



KATHERINE TOWN COUNCIL FEES AND CHARGES STRUCTURE 2017/2018

Effective 1 July 2017

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LIST OF FACILITIES FOR HIRE

BUILDING/FACILITY NAME
Civic Centre – Committee Room
Civic Centre – Chambers
Civic Centre – Grounds
Lindsay Street Complex
Park – Dakota Park
Park – DeJulia Park
Park – Fordham Park
Park – Forscutt Park
Park – Fuller Park
Park – Giles Park
Park – Glencoe Park
Park – Grevillea Park
Park – Jukes Park
Park – Knott’s Crossing
Park – Lockheed Park
Park – Maluka Park
Park – Morris Park
Park – O’Shea Park
Park – Prior Park
Park – Ronan Park
Park – Roney Park
Park – Rundle Park
Park – Ryan Park (Ablutions)
Park – Styles Park
Park – Town Square
Park – Wallace Park
Park – WalterYoung Park
Showgrounds – Ablutions (Disabled)
Showgrounds – Ablutions (Near Old Secretaries Office)
Showgrounds – Ablutions (Near Poultry Pavilion)
Showgrounds – Ablutions (Rodeo Arena - Demountable)
Showgrounds – Ablutions (Rodeo Arena)
Showgrounds – Ablutions (Main Entrance Road)
Showgrounds – Ablutions (Rotary)
Showgrounds – Ablutions (Stables)
Showgrounds – Agricultural Pavilion
Showgrounds – Buntine Pavilion

Showgrounds – Camp Grounds
Showgrounds – Commercial Pavilion
Showgrounds – Cooking Pavilion
Showgrounds – Equestrian Storage Shed
Showgrounds – Grandstand (Kiosk 1)
Showgrounds – Grandstand (Kiosk 2)
Showgrounds – Grandstand (Change Rooms)
Showgrounds – Model Aero Club Field
Showgrounds – Needlework Pavilion
Showgrounds – Oval
Showgrounds – Parks & Wildlife Timber Pavilion
Showgrounds – Polocrosse Field
Showgrounds – Poultry Pavilion
Showgrounds – Racecourse
Showgrounds – Rodeo Arena
Showgrounds – Rodeo Secretaries Office
Showgrounds – Rotary Pavilion
Showgrounds – Dog Arena
Showgrounds – Stables/Pens
Showgrounds – Sturt McDowell Building (McDouall Stuart Hall)
Showgrounds – Trading Pavilion
Showgrounds – Transport & Works Pavilion
Sportsground – Oval No 1
Sportsground - Oval No 2
Sportsground – Oval No 3 (Baseball Field)
Sportsground – Oval No 4 (Cricket Oval)
Sportsground – Ablutions (BMX Track) (No 3)
Sportsground – Ablutions (Near Stuart Hwy) (No 1 A)
Sportsground – Ablutions (Near Netball Courts) (No 2)
Sportsground – Ablutions (Softball Oval) (No 1 B)
Sportsground – Baseball Kiosk (Near Oval No 3)
Sportsground – Baseball Shed (Near Oval No 3)
Sportsground – BMX Facility
Sportsground – Don Dale Ablutions (No 4)
Sportsground – Don Dale Change Room (Near Oval No 1)
Sportsground – Don Dale Change Room (Near Oval No 2)
Sportsground – Cricket Storage Shed (Near Oval No 4)
Sportsground – Don Dale Pavilion (Room A)
Sportsground – Don Dale Pavilion (Room B)
Sportsground – Don Dale Pavilion (Room C)

Sportsground – Don Dale Pavilion (Room D)
Sportsground – Don Dale Pavilion (Room E)
Sportsground – Don Dale Pavilion (Room F) (Canteen) (Storage Rooms)
Sportsground – Don Dale Pavilion (Room G)
Sportsground – Don Dale Pavilion (Room H)
Sportsground – Don Dale Pavilion (Room J)
Sportsground – Multi-Sports Shed
Sportsground – Netball Kiosk
Sportsground – Skate Park
Sportsground – Storage Facility (Near Play Park) (No 1)
Sportsground – Storage Facility (Near end of Oval No 1) (No 2)

PRICE LISTING FOR HIRES - ALL FIGURES APPEARING IN BOLD ARE EXEMPT FROM GST

NOTE: for up to 3 facilities on one hire plus one ablution block

Daily Hire

Daily hire allocations will be made on a half or full day basis. A half day hire is defined as any 4 hour period and a full day hire is any 24 hour period. Allocation of specific grounds is made for the designated application purpose only. Each individual half or full day hire is for one organisation only. A daily hire does not necessarily provide clubs and/or associations with exclusive use of the facility. Daily hires are not guaranteed and will be subject to the application process.

Daily hires are subject to fees and charges as per the Katherine Town Council's Fees and Charges Structure.

Short Term Hire

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 (maximum of three facilities per hire plus one ablution block). 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 application process.

Short term hires are subject to fees and charges as per the Katherine Town Council's Fees and Charges Structure.

