



CATHOLIC ARCHDIOCESE OF MELBOURNE

**CIRCULAR HR 0221 (1 July 2021)
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 minimum weekly wages clause in this *Award* has been adjusted to reflect the recent decision by the Fair Work Commission to increase all modern award wages by 2.5 percent rounded to the nearest ten cents. Proportionate rate increases apply to hourly minimum wages. Attachment 1 provides the schedule of new pay rates.

The increases apply from the first pay period commencing on or after 1 July 2021.

Please note: If you are currently paying above award rates, you may choose to absorb this increase into the employee's existing pay rate. It is also important when applying award rates that staff are classified at the appropriate classification level – please use the guide provided in Attachment 2.

For employee's who are currently paid over the award rate, this is not an opportunity to reduce the current rates of pay. Pay rates can, however, remain on hold until they are in line with the award rate.

Employers need to be aware that the following penalty rate provisions apply to employees covered by that Award.

- (a) All work performed by an employee, other than a casual, outside the hours of 7.00 am and 7.00 pm Monday to Friday and on Saturday which is not overtime must be paid at the rate of 120% of the relevant minimum wage.
- (b) All work performed by an employee, other than a casual, on Sunday which is not overtime must be paid at the rate of 150% of the relevant minimum wage.
- (c) All work performed by a casual employee outside the hours of 7.00 am and 7.00 pm Monday to Friday and on Saturday which is not overtime must be paid at the rate of 145% of the relevant minimum wage.
- (d) All work performed by a casual employee on Sunday which is not overtime must be paid at the rate of 175% of the relevant minimum wage.
- (e) All work performed by an employee on a public holiday is to be paid at the rate of 250% of the relevant minimum wage.

A copy of this circular is also available on the Archdiocese's website at <https://melbournecatholic.org/about/our-services/human-resources>. Should you require further HR assistance, please contact Suzette Diaz, HR Partner on 9926 2424

Sussan McNamara
Director, Human Resources

Human Resources

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ATTACHMENT 1

CLERKS – PRIVATE SECTOR AWARD RATES OF PAY as at 1 JULY 2021

Classification	38 hr week	Part-time per hr	Part-time Weekend per hr	Casual per hr	Casual Weekend per hr
Grade 1, first year	\$821.40	\$21.62	\$27.03(Sat) \$43.24(Sun)	\$27.03	\$32.43(Sat) \$48.65(Sun)
Grade 1, after 2 years	\$862.10	\$22.69	\$28.36(Sat) \$45.38(Sun)	\$28.36	\$34.04(Sat) \$51.05(Sun)
Grade 1, after 3 years	\$889.00	\$23.39	\$29.24(Sat) \$46.78(Sun)	\$29.24	\$35.09(Sat) \$52.63(Sun)
Grade 2					
Grade 2, first year	\$899.50	\$23.67	\$29.59(Sat) \$47.34(Sun)	\$29.59	\$35.51(Sat) \$53.26(Sun)
Grade 2 after 1 year	\$916.20	\$24.11	\$30.14(Sat) \$48.22(Sun)	\$30.14	\$36.17(Sat) \$54.25(Sun)
Grade 3					
Grade 3	\$950.10	\$25.00	\$31.25(Sat) \$50.00(Sun)	\$31.25	\$37.50(Sat) \$56.25(Sun)
Grade 4					
Grade 4	\$997.70	\$26.26	\$32.83(Sat) \$52.52(Sun)	\$32.83	\$39.39(Sat) \$59.09(Sun)
Grade 5					
Grade 5	\$1038.20	\$27.32	\$34.15(Sat) \$54.64(Sun)	\$34.15	\$40.98(Sat) \$61.47(Sun)

ATTACHMENT 2
CLERKS – PRIVATE SECTOR AWARD CLASSIFICATION LEVEL GUIDE

The classification criteria in this Schedule provide guidelines to determine the appropriate classification level of employees covered by this award. In determining that level, consideration must be given to both the characteristics and typical duties and skills of the level.

