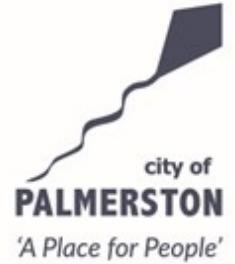


AGENDA



SPECIAL COUNCIL MEETING

MONDAY 28 JULY 2025

The Special Meeting of City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:30 PM.


Council business papers can be viewed on City of Palmerston's website palmerston.nt.gov.au or at the Council Office located: Civic Plaza, 1 Chung Wah Terrace, Palmerston NT 0830.

ANDREW WALSH
CHIEF EXECUTIVE OFFICER



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- 1 ACKNOWLEDGEMENT OF COUNTRY
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 - 4 AUDIO/AUDIOVISUAL CONFERENCING PREVIOUSLY GRANTED
 - 5 DECLARATION OF INTEREST
 - 5.1 Elected members
 - 5.2 Staff
 - 6 CONFIDENTIAL ITEMS
 - 6.1 Confidential items

Nil
 - 7 OFFICER REPORTS

COUNCIL REPORT

Special Council Meeting

Agenda Item:	7.1.1
Report Title:	Animal Management Fees and Charges corrections
Meeting Date:	Monday 28 July 2025
Author:	Regulatory Services Manager, Danny Hughes
Approver:	General Manager Community, Konrad Seidl

Community plan

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.

Purpose

This Report presents amendments to correct errors to the document titled '*Fees and Charges 2025-26*' for Council's consideration and adoption for the 2025-26 financial year.

Key messages

- Fees and Charges in relation to Animal Management offset and recoup expenditure costs for City of Palmerston to ensure that both animals (dogs and cats) and people are safe in the municipality.
- The adopted Animal Management Fees and Charges published that commenced on 1 July 2025 require correction.
- An administrative error was identified in the fees and charges booklet and requires amendments.
- The 2025/26 Animal Registration fees are only applicable from 1 September 2025.

Recommendation

1. THAT Report entitled Animal Management Fees and Charges corrections be received and noted.

2. THAT Council adopt the following amended fees as highlighted in **Attachment 7.1.1.1 Fees and Charges 2025-26 to Report** entitled Animal Management Fees and Charges corrections:
 - a) Page 6 Animal Registration – Concession / Aged and Disability Pension Fee per Dog or Cat to be amended from \$50.00 to \$35.00; and
 - b) Page 6 Animal Registration – Concession / Aged and Disability Pension Fee Desexed Dog or Cat to be amended from \$35.00 to \$13.00.
3. THAT Council approve the removal of the fee Desexed/Northern Australian Canine Association COB Holder on Page 7 of **Attachment 7.1.1.1 Fees and Charges 2025-26 to Report** entitled Animal Management Fees and Charges corrections.

Background

Section 289 of the *Local Government Act 2019* (NT) allows Council to impose a fee to be charged for a service, by resolution.

A review of the Fees and Charges is carried out every year in conjunction with the development of the Municipal Plan. Council staff carry out an assessment of the services offered to the community in line with the Community Plan to ensure that the desired outcomes are being achieved and that arising issues are also being adequately addressed.

On 17 June 2025, Council adopted the Fees and Charges 2025-26 document. This document is available to the public and outlines all fees and charges imposed by Council for the financial year.

Discussion

Anomalies have been identified regarding some of the Animal Registration Fees. Two fee line items were not in line with Councillor workshop outcomes, and this paper recommends resolving these matters.

It was also identified that the descriptions of the two fee line items were not consistent, and the recommendation will resolve this discrepancy.

It is recommended that the following descriptions and fees as highlighted in **Attachment 7.1.1.1 Fees and Charges 2025-26** be amended:

- Page 6 Animal Registration – Concession / Aged and Disability Pension Fee per Dog or Cat to be amended from \$50.00 to \$35.00; and
- Page 6 Animal Registration – Concession / Aged and Disability Pension Fee Desexed Dog or Cat to be amended from \$35.00 to \$13.00.
- It is recommended that the fee for Desexed/Northern Australian Canine Association COB Holder is removed as it is a duplication of the current discounted fee already available for desexed animals.

