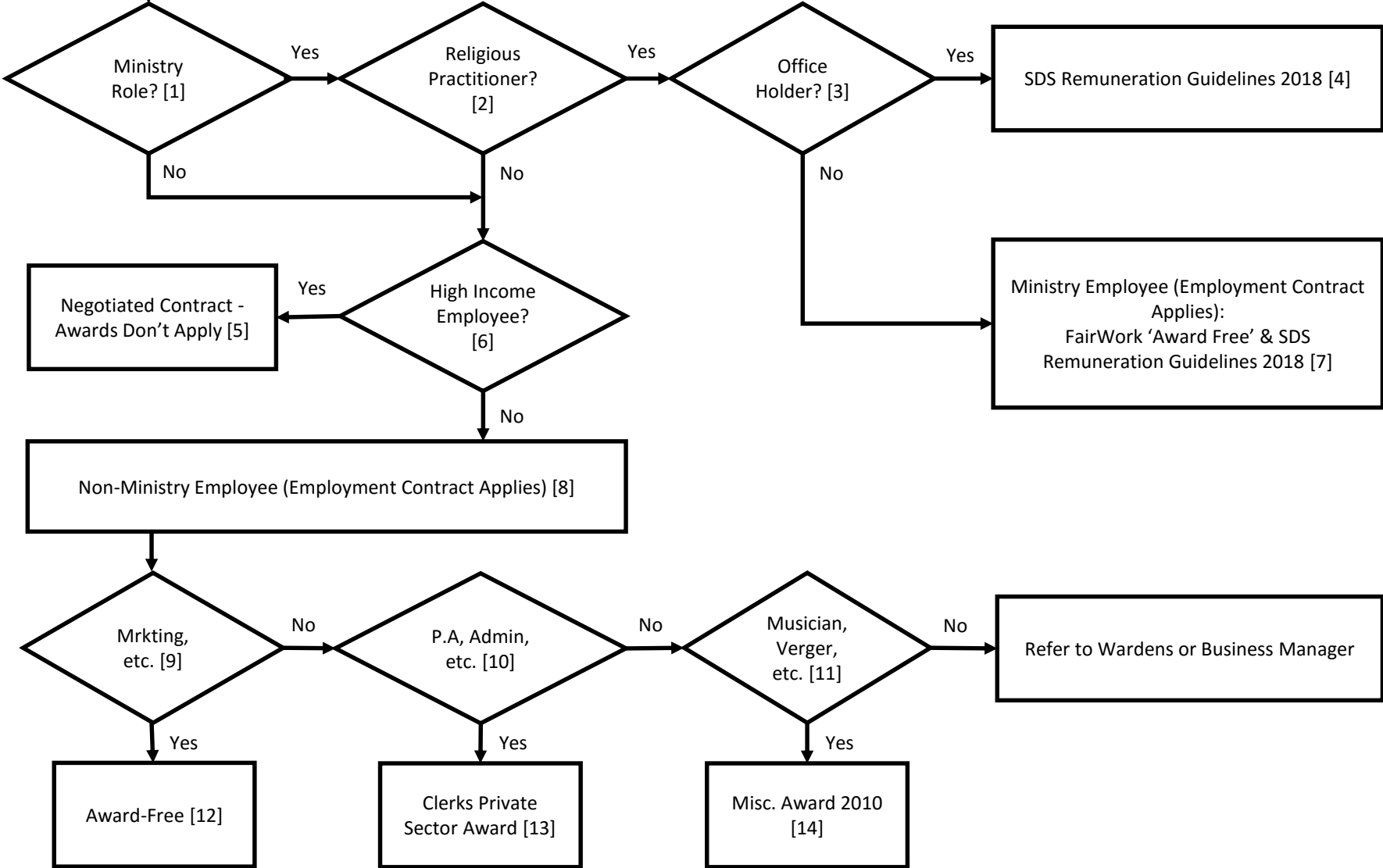


**Remuneration Process
Flowchart 2018**



Notes:

[1] Senior Minister answers this question.

[2] Senior Minister answers this question – as per the Authorisation of Lay Ministry Ordinance 2015 Archbishop's authorisation is required; Religious Practitioner definition in ATO TR 92/17 and 2018/D2; SDS Remuneration Guidelines 2018

[3] Senior Minister answers this question - Office Holders must be ordained. Office Holders must not receive an employment contract as they are not employees, they receive a 'Letter of Appointment'. The SDS Remuneration Guidelines for Office Holders are based on a 6 day working week. Time-in-lieu/overtime does not apply to Office Holders as they do not have defined work hours.

[4] SDS Remuneration Guidelines 2018 apply (unmodified).

[5 & 6] FairWork 'Award & Agreement Free Wages & Conditions' states that awards do not apply to high income employees. From 1 July 2017 the high income threshold is \$142,000.

[7] Employment contract applies. Remuneration for ministry employees must comply with National Employment Standards (NES) and FairWork 'Award & Agreement Free Wages & Conditions'. From 1 July 2018 a minimum wage of \$18.93 applies to full and part-time workers. Award-free ministry positions do not necessarily work an 'Office Holder's 6 day week' so remuneration may differ to that in the SDS Remuneration Guidelines 2018. An award-free ministry employee's employment contract must not require the employee to work more than 38 hours per week. These hours can be spread across any day of the week and the times worked may vary from week to week. Overtime/TOIL (Time Off In Lieu) is not applicable, as 38 hours should be sufficient to complete the work required.

[8] Employment contract applies.

[9 & 12] An Award-Free non-ministry employee's employment contract must not require the employee to work more than 38 hours per week. These hours can be spread across any day of the week and the times worked may vary from week to week. Overtime/TOIL (Time Off In Lieu) is not applicable, as 38 hours should be sufficient to complete the work required. Applies to Marketing/Communication Managers, Videographers, Production Managers, Production Technicians, General Maintenance, Cleaners, Business Managers, Finance Administrator/Bookkeeper, Songwriters, Audio Production Manager.

[10 & 13] In the FairWork 'Clerks Private Sector Award' the employer must not require the employee to work more than 38 hours per week, and there is provision for TOIL (Time Off In Lieu) rather than overtime, as long as the agreement is in writing (include in contracts). TOIL is not budgeted for as 38 hours should be sufficient to complete the work required. Ordinary hours may be worked Mon-Fri from 7:00am to 7:00pm. Applies to Personal Assistants, Receptionists (Source: SDS ERG 2011 – Table B5); Administration Assistant, General Administration.

[11 & 14] In the FairWork 'Miscellaneous Award' the employer must not require the employee to work more than 38 hours per week, and there is provision for TOIL (Time Off In Lieu) rather than overtime, as long as the agreement is in writing (include in contracts). TOIL is not budgeted for as 38 hours should be sufficient to complete the work required. Regular hours over a maximum six day working week apply with fixed start and finish times. Applies to Gardener/Groundkeepers, Caretaker/Vergers, Musicians (Source: SDS ERG 2011 – Table B5).