



**Trustee:**  
TOWER Australian Superannuation Limited  
ABN 69 003 059 407

80 Alfred Street  
Milsons Point NSW 2061  
Phone: 1800 101 014  
Fax: (02) 9448 9182

AFSL No. 237851

# TOWER Master Fund

## policy committee guide

This information has been prepared as a general guide for employers and Committee Representatives to establish and maintain a Policy Committee. It contains general information only and the employer and/or Policy Committee may decide other and/or additional rules should apply as appropriate. All Policy Committees must comply with the requirements of the Superannuation Industry Supervision "SIS" legislation. The requirements of SIS are noted as appropriate and the Trustee reserves the right to alter the Rules of any Policy Committee to comply with these requirements.

This document has been prepared by TOWER Australia Limited (ABN 70 050 109 450) as the Administrator of the TOWER Master Fund ("the Fund") on behalf of the Trustee, TOWER Australian Superannuation Limited. References in this document to "TOWER" should be read as references to both the Trustee and the Administrator (under its delegated authority).

## What is a Policy Committee ?

A Policy Committee is committee set up in respect of an employer sponsored superannuation arrangement. The Policy Committee is made up of individuals representing the members and employer sponsors of that superannuation plan.

## The Functions of a Policy Committee

A Policy Committee provides an avenue for members and employer sponsors to monitor the management of the fund. In particular, the Committee can:

- Assist the trustee in dealing with inquiries and complaints about the plan; and
- Provide an avenue for members to inquire and provide views on the fund's investment strategy and performance, its management and operation and its reporting to members and employers.

A Policy Committee cannot, however, give directions to the trustee of the fund.

## Roles and Responsibilities

### The Employer

- Where an employer has 50 or more employee Members in the Plan, the employer will need to establish a Policy Committee. This will involve calling for nominations for Member Representatives on the Committee (and holding an election if the number of nominees exceeds the positions available) and appointing Employer Representatives.
- The Policy Committee must always have an equal number of Employer and Member Representatives. Where a vacancy occurs in the Policy Committee, the employer must advise TOWER and ensure that the vacancy is filled within 90 days.

### The Policy Committee

- Policy Committee Representatives should be open to taking questions and gathering the opinions of Members and the employer for passing onto the Trustee.
- The Policy Committee must meet at least once every 12 months.

### The Trustee (TOWER):

- We must take all reasonable steps to ensure that a Policy Committee is established for all employer sponsors with 50 or more employee Members and must ensure that all Policy Committees have and maintain an equal number of Member and Employer Representatives.
- We must take all reasonable steps to ensure that each Policy Committee meets every 12 months. If the Policy Committee requires assistance organising, holding or responding to issues at the meeting, we are able to assist if you give us sufficient notice.
- We will consider any views or preferences and respond to questions and concerns raised by the Policy Committee. Note, however, that Member and Employer participation arrangements and privacy law may mean that we need to seek the Member's and/or the employer authorised officer's consent to act on a request by the Policy Committee and/or may need to provide any response to a request directly to the affected Member and/or employer's authorised officer.
- Superannuation law provides that the Trustee may recoup costs it incurs in relation to the operation of a Policy Committee from the Plan

# Instructions for the Employer

Employer name

If you have 50 or more employee Members in the Plan, you will need to establish a Policy Committee. This will involve:

- Advising all employee Members and calling for Member Representative nominations:-
  - Nominate a Returns Officer and select a date for closure of Member Representative nominations (we suggest you allow at least 2 weeks) and insert these details on enclosed ***Policy Committee Notice to Members***.

Returns Officer

Date Nominations Open

⇒ Should not be before you issue the Notice.

Closure Date

⇒ Transfer this information to (and complete all grey sections on) the Notice.

- If you have an open means of communicating with employees, eg a newsletter, internal web page or noticeboard(s), and can confirm that **all** employee Members are required to regularly access this facility, update it with a copy of the ***Policy Committee Notice to Members***,

⇒ The Returns Officer should ensure that the information is brought to the attention of, and available to **all** employee Members prior to the Closure Date. If a noticeboard is used, the Returns Officer should ensure that sufficient copies are available on the board or copying facilities are provided.

- Otherwise, email a copy of the ***Policy Committee Notice to Members*** to all employee Members or include a copy with their payslips/wages.

□ The Returns Officer should collect the nominations until the Closure Date.

