



POLICY AND FINANCE COMMITTEE

AGENDA – 18 November 2015

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 7 October 2015 Pages 1-2
- A5. Minutes for Receipt: Risk and Audit Working Party 24 September 2015 Page 3
- A6. Policy and Finance Committee Action Items Page 4

B Policies and Reports

- B1. Policy Reviews Pages 5-32
- B2. Review of Library Policies Pages 33-65
- B3. Urban Street Tree Policy Revision Pages 66-86

C Finances



POLICY AND FINANCE COMMITTEE MEETING MINUTES

7 October 2015

Present: Cr Viv Napier (chair), Councillors Margaret Craig, Dean Davies, Brian Jephson, David Montgomerie, Colin Olds, Julie Riddell and Solitaire Robertson.

In Attendance: Paul Crimp (Chief Executive) 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 12:15pm and 12:45pm.

A Preliminary Matters

A1. Apologies

P&F RESOLVED (P&F2015/29) to receive apologies from Mayor Adrienne Staples and Cr Max Stevens.

(Moved Cr Davies/Seconded Cr Jephson)

Carried

A2. Conflicts of Interest

No conflicts of interest declared.

A3. Public Participation

There was no public participation.

A4. Policy & Finance Committee Minutes 26 August 2015

P&F RESOLVED (P&F2015/30) that the minutes of the Policy and Finance Committee meeting held on 26 August 2015 be received and confirmed as a true and correct record.

(Moved Cr Robertson/Seconded Cr Olds)

Carried

A5. Risk and Audit Minutes 20 August 2015

Mr Crimp discussed progress on awareness and prevention of fraud, financial internal controls, update of the staff code of conduct, and structure of the Risk and Audit Working Party.

P&F RESOLVED (P&F2015/31) to receive the Risk and Audit Working Party minutes of the 20 August 2015.

(Moved Cr Craig/Seconded Cr Davies)

Carried

A6. Policy and Finance Committee Action Items

There was no update on the open action item.

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

B Policies and Reports

B1. Policy Reviews

P&F RESOLVED (P&F2015/32):

- 1. To receive the information.
(Moved Cr Montgomerie/Seconded Cr Davies) Carried

- 2. To adopt the:
 - a. Council Representation on Other Organisations Policy with amendments as discussed.
(Moved Cr Craig/Seconded Cr Montgomerie) Carried
 - b. Terms of Reference for South Wairarapa District Council Focus Groups with amendments as discussed.
(Moved Cr Olds/Seconded Cr Jephson) Carried
 - c. Conferences, Seminars and Training Policy.
(Moved Cr Jephson/Seconded Cr Davies) Carried
 - d. Concessions for Charitable and Like Community Organisations and Groups Policy with amendments as discussion.
(Moved Cr Riddell/Seconded Cr Robertson) Carried

C Finances

No finances were available due to work being completed on the Annual Report. Mr Crimp undertook to ensure the ‘assets we look after’ sections in the Annual Report included the latest lists as updated for the 15/25 Long Term Plan.

Confirmed as a true and correct record

.....(Deputy Mayor)

.....(Date)

DISCLAIMER

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**Risk & Audit Working Party
Minutes
24 September 2015
3.00 pm, Waiohine Room**

Present – Cr V Napier, Cr M Craig, Cr M Stevens, Cr D Davies

Also in attendance – P Crimp. K Whiteman

Apologies Nil

Minutes – Minutes of the previous meeting were confirmed

Moved Craig/Stevens

Matters Arising –

OSH, a consultant has been appointed for two years to assist with implementation of new legislative regime. This is much more onerous and will require dedicated resource.

Monthly Financials – No Financials presented due to Annual Report commitments

Policies – Fraud Policy was discussed, continuing to work on, look to adopt final version on or before current review date of Sept 2016.

Audit and Risk paper was discussed.

Current audit and risk working party is appropriate for SWDC Napier/Davies

Create a terms of reference - refer to DHB audit committee for guidance

A schedule of key topics for review at each meeting will be collated and presented to the October meeting

Legislative Compliance – Kim to prepare paper for October meeting

Risk Management – discussed risk management recommendations. Need to analyse higher level risks

- Council continuity
- Bigger picture issues – e.g. Emergency Management
- Pending legal issues
- Project risks

Risks

- Staffing
- Impact of new OSH legislation
- Electronic Media
- Plus those indicated in “risk management: above

General Business

Audit report circulated – no significant issues

Communications – need to be aware and ahead of issues

Meeting closed 4.10pm

Next meeting: 22 Oct ; 18 Nov (after council meeting)

**Policy and Finance Committee
Action Items
From 7 October 2015**

Ref #	Meeting	Date	Action Type	Responsible Manager	Action or Task details	Status	Notes
537	P&F	26-Aug-15	Action	Paul	Review the meeting fee rate and the criteria used to set the fee in order that the policy can be updated following the 2016 local government elections	Open	Investigating structure other council's use, there is no break down on how the number was reached originally.
613	P&F	7-Oct-15	Resolution	Paul	<p>Policy Reviews P&F RESOLVED (P&F2015/32):</p> <p>1. To receive the information. (Moved Cr Montgomerie/Seconded Cr Davies) Carried</p> <p>2. To adopt the:</p> <p>a. Council Representation on Other Organisations Policy with amendments as discussed. (Moved Cr Craig/Seconded Cr Montgomerie) Carried</p> <p>b. Terms of Reference for South Wairarapa District Council Focus Groups with amendments as discussed. (Moved Cr Olds/Seconded Cr Jephson) Carried</p> <p>c. Conferences, Seminars and Training Policy. (Moved Cr Jephson/Seconded Cr Davies) Carried</p> <p>d. Concessions for Charitable and Like Community Organisations and Groups Policy with amendments as discussion. (Moved Cr Riddell/Seconded Cr Robertson) Carried</p>	Actioned	Policies circulated and on web.

POLICY AND FINANCE COMMITTEE

18 NOVEMBER 2015

AGENDA ITEM B1

POLICY REVIEWS

Purpose of Report

To provide councillors revised Council policies for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receive the information.*
2. *Adopt the:*
 - (a) *Council and Committees Policy.*
 - (b) *Equal Employment Opportunity Policy.*
 - (c) *Promotion, Publicity and Media Liaison.*
 - (d) *Concessions for Charitable and Like community Organisations and Groups.*
3. *Withdraw the:*
 - (a) *Accounting Policy.*

1. Executive Summary

Council has delegated authority to set and adopt various policies.

This paper presents a number of policies new or currently past review for adoption.

2. Policies for adoption

2.1 Council and Committees Policy

Updated to reflect current organisations and appointments.

2.2 Equal Employment Opportunity Policy

No significant change.

2.3 Promotion Publicity and Media Liaison

No significant change.

2.4 Concessions for Charitable and like community Organisations and Groups

Updated to clarify rent and what the concessions apply to e.g. not cleaning.

3. Policies to be withdrawn

3.1 Accounting Policy

Forms part of the LTP or the operational annual plan.

4. Appendices

Appendix 1 – Revised Policies

Contact Officer: Kim Whiteman, Policy and Reporting Manager

Reviewed By: Paul Crimp, CEO

Appendix 1 – Revised Policies



COUNCIL AND COMMITTEES

1. Rationale

This policy includes the governance structure which details how South Wairarapa District Council will carry out its governance functions according to the provisions and requirements of the Local Government Act 2002.

2. Guidelines

1. Appointments are normally for the electoral triennium.
2. All appointments are decided by the Mayor in accordance with the Local Government Act 2002.
3. The Mayor can remove or change an appointee.

3. Council Structure

1. The Council has a current internal structure comprising of the following Committees, working parties and groups:
 - Martinborough Community Board
 - Featherston Community Board
 - Greytown Community Board
 - Hearings Committee
 - Maori Standing Committee
 - Policy and Finance Committee
 - District Licensing Authority
 - Chief Executive Officer's Review Working Party
 - Risk and Audit Working Party
 - Infrastructure and Planning Working Party
 - South Wairarapa Long Term Plan Working Party
 - Community Safety and Resilience Working Party
 - Awards, Refurbishment and Gifts Working Party
 - Sport NZ Rural Travel Fund Assessment Group
 - Martinborough Community Centre Steering Group
 - Emergency Services Working Party
 - Creative Communities Assessment Group
 - Featherston Town Centre Steering Group

2. The Council is a member of the following joint council working groups:
 - Wairarapa Library Service Joint Working Group
 - Wairarapa District Combined Plan Joint Working Group
 - Wairarapa Alcohol and Psychoactive Substance Working Group
 - Wairarapa Economic Development Task Group
 - Wairarapa Governance Working Party
 - Wellington Regional Waste Management and Minimisation Plan Joint Committee
3. The Mayor unless specifically included or excluded, is ex officio a member of all committees, working parties and groups with the exception of the Hearings Committee.
4. All community boards, committees, working parties and groups make recommendations to Council. Exceptions to this are:
 - The Policy and Finance Committee.
 - The Hearings Committee
 - The District Liquor Licensing Authority
 - Martinborough, Featherston and Greytown Community Boards which may make recommendations to Council but who also have some delegated powers.
5. The Chief Executive Officer or group managers convene the appropriate committee meetings, working parties or groups which come within their areas of responsibility unless otherwise indicated.
6. Committees, working parties and groups should only be formed with at least the following information:
 - a. Membership
 - b. Consideration to chairperson appointment/election
 - c. Meeting frequency
 - d. Quorum
 - e. Functions/Delegations
 - f. Responsibility for convening/hosting/minuting the meeting
 - g. Terms of Reference

4. Council, Committees, Working Parties and Groups

4.1 Council

Chairperson:	Mayor (Deputy Mayor as alternative).
Membership:	The Mayor and all councillors. The Maori Standing Committee chairperson may attend and participate in debate but does not have voting rights.
Meeting Frequency:	6-weekly, or as required.
Convened by:	Chief Executive Officer.
Quorum:	6 members.

Functions:

The Local Government Act 2002 shows the purpose of local government is:

- To enable democratic local decision-making and action by, and on behalf of, communities.
- To meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses. (Local Government Act 2002, section 10 (1)).

Each council makes its own decisions about how it will structure or organise itself to work for and on behalf of its community.

Activities that can only be decided by the full Council, include:

- Setting rates and making bylaws.
- Borrowing money, or buying or selling land, unless already approved under the long-term plan.
- Adopting a long-term plan, annual plan or annual report.
- Adopting policies in response to LTP or by the local governance statement.
- Appointing a chief executive.

Councils can make other decisions either as a full council, or by delegating some matters to a committee of the council, a community board, or a council organisation.

The Local Government Act 2002 sets out how a council can delegate decision-making, but specifies the council is always responsible for the delegated decision.

4.2 Martinborough Community Board

Chairperson:	An elected member appointed by Martinborough Community Board members.
Membership:	Four Martinborough ward members elected by the community. Two councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Julie Riddell and Max Stevens.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum	3 members.

Functions:

- Refer to the Community Board Terms of Reference.

Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Determination of priorities for footpath maintenance and priority locations for new footpaths.
- Naming for public roads, private roads and rights of way. This power may not be sub-delegated and is undertaken according to policy.

4.3 Featherston Community Board

Chairperson:	An elected member appointed by Featherston Community Board members.
Membership:	Four Featherston ward members elected by the community. Two councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Dean Davies and Solitaire Robertson.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	3 members.

Functions:

- Refer to the Community Board Terms of Reference.

Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Determination of priorities for footpath maintenance and priority locations for new footpaths.
- Naming for public roads, private roads and rights of way. This power many not be sub-delegated and is undertaken according to policy.

4.4 Greytown Community Board

Chairperson:	An elected member appointed by Greytown Community Board members.
Membership:	Four Greytown ward members elected by the community Two councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Viv Napier and Margaret Craig.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	3 members.

Functions:

- Refer to the Community Board Terms of Reference.

Delegations:

- All matters relating to urban reserves, urban amenities and town main streets that meet current Council policy or management plans and fall within the Annual Plan/Long Term Plan budget.
- Determination of priorities for footpath maintenance and priority locations for new footpaths.
Naming for public roads, private roads and rights of way. This power many not be sub-delegated and is undertaken according to policy.

