Version 1.0 of this plan was adopted at the October 2015 Council meeting. Subsequent revisions must be documented below for adoption at the next review.

<table>
<thead>
<tr>
<th>Revision No.</th>
<th>Revised by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Civil/Asset Eng.</td>
<td>Revisions made as per Councillors feedback. Adjusted response times, correction to map name, Refer to CARS</td>
</tr>
<tr>
<td>1.2</td>
<td>Civil Engineer</td>
<td>Inserted high risk map for Granya Playground</td>
</tr>
</tbody>
</table>
Executive Summary
This plan provides the framework for the ongoing maintenance, renewal and risk management of Towong Shire’s trees of local and historical significance and urban street trees. It is aligned with the Recreation and Open Space Asset Management Plan which recognises that Towong Shire'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 Towong Shire Council’s management within the 40 km to 80 km per hour speed limit zones.

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 Towong Shire Council has in place to ensure the longevity and quality of trees within the Shires 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 Master planning.
- 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
Recreation and open space asset management plan
Towong Shire Councils Road Management Plan
Tallangatta Tomorow Masterplan
Towong Shire Roadside Vegetation Management Plan
Our Bellbridge Masterplan
Corryong 2030 Vision Plan
Town Beautification Strategy
Australian Standard AS4373-2007 Pruning of Amenity Trees
Australian Standard AS 4970 2009 – Protection of Trees on Development Sites
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 for 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 – Tree Management

<table>
<thead>
<tr>
<th>Where</th>
<th>What</th>
<th>Frequency/when</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>Concerned about a tree? – Outline the process for raising concerns about street trees</td>
<td>Annually</td>
<td>Annual completion</td>
</tr>
<tr>
<td>Facebook</td>
<td>Tree work in your area</td>
<td>Ongoing</td>
<td>Consistency of completion</td>
</tr>
<tr>
<td>Council Newsletter</td>
<td>Tree management update and reminder of reporting process</td>
<td>Annually</td>
<td>Annual completion</td>
</tr>
<tr>
<td>Council Website</td>
<td>‘Report an Issue’</td>
<td>Ongoing</td>
<td>Timely receipt and response to requests</td>
</tr>
<tr>
<td>Newspapers</td>
<td>Info advert, not sure about a tree, how do you report it</td>
<td>Annually, October</td>
<td>Annual completion</td>
</tr>
<tr>
<td>Road Show</td>
<td>Tree management process, service levels for trees.</td>
<td>Every 4-5yrs (2016)</td>
<td></td>
</tr>
<tr>
<td>Customer Action Request System (CARS)</td>
<td>Customer requests received by phone are recorded and actioned according to tree management plan processes</td>
<td>Ongoing</td>
<td>Timely response to request</td>
</tr>
</tbody>
</table>

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 Towong Shire.
Definitions

Street Tree
- A plant that is at least three (3) metres high
- Has a canopy spread of at least two (2) metres
- Has a trunk circumference of at least 300 mm measured at 1.5 m above ground level
- Located on a road reserve within the 40 km – 80 km speed limit zones

Significant Tree
- A mature native plant that is at least five metres high and
- Has a canopy spread of at least four (4) metres and
- Has a trunk circumference of at least one (1) metre measured at 1.5 m 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 Towong Shire community

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

High Risk Areas
An area in which Towong 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
- playgrounds
- parks and gardens
- swimming pools
- recreation and sports facilities
- lookouts
- reserves
- significant walking tracks

Map and a register of high risk areas have been included as Appendix 6b to this plan. The following lookouts are also considered to be high risk areas.

- Tallangatta Lookout
- Farren’s Lookout
- Kurrajong Gap Lookout
- Old Tallangatta Lookout
- Lockhart’s Gap Lookout
**Reactive response**
Inspection and/or maintenance of trees prompted by a resident 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 the Towong Shire Council.

**Plan Review and amendment**
This Tree Management Plan is open to the process of continuous improvement and will be reviewed every two (2) years.
1 Introduction

1.1 Council Plan

The Towong Shire Council Plan 2013-2017 includes the following relevant asset management objectives.

- Prepare an Asset Management Plan for Parks and Gardens (inclusive of trees of significance).
- Review the method of performing condition assessments.
- Complete condition assessments for road and non-road asset.
- Develop a town beautification program for all towns and deliver over the life of the Council Plan.

1.2 Towong Shire Trees

Towong 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 the Towong Shire are:

- Bellbridge
- Berringama
- Bethanga
- Burrowye
- Bullioh
- Corryong
- Cudgewa
- Dartmouth
- Eskdale
- Granya
- Koetong
- Lucyvale
- Mitta Mitta
- Nariel
- Old Tallangatta
- Talgarno
- Tallangatta
- Tallangatta Valley
- Tintaldra
- Towong
- Walwa

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, 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 in line with town master plans and town beautification strategies.

Outside the Shires 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 Towong Shire Council’s Roadside Vegetation Management Plan 2011.
1.3 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.

1.4 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. They 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.
2 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 that Council has management responsibility for. 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 minimize any detrimental impacts on public trees.

2.1 Policy

The Towong Shire Council has a designated Tree policy which can be accessed separately to this document upon request from Customer Services
3 Risk Management

The Towong Shire Council has a designated Risk Management Policy which can be accessed separately from this document upon request from Customer Services. Any tree asset 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 bushfire 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 their 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 such shopping precincts, swimming pools, parks, playgrounds, lookouts, 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, falling fruit, 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 Director Technical Services within one week of notification. The results of the report will determine whether further external investigation and action is required.

**Appendix 1** Tree inspection report, hazard rating section should be used for these purposes.

Requests shall be actioned within the following time frames:

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Recommended Time Frame for Remedial Action</th>
<th>Maximum time frame for remedial action based on resource availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
<td>Within 12 hours</td>
<td>Within 24 hours</td>
</tr>
<tr>
<td>Urgent</td>
<td>Within 24 hours</td>
<td>Within 48 hours</td>
</tr>
<tr>
<td>High</td>
<td>Within 3 days</td>
<td>Within 5 days</td>
</tr>
<tr>
<td>Medium</td>
<td>Within 1 month</td>
<td>Within 2 months</td>
</tr>
<tr>
<td>Low</td>
<td>Within 3 months</td>
<td>Within 6 months</td>
</tr>
<tr>
<td>Negligible</td>
<td>No work required, monitored as per inspection schedule</td>
<td>No work required, monitored as per inspection schedule</td>
</tr>
</tbody>
</table>

13
4 Tree inspections and assessments

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

<table>
<thead>
<tr>
<th>Tree type</th>
<th>Inspection frequency</th>
<th>Inspection type</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Risk Areas</td>
<td>Every six months</td>
<td>Proactive level 1 internal</td>
</tr>
<tr>
<td></td>
<td>Every five years</td>
<td>External inspection</td>
</tr>
<tr>
<td>Significant Trees</td>
<td>Every six months</td>
<td>Proactive level 1 internal</td>
</tr>
<tr>
<td></td>
<td>Every five years</td>
<td>External inspection</td>
</tr>
<tr>
<td>Significant Tree Avenues</td>
<td>Every 12 months</td>
<td>Proactive level 1 internal</td>
</tr>
<tr>
<td></td>
<td>Every five years</td>
<td>External inspection</td>
</tr>
<tr>
<td>Street Trees</td>
<td>Every two years</td>
<td>Proactive level 1 internal</td>
</tr>
<tr>
<td>All trees</td>
<td>By customer or internal request</td>
<td>Reactive inspection only</td>
</tr>
</tbody>
</table>

Inspections and risk assessments are conducted according to the standardised and documented 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 personnel conducting the tree assessments are inducted in Council’s Tree Assessment and Inspection Arborist processes as per this document. 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.

