

GENERAL RESERVE POLICIES FOR WAIMATE DISTRICT – 2019



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Draft General Reserve Policies for Waimate District

This Reserve Management Plan has been prepared by Victoria van der Spek for Waimate District Council under the provisions of Section 41 of the Reserves Act 1977. The Waimate District Council is the administering authority for the reserves (as defined by this document) listed in Appendix 1 of this Plan.

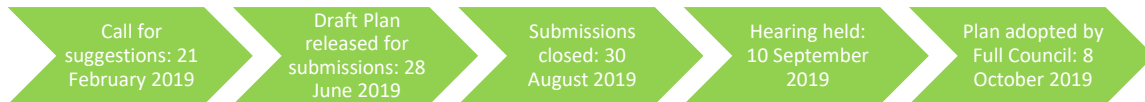
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Document status

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Draft V1	29 March 2019	DM	Draft General Reserves Policies for Waimate District
Draft V2 – post initial technical working group feedback	3 May 2019		
Draft V3 – for Council consideration	22 May 2019		

Process timeline



1.0 Introduction

Background

Reserves are held and managed by Council in trust for the benefit and enjoyment of the public. They contribute significantly to the quality of life in the District, the health of the community, and the sense of place for local residents.

Council provides a range of reserves and recreational facilities and protects the natural environment through the provision of local playgrounds for children to play on, multi-use sports fields, gardens and large un-spoilt 'wilderness' areas. Reserves also support sporting and recreational events that gather people together.

There are a number of buildings and facilities in Council reserves that have been developed by community or sporting groups. To maximise the opportunity to access non-Council funds, there is often a need to provide security of tenure for these groups.

Reserves can be subject to pressure for development from the public. The community may have conflicting views about how a reserve should be developed, or a sporting group may wish to develop a particular recreational facility that benefits a specific group.

Statutory requirements

This Plan helps to ensure that the principles of the Reserves Act 1977 (Reserves Act) and Local Government Act 2002 (LGA 2002) are followed, particularly with regard to the maintenance, protection, use, enjoyment, and appropriate development of reserves.

Council is required under section 41 (1) of the Reserves Act to have a management plan/s for all reserves (except for Local Purpose Reserves) that are subject to the Reserves Act. While there is not a legal requirement for a territorial authority to have a management plan for a Local Purpose Reserve, the provisions of this Plan will apply to these reserves, including, for example, cemeteries.

Iwi obligations

The Council has rights and responsibilities with regard to management of reserves under Reserves Act 1977.

The Council has a requirement to consult to determine appropriate management of Crown land under Council control and to consider management decisions that may impact on future return of land to iwi.

Delegations

The Minister of Conservation has delegated a number of procedural and decision-making responsibilities to the Council under the Reserves Act 1977. These delegations are made to "Council as a whole" and cannot be delegated to committees of Council or staff. Decisions that must be made by a resolution of the full Council include adoption of reserve management plans, classification of reserves and granting of leases.

Other decisions, such as approval for events, removal of trees, issuing of permits, etc., can be delegated from the Council to the Chief Executive and to the parks and reserves staff. As delegations change from time to time, the term Council is used throughout the document. Staff should refer to the Delegations Register to determine if they have the authority to make decisions in accordance with the policies in this management plan.

2.0 Scope of plan

This Plan sets out the direction for managing reserves across the Waimate District, representing a common understanding between Council and the community. The Plan guides Council's development, maintenance and decision-making for the reserves it manages, with consistent and agreed outcomes and policies. It also explains how Council will assess requests and proposals for use. Concept or development plans for reserves will be prepared in consultation with the community when major changes to the amenity, landscape or facilities on a reserve are proposed. A concept or development plan is not required for all works. Council may hold concept or development plans as public or operational documents.

In exercising its functions under the Reserves Act and LGA 2002, Council is required to comply with the outcomes and policies of this Plan and any approved amendments to it.

It is the Council's intention that it will apply the policies within this Plan to all land managed for parks and recreation purposes by the Council, regardless of the legal status of the land. As land is either vested in the Council or classified in accordance with Section 16 of the Act they will be added to Schedule 1 when the management plan is reviewed.

In addition to this Plan, Council may prepare individual reserve management plans for those areas managed under the Reserves Act that have unique issues and opportunities that may require different use, management and/or protection philosophies. Such plans may be prepared on an incremental basis when required. When an individual management plan has been prepared, the specific outcomes and policies identified in that plan will take precedence over this Plan, and be required to be complied with in the first instance.

The legal status of the Plan depends on the type and status of each reserve (see Appendix 1). For land managed under the Reserves Act, and classified according to its principal purpose, and for which Council has complete legal and title data (as identified in Appendix 1), the Plan will be a statutory Reserves Management Plan. For land managed under the Reserves Act with which Council has incomplete legal and title data, it will be a non-statutory guiding document. For all other Council land managed under the LGA 2002 (e.g. for fee simple reserves managed for recreation purposes) it will also be a non-statutory guiding document (as identified in Appendix 1).

A list of current leases (formal and informal) is provided in Appendix 2. This Plan will require formalising some existing commercial and community uses of reserves for which tenancies have not been agreed. Unless these activities do not comply with the Reserves Act, LGA 2002 or the operative Waimate District Plan, Council will seek to secure all existing uses via a permit or concession. Some new and additional controls on these activities may be required and these will be identified on a case-by-case basis.

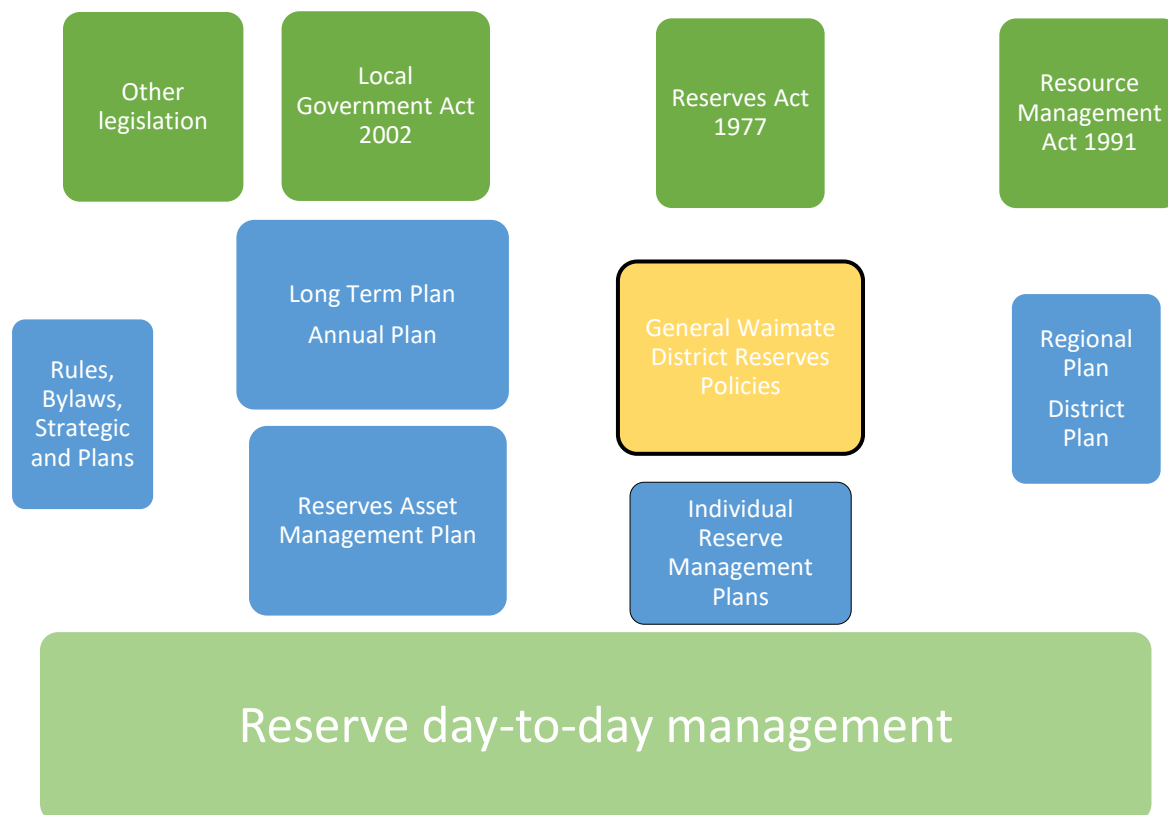
This management plan will be kept under continuous review to adapt to changing circumstances and increased knowledge, and to ensure that the policies are appropriate and relevant for the communities within the Waimate District. A comprehensive review of this Plan must will take place every ten years.

Relationship with other reserve management plans

The general policies contained within this plan will apply to all reserves within the Waimate District. Where there is a conflict between the specific policies contained within other management plans and the general policies contained within this plan, the specific policies in the District Wide Reserve Management Plan or other individual plan will take precedent.

Relationship between this Plan and other documents

This Plan provides policy direction with respect to reserves managed under the Reserves Act 1977. In general, policies have not been prepared where legislation such as the Resource Management Act 1991, the Local Government Act 2002 or Council bylaws provides adequate clarity.



Other relevant legislation for reserve management includes:

- Health and Safety at Work Act 2015
- Heritage New Zealand Pouhere Taonga Act 2014

The provisions of the District Plan also apply to reserves, and while an activity may be permitted under a policy in this Plan or an individual reserve management plan, resource consent and other consents may be required from the Council or other authorities. Within the Waimate District Plan, reserve land does not have any special zoning. It generally has the same zoning as the adjoining properties, and may be zoned residential, commercial, rural etc. A number of reserves managed by Council are also designated under the District Plan for Recreation purposes.

At the time of writing, the following Council bylaws have relevance to reserve management:

- Parks, Reserves, Beach and Tracks Bylaws 2018
- Public Place Bylaws 2018
- Skateboards and Bicycles Bylaws 2018
- Cemeteries Bylaw 2018
- Dog Control Policy 2018
- Liquor Ban in Public Places Bylaws 2018
- Roading Bylaws 2018

Bylaws are generally reviewed every ten years and the current bylaw should be referred to.

Other current Council policy documents that have relevance to reserve management include:

- Smoke-free Environments Policy 2019
- Unmanned Aircraft Policy 2018
- Parks and Recreation Asset Management Plan 2017
- Waimate District Sport & Recreation Plan 2017-2027

3.0 Reserve goals and outcomes

Goal

The goal of Council is to provide an agreed and consistent approach to the management of reserves in the Waimate District in accordance with the principles of the Reserves Act 1977.

General outcomes

Council's general outcomes for the management of the reserves network are:

1. Reserve values are protected, enhanced or restored where appropriate in consideration of the role the reserve plays within the wider reserve network
2. Reserves are designed and maintained to meet the basic expectations of users
3. Reserves are places where people feel welcome, comfortable and safe
4. All people are able to use, access and enjoy the reserves network
5. Facilities, activities and experiences within reserves cater to the needs of the whole community, including those with disabilities and the aged
6. Recreational opportunities are recognised, developed and enhanced in a way which is consistent with the purpose and values of each reserve
7. Spaces in reserves are provided where the community can come together for community activities, events and celebrations
8. There is appropriate development which is consistent with the purpose and values of each reserve
9. The potentially competing values of reserves are appropriately balanced depending on the specific context of each reserve, and the proposed activity or use
10. Iwi/hapu, other stakeholder groups and the community will be consulted with as appropriate, regarding the management, development and use of reserves
11. Council promotes co-ordination and co-operation between user groups
12. Reserves continue to support the local economy by attracting visitors, events, tourism, and supporting one-off or regular activities that enhance the recreational experience
13. The use and enjoyment of Waimate's reserves is promoted appropriately
14. There is recognition of the contribution reserves make to the health and wellbeing of the community

4.0 Reserve management framework

Reserves Act management principles

The majority of reserves in the Waimate District administered under the Reserves Act are classified as either Recreation or Local Purpose Reserves (see Appendix 3).

3.1.1 Recreation Reserves

Section 17 of the Reserves Act 1977 states that Recreation Reserves are to be managed primarily for the purpose of:

...“providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.”

3.1.3 Local Purpose Reserves

Section 23 of the Reserves Act 1977 states that Local Purpose Reserves are to be managed for the purpose of:

...“providing and retaining areas for such local purpose or purposes as are specified in any classification of the reserve.”

Management categories for Waimate reserves

Waimate's reserves have been grouped into eight types and assigned management categories based on the following parameters:

- Primary purpose (what they are used for),
- Type of use/value,
- Management focus, and
- Level of service (standard of development).

The management categories are based on the nationally-accepted New Zealand Recreation Association's National New Zealand Park Categories and Levels of Service.

Management categories provide information to the community, decision makers and Council officers on the typical characteristics, type of use and values, the management focus and intentions (see Appendix 4 and 5).

To determine the most appropriate management category for each reserve, the primary purpose of the reserve has been examined in the first instance. Some reserves are managed under multiple categories.

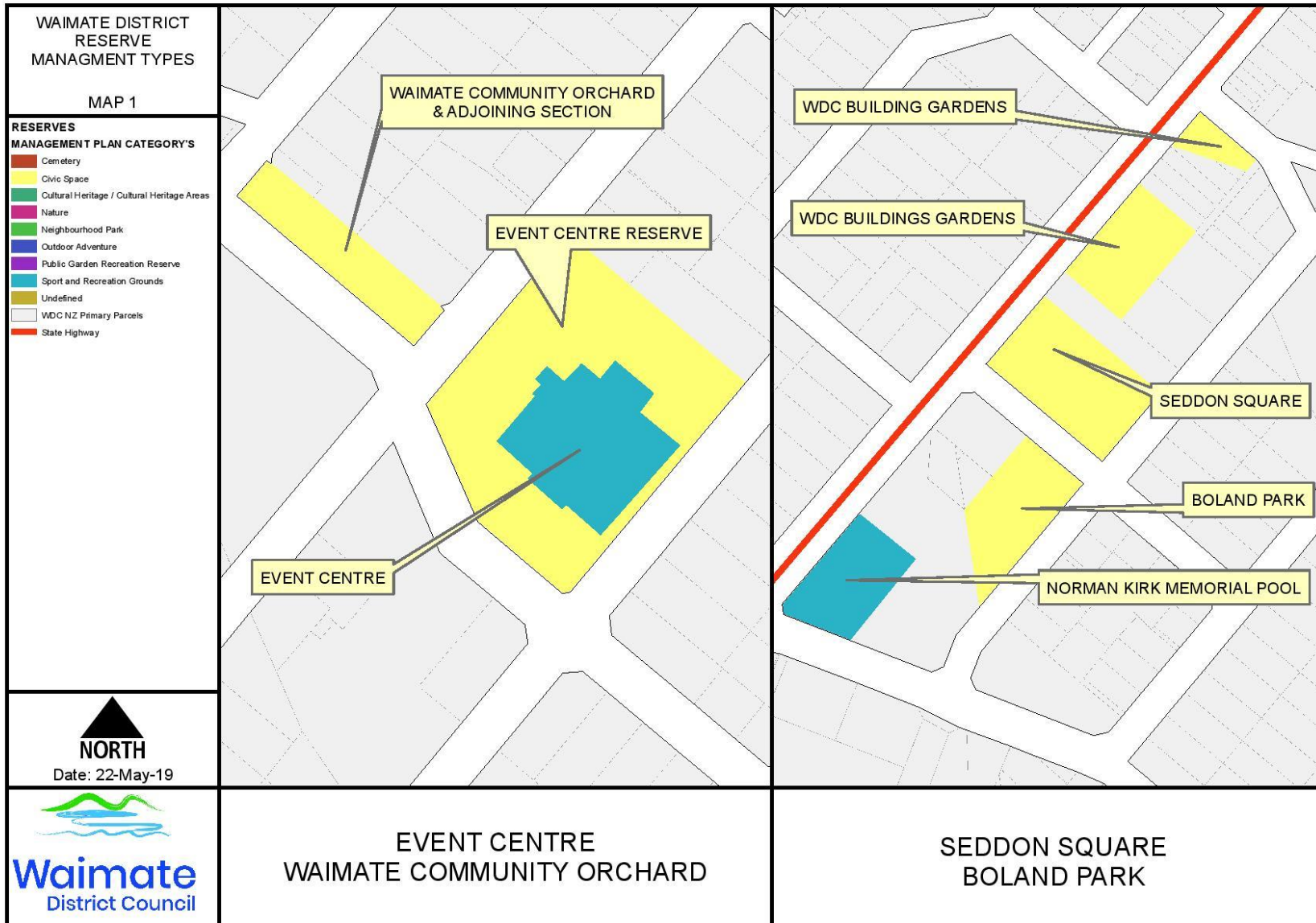
A summary of management categories for Waimate's reserves follows:

- **Public garden** - horticultural collections for relaxation/ contemplation, education and/or amenity with horticultural/ botanical display planting/houses, high quality landscaping and interpretation
- **Civic Space** - social and community open space and events close to business/retail area location with hard paving, soft landscaping and seating areas
- **Neighbourhood Park** - local, informal recreation, play and amenity space being small areas located close to residential areas which may have recreation facilities eg. playgrounds, skate park, half courts, picnic areas, bike tracks, seating and landscaping

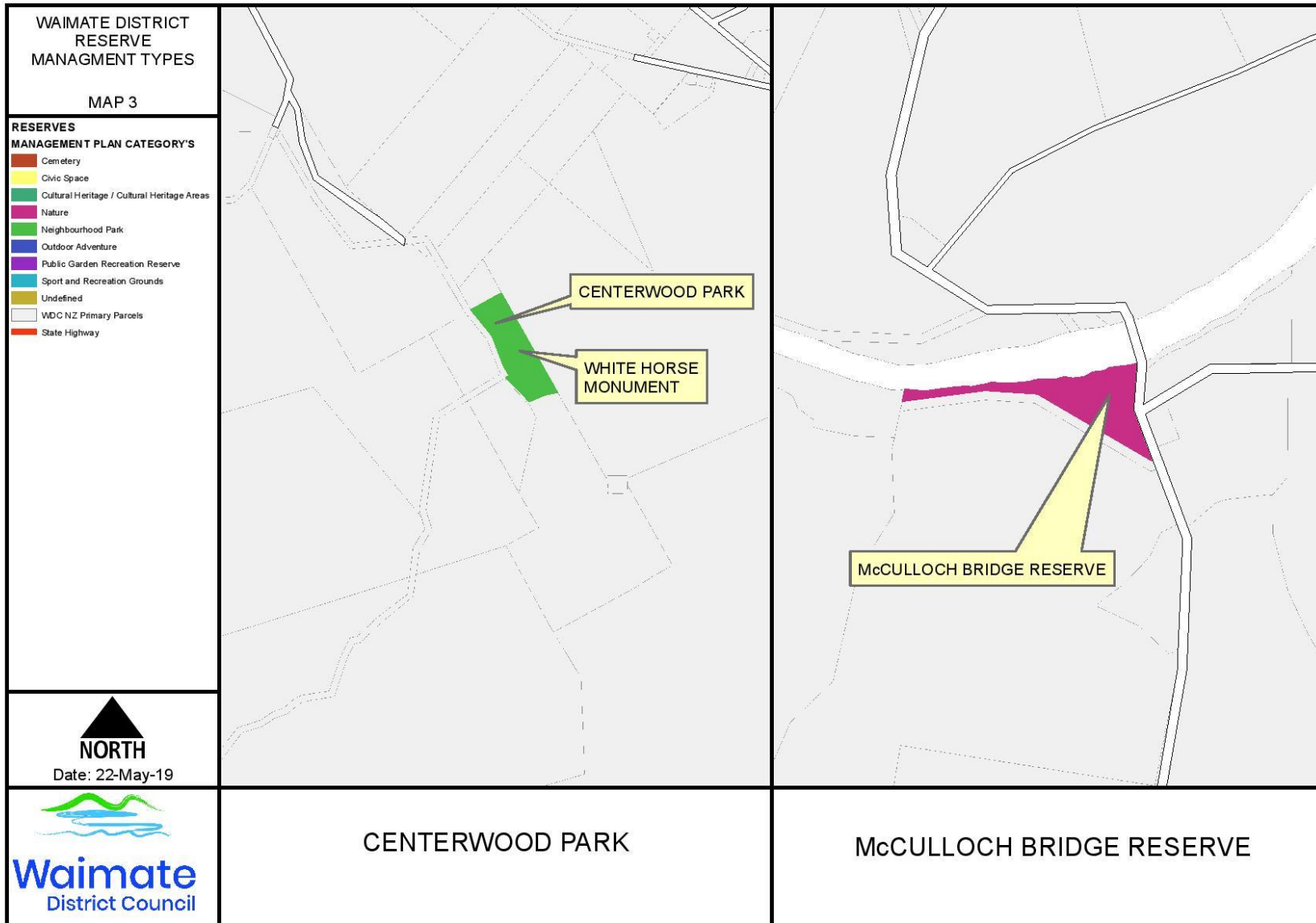
- **Nature** - experience and/or protection of the natural environment typified by native bush, forestry, farm parks, wetland or water bodies with development that may provide facilities for walking, biking, horse riding, camping, picnicking and visitor information
- **Outdoor Adventure** - recreation activities requiring a large scale per-urban environment typically with a multiple range of activities including nature/environmental based recreation activities
- **Sport and Recreation grounds** - sport and recreation activity, recreation facilities and buildings often multi-use including facilities, grass fields, hard courts/artificial surfaces, changing rooms, clubrooms, community centres/activities, and may also include playgrounds, skate parks, half courts, picnic areas, bike tracks, seating, landscaping, leased areas
- **Cultural Heritage** - protection of built cultural and historical environment to provide for commemoration, mourning and remembrance including historic building or structures, memorial sites
- **Cemeteries**

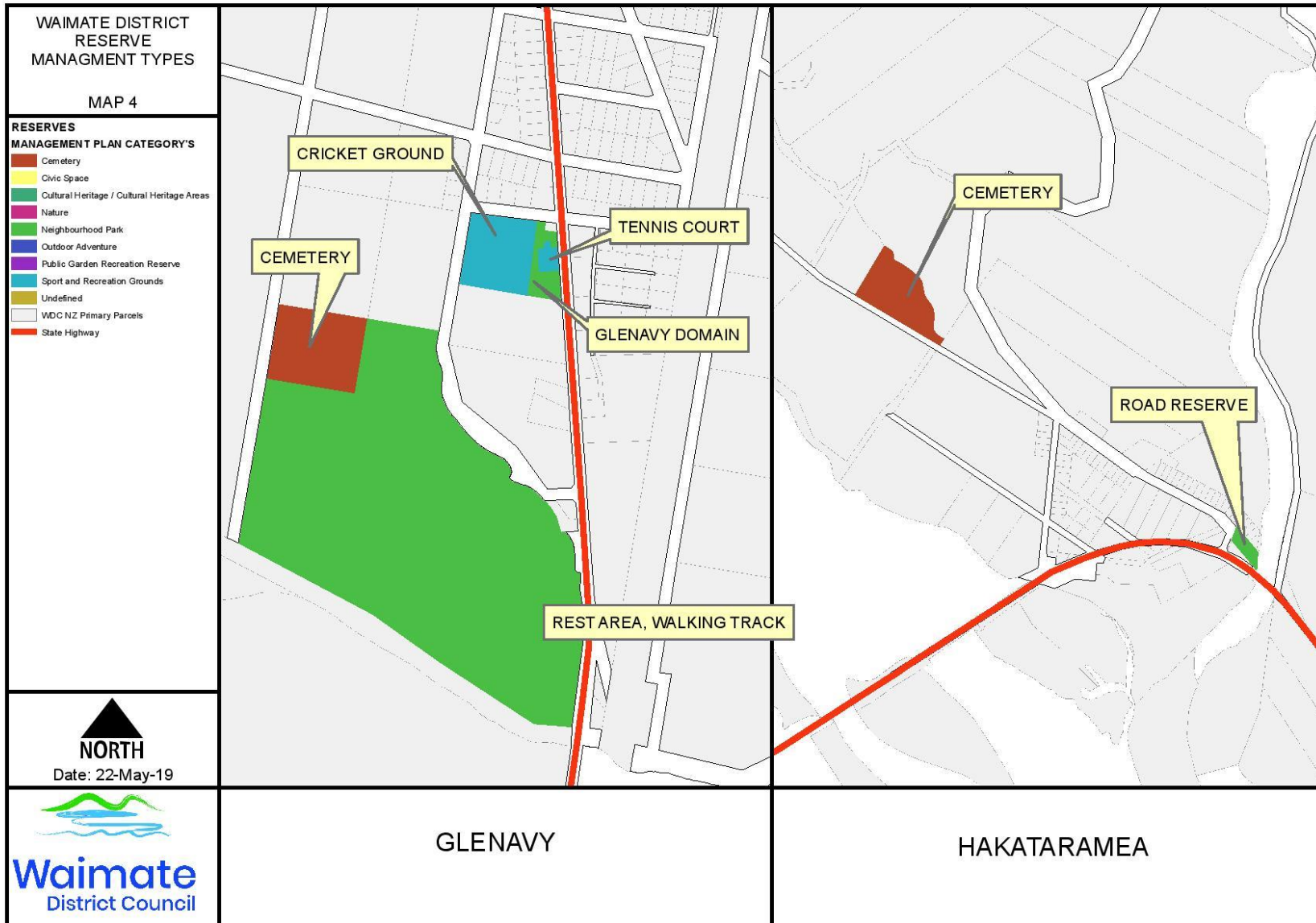
Maps 1-11 highlight the management categories for each of Waimate's parks and reserves.

Maps 1-11: Management categories for Waimate's parks and reserves











WAIMATE DISTRICT
RESERVE
MANAGEMENT TYPES

MAP 6

RESERVES

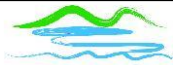
MANAGEMENT PLAN CATEGORY'S

- Cemetery
- Civic Space
- Cultural Heritage / Cultural Heritage Areas
- Nature
- Neighbourhood Park
- Outdoor Adventure
- Public Garden Recreation Reserve
- Sport and Recreation Grounds
- Undefined
- WDC NZ Primary Parcels
- State Highway



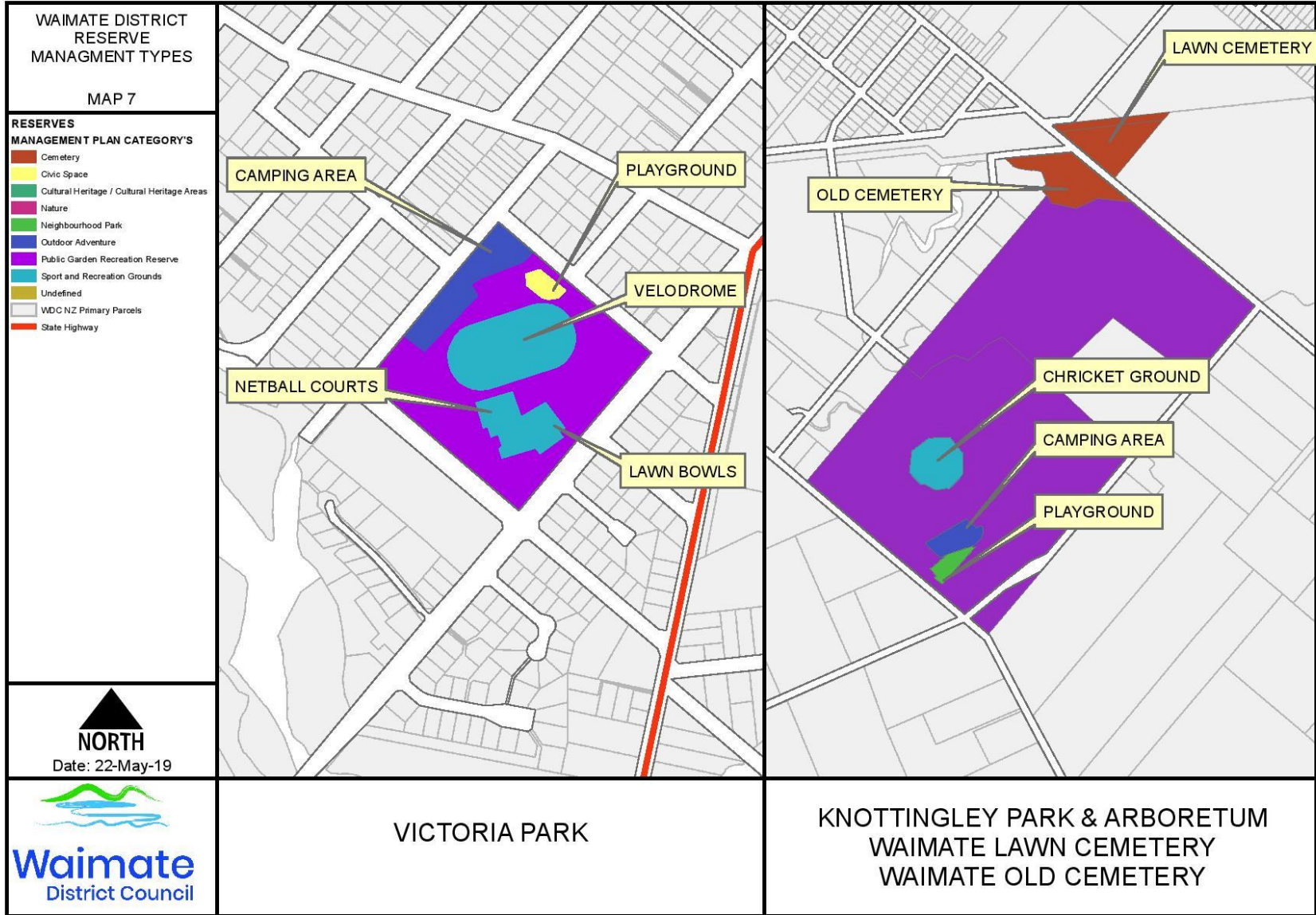
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Date: 22-May-19



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District Council

WAITAKI LAKES CAMPING AREAS



WAIMATE DISTRICT
RESERVE
MANAGEMENT TYPES

MAP 8

- RESERVES
MANAGEMENT PLAN CATEGORY'S**
- Cemetery
 - Civic Space
 - Cultural Heritage / Cultural Heritage Areas
 - Nature
 - Neighbourhood Park
 - Outdoor Adventure
 - Public Garden Recreation Reserve
 - Sport and Recreation Grounds
 - Undefined
 - WDC NZ Primary Parcels
 - State Highway



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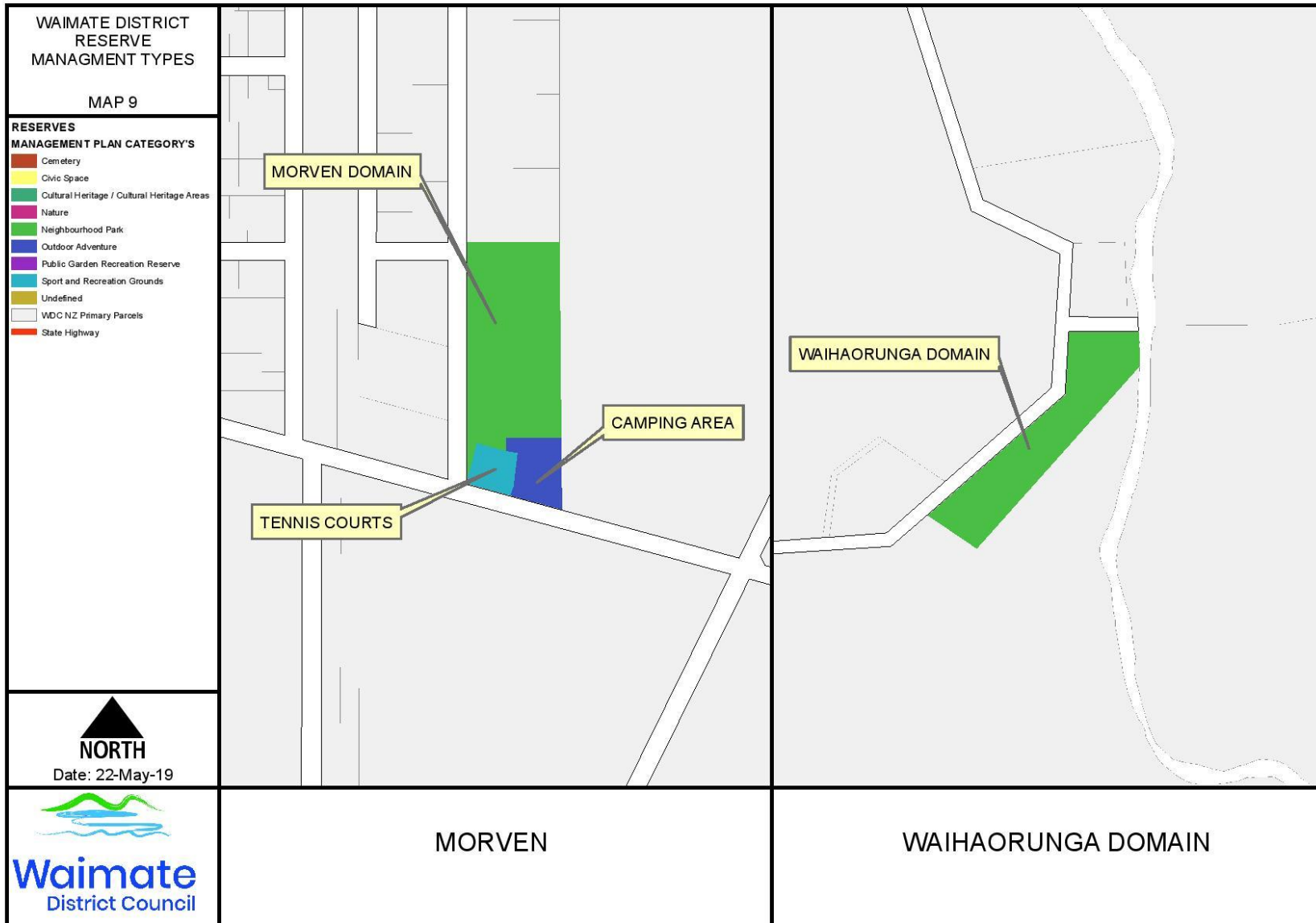


