

ORIC SERVICES



HELPING CORPORATIONS TO RECRUIT STAFF



The Registrar started the ORIC recruitment assistance (ORA) program four years ago (in 2010) to help corporations fill senior positions. The service encourages best practice and builds capacity by supporting corporations to recruit, appoint and retain suitable senior staff.

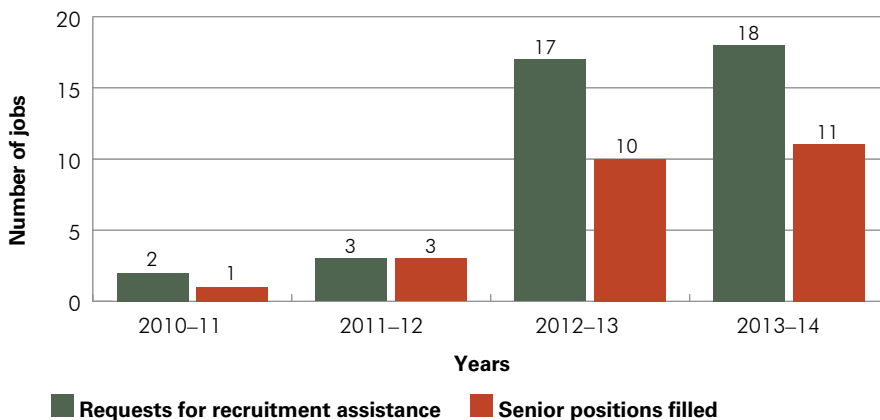
Through the ORA program corporations are supported through each step in the recruitment process, including

- developing a job description package
- advertising the position
- evaluating applicants
- setting up an interview process
- preparing the selection report.

ORIC offers ORA to eligible corporations free of charge (although it is expected that corporations will meet their own advertising costs). Corporations remain responsible for all decisions in the recruitment process, including the final selection of the successful candidate and negotiating a salary package.

In 2013–14 the demand for ORA rose slightly above last year. Eighteen job assistance requests for senior management positions were received through the program and 11 senior staff positions were filled. (Last year the numbers were 17 and 10 respectively).

Figure 6: Number of job assistance requests received through ORA and senior positions filled



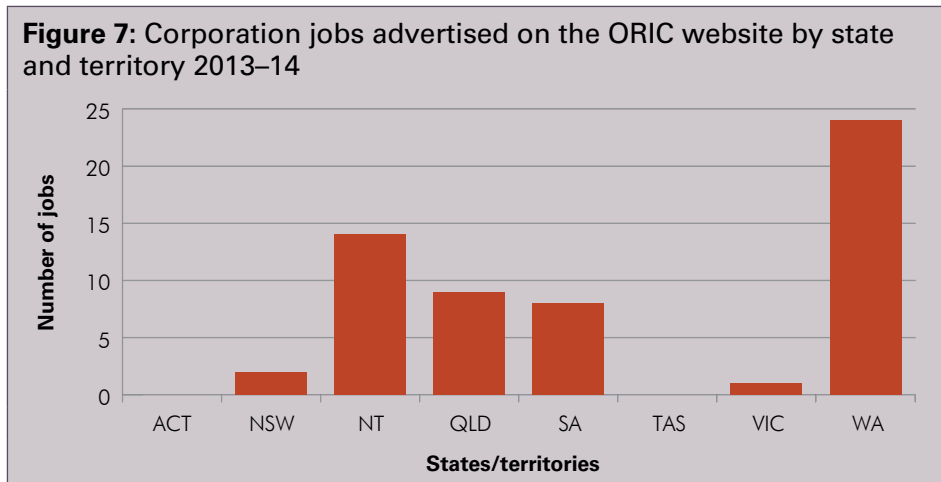
Corporation jobs on the ORIC website

Since 2009 ORIC has offered corporations the chance to advertise their employment opportunities free of charge on the ORIC website.



Over the five years since the service started, 284 jobs have been advertised under 'Corporation jobs' at www.oric.gov.au of which 58 were advertised in 2013–14.