4.5 Maori Standing Committee

Chairperson:	The chairperson and deputy chairperson are elected by the Committee.
Membership:	Two councillors appointed by the Mayor. Two representatives from each of the three South Wairarapa district Marae and one representative from each of the two Wairarapa iwi. Nominations must be received in writing from each participating body Membership is ratified by Council.
2013-2016 Appointments:	Councillors Brian Jephson and Solitaire Robertson.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	5 members.

Functions:

- Refer to the Maori Policy.

4.6 Policy and Finance Committee

Chairperson:	The Mayor.
Membership:	All members of Council. A representative from the Maori Standing Committee may attend the meeting and may partake in debate but may not vote.
Meeting Frequency:	6-weekly.
Convened by:	Chief Executive Officer.
Quorum:	6 members.

Functions:

- The setting of policy, objectives, bylaws and programmes and the review of financial accounts.
- The monitoring of all of Council's business.
- Receiving reports from the Chief Executive Officer, group managers and Policy and Reporting Manager.

Delegations:

- The authority to set and adopt policies.

4.7 Hearings Committee

Chairperson:	A SWDC Commissioner whom holds the 'chair' endorsement for their accreditation except when independent commissioners are appointed.
Membership: (on RMA matters)	Up to three commissioners that hold the 'Making Good Decisions' accreditation which may include appointments from Carterton or Masterton District Councils. Appointment of independent commissioners for specific hearings must be approved by the Hearings Committee.
Membership: (on other matters such as but not limited to, hearings under the Dog Control Act, Wairarapa Gambling Policy and Reserves Act)	Above members <i>PLUS</i> other councillors without accreditation. These 'other' panel members may include councillors Montgomerie, Olds, Jephson and Riddell.
Membership: (on Reserve Management Plan Hearings)	Mayor and all councillors.
Meeting Frequency:	As required.
Convened by:	Group Manager Planning and Environment.

Note: Current accredited councillors are Mayor Staples (chair endorsement), Davies (reassessment due) and Robertson.

Functions

- To hear and consider matters as related to but not limited to the Resource Management Act, the Dog Control Act, Wairarapa Gambling Policy and the Reserves Act.

4.8 District Licensing Authority

Chairperson:	Councillor.
Membership:	Two councillors and seven external members appointed by Council.
2013-2016 Appointments:	Councillors Viv Napier (chair) and Julie Riddell (deputy chair). Damien Pivac, Gregory Ariell, Jessie Hunt, Catherine Rossiter-Stead, Bruce Farley, Andrew Beck, Donald Adams (until December 2016).
Meeting Frequency:	As required.
Convened by:	Group Manager Planning and Environment.

Functions and delegations:

- As per the Wairarapa Local Alcohol Policy and the terms and conditions set out in the document titled Agreement for the Provision of Services – List Members.

4.9 Chief Executive Officer’s Review Committee

Chairperson:	Mayor.
Membership:	Mayor, Deputy Mayor and two councillors appointed by the Mayor. All councillors to participate in a pre-review workshop to discuss performance matters.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Viv Napier, Dean Davies and Brian Jephson.
Meeting Frequency:	As required.
Convened by:	Mayor.
Quorum	2 members.

Functions:

- To review the Chief Executive’s performance and to recommend to the Council the terms and conditions of the CE’s employment including any performance agreement measures and annual remuneration.

4.10 Risk and Audit Working Party

Chairperson:	Deputy Mayor.
Membership:	Ex officio Mayor, Deputy Mayor and three councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Viv Napier, Dean Davies, Max Stevens and Margaret Craig.
Meeting Frequency:	Monthly excluding December and January
Convened by:	Chief Executive Officer.
Quorum	2 members.

Functions:

- Financial reporting including the following:
 - long term planning including the financial strategy;
 - appropriateness of accounting policies;
 - annual report; and
 - internal report
- Risk management and the system of internal controls:
 - setting the Council's appetite for risk;
 - understanding the key risk areas including likelihood and consequences; effectiveness of internal controls; and
 - fraud risk and procurement risk.
- External audit:
 - relationship with auditor;
 - understanding scope and engagement;
 - review significant audit findings/recommendations; and
 - monitor progress on recommendations.
- Internal audit:
 - appointment and relationship with internal auditor; scope of work; and responses to internal audit recommendations.

4.11 Infrastructure and Planning Working Party

Chairperson:	Mayor
Deputy Chairperson:	Cr Max Stevens.
Membership:	Mayor and all councillors, chair of each community board, chair of the Maori Standing Committee.
Meeting Frequency:	6-weekly.
Convened by:	Group Manager Infrastructure and Services.
Quorum:	2 members.

Functions:

- To provide direction to Council officers on Infrastructure and Planning matters to enable policy or reports to be prepared and then received by Council.

4.12 South Wairarapa Long Term Plan Working Party

Chairperson:	Mayor.
Membership:	Mayor and all councillors, chair of each community board, one representative of the Maori Standing Committee.
Meeting Frequency:	As required but generally 6-weekly in the six months prior to the release of the draft LTP consultation documents.
Convened by:	Policy and Reporting Manager.
Quorum:	2 members.

Functions:

To provide direction to Council officers on long-term planning matters to enable the consultation documents and draft long-term plan to be prepared and then approved by Council for consultation and then adoption.

4.13 Community Safety and Resilience Working Party

Chairperson:	Councillor appointed by the Mayor.
Membership:	Two councillors, one representative from each community board, others as per the Terms of Reference.
2013-2016 Appointments:	Councillors Julie Riddell (chair) and Dean Davies.
Meeting Frequency:	As required.
Convened by:	Amenities Manager.
Quorum:	2 members, 1 to be an elected member.

Functions:

- Refer to the Community Safety and Resilience Working Group Terms of Reference.

4.14 Awards, Refurbishment and Gifts Working Party

Chairperson:	Mayor.
Membership:	Mayor and three councillors appointed by the Mayor.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Viv Napier, Solitaire Robertson and Julie Riddell.
Meeting Frequency:	As required.
Convened by:	Mayor.
Quorum:	2 members.

Functions:

- Community Awards

4.15 Sport NZ Rural Travel Fund Assessment Group

Chairperson:	Deputy Mayor.
Membership:	Deputy Mayor and three councillors appointed by the Mayor.
2013-2016 Appointments:	Councillors Viv Napier, Colin Olds, Margaret Craig and Julie Riddell.
Meeting Frequency:	As required but generally once a year.
Convened by:	Committee Secretary.
Quorum:	2 members.

Functions:

- To direct and oversee the distribution of funds provided under contract by Sport NZ for the purpose of subsidising the costs of travel for young people attending sporting competitions in local rural communities.
- Refer to the Grants Policy.

4.16 Martinborough Community Centre Steering Group

Chairperson:	Mayor.
Deputy Chairperson:	Councillor appointed by the Mayor.
Membership:	Mayor, three Martinborough ward councillors. Other non-elected members as per the Martinborough Community Centre Steering Group Terms of Reference.
2013-2016 Appointments:	Mayor Adrienne Staples (chair), Paul Crimp, councillors Max Stevens (deputy chairperson), Julie Riddell and Brian Jephson, others as per the Terms of Reference.
Meeting Frequency:	As required.
Convened by:	Chief Executive Officer.
Quorum:	2 members, 1 to be an elected member.

Functions:

- Refer to the Martinborough Community Centre Steering Group Terms of Reference.

4.17 Emergency Services Working Party

Chairperson:	Councillor appointed by the Mayor.
Membership:	Four councillors.
2013-2016 Appointments:	Councillors Julie Riddell (chair), Colin Olds (deputy chair), Margaret Craig and Daivd Montgomerie.
Meeting Frequency:	As required.
Convened by:	Group Manager Infrastructure and Services.
Quorum:	2 members, 1 to be an elected member.

Functions:

- Refer to the Focus Group Terms of Reference (A1300).

4.18 Creative Communities Assessment Group

Chairperson:	Elected from within the group on a yearly basis.
Membership:	Councillor appointed by the Mayor. Other non-elected members appointed as per the contract with Creative NZ.
2013-2016 Appointments:	Councillor Solitaire Robertson.
Meeting Frequency:	Between 2-4 times per year.
Convened by:	Committee Secretary.
Quorum:	2 members, 1 to be an elected member.

Functions:

- To direct and oversee the distribution of funds provided under contract from Creative NZ to the South Wairarapa community.
- Refer to the Grants Policy.

4.19 Featherston Town Centre Steering Group

Chairperson:	Mayor
Membership:	Featherston Community Board Featherston ward councillors Council officers
2013-2016 Appointments:	N/A
Meeting Frequency:	As required
Convened by:	Mayor
Quorum:	

Functions:

- To progress development of the Featherston Town Square, including the use of the commercial land.

5. Joint Working Groups

5.1 Wairarapa Library Service Working Group (a joint group with Carterton)

Chairperson:	Cr Julie Riddell (SWDC) and Cr Mike Palmers (CDC)
Membership:	One councillor appointed by the Mayor and one member from a community board.
2013-2016 Appointments:	Councillor Julie Riddell, Greytown Community Board member Leigh Hay.
Meeting Frequency:	As required.
Convened by:	SWDC Amenities Manager and CDC Library Manager

Functions:

- To enable the WLS to:
 - encourage and support literacy;
 - Support lifelong learning;
 - Provide access to good information;
 - Provide a safe place where people and communities can meet and engage with each other.

5.2 Wairarapa Combined District Plan (a joint working group with Carterton and Masterton)

Chairperson:	Elected from within the working group.
Membership:	Mayor and two councillors. Masterton and Carterton District Council's representatives as determined by their mayors.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Viv Napier and Dean Davies.
Meeting Frequency:	As required.
Convened by:	Planning and Environment Group Manager following the recommendation from one or more of the Wairarapa councils that a plan change is required.

Functions:

- To approve proposed plan changes for notification, hear submissions and release decision.
- Instigate reviews of the Combined District Plan.

5.3 Wairarapa Policies Working Group (a joint working group with Carterton and Masterton)

Chairperson:	Viv Napier
Membership:	Two councillors appointed by Mayor Masterton and Carterton District Council's representatives.
2013-2016 Appointments:	Councillors Viv Napier and Julie Riddell.
Meeting Frequency:	As required
Convened by:	Chairperson

Functions:

- Formulation and review of the Wairarapa Local Approved Products Policy.
- Formulation and review of the Wairarapa Local Alcohol Policy.

5.4 Wairarapa Economic Development Task Group (a joint group with Carterton and Masterton)

Chairperson:	Cr David Holmes (MDC)
Membership:	One councillor appointed by the Mayor at the start of the triennium. Masterton and Carterton District Council's representatives.
2013-2016 Appointments:	Councillor David Montgomerie.
Meeting Frequency:	As required.
Convened by:	Masterton District Council

Functions:

- To ensure all councils are informed on economic initiatives being undertaken throughout the wider Wairarapa region.

5.5 Wairarapa Governance Working Party (a joint working group with Carterton and Masterton)

Chairperson:	Elected from within the Working Party.
Membership:	Mayor and two councillors appointed by the Mayor. Masterton and Carterton District Council's representatives.
2013-2016 Appointments:	Mayor Adrienne Staples, councillors Max Stevens and Viv Napier.
Meeting Frequency:	As required.

Convened by:	MDC
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Functions and delegations:

- To investigate future options for local government in Wairarapa.

5.6 Wellington Region Waste Management and Minimisation Plan Joint Committee

Chairperson:	Elected from within the Committee at least once a triennium.
Membership:	Wellington regional representative councillors appointed by their council including one SWDC representative.
2013-2016 Appointments:	Cr Margaret Craig.
Meeting Frequency:	As required.
Quorum:	4

Functions and delegations:

- As per the Waste management and Minimisation Plan Terms of Reference.

6. Representation on Greater Wellington Regional Council (GWRC) Committees

From time to time requests are received for Council representation on Greater Wellington Regional Council Committees.

6.1 Waiohine Floodplain Management Planning Advisory Committee

Appointments:	Two councillors appointed by the Mayor and a Greytown Community Board representative.
2013-2016 Appointments:	Councillors Viv Napier and David Montgomerie, Greytown Community Board member Shane Atkinson.
Convened by:	GWRC.

