ORIC
RECRUITMENT ASSISTANCE (ORA)

Guidelines

These guidelines explain how Aboriginal and Torres Strait Islander corporations can apply for recruitment assistance through the ORA project.

What is ORA?

Started by the Registrar of Indigenous Corporations, ORA offers recruitment assistance to corporations registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act).

The service encourages best practice and aims to build capacity by helping corporations to recruit and keep suitable staff.

Who can apply for recruitment assistance through ORA?

Aboriginal and Torres Strait Islander corporations registered with ORIC that are looking to fill senior positions are eligible to apply for ORA.

Assistance for corporations through ORA

The Office of the Registrar of Indigenous Corporations (ORIC) can help with all steps in the recruitment process, including:

- developing a job description
- advertising the position
- vetting applicants
- supporting the interview process
- preparing the selection report.

Applications for ORA will be assessed on a case-by-case basis.

Important points about ORA

Corporations remain responsible for all decisions in the recruitment process, including who to recruit and salary packages. ORIC only provides assistance and guidance in the process. It does not make any decisions on behalf of individual corporations nor can it provide assistance with any costs of recruiting or advertising.

How to apply

1. Read the ORA guidelines.

2. Fill in the ORA application form and have a director sign the declaration.

3. Attach relevant documents to the application. (Complete section 4 of the application form if the corporation has not yet lodged its current year annual reports).

4. Send the application form and relevant documents to ORIC. The address is on the application form.

NOTE: If corporations need help to fill in the application form please contact ORIC on 1800 622 431 or at **info@oric.gov.au**

When an application is received

On receipt of an application ORIC will contact the corporation.

If an application is successful

If a corporation's application is approved ORIC will assign a case manager to work with the corporation. The corporation will need to sign a memorandum of understanding (MOU) with ORIC about how ORA works.

If the application is not successful

If a corporation's application is unsuccessful ORIC will return the application and any supporting documents to the corporation. ORIC may provide information about other forms of available assistance, including assistance through its other services such as *Corporation jobs.*

> While a corporation's application is with ORIC, it may be subject to disclosure by court discovery, subpoena or requests made under the *Freedom of Information Act 1982.* Corporations may not be able to claim legal professional privilege for the application and any other information held by ORIC.

What does ORA cost?

There is no charge for submitting an ORA application to ORIC or for the assessment of the application by ORIC.

ORIC will provide its services to eligible corporations free of charge. However, successful corporations will be expected to meet all advertising and recruiting costs.

Contact details

Any questions about applying for ORA? Contact ORIC on freecall 1800 622 431 (not free from mobiles) or email **info@oric.gov.au**