



# Multiple Dwelling Policy

Multiple Dwellings



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**TITLE:** Multiple Dwellings

**ADOPTED BY:** COUNCIL

**RESPONSIBILITY:** CHIEF EXECUTIVE OFFICER

**NEXT REVIEW DATE:** 02 / 05 / 2020

Version	Reviewed By	Adoption Date	Next Review	History
1	Chief Executive Officer	25/06/2013	25/05/2017	Final
2	Human Resources Administrator		02/05/2022	Draft

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by:	CHIEF EXECUTIVE OFFICER
Policy Maintained by:	ADMINISTRATION MANAGER
Review date:	02/05/2022
Original Issue:	25/06/2013
Current Version:	Version 2

## **1. DESCRIPTION**

- 1.1 The Multiple Dwelling Policy ('Policy') relates to Katherine Town Council ('Council') and its purpose is to;
- Define a multiple dwelling;
  - Ensure that financial and audit control standards are in place in maintaining a complete rates management system;
  - Formalise the process for the coordination of a multiple dwelling; and
  - Establish a set of procedures to assist in multiple dwelling procedures.
- 1.2 This Policy related to all property owners in the Katherine Municipality.

## **2. COMMENCEMENT OF POLICY**

- 2.1 This Policy will commence from 24<sup>th</sup> September 2019. It replaces all other policies, if any, relating to Multiple Dwelling
- 2.2 Council reserves the right to change this policy at any time.

## **3. PRINCIPLES**

**3.1 Multiple Dwelling (excluding properties zoned Agriculture)** – a multiple dwelling is a self-contained unit of accommodation used by one or more households as a home, such as a house, apartment, unit, 'donga', granny flat, etc. The dwelling is to be habitable in that it is safe and can be occupied in reasonable comfort. To be considered to meet this criteria the habitable dwelling is to be / have:

- Closed against the weather (that is safe and can be occupied in reasonable comfort); and
- Provide running water; and
- Has a toilet and/or bathing facilities; and
- Has a functioning kitchen facility; and
- Provides electricity.

The definition includes multiple dwellings that share a roof line and regardless of size.

**3.2 Multiple Dwelling (properties zoned Agriculture)** – where fixed dwellings exists on parcels of land zoned Agriculture, for the sole intent and purpose of providing workers accommodation, a multiple dwelling for the purpose of levying rates may be calculated using the number of ablutions facilities. A structure may be further explored as being a self-contained unit of housing, or a grouping of multiple units (i.e. dormitory style dwellings) whereby the ablution facilities are common and shared amongst the inhabitants.

### **3.3 ROLES AND RESPONSIBILITIES OF MANAGERS/SUPERVISORS**

Executive Manager for Community Services is responsible for coordinating and the oversight of all multiple dwelling processes. This is to be consistent, compatible and complementary with existing Council rates policies.

The Executive Manager for Community Services must ensure that, in accordance with the *Local Government Act*, that all multiple dwellings as defined in this policy reflect Council's Rates Declaration.

#### **4. PROCEDURES**

4.1 The Executive Manager for Community Services, on receipt of notification (i.e. property owner, Development Consent Authority, Title or advertisement for sale) of a property that meets either multiple dwelling definitions will commence Council's multiple dwelling procedure. This procedure includes:

- a) Check property details on the rates management system;
- b) Update details on the rates management system to ensure the correct number of dwellings are recorded;
- c) Update details on the rates management system to ensure the correct number of waste management levies are recorded;
- d) Calculate new levies as per Council's Rates Declaration; and
- e) Forward, to the property owner, an updated rate supplementary notice showing changes.

#### **5. DISCREPANCIES**

Any claims for expenses deemed non-allowable by this policy and procedures will be forwarded to the Chief Executive Officer for review. The Chief Executive Officer will determine whether the expense is eligible for reimbursement and will advise the employee or Elected Member of their decision.

#### ***VARIATIONS***

Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.

#### ***ASSOCIATED DOCUMENTS***

- *Local Government Act*