



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: PRACTISING ARBORIST COMMITTEE (PAC)

Program Area: Standing Committee

Staff Liaison: Operations Manager

Purpose of the Practising Arborist Committee

The purpose of the Practising Arborist Committee is to:

- Provide expert advice on all matters associated with the profession of practising arborists across Australia.
- Organise and co-ordinate the annual Australian Tree Climbing Championship™ event in conjunction with staff.
- Assist and support State and Territory Tree Climbing Championship events in conjunction with staff which are run by State-based Committees of Arboriculture Australia.
- Assist and support State and Territory association's practical workshops.
- Support State and Territory Tree Climbing Championship events held by other state-based organisations (WATG, VTIO, SASA).
- Ensure all events are professional, educational and self-supporting.

Committee Structure

The structure of the Practising Arborist Committee is defined.

1. The Committee Chair is appointed by the Arboriculture Australia Board. 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 Practising Arborist Committee consists of:
 - a. A Chairperson (appointed by the Directors).
 - b. One representative from each State and/or Territory of Australia representing a cross-section of level of qualifications.
 - c. One Director (non-voting).
 - d. Staff Liaison (non-voting).
4. The committee members (excluding the director and staff) must represent a good geographical distribution across Australia. At no time can there be more than two committee members (including the Chair) from any one State or Territory of Australia.
5. The process to appoint a committee member is:
 - a. A committee invitation form will be sent out from the Arboriculture Australia Administration Office to the members to seek nominations for position/s vacant.
 - b. The Chair will review and select committee members from the nominations received.
 - c. The Chair will put forward the committee list to the Board for final approval.
6. Each person on this committee should be able to demonstrate professional business skills and industry experience.

Work Plan

The committee will develop an annual work plan at the last meeting of the year, for the next succeeding year, based on the Arboriculture Australia Strategic Plan that meets the following minimum key requirements:

1. Ensure the Australian Tree Climbing Championship™ (ATCC) is run as per the ATCC protocol and according to ISA ITCC rules.
2. Identify gaps and opportunities for improvement in the skill set of the practising arborist.
3. Work with the Education Committee and the WHS Committee to develop targeted industry training to address gaps and opportunities.

4. Work with the Education Committee and the WHS Committee to develop and implement a specialist practising arborist related workshop series to be delivered nationally.
5. Work with the Membership Committee, Communications Committee and Marketing Committee to develop a communication strategy that targets the practising arborist.
6. Develop Best Management Practices (BMP's) for practising arborists.

Affiliated Committees

At times, the Practising Arborist Committee will need to work closely with other Arboriculture Australia committees.

The Practising Arborist Committee must ensure there are open communication channels to liaise through and work in close collaboration with:

1. Education Committee.
2. WH&S Committee.
3. Finance Committee.
4. Membership, Communications and Marketing Committee.

Meetings

It shall be the goal of the Practising Arborist Committee to meet face-to-face twice 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.

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.

Budget

The Practising Arborist Committee Chair will provide a comprehensive budget for the following financial (calendar) year to the Finance Committee Chair by 01 November each year. The Finance Committee Chair will present the budget to the Board for approval.

The Practising Arborist Committee budget should include costs such as:

- Airfares and accommodation.
- Room hire.
- Catering.
- Teleconferences.

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

The Practicing Arborist Committee shall refer to the following reference documents:

- ATCC Protocol Document.
- ISA ITCC Rules.
- Arboriculture Australia Strategic Plan.
- Utility Arborist Association of Australia Strategic Plan.
- Directors, Advisors and Committee Chairs' Handbook.
- Conflict of Interest Declaration.
- Confidentiality Agreement.