



**KATHERINE**  
TOWN COUNCIL



# 2020/21 MUNICIPAL PLAN

## Katherine Town Council

24 Stuart Highway  
Katherine NT 0850  
Phone: 8972 5500  
Email: [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)  
Website: [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au)









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# MESSAGE FROM THE MAYOR

As always, it is with great pleasure that I present the Katherine Town Council Municipal Plan for the Financial Year 2020/2021. The year before us might be the most difficult for Katherine Town Council for many years, and Council appreciates the need to remain strong and focused.

Council has considered the stress and difficult times faced by its ratepayers, businesses and other organisations as our nation and indeed the world, navigates through the challenges that lie before us.

Covid-19 is indelibly etched in our daily thinking and we have attempted to plan ahead for the next 12 months with all considerations in mind.

- **First of all there will be no increase in the overall rates for the year 2020/21 however, with the implementation of new Unimproved Capital Values (utilised for the purpose of levying rates) this may affect some properties differently.**
- **Secondly, there will be no increase in fees and charges for the year 2020/2021**

Council will continue to make every attempt to deliver priority services to its ratepayers and community.

There will be decisions made during the course of the life of the virus which might well deliver additional assistance and changes where required. It is not known in what form/s this assistance or change/s will be as information has been changing on a daily basis.

Council will continue to focus on projects yet to be completed and those close to completion. It is envisaged that the year will continue to be one of consolidation and preparing a platform

for what lies ahead of us when we emerge on the other side of Covid-19.

I would like to take this opportunity to thank my fellow elected members for their services to the community during the past twelve months and for the following twelve months in question. I would also like to thank the staff who have held sway in difficult times and am hoping that we will be able to perform with a full complement in future times.

We will continue to strive towards the completion of the number of projects and take the opportunity to utilise the quiet times that are occurring due to the virus. We will also continue to ensure that we produce our best efforts and thank you for your cooperation and participation.





# ABOUT KATHERINE TOWN COUNCIL

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**21 Parks**

managed by Council,  
including reserves.

**38,000m<sup>2</sup>**

of car parking area  
managed by Council

**31.2km**

of underground  
stormwater pipes

**132  
kms**

sealed roads  
managed and  
maintained by Council



**60**

Staff currently employed by  
Katherine Town Council

**\$146M+**

Worth of community  
infrastructure including  
roads, drainage,  
sporting venues and  
community facilities.

**1** MAYOR

**6** ALDERMAN

**3551**

Rateable Properties in the  
Katherine Municipality

**\$40 000**

Budgeted towards the  
Community Grants Program

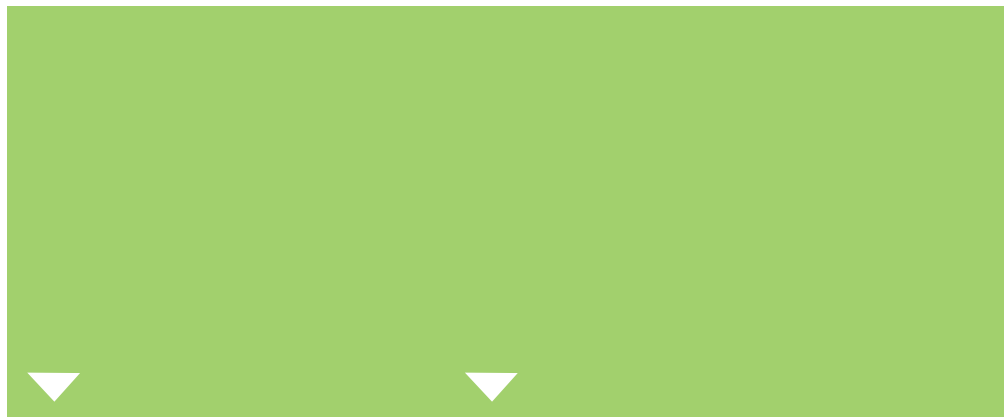


# ELECTED MEMBERS

Seven (7) Elected Members govern Katherine Town Council. The Mayor and six (6) Aldermen are elected for a term of four (4) years.

## DEPUTY MAYOR

At the April 2020 Ordinary Meeting of Council, Council Elected Alderman Peter Gazey as its Deputy Mayor for the remainder of the current Electoral Term.



**Peter Gazey**

Deputy Mayor

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8972 2601

[peter.gazey@ktc.nt.gov.au](mailto:peter.gazey@ktc.nt.gov.au)



**Jon Raynor**

Alderman

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0447 844 827

[jon.raynor@ktc.nt.gov.au](mailto:jon.raynor@ktc.nt.gov.au)



**Lis Clark**

Alderman

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8972 2180

[elisabeth.clark@ktc.nt.gov.au](mailto:elisabeth.clark@ktc.nt.gov.au)

## COUNCIL MEETINGS

Ordinary Council Meetings are held on the 4th Tuesday of each month commencing at 6.00 pm. Changes to this scheduling may occur with all alterations being advertised prior to the meeting.





**Toni Tapp Coutts**

Alderman

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0419 839 033

[toni.tapp-coutts@ktc.nt.gov.au](mailto:toni.tapp-coutts@ktc.nt.gov.au)



**Matthew Hurley**

Alderman

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0487 928 849

[matthew.hurley@ktc.nt.gov.au](mailto:matthew.hurley@ktc.nt.gov.au)



**John Zelley**

Alderman

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0417 355 957

[john.zelley@ktc.nt.gov.au](mailto:john.zelley@ktc.nt.gov.au)

Elected Members are a vital part of the community.  
The next election will be 28 August 2021.



# ABOUT KATHERINE

Katherine is located just 312km south-east of Darwin on the banks of the beautiful Katherine River. Katherine is the fourth largest town in the Northern Territory



Katherine is a regional centre offering a wide range of services to communities from the Western Australian border to the Gulf of Carpentaria on the Queensland border



**10 621**  
**Population**

0.45% increase



**0.01%**

Population density  
(person per hectare)



**33yrs**

Median age

**51.1%**



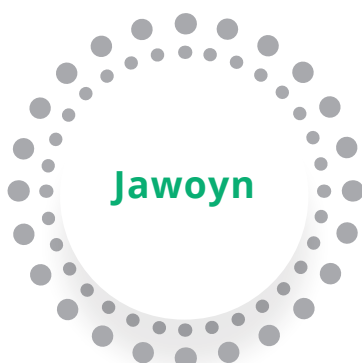
Male



Female

**48.9%**

## First Nations People



Katherine has a multi-cultural population from First Nations people to new Australians from all corners of the globe. The Katherine community has three key Aboriginal groups in close proximity - the Dagoman, Jawoyn and Wardaman people.

Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0). Compiled and presented in profile.id by .id, the population experts.



# EXECUTIVE SUMMARY

The Municipal Plan presents a descriptive message and presentation of Katherine Town Council's planned direction forward.

The plan highlights our financial, social and environmental way for the future and demonstrates the integration of our associated services whilst aligning them to our strategic direction.

Katherine Town Council will continue to provide and prioritise the essential services required to keep the community safe and serviced during these unsure and unpredictable times. We will also review and evaluate when and how to re-introduce services when the occasion permits and to remain on the right side of the legal and health requirements.

We will continue to focus on the completion of projects and ensure that every opportunity is taken to do so. We will continue to focus on keeping our business in town wherever possible and we want to establish strong relationships with the business community at all costs. This means cooperation and trust from both sides.

Once again council will build on the strong partnership that it has established and nurtured with the NT Government and trusts that KTC will continue to receive assistance in the way of grants and funding towards the growth and maintenance of Katherine.

More specifically, the CBD Revitalisation Project will be in full swing during the next 12 months with plans and designs well under way. Emungalan Road has not progressed at the rate initially expected and with its completion now expecting to take place well into the next financial year. Katherine East and the Agribusiness and Logistics Hub will also remain a priority during this time.

We thank the NT Government for their continuing support of Council and our activities over the past twelve months.

There cannot be enough emphasis placed on the importance of ensuring that when we as Katherine Town Council emerge from the constraints of Covid-19, whenever that might be, that we are strongly positioned to continue business as close to normal as possible. This will require a strong sense of team work, a strict financial discipline, working closely with our community and remaining focused.

We can do this together.



**Ian Bodill**  
Chief Executive Officer



# VISION MISSION VALUES & GOALS

## VISION

For Katherine to be recognised as an innovative, vibrant and inclusive community.

## MISSION

To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.



## GOALS

### INFRASTRUCTURE

To ensure that Council has well planned, constructed and maintained infrastructure that is managed on a sustainable basis and meets the needs of present and future communities.

### ECONOMIC DEVELOPMENT

To facilitate economic development and encourage and support investment and employment opportunities.



# VALUES

## Service

Council will strive to achieve excellence, quality and pride of service to the community in a cost effective, common sense and courteous way.

## Responsiveness

Council will be responsive to the needs of the community.

## Involvement

Council will provide avenues of participation for and be accessible to the community.

## Responsibility

Council will act with integrity and in a financially responsible, sustainable manner in the interests of the community.

## Equity

Council will treat and provide services to the community in an equitable manner.

## Accountability

Council will make decisions on behalf of the community in an open and accountable way



## COMMUNITY DEVELOPMENT

To provide, in partnership with other organisations, for the social, recreational and cultural needs of residents and encourage a sense of involvement and community pride.

## ENVIRONMENT

To promote and protect the quality of the Katherine environment and play a leadership role in addressing climate change.

## GOVERNANCE

To ensure that Council demonstrates effective, open and responsible governance.



# LOCAL GOVERNMENT ACT

This Plan is prepared in accordance with the requirements of the Northern Territory Local Government Act 2008. Relevant sections of the Act include:

## *Part 3.2 Municipal or shire plans*

### **Municipal or shire plans**

Each council must have a plan for its area. The plan for a municipal council is called the municipal plan and for a shire council, the shire plan. A council's municipal or shire plan must be accessible on its website, available for inspection at the council's public office and available for purchase at a fee fixed by the council.

### **Contents of municipal or shire plan**

A municipal or shire plan:

(a) must contain:

- (i) a service delivery plan for the period to which the municipal or shire plan relates prepared in accordance with planning requirements specific in a relevant regional management plan; and
- (ii) any long-term community or strategic plans adopted by the council or a local board and relevant to the period to which the municipal or shire plan relates; and
- (iii) the council's long-term financial plan; and
- (iv) the council's budget; and

(b) must contain the council's most recent assessment of:

- (i) the adequacy of constitutional arrangements presently in force for the council under this Act and, in particular, whether they provide the most effective possible representation for the area; and
- (ii) the opportunity and challenges for local government service delivery in the council's area; and
- (iii) possible changes to the administrative and regulatory framework for delivering local government services in the council's area over the period to which the plan relates; and
- (iv) whether possibilities exist for improving local government service delivery by cooperation with other council's, or with government agencies or other organisations;

(c) must define indicators for judging the standard of its performance.



# CONSTITUTIONAL ARRANGEMENTS

In accordance with the requirements of Section 23 of the Local Government Act 2008, Council undertook an electoral review in 2019, through the engagement of an external consultant, and assessed the adequacy of its existing constitutional arrangements, to provide the most effective possible representation for the Council area.

It is mandatory for the review to be undertaken at least once in the Council's term and must be completed at least twelve months before the next general election.

The results of the 2019 review were adopted through a Council resolution in 2020 for recommendation to the Minister for the Department of Local Government, Housing and Community Development. The Minister will review the report, and make recommendations to Council.

The recommendations to the Minister were:

- a) The principal member of the elected Council be the Mayor, to be elected by the community at Council-wide elections, as per the provisions of Section 44(1) of the Act.
- b) The elected members of Council (excluding the Mayor) should be changed to bear the title of Councillor.
- c) The elected Council will comprise the Mayor and six (6) Elected Members (i.e. total of seven (7) elected members).
- d) The council area will not be divided into wards (i.e. the existing "no wards" structure is to be retained). In addition, Council resolved that neither its name nor its municipal boundaries be changed at this time.

It is the intention of Council that with the exception of point b above the existing constitutional arrangements will remain in effect at the next scheduled Local Government election.





# MAYOR

Seven (7) elected members govern Katherine Town Council. The Mayor and six (6) Aldermen are elected for a term of four years. In recent years the Deputy Mayor position has been elected for an eight month term to give all elected members an opportunity to experience the role. This has however changed with an election being held in April 2020, where Alderman Peter Gazey was elected as Deputy Mayor for the remainder of the Electoral Term.

Elected members represent the whole of the Municipality and it is not intended to implement the ward based system that applies in the Regional Councils. Further it is believed that seven (7) elected members is an appropriate number to represent a Municipality with a population of some 10,000 residents.

The Mayor is elected by popular vote and this arrangement has served Katherine well for many years. A change to the method of electing the Mayor is not contemplated.

# ORDINARY MEETINGS OF COUNCIL

Ordinary Meetings of Council are open to the public, with community attendance welcome. The only exception is when Council is dealing with confidential matters. In these instances, a closed 'Confidential Session' is called. Confidential matters may be of a legal, personal, or commercial nature.

Ordinary Meetings of Council are held on the 4th Tuesday of each month commencing at 6.00 pm. Changes to this may occur with any alterations being advertised prior to the meeting.

Australian Citizenship Ceremonies are conducted at the beginning of Ordinary Meetings of Council on an as needed basis. Notification of conferees awaiting a ceremony is provided by the Federal Department of Home Affairs.

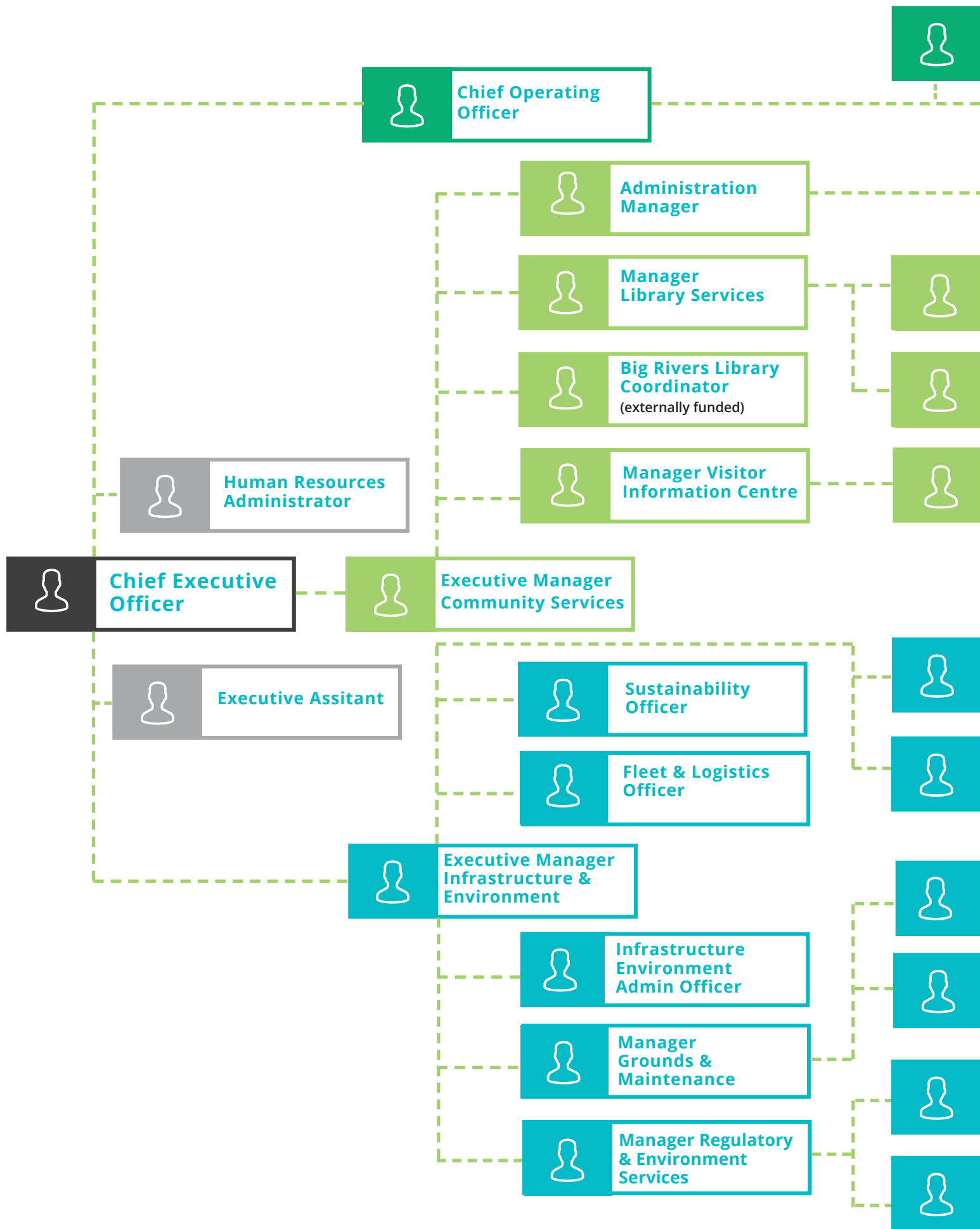
It should be noted that all decisions by elected members are made on the basis of notices of motion and reports presented in the agenda for each Council meeting. The agenda provides the order in which reports will be discussed, a section where elected members can declare any conflict of interest and a notation of any confidential matters to be dealt with in a closed session. Copies of the agenda may be obtained from the front counter at the Civic Centre on the Friday before the meeting and via the Council's website.

Situations such as COVID-19 can result in amendments to the above arrangements.

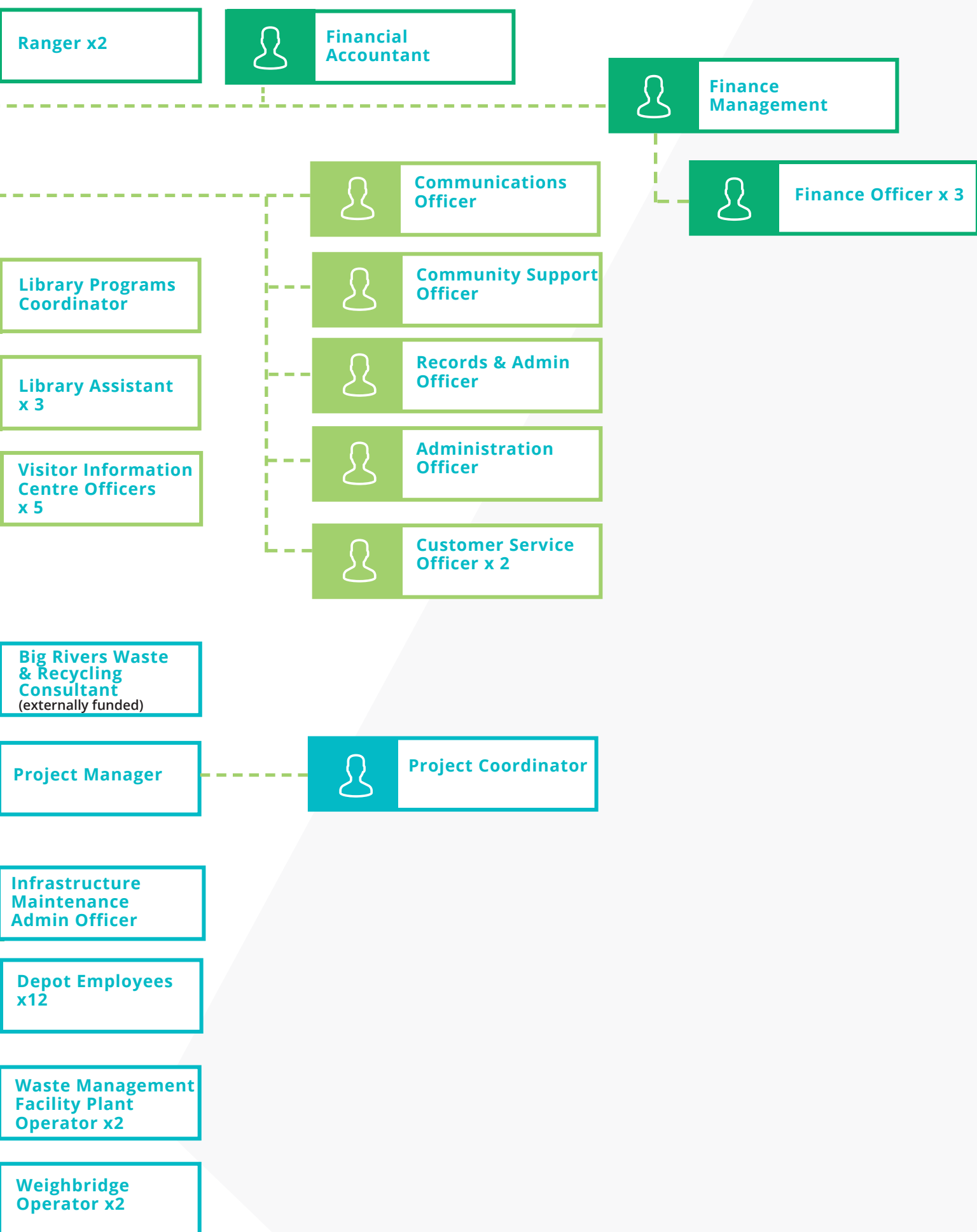












# ORGANISATIONAL CHART



# OPPORTUNITIES & CHALLENGES

## GOVERNANCE

Council continues to work on and towards the projects identified in the “Evolving Master Plan for the Big Rivers Region” and explored in greater detail in the “Katherine Great 8” documents. Our partnership with the Northern Territory Government (NT Government), Defence and community stakeholders to deliver on the ideas presented was key to the successes already achieved. Council commits to the continuation of these positive relationships and to the development of further projects that will immensely benefit our community.

A good proportion of the work on our roads, as well as our general services are supported by the Federal Roads to Recovery program and the Finance Assistance Grants scheme.

As a key manager of community assets, the accurate and practical development of the integrated plans and their application are both a challenge and an opportunity in delivering more effective services to our community. The Asset Management Plan and the integration with the Long Term Financial Plan and Municipal Plan is now well in place and continues to inform the important decisions of Council.

As required by the Local Government Act 2008, a constitutional review was completed in 2020 and members of the community were given the opportunity to make comment (refer page 13).

In accordance with section 23(1)(c)(iii) of the Local Government Act 2008, Katherine Town Council does not anticipate any changes to its administrative and regulatory framework for delivering local government services for 2020/2021.





## COMMUNITY SERVICES

With the impact of COVID-19 affecting all areas of Community Services, Katherine Town Council will need to continually review and implement effective measures for service delivery. Whilst modified customer service is occurring across all areas of Community service (Civic Centre, Library Services and Visitor Services) Council must also prepare for return to normal services, as and when this is allowed.