The registration of animals is an annual requirement from 1 September. Registration fees for 2025/2026 can be paid now, according to the 2025/26 fees and charges.

Next Steps

Should council support the recommendation, the fees and charges will be amended, any payments that have been made above the set fee and charge will be reimbursed.

Consultation and marketing

The following City of Palmerston staff were consulted in preparing this report:

- Regulatory Services Manager
- Regulatory Services Operations Coordinator
- General Manager Community
- Acting General Manager Finance and Governance

Policy implications

- There are no policy implications for this report.

Budget and resource implications

Council considered the overall fees and charges during various workshops held as part of the development and submission of the 2025-26 budget.

Risk, legal and legislative implications

This Report addresses the following City of Palmerston Strategic Risks:

4. **Inclusion, Diversity and Access**
Failure to balance meeting needs of Palmerston's cultural mosaic.

Strategies, framework and plans implications

This Report relates to the following City of Palmerston Strategies, Framework and Plans:

- Long Term Financial Plan

This application addresses several areas in City of Palmerston's Community Plan, particularly:

- 1: Family and Community
- 3: Cultural Diversity and Inclusion
- 4: Future Focused

Council officer conflict of interest declaration

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

Attachments

1. Fees and Charges 2025-26 - Amended [7.1.1.1 - 22 pages]

FEES AND CHARGES 2025-26





Pictured: Sunset at Culture Fest, Goyder Square, 2024

Pictured front cover: School Holiday Program, Palmerston Library, January 2025

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DEFINITIONS

GST Free	Items are exempt from GST under Division 81 of the GST Act
Incl. GST	Charges listed are inclusive of GST

ADMINISTRATION

	Unit of Measure	2025-26	GST
Annual Report			
Copy (Black & White)	Per copy	✓ Free	
Perusal of report in Council offices		✓ Free	
Municipal Plan			
Copy (Black & White)	Per copy	✓ Free	
Perusal of report in Council offices		✓ Free	
Cheques Dishonoured			
At 1st presentation	Per cheque	Cost of bank fees	Inc. GST
At 2nd presentation	Per cheque	Cost of bank fees	Inc. GST
Freedom of information			
Information Act Fees & Charges	Per application	\$30	GST Free
Infringement Debt Collection Fee			
Administration fee to issue courtesy letter for Debt collection for Infringement notice	Per letter	\$39	Inc. GST

RATES

	Unit of Measure	2025-26	GST
Rate Book Inspection fees			
Perusal at Council office		✓ Free	
Written Extract	Per assessment	\$50	GST Free
Reproduction of Original Rates Notice			
Current Rating Year	Per notice	✓ Free	
Prior Rating Years < 5 years	Per notice	✓ Free	
Prior Rating Years > 5 years	Per notice	\$25	Inc. GST
Rate Debt Collection Fee			
Letter of Demand	Per letter	charge of external contractor	Inc. GST
Field Call	Per field call	charge of external contractor	Inc. GST
Statement of Claim	Per statement of claim	charge of external contractor	Inc. GST
<i>Additional Court costs may apply and are determined by the Courts</i>		<i>As determined by the Courts</i>	

ANIMAL REGISTRATION

FULL REGISTRATION AND LICENCE FEES FOR CATS AND DOGS FOR THE YEAR

	Unit of Measure	2025-26	GST
Standard Fees			
Full Year Fee	Per dog or cat	\$130	GST Free
Trained Dogs for the blind & hearing impaired	Per dog	✓ Free	
Tag replacement	Per tag	\$11	Inc. GST
Dangerous Dog Registration	Per dangerous dog	\$350	GST Free
Aged & Disability Pensioner Fee	Per dog or cat	\$50	GST Free
Reciprocal Arrangements	Per dog or cat	✓ Free	
Supported Desexing and Microchipping Campaign	Per dog or cat	✓ Free	
Microchipping Animals prior to release	Per dog or cat	\$50	GST Free
New rehomed dog/cat or new Puppy/Kitten	Per dog or cat	✓ Free	
Dogs/Cats under 3 months of age*	Per dog or cat	✓ Free	
Desexed Dog or Cat Registration	Per dog or cat	\$35	GST Free
Concession/Pensioner Fee Desexed Dog or Cat	Per dog or cat	\$35	GST Free

* Under the current By-laws dogs under 3 months do not have to be registered or dogs within first three months have a grace period, however Council encourages the registration of all dogs

Fees applicable to new animals are charges on a quarterly pro-rata basis.

