

TREE ADVISORY PANEL POSITION DESCRIPTION

POSITION DETAILS

Board/Committee: Tree Advisory Panel

Closing date: Monday, 28 September 2026

Position title: Member position

Position requirements: Hold extensive knowledge and experience in arboriculture, forestry, or horticulture.

Location: Canberra

PANEL OVERVIEW

The Tree Advisory Panel (the Panel) is established under the [Urban Forest Act 2023](#) (the Act) to provide expert advice to the Conservator of Flora and Fauna (the Conservator) on matters relating to tree protection in the ACT.

The specific functions of the Panel are to:

1. Advise the Conservator upon request on:
 - a. applications to undertake activities that may damage a tree;
 - b. applications to approve a tree management plan;
 - c. proposals to include a tree on the Tree Register;
 - d. requests to remove a tree from the Tree Register; and
 - e. requests for reconsideration of a decision made by the Conservator under the Act.
2. Act as expert witness on matters brought before the ACT Civil and Administrative Appeals Tribunal relating to decisions made by the Conservator under the Act or advice provided by the Conservator to the ACT Planning and Land Authority under the *Land (Planning and Environment) Act 1991*;
3. Provide advice to the Conservator on draft instruments made under the Act; and
4. Give other advice to the Conservator on anything relevant to the Conservator's functions in relation to tree protection.

The Minister for City and Government Services must appoint no less than three members to the Panel who hold extensive knowledge and experience in one or more of the following fields:

- arboriculture;
- forestry;
- horticulture.

The functions of the Panel are listed at Section 100 of the Act and provide the terms of reference for the Panel.

PANEL MEETINGS

Panel meetings are held approximately every month, or on an as needs basis.

The Panel deliberations, information received and recommendations to the Conservator are to be treated as confidential at all times. Public access to information under normal Freedom of Information procedures is available and will not be limited by this provision. The decision-maker under the legislation may provide the Panel report to applicants at their discretion. All members must complete a Code of Conduct and Conflict of Interest declaration prior to commencing duty.

Panel members are expected to contribute to business outside of scheduled meetings to meet the obligations and functions of the Act. This includes responding to emails, reviewing accompanying documents, and attending out of session meetings as required and agreed by the Panel. Members are expected to contribute to meetings and deliberations, and the overall good governance of the Panel.

Panel members are remunerated under section 10 of the *Remuneration Tribunal Act 1995* in accordance with [Determination 13 of 2025](#) at a rate of \$650 per diem for the Chair and \$560 per diem for members.

POSITION OVERVIEW (DUTIES / RESPONSIBILITIES)

There is one expected member vacancy commencing in early 2027 with the successful candidate to be appointed for a period of three years.

On receipt of an application, panel members will, on a rotating roster, carry out inspections of trees and prepare a report for presentation to the Panel to facilitate discussions and decisions on recommendations to the Conservator as per their requirements under the Act.

Members are expected to bring relevant experience to Panel discussions and decisions to support the Panel in equitably carrying out the objects of the Act. This includes but is not limited to:

- knowledge of the Act and its application in the ACT;
- demonstrated experience in one or more of the following areas: arboriculture, forestry or horticulture;
- assisting the Panel with assessing applications;
- reviewing and assisting with the development of recommendations to the Conservator;
- acquires strong written and oral skills for the production of assessment reports;
- ensuring good governance of the Panel;
- actively participating in Panel discussions and decisions; and
- guiding equitable decisions that ensure strong governance outcomes.

POSITION REQUIREMENTS / QUALIFICATIONS

Extensive knowledge and experience in at least one of the following fields:

- arboriculture;
- forestry; or
- horticulture.

Collectively, the panel must include expertise in at least two of the above fields.

At least one panel member must have extensive knowledge and experience in arboriculture or forestry.

HOW TO APPLY

To apply for the advertised position, complete and submit the following:

1. Your expression of interest coversheet.
2. Your curriculum vitae with details of your:
 - a. work history;
 - b. experience on boards, councils or committees;
 - c. membership of professional or community organisations including membership of non-government boards and committees; and
 - d. other relevant experience.
3. An expression of interest (of no more than two A4 pages) outlining your suitability in accordance with the position overview above.
4. Applicants who are employed by a Commonwealth, State, or Territory government agency must obtain the necessary approval from their employer prior to submitting an application. Evidence of the relevant approval must be provided as part of the application process.
5. A completed and signed copy of the Declaration of Private Interests Form (attached).

Expressions of interest should be emailed to: CED.BoardsCommittees@act.gov.au

Applications close: 11:59pm on Monday, 28 September 2026.