

How to Nominate Members for Elevation to Fellow and Life Fellow

For use by Division Committees and Subcommittees

January 2023



Contents

Introduction	2
Who can become a Fellow or Life Fellow?	3
Pathways to nomination	4
Who can make a nomination or be a seconder?	4
The nomination process	4
1. Obtain a list of eligible Members, and make a shortlist	4
The Committee may identify nominees at other times	4
Diversity and biases	4
2. Is it crucial for nominations to be kept secret from the nominees?	5
3. Complete the Fellow or Life Fellow Nomination Form	5
Contribution to PIA	5
Contribution to the Profession	6
Legacy (Life Fellows only)	6
4. Obtain three seconders for the nomination	6
5. Obtain the Ethical Declaration from the Nominee	6
6. Obtain Division Committee approval	6
7. Submit the completed Nomination Form and all supporting documents to your State Manager	7
Then what happens?	7
What if there aren't any records?	7
Questions?	7

Appendices

Appendix A Pathway Diagrams	8
-----------------------------------	---

This document is intended to assist Division Committees and their Fellows Subcommittees to understand the nomination processes and to prepare submissions.

Introduction

Fellowship is the highest honour the Planning Institute of Australia can bestow upon its Members.

Fellows and Life Fellows are people who have made significant contributions to PIA and the profession by championing the role of planning in Australia's future through strong leadership, advocacy, and contemporary planning education. These contributions are clearly over and above their day-to-day role and responsibilities.

Fellows and Life Fellows are individuals of exemplary calibre who have demonstrated personal and professional integrity and have consistently upheld the values of the Institute.

In addition, Life Fellows are recognised as those who have created a legacy of lasting positive change in planning. For them, Life Fellowship is often received as a career-crowning distinction.

Fellowship is just the beginning...

Fellowship is by no means the 'end of the membership journey.'

We know the value of the knowledge, experience, and character that Fellows and Life Fellows bring to their lives and careers. PIA can be a conduit to help Fellows and Life Fellows apply some of that back into the profession.

Some of the opportunities for Fellows and Life Fellows are:

- Mentoring young and emerging planners
- Serving on Code of Professional Conduct investigation panels
- Joining working groups
- Responding to PIA's calls for assistance with special projects or campaigns.

Who can become a Fellow or Life Fellow?

Nominees must be long standing PIA Members and, if not currently working as a planner, will generally have practiced or identified as a planner. This reflects the great diversity of activity within the field of planning.

STANDARD CRITERIA

All nominees 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.

FELLOWS Specific

In addition, Fellow nominees should have:

- a) been a Full Member for a minimum of ten (10) years (not necessarily consecutive).

LIFE FELLOWS Specific

In addition, Life Fellow nominees should:

- a) already be a Fellow;
- b) have a minimum of thirty (30) years membership of PIA as a Full Member (not necessarily consecutive);
- c) have created a legacy of lasting positive change in planning,
- d) have the nomination substantiated by testimonials from at least two Fellows.

Pathways to nomination

Members can be nominated for Fellow or Life Fellow by one of three pathways:

1. They can be nominated by a Division Committee
2. They can be nominated by another PIA Member
3. They can nominate themselves (a self-nomination).

Flow diagrams which map out the process for all three nomination pathways are located at Appendix 1.

Pathways 2 and 3 are described in detail on the [PIA website](#).

Who can make a nomination or be a seconder?

Every nomination must be seconded by three (3) seconders.

Nominators and seconders must be PIA members of any grade of the Member or Associate classes.

The nomination process

1. Obtain a list of eligible Members, and make a shortlist

At the start of each calendar year PIA's Membership Team generates a list of Members whose length of membership qualifies them for entry to the Fellow or Life Fellow process. This list is provided to the State Managers who provide it to their Division Committee or Fellows Subcommittee (hereafter "Committee").

The Committee makes a shortlist of Members they would consider for elevation, and the State Manager gives it back to the Membership Team.

The Membership Team checks the eligibility of shortlisted Members (looking for membership gaps, start date of membership, compliance with Continual Professional Development and Code of Professional Conduct) and gives the final list of eligible Members back to the Committee via the State Manager.

The Committee may identify nominees at other times

The Committee may also identify a Member for nomination at any time. The Committee should ask their State Manager ask the Membership Team to check the Member's eligibility.

The eligibility check form is not required when the query comes from the Division Committee.

