

IP&R Framework

# Fees and Charges

2024 to 2025



Council charges and recovers approved fees for any services it provides — all fees are outlined in our schedule of fees and charges.



**PORT STEPHENS**  
COUNCIL

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## Pricing Policy

Sections 608-610 of the Local Government Act 1993 authorise Council to charge and recover fees for any service it provides apart from services for which the charging of a fee is prohibited. Council may waive all or part of a fee unless it is a fee regulated directly by the State Government. In determining whether a fee should be charged for a service Council will consider a number of principles, firstly, whether the service provides a public benefit or a private benefit.

A 'public' service is one where there is a general benefit to the community and where there is limited opportunity of collecting a fee, for example, roads and parks.

A 'private' service is one which provides a discernible private benefit to persons and which offers an opportunity of collecting a fee, for example processing a rezoning application. Where a service generates a private benefit then recovery of costs through a fee is appropriate.

## Pricing Methods

Fees and charges made by Council will be classified according to the pricing structures as outlined below. Full cost pricing will apply to all of Council's fees and charges, except in the circumstances outlined in the alternative pricing structures.

### Full cost pricing

Council will recover all direct and indirect costs of the service (including on-costs, overheads and depreciation of assets employed).

### Partial cost pricing

Council will recover less than the full cost (as defined above).

Partial cost pricing may be used if shared benefits are derived from the provision of the service that accrue to the community as a whole as well as to individual users. It may also be applied where charging full cost recovery pricing will result in widespread evasion.

The price structure may also be used to stimulate demand for a service in the short term, although foregoing full cost recovery must be for a defined term only.

### Statutory pricing

The price of this service is determined by legislation and dependent on that price, Council may or may not recover its full costs, but has no discretion to do so.

The release date for statutory fees and charges varies dependent on the governing body and often does not align with Council's time frame for releasing its fees and charges each year, in this instance Council will endeavor to update the fee or charge once pricing for the relevant period is made available.

Statutory fees and charges are not required to follow the same approval process as other fees and charges as Council is not responsible for setting the price.

## **Pricing Methods (continued)**

### **Market pricing**

The price of the service is determined by examining alternative prices of surrounding service providers (this also may or may not recover the full cost of the service).

This pricing structure should apply in cases where the service is in competition with that provided by another council, agency or commercial provider and there is consequent pressure to set a price that will attract adequate usage of the service.

Market pricing should also apply where a service is predominantly provided for Council's in- house use, but sale to external markets will defray costs.

### **Free (zero priced)**

Some services may be provided free of charge and the whole cost determined as a community service obligation and may fall within the class of a public good. This price structure may be used where the services provide a broad community benefit; and/or it is impractical or inconceivable to charge for the service on a user basis.

This price structure may also apply where the service is a minor part of the overall operation of Council and the potential for revenue is minimal.

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

## Port Stephens Council

### Environmental & Health Services

#### Animal Management

Annual Permit - Dangerous/Restricted Dog	These fees are indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$221.00	\$230.00	\$0.00	\$230.00			Statutory pricing
Annual Permit - Undesexed Cat	Not desexed by 4 months of age. These fees are indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$92.00	\$96.00	\$0.00	\$96.00			Statutory pricing
Permit Late Fee	Applicable if a permit is not paid for by 28 days after the permit requirement took effect. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$21.00	\$22.00	\$0.00	\$22.00	Per Annual Permit Fee		Statutory pricing
Anti Barking Collars	Hire Anti Barking Collars	\$55.50	\$53.18	\$5.32	\$58.50			Full cost pricing
Refund on Return of Anti-Bark Collar	Refund on return of item in working order/ undamaged	\$189.50	\$181.82	\$18.18	\$200.00			Full cost pricing
Dangerous Dogs (declared under legislation)	Collar (medium)	\$52.50	\$50.45	\$5.05	\$55.50	Per collar		Full cost pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

## Animal Management [continued]

Dangerous Dogs (declared under legislation)	Collar (Large)	\$58.50	\$56.36	\$5.64	\$62.00	Per collar		Full cost pricing
Dangerous Dogs (declared under legislation)	Collar (Extra-large)	\$75.00	\$72.27	\$7.23	\$79.50	Per collar		Full cost pricing
Dangerous Dogs (declared under legislation)	Signage	\$47.00	\$45.45	\$4.55	\$50.00	Per sign		Full cost pricing

## Companion Animal – Lifetime Registration Fee

Dog - Registration fee	By 12 weeks or when sold if earlier than 12 weeks, not recommended, recognised breeder. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$75.00	\$78.00	\$0.00	\$78.00	Per Dog		Statutory pricing
Dog - Additional Fee	Dog not desexed by 6 months. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$184.00	\$0.00	\$184.00	Per dog		Statutory pricing
Dog - Registration Combined Fees	For not desexing dog by 6 months. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$252.00	\$262.00	\$0.00	\$262.00	Per dog		Statutory pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