DUE DATES ARE:

- 1 September 2025
- 1 December 2025
- 1 March 2026
- 1 June 2026



ANIMAL REGISTRATION CONT.

	Unit of Measure	2025-26	GST
Discounts			
Desexed/ Northern Australian Canine Association COB Holder	Per registration	50%	
Impound fees			
Daily charge after day one for dog or cat	Per day	\$57	GST Free
Additional fee for dog or cat impounded out of hours	Per dog or cat	\$88	GST Free
Fee for unregistered dog or cat	Per dog or cat	\$212	GST Free
Fee for registered dog or cat	Per dog or cat	\$145	GST Free
Dog Licence			
Licence application including one site inspection (Non-refundable)		\$300	
Animal Traps			
Hire animal traps	Per trap	✓ Free	
Refundable Deposit	Per trap	\$55	GST Free
Surrender Fees			
Surrender Dog or Cat	Per dog or cat	\$150	GST Free

Low sensory Christmas Wonderland,
Palmerston Library, 2024



CITY OF PALMERSTON FEES AND CHARGES 2025-26 7

COMMUNITY FACILITIES

	Unit of Measure	2025-26	GST
All halls/ rooms			
Additional Cleaning (if required)	Per usage	At cost of cleaning	Inc. GST
Booking Deposit - Refundable	Per usage	\$125	GST Free
Security (if required)	Per usage	Charge of external contractor + 10% admin fees	Inc. GST
Community BBQ trailer			
Available for use by members of the community, local organisations and groups			
Booking Deposit - Refundable	Per usage	\$200	GST Free
Rent	Per usage	✓ Free	
Driver Resource Centre – Community Room			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$200	Inc. GST
Business / Private - per hour	Per hour	\$40	Inc. GST
Driver Resource Centre – Meeting Room 1 and Meeting Room 2			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$100	Inc. GST
Business / Private - per hour	Per hour	\$20	Inc. GST
Durack Community Arts Centre Art Room			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$200	Inc. GST
Business / Private - per hour	Per hour	\$40	Inc. GST
Durack Community Arts Centre Creative space			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business/Private - per day	Per day	\$300	Inc. GST
Business/Private - per hour	Per hour	\$60	Inc. GST

COMMUNITY FACILITIES CONT.

	Unit of Measure	2025-26	GST
Gray Hall – Whole Building			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$600	Inc. GST
Business / Private - per hour	Per hour	\$120	Inc. GST
Gray Hall Function Space			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$300	Inc. GST
Business / Private - per hour	Per hour	\$60	Inc. GST
Gray Hall Meeting Room			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$200	Inc. GST
Business / Private - per hour	Per hour	\$40	Inc. GST
Gulwa Recording Studio			
Booking Deposit - Refundable		\$200	GST Free
Business / Private	Per hour	\$50	Inc. GST
Not for profit	Per hour	\$10	Inc. GST
Library Community Room			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$200	Inc. GST
Business / Private - per hour	Per hour	\$40	Inc. GST
Digital projector	Per session	✓ Free	
Laptop hire	Per laptop / per session	✓ Free	
TV Hire	Per session	✓ Free	

COMMUNITY FACILITIES CONT.

