



POLICY AND FINANCE COMMITTEE

AGENDA – 20 February 2013

A Conduct of Business

The meeting will be held in the Council Chambers, 19 Kitchener Street, Martinborough and will commence at the conclusion of the District Council meeting. The meeting will be held in public (except for any items specifically noted in the agenda as being for public exclusion).

- A1. Apologies
- A2. Conflicts of Interest
- A3. Public Participation
- A4. Minutes for Confirmation: Policy & Finance Committee 12 December 2012 Pages 1-2
- A5. Action Items from 12 December 2012 Page 3

B Presentation from WREMO

- B1. Paul Walker to discuss the CDEM notification system in a Wairarapa emergency event.

C Reports and Policies

- C1. Street Banners and Flags Policy Pages 4-9
- C2. Urban Street Tree Policy Pages 10-20

D Finances



POLICY AND FINANCE COMMITTEE MEETING MINUTES

12 December 2012

- Present:** Mayor Adrienne Staples (Chairperson), Councillors Margaret Craig, Dean Davies, Mike Gray, Brian Jephson, Viv Napier, Julie Riddell, Solitaire Robertson and Keith Sexton.
- In attendance:** Paul Crimp (Group Manager Corporate Support) and Suzanne Clark (Committee Secretary).
- Conduct of Business:** The meeting was held in the South Wairarapa District Council Chambers at 19 Kitchener Street, Martinborough and was conducted in public between 12:20pm and 12:50pm.

A Preliminary Matters

A1. Apologies

P&F RESOLVED (P&F2012/42) to accept apologies from Cr Stevens.

(Moved Cr Craig/Seconded Cr Davies)

Carried

A2. Conflicts of Interest

No conflicts of interest were declared.

A3. Public Participation

There was no public participation.

A4. Minutes for Confirmation: Policy & Finance Committee 31 October 2012

P&F RESOLVED (P&F2012/43) that the minutes of the Policy and Finance Committee meeting held on 31 October 2012 be received and confirmed as true and correct.

(Moved Cr Riddell/Seconded Cr Robertson)

Carried

A5. Action Items from 31 October 2012

P&F RESOLVED (P&F2012/44) to receive the action items from 31 October 2012.

(Moved Cr Gray/Seconded Cr Sexton)

Carried

A6. Minutes for Receipt: Risk & Audit Committee 18 October 2012

Council discussed the establishment of a fraud risk register and internal audit controls.

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

P&F RESOLVED (P&F2012/45):

- 1. To receive the Risk and Audit Working Party minutes from 18 October 2012.
(Moved Cr Napier/Seconded Cr Davies) Carried
- 2. Action 737: Organise for the GWRC water race report by Mike Hewison to be circulated to councillors once it has been finalised; P Crimp

B Reports

B1. Mayor’s Discretionary Fund

P&F RESOLVED (P&F2012/46):

- 1. To receive the information.
- 2. To rescind the Mayor’s Discretionary Fund Policy.
(Moved Mayor Staples/Seconded Cr Robertson) Carried

B2. Council and Committees Policy

P&F RESOLVED (P&F2012/47):

- 1. To receive the information
- 2. To adopt the amended Council and Committees Policy.
(Moved Cr Napier/Seconded Cr Jephson) Carried

C Finances

Councillors’ considered the finances and the Group Manager Corporate Support discussed variances to budget, rates debtors and the schedule of investments.

P&F RESOLVED (P&F2012/48):

- 1. To receive the financial report for the four months ended 30 November 2012.
(Moved Cr Craig/Seconded Cr Riddell) Carried
- 2. Action 738: Circulate a current rate debtors report to councillors; P Crimp
- 3. Action 739: Provide WINZ with SWDC rates direct debit forms and ask them to encourage their clients to utilise this service; P Crimp

Confirmed as a true and correct record

.....(Mayor)

.....(Date)

DISCLAIMER

Until confirmed as a true and correct record, at a subsequent meeting, the minutes of this meeting should not be relied on as to their correctness

