



Durri Aboriginal Corporation Medical Service

Servicing the Macleay and Nambucca Valleys

ABN 52 730 046 875 ICN 27

With Compliments

Position Application Package

Position Name: Company Secretary; Board of Directors

Contact Name: Katharine Holten : Chairperson

Telephone: 0429003482



Durri Aboriginal Corporation Medical Service
15-19 York Lane
KEMPSEY NSW 2440
T: (02) 6560 2300
F: (02) 6562 7069



Darrimba Maarra Health Outpost
PO Box 131
13/42 Bowra St
Nambucca Heads NSW 2448
T: (02) 6598 6800
F: (02) 6598 6833

All written communications to be addressed to
Chairperson:
PO Box 136
Kempsey NSW 2440



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General Conditions of Employment

Position: Company Secretary to Board Of Directors

Employment opportunities: Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the employment opportunities.

Application: Please click on the link <http://durri.org.au/positions-vacant.php> to Durri website to access the Position Application Package.

Your application should consist of four parts:

1. Selection criteria - (Your application must address all the selection criteria or your application will be marked unsuccessful)
2. Completed application form
3. Resume
4. Supporting documents

Completed application to: hr@durri.org.au

or

Post marked confidential to:

Application Human Resources

Durri Aboriginal Corporation Medical Service
PO Box 136
Kempsey NSW 2440

Closing Date: **COB 30 November 2022**



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Application Form

Full Name:

Address:

Email Address:

Contact Numbers:

Date of Birth:

Drivers Licence: Yes No Class: Expiry date:

Do you identify as Aboriginal or Torres Strait Islander? Yes No

Do you identify as having a disability? Yes No

Are you an Australian citizen or permanent resident? Yes No

Do you have Working with Children check number? Yes No WWCC No:

Do you have a current Police check? Yes No Date:

Do you have evidence of Vaccinations? Yes No

Have you provided evidence of your Qualifications? Yes No

Where did you see this position advertised?

Referees	Referee 1	Referee 2
Name:		
Title:		
Organisation:		
Contact Details:		
Email Address:		



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Position Description

Position Title:	Company Secretary
Business Unit:	Board of Directors
Reports To:	Durri ACMS (elected) Board of Directors
Direct Reports:	
Primary Objective:	<p>The Company Secretary is the central contact point for their corporation but in addition they must make sure their corporation:</p> <ul style="list-style-type: none"> • lodges a copy of any rule changes with the Registrar • lodges a copy of any change of name with the Registrar • has a registered office and notifies the Registrar of any changes to it • gives the Registrar a register of members or former members on request • lodges details of directors and secretaries with the Registrar • lodges reports (general, financial and directors') with the Registrar. <p>Directors are in charge of appointing the contact person or secretary. It's usually done at a directors' meeting.</p> <p>Before a person becomes a contact person or secretary, they must give their consent in writing. The corporation must keep a copy of this consent in its records.</p> <p>The corporation must notify the Registrar about any new appointment within 28 days of the decision.</p>

Company Secretary Duties & Responsibilities

<p>1. Perform the duties and responsibilities of a Company Secretary as required by the Corporations Act {CA}, the Company's Constitution, and any other relevant legislation or regulation</p>	<ul style="list-style-type: none"> • statutory obligations under any relevant laws and regulations • statutory records <ul style="list-style-type: none"> ○ maintain registers ○ ensure requisite retention of documents and records • ensure completion and lodgement of statutory forms/ returns and reporting under the CA and other relevant legislation/ regulation, including <ul style="list-style-type: none"> ○ half-yearly and annual accounts ○ annual return ○ change in Directors, secretaries • ensure compliance with the 'continuous disclosure' requirements of the CA • record (and advise ORIC where necessary) declarations/ conflicts of interest of Directors, including in relation to securities held in
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	<p>the Company</p> <ul style="list-style-type: none"> • have custody of the Common Seal and record usage • ensure adherence with the Company's Constitution • carry out other functions, if any, required of the Company Secretary by the Constitution • assist the Chairman and Directors in the conduct of meetings and their directorial and governance obligations and responsibilities
<p>2. Carry out other duties related to the corporate administration of the Company</p>	<ul style="list-style-type: none"> • establish a timetable of corporate actions required during the year pursuant to CA • prepare a company secretarial report to the Board of Directors' meetings covering such areas as <ul style="list-style-type: none"> ○ disclosure reports ○ Directors' interests ○ usage of Common Seal ○ changes in applicable laws/regulations • corporate governance <ul style="list-style-type: none"> ○ prepare charters for committees ○ write briefing papers ○ arrange meetings • annual/ half-yearly accounts <ul style="list-style-type: none"> ○ assist with compilation ○ provide information for Directors' Reports & Notes ○ ensure timely lodgement • annual report <ul style="list-style-type: none"> ○ prepare sections covering ORIC requirements ○ generally assist with compilation ○ ensure timely lodgement with ORIC • general meetings <ul style="list-style-type: none"> ○ arrange AGM (and any other extraordinary general meetings) ○ give notice ○ prepare agenda ○ compile briefing notes for Chairman to conduct meeting ○ manage proxy votes, corporate representatives ○ ensure minutes for AGM and General Members meetings are completed and distributed to members • other matters as reasonably required by Directors from time to time



