

ADMINISTRATION SERVICES

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Administration Fees						
Facsimile charge - incoming (first page)	Facsimile charge - incoming (first page)		\$0.58	\$6.40	Per page	Market Pricing
Facsimile charge - incoming (additional pages)	Facsimile charge - additional pages		\$0.17	\$1.85	Per page	Market Pricing
Facsimile charge - outgoing Australia (first page)	Facsimile charge - outgoing Australia (first page)		\$0.46	\$5.05	Per page	Market Pricing
Facsimile charge - outgoing Australia (additional pages)	Facsimile charge - outgoing Australia (additional pages)		\$0.17	\$1.85	Per page	Market Pricing
Facsimile charge - outgoing international (first page)	Facsimile charge - outgoing international (first page)		\$0.79	\$8.75	Per page	Market Pricing
Facsimile charge - outgoing international (additional pages)	Facsimile charge - outgoing international (additional pages)		\$0.25	\$2.75	Per page	Market Pricing
Advertising Spaces						
Bus Shelter Panels						
Installation of advertising	Installation of the advertising panel on the bus shelter by Council staff		\$29.09	\$320.00	Per Panel	Full Cost Pricing
Economy Panel 1-2 panels	An advertising space that provides a combination of low exposure panels along lower trafficked roads. Best suited to the marketer on a tight budget.		\$6.82	\$75.00	Monthly per panel	Full Cost Pricing
Economy Panel 3+ panels	Discounted rate for multiple economy panels		\$6.14	\$67.50	Monthly per panel	Full Cost Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Premium Panel 1-2 panels	A mix of panel exposures affixed to shelters on an assortment of trafficked roads. A popular choice amongst many advertisers.		\$8.18	\$90.00	Monthly per panel	Full Cost Pricing
Premium Panel 3+ panels	Discounted rate for multiple premium panels		\$7.27	\$80.00	Monthly per panel	Full Cost Pricing
Platinum Panel 1-2 panels	Our highest exposure panels on roads that receive moderate to very high traffic volumes. For those looking to make a substantial marketing impact.		\$9.55	\$105.00	Monthly per panel	Full Cost Pricing
Platinum Panel 3+ panels	Discounted rate for multiple panels.		\$8.64	\$95.00	Monthly per panel	Full Cost Pricing
Contractor Management						
Replacement of PSC Contractor Verification card			\$2.09	\$23.00	Per item	Full Cost Pricing
Events Management						
Category A - Regional Open Space (including: parks, reserves, bushland reserves, foreshore, sportsgrounds, facilities and road reserves):						
High Impact Event attracting 15,000+ patrons per day and/or utilising 95% or more of venue						
Venue Hire			\$501.09	\$5,512.00	Per day	Market Pricing
Set up and pull down			\$250.73	\$2,758.00	Per day	Market Pricing
Bond			\$0.00	\$16,550.00	Per event	Market Pricing
High Impact Event attracting 12,000+ patrons per day and/or utilising 80-95% of venue						
Venue Hire			\$350.73	\$3,858.00	Per day	Market Pricing
Set up and pull down			\$175.55	\$1,931.00	Per day	Market Pricing
Bond			\$0.00	\$13,250.00	Per event	Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
High Impact Event attracting 10,000+ patrons per day and/or utilising 70-80% of venue						
Venue Hire			\$250.73	\$2,758.00	Per day	Market Pricing
Set up and pull down			\$125.54	\$1,381.00	Per day	Market Pricing
Bond			\$0.00	\$11,026.00	Per event	Market Pricing
Medium Impact Event attracting 8,000+ patrons per day and/or utilising 60-70% of venue						
Venue Hire			\$150.55	\$1,656.00	Per day	Market Pricing
Set up and pull down			\$75.54	\$831.00	Per day	Market Pricing
Bond			\$0.00	\$8,818.00	Per event	Market Pricing
Medium Impact Event attracting 6,000+ patrons per day and/or utilising 50-60% of venue						
Venue Hire			\$100.55	\$1,106.00	Per day	Market Pricing
Set up and pull down			\$50.00	\$550.00	Per day	Market Pricing
Bond			\$0.00	\$6,615.00	Per event	Market Pricing
Medium Impact Event attracting 4,000+ patrons per day and/or utilising 40-50% of venue						
Venue Hire			\$71.36	\$785.00	Per day	Market Pricing
Set up and pull down			\$35.36	\$389.00	Per day	Market Pricing
Bond			\$0.00	\$4,408.00	Per event	Market Pricing
Low Impact Event attracting 2,000+ patrons per day and/or utilising 30-40% of venue						
