

**SHIRE OF UPPER GASCOYNE**  
**DRAFT SCHEDULE OF FEES AND CHARGES FOR 2024/2025**



FEE AND CHARGE DESCRIPTION	24/25 FEE AND CHARGE	* GST inc
<b>COMMUNITY RESOURCE CENTRE</b>		
<b>Photocopying</b>		
A4 Black Printing / Photocopying - per single sided page	\$0.70	*
A4 Colour Printing / Photocopying - per single sided page	\$1.40	*
A4 Black Printing / Photocopying - double sided	\$1.40	*
A4 Colour Printing / Photocopying - double sided	\$1.80	*
A3 Black Printing / Photocopying - per single sided page	\$1.50	*
A3 Colour Printing / Photocopying - per single sided page	\$3.00	*
A3 Black Printing / Photocopying - double sided	\$3.00	*
A3 Colour Printing / Photocopying - double sided	\$6.00	*
<b>Facsimile</b>		
Fax receipt per page	\$0.80	*
<b>Laminating</b>		
A4 Size Laminate - each	\$2.50	*
A3 Size Laminate - each	\$3.50	*
A5 Size Laminate - each	\$1.50	*
Business Card Laminate - each	\$1.00	*
<b>Binding</b>		
A4 Standard - < 50 pages	\$5.00	*
A4 Standard - > 50 pages	\$10.00	*
<b>Library</b>		
Lost Books	At Cost	*
Assorted Books and Publications for Sale at the CRC	As Marked for Sale	*
Assorted Tourist Books and Maps for Sale at the CRC	As Marked for Sale	*
<b>CRC Various Merchandise</b>		
Various Merchandise, Sundry Items, Souvenirs for Sale, Various Greeting, Birthday and Sympathy Cards for Sale at the CRC	As Marked for Sale	*
Local Phone Book	\$5.00	*
Minutes per Double Sided Page	\$0.80	*
Various Post Cards for Sale at the CRC	As Marked for Sale	*
Horizon Power Vouchers for Sale at the CRC (prices as charged by Horizon Power)	As charged by Supplier	*
Internet/wifi/computer use per half hour	\$3.20	*
Computer use no internet per half hour	\$5.00	*
Scanning per page	\$0.60	*

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<b>Gas Bottles</b>		
45KG LPG Bottles Swap only (Additional charges for bottle purchase)	\$212.00	*
9KG LPG Bottles Swap only (Additional charges for bottle purchase)	At shires desecration pending on freight costs	*
<b>COMMUNITY RESOURCE CENTRE (Continued)</b>		
<b>Gassy Gossip - Advertising</b>		
Advertising in the Gassy Gossip - A4 full page	\$44.60	*
A5 half page	\$27.60	*
A6 quarter page	\$22.30	*
Business card size	\$9.00	*
<b>Retail Prices (includes online sales) - Merchandise and Souvenirs (mark-up fees) -</b>		
0% to 150% mark-up range on merchandise/souvenirs for retail at the Shire of Upper Gascoyne CRC.		
<b>Postage and Handling (includes online sales)</b>		
At Calculated Cost - Determined by weight of goods purchased and shipping method used.		
Note: Retail Prices and Postage and Handling Costs include GST.		
<b>PAVILION VENUE HIRE CHARGES</b>		
Bond for Pavilion Hire - Event / function with alcohol	\$500.00	NA
Bond for Pavilion Hire - Event / function without alcohol	\$300.00	NA
Pavilion Hire Per Hour (with alcohol)	\$84.00	*
<b>(Licensee responsible for liquor license)</b>		
Pavilion Hire Per Hour (without alcohol)	\$67.00	*
Not-for-Profit Community Use (i.e. fundraising event) - Discounted Hourly Rate- full payment of Bond Applies	\$40.00	*
Registered/Incorporated Not-for-Profit Charitable Organisations - full payment Bond Applies (IMPORTANT: Hirers need to prove charitable incorporation/registration)	No Charge (Subject to CEO approval)	
Additional Cleaning (per hour)	At Cost + 25% + GST	*
Cleaning Fee for Donga's (per donaga and only when applicable)	\$50 + GST	*
Cleaning and Bedding Fee for Donga's (per bed and only when applicable)	\$75 + GST	*
Repair of Damage caused during hire and/or use	At Cost + 25% + GST	*
<p>Note: All hirers must submit an application to the Shire for Venue Hire and adhere to the Shire's venue hire terms and conditions. Additional Charges incurred by the Shire for cleaning and/or repairs as a result of the hirers negligence to comply with the T&amp;C's, will be subject to an Administration Fee of 25% on top of the cost, plus GST. Bond refunds will also be forfeited.</p>		
<p><i>The CEO has the discretion to approve or decline applications for venue hire based on the merit of the application. All requests received from hirers based on Charitable exemptions, will be subject to the Shire's hire criteria including T&amp;C's and assessed for approval by the CEO.</i></p>		
<b>Hall Hire includes hire of all chattels</b>		
<b>PAVILION FURNITURE AND EQUIPMENT HIRE CHARGES (SEPARATE TO VENUE HIRE)</b>		
Tables - Per Table Hire	\$6.20	*
Chairs - Per Chair Hire	\$2.60	*
Bond deposit for Table and Chair Hire - up to 20 pieces of furniture	\$110.00	NA
Bond deposit for Table and Chair Hire - up to 50 pieces of furniture	\$250.00	NA
Bond deposit for Table and Chair Hire - up to and in excess of 100 pieces of furniture	\$500.00	NA

