

**SOUTH GIPPSLAND SHIRE COUNCIL**

# *Tree Management Plan* *2017*



*South Gippsland  
Shire Council*



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*South Gippsland  
Shire Council*

*Come for the beauty, Stay for the lifestyle*





# Executive Summary

This plan provides the framework for the ongoing maintenance, renewal, and risk management of South Gippsland Shire Council's trees of local and historical significance and urban street trees. South Gippsland Shire Council's trees are a significant asset that are of high value to the community and contribute greatly to the amenity of the built environments within the Shire. It applies to all trees under South Gippsland Shire Council's management within the 40 km to 80 km per hour speed limit zone and any Council managed parks outside townships.

The presence of trees in public areas can present a degree of risk to people, property and services and the benefits provided by these trees comes at a considerable cost in terms of installation, maintenance and impacts on infrastructure such as drainage, roads and footpaths. This plan documents the management strategies that South Gippsland Shire Council has in place to ensure the longevity and quality of trees within the Shire's urban environments and the risk management practices used to ensure minimal impact on both Council and private property due to the presence of Council managed trees.

## Purpose

The purpose of this plan is to:

- Provide a comprehensive framework for the conservation and management of street, roadside, and parkland trees within the Shire.
- Provide a clear and consistent method for managing trees including maintenance and condition inspection schedules, replacement planning, and the ongoing development of township streetscapes in alignment with masterplanning.
- Determine priorities for maintenance, removal, replanting, and associated works.





## Relevant Documents

- Electricity Safety Act 1998
- Planning and Environment Act 1987
- Heritage Act 1995
- Road Management Act 2004
- South Gippsland Shire Council Road Management Plan 2017
- South Gippsland Shire Council Roadside Vegetation Management Plan
- South Gippsland Shire Council Municipal Fire Management Plan
- Australian Standard AS 4373 2007 Pruning of Amenity Trees
- Australian Standard AS 4970 2009 Protection of Trees on Development Sites
- SP AusNet: Your Guide to Planting near Electricity Lines





Department of Environment,  
Land, Water & Planning

1 Spring Street  
Melbourne Victoria 3000

To all Chief Executive Officers  
(as addressed)

Circular No. 10/2015

Dear Sir/Madam,

**COUNCIL REVIEW OF TREE MANAGEMENT POLICY AND PROCEDURE**

The tragic incident in the Yarra Ranges in February this year, where a tree fell and killed a small boy in his home, has again highlighted the need to ensure that all council tree management policies and procedures are as robust as they can be.

I am aware that tree management is one of the key undertakings in most councils and that you work closely with your insurer to ensure strong risk management plans are in place.

The Minister for Emergency Services has requested that councils review their tree management processes to confirm that they are as robust as possible to prevent further tragedies.

Following an incident in 2013, the Coroner made five recommendations in 2014 pursuant to section 72(2) of the Coroners Act 2008. While these recommendations were specific to an individual council, they are more generally relevant to all councils and should be considered as part of a review of your procedures.

The recommendations are:

- That the Council consider sending information about tree safety and reporting risky trees to rate payers with the annual rates notices.
- That the Council continue their engagement with the community on the issue of tree safety and further consider the possibility of more advertising on local radio stations.
- That the Council continue to consider options in relation to their website for reporting trees in order to make it more accessible and informative for the public.
- That, as part of the Council's review of the Tree Management Plan, they consider simplifying parts of the plan to make it more accessible and readable.
- That the Council consider the possibility of placing advertising on their tree maintenance vehicles, this to inform the public about the work being undertaken and possible Council contact, if they have concerns about the health of a particular tree.



# Communications Plan

Where	What	Frequency/When	Measure
Facebook/ Council website	Direct residents on how to register a request regarding a tree on Council managed land.	Annually	Annual completion.
Facebook	Tree work in your area.	Ongoing	Consistency of completion.
Council website	Report an Issue.	Ongoing	Timely receipt and response to requests.
Community Strengthening to inform community stakeholders via a Road Show	Tree management process, service levels for trees. Tree protection and development conditions.	Every four to five years (2016)	Implementation of plan included as part of IDM and referral as part of planning applications.
Customer Action Request System (Pathway)	Customer requests received by phone are recorded and actioned according to Tree Management Plan processes.	Ongoing	Timely response to request.

In response to the recommendations in Circular No. 10/2015 and the coroner's recommendations this communications plan will be implemented to raise public awareness of tree management issues within South Gippsland Shire Council.





# Definitions

## Street Tree

- A plant that is at least three metres high.
- Has a canopy spread of at least two metres.
- Has a trunk circumference of at least 300 millimetres measured at 1.5 metres above ground level.
- Located on a road reserve within the 40 kilometres – 80 kilometres per hour speed limit zones.

## Significant Tree

- A mature native plant that is at least five metres high.
- Has a canopy spread of at least four metres.
- Has a trunk circumference of at least one metre measured at 1.5 metres above ground level; or
- A mature established exotic species located in a high risk area; and / or
- Whose planting can be linked to a significant event or person.
- A tree nominated as significant and approved by Council by a member of the South Gippsland community

## Significant Tree Avenue

- A series of trees planted in a symmetrical formation along an urban roadside.



**High Risk Areas**

An area in which South Gippsland Shire Council is the responsible authority or the designated committee of management and is of high use by the public on either a regular or one off basis.

These areas include but are not limited to:

- shopping precincts (CBD)
- playgrounds
- parks and gardens
- swimming pools
- recreation and sports facilities
- reserves
- significant walking tracks

Map and a register of high risk areas have been included as Appendix Six B to this plan.

**Reactive Response**

Inspection and/or maintenance of trees prompted by a resident, Councillor, or staff request.

**Proactive Maintenance**

Regular planned maintenance to mitigate risk to trees, infrastructure, and citizens.

**Tree Management Responsibilities**

The tree management responsibilities defined within this document are applicable only to those areas directly under the control of Council.

**Plan Review and Amendment**

This Tree Management Plan is open to the process of continuous improvement and will be reviewed every two years.





# Introduction

## South Gippsland Shire Council Trees

South Gippsland Shire Council has responsibility for a wide diversity of trees within its townships in terms of species, age, size and density. There is a broad mix of native and exotic trees.

The main townships of South Gippsland are:

- Bena
- Dumbalk
- Fish Creek
- Foster
- Kongwak
- Korumburra
- Leongatha
- Loch
- Meeniyan
- Mirboo
- Mirboo North
- Nyora
- Poowong
- Port Franklin
- Port Welshpool
- Sandy Point
- Tarwin Lower
- Toora
- Venus Bay
- Walkerville

In these towns the street trees, significant trees, and tree avenues require ongoing maintenance to ensure their health and structure is to a suitable standard. Some existing trees are unsuitable species for the location and as a result have been affected by excessive pruning for overhead power line clearance, construction works, and climate variation and/or are having a detrimental effect on nearby infrastructure. In these cases there are opportunities to replace these species with more suitable trees along with the introduction of new trees and extend the tree network.

Outside the Shire's townships the tree-scape is generally remnant native bush with areas of significant remnant native vegetation with identified conservation value. These plant communities are important in maintaining local biodiversity and specific sites are designated within South Gippsland Shire Council's Roadside Vegetation Management Manual.



## Benefits of Trees

Trees are an essential part of the urban and rural fabric, providing significant economic, social and ecological benefits.

### **Trees:**

- Create more desirable streetscapes and recreation areas.
- Provide the opportunity to establish regional presence and a distinct neighbourhood character.
- Assist in creating a unique identity and structure to town and rural precincts.
- Ameliorate the extremes of noise, temperature, air pollution and climate change.
- Maintain important habitats particularly for native birds.
- Form corridors for movement and refuges for native wildlife.
- Reduce the impacts of rainfall and run-off and reduce erosion.

## Tree Management Issues

Trees are not transitory and should not be subject solely to the preferences of the residents or individuals of the time. Decisions made today are going to determine the quality of the urban environment for several generations to come. Trees do not behave evenly over their life and are prone to many factors outside the control of the tree owner/steward such as drought, weather, disease, and ageing. They take many years to develop to maturity and provide maximum benefits.

Climate variation and extremes have substantial impact on the health of trees in urban areas. Given that trees may live for a period of up to one hundred years or more, pre-empting possible changes is important. Controlling the diversity in age and species is very important in creating a sustained amenity approach and future proofing the amenity of streetscapes. Reviewing the species that were planted locally and their performance over time provides useful data on which to evaluate the future use of these species or alternate similar species.

A programmed approach to managing an asset is essential. Residents expect a professional level of response to tree problems or requests. Weather and vehicle accidents for example can also create a need for unplanned tree works. Proactive and reactive maintenance will always be present and needs to be managed carefully when the level of resources is limited.

Risk mitigation is the determining factor in balancing proactive versus reactive works. Power line works, infrastructure development, disease, climate, and tree maturity are all factors.





# Tree Management

Trees provide net benefits to communities and form an essential part of existing and newly developed areas. Public trees can however conflict with other essential infrastructure. General infrastructure management must serve to minimise these conflicts without serious detriment to the tree assets. Trees are just one component within a network of assets for which Council has management authority.

Many activities or works can significantly affect the condition of the public tree assets. All works within or adjacent to public land needs to be properly planned and implemented to avoid or minimise any detrimental impacts on public trees.

## Policy

In December 2011, Council adopted the Urban Tree Management Guidelines, which will become obsolete upon the adoption of this Plan (Ordinary Council Meeting 26 July 2017).



# Risk Management

Council has a designated Risk Management Policy which can be accessed separately from this document upon request. Any tree comes with a level of inherent risk. Identifying and managing (minimising) that risk is essential. In urban environments in particular, people, buildings and other infrastructure will be in close proximity to trees. In public areas containing trees Council, and some other authorities, have a duty of care to provide residents and visitors with a safe environment. The risk associated with trees is a combination of the condition of the tree and the use around and in the vicinity of the tree including bush fire management strategies and overlays. Council has a duty of care to reduce the level of risk to the public and potential financial burden on ratepayers.

Insurance companies require a certain standard for identifying all trees and their hazards, recording information and developing tree management strategies, plans and maintenance programs. The cost to Council of not correctly managing its various assets can be significant. Insurance premiums and legal duty of care responsibilities have the potential to impact significantly on the finances of Council.

Trees in high risk areas correspond to areas where members of the public congregate such as but not limited to shopping precincts, swimming pools, parks, playgrounds, Council controlled sports grounds; Council maintained reserves, kindergartens, school bus stops and significant walking tracks. A risk analysis is completed as part of regular tree condition assessments. Risk assessment/ potential is the overriding factor in determining priority for works and allocating resources. Risks include hazardous trees, deadwood, sight and distance issues and powerlines clearance.

All trees reported as being unsafe or of concern by the public or identified as being of concern by staff are to be inspected by an appropriate staff member as a level one visual inspection and an assessment report provided to the Parks & Gardens Coordinator or designated Officer within one week of notification. The results of the report will determine whether further external investigation and action is required.

Appendix One: Tree inspection report, hazard rating section should be used for these purposes.

Requests shall be actioned within the following time frames:

Risk Level	Recommended Time Frame for Remedial Action	Maximum Timeframe for Remedial Action Based on Resource Availability
Critical	Within 12 hours	Within 24 hours
Urgent	Within 24 hours	Within 48 hours
High	Within three days	Within five days
Medium	Within one month	Within two months
Low	Within three months	Within six months
Negligible	No work required, monitor as per inspection schedule	No work required, monitored as per inspection schedule



# Tree Inspections and Assessments

Council trees are inspected and assessed on a regular basis. The frequency of these inspections are determined by the location of the trees and their potential for public risk.

Tree Type	Inspection Frequency	Inspection Type
High Risk Areas	Every 12 months	Proactive level one internal
	Every five years	External inspection
Significant Trees	Every 12 months	Proactive level one internal
	Every five years	External inspection
Significant Tree Avenue	Every two years	Proactive level one internal
	Every five years	External inspection
Street Trees	Every two years	Proactive level one internal
All Trees	By customer or internal request	Reactive inspection only

Inspections and risk assessments are conducted according to the standards and procedures within this plan.

Inspections are undertaken as per the inspection frequencies above. A level one inspection consists of a visual inspection from the ground only. This inspection regime is intended to satisfy Council's risk management responsibilities, develop a proactive management strategy and tree replacement program.

The Council staff conducting the tree assessments are inducted in Council's tree assessment and inspection processes. At any time deemed necessary by Council inspection an Arborist will be engaged to conduct follow up investigations and remedial works that are beyond the scope of Council employees. Every five years an external expert will be engaged to conduct inspections of high risk areas, significant trees and significant tree avenues.



Council's tree data will be collected and recorded. The issues identified in the inspection process will be documented in a digital version of the Tree Inspection Report (Appendix One) and then used to update Councils tree asset database.

This information then informs the priority of works, replacement planning and the selection of suitable tree species.

The South Gippsland Shire Councils tree asset database includes the following data for each tree:

- Inspected by
- Height
- Date inspected
- Structure
- Tree number
- Health
- Location
- Risk category
- Botanical Name
- Type of works undertaken
- Common Name
- Date works completed
- Ownership
- Works completed by
- Age
- Works priority

All trees overhanging footpaths or pathways should be under pruned to a minimum height of 2.1 metres from ground level.





# Tree Selection

Street, parkland, and roadside tree planting is best done in a programmed and sustainable manner. This approach is both environmentally and economically sound. It is necessary to pre-plan what tree stock is required to obtain good quality stock of the right species at the right time.

A balanced diversity of tree ages and sizes should be followed to achieve long term stability of tree population and landscape character. The right mix of species and age diversity are vital components of a sustainable tree population. A general methodology for achieving this is for no particular genera to make up a predominant percentage of the whole tree population. The age of the trees should also be spread evenly across concentrated planting areas to lessen the impact of the removal of whole areas of trees.

Priority for tree planting should be given to:

- Sites where trees have been removed.
- High profile and high use areas.
- Areas where there are high percentages of old aged trees, low species diversity and/or trees in poor condition.
- Areas with a lack of trees.
- Areas where residents or community groups have requested trees and are prepared to be involved in tree establishment and after-planting care.
- New developments.

Selection of tree species should take advantage of the wide range now available. A diversity of species spread across the Shire has multiple benefits including disease tolerance, visual and seasonal variation, lower maintenance and habitat creation and diversity.



When selecting tree species for street, parkland, rural and roadside tree planting the following factors must be considered:

- Adopted masterplans, strategies, planning overlays and development plans
- The significance of previous history of tree planting
- Anticipated ongoing maintenance requirements
- Drought tolerance/water usage
- Longevity, durability, hardiness and amenity
- Growth habit, size and structural integrity
- Tolerance to harsh urban or structural environments
- Soil type
- Root growth characteristics and tolerances
- Pruning requirements
- Amount and type of organic debris shed
- Proximity and form of surrounding existing and future infrastructure
- Solar radiation/orientation
- Pests and disease susceptibility or tolerance
- Existing and future use of the surrounding area
- Environmental and habitat value
- Possible poisonous or health effects
- Weed potential
- Existing and likely future adjacent land use

Only high quality tree stock should be used and planted correctly as substandard trees or planting can increase maintenance costs significantly and conversely good quality stock and planting techniques dramatically increases establishment rates and the community's appreciation of trees.

Council must be consulted and give approval for any tree planting within road reserves, nature strips, parkland and roadsides it controls or will take control of. Council is responsible for the ongoing tree maintenance and any conflict with Council and private assets.





The following guidelines will govern tree selection:

- Appendix Five provides a list of tree species deemed suitable for planting within the areas covered in this plan. Other species may be considered upon approval of the appropriate council officer.
- Annual tree planting programs developed and undertaken for South Gippsland townships.
- Tree planting programs developed for specific areas to achieve sufficient numbers of trees in one area over time:
  - Trees needed to make up the shortfall in desired total numbers.
  - Replacements for trees removed.
  - Estimated useful life (whichever is greater).
  - An extra 10 percent to allow for expected losses from vandalism and natural attrition.
- Masterplanning and town beautification documents.
- For the overall urban Council tree population aim to have any one genera limited to no more than 30 percent and have an even spread of age classifications.
- Trees to be planted in accordance to Council's tree planting procedure.
- The species selected for planting should have as large a mature size as possible within the constraints of the site to create a definite visual impact on the site and provide for the necessary physical clearances.
- The provision of tree planting and establishment, for a minimum period of two years, to be at the developers cost.
- Any person or organisation wishing to plant trees, shrubs, herbaceous plants, or undertake any landscaping within a road reserve, park or other land under the control of Council must have permission in writing from Council.
- Any trees or shrubs planted without Council permission and not in accordance with guidelines for tree planting on council managed land will be removed in accordance with Council's tree removal procedure.
- All tree planting within a VicRoads controlled road to be undertaken after consultation with VicRoads and as far as is practicable comply with their planting procedures and the *Road Management Act 2004*.



## Street Trees

Uniform tree planting within a street or block, in terms of species, age and spacing, provides the most appropriate planting within the central and older urban areas. Trees should generally be centred on each building lot and planted opposite one another. The planting of deciduous trees, rather than evergreen, should be considered in east-west streets to allow solar access and summer shade for north facing houses.

Planting in streets should be confined to trees only, not shrubs, to be able to satisfy clearance or set-back requirements. Generally speaking trees should be selected and maintained to provide a clear single trunk (excurrent form) for approximately two metres. Multi-stemmed (decurrent or deliquescent form) trees are also viable in the appropriate context.

The location and selection of street trees needs to take into account the possible effect on all other infrastructure and services. It is essential that the trees proximity to electricity lines is considered for the whole of its useful life.

Street trees provide many benefits and establish much quicker and grow faster when residents take responsibility for their care in the early stages. Residents are encouraged to be involved in the maintaining of new trees which can include watering, mulch (not weed clippings) and weed control.

New or replacement street trees should be an integral component of any new development or subdivision site. Council and developers need to work together to determine the appropriate tree planting and implementation programs. Generally tree planting should be done at the earliest practical stage of any project/development to get the maximum benefit.

## Park Trees

Parks should contain large growing trees to provide environmental and cultural benefits. Parks are one of the few spaces within urban environments where there is sufficient space to grow large trees to offer cultural, historic, botanic and local amenity whilst minimising conflicts with other infrastructure.

