates).
School group	means a group organised and supervised by a recognised educational institution consisting of students, children, or young people participating in an activity, program, event, excursion, or organised visit under the supervision of the educational institution.
Statutory fees	means fees set in accordance with applicable legislation.

5. POLICY STATEMENT

Fees and charges are a component of council’s revenue strategy and represent up to 10% of council’s budgeted recurrent income.

This policy:

- provides the principles and methodologies for setting fees and charges other than those amounts subject to council rate decisions, and
- provides the process for reviewing, deleting, waiving and adding fees and charges to the List of Fees and Charges approved by council each year.

6. POLICY ELEMENTS

Pricing Principles

When considering a fee for a good or service, council may determine the direct and indirect cost of providing the good or service to establish the value at which costs are recovered.

The extent of cost recovery for some services may take into consideration the benefit provided by that good or service to the individual and the community.

In some instances, concessional fees may be required to meet community expectations and deliver appropriate community outcomes.

When setting fees and charges, the following factors are to be taken into consideration:

- the cost of providing the good or service and the recovery of those costs
- the community benefit of the good or service
- the capacity of users to pay for the good or service
- the importance of the good or service to the community
- utilisation of the good or service
- comparative market pricing with other like enterprises performing similar services

- community service obligations that council considers relevant in the discharge of the good or service to the community, and/or
- whether the good or service will assist in advancing the objectives of council's key strategies.

Pricing Methodologies

When determining the price of a good or service to be included in council's List of Fees and Charges, the following pricing methodologies are to be assessed and applied in addition to the pricing principles above.

Pricing Methodology	Guidelines
Council policy	Where council has set pricing directives in a council policy.
Full cost recovery	Full cost recovery pricing is to be applied to services that benefit individual customers, rather than the community as whole.
Market pricings	Fees within this category are set in accordance with the principles of the National Competition Policy, Competitive Neutrality Policy, and the <i>Competition and Consumer Act 2010</i> .
No charge	The good or service is provided at no charge or has been specifically excluded from any cost recovery.
Partial cost recovery	<p>Goods or services provided by council as part of a policy objective are often priced using a partial council subsidy. In this case, the price charged is lower than the full cost recovery or market pricing of the good or service.</p> <p>The subsidy is funded from council's rate revenue and in some cases from external sources, such as government grant funding.</p> <p>Situations where this methodology may be used include:</p> <ol style="list-style-type: none"> where the good or service benefits the community as whole as well where council has an identifiable community service obligation charging prices to recover full cost may result in widespread evasion the service targets low-income users, or a differential service fee is charged according to the classification of users to maximise access to the service, and/or the good or service promotes or encourages local economic activity.

Statutory	<p>a) The good or service is a regulatory or statutory activity, and the fee is determined by council in accordance with a pricing principle prescribed in regulations (e.g. up to a maximum price).</p> <p>b) The amount of the fee is prescribed in legislation, regulation or council by-laws.</p>
------------------	---

Fees and charges review

Fees and charges are to be reviewed annually to coincide with council’s annual budget estimates cycle.

The review is the responsibility of the program manager that charges the fee, in consultation with the relevant Group Head. The List of Fees and Charges, and the annual review of fees and charges is overseen by the Chief Financial Officer and the Chief Executive Officer.

The council has discretion to add, remove or adjust fees and charges during the financial year. Changes to fees and charges require a decision of Council.

The List of Fees and Charges, upon approval and adoption by the Council, is made publicly available on council’s website. Any amendments throughout the financial year, once adopted by Council, must also be updated on council’s website.

Waiver or reduction of fees or charges

In accordance with section 207 of the *Local Government Act 1993* (Tas), a council may remit all of part of any fee or charge paid or payable under this division.

To be eligible for a waiver or reduction of council fees and charges, an applicant must be in at least one of the following categories and do not operate a commercial venture (on all or part of the property):

- charitable organisations
- not-for-profit organisations
- community groups
- pensioner groups
- school groups
- demonstrated special circumstances as determined by the Chief Executive Officer.

To be eligible for a waiver or reduction of council fees and charges relating to council facilities, an applicant must be based in and/or service the local area. An applicant will be required to provide supporting evidence of their organisation’s status and / or financial hardship with their application. Applications can only be made to waive or

reduce fees, which are not mandated under legislation and where council has the legal ability to use discretion.

The City of Clarence will not consider applications to waive fees and charges for:

- any profit-making ventures for commercial entities
- any activity, event or program that contravenes council’s existing policies
- the bond associated with the use of council facilities (only the waiver of fees for an activity, event or function will be considered).
- insurance fees associated with the use of council facilities
- any organisation/individual that has already been approved two fee waivers within the current financial year
- any individual or organisation that has an outstanding debt with City of Clarence.

Delegation authority limits

Waiver or reduction amount	Approval Authority
Up to \$750.00	ELT Officer
Up to \$10,000	Chief Executive Officer
All other	Council Decision

NOTE: The above overrides the reduction or waiving of fees contained in the Grants and Sponsorship Policy 2023.

Interest and late payment fees

Conditions under which council will apply interest or late payment fees are outlined in council’s Debt Management Policy 2025.

7. RELATIONSHIP TO COUNCIL STRATEGIC PLAN

The following Focus Area and strategic objectives are identified in the City of Clarence Strategic Plan 2025 – 2035:

Focus Area 1 - Strategy and Delivery

- 1.2 - Leadership and good governance
- 1.4 - Effective policy and planning
- 1.6 - Responsible and Resilient management.

8. RELATED DOCUMENTS

The legislation and documents listed below form the framework to give effect to this policy.

Legislation (Acts, Regulations and By-Laws)

Relevant enabling legislation as issued by the Tasmanian Parliament and as amended from time to time, including but not limited to:

- *Local Government Act 1993* (Tas)
- *A New Tax System (Goods and Services Tax) Act 1999* (Cwth)
- *Competition and Consumer Act 2010* (Cwth) and associated guidelines for local government

Council policy, plans, procedures, codes of practice and guidelines

Relevant council policies, as amended from time to time, including but not limited to:

- Debt Management Policy 2025
- Grants and Sponsorship Policy 2023

9. ADMINISTRATIVE ARRANGEMENTS

Approvals

Council	15 June 2026	Minute (Reference)	
Review period	Annually		
Date 1	No later than June in any year		
Group Head	Chief Financial Officer Jane Murrell	ECM Reference	

Table of amendments

No.	Date	Brief Details
	June 2026	Revised and adopted by Council