

POLICY COMMITTEE GUIDE

This guide provides information and sample documents for employers and members on setting up and running a policy committee.

Employer sponsors of Nationwide Super and their members have the opportunity to play an active role in the operation of Nationwide Super by forming a policy committee.

What is a policy committee?

A policy committee is a forum for an employer and its employees who are members of Nationwide Super to express their views and ask questions about the running of Nationwide Super.

While the Trustee of Nationwide Super has ultimate responsibility and decision making power, a policy committee provides an avenue for members to make enquiries and provide their feedback on issues such as investment options and performance, administration and member benefits. A policy committee can also play an important role in helping us deal with member complaints and concerns.

Under law, Nationwide Super is required to take all reasonable steps to ensure that a policy committee is set up for each employer in the following circumstances:

Number of employees who are Nationwide Super members	Policy committee required
Less than 5	No
5 to 49	Yes, but only if requested in writing by at least 5 members
50 or more	Yes

Setting up a policy committee

Each policy committee must have an equal number of employer and employee (member) representatives and at least four representatives in total. A maximum of eight representatives is suggested, depending on the business size.

Appointing employer representatives

The employer will appoint the required number of employer representatives, who must be current members of Nationwide Super.

Appointing member representatives

Generally, there is a nomination process to appoint member representatives, and if needed, an election can be held.

The procedure for appointing member representatives is as follows:

	Step 1 - Nomination Process	Step 2 - Election process (if needed)
Before	<ul style="list-style-type: none"> ✓ Appoint an electoral officer to manage the nomination and election process. The electoral officer can be an employee (such as a HR officer) or a representative of Nationwide Super. ✓ Distribute a Notice of Election and Member Representative Nomination form to each employee who is a member of Nationwide Super as soon as possible. 	<ul style="list-style-type: none"> ✓ The election is conducted by secret ballot. A Ballot Paper and envelope (for non-electronic voting) should be provided to all employees who are members of Nationwide Super. ✓ If a nominee has provided background information they want included with their nomination, this should be included with the Ballot Paper.
During	<ul style="list-style-type: none"> ✓ All employees who are members of Nationwide Super can make a nomination or be nominated. ✓ All nominations must be proposed and seconded and include the nominee's consent (incomplete nominations will not be accepted). ✓ Nominations must be submitted by the nomination deadline (generally two weeks after the Notice of Election is provided). ✓ Nominations are to be kept confidential until the close of nomination deadline. 	<ul style="list-style-type: none"> ✓ Conduct the election two weeks after the nomination deadline (at least 28 days after the Notice of Election was provided). ✓ Each employee who is a current member of Nationwide Super can cast one vote for each policy committee vacancy (e.g. if there are 2 vacancies, they can vote for 2 nominees). ✓ Votes can be placed in a ballot box at the workplace or can be returned directly to the electoral officer. Alternatively, voting can be conducted electronically.



Step 1 - Nomination Process		Step 2 - Election process (if needed)	
After	<ul style="list-style-type: none">✓ After the nomination deadline, the electoral officer checks the number of nominations:<ul style="list-style-type: none">▪ If the number of nominations equals the number of positions available on the committee, the nominees are appointed as representatives of the committee and confirmation is sent to all members;▪ If there are not enough nominations to fill the available positions, then a further call for nominations is made;▪ If there are more nominations received than positions available, then an election (see step 2) must be held.✓ Advise Nationwide Super of the outcome of the nomination process as soon as possible.		<ul style="list-style-type: none">✓ After the close of voting, the electoral officer and/or their delegate will open and count the votes on a 'first past the post' basis:<ul style="list-style-type: none">▪ The nominee with the most number of votes is elected to the first committee position;▪ The nominee with the next greatest number of votes will be elected to the second position and so on until all committee positions are filled, with a first replacement also elected;▪ For any tied votes, the electoral officer will determine the successful nominee by a draw from the hat.✓ Advise the outcome of the vote to the members (can be by notice board) and Nationwide Super within 14 days.✓ Keep the Ballot Papers for at least two months.

Operation of a policy committee

Representative rules

Policy committee representatives can hold their position for a maximum of three years, after which time a nomination or election for a replacement must be held within 90 days. Representatives may stand for re-nomination if they wish.

A representative(s) must be removed from the policy committee in the following circumstances:

- Ceasing to be a member of Nationwide Super;
- Their term of appointment ends;
- Leaving the service of their employer;
- Resigning from their policy committee position after submitting notice in writing to the committee;
- Becoming a disqualified person for offences such as misconduct or insolvency;
- Not being able to perform their duties due to physical or mental incapacity;
- The Trustee of Nationwide Super being suspended or removed by the Australian Prudential Regulation Authority (APRA);

- The Trustee of Nationwide Super resolving to remove the member due to the conviction of a legal offence or issue of a civil penalty order, with 14 days written notice; or
- For employer representatives, the employer removes the representative with written notice.

Filling a vacancy

Where a representative does not complete their full term, their position must be filled within 90 days, by the following means:

- For member representatives, the policy committee will appoint the next most successful nominee from the election process as the replacement. Alternatively, an interim nomination/election process can be held;
- For employer representatives, the employer will appoint a new representative.

Dissolution of a policy committee

The policy committee can be dissolved by:

- The resignation of all the representatives; or
- A resolution passed by the committee (with minutes of the meeting provided to Nationwide Super).

A replacement committee is not required unless at least five members make a written request to Nationwide Super.

Privacy

Policy committee representatives are not entitled to access specific information about the super benefit of any members. If a policy committee becomes aware of personal member information, the committee must treat that information with strict confidentiality.

Costs

The Trustee of Nationwide Super may recover its costs in relation to the operation of a policy committee (e.g. costs incurred in attending a policy committee meeting) from Nationwide Super and may be required to levy an additional administration charge on member accounts within the employer group. All other costs associated with the policy committee (e.g. travel costs for member or employer representatives) will be borne by the employer.

Running policy committee meetings

A policy committee must meet at least once a year.

Steps for holding a policy committee meeting	
Before	<ul style="list-style-type: none">☑ Send a Notice of the Policy Committee Meeting to all employees who are members of Nationwide Super at least a week before the meeting, so they have time to raise questions or concerns with their representatives.☑ If you would like a representative of Nationwide Super to attend the meeting, contact Nationwide Super to arrange.☑ Check the minutes of the previous meeting for any outstanding items that need to be re-addressed.☑ Prepare an agenda for the meeting, with input from policy committee representatives and other relevant parties.
During	<ul style="list-style-type: none">☑ The meeting can be conducted in person or via phone or video link.☑ Ensure that at least two-thirds of the policy committee representatives are present at the meeting and appoint a Chairperson.☑ Other members who are not policy committee representatives may attend the policy committee meeting as interested parties, however they cannot vote.☑ Discuss any questions or issues raised by members about the performance or operation of Nationwide Super.☑ If any issues require a vote, a simple majority (more than half) is able to pass a resolution.☑ Complete the Policy Committee Meeting Minutes to record the activities of the meeting and any resolutions passed.
After	<ul style="list-style-type: none">☑ Within one week, send copies of the Policy Committee Meeting Minutes (approved by the Chairperson) to each committee member, other interested parties and Nationwide Super.

For more information...



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