

By-Laws

26 November 2024 v21.1



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Preamble

The National Board of Directors (the Board) is responsible for governing the affairs of the Planning Institute of Australia (PIA) to deliver the objectives of PIA, in accordance with the provisions of the Constitution and these By-laws.

The Board is the ultimate decision-making body of PIA and is governed by the Constitution. The Board is responsible for overseeing the affairs of the organisation and setting strategic direction and goals for the delivery of services to Members and in promoting the value of good planning to the community.

These By-laws are made pursuant to the Constitution and provide internal guidance and direction for the orderly conduct of the affairs of PIA, including its Board Committees, Divisions, Branches and Networks.

In the event of a conflict between the Constitution and these By-laws, the Constitution takes precedence.

1. Membership

PIA membership is divided into a range of grades based on levels of qualification and experience. These grades fall into two broad classes of membership. This enables those engaged and interested in the planning profession to be involved in PIA throughout their careers.

1.1. Member Class

The **Member** class allows people to vote and to hold office within PIA as well as receive Member benefits and services. The grades within the Member class include:

- 1.1.1 **Registered Planner**, obtained after successfully completing competency based assessments and demonstrating sufficient professional experience.
- 1.1.2 **Full Member**, (also referred to as “Corporate Members”) obtained after demonstrating a sufficient level of qualification and experience to meet the entry criteria.
- 1.1.3 **Fellow**, which may be awarded by the Board to long-standing Full Members in recognition of the Member’s significant contribution to PIA and the profession by championing the role of planning in Australia’s future through strong leadership, advocacy and contemporary planning education and who have consistently upheld the values of the Institute.
- 1.1.4 **Life Fellow**, which may be awarded by the Board to long-standing Fellows as recognition of having created a legacy of lasting positive change in planning and distinguished service to both PIA and the profession as a whole.

1.2. Associate Class

Associates receive basic PIA benefits and services but are not able to be an Office Bearer. The grades within this class include:

- 1.2.1 **Student**, (full time or part time), being persons in their first course of study relating to planning, for the time being;
- 1.2.2 **Graduate**, being persons who have completed their first course of study relating to planning but who do not have sufficient experience to qualify as a Full Member for the time being;
- 1.2.3 **Honorary Fellow**, being an individual who is granted that status by the Board, as recognition of distinguished scientific, artistic, literary, political or other eminent attainments and whose activities promote or have promoted the aims and objectives of the Institute, and who is not otherwise eligible to be a Member of PIA;
- 1.2.4 **Affiliate**, being such persons who have an interest in the planning profession, but may not fit into one of the other categories of membership;
- 1.2.5 **Para-Planner**, being persons who are studying or have completed a para-planner course, and/or who are working as para-planners;
- 1.2.6 **Allied Professional**, non-planners currently working in the built-environment sector and do not intend to gain formal planning qualifications.

1.3. Use of PIA Honorific Designations

To signify the various grades of membership to which a member may belong, Members and Associates are encouraged to use the appropriate PIA honorific in their formal communications, noting that some grades of the Associate class of membership do not include the right to use an honorific designation.

1.3.1 Members are entitled to use the following abbreviated forms of designation:

Grade	Honorific
Registered Planner	RPIA
Registered Planner Fellow	RPIA (Fellow)
Registered Planner Life Fellow	RPIA (Life Fellow)
Full Member	MPIA
Fellow	MPIA (Fellow)
Life Fellow	MPIA (Life Fellow)

The following honorifics are phasing out and will be invalid for use after 30 June 2018 and Members using these honorifics beyond that date will be subject to Clause 1.3.6:

- a. Fellow – FPIA
- b. Life-Fellow – LFPIA
- c. Certified Practicing Planner “CPP” suffix applied in addition to any other honorific.

1.3.2 Associates will be entitled to use the following abbreviated forms of designation:

Grade	Honorific
Graduate	PIA (Assoc.)
Student	
Affiliate	PIA (Para-Planner)
Para-Planner	
Honorary Fellow	PIA (Hon Fellow)

The following honorifics are phasing out and will be invalid for use after 30 June 2018 and Associates using these honorifics beyond that date will be subject to Clause 1.3.6:

- a. Graduate – PIA (Graduate)
- b. Student – PIA (Student)
- c. Affiliate – PIA (Affiliate)

1.3.3 Other grades of Associates are not entitled to use a PIA honorific.

1.3.4 Members and Associates must only use the honorific relevant to their grade of membership.

1.3.5 Where a Member or Associate resigns their PIA membership, has their membership suspended or removed, or their Membership Fees falls into arrears, they are not entitled to use the membership honorific until their membership status has been reinstated.

1.3.6 Inappropriate or incorrect use of a PIA honorific is a breach of the PIA By-laws, and appropriate action may be taken to rectify the breach including disciplinary action.

1.4. Divisional Membership

Members and Associates can belong to only one (1) Division at any point in time, and that Division is based on the address that they notify PIA of for the purpose of the Register of Members and register of Associates.

- 1.4.1 Members and Associates whose recorded address is not located within the territory of an Australian-based Division will be recorded as belonging to the International Division.
- 1.4.2 Any Member or Associate of the International Division who returns to the territory of an Australian-based Division must inform the CEO in writing and will become a Member or Associate of that Australian-based Division where their address is recorded.

[See also section 8.4 of the Constitution for further information on membership.](#)

