INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA WA INC. (IPAA WA)

COUNCIL GOVERNANCE CHARTER

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BACKGROUND

The Institute of Public Administration Australia, Western Australian Division (IPAA WA) established in 1945, is a not-for-profit professional association which enables those with an interest in public administration and public sector reform to exchange ideas on trends, practices and innovations. Our purpose is to advance excellence in the public sector.

IPAA WA is an Association incorporated under *the Western Australian Associations Incorporation Act 2015* and is affiliated with, supports, and is represented on the national council of the Institute of Public Administration Australia Inc (National Council).

IPAA NATIONAL AND OTHER STATE AND TERRITORY DIVISIONS

The National Council was established as a Federation of State Divisions. The Divisions operate independently and form the basis for membership recruitment and service delivery, including the running of seminars, conferences and training programs related to developments and trends in public sector management.

Each State and Territory Division can nominate an individual to represent them on the National Council from time to time as spelled out in Clause 12 of the IPAA National Constitution.

The National Council is a representative body, responsible for supporting the Divisions, and providing strategic leadership, policy direction, and managing its international connections. It recognises the administrative autonomy of each Division and does not seek to influence the day-to-day decision-making processes of any Division or its management. Each Division is directly accountable to its State or Territory membership and therefore the National Council is responsible to the broader membership Australia-wide.

CORPORATE GOVERNANCE

While the Constitution[1] provides the legal framework for IPAA WA, the day to day operations are set out in this governance charter, which has been endorsed by the IPAA WA Committee of Management (Council). This charter specifies the roles and responsibilities of the Council and its members by clearly spelling out the rules, procedures and structures employed by IPAA WA to achieve its corporate objectives.

[1] Institute of Public Administration Australia, Western Australian Division Inc., *Rules of Association*, available on the Institute's website at www.wa.ipaa.org.au

DEFINING GOVERNANCE ROLES

FUNCTIONS AND POWERS

The powers of the Council, acting on behalf of the Association, are set out in clause 23 of the Constitution, but broadly allow the Council to 'do all things necessary or convenient for carrying out its objects and purposes'. The Council has a power to delegate its functions to committees or specified employees other than:

(a) the power of delegation; and
(b) a function which is a duty imposed on the Council by the Act or any other law.

INSTITUTE OBJECTIVES

The objective of IPAA WA, as set out in its Constitution, is:

To serve the community by advancing the study and practice of public administration.

IPAA WA has developed and is guided by a *Strategic Plan.*

Our vision is; *Excellence in the Public Sector* which is supported by **our mission**; as *the preeminent professional body for all people in or working with the public sector, IPAA WA supports the public sector to make a difference. IPAA WA provides a constructive voice for the sector, facilitates collaboration, connects members and provides high quality professional development and training programs.*

IPAA WA has adopted the following objectives:

1. **Develop and Inspire:** To provide high quality professional development and training programs relevant to the public sector.

2. **Inform and Influence:** To inform and influence public policy development and execution.

3. **Connect and Collaborate:** To enable and facilitate a connected and collaborative public sector.

4. **Strengthen and Grow:** To ensure IPAA WA's sustainability for the benefit of members.

Our pursuit of excellence is underpinned by our **core values**:

- **Innovation**
  Generating and applying new ideas and better practice for the public sector.
- **Learning**
  Sharing and applying new knowledge to improve performance.
- **Service**
  Serving members and adding value to public sector institutions.

COUNCIL COMPOSITION

IPAA WA is an independent body and is not aligned with any Commonwealth or State department or agency or any Local Government. The affairs of IPAA WA, including all strategic planning and policy decisions are managed by Council which is elected by, and accountable to, the members of IPAA WA. The structure of the Council, as set out in clause 25 of the Constitution is as follows:

- Five office bearers consisting of:
    - President
    - Two Vice Presidents
    - Treasurer
    - Secretary, and
- No more than 10 other members all of whom must be personal members or life members of the Association.

