



Urban Tree Management Procedure

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Purpose

East Gippsland Shire Council (Council) has responsibility for the management of vegetation on Council-owned and managed land throughout the municipality that covers an area of approx. 21,000 square kilometres. The purpose of the Urban Tree Management Procedure (Procedure) is to detail Council's approach to such management.

Vegetation is a valuable asset to our community, providing measurable benefits in both our urban and rural environments. Vegetation plays an important role in aesthetics, climate control, habitat, physical screening and land values.

The municipality of East Gippsland Shire (Shire) has vegetation of local, state, national and international significance. Council is committed through its planning scheme to the preservation and protection of significant native, indigenous and introduced vegetation.

Council has a responsibility, so far as resources allow, to ensure all trees within land under its management are appropriately selected, planted, grown and maintained to maximise amenity and safety.

The aim of this Procedure is to provide ratepayers, residents of and visitors to the Shire, with trees of high ecological and amenity values with the lowest possible risk to life and property.

This Procedure details Council's approach and process associated with conservation and protection of significant urban trees. The following provides a summary of Council's approach:

- Retain the value of Council's urban environment and economic value of treed streets.
- Utilising inspection and recording processes, Council will identify all trees of potential and actual significance, not limited to, but including trees of botanical, habitat, hazard and amenity value within the stated towns/localities.
- To adopt a "best practice" approach in the identification, recording, selection, growing, trimming and managing of urban trees.
- All relevant, current standards of practice shall be adhered to throughout the management of Council trees.

Scope

This Procedure covers:

- Land owned and/or under the management of Council in the urban areas of the towns/localities specified below.
- All trees greater than 2 metres in height (including juvenile trees expected to grow greater than 2 metres).

Bairnsdale – declared electrical line clearance (see Appendix A)	Lakes Entrance – declared electrical line clearance (see Appendix A)
Bemm River	Lindenow
Benambra	Lindenow South
Bendoc	Mallacoota
Bonang	Marlo
Bruthen	Metung
Buchan	Newlands Arm
Cann River	Newmerella
Eagle Point	Omeo
Ensay	Orbost
Genoa	Paynesville
Lake Bunga	Raymond Island
Lake Tyers Beach	Swifts Creek

Policy Context

This management procedure is part of the supporting documents for Councils Risk Management Policy and Framework. A risk-based approach will be utilised throughout the urban tree management process.



Procedure

This section provides guidelines on the various procedures to be applied in managing Council trees. This includes approving developer's subdivision landscape plans, managing existing, planning for future and request for removal of trees

Planning our Streetscapes

Careful planning of street and park scapes can lead to many positive outcomes for the community, the environment and individuals . When planning a new street/parkscape or planting trees in an existing landscape, many important issues require consideration.

Of particular importance is the location and condition of existing or remnant vegetation. All existing vegetation will be considered in terms of retention value and ability to form part of the new streetscape or parkland. In areas of new urban development, a full arboricultural and ecological assessment of the existing vegetation will be carried out in the early stages of planning.

Early assessment and Community Engagement of existing vegetation will ensure that significant and suitable vegetation can be considered for preservation. Early recognition of vegetation suitable for retention will also allow urban infrastructure to be designed around critical root zone (CRZ) and crown areas and to minimise future conflict with underground or above ground services.

New Subdivisions / Developments

Council's Community Facilities and Open Space teams will be referred all internal projects, developments and planning permit applications for landscaping requirements for internal review prior to any permits being issued. Factors considered when reviewing such applications include but not limited to:

- Proposed infrastructure to be constructed is compliant with Australian Standard 4970 – 2009 Protection of trees on Development Sites, including protection requirements to be erected during construction around existing vegetation and CRZs.
- Design supports the strategies identified in Council's Environmental Sustainability Strategy 2022-2032 and other Council endorsed plans and strategies.
- Ongoing maintenance requirements to be implemented.
- Future road and public safety compliance requirements when landscaping is established.
- Compliance with clearance requirements of this Procedure.
- Availability of replacement soft and hard landscape components in the future.
- Potential weed species.
- Risk minimisation of path surfaces.
- Ongoing maintenance costs.
- Potential risk to Council assets.
- Species suitability.

Planning with existing services

In planning a new streetscape, the opportunity to locate services with the proposed streetscape will be possible, however most streetscape design is constrained by the layout of existing services.

The impact of inappropriate species selection conflicting with above and below ground services is of serious concern and cost to our community. Selecting and locating trees to avoid conflict with infrastructure will not only save unnecessary repairs, but also significantly reduce overall maintenance and replacement costs. Listed below are some of the infrastructure types considered by Council:

- Water / sewerage lines.
- Telecommunication cables.
- Footpaths, boardwalks, kerbs and pavements.
- Lighting.
- Signs.
- Buildings.
- Bridges.
- Overhead and underground electrical cables.
- Driveways.
- Intersections.

Council Officers will liaise with all relevant energy and utility service providers to ensure conflict between our Council trees and non-Council assets is avoided.

Species Selection

The indigenous East Gippsland flora is both rich and diverse and is one of our region's greatest assets.

In general, trees selected for planting in urban areas will be indigenous to the area and/or Australian natives. Non-native trees will be considered, if required as replacement plantings in existing street or park scapes or to maintain the continuity of an existing planting theme, or where indigenous species are not considered suitable.

Careful consideration will be given to planting indigenous trees whenever possible. Some of the benefits of planting or retaining indigenous trees are:

- Encouraging native fauna.
- Assists with local plant species conservation.
- Maintains balance of local ecosystem which in turn reduces pest plant and insect attack.
- Assisting in the prevention of soil degradation.
- Conservation of rare or threatened plants.

Selecting the most appropriate species for the desired outcome, balanced with minimal risk to people and property, is the aim of plant selection.

Environmental Considerations

Environmental considerations are linked closely with species selection. The environment in which a tree is growing will influence all aspects of tree growth and habit. To make an accurate assessment of the most appropriate species, the environmental influences for the area must be known.

Environmental influences such as the following are taken into consideration:

- Soil type.
- Rainfall / irrigation.
- Exposure to wind.
- Exposure to sunlight.
- Temperature (frost).
- Salt (coastal plantings).
- Drainage.
- Companion species.
- Pest / animal infestation.
- Disease.
- Compaction.

Environmental considerations will also greatly influence the growth and habit of a tree, these additional considerations are:

- Supports Council's Environmental Sustainability Strategy 2022-2032.
- Available soil / tree root area.
- Irrigation, intentional and non-intentional (drainage systems).
- Pollution from traffic.
- Wind from passing traffic.
- Compaction from pedestrian and vehicle traffic.

Consideration will also be given to selecting species that have tolerance to East Gippsland's changing climatic conditions and the forecast changes for specific localities and ecosystems.

Planting Schedule

Council will develop and maintain a planting schedule. Tree planting is usually completed from late autumn through to spring. The planting schedule will take the following into consideration:

- Tree planting requests.
- Replacement plantings identified by the Open Space teams.
- Landscape improvements within Council managed land.

All tree plantings must be staked at the time and removed once tree is suitably established.

Management of tree roots will be considered at time of planning and planting, and if deemed necessary some form of root control may be required at time of planting.