1.5. Admission and Transfer of Members

- 1.5.1 The Board must be satisfied that the professional knowledge, experience and conduct are appropriate before deciding to admit or transfer a candidate to the appropriate category as either a Member or an Associate.
- 1.5.2 All applications for admission as a Member or Associate, or for the transfer of grade of membership, are to be conducted in accordance with the Code of Membership, with the exception of elevation to Fellow, Life Fellow or admission as an Honorary Fellow, which are matters for the determination of the Board as set out in Section 1.6.
- 1.5.3 A membership application for admission or transfer from one grade of membership to another must be in a form prescribed by the Code of Membership.
- 1.5.4 The required Membership Fees must be paid to give effect to the membership.
- 1.5.5 A certificate of membership will be issued, subject to Clause 1.5.4 and 1.5.8, upon approval of the admission or transfer to the grades of Full Member, Fellow and Life Fellow. The certificate will be valid only for the period these Members remain on the Register of Members.
- 1.5.6 Where an application fails to meet the requirements for admission or transfer to a grade, PIA will notify the applicant in writing and will attempt to find a suitable alternative grade or category of membership for the applicant.
- 1.5.7 Where a suitable grade or category of membership for an applicant cannot be achieved in relation to 1.5.6, PIA will notify the applicant in writing, recording the reason the application was rejected.
- 1.5.8 The Board reserves the right to deny admission or transfer on grounds including skills, character and previous conduct.
- 1.5.9 Where a Member fails to comply with the professional development requirements of a grade in accordance with Section 3, or the ongoing requirements of a grade as specified in the Code of Membership, the Board may transfer the Member to another grade of membership within the Member class.
- 1.5.10 If the Board determines (in accordance with Section 1.11 or 1.12) that a Member has failed to uphold either the standards set out in the Code of Professional Conduct or the requirements of these By-

laws, or has brought PIA into disrepute, the Board may transfer the Member to another grade of membership within the Member class.

- 1.5.11 Where a Member has been subject to a transfer of membership pursuant to Clause 1.5.9 or 1.5.10, the process for restoration to a former grade will be in a manner determined by the Board from time to time.
- 1.5.12 The Board may transfer Para-Planner Associates who no longer meet the eligibility criteria for the Para-Planner grade into another grade in the Associate Class. This task may be delegated to the CEO.

[See also section 10 of the Constitution for further information on membership.](#)

1.6. Elevation to Fellow, Life Fellow and Admission to Honorary Fellow

- 1.6.1 The Board may elevate Members to the Fellow or Life Fellow grade to recognise those members who have made a significant contribution to PIA and the profession by championing the role of planning in Australia's future through strong leadership, advocacy and contemporary planning education and who have consistently upheld the values of the Institute.

Standard Criteria for Fellows and Life Fellows

- 1.6.2 All candidates must have:
- a. demonstrated commitment to PIA by a significant and direct personal contribution to PIA through active participation in a range of professionally relevant activities over an extended period of time; and
 - b. demonstrated significant and direct personal contribution to the profession through achievement under at least two of PIA's Strategic Pillars, which are:
 - i. Championing the profession to non-planners
 - ii. Being a thought leader for the profession
 - iii. Advocating & lobbying for the profession
 - iv. Educating & training planners
 - c. demonstrated integrity in all personal and professional conduct; and
 - d. consistent attainment of PIA's mandatory Continuing Professional Development points.
- 1.6.3 A nomination of a Member to be elevated by the Board must be endorsed by one nominator and three seconders who are all PIA Members or Associates.
- 1.6.4 The Board may consider variations to the length of membership in exceptional cases.

Fellow specific criteria

- 1.6.5 In addition to the criteria at 1.6.2, Fellow nominees should have been a Full Member for a minimum of ten (10) years (not necessarily consecutive).

Life Fellow specific criteria

- 1.6.6 In addition to the criteria at 1.6.2, Life Fellow nominees should also:
- a. already be a Fellow;
 - b. have a minimum thirty (30) years membership of PIA as a Full Member (not necessarily consecutive); and
 - c. have created a legacy of lasting positive change in planning, substantiated by testimonials from at least two Fellows.
- 1.6.7 The Board may select Full Members for elevation directly to Life Fellow only in exceptional circumstances based on merit.

Honorary Fellows

- 1.6.8 Honorary Fellows are elected by the Board, on advice from the President or Division Committees, and are distinguished by scientific, artistic, literary, political or other eminent attainments and whose activities promote or have promoted the aims and objectives of PIA, and who are otherwise not eligible to belong to the Member class.

Nomination Processes

- 1.6.9 Recommendations to the Board for elevation to Fellow, Life Fellows and Honorary Fellows by the President or Division Committee:
- a. Can be made at any time; and
 - b. Should be on the required form addressing each of the required criteria and supported by any relevant material for the Board's consideration.
- 1.6.10 Nominations can be made and considered in accordance with these By-laws. As a transition arrangement, until 30 April 2022 nominations can also be made and considered in accordance with the previous By-laws dated 6 August 2021.

1.7. Register of Members

- 1.7.1 For the purposes of Clause 10 of the Constitution, PIA maintains an online database system as the Register of Members and register of Associates.
- 1.7.2 A candidate who is admitted or transferred pursuant to Clause 1.5 will be notified in writing by the CEO and enrolled on the register within two (2) months.

1.8. Reciprocity of Membership

- 1.8.1 The Board may enter a reciprocity agreement with a kindred body, which prescribes the conditions for admission of Members of that body and will be reciprocated both ways. Such agreement shall become an Appendix to the Code of Membership.

1.9. Membership Fees

- 1.9.1 Every member of PIA, from both the Member and Associate class, will pay an annual Membership Fee, with the exception of the grades of Life Fellow and Honorary Fellow.

- 1.9.2 The Board will determine the amount of the annual Membership Fee for each grade of membership.
- 1.9.3 The Board may determine that the Membership Fee will vary between Australian-based Divisions and the International Division, having regard to the level of service provided to those members.
- 1.9.4 No application for transfer of grade of membership will be dealt with while the member's fees are in arrears.
- 1.9.5 All annual fees are due at a date fixed by the Board (being not earlier than July 1) and are payable within one (1) month of the due date.
- 1.9.6 The Board may determine an administration charge to be applied from any specified date thereafter.
- 1.9.7 The first Membership Fee for a new member will be determined according to the month of the year in which that member was admitted.
- 1.9.8 Where a member has been transferred in grade, the fees already paid will be taken into account.
- 1.9.9 The Board may determine that any member of any grade be exempted either wholly or in part from the payment of annual fees because of ill-health, maternity/paternity leave, part-time employment, unemployment, retirement or other sufficient cause. This task may be delegated to the CEO.