Venue Hire			\$40.46	\$445.00	Per day	Market Pricing
Set up and pull down			\$25.09	\$276.00	Per day	Market Pricing
Low Impact Event attracting 500+ patrons per day. and/or utilising 20-30% of venue						
Venue Hire			\$30.46	\$335.00	Per day	Market Pricing
Set up and pull down			\$15.18	\$167.00	Per day	Market Pricing
Low Impact Event attracting 1 - 500 patrons per day and/or utilising up to 20% of venue						
Venue Hire			\$15.18	\$167.00	Per day	Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Set up and pull down			\$7.46	\$82.00	Per day	Market Pricing
Category B - District Open Space (including: parks, reserves, bushland reserves, foreshore, sportsgrounds, facilities and road reserves):						
High Impact Event attracting 15,000+ patrons per day and/or utilising 95% or more of venue						
Venue Hire			\$250.82	\$2,759.00	Per day	Market Pricing
Set up and pull down			\$125.45	\$1,380.00	Per day	Market Pricing
Bond			\$0.00	\$8,268.00	Per event	Market Pricing
High Impact Event attracting 12,000+ patrons per day and/or utilising 80-95% of venue						
Venue Hire			\$220.36	\$2,424.00	Per day	Market Pricing
Set up and pull down			\$110.18	\$1,212.00	Per day	Market Pricing
Bond			\$0.00	\$6,615.00	Per event	Market Pricing
High Impact Event attracting 10,000+ patrons per day and/or utilising 70-80% of venue						
Venue Hire			\$191.00	\$2,101.00	Per day	Market Pricing
Set up and pull down			\$95.00	\$1,045.00	Per day	Market Pricing
Bond			\$0.00	\$5,510.00	Per event	Market Pricing
Medium Impact Event attracting 8,000+ patrons per day and/or utilising 60-70% of venue						
Venue Hire			\$160.64	\$1,767.00	Per day	Market Pricing
Set up and pull down			\$80.36	\$884.00	Per day	Market Pricing
Bond			\$0.00	\$3,307.00	Per event	Market Pricing
Medium Impact Event attracting 6,000+ patrons per day and/or utilising 50-60% of venue						
Venue Hire			\$120.54	\$1,326.00	Per day	Market Pricing
Set up and pull down			\$60.27	\$663.00	Per day	Market Pricing
Bond			\$0.00	\$1,105.00	Per event	Market Pricing
Medium Impact Event attracting 4,000+ patrons per day and/or utilising 40-50% of venue						

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Venue Hire			\$80.27	\$883.00	Per day	Market Pricing
Set up and pull down			\$40.18	\$442.00	Per day	Market Pricing
Bond			\$0.00	\$883.00	Per event	Market Pricing
Low Impact Event attracting 2,000+ patrons per day and/or utilising 30-40% of venue						
Venue Hire			\$50.00	\$550.00	Per day	Market Pricing
Set up and pull down			\$25.00	\$275.00	Per day	Market Pricing
Low Impact Event attracting 500+ patrons per day and/or utilising 20-30% of venue						
Venue Hire			\$30.00	\$330.00	Per day	Market Pricing
Set up and Pull down			\$15.27	\$168.00	Per day	Market Pricing
Low Impact Event attracting 1 - 500 patrons per day and/or utilising up to 20% of venue						
Venue Hire			\$15.27	\$168.00	Per day	Market Pricing
Set up and pull down			\$7.46	\$82.00	Per day	Market Pricing
Category C - Local Open Space (including: parks, reserves, bushland reserves, foreshore, sportsgrounds, facilities and road reserves):						
High Impact Event attracting 15,000+ patrons per day and/or utilising 95% or more of venue						
Venue Hire			\$125.45	\$1,380.00	Per day	Market Pricing
Set Up and Pull Down			\$75.45	\$830.00	Per day	Market Pricing
Bond			\$0.00	\$3,856.00	Per event	Full Cost Pricing
High Impact Event attracting 12,000+ patrons per day and/or utilising 80-95% of venue						
Venue Hire			\$110.18	\$1,212.00	Per day	Market Pricing
Set Up and Pull Down			\$60.27	\$663.00	Per day	Market Pricing
Bond			\$0.00	\$2,479.00	Per event	Full Cost Pricing
High Impact Event attracting 10,000+ patrons per day and/or utilising 70-80% of venue						
Venue Hire			\$100.46	\$1,105.00	Per day	Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Set Up and Pull Down			\$50.09	\$551.00	Per day	Market Pricing
Bond			\$0.00	\$1,380.00	Per event	Full Cost Pricing
Medium Impact Event attracting 8,000+ patrons per day and/or utilising 60-70% of venue						
Venue Hire			\$90.09	\$991.00	Per day	Market Pricing
Set Up and Pull Down			\$45.18	\$497.00	Per day	Market Pricing
Bond			\$0.00	\$1,047.00	Per event	Full Cost Pricing
