

Higher Duties Guidelines

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Authority:	CEO	Responsible Officer:	OD Consultant
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1. Purpose

These guidelines seek to:

- 1 Create a consistent approach to appointing and remunerating staff to temporary higher duty positions;
- 2 Manage workloads by effectively back filling positions;
- 3 Ensure that all staff members have equal opportunity to undertake higher duty positions based upon appointment by merit;
- 4 Provide guidelines and procedures that further clarify and expand the Higher Duty provisions of the Victorian Local Authorities Award 2001; and
- 5 Establish minimum terms and conditions under which higher duties will be paid.

It is intended that these guidelines will provide Managers/Team Leaders with an appropriate framework that will allow them to manage their operational work requirements during periods in which key employees are absent. The decision to back fill positions rests with the Manager/Team Leader.

In addition, these guidelines provide employees with an opportunity to relieve in higher banded positions that will enable the development of professional skills and practical experience whilst assisting to meet operational requirements.

2. Background

Council recognises that providing opportunities for staff to take on higher duties needs to be formally acknowledged and include appropriate remuneration processes for the duration of their acting roles.

3. Scope

This policy applies to all City of Greater Dandenong staff who are approved to undertake acting roles to cover a range of leave or absences of other staff across the organisation.

4. References

- Victorian Local Authorities Award, 2001 and any other relevant Awards
- Greater Dandenong Enterprise Bargaining Agreement (applying at the time)
- Motor Vehicle Management Code of Practice
- Higher Duties Authorisation Form (**sample attached**) click or go here [Webstar\HRConnection\Payroll\PayrollForms\HigherDutiesForm](#)
- CGD Grievance Policy

5. Council Policy

Payment when performing higher duties:

Where an employee performs the duties of a higher banded position, the employee shall be paid at the commencement level (e.g. Band 5A) of the higher banding, unless otherwise prescribed by the Award or negotiation. Payment at the higher rate shall continue during any period of approved leave that the relieving employee may take whilst performing the secondment. For example, if an employee relieves in a higher position for the period 1 January to 31 January inclusive, and is on approved annual leave at any time during that period, such annual leave shall be paid at the higher duties rate.

For Banded Positions:

Where an employee is required to relieve in a position with a higher banding, the employee will be paid at the commencement level (e.g. Band 5A) for the higher position, plus any personal over award payment(s) normally paid to the relieving employee. Appointments to banded positions are typically made by the Business Unit Leader and will follow the appointment process below.

Appointment Process for Banded Positions

1. Expressions of interest (EOIs) will be sought from all qualified staff within the team.
2. If no EOIs are received from within the team, they may then be sought from across the organisation.
3. All appointments will be decided upon based on merit and so far as practical, by assessing candidates against the key selection criteria normally applied to the higher duties role.

For Manager Positions:

Where an employee is requested to relieve in a Manager position they will be paid at a minimum 80% of the incumbent's total salary package. Appointments will be at the discretion of the relevant Director.

For Director / CEO Positions:

Appointments and rates of remuneration for positions at these levels will be at the discretion of the CEO.

Use of motor vehicles:

Refer to the Motor Vehicle Management Code of Practice for any issues relating to the use of motor vehicles whilst in a higher duties position.

Periods of Appointment

For bands 1-8, the higher duties rate will be applied for all periods of the appointment. The maximum period shall be twelve months, unless otherwise restricted by legislation or the Award.

Authorisation and Approval

The following steps must be followed when authorising payment for higher duties:

1. The Manager must authorise a Higher Duties Authorisation Form (**sample attached**) click or go here [Webstar\HRConnection\Payroll\PayrollForms\HigherDutiesForm](#).
2. The Higher Duties Authorisation Form is to be submitted to Organisational Development who will verify that the policy guidelines and award requirements have been adhered to
3. Once verified, Payroll will process the Higher Duties Authorisation.

Please refer to Section 5 of the Higher Duties Policy:

Where an employee performs the duties of a higher banded position, the employee shall be paid at the commencement level (e.g. Band 5A) of the higher banding

Details			
Name		Employee Number	
Department		Band/Level	
Acting As			
In the absence of		Employee Number	
Position		Band/Level	
Account Number			
Period of Relief			
Dates	/ / to / /		
Reason for absence			
Authorisation			
Prepared by			
Prepared by Signature		Date	
Department Manager			
Department Manager Signature		Date	
FOR PAYROLL USE ONLY			
Managers Package	\$		
Managers payment to be made at the rate of 80 %	\$		
Incumbent's Total Remuneration	\$		
Reliever's Total Remuneration	\$		
Higher Duties Allowance	\$		

Enquiries to Payroll: 8571 5372, 8571 5172, 8571 5122