However, the characteristics are the primary guide to classification as they indicate the level of basic knowledge, comprehension of issues, problems and procedures required and the level of supervision or accountability of the position. The totality of the characteristics must be read as a whole to obtain a clear understanding of the essential features of any particular level and the competency required.

Classification	Description
Grade 1, first year	Initial recruits who have limited relevant experience. Initially work is performed under close direction using established practices, procedures and instructions.
Grade 1, after 2 years	<p>Duties include but not limited to: Reception or switchboard duties including, directing telephone callers to appropriate staff, issuing and receiving standard forms, relaying internal information, greeting visitors, maintaining basic records, filing, collating and copying documents</p>
Grade 1, after 3 years	
Grade 2, first year	<p>This level caters for employees who have had sufficient experience or training to enable them to carry out their assigned duties under general direction. Employees at this level are responsible and accountable for their own work which is performed within established guidelines. In some situations, detailed instructions may be necessary. This may require the employee to exercise limited judgment and initiative within the range of their skills and knowledge.</p> <p>Duties include but not limited to: Reception/switchboard duties set out in Level 1 and in addition responding to enquiries as appropriate consistent with their knowledge of the organisation's operations and services or where presentation, or the use of interpersonal skills is a key aspect of the position; operation of business equipment use of a software packages to create, format, edit, correct, print and save text documents such as standard correspondence and business documents, copy typing and audio typing; maintenance of records or journals (or both) including initial processing and recording relating to the following, reconciliation of accounts to balance, inputting data, payroll processing, petty cash. Following standard procedures and using existing models or fields of information; arrange routine travel bookings and itineraries or make appointments; provide general advice and information on the organisation's products and services such as at the front counter or by telephone.</p>
Grade 2 after 1 year	
Grade 3	<p>Employees at this level have achieved a standard to be able to perform specialised or non-routine tasks or features of the work. Employees at this level require only general guidance or direction and there is scope for the exercise of limited initiative, discretion and judgment in carrying out their assigned duties.</p> <p>Duties include but not limited to: In addition to the duties detailed in level 2 Preparing cash payment summaries, banking reports and bank statements, calculating and maintaining wage and salary records, following credit referral procedures, applying purchasing and inventory control requirements, and posting journals to ledger. Providing specialised advice and information on the organisation's products and services</p>

Classification	Description
Grade 4	<p>Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give advice or information to the organisation and clients in relation to specific areas of their responsibility. Employees at this level require only limited guidance or direction and would normally report to more senior staff as required. A principal feature, but not a requirement, of this level is supervision of employees in lower levels in terms of responsibility for the allocation of duties, co-ordination of work flow, checking of progress, quality of work and resolving problems.</p> <p>Duties include but not limited to: Secretarial and executive support services including, maintaining executive diary; and attending executive and organisational meetings and taking minutes; and answering executive correspondence from oral or handwritten instructions; ability to prepare financial or tax schedules, calculate costings, wage or salary requirements; complete personnel or payroll data for authorisation; reconcile accounts to balance; advising or providing information on one or more of the following: employment conditions; workers compensation procedures and regulations; superannuation entitlements, procedures and regulations.</p>
Grade 5	<p>Employees at this level are subject to broad guidance or direction and would report to more senior staff as required. Employees at this level will typically have worked or studied in a relevant field and will have achieved a standard of relevant or specialist knowledge and experience sufficient to enable them to advise on a range of activities and features and contribute, as required, to the determination of objectives, with the relevant field or fields of their expertise</p> <p>Duties include but not limited to: Application of knowledge of organisation's objectives, performance, projected areas of growth, product trends and general industry conditions, application of computer software packages including the integration of complex word processing and desktop publishing, text and data documents; providing reports for management in any or all of the following areas: accounts and finances; staffing; legislative requirements; other company activities; administering individual executive salary packages, travel expenses, allowances and company transport; administering salary and payroll requirements of the organisation.</p>

For a more detailed description on classifications please refer directly to the Clerks—Private Sector Award 2020 at http://awardviewer.fwo.gov.au/award/show/MA000002#P1044_93946