**WALGA Board Vacancy**

**LGISWA BOARD**

**1 LGISWA Board Director – Independent**

Closing date: 5pm Friday, 27 June 2025

NOMINATION PROCESS

Nominees are asked to complete the attached Nomination Form and email by 5pm Friday, 27 June 2025 to nominations@walga.asn.au. Unsigned or late nominations will not be accepted. Following the close of the nomination period the Selection Panel will meet and resolve on preferred candidates or make recommendations on candidates to the WALGA State Council.

IMPORTANT NOTE

Please note, your nomination may be provided for the Association’s State Council, the Selection Panel, and the Board Chair. Therefore, it is important that profile information be complete, up to date and typed.

Appointments are conditional on ongoing compliance with all requirements of the relevant LGISWA policies (including a Fit and Proper Policy) and the understanding that nominees will act in line with those policies if they are no longer able to meet those requirements.

EQUALITY

It should be noted that the Government is committed to providing equal selection opportunity for both indigenous and non-indigenous people and all genders and WALGA encourages nominations accordingly.

REASON FOR VACANCY, TERM AND COMMENCEMENT DATE

The term of an incumbent Independent Director is due to expire. The term of office is for 3 years with the commencement date of 1 January 2026. The LGISWA Board operates with staggered expiration dates.

Independent Director terms may be renewed, typically to a maximum of three consecutive 3-year terms.

POSITION INFORMATION

The LGISWA Board has governance responsibility for the LGISWA member-based discretionary mutual indemnity Scheme, covering WorkCare, Liability, Property, Vehicle and Bushfire Volunteers.

LGISWA is a member-owned mutual supporting Local Government across Western Australia by delivering indemnity protection and risk management services. The Scheme operates with the core values of member collaboration, innovation, and reliability. WALGA is the Trustee of the Scheme, which has been in operation since 1995.

Under the delegation of the WALGA State Council, the Board’s primary function is to govern the successful operation of the Schemes through engagement with the Scheme Manager (JLT/Marsh).

The Board is responsible for defining the policy and setting the overall strategic direction of the Scheme. It is not responsible for running the business of the Scheme or for managing the contractual relationship between the Association and the Scheme Manager.

Without intending to limit the general role of the Board, the broad functions and responsibilities delegated to the Board by State Council include:

* Providing the overall strategic direction of the Schemes;
* Determining all matters relating to the policies, practices, governance and operation of the Schemes;
* Monitoring/evaluating Scheme Manager performance;
* Monitoring the financial performance of the Schemes;
* Ensuring compliance of the Schemes with the law;
* The proper management of risk; and
* Communicating between the Scheme Manager and Stakeholders.

The Board consists of:

* Three Independent Directors
* Two Local Government Elected Member Directors (metropolitan and regional)
* Two Local Government officer Directors (metropolitan and regional)
* The WALGA President or their delegate; and
* The WALGA Chief Executive Officer or their delegate.

The LGISWA Board operates with a Finance and Audit Sub-Committee, and a Risk and Compliance Sub-Committee. It is current practice for Independent Board Directors to participate in both Sub-Committees. The general practice is that one of the three Independent Board Directors will be appointed to serve as the Board’s Chairperson.

MEETING DETAILS

Meetings: 6 ordinary Board meetings per year plus 2 full-day workshops. Independent Directors are typically appointed to Board Sub-Committees, which meet approximately 4 times each year, typically two weeks prior to an ordinary Board meeting.

Day/time: Usually held on Friday mornings with a light lunch to follow.

Venue: Meetings are ordinarily held at Level 3, 170 Railway Parade West Leederville.
Board meetings are occasionally held in conjunction with member visits to Local Government offices in metropolitan and regional WA.

Duration: 4 hours (approx.) except for strategic planning meetings (8 hours).

Meeting fee: Base director fee of $32,808.30 per annum, including the 12% superannuation guarantee (paid in quarterly instalments, in arrears), plus additional allowances payable to Directors appointed as Chair of a Committee or the Board Chair. Fees are reviewed annually.

Travel allowance: Reimbursement of travel and accommodation expenses.

ELIGIBILITY

The appointee will be a suitably qualified and experienced person with demonstrated ability to contribute to the LGISWA Board. The appointee will be able to demonstrate excellent governance, business, and financial management skills or experience. Knowledge and experience related to mutual indemnity, self-insurance or insurance will be highly regarded.

Independent Directors are appointed to provide relevant external knowledge, skills, and perspectives to the Board. Significant experience outside of Local Government is therefore essential.

SELECTION CRITERIA

Nominees are requested to address the following Selection Criteria:

* 1. What is your relevant experience in governance, business, financial management, or a related field? Please provide examples that demonstrate your ability to serve as an Independent Director of the LGISWA Board.
	2. What are your qualifications, skills, and attributes relevant to serving on the LGISWA Board as an Independent Director? Please provide examples.
	3. Please outline how you would contribute to the LGISWA Board, considering the specific needs and interests of the Scheme’s Members.
	4. Please outline your personal interest in the position.

INTERVIEW COMPONENT:

The Selection process allows for an interview component for key Committees and Boards where required.