6.2 Awhea Opouawe Scheme Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Brian Jephson.
Convened by:	GWRC.

6.3 Lower Valley Development Scheme Advisory Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Brian Jephson.
Convened by:	GWRC.

6.4 Wairarapa Moana Wetlands Co-ordinating Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Brian Jephson.
Convened by:	GWRC.

6.5 Whaitua Committee

Appointments:	One councillor appointed by the Mayor.
2013-2016 Appointment:	Councillor Colin Olds.
Convened by:	GWRC.

7. Representation on Other Community Initiatives

From time to time requests are received for Council representation on community initiatives. These requests are considered on a case by case basis with appointments made as seen fit by the Mayor.

7.1 Destination Wairarapa Board

Appointments:	Councillor or member of the public with business and/or financial skills appointed by Council resolution.
2015 Appointment:	Paul Broughton

8. Meetings

The Council normally meets 6 weekly excluding January, at a time determined by Council. Extraordinary meetings may be held on occasions.

The committees meet at a frequency and at a time determined by the committees or as required or directed by the Council.

Meetings of the Council and committees each require a formal order paper or agenda which is publicly notified in a newspaper and also distributed to certain recipients such as the media. They are also available at the public counter in Martinborough and at service centres in Featherston and Greytown and on the Council's website. Working parties and working groups do not need to be publicly notified.

Formal minutes are taken of the proceedings of Council and Committee meetings in accordance with a standard format. These meetings are conducted in accordance with Standing Orders and the Local Government Official Meetings and Information Act 1987.

9. Working Parties and Groups

Set up from time to time for specific projects. Working parties/groups generally have a sunset or winding up clause to ensure they are not ongoing beyond their original brief.



Equal Employment Opportunity Policy

The South Wairarapa District Council is committed to the principles of equal employment opportunities (EEO) and being a good employer. It will work with and support management in implementing EEO principles so that they receive acceptance at all levels and throughout the Council.

The Council will:

- ensure that recruitment and promotion processes are in keeping with EEO principles and are on merit
- ensure that all job descriptions, advertisements, specifications, reports and other Council documentation are non-sexist, non-racist and do not discriminate against people with disabilities or against age
- monitor all qualification requirements to ensure that these do not exclude some groups from consideration
- review all work and physical arrangements to ensure these do not impede the employment of people with disabilities or on the basis of gender or age
- foster a positive climate in the workplace, which appreciates a diversity of background and individual contribution, and encourages employees to develop their potential
- develop and encourage training opportunities to promote EEO
- identify and provide appropriate training programmes to enable employees to best meet the requirements of their current jobs and to develop additional skills with a view to future promotion opportunities
- ensure compliance with the Health and Safety in Employment Act in all areas of Council's operations.



Promotion, Publicity and Media Liaison

1. RATIONALE:

The Council communicates with the media and the general public to disseminate its policies, objectives, plans and decisions, and to comment generally on local government and other pertinent issues that affect the South Wairarapa District.

2. PURPOSE:

To outline and explain Council policies, plans, initiatives and decisions on promotion, publicity and media by preparing and issuing leaflets, brochures and newsletters, liaising generally with the various news media and issuing media releases, to inform and encourage ratepayers and the general public to communicate with the Council on issues of concern or in making representations and submissions.

3. GUIDELINES:

- 3.1 Statements and media releases to, and liaison with, the media are normally the prerogative of the Mayor or Chief Executive Officer.
- 3.2 Other senior Council officers may also respond to media enquiries, but only after first consulting the Chief Executive Officer to ensure consistency with Council policies and any previously stated views.
- 3.3 The production of leaflets, brochures and newsletters may only be effected with the approval of the Chief Executive Officer. This also applies to articles and items contributed to professional or like journals and publications.
- 3.4 Initiatives for publicity from Community Boards are encouraged to be reviewed by the Chief Executive Officer to ensure there is consistency with overall Council policies and any legislative or legal constraints and requirements.
- 3.5 This Policy is at all times subject to, and is to be read recognising Clause 6 of the Code of Conduct for Councillors, Community Board members and Standing Committees, which is entitled External Communications.
- 3.6 Elected Members when speaking to the media are expressing their personal views on a matter and not necessarily Council policy.

4. POLICIES – GENERAL:

- 4.1 Notice of all publicly notified meetings of the Council, its Committees and of Community Boards including joint meetings of Community Boards, is provided to all Wairarapa news media and on the Council’s website. This includes agendas and relevant reports. Copies are held at the Council office and the libraries in Greytown, Featherston and Martinborough as set out in Schedule 7(3) of Local Government Act 2002 and part VII of the Local Government Official Information and Meetings Act 1987.
- 4.2 Documents tabled at meetings are made available to media representatives in attendance at the relevant meeting. Copies of all such material are also available for public perusal at the Council office in Martinborough.
- 4.3 Media are invited, and encouraged, to attend Council ceremonies and functions, and where appropriate are provided with any background information and relevant documentation.



Concessions for Charitable and Like Community Organisations and Groups

1. RATIONALE:

- 1.1 Various organisations and groups approach the Council from time to time seeking a concession on a charge or fee payable to the Council for the provision of a service or facility.
- 1.2 A consistent response to applications in the interests of fairness to all is required.

2. PURPOSE:

- 2.1 To set out a basis on which a concession can be given, the type of organisation that may apply, and a broad indication of the type of service being provided for which a concession may be sought and the degree to which a concession may be given.

3. Guidelines

3.1 Eligibility

- 3.1.1 Organisations and groups making an application for a concession must be not-for-profit, and not involved with any commercial activity. They must be South Wairarapa based or with a distinct activity in the district, distributing the funds within the district and be in line with the objectives and community outcomes of the South Wairarapa District Council Long Term Plan.
- 3.1.2 They should preferably be incorporated in their own right or directly linked to another organisation that is (e.g. Martinborough Round the Vines and Martinborough School).
- 3.1.3 Individuals may not apply.

- 3.1.4 Applicants may not be in receipt of any other Council concessionary or financial support, approved or given for the same financial year. (Excludes community board grants).
- 3.1.5 Lessees of all or part of Council owned buildings and facilities are not eligible for a concession under this Policy for the lease costs of the leased area. They may however apply for concession for another facility eg hall hire for a fundraising event, if they meet the other eligibility criteria.

3.2 Services and Facilities for which a Concession may be given.

3.2.1. Planning and Regulatory.

3.2.1.1 Applications for Resource, Building or Plumbing Consents are not eligible for a concession, either monetarily or otherwise. However, affected organisations may seek a grant from the Council in accordance with its policies and practices in respect to grants.

3.2. 1.2 Road closures for street days or other fundraising activities are eligible for a concession of up to 50% of the cost of any related advertising,that is placed by the Council.

3.2.2 Council Halls, Parks and Reserves.

3.2.2.1 A concession of up to 50% of the cost or a charge for hire or similar fee payable for the short term use of a Council owned facility may be given; except where a concession is already built in and disclosed in the charge.

3.2.2.2 Concessions apply only to the hire fee and not to any additional charges eg cleaning.

3.2.2.3 Deposits required against due performance may not receive a concession.

3.3 Applications

- 3.3.1 Applicants for a concession are to apply in writing to the Chief Executive Officer giving full details of the relevant activity and purpose for which it is to be applied. Financial details must also be provided.
- 3.3.2 The Chief Executive Officer may delegate decision-making to the appropriate departmental manager.
- 3.3.3 Applications must be made at least two weeks before an event or activity. Applications received after the event may be considered and are at the discretion of the CEO.
- 3.3.4 A decision made in respect to an application for a concession is final and there is no right of appeal.
- 3.3.5 In an exceptional situation the Chief Executive Officer in consultation with the Mayor may consider a variation to this policy and approve a concession which shall be reported to the Policy and Finance Committee.

POLICY AND FINANCE COMMITTEE

18 NOVEMBER 2015

AGENDA ITEM B2

REVIEW OF LIBRARY POLICIES

Purpose of Report

To provide the Committee with revised library policies and one new library policy for adoption.

Recommendations

Officers recommend that the Committee:

1. *Receives the information;*
2. *Adopts the following library policies:*
 - (a) *Library policy;*
 - (b) *Care of children in libraries policy;*
 - (c) *Cataloguing and classification policy;*
 - (d) *Charging policy;*
 - (e) *Complaints policy;*
 - (f) *Copyright policy;*
 - (g) *Customer code of conduct;*
 - (h) *Friends policy;*
 - (i) *Fundraising and donations policy;*
 - (j) *Housebound policy;*
 - (k) *Interloans policy;*
 - (l) *Internet access policy;*
 - (m) *Membership policy;*
 - (n) *Privacy policy; and*
 - (o) *School holiday programme policy.*

1. Executive Summary

The Policy and Finance Committee has delegated authority from Council to set and adopt policies. The current library policies have been reviewed and amended, and are presented for adoption along with one new library policy. All the policies were approved by the joint Wairarapa Library Service Committee at its meeting of 23 October 2015.

2. Policies for Adoption

2.1 Library policy

This is the umbrella policy for the Wairarapa Library Service. The only changes are the addition of policies previously approved but not listed in paragraph 3, and the addition of the new School Holiday Programmes policy.

2.2 Care of Children in Libraries policy

This policy has been amended from the previous policy to bring it in line with similar policies in other New Zealand public libraries. A separate guide to procedure has been prepared for library staff to ensure that legal requirements are followed.

2.3 Cataloguing and Classification policy

This policy has been revised to ensure that it only contains policy matters. The bulk of the previous policy has been separated into a new procedures document.

2.4 Charging policy

The Schedule of Charges was removed from the document; instead paragraph 2.1 references the annual publication of charges in the annual or long-term plan. This removes the need to update the actual policy every year.

2.5 Complaints policy

No changes have been made to this policy beyond grammar and syntax.

2.6 Copyright policy

This is the LIANZA policy, which has not changed from the previous version. Paragraph 1.1 (purpose of policy) has been added for consistency between policies.

2.7 Customer code of conduct

An additional customer right has been added, which is to "have the privacy of your personal information respected".

2.8 Friends policy

The only change was to improve a badly-written sentence in paragraph 2.2.

2.9 Fundraising and donations policy

The only change is the addition of the words "as far as it is in keeping with the purposes of the Wairarapa Library Service" to paragraph 4.3.

2.10 Housebound policy

The Wairarapa Library Service sought changes to this policy to provide greater clarity and to ensure that housebound status, which includes the waiver of rental and overdue charges, is used appropriately and reviewed at suitable intervals. A differential is now made between permanent and temporary housebound status with the addition of paragraphs 4.1 and 4.2. Paragraphs 5.1 and 5.2 provide for the periodic review of housebound status. Paragraphs 6.1 to 6.3 provide the mechanism for transferring a customer to housebound status.

2.11 Interloans policy

The only change is to paragraph 2.6 to reflect that charging is now provided under the interloan billing scheme.

2.12 Internet Access policy

This policy was previously titled the "Internet policy", which was misleading, as in fact the policy is generally about access to the internet by customers. Paragraphs 2.5, 2.6, 3.2, 3.5 – 3.7 and 4.4 have been added to reflect the current arrangements.

2.13 Membership policy

This policy has been considerably tidied up in formatting along with grammar and syntax. The only substantive changes are the addition of paragraphs 4.14 and 4.15.

2.14 Privacy policy

Paragraph 3.4 has been added for clarity. The words "within the timeframe specified by the Privacy Act 1993" have been added to paragraph 3.5 for the same reason.

2.15 School holiday programme policy

The addition of this policy was requested by the Wairarapa Library Service committee.

3. Appendices

Appendix 1 – Library Policies

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Infrastructure Services

Appendix 1 – Library Policies

Library Policy

- **RATIONALE**

The Council jointly with the Carterton District Council, provides library services for citizens of both territorial local authorities.

The Service provided is known as the Wairarapa Library Service.

- **PURPOSE**

To establish policies for the operation of the joint Service that are adopted by both District Councils, to facilitate the provision of a quality library service, meeting the needs of the citizens of both Districts in a user-friendly, efficient and cost effective manner.

