



DERBARL YERRIGAN HEALTH SERVICE

BUSINESS SERVICES DIRECTOR CANDIDATE PROSPECTUS



Derbarl Yerrigan Health Services Company Details

The name Derbarl Yerrigan is the Whadjuk Noongar name for the Swan River. Derbarl Yerrigan Health Service is an Aboriginal community-controlled health organisation which was established in 1974 as the Perth Aboriginal Medical Service; changing its name in 1998 to Derbarl Yerrigan Health Service. We provide holistic and integrated primary health care services to Aboriginal people living in the Perth metropolitan region and employ 127 staff across our head office and clinic in East Perth and clinics in Maddington, Midland and Mirrabooka.

DYHS transitioned from the Associations Act (WA) in 2017 to the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act), and are now known as Derbarl Yerrigan Health Service Aboriginal Corporation (DYHSAC).

History

Derbarl Yerrigan would not be where it is today without the New Era Aboriginal Fellowship (NEAF) Committee, which sprouted in the late 1960s in order to lobby both to community and government about the dire need for an independent facility dedicated to Aboriginal health in the Perth Metropolitan region. Thanks to these passionate Noongar volunteers, the Perth Aboriginal Medical Service (PAMS) was built on Beaufort Street in 1974 – only the second Aboriginal Medical Service to exist in Australia at the time. The service quickly grew from its original five staff up to 40 as demand for services flourished.

In 1998, we relocated to our current, purpose-built facility on Wittenoom Street in the heart of East Perth. Our name was also changed to Derbarl Yerrigan Health Service, in reference to the Noongar name for the Swan River. Our current location is a hub for Aboriginal health, with Yorgum Aboriginal Services and Wungening Corporation in close proximity.

Derbarl Yerrigan has since expanded to include four successful, busy clinics in the major hubs of the Metropolitan area, employing 127 staff and delivering a comprehensive healthcare service and a number of specialised programs throughout. 45 years from those humble beginnings we are bigger, better and growing stronger as the Mother organisation in Noongar Boodja.

Strategic Plan

Derbarl Yerrigan's 2019 – 2024 Strategic Plan has a 100-year vision as a successful Aboriginal community-controlled health organisation, who are leaders in delivering health, wellbeing, employment, and advancement for Indigenous owners, clients, and staff.

Our primary goals are to protect, create and deliver stakeholder value and benefits; achieve and sustain the leading edge in Aboriginal health and wellbeing impact and outcomes; and to position Derbarl for long-term success and influence.

For a full copy of the 2019 – 2024 Strategic Plan, please click [here](#).

SPECIAL ADMINISTRATION

On 6th November 2020 Derbarl Yerrigan Health Services was placed under Special Administration by the Registrar of Indigenous Corporations. The period of Special Administration is, at this stage, due conclude in early February 2021 at which time a new Rule Book will have been developed and a new Board appointed.

We would strongly recommend that you read the newsletters send to members on [11th November 2020](#) and on [22nd December 2020](#) that give more detail on the Special Administration.

STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME

for the year ended 30 June 2020

		2020	2019
	Notes	\$	\$
Revenue	2.1	16,144,378	16,092,759
Other income	2.1	271,833	135,337
Administration expenses	2.2	(2,465,303)	(3,112,829)
Staff expenses		(12,253,469)	(11,956,432)
Rent and other property expenses		(649,534)	(612,141)
Motor vehicle expenses		(107,476)	(128,454)
Depreciation and amortisation expense	3.1, 4.6	(649,913)	(356,944)
Operating surplus		290,516	61,296
Finance costs	4.6	(49,761)	-
Surplus before tax		240,755	61,296
Income tax expense	2.3	-	-
Surplus after tax		240,755	61,296
Other comprehensive income		-	-
Total comprehensive surplus		240,755	61,296

This statement should be read in conjunction with the accompanying notes to the financial statements. Management note that the 2020 statement of profit or loss and other comprehensive income includes the impact of adopting Accounting Standard AASB 16 Leases ("AASB 16"), whilst the 2019 comparative was prepared under the previous lease accounting standard requirements; refer to notes 4.6 and 6.4 for further details.

