

**Shire of Cocos (Keeling) Islands**  
**2022/2023 SCHEDULE OF FEES & CHARGES**

All fees and charges imposed by the Shire of Cocos (Keeling) Islands are effective 1 July 2022.  
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	Fees & Charges	Explanatory Comment	Statutory Fee	2022/23 Fees
<b>All Shire Services</b>				
<b>Administration</b>				
	Freedom of Information Act 1992 - Application fee under section 12(1)(e) for an application for non-personal information.		Yes	\$30.00
	Freedom of Information Act 1992 - Charge for time taken by staff dealing with the application (per hour, or pro rata for a part of an hour).	Per hour.	Yes	\$30.00
	Charge for time taken by staff photocopying for Freedom of Information applications per hour, or pro rata for a part of an hour of staff time.	Per hour.	Yes	\$30.00
	Charge per copy for photocopying documentation in response to a Freedom of Information application.	Per A4 page.	Yes	\$0.20
	Charge for delivery, packaging and postage Freedom of Application response.	Actual cost of postage.	Yes	Actual cost
<b>Rating Services</b>				
<b>Rating Services</b>				
	Property Listing / Rate Book	No charge for inspection at local government office.	No	No charge
	Property Listing / Rate Book	Other than by inspection at local government office (1 property).	No	\$46.00
	Property Listing / Rate Book	Other than by inspection at local government office (for 5 or more properties).	No	\$85.00
	Administration fee on rates instalments – 4 instalments.	\$5 per additional instalment.	No	\$15.00
	Instalment Option - Interest			5.50%
	Late Payment Penalty Interest			11.00%
<b>Finance &amp; Administration</b>				
<b>Publications</b>				
	Annual Report	1 Copy	No	\$20.00
<b>Lease Administration Fees</b>				
	New Lease Preparation Fee.		No	\$260.00
	Deed of Variation.		No	\$260.00
	Deed of Assignment.		No	\$260.00
	Deed of Sub-Lease.		No	\$260.00
	Landgate valuation fees.		No	50% Actual cost
	Legal fees.		No	Actual cost
	Lease customisation.		No	Actual cost
	Easement and other documents.		No	Actual cost
	Caveat lodgement and withdrawal.		No	Actual cost
<b>Housing Rental and Other Charges</b>				
	Kampong Housing Rental - Home Island			
	Two bedroom		No	\$265.00
	Three bedroom		No	\$275.00
	Four bedroom		No	\$285.00
	Bungalow housing		No	\$275.00
	Lot 202 & 204 - Houses		No	\$400.00
	Kampong lease - property insurance contribution		No	50% of cost
	Other rental contributions		No	per individual agreement
<b>Container Park Site Rent</b>				
	Non-powered site	per week (minimum)	No	\$20.00
		per annum	No	\$671.00
	Powered site	per week (minimum)	No	\$62.00
		per annum	No	\$2,785.00
	Non-powered site - Cocos Island P&C Association		No	No Charge

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<b>Private works</b>				
	Major Private Works.		No	to be quoted
<b>Sand and Coral</b>				
	Sand - delivered to West Island	Per m3	No	\$140.00
	Sand - delivered to Home Island	Per m3	No	\$106.00
	Coral - delivered to West Island	Per m3	No	\$161.00
<i>Minimum charge 1 m3</i>				
<b>Excavation Permit - Road Crossing</b>				
	Reinstatement of road	Bitumen - \$/m2	No	\$292.00
		Paving - \$/m2	No	\$340.00
		Gravel - \$/m2	No	\$91.00
<b>Labour Charge</b>				
	General Labourer	Per hour	No	\$66.00
	Mechanic	Per hour	No	\$97.00
	Carpenter	Per hour	No	\$77.00
	Plumber	Per hour - Home Island Only	No	\$77.00
	Coxswain	Per hour	No	\$97.00
* Above rates are for ordinary hours only during week days. Time outside of these hours will incur penalty rates.				
<b>Professional Fees</b>				
	Professional Advice (Expert Witness Statement, Reports etc.), Private Works Management Consulting or works coordination.			
	Chief Executive Officer	Per hour	No	\$215.00
	Manager / Coordinator	Per hour	No	\$166.00
	Senior Administration / Technical Officer	Per hour	No	\$86.00
	Officer	Per hour	No	\$82.00
	Translation Services	Per hour	No	\$82.00
* Above rates are for ordinary hours only during week days. Time outside of these hours will incur penalty rates.				