Long Term Hire

Long term hire allocations will be made on a yearly calendar basis. Allocation of specific grounds is made for the designated application purpose only (maximum of three facilities per hire plus one ablution block). A long term hire does not provide clubs and/or associations with exclusive use of the facility. Each individual long term hire is for one organisation only. Long term hires are only available for consistent/regular users. A long term hire applies to the following:

1 January to the 31 December – payment required financial year basis

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

Long term hires are subject to fees and charges as per the Katherine Town Council's Fees and Charges Structure.

Daily Hire – Community Group (Not for Profit)

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$97.00	\$4.00 (e.g. Low User)	\$101.00

Daily Hire – Community Group (Commercial Enterprise) (Local, State, Federal Government, Schools)

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$129.00	\$8.20 (e.g. Medium User)	\$137.20

Daily Hire –Commercial Organisation

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$1,912.00	\$23.80 (e.g. High User)	\$1,935.80

Daily Hire – Specific (Council Approved)

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$97.00	\$4.00 (e.g. Low User)	\$101.00

Daily Hire – Personal

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$129.00	\$8.20 (e.g. Medium User)	\$137.20

Short Term Hire – Community Group (Not for Profit)

Replacement & Maintenance Cost	Short Term Hire Charge	Power/Water Costs	Total
\$676,298	\$310.00	\$4.00 x 7 days x 10 weeks	\$590.00

Short Term Hire – Community Group (Commercial Enterprise)

Replacement & Maintenance Cost	Short Term Hire Charge	Power/Water Costs	Total
\$676,298	\$520.00	\$8.20 x 7 days x 10 weeks	\$1,094.00

Short Term Hire – Specific (Council Approved)

Replacement & Maintenance Cost	Short Term Hire Charge	Power/Water Costs	Total
\$676,298	\$310.00	\$4.00 x 7 days x 10 weeks	\$590.00

Long Term Hire – Community Group (Not for Profit) – 12 months

Replacement & Maintenance Cost	Long Term Hire Charge	Power/Water Costs	Total
\$676,298	\$520.00	\$4.00 x number of days nominated (e.g. 365 days)	\$1,980.00

Long Term Hire – Community Group (Commercial Enterprise) – 12 months

Replacement & Maintenance Cost	Long Term Hire Charge	Power/Water Costs	Total
\$676,298	\$722.00	\$4.00 x number of days nominated (e.g. 365 days)	\$2,182.00

Long Term Hire – Specific (Council Approved) – 12 months

Replacement & Maintenance Cost	Long Term Hire Charge	Power/Water Costs	Total
\$676,298	\$520.00	\$4.00 x number of days nominated (e.g. 365 days)	\$1,980.00

KEY DEPOSITS

Notes:

1. Keys are to be returned at the completion of the hire (daily, short term, long term hire). If keys are not returned Council will invoice the hirer for the cost of replacement of locks and keys.
2. Key deposits are required at a cost of \$45.00 per key and \$180.00 per set of keys required to complete the hire.
3. Keys are available for collection on the working day prior to the event/hire – unless approved by prior arrangement.
4. An additional charge of \$22.00 per key will be levied in addition to keeping the deposit for keys that are not returned at the completion of any hire.

\$45.00 PER KEY

\$180.00 PER SET OF KEYS – THE NUMBER OF KEYS REQUIRED TO COMPLETE THE HIRE

FACILITY DEPOSITS

Notes:

1. Each facility requested will require a deposit. Katherine Town Council will accept purchase orders for payment of facility hires. The deposit will be held by Council until the completion of the hire and all inspections have occurred. Once inspections are completed the deposit will be returned to the hirer.
2. 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 amount of deposit. (For example: Circus could be \$1,500.00)

\$520.00 PER FACILITY AS PER NOTE ON PAGE 3

TEA & COFFEE COSTS

\$2.20 per head

HIRE OF BUILDINGS

Notes:

1. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.
2. All items are to be returned to their original position at the completion of the hire/use.
3. Hirers are responsible for any damage that occurs 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 the fees incurred in doing so will be taken from the Hirer's deposit.
4. Any additional days added to a hire will incur additional cleaning costs.

Insurance Schedule

That the hirer 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 this location. Minimum cover \$10,000,000.

That personal hirer's hold personal liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location.

HIRE OF PARKS

Notes:

1. 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 amount of deposit.
2. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.
3. Any additional days added to a hire will incur additional cleaning costs.
4. Parks cannot be hired exclusively as they are public areas.
5. All equipment assembled within a park is to be dismantled and removed at the completion of the hire.

Insurance Schedule

That the hirer 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 this location. Minimum cover \$10,000,000

That personal hirer's hold personal liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location.

HIRE OF SPORTING & SHOWGROUND FACILITIES

Notes:

1. 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 amount of deposit.
2. No parking within the grounds is permitted without prior Council approval.
3. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.
4. Some lighting is supplied via a token system. Tokens can be purchased from Katherine Town Council for \$2.70 each. Please note that each token system within Council owned property operates differently. Council will advise on how the each token system operates on request.
5. All items are to be returned to their original position at the completion of the hire/use.
6. Hirers are responsible for any damage that occurs 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 the fees incurred in doing so will be taken from the Hirer's deposit.
7. Any additional days added to a hire will incur additional cleaning costs.
8. Hires for the Showgrounds includes free **un-powered** camping and stock stabling two (2) days prior to an endorsed event, during competitions and one (1) day following. Hires must advise numbers of campers during competitions.
9. Customers requiring daily cleaning charges for their facility hire will be charged at a rate of \$60 per day.
10. Camping at the Showgrounds is intended for hirers of the facility only.
11. Department of Defence camping applications are to include buildings/facilities that they require.

