



# CITY OF CAMPBELLTOWN

## NAME OR ADDRESS SUPPRESSION FACT SHEET

The following information has been provided as a guide for residents whose name has been approved to be suppressed in Council's records.

Although, legislatively, Council is only required to suppress your name from the Assessment Record and your address from the Council Voters Roll, Staff will make their best endeavours to suppress from other modules wherever possible.

Below is a list of common ways which residents interact with Council. Please ensure you follow the guidelines below to ensure that your name or address continues to be suppressed within Council's systems. When your name was approved for suppression you would have received a letter from Council confirming this and specifying a Suppressed Name ID. Please use this ID when completing forms for Council to identify yourself as a person whose name has been suppressed.

**Website Forms** - Please ensure that when liaising via Council's website feedback forms that you provide options for a staff member to contact you. Email may be the best form of communication to use to avoid the sending of letters which may potentially list your name or address details. Quote your Suppressed Name ID wherever possible.

**General Phone Contact** - When dealing with Council you should always advise the Staff member that your name is currently suppressed. This will avoid your name being added in to Council's systems again if we do not have enough details to locate your existing name or address record.

**Customer Request** – When lodging a customer request by phone or email you may do this anonymously to avoid your name being re-entered into our systems.

**Development** – The name and address of the applicant associated with a Development Application is legislatively required to be displayed on Council's Development Register. Your name and address details may also appear on Council's Land Management Agreement Register, which the Council is also legislatively required to maintain.

Consider having a third party lodge the application on your behalf to avoid your details being displayed on Council's Development Register.

If you are planning on lodging a Representation regarding a Development Application, consider engaging someone to lodge on your behalf to avoid your name and address being listed.

**Animals** – Your name, your dog's name, and certain details about your dog are legislatively required to appear on Council's Dog Register. Your address will not appear on the public Dog Register.

**Expiations** – if you obtain a parking or other expiation notice and do not pay by the due date, Council may send details of your registration number to the Department of Transport to obtain name and address details in order to send you a reminder notice. In this instance, when the file is imported in to our systems, your name will be entered in Council's database

in accordance with the information held by the Department of Transport. It is strongly advised that any expiation notices are paid by the due date.

**Inflammable Undergrowth** – Your name and address will appear on any notices and/or invoices sent to you as a result of any breaches to your obligations regarding the management of inflammable undergrowth. It is strongly advised that any properties that you own are kept in a neat and tidy manner at all times to avoid receiving any statutory notices or expiations.

**Property** – If you purchase another property in the Council area please advise Council at your earliest convenience of the fact that you have name or address suppression to ensure that the suppression is applied correctly. Quote your Suppressed Name ID wherever possible.

**Permits** - A permit must be in the name of the person applying for the permit and cannot be listed as 'Suppressed Name'.

**Rates** – Your name or address will be suppressed within the Rating system but please ensure that your rates do not go unpaid resulting in a collection agency being utilised, as in this event your name and address details will be provided to the agency.

**Community Consultation** – If participating in Community Consultations please place "Suppressed Name" in the Name area and provide your address or email address should you require feedback. Personal details of Individuals are not included in reports to Council meetings etc. However, details of club president's and business owners etc are included in reports to Council. Please note that all feedback, excluding duplicates where identified, is 'counted' with or without a name present.

**Public Meetings** – It is not necessary to record your name at all Public Meetings, however if a name is requested, entering 'Suppressed Name' will suffice. Some meetings request this information for statistical purposes only i.e. to gauge attendance.

Please note that if you wish to receive feedback from Council from either a Community Consultation or Public Meeting/Workshop, it is suggested that you provide an email address even though the outcomes are provided on Council's website.

It is also important to note, that under the *Freedom of Information Act 1991*, Council is obliged to provide all information from respondents if requested. It is therefore important that for any such communication, 'Suppressed Name' is used in place of your name details.

**Hall Bookings** – If enquiring about or booking a hall or other Council facility please advise the staff member concerned that your name is suppressed with Council. Quote your Suppressed Name ID wherever possible.

**Voting** – If you enrol to vote at a different address within Council's area, please advise Council so that steps can be taken to ensure your new enrolled address is suppressed on Council's Voters Roll. Your name cannot be suppressed from the Council's Voters Roll.

**Waste** – Waste is managed by a third party who does not have access to Council's systems. East Waste can be contacted on (08) 8347 5170.

*For further information please call Council on (08) 8366 9222.*