

**Ministry for Primary Industries Verification Services
and Professional Verifiers Institute Library Resource**

HIGHER DUTIES ALLOWANCE

A) Essence:

"The essence of Higher Duties Allowance recognises that each verifier assumes responsibility for key accountabilities in the course of their verification, certification and audit work as part of their core and mandated work. From time to time a verifier may assume responsibility for accountabilities, for a limited duration, that are in addition to the accountabilities of their normal role. On such occasions the verifier will have the additional in responsibility recognised in the form of an allowance. "

B) Principles:

1. Each verifier has individual responsibility for key accountabilities in the course of their verification, certification and audit work as part of their core and mandated work (i.e. they make the professional decision related to the regulatory function of their role).
2. From time to time individual verifiers may be required to substantively undertake or assume responsibility for the additional key accountabilities of a higher graded position for a period of time, as part of their role.
3. In the case of veterinary verifiers, it is recognised that all vet verifiers should have the necessary skills, knowledge and capabilities to assume responsibility for specific plant, on farm or circuit accountabilities in the absence of their higher graded colleague, whether for a period of planned leave or other such instances, to ensure the confidence and continued provision of mandated verification services and standards as part of the regulatory framework.

C) Application to the CEA:

Related Employment agreement clauses: 20: Promotion and Transfer and 21: Additional Functions/Responsibilities; 23: Higher Duties Allowance.

1. Higher Duties for a period of at least two weeks will be recognised by the provision of Higher Duties Allowance, the quantum will be commensurate with:
 - a. the nature, extent and duration for which they are undertaken; and
 - b. will be not less than 5% of the verifier's base pay for the period undertaken
2. Higher Duties Allowance will be applied on a case by case basis.
 - a. the nature, extent and duration of such additional accountabilities which demonstrate substantive responsibility for the role, and the level of allowance, will be agreed with the verifier prior to the period of undertaking.
 - b. except in an emergency situation, where such agreements may be addressed as soon as practicable and the manager may approve such situations retrospectively.
3. Eligibility for Higher Duties excludes instances where a verifier may assume responsibility for (or cover in their absence) the roles, tasks and functions of another position that are currently within the scope of the verifier's own duties or day to day work.

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4. Where the verifier may be requested to extend the duration of additional accountabilities beyond a 3-month period, or for an indefinite period then, either the verifier or manager may initiate a review of the verifier's role functions and responsibilities as appropriate to the individual situation, under CEA clauses.
5. Relievers are only eligible for HDA for periods greater than 3 months as they are generally remunerated for occasions of Higher Duties within their base remuneration

Signed:



Director
MPI Verification Services



Director
Human Resources



President
Professional Verifiers Institute

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