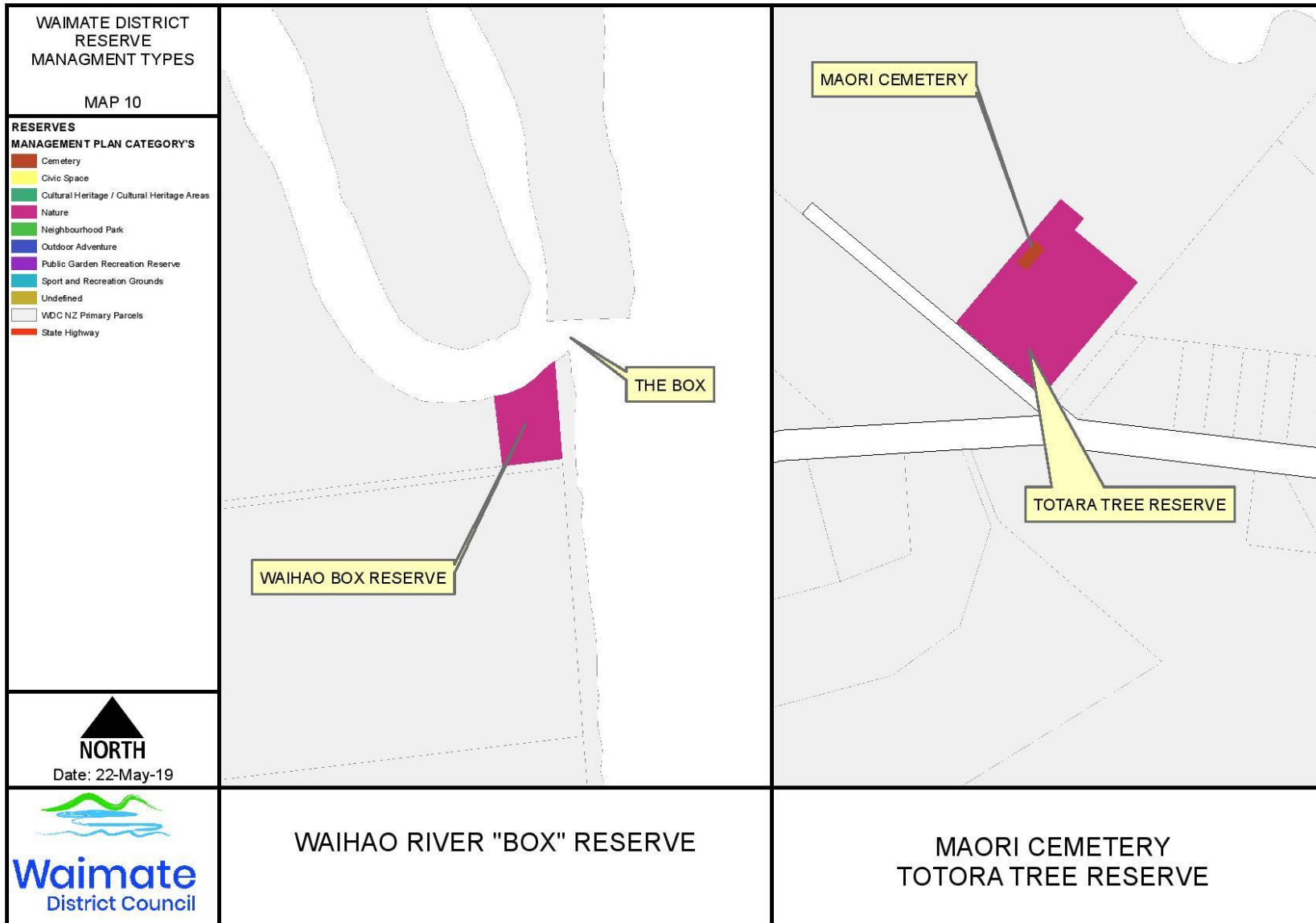
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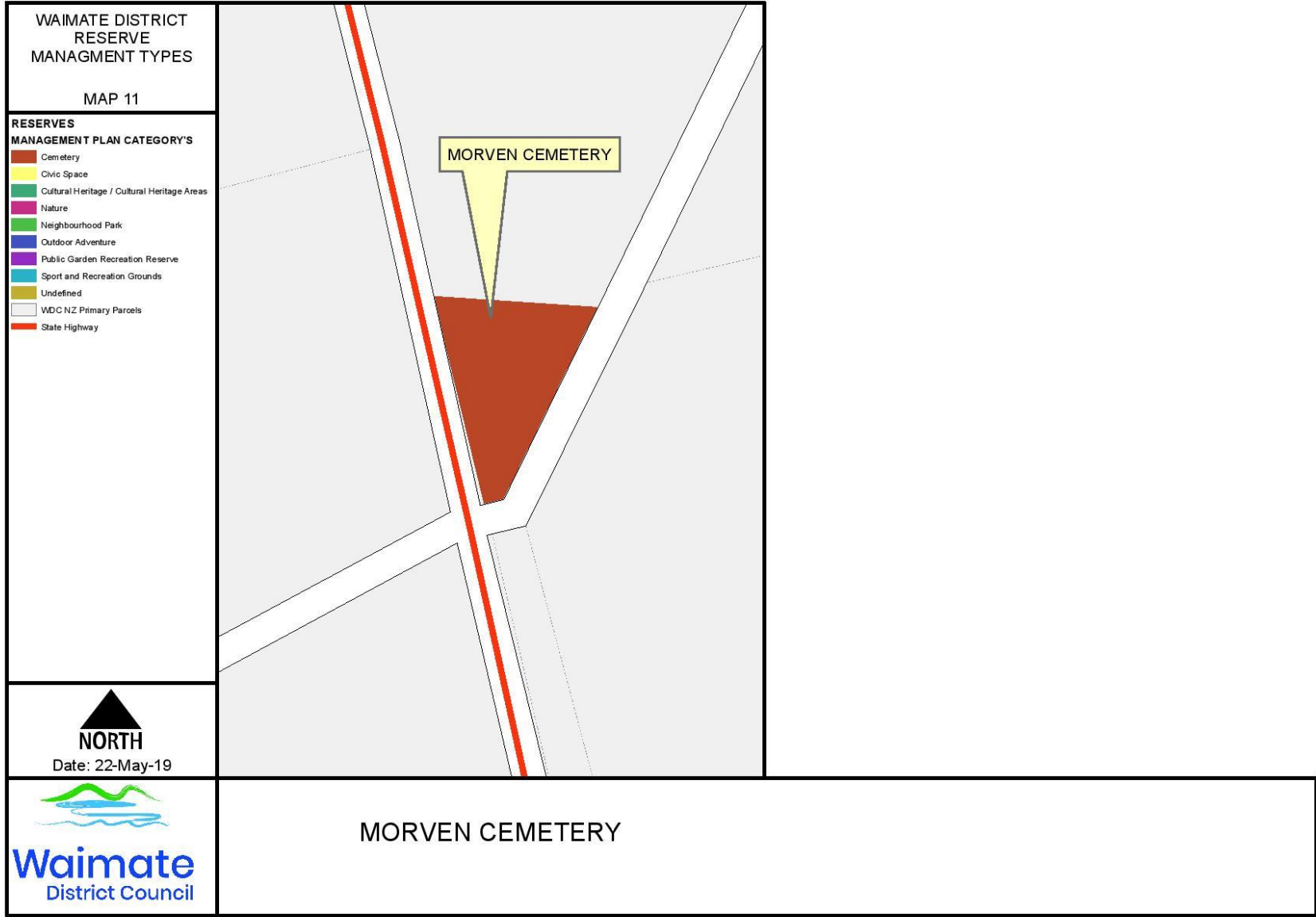


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Activities requiring approval under the Reserves Act

In accordance with the Reserves Act, a number of activities require authorisation including (but not limited to) those listed below:

- Personal accommodation (permanent or temporary)
- Activities relating to animals (including pests)
- Activities relating to plants and vegetation
- Buildings and structures
- Disposing of rubbish
- Earthworks
- Exclusive use and / or charging for use
- Leases (a lease grants a legal right for exclusive possession of reserve land for specified activities)
- Licences (a licence gives a non-exclusive right over the land, for specified activities)
- Easements (an easement gives a precise right of access, or a right to lay infrastructure. It must be registered on the land title or Gazette notice for the land)
- Concessions
- Lighting fires
- Signage / hoardings
- Trade, business or occupation
- Using boats, vehicles, aircraft or hovercraft.

Note: Approval is also often required under separate policy and legislation – for example resource consents, buildings consents and liquor licences. Approval from Council under one policy or piece of legislation does not imply that approval will be given under another policy or piece of legislation.

Waimate reserves activity use categories

In addition to the broader requirements of the Reserves Act, within individual Reserve Management Plans, controls over activities may be assigned to each of the reserves management categories discussed in section 3 of this Plan which determine the level of control Council expects to apply. This could be one of three activity types (Allowed, Managed, and Discretionary) as described below:

Allowed activities

Allowed activities are those activities **able to be undertaken in our reserves as of right** (that is, the activities comply with the primary purpose of the reserve (consistent with the Reserves Act) and the policies of this Plan)). The activities are largely informal and unstructured, such as walking, playing and running. Members of the public do not need to book, pay for, or seek approval for these activities.

Managed activities

Managed activities are generally **anticipated uses of a reserve, but may be subject to some restrictions** to protect reserve values and to provide for the health, safety and wellbeing of visitors and their enjoyment of the reserve by, for example, regulating the temporary exclusive use of an area and managing conflict between users.

Discretionary activities

Discretionary activities are **uses that are not specifically “Allowed”, or “Managed” through a permit system**. Such activities will require a case-by-case assessment and may require a resource consent as well as a lease, licence or permit (concession) under the Reserves Act or LGA 2002. Applications are considered on their individual merits, compatibility with others uses and appropriateness to the location. Some applications may need to be publicly notified, and may be either approved, subject to conditions, or declined.

They may:

- Be activities, uses or developments not contemplated in this Plan or any other Council approved concept plan;
- Involve the exclusive use of an area for an extended period of time;
- Require the development of permanent structures and buildings;
- Be commercial activities;
- Be large scale events;
- Be high impact activities.

These activities are generally undertaken in a specific location and may involve temporary or longer-term allocation of an area or structure for a specific use.

For discretionary activities guidelines for applicants including information requirements, and conditions have been included in this Plan (see Appendix 5).

5.0 General reserve policies

The following general reserve policies apply to all reserves managed by Waimate District Council. The only circumstance when the general policy will be overridden will be when there is a specific policy or activity control for a reserve that has identified in another approved Council Reserve Management Plan.

Development

Buildings and other structures

Buildings and structures have the potential to enhance or detract from the character of a reserve. Council has the ability to manage the location, siting and design of new buildings on reserves, and ensure that existing buildings and structures are maintained appropriately. Under the Reserves Act, any building or structure needs to be compatible with the reserve classification, and if there is commercial interest, consistent with the relevant provisions relating to commercial use. Other RMA 1991 and Building Act 2004 matters may also need to be considered separately through Council's Planning unit as assessed under the Waimate District Plan, and Building unit.

Outcome

- New buildings and structures are limited to those essential for the appropriate use and enjoyment of the reserve.
- All structures and buildings in reserves are safe and healthy, accessible, comply with appropriate legislation and are cost effective.

Policies

1. A formal agreement with Council is required for the use of all existing buildings and structures on reserves (lawfully established uses under the Reserves Act).
2. Buildings may be provided for the specific proven needs of the users where this does not detrimentally affect the appearance or utilisation of the park.
3. A new building will only be erected where it is not suitable to use a modified existing building, or possible to share facilities with other users.
4. Applications for new structures, replacement or extensions to existing buildings and structures located on reserves will be assessed subject to the discretionary activity criteria guidelines in Appendix 5 of this Plan and consideration of the following matters:
 - a. Whether or not an existing building may be used;
 - b. Whether the scale of the proposed building or structure is appropriate for the Reserves Act classification or relevant reserve management category;
 - c. Whether or not there is foreseeable need and demand for the proposed building or structure;
 - d. The associated costs to Council (short and long-term);
 - e. The ability of the applicant to meet foreseeable future costs;
 - f. Whether or not the relevant Crime Prevention through Environmental Design (CPTED) principles have been considered;
 - g. The impacts on current car parking capacity in the reserve;
 - h. Whether or not there has been an acceptable business case presented for the building or structure; and in conjunction with the relevant natural hazard policies.
5. It is the responsibility of the applicant to obtain planning / building consents or outline plan approvals as required.

6. It is the responsibility of the applicant to meet all costs of buildings and structures for the life of the asset (unless otherwise agreed by Council).

Car parking and access

Most recreational use generates demand for parking spaces at reserves. The location, design and provision of car parks needs to be carefully managed to ensure the needs of park users is reasonably met. Access throughout reserves is also important to consider including the consideration of pedestrians, and limited mobility users.

Outcomes

- Car parks are provided and maintained where appropriate to a level that is adequate for servicing the usual activities carried out within the reserve.
- Additional motor vehicle access and parking areas are provided in response to proven needs in consideration of the relevant reserve values.
- Car parks are accessible to park users at all times unless security or operational reasons require control of access to car parks.
- Safe access to reserves is maintained for people of all ages and abilities where possible.

Policies

7. Limit the parking of vehicles outside recognised car parking areas or in any way that causes damage to the reserve.
8. Parking in areas other than recognised parking areas will be considered through a special permit from Council to accommodate extra demand for car parking during events.
9. Require that any proposal to locate a new car park within a reserve takes into account the following:
 - a. location to ensure easy pedestrian access to significant reserve features;
 - b. location to avoid area of highest recreational or natural quality;
 - c. designed to ensure minimum visual impact and construction problems by the use of suitable landscape forms, planting and materials;
 - d. provision of disabled car parking spaces;
 - e. impact on the amount of reserve land to be occupied.

Lighting

Lighting may be required to improve the safety and functionality of reserves, to extend the period by which the reserve can be used, or enhance the amenity of reserves. Good lighting design can reduce the impact on adjoining neighbours and the environment and significantly enhance the safety, use and appearance of reserves. Poor lighting design and installation can have negative effects for neighbours and the environment.

Outcomes

- Appropriate lighting is available or considered to facilitate night time use and access where appropriate.
- Lighting has a minimal effect on neighbours and the environment including the preservation of the night sky.

Policies

10. Council will consider the provision of exterior lighting in reserves where there is a clear public benefit.

11. Installation of exterior lighting by park occupiers is subject to the approval of Council.
12. Lighting installation in reserves will be designed to avoid excessive light spill and glare into surrounding residential areas and the night sky, and support the principles of Crime Prevention through Environmental Design (CPTED).
13. Lighting in reserves that has reached the end of its useful life, is no longer required for its intended purpose, or is unsafe will be removed by Council.

Park furniture and amenities

Park furniture and amenities eg. seats, drinking fountains, picnic tables, barbeques, litter bins provide a great amenity for park users, help to enhance the experience of users and protect public health and safety. Such items may be donated by members of the public or community groups, however, if the placement and style of park furniture is not appropriate, this can result in visual clutter, and an ongoing maintenance burden for Council.

