

Request for access to documents under the Freedom of Information Act 1989

Notes for applicants

Please read these notes before you fill in the form.

The Superannuation Administration Corporation trading as Pillar Administration (Pillar) is the administrator of the following NSW public sector superannuation schemes: First State Super (FSS), State Superannuation Scheme (SSS), State Authorities Superannuation Scheme (SASS), State Authorities Non-contributory Superannuation Scheme (SANCS), Police Superannuation Scheme (PSS) and the Parliamentary Contributory Superannuation Scheme.

Consequently, Pillar holds records on behalf of the Trustees of those schemes, FSS Trustee Corporation, SAS Trustee Corporation and the Trustees of the Parliamentary Contributory Superannuation Fund.

A person who is a member of any one of those schemes may request from Pillar relevant documents under the provisions of the *Freedom of Information Act 1989* (the Act).

What is Freedom of Information?

The Act gives you the right of access to most documents held by government agencies such as Pillar. You do not have to give a reason if you want to see any documents, but Pillar does have to give you an explanation if you are not given what you want.

Pillar must make a decision within 21 days of receiving your application and will advise you in writing if the information you have requested is available, or if your request has been deferred or refused. This period may be extended by a further 14 days if special circumstances apply, such as the need to consult with a third party.

If this is the case, you will be advised in writing.

What can you ask for?

You can ask for documents held by Pillar. You can ask for any kind of personal or

non-personal information. Personal information includes your superannuation records. Non-personal information includes government policy documents and procedure manuals. Under the Act a document can be a 'piece of paper, a file, computer printout, photograph or audio-visual record'. You can ask to see the document and ask for a copy of it. You must provide enough information for Pillar to identify the documents you wish to see.

Proof of identity

A proof of identity check may be made by Pillar. If this is required, you will be told what forms of proof are acceptable.

Can you ask for another person's documents?

Usually you cannot see another person's documents unless that person has authorised you to see them. Usually, only written authorisation is acceptable. Space has been provided on this form for you to authorise someone else to see your documents.

How much does it cost?

The fee for requesting documents is \$30. If you hold a Pensioner Health Benefits card or have an equivalent income, this fee may be reduced to \$15.

Processing charges may also apply in some cases. You will be further advised of these charges if they apply. A schedule of fees and charges is available from Pillar's Freedom of Information Co-ordinator.

Is any information not available?

You may be denied right of access to information, for example, where there is a legitimate need for confidentiality or where another person's privacy may be invaded, or where a document is privileged. Such information is called 'exempt'.

Your privacy

The information you provide in this form is collected by and held for the Schemes' Trustees by Pillar in accordance with NSW and Federal privacy legislation under which you have rights of access and correction. For further information about privacy, contact Pillar by writing to PO Box 1229, Wollongong DC NSW 2500.

For further information

Further information can be obtained from Pillar's Freedom of Information Co-ordinator, telephone (02) 4253 1478. The *Freedom of Information Act* is available from the NSW Government Information Centre or on the web at www.austlii.edu.au.

How to request documents

Complete this form to

- request either personal or non-personal documents you wish to either see or have a copy of,
- authorise Pillar to refer documents to your treating doctor, or
- authorise Pillar to let another person see your personal document/s.

Send a cheque to cover the fee

Payment should accompany the request for documents if you are paying by cheque. Cheques should be made payable to 'Pillar Administration'. If you consider you are entitled to the reduced fee, please provide documentation to support your claim.

Mail the completed form and cheque to:

Freedom of Information Co-ordinator
Pillar Administration, PO Box 1229,
Wollongong DC NSW 2500

Applicant's details

Please print clearly in **BLACK** ink.

Title (eg Mr Mrs Ms Miss Dr)

Birth date

Daytime contact phone number

Family name

Superannuation membership number

 from your statement

Given name/s

Scheme name

Postal address (please include postcode)

* PSS members please also provide your registered number

Suburb, Town, City

Postcode

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