



**Our Community.
Our Future.
Our Homes.**

CAPITAL WORKS

PROGRAM DESIGN GUIDELINES

Department of
LOCAL GOVERNMENT, HOUSING
AND COMMUNITY DEVELOPMENT

EFFECTIVE DATE: OCTOBER 2019 V1



ACKNOWLEDGING TRADITIONAL OWNERS

The Department of Local Government, Housing and Community Development (DLGHCD) respectfully acknowledges the past and present traditional custodians of this land on which we work.

We show our recognition and respect for Aboriginal and Torres Strait Islander people, their culture and their heritage while working towards improved social outcomes for the Northern Territory.

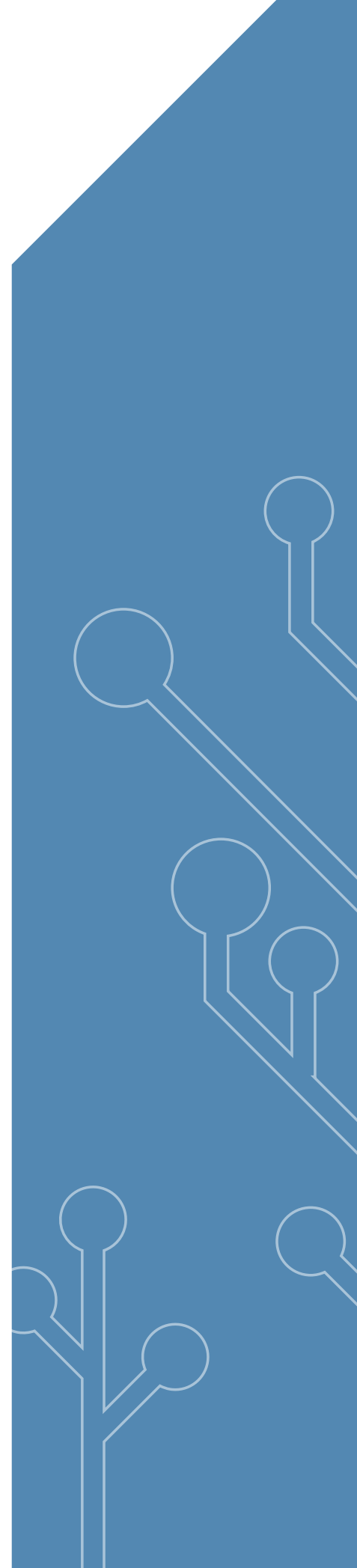
REFERENCE DOCUMENTS

These design guidelines are to be read in conjunction with the following documents:

- National Construction Code, Current Edition
- Northern Territory Building Act and Regulations
- Northern Territory Planning Scheme
- National Indigenous Housing Guide (2007)
- DLGHCD The Guide online tool kit: Design + Specification (available at: www.housingforhealth.com)
- Livable Housing Australia's Livable Housing Design Guidelines (available at: <https://www.dss.gov.au>)
- NT Department of Infrastructure, Planning and Logistics Standard Specification for Small Building Works 2018
- DLGHCD Remote Engagement and Coordination Strategy
- **Our Community. Our Future. Our Homes.** Local Decision Making Framework
- All other applicable legislation, codes and standards

ACRONYMS

AAPA	Aboriginal Areas Protection Authority
ABS	Australia Bureau of Statistics
ABE	Aboriginal Business Enterprise
ABED	Aboriginal Business Enterprise Development
ASNEX	Asset Systems Nexus
BER	Beyond Economic Repair
CNOS	Canadian National Occupancy Standard
DLGHCD	Department of Local Government, Housing and Community Development (Northern Territory)
DIPL	Department Infrastructure, Planning and Logistics (Northern Territory)
HLP	Healthy Living Practices - Healthabitat
PWC	Power and Water Corporation
RPDO	Remote Program Delivery Office
RHNAME	Remote Housing Needs Assessment Model
R&M	Repairs and Maintenance
TMS	Tenancy Management System



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1.0 Introduction

1.0 INTRODUCTION

The role of the Department of Local Government, Housing and Community Development (the department, or DLGHCD) is to provide an affordable and accessible social housing system by supporting eligible Territorians with options that are appropriate to their housing needs.

The department is the primary provider of social housing in the Northern Territory, managing approximately 12 000 houses, with around 58% located in the Territory's remote Aboriginal communities. As a landlord, the department is responsible for providing habitable, safe and secure premises for its tenants in these properties.

The department is responsible for delivering the Northern Territory Government's \$1.1 billion remote housing investment package, '**Our Community. Our Future. Our Homes**'. It is a ten year program to improve Aboriginal housing across 73 remote communities from 2016-17 - 2026-27.

The goals of **Our Community. Our Future. Our Homes**. are:

- reducing overcrowding and improving living conditions
- local decision making and engagement with communities
- developing Aboriginal Business Enterprises
- sustainable local employment
- economic development.

"Aboriginal communities and government should negotiate through working together properly and respectfully – not rushing over the top of the other – but negotiating a way forward calmly together, with integrity."

Gäwa Elder
Both Ways engagement workshops (2013)
Remote Engagement and Coordination Strategy

1.1 OBJECTIVES OF THE CAPITAL WORKS PROGRAM

The **Our Community. Our Future. Our Homes**. Remote Housing Investment Package (the program) is an initiative of the NT Government to address remote community housing issues across the Territory for ten years from 2017-2027. The Capital Works program (incorporating the program known as HomeBuild NT and the National Partnership for Remote Housing NT) is a key part of the overall program.

The Capital Works program is for the targeted delivery of new building works in nominated remote communities in the NT. The works include building new houses to improve and increase the housing stock in remote communities and alleviate the negative effects of overcrowding.

Other components of the program include Room to Breathe, designed to provide alterations and additions to existing houses, government employee housing and repairs and maintenance (R&M) programs.

While **Our Community. Our Future. Our Homes**. focuses on a range of housing solutions, the purpose of the initiative is to put people first, not assets. This is done by working closely with communities to identify their housing needs and ensuring the work benefits Aboriginal businesses, leading to job creation and capacity development.

The program is a ten year investment with a focus on local decision making. Local decision making means communities will have input into what housing looks like in their community.

Community engagement is part of local decision making and is a critical foundation for the Capital Works program rollout. The Capital Works program methodology is designed to empower local residents to make informed decisions through local community housing reference groups or similar community forums.

At each step of the Capital Works program rollout, local housing reference groups (or similar community forums) and relevant stakeholders are engaged to determine decisions around site selection, housing design and layout choices as well as providing inputs into place-based, culturally appropriate design responses.

These Program Design Guidelines (the 'guidelines') aim to assist the implementation of such a rigorous, complex and place-based program of new housing delivery.

1.2 PURPOSE OF THE GUIDELINES

The purpose of the guidelines is to provide guidance on the design, procurement and construction of new houses. The objective of this guidance is to ensure all tenants under the program are provided with design and construction outcomes for people to raise healthy families, undertake work and social activities, and engage fully with their community.

The guidelines describe design principles and establish fundamental house requirements to ensure an appropriate level of design, quality and robustness.

The guidelines will inform the works required to refresh and reform the department's remote housing stock to improve sustainability and better match need. Over time, the guidelines will be reviewed and amended to reflect lessons learned and promote continuous improvement in order to deliver better housing outcomes. The first review and amendment period will occur within 12 months of issue.

1.3 WHO ARE THE GUIDELINES FOR?

These guidelines are intended to be used by DLGHCD Capital Works program team members, the Remote Program Delivery Office, Service Delivery teams, and external parties such as consultants and the Department of Infrastructure, Planning and Logistics.

The guidelines are designed to outline best practice methodology to deliver the Capital Works program. Users of the guidelines are encouraged to work through a local decision making process to ensure whatever is designed is appropriate to the local context, climate and culture.