Outcome

- The design and placement of park furniture and other amenities in the Park is appropriate to facilitate public use and enjoyment of the outdoor recreational environment while retaining reserve values.

Policies

14. The installation of park furniture and associated amenities will be considered by Council where there is a demonstrated need, is appropriate to the type and location of the reserve and will be constructed to meet Council's standards.
15. Council may remove furniture where the condition of the furniture is below an acceptable standard, where there is no longer a demonstrated need or where it has come to the end of its useful life

Play spaces and facilities

Reserves provide important play space areas for the young and old. Play spaces include much more than just a few pieces of play equipment. Outdoor play space provides children the opportunity to practice and hone key skills including social, emotional, cognitive and physical. The placement, design and ongoing maintenance of these areas and associated equipment is an important management consideration.

Outcome

- There is a diverse range of play spaces in our reserves.

Policies

16. Play spaces will incorporate seating and amenity for all ages and visitors to enjoy.
17. The placement of new play spaces and facilities enables passive surveillance by other park users.
18. All new play equipment and associated safety surfaces are designed, constructed and maintained to conform to New Zealand standards for playground equipment and surfaces.
19. Playground equipment will be removed where there is insufficient demand to justify the continued maintenance and/or renewal of the playground.

Public art

Art can play an important role in reserves. Public art may celebrate the district's creativity, reflect and express diversity and character, generate pride and belonging and transform Waimate's public places. In order to ensure the successful installation of public art into reserves, Council must be engaged whenever the creation of a new permanent work of art is proposed.

Outcome

- Council will facilitate, celebrate and support the activities of the District's arts and cultural sector through the provision of public art (permanent and temporary) in appropriate reserves locations.

Policies

20. Permanent public art may only be installed in reserves with the formal approval of Council.
21. Council will assess the appropriateness of proposals for public art in reserves public art in reserves subject to the following criteria:
 - a. Is in keeping with the scale and values of the reserve and the surrounding environment where it will be placed;
 - b. Doesn't cause offence;
 - c. Occupies a site that will expose it to an appropriate audience;
 - d. Enhances the experiences of audiences engaged by the public art;
 - e. Expresses and reflects our places and peoples and celebrates creativity;
 - f. Is able to be installed, cared for and maintained within available resources for the duration of its intended lifespan.
22. Council will consider the gifting of public art by a member of the community, organisation or group when the public art on a case by case basis subject to the general criteria for selection.
23. Council will closely manage and monitor permanent public art in Waimate's reserves.
24. All public works of art will be identified and catalogued and that their location, ownership status and condition are recorded and regularly reviewed.
25. A public work of art in a reserve may be considered for removal when:
 - a. It has been lost or stolen;
 - b. It is irreparably damaged;
 - c. A Council agreement, licence or other relevant contract is terminated or expires;
 - d. Council is unable to reasonably guarantee the condition or security of the public work of art in its present location;
 - e. Continued display of the public work of art undermines the artist's intention;
 - f. It requires a high level of maintenance and/or conservation rendering unsustainable asset management expenses.

Signage

Signs play an important role in reinforcing the identity and status of reserves. They can assist with identification of hazards, provide information, interpretation, and advertising (commercial signage).

Inappropriate signs can detract from the amenity of a reserve. It is an offence under section 94 (1) (k) of the Reserves Act to erect a sign without appropriate permission to do so. In assessing applications for the placement of a sign, reference must be made to the classification of the reserve, the appropriateness of the use for the reserve, and the provisions relating to commercial activities. The

operative Waimate District Plan also has criteria for signage that must be met, and resource consent may be required.

Outcomes

- Inappropriate signage on reserves is minimised or avoided.
- Visual clutter is minimised while maximising necessary and useful information to Reserve users.

Policies

26. Applications for the placement of temporary signs on reserves will be assessed by the relevant department Manager subject to the following criteria:
 - a. The proposed sign is compatible with the character and use of the reserve;
 - b. The provisions of the Reserves Act relating to commercial use of reserve land have been met;
 - c. The size and visual impact does not compromise other reserve values;
 - d. The benefit to the community is clear; and
 - e. The length of time proposed to display the sign is appropriate to the nature of the reserve.
27. Applications for the placement of long-term signs (subject to a lease) on reserves will be assessed on a case-by-case basis by the relevant department Manager subject to the discretionary activity assessment criteria guidelines (see Appendix 5.)
28. It is the responsibility of the applicant to obtain all relevant building permits/ planning consents from the Council's Planning Unit associated with erecting, replacing or removing signage on reserves.

Walkways and tracks

Recreational trails are used for walking, cycling, running and horse riding. Over the years a network of paths through reserves have been developed to a variable standard and quality. All walkways must meet New Zealand Standard 8630:2004 Tracks and Visitor Structures, NZTA guidance and the New Zealand Building Code.

Outcome

- A walkway and cycleway network is provided and promoted with reserves which meets the relevant New Zealand standards and/or NZTA guidance as appropriate.

Policies

29. Support the provision of an integrated tracks and walkways network in Waimate linking key origins and destinations.
30. Provide and promote walkways and cycleways through reserve areas where appropriate that are suitable to a range of people's abilities; meet relevant standards and best practice, and provide linkages between reserves.
31. Provide clear sightlines of the walkway as far ahead as is practicable, to make the users feel comfortable that the walkway they are taking is both legible and safe.

Promotion

To ensure that reserves are not under-utilised, it is important that Council promotes them and the recreational opportunities they provide. The District has a number of reserves, but limited information is available on these resources. Many locals and visitors alike may not even know they exist. Promotion is therefore seen as important to ensure maximum community benefit is achieved from the provision and maintenance of these reserves.

Outcome

- Quality promotional communication for access to and information on reserves is made available and is easily accessible.

Policies

32. Provide information that encourages visitors to access and use the reserves in the area.
33. Provide signs that inform and educate the user to historic and/or cultural sites or the history of a reserve.

Use

Rentals and charges

In granting permits, concessions and other agreements to use Council reserves, Council has a right under the Reserves Act to charge for:

- Use of reserve facilities and amenities;
- Use and admission to buildings and structures associated with recreation;
- Exclusive use of a reserve (part or full);
- Carrying out activities or events including trade, business or occupation on public reserves where a private benefit has been derived from the use of a public asset.

Charging for the use of reserves helps to minimise ratepayer subsidy of any private gain from the private use of reserves and covers costs to Council for providing targeted services.

Council sets fees and charges for the use of Council reserves in the form of permits and other concessions and agreements on an annual basis as part of its annual planning process.

Outcome

- Costs are recovered to Council and the community for the processing of applications to use reserves.

Policies

34. All charges for the use of reserves and their associated facilities are in accordance with fees set out in conjunction with Council's Annual Plan.
35. All costs associated with the processing of permits, leases, licenses, easements or other agreements are the responsibility of the concession holder.
36. Activities/uses on reserves will be charged in the following circumstances:
 - a. All commercial uses involving the exclusive use of part or all of a reserve;
 - b. Exclusive use of sports and recreation grounds for formal training or competitions (annual permit charge);
 - c. Camping on commercially-run campgrounds within Council administered reserves;
 - d. An annual rental will be payable on all leases, licenses and other agreements.

37. Council will consider a waiver or discount of fees at the discretion of the relevant department manager subject to the degree to which:
- a. Activities/events are associated with students (less than 19 years old);
 - b. Activities contribute to the management outcomes sought by Council e.g. firewood collection;
 - c. Activities contribute to long-term recreational benefits;
 - d. Proceeds from events or activities support schools, registered charities (as listed in the New Zealand Charities Register), or incorporated societies.

Sports ground booking and allocation

There is sometimes competing demand for sports fields from a number of sports codes. A booking system assists in managing potential user conflicts.

Outcomes

- The allocation of sports grounds for organised sports is equitable and fair.
- Sports groups share facilities and work together where possible to avoid unnecessary duplication of facilities.

Policies

38. Sports fields used for training and competitions will be allocated on an annual basis in consultation with the relevant sports parent body or club.
39. Council will retain the right to allocate the appropriate organised sporting or recreation activities to take place on any particular sports and recreation ground.
40. Sufficient notice will be given to regular users if there is a major sporting, recreation or community event that may take precedence over regular sporting activities.

Research

Sections 49 and 50 of the Reserves Act 1977 provide the principles for managing research in reserves. Council must ensure that these principles are adhered to.

Outcome

- Research is undertaken on Waimate reserves in accordance with the requirements of the Reserves Act.

Policy

41. Council will encourage research on reserves, with applications being considered by the relevant Council department on a case-by-case basis and assessed according to the following criteria:
- a. The proposed research will not be contrary to the provisions of Sections 49 and 50 of the Reserves Act;
 - b. The proposed research will help to increase knowledge and understanding of natural, cultural, heritage and recreational values;
 - c. The proposed research will help to increase Council's ability to effectively manage resources and any threats to these.

Commemorative tree planting

Council sometimes receives requests from people wishing to plant commemorative trees. Over time, these plantings can assume a record of past events) and as such need to be properly identified, recorded and maintained to a standard consistent with their status.

Outcome

- Commemorative tree planting is encouraged in reserves where appropriate.

Policies

42. Subject to permission by the relevant Council department, the planting of trees or other special plantings to commemorate significant events in the life of the district will be provided for. These events may include visits by dignitaries, commemoration of international, national and local events, anniversaries of community organisations and other events of a civic nature considered appropriate for formal recognition.
43. Council permission will be subject to approving the species, planting grade, staking and location of commemorative trees.
44. Plaques associated with commemorative plantings shall be of a size and made of materials that suit the location, taking into consideration the effects of vandalism and the cost of the plaque.
45. Plaques are to be mounted on a concrete plinth that is then set into the ground at the base of the tree or other plant. There could however be exceptions (e.g. where the tree is planted in a formal setting with pavement or other built structures) in which case the plaque may be better set direct into the pavement or structure concerned.
46. Council will maintain trees and other plants planted to commemorate civic events.
47. Council will maintain a register of commemorative trees.
48. If commemorative plants need to be removed, because they are dead, dying or diseased, then they may be replaced. Where replacements are made these will be with the same species or cultivar where possible. Exceptions occur when the species is inappropriate for the location or are a nuisance.

Memorials

Monuments, plaques or other memorials may be sited in places associated with people, traditions or events of exceptional importance in the District. Reserves can be places where this type of commemoration is preferred, however Council needs to manage this activity carefully.

Outcomes

- People, traditions or events of exceptional significance to the people of the District are able to be commemorated in reserves where appropriate.
- Personal memorials do not detract from or damage reserve and cultural values.

Policies

49. Provide for the placement of personal memorials subject to assessment and authorisation by Council including consideration of:
 - a. the significance of the person or event being commemorated;
 - b. the proposed location;

- c. the scale and nature of the proposed memorial;
- d. the maintenance requirements; and
- e. the cumulative effects of memorials within the locality.

50. The cost of the memorial and its maintenance will be met by the applicant.

Gifts, bequests and commemorative plaques

Council may acquire and/or inherit gifts and bequests ranging from land through to assets (such as seats, trees) or monetary contributions. These are often inherited as gifts or bequests or acquired on subdivision.

Outcome

- Members of the community are given the opportunity to gift money or approved assets to Council to enhance Waimate's reserves.

Policies

51. The acceptance of all monetary gifts or assets for the improvement of reserves will be considered by the relevant Council department on a case-by-case basis subject to the discretionary activity criteria in Appendix 5 of this Plan.
52. Council will not be responsible for the maintenance of gifted assets unless otherwise agreed as part of the gift agreement.
53. Council will manage any gifted asset as it would an asset built by Council and reserves the right to remove or relocate any such asset under the following circumstances:
 - a. When they fall in to a state of disrepair;
 - b. When they are no longer required;
 - c. When it is required to remove or relocate the structure for management purposes.
54. The replacement of gifted assets on reserves that are deemed to be in a state of disrepair will be considered by Council on a case-by-case basis and subject to consultation with interested parties.
55. Applications for commemorative plaques outside of designated cemeteries will be considered by Council on a case-by-case basis subject to the following assessment criteria:
 - a. Commemorating one of the following situations:
 - i. Returned service men and woman;
 - ii. Remembering individuals or events of district, regional, national or international significance; and
 - b. The ease of maintenance and associated costs to Council is considered to be fair and reasonable.

Cemetery burials

Policies

56. All burials and interments in cemeteries require authorisation by way of a permit from the relevant Council department (Managed activity) and the payment of a fee as per Council's fees and charges schedule.
57. Council will not be responsible for Cemetery plot maintenance.

58. No living materials are to be planted on any plot (except for natural burials – refer to Policy 72 of this Plan).
59. Council will not allow for the exclusive right of interment through the pre-purchase of plots except for an adjacent plot for family with an existing interment.
60. Council will only allow the transfer of an exclusive right of interment to another party if the applicant has provided evidence to the satisfaction of the relevant Council department manager that they are a direct descendant of a plot owner and have inherited rights to the plot.
61. Council has the right to re-sell or reallocate any unused plots following a period of 60 years from the date of purchase.
62. All burials outside of designated cemetery areas are prohibited.

Cemetery Disinterment (humans)

Policies

63. Applications for disinterment will be considered as a managed activity subject to a permit and the payment of the appropriate fees as fixed by the Council and the disinterment must be conducted in accordance with Sections 51 and 55 of the Burial and Cremation Act 1964.
64. All costs associated with any disinterment including the removal of headstones and any reinstatements to the plot are to be borne by the applicant.
65. Should it be necessary in any Cemetery to carry out the work of reopening a grave covered over with concrete or similar permanent material other than earth, no liability will attach to the Council for any costs or damage done in consequence of such reopening.

Ashes – burial/spreading

Policies

66. The burial or spreading of human ashes in all areas except for Council run cemeteries is prohibited.
67. The burial or spreading of human ashes in designated cemetery areas requires authorisation by way of a permit from the relevant Council department.
68. Council will allow the placement of plaques in conjunction with the burial or spreading of ashes subject to meeting the following assessment criteria:
 - a. The plaque will be a standard size of 280mm x 380mm.
 - b. The plaque is located in an established memorial area.
69. The burial of animals and the spreading of animal ashes in all reserves is prohibited.

Cemetery headstones and monuments

Policies

70. New cemetery headstones and/or monuments require a permit from the relevant Council department subject to but not limited to meeting the following assessment criteria:
 - a. The headstone is no higher than 300mm in compliance with Chapter 9 of Waimate District Consolidated Bylaw 2018.
 - b. The headstone will be designed, constructed and installed in compliance with the New Zealand Standard for Headstone and Cemetery Monuments (NZS 4242);
 - c. The headstone is no wider than the width of the plot;
 - d. Burials and headstones in RSA cemetery areas will comply with all relevant RSA standards;
 - e. A suitably qualified or experienced person will perform all work.
71. For natural burials (in designated natural burial areas), an untreated wooden grave marker at the head of the plot may be placed at the time of burial, and a specimen tree may be planted subject to approval from the relevant Council department and the payment of a fee as per Council's fees and charges schedule.
72. Council will not be responsible for restoring or repairing family headstones/monuments that come into disrepair.
73. Council will meet its obligations for safety as landowner under the Occupiers Liability Act 1962 and Burial and Cremation Act 1964, and lay down any identified unsafe monuments.
74. Cemetery headstones and monuments outside of designated cemetery areas are prohibited.

Occupation

Under the Reserves Act, any person, organisation or company wishing to occupy any part of a reserve requires an agreement between themselves and the Council. This may be in the form of lease, licence, easement (including right-of-way and telecommunication agreement), exchange of letter, or other agreement reached between the Council and a person, organisation, or company that is occupying part of a reserve (including below ground assets).

Council's powers to formalise occupation of a reserve vary depending on the status of the reserve and rights transferred by the Crown (if a reserve under the Reserves Act).

Applications to occupy reserve land held under the Reserves Act must meet the statutory requirements defined in the Act, as well as the outcomes and policies of this Plan, or Individual Reserve Management Plan. Applications to Council for occupation of other open space held by Council for open space purposes, but not held under the Reserves Act will be treated as if it is held under the Reserves Act, to ensure consistency of decision making.

Leases, licences, easements (above and below ground)

Policies

75. All applications for the long-term of use of reserves (including signage) will be assessed as a discretionary activity.
76. Long-term leases and licences or other agreements will be reviewed at least three months before expiry to ensure that the activity or use of reserve:

- a. Is consistent with the primary purpose and legal classification of the reserve as defined in the Reserves Act;
- b. Is consistent with the management category of the reserve;
- c. Is in accordance with the outcomes and policies of this Plan;
- d. Does not detract from the use of the reserve;
- e. Provides benefit to the general public;
- f. Is located in an appropriate location; and
- g. Does not compromise any future contemplated use of the reserve as identified in any Council approved development plan.

