

Port Macquarie-Hastings Sports Council

LATE REPORTS

Business Paper

date of meeting: Tuesday 13 February 2024

location: Port Macquarie-Hastings Council
Function Room

time: 4:00 PM

1.0 INTRODUCTION

Port Macquarie-Hastings Council (PMHC) has resolved to appoint a Sports Council, to be known as the Port Macquarie-Hastings Sports Council (the Sports Council). The Sports Council shall comprise of representatives of the sporting clubs and sporting community as appointed by Council.

2.0 OBJECTIVES

The objectives of the Port Macquarie Hastings Sports Council are to:

- Assist in the development, review and monitoring of the Recreation Action Plan 2023-2028 which assists PMHC in the identification for sport and sporting infrastructure.
- Consider the cumulative effects of PMHC's decisions on identification of priorities for sport and sporting infrastructure;
- Provide advice to PMHC on strategic projects and PMHC policies related to, or that may impact on the implementation of the Recreation Action Plan 2023-2028;
- Initiate increased communication between the sporting community and PMHC to ensure that all existing and future needs and requirements of sport are identified and considered;
- Work with PMHC to ensure that sporting and recreation facilities are provided and maintained to an acceptable standard;
- Raise funds and source grants which will assist in furthering the objectives of the Sports Council; and
- Provide input to the setting and review of fees and charges for sporting fields and recreation facilities.

The Port Macquarie Hastings Sports Council will not consider:

- Sport and recreation program development.
- Sports club development and capacity building.
- Day-to-day operational management of facilities including sport facility allocations.

3.0 MEMBERSHIP

Port Macquarie Hastings Sports Council is to be made up of:

- Two Councillors (to be determined by PMHC)
- One representative from the NSW Office of Sport
- Up to 4 staff representatives from PMHC
- Minimum of 8 members, representative of peak bodies and major sporting clubs and associations that utilise PMHC sporting facilities and grounds

Representation to include links with the following groups/categories:

- Women in Sport
- Emerging Sports
- Access for people with Disability

Members will be appointed by Councillors via a Council resolution following a formal nomination process.

Term of appointment will be up to a period of 2 years.

Should there be a need for the Sports Council to continue beyond this time, a re-appointment process will be undertaken for all members in accordance with the selection process outlined in these Terms of Reference.

Specific representatives may be invited to nominate.

Members will be selected to ensure a range of sport codes who represent a range of regions are selected for the Sports Council.

The Chairperson will be appointed by Councillors via a Council Resolution.

Vacancies that occur on the Sports Council will be filled by public advertisement and appointed through a resolution of Council.

Other PMHC staff, Government officers, advisors or individuals may be invited to attend meetings from time to time to provide expert advice, information or presentations in relation to the Sports Council's business.

4.0 CODE OF CONDUCT

Councillors, PMHC staff and members of this Sports Council must comply with the applicable provisions of PMHC's Code of Conduct in carrying out the functions as PMHC officials. It is the personal responsibility of members to comply with the standards in the Code of Conduct and regularly review their personal circumstances with this in mind.

5.0 REPORTING

The minutes for each meeting of the Sports Council shall be prepared and distributed to members and published on PMHC's website.

6.0 STAFF

The Sports Council has no delegated authority to employ or direct staff or consultants.

7.0 FINANCES

The Sports Council has no delegated authority to expend PMHC monies.

8.0 MEETING FREQUENCY

The Sports Council will determine its own meeting frequency, however, is expected to commence meeting outside of business hours from July 2023 and meet a minimum of 4 times per year.

9.0 CONFLICT OF INTEREST

Members of this Sports Council must declare any conflict of interest at the start of each meeting or before discussion of a relevant item or topic. Details of any conflict of interest should be appropriately minuted.

Where members or invitees at meetings are deemed to have a real or perceived conflict of interest, it may be appropriate that they be excused from deliberations on the issue where the conflict of interest may exist and this is to be recorded in the minutes of the meeting.

10.0 MISUSE OF POSITION

No member can use information obtained through their position on this Sports Council for private purposes or private gain.

11.0 REVIEW

PMHC shall review the Terms of Reference at least every three years. If changes are proposed at least one-month notice in writing of the proposed changes will be forwarded to members of PMHC.

Port Macquarie-Hastings Sports Council Meeting

Tuesday 13 February 2024

Items of Business

Item	Subject	Page
10	Sporting Fields and Recreation Facilities Fees and Charges Review 2024/2025FY	<u>5</u>

Item: 10

Subject: SPORTING FIELDS AND RECREATION FACILITIES FEES AND CHARGES REVIEW 2024/2025FY

Presented by: Community, Planning and Environment, Melissa Watkins

RECOMMENDATION

That the Sports Council:

- 1. Note the information contained in this report.**
- 2. Discuss information with affiliate sport clubs and provide feedback at March 2024 meeting of the Sports Council.**

Executive Summary

Council has undertaken a review of the Fees and Charges associated with sporting fields and recreation facilities in the Port Macquarie- Hastings Region.

This review includes the current charges related to sporting fields and recreation facilities found in Council's Fees and Charges 2023-2024 (Attachment 1), and a comparison of neighbouring Local Government Area's (LGA) Fees and Charges (Attachment 2).

The investigation highlights the absence of sporting field charges in Port Macquarie-Hastings Council's Fees and Charges 2023-2024. Charges associated with sport field use are apparent in 7 of the 10 LGA's.

Currently Port Macquarie- Hastings Council undertakes all bookings and administration, maintenance, and sport field preparation work, including line marking, with no fee or charge to community sport clubs.

The estimated overall costs of these aspects is as follows:

- *Administration* - \$ 70 per application (Council average 450 - 500 sport facility booking per year).
- *Maintenance*: costs an average of \$30,000 per facility per year (Each quarter this value includes mowing x 13 days, herbicide spraying x 4 occasions, line marking x 13 times, hand work (e.g. whipper snipping/ edging) x 13 days and water costs).

1.

A breakdown of costs associated with each sporting facility in the 2022-2023 financial year can be found in Attachment 3.

Accordingly, it is proposed to introduce a new Ground Fee in the Fees and Charges for 2024 - 2025. The new fee is proposed as follows:

Ground Fee - General use	\$200.00	Per day
Ground Fee - General use	\$40.00	Per hour
Ground Fee - General use (Seasonal)	\$1,000.00	Per season

The proposed seasonal Ground fee charge is 3.3% of the average cost for Council to manage and maintain a sporting facility.

This report is seeking feedback from the members of the Sports Council and their affiliate sporting clubs be provided to the March meeting of the Sports Council.

Investigation

The following compares Local Government Areas in the Mid North Coast region and surrounds the Fees and Charges associated with sporting fields and recreation facilities. Please refer to Attachment 2 for further details and fee breakdowns.

Local Government Area	Ground fee - Local Sport Club	Ground fee - Schools
Port Macquarie Hastings Council	No*	No
Bellingen Shire Council	Yes	Yes
City of Coffs Harbour Council	Yes	No
City of Newcastle Council	Yes	Yes
Clarence Valley Council	Yes (competition only)	No
Kempsey Shire Council	No	No
Mid Coast Council	No	No
Nambucca Valley Shire Council	Yes	Yes
Port Stephens Shire Council	Yes	Yes
Tamworth Regional Council	Yes	No




*Existing ground fee for Lank Bain Sporting Complex and Vince Inmon Sporting Complex are no longer charged due to both Section 355 Committees dissolving in 2023. Continue to charge for match fixtures for Regional Stadium.

Financial and Economic Implications

With the growth of our recreation assets and limited funding available for our open space assets, Council is currently challenged by financial difficulties significantly impacted the operation and maintenance of sports facilities. Financial management is vital for future financial sustainability to decrease the strain of the costs for maintaining and operating sports facilities.

The introduction of a Ground Use fee will increase revenue to Council to support future upgrade and maintenance programs for sporting facilities.