Through genuine engagement, a co-design process should ensure the objectives of the Capital Works program are fully achieved.

1.4 APPLICATION OF THE GUIDELINES

These design guidelines apply to the construction of new houses classified as Class 1a under the National Construction Code. Typically, these will be free standing houses on single lots, although it is possible for the Capital Works program to construct multiple houses, duplexes and triplexes.

In all cases, any new houses constructed under the Capital Works program will be guided in the engagement, briefing and delivery by these guidelines.

1.5 STRUCTURE OF THE GUIDELINES

Part 1. Introduction:

Outlines the aims and objectives of the Capital Works program, and the background and purpose of the Program Guidelines.

Part 2. Program elements:

This section provides information on the range of elements that effect and influence the planning, engagement and delivery of the Capital Works program.

Part 3. Program methodology:

This sets out the processes required to successfully deliver the Capital Works program. It details each stage and nominates the parties involved, the key inputs, assessment tools and agreed outcomes for each stage.

Part 4. Program design guide:

This section outlines the performance requirements, design considerations and target provisions relating to any new houses which form the focus of the Capital Works program.

1.6 KEY DESIGN OBJECTIVES

The following are overarching objectives for the design of any new building works:

- **Appropriate.** Robust, flexible, comfortable and appealing houses which are capable of supporting a wide range of tenants and their needs, including young families, singles, seniors and people living with a disability.
- **Culturally appropriate.** Houses must address the unique cultural needs of their occupants, in order to provide a supportive platform for cultural practice.
- **Accessible.** Houses designed to maximise accessibility and usability by a wide range of tenants, regardless of their age and ability, and easily adaptable to meet specific tenant needs.
- **Healthy, safe and secure.** Houses designed to prevent injuries or health issues, maximise personal safety from crime and antisocial behaviour, and promote principles of the 9 Healthy Living Practices and Crime Prevention Through Environmental Design.
- **Economically sustainable.** Houses that are robust and represent value for money, with a construction and design quality which minimises ongoing maintenance and maximises longevity.
- **Built properly.** Housing must meet or exceed the relevant construction codes, including the Australian Standards and the National Construction Code. Housing must also be supervised during construction, appropriately maintained, and assessed post occupancy. Achieving this will create more robust houses and will positively impact ongoing costs and maintenance.
- **Site responsive.** Location and climatically appropriate designs which incorporate passive energy design principles, making for comfortable and energy efficient houses.

The NT Government has a series of relevant policy and design guideline technical documents that are used in the rollout of the program. A list of these are included within the appendices of the guidelines, and should be read in conjunction with these guidelines.

1.7 REMOTE HOUSING NEEDS ASSESSMENT MODEL (RHNAM)

The NT Government is committed to a robust, equitable and evidence-based model to assess remote housing need for programs such as Room to Breathe and the Capital Works program.

Since 2017, the department has been building a comprehensive data tool that can target housing investment in remote communities. The Remote Housing Needs Assessment Model (RHNAM) has been designed to focus on outcomes, such as reducing overcrowding, rather than arbitrary hard targets and has the potential to measure other social determinants over time.

The RHNAM is a more complete assessment methodology with a stronger economic and social focus.

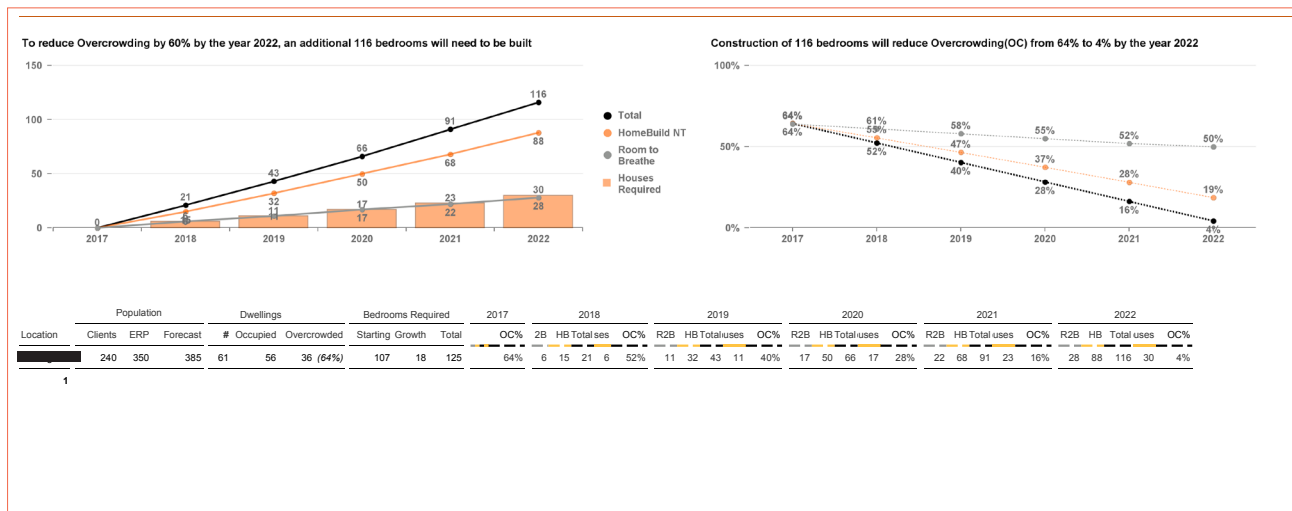
The RHNAM is used to inform five year programs for the Room to Breathe and HomeBuild NT (Capital Works) programs. Using the model outputs, the NT Government is able to more fully understand any infrastructure requirements to support new investment.

The RHNAM has a number of benefits including:

- achieving real reductions in overcrowding
- informing pipelines of works to support sustainable local Aboriginal employment and Aboriginal Business Enterprise development
- guiding investment resulting in savings in infrastructure and new builds without compromising targets
- assisting in informing funding negotiations for future remote housing agreements.

The RHNAM has been built using a wide range of data sources and assumed inputs including:

- NT Government Tenancy Management System (TMS)
- NT Government Asset Systems Nexus (ASNEX)
- NT Government Integrated Land Information System (ILIS)
- population statistics sourced from Australia Bureau of Statistics (ABS) and TMS with an assumed population growth rate of 1.6% (Source: ABS)



Outputs from the RHNAM analysis of Community X.

To reduce crowding by 60% by the year 2022, an additional 116 bedrooms will need to be built. The model shows the number allocated to Room to Breathe and HomeBuild NT (Capital Works) separately, along with the overall number of houses required.

Construction of 116 bedrooms will reduce overcrowding from 64% to 4% by the year 2022. The model describes annual construction targets for each program stream, along with corresponding decreases in expected overcrowding.

1.8 OVERCROWDING

There is no universally accepted definition of what constitutes an overcrowded household. The ABS uses the Canadian National Occupancy Standard (CNOS) when preparing census reporting, and most recently used this as the basis for its Housing Suitability Index: Census, 2016 (HOSD) reporting (2016 Census).

There have been a number of studies completed by the Australian Housing Urban Research Institute that have looked specifically at overcrowding in Indigenous housing contexts, and the causes, impacts and mitigating factors that householders have applied to deal with overcrowding.

