



Fees and Charges Policy

Keywords:

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Strategic Plan:	
Classification:	Finance & Administration Policy
First Issued/Approved:	May 2001
Review Frequency:	Annually
Last Reviewed:	June 2019
Next Review Due:	June 2020
Responsible Officer(s):	Chief Executive Officer
Council File Reference:	
Applicable Legislation:	
Relevant Policies:	Various
Related Procedures:	Internal Control Procedure
Delegations:	See Council's Delegations Register Financial Delegations as set out in G002 Procurement Policy

KINGSTON DISTRICT COUNCIL

FEES AND CHARGES POLICY

2018/2019

1. POLICY PURPOSE

To outline all fees and charges associated with Council services that are not set by legislation.

2. CEMETERY FEES AND CHARGES

All cemetery fees are inclusive of GST.

Burials

Single Plot Burial – Lawn Section B (standard)	\$1443.00
Single Plot Burial – Lawn Section A (standard)	\$1443.00
Single Plot Burial – Non standard grave (oversize)	\$1795.00
Additional Fees for Weekend/Public Holidays	\$141.25
Infant Burial	\$1135.25

includes Burial Fees, 6 line Cemetery Plaque and Base

Interment of Ashes

Interment of Ashes in Path or Lawn Section	\$643.25
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** includes 6 line Cemetery Plaque and Base**

Interment of Ashes in Niche Wall (including plaque)	\$588.00
**plaque 152 mm x 152 mm – 10lines of text, max of 23 characters per line	
Additional lines	\$29.20 per line

Reservations

Reservation of Adjoining Plot	\$66.60
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Bronze Cemetery Plaques (including GST)

Basic 6 line Plaque (381mm x 216mm)	\$465.20
Additional Lines (up to a maximum of 8)	\$36.20 per line
Motifs (price on request)	

Concrete Bases (including GST)

Supply of concrete base	\$49.90
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3. DISTRICT HALL FEES AND CHARGES

	Bond (GST Free)	Hire Fee (inc GST)
Crockery/Cutlery (per 50 items)		\$8.10
Trestles (per day, ie 24 hours)		\$13.60
Trestles (per weekend)		\$21.40
Chairs		\$0.80
**All Hall Hire Rates are per day		
**Cleaning Bonds are per hire	(per hire)	(per day)
Wood Hut Room Only		\$37.00
Supper Room Only	\$50.00	\$59.60
Supper Room Only (with alcohol served)	\$300.00	\$119.40
Kitchen & Supper Room	\$50.00	\$89.50
Kitchen & Supper Room (with alcohol served)	\$300.00	\$179.10
Main Hall Only	\$70.00	\$119.40
Main Hall Only (with alcohol served)	\$350.00	\$208.90
Whole Complex	\$150.00	\$179.10
Whole Complex (with alcohol served)	\$400.00	\$268.60
Rehearsals – per usage		\$14.85

Payment of Bond & Hire Fees

1. Bond to be paid on **all** Hall Hire. Where concessions are granted on Hire Fees, the bond **must** still be paid prior to collection of keys.
2. Bond and Hire Fees to be paid prior to collection of Keys.

4. ADMINISTRATION FEES AND CHARGES

All administration fees are inclusive of GST.

<u>Photocopying (of any document)</u>	
Each A4 page	\$0.30¢
Double sided A4 page	\$0.40¢
Each A3 page	\$0.40¢
Double sided A3 page	\$0.50¢

**50% discount applies to all local organisations/sporting clubs

<u>Council Agendas/Minutes</u>	
Copy of Council Meeting Agenda	\$20.00
Committee Meeting Agenda	\$5.00
Copy of Council Meeting Minutes	\$15.00
Committee Meeting Minutes	\$3.00

Laminating (A3 page)	\$1.00
Laminating (A4 page)	\$0.80
<u>Other Council Documents</u>	
Development Plan (colour)*	\$400.00
Development Plan (black & white)*	\$125.00
Registers (prescribed by legislation)	\$20.00
Policy Manual (per policy)	\$3.00
Annual Business Plan/Budget	\$5.00
Strategic Management Plan	\$20.00
Long Term Financial Management Plan	\$20.00
Asset Management Plan	\$20.00

Assessment Book (Pursuant to Applications Under Section 174 of the Local Government Act)

Agencies & individuals will receive 5 requests per month free of charge. Requests in excess of 5 extracts will be charged at \$1.00 per extract.

