

IP&R Framework

Fees and Charges

2023 to 2024



PORT STEPHENS
COUNCIL

Table Of Contents

Port Stephens Council	4
Administration Services	4
Administration Fees	4
Advertising Spaces	4
Bus Shelter Panels	4
Contractor Management	5
Document Storage Service.....	5
Financial Management	6
Tenders.....	6
Payment Processing	6
Government Information Public Access	6
Formal Application	6
Informal Request	7
Information Privacy	8
Applications	8
Leases/Licenses	8
Property Licenses	8
Part A Residential Stratum Structure	9
Part B Commercial Stratum Structure Licence	9
Legal Services	9
Subpoena	9
Licences	10
Commercial Operator's Licence – Water/Land Activities – Category 1	10
Commercial Operator's Licence – Water/Land Activities – Category 2	11
Commercial Operator's Licence – Water/Land Activities – Category 3	11
Commercial Operator's Licence – Land-based Activities	12
Commercial Operator's Market Licence – More than 4 times per year	13
Commercial Operator's Not for Profit Licence	13
Commercial Operator's Mobile Food/Retail Licence & Permit	13
Liquor Licences	14
Property Licences	14
Outdoor Trading	14
Parking	15

Table Of Contents [continued]

Smart Parking Meters 15

Payments Management 15

Port Stephens Council Internal Staff Catering 16

Production Services..... 17

Property Administration 17

Property Services..... 18

Administration Costs 18

Property Information 18

Publications 18

Books 18

Development Plans 19

Contribution Plans 19

Control Plans 19

Integrated Plans 19

Reports..... 20

Spatial Services..... 20

Maps/Plans..... 20

GIS Electronic Files..... 20

GIS Maps Hard Copies..... 21

Miscellaneous 21

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	-------------------

Port Stephens Council

Administration Services

Administration Fees

Facsimile charge – incoming (first page)		\$7.40	\$7.27	\$0.73	\$8.00	Per page		Market pricing
Facsimile charge – incoming (additional pages)		\$2.20	\$2.18	\$0.22	\$2.40	Per page		Market pricing
Facsimile charge – outgoing Australia (first page)		\$5.80	\$5.73	\$0.57	\$6.30	Per page		Market pricing
Facsimile charge – outgoing Australia (additional pages)		\$2.20	\$2.18	\$0.22	\$2.40	Per page		Market pricing
Facsimile charge – outgoing international (first page)		\$9.90	\$9.82	\$0.98	\$10.80	Per page		Market pricing
Facsimile charge – outgoing international (additional pages)		\$3.20	\$3.18	\$0.32	\$3.50	Per page		Market pricing

Advertising Spaces

Bus Shelter Panels

Installation or removal of advertising	Installation or removal of the advertising panel on the bus shelter by Council staff	\$362.00	\$355.45	\$35.55	\$391.00	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.	\$85.00	\$83.64	\$8.36	\$92.00	Monthly per panel		Full cost pricing
Economy Panel 3+ panels	Discounted rate for multiple panels	\$76.50	\$75.00	\$7.50	\$82.50	Monthly per panel		Full cost pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Bus Shelter Panels [continued]

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.	\$102.00	\$100.00	\$10.00	\$110.00	Monthly per panel		Full cost pricing
Premium Panel 3+ panels	Discounted rate for multiple panels	\$91.00	\$89.55	\$8.95	\$98.50	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.	\$119.00	\$116.82	\$11.68	\$128.50	Monthly per panel		Full cost pricing
Platinum Panel 3+ panels	Discounted rate for multiple panels.	\$108.00	\$105.91	\$10.59	\$116.50	Monthly per panel		Full cost pricing
Not for profit organisation	Advertising panel space where panel is vacant (not for profit organisation only)	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Contractor Management

Replacement of PSC Contractor Verification card		\$25.00	\$24.55	\$2.45	\$27.00	Per item		Full cost pricing
---	--	---------	---------	--------	---------	----------	--	-------------------