Insurance Schedule

That the hirer 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 this location. Minimum cover \$10,000,000.

That personal hirer's hold personal liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location.

Camping – Overflow & Big Rigs (Per 7 Day Week)

Description	Daily Charge	Weekly Charge
Unpowered Sites - 2 Adults/Children Free	24.00	142.00
Powered Sites – 2 Adults Only	41.00	247.00
Powered Sites – Additional Adult	8.60	51.40
Powered Sites – Children	6.50	39.00
Defence Force – Per Head	8.60	51.40

Camping Fees (Travelling with Stock) (Per 7 Day Week)

Description	Daily Charge	Weekly Charge
Unpowered Sites - 2 Adults/Children Free	24.00	142.00
Powered Sites – 2 Adults Only	41.00	247.00
Powered Sites – Additional Adult	8.60	51.40
Powered Sites – Children	6.50	39.00
Stock – Per Head	1.75	10.50

Stables/Pens (Per 7 Day Week)

Description	Daily Charge	Weekly Charge
Stock – Per Head	1.75	10.50

CIVIC CENTRE & KATHERINE PUBLIC LIBRARY

General Administration

4.1 Civic Centre, Visitor Information Centre & Katherine Public Library		Charges
Municipal Plan (Hard Copy)	Black & White Only	\$15.50
Binding up to 16mm (Small)		\$6.20
Binding over 16mm (Large)		\$11.20
Laminating A4		\$6.20
Laminating A3		\$11.20
Other Laminating (per Metre)		\$22.70
Photocopying	Black – A4	30c per side
	Black – A3	50c per side
	Colour – A4	50c per side
	Colour – A3	\$1.80 per side
Library Bags		\$4.50
Temporary (Deposit) Borrowers (Limit 2 Books)		\$60.00
Inter Library Loans	Local	Free
	Local (Research Only)	Free
	Interstate	\$25.00
Lost/Damaged/Overdue Items	Value of Item plus Administrative Fee	\$8.00
Lost and Damaged Inter Library Loans	Value of Item plus Administrative Fee	\$45.00
Overdue Items		\$3.00
Internet Access – Library Computers	Members	Free
	Non Members – per hour	\$2.00
Internet Access – Library Wireless	Per 1 hour every 24 hours	Free
Computer Usage	No Internet Access Allowed	Free
Facsimile Outgoing – Local & STD	Entire Document	\$2.00
Facsimile Incoming	Entire Document	Free
Colour Scan	Entire Document	\$2.00

Permanent Line Marking

- Approval must be sought from Council's Director of Works & Services or Operations Manager prior to a user group commencing permanent line marking of a park or reserve.
- Only approved poison is to be used.
- Poison shall be carried out 2 per season only.
- Line is not to exceed 50/75mm in width.
- Council will inspect all permanent line marking at the end of each sporting season. If turf repairs are needed to be undertaken they shall be at the user's expense.

CEMETERY

Cemetery Charges

6.1 Charges	\$
Adult	2,359.00
Child	1,772.00
Exclusive Right of Burial (Reservation of Site – Cemetery Regulations 29 (1))	10.00
Burial of Ashes	524.80
Undertaker's Annual Licence	1,250.00

Cemetery Policy

1. Grounds: The Katherine Cemetery is to be maintained as a high standard Lawn Cemetery. Grass length will be kept below 70mm and Glyphosate or equivalent will be applied to keep headstones and plinths free of grass and weeds. The Cemetery grounds will be irrigated during the dry season.
2. Amenities: Toilet facilities will be provided and maintained at the Cemetery. The Rotunda will be maintained as a shady retreat for families and visitors.
3. Mobile Shade Structure: A mobile shade structure will be provided and maintained by Council. Deployment of the shade structure for funerals will be the responsibility of the Funeral Director.
4. Graves: The digging of graves will be approved by Council. The staggering of grave sites will be undertaken as follows:

XXXX	UNUSED
UNUSED	XXXX
XXXX	UNUSED
UNUSED	XXXX
XXXX	UNUSED

Unused sites will not be allocated until a minimum of 12 months after the use of the neighbouring sites. All graves will be dug to a minimum depth of 2.1 metres to accommodate a double grave. Backfilling will be carried out using the original excavated material. When the grave begins to settle the site will be speared and topped up with soil as required. Grass seed will be sown. Double burials in graves will be pursuant to Regulation 19 of the Cemeteries Regulations 1981 and the Northern Territory Cemeteries Act 1980. Council will supply each grave site with a single head stone measuring at the base 600mm x 200mm and at the top 100mm x 600mm and 300mm high. Relatives of the deceased may purchase headstones of marble or similar material. However, they must be of the same dimensions.

