



Fees & Charges Register

2023-2024

Contents

| | |
|---|----|
| Explanatory Notes..... | 3 |
| Community Facilities..... | 4 |
| 1. Community Halls..... | 4 |
| 2. Payinthe and Newmarch Gallery | 4 |
| 3. Parks and Reserves | 5 |
| Community Programs and Services | 7 |
| 4. Community Bus Hire | 7 |
| 5. Rubbish Collection and Waste Services | 7 |
| 6. Engineering and Operations Services | 7 |
| 7. Animal Management Services | 8 |
| 8. Rangers Services - Licences and Permits..... | 9 |
| 9. Community Support Program..... | 9 |
| 10. Community Events | 10 |
| 11. Prospect Magazine ' <i>Your Prospect</i> ' | 11 |
| Council Administration, Planning and Information Services | 13 |
| 12. Council Administration and Information Services | 13 |

Explanatory Notes

The Local Government Act 1999 empowers a Council to impose fees and charges for various services that it provides, either as a part of its statutory functions or on request.

Section 188(6) of the Act states, The Council must keep a list of fees and charges imposed under this section on public display (during ordinary office hours) at the principal office of the Council. This document is the record of fees and charges for public display for the City of Prospect.

As per the Goods and Services Tax Act 1999, GST will be charged on all fees and charges, except those given exemption under the Act.

The fees and charges will identify all those charges that attract a Goods and Services Tax. All prices will be inclusive of a 10% GST where applicable. Bond monies will not attract GST unless monies are not refunded due to breaches in relation to conditions of hire.



