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元朗區議會秘書處：

就颱風雨季前關注區內樹木風險評估及管理安排

就元朗區議會在 7 月 2 日有關風雨季前樹木風險評估及管理安排的查詢，我們的回覆如下：

政府通過「綜合管理方式」管理樹木。發展局樹木管理辦事處(樹木辦)在政策層面統籌部門的樹木管理工作，而負責保養轄下政府設施或土地的部門，須按照發展局頒布的規定及指引，護養管轄範圍內的樹木。此方式可讓部門更有效地運用資源為其管理的樹木提供適切的日常護養。

至於在黃穎灝議員信函中提及的倒塌樹木是由康樂及文化事務署和房屋署負責護養。本署瞭解到部門已分別對相關樹木進行了巡查及跟進工作。如需要進一步資料，秘書處可以向相關部門了解詳情。

在每年的風雨季前，樹木管理部門會按照發展局樹木辦頒布的《樹木風險評估及和管理安排指引》，為高人流車流地區的樹木進行風險評估。部門會按風險評估結果採取適當的風險緩減措施，包括修剪樹冠、移除枯枝等。若發現有倒塌風險的樹木，部門會盡快移除，以保障市民安全。

至於在私人物業或土地範圍內的樹木，屬於物業業主或土地擁有人的資產。在發展局頒布的《樹木管理手冊》中，提醒物業業主、土地擁有人及其物業管理公司在風雨季來臨前應採取樹木護養及風險管理措施。我們每年都會向私人業主、大廈立案法團、物業管理公司、學校和受資助機構等發信(見附件一)，提供樹木護理資訊，並提醒他們妥善護養和管理位於其業權範圍內的樹木。此外，我們在今年 2 月至 3 月期間為物業業主和管理人員舉辦了三場「風雨季前樹木護養」的講座，講解樹木護養的責任，以及樹木

檢查和一般樹木護理的知識，大約700名物業管理人員參與了相關講座。有關私人物業樹木護養的資料和動畫，請參見以下發展局綠化、園境及樹木管理組網站連結：

<https://www.greening.gov.hk/tc/tree-care/information-about-tree-maintenance-for-private-pro/index.html>

此外，發展局樹木辦每年會在香港、九龍和新界的多個地點舉辦有關樹木護理資訊的巡迴展覽。同時，我們也會在報紙刊登風雨季前樹木護理的預防措施和私人物業範圍內樹木管理的相關資料，並呼籲市民各向「1823」熱線中心報告公眾地方的問題樹木，以協助監察社區的樹木狀況。

為了更快速和更有效處理社區內的樹木問題，發展局樹木辦在今年1月已去信18區的區議員，提供風雨季前樹木護養的相關資料，並邀請議員在發現區內有問題的樹木時，向樹木辦提供相關資料，以便我們與有關部門安排跟進工作。

謝謝議員對樹木管理的關注。

發展局
綠化、園境及樹木管理組

2024年7月9日



2 January 2024

Dear Property Owners and Property Managers,

Tree Care before Wet Season

Healthy trees are valuable assets that increase in value over time. As you are aware, trees are living organisms, which grow, age and change in conditions over time. Trees that are unhealthy or structurally unstable are particularly vulnerable in stormy and rainy weather. To prepare for the upcoming wet season, it is time for us to take proper care of our trees.

You are cordially invited to work with us and take the following simple steps on tree risk management:

- a) Verify the extent of your property and identify all the trees under your purview;
- b) Engage qualified and experienced professional consultant(s) in arboriculture to undertake tree risk assessment(s); and
- c) Engage qualified contractor(s) with good track records to undertake corresponding mitigation measures and tree care work.

For more information on tree asset management, please refer to the “Handbook on Tree Management” (HTM) and animation on tree management in private properties. The HTM provides property owners with guidelines and practices on tree management, which include life cycle planning and proper tree care, best pruning practices, as well as samples of tree management and maintenance records.

In collaboration with the Home Affairs Department, the HTM has been included in the Code of Practice on Building Management and Safety issued under the Building Management Ordinance (Cap. 344). This further assists you to better plan and implement tree asset management in a holistic and comprehensive manner.