Tree planting in parkland is becoming more important to ameliorate effects of climate change such as increased temperatures and solar radiation. Provision of adequate shaded areas in high use areas should be a priority. Tree planting in parkland is also important to maintain, uphold and promote botanical, historical and cultural diversity.





# Guidelines for Tree Planting on Council Managed Land

## Location

- Tree planting includes the preparation of planting areas, the planting of a specified quantity, size and approved quality plant species.
- All trees to be supplied shall be first approved by the Parks and Gardens Coordinator.
- Tree planting in streets will be as per the Tree Planting Detail and Diagram (Appendix Nine) or as directed by the supervisor.
- Trees will be planted only in locations designated by a member of the Parks and Gardens team.
- All roads, street and car park designs should include capacity for tree planting whilst minimizing conflicts with other infrastructure to the satisfaction of Council.
- All new development sites incorporate new tree planting within the adjoining street frontages and any open space areas where appropriate subject to the approval of Council.

The location of new trees is to be determined by distance and existing features.

## Distance

Trees should be located as per the following criteria:

- One tree per property unless other circumstances exist such as remnant indigenous vegetation or an additional tree will be planted if the road reserve is larger or on a corner block.

## Existing features

Trees shall be located as per the following criteria:

- Minimum of 2.5 metres from driveways.
- Minimum of three metres from electricity poles.
- Minimum of 10 metres from corner of property boundary at intersections.



- Minimum of two metres from hydrants.
- Minimum of three metres from vertically underneath service wires.
- Trees are not to be located on property boundaries or over incoming gas and water services.

## Tree Planting & Establishment Specification

### Streets & Parks

- Council will nominate/approve all viable tree-planting sites.
- The contractor/staff are responsible for the preparation of planting areas, the planting of a specified quantity, size and approved quality plant species.
- Tree planting in streets will be as in the Tree Planting Detail and Diagram.

## Tree Planting Detail

### All Trees

- Crown growth shall be vigorous and well formed. Variation of crown bulk on opposite sides of any stem axis shall not exceed 10 percent.
- Trees shall have straight trunks. Trees with co-dominant stems shall not be used.
- Tree stems shall have a good even taper.
- Trees shall have healthy, vigorous, well developed root systems and shall not be pot-bound. This includes no coiling of the main structural roots, less than 10 percent coiling of the fibrous roots and the root system not being matted to the extent that it is retarding tree vigor.
- Unless otherwise specified by the Parks and Gardens Coordinator, all trees shall be a minimum of one metre high (excluding root ball).

## Excavation

- The contractor/staff shall excavate the tree planting hole either physically or mechanically ensuring no underground services are damaged. The hole shall be square and of the diameter no less than two times the diameter of the root-ball width and a depth of equal to the tree root ball.
- Sides of the hole, near the top, shall be tapered to better accommodate the horizontal growth pattern of the tree's root system. In poorly drained clay soils, the planting hole shall be 50 millimetres shallower so that the root ball is slightly above grade. Sides of the hole should be thoroughly scarified before the tree is planted to avoid glazing of the planting hole.





## Planting

- If the root ball is contained, it shall be removed from the pot, spring ring or hessian wrap ensuring all ties, strings and bindings are removed from the root ball.
- Any girdling roots are to be teased out or cut upon placement into the planting hole to interrupt the growth pattern.
- The tree, when in the hole, should be level with the natural ground level or, in poorly drained sites, up to 25 millimetres above the natural ground level.
- The tree shall be able to stand in a straight, vertical position without support. Any soil that has been placed under the root ball of the tree to position the tree at the right height shall be firmed to ensure that no sinkage occurs after the planting process has been completed.

## Irrigation Tube

This applies to street trees only or as required by the Parks and Gardens Coordinator.

- The contractor shall place a 1.5 metre length of 100 millimetres Agflow pipe, coiled around the root ball, with one end of the pipe protruding no more than 50 millimetres above the soil level on the road side of the tree hole, or install green wall surrounds to assist the retention of water and mulch.

*See Appendix Nine*

Tree Type	Root Ball Diameter (mm)	Pipe Diameter (mm)
Advanced Trees	>100	50
Street Trees	<75	50



## Backfilling

The planting hole shall be backfilled with indigenous soil removed from the tree planting hole. Backfill is not to be incorporated with any other materials such as sawdust, bark, and potting mix or similar. If backfill other than indigenous soil is required, the soil texture shall be consistent with that of the indigenous soil.

Where excavated soil is heavily compacted, clods shall be broken up to approximately 25 millimetres maximum diameter prior to backfilling. The backfill shall be lightly firmed to eliminate any voids or air pockets and to ensure close contact with the tree's root mass and soil.

## Stacking and Tying

Supply and install two hardwood tree stakes. These stakes shall be positioned either side of the tree so that they are parallel with the side of the road - street trees only. The stakes shall be driven into the soil at the side of the root ball and not driven into the root ball mass. A tree tie of black plastic or rubber material, no less than 50 millimetres diameter will be stapled or nailed with galvanised clouts to the stake and wrapped around the trunk to allow sufficient freedom of movement (100 millimetres) after staking.

Guy wires are not acceptable.

## Mulching

Mulch, approved by the supervisor shall be spread around the entire area of the planting hole to a minimum compacted depth of 75 millimetres and a maximum compacted depth of 100 millimetres. Mulch should not be in direct contact with the main stem to avoid the risk of collar rot.

## Watering

Water all newly planted trees within 24 hours of planting taking place.

## Formative Pruning

Prune the tree immediately after planting in order to remove any broken or damaged branches or unwanted lateral growth or twin leaders within the crown.

## Site Clean-up

The site shall be left in a clean, tidy manner, safe for pedestrians and road users. All debris, such as soil and rubble, is to be removed from site and all paved areas, kerbs, footpaths and road.





# Guidelines for Tree Removal on Council Managed Land

## Introduction

Tree removal can affect significant and non-significant trees.

Removal can be necessary for reasons such as, poor condition, risk management, traffic hazards, access problems, personal health, visual objection and tree litter problems.

These guidelines are to enable decisions to be made in a fair and consistent manner.

## Structure of procedure

The Parks and Gardens Coordinator (PGC) may authorise the removal of:

- Trees that are non-significant.
- Trees identified as significant after referral to Council.

## Definitions

- Dead - greater than 50 percent of the crown dead.
- Hazardous - may cause injury or property damage if not removed.
- Structurally unsound - high chance of failure within the next five years, (e.g. Bifurcation – V Crotch - excessive borer activity).
- Exposed roots - high potential as a trip hazard.
- Inappropriately located trees inside distance and existing features restrictions defined in the Guidelines for Street Tree Planting whose form cannot be corrected by pruning. (E.g. tall species with structural defects under wires, a tree leaning over road/paths).
- Major damage to infrastructure - interference to Council, public utility or private infrastructure services.



## Procedures

Assessments will be by visual inspection using a digital inspection sheet and is to be based on the individual merits of the situation. These situations will involve judgment based on a combination of the related arboriculture issues combined with such factors as safety, political, social, historical, economic, budgetary or environmental considerations.

Removal is to be the last resort when alleviating tree related problems. Other options are to be assessed and considered in preference to removal wherever reasonable. This can include root barriers, pruning, sweeper services, drain cleaning, infrastructure modification or other management programs.

Examples for considering alternative treatments include:

- Where a tree is significant to the area, but it has some structural defects that cannot be remedially pruned, yet may not cause significant problems for a number of years.
- Where a tree is frequently affected by disease or pests, such as sooty mould, root fungus, borers, psyllids, that are obviously affecting the health of the tree.
- Where tree roots are causing significant damage to Council, public utility or private infrastructure services and where this has the potential to increase significantly.

## Removal of non-significant trees

Standard inspection and determination based on the merits of the case.

## Removal of significant trees

- Refer to Register of Significant Trees (Appendix Six A).
- Standard inspection and determination based on the merits of the case.
- All trees, assessed as being significant, are to be photographed and archived with a written assessment provided.
- An Arborists report will be prepared when deemed necessary by the PGC or designated officer.
- Advise Council of the proposal.





## Notification of Works

Parties likely to be affected by the works being undertaken are to be given no less than four days written notice of the proposed action, including arrangements for stump removal, reinstatement and tree replacement.

In emergency situations notification prior to removal may not be possible, but follow-up advice, including notification details, must occur within the following 48 hours.

## Procedures to be followed

- Stump removal - within six to eight weeks of tree removal.
- Tree replacements - as soon as possible the following planting season, depending on practicality / availability.
- No works related to Council trees are to be undertaken by staff on private property unless appropriate permission or disclaimer has been approved by the property owner.

## Appeal

Where a resident, committee of management or member of the public insists on the removal or retention of a tree following notification of tree removal.

- The PGC will refer the matter to the Council.
- The referral will include:
  - A brief overview report and recommendation for action.
  - Any independent report from a qualified Arborist that may have been obtained.
  - Details of reasons for the objection.
  - Any other information relevant to the request.
- The PGC will write to the resident to:
  - Advise the decision on the matter.
  - Invite the resident to obtain alternative independent advice at their own cost in order to have the matter reconsidered.



## Tree Protection

Trees and infrastructure are essential items in a modern environment. Trees are regularly subject to damage from civil works. When civil works are proposed in the vicinity of trees an assessment and works plan is necessary to ensure tree damage is avoided or minimised. There are various guidelines for determining what can be classed as in the vicinity of a tree. The age, size and/or vigor of the tree are usually the determining factors. For example, guidelines to avoid unacceptable root damage may include exclusion zones equal to a radius 12 times the trunk diameter or the area contained within the drip line of the tree.

All protection issues should be identified at the design stage with any protection plans finalised prior to any works commencing. Successful protection of trees relies on a commitment from all parties involved in the project. Council will not accept the responsibility for any trees below an acceptable condition/standard. Any development or works within a street, parkland or roadside should take all practical steps to preserve existing trees in a healthy and safe condition. Trees growing beyond the scope of works, due to the potential extent of their root system and changes to drainage patterns can be seriously damaged. Capital and maintenance works should be designed and managed to avoid private trees being impacted by Council works and Council trees being impacted by private works.

Many authorities and private contractors have responsibility for conducting works adjacent to Council trees, particularly in streets. All parties need to give due consideration to all tree assets that they are likely to impact upon.

Overhead electrical cables have the greatest impact on trees. The issues involved are complex and are covered in Electrical line Clearance.

- All works likely to impact on Council trees are to be referred to the PGC at the planning/design stage.
- Tree condition information including photos is to be provided for all Council projects where trees (public and private) may be impacted by works.
- A tree protection plan may need to be provided at the request of the PGC and implemented to the satisfaction of Council for all projects likely to impact on trees. All works within the vicinity of a Council tree (or trees that will become the responsibility of Council) should include actions to minimise any negative impact to the tree.
- Trees identified to be retained and that are damaged either deliberately or through neglect or by works be rectified where practicable and as soon as possible. Costs associated with this are the responsibility of the person/ contractor who caused the damage and will be subject to compensation where applicable.





## Infrastructure Protection

- All proposed tree planting or tree maintenance works likely to impact on, or affect, Council infrastructure, must be referred to Council's Engineering Services for comment at the design or planning stage.
- All tree selection and planting programs must conform to the guidelines for tree planting on Council Managed land principles and the Nominated Species list (Appendix Five).
- Any person or organisation wishing to plant trees, shrubs, herbaceous plants, or undertake any landscaping within a road reserve, park or other land under the control of Council must have permission in writing from Council.
- All designs for roads, streets, and/or parkland under, or that will become under the control of Council, must include adequate capacity for tree planting and growth whilst minimising conflicts with other infrastructure to the satisfaction of Council.
- Where it is cost effective in the long term, infrastructure is to be selected and/or constructed to a standard that is capable of withstanding damage from existing and any future trees for example the installation of trip stops in foot path joints and root barriers to encourage a preferred root growth direction.

## Tree root complaints

Refer to Guidelines for issues related to trees roots on Council managed land (Appendix Twelve) for further details.

### **Typical responses:**

If a Council tree has caused the problem either within the road reserve or on private property then repair damage to drainage infrastructure either through the issuing of a works order or by engaging a contractor.

If the investigation report identifies a non-council tree as causing the damage then issue a letter to the customer stating that an investigation has been completed and detail the findings.



## Fallen Tree/Branch Complaint

- Identify tree in question.
- Obtain Arborist's Report which should include:
  - Cause of fallen tree/branch (i.e. storm)
  - Details of tree maintenance program and inspection program
  - Tree healthy or diseased
  - If diseased - would defect have been evident on routine external inspection
  - Weather conditions on day of incident
  - Previous complaints regarding tree
  - Street tree, reserve tree or private property
  - Photographs (before repairs are started).
- Respond to customer by telephone and follow up letter to be issued within five days of initial investigation

### **Typical responses:**

If the investigation report identifies a non-council tree as causing the damage then issue a letter to the customer stating that an investigation has been completed and detail the findings.





## Electrical Line Clearance

Council is responsible for power-line clearance works within the townships of Leongatha and Korumburra. All other townships are non-declared areas and are the responsibility of the power distributor (Austen).

Requests for power-line clearance should be forwarded to the responsible authority/party. Namely AusNet Services for the power-line clearance requests in public areas except for the Townships of Leongatha and Korumburra. Property owners are responsible for clearance around the section of service lines within their property.

Refer to Section 8C4 of the *Electricity Safety Act 1998* (Appendix Three) for clarification.

## Environmental and Community Imperatives

Consultation with residents can create a better understanding of tree issues and a wider acceptance of the role and works undertaken by Council. Council will seek to consult with adjacent residents when new or major tree works are being proposed or undertaken and will encourage the wider community to be aware of tree issues and to contact Council for information or when matters of concern are noticed.

Recycling of material from tree maintenance operations such as woodchips, leaves, stump grubbing tailings and timber can reduce costs and provide a valuable source of materials for town maintenance operations.



# Guidelines for Tree Maintenance on Council Managed Land

The maintenance of trees in South Gippsland is to ensure that the areas designated and maintained for regular public use will remain as safe as practicable. These guidelines apply to all of the parks, reserves and road reserves managed by Council for regular public use.

## Definitions

- Hazardous Trees - trees with deadwood greater than 30 millimetres in diameter, poor structural form, major cavities and other defects. The location of the tree and the extent of the defects will determine the hazard potential and priority rating of the tree

## Responsibility

- Council is to ensure that an annual maintenance program is adopted and periodically reviewed
- The development and co-ordination of the maintenance program will be the responsibility of the designated council officer
- All staff wherever possible are to recognise the work requirements within their area of responsibility and convey these to the PGC
- The Parks and Gardens team members/contractors are to complete the designated works within the specified time and to the required standards directed by instruction on the issued works order

## Guidelines

- All dead branches, with a diameter of 30 millimetres or greater, are to be removed when overhanging pathways, roads, park furniture and playgrounds.
- In relation to pathways - all trees are to be remedially pruned where their height and physical characteristics could threaten designated path and track users (see pruning of trees - statutory/distances pro-forma).
- In relation to seats, tables, play areas, other park facilities and designated car parking areas - all trees for a distance of five metres from the outer edge of any single item/area are to be remedially pruned depending on their height and physical characteristics.





## Pest and Disease Control

Trees are subject to a range of pests and diseases. The concept of eradication is not practical in most cases and harm minimisation should be seen as the best approach.

Pests and diseases do not recognise boundaries so a co-operative approach is required between land owners/managers. Where pests and diseases have the potential to affect Council's trees or significant trees Council should seek to assist residents and other land managers where possible in being aware of potential problems and control options.

Many of the surrounding councils and local communities deal with similar issues and opportunities to assist each other should be explored. For example, Elm Leaf Beetles do not respect boundaries, wildlife corridors should not stop at boundaries, land care and community groups do not limit themselves to Council boundaries.

Council has an annual cyclic proactive control program for Elm Leaf Beetles (Elm trees) in place to minimise the effects of these pests for trees on Council managed land across South Gippsland. In the long term these trees will be considered for staged replacement with more resilient species. Appendix Eleven shows the approximate locations of these trees.

White ant treatments for trees are delivered on request following the inspection procedure (Appendix Thirteen). All trees that are to be planted must conform to the Nominated Species List (Appendix Five) to ensure that newly introduced species are resilient to pests and diseases into the future.

Many trees have the potential to become environmental weed species. The weed potential of a tree needs to be considered when selecting species.



## Significant Trees

There are some trees on Council's Significant Tree Register. There are a number of national trust registered trees located at Mossvale Park

There are a number of avenue of Honour plantations across the Shire that are protected by a Heritage overlay:

- Berrys Creek
- Kardella
- Kongwak
- Koorooman
- Leongatha
- Meeniyan
- Strzelecki
- Toora
- Welshpool
- Wooreen

Protection measures for significant trees are critical. There are a variety of ways to ensure their protection such as including them within the planning scheme and/or Section 173 agreements.

Assessment and agreement of what is considered to be significant is subjective and applications for the registration of significant trees should always be referred to Council. A process of nomination and registration may be best undertaken by a panel of people with a wide range of expertise and viewpoints; this should assist in creating community stewardship of these trees.

Community awareness of significant trees and the implications of having a Significant Tree Register are important. It will be the community in most cases that identifies what trees are significant and what best helps to protect them.

The range of selection criteria in the Significant Tree Assessment Matrix (Appendix Four) can act as a valuable educational resource and assist in determining the significance of nominated trees. These criteria are sourced from the National Trust of Australia (Victoria). In using this matrix a greater emphasis on what is peculiar or important to the local community rather than what is important at a state level should be considered.

## Trees of High Amenity Value

Distinguished from significant trees, trees of high amenity value are designated so by Council as established mature trees those contribute to significantly to the amenity of a public space managed by Council.





## Existing Tree Control Regulations

There are currently existing Federal, State and Local laws that control the removal and pruning of both native and exotic vegetation on both private and public land. The policies and procedures contained in this plan are in support of those laws and regulations and need to be viewed as being an addition.

It is the responsibility of all persons to ensure they are not in contravention of any existing laws and regulations. The following information is provided to assist in determining what laws and regulations may apply noting that these may change over time.

