

## HIGHER DUTIES

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### 1. POLICY STATEMENT

Higher duty payments are intended to remunerate employees who are directed to relieve in positions that are of a higher level.

Council recognises that acting in higher level positions provides staff with significant opportunities for personal and professional development as well providing the community with consistent and continuous service.

### 2. INTRODUCTION

The purpose of this policy is to ensure that employees who are required to relieve in a position that is at a higher level within the salary system, will be paid for that relief. This policy applies to full time and part time employees to ensure a consistent and fair approach to the application of higher duty payments across all Departments of Council.

### 3. DEFINITIONS

GM	General Manager
Council	Wentworth Shire Council
Award	Local Government (State) Award 2004

### 4. POLICY SCOPE

#### 1. Appointment

Payment of higher duties in the absence of an employee is not automatic and an employee will only be appointed to relieve in a position where the incumbent is absent for a period of at least five working days and where there is an operational need for the position to be filled as determined by the Director and/or GM.

#### 2. Remuneration

The rate of pay shall be determined by considering the skills/ experience applied by the employee relieving in the position but shall be at least the minimum rate of that position.

Where the rate already received by the relieving employee is the same or higher than the entry level for the relieving position, then payment will be calculated by advancing the relieving employee to the next salary point within their own grade.

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Other Reference:	Nil		
Application:	All Staff		
Attachments:	Nil		

**3. Paid Leave and Public Holidays**

Payment of higher duties shall only be made for the time actually spent relieving in the higher position and does not apply when the relieving employee is absent on paid leave or on an award holiday.

Award conditions apply when an aggregate of six months at the higher rate has been worked during the 12 month period proceeding annual leave (Please refer to Clause 19 Part C (v) of the Award).

**4. Director Absence**

If an employee is required to assume additional duties due to the absence of a Director a pre-determined rate will be negotiated in consultation with the employee, Director and GM and will reflect the actual duties undertaken during that period.

**5. GM Absence**

Where a Director is required to assume additional duties due to the absence of the GM a pre-determined rate will be negotiated in consultation with the Director and GM (and the Mayor if the GM is not available) and will reflect the actual duties undertaken during that period.

**6. Authority To Grant Payment**

Higher duties will only be paid if Payroll receives a completed and signed copy of the Higher Duty Approval form. All arrangements relating to relief work/ duties must be agreed upon and authorised before commencement.

**5. ASSOCIATED LEGISLATIONS**

This policy complements other legislation and where it is silent on matters referred to in the following legislation such matters must be followed in accordance with the legislation.

This policy can be varied by the General Manager if exceptional circumstances prevail.

- Local Government (State) Award 2004

**6. ASSOCIATED COUNCIL DOCUMENTS**

- Higher Duties Approval Form
- Higher Duties WPP

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**7. POLICY REVIEW**

- This policy may be reviewed at any time and must be reviewed at least annually.

**8. AUTHORISATION**

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Position:      General Manager

Date:            ..../.../.....

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