Plaques

Council will supply each grave site with an identification plaque measuring 137mm x 102mm made of bronze. Relatives may order larger plaques at their own cost. Plaques will be attached as soon as possible after burial.

Old Katherine Cemetery

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.

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 the Council.

Cemetery Fees

Cemetery fees will be reviewed annually in line with the Cemeteries Act and Regulations and be set on a cost recovery basis. Where relatives, at their own cost provide alternative headstones and plaques, burial fees will be adjusted accordingly.

Fencing

Fencing or the erection of private decorative gardens at gravesites in the Katherine Cemetery is prohibited in order to maintain the visual amenity of the Lawn Cemetery and enable effective maintenance.

ANIMALS

Pound Operating Hours (Release of Dogs)

Residents are advised that the Pound operates by appointment only. Please call the Civic Centre on (08) 8972 5500 to make an appointment with a Ranger.

There is available an afterhours drop off cage (for dogs only).

Dog Registration Fees

Yearly Registration Fee: (1st July to 30th June)

Pro-Rata Registration is only for new dog registrations. In any other circumstance the owner is to pay the full amount for the Yearly Registration Fee (e.g. fined for unregistered dog).

Entire Dog: \$56.00
Desexed: \$25.00

Pro-Rata Dog Registration	*Entire Dog	*Desexed Dog
Month	\$	\$
July	56.00	25.00
August	51.30	22.90
September	46.70	20.80
October	42.00	18.80
November	37.40	16.70
December - June	32.70	14.60

Lifetime Dog Registration Fees

For a desexed (vet certificate must be supplied – Statutory Declaration is not sufficient evidence unless dog is already in Council system) and microchipped dog (evidence must be provided) a one off payment of \$125.00 for lifetime registration. (NO REFUNDS.)

All Renewals

	After Early Bird	Early Bird
Entire Dog	\$56.00	\$51.00
Desexed	\$25.00	\$21.00

Pensioner Concession is ½ price (Proof of Concession – i.e. Health Care Card, Pensioner Card, Disability Card, etc)

Guide Dogs are a Free Registration

Replacement Tags

Replacements tags are available from the Civic Centre at a cost of **\$3.00** each.

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 to be in line with the above pro-rata guide.

Policy on use of the Pound by Council Elected Members, Employees, Contractors, Residence

Council does not allow Elected Members, Employees, Contractors or Residence to use the Pound for the kennelling of their personal dogs and/or cats for the purpose of holidays, trips, work events, etc.

Dog Registration Fees (More than two (2) dogs) (Applicable only to Rural Living Zoning)

Yearly licence fee **\$95.00**

*Pro-Rata Dog Licence	
Month	*\$
July	95.00
August	87.10
September	79.20
October	71.30
November	63.40
December - June	55.50

Pensioner Concession is ½ price
Guide Dogs are a Free Registration

Policy for Registration of more than two (2) dogs

1. Katherine Town Council's new Animal By Laws state that there are no further registrations for residential properties for more than two (2) dogs. Licences will only be issued to those properties zoned Rural Living. All current licences will remain in place unless allowed to expire – includes replacing one dog for another and increasing the licence to a maximum of four dogs. Any properties zoned outside of Rural Living (excluding town) are not required to hold a licence for more than two dogs. Further information can be provided by calling the Rangers on (08) 8972 5500.
2. An application, pursuant to the current By Law 47, is to be lodged.
3. A licence fee per annum is to be paid on receipt of application.
4. The written consent of the registered proprietor of the property is to be lodged with the application.
5. A maximum of four dogs per property can be licenced.
6. The residential property is to be inspected by Ranger staff to ensure adequate facilities are provided prior to an application being approved.
7. The licence is to be endorsed with the condition that the property may, after written notice, be inspected to confirm the conditions of the licence are being complied with.
8. The Council reserves the right to cancel a licence at any time and refund, on a pro-rata basis, any outstanding fees.
9. The applicant is to be notified in writing, pursuant to By Law 15, and the fee refunded in full within 28 days when an application for a licence is refused.

Pound / Impound Fees

Registered Dog	<p>\$103.00 initial impound fee (first 24 hour period) \$ 18.50 every subsequent 24 hour period or part thereof (excluding weekends and public holidays) Release of an animal is conditional upon payment of impound fees, registration and any other outstanding infringements in accordance with By Lay 67.</p>
Unregistered Dog	<p>\$173.00 initial impound fee (first 24 hour period) \$ 18.50 every subsequent 24 hour period or part thereof (excluding weekends and public holidays) Release of an animal is conditional upon payment of impound fees, registration and any other outstanding infringements in accordance with By Lay 67.</p>
Other Animal (i.e. cattle, bird, etc)	<p>\$103.00 initial impound fee (first 24 hour period) \$ 18.50 every subsequent 24 hour period or part thereof (excluding weekends and public holidays) In addition to the initial impound fee (as above), any further expenses incurred will be passed on the animal's owner, in line with By Law 40.</p>