More information on this and also the Department of Environment Land Water and Planning's (DELWP) National Framework for the Management and Monitoring of Australia's Native Vegetation can be found at [www.environment.gov.au](http://www.environment.gov.au).

### Local Government

Council has a variety of planning scheme overlays and local laws that specify what may or may not be undertaken with certain types of vegetation.

The overlays may include:

- Heritage Overlays with Tree Control
- Heritage Act 1995 – includes trees of State Cultural Heritage Significance
- Significant Landscape Overlays
- Environmental Significance Overlays
- Public Acquisition Overlays
- Vegetation Protection Overlays



Other relevant authorities would include but not limited to:

- Vicroads
- Catchment Management Authority
- Melbourne Water
- Southern Rural Water
- Parks Victoria
- AusNet Services

## Resource Allocation

It is understood and acknowledged that Council has limited and finite resources which restricts Council's capacity to inspect and maintain all trees to the same level. Given the above, Council has adopted a risk based approach in tackling problems relating to its trees and allocates a significant proportion of its resources on inspection and maintenance.

Council evaluates the works required to establish and maintain a healthy and appropriate tree population, and periodically engages qualified Arborists to perform reassessment of tree condition and work practices to determine the most appropriate and timely actions and allocation of resources.





## Tree Replacement Planning

Across South Gippsland there are a number of public spaces containing trees that provide high amenity value. Historically as these trees have aged and deteriorated some have been removed as a risk mitigation measure and in the absence of a strategic replanting plan, they have not been replaced. An action required from the development of this plan is to now develop a staged 10 year annual tree replacement program for all townships in South Gippsland. Areas identified as high risk in maps (Appendix Six B) are defined as such because they are areas where the general public congregate and are of high amenity value. These areas are the priority for the development of tree replacement plans.

Incorporated into these plans will be an approximate annual cost to implement the planting. This information will be incorporated into the Long Term Financial Plan to ensure that adequate funding is allocated. The actioning of these plans is intended to ensure the longevity of existing trees and to replace trees that have been removed in the past. These plans should include both recommendations for annual tree maintenance plus removal and replacement. Council will undertake a proactive approach to tree replacement based on the estimated useful life of the existing trees. The aim is to ensure adequate tree canopy cover and a consistent distribution of established trees and suitable species.

The proposed objectives of the tree replacement plan are:

- Increase canopy cover in townships to 40 percent by 2025.
- Increase township tree diversity so that there are no more than 5 percent of any one tree species, no more than 10 percent of any one genus and no more than 20 percent of any one family.
- Improve township vegetation health to ensure that 90 percent of the township tree population will be healthy by 2025.



The actions required to achieve this include:

- Develop a tree database for analysis.
- Data collection to extend the database to include all trees, beginning with significant and high risk trees.
- Mapping the location and condition of trees in the database.
- Mapping areas identified for future planting and designating species preferences.
- Develop a framework for planting priorities based on vulnerable and low canopy coverage areas, existing master plans, and customer requests.
- Complete a financial assessment to sustainably spread the cost and workload of establishing these trees across a 10 year period.





## Appendix One - Tree Inspection Report

Date of Inspection:

Assessment Number:

Pathway Number:

### GPS Street Location

Street Address:

Town:

Photo:



### Site Position

Road Reserve  
Park

High Risk Area  
Nature Strip

Avenue  
Median

Other

### Plant Species

Common Name:

Botanical Name:

### Status

Significant

Non-significant



Size	Height:	Spread:	Number of Trunks:
Age	Young / Semi-Mature / Mature / Old		
Pruning History	Crown Cleaned	Crown Raised	None
Foliage Colour	Normal	Brown/Dead	Yellow/Dropping
Foliage Density	Normal	Scattered	Sparse
Growth Obstructions	Stakes/Guards	Wire/Ties	Curb/Pavement
Epicormica	Yes / No	Twig Dieback	Yes / No

#### Services/Obstructions

Overhead Mains Elec.	High Voltage (HV)	Low Voltage (LV)
Service Wire	Line of Site	Sewer/water
Street Lights	Lights	Traffic
View	Lifting footpath	Damaging Kerb

#### Root Defects

Suspected Root Rot	Yes	No		
Mushroom/Bracket fungus present	Yes	No		
Exposed Roots	Severe	Moderate	Low	Nil
Undermined	Severe	Moderate	Low	Nil
Root Pruned: (distance from trunk in metres)				
Restricted Root Area	Severe	Moderate	Low	Nil
Potential for Failure	Severe	Moderate	Low	Nil

#### Trunk and General Shape Lean

Lean from vertical	Natural	Unnatural	Self-corrected
	Yes		No
	Yes		No
	Yes		No
	Severe	Moderate	Low

#### Crown Defects

Indicate presence of individual defects and rate their severity (S = Severe, M = Medium, L= Low)			
Defect	Root Crown	Trunk	Branches
Cracks/Splits	E.g. S	E.g. M	
Wounds			
Decay/Cavities			
Deadwood/stubs			E.g. M
Borers/White ants			
Previous Failure			
Epicormic Growth			
Previously Lopped			
Overhang on Road			



**Hazard Rating**

Tree part most likely to fall				
Inspection period	Six Monthly	Annual	Bi-Annual	Other
Failure Potential	1 Low	2 Medium	3 High	4 Severe
Size of Part	1 (<15cm)	2 (15-45cm)	3 (45-75cm)	4 (>75cm)
Area Rating	1 Occasional Use	2 Imminent Use	3 Frequent Use	4 Constant Use

Hazard Rating = Failure + Size of Part + Area Rating

**Hazard Rate Calculation**

Failure Potential	Size	Target Rating	Hazard Rating

**Condition Assessment**

Excellent    Good    Fair    Poor    Hazardous

**Recommended Action**

No Action	Dead Wood Removal	Replacement
Crown Reduction	Wire Clear	Under Prune
Removal	Limb Reduction	Crown Thinning

**Plant and Labour / Time and Estimated Cost**

Notes:

Inspection Performed By	
Signature	
Position/Title	
Date	



**Office Use Only**

Risk Level	Recommended Time Frame for Remedial Action	Maximum Time Frame for Remedial Action Based on Resource Availability
High Risk Areas	Every 12 months Every five years	Proactive level one internal External inspection
Significant Trees	Every 12 months Every five years	Proactive level one internal External inspection
Significant Tree Avenue	Every two years Every five years	Proactive level one internal External inspection
Street Trees	Every two years	Proactive level one internal
All Trees	By customer or internal request	Reactive inspection only

**Hazard Abatement Recommendation**

Hazard Rating Result

3-5	Negligible	5-6	Low	6-7	Medium
7-8	High	8-10	Urgent	10-12	Critical

**Arborist Services Required**

Yes      No

**Recommendations**

Notes:

Name	
Signature	
Position/Title	
Date	

**PGC Comments**

Notes:

PGC Signature	
Date	





## Appendix Two - Tree Inspection Definitions

### **Tree Number**

Each tree will be assigned a unique asset number that corresponds to the trees record in the tree inventory.

### **Tree Size**

#### **Diameter at breast height (DBH)**

The diameter of the trees main trunk at a height of 1.5 metres above ground level.

### **Height**

Distance measured vertically between a horizontal plane at the lowest point at the base of the tree, immediately above the ground and a horizontal plane immediately above its uppermost point.

### **Growth patterns**

#### **Bifurcation**

The process of division of roots or branches at one end into two parts.

#### **Co-dominant**

Two or more first order structural branches or lower order branches of similar dimensions arising from about the same position from a trunk or stem.

#### **Epicormic**

Shoots arising from latent buds or adventitious buds.

#### **Sparse**

Reduced leaf density in the crown, often a precursor to dieback and may imply stress or decline. This may occur as a response to drought, root damage, insect damage, herbicide or toxicity.

#### **Trifurcation**

The process of the division of roots or branches at one end into three parts.

#### **Vigour**

Good, Fair or Poor. This describes the ability of a tree to promote extension growth and wound-callus effectively; this is directly related to the annual progress of tree growth, including root systems, which are dependent on in-situ and environmental conditions.



Health and condition rating : a trees vigour as exhibited by crown density, crown cover, leaf colour, presence of epicormic shoots, ability to withstand predation by pests and diseases, resistance and the degree of dieback.

Condition Rating	Condition Measure	Definition
Excellent	0	<p>Tree exhibits:</p> <ul style="list-style-type: none"> <li>• Good growth</li> <li>• A healthy full canopy</li> <li>• Good resistance to pests and disease attack</li> <li>• Good overall structure and vigour</li> <li>• The trunk, scaffold branches</li> <li>• Lateral branches and branch unions do not exhibit any serious defect</li> </ul>
Good	2	<p>Overall appearance of good health:</p> <ul style="list-style-type: none"> <li>• Relatively stress free</li> <li>• Good coverage of foliage throughout the canopy</li> <li>• Good vigour, and wound wood development</li> <li>• Reasonable seasonal growth evident throughout the canopy</li> <li>• Deadwood and epicormic growth, less than 20 percent of the canopy</li> <li>• Trunk and scaffold branches don't exhibit any serious defects</li> <li>• No evidence of any serious pests/disease attack</li> </ul>
Fair	4	<p>Overall growth is adequate but may require maintenance to prevent further failing. Some evidence of;</p> <ul style="list-style-type: none"> <li>• Stress</li> <li>• Areas of dead wood may be present</li> <li>• Little or no seasonal growth evident</li> <li>• Deadwood, less than 30 percent of canopy</li> <li>• Epicormic growth, less than 20 percent in canopy</li> <li>• Evidence of attack from pest/disease</li> <li>• Dieback in the canopy may be evident</li> <li>• Minor canopy dieback, foliage generally good colour, some discoloration may be present,</li> <li>• Typical growth indicators such as extension growth, leaf size, canopy density for species in location may be slightly abnormal</li> </ul>
Poor	6	<p>The health of the tree is deteriorating. Evidence of:</p> <ul style="list-style-type: none"> <li>• Stress</li> <li>• Less than 50 percent of canopy have dead/dying limbs</li> <li>• Little or no foliage in canopy</li> <li>• Large volume of epicormic regrowth,</li> <li>• Poor branch unions, cross over branches</li> <li>• Limb shedding and poor branch growth</li> <li>• No seasonal growth evident</li> <li>• Fungal fruiting bodies and associated decay</li> <li>• Heavy pest and or disease attack evident</li> <li>• Disturbance of soil evident</li> </ul>
Dead/Hazardous	8	<ul style="list-style-type: none"> <li>• Tree no longer viable, it has died</li> <li>• Little or no live foliage</li> <li>• Little or no live tissue identified under bark</li> <li>• Tree is unstable in the ground</li> </ul>



**Maturity****Age****Description****Young**

Juvenile tree recently planted. Last one to five years.

**Semi-mature**

Tree still growing

**Mature**

Specimen has reached expected size in current situation

**Senescent**

Tree is over mature and in decline

**Damage****Mistletoe**

Parasitic and epiphytic evergreen angiosperms that grow on the stems of trees by the use of cell structures called haustoria. They consume nutrients and water produced by the host but must produce their own sugars by photosynthesis.

**Wound**

Damage inflicted upon a tree through injury to its living cells, from biotic or a-biotic causes, such as where vascular cambium has been damaged by branch breakage, impact or insect attack.

**Structure Definitions****Rating****Equivalent Number****Definition**

Excellent

0

- Excellent branch attachment
- No structural defects
- Trunk sound
- No damage to roots
- Good root buttressing present

Good

2

- Good branch attachment, canopy full , symmetrical
- No major structural defects
- Trunk sound or minor damage
- No damage to roots
- Good buttressing

Fair

4

- Minor structural defects, some asymmetry and canopy suppression
- Minor trunk damage
- Bark may be missing
- Cavities present
- Minor root damage



Structure Definitions		
Rating	Equivalent Number	Definition
Poor	6	<ul style="list-style-type: none"> <li>• Major structural defects</li> <li>• Trunk damage</li> <li>• Girdling present</li> <li>• Damaged roots that are problematic</li> <li>• Canopy suppressed, major asymmetry. Stump re-growth</li> <li>• Tree poses immediate hazard and should be rectified as soon as possible</li> </ul>

## Tree Components

### Canopy

Of an individual tree all the parts arising above the trunk where it terminates by its division forming branches such as the branches, leaves, flowers and fruit; or the total amount of foliage supported by the branches.

### Scaffold limb

First order or other orders of branches elongated to form a permanent framework of branches supporting the crown, persisting beyond the trees maturity.

### Trunk

A single stem extending from the root crown to support or elevate the crown, terminating where it divides into separate stems forming first order branches.

### Useful Life Expectancy (ULE)

Useful Life Expectancy (ULE) means that in a planning context the length of time a tree can be maintained as a useful amenity and not a liability is by far the most important long-term consideration. ULE is contingent on a number of obvious management assumptions and the fundamental principles of public safety and usefulness in the landscape.

- **Street trees**

Tree lives are dependent on a number of factors including species, location of planting, vicinity of overhead power lines and maintenance requirements. A particular tree may well be healthy with considerable growing life remaining but has become an inappropriate size for its location and/or too expensive or impractical to maintain shape and clearances. Of particular note is that some street trees are impacted on by overhead powerlines while most will also potentially impact on foot-paths. Adopted tree lives reflect the average useful life of street trees rather than total life expectancy.

- **Park trees**

While these have similar issues to street trees their location is often less restrictive on growth and size patterns. As such these trees will often not be replaced until their health deteriorates or they become excessively maintenance intensive.

Estimated remaining useful life categories: 1-5 years, 6-10 years, 11-15 years, 16-20 years and 21+ years.





## Tree Hazard Control Measures

Strategy	Description
Monitor Trip Points	Perform regular footpath inspections, grind and or fill trip points as per Council's Road Management Plan parameter. Where no other practical method can be employed footpath sections are to be replaced.
Flexible Pathways	Use of flexible material such as paving, or rubber compounds for footpaths and tree surrounds, will reduce the occurrence of trip points and is less expensive and easier than concrete to maintain or replace when necessary.
Install Trip Abatement Measure	Install Products such as Tripstop at the time of construction or reconstruction on all footpath joints near existing, established trees.
Root Pruning	Non-structural roots could be pruned on a predetermined basis under the guidance of a qualified Arborist. This practice could be combined with installation of root barriers where appropriate.
Root Barriers	Where future problems are perceived, barriers could be installed to deflect roots away from pavement or services.
Preventative tree maintenance	Trees in public areas should be regularly inspected and maintenance, such as dead-wooding and developmental pruning carried out as prescribed. Pruning should always be undertaken in accordance with AS 4373 1996.
Enlarging root zone	Where space allows, a designated area above the root zone of the tree should be enlarged/created to accommodate surface roots. Rather than turf, this area could be formed into a garden bed, mulched or covered with a suitable tree grate.
Formative Pruning	Early pruning will reduce the development of structural weaknesses in older trees. Refer to AS4373 Pruning of Amenity Trees.
Remove Target	In some situations it is preferable to remove a potential target, such as a seat rather than to remove a tree in order to abate a hazard.
Remove the Defect	This could include pruning of live or dead branches or the removal of co-dominant stems.
Tree Removal	In some situations it may be preferable to remove a tree and replace with a more suitable species, perhaps in an alternative location. In all cases of tree removal it is necessary to ensure that the removal is mitigated in order to ensure the future integrity of the urban forest.



# Appendix Three - Electricity Safety Act Changes

Electricity Safety (Electric Line Clearance) Regulations 2015

Email from MAV 26/06/15 Re: recent changes to regulations and legislation

The Electricity Safety (Electric Line Clearance) Regulations 2015 are now law and will come into operation this Sunday, 28 June 2015.

Following sustained advocacy from the MAV and councils, it is pleasing to see that the new regulations incorporate a number of significant changes that will help achieve a better balance between safety, amenity and environmental considerations when managing vegetation around power lines.

Key wins for local government include:

- Introduction of linear graphs to specify minimum clearance distances – this approach reduces the required clearance distances for many power line span lengths
- Reintroduction of an exception to the minimum clearance distance for structural branches around low voltage insulated power lines
- Introduction of an exception to the minimum clearance distance for structural branches around uninsulated low voltage power lines in low bush fire risk areas
- Introduction of a requirement to, as far as practicable, prune vegetation in accordance with the Australian Standard for the Pruning of Amenity Trees (AS 4373-2007). The MAV understands that most, if not all, councils already prune in accordance with the Standard. Most distribution businesses, on the other hand, do not. We hope and anticipate that this change to the regulations will help prevent further excessive and destructive pruning by the distribution businesses
- Inclusion of an expanded definition of 'insulated cable' which will, in theory, allow councils to request the relevant distribution business to apply insulating cover to specific sections of power lines in order to make that section insulated for line clearance purposes
- Enhanced notification and consultation requirements – these new requirements should improve distribution businesses' communication with councils and residents

It is disappointing that the exception for small branches around insulated low voltage power lines, which was reintroduced in the most recent draft of the regulations seen by the MAV and councils, has been amended to effectively require annual clearance of these branches. The MAV has advised Energy Safe Victoria (ESV) that this late amendment is very problematic for councils (and probably also the distribution businesses) because few, if any, have annual pruning cycles. We will continue to advocate for an alternative approach in order to allow small branches to remain within the clearance space, as was permitted under the 2005 version of the regulations.

The MAV contact person is Claire Dunn, [cdunn@mav.asn.au](mailto:cdunn@mav.asn.au), ph 9667 5533.

*Electricity Safety Act 1998 - Section 84C*



## Requirement to Keep Trees Clear of Electricity Lines - Councils

A Council responsible for the management of public land in an area of land declared under section 81 is responsible for the keeping of the whole or any part of a tree situated on that land clear of an electric line that is not a private electric line.



# Appendix Four - Significant Tree Assessment Matrix




Any tree nominated as an addition to the South Gippsland Shire Councils significant tree register must be eligible under at least one of the below categories.

