

# RECRUITMENT AND SELECTION POLICY



## 1. PURPOSE

This Policy provides direction to the Employees of the Southern Ports Authority (SPA) on the recruitment and selection of suitably qualified and experienced candidates for vacant employment roles

The SPA's aim is to have a recruitment and selection process which supports this Policy and maintains a positive and professional image for the SPA.

## 2. SCOPE

This Policy is applicable to all SPA Employees.

## 3. EFFECTIVE DATE

This document is effective from 20 August 2015

## 4. POLICY STATEMENT

In line with relevant legislation the SPA will fill employment vacancies with the best person for the job based on an assessment of a person's qualities and the work related qualities required for efficient and effective organisational performance.

The following will be the basis for the recruitment and selection of current and prospective SPA Employees for SPA roles.

Merit:

- Establishment of a competitive field.
- Assessment of the persons skills, knowledge and abilities relevant to the role

Equity:

- Impartial decisions; free from bias, nepotism and patronage.
- To appoint the most appropriate person to each position irrespective of race, colour, sex, religion, political opinion, national extraction or social origin. This applies to internal transfers, promotions and external recruitment.

Interest:

- Decisions about an Employee's secondment, transfer or acting role take into account both the Employees development, and the work related requirements of SPA.

Transparency:

- Decisions are to be transparent and capable of review.

## 5. RESPONSIBILITIES

### 5.1 COMPLIANCE, MONITORING AND REVIEW

The CEO and delegated Staff member of each SPA Office are responsible for ensuring compliance with this Policy. A review of the effectiveness and relevance of the Policy will be conducted annually on the anniversary of the effective date of the Policy.

### 5.2 RECORDS MANAGEMENT

All records relevant to recruitment are to be maintained in accordance with the SPA's Recordkeeping Plan.

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## 6. DEFINITIONS

Board	Southern Ports Authority Board of Directors
Employee	A Board or Staff member remunerated by SPA.
SPA Office	The SPA Office located at West Perth, Leschenault, Port of Albany, Port of Bunbury, or Port of Esperance

Approved by the Board of Directors on 20 August 2015

A handwritten signature in blue ink, appearing to read "A. Hussey".

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CHAIRMAN

A handwritten signature in blue ink, consisting of a stylized loop followed by a long horizontal stroke.

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CHIEF EXECUTIVE OFFICER