



Auburn City Council's

Tree Reports Guidelines

Auburn City Councils

Report Writing Specifications



Table of Contents

- Summary 3
- 1.0. Introduction 4
- 2.0. Objective..... 4
- 3.0. Arboricultural Assessment Reports 4
- 3.1 When is Tree Report Required?..... 4
- 3.2 Arboricultural Health, Remediation and Removal Reports 4
- 3.3 Who should prepare an Arboricultural Report? 4
- 3.4 What should be included in an Arboricultural Health, Remediation and Removal Report 5
- 4.0. Tree Protection Report s on Development Sites 6
- 4.1 Development & Timing the preparation of an Arboricultural Assessment Report 6
- 4.2 What is a Tree Protection Report?..... 6
- 4.3 When is a Tree Protection Report required? 6
- 4.4 Who should prepare a Tree Protection Report? 7
- 5.0. Transplant Method Report 8
- 5.1 What is a Transplant Method Report? 8
- 5.2 Who should prepare a Transplant Method Report? 8
- 5.3 When is a Transplant Method Report required? 9
- 5.4 What should be included in a Transplant Method Report?..... 9
- 6.0. Root Mapping Report 10
- 6.1 What is a Root Mapping Report?..... 10
- 6.2 Who should prepare a Root Mapping Report?..... 10
- 6.3 When is a Root Mapping Report required? 10
- 6.4 What should be included in a Root Mapping Report? 10

Auburn City Councils

Report Writing Specifications



Summary

Currently the management of the Urban forest is a contentious issue and can lead to litigation in some cases. This identifies a need for a formalised process to undertake tree related matters. Auburn City Council is placing a standard on the type of tree reports required or requested in relation to both building applications and tree preservation orders. This standard is will provide a bench mark and ensure that only reports that have accurate and concise Arboricultural information within them and that all recommendations are exhaustive towards managing the existing and future urban canopy within the Auburn City's Municipality.

The purpose of this Document is to provide a set of Guidelines for preparing Arboricultural Reports, Tree Protection Reports on Development Sites, Transplant Method Statements and Root Mapping Reports.

Auburn City Councils

Tree Report Specifications



1.0. Introduction

We have prepared these guidelines to assist applicants and Arborists to understand our requirements for the preparation of Arboricultural Assessment Reports, Tree Protection Reports, Transplant Method Reports and Root Mapping Reports. Trees within the Municipality are covered by a Tree Preservation Order, 2006. This document, along with the relevant Development Control Plan for the subject site should be referred to when preparing plans and documentation.

2.0. Objective

To ensure the preservation of existing and future Urban Forest canopy trees and the existing green character (environment) of the Municipality where ever possible and appropriate to do so.

3.0. Arboricultural Assessment Reports

3.1 When is Tree Report Required?

The requirement for a detailed tree or multiple tree report can be requested by council **for two situations** as follows:

- a) Residential applications as supporting evidence in relation to the Tree Preservation Order.
- b) In Planning and Development Situations in the form of a Tree Protection Report (see section 4.0), Tree Transplant Report (see section 5.0).

3.2 *Arboricultural Health, Remediation and Removal Reports*

3.3 Who should prepare an Arboricultural Report?

Arboricultural Reports are to be prepared by a Consulting Arborist with an Qualification Framework (AQF) Level 5 in Arboriculture. When preparing an Arborist Report, the Arborist is not an advocate for any party, but has an overriding duty to assist Council in making an impartial decision. The Arborist Report is to contain a statement by the Arborist as follows: That:

- The report prepared by the Arborist reflects the expert opinion of the Arborist; and
- The Arborist is acting independently of and not as the advocate for the owner of the subject tree(s).
- That the Arborist is not to receive a commission to prune or remove the tree(s) which is the subject of the Arborist Report.

Auburn City Councils

Tree Report Specifications



- Reports are to be submitted in an accepted academic format. All resource material, including calculation formulae, is to be clearly referenced using an accepted academic format (e.g. Harvard).

3.4 What should be included in an Arboricultural Health, Remediation and Removal Report

The following information is the minimum required to be contained within such a report:

- a) All reports are to include the name of the Arborist who undertook the site inspection and carried out the assessment, their qualifications and contact details.
- b) Cover page with report title, the client who commissioned the report and the address of the site to which the report relates.
- c) A summary of the report.
- d) Introduction which dates the site inspection undertaken and includes the brief for undertaking the report.
- e) Description - background relevant to the report.
- f) A site map/plan of the site showing the location of all trees referred to in the report and giving them an individual identifying reference number. This reference number is to be used to identify the tree within the text of the report.
- g) The Methods or Techniques section used in data collection used to formulate the report.
- h) Each tree is to be identified by both common name and botanical name.
- i) Tree Physical Dimensions: - height, canopy spread and diameter at breast height (Dbh taken at 1.3m above ground) are to be provided.
- j) Analysis section of the data collected, where collected data is discussed. This may include detailed information regarding Structural defects, wounds, impacts on root zones, pests and diseases etc.
- k) Conclusion section drawn from the analysis of the data collected.
- l) Recommendation section outlining management strategies for remediating tree health, pruning and/or removal works (compliant with AS 4373-2007). This section will address **ALL** options available in the circumstances, including reasons as to why they are, or are not, being recommended.
- m) Any required Tree Protection based on the current the Australian standard AS 4970-2009.