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<p>Note: All hirers must submit an application to the Shire for Furniture &amp; Equipment Hire and adhere to the Shire's hire terms and conditions. Additional Charges incurred by the Shire for cleaning and/or repairs as a result of the hirers negligence to comply with the T&amp;C's, will be subject to an Administration Fee of 25% on top of the cost, plus GST. Bond refunds will also be forfeited.</p>		
<b>PAVILION KITCHEN &amp; KITCHEN EQUIPMENT HIRE CHARGES (SEPARATE TO VENUE HIRE)</b>		
Kitchen Hire Only (to use for Cooking and includes all kitchen equipment) - Per Hour	\$45.00	*
Kitchen Hire Only (to use for Cooking and includes all kitchen equipment) - Cleaning Bond	\$111.00	NA
Bain Marie Hire - Per Day	\$56.00	*
Bain Marie Hire - Cleaning Bond	\$110.00	NA
Urn Hire - Per Day	\$55.00	
Urn Hire - Bond	\$55.00	NA
<p>Note: All hirers must submit an application to the Shire for the Kitchen, Furniture &amp; Equipment Hire and adhere to the Shire's hire terms and conditions. Additional Charges incurred by the Shire for cleaning and/or repairs as a result of the hirers negligence to comply with the T&amp;C's, will be</p>		
<b>GYM MEMBERSHIP CHARGES</b>		
<b>3 Month Membership</b>	\$30.00	*
<b>6 Month Membership</b>	\$50.00	*
<b>12 Month Membership</b>	\$100.00	*
<b>TOWN OVAL HIRE CHARGES</b>		
Town Oval Hire Commercial	\$318.00	*
Town Oval Hire Carnivals and/or Fairs	\$191.00	*
Not-for-profit Community Use (i.e. fundraising event) - Discounted Rate (CEO to determine Community use)	\$106.00	*
Registered/Incorporated Not-for-Profit Charitable Organisations - full payment Bond Applies (IMPORTANT: Hirers need to prove charitable incorporation/registration)	<b>No Charge (Subject to CEO approval)</b>	
Town Oval Bond Commercial Low Risk Event - (CEO to determine Risk)	\$477.00	
Town Oval Bond Commercial High Risk Event - (CEO to determine Risk)	\$530.00	
Application for Temporary Road Closure	\$175.00	*
Shire staff to set up physical Road Closures and signage for events (not traffic management)	<b>At Cost + 25% + GST</b>	*
Repair of Damage caused during hire and/or use	<b>At Cost + 25% + GST</b>	*
<p>Note: All hirers must submit an application to the Shire for Venue Hire and adhere to the Shire's venue hire terms and conditions. Additional Charges incurred by the Shire for cleaning and/or repairs as a result of the hirers negligence to comply with the T&amp;C's, will be subject to an</p>		
<p><i>The CEO has the discretion to approve or decline applications for venue hire based on the merit of the application. All requests received from hirers based on Charitable exemptions, will be subject to the Shire's hire criteria including T&amp;C's and assessed for approval by the CEO.</i></p>		
<b>PLANT HIRE / PRIVATE WORKS</b>		
<p>Note: All plant hire is with a shire employed operator only. Any Shire plant damaged or not returned, will be subject to additional costs for replacement or repairs, including associated costs such as freight and administration fees (if applicable) all to be paid by the hirer.</p>		
<b>Plant Hire Charges Per Hour - NO DRY HIRE</b>		
Cat 140M Grader	\$227.00	*
Cat 150M Grader	\$227.00	*
Cat 916 Front End Loader	\$132.00	*
Cat Vibrator Bomag Roller (Smooth or Padfoot)	\$219.00	*
Prime Mover	\$168.00	*
CAT 966G Wheel Loader	\$218.00	*
Prime Mover with one trailer/Mack Tipper Body Truck	\$207.80	*
Mack Tipper Truck	\$206.00	*
Cat Mini Excavator	\$155.00	*

