



LG Solutions **Fees and Charges User Manual**

Table of Contents

Contents

PARAMETERS.....	2
ACCESSING THE MODULE	4
MODULE TABS.....	5
USER TYPES	5
FEE ICONS	5
ROUNDING POLICY	6
NEW FEES	7
DISCONTINUED FEES	8
AMENDING A FEE FROM DESCRIPTIVE TO QUANTITATIVE (or vice versa)	8
CHANGING THE NAME OF A FEE.....	8
AMENDING THE AMOUNT OR ROUNDING OF A FEE	10
Single fee amendment.....	10
Multiple fee amendment	12
CHANGING A FEE TO ‘REVIEWED’	12
Review of multiple fees	14
CHANGING A FEE TO ‘APPROVED’	15
Approval of multiple fees	20
REJECTING A FEE	22
RUNNING YOUR FEES AND CHARGES REPORT.....	24

FEES AND CHARGES - OVERVIEW

Establishing the level of fees and charges for services is a key part of the budget process and as such, a full review of all fees and charges is required each year.

As a starting point, the Financial Planning team will roll forward last year's fees and charges to populate the proposed fees and charges for the next financial year in the LG Solutions online Fees and Charges module.

General Council fees and charges will be incremented by the budget fees and charges parameter, which is set at the cost of labour as this is the most direct cost driver for many of Council's fees and charges.

Regulatory fees and bonds will be rolled forward from the prior year without an increment.

Council officers are required to review the set fees and charges annually and consider:

- benchmarking
- cost recovery principles
- market pricing.

Fee increases should conform to the budget parameters for the respective financial year, subject to community service obligations, benchmarking or assessment that determines the market place or the cost of service provision requires a different fee adjustment.

PARAMETERS

Fees and charges parameters have been applied in the new module as noted below:

- **Discretionary fees:** Are escalated by the Council wide indexation (fees and charges parameter) which is in line with the cost of providing services and is as per the Long Term Financial Strategy (LTFS) prepared in December. This may require amendments to the relevant income (from fees) when reviewing your budgets.
- **Statutory/regulatory fees: no increment.** Where fees are set by Victorian government statute (regulatory/statutory fees and charges), Council has no ability to alter the fee and in many cases these fees are fixed and result in a growing cost to Council in providing the service. Please insert the *currently legislated statutory fee* in the forthcoming year column.
- **Bonds: no increment** - All bond fees have not been incremented in the forthcoming year. Please insert the required bond fee for the forthcoming year.

REVIEW PROCESS

REVIEWER	A Review Officer can be a Team Leader, Coordinator or employee. Review Officers have the responsibility of editing and updating draft fee amounts. Once they are happy with the fee amount, they can give it a status of 'Reviewed' by clicking on the Green Tick icon. Please use the 'Comment' text box in each fee to provide further information where the fee: • has not increased from last year, or • has increased less than the CPI forecast rate of 1.50%, or • has increased by more than the fees and charges budget parameter.	
APPROVER	Approvers are Managers. Approvers have the ability to edit, access or reject fees. The padlock button is used to approve fee amounts. The red X button is used to reject fee amounts.	 
FINANCE	Once the fees have been approved by Managers, Finance will then collate the fees and charges and prepare them for EMT review.	
EMT	A number of fees and charges reports are presented to the Executive Management Team (EMT). • Full fees and charges report • Fees outside the parameters • New and removed fees.	
COUNCIL	Once approved by EMT, Council will consider the proposed fees and charges schedule to be entered into the Budget Document	

CLOUD FEES & CHARGES MODULE

ACCESSING THE MODULE

There will be a link available via Webstar or you can use the following link:

<http://lgsolutions.cgd.vic.gov.au>

Single sign on has been enabled, so once you click on this link it will take you directly into the module without having to enter your login or password details.

LGS Portal Home Council Orders Hello, Kirsten Geri! Log off

City of Greater Dandenong

GREATER DANDENONG
City of Opportunity

Cloud Leases	Year End Financials	Analyser	QBRs	LTFP	IP&R / PuMA	ELE	Fees & Charges
"take control of AASB 16 - Leases today 01/07/19 is not far away"	"give your YE Accounts the look, feel & process they deserve"	"compare & present your Council's financials against any other Council in your State"	"ensure your current year financial budget stays on track"	"make tomorrow's financial decisions today"	"A truly INTEGRATED planning & reporting product"	"take charge of your ELE liability & Reserve"	"formalise Council's Fees & Charges process, promote accountability & de-centralise who sets the amount"
Ready during Feb 2019	WIP - targetting YE 18/19 !	Not yet purchased	Part of Cloud LTFP	Available in 2020	Available in 2020	Available for 19/20	ACCESS HERE

You will then be directed to your departments 'Dashboard'. This will show you what stage each of your fees are at and how long you have left to review your fees.

