EXPRESSION OF INTEREST FORM

and

INFORMATION HANDBOOK

for

Board Member Vacancy

Board Term:

November 2026 – November 2028

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PART A
INTRODUCTION TO SIMULATION AUSTRALASIA

Company

The company is Simulation Australasia Ltd, with Articles of Association that have allowed the Australian Taxation Office to categorise it as not-for-profit.

Purpose

Our goals are to provide a forum for those involved with simulation across Australasia, to further advance the research, development and use of simulation technologies and practices and be recognised as the trusted voice engaging with industries, academia and government; and a key contributor to creating better, more innovative and safer environments and communities.

Vision and Mission

VISION

We envision a future where modelling and simulation is embraced by all industries and government to create a better, safer world for all.

MISSION

At Simulation Australasia, we strive to build a better future by connecting Australasia's modelling and simulation professionals; empowering cross-industry research and collaboration, developing the profession through development and review and dissemination of standards of practice for accreditation and certification; and provision of trusted sector information.

OUR FOCUS

Networking, Research, Credibility and Sustainability.

Our Activities

Advocate to Government

> A voice to politicians, senior government officials, media representatives, other national organisations and decision-makers relevant to simulation application and policy in Australia.

Showcase Capabilities

> A full range of capabilities and services of members and the community more broadly are showcased – from sophisticated modelling of equipment and operations, training analysis and courseware production, simulation products, devices and systems, through to the construction, management and operation of training and support centres.

Conferences

> The Australasian Simulation Congress, combining the former SimTect and SimHealth conferences, is nominally held annually.

Marketing & Promotion

> Members are featured on our website and in our regular eNews, providing companies with a marketing and branding mechanism.

Networking

> Events for the Simulation Community to establish a mechanism to form business relationships with companies with complementary capabilities and to learn about how simulation is being used across all industries. Providing introductions to professional colleagues for collaboration, joint ventures and strategic alliances.

Research Papers

Opportunity to share your experience with a diverse audience and in turn make a significant contribution to the development of standards, capture of best practice and enhancement of the Australasian simulation community's body of knowledge. Access to previous and current conference papers from SimTecT and SimHealth; and other documents to showcase.

Recognition and Awards

Simulation Australasia recognises the important contributions to the simulation community in Australia through annual awards.

Skills & Workforce

Supporting our members with workforce planning and development. Providing opportunities to up skill our members' workforce through a Professional Development and Certification Program, leading to recognition as a simulation professional.

Thought Leaders Group

A group of simulation thought leaders prepared to assist in policy development and representing the views of the simulation community to decision-makers and influencers on behalf of the peak body.

Governance

The Board of Directors of Simulation Australasia Ltd (SimAust) recognises the importance of strong corporate governance as a means of addressing the various needs of the Association's stakeholders, employees, customers and suppliers. As a result, the Board of Directors have adopted guidelines which, together with the Company's Constitution, bylaws, committee terms of references and other key governance practices and policies, provide the framework for the Association's corporate governance.

The Board recognises that ensuring the Association observes good corporate governance practices is an ongoing endeavour. As a result, the guidelines are subject to annual review by the Board of Directors to determine whether they continue to promote the best interests of the Association and its stakeholders and comply with all applicable laws and regulations.

Code of Conduct

Simulation Australasia's Code of Conduct describes our standards for protecting Simulation Australasia and customer assets, fostering a safe and healthy work environment, dealing fairly with customers and others, conducting international business properly, reporting misconduct. This code forms the foundation of our corporate policies and procedures designed to promote ethical behaviour in all aspects of our business. In addition, any Executive Officer employee by the company is subject to the Code of Ethics for Executive Staff, which contains additional policy guidelines and procedures relating to legal and ethical standards for conducting our business.

Our directors also are required to comply with a Code of Business Conduct of the Board of Directors intended to describe areas of ethical risk, provide guidance to directors and help foster a culture of honesty and accountability. This code addresses areas of professional conduct relating to service on Simulation Australasia's Board, including conflicts of interest, protection of confidential information, fair dealing and compliance with all applicable laws and regulations.

Simulation Australasia Ltd (SimAust) is committed to the highest standards of business ethics. This commitment is clearly established in its Code of Conduct and through its principle, mission and values statements. These statements dedicate SimAust to high ethical standards in the achievement of its corporate goal of delivering superior performance to our customers.

Through its broad range of activities, SimAust strives to strengthen its reputation for upholding the highest standards of quality and ethical conduct. By continually refreshing and reinforcing its ethics program, SimAust is meeting the challenge of preserving our core values as we work to grow our business.

Directors

The company is governed by nine Directors comprising the Board.

https://simaust.com/about/#Board

Terms: Each Director is appointed for an initial two year term with the ability to be re-elected for a further two terms (maximum 6 years). After a two-year term, the Directors resign prior to the AGM.

The Members elect the new Directors, with positions of: Chairperson; Deputy-Chairperson; and Treasurer when required. The public officer is appointed by the Board.