Facsimilie Transmissions

Up to 3 pages	\$2.50
Each Additional Page	\$0.50

* DEVELOPMENT PLANS WILL TAKE AT LEAST 1 WEEK TO OBTAIN.

5. DEPOSITS FOR KEYS, CAT TRAPS AND BARKING COLLARS

Deposit on all Council Keys	\$20.00
Deposit on use of Cat Trap	\$50.00
Deposit on use of Dog Barking Collar	\$50.00

6. WASTE MANAGEMENT AND DISPOSAL FEES AND CHARGES

All waste management and disposal fees are inclusive of GST.

Car/Utility/Truck Loads	Sorted		Mixed	
	B/WL	A/WL	B/WL	A/WL
Car boot	\$10.70		\$16	
Station Wagon	\$21.30		\$32	
6 x 4 Trailer	\$21.30	\$42.70	\$32	\$64.10
6 x 4 Trailer (with cage)	\$48		\$74.70	
Tray top ute (single cab)	\$32	\$53.40	\$48	\$80.10
Tray top ute (dual cab)	\$21.30	\$37.40	\$32	\$53.40
8 x 5 Trailer	\$53.40	\$101.50	\$80.10	\$149.50
8 x 5 Trailer (with cage)	\$122.80		\$181.60	
10 x 5 Tandem Trailer	\$69.40	\$133.50	\$101.50	\$197.60
10 x 5 Tandem Trailer (with cage)	\$160.20		\$240.30	
12 x 6 Tandem Trailer	\$85.40	\$160.20	\$122.80	\$240.30
12 x 6 Tandem Trailer (with cage)	\$192.20		\$288.40	
Light Truck (3 tonne)	\$176.20*		n/a	
Medium Rigid Truck (8 tonne)	\$256.30*		n/a	
Heavy Rigid Truck (12 tonne)	\$373.80*		n/a	
Car bodies	\$69.40			
Mattresses	\$42.70 per item			
Lounge furniture	\$21.40 per item			
E-Waste (computers, tv's, domestic appliances, batteries, etc)	\$2.10 per kilo			
Cardboard	\$5.30 boot load \$21.40 trailer load			
Whitegoods (small – microwaves), (medium - washing machines, dryers, ovens), (large – fridges, freezers)	\$5.30 per small item \$10.70 per med item \$16 per large item			
Construction waste per tonne charge (on presentation of a weigh note)	\$42.70			

Batteries, Gas Clyinders & Agricultural chemical drums (DrumMuster)	FREE
Opening out of hours fee (within Council business hours)	\$53.40 + load fees

Pensioners & Health Care Card holders receive a 10% discount.

B/WL = below water level

A/WL = above water level

Sulo Bins

Purchase of 250 Litre rubbish bins	\$82.50
Purchase of 140 litre rubbish bins	\$55.00
Replacement Wheels & Axle	\$22.00

7. LEASES, LICENCES AND PERMIT FEES AND CHARGES

Application Fee

\$12.00

- To be paid on applications for the use of Council Parks Gardens and Reserves
- Section 221 Permits
- Section 222 Permits
- Permit to collect roadside wood.

<u>Section 222 Permit Fees (annual fee)</u>	\$129.40
For persons using a public road for business purposes, ie,	
• Roadside business/kiosk	
• Extension of restaurant or café to outside tables situated on a footpath or roadside	
• Depasturing of Stock	
• Cropping	

8. AIRPORT FEES AND CHARGES

All airport fees are inclusive of GST

<u>Landing Fees</u>	
Per Quarter payable in advance	\$1,309.60
<u>Hangar Lease Fees</u>	
Annual Lease Fee	\$187.4

9. RECREATIONAL BOATING FACILITIES (KINGSTON AND CAPE JAFFA AS A DUAL PERMIT) PERMIT FEES AND CHARGES

All recreational boating facilities are inclusive of GST. Fees are applicable to the defined and developed recreational boating facilities at Kingston and Cape Jaffa. Launching from beach access areas will not incur charges.

Daily Launch Permit Fee	\$10.00
Annual Launch Permit Fee	\$120.00
Replacement Tag	\$10.00

A permit will be issued for use at either recreational boating facility, Council will not issue individual recreational boating facility permits, nor provide any reduction in fees if a user only uses one of the boat launching facilities.