Category	Title	Description	Types
1	Horticultural value	Any tree that has Horticultural or Generic value that could be an important source of propagating stock, including specimen's that are particularly resistant to disease or exposure.	<ul style="list-style-type: none"> <li>• Tolerance selection (pest &amp; diseases).</li> <li>• Propagating potential.</li> <li>• Scientific value.</li> </ul>
2	Landscape value	Any tree that occurs in such as remnant native vegetation, important landmarks and tree that form part of an historic garden park or town	<ul style="list-style-type: none"> <li>• Historic garden or park.</li> <li>• Historic cemetery.</li> <li>• Important landmark.</li> <li>• Contribution to landscape.</li> <li>• Historic planting style.</li> </ul>
3	Rare or localised	Rare value either species of localized distribution	<ul style="list-style-type: none"> <li>• Only known species.</li> <li>• Rare species.</li> </ul>
4	Age	Any tree that is of significant age or venerable	<ul style="list-style-type: none"> <li>• Old Specimen</li> </ul>
5	Outstanding size	Any tree outstanding for height trunk circumference or canopy spread	<ul style="list-style-type: none"> <li>• Height</li> <li>• Circumference</li> <li>• Canopy spread</li> <li>• Combinations of above</li> </ul>
6	Aesthetic value	Any tree adding significant aesthetic quality	<ul style="list-style-type: none"> <li>• Substantial shade tree</li> <li>• Only tree in the street</li> </ul>
7	Curious growth	Curious growth form or physical feature including unusually pruned forms	<ul style="list-style-type: none"> <li>• Important landmark</li> </ul>
8	Historic plantings	Any tree/s planted commemorating important historical events	<ul style="list-style-type: none"> <li>• Avenues of Honour</li> <li>• Plantings in memorial parks</li> </ul>
9	Cultural value	Any tree that has a recognised association with historical aboriginal activities	<ul style="list-style-type: none"> <li>• Scarred tree</li> <li>• Corroboree tree</li> </ul>
10	Outstanding Example of Species	Any tree that is an outstanding example of its species	<ul style="list-style-type: none"> <li>• Botanically</li> <li>• All of the above</li> </ul>







## Appendix Five - Nominated Species List




Recommendations for street tree choices in South Gippsland.

Botanical Name						Medium Street Width		Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/ Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Acacia	melanoxylon		Blackwood				*				
Acer	buergerianum		Trident Maple	Deciduous	*					Buy as a single-leader tree, good colour in autumn	
Acer	x freemanni	Jeffersred Autumn Blaze		Deciduous			*			Drought/ heat tolerant	








Botanical Name						Medium Street Width		Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Acer	truncatum		Pacific Sunset	Deciduous			*			Drought/ heat tolerant	
Acmena	smithii		Lilly Pilly	Evergreen			*				
Agonis	flexuosa	Burgundy		Evergreen	*	*				Silver grey/ burgundy tipped	
Angophora	costata	Smooth Barked Apple		Evergreen			*		*	Only to be used at town entrances, centre medians or other areas where there is a significant clearance. Very large tree	




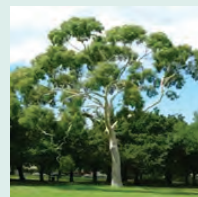

Botanical Name						Medium Street Width		Wide Street Width			
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires	Comments	Images
Agonis	Flexuosa	Willow Myrtle		Evergreen	*	*				Original cultivar/ can come in black foliage	
Angophora	hispidia		Dwarf Apple Box	Evergreen		*				Small white flowers	
Arbutus	x andrachnoides		Madrone, Strawberry Tree	Evergreen	*					Small fruit	







Botanical Name						Medium Street Width		Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Banksia	ericifolia		Giant Candles	Evergreen	*		*			Bird attracting	
Banksia	Integrifolia		Coast Banksia	Evergreen						Bird attracting	
Callistemon	viminalis	Kings Park Special		Evergreen	*	*					
Acer	palmatum		Japanese maple	Deciduous	*	*					
Lagerstroemia	indicanatchez		Crepe Myrtle	Deciduous	*	*					








Botanical Name						Medium Street Width		Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Cercis	chinensis	Avondale		Deciduous	*					Use a budded form	
Corymbia	citriodora		Lemon Scented Gum	Evergreen	Only to be used at town entrances, centre medians or other areas where there is a significant clearance. Very large tree				*	Full sun, small white flowers	
Corymbia	eximia	Nana	Dwarf Yellow Bloodwood	Evergreen			*			Small white flowers	
Corymbia	ficifolia	Summer Red	Scarlet Flowering Gum	Evergreen		*				Probably won't tolerate inundation	








Botanical Name						Medium Street Width		Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Eucalyptus	leucoxylon	Eucky Dwarf	Dwarf Yellow Gum	Evergreen	*					Probably won't tolerate inundation. Small red flowers	
Eucalyptus	leucoxylon	Megalocarpa Elite		Evergreen			*			Probably won't tolerate inundation. Small red flowers	
Corymbia	maculata		Spotted Gum	Evergreen	Only to be used at town entrances, centre medians or other areas where there is a significant clearance. Very large tree				*	White flowers with burgundy bulbs	
Eucalyptus	melliodora		Yellow Box	Evergreen	Only to be used at town entrances, centre medians or other areas where there is a significant clearance. Very large tree				*	Long leaves and white flowers	







Botanical Name					Medium Street Width			Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Eucalyptus	mannifera	Little Spotty	Red Spotted Gum	Evergreen			*		Only to be used at town entrances, centre medians or other areas where there is significant clearance. Very large tree.	Large wide leaves	
Fraxinus	angustifolia	Raywood	Claret Ash	Deciduous					*		
Fraxinus	ornus		Flowering Ash	Deciduous			*			Large white flower	








Botanical Name						Medium Street Width		Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Fraxinus	pennsylvanica		Cimmzam and Urbanite	Deciduous			*			Both yellow and green foliage	
Ginkgo	biloba		Maidenhair	Deciduous			*				
Gleditsia	triacanthos	Elegantissima	Elegant Honey Locust	Deciduous	*	*				Can cause issues with roots	
Lagerstroemia	indica	Comanche		Deciduous	*					Great for under powerlines	
Lagerstroemia	indica	tuscarora		Deciduous			*			Fast growing	
Lophostemon	confertus	Brush Box		Evergreen			*				








Botanical Name						Medium Street Width		Wide Street Width		Comments	Images
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires		
Magnolia	grandiflora	Little Gem		Evergreen	*						
Malus	ioensis	Plena	Crab Apple	Deciduous	*	*					
Melia	azedarach	Elite	White Cedar	Deciduous			*			Low fruiting	
Melaleuca	linariifolia		Snow in Summer	Evergreen	*	*					



Botanical Name						Medium Street Width		Wide Street Width			
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires	Comments	Images
Pistacia	chinensis		Chinese Pistachio	Deciduous			*				
Pyrus	calleryana	Chanticleer	Glens Form	Deciduous			*				
Pyrus	ussuriensis		Machurian Pear	Deciduous			*		*		
Pyrus	calleryana	Capital		Deciduous	*					Narrow, upright	
Quercus	palustris	Early Defoliating Form	Pin Oak	Deciduous					*		



Botanical Name						Medium Street Width		Wide Street Width			
Venus	Species	Cultivar	Common Name	Evergreen/Deciduous	Narrow	Wires	No Wires	Wires	No Wires	Comments	Images
Quercus	robur		English Oak	Deciduous					*	Suitable for parks only	
Ulmus	parvifolia	Yarralumla	Chinese Elm	Deciduous			*				
Ulmus	parvifolia	Todd	Chinese Elm	Deciduous		*					



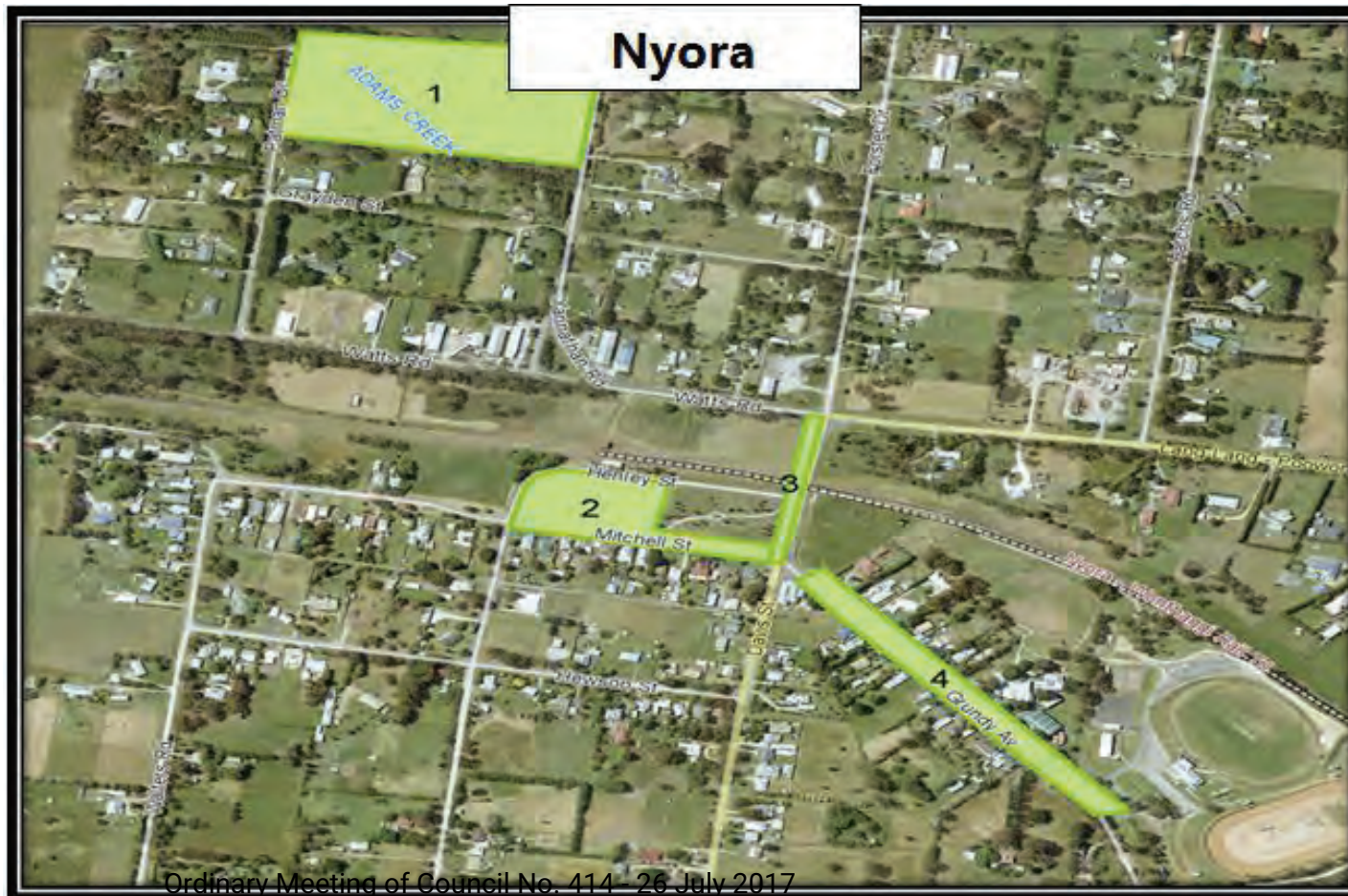
# Appendix Six A - Council Managed Significant Trees

Tree Species	Location	Nominated	Comments
Sierra Redwood	Grundy Street, Nyora	Community	
Deodar Cedar	Mossvale Park, Berrys Creek	Council and Community	Heritage Overlay
English Elm	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Weeping Elm	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Varigated Elm	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Liquidambar	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Maidenhair Tree	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Cork Oak	Mossvale Park, Berrys Creek	Council	Heritage Overlay
English Oak	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Pin Oak	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Oriental Plan	Mossvale Park, Berrys Creek	Council	Heritage Overlay
London Plane	Mossvale Park, Berrys Creek	Council	Heritage Overlay
Irish Strawberry	Leongatha Recreation Reserve	Council	
Cape Chestnut	Giles Street, Mirboo North	Community	
Canary Island Date Palm	Brennan Street, Mirboo North	Community	
Fig	Walkerville South	Community	
Southern Mahogany	South Gippsland Highway	Community	Avenue of Honour Heritage Overlay
Karrajong	Korumburra Public Park	Community	
Marri	Whitelaw Street	Council	Avenue of Honour Heritage Overlay
Southern Blue Gum	Bridge Street, Korumburra	Council	Avenue of Honour Heritage Overlay
Manna Gum	Court Street Foster	Council	Avenue of Honour Heritage Overlay





