

Staff Superannuation Policy

1. Intent

This policy sets out the criteria for the payment of additional superannuation to staff. It provides guidance for officers involved in the recruitment and retention of staff.

2. Background

The Town of Cottesloe is obliged to pay superannuation into a complying fund on behalf of all staff under the provisions of Federal legislation. This component is known as the Superannuation Guarantee Levy.

The Town of Cottesloe and employees may also make additional voluntary contributions to a complying fund.

3. Policy

3.1 Superannuation Ceiling

The Town of Cottesloe's employer contribution to staff superannuation shall not exceed a maximum of 18 percent. This contribution is inclusive of the Superannuation Guarantee Levy and is limited by Table 1.

3.2 Voluntary Contributions and Qualifying Period

The Town of Cottesloe will match voluntary employee contributions in accordance with Table 1 below. The matching contribution is subject to a qualifying period based on the employee's length of service with the Town.

Table 1

Staff Contribution	Town of Cottesloe Contribution (Superannuation Guarantee + Co-contribution)	Qualifying Period
Up to 4%	Up to 16%	At commencement
5%	17%	After one year
6%	18%	After two years

3.3 Salary Sacrifice

All employees, employed under the Town of Cottesloe Industrial Agreement, shall have the option to salary sacrifice a nominated percentage or a fixed amount of their salary to superannuation but there is no obligation on the Town of Cottesloe to match employee contributions other than in accordance with Table 1.

3.4 Variation to Policy

At its absolute discretion, the Council may vary this policy from time to time with respect to legislative change and any other mitigating circumstances.

Adopted	14 December 1998
Reviewed	28 August 2000
Reviewed	24 April 2006
Reviewed	16 December 2025
Expected date of review	December 2027