### *Customer Service / Administration*

With huge advancements in technology, connectivity and cloud-based software, Katherine Town Council has been able to identify opportunities for increased efficiencies and savings in the delivery of our core services. The initial efficiencies and savings identified saw a transition in 2018/19 to PropertyWise for all aspects of Point of Sale (POS), Rating, Animal and Regulatory Management. In 2019/20 Katherine Town Council took the next step in a migration to the Xero Accounting Solutions software. The benefits of this transition have been immense, allowing seamless connectivity across all areas and locations of the organisation and the community. These changes have also allowed Council to ensure continuity of services to the community during physical distancing measures related to COVID-19.

COVID-19 has also led Council to push back the Office 365 migration date. Now operating within the Office 365 environment and working within applications such as Teams, One Drive and SharePoint this has enabled Council to promptly share and deliver information, facilitate internal and external collaboration, sustain transparency and provide effective and efficient communication channels. Council anticipates further migration plans of Councils databases to be fully implemented through Office 365. This will result in Council decommissioning host servers resulting in cost savings of maintenance and operational fees, effective management of users and document control.

### *Communications and Engagement*

2020/21 will provide an opportunity for continued positive progression within the Council's Communications and Engagement Team, particularly during these uncertain times when clear and effective communication is of utmost importance. 2019/2020 saw the redevelopment of the Katherine Town Council website which allows for improved functionality and engagement with the community. In 2020/21, Katherine Town Council will seek to leverage off these improvements as well as continually expand the reach of information into all areas of our community.



## COMMUNITY SERVICES

This Plan is being prepared as we hear reports that the COVID-19 curve is flattening and the Federal and Territory Governments are discussing the need to ensure that we emerge, at the ready, for business as usual.

Katherine Town Council will continue to ensure that local business remain the preferred supplier where possible and that every opportunity is used to complete all outstanding, and new projects during the 2020/21 financial year.

The Federal Government has brought forward the planned infrastructure upgrades at the RAAF Tindal base to provide local businesses the opportunity to participate earlier than planned, and to remain viable.

Council will continue to explore areas where it can assist and advocate for the removal of barriers for business to function with less red-tape and as per recent times, will practice the ongoing mandate to work in partnership with the Chamber of Commerce, Nitmiluk Board and other economic entities continues and we are actively working to reinvigorate our connection with Tourism Top End.

It is through these synergistic relationships that pathways to enhanced marketing opportunities and economic benefit for local tourism operators are created.

## ENVIRONMENTAL DEVELOPMENT

Council will continue to focus on its goal to promote and protect the quality of the Katherine environment through:

### WEED MANAGEMENT

Maintain the program of identification, mapping, spraying, slashing and eradicating noxious and problematic weeds on Council land.

### TREE MANAGEMENT

Continuation of the dangerous trees management plan in all Council parks and public areas, utilising the expertise of a qualified arborist and local professional landscaping companies.

### WASTE MANAGEMENT

Developing the infrastructure necessary for maintaining a high quality waste management service, including:

- Responsive and reliable kerbside collection
- A new modern landfill compliant with all Environmental Protection requirements.
- A state of the art transfer station, with Recycle Centre and Education Facility.
- An innovative and professional capping for the existing landfill to secure the health of the environment.

### RECYCLING AND RESOURCE RECOVERY

Promoting an increase in recycling practices within the Municipality through:

- Educational programs to foster waste reduction, reuse of materials and recycling
- Separation of green waste and conversion to mulch for use in park maintenance and erosion control
- Recycling of end-of-life tyres rather than putting into landfill separation of metals for recycling



# 2020/21 BUDGET HIGHLIGHTS

The 2020/21 Budget will reflect a zero increase in overall rates collected. It will also reflect a zero increase on fees and charges. Because of this, Katherine Town Council will be using this period to consolidate and complete outstanding projects.

## ROAD & ASSOCIATED ASSET MANAGEMENT

In continuing with Katherine Town Council's Asset Management Plan, extensive works will be planned for 2020/2021 to ensure sustainable management of Council's roads and associated assets. A reassessment of the conditions of Council's roads and associated assets will be undertaken to determine priority works:



**\$969K**

Roads and  
Stormwater  
Networks

**\$40K**

Infrastructure  
and Footpaths

Council will continue to monitor the conditions of footpaths and shared paths throughout the municipality and construct, reconstruct and maintain these facilities as required.

## STREETLIGHTING & OPEN SPACE LIGHTING

Installation of isolators to each individual streetlight has commenced and will continue to ensure that when a streetlight fails it will not result in a bank of up to 60 lights becoming inoperative.

Council also plans to carryout a condition assessment of all ancillary streetlighting infrastructure (poles, wires etc.) transferred from Power & Water Corporation (PWC), in order to develop a capital renewal program.

Due to concerns raised by the public, Council aims to install additional overhead lighting at the Sabu Sing Statue. It is envisaged the additional lighting will not only provide further aesthetics to the statue but also assist with public safety in the area.



## RECREATION & LEISURE FACILITIES

To enable the community to further enjoy our recreational facilities, open spaces and tropical outdoor lifestyle, Council plans to undertake a review on the current conditions of its irrigation systems throughout the municipality and update these as required. Council also plans to establish its own nursery to propagate appropriate plants, whether this be from seeds or cuttings, from locally sourced flora.

Following safety concerns raised by sporting groups on the current state of the Sportsgrounds Netball Courts playing surface, Council plans to carry out investigation and remedial works to the courts to improve the quality of the surface.

## KNOTT'S CROSSING CEMETERY

In 2019/20 Council noted strong community support for the restoration of the Knott's Crossing Cemetery, which is known to contain some 30 unmarked graves of the town's pioneers.

Council aims to install permanent fencing around the site, similar to that which is installed at the Emungalan Cemetery, and to also install a memorial plaque depicting the names of those buried there.

## COMMUNITY GRANT PROGRAM

Katherine Town Council provides grant funding as part of their annual Community Grants program. Eligible community groups can apply for grants up to \$2,000 and major community events can apply for funding of up to \$5,000.

A total of \$40,000 has been budgeted towards the Community Grants Program for 2020/21.



# SPORTSGROUNDS PAVILION UPGRADE

After further consultation and design reworks caused some minor delays, the construction of the Katherine Sportsgrounds Pavilion Upgrade is set to commence in mid-2020. This is an exciting time for our sporting fraternity as they watch the facility get a new lease on life and the delivery of a truly 'fit for purpose' facility.

# SPORTSGROUNDS OVAL 2 UPGRADE

The upgrade of Sportsgrounds Oval 2 is scheduled to commence in mid-2020.

The project will be completed in two (2) parts with relocation of existing lighting to allow for regulation fields to commence mid-year and the complete resurfacing of the playing surface scheduled for September 2020.

The upgrade will maximise the utilisation of the facility and reduce congestion on other playing surfaces within the precinct.



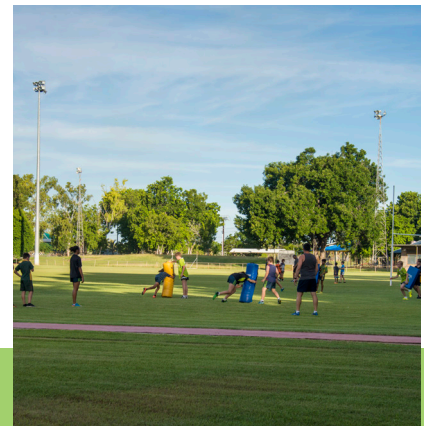
**\$2000  
Grants**

For Community Groups



**\$5000  
Grants**

For Major Events



**Sportsgrounds  
Upgrade**

Commencing mid 2020



# COUNCIL SERVICE DELIVERY

1

## COMMUNITY SERVICES

- 1.1 Administrative Services
- 1.2 Community Engagement
- 1.3 Marketing & Communications
- 1.4 Visitor Information Services
- 1.5 Katherine Museum
- 1.6 Library Services
- 1.7 Community Events

2

## CORPORATE SERVICES

- 2.1 Corporate Services
- 2.2 Long Term Financial Management
- 2.3 Long Term Workforce Plan
- 2.4 Long Term Asset Management Plan

3

## INFRASTRUCTURE & ENVIRONMENT

- 3.1 Katherine Airport
- 3.2 Roads, Footpaths, Nature Strips & Cycleways
- 3.3 Stormwater Management
- 3.4 Streetlighting
- 3.5 Noxious Weeds
- 3.6 Waste Management
- 3.7 Binjari Municipal Services
- 3.8 Cemetery
- 3.9 Mosquito Monitoring
- 3.10 Playgrounds, Parks, Gardens & Reserves
- 3.11 Recreation & Leisure Facilities
- 3.12 Regulatory Services

4

## SHARED SERVICES

- 4.1 Waste Services
- 4.2 Library Services









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## COMMUNITY SERVICES

The Community Services team oversee the Customer, Administrative and Community Engagement services for Council. The functions performed by the Community Services team are an integral part in providing direct service delivery to the community along with supporting other Council departments to achieve desired service delivery results.

2020/2021 will see a continuance of formal community engagement. The Communications Plan formalises how Council engages with the Community and ensures service delivery is targeted at the needs of the community. Furthermore, Council will continually review and, as necessary, adjust the level of communication. By reviewing our current process, we ensure the Community is informed of the Council's activities and provides appropriate pathways to allow active participation in Council projects, through consultation, feedback and collaboration.

Council's new website enables the Community Services team to create on-line digitised forms, polls, surveys and other engagement and service delivery widgets that are aligned with services that Katherine Town Council are required to deliver.

Council endeavours to sustain quality and consistency of all content that is published and distributed on behalf of Council via the communication and engagement tools to ensure that information and messaging of content is uniformed and transparent.

Katherine Town Council will conduct business in compliance with our continually reviewed and adapted Communications Plan, as well as continue and refine communications in relation to specific projects, which include, but are not limited to, the CBD Revitalisation, Sportsgrounds and Showgrounds Upgrades.

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The Community Services team will look to increase community collaborations through engagement with local businesses and community organisations.

In addition to Katherine Town Council's Community Grant and Major Events Program, the Community Services team will aim to extend the social, cultural and recreational opportunities available in the Municipality, through strong community partnerships that benefit and encourage a sense of community involvement and pride whilst supporting the economic development of the region.

Katherine Town Council will continue the important community collaboration and financial support to essential social services such as the Katherine Museum and Godinmayin Yijard Rivers Arts & Culture Centre (GYRACC). Council recognises the importance of Katherine

Museum's contribution to the region and will continue its financial support through management of identified assets and strategic governance in line with the existing partnership agreement.

GYRACC plays a key role in the arts development, tourism, education and economic development in Katherine. Katherine Town Council will continue to support GYRACC through the provision of annual operational funding as well as sponsorship of the Katherine Prize, the longest running art competition in the Northern Territory.

Council will continue to extend its involvement in youth services through positive collaboration with government departments and local service providers. Council will aim to increase events and programs which target our younger community members.





## BUSINESS ENGAGEMENT AND SUPPORT

The Community Services team acknowledge the important collaboration with internal and external stakeholders regarding community business assistance and support. This is where Council Officers are able to promote services to ensure community members, rate payers and business owners are provided with the awareness of future community and business development opportunities and/or support.

COVID-19 brought a lot of uncertainty to community members, rate payers and business owners of Katherine. Katherine witnessed businesses closing whilst trying to find innovative ways to sustain and deliver services and keep employment opportunities secure.

In response to COVID-19, the Community Services team sourced and developed the Everything Katherine application (App). The intent of the App is to ensure easy, centralised access to information relating to services and support available within Katherine, particularly in response to the COVID-19 pandemic and the resulting Federal government restrictions. The App provides information to the community on the cafes, restaurants, retail and service industries in Katherine as well as consolidating stimulus and support services provided by both the Federal and Territory governments along with travel and health information.

This is free facility for business and the community to engage with and is available as both an Android and Apple application.

Whilst the application has been developed in response to the COVID-19 situation, the App will retain its relevance for the community into the future and Council will continue to develop the App to ensure it serves the essential purpose of promoting local business and the community sector.

In conjunction with the Everything Katherine App, the Community Services team has also developed the Live Local, Love Local Campaign. The campaign aims to encourage the Katherine community to support local and shop at local businesses. In addition to the campaign, participating businesses are also provided with marketing tools to promote their businesses and are equipped with relevant resources and information on how to provide community members with the knowledge of how important it is to shop and stay local. The campaign has incentives such as redeeming of vouchers at any participating businesses, marketing tools, campaign merchandise and support from Katherine Town Council's Community Services team.

The campaign is funded by Katherine Town Council and whilst it commenced in 2019/20, it will be continually reviewed and developed in 2020/21 as the COVID-19 situation continues.

The Community Services team acknowledge how important Council's role is within the Community during these trying times.

In addition to the direct responsibilities, the Community Services team will continue to provide collaborative support to both the Infrastructure & Environment and Governance teams.





Our community services are dedicated to facilitating collaborative relationships, advocating for and enabling a flourishing Katherine community and supporting community interests and events.







# KATHERINE VISITOR INFORMATION CENTRE

The Katherine Visitor Information Centre (KVIC) plays a key role in promoting the Katherine Region as a traveller's must-see destination, as well as ensuring an individualised memorable experience.

Due to the global pandemic of COVID-19 in the early months of 2020, the tourism industry in Australia and across the world has been negatively impacted. With federal government decisions on non-essential travel and gathering restrictions to help reduce the spread of the virus, the impact of this evolving situation is expected to be felt in the coming months.

Even in uncertain times, the KVIC aims to provide exceptional customer service while informing visitors on advice during the COVID-19 situation.

Through the easing of restrictions, the KVIC is looking forward to providing information to visitors on activities and attractions in Katherine and the region. We continue to offer tour and accommodation booking services within Tourism Top End memberships, regional and interstate brochures, information on local services, as well as a water refill station, Wi-Fi and locally made souvenirs.

With tourism and hospitality contributing a total value add of \$39.7m (National Institute of Economic and Industry Research NIEIR) to the Katherine economy, the importance of strong and mutually supportive partnerships are essential in ensuring working towards the existed sustained

growth of the industry. With the impact of COVID-19 travel restrictions expected to have a significant impact, Council, Tourism NT and Tourism Top End will continue to work in partnership with local operators to guarantee Katherine's tourism industry.

KVIC is funded by Katherine Town Council, with assistance from Tourism NT. In addition to supporting the KVIC under a funding agreement, Tourism NT provides advice on present tourism circumstances and trends to enable Katherine Town Council, the KVIC and local tourism operators to enhance the future visitor economy in the region.





## LIBRARY SERVICES

The Katherine Public Library is an essential part of the Community. It is a space where people meet, spend time, work, play, study, exhibit and hold events. With more than 39,000 visitors per year, the facility is a vibrant community hub.

Council's objective is that Katherine residents will be eager, lifelong learners who make the most of the many pathways to learning and enjoy sharing their knowledge and experiences.

The Katherine Public Library is a vibrant community hub, where people easily learn in a rich exchange of experiences and ideas, connect with each other and the world in discussion and debate and develop a healthy habit of recreational reading. A place where people relax with a book on their own, study, use technologies to informally create and distribute their material and share information. Visitors to the Library are able to connect to their local community while engaging with the world through digital technologies. Residents also have the ability to engage from home through the digital Library, Borrow Box.

The Library provides social, cultural, recreational and educational programs and events to meet the needs of the entire community and has a large and diverse collection of books and audiobooks including a Northern Territory and Katherine Collection, holding onto a part of history for generations to come. Maintenance is vital to ensure these facilities are vibrant, attractive, welcoming, comfortable and safe.





# COMMITTEES

Council has a number of internal advisory committees. These committees provide advice to Council on specific matters and membership is made up of interested parties and/or users of Council facilities. Staff provide administrative support and perform a coordination role, assisting the following internal advisory committees:

- Administrative Review Committee
- Audit Committee
- Katherine Town Council – Community Benefit Grants Committee
- Katherine Sportsgrounds Advisory Committee
- Katherine Showgrounds Advisory Committee
- Work Health Safety Committee

## **Council maintains membership on the following committees:**

- Australian Local Government Women's Association NT
- Big Rivers Economic Development Committee
- Community Helping Action Information Network
- Community Safety Committee
- Development Consent Authority
- Godinymayin Yijards Rivers Arts & Cultural Centre (GYRACC) Board of Management
- Joint Insurance Scheme Discretionary Trust Advisory Committee
- Katherine Accommodation Action Group
- Katherine Chamber of Commerce
- Katherine Community PFAS Committee
- Katherine Emergency Committee
- The Historical Society of Katherine Committee
- Katherine Water Advisory Committee
- Local Government Association of the Northern Territory – Executive Committee
- Local Tourism Advisory Committee
- Minister's Senior Advisory Committee
- Nitmiluk Tours Board
- Nitmiluk Park Board
- Northern Territory Population Reference Group
- Rise Ventures Board
- Savannah Way Board
- Tourism Top End – Katherine Region Group
- YMCA Board





# COLLABORATION



# COMMUNITY SERVICES

## ADMINISTRATION SERVICES

<b>Responsible Officer/s:</b>	Executive Manager - Community Services		
<b>Council Goal/s:</b>	Governance		
<b>Service Program Description:</b>	Provide timely and quality service to both the community and stakeholders whilst maintaining Councils Information Technology and Electronic Record Management System services.		
<b>ROLES AND DUTIES</b>			
Provide customer service and reception	Provide services for the processing of Council payments Provide services for the use		
Provide services for the use of Council facilities, equipment, resources and related regulatory permits	Continue compliance with Katherine Town Council's Customer Services Charter		
<b>KEY PERFORMANCE INDICATOR</b>		<b>UNIT</b>	<b>TARGET</b>
Service requests are actioned within 10 business days		%	90

## COMMUNITY ENGAGEMENT

<b>Responsible Officer/s:</b>	Executive Manager - Community Services		
<b>Council Goal/s:</b>	Community Development		
<b>Service Program Description:</b>	Develop Council's facilitation role in the community whilst ensuring participation from the community and stakeholders in Council's decision making processes, planning and service delivery.		
<b>ROLES AND DUTIES</b>			
Further implement and develop Council's Community Engagement Strategic Plan	Manage and implement Katherine Town Council's Community Grant program		
Plan for and undertake community engagement for Council activities	Facilitate and support community groups		
<b>KEY PERFORMANCE INDICATOR</b>		<b>UNIT</b>	<b>TARGET</b>
Increase number of community engagement activities undertaken annually	#	>5	
Increase Community Grant program interest (applications)	#	>5	
Increase number of community groups engaged with Council	#	>5	



## MARKETING & COMMUNICATIONS

<b>Responsible Officer/s:</b>	Executive Manager - Community Services
<b>Council Goal/s:</b>	Community Development / Governance
<b>Service Program Description:</b>	Manage Council's communication program, including media management and marketing

### ROLES AND DUTIES

Manage marketing and promotion of Council's brand including sponsorship/ support arrangements	Develop and manage Council's social media platforms and website
Develop and implement effective media management strategies, public relations and marketing techniques	Continually review the Communications Plan

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Increase in number of followers on Facebook per annum	%	>10
Increase in number of website visits per annum	%	>20
Number of media releases with positive media coverage	#	30
Review annual Communications Plan		Ongoing

## VISITOR INFORMATION SERVICES

<b>Responsible Officer/s:</b>	Visitor Information Centre Manager
<b>Council Goal/s:</b>	Economic Development
<b>Service Program Description:</b>	Manage the Visitor Information Centre services and secure a future for the region through the encouragement of new investments and employment growth and maximising the potential of economic development to help enhance our visitor economy

### ROLES AND DUTIES

Improving branding and marketing	Improved customer experience and be China ready
Increase visitor spend	Improved industry collaboration and stakeholder relationships

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Increase total sales	%	1
Increase KVIC visitor numbers	%	1
Increase sales value per booking	%	1



KATHERINE MUSEUM		
Responsible Officer/s:	Executive Manager - Community Services	
Council Goal/s:	Community Development, Infrastructure and Governance	
Service Program Description:	Support the sustainable and strategic development of the Katherine Museum	
ROLES AND DUTIES		
Provide strategic development and governance support as required.	Provide safe and sustainable asset maintenance	
KEY PERFORMANCE INDICATOR	UNIT	TARGET
Adherence to partnership agreement		Ongoing
Completion of agreed yearly asset maintenance	%	100

LIBRARY SERVICES		
Responsible Officer/s:	Manager - Library Services	
Council Goal/s:	Community Development	
Service Program Description:	Manage the Katherine Public Library to provide for the social, recreational and cultural needs of the community, ensuring accessibility and promoting life-long learning	
ROLES AND DUTIES		
Manage the Katherine Public Library	Provide educational and recreational programs for all ages	
Manage and maintain the Library collection	Provide access to information, including through digital formats	
Provide a safe and welcoming environment		
KEY PERFORMANCE INDICATOR	UNIT	TARGET
Increased patron engagement	%	1
Increased Number of Members	%	1



## COMMUNITY EVENTS

<b>Responsible Officer/s:</b>	Executive Manager - Community Services
<b>Council Goal/s:</b>	Community Development
<b>Service Program Description:</b>	Manage Council's recreational and cultural community program, including Council's major events programs for the benefit and satisfaction of the community

## ROLES AND DUTIES

Deliver Katherine Town Council major community events program	Support, partner and deliver community events and programs in collaboration with community groups, with particular focus on young people
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KEY PERFORMANCE INDICATOR	UNIT	TARGET
Increase participation by community at Council events	%	>10
Increase Council's event program through community collaborations	#	2



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## CORPORATE SERVICES

The governance team is responsible for ensuring Council delivers a high standard of administration, service delivery, asset management and financial accountability.

Governance encompasses authority, accountability, stewardship, leadership, direction and control. Good governance means Council can effectively evaluate, direct and monitor its activities.

The outcomes for the 2020/2021 are:

- Council meets legal and ethical compliance
- Decisions are made in the interests of stakeholders
- Council is a good corporate citizen.

### **Outcomes for key stakeholders of the Governance Framework will be:**

- Council (Elected Members) – a high level of assurance that desired strategic priority outcomes are being achieved efficiently and effectively within an acceptable level of risk.
- Audit Committee – a high level of assurance that the appropriate control mechanisms are in place to ensure effective delivery of services within an acceptable level of risk.
- Chief Executive Officer – a high level of assurance that the organisation is consistently delivering council's strategic priority outcomes.
- Organisations/Employees – a broad-based understanding of governance and its link to ensuring community values.