	Unit of Measure	2025-26	GST
Recreation Centre - Community Room 1			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$200	Inc. GST
Business / Private - per hour	Per hour	\$40	Inc. GST
Recreation Centre - Community Room 2			
Not for profit - per hour / day	Per hour / day	✓ Free	
Business / Private - per day	Per day	\$300	Inc. GST
Business / Private - per hour	Per hour	\$60	Inc. GST
Stadium Hire-Hourly rates			
Not for profit - A/C per Court	Per Court	✓ Free	
Not for profit - Lights per Court	Per Court	✓ Free	
Not for profit - Rent per Court	Per Court	✓ Free	
Business/Private - A/C per Court	Per Court	\$45	Inc. GST
Business/Private - Lights per Court	Per Court	\$40	Inc. GST
Business/Private - Rent per Court	Per Court	\$60	Inc. GST
Out of hours staff charges Monday to Friday prior to 8am and after 7pm	Per person per hour	\$45	Inc. GST
Out of hours staff charges weekends and public holidays	Per person per hour	\$75	Inc. GST

PROPERTY

	Unit of Measure	2025-26	GST
Damage/ Destruction to any Council Property			
Damage or destruction to any property of Council will be recovered from the responsible person.	Per damaged asset	Cost for replacement or reinstatement to Council plus 15% admin fees charge	Inc. GST

PUBLIC PLACES

	Unit of Measure	2025-26	GST
Private & Not for profit Community Groups			
Key Deposit - Refundable	Per key	\$60	GST Free
Cleaning Deposit - Refundable	Per usage	✓ Free	
Additional Cleaning (if required)	Per usage	At cost of cleaning	Inc. GST
Commercial Use			
Key Deposit - Refundable	Per key	\$60	GST Free
Cleaning Deposit - Refundable	Per usage	\$170	GST Free
Additional Cleaning (if required)	Per usage	At cost of cleaning	Inc. GST
Busking permit			
Busking permit	Per permit	✓ Free	

LIBRARY SERVICES

	Unit of Measure	2025-26	GST
Non-Territory Resident Borrower			
Non-refundable Administration fee	Per resident	✓ Free	
Refundable Deposit - Plus	Per resident	✓ Free	
Lost Borrower Card Replacement			
Lost Borrower Card Replacement	Per card	✓ Free	
Photocopying & Printing			
B/W - A4 Single	Per page	\$0.20	Inc. GST
B/W - A4 Double	Per page	\$0.40	Inc. GST
B/W - A3 Single	Per page	\$0.40	Inc. GST
B/W - A3 Double	Per page	\$0.80	Inc. GST
Colour- A4 Single	Per page	\$1	Inc. GST
Colour- A4 Double	Per page	\$2	Inc. GST
Colour- A3 Single	Per page	\$2	Inc. GST
Colour- A3 Double	Per page	\$4	Inc. GST
Public Personal computers			
Computer & Internet Usage	Maximum time limits applies	✓ Free	
Fax Service			
Send outgoing fax	Per page	✓ Free	
Receive incoming fax	Per page	✓ Free	
Inter Library loan (if charged by host library)			
As charged by host library	Per loan	As charged by host library	GST Free
Replacement of lost or damaged items			
Replacement of library resources	Per item	At replacement cost of item	Inc. GST
Laminating service			
A3	Per sheet	\$4	Inc. GST
A4	Per sheet	\$2	Inc. GST
Wallet size	Per sheet	\$1	Inc. GST
Library Bags			
Library bag	Per bag	\$5	Inc. GST

CAR PARKING

	Unit of Measure	2025-26	GST
Parking Permits Zone A,B,C,D & E			
3 Months permit	Per permit	✓ Free	
6 Months permit	Per permit	✓ Free	
9 Months permit	Per permit	✓ Free	
1 Year Permit	Per permit	✓ Free	

OUTDOOR DINING

	Unit of Measure	2025-26	GST
Outdoor Dining Licence (Class 1)			
Class 1: Up to 4 tables / 8 Seats (whichever is the lesser)	Per annum	✓ Free	
Outdoor Dining Licence (Class 2)			
Class 2: All other applications (with or without a Licence to Serve Alcohol)	Per annum	✓ Free	

POP UP DINING

	Unit of Measure	2025-26	GST
Pop Up Dining Licence			
1 Year Permit	Per annum	\$25	GST Free

