

Registration Scheme for Tree Management Personnel

Application for Registration

Notes to Applicants

1. INTRODUCTION

- 1.1. The Government of the Hong Kong Special Administrative Region (“Government”) has set up the Registration Scheme for Tree Management Personnel (“Scheme”) which aims to enhance the quality of tree management and maintenance work in Hong Kong.
- 1.2. Proper tree care is an effective means to minimise tree failure risks and is conducive to safeguarding public safety. For this reason, the Development Bureau (“DEVB”) of the Government considers it necessary to enhance the standard of arboriculture practitioners by introducing a registration scheme for tree management personnel who are responsible for tree inspection and various tree works, namely arborists, tree risk assessors, tree work supervisors, tree climbers and chainsaw operators.
- 1.3. Registration under the Scheme is on a voluntary basis. All qualified in-service practitioners are encouraged to register.

2. REGISTRATION REQUIREMENTS

- 2.1. To be eligible for registration, an applicant must satisfy the following criteria for the corresponding types of tree management personnel:

| Personnel Types | Registration Requirements |
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| Arborist | <p>Academic Qualifications (a) Professional certificate / higher diploma or above qualifications in arboriculture, tree management, tree risk assessment, landscape management, up to or above the standards of <u>Level 4</u> in the Hong Kong Qualifications Framework, or equivalent in an appropriate discipline; AND</p> <p>Professional Qualifications (b) (i) Certified Arborist, Certified Arborist Utility Specialist, Certified Arborist Municipal Specialist or Board Certified Master Arborist of the International Society of Arboriculture; or (ii) Technician Member, Professional Member or Fellow Member of the Arboricultural Association of the United Kingdom; or (iii) European Tree Worker or European Tree Technician of the European Arboricultural Council; or (vi) General Member of the National Arborists Association of Australia (issued on or before 31 Dec 2010); or (v) Registered Qualified Arborist, Registered Practicing Arborist, Registered Consulting Arborist, Registered Consulting & Practicing Arborist of the Arboriculture Australia; or (vi) Accredited Arborist of the Hong Kong Institute of Landscape Architects; or equivalent; AND</p> <p>Training Qualifications (c) (i) Completed and passed Comprehensive Tree Risk Assessment and Management Training Course with assessment or Refresher Course with assessment organised by the Tree Management Office; or (ii) completed and passed training programmes in tree risk assessment recognised by the Tree Management Office, such as Tree Risk Assessment Qualification by the International Society of Arboriculture, Professional Tree Inspection by Lantra Awards or Certificate of Training in Professional Tree Inspection and Risk Assessment by Li Ka Shing</p> |

| Personnel Types | Registration Requirements |
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| | <p>School of Professional and Continuing Education, Hong Kong Metropolitan University; AND</p> <p>OSH Training (d) Received relevant training in occupational safety and health relating to tree work operation covering, hazard identification, risk assessment and supervision; AND</p> <p>Work Experience (e) Has at least 7 years of work experience in tree care and is familiar with tree risk assessment and management.</p> |
| Tree Risk Assessor | <p>Academic / Professional Qualifications (a) (1) Certificate / diploma or above qualifications in arboriculture, tree management, tree risk assessment, landscape management, up to or above the standards of <u>Level 3</u> in the Hong Kong Qualifications Framework, or equivalent in an appropriate discipline; OR (2) (i) Certified Arborist, Certified Arborist Utility Specialist, Certified Arborist Municipal Specialist or Board Certified Master Arborist of the International Society of Arboriculture; or (ii) Technician Member, Professional Member or Fellow Member of the Arboricultural Association of the United Kingdom; or (iii) European Tree Worker or European Tree Technician of the European Arboricultural Council; or (iv) General Member of the National Arborists Association of Australia (issued on or before 31 Dec 2010); or (v) Registered Qualified Arborist, Registered Practicing Arborist, Registered Consulting Arborist, Registered Consulting & Practicing Arborist of the Arboriculture Australia; or (vi) Accredited Arborist of the Hong Kong Institute of Landscape Architects; or equivalent; AND</p> <p>Training Qualifications (b) (i) Completed and passed Comprehensive Tree Risk Assessment and Management Training Course with assessment or Refresher Course with assessment organised by the Tree Management Office; or (ii) completed and passed training programmes in tree risk assessment recognised by the Tree Management Office, such as Tree Risk Assessment Qualification by the International Society of Arboriculture, Professional Tree Inspection by Lantra Awards, Certificate in Tree Preservation and Risk Assessment conducted by the training bodies of the Employees Retraining Board or Certificate of Training in Professional Tree Inspection and Risk Assessment by Li Ka Shing School of Professional and Continuing Education, Hong Kong Metropolitan University; AND</p> <p>Work Experience (c) Has at least 2 years of work experience in tree care and is familiar with tree risk assessment.</p> |
| Tree Work Supervisor | <p>Training Qualifications (a) Received relevant training in occupational safety and health relating to tree work operation covering, hazard identification, risk assessment and supervision; AND (b) (i) completed training or vocational assessment in tree work operations offered by recognised institutions or industry organisations; or (ii) be a “Certified Arborist” of the International Society of Arboriculture, Registered Arborist (Level 3 or above) of Arboriculture Australia, Technician Member or above of the Arboriculture</p> |

