

# Application for Internal Review of a Decision made under the GIPA Act

This form should be used if you wish to apply for internal review of a decision made under the *Government Information (Public Access) Act 2009 (NSW)* ('the GIPA Act').

You must lodge this form with us **within 20 working days** after notice of the decision was posted to you. Please note that the internal review will be carried out by the Trustee, State Super.

If you need help in filling out this form, please contact an Information Access Officer on (02) 4277 1640 or the Information and Privacy Commission (IPC) on 1800 IPC NSW (1800 472 679). General information about accessing information under the GIPA Act is available on the IPC website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

## 1. Your details

Title (Mr Mrs Ms Miss Dr)

Given name/s

Family name

Postal address

Suburb/Town/City

State

Postcode

Email address

Birth date (DD-MM-YYYY)

Daytime contact telephone number

## 2. Decision details

Please provide details of the decision to be reviewed.

Date of decision (DD-MM-YYYY)

Mercer Work Item Number (WIN)

Signature of applicant

Date (DD-MM-YYYY)

### 3. Fees and lodgement

Please forward payment of \$40 by electronic funds transfer (EFT) to the following account:

**Mercer's account details:**

**Citibank BSB: 242-000**

**Account No: 234814001**

Please enter the EFT reference with your scheme name (abbreviated) followed by your member number – for example:

- State Superannuation Scheme – enter as 'SSS123456'
- State Authorities Superannuation Scheme – enter as 'SASS1234567'
- State Authorities Non-contributory Superannuation Scheme (SANCS) – enter as 'SANCS1234567'
- Police Superannuation Scheme (PSS) – enter as 'PSS12345'

**Note:** Please do NOT send cash. Processing charges may also apply; however applications for personal information do not attract processing charges for the first 20 hours of processing (and 20 hours is usually more than sufficient). You will be contacted if additional charges are being incurred (the processing charge is \$30 an hour). There is provision for discounting of processing charges in cases of hardship.

Post the completed application to:

**Information Access Co-ordinator**

**Mercer Administration**

**GPO Box 2181**

**Melbourne VIC 3001**

#### Your Privacy

The information you provide in this form is collected on behalf of and held for State Super by the scheme administrator, Mercer Administration Services (Australia) Pty Ltd (Mercer), in accordance with State Super's Privacy Statement, the *Privacy and Personal Information Protection Act 1998* (NSW) and the *Health Records and Information Privacy Act 2002* (NSW), under which you have rights of access and correction. Information you provide may be disclosed to lawfully authorised government agencies and third parties. For further information about privacy, contact Mercer by writing to: GPO Box 2181, Melbourne VIC 3001, or visit

**[www.statesuper.nsw.gov.au](http://www.statesuper.nsw.gov.au)**