- **GUIDELINES:**

Individual Policies, as set out hereunder, have been adopted by the Wairarapa Library Service Joint Committee and the South Wairarapa District Council. Policy detail may be viewed on the internet at <http://www.wls.org.nz/policies.html>. Hard copy of individual policies can be printed off as required.

- Care of Children in the Libraries Policy
- Cataloguing and Classification Policy
- Charging Policy
- Collection Development Policy
- Complaints Policy
- Copyright Policy
- Customer Code of Conduct Policy
- “Friends” Policy
- Fundraising and Donations Policy
- Housebound Policy
- Interloan Policy
- Internet Policy
- Membership Policy
- Processing Policy
- Privacy Policy
- School Holiday Programme Policy

Care of children in libraries policy

1. RATIONALE

- 1.1 It is common for children under the age of 14 years to be in the libraries without a parent/guardian or caregiver accompanying them.
- 1.2 Library staff ensure the safety of unaccompanied children as far as they are able, however parents/guardians or caregivers are ultimately responsible for the supervision of their children.

2. PURPOSE

- 2.1 To ensure that children are safe in the libraries.
- 2.2 To encourage appropriate behaviour by children and their parents/caregivers.

3. REQUIREMENTS

- 3.1 Library staff will comply with the following legislation :
 - Children, Young Persons and their Families Act 1989;
 - Children, Young Persons and their Families Amendment Act 1994;
 - Education Act 1989.
- 3.2 Library staff are responsible for acting on their concerns about unaccompanied children in the library.
- 3.3 Parents or carers are responsible for the supervision and behaviour of children while they are in or on the grounds of the library.
- 3.4 It is acknowledged that it is reasonable to expect older children to visit on their own (over 10 years). However, each situation involving an unattended child of any age needs to be considered on its own merits.
- 3.5 Action regarding an unattended child (those under 14 years) will be taken when their health and safety becomes an issue (including emotional well-being) or there is disruptive behaviour that is caused by or affects either the children in question or other library customers.

Cataloguing and Classification Policy

1. Purpose

- 1.1 The purpose of this policy is to provide cataloguing entries that facilitate the use of library materials by making them more accessible to the users of the library.
- 1.2 The further purpose of the policy is to set agreed standards that enable stock to be catalogued consistently and effectively.

2. Rationale

- 2.1 The policy will allow stock to be catalogued to a level that reflects the needs of current and future library users, and to extend the use of the collections.
- 2.2 This policy will be managed in conjunction with the requirements of Kotui and the Kotui Cataloguing Expert Group or Kotui Advisory Group.
- 2.3 Changes to this policy will occur when agreement between library staff over any change is reached and that change is endorsed by the Library Committee.

3. Basic Principles

- 3.1 All items acquired for inclusion in the Wairarapa Library Service collections will have a record created in the library management system.
- 3.2 Those catalogue records will follow the standards prescribed in this policy.
- 3.3 Each item will be catalogued according to the rules and procedures provided for Kotui libraries.
- 3.4 The basic principle of providing appropriate access will apply to each category of record.
- 3.5 No catalogue record will be changed by one library without reference to any other library already using that record.
- 3.6 The Wairarapa Library Service uses the Dewey Decimal Classification system as prescribed in *Patakataka: Dewey Decimal Classification and subject*

headings for New Zealand primary schools Wellington: National Library of New Zealand, 2001.

- 3.7 Local variations will be accepted as agreed by library staff and recorded in the copies of *Patakataka* used by the libraries.
- 3.8 Decimal places will not exceed four.
- 3.9 Dewey numbers will be followed by the first three letters of the main entry.
- 3.10 All records for fiction books (adult, young persons and children's), including talking books and large print books, shall contain the first three letters of the Main Entry.

Charging Policy

1. Purpose

1. The purpose of this policy is to gain consistency in the application of charges levied by the libraries constituting the Wairarapa Library Service. It is to provide guidelines for the staff in handling all those charges.

2.

3. 2. Policy Guidelines

- 2.1 Charges shall be levied according to the Schedule of Charges published annually as part of each Council's Annual Plan or Long Term Plan.
- 2.2 Changes to the Schedule of Charges shall be considered by the Combined Library Committee and referred to the relevant Councils.
- 2.3 Both Councils will publicly consult before setting charges for any service.
- 2.4 Overdue charges, rentals, reserves and lost books shall be collected on every item incurring such a charge.
- 2.5 All the libraries within the Wairarapa Library Service have an obligation to collect any outstanding charges that appear on a member's record irrespective of which library the charges are due to.
- 2.6 All charges should be collected at the time the charge is incurred. Discretion to defer charges may be applied in exceptional circumstances. Those circumstances are outlined in 2.7. below. Where this occurs charges should be cleared on the members next visit to the library or within a reasonable timeframe.
- 2.7 Charges may be waived under certain circumstances. Those circumstances are:
- hospitalisation;
 - death (of the person who has the books);
 - following a donation to the library (as a one-off gesture of goodwill);
 - fire or act of nature which leads to the destruction of books;*
 - where a library error in returning the books occurs.

*In cases where unforeseen circumstances lead to the loss of a book it may be possible for the member to claim on his or her insurance. If this is so then the library should provide all the relevant information regarding the costs.

- 2.8 Users who have difficulty paying charges should be considered, on humanitarian grounds, for housebound status. Housebound status should be considered for the handicapped, elderly, rest home residents and medically unfit.
- 2.9 Any discretionary action is the responsibility of the individual exercising the discretion.
- 2.10 Library members may establish credits by pre-paying for library services. All such credits should be loaded onto their membership record.
- 2.11 Debts over \$50.00 are not to be waived, and should be referred to the relevant Council for further action following all documented attempts to recover such debts.

Complaints Policy

1. Purpose

- 1.1 This policy is provide the users of the Wairarapa Library Service with a mechanism for having their concerns about services and/or the actions of staff dealt with in a fair way which resolves conflict in the best interests of all concerned.
- 1.2 It is also to have a set of actions available for staff to assist in the resolution process.

2. Rationale

- 2.1 Most complaints or misunderstandings handled by the librarians revolve around day to day operational matters. In the vast majority of cases these can be adequately dealt with by the staff member concerned through the explanation of library and/or Council policy.
- 2.2 In some instances complaints need to be handed on for a more thorough investigation and/or resolution. A very small number of complaints arise from library users contacting Library Committee members or Councillors or senior Council staff. These require more direct action behalf of the Wairarapa Library Service to resolve.

3. Guidelines

- 3.1 Where possible complaints should be handled directly between the staff member and user concerned, at the time they occur.
- 3.2 Complaints of a day-to-day operational matter that are not resolved as in 3.1. above (lost books, missing property, health and safety issues or disruption to service) should be referred to the senior librarian available for resolution.

- 3.3 If resolution of a complaint cannot be reached then the complaint should be referred as follows:
 - 3.3.1 brought to the attention of the other librarians at the monthly librarians meeting;
 - 3.3.2 referred to the Library Committee for resolution.
- 3.4 A complaint about the behaviour of any staff member should be dealt with according to the procedure of the relevant Council.
- 3.5 The complainant should be informed that the complaint has been referred to the appropriate body for resolution. This should be done as soon as it is practical following the initial complaint.
- 3.6 Once the complaint has been investigated the outcome of this investigation should be communicated to the user involved at the earliest opportunity and in an appropriate manner.
- 3.7 Should the outcome of any investigation fail to resolve the issue then the issue should be submitted to the Library Committee for final settlement.
- 3.8 Any complaint received in writing should be responded to in writing.
- 3.9 Library staff are not expected to tolerate offensive and/or threatening language or behaviour.
- 3.10 All complaints will be taken seriously and every endeavour will be made to resolve the issues within a reasonable timeframe, given meeting times and reasonable time for investigation.
- 3.11 All complaints will be dealt with confidentially.
- 3.12 Complaints directed in the first instance to a Councillor will be redirected according to the level and nature of the complaint in accordance with the above procedure. In this instance a report shall be made to the Councillor concerned as well as the user.
- 3.13 Suggestions for the improvement of services will be discussed at the library staff monthly meeting and/or the Library Committee meeting. Those making suggestions should indicate if they wish to be informed by the Wairarapa Library Service about the outcome of any such suggestions.

Copyright Policy

1. Purpose

- 1.1 The Copyright Act 1994 has specific requirements and permissions for libraries, and library staff need to ensure they follow the Act.

2. General principles

- 2.1 The Wairarapa Library Service (WLS) libraries strongly support the principles of copyright and the rights of copyright owners, and therefore take all appropriate actions to ensure that copyright is not breached within the libraries, either by staff or by users.
- 2.2 Library staff have a responsibility to investigate and stop any apparent breaches of copyright which they observe taking place on library-supplied photocopiers, scanners, audio, video and DVD players, computers and other equipment.
- 2.3 The Wairarapa Library Service has a compliance programme in place, with regular checks being made that the conditions of the Copyright Act are being observed.
- 2.4 The WLS has a responsibility to educate its staff and its users on copyright issues affecting them, including issues relating to copyright and the Internet.
- 2.5 The WLS treats its staff and its users with respect, observes and preserves their privacy, and considers them to be innocent unless evidence proves otherwise.
- 2.6 The WLS has an obligation to investigate and respond in a timely manner to charges of alleged copyright infringement sent to it by IPAPs (Internet protocol address providers) or copyright owners.
- 2.7 The WLS has the right to challenge and dispute such charges.
- 2.8 The WLS advises IPAPs or copyright owners if its systems do not enable it to identify individuals who have used library computers on dates and times at which breaches of copyright have been alleged.
- 2.9 Restriction of access to the internet or equipment within the libraries is always seen as a last resort.

3. Library staff

- 3.1 All WLS staff receive instruction on copyright issues relating to libraries, based on publications listed on the LIANZA copyright website at <http://www.lianza.org.nz/resources/copyright>, and in particular LIANZA's *The Copyright Act 1994 and Amendments: Guidelines for Librarians*.
- 3.2 Queries regarding copyright which are not able to be answered by front-line staff are referred to a senior library manager who has been designated with a special responsibility for copyright matters.

3.3 Library staff who observe an apparent breach of copyright in the library either deal with it themselves in accordance with this policy, or refer it to a senior library manager.

4. Library users

4.1 Advice on copyright issues relating to library users is provided as appropriate.

4.2 The Wairarapa Library Service posts warning notices about illegal copying, and the provisions of the Copyright Act relating to fair dealing, adjacent to its photocopiers, scanners and other library-supplied equipment.

4.3 The WLS posts warning notices regarding copying and downloading from the internet adjacent to its public-access computers and on screen-savers.

4.4 Where possible, the WLS blocks access to internet sites the sole purpose of which is known to be to facilitate the illegal downloading of materials from the internet.

5. Allegations of breaches of copyright

5.1 If Wairarapa Library Service library receives notification from an IPAP or copyright owner that there has been an apparent breach of copyright on a library-owned computer, the library concerned investigates and takes appropriate action, as detailed below.

5.2 Staff computer

5.2.1 If the alleged breach is identified as having taken place on a library staff computer, and if the individual staff member can be identified, the facts of the case are ascertained. If the alleged breach is substantiated, the staff member is given additional instruction on copyright law in general and the current incident in particular, and warned that a repetition may result in disciplinary action being taken under the library's employment contract with that staff member.

5.2.2 If the alleged incident is not substantiated, or if the individual staff member can not be identified, this is reported back to the IPAP or copyright owner.

5.2.3 At the same time, all Wairarapa Library Service staff are reminded of their obligation to comply with copyright law.

5.3 Public-access computer

- 5.3.1 If the alleged breach is identified as having taken place on a library-owned public-access computer, the library concerned attempts to identify the name and contact details of the person using the computer on the specified date and time.
- 5.3.2 If the person can be identified, the facts of the case are ascertained. If the alleged breach is substantiated, the person is given information on copyright law as this affects library users, and is warned that a repetition may result in the person being banned from using public-access internet computers in any of the Wairarapa Library Service libraries. If notification is received of a second apparent breach of copyright by the same person, and if that breach is substantiated, the person is given a second warning. If notification is received of a third apparent breach of copyright by the same person, and if that breach is substantiated, the person is told that s/he may not use library-supplied public-access internet computers in any of the Wairarapa Library Service libraries, other than to access the library catalogue or library-subscribed electronic resources, for a period of six months. If the person is a member of the Wairarapa Library Service, this information is noted on the person's library record.
- 5.3.3 If it is not possible for the library to identify the person using the public-access computer on the specified date and time, either because the library does not require users to authenticate, or because records of use are kept for only a very short period or not at all, the library reports back to the IPAP or copyright owner that the alleged breach has been investigated but that the alleged infringement can not be substantiated or infringer identified.

