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FACT SHEET
Pay and Financial Benefits
Revision of Higher Duties Allowance

Performance of higher duties enables the ADF to maintain capability and presents ADF members with an opportunity to apply their professionalism and expertise to roles above their rank. This timely revision of HDA policy provides appropriate remuneration for members performing higher duties.

As an outcome of the HDA policy review, changes to payment rates take effect on 2 February 2023. This policy is not retrospective and members will not be paid the revised rates for any period of HDA undertaken before 2 February 2023.

Benefits

- For a member who performs higher duties in a position which attracts a salary within the same schedule of rates as the member's substantive position, they will receive the base rate of salary the member would be paid if promoted to one rank above the member's substantive rank at their same pay grade.
- For a member who is currently on Salary Non Reduction provisions, they will receive the members salary rate x 5%
- For a member who performs higher duties in a position which attracts a salary outside the schedule of rates as the member's substantive positions, they will receive the members salary rate x 5%

More Information

There will be no need for the majority of you to re-apply if your HDA arrangements are already in the system. The HDA policy has not changed in regards to qualifying period, which remains 10 consecutive days.

If you're currently performing higher duties and you're in the Reserves and not on SERVOP C, you'll need to complete the AD288 on or after 2 February 2023 to reapply.

For further information on the revised HDA policy including how to apply from 2 February 2023, please visit the HDA webpage, PACMAN and DEFGRAM 018/2023.

VIEW CAMPAIGN UPDATES