[See also Section 8.3 of the Constitution for further information on membership.](#)

1.10. Professional Conduct

- 1.10.1 The standards for professional conduct and ethics which PIA expects its Members and Associates to uphold are set out in the Code of Professional Conduct ("the Code").
- 1.10.2 The content of the Code is determined by the Board.
- 1.10.3 All Members in the Member grades, and Para-Planner Associates must behave in accordance with the Code.
- 1.10.4 Associates other than Para-Planner Associates will, so far as their position allows, uphold the aims and objectives of PIA and act in accordance with the spirit and intent of the Code.
- 1.10.5 Alleged breaches of the Code by Members and Para-Planner Associates will be investigated in accordance with the process set out in Section 1.11, and if following an investigation the Board is satisfied that a breach has occurred, the Board may impose a range of disciplinary actions including suspension and expulsion.
- 1.10.6 Other complaints against Members or Associates, including alleged breaches of the Code by Associates other than Para-Planner Associates, will be investigated in accordance with Section 1.12.

1.11. Alleged Breach of Code of Professional Conduct

- 1.11.1 Complaints are required to be in writing and all such written complaints addressed to the CEO. The complaint is to include at least the following:
 - Name of the person making the complaint (the Complainant)
 - Address of the Complainant

- Contact details including both a phone number and email address for the Complainant
- Name of the person who the complaint is made against (the Respondent)
- Statement outlining the reasons and evidence as to why and how the Complainant believes the Respondent has breached the Code, citing the relevant provisions of the Code
- Declare any relationship or interest that the Complainant has with either the Respondent or with the PIA
- State the nature of the Complainant's interest in the matter of the complaint
- If the Complainant is submitting a complaint on behalf of an organisation, a letter of authorisation from that organisation instructing the Complainant to make the complaint.

The complaint should include all relevant information as further information will not be accepted from the Complainant unless PIA or the Panel request it.

- 1.11.2 The Complainant must be informed that the complaint may be provided to the Respondent. This statement should be included on any template provided for the purpose of lodging a complaint.
- 1.11.3 A complaint about a matter will be considered by PIA no more than once. When a matter has been duly considered and closed at any stage according to these By-laws, it will not be reopened, and further complaints made about the closed matter, by the original Complainant or another Complainant, will not be heard. If a new Complainant submits a complaint about the same matter and raises new facts, issues or alleged breaches of the Code, it would be investigated as a new and separate complaint.
- 1.11.4 The investigative process will be paused during any periods of Office closure.
- 1.11.5 When a complaint alleging a Respondent has breached the Code is received by the CEO, the CEO shall firstly make a determination about the complaint meeting the requirements of clause 1.11.1.
- 1.11.6 Upon acceptance that the requirements meet clause 1.11.1, the CEO shall confirm the Respondent's membership class, grade and financial status.
- 1.11.7 If the Respondent is not a Member or Para-Planner Associate, then PIA does not have jurisdiction to consider the matter and no further action can be taken. The CEO shall, within five (5) business days of receiving the complaint, write to the Complainant confirming receipt of their complaint and advising that the Respondent is not subject to the Code and that no further can be taken.
- 1.11.8 If the Respondent is a Member or Para-Planner Associate, the CEO shall, within five (5) business days of receiving the complaint:
- a. write to the Complainant confirming receipt of their complaint and advising the Complainant that the Respondent is subject to the Code and the complaint will be dealt with in accordance with these By-laws; and
 - b. at the same time as advising the Complainant, also write to the Respondent confirming that an alleged breach of the Code has been made against them and that in accordance with the By-laws an Investigation Panel will be convened, and enclose a copy of the complaint.
- 1.11.9 The CEO shall, within fourteen (14) business days of advising the Complainant and the Respondent, cause a Panel to be established.
- 1.11.10 Panels should comprise of a minimum of three (3) Members from the Registered Planner, Fellow or Life Fellow grades.

- 1.11.11 The identity of Panellists will not be disclosed to either the Complainant, the Respondent or their representatives.
- 1.11.12 The Panel within a further seven (7) business days, will in the first instance review the complaint (initial review).
- 1.11.13 At any time during the initial review the Panel, via the CEO, may request further information from the Complainant, allowing a further seven (7) business days for the Complainant to provide the information to the CEO, and a further three (3) business days for the CEO to convey the information to the Panel.
- 1.11.14 If no further information is provided within the seven (7) business days following the request made in accordance with clause 1.11.13, the Panel will assume there is no further information to be provided.
- 1.11.15 The initial review by the Panel shall determine either:
 - a. no prima facie case exists to warrant a full investigation; or
 - b. the complaint warrants a full investigation.
- 1.11.16 If the Panel determines (in accordance with Clause 1.11.15(a)) that the complaint does not require investigation, this recommendation must be conveyed in writing to the CEO within five (5) business days of carrying out the initial review.
- 1.11.17 The CEO must within three (3) business days of receiving the Panel's recommendation, consider the recommendation and either advise the Respondent and the Complainant in writing that no full investigation will be carried out as no prima facie breach of professional conduct was identified, or confer with the Panel.
- 1.11.18 If the Panel determines (in accordance with Clause 1.11.15(b)) that the matter requires a full investigation, it shall within five (5) business days of the initial review, recommend that the CEO, within three (3) business days, notify the Complainant and the Respondent and request that the Respondent provide a written explanation and response to such alleged breach to the Panel within fifteen (15) business days.
- 1.11.19 The Panel shall not proceed with its investigation until the Respondent's response has been received in writing and considered, or until a period of thirty (30) business days has elapsed without a reply from the Respondent.
- 1.11.20 The CEO shall forward the Respondent's response to the Panel within three (3) business days of receiving it.
- 1.11.21 Upon receipt of the Respondent's response, the Panel must complete the full investigation including preparing a final report and delivering it to the CEO within fifteen (15) business days. The report should include recommendations on actions that should be carried out regarding the complaint.
- 1.11.22 During the full investigation, the Panel may, at its sole discretion, seek further information as they think fit from:
 - a. the Respondent,
 - b. the Complainant, or
 - c. other persons as it so determines.

If no further information is provided within seven (7) business days following a request, the Panel will assume there is no further information to be provided.

1.11.23 The Panel must as part of its report determine whether:

- a. the Respondent has breached the Code; or
- b. the Respondent has not breached the Code.

1.11.24 If the Panel has determined a breach in accordance with clause 1.11.23(a) then the Panel must make a recommendation in the report regarding the course of action being:

- a. despite being satisfied that a breach has occurred, the matter is not sufficiently serious to warrant the Respondent's suspension or expulsion;
- b. the Respondent be suspended from the rights and privileges of membership for such period as determined by the Board;
- c. the Respondent be removed as a Member or Associate; and/or
- d. any other recommendation the Panel feels is appropriate.