Street Tree Planting Guidelines

Council encourages the planting of trees along urban streets where there is enough space available. Property owners may plant a tree in the nature strip if approval is first obtained from Council or they can request Council plant a tree on their behalf. The approval process allows Council to review the type of tree and the planting location.

The following attributes will be considered when selecting the most suitable species of tree for planting:

- Tree characteristics (i.e. tree type, species, age).
- Continuity of the existing landscape theme.
- Size of the planting site.
- Distance / proximity to buildings & infrastructure.
- Overhead clearance.

Property owners should also check with local utility providers for any documented guidance they provide for tree species they recommended not to be planted on or near their infrastructure.

After approval is given to plant, the property owner will be responsible for watering the tree until establishment. This includes watering during the drier seasons, mulching and weeding. If Council plants on behalf of a property owner, Council is responsible for properly planting and maintenance of the tree/s. Residents will be encouraged to water the tree/s during the establishment period.

A Council Officer may inspect each planting site and advise the property owner if there is enough space available for planting. Management of root system/s shall be considered at time of planning and planting, if deemed necessary some form of root control i.e., root barrier or director may be requested as part of the planting.

Below is a guideline for setbacks of trees planted on existing nature strips, variation may be given depending on species to be planted and its location:

- 1.2 metres (minimum) back from the face of the kerb.
- 5 metres from power or service poles.
- 5 metres from driveways.
- 5 metres from streetlights or other existing trees.
- 10 metres set back from the property boundary on street intersections.

Parkland Tree Planting Guidelines

Planting trees within parkland areas requires careful consideration and planning. In general, current and future usage will define the types and number of trees planted.

Consideration will be given to avoid conflict with existing services, providing shade and screening for park users and retaining open areas suitable for activities such as ball sports or kite flying. All plantings must be staked at the time and removed once tree is suitably established.

Management of tree root shall be considered at time of planning and planting, if deemed necessary some form of root control or director may be required at time of planting.

Trees within parks are planted to provide the following:

- Species selection suitable for the use of the area.
- Shade for picnic, barbecue, playground and car parking areas without creating unacceptable risk to the user.
- Screening for sound and views.
- Definition of areas and usage types.

Consideration will also be given to planting low-use areas within parks with endangered and or threatened species; low public use areas are very suitable for the conservation of rare or endangered species.

Tree removal assessment process for Council managed urban trees

Refer to **Appendix B**.

Tree Management

Tree Protection Controls

Council's General Local Law 2017 section 58 states that:

'A person must not, without a Permit:

- (a) take, remove, damage, deface, log, destroy or interfere with any timber, tree, shrub, plant, wildflower, seed or other vegetation; or*
- (b) plant or knowingly introduce any seed, tree, fern, or other vegetation or any part of any tree, shrub or other vegetation on Council Land.'*

A breach of this section may attract a penalty of 20 Penalty Units. Planning approval may also be required in some circumstances.

The approval process will ensure that the following vegetation controls are considered before approval can be given:

- Native Vegetation Retention Controls.
- Australian Standard 4970 – 2009 Protection of trees on Development Sites.
- Planning Overlays – Environmental Significance, Heritage, Erosion Management, Vegetation Protection etc.
- Significant Tree Register – see Appendix C.

Public Consultation

Council will, where appropriate, consult with individuals, groups, clubs, organisations and Committees of Management (COM) to ensure all possible relevant views are considered from across the Shire whilst managing our Shire's urban trees.

Community Events

Community event applicants will be required to comply with Australian Standard 4970 – 2009 Protection of trees on Development Sites. Council's Arborist will nominate any requirements during the event permit application process.

Tree Root Issues

Council managed trees may be considered the source of tree root damage on Council managed land or private property. The reality is that the source of property damage can be aligned to many contributing factors including but not limited to:

- Construction damage.
- Private Tree roots.
- Ground disturbance.
- Aging assets or infrastructure.
- Lack of or poor engineering controls.

Council will ensure key engineering controls are implemented to reduce the potential risk of tree root damage. These controls consist of:

- Water Sensitive Urban Design (WSUD).
- Tree Pits.
- Permeable paving.
- Root barriers / Directors.

Council's Arborist is responsible for managing any reports of tree root issues. Council will not accept any claims of tree root damage from Council trees. Damage must be inspected by Council's arborist or suitably qualified / experienced officer. (Refer to the public incident report process to lodge a concern).

If, in the event that a Council tree has been identified as contributing to property damage, Council may consider one or more of the following treatments:

- Tree removal.
- Root Pruning.
- Root barrier / director installation.
- Covering exposed tree roots with topsoil or mulch.
- Creation of an exclusion zone.

Any works completed will align to AS 4373 – 2007 Australian Standards – Pruning of amenity trees. Council will carry out any necessary works on Council managed land where Council is responsible for trees at Council's cost. Where a Committee of Management (COM) is responsible for trees, they will require written approval to carry out any works and are responsible for any costs associated with the works. Any works required on private property as a result of a Council-managed tree will generally be at the cost of the property owner. Property owners may submit an incident form for any damage to private assets to Council's Risk Department and an investigation will be conducted.

For tree root issues as a result of private trees impacting on Council-managed assets, Council will negotiate the best possible treatment/s with the owner of the tree. Council will generally be responsible for the cost of any treatment carried out on council-managed land. Any costs for treatments on private property will be the responsibility of the property owner.

Over Hanging Vegetation into private property

At times, Council trees can encroach into private property. Each tree maintenance request will be assessed on merit. Council will consider pruning works to reduce the amount of overhang only if the following can be achieved.

- Pruning standards meet AS 4373 – 2007 Australian Standards – Pruning of amenity trees.
- Tree is left in a healthy state.
- Does not increase risk of failure.
- Well-balanced tree of good growth and.
- Aesthetically pleasing appearance.

Pruning that would negatively impact long-term tree health on Council-managed trees will be avoided.

Watering Strategy for New Street Trees

All trees planted as part of Council's planting schedule are watered immediately after planting. A water retention product may be used at the time of planting. Adjacent residents will be encouraged to water trees during the establishment period. However, if this is not possible, Council may water the new tree during this period as required.

Any watering by Council or residents will be based on the following strategies.

- Mulching around the tree to assist with water retention.
- Apply water to extremity of tree roots system and beyond to encourage root extension.
- Water tree according to climate conditions and available soil water to maintain adequate soil moisture.
- Minimise water loss by effectively applying water so it reaches the tree root system.
- Complying with any current legislative imposed water restrictions.

Construction Damage

Written Council consent is required to carry out any works on Council-managed land. This includes any ground disturbance works, such as excavation or under-boring. This type of work can have detrimental effects to Council-managed trees.

Council's "Works within Road Reserves" (WWRR) Permit and Planning Regulations generally manage the consent process for these works. Permit details may trigger the need for a site inspection by Council's arborist to advise on the best treatment for any tree root or canopy damage or the exclusion of any works within the Tree Protection Zone of a tree. Appendix D includes details for Tree Protection Zones to assist applicants to determine if potential works will impact tree roots. Contractors and developers must also adhere to Australian Standard 4970 – 2009 Protection of trees on Development Sites.

Prohibited Trees / Vegetation

Council prohibits the planting of trees that are considered to be of significant threat to human life, property and / or a threat to local ecosystems.