IPAA WA has a Chief Executive Officer (CEO) and staff who carry out the day-to-day work of IPAA WA. Whilst not a member of the Council, the CEO shall attend all Council meetings and provide all necessary services to help the Council perform its functions.

ELECTION/APPOINTMENT PROCESS

The process of election and/or appointment to the Council is set out in Part 4, division 3 of the Constitution. Councillors must either be elected to membership of the Council, as a specific office bearer or a general council member, at an annual general meeting; or appointed under clause 39 for filling a casual vacancy.

ROLES & RESPONSIBILITIES

COUNCIL

The Council is accountable to its members for the overall performance of the Institute.
Essential responsibilities include: -

- Strategic Direction – setting the strategies, goals, action plans, policies and performance targets to meet stakeholder expectations;
- Resources – allocating to management the resources to achieve the strategic direction including budget, staff, systems and tools;
- Performance – monitoring performance against strategies and plans, including acting to leverage opportunities or addressing weaknesses within the external operating environment;
- Compliance – ensuring there are adequate processes in place to comply with any statutory obligations, legal and accounting requirements;
- Risk – ensuring that the risks to which the Institute is exposed are clearly identified and that suitable processes are in place to manage or mitigate those risks.
- Accountability – reporting progress to stakeholders, most notably the members of IPAA WA; and
- Conduct – setting the tone for organisational behaviour by acting ethically, modelling the correct values, adhering to the Code of Conduct (**Attachment 1)** and requiring management and staff to do the same.

When acting as a member of the Council, a person is obliged to act in the interests of IPAA WA as a whole in relation to the performing of any functions or exercising of any powers as a member of the Council.

PRESIDENT

It is the President's responsibility to lead the Council and facilitate constructive contributions by all members to ensure the Council functions effectively as a whole in discharging its responsibilities. One of the core competencies of a President/Chair is ensuring that Council meetings are efficient and effective.

In addition to the above, as outlined in the Constitution, the President is responsible for: -

- leading and directing the activities of the Council;
- setting the Council agenda;
- conducting Council meetings and other business;
- ensuring the efficient and effective operation of the Council;
- acting as the principal spokesperson for the Institute; and
- working with the CEO to oversee the performance of IPAA WA.

Time commitment

- Three-year term;
- Six 1.5 hour meetings per annum;
- Attendance at the AGM (October of each year);
- Officiating certain IPAA WA events (subject to the President's priorities and availability);
- Time for advocacy and engagement with public sector leaders, as required.

Further information

- IPAA WA Constitution clause 28.

OFFICE BEARERS

The roles of the other officer bearers (Vice Presidents, Treasurer and Secretary) are specified in clauses 29-31 of the Constitution.

Vice President

In the absence of the president the vice president performs the duties of the president.
This includes leading Council meetings and facilitating constructive contributions by all members to ensure the Council effectively discharges its responsibilities. The Vice President may also be requested to present opening remarks at major IPAA WA events on the President's behalf.

Time commitment

- Three-year term;
- Six 1.5 hour meetings per annum;
- Attendance at the AGM (October of each year);
- Attendance at IPAA WA events when the President is unable to attend personally.

Further information

- IPAA WA Constitution clause 29.

Secretary

The Secretary plays an important role in supporting the President to ensure Council meetings run smoothly and meeting the organisation's record-keeping obligations. Responsibilities include:

- dealing with the Association's correspondence;
- consulting with the president regarding the business to be conducted at each meeting;
- preparing the notices required for meetings and for the business to be conducted at meetings;
- maintaining the:
  - full and accurate minutes of council meetings and general meetings;
  - register of members;
  - Constitution;
  - record of council members and other persons authorised to act on behalf of the Association;
- ensuring the safe custody of the books of the Association, other than financial documents which are the responsibility of the Treasurer.

Time commitment

- Three-year term;
- Six 1.5 hour meetings per annum;
- Attendance at the AGM (October of each year);
- Time for the preparation of meeting documents (agenda and minutes).

Further information

- IPAA WA Constitution clause 30.

