

12.6 Urban Forest Strategy Implementation Working Group - Recommended Appointments

Location	Town-wide
Reporting officer	David Doy
Responsible officer	David Doy
Voting requirement	Simple majority
Attachments	1. Attachment 1 - UFS IWG 2021 EOI Assessment Matrix [12.6.1 - 1 page]

Recommendation

That Council:

1. Appoints up to three elected members to the Urban Forest Strategy Implementation Working Group.
2. Appoints the following persons to the available community member positions:
 - a. Ben Whitehouse
 - b. Ngaire Howard
 - c. Rowena Skinner
 - d. Heather Johnstone
 - e. Nadia D'Hart
 - f. Emma Monk
3. Notes that the following officers have been appointed to the group:
 - a. Chief Community Planner
 - b. Manager Place Planning
 - c. Manager Infrastructure Operations
 - d. Senior Place Leader (Urban Forest)
 - e. Parks Technical Officer
4. Notes the terms of reference for the Urban Forest Strategy Implementation Working Group will be developed in the first meeting of the new group and presented to Council in early 2021.

Purpose

To finalise the membership of the Urban Forest Strategy Implementation Working Group (UFSIWG) and note the draft Terms of Reference that will be collaboratively developed at the first meeting of the working group.

In brief

- At the Ordinary Council Meeting held on 20 October 2020 Council resolved to establish a UFSIWG, endorsed the composition of the group and endorsed the selection criteria for an expression of interest process to select the community members of the group.
- On 2 November 2020, an Expression of Interest process commenced to appoint members of the community to UFS IWG for the 2021 calendar year. This Process closed on 16 November and 8 applications were received.
- A panel of officers independently scored the applicants against each of the qualitative selection criteria based solely on the responses to the Expression of Interest. 6 community members who best demonstrated the criteria were selected by the panel, with each panel member scoring the same 6 applicants highest.

- A draft Terms of Reference will be presented to the UFSIWG and workshopped at their first meeting. This will then go to council for endorsement.

Background

1. The Urban Forest Strategy Implementation Working Group was formed in December 2019 with the members developing a Terms of Reference that prescribed a 12-month term for the group.
2. The group has collaborated with Town staff and provided valuable advice and recommendations on a wide range of UFS implementation activities and processes over the last 12 months.
3. At the 19 May 2020 OCM, Council adopted Policy 101 Governance of Council Advisory Groups and adopted a motion that Council ratify the appointment of the members of the Urban Forest Strategy Implementation Working Group and the Terms of Reference of the Urban Forest Strategy Implementation Working Group until the end of their term on 31 December 2020.
4. At the 20 October 2020 Council resolved to establish a UFSIWG, and requests that the Chief Executive Officer presents a further report by December 2020 back to Council with a recommendation on community member appointments in line with the selection criteria and process endorsed at that OCM.
5. The Urban Forest Strategy Implementation Working Group is not a decision-making body. It collaborates with particular Town staff and suggest ideas and techniques, however its main role is the provision of advice and recommendations on various proposals which helps inform operational decisions by staff.

Strategic alignment

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL03 - Well thought out and managed projects that are delivered successfully.	The Urban Forest Strategy Implementation Working Group has been a valuable contributor of recommendations and advice that have enabled successful first year of implementation actions and processes.
CL08 - Visionary civic leadership with sound and accountable governance that reflects objective decision-making.	An open and transparent expression of interest process has been employed. A panel of officers from outside the UFS project has independently assessed each applicant against the endorsed criteria.
CL09 - Appropriate devolution of decision-making and service provision to an empowered community.	The group has built upon the community knowledge base and drawn from local knowledge to guide urban greening in the Town. This has allowed community leaders in this field a direct and meaningful role in guiding the direction and methods employed by the Town.

Environment	
Strategic outcome	Intended public value outcome or impact
EN07 - Increased vegetation and tree canopy.	The group has improved the outcomes of Urban Forest implementation activities that have led to increases in the amount of additional canopy

	delivered and in the expansion of vegetated areas through Town.
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Engagement

Internal engagement	
Assessment Panel Member 1 – Governance Advisor	Participated in the assessment of applicants.
Assessment Panel Member 2 – Coordinator Urban Planning	Participated in the assessment of applicants.
Assessment Panel Member 3 – Place Leader (Transport)	Participated in the assessment of applicants.
Governance	Provided advice on the Expression of Interest process.

External engagement	
Stakeholders	Local Community
Period of engagement	Two weeks: 2 November to 16 November
Level of engagement	Involve
Methods of engagement	Online web form housed on the Urban Forest webpage for all interested Town of Victoria Park residents to complete. The webpage also contained information on the criteria to apply.
Advertising	The Town’s social media channels were utilized to advertise the opportunity. Emails were sent to existing UFS IWG members alerting them to the process and asking it be shared amongst their networks.
Submission summary	8 applications received
Key findings	6 selected applicants were very strong in their demonstration of the selection criteria.

Legal compliance

Not applicable

Risk management consideration

Risk impact category	Risk event description	Consequence rating	Likelihood rating	Overall risk level score	Council's risk appetite	Risk treatment option and rationale for actions
Financial	Not applicable	Moderate	Likely	High	Low	
Environmental	Not applicable				Medium	
Health and safety	Not applicable				Low	
Infrastructure/ ICT systems/ utilities	Not applicable				Medium	
Legislative compliance	Not applicable				Low	
Reputation	Appointed members do not understand the role of the UFSIWG, or their responsibilities as a member.				Low	ACCEPT the risk and focus on informing members of their role in the working group.
Service delivery	Not applicable				Medium	

Financial implications

Current budget impact	Sufficient funds exist within the annual budget to address this recommendation.
Future budget impact	Not applicable.

Analysis

- The first year of the Urban Forest Strategy Implementation Working Group has been highly successful and issue free. Town staff have appreciated the collaborative manner in which the group has functioned and have valued recommendations from the community members.
- The Urban Forest Strategy Implementation Working Group is one of the approaches that contributes to the Town's Urban Forest Strategy's being viewed as best practice in community led urban greening as evidenced by the recent state and nation wide media exposure it has received.

8. 6 applications have been received that received high scores in the assessment process and demonstrated the selection criteria very well. Two applications were received which did not provide suitable demonstration that they met the criteria. Please refer Attachment 1 - UFS IWG 2021 EOI Assessment Matrix.
9. The selection process highlighted the high caliber of the applicants. Town officers are confident those selected are well placed to collaborate with the Town in delivering Urban Forest actions that are of immense value to the current and future Town of Victoria Park community.

Relevant documents

[Policy 101 Governance of Council Advisory Groups](#)