



**HELEN & JOEY**  
ESTATE  
YARRA VALLEY

## **Superannuation Policy July 2023**

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### **POLICY STATEMENT:**

It is the policy of Helen & Joey Estate and Re'em Yarra Valley to fully comply with the Superannuation Guarantee (Administration) Act 1992 as varied from time to time, including the payment of the Superannuation Guarantee and allowing team members to choose a complying fund to which superannuation payments are made.

In addition, Helen & Joey Estate and Re'em Yarra Valley recognises that team members may wish to boost their superannuation savings in preparation for retirement, and to this end may choose to make additional contributions to their superannuation fund via pre-tax (salary sacrifice) and after tax (personal contributions) contributions. Team members who elect to make additional after-tax contributions may be entitled to receive the Government Co-Contribution and thereby further increase their superannuation savings. It is the policy of Helen & Joey Estate and Re'em Yarra Valley to support these contributions via the payroll system even though it is not legally obligated to do so.

### **PROCEDURES:**

#### **1. Policy**

- a. Helen & Joey Estate and Re'em Yarra Valley will pay superannuation to all team members in accordance with the Superannuation Guarantee (Administration) Act 1992.
- b. Team members are entitled to select their superannuation fund from a range of complying funds by fully completing a Superannuation Choice Form. Team members are entitled to change their choice of superannuation fund every 12 months; however, additional reasonable requests will be allowed. A copy of the Superannuation Choice Form is available from the Venue Manager.
- c. New team members will be provided with a Superannuation Choice Form as part of their induction process. The form must be completed with their elected choice of super fund for their superannuation payments.
- d. Helen & Joey Estate and Re'em Yarra Valley are required to remit superannuation payments to team members' superannuation funds at least quarterly as dictated by legislation.
- e. Team members wishing to make pre-tax salary sacrifice superannuation contributions should complete the Salary Sacrifice Superannuation Form and submit it to Finance for action. This form is available by request from the Venue Manager.



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- f. Team members wishing to make additional after-tax superannuation contributions should complete the Personal Superannuation Contribution Form and submit it to Finance for action. This form is available by request from the Venue Manager.

**Note:** Personal contributions made in the month of June may not reach superannuation funds in time to qualify for the Government Co-contribution. Requests for 'one-off' payments should therefore be made during May at the latest. Team members are reminded that they can also arrange to make personal contributions directly with their superannuation fund.