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<td>Page 9</td>
</tr>
<tr>
<td>SENIOR ADMINISTRATIVE STAFF</td>
<td>Page 9</td>
</tr>
</tbody>
</table>
All professional staff positions are classified within the 10 level Higher Education Worker (HEW) classification structure. All staff within this structure will be paid in accordance with the following salary scales.

### Table 2: Salary Scales for Full-Time Professional Staff HEW Levels 1-9

<table>
<thead>
<tr>
<th>Professional Staff Classification Level</th>
<th>01/05/2014</th>
<th>01/05/2015</th>
<th>01/05/2016</th>
<th>01/05/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>3% increase</td>
<td>3% increase</td>
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</tr>
<tr>
<td>Professional Level 1</td>
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</tr>
<tr>
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<td>44,217</td>
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<td>46,911</td>
<td>48,553</td>
</tr>
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<td>2</td>
<td>45,108</td>
<td>46,462</td>
<td>47,856</td>
<td>49,531</td>
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<tr>
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<td>50,516</td>
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<td>50,906</td>
<td>52,688</td>
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<td>53,742</td>
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<td>52,964</td>
<td>54,818</td>
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<td>54,332</td>
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<td>57,641</td>
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<td>6</td>
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<td>60,366</td>
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<tr>
<td>4</td>
<td>61,575</td>
<td>63,423</td>
<td>65,326</td>
<td>67,613</td>
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<td>Professional Level 5</td>
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<td>63,991</td>
<td>65,911</td>
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<td>71,670</td>
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<td>68,573</td>
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<td>67,905</td>
<td>69,943</td>
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<td>74,564</td>
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<td>01/05/2016</td>
<td>01/05/2017</td>
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<tr>
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<td>3% increase</td>
<td>3.5% increase</td>
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<td>71,349</td>
<td>73,490</td>
<td>76,063</td>
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<td>7</td>
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<td>72,769</td>
<td>74,953</td>
<td>77,577</td>
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<td>8</td>
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<td>74,227</td>
<td>76,454</td>
<td>79,130</td>
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<td><strong>Professional Level 6</strong></td>
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<td>74,958</td>
<td>77,207</td>
<td>79,910</td>
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<tr>
<td>2</td>
<td>74,233</td>
<td>76,460</td>
<td>78,754</td>
<td>81,511</td>
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<tr>
<td>3</td>
<td>75,710</td>
<td>77,982</td>
<td>80,322</td>
<td>83,134</td>
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<tr>
<td>4</td>
<td>77,228</td>
<td>79,545</td>
<td>81,932</td>
<td>84,800</td>
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<tr>
<td>5</td>
<td>78,774</td>
<td>81,138</td>
<td>83,573</td>
<td>86,499</td>
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<tr>
<td><strong>Professional Level 7</strong></td>
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</tr>
<tr>
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<td>80,298</td>
<td>82,707</td>
<td>85,189</td>
<td>88,171</td>
</tr>
<tr>
<td>2</td>
<td>81,908</td>
<td>84,366</td>
<td>86,897</td>
<td>89,939</td>
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<tr>
<td>3</td>
<td>83,544</td>
<td>86,051</td>
<td>88,633</td>
<td>91,736</td>
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<tr>
<td>4</td>
<td>85,213</td>
<td>87,770</td>
<td>90,404</td>
<td>93,569</td>
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<td>5</td>
<td>86,922</td>
<td>89,530</td>
<td>92,216</td>
<td>95,444</td>
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<td>93,052</td>
<td>95,844</td>
<td>99,199</td>
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<td>94,910</td>
<td>97,758</td>
<td>101,180</td>
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<td>96,806</td>
<td>99,711</td>
<td>103,201</td>
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<td>95,867</td>
<td>98,744</td>
<td>101,707</td>
<td>105,267</td>
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<tr>
<td>5</td>
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<td>100,717</td>
<td>103,739</td>
<td>107,370</td>
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<td><strong>Professional Level 9</strong></td>
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<td></td>
<td></td>
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<tr>
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<td>105,393</td>
<td>108,555</td>
<td>111,812</td>
<td>115,726</td>
</tr>
<tr>
<td>2</td>
<td>107,497</td>
<td>110,722</td>
<td>114,044</td>
<td>118,036</td>
</tr>
<tr>
<td>3</td>
<td>109,653</td>
<td>112,943</td>
<td>116,332</td>
<td>120,404</td>
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</table>
## Table 3: Salary Scales for Full Time Professional Staff HEW 10* as at 01/05/2014

<table>
<thead>
<tr>
<th>Professional Staff Classification Level</th>
<th>HEW 10</th>
<th>HEW10A</th>
<th>HEW10B</th>
<th>HEW10C</th>
<th>HEW10D</th>
<th>HEW10E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Level 10</td>
<td>112,920</td>
<td>153,488</td>
<td>167,963</td>
<td>185,332</td>
<td>199,813</td>
<td>217,793</td>
</tr>
</tbody>
</table>

* Except for the base rate, the salaries presented here for HEW 10 staff are total package amounts, excluding annual leave loading.

