
ARI RECRUITMENT & REMUNERATION [Interim]

Statement of Commitment

As Australian Registry Investments (AR) transitions away from State Government, a need was identified to map mechanisms and decision-making processes for recruitment and remuneration practices. This interim policy has been developed to provide the requisite governance and process to support these activities

Scope

This policy will take immediate effect and apply to any recruitment activity for permanent, contract or fixed-term contract roles and for the first 100 days post Financial Close or until new (ongoing) ARI remuneration and recruitment and selection policies are issued, whichever comes first.

This policy deals with remuneration specifically (and exclusively) in the context of recruitment and developing an appropriate remuneration package for the role that is being recruited for, both permanent and non-permanent. This policy does not attend to the broader remuneration strategy or philosophy nor the annual remuneration review process.

Related Documents

- [Interim] Behavioural Code

Recruitment

- **Definition of new roles and existing roles**

New roles are roles that do not exist in the current LPI organisation nor were identified in the TOM.

Existing roles are roles that are in the current ARI structure and / or in the TOM. They may be either contract or permanent roles and will transfer to ARI on completion.

- **Process**

For new roles, the hiring manager and the relevant Director prepare a brief business case for the role. The business case is then reviewed and approved by CEO and a representative of Hastings and FSS. Only once the business case is approved, can any recruitment activity begin. Once a role has been approved for recruitment, the hiring manager will use the current selection and offer practices. HR will advise, if required on specific activities and responsibilities.

The business case must cover the purpose for the role, the rationale for whether it is a permanent or contract role, the value of the role to the business, a position description, together with a targeted remuneration range or contract rate to fund the position. For contract roles, the business case must also state the term of the contract.

For existing roles that become vacant which the business want to back-fill, the CEO, Hastings and FSS representatives' approvals are required before any recruitment activity can begin.

HR will devise and manage the sourcing strategy and selection process in partnership with the hiring manager. HR are responsible for ensuring that approved roles are advertised internally for up to ten business days. HR will also commence external recruitment activity at the same time as the internal advertising period.

In the event that the sourcing strategy requires engaging a third-party recruitment firm to assist in the external recruitment process, HR will make a recommendation of one or more firms from the Preferred Supplier List.

- **Contract extensions**

Any roles that have been hired on a fixed-term or contract basis that reach their original term, and that a hiring manager wishes to extend, will need to go through the same approval process as detailed above.

- **Remuneration**

This section clarifies the approach for developing the appropriate remuneration offer for the following different role types:

- roles that are covered by the State Copied Awards
- roles that are not covered by the State Copied Awards
- roles that are filled on a [direct] fixed-term employment basis
- roles that are filled by [agency] contractor

The proposed or targeted remuneration is defined and included in the business case that is approved by CEO and a representative of Hastings and FSS before any recruitment activity can begin. This pre-approval avoids the need to seek approval [again] at the point of offer, as long as the offer remains within the business case target remuneration.

- **State Copied Award covered roles:**

The remuneration for these roles is pre-defined based on the grade of the role and where it sits in the job classification table.

- **Roles that are not covered by State Copied Awards or filled on a fixed-term employment basis:**

HR will be responsible for providing the hiring manager with a recommendation of a remuneration range for this type of role. The recommendation will be formulated using a combination of both an [external] market-based [industry/sector] calculation based on similar roles and any comparable roles internally. Where there is no comparable role internally, the recommendation will be formulated just using the market-based calculation.

- **Roles that are filled by [agency] contractor**

HR is responsible for providing the hiring manager with a recommendation of a target contract rate for this type of role. The recommendation will be informed by a combination of the agency's market data for the role and any internal data points from existing or previous contractors performing similar roles.

- **Exceptions management**

Where there is a variance or deviation in any of the elements of remuneration at offer stage from the original request to recruit, approval must revert back to relevant Director and CEO before being able to proceed to verbal offer.

Enquiries

Advice in relation to this Policy and Procedure can be obtained from Human Resources.