

# Freedom of Information (FOI) Statement

When it's not possible for the Super SA Board to give access to documents on an informal basis, members of the public may lodge an application for documents under the Freedom of Information Act 1991.

## Structure and functions of the Board

The Board has a five-member structure: a Presiding Member appointed by the Governor, two members appointed by the Governor on the Minister's nomination, and two members elected by the members and investors of Tripe S, Flexible Rollover Product, Income Stream, Lump Sum and Pension Schemes.

The Board receives administrative support from Super SA, which is a branch of the Department of Treasury and Finance.

The Board's function is to administer all aspects of the Superannuation Act 1988 and the Southern State Superannuation Act 2009, (the Acts) except for the management and investment of the assets of the schemes.

## Effect on members of the public

The function of the Board is to administer the Acts. Its function has no direct effect on members of the public. The Board's function only has a direct effect on members of the relevant super schemes.

## Public participation in policy formulation and the exercise of functions

The public and members of the super schemes may participate in policy formulation in two ways. The first is by writing to their local Member of Parliament voicing any concerns or making any suggestions; the second is by writing to the Board:

**Super SA Board**  
supercomplaints@sa.gov.au  
Super SA  
GPO Box 48  
ADELAIDE SA 5001

## Documents held by the Board

The Board holds the following documents:

- policy documents
- member superannuation files, including electronic records
- Board minutes
- communication material, including Annual Reports and literature explaining the schemes and products
- Department of Treasury and Finance and Super SA files relating to various aspects of the operations of the Board and Super SA.

## Access to records and amendment of records

Subject to compliance with the State Government's "Information Privacy Principles" and the confidentiality provisions of the Acts, documents held by the Board will be made available to members on an informal basis at no charge. For example, promotional material and policies are available on that basis because they do not breach the privacy principles or the confidentiality provisions of the Acts. Similarly, a member of a super scheme may usually obtain access to their own file on an informal basis, and may request amendments to information regarding their personal affairs where that information is inaccurate, out of date, incomplete, irrelevant, or misleading.

## Procedures concerning access to records and/or amendment of records

To obtain access on an informal basis, or request an amendment to information relating to personal affairs held by Super SA, the public and superannuation scheme members may contact the Freedom of Information (FOI) Officer in writing. The address for correspondence is:

**The Freedom of Information Officer**

supercomplaints@sa.gov.au  
Super SA  
GPO Box 48  
ADELAIDE SA 5001

Members of our schemes may update their existing contact details by calling Member Services on (08) 8214 7800, by email to [supersa@sa.gov.au](mailto:supersa@sa.gov.au) or by logging into the online Member Portal.

Any person wishing to inspect the Super SA Board policies should contact the FOI Officer in writing.

## Freedom of information (FOI) enquiries

If access cannot be given on an informal basis, the public and members of a superannuation scheme may make an application under the *Freedom of Information Act 1991* (FOI Act) by writing to:

**The Freedom of Information Officer**

supercomplaints@sa.gov.au  
Super SA  
GPO Box 48  
ADELAIDE SA 5001

A standard FOI application form is available at [www.archives.sa.gov.au](http://www.archives.sa.gov.au). This website also contains other useful information about FOI.

**Contact us**



**EMAIL** [supersa@sa.gov.au](mailto:supersa@sa.gov.au)



**WEBSITE** [supersa.sa.gov.au](http://supersa.sa.gov.au)



**MEMBER CENTRE, Karna Country**  
Ground floor, 151 Pirie St Adelaide SA 5000 (Enter from Pulteney Street).



**POST** GPO Box 48, Adelaide SA 5001



**PHONE** (08) 8214 7800