Attachments

1.  PMHC Fees and Charges 2023-2024
2.  Investigation_Neighbouring LGA Ground Use Fees 2023-2024
3.  PMHC Maintenance Cost per sport facility 2022-23

Attachment 1

Schedule of Fees and Charges

2023-2024

Year 2 of the 2022-2026 Delivery Program



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Schedule of Fees and Charges 2023 – 2024

Pricing Policy

In determining the appropriate fees to be charged for Council services and facilities in 2023-2024, the basic principle applied was that charges should be considered fair and equitable to the general community. Individual members of the community should not be precluded from essential services because of economic circumstances.

The range of services provided by Council to the community is diverse and require different considerations when determining the associated fee or charge. The level of the fee or charge was determined having regard to the following categories (which have been included in this document next to the relevant fee or charge):

Code	Description
A	Economic Cost Total cost of providing services for private good.
B	Community Service Services considered to have a level of benefit to the community. Generally benefits are not solely confined to users. Partially funded by rates.
C	Regulated Charges Federal or State Government set charges.
D	User Pays Principal Services under this category are such that individual costs can be determined and met by the user of the service.
E	Market Forces Services that Council operates in a competitive market and needs to fix charges similar to other providers.
F	Cost Plus Services provided on a commercial basis with an amount of risk profit included.
G	Developer Contributions - Section 7.11, Section 7.12 & Development Servicing Plans (DSP) Charges are determined in accordance with Council's adopted plans. Charges are indexed quarterly in line with movements in the Consumer Price Index (All Groups, Sydney). Current charges are available from Council's website.

Schedule of Fees and Charges 2023 – 2024

Goods and Services Tax

Introduction

The Goods and Services Tax (GST) passed through legislation on 30 June 1999 and received Royal Assent on the 8 July 1999. The introduction of the Goods and Services Tax meant that certain fees and charges levied by Port Macquarie - Hastings Council attract GST.

Transparency

Council has gone to great lengths to ensure it has been totally transparent in reporting the applicability of the GST to its fees and charges. This document has been set out in such a way so that you, as the user, will know exactly where the GST applies to fees and charges. Three columns in particular within this document relate to GST:

- **Charge (excl. GST):** This is the actual fee or charge without GST applied to it.
- **GST:** If GST is applicable, this column will show the value of the GST to be applied (**for one unit**) and is rounded to the nearest cent. If we are unable to determine the cost of a good or service at the time of printing (eg the cost may vary during the year), "calculate" will appear in the fee line and GST will be calculated once the fee is known. If the column is blank yet the Fee Amount field contains a fee, it indicates GST is not applicable.
- **Charge (incl. GST):** This column should only be used for indicative purposes only (refer to "GST Calculations" below). The column displays the Total Charge **for one unit** with GST included.

GST Calculations

In most cases Council has been able to calculate the GST charge and report it as a dollar figure. This amount is based on one unit. For example, the charge for a copy of a Deposited Plan is \$20.00, with GST of \$2.00, bringing the Charge incl GST to \$22.00.

If Council was unable to calculate the unit charge at the time of printing, the word "calculate" will be shown in the fee line. In this case, GST will be calculated once the Fee Amount is known.

GST Amendments

While the fee amount in this document will not alter without a resolution of Council, followed by a subsequent period on public exhibition, the applicability of the GST to the fees and charges may, depending on the interpretations and rulings as the GST legislation evolves.

Name	Year 23/24			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

Port Macquarie-Hastings Council

Airport

Port Macquarie Airport

Refer Appendix 2

Regular Public Transport (RPT) Services

Passenger Landing Fee	\$22.00	\$2.20	\$24.20	Per Passenger
Applies to all RPT aircraft, as well as any charter aircraft, including helicopters, using the RPT apron				
Passenger Departure Fee	\$22.00	\$2.20	\$24.20	Per Passenger
Applies to all RPT aircraft, as well as any charter aircraft, including helicopters, using the RPT apron				
Security Screening Fee	POA - per departing passenger			POA - per departing passenger
Security screening charges are charged on a cost recovery basis, apportioned per screened departing passenger on Screened Air Services* and calculated monthly. Any additional security screening costs that are directly incurred as a result of other air services operating on the RPT apron may be cost recovered from that operator.				
* Screened Air Services refer to government mandated "screened air service" as defined in the Aviation Transport Security Regulations 2005.				

General Aviation (GA) Services

Airport Usage Charge – Practice Approaches	No Charge			Per practice approach
Applies to all aircraft per practice approach Exempt from landing charges				
Airport Usage Charge (Annual) – For Commercial Purposes	\$1,373.18	\$137.32	\$1,510.50	Per Annum per Aircraft
Applies to airport based commercial operators. 7,500 aircraft movements per annum threshold per commercial operator - refer to Appendix 2 Excludes RPT and freight aircraft operators				
Airport Usage Charge (Annual) – For Commercial Purposes	\$1,373.18	\$137.32	\$1,510.50	Per Annum per Aircraft
Applies to Helicopter / Microlight / Ultralight aircraft operators. 7,500 aircraft movements per annum threshold per commercial operator - refer to Appendix 2 Hangar lessee will be charged the annual fee for a commercial ultralight, microlight or similar, per aircraft				
Airport Usage Charge (Annual) – For Private Purposes	\$686.59	\$68.66	\$755.25	Per Annum per Aircraft
Applies to airport based private operators				
Airport Usage Charge (Annual) – For Private Purposes	\$686.59	\$68.66	\$755.25	Per Annum per Aircraft
Applies to Helicopter / Microlight / Ultralight aircraft Hangar lessee will be charged the annual fee for a private ultralight, microlight or similar, per aircraft				

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Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

General Aviation (GA) Services [continued]

Airport Usage Charge – Weight Based Movement Charge	\$13.18	\$1.32	\$14.50	Per Tonne pro rata
Applies to all aircraft per landing, excluding RPT aircraft and aircraft covered by the annual usage charges listed above. Minimum charge \$13.65 (incl. GST) per landing.				
Airport Usage Charge – Training Circuits	\$13.18	\$1.32	\$14.50	Per Tonne pro rata
Applies to all aircraft per landing, excluding RPT aircraft and aircraft covered by the annual usage charges listed above. Minimum charge of \$13.65 (incl. GST) per landing.				
Airport Usage Charge - Training Circuits (out of hours operations - refer Appendix 2)	\$19.82	\$1.98	\$21.80	Per Tonne pro rata
Applies to all aircraft per landing, excluding RPT aircraft and aircraft covered by the annual usage charges listed above. Minimum charge \$20.50 (incl. GST) per landing.				
Aircraft Parking – RPT Apron	\$66.36	\$6.64	\$73.00	Per hour
Applies to aircraft parked on RPT apron RPT aircraft exempt				
Aircraft Parking – GA Apron	\$10.14	\$1.01	\$11.15	Per hour after first 2 hours, per aircraft
Applies to aircraft parked on GA sealed surfaces in defined areas in accordance with conditions set out on adjacent signage and excludes the width of hangar door openings				
Non-Operational and Abandoned Aircraft	\$14.00	\$1.40	\$15.40	Per Day
Applies to aircraft without a current Certificate of Airworthiness or current Maintenance Release parked on any part of the airprot - fee applies after first 30 days Exemption: aircraft that are accommodated within a leased boundary / premises				
Charitable not for profit organisations providing aeromedical services only	Based on application			Per Aircraft
Applies to charitable not for profit aeromedical services only on a case-by-case basis Exempt from landing charges based on application				

Airport Meeting Rooms

Meeting Room 1 OR 2 Hire (1/2 Day)	\$94.55	\$9.45	\$104.00	1/2 Day
Includes electricity, A/C, cleaning, tables and chairs Monday to Friday, max 4 hours Max 4 hours				
Meeting Room 1 OR 2 Hire (Full Day)	\$141.82	\$14.18	\$156.00	Full Day
Includes electricity, A/C, cleaning, tables and chairs Monday to Friday, max 8 hours 8 hours				

Other Miscellaneous Fees

Hire Car Operators (Desk & Car Parking)	Market value		POA - Per Annum
Adjusted in June each year in line with CPI			
Hangar and Ground Lease Rental	Market value		POA - Per M2 per Annum
Determined by valuation.			

