

Ministers Park Tree Planting Policy

Date Adopted: 22 September 2015

Version: 1.1

Policy Objectives

The objective of this policy is to outline the guidelines in regards to tree planting within Ministers Park.

Policy Scope

This policy applies to Ministers Park, Les Darcy Drive, Maitland (Lot 100 DP815763 & Lot 12 DP701499).

Policy Statement

This policy aims to formalise the tree planting process within Ministers Park and provide guidelines around individuals who plant trees, the approval process, maintenance requirements and tree replacements. The following elements form the basis of the policy:

1. Criteria for Dignitaries

Planting a tree in Ministers Park is meant to be an honour for an individual who has served the community in public office. Tree planting is therefore reserved for individuals who meet the following criteria:

- Governor General (Federal & State)
- State and Federal Ministers (current or past)
- Mayor of Maitland City Council
- All surviving former Mayors
- Persons at the invitation of the Mayor

2. Process

An Invitation to plant a tree is to be extended by the Mayor. It is the responsibility of the Recreation Services/Works Department to ensure each tree is planted correctly. The minimum tree size for a dignitary is to be 100 pot size.

Each tree planted in honour of a dignitary shall be recorded by Council as part of the city's heritage.

3. Tree Planting

Location:

Trees shall be planted in locations identified in the Ministers Park Masterplan. The area designated as 'Ministers Garden' is designed to contain these trees.

Existing trees are to be relocated to conform to the design of the 'Ministers Garden'. Initially, trees are to be planted in every second location indicated on the plan. This will ensure the shape of the garden is achieved early with future plantings serving to fill in the garden.

Planting:

Trees shall be planted in pits and soil that conforms to Council's standards or best industry practice. The planting pits should be prepared with planting soil at the correct depth prior to the planting ceremony. The dignitary will then place the tree in the pit (with assistance) and place soil into the pit.

After the ceremony a designated member of the Recreation Services/Works Department will ensure the tree pit is backfilled with the correct soil mixture and mulch is spread over the planting area.

It is the responsibility of the Recreation Service/Works Department to ensure each tree is planted correctly. The minimum tree size for a dignitary planted tree shall be 100 litres.

Markers:

Each tree planted by a dignitary shall receive a stainless steel plaque mounted on a sandstone block. The plaque is to be inscribed with:

- Dignitary's name
- Dignitary's position and contribution to the community
- Date of planting

Recording:

Each tree planted in honour of a dignitary shall be recorded by Council as part of the city's heritage.

4. Tree Quality

All trees within Ministers Park shall be the best quality adhering to the NATSPEC standard. Trees shall be single stemmed specimens grown to provide a clean upright trunk free from deformities or defects. The existing tree to be replanted shall be reviewed for compliance and replaced rather than replanted as required.

5. Supplier

Trees Impact is a local supplier that provides high quality trees to NATSPEC standard. Alternative suppliers may be considered if complying quality.

6. Tree Maintenance

All trees within Ministers Park shall be maintained in accordance with Council standards or best industry practices. Refer to Ministers Park Plan of Management for more specific information.

