

Anglican Church  
Grammar School Staff  
Superannuation Plan

Information  
booklet

1800 501 204  
[sfg.com.au](http://sfg.com.au)



**Churchie.**

shadforth



# What this booklet tells you

*This booklet provides you with details specific to the Anglican Church Grammar School (Churchie) Staff Superannuation Plan administered by Colonial First State (CFS).*

It contains a summary of the Churchie Super Plan and provides information about Colonial First State FirstChoice Employer Super, the superannuation fund chosen by ACGS. This must be read in conjunction with the CFS FirstChoice Employer Super Product Disclosure Statement (PDS) issued by CFS.

This booklet has been prepared by Shadforth Financial Group, a specialist financial services organisation appointed by Anglican Church Grammar School to provide employees with ongoing financial assistance and support.

Also outlined are:

- investment choices,
- insurance options,
- the fees negotiated by Shadforth on behalf of Anglican Church Grammar School employees, and
- how to access financial advice.

This booklet was last updated in September 2022

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# Who is Shadforth Financial Group?

*Shadforth Financial Group (Shadforth) is a specialist financial services organisation helping clients achieve their financial and lifestyle goals in the most effective and cost-efficient manner.*

Shadforth's services include financial education, guidance and advice for both employers and their employees. Shadforth is part of the Insignia Group.

Shadforth has been appointed by Anglican Church Grammar School to provide you with ongoing advice and support for financial decisions related to your superannuation plan (eg investment choices and insurance options), workplace education and personal financial planning advice.

Our national advice team includes financial advisers across Australia. For those employees who wish to deal remotely or discuss more basic guidance and advice issues, Shadforth operates a phone-based advice service to enable these services to be delivered in an efficient manner.

Shadforth provides you with access to education and financial advice, not limited to the following:

- Investment planning
- Personal insurance
- Mortgage advice
- Retirement planning
- Salary sacrificing
- Investment selection

As a member of the Churchie Super Plan, you will receive two account statements annually from CFS and have online access to your superannuation account.

**You can contact Shadforth Financial Group on 1800 501 204 or email [contactus@sfg.com.au](mailto:contactus@sfg.com.au)**



# Become a member

## How do I become a member of the Anglican Church Grammar School Staff Superannuation Plan?

Upon commencement of employment, payroll will enrol you in the Churchie Super Plan (unless you decide to choose another fund, and your workplace agreement allows for this).

Within the Churchie Super Plan you have the option to make additional contributions to your super account. By law 10.5% super guarantee is paid into your CFS account every month. Depending on your contract, if you salary sacrifice five per cent of your salary, Churchie will increase their contribution to 12.75 per cent. This could mean you would have 17.75 per cent of your salary going into your superannuation account each year.

Once this occurs, you'll receive a welcome letter from CFS along with a CFS FirstChoice Employer Super Product Disclosure Statement (PDS).

Your welcome letter from CFS will tell you:

- your account number
- the personal details that CFS have recorded for you
- the investment default you have been placed in (this is age-based but can easily be changed should you wish – it is recommended you seek professional advice before making any changes)
- your insurance cover.

To find out more, please refer to the section headed 'Investment choices' in this booklet on page 5.

# Member benefits

- Flexible investment choice
- Comprehensive, discounted insurance options
- Reduced fee structure

The CFS FirstChoice Employer Super PDS explains in detail all aspects of your CFS FirstChoice Employer Plan Account, and also includes a forms booklet should you wish to:

- change your investment option,
- open a Spouse or Family Account,
- consolidate other super funds and/or insurances into CFS,
- nominate your beneficiaries

Should you wish to make any changes to your account, you will need to complete the appropriate form(s).

A Shadforth Financial Adviser is available to assist you with any queries or changes you wish to make to your super fund.

See contact details on the last page of this brochure.

The CFS FirstChoice Employer Super PDS includes a section on fees. As the Churchie Super Plan is a large employer fund, you have the benefit of a discounted fee structure. It is important to recognise that the discounted fee schedule that applies to your account is different from the one included in the PDS document.