Treasurer

The Treasurer ensures the organisation is meeting financial management and reporting standards. Responsibilities include:

- ensuring that any amounts:
  - payable to the Association are collected and receipts issued;
  - paid to the Association are credited to the appropriate account of the Association;
- ensuring that the Association complies with the relevant requirements of Part 5 of the *Associations Incorporation Act 2015*;
- ensuring the safe custody of the Association's financial records, financial statements and financial reports;
- Coordinating the preparation of the Association's financial report before its submission to the Association's annual general meeting;
- assisting any audit or review of the Association's financial statements or financial report.

Time commitment

- Three-year term;
- Six 1.5 hour meetings per annum;
- Attendance at the AGM (October of each year);
- Time for the preparation of financial statements and reports.

Further information

- IPAA WA Constitution clause 30.

COUNCILLORS

The role of a Councillor is to:

1. Actively participate in the governance of IPAA WA, including by contributing to the following key Council tasks:
    1.1. Determining the overall direction and development of IPAA WA through good governance and clear strategic planning.
    1.2. Maintaining sound financial and risk management of IPAA WA's resources, ensuring expenditure is in line with IPAA WA's objectives,
    1.3. Developing and reviewing IPAA WA's aims, objectives and goals in accordance with the constitution and legal and regulatory guidelines.
    1.4. Ensuring IPAA WA and its representatives function within the appropriate legal and regulatory framework and in line with the constitution, striving for best practice in governance.
2. Act in the best interests of IPAA WA, its members and stakeholders.
3. Assist in the development of broad policies to govern IPAA WA.
4. Uphold the fiduciary duty invested in the position of IPAA WA Councillor, undertaking duties in a way that adds to public confidence and trust in IPAA WA.
5. Adhere to the Code of Conduct and all other policies of IPAA WA.
6. Declare and avoid conflicts of interest in accordance with IPAA WA's Conflict of Interest Policy (**Attachment 2).**
7. Attend meetings fully prepared to contribute to the business of the Council, including the necessary pre-reading of meeting documents.
8. Add value collectively to the Council and as an individual Councillor by contributing to Council discussions in a spirit of collegiality and by listening to and respecting the views of other Councillors.
9. Understand their role as Councillors and accept that they cannot direct staff or interfere in the performance of the responsibilities exercised by the CEO.
10. Participate in periodic Council assessments and contribute to the continuous improvement of the Council.
11. Utilise their skills and experience for the benefit of IPAA WA.
12. Promote IPAA WA at all appropriate occasions through appropriate vehicles.
13. Support and promote the policies and decisions of IPAA WA.
14. Support and promote IPAA WA and the values of IPAA WA in all public forums.

Time commitment

- Three-year term;
- Six 1.5 hour meetings per annum;
- Attendance at the AGM (October of each year).

Further information

- IPAA WA Constitution clause 27.

ROLE OF THE CEO

The day to day operations of IPAA WA are the responsibility of the CEO and other employees of IPAA WA. The CEO operates under delegated authority from the Council and implements the policies and strategies of the IPAA WA Council.

The CEO is the primary link between the Council and IPAA WA and responsible for: -

- Managing the day-to-day operations of IPAA WA including operational, administrative and marketing functions;
- Supporting the Council in the development of its goals, strategies, and policies by the provision of advice;
- Advising the Council on matters of corporate governance;
- Implementing the strategic direction, performance, risk and compliance initiatives set by the Council and other decisions;
- Communicating Council decisions, policies and priorities to staff and presenting IPAA WA reports, submissions and budgets to the Council;
- Employment and management of staff;
- Reporting to Council at least bi-monthly the organisation's activity and operations;
- Representing IPAA WA at official events and functions;
- Proactively seeking out business development and partnership opportunities;
- Managing media attention and comment in consultation with the President;
- Developing and managing meaningful relationships with stakeholders;
- Ensuring all marketing efforts maintain the integrity of the IPAA WA brand;
- Ensuring all marketing communications are professional and accurate;
- Regularly evaluating and reporting to IPAA WA Council on the effectiveness of the day to day operations;
- Adhering to the code of conduct and all other policies of IPAA WA; and
- Declaring and avoiding conflicts of interest in accordance with IPAA WA's Conflict of Interest Policy

KEY COUNCIL FUNCTIONS

STRATEGIC & BUSINESS PLANNING

The Council will review and adopt a strategic plan at least once every four years. The CEO will prepare a business plan for each year's operations, in keeping with the strategic plan, including an annual budget to enable IPAA WA to meet its objectives.

