



KATHERINE
TOWN COUNCIL

FEES AND CHARGES

DRAFT

2024/2025

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DRAFT

FACILITY HIRE

Hireable spaces include a range of sporting venues, halls and conference facilities that can be hired on a Full day, short term seasonal or long-term seasonal basis (excluding commercial).

GENERAL HIRE TERMS

Council's requirements will take precedence and on the occasion that a booking may have to be cancelled, Council will to the best of its ability try to find an alternative venue where possible or reimburse the full hire amount back to the hirer.

Hirers are responsible for any damages that occur or if the facility is left in an excessively dirty state. All rubbish is expected to be deposited into bins provided. If the facility is left in an excessively dirty state, the hirer will be notified and given a specific time limit to remedy the situation. Otherwise, Council will organise the cleaning and any fees incurred will be invoiced to the hirer.

Any additional days added to a hire will incur additional costs.

All items are to be returned to their original position at the completion of the hire/use.

NON – COMMERCIAL

Non – Commercial groups who can be identified as being a Community Group, i.e., Not-For-Profit organisation, are groups who are not operating for the profit or gain of its individual members. This means that the group operate exclusively for charitable, civil or social purposes and does not share or allocate its funds or profits to its owners, shareholders or executives. A Not-For-Profit community group must be incorporated and/or partnered with an incorporated group.

Individuals who wish to hire a Council facility can do so for a non-business (private) reason only. A personal or private hire is only available on a daily basis.

COMMERCIAL GROUP

A commercial organisation is any group with a particular set of skills, priorities, strategies, and resources that organise to collectively achieve

the specific aim of making a profit. This type of hire is only available on a daily basis.

SHORT-TERM HIRE (COMMUNITY GROUPS ONLY)

Short-term hire allocations will be made on a 10-week basis (sporting season). If additional weeks are required, a weekly hire cost can be arranged with Council. Allocation of specific grounds is made for both training and match playing purposes. A short-term hire does not provide clubs and/or associations with exclusive use of the facility. Each individual short-term hire is for one organisation only. Short term hires are only available for consistent/regular users.

Short-term hires are not guaranteed from year to year and will be subject to the hire application process.

LONG-TERM HIRE (COMMUNITY GROUPS ONLY)

Long-term hire allocations will be made on a yearly calendar basis. Allocation of specific grounds is made for the designated application purpose only. A long-term hire does not provide clubs and/or associations with exclusive use of the facility only. Long-term hires are only available for consistent/regular users.

A long-term hire applies to the calendar year, i.e., 1 January to 31 December and subject to the annual application process.

Initial charges for short and long-term hires for each user group will be based on the number of days used for training and competitions. Training days will be charged at 50% of the Full day rate and competition days will be charged at 100% of the Full day rate. Once the charges are determined a subsidy formula will apply to determine the level of subsidy. Please note, you may be asked to provide additional evidence to support your hire fee subsidy.

KEY AND FACILITY DEPOSITS

Where indicated, Key deposits are required at a cost of \$47.70 Per key and \$190.80 Per set of keys required to complete the hire.

Keys are available for collection on the working day prior to the event/hire – unless approved by prior arrangement.

Keys are to be returned at the completion of the hire. If keys are not returned, Council will invoice the hirer for the cost of replacement of locks and keys.

If, in the Council's opinion, there is a higher risk of damage to a Council facility, the Council reserves the right to require a facility deposit. The standard facility deposit is \$520.00; however, depending on the type of hire, this amount can be increased at the Council's discretion.

ADMINISTRATION FEE

An administration fee of \$25.00 per occasion will be incurred if any alterations are made after the hirer has accepted the facility hire quote and the booking confirmation has been sent. This includes cancellations or alterations to the date of hire.

RESPONSIBILITY FOR DAMAGE TO COUNCIL PROPERTY

The cost of damage to Council property will be recovered from the party responsible. The hirer will be held responsible and in the case of a permit/licence holder, they will be held responsible. The cost and repairs will be calculated at the cost recovery amount of materials and services used plus any Council labour costs, plant, and overheads.

The cost of repairs will be calculated as follows:

Actual invoiced cost to Council of materials and services used.

Plus, cost of Council labour, plant and stores used to include overheads.

- = Sub Total + 15%
- = Total Cost that will be recovered.

Council will conduct a pre and post check of the facility.



EVENTS WITH ALCOHOL

Katherine is subject to strict alcohol management conditions imposed through the *Liquor Act 2019*. The consumption and possession of alcohol in public places is prohibited, and consumption and possession in other places is restricted.

Should the event be open access (i.e., all ages), the service of alcohol must not compromise access to the event.

All hirers must ensure they have the appropriate liquor licences and/or permits in place if they intend to supply alcohol, whether free or for sale, at an event. Further information is available on the Northern Territory Government website at <https://nt.gov.au/industry/hospitality>.

If you wish to apply for a Consume Liquor in a Public Place permit in conjunction with a Hire Agreement, please speak with our friendly Customer Service for more information. Please note, permits are only issued on Council owned land. Council reserves the right to impose additional conditions, including security arrangements, recovery of cleaning costs and an increased deposit if it is deemed necessary by the Chief Executive Officer.

INDEMNITY

All hirers are required to have public liability cover and proof of insurance must be supplied for your hire to be approved.

