



REMOVAL OF TREES AND VEGETATION ON AIRPORT PROPERTY

DOCUMENT NO. PP010

DOCUMENT CONTROLLER:	APPROVED:
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NAME: Amelia Donato	NAME: Nick Walker
TITLE: Senior Environment Advisor	TITLE: Environment and Sustainability Manager

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REMOVAL OF TREES AND VEGETATION ON AIRPORT PROPERTY PROCEDURE

1. Objective

The objective of this procedure is to ensure that when tree / vegetation removal, or significant tree lopping works are proposed on Melbourne Airport property, an assessment is conducted by a qualified person, compensation is provided for replacement tree(s) / vegetation, and re-planting is undertaken to offset the removal within the airport estate.

Re-planting is primarily aimed at maintaining and improving areas of high ecological significance at Melbourne Airport including but not limited to areas along Moonee Ponds Creek, Deep Creek and the Maribyrnong River and its tributaries. Re-planting may also occur in existing landscaped areas managed by Melbourne Airport where approved to do so by the Environment and Sustainability Manager.

All funds that are set aside as compensation for replacement tree(s) / vegetation must go towards the purchase of the approved number of replacement tree(s) / vegetation, and the costs associated with their planting. Any costs that may be associated with ongoing maintenance of replacement trees / vegetation including mulch, soil, and fertiliser, watering etc. or any other additional costs must be accounted for outside of the compensation funding.

2. Scope

This procedure applies to all living native and exotic trees, and areas of shrubs and/or grasses at Melbourne Airport that are not within areas classified as *Matters of National Environmental Significance* under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). Where vegetation is required to be removed in an area classified as *Matters of National Environmental Significance* an alternative approval process is required under the relevant legislation.

The removal of weed species under State legislation must be approved by the Environment and Sustainability Team, but is unlikely to require compensation. This procedure does not apply to exotic pasture grasses.

3. Definitions

Drip line: the outermost circumference of a tree's canopy.

Significant tree lopping works: tree pruning / lopping works that will affect 25% or more of the tree's limbs.

Weed species: species classified as a noxious weed species listed under the *Catchment and Land Protection Act 1994*.

4. Responsibility

Project Proponent: Responsible for consulting with the Environment and Sustainability Manager in relation to any proposal to remove vegetation or trees, or undertake significant tree lopping works.

Environment and Sustainability Manager: Responsible for providing advice and endorsing the final proposal from the Project Proponent to remove trees and other vegetation, or undertake significant tree lopping works.

Chief Financial Officer: Responsible for approving the final proposal from the Project Proponent to remove trees and other vegetation, or undertake significant tree lopping works.

5. Procedure

- 5.1 All Projects should include a feature survey, mapping or sketch noting potential impact on existing trees and vegetation at the initial project concept stage. **Note:** any excavation within the drip line of a tree is considered to have potential impact on the health of the tree.
- 5.2 The Project Proponent should seek advice about the results of the feature survey and potential vegetation and tree impacts of the proposed works from the Environment and Sustainability Manager.
- 5.3 If the impact on the tree / vegetation is considered unavoidable, an arborist report detailing the health and structure of the trees and/or vegetation requiring removal must be prepared.
- 5.4 The arborist report must be commissioned by the Project Proponent and include a completed 'Summary of Vegetation and Trees Replacement ratios' table (Appendix 2). Appendix 3 must be used when completing the table.
- 5.5 If a project only requires the replacement of vegetation (no trees) an arborist report is not required. Instead, a completed 'Summary of Vegetation and Trees Replacement ratios' table (Appendix 2) listing the vegetation requiring removal must be prepared by a suitably qualified person (e.g. horticulturalist/ecologist).
- 5.6 All vegetation and trees must be replaced at the ratio determined by the tables in Appendix 3 and at the cost outlined in Appendix 2. This cost is to be covered by the Project Proponent.
- 5.7 Where trees / vegetation to be affected include weed species, these must be listed in the 'Summary of Vegetation and Trees Replacement ratios' (Appendix 2) however, replacement is unlikely to be required.
- 5.8 The Project Proponent must liaise with the Environment and Sustainability Manager to determine a suitable location for the replanting to occur.
- 5.9 The Project Proponent must submit the following documentation to the Environment and Sustainability Manager for their assessment:
 - the documents and advice outlined in sections 5.1 - 5.8
 - an aerial photograph or photographs of the trees / areas of vegetation to be impacted; and
 - a copy of the arborist report (if required).
- 5.10 The Environment and Sustainability Manager will seek advice from relevant Department Managers about the potential impacts of the proposed works on operations and/or amenity of Melbourne Airport as required.
- 5.11 If replacement planting is not feasible prior to project completion due to drought or other factors, the replacement requirement will be registered in the [Tree and Vegetation Removal Permit Register](#) managed by the Environment and Sustainability Team. Project funding for replanting must be retained until authorisation for replanting is provided by the Environment and Sustainability Manager.
- 5.12 Should the application be endorsed by the Environment and Sustainability Manager and approved by the Chief Financial Officer, the Project Proponent should arrange tree lopping or removal, and/or vegetation removal in consultation with the Building Approvals Officer to determine the need for a Permit to Commence Works (PERCOW).
- 5.13 Following tree or vegetation removal, the Project Proponent must organise a site inspection (or other documentation as agreed to by the Environment and Sustainability Manager) with the Environment and Sustainability Team to verify compliance with the conditions of the permit.