| Personnel Types | Registration Requirements |
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| | <p>Association of the United Kingdom or the Accredited Arborists of the Hong Kong Institute of Landscape Architects, those having taken the Professional Diploma Programme in Arboriculture of the Chinese University of Hong Kong or equivalent or above; AND</p> <p>Work Experience (c) with at least 2 years work experience in tree care.</p> <p>Note: Examples of recognised institutions or industry organisations include Occupational Safety and Health Council, Vocational Training Council and Construction Industry Council.</p> |
| Tree Climber | <p>Training Qualifications (a) Received basic training in occupational safety and health relating to tree work operation; AND (b) (i) completed training or vocational assessment in tree work operations (including tree climbing (rope access), use of chainsaw and aerial rescue) by recognized institutions or industry organisations; or (ii) be a “Certified Tree Worker Climber Specialist” of the International Society of Arboriculture, those having taken Professional Diploma Programme in Arboriculture of the Chinese University of Hong Kong or equivalent or above; AND</p> <p>Work Experience (c) With at least 1 year work experience in tree care.</p> <p>Note: Examples of recognised institutions or industry organisations include Occupational Safety and Health Council, Vocational Training Council and Construction Industry Council.</p> |
| Chainsaw Operator | <p>Training Qualifications (a) Passed the “Vocational Assessment in Safety Use and Maintenance of Chainsaw Operation and Basic Tree Pruning for the Arboriculture Industry” organised by the Vocational Training Council; or (b) Modules “Operate and Maintain Chainsaw” (RTC2304A/ AHCARB205A) and “Prune trees and shrubs” (RTF2017A/ AHCARBPGD203A) of the certificate/diploma courses in Arboriculture offered by the Northern Melbourne Institute of TAFE (NMIT, now known as Melbourne Polytechnic); or (c) Qualified Chainsaw and Pruning (Ground-based) Technician (QCPT) offered by the International Society of Arboriculture, Hong Kong Chapter; or (d) Chainsaw Operation and Maintenance Training offered by Li Ka Shing Institute of Professional and Continuing Education, the Open University of Hong Kong (now known as Li Ka Shing School of Professional and Continuing Education, Hong Kong Metropolitan University); or (e) “Professional Competency Assessment of Petrol Chainsaw Use and Maintenance and Pruning” offered by the TCHK; or (f) Safe Use and Maintenance of Chainsaw and Basic Pruning in Arboriculture offered by LNS Limited and Pro Tree Development Limited; or (g) Other equivalent qualification from a recognised local or overseas training institute or professional body.</p> |

2.2. Applicant shall be a resident of Hong Kong aged 18 or above.

3. RENEWAL REQUIREMENTS

- 3.1. Each registration and renewal will be valid for three years. Registered tree management personnel who wish to apply for renewal of registration will have to produce a minimum of 1.5 years in-service records in the immediate past three years before expiry of the current registration and records of compliance of the requirements on continuing education in arboriculture (“CEA”) during the same period. Application for renewal can be made at the earliest six months in advance of the expiry of the registration. Details of the renewal requirements are available in the registration website (<https://www.greening.gov.hk/rstmp/en/home/index.html>) of the Greening, Landscape and Tree Management Section (“GLTMS”).
- 3.2. Registered Tree Risk Assessors who do not have recognised academic or professional qualification are required to acquire relevant recognised academic and professional qualifications and submit their documentary proof for renewal of registration.

