



AGENDA

Tree Advisory Committee Meeting Thursday, 28 November 2024

I hereby give notice that a Tree Advisory Committee Meeting will be held on:

Date: Thursday, 28 November 2024

Time: 9:00 AM

**Location: Meeting Room Bidjpidji (Meeting Room 1)
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**Simone Saunders
Chief Executive Officer**

TREE ADVISORY COMMITTEE MEMBERS

Lord Mayor Kon Vatskalis (Chair)

Councillor Morgan Rickard

Australian Institute Landscape Architects Marisa Fontes

Parks and Wildlife Bryan Harty

NT Arboriculture Association Richard Kenyon

Alternate Councillor Kim Farrar

OFFICERS

Executive Manager Operations, Tracy Bignell

Executive Manager Environment and Waste Services, Nick Fewster

Coordinator Environment and Climate Change, Emma Smith

Administration Officer, Maya Moon

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1 Meeting Declared Open

2 Acknowledgement of Country

3 Apologies and Leave of Absence

3.1 Apologies

3.2 Leave of Absence

3.3 Leave of Absence Notified

4 Electronic Attendance

4.1 Electronic Attendance

4.2 Electronic Attendance Notified

5 Declaration of Interest

6 Confirmation of Previous Minutes

Tree Advisory Committee Meeting - 22 August 2024

7 Actions Arising From Previous Minutes

8 Presentations

9 OFFICER REPORTS

9.1 TREE ADVISORY COMMITTEE PROPOSED MEETING DATES FOR 2025

Author: Executive Manager Operations

Authoriser: General Manager Community

Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Tree Advisory Committee Proposed Meeting Dates for 2025 be received and noted.
2. THAT the Tree Advisory Committee sets its meeting schedule for 2025 as follows:
 - a) meetings to be held on _____
 - b) meetings to be held from _____
 - c) meetings to be held at _____ and electronically via Teams
 - d) three meetings to be held on:
 - i. ___ February 2025
 - ii. ___ May 2025
 - iii. ___ November 2025

PURPOSE

The purpose of this report is to propose the meeting schedule for the Tree Advisory Committee for 2025 in accordance with the adopted Terms of Reference.

KEY ISSUES

- In accordance with the adopted Terms of Reference for the Tree Advisory Committee, the Committee will set its meeting schedule for the upcoming calendar year.
- The date, time and location of meetings are to be determined by the Committee.
- Proposed dates, times and locations are outlined in this report for consideration by the Committee, taking into consideration the local government elections caretaker period.

DISCUSSION

The Terms of Reference for the Tree Advisory Committee (Clause 6.1) advise that the committee meet at least four times per year and no more than eight times annually between February and November.

Dates, time and location of the Tree Advisory Committee meetings are to be determined by the committee. The proposed dates and times presented in this report are for endorsement or discussion of alternative dates and times as determined by the committee. The proposed dates and times are in accordance with the adopted 2024 schedule.

In proposing the dates and times for the Tree Advisory Committee, the Civic Centre meeting room schedules were reviewed and the Bidjpidji Meeting Room has been confirmed as available and a date saver booked.

It is noted that attendance at the meetings will be offered in person and via Microsoft Teams.

The proposed 2025 dates, times and location are:

- a) meetings to be held generally on the fourth Thursday of the month
- b) meetings to be held from 9.00am to 10.00am
- c) meetings to be held at City of Darwin Civic Centre and electronically via Teams
- d) three meetings to be held on:
 - i. Thursday 20 February 2025
 - ii. Thursday 22 May 2025
 - ii. Thursday 27 November 2025

Due to the local government elections in 2025 and caretaker period, meetings will not be scheduled during the period 30 July 2025 to 1 November 2025. The Tree Advisory Committee is only scheduled to meet three times in 2025.

PREVIOUS COUNCIL RESOLUTION

Nil

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.2 Roles and Relationships
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: Local Government Act 2019 (NT) Local Government (General) Regulations 2021 (NT) Policy: Meetings Policy No.0043.100.E.R Advisory and Other Committees Policy No.0930.100.E.R
CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter.

	<p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>
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9.2 TREE ADVISORY COMMITTEE MEMBERSHIP UPDATE

Author: Executive Manager Operations

Authoriser: General Manager Community

Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Tree Advisory Committee Membership Update be received and noted.

PURPOSE

The purpose of this report is to provide an update on the membership of the Tree Advisory Committee and the appointment process for community and organisational members.

