

Tree Management Work

Best Practice Guide

Code No.: **G18/2023**





2.1 Trees

Owners⁴ of a property own undivided shares of a building on the land where the building is located. They also own the trees growing on the common parts of that land. Therefore, the owners are considered as the “tree owners”⁵ of the common parts within the land of the property. When carrying out tree management work for property owners, a licensed PMC has to remind and assist them in complying with applicable laws⁶, regulations, and relevant provisions in the land lease of the property (if any)⁷, to ensure that trees within the property are properly cared for. The relevant laws and regulations include



⁴ The term “owner” has the same meaning as defined in section 2 of the PMSO, i.e. “(a) a person who for the time being appears from the records at the Land Registry to be the owner of an undivided share in land on which there is a building; and (b) a registered mortgagee in possession of such share”.

⁵ For the definition of the term “Tree owner”, please refer to the “Glossary of Terms” section in the *Handbook on Tree Management*: “A person, who is the owner of a land, also owns the trees that are growing on that land. For the owner of an undivided share of a building, he / she also owns the trees that are growing on the common parts of the building.”

⁶ The applicable laws include section 28 of the BMO, which requires procuring third party risk insurance for the common parts of a building, the Occupiers Liability Ordinance (Cap. 314), which imposes a duty on occupiers of premises to take reasonable care to ensure the safety of their visitors, the Occupational Safety and Health Ordinance (Cap. 509), which ensures as far as reasonably practicable the safety and health of persons when they are at work, and the Employees’ Compensation Ordinance (Cap. 282), which requires employers to take out employee compensation insurance, etc.

⁷ When a licensed PMC conducts tree management work, if the land lease of the property contains a tree preservation clause, unless under an emergency, property owners must first seek written consent of the Director of Lands prior to the removal or major pruning of the trees in concern within the property. For details, please refer to Practice Note Issue No. 2/2020 and 2/2020A of the Lands Department.



the Building Management Ordinance (Cap. 344) (“BMO”) and the relevant regulations as referred to in the *Code of Practice on Building Management and Safety* (“Code of Practice”) issued by the Secretary for Home and Youth Affairs in accordance with the BMO⁸ (i.e. the *Handbook on Tree Management* issued and updated periodically by the Greening, Landscape and Tree Management Section of the Development Bureau⁹, which has been incorporated into the Code of Practice). In addition, relevant codes and guidelines issued by other relevant organizations¹⁰ should also be referred to.

3. Laws, regulations, codes of practice and guidelines relating to tree management work consist mainly of the below:

3.1 Common Law Duty of Care

The owner of a landed property has a common law duty of care to maintain the property. The owner can be held liable for personal injury and / or property damage arising from failure to observe the duty. Therefore, the owner has to maintain the trees growing on the property so as to ensure that they will not cause personal injury and / or property damage to the public.

⁸ *The Code of Practice* is issued by the Secretary for Home and Youth Affairs in accordance with section 44(1)(a) of the BMO (revised version effective from 1 September 2018). For details, refer to paragraph 11: (https://www.buildingmgt.gov.hk/en/Policy_and_Legislation/3_3.html)

⁹ According to the *Code of Practice*, a licensed PMC has to, when conducting tree management work, act in accordance with the *Handbook on Tree Management* issued and updated periodically by the Greening, Landscape and Tree Management Section of the Development Bureau. *Handbook on Tree Management*: (https://www.greening.gov.hk/filemanager/greening/en/content_34/HTM_Full_version_1_12_2020.pdf)

