



Helping corporations find the right employees

Finding just the right person for the job is one of the keys to running a successful business. But it's not always as easy as it sounds. Some of the challenges a corporation could face are remoteness and a high turnover of staff. The recruitment process has important steps and, if you don't follow them, you could be losing valuable time and money.

Corporation jobs

ORIC has developed a new service, **Corporation jobs**, to help corporations find the right staff and also to help them manage their employees.

The ORIC website now has a web page where corporations can advertise their employment opportunities free of charge. All you have to do is send us your job advertisement and we will put it on our website. It is an easy way to make your ad look professional and help you reach as many people as possible.



Make sure your corporation lodges its 2008–09 reports

Lodge online at <https://online.oric.gov.au>

OR

Lodge by post:

Registrar of Indigenous Corporations

PO Box 2029

WODEN ACT 2606

ANNUAL REPORTS NOW DUE!

Have you lodged your 2008–09 reports yet? **They are now due.**

Under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (CATSI Act) penalties may apply after 31 December 2009 for each report not lodged. The maximum fines are:

- corporations—\$13 750 per report
- secretaries—\$550 per report.

Don't forget that you can lodge your reports online. At this late stage it will definitely save you time! Lodgment forms can be found at <https://online.oric.gov.au>.

Corporations must report under the CATSI Act according to their registered size and income.

If you are unsure about your corporation's size, go to our website and search for your corporation in the public register or you can call us on 1800 622 431.

FURTHER INFORMATION:

www.oric.gov.au

1800 622 431

info@oric.gov.au

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Subscribe to *The ORIC ORACLE* by emailing info@oric.gov.au

How to get on board

1. Go to our website at www.oric.gov.au and click on 'Corporation jobs'.
2. See the 'Conditions of use' and 'Request to advertise' form.
3. Email your request to corporationjobs@oric.gov.au.
4. We will check it and place it on our website free of charge.



Watch out for these in 2010!

Guides to help you on your way

A range of guides will be available to help your corporation find the best person for the job. These will be about:

1. developing the position description
2. getting the selection criteria right
3. checklists to choose suitable applicants.

If you are looking for a job, there will also be information on what an Aboriginal and Torres Strait Islander corporation is.

Other support guides and programs

During 2010 ORIC will also provide human resource support to corporations so they can develop their own strategies to deal with their specific circumstances and employment needs. This will include staff contract guides, performance management systems, employee grievance and dispute settlement plans and termination guides.

ORIC is also in the process of developing a recruitment assistance program. This program will provide corporations with more hands-on assistance in the interview, selection and appointment of key employees.

Changing your corporation's details

On the ORIC website there are a number of forms that allow you to change specific details of your corporation. These forms can be lodged online at <https://online.oric.gov.au> or you can send them to ORIC by email (info@oric.gov.au), fax (02 6281 2739) or post (ORIC, PO Box 2029, Woden, ACT, 2602). To email the form you will have to scan it first. You can also call ORIC's freecall number (1800 622 431) to ask for a form over the phone.

Some of the forms are:

1. Notification of a change to corporation officers' details.
2. Request to change corporation name.
3. Request to change corporation rule book.
4. Notification of a change to corporation address and/or contact details.

All these forms must be lodged with ORIC within 28 days of the change or special resolution being passed.

What happens when you return the form?

Your form will be checked to make sure it has all the required information and that it meets the requirements of the CATSI Act. If it is not complete, we will write to the contact person nominated on the form. Once we get all the information, we can go ahead with registering your required change.

ORIC will then update the public Register of Indigenous Corporations with the new details.

For your information, each form has specific details of the steps ORIC will follow after receiving your request for change.

Special stories about special people

Every month ORIC features a good news story about one of our corporations. You can find these stories on our website homepage under 'Spotlight on ...' It is a pleasure to highlight just some of the good news stories about what our corporations are doing and to share these stories with you.

If your corporation has a special project, has won an award or you're just proud to be a member, let us know. We would love to do a story about your corporation and share the good news around. Just send us an email at info@oric.gov.au.