

# Sufficient Interest in the Assessment Record Policy

FA07-CP

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## 1. Purpose

The purpose of this policy is to set out the criteria to determine whether a party has sufficient interest for access to the council assessment record in relation to an allotment.

## 2. Scope

This policy applies to any requests made to MacDonnell Regional Council (MRC) in regards to access to council's assessment record in relation to an allotment.

## 3. Objectives

- 3.1. To align with the legislation as set out in the *Local Government Act 2019*.
- 3.2. To provide MRC employees and applicants under this policy, with the framework in which requests for access can be made and subsequently approved.
- 3.3. To ensure a consistent approach is maintained when processing a request.

## 4. Statement

### 4.1. Receiving a request

4.1.1. All MRC employees should refer to the person making the request to this policy and then to send through any written requests to the following:

- a. info@macdonnell.nt.gov.au
- b. 2 / 1 Bagot Street  
Alice Springs Northern Territory  
Mail PO Box 5267 Alice Springs NT 0871

4.1.2. The Record Officer will register this correspondence and forward any written requests to the Chief Executive Officer (CEO)

### 4.2. Criteria for application

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

- 4.2.1. the person is a legal practitioner; or
- 4.2.2. the person is a licensed conveyancer; or
- 4.2.3. the person completes a completed sufficient interest in the assessment record statutory declaration form in Appendix A that provides:
  - a. a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and
  - b. that the information inspected and / or copied from the assessment record will be kept confidential; and
  - c. 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 4.1.3 (a).

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## 4.3. Reasonable explanations

4.3.1. In determining the reasonableness of the explanation under 4.2.3 (a), the CEO 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.

4.3.2. A request of this nature should also fulfil the guidelines as set out in section 5.4 of IR03-CP Privacy and Freedom of Information.

## 5. Policy Details

<b>Replaces Policy No: (if applicable)</b>	NA
<b>Responsible Directorate/Department:</b>	Corporate Services - Finance
<b>Approval Date:</b>	26 February 2021
<b>Minutes Reference and Resolution number:</b>	Resolution OC2021-014 – Item # 15.1
<b>Review Cycle:</b>	26 February 2025. Review every four (4) years or after changes to relevant legislation or Council policy

## 6. Legislation and References

<b>Related Legislation:</b>	Section 230(5) of the <i>Local Government Act 2019</i>
<b>Related Policies:</b>	IR03-CP Privacy and Freedom of Information
<b>Associated Documents:</b>	FA07-F1 Assessment Record Statutory Declaration Form

## 7. Version Control

<b>Version No</b>	<b>Approval Date</b>	<b>Policy No.</b>	<b>Minutes reference and Resolution number (previous version)</b>
1	26 February 2021	FA07-CP	N/A
2	16 June 2021	FA07-CP	Resolution #014 Item # 15.1 Ordinary Council Meeting

THE NORTHERN TERRITORY OF AUSTRALIA  
STATUTORY DECLARATION

I, .....  
(Your full name and address)

solemnly and sincerely declare that I am seeking to access the *MacDonnell Regional Council* assessment record for an allotment located at the following address:

.....  
(Street address of the allotment)

for the following reason(s):

I further solemnly and sincerely declare that information accessed from the assessment record will be kept confidential and will not be used for or any other purpose other than the reason(s) given above.

I understand that this declaration will be used by the CEO of the *MacDonnell Regional Council* to determine whether I have a sufficient interest in an entry in the assessment record.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

Declared at ..... the ..... day of ..... 20.....  
(Place you are making the declaration) (Date) (Month) (Year)

Signed: .....  
(Your signature)

Witnessed by: .....  
(Signature of the person before whom the declaration is made)

.....  
(Full name of witness)

.....  
(Contact address or phone number of witness)

**NOTES:**

1. This declaration may be witnessed by any person who is at least 18 years of age.
2. This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*.
3. Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.