KEY ISSUES

- The Tree Advisory Committee Terms of Reference set the membership of the Committee and term of appointment for the members.
- The membership term for community and organisational members is a two-year period.
- A 'call for nominations' will occur for up to two community member positions on the Tree Advisory Committee due to the current two-year appointment term expiring.
- A letter will be sent to member organisations to confirm their nominated organisational member due to the current two-year appointment term expiring.

DISCUSSION

In accordance with the Tree Advisory Committee Terms of Reference membership will consist of:

Membership (clause 5.1)	Term of Appointment (clause 5.3)
Up to two community members	Two years
Up to four organisational memberships consisting of: <ul style="list-style-type: none"> Australian Institute of Landscape Architects Northern Territory Arboriculture Society Larrakia Nation Parks and Wildlife (George Brown Botanic Gardens) 	Two years
The Lord Mayor One Elected Member One Elected Member (alternate)	One year, by nomination at an Ordinary Council Meeting

Community Members

Dr Greg Leach and Adam Grainger were appointed as the two community members on the Tree Advisory Committee. Their appointment period has expired. A 'call for nominations' for up to two community members will be undertaken.

The 'call for nominations' will close on Friday 24 January 2025. Information on the Tree Advisory Committee, skill set and required commitment from prospective nominees will be made available on the City of Darwin website along with the nomination form. The process will be promoted via a media release, social media channels and direct email communication. The positions are volunteer roles.

Existing community members on the Tree Advisory Committee can reapply. Nominations are required to be approved at an Ordinary Meeting of Council.

The input and advice provided by Dr Leach and Mr Grainger over the past two years is acknowledged and appreciated.

Organisational Membership

Organisational members are also appointed for a two-year period, with the two-year term concluding. In accordance with the *Advisory and Other Committees Policy*, member organisation representatives will nominate one delegate from the organisation they are representing.

The Australian Institute of Landscape Architects have confirmed their appointed member via correspondence dated 16 September 2024. The proposed new member is Ms Marisa Fontes. The input from Ms Fiona Eddleston as their representative over the past two years is acknowledged and appreciated.

A letter will be sent to the following organisations to confirm their nominated organisational member:

- Northern Territory Arboriculture Society
- Larrakia Nation
- Parks and Wildlife (George Brown Botanic Gardens).

Elected Members

At its Ordinary Meeting of Council on the 24 September 2024, the following elected members were appointed to the Tree Advisory Committee until the Caretaker Period:

- Lord Mayor (Chair)
- Councillor Morgan Rickard
- Councillor Kim Farrar (as alternate).

PREVIOUS COUNCIL RESOLUTION

At the 24 September 2024 meeting Council resolved:

RESOLUTION ORD403/24

10. THAT Council appoint the following Elected Members to the Tree Advisory Committee until the Caretaker Period:

Lord Mayor (Chair)
Councillor Morgan Rickard; and
Councillor Kim Farrar as Alternate.

At the 27 September 2022 meeting Council resolved:

RESOLUTION ORD474/22

1. THAT the report entitled Tree Advisory Committee – Appointment of Community Members and Amendments to the Terms of Reference be received and noted.
2. THAT Council approve Dr Greg Leach and Adam Grainger as community members to the Tree Advisory Committee for a two-year term from 27 September 2022 to 30 September 2024.
3. THAT Council endorse the revised Terms of Reference for the Tree Advisory Committee.
4. THAT this report and any attachments be deemed confidential documents and be treated as such in accordance with Section 293(1) of the Local Government Act 2019.
5. THAT the documents remain confidential and that this decision be moved into Open at the end of the meeting.

STRATEGIC PLAN ALIGNMENT	6 Governance Framework 6.2 Roles and Relationships
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	Nil
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: Local Government Act 2019 (NT) Local Government (General) Regulations 2021 (NT) Policy: Meetings Policy No.0043.100.E.R Advisory and Other Committees Policy No.0930.100.E.R Tree Advisory Committee Terms of Reference

CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).</p>

9.3 TREE DATA CAPTURE UPDATE

Author: Executive Manager Operations

Authoriser: General Manager Community

Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Tree Data Capture Update be received and noted.

PURPOSE

The purpose of this report is to provide an update to the Tree Advisory Committee on the tree data capture process.