Figure 7: Corporation jobs advertised on the ORIC website by state and territory 2013–14



Handy guides

ORIC has produced a series of short, handy guides about recruitment. Titles include:

- Recruitment process
- How to draft a successful job ad
- How to draft selection criteria
- Checklist for selecting suitable applicants
- Sample interview questions

There are also a number of employment guides:

- Managing performance
- Grievance and dispute resolution
- Termination of employment—small business employers
- Termination of employment—larger employers


Template employment contracts grouped by state and territory as well as summaries of employment conditions and information on relevant industry awards are also available. These documents were developed in 2010 in partnership with the Australian Government Solicitor and can be found on the ORIC website under 'Corporation jobs'.

ELECTRONIC SYSTEMS

ERICCA

The Electronic Register of Indigenous Corporations under the CATSI Act (ERICCA) is a database managed, maintained and updated by ORIC to help the Registrar administer the CATSI Act.

ERICCA includes two public registers which are accessible from the ORIC website—the Register of Aboriginal and Torres Strait Islander Corporations and the Register of Disqualified Officers. ERICCA also allows corporations to access the ORIC online forms lodgment system via the ORIC website.

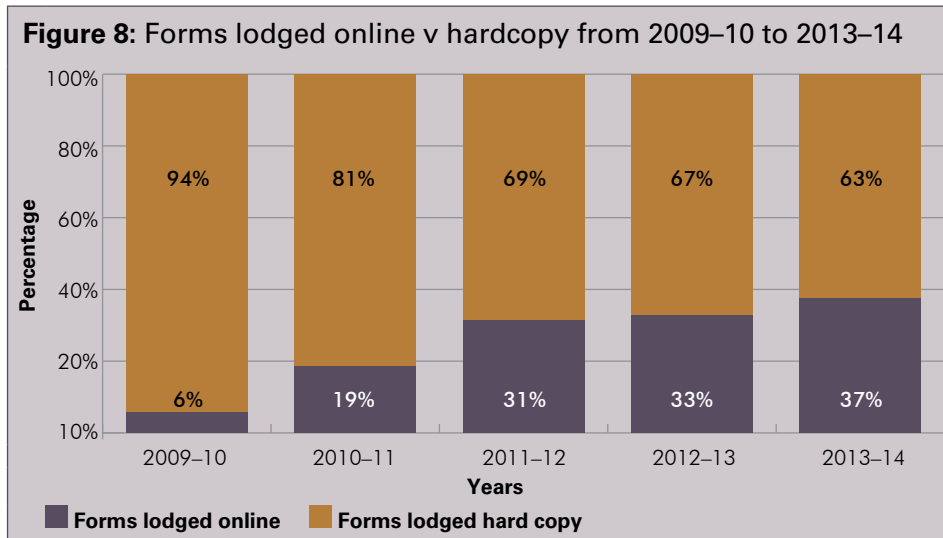


Going through the ORIC online forms lodgment system at <https://online.oric.gov.au> makes lodging forms easier and more convenient for corporations.