The objective is to deliver, in consultation with the Community and elected members, an agreed position on affordable and acceptable levels of service. The roadmap to define levels of service includes understanding the external and internal issues that affect the Council's ability to provide services to meet community needs and informing and engaging with the Community on key issues such as financial sustainability challenges and risks.

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## ASSET MANAGEMENT

The focus is on sustainable development and management of assets and infrastructure. The Council has significantly progressed its long-term asset management plan. This is a constant improvement process that will focus on Council's asset sustainability ratio.

## FINANCIAL ACCOUNTABILITY

Goals for the long-term financial plan are to support:

- Fiscal responsibility and financial sustainability.
- Transparency and accountability to the local community and other stakeholders.
- Appropriate levels of inter-generational equity.
- Delivery of reporting against financial targets and goals (financial key performance indicators including operating surplus ratio).
- Managers to effectively plan and deliver services.
- The development of Council's annual budget.

## HUMAN RESOURCES / INDUSTRIAL RELATIONS

The future direction of Council Human Resources and Industrial Relations will be to review all current employment policies and procedures and ensure best practice in all areas of employee wellbeing. Council aspire to exceed the policies and procedures set out in the National Employment Standards for entitlements and workplace standards.

## ENTERPRISE BARGAINING AGREEMENT

The Enterprise Bargaining Agreement (EBA) requires ongoing negotiations between the Council, it's employees and union representatives that aims to establish an agreement between the Council and its staff. Collective bargaining is continuing in good faith, with the purpose of establishing terms of the relationship between the Council and its employees, including salary levels, incremental advancements, leave entitlements and other standards that are above the Local Government Industry Award.





## WORK EXPERIENCE PROGRAM

Council will continue to explore opportunities to engage Katherine's youth in work experience opportunities with the purpose to inspire, inform and educate students approaching the workforce. The focus will be on:

- Indigenous employment opportunities;
- Disadvantaged/disengaged youth.

Council will continue its relationship with the Department of Education, Katherine High School and St Joseph's College in providing work placements for work experience program participants.

## NEW LOCAL GOVERNMENT ACT 2019, LOCAL GOVERNMENT REGULATIONS AND GUIDELINES

The Local Government Act 2019 was passed in Parliament in November 2019

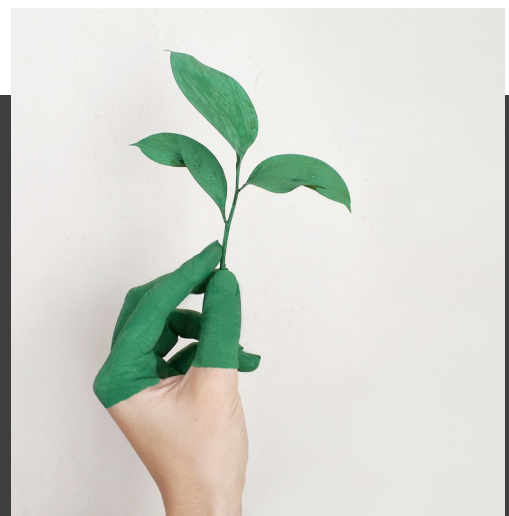
The 2019 Act was planned to commence on 1 July 2020 however due to the impact of COVID-19 the commencement date has been delayed until 1 July 2021.

Council can adopt policies immediately for the 2019 Act. In the first financial year the 2008 Act rules apply for:

- Declaring rates
- Adopting regional plans and annual budgets
- Preparing annual reports

Council member allowances will continue to be set by the minister until the Remuneration Tribunal makes its first determination.

There will also be compulsory training for Elected Members.





# CORPORATE SERVICES

CORPORATE SERVICES		
Responsible Officer/s:	Chief Operating Officer	
Council Goal/s:	Governance	
Service Program Description:	Provide responsible financial services to ensure informed decision making for the allocation of Council resources in the short term and to ensure Council meets all its statutory and regulatory obligations.	
ROLES AND DUTIES		
Provide customer services and reception	Rates and accounts receivable collection	
Accounts payable and payroll	Monthly financial reporting	
KEY PERFORMANCE INDICATOR	UNIT	TARGET
Adherence to internal financial procedures	%	100
Legislative Compliance	%	100

LONG TERM FINANCIAL MANAGEMENT		
Responsible Officer/s:	Chief Operating Officer	
Council Goal/s:	Governance	
Service Program Description:	Improve long term financial sustainability of Katherine Town Council	
ROLES AND DUTIES		
Continually develop and improve the Long-Term Financial Plan	Monitor and advise on improving key financial indicators	
KEY PERFORMANCE INDICATOR	UNIT	TARGET
Long Term Financial Plan		Completed
Improve financial KPI's in accordance with LTFP		Achieved



## LONG TERM WORKFORCE PLAN

<b>Responsible Officer/s:</b>	Chief Operating Officer
<b>Council Goal/s:</b>	Governance
<b>Service Program Description:</b>	Improve the workforce capability to deliver the strategic objective of Katherine Town Council

### ROLES AND DUTIES

Continually develop and improve the Long-Term Workforce Plan	Monitor and advise on improving the workforce capabilities to deliver the strategic services of Katherine Town Council
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KEY PERFORMANCE INDICATOR	UNIT	TARGET
Long Term Workforce Plan		Completed
Improve strategic workforce plan key performance indicators		Achieved

## LONG TERM ASSET MANAGEMENT PLAN

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure
<b>Service Program Description:</b>	Plan the long-term renewal of existing assets to maintain Katherine Town Council's asset base without imposing excessive debt on future generations.

### ROLES AND DUTIES

Continually develop and improve the Long Term Asset Management Plan	Monitor and advise on improving the renewal of existing assets to deliver the strategic services of Katherine Town Council.
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KEY PERFORMANCE INDICATOR	UNIT	TARGET
Long Term Asset Management Plan		Completed
Improve strategic asset management key performance indicators		Achieved



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# INFRASTRUCTURE & ENVIRONMENTAL SERVICES

The Infrastructure & Environment team are responsible for the maintenance of Council's Infrastructure assets. This includes Council's Administration Building, Depot, Library, Visitor Information Centre, Cemetery, Community Halls, Sportsgrounds, Showgrounds, Hot Springs, LED streetlights and Council's network of urban and rural roads. In consultation with the Asset Management Plan, regular maintenance activities are scheduled which ensure all our facilities are in safe, fit for purpose condition. Grant funding received from Roads to Recovery and Black Spot programs are utilised to carry out major road repairs and rectifications within the Municipality. We acknowledge the Australian Federal Government in providing these valuable ongoing support programs.

In addition to Council's Infrastructure, the Infrastructure & Environment team maintain Council's parklands, including the Cenotaph, sporting surfaces, mowing of roadside verges, management of weeds and monitoring of mosquitoes.

In the provision of some of our maintenance programs, Council partners with Rise Ventures, who provide opportunities for unemployed persons in our community to gain training and pathways to meaningful employment.

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# RECREATIONAL AND CULTURAL ACTIVITIES

The Infrastructure & Environment team will be highly involved in the revitalisation of Council facilities in 2020/21. As part of the overall upgrade to the Sportsgrounds, Oval 2 will be resurfaced, with alterations to lighting and irrigation. The newly revamped oval will subsequently reduce wear and tear on other sporting surfaces within the precinct and allow sporting teams to develop, train and compete each week.

The Sportsgrounds Pavilion upgrade is also scheduled to be complete in 2020-21 with a new, fit-for-purpose facility for sporting and recreational users of the Sportsgrounds. The facility will see new and improved kitchen, storage, office, clubroom, ablution facilities and a versatile community space. The facility will better service existing users as well as facilitate the use of new groups into the space.

## FIRE CONTROL

Each dry season, fire has the potential to cause catastrophic damage to property and person. Council will continue to maintain firebreaks and rural verges to the Northern Territory Fire Control standards. Council will engage with the community to ensure risks of uncontrolled bushfires are managed, mitigated or eliminated.

## ROADS AND FOOTPATHS

During 2020/21, Council will continue the rolling reseal maintenance program on roads and identify and formalise shoulder grading and width protection programs on sealed roads. An amount of \$968,828 has been allocated to these ongoing maintenance programs for 2020/21.





# INFRASTRUCTURE & ENVIRONMENTAL SERVICES

## KATHERINE AIRPORT

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure Community Development Economic Development Governance
<b>Service Program Description:</b>	<p>To provide a well maintained, safe and efficient airport service in compliance with the Local Government Act, Transport Act, Control of Roads Act, Work Health and Safety Act and the Civil Aviation Safety Authority (CASA) Safety regulations, with the vision to:-</p> <ul style="list-style-type: none"> <li>• Promote Katherine Civil Airport Tindal (KCAT) as a regional hub, linking key attractions across the north of Australia</li> <li>• Expand the capacity of air services to Katherine</li> <li>• To develop the Katherine Airport Facility for commercial purposes.</li> </ul>

## ROLES AND DUTIES

Carry out daily Airport Serviceability Inspections in accordance with CASA Safety Regulations	Conduct Transport Security meetings
Aircraft parking recording	Conduct Airport user group meetings
Monitoring of all movements at Katherine Airport	Responsible for the Security of the Katherine Airport , associated assets and personnel
Explore strategies to ensure that infrastructure is developed to meet the demand of the users of the facility	Carry out scheduled works and maintenance
Collaborate with the Department of Defence and airport users to provide and improve air services within the region	Seek and encourage new Tourism and commercial business opportunities Key

## KEY PERFORMANCE INDICATOR

	UNIT	TARGET
Increase the number of charter flights landing at KCAT	Trend	Increasing



## ROADS, FOOTPATH, NATURE STRIPS AND CYCLEWAYS

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure
<b>Service Program Description:</b>	To provide and maintain a network of road and pathway infrastructure to safely and efficiently move vehicles, pedestrians and goods throughout the municipality.

### ROLES AND DUTIES

Maintain 132km of sealed roads, 8km of unsealed roads and 38,000m <sup>2</sup> of car parking area.	Road resealing
Street and path sweeping	Shoulder and table drain maintenance
Maintaining line marking and signage on all Council roads and carparks	Analyse inspection and condition data to establish and carry out capital works program for road network infrastructure renewal.
Maintain and repair path defects	Manage roadside vegetation and hazards

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Deliver capital works program for road resealing and pavement rehabilitation	%	100
Maintenance grading to rural roads to stabilise and shape shoulders and table drains	%	20
Potholes are made safe and repaired as observed by community or KTC staff within acceptable timeframe.	Days	1 to make safe and 21 to repair.
Scheduled street sweeping program completion	%	100
Tripping hazards are made safe and repaired as observed by community or KTC staff within acceptable timeframe.	Days	1 to make safe and 21 to repair.



## STORMWATER MANAGEMENT

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure
<b>Service Program Description:</b>	To provide stormwater drainage to urban areas in Katherine through a network of kerbs, gutters, pits and 31km of underground pipes as well as maintaining all-weather access to sealed rural roads in flood prone areas and at non-permanent creek crossings through culverts and open channels.

## ROLES AND DUTIES

Repairs to side entry pit lids andgrates	Vegetation control and maintenance grading of open drains.
Scheduled CCTV inspections and cleaning of underground stormwater pipes	Analyse pipe condition data to establish and carry out capital works program for stormwater network renewal.

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Carry out condition assessment of all kerbing and develop renewal program.	Year	20/21
Carry out scheduled CCTV inspections and cleaning of underground pipe	km	2
Carry out scheduled CCTV inspections and cleaning of under road culverts	#	15
Side Entry Pit (SEP) lids and grates are made safe and repaired as observed by community or KTC staff within acceptable timeframe.	Days	1 to make safe and 21 to repair.
Scheduled capital renewals completed as per Asset Management Plan	%	100



## STREETLIGHTING

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure
<b>Service Program Description:</b>	Provide and maintain streetlighting throughout Katherine to ensure public safety.

## ROLES AND DUTIES

Maintain streetlights across the Municipality	Manage and maintain CIMCOM Lighting Central Management System
Ensure that changes made to Council owned underground power cables are updated in the Dial Before You Dig database	

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Annual Streetlighting program expenditure within approved budget	%	100
Urgent service requests actioned within 10 business days	%	90
Non-urgent service requests actioned when a minimum of 5 requests have been received	%	90

## NOXIOUS WEEDS

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Environment
<b>Service Program Description:</b>	Develop and implement a Weed Management Program for the control of noxious weeds on Council owned land within the municipality, ensuring compliance with legislative requirements.

## ROLES AND DUTIES

Carry out routine inspections of Council owned land for noxious weed growth	Monitor and assess weed control methods
Liaise with Northern Territory Weeds Branch	Promote community awareness
Carry out eradication of noxious weeds on Council owned land	

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Completion of weed surveys in identified areas	Frequency	Quarterly
Overall weed density	Trend	Decreasing
Non-urgent service requests actioned when a minimum of 5 requests have been received	%	90



## WASTE MANAGEMENT

<b>Responsible Officer/s:</b>	Sustainability Officer
<b>Council Goal/s:</b>	Environment
<b>Service Program Description:</b>	<p>To provide the municipality with an efficient and affordable waste disposal service and encourage reduce, reuse and recycle practices through;</p> <ul style="list-style-type: none"> <li>• An effective sanitation service across the Municipality</li> <li>• Waste management infrastructure to meet community needs into the future</li> <li>• Level of recycling comparable to the Australian average</li> </ul>

## ROLES AND DUTIES

Ensuring a safe and healthy environment within the Municipality, by providing effective waste collection and disposal services.	Supporting the commercial operators that contribute to waste management and resource recovery in the town.
Providing efficient waste management facilities, that are affordable for users, while maintaining service levels and asset value.	Supporting a circular economy and striving to improve the level of resource recovery being achieved.
Actively raising awareness of waste issues and promoting reduce, reuse and recycle practices.	Actively engage in protecting the environment and to be fully compliant with all EPA requirements.

KEY PERFORMANCE INDICATOR	MEASURES	TARGET
Public engagement	Establish consultancy mechanism	Regular and effective community consultation
Kerb-side Collection	Regular kerb side collection service in accordance with agreed service levels	95% of kerb side collections delivered 90% of issues actioned within 10 business days
Domestic Recycling Practices	Promote an increase in domestic recycling	Develop an awareness raising campaign
Increase Commercial Sorting of Waste	Increased ratio of sorted to unsorted waste through education and WMF charges	10% increase in sorted commercial waste
New Landfill Infrastructure	Progress the development of a new landfill	Conduct public consultation Complete site selection Progress work to design the new facility
Old Landfill Management	Progress work to close the existing landfill	Progress work to design a suitable capping arrangement



## WASTE MANAGEMENT - CONTINUED

KEY PERFORMANCE INDICATOR	MEASURES	TARGET
Current Waste Transfer Station	Compliance with Environmental Protection requirements Progress the upgrading of the facility	100% monitoring and reporting 100% implementation of Environmental Management Plan Conduct public consultation Progress work to design a modern transfer station
Environmental Protection	Eliminate illegal dumping through education and prosecutions	Develop an awareness raising campaign 100% follow up on reported dumping incidents

## BINJARI MUNICIPAL SERVICES

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Community Development
<b>Service Program Description:</b>	Administer and provide Local Government Services to the Binjari Community in line with the Northern Territory Government, Department of Local Government, Housing & Community Development operational funding arrangements.

## ROLES AND DUTIES

Provide waste management services, irrigation and streetlight repairs, animal control, road repairs and maintenance.	Manage contractual arrangements with Binjari Community Aboriginal Corporation to provide weekly domestic garbage collection and grounds maintenance services.
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KEY PERFORMANCE INDICATOR	UNIT	TARGET
Operational funding expended in accordance with the relevant legislation.	%	100



## CEMETERY

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure & Environment
<b>Service Program Description:</b>	Manage and operate the Katherine Memorial Cemetery to meet all legislative requirements whilst providing safe and appropriate interment options satisfying the communities needs.

## ROLES AND DUTIES

Manage and carry out interments in accordance with relevant legislations.	Installation of plinths, headstones and memorials
Manage and maintain cemetery records in accordance with relevant legislations.	Maintenance of grounds and open spaces including mowing and irrigation
Provide clear and detailed information to customers, stakeholders and the general public relating to cemetery management, processes and records.	Maintenance of cemetery plant and equipment
Plan effectively for Council's long-term cemetery services.	

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Compliance with legislative requirements	%	100
Number of complaints received	<	6
Completion of annual plinth installation program	#	2

## MOSQUITO MONITORING

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Environment
<b>Service Program Description:</b>	Manage and underake the monitoring of mosquitoes within the Katherine township through trapping and collection of data for the Department of Health's Medical Entomology Unit.

## ROLES AND DUTIES

Carry out routine mosquito trapping activities as per direction from the Department of Health	Data collection and reporting
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KEY PERFORMANCE INDICATOR	UNIT	TARGET
Supply fortnightly samples and data	%	100



## PLAYGROUNDS, PARKS, GARDENS & RESERVES

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure & Environment
<b>Service Program Description:</b>	Maintain Council's open space including playgrounds, parks, gardens and reserves.

### ROLES AND DUTIES

Maintain parks, gardens and reserves	Maintain and manage irrigation systems
Undertake routine inspections of playgrounds	Maintain Council's trees in verges, parks and gardens

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Service requests actioned within 10 business days	%	85
Complete playground equipment inspections	Frequency	Monthly
Carry out playground safety audit	Frequency	Annually
Complete scheduled grounds maintenance	%	100

## RECREATION & LEISURE FACILITIES

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Infrastructure & Environment
<b>Service Program Description:</b>	To manage and maintain Council owned multi-use facilities (i.e. Sportsgrounds and Showgrounds) so that a range of recreational and leisure opportunities are made available to residents and visitors.

### ROLES AND DUTIES

Manage and maintain facilities to agreed service levels in collaboration with community user groups and committees	Irrigate and maintain playing fields and lawn areas
Undertake routine inspections of grounds and facilities	Carry out maintenance responsibilities and renewals as per Memorandum of Understanding (MOU) for the Aquatic Centre

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Service requests actioned within 10 business days	%	85
Complete scheduled mowing	%	100



## REGULATORY SERVICES

<b>Responsible Officer/s:</b>	Executive Manager Infrastructure & Environment
<b>Council Goal/s:</b>	Environment & Governance
<b>Service Program Description:</b>	Provide effective management of public order and safety within the municipality compatible with a congenial living environment.

## ROLES AND DUTIES

By Law and relevant legislation enforcement	Animal management and control
Pound management	Traffic control
Community education	Environment protection

KEY PERFORMANCE INDICATOR	UNIT	TARGET
Service requests are actioned within 10 business days	%	90
Carry out doggy day education activities	#	1
Complete annual controlled parking audit	%	100
Undertake dog registration audits	%	increase
Prepare recommended determinations for KTC By Laws	%	100



## SHARED SERVICES

2020/21 will see the continued development of shared services arrangements throughout the Big Rivers Region.

The Big Rivers Region covers the local government areas of Roper Gulf Regional Council, Victoria Daly Regional Council and Katherine Town Council. This sizable area covers over 360,000km<sup>2</sup> and provides for a population of over 24,000 people.

Through shared services, opportunities for knowledge sharing and joint service delivery have been identified to further increase the capacity of regionally and remotely located service providers for the benefit of our local communities.

## WASTE MANAGEMENT

Since 2016 Katherine Town Council has hosted the Big Rivers Regions Waste Management Coordinator who is supported by the Big Rivers Region Waste Management Working Group (BRRWMWG).

The BRRWMWG comprises of the following members:

- Katherine Town Council
- Roper Gulf Regional Council
- Victoria Daly Regional Council
- West Daly Regional Council
- Coomalie Community Government Council
- Department of Health
- NT Environment Protection Authority; and
- Department of Local Government, Housing and Community Development.

The aim of the group is to discuss regional waste management and environmental health issues and work collaboratively to develop solutions and implement best practice procedures for waste management facilities in remote communities within the Big Rivers Region. The position is funded by the Northern Territory Government with co-funding provided by the participating regional councils and in-kind support provided by the Katherine Town Council.

## LIBRARY SERVICES

Following the success of the Waste Management initiative, Katherine Town Council will also be hosting the Big Rivers Region Library Services Coordinator, commencing in 2020/21.

The Big Rivers Region Library Services Coordinator role will work with member Council's (Katherine Town Council, Roper Gulf Regional Council and Victoria Daly Regional Council) to provide a shared resource in the development and delivery of library services across the region.

Funded by the Northern Territory Government, this position will work closely with the Big Rivers Regional Library Services Work Group to increase capacity in delivering best practices library services.







# **| APPENDICES**

**FUNDING THE MUNICIPAL PLAN  
ANNUAL BUDGET  
FEES & CHARGES**



## FUNDING THE MUNICIPAL PLAN

This year's budget is one that looks to support our community during these unprecedented times. The budget takes into account grant sources and the increasing costs by careful management of expenditure, income and service levels.

The following diagrams provide a snapshot view of the proportion of expenditure for capital and operation expenditure across a number of areas. A comprehensive annual budget for 2020/21 is provided and attached for review.