Medium Impact Event attracting 6,000+ patrons per day and/or utilising 50-60% of venue						
Venue Hire			\$80.27	\$883.00	Per day	Market Pricing
Set Up and Pull Down			\$40.18	\$442.00	Per day	Market Pricing
Bond			\$0.00	\$938.00	Per event	Full Cost Pricing
Medium Impact Event attracting 4,000+ patrons per day and/or utilising 40-50% of venue						
Venue Hire			\$70.09	\$771.00	Per day	Market Pricing
Set Up and Pull Down			\$34.73	\$382.00	Per day	Market Pricing
Bond			\$0.00	\$830.00	Per event	Full Cost Pricing
Low Impact Event attracting 2000+ patrons per day and/or utilising 30-40% of venue						
Venue Hire			\$50.09	\$551.00	Per day	Market Pricing
Set up and Pull Down			\$25.09	\$276.00	Per day	Market Pricing
Low Impact Event attracting 500+ patrons per day and/or utilising 20-30% of venue						
Venue Hire			\$30.00	\$330.00	Per day	Market Pricing
Set Up and Pull Down			\$15.27	\$168.00	Per day	Market Pricing
Low Impact Event attracting 1 - 500 patrons per day and/or utilising up to 20% of venue						
Venue Hire			\$15.18	\$167.00	Per day	Market Pricing
Set Up and Pull Down			\$7.46	\$82.00	Per day	Market Pricing
Event Administration Fees						

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Event Administration Charge - Commercial event organisers			\$45.09	\$496.00	Per event	Market Pricing
Event Administration Charge - Community Groups and Registered Charities based in Port Stephens Local Government Area			\$5.00	\$55.00	Per event	Partial Cost Pricing
Event Administration Charge - Community Groups and Registered Charities based outside Port Stephens Council Local Government Area			\$15.00	\$165.00	Per event	Partial Cost Pricing
Event Administration Charge - Private ceremonies (including weddings and christenings)			\$15.64	\$172.00	Per event	Market Pricing
Site meetings (Parks coordinator/s, trade services, event staff)			\$8.91	\$98.00	Per hour or part thereof	Partial Cost Pricing
Use of Council Electricity (Port Stephens Local Government Area Community Groups and Registered Charities)			\$3.18	\$35.00	Per day	Market Pricing
Use of PSC Electricity for commercial events			\$0.00	Usage based on meter readings and charged at Council's rate	Per event	Full Cost Pricing
Use of PSC electricity for commercial events rated low impact			\$4.09	\$45.00	Per event	Full Cost Pricing
Event - Electrical inspection fee			\$34.36	\$378.00	Per event	Market Pricing
Event - Electrical Test and Tag			\$0.64	\$7.00	Per item	Market Pricing
Event Administration Charge - Commercial event organisers - Low Impact Event			\$16.82	\$185.00	Per event	Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Financial Management						
Tenders						
Expression of Interest	Minimum fee	Available free on web	\$0.00	\$55.00	Per Tender	Full Cost Pricing
Standard Tender	Minimum fee	Available free on web	\$0.00	\$55.00	Per Tender	Full Cost Pricing
Regulated Tenders	Minimum fee	Available free on web	\$0.00	\$55.00	Per Tender	Full Cost Pricing
Complex Tenders	Minimum fee	Available free on web	\$0.00	\$75.00	Per Tender	Full Cost Pricing
Payment Processing						
Credit card fees	Applicable to payments made by credit card	GST applies to the fee if the original item/service supplied is taxable	\$0.00	Up to 1% of transaction value.		Full Cost Pricing
Government Information Public Access						
Formal Application						
Formal application fee - individual	Application fee by a natural person about their personal affairs or other person (Government Information (Public Access) Act 2009)	Subject to 50% reduction for financial hardship and public interest reasons	\$0.00	\$30.00	Per application	Statutory Pricing
Formal application fee - corporation	(Government Information (Public Access) Act 2009)		\$0.00	\$30.00	Per application	Statutory Pricing
Formal application processing fee	Processing charge payable by a natural person about their personal affairs (Government Information (Public Access) Act 2009)	Charged per hour after first 20 hours for an individual, or if about another person or body, the fee is per hour. Subject to 50% reduction for financial hardship and public interest reasons	\$0.00	\$30.00	Per application	Statutory Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Formal application: Internal Review - application fee	No processing fee applies. (Government Information (Public Access) Act 2009)	Subject to 50% reduction for financial hardship and public interest reasons	\$0.00	\$40.00	Per review	Statutory Pricing