BUDGET MANAGEMENT

An annual budget will be submitted for Council approval. Council will monitor performance against targets.

RISK MANAGEMENT

The Council will ensure that there is an appropriate system of risk oversight and internal controls in place for IPAA WA. The CEO will report to the Council on matters of risk regularly at Council meetings.

MONITORING & REPORTING

REPORTS TO COUNCIL

At each Council meeting, Council will receive the following reports from the CEO:

1. In conjunction with the Treasurer, a financial report which sets out financial results on a monthly and year to date against budget basis.
2. A report on the day to day operations.
3. Risk management report
4. Reports from board committees.

DELEGATIONS

Council will maintain a schedule of delegations specifying any delegations it has made to a person or committee.

ANNUAL REPORTS

With the CEO's assistance, Council will also prepare and publish a report to the AGM on IPAA WA's operations.

The Treasurer must prepare an annual financial report (as part of the Annual Report) and submit it to the annual general meeting of IPAA WA in keeping with Clause 51 2b(ii) of the Constitution.

COMPLIANCE

The CEO is responsible for providing Council advice and ensuring compliance of IPAA WA with the *Associations Incorporation Act 2015 (WA),* as well as with all other applicable laws and statutes including:

- Legislation and regulations relating to IPAA WA's specific activities (e.g. training contracts);
- Occupational health and safety legislation;
- Employment laws;

- Anti-discriminatory legislation;
- The *Trade Practices Act 1974*; and
- Privacy law.

STAKEHOLDER MANAGEMENT & COMMUNICATION

IPAA WA employs a number of avenues for communicating the main elements of its business to members and the public sector more broadly. These include:

- Contributing articles for publication in the Australian Journal of Public Administration;
- Reports and journals on various aspects of public administration, based on findings from research and conferences;
- Arranging conferences that provide an opportunity for information to be passed directly to members from all sectors with an interest in public administration;
- Publication of an Annual Report, detailing IPAA WA's performance against strategic objectives and financial targets during the preceding year;
- Publication of various reports and findings on IPAA WA's web site; and
- Newsletters and emails to members and stakeholders.

RELATIONSHIPS WITH THE KEY STAKEHOLDERS

The President shall aim to meet with key stakeholders at least twice per year.

RELATIONSHIP WITH ACADEMIC COMMUNITY

At various meetings, the National Council has re-affirmed the importance of IPAA's relationship with the academic community, both at National level and through its Divisions.

IPAA WA's commitment to maintaining and strengthening its relationship with the academic community is demonstrated through collaboration with the academic community. This may include the following:

- The AJPA being published as an internationally recognised refereed journal, whereby academics are encouraged to submit papers for publication;
- Creating opportunities for academic research, through research grants, scholarships and commissioned research projects;
- Sponsoring University student prizes;
- Sponsoring research projects;
- Recognising academics through the IPAA National Fellowships;
- Utilising academics for teaching and training;
- Employing PhD students to write up case studies;
- Acting as agents for public sector initiatives and jointly contributing to their development;
- Having close collaboration with Universities,
- Organising joint activities with Universities;
- Co-ordinating the Academic Day as part of the annual National Conference;
- Proactively encouraging international links on issues that we can identify in consultation with academics;

- Having academics participate as seminar speakers, lead round tables and think tank activities and write articles for IPAA publications.