Some key points from this research include:

- overcrowding in Indigenous households has structural causes, including the shortage of appropriately designed and affordable rental housing, and cultural causes, including visiting and sharing practices
- housing design that caters for large families and visitors would offer the opportunity of fulfilling cultural obligations to house visitors, alleviating some issues of overcrowding
- while the Canadian National Occupancy Standard (CNOS) is currently used to measure overcrowding, it does not distinguish between those situations where overcrowding causes little stress and those where it does have negative effects for residents
- case studies revealed that the number of people living in the house was not the most significant trigger of stress but the lack of control over who stays and their behaviour
- the most critical mediating factors for coping in large households are: firm administration of house rules by the householder, rules in organising sleeping space in large households and sharing visitors among other family households

Australian Housing Urban Research Institute Bulletin:
How is overcrowding in Indigenous households managed?
Issue 180 November 2014 · ISSN 1445-3428

The World Health Organisation (WHO) released the WHO Housing and Health Guidelines in 2018, which included overcrowding as the third most critical element in health related impacts from housing. It identified:

- household overcrowding as a condition where the number of occupants exceeds the capacity of the house space available, whether measured as rooms, bedrooms or floor area, resulting in adverse physical and mental health outcomes. Overcrowding is a result of a mismatch between the house and the household.
- that overcrowding relates to the conditions of the house as well as the space it provides: people may crowd into particular rooms in their home to avoid cold or uninhabitable parts of the house or to save on heating and other costs.

WHO Housing and health guidelines. Geneva:
World Health Organization; 2018

1.9 CANADIAN NATIONAL OCCUPANCY STANDARD

The Canadian National Occupancy Standard (CNOS) is a version of overcrowding analysis that uses population density. It is a relatively simple metric obtained through numerical analysis of tenancy data and housing type, that is, number of occupants/ number of bedrooms.

CNOS analysis can often be determined through up to date TMS data, as it distinguishes between ages and gender.

CNOS assessment do not, however, provide for family preferences, cultural obligations, or complexity of familial relationships. It does not account for fluidity of occupation due to seasonal, cultural or other drivers either which can have large impacts upon the livability stressors of households in remote communities.

Currently the NT Government uses the Canadian National Occupancy Standard (CNOS) to determine if a house is overcrowded.

CNOS nominates a baseline above which a household is overcrowded including (but not limited to):

- there should be no more than two people per bedroom
- children less than five years of age of different sexes may reasonably share a bedroom
- children five years of age or older of opposite sex should have separate bedrooms
- children less than 18 years of age and of the same sex may reasonably share a bedroom
- single household members 18 years or older should have separate bedrooms as should parents or couples.

Using CNOS is useful at the project initiation stage to determine an initial assessment of overcrowding in a target community.

An assessment against the CNOS metric may be used in the final reporting stage to provide any changes to occupation density.

2.0 Program elements

The Capital Works program is a holistic housing program that aims to increase housing supply in remote communities and improve the living conditions and quality of life for tenants in new houses built under the program.

There are a number of elements that impact or affect the Capital Works program.

This section describes the processes and best practice guidelines for program engagement. Subsequent sections outline the program inclusions, exclusions and design parameters to ensure that the Capital Works program is delivered equitably and responsibly across all remote communities.

2.1 LOCAL DECISION MAKING

Local decision making is an NT Government commitment to provide opportunities to transfer government service delivery to Aboriginal Territorians and organisations, based on their community aspirations.

The NT Government recognises that building, supporting and investing in strong Aboriginal governance is necessary to ensure local people drive local solutions, and that Aboriginal organisations are supported in managing local decision making.

Local decision making for the program means approaching community engagement for the delivery of the Capital Works program with underpinning principles of self-determination, being place-based, being flexible, and enabling co-design and community control. It is through the community engagement process that department representatives can gain insight into community-specific best practices for community engagement. Communities are best equipped to make informed decisions about what to build, where to build, how to build it and who will build it. Refer to **Our Community. Our Future. Our Homes.** Local Decision Making Framework for further guidance.

Community engagement for the program also involves identifying Aboriginal Business Enterprises (ABEs) that have the capacity, potential or aspirations to deliver housing and/or eventually take over delivery of housing services, and establishing initiatives to build their capacity where required. This is a critical point for the NT Government's broader local decision making policy aim to transition control over services to ABEs.

The NT Government is committed to remote engagement and better service coordination as described in the Remote Engagement and Coordination Strategy (RECS). Additionally, government will be guided by the Aboriginal Peak Organisations (APO) NT Partnership Principles, designed to guide non-Aboriginal organisations working with Aboriginal organisations and communities.

The Capital Works program is designed to empower local communities about housing decisions. Through a process of genuine and informed engagement, local housing reference groups and local community members will have input into the design and location of housing in their communities.

2.2 COMMUNITY ENGAGEMENT

The **Our Community. Our Future. Our Homes.** remote housing investment package is unique in state and territory public housing programs in that it seeks to empower local communities to be actively engaged within the planning, design and delivery processes for the roll-out of new houses.

This process is enacted through a series of coordinated and planned community engagement meetings held with local housing reference groups and other community and tenancy stakeholders.

Refer to the Remote Engagement and Coordination Strategy and 'Good Engagement' on bushready.nt.gov.au, for general guidance regarding community engagement.

2.3 USE OF PROFESSIONAL INTERPRETERS

The use of professional interpreters wherever possible is required as the department is committed to ensuring all clients, irrespective of their language background, are able to access services and information in a fair and equitable manner. This will also ensure free, prior and informed decisions. In addition to helping clients, the use of professional interpreters is important for the department and its contractors, particularly in situations where English is an additional language.

The use of interpreters aids effective communication and can prevent costly mistakes, particularly where the client is required to provide consent or sign legal documentation.

This requirement aligns with the department's Access and Equity policy and the NT Government's Language Services policy.

2.4 TRANSITIONAL ACCOMMODATION

Transitional accommodation is housing designed to be used by tenants during the time of construction or renovation of houses. Transitional accommodation may be used by tenants who are required to vacate their house during alterations and additions under the Room to Breathe program, due to demolition of a Beyond Economic Repair (BER) house or for new building works under the Capital Works program.

Transitional accommodation must meet the department's Transitional Accommodation policy requirements. Often there is a limited supply of available and suitable transitional accommodation. This may limit either the Capital Works program or Room to Breathe program rollout, due to the need to ensure adequate housing provision during construction phases.

2.5 PLANNING AND APPROVALS

Securing tenure and confirming the lease of target lots are fundamental to the delivery of development-ready and available land for the Capital Works program. Ensuring that the planning processes, including development applications, are carried out in a coordinated and expeditious manner to ensure supply, is critical to program success.

The Department of Infrastructure, Planning and Logistics (DIPL) will lead the process of lodgement, obtain any relevant development approvals and ensure a coordinated response to expedite the process.

The Capital Works program team are required to liaise with the Land Tenure unit to obtain any relevant land owner consents relating to the lodgement of the development applications.

2.6 SERVICED LAND AVAILABILITY AND FUTURE GROWTH

Throughout these guidelines, 'serviced land' refers to sites that have lot boundaries, are fully serviced (or service ready, such as sewer, water, power connections existing in the adjacent street reserve) and are leased to the NT Government. In some communities there is a lack of readily serviced and available land.

Site conditions such as storm-water and community/site drainage can also affect the viability of building houses on certain lots, and may, in fact, constrain sites in such a way that they cannot be considered for the Capital Works program. Consideration of low-lying areas subject to inundation may also affect available land supply and future growth areas to meet the Remote Housing Needs Assessment Model (RHNAM) targets.

The infrastructure team within the Remote Program Delivery Office will assess target communities for potential future growth (as indicated by the RHNAM) and work with the community to develop longer term sub-divisions to underpin the housing program.

2.7 TARGET LOTS

The Capital Works program team will prepare printed subdivision and lot diagrams of each identified available lot for the community engagement meeting. The lot diagrams should include at minimum:

- scaled aerial photograph and cadastral boundary (ideally at 1:200 at A3, for use with visual aids)
- street frontage and any adjacent conditions (drainage swales, power poles, manhole covers etc)
- any existing structures on the lot (including BER)
- site services and any setbacks, buffers or easements
- lot control (if applicable)
- major trees or other features (identifiable on aerial imagery, and to be confirmed at community engagement meeting)

The lot diagrams will be used to assist in the community engagement meeting, along with visual aids of housing typologies to determine orientation, housing location and any community specific project brief requirements.