4. REGISTRATION DOCUMENTS

- 4.1. Upon approval of application, an electronic registration card for each type of tree management personnel, in addition to a registration letter, will be issued to the registered personnel, which displays the registered personnel’s name, photo, registration number and a QR code to link to the registered personnel’s registration details, including the name, registered personnel type(s) and the corresponding registration expiry date(s), on the registration website (<https://www.greening.gov.hk/rstmp/en/home/index.html>). The QR code would facilitate direct access to the registration website for retrieval of registration details of a particular registered personnel by the industry, private property owners, property management personnel and government tree management departments.

5. CODE OF CONDUCT AND PERFORMANCE MONITORING

- 5.1. Registered tree management personnel are expected to deliver arboriculture services up to the required standards, thereby ensuring healthy tree growth and protecting public safety. Therefore, they are required to comply with the code of conduct of the registered tree management personnel which is to provide guidance on proper practices of the industry and professionalism of the tree management personnel. Besides, a performance monitoring mechanism is also established to ensure compliance of the code of conduct by the registered tree management personnel. Non-performers will be subject to appropriate regulatory measures. Details of the code of conduct and performance monitoring mechanism are available in the registration website (<https://www.greening.gov.hk/rstmp/en/home/index.html>).

6. REGISTRATION FEE

- 6.1. Registration under the Scheme is free of charge.

7. HOW TO APPLY

- 7.1. Applicants shall submit the application via the internet using the e-form available in the registration website (<https://www.greening.gov.hk/rstmp/en/home/index.html>) and upload digital copies of the supporting documents and materials. Applicants may also submit the applications by post to the Tree Management Personnel Registration Unit of the GLTMS (“Registration Unit”) (Address: 16/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong). Submission of an application by post shall include a duly completed and signed application form (RSTMP01(08/2021)) and the relevant supporting documents and materials, including but not be limited to the following:
 - (a) Photocopy of documentary proof of qualifications that meet the registration requirements (see

Section 2);

- (b) Photocopy of documentary proof of working experience;
- (c) Photocopy of the applicant's personal identity document or verifying his/her identity by presenting his/her Hong Kong Identity Card ("HKID Card") in person; and
- (d) One colour photograph of the applicant taken recently.
 - (i) The photograph shall have same format as passport photograph with detail requirements as follows:
 - Photograph should show full frontal face with clear facial features.
 - Plain light colour background
 - Size: 40mm (W) x 50mm (H)
 - (ii) Applicant can submit the photograph in hardcopy, or in the form of digital file (only in CD or through uploading in e-form). The acceptable file format of the digital photograph are as follows:

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| Image type: | JPEG |
| File size: | 5MB or below |
| Acceptable dimension: | Captured by scanner (600dpi) – Photograph size: 40mm (W) x 50mm (H) Captured by digital camera – Image size: 1200px(W) x 1500px(H) |

- 7.2. The applicant is allowed to apply for registration for more than one personnel type in one application provided that he/she fulfills the relevant registration requirements.
- 7.3. The applicant may choose to produce his/her HKID Card in person to the Registration Unit for verifying his/her identity provided in the application form in lieu of the provision of photocopy of his/her personal identity document as required in paragraph 7.1(c) in the above. The applicant is required to contact the Registration Unit via e-mail at rstmp@devb.gov.hk or via telephone at 2848 2334 for making appointment for such arrangement after upon submission of the application.
- 7.4. If the applicant cannot provide documentary proof for his/her relevant working experience as required in paragraph 7.1(b), he/she may consider taking oath.
- 7.5. Applications with incomplete information or missing documents will not be processed.
- 7.6. The Scheme is open for application throughout the year.
- 7.7. Applicants may be required to verify the information submitted in person, and provide the original documents, e.g. HKID card, certificates of qualifications, etc. for inspection, and/or to provide supplementary information for processing the application when requested by the Registration Unit. Failure to provide the original documents for verification and/or supplementary information for processing the application will render the application rejected.
- 7.8. The Registration Unit will normally issue acknowledgement letter to the applicant within 5 working days upon receipt of application. The applicants will normally be notified of the result of application by writing within 6 weeks upon receipt of the duly completed application form with all necessary supporting documents, or upon satisfactory verification of documents and/or receipt of supplementary information by the Registration Unit.

