



CAD type

**Please complete a separate form for each placement or supply position**

Title Appointing body  
 First name Placement title  
 Surname Congregation/placement  
 Cost centre Presbytery/agency  
 Date effective from to

If supply Reason for supply  
 If not vacant, supply for (name)

**Travel allowance** Please confirm travel allowance payment arrangements for this agent

**House allowance** Please confirm house allowance payment arrangements for this agent

**Stipend and allowance rates**

	Item	Standard amounts per month for agent at 100%	Your cost for agent at
1	Rate for stipend		\$
2	Margin on top of stipend (set amount or %)		\$
3	Zone allowance		\$
4	Travel allowance (only if paid with stipend)		\$
5	House allowance (only if paid with stipend)		\$
6	Supply Minister agreed rate		\$
7	Superannuation (Placement only—ordained ministry agents)		\$
8	Superannuation guarantee (11.5%) (Supply only—ordained ministry agents) (Placement—lay person)		\$
9	Sickness and accident assistance plan		\$
10	Continuing education for ministries		\$
11	CEM-Travel fund		\$
12	WorkCover		\$
13	Long service leave contribution (1.92%)		\$
<b>Authorised signature</b>			

Name Date Phone  
 Signature Once signed and dated, please scan and email, fax or post to the Payroll Office at: **Payroll Office**  
 The Uniting Church in Australia,  
 Queensland Synod Reply paid 674  
 Brisbane, QLD 4001  
 Position **F: 07 3377 9723**  
**E: payroll@ucaqld.com.au**

Office use only	Meridian	Fringe	ESP User	Super	Sig. date	Entered	Supply register
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