Name	Year 23/24			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

Other Miscellaneous Fees [continued]

Airside Activities Charges	\$64.00	\$6.40	\$70.40	Per Hour, Each
For Airport Safety / Security Officer supervision Cost recovery for airside activities				
Lost Gate Key	\$286.36	\$28.64	\$315.00	Each

Airport Parking Fees

Car Parking Charges: 0-30 minutes			FREE	per stay
Car Parking Charges: 30-60 minutes	\$2.73	\$0.27	\$3.00	Per Hour
Terminal Public Car Park First 30 mins free				
Car Parking Charges: 1-2 hours	\$5.45	\$0.55	\$6.00	per hour
Car Parking Charges: 2-3 hours	\$8.18	\$0.82	\$9.00	per hour
Car Parking Charges: 3-4 hours	\$10.91	\$1.09	\$12.00	per hour
Car Parking Charges: 4-5 hours	\$13.64	\$1.36	\$15.00	per hour
Car Parking Charges: Full Day (5 to 24 hours from time of entry)	\$13.64	\$1.36	\$15.00	Per Day
Terminal Public Car Park Discounted fees apply for longer term parking				
Car Parking Charges: 2 days	\$27.27	\$2.73	\$30.00	per stay
Car Parking Charges: 3 days	\$40.91	\$4.09	\$45.00	per stay
Car Parking Charges: 4 days	\$50.00	\$5.00	\$55.00	per stay
Car Parking Charges: 5 days	\$59.09	\$5.91	\$65.00	per stay
Car Parking Charges: 6 days	\$68.18	\$6.82	\$75.00	per stay
Car Parking Charges: 7 days	\$77.27	\$7.73	\$85.00	per stay
Car Parking Charges: Greater than 7 days	\$85.00 plus \$5.00 per day thereafter			per stay
Lost Parking Ticket	\$77.27	\$7.73	\$85.00	per ticket
Car Parking Charges – Credit Card Service Fee	2.5% Charge applies to payments made by credit card			Each

Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Canal Management

Boating Structure Occupation Fee	\$146.00	\$0.00	\$146.00	Per Annum
<p>Fee is per structure (1 x 3m wide boat ramp and/or 1 x pontoon), with shared structures being covered by two properties i.e. half fee. Double boat ramp (single 6m concrete slab) across two properties is considered two boat ramps i.e. full fee per property. Occupancy for structures such as jetties, pontoons and boat ramps.</p>				

Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Cemeteries

Port Macquarie Hastings Cemeteries

Refer to Appendix 11

Inurnment of Ashes

Wall Niche Reservation	\$809.09	\$80.91	\$890.00	Each
Wall Niche Inurnment - Wauchope/Laurieton/Outlying Cemeteries	\$1,372.73	\$137.27	\$1,510.00	Each
Plaques Fee for Wall Niche Reservations	\$609.09	\$60.91	\$670.00	Each
Plaque Non-Standard			Price on Application	
Bud Vase			Price on Application	

Extras

Family Ash Placement by Appointment			Price on Application	Each
Weekend Rate			Price on Application	Each
Applies to requests outside of normal working hours				
Administration Fee – Transferring Rights of Burial	\$220.00	\$0.00	\$220.00	Each
Ash Removal and Packaging	\$327.27	\$32.73	\$360.00	Each
Late Fee - Applies to requests outside the hours of 9am to 3pm Monday to Friday for religious reasons	\$190.91	\$19.09	\$210.00	Each
Applies to services which cannot be completed within normal business hours (9am to 3pm Monday to Friday)				
Application for Exhumation			Exhumation requires approval from NSW Health. Price subject to quotation.	Each

Burial

All General Cemeteries

Grave Digging Fee - Port Macquarie General	\$2,236.36	\$223.64	\$2,460.00	Each
Grave Digging Fee - Wauchope/Laurieton/Outlying Cemeteries	\$1,663.64	\$166.36	\$1,830.00	Each
Grave Digging Fee – Child up to 12 years	\$986.36	\$98.64	\$1,085.00	Each
Site and Rite of Interment - Adult	\$2,454.55	\$245.45	\$2,700.00	Each
Site and Rite of Interment - Child up to 12 years	\$845.45	\$84.55	\$930.00	Each
Single Headstone or Additional Inscription Fee Application	\$200.00	\$0.00	\$200.00	Each
Double Headstone Application	\$250.00	\$0.00	\$250.00	per application
Oversize Grave Digging Fee	\$227.27	\$22.73	\$250.00	Each

Ash Replacement

All General Cemeteries

Placement fee per lot of ash in a gravesite (up to 4) – Open cemeteries	\$763.64	\$76.36	\$840.00	Each
Placement of ash in a gravesite (up to 4)				
Placement fee per lot of ash in an occupied gravesite (up to 4) – Closed cemeteries	\$763.64	\$76.36	\$840.00	Each
Administration Fee for Finding Grave Sites for Family Members Single Enquiry - No Charge	\$0.00	\$0.00	\$0.00	Per 30 Minutes or Part Thereof

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Name	Year 23/24			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

All General Cemeteries [continued]

Administration Fee for Family History Enquiries and Finding Grave Sites for Multiple Family Members	\$80.00	\$0.00	\$80.00	Per 30 Minutes
Administration Fee for Replacement Interment Certificates or General Enquiries	\$80.00	\$0.00	\$80.00	Each
Additional Ash Replacement Fees	Price on Application			

Additional fees may apply:

- In the case of difficult sites
- Based on an evaluation of site location, soil type, existing or adjacent monuments
- Funeral Directors arriving unattended to booked interment

Name	Year 23/24		Unit
	Fee (excl. GST)	Fee (incl. GST)	

Communications

CBD Flags

CBD Flags - Installation (42 Flags)	\$1,163.64	\$116.36	\$1,280.00	Per Installation
CBD Flags - Installation (21 Flags)	\$581.82	\$58.18	\$640.00	Per Installation

Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Community Participation

Halls/Community Centres

Alderman CC "Mac" Adams Music Centre

Miscellaneous

Hastings Municipal Band	\$884.55	\$88.45	\$973.00	Per Annum
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Main Hall

Commercial & Other	\$21.82	\$2.18	\$24.00	Per Hour
Private Functions			Not Available	
Not for Profit	\$15.45	\$1.55	\$17.00	Per Hour

Practice Rooms

Commercial & Other	\$14.55	\$1.45	\$16.00	Per Hour
Private Functions			Not Available	
Not for Profit	\$9.09	\$0.91	\$10.00	Per Hour

Beechwood School of Arts

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$10.91	\$1.09	\$12.00	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Bonny Hills Community Hall

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$11.82	\$1.18	\$13.00	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Dunbogan Jubilee Hall

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$11.82	\$1.18	\$13.00	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each

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Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Dunbogan Jubilee Hall [continued]

State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Emerald Downs Community Centre**Hall**

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$12.73	\$1.27	\$14.00	Per Hour

Meeting Room

Alcohol Not Permitted

Commercial & Other	\$16.36	\$1.64	\$18.00	Per Hour
Private Functions	\$12.73	\$1.27	\$14.00	Per Hour
Not for Profit	\$10.00	\$1.00	\$11.00	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election

Lake Cathie Community Hall**Hall**

Commercial & Other	\$23.64	\$2.36	\$26.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$11.82	\$1.18	\$13.00	Per Hour

Meeting Room

Commercial & Other	\$19.09	\$1.91	\$21.00	Per Hour
Private Functions	\$14.55	\$1.45	\$16.00	Per Hour
Not for Profit	\$10.00	\$1.00	\$11.00	Per Hour

Other Fees

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Laurieton School of Arts Hall**Hall**

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$11.82	\$1.18	\$13.00	Per Hour