All hirers must provide proof that they hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at the hire location. Minimum cover \$10,000,000

EQUIPMENT HIRE

The use of the equipment is subject to the following conditions:

- The hirer must have public liability insurance not less than \$10,000,000.
- The equipment is only available for hire in the Katherine Municipality.
- The equipment cannot be loaned until the hire agreement, payment and public liability insurance certificate of currency have been provided to Council.
- Equipment deposits will be refunded to the hirer following an inspection and verification by Council that the equipment has been fully returned and undamaged. Council may deduct an amount from the equipment deposit to cover the cost of any expenses arising from the need to repair, replace or clean the equipment. All transportation of the equipment (if necessary) is the responsibility of the hirer.
- It is the hirer's responsibility to collect and return the cool room to the council depot in Crawford St by 8.00am on the first working day after the hire.
- If in Council's opinion there is a possibility of higher risk of damage to Council equipment, Council reserves the right to increase the deposit amount.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
MOBILE COOL ROOM (\$1,000 deposit)			
Non-Commercial	\$173.75	Per day	Y
Commercial	\$1,094.46	Per day	Y
PORTABLE STAGE (\$250 deposit)			
Non-Commercial	\$100.30	Per ½ day	Y
	\$200.61	Per day	
Commercial	\$201.23	Per ½ day	Y
	\$402.40	Per day	
Portable Lighting Tower (\$1,000 deposit)			
Non-Commercial	\$166.00	Per day	Y
Commercial	\$332.00	Per day	Y

ELECTRIC VEHICLE CHARGING

Travellers can charge their vehicles at the Katherine Showgrounds. You will be required to contact Council to obtain an access code and pay a **\$15.49** fee for each instance of using the charging station.

TRAINING ROOM / MEETING SPACES

SERVICE DESCRIPTION	\$FEE	UNIT	GST
NON-COMMERCIAL			
Full day	\$210.00	Per day	Y
Facility deposit (fully refundable)	\$520.00	Per hire	N
COMMERCIAL			
Full day	\$420.00	Per day	Y
Key deposit (fully refundable)	\$47.70	Per key	N
Set of 4 keys	\$190.80	Per set	N
Tea and Coffee	\$3.55	Per person	Y

LINDSAY STREET COMPLEX

The Lindsay Street Complex is a multi-purpose complex utilised by many organisations, groups, and schools in Katherine.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
NON-COMMERCIAL			
Full day	\$230.00	Per day	Y
Facility deposit (fully refundable)	\$520.00	Per hire	N
COMMERCIAL			
Full day	\$420.00	Per day	Y
Key deposit (Fully refundable)	\$47.70	Per key	N
Set of 4 keys	\$190.80	Per set	N



TOWN SQUARE

SERVICE DESCRIPTION	\$FEE	UNIT	GST
NON-COMMERCIAL			
Full day	\$210.00	Per day	Y
Facility deposit (fully refundable)	\$520.00	Per hire	N
COMMERCIAL			
Full day	\$420.00	Per day	Y
Key deposit (fully refundable)	\$47.70	Per key	N
Set of 4 keys	\$190.80	Per set	N

BROADCASTING EVENTS

Katherine Town Council supports broadcast events in its facilities, on the following conditions:

- The broadcast is content rated P, C, G or PG – no other content ratings will be accepted
- The broadcast is image or video format, such as films, television, or livestream
- The hirer is responsible for ensuring all legal, copyright and distribution rules are met
- In public spaces, broadcasts can only be undertaken from sunset until midnight
- The material does not incite violence, harassment, vilification, or intimidation and meets reasonable community standards for public broadcast.

The types of events that would be considered broadcast events include live music, film showings and livestream functions or events of a similar nature. The hirer is required to submit their proposed broadcast images or video (or livestream link) to Council so it can be scheduled for broadcast.

SHOWGROUNDS

No parking within the grounds is permitted without prior Council approval.

Some lighting is supplied via a token system. Tokens can be purchased from the Civic Centre for \$5.70 each. Each token system operates differently. Council will advise on how the token system operates on request.

Hirers must advise number of campers during competitions.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the deposit amount.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
NON-COMMERCIAL			
Full day	\$280.00	Per day	Y
Facility deposit (fully refundable)	\$520.00	Per hire	N
COMMERCIAL			
Full day	\$930.00	Per day	Y
Key deposit (fully refundable)	\$47.70	Per key	N
Set of 4 keys	\$190.80	Per set	N
Code	\$15.90	Per code	Y





SPORTSGROUNDS

Oval lighting is supplied via a token system. Tokens can be purchased from the Civic Centre for \$5.70 each. Each token system operates differently. Council will advise on how each token system operates on request.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the deposit amount.

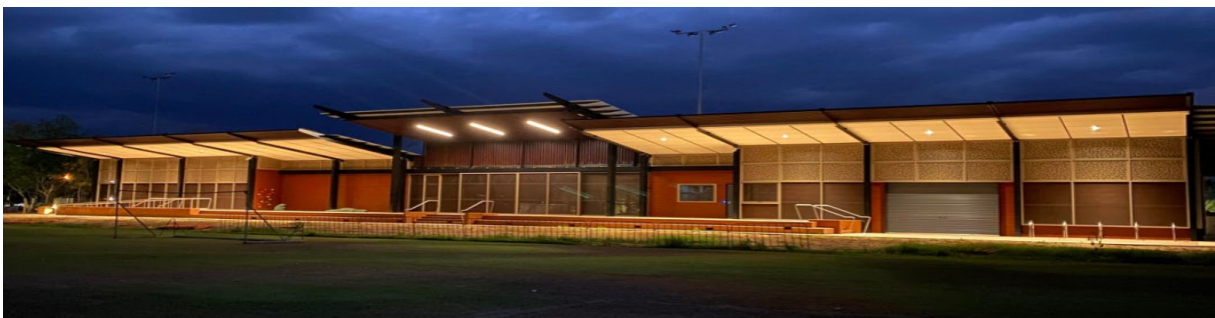
SERVICE DESCRIPTION	\$FEE	UNIT	GST
NONCOMMERCIAL			
Full day	\$200.00	Per day	Y
Facility deposit (fully refundable)	\$520.00	Per hire	N
COMMERCIAL			
Full day	\$650.00	Per day	Y
Key deposit (fully refundable)	\$47.70	Per key	N
Set of 4 keys	\$190.80	Per set	N
Code	\$15.90	Per code	Y

CAMPING AT THE SHOWGROUNDS

Camping at the Showgrounds is intended for hirers of the facility only. Camping is also available for those travelling with livestock (year-round). If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the deposit.

