



Freedom of Information - Access Application to the City and Environment Directorate - Submission confirmation

Your submission has been successful. Please keep a copy of this receipt for your records.

Date and time

Reference code

The City and Environment Directorate

GPO Box 158
Canberra City, ACT 2601

Phone: 02 6207 2987
CEDFOI@act.gov.au

Applicant details

Title

Given name

Family name

Preferred name

Preferred method of contact

- Phone
- Email
- Post

Contact phone number

Contact email address

Contact postal address

Address line 1

Address line 2

Suburb

State

Postcode

Preferred method to receive information*

Email

Post

Same as contact email address

Information request

Who are you making the request on behalf of?

What type of information are you requesting access to?*

What information are you requesting access to under the Act?*

I make this request under the Freedom of Information Act 2016 (ACT).

I seek access to documents that set out the general framework, guidance, policy, training material, decision tools, or assessment criteria used by the Tree Protection Unit when determining whether:

“the location of a tree is inappropriate given its potential size and growth habit” in relation to buildings or structures.

Documents requested

Please provide:

1. Any policy, guideline, checklist, decision matrix, assessment template, or internal procedure used by officers when assessing tree proximity to buildings and/or service infrastructure including private stormwater.
2. Any document identifying technical standards, references, or guidance relied upon for these assessments, including but not limited to:
 - 2.1. AS 4970-2009
 - 2.2. AS 2870-2011
 - 2.3. AS 1726-2017
 - 2.4. Any ACT Government arboricultural or engineering guidance material.
3. Any training material or internal guidance provided to Tree Protection Unit officers or delegates about assessing tree distance from structures.
4. Any document that explains how the phrase “inappropriate location given its potential size and growth habit” is operationalised in practice.

This request is not case-specific. It relates to the general operational framework used by the Unit.

If documents are exempt, please provide edited copies and a schedule of documents.

Attach a description or additional details about the information you are requesting access to (optional)

Do you have a similar or identical request currently under review by another ACT Government Directorate?

Yes

No

Are you enquiring as

A member of the public



Do you wish to apply for a waiver of fees associated with processing your application?

Yes

No

Do you hold a valid concession card?

Yes

No

Provide a statement about how the release of information is in the public interest (optional)

The requested documents relate to the framework used by the Tree Protection Unit to determine when a tree is considered to be in an “inappropriate location” relative to buildings and structures.

This is a matter of clear public interest because ACT residents are encouraged to plant and retain trees as part of the urban forest. Understanding the criteria used by the Tree Protection Unit to assess tree location, species growth habit, and proximity to structures will assist residents to make informed, responsible tree-planting decisions and to avoid future conflict, damage, or the need for removal applications.

Release of this information would promote transparency about how statutory criteria under the Urban Forest Act 2023 are applied in practice, and would support better compliance and planning outcomes by the community.

Would you like to provide any additional information? (optional)

This request is not related to any specific neighbour dispute or review of a particular decision.

It seeks only the general policies, guidance, standards, and assessment tools used by the Tree Protection Unit when determining whether a tree is in an inappropriate location given its potential size and growth habit.

The purpose is to understand how these assessments are made so that appropriate tree-planting and management decisions can be made on private property.

Attach additional documents to support your application (optional)