STATEMENT OF FINANCIAL POSITION

as at 30 June 2020

	Notes	2020 \$	2019 \$
ASSETS			
Current assets			
Cash and cash equivalents	4.1	4,656,866	3,759,110
Trade and other receivables	4.2	184,789	199,431
Prepayments	4.3	633,434	279,174
Total current assets		5,475,089	4,237,715
Non-current assets			
Property, plant and equipment	3.1	2,608,304	2,209,169
Right-of-use assets	4.6	840,011	-
Total non-current assets		3,448,315	2,209,169
TOTAL ASSETS		8,923,404	6,446,884
LIABILITIES			
Current liabilities			
Trade and other payables	4.4	1,464,485	1,230,972
Unearned income	4.4	671,879	27,778
Provisions	4.5	1,566,443	1,033,883
Lease liability	4.6	260,531	-
Total current liabilities		3,963,338	2,292,633
Non-current liabilities			
Provisions	4.5	205,308	246,077
Lease liability	4.6	605,829	-
Total non-current liabilities		811,137	246,077
TOTAL LIABILITIES		4,774,475	2,538,710
NET ASSETS		4,148,929	3,908,174
EQUITY			
Retained surplus		4,148,929	3,908,174
TOTAL EQUITY		4,148,929	3,908,174

This statement should be read in conjunction with the accompanying notes to the financial statements. Management note that the 30 June 2020 statement of financial position includes the impact of adopting Accounting Standard AASB 16, whilst the 30 June 2019 comparative was prepared under the previous lease accounting standard requirements; refer to notes 4.6 and 6.4 for further details.

STATEMENT OF CASH FLOWS

for the year ended 30 June 2020

	Notes	2020 \$	2019 \$
Operating activities			
Receipts from customers, inclusive of GST		4,424,043	6,087,341
Receipts of government contributions and subsidies		13,971,389	12,374,025
Payments to suppliers and employees, inclusive of GST		(16,502,199)	(18,011,405)
Interest received		13,663	23,289
Net cash flows from operating activities		1,906,896	473,250
Investing activities			
Payment for the acquisition of assets	3.1	(1,060,135)	(710,946)
Proceeds from disposal of assets		345,300	507,816
Net cash flows used in investing activities		(714,835)	(203,130)
Financing activities			
Payment of lease liabilities	6.4	(294,305)	-
Net cash flows used in financing activities		(294,305)	-
Net increase in cash and cash equivalents		897,756	270,120
Cash and cash equivalents at 1 July		3,759,110	3,488,990
Cash and cash equivalents at 30 June	4.1	4,656,866	3,759,110

This statement should be read in conjunction with the accompanying notes to the financial statements. Management note that the 2020 statement of cash flows includes the impact of adopting Accounting Standard AASB 16, whilst the 2019 comparative was prepared under the previous lease accounting standard requirements; refer to notes 4.6 and 6.4 for further details.

JOB DESCRIPTION

Position:	Business Services Director
Division:	Executive
Position Reports to:	Chief Executive Officer
Location:	East Perth

Role Description

Reporting to the Chief Executive Officer, the position provides leadership to a team of business services managers to drive and integrate operational strategy and deliver support systems and services to enable the Derbarl Yerrigan Health Services (DYHS) to meet its business and strategic objectives.

The position provides expert advice on all business service functional responsibilities including the ongoing review and reform of business services systems, resourcing and skills requirements and solutions to ensure the integrity and timely delivery of quality operational support to DYHS services within a culturally safe and responsive framework

POSITION RESPONSIBILITIES

Strategic planning and systems development

Provide leadership to the business services team to ensure services align with organisational need including:

- work with functional leaders across business services to operationalise the strategy for each functional area;
- work with the Medical Director to ensure business services team fully understand the support required by the clinical services team;
- identify DYHS's business needs and develop section specific service plans, ensuring an internal patient management focus is provided by the business services team;
- implement effective KPIs and monitor these to ensure business service delivery is maintained at an appropriate level and issues are identified swiftly;
- develop a framework of business services specific management reports;
- work collaboratively with Executive team to ensure services are culturally safe and responsive
- Lead continuous quality improvements and enhancements of business systems to optimize clinical services; and
- regularly review resourcing to ensure the right structure is in place to enable effective service delivery.