□ When the Returns Officer has received all nominations, you should determine the number of representatives you will have on your Policy Committee (a minimum of 1 (one) and a maximum of 5 (five) Member Representative positions should be made available). Remember, for each Member Representative you will need to appoint an Employer Representative. If there are more Member Representative nominations than positions you determine are available, you will need to arrange for an election by ballot.

Number of Member Representative positions

⇒ If the number of Member Representative positions equals the number of nominees, proceed to column 2 on page 3.

## Member Representative Nominations

1
2
3
4
5
6
7
8
9
10
11
12
13
14

⇒ If you received more than 14 Member Representative Nominations, write the names of the additional nominees on a separate sheet of paper and attach a copy to this page and to each Ballot you distribute.

If you don't receive any Member Representative nominations, contact one of our Customer Service Consultants on 1800 101 014 to discuss other options for encouraging Member Representation on your Policy Committee.

⇒ *Further instructions over page*

If you need to arrange for an election for the Member Representatives, advise all employee Members of the nominees and provide them with an opportunity to vote:

- Using the same Returns Officer (who will count the votes) determine a returns procedure, select a date for closure of the ballot (we suggest you allow at least 2 weeks) and insert these details on enclosed ***Policy Committee Member Representative Ballot***.

Returns Procedure, for example:

- Secure ballot boxes at each location
- Return in a sealed envelope to Returns Officer

Other

Date Ballot Opens  ⇒ Should not be before you issue the Ballot.

Closure Date  ⇒ Transfer this information (and complete all grey sections on) the Ballot.

- If you are a large employer and any of the nominees may not be known to all employee Members, you might like to invite nominees to prepare a short professional profile, which you should attach to each Ballot.

- If you have an open means of communicating with employee Members, eg a newsletter, internal web page or noticeboard(s), and can confirm that all employees are required to regularly access this facility, update it with a copy of the ***Policy Committee Member Representative Ballot***;

⇒ The Returns Officer should ensure that the information is brought to the attention of, and available to **all** employee Members prior to the Closure Date. If a noticeboard is used, the Returns Officer should ensure that sufficient copies are available on the board or copying facilities are provided.

- Otherwise, email a copy of the ***Policy Committee Member Representative Ballot*** to all employee Members or include a copy with their payslips/wages.

Following the closure date for the ballot, the Returns Officer should tally the votes and determine the Member Representatives.

**Member Representatives**

1
2
3
4
5

- Now appoint your Employer Representatives. You must appoint the same number of Employer Representative(s) as you have Member Representative(s).

**Employer Representatives**

1
2
3
4
5

- Provide each Employer and Member Representative with a copy of the ***Policy Committee Rules***, blank ***Policy Committee First Meeting Agenda*** and ***Policy Committee Minutes of Meeting*** forms and a copy of the ***Instructions for Policy Committee Representatives*** (over page).

⇒ You might like to pass these completed instructions onto the Policy Committee, once established, for record keeping purposes.

Going forward, if a Policy Committee position becomes vacant, you will need to arrange for the appointment of a replacement within 90 days, following the above procedures.

⇒ We have enclosed an electronic copy of this Guide, from which you can complete and print the forms you require. If you would like further paper copies of any of the forms, please email us at [teb.clientservice@au.towerlimited.com](mailto:teb.clientservice@au.towerlimited.com) with your requirements (including the details you need inserted on the form(s)) or contact one of our Customer Service Consultants on 1800 101 014 and advise your requirements.

## Instructions for Policy Committee Representatives

- Each Representative should ensure that they receive a copy of the ***Policy Committee Rules***.
- All the Member and Employer Representatives must get together and hold the Policy Committee's first meeting. Agree a time and place and advise all Representatives. We have provided a ***Policy Committee Meeting Agenda*** template which you might like to use.
  - At the meeting the Policy Committee should determine the Policy Committee Rules. We have enclosed a ***Policy Committee Rules*** template, which includes draft rules, for your consideration. Review and endorse or amend as you, as the Policy Committee, consider appropriate.
 

You should also discuss any other items of interest or concern.
  - You will need to take minutes of the meeting. You can take your own minutes or use our ***Policy Committee Minutes of Meeting*** template.
  - At the meeting you can choose to dissolve the Policy Committee. You should note, however, that if the Policy Committee does choose to dissolve itself, the employer will be required to establish another Policy Committee if requested to by employee members.
- After the Policy Committee's first meeting, the Policy Committee must arrange the following:-
  - All employee Members must be advised of the Member and Employer Representatives and provided with a copy of the Policy Committee Rules.
 