6. Response to IPAP or copyright owner

- 6.1 The Wairarapa Library Service libraries always respond within 14 days to a detection notice, warning notice or enforcement notice received from an IPAP, giving details of the investigations undertaken and any actions taken. Copies of correspondence are kept for one year.
- 6.2 A copy of this Policy is provided on request as evidence that the Wairarapa Library Service is taking all actions within its power to comply with copyright law, and to attempt to ensure that breaches of copyright by either library staff or library users within the Library are minimised.

(Policy provided by LIANZA <http://www.lianza.org.nz/resources/copyright/resources/sample-library-copyright-policy>)

CUSTOMER CODE OF CONDUCT

Our libraries are here for the use and enjoyment of everyone. Please show consideration for others at all times.

Customer Rights

You have a right to :

1. service that is friendly and helpful
2. be treated with respect
3. a safe and welcoming environment
4. have the privacy of your personal information respected.

Customer Responsibilities

When visiting the library customers should :

- respect the rights of fellow customers in the library
- treat other library customers courteously
- treat library staff with courtesy
- treat library buildings, stock and equipment with care.

Failure to comply

- If you do not follow this code of conduct, you may be asked to leave the library.
- You may be banned from the library facilities for up to 2 years for serious misconduct or repeated breaches of the code.

Please tell staff if there is anything we need to know so we can all make sure your library is a safe and friendly place.

Friends Policy

1. Purpose

- 1.1 The Wairarapa Library Service is committed to involving the users of the libraries in assisting with library activities. This policy is to provide a framework of understanding between any formal Friends organisation and the library staff and the Library Committee.

2. Definitions

- 2.1 **“Friends organisation”** – for the purposes of this policy, “friends organisation” means any group established with the intention of supporting the library through the provision of volunteers, the raising of grants for the benefit of the libraries or in organising events related to library activities. Any such organisation does not necessarily need to be called “Friends of...”.
- 2.2 **“Library staff”** – any employee of the Carterton District Council or South Wairarapa District Council employed to undertake library functions at any of the Wairarapa Library Service libraries. It also includes any volunteers engaged at any of the libraries under the terms of the WLS Volunteer Agreement.
- 2.3 **“Library Committee”** - the same as that outlined in the Wairarapa Library Service Strategic Plan. The role of the Wairarapa Library Service Committee is to set all policies and services operated by the libraries of the Wairarapa Library Service.

3. Friends Organisation

- 3.1 Any group of individuals from the community served by the Wairarapa Library Service may consider establishing a Friends organisation.
- 3.2 Any such group should form with the intention of becoming a fully legal entity as an incorporated society or Trust.
- 3.3 Friends organisations should seek the assistance of the Library Committee, in the first instance, to establish a working relationship.
- 3.4 Library staff employed by the Carterton District Council or the South Wairarapa District Council cannot become financial members nor serve on the executive of any Friends organisation without first obtaining leave from the Library Committee to do so.
- 3.5 Any Wairarapa Library Service library wishing to use any person affiliated to a Friends organisation in any capacity, including as a volunteer, must seek leave from the Library Committee before employing that person.

- 3.6 The Library Committee and the Friends organisation should exchange documents (strategic plans, annual plans and any rules) at the earliest opportunity following the adoption of any such documents.
- 3.7 As a general guide, Friend's organisations should be representative of the wider community served by the Wairarapa Library Service.

Fundraising and donations Policy

1. Purpose

- 1.1 The Wairarapa Library Service welcomes gifts of books, non-print items, equipment, furnishings, services, materials and money that assist in the provision of library services to the community in accordance with the Wairarapa Library Service Strategic Plan.
- 1.2 The library reserves the right to refuse gifts that may not be in keeping with the policies of the Wairarapa Library Service or of benefit to its services.

2. Fundraising

- 2.1 Fundraising activities are permitted at the libraries in the form of competitions, raffles or prize draws. Prizes shall not exceed \$100.00.
- 2.2 All funds raised will be used for the stated purposes and established priorities of any fundraising programme as determined by the Wairarapa Library service Committee.
- 2.3 All fundraising events are to be organised in accordance with the requirements of the Gaming and Lotteries Act 1977 and/or any subsequent related legislation.

3. Donations and Gifts

- 3.1 All donations and gifts will be evaluated according to the same selection criteria that are laid out in the Collection Development Policy.
- 3.2 The Wairarapa Library Service reserves the right to refuse donations or gifts of materials that may not be in accordance with the Strategic Plan, Collection Development Policy or any other relevant Wairarapa library Service policy.
- 3.3 Should a donor wish to impose any conditions upon any donation or gift then these conditions need to be outlined in writing and agreed by the Committee. Library staff must indicate this clause to any donor.
- 3.4 All records relating to established or potential donors will be held confidentially, unless permission is given by the donor in writing.

- 3.5 Any materials or money donated or gifted become the property of the Wairarapa Library Service.
- 3.6 The acceptance of donations does not mean that the Wairarapa Library Service will automatically add the donation or gift to the collection. Such donations or gifts may be assigned to another library within the Wairarapa Library Service and made available through the integrated library catalogue.
- 3.7 Donated and gifted items may be disposed of as the Wairarapa Library Service sees fit.

4. Donations of Money

- 4.1 Applications for financial assistance from grants, sponsors or other sources are to be made in accordance with the conditions required by the body being applied to and with the approval of the Committee.
- 4.2 All donations of money for the purchase of materials are accepted with the approval of the Committee.
- 4.3 All donations of money shall be used as designated by the donor as far as it is in keeping with the purposes of the Wairarapa Library Service.

Housebound Policy

1. Purpose

- 1.1 The Wairarapa Library Service will set in place best practices for the delivery of housebound services. This policy provides guidelines for a minimum level of services that will be equitably offered across the Wairarapa Library Service.

2. Introduction

- 2.1 The housebound service will be provided by the Wairarapa Library Service to those borrowers in the southern Wairarapa who :

- 5 cannot easily visit their local library;
6 who are confined to their home as a result of ill-health or physical, visual or age disability; or,
7 who are resident in a private rest home or hospital.

3. Housebound Services

- 3.1 The Wairarapa Library Service will make available a range of material, including books, magazines, large print and audio books, that will enrich and support the needs of the elderly, disabled and medically unfit.
- 3.2 Out-visits to rest homes will be made where staffing allows to outline and assess the types of services available/required.
- 3.3 Care will be given to selecting material for each borrower's needs.3.4 Issues will be provided for a period of three weeks to those with housebound status; a longer issue period may apply if requested by the borrower and agreed by the library manager.
- 3.5 All rental and overdue charges will be waived for those with permanent housebound status.
- 3.6 Deliveries will be made by library staff or with the help of volunteers.
- 3.6 Rural post delivery will be made available if appropriate.
- 3.7 The privileges associated with housebound status shall apply to the member only.

4. Types of housebound status

4.1 Permanent housebound status

Permanent housebound status shall be granted to members who have limited mobility and/or are confined to home/hospital as a result of :

- age
- physical disability which is chronic or permanent.

4.2 Temporary housebound status

Temporary housebound status shall be granted to members who have limited mobility and/or are confined to home/hospital as a result of :

- accident or injury
- illness.

5. Reviews of housebound status

5.1 Members with permanent housebound status shall have their status reviewed annually. The review will confirm that the membership has been used within the preceding 12 months, and that the member wishes to continue.

- Members with housebound status who have died in the preceding 12 months shall be removed from the register of members, and their membership card shall be cancelled. Money owing on the cancelled membership will be written off if it cannot be recovered from the estate.

5.2 Members with temporary housebound status shall be reviewed periodically to ensure that housebound status continues to be required.

- The expected duration of the housebound status is to be noted at the time the status is granted.
- For a duration of less than 4 months, the status is to be checked monthly.
- For a duration of more than 4 months, the status is to be checked quarterly.
- Members shall be returned to normal status on confirmation that housebound status is no longer required.

6. Transfer to housebound status

6.1 A member shall be transferred to housebound status on receipt of an application which meets the criteria under this policy. The application form is attached to this policy as Appendix A.

6.2 A member may be transferred to housebound status by the Library Manager without an application form, if the Manager becomes aware that housebound status is appropriate.

6.3 In all cases where the housebound member's books are to be selected by a nominated person rather than by library staff, the application form must be completed.

INTERLOANS POLICY

1. Purpose

- 1.1 The purpose of this policy is to provide a framework for the Wairarapa Library Service to operate within the national interlibrary loan scheme known as the interloan scheme. This enables the Wairarapa Library Service to borrow books from other libraries and to lend books from the Wairarapa Library Services collections on a cooperative basis.

2. Rationale

- 2.1 The Wairarapa Library Service recognises its responsibilities under the national interloan scheme charter to abide by the guidelines of that charter.
- 2.2 The interloan scheme enables the users of the Wairarapa Library Service to have access to a much wider selection of library resources than it would ever be possible to provide on-site. To do this, subscription to the National Library web based service Te Puna (a national database of library holdings) is critical to the success of providing this service.
- 2.3 Through the interloan charter the nature of this scheme is cooperative. Therefore it is important that the Wairarapa Library Service makes its holdings available through the Te Puna service.
- 2.4 This service is made available to all users of the Wairarapa Library Service equally and on the basis of payment of a small fee to offset postage and Te Puna expenses. This fee is advertised as one of the library charges and will be reviewed as part of the annual planning deliberations of both Councils.
- 2.5 Costs incurred from lending libraries will be passed on to the requesting user. As a matter of principal all users should be made aware of additional costs before an interloan is proceeded with.
- 2.6 To facilitate the use of the automated Interloan Billing System, South Wairarapa Libraries and Carterton District Library will each have separate Te Puna accounts, and manage their interloans separately.

Internet Access Policy

1. Purpose

- 1.1 This policy outlines the rules regarding the access and use of the internet at any of the Wairarapa Library Service libraries by members of the public. It does not supersede any District Council policy related to internet access and use by paid Council employees or contract workers.

2. Rationale

- 2.1 Access to the internet is provided as a service by the Wairarapa Library Service.
- 2.2 The internet is seen as providing library users with access to a wide range of knowledge that would otherwise be expensive and difficult to replicate by traditional library resources. It is also seen as an important method of communication.
- 2.3 Within the southern Wairarapa region a wide range of people uses the internet. Families are able to keep in touch inexpensively via e-mail. Tourists, likewise, can communicate with family in other countries. Businesses benefit through being able to access key information, and students make use of the internet for furthering their education. There is also some recreational use.
- 2.4 The internet is an integrated part of the service that the library provides and can also be utilised by the staff to assist the public in the pursuit of information.
- 2.5 Wireless access to the internet network is unrestricted inside and immediately outside each library building.

- 2.6 Access will be provided through the booking and usage arrangements at each library, with a maximum session time based on the level of customer demand and the need to ensure equitable access.
- 2.7 This policy is to provide some rules and guidance in its use and to prevent the misuse of the internet. The warnings given are not to prevent legitimate use, but to assist people in making decisions about how they use the internet.

3. Rules for Internet Use Access

- 3.1 Internet use will be provided at all Wairarapa Library Service libraries for public use.
- 3.2 Users must vacate their computer when their allotted session time has expired. Staff may extend the session time for any customer at their discretion, and may similarly ask a customer to end an extended session if required by user demand.
- 3.3 Fees set for internet access will be in accordance with Council policy.
- 3.5 Library staff may limit the number of sessions to two per customer, per day or to limit the time period for which a person may use a computer.
- 3.6 Library staff may limit the number of people around any computer to no more than two.
- 3.7 Any behaviour which endangers, disturbs, interferes with, or is inconsiderate of, any other person is not acceptable.
- 3.8 Violation of any of the above restrictions may result in a customer being restricted in their use or banned from using the library internet facilities.