Community Facilities

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|---|---------------|--|
| 1. Community Halls | | |
| 1.1. Nailsworth Hall | | |
| Hire of Nailsworth Hall | Yes | \$12.50 per Hour |
| Bond - low risk | No | \$150.00 |
| Bond - med risk | No | \$500.00 |
| Bond - high risk | No | \$1,000.00 |
| Cleaning Fee for casual events / hire | Yes | \$60.00 |
| 2. Payinthe and Newmarch Gallery | | |
| 2.1. Library | | |
| Lost Processing Fee | Yes | \$5.25 |
| Flash drive (32GB) | Yes | \$12.00 each |
| Library Programs (Adult, Childrens, & Digital Hub Programs) | Yes | range between \$0 - \$40 per session |
| 2.2. Toy Library | | |
| Family membership | Yes | \$45.00 per annum |
| Family membership – concession rate | Yes | \$30.00 per annum |
| Group membership | Yes | \$70.00 per annum |
| Family membership | Yes | \$25.00 6 monthly |
| Family membership - concession rate | Yes | \$15.00 6 monthly |
| 2.3. Non Returned & Damaged Items*** | | |
| Audio Books | Yes | per rates applied on library management system |
| Books – Hardback | Yes | per rates applied on library management system |
| Books – Large Print | Yes | per rates applied on library management system |
| Books – Paperback | Yes | per rates applied on library management system |
| CDs | Yes | per rates applied on library management system |
| DVD – single | Yes | per rates applied on library management system |
| DVD – multiple | Yes | per rates applied on library management system |
| DVD – Blu Ray | Yes | per rates applied on library management system |
| Energy Kits | Yes | per rates applied on library management system |
| Graphic Novels | Yes | per rates applied on library management system |
| Magazines | Yes | \$12.50 |
| Toys – extra large | Yes | \$210.00 |
| Toys – large | Yes | \$105.00 |
| Toys – small | Yes | \$63.00 |
| Toys – missing piece | Yes | \$5.25 |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|--|----------------------|--|
| Laptop | Yes | On application |
| PS4 Game | | \$95.00 |
| PS5 Game | | \$95.00 |
| Nintendo Switch Game | | \$85.00 |
| Board Game | | \$40.00 |
| Jigsaw | | \$30.00 |
| Pottery Kit | | \$100.00 |
| ***The above fees for non-returned & damaged items are the maximum that will be charged per item should an indicative price not be determined through the library management system. | | |
| 2.4. Newmarch Gallery | | |
| Sale of Works - all sales except for Community Show | Yes | 30% commission |
| Prospect Community Show (Biennial) | n/a | no fee applies |
| Sale of works Community Show | n/a | no commission |
| Exhibition Fee - including Printing | Yes | \$580.00 |
| Exhibition Fee - excluding Printing permitted only if Gallery staff approve) | Yes | \$370.00 |
| Application Fee - Special Exhibitions (ie Biennial Prospect Portrait Prize) | No | \$32.00 |
| Exhibition by Special Invitation (artists(s) as granted by Prospect Arts Action Network (PAAN) including Printing | n/a | no fee applies |
| Emerging/Young Artist Group Exhibition (three or more artists under 26 years = 40% discount) including Printing | Yes | \$330.00 |
| 2.5. Payinthe Meeting Rooms | | |
| Tirkanthi Kuu | Yes | \$40.00 / hour |
| Eliza Hall * | Yes | \$68.00 / hour |
| Library Balcony | Yes | \$30.00 / hour |
| Foyer (as extension to Eliza Hall or Newmarch Gallery booking) | Yes | \$25.00 / hour |
| Newmarch Gallery | Yes | \$65.00 / hour |
| Irish Harp (combined) | Yes | \$30.00 / hour |
| Irish Harp (room 1 or 2) | Yes | \$15.00 / hour |
| Bond - low risk | No | \$150.00 |
| Bond - med risk | No | \$500.00 |
| Bond - high risk | No | \$1,000.00 |
| Swipe / Key deposit | No | 40.00 |
| * Eliza Hall Cleaning Fee for casual events / hire | Yes | \$ 160.00 |
| Sound, Lighting and Bar Staff (min 3 hour call our per staff member) | Yes | as per rates applied by staffing company |
| 3. Parks and Reserves | | |
| 3.1. Sports Ground Casual Hire | | |
| Picnic / local organised sports gathering | Yes | \$69.00 |
| Picnic / non local organised sports gathering | Yes | \$84.00 |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|---|---------------|--|
| Training (local organisations) per 3 hour session | Yes | \$31.00 |
| Training (non local organisations) per 3 hour session | Yes | \$60.00 |
| Festivals & Carnivals | Yes | \$60.00 |
| Access Key Bond | No | \$105.00 |
| 3.2. Major Events (Non-Council) - All Parks/Reserves | | |
| Hire Charge - Non Commercial Less than 150 Attendees | n/a | no fee applies |
| Hire Charge - Non Commercial Greater than 150 Attendees* | Yes | \$ 580.00 per day |
| Hire Charge - Commercial private event | Yes | \$1,000.00 per day |
| Bond - greater than 150 attendees | No | \$500.00 |
| Power Supply Charge | Yes | \$26.00 per day |
| Power Supply Bond (key) | No | \$100.00 |
| * 20% discount Local resident, local business, Non-local NFP organisation * 50% discount Local NFP (sporting clubs, community organisation, etc) | | |
| 3.3. Casual Hire for small / private functions Less than 150 | | |
| Barker Gardens | Yes | \$21.00 per hour |
| Memorial Gardens - Pavilion | Yes | \$25.00 per hour |
| Memorial Gardens - Sound Shell | Yes | \$25.00 per hour |
| Memorial Gardens - adjacent RSL | Yes | \$25.00 per hour |
| Prospect Estate - Western Rotunda | Yes | \$21.00 per hour |
| Prospect Estate - Eastern Rotunda | Yes | \$21.00 per hour |
| St Helens Park – Rotunda | Yes | \$21.00 per hour |
| 3.4. Vine Street Plaza | | |
| Hire Charge (only available for community event) | Yes | \$ 25.00 per hour |
| Access Key Bond | No | \$100.00 |



