



Terms of Reference

New South Wales Advocacy Committee

Advocacy is an activity by an individual or group that aims to influence decisions within political, economic, and social institutions. Advocacy includes activities and publications to influence public policy, laws and budgets by using facts, their relationships, the media, and messaging to educate government officials and the public.

Advocacy can include many activities that a person or organisation undertakes including media campaigns, public speaking, commissioning and publishing research.¹

Strategic Linkage

Advocacy Strategic Pillar

- The role of landscape architecture is understood and respected by all levels of Australian Government

Background

The Australian Institute of Landscape Architects (AILA) and its membership are key leaders in shaping the development of sustainable places in Australia. It must have sound policy and a robust evidence base to support its agenda.

AILA's Strategic Plan 2021, highlights the importance of advocacy as a standalone strategic pillar. The strategic objective for advocacy is that the role of landscape architecture is understood and respected by governments at all levels in Australia.

This Terms of Reference (ToR) for the NSW Advocacy Committee (Committee) defines the role of the Committee in developing and promoting AILA's policies, position statements, submissions to government and other industry bodies and other advocacy initiatives at a State level.

Purpose of the Committee

To advise the AILA NSW Chapter Executive on matters of Advocacy policy and their implementation to advocate for the profession on state based issues in order to advance AILA as the leader in sustaining people and places through improved design, planning, policy, and management as it relates to Urban Green Infrastructure.

Objectives of the Committee

- To advocate for the profession on state based issues and where appropriate provide support to AILA National Advocacy.
- To develop a strategy and state led advocacy plan to identify opportunities, develop content and execute local advocacy initiatives.
- To promote and support Landscape Architecture and coordinate responses to state based challenges and opportunities through Member and Executive representation.
- To promote and support actions relating to advocacy on Climate and Biodiversity, and Sustainable Development Goals in line with the nationally led-initiatives and state requirements and needs.
- To establish AILA in a leadership role on matters of relevance to the organisation and its members.
- To prepare submissions to address members' needs to support advancement of shared ideals as landscape architects.
- Advocate the skills of landscape architects and value of landscape architecture to the community, government, private sector, universities, and allied professions through submissions, advocacy planning and facilitation of meetings along with Executive representation.
- Identify and respond to significant projects and key issues relating to landscape architecture in NSW and where relevant in Australia.
- Encourage the use of networking tools such as Memberscape® for members to discuss advocacy issues.

¹<https://en.wikipedia.org/wiki/Advocacy>, accessed 11th October 2021



- Liaise with the national Advocacy Committee and Chair to ensure a cohesive voice for advocacy within AILA.
- Make recommendations to the NSW Chapter Executive on matters relating to areas of the Committee's remit through an advocacy plan / and quarterly reporting system.

Roles and Responsibilities

To advise the NSW Chapter Executive on matters of advocacy policy and their implementation to advance AILA as leaders in sustaining people and places through design, planning, research, policy and management.

Keep an updated advocacy summary of on-going relationship in between AILA and State Government including key contacts, key focus and targets, key challenges.

Develop and regularly update an annual Advocacy Plan, highlighting the state chapter's top (3-4) advocacy priorities.

Proactively identify and coordinate advocacy response to changes or threats in the landscape architecture operating environment.

Develop advocacy materials for use in the lead-up to state government elections.

Committee Membership

AILA NSW Chapter Executive will appoint the committee members following the receipt of expressions of interest from members. The committee:

- is open to all AILA members
- must include a minimum of one member of the State Executive
- must support diversity and equality within the committee
- must include a minimum of 4 but not more than 7 members
- must elect a Chair ratified by the NSW Chapter Executive
- may co-opt AILA members with particular expertise on an as needs basis
- must ensure that all working groups report monthly to the NSW Advocacy Committee
- has a minimum quorum consists of two thirds of the committee members.

Accountability

- The Committee must adhere to adopted National and State Policies and strategies, including AILA's Code of Conduct.
- The Committee will liaise with New South Wales Chapter Executive, other State Committees and working groups as required.

- A minimum of 6 meetings per year are to be held.
- Formal minutes of these meetings are to be recorded and filed with the NSW Chapter Manager.
- The Committee Chair or a Committee representative will attend New South Wales Chapter Executive meetings and/or submit a written record of the Committee's activities prior to the meeting, and provide an oral update as requested by the New South Wales Chapter Executive.
- The Committee will report biannually to the New South Wales Chapter Executive to align with reporting requirements of the State Chapter to AILA.
- The Committee will coordinate biannually with the national Advocacy Committee to ensure alignment of key issues.
- All interaction with government must be approved by Executives and have an NSW Executive member in attendance.
- All submissions to government must be approved by the National Executive Committee or a nominated representative thereof, prior to submission.
- All submissions must be reviewed against the check list in Appendix A to ensure the expected outcome of the submission is clear.
- All submissions must be approved by the Chair and the State Chapter President prior to submission.

