

# **The Trees for Survival Partnership**

## **Procedures and Responsibilities**

### **Wellington Region**

# Trees for Survival

The Trees for Survival programme was established in 1991 by the Rotary Club of Pakuranga, based on a similar concept operating in Australia at the time. The Trees for Survival Charitable Trust is responsible for maintaining and promoting the programme throughout New Zealand.

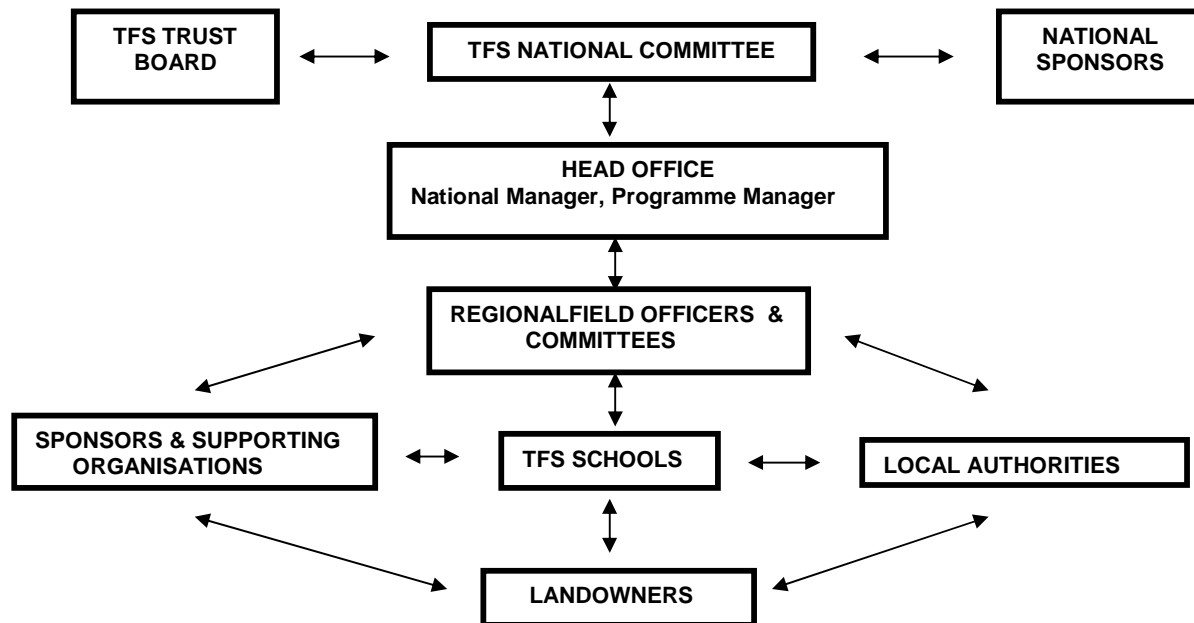
The Trees for Survival Programme

- **INVOLVES SCHOOLS** with hands on practical environmental education. Using a specially designed plant growing unit (PGU) installed in the school by a sponsor. Pupils care for and grow native plants from seed/seedling stage to planting out.
- **HELPS CARE GROUPS AND LANDOWNERS** restore threatened ecosystems such as river or stream margins, dunes, wetlands, estuaries or coastal escarpments.
- **CREATES COMMUNITY SUCCESSES AND PARTNERSHIPS** through Schools, Service Clubs, Local Councils, Care Groups, business and landowners working together to restore the land.

Nationally, the principal objective of the programme is to help prevent soil erosion and improve the water quality of rivers, stream and beaches. Planting also increases biodiversity by providing habitats for native birds, other plants and animals, and removing carbon dioxide from the atmosphere.

Since its early beginnings, the programme has grown to have nationwide coverage with Plant Growing Units in nearly 150 NZ schools. This involves some five thousand school children planting more than 75,000 trees each year by the schools participating in the programme. The Wellington Region has 15 TFS schools in 2008.

The TFS programme is a community partnership and the successful achievement of our goal of 'children growing our future' is made possible through the efforts of our partners working together as shown below.



For further information about Trees for Survival please contact the National Manager at PO Box 11 836, Ellerslie, Auckland 1542 or email [info@tfsnz.org.nz](mailto:info@tfsnz.org.nz)

This booklet has been prepared to ensure that you are aware of your responsibilities as a participant in the TFS programme. Responsibilities of other participants in the programme are provided to give you an idea of who does what and where you fit into the big picture.

# Summary of Responsibilities

## **TFS National Committee**

Overall administration of the programme at national level.  
Coordinates with Greater Wellington Regional Council (GW) and Trees for Survival (TFS) Field Officer.

## **GW Facilitator**

Coordinates with TFS schools to enable successful implementation of the TFS programme by supporting the TFS Field Officer.

