

# Supply and Sale of Property Information Policy

**Version:** 1.3

**Date updated:** 9 November 2017

**Responsible Department:** Property and Procurement

**Related policies:** Nil

## 1. Purpose

To provide guidance, consistency and certainty on how to process requests for property information.

## 2. Definitions

<b>Council</b>	means Casey City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989
<b>Councillors</b>	means the individuals holding the office of a member of Casey City Council
<b>Council officer</b>	means the Chief Executive Officer and staff of Council appointed by the Chief Executive Officer.

## 3. Scope

The Policy applies to anyone seeking Council to provide information held by the Council on properties within the City of Casey.

## 4. Context

The Policy provides guidance, consistency and certainty on how to process requests for property information in accordance with the provisions of the Information Privacy Act 2000 (the Act).

## 5. Policy

### 5.1 Requests from Government agencies

Council will provide information regarding property owners' names, addresses and other details to a member of the Victorian Police Force or a Commonwealth or State Agency when a request is made for lawful purposes. These agencies must provide proof of identity in order for their requests to be processed and this

*Council policy documents change from time to time and it is recommended that you consult the electronic reference copy at [www.casey.vic.gov.au/policiesstrategies](http://www.casey.vic.gov.au/policiesstrategies) to ensure that you have the current version. Alternatively you may contact Customer Service on 9705 5200.*

will be at no cost to the organisation.

### **5.2 Requests from adjoining neighbours/fencing contractors.**

Council will only provide information to a property owner or appointed fencing contractor for the purpose of resolving a fencing liability with an adjoining property owner under Information Privacy Principle 2.1(a) of the Act. The request must be in writing on the designated Request for Information Form and Council will process the application, ensuring that proof of ownership details provided the applicant are accurate.

The information supplied will be provided at no cost to the applicant.

### **5.3 General requests**

For all such other requests for information not prescribed or included within this policy, information may be supplied, at the discretion of the Manager of Property, Rates and Valuations, at a fee commensurate with the time and costs involved in the supply of the information.

## **6. Administrative Updates**

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

## **7. Review**

The next review of this document is scheduled for completion by 30 June 2021.