Other Fees

General Bond	\$225.00	\$0.00	\$225.00	Each
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Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Other Fees [continued]

State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Lorne Recreation Centre**Hall**

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$10.91	\$1.09	\$12.00	Per Hour

Other Fees

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

North Haven Community Hall**Hall**

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$11.82	\$1.18	\$13.00	Per Hour

Other Fees

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Pappinbarra Recreation Reserve**Tennis Court & Facilities**

Commercial & Other	\$12.73	\$1.27	\$14.00	Per Hour
Private Functions	\$8.18	\$0.82	\$9.00	Per Hour
Not for Profit	\$8.18	\$0.82	\$9.00	Per Hour
General Bond	\$225.00	\$0.00	\$225.00	Each

Pembroke Hall**Hall**

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$10.91	\$1.09	\$12.00	Per Hour

Other Fees

General Bond	\$225.00	\$0.00	\$225.00	Each
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Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Other Fees [continued]

State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Port Macquarie Seniors' Facility**Les Crisp Auditorium**

Commercial & Other	\$33.64	\$3.36	\$37.00	Per Hour
Private Functions	\$25.45	\$2.55	\$28.00	Per Hour
Not for Profit	\$19.09	\$1.91	\$21.00	Per Hour

The Pioneer Room

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$12.73	\$1.27	\$14.00	Per Hour

Marjorie "Nikki" Adams Lounge

Commercial & Other	\$18.18	\$1.82	\$20.00	Per Hour
Private Functions			Not Available	Per Hour
Not for Profit	\$10.91	\$1.09	\$12.00	Per Hour

Other Fees

Use of Tea Making Facilities	\$10.00	\$1.00	\$11.00	Per Function
Kitchen (use of facilities)	\$18.18	\$1.82	\$20.00	Per Function
Stove, fridge, bain-marie				
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Wauchope Community Arts Hall**Hall**

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$11.82	\$1.18	\$13.00	Per Hour

Other Fees

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Name	Year 23/24			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

Wauchope Rotary Youth Centre

Hall

Commercial & Other	\$22.73	\$2.27	\$25.00	Per Hour
Private Functions	\$18.18	\$1.82	\$20.00	Per Hour
Not for Profit	\$10.91	\$1.09	\$12.00	Per Hour

Other Fees

General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Historic Court House

Courtroom

Other	\$31.82	\$3.18	\$35.00	Per Hour
Commercial not permitted				
Private Functions	\$24.55	\$2.45	\$27.00	Per Hour
Not for Profit	\$11.82	\$1.18	\$13.00	Per Hour
General Admission – Adult	\$4.55	\$0.45	\$5.00	Each
General Admission – Pensioners and School Children (including School Excursions)	\$3.64	\$0.36	\$4.00	Each

Hire of Grounds

Other	\$309.09	\$30.91	\$340.00	Per Day
Commercial not permitted				
Private Functions	\$204.55	\$20.45	\$225.00	Per Day
Not for Profit	\$113.64	\$11.36	\$125.00	Per Day
General Bond	\$225.00	\$0.00	\$225.00	Each
State & Federal Elections	\$328.18	\$32.82	\$361.00	Per Election
Council Activities & Elections			No Charge	

Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Compliance

Companion Animals Act

Registration Fees

Under Companion Animals Regulation 2018 Cl. 18

Dog - Desexed by Relevant Age, desexed and relocated to NSW, desexed previously exempt	\$75.00	\$0.00	\$75.00	As per statutory scale of fees
Dog - Desexed (Eligible Pensioner)	\$32.00	\$0.00	\$32.00	As per statutory scale of fees
Dog - Not Desexed or Desexed After Relevant Age	\$252.00	\$0.00	\$252.00	As per statutory scale of fees
Dog - Not Desexed (Recognised Breeder or Not Recommended)	\$75.00	\$0.00	\$75.00	As per statutory scale of fees
Cat (Desexed or Non-Desexed)	\$65.00	\$0.00	\$65.00	As per statutory scale of fees
Cat (Desexed or Not Recommended - Eligible Pensioner)	\$32.00	\$0.00	\$32.00	As per statutory scale of fees
Dog/Cat Sold by Pound/Shelter			No Charge	As per statutory scale of fees
* other registration fee exemptions apply				
Animal Registration Fees - 28 Day Late Fee	\$21.00	\$0.00	\$21.00	As per statutory scale of fees

Annual Permit Fees

Under Companion Animals Regulation 2018 Cl. 27

Annual Permit - Cat Not Desexed	\$92.00	\$0.00	\$92.00	As per statutory scale of fees
Annual Permit - Dangerous Dog	\$221.00	\$0.00	\$221.00	As per statutory scale of fees
Annual Permit - Restricted Dog	\$221.00	\$0.00	\$221.00	As per statutory scale of fees

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Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Annual Permit Fees [continued]

Permit Late Fee	\$21.00	\$0.00	\$21.00	As per statutory scale of fees
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Other Companion Animal Fees

Companion Animals Act - Dangerous Enclosure Compliance Certificate	\$150.00	\$0.00	\$150.00	As per statutory scale of fees
Under Companion Animals Regulation 2018 Cl. 36				
Microchipping	\$40.00	\$0.00	\$40.00	Each
Microchipping - Approved Promotion	\$25.00	\$0.00	\$25.00	Each
Microchipping - Microchipping Day			No Charge	
Animal Shelter - Vet Costs			Cost + 10%	
Animal Shelter - Merchandise			Cost + 10%	
Release of Dog/Cat from Pound	\$68.00	\$0.00	\$68.00	Each
Plus maintenance				
Dog/Cat Surrender	\$100.00	\$0.00	\$100.00	per animal
Dog/Cat Surrender - Financial Hardship/Dangerous	\$0.00	\$0.00	\$0.00	
Hire of Feral Animal Trap	\$17.27	\$1.73	\$19.00	Per Week
Hire of Vermin Traps	\$15.45	\$1.55	\$17.00	Per Week
Refundable Deposit for Hire of Trap	\$50.00	\$0.00	\$50.00	Per Hire
Maintenance Fee for Dogs/Cats	\$55.00	\$0.00	\$55.00	Per Day
Sale of Doggy Leash Bags	\$5.45	\$0.55	\$6.00	
Sale of Refill Bags for Doggy Leash Bags	\$1.36	\$0.14	\$1.50	
Adoption Fee - Cat	\$191.82	\$19.18	\$211.00	Plus registration if required
Adoption Fee - Dog	\$381.82	\$38.18	\$420.00	Plus registration if required

Public Spaces (Unattended Property) Act**Impounding****Animals**

Sustenance Fee	\$52.00	\$0.00	\$52.00	Refer Comments
Per head, per day or part thereof				
Transport Fee - Ranger	\$52.00	\$0.00	\$52.00	Each
Administration Fee (Plus Actual Cost)				
Transport Fee - Contractor			Cost + 10%	Estimate
Lost or Damaged Admin Fee	\$52.00	\$0.00	\$52.00	Each
Administration Fee (Plus Actual Cost)				

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Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Animals [continued]

Loss or Damage Fee			Cost + 10%	Estimate
Impounding Fee			Cost + 10%	Estimate
Actual Cost of Impounding Item				

Other Articles

Storage Fee	\$52.00	\$0.00	\$52.00	Refer Comments
Per article, per week or part thereof				
Conveyance Fee			Cost + 10%	Estimate
Loss or Damage Admin Fee	\$52.00	\$0.00	\$52.00	Each
Administration Fee (Plus Actual Cost)				
Loss or Damage Fee			Cost + 10%	Estimate + 10%
Impounding and Recovery Fee			Cost + 10%	Estimate
Actual Cost of Impounding and Recovering Item				

Approvals Under Section 68 Local Government Act

Refer also to Local Government (General) Regulation 2005.