⇒ This information is contained on the ***Policy Committee Rules*** template you completed at your first meeting. You may distribute this document in its handwritten form or format it into a typed document for distribution to all employee Members.

If the company has an open means of communicating with employee Members – eg a newsletter, internal web page or noticeboard(s) – and **all** employees are required to regularly access this facility, you should ask your employer if you may use this means to distribute the notification of Representatives and Policy Committee Rules.

If you are having trouble finding a way of distributing this information, please contact one of our Customer Service Consultant on 1800 101 014 and we will assist you with this.

- You should provide TOWER with a copy of the following:-
  - Your Policy Committee Rules and the names of its Member and Employer Representatives; and
  - The Minutes of your first meeting.

Going forward, your obligations are as follows:

- As new employees join the employer and become Members of the Fund, give each a copy of the Policy Committee Rules and advise them of the Member and Employer Representatives.
- Policy Committee Representatives should be open to taking questions about the Fund. These should be passed onto TOWER's Customer Service Consultants on 1800 101 014 for a response. Where ever possible TOWER will respond to questions raised through the Policy Committee directly to the Committee, however, where privacy law prevents the content of the response being provided to other than the Member directly, we must forward the response directly to the Member concerned. Committee Members should also be aware that employer and member participation arrangements may mean that we are unable to act directly on the request of a Policy Committee representative and may need to separately seek authority from the Member and/or employer's authorised officer.
- The Policy Committee will be required to meet at least every 12 months. You might like to call for topics for discussion from the employer or other employee Members for these meetings. Contact TOWER before holding a meeting and we will provide you with copies of the latest information for the Fund for discussion at the meeting. You will also be required to provide TOWER with a copy of each meeting's minutes.

⇒ We have provided your employer with an electronic copy of this Guide, from which you can complete and print the forms you require. If you would like further paper copies of any of the forms, please email us at [teb.clientservice@au.towerlimited.com](mailto:teb.clientservice@au.towerlimited.com) with your requirements (including the details you need inserted on the form(s)) or contact one of our Customer Service Consultants on 1800 101 014 and advise your requirements.

⇒ Our address, for providing a copy of your Policy Committee Rules, advising the names of your Policy Committee Representatives and requesting any other information about the Fund is:

TOWER Australia Limited ABN 70 050 109 450  
P O Box 142  
MILSONS POINT NSW 1565

Remember to quote your employer's name and Fund Code in any correspondence.



## Policy Committee Notice to Members of the TOWER Master Fund

**Take this opportunity to play an active role in the management of your superannuation investment...**

Your employer's superannuation Plan in the TOWER Master Fund (the Fund) currently has 50 or more employee Members and, under superannuation law, a Policy Committee **must** be established to represent your interests and the interests of your employer to the Trustee of the Fund.

The Policy Committee, once established, will provide an avenue for you and your employer to monitor the management of the Fund. In particular, the functions of a Policy Committee include:

- Assisting the Trustee in dealing with inquiries and complaints about the Plan; and
- Providing an avenue for you to inquire and provide views on the Fund's investment strategy and performance, its management and operation and its member reporting.

The Policy Committee for your Plan must have an equal number of Member and Employer Representatives. Employer Representatives will be appointed directly by the Employer.

Member Representatives will be appointed from current employee Members of the Plan. If you would like to nominate yourself as a Member Representative for your Plan's Policy Committee, lodge your written nomination with the Returns Officer by the Closing date. If you would like to nominate another employee Member, please get their written consent to the nomination before you lodge it with the Returns Officer.

If more Member Representative Nominations are received than positions available, an election amongst employee Members will need to be conducted.

Further information will be provided to each Policy Committee Representative on appointment.



### Policy Committee Member Representative Nomination

<b>Fund Name</b>	TOWER Master Fund		
<b>Employer</b>		<b>Plan</b>	<b>Fund Code</b>
<b>Returns Officer &amp; Address</b>			
<b>Date Nominations Open</b>	/ /	<b>Closing Date for Nominations</b>	/ /

I nominate the following employee to be a Member Representative on the Policy Committee for the Employer Plan in the TOWER Master Fund.

**Declaration by Member Representative Nominee**

I declare that I am a current Member of the Employer Plan in the TOWER Master Fund and accept this nomination as a Member Representative on the Plan's Policy Committee.

Name

Signature

Date

**Declaration by person making the nominations  
(if different to Nominee)**

I nominate the above employee Member as a Member Representative for the Employer Plan's Policy Committee. I confirm that I am a current Member of the Employer Plan in the TOWER Master Fund.