77. Applications for the renewal of long-term leases and licences, easements or other agreements will be assessed on a case-by-case basis subject to the criteria defined in Policy 42 of this Plan, and consideration of the performance of the lease-holder.

Abandoned buildings

Unwanted buildings on reserves can arise from a number of reasons e.g. changes to clubs, groups and associations through disbandment, becoming inactive or amalgamating with others. Council may be put under pressure to purchase or support assets that have become unoccupied or are in a state of disrepair. It is important that Council avoids bearing any unwanted liabilities and costs associated with these.

Outcome

- Built infrastructure and development does not detract from the values and enjoyment of reserves.

Policy

78. Council will only consider the removal, sale or demolition of abandoned or unutilised buildings and facilities under the following circumstances:
- a. Where no suitable occupier or use can be found, and there is no reasonable, foreseeable, use for the building;
 - b. Where the building is not compatible with the Reserves Act classification, or management category of the reserve; and/or
 - c. Where the cost to refurbish or maintain the building in an appropriate and safe condition exceeds the income that could be derived from leasing the building.

Network utilities on reserves

Reserves are often seen by Utility Operators as convenient places to locate infrastructure which could include drains, water supply, electricity and telephone wires, electricity substations and sewage pumping stations. However, this infrastructure can have an adverse impact on the character of the reserve and its open space qualities and can also make the maintenance of a reserve more difficult and costly. Section 48 of the Reserves Act requires that all services through, or rights of way over land, to service or benefit a third party be laid or constructed within a formal easement registered on the title of the reserve. Provision exists under the Act for Council to approve such applications, where the easement is not going to materially alter or permanently damage the reserve, and the rights of the public in respect of the reserve are not likely to be permanently affected by the establishment and lawful exercise of the easement.

Outcomes

- To allow network utilities to locate on reserves where the effects on the recreation and natural values of the reserve can be remedied or mitigated.
- To provide adequate utility services for the necessary maintenance of Council reserves.

Policies

79. All extensions, upgrades and/or renewals of existing network utilities on reserves administered by the Waimate District Council require formalised access (through an easement) and will be assessed by the relevant Council department on a case-by-case basis as a discretionary activity subject to the Discretionary activity criteria (see Appendix 5).
80. All utility companies with existing structures on Waimate District Council reserves will need to negotiate an agreement with Council setting out the terms and conditions of access and maintenance, where these details are not already provided in a lease or licence agreement.
81. All utility structures must be sited to minimise their impact on existing natural and heritage features, wahi tapu sites, visual amenity, current or anticipated future recreational facilities and vegetation.
82. Council will only consider the placement of utilities on reserves where there is no alternative for placement on other land.
83. All utility structures (that involve pipes, cables, lines or similar equipment) shall be placed underground where practicable.
84. The applicant shall be responsible for reinstating the ground, vegetation or infrastructure to the satisfaction of the relevant Council department.

Neighbours

Encroachments

Encroachments onto reserve land without authorisation are prohibited under the Reserves Act. An encroachment is the use or development of a part of a reserve for private purposes that has not been authorised by the Council in writing. This could include fences, structures, earthworks, gardens, plantings, access ways, retaining walls, dumping of fill for reclamation, and other usage that gives the appearance of private ownership or restricts public access. Encroachments from neighbouring properties into reserves are exacerbated when these properties are sold without the purchaser realising that land they believe they are buying is actually part of the reserve. Where the encroached land is reserve, the Council is unable to lease or otherwise formalise the occupation unless the occupation is consistent with the purposes of the Reserves Act 1977. Council must therefore enforce the removal of encroachments.

Encroachments have the potential to:

- Exclude members of the public from public land;
- Result in health and safety risks;
- Reduce or compromise the intended use or values of a reserve;
- Detract from the appearance of the reserve;
- Result in a private benefit from a community asset.

Any authorised encroachments must be consistent with the purpose of the reserve (as required by the Reserves Act).

Outcomes

- Existing encroachments on reserves are progressively identified, documented and resolved appropriately.
- There are no new unauthorised encroachments on reserves managed by Council.

Policies

85. All existing encroachments onto reserves are required to be identified and formalised through a formal agreement subject to satisfying the following criteria:
- a. The activity or use is consistent with the classification of the reserve;
 - b. The activity or use does not detract from the nature of the reserve;
 - c. The activity does not result in adverse effects to the reserve or its users;
 - d. There is no alternative location for the activity or use;
 - e. Appropriate compensation to Council has been agreed.
86. Where an encroachment does not meet the criteria of Policy 65 of this Plan, Council will require termination, removal or and/or reinstatement at the occupier's cost within six months of formal notice to restore access to public land.
87. Any new encroachments onto a reserve will require formal authorisation from Council and be subject to the discretionary activity assessment criteria in Appendix 5 of this Plan.
88. When required, Council may identify and mark accurate boundaries when encroachments are removed or have been authorised by Council.

Fencing

Reserve fences may delineate the extent of public land, protect neighbours from reserve uses (such as grazing) and support safe use. However, they may also block passive surveillance, be unsightly, and expensive to construct and maintain. A number of factors need to be weighed up when deciding whether, where and how to fence a reserve. The Fencing Act 1978 sets out the general principle that the occupiers of adjoining land share equally the cost of erecting an adequate boundary fence other than where the property adjoins a legal road (boundary fences up to 1.8 metres in height). The design and location of fences has a major influence on both the use and the appearance of the park. In many cases, fences can be replaced or screened by appropriate planting.

Outcome

- Fencing on reserves is cost-effective and enhances and protects reserve values and the enjoyment of reserve users.

Policies

89. Council will consider the fencing of reserve boundaries where necessary to:
- a. Adequately define boundaries;
 - b. Prevent stock trespass;
 - c. Prevent unauthorised vehicle access;
 - d. Reduce risks in hazardous areas;
 - e. Meet its obligations under the Fencing Act 1978; or
 - f. Ensure public safety.
90. Council will encourage a consistent style of fencing around a reserve including low, transparent fences.
91. Council will seek a contribution towards the costs of fencing on reserve boundaries from adjoining landowners and, where possible, create fencing covenants on reserves to protect amenity values and support passive surveillance.

Management

Naming of reserves

Council has the right to name vested reserves under section 16(10) the Reserves Act, but it is important to ensure appropriate names are used.

Outcome

- There are consistent and transparent processes in place for the naming of reserves and facilities.

Policies

92. Council requires an appropriate formal name for all reserves administered by the Waimate District Council.
93. Where possible, the name of a reserve should reflect the relevance of the site, its history and use, and the purpose for which was reserved.
94. Applications to name a reserve, track or other feature after an individual or group will be considered by Council on a case-by-case basis subject to the following criteria:
 - a. The Council considers that the individual / organisation has contributed significantly to a facility through gifting or sponsorship or personal commitment of time and energy;
 - b. The Council considers the individual or organisation has a significant cultural and/or community association which is worthy of recognition.
95. Council will publicly notify all proposed reserve and facility names for those reserves vested in Waimate District Council as per the provisions of the Reserves Act.

Land acquisition, exchange, disposal and gazettal

Council must comply with a number of legislative matters when acquiring, disposing or exchanging reserves (under both the Reserves Act and the LGA 2002). Council can also adopt its own protocols to ensure there are consistent decision making processes around these types of decisions.

Outcome

- There is compliance with the relevant legislative requirements and industry best practice when Council acquires, disposes of or exchanging reserves under its management and/or control.

Policies

96. New reserves will be located and formed so as to enable efficient development and maintenance and to offer high levels of amenity value.
97. Council may revoke reserve status for those reserves which have been vested in Council, where it is considered that:
 - a. The land is no longer required for reserve purposes;
 - b. As a result of a change to the classification of a reserve (the primary purpose or use of reserve has changed).
98. Council will consider the disposal of reserve land where:
 - a. It is surplus to requirements;
 - b. It provides no significant long-term benefit to the community.

99. Council will comply with the relevant provisions under the Reserves Act and LGA 2002 for the sale or exchange of any reserve (process and public consultation).

100. Council will require all monies from the sale of reserves to be specifically identified for either:

- a. Other reserve land purchases; and/or
- b. Development on other Council administered reserves.

Public health

The provision of quality parks and reserves contributes to an active and healthy community. The Council can also contribute to the health of the community by providing adequate opportunities for protection from the sun in reserves and by supporting smoke-free environments. Council can have a role in minimising these risks.

Outcome

- A healthy and clean environment is encouraged in all reserves.

Policies

101. Promote a smoke-free status in all reserves including Council-run events.

102. Use a mix of education and signage to promote all reserves as Smokefree.

103. Provide shade in high use reserves, primarily through tree planting, where practical and as resources permit.

Sustainable land management

Council is required to promote the sustainable management of natural and physical resources by the Resource Management Act 1991. This includes its own operations as a major land manager within the Waimate District. Council will endeavour to incorporate sustainable practices into the development and management of reserves such as the collection and re-use of rainwater and grey water, use of water conservation devices, turf and landscaping plants that require less watering; rain gardens, swales, the use of organic sprays; and the planting of trees that have dual purposes.

Outcome

- Reserves are managed to ensure the efficient use of resources.

Policy

104. Council will adopt sustainable land management practices in the development and day-to-day management of reserves.

Hazardous substance use

Hazardous substances such as chemicals and biological agents may need to be used to maintain parks and reserves. It is important to assess the risks, and if needed minimise the effects to parks and reserve users and neighbours. Alternative chemicals or practices may be used to reduce the risks and effects of hazardous substances.

Outcome

- Reserve users are protected from hazardous substances used for management purposes.

Policies

105. Environmentally friendly alternatives to hazardous substances will be used where practical.
106. All applications of hazardous substances will be performed in accordance with relevant hazardous substances legislation and industry codes of practice.
107. Hazardous substances will be applied at times when there is a low risk of exposure to reserve users.
108. The public will be notified when hazardous substances are being applied on reserves through warning signs and/or by public notice where appropriate.

Plant and animal pest control

There are many plant and animal pests across the District that if left uncontrolled can have detrimental impacts on the viability and survival of indigenous plants or animals, and the sustainability of natural ecosystems, ecological processes and biological diversity. The Canterbury Regional Pest Management Strategy provides a framework for the efficient and effective management of pest plants and animals.

Protection and restoration of indigenous biodiversity is critically dependent on effective pest control. The Council as a land manager is required to manage and minimise the impact of such pests within their sites of biodiversity significance, as part of basic protection and maintenance measures. There is also benefit in Council collaborating with regional government and community organisations to attract external funding for prioritised work.

Outcome

- Introduced plants and animal pests are appropriately controlled and/ or eradicated on reserves.

Policies

109. Pest plants and animals will be identified and controlled as necessary to aid recovery of any ecosystem significant at the national, regional or district level.
110. Council will prioritise all pest control programmes on reserves according to:
 - a. The pests and animals that have the ability to significantly impact on the environmental health and sustainability of the District's reserves; and
 - b. Council has a legislative requirement for control.
111. Pest control will be undertaken in a manner that minimises pesticide inputs into waterways.
112. Council will liaise, support, assist and co-operate with Environment Canterbury and the Department of Conservation to provide for the detection and control of pest plants and animals.
113. Council will take all practical steps to prevent the introduction of new introduced plants and animals that may adversely affect the natural health and sustainability of our reserves.
114. Activities or development will be managed in ways that avoid the loss of identified significant natural values and avoid where possible, or remedy or mitigate adverse effects on the quality of ecosystem services, intrinsic values of landscape, landform and geological features on reserves.

Natural hazards

The main natural hazards risks in Waimate's reserves include drought, flooding, erosion and coastal inundation. Locating activities, facilities and services in inappropriate places increases the natural hazard risk for reserves. In order to manage the use, protection and development of parks and reserves across the District, Council needs to be aware of natural hazards, and their potential impact on the use and safety of these areas of public open space and proactively manage the high risk areas. Council has the ability to reduce the effects of natural hazards through, for example, the erection of stopbanks, the provision of stormwater drains and specific building design, and careful planting of unstable slopes may act to reduce slip risks. Unwise planting of large trees on slopes subject to large-scale mass movement can add to slip dangers.

Outcome

- The risks and effects of natural hazards on reserve facilities and users are identified and minimised.

Policies

115. Council will have regard to natural hazard threats before siting new facilities and/or planted areas.
116. Council will ensure that the development or use of any reserve minimises the potential adverse effects of natural hazards.
117. Council will aim to limit the potential for erosion on reserves by giving preference to 'soft' engineering solutions, such as the strategic planting of appropriate plant species and managed retreat (where costs of protection outweigh the benefits to the community), and these options will be identified in Council-approved concept plans for reserves development.
118. Council will work with Environment Canterbury to carry out hazard mitigation works where appropriate.

Climate change

Outcome

- The effects of climate change are mitigated and adapted to through resilient ecosystems.

Policy

119. Council will seek to improve the resilience of Waimate's reserves to the likely impacts of climate change through:
 - a. Gaining a better understanding of the current conditions and specific risks to Waimate's reserves;
 - b. Improving the capacity of natural ecosystems to adapt through appropriate restoration planting and riparian management;
 - c. Ensuring new infrastructure is appropriately located and designed; and
 - d. Undertaking effective pest plant and pest animal control programmes.

Trees

Native and exotic trees on Council reserves provide a wide range of benefits to the community including amenity, soil stabilisation, shelter, shade, landscape screening, and biodiversity habitat – in both rural and urban areas. They contribute to the local character, setting and sense of place and enhance the amenity of our District. Some trees within reserves may be protected under the rules of the District Plan. Thought and care needs to be given to any future planting of trees in reserves, with regard to species selection and their placement.

Outcomes

- There is a consistent approach to planting and landscaping of Council reserves through the development and implementation of landscape plans in strategic locations.
- Locally sourced plants are used where possible in all re-vegetation projects.
- Trees and vegetation located on reserves are managed appropriately and protected.

Policies

120. Council will develop planting and landscaping plans for identified Council reserves in consultation with the community.
121. Preference will be given to the planting of tree species on Council reserves which:
 - a. Take into consideration any current Landscape Concept Plan and/or District Plan;
 - b. Take into account the type of reserve, soil types and microclimates;
 - c. Reflect the community's identity;
 - d. Have low allergenic affects;
 - e. Don't drop debris on footpaths;
 - f. Require low maintenance;
 - g. Take into consideration the irrigation requirements for the tree/s.
122. All indigenous plantings on Council administered land and reserves will be sourced (where possible) from a local seed stock.
123. Trees on reserve land will not be pruned or removed to create or maintain private views of adjoining landowners.
124. Council will consider any request from the public for the pruning or removal of trees located on reserve land on a case by case basis.
125. Council will only manage, maintain or replace street trees on Council reserves when Council has planted the tree/s, or when Council has formally accepted responsibility for the maintenance of the tree/s.
126. Trees in Council reserves will be removed by Council when they are:
 - a. Part of a planned replacement programme;
 - b. Part of a larger redevelopment of the street or reserve (as identified in a Council approved plan);
 - c. Deemed by a suitably qualified arborist to be dead, dangerous or severely diseased or damaged;
 - d. Result in proven adverse health consequences e.g. allergy;
 - e. Causing danger to life or property.

Looking after reserve values

Biodiversity

The reserves of the Waimate District contain a variety of ecosystems and natural habitats that are unique to the area. The network of reserves within the District is important for the protection and enhancement of natural heritage, biodiversity and ecological values. This includes the protection and enhancement of native flora and fauna. It also includes the protection of landscape and geological features.

The Council's District Plan contains provisions for protecting natural heritage, and resource consent maybe required for some activities that may affect those values. The Council has an opportunity to demonstrate best practice in ecological restoration and the protection and enhancement of natural values through the management of its reserves.

Outcomes

- Significant ecosystems, communities and species in our reserves are identified, protected, restored and cared for to ensure their ongoing viability.
- Priority ecological connections within and across reserves and adjoining public land are identified, protected and enhanced, restored and/or maintained.

Policies

127. Council will work across departments and with other relevant external agencies to identify, maintain and/or restore ecosystems, communities and species with important ecological values in the District's reserves.
128. Existing natural native vegetation cover will be maintained in reserves, and particularly where the reserve contributes to:
 - a. an ecological corridor;
 - b. waterways and wetlands;
 - c. sites with high biodiversity values.
129. Restoration plans will be progressively developed and implemented for all nationally, regional or district-wide significant ecosystems or species that are located on reserves.
130. Any reserve held as fee simple and which includes significant biodiversity assets will be considered by Council to be gazetted as reserve with suitable classification in order to protect the values for future generations.
131. Council will ensure that all indigenous re-vegetation activities within reserves are appropriate to the location, and where practical, will use locally-sourced plant species from relevant and adjacent Ecological Regions.

