POLICY NUMBER: NDIS FIN 12

INTENT

To ensure that Real Living Options Association Inc. pays superannuation for all employees in line with the current superannuation legislation.

NDIS DEFINITION

Superannuation *is a regular payment made by an employer on behalf of an employee into a complying superannuation fund.*

POLICY STATEMENT

- Real Living Options Association Inc. will ensure that superannuation is paid for all employees at the set rate into approved Superannuation Funds.

PROCEDURES

- Employees will nominate the superannuation fund of their choice into which Real Living Options Association Inc. will pay a superannuation contribution for all employees.
- Superannuation contributions will be calculated at the approved rate for all employees.
- Employees can opt to sacrifice part of their wages into their compliant Superannuation Fund. These contributions are paid from pre-tax salary and are considered deductions under an effective salary sacrifice agreement signed.
- Superannuation is to be paid in line with the current superannuation legislation into the approved Superannuation Fund of choice within the specified time to avoid penalty for late payment.
- All employees will be notified of all payments being made on their behalf.
- Bookkeeping changes will be made promptly on notification of changes to the legislation.
- Payroll software will be updated when notification of any changes to legislation is received.

DELEGATIONS

Management Committee

- Ratify all superannuation payments at the first meeting after the payments are due.

General Manager

- Oversee and ensure superannuation payments are made within deadlines.

Finance Officer

- Ensure that all required superannuation forms are completed.
- Ensure that superannuation is paid at the correct rate and into the correct fund within the required time limit.
- Ensure all employees are notified of the payments made on their behalf on their payslip.

RELATED DOCUMENTATION

ATO Super Choice forms.
Payslips.
Xero reports and records.

REFERENCES

Superannuation Act 2005.

AMENDMENTS/REVIEWS

Amended 25/03/2012.
Amended 09/08/2012.
Amended 27/08/2015.
Amended 30/04/2020.
Amended 07/09/2023.
Amended 08/04/2026.