

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 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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## Port Stephens Council

### Community Services and Events

#### Halls & Community Centres

##### For Profit Hirers & Private Bookings:

The Facility is hired for irregular use, either as a one-off event or on an ad-hoc basis, by a profit making business or for private bookings such as birthday parties. This includes Council hire for Council business.

##### Registered Charities and Community Groups:

The Facility is hired for use by a charitable or not-for-profit organisation or community group. Evidence must be provided detailing charity or not-for-profit status.

##### Regular Hirers:

The Facility is hired for regular use, either on an ongoing basis or for a predetermined period of time on a predetermined schedule.

#### Bonds (no GST on Bonds)

Bond – Event Category A	Low risk (Small gathering, no alcohol)	\$85.00	\$85.00	\$0.00	\$85.00			Market pricing
Bond – Event Category B	Medium risk (medium numbers, no alcohol)	\$150.00	\$150.00	\$0.00	\$150.00			Market pricing
Bond – Event Category C	Medium risk (facility capacity, no alcohol)	\$250.00	\$250.00	\$0.00	\$250.00			Market pricing
Bond – Event Category D	Event with alcohol (Low risk)	\$500.00	\$500.00	\$0.00	\$500.00			Market pricing
Bond – Event Category E	Event with alcohol (High risk)	\$1,250.00	\$1,250.00	\$0.00	\$1,250.00			Market pricing

#### Ancillary Costs

Carpet Cleaning Fee	Carpet cleaning fee to be deducted from the bond or charged if required		Maximum carpet cleaning fee is \$200.00			Each		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)			

### Ancillary Costs [continued]

Cleaning Fee	Cleaning fee to be deducted from the bond or charged if the facility is not cleaned to a satisfactory standard after use	\$85.00	\$90.91	\$9.09	\$100.00	Per hour		Market pricing
Lost Key	All Hirers	\$50.00	\$45.45	\$4.55	\$50.00	Per key		Market pricing
Storage Cupboard - Small	Where applicable - Regular hirers only	\$30.00	\$29.09	\$2.91	\$32.00	Per Year		Full cost pricing
Storage Cupboard - Medium	Where applicable - Regular hirers only	\$45.00	\$43.18	\$4.32	\$47.50	Per Year		Full cost pricing
Storage Cupboard - Large	Where applicable - Regular hirers only	\$70.00	\$67.27	\$6.73	\$74.00	Per Year		Full cost pricing
Election Day Hire		\$485.00	\$463.64	\$46.36	\$510.00	Per event		Full cost pricing

### Anna Bay/Birubi Point Hall

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$12.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing

### Corlette Community Hall

Hourly Rate	For-profit hirers & private bookings	\$15.00	\$24.55	\$2.45	\$27.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$7.50	\$14.55	\$1.45	\$16.00	Per hour		Market pricing

### Fern Bay Community Centre

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$27.27	\$2.73	\$30.00	Per hour		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)			

### Fern Bay Community Centre [continued]

Hourly Rate	Registered charities, community groups & regular hirers	\$17.50	\$16.36	\$1.64	\$18.00	Per hour	Market pricing
Tennis Clubhouse	Casual hirer	\$5.50	\$5.27	\$0.53	\$5.80	Per hour	Market pricing
Tennis Court Hire	Casual hirer Day time	\$8.50	\$8.14	\$0.81	\$8.95	Per hour/ court	Market pricing
Tennis Court Hire	Casual hirer Night time	\$17.00	\$16.36	\$1.64	\$18.00	Per hour/ court	Market pricing
Tennis Court Hire	Regular hirer Day time	\$5.50	\$5.27	\$0.53	\$5.80	Per hour/ court	Market pricing
Tennis Court Hire	Regular hirer Night time	\$11.00	\$10.55	\$1.05	\$11.60	Per hour/ court	Market pricing

### Hinton School of Arts

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$23.18	\$2.32	\$25.50	Per hour	Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$16.00	\$15.32	\$1.53	\$16.85	Per hour	Market pricing

### Karuah Community Hall

Hourly Rate	For-profit hirers & private bookings	\$11.00	\$10.00	\$1.00	\$11.00	Per hour	Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$9.00	\$8.18	\$0.82	\$9.00	Per hour	Market pricing
Meeting Room	All hirers	\$9.00	\$8.18	\$0.82	\$9.00	Per hour	Market pricing
Other Hire – Shed	For-profit hirers & private bookings Per half shed – user to hold own insurance	\$46.50	\$42.27	\$4.23	\$46.50	Per month	Market pricing



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

### Karuah Community Hall [continued]

Other Hire – Shed	Registered charities & community groups Per half shed – user to hold own insurance	\$29.00	\$26.36	\$2.64	\$29.00	Per month		Market pricing
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### Lemon Tree Passage Old School Centre

