



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR 0213 (25 JUNE 2013)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Clerical and secretarial rates of pay

The Clerks – Private Sector Award applies to parish staff working in clerical and secretarial roles.

The Wage Rate Schedules in this Award have now been adjusted to reflect the recent decision by the Minimum Wages Panel of Fair Work Commission to increase all modern award weekly wages by 2.6% per week rounded to the nearest ten cents. Proportionate rates apply to hourly minimum wages. The attached schedule provides details.

The increases apply from the first pay period commencing on or after 1 July 2013.

Increases can be absorbed into existing over award payments.

Recommendations in respect to over award rates of pay will be forwarded later in the year to cover the 2014 calendar year. Award rates of pay are now reviewed on a financial year cycle.

A copy of this circular has been posted on the Archdiocese's website at <http://www.cam.org.au/Policies/Current-Circulars.aspx>

Tom Carr
Human Resources Manager

Human Resources

James Goold House, 228 Victoria Parade, 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>

Attachment

CLERKS – PRIVATE SECTOR AWARD RATES OF PAY as at 1 JULY 2013

Classification	38 hr week	Part-time per hr	Casual per hr
Grade 1, first year	\$661.60	\$17.41	\$21.76
Grade 1, second year	\$694.30	\$18.27	\$22.84
Grade 1, after 2 years	\$716.10	\$18.84	\$23.56
Grade 2, first year	\$724.50	\$19.07	\$23.84
Grade 2 after 1 year	\$738.00	\$19.42	\$24.28
Grade 3	\$765.20	\$20.14	\$25.18
Grade 4	\$803.50	\$21.14	\$26.43
Grade 5	\$836.20	\$22.01	\$27.51