Culture and heritage

A number of reserves within the District contain sites of heritage significance, such as buildings, landscapes, structures, archaeological sites and trees. Many of these are listed in the New Zealand Heritage List, and include registered historic places, historic areas, registered Waahi Tapu sites and recorded archaeological sites. Trees of outstanding heritage values are also identified under the Notable Trees Registration Scheme.

Many of these heritage resources have protection under the Heritage New Zealand Pouhere Taonga Act 2014, or the District Plan. Management of the reserves within the District will account for the

recognition and interpretation of heritage features within them, so that their heritage significance is recognised and protected.

Outcome

- Sites of heritage and cultural significance are identified, protected and maintained.

Policies

132. All archaeological / historic sites and features entered on the NZ Heritage List and/or the Operative Waimate District Plan will be managed in accordance with the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 and the operative Waimate District Plan.
133. Heritage NZ will be notified when heritage values are present or suspected to be present during developments on reserves such as, but not limited to earthworks, fencing or landscaping, or when alterations are being undertaken to heritage features or sites. If Maori values are known or suspected, Iwi shall be contacted. The appropriate methodology to be followed in the event of a discovery of archaeological material is outlined in Appendix 5 of this plan.
134. Conservation Management Plans will be developed for all Category 1 and 2 places or sites identified on the NZ Heritage List and/or Category A and B sites, structures and/or features in the operative Waimate District Plan.
135. Where appropriate, all Category 1 and 2 places or sites identified on the NZ Heritage List and/or Category A and B archaeological and historic sites, and heritage features included in the operative Waimate District Plan will be explained through appropriate signage and interpretative material.

Tangata Whenua

It is important that this Plan accounts for the ability of Tangata Whenua to exercise their responsibilities provided for in the Treaty of Waitangi including embracing the expectations and aspirations of Tangata Whenua consistent with the principles of the Act. Expectations of Council, and tangata whenua, are that their relationship will allow for participation, partnership and progress. Many activities on reserves within the District as well as their features are particularly important to local hapu. These include not only the protection of waahi tapu and sites of historical significance, but also the value of reserves as places for gathering food, rongoa and materials for crafts such as weaving and carving. As such, important consideration should be given to ecosystem management and the protection and restoration of stream banks and flora and fauna within the reserves to a level where they can be self-sustaining.

Outcome

- Tangata whenua participation is sought and their information and advice taken into account in the preparation of Reserve Management Plans, and regarding the information provided for interpretation and use of reserves.

Policies

136. Council will seek the participation of Tangata Whenua in all strategic matters relating to reserves management.

Partnering with the community

The management of reserves needs to be responsive to the community, with respect to identity and sense of place in order to account for:

- A sense of community ownership
- Appreciation of reserves and fostering civic pride
- The development and management of reserves to acknowledge social diversity within the District

It is important that community involvement in reserves projects is planned and is well-coordinated. Council can also act as a facilitator to support volunteers (individuals, community groups and organisations) to get involved in reserves. Community engagement with reserves may include one-off projects, or on a regular basis with ongoing projects or maintenance of a particular area. With an agreed vision, works undertaken should be appropriate to the reserve.

Outcomes

- Our reserves cater for the needs and values of the wider community.
- Community projects on our reserves (development, advocacy, restoration and/or education) are encouraged and supported.

Policies

137. Council will develop Individual Reserve Management Plans where necessary in consultation with the local community.
138. Council will work in liaison with community groups and key stakeholders with a vested interest in reserves.
139. A formal council/volunteer agreement is required for any joint or community works to be undertaken in reserves.
140. All work undertaken by volunteers is to be consistent with a Council approved concept plan and/or relevant policies as identified in this Plan.
141. All work on reserves by volunteers is to be undertaken by (or overseen by) a suitably qualified or experienced person.
142. Volunteers must be made aware of all health and safety implications prior to the commencement of any work or projects in reserves.
143. It is the responsibility of community organisations, groups or individuals undertaking work in a reserve to obtain all relevant resource, building consents or outline plans, unless agreed otherwise by Council.

6.0 Plan monitoring, review and improvements

Under section 41 (4) of the Reserves Act, management plans are required to be continuously monitored so that they can adapt to changing circumstances. This section of the Plan identifies a monitoring process for both this General Reserve Policies document and any other subsequent individual management Plan to ensure that they remain relevant for reserve users (the community) and managers and decision makers (Council).

A clear Plan monitoring process enables:

- Accountability to the community;
- A means for determining how well the Plan is working in practice; and
- Continuous improvement of Council's management practices in the reserves of the District.

This section also identifies improvements to the Plan to implement over its lifetime.

The Plan will be reviewed at least every 10 years, unless a review or variation is initiated by:

- Results from monitoring that indicate the need for a change or review;
- The identification of new management issues, problems or activities that are not addressed in the plan but for which policy is required;
- Changes in national policy including new or amended laws, regulations or other actions which may render the plan inoperable or illegal;
- Policy changes made by Waimate District Council that affect the way reserves are managed;
- New reserves purchased or land placed under the control of Waimate District Council; and
- Treaty of Waitangi settlements that require changes in the way that management occurs or decisions are made.

The following methods will be considered when reviewing and measuring the effectiveness of this Plan:

- Whether or not the outcomes of this Plan have been met;
- Feedback from user satisfaction surveys;
- Feedback from intercept surveys;
- Feedback from daily operational experience (contractors and staff); and
- Progress made towards meeting the actions/projects/work-streams identified in the Action Plan for each specific reserve (where relevant)

7.0 Improvement plan

The following improvement actions have been identified to progress over the lifetime of this Plan. Actions have been divided into high (H) and medium (M) priority.

Action	Priority	Timeframe
Formalise existing commercial and community uses of reserves for which tenancies have not been agreed.	H	1-3 years
Review all leases and licences and ensure appropriate agreements are in place.	H	1-3 years
Develop a review schedule for all formal agreements.	H	1-3 years
Complete a full review of the title data, and other classification information for Council reserves.	H	1-3 years
Incorporate additional reserves into this plan as necessary.	M	3-6 years
Investigate the implementation of the NZ Track Hierarchy.	L	7-10 years

8.0 Appendices

Appendix 1: Schedule of all Reserves administered by Waimate District Council

MAP NO	RESERVE NAME	LEGAL DESCRIPTION	STATUTORY ACTIONS	TITLES	MANAGEMENT PLAN CATEGORY'S	TOTAL AREA
TOWN						
1	BOLAND PARK	SECTION 356 TN OF WAIMATE	Recreation Reserve New Zealand Gazette 1992 p 976	CB113/52	Civic Space	1356
		SECTION 357 TN OF WAIMATE		CB113/52	Civic Space	1012
		SECTION 358 TN OF WAIMATE		CB113/52	Civic Space	1012
		SECTION 359 TN OF WAIMATE		CB113/52	Civic Space	1012
1	NORMAN KIRK MEMORIAL POOL	LOT 1 DP 27796		CB14F/1073	Sport and Recreation Grounds	10992
1	BARE LAND	LOT 1 DP 3146		CB269/144	Civic Space	1012
1	COMMUNITY ORCHARD	LOT 2 DP 3146			Civic Space	1012
2	GRETNA GREEN	PART RS 6243		CB245/279	Civic Space	18717
7	LAWN CEMETERY	LOT 1 DP 10849	Gaz 65-743 LOT 1 DP 10849 RS 39242 BLK X V Waimate SD-Cemetery	CB5B/346	Cemetery	20234
		RS 39649		CB22F/351	Cemetery	6134
		RS 39242			Cemetery	121
2	MANCHESTER PARK	LOT 1 DP 19004		CB702/94	Sport and Recreation Grounds	57142
10	MAORI CEMETERY	WAIMATEMATE MAORI RESERVE 888 5 BLOCK		CB441/272	Nature	1012
					Cemetery	1012
10	TOTARA TREE RESERVE	LOT 1 DP 56320		CB34D/44	Nature	6640
1	WDC BUILDING	PART RES 2599		CB194/231	Civic Space	304
		SECTION 610 TN OF WAIMATE	Local Purpose Reserve (Local Government Buildings) New Zealand Gazette 1982 p 2170		Civic Space	4070
		PART RES 2599			Civic Space	708
7	OLD CEMETERY	RES 701			Cemetery	23269
7	VICTORIA PARK	RES 2428	Recreation Reserve New Zealand Gazette 1879 p 1759	CB65/84	Public Garden Recreation Reserve	71553
					Sport and Recreation Grounds	
					Outdoor Adventure	
					Civic Space	
					Sport and Recreation Grounds	
1	WAIMATE EVENT CENTRE	SECTION 609 TN OF WAIMATE	Recreation Reserve New Zealand Gazette 1960 p 162		Civic Space	11531
					Sport and Recreation Grounds	
1	SEDDON SQUARE	Road	Road		Civic Space	6124
KNOTTINGLEY PARK & ARBORETUM						

7	KNOTTINGLEY PARK & ARBORETUM	SECTION 3 SO 20189	Recreation Reserve New Zealand Gazette 1979 p 3029		Public Garden Recreation Reserve	8590
		SECTION 1 SO 20189	Recreation Reserve New Zealand Gazette 1979 p 3029		Public Garden Recreation Reserve	367980
		SECTION 2 SO 20189	Local Purpose Reserve (Public Utility) New Zealand Gazette 2000 p 608		Public Garden Recreation Reserve	260800
					Sport and Recreation Grounds	
					Outdoor Adventure	
					Neighbourhood Park	
WAITAKI LAKES & HAKATARAMEA						
6	FISHERMANS BEND	SECTION 1 SO 324092	Crown land set apart as Recreation Reserve [Fishermans Bend Camping ground] New Zealand Gazette 2011 p 5670 Vests in the Waimate District Council in Trust for That Purpose		Outdoor Adventure	114150
6	TE AKATARAWA	SECTION 1 SO 324096	Crown land set apart as Recreation Reserve [Te Akatarawa Camping Ground] New Zealand Gazette 2011 p 5670 Vests in the Waimate District Council in Trust for That Purpose		Outdoor Adventure	36600
6	BRIAR GULLY	SECTION 1 SO 324095	Crown land set apart as Recreation Reserve [Briar Gully Camping Ground] New Zealand Gazette 2011 p 5670 Vests in the Waimate District Council in Trust for That Purpose		Outdoor Adventure	82800
6	WAITANGI EAST	SECTION 2 SO 324090	Crown land set apart as Recreation Reserve [Waitangi West Camping Ground] New Zealand Gazette 2011 p 5670 Vests in the Waimate District Council in Trust for That Purpose		Outdoor Adventure	71100
6	WAITANGI WEST	SECTION 1 SO 324090	Crown land set apart as Recreation Reserve [Waitangi West Camping Ground] New Zealand Gazette 2011 p 5670 Vests in the Waimate District Council in Trust for That Purpose		Outdoor Adventure	141800
4	HAKATARAMEA CEMETERY	GAZ 1886-1308 RES 2715 BLK XIII HAKATARAMEA SD-CEMETERY RES	Local Purpose Reserve (Cemetery) New Zealand Gazette 1986 p 11		Cemetery	40469
4	ROAD RESERVE HAKATARAMEA	ROAD	Road		Neighbourhood Park	4717
GLENAVY						
4	GLENAVY CEMETERY	RES 2914	Cemetery New Zealand Gazette 1968 p 994		Cemetery	20234
4	GLENAVY DOMAIN	LOT 2 DP 17316	Recreation Reserve [Glenavy Recreation Reserve] New Zealand Gazette 1991 p 1898		Neighbourhood Park	20446
					Sport and Recreation Grounds	
4	GLENAVY REST AREA	RS 41037	Recreation Reserve [Glenavy Recreation Reserve] New Zealand Gazette 1991 p 1898		Neighbourhood Park	231300
HUNTER						
5	HUNTER DOMAIN	RES 4256	Recreation Purposes [Hunter Domain] New Zealand Gazette 1979 p 2523		Neighbourhood Park	20234

					Sport and Recreation Grounds	
MORVEN						
9	MORVEN DOMAIN	SECTION 6 BLOCK VIII TNSP OF MORVEN	Recreation Purposes New Zealand Gazette 1980 p 21	CB416/140	Neighbourhood Park	27700
					Outdoor Adventure	
					Sport and Recreation Grounds	
11	MORVEN MAIN ROAD CEMETERY	PART SECTION 4 RES 631	Closed Cemetery New Zealand Gazette 1964 p 277	CB206/248	Cemetery	8169
		PART RS 24671	Closed Cemetery New Zealand Gazette 1964 p 277	CB206/248	Cemetery	8169
ST ANDREWS						
8	ST ANDREWS DOMAIN	RES 4957	Recreation Reserve New Zealand Gazette 1979 p 1397		Undefined	96998
					Outdoor Adventure	
					Sport and Recreation Grounds	
8	ST ANDREWS VILLAGE GREEN	LOT 2 DP 59696		CB35A/846	Neighbourhood Park	1281
8	ST ANDREWS WW2 MEMORIAL	LOT 3 DP 59696 ST ANDREWS TSHIP	Local Purpose Reserve (utility) Vested on DP 59696		Cultural Heritage / Cultural Heritage Areas	53
UNDEFINED						
8	OTAIO CEMETERY	RES 2556	Local Purpose (Cemetery) Reserve New Zealand Gazette 2006 p 3596		Cemetery	39255
9	WAIHAORUNGA DOMAIN	RES 4628	Recreation New Zealand Gazette 1979 p 2523		Neighbourhood Park	
5	HANNATON ROAD RESERVE	RS 40754	Recreation Reserve New Zealand Gazette 1979 p 1822		Nature	121139
3	McCULLOCH BRIDGE RESERVE	RES 3468	Recreation New Zealand Gazette 1985 p 2090		Nature	32375
3	CENTERWOOD	LOT 1 DP 354416			Neighbourhood Park	38,495
10	WAIHAO BOX RESERVE	RES 3466	Recreation Reserve New Zealand Gazette 1900 p 608		Nature	8094

Appendix 2: Schedule of leases and licenses for Waimate reserves

MAP NO	RESERVE NAME	LEGAL DESCRIPTION	PURPOSE	TERMS OF LEASE	DATE OF REVIEW/RENEWAL	CS No
TOWN						
1	BOLAND PARK	SECTION 356 TN OF WAIMATE	AGREEMENT between Rooney Holdings LTD and the Community (Waimate District Council) to use the land for a BMX track	5 YEARS	20/02/2014	CS 09/204
		SECTION 357 TN OF WAIMATE				
		SECTION 358 TN OF WAIMATE	MEMORANDUM of UNDERSTANDING between The Waimate Strawberry Fare Committee and Waimate District Council for the use of Boland Park and Seddon Square	3 YEARS	1/06/2019	NO CS No
		SECTION 359 TN OF WAIMATE				
1	NORMAN KIRK MEMORIAL POOL	LOT 1 DP 27796				
1	BARE LAND	LOT 1 DP 3146				
1	COMMUNITY ORCHARD	LOT 2 DP 3146	MEMORANDUM of UNDERSTANDING between The Waimate Community Garden INC and Waimate District Council	3 YEARS	30/06/2019	CS 13/312
2	GRETNA GREEN	PART RS 6243	MEMORANDUM of AGREEMENT between Barry John and Deborah Jane O'Neill and the Waimate District Council	10 YEARS and 3 MONTHS	30/06/2022	CS 12/269
7	LAWN CEMETERY	LOT 1 DP 10849	SERVICES CEMETERY MAINTENANCE GRANT from the VETERANS AFFAIRS . And a STANDARDS of CARE AGREEMENT	ANNUALY	INDEFINITE	CS 16/422
		RS 39649				
		RS 39242				
2	MANCHESTER PARK	LOT 1 DP 19004	MEMORANDUM of UNDERSTANDING between the Waimate Rugby Football Club Inc and the Waimate district Council	10 YEARS	1/06/2019	CS 18/486
10	MAORI CEMETERY	WAIMATEMATE MAORI RESERVE 888 5 BLOCK	WAHI TAPU REGISTRATION	INDEFINITE	INDEFINITE	CS 09/208
10	TOTARA TREE RESERVE	LOT 1 DP 56320				
1	WDC BUILDING and GROUNDS	PART RES 2599				
		SECTION 610 TN OF WAIMATE	MEMORANDUM of UNDERSTANDING between the Waimate Community Market and Waimate District Council	ANNUALY	30/06/2019	CS 18/484
		PART RES 2599				
7	OLD CEMETERY	RES 701				
	VICTORIA PARK	RES 2428	MEMORANDUM of AGREEMENT between the WAIMATE NETBALL ASSOCIATION and the WAIMATE DISTRICT COUNCIL	3 YEARS	31/03/2020	CS 17/458