A significant amount of data on Council’s trees has been collected and recorded in the past. The issues identified in the inspection process are documented in a digital version of the Tree Inspection Report Appendix 1 and then used to update Councils tree asset database. This information then informs the prioritisation of works, replacement planning and the selection of suitable tree species.

The Towong Shire tree asset database includes the following data for each tree:

- Inspected by
- Date inspected
- Tree number
- Location
- Botanical Name
- Common Name
- Ownership
- Age
- Diameter at Breast Height (DBH)

- Height
- Structure
- Health
- Risk category
- Type of works undertaken
- Date works completed
- Works completed by
- Works priority
Significant walking tracks such as the Tabor walking track in Dartmouth should be maintained to ensure that the outer reaches of any trees canopy do not extend to within one meter of the edge of the track. This is especially important where Eucalypts are present due to the tendency for them to drop limbs.

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

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

A “Sustained Amenity” approach to provide a balanced diversity of tree ages and sizes should be followed to achieve long term stability of the 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 e.g. 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 Master plans, 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 & 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, parklands and roadsides it controls or will take control of as Council ultimately becomes responsible for the ongoing tree maintenance and any conflict with Council and private assets.

The following guidelines will govern tree selection:

- **Appendix 5** 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 Technical Services staff member.

- Annual tree planting programs developed and undertaken for Towong Shire’s 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.

- Master planning and town beautification documents

- No more than two different species generally to be used in any one street, or specific and definable sections of the street.

- For the overall urban Council tree population: aim to have any one genera limited to no more than 30% and have an even spread of “age” classifications. One general exception to this policy is the genus *Eucalyptus* owing to their natural dominance in the area.

- Trees to be planted in conformance with the Towong Shire’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 conformance with Section 6, Guidelines for tree planting on council managed land, principles and policies will be removed in accordance with Council’s Tree Removal Procedure (refer Section 7)

• 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 e.g. by watering, mulch (not weed clippings), weed control etc.

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
Park tree planting should not take place without proper consideration and consultation with Heritage Overlays and user groups; for major parks and reserves this ideally should be in the form of a site-specific Master plan. Existing Master plans’, historic evidence and various precedents or existing management plans are to be used to guide tree planting, species selection, locations and priorities.
Parks should contain large growing trees as large trees provide the most 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 parklands is becoming more important to ameliorate effects of climate change e.g. increased temperatures and solar radiation. Provision of adequate shaded areas in high use areas should be a priority. Tree planting in parklands is also important to maintain, uphold and promote botanical, historical and cultural diversity.
6 Guidelines for tree planting on Council Managed Lands

6.1 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 Director of Technical Services.
- Tree planting in streets will be as in the Tree Planting Detail and Diagram Appendix 9 or as directed by the Supervisor.
- Trees will be planted only in locations designated by a member of Technical Services Staff.
- 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 apart:**

Trees should be located as per the following criteria:

- One tree per property unless other circumstances exist: eg. remnant indigenous vegetation exists to the road reserve or as defined in a Streetscape plan.

**Existing features:**

Trees shall be located as per the following criteria:

- Minimum of 2.5 metres from driveways.
- Minimum of 3.0 metres from electricity poles.
- Minimum of 10.0 metres from corner of property boundary at intersections.
- Minimum of 2.0 metres from hydrants.
- Minimum of 3.0 metres from vertically underneath service wires.
- Trees are not to be located on property boundaries or over incoming gas and water services.

6.2 Tree Planting & Establishment Specification

**Streets & Parks**

- Towong Shire Council will nominate/ approve all viable tree-planting sites.
• The Contractor/Staff is responsible for 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 Works Supervisor. The Contractor/Staff are to provide a storage site for the plants.

• Tree planting in streets will be as in the Tree Planting Detail and Diagram.

6.3 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%.

• 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, i.e. no coiling of the main structural roots, less than 10% coiling of the fibrous roots and the root system not being matted to the extent that it is retarding tree vigour.

• Unless otherwise specified by the Operations Work Supervisor, all trees shall be a minimum two metres high (excluding root ball).

6.4 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 50mm 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.

6.5 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 25mm 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.

6.6 Irrigation Tube
This applies to Street Trees only or as required by the Works Supervisor.

The Contractor shall place a 1.5 metre length of 100mm Agflow pipe, coiled around the root ball, with one end of the pipe protruding no more than 50mm above the soil level on the road side of the tree hole.

See Appendix 9

<table>
<thead>
<tr>
<th>Tree Type</th>
<th>Root Ball Diameter mm</th>
<th>Pipe Diameter mm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced trees</td>
<td>&gt;100</td>
<td>500</td>
</tr>
<tr>
<td>Street trees</td>
<td>&lt; 75</td>
<td>500</td>
</tr>
</tbody>
</table>

6.7 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, 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 a 25mm 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.

6.8 Stacking and Tying
Supply and install two (2) 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 mm diameter will be stapled or nailed with galvanised clouts to the stake and wrapped around the trunk to allow sufficient freedom of movement (100mm) after staking. Guy wires are not acceptable.

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

6.10 Watering
Water all newly planted trees within 24 hours of planting taking place.
6.11  **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.

6.12  **Site Clean-up**
The site shall be left in a clean, tidy manner, safe for pedestrians and road users. All debris, soil, rubble etc. is to be removed from site and all paved areas, kerbs, footpaths and road swept clean of clay and soil.
7 Guidelines for Removal of Trees on Council Managed Land
(Parks, Reserves and Road Reserves)

7.1 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.

7.2 Structure of procedure
The Director Technical Services (DTS) may authorise the removal of:
- Trees that are Non-significant
- Trees identified as Significant after referral to Council.

7.3 Definitions
- Dead - greater than 50% of the crown dead
- Hazardous - may cause injury or property damage if not removed.
- Structurally unsound - high chance of failure within the next 5 years, (e.g. Bifurcation – V Crotch - excessive borer activity etc).
- 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.

7.4 Procedures
Assessments will be by visual inspection using a standard inspection sheet in digital form 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 (e.g. 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 remediably pruned, yet may not cause significant problems for a number of years.
• Where a tree is frequently affected by disease or pests (sooty mould, root fungus, borers, psyllids, etc.) that are obviously affecting the health of the tree.
• Where a tree is shedding levels of leaves, bark, fruit or seed-pods seasonally and causing significant general litter problems far in excess of that expected from a tree of the species and size.
• Where tree roots are causing significant damage to Council, public utility or private infrastructure services and where this has the potential to increase significantly.

7.5 Removal of Non-significant trees
Standard inspection and determination based on the merits of the case.

7.6 Removal of Significant trees
• Refer to register of significant trees Appendix 6a
• 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 DTS
• Advise Council of the proposal.

