

This statement is published in accordance with section 9(2) of the *Freedom of Information Act, 1991* (FOI Act). The FOI Act gives members of the public a legally enforceable right to access information held by South Australian government agencies, subject to certain exemptions.

Motor Accident Commission structure and functions

The Motor Accident Commission (MAC) is a statutory authority established under the *Motor Accident Commission Act, 1992* (MAC Act). The MAC Act establishes the Board of Directors as the governing body of MAC. The Board is subject to direction by the Treasurer.

The Functions and Objectives of MAC are detailed in Section 14 of the MAC Act. Section 18 of the MAC Act specifies the preparation of a Charter, detailing the nature and scope of activities which may be undertaken by MAC, to be prepared and reviewed annually by the Treasurer in consultation with the Board.

The Charter and MAC's organisational structure are provided in [MAC's Annual Report](#), which are published on MAC's website.

Effects on members of the public

MAC's function affects members of the public in the following areas:

- Funding and managing initiatives designed to reduce the incidence of road trauma; and
- Providing compensation to those injured in road crashes prior to 1 July 2016 where the driver/owner of a South Australian registered vehicle is at fault.

Public participation in policy formulation and delivery of functions

There are no formal arrangements which enable members of the public to participate in the formulation of MAC's policies and the exercise of MAC functions.

Documents held by MAC

Documents held by MAC fall broadly into the categories described below. While most are held in hard copy format, some are only available in electronic form or accessed via the Internet.

The listing of these categories does not necessarily mean all documents are accessible, in full or in part. Requests will be considered in accordance with the FOI Act. Some documents may be subject to legislative confidentiality provisions that may limit or preclude release in some circumstances, such as MAC being an exempt agency in respect of any information relating to a particular claim or action under Part 4 of the *Motor Vehicles Act, 1959*.

The categories include:

- Corporate files including correspondence, reports, memoranda and minutes on all aspects of MAC's operations;
- Policies, procedures and guidelines prescribing the way various activities and programs are to be performed;
- Annual reports, strategic plans and policy reports; and
- Claims and associated documents relating to the functions of MAC's residual CTP insurance and road safety communication programs.

Documents available from MAC – Free of charge

The following types of documents are publicly available free of charge and/or published on MAC's website:

- Annual reports; and
- SA legislation;

MAC's Road Safety campaigns and information about MAC is available online at:

- You Tube (<https://www.youtube.com/user/MACSouthAustralia>).
- Facebook (<https://www.facebook.com/MACofSA/>).
- Twitter (<http://www.twitter.com/macofsa>).
- Instagram (<https://www.instagram.com/macofsa/>).
- LinkedIn (<https://www.linkedin.com/company/motor-accident-commission/>)

The nature of these type of files means that these are unable to be provided in hard copy format.

Making an application for access to documents

Applications must be made in accordance with the requirements of the FOI Act. An application form can be downloaded from the following link: [Application for access to documents](#).

Applications to MAC must be made in writing and addressed to:

Freedom of Information Officer
Motor Accident Commission
GPO Box 2438
Adelaide SA 5001
mac@sa.gov.au

Before submitting your FOI application, the requirements provided on the State Records website for making an application must be addressed – [FOI Requirements](#).

An FOI application for access to documents must be accompanied by the fee as stated in the current application form, unless the applicant qualifies for a fee waiver. Additional charges may be levied to process your request.

On receipt of an FOI Application, MAC will provide you with written acknowledgement of receipt of your FOI application. MAC may contact you to discuss any issues if clarification is required.

Following consideration of the documents and applying any relevant exemptions to any of the documents, MAC will provide you a copy of the documents for release and an accompanying letter explaining any decisions to partially or fully exempt any documents.

MAC has 30 calendar days in which to process an application.

In some cases it may be necessary to extend the time limit for processing an application, in which case, MAC will notify the applicant.

Making an application to amend a document

Applications can be made to amend a record held by MAC concerning personal affairs if they are incomplete, incorrect, misleading or out of date. An application form can be downloaded from the following link: [Application to Amend Personal Records Form](#).

There is no fee for making an application to amend your personal records.

Application to review a determination under FOI

If you are refused access to all or part of a document that you requested access to, you will be informed of the reasons why and advised of your rights to seek a review or appeal.

You can also seek a review or appeal if you have applied for your personal records to be amended under FOI and amendment has been refused. You can download the application for review of an FOI determination (decision) from the following link: [FOI – your rights to review and appeal](#).

Further information

The SA Government State Records Website contains information and guides which may be of assistance, which are accessible via the following links:

- [State Records Website – FOI Section](#); and
- [FOI Guides/Fact Sheets](#).