
SUCCESSION PLANNING

APPROVALS

POLICY NUMBER	CORP-POL-059	DOC.ID	3675281
CATEGORY	Administrative		
POLICY OWNER	Manager People & Performance		
APPROVAL DATE	23 April 2019	RESOLUTION NUMBER	5996

OBJECTIVE

The purpose of this policy is to ensure Isaac Regional Council (IRC) can plan for and understand its future capability needs, identify potential talent gaps and seek to remedy those gaps through the development and progression of current staff.

SCOPE

This policy applies to all eligible IRC employees as per the Succession Planning Procedure and should be used as a reference point by their directors, managers and / or supervisors.

DEFINITIONS

TERM / ACRONYM	MEANING
CEO	Chief Executive Officer
IRC	Isaac Regional Council
P&P	People & Performance Department
Leave	Includes all Isaac Regional Council leave arrangements and accruals
Critical role	A role identified by IRC, which is difficult to fill due to the specialised skills and experience required

POLICY STATEMENT

Succession planning ensures that IRC are prepared for an eventual permanent change in a variety of executive, management, technical and/or professional positions – either planned or unplanned – to ensure the stability and accountability of the organisation.

Succession planning does not replace the recruitment and selection process, however, ensures that IRC has a strong internal field of candidates to be considered for key positions in the future.

Desired Results

The desired results of a Succession Planning Program are to:

- Identify critical roles and current skills shortages;
- Identify high-potential aspiring employees capable of advancement to positions of higher responsibility than those they presently occupy;
- Ensure the systematic identification and development of internal replacement strategies for key positions;

- Provide a continuous flow of talented people to meet IRC's operational needs;
- Provide current employees of IRC with the opportunity to be trained and advance in their career;
- Allow current employees to familiarise themselves with other roles within the organisation;
- Establish Mentor/Mentee relationships.

Principles

Succession Plans are:

- Voluntary;
- Not subject to Higher Duties or additional remuneration;
- Not a guarantee of internal movement; and
- Managed on a case-by-case basis to be reviewed in a fair and open manner.

Inclusions/ Options:

Succession planning arrangements may arise due to the following situations:

- The identification of a critical role in the organisation; and
- The identification of a vacancy through retirement, resignation or leave whereby at least 3 months' notice is provided.

REFERENCES

TYPE	DOCUMENT ID/NAME
PROCEDURE	Succession Planning Procedure
FORMS	Succession Planning Application Form
POLICY	Transition to Retirement Policy
PROCEDURE	Transition to Retirement Procedure
FORMS	Transition to Retirement Application Form