**Policy and Finance Committee
Action Items
From 12 December 2012**

| Ref # | Meeting | Date | Action Type | Responsible Manager | Action or Task details | Status | Notes |
|-------|---------|-----------|-------------|---------------------|--|----------|--|
| 197 | P&F | 4-Apr-12 | Action | Mark | Develop a series of protocols for the Waste Water Disposal Policy that help officers interpret the policy. Protocols need to cover how road openings are managed (especially on SH2), what Council will fund, and how Council will assist ratepayers who can't afford the cost of a lateral repair); | Open | 8.6.12.This is work in progress and actually requires a team approach, Mark, Paul etc 25/7/12 . The policy is clear and without exceptional circumstance there is no assistance. Policy was reconfirmed on the 27 June 2012 by Council |
| 612 | P&F | 31-Oct-12 | Action | Mark | Provide a written report outlining costs of fluoridating the community water supply and the perceived risks of fluoridation and the technical steps needed to provide fluoridation to the water supply | Open | Information tabled. Include costings for forthcoming Annual Plan |
| 734 | P&F | 12-Dec-12 | Resolution | Paul | Mayor's Discretionary Fund P&F RESOLVED (P&F2012/46): 1. To receive the information. 2. To rescind the Mayor's Discretionary Fund Policy. (Moved Mayor Staples/Seconded Cr Robertson) Carried | Open | To go to Council 3/12/13 |
| 735 | P&F | 12-Dec-12 | Resolution | Paul | Council and Committees Policy P&F RESOLVED (P&F2012/47): 1. To receive the information 2. To adopt the amended Council and Committees Policy. (Moved Cr Napier/Seconded Cr Jephson) Carried | Open | To go to Council 3/12/13 |
| 737 | P&F | 12-Dec-12 | Action | Mark | Organise for the GWRC water race report by Mike Hewison to be circulated to councillors once it has been finalised | Actioned | Completed and will be distributed at Council meeting 20 Feb |
| 738 | P&F | 12-Dec-12 | Action | Paul | Circulate a current rate debtors report to councillors | Actioned | Latest report included in Feb Council papers |
| 739 | P&F | 12-Dec-12 | Action | Paul | Provide WINZ with SWDC rates direct debit forms and ask them to encourage their clients to utilise this service | Open | |

POLICY & FINANCE COMMITTEE

20 FEBRUARY 2013

AGENDA ITEM C1

STREET BANNERS AND FLAGS POLICY

Purpose of Report

To present the "Street Banners and Flags Policy" for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopts the Street Banners and Flags Policy.*

1. Executive Summary

The Council offers a the ability to use flags and banners, which provides a strong visual impact, showcasing events and ensuring it is recognisable, as well as creating vibrancy and enhancing community pride in the South Wairarapa District Council urban areas.

To ensure consistency and appropriateness Council requires a policy to approve flags and banners and prioritise the use of installation brackets and locations.

2. Background

Council supports many festivals and events both within the South Wairarapa, regionally and nationally. These events often require or are supported through the display of street flags. To this end Council has installed brackets and fixtures for this purpose.

Council also supports the use flags and banners being displayed for other organisations and groups.

For this reason Council requires a policy to administer the use of the brackets installed and ensure a consistent approach to the deployment of flags and banners.

3. Discussion

3.1 Consultation

Consultation with respective community boards and relevant parties has not taken place. Due to the historical use of the banners and flags notwithstanding the prior financial commitments for brackets made by community groups this consultation can take place on an application by application basis.

Review of coming events can be done via the community boards and prior warning given via the community boards to potential applicants in advance.

3.2 Legal Implications

Issues exist for insurance and liability of damage from the use of the flags and banners.

These risks are to those involved in installation and maintenance and to general public in misfortune caused due to installation.

While this risk is minimal it is noted that this risk may be borne by council excepting in the case of misfeasance/ nonfeasance by or too contractors in installation.

The policy does not expressly ask for proof of insurance but may be amended to do so.

3.3 Financial Considerations

Where all flag and banner installation costs are carried by the applicant this has no financial implications to council. Should the community boards wish to individually support events and organisations this would be at their discretion from already allocated funds.

4. Conclusion

By allowing each community board to administer its own town a consistent policy for the use of flags and banners can be suited to community events. Where regional or national events require display, this can also be administered consistently through singular policy administered by each Board.