Council will only facilitate camping outside of hires during the tourism season whereby Council is required to facilitate the overflow from the caravan parks. Camping arrangements are to be made with the Katherine Town Council Civic Centre (08) 8972 5500 during business hours: Monday to Friday, 8am – 4pm.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
DAILY CAMPING FEES			
Unpowered 2 adults	\$29.80	Per day	Y
Unpowered additional adult	\$10.63	Per day	Y
Powered 2 Adults	\$51.13	Per day	Y
Powered additional adult	\$10.63	Per day	Y
WEEKLY CAMPING FEES			
Unpowered 2 Adults	\$176.17	Weekly	Y
Unpowered additional adult	\$63.78	Weekly	Y
Powered 2 adults	\$306.49	Weekly	Y
Powered additional adult	\$63.78	Weekly	Y
CHILDREN UNDER 12 FREE			
STOCK FEES			
Daily	\$2.22	Per head	Y
Weekly	\$13.06	Per week	Y





PARKS AND RESERVES

SERVICE DESCRIPTION	\$FEE	UNIT	GST
NON-COMMERCIAL			
Half Day	\$62.03	Per ½ Day	Y
Full day	\$124.06	Per day	Y
Short Term	\$398.11	Per Season	Y
Long Term	\$663.90	Per Season	Y
COMMERCIAL			
Half Day	\$82.79	Per ½ Day	Y
Full day	\$165.07	Per day	Y
Short Term	\$397.08	Per Season	Y
Long Term	\$663.91	Per Season	Y
POWER & WATER			
Low	\$5.32	User Contribution	N
Medium	\$10.35		N
High	\$28.60		N

Parks and reserves cannot be hired exclusively as they are a public area. They are available to the public at no charge.

All equipment assembled within a park is to be dismantled and removed at the completion of the hire.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the deposit amount. Appendix 1 – Available Parks and Reserves.

EXERCISE CLASS PERMITS

To promote healthy lifestyles and activate community spaces, the Council is permitting the use of designated parks and reserves by commercial operators for personal training and/or group fitness classes. It's important to note that these parks and reserves remain public areas and cannot be hired exclusively.

A permit fee is applicable upon application, and the application remains valid for the selected period (e.g., annual, 6-monthly, or 3-monthly). The sites available for personal training and/or group fitness classes are outlined in the schedule below.

To obtain a permit, applicants must complete the "Application for Approval to Operate" form, which is obtainable from Council. Additionally, the following conditions apply:

1. No objections should be received from permanent businesses offering similar services.
2. The permit holder must ensure the area surrounding the site remains litter-free.
3. The permit holder is required to maintain current public liability insurance covering a minimum of \$10,000,000.00 to indemnify the Katherine Town Council against any liabilities arising from operations at the designated location.

Service Description	\$FEE	UNIT	GST
ANNUAL PERMIT			
Under 3+ sessions p/week	\$854.29	Per annum	Y
4 + sessions p/week	\$1,111.71	Per annum	Y
6 MONTH PERMIT			
Under 3+ sessions p/week	\$440.92	Per annum	Y
4 + sessions p/week	\$661.38	Per annum	Y
3 MONTH PERMIT			
Under 3+ sessions p/week	\$275.57	Per annum	Y
4 + sessions p/week	\$385.80	Per annum	Y

ADMINISTRATION

Administrative services can be accessed at the Katherine Town Council Civic Centre, Visitor Information Centre, and the Public Library during business hours.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
STRATEGIC PLAN, MUNICIPAL PLAN, ANNUAL REPORT AND POLICIES.			
Electronic copy	Free	Document	Y
Hard copy (black and white)	\$19.21	Document	Y
BY-LAWS			
Electronic copy	Free	Document	Y
Hard copy (black and white)	\$19.21	Document	Y
BINDING			
Up to 50 pages	\$7.65	Small per document	Y
Over 50 pages	\$13.95	Large per document	Y
LAMINATING			
A4 pages	\$3.10	Per page	Y
A3 page	\$6.72	Per page	Y
Other laminating (Library Only) See Library Page 27			
PHOTOCOPING			
A4 Black	\$0.52	Per side	Y
A3 Black	\$0.62	Per side	Y
A4 Colour	\$0.62	Per Side	Y
A3 Colour	\$2.17	Per Side	Y
FACSIMILE			
Outgoing	\$2.33	Per document	Y
Incoming	Free	Per document	
SCANNING			
Colour	\$2.33	Per document	Y
DISABILITY PARKING PERMITS – INDIVIDUAL & ORGANISATION			
First time application fee	\$10.95	Per application	Y
Renewals - permanent holders	Free	Per renewal	N
Parking permit replacement	\$4.13	Per permit	Y
Parking permit pouch	\$4.13	Per pouch	Y



RATES ADMINISTRATION

SERVICE DESCRIPTION	\$FEE	UNIT	GST
RATES SEARCH			
Search Fee (1 business day prior notice)	\$86.51	Per search	Y
Search Fee (urgent same day)	\$109.70	Per search	Y
DISHONOURED TRANSACTIONS			
Dishonoured direct debit	\$26.30	Per transaction	N
Dishonoured cheque	\$26.30	Per transaction	N
RATE NOTICE - REPRINT			
Current and previous years	\$26.44	Per reprint	Y
SUPPLEMENTARY RATE NOTICE			
Current year only	Free	Per page	

FREEDOM OF INFORMATION

The Information Act (*The Act*) gives people the right to access information from Northern Territory Government agencies, including councils, subject to several exemptions to protect public and private interests. This does not include information that is already available under an existing "access arrangement", such as council minutes, which are available without applying under the Act. An application fee of \$30.00 (including GST) must be made before an application for information is accepted, as well as search, processing and copying fees. Once your request for information has been assessed, Council may ask you to pay a processing fee.

The Act has three main aims, which fall under the following categories:

Availability

Council is required to make available to you documents about its functions and operations. This includes information about its structure, decision-making processes, public participation through boards, councils or committees, and policy documents. You can download some of these documents from Council's website. You can also ask to see such documents or purchase copies at the Civic Centre.

Access

The Act also gives you the right to apply for documents, including those about you, held by Council. If approved, you can examine and have copies of these documents. You also have rights of appeal if Council does not give you access to documents you want to see.

