

RATES . MULTIPLE DWELLING POLICY & PROCEDURE



TITLE: RATES – MULTIPLE DWELLING POLICY & PROCEDURE

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

NEXT REVIEW DATE: 25/01/2018

Version	Decision Number	Adoption Date	History
1	1	01/07/2008	DRAFT
2	2	25/06/2013	1
3			
4			

1. RATES – MULTIPLE DWELLING POLICY AND PROCEDURE

The Rates . Multiple Dwelling Policy and Procedure (Policy) relates to Katherine Town Council (Katherine Town Council).

2. COMMENCEMENT OF POLICY

This Policy will commence from 25/01/2017. It replaces all other policies, if any, relating to rates . multiple dwellings policies and procedures (whether written or not).

3. SCOPE

3.1 The Policy relates to all properties as described in the *Local Government Act* Section 148.

4. PURPOSE

The purpose of the Rates . Multiple Dwelling Policy and Procedure 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.

5. MULTIPLE DWELLING DEFINITIONS

5.1 **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, ~~longa~~ 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.

5.2 **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.

6. ROLES AND RESPONSIBILITIES OF MANAGERS/SUPERVISORS

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

7. PROCEDURES

- 7.1 The Community Services Executive Manager, on receipt of notification (i.e. property owner, Development Consent Authority, Title or advertisement for sale) of a property that meets either multiple dwelling definition 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.

8. KATHERINE TOWN COUNCIL CONTACT

Any questions about this Policy should be directed to Chief Executive Officer 8972 5500.

VARIATIONS

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

ASSOCIATED DOCUMENTS

- *Local Government Act*

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Robert Jennings Title: Chief Executive Officer	Original issue: 01/07/2008
Policy Maintained by: Sophie Henderson Title: Community Services Executive Manager	Current version: 3
Review date: 25/01/2018	