5. Supporting Information

5.1 Long Term Plan - Community Outcomes

5.1.1. Healthy & Economically Secure People

This supports the community through better coordination of events and publicity.

5.1.2. Vibrant and Strong Communities

The ability for community boards to be enabled to control and administer community publicity for ventures within their respective districts affords a closer linkage to the groups within their communities. This builds relationships and proposes better understanding.

5.2 Decision Making

This policy allows for decision making at a community board level and is a delegated authority form Council.

Council may recommend to all boards simultaneously or for banners of national and regional significance to be displayed.

5.3 Existing Policy

There is currently no existing policy.

6. Appendices

Appendix 1 – Urban Street Banners and Flags Policy

Contact Officer: Mark Allingham, Group Manager Infrastructure and Services

Reviewed By: Jack Dowds, Chief Executive Officer

Appendix 1 – Urban Street Banners and Flags Policy

STREET BANNERS AND FLAGS

1. RATIONALE

Council supports many events and organisations through the display of street banners and flags. To ensure a consistent approach for all organisations and groups, including Council, a flags policy is required to assist officers and Council determine priorities in display.

2. PURPOSE

1. To set out guidelines to Council's elected members and Council employees who are required to determine use of poles and brackets and what may be displayed.
2. To streamline the approach of taking bookings for street flags throughout the district.

3. GUIDELINES

1. To streamline the approach of taking bookings for street flags throughout the district, Council requires that anyone wanting to install street flags or banners make an application through the respective community board in writing. The application must include:
 - a. *The dates of installation and removal.*
 - b. *Reason for installation, event details.*
 - c. *Description or picture of the banner or flag.*
2. While the respective community board approves and takes bookings for street flags it is the applicant's responsibility to arrange installation and removal of their flags on the applied dates by a Council approved contractor.
3. It is the responsibility of the applicant to maintain the standard of the flags during the installation period.
4. It is the responsibility of the applicant to reinstate flags previously hanging.
5. Due to the application being required to go to the appropriate community board for comment and allowing time for amendments in design (if required) and subsequent print times, applications must be received no later than forty (40) working days prior to the applied installation date.
6. Applicants (or the approved contractor) are required to supply a Traffic Management Plan at least five working days prior to the installation date.

7. Any deviation from the approved banner/flags or event signage without previous agreement with the respective community board may result in the removal of the banner/flag or event signage.
8. The applicant is responsible for all charges incurred by Council in the event of any emergency works necessary to make the street fags safe.
9. In determination of appropriate usage the community board will consider the following:
 - a. *Previous use and historical context.*
 - b. *The commercial or community nature of the event or occasion.*
 - c. *Cost recovery or financial support to the event or occasion.*
 - d. *The financial contributions made by or to the applicant present or historical.*
 - e. *To help make the design more effective it is recommended that:*
 - Graphics be simple and bold.
 - Text only be used where it forms part of the established image of the event or logo.
 - Text be large enough to be read from a distance and be kept to no more than a few words.
 - Dates and venues are best avoided, as they are difficult to read.
 - Montages, slogans and extended text should be avoided.
 - White backgrounds should be avoided as they soil easily and are difficult to see against the greyness of the winter weather, often inhibiting legibility.
 - Material deemed to be inappropriate or offensive to the community at large, or to any sector of the community, will not be permitted.
10. The community board reserves the right to refuse design applications at its discretion.

POLICY & FINANCE COMMITTEE

20 FEBRUARY 2013

AGENDA ITEM C2

AMENDMENT OF URBAN STREET TREE POLICY

Purpose of Report

To present the amended "Urban Street Tree Policy" for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the amended Urban Street Tree Policy.*

1. Executive Summary

The south Wairarapa District council recognizes the significance of its tree assets and its requirement to have a street tree police under the combined district plan.

As part of this policy it is proposed to add the clause:

5.12 (c) As a courtesy the appropriate community board should be advised of the decision at the first opportunity i.e. the next scheduled community board meeting.

This would ensure community board members understand the reasoning of actions and are able to ensure their respective communities are aware of the reasoning for removal or planting of trees.