Amendment

You can apply for information about your personal affairs to be changed if you believe it is inaccurate, incomplete, out-of-date or misleading. Some documents are exempt under *The Act* to protect essential public interests or the personal or business affairs of others. Sometimes part of a document may not be available if it contains information which is exempt (i.e., name and address of complainant/s). If you are refused access to a document or given partial access only, Council must give you written reasons for the decision. Council must also tell you of your rights of appeal.

You will first need to pay a deposit for this processing fee. Once you've paid the deposit,

Council will process your request and then tell you what access is available. You'll then be asked to pay the balance of the processing fee and the information that has been determined to be released will be given to you.

See <http://www.oaic.gov.au/> for the fee structure under the Act.

Applications can be made in writing, please address your letter to:

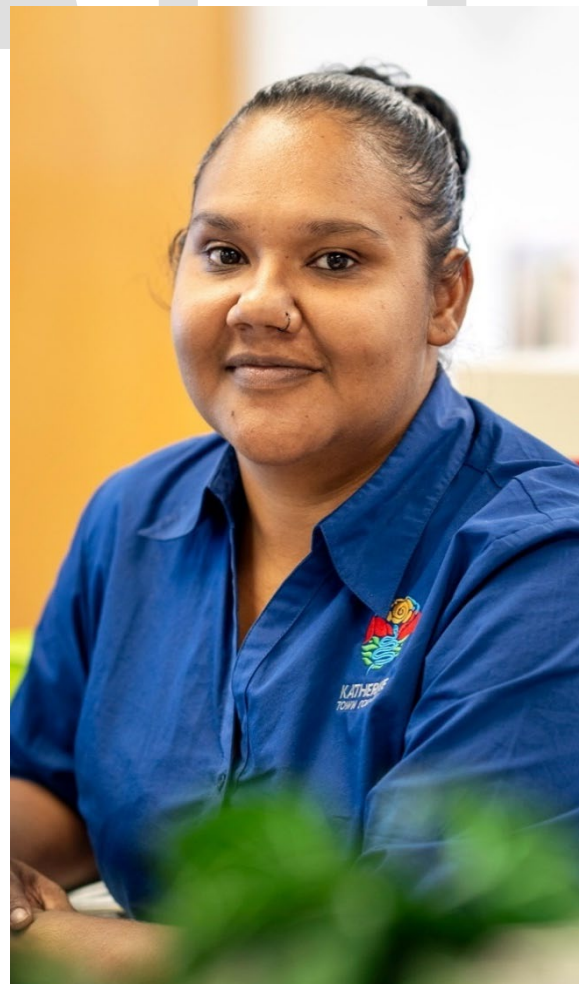
CHIEF EXECUTIVE OFFICER

Katherine Town Council

PO Box 1071

KATHERINE NT 0850

SERVICE DESCRIPTION	\$FEE	UNIT	GST
FREEDOM OF INFORMATION			
Personal affairs – visual inspection	Free	Per inspection	N
Personal affairs – hard copy	\$0.20	Per A4 page	Y
Application fee – non personal affairs	\$30.00	Per application	Y



COMMERCIAL WASTE CHARGES

SERVICE DESCRIPTION	\$FEE	UNIT	GST
General commercial disposal	\$150.30	Per tonne	Y
GENERAL COMMERCIAL SEPERATED			
Building timber	\$74.27	Per tonne	Y
Concrete	\$74.27	Per tonne	Y
Steel degas A	\$74.27	Per tonne	Y
Green waste	\$60.06	Per tonne	Y
Mattress	\$45.00	Per mattress	Y
Glass	\$74.27	Per tonne	Y
Rocks	\$74.27	Per tonne	Y
Couch	\$45.00	Per couch	Y

TYRES			
Tyres - whole	\$1,200.00	Per tonne	Y
Tyres - shredded	\$1,200.00	Per tonne	Y
Bicycle	\$8.00	Per tyre	Y
Quadbike	\$18.00	Per tyre	Y
Motorbike	\$22.00	Per tyre	Y
Passenger	\$34.00	Per tyre	Y
4WD/LT	\$38.00	Per tyre	Y
Truck	\$55.00	Per tyre	Y
Tractor	\$65.00	Per tyre	Y
Tyres with rims + tyre charge	\$41.32	Per tyre	Y

DISPOSAL OF ANIMAL CARCASSES			
Large animal	\$180.21	Per animal	Y
Small animal	\$118.90	Per animal	Y
Subsequent small animal	\$14.90	Per animal	Y
Operator/machinery hire to bury/move/destroy waste at facility	\$264.29	Per hour	Y

FRIDGE FREEZERS AIRCONDITIONERS			
Degassed	Free	Per item	Y
With gas or no documentation	\$72.05	Per item	Y
Proof of degassing is a certificate from a qualified tradesperson			
Gas bottles/Fire extinguishers	\$60.06	Per item	Y
Scrap metal	Free	Per tonne	Y
Drum muster	Free	Per item	N
Car batteries	Free	Per item	N
E-Waste	Free	Per item	Y
Clean fill (proof of testing required)	Free	Per tonne	Per tonne

ASBESTOS			
Disposal application	Free	Per application	N
Asbestos Disposal	\$600.64	Per tonne	Y
Minimum Charges of 1 tonne per application			



DOMESTIC WASTE CHARGES

SERVICE DESCRIPTION	\$FEE	UNIT	GST
General domestic disposal - mixed	Free	Per tonne	N
DOMESTIC DISPOSAL - SEPERATED			
Building timber	\$74.27	Per tonne	Y
Concrete	\$74.27	Per tonne	Y
Steel degas A	\$74.27	Per tonne	Y
Green waste	Free	Per tonne	N
Mattress	\$45.00	Per mattress	Y
Glass	\$74.27	Per tonne	Y
Rocks	\$74.27	Per tonne	Y
Couch	\$45.00	Per couch	Y

