



Arboriculture Australia Ltd

Committee Structure and Policy

COMMITTEE: UTILITY ARBORIST ASSOCIATION OF AUSTRALIA (UAAA)

Program Area: Standing Committee

Staff Liaison: Operations Manager

Purpose of the UAAA Committee:

- Influence and promote safe, efficient and effective vegetation management programs for Utilities throughout Australia by providing professional representation and advocacy on behalf of its members.
- Promote collaboration throughout Utilities within Australia to ensure best practices, continuous improvement and national consistency delivers sustainability to industry and the environment.
- Be recognised as the peak body for Utility forums and give expert advice on matters relating to safety, policy, regulation, innovation and education.

Committee Structure

The UAAA Committee structure is defined.

1. The UAAA 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 UAAA Committee consists of:
 - a. A Chairperson (appointed by the Directors)
 - b. One representative from each Utility in Australia. This includes electricity, telecommunications, water and sewage.
 - c. Private Contractors.

- d. Government Regulators.
 - e. representative from the Energy Network Association (ENA).
 - f. One Director (non-voting).
 - g. Staff Liaison (non-voting).
4. 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 positions vacant.
 - b. The UAAA Chair will review and select committee members from the nominations received.
 - c. The UAAA Chair will put forward the committee list to the Board for final approval.
5. Each person on this committee should be able to demonstrate professional business skills and industry experience.

Work Plan

1. The committee will review the UAAA Strategic Plan annually.
2. The committee's annual work plan will then be derived from the UAAA Strategic Plan.
3. From the plan the committee will select one item to work on from each of the strategic plan goals and objectives each quarter.
4. Provide assistance to the Speaker and Presenter Committee.

Affiliated Committees

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

The UAAA Committee will need to ensure that there are open communication channels to liaise with, and work in close collaboration with:

1. Speaker and Presenter Committee
2. Finance Committee
3. Membership, Communications and Marketing Committee
4. Work Health and Safety Committee
5. Other Committees

Meetings

It shall be the goal of the UAAA 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 teleconferences per year. Teleconferences are to be scheduled; as appropriate, to meet the objectives of this committee. Other business will be conducted via email.

Arboriculture Australia will only fund the travel and accommodation expenses for direct full time Utility employees. Contract utility employees and private vegetation contractors must fund their own travel and accommodation expenses to attend any meeting.

The Chair of each Standing Committee or a representative of the committee is required to attend to attend the mid-year and end of year Executive Committee meeting.

Arboriculture Australia will fund the following for Utility employees only:

- Return airfares from your closest major or regional airport.
- Accommodation.
- (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 UAAA Committee Chair will provide a comprehensive budget for the following financial (calendar) year to the Finance Committee by July 1 each year. The Finance Committee will present the budget to the Board for approval.

The budget should include all 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 the committee 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. All committee members must have an intermediate level of computer skills for Excel and Word, as a minimum.

9. All documents will be in Microsoft Office format.
10. The committee member must use an email address that is not accessible to any other person.
11. At no time is the committee to purchase or consume alcohol at the association's expense.
12. Irrespective of the approved budget, at no time shall the committee spend money without prior approval from the Treasurer or Operations Manager.
13. 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 \$1000.00 the Operations Manager must also seek approval from at least one Director. Claims above \$1000.00 must be approved by a Director and the Treasurer.

Consensus decision making

The UAAA 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. Quorum shall consist of greater than 50 percent of the current committee members. The UAAA Chair shall cast the deciding vote in case of a tie.

The UAAA Chair will ensure 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

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