Part A - Structures or places of public entertainment

Notice of completion of a manufactured home, removable dwelling or associated structure on land	\$200.00	\$0.00	\$200.00	Each
Application to install a manufactured home, removable dwelling on land or associated structure (in caravan park or manufactured home estate)	\$225.00	\$0.00	\$225.00	Each
Application to install a manufactured home, removable dwelling on land or associated structure (elsewhere)	Quote required based on cost of works			
Application for Section 82 objection to LG Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings Regulation - Individual Site or Minor	\$300.00	\$0.00	\$300.00	Each
Application for Sect 82 objection to LG Manufactured Home Estates, Caravan Parks, Camping Grounds and Movable Dwellings Regulation - Multiple Sites or Major			Estimate	

Part B - 2. Section 68 Application

Approval to undertake water supply, storm water and/or sewerage works associated with building construction works (Includes Completion Certificate) (i) Application not accompanied by verification certification.

Estimated cost of project

Up to \$15,000	\$254.00	\$0.00	\$254.00	Each
\$15,001 – \$50,000	\$507.00	\$0.00	\$507.00	Each
\$50,001 – \$200,000	\$665.00	\$0.00	\$665.00	Each
\$200,001 – \$500,000	\$1,190.00	\$0.00	\$1,190.00	Each
\$500,001 – \$1,000,000	\$1,755.00	\$0.00	\$1,755.00	Each
\$1,000,001 – \$5,000,000	\$4,536.00	\$0.00	\$4,536.00	Each
\$5,000,001 – \$10,000,000	\$7,230.00	\$0.00	\$7,230.00	Each
> \$10,000,001	\$9,435.00	\$0.00	\$9,435.00	Each

Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Other

Maximum water and stormwater fee for dwellings not on reticulated sewerage – on-site sewage management fee still applicable where relevant	\$507.00	\$0.00	\$507.00	Each
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Part B - 2. Section 68 Application

Approval to undertake private storm water works only

Estimated cost of building work

Up to \$50,000	\$192.00	\$0.00	\$192.00	Each
\$50,000 – \$200,000	\$254.00	\$0.00	\$254.00	Each
> \$200,000	\$377.00	\$0.00	\$377.00	Each

Part B - 3. Section 68 Application

Approval to undertake water supply, storm water and/or sewerage works associated with subdivision developments (Includes Completion Certificate) (i) Application not accompanied by verification certification.

Estimated cost of project

Up to \$50,000	\$739.00	\$0.00	\$739.00	Each
\$50,001 – \$100,000	\$945.00	\$0.00	\$945.00	Each
\$100,001 – \$150,000	\$1,230.00	\$0.00	\$1,230.00	Each
\$150,001 – \$200,000	\$1,512.00	\$0.00	\$1,512.00	Each
\$200,001 – \$500,000	\$2,638.00	\$0.00	\$2,638.00	Each
\$500,001 – \$1,000,000	\$3,556.00	\$0.00	\$3,556.00	Each
\$1,000,001 – \$5,000,000	\$4,536.00	\$0.00	\$4,536.00	Each
\$5,000,001 – \$10,000,000	\$7,230.00	\$0.00	\$7,230.00	Each
> \$10,000,000	\$9,435.00	\$0.00	\$9,435.00	Each

Part B - 6. Section 68 Application

Approval for septic to sewer conversions for small town sewerage schemes and other	\$252.00	\$0.00	\$252.00	Each
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Part B - 8. Section 68 Application

Approval of the installation of a water meter

Meter size

Multiple services – sizes larger than 20mm			Actual cost plus \$150.00	Each
New single 20mm service	\$535.00	\$0.00	\$535.00	Each

Part B - Section 68 Application - Manhole Adjustment

Engineering Review & Inspection Fees (Manhole Adjustment)	\$293.00	\$0.00	\$293.00	Each
Fee to be included with Section 68 (Local Government Act) applications if single residential dwelling requires manhole surface level adjustment Fees in addition to application fee and includes inspections				

Part C - Section 68 Approval

Approval to Install, Construct, Alter Sewage Management Facility

Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Part C - Section 68 Approval [continued]

Install, construct and operate a new sewage management facility (Domestic premises) Includes assessment, 3 x inspections, 1st approval to operate	\$598.00	\$0.00	\$598.00	Each
Alter an existing sewage management facility (Domestic premises) Amend or upgrade an existing approval for sewage management facility Includes reassessment and 1 extra inspection	\$291.00	\$0.00	\$291.00	Each
Operate sewage management facility (Domestic premises) - New Owner Approval to operate a sewage management system including change of ownership and system upgrade or modification Includes assessment and 1 inspection	\$180.00	\$0.00	\$180.00	Each
Install, construct and operate a new sewage management facility (Commercial / Industrial premises) Includes assessment, 3 x inspections, 1st approval to operate	\$836.00	\$0.00	\$836.00	Each
Alter an existing sewage management facility (Commercial / Industrial premises) Amend or upgrade an existing approval for sewage management facility Includes reassessment and 1 extra inspection	\$427.00	\$0.00	\$427.00	Each
Operate sewage management facility (Commercial / industrial premises) - New Owner Approval to operate a sewage management system including change of ownership and system upgrade or modification Includes assessment and 1 inspection	\$227.00	\$0.00	\$227.00	Each

Part C - Section 68 Annual Charges

Operate on-site sewage management system

Residential

Low Risk System	\$42.40	\$0.00	\$42.40	Each
Medium Risk System	\$83.50	\$0.00	\$83.50	Each
High Risk System	\$119.50	\$0.00	\$119.50	Each

Commercial

Small	\$238.90	\$0.00	\$238.90	Each
Large	\$297.70	\$0.00	\$297.70	Each

Part C - Other Services Fees and Charges

Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Standard Service (<15 business days) Includes approval to operate if sale proceeds	\$311.00	\$0.00	\$311.00	Each
Pre-Purchase Inspection – Onsite Sewage Management Facility: Domestic – Urgent Service (<2days) Includes approval to operate if sale proceeds	\$452.00	\$0.00	\$452.00	Each
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Standard Service (<15 days) Includes approval to operate if sale proceeds	\$460.00	\$0.00	\$460.00	Each
Pre-Purchase Inspection – Onsite Sewage Management Facility: Commercial / Industrial – Urgent Service (<2days) Includes approval to operate if sale proceeds	\$674.00	\$0.00	\$674.00	Each

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Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Part C - Other Services Fees and Charges [continued]

Re-Inspection – Onsite Sewage Management Facility: Domestic	\$163.00	\$0.00	\$163.00	Each
Re-Inspection – Onsite Sewage Management Facility: Commercial / Industrial	\$189.00	\$0.00	\$189.00	Each
Written Confirmation – Septic system registration and approval to operate	\$55.00	\$0.00	\$55.00	Each
Consultancy / Advisory Services	\$129.00	\$0.00	\$129.00	Per Hour or part

Part D - Community Land

Application for an activity on public / community land	\$132.00	\$0.00	\$132.00	Each
Application for A-Frame Sign – 1 Year Licence	\$127.00	\$0.00	\$127.00	Each
Application for A-Frame Sign – 3 Year Licence	\$249.00	\$0.00	\$249.00	Each

Part E - Public Roads

Applications for Works, Activities and Events within the Public Road Reserve	Refer to the following section of this document - Roads, Bridges and Transport - Applications for Work, Activities and Events within the Public Road Reserve (NSW Roads Act 1993).			
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Part F - Other Activities

Approval to operate a caravan park or manufactured home estate – Minimum Fee PLUS per site	\$313.00	\$0.00	\$313.00	Each
Approval to Operate caravan park or manufactured home estate – additional fee per site	\$10.00	\$0.00	\$10.00	Each
Amended Approval to Operate Caravan Park or manufactured home estate – Minimum fee. Additional fees per amended site apply	\$140.00	\$0.00	\$140.00	Each
Amended approval to operate Caravan Park or manufactured home estate – additional fee per amended site	\$6.00	\$0.00	\$6.00	Each
Caravan Park / Manufactured Home Estate – Inspection	\$191.00	\$0.00	\$191.00	Each
Inspection of Amusement Devices - First Device	\$90.00	\$0.00	\$90.00	Per Event
Charitable/Non-Profit Organisations excluded				
Inspection of Amusement Devices - Each Subsequent Device	\$40.00	\$0.00	\$40.00	Per Event
Application – other miscellaneous Section 68 activities	\$150.00	\$0.00	\$150.00	Each