* For further information on salary packaging see section 12 of the Salaries, Loadings and Benefits Procedure.

When calculating HDAs, bonuses, annual leave payouts and long service leave payouts the Total Package amount is divided by 1.17 and then the payout or bonus is calculated from there.

For example, to calculate an annual leave payout for 30 days of annual leave for a staff member on HEW 10A: 

\[(153,488/1.17) \times (30/260.893^*)\]

*the average number of days worked each year.

Or, to calculate an annual bonus of 5% per annum the calculation for a staff member on HEW 10A: 

\[(153,488/1.17) \times 5\%\]
RATES OF PAYMENTS FOR TRAINEES AND APPRENTICES

Trainees

A new employee undertaking the complete duties of a position will be paid the salary determined by the agreement, irrespective of age. New employees who require training and so do not perform the complete range of duties of a position may be paid a percentage of the full salary, which is based on the level of skill acquired and not age. Training positions shall only be classified at Higher Education Worker levels 2 or 3. In exceptional circumstances they may be classified at level 1.

Training positions should be classified at the same level as that of the position for which the trainee is being prepared and will occupy on completion of the training.

Rates of pay for trainees are listed in Table 4.

The policy to determine the rates of pay for positions for which two year’s training is required is:

1st year in training position: 85% of HEW level point 1
2nd year in training position: 90% of HEW level point 1

Table 4: Rates of Payment for Trainees

<table>
<thead>
<tr>
<th>Professional Staff Classification Level</th>
<th>01/05/2014</th>
<th>01/05/2015</th>
<th>01/05/2016</th>
<th>01/05/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Level Trainee Level 1</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>37,585</td>
<td>38,713</td>
<td>39,875</td>
<td>41,271</td>
</tr>
<tr>
<td>2</td>
<td>39,796</td>
<td>40,990</td>
<td>42,220</td>
<td>43,698</td>
</tr>
<tr>
<td>Professional Level Trainee Level 2</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>40,785</td>
<td>42,009</td>
<td>43,270</td>
<td>44,785</td>
</tr>
<tr>
<td>2</td>
<td>43,185</td>
<td>44,481</td>
<td>45,816</td>
<td>47,420</td>
</tr>
<tr>
<td>Professional Level Trainee Level 3</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>42,664</td>
<td>43,944</td>
<td>45,263</td>
<td>46,848</td>
</tr>
<tr>
<td>2</td>
<td>45,173</td>
<td>46,529</td>
<td>47,925</td>
<td>49,603</td>
</tr>
</tbody>
</table>
Apprentices will be paid at the following percentages of the relevant trade rate (relevant professional level classification).

1st year: 42% of base trade rate (professional level at increment step 1)
2nd year: 55% of base trade rate (professional level at increment step 1)
3rd year: 75% of base trade rate (professional level at increment step 1)
4th year: 88% of base trade rate (professional level at increment step 1)

Table 5: Rates of Pay for Apprentices

<table>
<thead>
<tr>
<th>Professional Staff Classification Level</th>
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<th>01/05/2015</th>
<th>01/05/2016</th>
<th>01/05/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3% increase</td>
<td>3% increase</td>
<td>3% increase</td>
<td>3.5% increase</td>
</tr>
<tr>
<td>Professional Level 3 (Apprentice)</td>
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<td>21,082</td>
<td>21,715</td>
<td>22,367</td>
<td>23,150</td>
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<tr>
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<td>27,607</td>
<td>28,436</td>
<td>29,290</td>
<td>30,316</td>
</tr>
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<td>38,775</td>
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<td>4</td>
<td>44,169</td>
<td>45,495</td>
<td>46,860</td>
<td>48,501</td>
</tr>
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<td>Professional Level 4 (Apprentice)</td>
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<td>33,857</td>
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<td>47,783</td>
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<tr>
<td>4</td>
<td>51,056</td>
<td>52,588</td>
<td>54,166</td>
<td>56,062</td>
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</tbody>
</table>
WORK EXPERIENCE RATES OF PAYMENT

Please use the following figures as a guide for the payment of high school students between the ages of 13 - 21 years who are on work experience:

- $5 per day;
- 70c per hour for less than a day

JUNIOR RATES OF PAYMENT

The term junior applies to professional staff where the staff member is under the age of 21 years. The salary for a junior will be based on a percentage of the full time salary dependant on the age of the staff member.