Policy on use of the Pound by the RSPCA

1. The Council will accept only dogs that are of good health and well being.
2. No dog that is apparently whelping or 'in pup' will be accepted.
3. All costs, including veterinary care when required or euthanizing of dogs, will be borne by the RSPCA.
4. Cost of goods will be offset by RSPCA supplied food donations.
5. The Council will provide shelter and reasonable care with appropriate security levels maintained within the Pound.
6. Any responsibility for loss or injury to any dog will be borne by the RSPCA.
7. Any RSPCA dog shall be kept for no longer than eight working days at which point the dog will be euthanized or removed by the RSPCA personnel from the pound.
8. Any RSPCA dog released must be registered with the Council if housed within the Municipality.
9. Any RSPCA dogs will be impounded or released only during normal Pound operating hours.
10. Any service provided outside of these hours for RSPCA will be subject to the appropriate call out fees or costs incurred by the Council.

Surrender of Dogs to the Pound

1. A fee of **\$200.00** is levied to assist in covering costs.
2. A declaration form and proof of ownership must be signed by the owner(s) on the surrender of the animal.
3. The Council will accept only dogs of good health and well being.
4. No dog that is apparently whelping or 'in pup' will be accepted.
5. No dog shall be kept for more than four working days and, at the completion of which if the dog is not rehoused, the dog shall be euthanized (By Law Section 40 - Destruction of Impounded Dogs).
6. Any Dog will be impounded or released only during normal Pound operating hours.
7. This Policy will only be applicable to the owner of the dog, who wishes to surrender the animal.

Policy on Purchasing Dogs housed in the Pound

Dogs that are housed in the Pound may be purchased at the cost of registration.

Policy on use of Dog Traps

Deposit only **\$230.00**

1. The Council will provide dog traps during normal operating hours for the Civic Centre for the fee noted at point 4.
2. Dogs caught in Council traps will only be collected between normal Pound operating hours.
3. It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.
4. Traps provided will be charged for as follows:
 - A fee of \$166.00 for the delivery and collection of a trap;
 - a A fee of \$166.00 for the collection and impounding of animals caught outside normal working hours.
5. Where deemed necessary by the Chief Executive Officer, the Environment & Compliance Manager will be authorised to set dog traps on private land after gaining permission of the owner and on public land, the cost of delivery, collection and servicing of these traps to be borne by the Council.
6. Traps are available for a maximum of two (2) weeks only.
7. An additional fee of \$60.00 a day will be levied when late returning of the trap occurs.

Policy on use of Cat Traps

Deposit only **\$145.00**

1. The Council will provide cat traps during normal operating hours for the Civic Centre for the fee noted at point 4.
2. Cats caught in Council traps are the responsibility of the hirer.
3. It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.
4. Traps provided will be charged for as follows:
 - A fee of \$166.00 for the delivery and collection of a trap;
5. Traps are available for a maximum of two (2) weeks only.
6. An additional fee of \$60.00 a day will be levied when late returning of the trap occurs.

Anti-Bark Collars

Charge of anti-bark training collar per week (max two weeks) **\$33.00**
Deposit **\$230.00**

1. The Council will provide anti-bark collars during normal operating hours for the Civic Centre.
2. It is the hirer's responsibility to collect and return the collars to the Civic Centre during normal operating hours.
3. Collars are available for a maximum of two (2) weeks only.
4. An additional fee of \$60.00 a day will be levied when late returning of the collar occurs.

INFRINGEMENTS

Note:

1. Infringement notices issued must be paid within 14 days from date of issue otherwise an additional administration cost of \$33.00 will be incurred.

Infringements - Litter

Infringement Type	Regulation	\$
8.1 Litter		
Depositing litter on land or allowing litter to remain on land.	By Law 30(1)	100.00

Infringements - Parking

Infringement Type	Regulation	\$
8.2 Parking		
Parking for longer than indicated.	Australian Road Rule 205 (1)	40.00
Stopping within 10m from the nearest point of an intersection.	Australian Road Rule 170 (3)	50.00
No stopping in an area to which a NO PARKING sign applies.	Australian Road Rule 168 (1)	50.00
Stopping on path. No stopping on a path, dividing strip or nature strip.	Australian Road Rule 197 (1)	50.00
No stopping within 1m of a fire hydrant.	Australian Road Rule 194 (1)	50.00
No stopping in an area to which a NO STOPPING sign applies.	Australian Road Rule 167	50.00
Stopping in a Taxi zone.	Australian Road Rule 182 (1)	50.00
Stopping in a Loading zone.	Australian Road Rule 179 (1)	50.00
No Stopping on a road with a yellow edge line.	Australian Road Rule 169	50.00
Stopping in a parking area for people with disabilities.	Australian Road Rule 203 (1)	135.00
Park on road positioning vehicle to face direction of travel.	Australian Road Rule 208 (2) (a)	40.00
Position the vehicle so the vehicle does not unreasonably obstruct other vehicles.	Australian Road Rule 208 (8)	40.00