Diversity and biases

Please give due regard to gender balance and considering a diversity of Members, including Members who aren't currently working as planners but who have practiced or identified as planners. Refer to PIA's [National Gender Equity Policy](#).

Be alert to any unintentional biases when considering nominations. Biases can occur when our brains make automatic assumptions and judgements. Some common biases in the workplace include: gender bias (including identity and expression), age bias, affinity bias (when someone looks or behaves similarly to yourself), mental health bias, height bias, and racial bias.

2. Is it crucial for nominations to be kept secret from the nominees?

The Committee decides if any nominations must be kept secret from the nominees.

It's PIA's strong preference for nominees to sign their own ethical declaration form (explained in more detail later) and to assist with compiling the nomination material where needed.

However, there are occasions where a surprise elevation is appropriate, in which case the Nominator from the Committee must sign the Ethical Declaration section in the nomination form, on the Member's behalf.

3. Complete the Fellow or Life Fellow Nomination Form

Download either [Fellow Nomination Form F2](#) or [Life Fellow Nomination Form F3](#) as relevant to the nomination.

On the form, write a factual account of the nominee's achievements and significant contributions to PIA and to the profession.

For Life Fellows, write about the legacy they have created.

You may need to gather information from third parties, PIA staff, or the nominee themselves. Be aware that other organisations may have privacy policies that prevent them from disclosing certain information about nominees.

When it's not a surprise nomination, you can approach the nominee for information to support the nomination and get direct input from them, such as help with writing an accurate citation or with providing supporting documents that properly demonstrate their worthiness for elevation by showcasing their achievements.

Contribution to PIA

In this and the following section, the term "significant" is defined as a contribution clearly over and above the nominee's day-to-day role or responsibilities.

Commitment to PIA should be by significant and direct personal contribution to PIA, demonstrated through active participation in a range of professionally relevant activities over an extended period.

A broad range of activities within PIA can be considered, and where there are limited opportunities to engage with PIA, regard may be given to activities with other organisations.

Example activities are:

- Lecturing and/or the presentation of papers at PIA and other events
- Authoring articles
- Formal and informal mentoring
- Sitting on Division Committees, sub-committees and working groups
- Participating in Awards judging panels and university accreditation panels
- Contributing to significant policy submissions and advocacy campaigns
- Acting as a PIA representative to other organisations
- Organising events, coordinating conferences or workshops
- Other relevant volunteer work.

Contribution to the Profession

Contribution to the profession should be demonstrated by significant and direct personal 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

Nominees need not occupy professional leadership positions such as "director of a council or planning consultancy," but they do need to demonstrate leadership in their field, the area they are championing, or a specialized aspect or element of their profession.

Legacy (Life Fellows only)

Life Fellowship is awarded to recognise individuals who have made a notable and lasting contribution and performed distinguished service to PIA and the profession as a whole. They've created *lasting positive change in the planning landscape that will prevail into the future*.

In other words, they've created a legacy.

Life Fellow nominations need to include a minimum of two testimonials from existing PIA Fellows to substantiate the claim of legacy. Testimony providers who are PIA Members can also be seconders of the nomination. Honorary Fellows can provide a testimonial but cannot be seconders.

4. Obtain three seconders for the nomination

Seconders provide the necessary additional evidence of peer recognition required to affirm the nominee's suitability for elevation. Testimony providers can also be seconders.

The nominator and all seconders are asked to certify that the nominee is of good character and worthy of elevation, and that the achievements being recognised are over and above the nominee's regular day-to-day role or responsibilities.

5. Obtain the Ethical Declaration from the Nominee

Provide the Nominee with the [Ethical Declaration Form F1](#) and ask them to complete it and return it to you.

The only time the form is not required is in exceptional circumstances when the nomination is being completed confidentially by the Committee for the purpose of a surprise presentation. In this case the Nominator must sign the ethical declaration section in the nomination form, on the Member's behalf.

6. Obtain Division Committee approval

If the Division has a Fellows Subcommittee, they should seek approval of the nominations from the Division Committee.

7. Submit the completed Nomination Form and all supporting documents to your State Manager

Once complete and assembled, submit the package to your [State or Territory Office](#).

A checklist of documents is at the end of each form, but at a minimum for Fellow and Life Fellow nominations a CV listing at least the past 10 years of employment is required, and a suitable high-resolution profile photo of the nominee.

If awarded, the profile photo is for use in PIA publications such as a slide at the presentation ceremony and possibly in the Division eNews, etc.