### Companion Animal – Lifetime Registration Fee [continued]

Dog - Working dog, Service of the State, Assistance Animal	This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$0.00	\$0.00	\$0.00	Per dog		Statutory pricing
Cat - Registration Fee	By 12 weeks or when sold if earlier than 12 weeks, not recommended, recognised breeder. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$65.00	\$68.00	\$0.00	\$68.00	Per Cat		Statutory pricing
Dog/Cat - Registration	By eligible pensioner. Desexed or not recommended. This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$32.00	\$34.00	\$0.00	\$34.00	Per Animal		Statutory pricing
Dog/Cat - Desexed	Sold by pound/shelter This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$0.00	\$0.00	\$0.00	Per Dog		Statutory pricing



Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

## Companion Animal – Lifetime Registration Fee [continued]

Registration Late Fee	This fee is indicative only and fee may be adjusted annually in accordance with the prescribed fee set by the Office of Local Government.	\$0.00	\$22.00	\$0.00	\$22.00	Per Registration	Statutory pricing
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## Unattended

### Unattended Vehicles Taken into Possession

Collection Fee	Includes towing	\$250 or actual cost if greater than \$250 incurred in securing, towing, transporting vehicle to holding yard by contractor					Full cost pricing
Storage		\$64.00	\$67.50	\$0.00	\$67.50	Per day	Full cost pricing

## Unattended Items

Large item		\$211.50	\$223.00	\$0.00	\$223.00	Per item	Full cost pricing
Small item		\$69.00	\$73.00	\$0.00	\$73.00	Per item	Full cost pricing
Storage fee	Daily fee for up to 20 small articles or each large article.	\$64.00	\$67.50	\$0.00	\$67.50	Per day	Full cost pricing

## Impounding Cats/Dogs

Impounding fee (Initial)	First occurrence within 12 month period	\$92.50	\$97.50	\$0.00	\$97.50		Full cost pricing
Impounding fee	Subsequent impounding within 12 month period	\$126.00	\$133.00	\$0.00	\$133.00		Full cost pricing
Each additional cat/dog	\$35.00 for each animal thereafter	\$49.50	\$52.50	\$0.00	\$52.50		Full cost pricing



Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

### Impounding Cats/Dogs [continued]

Surrender of Dog/Cat	Fee for first dog/cat	\$170.00	\$179.50	\$0.00	\$179.50			Full cost pricing
Sustenance / maintenance fee		\$47.00	\$50.00	\$0.00	\$50.00	Per day		Full cost pricing
Veterinary costs		Actual cost incurred						Full cost pricing
Cat trap hire		\$40.00 per trap per week with an \$80.00 refundable deposit. The \$80.00 deposit will be refunded upon return of cat trap in working order and undamaged				Per occurrence		Market pricing

### Miscellaneous

Advertising fee	Mostly for auctions or sale of vehicles	Actual cost incurred						Full cost pricing
Outstanding Notices	For outstanding notices issued under Local Government Act and Environmental Planning and Assessment Act Section 735A/121ZP Certificate	\$110.00	\$116.00	\$0.00	\$116.00	Per property		Full cost pricing
Ranger Services	Outsourcing	\$149.50	\$158.00	\$0.00	\$158.00	Per hour or part thereof		Full cost pricing

### Mortuaries

#### Inspections

Inspection Fee – Holding Room and Mortuary		\$200.00	\$211.00	\$0.00	\$211.00	Per inspection		Market pricing
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Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

## Onsite Sewerage Management Systems

### Septic Tanks

Approval to Operate	Fee charged on initial approval and annual renewal	\$140.00	\$140.00	\$0.00	\$140.00			Market pricing
Application Fee – Residential		\$350.00	\$369.00	\$0.00	\$369.00			Market pricing
Application Amendment – Residential		\$178.00	\$188.00	\$0.00	\$188.00			Market pricing
Application Fee – Commercial	Less than 10kl per day treatment capacity	\$729.00	\$769.00	\$0.00	\$769.00			Market pricing
Application Amendment – Commercial	Less than 10kl per day treatment capacity	\$388.00	\$409.00	\$0.00	\$409.00			Market pricing
Application Amendment – Commercial	Greater than 10kl per day treatment capacity	By quotation prior to application lodgement. Quotation based on staff costs.						Market pricing
Application Fee – Commercial	Greater than 10kl per day treatment capacity	By quotation prior to application lodgement. Quotation based on staff costs.						Market pricing
Inspection Fee – when associated with an application to install (residential or commercial)		\$200.00	\$211.00	\$0.00	\$211.00	Per inspection		Market pricing
Inspection Fee – Commercial (per hour, minimum 30 minutes)		\$353.00	\$373.00	\$0.00	\$373.00	Per hour or part thereof		Market pricing
Pre-purchase inspection (Residential only)		\$378.00	\$399.00	\$0.00	\$399.00			Market pricing
Laboratory analysis					Actual costs incurred			Market pricing
Peer Review – On Site Management System Application					Actual costs incurred			Market pricing