¹⁰ The Lands Department also provides suggestive guidance on felling trees, i.e. Guidance Notes on Tree Preservation and Removal Proposal for Building Development in Private Projects - Compliance of Tree Preservation Clause under Lease (Guidance Notes on Tree Preservation and Removal Proposal for Building Development in Private Projects - Compliance of Tree Preservation Clause under Lease) as mentioned in Practice Note Issue No. 2/2020. For other relevant codes and guidelines, please refer to these publications issued by the Labour Department: *Safety at Work – A Guide to Ladders and Elevated Working Platforms*, *Guidelines for Safe Use of Mobile Elevating Work Platform*, *Code of Practice for Metal Scaffolding Safety*, *Code of Practice for Bamboo Scaffolding Safety*, *Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems*. Please visit the link below for information: (<https://www.labour.gov.hk/eng/public/index.htm>)

3.2 Building Management Ordinance

If a property has an owners' organization, the owners' organization has to be responsible for the management of the common parts of the building (including the landscape areas) in accordance with the BMO and maintain them in a state of good and serviceable condition. The owners' organization has to act in accordance with the *Handbook on Tree Management* referred to in paragraph 2 above (key items are listed in paragraphs B(1) to B(2) of this Code).

3.3 Occupiers Liability Ordinance¹¹

In the event of tree failure causing injury or fatality to a third party, the owner / owners' organization can be held legally liable for a breach of the Occupiers Liability Ordinance. Therefore, the owner / owners' organization has to comply with the respective Ordinance to ensure the reasonable safety for third parties in the property.

3.4 Provisions in Land Leases¹²

For the lease of a private lot containing a tree preservation clause, the lot owner has to, except in emergency situation, obtain written consent from the Lands Department for tree removal or major pruning work¹³.

¹¹ The Occupiers Liability Ordinance (Cap. 314) imposes on occupier of premises, that is the person in control of the premises, a duty to his visitors to take such care as is reasonable in the circumstances to see that his visitors will be reasonably safe in using the premises for the permitted purposes.

¹² In the sale or grant of a plot of land, the Lands Department executes a lease with the purchaser / grantee, who will then be the owner of the land and is required to comply with the lease conditions. Leases executed at different times contain different conditions prevailing at that time. Lot owners (including the above purchasers / grantees and their subsequent assignees) have to check and comply with the lease conditions.

¹³ In granting a written consent, the relevant District Lands Office of Lands Department may impose conditions such as transplanting, compensatory landscaping or replanting as deemed appropriate.

Formulating tree management measures

Code: A(1) A licensed PMC, when managing the landscape areas in the common parts of the property, has to formulate effective tree management measures to properly manage and maintain such areas and trees in order to ensure the safety of the public.

A(2) These measures have to include the following elements:

- Tree record¹⁴ and inspection;
- Monitoring service contractors and keeping record; and
- Issuing work notice and follow-up work.

Tree record and inspection

Code: B(1) A licensed PMC has to ascertain the extent of areas with trees on the property in order to clearly define its responsibility and effectively carry out tree management work.

B(2) So far as is reasonably practicable, a licensed PMC has to perform regular tree inspection and maintenance, and undertake appropriate mitigation measures when necessary to ensure the safety of the public.



¹⁴ For best practice, please refer to section 2.2 of Part 2 “*Knowing Your Tree Stock*” of the *Handbook on Tree Management*.

Monitoring service contractors and keeping record

- Code:** C(1) If a licensed PMC engages service contractors to handle tree management work referred to in paragraphs B(1) and B(2) of the Code, the licensed PMC has to stipulate clearly the requirement of the Code in the contract to be made with the concerned service contractors, and monitor the services provided by such service contractors.
- C(2) If the matters in paragraphs B(1) and B(2) of the Code are handled by service contractors engaged by the owners' organization (if any) directly, the licensed PMC has to remind the owners' organization that it has to stipulate clearly the requirement of the Code in the contract to be made with the concerned service contractors, and monitor the services provided by such service contractors.
- C(3) A licensed PMC and owners' organization have to keep all contracts entered into with service contractors as well as the relevant documents for not less than six years¹⁵.

¹⁵ This guideline is consistent with section 20A(4) of the BMO.