7.7 Notification of Works
Parties likely to be affected by the works being undertaken are to be given no less than four (4) 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.

7.8 Procedures to be followed
• Stump removal - within 6-8 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.

7.9 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 DTS will refer the matter to the Council
• The referral will include
  • A brief ‘over-view’ 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 DTS 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.
8 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 vigour of the tree are usually the determining factor. 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, changes to drainage patterns etc. 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 Section 10.

- All works likely to impact on Council trees are to be referred to the Director Technical Services 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 DTS 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.
9 Infrastructure protection

- All proposed tree planting or tree maintenance works likely to impact on, or affect, Council infrastructure, must be referred to Council’s Technical 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 listed in Section 6 and the Nominated Species list Appendix 5.

- 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 parklands 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.

9.1 Tree root complaints

Refer to Guidelines for issues related to trees roots on Council managed land Appendix 12 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

3.2 Fallen Tree/Branch Complaint

a. Identify tree in question
b. 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).
- signed by Civil Asset Engineer or DTS

Respond to customer by telephone and follow up letter to be issued within 5 days of initial investigation.

**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.
10 Electric line clearance

The Council is not the responsible body for power-line clearance works. There are no declared zones/areas within the Towong Shire where Council is responsible.

Requests for power-line clearance should be forwarded to the responsible authority/party. Namely AustNet Services for the majority of power-line clearance requests in public areas and 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 3 for clarification.
11 Guidelines for tree maintenance on Council managed lands

The maintenance of trees in Towong Shire 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 30mm 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

- The DTS 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 Technical Services Officer.
- All staff wherever possible are to recognise the work requirements within their area of responsibility and convey these to designated Technical Services Officer.
- The Parks and Gardens team members 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 30mm or greater, are to be removed when overhanging pathways, roads, park furniture and playgrounds.
- In relation to pathways - all trees are to be remediably 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 remediably pruned depending on their height and physical characteristics.
12 Environmental and community imperatives

Consultation with residents can create a much better understanding of tree issues and a wider acceptance of the role and works undertaken by Council. The Towong Shire 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 woodchip, leaves, stump grubbing tailings and timber can reduce costs and provide a valuable source of materials for town maintenance operations.

13 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 minimization 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 tree asset 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 a three yearly proactive control program for Elm Leaf Beetles (Elm trees) and Sycamore Lace Bugs (Plane trees) in place to minimise the effects of these pests for trees on Council managed land across the Shire. In the long term these trees will be considered for staged replacement with more resilient species. Appendix 11 shows the approximate locations of these trees.

White ant treatments for trees are delivered on request following the inspection procedure in Appendix 13.

All trees that are to be planted must conform to the Nominated Species List Appendix 5 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. A tree’s weed potential needs to be an important consideration when selecting species.
14 Significant trees

There are some trees or groups of trees within Towong Shire that are of local significance. These are designated as significant in the Tree asset database and include the;

- Cudgewa Avenue,
- Tallangatta Triangles mature established trees
- Palm at Old Tallangatta (Old Shire Offices).
- Hume and Hovell Eucalyptus blakelyi (Blakely Red Gums) Near Bellbridge, Kurrajong boat ramp

Protection measures for significant trees are critical. There are a variety of ways to ensure their protection e.g. 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 4 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.

14.1 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. An example of this would be the trees in The Triangles at Tallangatta. They don’t meet the criteria for registration as a significant tree but are still considered important. A decision to remove or conduct substantial pruning on trees such as these must be approved by DTS.

15 Existing tree control regulations

There are currently existing State and Local laws and regulations that control the removal and pruning of both native and exotic vegetation on private and public land. The policies and procedures in these Plans are in support of those laws and regulations and need to be viewed as being in addition to those laws and regulations.
It is the responsibility of all persons to ensure they do not do anything that is 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 (DELWP) National Framework for the Management and Monitoring of Australia’s Native Vegetation can be found at http://www.environment.gov.au

**Local Government**
The Towong Shire 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:
- Vic Roads
- North East Catchment Management Authority
- Goulburn Murray Water
- North East 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.

It is ensured that staff structure and expertise is appropriate for developing and maintaining a healthy and appropriate population of urban trees.
16 Tree replacement planning

Across the Shire there are number 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 the Shire. Areas identified as high risk in the maps of Appendix 6b 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 over a number of years 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 trees 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% by 2025
- Increase township tree diversity so that there are no more than 5% of any one tree species, no more than 10% of any one genus and no more than 20% of any one family.
- Improve township vegetation health to ensure that 90% of the Shires township tree population will be healthy by 2025.

The actions required to achieve this include;
- Consolidation and analysis of the current tree database created in 2002. - COMPLETE
- 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 1-Tree Inspection Report

♦ **DATE OF INSPECTION:** _________________

♦ **ASSESSMENT NO:** CARS NO: _________________

♦ **GPS/Street LOCATION:**

    Street Address: _____________________________

    Town: _____________________________

♦ **PHOTO:**

[ ] ___________ [ ] ___________

♦ **SITE POSITION:**

  [ ] Road Reserve [ ] Nature Strip [ ] Median

  [ ] Park [ ] Avenue [ ] Other

  [ ] High risk area

♦ **PLANT SPECIES:**

    Common name: _____________________________

    Botanical name: _____________________________

♦ **STATUS:** [ ] Significant [ ] Non-significant

♦ **TREE CHARACTERISTICS & HEALTH**

<table>
<thead>
<tr>
<th></th>
<th>Height:</th>
<th>Spread:</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. of Trunks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Age:</td>
<td>Young / Semi-Mature / Mature / Old</td>
<td></td>
</tr>
<tr>
<td>Pruning History:</td>
<td>Crown cleaned</td>
<td>Crown Raised</td>
</tr>
<tr>
<td>Foliage Colour:</td>
<td>Normal</td>
<td>Brown/dead</td>
</tr>
<tr>
<td>Foliage Density:</td>
<td>Normal</td>
<td>Scattered</td>
</tr>
<tr>
<td>Growth Obstructions:</td>
<td>Stakes/Guards</td>
<td>Wire/ties</td>
</tr>
<tr>
<td>Epicormics:</td>
<td>Yes / No</td>
<td>Twig Dieback: Yes / No</td>
</tr>
</tbody>
</table>

36
## SERVICES / OBSTRUCTIONS:

<table>
<thead>
<tr>
<th>Services / Obstructions</th>
<th>Overhead mains Elec.</th>
<th>High Voltage (HV)</th>
<th>Low Voltage LV</th>
<th>Service Wire (SW)</th>
<th>Line of site</th>
<th>Sewer / water</th>
<th>Street Lights</th>
<th>Lights</th>
<th>Traffic</th>
<th>View</th>
<th>Lifting footpath</th>
<th>Damaging Kerb</th>
</tr>
</thead>
</table>

## TREE DEFECTS

### Root Defects

<table>
<thead>
<tr>
<th>Defect</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suspected Root Rot</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mushroom/Bracket fungus present</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Exposed roots</td>
<td>Severe</td>
<td>Moderate</td>
</tr>
<tr>
<td>Undermined</td>
<td>Severe</td>
<td>Moderate</td>
</tr>
<tr>
<td>Root pruned: (distance from trunk in m)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted root area</td>
<td>Severe</td>
<td>Moderate</td>
</tr>
<tr>
<td>Potential for failure</td>
<td>Severe</td>
<td>Moderate</td>
</tr>
</tbody>
</table>

