



Shire of Wyndham East Kimberley

Council Policy Number: CP FIN-3207

Collection of Fees and Charges

OBJECTIVE:

Statement of intent

To establish best practice guidelines for the collection of fees and charges imposed by the Shire of Wyndham East Kimberley.

POLICY:

Scope & Limitations

Fees and charges for the Shire of Wyndham East Kimberley must be paid in full prior to the service, or approval being received by customers.

Bonds must be paid in cash or at least 5 working days prior to the event/hire to enable clearance of funds.

To facilitate the collection of certain fees and charges, exceptions to this rule are detailed below. The listed exceptions do not apply to bonds.

These 'exceptions' may be charged by invoice to any customer who has applied and been approved to hold an account with the Shire of Wyndham East Kimberley. Payment terms as per the Sundry Debt Collection Policy CP FIN-3202 are to apply.

Exceptions:

- Annual subscription to Council Minutes and Agendas
- Wyndham Childcare Centre Fees & Charges
- Annual Registrations for caravan & camping, food business and lodging houses (certification is provided once invoice is paid)
- Annual refuse charges, waste management charges, replacement or repairs to bins (will occur as part of Rates Notices)
- Waste disposal charges at landfill sites (non domestic)
- Water supply / reticulation charges (per kilolitre)
- Annual swimming pool fee (will occur as part of Rates Notice)
- Airport passenger taxes and screening fees
- Annual Airport Aircraft Parking fees
- Annual Lease Fees
- Fees and charges collected under contract by external agencies.
- Regular (including seasonal) hirers of Community and Recreation facilities and equipment (*as defined in relevant administrative policy*)

Discretion for invoicing of fees and charges not covered in the exceptions list is delegated to the Director Corporate Services.

Notes:

- Purchase orders are not an acceptable method of 'payment', but may be accepted for charges that are approved for invoicing to account holders.

- Bonds will be refunded on request once a Council officer has inspected the facility / equipment and confirmed approval of the bond release.
- Infringements and fines are to be paid in accordance with the notice issued.

Background

Council fees and charges are adopted by Council resolution in accordance with the Local Government Act.

These fees and charges can only be modified by a resolution of Council or under delegated authority by the Chief Executive Officer. All requests for concessions on fees and charges must be in made in advance, in writing and addressed to the Chief Executive Officer.

Policy herewith is to ensure adopted fees and charges are collected efficiently and effectively.

Guiding Statement

Collection of fees and charges is to be in a manner that ensures payment security.

Outcomes

Revenue collected from fees and charges contributes to the provision of Council's services.

GOVERNANCE REFERENCES

Statutory Compliance	<i>Local Government Act and Local Government Financial Management Regulations.</i>
Industry Compliance	<i>Australian Accounting Standards</i>
Organisational Compliance	
Process Links	

POLICY ADMINISTRATION

Directorate		Officer Title			
Corporate Services		Manager Financial Services			
Date Effective	18 August 2009				
Date Adopted	18 August 2009	Last Reviewed	19 July 2011		
Risk Rating	High	Review Cycle	Annual	Next Due	July 2012