Community Programs and Services

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|---|---------------|---------------------------------------|
| 4. Community Bus Hire | | |
| Hiring Conditions - Available for hire to not-for-profit, incorporated community based groups - Groups must provide their own driver and return the vehicle with the same amount of fuel in the tank as when they picked up the vehicle. - Subject to availability. | Yes | \$10.50 per hour |
| | Yes | \$9.20 per kilometer |
| Refundable deposit | No | \$375.00 per hire |
| Cleaning fee (if required) | Yes | \$97.00 |
| 5. Rubbish Collection and Waste Services | | |
| 5.1. Waste Bins** | | |
| Additional Bin Full Year Lease - Recycling Bin | Yes | \$176.00 per annum |
| Additional Bin Full Year Lease - Organic Bin | Yes | \$176.00 per annum |
| Additional Bin Full Year Lease - Waste Bin - Subject to Approval | Yes | \$176.00 per annum |
| Additional Bin Half Year Lease (Jan to Dec) - Recycling Bin | Yes | \$88.00 |
| Additional Bin Half Year Lease (Jan to Dec) - Organic Bin | Yes | \$88.00 |
| Additional Bin Half Year Lease (Jan to Dec) - Waste Bin - Subject to Approval | Yes | \$88.00 |
| ** Payable Directly to Contractor | | |
| 5.2. Sharps Disposal | | |
| Sharps Container - Purchase only | Yes | \$10.00 |
| Sharps Container - Disposal only | Yes | \$5.00 |
| Sharps Container - Purchase and Disposal | Yes | \$14.00 |
| 6. Engineering and Operations Services | | |
| 6.1. Reinstatements & Private Works | | |
| Council Works permit (Roads) - application fee | No | \$155.00 |
| Invert/Crossover/Stormwater Construction | Yes | at cost + 10% admin fee |
| Drainage Trench Reinstatement | Yes | at cost + 10% admin fee |
| Road/Footpath Occupancy Fee - Main Roads* | No | \$7.50 per m ² per week |
| Road/Footpath Occupancy Fee - Local Roads* | No | \$7.50 per m ² per week |
| Traffic Management (assessment fee) - Main Roads | No | \$475.00 |
| Traffic Management (assessment fee) - Local Roads | No | \$315.00 |
| Placement of miniskip (or other bulk bin) - 4 day notice given to Council | Yes | \$155.00 |
| Urgent Placement of miniskip (or other bulk bin) - less than 4 day authorisation given to Council | Yes | \$255.00 |
| Arborist Report for Crossover Application | Yes | at cost + 10% admin fee |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|--|---------------|--|
| Street Tree Removal for Crossover Installation | Yes | at cost + 10% admin fee |
| Nature Strip Redevelopment - 50% contribution | Yes | at cost + 10% admin fee |
| * Rebate may apply subject to certain terms and conditions | | |
| 6.2. Property and Road Services | | |
| Clearance of Vegetation - Fire and Emergency Services | Yes | at cost + 10% admin fee |
| Clearance of Vegetation - Encroachment into Public Land | Yes | at cost + 10% admin fee |
| Clearance of Vegetation - Unsightly | Yes | at cost + 10% admin fee |
| Litter and Waste Cleanup | Yes | at cost + 10% admin fee |
| 6.3. Small Memorials in Parks and Reserves | | |
| Bench (purchase, installation and maintenance, plaque to be provided) | Yes | \$4,350.00 |
| Tree (purchase, installation and maintenance) | Yes | \$1,100.00 |
| Plaque (installation and maintenance only) | Yes | \$230.00 |
| 6.4. Inter Council Heavy Fleet Hire | | |
| Dry Hire JCB 3CX Backhoe Fel, exclusive arrangement with City of Campbelltown | Yes | \$420.00 per day |
| Dry Hire JCB 3CX Backhoe Fel, exclusive arrangement with City of Campbelltown | Yes | \$66.00 per hour |
| 7. Animal Management Services | | |
| 7.1. Dog Registration | | |
| Standard Dog (meaning microchipped and desexed) | No | \$44.00 per dog |
| Non Standard Dog | No | \$88.00 per dog |
| Standard Dog (meaning microchipped and desexed) - Concession/Pensioner | No | \$22.00 per dog |
| Non Standard Dog - Concession/Pensioner | No | \$44.00 per dog |
| Puppy under 6 months | No | \$44.00 per dog |
| Working Dog | No | \$22.00 per dog |
| Racing Greyhound | No | \$22.00 per dog |