Issuing work notice and follow-up work

- Code:** D(1) If the matters addressed in paragraphs B(1) and B(2) of the Code involve construction work, a licensed PMC has to display notice in a prominent place of the lobby of the property concerned to inform the owners and relevant persons about the work before such work commences.
- D(2) After completion of the work as stated in paragraph D(1), a licensed PMC has to monitor the service contractor to appropriately clear up the affected area, and properly restore damaged facilities and areas arising from the work.
- D(3) If the matters in paragraphs B(1) and B(2) of the Code are handled by service contractor engaged directly by the owners' organization, a licensed PMC has to remind the owners' organization the requirements set out in paragraphs D(1) and D(2) of the Code.

If there is any inconsistency between the Chinese version and the English version of this Code, the Chinese version shall prevail.



Related Best Practice Guide

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PROPERTY MANAGEMENT SERVICES AUTHORITY

Best Practice Guide on Tree Management Work

Guide No.: G18/2023

Effective Date: 28 July 2023

Preamble

For the purpose of enabling licensees¹ to comply more effectively and professionally with the guidelines set out in the Code of Conduct² entitled “Tree Management Work” (Code No.: C18/2023) (Code) issued by the Property Management Services Authority (PMSA) on 28 July 2023, the PMSA provides relevant guidelines in this Best Practice Guide (Guide) pursuant to section 44³ of the Property Management Services Ordinance (Cap. 626) (PMSO). While licensees are encouraged to use their best endeavours to follow the Guide, failure to comply with the Guide will, however, not be regarded as a disciplinary offence referred to in section 4 of the PMSO.

Background

2. A licensed property management company (PMC) may, in respect of client’s⁴ property for which property management services (PMSs) are provided by it, manage the landscape areas (including trees, gardens and lawns) in the common parts⁵ of the property.

¹ The term “licensee” means the holder of the following licence: a PMC licence; a PMP (Tier 1) licence; a PMP (Tier 2) licence; a provisional PMP (Tier 1) licence; or a provisional PMP (Tier 2) licence.

² With regard to the Code of Conduct containing practical guidance issued by the PMSA under section 5 of the PMSO for the purpose of section 4 of the PMSO (disciplinary offences), although a licensee does not incur a legal liability only because the licensee has contravened a provision of the Code of Conduct, the Code of Conduct is admissible in evidence in disciplinary hearings, and proof that a licensee contravened or did not contravene the relevant provision of the Code of Conduct may be relied on as tending to establish or negate a matter that is in issue in the hearings.

³ Section 44 of the PMSO provides: “The Authority may do anything it considers appropriate for it to do for, or in relation to, the performance of its functions”.

⁴ The term “client” has the same meaning as defined in section 16 of the PMSO, i.e. “in relation to a property for which a licensed PMC provides property management services, means— (a) the owners’ organization of the property; and (b) the owners of the property who pay or are liable to pay the management expenses in respect of the services”. According to such a definition, a tenant is not a client.

⁵ A licensed PMC may check the demarcation of the lot of the property and refer to the Deed of Mutual Covenant to ascertain the common parts of a property.

2.1 Trees

Owners⁶ of a property own undivided shares of a building on the land where the building is located. They also own the trees growing on the common parts of that land. Therefore, the owners are considered as the “tree owners”⁷ of the common parts within the land of the property. When carrying out tree management work for property owners, a licensed PMC has to remind and assist them in complying with applicable laws⁸, regulations, and relevant provisions in the land lease of the property (if any)⁹, to ensure that trees within the property are properly cared for. The relevant laws and regulations include the Building Management Ordinance (Cap. 344) (BMO) and the relevant regulations as referred to in the *Code of Practice on Building Management and Safety* (Code of Practice) issued by the Secretary for Home and Youth Affairs in accordance with the BMO¹⁰ (i.e. the *Handbook on Tree Management* issued and updated periodically by the Greening, Landscape and Tree Management Section of the Development Bureau¹¹, which has been incorporated into the Code of Practice). In addition, relevant codes and guidelines issued by other relevant organizations¹² should

⁶ The term “owner” has the same meaning as defined in section 2 of the PMSO, i.e. “(a) a person who for the time being appears from the records at the Land Registry to be the owner of an undivided share in land on which there is a building; and (b) a registered mortgagee in possession of such share”.