Hourly Rate	For-profit hirers & private bookings	\$11.00	\$10.55	\$1.05	\$11.60	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$8.00	\$7.73	\$0.77	\$8.50	Per hour		Market pricing

### Mallabula Community Centre

Hourly Rate	For-profit hirers & private bookings	\$17.00	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Hourly Rate	Registered charities, community groups & regular users/hirers	\$11.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing

### Medowie Community Centre

Banksia or Acacia Hall Hire	For-profit hirers & private bookings	\$28.50	\$27.27	\$2.73	\$30.00	Per hour		Market pricing
Banksia or Acacia Hall Hire	Registered charities, community groups & regular users	\$16.00	\$16.36	\$1.64	\$18.00	Per hour		Market pricing
Waratah, Tougher or Boronia Office / Room Hire	For-profit hirers & private bookings	\$20.50	\$23.64	\$2.36	\$26.00	Per hour		Market pricing
Waratah, Tougher or Boronia Office / Room Hire	Registered charities, community groups & regular hirers	\$13.00	\$12.73	\$1.27	\$14.00	Per hour		Market pricing
Other Hire - Wilkinson Room	Hunter New England Health	\$40.50	\$39.09	\$3.91	\$43.00	Per day		Market pricing



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

### Nelson Bay Community Hall

Hourly Rate	For-profit hirers & private bookings	\$23.00	\$20.91	\$2.09	\$23.00	Per hour	Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$17.00	\$15.45	\$1.55	\$17.00	Per hour	Market pricing
Other hire	Table Tennis & Snooker group	\$4.50	\$4.09	\$0.41	\$4.50	Per player per attendance	Market pricing
Other Hire - Garage	For-profit hirers and private bookings	\$55.50	\$50.45	\$5.05	\$55.50	Per month	Market pricing
Other Hire - Garage	Registered charities & community groups	\$45.00	\$40.91	\$4.09	\$45.00	Per month	Market pricing

### Raymond Terrace Senior Citizens Hall

Hourly Rate	For-profit casual / regular hirers & private bookings	\$24.00	\$23.18	\$2.32	\$25.50	Per hour	Market pricing
Hourly Rate	Registered charities, community groups & not for profit hirers	\$17.50	\$14.55	\$1.45	\$16.00	Per hour	Market pricing

### Salt Ash Community Hall

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$23.18	\$2.32	\$25.50	Per hour	Market pricing
Hourly Rate	Registered charities & community groups	\$17.50	\$16.77	\$1.68	\$18.45	Per hour	Market pricing
Hourly Rate	Regular hirers	\$14.00	\$13.41	\$1.34	\$14.75	Per hour	Market pricing
Other hire	Crockery hire	\$27.00	\$25.91	\$2.59	\$28.50	Per event	Market pricing

### Seaham School of Arts & Community Hall

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$23.64	\$2.36	\$26.00	Per hour	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)			

### Seaham School of Arts & Community Hall [continued]

Hourly Rate	Registered charities, community groups & regular hirers	\$14.00	\$12.73	\$1.27	\$14.00	Per hour	Market pricing
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### Soldiers Point Hall

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$23.18	\$2.32	\$25.50	Per hour	Market pricing
Hourly Rate	Registered charities & community groups	\$18.00	\$17.27	\$1.73	\$19.00	Per hour	Market pricing
Hourly Rate	Regular hirers	\$14.50	\$13.91	\$1.39	\$15.30	Per hour	Market pricing

### Tanilba Foreshore Hall

Hourly Rate	All hirers	\$13.50	\$12.27	\$1.23	\$13.50	Per hour	Market pricing
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### Tomaree Library & Community Centre

Meeting Room - Hourly Rate	Registered charities & community groups	\$12.00	\$10.91	\$1.09	\$12.00	Per hour	Market pricing
Meeting Room - Hourly Rate	For-profit users & private bookings	\$24.00	\$21.82	\$2.18	\$24.00	Per hour	Market pricing
Full Auditorium - Hourly Rate	Registered charities & community groups	\$22.00	\$20.00	\$2.00	\$22.00	Per hour	Market pricing
Full Auditorium - Hourly Rate	For-profit users & private bookings	\$44.00	\$40.00	\$4.00	\$44.00	Per hour	Market pricing

### Williamtown Hall

Hourly Rate	For-profit hirers & private bookings	\$24.00	\$27.27	\$2.73	\$30.00	Per hour	Market pricing
Hourly Rate	Registered charities, community groups & regular hirers	\$17.00	\$16.36	\$1.64	\$18.00	Per hour	Market pricing



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