



**Simulation**  
Australasia

**EXPRESSION OF INTEREST FORM**  
and  
**INFORMATION HANDBOOK**  
for  
**Board Member Vacancy**

Board Term:  
November 2020 – November 2021

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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 ATO to categorise it as not-for-profit.

### **Purpose**

Simulation Australasia (Sim Aust) provides a forum for those involved with simulation across Australasia, to allow for discussion and distribution of information, and to further advance the research, development and use of simulation technologies and practices in society, industry, academia and government.

### **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 the organisation, fostering a safe and healthy work environment, dealing fairly with members, 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.

Directors also are required to comply with a Code of Business Conduct of the Board of Directors which describes 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.

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.

# STRATEGIC PLAN

## VISION & MISSION

### VISION

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

### MISSION

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

### BENEFIT STATEMENT

Modelling and simulation is a transformational business practice advocated by Simulation Australasia that empowers organisations to prepare for the future.

- For our members; we are the hub of collaboration, networking and professional development.
- For the sector; we advocate for standards and recognition of core competencies to enhance credibility and build trust.
- For the community; we promote continuous research and development of modelling and simulation capabilities to ensure better innovative, and safer community.

### OUR FOCUS

Networking, Research, Credibility and Sustainability.

## TOWARDS THE FUTURE

The focus of the organisation is been categorised into four key areas:

### NETWORKING

1. Support and grow our membership.
2. Provide network opportunity through forums, face to face and virtual events.
3. Promote cross industry collaboration nationally and internationally by expanding networks to leverage opportunities for collaboration and value adding.
4. Progress as the hub of communication for simulation, modelling professionals and businesses.

### RESEARCH

1. Support new and established researchers through the provision of opportunities to showcase their research.
2. Facilitate the continued development of an evidence-based approach by enabling national and international research opportunities and collaborations within the research community.
3. Support the impact of research by improving and maintain effective communication channels to leverage research into sustainable insights and applications for individuals, businesses and the economy.

### CREDIBILITY

1. Support the professionalisation of simulation and modelling through the provision of standards for credentialing and accreditation of people, places and product.
2. Be recognised as the authority on simulation and modelling in the Asia Pacific region.
3. Represent our members' interests by lobbying government and influencing government policy.

4. Provide opportunities for members to participate in the organisation of Simulation Australasia by participating in specialist communities, managing internal projects, knowledge sharing and hosting networking and other member events.

#### SUSTAINABILITY

1. Support and grow member services, industry and community engagement.
2. Envisage new and evolving opportunities.

## 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
- If one is appointed, the Chief Executive Officer or Public Officer of the Company (non-voting).

## Employees

The company currently does not have any employees. Administration support and other services are provided by contractors on an as required basis.

## 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.

### Capability Showcase

A full range of capabilities and services 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

Two annual simulation conferences – SimTecT and SimHealth – the conferences for the first time in 9 years were brought together in September 2013 and held again together in August 2014 & 2015. This then developed in the combined Australasian Simulation Congress from 2016.

### 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 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.

## **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 for a maximum of 3 terms.

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:
  - o Chairperson;
  - o Deputy Chairperson;
  - o Treasurer; and
  - o 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 6-weekly 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 Board of Simulation Australasia

## Contact

For further information, please email [admin@simaust.com](mailto:admin@simaust.com)

**Nomination forms should be forwarded or emailed by 28 October 2020 to: [admin@simaust.com](mailto:admin@simaust.com)**

# SIMULATION AUSTRALASIA

## Board Member Position

### EXPRESSION OF INTEREST FOR BOARD MEMBER VACANCY

Nominated Position:

Chairperson - NA

Deputy Chairperson – N/A

Treasurer – N/A

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) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