Informal Request						
Informal request	No processing fee applies. Government Information (Public Access) Act 2009		\$0.00	\$0.00		Statutory Pricing
Information Privacy						
Applications						
Amendment of records	Privacy and Personal Information Protection Act 1998		\$0.00	\$0.00		Statutory Pricing
Application fee for private information - not related to health records	Photocopy charges will apply. Privacy and Personal Information Protection Act 1998		\$0.00	\$0.00		Free (zero priced)
Legal Services						
Subpoena						
Subpoena to give evidence			\$0.00	Ordinary salary of Council Officer and any additional expenses associated with attendance at Court may be required to be paid		Full Cost Pricing
Subpoena to produce documents	Conduct money at time of service		\$0.00	\$128.10		Full Cost Pricing
Subpoena to produce documents	Conduct money - urgent matters at time of service		\$0.00	\$231.70		Full Cost Pricing
Subpoena to produce documents	Photocopying		\$0.00	Refer to charges under photocopying		

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Subpoena to produce documents	Provision of documents saved to electronic media, i.e. CD/DVD/USB (up to 8GB)		\$0.00	\$10.00		Full Cost Pricing
Subpoena to produce documents	Provision of documents electronically via email or drop box (when possible)		\$0.00	Photocopying charges for documents where printing is required before saving electronically for production. Balance of documentation which does not require printing - nil charge only time spent		Full Cost Pricing
Subpoena to produce documents	Statutory fee for producing documents - hourly rate for staff time, charged in accordance with the Local Government Act		\$0.00	\$54.20	Per hour	Full Cost Pricing
Licences						
<p>Commercial Operator's Licence - Water/Land Activities</p> <p>Category 1 Location: Shoal Bay Foreshore Boat Ramp (A), Shoal Bay Foreshore Adjacent Public Wharf (B), Shoal Bay Beach Road Adjacent Harbourside Haven (C), Shoal Bay Foreshore at intersection of Harwood Avenue and Beach Road (D), Nelson Bay Foreshore on Victoria Parade adjacent to Kiosk and Carpark, Nelson Bay Foreshore on Victoria Parade adjacent Fly Point amenities. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities.</p> <p>Category 1 Location: Fly Point (suitable as dive site), Nelson Bay Foreshore on Victoria Parade adjacent to kiosk and carpark (bike hire and tours)</p>						
Administration fee	Establishment and management of licence	Payable once at the commencement or recommencement of a licence	\$0.00	\$700.00	Per licence	Market Pricing
Licence fee	Category 1	Annual fee	\$272.73	\$3,000.00	Per licence	Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Commercial Operator's Licence - Water/Land Activities Category 3 Location: Fisherman's Bay Foreshore Reserve, Bagnall Beach Foreshore adjacent Pantawarra Street, Caswell Reserve, George's Reserve, Forster Park Foreshore, Peace Park Boat Ramp, Taylors Beach. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, and other tourism and adventure activities. Category 3 Location: Bagnall Beach Foreshore adjacent Pantawarra Street. This location is suitable for example for Bike hire and tours.						
Administration fee	Establishment and management of licence	Payable once at the commencement or recommencement of a licence	\$0.00	\$700.00	Per licence	Market Pricing
Licence fee	Category 3	Annual fee	\$0.00	\$1,500.00	Per licence	Market Pricing
Commercial Operator's Licence - Water/Land Activities Category 2 Location: Birubi Beach, Fingal Beach (A), Fingal Beach (B), One Mile Beach. These locations are suitable for example for Surf School, other tourism, adventure and beach activities. Category 2 Location: Dutchman's Beach 1, Dutchman's Beach 2, Fitzgerald Bridge Boat Ramp, Roy Wood Reserve. These locations are suitable for example for Catamarans, Paddle Boarding, Kayaking, other tourism and adventure activities.						
