



GUIDELINES FOR ARBORICULTURAL REPORTS STATUTORY PLANNING DEPARTMENT

Purpose of these guidelines

The following information provides guidelines for arboricultural reports submitted to the City of Boroondara with planning and Tree Protection Local Law applications.

These guidelines are intended to assist permit applicants, planning consultants and arborists to provide arboricultural reports for planning and Tree Protection Local Law applications that will enable efficient consideration and assessment.

All applications are assessed on their own merits as the individual circumstances of each 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

Council recommends all arboricultural reports submitted with planning and Tree Protection Local Law applications follow the format set out in these guidelines. This will ensure the arboricultural report meets professional standards and provides the necessary information. The recommended format of arboricultural reports is as follows:

- 1. Title Page**
- 2. Introduction**
- 3. Methodology**
- 4. Site Observations**
- 5. Discussion**
- 6. Recommendations**
- 7. References, Appendices and Glossary**

1. **Title Page**

- Title of Report.

E.g. Tree Assessment, Development Impact Assessment, Aerial Assessment or Tree Root Investigation

- 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. Where applicable the client's company / business name and contact details should also be provided.
- Site address.
- Date of inspection
- Relevant planning or Tree Protection Local Law application number

2. **Introduction**

- Client scope of works.

E.g. Arborist was requested by client to conduct ground based visual tree assessment of all trees at their property and assess health, structure, risk, development impact, value etc.

- Purpose of report.

E.g. To make assessment of all trees at the property and make recommendations in regards to remedial works, value, risk, development impact etc.

- Identification of any relevant Planning Scheme Overlays, tree-related planning controls, neighbourhood character precinct and/or Tree Protection Local Law requirements applicable to the property.

Note: Council's Tree Protection Local Law applies to trees defined as "Significant" or "Canopy" trees under the Local Law unless the site is affected by a Significant Landscape Overlay or Vegetation Protection Overlay under the Boroondara Planning Scheme. Further details can be found here: <https://www.boroondara.vic.gov.au/waste-environment/trees-and-naturestrips/remove-prune-or-carry-out-works-near-tree>

3. **Methodology**

- Date(s) of the inspection(s).

The assessment should have been undertaken within 6 months of submitting the report to council, older reports may not be accepted.

- Inspection procedure used, including any tools, equipment or technology used in the assessment.

E.g. Mattheck. C Visual Tree Assessment (VTA), Matheny and Clark 1998, Trees and Development, including the techniques and the tools used e.g. tape measure, Clinometer®, digital camera, Resistograph®, Fractometer®, Picus Sonic Tomograph®, etc.

- Limitations of the assessment.

E.g. weather conditions, site access restrictions, understorey density etc.

- Reference to any plans assessed as part of the report, including reference to the plans' date and revision number. If no plans were assessed or provided, the report should clearly state this.

- Reference to other consultants or contractors reports relevant to the assessment.
E.g. engineering reports, landscape plans, diagnostic assessments etc.
- Reference documents used.
E.g. Australian Standards.

4. **Observations**

- Site plan.

Must include the location and number for each tree assessed 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.

For sites proposed for development all trees on the subject property or in adjoining properties that may be directly or indirectly affected by the proposed development must be included within the arborist report.

- Tree data table, which must include:
 - Tree number
 - *Genus species*
 - Height
 - Canopy width
 - Trunk diameter (*Height of trunk measurement must be stated*)

The Tree Protection Local Law local law defines a canopy tree as:

(a) with a total trunk circumference of 110cm or more measured at a point 1.5 metres along the trunk's length from the closest point above ground level; or

(b) if multi-stemmed, with a total trunk circumference of all its trunks of 110cm or more measured at a point 1.5 metres along the trunks' lengths from the closest point above ground level; or

(c) with a trunk circumference of 150cm or more measured at ground level.

Note: If the property is within a Significant Land Overlay a trunk measurement at 1 metre above ground level 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 (TPZ)**
In accordance with AS 4970-2009 Protection of Trees on Development Sites
- **Structural Root Zone (SRZ)**
In accordance with AS 4970-2009 Protection of Trees on Development Sites
- **Risk Assessment** (*where applicable*) *NB: Details of the methodology must be clearly stated and where applicable provided as appendix*
- **Recommended Works** (*where applicable*)
- **Comments** (*where applicable*)

Note: if a retention value is stated (e.g. High, Medium Low) then a glossary of terms must be provided as an appendix.

- Any relevant photographs documenting observations and highlighting points of interest.

5. Discussion

- Review of arboricultural assessments, further details of observations and justification for any recommendations (i.e. pruning, removal etc.).
- Review of development and work impacts on all identified trees where applicable.
- A detailed analysis of any TPZ and/or SRZ encroachment for retained trees where applicable.
- A description of construction methods and procedures to protect and maintain trees in a healthy and safe condition where applicable e.g. permeable pavement, footings and service installation.

6. Recommendations

- Summary of recommendations for each tree. *I.e. remove, retain, pruning etc.*
- Summary of design implications or modifications required to facilitate trees recommended to be retained when applicable.

7. References, Appendices and Glossary

- List all references used.
- Provide appendices of tree assessment classifications.
- Provide glossary of terms if the terminology used within the report is not standard or used in a differing context.

ADDITIONAL INFORMATION

All reports are to be written from an impartial perspective and not as an advocate of the client.

Arboricultural reports 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.

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