Council will actively remove such trees/plants from Council-controlled land and will encourage other landowners/managers and local tree suppliers not to plant or supply such trees/plants.

Pests / Diseases

Trees infested on Council-controlled land are the responsibility of Council. Council will create an integrated pest management (IPM) plan once the infestation is confirmed by a registered pest controller. Common types of pests and diseases that would require an IPM on Council managed vegetation include;

- White Ants.
- Termites.
- Elm Leaf Beetle.
- Insect Plagues.
- Phytophthora.

Council will not take responsibility for infestations or damage caused on non-Council controlled land or assets.

Street Tree Removal Requests

Street tree removal requests will be evaluated by a qualified Council officer or contractor engaged by Council, who will assess the tree/s potential for risk elimination or management, balanced with the overall significance of the tree/s. Appendix E provides a list of unacceptable and acceptable reasons to remove trees.

Tree removal requests will be assessed using (but not limited to) the following considerations:

Safety considerations:

- Ability to eliminate and / or mitigate risk.
- Impact on human / animal safety.
- Impact on property, buildings, assets.
- Impact on road / footpath safety.
- Impact on security / safety.
- Impact on public lighting.

Amenity considerations:

- Remaining useful life.
- Impact on signage and advertising.
- Impact on existing and / or significant vegetation.
- Impact on streetscape / environment.

Tree/s requested to be removed and deemed to be of significance are subject to the following condition:

All reasonable risk elimination/mitigation measures must be reviewed / evaluated prior to removal approval.

Tree/s requested to be removed and not deemed by Council to be of significance may not be subject to the above condition:

If approval is given to remove a tree and or a stump, costs will remain with Council if removed for safety reasons, as will the cost of replacement planting (when appropriate).

If approval is given to remove a tree or stump for convenience of a property owner, such as installation of a driveway, the property owner is responsible for engaging a qualified person with sufficient insurance and paying all costs associated with removal. Written consent of Council must be received prior to any tree removal.

Whenever trees are removed, replacement planting will be considered, and where appropriate, replacement/s will be a condition of removal.

Private Tree Management Issues

Council is often contacted to assist in resolving tree/vegetation issues between private landowners.

Council has no authority to direct landowners to act in the management of trees on private land except where preservation and retention controls exist within the Planning Scheme. If the issue / dispute cannot be resolved appropriately Council advises landowners to make, contact with the Department of Justice dispute mediation service.

Tree Inspections

To manage Council's urban trees, a proactive tree inspection and reporting program has been implemented for trees on Council-managed land within the specified urban areas. Council will use an inspection and completed works timeframe frequency applying a risk-based approach, (i.e. Areas that are subject to higher volumes of human and vehicle traffic and near facilities such as playgrounds, childcare facilities, schools, aged care homes and health facilities) are inspected more frequently than those of lower risk / use areas.

Higher risk / use areas will have yearly inspections and works completed within 3-6 months of inspection. These areas are generally Shire main streets and reserves that contain playgrounds.

The lower risk / use urban roadside trees will be inspected and works completed within 12 months of inspection on a 3-year cycle based on Council localities. An estimated timeline of inspections for the following localities is listed below.

Year 1	Year 2	Year 3
Bairnsdale	Orbost	Paynesville
Twin Rivers	Omeo Swifts Creek	Lakes Entrance
Metung	Cann River	Lindenow
Bruthen	Buchan	Mallacoota

Reactive inspections will only be carried out on non-playground reserves, and these will be recorded in Council's customer request modules.

Any tree that has a significant limb failure will be inspected to determine the cause of the failure and if any risk reduction works are required.

All inspections will be completed by Council's arborist or suitably qualified / experienced officer in accordance with timelines nominated in Council's Customer Response Policy. Council's arborist uses the ISA TRAQ (International Society of Arboriculture Tree Risk Assessment Qualification) when assessing trees. Any works or removals identified because of an inspection will be forwarded to the Tree Crew Supervisor or contractor for completion. The timeline for completion of any work will be based on a tree risk assessment and completed within the following timeline.

- High – Within 10 working days.
- Medium – Within 10- 30 working days.
- Low – Between 30 – 90 working days.

Timelines can be extended if significant weather events occur and create a large volume of work for the Council's in-house crew and contractors. Council will maintain a Database which records the proactive inspections and works identified.

Prohibited Activities

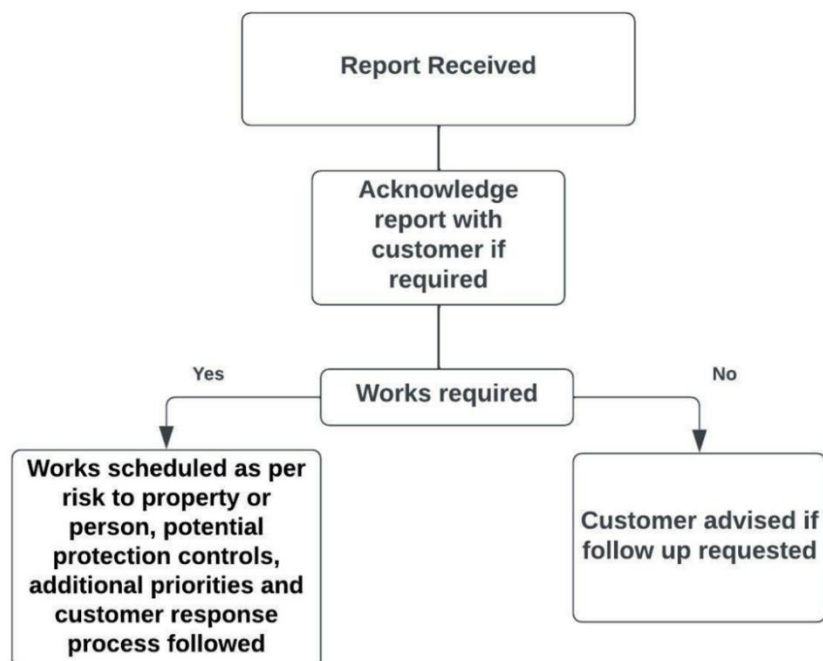
Council's General Local Law 2017 governs prohibited activities associated with Council's urban trees. The following activities are strictly prohibited.

- The fixing of sign or banners of any type to trees by any means.
- The practice of placing grass/lawn cuttings or garden waste at the base of trees.

Risk Management

Council through its inspection, reporting and recording process will identify potentially hazardous and/or trees deemed hazardous. Council, following the reporting of suspected problem trees, acts promptly and responsibly by taking the following steps.

Council's Tree Risk Management Process:



Tree Maintenance

Council employs the following standards in the maintenance and other works associated with its urban tree management responsibility.

Standard of Work

Council enjoys a rich arboriculture heritage that creates and defines the area's character. All trees being pruned by Council Officers or contractors will therefore be left in an aesthetically pleasing shape and character. Council will employ only recognised "best practice" in tree work. Council's arborist will complete regular audits of works conducted on Council-managed tree works.