Administration fee	Establishment and management of licence	Payable one at the commencement or recommencement of a licence	\$0.00	\$700.00	Per licence	Market Pricing
Licence fee	Category 2	Annual fee	\$0.00	\$2,000.00	Per licence	Market Pricing
Commercial Operator's Licence - Land-based Activities The following sites are suitable for example for Boot Camps, Personal Training, Tai Chi, Pilates, and other suitable Fitness activities: Birubi Beach, Robinson Reserve, Conroy Park, Fingal Bay Foreshore Reserve, Fingal Bay Oval, Fingal Beach (A), Fingal Beach (B) Boat ramp end, Tom O Dwyer Oval, Fisherman's Bay Park, Hinton Foreshore, Stuart Park, Aliceton Reserve, Lionel Morton Oval, Kooindah Park, Mallabula Sports Complex, Boyd Oval, Coachwood Drive Reserve 2, Ferodale Sports Park, Kindlebark Oval, Yulong Oval, Bill Strong Oval, Dutchman's Beach Reserve, Fly Point Reserve, Little Beach Reserve, Neil Carroll Park, Tomaree Sports Complex, One Mile Beach, Alton Park Reserve, Boomerang Park, King Park Sports Complex, Lakeside Reserve 2, Lakeside Reserve 3, Lakeside Sports Complex, Ross Walbridge Reserve, Vi Barnett Oval, Bagnall Beach Road Detention Basin, Joe Redman Reserve, Korora Oval, Salamander Sports Complex, Brandon Park, Seaham Park, Everitt Park, Bowthorne Park.						
Administration fee	Establishment and management of licence	Payable once at the commencement or recommencement of a licence	\$0.00	\$200.00	Per licence	Market Pricing
Licence fee	One to three sites. Maximum 3 sites per licence	Payable once at the commencement or recommencement of a licence	\$0.00	\$500.00	Per licence	Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Administration fee	Establishment and management of licence - Mobile retail operators	Payable once, at the commencement or recommencement of a licence	\$18.18	\$200.00		Rate of Return Pricing
Licence fee		Payable once, at the commencement or recommencement of a licence	\$45.45	\$500.00		Market Pricing
Administration Fee	Establishment and management of licence - Mobile food operators council land	Payable once, at the commencement or recommencement of a licence	\$18.18	\$200.00		Market Pricing
Licence Fee		Payable once, at the commencement or recommencement of a licence	\$45.45	\$500.00		Market Pricing
Administration Fee	Establishment and management of licence - Mobile food operators other land	Payable once, at the commencement or recommencement of a licence	\$18.18	\$200.00		Market Pricing
Licence fee		Payable once, at the commencement or recommencement of a licence	\$0.00			Market Pricing
Administration Fee	Establishment and management of licence - Markets	Payable once, at the commencement or recommencement of a licence	\$63.64	\$700.00		Market Pricing
Administration Fee	Establishment and management of licence - Markets	Payable once, at the commencement or recommencement of a licence	\$63.64	\$700.00		Market Pricing
Administration Fee	Establishment and management of licence - Markets	Payable once, at the commencement or recommencement of a licence	\$63.64	\$700.00		Market Pricing
Administration Fee	Establishment and management of licence - Markets	Payable once, at the commencement or recommencement of a licence	\$63.64	\$700.00		Market Pricing
Licence Fee		Payable once, at the commencement or recommencement of a licence	\$272.73	\$3,000.00		Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Administration Fee	Establishment and management of licence - Not for Profit. Fee determined upon application.	Licence and Admin fee subject to % discount based on review of weighting criteria by Council review panel	\$0.00	\$0.00		Partial Cost Pricing
Licence fee	Fee determined upon application.	Licence and Admin fee subject to % discount based on review of weighting criteria by Council review panel	\$0.00	\$0.00		Partial Cost Pricing
Administration Fee	Establishment and management of licence - Temporary Licence. Fee determined upon application.	Price based of trial - Annual price divided by months - or weighted criteria if not for profit	\$0.00	\$0.00		Partial Cost Pricing