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Prime Mover with two trailers	\$227.00	*
Bobcat	\$158.00	*
John Deere Mower	\$158.00	*
Mosquito Fogger	\$116.60	*
Grid Roller	\$237.50	*
Multi Tyred Roller	\$192.90	*
Kanga	\$150.00	*
<b>PLANT HIRE / PRIVATE WORKS (Continued)</b>		
<b>Labour Hire</b>		
Per man hour - ordinary hours	At Cost + 25% + GST	
Fuel Charges (Per Litre)(Diesel) by arrangement with the CEO	At Cost + 25% + GST	
Cleaning Charges Per Hour	At Cost + 25% + GST	
Repair Charges	At Cost + 25% + GST	
<b>Other Private Works Fees</b>		
Private Works Administration Fee - Charged on top of all Private Works Jobs (before GST)	25%	
***Note: Any jobs where handling asbestos is involved will be negotiated with the Shire on a case by case service***		
<i>The CEO has the discretion to vary these rates on the basis that a minimum of full cost recovery is achieved.</i>		
<b>ANIMAL CONTROL (S1: Dog Act 1976; Dog Regulations 2013) (S2: Cat Act 2011; Cat Regulations 2012)</b>		
Dog Registration - 1 Year Sterilized	\$20.00	
Dog Registration - 3 Year Sterilized	\$42.50	
Dog Registration - 1 Year Unsterilized	\$50.00	
Dog Registration - Lifetime Unsterilized	\$250.00	
Dog Registration - Lifetime Sterilized	\$100.00	
Dog Registration - 3 Years Unsterilized	\$120.00	
<b>ANIMAL CONTROL (S1: Dog Act 1976; Dog Regulations 2013) (S2: Cat Act 2011; Cat Regulations 2012) (Continued)</b>		
Cat Registration - 1 Year Sterilized	\$20.00	
Cat Registration - 3 Year Sterilized	\$42.50	
Cat Registration - 1 year unsterilized	\$50.00	
Cat Registration - Lifetime	\$100.00	
Cat Registration - 3 Year unsterilized	\$120.00	
Pension Rebate	50% of fee	
Bona fide Stock Dogs	25% of fee	
<b>SANITATION CHARGES</b>		
<b>Rubbish Charges (Annual Fees for Service)</b>		
Residential Sanitation service-one bin/one pick up per week	\$414.00	
Replacement Rubbish Bin	\$150.00	*
<b>Sanitation Charges - Waste site fees</b>		
Commercial - <i>by negotiation with the Shire</i>		*

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Note: Asbestos products will not be taken by the Shire of Upper Gascoyne waste site and are to be disposed of in Carnarvon.		
<b>Rubbish Fee for all building/demolition licenses issued</b>		
For all building sizes - <i>by negotiation with the Shire</i>		*

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<b>Demolition</b>		
Permit to demolish a building per storey		
<b>PLANNING RELATED CHARGES</b>		
<b>Planning Charges: (S3: Planning &amp; Development Act 1995)</b>		
(a) Development Application (Not more than \$50,000)	\$147.00	
(b) \$50,001 - \$500,000	0.32% of development	
(c) \$500,000 - \$2.5M	\$1700 + 0.257% for every \$1 in excess of \$500,000	
(d) \$2.5M - \$5M	\$1761 + 0.206% for every \$1 in excess of \$2.5M	
(e) \$5M - \$21.5M	\$12633 + 0.123% for every \$1 in excess of 5M	
(f) >\$21.5M	\$34,196.00	
Determining a development application where the development has commenced or been carried out	\$295.00	
Issue of Written Planning Advice	\$73.00	
<b>Home based business (S4: Town Planning Scheme 1)</b>		
Application where the development has not commenced or been carried out	\$222.00	
Annual Renewal	\$73.00	
Determine an initial application for approval of a home occupation where the home occupation has commenced	\$666.00	
Determining an application for the renewal of an approval of a home occupation where the application is made after the approval has expired.	\$219.00	
<b>Change of Use (S4: Town Planning Scheme 1)</b>		
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use	\$295.00	
Determining an application for a change of use or for an alteration or extension or change of a non-conforming use where the change or the alteration, extension or change has commenced or been carried out	\$885.00	
<b>Provision of sub division clearance (S3: Planning &amp; Development Act 1995)</b>		
Not more than 5 lots	\$73 per lot	
More than 5 lots not more than 195	\$73 per lot for first 5 lots & \$35 thereafter	
Reply to property settlement/zoning enquiry	\$78.00	
<b>BUILDING RELATED CHARGES</b>		
<b>Building Permit Application Fee (S5: Building Act 2011) (S6: Building &amp; Construction Industry Training Levy Act 1990) (S7: Building Services Levy Act 2011)</b>		
Uncertified Building Permit Application - % of value	0.32% of the estimated value but not < \$110	
Certified Building Permit Application - % of value (Class 1 & 10)	0.19% of the estimated value but not < \$110	
Certified Building Permit Application - % of Value (Class 2-9)	0.09% of the estimated value but not < \$110	
Application for an occupancy permit for a completed building, temporary occupancy permit, variation to occupancy permit, replacement of an occupancy certificate or change of classification occupancy permit	\$110.00	