			MEMORANDUM of AGREEMENT between the Waimate branch of The New Zealand Scout Association. The Girl Guides Association of New Zealand and the Waimate District Council	10 YEARS	30-02-2023	NO CS No
			MEMORANDUM of AGREEMENT between the Waimate Bowling Club INC and Waimate district Council	5 YEARS	18/01/2017	CS 12/270
1	WAIMATE EVENT CENTRE	SECTION 609 TN OF WAIMATE				
1	SEDDON SQUARE	Road				
KNOTTINGLEY PARK & ARBORETUM						
7	KNOTTINGLEY PARK & ARBORETUM	SECTION 1 SO 20189	MEMORANDUM of UNDERSTANDING between the Friends of Knottingley Park and Waimate district Council	3 YEARS	2014	CS 11/225
		SECTION 2 SO 20189	MEMORANDUM of UNDERSTANDING between Kevin Boyle and and Waimate district Council	5 YEARS		CS 12/281
		SECTION 3 SO 20189				
WAITAKI LAKES & HAKATARAMEA						
6	FISHERMANS BEND	SECTION 1 SO 324092	DEED of COVENANT for Camping Grounds on Lakes Aviemore and Waitaki	INDEFINITE	INDEFINITE	CS 11/249
6	TE AKATARAWA	SECTION 1 SO 324096				
6	BRIAR GULLY	SECTION 1 SO 324095	AGREEMENT relating to Camping Grounds between The Minister of Conservation, Commissioner of Crown lands and Waimate District Council	INDEFINITE	INDEFINITE	CS 11/250
6	WAITANGI EAST	SECTION 2 SO 324090	REGISTRATION of EASEMENTS over Aviemore and Benmore power stations between Meridian Energy and Waimate District Council	INDEFINITE	INDEFINITE	CS 12/268
6	WAITANGI WEST	SECTION 1 SO 324090				
4	HAKATARAMEA CEMETERY	GAZ 1886-1308 RES 2715 BLK XIII HAKATARAMEA SD-CEMETERY RES				
4	ROAD RESERVE HAKATARAMEA	ROAD	MEMORANDUM of UNDERSTANDING between the Haka Rest Area Beautification Project and Waimate District Council	10 YEARS	30/06/2023	CS 13/322
GLENAVY						
4	GLENAVY CEMETERY	RES 2914				
4	GLENAVY DOMAIN	LOT 2 DP 17316				
4	GLENAVY REST AREA	RS 41037				
HUNTER						
5	HUNTER DOMAIN	RES 4256				
MORVEN						

9	MORVEN DOMAIN	SECTION 6 BLOCK VIII TNSP OF MORVEN				
11	MORVEN MAIN ROAD CEMETERY	PART SECTION 4 RES 631 PART RS 24671				
ST ANDREWS						
8	ST ANDREWS DOMAIN	RES 4957	MEMORANDUM of AGREEMENT between Quality Feeds and Contracting and the Waimate District Council	3 YEARS	1/07/2019	
8	ST ANDREWS VILLAGE GREEN	LOT 2 DP 59696				
8	ST ANDREWS WW2 MEMORIAL	LOT 3 DP 59696 ST ANDREWS TSHIP				
UNDEFINED						
8	OTAIO CEMETERY	RES 2556	MEMORANDUM of UNDERSTANDING between Robert Grant Stowell and Waimate District council	3 YEARS	1/01/2019	CS 12/265
9	WAIHAORUNGA DOMAIN	RES 4628				
5	HANNATON ROAD RESERVE	RS 40754	MEMORANDUM of UNDERSTANDING between PJ and AM Foley and the Waimate District Council	10 YEARS	30/06/2026	CS 16/433
3	McCULLOCH BRIDGE RESERVE	RES 3468				
3	CENTERWOOD	LOT 1 DP 354416	MEMORANDUM OF UNDERSTANDING between Garry Herbert and Waimate district Council	10 YEARS	1/06/2025	CS 19/508
			MEMORANDUM of UNDERSTANDING between Whitehorse Mountain Bike Riders INC and Waimate district Council	INDEFINITE	INDEFINITE	CS 15/374
10	WAIHAO BOX RESERVE	RES 3466				

Appendix 3: Reserve management categories for Waimate

	Reserve Management Category							
	Public garden Recreation Reserve	Civic Space	Neighbourhood Park	Nature	Outdoor Adventure	Sport and Recreation grounds	Cultural Heritage	
							Cultural heritage areas	Cemetery
Primary Purpose	Horticultural collections for relaxation/contemplation, education and/or amenity. Referred to as Formal Recreational and Parks as these are our two major Parks.	Social and community open space and events, referred to as Urban Reserves.	Local, informal recreation, play and amenity space. Referred to as Rural Recreational Reserves.	Experience and/or protection of the natural environment, native bush, and water bodies.	Recreation activities requiring a large scale non-urban environment	Sport and recreation activity, recreation facilities and buildings often multi-use	Protection of built cultural and historical environment to provide for commemoration, mourning and remembrance	Protection of purpose-built cultural and historical environment to provide for commemoration, mourning and remembrance. (Do we note commemorative plaques, sundials etc?)
Locations	<ul style="list-style-type: none"> Victoria Park Knottingley Park Arboretum 	<ul style="list-style-type: none"> Seddon Square Boland Park Gretna Green Event Centre Reserve Cameron Street Playground Town Belt Playground Wilkin Street Playground Community Orchard Anglican Church Ground Local Government Centre Grounds 	<ul style="list-style-type: none"> Glenavy Domain (part) Hunter Domain (part) Morven Domain (part) Waihao Box Reserve St Andrew's Domain Waihaorunga Domain Hakataramea Reserve Centrewood (White Horse) Studholme Hannaton Road Reserve Glenavy Rest Area St Andrews Village Green <p><u>Attractive Roadside Reserves</u></p> <ul style="list-style-type: none"> East End Railway Terrace Road Reserve Road reserves Timaru Road 2 and 3 Road Reserve Waimate turnoff (cup and saucer) Road Reserve Waimate Highway Road Reserve Queen Street Gorge Road Road Reserve Point Bush Road 	<ul style="list-style-type: none"> Centrewood (White Horse) Knottingley Park Arboretum (part) Studholme Hannaton Road Reserve Maori cemetery and Totara Plantings Victoria Park (part) Waihao Box Reserve McCulloch Bridge Reserve 	<ul style="list-style-type: none"> St Andrews Domain Knottingley Park Arboretum (part) Morven Domain (part) Glenavy Domain Centrewood (White Horse) Studholme Hannaton Road Reserve Waitaki Lakes Camping Reserves 	<ul style="list-style-type: none"> Victoria Park (part) Knottingley Park (cricket ground) Morven Domain (tennis) Manchester Park (rugby) Hunter Domain (tennis) Glenavy Domain (cricket, tennis) St Andrews Domain (horse events) The Norman Kirk Memorial Swimming Pool Event Centre 	<ul style="list-style-type: none"> Maori cemetery and Totara Plantings All Cemeteries <p>URBAN & RURAL RESERVE MEMORIALS</p> <ul style="list-style-type: none"> Clock tower site WW11 memorial. Belt Street Memorial Bell Tower 1st bell tower Presbyterian church 1874 Cnr Gorge Rd & Queen St -Te HuruHuru – Studholme meeting location. Victoria Tce – Boer War Memorial Zealandia. Victoria Tce – Bushman Memorial Old Ferry Rd – Plough early settlers. Whitneys Rd War memorial. Hook Beach Meeting of two early ministers. Blue cliffs St Hwy 1 cnr - St Andrews War Memorial. Old slip Rd Haka – War Memorial. Willowbrdge Rd – First NZ steeplechase event took part. Victoria Park – War Memorial WW! M Cruickshank Q St Suffrage 125years KP 	<ul style="list-style-type: none"> Morven Main Road Cemetery (closed) Glenavy Cemetery (closed) Otaio Cemetery Waimate Cemetery Maori Cemetery Hakataramea Cemetery Hakataramea Cemetery (Trust Board run)

	Reserve Management Category							
	Public garden Recreation Reserve	Civic Space	Neighbourhood Park	Nature	Outdoor Adventure	Sport and Recreation grounds	Cultural Heritage	
							Cultural heritage areas	Cemetery
			<ul style="list-style-type: none"> Road Reserves Timaru Road Railway Terrace Park area Glenavy Makikihi St Andrews Thresholds 					
Likely Reserves Act 1977 classification	Recreation Reserve	Local purpose Reserve / Recreation Reserve	Recreation Reserve / Local purpose Reserve	Recreation Reserve / Local purpose Reserve	Local purpose Reserve / Recreation Reserve	Recreation Reserve	Recreation Reserve / Local purpose Reserve	Local purpose Reserve
Type of use/value	<ul style="list-style-type: none"> Relaxation/contemplation Education Amenity Weddings and photography Picnics Event function venue Conservation Passive recreation Interpretation e.g. plant names, historic or horticultural information, 	<ul style="list-style-type: none"> Lunch/meetings for workers/shoppers Open space in town Centre, business or industrial area Social and community gatherings Entertainment Events / performances Playgrounds/ Skatepark Fitness Circuit Eqp 	<ul style="list-style-type: none"> Play Relaxation Recreation Amenity/open space Events / performances Social and community gatherings Some areas camping grounds provided 	<ul style="list-style-type: none"> Conservation Ecological restoration/enhancement Access to the coast/river/natural environment Walking/cycling Information/ education/ interpretation Open space Ecosystem management Low impact recreation Camping Picnicking 	<ul style="list-style-type: none"> Walking/cycling Picnics Camping Equestrian Other recreation activities not suited to urban park environments 	<ul style="list-style-type: none"> Organized sports Social sports Active recreation Informal sport and recreation Walking/cycling Amenity and open space Events 	<ul style="list-style-type: none"> Protection, restoration, enhancement Historical information and education Commemoration Remembrance 	<ul style="list-style-type: none"> Burials/ mourning, remembrance Protection, restoration, enhancement Historical information
Typical characteristics	<ul style="list-style-type: none"> Horticultural/botanical display planting Display houses High quality landscaping Interpretation Animal/ bird enclosures 	<ul style="list-style-type: none"> Business/retail area location Hard paving Soft landscaping Seating and rubbish bins areas 	<ul style="list-style-type: none"> Reserves areas for local rural areas May have recreation facilities – Tennis courts, cricket wicket, playgrounds, picnic areas, walking/bike tracks Seating Rubbish and recycling bins Landscaping includes shrubs and trees. 	<ul style="list-style-type: none"> Native bush, and water bodies Developments to provide facilities for walking, biking, horse riding, freedom camping, picnicking and visitor information 	<ul style="list-style-type: none"> Non-Urban setting Large scale Multiple range of activities Nature/ Environmental based recreation activities 	<ul style="list-style-type: none"> Sport facilities/grass fields Hard courts/artificial surfaces Buildings – changing rooms, clubrooms, community centres/activities Recreation facilities – playgrounds, skate parks, picnic areas, bike tracks Seating Landscaping Large size Leased areas. 	<ul style="list-style-type: none"> Cultural heritage features Historic building or structures Memorial sites 	<ul style="list-style-type: none"> Cemeteries
Management focus	<ul style="list-style-type: none"> Maintain facilities, features and 	<ul style="list-style-type: none"> Encourage community events 	<ul style="list-style-type: none"> Provide for members of local rural communities (of all 	<ul style="list-style-type: none"> Maintain access to waterways where practical to do so 	<ul style="list-style-type: none"> Work with members of the community to develop and maintain 	<ul style="list-style-type: none"> Provide sports facilities to meet 	<ul style="list-style-type: none"> Work with members of the community to preserve and interpret 	<ul style="list-style-type: none"> Provide a Natural Burial option

	Reserve Management Category							
	Public garden Recreation Reserve	Civic Space	Neighbourhood Park	Nature	Outdoor Adventure	Sport and Recreation grounds	Cultural Heritage	
							Cultural heritage areas	Cemetery
	gardens to a very high standard <ul style="list-style-type: none"> • Provide accessible tracks to cater for all ages and abilities. • Protect the values of significant horticultural collections and plant specimens • Protect, preserve, provide interpretation and undertake Conservation plans for features and structures with significant heritage values e.g. Victoria Park WW1 Memorial Archway, Alex McRae Showhouse, Velodrome, Park house, Plaques and statues, Manchester park archway, Settler's house (1864) (all Waimate Public Gardens) • Provide for camping in designated commercial camping area • Designated Playground areas,(future development) 	<ul style="list-style-type: none"> • Where appropriate, provide playgrounds to meet identified local community needs • Increase awareness of the recreational and ecological connections between Civic Spaces and other reserve areas through signage and interconnecting shared use tracks • Protect amenity and open space values 	ages) to have the ability to meet, mingle, socialise and play <ul style="list-style-type: none"> • Provide shared use tracks • Provide basic playgrounds and facilities to meet identified local community needs • Provide the opportunity for plantings • Prioritise for casual/informal recreational activities • Strengthen recreational and ecological linkages between Neighbourhood reserves and other open space areas managed by Council through signage and shared use tracks. • Protect open space values • Protect and interpret significant heritage and ecological values 	<ul style="list-style-type: none"> • Undertake ecological restoration and enhancement in partnership with the community and other agencies for those areas that have been identified in Council approved landscape and restoration plans • Protect and enhance significant ecological values for biodiversity purposes • Maintain visual and open space landscape values 	cycling and shared use tracks and areas. <ul style="list-style-type: none"> • Provide for camping in designated commercial camping areas on Council administered reserves • Provide the opportunity for ecological restoration in some areas, and work with members of the community to implement Council approved landscape and/or restoration plans • Provide interpretation of significant heritage or ecological features e.g. signage. • Protect open space values • Protect significant ecological values • Maintain visual and open space landscape values 	competition standards <ul style="list-style-type: none"> • Prioritise organised sports over casual and informal uses • Progressively develop and enhance sport and recreation grounds that have high public use. • Protect amenity and open space values 	significant heritage features – tell their story	<ul style="list-style-type: none"> • Acknowledge, celebrate and facilitate various cultures

Appendix 4: Waimate reserves service delivery expectations

	Reserve Management Category							
	Public garden	Civic Space	Neighbourhood Reserve	Nature	Outdoor Adventure	Sport and Recreation grounds	Cultural Heritage	
			Neighbourhood				Cultural Heritage areas	Cemetery
Car parking and roading provision	Developed off street parking where required with hard paving and grassed area suitable for parking. Road for public and maintenance access.	Some parking provided. Parking on road reserve/ street.	On site car parking not generally required unless recreation /community buildings provided. Developed off street parking where required with hard paving, metalled surfaces or grassed area suitable for parking.	Off street car parking provided at high use sites only. Metalled surfaces for most car parking	Some sealed entry road where required. Metalled secondary roads and low use carparks.	Developed off street car parking where possible, with some hard paving. Size of car park will be dependent on site usage Roading, with hard paving, metalled surfaces for access for clubrooms and maintenance purposes.	Off street unsealed car parking provided at high use sites. Unsealed for urban or Rural car parking	Internal access roading and car parking provided for burial services and mourners.
Public Toilets	On site High quality toilets designed to be compatible with site.	High quality toilets need to be provided at some sites.	Generally not provided as majority of usage is local and within walking distance of home. May be provided on sites and where users are likely to travel beyond walking distance, level of activity/usage or length of stay warrants provision.	Standard or wilderness toilets may be provided at entranceway/carpark area or other gathering points for high use sites.	Standard (or wilderness) toilets may be provided at entranceway/carpark area and at gathering points through park as required.	Toilets may be provided on site by Council either standalone or as part of clubrooms. May only be accessible during times of sports play. May be combined with changing rooms.	Not provided.	Not provided.
Tracks and paths	Developed pathways on main routes, shared use (min 1.8m width). Main routes to be hard paved or loose surface used appropriate to the nature of the park and use, or location of the path.	Developed pathways on main routes, shared use (min 1.8m width). Main routes to be hard paved or loose surface used appropriate to the nature of the park and use, or location of the path.	Shared use pathways that encourage and provide linkages between roads and access to play equipment Path gates designated to cater for accessible and pram/buggy use. Paving surface (i.e. paved or loose surface) determined by park character and intended level of use.	Walking and mountain bike tracks provided as appropriate. Higher use walking tracks metalled and graded appropriate to usage.	Metalled or natural walking paths dependent on category and level of use.	Provide for access to all buildings. Tracks and paths may be provided around the perimeter of the park to provide for all weather walking opportunities and also linkage routes where appropriate. Path & gates may be designed to cater for accessible use. Paving type will depend on usage level and/or park character.	Walking paths provided for easy access, as appropriate to the site and level of usage.	Walking paths provided for easy access, as appropriate to the site and level of usage.
Furniture and structures	High quality furniture, fencing, lighting and structures provided. Seats, bins, tables, lights etc to be of a consistent brand/style. May use specifically themed or quality furniture and structures above that normally	High quality furniture, fencing, lighting and structures provided. Seats, rubbish bins, tables, lights to be of a consistent brand/style. Possible themed or quality furniture and structures that	Provision of seating and rubbish bins. Standard quality furniture, fencing and structures provided. Lighting not generally provided.	Limited furniture such as picnic tables provided at car parks/picnic areas. Seats provided at key viewing or rest points. Where it is appropriate rubbish bins will be provided. Shelters may be	Seats provided at key viewing or rest points on walking tracks. Vehicle barriers along roads to control vehicle access as required. Shelters, picnic facilities.	High quality furniture, fencing, lighting and structures may be provided. Standard quality furniture, fencing and structures provided	Seats provided at key points for rest and reflection. Provision of rubbish bins if required.	Seats provided at key points for rest and reflection. Provision of rubbish bins if required.

