



Australian Institute of
Landscape Architects

Terms of Reference

Senior Practitioner Advice Service

Strategic Linkage

Membership Strategic Pillar

- AILA understands and is responsive to the needs of its members
- The value proposition for AILA membership for all landscape architects is increasing

Purpose

To provide members with advice from volunteering senior members of the profession for professional 'non- legal' support and peer guidance in the running of the practice.

Objectives

To increase professionalism and standard of practice amongst members.

Roles & Responsibilities

The Senior Practitioner Advice Service will assist with enquiries such as:

- Setting up a practice (what needs to be considered)
- The operational running of a practice
- Providing services as a Landscape Architect in public and private practice.
- Creating an equitable practice including advice regarding pay equity, flexible working arrangements, fair hours of work, parental leave, and equitable career progression for staff. (Refer to Practice Note 10).
- Provide advice and support to small business owners.
- Direct matters sensitive to cultural appropriateness and awareness to the Connection to Country Committee to support businesses of all sizes.
- Tendering for work (where to find documents, templates, proformas, how to complete etc.)
- Career progression.
- And many other areas including QA, technology and marketing.
- And more.

Membership

AILA Board will appoint the members following the receipt of expressions of interest from members. The Advice Service group will comprise of:

- AILA CEO.
- Up to 15 appointed Registered Landscape Architects or Fellow members.
- Term of appointment of two years, with a suggested maximum service of two (2) consecutive terms to allow other AILA members to participate. However, members may participate for longer to ensure continuity of the committee's activities where appropriate.
- The secretariat is to be provided by an AILA staff member.
- A quorum for every meeting is two thirds of the current appointed membership.
- As per [AILA's Gender Equity Policy](#) the service should aim for a 50% representation by women on all committees.
- Broader geographical representation.
- Diversity of experience and skills, including experience in managing small and large practices.
- Over 15 year practice experience in government or private practice and are experienced senior practitioners working within practices or Government offices.

Committee members are expected to participate in bi-annual meetings, actively volunteer for assignments, and contribute to the tasks agreed upon.

Where consistent non-attendance (i.e. more than two consecutive meetings missed) is recorded, a Committee member may be asked to vacate their position.



Accountability

- Once an enquiry has been received AILA staff will forward the request to the Senior Practitioner Advice Service.
- A response is required within 1-4 business days.
- Mode of communication will predominately be via email.
- The Senior Practitioner Advice Service shall guarantee strict confidentiality of any information / data of a sensitive nature.
- The Senior Practitioner Advice Service does not serve as a substitute for any legal services that may be required by the member.

Meetings and Records

- The Senior Practitioner Advice Service will meet bi-annually.
- AILA will provide secretariat support via agenda setting, file management and meeting facilitation.

Review of Terms of Reference

CEO to conduct annual review of ToR with the Practice Committee.

A review of the members of the group to be undertaken post the endorsement of the Terms of Reference.

Relevant AILA Policies

- Advocacy, Submissions, and Representations Policy
- Members Representing AILA on External Forums
- Committee Code of Conduct
- Gender Equity Policy

It is also recommended that members of the SPAS are across the contents of practice note 10 including rights and responsibilities of members under Australian Employment law.

Key Committee Collaboration

- Practice Committee
- Gender Equity Committee
- Connection to Country Committee
- Climate Positive Committee