⁷ For the definition of the term “Tree owner”, please refer to the “Glossary of Terms” section in the *Handbook on Tree Management*: “A person, who is the owner of a land, also owns the trees that are growing on that land. For the owner of an undivided share of a building, he / she also owns the trees that are growing on the common parts of the building.”

⁸ The applicable laws include section 28 of the BMO, which requires procuring third party risk insurance for the common parts of a building, the Occupiers Liability Ordinance (Cap. 314), which imposes a duty on occupiers of premises to take reasonable care to ensure the safety of their visitors, the Occupational Safety and Health Ordinance (Cap. 509), which ensures as far as reasonably practicable the safety and health of persons when they are at work, and the Employees’ Compensation Ordinance (Cap. 282), which requires employers to take out employee compensation insurance, etc.

⁹ When a licensed PMC conducts tree management work, if the land lease of the property contains a tree preservation clause, unless under an emergency, property owners must first seek written consent of the Director of Lands prior to the removal or major pruning of the trees in concern within the property. For details, please refer to Practice Note Issue No. [2/2020](#) and [2/2020A](#) of the Lands Department.

¹⁰ The *Code of Practice* is issued by the Secretary for Home and Youth Affairs in accordance with section 44(1)(a) of the BMO (revised version effective from 1 September 2018). For details, refer to paragraph 11: (https://www.buildingmgt.gov.hk/en/Policy_and_Legislation/3_3.html)

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also be referred to.

3. Laws, regulations, codes of practice and guidelines relating to tree management work consist mainly of the below:

3.1 **Common Law Duty of Care**

The owner of a landed property has a common law duty of care to maintain the property. The owner can be held liable for personal injury and / or property damage arising from failure to observe the duty. Therefore, the owner has to maintain the trees growing on the property so as to ensure that they will not cause personal injury and / or property damage to the public.

3.2 **Building Management Ordinance**

If a property has an owners' organization, the owners' organization has to be responsible for the management of the common parts of the building (including the landscape areas) in accordance with the BMO and maintain them in a state of good and serviceable condition. The owners' organization has to act in accordance with the *Handbook on Tree Management* referred to in paragraph 2 above (key items are listed in paragraphs B(1) to B(2) of this Code and paragraphs b(1) to b(2) of this Guide).

3.3 **Occupiers Liability Ordinance¹³**

In the event of tree failure causing injury or fatality to a third party, the owner / owners' organization can be held legally liable for a breach of the Occupiers Liability Ordinance. Therefore, the owner / owners' organization has to comply with the respective Ordinance to ensure the reasonable safety for third parties in the property.

Safety at Work – A Guide to Ladders and Elevated Working Platforms, Guidelines for Safe Use of Mobile Elevating Work Platform, Code of Practice for Metal Scaffolding Safety, Code of Practice for Bamboo Scaffolding Safety, Guidance Notes on Classification and Use of Safety Belts and their Anchorage Systems. Please visit the link below for information:

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3.4 Provisions in Land Leases¹⁴

For the lease of a private lot containing a tree preservation clause, the lot owner has to, except in emergency situation, obtain written consent from the Lands Department for tree removal or major pruning work¹⁵.

Formulating tree management measures

Code: A(1) A licensed PMC, when managing the landscape areas in the common parts of the property, has to formulate effective tree management measures to properly manage and maintain such areas and trees in order to ensure the safety of the public.

A(2) These measures have to include the following elements:

- Tree record¹⁶ and inspection;
- Monitoring service contractors and keeping record; and
- Issuing work notice and follow-up work.