The electronic version of the HTM and the animation on tree management in private properties are available at:

Talks on “Tree Care before Wet Season” have also been scheduled in February and March 2024. You and your property management personnel are cordially invited to attend these talks.



Details are listed in the following table:

Session No.	1	2 (Event Code :PW1)	3
	Webinar	Talk <small>Note 1</small>	Webinar
Venue		Lecture Theatre, Hong Kong Central Library	
Address		66 Causeway Road, Causeway Bay, Hong Kong	
Date	20 February 2024 (Tuesday)	26 February 2024 (Monday)	5 March 2024 (Tuesday)
Time	2:30 pm - 4:30 pm	2:00 pm - 4:00 pm	2:30 pm - 4:30 pm
Fee	Free		
Registration	Please register via the link below:  Quotas are limited and arranged on a first-come-first-served basis.	Please call 3690 9293 or complete the E-form below:  Each person may reserve up to a maximum of 10 seats. Seats are limited and arranged on a first-come-first-served basis.	Please register via the link below:  Quotas are limited and arranged on a first-come-first-served basis.
Enquiry No.	2848 2334		

We are also pleased to enclose the Tree Management Practice Note No. 2 “Key Steps in Tree Risk Management in Private Properties” for your reference. For reporting problematic trees in government land, please report on 1823 Mobile App – “Tell me@1823 v2”, e-mail to tellme@1823.gov.hk or call 1823.

Please check out www.greening.gov.hk for the latest information on urban forestry management work.

Let’s work together to enhance the value of our urban tree assets.

Yours faithfully,



(Ryan LIN)
Head of Tree Management Office
Development Bureau

Note 1: If the talks are cancelled due to inclement weather or other unforeseen reasons, we may consider the replacement to be conducted in way of webinar

Encl: Tree Management Practice Note No. 2 “Key Steps in Tree Risk Management in Private Properties”

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物業業主/物業管理經理：

風雨季前樹木護養

健康的樹木是我們珍貴的資產，他們的價值亦會隨著樹木成長而提升。大家都知道，樹木是生物，會生長和老化，其狀況亦會隨時間而改變。健康欠佳或結構不穩的樹木，在暴風雨中更會特別容易受損。為即將來臨的風雨季做好準備，現在必須妥善護養樹木。

我們誠意邀請閣下與我們齊心協力，採取下列簡單的樹木風險管理步驟：

- (一) 核實物業範圍和識別所有在管轄範圍內的樹木；
- (二) 聘請具資歷和經驗豐富的專業樹藝顧問進行樹木風險評估；及
- (三) 聘請合資格和信譽良好的承辦商進行相關的緩減措施和樹木護養工作。

請參閱《樹木管理手冊》（《手冊》）內更多樹木資產管理的資料以及私人物業管理動畫。《手冊》給業主提供樹木管理的指引和作業備考，當中包括生命周期計劃和妥善樹木護養、良好的樹木修剪方法，以及樹木管理和護養記錄的樣本。

我們與民政事務總署合作，已將《手冊》納入《建築物管理條例》(第344章)中的《大廈管理及安全工作守則》內，進一步協助大家以全面綜合的方式更完善計劃和執行樹木資產管理工作。

《手冊》的電子版本及私人物業管理動畫可透過掃描以下二維碼瀏覽：

我們將於今年 2 至 3 月舉辦「風雨季前樹木護養」講座，誠意邀請閣下和物業管理人員出席。



講座詳情如下：

場次	1	2 (活動編號：PW1)	3
	網上講座	講座 ^{註一}	網上講座
地點		香港中央圖書館 (演講廳)	
地址		香港銅鑼灣 高士威道 66 號	
日期	2024 年 2 月 20 日 (星期二)	2024 年 2 月 26 日 (星期一)	2024 年 3 月 5 日 (星期二)
時間	下午 2 時 30 分至 4 時 30 分	下午 2 時至 4 時	下午 2 時 30 分至 4 時 30 分
費用	免費		
登記	請透過以下連結登記。 (名額有限，先到先得) 	請致電 3690 9293 或填寫以下電子表格： (每名人士可預留最多十個座位。名額有限，先到先得。) 	請透過以下連結登記。 (名額有限，先到先得) 
查詢電話	2848 2334		

