

政府總部
發展局
工務科

香港添馬添美道 2 號政府總部西翼

本局檔號 Our Ref. : DEVBWB GLTMS-200-002-003-P001
來函檔號 Your Ref. : -



**Works Branch
Development Bureau
Government Secretariat**
West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

電話 Tel No. : 2848 2334
傳真 Fax No. : 2186 6932

2 January 2025

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 2025. You and your property management personnel are cordially invited to attend these talks.



The details of the talks are as follows:

Session No.	1 (Event Code: PW1)	2	3
	Talk ^{Note}	Webinar	Webinar
Venue	Lecture Theatre, Hong Kong Central Library		
Address	66 Causeway Road, Causeway Bay, Hong Kong		
Date	10 February 2025 (Monday)	24 February 2025 (Monday)	4 March 2025 (Tuesday)
Time	10:00 am - 12:00 nn	2:30 pm - 4:30 pm	2:30 pm - 4:30 pm
Fee	Free		
Quotas	290 seats	500 audiences	500 audiences
Registration	<p>Please call 3690 9293 or scan the QR code below and complete the E-form:</p>  <p>Each person may reserve up to a maximum of 10 seats. Seats are limited and arranged on a first-come-first-served basis.</p>	<p>Please register by scanning the QR code below:</p>  <p>Quotas are limited and arranged on a first-come-first-served basis.</p>	<p>Please register by scanning the QR code below:</p>  <p>Quotas are limited and arranged on a first-come-first-served basis.</p>
Enquiries	Tel: 2848 2334		

Note: If the talk is cancelled due to inclement weather or other unforeseeable reasons, we may conduct the replacement in the way of webinar.

The “Tree Management Practice Note No. 2: Key Steps in Tree Risk Management in Private Properties” is enclosed for your reference. To report problematic trees on government land, please use the 1823 Mobile App – “Tell me@1823 v2”, e-mail tellme@1823.gov.hk, or call 1823.

Please visit 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,



(Angie AU YEUNG)
Head of Tree Management Office
Development Bureau

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樹木管理動畫。《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樹木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 (活動編號：PW1)	2	3
	講座 ^註	網上講座	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	2025 年 2 月 10 日 (星期一)	2025 年 2 月 24 日 (星期一)	2025 年 3 月 4 日 (星期二)
時間	上午 10 時至 中午 12 時	下午 2 時 30 分至 4 時 30 分	下午 2 時 30 分至 4 時 30 分
費用	免費		
名額	290 座位	500 名觀眾	500 名觀眾
登記	請致電 3690 9293 或 掃描以下二維碼填寫 電子表格登記：  每名人士可預留最多 十個名額。 名額有限，先到先得。	請掃描以下二維碼登 記：  名額有限，先到先得。	請掃描以下二維碼登 記：  名額有限，先到先得。
查詢	電話：2848 2334		

註：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，主辦單位或會改以網上形式進行講座。

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。

有關城市林務管理工作的最新資料，請瀏覽www.greening.gov.hk。

我們懇切盼望與 閣下一起同心協力，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



(歐陽倩雯)

2025 年 1 月 2 日

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」