

**MELBOURNE
AIRPORT**

REMOVAL AND REPLACEMENT OF TREES AND VEGETATION ON AIRPORT PROPERTY

DOCUMENT NO. PP010

DOCUMENT CONTROLLER:	APPROVED:
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TITLE: Senior Environment Advisor	TITLE: Environment & Sustainability Manager

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REMOVAL OF TREES ON AIRPORT PROPERTY PROCEDURE

1. Objective

To ensure that when trees, vegetation removal or significant tree lopping works is proposed on Melbourne Airport property an assessment is conducted by a qualified person and compensation for replacement vegetation is implemented.

2. Scope

This procedure applies to all trees or significant areas of shrubs/grasses at Melbourne Airport.

3. Definitions

Significant tree lopping works: affects 25% or more of the tree limbs.

4. Responsibility

The Project Proponent is responsible for consulting with the Environment & Sustainability Manager in relation to any proposal to remove trees and other vegetation, or undertake significant tree lopping works.

The Chief Financial Officer is responsible for endorsing the final recommendation by the Project Proponent of the proposal to remove trees and other vegetation, or undertake significant tree lopping works.

5. Procedure

- 5.1. All Projects should include a feature survey noting potential impact on existing trees and landscaping at the initial project concept design stage. Note that any excavation within the drip line of a tree is considered as potential impact on the health of the tree.
- 5.2. The Project Proponent is to seek advice in relation to results of the feature survey and potential ecological impacts of the proposed works from the Environment & Sustainability Manager.
- 5.3. If the impact on the tree(s) is considered unavoidable by the Project Proponent and the Environment & Sustainability Manager, an arborist report detailing the health and structure of the trees requiring removal is required. The arborist report must be commissioned by the Project Proponent and must include a completed copy of the 'Summary of Trees and Replacement ratios' table in Appendix 2. Appendix 3 should be referred to when completing the table.
- 5.4. The Project Proponent is to submit documents and written advice mentioned in 5.1, 5.2 and 5.3, an aerial photograph or photographs of the tree/area of vegetation and a copy of the arborist report to the Environment & Sustainability Manager. The Environment & Sustainability Manager will seek advice from relevant Department Managers regarding potential impacts of the proposed works on operations and/or amenity of Melbourne Airport and tenants.
- 5.5. Advice and comments obtained from Department Managers listed in 5.4 along with all additional written information must be provided to the Environment & Sustainability Manager

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and the Chief Financial Officer for final endorsement, see Appendix 1. A minimum of ten business days is required for endorsement of final documentation.

- 5.6. All trees must be replaced at a ratio determined by the tables in Appendix 3 and at the full cost as outlined in Appendix 2. This cost is to be covered by the Project Proponent. The Project Proponent should liaise with the Environment & Sustainability Manager as to a suitable location for the replanting to occur. This will be undertaken on site in accordance with the Melbourne Airport Planting Guidelines or off-site as part of a community tree planting program if a suitable on-site location cannot be identified.
- 5.7. If replacement planting is not automatically feasible due to drought or other factors, the replacement requirement will be maintained in a Tree Register. Project funding for the replanting must be retained until the next planting season between April and August.
- 5.8. Upon endorsement the Project Proponent is then to arrange tree lopping in consultation with the Building Approvals Officer to determine the need for a Permit to Commence Works (PERCOW) for the tree removal.
- 5.9. All documentation shall be recorded according to the Environmental Management System Procedure for Records (document number EMS015).
- 5.10. In the instance where trees are removed without written consent of the Chief Financial Officer, then a penalty of \$30,000 per tree will apply regardless of the condition of the tree(s).

6. References

- Melbourne Airport Planting Guidelines
- Environmental Management System Procedure for Records (document number EMS015)

7. Attachments

- Appendix 1 - Pro Forma for Removal of Trees on Airport Property Endorsement
- Appendix 2 - Tree Replacement Ratios

APPENDIX 1: Pro Forma for Removal of Trees on Airport Property Endorsement

FLORA REMOVAL MEMORANDUM

TO:	CHIEF FINANCIAL OFFICER
CC:	NICK WALKER ENVIRONMENT & SUSTAINABILITY MANAGER
FROM:	
DATE:	
SUBJECT:	TREE REMOVAL PERMIT- NAME OF PROJECT /#

In accordance with the Environmental Management System *Removal of Trees on Airport Property Procedure* (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 have been assessed by an arborist and the report was submitted on *(insert date)*. See Attachment 1 for a summary of tree species and replacement ratios. All replacement ratios have been applied as per the recommendations of the arborist's assessment.

It is recommended you approve the removal of the # trees with the following conditions:

1. All trees are to be removed by a qualified tree removal contractor.
2. The current replacement value for this project is \$..... This must be drawn from the *(insert Project name)* budget and transferred into the APAM landscaping budget to implement the appropriate revegetation works before commencing project.
3. Tree removal must occur in a manner that prevents sediment from covering the roadway with potential to enter the storm water system.
4. A wildlife management plan must be developed and implemented for the tree removal.
5. As much as possible of the removed trees are to be mulched and stockpiled on airport land.

Signed/...../.....
Project Proponent

Endorsed/...../.....
APAM Environment & Sustainability Manager

Approved/...../.....
APAM Chief Financial Officer

Attachment 1: Summary of Trees and Replacement Ratios

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

TOTAL:			
\$ PER PLANT	221	11.4	9.7
\$ TOTAL			
TOTAL			

- DBH Diameter at Breast height
- HxS Height x Average Crown Spread
- WOR Worth of Retention
- NWR Not Worth Retaining
- IPR If possible, Retain
- R Retain

APPENDIX 2: Tree Replacement Ratios

7.2.2 Replacement plant ratios

Replacement plants should be planted utilising the ratios specified in the Melbourne Airport Tree Replacement Strategy.

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

7.2.3 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.

The following table should be used when purchasing replacement plants for establishment in the site.

Tree Assessment Category	Replacement Ratio	Replacement plant pot size			
		>60L	40L	16L	Less than 14cm pot
Not worth retaining	5:1	0	1	0	4
If possible, retain	10:1	0	1	2	7
Retain	100:1	10	10	30	50