謹附上「樹木管理作業備考第2號：私人物業樹木風險管理步驟」供閣下參考。如要報告政府土地上的問題樹木，請使用手機應用程式「Tell me@1823 v2」、電郵至 tellme@1823.gov.hk 或致電 1823。

如欲索取城市林務管理工作的最新資料，請瀏覽 www.greening.gov.hk。

我們懇切盼望 閣下一起攜手合作，共同提升城市綠化資產的價值。

發展局
樹木管理辦事處總監



(練偉東)

2024 年 1 月 2 日

註一：如由於惡劣天氣或其他未能預見的原因需要取消原定的講座，主辦單位或會考慮改用網上講座進行。
附件：「樹木管理作業備考第2號：私人物業樹木風險管理步驟」

Tree Management Practice Note No. 2 : 樹木管理作業備考第2號 :

Key Steps in Tree Risk Management in Private Properties 私人物業樹木風險管理步驟

1. Introduction 簡介

a) To ensure public safety, property owners should undertake tree management diligently to keep trees in healthy and structurally sound condition, recognise hazardous trees, and take proper mitigation measures in a timely manner to reduce tree risk.

為保障公眾安全，物業業主管理樹木時應小心謹慎，確保樹木健康生長和結構穩固，以及識別危險樹木，適時採取合適的緩減措施，以減低樹木風險。

b) In the event of tree failure causing injury or fatality to a third party, the owner can be held legally liable for a breach of the Occupiers Liability Ordinance (Chapter 314, Laws of Hong Kong).

如樹木倒塌對第三者造成傷害或死亡，業主可能因違反《佔用人法律責任條例》(香港法例第314章)的規定而須承擔法律責任。

2. Objective 目的

Tree owners are required to undertake proper tree risk assessments and mitigation measures to minimise risks of tree failure. This Practice Note serves to inform property owners of key steps in tree risk management.

樹木擁有人必須妥善進行樹木風險評估和採取緩減措施，以盡量減低塌樹的風險。本作業備考旨在向物業業主簡介樹木風險管理的主要步驟。

3. Key Steps in Tree Risk Management 樹木風險管理的主要步驟

Step 1: Engaging suitable qualified professionals

步驟一：聘用合適的合資格專業人士

Tree inspection, tree risk assessment and mitigation works involve arboricultural knowledge and require professional input. Tree owners should engage qualified professionals to advise, supervise and handle all matters in relation to tree works. Information on landscape contractors, arboricultural contractors or qualified individuals is available at Greening Website:

<https://www.greening.gov.hk/en/tree-care/information-about-tree-maintenance-for-private-pro/index.html>

樹木巡查、樹木風險評估及緩減工程等工作涉及樹藝方面的知識，並需要專業意見。樹木擁有人應聘用合資格專業人士就各方面的樹木工作提供意見，以及監督和處理相關事宜。有關園境承辦商、樹藝承辦商或個別合資格人士的資料，可瀏覽綠化網頁：

<https://www.greening.gov.hk/tc/tree-care/information-about-tree-maintenance-for-private-pro/index.html>

Step 2: Knowing your tree stock

步驟二：認識你的樹木庫存

A good tree inventory can facilitate tree owners to establish a maintenance programme and prepare budget estimation for maintenance works. Creation of tree inventory requires:

一個妥善的樹木資料庫可協助樹木擁有人制定護養計劃，並為護養工作擬備開支預算。建立樹木資料庫需要：

a) Checking your lot boundary from the land lease to identify your management responsibility.

