1. Purpose

1.1 The PIA Lifelong Learning Advisory Network Committee ("the Committee") is established by the PIA Board of Directors (the Board) to provide advice and make recommendations to the Board on matters relevant to the Institute’s commitment to addressing the whole of lifelong learning needs for members.

1.2 The establishment of the Committee does not diminish the power of the Board to act independently on any matter.

2. Role & Responsibilities

2.1 The role of the Committee is to support the Manager of Lifelong Learning in the facilitation and implementation of policies as identified below.

2.2 The Committee is a policy review and policy advisory body for the Board and assists the Board by drafting policy documents within the scope of these Terms of Reference, for consideration and possible adoption by the Board.

2.3 The Committee will provide expert advice and/or assistance in a range of lifelong learning areas which can be broadly classified into three areas of - fostering relationships, policy advice and the operation of accreditation policy.

Fostering Relationships
- Foster effective relationships and communication with universities, the academic community, employers and other stakeholders in planning education
- Seek specific feedback from all stakeholders on policy and policy implementation initiatives
- Promotion of the study of planning and improvement of planners’ skills, including through accreditation of education courses and recognition of Australian planning qualifications
- Fostering effective relationships and communication with universities, the academic community, employers and other stakeholders in planning education and training and provision of ongoing advice to planning programs in universities

Policy
Provide expert advice to the Manager of Lifelong Learning and the Board in the following areas:
- Establishment of national standards for education attainment of entrants to the planning profession
- Overseeing, monitoring and reviewing the quality and relevance of the Planning Practice Course
- Overseeing the quality and relevance of the Professional Development program
- An overarching policy framework for lifelong learning
  - Specific policy for
    - planning program accreditation
    - continuing professional development
    - individual certification (CPP)
    - recognition of overseas trained planners

Accreditation Implementation
- Establish, as appropriate, sub-committees or individuals, reporting to the Committee, to administer
  - planning program accreditation for the various chapters
2.4 The Committee acts as an advisory body and is administered and coordinated by PIA National Office, in particular through the office of the Manager of Lifelong Learning.

2.5 Secretariat support is provided to the Committee by the Manager of Lifelong Learning or their delegation.

3. Authority
3.1.1 All recommendations of the Committee (subject to any clause of these Terms of Reference to the contrary) will constitute recommendations to the Board.

4. Composition
4.1 The Committee will consist of at least 7 and no more than 11 members.

4.2 Nominations for committee membership may be made to the Board for consideration. The Board will appoint members based on a skills, experience and planning scope basis.

4.3 The Board appoints the Chair for the duration of 2 years, or lesser time if the position is vacated.

4.4 Composition of the committee membership will aim to balance skills and experience mix which may include private practice, public sector, academia, young planners, education and professional development.

5. Membership
5.1 Members will be appointed to the Committee for a two year period and are eligible for reappointment. In line with PIA division committee appointment and re-appointment processes

5.2 Members of the Committee may be removed from office by Board resolution at any time.

5.3 Members of the Committee may resign their position at any time by giving notice of their intention in writing to the Chair of the Committee.

5.4 If a vacancy occurs on the Committee, then Board may appoint a replacement member to the Committee.

5.5 The majority of committee members need to be PIA members

6. Invitees
6.1 Other persons may attend meetings or participate in discussion of specific agenda items of the Committee by invitation at the determination of the Chair. A standing invitation exists for the National President and PIA CEO to attend at any time.

6.2 The Committee may invite other people to attend as it sees fit and consult with other people or seek any information it considers necessary to fulfil its responsibilities.

6.3 These invited people may take part in the business of, and discussions at, the meeting but have no voting rights.

7. Meeting Procedures
8.1 Meetings
8.1.1 The Committee will meet at least four times a year and additionally as the Board, Chair or Manager of Lifelong Learning consider necessary.

8.1.2 All Committee members are expected to attend each meeting in person or through other approved means such as teleconferencing or video conferencing.

8.1.3 The notice and agenda of a meeting will include relevant supporting papers.

8.1.4 Meetings will be held by teleconference in the first instance; however if the Board, Chair, or Manager of Lifelong Learning consider it appropriate a face to face meeting will be called.
8.1.5 Where a member fails to attend two consecutive meetings of the committee; without providing apologies in advance, reasonable cause or otherwise deemed unreasonable by the Chair; membership of the committee may be suspended by the Chair. Suspension of membership of the committee will be at the Direction of Board as recommended by the Chair.

8.2 Quorum
8.2.1 A quorum will be a majority of members of the committee.
8.2.2 In the chair’s absence from a meeting, the Chair will nominate someone to act in their place, or alternatively members present will select a chair for that particular meeting.

8.3 Decisions
8.3.1 All members of the Committee must vote on any matter arising for decision at a meeting at which they are present, or where a matter is circulated for decision by e-mail except where a conflict of interest arises
8.3.2 Any matters requiring decision will be decided by a majority of votes of members present for in-session meetings.
8.3.3 Decisions should be made, where possible, through consensus. Where a vote is required, such vote will be decided in favour with a majority of eligible votes
8.3.4 Where a matter has been circulated for decision by e-mail, and a response from all members has not been received by the date specified in the e-mail, the matter will be put to a meeting of the Committee.

8.4 Minutes
8.4.1 Minutes must be prepared, approved by the chair and circulated to the members within two weeks of a meeting.
8.4.2 The minutes must be ratified by a majority of the members present at the meeting and signed by the chair.

8.5 Conflict of interest
8.5.1 Committee members and invitees are to disclose conflicts of interest at the commencement of each meeting.
8.5.2 Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged.
8.5.3 Where members or invitees have a conflict of interest, they may take part in discussion with the agreement of the Chair. Members having a conflict of interest may not vote on the matter.

8. Reporting to the Board
9.1 The chair of the Committee is to report to the Board at least quarterly.
9.2 The manner of reporting will be by distribution of a summary of activities supplemented by other necessary information, including recommendations requiring board action and/or approval.
9.3 The summary will be compiled by the Manager of Lifelong Learning in consultation with and by approval of the chair.

9. Committee Performance Reporting
10.1 The Committee will review its performance and individual members’ performance on an annual basis.
10.2 The review may be conducted as a self-assessment and will be coordinated by the chair.
10.4 The Committee should review these Terms of Reference at least every two years to ensure it remains consistent with the board’s objectives and responsibilities.