



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR0513 (10 SEPTEMBER 2013)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Pastoral Associates rates of pay

This circular provides advice on the rates of pay recommended for Pastoral Associates from 1 January 2014.

The category of Pastoral Associate covers those employees with Pastoral Associate accreditation undertaking roles as set out in the document *PA Position and Accreditation Standards* which can be located at <http://www.cam.org.au/policies>

Grade 1 Pastoral Associates

2014 rates	Annual rate 38 hr week	Weekly rate 38 hr week	Part-time per hr	Casual per hr
Minimum	\$54,966	\$1,057.04	\$27.82	\$34.77
Mid point	\$57,859	\$1,112.68	\$29.28	\$36.60
Maximum	\$60,752	\$1,168.31	\$30.75	\$38.43

Grade 2 Pastoral Associates

2014 rates	Annual rate 38 hr week	Weekly rate 38 hr week	Part-time per hr	Casual per hr
Minimum	\$63,180	\$1,214.99	\$31.97	\$39.97
Midpoint	\$66,505	\$1,278.94	\$33.66	\$42.07
Maximum	\$69,830	\$1,342.89	\$35.34	\$44.17

Salaries should be reviewed annually at the end of each year having regard to performance and market factors with any uplift taking effects from 1 January the following year.

The attached remuneration matrix may be helpful.

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Remuneration range matrix

	PERFORMANCE CONSIDERATIONS	MARKET CONSIDERATIONS
105% RANGE MAXIMUM	<ul style="list-style-type: none"> ⇐ Outstanding performer ⇐ Extensive experience highly promotable 	Highly specialised skills, scarce and critical to parish outcomes
	<ul style="list-style-type: none"> ⇐ Very experienced superior performer ⇐ Competent performer 	Need to make a pay offer sufficient for person to move
100%	<ul style="list-style-type: none"> ⇐ Experienced , eg 2 years in the position adequate performance but capable of further development 	
	<ul style="list-style-type: none"> ⇐ Inexperienced employee or showing marginal performance ⇐ Recent appointee 	Able to compete satisfactorily in the market
95% RANGE MINIMUM		