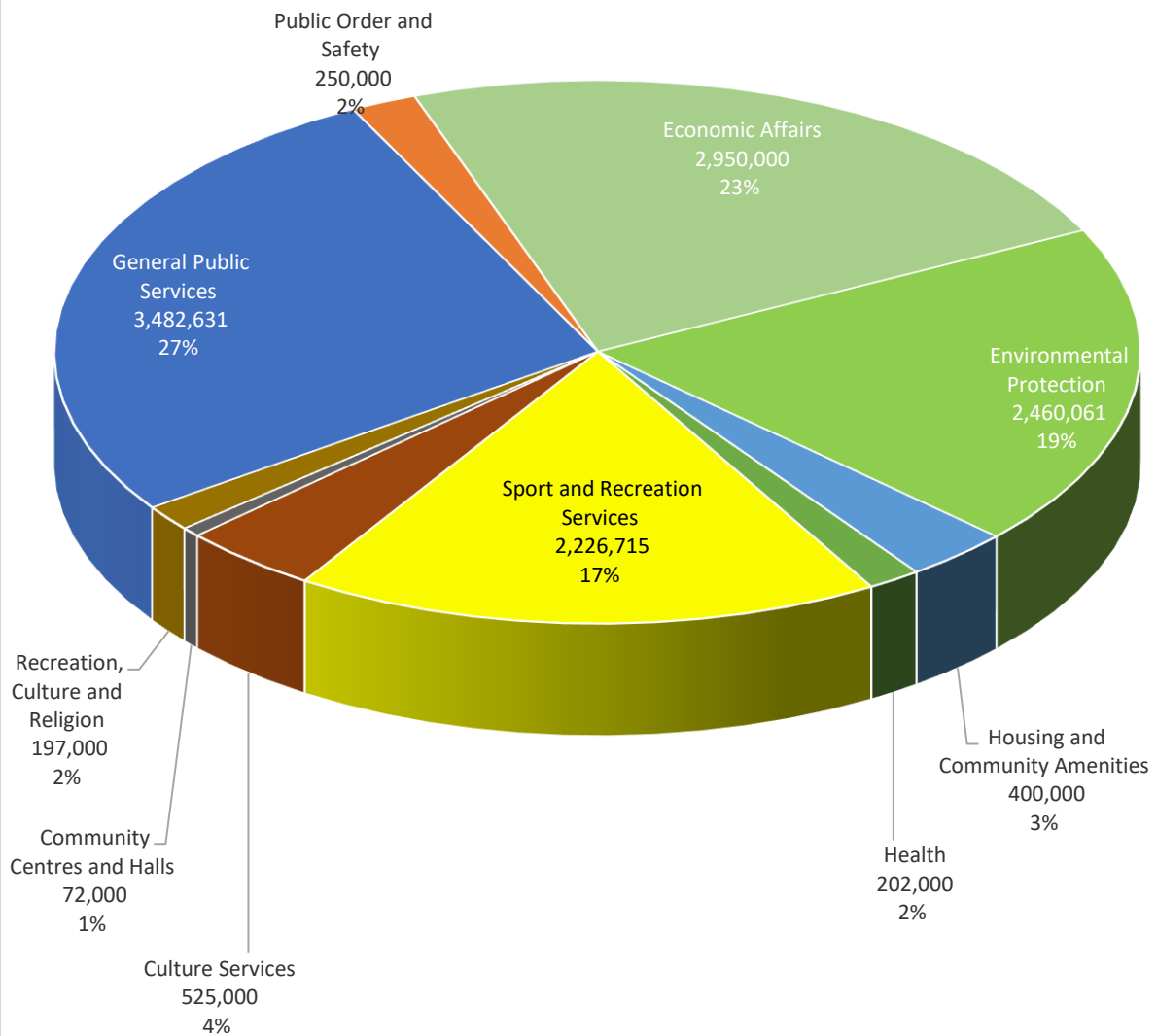
	Current Year	Long Term Plan		
OPERATING INCOME	2020/21	2021/22	2022/23	2023/24
Rates	7,831,132	8,340,156	8,880,266	9,459,613
Waste Levy	1,300,000	1,384,500	1,474,493	1,570,335
Waste Charge	900,000	900,000	900,000	900,000
Fees and Charges	664,571	1,764,571	1,822,802	1,882,955
Operating Grants and Subsidies	2,260,097	2,192,294	2,170,371	2,170,371
Interest/Investment Income	355,102	136,083	86,000	86,000
Other Income	340,579	85,488	85,488	85,488
<b>TOTAL</b>	<b>13,651,481</b>	<b>14,803,092</b>	<b>15,421,419</b>	<b>16,154,761</b>



