

POLICY

TITLE:	Assessment Record Policy		
DIRECTORATE:	Infrastructure		
ADOPTED BY:	Council Resolution:		
DATE OF ADOPTION:	29 November 2024	DATE OF REVIEW:	29 November 2026
POLICY NUMBER:	122		
LEGISLATIVE REF:	<i>Local Government Act 2019; Section 230 (The Act)</i>		

1. INTRODUCTION

1.1. Purpose

Barkly Regional Council (BRC) is required to adopt, by resolution, a Policy to provide information on what constitutes a sufficient interest in the assessment record. This Policy outlines the criteria required to be satisfied for a person to have sufficient interest in inspecting the Assessment Record.

1.2. Scope

This Policy applies to all requests to view the Assessment Record.

This Policy does not apply to the full process of how Assessment Records are handled, not limited to notifications, correction of records, liability for rates etc. These matters are managed in accordance with Part 11.4 of the Act.

1.3. Definitions

Assessment Record is a record which must be maintained in accordance with the Act, and which contains:

- a. a brief description of each allotment within the area and a statement of its assessed value; and
- b. if a charge is imposed on non-rateable land in the area – a brief description of the land; and
 - o the name and address of the owner of the land; and
 - o if the owner is not the principal ratepayer for the land – the name and address of the principal ratepayer; and
 - o if the land is subject to a different rate on the basis of its use – the land use; and
 - o other information the Council directs to be included in the record.

1.4. Responsibilities

The Director of Infrastructure is accountable for the overall management of this Policy.

The CEO must, at the request of a person to whom an entry in the assessment record relates, suppress the person's contact details from the publicly accessible copy of the record.

1.5. Policy Objectives

- 1) This Policy meets legislated requirements as to who may view the Assessment Record.
- 2) A person who is deemed to have sufficient interest in the Assessment Record (as outlined in this Policy) may inspect or copy the Assessment Record, at a fee fixed by the Council, at the Council's public office.

- 3) However, the following may inspect or copy the Assessment Record free of charge:
- in relation to the part of the record for particular land – an owner, occupier or lessee of the land or the adjoining land or an agent of the owner, occupier or lessee of the land or the adjoining land;
- 4) the CEO of an Agency.

2. POLICY STATEMENT

2.1 Policy

- 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:
 - the person is a legal practitioner; or
 - the person is a licensed conveyancer; or
 - the person completes a statutory declaration that provides:
 - a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and
 - that the information inspected and / or copied from the assessment record will be kept confidential; and
 - 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) of the Local Government Act.
- In determining the reasonableness of the explanation under (c)(i), the CEO 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.

3. IMPLEMENTATION AND REVIEW

3.1. Implementation

Relevant personnel will be made aware of this Policy, and it will be published on the Barkly Regional Council website.

3.2. Review

This policy will be reviewed on or before 29 November 2026.

4. VARIATIONS, REVOCATIONS AND/OR CHANGES

Barkly Regional Council reserves the right to revoke and/or amend this policy from time to time as is considered necessary to better manage its business and/or to comply with any legislative requirements. Employees will be given sufficient notice of any such revocations, amendments, or changes.

5. APPROVAL

This policy is approved.

Chris Kelly
Chief Executive Officer


Signature

29 Nov 2024
Dated

END