



PUBLIC TRUSTEE AND GUARDIAN POLICY

DOCUMENT PROPERTIES	
Name of Policy:	Higher Duties Allowance Policy
PTG Policy Number:	2017-11
Endorsed by Senior Leadership Group:	29 March 2017
Authorised by:	Andrew Taylor, Public Trustee and Guardian
Date for review (plus three years):	29 March 2020

LEGISLATION

The “*Administrative and Related Classifications Enterprise Agreement 2013-2017*” provides for common terms and conditions that apply across the Australian Capital Territory Public Service (ACTPS) and terms and conditions that reflect the operational and business requirements of particular business units and occupational groups.

Chapter C7 relates to Higher Duties Allowance and relevant extracts are as follows -

- C7.6 An officer who is acting in a position with up to a maximum pay of an ASO 6 or equivalent, for a period of one day or more, will be paid HDA for that period.
- C7.7 An officer acting in a position with a pay or maximum pay greater than the maximum pay of an ASO6 or equivalent will be paid HDA for a period of five consecutive days or more. This payment will occur from day one, provided the total period of higher duties is five days or more.

DEFINITION/S

“Higher Duties Allowance” means a salary allowance payable to an officer who is directed to temporarily perform the duties of a position with a higher classification.

PUBLIC TRUSTEE AND GUARDIAN POLICY ON HDA

Should a temporary vacancy occur at a particular level, the Public Trustee and Guardian (PTG) may decide whether to fill the position temporarily or leave it vacant.

PTG recognises the value higher duties plays in personal and professional development.

Where PTG decides to fill the position temporarily, an allowance must be paid for the following minimum periods -

- ASO6 inclusive and below - a period of a day or more
- Above ASO6 - a period of 5 consecutive days or more.

Considerations in deciding whether to temporarily fill a position by HDA include -

- Whether the filling of the position is fundamental to the operations of the Unit

- Whether the vacancy has delegations that attach to it that must be exercised during the period the position is vacant.
- Whether there is opportunity for the duties of the vacant position to be “carried” during an absence either by assistance from within a group at the same level or not performing those duties in the absence of the occupant.

PTG policy in determining whether HDA is payable is as follows -

- For ASO6 inclusive and below, if a person is directed to act in a higher position for a period of one day or more, they will be paid HDA.
- For above ASO6, if a person is directed to act in a higher position for a period of 5 consecutive days or more, they will be paid HDA.
- PTG will not fill a position on a temporary basis for a period less than three weeks. This may include the position of Public Trustee and Guardian, although this is a decision for the Director-General JACS. Short term absences of the PTG can be covered by existing delegations/directions as Deputy PTG.

END OF POLICY