Table 6: Junior Rates of Payment

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<th>Age</th>
<th>Percentage</th>
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<td>At 16 or under</td>
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<tr>
<td>At 17</td>
<td>60%</td>
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<tr>
<td>At 18</td>
<td>70%</td>
</tr>
<tr>
<td>At 19</td>
<td>80%</td>
</tr>
<tr>
<td>At 20</td>
<td>90%</td>
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</tbody>
</table>

STANDING BY ALLOWANCE

Where an eligible staff member, in accordance with section 7.7 of the Work Hours and Related Conditions Procedure, is required to hold themselves in readiness to work after ordinary hours, they will be paid a standing by allowance per day (or pro-rata).

Table 7: Standing by Allowance

<table>
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<th>01/05/2015</th>
<th>01/05/2016</th>
<th>01/05/2017</th>
</tr>
</thead>
<tbody>
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<td>Standing by allowance per day (or pro-rata)</td>
<td>27.31</td>
<td>28.13</td>
<td>28.97</td>
<td>29.98</td>
</tr>
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<td>3.5% increase</td>
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Table 8: Casual Hourly Rates of Payment

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<th>01/05/2016</th>
<th>01/05/2017</th>
</tr>
</thead>
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<td>3% increase</td>
<td>3% increase</td>
<td>3.5% increase</td>
</tr>
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<td>30.37</td>
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<td>62.06</td>
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<td>70.29</td>
<td>72.39</td>
<td>74.93</td>
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EXAMINATION SUPERVISORS

There are three categories of examination supervisors. Supervisors are paid according to whether they supervise a two or three hour examination.

Table 9: Examination Supervisor Rates of Payment

<table>
<thead>
<tr>
<th>Category</th>
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<th>1/5/2016</th>
<th>1/5/2017</th>
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<td>3% increase</td>
<td>3% increase</td>
<td>3.5% increase</td>
</tr>
<tr>
<td>Supervisor</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hourly rate</td>
<td>28.63</td>
<td>29.49</td>
<td>30.37</td>
<td>31.44</td>
</tr>
<tr>
<td>2 Hour Examination</td>
<td>100.21</td>
<td>103.22</td>
<td>106.30</td>
<td>110.04</td>
</tr>
<tr>
<td>3 Hour Examination</td>
<td>128.84</td>
<td>132.71</td>
<td>136.68</td>
<td>141.48</td>
</tr>
<tr>
<td>Senior Supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly rate</td>
<td>31.07</td>
<td>32.00</td>
<td>32.96</td>
<td>34.11</td>
</tr>
<tr>
<td>2 Hour Examination</td>
<td>108.75</td>
<td>112.00</td>
<td>115.36</td>
<td>119.39</td>
</tr>
<tr>
<td>3 Hour Examination</td>
<td>139.82</td>
<td>144.00</td>
<td>148.32</td>
<td>153.50</td>
</tr>
<tr>
<td>Supervisor-in-charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hourly rate</td>
<td>32.50</td>
<td>33.47</td>
<td>34.48</td>
<td>35.68</td>
</tr>
<tr>
<td>2 Hour Examination</td>
<td>113.75</td>
<td>117.15</td>
<td>120.68</td>
<td>124.88</td>
</tr>
<tr>
<td>3 Hour Examination</td>
<td>146.25</td>
<td>150.62</td>
<td>155.16</td>
<td>160.56</td>
</tr>
</tbody>
</table>
Supervisor rates are based on the HEW1 casual hourly rate.

Senior Supervisor rates are based on the HEW2 casual hourly rate and Supervisor-In-Charge rates are based on the HEW3 casual hourly rate.

Examination rates for 2 hour examinations are calculated based on 3.5 multiplied by the relevant casual hourly rate.

Examination rates for 3 hour examinations are calculated based on 4.5 multiplied by the relevant casual hourly rate.

