



Yorke Peninsula Council

FREEDOM OF INFORMATION STATEMENT 2021-2022

This Information Statement is published by the Yorke Peninsula Council (Council) in accordance with the Freedom of Information Act 1991 (FOI Act).

The FOI Act serves to promote openness and transparency in governance and accountability and Council welcomes enquiries. However, before applying please ensure you check Council's website or contact Council directly, via phone on 08 8832 0000 or email admin@yorke.sa.gov.au, as many Council documents are readily available at no cost.

1 STRUCTURE AND FUNCTIONS OF COUNCIL

1.1 Council

Council, consisting of the Mayor and eleven (11) Elected Members, has been established to provide for the government and management of the Council area at the local level, including:

- a) to act as a representative of its community and be an informed and responsible decision-maker in the interests of its community;
- b) to provide and co-ordinate various public services and facilities and to develop its community and resources in a socially just and ecologically sustainable manner;
- c) to encourage and develop initiatives within its community for improving the quality of life of the community;
- d) to represent the interests of its community to the wider community;
- e) to exercise, perform and discharge the powers, functions and duties of local government under this and other Acts in relation to the area for which it is constituted.

Council functions include:

- (a) to plan at the local and regional level for the development and future requirements of its area;
- (b) to provide services and facilities that benefit its area, its ratepayers and residents, and visitors to its area, health, welfare or community services or facilities, and cultural or recreational services or facilities;
- (c) to provide for the welfare, well-being and interests of individuals and groups within its community;
- (d) to take measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;
- (e) to manage, develop, protect, restore, enhance and conserve the environment in an ecologically sustainable manner, and to improve amenity;
- (f) to provide infrastructure for its community and for development within its area (including infrastructure that helps to protect any part of the local or broader community from any hazard or other event, or that assists in the management of any area);
- (g) to promote its area and to provide an attractive climate and locations for the development of business, commerce, industry and tourism;
- (h) to establish or support organisations or programs that benefit people in its area or local government generally;
- (i) to manage and, if appropriate, develop, public areas vested in, or occupied by, Council;



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- (j) to manage, improve and develop resources available to Council;
- (k) to undertake other functions and activities conferred by or under an Act.

Ordinary meetings of Council are held on the second (2nd) Wednesday of every month, commencing at 5.30pm and members of the public are welcome to attend. The meetings are held at the Council Chamber, 57 Main Street, Minlaton. Agendas and Minutes are available on Council's website www.yorke.sa.gov.au and at Council's principal office, 8 Elizabeth Street, Maitland.

The Local Government Act 1999 (LG Act) also allows Council to hold informal gatherings, provided the discussions do not lead to decisions, for purposes that include workshops, information sharing, planning sessions, educational sessions and social gatherings.

There will be no formal meeting procedures or formal minute taking process at informal gatherings. Those gatherings will be chaired by the Chief Executive Officer (CEO) or another senior Council officer and may also be led by an invited trainer or presenter.

Council has determined to hold informal gatherings (in the nature of workshops) on the fourth (4th) Wednesday of each month, usually held in the Minlaton Council Chamber and commencing at 5.30pm, subject to the CEO's determination that there is appropriate subject matter. These meetings will be open to the public wherever possible.

1.2 Council Committees

Council committees have been formed to meet statutory obligations and to assist Council in the performance of its functions. These committees meet at times as required by legislation, the relevant Terms of Reference, and as deemed necessary by the Chairperson or the committee. Members of the public are welcome to attend.

Council committee agendas are available on Council's website and placed on public display at Council's principal office, 8 Elizabeth Street, Maitland, not less than three (3) clear business days prior to those meetings. Minutes from these meetings are available on Council's website and placed on public display, at Council's principal office, within five (5) business days of the meeting being held and are subject to confirmation at the subsequent meeting.

1.2.1 Council Assessment Panel

Pursuant to Section 83 of the Planning Development and Infrastructure Act 2016 (PDI Act), Council established the Yorke Peninsula Council Assessment Panel (CAP) for the purpose of performing the powers and functions assigned to it under the PDI Act and the Development Act 1993. The CAP may provide advice and reports to Council as it thinks fit on trends, issues and other matters relating to planning and development.

Council determines the membership and Terms of Reference of the CAP.