4. Warnings

- 4.1 The Wairarapa Library Service cannot be responsible for the content of information found on the internet.

- 4.2 There are many offensive sites (pornographic, gambling, hate-sites) which are inappropriate for children. It is impossible to monitor or filter all these. Guidance should be provided to children before they access the internet. Parents are responsible for their children's use of the internet.
- 4.3 Any search has the potential to lead to sites that contain elements of the above warnings. Be aware of this before entering any internet site.
- 4.4 The Wairarapa Library Service can accept no responsibility for the loss or breach of privacy of any personal data or information entered or transmitted by an individual using the library public access internet facilities.

5. Staff

- 5.1 Staff use of the internet should be guided by the policies of the Carterton and South Wairarapa District Councils' policies regarding use of the internet.
- 5.2 Staff should be familiar in the basic use of the internet, in particular assisting customers to set up their own e-mail accounts and basic searching for information.
- 5.3 Staff should be encouraged to use the internet as a tool for assisting customers to locate information.
- 5.4 Staff need to be aware that the internet is a tool and should be used appropriately. It should not be regarded as the first resort in answering requests for information.

MEMBERSHIP POLICY

1. Purpose

The purpose of this policy is to outline the provisions for joining the Wairarapa Library Service, and the terms and conditions of membership.

2. General Membership

- 2.1 All new members will fill in a Membership Application form; all parts of the Membership form must be completed.
- 2.2 A library card will be made up as soon as possible after the completed form is received.
- 2.3 Details of the proof of address sighted should be recorded (e.g. "BNZ statement", not just "bank statement", "rates account – Masterton" not just "rates account").
- 2.4 Types of identification, which are acceptable, are : drivers' license, passport, bank statements, rates accounts, electricity accounts, Telecom or Clear accounts, birth or marriage certificates, community services card. Check that the identification is current and that the addresses match that on the application form. Some discretion is required.
- 2.5 A pamphlet explaining library services, hours and member's responsibilities will be given to all new members. A copy of the Schedule of Charges should be provided as well.
- 2.6 By signing the membership form, including signing as a child's parent, the individual agrees to the following conditions:
 - to return all borrowed items by the due date;
 - to notify the Library of any change of address;
 - to pay on demand any charges owing for rentals, overdue items, services, damages or losses;
 - to accept responsibility for all items borrowed using their card and/or those borrowed on a child's card.
- 2.7 Children (1-12) or young adults (13-15) may join using the Membership Application form providing their parents or guardian are willing to act as guarantor and sign the application form. Date of birth must be supplied.
- 2.8 Members must use the card issued to them or, with the person's permission, the card of a spouse or parent. Parents cannot use a child's or young adult's card under any circumstance.

4. 3. Other Membership Categories

- 3.1 Children under 5 years of age may borrow on their parent/guardian's card.
- 3.2 Bulk loans are available to schools, kindergartens, and childcare facilities. Individuals as authorised by the Librarian can apply for Bulk Loan status to borrow over 20 books in one loan. Loans in this category will be for six weeks before overdue charges will apply.
- 3.3 Housebound status is available to anyone who is resident in a rest home, permanently or temporarily disabled or ill and unable to come to the library, in hospital or unable to get to the library due to age. Bulk loans to rest homes also fall into housebound status. The loans period will be three weeks, and no overdue charges or rentals will apply.
- 3.4 Staff status will apply to all those who are paid to work at the Library Any of these people will revert to Adult Borrower status if they cease to work for the Council. The loans period will be three weeks, and no overdue charges or rentals will apply.
- 3.5 Temporary members may join on the Membership Application Form. An additional contact must be and some form of identification produced. Other address information may be required.

4. Obligations of membership

- 4.1 All books, magazines and CDs will be issued for three weeks. (Exception : see Bulk Borrowers above).
- 4.2 All videos/DVDs will be issued for one week. (Exception : see Bulk Borrowers above).

4.3 Some categories of books such as reference books and local history books may be borrowed for a week or a longer duration at the discretion of senior library staff.

4.4 Overdue charges shall be calculated as follows :

1. from 5.00pm (week days) or 12.30pm (Saturdays) on the date stamped in the book - 50 cents
2. seven days following the date stamped in the book - \$1.00
- 8 every seven days thereafter another - \$1.00

Children's books :

- 9 20 cents from 5.00pm (week days) or 12.30pm (Saturday) on the date stamped in the book
- 10 70 cents for each seven day period thereafter

4.5 Exemption from overdue charges shall be for those borrowers with the status of Staff or Housebound.

4.6 Any book or other library material which is lost or damaged shall be the responsibility of the person on whose card the book or other material was issued. The replacement cost of the book shall be charged to them.

4.7 A rental charge will be made for some categories of books and library materials . These are :

3	Rental Fiction (rf)	50 cents
4	Mills and Boon (mb)	50 cents
5	Rental Magazines (rm)	50 cents
6	CDs (cd)	\$2.00
7	DVDs(vd)	\$2.00

4.8 Any library item can be reserved by any borrower. A reserve fee of 50 cents will apply.

4.9 Any library item may be renewed either in person, by e-mail, or by telephone at no additional cost (any outstanding charges, either rentals and/or overdue items, will still apply).

4.10 A renewal can only be denied if another borrower has requested the book.

- 4.11 After two renewals the Library staff may request the book be returned or sighted before further renewals are accepted.
- 4.12 All overdue and rental fees are to be paid at the time they are incurred or on the first visit to the library following the debt being notified.
- 4.13 Three overdue notices will be sent to any borrower with overdue books. The final notice shall have the replacement cost of the book. A Council invoice will then be sent to recover any losses.
- 4.14 All members are expected to adhere to the Customer Code of Conduct Policy, the Internet Access Policy and any other rules, procedures, directions or guidelines that may be adopted by the Wairarapa Library Service to ensure all members are treated equally and with respect.
- 4.15 All members are entitled to make a complaint or suggestion using the processes as outlined in the Complaints Policy.

5. Suspension and Cancellation of Membership

- 5.1 Failure to provide the information required by this policy, or if later, any of the information is found to be incorrect, will automatically lead to suspension of membership.
- 5.2 Suspension of membership (blacklisting) will occur if fines and/or other charges reach \$10.00 or more. The suspension will be revoked when all debts are paid.
- 5.3 A member will be blacklisted if there is a poor record for paying debts or there is a long record of lost books (even if these have been paid for) or the member becomes abusive or violent toward staff. Such a blacklisting will be at the discretion of the Librarian.
- 5.4 A blacklisted member can reapply to be reinstated at any time by consulting the Librarian. Any reinstatement will be at the Librarian's discretion.

Privacy Policy

1. Purpose

- 1.1 This policy is the Wairarapa Library Service's statement on the treatment of personally identifiable information held by any of the libraries. It is to assist in the protection of individuals who wish to use any of the libraries.

2. Introduction

- 2.1 The Wairarapa Library Service acknowledges that it holds some personal information about individuals. This information is collected and stored as part of the contract between the Wairarapa Library Service and the individual concerned. This information is necessary to maintain an efficient library service.
- 2.2 Under no circumstances should a member of staff pass any information regarding a member, held by the library as part of its user database, to any other individual or organisation. The only lawful exception to this is when the member has given written consent to the Wairarapa Library Service for that information to be shared.

3. Guidelines

- 3.1 No information about a member, including telephone numbers or address details should be passed to any third party without the member having given written permission.
- 3.2 No information about members is to be stored by the Wairarapa Library Service other than that required to operate the Membership Policy and to maintain an accurate record of library activity related to any member.
- 3.3 Information regarding a particular member's reading patterns shall not be given to any other person or organisation.
- 3.4 Requests from a user for any information held by the Wairarapa Library Service about them will be supplied within the timeframe specified by the Privacy Act 1993.
- 3.5 Any request by a library user to modify any information held by the library shall be actioned by the Wairarapa Library Service within the timeframe specified by the Privacy Act 1993.

- 3.6 Information made public by library users (such as notes left in books, identifying marks left on books) will not be covered by this policy.
- 3.7 Publicly available information purchased as part of the library collections will not be covered by this policy.
- 3.8 Parents and/or guardians of children under 16 are able to request information regarding their child's library records.

School Holiday Programme Policy

1. Purpose

- 1.1 To provide a framework for the libraries to provide a school holiday programme service to the community.

2. Rationale

- 2.1 The libraries of the Wairarapa Library Service have over several decades operated holiday programmes of various types during school holiday periods.
- 2.2 These are well received by parents/guardians, grandparents and children.
- 2.3 The holiday programmes have become important as a way of keeping children in touch with reading habits developed through more formal educational methods used at school. In particular, the “summer slide” in reading and learning is well-documented, and the summer reading programme is acknowledged by research to play a significant role in preventing this.

3. Policy

- 3.1 The Carterton District Council and South Wairarapa District Council understand the importance of maintaining children’s reading during periods they are not at school.
- 3.2 Each library will provide a holiday programme for primary school aged children during each school holiday period.
- 3.3 Programmes that are offered will be developed in line with the resources available to conduct such programmes.
- 3.4 Libraries will seek resourcing from outside sources when necessary to present interesting and stimulating programmes.
- 3.5 The libraries will work together, when appropriate, to ensure holiday programmes run smoothly and are presented in a consistent way across the Wairarapa Library Service.
- 3.6 Each individual library will be responsible for the development of programmes and creating records of the programme (photographic, statistical, written feedback).
- 3.7 The Wairarapa Library Service will make use of developed programmes such as those provided by EC Read wherever possible.

POLICY AND FINANCE COMMITTEE

18 NOVEMBER 2015

AGENDA ITEM B3

URBAN STREET TREE POLICY REVISION

Purpose of Report

To provide the Committee with the revised tree policy for adoption.

Recommendations

Officers recommend that the Council:

1. *Receives the information.*
2. *Adopts the Urban Tree Policy.*

1. Executive Summary

The Policy and Finance Committee has delegated authority from Council to set and adopt policies. The Urban Street Tree Policy has been reviewed and amended, and is presented as the Urban Tree Policy for adoption. The revisions and amendments have been reviewed by City Care and the Greytown Tree Advisory Group, as well as arborists used by the Council.

2. Discussion

2.1 Proposed amendments

2.1.1. Title and rationale

A change is proposed to both the title and the rationale to allow the policy to cover not just street trees, but all trees on Council land in the urban area. In practice, the existing policy has often been applied to trees on other Council land, and with the addition of appendices covering tree planting and maintenance, and a code of practice for working around trees, the extension beyond street trees only is appropriate. Accordingly, the title of the policy is proposed to be changed to *Urban Tree Policy* and appropriate references to trees on Council land have been added to the rationale and throughout.

2.1.2. Purpose

Two additional paragraphs have been added to the policy's purpose. Paragraph 2.2 references the Combined District Plan's provision for the maintenance of notable trees – this is for added clarity. Paragraph 2.3 outlines the objectives of the policy – this paragraph had previously been

included in the Guidelines section, but is more appropriately placed in the Purpose section.

2.1.3. Street tree planting and maintenance

In paragraph 4.1, the words “the size of trees must be taken into account both at the time of planting and at maturity”.

Paragraph 4.4 is strengthened by the additional of a provision for Council’s parks and reserves team to provide supervision during community plantings to ensure correct procedures are followed.

The previous paragraphs 4.8 to 4.11 (root barriers etc) are removed to the new Appendix C, Tree Planting and Maintenance Procedures. A new paragraph 4.8 is added to reference Appendix C.

The paragraph encouraging developers of subdivisions to establish trees (previously 4.12, now 4.9) is strengthened by the addition of the requirement to provide a horticultural producer statement before handover to the Council.

The previous paragraphs 4.13 and 4.14 have also been removed to Appendix C, and the subsequent paragraphs have been renumbered accordingly.

2.1.4. Tree removal on road reserves

This section is renamed “Tree removal on Council land and road reserves” so that it applies to trees on all Council land.

A sub-paragraph (f) has been added to 5.5, the criteria for tree removal, as follows: “the tree in question is in decline from a disease or pest infection which cannot be treated”. This is to cover situations such as the diseased flowering cherries in Jellicoe Street, Greytown.

Paragraphs 5.9 and 5.10 have been removed as they repeat 4.12 and 4.14. Subsequent paragraphs have been renumbered.