Fees & Charges Home All Fees My Fees Reports Queries Search Admin LGS Portal Hello, Kirsten Geri! Log off

City of Greater Dandenong

GREATER DANDENONG
City of Opportunity

Dashboard - Welcome to Fees & Charges

You have **15** days left to review your fees.

Welcome	325 of 1,260 Unedited Fees require review (25.79%)	907 of 1,260 Autochanged Fees require review (71.98%)
Welcome to the new home of Councils Fees & Charges. For assistance please contact one of the Fees & Charges Administrators: Nina Sengsouvanh Louiza Biblis Kirsten Geri Michelle Hansen Fees are due for Review by: 11 February 2020 Fees are due for Approval by: 14 February 2020	Application fee [Freedom of Information] Photocopying fees (per A4 black and white) [Freedom of Information] Search fees (calculated per hour or part of an hour rounded to the nearest 10 cents) [Freedom of Information] Supervision of inspection (per hour to be calculated per quarter hour or part of a quarter hour, rounded to the nearest 10 cents) [Freedom of Information] Security bond [Bond]	Monday to Thursday - to 6pm [Minimum charge] Monday to Thursday - after 6pm [Minimum charge] Friday - to 6pm [Minimum charge] Friday - after 6pm [Minimum charge] Saturday - day and night [Minimum charge] Sunday - day and night [Minimum charge] Monday to Thursday - to 6pm [Minimum charge]

19 of 1,260 Edited Fees require review (1.51%)	0 of 1,260 Rejected Fees require review (0.00%)	8 of 1,260 Reviewed Fees require approval (0.63%)
Land Information Certificate Fee [Land Information Certificates] Single residential [Asset Protection Permits] Option A - 1 x 120 litre garbage bin, 1 x 240 litre recycling bin and 1 x 240 litre garden bin [Kerbside waste and recycling collection] Option B - 1 x 80 litre garbage bin, 1 x 240 litre recycling bin and 1 x 240 litre garden bin [Kerbside waste and recycling collection]	No fees found	Supervision of works (maximum fee) [Subdivisions] Checking of engineering plans (maximum fee) [Subdivisions] Lost or damaged item replacement processing charge [Library Services] Replacement of Radio Frequency Identification (RFID) tag [Library Services] Inter library loan charge [Library Services]

MODULE TABS

It is suggested that you use your 'Dashboard' or the 'My Fees' tab as this will only show you the fees you are responsible for.

Fees & Charges	Home	All Fees	My Fees	Reports	Queries	Search	Admin
----------------	------	----------	---------	---------	---------	--------	-------

Home	This tab will take you to your Dashboard view.
All Fees	This tab is a view of ALL of Council's fees.
My Fees	This tab will allow you to view the fees allocated to you under your User Type.
Reports	This will give you an option to run reports so you can see all of your fees.
Queries	In this tab you are able to look at Deleted / Discontinued / New Fees as well as fee changes from current and prior years.
Search	This tab is a search function for across ALL of Council's fees.

USER TYPES

There are three types of users in the system:

- Viewers – can view all of Council fees
- Reviewers - can view, edit and adjust the fees allocated to them
- Approvers - can edit and approve all fees allocated to them

FEE ICONS



A fee amount is **NEW** after initial implementation, initial creation, when a new Fee Amount is created within the same year (e.g. a fee increase within the current year) or after roll over to start a new year.



If a Fee Amount gets automatically recalculated by the system (e.g. when an Indexation % changes OR when a Rounding Policy is changed that relates to the Fee) then the Fee Amount status changes to **AUTO-CHANGE**.

This lets users know the Fee Amount has changed & has not been reviewed by anyone !!



When the first change is made to a NEW Fee Amount (via the edit button & is saved) the Fee Amount status changes from NEW to **DRAFT**. **DRAFT** Fee Amounts are usually "work in progress" fees & indicate a decision has not yet been made to push it on for approval.



Once it has been decided that a Fee Amount is "ready for approval", it is given the status of **REVIEWED** and sits in the Approver's "to approve" Fee listing.



Each Approval officer has the task of “approving” Fees Amounts for Fees allocated to them. After approving a Fee Amount, the status changes to **APPROVED**.

Effectively with this status, the Fee & Fee Amount is ready for inclusion in the Fees & Charges report for public presentation and adoption by Council.

APPROVED Fee Amounts then get rolled over to become the “live” fee once the start of the next financial year commences.



The Approval officer can reject a reviewed Fee Amount and as a result the status changes to **REJECTED**. Approval officers can also at this time indicate why the Fee Amount has been rejected.