The CAP Terms of Reference outlines the functions and membership of the CAP to be constituted of five (5) Members, appointed by Council, which currently comprise;

- Four (4) Independent Members
- One (1) Elected Member of Council
- One (1) Deputy Member for the purpose of filling in where another member of the CAP is unable to attend a CAP meeting or part of a CAP meeting.

If the Deputy Member appointed is an Elected Member of the Council, that person will only be entitled to sit as a Member of the CAP when the appointed Elected Member is not present at a CAP meeting.



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When appointing CAP Members, Council will have regard to qualifications and experience in a field that is relevant to the activities of the CAP, the PDI Act and Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019, and relevant experience for Elected Member positions.

The CAP holds its meetings generally on the fourth (4th) Tuesday of the month, commencing at approximately 9.30am in the Council Chamber, 57 Main Street Minlaton (unless otherwise determined by the Assessment Manager). Members of the public are welcome to attend.

Council cannot influence or overturn any decision made by the CAP.

1.2.2 Audit Committee

The Audit Committee is a statutory committee established under the LG Act and in accordance with the Local Government (Financial Management) Regulations 2011, to meet the purposes of Section 126 of the LG Act. The Audit Committee has responsibilities which include reviewing Council's Strategic Management Plans, annual financial statements, risk management, liaising with Council's auditor and reviewing the adequacy of the accounting, internal controls, reporting and other financial management systems and practices of Council.

The Audit Committee is appointed by Council and consists of three (3) Elected Members and two (2) independent members. Council also appoints the Chairperson from the appointed members.

The Audit Committee is required to meet at least four (4) times per year in accordance with its adopted Terms of Reference.

The Audit Committee Terms of Reference outlines the functions and membership of the Audit Committee.

1.2.3 Building Fire Safety Committee

The Yorke Peninsula Council Building Fire Safety Committee is a statutory committee established under Section 157(17) of the PDI Act.

The Building Fire Safety Committee is established for the purpose of acting as the "appropriate authority" (PDI Act) in respect of all fire safety matters arising under the PDI Act (including those commenced under Section 71 of the Development Act 1993 and which are treated as having been commenced under the PDI Act for the period of three (3) years). The Building Fire Safety Committee is appointed by Council and comprises:

- Three (3) Council employees who hold prescribed qualifications in building surveying
- One (1) authorised officer under Part 3 Division 5 or Section 86 of the Fire and Emergency Services Act 2005, approved by the Chief Officer of the South Australian Country Fire Service
- One (1) person appointed by the Council as a person with expertise in the area of fire safety

The Building Fire Safety Committee have a Terms of Reference which outlines the functions, membership, meeting details, frequency of meetings, notice of meetings and reporting responsibilities. Council also appoints the Chairperson from the appointed members.

1.3 Regional Subsidiaries

Two or more councils are able to establish a regional subsidiary, under Section 43 of the LG Act, to assist in strategic planning and service delivery activities. Council is a member of the Legatus Group, a regional subsidiary of:



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- Adelaide Plains Council
- Barunga West Council
- Clare & Gilbert Valleys Council
- Copper Coast Council
- District Council of Mount Remarkable
- District Council of Orroroo/Carrieton
- District Council of Peterborough
- Light Regional Council
- Northern Areas Council
- Port Pirie Regional Council
- Regional Council of Goyder
- The Barossa Council
- The Flinders Ranges Council
- Wakefield Regional Council
- Yorke Peninsula Council

The purpose of the Legatus Group is to undertake the co-ordination, advocacy and representation of the constituent councils at a regional level. Through the increased facilitation and co-ordination of Local Government activities, relating to economic and community development at a regional level, the object of improving benefits to the communities of the constituent councils is enabled.

1.4 Informal Working Parties

There are a number of informal working parties, comprising Elected Members, staff and members of the public, who function as consultative groups and whose role is to provide feedback relating to various Council activities, to Council. They have no formal status, delegated powers or any decision making ability. Working parties may have a Terms of Reference to explain the working party's purpose, objectives and governance framework. Meetings are held as determined by the relevant departmental director and/or the applicable Terms of Reference as deemed necessary. Matters for consideration during meetings and the outcomes are reported to the relevant departmental director and subsequently to the CEO and Council as deemed necessary by the departmental director.

Currently they are:

- Access Advisory Working Party
- Art Exhibition Working Party
- CEO Annual Performance Review Working Party
- Coastal Management Strategy Working Party
- Edithburgh Tidal Pool Working Party
- Grants Working Party
- Hillside Community Consultative Group
- Roads Working Party
- Tender Evaluation Panel
- Business Recovery Working Party

1.5 Delegations

Council has delegated relevant powers and/or functions to the CEO who has then sub-delegated certain powers to Council personnel, occupying a particular office or position.

