

Application for Access to Government Information held by State Super under the GIPA Act

- Complete and lodge this form with the application fee of \$30 to apply for access to “government information” held by State Super that is not already available to you free of charge. “Government information” is information contained in a record held by an agency.
- If you complete and lodge this form your application will be considered as being submitted under the *Government Information (Public Access) Act 2009* (“GIPA Act”). The various provisions of the GIPA Act will apply.
- If you are a member of a NSW public sector superannuation scheme and you are seeking to access part or all of your superannuation file, please use the separate application form for access under the GIPA Act to the file of a member of a NSW public sector superannuation scheme. That form is available on State Super’s website: www.statesuper.nsw.gov.au.
- Some government information about State Super is available free of charge on State Super’s website: www.statesuper.nsw.gov.au.
- If you are uncertain whether or not to use this form or need help in completing it, you may contact State Super by emailing gipaofficer_@statesuper.nsw.gov.au. In addition, general information about the GIPA Act is available from the Information and Privacy Commission on freecall 1800 IPC NSW (1800 472 679) or at its website: 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. Government information sought

Please describe the information you would like to access in enough detail to allow us to identify it. *(If you do not give enough details about the information, we may refuse to process your application.)*

3. Form of access

How do you wish to access the information?

- ☐ Inspect the document(s)
- ☐ A copy of the document(s)
- ☐ Access in another way (*please specify*).

4. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, then details about your application, but not your name or contact details, may be recorded on State Super's website (in a 'disclosure log' as prescribed by the GIPA Act). Do you object to this?

(Please tick one)

- ☐ Yes **OR**
- ☐ No

5. Signature of applicant

Signature of applicant

Date (DD-MM-YYYY)

6. Discount in processing charges

If you are given access to the information sought, you may be asked to pay a processing charge of \$30 per hour in addition to the application fee of \$30, which counts as a payment towards any processing charge payable. You will be contacted if processing charges are likely to be payable. Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason from the options below:

- ☐ Pensioner (attach certified copy of Pensioner Concession Card)
- ☐ Full-time student (attach certified copy of document issued by the institution where you are enrolled that proves you are a full-time student)
- ☐ Non-profit organisation (attach documentary evidence, however please note that what is acceptable may depend on the legal nature of the organisation)
- ☐ Financial hardship for other reasons (explain reasons below or in an attachment, and also attach evidence, however please note that acceptable and sufficient evidence will depend on the circumstances)
- ☐ Special benefit to the public of releasing the information sought (specify the benefits in the space provided below or in an attachment):

7. Fees and lodgement

Please forward payment of \$30 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 and held by State Super 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 State Super by writing to: PO Box N259, Grosvenor Place, NSW 1220.