

Uniting Church in Australia Beneficiary Fund as a Plan in the Corporate Superannuation Division of the Mercer Super Trust

Procedures for the Appointment of Members of the Policy Committee (“Procedures”)

The Policy Committee

The Policy Committee comprises an equal number of Member Representatives and Assembly Representatives, as follows:

- Six Committee Members from 1 July 2015.
- Four Committee Members from 1 July 2017.

Committee Members require the capacity to read, understand and interpret the investment and actuarial information provided by the Trustee and report to the Assembly. They also need to be sufficiently able to represent the character, ethos and policy of the Uniting Church in Australia together with pastoral sensitivity in the delivery of services to the Plan’s Members.

Committee Members must be at least 18 years of age and not be a disqualified person under superannuation law.

Member and Assembly Representative Appointments

From 1 July 2017 Committee Members will be chosen by the Assembly from nominations from Synods as follows:

One Member Representative, jointly nominated by the Synod of SA and the Synod of WA.

One Member Representative, jointly nominated by the Synod of QLD and the Northern Synod.

One Assembly Representative, nominated by the Synod of NSW/ACT.

One Assembly Representative, nominated by the Synod of VIC/TAS.

At least one Representative is to be a Minister who is a Plan member.

The gender balance of the Committee is to be considered when appointments are made.

All Representatives must have, or be prepared to attain, suitable skills required for the position.

During the transitional period to 30 June 2017, there are two additional Committee Members.

To achieve six Committee Members:

- At 1 July 2015, the Assembly had chosen three Member Representatives and one Assembly Representative.
- Two new Assembly Representatives are to be chosen by the Assembly from nominations from both the Synod of NSW/ACT and the Synod of VIC/TAS.

A Synod or the joint Synods only makes nominations for its allocated position/s. The relevant Synod/s may nominate up to two nominees per position. The nominee does not have to be from the nominating Synod/s.

The Committee Secretary or a delegate shall advise the relevant Synod/s of the need for nominations and highlight the criteria in regard to gender balance, skills and experience requirements of nominees . This advice should be issued in sufficient time for nominations to

be submitted, and the Assembly to choose a Committee Member from the nominations, generally prior to the expiry of the term of office of the ceasing Committee Member.

Casual vacancies are similarly filled, with nominations from the Synod/s corresponding to the position and the replacement is then chosen by the Assembly. Under superannuation law, this process is required to be completed within 90 days. If this is unlikely to be achieved the Trustee may, in consultation with the Employer Committee, appoint a Policy Committee Member on a temporary basis until the above process is completed.

When their term of office ends, a Committee Member may be re-nominated by their Synod/s to be chosen by the Assembly (but neither action is guaranteed) for a second or third term.

Term of Office

Except as provided in the transition program below, Committee Members serve a standard term of office of four years and are eligible for renomination subject to a maximum of three terms unless otherwise agreed by the Assembly.

Any appointments to fill a casual vacancy have a term of office of the balance of the term of the ceasing Committee Member.

Rotation of Committee Members

One Assembly Representative and one Member Representative will retire on 30 June 2017, without replacement.

In succeeding years, one Member Representative will retire in one year and one Assembly Representative in the next year, and so on.

This limits the involvement of the relevant nominating Synod/s for standard appointments to every fourth year, subject to any casual vacancy that arises.

Transition program

A transition program will be in place from 1 July 2015 to 30 June 2021 to phase in the four year terms and to set the sequence of rotation/retirements for the positions allocated to the relevant Synod/s. During this period, the term of office for individual Committee Members may be more or less than the standard term.

Removal of Committee Members

All Committee Members can generally only be removed by the same procedure as that by which they were appointed: this therefore requires involvement of the relevant nominating Synod and the Assembly.

Exceptions apply under superannuation law as follows:

- death; or
- mental or physical incapacity; or
- their term of office expires; or
- if the Representative ceases to satisfy a condition that the Representative was required to satisfy to be eligible for appointment; or
- other circumstances prescribed from time-to-time in superannuation law.

Current Committee Members

The details of the Committee Members are published and updated separate to this document.

Managing the appointment process

The process for appointments to the Policy Committee will be managed by the Committee Secretary or a delegate.

Amendment to the procedure

The procedure may be amended with the approval of the Assembly and the Trustee of the Mercer Super Trust.

Prepared for the Policy Committee of the Uniting Church in Australia Beneficiary Fund as a
Plan in the Corporate Superannuation Division of the Mercer Super Trust.
Approved by the Assembly Standing Committee of the Uniting Church in Australia

29 August 2015.

Appendix B

Uniting Church in Australia Beneficiary Fund as a Plan in the Corporate Superannuation Division of the Mercer Super Trust Table of Policy Committee Positions as Member and Assembly Representatives											
	Initial Representatives		Expiry @ 30 June of the Positions Representatives' four year standard terms of office, subject to the transitional period								
	1 July 2015 Start	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Member Representative (MR) positions (nominating Synod)	MR Position interim Dr Alice McCleary (SA); MR Position 1 ongoing Mr Bruce Binnie (QLD/Northern); MR Position 2 ongoing Mr Robert Locke (WA).	No change	MR Position interim: Dr Alice McCleary* (SA) (no replacement)	MR Position 1: Mr Bruce Binnie* (QLD/Northern)		MR Position 2: Mr Robert Locke* (SA/WA)		MR Position 1: (QLD/Northern)		MR Position 2: (SA/WA)	etc.
Assembly Representative (AR) positions (nominating Synod)	AR Position interim Rev Robert Elkhuizen (VIC/TAS); AR Position 1 ongoing New Appointment (NSW/ACT); AR Position 2 ongoing New Appointment (VIC/TAS).	No change	AR Position interim: Rev Robert Elkhuizen* (VIC/TAS) (no replacement)		AR Position 1: (NSW/ACT)		AR Position 2*: (VIC/TAS)		AR Position 1: (NSW/ACT)		etc.
* The term of this Position is reduced or extended to permit a phase in of four year terms. The named persons in the Position may change through casual vacancies during the term of office.											