ENGAGEMENT WITH EXTERNAL ORGANISATIONS

Council members should exercise sound judgement when engaging with external organisations and considering opportunities to represent, support, participate in or be associated with external initiatives, events, partnerships, committees, advisory groups, sponsorships or other activities. In doing so, Council members should consider the public value, strategic, reputational, integrity and stewardship implications of the engagement, including whether it aligns with IPAA WA's purpose, values and objectives, whether it delivers genuine benefit to the sector, and whether it could create actual, potential or perceived conflicts of interest, endorsements or reputational risks for IPAA WA. Such engagements should be assessed in the context of IPAA WA's not-for-profit purpose and its commitment to advancing better public administration for the benefit of Western Australia and the broader public sector.

Speaking Engagements and Competitor Organisations

Speaking invitations represent a specific form of external engagement that may require additional consideration. Participation in externally hosted conferences, seminars, panels and professional events may reasonably be perceived as an endorsement of the organiser, its business model, products, services, sponsors or associated activities. Additional caution should be exercised where the inviting organisation competes directly with IPAA WA in the provision of conferences, events, professional development, thought leadership or related services.

While participation may be appropriate in some circumstances, Council members should consider whether their involvement could strengthen a competitor's commercial position, assist in promoting competing products or services, divert participation or revenue from IPAA WA activities, dilute the IPAA WA brand, or create confusion regarding IPAA WA's strategic priorities and organisational relationships. Particular regard should be given to whether the engagement advances the interests of the public sector and IPAA WA, or primarily provides commercial benefit to another organisation.

Reference Material

Council members are expected to familiarise themselves with the *Briefing Paper: External Conference and Seminar Speaking Invitations*, which forms part of the Council induction pack. The paper provides guidance on assessing external speaking opportunities and related engagements, including public value, stewardship, reputational risks, competitor organisations, commercial benefit, audience considerations and alignment with IPAA WA's values and strategic objectives. The principles and considerations contained within the paper should be taken into account when evaluating relevant opportunities.

AWARDS

IPAA WA promotes, recognises and rewards excellence in public administration in Western Australia. The following awards are offered annually:

- WS Lonnie Awards
- Achievement Awards
- Education Awards
- Young Professional Scholarship

The awarding of the following honours and prizes are also determined IPAA WA Council;

- Divisional fellow
- Life members
- University and other prizes

COUNCIL PROCESSES

MEETINGS

The Council is constitutionally required to meet at least six times each calendar year.

WHO PRESIDES AT MEETINGS

In accordance with clause 43 of the Constitution, a general meeting or Council meeting is to be chaired as follows:

a) by the President;
b) if the President is not present, then by a Vice President; or
c) if neither the President nor a Vice President is present, the Secretary or then by a member elected by the other members present at the meeting

NOTICE FOR COUNCIL MEETINGS

Councillors should be provided with adequate notice before a meeting is to be convened. The CEO should provide Councillors with an annual meeting calendar providing them with notice of upcoming meetings.

AGENDA AND MINUTES

The CEO will coordinate with the President to draft and prepare the agenda for the council meeting. The CEO will call for agenda items from Councillors which must be submitted at least 7 days prior to the meeting. Councillors should use the agenda item submission form[2] to set out the detail of proposed agenda items. The agenda and accompanying papers are to be distributed to Councillors at least five working days prior to a meeting.

The CEO will also coordinate with the Secretary of the Council to ensure that the minutes of the meeting are promptly finalised and distributed to members as soon as is practicable after each meeting. The minutes of the previous meeting should also be tabled at the next committee meeting for approval and then to be signed by the Chair.

USE OF TECHNOLOGY

Clause 45 of the Constitution allows for the use of technology at Council meetings: The presence of a council member at a council meeting need not be by attendance in person but may be by that council member and each other council member at the meeting being simultaneously in contact through the internet or other means of instantaneous communication.

A member who participates in a council meeting as allowed under rule 45(1) is taken to be present at the meeting and, if the member votes at the meeting, the member is taken to have voted in person.