1.11.25 If the Panel has determined that no breach of the Code has occurred in accordance with clause 1.11.23(b), it may choose to recommend to the Board that further advice be provided to the Respondent regarding the Respondent's conduct.

1.11.26 Upon receipt of the Panel's report, the CEO will within five (5) business days advise the Board of the Panel's recommendations.

1.11.27 The Board, based on the Panel's report, must resolve within 10 (ten) business days of receipt of the Panel's report (subject to a two-thirds majority) that either:

- a. it accepts the recommendations of the Panel regarding the course of action; or
- b. it will determine its own course of action.

1.11.28 Within five (5) business days of the Board making its determination under Clause 1.11.27, the CEO is to write and advise the Respondent and the Complainant.

1.11.29 If the Board determines, in accordance with Clause 1.11.27, to remove the Member, the process to remove the Member must be carried out in accordance with clause 8.5(b) of the Constitution and Clauses 1.12.13 – 1.12.15 of these By-laws.

1.11.30 In appropriate circumstances the CEO can at their discretion vary any of the timeframes presented in this Section.

[See Clauses 1.12.9 and 1.12.10 for further details on the consequence of membership suspension and Clauses 1.12.12 and 1.12.13 on the consequence of expulsion.](#)

1.12. Suspension or Expulsion of Members and Associates

1.12.1 The Board has the power to suspend, or convene a meeting of Members to remove (in accordance with the Clause 9.4 or 9.5 of the Constitution), any Member who in the opinion of the Board has failed to observe the requirements of these By-laws or has brought PIA into disrepute.

- 1.12.2 The Board has the power to suspend or remove any Associate who in the opinion of the Board has failed to observe the requirements of these By-laws or has brought PIA into disrepute.
- 1.12.3 The Board may from time to time appoint a committee to investigate any complaint against a Member or Associate in relation to an alleged breach of these By-laws or of bringing PIA into disrepute. The Board can also investigate any such complaint itself.
- 1.12.4 The Board or appointed committee may request the CEO to give particulars in writing of the improper conduct or breach of the By-laws alleged against the Member or Associate of whom the complaint has been received.
- 1.12.5 The Member or Associate against whom the complaint has been received will be provided the opportunity to provide in writing a full explanation and answer to the allegation to the CEO no less than twenty-one (21) days after being served notice.
- 1.12.6 The Board will give the Member or Associate the opportunity to be heard in his or her own defence.
- 1.12.7 Following this opportunity, and if the Member or Associate provides their explanation, the Board or committee determine whether a breach has occurred. If the matter is heard and determined by the committee such committee will report its determination in writing to the Board which may either confirm or reject such determination.
- 1.12.8 If the Member or Associate fails to furnish an explanation within the time specified under Clause 1.12.5 any committee appointed to investigate the complaint shall report to the Board the failure by the Member or Associate to furnish such explanation. The Board will determine whether a breach has occurred.
- 1.12.9 The Board may determine in accordance with Clause 1.12.7 or Clause 1.12.8 of these By-laws that a breach has occurred. If so, the Board may resolve in one of three ways:
- a. that although it is satisfied that a breach has occurred, the matter is not sufficiently serious to warrant the suspension or expulsion of the Member or Associate; or
 - b. subject to a two-thirds majority of Director votes, that such Member or Associate be suspended from the rights and privileges of membership of PIA. This may be for any period the Board determine; or
 - c. that the Member or Associate be expelled from PIA.
- 1.12.10 Any Member or Associate suspended in accordance with these By-laws will have no right to:
- a. vote at any meeting;
 - b. hold any office in PIA; and
 - c. have or exercise any of the other rights or privileges of membership during the period of suspension.
- 1.12.11 Any Member or Associate suspended in accordance with these By-laws will remain liable for the payment of any outstanding fees.
- 1.12.12 Where the Board resolves to remove a Member, it should be carried out in accordance with clause 9.5 of the Constitution.

- 1.12.13 Any Member expelled from PIA in accordance with this By-law and clause 9.5(c) of the Constitution will cease to be a Member of PIA and that Member's name will be removed from the Register and will have henceforth no rights in PIA.
- 1.12.14 The CEO will give notice in writing to any Member suspended or expelled in accordance with this By-law.
- 1.12.15 Where the Board resolves to remove or suspend an Associate in accordance with this By-law, the CEO will give notice in writing to the Associate, the Associate will cease to be a member of PIA and that member's name will be removed from the register of Associates and will have henceforth no rights in PIA.

1.13. Reinstatement and Readmission

- 1.13.1 Any Member or Associate who has been removed from the Register of Members or register of Associates under Section 1.12 may apply for readmission in a form prescribed by Section 1.5.
- 1.13.2 Any Member or Associate who is readmitted in accordance with this By-law must pay all outstanding debts to PIA when their name was removed from the register, together with all fees required in accordance with these By-laws.
- 1.13.3 Any Member or Associate who applies under this By-law must:
- a. satisfy the relevant membership criteria and experience requirements of the grade of membership to which they are seeking reinstatement or readmission; and
 - b. satisfy the Board that they are a suitable candidate for PIA membership, having particular regard to their character and conduct of the candidate in relation to the Code of Professional Conduct and any previous matters regarding breaches of the Code and/or By-laws.

2. Education and Accreditation of Courses

PIA aims to promote the study of planning and the improvement of the skills of practicing planners in Australia. To achieve these aims PIA accredits Australian tertiary education courses that are considered to provide an adequate foundation of theory and practical skills to allow graduates to work as planners in the field of urban and regional planning.

2.1. Accreditation Policy

The 'Policy for the Accreditation of Australian Planning Qualifications' sets out the policies and procedures for the accreditation of educational qualifications for urban and regional planners. The policy is a Code of PIA under Clause 5.2.3.

2.2. Accreditation Register

A register of accredited courses is published and maintained on the PIA website.

3. Professional Development

PIA recognises that planners need to maintain and enhance their professional knowledge and skills as their careers progress, and as the planning profession embraces new and broader ranges of knowledge, skills, values and technologies. PIA is committed to ensuring that its Members have the capacity and capability to carry out their professional duties, and so places a strong emphasis on professional development.