### GRADUATION CEREMONIES

**Table 10: Graduation Ceremony Rates of Payment**

<table>
<thead>
<tr>
<th>Rate of payment per ceremony</th>
<th>1/5/2014</th>
<th>1/5/2015</th>
<th>1/5/2016</th>
<th>1/5/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3% increase</td>
<td>3% increase</td>
<td>3% increase</td>
<td>3.5% increase</td>
</tr>
<tr>
<td><strong>Part Event Roles</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Normal Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity 1250 or less</td>
<td>47.51</td>
<td>48.94</td>
<td>50.41</td>
<td>52.17</td>
</tr>
<tr>
<td>Large Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity more than 1250</td>
<td>63.35</td>
<td>65.25</td>
<td>67.20</td>
<td>69.55</td>
</tr>
<tr>
<td><strong>Entire Event Roles</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity 1250 or less</td>
<td>95.02</td>
<td>97.87</td>
<td>100.80</td>
<td>104.33</td>
</tr>
<tr>
<td>Large Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity more than 1250</td>
<td>134.61</td>
<td>138.65</td>
<td>142.81</td>
<td>147.81</td>
</tr>
<tr>
<td><strong>Robing Room Staff</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity 1250 or less</td>
<td>118.77</td>
<td>122.33</td>
<td>126.00</td>
<td>130.41</td>
</tr>
<tr>
<td>Large Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity more than 1250</td>
<td>150.44</td>
<td>154.96</td>
<td>159.60</td>
<td>165.19</td>
</tr>
<tr>
<td><strong>On-Stage and Marshals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity 1250 or less</td>
<td>123.53</td>
<td>127.23</td>
<td>131.05</td>
<td>135.64</td>
</tr>
<tr>
<td>Large Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity more than 1250</td>
<td>152.03</td>
<td>156.59</td>
<td>161.29</td>
<td>166.93</td>
</tr>
<tr>
<td>Rate of payment per ceremony</td>
<td>1/5/2014</td>
<td>1/5/2015</td>
<td>1/5/2016</td>
<td>1/5/2017</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td><strong>Second in Charge (2IC)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity 1250 or less</td>
<td>133.02</td>
<td>137.02</td>
<td>141.13</td>
<td>146.07</td>
</tr>
<tr>
<td>Large Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity more than 1250</td>
<td>190.04</td>
<td>195.74</td>
<td>201.61</td>
<td>208.66</td>
</tr>
<tr>
<td><strong>Officer In Charge (OIC)</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Normal Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity 1250 or less</td>
<td>147.81</td>
<td>152.24</td>
<td>156.81</td>
<td>162.29</td>
</tr>
<tr>
<td>Large Ceremony Rate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venue capacity more than 1250</td>
<td>242.82</td>
<td>250.11</td>
<td>257.61</td>
<td>266.63</td>
</tr>
</tbody>
</table>

**SENIOR ADMINISTRATIVE STAFF**

Salaries are determined by assigning jobs to classifications through a process designed to ensure that work of equal complexity and responsibility is rewarded equally. The emphasis of this process is measurement of the task, not the performance of individuals. The Cullen Egan Dell system of job evaluation is used to classify positions in the Senior Administrative Service (for further details see the Categories of Employment Procedure, Schedule E – Entitlements: Senior Administrative Staff).
REVIEW

This schedule is to be reviewed by 28 February 2017.

VERSION HISTORY

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved By</th>
<th>Approval Date</th>
<th>Effective Date</th>
<th>Sections Modified</th>
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<tbody>
<tr>
<td>2</td>
<td>Executive Director, Human Resources</td>
<td>7 May 2013</td>
<td>7 May 2013</td>
<td>Updates to salary rates and payments throughout document following a 2.5% administrative increase effective 27 April 2013.</td>
</tr>
<tr>
<td>3</td>
<td>Executive Director, Human Resources</td>
<td>17 Jul 2013</td>
<td>17 Jul 2013</td>
<td>Correction to HEW4-4 salary rate in Table 2. Original error due to inadvertent transposing of figures.</td>
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<tr>
<td>4</td>
<td>Vice-Principal Administration and Finance on behalf of Senior Vice-Principal</td>
<td>30 May 2014</td>
<td>30 May 2014</td>
<td>Updated to include salary increases to 01/05/2017 in accordance with Enterprise Agreement 2013.</td>
</tr>
<tr>
<td>5</td>
<td>Vice-Principal Administration and Finance on behalf of Senior Vice-Principal</td>
<td>19 Aug 2014</td>
<td>19 Aug 2014</td>
<td>Table 3 updated to include salaries for professional staff at Level 10 – 10E effective 1 May 2014. Levels 10A – 10E were omitted from version 4 in error.</td>
</tr>
</tbody>
</table>