These fees automatically go back to the Reviewing Officer’s Fee “to do” list & requires them to resubmit the Fee Amount with a new **REVIEW** status !!



If a fee is no longer applicable its status can be changed to **DISCONTINUED**.

ROUNDING POLICY

The below rounding policy has been applied to all discretionary fees (not regulatory fees or bonds) in the module.

Standard Rounding Policy

From	To	Rule	Rounding Value
\$0.00	\$2.00	Round Up	\$0.05
\$2.01	\$10.00	Round Up	\$0.10
\$10.01	\$20.00	Round Up	\$0.20
\$20.01	\$300.00	Round Up	\$0.50
\$300.01	\$1,000.00	Round Up	\$1.00
\$1,000.01	\$999,999,999.00	Round Up	\$5.00

This automatic rounding policy may increase your fee by more than the budget fees and charges parameter, which is acceptable. However, you have the discretion to remove the standard rounding policy. This can be done by changing to the Standard Rounding Policy (incl. GST) to ‘(none)’. Please note that it is strongly recommended that you round the GST inclusive fee to the nearest \$0.05 at least, so you will need to use the ‘Rounding – manual’ box to achieve this.

2021/2022
(next year)

\$ 1.80		
\$ 0.03	1.50 %	✓ applicable
\$ 0.00	0.00 %	(none)
\$ 0.00	0.00 %	
\$ 0.00		
\$ 0.00		
\$ 0.02		Standard Rounding Policy (incl. GST)
\$ 1.85		(none)
\$ 0.00		Remove rounding issues (incl. GST)
\$ 1.85		Standard Rounding Policy (incl. GST)

01/07/2021

GST treatment changed based on review by Genesis Accounting (March 2020).

0.00 Per copy

\$ 0.00

Nina Sengsouvanh (nina.Sengsouvanh@cgd.vic.gov.au) at 08/01/2021 11:14 AM

NEW FEES

There are two types of fees that can be added into the system:

Numerical fees: Represented by a dollar figure (including GST)

Descriptive fees: Represented by wording i.e. No charge, 20% of equipment hire etc.

For brand new fees and charges never charged before by Council, you will need to contact the Financial Planning team to have the fee or charge set up before you can edit them.

To set up a new fee, the following information is required:

- Name of fee
- Amount for numerical fees or description of fee for descriptive fees
- Reviewer
- Approver (Manager)
- Where this fee should sit in the fees and charges schedule (existing or new category)?
- Is GST applicable to this fee?
- Is the fee regulatory, contract or Council?

- If regulatory, which act or regulation underpins the fee and the applicable section of that legislation (if relevant)?
- Which income account code will this fee be receipted to?
- Which charge type, mnemonic or receipting code in Property and Rating is applicable for this fee?

DISCONTINUED FEES

For any fees that are discontinued, please contact Financial Planning.

Please advise the following details of the fee:

- Fee name
- Fee amount
- Justification for the removal of a fee *

* Please note that the commentary will be included in the reports, so please ensure that the commentary is **suitable for public documents**, there are no spelling mistakes and acronyms have not been used.

Financial Planning will then organise for the fee to be removed from reporting, once this has gone through the fees and charges process.

AMENDING A FEE FROM DESCRIPTIVE TO QUANTITATIVE (or vice versa)

Users can change a fee from being a descriptive fee to a quantitative (numerical) fee and vice versa. This should only occur in rare instances, so if you need assistance on how to do this, please contact Financial Planning and they will walk you through how to do this.

CHANGING THE NAME OF A FEE

Click on 'My Fees' at the top of your screen.

Fees & Charges Home All Fees **My Fees** Reports Queries Search Admin

Find the applicable fee for which you want to change the name.

Enter the name of fee in the box highlighted below and click on search.

My Fees & Charges

Approval Officer	- all - ▼
Review Officer	Coordinator Immunisation - 77 ▼
Fee Basis	- all - ▼
Statutory	- all - ▼
Legislation Act	- all - ▼
Legislation Reference	- all - ▼
Price Setting Statement (Fee)	- all - ▼
Show Description in Report	- all - ▼
Show Details in Report	- all - ▼
Fee Code	
GL Code	
Receipting Code	
Name of Parent/Fee	

Then click on the hyperlink name of the fee that you want to change.

Select Fees

List of Fees ...
1 Fees & Charges found

	20/21 Status	21/22 Status	Fee Name
			Council Fees and Charges Community Services Immun
			Boostrix

Click on the fee/charge general properties link below to expand the description.