## Appendix Six B - High Risk Area Inspection Maps

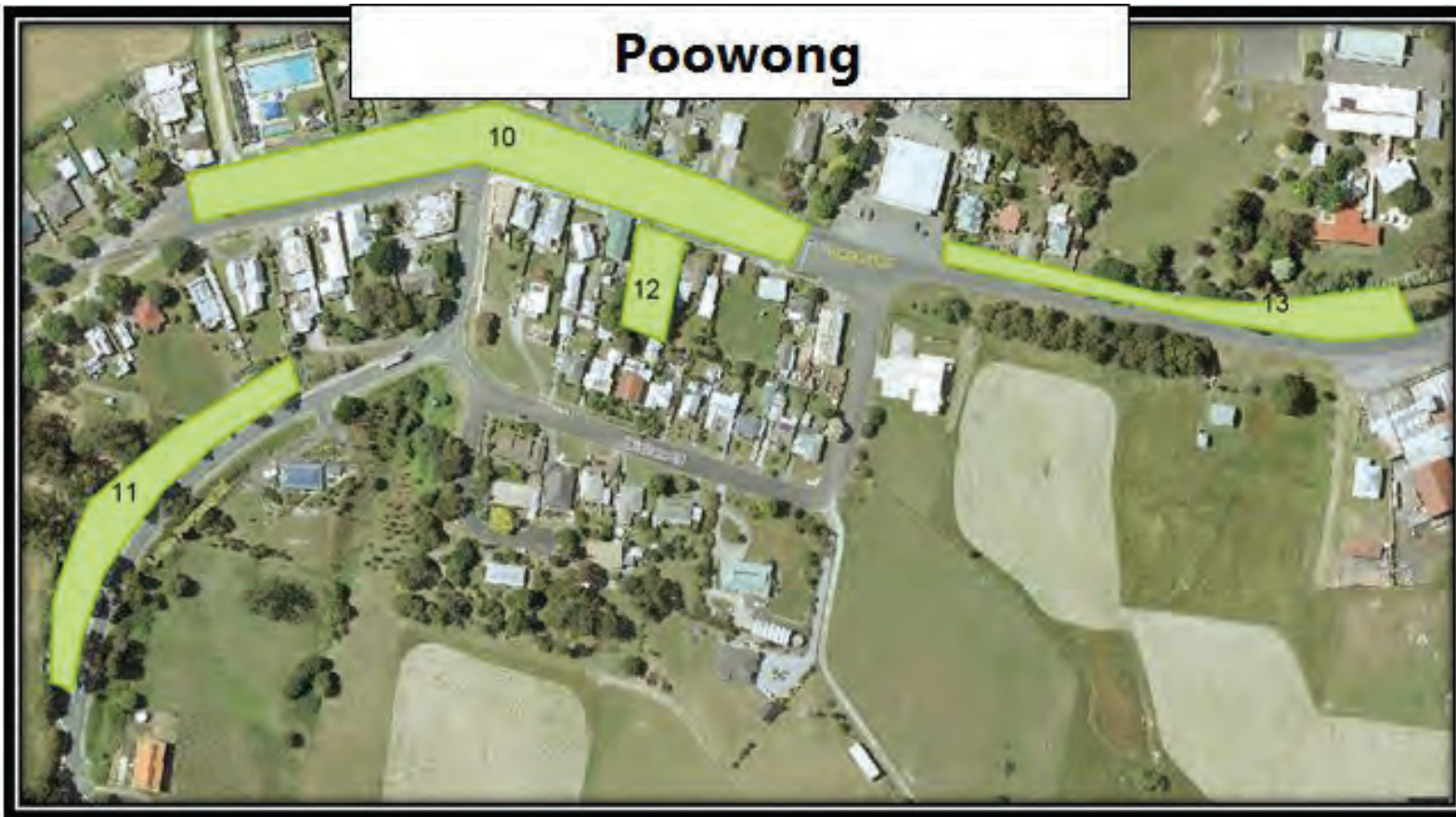




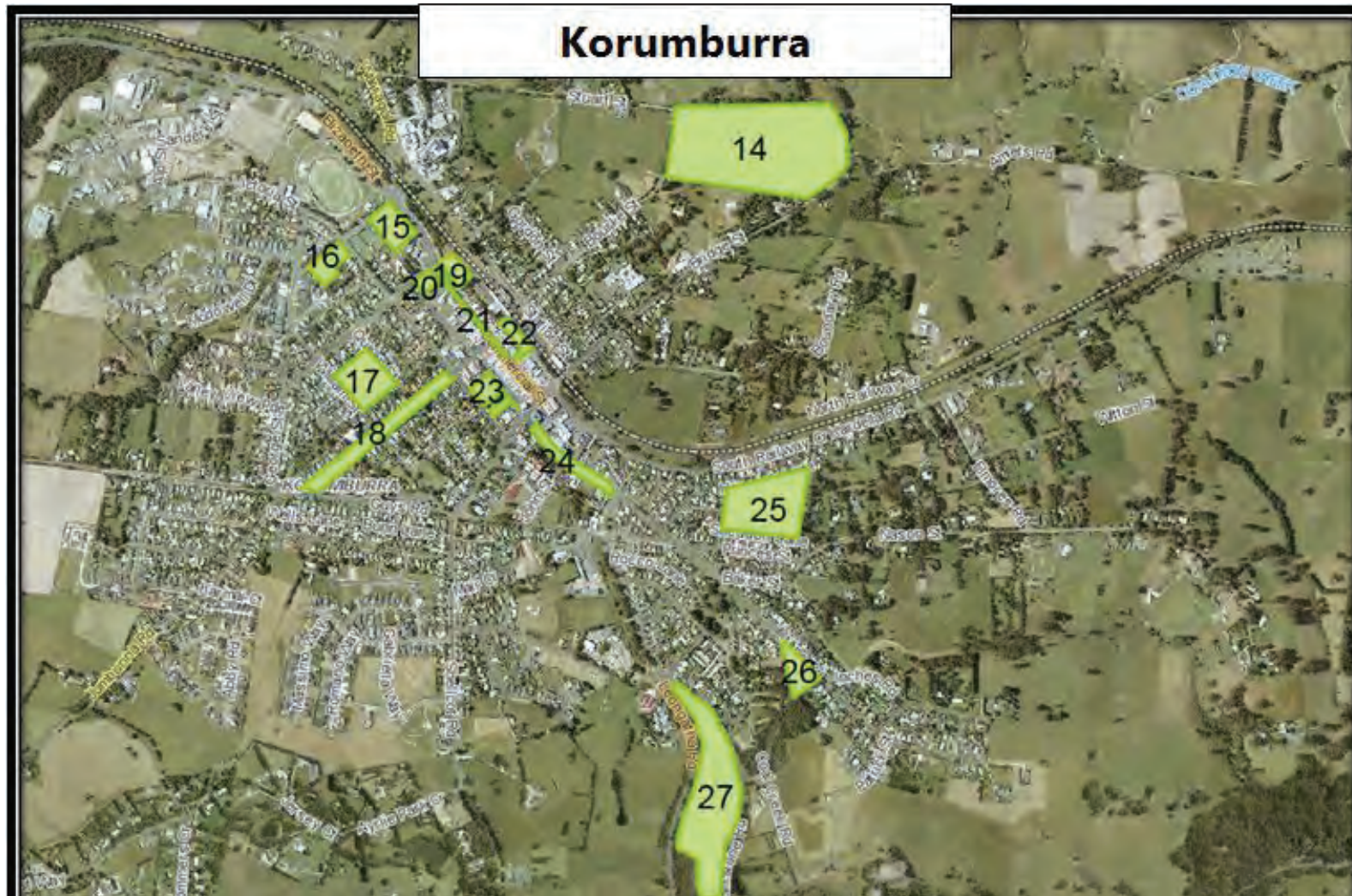




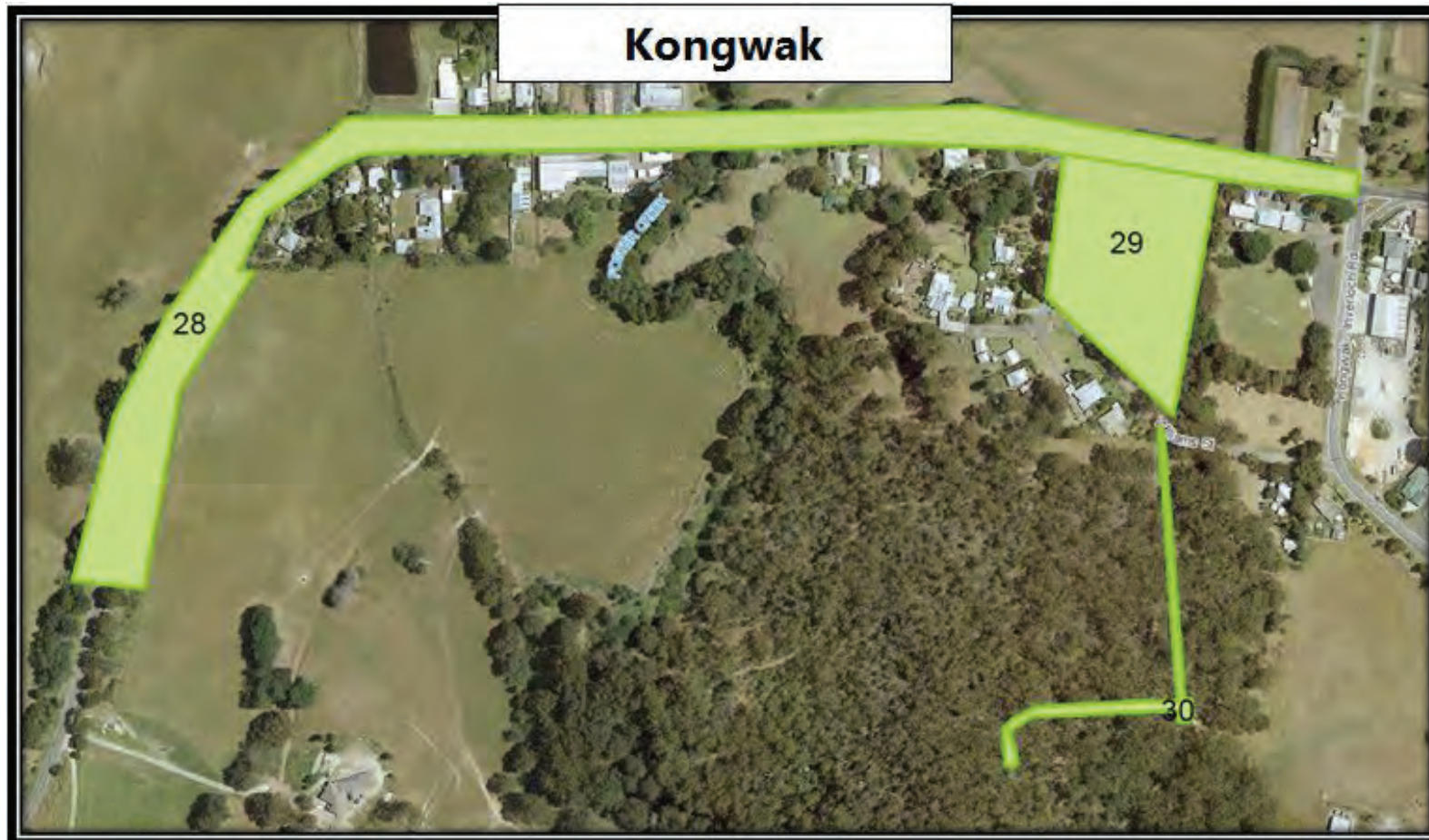
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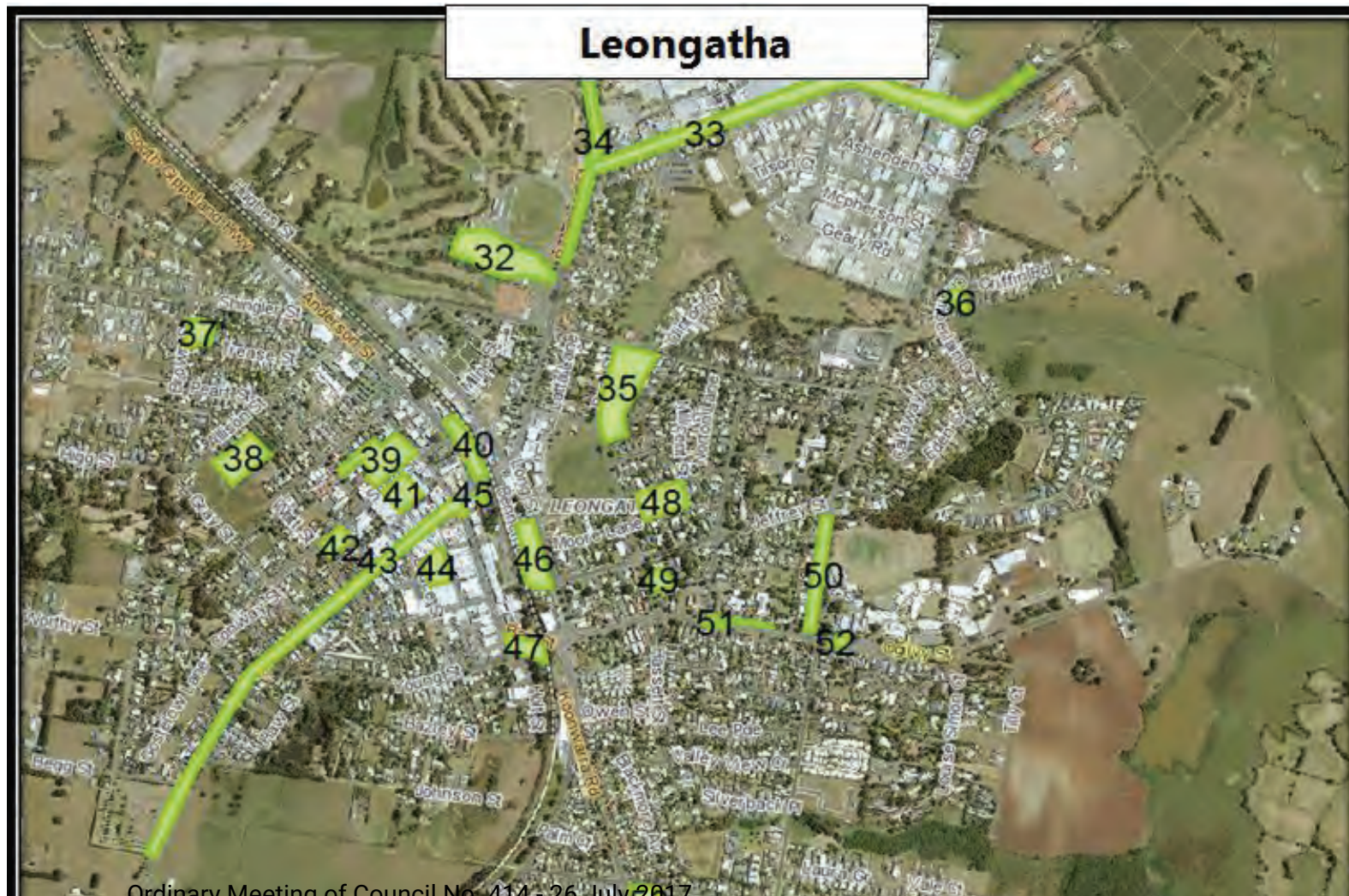








