

22nd August 2025

Dear Member,

**RE: Call for Nominations – Member Director Positions – 4 Vacancies
Annual General Meeting – Thursday, 27 November 2025**

In accordance with clauses 28 and 29 of the Constitution of South West Aboriginal Medical Service Ltd (SWAMS), the SWAMS Board of Directors hereby call for nominations to fill four (4) Vacant Member Director positions.

These vacancies will be appointed by election at the upcoming Annual General Meeting (AGM) on Thursday, 27 November 2025.

Three (3) positions will be elected for a 3 year term and One (1) position will be elected for a 1 year term.

The SWAMS Board of Directors has resolved to appoint a Selection Committee to oversee the assessment process and put forward recommendations for the election of candidates.

Attached is a nomination form for completion, for those members wishing to nominate to become a SWAMS Board of Director.

Please read the below information to ensure you meet the requirements as per the SWAMS Constitution and the Nomination Process:

Eligibility to Nominate – Clause 28

- Have been a Member of SWAMS for at least 12 months prior to the AGM date. You may contact the SWAMS Office to confirm your membership commencement date.
- Be at least 18 years of age and an Aboriginal or Torres Strait Islander person.
- Not be a Close Family Relative of more than one person in the Senior Management Team or of another Director.
- Not have been an employee or contractor of SWAMS for the required exclusion period (3 years if involuntarily terminated, 1 year in other circumstances).
- Consent to a Police Check and, if required by law, hold or obtain a Working with Children Card within the required timeframe.
- Not be disqualified from managing a corporation or from being a Responsible Person for the Company.

Administration

Unit 3/30 Wellington St, Bunbury, WA 6230 (PO Box 1444)

P: (08) 9791 1166 F: (08) 9721 4621

Mon-Tues: 8:45am-5pm, Wed: 8:45am-2pm, Thurs-Fri: 8:45am-5pm

Bunbury Clinic

Unit 5/55 Forrest Ave, Bunbury WA 6230

P: (08) 9726 6000 F: (08) 9791 7655

Mon-Tues: 9am-5pm, Wed: 9am-2pm, Thurs: 9am-8pm, Fri: 9am-5pm

- Complete Corporate Governance Training within 3 months of appointment (unless extended by the Board).

Nomination Process – Clause 29

- Nominations must be submitted in the Approved Nomination Form (attached) and include: the nominee's consent to nomination and appointment, endorsement by a current SWAMS Member, and a brief outline of skills, experience, and qualifications.
- **The completed nomination form and attachments must be received by the Company Secretary no later than 5.00pm 26th September 2025.**
- The Selection Committee will review and assess eligible candidates against the Board's identified skills and attributes and will recommend nominees for election consideration at the AGM.
- The appointment of Member Directors will take effect at the close of the AGM, subject to endorsement by Members.

How to Submit Your Nomination

Please send your completed nomination form to:

By Email: Corporatesecretary@swams.com.au

By Post: [PO Box 1444, BUNBURY WA 6230](#)

In Person: [3/30 Wellington Street, BUNBURY](#)

If you have any questions regarding the nomination process or eligibility, please contact the Company Secretary at Corporatesecretary@swams.com.au

We encourage Members with the skills, commitment, and passion to contribute to the governance of SWAMS to consider nominating for these important roles.

Yours sincerely,



Phillip Ugle
Chairperson
South West Aboriginal Medical Service Ltd