



POLICY

Laws & Enforcement – Animal Impounding – Fees and Charges - Hardship

Date adopted by Council	31 March 2025
Minute number	25/052
Endorsed by	Senior Management Group – 21 February 2025
CM Ref	CD-87/24
Due for review	31 March 2029
Related documents	
Responsible officer	Director Environmental & Community Services
Department/Section	Environmental & Community Services
Category	Regulatory Compliance
Community Strategic Plan goal	Goal 1 A connected community CS1.2 Work collaboratively to address social disadvantage.



Policy Statement

1. Council may waive fees for microchipping, vaccination and impounding of animals for residents of the Upper Hunter Shire Local Government Area who are suffering personal financial hardship pursuant to Section 610E of the Local Government Act 1993.
2. Council may determine whether a resident is suffering personal financial hardship based on the submission of appropriate documentary evidence.

Objective

To clearly state the circumstances under which Council will consider the personal financial hardship of a resident when it receives a request to waive fees relating to microchipping, vaccination and impounding of animals.

Scope

This policy applies to Council staff responsible for animal control services and residents of the Upper Hunter Shire Local Government Area who are suffering personal financial hardship pursuant to Section 610E of the Local Government Act 1993.

Definitions

All terms used in this policy have the standard dictionary definition.

Policy Details

A resident who is suffering personal financial hardship may apply to Council for an exemption from the payment of microchipping, vaccination and impounding fees prior to the release of an animal from the pound. An application to waive fees must be accompanied by documentary evidence demonstrating financial hardship such as a pensioner concession card (blue card) or health care card. Other forms of evidence may be considered at the discretion of Council.

Responsibilities

General Manager

The General Manager will consider and determine applications for an exemption from the payment of microchipping, vaccination and impounding fees due to personal financial hardship in accordance with this policy.



Director

The Director Environmental & Community Services will be responsible for the implementation of this policy and making recommendations to the General Manager in relation to applications for exemption from the payment of microchipping, vaccination and impounding fees due to personal financial hardship.

Manager

The Manager Planning, Building & Regulatory Services will review, update and implement the policy. The Manager will also develop and maintain any procedures or processes required to manage the policy.

Compliance Officers

Compliance Officers will ensure that customers that are unable to pay Council's fees for microchipping, vaccination and impounding of animals are aware of this policy.

References and Related Legislation

- Local Government Act 1993

Version History

Version No.	Date	CD Ref	Reason for Review
1	28/11/2016	INT-34031/16	New Policy
2	14/12/2020	CD-205/20	Policy Review
3	31/03/2025	CD-87/24	Timed review