### Trunk and general shape lean

<table>
<thead>
<tr>
<th>Defect</th>
<th>Natural</th>
<th>Unnatural</th>
<th>Self corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil heaving</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Roots Broken</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Soil cracking</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Lean severity</td>
<td>Severe</td>
<td>Moderate</td>
<td>Low</td>
</tr>
</tbody>
</table>

### Crown Defects

Indicate presence of individual defects and rate their severity (s=severe, m=medium, l=low)

<table>
<thead>
<tr>
<th>Defect</th>
<th>Root Crown</th>
<th>Trunk</th>
<th>Branches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cracks/Splits</td>
<td>Eg S</td>
<td>Eg M</td>
<td></td>
</tr>
<tr>
<td>Wounds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decay/Cavities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadwood/stubs</td>
<td></td>
<td></td>
<td>Eg M</td>
</tr>
<tr>
<td>Borers/White ants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous failure</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Epicormic growth</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previously lopped</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhang on road</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hazard rating

Tree part most likely to fall

<table>
<thead>
<tr>
<th>Inspection period</th>
<th>6 monthly</th>
<th>Annual</th>
<th>Bi Annual</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure potential</td>
<td>1 Low</td>
<td>2 Medium</td>
<td>3 High</td>
<td>4 Severe</td>
</tr>
<tr>
<td>Size of part</td>
<td>1 (&lt;15cm)</td>
<td>2 (15-45cm)</td>
<td>3 (45-75 cm)</td>
<td>4 (&gt;75cm)</td>
</tr>
<tr>
<td>Area Rating</td>
<td>1 Occasional use</td>
<td>2 Imminent Use</td>
<td>3 Frequent use</td>
<td>4 Constant use</td>
</tr>
</tbody>
</table>
HAZARD RATING = FAILURE + SIZE OF PART + AREA RATING

Hazard Rate Calculation

<table>
<thead>
<tr>
<th>Failure potential</th>
<th>Size</th>
<th>Target Rating</th>
<th>Hazard Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>+</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>=</td>
</tr>
</tbody>
</table>

♦ CONDITION ASSESSMENT:

Excellent  Good  Fair  Poor  Hazardous

♦ RECOMMENDED ACTION:

☐ No Action  ☐ Wire Clear  ☐ Under Prune
☐ Crown Reduction  ☐ Limb Reduction  ☐ Crown Thinning
☐ Removal  ☐ Replacement  ☐ Stumps
☐ Dead Wood Removal  ☐ Other & Comment here

♦ PLANT & LABOUR / TIME, ESTIMATED COST:

________________

Notes: ____________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

Inspection performed by
Signature
Position/Title
Date
### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Risk level</th>
<th>Recommended Time Frame for Remedial Action</th>
<th>Maximum time frame for remedial action based on resource availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical</td>
<td>Within 12 hours</td>
<td>Within 24 hours</td>
</tr>
<tr>
<td>Urgent</td>
<td>Within 24 hours</td>
<td>Within 48 hours</td>
</tr>
<tr>
<td>High</td>
<td>Within 3 days</td>
<td>Within 5 days</td>
</tr>
<tr>
<td>Medium</td>
<td>Within 1 month</td>
<td>Within 2 months</td>
</tr>
<tr>
<td>Low</td>
<td>Within 3 months</td>
<td>Within 6 months</td>
</tr>
<tr>
<td>Negligible</td>
<td>No work required, monitored as per inspection schedule</td>
<td>No work required, monitored as per inspection schedule</td>
</tr>
</tbody>
</table>

### Hazard Abatement recommendation

Hazard Rating result

<table>
<thead>
<tr>
<th>3-5</th>
<th>Negligible</th>
<th>5-6</th>
<th>Low</th>
<th>6-7</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-8</td>
<td>High</td>
<td>8-10</td>
<td>Urgent</td>
<td>10-12</td>
<td>Critical</td>
</tr>
</tbody>
</table>

**Arborist Services Required**  Yes / No

**Recommendations:**

________________________________

________________________________

________________________________

________________________________

________________________________

________________________________

________________________________

________________________________

________________________________

**Name**

**Signature**

**Position/Title**

**Date**

**DTS Comments:**

________________________________

________________________________

**DTS Signature**

**Date**
Appendix 2-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 1.5m 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 tree’s 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.

<table>
<thead>
<tr>
<th>Condition Rating</th>
<th>Equiv condition measure</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>0</td>
<td>Tree exhibits;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Good growth</td>
</tr>
</tbody>
</table>
| Maturity |  | A healthy full canopy  
Good resistance to pests and disease attack  
Good overall structure and vigour  
The trunk, scaffold branches  
Lateral branches and branch unions do not exhibit any serious defect |
|----------|------------------|---------------------------------------------------------------|
| Good     | 2                | Overall appearance of good health;  
Relatively stress free  
Good coverage of foliage throughout the canopy  
Good vigour, and wound wood development  
Reasonable seasonal growth evident throughout the canopy  
Deadwood and epicormic growth <20% of the canopy  
Trunk and scaffold branches don’t exhibit any serious defect  
No evidence of any serious pests/disease attack |
| Fair     | 4                | Overall growth is adequate but may require maintenance to prevent further failing. Some evidence of;  
Stress  
Areas of dead wood may be present  
Little or no seasonal growth evident  
Deadwood >30% of canopy  
Epicormic growth >20% in canopy  
Evidence of attack from pest/disease  
Dieback in the canopy may be evident  
Minor canopy dieback, foliage generally good colour, some discolouration may be present,  
Typical growth indicators, e.g. extension growth, leaf size, canopy density for species in location may be slightly abnormal |
| Poor     | 6                | The health of the tree is deteriorating. Evidence of;  
Stress  
>50% of canopy have dead/dying limbs  
Little or no foliage in canopy  
Large volume of epicormic regrowth,  
Poor branch unions, cross over branches  
Limb shedding and poor branch growth  
No seasonal growth evident  
Fungal fruiting bodies and associated decay  
Heavy pest and or disease attack evident  
Disturbance of soil evident |
| Dead/Hazardous | 8             | Tree no longer viable, it has died  
Little or no live foliage  
Little or no live tissue identified under bark  
Tree is unstable in the ground |
<table>
<thead>
<tr>
<th>Age</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Young</td>
<td>Juvenile tree recently planted. Last 1-5 yrs</td>
</tr>
<tr>
<td>Semi-mature</td>
<td>Tree still growing</td>
</tr>
<tr>
<td>Mature</td>
<td>Specimen has reached expected size in current situation.</td>
</tr>
<tr>
<td>Senescent</td>
<td>Tree is over mature and in decline.</td>
</tr>
</tbody>
</table>

**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 abiotic causes, e.g. where vascular cambium has been damaged by branch breakage, impact or insect attack.