3.1. CPD Policy

The standards for professional development for PIA Members are set out in the PIA Continuing Professional Development Policy. The policy is a Code of PIA under Clause 5.2.3.

3.2. Requirement to Undertake Professional Development

PIA Members are required to undertake professional development in accordance with the standards set out in the Continuing Professional Development Policy.

3.3. Discipline

The process for failure to comply with the standards for professional development is described within the Continuing Professional Development Policy.

4. Vacant

5. Board of Directors

5.1. Delegations of Authority

- 5.1.1 In accordance with the Constitution the Board has the power to delegate such powers and authorities as it thinks fit, and the limits of those delegations shall be recorded in the Delegations of Authority Policy.

5.2. Power to Make Codes

PIA creates Codes to provide a set of standards and guidelines for how the activities of the organisation should be carried out, including the conduct of its Members.

- 5.3.1 The Board can prepare Codes or amend Codes to implement any part of these By-laws.
- 5.3.2 The Board can adopt Codes or amend Codes, except for the Code of Professional Conduct which must be endorsed at a Special or Annual General Meeting by the Members.
- 5.3.3 For the purpose of this By-law, the following are considered Codes of PIA:
- a. Code of Membership
 - b. Code of Professional Conduct
 - c. Continuing Professional Development Policy
 - d. Policy for the Accreditation of Australian Planning Qualifications.
- 5.3.4 In the event of a conflict between any Code and these By-laws or the Constitution, the Constitution and then the By-laws take precedence.

5.3. Vice-President(s)

- 5.3.1 The Board may choose to elect annually Vice-Presidents from among the Directors on the Board who are Members.
- 5.3.2 Vice-Presidents can only hold office whilst being a Director of the Board and a Member of PIA.

5.4. Establishing a Board Committee

In accordance with the Constitution the Board may delegate any of its powers to committees, including the three (3) already established in the Constitution, being:

- a. Finance, Audit and Risk Management Committee;
- b. Policy and Advocacy Committee; and
- c. Education Committee.

The Board, in accordance with clause 27.4 (Delegation to Committees) of the Constitution, must include at least one (1) Director on the committee.

- 5.4.1 When establishing a Board Committee, the Board must approve written Terms of Reference which include, but not be limited to:
- a. Purpose

- b. Role
- c. Authority
- d. Composition
- e. Responsibilities
- f. Meeting Procedures
- g. Reporting to the Board.

5.4.2 In the event of a conflict between a committee's Terms of Reference and the Constitution and/or these By-laws, the Constitution and in turn these By-laws take precedence.

5.5. Emerging Planner Director Appointment

5.5.1 In accordance with the Constitution, the Board may choose to seek advice from Emerging Planners regarding the nominations received for the Emerging Planner Director position. This may involve the Board, via the CEO, asking a committee of Emerging Planners Network Convenors (subject to any conflict of interest) to review the nominations and make a recommendation to the Board regarding the suitability of candidates, or any other process of seeking advice from Emerging Planners as the Board may determine from time to time.

5.6. Unconstitutional Acts by Committee or Office Bearers

- 5.6.1 The Board will investigate any alleged or apparent irregularity or unconstitutional act of any PIA committee or Office-Bearer coming within its knowledge, including but not limited to a breach of confidentiality or undisclosed conflict of interest. If the Board thinks fit, it will call upon that committee or Office-Bearer for an explanation. If it is satisfied that a breach has been committed the Board will notify the offending committee or Office-Bearer and require compliance with the Constitution and these By-laws.
- 5.6.2 Where any committee or Office-Bearer fails to comply, the Board can dissolve the alleged committee or remove from office the alleged Office-Bearer and appoint in substitution another committee or Office-Bearer.
- 5.6.3 This By-law will apply to all committees, sub-committees and Office-Bearers of or within PIA including those of any Board Committee, Division, Branch or Network.

6. Divisions

Divisions are the geographic areas aligned with Australia's state and territory jurisdiction boundaries (and the International Division) within which PIA's business is conducted. The purpose of Divisions is to provide engagement with members at a geographic level within a national framework, including involvement in the delivery of:

- a. professional development;
- b. policy formulation and advocacy;
- c. promotion of the interests of profession; and
- d. member services.

A list of Divisions is provided at clause 28.1 of the Constitution.

6.1. DIVISION MEETINGS

- 6.1.1 Meetings of the Members of the Division may be called by resolution of the Division Committee or at other such times and places as determined by the Board.
- 6.1.2 A Division Meeting shall be chaired by the Division President, or in the absence of the Division President, the Division Vice-President, or where both are absent, a Member of the Division Committee agreed by the Members present.
- 6.1.3 The business of a Division Meeting may include:
 - a. a report by the Division President of the activities of the Division;
 - b. any business brought forward by a Member that was notified in writing to the Division President at least four (4) weeks prior to the meeting.

6.2. Notices of Meetings

- 6.2.1 No later than forty-nine (49) days prior to a Division Meeting a call for agenda items is to be distributed to all eligible Division Members. The call for agenda items in writing shall close no later than twenty-eight (28) days prior to the Division Meeting.
- 6.2.2 All Members are to be given at least 21 days' notice in writing, which may be by way of electronic channels of communication, of a Division Meeting. The notice must specify the place, day and hour of the meeting and the business proposed for consideration.

6.3. Quorum

- 6.3.1 Five (5) Members personally present and entitled to vote is a quorum for all Division Meetings.
- 6.3.2 If a quorum is not present within 30 minutes of the notified starting time of a meeting, or is lost during the course of a meeting, the notified business of the meeting may proceed, but any resolutions made after the quorum is lost are subject to ratification at the next meeting.

6.4. Entitlement to Vote

Every eligible Division Member who is present in person or represented by proxy at a Division Meeting is entitled, subject to the Constitution and By-laws, to cast a vote, whether on a show of hands or a poll.

6.5. Voting at a Division Meeting

- 6.5.1 A motion or amendment moved and seconded at a Division Meeting is to be put by the person chairing the meeting and decided by a majority of the Division Members present and eligible to vote on a show of hands.
- 6.5.2 In the case of a dispute as to the admission or rejection of a vote on a show of hands, the person chairing the meeting must determine the dispute and the determination made in good faith will be final and conclusive.
- 6.5.3 In the event of an equality of votes, the person chairing the meeting shall have a casting vote in addition to any vote which he or she is entitled to as a Member.

