



# KATHERINE TOWN COUNCIL

## POLICIES & PROCEDURES

### PAYMENT PLANS

#### POLICY

The purpose of this policy is to establish a framework by which Katherine Town Council can offer some form of relief/assistance measures to individuals who endure significant hardship in meeting Council required payments. (i.e. rates, infringements, etc).

It is acknowledged at the outset that various individuals may experience financial hardship for a whole range of issues and that meeting financial obligations constitutes just one element of a package of difficulties that may be faced. The purpose of this policy is to provide options for individuals facing such situations to deal with the situation positively and reduce the strain imposed by financial hardship. Katherine Town Council's approach will be to offer a payment plan. Individuals facing financial difficulty can contact Council's Administration Manager to confidentially discuss the alternative payment arrangements in this policy.

#### OBJECTIVE

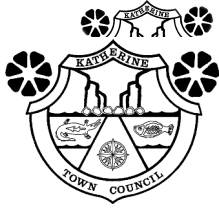
This policy will cover all requests from individuals seeking relief/assistance with financial hardship situations.

#### Options

In addition to the following mechanisms, Katherine Town Council will offer to all individuals, irrespective of financial circumstances, the ability to negotiate an instalment payment plan. The payment plan require an agreement to be entered into between the individual and Katherine Town Council. See attached application and agreement forms (Appendix A).

#### ***Consequence of Non-Compliance***

Where an individual fails to comply with the signed application and agreement form the individual could be subject to legal action for the recovery of debt without further notice and a further agreement may be refused.



**KATHERINE TOWN COUNCIL**  
**POLICIES & PROCEDURES**

**APPLICATION**  
**PAYMENT OF OVERDUE RATES BY INSTALLMENT**

Date: .....

To: CHIEF EXECUTIVE OFFICER  
KATHERINE TOWN COUNCIL  
PO BOX 1071  
KATHERINE NT 0851

**RE: ASSESSMENT NO: LOT/NTP:** \_\_\_\_\_

Following discussions with Council officers today concerning the rates and charges due on the abovementioned rate assessment, I hereby undertake to make payments as set out in the schedule below.

I further acknowledge that interest at the prescribed rate will continue to be levied and payable until such time as all outstanding rates and charges have been paid in full.

Having undertaken to pay rates and/or other overdue charges in accordance with the scheduled payment plan, I acknowledge and agree that, should I fail to meet a scheduled payment; the Council will commence legal recovery proceedings without further notice. Your signature below shows that you accept all terms and conditions associated with this payment plan.

<b>PAYMENT PLAN:</b>	<b>AMOUNT OUTSTANDING \$</b>	<b>AS AT:</b>
	<i>Amount</i>	<i>Date</i>
First instalment of	\$ _____	will be made by _____
Second instalment of	\$ _____	will be made by _____
Third instalment of	\$ _____	will be made by _____
Final instalment of	\$ _____	will be made by _____
Signed _____		Date _____

**PLEASE COMPLETE THE FOLLOWING IN FULL FOR APPLICATION TO BE PROCESSED.**

Name: \_\_\_\_\_

Residential Address \_\_\_\_\_

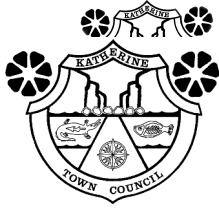
Postal Address \_\_\_\_\_

Contact Phone No \_\_\_\_\_

Administration Officer \_\_\_\_\_ Date \_\_\_\_\_

**Privacy Statement**

Katherine Town Council will comply with the information Privacy Principles contained in the Northern Territory Information Act. These principles protect the privacy of personal information collected and held by the Council. The Council's Privacy Policy explains how personal information is collected, used and stored. It also details how you can access your personal information. Council's privacy statement is available from the Katherine Town Council, Civic Centre or via the Council's website at: [www.ktc.nt.gov.au](http://www.ktc.nt.gov.au)



**KATHERINE TOWN COUNCIL**  
**POLICIES & PROCEDURES**

**APPLICATION**  
**PAYMENT OF INFRINGEMENTS BY INSTALLMENT**

Date: .....

To: CHIEF EXECUTIVE OFFICER  
KATHERINE TOWN COUNCIL  
PO BOX 1071  
KATHERINE NT 0851

**RE: INFRINGEMENT NUMBER:**

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Following discussions with Council officers today concerning the infringement/s due on the abovementioned infringement/s number, I hereby undertake to make payments as set out in the schedule below.

Having undertaken to the infringement/s and/or other overdue charges in accordance with the scheduled payment plan, I acknowledge and agree that, should I fail to meet a scheduled payment; the Council will commence legal recovery proceedings without further notice. Your signature below shows that you accept all terms and conditions associated with this payment plan.

<b>PAYMENT PLAN:</b>	<b>AMOUNT OUTSTANDING \$</b>		<b>AS AT:</b>
	<u>Amount</u>		<u>Date</u>
First instalment of	\$ _____	will be made by	_____
Second instalment of	\$ _____	will be made by	
Third instalment of	\$ _____	will be made by	
Final instalment of	\$ _____	will be made by	
Signed	_____	Date	_____

**PLEASE COMPLETE THE FOLLOWING IN FULL FOR APPLICATION TO BE PROCESSED.**

Name: \_\_\_\_\_

Residential Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Contact Phone No \_\_\_\_\_

Administration Officer \_\_\_\_\_ Date \_\_\_\_\_

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