



AILA Queensland Small Business Network

Terms of Reference

Background

AILA and its members are key leaders in shaping the development of sustainable places in Australia. Accordingly we must have sound policy, robust theory and an evidence base to support practice.

AILA strives for greater clarity in our policy and in our approach to advocacy – policies that clearly advance AILA’s vision and mission and an advocacy voice that is a powerful reflection of our brand and our target audiences.

The AILA Queensland Small Business Network (SBN) combines the experience and expertise of landscape professionals operating small practices in the area of design and design/construct. This group advances AILA’s vision by providing advice to the State Executive and where appropriate National Council on matters relating to small business practice within Queensland, strengthening AILA’s position as a leader and advisory body on these matters.

The following Terms of Reference (ToR) sets out the purpose, objectives, strategic plan for the SBN.

Purpose of the Queensland Small Business Network

- To offer experience and tools to other small practices operating within Queensland and the wider, national arena
- Create a forum for professional discussion surrounding key issues of small business practice
- Advocate and represent AILA at various forums relating specifically to small practice
- To advise the State Executive and where appropriate National Council on matters relating to small business practice policy within Queensland

Small Business Network Objectives

- Strengthen AILA’s position as a leader and advisory body on matters relating to small business practice in landscape architecture and landscape construction
- Identify key areas of practice that challenge smaller design and design/construct firms
- Develop a set of tools that can support small practices and help improve efficiency, innovation and growth
- Develop a support network or forum where small practitioners can regularly share ideas, issues and problems that relate to the running of a small practice



Strategic Plan

- Prepare an AILA Queensland Guidance Note on best practice Guideline for Small Business Practice
- Provide support to the Queensland Advocacy Subcommittee
- Maintain a core of expertise within the group
- Support education and professional development in small business practice

Small Business Network Membership

SBN consists of:

- Core working group of up to 10 AILA Registered Landscape Architects that have specialist expertise in Small Business Practice
- Open to all AILA members for casual or regular attendance
- Regular attendance will require completion of a short survey for contact information to be sent to other SBN members and gain access to additional resources prepared by the SBN

Small Business Network Reporting

- The SBN meets a minimum of 6 times per year
- The SBN chair prepares a short report (e-mail meeting minutes in dot point format) and disseminates key actions to the Queensland State Executive

Reference Documents

- National Advocacy Plan
- National Policy Frameworks
- Advocacy Representations and Submissions Policy