Auburn City Councils

Tree Report Specifications



- n) Where removal of a tree is recommended, supporting documentary evidence is to be provided to illustrate/support findings. Please note that recommendations for removal are to be based on arboricultural findings only. Removals where the reason given is to permit a proposed development will not be accepted.
- o) Where reports contain reference to diagnostic testing of trees, results which support the report must be included as an Appendix; results are to be provided in a clear legible format and unaltered.
- p) Where reference is made to other Arboricultural reports full copies of those reports are to be included as an Appendix.

4.0. Tree Protection Reports on Development Sites

4.1 Development & Timing the preparation of an Arboricultural Assessment Report

An Arboricultural Report should be prepared before design options are drawn up. Information provided in the report will enable conclusions to be formed on whether or not it is appropriate to remove a tree. This, in turn will determine any site constraints that need to be taken into account during the design phase of a proposed

4.2 What is a Tree Protection Report?

A Tree Management Report details the ways in which it is proposed to prevent damage to trees located on a construction site and, where relevant, on immediately adjoining properties. This document looks at matters relating to the construction of proposed structures, site management, the design and placement of tree protection measures and before, during and after construction care of identified trees.

4.3 When is a Tree Protection Report required?

Council may identify the necessity for a Tree Protection Reports following the preliminary assessment of your application. If you have used the Pre-DA process, the need for these documents will, in most cases, have been identified at that time.

Tree Protection Reports compliant with AS 4970-2009 may be requested where the tree/s identified in the pre-DA process is considered to be visually dominant or of importance to the landscape character for the proposed development site. This will be reflected in the Auburn Development Control Plan and the Auburn Land and Environment Plan.

Auburn City Councils

Tree Report Specifications



4.4 Who should prepare a Tree Protection Report?

A Tree Protection Reports should be prepared by a Consulting Arborist with an Australian Qualification Framework (AQF) Level 5 in Arboriculture.

The following information is the minimum required to be contained within such a report:

- a) Cover page with report title, the client who commissioned the report and the address of the site to which the report relates.
- b) A summary of the report.
- c) Introduction which dates the site inspection undertaken and includes the brief for undertaking the report.
- d) Description - background relevant to the report.
- e) A site map/plan of the site showing the location of all trees referred to in the report and giving them an individual identifying reference number. This reference number is to be used to identify the tree within the text of the report.
- f) The Methods or Techniques section used in data collection used to formulate the report.
- g) Each tree is to be identified by both common name and botanical name, Tree Physical Dimensions:- height, canopy spread and diameter at breast height (Dbh taken at 1.3m above ground) is to be provided.
- h) Analysis section of the data collected, where collected data is discussed. This may include detailed information regarding Structural defects, wounds, impacts on root zones, pests and diseases etc.
- i) Discussion on analysis of the Potential Effects of a proposed development on existing and proposed trees based on the recorded tree data covering impacts to Tree health, modifications to habit (i.e. canopy modifications) and or Root zones.

Auburn City Councils

Tree Report Specifications



j) Recommendations for methods to mitigate the potential damage to trees on the site and, where appropriate, on immediately adjoining properties:

This would include, but is not limited to, the following issues:

- Specifications for placement and design of Tree Protection Zones compliant with AS 4970-2009.
- Remediating tree works pre and post development compliant with AS 4373-2007
- Details of site management during construction including vehicle movement, site shed placement, location of work areas etc.
- Proposed construction methods to minimise damage to identified trees eg. Use of pier and beam construction as opposed to strip footings.
- Schedules for before, during and post construction tree care.
- Where reports contain reference to diagnostic testing of trees, results which support the report must be included as an Appendix; results are to be provided in a clear legible format and unaltered.
- Where reports pertaining to diagnostic testing of trees such as: Root Mapping Reports (See 6.0). Where these results support the report must be included as an Appendix; results are to be provided in a clear legible format and unaltered.

5.0. *Transplant Method Report*

5.1 What is a Transplant Method Report?

A Transplant Method Report details the methodology which will be applied to transplanting a tree deemed to be retained and relocated on a site. It details the preparation techniques, proposed time line for such work, sets out a works schedule to indicate when and how each stage of the operation is to be carried out. Including remedial processes required to maintain tree health pre and post development. A well prepared and executed Transplant Method Report greatly assists with the success of such transplanting operations.

5.2 Who should prepare a Transplant Method Report?

This document is to be prepared by an Arborist with a minimum qualification of Australian Qualification Framework Level 5. All reports are to include the name of the Arborist who actually undertook the site inspection and carried out the assessment, their qualifications and contact details.

Auburn City Councils

Tree Report Specifications



5.3 When is a Transplant Method Report required?

Where any tree, subject to the Tree Preservation Order, is proposed to be transplanted on the site, a Transplant Method Report is to be submitted with the Development Application. Council may also identify the necessity for the submission of a Transplant Method Report following preliminary assessment of your application. If you have used the Pre-DA process, the need for these documents will, in most cases, have been identified at that time.