2.8 DEVELOPING A 'LIKELY TENANCY PROFILE'

Throughout the program guidelines, the term 'likely tenancy profile' refers to the outcome of close analysis of the wait list data for the target community. Regional tenancy staff should have a strong understanding of the local community, and any relevant impacts or pressures on housing demand and need to complete this analysis.

This understanding coupled with current wait list data will allow the regional tenancy team to develop the 'likely tenancy profile' for the RPDO during the pre-planning stage of the program.

This 'likely tenancy profile' may include relevant information such as:

- type of tenancy profiles on wait list (ie: predominantly large families, small families, couples, people with disability, aging grandparents with small grandchildren, etc)
- housing mix requests – number of 2, 3, 4 or 5-bedroom requests on the wait list
- particular family or clan groupings most in need of new housing
- in communities where there may be some separation of families or clan-based groups, nomination of preferred locations for certain wait list tenants.

3.0 Program methodology

The following section outlines the best practice methodology for the preparation, planning, engagement and delivery of the Capital Works program.

Each stage of the methodology contains notes, guidance and recommendations on:

- **who** is involved in each stage
- what **information or inputs** are required
- **tools** used to analyse information, or **key processes** required
- what the **key outputs or deliverables** are.

STAGE 1: PROJECT INITIATION

Desktop based initiation of program. Remote Program Delivery Office (RPDO) to lead an information gathering and analysis stage for the nominated community including site analysis, mapping and project management establishment.

STAGE 2: PROJECT PRE-PLANNING

This stage is broken into two distinct phases. The first includes detailed planning of the community engagement meetings by regional and RPDO staff. The second requires community engagement staff to visit the nominated community for pre-engagement visit/s to inform and advise community members of the program and planned community engagement meeting.

STAGE 3: COMMUNITY ENGAGEMENT MEETING

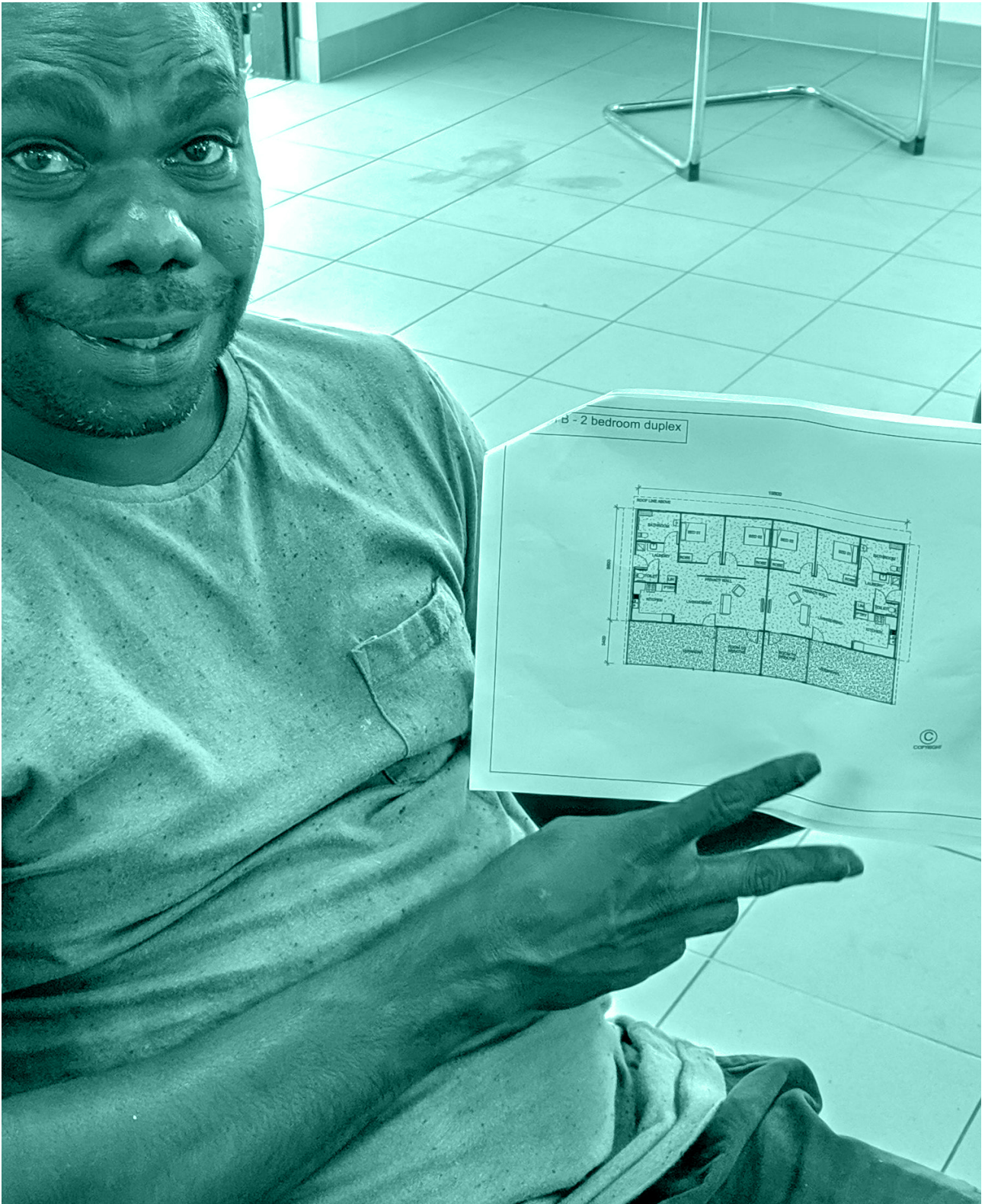
This is the community engagement meeting stage, a facilitated local decision making meeting in community with housing reference groups, community forums or similar key invited stakeholders.

STAGE 4: CAPITAL WORKS PROJECT BRIEF

RPDO to develop a project brief based upon the confirmed outcomes from the community engagement meeting. This project brief is to be issued to Department Infrastructure, Planning and Logistics (DIPL) to commence project procurement stages.

STAGE 5: PROCUREMENT AND DELIVERY

DIPL will lead and manage this stage, with procurement of contractor/s and contract awards, project management and handover/defects processes of the nominated building works contained with the project brief.



STAGE 1: Project initiation

PROJECT INITIATION

The project initiation stage is desktop based and is led by the RPDO team. It is assumed that the Capital Works program targets (i.e. number of houses and communities) have been developed (using the Remote Housing Needs Assessment Model (RHNAM)) and BER assessments completed prior to or during this stage.

The purpose of this stage is to gather preliminary information on communities and individual sites in order to consolidate information on overcrowding (provided by RHNAM and wait list data), transitional accommodation, services and capacity (i.e. water stressed community) and land availability (leased areas, serviced land, vacant BER sites).

Obtaining accurate and up-to-date mapping, along with desktop overcrowding analysis and a general community profile is essential to ensure that the community engagement meeting is as informed as possible.

This information is available through a report from DLGHCD data systems and should form part of the housing opportunity report noted below.

The key output from this stage is the engagement advice request (EAR) which is used to move to Stage 2 - project pre-planning.

At the conclusion of this stage, and in anticipation of the project planning stage the RPDO team will have prepared the following information:

- an A1/A0 sized map locating any available and target land. Ideally this map will contain aerial photography, along with services (SLAP maps) and civil/drainage information. If meeting venue does not permit an A1/A0 sized map, an A3 map shall be used.
- target lot information (refer p. 9)
- likely tenancy profiles developed by the regional team to assist with housing mix discussions
- an up-to-date wait list report by the regional Service Delivery team is vital to assist in informing the housing reference group or local decision making group.

