



Appendix 2

15.3 Avenue of Honour Reference Group

*Avenue of Honour Community Reference Group
– Terms of Reference*

Ordinary Meeting of Council

Wednesday 27 October 2021 at 7:00pm

Via Videoconference (Zoom)



Borough of Queenscliffe Avenue of Honour Tree Management and Replacement Plan Reference Group

Terms of Reference

1. Introduction

The Avenue of Honour Tree Management and Replacement Plan Reference Group has been established to provide information and feedback to assist Council's decision-making regarding replacement of the various avenues of Monterey Cypress trees within the Borough of Queenscliffe, and to recommend a process for developing a tree replacement strategy.

2. Background

The Avenue of Honour in the Narrows was planted in 1918 to commemorate soldiers from the district who were killed in World War I. These trees are now approaching 100 years of age and a plan for their ongoing management and eventual replacement is required.

Homewood Consulting was appointed to prepare an Avenue of Honour Tree Management and Replacement Plan in November 2014. Homewood Consulting have significant experience in the preparation of tree management plans and in particular Avenue of Honour trees across Australia.

The key objectives of the consultancy were to:

- Conduct an audit of existing Avenue of Honour trees;
- Determine a suitable replacement tree species;
- Recommend a tree replacement program.

The next phase of community consultation will commence shortly and will include the following key elements:

- Engage with the community to achieve the following outcomes:
 - Discuss tree management and public safety;
 - Discuss replanting options;
 - Discuss implementation options.

3. Purpose and objectives

3.1 The primary purpose of the Reference Group is to assess and analyse community feedback, and identify and recommend a tree replacement strategy for approval by Council.

3.2 The objectives of the Reference Group are to:

- Support Council in providing our community with information regarding:

- The status of the Avenue of Honour, the health of the existing trees and risks to public safety;
- Strategies undertaken by other councils to manage and maintain their Avenues of Honour (benchmarking);
- Options for and implementation of a replanting strategy, including the opportunity to specify preferred type/s of tree.
- Provide a conduit for community feedback and a recognised body responsible for assessment and analysis of community feedback and the provision of advice to Council.

4. Roles and functions

- 4.1.** Maintain open, productive and respectful communication with all Reference Group members, Councillors and Council officers.
- 4.2.** Ensure that information and feedback is provided in the best interests of the local community.
- 4.3.** Provide information and feedback to inform the components of the Avenue of Honour Tree Management and Replacement Plan.
- 4.4.** Identify and provide feedback on opportunities for revenue activities that will enable Council to meet the costs associated with the Avenue of Honour Tree Management and Replacement Plan.

4. Legal status

Meetings of the Reference Group are defined as ‘an Assembly’ of Council as described in the *Local Government Act*. The Act requires that key meeting details, agenda items and any conflict of interest be recorded and included in the subsequent formal Council Meeting. Decisions of the Reference Group have no legal standing unless they are adopted by Council at a formal Council meeting.

5. Membership

- 5.1.** The Reference Group membership will consist of:
 - Up to six members of the community;
 - One teacher from each of the municipality’s three primary schools to represent the views of the students;
 - One representative from the Queenscliff RSL;
 - One representative of the Queenscliffe Historical Museum;
 - Two Councillors of the Borough of Queenscliffe (Councillor Susan Salter, Governance and Finance portfolio, and Councillor Boyce Pizzey, Planning, Heritage, Arts and Culture portfolio).
- 5.2.** Relevant Council officer/s, appointed by Council’s Chief Executive Officer, will act as secretariat and provide information to assist the Reference Group.
- 5.3.** Presentations by specialist consultants may occur through the process.

6. Recruitment and appointment of external members

- 6.1.** Appointment of community members shall be made by Council following a publicly advertised expression of interest process.
- 6.2.** Reference Group members will be appointed for a fixed-term nominated period to assist Council to finalise the report regarding the Avenue of Honour Tree Management and Replacement Plan.
- 6.3.** Council’s Chief Executive Officer will administer a recruitment and selection process. Recommendation for appointment will be made by a selection panel comprising Councillor Susan Salter, Governance and Finance portfolio, and Councillor Boyce Pizzey, Planning, Heritage, Arts and Culture portfolio, as well as the Chief Executive Officer (or his delegate). Final appointments to the Reference Group will be made by formal resolution of Council.

- 6.4.** Council has the authority to appoint and remove members of the Reference Group at a formal Council meeting.

7. Eligibility and selection criteria

- 7.1** Each external Reference Group member must meet one of the following eligibility criteria:

- Resident in the Borough of Queenscliffe or postcode 3225;
- Ratepayer in the Borough of Queenscliffe or postcode 3225;
- Business owner / operator in the Borough of Queenscliffe or postcode 3225.

- 7.2** Nominations will be requested from:

- The three primary schools in the Borough for a teacher from each school to represent the views of the students;
- The Queenscliff RSL for a representative;
- The Queenscliffe Historical Museum for a representative.

- 7.3** Each external Reference Group application will be assessed against the following selection criteria:

- Demonstrated availability to attend Reference Group meetings, actively participate and contribute to the work of the Reference Group in a productive, constructive and respectful manner;
- Demonstrated interest in the Avenue of Honour Tree Management and Replacement Plan;
- Relevant skills and / or experience in contributing to improving the significance, use and amenity of public open space. This may extend to include skills and / or experience in one or more of the following areas:
 - Landscape design;
 - Environmental management, particularly in coastal areas;
 - Heritage management;
 - Leisure and tourism management;
 - Community liaison / engagement;
 - Strategic planning.

- 7.4** When assessing applications for Reference Group membership, Council will also give due consideration to applications received on behalf of community organisations.

8. Chairperson

One of the two nominated Councillors will be appointed as chair of the Reference Group. The Mayor will nominate other Councillors to attend Reference Group Meetings if selected portfolio councillors are unable to attend.

9. Meetings

- 9.1** The Reference Group will meet to provide information and feedback to assist Council to finalise the detailed report for the Avenue of Honour Tree Management and Replacement Plan.

- 9.2** Reference Group members are expected to be fully prepared for and attend each meeting, in person.

- 9.3** Council officers will provide administrative support to the Reference Group meetings including distribution of agendas and background documents, as appropriate.

- 9.4** The meetings of the Reference Group are closed to the general public unless determined by the Mayor.

Approved by Lenny Jenner, Chief Executive Officer, Borough of Queenscliffe
Date: 7 June 2017

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