



### **1.7 Superannuation Policy**

The Healesville Living & Learning Centre recognises the right of employees to Superannuation under the applicable awards and conditions.

The Healesville Living and Learning Centre will make appropriate contributions to a superannuation fund as directed by legislation.

- The Finance Officer will ensure Superannuation payments are made in a timely manner and according to legislation.
- The employee has the option of using the workplace fund or notifying the Finance Officer of the Superannuation Fund of their choice.

#### **Procedure**

1. Upon commencing employment with the Healesville Living and Learning Centre staff members will be provided with an application form for the workplace nominated fund or alternatively can notify the Finance Officer of their nominated superannuation fund.
2. Superannuation payments are to be paid monthly.
3. All details regarding staff and their superannuation funds will be kept in confidential files in the finance office.