



Anglican Diocese of Grafton

Occasional Services Agreement

OCCASIONAL SERVICES AGREEMENT

PART A — PARTIES

Ministry Unit

Ministry Unit /
Parish Name: _____

ABN: _____

Street Address: _____

Suburb / Town: _____

Postcode: _____

Contact Person: _____

Role / Title: _____

Phone: _____

Email: _____

Visiting Minister

Full Name: _____

Postal Address: _____

Phone: _____

Email: _____

Home Parish /
Diocese: _____

Ordination
Status: _____

Tax File Number
(TFN): _____

TFN Collection Notice The Ministry Unit collects your TFN in case PAYG is required to be withheld in line with tax legislation. This determination will be made by the Diocesan Payroll team.

PART B — SERVICES TO BE PROVIDED

Complete one row for each service. Attach additional sheets if required.

Date	Service Type / Description	Liturgical Nature	Hours

Liturgical Nature: Two services share the same liturgical nature if substantially similar in form and preparation (e.g. two ordinary Sunday Eucharists). Services differ in liturgical nature where they require distinct preparation (e.g. a Sunday Eucharist and a youth service). See MUP-010, cl. 4.2.



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PART C — SERVICE PAYMENT

Select the daily rate that applies to each day of services. If services span multiple days, complete a separate row for each day.

Service (per day)	Policy Rate	Amount Payable
<input type="checkbox"/> One service and not more than 3 hours in a day	\$94.00	
<input type="checkbox"/> Up to two services and not more than 5 hours in a day	\$156.00	
<input type="checkbox"/> Up to 7 hours in a day	\$220.00	
SERVICE PAYMENT SUBTOTAL (all days)		\$

Rates are increased annually by the Wage Price Index and shall not fall below the casual worker minimum wage). Tick the applicable tier and enter the total in the Amount Payable column.

Waiver of Service Payment

- I elect NOT to waive this payment — I accept the Service Payment as calculated above.
- I PARTIALLY WAIVE this payment. Amount waived: \$_____ Amount accepted: \$_____
- I FULLY WAIVE this payment.

Any waiver is made freely at the minister's sole discretion, without undue pressure from the Ministry Unit (MUP-010, cl. 4.5).

PART D — PREPARATION PAYMENT

Determine the applicable tier by reference to the number and liturgical nature of services listed in Part B. The current preparation payment rate is \$94.00 per applicable unit.

Tier (select one)	Calculation	Amount Payable
<input type="checkbox"/> Tier 1 — Up to two services of the same liturgical nature	\$94.00 (flat)	
<input type="checkbox"/> Tier 2 — Two or more services of different liturgical natures	\$94.00 × ___ services	
<input type="checkbox"/> Tier 3 — Three or more services of the same liturgical nature (first two services \$94 + \$94 per additional service)	\$94 + (\$94 × ___ add'l)	
PREPARATION PAYMENT SUBTOTAL		\$

Example: a Sunday Eucharist + a youth service = Tier 2 (2 × \$94 = \$188). Three Sunday Eucharists = Tier 3 (\$94 + \$94 = \$188). Rates are indexed annually by the Wage Price Index.

Waiver of Preparation Payment

- I elect NOT to waive this payment — I accept the Preparation Payment as calculated above.
- I PARTIALLY WAIVE this payment. Amount waived: \$_____ Amount accepted: \$_____
- I FULLY WAIVE this payment.

Any waiver is made freely at the minister's sole discretion, without undue pressure from the Ministry Unit (MUP-010, cl. 4.5).



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PART E — SUPERANNUATION

The Ministry Unit must pay superannuation on all Occasional Services and Preparation Payments at the Superannuation Guarantee rate applicable under the Superannuation Guarantee (Administration) Act 1992 (Cth). The minister nominates their preferred fund below.

Preferred Superannuation

Fund: _____

Fund ABN: _____

Member / Account Number: _____

BSB / USI (if applicable): _____

Superannuation Calculation	Rate / Base	Amount
Part C Service Payment subtotal (after any waiver)	(from Part C)	
Part D Preparation Payment subtotal (after any waiver)	(from Part D)	
Total SG Base	\$	
SUPERANNUATION PAYABLE (SG Base x current SG rate)	x ___%	\$

PART F — TRAVEL & ACCOMMODATION EXPENSES

Reimbursement of travel and accommodation expenses must be made in accordance with MUP-003 Ministry Travel and Associated Expenses Reimbursement. Complete the details below.

Expense Item	Basis / Policy	Estimated Amount
Motor vehicle — distance travelled: _____ km	MUP-003 rate/km	
Accommodation (receipts to be provided)	MUP-003 actual cost	
Other transport (air, rail, bus — receipts required)	MUP-003 actual cost	
Other expenses (describe below):	MUP-003	
TOTAL TRAVEL & ACCOMMODATION REIMBURSEMENT		\$

Description of other expenses (if any):

Waiver of Travel & Accommodation Reimbursement

- I elect NOT to waive this payment — I accept the Travel & Accommodation Reimbursement as calculated above.
- I PARTIALLY WAIVE this payment. Amount waived: \$_____ Amount accepted: \$_____
- I FULLY WAIVE this payment.



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PART G — PAYMENT SUMMARY

Payment Component	Gross Amount	After Waiver
Part C — Service Payment	\$	
Part D — Preparation Payment	\$	
Part E — Superannuation	\$	
Part F — Travel & Accommodation Reimbursement	\$	
TOTAL PAYABLE TO MINISTER	\$	\$

PART H — DECLARATIONS & SIGNATURES

Ministry Unit Declaration

The Ministry Unit declares that: (a) the fees set out in this Agreement comply with MUP-010 Occasional Services Policy and are offered willingly; (b) no pressure has been applied to the minister to waive any fees; (c) this Agreement has been completed before the minister commences Occasional Services, in accordance with clause 4.4 of MUP-010.

Minister Declaration

The Minister declares that: (a) any waiver of fees made in this Agreement is made freely and voluntarily, without undue pressure from the Ministry Unit; (b) the information provided in this Agreement is true and correct; and (c) they are authorised to perform the Occasional Services described in Part B.

MINISTER

AUTHORISED MINISTRY UNIT REPRESENTATIVE

Signature

Signature

Full Name (print)

Full Name (print)

Date

Date