

TREE MANAGEMENT PLAN GUIDELINES PLANNING APPLICATIONS AND PERMITS

Purpose of these guidelines

The following information provides guidelines for tree management plans submitted to the City of Boroondara with planning applications or in response to planning permit conditions.

These guidelines are intended to assist permit applicants, planning consultants and arborists to provide tree management plans for planning applications or in response to planning permit conditions. Adherence to these guidelines will enable efficient assessment of the impact of development on trees and compliance with permit conditions.

All planning applications are assessed on their own merits as the individual circumstances of each planning application differ. Therefore, Council reserves the right to request further information from the permit applicant if deemed necessary. In some instances, the specific nature of a property or the applicable planning controls will require further and/or more detailed information than contained in these guidelines

The following information provides guidelines for Tree Management Plans submitted to Boroondara City Council for all planning and development applications. The document must be clearly labelled "*Tree Management Plan*" and must be a final version of the document - documents labelled draft will not be accepted. All reports must contain the following sections to meet the professional standard and information required. The following sections must be clearly identified in the document:

- 1. Title Page**
- 2. Introduction**
- 3. Referenced Documents**
- 4. Protected Tree Details**
- 5. Restricted Activities**
- 6. Tree Management Plan Schedule**
- 7. Tree Management Plan Certification**
- 8. Tree Protection Plan**
- 9. References, Appendices and Glossary**

1. Title Page

- Author's name, qualifications and experience.
 - *Note: These guidelines recommend that Arboricultural reports be written by a suitably qualified and experienced arborist with a Diploma in Arboriculture* (AQF Level 5) or higher and a minimum of three or more years demonstrated tree assessment and report writing experience. (*Recognised under the Australian Qualifications Framework). Reports that do not meet these criteria may not be accepted.*
- Author's company, including relevant contact details, business address and Australian Business Number.
- Client's name and address.
- Site address
- Planning application number and condition which requires the Tree Management Plan.
- A statement that the author has reviewed the planning permit conditions and a copy of the plans to be endorsed that require the Tree Management Plan.

2. Introduction

- Summary of requirements of Tree Management Plan.
- Overview of trees to be retained.
- Overview of development impacts on retained trees.
- Summary of any recommended changes to the approved development as a result of the Tree Management Plan.

3. Referenced Documents

- Dated plans.
- Planning Permit.
- Arborist Reports and Arboricultural Impact Assessments.
- Australian Standard 4970-2009 Protection of Trees on Development Sites
- Australian Standard 4373-2007 Pruning of Amenity Trees.
- Australian Standard 4687-2007 Temporary Fencing and Hoardings
- Australian Standard 4454-2012 Composts, Soil Conditioners and Mulch
- Australian Standard 1319-1994 Safety Signs for the Occupational Environment
- Australian Standard 2870-1996 Residential Slabs and Footings Construction
- Reference to specific plans assessed as part of the report, including reference to the plans' date and revision number.
- Reference to other consultants or contractors reports relevant to the assessment.
E.g. engineering reports, landscape plans etc.
- Any other referenced documents, standards, drawings etc.

4. Protected Tree Details

- Site plan

Must include the location and number for each tree to be retained and be consistent with the remainder of the report, any tables included and tree number labelling on any architectural plans which may have been prepared. The plan must be to scale and all annotation on the plan must be clear and legible.

- Tree data table, which must include:

- Tree number
- *Genus species*
- Height
- Canopy width
- Trunk diameter (*Height of trunk measurement must be stated*)
NB: Separate measurements for each trunk of multi-stemmed trees are required
NB: If site is within a Significant Land Overlay a trunk measurement at 1 metre above ground must be provided
- Health *NB: A glossary of terms must be provided as appendix*
- Structure *NB: A glossary of terms must be provided as appendix*
- Tree Protection Zone (*in accordance with AS 4970-2009 Protection of Trees on Development Sites*)
- Structural Root Zone (*in accordance with AS 4970-2009 Protection of Trees on Development Sites*)
- Comments (*where applicable*)

- All remedial pruning works that are required to be performed on each tree. The pruning comments must reference Australian Standard 4373:2007 Pruning of Amenity Trees, and provide a detailed photographic diagram specifying what pruning will occur for each tree.