# Functions of Council

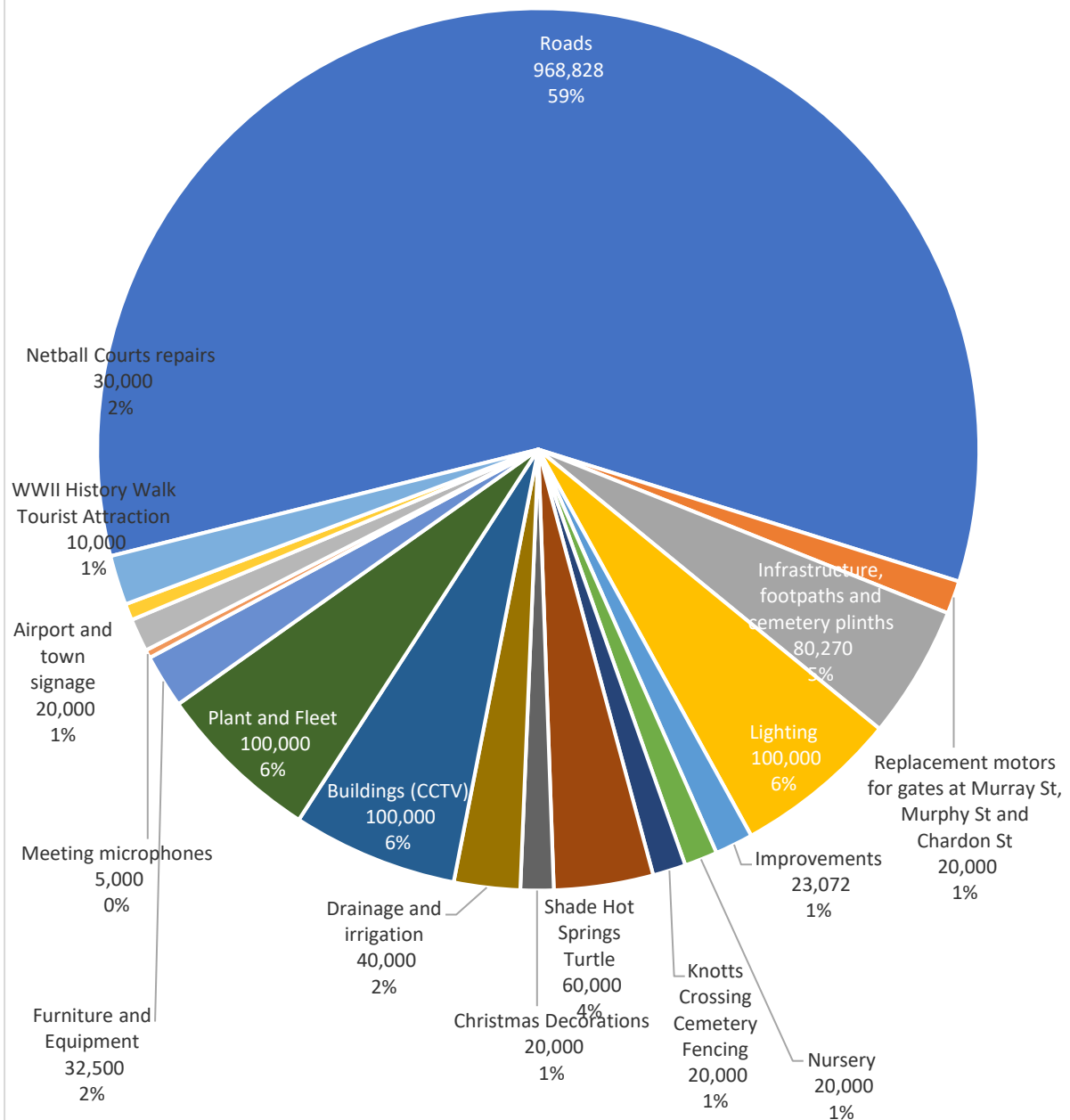
## 2020/21 Operating Expenditure

### Budget \$12,715,408





# Capital 2020/21 Expenditure Budget \$1,649,670

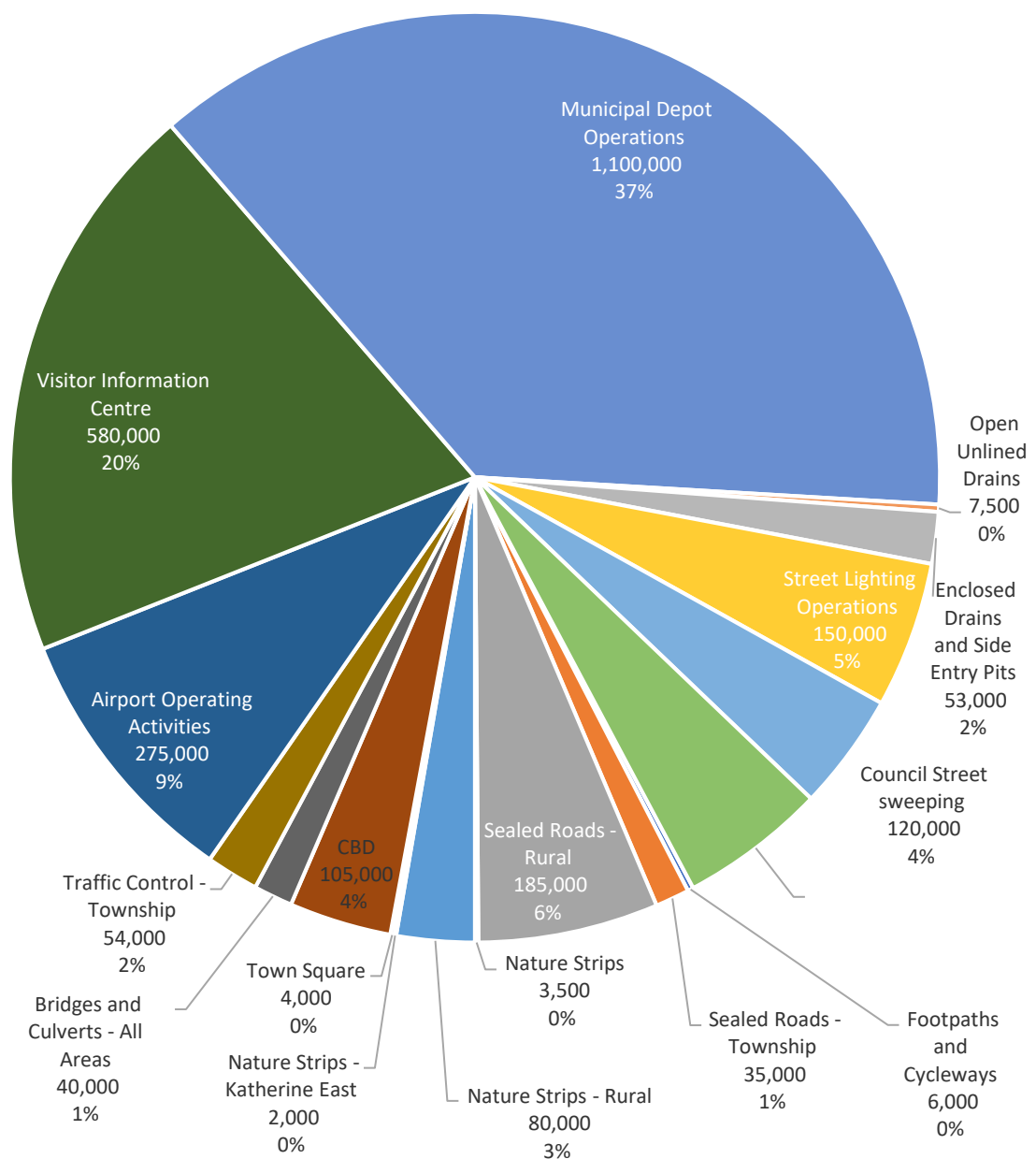




# Economic Affairs

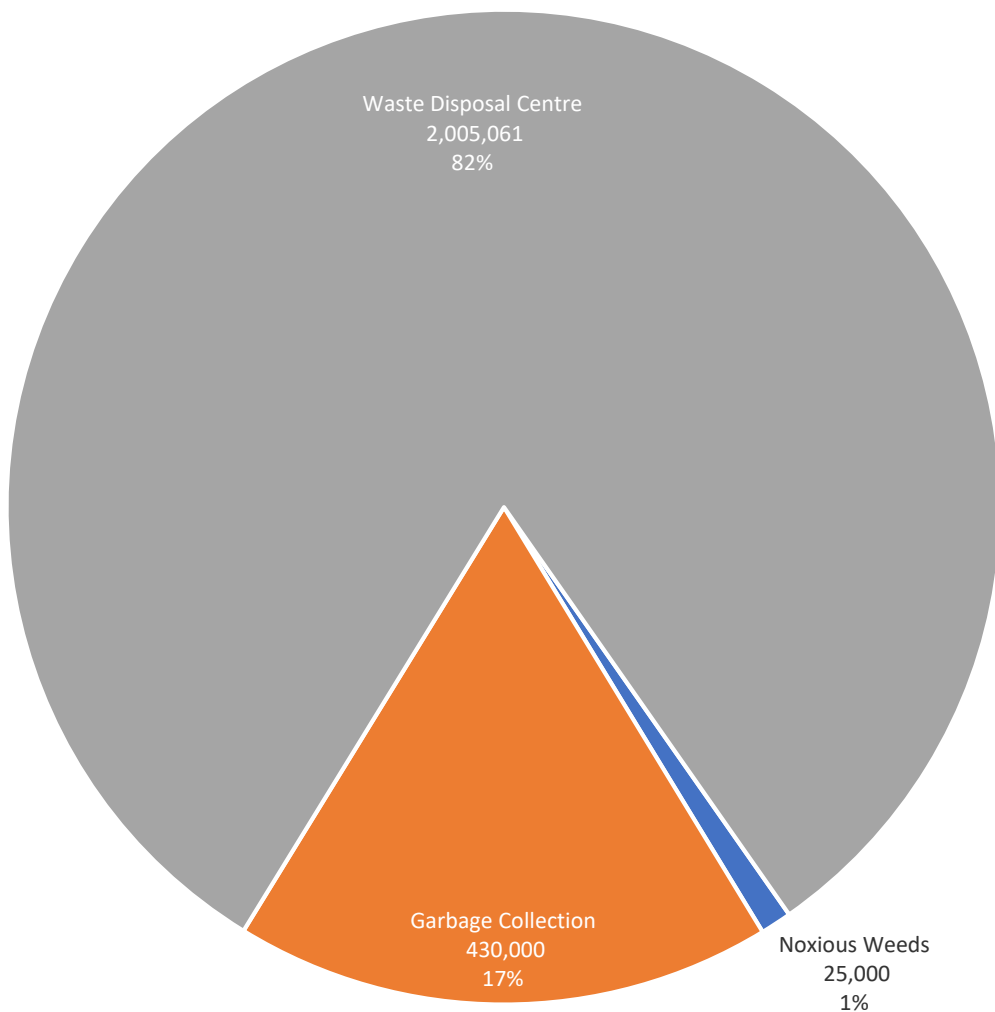
## 2020/21 Operating Expenditure Budget

### \$2,950,000



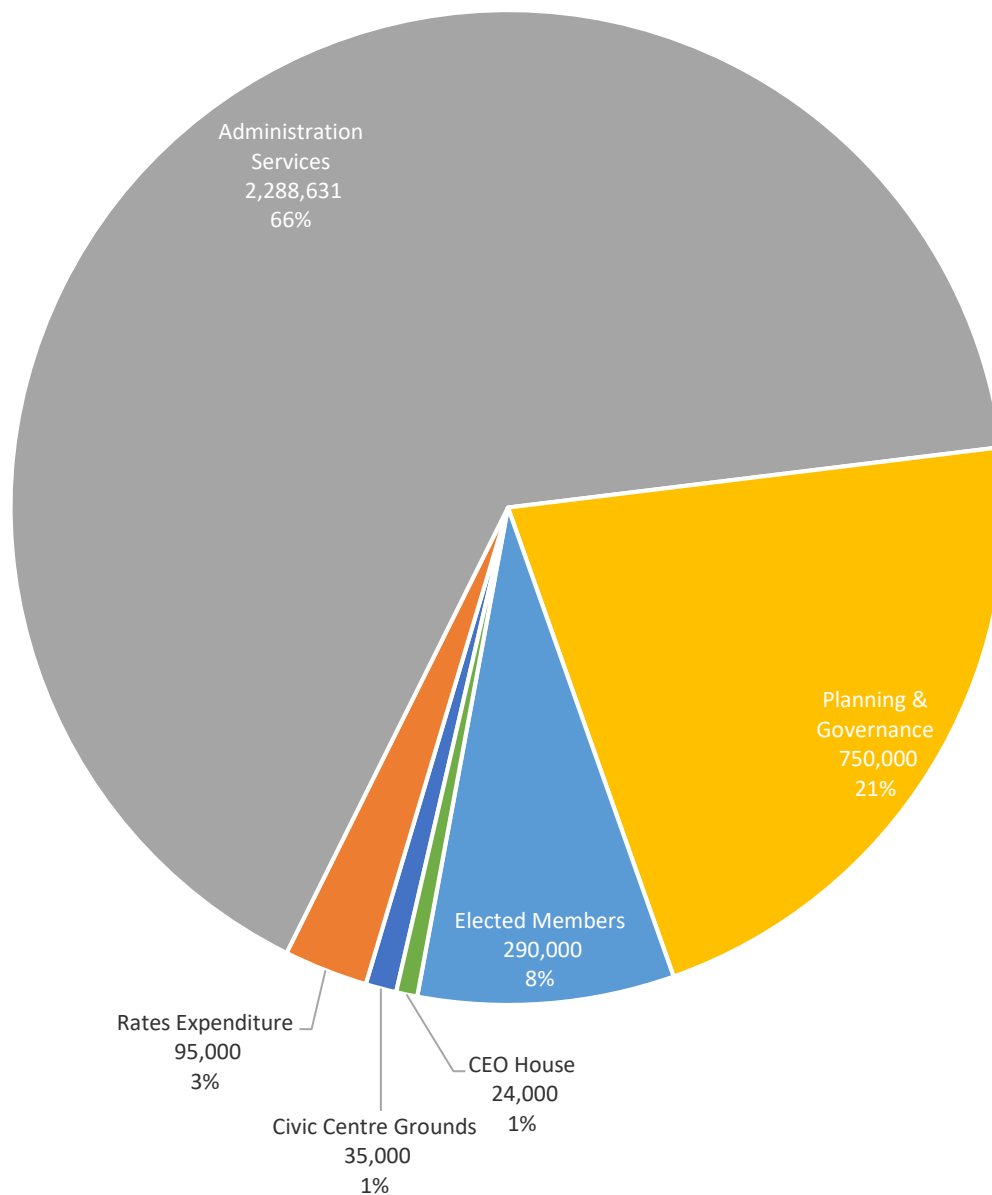


# Environmental Protection 2020/21 Operating Expenditure Budget \$2,460,061



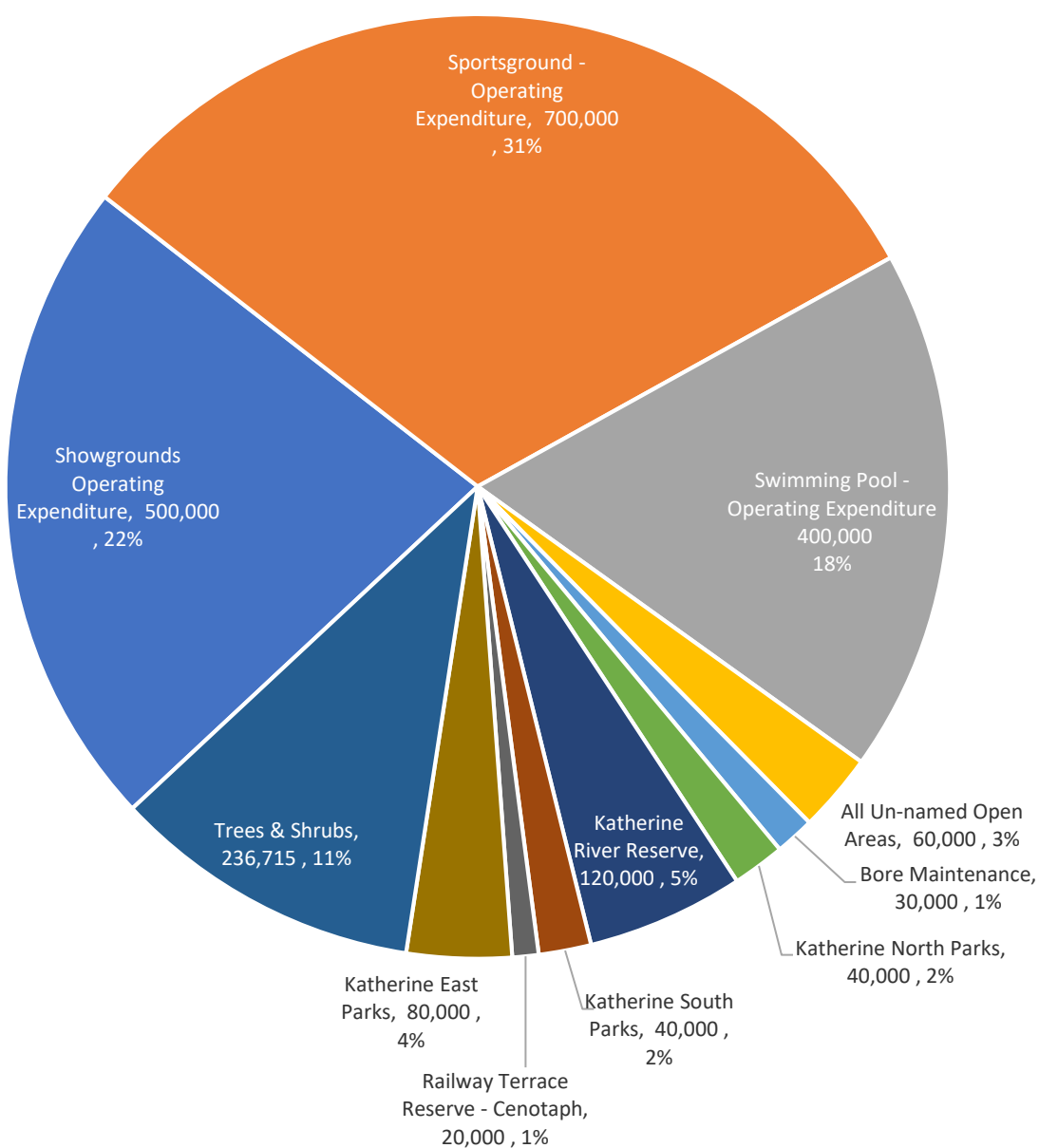


# General Public Services 2020/21 Operating Expenditure Budget \$3,484,632



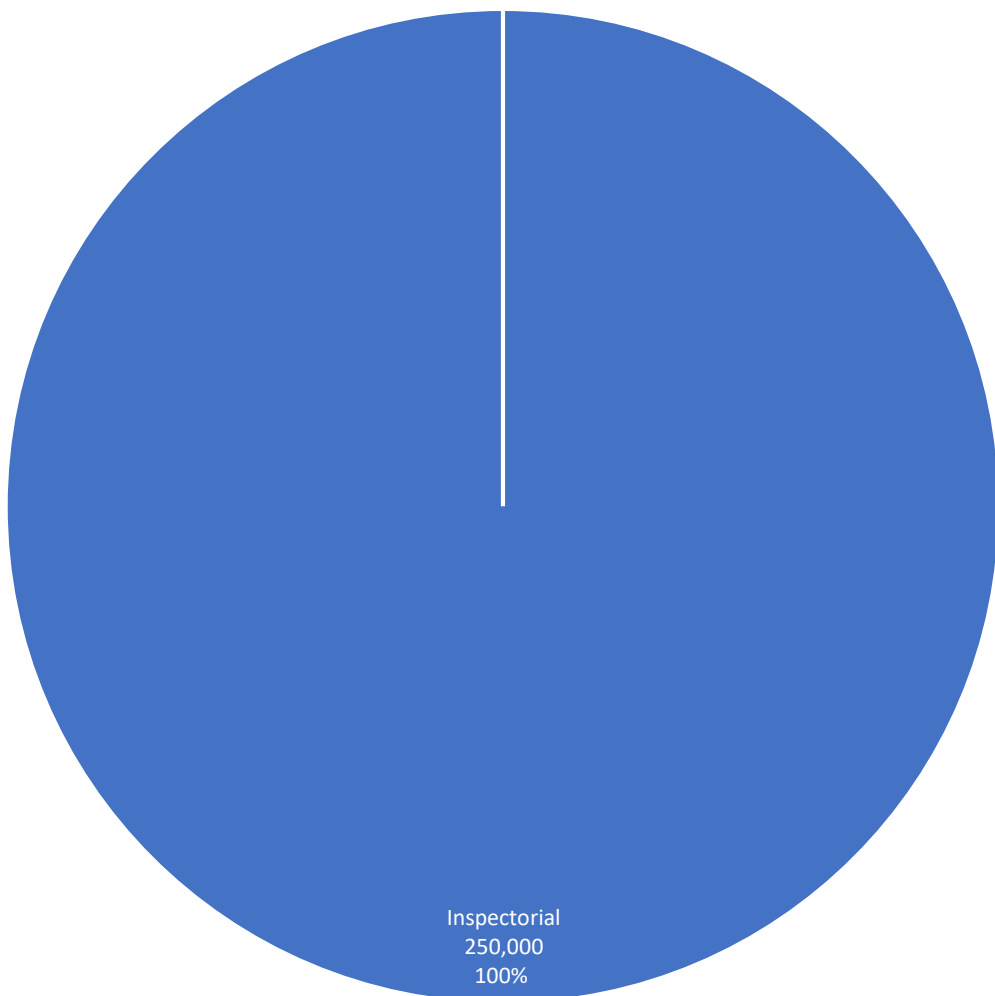


# Sport and Recreation Services 2020/21 Operating Expenditure Budget \$2,226,715



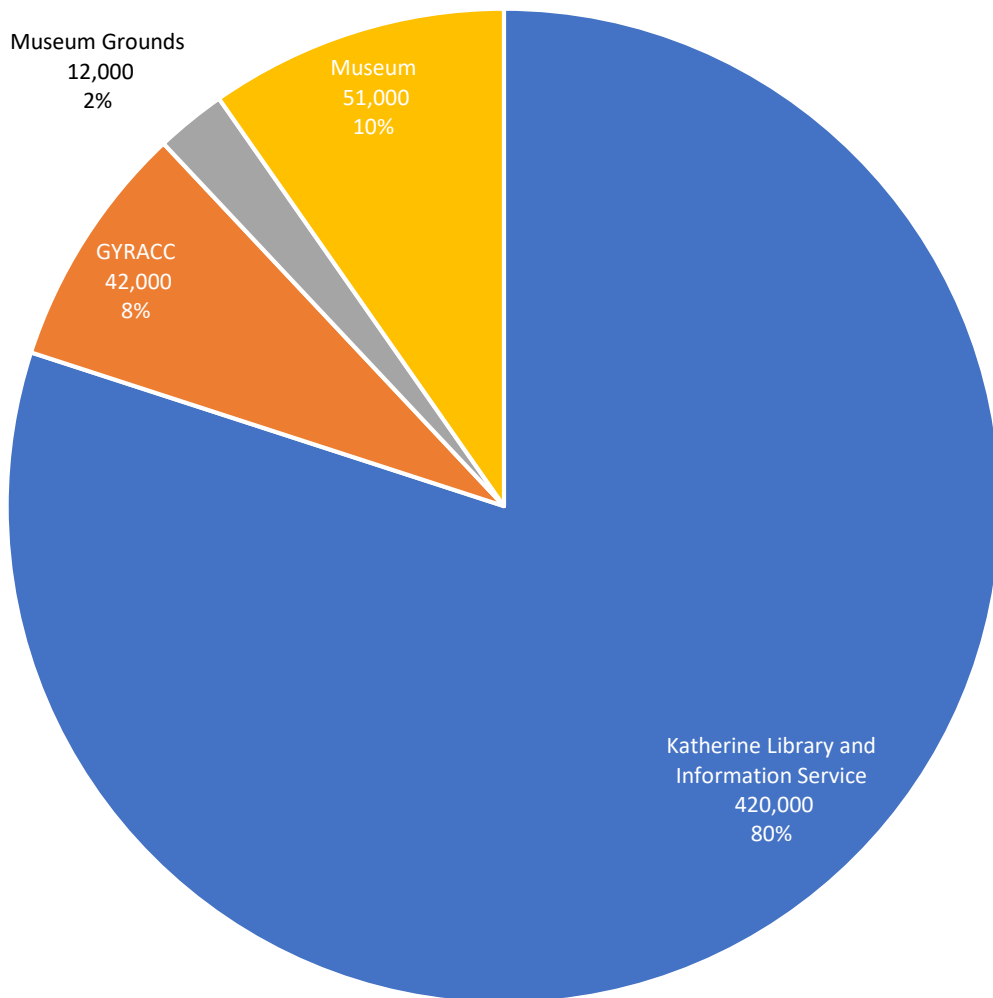


**Public Order and Safety  
2020/21 Operating Expenditure  
Budget \$250,000**





**Culture Services  
2020/21 Operating Expenditure  
Budget \$523,000**

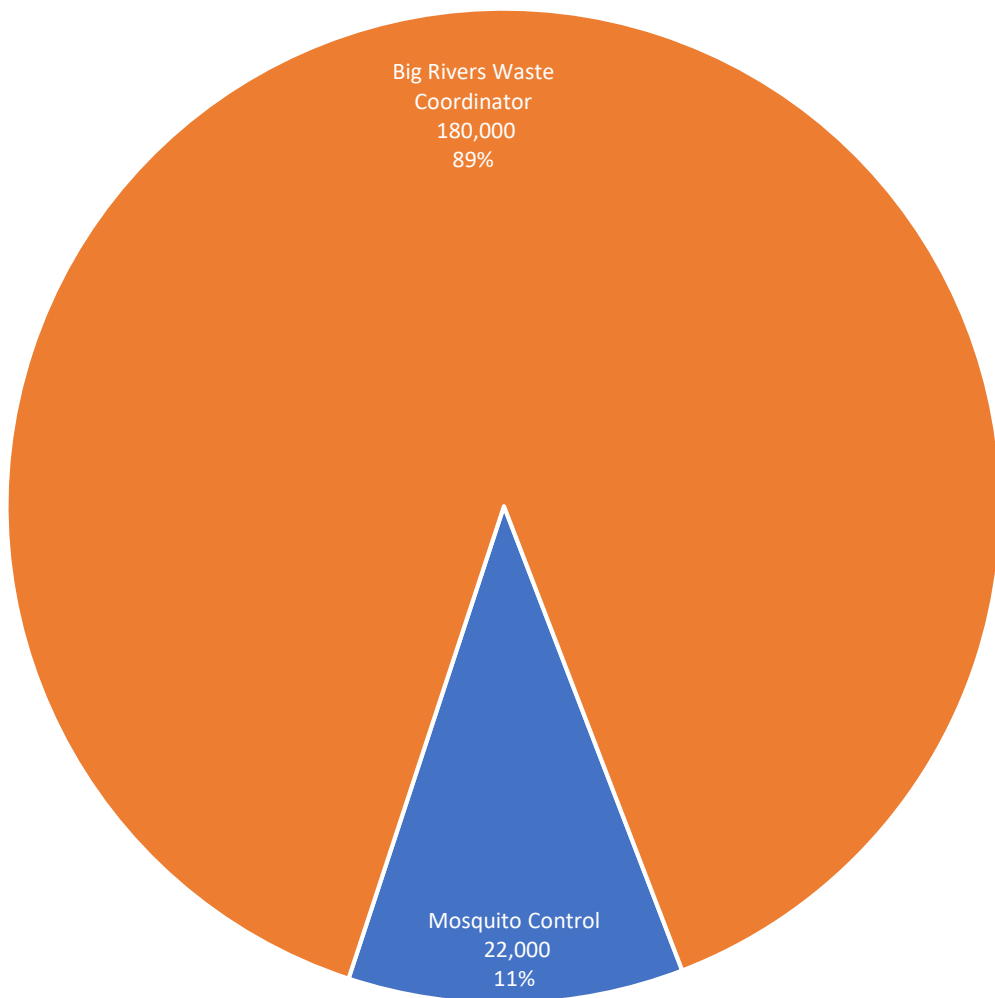




# Health

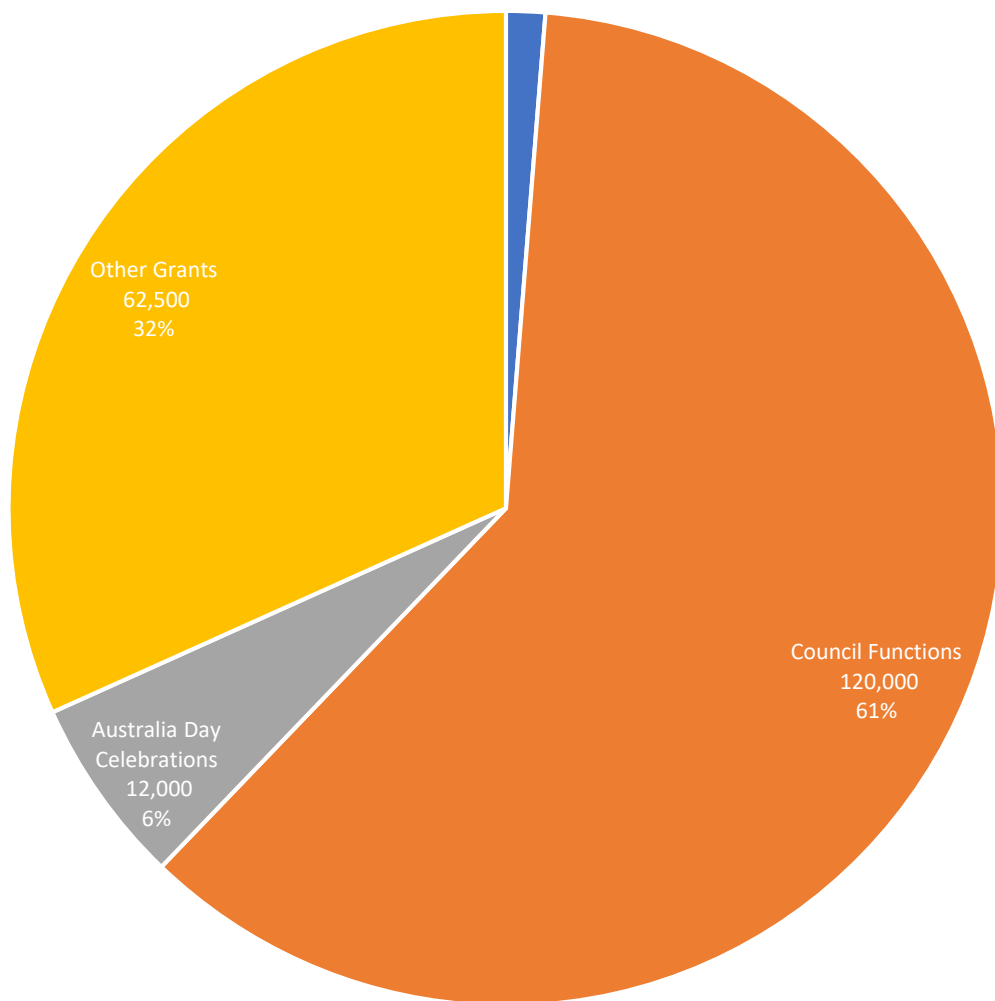
## 2020/21 Operating Expenditure

### Budget \$202,000



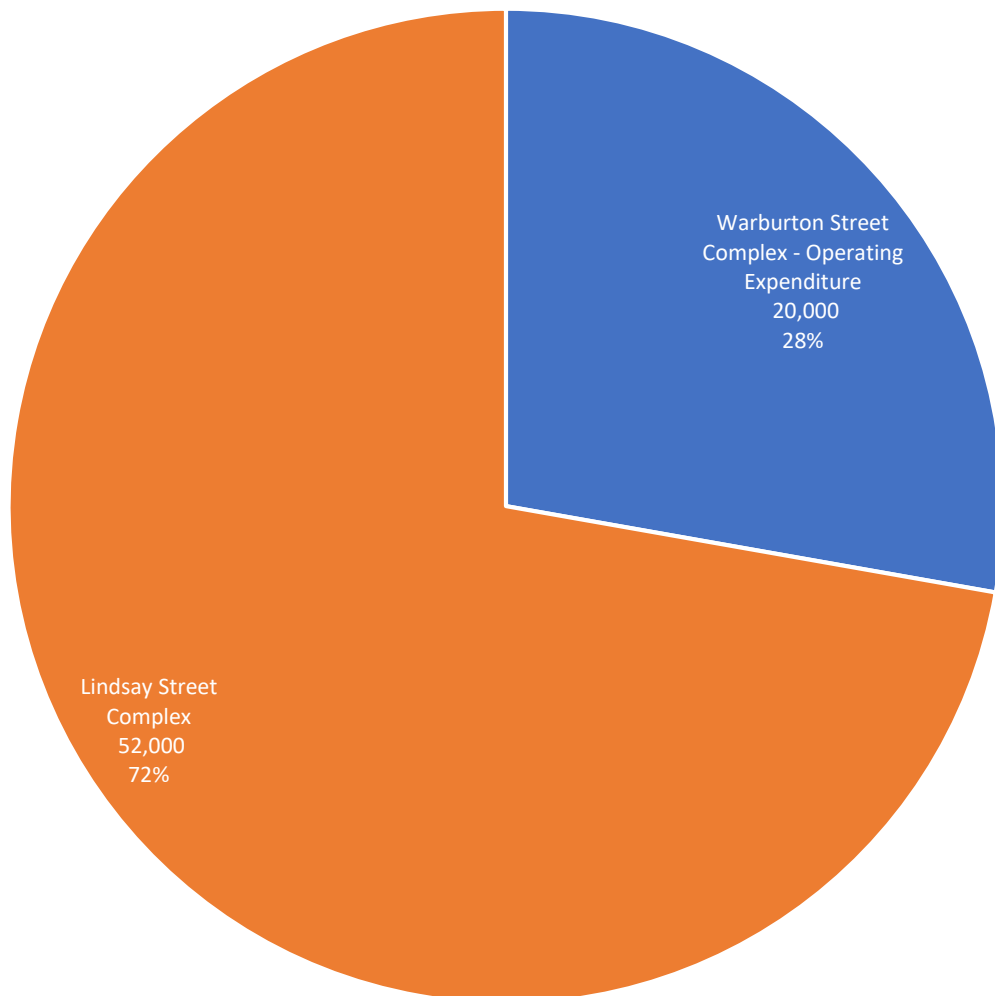


**Recreation, Culture and Religion  
2020/21 Operating Expenditure  
Budget  
\$197,000**



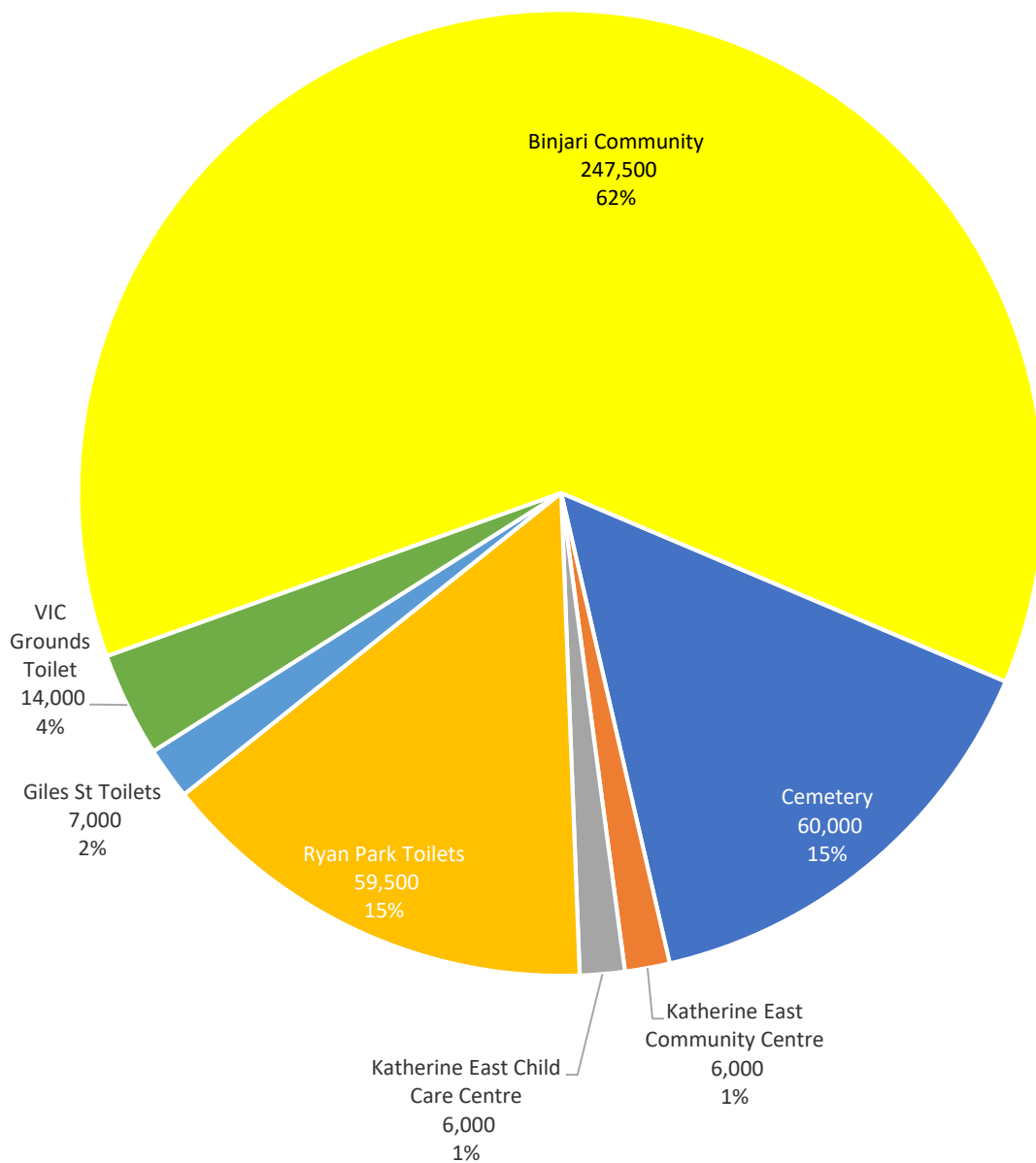


**Community Centres and Halls  
2020/21 Operating Expenditure  
Budget \$72,000**





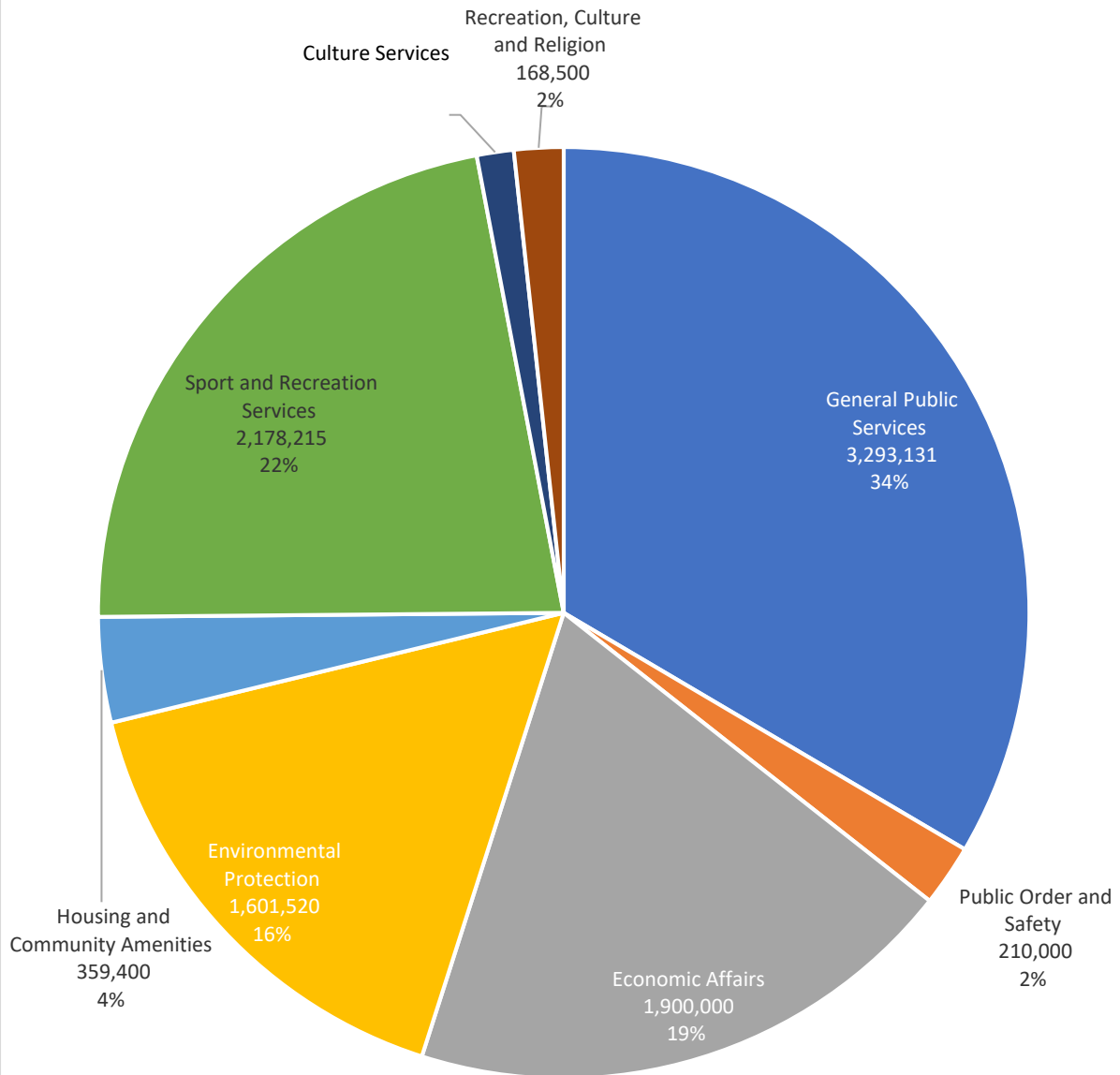
# Housing and Community Amenities 2020/21 Operating Expenditure Budget \$400,000





# Where Rates Revenue is Spent

## \$9,838,866





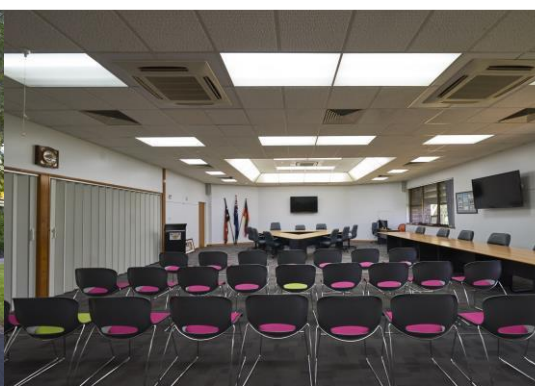






# KATHERINE TOWN COUNCIL

BUDGET  
2020/2021





## **ANNUAL BUDGET**

Council is required to prepare an annual budget in accordance with *Local Government Act (The Act)*

The Local Government act states:

- (1) A council must prepare a budget for each financial year.
- (2) The budget for a particular financial year must:
  - (a) outline:
    - (i) the council's objectives for the relevant financial year; and
    - (ii) the measures the council proposes to take, during the financial year, towards achieving those objectives; and
    - (iii) the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives; and
  - (b) contain estimates of revenue and expenditure for the financial year (differentiating between operating and capital expenditure); and
  - (c) state the amount to be allocated to the development and maintenance of each class of infrastructure for the financial year; and
  - (d) state the amount the council proposes by way of rates, and set out the rates structure, for the financial year; and
  - (e) contain and assessment of the social and economic effects of its rating policies; and
  - (f) state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances.