REGULATORY SERVICES

	Unit of Measure	2025-26	GST
Disability Permits			
Permanent Disability (renewable every 3 years)	Per permit	✓ Free	
Temporary Disability (time limited)	Per permit	✓ Free	
Long Grass			
Long grass	Per block	Cost +10% admin fee	Inc. GST
Block Inspection fee	Per inspection	✓ Free	
Penalty interest for outstanding invoices charged daily at 11% per annum			

SIGNAGE

	Unit of Measure	2025-26	GST
Animated Signs			
Annual Fee	Per sign	\$240	GST Free
Application Fee	Per application	\$45	GST Free
Signage on Private Land			
Banners for temporary advertising on private land for maximum 2 weeks	Per application	\$45	GST Free
Banners, Balloons, Blimps and kites on private land	Per application	\$45	GST Free
Signs on private land viewable from a public place	Per application	\$45	GST Free
Banners/Signs on Council Land			
Weekly fee for Commercial Use	Per banner/sign	\$75	GST Free
Weekly fee for Not-for-profit Organisations	Per banner/sign	\$45	GST Free
Banner on Street Light Poles			
Application Fee	Per application	\$45	GST Free
Weekly Fee	Per banner	\$5	GST Free
Erection and Removal of Banners	Per banner	at cost for Council + 15% admin fee	Inc. GST
Signs Overhanging a Public Place			
Annual Fee	Per sign	\$240	GST Free
Application Fee	Per application	\$45	GST Free
Permanent Signs on Road			
Application Fee	Per application	\$45	GST Free
Annual Fee	Per sign	\$125	GST Free
Removable Signs on Public L and (A-Frame)			
Application Fee	Per application	✓ Free	
Annual Fee	Per sign	✓ Free	
Other Signage in Open Space			
Bunting	Per application	\$45	GST Free
Murals	Per application	\$45	GST Free
Flags	Per application	\$45	GST Free
Event Signage	Per application	\$45	GST Free
Blue Finger Signs	Per application	\$45	GST Free

SIGNAGE CONT.

	Unit of Measure	2025-26	GST
General Service and Community Groups (Churches, self help groups, childcare centres, schools, public sporting facilities)			
Application Fee	Per application	✓ Free	
Annual Fee	Per sign	✓ Free	
Cost of erection	Per sign	✓ Free	
Business Groups (Shopping Centres, home businesses, vet clinics, medical/dental clinics, commercial childcare, private sporting clubs and community clubs)			
Application Fee	Per application	✓ Free	
Annual Fee	Per sign	✓ Free	
Cost of erection	Per sign	✓ Free	
Real Estate Signs on Fences			
Application Fee	Per application	\$45	GST Free
Annual Fee	Per sign	\$135	GST Free
Advertising on Fences			
Application Fee	Per application	\$45	GST Free
Collection and Return of Movable Signage (Fee for the collection of moveable signs during a cyclone upon declaration of Stage 2 by the Territory Controller)			
Return Fee	Per sign	\$112.50	Incl. GST

SUBDIVISION AND DEVELOPMENT

	Unit of Measure	2025-26	GST
Funds in Lieu of Construction (FILOC) <i>(Applies when Council accepts payment for assets in lieu of construction by the developer)</i>			
Funds in Lieu of Construction (FILOC)		Construction cost plus 25% admin fees	
Security Payments <i>(Refer to City of Palmerston Security Payments Policy and NT Subdivision Development Guidelines)</i>			
Security Payments		10% of construction cost	
Complex and or Non conforming design assessment	Per hour	\$280	Inc. GST
Complex and or Non conforming design assessment	Per hour	\$280	Inc. GST
Additional Inspections		\$220	
Additional Inspections	Per hour	\$220	Inc. GST
Construction costs include the (direct) cost of constructing all assets that will be handed over to Council for ownership. <i>(Construction Cost has the definition within the NT Subdivision Development Guidelines. If early payment is accepted, it is made at the risk of the Developer and no refunds will apply.)</i>			
Prior to Practical Completion/ On Maintenance	Per approval	1.5% of construction cost of all assets handed to Council	Inc. GST