For fees applicable to your Churchie Super Plan account, please refer to the section headed 'Fees and charges' in this booklet on page 9. A full explanation of fees applicable to the Churchie Super Plan can be requested from Shadforth.



# Investment choices in the Churchie Staff Superannuation Plan

## What are my investment choices

Churchie Super Plan offers you a choice of three key investment streams:

- **CFS MySuper FirstChoice Lifestage investment option** – diversified portfolios, designed and managed according to your age
- **Multi-manager portfolios** – which are pre-mixed, and/or
- **Single manager investments** – allowing you to tailor-make your portfolio

## Note

All new members joining from 11 June 2013 will initially be invested in the MySuper FirstChoice Lifestage investment option, however you can change your investment selection at any time.

Under the MySuper rule, if you joined this plan after 11 June 2013, are an existing member as at 11 June 2013 and haven't made an investment decision about how you'd like your superannuation contributions invested, your contributions and any rollovers will be allocated to the MySuper Lifestage Investment Option from that date.

## 1. CFS FirstChoice MySuper Lifestage investment option

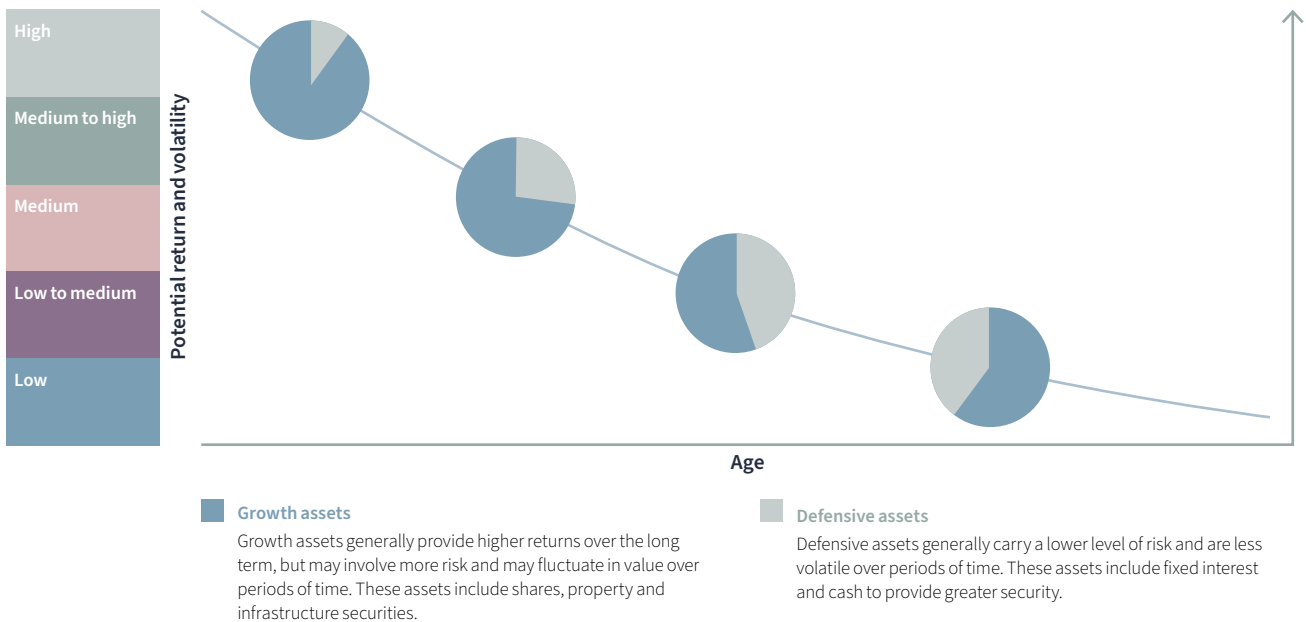
Lifestage investment options allow investment mix to be determined by age – maximising growth potential when young and reducing risk nearer to retirement. If you have not made an investment selection (even as a long term member of Churchie), your contributions will default to CFS MySuper Firstchoice Lifestage investment option from 11 June 2013.