**Structure definitions**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Equiv No.</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Excellent branch attachment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No structural defects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trunk sound</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No damage to roots</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good root buttressing present</td>
</tr>
<tr>
<td>Excellent</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good branch attachment, canopy full, symmetrical</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No major structural defects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trunk sound or minor damage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>No damage to roots</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Good buttressing</td>
</tr>
<tr>
<td>Good</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor structural defects, some asymmetry and canopy suppression</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor trunk damage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bark may be missing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cavities present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Minor root damage</td>
</tr>
<tr>
<td>Fair</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Major structural defects</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Trunk damage</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Girdling present</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Damaged roots that are problematic</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Canopy suppressed, major asymmetry. Stump re-growth</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tree poses immediate hazard and should be rectified as soon as possible</td>
</tr>
<tr>
<td>Poor</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**Tree components**
**Canopy:** Of an individual tree all the parts arising above the trunk where it terminates by its division forming branches e.g. 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 tree’s 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 by overhead powerlines while most will also potentially impact on footpaths. Adopted tree lives reflect the average “useful life” of street trees rather than total life expectancy.

- **Parks 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 yrs, 6-10 yrs, 11-15 yrs, 16-20 yrs, 21+
### Tree hazard control measures

<table>
<thead>
<tr>
<th>Strategy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monitor trip points</strong></td>
<td>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 replaced.</td>
</tr>
<tr>
<td><strong>Flexible pathways</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Install trip abatement measures</strong></td>
<td>Install products such as Tripstop at the time of construction or reconstruction on all footpath joints near existing, established trees.</td>
</tr>
<tr>
<td><strong>Root pruning</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Root barriers</strong></td>
<td>Where future problems are perceived, barriers could be installed to deflect roots away from pavement or services.</td>
</tr>
<tr>
<td><strong>Preventative tree maintenance</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Enlarging root zone</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Formative pruning</strong></td>
<td>Early pruning will reduce the development of structural weaknesses in older trees. Refer to AS4373 Pruning of Amenity Trees.</td>
</tr>
<tr>
<td><strong>Remove target</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Remove the defect</strong></td>
<td>This could include pruning of live or dead branches or the removal of co-dominant stems.</td>
</tr>
<tr>
<td><strong>Tree removal</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
Appendix 3-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 bushfire 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<mailto:cdunn@mav.asn.au>, ph 9667 5533.
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 4—Significant tree assessment matrix
Any tree nominated as an addition to the Towong Shire’s significant tree register must be eligible under at least one of the below categories

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Description</th>
<th>Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Horticultural Value</td>
<td>Any tree that is of outstanding horticultural value and could be an important source of propagating stock, including specimens that are particularly resistant to disease or exposure.</td>
<td>• Tolerance selection (pest &amp; diseases).&lt;br&gt;• Propagating potential.&lt;br&gt;• Scientific value.</td>
</tr>
<tr>
<td>2</td>
<td>Location or context</td>
<td>Any tree that occurs in a unique location or context and so provides a major contribution to the landscape, including important land marks and trees that form part of an historic garden, park, precinct or rural landscape.</td>
<td>• Historic garden or park.&lt;br&gt;• Historic cemetery.&lt;br&gt;• Important landmark.&lt;br&gt;• Contribution to landscape.&lt;br&gt;• Historic planting style.</td>
</tr>
<tr>
<td>3</td>
<td>Rare or localised</td>
<td>Any tree of a species or variety that is rare or of very localised distribution.</td>
<td>• Only known species.&lt;br&gt;• Rare species.</td>
</tr>
<tr>
<td>4</td>
<td>Particularly old</td>
<td>Any tree that is particularly old or venerable and is unique to the surrounding area</td>
<td>• Old Specimen</td>
</tr>
<tr>
<td>5</td>
<td>Outstanding size</td>
<td>Any tree of outstanding aesthetic significance or unusual shape or form</td>
<td>• Height&lt;br&gt;• Circumference&lt;br&gt;• Canopy spread&lt;br&gt;• Combinations of above</td>
</tr>
<tr>
<td>6</td>
<td>Aesthetic value</td>
<td>Any tree adding significantly to the amenity of an area</td>
<td>• Substantial shade tree&lt;br&gt;• Only tree in the street</td>
</tr>
<tr>
<td>7</td>
<td>Historical/Cultural Value</td>
<td>Any tree commemorating a particular occasion, including plantings by notable people, or having associations with an important event in local history, or having a generational history of commemoration.</td>
<td>• Cultural group&lt;br&gt;• Public welfare&lt;br&gt;• WW1/WW2&lt;br&gt;• British or other royalty&lt;br&gt;• Visiting dignitary</td>
</tr>
<tr>
<td></td>
<td>Aboriginal Content</td>
<td>Any tree that has a recognised association with historical aboriginal activities</td>
<td>Any tree that is an outstanding example of its species</td>
</tr>
<tr>
<td>---</td>
<td>-------------------</td>
<td>------------------------------------------------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>Scarred tree</td>
<td>Botanically</td>
<td>Breeding habitat</td>
</tr>
<tr>
<td>9</td>
<td>Corroboree tree</td>
<td></td>
<td>Foraging habitat</td>
</tr>
<tr>
<td>10</td>
<td>Breeding habitat</td>
<td></td>
<td>Wildlife corridor</td>
</tr>
</tbody>
</table>
Appendix 5-Nominated Species List
Recommendations for Street tree choices in Towong Shire