Financial Management

Provide leadership, high level problem solving and management support to the Finance team in the timely delivery of effective financial systems, compliance, reporting and operations, including:

- ongoing review of revenues sources including identification of issues affecting current income (e.g. Medicare monitoring) and identification of new revenues sources;
- manage identification of and applications for funding or other new sources of revenue;
- maintain an effective delegation and authorisations framework;
- ensure effective budgeting and accounting processes;
- maintain compliance with all funds reporting and statutory obligations;
- production of timely, comprehensive financial management reports; and

- Delivery of effective financial operations including accounts payable and payroll practices.

Human Resources Management

Provide leadership, high level problem solving and management support to the HR operations team in the timely delivery of effective HR systems, compliance, reporting and operations, including:

- development of organisational development initiatives with HR operational practices;
- development and implementation of best practice policies and procedures ensuring compliance with all legislative requirements and alignment with organisational culture;
- development of a workforce plan that prioritizes employment, professional development and promotion of Aboriginal people across DYHS services along with an underpinning staff retention strategy;
- development and implementation of HR projects to drive organisational effectiveness, particularly for line managers;
- provision of effective employment support processes including coordination of industrial instruments (employment contracts and Agreements), recruitment and induction processes, Employee Assistance Program, staff grievances, discipline and performance management, training and development, implementation of an integrated HR system;
- provision of a pro-active and effective Workplace Health and Safety system and;
- development of a Collective Agreement

Risk Management & Compliance

Provide leadership, high level problem solving and management support to Quality, Risk and Compliance in the timely delivery of risk mitigation, quality management and administrative support processes by:

- ensuring a suitable risk management framework of systems, policies and procedures are in place and evolve in response to the changing needs of the organisation;
- ensuring controls and risk management processes are implemented and maintained;
- continuously monitoring and reviewing strategic and operational risks to enable timely and appropriate identification of issues to be raised and resolved by EMT, CEO and/or Board of Directors;
- developing and implementing a Quality Management System to enable accreditation under ISO 9001:2001 and other activity specific accreditation standards including but not limit to AGPAL;
- developing and maintaining continuous improvement, document and record control policies and practices; and
- implementing effective internal audit controls and processes.

Information & Communications Technology

Provide leadership and management support to the ICT team to ensure effective planning, management, integrity, continuity and performance of the information and communication technology resources and services, this includes:

- Deliver on the ICT Strategic Plan ensuring alignment with business services objectives, budget and DYHS service plans and clinical requirements;
- identification of cost saving measures or interventions to support increased efficiency;
- Ensure the IT requirements of the clinic are met to facilitate more efficient patient management and to optimise quality of care

- report on and provide advice to the CEO and EMT on the future technology requirements and ICT Direction for DYHS;
- develop business cases as required to support planned application and operational developments for DYHS as required including enhancements focused on security and business continuity;
- provision of effective applications development support and processes; and
- provision of effective ICT performance and support services including setting and reporting on service delivery targets.

Facilities & Assets Management

Provide leadership and management support to the Facilities and Asset Manager to ensure the strategic and operational management of DYHS's facilities and assets. This includes:

- development and implementation of an effective asset management framework system, strategic property management strategy, policies and processes, to ensure assets and facilities are fit for purpose, well maintained, safe and updated regularly; and
- provide leadership and guidance for major site change projects such as change of use, relocation, site closures or opening of new facilities.
- Development of a procurement plan and register to ensure facilities are maintained and purchased in a timely manner.
- Work with the asset manager to ensure that clinics are maintained to the Australian standards of health and safety in regard to OHS and infection control

Staff Management

- lead by example in modeling the values and culture of DYHS whilst ensuring a culturally safe workplace is maintained for all employees;
- lead, manage and motivate direct reports including the management of performance, training and development and leave;
- ensure the selection of suitably skilled staff and maintain adequate resource levels to meet the operational requirements of DYHS;
- ensure effective staff management practices are in place regarding attendance, performance management, incident management and development;
- ensure that job specific responsibilities and authorities are clearly assigned, effectively communicated and understood by the staff/position occupants within the business services team;
- lead the team in a continuous improvement ethos; and
- work within a legal and ethical framework.