DRIVEWAY CROSSOVER

	Unit of Measure	2025-26	GST
Driveway crossover (Reinforced)			
100 mm Standard	Per m ²	\$150	Inc. GST
150 mm Commercial	Per m ²	\$160	Inc. GST
200 mm Industrial	Per m ²	\$195	Inc. GST
Crossover	Per m	\$175	Inc. GST
Saw cut, remove and dispose kerb/gutter	Per m	\$120	Inc. GST
Saw cut, remove and dispose concrete less than 120mm thick	Per m ²	\$200	Inc. GST
Pathways - 100mm (Reinforced)	Per m ²	\$150	Inc. GST

BUILDING CONSTRUCTION

	Unit of Measure	2025-26	GST
Building Construction			
Driveway Plan Approval (First driveway)	Per application	✓ Free	
Driveway Plan Approval (Second driveway)	Per application	\$100	Inc. GST
Stormwater Plan Approval (where connection provided)	Per application	✓ Free	
Stormwater Plan Approval (where connection is not provided)	Per application	\$100	Inc. GST
Additional Inspection	Per inspection	\$65	Inc. GST
Development condition clearance (excluding condition precedent)	Per application	\$100	Inc. GST

WORK ON PUBLIC PLACES

	Unit of Measure	2025-26	GST
All applications shall be lodged with proof of public liability insurance. Amount of inspections required will be verified after lodgement of application depending on works. A permit will be issued for a maximum of 1 week unless otherwise determined by CoP. This includes minimum of 2 inspections.			
Public Places			
Application Fee (includes two inspections)	Per application	\$155	
Additional Inspection	Per inspection	\$65	
Additional fee for permits required for more than one week	Per week	\$45	
Additional fee for permits required for more than one week	1 month	\$110	
Additional fee for permits required for more than one week	6 months	\$540	
Additional fee for permits required for more than one week	1 year	\$1,080	
Hoarding fee	Per m ² per week	\$2.90	
Private waste bins and containers on road reserves Maximum of 4 day period	Per application	\$55	

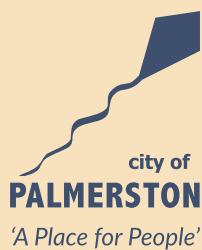
WASTE MANAGEMENT

	Unit of Measure	2025-26	GST
<p>Multiple dwelling (four or more dwellings per lot) properties are currently limited under the Declaration of Rates to the following: a general waste collection of four (4) garbage collection visits per week with a maximum of one (1) 240L bin per four (4) dwellings; and, a recycling collection Service of one (1) collection visit per week with a maximum of one (1) 240L mobile bin per two (2) dwellings to be collected on each recycling collection visit.</p> <p>A body corporate is able to apply for an additional service on behalf of the multiple dwelling to be invoiced annually or on a pro-rata basis per additional bin</p>			
Additional General Waste Bin 240L	Per bin	\$362	GST Free
Additional Recycling Bin 240L	Per bin	\$120	GST Free
<p>Single dwelling properties and multiple dwellings (three (3) or less dwellings per lot) are currently limited under the Declaration of Rates to the following; a kerbside general waste collection service of two (2) garbage collection visits per week with a maximum of one (1) 120L general waste mobile bin per visit; and a kerbside recycling collection service of one (1) collection visit per fortnight with a maximum of one (1) 240L recycling mobile bin per visit.</p> <p>A property owner is able to apply for an additional service to be invoiced annually or on a pro-rata basis per additional bin.</p>			
Upgrade General Waste Bin 240L	Per bin	\$179	GST Free
Additional General Waste Kerbside Bin 120L	Per bin	\$316	GST Free
Additional Recycling Kerbside Bin 240L	Per bin	\$120	GST Free



Recycling education at Zuccoli
Primary School, 2024





Civic Plaza, 1 Chung Wah Terrace



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8 CLOSURE OF MEETING