<b>Plant &amp; equipment hire</b>				
	Excavator - Komatsu PC220LC	Per hour with operator	No	\$319.00
	Grader - Case876	Per hour with operator	No	\$259.00
	Loader - Home Island - Hyundai HL740	Per hour with operator	No	\$237.00
	Loader - West Island - Hyundai HL757	Per hour with operator	No	\$254.00
	Tractor - large, includes attachments	Per hour with operator	No	\$206.00
	Chipper / Shredder	Per hour with operator	No	\$210.00
	Skid Steer Loader	Per hour with operator	No	\$151.00
	Mini Excavator - 2.5T	Per hour with operator	No	\$168.00
	Mini Excavator - 5T	Per hour with operator	No	\$200.00
	Genie Work Platform - Home Island	Per hour with operator	No	\$156.00
	Tipper - 10T	Per hour with operator	No	\$232.00
	Tipper - 5T	Per hour with operator	No	\$173.00
<b>* No Dry Hire of the above equipment available</b>				
	Solar Lighting Towers	Per day - Commercial use	No	\$103.00
		Per day - Community use	No	\$31.00
	Portable Generator 3.5KVA	Per day - Commercial use	No	\$103 + fuel
		Per day - Community use	No	\$31 + fuel
	Scaffolding	Per day	No	\$77.00
	PA system	Refundable Bond	No	\$200.00
** Minimum charge 1hour per plant hired including operator costs during ordinary working hours.				
*** All plant hire is subject to availability with a minimum 48hours notice of intent to hire.				
**** Penalty rates apply outside of ordinary working hours				

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<b>Community Facilities, Recreation and Culture</b>			
<b>Community Hall Hire Fees &amp; Charges</b>			
Definitions:			
Community - Any Not For Profit organisation, Charitable organisation, charitable event or community groups / sport clubs.			
Standard - Government Departments & Agencies, Business, commercial or individuals			
Functions - Parties, celebrations, high risk bookings, community functions e.g. quiz night. Bookings are a minimum of 2 hours			
Commercial or Private hire	per hour (minimum 2 hours)	No	\$32.00
	Per day	No	\$210.00
Cocos Island Resident (non-commercial)	Per day	No	\$21.00
Kitchen - Not for Profit Community Fundraisers		No	NIL
Cleaning Bond	held on Cyclone Shelter - to be paid prior to hire and refunded on inspection for satisfactory cleanliness.	No	\$200.00
Bond hold - additional cleaning per staff member per hour	Actual cost recovery	No	\$40.00 - \$250.00
Key bond	To be paid when key collected and reimbursed on return of key.	No	\$50.00
<b>Itinerant Traders - Trading Activities on Thoroughfares, Public Places and Local Government Property</b>			
Application Fee	One off	No	\$80.00
Daily Permit fee	Per day	No	\$10.00
Weekly Permit fee	Per week	No	\$50.00
Monthly Permit fee	Per month	No	\$120.00
Annual Permit fee	Per Year	No	\$250.00
* Itinerant Traders Permit not required for vendors participating in a market day event organised by the Shire or the Community Resources Centre to encourage activation and participation at these events.			
<b>Gym Fees - Home Island</b>			
Annual Membership fee	Per Year	No	\$80.00
<b>Camping Fees - Scout Park &amp; Direction Island only. Refer Camping Policy CPC7.</b>			
Adult	Per night, payable at time of booking	No	\$15.00
Child	Per night, payable at time of booking	No	\$5.00
Adult	Per Year - annual fee	No	\$100.00
Child	Per Year - annual fee	No	\$25.00
Refund Admin charge	% of total booking fee	No	25%
<i>no refund for bookings cancelled one month or less before camping dates.</i>			
* Maximum 14 days consecutive camping allowed, maximum 21 days in any three month period.			
Impounding Fee - camping equipment		No	\$100.00
<b>Port Fees - Cocos (Keeling) Islands Marine Traffic and Harbour Facilities Determination 2015</b>			
Port Anchorage - Private Vessels	per day	Yes	\$10.00
	per week	Yes	\$50.00
<i>Private vessels in excess of 150 GRT will require pilotage.</i>			
<b>Animal Control</b>			
<b>Cats</b>			
The Cat Act 2011 requires all cats over the age of six (6) months to be sterilised, microchipped and registered.			
