



Guidelines for the preparation of Arboricultural Report

The following information is required in the preparation of reports to accompany applications made in relation to Penrith Council's Tree Preservation Order. A comprehensive report prepared by an appropriately qualified and experienced arborist will enable Council's assessment process to be expedited.

The following items **must** be addressed in the report:

- The name, business address, contact information and qualifications/experience for the company or person carrying out the report.
- Who commissioned the report.
- Why the report was commissioned.
- What the report examines.
- The address of the site containing the trees.
- The methods or techniques used in the inspection.
- An abstract or synopsis of the inspection/recommendation.
- The date of the inspection.
- A map/plan of the site showing the location of the trees with the trees numbered to correspond with the text. The location of services/utilities (above and below ground) shown in proximity to trees.
- For each tree given the scientific name, common name, height, canopy spread, trunk diameter at breast height (1.4m), form, age class and summary of trees health and condition.
- A discussion of the data collected – this may include detailed information regarding wounds, cavities, cracks, splits, branch attachment, rootzone, pests and diseases, soil, damage and hazard assessment details.
- Supporting evidence such as photographs & laboratory tests where appropriate/relevant.
- Do not list references unless they are referred to in the report.
- Do not include data unless it is used in the report to lend weight to a contentious issue.
- A discussion of all the options available – why they are recommended or why they are not recommended. Eg. Can the building or structure be repaired and the tree retained?
- The tree assessment must be conducted and recorded in accordance with industry best practice.
- A recommendation as to the preferred option and the reasons therefore. If the recommendation is to remove the tree/s a replanting plan showing suitable replacements must be included.

The above list is not exhaustive and there may be other site considerations necessary to ensure adequate information is supplied to Council.

As professional reports will cost you money, Council recommends that you choose an arborist that specializes in report writing with appropriate arboricultural qualifications, plus at least 5 years' post graduate experience. The most appropriate tree professional will have Australian Qualifications Framework (AQF) level 5 (Arboriculture) qualifications.

Membership of a professional association such as Arboriculture Australia or The Institute of Consulting Arborists is also recommended.

Arborists and Arborist Professionals associations can be found in the yellow pages and through other similar advertising mediums.

TAFE NSW and Penrith Council regard graduates who hold the Certificate in Tree Surgery only as their qualification as a "Tree Worker", not a professional arborist for report preparation.