Licence Fee	Fee determined upon application.	Price based of trial - Annual price divided by months - or weighted criteria if not for profit	\$0.00	\$0.00		Partial Cost Pricing
Liquor Licences						
Liquor Licence Application Search Fee			\$0.00	\$107.10	Per search	Market Pricing
Property Licences						
Licence Administration fee - commercial/corporate	Applicable once per licence term, exclusive of licence fees which are subject to market assessment		\$0.00	\$580.00		Market Pricing
Licence Administration fee - Community Groups	Applicable once per licence term, exclusive of licence fees which are subject to individual assessment		\$0.00	\$175.00		Market Pricing
Temporary Licences	Temporary Licences		\$0.00	\$240.00		Market Pricing
Part A Residential Stratum Structure						

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Licence preparation costs	Residential structures at stratum level over Council land, roads and road reserves		\$0.00	\$240.00		Market Pricing
Duplication of licence documentation previously issued	Duplication of licence documentation previously issued		\$0.00	\$25.00		Market Pricing
Part B Commercial Stratum Structure Licence						
Awnings supported by posts at ground level and like structures at stratum level over Council land, roads and road reserves	Fee applicable once per licence term	Required to have Port Stephens Council noted in the certificate of currency	\$0.00	\$255.00		Market Pricing
Balcony utilised for commercial activities e.g. seating/entertainment areas of restaurant	Commercial fee subject to market assessment	Required to have Port Stephens Council noted in the certificate of currency	\$0.00	Commercial fee subject to market assessment		Market Pricing
Cantilevered Awnings and like structures at stratum level over Council land, roads and road reserves	Fee applicable once per licence	Required to have Port Stephens Council noted in the certificate of currency	\$0.00	\$255.00		Market Pricing
Duplication of licence documentation previously issued	Duplication of licence documentation previously issued		\$0.00	\$30.00		Market Pricing
Temporary Footway Structures						
Application for permit or right to place advertising sign or clothes rack etc. on part of footway adjacent to the shop	No fee - due to council resolution		\$0.00	\$0.00	Per application	Full Cost Pricing
Annual rental for permit or right to place advertising sign or clothes rack etc. on part of footway adjacent to the shop	No fee - due to council resolution		\$0.00	\$0.00	Per year or part thereof	Full Cost Pricing
Additional space	No fee - due to council resolution		\$0.00	\$0.00	Per square metre	Full Cost Pricing
Memberships						

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Sister Cities						
Adult			\$0.91	\$10.00	Per annum	Market Pricing
Family			\$2.27	\$25.00	Per annum	Market Pricing
Youth			\$0.45	\$5.00	Per annum	Market Pricing
Parking						
Parking Meters						
Off-peak A	4P & 8P Mon-Fri outside periods of time noted below. (No fee on Victoria Pde due to Council resolution)		\$0.29	\$3.20	Per hour	Market Pricing
Off-peak B	4P & 8P Sat-Sun and Public Holidays		\$0.38	\$4.20	Per hour	Market Pricing
Off-peak C	4P & 8P Mon - Fri; and for the periods; 00:00am 13th April – 11.59pm 28th April and 00:00am 6th July – 11.59pm 21st July and 00:00am 28th September – 11.59pm 13th October.		\$0.29	\$3.20	Per hour	Market Pricing
Peak	4P & 8P Mon-Sun for the period 00:00am 21st December – 00:00am 27th January		\$0.38	\$4.20	Per hour	Market Pricing
Payments Management						
Cheque Dishonour (cheque paid directly to Council)	Not applied where bank response is "customer deceased"		\$0.00	\$70.80	Per occurrence	Full Cost Pricing
Cheque Dishonour (cheque paid via collection agent)	Not applied where bank response is "customer deceased"		\$0.00	\$77.80	Per occurrence	Full Cost Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Direct Debit Dishonour	Not applied where bank response is "customer deceased"		\$0.00	\$24.00	Per occurrence	Full Cost Pricing
Refund Fee	GST applies to the fee if the original item/service supplied is taxable		\$0.00	\$24.50	Per refund	Full Cost Pricing
Production Services						
