

  		DEPARTMENT: OPERATIONS	POLICY NO.	TBC
			REVISION :	1
		POLICY TITLE : TREE MAINTAINANCE	EFFECTIVE DATE:	TBC
1.	INTRODUCTION	<p>Trees, being part of the eco system, add value to life, enhance, protect and secure the existing urban environment. As a result Johannesburg City Parks and Zoo (JCPZ) has being mandated by the City of Johannesburg (COJ) through Service Level Agreement (SLA) to maintain the green canopy of trees in designated public open spaces and streets in the greater COJ area of responsibility within set maintenance standards</p>		
2.	LEGISLATION	<ul style="list-style-type: none"> • National Environmental Management Act • Municipal Financial Management Act (Section 95) • National Health Act 61 of 2003 • Local Government : Municipal Systems Act, 32 of 2000 • National Forest Act of 98 		
3.	GDS ALIGNMENT	<p>The City envisages a future that presents significantly improved human and social development realities, whereby maintenance of the tree canopy leads to improved quality of life and development driven resilience for all</p>		
4.	DEFINITIONS	<p>For the purposes of this policy, the following definitions shall apply:</p> <p>Tree - a plant having a permanently woody main stem or trunk, ordinarily growing to a considerable height, and usually developing branches</p> <p>Eco-System - An ecosystem is a biological environment consisting of all the organisms living in a particular area, as well as all the non-living</p> <p>Public Open Space - open for public access; open for public recreation and use; outdoors, i.e. not a space within a building</p> <p>Green Leaf standard – Qualitative Grading Standards and guidelines for maintenance of trees developed in line to Yard Stick</p>		

		<p>International Standards</p> <p>Regions: geographical borders set out by the City of Johannesburg Metropolitan Municipality.</p> <p>Integrated Development Plan (IDP): The framework for specific service delivery related targets established by the Municipality</p>
5.	POLICY STATEMENT	To develop a policy framework that establishes Johannesburg City Parks and Zoo (JCPZ) commitment and strategic direction on the maintenance of green tree canopy of the COJ
6.	POLICY OUTCOME	<ul style="list-style-type: none"> • Maintenance and care of trees in public streets and designated public open spaces which adheres to IDP targets • Maintenance and care of trees adhering to quality maintenance standards as reflected in the Green Leaf standard • Maintenance and care of trees conducted against a standard process and procedures for the maintenance of newly planted and mature trees in the COJ • An improved healthy and clean physical urban environment • A COJ community with more attractive and safe places to live by provided by a canopy of well-maintained trees • Enhancement, protection and securement of the existing tree environment
7.	POLICY OBJECTIVES	<ul style="list-style-type: none"> • To ensure maintenance and care of trees in designated public open spaces and streets which aligns to IDP targets by planning schedules on electronic based system • To address the removal of alien trees and the development of tree replacement strategies • To maintain and care for trees using a quality maintenance standards as reflected in the Green Leaf standard • To maintain and care for trees using standard process and procedures for the maintenance of trees in the COJ • To ensure survival of newly planted trees with Tree After Care Maintenance

		<ul style="list-style-type: none"> • To provide maintenance of trees based on COJ regional and ward requirements • To increase the awareness of communities on the value of trees in the urban landscape by encouraging non-removal of trees
<p>8. IMPLEMENTATION STRATEGY</p>		<p>Trees Maintenance includes tree pruning, feathering, tree removal, tree replacement and tree planting after care that includes watering, tree staking and creating water bowls</p> <ul style="list-style-type: none"> • Maintenance and care of trees methods used by JCPZ is based on history, species of tree, research and environmental factors • Maintenance and care of trees is conducted in accordance to IDP requirements • Maintenance and care of trees is conducted in accordance to Tree Maintenance Processes and Procedures • Maintenance and care of trees is aligned to JCPZ Greening Strategy • Maintenance and care of trees is aligned to JCPZ Tree Management Strategy • Maintenance of trees is planned on computerised system which uses a system of job cards to conduct maintenance required and close off completed maintenance • Maintenance of trees is aligned to COJ Regions and ward requirements • Maintenance of trees has to comply to Green Leaf Standards • Maintenance of trees is conducted in accordance to EPWP processes • Maintenance of trees has to comply with Supply Chain Policy and MFMA in the use of external service providers • Maintenance of trees is conducted in accordance to Operations Resource Management Plan • Maintenance of trees is linked to specific facilities maintenance management plans processes

