



## Policy and Procedure for Fees and Charges

Date Approved: 22/10/2025

Next Review: 30/11/2026

### 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 6.3, Treasurer's Guidance 6.4 & 12.12](#).
- 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 live work (referred to trading activities in the financial statements) or other activities. Refer to [Policy and Procedure for Live Work](#).
- 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](#) brings together the Department of Training and Workforce Development's Fees and Charges, the College's [Schedule of Fees and Charges](#) and the College's [Schedule of Resource Fees](#).
- 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. The profit percentage may differ on a case-by-case basis, however 20% as a benchmark to be used. Refer to [Policy and Procedure for Application and Management of External Funding](#)
- 3.3 Whilst Governing Council approve the annual review of fees and charges, there may be an occasion where a fee or charge is required to be reviewed, created or amended during the year. Any area of the College who wishes to review, create or amend a fee or charge must:
  - 3.3.1 Complete a [Fees and Charges Creation and Amendment Form](#) and forward to Manager Finance; who will undertake a review
  - 3.3.2 If endorsed, Manager Finance forwards to Executive Director Capability and Client Experience for approval on behalf of Corporate Executive.
  - 3.3.3 Any new or amended fee or charge will then be incorporated into the next annual review

- 3.4 Once approved Finance will update the [Schedule of Fees and Charges](#).
- 3.5 Finance coordinates the annual review process and prepares the [Schedule of Fees and Charges](#).
- 3.6 The Training Directors review the [Schedule of Resource Fees](#) in line with the [Resource Fee Methodology](#).
- 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.

#### 4 Definitions

Refer to the Fees and Charges Manual for comprehensive list of definitions.

#### 5 References

[Treasurer's Instruction 6.3, Treasurer's Guidance 6.4 & 12.12](#).

Department Training and Workforce Development (DTWD) [VET Fees and Charges Policy](#)  
[Financial Management Act 2006](#)  
[Policy and Procedure for Application and Management of External Funding](#)  
[Policy and Procedure for Live Work](#)  
[FARM Committee Terms of Reference](#) - Appendix A - Schedule of Delegated Authority

#### 6 Documentation

[Fees and Charges Manual](#)  
[Schedule of Fees and Charges](#)  
[Schedule of Resource Fees](#)  
[Resource Fee Methodology](#)  
[Schedule of Incidental Fees](#)  
[Fees and Charges Creation and Amendment Form](#)  
[Incidental Fee Form](#)  
[Resource Fee Form](#)  
[Incidental Fee Review Flowchart](#)  
[Resource Fee Review Flowchart](#)  
[Resource and Incidental Fee Descriptions Flowchart](#)

#### 7 Responsibilities

<b>Responsible Director</b>	Executive Director Capability and Client Experience
<b>Responsible Officer for implementation and monitoring</b>	Manager Finance
<b>Approved by</b>	Executive Director Capability and Client Experience
<b>Endorsed by</b>	Governing Council

#### 8 Revision History

Review date	Amendment details
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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.
14/11/2022	Reviewed with no changes.
14/11/2023	Updated links.
28/08/2024	Minor changes to TI referenced and position titles.
14/08/2025	Updated policy, forms and registers to reflect: <ul style="list-style-type: none"><li>• new Treasurer's Instructions and Guidance.</li><li>• Change in reporting to the Executive Director Capability and Client Experience.</li><li>• Schedule of Fees &amp; Charges – new approved fees added.</li></ul>
21/10/2025	2.3 Clarified what a trading activity is (live work) and referenced the Live Work Policy. 3.2 Clarified the profit % and referenced the External Funding Policy. 3.3 Clarified what happens during the year when a fee or charge needs to be reviewed, created or amended.