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Delegations as per Delegations Manual	
Corporation Management	
Corporation Contact Officer role and responsibilities	<ul style="list-style-type: none"> • To lodge routine documents and notices with Office of the Registrar of Indigenous Corporations • To lodge the annual Audited Financial Statement with Office of the Registrar of Indigenous Corporations refer significant issues to the Board • Lodgement of Directors Report to Office of the Registrar of Indigenous Corporations • Lodgement of General Report to Office of the Registrar of Indigenous Corporations • Lodgement of Financial Report to Office of the Registrar of Indigenous Corporations • Maintain Register of Membership for the organisation • Coordination of the Annual General Meeting and General Meetings for members • Coordination of the development of the organisation's Strategic Plan • Coordination of the review of the organisation's Strategic Plan
Executing Documents	<ul style="list-style-type: none"> • To execute corporate documents under s127 of the Corporations Act 2001 (Cth) in accordance with ORIC requirements. Two authorised signatures required i.e. two Directors and to be recorded in the Official Documents Register • To recommend to the Board the execution of formal Corporation documents, agreements, contact etc. under s127 of the Corporations Act 2001 (Cth) • Use of the organisation's Common Seal Stamp • Maintain the Official Documents Register
Register of Interests	<ul style="list-style-type: none"> • Maintain Directors and CEO's Interest Register in accordance with Office of the Registrar of Indigenous Corporations and the Commonwealth's Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)
Freedom of Information Act 1991	<ul style="list-style-type: none"> • Manage the Freedom of Information Policy on behalf of the organisation, attend to requests for file information by clients
Media and Advertising	<ul style="list-style-type: none"> • To speak or release statement to the media on all matters relating to the Corporation, subject to conditions that may be set by the Board, political statement, or lobbying



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Key Challenges:

- *Implementing the Board's stated visions and strategic objectives*
- *Development and implementation of the strategic plan.*
- *Develop a public relations program aimed at advancing Durri's image both locally and nationally*
- *Working with the Board to achieve clear and transparent governance processes*
- *Communicating the boards (who represent the Community) feedback and vision to all staff.*
- *Implementing a strong management senior leadership structure for Board of Governance*
- *Developing and implementing annual action plans for Board Of Governance*
- *Advocating and lobbying for funding and support for Aboriginal health*
- *Creating strong partnerships and relationships with the local community, government, and business stakeholders*

Essential Qualifications & Experience –

Essential

- Appropriate qualifications and experience in Aboriginal Health and / or Management
- Sound knowledge of management practices, experience in administration and ORIC regulatory requirements and procedures
- Be conversant with relevant statutory requirements, ensuring compliance with them and keeping abreast of new legislative developments
- Demonstrated experience with organisational compliance, governance, the *Corporations (Aboriginal and Torres Strait Islander) Act 2006 and the Corporations Act 2001*, Freedom of Information Act 1982, WH&S and Accreditation processes
- Familiarity with funding bodies and knowledge of procedures associated with grant applications and evaluation processes and funding requirements
- Excellent communication skills, the ability to connect with people, to understand their issues and sensitively deal with difficult issues.
- Computer literacy and excellent written ability, able to generate reports for Board of Directors
- Ability to lead and motivate Board of Directors to meet performance targets
- Demonstrated ability to develop good working relationships with staff at all levels, act with discretion and maintain confidentiality at all times.
- Excellent analytical skills, a proven capacity to identify and research issues; develop and implement policy and procedures and generate the implementation of business solutions.
- Excellent negotiation skills and the ability to influence people in difficult and complex situations and to lead change.
- Current NSW Drivers Licence



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All positions at Durri ACMS are subject to a satisfactory National Criminal History Check, a Working with Children Check & all relevant vaccinations as required by Durri ACMS.

Desirable:

- ***Aboriginal people are encouraged to apply and, where found suitable, will be given higher priority. Please ensure that you declare your Aboriginality in your statement, covering letter or CV. In addition to addressing the selection criteria, Aboriginal applicants must demonstrate Aboriginality by supplying either a letter of Aboriginality signed under the common seal from a recognised incorporated Aboriginal or Torres Strait Islander Community organisation such as Land Council or Elders group, Aboriginal Medical Service, or a letter on letterhead from a Local Aboriginal Land Council demonstrating membership of the Council.***