The Delegations Register is available on Council's website which details the delegated powers.



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2 SERVICES FOR THE COMMUNITY

Council is required by legislation to provide certain services but also provides other services and activities by choice, in response to the needs, interests and aspirations of its community. Council also makes decisions based on policy issues relating to services that are to be provided for members of the public. These services currently include (but are not limited to):

Allocates house numbers	EFTPOS/Credit Card Payment Facilities	Playgrounds
Arts and Cultural Programmes	Employment/Training Programmes	Public Toilets
Authorised Landing Areas	Environmental Health	Reconciliation and working with the local Narungga People
Boat Ramp Construction and Maintenance	Festivals and Events	Recreation/Sporting Facilities
Building Fire Safety Inspections	Fire Prevention	Recycling
Building Inspections	Food Safety Inspections	Reserves, Picnic and Camping Areas
Bush Camping	Footpaths	Roadside Tree Trimming
Business Support	Free Internet use in Libraries	Rubbish Collection and Waste Transfer Stations
Caravan Parks	Halls	Rural Property Addressing
Cemeteries	Information Services	Stormwater Drainage
Citizenship Ceremonies	Jetty Construction and Maintenance	Street Lighting
Coastcare and Dunecare Projects	Landcare Programs	Street Sweeping
Community Buses and Transport Schemes	Leisure Options and Disability Programmes	Support for ANZAC Day events
Community Development Programmes	Libraries	Swimming Centres (Point Turton & Edithburgh)
Community Engagement	Local Museums and Heritage Support	Tourism Information and Support



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Community Grants Program	Local Representation	Town Planning
Community Leadership	Local Road Construction and Maintenance	Traffic Management
Community Wastewater Management Schemes	Local Strategic Planning	Transport Network
Compliance	Natural Resource Management	Walking Trails / Cycling Tracks
Development Assessment	Online Services	War Memorials
Dog and other Animal Management	Ovals	Water Supply
Economic Development	Parks and Gardens	Youth events and activities

3 PUBLIC PARTICIPATION

Council is fully committed to the principles of open, accountable, transparent and informed decision-making and encourages appropriate community participation in its affairs.

3.1 Council and Council Committees

Members of the public have a number of opportunities to put forward their views on particular issues before Council.

These are:

1. Deputations – a person or group of persons may appear personally before Council or a Council Committee in order to address Council or a Council Committee and present their opinions to the meeting with prior, written notification and arrangement with the CEO.
2. Presentations – a person or group of persons may, with prior, written notification and arrangement with the CEO, make a presentation to Council or a Council Committee on any issue relevant to Council.
3. Petitions – written petitions can be addressed to Council on any issue within Council's jurisdiction in accordance with Council's Petition Management Policy PO140.
4. Written Submissions – a member of the public can write to Council on any Council policy, activity or service.
5. Elected Members – members of the public can contact the Elected Members to discuss any issues relevant to Council. Contact information is provided via Council's website.

3.2 Public Consultation

Council recognises that community engagement plays an important role in its decision making processes.



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Council's Community Engagement Policy PO057 ensures Council's responsibilities to effectively communicate and consult with stakeholders are fulfilled in accordance with Section 50 of the LG Act.

This policy aims to provide the community, stakeholders, Council staff and Elected Members with an understanding of the role of community engagement in the decision making processes of Council. It also outlines the minimum standards of community engagement techniques used by Council and the circumstances of when and how each technique will be used.

Where there are specific legislative requirements requiring Council to consult, then these requirements must be met as a minimum. Various procedures are specified in the policy in respect of how the consultation process is to proceed.

4 ACCESS TO DOCUMENTS

4.1 Available Documents

Most information and documentation held by Council is available for public viewing and is readily available without recourse to the FOI Act and we invite you to discuss your information needs with us.

In accordance with Section 132 of the LG Act and Council's Access to Council and Committee Meetings and Documents Code of Practice PO015 a member of the public is entitled:

- (a) to inspect a document referred to in Schedule 5 of the LG Act at the Principal Office of Council, 8 Elizabeth Street, Maitland, during ordinary office hours without charge;
- (b) to purchase a copy of a document referred to in Schedule 5 of the LG Act at the Principal Office of Council, during ordinary office hours for a fee, as set out in Council's Fees and Charges Register.

