Provision of Information
Policy

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

POLICY

Council recognises it’s responsibilities in relation to protection of information of a confidential nature which it has in it’s possession as a result of carrying out the business of Council and hereby clearly defines that information which may be shared and that information which may be given on 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.

PROCEDURE

Council Owned Information

Council will supply, on receiving written application to the Chief Executive Officer, from or on behalf of a person with an interest in the land, 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 on proof of identity.

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

**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:
Department of Environment & Heritage
PO Box 1046
Mount Gambier SA 5290
Phone (08) 8735 1111

**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 for decision.

**State Government Requests**

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 the South East Water Conservation & Drainage Board for the purposes of carrying out the relevant Departments business.

**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.

**Inspection of the Assessment Book**

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.

**5. AVAILABILITY**

This Policy is available for inspection without charge at the following location during ordinary business hours:
• Principal Office, “Civic Centre”, George Street, Millicent
• 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.

6. ADOPTION AND AMENDMENT HISTORY

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Authorised by</th>
<th>Minutes Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th December 2008 (Adopted)</td>
<td>Council</td>
<td>Folio 4096; Item 11.1.7</td>
</tr>
<tr>
<td>15th February 2011 (Reviewed)</td>
<td>Council</td>
<td>Folio 4518; Item 11.1.9</td>
</tr>
</tbody>
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APPENDIX A

APPLICATION FOR PROPERTY RELATED INFORMATION

I ……………………………………. of …………………………………………………...

make application to the Chief Executive Officer of the Wattle Range Council for information:

- Regarding 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) and;
- 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.

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. ……………………………..