

# MEMBER GUIDE TO POLICY COMMITTEES

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## WHAT IS THE ROLE OF A POLICY COMMITTEE?

The aim of the Policy Committee is to assist in dealing with enquiries about your superannuation plan. It provides a convenient way to find out about your plan's options and benefits.

### Specifically, the role of a Policy Committee is to:

- Provide an avenue for members to enquire about and provide their views on the investment strategy and performance of the Fund.
- Provide an avenue for members to enquire about the Fund's operation and/or performance
- Provide an avenue for the trustee of the Fund to obtain the views of the members of the Fund regarding the Fund's operation or performance.
- Provide an avenue for the Trustee of the Fund to obtain the views of members regarding their information requirements
- Assist the Trustee in dealing with complaints or enquiries about the operation or management of the Fund. This may involve formal participation in handling disputes between members and the Trustee.

### Policy Committee representatives are required to:

- Act honestly in all matters
- Exercise a prudent degree of care, skill and diligence
- Act in the best interests of all members equally
- Put aside all personal preferences or interpretations and assist the Trustee in administering the Fund in accordance with actual provisions of the Trust Deed of the Fund.

## WHO ARE THE MEMBERS OF THE POLICY COMMITTEE?

The Policy Committee must have equal employer and member representation. You may nominate only ONE person as a Member Representative, who could be:

- A co-worker
- Your supervisor
- Your manager
- A person from outside the company who you consider could fairly represent you on the Policy
- You! (yes, you can nominate yourself).

Employer Representatives will usually be nominated and appointed by your employer. An employer may at any time remove and replace an Employer Representative.

The employer will arrange for nominations to be made in respect of our Member Representatives. If more nominations are received than the number of vacancies, an election will be conducted. The candidate(s) with the highest number of votes will be appointed to each successive vacancy until all positions have been filled.

Each Member Representative will hold office for a period of three years and is eligible for re-election at the end of that period. If a vacancy occurs in the membership of the Policy Committee, that vacancy must be filled within 90 days.

## HOW DO YOU NOMINATE SOMEONE?

A Nomination Form is attached for your use. Your Nomination Form must be seconded by another plan member and must be signed by:

- You (as the nominator)
- The seconder
- The person you have nominated.

## ELECTION PROCEDURE

If an election needs to be conducted, your employer will ask you to vote using a Ballot Paper, which will list in alphabetical order the names of the people who have been nominated for election as Member Representatives. The member who receives the highest number of votes will become a Member Representative. The member who receives the next highest number of votes becomes the next Member Representative, and so on until all vacancies are filled.

## AFTER THE NOMINATION OR BALLOT

Following the nomination or ballot, your employer will notify you of the names of the Member and Employer Representatives. The Policy Committee will then be advised of the details of their first meeting. Meetings should be held at least once a year.

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**IF YOU HAVE ANY QUESTIONS  
ABOUT THE OPERATION OF POLICY  
COMMITTEES PLEASE CONTACT THE  
SUPERANNUATION REPRESENTATIVE  
WITHIN YOUR ORGANISATION**

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