2. Discussion

The rationale of the Urban Street tree Policy is as per clause 1.3 "*To provide consistent procedures and approaches for the removal of trees on road reserves.*"

As part of these procedures it is appropriate that the community boards in each of the urban areas are aware of the works undertaken and the assessments made. This enables them, through greater visibility, to communicate and liaise with their communities on the reasoning of the approaches taken.

Where appropriate prior consultation may take place at the officers discretion to aid in the review of an application, a tree of concern, or for a tree planting.

The community board may make an application on behalf of groups and/or individuals, express concern over a tree or request permission for planting.

As per clause 5.3 *Tree Removal On Road Reserves*, tree removals are to be approved by the Group Manager Infrastructure and Services, and as per the added clause 5.12, the Group Manager will advise the appropriate community board.

3. Consultation

Discussion has taken place at a community board level and received positive response on the level of information this would provide them.

4. Legal Implications

As decision making is unaffected and the process unchanged therefore there are no legal implications. The recommended addition to the policy adds a greater visibility of operational decision making and does not hamper timeliness of action; therefore there is no greater risk to the public caused by a delay of action.

5. Financial Considerations

There is no increase or decrease in physical works due to added reporting. The minor addition in officer time due to added reporting will be monitored to ensure the impact on staff effectiveness is minimal.

6. Appendix

Appendix 1 – Urban Street Tree Policy.

Prepared by: Mark Allingham, Group Manager Infrastructure and Services

Appendix 1 - Urban Street Tree Policy

Urban Street Tree Policy

1.0 RATIONALE:

- 1.1 The purpose of this Policy is to provide consistent guidelines for the ongoing maintenance of existing trees and plantings on road reserves within the urban area;
- 1.2 To provide consistent guidelines for the selection, siting, planting and maintenance of future street tree plantings on road reserves within the urban area;
- 1.3 To provide consistent procedures and approaches for the removal of trees on road reserves;
- 1.4 To provide guidelines for the assessment of and the ongoing maintenance of Notable Trees growing within a road reserve.

2.0 PURPOSE:

- 2.1 A Policy is required as the Combined Wairarapa District Plan states that any activity affecting a street tree is a permitted activity where the work is undertaken in accordance with the Council Street Tree Policy.

3.0 GUIDELINES:

- 3.1 The main objectives of this Policy are to enhance the image of the town streets and improve the streetscape, while minimising negative effects on public utilities and activities.
- 3.2 Due to financial limitations and other physical constraints e.g. (width of berms), Council recognises that it will not be able to accommodate tree planting in many of the smaller streets. Although recognition should be given to any submission requesting street tree planting, residents should be encouraged to undertake street tree planting as a community initiative.
- 3.3 Developers of subdivisions should be encouraged to plant streets with suitable species and follow the procedures and recommendations set down in this policy and NZS4404.
- 3.4 Appendices are attached that identify suitable and unsuitable trees. The list is not exhaustive but should be used as a planting guide when choosing species for a new streetscape (*see appendices A & B, pages E804 & E805*)
- 3.5 The Infrastructure and Services Department needs to prepare annual budgets. It is therefore necessary to establish the likely cost of tree maintenance and new plantings. An evaluation together with a valuation method, which is a standard, will give reassurance that both financial and amenity responsibilities to the community are upheld.

4.0 STREET TREE PLANTING AND MAINTENANCE

- 4.1 That street tree plantings be appropriate in size, density and position to ensure traffic visibility and personal safety is not compromised.
- 4.2 That new street plantings be chosen from the core list of trees listed in Appendix A (*page E804*).
- 4.3 That the Council develop and encourage single species plantings along streets.
- 4.4 That residents be encouraged to undertake street tree planting as a community initiative, and advised on appropriate species.
- 4.5 That maintenance and pruning be carried out by Council staff or a Council approved contractor only in accordance with the ongoing maintenance programme.
- 4.6 That before tree maintenance occurs residents on the affected streets be informed of the intent to carry out this work by way of a letter prior to work commencing.
- 4.7 That Council undertake or allow no further plantings of streets where there is a risk of conflict with overhead services.
- 4.8 That appropriate root barriers be installed where underground services, footpaths, kerbs are likely to be damaged.
- 4.9 That trees be planted at least 700mm away from any kerb.
- 4.10 That trees be planted 3 metres away from any sewer or water lateral.
- 4.11 That trees be centrally located between streetlights wherever possible and be planted where they will not impact on the light spread from the streetlight.
- 4.12 That developers of subdivisions be encouraged to establish trees as part of the streetscape (*see Appendix A, page E804*).
- 4.13 That a mowing strip be installed around new tree plantings to create a buffer zone to help eliminate damage from machinery.
- 4.14 That newly planted trees be staked with at least two stakes and these be installed in an east-west configuration to reduce the effect of the prevailing westerly winds. Stakes should be made of tanalised timber not less than 50mm x 50mm and should be of an appropriate length to secure the tree during strong winds. Trees should be tied to the stake appropriately secure the tree but not damage it. Ties should be made of a material that will not damage the tree.
- 4.15 That a Street Tree Concern Document (*STCD, see attachment A, page E806*) be available to the public to formally address any concerns in writing to the Group Manager, Infrastructure and Services.
- 4.16 That residents submit a request in writing using the Street Tree Concern Document (*see attachment A, page E806*) to have trees maintained, pruned or planted on their street. A decision would be made by the Group Manager, Infrastructure and Services who will use his/her professional judgment and discretion.
- 4.17 That any Street Tree Concern Document received by any person be looked at as soon as practicable and a prompt reply regarding the decision be forwarded to the concerned person(s).
- 4.18 That all Street Tree Concern Documents received be kept on file and a register of such documents be kept.

5.0 TREE REMOVAL ON ROAD RESERVES

- 5.1 That Council supports the retention of trees on road reserves.
- 5.2 That when retention is not possible, transplanting the specimen be considered before removal.
- 5.3 That all tree removals be approved by the Group Manager Infrastructure and Services.
- 5.4 That the removal of trees on road reserves is to be carried out by Council staff or Council approved contractors only.
- 5.5 That tree removal only be considered where:
 - (a) The tree in question constitutes a danger to persons or property.
 - (b) The tree in question impacts on the primary purpose for which the land was originally acquired and restricts that development.
 - (c) The tree in question has a detrimental effect on roadways, footpaths, stormwater or drainage flows, underground or overhead services.
 - (d) The tree in question has reached a stage in its lifecycle where it is not fulfilling the purpose for which it was originally planted.
 - (e) There are rogue trees that are detracting from single species plantings, and Council reserves the right to remove any tree it considers to be a rogue tree.
- 5.6 That trees on road reserves not be removed where access is required for infill subdivision or house removals without prior written permission from Council.
- 5.7 That trees with a nuisance value because of leaf fall, tree size, loss of vision or shading be pruned periodically.
- 5.8 That when residents submit a request to have trees removed or concerns remedied using the Street Tree Concern Document (*STCD, see attachment A, page E806*), an evaluation of the concerns be conducted by the Group Manager, Infrastructure and Services who will use his/her discretion and professional judgment.
- 5.9 That any Street Tree Concern Document received be looked at as soon as practicable and a prompt reply regarding the decision be forwarded to the concerned person(s).
- 5.10 That all received Street Tree Concern Documents be kept on file.
- 5.11 That where residents have planted their own tree on the road reserve, the Council reserve the right to remove the tree and recover the cost.
- 5.12 That where tree removal has occurred:
 - (a) A replacement specimen be selected that conforms to the schedule of trees listed as Suitable Trees for Core Plantings in Streets (*see appendix A, page E806*).
 - (b) Where a replacement tree is not a viable option, the stump be removed and the ground reinstated to avoid hazards for people or property.
 - (c) As a courtesy the appropriate community board should be advised of the decision at the first opportunity i.e. the next scheduled community board meeting.

