

INSTITUTE OF PUBLIC ADMINISTRATION AUSTRALIA (ACT) LIMITED**NOMINATION FOR COUNCIL****Purpose**

The Institute of Public Administration Australia [ACT] Limited (**IPAA ACT**) invites members to nominate for the positions of Councillor for the period 2021-2023. Nominations are sought for Councillors other than for the role of President. Existing Councillors may nominate to serve another term.

The election of Councillors will be conducted using the attached nomination form, to be lodged to secretariat@act.ipaa.org.au by 5:00pm (AEST) Wednesday 30 June 2021.

Role

The primary role of the Council is to identify and provide advice to the Board on strategic drivers in public administration and to assist with implementation of the strategic direction of the company. More information is contained in the 2019-2022 Strategic Plan [available here](#).

The Council also appoints the President, Deputy Presidents and the Board of Directors. The Council represents the members of the Company and their interest in improving public administration in Australia.

Information about the current Board and Council is [available here](#) and is attached.

Term

Under the current constitution, Councillors are appointed for a two-year term. IPAA ACT is currently consulting with members on a proposal to increase the Council and Board terms from two years to three years.

Extending the terms to three years would allow for greater continuity of Council and Board members and would reduce the effort required in the IPAA team to run elections every two years. This proposed change will be considered by IPAA members at the 2021 AGM on 8 September 2021.

If this proposal is adopted, the new incoming Council and Board would serve a three-year term commencing from the Annual General Meeting on 8 September 2021. If the proposal is unsuccessful, the terms of service for Council and Board would remain two-year terms.

Meetings

The Council convenes for four to five meetings per annum.

Expectations of Councillors

Each member of Council is expected to contribute to at least one of the organisation's major programs during their term of office. This could include participation on a sub-committee or working group of Council or representing IPAA at events including as a chair or speaker.

Councillors are also expected to provide organisational support for IPAA's program, where possible.

Eligibility

For a person to be eligible for appointment to Council, that person must be an Individual Member of IPAA, or be an employee or member of the staff of a [Corporate Member](#) or [Corporate Sponsor Member](#).

Where a nomination is for an employee or member of the staff of a Corporate Member or Corporate Sponsor Member, the nomination must be made by the Secretary, CEO or head of the member organisation.

Nominations

Nominations should be provided using the form at the end of this document. A candidate profile (maximum 200 words) should accompany each nomination, detailing their experience and interest in public administration. Nominations can be made by any current member of IPAA. The nomination form must be endorsed by a current member including their signature.

Nomination Process

The timetable and process for the appointment of Councillors is as follows:

- a. **Call for Nominations** – Tuesday 1 June 2021
Notification provided to all IPAA members seeking nominations for Council.
- b. **Nominations Close** – Wednesday 30 June 2021
Nominations are to be submitted to IPAA by email, using the provided nomination form and including a 200-word candidate profile.
- c. **Determine if Election Required** – Monday 5 July 2021
If the number of nominations is the same or less than the number of Councillor positions, nominees will be notified of the outcome. If the number of nominations received exceeds the number of Councillor positions, an election will be required.
- d. **Election Called (if required)** – Monday 12 July 2021
Ballot papers will be distributed to all members. Ballot papers will include the candidate profile and will specify if the candidate is an existing Councillor seeking re-election or a new nomination.
- e. **Election Closes (if required)** – Friday 6 August 2021
Ballot papers are to be returned to IPAA by 5:00pm AEST.
- f. **Election Result (if required)** – Thursday 12 August 2021
Nominees will be notified of the outcome. The result will not be publicly announced at this point.
- g. **Notice Provided for Annual General Meeting** – Wednesday 18 August 2021
IPAA will provide notice of the 2021 Annual General Meeting, to be held on 8 September 2021.
- h. **Annual General Meeting** – Wednesday 8 September 2021
The 2021 Annual General Meeting will be held and the new IPAA Council will be announced. The term of the new Council will take effect at the meeting.

This timetable outlined above may be subject to minor changes.

Additional Information

Any individual considering nominating for Council may wish to review the following documents:

- **Strategic Plan** – more information about the strategic direction of IPAA is available in the 2019-2022 Strategic Plan which can be [accessed here](#).
- **Annual Report** – general information about IPAA's activities is available in the annual report, including the financial status of the organisation. Annual reports can be [accessed here](#).
- **Constitution** – IPAA adopted a Constitution in 2018 that included transitioning from an Incorporated Association to a Company Limited by Guarantee. The Constitution can be [accessed here](#).

Further information is available on the IPAA web site at www.act.ipaa.org.au or by contacting Caroline Walsh, IPAA Chief Executive Officer, on 02 6154 9800 or at caroline.walsh@act.ipaa.org.au.