Registration fees: Cat - One year.	For one year only. Valid to 31st October each year.	Yes	20.00
Registration fees: Less than 6 months - Half Fee	After 31st May each year	Yes	10.00
Registration fees: Cat - Three years.	For three years.	Yes	42.50
Registration fees: Cat - Life.	For the life of the animal.	Yes	100.00
Registration fees: Cat - Concessions	Pensioner Concession Card holders	Yes	50% of registration fee
Cat sterilisation & microchipping	Vet visit to Cocos Islands	No	Actual cost
Cat surrender/disposal fee.	Per animal.	No	Actual cost
<b>Environmental Health</b>			
<b>Food Business</b>			
Food Act Registration - Application Fee	One Off Fee upon application	Yes	\$75.00
Food Act Registration Fee	Annual Fee	Yes	\$150.00
<b>Home Business</b>			
Initial application for approval of a home occupation where the home occupation has not commenced	One Off Fee upon application	Yes	\$100.00
Application for the renewal of an approval of a home occupation where the application is made before the approval expires	Annual Fee	Yes	\$73.00
<b>Offensive Trades (set by Health Regulation)</b>			
Laundries, Dry-cleaning establishments.		Yes	147.00
Poultry Farming.		Yes	298.00
Fish Processing establishments in which whole fish are cleaned and prepared.		Yes	298.00
Shellfish & Crustacean processing est.		Yes	298.00
Any other Offensive Trade as specified in the Health Regulation.		Yes	298.00

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<b>Waste Management</b>				
<b>Rubbish &amp; Recycling - Annual Service Charges</b>				
	Domestic	Per 240L waste bin - collected up to twice per week	No	\$373.00
	Commercial	per bin. Minimum annual charge for any shop, storage area, other premises used partially or wholly in the conduct of business or trade.	No	\$373.00
	Additional Bins - Waste 240 litre	Annual Fee per extra bin.	No	\$270.00
	Additional Bins - Waste 120 litre	Annual Fee per extra bin.	No	\$173.00
	* additional bin fee also applies for replacement bin where vandalism or intentional damage caused.			
<b>Transfer Station Fees</b>				
	General Household Waste		No	NIL
	Demolition & construction waste	per m3	No	\$470.00
<i>The Shire is not currently accepting any asbestos containing materials. All asbestos containing materials must be appropriately shipped off island at owners expense.</i>				
<b>Vehicle and Machinery Disposal</b>				
	2 wheeled motorbike		No	\$235.00
	Quadbikes / Buggies		No	\$470.00
	Vehicles < 2 tonnes		No	\$940.00
	Vehicles > 2 tonne, < 5 tonne		No	\$1,410.00
	Vehicles > 5 tonne		No	\$1,880.00
	* Accepted only at the discretion of the CEO			
	To be accepted all glass, tyres, batteries must be removed and oil drained.			
<b>Planning and Building Fees</b>				
<b>Administration</b>				
<b>Planning and Development Regulations 2009</b>				
	Zoning Certificate - Application Fee for Zoning Certificate.	Proforma advising of current zoning under Town Planning Scheme and any changes to Scheme being considered by Council, does not include site inspection.	Yes	\$73.00
	Written advice - Application Fee for Written Planning Advice.	Proforma advising of current zoning under Town Planning Scheme and any changes to Scheme being considered by Council, does not include site inspection.	Yes	\$73.00
	Clause 61A Deemed to Comply Check.	Applicable for Single houses, and extensions to, only.	Yes	\$295.00
<b>Development Application</b>				
<b>Planning and Development Regulations 2009</b>				
	Development Cost <\$50,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	\$147.00
	Development Cost \$50,000 - \$500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	0.32% of estimated cost of development
	Development Cost \$500,000 - \$2,500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	\$1,700 + 0.257% for every \$1 in excess of \$500,000
	Development Cost \$2,500,000 - \$5,000,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
	Development Cost \$5,000,000 - \$21,500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	\$12,633 + 0.123% for every \$1 in excess of \$5 million
	Development Cost >\$21,500,000.	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).	Yes	\$34,196.00
	Amendment or Renewal of an Approved Development Application	Amendments to and renewals of previously assessed and approved Development Application.	Yes	\$295.00
	Change of Use/Continuation of Non-Conforming Use.	Determining a development application (other than for an extractive industry) where the development has already commenced or been carried out.	Yes	Penalty: The fee plus by way of penalty, twice that fee (=3x fee in total).