The investment mix you'll receive is designed for people born within the same five-year period as you. Investment experts are involved in the management of the investment mix and tailor it to your life stage. When you are younger and have many years to retirement, you are likely to seek higher returns to grow your super, and you can recover from market downturns. As you get closer to retirement, market downturns have a greater impact on your super balance, and a more conservative investment may be more appropriate. CFS recognise this and ensure that your money is invested appropriately based on your year of birth and the amount of time until you retire.

If you feel the FirstChoice Lifestage option for your year of birth is the right investment for you, you don't need to do anything. The FirstChoice Lifestage options that are available are as follows:

- FirstChoice Lifestage 1945-49
- FirstChoice Lifestage 1950-54
- FirstChoice Lifestage 1955-59
- FirstChoice Lifestage 1960-64
- FirstChoice Lifestage 1965-69
- FirstChoice Lifestage 1970-74
- FirstChoice Lifestage 1975-79
- FirstChoice Lifestage 1980-84
- FirstChoice Lifestage 1985-89
- FirstChoice Lifestage 1990-94
- FirstChoice Lifestage 1995-99.

If you don't feel that the FirstChoice Lifestage option for your year of birth is appropriate for you, then contact Shadforth Financial Group for assistance in determining the best investment option to suit your individual needs.



## 2. Professionally constructed multi-manager portfolios

You can select one or more professionally constructed multi-manager portfolios from the select menu. Each combines a number of investment managers into one single portfolio.

Multi-manager portfolios provide a convenient and simple way of diversifying your investment across different investment managers in one single investment option.

### FirstChoice Multi-Manager Options

#### Multi-sector – Six portfolios that invest in a range of asset classes

- FirstChoice Defensive
- FirstChoice Balanced
- FirstChoice Conservative
- FirstChoice Growth
- FirstChoice Moderate
- FirstChoice High Growth
- FirstChoice Diversified

#### Single sector – Six portfolios that predominantly invest in one asset class

- FirstChoice Fixed Interest
- FirstChoice Australian Share
- FirstChoice Property Securities
- FirstChoice Australian Small Companies
- FirstChoice Global Infrastructure Securities
- FirstChoice Global Share

### FirstChoice Multi-Index Series Options

#### Multi-sector – Four index portfolios that invest in a range of asset classes

- FirstChoice Multi-Index Conservative
- FirstChoice Multi-Index Balanced
- FirstChoice Multi-Index Diversified
- FirstChoice Multi-Index High Growth
- FirstChoice Multi-Index Moderate
- FirstChoice Multi-Index Growth

## 3. Single manager options

You can tailor your own investment portfolio by selecting from the select menu, one or more of the wide range of single manager options that have been selected due to their popularity among investors and their financial advisers.

As your investment needs change over time, the wide investment choice offered through FirstChoice enables you to adjust your portfolio to suit these changing needs.

There are 29 single manager options that predominantly invest one asset class.

**Regardless of the investment option you are considering, Shadforth can provide assistance and advice to ensure your chosen investment continues to suit your needs.**

**For more information please refer to the FirstChoice Employer Super Investment Options Menu PDS.**

# Insurance options

## How will my insurance work?

The Churchie Staff Superannuation Plan provides insurance options which aim to protect you and your family in the event of unexpected death or total and permanent disablement. Discounted group premium rates apply.

### Life and TPD Protection cover

Default Benefit Design

Note: Insurance premiums are deducted from your superannuation account monthly. **75% of premiums are paid for by Churchie.**

Benefit type	Basis of cover
	Permanent staff working more than 15 hours a week
Life and Total and Permanent Disablement	17% of your annual salary x the number of years till you turn 65
Automatic Acceptance Limit (AAL)	\$1,000,000
Salary continuance	Provider externally by Hannover Re. Please refer to Insurance Booklet.

### Insurance benefits

- Access discounted group premium rates
- Protection cover without providing medical evidence

If you wish to increase this cover at any time, you may need to provide medical evidence. Please contact your Shadforth Financial Adviser for further information. You can decrease your level of cover at any time; however, if you wish to increase it again, you may need to provide medical evidence.