The following essential points are included in all Council tree works:

- Only suitable qualified or experienced personnel are authorised to carry out Council's tree works.
- Where possible, pruning to Australian Standards 4373-2007 Pruning of Amenity Trees.
- Avoid bark tearing by using an under cut, top cut and final pruning cut.
- All final cuts shall be "Natural Target" pruning cuts.
- Prune with reference to the branch bark ridge or stem bark ridge.
- Do not leave a stub.
- Do not flush cut.
- Prune as close as is possible to the branch/trunk collar but do not cut through the branch/trunk collar.
- Prune to a branch that is at least one half the diameter of the cut being made.
- No more than one third of the live foliage of a tree shall be removed at any one time.
- Prune to ensure at least one half of the foliage is distributed along the inner two thirds of a branch.
- Thinning cuts shall be used to direct growth and retain the natural form of the tree.
- Heading cuts shall be used to remove a branch to a bud or lateral branch not large enough to assume the terminal role.
- Do not paint pruning cuts.

Formative Pruning

Young trees will be maintained to ensure appropriate development of:

- Strong scaffold branch structure free of included bark. Note: Branch diameter should ideally be one half smaller than the stem or trunk diameter, laterals evenly spaced along the branch length with a good taper.

- A strong well tapered single trunk (ex-current species) or multiple stems arising from a single trunk (de-current species) which are well spaced/evenly distributed along and around the trunk axis.
- The gradual removal of temporary branches over several years along the trunk to provide pedestrian, vehicle and sight clearances.

Electrical Line Clearance

In accordance with the Electricity Safety (Electric Line Clearance) Regulations 2020, Council is responsible for electrical line clearances in declared areas of Bairnsdale and Lakes Entrance. Council prunes all trees to provide and maintain the specified clearances from overhead powerlines as per Council's Electrical Line Clearance Management Plan. Compliance with Regulations is achieved, by providing a yearly pruning frequency. See Appendix A for maps of Council's Declared Electrical Line Clearance Boundaries.

Crown Lifting

Council staff will uplift the tree crown of all trees within parks, median strips and other urban areas for public safety, vehicle & pedestrian clearances and reduce the possibility of damage from mowing operations.

Trees will be uplifted to a minimum of 2.4 metres over all footways and 5 metres over all roadways. In situations where a tree is not mature enough to achieve these clearances, Council may alter the clearance distance and will carry out more regular pruning of these trees until they reach a height to ensure the required clearance heights are achieved.

Deadwood Removal

For risk and tree health management, dead wooding aims to remove:

- Deadwood and/or dying branch based on a risk assessment of the target area.
- All deadwood and/or dying twigs for fine pruning as specified.
- All diseased or pest affected branches which are damaged greater than 50% throughout.
- All broken hanging branches, cracked or damaged branches, branch stubs, etc.
- Any structurally weak branches or poorly formed Co-dominant stems and crossover rubbing branches except where cable or rod bracing has been specified on trees.
- Any detrimental mistletoes or parasitic growth
- Excessive epicormic growth, water shoots and stump sprouts.
- Crown reduction.

This method involves reducing the height and/or width of a tree. The lateral to which a branch or stem is pruned should be at least one half the diameter of the pruning cut made. No branch or stem should have more than one third of its total length removed at any one time.

Selective Pruning

Council undertakes remedial pruning to improve the structure and appearance of a tree. Attention is given to selecting the strongest and most vigorous branches and culling the weaker or poorly attached branches when restoring a tree's structural framework. Restoration may require several prunes over a number of years.

Council will not conduct pruning specifically for the following reasons.

- Improve views from private property.
- NBN, television, internet reception.
- Shading of private infrastructure i.e., Solar Panels.
- Leaf and bark drop.
- Unreasonable clearance requests.
- Perceived fire risk.

Cable Bracing/Bolting

Council will consider (where appropriate) the use of cables or similar to support or brace an unstable tree. Council may install cables and/or rods to support weak or split crotches, or to unite split trunks or branches, and to limit excessive branch motion thereby reducing stresses on a crotch or branch. Cabling and or bolting may also be employed as a method of risk elimination or mitigation.

Stake/Tie Removal

All supporting stakes, guards and ties are removed when no longer required (generally supporting stakes / guards should not be required after two years of growth).

Tree Removal

If following an inspection of a tree by Council's arborist, or suitably qualified/experienced Council officer, it has been determined a tree requires removal, tree removal work will comprise the following:

- Dismantling or felling trees as appropriate to within 100 mm of the soil surface.
- Removal of tree stumps by grinding if it is considered a risk to the public. The area is to be reinstated to the same condition / amenity as the surrounding area; all removed trees will be considered for replacement and if appropriate added to the next planting schedule.

Debris Removal

Debris from trimming and or removal works will be removed on the same day of works. If for any reason debris removal is not possible; the works area containing the debris must be made safe with the appropriate barricades and signage. Debris includes all material resulting from works i.e., sawdust, leaves, chips, limbs, branches and trunk wood.

Exposed Trees Roots

Exposed tree roots do have a detrimental effect on a tree's health. However it is noted exposed tree roots may potentially increase the risk of accidents. Where a Council tree is identified as

having exposed tree roots, Council will seek to cover these roots with topsoil to eliminate the risk and if required also mulch around the tree to a minimum depth of 100mm with organic mulch.

Mulching Waste/Recycling

All organic material generated from tree works is mulched on site and remains the property of the Council. The mulched material will be stock-piled and/ or utilised on direction of Council. Mulch generated from tree works remains the property of Council.

Note: hazardous or diseased plant material must be separated from other non-hazardous material and disposed of appropriately.

Damaged / Vandalised Trees

Any tree that is damaged or vandalised will be inspected by a qualified arborist and made safe or removed if the risk cannot be managed. A tree may be inspected over a period of time to monitor its recovery before any work is implemented.

Safety

Council will ensure all works are carried out in such a manner as to ensure the safety of the public and the operators performing the work.

The protection of private property, Council's and other Authority's assets will be the prime consideration of Council staff, Council's Contractors and the operators performing the work.

The following are the minimum standards Council and its contractors shall employ:

- Council staff and Contractors will observe and comply with all regulations, codes and acts which are relevant to the works, including inter alia, the common law duty of care.
- Council staff and Council's Contractors will comply with the Road and Traffic Regulations and arrange work sites along roadways as per VicRoads Standards.
- All vehicles, machinery and equipment used by Council staff and Council's Contractor will comply with all traffic and safety regulations.
- Any safety devices on machines and equipment used by Council staff and Council's Contractors must be regularly checked to ensure they are in good condition and working order. Vehicles must be properly licensed and in roadworthy condition.
- At least one operator on any site must hold a valid and current First Aid Certificate. A mobile telecommunication device will be available on site to call for medical help in case of emergency accidents.
- Council staff, Council's Contractors and operators must wear the appropriate safety clothing and equipment. In addition, Contractors and operators must always wear clean and functional clothing.
- As a minimum standard, all tree climbers must wear a climbing harness, helmet, etc., and always maintain a point of attachment (no free climbing) while working aloft in a tree. Additionally, elevated work platform operators

(EWP) must wear a harness, helmet, etc., and always maintain an attachment to the EWP when aloft.

- The relevant Council Supervisor has the power to stop or suspend the progress of any contractor work if it is deemed work is being performed in an unsafe manner or the work does not meet the standard of work prescribed in this Procedure, refer to Councils Contractor Management Procedure.

Staff and Contractor Qualification and Supervision of Works

Suitably qualified and experienced staff and/or Contractors will conduct all tree works, tree inspections and assessments.