Clause 47(6) allows for Councillors to pass a resolution or address a question arising without a meeting if a majority of the Councillors entitled to vote on the resolution provide a written statement that they are in favour of

2 Available from the CEO

the resolution.

This can be done through a written statement provided electronically. At the next meeting of the Council, the resolution must be ratified and minuted.

RECORDKEEPING

All records, including the agenda, minutes and any reports or recommendations will be prepared and kept by the CEO under delegated authority.

QUORUM

A quorum consists of 50% (rounded down) of Councillors plus 1 for the transaction of the business at any Council meeting (clause 46).

PROCEEDINGS

Each Councillor has one vote (clause 47(1)). A question arising at a Council meeting must be decided by a majority of votes, but, if there is no majority, the person presiding at the Council meeting will have a casting vote in addition to his or her deliberative vote (clause 47(3)).

Clauses 47(6) & (7) allow Councillors to pass a resolution or address a question arising electronically and without a meeting.

MATERIAL PERSONAL INTERESTS OF COUNCILLORS

A Councillor who has a material personal interest in a matter being considered at a meeting of council must not be present while the matter is being considered at the meeting or vote on the matter (clause 44(3). Councillors will also adhere to IPAA WA's Conflict of Interest Policy (Attachment 2).

CODE OF CONDUCT

Councillors are expected to abide by the ethical standards of the IPAA WA which are set out in the Code of Conduct (Attachment 1).

COUNCIL COMMITTEES

From time to time, the Council may determine to establish standing, specific purpose, ad hoc "Committees" or "Working Parties" as provided by part 4, division 5.

A committee established by the Council will have terms of reference approved by Council, outlining its role, composition, responsibilities, meeting and reporting requirements.

The council has established the following formal committee;

- Young Professionals Advisory Committee

ANNUAL GENERAL MEETING

The annual general meeting (**AGM**) provides the forum for the Council to meet with members to discuss the performance of the Institute and attend to a range of matters for which the specific approval of the members is required such as election of officer bearers and amendments to the Constitution.

CALLING OF MEETINGS

The prescribed processes and proceedings for conducting the AGM or special general meeting are outlined in clause of the Constitution which states that the annual general meetings must be convened within 4 months after the end of the Association's financial year.

The Council must, not less than 30 days before an annual general meeting at which a Council election is to take place, provide all members with the names of those persons who have been duly nominated for a Council member position and the position for which they have nominated.

As per clause 52 (1) of the Constitution, the Council may at any time convene a special general meeting or if at least 7.5% of members require a special general meeting to be convened. In this case the meeting must be convened within 28 days after the notice is received.

COUNCIL EFFECTIVENESS

INDEMNITY & INSURANCE

Councillors and employees of IPAA WA are entitled to an indemnity under a directors' and officers' liability policy that is able to be reasonably procured and maintained by the IPAA WA. Councillors and employees are entitled receive a copy of the policy upon request.

COUNCIL EVALUATION

The Council will undertake a periodic skills audit to ensure that it has a relevant mix of skills and experience to fulfil its obligations.

COUNCIL MEMBER INDUCTION

The President and the CEO are responsible for the induction of new Councillors. Apart from a face to face induction, Councillors should receive an induction pack containing the following documents prior to their first meeting:

- Constitution
- Board Charter, including the Institute's Code of Conduct (Attachment 1) and Conflict of Interest Policy (Attachment 2).
- Council contact list
- The annual financial reports for the last three years
- The CEO report tabled at the previous Council meeting
- An organisational structure diagram
- The strategic plan and/or current year business plan
- Current year's budget
- A copy of the organisation's strategic risk plan
- Copies of minutes of recent meetings.
- Meeting and event schedule
- Delegations schedule.
- Professional Indemnity Insurance Certificate

ATTACHMENT 1: CODE OF CONDUCT

Councillors are expected to abide by the ethical standards of IPAA WA, which are to:

