

	POLICY NUMBER:	P10
	<b>SUFFICIENT INTEREST IN THE RECORDS POLICY</b>	
	CATEGORY:	COUNCIL POLICY
	SP CLASSIFICATION:	ADMINISTRATION
	LG ACT 2019 REF:	s230(a) and s48 LG Regulations 2021
	RESPONSIBILITY:	CHIEF EXECUTIVE OFFICER

## 1. PURPOSE

The purpose of this policy is to outline the criteria for a person to be considered as having sufficient interest to have access to Councils Assessment Record in relation to an allotment.

## 2. SCOPE

Council is committed to facilitating access to the Assessment Record in relation to an allotment if the person requesting access is determined to have sufficient interest.

## 3. DEFINITIONS

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

Term	Definition
Assessment Record	Is the information held by council relating to a specific allotment that includes personal and confidential details of the owner or ratepayer such as phone numbers, amounts owing to council and other restrictions or caveats on the property.

## 4. POLICY

- 4.1. The Chief Executive Officer will make determinations on sufficient interest in the Assessment Record.
- 4.2. In determining if a person has sufficient interest in the Assessment Record in relation to an allotment, the person must satisfy one or more of the criteria listed below:
  - a) The person is a legal practitioner; or
  - b) The person is a licensed conveyancer; or
  - c) The person completes a statutory declaration that provides:
    - i) A reasonable explanation, whether personal or professional in nature, for making a request to inspect or copy the Assessment Record; and
    - ii) That the information inspected and/or copied from the Assessment Record will be kept confidential; and
    - iii) 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 c)i).

- 4.3. In determining the reasonableness of the explanation under c)i), the Chief Executive Officer will take into account the public interest and the risk of detriment to the owner or principal ratepayer in granting access to the Assessment Record for that allotment.
- 4.4. Should the Chief Executive Officer declare a conflict of interest in determining if a person has sufficient interest, the determination will be made by council at a meeting and treated as a confidential (in-camera) item of the agenda.

## 5. ASSOCIATED DOCUMENTS

P30 Privacy Policy

## 6. REFERENCES AND LEGISLATION

*NT Local Government Act 2019*  
*Information Act 2008*

## 7. REVIEW HISTORY

<b>Date of Approval:</b> 19/10/2021	<b>Adopted By Council</b> Moved: Vice President Tom Dyer Seconded: Cr Noeletta McKenzie Vote: AIF	<b>Resolution No.</b> 2021/186	<b>Date for review:</b> Next Term of Council
<b>Date of Approval:</b>	<b>Adopted By Council</b> Moved: Seconded: Vote:	<b>Resolution No.</b>	<b>Date for review:</b> Next Term of Council