Terms of Reference

IPAA WA Young Professional Committee

These Terms of Reference set out the functions, membership, meeting requirements and conduct of the Young Professional Committee to the Institute of Public Administration Australia, Western Australia.

The Young Professional Committee is established as a sub-committee under section 49(1)(a) of the IPAA WA Rules of Association.

1.1 Interpretation

For the purposes of these Terms of References:

a. "Council" means the Committee of Management of the IPAA WA as defined in clause 1 of the IPAA WA Rules of Association.

b. "IPAA WA" means the Institute of Public Administration Australia, Western Australia Division Inc.

c. "Member" means a person (including a body corporate) who is an ordinary member or an associate member of IPAA WA; the types of members, including "Corporate Member" and "Personal Member" have the meaning provided in the IPAA WA Rules of Association.

d. "Young Professional" means an IPAA WA member or potential member who is aged 35 years and under.

e. "YPC" means the Young Professional Committee.

1.2 Review

These Terms of Reference and the operation of YPC will be reviewed annually in consultation with IPAA WA staff. Any changes will be submitted in writing by the YPC to the Council for approval.

A comprehensive functional review of the YPC will be undertaken as a need is identified by YPC, IPAA WA or Council, to ensure ongoing alignment of its Terms of Reference and activities with the needs and objectives of IPAA WA and Council.

2. FUNCTIONS AND GOALS

2.1 Function

a. The YPC is a sub-committee of the Council.

b. The YPC is to provide advice to the Council relating to Young Professionals, to support the IPAA WA's mission of advancing excellence in the Public Sector.

c. The content of the advice to the Council is at the YPC's discretion; however, it should be consistent with Clause 2.2 – Goals of the YPC.

d. The YPC will draw on information from its own sources and at its own initiative and provide independent advice to the Council.

e. The Council may, on a case by case basis, request the YPC provide advice on specific matters relating to Young Professionals.

f. The YPC supports IPAA WA and Council with engagement of Young Professionals, including through provision of support and advice in IPAA WA event development and delivery.

2.2 Goals of the YPC

Consistent with the Strategic Priorities of IPAA WA, the YPC will work to:

a. **Support and promote** the interests of Young Professionals who are working in or working with the public sector in Western Australia;

b. **Connect** Young Professionals from across the public sector as well as other young professional groups through networking opportunities;

c. **Inform and share knowledge** regarding public sector issues through facilitating networking opportunities, providing access to senior leaders, organising events with relevant guest speakers and facilitating social media platforms and forums where Young Professionals can discuss key public sector issues and share innovative ideas;

d. **Inspire and empower** Young Professionals to contribute to public policy discussion, and to ultimately influence public policy development and implementation in Western Australia; and

e. **Promote the IPAA WA** and its value to all of its stakeholders.

3. MEMBERSHIP

3.1 Composition

The YPC consists of no more than 15 members, subject to the following representative requirements.

Organisational representation

The YPC shall consist of at least one representative employed by each of the following at the time of nomination:

a. a federal government employer;

b. a state government employer;

c. a local government employer;

d. a government trading enterprise (GTE) employer;

e. a not-for-profit (NFP) employer.

If there is no nominee employed by one of the above employers, the relevant position remains vacant and may be filled following the procedure in clause 3.7.

Regional representation

f. The YPC shall consist of at least one representative who usually resides and works in a regional location.

   i. A regional location is any area outside the Perth and Peel regions, as defined by the Department of Primary Industries and Regional Development's Regional Development Commission Boundaries.

ii. The regional position is additional to the positions described at clause 3.1(a)-(e). The holder of the regional position may be a representative of any organisation.

iii. If there is no nominee who usually resides and works in the regional location, the relevant position remains vacant and may be filled following the procedure in clause 3.7.

General members

g. The YPC shall consist of no more than 8 General Members who are not subject to meeting any representative requirements.

To avoid any confusion, 6 members are subject to representative requirements and 8 members, not including 3.1 (h), are not subject to representative requirements, resulting in a total of 15 members.

Sponsorship arrangements

h. IPAA WA has discretion to appoint an individual to the YPC who has not been elected, in order to satisfy YPC commercial sponsorship agreements. This appointment shall be accommodated within the maximum number of YPC general members.

3.2 Office bearers

The YPC shall consist of:

a. a Chairperson;

b. a Vice Chair;

c. a Secretary;

d. an Events Facilitator;

e. an Engagement and Communications Coordinator; and

f. a Policy Coordinator.

Offices can be held by any member of the YPC and are not affected by the representative requirements.

3.3 Duties

Members of the YPC are expected to:

a. Possess appropriate knowledge and interest in public administration;

b. Attend meetings;

c. Contribute time out-of-session to understand the issues relevant to the YPC and to provide advice and papers where necessary;

d. Contribute time out-of-session to support engagement of young professionals, including IPAA WA event development and delivery;

e. Express opinions frankly, ask questions relevant to IPAA WA's work and pursue independent lines of enquiry;

f. Provide advice to the Council.

3.4 Responsibilities

YPC must work within the delegated responsibilities outlined in the YPC Roles and Responsibilities Schedule attached to these Terms of Reference. Any amendment to delegated authorities must be formally made by the Council.

3.5 Nominations

a. IPAA WA will call for nominations to the YPC on a two-yearly basis and as such, a person elected to the YPC will have a two (2) year term and may choose to re-nominate.

b. It is intended that this will occur concurrently with nominations to Council in the lead up to the IPAA WA Annual General Meeting but may occur at some other time at the discretion of IPAA WA.

c. The call for nominations and a specified nomination period will be published on the IPAA WA website.

d. Members must deliver their nomination in writing to IPAA WA during the specified nomination period.