## **Council objectives for the 2020/2021 year**

Katherine Town Council's objectives for the 2020/2021 year are:

- To ensure that community infrastructure is managed in a sustainable way for the benefit of Katherine residents.
- To ensure value for money and scrutiny of all operations to avoid waste and to improve productivity
- To adopt as a priority the sustainable management of community assets held by Council.
- To provide leadership and facilitate economic and community development.
- To ensure, where appropriate and achievable, that Council activities are sustainable and based on a user pays approach
- To pre-plan initiatives in order to maximize Council's success in obtaining grant funding.

## **Measures Council proposes to take to achieve the above objectives**

- Council has an Asset Management Plan to ensure all infrastructure assets are identified and their whole of life costs are available.
- In conjunction with other tiers of government, Council has developed an economic development strategy aimed at positioning the community to benefit from projected growth and development.
- Sustainability strategies will be based on equity principles, user pay models and sound financial principles.

## **Indicators Council intends to use as a means of assessing its efficiency in achieving above objectives**

- Continually develop and improve the asset management plan to better align with our Long-Term Financial Plan.
- An economic development strategy that supports and informs growth within Katherine.
- Public open space in the CBD is attractive and regularly used by a wide cross-section of the community.
- Rates, fees and charges reflect greater equity across the community.



## Rates

Council charges rates using the Differential Rating System. Council calculates rates by using the Unimproved Capital Value (UCV) of the property and a rate in the dollar or a minimum rate as set out in the annual rates declaration.

Each zone has its own rate in the dollar. Land that falls outside the NT Planning Scheme is treated in the Rates Declaration as Agricultural. Commercial and industrial properties are charged at a higher rate in the dollar than residential properties.

For the 2020/2021 financial year, Council will not be implementing the planned 6.5% increase in line with the Long-Term Financial Plan in order to better support the local economy during the COVID-19 pandemic.

In accordance with the requirements of the *Local Government Act*, it is proposed that for the 2020/2021 financial year Council will levy the following rates:

DIFFERENTIAL RATES SCHEDULE		
DIFFERENTIAL RATE %	ZONE ACCORDING TO NT PLANNING SCHEME	MINIMUM AMOUNT
0.01600725	Single Dwelling Residential (SD)	\$1,214.75
0.01507729	Multiple Dwelling Residential (MD)	\$1,214.75
0.01498972	Medium Density Residential (MR)	\$1,214.75
0.01656139	Specific Use 1 (SK1)	\$1,214.75
0.00225241	Agriculture (A)	\$1,214.75
0.00461073	Water Management (WM)	\$1,214.75
0.00325454	Rural (R)	\$1,214.75
0.00597561	Rural Living (RL)	\$1,214.75
0.02517680	Community Living (CL)	\$1,214.75
0.02454364	Specific Use 2 (SK2)	\$1,214.75
0.02454364	Specific Use 3 (SK3)	\$1,214.75
0.02517680	Community Purpose (CP)	\$1,214.75
0.02780545	Central Business 1 (CB1)	\$1,214.75
0.02054832	Central Business 2 (CB2)	\$1,214.75
0.02798524	Central Business 3 (CB3)	\$1,214.75
0.02173586	Commercial (C)	\$1,214.75
0.04099247	Service Commercial (SC)	\$1,214.75
0.24295000	Future Development (FD)	\$1,214.75
0.14575264	Railway (RW)	\$1,214.75
0.02543604	Caravan Parks (CV)	\$1,214.75
0.02993585	Tourist Commercial (TC)	\$1,214.75
0.01633216	Light Industry (LI)	\$1,214.75
0.01532466	General Industry (GI)	\$1,214.75
0.01024937	Organised Recreation (OR)	\$1,214.75



Nil	Land which is otherwise non-rateable and land within that part of the municipality comprising Zone Utilities (U).	Nil
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Minimum rate is \$1214.75

### Waste Management Charges

Where the Council provides or is willing and able to provide a waste disposal service to land within the Municipal Boundary, pursuant to the *Local Government Act*, the Council will charge a fixed rate for the service as an annual charge for each parcel of land. Where multiple residential units exist on a parcel of land, the fee times the number of residential units on each parcel will be multiplied to give the annual charge.

The waste management charge and the minimum waste management levy will remain the same as 2019 which is \$358.27 and \$127.12 respectively. The waste management charge is levied for the provision of a 240 litre bin and free access to the waste management facility. The minimum waste management levy provides for free access to the waste management facility.

Council charges a tonnage charge for commercial business users to dispose of waste at the waste management facility. The tonnage charge will remain the same as 2019/20 at \$100/tonne. Businesses are not liable for the waste management charge unless they require a 240 litre bin service.

### Assessment of Social and Economic Effects of the Rating Policy

Council has in many years continued to make conscious decisions to minimise the social and economic effects of its rating policy by keeping any increases in rates to a minimum. As part of its financial planning and budget processes, the rate revenue required to meet expenditure needs is calculated taking into account other sources of revenue. The structure of the rating system is then determined, considering how the rates are levied between, and within, various categories of ratepayers.

In relation to payment of rates Council has a rating policy which allows for payment of rates by instalments. Council is sympathetic to ratepayers who have difficulty in meeting their payment obligations by allowing them to enter into an arrangement with no recovery action being taken provided the arrangement is being adhered to. Council also offers deferment of rates (for recovery at a later time) in some cases.

### Elected Member Allowances

In accordance with *Local Government Act*, Katherine Town Council proposes to pay the following elected member allowances in 2020/2021:

Allowance Type	Mayor	Deputy Mayor	Alderman
Annual Base Allowance	\$ 64,436.47	\$ 23,826.89	\$ 11,589.10
Annual Electoral Allowance	\$ 16,960.19	\$ 4,240.83	\$ 4,240.83
Professional Development	\$ 3,219.47	\$ 3,219.47	\$ 3,219.47
<b>Total</b>	<b>\$ 84,616.13</b>	<b>\$ 31,287.18</b>	<b>\$ 19,049.40</b>



Acting Mayor Allowance		\$20,175.97	
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The total amount budgeted for the above allowances is \$231,326.



## FINANCIAL SUMMARY

### TOTAL OPERATING REVENUE

Operating revenue of \$13.6 million budgeted in 2020/2021 is summarised below by major category.

Rates	\$7,831,132
Waste Levy	\$1,300,000
Waste Charges	\$900,000
Fees and Charges	\$664,571
Operating Grants and Subsidies	\$2,260,097
Interest/Investment Income	\$355,102
Other Income	\$340,579
<b>TOTAL</b>	<b>\$13,651,481</b>

### TOTAL OPERATING EXPENDITURE

Operating expenditure of \$10.20 million budgeted in 2020/2021 is summarised below by major category.

General Public Services	\$3,484,632
Public Order and Safety	\$250,000
Economic Affairs	\$2,900,000
Environmental Protection	\$2,460,061
Housing and Community Amenities	\$400,000
Health	\$202,000
Sport and Recreation Services	\$2,226,715
Culture Services	\$523,000
Community Centres and Halls	\$72,000
Recreation, Culture and Religion	\$197,000
<b>TOTAL</b>	<b>\$12,715,408</b>



## **Budget and Long-Term Financial Plan**

There is a change in the presentation of the budget and long-term financial plan for this year's Municipal Plan. The reason for this is to provide rationale and notes for consideration.

The Local Government Act requires that: the long-term financial plan must relate to a period of at least four (4) financial years. Considering the uncertainty of the economy with implications from COVID-19 council has focused on this year's budget plus an additional three (3) years to meet the requirements of the Act.

Council expects there will be some effect on council's budget in 2020/21 due to Covid-19. Currently the Federal and Territory budgets have been delayed until May, so although they can't be confirmed at this stage we have assumed government grants and subsidies will continue. Given the emerging economic stimulus initiatives and the Job Keeper program, council has only marginally adjusted the budget forecast by reducing the expected income from Visitor Information Centre commission and airport landing fees, otherwise other revenue and costs are based on ongoing operations. Adjustments to the budget will occur as it is prudent to do so as the economic landscape changes.

The revised budget for 2019/20 has been used as the reference.



INCOME AND EXPENDITURE BUDGET					
EXPLANATION	OPERATING INCOME	Current Year		Long Term Plan	
		2020/21	2021/22	2022/23	2023/24
Estimated rates to be raised	Rates	7,831,132	8,340,156	8,882,266	9,459,613
Estimated waste charges to be raised	Waste Levy	1,300,000	1,384,500	1,474,493	1,570,335
Estimated waste charges to be raised	Waste Charges	900,000	900,000	900,000	900,000
	Fees and Charges	664,571	1,764,571	1,822,802	1,882,955
	Operating Grants and subsidies	2,260,097	2,192,294	2,170,371	2,170,371
	Interest/Investment Income	355,102	136,083	86,000	86,000
	Other Income	340,579	85,488	85,488	85,488
	<b>TOTAL INCOME</b>	13,651,481	14,803,092	15,421,419	16,154,761
	<b>OPERATING EXPENSES</b>				
	Employee Costs	5,601,497	5,238,477	5,421,824	5,611,588
	Materials and Contracts	6,072,803	4,945,344	5,108,540	5,277,122
	Elected Member Allowances	208,789.98	219,229.48	230,190.96	241,700.51
	Elected Members Expenses - Professional development	22,536.28	23,663.10	24,846.25	26,088.57
	Interest Expenses				
	Other Expenditure	859,781	859,781	884,014	909,115
	<b>TOTAL EXPENSES</b>	12,765,407	11,286,495	11,669,415	12,065,614
<b>BUDGETED OPERATING SURPLUS/DEFICIT</b>		<b>886,074</b>	<b>3,516,597</b>	<b>3,752,004</b>	<b>4,089,147</b>



## Notes

### Income:

1. Rate income is to remain the same as 2019/20. There will be changes to individual properties due to the new UCVs. Currently there is consideration being given to rate concessions for eligible commercial properties impacted by COVID-19, the outcome of these considerations haven't been formalised and therefore haven't been factored into the budget.
2. Fees and charges have been reduced in anticipation that airport usage (landing fees) and Visitor Information Centre commission will be impacted.
3. Operating grants and subsidies are forecast as remaining constant however, this will need to be reviewed after the Federal and Territory budgets review in May.
4. Interest/Investments income is forecast as remaining on track however, this will be reviewed and may need to be adjusted for cash flow. There is an expected reduction in interest income in the coming financial years due to the completion of major projects.

### Expenditure:

1. There is an increase in employee expenses due to additional contract staff to complete projects and the recruitment of executive staff vacancy that has been carried for the past year, and significantly impacted infrastructure.
2. Materials and contracts and other expenses are relatively constant with 2019/20 budget and includes works on site investigation for the new waste management facility
3. Other expenses are insurance and utilities.
4. There is an overall decrease in Elected Members allowances of \$8,697.39 due to the Mayor electing to be paid \$13,019.17 less than the Ministerial Guidelines for Elected Members allowances. All elected members will be paid 85.78% of the Ministerial Guidelines.
5. Elected Members professional development is in accordance with Ministerial Guidelines and the priority for council is to provide elected members with the training to undertake Elected Member duties and responsibilities.



		Current Year 2020/21	Long Term Plan		
			2021/22	2022/23	2023/24
<b>BUDGETED SURPLUS/DEFICIT</b>		886,074	3,516,597	3,752,004	4,089,147
Capital Expenditure per Table 3	Buildings	100,000	106,882	108,802	110,762
	Infrastructure	1,392,170	1,381,947	1,406,792	1,432,133
	Plant and Fleet	100,000	111,165	113,164	115,202
	Furniture and Equipment	57,500	35,060	36,333	73,924
		1,649,670	1,635,054	1,665,091	1,732,021
<b>Please see notes below on projects</b>					
<b>* Net Budget (Surplus/Deficit)</b>		<b>- 763,596</b>	1,881,543	2,086,913	2,357,126

### Notes

Currently council has the Hot Springs, Showgrounds, Sportsgrounds and CBD projects occurring from funding grants and allocated reserves. There will be a revised budget for capital allocation for projects on completion of the 2019/20 audited financial statements to bring forward unexpended capital grants and reserves for projects. There is significant progress on all projects and contracted works for 2019/20.

Council is required to spend ratepayer income to be eligible for road funding, therefore there is a capital spend on roads included in the infrastructure budget.

Council has elected to delay the replacement of vehicles where practical.

The major costs associated with furniture and equipment is in computer and communications replacements.



* Net Budget to be funded by:		Current Year	Long Term Plan		
		2020/21	2021/22	2022/23	2023/24
Prior year tied revenue to be used for operating expenses	Prior year carry forward tied funding				
	Other inflow of funds				
	Transfers from reserves	763,596	-	-	-
					2,357,126
<b>Total inflows</b>	<b>TOTAL INFLOWS</b>	763,596	-	-	-
					2,357,126
<b>Must not be a deficit</b>	<b>Net budgeted operating position</b>	-	1,881,543	2,086,913	-

TOTAL CAPITAL EXPENDITURE FUNDED BY:		Current Year	Long Term Plan		
		2020/21	2021/22	2022/23	2023/24
Capital Grants					
Transfers from cash reserves		763,596	-	-	-
					2,357,126
Sale of assets					
General revenue used for capital purposes		-			
					-
<b>TOTAL</b>		763,596	-	-	2,357,126



### Budgeted capital expenditure by individual project/item

Class of property, plant and equipment	By project/item	Current Year	Long Term Plan			
		2020/21	2021/22	2022/23	2023/24	
Buildings	Buildings (CCTV)	\$ 100,000	\$ 106,882	\$ 108,802	\$ 110,762	
Infrastructure	Roads (WMF 2023/24)	968,828	\$ 1,381,947	\$ 1,406,792	\$ 1,432,133	
	Replacement motors for gates at Murray St, Murphy St and Chardon St	20,000				
	Infrastructure and footpaths	80,270				
	Lighting	100,000				
	Improvements - Showgrounds Fence	23,072				
	Nursery	20,000				
	Knotts Crossing Cemetery Fencing	20,000				
	Shade Hot Springs Turtle	60,000				
	Drainage and irrigation	40,000				
	Airport and town signage	20,000				
	WWII History Walk Tourist Attraction	10,000				
	Netball Courts repairs	30,000				
Plant and Fleet	Plant and Fleet	100,000	\$ 111,165	\$ 113,164	\$ 115,202	
Furniture and Equipment	Communications and computers	\$ 32,500	\$ 35,060	\$ 36,333	\$ 73,924	
	Meeting microphones	\$ 5,000				
Furniture and Equipment	Christmas Decorations	\$ 20,000				
		\$ 1,649,670	\$ 1,635,054	\$ 1,665,091	\$ 1,732,021	



**Statement of budget balance amount and the expected capital expenditure completion date for each item**

The capital expenditure completion date for all items except the establishment of the new waste management facility, the closure and rehabilitation of the existing waste management facility and the transition of the existing waste management facility into a waste transfer station is expected within each financial year. As progress on the waste management projects and costs come to hand, progress updates will be via reports to council and corresponding adjustments to the long term financial plan will be made.



**Budgeted movements in cash reserves**

Class of property, plant and equipment	Opening Balance 1/7/2020	Increases	Decreases	Closing Balance
WMF	6,712,862			6,712,862
Capital	3,052,775			3,052,775
Elections	100,000			100,000
Provisions	637,210			637,210
Contingency	1,000,000		- 763,596	236,404
	11,502,847	-		10,739,251

**Reasons for budgeted movements in reserves**

Council had planned for a \$600,000 increase in income in rates and the usual income from fees and charges. Due to the current economic situation council is proposing to defer increases in rates and has also factored in a reduction in fees and charges contingency. This has had the effect of requiring council to transfer from reserves.





# FEES & CHARGES 2020/2021

Effective 1st July 2020



The object of the Katherine Town Council Fees & Charges is:

To provide a fair and equitable system for allocating and charging for the use of Katherine Town Council facilities, resources and equipment;

To ensure consistency and transparency in decision making;

To encourage efficient and effective use of Katherine Town Council's resources;

To allow Katherine Town Council to proactively manage Council facilities, ensuring the long-term sustainability of Council facilities;

To enable allocations of facilities and resources appropriately; and

To promote positive user attitudes and responsibility towards Council facilities.

For the purpose of Katherine Town Councils Fees & Charges the following definitions apply:

Commercial

Prices are established in accordance with the existing market.

User Contributes

Prices are set at what Council considers to be a reasonable cost for the user to bear. The balance of necessary funds is sourced from general revenues.

Cost Recovery

Prices are set to cover the total cost of providing the goods or service.

Fixed Penalty

Prices are set by Legislation.



# FACILITY HIRE

Katherine Town Council maintains and manages a variety of facilities available for hire for various purposes (please refer to attached full list of hireable facilities).

All facilities are available for hire by not-for-profit groups and private users. Selected facilities are also available to commercial users.

Facilities range from sporting venues and halls to meeting and conference facilities and can be hired on a half day, full day, short term seasonal (excluding commercial) or long-term seasonal basis (excluding commercial).

## General Hire Terms

All hirers are to be advised that the Council's requirements for meetings, events 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.

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

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.

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

## Community Group (Not-For-Profit)

Community Groups (Not-For-Profits) 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 or partner with an incorporated group.

## 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 half day or daily basis.

## Private

Private use is an individual who wishes to hire a Council facility for a non-business (private) reason. This type of hire is only available on a half day or daily basis. The personal hire must include notification to the Northern Territory Police (Katherine branch) of any event if alcohol is to be consumed.

## 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 period exceeding 4 hours and no more than 24 hours.

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

Daily Hires are available to not-for-profit groups, private users and commercial users (selected facilities).



## 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 & Charges.  
Short term hires are only available to community groups.

## 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 calendar year i.e. 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 & Charges.  
Long term hires are only available to community groups.

## Key Deposits

Where indicated, key deposits are required at a cost of \$45.00 per key and \$180.00 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 (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.

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

## Facility Deposits

Every facility hire will require a deposit of \$520. 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.

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)



## Power/Water Charges

### *Low User*

A hire type that uses minimal power and water. Minimal use of power and water can be determined by the negligible use of the product that would constitute the hirer meeting the probable cost of power and water for that hire. Negligible use can be defined as to be so small as to be nearly inconsequential.

A low user will be billed \$4.40 per item hired per day.

### *Medium User*

A hire type that uses a moderate amount of power and water. Moderate use of power and water can be determined by the reasonable use of the product that would constitute the hirer meeting the expected costs of power and water for that hire. Reasonable use can be defined as to be moderate and within the limits of reason.

A medium user will be billed \$8.90 per item hired per day.

### *High User*

A hire type that uses an extensive amount of power and water. Extensive use of power and water can be determined by the copious use of the product that would constitute the hire meeting all costs associated with power and water for that hire. Copious use can be defined as to be in large amounts.

A high user will be billed \$24.60 per item hired per day.

## Public Liability Insurance

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.

# COUNCIL FUNCTIONS & TRAINING ROOMS

Katherine Town Council have facilities suitable to hire for corporate functions, training and public events.

### **Committee Room**

Location: Katherine Town Council, 24 Stuart Highway  
Seating Capacity: Max 16ppl  
Infrastructure Available: Teleconference facilities

### **Council Chambers**

Location: Katherine Town Council, 24 Stuart Highway  
Seating Capacity: Max 50ppl (Theatre setting)  
Infrastructure Available: Teleconference facilities, computer and 2x TV screens.

### **Visitor Information Centre Training Room**

Location: Visitor Information Centre, Cnr Lindsay Street and Stuart Highway  
Seating Capacity: Max 30ppl (Theatre setting)

### **Library Training Room**

Location: Katherine Pubic Library, Level 1, Randazzo Centre, Katherine Terrace  
Seating Capacity: Max 10ppl



# FEES & CHARGES – FUNCTIONS / TRAINING ROOMS

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>NOT-FOR-PROFIT</b>				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per Day	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
	\$170	Per set		Bond
Tea and coffee	\$2.38	Per person	Y	Cost Recovery
Power/water charges	As per determined category	Per day	N	Cost Recovery
<b>COMMERCIAL</b>				
Half day	\$154.95	Per half day	Y	Commercial
Full day	309.90	Per day	Y	Commercial
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Tea and coffee	\$2.38	Per person	Y	Cost Recovery
Power/water charges	As per determined category	Per day	N	Cost Recovery
<b>PRIVATE</b>				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Tea and coffee	\$2.38	Per person	Y	Cost Recovery
Power/water charges	As per determined category	Per day	N	Cost Recovery



# LINDSAY STREET COMPLEX

The Lindsay Street Complex is located on Lindsay Street near the Visitor Information Centre, it is a multi-purpose complex utilised by many organisations, groups and schools in Katherine. The complex has a storage shed, ablutions and a stage.