TYRES			
Tyre - whole	\$1,200.00	Per tonne	Y
Tyre - shredded	\$1,200.00	Per tonne	Y
Bicycle	\$8.00	Per tyre	Y
Quadbike	\$18.00	Per tyre	Y
Motorbike	\$22.00	Per tyre	Y
Passenger	\$34.00	Per tyre	Y
4WD/LT	\$38.00	Per tyre	Y
Truck	\$55.00	Per tyre	Y
Tractor	\$65.00	Per tyre	Y
Tyres with rims + tyre charge	\$41.32	Per tyre	Y

ASBESTOS			
Disposal application	Free	Per application	N
Asbestos disposal	\$600.63	Per tonne	Y
Minimum Charges of 1 tonne per application			

DISPOSAL OF ANIMAL CARCASSES			
Large animal	Free	Per animal	N
Small animal	Free	Per animal	N
Subsequent small animal	Free	Per animal	N
Operator/machinery hire to bury/move/destroy waste at facility	\$264.29	Per hour	Y

FRIDGE FREEZERS AIRCONDITIONERS			
Degassed	Free	Per item	Y
With gas or no documentation	\$72.05	Per item	Y
Proof of degassing is a certificate from a qualified tradesperson			
Gas bottles/Fire extinguishers	\$60.06	Per item	Y
Drum muster	Free	Per item	N
Car batteries	Free	Per item	N
E-Waste	Free	Per item	N
240L Wheelie Bin and Kerb Collection	\$417.00	Per bin Per annum	Y



KATHERINE CIVIL AIRPORT

The fee for landing an aircraft at the airport is based on the certified maximum take-off weight of the aircraft. The fee is calculated and charged by AvData. It applies to the entry to or departure from the leased area by the aircraft.

All fees are for the period of time specified, or part thereof. A day is a period of 24 hours, starting from the time of the aircraft beginning its landing. Additional parking fee for aircraft over 5.7 tonnes is calculated on the entire weight of the aircraft, not just the amount above 5.7 tonnes. Sites for Vending Machines are inclusive of electricity.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
AIRCRAFT MANAGEMENT FEES			
Landing Fee	\$29.80	Per tonne/ per event	Y
Parking fee – overnight to 7 days	\$12.19	Per day	Y
Parking fee – longer than 7 days	\$213.42	Per month	Y
Additional parking fee – aircraft over 5.7 tonne	\$6.87	Per tonne/ Per day	Y
GROUND HANDLING FEE			
Ground service fee – Monday – Friday, 8am – 4.36pm	\$285.32	Per hour	Y
Ground handling service - weekends, public holidays, out of business hours	\$339.34	Per hour	Y
Spillages clean up charge	\$600.64	Per event	Y
Luggage handling	\$300.96	Per event	Y

Passenger aid (e.g. assist disabled, provide transport, crowd control)	\$120.14	Per event	Y
Other as negotiated	\$300.29	Per event	Y
AIRCRAFT MANAGEMENT FEES			
Cleaning and repairs	Invoice	Per event	Y
Administration of cleaning and repairs	\$79.17	Per event	Y
TENANCY FEES			
Warehouse space (eg Long Term)	\$11.98	Per m2 per month	Y
Terminal building – secure counter/ storage space	\$240.27	Per month	Y
Terminal building - office space	\$22.62	Per m2 per month	Y
Terminal building - use of baggage handling area	\$60.07	Per month	Y
Site for private buildings (offices, hangars, fuel depots, storage)	\$1.65	Per m2 per month	Y
Site for vending machines	\$96.12	Per month	Y
Site for advertising	\$11.98	Per m2 per month	Y
Reserved car park	\$15.50	Per day	Y
Reserved car park – monthly	\$124.00	Per month	Y

ANIMAL MANAGEMENT & REGULATORY SERVICES



Authorised Officers of Council are responsible for enforcing the Katherine Town Council's By-Laws in the Katherine Municipality. You can find a copy of the By-Laws on Council's website.

www.katherine.nt.gov.au.

POUND OPERATING HOURS

8.00AM – 4.00PM

The pound operates by appointment only with a Council Ranger. Dogs will only be impounded or released during pound operating hours.

DOG REGISTRATION

In accordance with Council's By-Laws, all dogs must be registered. Council offers both annual and lifetime registrations. An Early Bird discounted fee is applicable to annual registrations received by 31 July every year. Please check with Customer Service to find out the Early Bird Rate.

After 31 July, Pro rata registration rates apply exclusively to newly arrived dogs in town and/or puppies.

Concession card holders will receive a further discounted flat rate annually.

Your dog must be both desexed and microchipped to qualify for a lifetime registration. Proof of desexing must be provided unless your dog is already in Council's database as desexed. Statutory Declarations will not be accepted as a suitable form of evidence.

In all other circumstances the owner is to pay the full amount for the yearly registration fee (i.e., fined for an unregistered dog).

Guide/Service Dogs are exempt from Council's registration requirements.

DOG REGISTRATION – REFUND

The following are acceptable to approve refund:

- proof of dog re-registration at a new location – i.e., outside Katherine Town Council Municipality.
- or formal proof of animal's status (i.e., death certificate).
- Refund is in line with Council's pro-rata guide.
- Lifetime registrations are non-refundable.

DOG LICENCE (MORE THAN 2 DOGS)

To keep more than two dogs at a premises a special dog licence must be obtained. Contact Customer Service to obtain a dog licence application. Once the application has been completed an appointment will be made. The Ranger will inspect your premises to ensure your property is suitable for more than two (2) dogs. There is a maximum of four (4) dogs in all areas of the municipality (excluding rural, agricultural and water management zone).

DOGS HOUSED IN THE POUND

Dog/s may be purchased at the registration cost. (unless you take the dog under the provisions of a dog trial). A dog trial will be 14-days, and if the dog trial is successful the dog must be registered.

SURRENDER OF DOGS TO THE POUND

A declaration form and proof of ownership must be signed by the owner(s) and a fee of **\$254.42** is levied to assist in covering the cost. Council will only accept dogs of good health and wellbeing, dogs that are whelping or pregnant will not be accepted. No dog shall be housed for more than four working days. Concluding this period, if the dog is not rehoused, the dog shall be euthanised.