7. Division Committee

7.1. Role of Division Committees

The role of the Division Committee is to engage with the members in their division to assist in the delivery of PIA's Objects, business plans and corporate obligations.

7.2. Committee Composition

- 7.2.1 Due to the variety in size and geographic spread of Divisions, the desire to involve as many interested members as possible and to provide for their efficient operation, Division Committees will be comprised of at least four (4) members and will not exceed twenty (20) members, with the actual number determined by each Division Committee.
- 7.2.2 The Division Committee shall include the elected and/or appointed:
 - a. Convenor of each active Division Sub-Committee;
 - b. Convenor of each active Branch in the Division;
 - c. Convenor of each active Network in the Division;
 - d. Convenor of the Emerging Planners Network.
- 7.2.3 The Division Committee may resolve to co-opt the chairs of Working Groups, Taskforces and similar groups created by the Division Committee, unless otherwise directed by the Board.
- 7.2.4 The Immediate Past Division President may hold office as a Division Committee member for twelve months after vacating the role of Division President.

7.3. Committee Chairs

- 7.3.1 At the commencement of the first Division Committee meeting following the completion of an election of the Committee in accordance with By-Law 7.5, the Division Committee shall elect a Division President from among their number to be the chair of the Division Committee for a twelve-month term.
- 7.3.2 The Division Committee shall elect from among their number Vice-Presidents to be deputy chairs of the Division Committee.
- 7.3.3 In accordance with Section 1.2, only Members are eligible to be Office-Bearers.

7.4. PIA Director as Committee Member

- 7.4.1 To reinforce the separate roles of the Board and the Division Committees, the Director elected by the Division Members shall be an ex-officio member of the Division Committee and any form of Executive Committee that may operate in the Division. The Director is entitled to receive notices of Division Committee meetings, receive agenda papers and speak at meetings, but is not entitled to vote.
- 7.4.2 Where there are insufficient members willing and able to fill the minimum number of Division Committee members, the Director elected by the Division Members may also be a full member of the Division Committee.
- 7.4.3 Other Directors, such as the President or Emerging Planner Director, may be invited to participate in a Division Committee; however, they can only do so as ex-officio members.

7.5. Election of Committee Members

- 7.5.1 No later than seven (7) days before the issue of a request for nominations pursuant to By-Law 7.5.2 the Division Committee shall confirm the composition of the Division Committee and resolve:
 - a. to seek nominations for sufficient members to ensure the efficient operation of the Division Committee in fulfilling its obligations under these By-laws.
- 7.5.2 Not later than ninety (90) days prior to the Annual General Meeting, the Division's Executive Officer shall circulate to Division members a request for nominations to stand for election to the Division Committee. Division members may self-nominate.
- 7.5.3 Completed nomination forms are to be sent to the nominated office, with nominations closing no later than twenty-one (21) days after the circulation of the request.
- 7.5.4 Nominations should be supported by a written statement from the candidate of up to 250 words supporting the nomination.
- 7.5.5 The Chief Executive Officer shall appoint a returning officer.
- 7.5.6 If the number of nominees exceeds that required for any vacancy, the returning officer shall distribute a ballot paper (in a form consistent with the Constitution) to Members listing the nominees for election to the Division Committee.
- 7.5.7 The election may be conducted by postal and/or electronic means and must allow at least fourteen (14) days and not more than twenty-one (21) days for Members to cast their vote before closing.
- 7.5.8 Votes shall be counted in a manner consistent with the Constitution.
- 7.5.9 Candidates may appear on the ballot for all positions for which they have been nominated. A candidate elected to a position is precluded from election to any subsequent position according to this hierarchy (descending order):
 - a. Director
 - b. Branch Convenor
 - c. Network Convenor
 - d. Sub-Committee Convenor

e. Committee Member

- 7.5.10 Each Division must complete the election of its Committee not less than 28 clear days prior to the Annual General Meeting of the Institute.
- 7.5.11 The results of the ballot shall be promptly notified to members of the Division via electronic newsletter and/or published in the relevant member magazine.

7.6. Commencement of Appointment

- 7.6.1 Division Committee members (excluding Emerging Planners Network Convenors) are appointed for a two-year term.
- 7.6.2 Emerging Planners Network Convenors are appointed for a one-year term.
- 7.6.3 Emerging Planners Network Convenors duly elected in 2015 are not required to retire in 2016 and may complete their two-year term ending in 2017.
- 7.6.4 Duly appointed Division Committee members (including Emerging Planners Convenors) commence their terms no later than the first Division Committee meeting after the Annual General Meeting following the completion of the election pursuant to By-Law 7.5.10.

7.7. Retirement

- 7.7.1 Division Committee members will retire at the end of their term and may nominate for re-election.
- 7.7.2 Co-opted Committee members must retire prior to the first Division Committee meeting following the completion of the next election pursuant to By-Law 7.5, but are able to be re-co-opted to the Division Committee for up to a maximum of four (4) consecutive years.

7.8. Resignation

A Division Committee member may resign by informing the Division President in writing of their resignation.

7.9. Vacancies

- 7.9.1 If a Division Committee member is absent from three (3) consecutive ordinary meetings of the Division Committee without having been granted leave of absence by the Division Committee, the Division Committee may, by resolution carried by at least two-thirds of the total number of Division Committee members, declare that Committee member's position vacant.
- 7.9.2 A Division Committee member whose position is declared vacant pursuant to By-Law 7.9.1 has an appeal right to the Board.
- 7.9.3 The Division Committee may co-opt a Division member to fill a vacancy.
- 7.9.4 In the circumstance where the vacancy will affect the ability to constitute a quorum the Division Committee must seek to fill that vacancy.

7.10. Minutes

- 7.10.1 The Division Committee must ensure minutes are kept for all resolutions and proceedings of Division Meetings and of Division Committee meetings and those minutes are to be confirmed at the next meeting.

8. Division Committee Meetings

8.1. Frequency of Meetings

The Division Committee is to determine when ordinary Division Committee meetings will be held. However, there are to be at least four (4) meetings of the Committee each calendar year.