HOUSING OPPORTUNITY ANALYSIS

Analysis of housing opportunity in the community shall be prepared for the community engagement meeting to assist the community engagement, Capital Works program and regional teams when facilitating the community engagement meeting.

Each target lot in the community should have a cover sheet with checklist identifying what information has been gathered and what information is missing.

The site analysis may include:

- essential services - Power and Water Corporation (PWC) traffic light review, utility capacity (it is critical to understand water supply, and any stresses on the community)
- community land use plans and/or zoning maps
- lot control plans, including septic system or mains sewer systems available
- any sub-divisible lots (area greater than 1500 square metres) within the target land areas (useful for possible increases in housing supply for BER sites), or 1000 square metre vacant sites for possible duplex locations
- title and lease information, including cadastral boundaries and any easements or site constraints.
- existing site servicing plans (SSP)
- geo-spatial information such as cadastre, orthoImagery and topography
- geographic information system maps
- size of community, number of houses, community delineation (e.g. clan clusters).

VISUAL AIDS

The use of visual aids is encouraged to assist with local decision making processes in community engagement meetings. These should be prepared in advance of the visit, and include at a minimum:

- aerial imagery of the community
- individual lots at 1:200, with aerial imagery and service constraints overlaid
- housing typology drawings at 1:200, 1:100 scale.

Best practice would use the above visual aids, and also include the use of:

- 3D housing typology models that can be handled, modified and used by local community members to describe housing layouts, orientation and relationships to design criteria (such as bedroom grouping, wet area locations and orientation of outdoor living areas).

PROJECT INITIATION

Who

- Led by RPDO Capital Works program team and infrastructure
- Liaison with stakeholders including:
 - Land Tenure unit
 - HomeBuild NT/Room to Breathe teams
 - regional Service Delivery team
 - PWC + DIPL
 - RPDO planning team

Inputs required

- PWC traffic light report
- Land Services team input to understand local services, limitations, lot control plans, service easements as well as any infrastructure issues, such as water stress, or power/sewer limitations
- any existing reporting from community such as geotechnical engineering advice, current or planned infrastructure, head-works or other elements that may impact upon housing delivery
- site planning, including leases and any lot constraints
- BER assessments
- liaison with Room to Breathe team for any other projects planned in community
- assessment/availability of transitional housing
- assessment/availability of contractor accommodation

Tools used

- NT visualiser mapping software
- geographic information system mapping
- available land analysis to assist with community discussion regarding what is and isn't possible to use for the program

Outputs

- engagement advice request to Community Engagement team
- housing opportunity analysis of above noted inputs, with an analysis of the opportunities and constraints in the community for housing delivery
- community maps, showing a synthesised baseline map of the information noted above, printed in large-scale
- aerial photography

STAGE 2: Project pre-planning

PROJECT PRE-PLANNING

Project pre-planning is led by the Community Engagement team and involves the liaison between regional Service Delivery teams and RPDO team members critical to the engagement and roll out of the program. All three phases noted below are to be led by the Community Engagement team.

This stage is where the logistics and coordination for community engagement meetings takes place.

It is critical to collate sufficient information about the community prior to the first community engagement meeting, including any previous engagement or site visit reports.

Phase 1: project pre-planning

The engagement advice request (finalised in Stage 1) is used by the Community Engagement team along with the program, aim, objectives and local decision making outcomes to liaise with regions and project team leaders to ensure the content can be delivered in a community setting.

The Community Engagement team will research past reports, current programs, community and cultural dynamics and Aboriginal Business Enterprise Development information.

Phase 2: regional approach

The Community Engagement team coordinates a meeting with the regional Service Delivery and Capital Works program teams for the proposed community engagement meeting and facilitates discussion of the aims and outcomes of the program. This meeting should be attended by all program representatives, and include any staff member who is presenting, facilitating or informing the housing reference group (or similar) at the community engagement meeting.

The engagement advice request is used to outline any information that has been collated, along with any gap analysis for discussion.

This phase leads to an agreed community engagement approach, along with confirmation of stakeholders (including ABEs) to be invited, and proposed meeting dates.

A community transitional plan (availability of transitional housing), prepared by the regional Service Delivery team and confirmed by the community is developed.

Phase 3: pre-briefing planning

This final phase aligns all information and meeting material, confirms the local decision making approach and community engagement approach, roles and responsibilities of team members in community, visual aids, and finalises the community engagement meeting agenda.

Communicating and informing community members through informative, easy to understand material is critical to the program. Simple fact sheets, posters or a community public announcement system may be used by the Community Engagement team to keep local community members updated on the progress of the program. Consideration should be given to preparing audio messages in Aboriginal language.

A pre-briefing plan will be developed to use as a discussion guide in the community engagement meeting.

ARRANGING THE COMMUNITY ENGAGEMENT MEETING

A pre-engagement community visit is vital to ensure the community engagement meeting is conducted in an optimal manner. The pre-engagement community visit is to be carried out by the Community Engagement team, who will advise local stakeholders of the upcoming community engagement meeting, the objectives of the meeting and the programs that will be discussed. It may also be useful to discuss possible target lots, as well as to inform any potential BER replacements for the Capital Works program.

It is recommended that the regional Service Delivery team liaise closely with the Capital Works program and Community Engagement teams to coordinate the community engagement meeting. Alignments of dates with availability of key stakeholders and housing reference group members is essential to ensuring the meeting is attended by the right mix of the right people at the right time.

Arranging a community engagement meeting should only be done if the project pre-planning phase has been finalised or is substantially complete. The information and background stages of the project pre-planning and project initiation are crucial to ensuring the local decision making process can be fully informed.

- Capital Works program team to initiate discussions with regions and Community Engagement about the timing of the workshop, through the engagement advice request
- Community Engagement team to collate agenda with input from relevant teams
- regional Service Delivery and Community Engagement team to arrange logistics of the workshop (including dates, travel, accommodation, invitations and venue).

"We have enough meetings already. What is bad is when government calls a meeting without plenty of notice and without telling us what it's about ..."

Umbakumba community member (2010)
Remote Engagement and Coordination Strategy



PHASE 1 AND 2 - PRE-PLANNING AND REGIONAL APPROACH

Who

- led by Community Engagement team
- liaison with RPDO and regional Service Delivery teams

Inputs required

- Engagement Advice Request prepared in Stage 1
- housing analysis (from Stage 1)
- community mapping (from Stage 1)
- regional assessment/availability of transitional housing
- regional assessment/availability of contractor accommodation
- TMS assessment (current snapshot) and 'Likely Tenancy Profile' prepared by regional Service Delivery team
- site background, leasehold, planning, lot constraints
- negotiated and agreed community engagement meeting date, time and venue

Tools used

- project pre-planning meeting coordinated by RPDO

Outputs

- Engagement Advice Request finalised with all attachments
- agreed community approach between Community Engagement, RPDO and regional staff, with agreed agenda
- Community Engagement team logistics for community engagement meeting agreed
- RPDO Capital Works community engagement material

PHASE 3 - PRE-BRIEFING

Who

- led by Community Engagement team
- liaison with RPDO and regional Service Delivery teams, community development officers

Inputs required

- previous phase inputs
- engagement advice request to Community Engagement team
- invitations prepared for stakeholders and housing reference groups
- community engagement pre-engagement visit

Tools used

- community site visits 4-6 weeks prior to anticipated community engagement meeting
- community site visit 1 week prior to confirmed community engagement meeting

Outputs

- Engagement Advice Request finalised with all attachments
- agreed agenda, date, time and venue for the community engagement meeting
- invitations and background information distributed by Community Engagement team to community stakeholders.

STAGE 3: Community engagement meetings

COMMUNITY ENGAGEMENT MEETINGS

This phase is centred around meetings facilitated by the regional and Community Engagement teams through a community engagement meeting.

