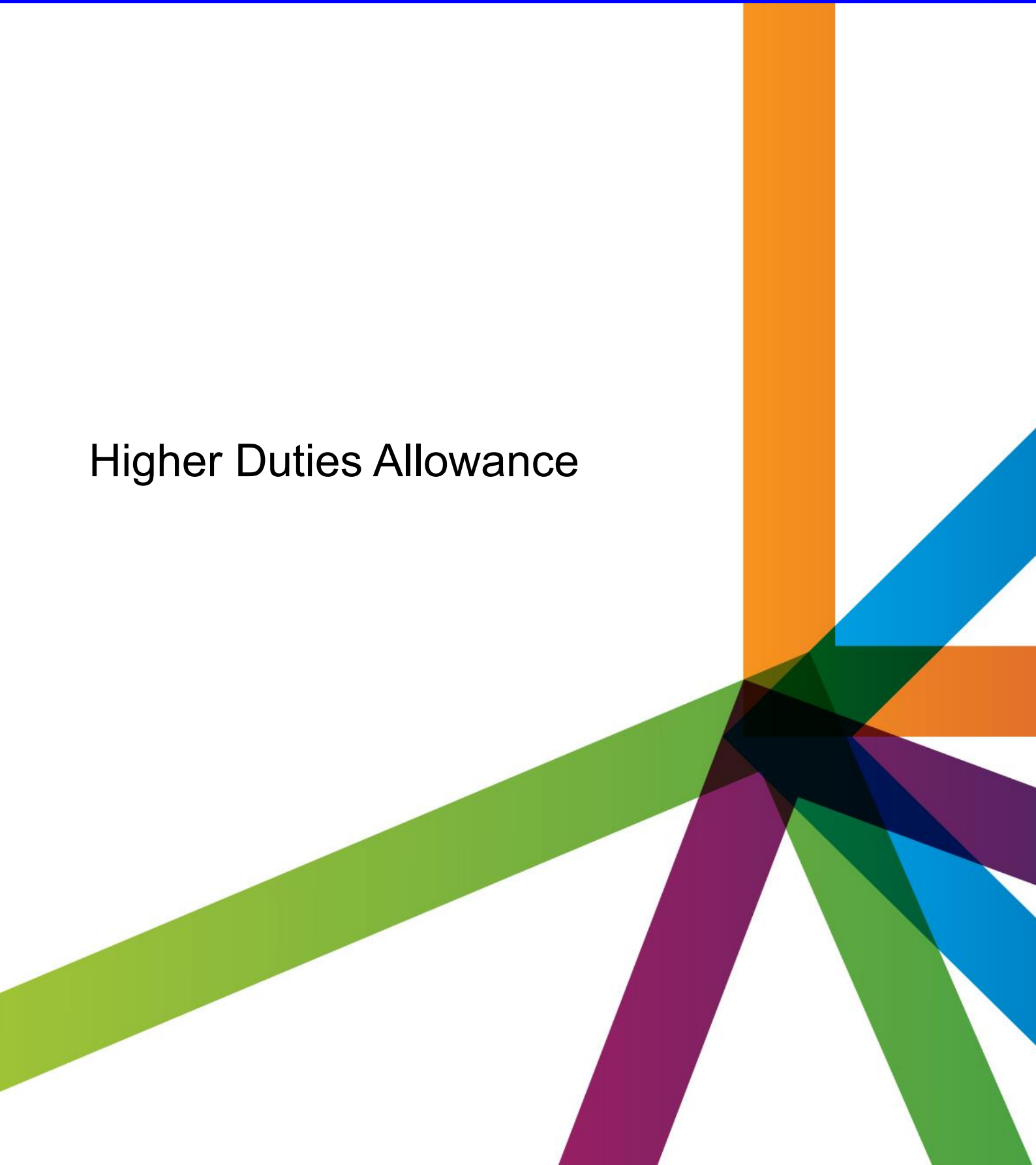


Illawarra Shoalhaven Joint Organisation Policy Manual

Higher Duties Allowance



1.0 Purpose

The aim of this document is to clearly establish policy and procedure relating to the payment of higher duties allowances.

2.0 Objectives

The objectives of this policy are to:

- ensure that, when required by the CEO to act in a higher position, staff receive an allowance that reflects the additional responsibilities associated with the acting position
- ensure that statutory, Award and other provisions are enforced in regard to any requirement for a staff member to undertake a higher duties position.

3.0 Scope

3.1 This Policy applies to all full and part time permanent employees of the organisation with the exception of the CEO.

Separate conditions apply under the Local Government Act and related measures to the appointment of an Acting CEO.

4.0 References

This document should be read in conjunction with:

- Local Government Act 1993
- Local Government (State) Award 2023

5.0 Definitions

For the purpose of this document the following definitions apply:

- **Permanent Employee** – means an employee engaged on a permanent (that is, not time limited) basis in either a full-time, part-time or job-share capacity
- **Award** – means the Local Government (State) Award 2023 and subsequent Awards that supersede that Award.

6.0 Policy

6.1 Policy Statement

- 6.1 An employee required by the CEO 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 is to be determined by considering the skills / experience applied by the employee relieving in the position but will be at least the minimum rate for that position as determined within the salary scales applying to the ISJO at the relevant date
- 6.2 Payment for use of skills relieving in a higher paid position shall be made for the time actually spent relieving in the higher position and will not be payable when the relieving employee is absent on paid leave or an award holiday
- 6.3 Appointments to the role of Acting CEO will be made by the ISJO Board within the broad remuneration parameters of this policy.
- 6.4 Appointments to acting or relieving positions will be made in the following circumstances:

- A position – Director, Manager or Coordinator – has been made vacant through staff resignation or termination of employment. Appointments to acting positions in such a situation will continue until such time as the position is permanently filled or otherwise addressed (Refer to the ISJO’s Recruitment and Selection Policy). The employee appointed to the acting position will be remunerated at the salary level occupied by the previous, substantively appointed incumbent
- A Director, Manager or Coordinator has had leave (annual, sick or long service) approved and the period of leave is longer than two (2) weeks or ten (10) working days. In these instances the relieving officer will be remunerated at a level commensurate with the entry level salary level applying to the position.

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