8.2. Notices of Meetings

- 8.2.1 All Division Committee members are to be given at least one (1) weeks' notice in writing of each meeting of the Committee.
- 8.2.2 Shorter periods of notice of meetings are allowable where there is on each occasion unanimous agreement by the Committee members and this resolution is recorded in the minutes.

8.3. Chairperson

- 8.3.1 The Division President will act as chairperson for all meetings of the Committee.
- 8.3.2 In the event the Division President is not present within 10 minutes of the time appointed for holding the meeting without explanation, or is unable or unwilling or refuses to act, the Vice-President will act as chairperson for the meeting.
- 8.3.3 In the event the Division President and any Vice-President are not present within 15 minutes of the time appointed for holding the meeting without explanation, or are unable or unwilling or refuse to act, the Committee members must elect a chairperson for their meeting amongst themselves.

8.4. Quorum

The quorum for a Committee meeting is the greater of the next whole number after one-third of the Committee members in office; or, a minimum of three (3) Committee members, whichever is the greater.

8.5. Circulated Resolutions (Postal & Email)

- 8.5.1 A resolution in writing signed by all Committee members, or other written evidence of consent given by all Committee members (not being less than a quorum), is as valid and effectual as if it had been passed at a meeting of the Committee members duly held. That resolution may consist of several copies of a document each signed (including by "email" under the account of a Committee member) by one or more Committee members.

8.6. Meeting Procedures

The Division Committee may determine protocols and procedures for meetings of the Division Committee (including use of technology) where matters are not covered by the Constitution and By-laws of PIA.

9. Division Sub-Committees

9.1. Membership and Terms of Reference

- 9.1.1 The Division Committee may delegate any of its powers to a Sub-Committee consisting of Division Committee members or other persons as the Division Committee sees fit. Any Sub-Committee formed must comply with the regulations that may be imposed on it by the Division Committee.
- 9.1.2 All Sub-Committees shall be provided with written terms of reference as determined by the Division Committee, which should include, but not be limited to:
- a. Purpose
 - b. Role
 - c. Authority
 - d. Composition
 - e. Responsibilities
 - f. Meeting Procedures
 - g. Reporting to the Division Committee.
- 9.1.3 In the event of a conflict with any specified Sub-Committee's terms of reference and the Constitution and/or these By-laws, the Constitution and then the By-laws take precedence
- 9.1.4 The chair is the Sub-Committee Convener who shall provide the Division Committee with appropriate written records of its proceedings.

10. Branches

Division Committees may establish Branches on a geographic basis. The role of a Branch is to assist the Division Committee to engage with members in their geographic area and to assist in the delivery of PIA's Objects, business plan and corporate obligations. Branches are accountable to the Division Committee.

- 10.1.1 The Members of each Branch actively operating within the Division are to elect a Branch Convener.
- 10.1.2 The Branch Convener serves as a member of the Division Committee.
- 10.1.3 Subject to ratification by the Division Committee, Branch Conveners may form a local committee to assist in engagement with members.

11. Networks

Networks are groups of members with a shared professional interest consistent with PIA's Objects (for example, the Emerging Planners Network). The purpose of Networks is to provide a supportive environment for members to share knowledge, experience and ideas at both a local and national level.

- 11.1.1 An application to form a Network by any group of members must be submitted to the Division Committee. The submission must set out the shared interest that forms the basis of the Network, the proposed form of the group and the names of the members who will form the interim committee.
- 11.1.2 Once the establishment of a Network is approved by the Division Committee:

- a. an opportunity is to be afforded to all members to indicate their interest in participating in the new Network; and
- b. the Board shall be advised at its next meeting.

11.1.3 A Convener of an active Network within a Division serves as a member of the Division Committee.

11.1.4 Networks shall be provided with written terms of reference as determined by the Division Committee, which should include, but not be limited to:

- a. Purpose
- b. Role
- c. Authority
- d. Composition
- e. Responsibilities
- f. Meeting Procedures
- g. Reporting to the Division Committee.

11.1.5 Networks actively operating nationally may have a National Convener in addition to Division Conveners.

12. Alteration of By-Laws

Nothing in these By-laws should be construed as implying or creating any privilege, priority or right in favour of any Member to limit the power of PIA at any time to add to, revoke, alter or amend these By-laws in accordance with the Constitution.

13. Definitions

In these By-laws, the following expressions will have the meanings assigned to them, some of which are defined in the PIA Constitution, unless the context otherwise requires:

13.1. Definitions from the Constitution

“**Associate**” means those persons admitted as Associates of the Institute pursuant to **clause 8.2** [of the Constitution].

“**By-laws**” means By-laws of the Institute made under **clause 29** [of the Constitution].

“**Code of Membership**” means the Code of Membership made under the By-laws [clause 5.2].

“**Constitution**” means the constitution [of the Planning Institute of Australia] and all supplementary constituted or amending Constitutions for the time being in force.

“**Corporations Act**” means the Corporations Act 2001 (C'th), as amended from time to time, and any subsequent, then current legislation replacing that Act as the corporations' legislation of the Commonwealth.

“**Director**” means any person occupying the position of a director of the Institute by whatever named called.

“**Directors**” means the Directors for the time being or such number of them as have authority to act for the Institute.

“**Division Committee**” means a management committee for a Division established for the purpose of **clause 28.2(a)** [of the Constitution].

“**Divisional Election**” means the annual election of a Director by the Members within a division except for the International Division.

“**Divisional Meeting**” means a meeting of Members within a Division held according to the rules governing meetings within a Division.

“**Division of the Institute**” means the geographic divisions of Members set out in **clause 28.1** [of the Constitution].

“**Emerging Planner**” means a person admitted as a Member or Associate, but who is within their fifth anniversary of graduation from the first educational qualifications that entitle the person to become eligible to be a Member.

“**Emerging Planner Director**” means the director for the time being appointed under **clause 16.7** [of the Constitution].

“**Financial Year**” means the period of 12 months commencing on 1 July in any year and ending on 30 June in the following year.

“**Institute**” means Planning Institute of Australia.

“**Members**” means persons admitted as Members of the Institute pursuant to **clause 8.1** [of the Constitution].