Key Outcomes

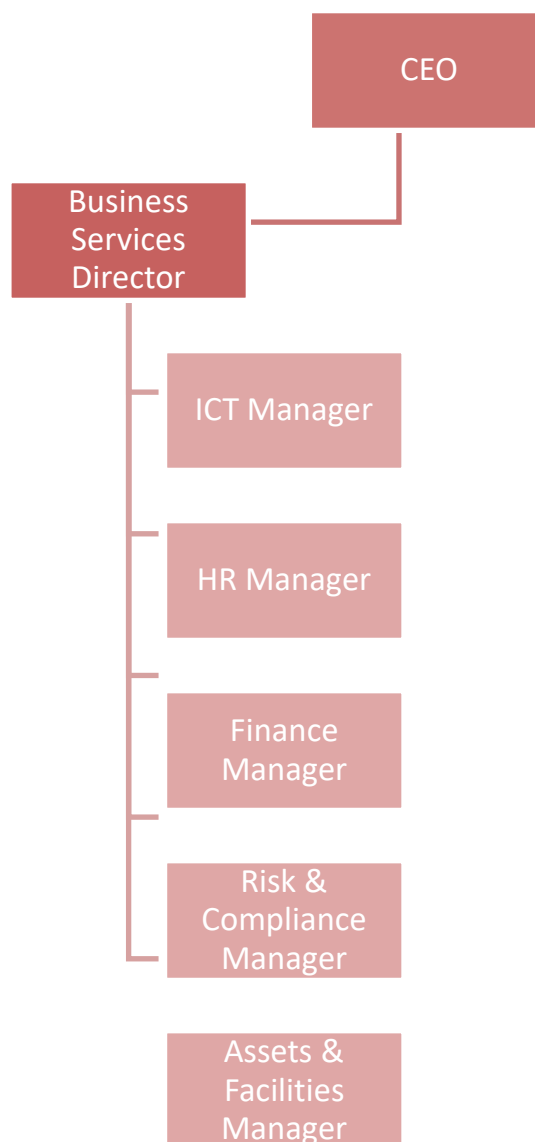
- quality, strategic advice to the CEO to support Board and its sub-committees;
- drive an efficiency improvement across the business services;
- Through the CEO, timely presentation of Board papers and reports;
- achieve or exceed budgeted financial goals;
- explore innovative funding models including joint venture agreements, grants and partnerships to achieve goals as set;
- achieve and maintain positive relationships with the Board, DYHS team, funding bodies and other stakeholders; and
- compliance with legal, financial and government legislation and corporate governance standards for ACNC.
- Work with the Medical Director to ensure administration supports the clinical services arm of the organisation

Health and Safety & Accountabilities

- promote a safe and healthy working environment that complies with OSH requirements;
- take a shared responsibility to ensure the safety and well-being of self and others;
- utilise all protective equipment provided and as instructed; and
- Work in a safe manner while exercising due care and caution.

Further to this executive team members will proactively exercise their due diligence to ensure that the organisation meets its duties under the new WHS legislation.

Position relationships



SELECTION CRITERIA

- demonstrated knowledge of (or an ability to acquire) Aboriginal Community Controlled Health Services and the issues facing these organisations, including an understanding and commitment to the principles and philosophy of Aboriginal Community Control;
- Experience in health care management desirable;
- demonstrated strategic leadership ability to successfully oversee and manage the ICT, financial, asset management and human resources functions for a complex organization;
- demonstrated ability to plan and manage organisational change and to provide effective leadership to a diverse portfolio of functions while offer strong direction to staff;
- demonstrated ability to research and analyse complex material, summarise key issues and develop innovative and creative solutions;
- demonstrated ability to contribute strategically and in an innovative way to the business services management of the organisation;
- demonstrated experience in project management which demonstrate skills such as the ability to develop budgets, manage teams and scope and schedules for complex projects;
- advanced ability to manage and advise on financial management and compliance matters; and
- interpersonal communication skills that demonstrate your ability to build strong relationships, problem solve, work collaboratively, influence others and negotiate positive outcomes;

QUALIFICATIONS AND EXPERIENCE

- post graduate qualifications in Management/Business/Public Health and/or equivalent relevant experience;
- demonstrated senior health care management experience in a comparable not for profit, government or private sector organisation;
- full and current member of CPA Australia or the Australian Institute of Chartered Accountants – preferred; and

PRACTICAL REQUIREMENTS

- Current C Class Drivers License (WA) – essential
- Satisfactory criminal history check

To discuss further, please contact:

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