Name

Signature

Date



## TOWER Master Fund Policy Committee Member Representative Ballot

Your employer's Plan in the TOWER Master Fund currently has 50 or more employee Members and, under superannuation law, a Policy Committee **must** be established to represent your interests and the interests of your employer to the Trustee of the Fund.

We recently called for nominations for Member Representatives for the Plan's Policy Committee and received more nominations than Member Representative positions available on the Plan's Policy Committee.

Number of Member Representative Positions on Policy Committee

All employee Members are eligible to vote for the Member Representatives on the Plan's Policy Committee. Voting is not compulsory. Each employee Member who does vote may **only** vote for as many nominees as there are positions available. Place a tick (✓) next to the names of the nominees you wish to elect as your Member Representatives. You must cast your vote according to the Return Procedures and lodge it by the Final Return Date. Only employee Members of the Plan can vote and each Member may only vote once.

Open Date	<input type="text" value="/ /"/>	Final Return Date	<input type="text" value="/ /"/>
Return Procedures	<input type="text"/>		
Returns Officer & Address	<input type="text"/>		
	<input type="text"/>		

✂

### Policy Committee Member Representative Ballot

Fund Name **TOWER Master Fund**

Employer  Plan  Fund Code

Number of Member Representative Positions on Policy Committee  ⇒ Place a vote (✓) for no more than this number of Nominees. You may vote for less Nominees if you wish.

(✓)	Name of Nominees	(✓)	Name of Nominees
1	<input type="text"/>	8	<input type="text"/>
2	<input type="text"/>	9	<input type="text"/>
3	<input type="text"/>	10	<input type="text"/>
4	<input type="text"/>	11	<input type="text"/>
5	<input type="text"/>	12	<input type="text"/>
6	<input type="text"/>	13	<input type="text"/>
7	<input type="text"/>	14	<input type="text"/>

Your Name  Signature



## Policy Committee Rules

**Fund Name**    TOWER Master Fund

**Employer**   

**Plan**

**Fund Code**   

Your Policy Committee will need to establish rules for its operation. The Policy Committee Rules should cover such things as Representative qualification, appointment and termination, meeting rules and obligations together with any other matters you think should be agreed for the effective operation of your Policy Committee.

The functions of a Policy Committee are set by superannuation law and represent Rule 1 for the Policy Committee. You may not delete or alter this Rule although you may add additional functions (at the end of the Rules) as you consider appropriate. Please note, however, that the Policy Committee can only advise, and cannot direct, the Trustee. Rules number 2 and 8(a) are also determined by superannuation law and may not be altered or deleted.

No	Name	Rule	Agree (√)
1	<b><i>Functions of the Policy Committee</i></b>	The Policy Committee shall undertake the following functions:- <ul style="list-style-type: none"> <li>• Provide an avenue for Members to inquire about the investment strategy and performance of the Fund;</li> <li>• Provide an avenue for the Trustee to obtain the views of Members concerning that strategy and performance;</li> <li>• Provide an avenue for Members to inquire about the Fund's operation and performance;</li> <li>• Provide an avenue for the Trustee to obtain the views of Members concerning the Fund's operation and performance;</li> <li>• Provide an avenue for the Trustee to obtain the views of Members on their information needs; and</li> <li>• Assist the Trustee in dealing with complaints or inquiries about the operation or management of the Plan.</li> </ul>	√

On each of the following topics you will need to agree an appropriate rule. For those rules which are required under superannuation law, the Alternate Rules Box has been marked out. For each other rule, we have included a suggested rule for your consideration (which you can endorse by ticking the box). Alternatively, you can agree a rule you consider more appropriate for your Policy Committee and note it in the space provided.

No	Name	Suggested Rule	Agree (√)	Alternate Rule
2	<b><i>Filling vacancies</i></b>	The Employer shall take all actions to fill a vacancy in representation within 90 days and the Policy Committee must advise TOWER and the employer of any vacancy without delay.	√	/
3	<b><i>Appointment of Employer Representatives</i></b>	In the event of a vacancy in the number of Employer Representatives, the vacancy is to be filled by appointment by the Employer according to the Employer's authorisations and delegations at the time of the appointment.		
4	<b><i>Appointment of Member Representatives</i></b>	In the event of a vacancy in the number of Member Representatives, the Policy Committee shall advise the Employer immediately, who shall call for nominations for a replacement representative from all employee Members of the Plan. If the number of nominations equals the number of vacancies, then each nominee shall be appointed a new Member Representative, otherwise the Member Representatives shall be determined from the nominees by election open to all employee Members of the Plan.		
5	<b><i>Tenure of Representation</i></b>	Each Representative shall remain a member of the Policy Committee until removed in accordance with Rule 6 or 7 (as appropriate).		