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>NOT-FOR-PROFIT</b>				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per Day	Y	User Contributes
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
	\$170	Per set	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
<b>PRIVATE</b>				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery

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.



# SHOWGROUNDS & SPORTSGROUNDS

## The Showgrounds – Facilities Available:

- Showgrounds Arena/ Australian Rules Football Oval with competition grade lighting
- Grandstand
- Stuart Memorial Hall
- Jim Jackson Racecourse
- Buntine Pavilion
- Norforce Pavilion
- Horse stalls and cattle yards
- Rodeo/campdraft arena
- Polocrosse field
- Model Aeroplane landing ground
- Office space
- Changerooms
- Multiple ablution blocks
- Powered and non-powered camping areas

## Terms & Conditions – 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 Katherine Town Council for \$5.50 each. Please note that each token system within Council owned property operates differently. Council will advise on how the token system operates on request.

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.

Camping at the Showgrounds is intended for hirers of the facility only.

Department of Defence camping applications are to include buildings/facilities that they require.

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.

## The Sportsgrounds – Facilities Available:

- Four multipurpose ovals, 2 of which are illuminated for night time use;
- Newly upgraded BMX track;
- Basketball/Netball Courts;
- Tennis Courts;
- Skate Park;
- Children's Adventure Playground;
- Don Dale Centre (including canteen facilities, storage, meeting room, change rooms etc.)
- Aquatic Centre
- Several ablutions blocks

## Terms & Conditions – Sportsgrounds

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

Some lighting is supplied via a token system. Tokens can be purchased from Katherine Town Council for \$5.50 each. Please note that each token system within Council owned property 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 amount of deposit.



# FEES & CHARGES – SPORTSGROUNDS & SHOWGROUNDS

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>NOT-FOR-PROFIT</b>				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per day	Y	User Contributes
Short term seasonal	\$330.56	Per season	Y	User Contributes
Long term seasonal	\$552.66	Per season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
	\$170	Per set		Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
<b>COMMERCIAL</b>				
Half day	\$154.95	Per half day	Y	Commercial
Full day	\$309.90	Per day	Y	Commercial
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
<b>PRIVATE</b>				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery

Prices include up to three (3) facilities and one (1) ablution.

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.



## PARKS & RESERVES

Parks and reserves are available to the general public at no charge. If you would like to book a park or reserve for an organised event please contact [records@krc.nt.gov.au](mailto:records@krc.nt.gov.au) to apply.

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>NOT-FOR-PROFIT</b>				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per Day	Y	User Contributes
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
<b>PRIVATE</b>				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery

Parks and reserves cannot be hired exclusively as they are public areas.

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 amount of deposit.

Please refer to Appendix 1 – Parks and Reserves for available facilities.



## EXERCISE CLASSES – PUBLIC SPACE

In order to promote healthy lifestyles and activate community spaces, Council will allow use of identified parks and reserves to commercial operators for the purposes of running personal training and/or group fitness classes. Parks and reserves cannot be hired exclusively as they are public areas.

Permit fee payable on application. Application valid for period of applications i.e. annual, 6-monthly, 3 monthly.

The sites set out in the schedule below are available for the personal training and/or group fitness classes, that such site 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 form, available from Council.
2. That no objections are received from or on behalf of permanent business providing similar services.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.
4. That the permit holder holds 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 \$10,000,000.00

Sites, operating days and times – As approved by Chief Executive Officer.

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>ANNUAL PERMIT</b>				
Under 3 classes per week	\$800.58	Per annum	Y	Commercial
4+ sessions per week	\$1136.30	Per annum	Y	Commercial
<b>6 MONTH PERMIT</b>				
Under 3 classes per week	\$413.20	Per 6 months	Y	Commercial
4+ sessions per week	\$619.80	Per 6 months	Y	Commercial
<b>3 MONTH PERMIT</b>				
Under 3 classes per week	\$258.25	Per 3 months	Y	Commercial
4+ sessions per week	\$361.55	Per 3 months	Y	Commercial



## CAMPING

Camping is available at the Katherine Showgrounds for those travelling with livestock (year-round) as well as big rigs too large for commercial caravan parks. During peak demand periods the Katherine Showgrounds is also available as an overflow camping area ONLY when commercial caravan parks are full.

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	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>DAILY CAMPING FEES</b>				
Unpowered site – 2 adults (children free)	\$24.79	Per day	Y	Cost recovery
Unpowered site – additional adult	\$8.88	Per day	Y	Cost recovery
Powered site – 2 adults (children free)	\$42.35	Per day	Y	Cost recovery
Powered site – additional adult	\$8.88	Per day	Y	Cost recovery
Defence force – per head	\$8.88	Per day	Y	Cost recovery
<b>WEEKLY CAMPING FEES</b>				
Unpowered site – 2 adults (children free)	\$146.69	Per week	Y	Cost recovery
Unpowered site – additional adult	\$53.10	Per week	Y	Cost recovery
Powered site – 2 adults (children free)	\$255.15	Per week	Y	Cost recovery
Powered site – additional adult	\$53.10	Per week	Y	Cost recovery
Defence force – per head	\$53.10	Per week	Y	Cost recovery
<b>STOCK FEES</b>				
Stock – per head – daily	\$1.81	Per day	Y	Cost recovery
Stock – per head - weekly	\$10.85	Per week	Y	Cost recovery



# ADMINISTRATION

The community can access administrative service at the Katherine Town Council Civic Centre, Visitor Information Centre and Public Library during business hours. For a full list of services please refer to the below price list:

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>MUNICIPAL PLAN</b>				
Municipal plan – electronic copy	Free	Per document		N/a
Municipal plan – hard copy – (black and white only)	\$16	Per document	Y	Cost recovery
<b>ANNUAL REPORT</b>				
Annual report – electronic copy	Free	Per document		N/a
Annual report – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
<b>BY-LAWS</b>				
Katherine town council by-laws – electronic copy	Free	Per document		N/a
Katherine town council by-laws – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
<b>THE KATHERINE TOWN COUNCIL MUNICIPAL PLAN, ANNUAL REPORT AND BY-LAWS ARE AVAILABLE FOR INSPECTION, FREE OF CHARGE AT ALL COUNCIL OFFICES AS WELL AS THE KATHERINE TOWN COUNCIL WEBSITE: <a href="http://WWW.KATHERINE.NT.GOV.AU">WWW.KATHERINE.NT.GOV.AU</a></b>				
<b>BINDING</b>				
Up to 50 pages (small)	\$6.40	Per document	Y	Cost recovery
Over 50 pages (large)	\$11.60	Per document	Y	Cost recovery
<b>LAMINATING</b>				
A4 page	\$6.40	Per page	Y	Cost recovery
A3 page	\$11.60	Per page	Y	Cost recovery
Other laminating (katherine public library only)	\$23.50	Per metre	Y	Cost recovery
<b>PHOTOCOPYING</b>				
Black – A4	30c	Per side	Y	Cost recovery
Black – A3	50c	Per side	Y	Cost recovery
Colour – A4	50c	Per side	Y	Cost recovery
Colour – A3	\$1.80	Per side	Y	Cost recovery
<b>FACSIMILE</b>				
Outgoing – entire document	\$2	Per document	Y	Cost recovery
Incoming – entire document	Free	Per document		N/a
<b>SCANNING</b>				
Colour – entire document	\$2	Per document	Y	Cost recovery



## RATES ADMINISTRATION

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>RATE SEARCH</b>				
Rate search application fee	\$72	Per application	Y	Commercial
<b>DISHONOURERED TRANSACTIONS</b>				
Dishonoured direct debit (per transaction)	\$22	Per transaction	N	Cost recovery
Dishonoured cheque (per transaction)	\$22	Per transaction	N	Cost recovery
<b>RATES NOTICE - REPRINT</b>				
Current year	\$22	Per reprint	N	Cost recovery
Previous year	\$22	Per reprint	N	Cost recovery
<b>SUPPLEMENTARY RATES NOTICE (CURRENT YEAR ONLY)</b>				
Hard copy	Free	Per reprint	N	N/a
Electronic copy	Free	Per reprint	N	N/a

## FREEDOM OF INFORMATION

The *Information 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.

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:

Executive Manager – Corporate & Community Development  
Katherine Town Council  
PO Box 1071  
KATHERINE NT 0850

## FEES & CHARGES FREEDOM OF INFORMATION

<b>SERVICE DESCRIPTION</b>	<b><u>2020/21</u> <u>\$FEE</u></b>	<b><u>UNIT OF</u> <u>MEASURE</u></b>	<b><u>GST</u></b>	<b><u>CHARGE</u> <u>MODE</u></b>
<b><u>FREEDOM OF INFORMATION</u></b>				
Personal affairs – visual inspection	Free	Per inspection		N/A
Personal affairs – hard copy	20c	Per A4 page		Cost recovery
Application fee – non-personal affairs documents	\$30	Per application		Prescribed cost

Personal affairs refer to documentation, held on file by council relating directly to the enquirer i.e. Home owner etc.



# KATHERINE PUBLIC LIBRARY SERVICES

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>MUNICIPAL PLAN</b>				
Municipal plan – electronic copy	Free	Per document		
Municipal plan – hard copy – (black and white only)	\$16	Per document	Y	Cost recovery
<b>ANNUAL REPORT</b>				
Annual report – electronic copy	Free	Per document		
Annual report – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
<b>BY-LAWS</b>				
Katherine town council by-laws – electronic copy	Free	Per document		
Katherine Town Council by-laws – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
The Katherine Town Council municipal plan, annual report and by-laws are available for inspection, free of charge at all council offices as well as the Katherine Town Council website: <a href="http://www.katherine.nt.gov.au">www.katherine.nt.gov.au</a>				
<b>LIBRARY BAGS</b>	\$4.50	Per bag	Y	Cost recovery
<b>TEMPORARY BORROWERS</b>				
Deposit (limit 2 books)	\$60	Per borrower	N	
<b>INTER LIBRARY LOANS</b>				
Local loan	Free	Per item		
Local loan - (research only)	Free	Per item		
<b>INTER LIBRARY LOAN – LOST/DAMAGED ITEMS</b>				
Replacement/repair fee – inter library loans	Value of Item plus Administrative Fee	Per item	Y	
Administrative fee – inter library loan	\$45	Per item	Y	Cost recovery
<b>LOST/DAMAGED/OVERDUE ITEMS</b>				
Replacement/repair fee	Value of Item plus Administrative Fee	Per item	Y	
Administrative fee	\$8.00	Per item	Y	Cost recovery



## COMPUTER AND INTERNET USE

Library computer – no internet	Free	Per session		N/A
Library computer – internet – member	Free	Per session		N/A
Library computer – internet – non member	\$2	Per hour	Y	User contributes
Internet access – wi-fi	Free	Per 1 hour every 24-hour period		N/A

## BINDING

Up to 50 pages (small)	\$6.40	Per document	Y	Cost recovery
Over 50 pages (large)	\$11.60	Per document	Y	Cost recovery

## LAMINATING

A4 page	\$6.40	Per A4 page	Y	Cost recovery
A3 page	\$11.60	Per A3 page	Y	Cost recovery
Other laminating (katherine public library only)	\$23.50	Per metre	Y	Cost recovery

## PHOTOCOPYING

Black – a4	30c	Per side	Y	Cost recovery
Black – a3	50c	Per side	Y	Cost recovery
Colour – a4	50c	Per side	Y	Cost recovery
Colour – a3	\$1.80	Per side	Y	Cost recovery

## FACSIMILE

Outgoing – entire document	\$2	Per document	Y	Cost recovery
Incoming – entire document	Free	Per document		N/A

## SCANNING

Colour – entire document	\$2	Per document	Y	Cost recovery
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# BANNERS

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>BANNER POSTS (TOWN ENTRY X 3)</b>				
Application fee	Free	Per application		N/A
Stuart highway (north)	Free	Per banner		N/A
Stuart highway (south)	Free	Per banner		N/A
Victoria highway (west)	Free	Per banner		N/A
<b>MAIN STREET FLAGS</b>				
Application fee	Free	Per application		N/A
Weekly fee	\$5	Per banner	Y	Cost recovery
Erection and removal of banners	\$125	Per application	Y	Cost recovery
<b>ELECTRONIC MESSAGE BOARDS</b>				
Application fee	Free	Per application		N/A
Weekly fee	Free	Per application		N/A

All banner posts and message boards are reserved exclusively for not for profit community groups and community service announcements (i.e. Police, fire etc.)

Banners displayed on the Councils banner posts (town entries) are the responsibility of the hirer to erect and remove.

Due to safety and access issues main street flags must be erected and removed by suitably qualified council staff.

In the event of an emergency, all existing bookings for the electronic message boards will be null and void to allow use by relevant emergency services – not-negotiable.

As an asset of the Northern Territory Government, NTG reserve the rights at all times to change messaging on the electronic message boards.



# WASTE CHARGES

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

## COMMERCIAL

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>GENERAL COMMERCIAL DISPOSAL – MIXED</b>	\$125	Per tonne	Y	Commercial
<b>GENERAL COMMERCIAL DISPOSAL – SEPARATED</b>				
Building timber	\$20	Per tonne	Y	Commercial
Concrete	\$20	Per tonne	Y	Commercial
Steel – Degas A	\$20	Per tonne	Y	Commercial
General (Packaging)	\$100	Per tonne	Y	Commercial
Greenwaste	\$50	Per tonne	Y	Commercial
<b>TYRES</b>				
Tyres – whole (bulk)	\$780	Per tonne	Y	Commercial
Tyres – shredded (bulk)	\$780	Per tonne	Y	Commercial
Tyres - Bicycle	\$5.50	Per tyre	Y	Cost recovery
Tyres – Quadbike	\$13	Per tyre	Y	Cost recovery
Tyres - Motorbike	\$10	Per tyre	Y	Cost recovery
Tyres – passenger	\$12.00	Per tyre	Y	Cost recovery
Tyres – 4wd/lt	\$13	Per tyre	Y	Cost recovery
Tyres – truck	\$25	Per tyre	Y	Cost recovery
Tyres - Tractor	\$30	Per tyre	Y	Cost recovery
Tyres – with Rims – Additional	\$20	Per tyre	Y	Cost recovery
<b>DISPOSAL OF ANIMAL CARCASSES</b>				
Large animal	\$150	Per animal	Y	Cost recovery
Small animal (initial animal)	\$99	Per animal	Y	Cost recovery
Subsequent small animals	\$10	Per animal	Y	Cost recovery
Operator/machinery hire to bury/move/destroy waste at facility	\$220	Per hour	Y	Cost recovery
<b>FRIDGE/FREEZERS/AIRCONDITIONERS</b>				
Degassed (proof required)	\$20	Per tonne	Y	Cost recovery
With gas or no documentation	\$60	Per item	Y	Cost recovery
<i>Proof of degassing is a certificate from a suitably qualified tradesperson</i>				
Gas bottles/fire extinguishers	\$50	Per item	Y	Cost recovery
Oil	\$500	Per tonne	Y	Cost recovery
Scrap metal	\$20	Per tonne	Y	Cost recovery
DrumMuster	Free	Per item	N	N/A
Car batteries	Free	Per item	N	N/A
E-waste	Free	Per item	N	N/A
Clean fill (per tonne)	Free	Per tonne	N	N/A
<b>Clean fill must have proof of testing</b>				



# ASBESTOS

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
Disposal Application	Free	Per application		N/A
Asbestos Disposal	\$500	Per tonne	Y	Commercial
<u>(minimum charge of 1 tonne per applications)</u>				



SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>GENERAL DOMESTIC DISPOSAL MIXED (AT WMF)</b>	Free	Per tonne		N/A
<b>GENERAL DOMESTIC DISPOSAL – SEPARATED</b>				
Building timber	Free	Per tonne	Y	N/A
Concrete	Free	Per tonne	Y	N/A
Steel – Degas A	Free	Per tonne	Y	N/A
General (Packaging)	Free	Per tonne	Y	N/A
<b>TYRES</b>				
Tyres - Bicycle	\$5.50	Per tyre	Y	Cost recovery
Tyres – Quadbike	\$13	Per tyre	Y	Cost recovery
Tyres - Motorbike	\$10	Per tyre	Y	Cost recovery
Tyres – passenger	\$12.00	Per tyre	Y	Cost recovery
Tyres – 4wd/lt	\$13	Per tyre	Y	Cost recovery
Tyres – truck	\$25	Per tyre	Y	Cost recovery
Tyres - Tractor	\$30	Per tyre	Y	Cost recovery
Tyres – with Rims – Additional	\$20	Per tyre	Y	Cost recovery
<b>DISPOSAL OF ANIMAL CARCASSES</b>				
Large Animal	Free	Per animal	N	N/A
Small Animal (initial animal)	Free	Per animal	N	N/A
Subsequent Small Animals	Free	Per animal	N	N/A
Operator/Machinery hire to bury/move/destroy waste at facility	\$220	Per hour	Y	Cost recovery
<b>FRIDGE/FREEZERS/AIRCONDITION ERS</b>				
Degassed (proof required)	Free	Per tonne	Y	N/A
With Gas or no documentation	\$60	Per item	Y	N/A
<i>Proof of degassing is a certificate from a suitably qualified tradesperson</i>				
Gas Bottles/ Fire Extinguishers	\$50	Per item	Y	N/A
Oil	Free			
DrumMuster	Free	Per container		N/A
<b>All containers must be empty and triple rinsed. Must make appointment with WMF for disposal – 08 8971 2014</b>				
Car Batteries	Free	Per item		N/A
E-Waste	Free	Per item		N/A
Additional 240 litre garbage bin – Weekly Kerbside Collection service	\$358.27	Per annum, per additional garbage bin	Y	Cost Recovery



# 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 include GST, unless otherwise indicated.

All Fees are for the period of time specified, or part there of.

A day is a period of 24 hrs, 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 that amount above 5.7 tonnes.

Sites for Vending Machines are inclusive of electricity

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>AIRCRAFT MANAGEMENT FEES</b>				
Aircraft landing fee	\$24.79	per tonne per event	Y	Commercial
Aircraft parking fee - incidental charge (overnight to seven days)	\$10.13	per day	Y	Commercial
Aircraft parking fee - permanent (longer than seven days)	\$177.68	per month	Y	Commercial
Additional parking fee for aircraft over 5.7 tonne	\$5.69	per tonne per day	Y	Commercial
<b>Ground handling fees</b>				
Ground service fees - monday to friday 8.00am to 4.36pm	\$237.50	per hour	Y	Commercial
Ground handling service - weekends, public holidays, out of business hours	\$282.50	per hour	Y	Commercial
Spillage clean up charge	\$500.00	per event	Y	Commercial
Luggage handling	\$250.00	per event	Y	Commercial
Passenger aid (eg assist disabled, provide transport, crowd control)	\$100.00	per event	Y	Commercial
Other (as negotiated)	\$250.00	per event	Y	Commercial
<b>AIRPORT MAINTENANCE FEES</b>				
Cleaning and repairs	trade invoice	per event	Y	Commercial
Administration of cleaning and repairs	\$70.00	per event	Y	Commercial
<b>TENANCY FEES</b>				
Warehouse space (eg long term storage)	\$10.00	per m <sup>2</sup> per month	Y	Commercial
Terminal building - secure counter/storage space	\$200.00	per month	Y	Commercial
Terminal building - office space	\$20.00	per m <sup>2</sup> per month	Y	Commercial
Terminal building - use of baggage handling area	\$50.00	per month	Y	Commercial



Site for private buildings (offices, hangars, fuel depots, storage)	\$1.38	per m <sup>2</sup> per month	Y	Commercial
Site for vending machines	\$80.00	per month	Y	Commercial
Site for advertising	\$10.00	per m <sup>2</sup> per month	Y	Commercial
Reserved car park	\$10.00	per month	Y	Commercial

## EQUIPMENT HIRE

Council has a range of equipment available for hire to not-for-profit organisations, private users and commercial groups. The use of the equipment is subject to the following conditions:

- The equipment is only available for hire in the Katherine Municipality;
- The hirer must have public liability insurance not less than \$10,000,000; and
- 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.

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>MOBILE COOL ROOM</b>				
<b>NOT-FOR-PROFIT</b>				
Full day fee	\$ 144.62	Per day	Y	User contributes
Equipment deposit	\$1,000.00	Per hire	N	Bond
<b>COMMERCIAL</b>				
Full day fee	\$ 911.11	Per day	Y	Commercial
Equipment deposit	\$1,000.00	Per hire	N	Bond
<b>PRIVATE</b>				
Full day fee	\$ 911.11	Per day	Y	Commercial
Equipment deposit	\$1,000.00	Per hire	N	Bond
<b>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.</b> <b>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.</b>				
<b>LECTERN</b>				
<b>NOT-FOR-PROFIT</b>				
Half day fee	\$8	Per half day	Y	User contributes
Full day fee	\$18	Per day	Y	User contributes
Equipment deposit	\$250	Per hire	N	Bond
<b>COMMERCIAL</b>				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial



Equipment deposit	\$250	Per hire	N	Bond
<b>PRIVATE</b>				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
<b>PORTABLE PROJECTOR SCREEN</b>				
<b>NOT-FOR-PROFIT</b>				
Half day fee	\$8	Per half day	Y	User contributes
Full day fee	\$18	Per day	Y	User contributes
Equipment deposit	\$250	Per hire	N	Bond
<b>COMMERCIAL</b>				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
<b>PRIVATE</b>				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
<b>PORTABLE STAGE (8 PIECES–3M X 1.2M)</b>				
<b>NOT-FOR-PROFIT</b>				
Half day fee	\$84	Per half day	Y	User contributes
Full day fee	\$176	Per day	Y	User contributes
Equipment deposit	\$250	Per hire	N	Bond
<b>COMMERCIAL</b>				
Half day fee	\$173	Per half day	Y	Commercial
Full day fee	\$345	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
<b>PRIVATE</b>				
Half day fee	\$167	Per half day	Y	Commercial
Full day fee	\$335	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	bond
<b>The hirer is responsible for arranging collection and return of portable stage from the Katherine Town Council. Hire of the stage includes steps and ramp.</b>				
<b>CHAMBERS / COMMITTEE ROOM EQUIPMENT</b>				
Teleconference telephone	Free	Per hire	N	N/A
Electronic whiteboard	Free	Per hire	N	N/A
Digital televisions x 2	Free	Per hire	N	N/A
<b>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.</b>				



# ANIMAL MANAGEMENT

## Pound Operating Hours

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

An Afterhours drop off cage is available (for dogs only). Please contact Katherine Town Council for further details.