Council may also make a document available in electronic form.

COUNCIL DOCUMENT DESCRIPTION

Agendas and Minutes
Annual Business Plan
Annual Financial Statements
Annual Report
Assessment Book (extracts)
Budget/Budget Reviews
By Laws
Code of Conduct Council Employees
Code of Conduct Elected Members
Community Land Management Plans
Council Policies and Procedures
Delegations Register
Development Register
Fees and Charges Register
Freedom of Information Statement
Long Term Financial Plan
Members Register of Allowances and Benefits
Members Register of Interests
Register of By Laws
Register of Community Land
Register of Public Roads
Register of Salaries
Strategic Management Plans



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Terms of Reference

Most documents identified above are also available for viewing or downloading free from Council's website www.yorke.sa.gov.au.

LIST OF COUNCIL POLICIES		
No.	Title	Responsible Officer
PO001	Peak Work Health Safety and Return to Work Policy	Manager People Culture and Safety
PO002	Hazard Management Policy	Manager People Culture and Safety
PO003	Administration of the Work Health Safety Management System Policy	Manager People Culture and Safety
PO004	Hazardous Work Policy	Manager People Culture and Safety
PO005	Workplace Emergency Management Policy	Manager People Culture and Safety
PO006	Contractor Management Policy	Manager People Culture and Safety
PO007	Work Health Safety Consultation and Communication Policy	Manager People Culture and Safety
PO008	Bad Debts – Delegation of Authority Policy	Director Corporate & Community Services
PO010	Caravan Annexes and Minor Structures in Caravan Parks Policy	Planning Officer
PO011	Training and Development Policy	Manager People Culture and Safety
PO014	Employee Code of Conduct Policy	Manager People Culture and Safety
PO015	Access to Council and Committee meetings and Documents Code of Practice Policy	Governance Officer
PO016	Fitness for Work Policy	Manager People Culture and Safety
PO017	Informal Gatherings Policy	Governance Officer
PO018	Hardship Policy for Residential Customers of Minor and Intermediate Water Retailers Policy	Manager Financial Services
PO019	Work Health Safety Document Management Policy	Manager People Culture and Safety
PO020	Social Media Policy	Manager Business & Public Relations
PO021	Safe Environment Policy	Governance Officer
PO026	Fair Treatment Policy	Manager People Culture and Safety
PO027	Business Continuity Policy	Manager People Culture and Safety



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LIST OF COUNCIL POLICIES		
No.	Title	Responsible Officer
PO035	Property Numbering Policy	Senior Rates & Assessment Officer
PO037	Internal Review of a Council Decision Policy	Governance Officer
PO040	Commercial Use of Footpaths Policy	Senior Compliance Officer
PO043	Underground Service Installation Policy	Director Assets & Infrastructure Services
PO044	Guidelines for Control of Election Signs – for Federal, State and Local Government Elections, Referenda and Polls Policy	Senior Compliance Officer
PO048	Management & Recovery of Outstanding Debts Policy	Director Corporate & Community Services
PO049	Mobile Food Vendors Policy	Senior Compliance Officer
PO051	Council Caravan Parks Policy	Corporate Services Officer
PO056	Council Infrastructure Policy	Director Assets & Infrastructure Services
PO057	Community Engagement Policy	Manager Business & Public Relations
PO058	Purchasing and Procurement Policy	Manager Financial Services
PO060	Rates Relief Policy	Manager Financial Services
PO063	Records Management Policy	Senior Records Officer
PO066	Yorke Peninsula Art Exhibition Policy	Director Corporate & Community Services
PO072	Disposal of Land and Other Assets Policy	Manager Financial Services
PO074	Native Plant Collection Permits Policy	Senior Compliance officer
PO075	Request for Service Policy	Governance Officer
PO083	Authorisation to Collect Fallen Timber Policy	Senior Compliance officer
PO084	Corporate Purchase Card Policy	Manager Financial Services
PO088	Elected Members use of Council Supplied Electronic Equipment Policy	Leader Systems and Technology
PO089	Elected Members Entitlements, Facilities, Services and Expenses Policy	Manager Financial Services
PO091	Risk Management Policy	Manager People Culture and Safety
PO094	Annual Allocation to Progress Associations Policy	Director Corporate & Community Services
PO095	Financial Institutions Authority Policy	Director Corporate & Community Services
PO096	Memorial Plaques Policy	Director Assets & Infrastructure Services