10. DOG REGISTRATION FEES

Category of Registration	Percentage Rebate	Proposed 2018/19
Non-Standard dog	n/a	\$73.00
Standard dog (Desexed and Microchipped)	50%	\$36.50
Discretionary Rebates		
Concession Card Holders	50% of prescribed fee (max 2 dogs)	As Applicable
Working Dog	50%	\$36.50
Desexed only Dog (encourage microchipping)	25%	\$52.00
Puppy Fee	80%	\$14.60
Discount for partial year registration (6 months or less)	50% of prescribed fee	As Applicable
Assistance/Hearing/Disability Dog	n/a	No fee
Other Council approval fees for dog management		
Fee for late registration	n/a	\$18.00
Fee for impounding dog	n/a	\$47.00
Fee for daily holding at pound	n/a	\$17.008

11. COMMON WASTEWATER MANAGEMENT SYSTEM AUGMENTATION FEE

The Kingston Common Wastewater Management System Augmentation fee is applicable in the following circumstances:

- Per newly created allotment through a process of division or realignment of land;
- Per each additional connection from a single allotment; or
- Per each dwelling of a multi dwelling development which results in more than one dwelling on a single allotment.

Augmentation Fee \$3,150.60 per allotment and or connection

12. TRUCK WASH USAGE FEES

Charge per minute	\$0.90 plus GST
Minimum Fee per usage	\$7.10 plus GST
Truck Wash Key	\$35.45 plus GST

13. RURAL PROPERTY ADDRESSING SIGNS

Replacement or additional signs approved by Council administration \$30.30 per sign.

14. COUNCIL ENDORSEMENT OF THE POLICY

This Policy was first endorsed by Council on 18 May 2001.

	Date	Details
A1	20 September 2002	
A2	30 May 2003	
A3	23 July 2004	Increase in fees and charges (resolution 2473)
A4	22 July 2005	Increase in fees and charges (resolution 3133)
A5	17 February 2006	Addition of fees for purchase of Voters Roll (resolution 3471)
A6	23 June 2006	Annual Review of Policy (resolution 3659)
A7	20 April 2007	Annual Review of Policy (resolution 4104)
A8	20 June 2008	Annual Review of Policy (resolution 5304)
A9	27 April 2009	Annual Review of Policy (resolution 5887)
A10	16 April 2010	Annual Review of Policy (resolution 6565)
A11	21 May 2010	Review of Boat Launching Fees (resolution 6616)
A12	18 June 2010	Removal of ability to purchase Voters Roll and Assessment book (resolution number 6684).
A13	23 July 2010	Inclusion of fee for Niche Wall internment of ashes
A14	19 August 2010	Inclusion of charges for extract from assessment book (resolution 6801)
A15	26 November 2010	Revision of Cemetery charges due to price increases for brass plaques (resolution 6986).
A16	25 March 2011	Removal of waste refuse fees and introduction of Waste

		Transfer Station Fees and 140 litre bin charge.
A17	27 May 2011	Annual review of Policy (resolution 7280)
A18	24 June 2011	Introduction of per tonne charge for construction waste (resolution 7320)
A19	29 July 2011	Removal of double burial/single plot fee at cemetery (resolution 7384)
A20	23 March 2012	Adjustment for Itinerant Trader policy changes (resolution 7785)
A21	18 May 2012	Inclusion of increased Dog Registration Fees and deposit for dog barking collar 2012/2013.
A22	18 May 2012	Annual review of Policy (resolution 7880)
A23	22 March 2013	Inclusion of mattress and lounge/furniture fees for Waste Transfer Station (resolution 8310)
A24	14 June 2013	Annual review of Policy (resolution 8478)
A25	19 July 2013	Introduction of an agistment fee (resolution 8525)
A26	20 June 2014	Annual review of Policy (resolution 9019)
A27	19 June 2015	Annual review of Policy (resolution 9305)
A28	17 June 2016	Annual review of Policy (resolution 9536)
A29	23 June 2017	Annual review of Policy (resolution 9832)
A30	22 June 2018	Annual review of Policy (resolution 10,044)

15. Review & Evaluation

The effectiveness of this Policy will be reviewed annually. The Chief Executive Officer of the Council will report to the Council on the outcome of the evaluation and make recommendations for amendment, alteration or a substitution of a new policy.

16. Availability of the Policy

This Policy will be available for inspection at the Council's principal office during ordinary business hours. Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.