**Higher grade duties**

**Procedure 5.04.16**

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<th>Department</th>
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<td>Responsible Officer</td>
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**Introduction**

The Local Government (State) Award 2014 Clause 10, Payment for Relief Work – states:

a. An employee required to relieve in a position which is at a higher level within the salary system shall be paid for that relief. The rate to be paid shall be determined by considering the skills/experience applied by the employee relieving in the position but shall be at least the minimum rate for that position in accordance with the salary system except where the higher level skills have been taken into account within the salary of the relieving employee.

b. Payment for use of skills relieving in a higher paid position shall be made for the time actually spent relieving in the higher positions and is not payable when the relieving employee is absent on paid leave or an Award holiday.

**Procedure**

Some positions, by their nature, will need to be filled at all times.

Other positions may need to be filled when the permanent occupant is unavailable for varying periods of time and Managers will need to determine appropriate relieving arrangements in these situations.

Higher Duty Arrangement (HDA) pay recognises employees are required to utilise additional skills and exercise additional responsibilities when undertaking the duties of a position that is higher on the pay structure than their normal position.

All HDAs must be approved in advance via the Team Leader, Supervisor/Manager through to their Group/Executive Manager for final approval.

A Higher Duties Arrangement (HDA)/Temporary Transfer form is required to be completed and forwarded to the Payroll Officer.

Council's pay structure is such that all grades have overlapping salary ranges. In the event an employee is required to perform the full duties of a higher position and is currently receiving a pay rate in excess of the entry level of the higher position, they will be paid at the next salary step above their current rate. Where movement to the next salary step results in an increase of 3% or less, the employee will be paid at the following salary step.

**Partial Performance of HDA**

Council or management often do not require the full duties to be undertaken on a temporary basis and a judgement must be made to determine the proportion of duties or responsibilities expected to be performed by the temporary occupant. This judgement should be made and approved prior to the commencement of any HDA period and should be discussed between the temporary occupant and the Manager. The HDA is to be authorised by the relevant Group/Executive Manager.

**Manager and Group/Executive Manager Positions**

Generally Manager and Group/Executive Manager positions will not be filled for periods of less than one week.

Where an Award based Manager is required to relieve in a Group/Executive Manager’s position (as designated under the *Local Government Act 1993*), they will be paid an appropriate rate of pay commensurate with the
duties and responsibilities of their relief work. The higher rate of pay should be based on the salary component of the Group/Executive Manager’s total remuneration package.