Fee Details

[< Back to All Fees](#)
[< Back to My Fees](#)

Boostrix [Immunisation Services]

[Fee/Charge General Properties ...](#)

Click on the Edit button in the top right hand corner (see screen shot below) to amend the fee name.

Fee Details

[< Back to All Fees](#)
[< Back to My Fees](#)

Boostrix [Immunisation Services]

[Edit](#)

Fee/Charge General Properties ...

Name	Boostrix	
Parent	- Immunisation Services	Navigate to Parent Hierarchy

NB. This button guides you to a new page that shows all properties of the parent.
If you want to change the current parent of this fee use the button "Edit".

Once the fee name has been amended, then click on the Save button.

Fee Details

[< Back to All Fees](#)
[< Back to My Fees](#)

Boostrix [Immunisation Services]

[Save](#)
[Cancel](#)

Fee/Charge General Properties ...

Name	Boostrix	
Parent	Current Parent - Immunisation Services	Move to Parent ☐ Please tick to confirm Parent edit (highlighted below) - Council Fees and Charges - Contract Fees and Charges Clear Selection

AMENDING THE AMOUNT OR ROUNDING OF A FEE

Single fee amendment

For a numerical fee amount adjustment, click on the Edit button.

You can amend a fee in a multiple of ways, see highlighted boxes and instructions below:

- | | |
|----------------------------|--|
| Fee Adjustment - % | Enter a figure in the % box |
| Fee Adjustment - \$ | Enter a dollar amount in the \$ box |
| Rounding - Manual | You can increase a fee by rounding it, i.e. \$0.05 or - \$0.05 |

Comment box If you are increasing/decreasing a fee above/below the parameters, you will need to fill in the comment box. This comment will be included in the reports, so please ensure that the commentary is ***suitable for public documents***, that there are no spelling mistakes and no acronyms.

Ensure the fee (including GST) is a round amount if possible.

Click Save.

FEE FORMULA

Last Year's Fee (excl. GST)

Council Wide Indexation

Fee Indexation - specific

Fee Adjustment - %

Fee Adjustment - \$

Rounding - Manual

Rounding - Policy

Fee (excl. GST)

GST

Fee (incl. GST)

Applicable From:

Comment:

Number of Fees:

Budgeted Income (excl. GST):

2021/2022
(next year)

\$ 60.91

\$ 0.91 1.50 % ☒ **applicable**

\$ 0.00 0.00 % (none)

\$ 0.00 0.00 %

\$ 0.00

\$ 0.00

\$ 0.45 Standard Rounding Policy (incl. GST)

\$ 62.27 2.23 % 1.36 \$ Increase on last year

\$ 6.23 10.00 % Y

\$ 68.50 2.24 % 1.50 \$ Increase on last year

01/07/2021 ☒ ☒

Comment:

0.00 Per hour

\$ 0.00

Nina Sengsouvanh (nina.Sengsouvanh@cgd.vic.gov.au) at 08/01/2021 11:14 AM

For a '**Descriptive**' fee, the below is what the screen will look like.

Click on Edit, this will then enable you to make amendments within the fee itself.

2021/2022
(next year)

Applicable from:
01/07/2021

Paragraph 9pt

50% of relevant registration fee

5 words

GST 0.00 % N ☒ ☒

Minimum Fee: \$ 0.00 (excl. GST) \$ 0.00 (incl. GST)

Yield/Budgeted Income: \$ 0.00 (excl. GST)

Comment: NEW FEE - Applicable from 1 July 2020.

Within the white box is the '**Descriptive**' wording for the fee that will be produced on the fees and charges schedule.

Comment box

If you are increasing/decreasing a fee above/below the parameters, you will need to fill in the comment box. This comment will be included in the reports, so please ensure that the commentary is **suitable for public documents**, that there are no spelling mistakes and no acronyms.

Click Save.

Multiple fee amendment

To edit a number of fees at once, instead of selecting one fee at a time, select a group of fees by ticking the boxes or the header for a group of fees as per the screen shot below.

The screenshot shows a 'Select Fees' window with a table of fees. The table has columns for '20/21 Status', '21/22 Status', and 'Fee Name'. A checkbox is present in the first column of each row. The fees listed are: Influenza, Hepatitis A and B, Cold chain fee, Boostrix, and Immunisation record search fee. The header row is highlighted, and the first row is also highlighted.

	20/21 Status	21/22 Status	Fee Name
☒			Council Fees and Charges Community Services Immunisation Services
☒			Influenza
☒			Hepatitis A and B
☒			Cold chain fee
☒			Boostrix
☒			Immunisation record search fee

At the bottom of the screen, click on the Edit Individual button.

The screenshot shows two buttons: 'Save' and 'Edit Individual'. The 'Edit Individual' button is highlighted with a yellow box.

