

## POLICY NO LG21 EMPLOYEE PROMOTION POLICY

<b>DEPARTMENT:</b>	Governance
<b>RESPONSIBLE OFFICER:</b>	Human Resources Manager
<b>LINK TO STRATEGIC PLAN:</b>	Promote Council as Employer of Choice
<b>STATUTORY AUTHORITY:</b>	Municipal Officers (Tasmania) Award 2002 Municipal Employees (Country Councils Tasmania) Award 2003 Local Government Act 1993 Anti-Discrimination Act 1998 Human Rights and Equal Opportunity Commission Act 1986 Fair Work Act 2009 Workplace Health & Safety Act 1995
<b>OBJECTIVE:</b>	The promotion policy of Break O'Day Council is based on three main principles: <ol style="list-style-type: none"><li>1. Whenever possible, vacancies shall be filled by the most effective people available from within Break O'Day Council, subject to the right of Break O'Day Council to recruit from outside.</li><li>2. The excellence of an employee's performance in his or her present job within Break O'Day Council or the absence of a suitable replacement shall not be a valid reason for refusing promotion to a suitable position.</li><li>3. Promotion is in accordance with Equal Opportunities legislation and principles.</li></ol>
<b>POLICY INFORMATION:</b>	Adopted 19 March 2012 – Minute No 03/12.15.4.069

## POLICY

### 1. INTRODUCTION

The purpose of this policy is to provide employees with an understanding of promotion opportunities within the Council.

### 2. PROCEDURE

1. When a vacancy arises, the manager of the department concerned shall obtain the necessary authority from the General Manager, who will notify the Business and Corporate Service Manager, who is then responsible for sourcing suitable candidates, in accordance with the selection criteria. The General Manager has the final decision in accepting or rejecting a candidate.
2. The Business and Corporate Service Manager shall advertise positions on noticeboards for at least five days unless it is deemed appropriate to advertise the post externally.
3. The Business and Corporate Service Manager, with the agreement of the departmental manager, may advertise the vacancy outside the Break O'Day Council.

4. Applications from employees should be sent to the Business and Corporate Service Manager, who will carry out the following actions:
  - (b) notify the manager of the department in which the vacancy occurs of all applications received;
  - (c) notify candidates whether they have been successful in obtaining an interview;
  - (d) notify candidates of the result of the interview.
5. Internal advertising can be dispensed with where the General Manager considers that there is a natural successor (who may have been specifically trained to fill the vacancy)