	<b>POLICY 1.36</b>	Version:	4
	<b>Provision of Property Information</b>	Date Adopted:	28 April 2022
		Next Review Due:	April 2026

## 1. STATEMENT

The purpose of this policy is to ensure that provision of information related to ownership of land, land valuations, certificate of titles, liabilities of rates and charges and other property related information is provided in an accountable and transparent manner and Council complies with its obligations to protect the privacy of the information.

## 2. DEFINITIONS

There are no known definitions related to this Policy.

## 3. PRINCIPLES

### 3.1 Scope

Council recognises its responsibilities in relation to protection of information of a confidential nature which it has in its possession as a result of carrying out the business of Council and hereby clearly defines information which may be shared and information which may be given upon written application.

Information which is the property of Council may be shared under certain conditions.

Information provided to Council by a State Government Department, Commonwealth Government Department or another Council for the carrying out of Council business will not be provided to a third party by Council unless the Department or Council has expressed that it is to be shared.

### 3.2 Council Owned Information

Upon receiving written application to the Chief Executive Officer, from or on behalf of a person with an interest in the land, Council will supply rating and property related information, such as:

- Rates for the current financial year
- Rate balances outstanding
- Enquiries from the owner of the property
- Zoning information.


An interested person for provision of this information is:

- An owner of a registered estate or interest in the land
- An occupier of the land
- A person who has entered or proposes to enter into a contract to purchase the land
- A mortgagee or prospective mortgagee of the land.

An owner may be supplied with any information which is available on their rate notice upon proof of identity via presenting a Drivers Licence. Alternatively, a request must be made in writing to ensure that an organisation can be verified.

An "Application Form for Information" is attached as Appendix 1 and may be used for the purpose of provision of information however a letter providing the same information may be accepted.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/ 9.63.1/4	Public	Corporate Services	Director Corporate Services	4 Yearly (After Every General Election)
Printed copies of this document are uncontrolled, refer to Council's Intranet to verify this is the current version.				

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### 3.3 Lands Titles Office Owned Information

Council will not supply property related information such as:

- Land ownership details
- Property valuations
- Property dimensions, certificates of titles etc.

Persons applying for this information will be directed to:

Land Services SA

GPO BOX 543

Adelaide SA 5001

Phone 1800 648 176

### 3.4 Adjoining Property Owner Requests

Requests for ownership details from an adjoining property owner for the purpose of negotiation over fence issues will be referred to the Chief Executive Officer or delegate for the decision.

### 3.5 State Government/ Utilities /Legal Services Requests

Council may be approached to provide information provided to Council by Land Brokers following the transfer of property ownership may be shared with relevant State Government Departments such as SA Water and Revenue SA for the purposes of carrying out the relevant Departments business.

### 3.6 Retention of Documentation

The signed application form and written advice provided by Council is to be kept in accordance with the General Disposal Schedule for Local Government.

### 3.7 Inspection of the Assessment Record

Pursuant to Section 174 of the *Local Government Act 1999*, Council's Assessment Book is available for inspection at its Principal Office, George Street, Millicent, during normal business hours. Extracts can be purchased (the fee is set by Council).

## 4. REVIEW

This Policy will be reviewed every four years after each general election.


Upon review, ELT, all Staff and Council must be consulted.

## 5. AVAILABILITY

This Policy is available on Council Website: [www.wattlerange.sa.gov.au](http://www.wattlerange.sa.gov.au).

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

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## 6. REFERENCES & FURTHER READING

References	
Relevant Legislation:	<ul style="list-style-type: none"> <li>• <i>Local Government Act 1999</i> – Section 174</li> </ul>
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> <li>• Provision of Information Form</li> </ul>

## 7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	9 December 2008	Council	Adopted	Folio 4096; Item 11.1.7
2	15 February 2011	Council	Reviewed	Folio 4518; Item 11.1.9
3	26 June 2017		Adapted into new format	-
4	28 April 2022	ELT	Policy was reviewed with minor changes and has implemented the LGA reform changes regarding policies.	13.1

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## Appendix 1:

### APPLICATION FOR PROPERTY RELATED INFORMATION

I ..... of .....

make an application to the Chief Executive Officer or his delegate of Wattle Range Council for information regarding the following categories:

- ☐ the amount of any liability for rates or charges on the land (including rates and charges under chapter 10 of the Local Government Act that have not yet fallen due for payment, and outstanding interest or fines payable in respect of rates and charges under chapter 10)
- ☐ Any amount received on account of rates or charges on the land imposed under chapter 10 that is held in credit against future liabilities for rates or charges in relation to the land.
- ☐ Adjoining Property owner details for fencing purposes
- ☐ Fencing adjoining property details
- ☐ Other property for neighbouring property details

Please provide specific details

.....  
.....

The land for which information is sought is:-

.....

(Assessment No.) .....

I/we are aware of a recent Council Search in relation to this property. YES/NO

Please state the nature of the applicant's interest in the land by checking the appropriate box:

- ☐ The owner of a registered estate or interest in the land;
- ☐ An occupier of the land;
- ☐ A person who has entered or proposes to enter into a contract to purchase the land;
- ☐ A mortgagee or prospective mortgagee of the land;
- ☐ An agent acting on behalf of one of the above

Details.....

Any further comment.....

.....

Signature ..... Name .....

Postal Address .....

Phone No. .... Fax No. ....