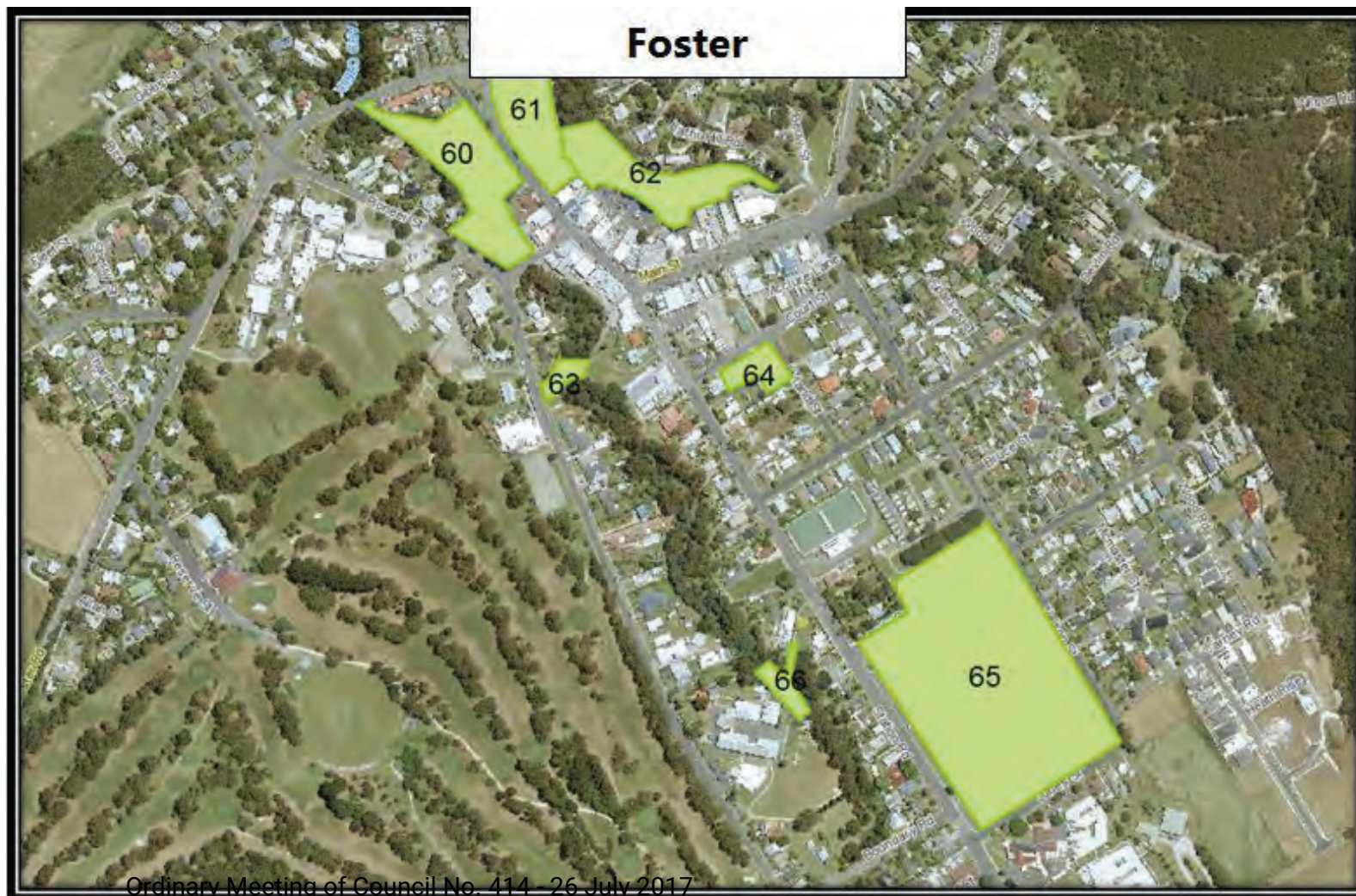




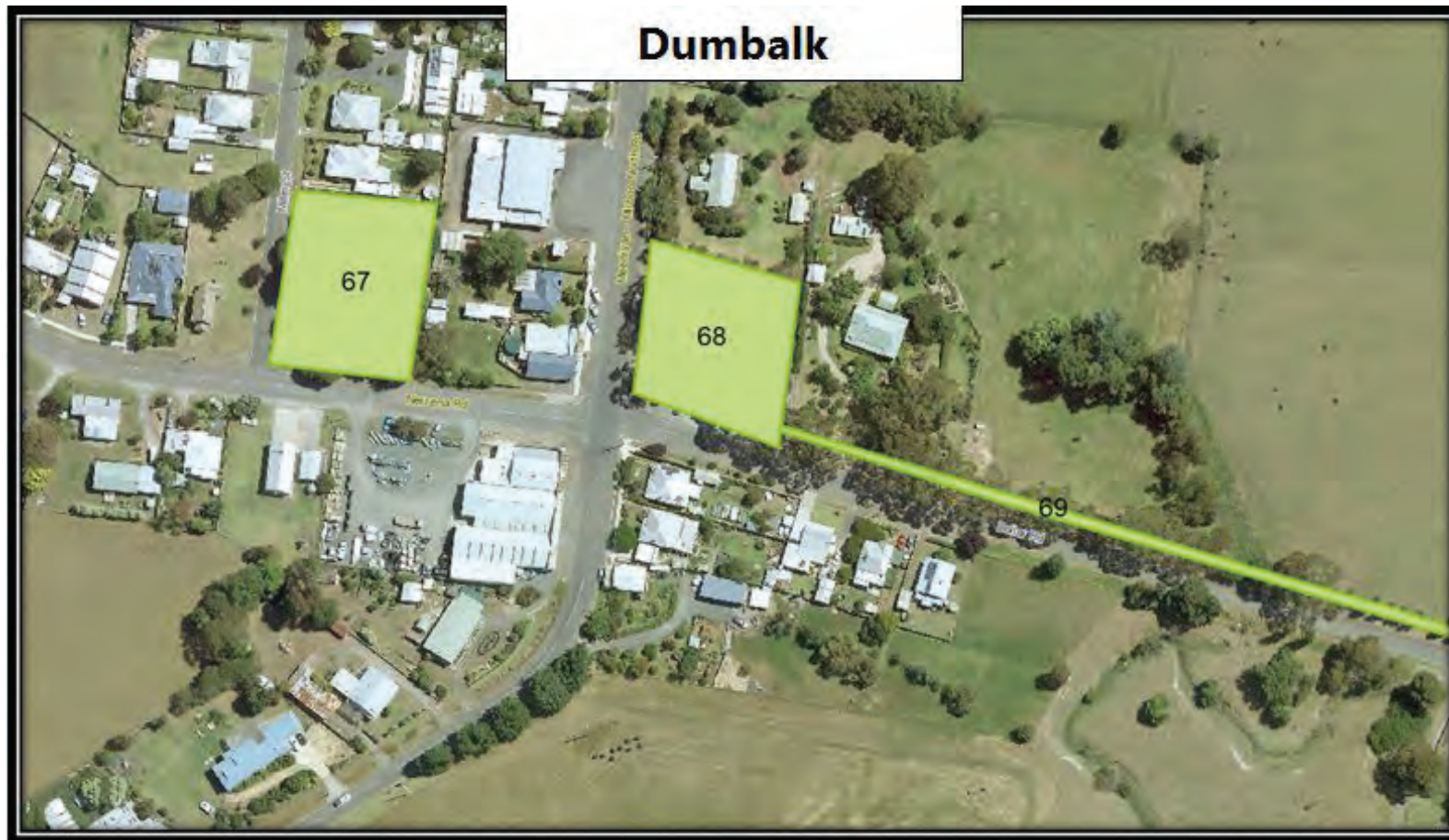




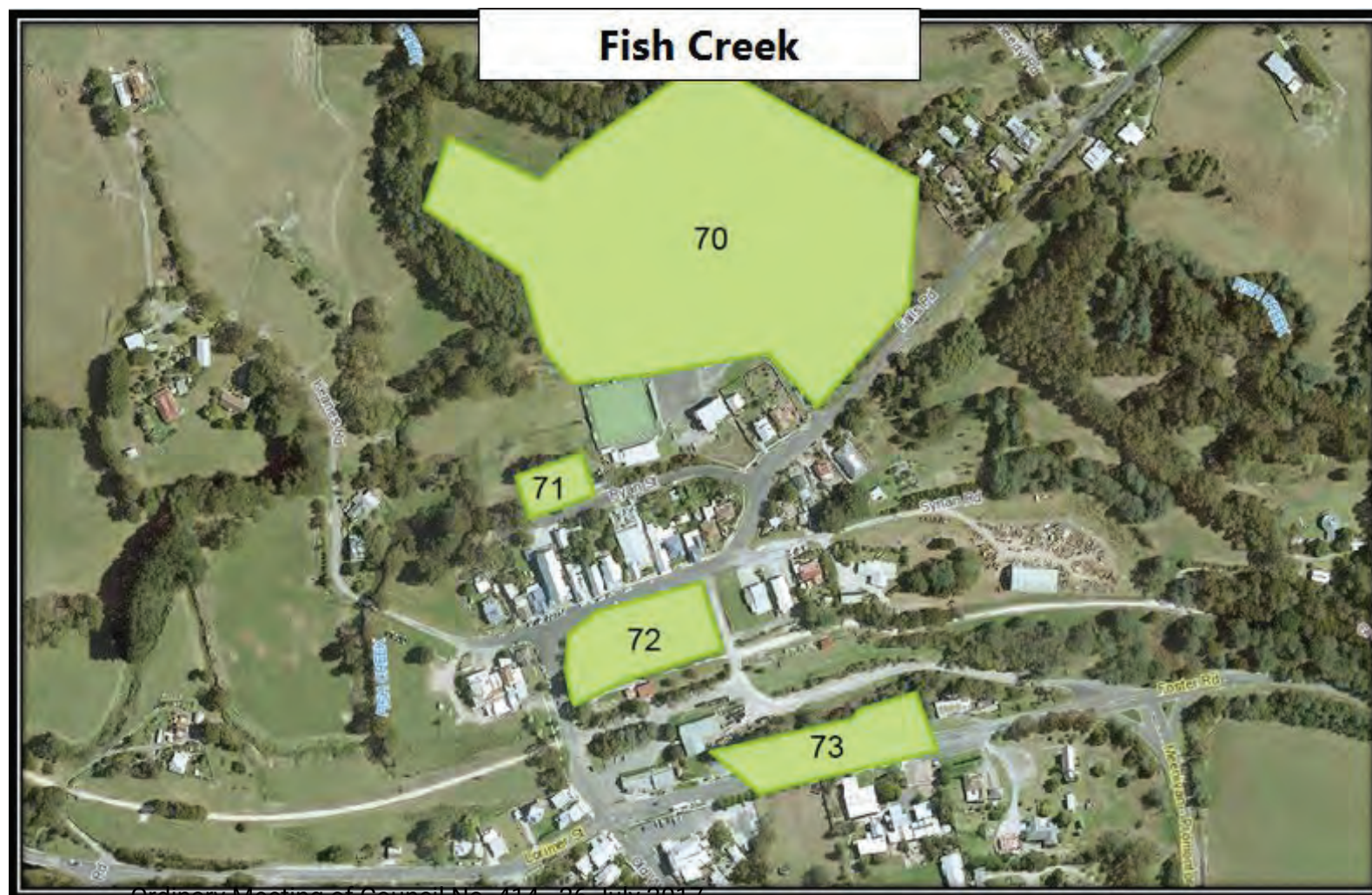




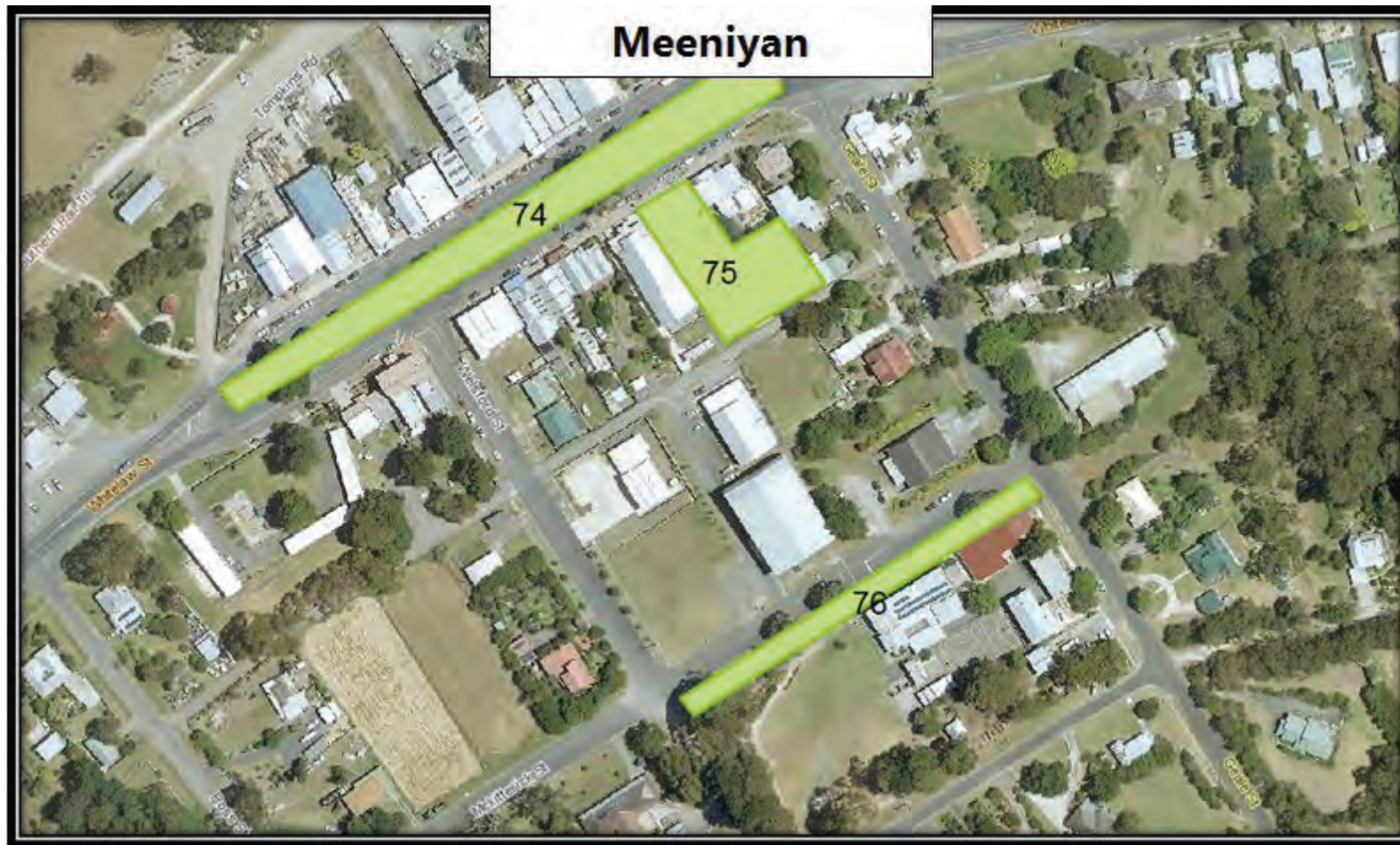




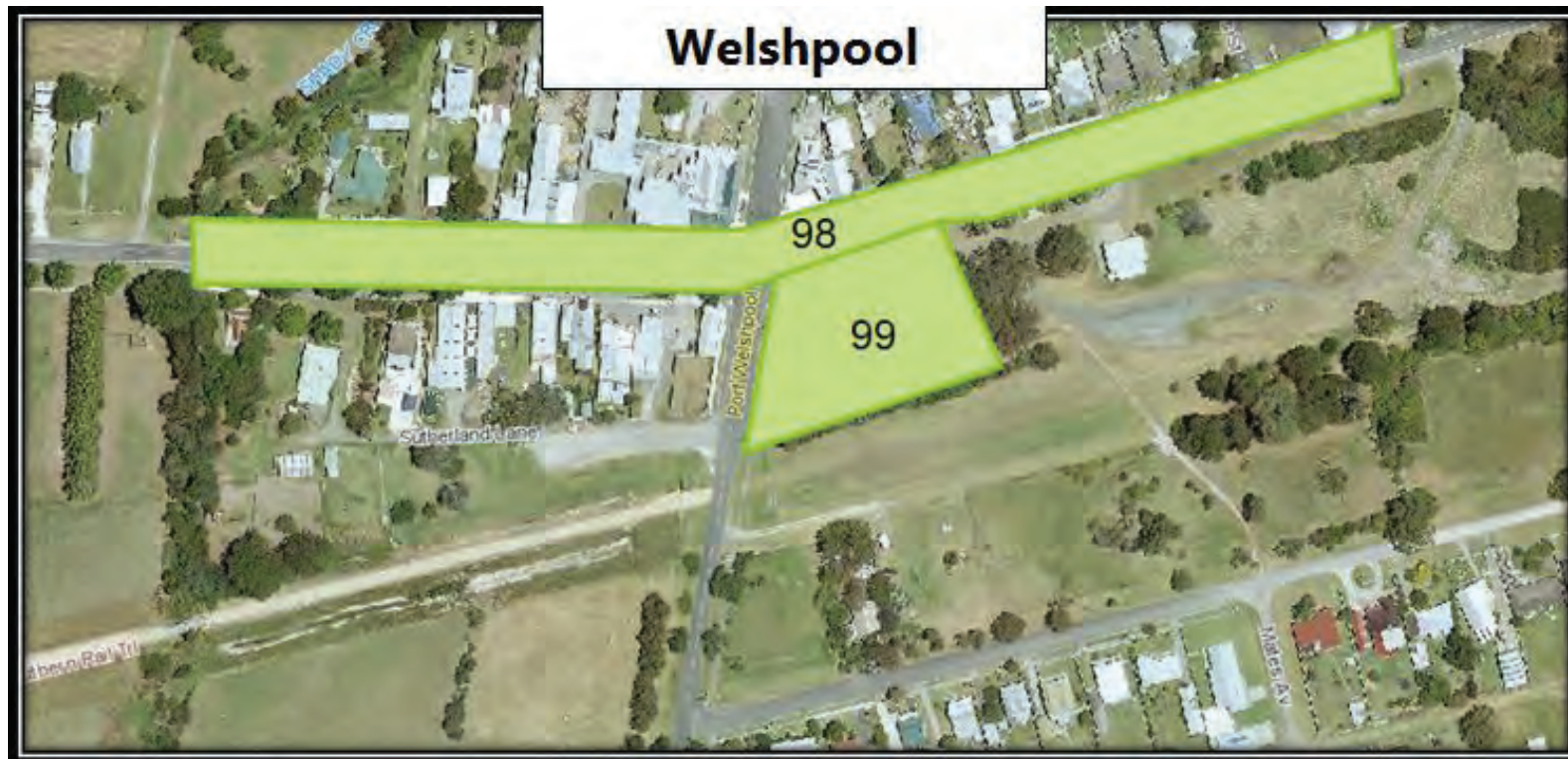














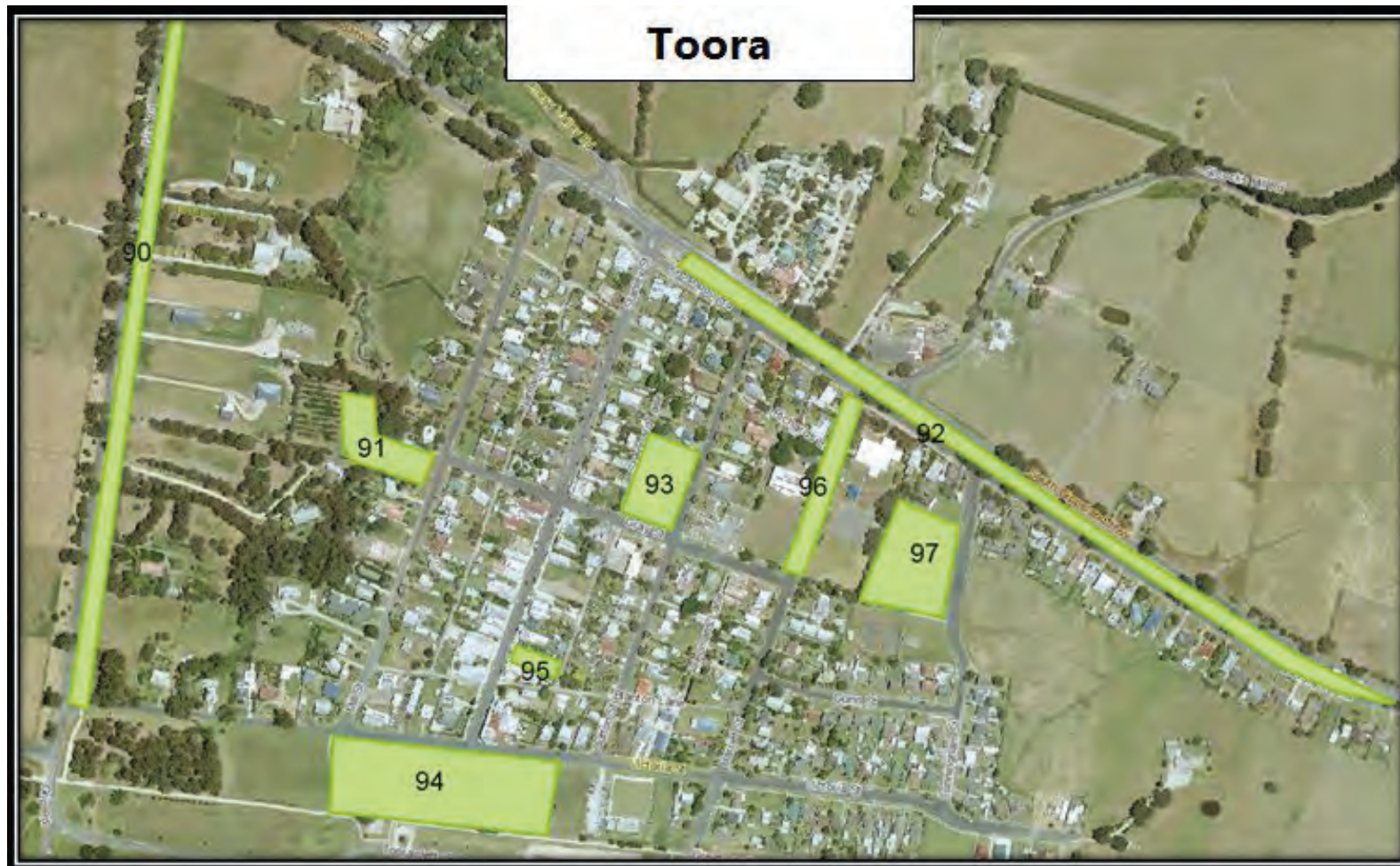




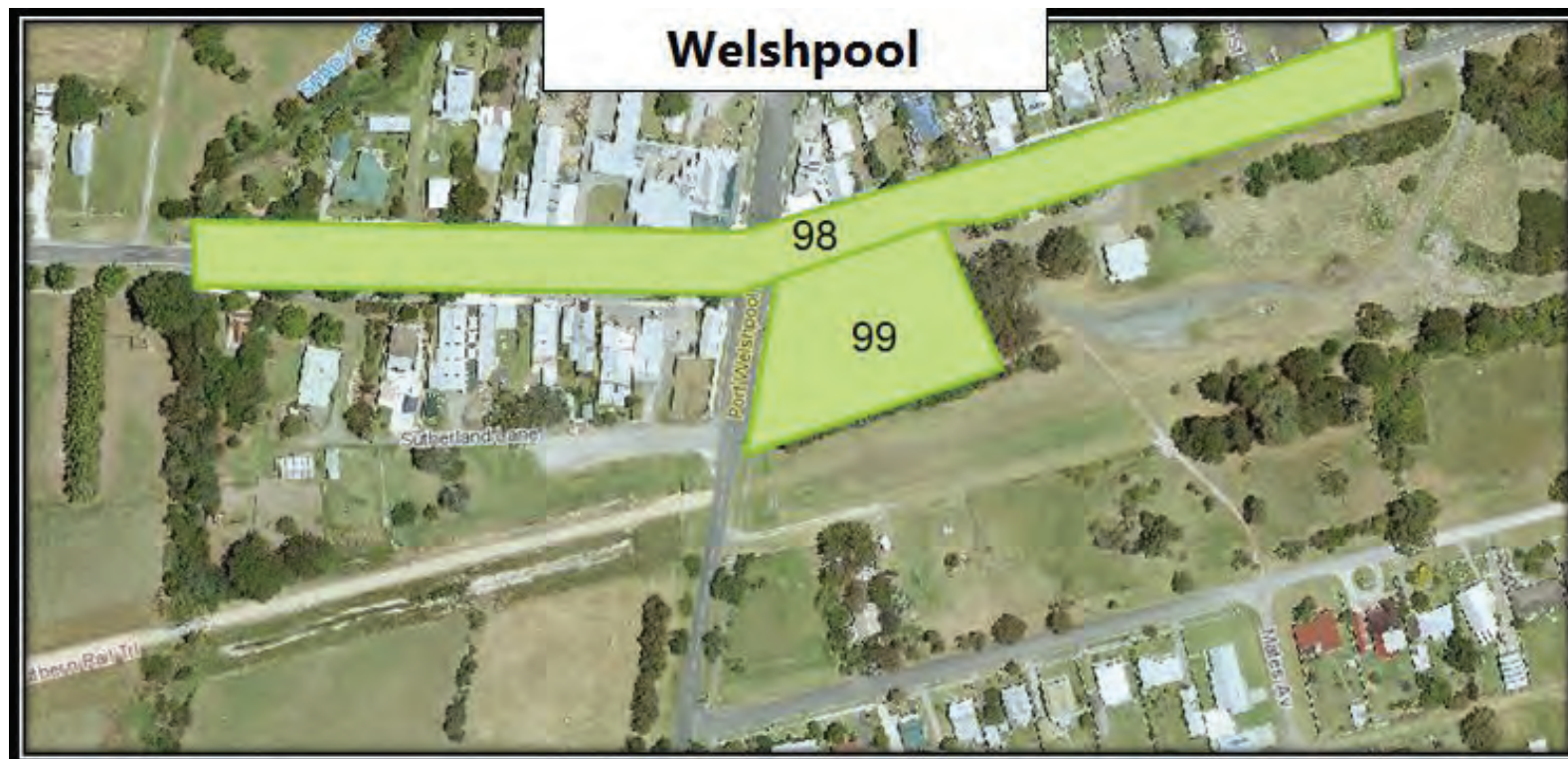
## Tarwin Lower



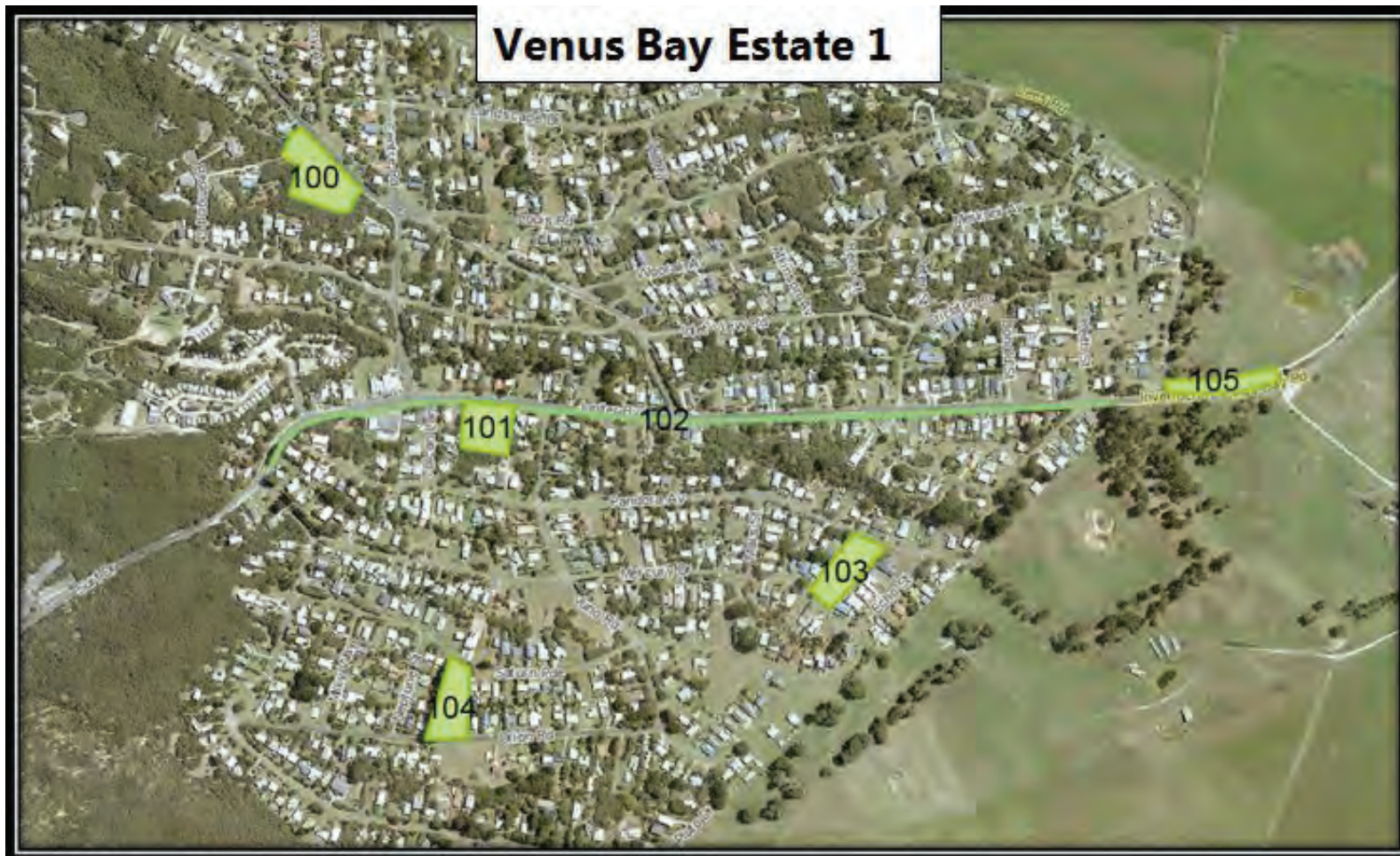




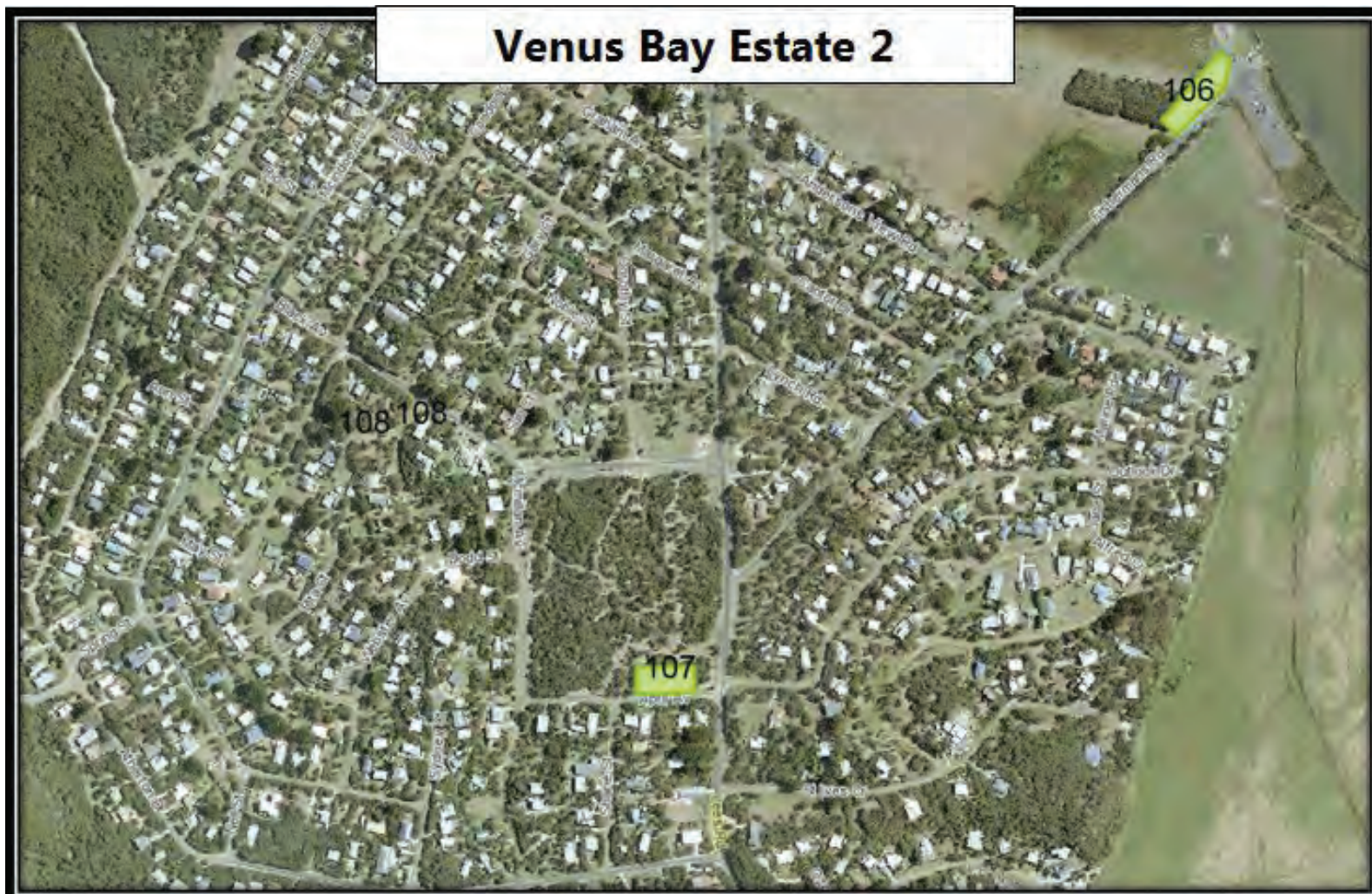










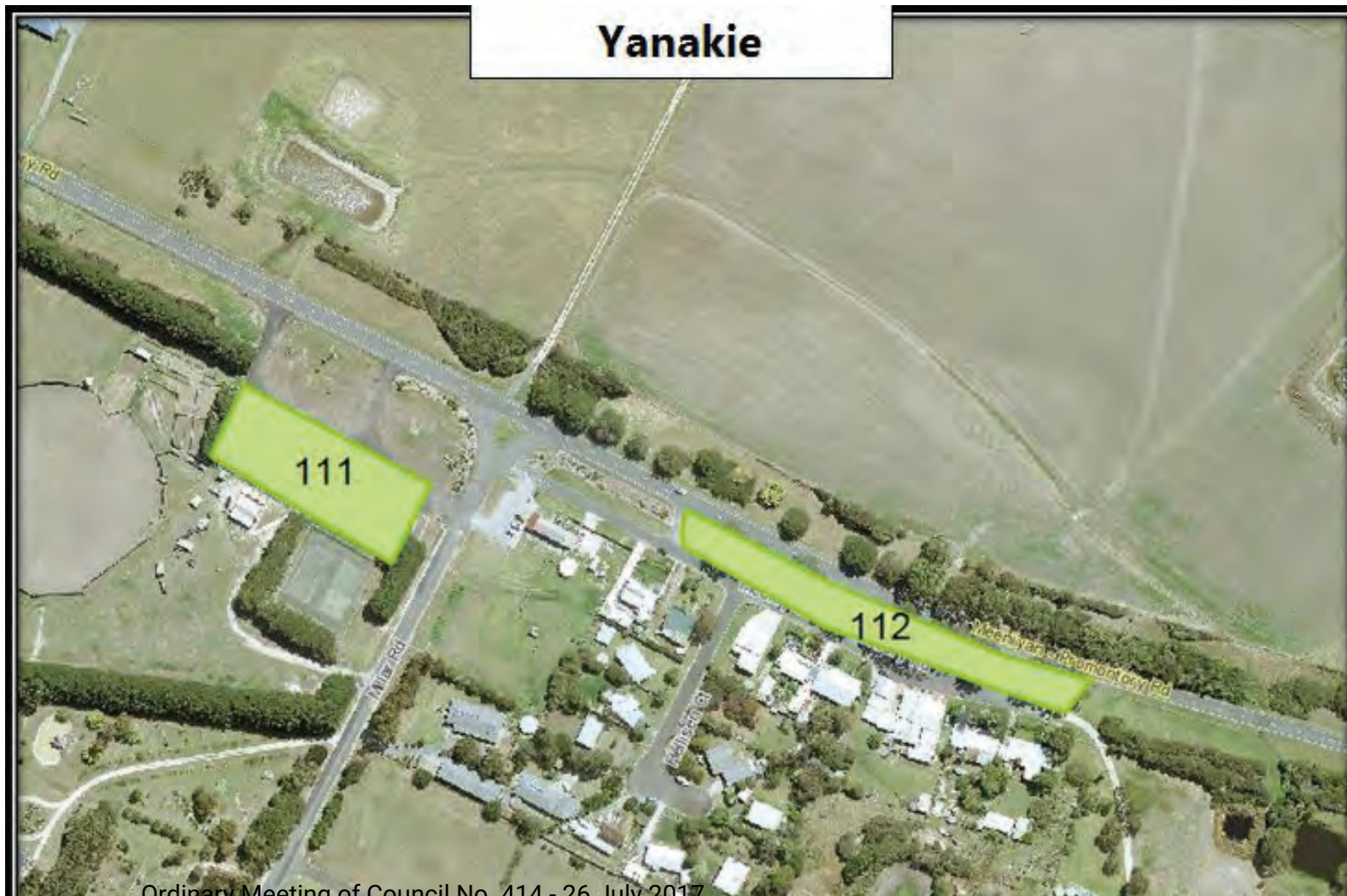


Ordinary Meeting of Council No. 414 - 26 July 2017











## Franklin River Reserve

113

An aerial photograph showing a large, irregularly shaped green area, likely a reserve or park, labeled with the number '113'. The area is bordered by a road on the left and bottom. Surrounding the green area are various trees, some buildings, and other land features. The overall scene is a mix of natural and developed land.
















High Risk Tree Area Number	Description	Location
1	Pony Club	Yannathan Road, Nyora
2	Common	Mitchel Street, Nyora
3	Road Reserve	Mitchell and Davis Street, Nyora
4	Road Reserve	Grundy Avenue, Nyora
5	Sunnyside Park	Victoria Street, Loch
6	Road Reserve	Victoria Street, Loch
7	Centennial Park	Victoria Street, Loch
8	Kindergarten	Smith Street, Loch
9	Road Reserve	Clarence Street, Loch
10	Road Reserve	Main Street, Poowong
11	Bimberdeen Park	Loch Poowong Road, Poowong
12	Kindergarten	Main Street, Poowong
13	Road Reserve (School)	Drouin Korumburra Road, Poowong
14	Korumburra Public Park/ Caravan Park	Bridge Street, Korumburra
15	Basketball Stadium	Charles Street, Korumburra
16	Tennis Courts	Princess Street
17	Coleman Park/Pool	William Street, Korumburra
18	Road Reserve	Radovick Street, Korumburra
19	Railway Park	Commercial Street, korumburra
20	Library	Corner Commercial and King Street, Korumburra
21	Road Reserve	Commercial Street, Korumburra
22	Wayside Stop	Commercial Street, Korumburra
23	Carparks/Kindergarten	Little Commercial Street, Korumburra
24	Road Reserve	Mine Road, Korumburra
25	Recreation Reserve	Walter Street, Korumburra
26	O'Neil Park	Mine Road, Korumburra



High Risk Tree Area Number	Description	Location
27	Coal Creek	Silkstone Road, Korumburra
28	Avenue of Honour	Korumburra Wonthaggi Road, Kongwak
29	R N Scott Reserve	Williams Street, Kongwak
30	Pioneer Reserve	Williams Street, Kongwak
31	Public Hall	Cruikshanks Road, Jumbunna
32	Splash	Roughead Street, Leongatha
33	Avenue of Honour	Yarragon Road, Leongatha
34	Road Reserve	Roughead Street, Leongatha
35	McIndoe Park	Turner Street, Leongatha
36	Griffin Road Park	Griffin Road, Leongatha
37	Helens Park	Brown Street, Leongatha
38	Childrens Centre/ Kindergarten	Symonds Street, Leongatha
39	Carinos/Carparks	Smith Street, Leongatha
40	Centenary Park	Anderson Street, Leongatha
41	Shire Office/Safeway Carpark	Smith Street, Leongatha
42	Daker Centre	Smith Street, Leongatha
43	Road Reserve	McCartin Street, Leongatha
44	IGA Carpark	Bruce Street, Leongatha
45	Apex Park	Roughead Street, Leongatha
