

# Application for internal review

## 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).

#### Use this form to...

- request an internal review of any decision made under the Act with which you are not happy.

#### When can you request a review?

The Act gives you the right to request a review of decisions made by Pillar about your request for access to documents or to amend information on documents about you. You may also request a review if you do not agree with any processing charges you have been asked to pay.

More information about the grounds for seeking an internal review can be found in the leaflet *Freedom of Information: your right to know—reviews and appeals under the FOI Act*.

Your application for an internal review should be lodged within 28 days of receiving the first decision by Pillar, or 49 days from applying where no decision has been made.

#### How do you request a review?

All applications for review must be made in writing. You can use this form to request an 'internal review'.

#### What is an internal review?

An internal review is made by a senior officer of Pillar who was not involved in the first decision.

When you lodge a request for an internal review, you can ask for a review of one or more of the following:

- the decision Pillar gave you about your request for documents,
- the decision Pillar gave you about your request to amend information on documents about you,
- any processing charges you have been asked to pay.

Pillar is required to make a decision within 14 days of receiving your request for an internal review and advise you in writing of the decision. If you are not happy with the decision you can make a complaint to the Ombudsman and/or appeal to the NSW Administrative Decisions Tribunal.

#### How much does it cost?

A fee of \$40 will apply to your application for an internal review.

**However, if you were** granted a 50% reduction\* in fees and charges when you applied for access to documents, a fee of \$20 will apply to your application for an internal review.

\* This reduction applies in certain cases including financial hardship.

#### Your privacy

The information you provide in this form is collected 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

A leaflet, *Freedom of Information: your right to know—reviews and appeals*, can tell you more about your rights. Further information can be obtained from Pillar's Freedom of Information Co-ordinator, telephone (02) 4253 1478.

### 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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