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LIST OF COUNCIL POLICIES		
No.	Title	Responsible Officer
PO098	Waiving Development Application Fees Policy	EA to Director Development Services
PO100	Order Making Policy	Senior Compliance Officer
PO105	Council Ceremonies & Civic Events Policy	Executive Assistant to CEO and Mayor
PO116	Reserve Funds –Objectives and Use Policy	Manager Financial Services
PO121	External Grant Funding Policy	Director Corporate & Community Services
PO122	Loans to Community Groups Policy	Director Corporate & Community Services
PO123	Statutory - Code of Conduct for Council Members Policy	Chief Executive Officer
PO124	Asset Accounting Policy	Manager Financial Services
PO125	Waste Recycling Policy	Director Assets & Infrastructure Services
PO126	Street, Road and Public Place Naming Policy	Director Development Services
PO127	Council Assessment Panel Delegations Policy	Director Development Services
PO128	Asset Management Policy	Director Assets & Infrastructure Services
PO132	Cemetery Management Policy	Property Tenure Officer
PO135	Elected Members Training and Development Policy	Executive Assistant to CEO and Mayor
PO135A	Elected Members Training and Development Plan Policy 2018 - 2022	Executive Assistant to CEO and Mayor
PO136 FM 001	Leisure Options – Client Access Policy	Manager People Culture and Safety
PO136 FM 002	Leisure Options - Advocacy Policy	Manager People Culture and Safety
PO136 FM 003	Leisure Options - Behaviour Management Policy	Manager People Culture and Safety
PO136 FM 004	Leisure Options - Client Policy	Manager People Culture and Safety
PO136 FM 004A	Leisure Options - Client Contribution Policy	Manager People Culture and Safety
PO136 FM 007	Leisure Options - Hot Weather Policy	Manager People Culture and Safety



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LIST OF COUNCIL POLICIES		
No.	Title	Responsible Officer
PO136 FM 014	Leisure Options – Dignity of Risk and Duty of Care Policy	Manager People Culture and Safety
PO136 FM 016	Leisure Options - Food Handling Policy	Manager People Culture and Safety
PO136 FM 018	Leisure Options – Recognition of Carers Policy	Manager People Culture and Safety
PO136 FM 022	Leisure Options - Infectious Disease Policy	Manager People Culture and Safety
PO136 FM 024	Leisure Options - Monitoring Compliances and National Standards Policy	Manager People Culture and Safety
PO136 FM 025	Leisure Options - National Disability Standards Policy	Manager People Culture and Safety
PO136 FM 029	Leisure Options - Participating in Decision Making Policy	Manager People Culture and Safety
PO136 FM 030	Leisure Options - Philosophy and Objectives Policy	Manager People Culture and Safety
PO136 FM 031	Leisure Options – Inability to Provide a Service Policy	Manager People Culture and Safety
PO136 FM 037	Leisure Options - Staff Client Ratio Policy	Manager People Culture and Safety
PO136 FM 043	Leisure Options - Waiting List Policy	Manager People Culture and Safety
PO136 LO047	Leisure Options – Confidentiality and Privacy Policy	Manager People Culture and Safety
PO137	Volunteer Policy	Manager People Culture and Safety
PO138	Caretaker Policy	Governance Officer
PO139	Treasury Management Policy	Manager Financial Services
PO140	Petition Management Policy	Governance Officer
PO141	Enforcement Policy	Senior Compliance Officer
PO142	Budget Reporting & Amendment Policy	Manager Financial Services
PO144	Recreational Vehicle (RV) Friendly Status Guidelines Policy	Manager Business & Public Relations
PO145	Desalination Plant Policy	Director Assets & Infrastructure Services
PO146	Support, Disciplinary and Performance Management Policy	Manager People Culture and Safety
PO147	Complaints Policy	Governance Officer
PO148	Fraud and Corruption Prevention Policy	Governance Officer