Guide:

a(1) A licensed PMC has to formulate and implement proper and effective tree management measures in accordance with paragraph A(1) of the Code, which has to include all the elements listed in paragraph A(2) of the Code and should also include other suitable elements and be updated as necessary based on actual circumstances.

Tree record and inspection

Code : B(1) A licensed PMC has to ascertain the extent of areas with trees on the property in order to clearly define its responsibility and effectively carry out tree management work.

¹⁴ In the sale or grant of a plot of land, the Lands Department executes a lease with the purchaser / grantee, who will then be the owner of the land and is required to comply with the lease conditions. Leases executed at different times contain different conditions prevailing at that time. Lot owners (including the above purchasers / grantees and their subsequent assignees) have to check and comply with the lease conditions.

¹⁵ In granting a written consent, the relevant District Lands Office of Lands Department may impose conditions such as transplanting, compensatory landscaping or replanting as deemed appropriate.

¹⁶ For best practice, please refer to section 2.2 of Part 2 “*Knowing Your Tree Stock*” of the *Handbook on Tree Management*.

B(2) So far as is reasonably practicable, a licensed PMC has to perform regular tree inspection and maintenance, and undertake appropriate mitigation measures when necessary to ensure the safety of the public.

Guide:

- b(1) Having ascertained the extent of areas with trees on the property, a licensed PMC should, as far as reasonably practicable:
- (i) prepare tree record, which contains basic tree information and site information (e.g. tree photos and location plan);
 - (ii) check for completeness and accuracy of the tree record and update the tree record regularly or as required;
 - (iii) adopt suitable measures for proper tree care and maintenance¹⁷, which can help to promote healthy tree growth and structure, and reduce development of hazardous tree defects. Measures may include:
 - Considering site constraints and local environment condition, and selecting the right tree for planting at the right place when planning to plant trees;
 - Selecting suitable growth environment (e.g. allow sufficient space both above and below ground for tree growth); and
 - Regular tree maintenance (e.g. proper watering, pruning, staking, pest and disease control).
- b(2) A licensed PMC should, as far as reasonably practicable:
- (i) incorporate regular tree inspection as part of daily tree care work;
 - (ii) identify locations within or near the property where there are tree risks based on the usage intensity and frequency of each location (e.g. footpaths, children play areas, sitting out areas and vehicular access), and conduct tree risk assessment (TRA);
 - (iii) before the onset of the typhoon and rain season, inspect and conduct TRA for trees to identify potential tree risk and adopt timely mitigation measures (e.g. applying pest and disease control, pruning of broken or dead branches, installing supporting or cabling system,

¹⁷ For best practice, please refer to Part 3 “General Tree Care” of the *Handbook on Tree Management*.

- arranging tree removal) to reduce risks;
- (iv) soon after inclement weather such as rainstorm and typhoon, undertake emergency inspection to inspect the obvious damage, tree stability and immediate hazard posing to the public. If any obvious tree defects are observed, a detailed tree inspection and suitable mitigation measures should be undertaken / carried out;
 - (v) if the tree is considered to pose an imminent danger to public safety, for the sake of protecting public safety, emergency tree pruning or removal can first be carried out by qualified professional. If the land lease contains a tree preservation clause, a detailed report prepared by the professional has to be submitted to the Lands Department within 21 days after the pruning or removal of the tree in concern. Also, a compensatory planting proposal has to be submitted to the Lands Department for approval¹⁸ ;
 - (vi) call for police assistance in extremely emergency situation if a tree poses imminent danger of collapse and threatens human safety;
 - (vii) if tree removal / major pruning is recommended after TRA is conducted, an application to the Lands Department has to be submitted for approval if there is a tree preservation clause in the land lease concerned. Removal or major pruning of the tree in concern can only be carried out after obtaining approval¹⁹; and
 - (viii) keep a set of records on tree inspection, TRA and mitigation measures.