Attendance at the community engagement meeting is by the housing reference group (or similar body, such as a local authority or community forum), along with other identified key stakeholders (identified in pre-engagement phases).

The purpose of the meeting is to outline the program objectives, and through local decision making, confirm overall community priorities and scope for the Capital Works program. The Capital Works program does not mandate the number of community engagement meetings as this is determined through local decision making in the community. The outputs required, and confirmation of the capital works project briefs are essential to finalise this stage, and it may be necessary to conduct multiple workshops to achieve this.

It is important to note that allocation discussions are not to be held in the community engagement meetings, as the process of allocation is guided through the formal housing reference group process by the regional Service Delivery teams.

COMMUNITY ENGAGEMENT MEETING PRE-BRIEFING PLAN

The community engagement pre-briefing plan has been developed to support local decision making and enable community empowerment and participation (including culturally appropriate design responses) to housing. This guide contains example questions which can prompt conversation with housing reference group members around possible housing sites, locations, orientation, housing layouts, and housing mix, and any local factors that may impact housing design.

The meeting discussion should occur once all available and required information has been assembled and analysed by the RPDO, community engagement and regional staff. This is to ensure that any questions or information sought by the housing reference group can be answered fully and quickly, and any issues that may affect the program rollout can be dealt with at the workshop, and explained clearly (ie land servicing, drainage constraints, etc).

It is important that the housing reference group are not led, or guided in their responses. The process and workshops should not feel rushed and community members should not feel pressured to make decisions or provide input into design criteria.

Refer to the Remote Engagement and Coordination Strategy, and 'Good Engagement' on bushready.nt.gov.au, for guiding notes regarding community engagement.

OBTAINING DESIGN CRITERIA THROUGH LOCAL DECISION MAKING

Facilitating informed discussions around housing design criteria is important throughout the meeting. Asking questions and understanding the 'why' of design choice is important for the community engagement process - including discussions to confirm any cultural or place-based inputs relevant to the community.

Capturing the outcomes will be via the community engagement summary report, and could include using smart phone photographs of the visual aids, sketches or drawings prepared within the meeting itself.

COMMUNITY ENGAGEMENT SUMMARY

The key outputs from the community engagement meeting are the community engagement summary reports. These, along with photographs of the meeting, and any process design photographs (i.e. participant's final design criteria or modifications using visual aids) should be captured by RPDO team members whilst at the meeting and validated with other attendees whenever possible.

The community engagement summary report notes should confirm attendance at the meeting, including relevant descriptions of attendees (i.e. housing reference group or local authority member, local stakeholder, BER lot tenant etc) and decisions made at the meeting including:

- community and cultural considerations or discussion topics, including identification of local ABEs
- site availability, site selection/confirmation (ideally confirmed using existing lot numbers on map)
- housing mix and design - number of bedrooms (informed by wait list data, and confirmed by housing reference group)
- housing design typology and any required modifications (disability modifications etc)
- specific community requests (i.e. using concrete block construction, or tree removal, civil design works, driveways, noting these may be recorded, but are possibly excluded from Capital Works program scope - refer to part 4 program design guidelines and maximum design parameters).
- the community engagement summary report is completed by all RPDO members present at the community engagement meeting and summarised by the Community Engagement team.

HOUSING DESIGN DISCUSSION TOPICS

At the 'whole of community' level

- are there any key cultural considerations that have an influence on the housing design?
- are there areas where new housing should or should not go?
- what 'mix' of housing is needed in community (note: regional staff should have copies of updated wait list data to assist if required)
- are there any specific tenancy needs within the community for new housing (i.e. aged residents, larger families, disabled residents)

At the target lot level

- what are the good/not good things about this site? (ie: orientation, breeze, rain direction, noise, trees)
- are there any areas of the lot that we shouldn't be building on?
- could we subdivide this block and make into two (if there is enough area)?

At the house level

- are there community priorities for housing design?
- are there any cultural priorities in the community that have an impact on the house design?
- are there minor changes to the plan (i.e. mirror the plan, change the location of the verandah, etc) that may assist in making the layout of the house more responsive to place (e.g. climate) or culture (e.g. bathroom and living arrangements)?
- are there any likely tenants with disabilities or aged requirements?

Yard

- location of features, grave-sites, trees
- are there any trees that should be protected or removed? (Only to be removed if in direct conflict with proposed works)
- driveway and pathway locations and orientations
- any comments on fencing, gates? (i.e. height, location of gates, maybe fencing not required, or desired?)



COMMUNITY ENGAGEMENT

Who

- attendees to community engagement meeting
- RPDO Community Engagement team
- RPDO team – Capital Works program, Room to Breathe, infrastructure
- regional Service Delivery team
- local decision making representatives (e.g. housing reference group) and/or key community organisations and stakeholders such as local government
- Aboriginal Business Enterprise Development unit
- Aboriginal Interpreter Service
- regional council representatives
- community housing officers

Others invited may include:

- National Indigenous Australians Agency, Department of the Chief Minister (NT Government) and Department of Trade, Business and Innovation NT Government representatives

Inputs required

- Community Engagement and regional Service Delivery team to liaise on logistics from pre-planning phase
- confirmation of attendance for key stakeholders
- confirmation of local and regional ABEs by community
- completed lot plans, maps, wait list data, likely tenancy profile notes
- engagement advice request forms and supporting documents

Tools used

- community engagement meeting agenda - refer appendices
- Capital Works program guidelines
- community map/s printed at large scale
- lot plans, showing constraints such as drainage and services
- housing typologies
- visual aids such as 3D models
- Capital Works program fact sheet

Outputs

- community engagement notes – which record the discussions and outcomes of the community engagement meeting/s relevant to the capital works project brief
- community engagement meeting summary - which is released publicly as a record of the meeting and agreed outcomes. This is to be prepared by the Community Engagement team and requires approval from the Executive Director Program Delivery via the standard approval process prior to distribution.

STAGE 4: Capital works project brief

CAPITAL WORKS PROJECT BRIEF

After completing the community engagement meeting summary, RPDO team members are to complete a detailed capital works project brief.

The capital works project brief captures the outcomes agreed through the community engagement process and along with site and community information, constraints and project management information.

The capital works project brief should include relevant excerpts and summaries from the community engagement meeting, along with baseline information from the selected lots, to enable Department of Infrastructure, Planning and Logistics staff to progress the project to tender.

At a minimum the capital works project brief should include the following:

1. Project brief

- project name and description of the works, project region and project number
- program funding source and any identified budget constraints, including consultancies or project management costs
- amenity guidelines and DLGHCD TRIM number
- project commencement and completion target dates
- a clear scope of works for DIPL
- any future or forecast program works beyond this project brief.

2. Project summary

- identifying lot number and lot area
- demolition or transitional housing requirements
- house asset numbers, zoning, number and size of house
- flood zone information
- total budget target.

3. Suggested procurement

- notes on procurement requirement, including any local or regional ABEs
- capacity statement provided by ABED.

4. Local decision making

- feedback relating to specific requests from community for potential replacements.

5. Preliminary external authority advice

Desktop analysis to provide notes on:

- heritage considerations, Aboriginal Areas Protection Authority and Sacred Site Clearance Certificate
- any local authority or regional council requirements
- planning consent and building certification notes

6. Other information

- land tenure and consent by owner to construct the works (note that land tenure needs to be confirmed prior to proceeding with project brief)
- any demolition permits required
- NT Government promotion/acknowledgement of the program (i.e. site signs, talent release forms)

7. Lot specific information

- nominate any specific lot information that may assist DIPL to develop preliminaries, or identify any procurement risks such as
- site access, slopes and cross-falls, flood area and other constraints
- notes about the design concept of the selected house typology
- site planning constraints such as easements, setback requirements
- site services identified during desktop analysis, relating to sewer, water and power. Any lot control or infrastructure notes and related drawings
- telecommunications within the community
- any sensitivities on the site.

