

Recruitment & Selection Policy (v4.0)

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
4.0	February 2020	12 month review, amended language to present as first person and changed manager to leader. Administrative amendments also made to reflect changes as a result of the operational reset.	Chief Executive Officer, 6 August 2020

AUTHORISATIONS

Prepared by:	People Experience Partner Lead	May 2020
Reviewed by:	General Manager People and Commercial Services	July 2020
Approved by:	Chief Executive Officer	6 August 2020
Next review due:	3 yearly	March 2023

CONTACT FOR ENQUIRIES (POLICY OWNER)

Kane Ingham – General Manager People and Commercial Services
 Phone: 0439 319 068
 Email: kane.ingham@auroraenergy.com.au

1. Introduction

We (Aurora Energy) recognise that the recruitment & selection of appropriately qualified, skilled, experienced and motivated Employees is critical to ensuring the ongoing success of the organisation. We aim to ensure that we have the culture and capability to achieve our business strategy through our people.

2. Purpose

The purpose of the Recruitment & Selection Policy (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, and that selection is guided by ethical and fair principles.

3. Scope

This Policy applies to you (Workers) undertaking or participating in recruitment or selection at Aurora Energy. It also applies to agencies engaged on behalf of Aurora Energy.

4. Definitions

ALT	Aurora Energy Leadership Team
Candidate	The internal or external person who submits an application to a vacancy
Hiring Manager	The leader with the vacancy, undertaking the recruitment on behalf of Aurora Energy
Employee	Employee means an employee of Aurora Energy
Recruitment	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
Recruitment Agency	A business that works on behalf of the organisation to source and hire employees
Selection	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.
Worker	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">• an employee; or• a contractor or subcontractor; or• an employee of a contractor or subcontractor; or• an employee of a labour hire company who has been assigned to work at Aurora Energy; or• an outworker; or• a trainee; or• a student gaining work experience; or a volunteer.

5. Policy

The primary focus of this 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 us in the recruitment and selection process are as follows:

Equity and Diversity: A commitment to ensuring candidates are treated equally and not discriminated against. We recognise and value 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 may include, but will not be limited to, 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 our Values and their ability to work within the Aurora Energy Code of Conduct.

All recruitment must be conducted through People Experience. Leaders 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.

Relocation assistance may be provided on a case by case basis in the form of expense reimbursement only when it has been approved by the General Manager People and Commercial Services.

6. Key Stakeholder Responsibilities Section

6.1 Chief Executive Officer

- Approves creation of any unbudgeted positions or recommendations.

6.2 General Manager People and Commercial Services

- Approves business cases for recruitment solutions that do not meet the requirements of this policy and procedure.
- Approves Relocation Assistance.
- Considers any grievance raised regarding recruitment or a breach of this Policy. Will appoint an independent investigator where appropriate and will rule on any formal disputes as required.
- Recommends to CEO the creating of unbudgeted positions or permanent appointments.

6.3 ALT Members

- Recommends unbudgeted positions to the General Manager People and Commercial Services.
- Responsible for overall business unit headcount and labour budgets.
- Signs Contracts of Employment, within their delegation level.

6.4 People Experience Representative

- Signs all Agency agreements representing recruitment at Aurora Energy.
- Approves all advertisements placed for recruitment at Aurora Energy.
- Facilitates and manages the recruitment processes to ensure consistency and fairness across Aurora Energy.
- Placement of all recruitment advertisements and or vacancies with agencies.
- Sources and manages contracts and fees with preferred suppliers.
- Maintains 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.
- Evaluates position descriptions utilising the Mercer Framework.

6.5 Hiring Managers

- Manages their own labour hire budget, including obtaining correct recruitment approval for new vacancies (budgeted and unbudgeted resources).
- Develops new draft position descriptions, ensuring they are evaluated through the correct channels.
- Ensures all recruitment is processed through the People Experience Team.
- Develops a business case and seeks approval if not following the normal recruitment and selection process and procedures.
- Participates in the recruitment processes to ensure consistency and fairness across Aurora Energy.
- Releases internal transferring workers within a reasonable time frame.

6.6 Workers

- Participates in recruitment and selection processes they are involved in.

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.
- Discipline Policy.
- Privacy Policy.

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 6 August 2020.



Chief Executive Officer