



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR0713 (10 SEPTEMBER 2013)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Alternative clerical and secretarial rates of pay

The Clerks – Private Sector Award 2010 covers parish staff working in clerical and secretarial roles and sets out the minimum rates of pay that must be paid to those employees. I refer you to Circular HR0213 dated 25 June 2013 which sets out the current minimum rates of pay. The award can be located at http://www.fwa.gov.au/documents/modern_awards/award/MA000002/default.htm

Awards provide for minimum rates of pay which by their very nature are more appropriately applied to the lower grades. The minimum rates of pay for higher classifications may not compare favourably with rates of pay applying in similar settings.

Employers may therefore wish to consider applying the alternate remuneration arrangements for administrative employees in parish settings as set out in attachment 1.

These rates are applicable from 1 January 2014.

A handwritten signature in black ink, appearing to read 'Tom Carr'.

Tom Carr
Human Resources Manager

Human Resources

Level 2, 340 Albert Street, East Melbourne VIC 3002 Australia. PO Box 146, East Melbourne VIC 8002 Australia
Telephone: (03) 9926 5629, 9926 5668, 9926 5780 Facsimile: (03) 9926 5655 Email: tom.carr@cam.org.au
trish.fazzino@cam.org.au lilia.giansiracusa@cam.org.au matthew.dunstan@cam.org.au
<http://www.cam.org.au/policies>

Alternative remuneration arrangements

Parish Secretary/Administrative Assistant Grade 1

- Work descriptors:**
- As per the Award Grades 1 or 2
- Pay rates**
- As per the Award Grade 1 or Grade 2

Parish Secretary Grade 2

- Descriptors:**
- Appropriate to a Secretary in a small to medium single site parish where the employee undertakes Award Grade 3 tasks.
- Pay rates**
- Set annually by the diocese and tied to movements in the 25th percentile of the labour market, ie where 75% of employers pay higher rates of pay.
 - A pay range where movement is based on performance, general wage movements and retention factors rather than time spent in the job, ie there are no automatic increments and employers can decide, on the basis of performance and retention factors, the point in the range to set the salary. The remuneration matrix set out in attachment 2 may be helpful.
 - A pay range where rates are reviewed annually at the end of the year and where uplifts take effect from the commencement of the following year.

2014 rates	Annual rate 38 hr week	Weekly rates 38 hr week	Part time per hour	Casual per hour
Minimum	\$43,973	\$845.63	\$22.25	\$27.82
Mid point	\$46,287	\$890.14	\$23.42	\$29.28
Maximum	\$48,602	\$934.65	\$24.60	\$30.75

Parish Secretary Grade 3

- Descriptors:**
- Appropriate to a Secretary in a large or multiple parish setting where the employee undertakes Award Grade 4 or 5 tasks.
- Pay rates**
- As with Parish Secretary Grade 2.

2014 rates	Annual rate 38 hr week	Weekly rates 38 hr week	Part time per hour	Casual per hour
Minimum	\$49,470	\$951.34	\$25.04	\$31.29
Mid point	\$52,073	\$1,001.41	\$26.35	\$32.94
Maximum	\$54,677	\$1,051.48	\$27.67	\$34.59

Remuneration range matrix

	PERFORMANCE CONSIDERATIONS	MARKET CONSIDERATIONS
RANGE MAXIMUM		
105%	<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 complete satisfactorily in the market
95%		
RANGE MINIMUM		