This will then enable you to make amendments in the individual fees themselves.

Click 'Save & Next' to move on to the next fee.

You can also 'Skip & Next' if you decide not to change the fee.

CHANGING A FEE TO 'REVIEWED'

When you first enter the site, you will be directed to your department's 'Dashboard'.

This will show you what stage each of your fees are at and how long you have left to review your fees.

There are three boxes that will tell you what is required to review:

1. Unedited fees require review
2. Autochanged fees require review
3. Edited fees require review
4. Rejected Fees require review
5. Reviewed fees require approval

Dashboard - Welcome to Fees & Charges

You have **15** days left to review your fees.

Welcome Welcome to the new home of Councils Fees & Charges. For assistance please contact one of the Fees & Charges Administrators: Nina Sengsouvanh Louiza Biblis Kirsten Geri Michelle Hansen Fees are due for Review by: 11 February 2020 Fees are due for Approval by: 14 February 2020	320 of 1,260 Unedited Fees require review (25.40%) <i>Application fee</i> [Freedom of Information] <i>Photocopying fees (per A4 black and white)</i> [Freedom of Information] <i>Search fees (calculated per hour or part of an hour rounded to the nearest 10 cents)</i> [Freedom of Information] <i>Supervision of inspection (per hour to be calculated per quarter hour or part of a quarter hour, rounded to the nearest 10 cents)</i> [Freedom of Information] <i>Security bond</i> [Bond]	907 of 1,260 Autochanged Fees require review (71.98%) <i>Monday to Thursday - to 6pm</i> [Minimum charge] <i>Monday to Thursday - after 6pm</i> [Minimum charge] <i>Friday - to 6pm</i> [Minimum charge] <i>Friday - after 6pm</i> [Minimum charge] <i>Saturday - day and night</i> [Minimum charge] <i>Sunday - day and night</i> [Minimum charge] <i>Monday to Thursday - to 6pm</i> [Minimum charge]
23 of 1,260 Edited Fees require review (1.83%) <i>Single residential</i> [Asset Protection Permits] <i>Option A - 1 x 120 litre garbage bin, 1 x 240 litre recycling bin and 1 x 240 litre garden bin</i> [Kerbside waste and recycling collection] <i>Option B - 1 x 80 litre garbage bin, 1 x 240 litre recycling bin and 1 x 240 litre garden bin</i> [Kerbside waste and recycling collection] <i>Option C - 1 x 120 litre garbage bin, 1 x 240 litre recycling bin and 1 x 120 litre garden bin</i> [Kerbside waste and recycling collection] <i>Option D - 1 x 80 litre garbage bin, 1 x 240 litre recycling bin and 1 x 120 litre garden bin</i> [Kerbside waste and recycling collection]	0 of 1,260 Rejected Fees require review (0.00%) No fees found	9 of 1,260 Reviewed Fees require approval (0.71%) <i>Land Information Certificate Fee</i> [Land Information Certificates] <i>Supervision of works (maximum fee)</i> [Subdivisions] <i>Checking of engineering plans (maximum fee)</i> [Subdivisions] <i>Lost or damaged item replacement processing charge</i> [Library Services] <i>Replacement of Radio Frequency Identification (RFID) tag</i> [Library Services] <i>Inter library loan charge</i> [Library Services] <i>Library bag</i> [Library Services]

Ensure you have clicked on and 'Reviewed' all fees that have been assigned to you.

A review should include:

- Fee name and unit is still applicable
- Rounding of the fee
- Classification of the fee (Council, contract or regulatory)
- Any applicable benchmarking documents have been added to the fee
- Justification for the proposed fee or charge. For example, in line with market movements, CPI, cost recovery, improved quality of service, communities capacity to pay, statutory charge, benchmarking, etc.



Note: Justification is **not** required for every fee or charge, only where there is no change to the price from the previous year or where there is a large variance compared to the prior year including movements greater/less than CPI.

Please note, once you have 'Reviewed' your fees they will have a green tick. This means that you **will not** be able to make further amendments to the particular fee for that period.

The Approver (Manager) will need to reject your fee for you to be able to make an amendment.

Steps for Review

- **Section: Fee/Charge General Properties** > Fee name and unit is still applicable.
- **Section: Fee/Charge Formula** > Rounding and the amount of the fee.
- **Section: Fee/Charge Formula** > Justification for the proposed fee or charge in the comments section. This is only where there is no change to the price from the previous year or where there is a large variance compared to the prior year including movements greater/less than CPI.
- **Section: Related Documents** > Any applicable benchmarking documents have been added to the fee.

To amend each section, you will need to click 'Edit' in the applicable screen to make changes. Remember to save each time you do this.