The Board will comprise of the following:

- 6 Voting Members (or their representative in the case of Corporate Members);
- Up to 3 persons who may, but need not be, Voting Members (or their representative in the case of Corporate Members); and
- The Chief Executive Officer, or Public Officer of the Company (non-voting), should one be appointed.

Directors are required to have or obtain a Director Identification Number from Australian Business Registry Services, and will be registered as Directors with the Australian Security and Investments Commision.

PART B
EXPRESSION OF INTEREST FOR A BOARD MEMBER POSITION

At each Annual General Meeting of the Company, the Directors shall be elected from amongst the candidates and such Directors shall hold office for a 2 year term, when they shall then retire but they shall be eligible for re-election (3 terms maximum).

A Director need not be a Voting Member however a majority of the Board must be Voting Members (or their representative in the case of Corporate Members).

The election of persons to the Board shall take place annually and in the following manner:

(a) Any 2 Members of the Company shall be at liberty to nominate any person to serve as a Director.

(b) The nomination must be in writing, signed by the candidate and his or her proposer and seconder, and lodged at least 28 days before the Annual General Meeting at which the election is to take place.

(c) A list of the candidates' names in alphabetical order, with the proposer's and seconder's names, shall be included in the notice of the Annual General Meeting or otherwise made known to members at least 21 days before the Annual General Meeting.

(d) In case there shall not be sufficient number of candidates nominated the Board shall fill up the remaining vacancy or vacancies.

(e) The Members entitled to vote, will vote for the office holders and other Directors, and the Board will consist of the following persons:

- Chairperson;
- Deputy Chairperson;
- Treasurer; and
- up to 6 other Directors, not including a CEO.

Who Can Apply?

Nominations to participate on the Simulation Australasia Board are welcome from people across Australasia with the capabilities, experience and expertise to contribute to further advance the research, development and use of simulation technologies and practices in society, industry, academia and government.

Appointees to our Board are expected to represent the broad range of their interest, rather than those of any particular organisation, and must be available to participate in monthly board meetings and activities. Board members are drawn from a cross section of the simulation community. Board members are required to be people of good character who reflect accepted standards of community behaviour.

Nominees are expected to provide a 200 word case on why their capabilities and expertise can support the simulation community across all industries in relation to Simulation Australasia.

Submitting an Expression of Interest

To submit an Expression of Interest for appointment to a Simulation Australasia Board Member position, you will need to provide:

- a completed nomination form;
- a curriculum vitae setting out your skills, experience and qualifications;
- details of two referees; and
- supporting information on your capabilities and expertise in relation to the simulation community.

Appointment Process

Nominees for appointment to the Simulation Australasia Board will be assessed on their capabilities, experience and expertise. Board members are expected to have high standards of conduct and ethics in applying principles and practices of corporate governance.

In assessing expressions of interest for committee appointments, referee, qualification, and other checks may be undertaken. Applicants need to sign the Expression of Interest form, declaring that the information submitted is true and correct, and giving permission for relevant checks to be made.

Successful applicants will be notified in writing by the Simulation Australasia Board.

Unsuccessful applicants will be notified in writing by the Simulation Australasia Board.

Contact

For further information, please email admin@simaust.com

Nomination forms should be forwarded or emailed by 8th November 2026 to:

admin@simaust.com

SIMULATION AUSTRALASIA
Board Member Position

EXPRESSION OF INTEREST FOR BOARD MEMBER VACANCY

Nominated Position: ☐ **Chairperson**

☐ **Deputy Chairperson**

☐ **Treasurer**

☐ **Director (Member of Good Standing)**

Do you have Board or committee member experience? Yes No

Full Name of Nominee: _____

Address: _____

_____

_____

Phone: Business ( ) _____ Home ( ) _____

Fax: ( ) _____ Mobile: _____

E-mail: _____

Occupation: _____

_____

_____

Name and address of current employer / business: _____

_____

_____

Relevant qualifications and experience: _____

_____

_____

Relevant memberships: (e.g. other boards or committees) _____

_____

_____

Name, position and contact details of two referees:

Referee 1

Name: _____

Organisation and Position:

Relationship: _____

Contact Details: phone (BH) mobile:

Email: _____

Referee 2

Name:

Organisation and Position:

Relationship: _____

Contact Details: phone (BH) mobile:

Email: _____

Checklist: Please remember to:

- Sign the nomination form *(which gives your declaration that the information you have provided is true and correct and gives permission for the relevant checks to be undertaken;*
- Attach a one to two-page curriculum vitae of skills, experience and qualifications; and
- Provide a 200-word case on why your capabilities and expertise can support the simulation community across all industries in relation to Simulation Australasia.

Declaration

- I declare that the information I have provided in my application for a board member position for Simulation Australasia Ltd is true and correct.
- I acknowledge if elected, I will be a Director of Simulation Australasia Ltd from November 2026 to November 2028

_____ _____ ____/_____/_____

Signature **Name** **Date**

Privacy Statement:
Please note that all personal information being collected will be dealt with in accordance with the Commonwealth Privacy Act.

NOTE: This form provides a short summary of relevant details required from applicants. Applicants are encouraged to provide copies of relevant supporting information.