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LIST OF COUNCIL POLICIES		
No.	Title	Responsible Officer
PO149	Community Grants Scheme Policy	Director Corporate & Community Services
PO150	Gifts and Benefits Policy	Governance Officer
PO152	Information Systems Acceptable Use Policy	Leader Systems and Technology
PO153	Information Systems Access Control Policy	Leader Systems and Technology
PO154	Password and Authentication Policy	Leader Systems and Technology
PO156	Internal Financial Control Policy	Manager Financial Services
PO157	Camping on Council Land Policy	Senior Compliance Officer
PO158	Special Leave With and Without Pay Policy	Manager People Culture and Safety
PO159	Secondary Employment Policy	Manager People Culture and Safety
PO161	Prudential Management Policy	Manager Financial Services
PO162	Tree Management Policy	Operations Manager
PO163	Elected Member Access to Information Policy	Executive Assistant to CEO and Mayor
PO164	Guide Dog Access in YPC Holiday Parks Policy	Manager Business & Public Relations
PO166	Related Party Disclosures Policy	Manager Financial Services
PO167	Open Space Contributions Policy	Director of Development Services
PO171	Public Interest Disclosure Policy	Governance Officer
PO173	Leave Management Policy	Manager People Culture & Safety
PO174	YP Leisure Options Client Incident Management and Reportable Incidents Policy	Manager People Culture & Safety
PO175	Work From Home Arrangements Policy	Manager People Culture & Safety
PO176	YP Leisure Options Feedback, Complaints Management and Resolution Policy	YP Leisure Options Coordinator
PO177	YP Leisure Options Worker Screening Requirements Policy	YP Leisure Options Coordinator
PO178	Community Emergency Management and Disaster Recovery Policy	Manager People Culture & Safety
PO179	Council Assessment Panel Review of Decision of Assessment Manager Policy	Manager Development Services
PO180	Notification – Accredited Professionals Policy	Director Development



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LIST OF COUNCIL POLICIES		
No.	Title	Responsible Officer
		Services
PO184	Business Grants Policy	Manager Business & Public Relations

4.2 Other Information Requests

Council is committed to open and transparent decision making and will, if at all possible, make all publicly available information available upon request. Prior to making a formal Freedom of Information (FOI) request please contact Council's Accredited FOI Officers to discuss your request for information.

Requests for other information that is not included in clause 4.1 above or available upon request, will be considered in accordance with the provisions of the FOI Act. Under this legislation, an application fee must be forwarded with the appropriate application form, [Application for Access to a Council Document \(SF011\)](#), as provided for in the Freedom of Information - (Fees and Charges) Regulations 2018 and as set out in [Council's Fees and Charges Register](#), unless the applicant is granted an exemption.

Additionally, should the applicant require copies of any documents inspected pursuant to a FOI request, charges may apply in accordance with the provisions of the FOI Act and Freedom of Information - (Fees and Charges) Regulations 2018.

4.3 Council Designated Officer

All enquiries concerning:

- the lodgement procedures for FOI requests;
- the procedures for inspecting or purchasing the identified Council administrative and/or policy documents;
- procedures for access to other Council documents;
- requests for amendments to be made to any Council records, concerning the personal affairs of a member of the public (refer clause 5);

are to be directed to:

Accredited FOI Officer
PO Box 57
MAITLAND SA 5573

Phone: 8832 0000
Email: admin@yorke.sa.gov.au

FOI applications will be responded to as soon as possible within the statutory thirty (30) days of Council receiving the appropriately completed Application for Access to a Council Document (SF011), together with the application fee and all other information necessary to enable a response to be provided.

An application for access to a Council document:

- (a) must be in writing;
- (b) must specify that it is made under the FOI Act;
- (c) must be accompanied by such application fee as may be prescribed;



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- (d) must contain such information as is reasonably necessary to enable the document to be identified;
- (e) must specify an address in Australia to which notices under the FOI Act should be sent;
- (f) must be lodged at an office of Council; and
- (g) may request that access to the document be given in a particular way.

5 **AMENDMENT OF COUNCIL RECORDS**

A member of the public may gain access to Council documents for the purpose of making amendments concerning their personal affairs by making a request under the FOI Act. A member of the public may then make an application, utilising Application for Access to a Council Document (SF011), for a correction to any information about themselves that is incomplete, incorrect, misleading or out of date.

Andrew Cameron
CHIEF EXECUTIVE OFFICER

<i>Last Reviewed:</i>	<i>June 2021</i>
<i>Next Review:</i>	<i>June 2022</i>
<i>Content Manager Record No:</i>	<i>17/70178 [v7]</i>
<i>Responsible Officer:</i>	<i>Executive Assistant to the Chief Executive Officer and Mayor in consultation with the Accredited Freedom of Information Officer(s).</i>