Then what happens?

The nomination must be considered by the relevant Division Committee, who will often enlist the help of an elevations subcommittee or working group.

If the nomination is affirmed by the Division Committee it is submitted to PIA's National Office for checking, then forwarded on to the Board of Directors with a recommendation.

The Board then decides whether to award the elevated grade of membership.

If awarded, the nominee will be notified, and a presentation made at the next suitable opportunity within the nominee's Division.

What if there aren't any records?

Occasionally there are very long-standing Members who are deserving of elevation but have been overlooked due to a lack of records about their contributions to PIA. In exceptional circumstances it is possible to submit a **non-complying** nomination for the Board's consideration. Contact the Membership Team for guidance.

Questions?

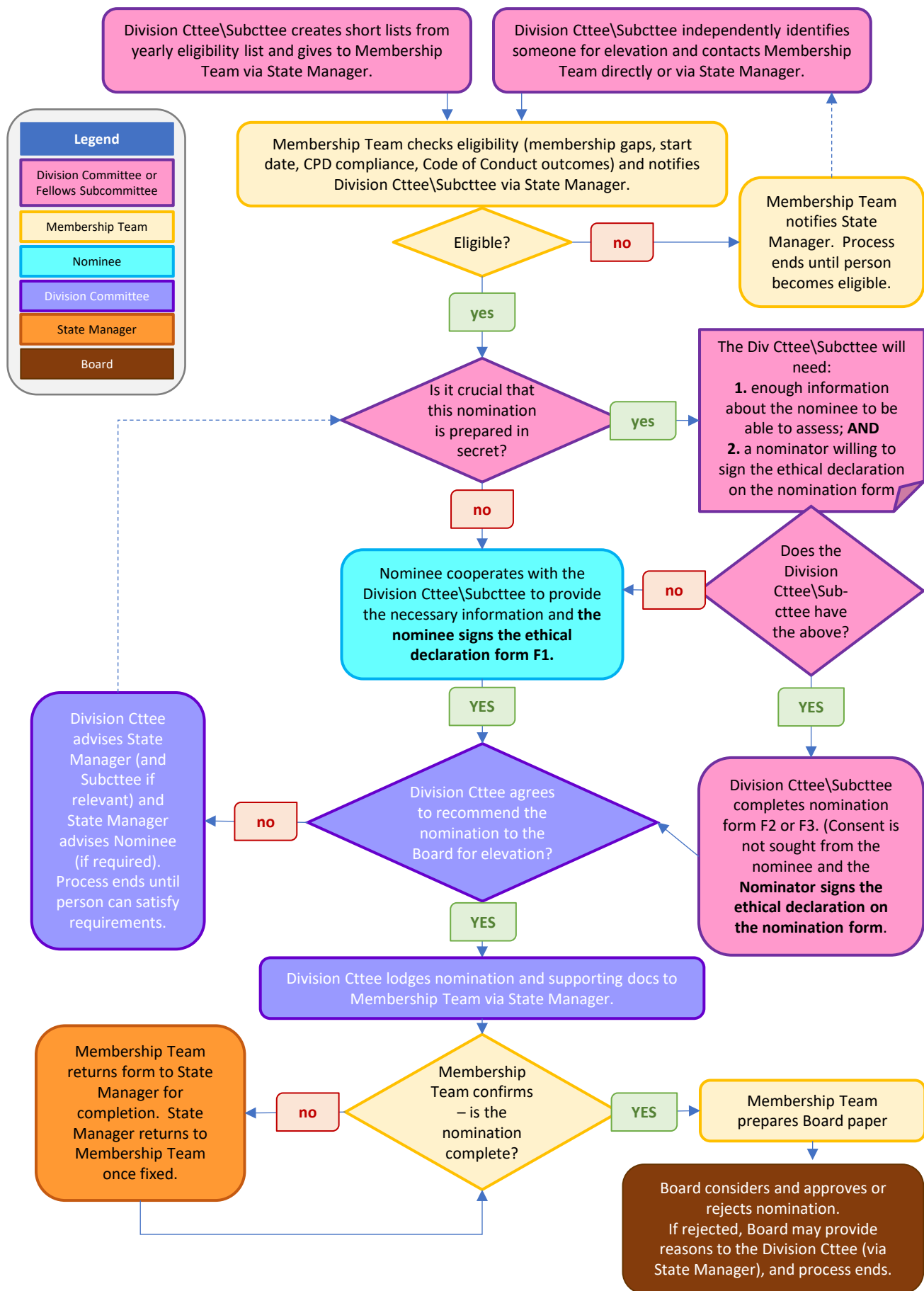
For assistance, contact the Membership Team at membership@planning.org.au or by phone 02 6262 5933, or contact your local PIA office / State Manager.

