

Queensland Chapter Committee Terms of Reference

Practice Committee

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Referenced organisational Policy:

[Constitution](#)

[Regulations](#)

[Code of Professional Conduct](#)

[Member Behaviour Policy](#)

[Gender Equity Policy](#)

[Member Consultation Policy](#)

[Privacy Policy](#)

1. ABOUT AND PURPOSE

The Australian Institute of Architects Queensland Chapter's Practice Committee has been established to assist and inform Chapter Council to address member needs and concerns relating to the activities of Architectural Practice.

The Practice Committee will address member needs and concerns related to the operations of architectural practice, including practice management, legislative frameworks and commercial operations. Its ambition is to support members in remaining highly informed, prepared, and proactive leaders in the built environment and construction industry.

2. OBJECTIVES

As a nominated committee of Chapter Council, the Practice Committee acts in support of the Queensland Chapter President, Chapter Council and operates under the Council's aims, objectives and terms of reference, as expressed in the Australian Institute of Architects: Chapter Council Charter (Adopted March 2015). Working in accordance with the Institute's policies and strategic direction, the overarching objectives of the Australian Institute of Architects Queensland Chapter, Practice Committee are to:

Maintain a Vision and Aspiration for the continued improvement of architectural practice

React and respond to key issues raised in the environment in which architects operate. (Planning, construction, legislative, etc)

Proactively identify key issues that affect the future of practice and develop strategies and approaches to assist evolving architectural practice to meet these demands now and into the future

Assist in establishing standards of practice to maintain and improve ethical and professional conduct, and the effective and efficient operations of Practice.

Consider the breadth of knowledge and capabilities required of practice. Consider all phases of projects the administrative, design and delivery demands and seek to advise on potential practice improvement.

Listen and respond to member feedback on the current demands of architectural practice by seeking and sharing industry knowledge and insight to help inform their improvement and adaptation.

3. ACTIVITIES

The Practice Committee activities include, but are not limited to:

- Act as a conduit between National Practice Committee and Queensland members.
- Meet regularly to co-ordinate, debate the ongoing business and activities of the committee
- Review, report and make recommendations feedback and information on industry related topical matters to proposed legislative change, government and industry relate review and advisory panels, member identified areas of interest and concern that may affect architectural practice in the short, medium, and long term. These are to be undertaken in a timely manner
- Identify and instigate areas of research and investigation on issues that may potentially affect architectural practice in the future and warrants further investigation to advise on possible steps to address or make improvement.
- Establish task/working groups to advance and monitor progress to a conclusive position on areas of research and investigation
- Represent and engage with external bodies/institutions to provide advice that may affect members.
- Provide input into the preparation of industry reference material on the matters that affect architects' areas of interest and responsibility.
- Communicate to external groups, the public and members throughout the Queensland regions about the ongoing activities and findings of the Practice Committee.
- Communicate regularly with and in a timely manner, the Queensland Chapter Council on its activities through the Chair, who is a member of Chapter Council

4. OBLIGATIONS

The committee will:

- 4.1** Provide strategic guidance, support and assistance to Queensland Chapter Council and staff on the needs of the committee and, by extension, the needs of the Queensland Chapter members under the topic and remit of the Committee.
- 4.2** Provide timely information to Queensland Chapter Council and staffs on the resourcing needs of the committee and support required for committee projects and events.
- 4.3** Submit an annual report and yearly plan for the year following for inclusion at the annual planning day
- 4.4** Develop plans and projects in collaboration with the Chapter staff and for review by Chapter Council based on the requirements of matters relevant to the committee's core activities.
- 4.5** Keep the Chapter Council, President and Chapter Manager informed of the progress of work undertaken and of any issues that may affect its quality or cost.

It is the responsibility of the committee to ensure that projects and events are undertaken in a timely and constructive manner. This may mean committee members taking on tasks or identifying appropriate external stakeholders to be approached regarding specific tasks.

The Chair of the Committee may serve as the Committee Representative on the Queensland Chapter Council, where possible, and participate as a conduit for information on topical matters. Where this is not possible due to the elective process of Chapter Councillor appointments, a Chapter Councillor will be assigned membership of the committee and act as the Committee conduit to Chapter Council.

5. MEMBERSHIP

Where possible, the committee will be comprised of an odd number of members. The committee will consist of a minimum of 7 and maximum of 15 volunteer members, consisting of a nominated or endorsed chair from Chapter Council and 6-14 volunteer members.

Members will:

- 5.1** Be financial members of the Australian Institute of Architects Queensland Chapter, EmAGN or SONA.
- 5.2** Behave with discretion, objectivity, integrity and in accordance with member behavioural policy at all times.
- 5.3** Behave professionally and in accordance with Code of Professional Conduct at all times.
- 5.4** Thoughtfully consider the social, cultural and environmental impact of their activities.
- 5.5** Keep their committee informed of the progress of work undertaken and of any issues that may affect its quality or cost.
- 5.6** Attend a minimum of 75% of the committee's meetings to remain a member of the committee.
- 5.7** Not engage in behaviour that is in direct conflict with the committee's objectives and goals.
- 5.8** Provide ongoing contribution to committee discussions and engage in open communication with chapter personnel to remain a member of the committee.
- 5.9** Acknowledge there is a zero tolerance of abusive or aggressive behaviour towards Chapter staff and that such behaviour will result in the Member being reported to Chapter Council and potential removal from the committee, in accordance with the 209 Member Behaviour Policy, 12.0 Grievance procedure for complaints.
- 5.10** Acknowledge the Institutes commitment to gender and diversity. The committee make up should reflect appropriate representation of the membership, in accordance with the 2019 Gender equity policy.