Unless the Contractor is in personal and constant attendance at the work site, the Contractor will engage a competent and qualified supervisor authorised to receive instruction and empowered to act on behalf of the Contractor. Any work, either in quality or quantity, not performed to Council's entire satisfaction will be referred to the Contractor who will carry out any remedy or rectification in accordance with the instructions of the Council at the Contractor's expense. (Refer to the Contractor Management Procedure for further details)

Plant and Equipment used for Tree Works

All plant and equipment supplied and used by the Council staff or Contractors will be in good working and serviceable condition, clean and tidy in appearance, and must comply with National or Victorian State laws and regulations relating to licence, insurance and safety requirements.

Roles and Responsibilities

These management positions are responsible for the implementation, communication and compliance monitoring of the policy in their work areas:

Party / Parties	Roles and Responsibilities
Strategic Leadership Group	Approval of procedure
Manager Community Facilities and Open Space	Management, coordinate reviews and application of the procedure
Parks and Gardens Coordinator	Management and application of the procedure
Open Space Planner	Conduct review of procedure, update and ensure approval process is completed.
Arborist	Management and application of the procedure. Responsible for management of the Electrical Line Clearance Management Plan.
Road Supervisors	Application of the procedure
Parks and Gardens Supervisor	Application of the procedure
Works Supervisors	Application of the procedure
Tree Crew Supervisor, EGSC Tree Crew, Parks and Gardens Staff and approved contractors	Implementing the required tree works

All staff have an obligation to report occurrences of non-compliance with Council policy/protocol/procedure. Incidents of non-compliance should be reported immediately to the General Manager responsible for this Procedure or the Governance Unit.

Where non-compliance has been identified the matter will be investigated by internal review and where applicable further action taken in accordance with Council's Disciplinary Procedures Policy or contract terms.

References and Supporting Documents

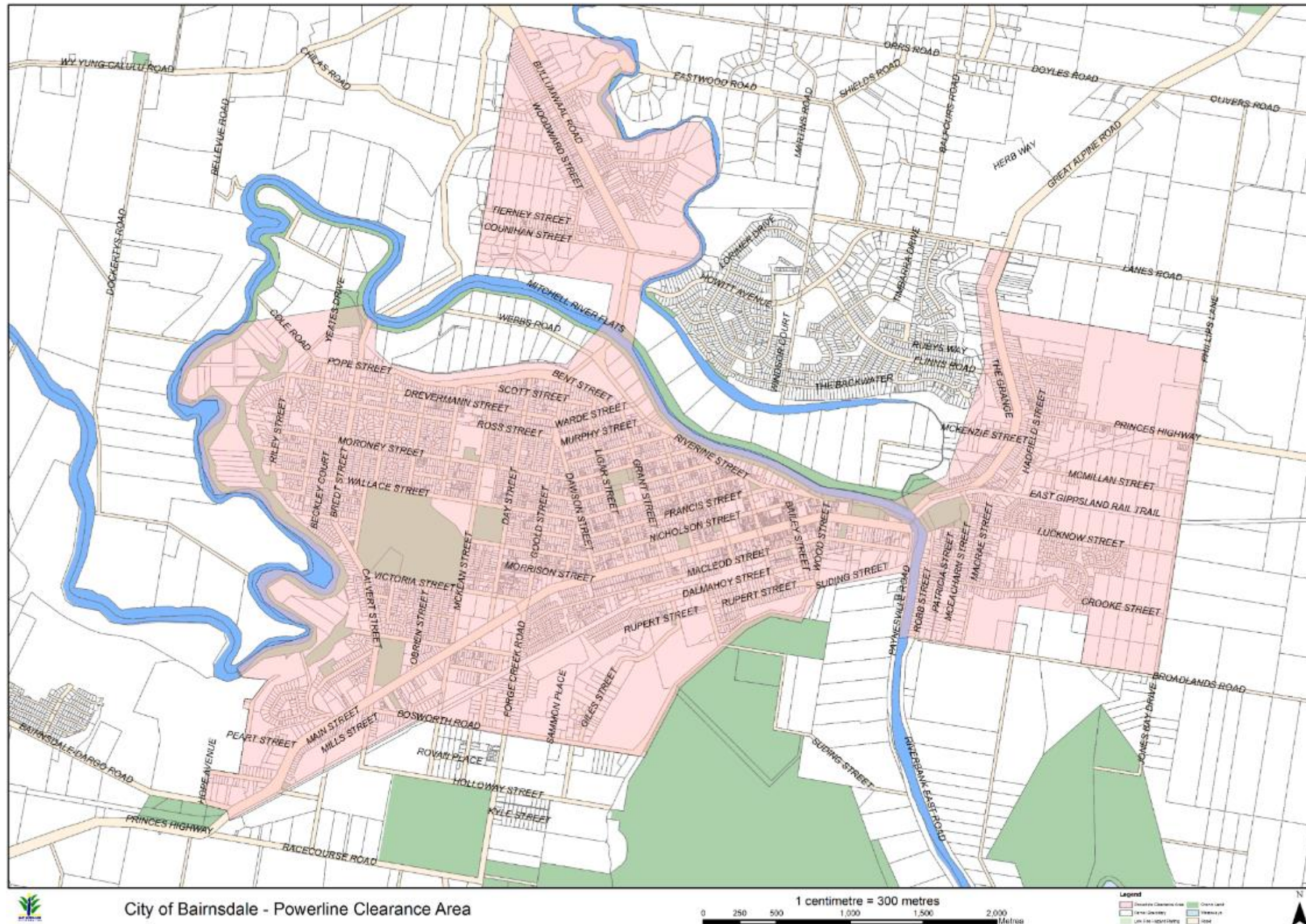
- Risk Management Policy and Framework.
- Australian Standards 4373-2007 Pruning of Amenity Trees.
- Australian Standard 4970 – 2009 Protection of trees on Development Sites.
- Significant Tree Register.
- Council's Environmental Sustainability Strategy 2022-2032.
- Contractor Management Procedure.
- East Gippsland Shire Council Works within Road Reserves (WWRR) Permit.
- OHS documents etc.