KEY ISSUES

- To effectively plan for and manage our public tree network we need to understand what trees we have and their condition, including risk of potential failure.
- Investigations are underway to determine an appropriate software interface that links with City of Darwin's asset register.
- While it is a non-negotiable requirement that the software interface must integrate with Council's asset register, it must also be based on industry recognised methodologies and needs to align with relevant Australian Standards.
- This report outlines progress made to date on improving data for our public tree network and further works planned to be undertaken. Good systematic progress is being made.
- Achieving the above outcomes will help transform the way the City of Darwin manages its public tree network. Having quality data will enable informed decisions to be made, will facilitate better investment of future resources and significantly assist in managing risk.

DISCUSSION

The Public Tree Management Policy and Public Tree Management Procedure was adopted by Council at its meeting of 24 September 2024.

A key driver of developing the Public Tree Management Policy and Public Tree Management Procedure was to ensure that the City of Darwin effectively manages its risk in relation to trees. The policy and procedure helps provide a framework to enable consistent decision making, documentation and application of standardised processes in the management of public trees on City of Darwin controlled land. These documents also stress the use of recognised industry practices that align with the relevant Australian Standards.

To effectively plan for and manage our public tree network we need to understand what trees we have and their condition, including risk of potential failure.

Current Situation

The City of Darwin is utilising a software tool to capture information on our tree network. There are approximately 5,000 trees captured in this software tool, including around 1,800 high risk trees. The software tool being utilised includes a customised risk assessment process rather than a generic industry recognised arboriculture risk assessment methodology. Investigations are underway to determine a more suitable software tool that integrates with City of Darwin's asset register and captures whole of life tree management data to effectively plan for and maintain our public tree network.

Way Forward

To progress forward in ensuring the City of Darwin has reliable and accurate data to effectively manage its public tree network a number of actions are required to be implemented. The Operations team have undertaken the following:

1. Asset Register

Worked with the City of Darwin asset and GIS officers to set up required tree attributes in our current corporate wide asset register – Brightly. This activity was completed in September 2024.

2. Capture of Trees

Engaged an external company who are undertaking an asset condition assessment for City of Darwin transport assets to capture at the same time all our street trees. Cost savings have resulted by undertaking these two activities simultaneously. This project is underway with data expected to be received by late 2024. The location of all street trees will be captured along with a URL link to the image of each tree. City of Darwin's arborists will then utilise the images (which are very clear) to populate the tree data attributes in Brightly. Based on a small trial, it is expected the population of the tree attributes could be achieved primarily through desktop analysis.

It is anticipated public trees in parkland settings will be captured in 2024/25, subject to available budget. The tree data capture in parklands may be staged over two years dependent on final costings.

3. Software Interface

We are currently working with the General Manager of Corporate Services and the City of Darwin's IT Department to look at options to purchase an interface software that enables ease of tree data capture on site, for uploading into Brightly.

Significant work has been done on assessing a range of options, with the non-negotiable requirement that the software must link to Brightly, be consistent with industry practice and compliant with Australian Standards.

A solution, which looks at whole of life tree management cycle is progressing. The software system being considered is used by over 50 local authorities. Direct consultation with current users from other councils has occurred. The cost impost of the new system

will be minimal as it will be largely offset by making the current software tool redundant.

Achieving the above outcomes will help transform the way the City of Darwin manages its public tree network. Having quality data will enable informed decisions to be made, will facilitate better investment of future resources and significantly assist in managing risk. This integrated approach will help support public information and education activities going forward.

While the above work is being undertaken, progress is continuing on the City of Darwin's 10 Year Planting Plan. This project is on track for presenting to the Tree Advisory Committee at its meeting scheduled for May 2025. There is a high level of connectivity between the 10 Year Planting Plan and the proposed software interface. The software interface being investigated can capture all potential planting locations, including identifying relevant species suitable to the specific location. Required watering programs and live time monitoring of watering activities are also expected to be captured in the software interface.

It is important to understand a determination has not yet occurred on the purchase of the software interface. Additional assessment is required before a final investment decision is made, but indications to date have been promising.

PREVIOUS COUNCIL RESOLUTION

Nil

STRATEGIC PLAN ALIGNMENT	3 A Cool, Clean and Green City 3.1 By 2030, Darwin will be recognised as a clean and environmentally responsible city
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	The budget implications associated with this report will be minimal and offset by other operational budget expenditure reductions.
LEGISLATION / POLICY CONTROLS OR IMPACTS	Legislation: Australian Standards Policy: Public Tree Management Policy No.8302.100.ER Public Tree Management Procedure No. 8302.010.I.N
CONSULTATION, ENGAGEMENT & COMMUNICATION	Nil
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).