Communicates with Care Groups or landowners to facilitate planting days.

## **TFS Field Officer**

Arranges Plant Growing Units (PGU) funding and Annual Fees in association with schools, to ensure the supply of ongoing resources and equipment.

Ensures that schools are integrating the TFS programme into their curriculum and that all partners are meeting their responsibilities.

## **School**

Integrates the TFS programme into the school curriculum.

Ensures students care for and grow seedlings for planting in a restoration project.

Is responsible for the discipline of students within the project.

## **Care Groups/Landowners**

Provide suitable planting sites and when possible assist students caring for and growing plants and on planting days.

## **Supporting Organisation/s**

Provide funding for the school to enable it to fully participate in the TFS programme.  
May assist on planting days with personnel and / or transport.

More details on the responsibilities of each member of the partnership are on the following pages.

# TFS National Committee

The TFS Trustees delegate the management of the TFS programme to the National Committee. This committee meets monthly and is responsible for:

- Reporting to the TFS Board of Trustees.
- The overall coordination and administration of the TFS programme nationally.
- Promoting the Trees for Survival Programme both locally and nationally.
- The management of the financial affairs of the Trust.
- Appointing and overseeing the work of Regional Field Officers nationwide.
- Receiving applications from schools who wish to join the TFS programme and arranging the delivery of a Plant Growing Unit (PGU) and associated equipment as well as coordinating the supply of materials to schools.
- Working with all TFS partners to maximise learning opportunities for children involved in the programme.
- Maintaining the website [www.tfsnz.org.nz](http://www.tfsnz.org.nz), producing the quarterly TFS Newsletter and circulating regular email Newsbriefs to schools.
- Producing school resources and promotional material.
- Assisting in resolving any problems which may arise.

# TFS Field Officer

The TFS Field Officer is responsible for:

- Liaison with Trees for Survival schools within the Greater Wellington region and for the introduction of new schools to the programme.
- Helping schools to link with a Supporting Organisation, eg Rotary Club or local business, to assist with funding and the provision of personnel on planting days.
- Ensuring all schools have reviewed the Procedures and Responsibilities document and agree to carry out all the responsibilities outlined in the document. Ensuring that all schools have signed the contract based on the above document.
- Ensuring schools are integrating the TFS programme into their curriculum
- Coordinating the key programme partnerships between schools, Councils, sponsors, supporting organisations such as Rotary, Care Groups, landowners and community groups.
- Promoting Trees for Survival to existing and new partners and encouraging volunteer participation to support the programme.
- Working with Greater Wellington Regional Council and schools to implement the annual calendar of events, including school planting days.

- Attending planting days and assisting GW facilitator, completing a planting day report and ensuring photos are taken of the event.
- Advising schools on the security and maintenance obligations of the PGU.
- Maintaining a contact database to ensure regular and effective communication.
- Reporting on the programme to the TFS management committee.

## Schools

When a school becomes involved in the programme a school TFS coordinator is appointed. For the programme to work well in the school, this coordinator should have a personal commitment or interest in the programme's objectives. The school coordinator must be a teacher who can ensure that the programme is integrated into the school curriculum. The coordinator can call on assistance from the grounds person, a parent or someone else involved with the school in some way.

The school coordinator is responsible for:

- Liaising with GW Regional Council facilitator, the TFS Wellington Field Officer and the supporting organisations as required to ensure the effective implementation of the TFS programme. Notifying any change of circumstance that may affect the running of the TFS programme (e.g. change of staff, change of school focus).
- With GWRC facilitator, undertake a stock take of plants in the PGU in February for the upcoming planting season.
- With the help of students and expert help (if required), growing the seedlings provided by GW to a height suitable for planting (>30cm) and maximising the environmental education opportunities. Resources and information to assist in this are available from TFS and other sources.
- Ensuring the TFS programme is incorporated into the school curriculum.
- Ensuring that the PGU is used only for the TFS programme and that only seedlings supplied by GW are grown for the planting site
- Ensuring that one day in the second and/or third term is booked in as a planting day on the school calendar. A GWRC facilitator will liaise with the school, supporting organisation and TFS Coordinator to achieve a mutually suitable date.
- Attending the planting day with the students and taking responsibility for discipline. While it is the school coordinator's decision as to who attends the planting day, students who have been involved with the growing of the plants should attend.
- Completing health and safety paperwork (Rams) for planting day.
- Ensuring that students are suitably attired with warm clothing and sturdy shoes for tree planting and bring food and drink appropriate for planting day time period.
- Seeking support from parents to attend planting day. Ensuring there is the correct ratio of adults to children (1:8) present on planting days as per Ministry of Education and school guidelines. The GW facilitator, TFS coordinator and Care Group members are not counted as part of the ratio.

