

# POLICY STATEMENT

## RELIEF DUTIES WORK

### AUTHORISATION

<b>POLICY TYPE:</b> <i>(Council or Operational)</i>	Operational
<b>POLICY LOCATION:</b> <i>(eg. Corporate, Engineering, etc.)</i>	Human Resources
<b>RESPONSIBLE OFFICER:</b> <i>(by position title)</i>	Human Resource Coordinator
<b>AUTHORISED BY:</b> <i>(GM or Director Title)</i>	General Manager
<b>DATE ADOPTED:</b>	October 2019
<b>ADOPTED BY:</b> <i>(Manex or Council)</i>	MANEX
<b>MINUTE NO:</b> <i>(If required)</i>	
<b>REVIEW DUE DATE:</b> <i>(Four years unless statutorily required sooner)</i>	October 2023
<b>REVISION NUMBER:</b>	3

### DOCUMENT HISTORY

<b>VERSION NO.</b>	<b>DATE</b>	<b>DESCRIPTION OF AMENDMENTS</b> <i>Include names of former policies that this policy will replace if applicable</i>	<b>AMENDED BY</b> <i>(Where required)</i>
1	October 2014		
2	October 2019		

### REVIEW OF THIS POLICY

This Policy will be reviewed within four (4) years from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy. Any amendment to the Policy must be by way of a Council Resolution for all policies categorised as “Council” policies or the approval of the General Manager for all policies categorised as “Operational” policies.

## 1. Purpose:

The purpose of this policy is to recognise that acting in higher level positions provides significant opportunities for staff development and career pathing and willingness to act in higher duties staff contribute to the community by enabling Council to provide consistent and continuous services.

## 2. Scope:

This policy document applies to situations where staff members are undertaking the full duties or substantial duties of a position at a higher classification level on a temporary basis. Relief Duties arrangements are intended to be temporary and of a short duration and should not be used in lieu of filling substantive positions.

## 3. Outcomes:

The opportunity to relieve in higher-grade positions will be provided to all staff who meet or have potential to meet the skills and essential qualifications for the position. These staff may be identified by a call for expressions of interest and an assessment of the skills of the employees expressing an interest in the relief work as detailed in the procedure.

## 4. Roles and Responsibilities:

This is where you include position titles of all those who are responsible or authorised to implement this policy as well as those who need to help make it happen such as specific roles that have specific responsibilities.

## 5. Definitions:

*Relief Duties:* Duties which form a significant portion of the position being relieved.

*Competence:* Attainment and demonstration of specified skills, knowledge and their application to meet defined standards.

## 6. Legislation and Supporting Documents:

Local Government (State) Award  
Industrial Relations Act (NSW)  
Anti-Discrimination Act (NSW)  
Equal Employment Opportunity (Commonwealth Authorities)  
Relief Duties Procedure

## 7. Relationship to Community Strategic Plan:

This Policy supports Council's Delivery Program Strategy 12.3 Develop, implement and monitor HR programs to solidify Council's reputation as an employer of choice.

## 8. Attachments:

Nil