Certification

PCA (where CC/CDC issued by private certifier) – All values	Quotation as per fee calculator			Each
PCA (where CC/CDC issued by private certifier) – Re-inspection fee / minimum inspection fee	Quotation as per fee calculator			Each
PCA Site Signage	Quotation as per fee calculator			Each
Certificate of Compliance – associated structure	\$170.91	\$17.09	\$188.00	Each
Certificate of Compliance – sewer connection per site	\$189.00	\$0.00	\$189.00	Each

Complying Development Certificate

Occupation Certificate	Quotation as per fee calculator			Each
All values	Quotation as per fee calculator - discounts available for online lodgement			Each

Name	Year 23/24			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

Complying Development Certificate [continued]

Amended applications		Quotation as per fee calculator		Each
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Construction Certificate (Building)

Class 1 and 10

All Values		Quotation as per fee calculator		Each
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Class 2 - 9

All Values		Quotation as per fee calculator		Each
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Applying to all Part 4A or complying development certificate

Lodgement Fee				Each
This is a statutory fee under S7.44 of the EP&A Regulation 2000 s263				

Amended Construction Certificate

Minor Change		Quotation as per fee calculator		Each
Major Change – Original application fee < \$1,000		25% of applied fee		Each
Major Change – Original application fee > \$1,000		50% of applied fee		Each
Alternative solutions		See comments		Each
Fees as per Class 2 - 9 building plus cost for assessment of alternative solution				

Information Services

Advice to building professionals	\$169.09	\$16.91	\$186.00	Each
Advice regarding compliance with development conditions or construction requirements.				
BCA Advisory service / reports			As per fee schedule	Each

Refunds

Development Applications & Construction Certificates

All other cases where no work has commenced		CC's (Building work) Compliance PCA & occupation certificate fees & any non engineering bonds		Each
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Building Certificates

Cancelled / withdrawn with no inspection	\$45.00	\$0.00	\$45.00	Each
Minimum administration fee deducted				
Cancelled / withdrawn prior to determination after inspection			No refund	Each

All other Environment Applications (Including S68)

Cancelled / withdrawn within 48 hours	\$75.00	\$0.00	\$75.00	Each
Administration fee deducted 50% or \$62 - whichever is greater				
Cancelled / withdrawn prior to inspection			See comments	Each
Inspection fees to be refunded				

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Name	Year 23/24			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

All other Environment Applications (Including S68) [continued]

All other cases			No refund	Each
Information Services (Minimum)	\$17.00	\$0.00	\$17.00	Each

Food Businesses

Inspection - Low Risk Premises	\$104.00	\$0.00	\$104.00	per hr or part thereof
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)				
Inspection - Medium Risk Premises	\$156.00	\$0.00	\$156.00	per hr or part thereof
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)				
Inspection - High Risk Premises	\$156.00	\$0.00	\$156.00	per hr or part thereof
Proprietor will be notified of risk assessment and methodology (determined by Council's adopted risk assessment methodology)				
Inspection - Large Commercial Premises	\$200.00	\$0.00	\$200.00	per hr
Reinspection	\$156.00	\$0.00	\$156.00	per hr or part thereof
Food Premises Pre-Registration - advice and inspection Includes fitout advice, assessment and site inspection	\$233.00	\$0.00	\$233.00	Each
Pre-Purchase Inspection Report for Food Handling Business Written application and current owner consent	\$348.00	\$0.00	\$348.00	Each
Temporary Event Food Premises (One Event up to Three Consecutive Days) Charities and non-profit organisations exempt unless certificate is required	\$75.00	\$0.00	\$75.00	Per Event
Temporary Event Food Premises (Annual Approval)	\$173.00	\$0.00	\$173.00	Per Calendar Year
Mobile Food Vending Vehicle – Annual Approval	\$249.00	\$0.00	\$249.00	Per Calendar Year
Registration of Food Handling Premises Notification cost per single food premise Refer Food Act 2003	\$72.00	\$0.00	\$72.00	Each
Food Improvement Notice Fee	\$330.00	\$0.00	\$330.00	Each
Administration Fee - Food Premises <5 Food Handlers Note: Food Regulation Cl 15. Max charge \$390	\$50.00	\$0.00	\$50.00	Per Premise
Administration Fee - Food Premises 5-49 Food Handlers Note: Food Regulation Cl 15. Max Charge \$800	\$150.00	\$0.00	\$150.00	Per Premise
Administration Fee - Food Premises >50 Food Handlers Note: Food Regulation Cl 15. Max Charge \$3,500	\$400.00	\$0.00	\$400.00	Per Premise
Charities and Not for Profit Food Premises Fees	\$0 - on application and determined by delegated officer			

Name	Year 23/24			Unit
	Fee (excl. GST)	GST	Fee (incl. GST)	

Public Health

Businesses that have a public health impact e.g. skin penetration services, public and semi-public pools, regulated heating and cooling systems, brothels, barbers, beauty salons, etc.

Annual Administration Fee - Water Cooling Systems	\$108.00	\$0.00	\$108.00	per site
Notification of Cooling Tower/Warm Water System	\$120.00	\$0.00	\$120.00	Statutory Fee
Pre-Purchase Public Health Inspection	\$364.00	\$0.00	\$364.00	Each
Written application and current owners consent				
Notification of new Public Health Business (Skin Penetration, Public Pool)	\$105.00	\$0.00	\$105.00	Statutory Fee
A one-off fee for notification/registration of a business that has a public health impact				
Improvement Notice: Regulated System	\$620.00	\$0.00	\$620.00	Each
Improvement Notice: Other	\$290.00	\$0.00	\$290.00	Each
Prohibition Order: Regulated System	\$620.00	\$0.00	\$620.00	Each
Prohibition Order: Other	\$290.00	\$0.00	\$290.00	Each
Prohibition Order: Reinspection	\$255.00	\$0.00	\$255.00	Per Hour

Public Health Inspection

Proprietor will be notified of risk assessment and methodology.

Inspection Low Risk Premises (Public Pool, Skin Penetration Premises, Water Cooling Tower)	\$202.00	\$0.00	\$202.00	Each
Plus relevant laboratory testing costs				
Inspection Medium Risk Premises (Public Pool, Skin Penetration Premises, Water Cooling Tower)	\$270.00	\$0.00	\$270.00	Each
Plus relevant laboratory testing costs				
Inspection High Risk Premises (Public Pool, Skin Penetration Premises, Water Cooling Tower)	\$325.00	\$0.00	\$325.00	Each
Plus relevant laboratory testing costs				
Re-inspection (Public Pool, Skin Penetration premises, Water Cooling Tower)	\$150.00	\$0.00	\$150.00	Each
Public Health Inspection under Local Government Act	\$150.00	\$0.00	\$150.00	Each

Swimming Pools

Initial Inspection of Swimming Pool Barrier	\$136.36	\$13.64	\$150.00	As per statutory scale of fees
Subsequent Inspection of Swimming Pool Barrier	\$90.91	\$9.09	\$100.00	As per statutory scale of fees
Fee to Register a Swimming Pool	\$9.09	\$0.91	\$10.00	As per statutory scale of fees
Application for Exemption of Barrier Requirements	\$250.00	\$0.00	\$250.00	As per statutory scale of fees

Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Fire Safety

Fire Safety Inspection – request by owner/customer Minimum	\$243.64	\$24.36	\$268.00	Each
Assessment/Review of fire safety report - request by owner/customer	\$154.55	\$15.45	\$170.00	Per Hour
Submission of Fire Safety Statement	\$79.09	\$7.91	\$87.00	per statement
Refer EPA Reg 2000				
Application to Consider Late Submission of Fire Safety Statement	\$45.45	\$4.55	\$50.00	per statement
Refer EPA Reg 2000				

