



## Policy and Procedure for Fees and Charges (FM011P)

Issue: 3.2

Date Approved: 15/12/2023

Next Review: 14/11/2024

### 1 Objective

The purpose of this procedure is to describe the policy and procedure for the creation and/or amendment of fees and charges at Central Regional TAFE (the College).

### 2 Policy

- 2.1 With reference to [Treasurer's Instruction 810 Tariffs, Fee's and Charges](#).
- 2.2 Fees and charges for student enrolments are prescribed by the Department of Training and Workforce Development (DTWD) each year, except for College Resource Fees and other Incidental Fees. Any variances from these rates must be approved by the Manager Finance.
- 2.3 Non-academic fees and charges can also be initiated by the College for trading or other activities.
- 2.4 All fees and charges must be able to be substantiated and justified with supporting documentation.
- 2.5 All fees and charges are subject to the Department of Treasury's Tariffs, Fees and Charges annual review process, declaration, and submission.
- 2.6 All fees and charges are subject to an annual review for the subsequent financial year with consideration to the Consumer Price Index (CPI) as prescribed by the Department of Treasury.

### 3 Procedures

- 3.1 The Fees and Charges Manual ([FM011M1](#)) brings together the Department of Training and Workforce Development's Fees and Charges, the College's Schedule of Fees and Charges ([FM011A1](#)) and the College's Schedule of Resource Fees ([FM011A2](#)).
- 3.2 Fees are only to be charged at cost recovery and GST added, where applicable; with the exception of commercial costings that must have a profit percentage built into the fee or charge.
- 3.3 Any area of the College wishing to charge fees that are different to those specified in the Schedule of Fees and Charges must complete a Fee and Charges Adjustment Form ([FM011F1](#)) and forwarded to the Manager Finance; who will undertake a review and forward to the Director Corporate Services for approval on behalf of Corporate Executive.
- 3.4 Once approved Finance Services will update the Schedule of Fees and Charges ([FM011A1](#)).
- 3.5 Finance Services coordinates the annual review process and prepares the Schedule of Fees and Charges ([FM011A1](#)).
- 3.6 The Training Directors review the Schedule of Resource Fees ([FM011A2](#)) in line with the Resource Fee Methodology ([FM011A3](#)).

## Policy and Procedure for Fees and Charges (FM011P)

- 3.7 The review outcomes must be approved by the Finance, Audit and Risk Management (FARM) Committee on behalf of the Governing Council; as per the FARM Committee Terms of Reference – Appendix A – Schedule of Delegated Authority ([OM027G3](#)).

### 4 Definitions

Nil.

### 5 References

[Treasurer's Instruction 810 Tariffs, Fee's and Charges](#)

Department Training and Workforce Development (DTWD) [VET Fees and Charges Policy](#)

[Financial Management Act 2006](#)

Policy and Procedure for Live Work ([TA001P](#))

FARM Committee Terms of Reference - Appendix A - Schedule of Delegated Authority ([OM027G3](#))

### 6 Documentation

Fees and Charges Manual ([FM011M1](#))

Schedule of Fees and Charges ([FM011A1](#))

Schedule of Resource Fees ([FM011A2](#))

Resource Fee Methodology ([FM011A3](#))

Resource and Incidental Fee Descriptions ([FM011A4](#))

Fees and Charges Adjustment Form ([FM011F1](#))

Incidental Fee Form ([FM011F2](#))

Resource Fee Form ([FM011F3](#))

Incidental Fee Review Flowchart ([FM011C1](#))

Resource Fee Review Flowchart ([FM011C2](#))

### 7 Responsibilities

<b>Responsible Director</b>	Director Corporate Services
<b>Responsible Officer for implementation and monitoring</b>	Manager Finance
<b>Approved by</b>	A/Director Corporate Services
<b>Endorsed by</b>	Governing Council

### 8 Revision History *(Planning and Quality Use Only)*

Issue number	Review date	Amendment details
3	18/06/2021	A new process for amending or adding new fees has been developed to ensure the fees can be justified for audit purposes. New forms, flowcharts and appendix have been added.
3.1	14/11/2022	Reviewed with no changes.
3.2	14/11/2023	Updated links.