10 Member Reports**11 General Business****12 Next Meeting****13 Closure of Meeting to the Public**

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.



MINUTES

Tree Advisory Committee Meeting Thursday, 22 August 2024

Date: Thursday, 22 August 2024

Time: 9:00 AM

**Location: Meeting Room Bidjpidji (Meeting Room 1)
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**MINUTES OF CITY OF DARWIN
TREE ADVISORY COMMITTEE MEETING
HELD AT THE MEETING ROOM BIDJPIDJI (MEETING ROOM 1), LEVEL 1, CIVIC CENTRE,
HARRY CHAN AVENUE, DARWIN
ON THURSDAY, 22 AUGUST 2024 AT 9:00 AM**

PRESENT:

Councillor Morgan Rickard
Parks and Wildlife Bryan Harty
Australian Institute Landscape Architects Fiona Eddleston
Community Member Dr Greg Leach
Councillor Mick Palmer

OFFICERS:

Tracy Bignell (Executive Manager Operations)
Emma Smith (Coordinator Environment and Climate Change)
Maya Moon (Administration Officer)

APOLOGY:

Chairperson Kon Vatskalis
Community Member Adam Grainger
NT Arboriculture Association Richard Kenyon
Larrakia Nation Ben Smith

GUESTS:

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APPOINTMENT OF THE CHAIR**COMMITTEE RESOLUTION TAC019/24**

Moved: Australian Institute Landscape Architects Fiona Eddleston

Seconded: Community Member Dr Greg Leach

THAT Councillor Morgan Rickard is appointed as Chair for the meeting.

CARRIED 5/0

1 MEETING DECLARED OPEN

The Chair declared the meeting open at 9:02am.

2 ACKNOWLEDGEMENT OF COUNTRY

City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.

3 APOLOGIES & LEAVE OF ABSENCE**3.1 Apologies**

Chairperson Kon Vatskalis

Community Member Adam Grainger

NT Arboriculture Association Richard Kenyon

Larrakia Nation Ben Smith

3.2 Leave of Absence

Nil

3.3 Leave of Absence Notified

Nil

4 ELECTRONIC ATTENDANCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**5.1 Declaration of Interest by Members**

Nil

5.2 Declaration of Interest by Staff

Nil

6 CONFIRMATION OF PREVIOUS MINUTES**COMMITTEE RESOLUTION TAC020/24**

Moved: Australian Institute Landscape Architects Fiona Eddleston

Seconded: Community Member Dr Greg Leach

THAT the minutes of the Tree Advisory Committee Meeting held on held on 22 February 2024 be confirmed.

CARRIED 5/0

7 ACTIONS ARISING FROM PREVIOUS MINUTES

Nil

8 PRESENTATIONS

Nil

9 OFFICER REPORTS**9.1 DRAFT PUBLIC TREE MANAGEMENT POLICY AND PROCEDURE****COMMITTEE RESOLUTION TAC021/24**

Moved: Councillor Morgan Rickard

Seconded: Parks and Wildlife Bryan Harty

THAT the report entitled Draft Public Tree Management Policy and Procedure be received and noted with the following:

- The policy and procedure are quality documents, will add value and are timely
- Consideration be given to include wording around restricting access within the "Tree Protection Zone" areas
- Clarification around Tree Removals bullet points in section 3.3 not being read as singular discrete items
- It was noted the Significant Tree Register will be presented as a draft to the Tree Advisory Committee once developed for review and feedback.

CARRIED 5/0

9.2 PREFERRED AND NOT RECOMMENDED TO BE PLANTED TREE LIST RATIONALE**COMMITTEE RESOLUTION TAC022/24**

Moved: Community Member Dr Greg Leach

Seconded: Parks and Wildlife Bryan Harty

THAT the report entitled 'Preferred and not recommended to be planted tree list' rationale be received and noted.

CARRIED 5/0

10 MEMBER REPORTS

Nil

11 GENERAL BUSINESS

Nil

12 NEXT MEETING

28 November 2024, 9:00am

13 CLOSURE OF OPEN AGENDA

The open section of the meeting closed at 9:29am.

Unconfirmed