“**Membership Fees**” means such fees as may be imposed by the Institute from time to time under the By-laws.

“**Office**” means the principal place of business for the time being of the Institute.

“**Person**” has the meaning ascribed to that term by s.22(1)(a) of the Acts Interpretation Act 1901 (C’th).

“**Register**” means the register of Members to be kept pursuant to the Corporations Act.

“**Secretary**” means any person appointed to perform the duties of company secretary of the Institute or any person appointed to act temporarily as such.

13.2. Definitions Used in these By-Laws

“**Board**” means the Board of Directors of PIA.

“**Branch**” means an identified geographic area within a Division, defined by postcode area(s) and recognised by a Division Committee, for the purpose of engaging with members in that area.

“**Business Day**” means a day that is not a Saturday, Sunday or public holiday in the relevant state or territory.

“**CEO**” means the principal officer of PIA or any other person so appointed by the Board.

“**Clause**” means a clause of these By-laws.

“**Codes**” means codes made under these By-laws to govern the administration of PIA by the Board.

“**Division**” means a Division of PIA.

“**Division President**” means the President of the relevant Division elected in accordance with these By-laws.

“**month**” means a calendar month.

“**National Policy**” means a matter determined by the Board to have implications for the Institute or the Members of the Institute in more than one Division and that it is to be dealt with and or implemented through the Board, rather than through the Divisions.

“**Network**” means a group of members with a shared professional interest (for example, the Emerging Planners Network) consistent with PIA’s Objects and established under a Division Committee.

“**Office Bearer**” means any Member holding the honorary office of National or Division President, or National or Division Vice-President in PIA for the time being.

“**officer**” means any salaried employee of PIA.

“**Para-Planner Associate**” means an Associate of the Para-Planner grade.

“**PIA**” means the Planning Institute of Australia.

“**the President**” means the National President of PIA elected in accordance with these By-laws.

“**Retired**” means Members over 60 years of age that have retired from planning practice or are working only occasionally.

“**Section**” means a section of these By-laws.

“**Sub-Committee**” means a sub-committee consisting of Division Committee members or other persons as the Division Committee sees fit.

Version Control

Authorising Entity: Board

Version	Author	Revision Notes	Date Approved
1.	Kirsty Kelly	Original document	1 December 2011
2.	David Williams	Amendment to clause 6.4.1 by adding ' <i>prior to the Annual Division Meeting</i> '	15 March 2012
3.	Kirsty Kelly	Amendment to CPP terminology in Section 4; addition of clause 5.6 regarding the Young Planner Director nomination	15 November 2012
4.	Kirsty Kelly	Board resolution ref: 2012-08-20/7.1 (see clause 5.8.1)	30 November 2012
5.	David Williams	Board resolution ref: 2012-11-29/30 5.1; and 2013-04-07/08 (see clause 1.7)	23 September 2013
6.	Kirsty Kelly	Board resolution ref: 2013-10-21/3.2 (see clause 1.7.6)	14 October 2013
7.	David Williams	Board resolution ref: 2013-09-23/1.4 (see clause 7.4.1)	8 July 2014
8.	David Williams	Board resolution ref:2014-11-28-3.3 (see clauses 1.1 & 1.7)	1 December 2014
9.	David Williams	Board resolution ref: 2015-02-16/4.2 (see clauses 5.4.1 & 5.4.2)	27 March 2015
10.	Brenda Payne	Board resolution ref: 2015-08-21/1.4(a) (see clauses 1.1.1, 1.2, 1.3.2.3, 1.5, 2.1 & 2.2)	12 August 2015
11.	Brenda Payne	Board resolution ref: 2015-11-27/3.1 (various)	27 November 2016
11.2	Brenda Payne	Board resolution ref: 2016-03-04/4.1 (changes accepted, By-laws not adopted)	4 March 2016
12	Brenda Payne	Board resolution ref: OOS May 2016 (various)	25 May 2016
12.2	Brenda Payne	Board resolution ref: OOS August 2016 (various)	19 August 2016
13	Brenda Payne	Board resolution ref: 2016-09-01/4.1 (various)	1 September 2016
14	Brenda Payne	Board resolution ref: 2017-05-03/2.8 (amendments to clauses 1.2.6, 5.6.1, 7.3.1, 7.6.3, insertion of clause 1.11.4, removal of clause 5.7.	3 May 2017
14.1	Brenda Payne	Corrected broken clause reference within clause 7.7.2. (minor update)	22 August 2017

14.2	Brenda Payne	Updated references to Constitution clauses subsequent to SGM 8 September 2017. (minor update)	11 September 2017
15	Code of Professional Conduct Workgroup 2017	Board resolution ref: 2018-03-02/4.3 (See Sections 1.10 -Professional Conduct and 1.11 - Alleged Breach of Code of Professional Conduct.	2 March 2018
15.2	Brenda Payne	Corrected references in clauses 7.3.1 and 7.7.2.	6 June 2018
16	Brenda Payne	Board resolution ref: 2019-04-17/2.2 Added clauses 1.5.9 (failure to comply with CPD) and 3.3 (reference to CPD policy).	17 April 2019
17	Brenda Payne	Board resolution ref: 2021-08-06/5.5 Miscellaneous changes following regulatory scheme review.	6 August 2021
18	Brenda Payne	Board resolution ref: 2021-11-26/8.5 Amended section 1.6 Elevation to Fellow, Life Fellow and Honorary Fellow.	26 November 2021
18.1	Brenda Payne	Minor update to Section 1.1 to align definition of Fellow and Life Fellow grades with Section 1.6.	27 April 2022
19	Various	Board resolution ref: 2023-10-11/2.2 Integration of Para-Planner as an Associate grade and subject to the Code of Professional Conduct. Misc. other amendments. Effective 21 Nov 2023.	21 November 2023
20	Membership Team	Board resolution ref: 2024-05-21/3.5 Remove clause 1.2.7 regarding Allied Organisations.	21 May 2024
21	Board	Board resolution ref: 2024-08-02/5.5 Change "Young" to "Emerging" Planners effective 26 November 2024.	2 August 2024
21.1	Brenda Payne	Minor updates: convert to new brand format, add subheadings to Sections 2 and 3, and update Constitution references throughout.	29 April 2025

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