

ATTACHMENT A

TREE DONATION POLICY 2016

Tree Donation Policy

Purpose

The Tree Donation Policy provides a framework to guide the donation and placement of trees in the Local Government Area.

The objectives of the policy are to:

- inform the community about tree donations;
- outline the donation categories, donor recognition and the application process;
- provide a clear process on how to donate a tree for planting in council land;
- educate and engage the community in tree planting, which supports the Sustainable 2030 and Greening Sydney Strategies;
- support the community to actively participate in increasing the quantity and quality of the City's urban forest;

Scope

The policy applies to all streets and parks in the City of Sydney

Definitions

Term	Meaning
Advanced tree stock	Trees that range in height from two to five metres and have a container size of 100 – 400 litres
Donation Register	Online record of the location of the trees and the date planted
Donor	Person or organisation donating a tree

Policy statement

To assist organisations and the community to donate trees to be planted in the public domain.

Background

The City has approximately **42,000 trees** in public spaces throughout its local government area and often receives enquiries from the community about donating trees to commemorate an event, place or person.

In accommodating community requests for tree planting, the policy seeks to provide positive outcomes for both the community and the City, while ensuring a planned and systematic approach to tree planting and management.

The City appreciates that planting a memorial tree is not suitable in all situations, and so offers an alternative for a park bench to be donated and installed as one of the donation categories.

Planting Locations

Donors will be asked to nominate their preferred planting location (park, street) and/or tree species (if applicable). The City's Tree Management Team will then review the location to assess its suitability. Consideration will be given to existing site conditions including, but not limited to, services, soils, surrounding trees, sightlines, the street or park character, available space, and proposed designs or works.

The City will use its tree database and relevant Park and Street Tree Master Plans, to determine planting locations.

If multiple requests are received for a specific location, or there are no opportunities for additional tree planting, alternate locations will be suggested to the donor.

Tree Selection

Tree quality is a vital component that contributes to the long term health and establishment of newly planted trees. All new trees planted in the City's streets and parks conform to the Australian Standard and industry standard as described in *Specifying Trees – A Guide to Assessment of Tree Quality*, 2nd Edition, 2003.

The City plants advanced tree stock into its streets and parks as they have the highest success rates for establishing and thriving. The advanced trees are planted from 100 litre containers (75 kg) to 400 litre containers (400kg) or greater and range in height from two to five metres.

Planting Season and Timing of Works

The City's annual tree planting season takes place between March and September, as planting in the cooler months improves the tree's establishment and long term health. Donors will be advised of the actual planting time to allow them to attend and/or participate in the tree planting.

Work Health and Safety

In the interest of public safety, the tree donor's role in the planting process (if they elect to be present) will be limited to adding topsoil, after the tree has been positioned into the planting hole.

Work Health and Safety issues will be addressed prior to any community participation in planting large, and/or heavy trees, including a site induction prior to any planting. Tree donors will be covered by the City's existing insurance policies for volunteers.

Tree Maintenance

Each donated tree will receive regular maintenance from the City's qualified arborists for the first two years during establishment, followed by annual maintenance visits.

Donation Register

All donated trees once planted **or seats when installed**, will be recorded in the City's online Donation Register (the Register). The Register will record the location of the trees / seats, the date planted / installed and if the donor prefers, information about the reason for the donation. The City does not support installing and maintaining individual plaques.

Each tree / seat location will be recorded in the City's electronic asset management system which is linked to a geographical information system. The City uses these tools to coordinate, plan and record all maintenance activities.

Donation Categories

There are six donation categories:

1. **\$1,000** per tree - for advanced trees planted from 100 - 300 litre containers, which will be approximately two to four metres in height at planting.
2. **\$5,000** per tree – for advanced trees planted from 300 – 400 litre containers, which will be approximately four to five metres in height at planting.
3. **\$10,000** per tree - for planting advanced trees from 400 litre (or greater) containers in high profile locations, which will be approximately five metres (or over) in height at planting.
4. **\$50,000** per tree - for planting advanced trees in the City’s iconic parks, e.g. the future replacement planting of the Hills Figs into Hyde Park’s Central Avenue.
5. **Park Seats - \$3000 per seat, noting the seat style and materials are specified in the City’s Park Technical Manual.**
6. **General donations** will be accepted as a contribution to the City’s tree planting programs, throughout the City’s local government area.

Responsibilities

The City’s Tree Management Team will assess all applications and advise the donor in writing of the approved species and planting location.

Any proposal to refuse an application must be approved by the Director City Operations. Authority to approve donations at or above \$50,000 be delegated to the Chief Executive Officer.

References

Laws and standards	<ul style="list-style-type: none"> • Local Government Act 1993 • Privacy and Personal Information Act 1998 • Work Health and Safety 2012
Policies, procedures and guidelines	<ul style="list-style-type: none"> • The Greening Sydney Plan • Urban Forest strategy • Street Tree Master Plan • Park Tree Management Plans • Park Technical Manual • Specifying Trees – A Guide to assessment of Tree Quality, 2nd Edition, 2003.

Approval

Council approved this policy on 16 May 2016.

Review

Review period	Next review date	TRIM reference
The Council will review this policy every five years	June 2021	2015/440082