

How to Nominate Members for Elevation to Fellow and Life Fellow

For use by Members

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Contents

Welcome	2
Pathways to nomination.....	3
Who can be nominated.....	4
Who can make a nomination or be a seconder?	4
How to nominate someone else	5
How to nominate yourself.....	6
Helpful and important details	7
Introduction to fellowship.....	7
Completing the Nomination Form.....	7
How have they made an exceptional contribution to PIA?.....	7
How have they made an exceptional contribution to the profession?	8
What about the legacy? (Life Fellows only)	8
Lodging a nomination.....	9
Questions?.....	9

Welcome

PIA will always celebrate planners who champion, challenge and change our profession for the better. That's why we recognise industry leading professionals with three special grades of membership conferred by the PIA Board at their discretion.

As well as recognising Fellows and Life Fellows for their professional achievements, fellowship shows that PIA values a reciprocal relationship with these members and looks to them for ongoing guidance and engagement in the future of the Institute and its members.

Types of fellowship include:

Fellow

Awarded to long-standing Full Members for their outstanding service to PIA and the profession.

Life Fellow

Awarded to long-standing Fellows for outstanding service to PIA and the profession and for creating a legacy of lasting positive change in planning.

Honorary Fellow

Awarded to people who don't meet the requirements for Full Membership but have made a distinguished contribution to the planning profession and whose activities have promoted PIA's aims and objectives.

Nominations for Honorary Fellowships can only come from the National President or a Division Committee.

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).

Division Committees have their own instructions for pathway 1.

Every nomination, regardless of pathway, must be seconded by no less than three (3) seconders. Nominators and seconders must be PIA members of any grade of the Member or Associate classes.

For pathways 2 and 3, read on!

Who can be nominated

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

Nominees must give consent to be nominated (there's space for this on the nomination form).

All nominees must meet the standard criteria. They 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.

In addition to the above, **Fellow** nominees

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

And in addition to all of the above, **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.

Who can make a nomination or be a seconder?

Nominators must be PIA members of any grade in the Member or Associate classes. Self-nominations from members are also welcome.

Every nomination must be seconded by **no less than three (3) seconders** who must also be PIA members of any grade in the Member or Associate classes. Seconders provide the necessary additional evidence of peer recognition and affirm that the nominee is of good character, worthy of elevation, and that the achievements being recognised are over and above the nominee's regular day-to-day role or responsibilities.

How to nominate someone else

Step 1. Check if the person is eligible. Download the [Nomination Eligibility Check Form F4](#) and ask the nominee to sign it and email it to the Membership Team (membership@planning.org.au). It's important that the nominee is the one to send the form to the Membership Team. The Membership Team will do the checks and let both of you know the outcome.

Step 2. If the Membership Team gives the go-ahead, download either the [Fellow Nomination Form F5](#) or [Life Fellow Nomination Form F6](#) as relevant, complete it and get it signed by 3 seconders.

Step 3. Ask the nominee to sign the [Ethical Declaration Form F1](#) and return it to you.

Step 4. Lodge both the Nomination Form and the Ethical Declaration with the Nominee's [State or Territory Office](#).

From there the nomination will be reviewed by the nominee's Division Committee (and their Fellows Subcommittee if they have one) and if all goes well, it will be considered by PIA's Board at their next meeting. If it's approved, we'll award it to the nominee at an appropriate event held during the year.

How to nominate yourself

Step 1. Check if you're eligible. Email the Membership Team (membership@planning.org.au) and ask if you're eligible to be considered for elevation to Fellow or Life Fellow. The Membership Team will do the checks and let you know the outcome.

Step 2. If the Membership Team gives the go-ahead, download either the [Fellow Nomination Form F7](#) or [Life Fellow Nomination Form F8](#) as relevant, complete it and get it signed by 3 seconders.

Step 3. Sign the [Ethical Declaration Form F1](#).

Step 4. Lodge both the Nomination Form and the Ethical Declaration with your [State or Territory Office](#).

From there the nomination will be reviewed by your Division Committee (and their Fellows Subcommittee if they have one) and if all goes well, it will be considered by PIA's Board at the next meeting. If it's approved, we'll award it to you at an appropriate event held during the year.

Helpful and important details

These prompts are provided to give yourself or your candidate the best chance of success and to make sure achievements stand out on the page.

Introduction to fellowship

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 significant contributions are clearly over and above their day-to-day role and responsibilities.

They 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.

Completing the Nomination Form

Write a factual account of the nominee's commitment and significant contributions to PIA and to the profession and 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.

Nomination doesn't need to be a secretive process. You can approach the nominee for information to support the nomination and get direct input from them like help with writing an accurate citation or with providing supporting documents that properly demonstrate their worthiness for elevation and showcase their achievements.

How have they made an exceptional 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 of time.

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 to 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.

How have they made an exceptional contribution to the profession?

Contribution to the profession should be demonstrate 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.

What about the legacy? (Life Fellows only)

Life Fellowship isn’t a length of membership award. 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 have caused *lasting positive change of 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.

Lodging a nomination

You can make a nomination at any time of the year. Once received by PIA, the nomination is 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 final completion checks, then forwarded on to the Board of Directors with a recommendation. The Board then decides to award the elevated grade of membership, or not.

Submit your completed forms and all supporting documentation to the Nominee's [State or Territory Office](#). You must include a suitable, high resolution profile photo of the nominee. If awarded, this is for celebratory use in PIA publications such as a slide at the presentation ceremony and possibly in the Division eNews, etc.

If awarded, the nominee and nominator will be notified, and a presentation made at the next suitable opportunity within the nominee's Division. This may be at an annual conference, awards celebration, major training event, etc.

Questions?

We're always here to help.

Get in touch with us at membership@planning.org.au or 02 6262 5933 or contact the relevant [State or Territory Office](#).

Version Control

Authorising Entity: Board

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1.1	Brenda Payne, Executive and Board Coordinator	Transferred to new brand, clarified that Honorary Fellows can give testimonials. May 2025	

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