



## Arboriculture Australia Ltd

### Structure and Policy

---

#### **COMMITTEE: CONTRIBUTING STATE ASSOCIATIONS (INTERNAL AND EXTERNAL) COMMITTEE)**

**Program Area: Standing Committee**

**Staff Liaison: Operations Manager**

**Definition:** the composition of internal and external committees are defined.

- An internal committee is a sub-committee of Arboriculture Australia.
- An external committee is an arboriculture organisation or association that services the entire geographical area of a State and/or Territory and is an inclusive association that any natural person can be a member of.

#### **Purpose of the Contributing State Associations (Internal and External) Committee**

The purpose of the Contributing State Associations (Internal and External) Committee is to:

- Develop a positive relationship with Arboriculture Australia to achieve industry goals.
- Allow Arboriculture Australia to support state-based initiatives.
- Allow contributing state-based associations to support national initiatives.
- Co-operate in developing and delivering education plus national and/or State/Territory Work, Health & Safety initiatives.
- Investigate opportunities to deliver the respective associations' services in an efficient and co-operative manner.
- Develop and co-ordinate consistent State, Territory and national responses to industry issues.

## **Committee Structure**

### ***External Committees***

At this date, external committees currently comprise:

- South Australian Society of Arboriculture (SASA).
- Tree Guild of Western Australia (TGWA).
- Victorian Tree Industry Organisation (VTIO).

An association operating independently from Arboriculture Australia has the opportunity for the Chair/President or delegated representative for a current committee to attend two annual Arboriculture Australia Executive Committee meetings within any calendar year.

### ***Internal Committees***

At this date, internal committees currently comprise:

- Australian Capital Tree Community (ACTC).
- New South Wales Arboricultural Association (NSWAA).
- Northern Territories Arboricultural Association (NTAA).
- Tasmanian Arboricultural Association (TAA).

The structure of an internal committee is defined.

1. The committee Chair is appointed by the State Standing Committee. The Chair can serve for a period of two (2) years. The Chair may be re-appointed consecutively, up to three (3) times only.
2. Committee member's terms are for two (2) years; a committee member, other than the Chair, may serve for up to three (3) consecutive terms.

3. The committee consists of:
  - a. A Chairperson.
  - b. A minimum of four (4) financial members.
  - c. Staff Liaison (non-voting).
4. The Speaker and Presenter Committee members should, ideally, represent a good geographical distribution across Australia.
5. Each person on this committee should be able to demonstrate professional business skills and industry experience.

### **Meetings**

It shall be the goal of all internal committees to meet face-to-face once each year at a venue to be determined based on cost effectiveness. The committee will have at least three committee meetings via conference calls per year. Conference calls are to be scheduled, as appropriate, to meet the objectives of the committee. Other business will be conducted via email.

### **Budget**

The Chair of an internal committee will provide a comprehensive budget for any proposed event. The proposed event budget must be pre-approved by Arboriculture Australia's Operations Manager.

A budget template will be provided by Arboriculture Australia's administration office.

### **Travel**

#### ***External***

Each independent State and/or Territory organisation will fully fund all costs associated with sending their representative to any Arboriculture Australia meeting.

#### ***Internal***

The Chair of each internal State and/or Territory committee is required to attend the mid-year and end-of-year Executive Committee meeting.

Arboriculture Australia will fund the following:

- Return airfares for all committee members only.
- Airport parking (long-term car parking facility only) at the origin airport.
- Transfers (taxi) from the destination airport to the meeting location (for committee members attending the bi-annual face-to-face meetings only).
- (Note: excess luggage and other incidentals will not be reimbursed)

If overnight accommodation or travel is required, this will be arranged by the Operations Manager. The Operations Manager will reject travel and accommodation requests if seen as unreasonable.

### **Policies**

1. All committee members must be a current financial member of Arboriculture Australia while serving on the committee.
2. All external correspondence sent from a committee member must be placed on Arboriculture Australia letterhead and approved by the Operations Manager before being distributed.
3. Committee members shall disclose any potential conflict of interest. Members are required to sign the Arboriculture Australia conflict of interest declaration.
4. Committee members shall sign the Arboriculture Australia confidentiality agreement each year.
5. Committee members are expected to participate actively in committee projects and decisions. The committee may, at its discretion, replace committee members who do not actively participate.
6. Terms of office are concluded on 31 December, in the year of expiry of their term.
7. A committee member who misses two consecutive meetings without explanation may be removed from the committee.

8. The committee Chair is responsible to keep the Operations Manager informed of any changes to the committee members.
9. All committee members must have an intermediate level of computer skills for Excel and Word, as a minimum.
10. All documents will be in Microsoft Office format.
11. The committee member must use an email address that is not accessible to any other person.
12. At no time is the committee to purchase or consume alcohol at the association's expense.
13. Irrespective of the approved budget, at no time shall the committee spend money without prior approval from the Treasurer or Operations Manager.
14. A reimbursement for any financial expenditure, in line with the approved budget made by a committee member, must be submitted to the Operations Manager for processing. The Operations Manager can approve claims up to \$500.00. For claims above \$500.00 to \$1,000.00 the Operations Manager must also seek approval from at least one Director. Claims above \$1,000.00 must be approved by a Director and the Treasurer.

### **Consensus Decision Making**

The committee will function by consensus decision making. The committee recognises the following categories of consensus:

1. Strongly agree.
2. Agree.
3. Agreement, with some concerns as expressed to the committee.
4. Not in agreement, but willing to accept the consensus of the committee.
5. Not in agreement, and unwilling to accept the committee consensus.



Where a decision by consensus is not possible, a vote will be taken and the majority rules in the presence of a quorum. A quorum shall consist of greater than 50 percent of the committee members. The Practicing Arborist Committee Chair shall cast the deciding vote in any case of a tie.

The Practicing Arborist Committee Chair will ensure via the staff liaison that minutes are accurately recorded and distributed to committee members in a timely fashion. All minutes are to be filed at the Arboriculture Australia administration office.

### **Reference Documents – Internal and External**

All internal committees shall refer to the following reference documents:

- Arboriculture Australia Strategic Plan.
- Utility Arborist Association of Australia Strategic Plan.
- Directors, Advisors and Committee Chairs' Handbook.
- Conflict of Interest Declaration.
- Confidentiality Agreement.