

Anne Chadwick <annechadwick2@bigpond.com>  
To: Volleyball NT <volleyballnt@gmail.com>

Mon, Jan 5, 2015 at 9:50 PM

Admin Position VNT

Attachment B

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**From:** Anne Chadwick [mailto:annechadwick2@bigpond.com]  
**Sent:** Monday, 5 January 2015 9:45 PM  
**To:** 'vnt@gmail.com'  
**Subject:** FW: Admin Position VNT

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**From:** Anne Chadwick [mailto:annechadwick2@bigpond.com]  
**Sent:** Sunday, 30 November 2014 11:17 PM  
**To:** 'Volleyball NT'; 'Stuart Smith'  
**Subject:** Admin Position VNT

Hi Stu,

In accordance with Schedule C 2014/2015 \$40k funding, \$15,000.00 including superannuation has been allocated to an Admin position with effect 1 July 2014. A new committee was elected on November 11th 2014 and the first committee meeting for the 2014/2015 committee is scheduled for Wednesday 10th Dec 2014.

I calculate the annual salary is \$13,650.00 and the monthly payment is \$1,137.50. According to the ATO the minimum superannuation payment is 9.5% of each payment. This calculates the annual payment at \$1296.75 or \$108.06 per month. The total cost for salary including superannuation cost is \$14,946.75. An agreement on the recruitment to the admin position will be discussed at the next committee meeting.

In the meantime I have been acting in the role of the Admin position for the period 1 July to 30 Nov 2014 and would like to claim payment for this service.

Duties I have carried out for the record are;

- Prepared all policies for VNT required to achieve Tier 3 level sport;
- Provided a participation report for NT Govt in support of Tier 3 level sport;
- Provided participation numbers for VA;
- Ensured that VNT has received latest membership invoice;
- Designed, prepared and populated VNT website - status is now ready for publication
- Promoted and held junior volleyball events during fourth term (School term)