5.4 What should be included in a Transplant Method Report?

- a) As a minimum, the following information should be included in a Transplant Method Report:
- b) Report:
- c) Cover page with report title, the client who commissioned the report and the address of the site to which the report relates.
- d) A summary of the report.
- e) Introduction which dates the site inspection undertaken and includes the brief for undertaking the report.
- f) Description - background relevant to the report
- g) A site plan indicating the proposed new position of each plant to be transplanted in relation to the proposed development.
- h) The Methods or Techniques section used in data collection used to formulate the report.
- i) Each tree is to be identified by both common name and botanical name, Tree Physical Dimensions:- height, canopy spread and diameter at breast height (Dbh taken at 1.3m above ground) is to be provided.
- j) Analysis section of the data collected, where collected data is discussed. This may include detailed information regarding Structural defects, wounds, impacts on root zones, pests and diseases etc.
- k) Discussion on analysis of the Potential Effects of the Transplanting process.
- l) Pre-transplantation works schedule.
- m) Specification for site preparation.
- n) Transplantation method.
- o) Plant storage details - if applicable.

Auburn City Councils

Tree Report Specifications



- p) Post-transplantation maintenance schedule, this will include follow up inspection programmes.

6.0. *Root Mapping Report*

6.1 What is a Root Mapping Report?

A Root Mapping Report provides information on the roots that are located along a particular line of excavation. This information is used to determine whether the siting of a proposed building or structure is appropriate. It is used to help calculate the level of root severance that would result from the proposed works and therefore the impact the proposed works may have on the structural stability of the tree and its likely capacity to survive such works.

Generally, this information is obtained by hand excavating a trench, down to a specified depth, along the line of proposed excavations. Any roots that transect that trench are then noted and details of their position along the trench, the depth at which they are found and their diameter is recorded.

6.2 Who should prepare a Root Mapping Report?

This document is to be prepared by an Arborist with a minimum qualification of Australian Qualification Framework Level 5. All reports are to include the name of the Arborist who actually undertook the site inspection and carried out the assessment, their qualifications and contact details.

6.3 When is a Root Mapping Report required?

Following preliminary assessment of your application, Council may identify the necessity for the submission of a Root Mapping Report. If you have used the Pre DA process, the need for these documents will, in most cases, have been identified at that time.

6.4 What should be included in a Root Mapping Report?

The location of excavation lines should be determined by the Arborist undertaking the works in consultation with Council. A general guide however, is that they should be located along the lines where excavation would be necessary to construct the proposed development.

The trench is to be excavated to a depth as indicated by Council or to the maximum depth at which tree roots are likely to grow given the soil type and site conditions. All

Auburn City Councils

Tree Report Specifications



excavation is to be carried out by hand and in a manner that will minimise root damage. Mattocks and crow bars are not to be used for excavation. Small hand tools or an air knife should be used to excavate the required area.

As a minimum requirement, Root Mapping Reports should include the following information:

The following information is the minimum required to be contained within such a report:

- a. Cover page with report title, the client who commissioned the report and the address of the site to which the report relates.
- b. A summary of the report.
- c. Introduction which dates the site inspection undertaken and includes the brief for undertaking the report.
- d. Description - background relevant to the report.
- e. The Methods or Techniques section used in data collection used to formulate the report.
- f. A site map/plan of the site showing the location of all trees referred to in the report and giving them an individual identifying reference number. This reference number is to be used to identify the tree within the text of the report.
- g. Tree Data Section:- Each tree is to be identified by both common name and botanical name, Tree Physical Dimensions:- height, canopy spread and diameter at breast height (Dbh taken at 1.3m above ground) is to be provided.
- h. A plan showing the location of all excavation lines in relation to the existing site conditions.
- i. Photographs of the completed excavation lines. The photographs are to include points of reference so that their location and orientation can be determined.
- j. A schedule of findings for each individual excavation line which impacts on a given tree.
 - This schedule is to include:
 - the total linear distance of the excavation line;
 - the linear distance along the excavation that the root was located;
 - the depth at which the root was encountered and the diameter of the root.
- k. Any visual variations in roots observed are to be noted e.g. highly visible lenticels.

Auburn City Councils

Tree Report Specifications



- l. A section, with X (depth) and Y (Length) axis indicated, of the completed trench and all findings. All material found within.
- m. Analysis section of the data collected, where collected data is discussed. This may include detailed information regarding Structural defects, wounds, impacts on root zones, pests and diseases etc.
- n. Discussion on analysis of the Potential Effects of a proposed development on existing and proposed trees based on the recorded tree data covering impacts to Tree health, modifications to habit (i.e. canopy modifications) and or Root zones.
- o. Recommendations for methods to mitigate the potential damage to trees on the site and, where appropriate, on immediately adjoining properties:

This would include, but is not limited to, the following issues:

Being a component of a Tree Protection Report which should be prepared by a Consulting Arborist with an Australian Qualification Framework (AQF) Level 5 in Arboriculture.