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Application for an occupancy permit for a building in respect of which unauthorised work has been done	0.18% of the estimated value but not < \$110	
Application for a building approval certificate for a building in respect of which unauthorised work has been done	0.38% of the estimated value but not < \$110	
<b>BUILDING RELATED CHARGES (Continued)</b>		
Application to extend the time during which an occupancy permit or building approval certificate has effect	\$110.00	
Building Services Levy - Building or Demolition Permit	0.137% of the value of the work where value >\$45000 or \$61.65 where < \$45000	
Occupancy permit or building approval certificate for approved building work under ss47, 49, 50 or 52 of the Building Act	\$110.00	
Occupancy permit for unauthorised building work under s51(2) of the Building Act	0.27% of the value of the work but not less than \$123	
Building Approval Certificate for unauthorised building work under s51(2) of the Building Act	0.38% of the value of the work but not less than \$110	
Building Services Levee Administration Fee	\$5.00	
BCITF construction under \$20,000 (Fees be paid directly to BCITF)	\$0.00	
Construction over \$20,000 (Fees be paid directly to BCITF)	cost x 0.2%	
Demolition under \$45,000 (Fees be paid directly to BCITF)	\$42.50	
Demolition over \$45,000 (Fees be paid directly to BCITF)	0.9% of work value	
Minimum fee for certified or uncertified Building Permit	\$110+ \$61.65	
<b>HEALTH RELATED CHARGES</b>		
<b>Liquor Licensing Approvals (S8: Liquor Control Act 1998)</b>		
Section 40 Local Planning, Building and LG Act Approval	\$100.00	
Section 39 Health & Food Act Approval	\$200.00	
<b>Septic Tank Installation Permit (S9: Health Act 1911)</b>		
Application fee - Administration	\$118.00	
Inspection fee	\$118.00	
Additional inspection fee	\$118.00	
Local Government Report	\$85.00	
<b>Food Business Fees (S10: Food Act 2008)</b>		
Low Risk Annual Enforcement Agency Fee	\$66.00	
Medium Risk Annual Enforcement Agency Fee	\$132.25	
High Risk Annual Enforcement Agency Fee	\$264.50	
Notification of/Application for a Food Business	\$60.60	
Lodging House Fees	\$200.00	
<b>Caravan Park Fees (Caravan &amp; Camping Grounds Regulations)</b>		
Minumum annual fee payable	\$200.00	
Licence Transfer Fee	\$100.00	
<b>RATES (S12: Local Governement Act 1995; Local Government (Financial Management Regulations 1996)</b>		
<b>Rate Enquiries</b>		
Rate/Account Enquiry (simple)	\$55.00	*

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Rates/Zoning/Orders/requisitions (Complex)	\$100.00	*
Rate Reports (printout - including rate info photocopies)	\$20.00	*
<b>RATES (S12: Local Government Act 1995; Local Government (Financial Management Regulations 1996) (Continued)</b>		
<b>Rate Interest</b>		
Days until interest applies from issue date - 35 days		
Interest on overdue rates & charges	11.00%	
Interest on instalments	5.50%	
<b>Instalments - 4 Payments</b>		
Rubbish charge to be spread over all instalments		
Previous years rate and rubbish arrears not to be spread over instalments, but are payable in full with the first instalment		
Instalment option is not available until all arrears have been paid		
Instalment Administration charge (annual - \$3 per instalment notice)	\$15.00	
Adhoc payment plan administration fee	\$10.00	
No discount is provided for early payment of rates		
No discount to apply on Waste Management Charges		
<b>Debt Recovery</b>		
Days until interest applies from date charge is incurred - 35 days		
Chargeable costs	At cost	
Interest on costs	11.00%	
<b>Definitions:</b>		
Per Hour means each hour or part thereof		
Per Day means each day or part thereof		
Per Half Day means to 12 noon		
<b>OTHER CHARGES</b>		
<b>Freedom of Information as per Freedom of Information Act 1992 (WA)</b>		
Other statutory fees may apply - check with the FOI co-ordinator		
Staff Time	\$30 p/h	
Application Fee	\$30 - non refundable	