

1 PURPOSE

The Tree Advisory Committee is an Advisory Committee to Council. Its purpose is to provide advice to Council on matters outlined in the Committee's roles and functions. The Committee will provide recommendations to Council to enable an informed decision to be made on the management of the Greening Strategy 2021.

2 SCOPE

The Tree Advisory Committee operates to advocate, advise, and support Council and deliver recommendations for the Greening Strategy 2021.

3 AUTHORITY / DELEGATION

The Tree Advisory Committee has the power only to recommend a course of action to Council and does not have any delegation to make decisions. The Committee is responsible for implementing the decisions of Council in accordance with the role and functions of the Committee.

4 FUNCTIONS

The functions of the Tree Advisory Committee as required, are to:

- a) Review the City of Darwin Greening Strategy
- b) Review the report Establishing a Resilient Urban Forest for Darwin
- c) Review the document Preferred Trees for Darwin
- d) Review the document Trees Not Recommended to be Planted
- e) Investigate and make recommendations on Species that are Colourful, Tropical and/or Flowering.

5 MEMBERSHIP

In accordance with the *Local Government Act 2019* (NT), City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication, and commitment to the purpose of the group.

Tree Advisory Committee Terms of Reference 1240.001.E.R		Page 1 of 3
Version: 2	Decision Number: ORD474/22	Adoption Date: 27/09/2022
Responsible Officer: Chief Executive Officer		Next Review Date: 31/01/2023



Membership Provisions

- a) Up to two (2) community members, and
- b) Up to six (6) organisational memberships consisting of representation from:
 - i. Australian Institute of Landscape Architects
 - ii. Northern Territory Arboriculture Association
 - iii. Larrakia Nation
 - iv. Parks and Wildlife (George Brown Darwin Botanic Gardens)
 - v. Territory Natural Resource Management
 - vi. Urban Development Institute of Australia (NT)
- c) Two (2) Council Members on the Committee, the Lord Mayor, and one Council Member. There may also be an alternate Council Member.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

The term of membership for community members is two (2) years.

5.1 CHAIR

The Lord Mayor is the chair of the Committee.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chair may be called upon to represent the Committee to Council.

The committee may appoint a Deputy Chair for the purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the committee purpose.

Organisational members are appointed to represent the interests and views of their member organisation relevant to the committee purpose.

6 MEETINGS

6.1 FREQUENCY AND LOCATION

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four (4) times per year and no more than eight (8) times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Tree Advisory Committee Terms of Reference 1240.001.E.R		Page 2 of 3
Version: 2	Decision Number: ORD474/22	Adoption Date: 27/09/2022
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Special meetings can be convened by the Chief Executive Officer on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.

6.2 VOTING

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting.

The Chair must exercise, in the event of an equality of votes, a second or casting vote.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* (NT) Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

9.2 PERFORMANCE EVALUATION

Commencing November 2022, at the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

10 RESPONSIBILITY / APPLICATION

All members of the committee will be asked to sign the Terms of Reference as part of their induction to the committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* (NT) as member of a Council appointed committee.

These Terms of Reference were adopted by Council on _____.

Name: _____

Signature: _____

Tree Advisory Committee Terms of Reference 1240.001.E.R		Page 3 of 3
Version: 2	Decision Number: ORD474/22	Adoption Date: 27/09/2022
Responsible Officer: Chief Executive Officer		Next Review Date: 31/01/2023