<b>Scheme Amendments</b>				
	Complex amendments.	Fees calculated & applied in accordance with Part 7 of the Planning & Development Regulations 2009.	Yes	Actual cost
	Standard amendments.	Fees calculated & applied in accordance with Part 7 of the Planning & Development Regulations 2009.	Yes	Actual cost
	Basic amendments.	Fees calculated & applied in accordance with Part 7 of the Planning & Development Regulations 2009.	Yes	Actual cost
<b>Structure Plans</b>				
	New Local Structure Plan.	Fees calculated & applied in accordance with Part 7 of the Planning & Development Regulations 2009.	Yes	Actual cost
	Amendment to Local Structure Plan.	Fees calculated & applied in accordance with Part 7 of the Planning & Development Regulations 2009.	Yes	Actual cost

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<b>Building</b>				
	<b>Satellite Dish</b>			
	Satellite Dish Application	1m <sup>3</sup> or less	No	\$50.00
		Greater than 1m <sup>3</sup>	Yes	As per statutory Building Permit fees
	<b>Pool Inspections</b>			
	Inspection of pool enclosures	per Building Act Regulation 53	Yes	\$58.45
	Additional inspections or other non-mandatory inspections.	Each.	No	Actual cost
	Provision of an inspection certificate for a swimming pool barrier.	r28 - Inspection Certificate to contain information identified in r29.	No	Actual cost
	<b>Building General</b>			
	Application to vary a component/s of an already approved Building Permit.	Based on the change in contract value, but not less than fee listed.	No	108.00
	Building Services Levy (applicable on above applications).	0.137% where construction value >\$45K or \$61.65min.	Yes	0.137% or \$61.65min
	BSL Commission	Administration fee retained by Shire of Cocos (Keeling) Islands for collection of BSL Levy.	Yes	5.00
	<b>Building Record Search</b>			
	Building Search Fee (Payable on all requests at time of request).	(s129, s131 Act) - Fee plus copying charges.	No	\$40.00 + copying charges
	Copies of Commercial Plans - A4 to A0.	Per set.	No	39.00
	Copies of Residential Plans - A4 to A3.	Per set.	No	17.80
	Copies of Plans - Larger than A3.	Single copy.	No	12.60
	Copies of Plans - A4 to A3.	Single copy.	No	6.80
	<b>Building Permit Fees (Building Act 2011)</b>			
	Extension of time during which a building permit has affect.	As per s32(3)f of the Building Act 2011.	Yes	110.00
	Un-Certified Building Permit.	0.32% of estimated building works value but not less than \$110.00.	Yes	0.32% or 110.00
	Certified Building Permit Class 1 & 10.	0.19% of estimated building works value but not less than \$110.00.	Yes	0.19% or 110.00
	Certified Building Permit Class 2 to 9.	0.09% of estimated building works value but not less than \$110.00.	Yes	0.09% or 110.00
	Building Services Levy (applicable on above applications).	0.137% where construction value >\$45K or \$61.65min.	Yes	0.137% or \$61.65min
	BSL Commission (on the above applications).	Administration fee retained by Shire of Cocos (Keeling) Islands for collection of BSL Levy.	Yes	5.00
	Application for approval of battery powered smoke alarms.		Yes	179.40
	<b>Demolition Licences - (Building Act 2011)</b>			
	Extension of time during which a demolition permit has affect.	As per s32(3)f of the Building Act 2011.	Yes	110.00
	Demolition Permit Class 1 & 10.	Flat rate.	Yes	110.00
	Demolition Permit Class 2 to 9.	\$110.00 for each storey of the building.	Yes	\$110.00 per storey
	Building Services Levy (BSL) (applicable on the above applications).	Building Services (Complaint Resolution & Administration) Regulations 2011. r12.	Yes	0.137% or \$61.65minimum
	BSL Commission.	Administration fee retained by Shire of Cocos (Keeling) Islands for collection of BSL Levy.	Yes	5.00
	<b>Building Approval Certificate - BAC (Building Act 2011)</b>			
	Building Approval Certificate for Unauthorised Works (s51(3)).	0.38% of construction value but not less than \$110.00.	Yes	0.38% or \$110.00
	Building Services Levy for unauthorised work (s51).	0.274% where construction value >\$45k or \$123.30 minimum.	Yes	0.274% where construction value >\$45k or \$123.30 minimum