### Employer selected cover (including MySuper cover)

If you are an eligible employee member, you will automatically receive employer selected cover when you are at least 25 years old and your account balance reaches \$6,000. Limited cover may apply.

If you want cover before the age of 25 or before your account balance reaches \$6,000, you have the option to opt in to get cover within 120 days of receiving an insurance pack. Limited cover may apply.





# Fees and charges

## What fees will I pay?

The standard fee schedule for the Anglican Church Grammar School Staff Superannuation Plan is provided below. You can find more detail regarding fees in the Product Disclosure Statement (PDS).

Types of fees and costs	Standard Pricing from 1 September 2022 (pa)
Administration fees and costs – percentage based	0.04%
Administration fees and costs – dollar based	\$60
MySuper investment fees and costs <sup>1</sup>	0.59% to 0.61%
Total fees and costs based on \$50,000 balance where the member is wholly invested in MySuper <sup>2</sup>	\$375 – \$385

\* Management cost is made up of administration and investment fees included in the unit price.

# What happens to my super in the event of my death?

Under superannuation law, you can nominate to have the balance in your account (including any insured benefit) paid to a dependant or your estate. Eligible 'dependants' only include the following:

- your spouse (married or de facto)
- your children – of any age (including adopted and step-children)
- any person with whom you have an interdependent relationship
- any other person financially dependent on you at the time of your death.

## Non-lapsing Death Benefit Nomination

This nomination is binding on CFS, subject to certain conditions. You can only nominate an eligible dependant or your estate and the death benefit will be paid in accordance with your nomination. This nomination is non-lapsing, and therefore you should review this nomination regularly.

## What happens if you don't make any nomination?

If you do not nominate a beneficiary, CFS, as the trustee of your superannuation account, has the discretion to determine the recipient(s) of your benefits in accordance with superannuation law.

# Estate planning

An estate plan includes your will as well as any other directions on how you want your assets distributed after your death. It includes documents that govern how you will be cared for medically and financially if you become unable to make your own decisions in the future.

You must be over 18 and mentally competent when you draw up the legal agreements that form your estate plan. Key documents might include:

- Will
- Superannuation death nominations
- Testamentary trust
- Powers of attorney
- Power of guardianship
- Anticipatory direction

If you have made a binding nomination in your super or insurance policies, the beneficiaries named in those policies will override anyone mentioned in your will. If you have a family trust, the trust continues and its assets will also be distributed according to the trust deed, no matter what is written in your will.

**If you would like assistance in relation to setting up a will, please contact Shadforth on 1800 501 204.**

# Next steps: What do I need to do now?

When you become a member of the Churchie Super Plan, the following is a useful checklist of things you may need to consider and/or do:

- **Complete** your non-lapsing death benefit nomination form (relevant form in CFS FirstChoice Employer super Product Disclosure Statement).
- **Contact** your Shadforth Financial Adviser to check if your default investment selection is appropriate for you.
- **Advise** Payroll of the amount (if any) you wish to salary sacrifice into your super account.

**Alternatively, you can contact a Shadforth Wealth Adviser on 1800 501 204 .  
For all other queries, please contact Shadforth.**



## Solutions for you

*Shadforth Financial Group is a national financial services organisation assisting clients to achieve their financial goals and enhance their lifestyle. We pride ourselves on providing strategic advice that's right for you.*

Whether it's superannuation, insurance, investment, borrowing, estate planning or complete financial planning, we offer a full range of specialised advice with competitive pricing and flexible options for all your needs.

Our extensive experience working with industry super funds, credit unions and large corporate organisations, together with key investment product and service providers, has enabled us to develop an in-depth understanding of a huge range of financial solutions in the marketplace – including how they work and whether they'll work for you.

**For more information, please call us on 1800 501 204 or visit [sfg.com.au](http://sfg.com.au)**

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Shadforth Financial Group | ABN 27 127 508 472 | AFSL 318613

This is general advice only and does not take into account your financial circumstances, needs and objectives. Before making any decision based on this document, you should assess your own circumstances or seek advice from a financial adviser and seek tax advice from a registered tax agent. Information is current at the date of issue and may change. Part of the Insignia Group.



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