

The address and times at which policy documents can be inspected or purchased are:

Lifetime Support Authority
Ground Floor, Wakefield House
30 Wakefield Street,
ADELAIDE SA 5000

Office Hours: 9:00am-5:00pm Monday to Friday

Making an application for access to records and to amend records

An application for access to the LSA's documents must be made in accordance with the requirements of the *Freedom of Information Act 1991 (SA)*. Application for access to the LSA's documents must:

- Be in writing (by letter or use the application form <http://www.archives.sa.gov.au/content/foi-forms>)
- Specify that it is made under the *Freedom of Information Act 1991 (SA)*
- Be accompanied by the application fee as may be prescribed
- Include specific information so that the relevant document/s can be identified relevant to the issue raised
- Specify the desired type of access to the document, such as inspection of the document at an arranged location or having a copy made

For further information about the application process please refer to the *Freedom of Information Act 1991 (SA)*

<http://www.legislation.sa.gov.au/lz/c/a/freedom%20of%20information%20act%201991.a.spx>

Applications under the FOI Act should be forwarded to:

Freedom of Information Officer
Lifetime Support Authority
PO Box 1218
ADELAIDE SA 5000
Email: lifetime.support@sa.gov.au

The Freedom of Information Officer can be telephoned on (08) 8463 6131 or 1300 880 849