6.0 TREE PROTECTION

- 6.1. That the Standard Tree Evaluation Method (STEM)¹ method of evaluation be adopted as the means for establishing a trees value and importance.
- 6.2. That the evaluation of proposed Notable Trees be carried out by an expert in tree matters who is familiar and competent with the STEM system.
- 6.3. That the value of Notable Trees be recognised, and a commitment made to sustain the health and longevity of these trees by instigating a regular maintenance programme if the trees require it.
- 6.4. That any work that is required to be undertaken on Notable Trees, be done only after a request in writing from the Group Manager, Planning and Environment, who will outline exactly the work to be done.
- 6.5. That any work that is required on Notable Trees, only be done by a Council approved, qualified Arborist.
- 6.6. That the area of protection of a Notable Tree include the tree's root zone extending out to the drip line.
- 6.7. That any correspondence relating to any work required or done be stored, and a record of maintenance be kept.
- 6.8. That after the commissioning of a report any recommendations received by a qualified Arborist regarding the future health and well being of Notable Trees be actioned as soon as practicable.

[NOTE:

Please refer to the District Plan to confirm whether or not any large street tree is listed as a Notable Tree].

¹ The Standard Tree Evaluation Method (STEM) by Ron Flook, 1996, system for evaluating trees would be used by this professional to establish its condition, amenity and notability. STEM is a nationally recognised system used by many councils and recommended by the Royal NZ Institute of Horticulture (RNZIH). STEM has been used in court cases and has proved effective in gaining costs and decisions for tree retention.

Appendix A

SUITABLE TREES FOR CORE PLANTINGS IN STREETS

| | |
|---|---|
| <i>Agonies flexuouus</i> – “Western Australian Peppermint” | * <i>Albizzia julibrissen</i> “Silk tree” |
| <i>Michelia doltsopa</i> “figo Bubbles” | <i>Betula papyrifera</i> “Paperbark Birch” |
| <i>Amerlancheir canadensis</i> “Junes Berry” | <i>Cercis siliquastrum</i> “Judas Tree” |
| * <i>Cornus sp.</i> “Dogwoods” | * <i>Garrya eliptica</i> “James Roof” |
| <i>Embrothrium coccineum</i> “Chlilean Fire Bush” | * <i>Fraxinus ornus</i> “Manna Ash” |
| <i>Gleditsia tricanthos</i> “Honey Locust” | <i>Melia azedarach</i> “Indian Lilac” |
| <i>Styrax japonica</i> Japanese “Snowbell” | <i>Zelkova serrata</i> “Chinese or Lacebark, Elm” |
| <i>Ulmus parvifolia</i> “Chinese or Lacebark, Elm” | <i>Magnolia sp.</i> |
| * <i>Sophora Microphylla</i> “Kowhai” | <i>Sophora tetraptera</i> ”Kowhai” |
| <i>Fraxinus sp.</i> “American Ash” | * <i>Sorbus sp.</i> “Mountain-ash” |
| <i>Agonies Juniperina</i> “Juniper Myrtle” | <i>Banksia intergrifolia</i> “Coast Banksia” |
| <i>Olea europea</i> “Olive” – if fruit not an issue | * <i>Pseudoparax crassifolius</i> “Lancewood” – narrow when young |
| <i>Corymbia Eucalyptus ficifolia</i> “Albany red flowering gum” – needs plenty of space frost tender when young | <i>Metrosideros umbelleta</i> “Southern rata” – needs adequate rainfall |
| * <i>Pseudopanax ferox</i> “Toothed lancewood” –but can be slow | * <i>Callistemon</i> “bottlebrush” visibility when young |
| <i>Melaleuca. Sp.</i> “Megalong Valley Bottlebrush” | <i>Casuarina cunninghamiana</i> “Sheoak” |
| <i>Grevittea robusta</i> | |

[NOTE:

This list is not exhaustive and other trees may be considered as suitable if they comply with the established criteria of being effective without causing concerns such as damage to persons, property and or services].

* smaller – ok under power lines.