46	Railway Park	Long Street, Leongatha
47	Horticultural Park	Bazley Street
48	Guide Park	A'Beckett Street, Leongatha
49	Kindergarten	Hassett Street, Leongatha
50	Road Reserve	Horn Street, Leongatha
51	School Crossing	Ogilvy Street, Leongatha
52	Ellen Lyndon Park	Steele Street, Leongatha
53	Swimming Pool	Baths Road, Mirboo North
54	Baths Road Reserve	Ridgway Street, Mirboo North
55	Baromi Park	Ridgway Street, Mirboo North
56	Walter Tuck Reserve	Thorpdale Road, Mirboo North
57	Road Reserve/School	Balook Street, Mirboo North
58	Library/Kindergarten/Hall	Ridgway Street, Mirboo North





High Risk Tree Area Number	Description	Location
59	Pearl Park	Main Street, Foster
60	Parks Vic/Library/Info Centre	Main Street, Foster
61	Kaffir Hill	Main Street, Foster
62	Coopers Crossing	Pioneer Street, Foster
63	Manna Gum Community Garden	Court Street, Foster
64	Recreation Reserve	Station Street, Foster
65	Stockyard Creek Walkway to School	Station Street, Foster
66	Memorial Reserve	Nerrena Road, Dumbalk
67	Farmers Road Park	Dollar Road, Dumbalk
68	Road Reserve	Dollar Road, Dumbalk
69	Terrill Park	Falls Road, Fish Creek
70	Kindergarten	Ryan Street, Fish Creek
71	Town Park	Falls Road, Fish Creek
72	Road Reserve/School Crossing	Foster Fish Creek Road, Fish Creek
73	Road Reserve	Whitelaw Street, Meeniyan
74	Kindergarten/Toilets/Hall	Whitelaw Street, Meeniyan
75	Road Reserve/School Crossing	McKitterick Street, Meeniyan
76	Caravan Park/Bowls Club	Bowling Club Road, Port Welshpool
77	Foreshore Playground	Lewis Street, Port Welshpool
78	Maritime Museum	Townsend Street, Port Welshpool
79	Terminal Carpark	Lewis Street, Port Welshpool
80	Tennis Courts	Main Street, Stony Creek
81	River Reserve	River Drive, Tarwin Lower



High Risk Tree Area Number	Description	Location
82	Hall Reserve	River Drive, Tarwin Lower
83	R V Fisher Reserve	Walkerville Road, Tarwin Lower
84	Community Centre	Walkerville Road, Tarwin Lower
85	Riverside Board walk	River Drive, Tarwin Lower
86	Fishing Platforms	River Drive, Tarwin Lower
87	Grip Road Path	Grip Road, Toora
88	Pear Orchard	Millar Street, Toora
89	Road Reserve	South Gippsland Highway, Toora
90	Hall/Kindergarten	Dutton Street, Toora
91	Saggassar Park	Victoria Street, Toora
92	Stanley Street Park	Stanley Street, Toora
93	Road Reserve	Harriett Street, Toora
94	Swimming Pool	Cunningham Street, Toora
95	Avenue of Honour	South Gippsland Highway, Welshpool
96	Railway park	South Gippsland Highway, Welshpool
97	Community Centre	Cantebury Road, Venus Bay Estate One





## Appendix Seven - Driveway Applications: Impact on Trees

A proposed course of action to be taken to ensure that conflict does not occur between the installation of a crossover (drive-way) and street trees.

Prior to the issue of any permit it should be determined if that there is no street tree within 2.5 metres of any proposed crossing. If a tree has a diameter at breast height (DBH) greater than 300 millimetres then an inspection by the Parks and Gardens Coordinator or designated officer is required.