Document Storage Service

HSC Exam Storage Service		\$275.00	\$269.55	\$26.95	\$296.50	Per item		Market pricing
--------------------------	--	----------	----------	---------	----------	----------	--	----------------

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Financial Management

Tenders

Expression of Interest	Minimum fee Available free on web	\$62.00	\$67.00	\$0.00	\$67.00	Per tender		Full cost pricing
Standard Tender	Minimum fee Available free on web	\$62.00	\$67.00	\$0.00	\$67.00	Per tender		Full cost pricing
Regulated Tenders	Minimum fee Available free on web	\$62.00	\$67.00	\$0.00	\$67.00	Per tender		Full cost pricing
Complex Tenders	Minimum fee Available free on web	\$85.00	\$92.00	\$0.00	\$92.00	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	Up to 1% of transaction value					Reserve Bank of Australia Standard No. 2 Merchant Pricing for Credit Card Purchases	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 Subject to 50% reduction for financial hardship and public interest reasons	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
-------------------------------------	---	---------	---------	--------	---------	-----------------	---	-------------------

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

Formal Application [continued]

Formal application fee – corporation		\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application processing fee	Processing charge payable by a natural person about their personal affairs 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	\$30.00	\$30.00	\$0.00	\$30.00	Per application	Government Information (Public Access) Act 2009	Statutory pricing
Formal application: Internal Review – application fee	No additional processing fee applies after receipt Subject to 50% reduction for financial hardship and public interest reasons	\$40.00	\$40.00	\$0.00	\$40.00	Per review	Government Information (Public Access) Act 2009	Statutory pricing

Informal Request

Informal Request Fee	No processing fee applies. Note: Photocopying charges may apply.	\$0.00	\$0.00	\$0.00	\$0.00		Government Information (Public Access) Act 2009	Statutory pricing
----------------------	--	--------	--------	--------	--------	--	---	-------------------

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Information Privacy

Applications

Amendment of records		\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Statutory pricing
Application fee for private information – not related to health records	Photocopy charges will apply	\$0.00	\$0.00	\$0.00	\$0.00		Privacy and Personal Information Protection Act 1998	Free (zero priced)

Leases/Licenses

Property Licenses

Key Bond	One off fee charged upon the commencement of the lease/licence, refundable upon the return of the key(s) at the end of the lease/licence agreement	\$0.00	\$50.00	\$0.00	\$50.00			Market pricing
Licence Administration fee – commercial/corporate	Applicable once per licence term, exclusive of licence fees which are subject to market assessment. Preparation fee being payable upfront and non-refundable.	\$825.00	\$889.00	\$0.00	\$889.00			Market pricing
Lease/ Licence Amendment Fee - Commercial agreements	Preparation fee for variations, transfers/ assignments - non-refundable	\$550.00	\$550.00	\$0.00	\$550.00			Market pricing
Licence Fee - Annually	Fee payable annually for licence term	Commercial fee subject to market assessment				Per year		Market pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	-------------------

Part A Residential Stratum Structure

Licence preparation costs	Residential structures at stratum level over Council land, roads and road reserves	\$1,650.00	\$1,780.00	\$0.00	\$1,780.00			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 annually Required to have Port Stephens Council noted in the certificate of currency	\$3,300.00	\$3,560.00	\$0.00	\$3,560.00	Per year		Market pricing
Balcony utilised for commercial activities e.g. seating/entertainment areas of restaurant	Required to have Port Stephens Council noted in the certificate of currency	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	\$3,300.00	\$3,560.00	\$0.00	\$3,560.00			Market pricing

Legal Services

Subpoena

Subpoena to give evidence		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	\$135.50	\$135.50	\$0.00	\$135.50			Full cost pricing
Subpoena to produce documents	Late fee - less than 7 workings days	\$245.50	\$110.00	\$0.00	\$110.00			Full cost pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Subpoena [continued]

Subpoena to produce documents	Statutory fee for processing - per hour, charged in accordance with the Local Government Act	\$58.00	\$58.00	\$0.00	\$58.00	Per hour	Local Government Act 1993 Sections 608-610	Full cost pricing
Subpoena to produce documents	Photocopying	Refer to charges under photocopying						Full cost pricing
Subpoena to produce documents	Provision of documents saved to electronic media, i.e. CD/DVD/USB (per 8GB)	\$10.80	\$10.80	\$0.00	\$10.80			Full cost pricing
Subpoena to produce documents	Provision of documents electronically via email or drop box (when possible)	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

Licences

Commercial Operator's Licence – Water/Land Activities – Category 1

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.