<table>
<thead>
<tr>
<th>Genus</th>
<th>Species</th>
<th>Cultivar</th>
<th>Common Name</th>
<th>Evergreen/Deciduous</th>
<th>Narrow</th>
<th>Medium</th>
<th>Wide</th>
<th>Comments</th>
<th>Images</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acer</td>
<td><em>buergerianum</em></td>
<td>Trident Maple</td>
<td>Deciduous</td>
<td>*</td>
<td>Wires</td>
<td>No Wires</td>
<td>Wires</td>
<td>No Wires</td>
<td>Buy as a single-leader tree, good colour in autumn</td>
</tr>
<tr>
<td>Acer</td>
<td><em>x freemanii</em></td>
<td>Jeffersred 'Autumn Blaze'</td>
<td>Deciduous</td>
<td>*</td>
<td>Wires</td>
<td>No Wires</td>
<td>Wires</td>
<td>No Wires</td>
<td>Drought/heat tolerant</td>
</tr>
<tr>
<td>Plant</td>
<td>Variety</td>
<td>Pacific Sunset</td>
<td>Deciduous</td>
<td></td>
<td>Drought/heat tolerant</td>
<td></td>
<td></td>
<td></td>
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<td>---------------</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Acer</em></td>
<td><em>truncatum</em></td>
<td>Pacific Sunset</td>
<td>Deciduous</td>
<td></td>
<td>Drought/heat tolerant</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Agonis</em></td>
<td><em>flexuosa</em></td>
<td>Burgundy</td>
<td>Evergreen</td>
<td></td>
<td>Silver grey/burgundy tipped</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Angophora</em></td>
<td><em>hispidia</em></td>
<td>Dwarf Apple Box</td>
<td>Evergreen</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Common Name</td>
<td>Evergreen/Deciduous</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Arbutus x andrachnoides</em></td>
<td>Madrone, Strawberry Tree</td>
<td>Evergreen</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Callistemon viminalis</em></td>
<td>Kings Park Special'</td>
<td>Evergreen</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Acer palmatum</em></td>
<td>Japanese maple</td>
<td>Deciduous</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Species</strong></td>
<td><strong>Common Name</strong></td>
<td><strong>Use</strong></td>
<td><strong>Light Requirement</strong></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td><em>Lagerstroemia indica</em> natchez</td>
<td>Crepe Myrtle</td>
<td>Deciduous</td>
<td>Full sun</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Cercis chinensis</em> Avondale</td>
<td>Deciduous</td>
<td>Use a budded form</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Corymbia citriodora</em></td>
<td>Lemon Scented Gum</td>
<td>Evergreen</td>
<td>Only to be used at town entrances, centre medians or other areas where there is significant clearance. Very large tree.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corymbia</td>
<td>eximia</td>
<td>Nana'</td>
<td>Dwarf Yellow Bloodwood</td>
<td>Evergreen</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corymbia</td>
<td>ficifolia</td>
<td>Summer Red'</td>
<td>Scarlet Flowering Gum</td>
<td>Evergreen</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eucalyptus</td>
<td>leucoxylon</td>
<td>Eucky Dwarf'</td>
<td>Dwarf Yellow Gum</td>
<td>Evergreen</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Probably won't tolerate inundation.
<table>
<thead>
<tr>
<th><strong>Eucalyptus</strong></th>
<th><strong>leucoxylon</strong></th>
<th><strong>Megalocarpa’ Elite</strong></th>
<th><strong>Evergreen</strong></th>
<th><strong>Probable tolerance</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Eucalyptus</em></td>
<td><em>leucoxylon</em></td>
<td><em>Megalocarpa’ Elite</em></td>
<td><em>Evergreen</em></td>
<td><em>Probable won’t tolerate inund.</em></td>
</tr>
<tr>
<td><em>Eucalyptus</em></td>
<td><em>maculata</em></td>
<td><em>Spotted Gum</em></td>
<td><em>Evergreen</em></td>
<td><em>Probable won’t tolerate inund.</em></td>
</tr>
<tr>
<td><em>Eucalyptus</em></td>
<td><em>melliodora</em></td>
<td><em>Yellow Box</em></td>
<td><em>Evergreen</em></td>
<td><em>Probable won’t tolerate inund.</em></td>
</tr>
<tr>
<td><strong>Eucalyptus</strong></td>
<td><strong>mannifera</strong></td>
<td><strong>Little Spotty’ Gum</strong></td>
<td><strong>Red Spotted Gum</strong></td>
<td><strong>Evergreen</strong></td>
</tr>
<tr>
<td>----------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>---------------------</td>
<td>---------------</td>
</tr>
<tr>
<td><em>Eucalyptus</em></td>
<td><em>mannifera</em></td>
<td><em>Little Spotty’ Gum</em></td>
<td><em>Red Spotted Gum</em></td>
<td><em>Evergreen</em></td>
</tr>
</tbody>
</table>

* Only to be used at town entrances, centre medians or other areas where there is significant clearance. Very large tree.

* Only to be used at town entrances, centre medians or other areas where there is significant clearance. Very large tree.
<table>
<thead>
<tr>
<th>Tree Name</th>
<th>Scientific Name</th>
<th>Type</th>
<th>Deciduous</th>
<th>Flowering</th>
<th>Evergreen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fraxinus</td>
<td>angustifolia</td>
<td>Raywood</td>
<td>Deciduous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fraxinus</td>
<td>ornus</td>
<td>Flowering</td>
<td>Deciduous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geijera</td>
<td>parviflora</td>
<td>Wilga Tree</td>
<td></td>
<td></td>
<td>Evergreen</td>
</tr>
</tbody>
</table>

* Indicates a distinctive feature or characteristic.
<table>
<thead>
<tr>
<th>Tree Breed</th>
<th>Variety</th>
<th>Common Name</th>
<th>Deciduous</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Gleditsia triacanthos</em></td>
<td><em>Elegantissima'</em></td>
<td>Elegant Honey Locust</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td><em>Lagers troemiana indica</em></td>
<td><em>Comanche</em></td>
<td>Deciduous</td>
<td>*</td>
<td>Great for under powerlines</td>
</tr>
<tr>
<td><em>Lagers troemiana indica</em></td>
<td><em>Tuscarora</em></td>
<td>Deciduous</td>
<td>*</td>
<td>Fast growing</td>
</tr>
<tr>
<td></td>
<td><strong>Magnolia</strong></td>
<td><strong>Malus</strong></td>
<td><strong>Melaleuca</strong></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>--------------</td>
<td>-----------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td><strong>grandiflora</strong></td>
<td>Little Gem'</td>
<td>Plena'</td>
<td>Snow in Summer</td>
<td></td>
</tr>
<tr>
<td><strong>Evergreen</strong></td>
<td></td>
<td>Deciduous</td>
<td>Evergreen</td>
<td></td>
</tr>
</tbody>
</table>

* = Present
** = Absent
<table>
<thead>
<tr>
<th></th>
<th>Common Name</th>
<th>Synonym</th>
<th>Deciduous</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Pistacia</em> chinensis</td>
<td>Chinese Pistachio</td>
<td>Deciduous</td>
<td>*</td>
</tr>
<tr>
<td><em>Pyrus</em> calleryana</td>
<td>Chanticleer</td>
<td>Deciduous</td>
<td>*</td>
</tr>
<tr>
<td><em>Pyrus</em> ussuriensis</td>
<td>Machuarian Pear</td>
<td>Deciduous</td>
<td>*</td>
</tr>
<tr>
<td>Tree</td>
<td>Species</td>
<td>Description</td>
<td>Deciduous</td>
</tr>
<tr>
<td>----------</td>
<td>-----------</td>
<td>-------------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Pyrus</td>
<td><em>Pyrus calleryana</em></td>
<td>Capital' *</td>
<td>Deciduous</td>
</tr>
<tr>
<td>Quercus</td>
<td><em>Quercus palustris</em></td>
<td>Early Defoliating Form Pin Oak</td>
<td>Deciduous</td>
</tr>
<tr>
<td>Quercus</td>
<td><em>Quercus robur</em></td>
<td>English Oak</td>
<td>Deciduous</td>
</tr>
<tr>
<td></td>
<td>Ulmus</td>
<td><em>parvifolia</em></td>
<td>Yarralumla'</td>
</tr>
<tr>
<td>----------</td>
<td>--------</td>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td><em>Ulmus</em></td>
<td><em>parvifolia</em></td>
<td>Todd'</td>
<td>Chinesee Elm</td>
</tr>
</tbody>
</table>
## Appendix 6a- Significant Trees

