

FOI information statement



Fire & Emergency Services
Superannuation Fund

The Freedom of Information Act 1992 (FOI Act) was enacted in order to make State and local government agencies more open and accountable to the public by creating a general right of access to documents held by those agencies.

In addition, individuals have the right to apply to see their own records and have them amended where they believe them to be inaccurate, incomplete, out of date or misleading.

This Information Statement is published in accordance with Section 94 of the FOI Act and provides information about the operations of the Fire and Emergency Services Superannuation Board (the Board), the types of documents held by the Board and outlines the way in which members of the public may obtain access to these documents.

A copy of this Information Statement is available on the Fire and Emergency Services Superannuation Fund (FES Super) website at www.fessuper.com.au or can be obtained by contacting the FES Super office on 08 9382 8444.

The objectives of the Board are to administer, invest and manage FES Super in the best interests of members at all times.

Structure and Functions of the Board

The Board is a statutory authority with powers and functions conferred on it by the *Fire and Emergency Services Superannuation Act 1985* (the Act) and as such is considered to be an agency that is subject to the requirements of the FOI Act. The Act also sets out the responsibilities and duties of the Board and provides the framework within which it operates. The Fire and Emergency Services (Superannuation Fund) Regulations 1986 contain the governing rules of FES Super.

Structure

The Board consists of six individual members, three of whom are appointed by the Department of Fire & Emergency Services (DFES) Commissioner and three of whom are elected by the members of FES Super. One of the six Board members is elected as Chairperson of the Board by the other Board members.

The Board is accountable to the Western Australian State Treasurer as the Minister responsible for the Board's activities.

The Board is assisted by a number of committees to assist it in carrying out its functions, and in accordance with the provisions of the Act, a Secretary to the Board is appointed. The Secretary is nominated as Chief Finance Officer under the provisions of the Financial Management Act 2006 and reports directly to the Board on the operations of FES Super's activities. The administration of FES Super is carried out by the staff of the Board.

Functions

As the default superannuation provider for permanent employees of the Department of Fire and Emergency Services in Western Australia and other associated employers, the Board's functions affect current and former WA public sector workers and their partners who are members of FES Super.



As a superannuation provider many of the decisions made by the Board focus on, or relate to, the financial well-being of FES Super members. Therefore many of the decisions made are about how to best manage the assets of FES Super and how to administer FES Super to maximise the benefits payable to members.

In administering and managing FES Super, the Board has clearly defined investment objectives and ensures that its operations comply with superannuation legislation and policies. The Board sets high standards of governance, with a focus on risk, return, diversification, liquidity and sustainability to meet the needs of members.

In addition to investment decisions the Act provides the Board with some discretionary powers in relation to products and services offered to FES Super members, and also how certain benefits are paid to members. Members have a right to an internal review of any decisions made by the Board and an independent external review by the Australian Financial Complaints Authority if they are aggrieved by a decision of the Board.

The best interest of members is central to the decision making process of the Board.

Participation in the formulation of the Board's policy and performance functions

There are no specific arrangements where members of the public can directly influence the Board's policy or performance.

Superannuation policy is not set by the Board, as it is primarily set by the Commonwealth government and applies to all regulated superannuation funds. FES Super is a regulated superannuation fund and therefore the Board, as the trustee of FES Super, must comply with the policies and operating standards set by the Commonwealth government for all regulated superannuation funds.

The WA State government (through the Treasurer) may have a policy position about certain aspects of FES Super as there is a financial impact to the State on the employer contributions made to FES Super. The WA State government may also make policy decisions on superannuation that differ to the Commonwealth government if it is unable to comply with, or wishes to offer its employees benefits that exceed, those required by the Commonwealth government's retirement income policies.

Indirectly members of FES Super can participate in the formulation of superannuation policy so far as it relates to the Fund by:

- Approaching Board Members on the Board;
- Approaching their employer; and
- Approaching their union representatives where applicable.

Description of the kinds of documents held and the arrangements for public access

The inspection of documents will be at the Board's office at 242 Rokeby Road, Subiaco and an arranged appointment to inspect the documents must always be made. Interested persons should contact FES Super staff on 08 8382 8444 to arrange an appointment.

There are no library facilities available for use by members of the public at 242 Rokeby Road, Subiaco.



The table below indicates the type of documents held and which kind of documents can be purchased by interested parties.