Paragraph 5.9 (previously 5.11) has had the words “if the tree or trees in question do not meet the requirements of this policy” added for clarity.

Paragraph 5.10 (previously 5.12(a)) has had the words “is to be selected and planted at the next appropriate planting time” added, because, if a tree is removed in the height of summer, it would not be appropriate to plant a new tree until the hot weather was over.

2.1.5. Tree protection

The words “notable trees” have been added to the title of this section, as the section is clearly about notable trees.

A reference to the appropriate qualifications for an approved arborist is added as a footnote to paragraph 6.5.

Paragraph 6.9 has been added to instruct Council staff and contractors to use the new Code of Practice for Working around Trees when working around notable trees. The Code of Practice has been added as Appendix D.

Paragraph 6.10 has been added to reference Appendix D as well as the New Zealand Arboricultural Associations guidelines for fencing and tree protection in development sites. It also puts in writing the current practice of requiring developers to pay for the services of the arborist if one is required for supervision during development.

2.1.6. Appendix A

Three additional trees approved for street planting have been added on the recommendation of the Tree Advisory Group. They are:

Corylus colurna – "Turkish hazel"



Knightia excelsa - rewarewa



Acer campestre – Field maple



2.1.7. Appendix C

Appendix C is a new addition to the policy containing procedures for tree planting and maintenance. Paragraphs 4.8 to 4.11, 4.13 and 4.14 of the original policy have been moved to this appendix. The remaining material comes from City Care's national Standard Operating Procedure for tree planting and maintenance, and can be considered to be best practice.

2.1.8. Appendix D

Appendix D, the code of practice for working around trees, was developed from City Care, and incorporates material from similar codes of practice from Wellington City Council and Auckland Transport.

2.1.9. Appendix E – Street Tree Concern Document

The Street Tree Concern Document has been revised to create additional space to reflect the internal process. This includes space for the Amenities staff to assess and make a recommendation before the form goes to the Group Manager Infrastructure Services for approval.

2.1.10. Appendix F – Application to plant street trees

The Street Tree Concern Document has been revised to create additional space to reflect the internal process. The Council use section has been expanded to accommodate any consultation with other residents in the street, and consideration of the budget impact of ongoing maintenance.

2.2 Consultation

The draft of the revised policy has been provided to members of the Greytown Tree Advisory Group, City Care staff and Council's arborist contractor, and their feedback has been incorporated where appropriate. The parts relating to notable trees and the District Plan were also discussed with the Group Manager Planning and Environment.

3. Conclusion

Officers recommend that the Committee adopts the Urban Tree Policy.

4. Appendices

Appendix 1 – Urban Tree Policy

Contact Officer: Helen McNaught, Amenities Manager

Reviewed By: Mark Allingham, Group Manager Infrastructure Services

Appendix 1 – Urban Tree Policy

Urban 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 and Council land 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 and Council land within the urban area;
- 1.3 To provide consistent procedures and approaches for the removal of trees on road reserves and Council land;
- 1.4 To provide guidelines for the assessment of and the ongoing maintenance of Notable Trees growing on road reserves and Council land.

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.
- 2.2 The Combined District Plan provides for permitted activity status for the maintenance of notable trees on public land; anything beyond the specified activities requires a resource consent.
- 2.3 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.

3.0 GUIDELINES:

- 3.1 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.
- 3.2 Developers planting streets must use suitable species and follow the procedures and recommendations set down in this policy and NZS4404.
- 3.3 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 and B)
- 3.4 The Infrastructure 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 Street tree plantings should be appropriate in size, density and position to ensure traffic visibility and personal safety is not compromised. The size of trees must be taken into account both at the time of planting and at maturity.
- 4.2 New street trees for planting should be chosen from the core list of trees listed in Appendix A.
- 4.3 Council will develop and encourage single species plantings along streets.
- 4.4 Residents are encouraged to undertake street tree planting as a community initiative. SWDC is to advise on appropriate species, and will make the final determination in the event of a dispute. Council's parks and reserves contractor or approved tree contractor is to provide supervision to ensure that correct planting procedures are followed.
- 4.5 Maintenance and pruning will be carried out by Council staff or a Council approved contractor only in accordance with the ongoing maintenance programme.
- 4.6 Before tree removal or major maintenance occurs, residents on the affected streets are to be informed of the intent to carry out this work by way of a letter prior to work commencing.
- 4.7 Council will not undertake nor will allow further plantings of streets where there is a risk of conflict with overhead services.
- 4.8 All tree planting and maintenance will follow the procedures outlined in Appendix C (Tree Planting and Maintenance Procedures).
- 4.9 Developers of subdivisions who establish trees as part of the streetscape (see Appendix A) must on completion of the development supply to Council a horticultural producer statement to show that the trees have been correctly planted and properly maintained before being handed over the Council.
- 4.10 Any concerns about street trees are to be made in writing to the Group Manager, Infrastructure Services, using the Street Tree Concern Form (see Appendix E)
- 4.11 Residents may submit a written request using the Street Tree Concern Form (see form Appendix E) to have trees maintained, pruned or planted on their street. A decision will be made by the Group Manager, Infrastructure Services who will use his/her professional judgment and discretion.
- 4.12 Any Street Tree Concern Form received by SWDC is to be looked at as soon as practicable and a prompt reply regarding the decision be forwarded to the concerned person(s).
- 4.13 All Street Tree Concern Forms received will be kept on file and a register of such forms will be kept.

5.0 TREE REMOVAL ON COUNCIL PROPERTIES AND ROAD RESERVES

- 5.1 Council supports the retention of trees on road reserves and Council properties.
- 5.2 When retention is not possible, transplanting of specimens less than two years of age will be considered before removal.
- 5.3 All tree removals must be approved by the Group Manager Infrastructure Services.
- 5.4 The removal of trees on road reserves and Council properties is to be carried out by Council staff or Council-approved contractors only.

5.5 Tree removal is only to 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; and/or
- (f) the tree in question is in decline from a disease or pest infection which cannot be treated.

5.6 Where access is required for infill subdivision or house removals, trees on road reserves are not to be removed without prior written permission from Council.

5.7 Trees with a nuisance value because of leaf fall, tree size, loss of vision or shading are to be pruned periodically.

5.8 When residents submit a request to have trees removed or concerns remedied using the Street Tree Concern Form (STCD, see form Appendix E), an evaluation of the concerns will be conducted by the Group Manager, Infrastructure Services who will use his/her discretion and professional judgment.

5.9 Where residents have planted their own tree(s) on the road reserve, Council reserves the right to remove the tree(s) and recover the cost if the tree or trees in question do not meet the requirements of this policy.

5.10 Where tree removal has occurred, a replacement specimen which conforms to the schedule of trees listed as Suitable Trees for Core Plantings in Streets (Appendix A) is to be selected and planted at the next appropriate planting time.

5.11 Where a replacement tree is not a viable option, the stump will be removed and the ground reinstated to avoid hazards for people or property.

5.12 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 – NOTABLE TREES

6.1 The Standard Tree Evaluation Method (STEM)¹ method of evaluation will be the means for establishing a tree's value and importance.

6.2 The evaluation of proposed Notable Trees is to be carried out by an expert in tree matters who is familiar and competent with the STEM system.

6.3 The value of Notable Trees is to 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.

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.

- 6.4 Where any work that is required to be undertaken on Notable Trees is not a permitted under the Combined District Plan, , the Group Manager, Planning and Environment is to be notified in advance, and no work may proceed without proper authorisation under the District Plan.
- 6.5 Any work that is required on Notable Trees, is to be carried out only by a Council-approved, qualified arborist².
- 6.6 The area of protection of a Notable Tree includes the tree's root zone extending out to the drip line.
- 6.7 Any correspondence relating to any work required or done is to be filed, and a record of maintenance be kept.
- 6.8 After the commissioning of an arborist's report, any recommendations regarding the future health and well-being of Notable Trees are to be actioned as soon as practicable.
- 6.9 Council staff and contractors are to follow the Code of Practice for Working Around Trees (Appendix D) when working within the dripline or adjacent to the canopy of any Notable Tree.
- 6.10 Property owners and developers are required to follow the Code of Practice for Working Around Trees, and the NZ Arboricultural Association Guidelines for Tree Protection Fencing on Development Sites and Guidelines for Tree and Bush Protection on Development sites when working on or near land which contains one or more Notable Trees. Any costs for the provision of an approved contractor or arborist to provide supervision or stand-over will be met by the property owner or developer.

[NOTE:

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

² A qualified arborist is defined as a person holding a minimum NZQA arboriculture level 4 qualification

Appendix A

SUITABLE TREES FOR CORE PLANTINGS IN STREETS

<i>Agonies flexuous</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>Agonis 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>	<i>Knightia excelsa</i> “Rewarewa” (not suitable under power lines)
<i>Corylus colurna</i> “Turkish hazel”	<i>Acercampestre</i> “Field maple”

[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

Appendix B

LIST OF TREES UNSUITABLE FOR PLANTING IN STREETS

BOTANICAL 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	Anthraco nose
<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>Gingko 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

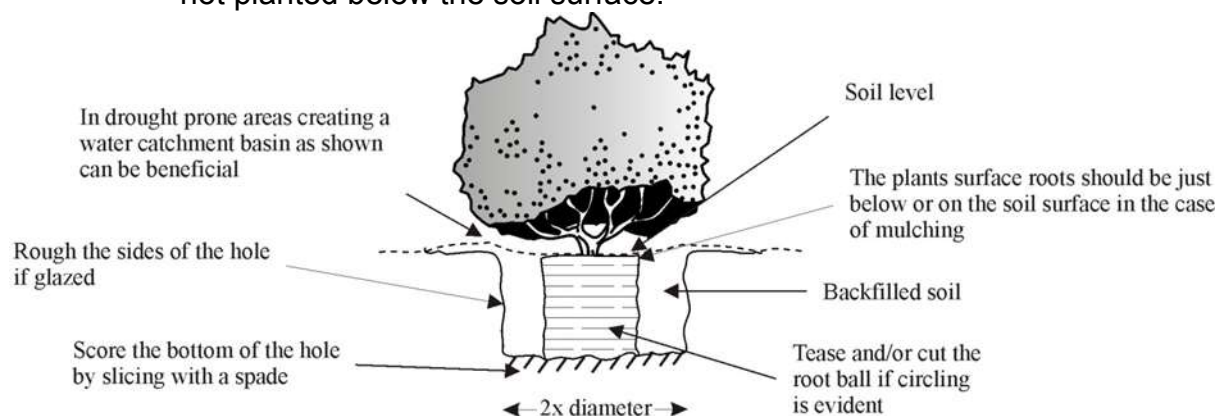
TREE PLANTING AND MAINTENANCE PROCEDURES

1.0 Preparation and Placement

- 1.1 Appropriate root barriers are to be installed where underground services, footpaths, kerbs are likely to be damaged.
- 1.2 Trees are to be planted at least 1000mm away from any kerb.
- 1.3 Trees are to be planted 3 metres away from any sewer or water lateral.
- 1.4 Trees are to be centrally located between streetlights wherever possible and be planted where they will not impact on the light spread from the streetlight.

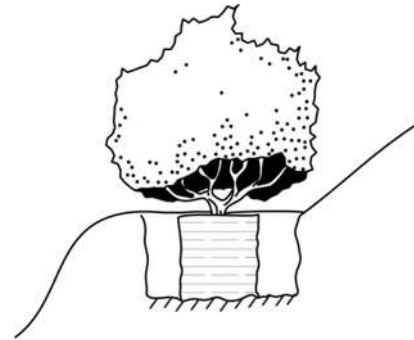
2.0 Planting procedure – trees grown and sold in pots or planter bags

- 2.1 Dig a planting hole the height of the tree's root ball and approximately twice its diameter.
 - a) Place the excavated soil to the side of the hole.
 - b) It is preferable not to dig a hole deeper than the tree's root balls as the tree will settle over time, leaving it too deep. It is acceptable to score the bottom of the hole by slicing with a spade to aid root penetration and drainage.
 - c) Rough the sides of the hole to be sure they are not glazed from digging, which can act as a barrier for water and roots.
- 2.2 Remove the container from the tree's root ball.
 - a) If roots are circling around the root ball exterior it is root bound. Tease the roots by hand and/or cut through the roots with a knife in a few places. This helps prevent circling roots from eventually girdling the tree later.
 - b) It is often necessary to clear the top of the root ball of weeds by hand as well as removing excess potting mix. Place the material in the bottom of the hole.
- 2.3 Place the tree into the centre of the planting hole.
 - a) Do not plant too deep. The planting depth should be such that the top-most roots of the tree are on (in the case of mulching afterwards), or just below the soil surface. It is essential that the root collar or trunk flare is not planted below the soil surface.