Appendix B

LIST OF TREES UNSUITABLE FOR PLANTING IN STREETS

| LATIN NAME | COMMON NAME | MAJOR CONCERN |
|-------------------------------|------------------------|------------------------|
| <i>Prunus nigra</i> | Purple Plum | Disease |
| <i>Acer pseudoplatinus</i> | Sycamore | Seeds |
| <i>Aesculus hippocastenum</i> | Horse Chestnut | Wide crown/seed |
| <i>Phoenix canariensis</i> | Canary Island Palm | Thorns |
| <i>Laburnum anagyroides</i> | Laburnum | Poison seeds |
| <i>Camellia japonica</i> | Camellia | Visibility problems |
| <i>Juglans regia</i> | Walnut | Nuts/spreading crown |
| <i>Malus sp.</i> | Crab Apples | Disease/Fruit |
| <i>Maytenus boaria</i> | Mayten | Suckers |
| <i>Ailanthus altissima</i> | Tree of Heaven | Suckers/Roots |
| <i>Pittosporum sp.</i> | Lemonwood/Kohukohu | Visibility |
| <i>Platanus sp.</i> | London Plane | Anthraxnose |
| <i>Populus sp.</i> | Poplars | Seeds/Roots |
| <i>Prunus sp.</i> | Cherries | Fruit /Disease |
| <i>Salix alba/matsudana</i> | Willow/Tortured Willow | Roots |
| <i>Tilia sp.</i> | Limes | Honeydew/Roots |
| <i>Ulmus glabra</i> | Wych Elm | Disease |
| <i>Cupressus sp.</i> | Cypress | Visibility |
| <i>Chamaecyparis sp.</i> | Lawsons Cypress | Visibility |
| <i>Pinus sp.</i> | Pines | Excessive growth/Roots |
| <i>Thuja sp.</i> | Thuya | Visibility |
| <i>Ginkgo biloba (female)</i> | Maidenhair | Seeds/Fruit |
| <i>Acacia sp.</i> | Wattles | Wind/Roots |
| <i>Robinia pseudoacacia</i> | False Acacia | Thorns/Wind |
| <i>Myoporum laetum</i> | Ngaio | Wind/Spreading habit |
| <i>Betula pendula</i> | Silver Birch | Roots/Seeds |

South Wairarapa District Council



19 Kitchener Street, Martinborough
 P.O. Box 6, Martinborough
 Phone (06) 306 9611 Fax: (06) 306 9373 or
enquiries@swdc.govt.nz

STREET TREE CONCERN DOCUMENT

| | |
|--|-------------|
| Name: _____ | Date: _____ |
| Address: _____ | |
| Postal Address (if different from above) _____ | |
| Phone _____ | Fax: _____ |
| Email: _____ | |
| Concerns/Comment: _____ | |
| | |
| | |
| | |
| | |
| | |
| | |

(Please use separate sheet if necessary)

| |
|---|
| <i>(Council use only)</i> |
| Action to be taken: _____ |
| |
| |
| Group Manager Infrastructure and Service (Signature)..... |
| Date: |

South Wairarapa District Council



19 Kitchener Street, Martinborough
 P.O. Box 6, Martinborough
 Phone (06) 306 9611 Fax: (06) 306 9373 or
enquiries@swdc.govt.nz

APPLICATION TO PLANT STREET TREES

NOTE 1: A urban street tree is a tree planted on the berm in Council-owned road reserve.
NOTE 2: Single-species planting is encouraged along the full length of the street.

| | |
|--|--------------------------|
| Name: _____ | Date: _____ |
| Address: _____ | |
| Postal Address (if different from above) _____ | |
| Phone _____ | Fax: _____ |
| Email: _____ | |
| Street where trees are to be planted: _____ | |
| Name, type and number of trees to be planted: _____ | |
| Date when planting is expected: _____ | |
| <u>Checklist</u> | |
| Consultation with Group Manager Infrastructure and Services | <input type="checkbox"/> |
| Consultation with property owners along the street | <input type="checkbox"/> |
| Map attached showing proposed tree location and other infrastructure e.g. powerlines | <input type="checkbox"/> |
| Maintenance programme e.g. tree guards, watering etc. | <input type="checkbox"/> |
| Any other information that you may feel is relevant to the planting programme: [Please use separate sheet if necessary] | |
| Please refer in particular to Sections 3.2, 4.3 and 4.4 of the Urban Street Tree Policy | |
| Signature of Applicant: | |

| |
|---|
| (Council use only) |
| Action to be taken: _____ |
| |
| |
| Group Manager Infrastructure and Service (Signature)..... |
| Date: |