Infringements - Dogs

Infringement Type	Regulation	\$
8.3 Dogs		
Keeping a dog which is not registered.	By Law 52(1)	100.00
Dog, when at large, is not under effective control.	By Law 56(1)	100.00 – First Offence 200.00 – Second & Subsequent Offence
Dog attacks a person or animal.	By Law 58(1)(a)	600.00 – Attack on Person 200.00 – Attack on Animal
Dog menacing person or animal.	By Law 58(1)(b)	300.00 – Menace on Person 100.00 – Menace on Animal
Dog is present in a restricted area and the presence of the dog is prohibited.	By Law 54(2)	100.00 – First Offence 200.00 Second & Subsequent Offence
Unauthorised removal of a registration tag from a registered dog.	By Law 55(1)	100.00
Enticing a dog to act in manner that may render owner liable to prosecution.	By Law 57	150.00
Dog chasing vehicles.	By Law 59	150.00
Dog that, either by itself or in concert with other dogs, is a nuisance.	By Law 60(1)	150.00
Abandoning a dog within the municipality.	By Law 61	150.00
Obstructing pound supervisor in the execution of his/her duties.	By Law 62(1)	150.00
Keeping more than 2 dogs unless the premises are licensed.	By Law 53	100.00

Infringements - Miscellaneous

Infringement Type	Regulation	\$
8.4 Miscellaneous		
Camping in a public place other than in a caravan area.	By Law 93(1)(a)(d)	100.00
Burn or heat any material, thing or substance giving off an offensive odour.	By Law 32	100.00
Lights or causes to be lit a fire in the open air without a permit.	By Law 33(1)(2)	100.00
Break or cause to break glass in a public place.	By Law 35(1)	100.00
Spit in a public place.	By Law 36(4)	100.00
Throws or discharges a stone or other object into, from or in a public place.	By Law 37(1)(a)	100.00

Note: Refer to By Laws 20 and 21 (2)(c) – General and Fixed Penalties

Impounding of Abandoned Vehicles

Towage Fees	\$ At cost
Storage Fees	\$ 33.00 per week
Administration Fee	\$ 68.00
Advertisement Costs	\$ 108.00 (Per Advert)
Inspector's Costs (3 Hours)	\$ 180.00
Council Vehicle Use	\$ 14.00

Sale of Vehicles

Administration Fee	\$ 68.00
Advertisement Costs	\$ 108.00 (Per Advert)
Inspector's Costs (3 Hours)	\$ 180.00
Council Vehicle Use	\$ 14.00

Note: Katherine Town Council is required to adhere to the Uncollected Goods Act Part 4 Sections 26 to 30.

VACANT LAND

Mowing / Rubbish Removal

Land to be Cleared

1. Where, in the opinion of the Council, there is on land:
 - (a) plants, grass or weeds:
 - (i) that are, or are likely to become, injurious, flammable or noxious; or
 - (ii) that have become unkempt; or
 - (b) litter (including unsightly car bodies, machinery or other chattels), the Council may cause a notice under By Law 10 to be served on:
 - (c) the occupier of the land; or
 - (d) where the Council is unable to ascertain the identity of the occupier, the owner of the land, requiring the land to be cleared or tidied, litter to be placed in a vermin proof receptacle of a kind specified or any other action set out in the notice to be taken.
2. The period within which the work must be carried out under clause (1) is to be specified in the notice, being a period of not less than 2 days and not more than 21 days after the date of service of the notice.

Note:

1. Any area within the Municipality that is deemed to require maintenance attention in line with By Law 31 – i.e. privately owned vacant land, will be charged at the cost of the necessary work plus an administrative fee of \$24.00.

SIGNS

Cluster Sign / Information Bays

1. A permit fee of **\$67.00** per annum is payable to Council.
2. Permits are valid for 12 months commencing on the 1st July of each year.
3. The applicant must supply and maintain the sign in reasonable condition.
4. The sign must comply with Council's By Laws and Signs Code.
5. Damaged or faded signs will be removed by Council and the owner will be required to repair or replace the sign prior to re-installation.
6. Each premise is entitled to one (1) sign per information bay only.

Pro-Rata Fee	
Month	*\$
July	67.00
August	61.60
September	56.20
October	50.80
November	45.40
December - June	40.00

ROAD OPENING / CLOSING

Application to Open & Close a Road / Footpath – Permit to Work

Individual application fee to open or close a road / footpath is **\$102.00** each.

Note:

Payment of fees does not guarantee approval for commencement of on-site works. Applicants are required to be fully compliant with Council's Permit to Work documentation.

RATES

Rate Searches

Rate search applications are **\$70.00** each.

Dishonoured Direct Debits & Cheques

For any dishonoured direct debit and/or cheques there will be an administration fee of \$22.00 per transaction plus bank fees. These costs will be allocated against the property or invoiced to the individual.

Rates Notices – Previous Years

For any request from rate payers for a copy of previous financial year/s Annual Rates Notices an administration fee of \$22.00 per transaction will apply. This cost is not associated with current financial year rate supplementary notice requests which are provided at no cost.

FREEDOM OF INFORMATION

The Information Act gives people the right to access information from Northern Territory Government agencies, including councils, subject to a number of 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.