| Assistance Dog | n/a | no fee applies |
| New Registrations between 1 and 30 June | n/a | no fee applies |
| First Year of Registration for Rescue Dogs (obtained from the AWL, RSPCA or any licenced animal rescue centre) | n/a | no fee applies |
| | | |
| Business Dog - first 4 dogs | No | \$88.00 per dog |
| Business Dog - 5 to 10 dogs | No | \$440.00 flat fee |
| Business Dog - 11 to 20 dogs | No | \$880.00 flat fee |
| Business Dog - 21 to 30 dogs | No | \$1,320.00 flat fee |
| Business Dog - 31 or more dogs | No | \$1,760.00 flat fee |
| | | |
| Replacement Disc Fee | No | \$10.00 per disc |
| Penalty for Late Registration | No | \$15.00 per dog |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|--|---------------|---|
| 7.2. Animal Impounding | | |
| Seizure & Impounding Fee (fee set annually by Animal Welfare League) | No | \$282.44 |
| 8. Rangers Services - Licences and Permits | | |
| 8.1. Road Traffic (Miscellaneous) Regulations 1999 | | |
| Parking Offence Expiation Fees | No | per legislation |
| Parking expiation fees for offences arising under the Australian Road Rules are set by legislation and indexed annually. | | |
| Expiation Reminder Fees | No | per legislation |
| Reminder notice fees for overdue payment of expiation fees are set by legislation. | | |
| Parking expiation fees for offences arising under the Private Parking Areas Act are set by legislation. | | |
| 8.2. Vehicle Impounding | | |
| <u>Impounded Vehicles</u> | | |
| Recovery of impounded vehicle by the owner | Yes | \$145.00 per vehicle |
| Storage after first ten days | Yes | at cost + 10% admin fee per day |
| Vehicle sale advertising costs (if applicable) | Yes | at cost + 10% admin fee per day |
| 8.3. Residential Parking Permits | | |
| Residential Parking Permits | No | \$110.00 |
| Parking Permit Replacement Fee (residential and temporary special use) | No | \$20.00 |
| Change of details on Residential Parking Permit Fee (first change free) | No | \$20.00 |
| Temporary Special Use Permit Application Fee | No | \$30.00 |
| Temporary Parking Restriction Alteration Fee (Section 221 Permits) | No | \$340.00 |
| 8.4 Footpath Trading Fees and Charges | | |
| Application Fee | n/a | no fee applies |
| Tables and Chairs | Yes | \$21.00 per chair |
| Advertising Board (inc. A-Frames) | n/a | no fee applies |
| Display of Goods | n/a | no fee applies |
| Nightclub/Licensed Premises Queues | n/a | no fee applies |
| Busking | Yes | \$37.00 per permit |
| Mobile Food Vendors (Food Trucks) | Yes | \$68.00 monthly |
| Mobile Food Vendors (Food Trucks) | Yes | \$680.00 annual |
| 9. Community Support Program | | |
| Social Groups (for seniors, funded by Commonwealth Home Support Program) | Yes | \$2 - \$45.00 range dependent upon activity type and material costs |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|--|---------------|--|
| 10. Community Events | | |
| 10.1. Prospect Spring Fair & Twilight Sessions and other small - medium events | | |
| Commercial Food Business - calculated as 20% of sales on z read | Yes | 20% of sales (\$100 minimum payable) |
| Commercial Business - per 3x3 site | Yes | \$105.00 |
| Selling stall site - Single (3X3m) site only* | Yes | \$53.00 |
| Selling stall site - Double (6X3m) site only | Yes | \$100.00 |
| Selling stall site - Triple (9X3m) site only | Yes | \$148.00 |
| Information stall (3X3m) site only | Yes | \$26.00 |
| Information stall (6X3m) site only | Yes | \$42.00 |
| Information stall (9X3m) site only | Yes | \$58.00 |
| Electricity surcharge | Yes | \$32.00 per outlet |
| Trestle hire | Yes | \$21.00 each |
| Marquee hire (per 3m x 3m) - inc weights at no extra charge (not including site fee) | Yes | \$170.00 |
| Marquee hire (per 3m x 6m) inc weights at no extra charge (not including site fee) | Yes | \$270.00 |
| Liquor License - limited one day, administered by Council on behalf of Liquor Licensing Commission | Yes | \$100.00 |
