



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR0514 (2 SEPTEMBER 2014)
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 2015.

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

2015 rates	Annual rate 38 hr week	Weekly rate 38 hr week	Part-time per hr	Casual per hr
Minimum	\$57,331	\$1,102.52	\$29.01	\$36.27
Mid point	\$60,349	\$1,160.55	\$30.54	\$38.18
Maximum	\$63,366	\$1,218.58	\$32.07	\$40.08

Grade 2 Pastoral Associates

2015 rates	Annual rate 38 hr week	Weekly rate 38 hr week	Part-time per hr	Casual per hr
Minimum	\$65,898	\$1,267.27	\$33.35	\$41.69
Midpoint	\$69,366	\$1,333.97	\$35.10	\$43.88
Maximum	\$72,835	\$1,400.67	\$36.86	\$46.07

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		