Once you have gone through the steps of the review, you can then change the fee to 'Reviewed'.



Go under the section: **Fee/Charge formula**, then click on the 'Green Tick' symbol and this will be changed to 'Reviewed'. This fee is now available for the 'Approver' (your Manager) for final approval.

Managers: you will see both a 'Green Tick' and 'Padlock'. You can click on the padlock and this will 'Review' and 'Approve' at the same time.



Review of multiple fees

If you have gone through the review process, but haven't clicked the 'Green Tick' on the fees, you can amend multiple fees at once to be a 'Reviewed' status.

To review a number of fees at once, instead of selecting one fee at a time, select a group of fees by ticking the boxes or the header for a group of fees as per the screen shot below.



You can change the status of all the fees selected to 'Reviewed' by selecting 'Reviewed' in the Status * box as depicted in the screen shot following.

Edit Options

General Options

Show description/details in Report? - ▾

Is fee/charge statutory? - ▾

Legislation Act and Reference - ▾

Fee Code

G/L Code

Receipting Code

Change Next Year's Fee (YR 2021 / 2022)

Council Wide Indexation - ▾

Specific Indexation - ▾

Rounding Policy - ▾

GST - ▾

Status **Reviewed** ▾

Classifications

Basis of Fee - ▾

Click Save - this will automatically save the selected fees as 'Reviewed'.

These fees now go to the 'Approver' (your Manager) for final approval.

If you select 'Edit Individual' this will take you through the fees one by one to 'Amend' **not** give it a 'Reviewed' status.

CHANGING A FEE TO 'APPROVED'

Managers

When you first enter the site, you will be directed to your departments 'Dashboard'.

This will show you what stage each of your fees are at and how long you have left to review your fees.

There are four boxes that will tell you what is required to review:

1. Unedited fees require review
2. Edited fees require review
3. Rejected fees require review
4. Reviewed fees require approval

If you have a Team Leader, Coordinator or employee doing the 'Review' of your fees, then the following two boxes should be empty:

1. Unedited fees require review
2. Edited Fees require review

Dashboard - Welcome to Fees & Charges

You have **22** days left to review your fees.

Welcome Welcome to the new home of Councils Fees & Charges. For assistance please contact one of the Fees & Charges Administrators: Nina Sengsouvanh Kirsten Geri Fees are due for Review by: 09 February 2021 Fees are due for Approval by: 12 February 2021	348 of 1,323 Unedited Fees require review (26.30%) <u>Application fee</u> [Freedom of Information] <u>Photocopying fees (per A4 black and white)</u> [Freedom of Information] <u>Search fees (calculated per hour or part of an hour rounded to the nearest 10 cents)</u> [Freedom of Information] <u>Supervision of inspection (per hour to be calculated per quarter hour or part of a quarter hour, rounded to the nearest 10 cents)</u> [Freedom of Information] <u>Land Information Certificate Fee</u> [Land Information Certificates] Community Fund	707 of 1,323 Autochanged Fees require review (53.44%) <u>Monday to Thursday - to 6pm</u> [Minimum charge] <u>Monday to Thursday - after 6pm</u> [Minimum charge] <u>Friday - to 6pm</u> [Minimum charge] <u>Friday - after 6pm</u> [Minimum charge] <u>Saturday - day and night</u> [Minimum charge] <u>Sunday - day and night</u> [Minimum charge] <u>Monday to Thursday - to 6pm</u> [Additional hours / hours rate]
268 of 1,323 Edited Fees require review (20.26%) <u>Meeting Room 2</u> [General] <u>Community Room 2</u> [General] <u>Community Room 3</u> [General] <u>Community Room 1</u> [General] <u>Community Room 6</u> [General] <u>Meeting Room 1</u> [General] <u>Community Room 4</u> [General]	0 of 1,323 Rejected Fees require review (0.00%) No fees found	0 of 1,323 Reviewed Fees require approval (0.00%) No fees found

A review should include:

- Fee name and unit is still applicable
- Rounding of the fee
- Classification of the fee (Council, contract or regulatory)
- Any applicable benchmarking documents have been added to the fee
- Justification for the proposed fee or charge. For example, in line with market movements, CPI, cost recovery, improved quality of service, communities capacity to pay, statutory charge, benchmarking, etc.



Note: Justification is **not** required for every fee or charge, only where there is no change to the price from the previous year or where there is a large variance compared to the prior year including movements greater/less than CPI.

Once Reviewers have submitted all their fees, the Approver can go in and 'Approve' the fee. Click on 'My Fees' at the top of your screen

Fees & Charges Home All Fees **My Fees** Reports Queries Search

Under 'My Role *' you need to change this to 'Approver'.