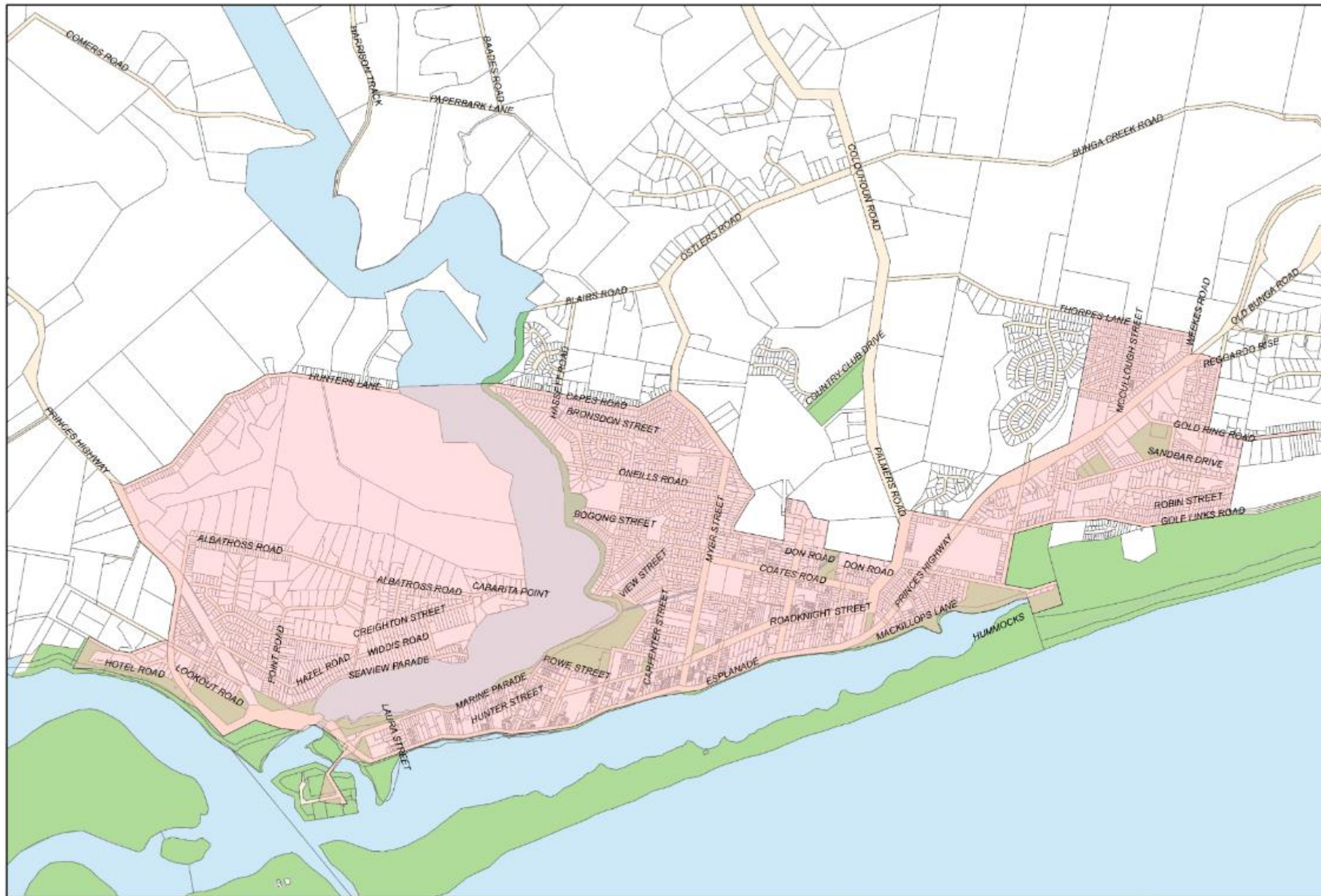
Applicable Legislation

- Electricity Safety (Electric Line Clearance) Regulations 2020.
- East Gippsland Shire Council General Local Law 2017.
- Native Vegetation Retention Controls 52.17.
- Environmental Significance Overlay (ESO).
- Heritage Overlay(HO).
- Erosion Management Overlay (EMO).
- Vegetation Protection Overlay (VPO).

Supporting Documents:

Appendix A - Map of councils declared electrical line clearance boundaries





Lakes Entrance - Powerline Clearance Area

1 centimetre = 250 metres
0 205 410 820 1,230 1,640 Metres

Legend
 Shaded Area Clearance Area
 Green Land
 Water Body
 Road



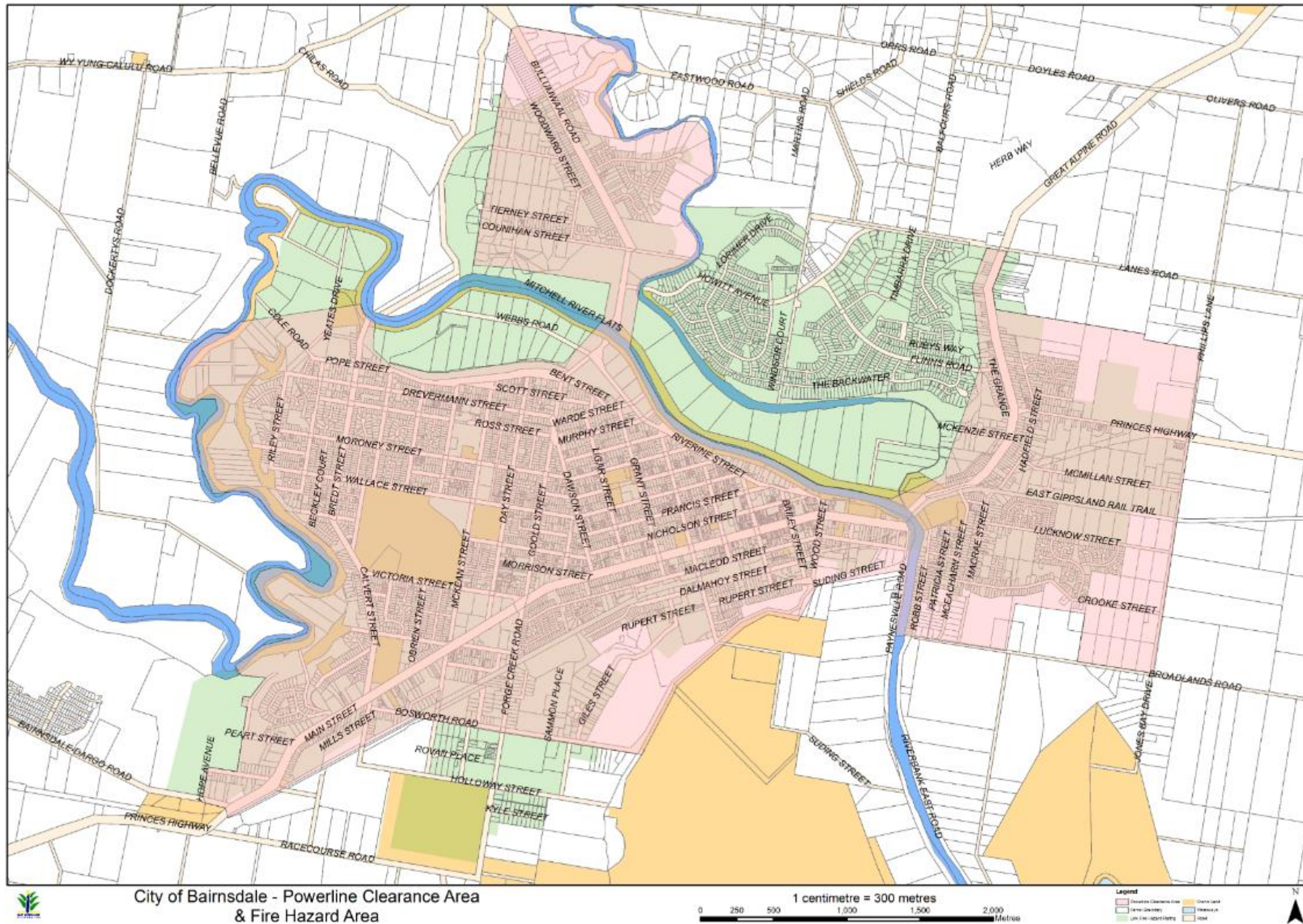


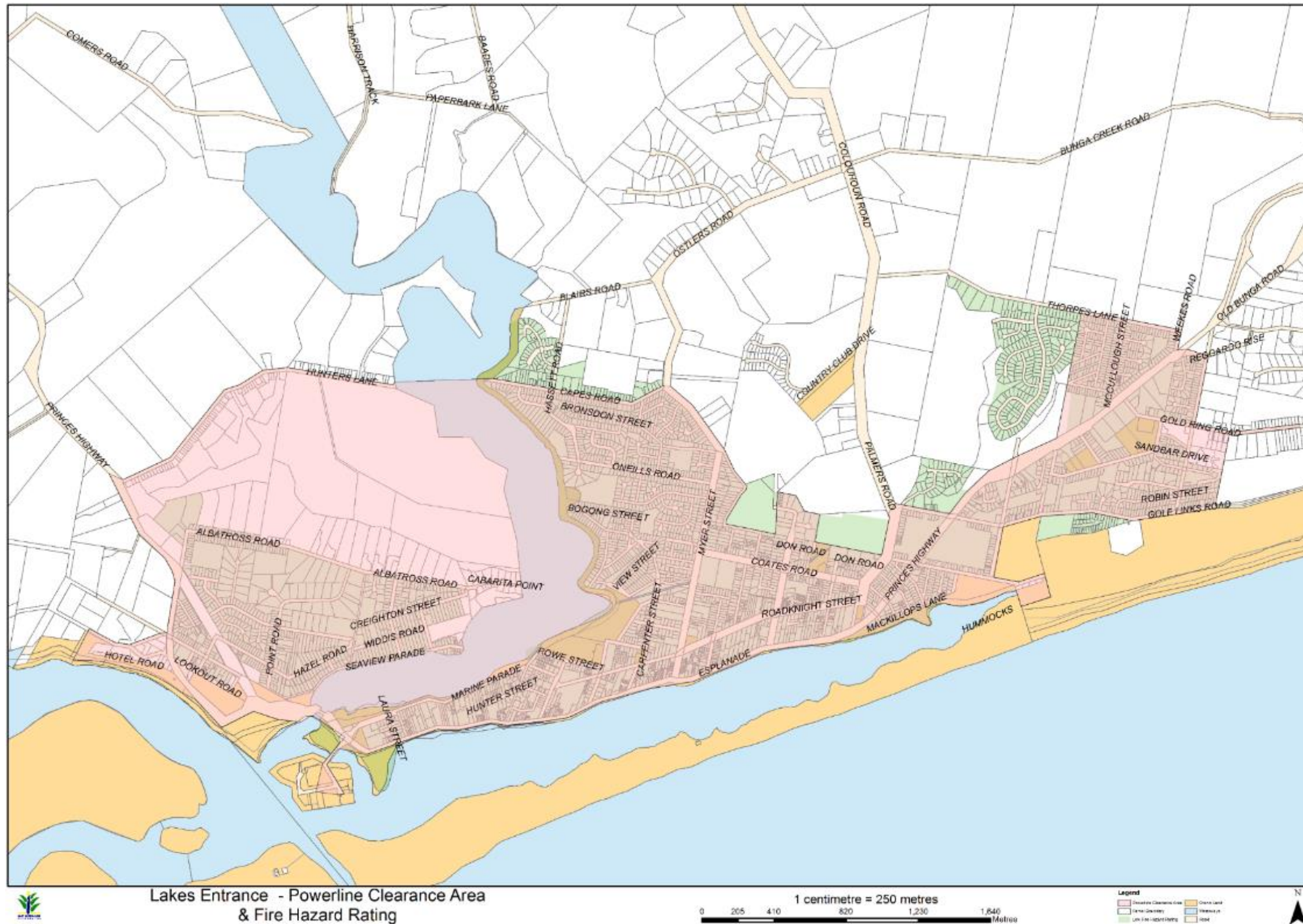
Lakes Entrance - Fire Hazard Rating

1 centimetre = 250 metres
0 205 410 820 1,230 1,640 Metres

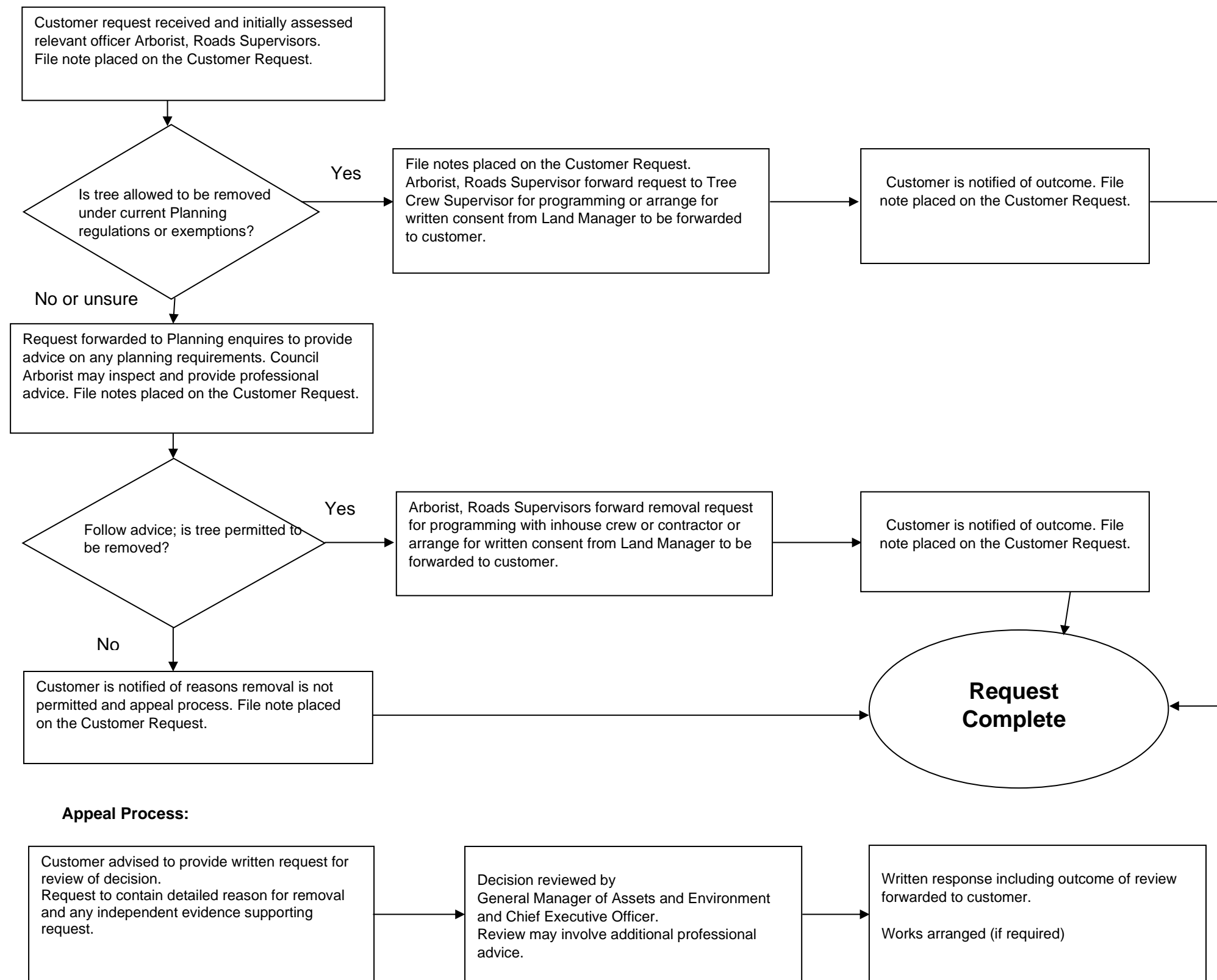
Legend
 Red: High Hazard
 Orange: Medium Hazard
 Yellow: Low Hazard
 Green: Very Low Hazard
 Blue: Water
 Grey: Road