| Market Stall as part of artisan, curated activation or market area | Yes | variable up to \$90 |
| 10.2. Prospect Road Events and other major Council events | | |
| Trestle hire | Yes | \$23.00 each |
| Marquee hire (per 3m x 3m) inc weights at no extra charge (not including site fee) | Yes | \$230.00 |
| Marquee hire (per 3m x 6m) inc weights at no extra charge (not including site fee) | Yes | \$420.00 |
| Market Umbrella and weighted base | Yes | \$68.00 |
| Electricity surcharge connection | Yes | \$37.00 per outlet |
| Additional Light | Yes | \$21.00 each |
| Additional Chairs | Yes | \$10.50 each |
| Compulsory street stallholder and registered shopfront participation fee (includes outdoor trading permit and promotional material, excluding liquor licence), for evening events this covers 'late night' trading | Yes | \$15.00 |
| Sponsor packages | Yes | by negotiation |
| City of Prospect Food and Beverage Business (3x3 site) | Yes | \$400.00 |
| Non Prospect Business (or any food vans/business requiring larger than 3x3 site) | Yes | \$900.00 |
| Market Stall, Local Business (non food/bev), Charity or service club (Marquee provided) | Yes | \$165.00 |
| Market Stall, Local Business (non food/bev), Charity or service club (Marquee not provided) | Yes | \$10.50 |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|---|---------------|--|
| Market Stall as part of artisan, curated activation or market area | Yes | Variable up to \$90 |
| 10.3. Road Closures | | |
| Private Temporary Road Closures – Includes all associated Activities (advertising, sign setup and pack down by Council Staff from Monday to Friday) | Yes | at cost + 10% admin fee additional penalty rates apply for weekends |
| 10.4. Community Event Signage | | |
| Install and Remove Community Event Ahead Signage (Monday to Friday) | Yes | at cost + 10% admin fee additional penalty rates apply for weekends |
| 10.5. Community Event Ad Hoc Assistance | | |
| Activities including (but not limited to):- mark out of irrigation, installation of temporary taps, etc. | Yes | at cost + 10% admin fee additional penalty rates apply for weekends |
| Additional bin pick-up - post events | Yes | at cost + 10% admin fee additional penalty rates apply for weekends |
| Additional bin supply - per bin | Yes | at cost + 10% admin fee additional penalty rates apply for weekends |
| 10.6. Community Event Parking Patrols | | |
| Monitor and patrol parking around community events (regular work hours) | Yes | at cost additional penalty rates apply for weekends |
| Install and remove temporary parking controls (regular work hours) | Yes | at cost additional penalty rates apply for weekends |
| 10.7. CLUB5082 / OOTS / School Programs | | |
| OOTS / School Programs Ticket and Program charges | Yes | variable up to \$50 per person discounts applied for children and people with concessions |
| Club5082 Ticket and Program charges | Yes | variable up to \$50 per person discounts applied for children and people with concessions |
| Bar charges (range of drinks, snacks and alcohol products) | Yes | variable prices |
| 11. Prospect Magazine 'Your Prospect' | | |
| 11.1. City of Prospect Magazine - 'Your Prospect' | | |
| <u>Standard advertising in "Your Prospect"</u> | | |
| Size - 80 X 90mm (1 unit) | Yes | \$150.00 |
| Size - 166 X 90mm (2 units horizontal) | Yes | \$290.00 |
| Size - 80 X 186mm (2 units vertical) | Yes | \$290.00 |
| Size - 252 X 90mm (3 units horizontal) | Yes | \$380.00 |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|--|--------------------------|--|
| Size - 80 X 282mm (3 units vertical) | Yes | \$380.00 |
| Size - 166 X 186mm (4 units square) | Yes | \$510.00 |
| Size - 80 X 388mm (4 units vertical) | Yes | \$510.00 |
| Size - 252 X 186mm (6 units half page) | Yes | \$730.00 |
| Size - 166 X 282mm (6 units vertical) | Yes | \$730.00 |
| Size - Full Inside Page | Yes | \$1,450.00 |
| Size - Full Page Inside Rear Cover | Yes | \$1,720.00 |
| Size - Full Page Rear Cover | Yes | \$3,450.00 |