Photocopying	A4	First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$0.00	\$0.70	Per page	Market Pricing
Photocopying	A3	First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$0.00	\$1.30	Per page	Market Pricing
Property Administration						
Duplicate Rate Notice, Invoice, Account etc. (not for receipting purposes)			\$0.00	\$8.00	Per copy	Full Cost Pricing
Rates Certificate	Provides details of any outstanding rates on a property. Issued within 5 business days of receipt of request		\$0.00	\$85.00 base fee. Plus 100% loading for urgent issue within 24hours / one business day	Per item	Statutory Pricing
Property Services						
Administration Costs						
Acquisition of Council land	Administration costs		\$100.91	\$1,110.00	Per application	Full Cost Pricing
Property Information						
Property Enquiry	Not applicable to own property		\$0.00	\$16.10	Per property	Full Cost Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Search fee - property information	Fee plus any archive costs for retrieval and return		\$0.00	\$80.00	Per hour or part thereof	Full Cost Pricing
Publications						
Books						
A History of Port Stephens, Tomaree and Yacaaba		Port Stephens Family History Society Inc.	\$2.49	\$27.40	Each	Market Pricing
A History of Tilligerry Peninsula	Port Stephens Family History Society Inc.		\$2.49	\$27.40	Each	Market Pricing
Anna Bay Lawn Cemetery CD	Port Stephens Family History Society Inc.		\$2.49	\$27.40	Each	Market Pricing
Convicts of the Australian Agricultural Company	Port Stephens Family History Society Inc.		\$3.32	\$36.50	Each	Market Pricing
Henry H Halloran in Port Stephens the Legacy	Yvonne Fraser		\$1.67	\$18.40	Each	Market Pricing
Nelson Bay Heritage Walk	Port Stephens Historical Society		\$0.13	\$1.45	Each	Market Pricing
Port Stephens - The Ultimate Experience	John Armstrong		\$3.87	\$42.60	Each	Market Pricing
Port Stephens Heritage	Cynthia Hunter		\$3.63	\$39.90	Each	Market Pricing
Raymond Terrace Pioneer Register	Raymond Terrace & District Historical Society		\$3.32	\$36.50	Each	Market Pricing
They Were Here	June Reeks		\$3.87	\$42.60	Each	Market Pricing
Inlet Port Stephens - DVD		Port Stephens Historical Society	\$2.09	\$23.00	20.00	Market Pricing
Bobs Farm Cadre Camp	Port Stephens Family Historical Society Inc.		\$2.46	\$27.00		Full Cost Pricing
Environment						
Nature Watch Diary	Photocopying charge only		\$0.77	\$8.50	Each	Market Pricing
Plans/Strategies						

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Koala Plan of Management	i) Part 1 - The Plan (Available free on web)		\$0.00	\$16.50	Each	Full Cost Pricing
Koala Plan of Management	ii) Part 2 - Resource Document (Available free on web)		\$0.00	\$32.50	Each	Full Cost Pricing
Koala Plan of Management	iii) Part 3 - Appendices (Available free on web)		\$0.00	\$75.50	Each	Full Cost Pricing
Nature Watch Diary Companion Booklet	Photocopying charge only		\$0.77	\$8.50	Each	Market Pricing
Development Plans						
Contribution Plans						
Port Stephens Section 94 Development Contributions Plan 2007		Available free on web	\$0.00	\$85.00	Each	Full Cost Pricing
Port Stephens Section 94A Development Contributions Plan 2007		Available free on web	\$0.00	\$55.00	Each	Full Cost Pricing
Control Plans						
Port Stephens DCP 2007		Available free on web	\$0.00	\$70.00	Each	Full Cost Pricing
Port Stephens LEP 2000	LEP text (Electronic)	Available free on web	\$0.00	\$30.00	Each	Full Cost Pricing
Port Stephens LEP 2000	Maps (Electronic)	Available free on web	\$0.00	\$135.00	Each	Full Cost Pricing
Port Stephens LEP 2000	LEP text (Hardcopy)	Available free on web	\$0.00	\$55.00	Each	Full Cost Pricing
Port Stephens LEP 2000	Maps (Hardcopy)	Available free on web	\$0.00	\$215.00	Each	Full Cost Pricing
Port Stephens LEP 2000	Zoning Maps (A3)	Available free on web	\$0.00	\$45.00	Each	Full Cost Pricing
Strategies & Studies		Available free on web	\$0.00	\$85.00	Each	Full Cost Pricing
Integrated Plans						
Plans/Strategies						

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Integrated Plans	Plans include Integrated Plans, Resource Strategy	Plus postage and handling at cost. Available free on web	\$0.00	\$135.00	Per set	Full Cost Pricing
Reports						