3.6 Election

a. If the number of people nominated in accordance with Clause 3.5 – Nominations does not exceed the maximum number of members for the YPC as described in Clause 3.1 – Composition, those members will be appointed to the YPC.

b. If the number of persons nominated in accordance with Clause 3.5 – Nominations exceeds the number of vacancies, an election will be conducted by Young Professional Members.

3.7 Filling other vacancies

a. If a vacancy remains on the YPC after the application of Clause 3.6 – Election, or when a casual vacancy occurs (as described in Clause 3.8 – Casual Vacancies) in the YPC:

b. the YPC may appoint a member to fill that vacancy. If the vacancy is from one of the representative positions, the YPC will endeavour to fill that position by appointing someone who meets the representative requirement, however, if the position is still vacant the YPC can appoint someone to the YPC in lieu of the representative requirements. For the remainder of that term that representative position on YPC remains vacant and can not be filled with an additional appointment; and

c. the member appointed under this sub-clause will hold office until the election referred to in Clause 3.6 – Election and be eligible to nominate at the next election.

d. At its first meeting after each election, the YPC shall elect YPC members to the positions described in Clause 3.2 – Office Bearers.

e. The YPC may assign, in writing, to a Member or potential Member, certain operational duties relating to YPC policy activities, events or meetings, notwithstanding that those individuals are not YPC members. The YPC retains accountability for these operational duties.

3.8 Casual vacancies

A casual vacancy occurs in the office of a YPC Member and that office becomes vacant if the YPC Member:

a. resigns by notice in writing delivered to the Chair, or if the YPC Member is the Chair, to the Vice-Chair. YPC members are requested to provide the Chair with two weeks notice of intention to resign from the Committee in order to provide adequate time to obtain a replacement and provide a handover to the Chair and/or their replacement;

b. is absent from three or more consecutive meetings without tendering an apology;

c. ceases to be a Personal Member or nominated Corporate Member; or

d. is the subject of a resolution passed by a meeting of the YPC terminating his or her appointment.

4. MEETINGS

4.1 Frequency

The YPC must meet not less than six times in each year. The Chair, or at least half of the YPC, may at any time convene a meeting of the YPC.

4.2 Forum

Meetings may be conducted in person, by telephone, by electronic means or by using any technology that allows YPC members the opportunity to participate.

4.3 Proceedings

a. Meetings are chaired by the Chair, and in their absence, the Vice Chair. If neither the Chair nor Vice Chair is present, then by a member elected by other members present at the meeting

b. The procedure and order of business to be followed at a YPC meeting is to be determined by the YPC members present at the meeting. The agenda is flexible and is open for all members to discuss items for consideration.

c. YPC members may submit suggested agenda items, along with any draft explanatory documentation, to the Chair and the Secretary at least one week prior to each meeting.

d. The Chair, in conjunction with the Secretary, will distribute a draft agenda to all YPC members at least three days prior to each meeting.

e. At a YPC meeting 50% of current YPC Members (rounded down to the nearest integer) plus one constitutes a quorum.

4.4 Record Keeping

a. The Secretary must cause proper minutes of all proceedings of YPC meetings to be taken and then to be distributed to YPC members within 14 days after the holding of each meeting.

b. The Chair will cause endorsed minutes of all proceedings of YPC meetings to be forwarded to the Council as soon as practicable.

4.5 Observers

a. YPC may agree to Members or non-Members attending YPC meetings as observers.

b. IPAA WA staff members are able to attend YPC meetings as observers.

5. CONDUCT

5.1 Manner of Conduct

In addition to the duties described in Duties, YPC members must conduct themselves in a professional manner, consistent with the

a. IPAA WA Code of Conduct;

b. IPAA WA Conflict of Interest Policy; and

c. Public Sector Commission Code of Ethics.

at all times.

5.2 Authority

a. YPC cannot enter into agreements or contracts of any type under the auspices of IPAA WA without specific, written authority to do so from the IPAA WA Chief Executive Officer.

b. YPC cannot approach any organisation, or enter into any agreement with any organisation, for sponsorship or funding of any type without specific, written authority to do so from the IPAA WA Chief Executive Officer.

c. YPC cannot speak on behalf of IPAA WA without specific, written authority of Council. YPC members should refer to the Media and Public Relations Plan regarding making a public comment that may be attributed to IPAA WA.

5.3 Conflicts of Interest

a. A conflict of interest is deemed to involve any action that would have direct or indirect personal benefit to the individual or agency/organisation they work for, or would create a disadvantage to another person or agency.

b. Individual YPC members are responsible for assessing their personal, financial or political interests and identifying the possible areas where an actual, potential or perceived conflict with their YPC duties may exist.

c. The YPC member must, as soon as he or she becomes aware of that interest, disclose the nature and extent of that interest to the YPC Chair.

d. In consultation with YPC members and IPAA WA where necessary, the Chair will decide how to proceed with managing conflicts of interest.

e. All conflicts of interest must be recorded in relevant meeting minutes.

5.4 Gifts, Benefits and Hospitality

a. YPC members must not solicit or request gifts, benefits or hospitality from IPAA WA stakeholders.

b. YPC members must refuse all offers of gifts, benefits or hospitality from IPAA WA stakeholders.

c. Any matters regarding gifts, benefits, hospitality or IPAA WA sponsorship must be referred to the Council.