

FREEDOM OF INFORMATION STATEMENT

This statement is published in accordance with Section 9(2) of the *Freedom of Information Act 1991* (SA) (FOI Act). Subject to certain restrictions, the FOI Act gives members of the public a legally enforceable right to access information held by South Australian entities.

A comprehensive introduction to Freedom of Information can be found on the State Records Website at <http://www.archives.sa.gov.au/content/foi-in-sa>

Structure and functions of the Lifetime Support Authority

The Lifetime Support Authority (LSA) is a statutory authority established under the *Motor Vehicle Accidents (Lifetime Support Scheme) Act 2013* (SA) (the Act). The LSA is a body corporate, an instrumentality of the Crown, and holds its property on behalf of the Crown. The LSA is governed by a board of directors subject to the general control and direction of the Minister for Health.

The LSA has the following functions:

- To monitor the operation of the Lifetime Support Scheme (the Scheme);
- To provide advice to the Minister about the administration, efficiency and effectiveness of the Scheme;
- To provide support and funding for –
 - o Programs that will provide high-quality services to participants in the Scheme; and
 - o Research and education in connection with services provided to participants in the Scheme;
- To disseminate information about the Scheme;
- To keep the Lifetime Support Scheme (LSS) Rules under review;
- To be responsible for the LSS Fund (the Fund);
- Other functions conferred on the Authority by or under the Act or any other Act.

Public participation in policy formulation and delivery of functions

The public has the opportunity to participate in the formulation of the LSA's policies and the delivery of its functions by making a submission to the LSA at:

Lifetime Support Authority
PO Box 1218
ADELAIDE SA 5000

Email: lifetime.support@sa.gov.au

Telephone: (08) 8463 6131 or 1300 880 849

Documents held by the LSA

Documents held by the LSA generally fall into the following categories. While most are held in hard copy, some are only available in electronic form. The listing of these categories does not mean all documents are available in full or in part under the FOI Act:

- Corporate files including correspondence, reports, memoranda and minutes relating to the various operations of the LSA.
- Policies, procedures and guidelines prescribing the way various activities and initiatives are to be performed.
- Communication material, including Annual Report, literature explaining the Scheme, information sheets etc.
- Participant case files

LSA's Code of Conduct

The Act specifies the development and maintenance of a Code of Conduct that sets out:

- The procedures which will be adopted by the LSA to assist people to assess whether they are eligible to be participants in the Scheme;
- The procedures which will be adopted by the LSA to assess the needs of participants in the Scheme and to ensure that participants are appropriately assisted under the Scheme; and
- Other steps that will be taken by the LSA to ensure that the LSA interacts with other people in a constructive and supportive manner.

Lifetime
SUPPORT

Lifetime Support Authority
1300 880 849

Ground Floor, Wakefield House
30 Wakefield Street, Adelaide SA 5000

PO Box 1218, Adelaide SA 5000
Email: lifetime.support@sa.gov.au

The LSA's Policy Documents

The LSA has a number of policy documents, and these are registered on a Document Control Register. The approved policy documents on the Document Control Register are listed below:

- Accounts Payable Policy
- Advanced Care Directives Policy
- Appropriate LSA Expenditure Policy
- Asset Purchase Disposal and Reporting Policy
- Chief Executive Leave Policy
- Conflict of Interests Policy and Procedure
- Consent, Privacy, Dignity and Confidentiality Policy and Procedure
- Debt Recovery Policy
- Decision Making: Principles and Guidelines Policy
- Directors' Gift Policy
- Employee Allowances and Reimbursement Policy
- Equity in Response to Diversity Policy
- Ex Gratia Payments Policy
- Exchange of Information (Insurance and Legal) Policy
- Family Members (Unpaid Carers) Policy
- FIM and WeeFIM Credentialing Policy and Procedure
- First Aid in the Work Place Policy
- Foreign Currency Payments Policy
- Fraud Prevention Policy and Procedure
- Gifts Policy
- Grief and Loss Policy
- Guarantees Policy
- Hazard Management Policy
- Home Visit, Rural and Remote Work Policy
- Income Management Policy
- LSA Financial Management Compliance Program
- LSA Induction Policy and Procedure
- LSA IT and Communications Equipment Purchase Policy
- LSA Policies, Roles and Responsibilities Policy
- Minimising Risk of Harm to Participants Policy and Procedure
- Mobile Phone Policy
- Motor Vehicle Policy - Fleet SA Vehicles
- Opportunities for Developing Potential Policy

- Participant Feedback Policy and Procedure
- Participant Services Practice Manual
- Participant Travel Policy
- Petty Cash Policy
- Photographic and Video Images Privacy Policy
- Policy for Determining 'Lawful Authority'
- Privacy Statements - Personal Information Policy
- Purchase Card Policy
- Record Management Policy
- Research Grants Policy and Procedure
- Risk Management Policy and Procedure
- Safe Manual Handling Policy and Procedure
- SALSA User Access Policy
- Self-Managed Funding Policy
- Sponsorship Policy
- Taxation Payment Policy
- Travel and Accommodation Expenses for Family or Support Person Policy
- Value for Money Medical and Other Treatment or Care Procurement Policy
- Workstation Ergonomics Policy

Enquiries concerning the procedures for inspecting and purchasing policy documents should be made to:

Freedom of Information Officer
 Lifetime Support Authority
 PO Box 1218
 ADELAIDE SA 5000

Email: lifetime.support@sa.gov.au

Telephone: (08) 8463 6131 or 1300 880 849

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:

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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

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