



WESTERN PORT BIOSPHERE RESERVE

"Showing the way to sustainability"



STAFF RECRUITMENT POLICY

Purpose

The aim of this policy is to ensure that the Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd has the opportunity to engage suitably qualified staff and volunteers for vacant positions.

Policy

- Mornington Peninsula and Western Port Biosphere Reserve Foundation Ltd will employ a process that is fair, transparent, in line with legislative obligations and which selects the best candidate.
- The Executive Officer is responsible for recruitment in consultation with the Executive.
- Generally, positions should be openly advertised using networks, media, employment agencies or a combination.
- Casual or short-term roles can be filled at the discretion of the Executive Officer.

All positions will be subject to a probationary period.

Authorisation

Approved by the Board

19 May 2011

Related Documents:
2011 Code of Conduct Policy
2011 Volunteer Policy