

SUBJECT: EMPLOYEE PROMOTION POLICY	FILE NO:	PER/0500
ADOPTED BY COUNCIL ON: 16 July 2009	MINUTE NO:	260.07.09
AMENDED BY COUNCIL ON:	MINUTE NO:	

Introduction

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

Objectives

The promotion policy of the Flinders Council is based on three main principles:

1. Whenever possible, vacancies shall be filled by the most effective people available from within the Council.
2. The excellence of an employee's performance in his or her present job within the Council or the absence of a suitable replacement shall not be the only valid reason for refusing promotion to a suitable position.
3. Promotion is not affected by race, creed, age, sex or marital status.

ROLES & RESPONSIBILITIES:

1. When a vacancy arises, the Manager of the Department concerned shall obtain the necessary authority from the General Manager, who will notify the Office 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. Except for the circumstances set out in paragraph 5, the Office Manager shall advertise positions on notice-boards for at least five days.
3. The Office Manager, with the agreement of the departmental Manager, may advertise the vacancy concurrently outside the Council.
4. Applications from employees should be sent to the Office Manager, who will carry out the following actions:
 - (a) notify Departmental Managers of the departments in which candidates are employed;
 - (b) notify the manager of the department in which the vacancy occurs of all applications received;
 - (c) notify candidates of interview;
 - (d) notify candidates of the result of the interview.

5. Internal advertising can be dispensed with where the General Manager considers that:
 - (a) there is a natural successor (who may have been specifically trained to fill the vacancy); or
 - (b) because of unusual requirements there is no suitable candidate within the council; or
 - (c) the vacancy can be filled by the transfer of an employee of equivalent grade.

Related Legislation, Regulations and Policies

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

Workplace Relations Act 1996

Workplace Health & Safety Act 1995

Local Government (Community Services) Tas Award 2002

Responsibilities

The responsibility of this policy rests with General Manager.