<table>
<thead>
<tr>
<th>Tree species</th>
<th>Location</th>
<th>Nominated by</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Palm tree</td>
<td>Old Tallangatta, Old Shire Offices site</td>
<td>On state heritage tree register</td>
<td></td>
</tr>
<tr>
<td>Eucalyptus Blakeli x 2</td>
<td>Kurrajong boat ramp</td>
<td>Council</td>
<td>Direct descendent from Hume and Hovell tree</td>
</tr>
<tr>
<td>Elms and Oaks</td>
<td>Cudgewa Avenue of Honour</td>
<td>Recognised by Dept. Veterans Affairs</td>
<td></td>
</tr>
<tr>
<td>Plane Trees</td>
<td>Eskdale Avenue</td>
<td>Council &amp; Community</td>
<td></td>
</tr>
<tr>
<td>Pin Oak x 23</td>
<td>Bethanga Avenue</td>
<td>Council &amp; Community</td>
<td></td>
</tr>
<tr>
<td>Various</td>
<td>Triangles Park</td>
<td>Council &amp; Community</td>
<td>Some transported from old Tallangatta when town moved. Others planted at the time of resettlement</td>
</tr>
<tr>
<td>Aleppo Pine</td>
<td>Memorial gardens, Tallangatta</td>
<td>Council &amp; Community</td>
<td>Presented by Legacy</td>
</tr>
</tbody>
</table>
Appendix 6b-High risk area inspection maps
<table>
<thead>
<tr>
<th>High Risk Tree Area No.</th>
<th>Description</th>
<th>Street</th>
<th>Town</th>
<th>Quantity of trees (Estimates only, to be confirmed in development of Tree replacement plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Triangles</td>
<td>Towong St</td>
<td>Tallangatta</td>
<td>47</td>
</tr>
<tr>
<td>2</td>
<td>Tallangatta Swimming Pool</td>
<td>Akuna Ave</td>
<td>Tallangatta</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>Sports Courts parking</td>
<td>Akuna Ave, from Banool Ave to Skate Park Gate</td>
<td>Tallangatta</td>
<td>11</td>
</tr>
<tr>
<td>4</td>
<td>Church, Police Station, Apex Park</td>
<td>Towong St, from QE Drv to eastern side of park</td>
<td>Tallangatta</td>
<td>2, 2, 10</td>
</tr>
<tr>
<td>5</td>
<td>Memorial Gardens</td>
<td>Matonga St</td>
<td>Tallangatta</td>
<td>17</td>
</tr>
<tr>
<td>6</td>
<td>Galleon Park</td>
<td>Hanson St</td>
<td>Corryong</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>Corryong Swimming Pool and Skate Park</td>
<td>Strezlecki Way</td>
<td>Corryong</td>
<td>15</td>
</tr>
<tr>
<td>8</td>
<td>Attree Park &amp; Corryong Kindergarten</td>
<td>Cnr Hanson St, Jardine St and Harris St</td>
<td>Corryong</td>
<td>23</td>
</tr>
<tr>
<td>9</td>
<td>Main Shopping Precinct, Corryong</td>
<td>Hanson St, From Donaldson St to Kiell St</td>
<td>Corryong</td>
<td>20</td>
</tr>
<tr>
<td>10</td>
<td>Jardine Park</td>
<td>Jardine St</td>
<td>Corryong</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>Corryong Primary School</td>
<td>Cnr Hanson St and Donaldson St</td>
<td>Corryong</td>
<td>6</td>
</tr>
<tr>
<td>12</td>
<td>Corryong Secondary College</td>
<td>Hanson St Service Rd, South side</td>
<td>Corryong</td>
<td>5</td>
</tr>
<tr>
<td>13</td>
<td>Corryong Saleyards</td>
<td>Cnr Donaldson St and Stock Route</td>
<td>Corryong</td>
<td>22</td>
</tr>
<tr>
<td>14</td>
<td>Walwa Health Services</td>
<td>Main St and Hannah St</td>
<td>Walwa</td>
<td>1</td>
</tr>
<tr>
<td>15</td>
<td>Anglican Church, Walwa</td>
<td>Cnr Church St and Shelley Rd</td>
<td>Walwa</td>
<td>1</td>
</tr>
<tr>
<td>16</td>
<td>Walwa Park and Playground</td>
<td>Main St</td>
<td>Walwa</td>
<td>4</td>
</tr>
<tr>
<td>17</td>
<td>Walwa recreation reserve football parking area</td>
<td>O'Halloran St</td>
<td>Walwa</td>
<td>14</td>
</tr>
<tr>
<td>18</td>
<td>Cudgewa, main parking area. From Nth side of 164 Main St to Sth side of 232 main St</td>
<td>Main St</td>
<td>Cudgewa</td>
<td>23</td>
</tr>
<tr>
<td>19</td>
<td>Cudgewa Park and Playground</td>
<td>Main St</td>
<td>Cudgewa</td>
<td>8</td>
</tr>
<tr>
<td>20</td>
<td>Parking area in front of shop</td>
<td>Main St</td>
<td>Tintaldra</td>
<td>6</td>
</tr>
<tr>
<td>21</td>
<td>Roy Williams Park</td>
<td>Craig Drv</td>
<td>Bellbridge</td>
<td>8</td>
</tr>
<tr>
<td>22</td>
<td>Bethanga Primary School staff parking</td>
<td>Church St</td>
<td>Bethanga</td>
<td>3</td>
</tr>
<tr>
<td>23</td>
<td>Bethanga Primary School parent parking</td>
<td>Bearmore St Service Rd</td>
<td>Bethanga</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Location</td>
<td>Address</td>
<td>Location</td>
<td>Risk Level</td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------</td>
<td>----------------------------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>24</td>
<td>Bethanga memorial Hall</td>
<td>Jobling St</td>
<td>Bethanga</td>
<td>8</td>
</tr>
<tr>
<td>25</td>
<td>Bethanga Shop</td>
<td>Bridge St</td>
<td>Bethanga</td>
<td>1</td>
</tr>
<tr>
<td>26</td>
<td>Bethanga Playground</td>
<td>Bridge St</td>
<td>Bethanga</td>
<td>2</td>
</tr>
<tr>
<td>27</td>
<td>Parking for Eskdale Bowls Club</td>
<td>Omeo Hwy</td>
<td>Eskdale</td>
<td>1</td>
</tr>
<tr>
<td>28</td>
<td>Eskdale roadside picnic area and toilet block</td>
<td>Omeo Hwy</td>
<td>Eskdale</td>
<td>13</td>
</tr>
<tr>
<td>29</td>
<td>Eskdale Main shopping area (Avenue)</td>
<td>Omeo Hwy Service Roads, RHS &amp; LHS</td>
<td>Eskdale</td>
<td>27</td>
</tr>
<tr>
<td>30</td>
<td>Eskdale Roadside stop</td>
<td>Eastern end of Eskdale, Omeo Hwy</td>
<td>Eskdale</td>
<td>8</td>
</tr>
<tr>
<td>31</td>
<td>Main parking area</td>
<td>Omeo Hwy</td>
<td>Mitta Mitta</td>
<td>4</td>
</tr>
<tr>
<td>32</td>
<td>Paddy's Reserve</td>
<td>Colquhuon St</td>
<td>Mitta Mitta</td>
<td>15</td>
</tr>
<tr>
<td>33</td>
<td>Dartmouth Recreation Reserve</td>
<td>Banimboola Rd</td>
<td>Dartmouth</td>
<td>50</td>
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<tr>
<td>34</td>
<td>Public Purposes reserve</td>
<td>Murtagh Pl</td>
<td>Dartmouth</td>
<td>19</td>
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<tr>
<td>35</td>
<td>Central road reservation</td>
<td>Murtagh Pl</td>
<td>Dartmouth</td>
<td>4</td>
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<tr>
<td>36</td>
<td>Tabor walking track</td>
<td>Dartmouth reserve</td>
<td>Dartmouth</td>
<td>25</td>
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<td>37</td>
<td>Colac Colac Caravan Park</td>
<td>Murray Valley Highway</td>
<td>Colac Colac</td>
<td>255</td>
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<tr>
<td>38</td>
<td>Catholic Church</td>
<td>Shelley Rd</td>
<td>Walwa</td>
<td>4</td>
</tr>
<tr>
<td>39</td>
<td>Main Shopping Precinct</td>
<td>Main St</td>
<td>Walwa</td>
<td>15</td>
</tr>
<tr>
<td>40</td>
<td>Granya Primary School</td>
<td>Doubleday St</td>
<td>Granya</td>
<td>3+</td>
</tr>
</tbody>
</table>

