

Terms of Reference (Chief Operating Officer approved) - Armidale Campus Landscape Consultative Group

Section 1 - Overview

Establishment of the Group

(1) Armidale Campus Landscape Consultative Group (ACLCG) was established by University of New England to provide a forum for consultation with and obtain feedback from the University community regarding the development, management and maintenance of the natural bushland and landscape spaces at the Armidale Campus.

(2) The delegation of powers to the Group are actions authorised by the Vice-Chancellor and Chief Executive Officer, whose powers of delegation are authorised on behalf of Council under Section 17 of the [University of New England Act 1993](#).

(3) The Vice-Chancellor and Chief Executive Officer has delegated authority for the establishment and oversight of the Group, to the Chief Operating Officer.

Objectives

(4) The objectives of the Group are:

- a. To provide a forum for productive communication and consultation between the Facilities Management Service Directorate and the University community regarding the management of bushland and landscape areas on the Armidale Campus;
- b. To promote a positive image of the University regarding the management of its bushland and landscaped areas; and
- c. To promulgate an understanding by the University community of the bushland and landscape management principles and strategies applied.

Section 2 - Membership

(5) The Group shall consist of:

- a. Deputy Director Operations, Facilities Management Service Directorate (Chair);
- b. Up to four (4) members of staff (academic or non-academic) appointed to the Group by the Chair, after an invitation for nominations to all staff via all-staff e-mails. Staff members will be selected on the basis of their knowledge and demonstrated professional expertise outlined in (5). There will be at least one staff with particular expertise from the following areas:
 - i. Natural resource management;
 - ii. Landscape management;

- iii. Botany and Zoology;
 - iv. Indigenous.
- c. A minimum of one (1) and up to a maximum of two (2) student representatives appointed to the Group by the Chair, after an invitation for nominations to all students via all-student e-mails. Student members will be selected on the basis of their knowledge and demonstrated expertise outlined in (5);
 - d. Up to two (2) external members with particular expertise relevant to the group with appointments made by the Chair on the recommendation of the Chief Operating Officer; and
 - e. Environmental Sustainability Manager, Facilities Management Service Directorate.
 - f. Additional staff members may be co-opted from time-to-time based on expertise or areas of interest.
- (6) Relevant professional expertise of members of the Group would include:
- a. educational qualifications or experience in environmental management/science, urban planning, landscape architecture or horticulture;
 - b. knowledge of environmental and sustainability principles and horticultural/bushland regeneration principles; and/or
 - c. knowledge of stormwater management, water sensitive urban design, soil stabilisation and rehabilitation, biodiversity and landscape design and planning.

Membership - Terms of Office

(7) With the exception of any ex officio members, members will be appointed to the Consultative Group for such period as is determined by the Chair.

Section 3 - Terms of Reference

Functions

- (8) The functions of the Group are to:
- a. receive information from the Environmental Sustainability Manager on:
 - i. Management principles and strategies applied to bushland and landscape areas;
 - ii. Strategic directions relating to landscape and bushland management; and
 - iii. Management of Campus development and potential impacts on bushland and landscape areas.
 - b. provide comments and feedback to the Landscape Management Committee on appropriate strategies to be reflected in design briefs, project reviews and maintenance plans relating to bushland and landscape management;
 - c. provide comment and feedback to the Landscape Management Committee on the quality of the landscape environment including biodiversity conservation, soil and water management and bushfire management; and
 - d. promote applied landscape management principles and strategies to the broader University community and contribute to the effective integration of the built and natural environments.

Reporting

(9) The Chair of Armidale Campus Landscape Consultative Group will report to the Chief Operating Officer on the business conducted by the Group. Reports will normally be by email and will include minutes of each meeting.

Section 4 - Delegations

Delegation from Chief Operating Officer

(10) The Group has delegated authority from the Chief Operating Officer to perform on behalf of the Chief Operating Officer the approval, advice and monitoring functions set out in these Terms of Reference and all matters ancillary to those functions. The Chief Operating Officer retains the discretion to withdraw, modify or override this delegation at any time.

Section 5 - Conduct of Business

Meetings

(11) The Group will meet at least once every three (3) months, to ensure:

- a. due attention is given to matters tabled with the Group;
- b. continuity and follow up of action items; and
- c. no momentum loss, particularly where there are cases of absenteeism.

Business Papers

(12) An agenda and any accompanying reports will be circulated at least seven working days before each meeting.

Quorum

(13) A quorum is achieved where there are at least half of invited attendees present and where the number of management representatives does not exceed half of that number.

Use of Technology

(14) For its business papers, meetings and otherwise to conduct its business the Group and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or the Group Secretary.

Resolutions

(15) ACLCG will operate as a consultative group, with the appropriate management representatives delegated the decision maker on all items raised after consultation has been duly exercised. If any item raised, falls outside the authority of the management representatives, the group will make recommendations directly to the Facilities Management Service Directorate.

(16) Where the Chair deems that a vote is required to resolve an issue (where recommendations cannot be agreed upon via general consensus, a majority of the attendees must be in favour of a motion for it to be passed (assuming a quorum has been achieved).

Records and Reports

(17) Group meetings are recorded via utilisation of template agenda and minute sheets, provided by the University. These templates include an appendix that specifies the distribution list of the agenda and minutes for each meeting.

(18) Minute records are to be circulated to the following people within seven days of the meeting being held to:

- a. all members of the Group; and
- b. any guests that attended the meeting.

(19) The Secretary is responsible for ensuring all Group agendas, minutes (once confirmed at the following meeting) and reports are recorded in TRIM.

Disclosure of Information

(20) Disclosure of business papers, minutes and other information received by the Group should be made via the Chair or Secretary to the Group.

Self-Review

(21) Once every twelve-month period, the Group shall devote at least one part of one meeting to the review of its policies, practices and procedures over the preceding 12 months.

Secretary to the Group

(22) A Secretary will be appointed by the Chair.

Status and Details

Status	Current
Effective Date	11 April 2018
Review Date	11 April 2019
Approval Authority	Chief Operating Officer
Approval Date	11 April 2018
Expiry Date	To Be Advised
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