FOR FURTHER PARTICULARS ABOUT THE LGISWA BOARD PLEASE CALL

Sam McLeod

Manager Commercial Services

WA Local Government Association

0488 668 301or smcleod@walga.asn.au

FOR FURTHER PARTICULARS ABOUT THE NOMINATION PROCESS PLEASE CALL

Chantelle O’Brien

Governance Support Officer

WA Local Government Association

(08) 9213 2013 or email nominations@walga.asn.au

Nominations must be submitted by the closing date to WALGA – Attention: Chantelle O’Brien at nominations@walga.asn.au

Nick Sloan

Chief Executive Officer

NOMINATION FORM

Closing date: 5:00pm Friday, 27 June 2025

LGIS BOARD

1 Board Director – Independent

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| --- | --- |
| Submission of Nomination | Nominations must be submitted by the closing date to WALGA - Attention: Chantelle O’Brien at nominations@walga.asn.au |
| Nominee Title (e.g Ms/Mr/Dr)  |  |
| Last Name |  |
| Given Names |  |
| Home address |  |
| Postal address |  |
| Post Code |  |
| Contact DetailsHome:Work:Mobile:Email: |  |
| Occupation |  |
| Qualifications |  |
| Curriculum Vitae | A curriculum vitae is required (1-2 pages only)  |
| I hereby submit my nomination and declare that all information I have provided is true and correct. Should my nomination be successful, I will make every endeavour to commit the time and effort necessary to undertake this position, and will adhere to the eligibility criteria and the LGISWA Board’s policies, including those which may require me to act if I am no longer able to satisfy the requirements of those policies. |
|
| *Nominee:* | (Please sign or type name) | *Dated:* | (Please enter date) |
| UNSIGNED OR LATE NOMINATIONS WILL NOT BE ACCEPTEDCanvassing of Selection Committee members and WALGA State Councillors will result in disqualification from the selection process. |

PLEASE NOTE:

Copies of your nomination and supporting documentation is distributed to State Council and where relevant, the Committee Chair. It is important that profile information be complete, up to date and typed.

SELECTION CRITERIA:

Please ensure you address each of the following selection criteria in a document included in your application.

Details on how to address the selection criteria are attached to this nomination form.

PLEASE COMMENT ON AND DEMONSTRATE YOUR CAPACITY TO MEET THE FOLLOWING SELECTION CRITERIA:

1. What is your relevant experience in governance, business, financial management, or a related field? Please provide examples that support your ability to serve as an Independent Director of the LGISWA Board.
2. What are your qualifications, skills, and attributes relevant to serving on the LGISWA Board as an Independent Director? Please provide examples.
3. Please outline how you would contribute to the LGISWA Board considering the specific needs and interests of the Scheme’s Members.
4. Please outline your personal interest in the position.

*Please ensure you clearly list any other Boards/Committees on which you currently serve.*

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Addressing Selection Criteria

Selection of preferred candidates for vacancies on boards and committees is determined by the Association’s Selection Panel, which makes recommendations to State Council for ratification.

The selection process utilised in making recommendations is merit-based.

Integral to this process is the requirement to objectively assess and rate applicants on the basis of defined selection criteria for the vacancy. The applicant who rates the highest against the criteria will be the preferred candidate for the vacancy.

Selection criteria describe the qualifications, knowledge, skills, abilities, experience and interest a person requires in order to perform a role. The vacancy for which you are applying will include a variety of essential and desirable selection criteria which you must address in your application.

You must meet each of the essential criteria to be considered suitable for the vacancy. Whilst it is not necessary to satisfy the desirable criteria, where there are several candidates who meet the essential criteria, the Selection Committee will shortlist on the basis of the desirable criteria.

Many applicants are unsuccessful because they do not clearly address each selection criteria and assume that the Selection Committee will be able to ‘read between the lines’ in their application.

If you do not have sufficient space on the nomination form to address each of the selection criteria for the position, you may use a separate document. Make sure that you give the document an appropriate title (i.e. ‘Statement Addressing Selection Criteria’), and give each criteria a title using exactly the same wording as appears on the nomination form (i.e. ‘Relevant skills in the area’). List each criterion in the same order as they appear on the nomination form.

To make your selection criteria statement effective, it is recommended that you adhere to the following process:

(i) Ensure that you separately address each selection criteria.

(ii) Under each heading, write one or two short paragraphs explaining how you meet that particular criterion.

(iii) Each statement addressing a selection criterion needs to demonstrate your experience, skills, education, knowledge or interest which has equipped you to meet the requirements of the position.

Below are some suggestions as to what information to include in the statement you write for each selection criteria:

• Highlight your relevant skills and experience by describing your major responsibilities through your position on Boards or Committees; in current or previous employment; or through relevant non-paid work.

• Indicate the extent of your experience in relation to a particular criterion

• Briefly give details of one or two specific things which you have done that are good examples of your ability to meet the criterion.

• Where possible, indicate how successfully you meet the criterion. You could do this by referring to feedback you have received from others, or things that you have established which are still being used.

• Mention any relevant qualifications and training you have, particularly if your experience is limited. This may include details of any relevant training courses you have attended or subjects studied.

Curriculum Vitae Pro forma

A CV in the following format and to a maximum of two pages is preferred.

Title: Mr/Mrs/Ms/Miss/Mx/Dr/Prof….

Full Name:

Postal Address:

Contact Telephone Number:

Email Address:

Current employer and position:

• [List]

Work history relevant to board position:

• [List]

Voluntary involvement relevant to board position:

• [List]

Qualifications/training:

• [List]

Other board experience (list all current positions):

• [List]

Current contact details of two (2) referees:

• [Referee 1] – must include name, job title (if applicable) and contact details

• [Referee 2] – must include name, job title (if applicable) and contact details

[This text to be deleted]

The following information is optional and provides us with important data on the diversity of our board membership and helps us assess how well we are achieving diversity outcomes.

Date of Birth dd/mm/yyyy

Aboriginal Yes / No

Torres Strait Islander Yes / No

Country of Birth – Australia Yes / No (If no, please specify)

Language other than English spoken at home Yes / No (If yes, please specify)

Person with a disability or special needs Yes / No (If yes, please specify)