USE OF THE POUND BY APPROVED ANIMAL WELFARE ORGANISATIONS

All costs and services, including vet care when required, i.e., euthanasia will be covered by the organisation. Any loss or injury to any dog will be covered by the organisation, the dog shall not be kept for more than eight (8) working days. Council will only accept dogs of good health and wellbeing, dogs that are whelping or pregnant will not be accepted.

POUND / IMPOUND FEES

Release of an animal is conditional upon payment of the impound fees, registration and any other outstanding infringements; and further expense will be passed on to the animal's owner.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
DOG REGISTRATION			
Non-desexed	\$71.74	Per dog	N
Desexed	\$32.02	Per dog	N
Non-desexed Concession holder	\$35.87	Per dog	N
Desexed – Concession holder	\$16.01	Per dog	N
PRO-RATA DOG REGISTRATION NON-DESEXED			
August	\$65.80	Per dog	N
September	\$59.81	Per dog	N
October	\$53.81	Per dog	N
November	\$47.82	Per dog	N
December – June	\$41.78	Per dog	N
PRO-RATA DOG REGISTRATION DESEXED			
August	\$29.28	Per dog	N
September	\$26.65	Per dog	N
October	\$24.06	Per dog	N
November	\$21.33	Per dog	N
December – June	\$18.59	Per dog	N
LIFETIME REGISTRATION			
Standard	\$155.83	Per dog	N
Concession holder	\$79.13	Per dog	N
REPLACEMENT TAG			
Replacement tag	\$4.96	Per tag	N

DOG LICENCE (OVER 2 DOGS)			
Annual fee	\$121.58	Per year	N
PRO RATA DOG LICENCE FEE			
August	\$111.41	Part thereof	N
September	\$101.23	Part thereof	N
October	\$91.21	Part thereof	N
November	\$80.99	Part thereof	N
December – June	\$73.55	Part thereof	N
SURRENDER OF DOG TO POUND			
Surrender Fee	\$254.43	Per dog	N
IMPOUND FEES – UNREGISTERED			
First 24 hours	\$219.00	Per impound	N
Additional day	\$23.34	Per day	N
IMPOUND FEES – REGISTERED – OTHER ANIMALS			
First 24 hours	\$130.31	Per impound	N
Additional day	\$23.34	Per day	N
OUT OF HOURS ANIMAL COLLECTION			
Collection of an Animal	\$209.70	Per collection	Y

HIRE DOG AND CAT TRAPS

Dogs and cats that are caught in Council traps will only be collected between normal pound operating hours. It is the hirers responsibility to collect and return the traps to the Civic Centre. If Council staff are required to collect a dog or cat outside normal pound times, additional fees apply.

Traps are available for two (2) weeks only. You will be required to pay a deposit of \$145.00 for a cat trap and \$230.00 for a dog trap, and an additional fee will apply for late returns. Where deemed necessary, the Chief Executive Officer or Delegate will authorise the set of dog/cat traps on private land with permission from the landowner.

CITRONELLA BARKING COLLARS

Barking Collars are available for two (2) weeks only, you will be required to pay a deposit of \$120.00 per collar. An additional fee will apply for late returns.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
CITRONELLA BARKING COLLARS			
Barking collar hire	Free	Per collar/fortnight	N
Refundable deposit	\$120.00	Per collar	N
Citronella canister	\$22.00	Per canister	Y
Additional day	\$23.34	Per day	N



IMPOUNDING OF VEHICLES

SERVICE DESCRIPTION	\$FEE	UNIT	GST
IMPOUNDED VEHICLES FEES			
Towage Fees	At Cost	Per occasion	Y
Storage Fees	\$44.62	Per week	Y
Administration Fees	\$86.87	Per occasion	Y
Advertisement costs	\$133.05	Per advert	Y
Inspector's costs	\$223.33	Per occasion	Y
Council vehicle use	\$19.83	Per occasion	Y
SALE OF IMPOUNDED VEHICLES			
Administration Fees	\$87.40	Per occasion	Y
Advertisement costs	\$133.05	Per advert	Y
Inspector's costs	\$223.33	Per occasion	Y
Council vehicle use	\$19.83	Per occasion	Y

VACANT LAND

Council will issue a notice to comply for those allotments that are deemed unkempt land. Unkempt land is where land is overgrown with plants, grass or weeds, land that imposes a risk and litter (including unsightly car bodies, machinery, or other chattels). Notice will be served for a period not less than two (2) days and no more than 21- days after the date of notice which the work will be required to be executed. If failing to do so, Council will execute the works and where the Council is unable to ascertain the identity of the occupier, the landowner will be charged the cost of the necessary work plus any other fees associated (such as an administration fee).

SERVICE DESCRIPTION	\$FEE	UNIT	GST
VACANT LAND			
Maintenance of land (mowing, rubbish removal etc.)	At Cost plus administrative fee	Per occasion	Y
Administrative fee	\$86.87	Per occasion	Y

VENDORS STREET/ROADSIDE PERMIT

VENDORS STREET/ROADSIDE PERMIT

Applications are valid for one (1) month and permit fee apply upon application. Permits are subject to the following conditions:

- Completed application.
- No objections are received from or on behalf of fixed businesses selling similar goods/merchandises.
- The vendor must ensure the surrounding area is kept free of litter.
- Holds a current public liability insurance cover to indemnify the Council of any liability which may arise from exercising the permit. Cover minimum must be \$10,000,000.00.
- Sites will be approved by Council's CEO

DISPLAY GOODS IN A PUBLIC PLACE/HANDBILL PERMIT

Applications are valid for a 12-month period and permit fee apply upon application. Permits are subject to the following conditions:

- Completed application.
- No objections are received from or on behalf of fixed businesses selling similar goods/merchandises.
- The vendor must ensure the surrounding area is kept free of litter.
- The vendor must have a current public liability insurance cover to indemnify the Council of any liability which may arise from exercising the permit. Cover minimum must be \$10,000,000.00.
- Sites will be approved by Council's CEO.

MOBILE & FIXED FOOD VENDORS

Applications for a mobile food vendor vary from three (3) months to an annual permit, and permit fees apply upon application. Applications for a fixed food vendor are valid for 12-months and permit fees apply.

