

## HIGHER DUTIES ALLOWANCE REQUEST FORM

This form is to be used to request a higher duties allowance for professional staff in accordance with the Loadings, Allowances and Performance Bonus Procedure. Please refer to the [procedure](#) for details.

You are encouraged to contact your HR Advisor for further advice and information regarding loadings and allowances prior to completing this form.

Once the form is complete and authorised, please forward a scanned copy to the [Human Resources Service Centre](#) for processing.

### STAFF MEMBER DETAILS

Staff ID: ..... School/Branch: ..... Work phone: .....  
 Title: ..... Family name: ..... Given names (in full): .....  
 Current classification: HEO ..... Step ..... Position no: .....  
☐ Full-time ☐ Part-time ..... hours (per week)

### HIGHER DUTIES DETAILS

Position Title: ..... Position no: \* ..... Name of person being replaced (if applicable): .....  
 Level and hours of higher duties to be paid: HEO ..... Step .....  
☐ Full-time ☐ Part-time ..... hours (per week)  
Note: The higher duties allowance will be pro-rated for part time hours.  
 Period of higher duties from: ..... to: .....  
 Does the higher duties position require a Working with Children Check (WWCC)? ☐ Yes ☐ No  
 If yes, has the staff member saved their WWCC in SSO? ☐ Yes ☐ No  
 Will the staff member be placed in the higher duties position\* ?  
☐ Yes ☐ No - please specify details of partial duties of the position .....

**\*Note:** If the staff member is being placed in the higher duties position, please ensure the position number is included above to ensure the staff member has the appropriate delegations in place. If they are not placed in the position, please fill out the relevant [delegations eform](#) to arrange appropriate delegations (required to carry out approvals in systems such as SSO).

Rationale for the request (e.g. backfilling annual leave):  
 .....  
 .....

### RECOMMENDATION

#### Supervisor

Name: ..... Signature: ..... Date: .....

### AUTHORISATION

#### Head of School/Branch

Name: ..... Signature: ..... Date: .....

☐ Supported ☐ Not Supported

If not supported, state reason: .....

	Loadings, Allowances and Performance Bonus Procedure	Effective Date:	30 May 2025	Version 3.0
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Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			