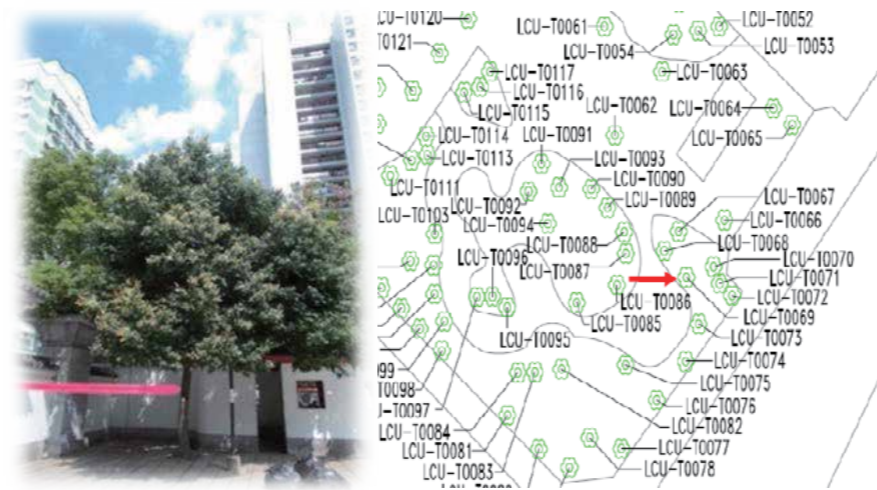
查核地契中有關物業的地段界線，以確定管理責任。

b) Including basic tree information (such as tree identity number, species, size, health and structural condition) and site information (such as number of each tree species, photos and location plan) in the inventory.

資料庫應包括樹木基本資料(如樹木編號、品種、大小、健康及結構狀況)及種植地點資料(如每個樹木品種的數量、相片及位置圖)。

c) Updating the tree inventory regularly every year and as required.

每年定期或在有需要時更新樹木資料庫。



TREE INVENTORY										
A. General Information										
Property Name:				Address:						
Contract No. & Title:				Survey Date:			Revision:			
B. Tree Schedule										
Tree No.	Photo No.	Tree Species		DBH (mm)	Overall Height (M)	Crown Spread (M)	Structural Condition (Good / Fair / Poor)	Health Condition (Good / Fair / Poor)	Remarks	
		Chinese Name	Botanical Name							

Step 3: Undertaking tree risk assessment (TRA)

步驟三：進行樹木風險評估

All the trees on your property should be included in TRA. The procedures are as follows:

所有在物業範圍內的樹木都須妥善進行樹木風險評估，步驟如下：

a) Identify the target areas within / adjacent to your property according to the intensity and frequency of use.

根據地點的使用密度和頻率，識別出物業範圍內或在鄰近地方的目標地點。

b) Undertake tree group inspection to facilitate an initial screening of trees within target areas and record all the findings in the inspection form ("Form 1").

進行樹群檢查，為目標地點內的樹木作初步評估，並把樹木檢查的資料記錄在樹群檢查表格上(「表格1」)。

c) Identify trees that require detailed individual tree risk assessment, and then rate the tree hazard with recommendations on follow-up mitigation measures to address the identified defects and tree problems and record all the findings in the inspection form ("Form 2").

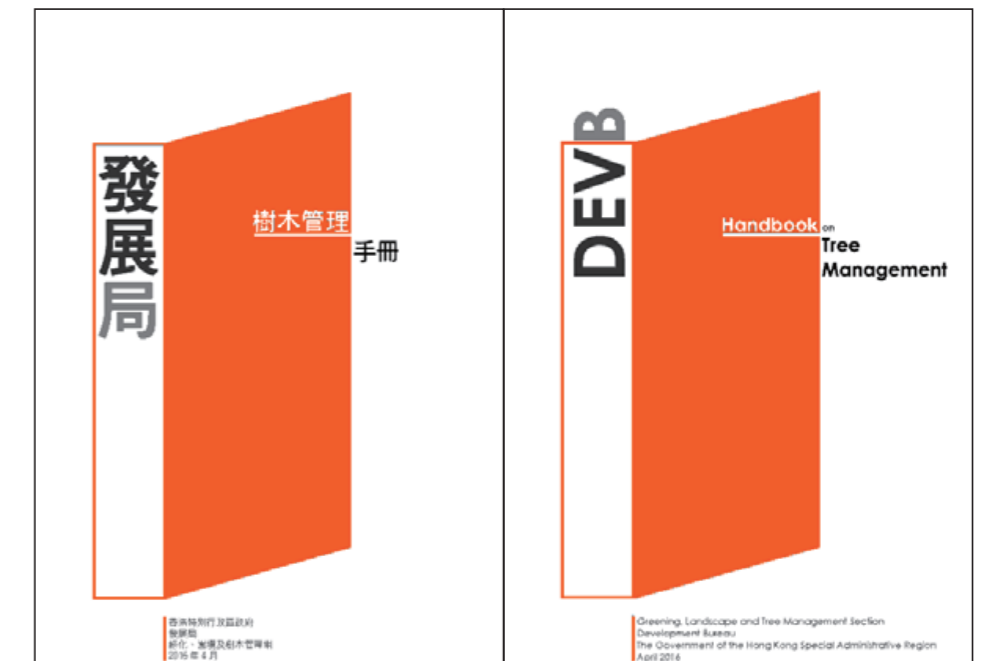
識別需要進行詳細個別樹木風險評估的樹木，然後評估樹木的危險性，並為已辨識的缺陷及樹木問題建議緩減措施，以作跟進。把樹木檢查的資料記錄在個別樹木風險評估表格上(「表格2」)。

