

# Recruitment & Selection Policy (v3.0)

## Version History

Rev No.	Date	Revision Description	Approval
1.0		Original Issue	General Manager HR
	29 April 2013	Compliance Review with Government Protocols for Vacancy Management	
	5 June 2013		General Manager HR
2.0	29 May 2015	Revised Policy, removing Government Protocols and aligning to current business strategy. Incorporates Relocation Policy	REM / Board
3.0	August 2018	12 month Review extension sought, policy amended only to implement new policy template and change all references of 'People & Performance' to 'People Experience'.	Chief Executive Officer, 10 September 2018

## AUTHORISATIONS

<b>Prepared by:</b>	People Experience Manager	August 2018
<b>Reviewed by:</b>	General Manager People Experience	August 2018
<b>Approved by:</b>	Chief Executive Officer	September 2018
<b>Next review due:</b>		July 2019

## CONTACT FOR ENQUIRIES (POLICY OWNER)

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## 1. Introduction

Aurora Energy recognises that the recruitment & selection of appropriately qualified, skilled, experienced and motivated employees is critical to ensuring the ongoing success of the Company. Aurora Energy aims to ensure that it has the culture and capability to achieve its business strategy through its people.

## 2. Purpose

The purpose of this Policy is to ensure recruitment & selection processes are understood and applied in a consistent and professional manner across Aurora Energy. The Policy underpins the selection of candidates to ensure capability is aligned with business requirements and values.

## 3. Scope

This Policy applies to all employees undertaking or participating in recruitment or selection at Aurora Energy, including contractors or temporary employees (*including, but not limited to full-time, part-time, maximum-term and temporary*). It also applies to agencies engaged on behalf of Aurora Energy.

## 4. Definitions

<b>ALT</b>	Aurora Energy Leadership Team
<b>Candidate</b>	The internal or external person who submits an application to a vacancy
<b>Hiring Manager</b>	The line manager with the vacancy, undertaking the recruitment on behalf of Aurora Energy
<b>Employee</b>	Employee means an <i>employee of Aurora Energy</i>
<b>Recruitment</b>	The search and selection process in order to find and engage a new worker into the organisation or place an existing employee in to a role
<b>Recruitment Agency</b>	A business that works on behalf of the organisation to source and hire employees
<b>Selection</b>	The process of selecting a smaller number of applicants from a wider pool, via various selection techniques including CV screening, interviewing, testing, assessment centres etc.
<b>Worker</b>	A person is a worker if the person carries out work in any capacity for Aurora Energy including work as: <ul style="list-style-type: none"><li>• an employee; or</li><li>• a contractor or subcontractor; or</li><li>• an employee of a contractor or subcontractor; or</li><li>• an employee of a labour hire company who has been assigned to work at Aurora Energy; or</li><li>• an outworker; or</li><li>• a trainee; or</li><li>• a student gaining work experience; or a volunteer.</li></ul>

## 5. Policy

The primary focus of this Recruitment & Selection Policy is to ensure that the right people with the right skills are recruited for the right jobs, in a consistent and professional manner.

The principles that will guide Aurora Energy in the recruitment and selection process are as follows:

**Equity and Diversity** - A commitment ensuring that all Equal Employment Opportunity criteria are adhered to without exception. Aurora Energy recognises and values the different skills and experiences that a diverse workforce provides. Discrimination of any form will not be tolerated. For details please refer to the 'Workplace Behaviour' Policy located on MORRIS.

**Merit and Fairness** - A commitment to ensuring that candidates are duly considered against the key requirements of the role and selection will be based on merit. This will include consideration of relevant skills, competencies, qualifications, and prior work performance and background checks.

**Career Development** - The needs of the business and the ability to meet the skills and experience required of the position are the primary consideration in any recruitment process. This will, however, be balanced with providing opportunities to gain new experiences, skills, and work on projects etc., to enhance development through growth and learning. Internal transfers, promotions, career development or the re-allocation of workload should always be considered.

**Cultural Alignment** - All candidates will be assessed for alignment with the Aurora Energy Values & Behaviours and their ability to work within the Aurora Energy Code of Conduct.

All recruitment must be conducted through People Experience. Managers must follow the specific process and procedures outlined by the Recruitment & Selection Policy and Procedure to ensure merit and fairness whilst meeting the objectives of Aurora Energy.

All positions will be advertised on a fixed term basis except where approval has been gained for a permanent appointment.