8. IMPORTANT POINTS

- 8.1. It is an applicant's responsibility to complete the application form fully and truthfully and attach all the necessary supporting documents and materials. Any misrepresentation, omission or provision of false or misleading information may, without prejudice to any powers, rights, remedies and claims

the Government may have hereunder or in law, entitle the Government to reject or disqualify the application immediately or as the case may be, and terminate immediately the registration under the Scheme. Applicants are reminded that it is an offence to obtain property / pecuniary advantage by deception. Any person who does so commits a criminal offence and is liable on conviction to imprisonment for 10 years under the Theft Ordinance (Chapter 210 of the Laws of Hong Kong).

- 8.2. Applicants are prohibited from offering any advantages (e.g. money, gift, etc.) as defined in the Prevention of Bribery Ordinance (Chapter 201 of the Laws of Hong Kong) (“PBO”) to any employees of the GLTMS in the conduct of or in relation to the Scheme. It is also an offence under the PBO to offer any advantages to an employee of the GLTMS as an inducement to or reward for facilitating or expediting the processing of applications.
- 8.3. The personal data and other supplementary information that are provided in the application may be disclosed to Government bureaux and departments for processing the applications or any other legitimate purposes as may be required, authorised or permitted by law.
- 8.4. In accordance with the Personal Data (Privacy) Ordinance (Chapter 486 of the Laws of Hong Kong), applicants have the right to request access to and correction of the personal data supplied in their applications.
- 8.5. To ensure fair and impartial procedures on handling matters related to registration and performance monitoring, a Disciplinary Panel and an Appeal Board are established under DEVB. Any applicant, complainant or defendant who does not accept the decision made by the Registration Unit on registration matters and Disciplinary Panel on disciplinary cases may submit his or her appeal request to the Appeal Board for a review of the case, and the Appeal Board’s decision is final. Details of the appeal arrangement are available in the registration website (<https://www.greening.gov.hk/rstmp/en/home/index.html>).
- 8.6. In the event of any inconsistency between the English and Chinese versions of this “Notes to Applicants” and the application form, the English version shall prevail.

9. GOVERNMENT DISCLAIMERS

- 9.1. Whilst the information provided by the Government in this “Notes to Applicants” and the application form (collectively, the “Application Documents”) has been prepared in good faith, none of them claims to be comprehensive or to have been independently verified. Neither the Government, nor any of its officers, agents or advisors, accepts any liability or responsibility as to, or in relation to, the adequacy, accuracy or completeness of the information contained in the Application Documents or any other written or oral information which is, has been or will be provided or made available to any Applicant; nor do they make any representation, statement or warranty, express or implied, with respect to such information or to the information on which the Application Documents is based. Any liability in respect of any such information or any inaccuracy in the application form or omission from the application form and other Application Documents is expressly disclaimed. Nothing in the application form and other Application Documents nor in any other written or oral information which is, has been or will be provided or made available to any Applicant should be relied on as a representation, statement or warranty as to the intentions, policy or action in future of the Government, its officers or agents.
- 9.2. Neither the application form nor any invitation for submission of applications under the Scheme constitutes an offer.
- 9.3. The submission of an application form by an Applicant shall be taken to be an acceptance of the terms of these disclaimers by the Applicant.

10. ENQUIRIES

- 10.1. For general enquiries regarding the Scheme, please contact the Tree Management Personnel Registration Unit of the GLTMS at rstmp@devb.gov.hk or 2848 2334. Alternatively, applicants may visit the Scheme's website <https://www.greening.gov.hk/rstmp/en/home/index.html> for more information.