Appendix B Tree removal assessment process for Council managed urban trees



Appendix C - Significant Tree Register – Urban Areas Only -

Tree/ Specie	Location	Number/ Description	Registered By
Eucalyptus tereticornis	Education Department land off Victoria St Bairnsdale	1 tree	National Trust Victoria
Eucalyptus camaldulensis	Howitt Park North	Canoe Tree	National Trust Victoria
Eucalyptus globulus ssp. pseudoglobulus E. cypellocarpa	Mallacoota, sports ground, camping park, Develings Gulch	Stand	National Trust Victoria
Angophora floribunda	Mallacoota, Maurice Avenue	19	National Trust Victoria
Angophora floribunda	Mallacoota Camp Park. Allan Drive opp Nth end of Maurice Avenue	1 tree	National Trust Victoria
Catalpa bignoniodes	Orbost Business Centre Grounds	1 tree	National Trust Victoria
Quercus castaneifolia	Orbost Camp Park	1 tree	National Trust Victoria

Note: An updated list of all significant trees in East Gippsland can be found at www.nattrust.com.au

Appendix D - Root Protection Zone Table -

Australian Standard 4970 – 2009 Protection of trees on Development Sites shall be followed at all times. This table is a guide to help determine the minimum area around trees that **should not be disturbed** during construction or excavation near trees.

Species tolerance to impact	Tree age	Distance from trunk for every cm of actual trunk diameter	Trunk diameter at breast height (DBH) in cm	Protection zone (Distance from trunk)
Good	Young	6cm		DBH x 6cm
	Mature	9cm		DBH x 9cm
	Over-mature	12cm		DBH x 12cm
Moderate	Young	9cm		DBH x 9cm
	Mature	12cm		DBH x 12cm
	Over-mature	15cm		DBH x 15cm
Poor	Young	12cm		DBH x 12cm
	Mature	15cm		DBH x 15cm
	Over-mature	18cm		DBH x 18cm

Example of table is use:

Magnolia grandiflora				
Poor	Mature	15cm	25cm	375cm
Fraxinus oxycarpa (Ash trees in Bairnsdale MSG)				
Moderate	Mature	12cm	70cm	840cm

Notes on how to use this table:

There are several ways to determine a **species tolerance to impact**, local knowledge gained from previous works, visual checks of trees that have been worked on, arboriculture books/Internet sites and your local arborists.

To determine a trees DBH simply measure the trees circumference at breast height and divide by 3.1416.

Appendix E - Urban Tree Removal Conditions

(On Council Managed Land)

Accepted reasons for Council to consider tree removal

Including but not limited to the following:

- Unsafe condition (confirmed by a suitably qualified person).
- Unhealthy condition with little chance of recovery (confirmed by a suitably qualified person).
- Unsuitable species for location (impacting on structures or presenting hazard).
- Significant root invasion to private or public property.
- Impacting on the safe passage of road and footpath users.

Unacceptable reasons for removal

Including but not limited to the following:

- Impacting on view.
- Shading private property and/or assets i.e., Solar Panels.
- Removing moisture from surrounding area (impacting on private lawn or garden).
- Seed, bark, sap or leaf drop.
- Perception of tree being dangerous (cannot be substantiated).
- Casting shadows or obstructing street lighting.
- Perceived fire risk.

Definitions

Term	Meaning
Arborist	Qualified and suitably experienced tree professional
Branch bark ridge	Swelling of bark tissue on the upper side of a branch junction
Cable brace/bolt	Use of cables or bolts to reduce leverage on limbs or trunk
COM	Committee of Management
Compaction	The compression of soils and roots in the root zone
Companion species	Additional beneficial vegetation, sometimes a species will require companion species for survival
Contractor	Person contracted to Council to carry out tree works
Crown cleaning	Removal of diseased and or unhealthy material from the canopy
Crown lifting	Removing lower limbs to provide clearance for pedestrians and vehicles
Crown reduction	Reducing the height and or width of a trees canopy
Crown restoration	Canopy pruning to improve a trees appearance
Crown thinning	Limb/foliage removed to reduce weight and improve air circulation
DBH	Diameter of the tree's trunk measured at a height 1.5 metres from ground
Decurrent	Tree with no apparent main trunk eg mallee gum
Environment	The area surrounds and the factors/condition influencing a trees survival
Epicormic	Shoots which result from adventitious or latent buds
EWP	Elevated work platform
Excurrent	Tree with main central trunk eg, pine tree
Flush cut	A poor pruning cut that removes too much limb wood
Hangers	Limbs/debris hanging in tree canopy

Included bark	Bark that is included in a branch junction that weakens the branch attachment
Indigenous	Vegetation naturally growing in area
Native vegetation retention controls	Regulations that control the clearing and or removal of native vegetation
Natural target	Appropriate pruning point
Parkland	Council controlled land eg recreation reserves, drainage reserves, tree reserves
Planning overlays	Site specific controls in addition to the planning scheme
Planning scheme	Regulations that control design and development within the Shire of East Gippsland
Root zone	The area of soil below a tree containing roots
Services	Infrastructure for supply of electricity, water, gas, roads etc
Significant	Tree/s deemed to be important and worthy of retaining
Street tree	Tree within the Urban Road reserve eg naturestrip and median strip
Stub	Area of wood/limb left following a poor pruning cut or branch failure
Tree canopy	The area of a trees crown that includes the foliage
Underwire	The area under overhead electricity cables
Urban Area	Means, in relation to a road, an area in which— (a) a speed limit of 60 kilometres per hour or less applies not being a speed limit which applies only because of a temporary reason such as roadworks or a street event; or (b) there are buildings on land next to the road, or there is street lighting, at intervals not exceeding 100 metres for— (i) a distance of at least 500 metres; or (ii) if the length of the road is less than 500 metres, over the length of the road.
Works Within Road Reserve (WWRR)	Works Within Road Reserve (WWRR)

Revision History and Review

Version Control	Approved Amended Rescinded	Date Effective	Approved By	ECM Document Reference	Summary of Changes
1		04/12/2000	Council		Original document
2		03/01/2013	Leadership Group	5139538	Update and review by Leadership Group
3		17/03/2014	Chief Executive Officer		Migration into new procedure template. This procedure supports the Risk Management Policy endorsed by Council.
4		02/07/2018	Executive Group		Procedure reviewed and updated. New inclusions - Over Hanging Vegetation into private property, proactive / Reactive inspection program timelines.
5	Approved	31/05/2022	Strategic Leadership Group		Procedure reviewed and updated to current format.