Committee specific membership requirements

It is recommended membership of the Practice Committee includes:

- A minimum of two (2) members of either graduate or emerging architect status
- A minimum of one (1) SONA member
- A minimum of one (1) architect based in a regional area of Queensland
- An architect nominated by the Association of Consulting Architects (ACA)
- An architect nominated by the Board of Architects of Queensland (BoAQ)

Committee membership is encouraged to reflect and maintain equity, diversity and inclusion in areas such as:

- Cultural diversity
- Gender diversity
- Small medium and large practice diversity
- Diverse experience and area of expertise in practice issues.

As required the Committee shall:

- Form a working or task group of matter experts where this may not exist within the Committee
- Involve and work with separate working groups

6. APPOINTMENT

Expressions of Interest will be formally issued to the membership during February to seek member interest in joining a committee. Self-nomination via EOI to join a committee can be made via the Chapter webpage and will be assessed on an ongoing basis.

Members interested in becoming committee members can self-nominate via a 1-page resume summary and summary of their interest in the committee. The nominations will be reviewed by the committee chair who has the discretion to seek the approval of the nomination from Chapter Council.

Appointment of a Chapter committee member

A Chapter Committee member is a Voting Member or Graduate Member who is nominated and elected by Voting Members and Graduate Members in accordance with the Regulations.

Appointment of Student Representative to a Chapter committee

A Student Representative is a Student Member who is an active member of the “SONA” national membership category of the Institute.

Appointment of Emerging Professional Representative

An Emerging Professional Representative:

- (a) is an active member of the EmAGN Chapter committee of the Institute
- (b) became (or would have been) eligible for Graduate Membership less than 15 years from the date of taking office.

Nominations should be sent to the Queensland Chapter QLD@architecture.com.au for review by the Committee Chair.

Applications will be assessed by existing Committee Chair in consultation with the committee members for suitability and presented to the Chapter Council for approval.

When seeking and assessing prospective committee members, every effort should be made to promote fairness, equity, and diversity. Reference should be made to the Australian Institute of Architects Gender Equity Policy (2019). Successful candidates will be notified of their appointment.

Appointment of Chapter Committee Chair

During the last monthly Session of the year for Chapter Council the Chapter Councillors will endorse the Committee Chair for each Committee for the following year.

In the year that the tenure of the standing chair expires, nominations for the role of chair and co-chair of the committee shall be taken prior to the October general meeting and circulated with the meeting agenda.

The voting process will be undertaken transparently and fairly under the advice from standing members of the institute executive team.

Casual Vacancy

There will be a casual vacancy on the committee if:

- a. a disqualifying event occurs in respect of a committee member;
- b. a committee member ceases to be a Member;
- c. a committee member is absent without leave of absence from two consecutive committee meetings.

7. TERM OF COMMITTEE MEMBERSHIP

Committee terms of appointment shall be for a term of two years with one third of the members retiring or re-nominating on a rotational basis. Any member may be re-appointed for a further term at the discretion of the Chapter Council. Ongoing and long-term contribution to the committee work is encouraged and highly valued.

Members deemed to not be contributing may be asked by the Chapter Council to stand down.

The Chairperson shall self-nominate or be nominated by the Committee and endorsed by the Chapter Council. The nomination of Chair shall be assessed by the Committee each February unless otherwise required by the retiring of the previous Chair.

The Chairperson shall serve not more than a two-year term before standing down or seeking re-election. The incoming Chair shall have sat on the Committee as an active member of the committee for a minimum of 1 year before being eligible to nominate or be nominated as the Chair.

8. INTEREST AND DECLARATION OF INTEREST

As articulated in Clause 5 of the Australian Institute of Architects: Chapter Council Charter (Adopted March 2015 (extract below), the provisions of this clause extend to the members and procedures of any Chapter Standing Committee, Taskforce, or ad hoc committee, except that where applicable, the relevant Institute staff member supporting the committee may also raise an Interest or possible Interest for determination by the Committee.

(Extract from Australian Institute of Architects: Chapter Council Charter (Adopted March 2015))

5.1. An Interest is a business or other relationship which could, or could reasonably be perceived by others, to now or in the future materially interfere with an individual's ability to act in the best interests of the Institute and not in their own or another person's interests.

5.2. An Interest under this Charter includes non-financial interests that might not be considered "material" at law.

5.3. Chapter Councillors must be free from any Interest when discussing and deliberating on any Chapter Council business, except where such Interest has been formally declared and recorded as follows:

5.3.1. Chapter Councillors must declare an ongoing Interest, which is to be recorded regularly in the Minutes of any meeting of Chapter Council. If recorded, a Chapter Councillor

may without explanation withdraw during discussion of or deliberation on any matter where that Interest may operate.