Category 1 Location: Fly Point (suitable as dive site), Nelson Bay Foreshore on Victoria Parade adjacent to kiosk and carpark (bike hire and tours)

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$779.00	\$840.00	\$0.00	\$840.00	Per licence		Market pricing
Licence fee	Annual fee	\$3,220.00	\$3,470.00	\$0.00	\$3,470.00	Per licence		Market pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Commercial Operator's Licence – Water/Land Activities – Category 1 [continued]

Licence fee	Annual fee	Commercial operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All commercial operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing
-------------	------------	--	--	--	--	-------------	--	----------------

Commercial Operator's Licence – Water/Land Activities – Category 2

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	\$779.00	\$840.00	\$0.00	\$840.00	Per licence		Market pricing
Licence fee	Annual fee	\$2,180.00	\$2,350.00	\$0.00	\$2,350.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing

Commercial Operator's Licence – Water/Land Activities – Category 3

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.

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	-------------------

Commercial Operator's Licence – Water/Land Activities – Category 3 [continued]

Administration fee	Establishment and management of licence Payable once at the commencement or recommencement of a licence	\$779.00	\$840.00	\$0.00	\$840.00	Per licence		Market pricing
Licence fee	Annual fee	\$1,665.00	\$1,795.00	\$0.00	\$1,795.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				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	\$213.00	\$230.00	\$0.00	\$230.00	Per licence		Market pricing
Licence fee	One to three sites. Maximum 3 sites per licence	\$530.00	\$770.00	\$0.00	\$770.00	Per licence		Market pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee GST Fee (excl. GST)			Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	--	--	--	------	-------------	----------------

Commercial Operator's Licence – Land-based Activities [continued]

Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing
-------------	------------	--	--	--	--	-------------	--	----------------

Commercial Operator's Market Licence – More than 4 times per year

Administration fee	Establishment and management of licence – Markets Payable once, at the commencement or recommencement of a licence	\$213.00	\$230.00	\$0.00	\$230.00	Per licence		Market pricing
Licence fee	Annual fee	\$3,220.00	\$3,470.00	\$0.00	\$3,470.00	Per licence		Market pricing
Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing

Commercial Operator's Not for Profit Licence

Administration Fee	Establishment and management of licence	\$213.00	\$230.00	\$0.00	\$230.00	Per licence		Partial cost pricing
Licence fee	Fee determined upon application	Fee determined upon application Licence and Admin fee subject to % discount based on review of weighting criteria by Council review panel				Per licence		Partial cost pricing

Commercial Operator's Mobile Food/Retail Licence & Permit

Administration Fee	Mobile food/retail operators under licence agreement	\$213.00	\$230.00	\$0.00	\$230.00	Per licence		Market pricing
Licence Fee	Annual fee	\$530.00	\$770.00	\$0.00	\$770.00	Per licence		Market pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee GST Fee (excl. GST)			Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	--	--	--	------	-------------	----------------

Commercial Operator's Mobile Food/Retail Licence & Permit [continued]

Licence fee	Annual fee	Commercial Operators earning revenue above \$52,000 per annum after the first 12 months, at Councils discretion will be subject to an independent market rent review. All Commercial Operators are to provide audited financial statements to council by 30th September each year.				Per licence		Market pricing
Permit Fee - Mobile Food Vans & Vehicles and Temporary Food Stalls	Establishment and management of permit for temporary food business operating on council land. Permit valid for five (5) years	\$213.00	\$230.00	\$0.00	\$230.00	Per licence		Market pricing
Electrical Inspection Charge		\$370.00	\$336.36	\$33.64	\$370.00	Per Inspection		Market pricing