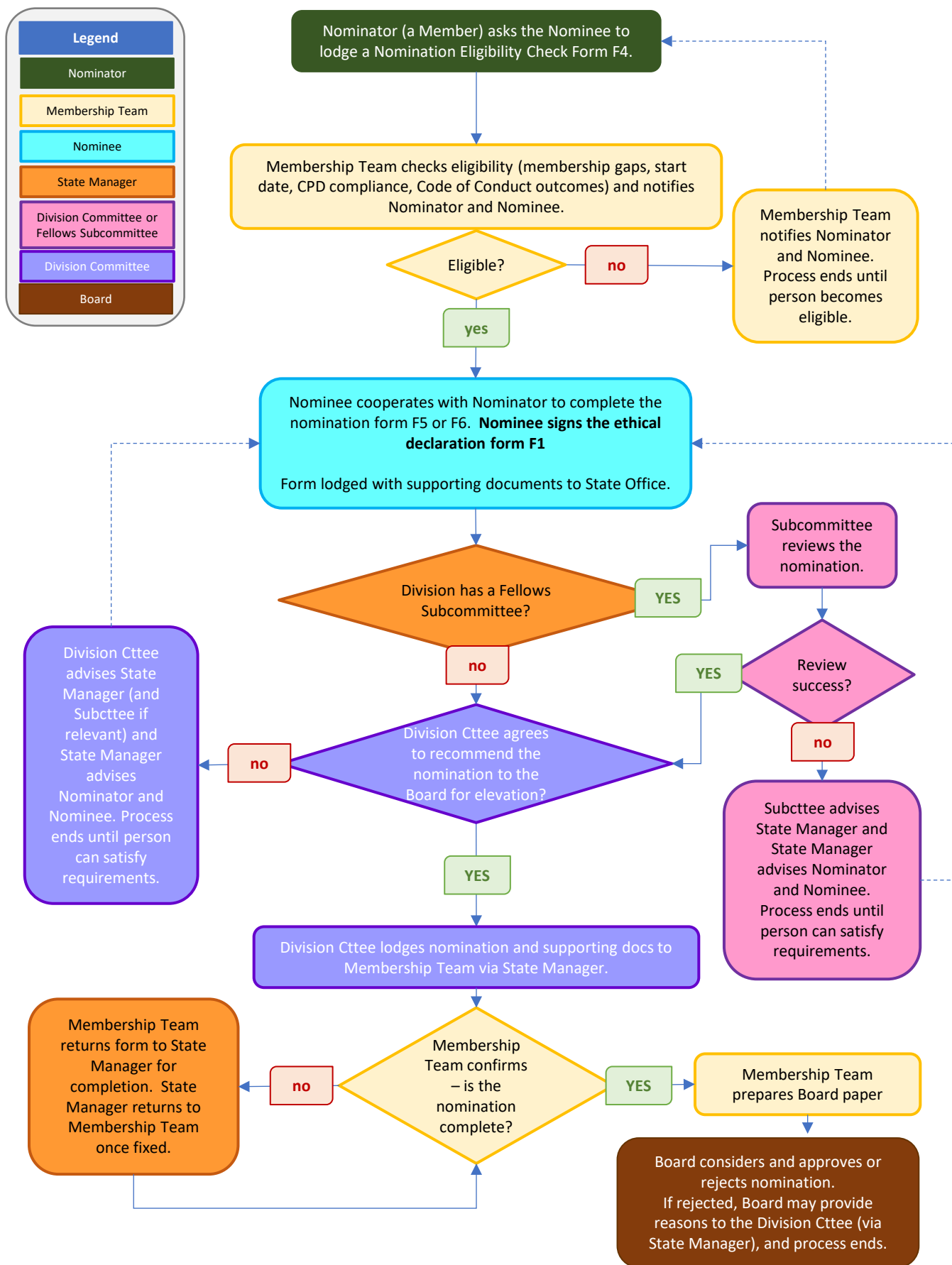
Version Control

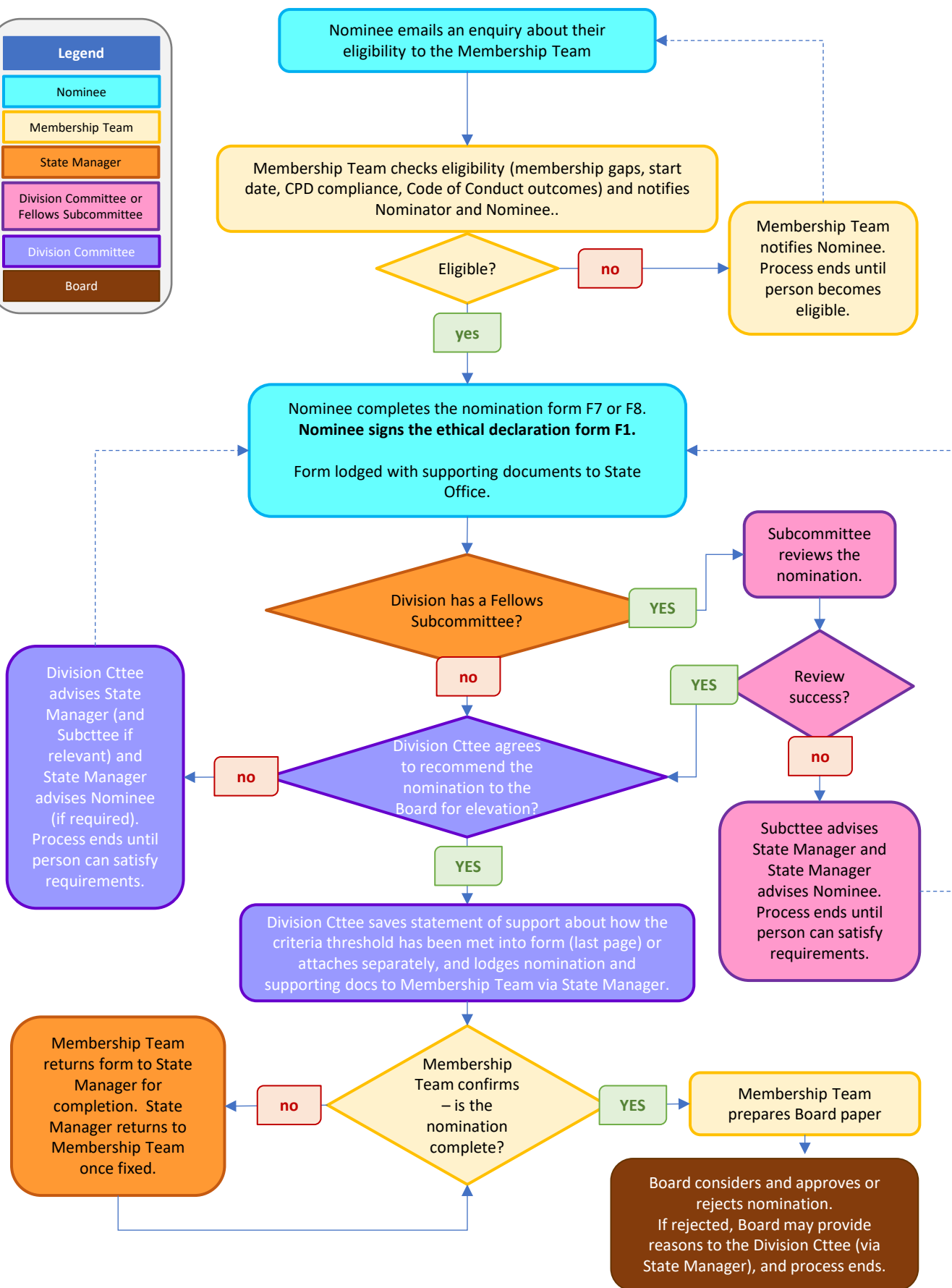
Authorising Entity: Board

Version	Author	Revision Notes	Date Approved
1.	Brenda Payne, Executive and Board Coordinator	Original document	January 2023
1.1	Brenda Payne, Executive and Board Coordinator	Transferred to new brand, clarified that Honorary Fellows can give testimonials. May 2025	

Appendix A Pathway Diagrams







National Office

Unit 16, Level 3

11 National Circuit

Barton, ACT 2600

ABN: 34 151 601 937

www.planning.org.au



Planning
Institute
Australia