	BSL Commission.	Administration fee retained by Shire of Cocos (Keeling) Islands for collection of BSL Levy.	Yes	5.00
	Building Approval Certificate for an existing building (no work has commenced or been done).	(s52(2).	Yes	110.00
	Building Services Levy (BSL) (applicable on the above application).		Yes	61.65
	BSL Commission.	Administration fee retained by Shire of Cocos (Keeling) Islands for collection of BSL Levy.	Yes	5.00

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<b>Occupancy Permits (Building Act 2011)</b>			
Occupancy Permit for a completed Building.	with existing approval (s46).	Yes	110.00
Modification of Occupancy Permit for additional use on a temporary basis.	(s48).	Yes	110.00
Application to extend the time for an occupancy permit or building approval certificate.	(s65(3)a).	Yes	110.00
Temp Occupancy Permit for incomplete building.	(s47).	Yes	110.00
Replacement Occupancy Permit for permanent change of building use.	(s49).	Yes	110.00
Replacement Occupancy Permit for an existing building.	(s52(1)).	Yes	110.00
Occupancy Permit or BAC for the registration of Strata Scheme, plan or subdivision (s50(1) & (2)).	\$11.60 each unit covered by the application but not less than \$115.00.	Yes	\$11.60 each unit covered by the application but not less than \$115.00
Building Services Levy (BSL) (applicable on the above application except s46 & s48).		Yes	61.65
BSL Commission.	Administration fee retained by Shire of Cocos (Keeling) Islands for collection of BSL Levy.	Yes	5.00
Occupancy Permit for which unauthorised work has been done.	(s51(2)).	Yes	0.18% of construction value but not less than \$105.00 min
Building Services Levy for unauthorised work (s51).	0.274% where construction value >\$45k or \$123.30 minimum (less \$5 commission).	Yes	0.274% where construction value >\$45k or \$123.30 minimum
BSL Commission.	Administration fee retained by Shire of Cocos (Keeling) Islands for collection of BSL Levy.	Yes	5.00
<b>Building/Certification Fees - (Refer Building Act 2011)</b>			
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought).		Yes	2160.15
Certificate of Construction Compliance.	Listed fee - Two hours officer time or part thereof. Excess of two hours - half this fee per hour thereafter.	No	216.00
Certificate of Building Compliance.	Listed fee - Two hours officer time or part thereof. Excess of two hours - half this fee per hour thereafter.	No	216.00
Certificate of Design Compliance - Class 1 & 10 Buildings.	Class 1 & 10 Buildings.	No	0.13% of the estimated value of building work but not less than \$105
Certificate of Design Compliance - Class 2 - 9 Buildings.	Class 2 - 9 Buildings.	No	0.09% of the estimated value of building work but not less than \$105
Provision of Information & Advice from Building Services.	Per hour.	No	108.00
Request seeking Confirmation.	Confirmation that Planning, Environmental Health, Infrastructure etc. requirements have been met.	No	108.00
Compile an alternative solution for class 1 and 10.	Minimum of listed fee for first two hours or part thereof. Then half this fee per hour thereafter.	No	216.00
DFES Consultation.	Class 2 - 9 Buildings.	No	105.00
Certificate of Construction Compliance.	Includes one site inspection; additional inspections charged as per fee listed below. Priced on application.	No	\$540.00 minimum
Certificate of Building Compliance - Class 1 & 10.	Includes one site inspection; additional inspections charged as per fee listed below. Priced on application.	No	\$360.00 minimum
Certificate of Building Compliance - Class 2 - 9.	Includes one site inspection; additional inspections charged as per fee listed below. Priced on application.	No	\$540.00 minimum
Additional inspections.	Per hour.	No	180.00
Certificate of Design Compliance - Class 1 & 10 Buildings.	Class 1 & 10 Buildings.	No	\$360.00 minimum
Certificate of Design Compliance - Class 2 - 9 Buildings.	Class 2 - 9 Buildings.	No	\$540.00 minimum + 0.1% of Construction Value
Provision of Information & Advice from Building Services.	Per hour.	No	180.00
Compile an alternative solution for class 1 and 10.	Minimum starting rate. Priced on application.	No	\$360.00 minimum