5.3.2. Chapter Councillors must also declare any Interest that arises in particular circumstances or in the context of business being considered by Council, and the declaration is to be recorded in the Minutes.

5.3.3. An Interest or possible Interest may be raised by the Chapter President, another Chapter Councillor or the Chapter Manager in writing or verbally during a discussion or deliberation by Chapter Council. The Chapter Councillor may then withdraw. If the Chapter Councillor has not withdrawn, Chapter Council must decide before discussion continues whether the Interest is operative and if so, require the Chapter Councillor to withdraw. Alternatively, the Chapter Council may decide to allow the Chapter Councillor to remain present but not take part in discussion and if a vote is required, abstain from voting. If Chapter Council decides that an Interest is operative, the Minutes must record the details of their decision.

9. MEETINGS

The Chair of the Committee may at any time convene a meeting. Meetings shall be convened monthly or bi-monthly at the discretion of the Committee Chair, except for the months of December and January.

Notice of a committee meeting must be given to each Committee Member entitled to vote at the meeting. A Committee Member may waive the requirement to receive notice of a committee meeting.

A notice of a committee meeting must specify: (i) the place, the day and the time of the meeting; and (ii) if the meeting is to be held in two or more places, the technology that will be used to facilitate this, but it does not need to specify the nature of the business to be transacted at the meeting.

Meetings are to be recorded by Minutes prepared by a secretary or minute taker provided by the AIA.

In special circumstances, a notice of a committee meeting may be given immediately before the meeting.

The meetings and proceedings of committees are: (i) subject to any directions of the Board; and (ii) otherwise governed by the provisions of this Constitution which regulate the proceedings of the Board, to the greatest extent practical.

10. PRIVACY

A Privacy Policy has been developed by the Institute and sets out information handling practices of the Institute. Committee members should refer to this document when handling personal information of members and non-members of the Institute. Item 5.1 of this policy makes specific reference to the use and disclosure of personal information by non-staff agents of the Institute.

11. REPORTING

Minutes for all meetings are to be recorded and stored electronically by the Institute Record should consist of key actions, outcomes, and decisions, but do not require details of discussions to be kept.

The chair or minute taker nominated for meetings is to circulate an agenda and minutes of previous meetings to the relevant committee members and chapter personal prior to the next meeting.

The committee is to report activity to the Chapter Council and other chapter programs one week prior to Chapter Council meetings.

12. GRIEVANCES

The Australian Institute of Architects is committed to best practice governance and best practice employment and workplace conditions. The Institute is committed to fostering a values-based culture that is collaborative, positive, and safe.

All committee members are expected to conduct themselves in accordance with the principles outlined in the Institute's Member Behaviour Policy (2019). The Institute's core values include:

- One community – embracing diversity and open communication
- Innovation – demonstrating leadership with courage and creativity
- Accountability – acting with integrity, responsibility, and sustainability
- Respect – relating with empathy and recognition for effort
- Collaboration – working together, with trust and transparency.

There is a zero tolerance for abuse or aggressive behaviour by and towards committee members and Chapter staff as per the [Member Behavioural Policy](#).

Grievance procedure for complaints about a Member:

- Members who are concerned about other Members should report the matter, in the first instance, to their local Executive Director and the President.
- Complaints escalated for action regarding the conduct of a Member will be dealt with by the CEO or the National President, except where there is a need to remove a Member from the workplace, premises, or conversation. The Institute responses to inappropriate conduct by Members are set out in Schedule1 of the [Member Behavioural Policy](#).

13. COMMITTEE AND CHAPTER STAFF RELATIONSHIP

Under the Institutes delegated Authority Policy, the Chapter Council nor its authorised committees do not conduct the institutes business activities, nor do they deliver services. Chapter staff and the Executive Director are responsible for the delivery of activities and services.

(Extract from Australian Institute of Architects: Chapter Council Charter (Adopted March 2015))

6.3. In collaboration with the CEO and relevant general managers, the Executive Director manages the operations of the chapter including but not limited to the financial and physical resources. Providing all necessary direction and instruction to staff. Committee members do not have the authority to direct or instruct staff.

14. BUDGET AND STAFF RESOURCING

The chapter will provide staff resourcing to support the facilitation meetings and the delivery of approved events.

A request for support for an event or project requiring unbudgeted funds must be done as a formal request to the Executive Director via an event/project request. The template requires all costings associated with the request and the strategic outcomes that will be associated with the event or project, to be declared. These requests must be done, where possible, at least 3 months in advance. Approval is at the discretion of the Executive Director.

15. REVIEW

These Terms of Reference will be reviewed and updated as required in relation to:

- Overarching rules/responsibilities and currency in relation to internal and external stakeholders (trigger= change in Institute policy/regulations, or as otherwise deemed necessary by chapter office/chapter council).
- Committee specific remit within the committee (every 2 years, or as otherwise deemed necessary).
- Changes to be sought through chapter office and reviewed and approved by chapter council.