- A scrap book containing a photographic record of activities, including planting day and the continuing development of the trees, is recommended.
- When an appropriate and secure location for the Plant Growing Unit is established at the school the school management should take all steps required to keep the PGU secure, arrange appropriate insurance against damage by vandalism and undertake to maintain and repair damage resulting from normal wear and tear.
- For the on-going success of the programme, the school should ensure an alternate teacher is available to take over as school coordinator if required.
- Take advantage of any training opportunities offered by GW.

It is expected that a school with a 6m plant growing unit will plan to plant out up to 800 plants per year.

## **The GW Regional Council**

The level of support provided to the TFS programme by Greater Wellington Regional Council is negotiated with the National Committee and includes the following:

- Provision of GWRC facilitators to support the TFS programme in schools.
- Fund and organise seedlings. Seedlings will be eco-sourced and GWRC will coordinate the distribution of seedlings to schools.
- Handle storage and distribution of potting mix and supplies (supplied by TFS). Keep a register of deliveries and make this available to TFS.
- Visit each school at least twice a year. Ensure schools are familiar with pricking out, potting up and nursery management via training workshops
- Identify planting sites and ensure they meet TFS objectives. Where the site is under restoration by a Care Group, coordinate the school/Care Group relationship.
- Provide landowner details to TFS.
- Calendar planting sites and dates in liaison with the TFS Wellington Field Officer.
- Provide all equipment for planting.
- Provide supervision for planting.
- Provide a register of numbers and species of plants to TFS.
- Undertake a stock take and maintenance check of the PGU and inform the TFS coordinator of any issues.

### **Planting Day Responsibilities for GWRC Facilitators**

- Coordinate with Care Group/landowner re dates and times. Ensure spades, first aid kit, and any other equipment required is supplied.

- Provide leadership on the day in conjunction with TFS Coordinator. Facilitator will give a tree planting demonstration and include a Health and Safety briefing.
- Complete a planting day report for each site and ensure photos of the tree planting are taken if TFS Coordinator is unable to attend.
- A planting day may need to be postponed due to weather conditions. This is a last resort and it is the responsibility of the Facilitator to liaise with all involved.

## Supporting Organisations

Each school participating in the TFS programme has one or more supporting organisations (SO) associated with it. These organisations will be funders - such as Rotary, other service clubs or local businesses - and support groups such as Care Groups or landowners. The SO funder is arranged by TFS and the school and it enters a partnership when a school joins the programme. Each supporting organisation will appoint a liaison person to coordinate with the school, GWRC and TFS Coordinator

### Funding Organisations

- Unit Sponsors provide funding to cover the cost of the Plant Growing Unit (\$3154+GST) and/or
- School Sponsors fund the ongoing yearly costs of potting-mix, seedlings, root trainers, wire baskets, fertiliser, water timer repairs etc (\$533 plus GST).

Rates applicable as at 2008.

Funders are responsible for:

- Meeting the initial set up costs of the PGU and ongoing yearly costs of potting-mix, seedlings, root trainers, wire baskets, fertiliser etc.

Funders may be asked to contribute funding for the following:

- If transport is required, arranging funding assistance for the school.
- May be required to provide funding for site preparation.
- Funding teacher release days so teachers can attend training workshops.

## Care Groups/Landowners

Where Care Groups are working with schools in the TFS programme they should:

- Keep in touch with the school coordinator and provide support when required. This might be helping out with watering during holidays or providing assistance at pricking out or potting up time.
- Encourage members to attend planting days and work with the students, helping them plant the trees correctly.
- Ensure that the trees are released from weeds in spring and then again in autumn. Depending on your site, additional releasing may be required. If you require further information about plant pests or how to control animal pests please contact a GWRC Biosecurity Officer.
- Maintain contact with the school that planted at your site.
- Over summer, ensure that the trees are watered if required.

## Site Requirements

To ensure the success of the programme the GWRC facilitator will inspect and ensure the following:

- The planting site must be fenced off, prior to planting, with a permanent stock proof fence if required.
- The site must be prepared for planting day. Weeds must be removed prior to planting to ensure the plants have a chance to establish and to ensure a hazard free planting environment for the students. It is recommended that spot spraying be used to identify individual tree planting sites. Stakes will also help to identify the planting spot and will help later in locating the plants at releasing time.