To approve your fees that have already been 'Reviewed': Under the applicable financial year, change the 'Status' to 'Reviewed'. This will only show you the fees that have a 'Green Tick'.

Or

Reviewing and approving your own fees: You can leave the 'Status' as '– all –'

Click on Search

My Fees & Charges

Filter ...

My Role *	Approver	2019/2020	
Fee Basis	- all -	Status	- all -
Statutory	- all -	GST Status	- all -
Legislation Act	- all -	Council Wide Indexation	- all -
Legislation Reference	- all -	Specific Indexation	- all -
Price Setting Statement (Fee)	- all -	Rounding Policy	- all -
Show Description in Report	- all -	2020/2021	
Show Details in Report	- all -	Status	Reviewed
Fee Code		GST Status	- all -
GL Code		Council Wide Indexation	- all -
Receipting Code		Specific Indexation	- all -
Name of Parent/Fee		Rounding Policy	- all -

☐ excl. GST ☒ incl. GST

* please select 'Approver' to bulk approve/reject Fees.

A fee that is able to be approved will have a Green Tick next to it.



Select Fees

List of Fees ...

6 Fees & Charges found

	19/20 Status	20/21 Status	Fee Name	2019/2020 Fee (incl. GST)
			Council Fees and Charges Corporate Services Halls and Meeting Rooms Springvale City Hall – Main Hall General Minimum	
☐			Monday to Thursday – to 6pm	\$810.00
☐			Monday to Thursday – after 6pm	\$1,029.00
☐			Friday – to 6pm	\$1,982.50
☐			Friday – after 6pm	\$2,600.00
☐			Saturday – day and night	\$3,177.50
☐			Sunday – day and night	\$3,177.50

Click on the hyperlink name of the fee and this will take you into the detail of the fee.

Steps for Review

- *Section: Fee/Charge General Properties* > Fee name and unit is still applicable.
- *Section: Fee/Charge Formula* > Rounding and the amount of the fee.
- *Section: Fee/Charge Formula* > Justification for the proposed fee or charge in the comments section. This is only where there is no change to the price from the previous year or where there is a large variance compared to the prior year including movements greater/less than CPI.
- *Section: Related Documents* > Any applicable benchmarking documents have been added to the fee.

Once you have gone through the steps of the review, you can then change the fee to 'Approved'.

**2020/2021**
(next year)

\$ 736.36

\$ 20.25 2.75 % ☒ applicable

\$ 0.00 0.00 % (none) ▼

\$ 0.00 0.00 %

\$ 0.00

\$ 0.00

\$ 0.66 Standard Rounding Policy (incl. GST) ▼

\$ 757.27 2.84 % 20.91 \$ Increase on last year

\$ 75.73 10.00 % Y ▼

\$ 833.00 2.84 % 23.00 \$ Increase on last year

01/07/2020 ▼



0.00

Minimum 3 hour block

\$ 0.00

If you are happy with the fee, then click on the padlock icon.



This will change the fee status to 'Approved'.

If you do not have a Team Leader or Coordinator organising the Review of your fees, then the box will look like the below, with both a 'Green Tick' and 'Padlock'. Just click on the padlock and this will 'Review' and 'Approve' your fee.

 **2020/2021**
(next year)

\$ 245.45

\$ 6.75 2.75 % ☒ applicable

\$ 0.00 0.00 % (none) ▼

\$ 0.00 0.00 %

\$ 0.00

\$ 0.00

\$ 0.07 Standard Rounding Policy (incl. GST) ▼

\$ 252.27 2.78 % 6.82 \$ Increase on last year

\$ 25.23 10.00 % Y ▼

\$ 277.50 2.78 % 7.50 \$ Increase on last year

01/07/2020 ▼ ☒ 

0.00 Per hour

\$ 0.00

Approval of multiple fees

Once Reviewers have submitted all their fees, the Approver can go in and 'Approve' the fees (assuming you have also done your own review). Click on 'My Fees' at the top of your screen.

Fees & Charges Home All Fees **My Fees** Reports Queries Search

Under the 'My Role *' you need to change this to 'Approver'.

Your fees have already been 'Reviewed': Under the applicable financial year, change the 'Status' to 'Reviewed'. This will only show you the fees that have a 'Green Tick'.

