PRINCIPAL OFFICE:
8 Elizabeth Street, Maitland
ALL CORRESPONDENCE TO:
PO Box 57, MAITLAND, SA 5573
Telephone (08) 8832 0000
Email: admin@yorke.sa.gov.au
Website: www.yorke.sa.gov.au

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|---|---|
| **APPLICATION FOR AMENDMENT OF PERSONAL RECORDS** | SF490 |
| | Responsible Officer: FOI Accredited Officer |
| | Issue Date: 01/07/2026 |
| | Next Review Date: July 2027 |

**Under Section 31 of the Freedom of Information Act 1991**

Please read the following information prior to completing the attached application form

## FREEDOM OF INFORMATION

The South Australian *Freedom of Information Act 1991* (FOI Act) gives you the right to have documents, concerning your personal affairs, held by any 'agency' that the FOI Act applies to, amended if you believe that they are incomplete, incorrect, misleading or out-of-date. An 'agency' includes South Australian State Government Agencies, Local Government Councils and South Australian Universities.

Applications for amendment of an agency's records must be made in writing in accordance with Section 31 of the FOI Act and be lodged with the agency that holds the record, e.g. if you are seeking to amend police records about yourself, you would lodge your application with South Australia Police.

You can use the attached form to make an application to amend an agency's records or the online FOI application form at https://www.sa.gov.au/topics/about-sa/government/FOI-application. Alternatively, you can send a letter or email to the agency that holds the documents.

### Requests for Amendment

You can seek an amendment to a document, that you have previously been given access to, if the document contains information about your own personal affairs that, in your opinion, is incomplete, incorrect, out-of-date or misleading.

Applications for amendment need to provide sufficient information to enable the document to be identified and you must also specify the amendment you wish to have made.

Applications for amendment are free.

Applications for amendment will be dealt with by the agency's FOI Officer.

An application for amendment to a document will be dealt with as soon as practicable or within 30 calendar days of it being received.

If you do not receive a determination within 30 calendar days, it is suggested that you contact the FOI Officer at the agency you lodged your application with to request an update on the status of your application.

After processing your application, the agency is required to provide you with a written determination in relation to your application. This is called a Notice of Determination. The Notice of Determination will include the agency's decision in relation to your request and, if your request has been refused, the reasons why this has occurred.

**Internal Review**

If the agency refuses your request to amend its records you can lodge an application for review or appeal. A request for an Internal Review must be lodged in writing within 30 calendar days of a determination that you are unhappy with. The request must be made in writing to the Principal Officer of the agency that made the determination you are seeking to have reviewed. Refer to SF011B Application for Internal Review of Freedom of Information Determination.

**Notations**

If an agency refuses to amend its records, you can, in accordance with Section 37 of the Act, require that the agency add a notation to those records. This request must be made in writing and include the notation to be added.

A notation can specify the reasons why you believe the information about your personal affairs is incomplete, incorrect, out-of-date or misleading and include information you believe necessary to complete your records or bring them up-to-date.

**Further Information**

If you need assistance in making an amendment application, please contact the FOI Unit in the agency that holds the record concerning your personal affairs.

# APPLICATION FOR AMENDMENT OF PERSONAL RECORDS

**Under Section 31 of the Freedom of Information Act 1991**

| **Details of Applicant** | |
|---|---|
| Surname: | |
| Given Names: | |
| Australian Postal Address: | |
| Suburb: | Post Code: |
| Email (optional): | |
| Contact phone numbers: | |

**Application Details**

In accordance with Section 31 of the Freedom of Information Act 1991, I seek amendment of my personal records held by the Yorke Peninsula Council.

*Please provide other relevant information that will assist with the identification of documents (e.g. date of birth, previous names etc.)*

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I claim that the document(s) described below, contain(s) information relating to my personal affairs that is:

☐ incomplete ☐ incorrect ☐ out of date ☐misleading

The document(s) containing the information is/are

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.....

The information that requires changing is/are:

……

……

The reasons I claim the information is incomplete, incorrect, out of date or misleading are:

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……

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*(please attach copies of any documentation that would support your claim and indicate which, if any, documents should be returned to you)*

The records should be amended to indicate the following:

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*If there is insufficient space on this form, please attach separate sheets.*

Applicants Signature Date…../…./20….