The Act has three main aims, which fall into 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. 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 (e.g. 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.

Application Costs

There is no application fee to look at documents about your personal affairs. You can also ask for copies of these documents for 20c per A4 page. However, there is an application fee of \$30.00 for requests for access to non-personal affairs documents (i.e. complaints made by another person) and other charges for processing and making photocopies. See <http://www.oaic.gov.au/> for the fee structure under the Act.

The Act requires that your application be made in writing, please address your letter to:

Community Services Executive Manager
Katherine Town Council
PO Box 1071
KATHERINE NT

VENDORS

Street / Roadside Vendors

Permit fee of **\$620.00**, payable upon application.

Application valid for a one (1) month period.

The sites set out in the schedule below are available for use by 'roadside' vendors for the purpose of selling fruit & vegetables and other general merchandise, that such sites be available upon application for a permit and subject to the following conditions:

1. That the applicant has completed an application for approval to operate a stall form, available from Council.
2. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.

Insurance Schedule

That the permit holder 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 this location. Minimum cover \$10,000,000.

Sites as approved by the Chief Executive Officer.

Display Goods in Public Place/Handbill Permit

Permit Fee of **\$145.00**, payable on application.

Application valid for a 12 month period.

A permit to display goods in public places and/or a handbill permit is subject to the following conditions:

1. That the applicant has completed an application to display goods in a public place form and/or Handbill Permit, available from Council.
2. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
3. Goods do not obstruct pedestrians.
4. That the permit holder must ensure that the area surrounding the site is kept free of litter.

Insurance Schedule

That the permit holder 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 this location. Minimum cover \$10,000,000.

Mobile Food Vendors

Permit Fee of **\$620.00**, payable on application.
Application valid for a one (1) month period.

A permit to operate a Mobile Food Van is subject to the following conditions:

1. Advertising of Mobile Food Van must occur prior to application approval.
2. That the applicant has completed an application for approval to operate a Mobile Food Van form, available from Council.
3. An applicable Department of Health Food Licence be sighted.
4. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
5. That the permit holder must ensure that the area surrounding the site is kept free of litter.
6. Location and timeframe of the Mobile Food Van is subject to approval by Council's CEO.

Insurance Schedule

That the permit holder 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 this location. Minimum cover \$10,000,000.

Sites as approved by the Chief Executive Officer.

Fixed Food Vendors

Permit Fee of **\$4,000.00**, payable on application.
Application valid for a one (1) year period.

A Fixed Food Vendor can be best described as a pop-up café that is situated at an approved site and on Council land.

An application to operate a Fixed Food Vendor is subject to the following conditions:

7. Advertising of Fixed Food Vendor must occur prior to application approval.
8. That the applicant has completed an application for approval to operate a Fixed Food Vendor.
9. An applicable Department of Health Food Licence be sighted.
10. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
11. That the application holder must ensure that the area surrounding the site is kept free of litter.
12. Location and timeframe of the Fixed Food Vendor is subject to approval by Council's CEO.

Insurance Schedule

That the permit holder 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 this location. Minimum cover \$10,000,000.

Site as approved by the Chief Executive Officer.

Sidewalk Cafes

Permit Fee of **\$145.00**, payable on application.
Application valid for a 12 month period.

A permit to operate a Sidewalk Cafe is subject to the following conditions:

1. A maximum of 4 chairs per table.
2. That the permit holder must ensure that the area surrounding the site is kept free of litter.
3. That the permit holders must ensure that the area is not causing an obstruction.

Insurance Schedule

That the permit holder 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 this location. Minimum cover \$10,000,000.

Busking

Permit Fee of **\$29.00** per application.

Application is valid for one calendar month.

A permit to Busk is subject to the following conditions:

1. Permits are valid only between 10.00 am and 6.00 pm daily or as otherwise determined by Council.
2. Permits are valid for a maximum of four (4) sessions per permit.
3. Permits are not transferable.
4. Buskers must avoid behaviour which may cause annoyance to the general public at any one place.
5. Periods of activity are not to be longer than 60 minutes at any one place.
6. Use of illegal drugs including alcohol is not permitted.
7. The use of amplification is not permitted unless specifically approved by Council.
8. If a busking act involves more than one (1) person, permits must be obtained for each person.
9. All permits are issued at the discretion of the Chief Executive Officer or his delegate.
10. Permits must be available for inspection at all times.
11. Failure to comply with these conditions may cause permits to be revoked.

Insurance Schedule

That the permit holder 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 this location. Minimum cover \$10,000,000.