ANY HOLD POINTS for DIPL are to be clearly identified.

Approvals process:

The capital works project brief shall be prepared by RPDO Capital Works staff, and approved for release to DIPL by the Executive Director Program Delivery, RPDO.



**PROJECT
BRIEF**

Who

- RPDO Capital Works program team
-

Inputs required

- meeting summary from community engagement meeting
 - desktop site analysis information from housing opportunity report and subsequent information gathered during community engagement meetings
 - ABE capacity statement
-

Tools used

- capital works project brief proforma
-

Outputs

- capital works project brief



STAGE 5: Capital works procurement and delivery

PROGRAM DELIVERY

After the completion and issuance of capital works project briefs by the RPDO, DIPL will take a lead role as the agency tasked to deliver new housing and infrastructure across the NT.

DIPL will be responsible for:

- the preparation and quality of tender documents, all procurement activity and project management throughout all phases of the project (including supervision and administration)
- the completion of civil and site specific documentation to DLGHCD's satisfaction before tender release to ensure best value for money for DLGHCD and the Territory
- confirming that all designs and specifications ultimately minimize repairs and maintenance, and ensure the longevity of any house
- ensuring that procurement adheres to all relevant legislation, including, but not limited to, any local management plans such as those issued at <https://health.nt.gov.au/professionals/alcohol-and-other-drugs-health-professionals/volatile-substances>
- compliance of the house with all applicable statutory requirements, standards, planning schemes and all level of government requirements and constructed to comply with the Tier 2 Building Control Area
- handover upon completion to the respective Service Delivery team of DLGHCD, including provision of DLGHCD handover check-lists, certification documents and appliance information, where applicable, as per templates submitted to DIPL
- supervision of the defect liability period of 52 weeks for new houses.

RPDO and regional staff will maintain contact throughout the program delivery via regular project control group meetings to track progress, and to report back to community any updates to the Capital Works program delivery timetable.

The project control group and its roles and responsibilities is to be established by DIPL as soon as possible.

The project control group is to be made up of:

- DLGHCD Remote Program Delivery Office
- DLGHCD service delivery region
- DIPL project team

Milestones are to be clearly documented in the client return brief and reported against at monthly project control group meetings.

DIPL are responsible for preparing client return briefs for review by the RPDO.

PROCUREMENT

DIPL will lead the processes to procure, select and engage a contractor to undertake the approved works under standard NT Government tender processes. Contract administration and management of the delivery stage is to be by DIPL.

As the focus of the **Our Communities. Our Future. Our Homes.** program is on local development within remote communities, request for tenders are to comply with:

1. NT Government procurement governance policy and procurement rules
2. The requirement for Aboriginal employment, with an expectation that Aboriginal employees will be drawn from the specific community where the works are to be undertaken (minimum of Aboriginal employment as advised)
3. The requirement for local Aboriginal business development to enable sustainable training and apprentices (i.e preferred weighting of 40% to local content).

In line with the commitment to Aboriginal business enterprise development, local employment and sustainable training and apprenticeships, DIPL is to plan procurement based on the following order of priorities:

- to directly engage local/community based ABE organisations, or, if not available
- to directly engage regional based ABE organisations; or, if not available
- consider local and regional ABE capacity, and seek to engage Territory based organisations through public procurement.

Where a tender submission is received from a non-ABE, the tender assessment is to take into account the contractor's past performance in relation to remote community development and local Aboriginal employment. This is to be measured against previous original tender milestones and through referee reports.

Pre-qualification of the ABE's capacity to tender will be undertaken by the departments using an approved methodology and defensible decision making process as per NT Government Procurement Guidelines.

Regional Service Delivery staff are to maintain close contact during this phase, and prepare for allocation processes at either nomination/award of contract (pre-allocation) or at project completion (standard allocation).



PROCUREMENT AND DELIVERY

Who

- led by DIPL
 - RPDO and Service Delivery team
 - contractor
 - DIPL project managers
-

Inputs required

- capital works project brief
 - DIPL client return brief
 - certified architectural and engineering documentation including section 40s
 - tender assessment
 - DIPL consultants to provide full project and contract management during construction as required
-

Tools to be used

- DIPL tender assessment report
 - standard NT Government contract and specifications - refer to reference documents listed on p. 28
-

Outputs

- engagement of contractor/s
- construction completed through thorough contract management
- handover to regional Service Delivery staff
- allocation by regional Service Delivery staff

4.0 Program guidelines

4.1 GUIDELINES STRUCTURE

This section sets out the areas of new housing and yard works that are included and excluded within the Capital Works program. To ensure a consistent design response for any modifications sought through the community engagement meetings, these guidelines should be used to inform local decision making processes, and advise what is possible or not under the program.

The Capital Works program is designed to deliver new housing to nominated remote communities. The design typologies and housing mix is to be determined through an informed local decision making process.

The housing designs used by the NT Government have been tested and delivered across many of the 73 communities, with a range of feedback and lessons learned for each design. It is strongly recommended that these housing designs be used as the basis and starting point for any design criteria development within the community engagement meetings.

The Capital Works program uses the local decision making process to more fully understand the local design criteria that are important and impact on the community. Local issues ranging from cultural to climate zones should be considered when developing the project briefs, and in the selection of potential housing typologies used as visual aids.

4.2 DESIGN OBJECTIVES

In addition to the objectives outlined in the Remote Housing Design Guidelines (refer appendices), the notes below refer to design objectives of the Capital Works program.

The following are overarching objectives for the design of any Capital Works program building works:

Robust and flexible:

Ensure that any design work is robust, and allows for future modifications/alterations wherever possible. The housing design and construction should be detailed to ensure a robust construction to minimise ongoing repairs and maintenance, noting preventative repairs and maintenance will be required.

Accessible:

Dwellings should be designed to be able to achieve silver standards of the Liveable Housing Design Guidelines (2017) and requirements of AS 4299 (1995), the Adaptable Housing Standard.

All houses should aim to be 'visitible' and allow basic provisions for ramp access, level thresholds to wet areas and living areas, and ease of use within toilets and showers.

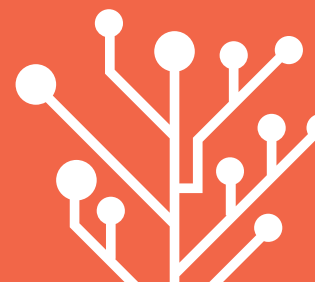
Healthy, safe and secure:

Designers should consider Health Habitat's nine healthy living practices and seek to enhance health hardware functionality to achieve these. Consideration should also be given to the healthy living practices which focus on site and environmental factors that can improve health outcomes.

RPDO staff should ensure that the community engagement meeting attendees are aware of the overarching design objectives for new housing built by the NT Government, and that any proposed modifications or adaptation to the housing typologies are consistent with, or exceed these criteria.

The 9 Healthy Living Practices:

- HLP 1 Washing people
- HLP 2 Washing clothes and bedding
- HLP 3 Removing waste water safely
- HLP 4 Improving nutrition, the ability to store, prepare and cook food
- HLP 5 Reducing the negative impacts of overcrowding
- HLP 6 Reducing the negative effects of animals, insects and vermin
- HLP 7 Reducing the health impacts of dust
- HLP 8 Controlling the temperature of the living environment
- HLP 9 Reducing hazards that cause trauma



4.3 BEYOND ECONOMIC REPAIR

Beyond Economic Repair (BER) refers to an assessment made of a housing asset that deems the costs of repairing the house to an appropriate level to be higher than the cost of replacing the asset. This assessment is being done progressively across remote communities by structural engineers and will inform the potential target community program numbers.

BER houses in target communities may be vacant or occupied. If the BER house is vacant it may be treated as part of the available land supply for the purposes of the community engagement meeting. If a BER house is occupied, transitional accommodation options are to be investigated by the RPDO Capital Works program team.