Or

Reviewing and approving your own fees: You can leave the ‘Status’ as ‘– all –’

Click on Search

My Fees & Charges

		Filter ...	
My Role *	Approver ▼	2019/2020	
Fee Basis	- all - ▼	Status	- all - ▼
Statutory	- all - ▼	GST Status	- all - ▼
Legislation Act	- all - ▼	Council Wide Indexation	- all - ▼
Legislation Reference	- all - ▼	Specific Indexation	- all - ▼
Price Setting Statement (Fee)	- all - ▼	Rounding Policy	- all - ▼
Show Description in Report	- all - ▼	2020/2021	
Show Details in Report	- all - ▼	Status	Reviewed ▼
Fee Code		GST Status	- all - ▼
GL Code		Council Wide Indexation	- all - ▼
Receipting Code		Specific Indexation	- all - ▼
Name of Parent/Fee		Rounding Policy	- all - ▼

☐ excl. GST
 ☒ incl. GST

* please select 'Approver' to bulk approve/reject Fees.

Fees that are able to be approved will have a Green Tick next to it



Select the fee/s you would like to Approve.

Select Fees

List of Fees ...

6 Fees & Charges found

☒	19/20 Status	20/21 Status	Fee Name	2019/2020 Fee (incl. GST)
☒			Council Fees and Charges Corporate Services Halls and Meeting Rooms Springvale City Hall – Main Hall General Minimum	
☒			Monday to Thursday – to 6pm	\$810.00
☒			Monday to Thursday – after 6pm	\$1,029.00
☒			Friday – to 6pm	\$1,982.50
☒			Friday – after 6pm	\$2,600.00
☒			Saturday – day and night	\$3,177.50
☒			Sunday – day and night	\$3,177.50

Go down to the section 'Edit Options'.

Edit Options

General Options

Show description/details in Report?

Is fee/charge statutory?

Legislation Act and Reference

Fee Code

G/L Code

Receiving Code

Positions

Approval Officer

Add Review Officers

Remove Review Officers

Change Next Year's Fee (YR 2020 / 2021)

Council Wide Indexation

Specific Indexation

Rounding Policy

GST

Status *

* please select 'Approver' under 'My Role' to bulk approve/reject Fees.

Classifications

Basis of Fee

Under Status * you can change this to 'Approved'.

Click Save - this will save all fees as 'Approved'.

If you click 'Edit Individual' this will take you through the fees one by one to 'Amend' not 'Approve'.

REJECTING A FEE

Approvers (Managers) only.

Ideally the 'Approver', being the Manager, will edit the fee themselves, however if the Approver wants the Reviewer to amend the fee, the Approver can reject the fee and this will go back to the Reviewer to resubmit.

Click on 'My Fees' at the top of your screen.



Under the 'My Role *' change this to 'Approver'.

Select the Fees you would like to Reject via the tick box.

Select Fees				
List of Fees ...				
6 Fees & Charges found				
☒	19/20 Status	20/21 Status	Fee Name	2019/2020 Fee (Incl. GST)
☒			Council Fees and Charges Corporate Services Halls and Meeting Rooms Springvale City Hall – Main Hall General Minimum	
☒			Monday to Thursday – to 6pm	\$810.00
☒			Monday to Thursday – after 6pm	\$1,029.00
☒			Friday – to 6pm	\$1,982.50
☒			Friday – after 6pm	\$2,600.00
☒			Saturday – day and night	\$3,177.50
☒			Sunday – day and night	\$3,177.50

Go down to the section 'Edit Options'.

Under Status * you can change this to 'Rejected'.

Click Save.

Edit Options

General Options

Show description/details in Report? - ▼

Is fee/charge statutory? - ▼

Legislation Act and Reference - ▼

Fee Code

G/L Code

Receipting Code

Change Next Year's Fee (YR 2020 / 2021)

Council Wide Indexation - ▼

Specific Indexation - ▼

Rounding Policy - ▼

GST - ▼

Status * Rejected ▼

* please select 'Approver' under 'My Role' to bulk approve/reject Fees.

Classifications

Basis of Fee - ▼

Alternatively, if you would like to leave a comment in the fee why you have Rejected it, click on the hyperlink name of the fee.

Click Edit.

Enter a comment as to why you have Rejected this fee.

Click Save once you are done.

RUNNING YOUR FEES AND CHARGES REPORT

A report is available to display the fees and charges under your responsibility.

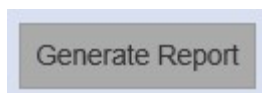
Click on 'Reports' at the top of your screen.



Report Configuration



Select the 'Department Report for Review' report under Saved Configurations.



Click on

Once the report has successfully generated, click on the 'Download Here' hyperlink.

Report Configuration



Your report will generate and you can either save or print this report.

KEY FINANCE CONTACTS



For assistance, please call any of the friendly Finance staff below.

Contact	Responsibility	Extension
Email: ZZ Financial Planning		
Kirsten Geri	Manager Financial Services	5360
Maya Mendonca	Co-ordinator Management Accounting	5328