### Request for Council Inspection of Tree

In event of there being any doubt as to the effect upon any tree, arrangements must be made for the Council's Parks and Gardens Coordinator or designated officer to inspect the location and provide a ruling in accordance with the Tree Management Plan.

The inspection, where necessary, is to ascertain the amount of protection required around each tree; the larger the size and foliage density the greater the area the tree requires. Each case varies according to species, aspect, site and circumstances.

The Parks and Gardens Coordinator or designated officer will determine this based on:

- Tree Removal Procedure
- Works in the Vicinity of Trees – Guidelines and Procedure
- Significant Trees (criteria for selection)

The tree is to be assessed for removal by the Parks & Gardens Coordinator or designated Officer and is either recommended or not recommended for removal dependent on the criteria in Council's Tree policy.



# Appendix Eight - Sample Letter for Tree Removal

6 June, 2017

To the Owner / Occupier

(Address)

Dear Sir / Madam:

Re: (ADDRESS) –Tree Removal

I wish to take this opportunity to inform you of the intended removal of a Council owned tree presently situated in the road reserve outside (Address)

As a result of Councils tree maintenance inspections, this tree (Photinia Robusta) has been recommended for removal for the following reason.

(Remove as appropriate)

- Pollen cause allergic reaction and hay fever
- Inappropriately Placed
- Diseased
- Structurally Unstable
- Sight distances
- Other

The removal of the tree will occur in .....

Given the enclosed Tree Planting Guidelines, a replacement tree can be planted.

Replacement will occur in.....

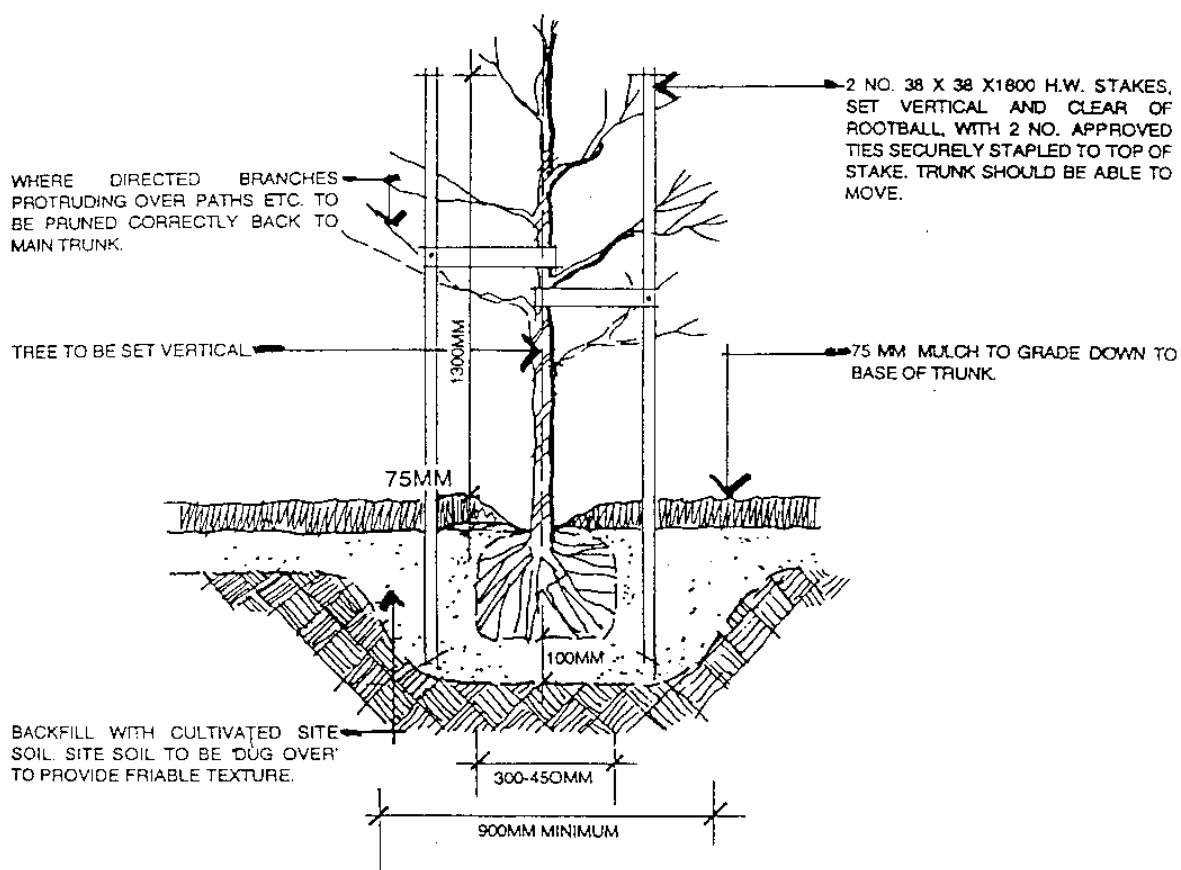
The tree species selected will be a .....

Should you require any further information regarding this matter, please do not hesitate to contact me on 5662 9200 within five working days.

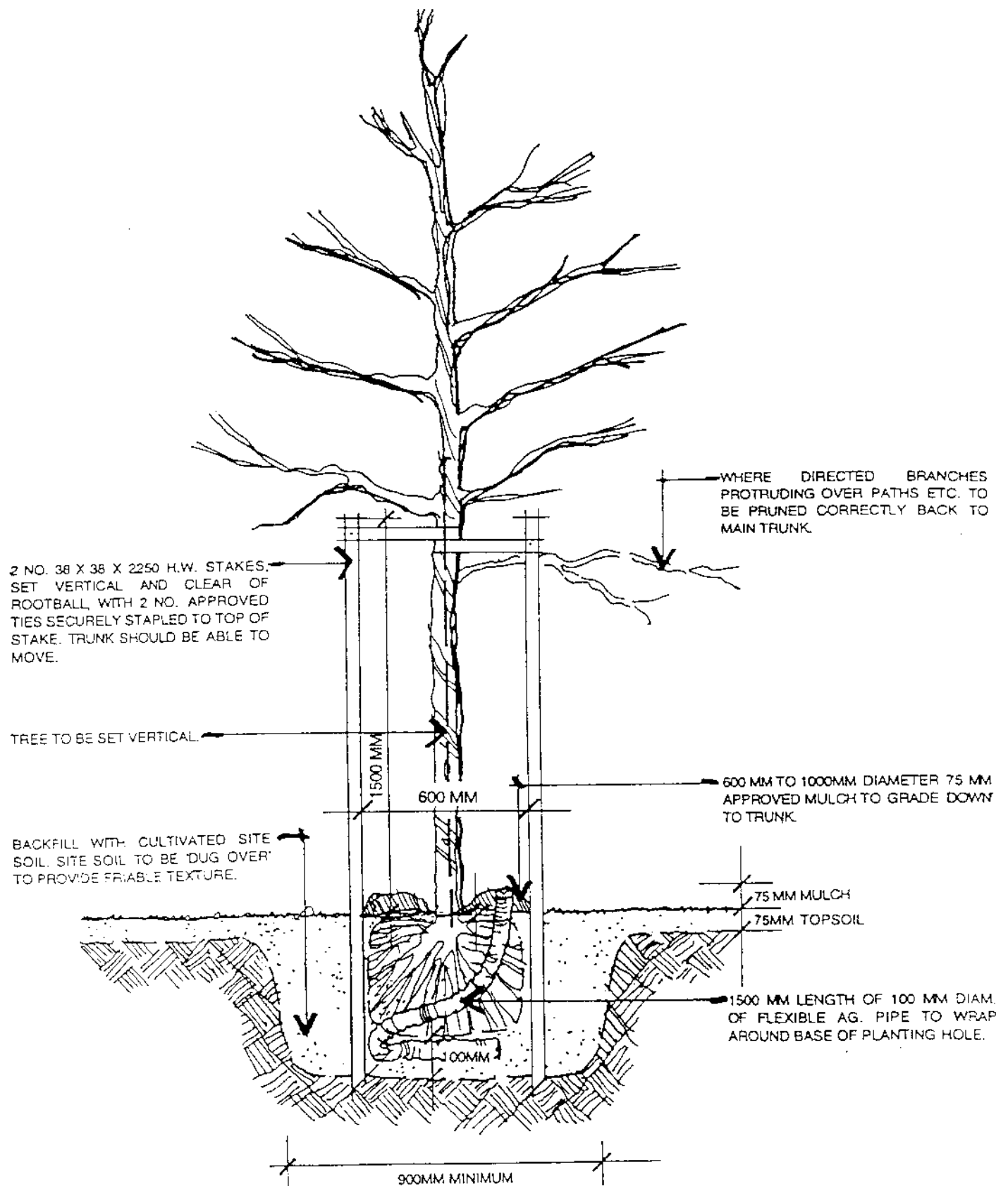
Yours faithfully,



# Appendix Nine - Planting Guide Semi Advanced Trees











# Appendix Ten - Tree Planting Request Form

Map Ref:

Area:

Date:

Source:            Resident            Replacement            Other

## Site Details

Residents Name:

Address:

Telephone:

Nearest Intersection Street:

Corner Block:    Yes            No            Frontage:

## Planting Details

Planting Season:

Species:

Species:

Species:

Stocksize:

Supplier:

Date Planted:

Number:

Number:

Number:

Watering List: Yes            No



# Appendix Eleven - Trees Treated for Pests and Disease

Treatment for Elm Leaf Beetles (every two years).

Town	Number of Trees	Estimated Costs (Inc. GST)
Leongatha	103	\$8450
Berrys Creek/Mossvale	12	\$984
Mirboo North	4	\$328
Loch	8	\$656
Nyora	4	\$328
Poowong	12	\$984
Kardella	5	\$410
Toora	2	\$164
Foster	2	\$164
Meeniyan	9	\$738
Wooreen	7	\$574
Nerrena	8	\$656
Welshpool	60	\$4,920
Korumburra	20	\$1,640
<b>Total</b>	<b>256</b>	<b>\$20,992</b>





# Appendix Twelve - Guidelines for Issues Related to Tree Roots on Council Managed Land

## Customer Service

- All Customer complaints/requests in relation to tree root issues are to be recorded on Councils Customer Request System (Pathway) which will refer the matter with details of the request to the responsible officer (Parks and Gardens Coordinator or designated officer) for investigation
- Customer will be informed within five working day of how long it will take enquiries to be dealt with and an indication will be given of the date when an inspection will take place. Customers will be given a Pathway reference number so at any stage they can quickly find out the status of their enquiry
- Following this inspection, enquirers will be informed of what action is planned and when work, if any, is to be carried out
- Where trees are identified for removal, affected residents are to be notified in accordance with Guidelines for Removal of Trees on Council Managed Land

## Tree Roots Damage to Private and Public Properties and Infrastructures

- Trees will be assessed using the Tree Inspection Form. Information relating to tree will be identified including:
  - Position in relation to its surroundings – i.e. road reserve, median, park
  - Nearby services (overhead mains power, service wires, water, sewer etc.)
  - Information on the location of tree in relation to the point of blockage, damage or problem
  - Status (significance)
  - Species



- Height
- Health
- Aspect
- History of previous complaints
- History of remedial works in relation to previous complaints
- Photographs to be taken of any damaged area where appropriate
- Where structural damage is suspected of being done to privately owned buildings by roots from Council controlled trees, the following data may be required of the property owner in order to reasonably assess Councils responsibility in the matter:
  - Plan of all existing on-site and surrounding vegetation within past 10 years
  - Investigation of soil at the base of the buildings to determine the presence, size, depth and amount of roots present
  - Identification to genus level of any roots found as a result of the root investigation
  - Structural engineers investigation of the building to determine:
    - » Recent history of pattern of movement in the affected building(s)
    - » Age and condition of building, and
    - » Depth and condition of building footings
  - A geotechnical investigation of the site to determine:
    - » Soil moisture levels around the site and the building
    - » Soil moisture tension, soil bulk density, and soil load bearing capacity; and
    - » Conditions and discharge point of storm water from site
- Upon receiving of the aforementioned report(s) and structural damage is suspected to be as a result of soil subsidence in conjunction with Council controlled trees, an additional structural engineers report may be considered in order to clarify the cause and prescribe the best remedy.
- In consultation with a Civil Asset Engineer, Parks and Gardens Coordinator and Risk Management Officer, accept or deny liability.
- Disputes which cannot be resolved shall be referred to the Director of Sustainability and Community who may seek extra external advice.
- At all times the Parks and Gardens Coordinator will take all necessary action to protect Council's interests and assets whilst following the procedures and guidelines set out in this and other Council policies.
- Depending on the circumstances and in accordance with Councils Guidelines for Control and Treatment Selection and Implementation on Tree Root Issues, after assessment of tree using the Tree Inspection Form the Parks and Gardens Coordinator may organise removal of tree, installation of tree root barrier, fence repaired/replaced, kerb and channel replaced or no action taken.





## Stormwater Drain Suspected of Being Blocked by Roots From Council Trees

- If blockages are suspected of being caused by roots from Council trees, the responsible officer is to call in a local contract plumber.
- Where contract plumbers are able and willing to attend a blockage and their service is refused, no reimbursement will be considered for private work performed
- If Council does not judge the probable cause of the blockage or damage to be a Council tree, Council will not authorise any further work
- If affected line does not appear on sewer diagram or where the drain has not been constructed to conform to regulations, Council has no obligation to carry out any work or to reimburse any private contractors' fee
- Council has no obligation to dig up any pipeline, replace any line, install inspection openings or carry out works where no direct access is available
- Depending on the circumstances and in accordance with Council's Guidelines for Control and Treatment Selection and Implementation on Tree Root Issues, the Parks and Gardens Coordinator or designated officer, after assessment of the tree using the Tree Inspection Form, may organise removal of tree, installation of tree root barrier, clearance of affected drain, replacement of the damaged section of pipeline, kerb and channel replaced or no action taken
- In case where Council is not given the opportunity to inspect damage works prior to clearance work being performed, the claim for compensation may be denied.
- That for a claim to be considered the following information must be supplied by the claimant from the licensed plumber
  - Photographic evidence showing tree root(s) in relation to the damaged pipeline
  - Evidence that the damage is caused by the roots of a Council controlled tree
  - Full details of the hours of work and the work carried out in locating the pipeline in the first instance and then the actual clearing of the blockage and/or any remedial work as necessary
  - Hourly rate charged
  - Itemised account of materials and any associated charges



- If part of the problem lies with the property owner, a reasonable fee will be charged. If property owner does not agree to contribute to costs, no work will be carried out at the relevant owner/ occupier's property by Council contract plumber
- Reimbursement for contracted plumbing work will not be considered if the claim contains false information such as false hourly rate
- That authority is delegated to the Risk Management Officer to reimburse claimants up to an amount of dollars (Council's current excess is \$20,000 for Public Liability and \$1,000 for Building and contents) for tree related insurance claims once Council's liability in the matter has been established
- That Council encourage the early settlement of claims and ensure that reasons are given for refusal of claims or where part offers are made in settlement

## Pipeline Replacement

In instances where replacement of the pipeline is necessary, the following applies:

- Only the damaged section(s) of the pipeline will be replaced

## Treatment/Control Options

### **Fallen trees & limbs on Private Property**

Trees that have fallen into private property from Council managed trees with the owner's consent, Council will arrange for the removal of the tree or limbs as soon as practicable.

During storm events Councils will provide vehicle access and arrange removal as soon as practicable, subject to the land owners consent.

Any damage caused by the tree on private property the owner may lodge a claim by contacting Council's Risk Management Officer for assessment.

### **Roots damaging private/public infrastructure**

The removal of trees should be the last resort and the use of tree root barriers should be considered. The selection of root barriers and its suitability should be determined by referring to Council's Guidelines on the Selection and Specification of Tree Roots Barriers. Tree root barriers should be installed as per manufacturer's specification and generally should be installed at no closer than 50 percent of the drip-line of the offending tree and 1.5 - 3 metres deep depending on the tree species, age, root size.

### **Dead, Dying and Dangerous Trees**

The Council will remove dead, dying and dangerous trees. Works are to be carried out in accordance with Guidelines for Tree Removal of Tree on Council Managed Land.





### **Dangerous Branches**

A dangerous branch is one which is dead, shows signs of decay or damage, or weak attachment to the tree. Where a dangerous branch is identified it will be removed or reduced to a safe point in accordance with this policy.

#### **Obstruction of Light to Houses or Gardens**

It is usually very difficult to prune a tree in order to give a lasting improvement in light levels to a property. The pruning required to improve light levels can often be damaging to the trees or destroy its amenity value. In addition the thick re-growth following pruning can often make shading problems worse. Council will therefore resist this course of action except in exceptional circumstances. Trees will not be removed or pruned for the installation solar panels.

### **Overhanging Branches**

The Council has a similar responsibility to a private land owner or neighbour in respect of overhanging branches and will cut them back if damage to property is being caused or the tree is unsafe.

In case where branches of a Council controlled tree are overhanging private properties, residents have a legal right to cut back the branches in question. However Council has no obligation in carrying out any work in relation to this matter.

### **Falling Leaves or Debris and Fruit Problems**

The Council is not legally responsible for fallen leaves, debris and fruits, such as cones, seeds, blossom, etc. Pruning of trees is not an appropriate solution to this problem and Council is unlikely to remove a tree as a result of leaf litter.

### **Branches Obscuring Signs or Street Lighting Columns**

Where trees are blocking street signs and jeopardise public safety the Council will consider carrying out work to alleviate the problem while retaining the tree. In extreme cases removal of the tree and replacement with a more suitable species may be appropriate.

### **Branches affecting Telephone Lines**

Effective use of telephone lines is the responsibility of the service provider.



**Television Reception**

The Council normally do not carry out pruning work or tree removal in order to improve television reception. At the time of installation of television reception dishes, considerations should have been given to the growth of trees.

**Responsibility**

The Operations Manager is responsible for ensuring the Parks & Gardens Coordinator complies with the requirements set out in this Policy. The Parks & Gardens Coordinator is responsible for upholding and following this policy.



## Appendix Thirteen - Tree Assessment Process