**Estimated total number of high risk area trees** 726
Appendix 7-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 Technical Services department 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 a Council Operations officer/ works supervisor 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 Works Supervisor 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 Works Supervisor and is either recommended or not recommended for removal dependent on the criteria in Council’s Tree policy:
Appendix 8-Sample letter for Tree removal

4 November, 2015

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.

(removable 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 02 6071 5100 within 5 working days.

Yours faithfully,
Appendix 9 - Planting Guide Semi Advanced Trees

- Tree to be set vertical
- 75 mm mulch to grade down to base of trunk
- Backfill with cultivated site soil, site soil to be dug over to provide friable texture.
- Where directed branches protruding over paths etc. to be pruned correctly back to main trunk.
- 2 NO. 38 X 38 X1800 H.W. STAKES, SET VERTICAL AND CLEAR OF ROOTBALL, WITH 2 NO. APPROVED TIES SECURELY STAPLED TO TOP OF STAKE, TRUNK SHOULD BE ABLE TO MOVE.
Planting Guide – Advanced Trees

2 NO. 38 X 38 X 2250 H.W. STAKES. SET VERTICAL AND CLEAR OF ROOTBALL WITH 2 NO. APPROVED TIES SECURELY STAPLED TO TOP OF STAKE. TRUNK SHOULD BE ABLE TO MOV E.

WHERE DIRECTED BRANCHES PROTRUDING OVER PATHS ETC TO BE PRUNED CORRECTLY BACK TO MAIN TRUNK.

TREE TO BE SET VERTICAL.

BACKFILL WITH CULTIVATED SITE SOIL. SITE SOIL TO BE DUG OVER TO PROVIDE FRIABLE TEXTURE.

600 MM TO 1000 MM DIAMETER 75 MM APPROVED MULCH TO GRADE DOWN TO TRUNK.

75 MM MULCH.

75 MM TOP SOIL.

1500 MM LENGTH OF 100 MM DIAM OF FLEXIBLE AG. PIPE TO WRAP AROUND BASE OF PLANTING HOLE.

900 MM MINIMUM.
Appendix 10-Tree Planting Request Form

STREET TREE PLANTING REQUEST

MAP REF: ____________________________
AREA: ____________________________
DATE: ____________________________
SOURCE: Resident
Replacement
Other ____________________________

SITE DETAILS

RESIDENT NAME:
ADDRESS:
TELEPHONE:
NEAREST INTERSECTING STREET:
CORNER BLOCK: YES/NO  FRONTAGE:

PLANTING DETAILS

PLANTING SEASON: DATE PLANTED
SPECIES: NUMBER:
SPECIES: NUMBER:
SPECIES: NUMBER:
STOCKSIZE:
WATERING LIST: YES/NO
SUPPLIER:
APPENDIX 11 - Trees treated for pests and disease
Legend

ELM TREES TREATED FOR ELM BEETLES

18 ELM TREES
**Towong Shire Tree Treatments**

*Treatment for Elm Leave Beetles (every three years)*

<table>
<thead>
<tr>
<th>Town</th>
<th>No. of trees</th>
<th>Estimated Costs(^\text{inc GST})</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cudgewa</td>
<td>103</td>
<td>$8450</td>
</tr>
<tr>
<td>Eskdale</td>
<td>18</td>
<td>$1440</td>
</tr>
<tr>
<td>Old Tallangatta</td>
<td>1+ avenue trees</td>
<td>$480</td>
</tr>
<tr>
<td>Tallangatta</td>
<td>1</td>
<td>$80</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>121</strong></td>
<td><strong>$10450</strong></td>
</tr>
</tbody>
</table>

**Potential Plane Trees requiring treatment for Sycamore Lace Bug (every three years)**

<table>
<thead>
<tr>
<th>Town</th>
<th>No. of trees</th>
<th>Estimated Costs(^\text{inc GST})</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cudgewa</td>
<td>31</td>
<td>$2916</td>
</tr>
<tr>
<td>Bethanga</td>
<td>24</td>
<td>$1000</td>
</tr>
<tr>
<td>Tallangatta</td>
<td>10</td>
<td>$900</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>65</strong></td>
<td><strong>$4816</strong></td>
</tr>
</tbody>
</table>
Appendix 12-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 Action Request System (CARS) which will refer the matter with details of the request to the responsible officer (Civil Asset Engineer) for investigation.
- Customer will be informed within two 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 CARS 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 section 5 of 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 – ie. Road Reserve, Median, Park etc.
  - 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 stormwater 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 Civil Asset Engineer (CAE) and/or Director of Technical Services (DTS), accept or deny liability.
- Disputes which cannot be resolved shall be referred to the Director of Technical Services who may seek extra external advice.
- At all times the CAE 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, the CAE, after assessment of tree using the Tree Inspection Form, 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 Councils Guidelines for Control and Treatment Selection and Implementation on Tree Root Issues, the CAE, after assessment of 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 payment is not made within a month, 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, eg false hourly rate, etc.
- That authority be delegated to the DTS to reimburse claimants up to an amount of dollars (Council’s current excess) 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**

**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 roots 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% of the drip-line of the offending tree and 1.5 -3m deep depending on the tree species, age, root size etc.

**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 Guidelines for Tree Maintenance on Council Manage Land.

**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.

**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 unlike to remove a tree as a result of leaf litter.
Where a tree is found to shed an excessive amount of fruit, special considerate

**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 DTS is responsible for ensuring the CAE complies with the requirements set out in this policy. The CAE is responsible for upholding and following this policy.
Appendix 13-Tree Assessment Process

1. **CARS / Internal Request**
2. **Tree Problem Identified**
3. **Inspect (Council Officer)**
   - **Arborist**
     - Yes → 
     - No → **Report to DTS**
4. **Works Approved**
   - **Yes** → 
   - **No** → 
     - Monitor tree 12 monthly

**Urban Road Reserve**
- Letters out to surrounding resident’s at least 4 days before work
  - No Objection
    - **Yes**
    - **No** →
  - Objection
    - **Put Concern in Writing**
      - **DTS**
      - **CEO**
      - **Council Approval**
        - **Yes**
        - **No**

**Outside Town**
- Is it within internal resources?
  - **Yes** → **Works Order Issued**
  - **No** → **Arborist Engaged**
    - Complete/sign off in CARS