



YOUNG PROFESSIONALS ADVISORY COMMITTEE
TERMS OF REFERENCE

Last Reviewed: November 2017

1. THE TERMS OF REFERENCE

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

1.1 Interpretation

For the purposes of these Terms of References:

“Council” means the Committee of Management of the IPAA WAA as defined in clause 10(1) of the IPAA WA Rules of Association

“IPAA WA” means the Institute of Public Administration Australia, Western Australia Division Inc

“Member” means a member of the IPAA WA; the types of members, including “Corporate Member” and “Personal Member” have the meaning provided in the IPAA WA Rules of Association

“Young Professional” means an IPAA WA member or potential member who is aged 35 years and under

“YPAC” means the Young Professional Advisory Committee

1.2 Review

These Terms of Reference and the operation of YPAC will be reviewed annually. Any changes will be agreed in writing by the YPAC in consultation with IPAA WA staff and Council.

2. FUNCTIONS AND GOALS

2.1 Function

- a. The YPAC is an advisory committee to the Council.
- b. The YPAC 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.
 - i. The content of the advice to the Council is at the YPAC’s discretion; however, it should be consistent with [Clause 2.2 - Goals of the YPAC](#).
 - ii. The YPAC will draw on information from its own sources and at its own initiative and provide independent advice to the Council.
 - iii. The Council may, on a case by case basis, request the YPAC provide advice on specific matters relating to Young Professionals.

2.2 Goals of the YPAC

Consistent with the strategic priorities of the IPAA WA, the YPAC 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 YPAC shall consist of:

- i. a Chairperson;
- ii. a Vice-Chair;
- iii. a Secretary;
- iv. a Program Developer;
- v. a Communications Advisor; and
- vi. no more than 10 other persons,

all of whom must be Individual Members or nominated Corporate Members.

3.2 Duties

Members of the YPAC are expected to:

- a. possess appropriate knowledge and an interest in public administration;
- b. attend meetings;
- c. contribute time out-of-session to understand the issues relevant to the YPAC and to provide advice and papers when necessary;
- d. express opinions frankly, ask questions relevant to IPAA WA's work and pursue independent lines of enquiry; and
- e. provide advice to the Council.

3.3 Delegations

YPAC must work within the responsibilities outlined in the YPAC Delegation Schedule as provided in the [Supporting Documents](#) to this Terms of Reference. The YPAC Delegation Schedule can be changed by mutual agreement of the Chair and the Council.

3.4 Nominations

- a. IPAA WA will call for nominations to the YPAC on an annual basis.

- i. 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.
 - ii. The call for nominations and a specified nomination period will be published on the IPAA WA website.
- b. Members must deliver their nomination in writing to the IPAA WA during the specified nomination period.

3.5 Election

- a. If the number of people nominated in accordance with [Clause 3.4 - Nominations](#) does not exceed the maximum number of members for the YPAC as described in [Clause 3.1 - Composition](#), those members will be appointed to the YPAC.
- b. If the number of persons nominated in accordance with [Clause 3.4 - Nominations](#) exceeds the number of vacancies, an election will be conducted by Young Professional Members.

3.6 Filling other vacancies

- a. If a vacancy remains on the YPAC after the application of [Clause 3.5 - Election](#), or when a casual vacancy occurs (as described in [Clause 3.7 - Casual Vacancies](#)) in the YPAC:
 - i. the YPAC may appoint a member to fill that vacancy; and
 - ii. the member appointed under this sub-clause will hold office until the election referred to in [Clause 3.5 - Election](#) and be eligible to nominate at the next election.
- b. At its first meeting after each election, the YPAC shall elect YPAC members to the positions described in [Clause 3.1 – Composition](#).
- c. The YPAC may delegate, in writing, to a Member or potential Member, certain operational duties relating to YPAC events or meetings, notwithstanding that those individuals are not YPAC members.

3.7 Casual vacancies

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

- a. resigns by notice in writing delivered to the Chair, or if the YPAC Member is the Chair, to the Vice-Chair;
- 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 YPAC terminating his or her appointment.

4. MEETINGS

4.1 Frequency

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

4.2 Forum

Meetings may be conducted in person, by telephone, by electronic means or by using any technology that allows YPAC 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 YPAC is to be determined by the YPAC members present at the meeting. The agenda is flexible and is open for all members to discuss items for consideration.
 - i. YPAC 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.
 - ii. The Chair, in conjunction with the Secretary, will distribute a draft agenda to all YPAC members at least three days prior to each meeting.
- c. At a YPAC meeting 50% of current YPAC 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 YPAC meetings to be taken and then to be distributed to YPAC members within 14 days after the holding of each meeting.
- b. The Chair will cause endorsed minutes of all proceedings of YPAC meetings to be forwarded to the Council as soon as practicable.

4.5 Observers

- a. YPAC may agree to Members or non-Members attending YPAC meetings as observers.
- b. IPAA WA staff members are able to attend YPAC meetings as observers.

5. CONDUCT

5.1 Manner of conduct

In addition to the duties described in [Duties](#), YPAC members must conduct themselves in a professional manner, consistent with the Public Sector Commission Code of Ethics at all times.

5.2 Authority

- a. YPAC 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. YPAC 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. YPAC cannot speak on behalf of IPAA WA without specific, written authority of Council. YPAC 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 YPAC 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 YPAC duties may exist.
- c. The YPAC member must, as soon as he or she becomes aware of that interest, disclose the nature and extent of that interest to the YPAC Chair.
- d. In consultation with YPAC 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. YPAC members must not solicit or request gifts, benefits or hospitality from IPAA WA stakeholders.
- b. YPAC 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.

6. SUPPORTING DOCUMENTS

6.1 YPAC Delegation Schedule

6.2 YPAC Event Request Form