Introduction

The management of trees protected by Council's Tree Preservation Order and the Environmental Planning and Assessment Act 1979 is aimed at ensuring that public risk is minimised and that the values and benefits of trees to our community are not diminished.

This Procedure defines the process utilised to ensure that both the above objectives are realised to the maximum possible extent and within the budgetary boundaries that govern tree management in the Shire.

Tree management will be undertaken in accordance with the provisions of the Environmental Planning & Assessment Act 1979, the Bega Valley Local Environment Plan 2013, Bega Valley Development Control Plan 2013, the Native Vegetation Act 2003 and Bega Valley Shire Local Development Code No.2 "Tree Management".

Steps

The Tree Management Officer (TMO) Contractor has responsibility for the assessment of all customer requests concerning the removal of trees. Risk assessments will be completed by the Tree Management Officer Contractor for all customer requests and all risk assessments will be registered into TRIM.

Council works as identified in LEP 2013, and Infrastructure SEPP involving tree removal or pruning are exempt from the requirements for the issue of a permit or development consent subject to compliance with legislative requirements.

All approvals / risk assessments for the removal or lopping of street trees issued by the Tree Management Officer Contractor will be referred in CRM for action to the Town Team Coordinator.

On a monthly basis the Tree Management Officer Contractor will meet with the Town Team Coordinator to undertake a risk assessment discussion to prioritise all those tree removal and pruning approvals that have been issued in the period of time to that date.

Monthly meetings will be held at a time to suit the Town Team Coordinator and the Tree Management Officer. The risk assessment discussion with the Town Team Coordinator will only be to prioritise tree removals and pruning. The budgeting, funding and scheduling of tree removals and pruning will be the responsibility of the Town Team Coordinator. The Town Team Coordinator will also maintain a schedule of on-going maintenance and removal works.

The role of the Planning & Environment Group and the Tree Management Officer is to ensure that environmental legislation regarding the removal or pruning of trees is adhered to and that Council’s liability with regard any failure to obtain the necessary approvals prior to the removal or pruning of any publicly owned tree is minimised.

Council’s Planning and Environment Group has responsibility for ensuring compliance with legislation. Routine and random auditing of tree removal and pruning that has occurred will periodically be conducted.
Tree Assessment Process

TMO contractor determines health and condition of tree

TMO Contractor completes Tree Risk Assessment Form for each request and identifies remedial action required.

Note: This will require a meeting of around 30 minutes per month between Town Team Coordinator and the TMO Contractor.

Town Team Coordinator & TMO Contractor prioritize risks & remedial actions on a monthly basis.

Team Coordinator schedules works with Teams based on risk priorities and budget. Team carries out letter box drop one week prior to undertaking any remedial action.

TMO contractor manages a database of tree assessments, remedial action and outcomes

Team carries out work and e-mails TMO contractor when completed. The database is updated by TMO contractor.

**Emergency trees are to be removed as early as is practical**