Monitoring service contractors and keeping record

Code: C(1) If a licensed PMC engages service contractors to handle tree management work referred to in paragraphs B(1) and B(2) of the Code, the licensed PMC has to stipulate clearly the requirement of the Code in the contract to be made with the concerned service contractors, and monitor the services provided by such service contractors.

C(2) If the matters in paragraphs B(1) and B(2) of the Code are handled by

¹⁸ For best practice, please refer to section 1.7.5 of Part 1 “*Provisions in Land Leases*” and section 2.4.2 of Part 2 “*Emergency Tree Removal / Pruning due to Natural Cause*” of the *Handbook on Tree Management*.

¹⁹ For details, refer to footnote 9 and 12 of this Guide.

service contractors engaged by the owners' organization (if any) directly, the licensed PMC has to remind the owners' organization that it has to stipulate clearly the requirement of the Code in the contract to be made with the concerned service contractors, and monitor the services provided by such service contractors.

C(3) A licensed PMC and owners' organization have to keep all contracts entered into with service contractors as well as the relevant documents for not less than six years²⁰.

Guide:

c(1) A licensed PMC should:

- (i) choose service contractor with good reputation, recognised arboricultural qualifications, relevant work experience and expertise²¹;
- (ii) when entering into a contract with service contractor, refer to the Sample Brief for Procurement of Arboricultural Services (see sample contract at **Annex 1**²²);
- (iii) arrange for suitable staff to be responsible for coordinating, supervising and monitoring the services provided by service contractor, and maintain communication with the contractor;
- (iv) as far as reasonably practicable, request the contractor to submit the Tree Group Inspection and Individual Tree Risk Assessment report (comprising the completed and endorsed tree group inspection and individual tree risk assessment form(s), tree location plan, photo record(s) of the trees, recommendations of mitigation measures for risk abatement, and record(s) of mitigation measures, etc.)²³; and
- (v) keep the contracts, records, documents (including tender documents) and information in an appropriate place, and, upon written request (if applicable) made by the owners' organization (if any) or as required by the

²⁰ This guideline is consistent with section 20A(4) of the BMO.

²¹ The Registration Scheme for Tree Management Personnel covers five categories of tree management personnel, including Arborists, Tree Risk Assessors, Tree Work Supervisors, Tree Climbers and Chainsaw Operators. Search for registered tree management personnel through the below website:
(<https://www.greening.gov.hk/rstmp/en/home/index.html>)

²² For best practice, please refer to Appendix 2 "*Sample Brief for Procurement of Arboricultural Services*" to the *Handbook on Tree Management*
(https://www.greening.gov.hk/filemanager/greening/en/content_34/HTM_Appendix_2.pdf).

²³ For best practice, please refer to section 3.3.2 and 3.3.3 of Appendix 2 "*Sample Brief for Procurement of Arboricultural Services*" to the *Handbook on Tree Management*.

law, provide timely the relevant information for scrutiny.

- c(2) If the service contract is entered into by the owners' organization directly with the service contractor, the licensed PMC should remind the owners' organization the matters addressed in paragraphs c(1)(i)-(v) of the Guide.

Issuing work notice and follow-up work

- Code:** D(1) If the matters addressed in paragraphs B(1) and B(2) of the Code involve construction work, a licensed PMC has to display notice in a prominent place of the lobby of the property concerned to inform the owners and relevant persons about the work before such work commences.
- D(2) After completion of the work as stated in paragraph D(1), a licensed PMC has to monitor the service contractor to appropriately clear up the affected area, and properly restore damaged facilities and areas arising from the work.
- D(3) If the matters in paragraphs B(1) and B(2) of the Code are handled by service contractor engaged directly by the owners' organization, a licensed PMC has to remind the owners' organization the requirements set out in paragraphs D(1) and D(2) of the Code.

