

Urban Street Tree Management Plan - Advisory Group

TERMS OF REFERENCE

1. Name of Committee

Urban Street Tree Management Plan - Advisory Group

2. Purpose

The purpose of the Urban Street Tree Management Plan - Advisory Group is to guide, monitor and evaluate the development and implementation of the Urban Street Tree Management Plan. The working group will also provide strategic advice to the Council on future greening strategies to ensure a future Tamworth will offer an enhanced quality of life and prosperity for people and alignment with Council's Blueprint 100 vision.

3. Objectives / Roles / Expectations

- 3.1. To support the development, review and implementation of the Urban Street Tree Management Plan to promote and encourage sustainable tree planting and management including maintenance;
- 3.2. To widely consult and involve the regional community regarding sustainable tree planting and management including maintenance; and
- 3.3. To reflect the views and input of the community in the development of future greening strategies.

4. Composition/Membership

The Urban Street Tree Management Plan - Advisory Group will have the following core membership;

- Tamworth Regional Council – three (3) Councillors;
- Up to five (5) industry leaders from the arboriculture industry;
- Up to five (5) community members who have a common goal to improve and increase street trees within the region;
- Tamworth Regional Council Manager, Sports and Recreation and/or Technical Staff, Greening Coordinator;
- Director, Liveable Communities; and
- Other Council staff may be consulted in an advisory capacity to the Advisory Group where they hold responsibilities including traffic management, footpaths, CBD, parks and gardens, infrastructure and planning.

4.1. **Community representatives;** will be appointed through an Expression of Interest process. Community members will be selected for the skills and experience they can bring to the working group. A panel made up of:

- One (1) Councillor
- Director, Liveable Communities (or representative)
- Manager, Sports and Recreation
- Technical Staff, Greening Coordinator

will make recommendations for appointment and refer these to an Ordinary Meeting of Council for consideration and adoption

5. Operations of the Committee

5.1. Frequency of Meetings

The Urban Street Tree Management Plan - Advisory Group will meet Bi-monthly for a scheduled one and half hour meeting

5.2. Attendance at Meetings

Attendance at meetings is expected from all Members. Unexcused absence for a period of 12 months is deemed reason for dismissal from the Urban Street Tree Management Plan - Advisory Group.

5.3. Notice of Meetings

The Greening Coordinator will email the Urban Street Tree Management Plan - Advisory Group Annual Dates for all meetings for the calendar year. They will also send out a reminder two (2) weeks prior to the schedule meeting date.

5.4. Agenda Items

Agenda items for the next meeting are to be received within 10 days prior to the next scheduled meeting. Agenda items and attachments will be forwarded to members with the Notice of Meeting. Items outside of the Agenda can be raised during 'General Business'.

5.5. Minutes of Meetings

The Greening Coordinator will collate the minutes of each meeting and circulate within five (5) business days. Minutes of the previous meeting must be confirmed at the next meeting of the Urban Street Tree Management Plan - Advisory Group.

5.6. Meeting Venue

Council shall provide suitable facilities for the conduct of the meetings of the Group

5.7. Business Support

Council shall provide suitable facilities for the conduct of the meetings of the group.

6. Reporting Requirements / Council support

The Working Group will be authorised to co-opt members on the basis of their relevant expertise to assist with specialist knowledge and support of the working group.

The Working Group will have no delegated authority from the Council to make decisions binding the Council and will submit reports to the Council under the Management Accountability of Director, Regional Services incorporating, but not limited to:

- The minutes from each meeting will reported to an Ordinary Council meeting; and
- Specialist reports on Tree Management as required by the Council.

7. Media

The Chairperson, the Director, Regional Services and Manager, Sports and Recreation are authorised to represent and speak on behalf of the Group in any media discussions.

8. Confidentiality

Confidentiality is to be maintained by all members of the Group. Discussions occurring within the Group shall be treated as confidential unless reported to Council or as agreed for release to the media.

9. Review Period

The Terms of Reference is to be reviewed at least once in each four-year period.