

Freedom of Information (FOI) Statement

This statement is published in accordance with Section 9(2) of the *Freedom of Information Act 1991* (SA) (the 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 <https://www.archives.sa.gov.au/finding-information/sa-government-information>.

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 Treasurer.

The LSA has the following functions:

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

The Lifetime Support Scheme is a no-fault scheme that funds necessary and reasonable treatment, care and support for eligible people who suffer serious lifelong disabilities in motor vehicle accidents on South Australian roads. Necessary and reasonable treatment, care and support can include medical treatment, dental treatment, rehabilitation, ambulance transportation, respite care, attendant care, equipment, prostheses, education and vocational training, and home, vehicle and workplace modifications. The Scheme commenced on 1 July 2014 and is funded by a levy charged on motor vehicle registrations in South Australia.

Boards and Committees Administered by the Agency

The LSA Board currently has three subcommittees (the Audit Committee, the Finance & Investment Committee, and the Rules & Organisational Performance Committee). Whilst the LSA Board and subcommittee meetings are not open to the public, minutes of their meetings and documentation related to their functions and structure can be applied for under the FOI 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. In addition, the LSA Participant Reference Group consists of LSS Participants and family members who meet regularly to review the LSA's policies and provide a direct voice to LSA management.

Documents Held by the LSA

Documents held by the LSA generally fall into different categories. While some are held in hard copy, most 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 Office Location and Hours

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

Lifetime Support Authority
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: <https://www.archives.sa.gov.au/finding-information/sa-government-information/making-a-freedom-of-information-application>).
- Specify that it is made under the *Freedom of Information Act 1991* (SA).
- Be accompanied by the application fee as prescribed by the regulations.
- 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 \(SA\)](#).

Applications under the *FOI Act* should be forwarded to:

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

The Freedom of Information Officer can be contacted on 1300 880 849.

Fees & Charges

An application for access lodged under the FOI Act costs \$44.70* payable to the LSA, and additional processing charges may also be incurred. In certain cases, a reduction of fees and charges may apply. An application for amendment of personal records is free of charge.

**the cost of an FOI application is set by CPI and is subject to annual variation.*