5. Restricted Activities

The document must clearly state that the following activities are to be restricted within the Tree Protection Zone (TPZ) unless approved by the Responsible Authority or as specifically allowed and endorsed within the Tree Management Plan:

- Machine excavation (including trenching)
- Excavation for silt fencing
- Cultivation
- Storage or dumping of materials or waste
- Preparation of chemicals (including cement products)
- Parking or access of vehicles and machinery
- Refuelling
- Wash down and equipment cleaning
- Placement of fill
- Lighting of fires
- Soil level changes
- Temporary or permanent installation of utilities and signs
- Physical damage to the trees.

6. Tree Management Plan Schedule

The TMP schedule must include details and specifications of all tree protection activities required within each of the following stages of development:

- Demolition
 - Pre-Construction
 - Construction
 - Landscaping
 - Final Certification
1. Details of how the canopy and root system of any tree to be retained will be managed must be provided, which detail any initial aerial assessment, non-destructive trenching or pruning to be undertaken by the project arborist.
 2. Specification that the owner and occupier of the site must ensure that, prior to the commencement of buildings and works, all contractors and tradespersons operating on the site are advised of the status of trees to be retained as detailed in the endorsed Tree Management Plan and are advised of any obligations in relation to the protection of those trees. It is recommended that a detailed induction log is maintained and an example of this log included within the Tree Management Plan.
 3. Specification that all protective fencing must adhere to Australian Standard 4687-2007 Temporary Fencing and Hoardings.
 4. Specification that all mulch must adhere to Australian Standard 4454-2012 Composts, Soil Conditioners and Mulch.

7. Tree Management Plan Certification

The TMP certification must consist of a table or template that provides a checklist of when each stage of development will be inspected and specify what works will be certified by the project arborist. The project arborist must be clearly identified on the certification documents and a copy of the completed certification may be required to be submitted to Council as a condition of the planning permit. A brief example is provided below:

| Construction Stage | Activity | Date | Certification Compliance | Notes |
|---------------------------|-------------------------------------|-------------|---------------------------------|--------------|
| Pre-construction | Meeting With Contractors | | Yes/No | |
| | Install Tree Protection | | Yes/No | |
| | Supervise Canopy Pruning | | Yes/No | |
| | Submit Certification To Council | | Yes/No | |
| Construction | Meeting With Contractors | | Yes/No | |
| | Supervise excavation of foundations | | Yes/No | |
| | Routine Site Inspection | | Yes/No | |
| Etc. | | | | |

8. Tree Protection Plan

A tree protection plan to scale is to be submitted showing:

1. A title clearly labelled: *Tree Protection Plan*
2. Tree protection zones and structural root zones of all trees to be retained.
3. All tree protection fenced off areas and areas where ground protection systems will be used.
4. The type of foundations within the tree protection zone. (*Inclusive of buildings, fences, retaining walls, driveway, footpaths, decking etc.*)
5. All services to be located within the tree protection zone, and a clear and specific notation to state: *All services will either be located outside of the tree protection zone, bored under the tree protection zone, or installed using hydro excavation under the supervision of the project arborist.*
6. A clear and specific notation to state: *Refer to the tree management plan for specific detail on what actions are required within the tree protection zone.*
7. Clear and legible labels or a legend must be provided on the plan to identify all protection measures, foundations and services.

9. References, Appendices and Glossary

- List all references used
- Provide details and examples of any fencing and ground protection required in accordance with Australian Standards.
- Any other relevant documents (e.g. water sensitive urban design drawings, permeable paving specifications and drawings etc.)

ADDITIONAL INFORMATION

Tree Management Plans submitted to Council will be read by a variety of people, not all of whom have specialist arboricultural knowledge. Reports must therefore be written in plain English, avoiding jargon as much as possible.

Council endorsed Tree Management Plans are enforceable documents; therefore the author must provide definitive wording such as **must** in preference to ambiguous terms such as **should**.

Should you require clarification on any of the abovementioned guidelines please do not hesitate to contact Council's Statutory Planning Department on 9278 4888.