- Act in good faith, honestly and with reasonable care at all times
- Act in and serve the best interests of the association as a whole
- Be impartial and strive for objective judgment
- Not make improper use of their position or information obtained by reason of that position to gain directly or indirectly an advantage for self, own organisation or any other person
- Protect the reputation of IPAA WA
- Abide by normal social and business courtesy
- Display integrity, independence of mind and practice sound judgment
- Preserve confidences and maintain confidential information
- Avoid conflict of interests or the perception of a conflict of interest, and declare any conflicts of interest that may arise in accordance with IPAA WA's Conflict of Interest Policy
- Display ethical conduct in all areas of responsibility
- Be loyal to IPAA WA and abide by Council decisions
- Know, and comply with, IPAA WA's Rules of Association (Constitution) and this Code of Conduct.

ATTACHMENT 2: CONFLICT OF INTEREST POLICY

BACKGROUND

Clause 44 of IPAA WA's Constitution deals with material personal interests of Councillors:

(1) A member of the council who has a material personal interest in a matter being considered at a council meeting must:

(a) as soon as he or she becomes aware of that interest, disclose the nature and extent of his or her interest to the Council;

(b) disclose the nature and extent of the interest at the next general meeting of the association.

(2) This rule does not apply in respect of a material personal interest that exists only because the member-

(a) is an employee of the incorporated association; or

(b) is a member of a class of persons for whose benefit the association is established; or

(c) that the member has in common with all, or a substantial proportion of, the members of the Association.

(3) A member of the council who has a material personal interest in a matter being considered at a meeting of council must not be present while the matter is being considered at the meeting or vote on the matter.

(4) The secretary must record every disclosure made by a council member of a material personal interest in the minutes of the council meeting at which the disclosure is made.

The potential for conflict of interest may arise from the following examples:

- Membership of, or employment by, other organisation with which IPAA WA undertakes business or provides funding support; or
- Engagement in others businesses, which could have the capacity to benefit from Council decisions.

While the varied experience and expertise of Councillors is invaluable in assisting in deliberations and decision-making, such personal and organisation linkages can create the potential for actual or perceived conflicts of interest.

PURPOSE OF THIS POLICY

IPAA WA recognises that:

1. Inadequate management of actual conflicts of interest will create legal risks for individual staff, Councillors and IPAA WA as a whole; and
2. Inadequate management of perceived conflicts of interest may damage the reputation and effectiveness of individual Councillors, the Council and the Institute.

IPAA WA has developed this policy to ensure that any potential conflicts of interest (actual or perceived) are identified and managed in a manner which:

- is ethical;
- complies with common law;

- promotes effective decision-making in the best interests of IPAA WA;
- protects the reputations of individual Councillors, the Council and IPAA WA.

POLICY STATEMENT

Accordingly, Councillors and staff of IPAA WA must:

- Ensure that any potential conflicts of interest are brought to the attention of IPAA WA Council and if so required abstain from any Council decisions relating to that issue.
- Not allow personal interests, or the interests of any associated person or organisation, to conflict with the interests of IPAA WA.
- Discharge their duties at all times in the best interests of IPAA WA when they are representing IPAA WA.
- Use the powers of their office for a proper purpose at all times.
- Not make improper use of information gained through their position as a Council member or staff member; and
- Not take improper advantage of their position as a Council member or staff member; and
- Know, and comply with, this Conflict of Interest Policy.

ATTACHMENT 3: IPAA WA POLICY REGISTER

IPAA WA's policies, listed below, are reviewed regularly for currency. The date each policy was last updated is included in brackets.

- Conflict of Interest Policy (June 2022)
- Risk Management Policy (August 2023) *
- OHS Policy (June 2020) *
- Quality Management Policy (June 2022) *
- Internet and Email Usage Policy (June 2023) *
- Staff Induction Policy (June 2024) *
- Staff Leave Policies *
    - Annual and Long Service Leave (May 2024)
    - Personal Leave (April 2024)
    - Time in Lieu (May 2024)
- Revocation of Awards Policy (June 2023)
- Equal Opportunity, Discrimination and Harassment Policy (2024)

* These policies are for IPAA WA internal office use.