Types of documents held	Documents - charged for	Documents - free of charge
Publications – these documents are available outside of FOI scope.	The Board does not charge for each of its publications but may charge for the cost of posting in accordance with the Charge Schedule.	Visit www.fessuper.com.au or phone 08 9382 8444.
Legislation as relevant to the Board – these documents are available outside of FOI scope.	Can be obtained direct from the State Law Publisher.	The Parliamentary Counsel's Office maintains a website www.legislation.wa.gov.au where you can access documents in relation to the Board legislation free of charge. If you require hard copies of these documents charges will be imposed as outlined on the State Law Publisher website at www.slp.wa.gov.au
Board and Committee meeting documents – these documents are not available to members of the public but a summary or extract on certain matters may be available on request.	Charged in accordance with Charge Schedule.	Not applicable.
Member records – electronic and hard copy records including data such as application forms, medical information and personal information.	No fee payable if the application relates to your personal information.	Documents that relate to personal information can be obtained free of charge. Non personal information may be charged in accordance with the Charge Schedule.
Corporate files covering correspondence with agencies and other organisations.	Copies of documents are charged in accordance with the Charge Schedule.	Not applicable.
Administration procedure documents detailing how member benefits are processed.	Copies of documents are charged in accordance with the Charge Schedule.	Not applicable.
Corporate documents such as corporate plans.	Copies of documents are charged in accordance with the Charge Schedule.	Not applicable.

Making an FOI application

A formal application under FOI must:

- Be made in writing;
- Give enough information so that the relevant documents can be identified;
- Give an address to which notices can be sent (providing a telephone number or an email address may result in a faster response);
- Be accompanied by a \$30 application fee made payable to the Board (note that requests for personal information are free); and
- Be addressed to:
The FOI Coordinator
Fire and Emergency Services Superannuation Board
PO Box 513
Subiaco WA 6904



The Board will acknowledge all FOI applications in writing and a decision will be provided to the applicant within 45 days after it is received. However, the Board will make every effort to notify the applicant of the decision before the end of this 45 day period. Members of the public can make general enquiries or seek assistance in relation to FOI matters by contacting the FOI Coordinator on 08 9382 8444.

FOI Charge Schedule

The following is a schedule of fees and charges set under the FOI Regulations. If charges apply the Board will issue to the applicant a statement of the estimated payable charges and this statement of charges must be paid in full to the Board before any access to the requested documents is provided.

Charge Description	Fee Payable
Your personal information.	No fee payable.
Application fee for non-personal information.	\$30.00.
Charge for time of staff of the Board to deal with the application.	\$30 per hour and/or pro-rata for part of an hour.
Charge for access time supervised by staff of the Board.	\$30 per hour and/or pro-rata for part of an hour plus the actual additional cost of making special arrangements (eg. hire of any extra facilities or equipment).
Charges for photocopying.	\$30 per hour and/or pro-rata for part of an hour for the Board's staff time plus \$0.20 per photocopy.
Charge for time taken by the Board staff in transcribing information from a tape or other device.	\$30 per hour and/or pro-rata for part of an hour.
Charges where the Board staff need to employ agents to retrieve or provide the requested information.	Actual cost to the Board.
Charge for delivery, packaging and postage.	Actual cost to the Board.

The charges specified above will be discounted in certain circumstances to applicants who are financially disadvantaged or those issued with prescribed concession cards. Where evidence of these circumstances is produced to the Board, the charges payable will be reduced by 25%.

How to amend personal information held by the Board

The Board will only hold personal information about members of FES Super and their nominated beneficiaries. A FES Super member (or their nominated beneficiary) may request that incorrect personal information held for them by the Board be amended.

A request to amend personal information must be in writing and should clearly demonstrate how or why the personal information is inaccurate, incomplete, out of date or misleading. Requests should be sent to the Fund Secretary, FES Super, PO Box 513, Subiaco, WA 6904. If for any reason the Fund Secretary on behalf of the Board declines the person's request to amend personal information, the person has the right to both an internal review and an external review of the decision under the provisions of the FOI Act.



Right to Review

Applicants who are dissatisfied with a decision made by the Board about access to information they have requested are entitled to ask for an internal review by the Board.

An application for an internal review must be made in writing within 30 days of receiving the notice of the decision. An application for an internal review will not be dealt with by the person who made the original decision or by any person who is subordinate to the original decision maker. The applicant will be notified of the outcome of the internal review within 15 days of its completion.

If an applicant disagrees with the internal review result then they can apply to the Office of the Information Commissioner for an external review. An application for an external review should be made within 60 days of receiving notice of the internal review decision. For details on lodging an external review application, contact the Office of the Information Commissioner via their website www.foi.wa.gov.au or telephone (08) 6551 7888.

1 July 2020

This Information Statement was issued by the Fire and Emergency Services Superannuation Board (ABN 55 476 454 384) as trustee of the Fire and Emergency Services Superannuation Fund (ABN 43 198 502 058).