6	<b>Removal of Employer Representatives</b>	An Employer Representative shall be removed as a Representative on termination of employment with the Employer. The Employer may also remove an Employer Representative, exercised according to the Employer's authorisations and delegations at the time of the removal.		
7	<b>Removal of Member Representatives</b>	A Member Representative shall be removed as a Representative:- <ul style="list-style-type: none"> <li>• on termination of employment with the Employer;</li> <li>• when the Representative ceases to be a Member of the Plan;</li> <li>• if the Representative suffers a mental incapacity; or</li> <li>• if the Representative serves written notice on the Policy Committee <b>and</b> Employer of his/her intention to resign from the position of Member Representative.</li> </ul>		
8	<b>Alteration to the Number of Representatives on the Committee</b>	(a) The Policy Committee <b>must always</b> have an equal number of Member and Employer Representatives.	√	
		(b) Subject to this rule, the Policy Committee may agree to increase or decrease the total number of representatives on the Policy Committee.		
9	<b>Meetings</b>	The Policy Committee shall meet at least once every 12 months. ( <i>You may agree to hold meetings more frequently, but not less frequently</i> )	√	
10	<b>Voting Rule</b>	A decision of the Policy Committee can only be made by 2/3 (two thirds) of the Policy Committee Representatives voting in favour of the decision.		
11	<b>Alternates for Meetings</b>	If a Member or Employer Representative is unable to attend a Policy Committee meeting, the Representative may appoint an Alternate for that meeting only. Where the Representative is an Employer Representative, the Employer may object to the Alternate (but only before the meeting) and may appoint another Alternate for the purposes of the meeting.		

If you think any other Rules are appropriate for your Policy Committee, agree then document here. You should document a process or address for employee Members to raise questions or concerns about the Plan with the Committee (if this is different to the normal process employees use to raise issues).

No	Name	Rule
12		
13		

Policy Committee Rules must be agreed by each Policy Committee Representative:

Member Representative(s)		Employer Representative(s)	
Name	Signature	Name	Signature
1			
2			
3			
4			
5			

Fund Name: TOWER Master Fund Trustee: TOWER Australian Superannuation Limited  
Issued by: TOWER Australia Limited ABN 70 050 109 450



## Policy Committee First Meeting Agenda

Fund Name TOWER Master Fund

Employer  Plan  Fund Code

### Meeting Details:

Meeting Date:  Meeting Time:

Meeting Location:

Telephone Number:

*If any Representatives will not be able to attend the meeting at this location, include a telephone number (ideally which has teleconferencing) so that these Representatives may participate by phone.*

### Invitees:

	Name(s) of Member Representative(s)	Name(s) of Employer Representative(s)
1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>

### Agenda:

	Time	Additional Comments (Optional)
1 Introductions	5 min	<input type="text"/>
2 Appoint the following positions: <ul style="list-style-type: none"> <li>Chairman</li> <li>Record keeper &amp; minute-taker</li> </ul>	10 min	<input type="text"/>
3 Agree Policy Committee Rules	10 min	<input type="text"/>
4 Continuance of Policy Committee	10 min	The Policy Committee, once established, may choose to dissolve itself. Consider and discuss the functions of the Committee and the other avenues available to meet these needs.
5 Other business / issues for discussion	15 min	
A <input type="text"/>		
B <input type="text"/>		



## Policy Committee Minutes of Meeting

Fund Name TOWER Master Fund

Employer  Plan Fund Code

### Meeting Details:

Meeting Date:  Meeting Time:

Meeting Location:

### Attendees:

	Name(s) of Member Representative(s)	✓ if by Phone	Name(s) of Employer Representative(s)	✓ if by Phone
1	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

### Minutes:

1 The Policy Committee appointed the following Representatives to the positions of:

a. Chairman for meeting purposes:

b. Record keeper and minute-taker:

*(Officer should keep copies of all Policy Committee documents and provide copies to employee Members and TOWER)*

2 Policy Committee Representatives discussed and agreed the Policy Committee Rules (as reflected on the signed Policy Committee Rules document).

3 The Policy committee agreed to continue / agreed to dissolve itself (*strike out as appropriate*).

4 Other Business

A

B

Minute-Taker Name:  Signature  Date