- 5.14 In the instance where **trees** are removed without written approval of the Chief Financial Officer, then a penalty of \$30,000 per tree may apply regardless of the condition of the tree(s).
- 5.15 In the instance where **vegetation** is removed without written consent of the Chief Financial Officer, then a penalty equal to the total cost of the reinstatement of the removed vegetation may apply regardless of the condition of the vegetation.

6. References

- Tree and Vegetation Removal Permit Register
- Melbourne Airport Planting Guidelines Version 14, July 2015
- Melbourne Airport Landside Planning and Urban Design Strategy, June 2015
- Melbourne Airport Design Vision, Version 1, December 2017
- Melbourne Airport Environmental Management Plan, Rev 0, July 2018
- AS 4970 – 2009: Australian Standard – Protection of trees on development sites
- AS 4373 – 2007: Australian Standard – Pruning of amenity trees

7. Attachments

- Appendix 1: Template application for Removal of Trees and Vegetation on Airport Property
- Appendix 2: Summary of Vegetation Trees and Replacement Ratios
- Appendix 3: Tree and Vegetation Replacement Ratios.

APPENDIX 1: Template for Removal of Trees and Vegetation on Airport Property

To: Chief Financial Officer
CC: Nick Walker
Environment and Sustainability Manager
From: xxx
Date: xxx
Subject: Tree and Vegetation Removal Application – **Project Name**

In accordance with the Environmental Management System procedure *Removal of Trees and Vegetation on Airport Property* (Doc. No. PP010), all relevant departments have been consulted about the removal of (*insert description of flora to be removed*) as part of the (*insert project name*) Project.

The trees and / or vegetation have been assessed by an arborist (where required) and the report was submitted on (*insert date of arborist report*) including a summary of tree and vegetation species and replacement ratios. These ratios have been calculated and are consistent with the *Removal of Trees and Vegetation on Airport Property* procedure.

It is recommended you approve the removal of # trees and / or # plants with the following conditions:

1. All trees are to be removed by a qualified tree / vegetation removal contractor.
2. The replacement value for tree and vegetation removal for this project is \$..... This must be drawn from the (*insert Project name*) budget and transferred into the APAM Flora Replacement Program budget (CP13040) before project commencement.
3. Tree / vegetation removal must occur in a way that prevents sediment from covering the roadway or entering stormwater drains.
4. Wildlife management must be in accordance with the approved Construction Environment Plan (CEMP) or the Melbourne Airport Environmental Management Plan.
5. All (non-weed) removed trees / vegetation must be mulched on site. All mulch must be provided to Melbourne Airport for re-use. Contact Melbourne Airport's Facilities Maintenance Department for an approved location for mulch storage (ph: 9297 1565).
6. Tree stumps must be either totally removed and mulched or ground down to stop regrowth.
7. Upon completion of removal works any existing irrigation assets must be operational.
8. Grassed areas that are removed or damaged must be reinstated via hydro seeding or direct seeding, using an approved species mix (Section 5.6 of Melbourne Airport Environmental Management Plan), or stabilised in another way to the satisfaction of the Environment and Sustainability Manager.

Signed: _____ Project Proponent (print name):	Approved: _____
Endorsed: _____ Nick Walker Environment and Sustainability Manager	Grant Devonport Chief Financial Officer

Appendix 2: Summary of Vegetation Trees and Replacement Ratios

Tree/ Plant #	Species	DBH (cm)	H xS (m)	Size	Comments (condition)	Assessment Category	Replacement Ratio	No. of Trees	No. of Shrubs	Grasses, Ground covers, Herbs
1										
2										
3										
4										
5										
6										
7										
8										

DBH Diameter at Breast height (trees only)

HxS Height x Average Crown Spread (trees only)

Size For shrubs specify height in cm, for ground cover, herbs and grasses specify area in m²

WOR Worthy of Retention

NWR Not Worth Retaining

IPR If possible, Retain

R Retain

TOTAL:

\$PER PLANT 221 12 10.5

\$TOTAL

TOTAL

APPENDIX 3: Tree and Vegetation Replacement Ratios

Replacement Plant Ratios

Replacement trees must be planted using the ratios specified in Table 1. Other vegetation (e.g. grasses, shrubs, herbs and other ground cover) must be replaced utilising a 1:1 ratio.

Trees and vegetation classified as a weed species are not required to be replaced.

Table 1: Tree Replacement Ratios

Tree Assessment Category*	Total Replacement Ratio	Trees	Shrubs	Grasses, Ground covers, Herbs
Not worth retaining	5:1	2	3	0
If possible, retain	10:1	3	4	3
Retain	100:1	30	40	30

*refer to Section 6 for relevant assessment standards.

Replacement Plant Sizes

To minimise the impact that the required tree removal will have on the landscape, a range of replacement plant sizes should be utilised for landscape reinstatement. Table 2 must be used when purchasing replacement plants for establishment.

Replacement plants for other vegetation that is removed (e.g. shrubs, herbs and other ground cover) should be of similar size to the plants that were removed.

Table 2: Replacement Plant Sizes

Tree Assessment Category	Replacement Ratio	Replacement plant pot size			
		>60L	40L	16L	Less than 14cm pot
Not worth retaining	5:1	0	1	1	3
If possible, retain	10:1	0	1	2	7
Retain	100:1	10	10	30	50