



The CEASA office is open between  
9:00 am and 5:00pm

## 2011 (Subject to change)

### Education Development Centre Room Charges

The Education Development Centre now charges everyone for room hire. CEASA affiliated associations are able to hire rooms at a reduced rate. Please contact EDC directly regarding any enquiries and bookings – phone 8463 5889. There is a charge for all additional equipment booked through EDC. (Alternatively, see CEASA equipment hire in next column)

### Mail-out Service

- Australia Post charges apply.
- 'Postage Paid' envelopes must be used for bulk postage.
- A charge applies for materials used (e.g. envelopes: 9c normal letter, 20c per A/4).

Joint distribution of fliers with other associations is arranged by CEASA through the DECS Distribution Centre as per the CEASA Distribution schedule. The distribution charge is 0.09c per copy per site (for a single A4 sheet). Paper heavier than 80gsm will incur additional cost. Distribution at any other times than the CEASA schedule should be arranged directly with the Distribution Centre (ph 8234 0140).

### Address Labels

A4 sheets of 16 large or 30 smaller labels @ \$1.05 per sheet.

### Labour Charges

**\$26.00** p/h for word processing (letters, minutes etc); for membership mailouts; for Newsletters, Membership processing etc. (publishing, and/or database management)

### Web administration

Time will be charged at \$30.00 per hour

### Facsimile Service

Faxes will be charged at the same rate as telephone calls, e.g. 50c per local call. Interstate faxes will be charged at \$1.00 per page.

### Photocopying

	Single Sided	Double Sided	Stapling
A4 White	7c	10c	2c
A4 Tint	8c	11c	2c
A4 Colour	9c	12c	2c
A3 White	10c	13c	2c
A3 Tint	14c	17c	2c
A3 Colour	18c	21c	2c

Cost is calculated in cents per impression (including blanks).

### Laminating

CEASA has an A3 laminator. Charges are:

- A/3 ... \$1.50 per page
- A/4 ... \$0.75 per page
- Credit card size ... \$0.80 each

### CEASA Equipment Hire (fee per item per day)

1 x DVD/VHS video & television (on trolley)	\$20.00
1 x laptop computer with DVD playback	\$25.00
2 x data projectors	\$45.00
1 x 30 cup electric urn	\$10.00
1 x 100 cup electric urn	\$10.00
1 x pair of speakers	\$10.00

Any equipment hired from CEASA is to be collected from the CEASA office during office hours and returned to the CEASA office as soon as practicable (next day). Any cost incurred by CEASA for repair or replacement of equipment damaged or lost due to misuse or mishandling will be charged to the association.

### TRTs

TRT vouchers can be obtained from CEASA for a charge of \$400.00 per day (\$200.00 per half day). Contact CEASA if you require a TRT (DECS or CESA or AISSA).

**All above fees are subject to GST (+10%).**

**Charges are determined by the Management Committee and are subject to change.**

For information, please find below the car expense rates as set by the ATO, current as at 17/03/11. These are provided to assist with calculating travel expenses for your projects - CEASA does not charge for this:

Rates per business kilometre		
Ordinary car - engine capacity	Rotary engine car - engine capacity	Cents per—km
1600cc (1.6 litre) or less	800cc (0.8 litre) or less	48.9 c
1601cc–2600cc (1.601 litre–2.6 litre)	801cc–1300cc (0.801 litre–1.3 litre)	58.5 c
2601cc (2.601 litre) and over	1301cc (1.301 litre) and over	59.5 c