Environment

Environmental Inspection Fee	\$250.00	\$0.00	\$250.00	per inspection
Local Government Act Order (Onsite Sewage) Administration Fee	\$200.00	\$0.00	\$200.00	per order
Application for a pile burn under POEO (Clean Air) Regulation	\$150.00	\$0.00	\$150.00	Each
Maintain Overgrown Land Clearing of land by contractor (where applicable)			Cost + 10%	per site
Issue of POEO Environmental Protection Notices	\$785.00	\$0.00	\$785.00	As per statutory scale of fees
Protection of the Environment Operations (General) Regulation 2009 As per statutory scale of fees				
Environmental Advice	\$175.00	\$0.00	\$175.00	Per Hour
Koala Food Tree Replacement Auditing Does not apply to Development Applications (Part 4 of the EP&A Act).	\$522.00	\$0.00	\$522.00	Per Tree
Koala Food Tree Replacement in Lieu of Planting Does not apply to Development Applications (Part 4 of the EP&A Act).	\$3,007.00	\$0.00	\$3,007.00	Per Tree
Hollow Bearing Tree Nesting Box Auditing Does not apply to Development Applications (Part 4 of the EP&A Act).	\$522.00	\$0.00	\$522.00	Per Nest Box
Hollow Bearing Tree Nesting Box in Lieu of Replacement Does not apply to Development Applications (Part 4 of the EP&A Act).	\$2,315.00	\$0.00	\$2,315.00	Per Nest Box
Flood Certificate - Standard - First Lot	\$100.00	\$0.00	\$100.00	First Lot
Flood Certificate - Standard - Each Additional Adjoining Lot	\$75.00	\$0.00	\$75.00	Each Additional Adjoining Lot
Flood Certificate - Urgent - First Lot	\$200.00	\$0.00	\$200.00	First Lot
Flood Certificate - Urgent - Each Additional Adjoining Lot	\$150.00	\$0.00	\$150.00	Each Additional Adjoining Lot

Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Certificates

Outstanding notices Section 735A Certificate (Local Govt Act)	\$164.00	\$0.00	\$164.00	Each
Building Information Certificate 1st inspection (Class 1 & 10, & Class 2 if only 2 dwellings)	\$259.00	\$0.00	\$259.00	each
Building Certificate Re-inspection Fee (any class and building size)	\$150.00	\$0.00	\$150.00	Each
Copy of Building Certificate	\$14.00	\$0.00	\$14.00	Each
Building Information Certificate 1st Inspection (Class 1 & 10 - each additional dwelling in building or building allotment)	\$250.00	\$0.00	\$250.00	Each
Building Information Certificate 1st Inspection (other classes <200m2)	\$258.75	\$0.00	\$258.75	Each
Building Information Certificate 1st Inspection (other classes >200m2 - <2000m2)		\$259 + \$0.50/m2 >200m2		
Building Information Certificate 1st Inspection (other classes >2000m2)		\$1,205 + \$0.08/m2 >2000m2		
Additional Building Information Certificate Fees		Equivalent DA/CDC/CC fees as would apply within 24 mths of application		

Development Records

House Drainage Plan	\$41.00	\$0.00	\$41.00	Each
A diagram of the pipes within the house and yard to the service connection point. If you want a sewer junction plan showing the location of the connection point to the Council sewer main, please refer to the Water Section.				

Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Development Assessment

Approvals under Environmental Planning and Assessment Act (EP&A Act)

Subdivision Works Certificate

Subdivision and Infrastructure Works

Works Certificate (Infrastructure) Application – Dual Occupancy (Torrens or Strata)	\$298.18	\$29.82	\$328.00	Each
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and/or subdivision works (includes AUSPEC admin & maintenance) Includes Roads Act (s138) application when works application works are on existing public roads				
Works Certificate (Infrastructure) Application, Building Related or Subdivision Works With No New Public Roads	\$326.36	\$32.64	\$359.00	Each
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and/or subdivision works without the creation of new public roads (includes AUSPEC admin & maintenance)				
Works Certificate (Infrastructure) Application, Subdivision Works with New Public Roads	\$326.36	\$32.64	\$359.00	Each
Base Administration Fee - applicable to ALL applications with construction of public infrastructure works and / or subdivision works with the creation of new public roads (includes AUSPEC admin & maintenance) Includes Roads Act (s138) application when works in application are on existing public roads				
Works Certificate (Infrastructure) Application Amendments	\$125.45	\$12.55	\$138.00	Each
Base administration fee for additional amendment First amendment included in initial application				
Engineering Review Fees – Dual Occupancy (Torrens)	\$792.73	\$79.27	\$872.00	Each
Engineering review fees for dual occupancy Works Certificate (Infrastructure) applications				
Engineering Review Fees – Dual Occupancy (Strata)	\$530.00	\$53.00	\$583.00	Each
Engineering review fees for dual occupancy Works Certificate (Infrastructure) applications				
Engineering Review Fees – Minor Works	\$292.73	\$29.27	\$322.00	Review Area
Engineering review fees for Works Certificate (Infrastructure) applications with minor works and no new public roads Minimum fee \$405				
Engineering Review Fees – Major Works	\$433.64	\$43.36	\$477.00	Review Area
Engineering review fees for Works Certificate (Infrastructure) applications with major works and no new public roads Minimum fee \$623				
Engineering Review Fees – Subdivision Development (with new public roads)	\$309.09	\$30.91	\$340.00	Per Lot
Engineering review fees for Works Certificate (Infrastructure) applications, Subdivision Works with New Public Roads Minimum Fee \$668				
Engineering Review Fees – Amendments	\$59.09	\$5.91	\$65.00	Review Area
Engineering review fees for additional amendments, excludes first amendment Minimum fee \$94				
Development Inspection Fees – Dual Occupancy (Torrens)	\$383.64	\$38.36	\$422.00	Each
Development inspection fees for dual occupancy Works Certificate (Infrastructure) applications				
Development Inspection Fees – Dual Occupancy (Strata)	\$258.18	\$25.82	\$284.00	Each
Development inspection fees for dual occupancy certificate Works Certificate (Infrastructure) applications				

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Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Subdivision Works Certificate [continued]

Development Inspection Fees – Minor Works	\$142.73	\$14.27	\$157.00	Review Area
Development inspection fees for Works Certificate (Infrastructure) applications with minor public infrastructure and subdivision works associated with building or subdivision development Minimum fee \$176				
Development Inspection Fees – Major Works	\$270.00	\$27.00	\$297.00	Review Area
Development inspection fees for Works Certificate (Infrastructure) applications with major public infrastructure and subdivision works associated with building or subdivision development Minimum fee \$353				
Subdivision Inspection Fee – Residential Roads	\$25.00	\$0.00	\$25.00	Per Metre
New roads (residential) Minimum fee \$399				
Subdivision Inspection Fee – Rural Roads	\$12.73	\$1.27	\$14.00	Per Metre
New roads (rural) Minimum fee \$399				
Subdivision Inspection Fee – Industrial Roads	\$29.09	\$2.91	\$32.00	Per Metre
New roads (industrial) Minimum fee \$399				
Subdivision Inspection Fee – Rural Residential Roads	\$20.91	\$2.09	\$23.00	Per Metre
New roads (rural residential) Minimum fee \$399				
Additional Inspection Fee	\$130.00	\$13.00	\$143.00	Per Hour
For infrastructure works associated with building developments (non refundable) Minimum 1 hour				
Works Certificate (Infrastructure) Modification – Minor Works	\$130.00	\$13.00	\$143.00	Review Area
Applicable to modify existing Works Certificate (Infrastructure) after approval. Base application fees also apply. Fees for engineering reviews associated with proposed changes				
Works Certificate (Infrastructure) Modification – Major Works	\$203.91	\$20.39	\$224.30	Review Area
Applicable to modify existing Works Certificate (Infrastructure) after approval. Base application fees also apply. Fees for engineering reviews associated with proposed changes				
Outstanding Works Bond Fees & Charges	See "Security Bond" section (below)			