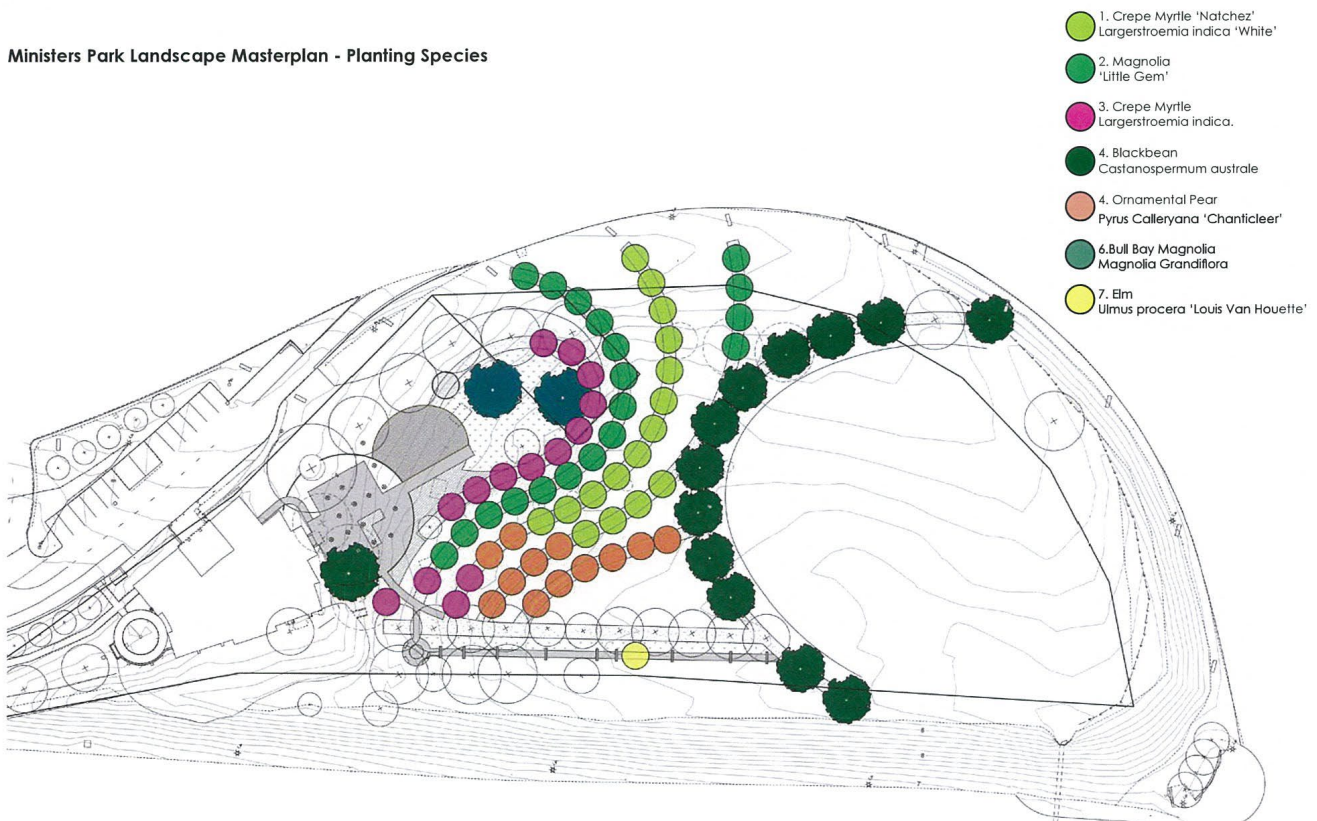
7. Tree Replacement

Occasionally, trees will require replacement due to age, disease or injury. Guidelines for replacement trees are as follows:

- Each replacement tree shall be of the same species as the original tree
- Minimum size and planting methods to meet criteria above in point 3 – Tree Planting
- The replacement tree shall maintain the original plaque identifying the dignitary who planted the original tree.

This policy aims to formalise the tree planting process within Ministers Park and provide guidelines around individuals who plant trees, the approval process, maintenance requirements and tree replacements. The following elements form the basis of the policy:

Ministers Park Landscape Masterplan - Planting Species



Policy Administration

Business Group:	City Services
Responsible officer:	Manager Works
Council reference:	Ordinary Council Meeting 22 September 2015 – Item No. 10.3
Policy review date:	Three (3) years from date of adoption
File number:	129/2
Relevant legislation	<ul style="list-style-type: none">• Local Government Act 1993 (NSW)
Related documents	<ul style="list-style-type: none">• Draft Plan of Management and Masterplan for Ministers Park

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	22 September 2015	New policy adopted
1.1	-	Updated to new branding and alignment to organisation structure. No change to content.