



Guidelines for the Preparation of Arborist Reports

To ensure the Arborist report is accepted by Council and considered as part of the tree assessment, the report **must** be compiled in accordance with these Guidelines.

Council requires the consulting Arborist, who prepares the report to have a minimum qualification of **Australian Qualification Framework Level 5 (AQF5) in Horticulture (Arboriculture)**.

The report is to consider the location of the property in reference to Council's Tree and Vegetation Development Control Plan (Part 13).

The following information is required in the preparation of a report:

- The address of the site containing the trees and the date of the inspection.
- Who the report was prepared for and the aims of the report.
- Methods and/or techniques used in the inspection.
- A plan to scale of the site accurately showing the location of the trees, north point and any services buildings or structures or adjacent trees relevant to the assessment.
- A table for each tree assessed showing the number of the tree as shown on the plan, species name, height, trunk diameter, and canopy spread, health condition and estimated useful life expectancy, significance of the tree in the landscape.
- A discussion of the data collected – this may include detailed information regarding wounds, cavities, cracks, splits, structure, root zone or pests and diseases.
- Supporting evidence such as photographs or test results where appropriate.
- Proposed replacement plantings, landscaping and soil remediation
- Sources of information referred to in the report.
- A discussion of all the options available – why they are recommended or why they are not recommended. For example, are there suitable options for tree management that would allow the tree to be retained.
- Recommendation as to the preferred option and the reasons therefore.
- Sonic Tomography must be verified through resistograph testing to confirm accuracy of data.
- The report must contain the name, address and telephone number, qualifications and accreditations and experience of the person or company carrying out the inspection and reporting.
- The report must contain a disclosure by the arborist of any pecuniary interests at the property or development and any works that the report recommends.

If a tree risk assessment is being undertaken, the consulting Arborist must undertake the assessment using an industry recognised Tree Risk Assessment Methodology ie. TRAQ or QTRA and a copy of the assessment sheets completed at the time of inspection and copy of the Arborist's current accreditation in TRAQ or QTRA are to be attached to the report.

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

Council will consider the level of detail and relevance of information contained in any report. However, Council may not agree with the findings or recommendations in the report.

Trees on Council Managed Land. If you are required to provide an arborist report for trees on Council managed land for a Driveway Levels Application, Road Opening Permit Application etc, the consulting arborist/project arborist **must be** engaged from Council's list of pre-approved consulting arborists or the Institute of Australian Consulting Arboriculturists (IACA).

Only provide a report for Council managed trees if requested by Council.

The list of pre-approved consultants will be provided by Council when required. Any report is to adhere to the requirements listed above and comply with AS 4970.2009 Protection of Trees on Development Sites.

- *TAFE NSW and Ku-ring-gai Council regards graduates who hold a Certificate 3 (AQF3) qualification, as a Tree Worker/Contractor and not a Consulting Arborist for report preparation and writing.*

Ku-ring-gai Council

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