4.4 REPLACEMENT HOUSING

The Capital Works program is not a 'like for like' replacement program for housing. This means that any BER houses that are occupied, and subject to Capital Works program works, will be assessed against demonstrated and actual need of the tenants, rather than simply replacing what currently exists. The opportunity for a BER house to be replaced whilst maintaining the pre-existing tenants will be determined through liaison with the regional Service Delivery team and through the housing reference group.

In these instances, the Capital Works program and regional Service Delivery team will engage with the tenant prior to the community engagement meeting to investigate design criteria and confirm any site issues and transitional accommodation strategy.

It may be possible on larger lots that a BER house is demolished and two (or more) new houses (on subdivided lots) are built. This process will still require review and endorsement from the community engagement meeting process.

4.5 PROGRAM PARAMETERS

It is important to recognise that the local decision making process does not mean that bespoke and individual housing design solutions can be developed. The Capital Works program must deliver housing in remote communities that are robust, equitable and designed to facilitate ongoing tenancy under the NT Government's housing programs.

Housing design shall be based upon the selected housing typologies, with a list of minor modifications possible to respond to local conditions, tenancy and housing reference group feedback, and likely tenancy profile information from the regional team.

The **Our Community. Our Future. Our Homes.** Local Decision Making Framework provides more guidance on the local decision making principles that underpin the housing programs.

4.6 MAXIMUM DESIGN PARAMETERS

The Capital Works program will deliver 2, 3, 4 and 5-bedroom houses, along with 2 and 3 bedroom duplex designs. The Capital Works program is a program to deliver new housing, not renovations, repairs or extensions.

Any Capital Works program house designs are required to be equitable, accessible, adaptable and robust in their construction and detailing, to provide a long life span, and resistance to commonly encountered repairs and maintenance issues.

Although the local decision making process is central to this program, this does not mean that the houses delivered by the Capital Works program are bespoke and tailored individually for each tenant. A number of housing types have been designed, and through a comprehensive engagement process, design criteria should be confirmed with local housing reference group or similar bodies as to the 'best fit' design solution to local issues and aspirations.

For guidance as to the inclusions and standard specifications of houses under the Capital Works program, refer to technical guidelines documents listed on p. 28.

All new housing is required to conform with the DLGHCD technical and construction specifications listed in the appendices, and the *Northern Territory Residential Tenancies Act (2017)*.

4.7 CONSTRUCTION METHODOLOGY

In line with DIPL and NT Government procurement requirements, Capital Works program delivery is not to be constrained by a particular construction methodology (i.e. concrete block, or steel framed).

Regardless of construction method it is critical that all houses are built properly and designed to be robust, maintainable and adaptable in future.

Life cycle costs and whole of life value assessments will be undertaken on any construction methodology proposed by contractors to ensure that the Capital Works program houses meet a design life criterion of 30 years.

4.8 POSSIBLE HOUSING DESIGN MODIFICATIONS

The following list is a guide of the minor modifications and adjustments/additions to the standard housing typology design:

- internal door locations and direction of swing
- kitchen bench and storage layouts (based upon existing cabinet and storage systems and details)
- number and location of external doors up to a maximum of three external doors
- internal store rooms (incorporated into existing floor area, and being no greater than 2.5 square meters)
- disability access and mobility aids such as grab-rails, bench-top modifications and wet area requirements to AS 1428.

Capital Works program inclusions

The base build house typology along with:

- fencing (to street standard, maximum 1800mm high)
- gates to main street – pedestrian and vehicle
- basic landscaping packages, excluding irrigation
- cement stabilised gravel driveways and crossovers
- pedestrian pathways from street gate to house
- pedestrian pathways and hard-stand under clothesline from rear verandah or laundry door
- internal ceiling fans
- evaporative cooling systems (region specific)
- R.A.C provisioning (region specific)
- mowing strip
- clothesline.

4.9 HOUSING DESIGN MODIFICATIONS NOT POSSIBLE UNDER CAPITAL WORKS PROGRAM

- any changes to the maximum design parameters, such as additional bathrooms, outside laundries, outside kitchens, carports and external store rooms or directly connected bathrooms to bedrooms (ensuites)
- more than two verandah areas
- verandahs to more than two sides of the house
- outdoor living areas not connected to the house (i.e. not verandahs)
- carports and concrete driveways
- fencing and gates beyond the standard allowances and streetscape policy requirements
- ancillary houses – such as ‘granny flats’ - or independent one bedroom accommodation connected to main house.

Capital Works program exclusions

- carports
- outdoor storage sheds and store rooms
- ‘crimsafe’ style mesh to windows
- outdoor ceiling fans
- replacement fencing (unless it is necessary to relocate existing fencing or it is in poor condition)
- air conditioning or heating. Wall penetrations and power to be provided only (region specific).
- landscaping irrigation
- paint colours other than those options specified.

4.10 TARGET BUDGET FOR CAPITAL WORKS PROGRAM

The Capital Works program has been designed to increase housing and to reduce the negative impacts of overcrowding. The program has been designed to be equitable and provide value for money through robust design and construction methodologies, as well as minimising variations and custom design solutions.

The following target guide for project budgets should be used to inform all design discussions during community engagement meetings. In exceptional circumstances, and with written approval by the Executive Director, Program Delivery and in consultation with the Deputy Chief Executive Officer, Remote Program Delivery Office, these budget targets may be subject to variation.

- For new houses where the Capital Works program is building a two bedroom house the target budget provision* is up to \$450 000
- For new houses where the Capital Works program is building a three bedroom house the target budget provision* is up to \$500 000
- For new houses where the Capital Works program is building a four bedroom house the target budget provision* is up to \$550 000.

*Note: The above figures include all additional scoped items such as adjustments to door locations, verandah locations, additional storage internally, kitchen layout adjustments, but exclude lot development costs and yard works.



5.0 Appendices

TECHNICAL + CONSTRUCTION

1. [Standard Specification for Small Building Works \(excluding sanitary fixtures\)](#)
2. Ancillary Specification for Remote Community Housing
3. Remote Community Housing schedules
4. Design Guidelines Remote Community Housing
5. [DLGHCD's Property Management policy section 3.7 'Climate management'](#)

REFERENCE DOCUMENTS

1. Remote Engagement and Coordination Strategy
2. Local Decision Making Framework
3. Transitional Accommodation Policy
4. *Northern Territory Residential Tenancies Act (2017)*

COMMUNITY ENGAGEMENT MEETINGS EXAMPLE AGENDA



AGENDA Community

Time and Date:

Venue:

Attendees:

1.	WELCOME AND INTRODUCTIONS	REGIONAL TEAM
2.	Previous minutes and action items	Community Engagement team
3.	<p>Overview of 'Our Community. Our Future. Our Homes.' NT Government is investing \$1.1 billion over 10 years in 73 remote communities.</p> <p>Overview Regional Service Delivery Teams Update from teams not attending – If applicable</p> <ul style="list-style-type: none"> • ABE local business joint ventures, training/employment opportunities • Issues to address or action before HomeBuild NT discussion.
4.	<p>HomeBuild NT 2018/19 program (new builds) – provide information and seek community input and advice on preferred option on the following:</p> <ul style="list-style-type: none"> • Present identified vacant serviced leased lots and seek preferred new build location/s • Present multiple floor plan designs and seek preferred house / dwelling mix 	HomeBuild NT team
5.	Questions related to the Remote Housing Program.	All
6.	Feedback – How we are closing the loop.	Community Engagement team
7.	Meeting close.	Regional team

*Agenda subject to change

THE PROGRAM IS BEING DELIVERED BY THE DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT.



www.ourfuture.nt.gov.au | www.dlghcd.nt.gov.au | email: ourfuture@nt.gov.au | phone: 08 8999 3997



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