Approvals under Roads Act 1993

Section 138 Application

Works, activities, events in, on and above a public road

Single Residential Dwelling Driveway and Utility Connection Application (All Works on Public Road Reserve)	\$391.00	\$0.00	\$391.00	Each
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138) Includes base administration fee and inspection				

Name	Year 23/24		Unit
	Fee (excl. GST)	GST	

Section 138 Application [continued]

Dual Occupancy without Subdivision (All works on Public Road Reserve)	\$328.00	\$0.00	\$328.00	Each
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138) Does not include inspection and review fees				
Industrial Driveway Application (All works on Public Road Reserve)	\$328.00	\$0.00	\$328.00	Each
Note: Upon Roads Act approval - vehicle crossings must be constructed by owners under their own arrangements. A licensed contractor listed with Council must be used with public liability insurance of \$20 million. Application must be submitted to/approved by Council (s138) Does not include inspection and review fees				
Roads Act Application for Construction Works on Road Reserve (Section 138 Application)	\$328.00	\$0.00	\$328.00	Each
Base administration fee (applies to all Section 138 applications other than residential driveway applications)				
Roads Act Application Amendments	\$137.00	\$0.00	\$137.00	Each
Base administration fee for additional amendments after the first amendment First amendment included in initial application				
Engineering Review Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	\$580.00	\$0.00	\$580.00	Each
Engineering review fees for Dual Occupancy without Subdivision applications				
Engineering Review Fees – Industrial Driveway (All works on Public Road Reserve)	\$583.00	\$0.00	\$583.00	Each
Engineering review fees for Industrial Driveway applications				
Engineering Review Fees – Minor Works	\$293.00	\$0.00	\$293.00	Review Area
Engineering review fees for Roads Act applications with minor infrastructure works on public roads Minimum fee \$405				
Engineering Review Fees – Major Works	\$477.00	\$0.00	\$477.00	Review Area
Engineering review fees for Roads Act applications with major infrastructure works on public roads Minimum fee \$623				
Engineering Review Fees – Amendments	\$65.00	\$0.00	\$65.00	Review Area
Engineering review fees for additional amendments, excludes first amendment Minimum fee \$94				
Development Inspection Fees – Dual Occupancy without Subdivision (All works on Public Road Reserve)	\$285.00	\$0.00	\$285.00	Each
Development Inspection fees for Dual Occupancy without Subdivision applications				
Development Inspection Fees – Industrial Driveway (All works on Public Road Reserve)	\$285.00	\$0.00	\$285.00	Each
Development Inspection fees for Industrial Driveway				
Development Inspection Fees – Minor Works	\$143.00	\$0.00	\$143.00	Review Area
Development inspection fees for Roads Act applications with minor infrastructure and road works on public roads Minimum fee \$176				
Development Inspection Fees – Major Works	\$273.00	\$0.00	\$273.00	Review Area
Development inspection fees for Roads Act applications with major infrastructure and road works on public roads Minimum fee \$353				

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Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Section 138 Application [continued]

Additional Inspection Fee For infrastructure works associated with building developments (non refundable) Minimum 1 hour	\$143.00	\$0.00	\$143.00	Per Hour
Roads Act Approval Modification – Minor Works Applicable to modify existing Roads Act after approval. Base administration fees also apply. Fees for engineering reviews associated with proposed changes	\$145.00	\$0.00	\$145.00	Review Area
Roads Act Approval Modification – Major Works Applicable to modify existing Roads Act after approval. Base administration fees also apply. Fees for engineering reviews associated with proposed changes	\$205.00	\$0.00	\$205.00	Review Area
Outstanding Works Bond Fees & Charges	See "Security Bond" section (below)			

Security Bonds

Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – CBD or Shopping Precinct Security bond for infrastructure damage associated with building developments. Refundable upon leased area being left to Council satisfaction upon completion of development. This bond not required if applicant has submitted security for damage to infrastructure. Maximum \$100,000 bond for minor developments to be determined on merit by Council.	\$100,000.00	\$0.00	\$100,000.00	
Application for Temporary Occupation of Footways and Road Reserve for Hoardings and/or Work Zones – Other (Not CBD or Shopping Precinct) Security bond for infrastructure damage associated with building developments. Refundable upon leased area being left to Council satisfaction upon completion of development. This bond not required if applicant has submitted security for damage to infrastructure. Maximum \$50,000 bond for minor developments to be determined on merit by Council.	\$50,000.00	\$0.00	\$50,000.00	

Development Application Fees

Application Fees

Application Fees (All) EP&A Regulation 2000 refer cl 246B	As per statutory scale of fees		Estimate
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Advertising

Where advertising under ss.79 or 79A is compulsory

Designated Development EP&A Regulation 2000 Cl 252 (maximum charge) This fee is in addition to the application fee mentioned above and unexpended fees will be refunded after determination of application	\$2,220.00	\$0.00	\$2,220.00	Each
Where Notification is Required by Council Policy Letters to adjoining & adjacent owners. EP&A Regulation cl 252 maximum fee \$1,105	\$179.00	\$0.00	\$179.00	Each
Where Notification and Advertising is Required by Council Policy – Advertising in Local Paper EP&A Regulation cl 252 maximum fee \$1,105	\$507.00	\$0.00	\$507.00	Each

Lodgement Fees

Electronic Lodgement Form and supporting documents provided in PDF as un-protected files	\$15.00	\$0.00	\$15.00	Each
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Name	Fee (excl. GST)	Year 23/24		Unit
		GST	Fee (incl. GST)	

Lodgement Fees [continued]

Paper Lodgement	\$165.00	\$0.00	\$165.00	Each
Scanning and archive costs for applications lodged in paper only				

Archive Fee

Electronic Application	\$46.00	\$0.00	\$46.00	Each
All documents submitted in PDF as un-protected files				

Paper Application	\$190.00	\$0.00	\$190.00	Each
Scanning and archive costs for paper based applications				

Review of Determination of DA

Review of Determination of DA	As per statutory scale of fees			Estimate
EP&A Regulation 2000 cl 257				

Modification of DA or Consent

Correction to Minor Error, Misdescription or Miscalculation	As per statutory scale of fees in EP&A Regulation			Each
Modification Involving Minimal Environmental Impact	As per statutory scale of fees in EP&A Regulation			Estimate
Other Modifications	As per statutory scale of fees in EP&A Regulation			Estimate

Integrated Development

Processing Fee for Council	As per statutory scale of fees in EP&A Regulation			Each
For Each Relevant Authority (Separate Cheque Forwarded by Council)	As per statutory scale of fees in EP&A Regulation			Each Authority

When Concurrence is Required

Processing Fee for Council	As per statutory scale of fees in EP&A Regulation			Each
For Each Relevant Authority (Separate Cheque Forwarded by Council)	As per statutory scale of fees in EP&A Regulation			Each Authority

Approvals under Environmental Planning Assessment Act (EP&A Act)**Subdivision Works Certificate - Earthworks & Clearing ONLY - Application Fee**

Base administration fee (applicable to ALL applications)	\$683.64	\$68.36	\$752.00	Each
Add engineering plan checking fees for Value of Work (VOW)				

Subdivision Works Certificate - Earthworks & Clearing ONLY - Engineering Plan Checking

VOW up to \$10,000	\$360.00	\$36.00	\$396.00	Each
VOW \$10,001 – \$20,000	\$506.36	\$50.64	\$557.00	Each
VOW \$20,001 – \$50,000	\$692.73	\$69.27	\$762.00	Each
VOW \$50,001 – \$100,000	\$1,377.27	\$137.73	\$1,515.00	Each
VOW \$100,001 – \$150,000	\$1,651.82	\$165.18	\$1,817.00	Each
VOW \$150,001 – \$300,000	\$2,220.91	\$222.09	\$2,443.00	Each

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