Council Administration, Planning and Information Services

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|--|---------------|--|
| 12. Council Administration and Information Services | | |
| 12.1. Photocopying and copies of Council Documentation | | |
| Printing B&W A4 | Yes | \$0.10 per sheet |
| Printing B&W A3 | Yes | \$0.20 per sheet |
| Printing Colour A4 | Yes | \$0.20 per sheet |
| Printing Colour A3 | Yes | \$0.40 per sheet |
| Photocopying B&W A4 | Yes | \$0.10 per sheet |
| Photocopying B&W A3 | Yes | \$0.20 per sheet |
| Photocopying Colour A4 | Yes | \$0.20 per sheet |
| Photocopying Colour A3 | Yes | \$0.40 per sheet |
| 12.2. Extract from Council Records | | |
| <u>Assessment Record (as per LG Act 1999 S174(2))</u> | | |
| Assessment Register per assessment | No | \$5.50 |
| <u>Electoral Roll - printed copy for candidates</u> | | |
| First printed copy - Voters Roll for relevant area or ward | n/a | no fee applies |
| Additional printed copy - Full Voters Roll | No | \$60.00 |
| Additional printed copy - Individual Ward Voters Roll (per roll) | No | \$45.00 |
| <u>Electoral Roll - printed extract from Electoral Roll</u> | | |
| Prospect ratepayer/resident | No | \$1.00 per enrolment |
| Non Prospect ratepayer/resident | No | \$6.00 per enrolment |
| Commercial organisations | No | \$6.00 per enrolment |
| <u>Rates Notice Reprint</u> | | |
| Current & Previous Financial Years (ie 2023-2024 & 2022-2023) | n/a | no fee applies |
| more than two financial years (ie 2021-2022) | No | \$5.50 per notice |
| more than three financial years (ie 2020-2021 or older) | No | \$27.50 per year |
| Schedule of multiple years rates levies | No | \$50.00 per schedule |
| <u>Meetings</u> | | |
| Agendas and Minutes | No | \$0.25 per A4 page |
| Agendas and Minutes | No | \$0.45 per A3 page |
| <u>Registers</u> | | |
| Extract from general registers | No | \$0.25 per A4 page |
| Extract from general registers | No | \$0.45 per A3 page |
| Extract from Register of Elected Members Interests | No | \$0.25 per A4 page |
| Extract from Register of Elected Members Interests | No | \$0.45 per A3 page |

| | Includes GST? | 2023-2024 Fee (inc GST if applicable) |
|---|---------------|--|
| 12.3. Freedom of Information | | |
| <u>Freedom of Information Act applications in relation to Council documents</u> | | |
| Application to access council documents | No | \$38.25 |
| Application for review of a determination | No | \$38.25 |
| Staff time spent - per each 15 minutes | No | \$14.40 |
| Note. If information relates to personal affairs of the applicant | n/a | no charge first 2 hours |
| Written transcripts of documents | No | \$8.55 |
| NB: Any information accessed in the form of a copy of photograph, x-ray, video tape, computer tape, or computer disk - the actual cost will be incurred by the applicant. | | |
| Any cost for postage or delivery will also be incurred by the applicant. | | |
| 12.4. Planning, Development and Infrastructure Act 2016 | | |
| Building, Planning and Lodgement Fees are statutory charges. Please refer to the relevant Planning, Development and Infrastructure (Fees) Notice. | | |
| Other | | |
| Public Notification - Sign on Land (per application - this item is not a statutory fee) | Yes | \$200.00 |
| Certificate of Title (this item is not a statutory fee) | Yes | \$35.00 |
| 12.5. Local Government Act 1999 - Property Searches (Statutory) | | |
| Section 7 - Property details | No | \$27.75 |
| Section 187(3)(e) - Certificate of Liabilities on rates and charges | No | \$39.00 |
| Section 7 - Property details and Section 187(3)(e) - Certificate of Liabilities on rates and charges | No | \$66.75 |
| 12.6. Retrieval of Historic Planning Information (not part of FOI) | Yes | \$30.00 |
| 12.7. Community Facilities Hire | | |
| Bookings and Activation Officer Out of Hours Call-Out Fee | Yes | \$77.00 |
| Senior Events Coordinator Out of Hours Call-Out Fee | Yes | \$85.00 |
| 12.8. ByLaw Charges | | |
| Section 246(3)(g) of the Local Government Act | Yes | \$1250.00 |
| Section 246(5) of the Local Government Act | Yes | \$312.50 |
| Section 246(3) of the Local Government Act | Yes | \$50.00 for every day of the offence |
| 12.9. Review of a Decision | | |
| Section 270 | Yes | \$20.00 |



**For further information contact:
City of Prospect**

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