## Dog Registration

**As per Katherine Town Council By-Laws all dogs must be registered with the Council.**

Katherine Town Council offers both yearly registrations (based on financial year) and lifetime registration (conditions apply). Discounts apply to yearly registrations for desexed dogs and concession card holders. Discounts apply to lifetime registrations for concession card holders.

Pro-Rata registration is available for new dogs only (applicable to yearly registrations only). In all other circumstances the owner is to pay the full amount for the yearly registration fee (i.e. Fined for unregistered dog)

Guide/Service Dogs are exempt from Councils registration requirements.

## Lifetime Dog Registration

Lifetime dog registration is available for dogs that are both desexed and microchipped. Proof of desexing and microchipping (vet certificate) must be provided as evidence at time of registration (unless dog is already in Council's system). Statutory Declarations will not be accepted as a suitable form of evidence.

Lifetime dog registration is non-refundable.

## 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 Council's pro-rata guide.

## Dog Licence (more than 2 dogs)

An application, pursuant to the current By Law 47, is to be lodged.

A licence fee per annum is to be paid on receipt of application.

The written consent of the registered proprietor of the property is to be lodged with the application.

A maximum of four dogs per property can be licenced.

The residential property is to be inspected by Ranger staff to ensure adequate facilities are provided prior to an application being approved.

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.



The Council reserves the right to cancel a licence at any time and refund, on a pro-rata basis, any outstanding fees.

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.

## **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 kenneling of their personal dogs and/or cats for the purpose of holidays, trips, work events, etc.

## **Policy on Purchasing Dogs housed in the Pound**

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

## **Surrender of Dogs to the Pound**

A fee of **\$211.77** is levied to assist in covering costs.

A declaration form and proof of ownership must be signed by the owner(s) on the surrender of the animal.

The Council will accept only dogs of good health and wellbeing.

No dog that is apparently whelping or 'in pup' will be accepted.

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).

Any Dog will be impounded or released only during normal Pound operating hours.

This Policy will only be applicable to the owner of the dog, who wishes to surrender the animal.

## **Policy on use of the Pound by approved animal welfare organisations**

The Council will accept only dogs that are of good health and wellbeing.

No dog that is apparently whelping or 'in pup' will be accepted.

All costs, including veterinary care when required or euthanizing of dogs, will be borne by the organisation.

Cost of goods will be offset by organisations supplied food donations.

The Council will provide shelter and reasonable care with appropriate security levels maintained within the Pound.

Any responsibility for loss or injury to any dog will be borne by the organisation.

Any dog shall be kept for no longer than eight working days at which point the dog will be euthanized or removed by the organisations personnel from the pound.

Any dog released must be registered with the Council if housed within the Municipality.

Any dogs will be impounded or released only during normal Pound operating hours.

Any service provided outside of these hours for the organisation will be subject to the appropriate call out fees or costs incurred by the Council.



## Pound / Impound Fees

### *Registered Dog*

**\$108.47** initial impound fee (first 24-hour period)

**\$19.47** 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 Law 67.

### *Unregistered Dog*

**\$182.27** initial impound fee (first 24-hour period)

**\$19.47** 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 Law 67.

### *Other Animal (i.e. cattle, bird, etc)*

**\$108.47** initial impound fee (first 24-hour period)

**\$19.47** 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.

## Anti-Bark Collars

Anti-Bark collars are available for hire from the Katherine Town Council Civic Centre. Collars will only be hired to the owners of dogs registered with Katherine Town Council. Collars can be hired during normal operating hours for the Civic Centre.

It is the hirer's responsibility to collect and return the collars to the Civic Centre during normal operating hours.

Collars are available for a maximum of two (2) weeks only.

An additional fee will be levied when late returning of the collar occurs.

## Policy on use of Dog Traps

Dog traps are available for hire from the Katherine Town Council Civic Centre.

Dogs caught in Council traps will only be collected between normal Pound operating hours.

It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.

Additional fees apply if Council staff are required to collect dogs caught in traps outside of normal Pound operating hours.

Where deemed necessary by the Chief Executive Officer, the Manager – Compliance, Environment & Regulatory Services 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.

Traps are available for a maximum of two (2) weeks only for no fee with an equipment deposit fee of \$145.

An additional fee will be levied when late returning of the traps occurs



## Policy on use of Cat Traps

Cat traps are available for hire from the Katherine Town Council Civic Centre.

Cats caught in Council traps will only be collected between normal Pound operating hours.

It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.

Additional fees apply if Council staff are required to collect cats caught in traps outside of normal Pound operating hours.

Where deemed necessary by the Chief Executive Officer, the Manager – Compliance, Environment & Regulatory Services will be authorised to set cat 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.

Traps are available for a maximum of two (2) weeks only for no fee with an equipment deposit fee of \$145.

An additional fee will be levied when late returning of the traps occurs.

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>DOG REGISTRATION</b>				
Yearly registration – financial year				
Entire dog	\$ 59.71	Per dog	N	Cost Recovery
Desexed dog	\$ 26.65	Per dog	N	Cost Recovery
Entire dog – concession holder	\$ 29.85	Per dog	N	Cost Recovery
Desexed dog – concession holder	\$ 13.33	Per dog	N	Cost Recovery
<b>PRO-RATA DOG REGISTRATION</b>				
<i>Entire Dog</i>				
July	\$ 59.71	Per dog	N	Cost Recovery
August	\$ 54.75	Per dog	N	Cost Recovery
September	\$ 49.79	Per dog	N	Cost Recovery
October	\$ 44.78	Per dog	N	Cost Recovery
November	\$ 39.82	Per dog	N	Cost Recovery
December - June	\$ 34.81	Per dog	N	Cost Recovery
<i>Desexed Dog</i>				
July	\$ 26.65	Per dog	N	Cost Recovery
August	\$ 24.38	Per dog	N	Cost Recovery
September	\$ 22.21	Per dog	N	Cost Recovery
October	\$ 20.04	Per dog	N	Cost Recovery
November	\$ 17.77	Per dog	N	Cost Recovery
December - June	\$ 15.50	Per dog	N	Cost Recovery



<b>LIFETIME REGISTRATION</b>					
Standard	\$131.71	Per dog	N	Cost Recovery	
Concession holder	\$ 65.85	Per dog	N	Cost Recovery	
Replacement tag	\$ 4.13	Per tag	N	Cost Recovery	
<b>DOG LICENCE (OVER 2 DOGS)</b>					
Annual fee	\$101.23	Per year	N	Cost Recovery	
<b>PRO RATA DOG LICENCE FEE</b>					
July	\$101.23	Per year	N	Cost Recovery	
August	\$ 92.76	Per year or part thereof	N	Cost Recovery	
September	\$ 84.29	Per year or part thereof	N	Cost Recovery	
October	\$ 75.93	Per year or part thereof	N	Cost Recovery	
November	\$ 67.45	Per year or part thereof	N	Cost Recovery	
December -June	\$ 59.09	Per year or part thereof	N	Cost Recovery	
<b>SURRENDER OF DOG TO POUND</b>					
Surrender levy	\$211.77	Per dog	N	Cost Recovery	
<b>IMPOUND FEES</b>					
<b><i>Unregistered dog</i></b>					
Initial impound fee (first 24 hours)	\$182.27	Per impound	N	Cost Recovery	
Additional day (subsequent 24-hour period or part thereof)	\$ 19.47	Per day	N	Cost Recovery	
<b><i>Registered dog</i></b>					
Initial impound fee (first 24 hours)	\$108.47	Per impound	N	Cost Recovery	
Additional day (subsequent 24-hour period or part thereof)	\$ 19.47	Per day	N	Cost Recovery	
<b><i>Other animals (egg. Livestock, birds etc.)</i></b>					
Initial impound fee (first 24 hours)	\$108.47	Per impound	N	Cost Recovery	
Additional day (subsequent 24-hour period or part thereof)	\$ 19.47	Per day	N	Cost Recovery	



<b>ANTI-BARK COLLARS</b>				
Collar hire (max 2 weeks)	\$ 36.16	Per week	Y	Cost Recovery
Equipment deposit	\$230.00	Per hire	N	Bond
<b>CAT TRAPS</b>				
Trap hire (max 2 weeks)	Free	Per week		N/A
Equipment deposit	\$145.00	Per hire	N	Bond
<b>OUT OF HOURS ANIMAL COLLECTION</b>				
	\$174.58	Per collection	Y	Cost Recovery
<b>DOG TRAPS</b>				
Trap hire (max 2 weeks)	Free	Per week		N/A
Equipment deposit	\$230.00	Per hire	N	Bond



# REGULATORY SERVICES

## Infringements

Katherine Town Council's Authorised Officers are responsible for enforcing By-Laws in the Katherine Municipality. A full copy of the Council's By-Laws can be found in all Council offices as well as Council's website: [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au).

## Vacant land

Where, in the opinion of Council, there is on land:

- a) plants, grass or weeds:
  - a. that are, or are likely to become injurious, flammable, or noxious; or
  - b. 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 unable to ascertain the identity of the occupier, the owner of the land, requiring the land to be cleared or tidied, litter to be place in a vermin proof receptacle of a kind specified or any other action set out in the notice to be taken.

The period within which the work will be carried out is to be specified in the notice, being a period not less than 2 days and not more than 21 days after the date of service of the notice.

NOTE:

Any area within the municipality that is deemed to require maintenance attention in line with By Law 31 – i.e. Private owned vacant land, will be charged at the cost of the necessary work plus and administration fee.

## Vendors

### *Street/Roadside vendors*

Permit fee payable upon application. Application valid for one (1) month.

The sites set out in the schedule below are available for use by 'roadside' vendors for the purpose of selling fruit and vegetables and other general merchandise, that such site 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 stall form, available from Council.
2. That no objections are received from or on behalf of permanent business selling similar goods/merchandise.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.
4. 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 \$10,000,000.00

Street/Roadside Vendor Sites – As approved by Chief Executive Officer.



## **Display goods in a public place/handbill permit**

Permit fee payable on application. Application valid for a 12-month period.

The sites set out in the schedule below are available for the display of goods in a public place/handbill permit holder, that such site be available upon application for a permit and subject to the following conditions:

1. That the applicant has completed an application for approval 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 business 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.
5. 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 \$10,000,000.00

Sites – As approved by Council's CEO

## **Mobile Food Vendors**

Permit fee payable on application. Application valid for a one (1) month period.

The sites set out in the schedule below are available for the operation of Mobile Food Vans, that such site be available upon application for a permit and 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 business selling similar goods/merchandise.
5. That the permit holder must ensure that the area surrounding the site is kept free of litter.
6. 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 \$10,000,000.00

Location and timeframe of the Mobile Food Van is subject to approval by the Council's CEO.

## **Fixed Food Vendors**

Permit fee payable on application. Application valid for a twelve-month period.

A Fixed Food Vendor can be 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:

1. Advertising must occur prior to application approval.
2. That the applicant has completed an application for approval to operate a Fixed Food Vendor 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 business selling similar goods/merchandise.
5. That the permit holder must ensure that the area surrounding the site is kept free of litter.
6. 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 \$10,000,000.00

Location and timeframe of the Mobile Food Van is subject to approval by the Council's CEO.

## Sidewalk Cafes

Permit fee payable on application. Application valid for a twelve-month period.

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

1. A maximum of four (4) chairs per table.
2. That the permit holder must ensure that the area is not causing an obstruction.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.
4. 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 \$10,000,000.00

## Busking

Permit fee payable on application. Application is valid for one calendar month.

A permit to busk is subject to the following conditions:

1. Permits are valid only between 10am and 6pm daily or as otherwise determined by Council.
2. Permit are valid for a maximum of four (4) sessions per permit.
3. Permits are not transferable.
4. Buskers must avoid behaviours 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 their delegate.
10. Permits must be available for inspection at all times.
11. 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 \$10,000,000.00
12. Failure to comply with these conditions may cause permits to be revoked.



SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>INFRINGEMENTS - DOGS</b>				
Keeping a dog which is not registered – by law 52(1)	\$ 100.00	Per offence	N	Fixed Penalty
Dog, when at large, is not under effective control – by law 56(1)				
<i>First offence</i>	\$100	Per offence	N	Fixed Penalty
<i>Second and subsequent offence</i>	\$200	Per offence	N	Fixed Penalty
Dog attacks a person or animal – by law 58(1)(a)				
<i>Attack on person</i>	\$600	Per offence	N	Fixed Penalty
<i>Attack on animal</i>	\$200	Per offence	N	Fixed Penalty
Dog menacing person or animal – by law 58(1)(b)				
<i>Menace on person</i>	\$300	Per offence	N	Fixed Penalty
<i>Menace on animal</i>	\$100	Per offence	N	Fixed Penalty
Dog is present in a restricted area and the presence of the dog is prohibited – by law 54(2)				
<i>First offence</i>	\$100	Per offence	N	Fixed Penalty
<i>Second and subsequent offence</i>	\$200	Per offence	N	Fixed Penalty
Unauthorised removal of a registration tag from a registered dog – by law 55(1)	\$100	Per offence	N	Fixed Penalty
Enticing a dog to act in a manner that may render owner liable to prosecution – by law 57	\$150	Per offence	N	Fixed Penalty
Dog chasing vehicles – by law 59	\$150	Per offence	N	Fixed Penalty
Dog that, either by itself or in concert with other dogs, is a nuisance – by law 60(1)	\$150	Per offence	N	Fixed Penalty
Abandoning a dog within the municipality – by law 61	\$150	Per offence	N	Fixed Penalty
Obstructing pound supervisor in the execution of his/her duties – by law 62(1)	\$150	Per offence	N	Fixed Penalty
Keeping more than 2 dogs unless premises are licensed – by law 53	\$100	Per offence	N	Fixed Penalty



Infringements - litter				
Depositing litter on land or allowing litter to remain on land – by law 30(1)	\$100	Per offence	N	Fixed Penalty
Infringements - parking				
Parking for longer than indicated – Australian road rule 2015 (1)	\$40	Per offence	N	Fixed Penalty
Stopping within 10m from the nearest point of an intersection – Australian road rule 170 (3)	\$50	Per offence	N	Fixed Penalty
No stopping within 1m of a fire hydrant – Australian road rule 194 (1)	\$50	Per offence	N	Fixed Penalty
No stopping in an area to which a no parking sign applies – Australian road rule 167	\$50	Per offence	N	Fixed Penalty
Stopping on a path. No stopping on a path, dividing strip or nature strip – Australian road rule 197 (1)	\$50	Per offence	N	Fixed Penalty
No stopping in an area to which a no stopping sign applies – Australian road rule 167	\$50	Per offence	N	Fixed Penalty
Stopping in a taxi zone – Australian road rule 182 (1)	\$50	Per offence	N	Fixed Penalty
Stopping in a loading zone – Australian road rule 179 (1)	\$50	Per offence	N	Fixed Penalty
No stopping on a road with a yellow edge line – Australian road rule 169	\$50	Per offence	N	Fixed Penalty
Stopping in a parking area for people with disabilities – Australian road rule 203 (1)	\$135	Per offence	N	Fixed Penalty
Park on road positioning vehicle to face direction of travel – Australian road rule 208 (2) (a)	\$40	Per offence	N	Fixed Penalty
Position the vehicle so the vehicle does not unreasonably obstruct other vehicles – Australian road rule 208 (8)	\$40	Per offence	N	Fixed Penalty
Infringements – miscellaneous				
Camping in a public place other than in a caravan park – by law 93 (1) (a) (d)	\$100	Per offence	N	Fixed Penalty



Burn or heat any material, thing or substance giving off an offensive odour – by law 32	\$100	Per offence	N	Fixed Penalty
Light or causes to be lit a fire in the open air without a permit – by law 33 (1) (2)	\$100	Per offence	N	Fixed Penalty
Break or cause to break glass in a public place – by law 35 (1)	\$100	Per offence	N	Fixed Penalty
Spit in a public place – by law 36 (4)	\$100	Per offence	N	Fixed Penalty
Throws or discharges a stone or other object into, from or in a public place – by law 37 (1) (a)	\$100	Per offence	N	Fixed Penalty
<b>IMPOUNDED VEHICLES</b>				
Towage fees	At cost	Per occasion	Y	Cost Recovery
Storage fees	\$ 37.19	Per week	Y	Cost Recovery
Administration fees	\$ 72.31	Per occasion	Y	Cost Recovery
Advertisement costs	\$ 111.56	Per advert	Y	Cost Recovery
Inspectors costs	\$ 185.94	Per occasion	Y	Cost Recovery
Council vehicle use	\$ 16.53	Per occasion	Y	Cost Recovery
Note: Katherine Town Council is required to adhere to the <i>uncollected goods act</i> , part 4 sections 26-30				
<b>SALE OF VEHICLES</b>				
Administration fee	\$ 72.31	Per occasion	Y	Cost Recovery
Advertisement costs	\$ 111.56	Per advert	Y	Cost Recovery
Inspectors costs	\$ 185.94	Per occasion	Y	Cost Recovery
Council vehicle use	\$ 16.53	Per occasion	Y	Cost Recovery
<b>VACANT LAND</b>				
Maintenance of land (mowing, rubbish removal etc.)	At cost plus administrative Fee	Per occasion	Y	Cost Recovery
Administrative fee	\$ 72.31	Per occasion	Y	Cost Recovery
<b>VENDORS</b>				
Street/roadside vendors	\$ 340.89	Per Month	Y	Commercial
Street/roadside vendors	\$4,090.68	Per Annum	Y	Commercial
Display goods in public place/handbill permit - commercial	\$ 149.79	Per Month	Y	Commercial
Display goods in public place/handbill permit – not-for-profit	\$ 15.50	Per Month	Y	User contributes
Display goods in public place/handbill permit - commercial	\$1,797.42	Per Annum	Y	Commercial
Display goods in public place/handbill permit – not-for-profit	\$ 185.94	Per Annum	Y	User contributes
Mobile food vendors	\$ 340.89	Per Month	Y	Commercial



Mobile food vendors	\$4,090.68	Per Annum	Y	Commercial
Fixed food vendors	\$ 413.20	Per Month	Y	Commercial
Fixed food vendors	\$4,958.40	Per Annum	Y	Commercial
Sidewalk cafes – per table and 4 chairs	\$ 149.79	Per Annum	Y	Commercial
Busking	\$ 29.96	Per Month	Y	Commercial
Photography/filming permit	Free	Per Month	N	N/A
<b>SIGNS</b>				
<b>Cluster signs /information bays</b>				
Annual fee	\$71.48	Per annum	Y	Commercial
<b>Pro rata</b>				
July	\$71.48	Per annum or part thereof	Y	Commercial
August	\$65.52	Per annum or part thereof	Y	Commercial
September	\$59.50	Per annum or part thereof	Y	Commercial
October	\$53.61	Per annum or part thereof	Y	Commercial
November	\$47.72	Per annum or part thereof	Y	Commercial
December - June	\$41.73	Per annum or part thereof	Y	Commercial
<b>ROAD OPENING/CLOSING</b>				
Application fee	\$108.47	Per application	Y	Commercial
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.				



# CEMETERY

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.

Toilet facilities will be provided and maintained at the Cemetery. The Rotunda will be maintained as a shady retreat for families and visitors.

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.

## 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.

SERVICE DESCRIPTION	2020/2021 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
<b>BURIAL CHARGES</b>				
Adult	\$2,517	Per burial	Y	Commercial
Child	\$1,890	Per burial	Y	Commercial
<b>Burial of ashes</b>	\$560	Per burial	Y	Commercial
<b>Exclusive right of burial (reservation of site – cemetery regulations 29 (1))</b>	\$10	Per gravesite	Y	Commercial
<b>UNDERTAKERS FEES</b>				
Annual licence	\$1,291	Per annum	Y	Commercial
<b>COUNCIL RESEARCH SERVICES</b>	Free	Per enquiry	N	N/A



# APPENDIX 1

## Katherine Town Council – Hireable Facilities

### 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 (Near Poultry Pavilion)
- 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 – 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 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

- Showgrounds – Stables/Pens
- Showgrounds – Sturt McDowell Building (McDouall Stuart Hall)
- Showgrounds – Trading Pavilion
- Showgrounds – Transport and Works Pavilion

### Sportsgrounds:

- Oval No 1
- Oval No 2
- Oval No 3 (Baseball Field)
- Oval No 4 (Cricket Oval)
- Ablutions (BMX Track) (No 3)
- Ablutions (Near Stuart Hwy) (No 1 A)
- Ablutions (Near Netball Courts) (No 2)
- Ablutions (Softball Oval) (No 1 B)
- Baseball Kiosk (Near Oval No 3)
- Baseball Shed (Near Oval No 3)
- BMX Facility
- Don Dale Ablutions (No 4)
- Don Dale Change Room (Near Oval No 1)
- Don Dale Change Room (Near Oval No 2)
- Cricket Storage Shed (Near Oval No 4)
- Don Dale Pavilion (Room A)
- Don Dale Pavilion (Room B)
- Don Dale Pavilion (Room C)
- Don Dale Pavilion (Room D)
- Don Dale Pavilion (Room E)
- Don Dale Pavilion (Room F) (Canteen) (Storage Rooms)
- Don Dale Pavilion (Room G)
- Don Dale Pavilion (Room H)
- Don Dale Pavilion (Room J)
- Multi-Sports Shed
- Netball Kiosk
- Basketball Kiosk
- Skate Park
- Sportsground – Storage Facility (Near Play Park) (No 1)
- Sportsground – Storage Facility (Near end of Oval No 1) (No 2)



## Parks and Reserves:

- Dakota Park
- DeJulia Park
- Fordham Park
- Forscutt Park
- Fuller Park
- Giles Park
- Glencoe Park
- Grevillea Park
- Jukes Park
- Knott's Crossing
- Lockheed Park
- Maluka Park
- Morris Park
- O'Shea Park
- Prior Park
- Ronan Park
- Roney Park
- Rundle Park
- Ryan Park (Ablutions)
- Styles Park
- Town Square
- Wallace Park
- Walter Young Park





**KATHERINE**  
TOWN COUNCIL



8972 5500



[records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)



[www.katherine.com](http://www.katherine.com)



24 Stuart Highway, Katherine  
PO Box 107, 0851