WASTE MANAGEMENT FACILITY

Weighbridge Charges

It is Council's policy that a levy is charged for the dumping of rubbish at the Katherine Waste Management Facility as follows:

1. Domestic users disposing of waste via private motor vehicles, including trailers, will be at no cost.
2. Commercial and/or industrial users disposing of waste via commercial and/or industrial vehicles of all configurations – i.e. small and/or large trucks including trailers, will be at \$76.00 (including GST) per tonne. This does not include contractors engaged by Council for the collection and disposal of residential garbage pursuant to Council contracts.
3. Asbestos from the Katherine municipality, Roper Gulf Shire and Victoria Daly Shire regions (**subject to written authorisation from Council**) will be at \$228.00 (including GST) per tonne.
4. Waste tyres to be disposed of and/or stored by commercial users in accordance with Council's Environment Protection Licence requirements will be charged as follows:
 - Processed tyres, **with preapproval from Council**, will be at \$76.00 (including GST) per tonne.
 - Whole tyres, including processed tyres **without** preapproval from Council, will be at \$425.00 (including GST) per tonne.
5. Commercial dumping of vehicles \$84.00 (including GST) per vehicle.
6. The dumping of private vehicles is at no cost.
7. Disposal of dead animals by all users will be charged as follows:
 - \$99.00 (including GST) per large animal (larges animals classed as horses, donkeys, camels, etc).
 - \$99.00 (including GST) for the first small animal with subsequent small animals dumped at the same time at no extra charge.
8. Operator and machinery hire to bury/move waste will be at \$187.00 (including GST) per hour.

Note – Terminology – Waste Tyres

Processed Tyres: Tyres that have had the walls removed and tread cut into several pieces to ensure the vessel (tyre) will not hold air/water; "processed tyres" shall be **disposed** of at the tip face and will be charged at the reduced rate (**subject to preapproval from Council**).

Disposal of processed tyres **without** preapproval from Council will result in commercial users being charged at the whole tyre rate.

Whole Tyres: Tyres ready for bailing and/or tyres already bailed; "whole tyres" are **stored** in designated areas and will be charged at a higher rate.

AIRPORT

Airport – Aircraft Usage Fees

The charge for Airport Usage is based on the certified maximum take-off weight of the aircraft. The charge may apply to the entry to or departure from the leased area by the aircraft and may be calculated as follows:

	Charge \$
FUELLED AIRCRAFT	
Rate per 1,000kg pro rata each landing	21.81
Minimum Charge	21.81

Airport – Non Arrival Charge

When an aircraft does not land after notifying Council of their intention to land, the following fees will apply:

Weekdays between 7.30am and 4.36pm	No charge
After hours weekdays	\$257.00 (including GST)
Weekends and Public Holidays	\$510.00 (including GST)

Airport – Parking Fees

A charge will be levied for the parking of aircraft to be calculated as follows:

Airport Parking Fees	Charge \$
AIRCRAFT 5700KG & UNDER	
Per Day	9.80
Per Week	34.00
Per Annum (Eligible are those aircraft based at Kath Airport longer than 3 months)	616.00
AIRCRAFT OVER 5700KG	
Per tonne/per day	5.00
Minimum charge	34.00
AIRSIDE LAND USAGE FEES	
Rate per M ² per annum	5.00
GROUND SIDE LAND USAGE FEES	
Rate per M ² per annum	5.00
LAND SEGREGATED FOR EXCLUSIVE USE	
Rate per M ² per annum	15.00
OFFICE/STORAGE FACILITIES FEES	
Rate per M ² per annum	112.00
OUTSIDE LUGGAGE HANDLING AREA FEES	
Rate per M ² per annum	95.00
TAXI AND PRIVATE HIRE CAR USAGE FEES	
Includes 2 reserved car bays	Nil
PUBLIC CAR RENTAL USAGE FEES	
(Rate per annum includes 1 desk space in terminal building and 2 car bays.)	1,051.00

MISCELLANEOUS

Equipment Hire

Notes:

1. If in Council's opinion there is a possibility of higher risk of damage to Council equipment Council reserves the right to increase the amount of deposit.
2. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule.
3. Equipment hired is not to be taken out of the municipality of Katherine.
4. Hirers are responsible for any damage that occurs.
5. Cool Room Hire conditions – cool room must be towed empty.
6. It is the Hirer's responsibility to collect and return the Cool Room to the Council Depot in Crawford Street by 8.00am on the first working day after the hire.
7. The Cool Room is only available for hire within the Katherine Municipality.

	Daily Charge		1/2 Day or part thereof		*Equipment Deposit
	Community Groups	Commercial/ Other	Community Groups	Commercial/ Other	
17.1 Equipment Hire	\$	\$	\$	\$	\$
Mobile Cool Room	136.00	854.00	68.00	408.00	1,000.00
Lectern	17.00	32.00	8.00	17.00	250.00
Teleconference Telephone	Nil	Nil	Nil	Nil	Nil
Electronic Whiteboard	Nil	Nil	Nil	Nil	Nil
Digital Televisions x 2	Nil	Nil	Nil	Nil	Nil
Portable Projector Screen	17.00	32.00	8.00	17.00	250.00
Portable Stage (8 pieces 3m x 1.2m each)	165.00	324.00	79.00	162.00	250.00

The following items are for Council's use and activities and are not to be hired out in any circumstance:

- Portable Grandstand (Aluminium)
- Sound System
- Digital Camera
- Data Projector
- PA system
- Easels
- Gazebos

Note: The teleconference telephone, electronic whiteboard and the digital televisions listed above are available for hire at no cost during Chamber and Committee Room Hires – however, any damage that occurs will be the responsibility of the hirer to repair and/or replace