

Overview

This policy outlines PIA’s guidelines for the application of charges for elected personnel to attend key Division and national events.

Implementation

Why charge to attend PIA events?

PIA events involve costs associated with the planning, preparation and delivery, plus significant PIA resources over and above. On the basis of a ‘user pays’ principle, the application of an appropriate charge to attend these events assists PIA in underwriting and achieving an efficient, effective and equitable use of scarce resources.

The role of senior elected PIA personnel at events

It is, however, acknowledged that attendance at events by key PIA elected members can bring significant and unique benefits to the actual event. In these circumstances, it may be appropriate to support an event through the waiving or reduction of ticket prices.

The benefit to the Institute in having the President, Vice President, Convenors, board directors or Chairs at key PIA events should not be underestimated, as their attendance goes a long way to highlighting to members the importance of our offerings and provides those personnel opportunities to meet and engage with our members.

The Institute also recognises the value of the significant contribution made by our volunteer elected officials in directly developing, and at times participating, at these events, and can and should show its appreciation by offering support to attend certain events / activities.

Appendix One details a pricing regime to apply across the Planning Institute of Australia.

Version Control

Authorising Entity: Board

Version	Author	Revision Notes	Date Approved
1.	Richard Moore	Original document	1 December 2017
2.	Brenda Payne	Added separate column for Directors (other than local) and added State Conference/Board meeting Comp cell.	29 November 2019
	Brenda Payne	Minor typographical correction page 2, 22 Feb 2021.	
3.	Exec Team	Review and refresh of Overview and Appendix One.	26 August 2022
4.	Brenda Payne	Review and update “Young Planner/YP” to “Emerging Planner/EP”, tickets not transferrable, update brand.	12 September 2025

Appendix One

Notes:

- In this appendix, the abbreviation “Comp.” means “complimentary”
- Comp. tickets are not transferable (they cannot be used by another person)

Event	Director (Local) & National President	Directors (other than local)	Division Presidents	Division Committee Members Branch & Network Convenors	EP Network Convenor (Local)	EP Committee Members
National Congress	Comp.	Comp.	Comp.	No discount	Comp.	No discount
State / Rural & Regional Conference	Comp.	No discount – <i>unless event coincides with Board meeting then Comp.</i>	Comp. <i>(for Local President)</i>	No discount – <i>unless directly involved</i>	Comp.	No discount – <i>unless directly involved</i>
Lunches / Breakfasts	Comp.	No discount – <i>unless directly involved</i>	Comp. <i>(for Local President)</i>	No discount – <i>unless directly involved</i>	Comp.	No discount
Awards Events	Comp.	No discount – <i>unless directly involved</i>	Comp. <i>(for Local President)</i>	No discount – <i>unless directly involved</i>	Comp.	No discount
Other CPD Events (online and face to face)	No discount – <i>unless directly involved</i>					