



# Terms of Reference

July 2024



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## Endorsement date:

28 August 2024

## Acknowledgement of country

We acknowledge the traditional owners of the land and waters in Western Australia and nationally. We pay our respect to their elders past, present and emerging and extend that respect to all Aboriginal and Torres Strait Islander peoples.

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# 1. Purpose

WPN WA is a Network of the PIA WA Divisional Committee. The purpose of the Women in Planning Network WA (WPN WA) is to connect, inspire and support women in the planning, allied fields and built environment sector, and to advocate for and contribute to equitable and inclusive cities and regions.

# 2. Role

The WPN WA provides a supportive environment for members and the broader built environment professionals to share knowledge, experience and ideas.

Facilitating conversations and a supportive environment, the WPN WA provides a forum and advocacy platform for women's interests, particularly with reference to the planning and allied professions and the built environment.

The WPN WA Leadership Group will:

- Provides a range of networking and professional development opportunities and other events for members.
- Offer specific initiatives targeted at regional-based planners.
- Provides advice and advocacy on women's interests to the PIA WA Divisional Committee and PIA staff.
- Undertake other projects and initiatives in accordance with the purpose of the WPN WA.

The WPN WA Leadership Group should make the best endeavours to host at least 5 events and/or initiatives within a financial year.

# 3. Authority

The WPN WA is not a policy writing or decision-making body for PIA WA but may provide advice, information and ideas to the PIA WA Divisional Committee and PIA staff for consideration.

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## 4. Membership

WPN WA membership is open to all individuals who wish to connect, inspire and support women in the planning and built environment industry, and to advocate for, and contribute to equitable and inclusive cities and regions.

WPN WA membership is not officially recorded but is generally comprised of those who follow the WPN WA social media accounts and/or subscribe to the WPN WA emails.

## 5. Leadership Group Composition

The WPN WA Leadership Group is made up of passionate volunteers who assist with the planning, organisation and delivery of various WPN WA initiatives. The WPN WA Leadership Group comprise a minimum of 12 WPN WA members, elected to the following roles:

- Convener;
- Co-convener; and
- Administrator.

At least one of the abovementioned roles must be held by a PIA WA Divisional Committee member.

The Leadership Group should be representative of its diversity and inclusivity mandate by comprising:

- Majority female representatives;
- A range of professionals from various sectors (i.e. government, private, academia and not-for-profit) and career stages; and
- A diverse personal representation (e.g. age, ethnic/cultural background, disability).

The Leadership Group will aspire to have a targeted representation of:

- At least 3 members from (working and/or residing in) the Perth-Peel metropolitan area; and
- At least 3 members from (working and/or residing in) regional areas of Western Australia.

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## 6. Nomination Process

IWPN Members may self-nominate to join the Leadership Group, when a position is vacated, at any time. Generally, nominations for the Leadership Group are called for annually, via an expression of interest (EOI) period. This process is undertaken at the discretion of the Leadership Group, subject to the need for additional Leadership Group members to fulfill the requirements of the Terms of Reference.

Nominees are to complete a Nomination Form (via the WPN WA website) by the closure of the EOI process. The EOI period is to be open for a minimum of 30 days. Nominations received after the closure date may not be accepted.

Information to be submitted generally includes the following:

- Contact details;
- Why they want to join the Leadership Group; and
- What they would bring to the Leadership Group (skills, experience, areas of knowledge, relationships/contacts etc.) and what ideas they have.

Following the closure the EOI period the Convenor and the Deputy or Co-Convenor will review the nominations and deliberate. The Leadership Group has no obligation to accept nominees.

Following the deliberation period, the Leadership Group will make contact with all nominees and advise them of the outcome of their nomination.

## 7. Member Term

Leadership Group members will volunteer for a term of two years, but may renominate without restriction.

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# 8. Member Responsibilities

The Leadership Group will elect a Convenor, a Deputy or Co-convenor and Administrator at its first meeting each financial year, or when the position is vacated. Should such nominations exceed the number of positions available, the Leadership Group will vote for and elect its preferred nominees to those respective roles.

All Leadership Group members should:

- Regularly attend and contribute to Leadership Group meetings (at least 60%);
- Regularly attend WPN WA activities;
- Actively contribute to the planning, organisation and delivery of WPN WA initiatives including but not limited to events, communications, advocacy related initiatives;
- Actively contribute to and participate within at least one sub-group;
- Actively promote the WPN WA and PIA to women working and studying in planning and allied professions; and
- Identify opportunities for the WPN WA and PIA to build diversity in the profession and contribute to equitable and inclusive cities and regions.

# 9. Meeting Procedure

The Leadership Group should meet not less than five times per financial year or as otherwise agreed by the Leadership Group. Sub-groups shall meet on an as needed basis to progress initiatives.

The Administrator will prepare and distribute the agenda and supporting papers to Leadership Group members at least two working days before each meeting. Minutes will be distributed to Leadership Group members within one week after each meeting, for approval

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## 10. Reporting

A representative of the Leadership Group can be invited to attend all (or as appropriate) PIA WA Division Committee meetings and will report on relevant WPN WA activities/initiatives. Otherwise, the PIA WA Division Committee member(s) on the Leadership Group will undertake the liaison role between WPN WA and the PIA Division Committee on an as needed basis.

An Activity Report is to be prepared by the Leadership Group at the conclusion of each financial year to report on key WPN WA activities and plans for the next year. The Activity Report is to be submitted to PIA WA staff for circulation to the PIA WA Divisional Committee.

## 11. Review

The WPN WA Terms of Reference is to be reviewed each financial year, or when deemed necessary by the Leadership Group. Amendments to the Terms of Reference are to be approved by the Leadership Group at its meeting.