		<ul style="list-style-type: none"> • Maintenance of trees has to comply with JCPZ Asset Management Policy • Maintenance of trees has to comply with fuel management processes and policies • Maintenance of trees has to comply with SHEQ policy • Maintenance of trees has to be monitored and evaluated
9.	INTERNAL CONTROLS AND RISKS	<p>Refer to Operations Risk Document for Trees Management Risks</p> <p>Internal Controls:</p> <ul style="list-style-type: none"> • Maintenance of Trees Process and Procedure in place • Maintenance and care of trees is aligned to JCPZ Greening Strategy • Maintenance and care of trees is aligned to JCPZ Tree Management Strategy • Maintenance of Trees is planned and scheduled on computerised system • Resource Management Plan in place • Supply Chain Management Policy compliance • MFMA compliance • Asset Management Policy compliance • SHEQ compliance • Weekly monitoring and evaluation of park maintenance • Approval of invoices hierarchy in place
10.	MONITORING AND EVALUATION	<p>The Service Monitoring Unit conducts regular inspections of the urban tree canopy, particularly on the survival rate of newly planted trees and the condition of mature trees. The inspection reports provide input on management interventions required.</p> <p>Monitoring and evaluation documents:</p> <ul style="list-style-type: none"> • Service Monitoring Policy Framework

		<ul style="list-style-type: none"> • Monitoring and Evaluation Service Level Agreement • Planned , Follow Up and Ad hock Monitoring Inspection Reports • Weekly / Monthly and Quarterly Monitoring Feedback Reports
11.	SCOPE AND APPLICATION	This policy applies to all managers, staff and all activities in relation to maintenance of trees in all public designated open spaces and streets
12.	GOVERNING & REPORTING	Managing Director
		Operations Executive
		General Manager
		Regional Manager
		Trees Manager
13.	RELATED DOCUMENTS	<ul style="list-style-type: none"> • Tree Management Strategy • Greening Strategy • COJ IDP Document • COJ GDS Document • Green Leaf Standards • EPWP Policy • Supply Chain Policy and MFMA • Regional Parks and Trees Maintenance Resource Management Plan • Asset Management Policy • Fuel management processes and policies • SHEQ policy • Monitoring SLA • Johannesburg Metropolitan Open Space System (JMOSS)

		<ul style="list-style-type: none"> • CoJ By-Laws and Policies 					
14.	APPENDICES	<ul style="list-style-type: none"> • Tree Management Strategy • Greening Strategy • IDP document • Green Leaf Standards • EPWP Policy • Supply Chain Policy • Resource Management Plan • Asset Management Policy • Fuel management processes and policies • SHEQ policy • Monitoring and evaluation SLA • Operations and Regional & Trees Maintenance Unit Structure • COJ GDS Document • National Forest Act of 98 • National Health Act of 2003 • Operations Risk Register 					
15.	APPROVAL	The Board of Directors of Johannesburg City Parks and Zoo					
16.	CONCLUSION: APPROVAL AND REVIEW DATES	<table border="1"> <tr> <td rowspan="4">This policy will be reviewed annually by end of March</td> <td>Preparation Review</td> </tr> <tr> <td>January 2014</td> </tr> <tr> <td>Review Date</td> </tr> <tr> <td>February 2014</td> </tr> </table>	This policy will be reviewed annually by end of March	Preparation Review	January 2014	Review Date	February 2014
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17.	POLICY OWNER(S)	Operations Executive					