

# Acting Senior and Executive Appointment Conditions

## Division of Human Resources Fact Sheet



**Acting Appointments ≤ 6 Months** – Appointment via the [Acting Senior and Executive Appointment Form](#).

Please note:

- Where a person acting in a position and is not expected to undertake the full range of duties, the allowance may be paid on a percentage basis, proportionate with the scope of responsibilities.
- An allowance is not payable for acting arrangements of periods less than 5 consecutive working days.
- For the purposes of calculating the difference between substantive salary and that of the acting appointment, substantive salary includes allowances.

Position	Approved By	Remuneration (Effective 1 July 2019)
Director (Level 5)	VCLT member with responsibility for the portfolio	Persons appointed from <b>below Level 5</b> receive an allowance equivalent to the difference between their current substantive salary and the minimum salary for the position or \$8,811 pa, whichever is the greater, for the duration of the appointment.
Director (Level 4)	VCLT member with responsibility for the portfolio	Persons appointed from <b>below Level 5</b> receive an allowance equivalent to the difference between their current substantive salary and the minimum salary for the position or \$8,811 pa, whichever is the greater, for the duration of the appointment.  Persons appointed from <b>Level 5</b> receive an allowance of \$8,811 pa for the duration of the appointment.
Deputy Dean	Executive Dean	Persons appointed from <b>Level E</b> or <b>Senior Level 4</b> will receive a responsibility allowance of \$15,000 pa.  Persons appointed from <b>Level D</b> will receive an allowance equivalent to the difference between their current substantive salary and the minimum salary for the position as well as a \$15,000 pa responsibility allowance.  An Associate Dean may be required to act in the position of Deputy Dean for periods up to four (4) consecutive weeks with no additional remuneration.
Head of School	Executive Dean	Persons appointed from <b>below Level 5</b> receive an allowance equivalent to the difference between their current substantive salary and the minimum salary for the position or \$9,833 pa, whichever is the greater, for the duration of the appointment.  An Associate Head of School may be required to act in the position of Head of School for periods up to four (4) consecutive weeks with no additional remuneration.
Executive Director (Level 3)	VC or DVC with responsibility for the portfolio	Persons appointed from <b>Level 4</b> receive no additional remuneration for acting appointments <b>up to and inclusive of 10 working days</b> .  Persons appointed from <b>Level 4</b> receive an allowance of \$17,540 pa for acting appointments <b>in excess of 10 working days</b> .  Persons appointed from <b>Level 5</b> receive an allowance of \$17,540 pa for the duration of the appointment.  Persons appointed from <b>below Level 5</b> receive an allowance equivalent to the difference between their current substantive salary and the minimum salary for the position or \$17,540 pa, whichever is the greater, for the duration of the appointment.
Executive Director (Level 2) Pro-Vice-Chancellor Executive Dean	VC or DVC with responsibility for the portfolio	Persons appointed from <b>Level 3 or 4</b> receive no additional remuneration for acting appointments <b>up to and inclusive of 10 working days</b> .  Persons appointed from <b>Level 3 or 4</b> receive an allowance of \$17,540 pa for acting appointments <b>in excess of 10 working days</b> .  Persons appointed from <b>below Level 4</b> receive an allowance of \$17,540 pa for the duration of the appointment.  A Deputy Dean may be required to act in the position of Executive Dean for periods up to four (4) consecutive weeks with no additional remuneration.

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Position	Approved By	Remuneration (Effective 1 July 2019)
Deputy Vice-Chancellor	Vice-Chancellor	Persons appointed from <b>Level 1 or 2</b> receive no additional remuneration for acting appointments <b>up to and inclusive of 20 working days</b> . Persons appointed from <b>Level 1 or 2</b> receive an allowance of \$17,540 pa for acting appointments <b>in excess of 20 working days</b> . Persons appointed from <b>below Level 2</b> receive an allowance of \$17,540 pa for the duration of the appointment.

### Superannuation payable on Acting Appointments:

- If the total duration of the appointment, including extensions, is less than or equal to 3 years, [superannuation guarantee](#) is payable on the allowance.
- If the total duration of the appointment, including extensions, is greater than 3 years, 17% superannuation is payable on the allowance.