Council has a mobile food van policy and assessment criteria that stipulates the process and vendor requirements to exercise the permit.

Permits will be subject to the following conditions:

- Completed application.
- Advertising the intent to operate.
- No objections are received from or on behalf of fixed businesses selling similar goods/merchandises.
- The vendor must ensure the surrounding area is kept free of litter.
- The vendor must hold current legislative requirements and licences.
- The vendor must hold a current public liability insurance cover to indemnify the Council of any liability which may arise from exercising the permit. Cover minimum must be \$10,000,000.00.
- Location and timeframes will be approved by Council's CEO.

BUSKING

Permit fees are payable upon application and valid for 1 calendar month.

Permits are subject to the following conditions:

- Permits are only valid between 10.00am – 6.00pm daily or as otherwise determined by Council.
- Permits are valid for maximum four (4) sessions per permit.
- The permit holder cannot transfer a permit.
- The permit holder must avoid behaviour which may cause annoyance to the general public.
- Periods of activity are not to be longer than one (1) hour at any one place.
- Permits will only apply per person.
- Amplification is not permitted unless approved by Council.
- The permit holder must hold a current public liability insurance cover to indemnify the Council of any liability which may arise from exercising the permit. Cover minimum must be \$10,000,000.00.
- Permits must be readily accessible is asked to display.
- Failure to comply with any of these conditions may cause the permit to be revoked.

SIDEWALK CAFES

Permit fee payable upon application and are valid for 12-month period. Permits are subject to the following conditions:

- Maximum 4 chairs per table
- Ensure that the area is not causing an obstruction.
- Ensure the area and surrounds are litter free.
- Holds a current public liability insurance cover to indemnify the Council of any liability which may arise from exercising the permit. Cover minimum must be \$10,000,000.00.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
VENDORS			
Street/roadside vendors	\$409.48	Per month	Y
Street/roadside vendors	\$4,913.88	Per annum	Y
Display goods in public place/handbill permit - Commercial	\$179.90	Per month	Y
Display goods in public place/handbill permit – Non-Commercial	\$18.59	Per month	Y
Display goods in public place/handbill permit - Commercial	\$2,159.18	Per annum	Y
Display goods in public place/handbill permit – Non-Commercial	\$223.33	Per annum	Y
Mobile food vendors	\$578.37	Per 3 months	Y
Mobile food vendors	\$2,313.51	Per annum	Y
Fixed food vendors	\$495.94	Per month	Y
Fixed food vendors	\$5,956.28	Per annum	Y
Sidewalk cafes – per table and four (4) chairs	\$179.89	Per annum	Y
Busking	\$36.00	Per month	Y
Photography/filming permit	Free	Per month	N

SIGNS

Signs can be erected displaying and advertising business in numerous approved locations in the Katherine Town Council municipality including Cluster Signs, Information Bay Signs and Freestanding Signs. Applications and approvals need to be completed before the erection of signs. Please contact Council to obtain information regarding the Sign Code and application process.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
SIGNS – CLUSTER AND INFORMATION BAYS			
Annual fee	\$85.89	Per annum	Y
<i>Pro Rata</i>			
August	\$78.72	Per annum or part thereof	Y
September	\$71.48	Per annum or part thereof	Y
October	\$64.40	Per annum or part thereof	Y
November	\$57.33	Per annum or part thereof	Y
December to June	\$50.20	Per annum or part thereof	Y

BANNERS

All banner posts and message boards are reserved exclusively for Not-For-Profit community groups and community service announcements i.e., Police, Fire etc.

Due to safety and access issues, all banners will be erected and dismantled by a suitable qualified Council staff member.

Application fee for the North, South, and West posts is a **\$43.90**, this includes the erecting and dismantling of the banners. Please ensure you detail the banner schedule. The banner schedule cannot consist of more than five (5) instances or

be longer than an eight (8)-month period. If your schedule is outside of these parameters, you will need to submit another application.

Main street flags attract a **\$6.04** per banner fee and **\$150.15** for erection and removal of the banners.

Once the banners have been dismantled the applicant has seven (7) days to collect the banner/s from the Civic Centre.

ROAD OPENING/CLOSING

Before the commencement of works relating to driveways, kerbing, roadways, footpaths and thoroughfares on council owned property, (including verges), a road opening/closing permit must be applied for. Plans must also be submitted along with your completed application. More information is available on Council's website.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
ROAD OPENING/CLOSING PERMIT			
Application fee	\$130.26	Per application	Y



CEMETERY

The cemetery has toilet facilities, a rotunda as a shady retreat for families and visitors and a mobile shade structure that can be used for funerals. However, the shade structure will be the responsibility of the funeral director.

GRAVES AND PLAQUES

Council assumed control of the Katherine Cemetery on the first day of July 1978 and acknowledges that precise identification of some specific grave sites prior to this date has proved difficult. In these cases, Council will supply a plaque measuring 203mm x 76mm of bronze that will be mounted in the rotunda at the cemetery.

Vacant grave sites will not be allocated until a minimum of 12-months after the use of the neighbouring site. Graves will be dug to a minimum depth of 2.1 metres to accommodate a double grave. The grave will be backfilled with the original excavated material and when the grave begins to settle the site will be re-topped with soil as required. Grass seed will be sown, and Council will supply each grave site with a single headstone measuring at the base 600mm x 200mm and at the top 100mm x 600mm and 300mm high. Relatives may purchase headstones of marble or similar material. However, headstones must remain the same dimensions.

Council will supply each grave site with a bronze plaque measuring 137mm x 102mm, relatives may order larger plaques at their own cost. Plaques will be installed as soon as possible after the burial.

CREMATED REMAINS

Council will provide a specific area at the cemetery in which cremated remains may be interred, either permanently or temporarily. A plaque, measuring 229mm x 229mm will be provided for these internments. A request to remove cremated remains must be in writing to the Chief Executive Officer and must be in the form as required by Council.

