

HIGHER DUTIES POLICY

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Responsible Officer:	Coordinator Human Resources
Owner:	People and Culture
Responsible Director:	Corporate Performance
Relevant Legislation/Authority:	Local Government Act 1989
DOCSETID:	1026540

1. PURPOSE

The opportunity for employees to temporarily act in a role of increased responsibility, authority and/or delegation contributes to a flexible and highly skilled workforce and provides both career development opportunities and a valuable knowledge transfer experience for employees.

The purpose of this policy is to provide a standard and consistent approach to the management of, and remuneration for, higher duties opportunities at the City of Greater Bendigo (the City) and ensure that higher duties arrangements comply with the Greater City of Bendigo Enterprise Agreement 2017 (EA) and relevant internal policies.

2. SCOPE

This policy applies to all employees (including banded employees, Senior Executive Officers and Senior Officers).

3. DEFINITIONS

Banded Employee - an employee whose duties and responsibilities are within those specified in the Band 1 to Band 8 classification definitions in the EA.

Higher Duties – when an employee is temporarily appointed to a position which is of a higher classification and/or remuneration prescribed than that applicable to the employee's current position.

Senior Executive Officer (SEO) – an employee whose duties and responsibilities exceed those specified in the Band 8 classification definition.

Senior Officer (SO) - (a) the Chief Executive Officer (CEO); (b) a member of Council Staff who has management responsibilities and reports directly to the CEO; (c) any other member of Council staff whose total remuneration exceeds the current threshold amount specified by the Minister in accordance with section 97B of the Local Government Act.

4. POLICY

4.1 Higher Duties Allowance

4.1.1 Banded Employee Acting in Banded Position

Banded employees performing higher duties in a banded position classified higher than their substantive position will be paid at not less than the first level (level A) of the band of the acting position classification.

4.1.2 Banded Employees and SEOs Acting in SO Position

Employees performing higher duties in a position exceeding the Band 8 classification will be paid at the minimum threshold amount specified (annually) by the Minister in accordance with section 97B of the Local Government Act (if applicable).

4.1.3 SOs and SEOs Acting in SO Position

SOs and SEOs (Manager level) performing higher duties in an SO (Director level) or CEO position will be paid at the rate of no less than 50% of the difference between the employee's current salary and the current salary of the acting position.

4.1.4 SOs and SEOs Acting in CEO Position

SOs and SEOs (Manager and Director level performing higher duties in a CEO position will be paid at the rate of no less than 50% of the difference between the employee's current salary and the current salary of the acting position.

The rate of remuneration should be based on the portion of the role to be undertaken while performing higher duties. Both the percentage of the role undertaken and level/rate of remuneration will be determined by the CEO, Director or Manager as appropriate.

The below table should be used as a guide and relates to SO positions -

Duration of Higher Duties	Percentage paid
Up to 2 weeks	50%
Between 2 and 3 weeks	75%
4 weeks or more	100%

5. Recruitment

Higher duties opportunities anticipated to be from six weeks to three months are advertised internally as an Expression of Interest as a minimum, through the People and Culture Unit as per the Recruitment and Selection Policy unless otherwise approved by the CEO. The Director reserves the right to directly appoint temporarily to higher duties of less than three months duration. Employees offered a higher duties opportunity must be capable of performing the duties required by the role. The City reserves the right not to appoint an employee to the higher duties position if there are no suitable applicants. Applications for, and extensions to, higher duties arrangements must be made through completion and submission of a Higher Duties Allowance form.

Staff considering applying for opportunities advertised via EOIs should discuss their intention to apply with their Manager/Director

5.1 Minimum/Maximum Duration

Higher duties may apply if the duration of the higher duties is not less than one day and does not exceed three months. Higher duties opportunities of duration longer than three months will be processed as a temporary agreement/internal secondment.

5.2 Operational Need

Higher duties may be offered where there is an operational need to fill a vacancy for a short term, temporary replacement situation. This may include:

- absence due to leave, secondment, illness
- delay in commencement of a new appointment following a resignation

Where the core workload, responsibilities and duties of the position may be shared out to other employees for the duration of the absence or a banded employee performs the duties of a position which is classified the same as their substantive position, higher duties will not apply.

Higher duties is not to be used as a substitute for a salary increase without a reclassification.

6. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

These include:

- Greater City of Bendigo Enterprise Agreement 2014
- Recruitment and Selection Policy

Further information or advice on this policy should be directed to People and Culture

7. HUMAN RIGHTS COMPATIBILITY

The implications of this policy have been assessed in accordance with the requirements of the Victorian Charter of Human Rights and Responsibilities.

8. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

9. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
2004	-	Human Resources	-	1	N/A
AUG 2016	JW	People and Culture	Review	2	AUG 2020
FEB 2019	JW	People and Culture	Administrative	3	AUG 2020
NOV 2019	JW	People and Culture	Update (section 4.1)	4	AUG 2020
JAN 2020	Kylie Tatt	People and culture	Update (section 4.1.4)	5	JAN 2024