Reports	Annual Report, End of Term Report, Customer Survey Reports, Fees and Charges	Per volume plus postage and handling at cost. Available free on web	\$0.00	\$45.00	Per report	Full Cost Pricing
Spatial Services						
Maps/Plans						
GIS Electronic Files						
Standard	AO (1189mm x 841mm)	pdf or jpg format	\$0.00	\$20.10	Per print	Full Cost Pricing
Standard	A1 (841mm x 594mm)	pdf or jpg format	\$0.00	\$17.70	Per file	Full Cost Pricing
Standard	A2 (594mm x 420mm)	pdf or jpg format	\$0.00	\$16.90	Per file	Full Cost Pricing
Standard	A3 (420mm x 297mm)	pdf or jpg format	\$0.00	\$12.90	Per file	Full Cost Pricing
Standard	A4 (210mm x 297mm)	pdf or jpg format	\$0.00	\$12.60	Per file	Full Cost Pricing
Standard with aerial photograph	AO (1189mm x 841mm)	pdf or jpg format	\$0.00	\$24.90	Per file	Full Cost Pricing
Standard with aerial photograph	A1 (841mm x 594mm)	pdf or jpg format	\$0.00	\$21.90	Per file	Full Cost Pricing
Standard with aerial photograph	A2 (594mm x 420mm)	pdf or jpg format	\$0.00	\$20.90	Per file	Full Cost Pricing
Standard with aerial photograph	A3 (420mm x 297mm)	pdf or jpg format	\$0.00	\$16.00	Per file	Full Cost Pricing
Standard with aerial photograph	A4 (210mm x 297mm)	pdf or jpg format	\$0.00	\$15.70	Per file	Full Cost Pricing
GIS Maps Hard Copies						
Standard	AO (1189mm x 841mm)		\$0.00	\$33.20	Per print	Full Cost Pricing
Standard	A1 (841mm x 594mm)		\$0.00	\$29.20	Per print	Full Cost Pricing
Standard	A2 (594mm x 420mm)		\$0.00	\$27.80	Per print	Full Cost Pricing
Standard	A3 (420mm x 297mm)		\$0.00	\$21.20	Per print	Full Cost Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Standard	A4 (210mm x 297mm)		\$0.00	\$12.60	Per print	Full Cost Pricing
Standard with aerial photograph	AO (1189mm x 841mm)		\$0.00	\$41.40	Per print	Full Cost Pricing
Standard with aerial photograph	A1 (841mm x 594mm)		\$0.00	\$36.40	Per print	Full Cost Pricing
Standard with aerial photograph	A2 (594mm x 420mm)		\$0.00	\$34.70	Per print	Full Cost Pricing
Standard with aerial photograph	A3 (420mm x 297mm)		\$0.00	\$26.50	Per print	Full Cost Pricing
Standard with aerial photograph	A4 (210mm x 297mm)		\$0.00	\$15.70	Per print	Full Cost Pricing
Miscellaneous						
Seniors, students, registered charities			\$0.00	50% of scheduled fee, subject to production of proof of status		Partial Cost Pricing
Spatial services	All prices include 15 minutes labour cost		\$0.00	Maps requiring additional customisation will be charged at \$10 per 15 minutes after the initial 15 minutes, and per 15 minutes thereafter		Full Cost Pricing
Port Stephens Council Internal Staff Catering						
Discount for BYO cup			\$0.02	\$0.20		Market Pricing
Coffee	Small Soy milk & syrups extra \$0.50 including GST		\$0.38	\$4.20	Each	Market Pricing
Coffee	Regular Soy milk and syrup extra \$0.50 including GST		\$0.42	\$4.60	Each	Market Pricing
Coffee	Large Soy milk and syrups extra \$0.50 including GST		\$0.45	\$4.90	Each	Market Pricing

Fee Name	Fee Description	Clarification	GST \$	Fee Amount Incl. GST	Fee Unit	Pricing Policy
Coffee	Jumbo - Extra Large Soy milk and syrups extra \$0.50 including GST		\$0.49	\$5.35	Each	Market Pricing
Coffee Loyalty Card	Buy 9 coffees receive 10th free		\$0.00	\$0.00		Free (zero priced)
Milkshakes			\$0.45	\$4.90	Each	Market Pricing
Wraps/Turkish Bread with fillings	Toasted \$0.50 extra including GST		\$0.00	\$8.50 to \$10.50 including GST		Market Pricing
Salads			\$0.00	Range from \$9.50 to \$11.00 including GST	Each	Market Pricing
Soup with Bread Roll			\$0.68	\$7.50	Each	Market Pricing
Fresh Fruit Salad			\$0.48	\$5.30	Each	Market Pricing
Frittatas & Quiche with Salad			\$0.92	\$10.10	Each	Market Pricing
Savoury Parcels varieties with Salad			\$0.82	\$9.00	Each	Market Pricing
Breakfast Tarts varieties with Salad			\$0.82	\$9.00	Each	Partial Cost Pricing
Variety of cakes and slices	Recommended retail price of products supplied		\$0.00	Recommended retail price		Market Pricing
Toast - various varieties	Two (2) slices		\$0.29	\$3.20	Each	Market Pricing
Lunch dishes - standard fare			\$0.73	\$8.00	Each	Market Pricing
Lunch dishes - gourmet fare			\$1.45	\$16.00	Each	Market Pricing