Relocation assistance will be provided on a case by case basis in the form of expense reimbursement as approved by the General Manager People Experience.

## 6. Key Stakeholder Responsibilities Section

### 6.1 Chief Executive Officer

- Approve any business cases to offer permanent appointments.
- Approve creation of any unbudgeted positions or recommendations.

### 6.2 General Manager People Experience

- Signs all Agency agreements representing recruitment at Aurora Energy.
- Approves all advertisements placed for recruitment at Aurora Energy.
- Approves business cases for recruitment solutions that do not meet the requirements of this policy and procedure.
- Approves Relocation Assistance.
- Considers, investigates and rules on any formal disputes raised.
- Recommends to CEO the creating of unbudgeted positions or permanent appointments.

### **6.3 ALT Members**

- Recommend unbudgeted positions to the General Manager People Experience.
- Responsible for overall business unit headcount and labour budgets.
- Signing of any Contract of Employment, for their area.
- Refer any new permanent vacancy business cases to the General Manager People Experience.

### **6.4 People Experience Representative**

- Facilitates and manages the recruitment processes to ensure consistency and fairness across Aurora Energy.
- Placement of all recruitment advertisements and or vacancies with agencies.
- Source and manage contracts and fees with preferred suppliers.
- Maintain recruitment records for all recruitment processes.
- Updates the Hiring Managers and candidates at each stage of the recruitment process.
- Ensures Managers are following the correct recruitment approvals and processes.
- Reviews and finalises position descriptions, ensuring they are evaluated through the correct channels.
- Evaluate position descriptions utilising the Mercer Framework.

### **6.5 Hiring Managers**

- Manage their own labour hire budgets, including obtaining correct recruitment approval for new vacancies (budgeted and unbudgeted resources).
- Develop new draft position descriptions, ensuring they are evaluated through the correct channels.
- Ensure all recruitment is processed through the People Experience Team.
- Develop a business case and seek approval if not following the normal recruitment and selection process and procedures.
- Raise a business case for any new permanent hires.
- Participate in the recruitment processes to ensure consistency and fairness across Aurora Energy.
- Release internal transferring employees within a reasonable time frame.

### **6.6 Workers**

- Notify their direct manager if their application is successful to interview stage (or earlier if desired).
- Participate in all recruitment and selection processes.

## **7. Non-compliance with this Policy**

All non-compliances with this Policy will be recorded in accordance with the Compliance Policy.

Any non-compliances that are risk-rated as Severe or Major will be escalated to the Board or a relevant Board Committee through Aurora Energy's non-compliance reporting processes.

Non-compliances that are risk-rated as Moderate or Minor will be reported to the Chief Executive Officer.

Incidents of wilful non-compliance with this Policy are considered to be serious and will be dealt with in accordance with Aurora Energy's normal performance management process, which may include dismissal.

## **8. Related Policies**

- Compliance Policy.
- Delegation Policy.
- Code of Conduct.
- Workplace Behaviour Policy.
- Privacy and Personal Information Policy 2012.

## **9. Precedence**

In the event of a conflict between policies, the following precedence will apply in this order to the extent of any inconsistency:

- Board approved Policy.
- CEO approved Policy.
- Business approved Procedure.
- Business approved Work Practice.

## **10. Policy Approval and Review**

The Chief Executive Officer is responsible for approving this Policy at least 3 yearly, or earlier if a significant change occurs that may impact the policy.

## **11. Whistleblowing Statement**

In extreme circumstances an individual may be concerned that a serious breach of this policy has occurred but considers that it would be personally damaging to pursue it through normal channels. In such circumstances the individual should refer to Aurora Energy's Public Interest Disclosure Policy for information about how to report such a concern and to whom.

Aurora Energy's Public Interest Disclosure Policy ('whistleblower' policy) is based on the Public Interest Disclosures Act 2002. This Policy is available on both Aurora Energy's external website and its internal intranet.

Delegated Officers under the Public Interest Disclosure Policy will do all that is possible and practicable to ensure the identity of the individual and the identity of the person who is the subject of the disclosure are kept confidential.

## **12. Publication**

This Policy is approved for publication on Aurora Energy's website.

**Approved by the Chief Executive Officer on 10 September 2018.**

A handwritten signature in black ink, appearing to read "Kardus". The signature is written in a cursive style with a large, looping initial letter.

**Chief Executive Officer**