Liquor Licences

Liquor Licence Application Search Fee		\$121.00	\$130.50	\$0.00	\$130.50	Per search		Market pricing
---------------------------------------	--	----------	----------	--------	----------	------------	--	----------------

Property Licences

Licence Fee	Minimum Fee for Community Groups or Crown Land Licenses.	\$770.00	\$770.00	\$0.00	\$770.00			Market pricing
Licence Administration - Community Licences	Minimum Administration Fee for establishment and management of licence.	\$213.00	\$230.00	\$0.00	\$230.00			Market pricing

Outdoor Trading

Application for permit or right to place advertising sign or alfresco street dining on part of footway adjacent to the shop	No fee – due to council resolution	\$0.00	\$0.00	\$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	\$0.00	\$0.00	Per year or part thereof		Full cost pricing
Additional space	No fee – due to council resolution	\$0.00	\$0.00	\$0.00	\$0.00	Per square metre		Full cost pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Parking

Smart Parking Meters

15 Minutes Park Free	Parking sessions 15 minutes or less are free	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Smart Parking Meter Fee	No fee for holders of Smart Parking Permit.	\$4.50	\$4.09	\$0.41	\$4.50	Per Hour	Road Transport Act 2013	Market pricing
Smart Parking Permit	All ratepayers and residents of Port Stephens Local Government Area, and employees of business within the metered parking scheme zone are eligible.	\$0.00	\$0.00	\$0.00	\$0.00		Road Transport Act 2013	Market pricing
Smart Parking Permit - Non-LGA Business Permit	For businesses located outside Port Stephens Council Local Government Area who regularly work in and around metered parking scheme zones	\$139.00	\$150.00	\$0.00	\$150.00	Per vehicle		Market pricing

Payments Management

Cheque Dishonour (cheque paid directly to Council)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$27.50	\$30.00	\$0.00	\$30.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Cheque Dishonour (cheque paid via collection agent)	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$27.50	\$30.00	\$0.00	\$30.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Payments Management [continued]

Direct Debit Dishonour	Not applied where bank response is "customer deceased". For fee exemptions refer to Debt Recovery and Hardship Policy.	\$27.50	\$30.00	\$0.00	\$30.00	Per occurrence	Local Government Act 1993 Section 608	Full cost pricing
Refund Fee	GST applies to the fee if the original item/ service supplied is taxable.	\$26.00	\$28.50	\$0.00	\$28.50	Per refund	Local Government Act 1993 Section 608	Full cost pricing

Port Stephens Council Internal Staff Catering

Discount for BYO cup		\$0.20	\$0.18	\$0.02	\$0.20			Market pricing
Coffee	Small – Soy milk & syrups extra \$0.50 including GST	\$4.80	\$4.00	\$0.40	\$4.40	Each		Market pricing
Coffee	Regular – Soy milk and syrup extra \$0.50 including GST	\$5.20	\$4.45	\$0.45	\$4.90	Each		Market pricing
Coffee	Large – Soy milk and syrups extra \$0.50 including GST	\$5.40	\$4.64	\$0.46	\$5.10	Each		Market pricing
Coffee Loyalty Card	Buy 9 coffees receive 10th free	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)
Milkshakes		\$5.10	\$5.00	\$0.50	\$5.50	Each		Market pricing
Lunch Specials	Toasted \$0.50 extra including GST		\$9.50 to \$11.00 including GST					Market pricing
Salads			\$9.50 to \$11.00 including GST			Each		Market pricing
Soup with Bread Roll		\$8.10	\$8.00	\$0.80	\$8.80	Each		Market pricing
Frittatas & Quiche with Salad		\$10.20	\$10.00	\$1.00	\$11.00	Each		Market pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Port Stephens Council Internal Staff Catering [continued]