Name	Description	Year 23/24	Year 24/25			Unit	Legislation	Pricing Policy
		Fee (incl. GST)	Fee (excl. GST)	GST	Fee (incl. GST)			

## Public Safety

### Food Safety

Annual Administration Charge – food premises (small – up to 5 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$390.00	\$390.00	\$0.00	\$390.00	Per year	Food Regulation 2015   Clause 15	Statutory pricing
Annual Administration Charge – food premises (medium – more than 5 but not more than 50 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$800.00	\$800.00	\$0.00	\$800.00	Per year	Food Regulation 2015   Clause 15	Statutory pricing
Annual Administration Charge – food premises (large – more than 50 FTE food handlers)	FTE means full time equivalent; food handler means a person who directly engages in the handling of food for a food business	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00	Per year	Food Regulation 2015   Clause 15	Statutory pricing
Food Business Registration	New food business, change of food business, change of details	\$55.00	\$55.00	\$0.00	\$55.00	Per occurrence		Statutory pricing
Food business inspection fee		\$200.00	\$200.00	\$0.00	\$200.00	Per inspection		Market pricing
Inspection Fee – Mobile Food Vehicles	Community and charitable organisations are exempt	\$200.00	\$211.00	\$0.00	\$211.00	Per vehicle		Market pricing
Inspection Fee – when associated with a DA (non-licensed premises)		\$200.00	\$211.00	\$0.00	\$211.00	Per inspection		Market pricing
Inspection Fee – all food premises types – extended inspection (per hour, minimum 30 minutes)		\$284.00	\$284.00	\$0.00	\$284.00	Per hour (minimum 30 minutes)	Food Regulation 2015   Clause 14	Statutory pricing

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25			Unit	Legislation	Pricing Policy
			Fee (excl. GST)	GST	Fee (incl. GST)			

## Food Safety [continued]

Pre-purchase inspection – Commercial Premises		\$497.00	\$524.00	\$0.00	\$524.00	Per inspection		Market pricing
Improvement Notice – Food Premises – Administration Fee		\$330.00	\$330.00	\$0.00	\$330.00	Per notice	Food Regulation 2015   Clause 11	Statutory pricing

## Other Commercial Premises or Applications

Inspection Fee (Commercial Premises)	Routine Inspection	\$200.00	\$211.00	\$0.00	\$211.00	Per inspection		Market pricing
Business Registration (Commercial Premises)	New Business or change of business or change of details	\$108.00	\$114.00	\$0.00	\$114.00	Per occurrence		Market pricing
Inspection Fee – when associated with a DA (commercial premises)		\$268.00	\$282.50	\$0.00	\$282.50	Per inspection/ occurrence		Market pricing
Underground Petroleum Storage System - Inspection		\$319.00	\$319.00	\$0.00	\$319.00			Market pricing
Open Burning Application		\$50.00	\$100.00	\$0.00	\$100.00			Market pricing
Boarding House Initial Compliance Investigation		\$250.00	\$250.00	\$0.00	\$250.00			Market pricing

## Legionella Control

Registration Fee		\$115.00	\$115.00	\$0.00	\$115.00	Per system	Public Health Regulation 2012   Clause 13T	Statutory pricing
Inspection Fee		\$344.00	\$363.00	\$0.00	\$363.00	Per hour or part thereof		Market pricing
Water Samples			Cost of analysis charged by supplier					Market pricing
Legionella Control – annual administration fee		\$115.00	\$121.50	\$0.00	\$121.50	Per occurrence		Market pricing

Name	Description	Year 23/24 Fee (incl. GST)	Year 24/25 Fee (excl. GST)	Year 24/25 GST	Year 24/25 Fee (incl. GST)	Unit	Legislation	Pricing Policy
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### Swimming Pool/Spa Inspections – Public Swimming Pool Program (Public Health Act)

Inspection Fee (per pool or spa)		\$200.00	\$211.00	\$0.00	\$211.00	Per inspection (pool or spa)		Market pricing
Laboratory Analysis Fee		Cost of analysis charged by supplier						Full cost pricing
Registration Fee	S19(1) Public Health Regulation 2012	\$100.00	\$100.00	\$0.00	\$100.00	Per pool or spa	Public Health Regulation 2012   Clause 19(1)	Statutory pricing



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