FLOWER AND ORNAMENT GUIDELINES

Katherine Town Council is committed to maintaining Katherine Memorial Cemetery's tidy presentation. We understand that people want to decorate a grave or memorial for sentimental or religious reasons. To ensure this is done in a safe and tidy way please ask Council for a copy of the Flower and Ornament Guidelines. The erection of fencing or private decorative gardens are prohibited.

CEMETERY FEES

Cemetery fees will be reviewed annually and will be set on a cost recovery basis. Where relatives, at their own cost provide alternative headstones and plaques, burial fees will be adjusted accordingly.

SERVICE DESCRIPTION	\$FEE	UNIT	GST
BURIAL CHARGES			
Adult	\$3,023.49	Per burial	Y
Adult	\$3,309.21	Weekend/ public holiday per burial	Y
Child	\$2,270.33	Per burial	Y
Child	\$2,556.00	Weekend/ public holiday per burial	Y
BURIAL OF ASHES			
Ashes	\$671.65	Per burial	Y
EXCLUSIVE RIGHT TO BURIAL			
Exclusive right to burial	\$109.70	Per gravesite	Y
UNDERTAKERS FEE			
Annual licence	\$1,550.79	Per annum	Y
INFORMATION			
Research Service	Free	Per enquiry	Y

KATHERINE PUBLIC LIBRARY

SERVICE DESCRIPTION	\$FEE	UNIT	GST
STRATEGIC PLAN, MUNICIPAL PLAN, ANNUAL REPORT AND POLICIES.			
Electronic copy	Free	Document	Y
Hard copy (black and white)	\$19.21	Document	Y
BY-LAWS			
Electronic copy	Free	Document	Y
Hard copy (black and white)	\$19.21	Document	Y
BINDING			
Up to 50 pages	\$7.65	Small per document	Y
Over 50 pages	\$13.95	Large per document	Y
LAMINATING			
A4 pages	\$3.10	Per page	Y
A3 page	\$6.72	Per page	Y
Other laminating (Library Only) See Library Page 27			
PHOTOCOPING			
A4 Black	\$0.52	Per side	Y
A3 Black	\$0.62	Per side	Y
A4 Colour	\$0.62	Per Side	Y
A3 Colour	\$2.17	Per Side	Y
FACSIMILE			
Outgoing	\$2.33	Per document	Y
Incoming	Free	Per document	
SCANNING			
Colour	\$2.33	Per document	Y



LIBRARY FEES			
Temporary borrowers – deposit (max 4 books)	\$60.00	Per borrower	N
Inter library loans	Free	Per item	Y
Lost/damage items – inter library loan	Cost of replacing plus, a 10 % admin fee up to max \$25.00	Per item	Y
Lost/damage/overdue items – local item	Cost of replacing plus, a 10 % admin fee up to max \$25.00	Per item	Y
Admin Fee – Inter Library loan	10 % admin fee up to max \$25.00	Per item	N
Admin Fee – Inter Library local	10 % admin fee up to max \$25.00	Per item	N
COMPUTER AND INTERNET USE			
Access for members	Free	Per session	N
Access for non-members	Free	Free for first hour	
Wi-Fi Access	Free 1hour	24-hour period	
3D PRINTER			
	\$3.20	Per hour	Y
	\$6.35	Per 25mgs	Y

CIVIC CENTRE AND MISCELLANEOUS:

Civic Centre – Committee Room
 Katherine Public Library - Training Room
 Visitor Information Centre – Training Room
 Lindsay Street Complex

SHOWGROUNDS:

Showgrounds – Ablutions (Disabled)
 Showgrounds – Ablutions (Near Old Secretaries Office)
 Showgrounds – Ablutions (Camping Area - Demountable)
 Showgrounds – Ablutions (Rodeo Arena)
 Showgrounds – Ablutions (Norforce)
 Showgrounds – Ablutions (Rotary)
 Showgrounds – Ablutions (Stables)
 Showgrounds – Agricultural Pavilion
 Showgrounds – Buntine Pavilion
 Showgrounds – Campgrounds
 Showgrounds – Commercial Pavilion
 Showgrounds – Cooking Pavilion
 Showgrounds – Equestrian Storage Shed
 Showgrounds – Grandstand (Kiosk 1)
 Showgrounds – Grandstand (Kiosk 2)
 Showgrounds – Grandstand (Changerooms)
 Showgrounds – Needlework Pavilion
 Showgrounds – Oval
 Showgrounds – Parks and Wildlife Timber Pavilion
 Showgrounds – Polocrosse Field
 Showgrounds – Poultry Pavilion
 Showgrounds – Racecourse
 Showgrounds – Rodeo Arena
 Showgrounds – Rodeo Secretaries Office
 Showgrounds – Rotary Pavilion
 Showgrounds – Dog Arena

**SPORTSGROUNDS:**

Oval No 1
 Oval No 2
 Oval No 3 (Baseball Field)
 Oval No 4 (Cricket Oval)
 Katherine and Big Rivers Community, Sports, and Recreation Venue
 Ablutions (BMX Track)
 Ablutions (Near Stuart Hwy)
 Ablutions (Near Netball Courts)
 Ablutions (Softball Oval)
 Baseball Kiosk
 Baseball Shed
 BMX Facility
 Cricket Storage Shed (Near Oval No 4)
 Netball Kiosk
 Skate Park
 Sportsground – Storage Facility (Near PlayPark) (No 1)
 Sportsground – Storage Facility (Near end of Oval No 1) (No 2)
 Town Square – Projector, Misters, Sound and Lighting.

PARKS AND RESERVES:

Acacia Park
 Casuarina Park
 Dakota Park
 De Julia Park
 Fordham Park
 Forscutt Park
 Fuller Park
 Giles Park
 Glencoe Park
 Grevillea Park
 Hot Springs Reserve ablutions available
 Jukes Park
 Knott's Crossing
 Lockheed Park
 Maluka Park
 Morris Park
 O'Shea Park
 Prior Park
 Richard Milner Park
 Ronan Park
 Roney Park
 Rundle Park
 Ryan Park ablutions available
 Styles Park
 Wallace Park
 Walter Young Park