The Advocacy Committee is to focus on issues relevant to the broader AILA membership and avoid advocating on behalf of individual members or groups of members. Where the Committee is providing public comment on projects relevant to the issue being addressed then it should seek the perspective of any AILA members involved in the project.

Review of Terms of Reference

The committee in conjunction with the Executive Member on biennial basis or as it is deemed needed.

Relevant AILA Policies

- Social Media Policy
- Advocacy, Submissions, and Representations Policy
- Conflict of Interest Policy
- Delegation Policy
- Members Representing AILA on External Forums
- Committee Code of Conduct

Key Committee Collaboration

- All AILA Committees and Working Groups at a national and chapter levels, as required.
- Committee contacts exchange is facilitated by AILA secretariat, as required.
- For information on current national committees visit: <https://www.aila.org.au/Committees>

Appendix A



Australian Institute of
Landscape Architects

Advocacy Submission Checklist

SUBMISSION CHECKLIST

Before preparation of Advocacy commences

- Have conflicts of interested been declared and reviewed?
- Is this submission line with AILA's purpose, Charter, position statements?
- What is the reputational risk to AILA / our members in making submission/not making this submission?
- Is it clear what the authors' intention is? Is the statement / issue / query clear?
- Has a timeframe for a response/ action been included?

After preparation of Advocacy commences

- Does it clearly summarize the current state of the topic?
- Is it comprehensive ? Has it been written to stand alone without readers having to access other documents (if other documents are required, include a link or attachment) - minimise additional research where possible for greater effectiveness
- Is the language clear and direct, objective, non-emotive, appropriate?
- Does it contain positive as well as constructive criticism?
- Is there enough detail for the recipient to respond?
- Has it been reviewed by someone else in your group before sending ? Has the 'About AILA' document been included as an Appendix to the submission and not within the submission itself?

RESEARCH FACT CHECK

- Does AILA already have a position on this that we can draw on, check ASLA, LI, IFLA, LAF, PIA, AIA and Government Architects advocacy submissions. Has there been a background check of other work done to date? Check interstate, international, the AIA, other industries
- Is AILA already involved in discussing, raising these issues with the recipient of the communication?
- Which strategic pillar/s does this communication refer to?
- Existing plans/ strategies/reports?
- Is there a benchmark that can be referred to where this issue has been raised before or resolved before? Check Memberscape Library
- Ramification / Signification - the Why: relating to the subject matter, has the scale of impact on AILA / the Environment / the industry been clearly explored ?
- Does the communication outline clearly, with respect to the AILA / the industry / our members, the importance, significance, or impact of the request or matter/issue?
- Do you think others need to be involved in the communication, are there other stakeholders that need to be consulted?

Appendix B



Australian Institute of
Landscape Architects

About the Australian Institute of Landscape Architects

The Australian Institute of Landscape Architects (AILA) leads a dynamic and respected profession: creating great places to support healthy communities and a sustainable planet.

Who we are and what we do

AILA is the peak national body for Landscape Architecture. AILA champions quality design for public open spaces, stronger communities, and greater environmental stewardship.

We provide our members with training, recognition, and a community of practice to share knowledge, ideas, and action.

With our members, we anticipate and develop a leading position on issues of concern in Landscape Architecture. Alongside government and allied professions, we work to improve the design, planning, and management of the natural and built environment.

In operation since 1966, AILA represents over 2,500 members Australia-wide and promotes excellence in planning and designing for life outdoors. Committed to designing better places, Australian landscape architects have the skills and expertise to improve the nation's liveability through integrated nature-based solutions delivering better environmental, social, and economic outcomes for all Australians.

AILA's national position statements on Green Infrastructure, Climate Positive Design, Child Friendly Cities, Healthy Communities, and Active Travel; examine how an integrated approach can be used to shape the health and wellbeing of communities. Landscape architects play a central role in developing and implementing these strategies.

Our members are distributed across Australia and range from sole traders to large internationally recognised practices and are embedded within local and state government, creating significant and profound community impacts at a variety of scales.

AILA's values focus on the design, delivery, and management of:

1. Quality Public Places

Examples include:

- Southbank Parklands, QLD
- Sydney Park and Darling Quarter, NSW
- Royal Botanical Gardens Victoria – Cranbourne Gardens, VIC
- Pelzer Park/ Pityarilla (Park 19) Activity Hub, SA
- Elizabeth Quay and Scarborough Foreshore, WA
- and many more Australia-wide.

2. Stronger Communities

Through public open space networks, parks, and sporting complexes.

3. Environmental Stewardship

Through ecological restoration (flood, fire, weeds and contaminated waterways).

As landscape architects:

- We resolve to protect and sustain our landscapes.
- We affirm that self-sustaining landscapes are essential to our planet by placing a high value on the protection of living landscapes and taking a thoughtful approach to their change.
- We resolve to restore damaged landscapes to health.
- We recognise each landscape is best cared for by the community as a whole.
- We work to reveal the value of each landscape to all parties so that they can work in its best interests.
- We work collaboratively with the community and with other professionals to ensure the best outcome for each place.