

Sufficient Interest in the Assessment Record Policy

Council Policy



Policy Name	Sufficient Interest in the Assessment Record Policy		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
Decision Number	22763	Approval Date	26/09/2023
Records Number	D2023/015064	Next Review Date	[Review Date]

1 Purpose

This policy outlines the criteria for a person to be considered as having sufficient interest to have access to the council assessment record in relation to an allotment.

2 Definitions

For the purposes of this policy, the following definitions apply:

Term	Definition
Allotment	An allotment is a parcel of land or part of a parcel of land.
Assessment record	Brief description of each allotment and Unimproved Capital Value, including name and postal address of owner(s), principal ratepayer (if not the owners) and rating category.
Sufficient interest	Interest that is not for a commercial purpose, other than the request for a rates search in relation to sale of property.

3 Policy Statement

3.1 Principles

Alice Springs Town Council is committed to facilitating access to assessment records in relation to an allotment if the person requesting access has a sufficient interest.

3.2 General Criteria

In determining whether a person has a sufficient interest in the assessment record in relation to an allotment, the person must satisfy the criteria for one of the below options:

- 3.2.1 the person is a legal practitioner or a licenced conveyancer and provides a suitable reason for accessing the information

Sufficient Interest in the Assessment Record Policy

Council Policy

- 3.2.2 the person completes a statutory declaration that provides:
- 3.2.2.1 a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and
 - 3.2.2.2 that the information inspected and/or copied from the assessment record will be kept confidential; and
 - 3.2.2.3 that the information inspected and/or copied from the assessment record will not be used for any other purpose that has not been identified in the reasons provided under (3.2.2.1).

In determining the reasonableness of the explanation under (3.2.2.1), the Chief Executive Officer will consider the public interest and the risk of detriment to the owner or principal ratepayer in granting access to the assessment record for that allotment. If deemed necessary, the Chief Executive Officer reserves the right to seek approval from the owner/ratepayer prior to releasing access to the assessment record.

4 Responsibilities

Implementation and actions rest with the CEO, and are subject to the Council's delegations and sub-delegations registers pursuant to the *Local Government Act 2019 (NT)*.

The CEO, or authorised delegate, is responsible for granting access to assessment records for allotments.

If deemed necessary, the CEO or authorised delegate, is responsible for seeking approval from the owner/ratepayer prior to releasing access to the assessment record.

5 Related Documents

- *Local Government Act 2019 (NT)*
- *Information Act 2002 (NT)*
- *Statutory declaration form for sufficient interest in the assessment record*

6 Version History

Version	Date	Action/Description of changes made	By
V1.0	24/01/2023	New policy	Director Corporate Services
V2.0	26/09/2023	Revised policy	Acting Director Corporate Services

Sufficient Interest in the Assessment Record Policy

Council Policy



7 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet and ASTC website
Will training needs arise from this policy? If yes, who will be responsible.	Manager Finance