Guide:

- d(1) A licensed PMC should include in the notice :
- (i) the affected areas (e.g. the work involving tree removal or pruning, the location of the trees concerned), facilities, work nature and duration of the work; and
 - (ii) a reminder to the residents of the flats, especially for flats that may be affected (e.g. nearby flats in respect of the work (if applicable) should close the windows during the work and to remain vigilant while the affected area is cordoned off or under construction).
- d(2) If the service contract is entered into by the owners' organization directly with the service contractor, the licensed PMC should remind the owners'

organization the matters addressed in paragraph d(1) of the Guide.

— END —

If there is any inconsistency between the Chinese version and the English version of the Guide, the Chinese version shall prevail.

SAMPLE BRIEF FOR PROCUREMENT OF ARBORICULTURAL SERVICES

This sample brief is for reference only. Tree Owner shall modify the content / scope of work to suit own requirement in conducting tree work.

1.0 Objective of the Assignment

1.1 The objective of this Assignment is to prepare / update tree inventory, carry out tree risk assessment, and undertake associated mitigation measures for trees* within the assessment area. The location and extent of assessment area is shown in Appendix _.

2.0 Scope of Work

2.1 Arboricultural services to be carried out under this Assignment shall cover the following scope of work.

- (i) Prepare / update* tree inventory for existing trees;
- (ii) Carry out tree risk assessment through on-the-ground or aerial inspection (if applicable) for trees within the assessment area;
- (iii) Record the inspection findings;
- (iv) Recommend appropriate mitigation measures; and
- (v) Carry out, supervise and record all the recommended mitigation measures (if applicable) [*Tree Owner can consider carrying out the mitigation measures under a separate contract*].

3.0 Description of the Assignment

3.1 The services provided by the Contractor to complete this Assignment shall meet the requirement as listed in clause 3.2 to 3.3 and to the satisfaction of the Employer.

3.2 Preparation / Updating* of Tree Inventory

3.2.1 The Contractor shall prepare / update* the tree inventory to record all information of existing trees within the assessment areas. Basic tree information, including tree identity number, species, size, health and structural conditions, and site information, such as

number of each tree species, photos, tree layout plan, shall be included in the Tree Inventory.

3.2.2 After the completion of Tree Inventory, the Contractor shall submit an assessment report with the following information:

- (i) Tree Schedule;
- (ii) Tree Layout Plan; and
- (iii) Photos of each individual tree.

3.3 Tree Risk Assessment (TRA)

The TRA should be carried out in accordance with to the latest version of “Guidelines for Tree Risk Assessment and Management Arrangement” issued by the Greening, Landscape, and Tree Management Section (GLTMS) of the Development Bureau (DEVB).

3.3.1 Identification of Target Areas

- (i) The Contractor shall identify the target areas within / adjacent to the assessment area according to the intensity and frequency of use.

3.3.2 Tree Basis Assessment - Tree Group Inspection (Form 1)

- (i) After identification of target areas within the assessment area, the Contractor shall carry out Tree Group Inspection for the trees within target areas.
- (ii) The main objective of Tree Group Inspection is to facilitate an initial screening of trees. Each tree in a tree group has to be inspected systematically for identifying potential tree hazards or individual tree required for more detailed tree risk assessment.
- (iii) The Contractor shall carry out various tests for the trees as necessary for identifying trees for remedial action or detailed tree risk assessment.
- (iv) The Contractor shall submit the report comprising the following to the Employer.
 - (a) The completed and endorsed Tree Group Inspection Form(s);
 - (b) Tree Layout Plan(s) showing the location of the trees within target areas;
 - (c) Photo record(s) of the trees;
 - (d) Recommendations of mitigation measures for risk abatement; and
 - (e) Record of mitigation measures* *[delete if mitigation measures to be carried out under a separate contract]*.