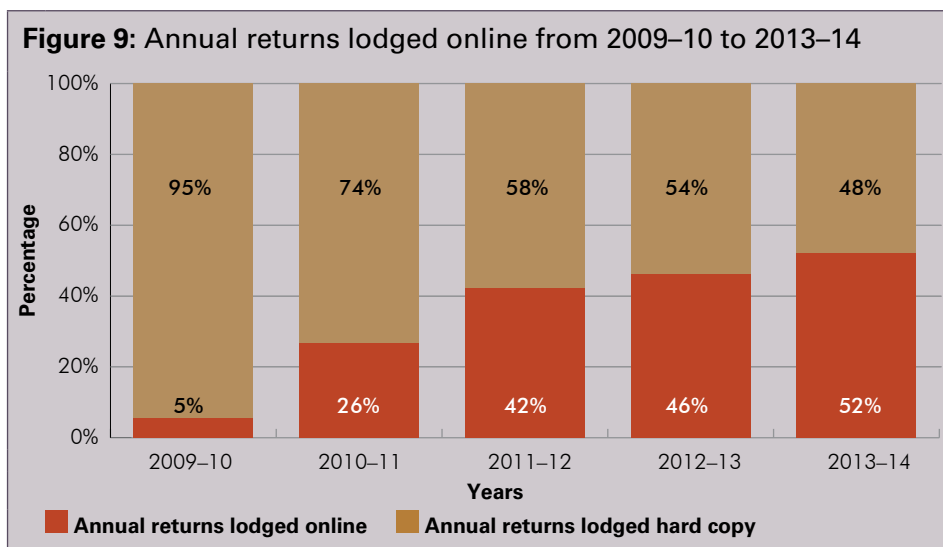
Lodging electronically

In a world of growing reliance on technological efficiencies, it's reassuring that more corporations than ever before are choosing to lodge their forms and annual returns online (rather than by hardcopy through the post or by fax).

In 2013–14, 37 per cent of all forms were lodged with ORIC electronically. This represents a four per cent increase from the previous year.



And 52 per cent of all annual returns were lodged electronically, an increase of six per cent from last year.

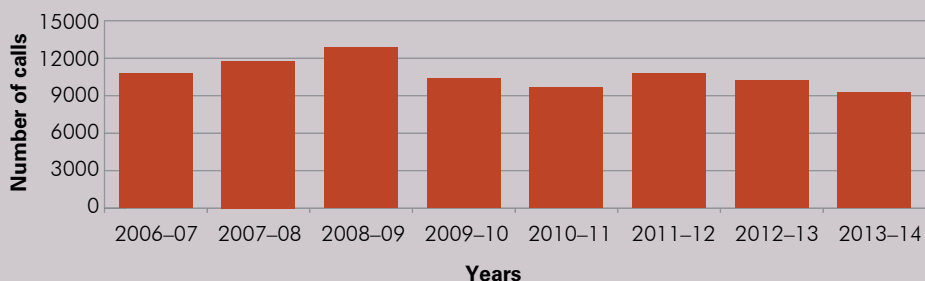


CALL CENTRE OPERATION

Many corporations use ORIC's freecall telephone service when making initial contact with the Registrar's office.

In 2013–14 ORIC received 9,228 telephone calls seeking information and advice.

Figure 10: Number of calls to ORIC's freecall number from 2006–07 to 2013–14



ORIC's Nattie Bong answers an inquiry at the call centre

LAWHELP

LawHelp was started by the Registrar and a handful of volunteer lawyers in 2010 to give not-for-profit Aboriginal and Torres Strait Islander corporations registered under the CATSI Act access to pro bono legal assistance.



The need was perceived as approximately 60 per cent of Aboriginal and Torres Strait Islander corporations, located in remote or very remote parts of Australia, do not have ready access to quality legal services.

Today the scheme provides assistance on a range of legal matters, from basic tax issues to drafting employment contracts to interpreting the law. It cannot, however, help with matters already funded by government, such as native title or legal action in any court or tribunal, or with matters that could conflict with the interests of the Australian Government.

LawHelp can only help corporations not individuals.

As at 30 June 2014 there were 12 participating lawyers and law firms on the LawHelp panel:

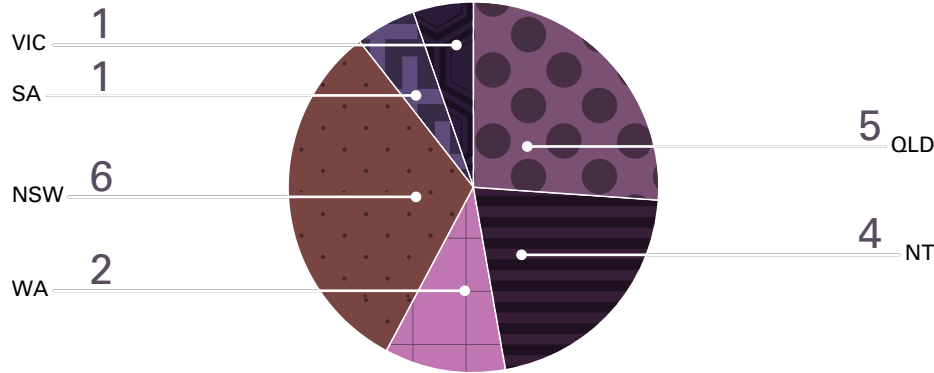
- Allens
- Ashurst
- Australian Government Solicitor's Office (AGS)
- Bradley Allen Love Lawyers
- Castledine Gregory Law & Mediation
- Clayton Utz
- DLA Piper Australia
- HWL Ebsworth Lawyers
- Jackson McDonald Lawyers
- Lipman Karas
- Minter Ellison
- Tress Cox Lawyers

Eligible corporations are encouraged to send their applications for legal assistance to ORIC's LawHelp secretariat which provides administrative support for the scheme. Applications are then forwarded to the independent LawHelp assessment panel for action.

Three independent lawyers sit on the LawHelp assessment panel—the manager of pro bono services from the Australian Government Solicitor, a Victorian lawyer from the community services sector and an Aboriginal lawyer with the Department of Health.

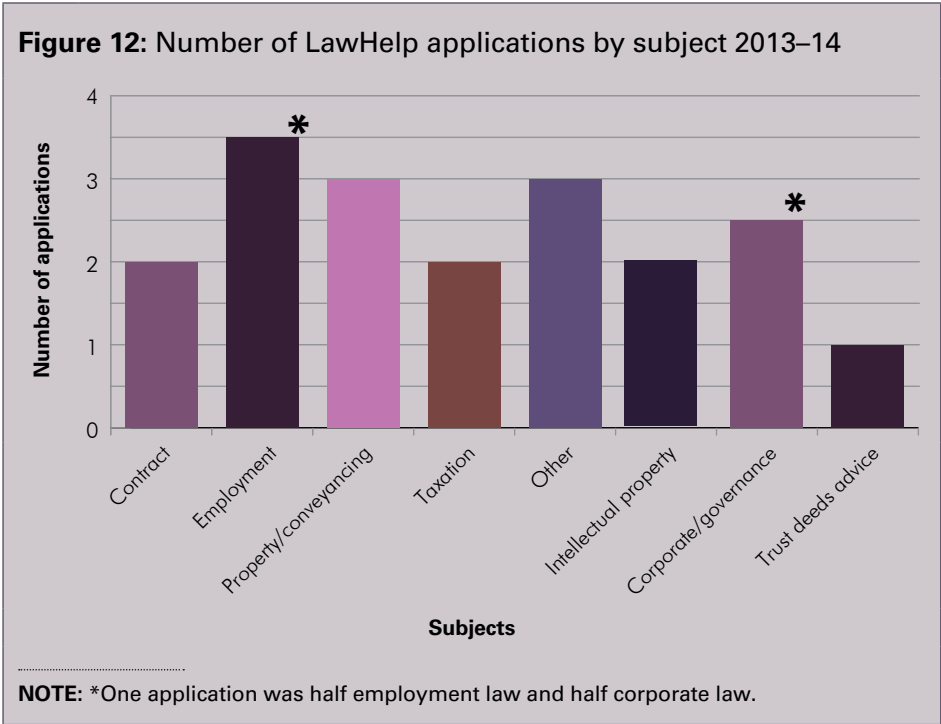
In 2013–14 ORIC received 19 LawHelp applications. Thirteen of these were approved by the LawHelp assessment panel and successfully referred to some of Australia's top law firms.

Figure 11: Number of LawHelp applications by state and territory for 2013–14



NOTE: There were no applications from Tasmania.

Figure 12: Number of LawHelp applications by subject 2013–14



NOTE: *One application was half employment law and half corporate law.

NOTE: The application forms and guidelines for LawHelp are available at www.oric.gov.au, by emailing LawHelp@oric.gov.au or by phoning freecall 1800 622 431 (not free from mobiles).