- b) Place a 65mm nova-coil around the base of the tree sticking out of the ground. This is used for watering and fertilizing the tree root ball.
- 2.4 Backfill the hole with the existing soil, firming as you go to settle out any air pockets.

- a) If the soil is full of rocks, remove the larger rocks. Break up any clumps of soil.
 - b) Incorporate compost and/or fertilisers into the backfill soil if specifically recommended for this type of tree. Otherwise, it is preferable to leave these out to allow the tree to accustom to the local soil conditions.
 - c) For drought prone areas construct a water catchment basin to aid water retention.
- 2.5 Once the hole is filled in, the tree should be gently firmed with your heel.
- 2.6 Remove any tags and labels from the tree that may potentially girdle branches and trunks later.
- 2.7 Provide stakes as outlined below.
- 2.8 Follow up with watering to the depth of the root zone if water is available and the soil dry.
- 2.9 Mulch or create a grass-free area the new tree planting to create a buffer zone to help eliminate damage from machinery. When planting a specimen tree in turf, a turf free circular tree ring should be formed around the plant. Normally, this is 500mm radius out from the trunk. 2.10
- When planting on slopes, a bench should be cut into the slope (as shown) for each specimen to aid water penetration and to ensure a straight stem/trunk develops.
- 2.11 Root balls should be moist at planting time. Ensure trees are watered approximately 12 hours prior to planting.



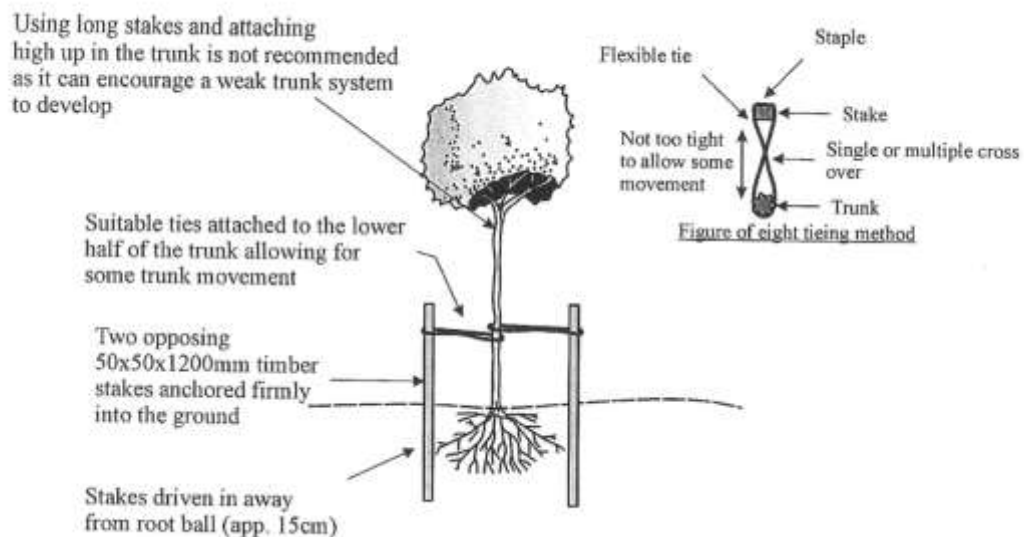
3.0 Planting procedure – bare root trees

- 3.1 Dig a planting hole twice the diameter of the root ball and about as deep as the root collar (point where the roots flare from the trunk).
- a) The hole needs to be large enough to spread the roots without crowding.
 - b) Place the excavated soil to the side of the hole.
 - c) Rough the sides of the hole to be sure they are not glazed from digging, which can act as a barrier for water and roots.
 - d) Loosen the bottom of the hole with a spade by scoring.
 - e) It often helps to form a mound or cone of soil on the bottom of the hole and spread the roots over the mound.
- 3.2 Carefully remove any packing material. Clip off any dead or damaged roots.
- 3.3 Place the roots in the hole at a level so that the surface soil will be at the same level as it was where the plant was previously growing. This is indicated by the slightly darker area of the trunk, and should be just above the highest root.
- a) The root collar or trunk flare should be above the soil line.
 - b) If a mound has been created, set the tree on top of the mound so that the roots cascade down over the sides.
 - c) Spread the roots gently with your hands if needed.
- 3.4 Gently backfill the hole, gently firming with your hands as you go to settle out any air pockets.
- a) Make sure the tree is standing straight up.
 - b) Ensure soil is settled well around the roots.
 - c) If the soil is full of rocks, remove the larger rocks. Break up any clumps of soil.
 - d) Incorporate slow-release granular fertilisers into backfill soil if required.
 - e) For drought prone areas construct a water catchment basin to aid water retention.

- 3.6
- 3.5 Once the hole is filled, the plant should be gently firmed with your heel. Remove any tags and labels from the tree that may potentially girdle branches and trunks later.
 - 3.7 Provide stakes as outlined below.
 - 3.8 Follow up with watering to the depth of the root zone if water is available and the soil dry.
 - 3.9 Mulch or create a grass-free area the new tree planting to create a buffer zone to help eliminate damage from machinery. When planting a specimen tree in turf, a turf free circular tree ring should be formed around the plant. Normally, this is 500mm radius out from the trunk.
 - 3.10 It is vital to keep the roots of bare plants moist prior to planting. Keep them covered and out of the sun.

4.0 Staking

- 4.1 The height of the stake will depend on the height of the tree. Generally it will be 1200mm but for larger trees may be 1500mm. The dimensions of the stakes are generally 50 x 50mm.
- 4.2 Two stakes are used, on opposite sides of the tree.
 - a) Stakes should be a minimum of 150mm away from the root ball.
 - b) Stakes should be firmly driven into the ground and checked for stability.



- 4.3 Ties should be on the lower half of the tree.
 - a) Ties should have some stretch to allow for movement.
 - b) Ties should be non-abrasive and not able to cut into the tree.
 - c) Suitable ties include 40mm wide hessian, rubber or seatbelt webbing.
 - d) Wire is unsuitable unless sleeved in hose-pipe to prevent the wire from cutting into the trunk.
 - e) Ties can be secured to the stakes with nails or staples, or tied in a figure-of-eight as shown.
- 4.4 Check the ties during the growing season and loosen as necessary to avoid constricting the tree's growth.

Appendix D

CODE OF PRACTICE FOR WORKING AROUND TREES

1.0 Scope

- 1.1 This code of practice applies to work carried out by any SWDC staff member or contractor working in parks and reserves, near street trees, and near any notable tree listed in the Combined Wairarapa District Plan on public land.
- 1.2 Work means any construction, excavation or maintenance activity which has the potential to affect or damage the root system, trunk, branches and canopy of a tree.

2.0 Trees under or near power lines

- 2.1 The Approved Code of Practice for Safety and Health in Tree Work : Part 2: Maintenance of trees around power lines must be followed.

3.0 Root zone protection

- 3.1 All notable trees must be cordoned off around the root protection zone prior to the commencement of work. The cordon must remain in place until completion of work or the commencement of the defects liability period, whichever is later. The protective fencing must be erected under the supervision of an approved SWDC staff member, parks and reserves contractor or Council-approved arborist.
- 3.2 The cordon should be a protective fence which is clearly visible and strong enough to protect the tree trunk, branches and tree roots from any accidental damage and machinery impact. High-visibility post and plastic mesh fencing systems are not resistant to impact and are easily moved or breached. They are not usually adequate protection for trees.
- 3.3 The fence should have weather-proof signage explaining its purpose and to stop it being moved. The signs should indicate the following:
- that the fence is not to be moved without approval from the appropriate person;
 - that it is a tree-protection zone; and
 - that no storage, heavy equipment, machinery, trenching, digging, driving or run-off are permitted within the zone.
- 3.4 “Root protection zone” – a tree’s root zone can often extend well beyond the canopy of the tree, and in some cases may cover an area two to three times that of the canopy. It is possible to work within this larger root zone, as long as there is an area of root zone that is protected at all times. This area can be defined as any ground within the drip line of the tree or within half the height, whichever is greater.
- 3.5 At no time should material be deposited or stored, even on temporary basis within the root protection zone of any notable tree(s).

4.0 Excavation for landscaping, road and footpath creation/maintenance, underground services or construction

- 4.1 All excavation works within the root protection zones of notable trees must be undertaken under the supervision and direction of an approved SWDC staff member, parks and reserves contractor or Council-approved arborist.
- 4.2 Where possible excavation in the root protection zone should be avoided ie by the use of an alternative route.

- 4.3 All excavations that are within the root protection zones of any notable trees must be dug by hand, using hand tools only (i.e. hand held spade) to a minimum depth of 500mm below ground level.
- 4.4 All attempts will be made to retain all roots over 35mm in diameter uncovered by excavation. All roots exposed must be kept damp, covered from direct sunlight and protected from damage by a suitable material such as hessian or shade cloth.
- 4.5 Roots greater than 35mm in diameter require the consent of the council-approved arborist and can only be removed by the arborist.
- 4.6 When a root greater than 35mm is consented for removal, the arborist must only prune back to the excavation face by the use of hand held tools and the root must be immediately covered to protect it from desiccation and further damage. The excavation face must be covered with geotextile mat and weed cloth, and pinned into place until backfilling occurs, upon which it must be removed.
- 4.7 No storage of construction materials/machinery/equipment/spoil/waste is allowed within 3 metres of the root protection zone, or where there is a risk of spills or run-off reaching and damaging the root protection zones.
- 4.8 No operation of machinery must occur within 3 metres of the cordoned off root protection zone without prior approval from an approved SWDC staff member, parks and reserves contractor or Council-approved arborist. If machinery has to operate within this zone the arborist shall determine a site-specific solution to protect the tree roots from compaction and root damage.

5.0 Canopy, branch and leaf protection

- 5.1 When operating plant or machinery near the tree-protection zone care must be taken to avoid damage to the trunk and branches of the tree.
- 5.2 If the tree needs to be pruned to allow scaffolding installation, cranes, materials storage or vehicle movements, this must only be done by an approved SWDC staff member, parks and reserves contractor or Council-approved arborist.
- 5.3 Nothing (eg notice boards, telephone cables, taps or other services) is to be attached to any part of a tree.



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

Applicant to Complete

Name:	Date:
Address:	
Phone number/s:	
Email:	
Physical address of tree:	

Concerns / comments regarding tree:

(Please use separate sheet if necessary)

Proposed action to be taken:

(Please use separate sheet if necessary)

Signed <i>(Applicant)</i> :

Council Use Only

Recommended action to be taken <i>(Council Officer to complete)</i> :

Signed <i>(Amenities Manager)</i> :

Council Officer's recommendation approved by Group Manager Infrastructure and Services: YES / NO
<i>Signature:</i> _____ <i>Date:</i> _____

Additional Comments:

Appendix F



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:** An 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.

Applicant to Complete

Name:	Date:
Address:	
Phone number/s:	
Email:	

Street where tree/s are requested to be planted:
Name / type of tree/s to be planted:
Proposed number of trees to be planted:
Date wanting to plant:

- Please attach a map showing proposed location of the tree/s
 - Please include on a separate sheet of paper any other information you feel is relevant to the requested planting
-

Signed (*Applicant*):

Council Use Only

- Consultation with affected property owners along street
- Maintenance program to be attached and considered as part of final approval
- Please refer in particular to Sections 3.1, 4.3 and 4.4 of the Urban Street Policy

Recommended action to be taken (*Council Officer to complete*):

Signed (*Amenities Manager*):

Council Officers recommendation approved by Group Manager Infrastructure and Services:
YES / NO

Signature: _____ *Date:* _____

Additional Comments: