



Version Control and Objective ID	Version No: 2	Objective ID: A6597401
Name of parent policy/administrative directive	N/A	
Approved by General Manager on	30 October 2020	
Date of Review	30 October 2024	

1. Background

Higher Duties Allowance is an additional payment arrangement that an employee receives for performing a role at a higher classification or remuneration level on a short to medium-term basis. Employees performing duties and responsibilities at a higher salary classification or remuneration level have opportunity to develop new or enhanced capabilities and gain new experience.

2. Purpose

The purpose of this procedure is to set out the eligibility, roles, responsibilities and procedure for arranging, approving and processing higher duties allowance.

3. Regulatory Authority

ICC Officers Certified Agreement 2018
ICC Employees Certified Agreement 2018

4. Human Rights Commitment

Council has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when approving and/or amending this procedure. When applying this procedure, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

5. Roles and Responsibilities

A. Chief Executive Officer, General Manager, Branch Manager or Section Manager

- The employee whose role is to be relieved for a period greater than three (3) days is to provide details of the role including dates and approved percentage of duties to be performed to the relevant General Manager. Higher duties allowance for periods less than three (3) days may be approved by the CEO or General Manager where appropriate.
- The employee and the relevant Manager or General Manager are to discuss and agree on an employee or employees suitable to perform higher duties in the role.
- A [Higher Duties Allowance Form](#) is to be completed and signed by the appropriate General Manager or the Chief Executive Officer and sent to Payroll (payroll@ipswich.qld.gov.au) allowing for sufficient time for processing prior to the higher duties commencing.

- Payroll will forward details to Governance section for any required amendments to legislative delegations for the officer.
- Prior to arranging higher duties (or acting arrangements) in the role of Chief Executive Officer, consultation with the Mayor is to be undertaken.

B. Higher duties for all other roles

- The supervisor of a role in which higher duties is proposed to be performed is to discuss and agree with the relevant Branch Manager the employee who will be performing the higher duties.
- The Branch Manager is to complete the 'Higher Duties Allowance form and forward to payroll for processing.
- The supervisor is to ensure that all relevant persons are advised of the higher duties arrangements including the Governance Section to ensure that any relevant legislative delegations are approved.

6. Key Stakeholders

Key stakeholders that will be impacted by this procedure, and will require notification of any future procedural changes include:

- All Council employees – to receive notice of the procedure.
- General Manager, Corporate Services – as the delegated authority to approve this procedure.

7. Education and Training Requirements

N/A

8. Procedure

Employees covered by the ICC Employees Enterprise Agreement shall be entitled to higher duties allowance if required to relieve in a higher level role for a period of four (4) hours.

Employees covered by the ICC Officers Certified Agreement may receive higher duties based on approval from the General Manager or Branch Manager and in accordance with the provisions of the Certified Agreement.

If a higher duties allowance is required for less than three days for a contract level employee it will require General Manager or CEO approval.

Entitlements to higher duties allowance are subject to the following provisions:

- The officer relieving is to be engaged wholly or mainly on the duties associated with the role being relieved and not simply as the result of the absence of an employee;
- The higher duties are to have a specified commencement and finish date, noting that higher duties are generally for short to medium-term periods. While no minimum period applies for staff covered by the ICC Officers Agreement, the expectation is that the relief will require the employee to be engaged wholly or mainly on the duties associated with the role;

- Where the position is classified as a contract level, the officer performing higher duties will be paid the minimum salary point of the band to which the role is classified, provided that it is a higher level of remuneration. A higher rate is payable if approved by the General Manager or Chief Executive Officer;
- For longer term higher duties arrangements, the Branch Manager or General Manager may consult with the People and Culture Branch to determine an appropriate higher duties allowance;
- For officers and employees, higher duties allowance will be paid at the entry pay point of the relevant role to be performed. For banded roles e.g. Level 4-6 the higher duties allowance will be paid at the next highest classification using the entry pay point; and
- Where an employee is performing higher duties in a role and takes pre-approved leave, the employee will be paid in accordance with the appropriate Award or Certified Agreement entitlement.

9. Monitoring and review

This procedure shall be reviewed every four (4) years, or as determined.

10. Related documents

[ICC Officer's Certified Agreement 2018](#)
[ICC Employees Certified Agreement 2018](#)
[Higher Duties Allowance Advice Form](#)

11. Definitions

N/A

12. Process Model

N/A

13. Procedure Owner

The General Manager (Corporate Services) is the procedure owner and the Manager, People and Culture is responsible for authoring and reviewing this procedure.