The latest "Guidelines for Tree Risk Assessment and Management Arrangement", "Form 1" and "Form 2" can be viewed from the following website:

<https://www.greening.gov.hk/en/tree-care/tree-risk-assessment-and-management-arrangement/index.html>

有關最新版《樹木風險評估及管理安排指引》，以及「表格1」和「表格2」，可瀏覽以下網址：

<https://www.greening.gov.hk/tc/tree-care/tree-risk-assessment-and-management-arrangement/index.html>



Pay attention to the following tree problems! 若樹木出現以下問題,要注意!



Split 裂開



Fungal fruiting bodies
真菌子實體



Leaning 傾斜



Crack 裂縫



Hanger 懸吊斷枝



Wood decay / cavity
腐壞 / 樹洞



Dieback twigs
樹枝枯死



Severely cut / damaged root
根部被嚴重切割或損害



Topping / improper pruning
截頂 / 不適當修剪

Step 4: Mitigating tree risk

步驟四: 緩減樹木風險

Mitigation measures should be undertaken in a timely manner and under supervision of qualified professionals. Mitigation measures include:

在合資格專業人士監督下,適時進行緩減措施。緩減措施包括:

- Cordon off the tree fall zone 圍封塌樹可能影響的範圍
- Apply pest and disease control 控制病蟲害
- Prune broken or dead branches 修剪斷枝或枯枝
- Install supporting or cabling system 安裝支撐或纜索系統
- Continuously monitor defect 持續觀察樹木有問題部分
- Arrange tree removal 安排移除樹木

Step 5: Keeping records

步驟五: 保存記錄

Complete comprehensive and retrievable records of tree inspection results and mitigation measures can demonstrate that tree owners have taken reasonable care in tree management. Records on tree works include:

保存完備並可檢索的樹木巡查結果及緩減措施記錄,可顯示樹木擁有人已採取合理措施管理樹木。樹木工作記錄包括:

- Tree inventory 樹木資料庫
- Records of tree risk assessment 樹木風險評估記錄
- Records of maintenance inspections and maintenance works 樹木護養巡查和護養工作記錄
- Recommended mitigation measures and actions taken 已採取的建議緩減措施及行動
- Photo records 相片記錄

4. Enquiry and Feedback 查詢和反映意見

Any enquiry and feedback should be directed to the Greening, Landscape and Tree Management Section of Development Bureau.

(E-mail Address : gltms@devb.gov.hk)

如有查詢及意見,請與發展局綠化、園境及樹木管理組聯絡
(電郵地址: gltms@devb.gov.hk)

5. Reference 參考資料

Handbook on Tree Management of Development Bureau

(<https://www.greening.gov.hk/en/tree-care/information-about-tree-maintenance-for-private-pro/handbook-on-tree-management/index.html>)

發展局《樹木管理手冊》

(<https://www.greening.gov.hk/tc/tree-care/information-about-tree-maintenance-for-private-pro/handbook-on-tree-management/index.html>)