Please contact TFS Field Officer with any queries [wellington@tfsnz.org.nz](mailto:wellington@tfsnz.org.nz)

## PGU tasks and Planting Guide

Month	GWRC	TFS Coordin ator	School	Care Group/ Landowner	Funding organisation
<b>POTTING and MAINTENANCE SEASON</b>					
<b>Term 1</b>  <b>January – April</b>	<ul style="list-style-type: none"> <li>- Undertake potential planting site assessments if not already allocated</li> <li>- Carry out a stock take of plants</li> <li>- Deliver potting mix, containers etc as required</li> <li>- Liaise with other stakeholders to determine planting date</li> <li>- Book tools, vehicles for planting day</li> <li>- Advise teachers of training workshops available</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate maintenance of PGU if necessary</li> <li>- Send invitation to funders to attend planting days</li> <li>- Keep in contact with schools as necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure TFS programme is integrated into school curriculum</li> <li>- Assist with stock take and maintenance check of PGU with GW facilitator</li> <li>- Plan for planting day on school calendar</li> <li>- Ensure all plants are potted up and are weeded and watered regularly.</li> <li>- Move plants from PGU to hardening-off area at least one month before planting date</li> </ul>	<ul style="list-style-type: none"> <li>- Release plantings from previous year as required.</li> <li>- Water previous year plantings if required</li> <li>- Prepare site for upcoming planting</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure funding is available for yearly fee, teacher training, transport to planting site</li> </ul>
<b>PLANTING SEASON</b>					
<b>Term 2</b> <b>April - July</b>	<ul style="list-style-type: none"> <li>- Send out site reports and health and safety information to schools for planting day</li> <li>- Attend planting days</li> <li>- Help school with pricking out of new seedlings</li> <li>- Order bulk supplies</li> </ul>	<ul style="list-style-type: none"> <li>- Attend planting days as required</li> <li>- Keep in contact with schools as necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm transport arrangements for planting day</li> <li>- Seek support from parents for planting day</li> <li>- Attend planting day</li> </ul>	<ul style="list-style-type: none"> <li>- Attend planting day</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm funding for transport to planting day if required</li> <li>- Attend planting day if able</li> </ul>

<b>Term 3</b> <b>July –</b> <b>September</b>	<ul style="list-style-type: none"> <li>- Attend planting days</li> <li>- Deliver seedlings to schools</li> </ul>	<ul style="list-style-type: none"> <li>- Attend planting days as required</li> <li>- Keep in contact with schools as necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Receive delivery of seedlings and pot into root trainers</li> </ul>	<ul style="list-style-type: none"> <li>- Attend planting day</li> <li>- Help with pricking out if required.</li> </ul>	<ul style="list-style-type: none"> <li>- Attend planting day if able</li> </ul>
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<b>SEEDLING and POTTING SEASON</b>					
<b>Term 4</b> <b>October -</b> <b>December</b>	<ul style="list-style-type: none"> <li>- Deliver potting mix and containers as required.</li> <li>- Help prepare PGU for summer holidays and ensure plans for summer watering are under way</li> </ul>	<ul style="list-style-type: none"> <li>- Keep in contact with schools as necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Pot on seedlings into milk cartons or PB bags</li> <li>- Prepare PGU for summer growth</li> <li>- Ensure watering and monitoring during summer</li> </ul>	<ul style="list-style-type: none"> <li>- Help with potting on if required</li> <li>- Release planted trees</li> <li>- Assist school with watering over holidays if able</li> </ul>	

## Responsibilities at a glance

	TFS National Committee	Greater Wellington Regional Council	TFS Wellington Coordinator	Supporting organisation		School
				Funder	Landowner /Care Group	
<b>GENERAL</b>						
Administration and coordination of programme	✓	✓	✓			
Information updates and resource distribution	✓		✓			
TFS promotion	✓		✓			
Funding growing unit and Annual Fee for plants and equipment				✓		
Resolving issues with programme	✓	✓	✓			

<b>GROWING</b>						
Teacher training		√				√
Stock Take and PGU monitoring check		√	√			√
Plant care in growing unit		√	√			√
Fund, organise and deliver plants to school		√		√		
Site care after planting					√	
<b>PLANTING DAY</b>						
Site assessment and selection		√	√			√
Site preparation		√			√	
Coordination of planting day		√				
Transport of pupils to planting site				√		√

Supply of equipment for planting day		√				
Tree planting		√	√			√
<b>POST PLANTING DAY</b>						
Site records		√	√			

## Trees for Survival Key Contacts

<b>Role</b>	<b>Contact</b>	<b>Address</b>	<b>Phone</b>	<b>Fax</b>	<b>email</b>
TFS National Coordinator	David English	PO Box 11836 Ellerslie Auckland	09 526 1561	09 526 1563	<a href="mailto:david@tfsnz.org.nz">david@tfsnz.org.nz</a>
TFS Field Officer	Anne Gaskin	PO Box 11836 Ellerslie Auckland 1542	021 061 1816		<a href="mailto:wellington@tfsnz.org.nz">wellington@tfsnz.org.nz</a>
GWRC Team Leader	Robyn Smith	PO Box 11 646 Manners Street Wellington 6142	04 384 5708 DD 04 803 0367	04 385 6960	<a href="mailto:robyn.smith@gw.govt.nz">robyn.smith@gw.govt.nz</a>