3.3.3 Tree Basis Assessment - Individual Tree Risk Assessment (Form 2)

- (i) After completion of the Tree Group Inspection, the Contractor shall carry out “Individual Tree Risk Assessment” for the tree(s) recommended in the Tree Group Inspection report.
- (ii) The Contractor shall submit the Individual Tree Risk Assessment report comprising the following to the Employer.
 - (a) The completed and endorsed Individual Tree Risk Assessment Form(s);
 - (b) Tree Location Plan;
 - (c) Photo record(s) of the tree;
 - (d) Other documents, such as any test report on the tree as necessary for further investigating the suspected defects to facilitate assessment of the tree condition and tree failure potential;
 - (e) Recommendations of mitigation measures for risk abatement; and
 - (f) Record of mitigation measures* *[delete if mitigation measures to be carried out under a separate contract]*.

3.3.4 The Contractor shall provide all necessary tools, equipment and transportation for carrying out the Tree Group Inspection, Individual Tree Risk Assessment and mitigation measures* *[delete if mitigation measures to be carried out under a separate contract]*.

3.4 Mitigation Measures*

[delete if mitigation measures to be carried out under a separate contract]

- (i) The Contractor shall submit a detailed proposal of mitigation measures for each tree as recommended in Tree Group Inspection and Individual Tree Risk Assessment to the Employer for approval prior to commencement of the work. The proposal shall include:
 - (a) Work description;
 - (b) Annotated plan(s), photo(s) and drawing(s) for clear indication of the proposed arboricultural work; and
 - (c) Method statement for the proposed arboricultural work.
- (ii) The Contractor shall adopt a suitable and safe method with compliance to the relevant prevailing occupational safety and health requirement and guidelines as promulgated by the Labour Department and the GLTMS of the DEVB.
- (iii) The Contractor shall submit the report comprising the following to the Employer:

- (a) Record of the completed mitigation works; and
- (b) Photo record(s) before and after operation.

4.0 Deliverables

4.1 The Contractor shall provide the following deliverables after completion of each stage of the work as part of the Assignment.

- (i) _____ copies of the updated* Tree Inventory;
- (ii) _____ copies of Tree Group Inspection Report;
- (iii) _____ copies of Individual Tree Risk Assessment Report; and
- (iv) _____ copies of record of completed mitigation measures*. *[delete if mitigation measures are carried out under a separate contract]*

4.2 All the submitted reports shall be in the form of an A4-sized, bound report which shall bear a report cover indicating the Contract number, the Contract title, the date of the report, and that the report is prepared and signed by the Inspection Officer. The format of the report shall be agreed by the Employer prior to submission of the report.

4.3 The Contractor shall provide hard and soft (electronic files) copies of all drawings and documents as required by the Employer during the contract period of the Assignment.

5.0 Programme of Implementation

5.1 The due date for the commencement of the Assignment shall be _____. The due date(s) for the completion of Section 3 of the Assignment, including the submission of Inspection Reports and all necessary mitigation measures* *[delete if mitigation measures to be carried out under a separate contract]*, shall be _____.

5.2 The Contractor shall submit the draft programme and revised draft programme within the following period:

- (i) Submission of the draft programme:
Within _____ weeks of the due date for commencement of the Assignment
- (ii) Submission of revised draft programme:
Within _____ weeks from the instruction given by the Employer

5.3 The draft programme and revised draft programme shall detail the activities to be carried out and target date for individual work item. The Contractor shall discuss with the Employer

during the above period to agree the timing of submission of report, other documents and plan for each of the main elements of the Assignment.

6.0 Standards and Specifications

- 6.1 The Contractor shall adopt such guidelines, standards and specifications as are applicable to and in current use by the Government of the Hong Kong Special Administrative Region or, if non-existent, international Codes of Practice and Specifications. Reference can be made to the list of guidance documents in tree risk assessment and tree maintenance in the website of GLTMS at www.greening.gov.hk.

7.0 Information Provided by the Employer

- 7.1 All available information relevant to the Assignment will be provided to the Contractor.

Notes: * Delete if not applicable.



Related Code of Conduct

Property Management Services Authority

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