Toast – various varieties	Two (2) slices	\$3.30	\$3.27	\$0.33	\$3.60	Each		Market pricing
Egg & Bacon Roll/Wrap		\$7.00	\$6.91	\$0.69	\$7.60	Each		Market pricing
Lunch Loyalty Card	Buy 9 lunches receive 10th half price	\$0.00	\$0.00	\$0.00	\$0.00			Free (zero priced)

Production Services

Photocopying	A4 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.00	\$1.10	\$0.00	\$1.10	Per page		Market pricing
Photocopying	A3 - First photocopy of Council owned and controlled documents is GST free if not produced for commercial purposes	\$1.65	\$1.80	\$0.00	\$1.80	Per page		Market pricing

Property Administration

Duplicate Rate Notice, Invoice, Account etc. (not for receipting purposes)		\$8.60	\$9.30	\$0.00	\$9.30	Per copy	Local Government Act 1993 Section 608	Full cost pricing
Rates Certificate	Provides details of any outstanding rates on a property. Issued within 5 business days of receipt of request	\$95 base fee plus 100% loading for urgent issue within 24 hours/1 business day				Per item	Local Government Act 1993 Section 608	Statutory pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	-------------------

Property Services

Administration Costs

Acquisition of Council land	Administration costs	\$1,430.00	\$1,404.55	\$140.45	\$1,545.00	Per application		Full cost pricing
-----------------------------	----------------------	------------	------------	----------	------------	-----------------	--	-------------------

Property Information

Property Enquiry	Not applicable to own property	\$17.20	\$18.60	\$0.00	\$18.60	Per property		Full cost pricing
Search fee – property information	Fee plus any archive costs for retrieval and return. Not applicable to own property.	\$85.00	\$92.00	\$0.00	\$92.00	Per hour or part thereof		Full cost pricing

Publications

Books

A History of Port Stephens, Tomaree and Yacaaba	Port Stephens Family History Society Inc.	\$29.50	\$29.09	\$2.91	\$32.00	Each		Market pricing
A History of Tilligerry Peninsula	Port Stephens Family History Society Inc.	\$29.50	\$29.09	\$2.91	\$32.00	Each		Market pricing
Anna Bay Lawn Cemetery CD	Port Stephens Family History Society Inc.	\$29.50	\$29.09	\$2.91	\$32.00	Each		Market pricing
Convicts of the Australian Agricultural Company	Port Stephens Family History Society Inc.	\$39.50	\$39.09	\$3.91	\$43.00	Each		Market pricing
Henry H Halloran in Port Stephens the Legacy	Yvonne Fraser	\$19.60	\$19.55	\$1.95	\$21.50	Each		Market pricing
Nelson Bay Heritage Walk	Port Stephens Historical Society	\$1.70	\$1.73	\$0.17	\$1.90	Each		Market pricing
Port Stephens – The Ultimate Experience	John Armstrong	\$45.50	\$45.00	\$4.50	\$49.50	Each		Market pricing
Port Stephens Heritage	Cynthia Hunter	\$43.00	\$42.27	\$4.23	\$46.50	Each		Market pricing
Raymond Terrace Pioneer Register	Raymond Terrace & District Historical Society	\$39.50	\$39.09	\$3.91	\$43.00	Each		Market pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	-------------------

Books [continued]

They Were Here	June Reeks	\$45.50	\$45.00	\$4.50	\$49.50	Each		Market pricing
Inlet Port Stephens – DVD	Port Stephens Family Historical Society Inc.	\$25.00	\$24.55	\$2.45	\$27.00			Market pricing
Bobs Farm Cadre Camp	Port Stephens Family Historical Society Inc.	\$29.00	\$28.64	\$2.86	\$31.50			Full cost pricing

Development Plans

Contribution Plans

Available free on web

Port Stephens Local Infrastructure Contributions Plan		\$90.50	\$98.00	\$0.00	\$98.00	Each		Full cost pricing
---	--	---------	---------	--------	---------	------	--	-------------------

Control Plans

Available free on web

Port Stephens Development Control Plan		\$90.50	\$98.00	\$0.00	\$98.00	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text)		\$90.50	\$98.00	\$0.00	\$98.00	Each		Full cost pricing
Port Stephens Local Environmental Plan (Text and Maps)		\$320.00	\$345.00	\$0.00	\$345.00	Each		Full cost pricing
Strategies & Studies		\$90.50	\$98.00	\$0.00	\$98.00	Each		Full cost pricing

Integrated Plans

Integrated Plans Fee	Plans include Integrated Plans, Resource Strategy Plus postage and handling at cost. Available free on web	\$143.00	\$154.50	\$0.00	\$154.50	Per set		Full cost pricing
----------------------	--	----------	----------	--------	----------	---------	--	-------------------

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Year 23/24 Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	----------------------------------	------	-------------	----------------

Reports

Reports Fee	Annual Report, End of Term Report, Customer Survey Reports, Fees and Charges Per volume plus postage and handling at cost. Available free on web	\$48.00	\$52.00	\$0.00	\$52.00	Per report		Full cost pricing
-------------	---	---------	---------	--------	---------	------------	--	-------------------

Spatial Services

Maps/Plans

GIS Electronic Files

pdf or jpg format

Standard - AO (1189mm x 841mm)		\$22.00	\$24.00	\$0.00	\$24.00	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$18.80	\$20.50	\$0.00	\$20.50	Per file		Full cost pricing
Standard - A2 (594mm x 420mm)		\$18.00	\$19.40	\$0.00	\$19.40	Per file		Full cost pricing
Standard - A3 (420mm x 297mm)		\$13.80	\$15.00	\$0.00	\$15.00	Per file		Full cost pricing
Standard – A4 (210mm x 297mm)		\$13.60	\$14.80	\$0.00	\$14.80	Per file		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$27.00	\$29.50	\$0.00	\$29.50	Per file		Full cost pricing
Standard with aerial photograph - A1 (841mm x 594mm)		\$24.00	\$26.00	\$0.00	\$26.00	Per file		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$23.00	\$25.00	\$0.00	\$25.00	Per file		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$17.20	\$18.60	\$0.00	\$18.60	Per file		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$16.80	\$18.20	\$0.00	\$18.20	Per file		Full cost pricing

Name	Description	Year 22/23 Fee (incl. GST)	Year 23/24 Fee (excl. GST)	Year 23/24 GST	Fee (incl. GST)	Unit	Legislation	Pricing Policy
------	-------------	----------------------------------	----------------------------------	-------------------	--------------------	------	-------------	----------------

GIS Maps Hard Copies

Standard – AO (1189mm x 841mm)		\$36.00	\$39.00	\$0.00	\$39.00	Per print		Full cost pricing
Standard – A1 (841mm x 594mm)		\$31.50	\$34.00	\$0.00	\$34.00	Per print		Full cost pricing
Standard – A2 (594mm x 420mm)		\$30.00	\$32.50	\$0.00	\$32.50	Per print		Full cost pricing
Standard – A3 (420mm x 297mm)		\$23.50	\$25.50	\$0.00	\$25.50	Per print		Full cost pricing
Standard – A4 (210mm x 297mm)		\$13.60	\$14.80	\$0.00	\$14.80	Per print		Full cost pricing
Standard with aerial photograph – AO (1189mm x 841mm)		\$44.50	\$48.00	\$0.00	\$48.00	Per print		Full cost pricing
Standard with aerial photograph – A1 (841mm x 594mm)		\$39.50	\$43.00	\$0.00	\$43.00	Per print		Full cost pricing
Standard with aerial photograph – A2 (594mm x 420mm)		\$37.50	\$40.50	\$0.00	\$40.50	Per print		Full cost pricing
Standard with aerial photograph – A3 (420mm x 297mm)		\$28.50	\$31.00	\$0.00	\$31.00	Per print		Full cost pricing
Standard with aerial photograph – A4 (210mm x 297mm)		\$16.80	\$18.20	\$0.00	\$18.20	Per print		Full cost pricing

Miscellaneous

Seniors, students, registered charities		50% of scheduled fee, subject to production of proof of status						Partial cost pricing
Spatial services	All prices include 15 minutes labour cost	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