	used in other reserves. May include statues and sculptures. Future installation of the drinking fountains where appropriate	normally used in other high use reserves. Future installation of the drinking fountains where appropriate.		provided at high use sites.		Wicket blocks, nets, storage associated with sportsground facilities, and fitness trails to be provided by club/group involved.		
Visitor information	Comprehensive signage to be provided that includes as appropriate: -Interpretation panels describing history and special values or features -Map of the park -Information and control signage at entrances -Directional signage at path junctions -Educational information and plant labels	-Map of parks where required -Information signage at entrances -Directional signage at path junctions -Educational information and plant labels	Signage provided to identify park and provide directional signage/control information. Standard name and control signage Basic style signage.	Signage provided to identify park and provide directional signage/control information. Additional signage and visitor information as appropriate. Directional signage at path junctions with times/distances. Basic style signage.	Signage provided to entrance to identify park. Interpretation and map signs provided at major entry areas. Control and safety signage provided as required. Directional signage at path entries/junctions. Basic style signage.	Comprehensive signage provided as appropriate that may include: -interpretation panels describing history and special features -map of park -guided trail/s -information and control signage at all entrances -directional signage at path junctions	Signage to be provided to identify the park and provide directional/control information. Interpretation signage to educate and enhance visitor experience.	Signage to be provided to identify the park and provide directional/control information. Interpretation signage to educate and enhance visitor experience may be provided. Map signage provided.
Tree planting	Extensive general and specimen trees as appropriate to the site and location to create a sheltered and protected environment and to add to interest and colour – these may be named/labelled)	Ongoing opportunities to establish specimen trees for shelter, shade and beautification will be maximized as appropriate to the site. Use of tree plaques if required.	Opportunities to establish specimen trees will be maximised to provide shade, shelter and enhance amenity values. Fruit trees/plants may be planted in selected areas.	Natives may be planted.	Provision of exotics. Natives may be provided in some locations.	Opportunities to establish specimen trees as appropriate to the site and location will be maximized to provide shade for spectators and shelter. Typically these will be on the boundary to create sense of enclosure and shelter and to minimize impact on the areas used for sports fields.	Planting of historic sites will be undertaken as appropriate.	Cemeteries will be planted with trees and gardens to provide shade, shelter, enhance amenity values and provide an attractive and peaceful environment as appropriate to location and level of activity.
Gardens and landscaping	High quality gardens will be developed to a standard that is higher than other garden areas that may include mixed shrubs, roses, perennials or annuals as appropriate.	Dependent on the size and design, the development of high quality gardens and grass areas will be included. Mixed shrubs, roses. Perennials or annuals as appropriate.	Low maintenance shrub gardens will generally be developed to create an attractive landscaped environment. Specimen trees may be planted in selected areas.	Mown amenity grass may be provided at picnic sites and site entrances.	Mown amenity grass may be provided at picnic sites and site entrances.	Little or no shrubs development.	Dependent on the size and design, the development of high quality gardens and grass areas will be included. Use of raised planting plots and roses.	Dependent on the size and design, the development of high quality gardens and grass areas will be included.
Play equipment	Key Strategic playgrounds and Skatepark.	Destination playgrounds.	Playground equipment (Basic) may be provided with design and scale to meet local community needs. Facilities may be provided, to meet identified local community needs.	Not provided.	Basic playgrounds.	Other recreation facilities such as playground facilities may also be provided.	Not provided.	Not provided.
Services	Outlets for power, water for major events.	Outlets for power, water for major events.	Outlets for power, water maybe provided	Not provided.	Not provided.	Not provided.	Not provided.	Not provided.
Water features	Opportunities for the development of water features such as, ponds, streams or fountains may be included.	Opportunities for the development of water features such as, ponds, streams or fountains may be included.	Not provided.	Not provided.	Not provided.	Not provided	Not provided.	Not provided.

Buildings	Purpose built buildings and glass houses with controlled environments provided for the display of flowers and plants not able to be grown outdoors may be provided. Provision for maintenance buildings, Aviaries and small zoological displays.	Provision for shelter buildings where required.	Generally buildings will not be provided for. Appropriate community or recreation buildings that do not compromise open space vales will be considered to meet specific local needs.	Not provided.	Not provided.	Provision for the development of buildings e.g. clubrooms, to be minimised through joint ventures and shared use. However, some specific sites may be utilised solely or intensively for recreation facility buildings.	Not provided.	Not provided.
Grass maintenance/ Mowing	Highest standard grass mowing. Cutting heights : Formal areas 25mm to 75mm Informal areas 100mm to 250mm Stock grazing, weather conditions permitting	Highest standard grass mowing to provide manicured look. Cutting heights: Formal areas 25mm to 75mm Informal areas 50mm to 100mm weather conditions permitting	Medium standard grass mowing that consistently maintains a hard wearing surface suitable for walking and informal games. Cutting heights: 50mm to 125mm weather conditions permitting	Low to medium standard quality grass mowing where required e.g. picnic areas. May also include stock grazing.	Low to medium standard quality grass mowing where required e.g. picnic areas. May also include stock grazing.	Standard mowing for surrounds and general use areas Cutting heights 75mm to 200mm. Weather conditions permitting.	Highest standard grass mowing in high-profile heritage/cultural sites e.g. RSA Garden of Memories, main War Memorials	High standard grass mowing in high-use cemeteries. Medium standard grass mowing in low-use cemeteries – may include stock grazing.
Turf management	Where appropriate, turf cover consistent and turf weed-free. Green all year round. . Future aim to be as organic as possible.	Where appropriate, turf cover consistent and turf weed-free. Green all year round where required. . Future aim to be as organic as possible.	Turf cover consistent and weed-free when required.	Not applicable.	Not applicable.	Where appropriate, turf cover consistent and turf weed-free. Future aim to be as organic as possible.	Where appropriate, turf cover consistent and turf weed-free. Future aim to be as organic as possible	Where appropriate, turf cover consistent and turf weed-free. Future aim to be as organic as possible
Vegetation/weed/pest control	Highest quality weed control standard applied to achieve “weed-free” environment. Future aim to be as organic as possible.	Highest quality weed control standard applied to achieve “weed-free” environment where required. . Future aim to be as organic as possible.	Standard weed control for fence-lines, gardens, structures and carparks to maintain a tidy appearance consistent with the grass standard.	Pest and weed control on sites being re-vegetated, with control to not suppress the establishing native plants. Other areas will be limited to targeted weeds and pests or control around public use areas and on tracks as per the Regional Pest Management Strategy.	Pest and weed control on sites being re-vegetated, with control to not suppress the establishing native plants. Other areas will be limited to targeted weeds and pests or control around public use areas and on tracks as per the Regional Pest Management Strategy.	Standard weed control for fence-lines, gardens, structures and carparks to maintain a tidy appearance consistent with the grass standard.	Highest quality weed control standard in some cemeteries applied to achieve weed-free Standard weed control for fence-lines, structures and carparks to maintain a tidy appearance consistent with the grass standard (Lower profile cultural/heritage sites).	Standard weed control for fence-lines, structures and carparks to maintain a tidy appearance consistent with the grass standard.
Furniture and structure maintenance	Structures to be maintained in “as new” condition, free from any breakages, damage or graffiti. 3 Monthly inspections and non-urgent repairs within three days. Painted surfaces to be fade free and no chips or flaking.	Structures to be maintained in “as new” condition, free from any breakages, damage or graffiti. 3 Monthly inspections and non-urgent repairs within three days. Paint coatings to be fade free and no chips or flaking.	Structure maintenance focused on maintaining good structural condition, safety, and a tidy appearance. 3 Monthly inspection and non-urgent repairs within 1 week.	Structure maintenance focused on maintaining good structural condition, safety, and a tidy appearance. Monthly inspection and non-urgent repairs within 2 weeks.	Structure maintenance focused on maintaining good structural condition and a tidy appearance. Monthly inspection and non-urgent repairs within 2 weeks.	Structures to be maintained in “as new” condition, free from any breakages, damage or graffiti. Monthly inspections and non-urgent repairs within three days. Paint coatings to be fade free and no chips or flaking.	Structure maintenance focused on maintaining good structural condition and a tidy appearance. Monthly inspection and non-urgent repairs within 2 weeks.	Structure maintenance focused on maintaining good structural condition and a tidy appearance. Monthly inspection and non-urgent repairs within 2 weeks.

Play equipment	Play equipment to be inspected monthly for any safety or maintenance as per NZS 5828:2004. To be maintained in “as new” condition, free from any breakages, damage or graffiti. Paint coatings to be fade free and no chips or flaking.	Play equipment to be inspected monthly for any safety or maintenance as per NZS 5828:2004. To be maintained in “as new” condition, free from any breakages, damage or graffiti. Paint coatings to be fade free and no chips or flaking.	Play equipment to be inspected at least monthly for any safety and maintenance. Re-painting to be undertaken as per NZS 5828:2004.	Not provided.	Play equipment to be inspected at least monthly for any safety and maintenance. Re-painting to be undertaken at NZS 5828:2004	Play equipment to be inspected monthly for any safety or maintenance. To be maintained in “as new” condition, free from any breakages, damage or graffiti. Paint coatings to be fade free and free from chips or flaking.	Not provided.	Not provided.
Rubbish control	Rubbish bins should not be over 80% full and emptied before overflowing (at least once weekly or when required). Loose litter collection when required.	Rubbish bins to be emptied before overflowing (at least once per week or when required). Loose litter collection when required.	Rubbish bins to be emptied before overflowing with loose litter inspections/collection weekly.	Where provided, rubbish bins will be emptied on demand dependant on the usage and/or season.	Rubbish bins to be emptied before overflowing.	Rubbish bins should not be over 80% full and emptied before overflowing (at least once per week). Loose litter collection once per week. Rubbish bins to be emptied before overflowing with loose litter inspections and collection weekly	Rubbish bins to be emptied before overflowing.	Rubbish bins to be emptied before overflowing.(at least once per week).
Hard surfaces	To be kept free of litter and detritus.	To be kept free of litter and detritus.	To be kept free of litter and detritus.	Not applicable.	Not applicable.	To be kept free of litter and detritus.	To be kept free of litter and detritus.	To be kept free of litter and detritus.
Toilet cleaning	Cleaning undertaken daily or more frequently as required e.g. during events or high usage.	Cleaning undertaken daily or more frequently is required e.g. during events or high usage.	Cleaning undertaken daily.	Where appropriate, cleaning undertaken on demand.	Where appropriate, cleaning undertaken on demand.	Cleaning undertaken daily or more frequently is required e.g. during events or high usage. Cleaning undertaken weekly or more frequently during events	Not applicable.	Not applicable.
Burial services	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Not applicable.	Provision of reliable burial services and regular maintenance to provide a consistent well cared for appearance.

Source: NZRA Parks Categories and Levels of Service Guideline 2011

Appendix 5: Guidance for Discretionary activity applications requiring Council approval

Information requirements with proposals

The following information is required with applications for discretionary activities (as identified in this Plan):

- a. A description and plan of the proposed activity or use, including the preferred location, (if applicable the number of people involved and the duration/frequency of the activity); and
- b. A description of the impacts that the activity or use will have on the immediate surrounding environment of the reserve; and
- c. An assessment that demonstrates that no other suitable location in or outside of the reserve, is suitable and available for the activity or use; and
- d. A statement detailing what, if any other approvals or consents are required from other agencies; and
- e. Identification of any affected parties and any consultation undertaken; and
- f. Written confirmation that the applicant holds current public liability insurance policy cover when it is considered there is possibility that the proposal will result in serious damage to the reserve, other users or neighbouring properties; or neighbouring properties (where appropriate, as determined by the relevant Council department); and
- g. Proof that the applicant has fire suppression insurance (if necessary as determined by the relevant Council department); and
- h. A business plan for long-term use or high impact commercial events (where required as determined by the relevant Council department); and
- i. A site-specific health and safety plan (as determined by the relevant Council department) and;
- j. A professionally audited traffic management plan when the activity:
 - i. Uses public roads;
 - ii. Requires road closure to vehicular traffic;
 - iii. Will disrupt vehicular traffic in any way (i.e. stopping or slowing traffic flow for a period of time);
 - iv. Will block a footpath resulting in pedestrians needing to find an alternative route.

Discretionary activity conditions

Conditions for discretionary activity applications may include, but are not limited to:

- a. The location (avoiding or limiting conflict between users); and
- b. The duration (assessed on impact); and
- c. The time of day and year the use or activity may be undertaken (e.g. restrictions to minimise any conflict between weekday/weekend activities or events); and
- d. Measures for mitigating adverse effects on the environment and natural and heritage resources; and
- e. Measures for monitoring the effects of the activity; and
- f. The number of people who may participate (for events); and
- g. The use of reserve facilities or services; and
- h. Health and safety factors; and
- i. A trial period (if necessary) to assess the effects of the activity on the reserve; and
- j. Payment of bonds, application fees, activity fees, and/or market based rents consistent with Council policy; and
- k. Periodic monitoring and reporting to be carried out and submitted to Waimate District Council; and
- l. Inclusion of termination provisions for leases and licences where the land is required for future recreation or other public purposes; and

- m. Compliance with the Reserves Act, LGA 2002 and RMA 1991, and all relevant Waimate District, and Environment Canterbury policies, bylaws and strategies; and
- n. Ongoing maintenance costs and liability/ownership; and
- o. Any other matter Council considers relevant to ensure the activity or use is compatible with the Reserves Act, bylaws, and/or the outcomes of this Plan.

Guidelines for assessing discretionary activity applications

The following guidelines may be used to assess discretionary activity applications:

- a. Whether the proposal is consistent with the reserve classification and all other relevant sections of the Reserves Act (e.g. sections 53 and 54 of the Reserves Act for leases and other territorial authority powers to manage use and activities on Recreation Reserves); and
- b. Whether the proposal is consistent with all other relevant legislation including the LGA 2002, other relevant Waimate District and Environment Canterbury policies, bylaws and strategies; and
- c. Whether the proposal is consistent with the relevant Waimate reserve management category, reserve values, any Council approved concept plans and the relevant outcomes and policies of this Plan; and
- d. Any effects on existing reserve infrastructure, approved activities, the surrounding environment and the enjoyment of other reserve users; and
- e. The extent to which the proposal affects current or future public access; and
- f. How the proposal would benefit the Waimate District e.g. through economic development opportunity; and
- g. The level of any additional benefits, enjoyment and use opportunities for reserve visitors; and
- h. The degree to which persons are affected by the proposal; and
- i. Whether the proposal would be better suited at another location where the potential adverse effects may be significantly less; and
- j. The degree to which the applicant is using suitably skilled and authorised people to complete the works; and
- k. Consideration of who will be responsible for any ongoing maintenance costs.

Appendix 6: Protocol for the discovery of Archaeological materials



HERITAGE NEW ZEALAND
POUHERE TAONGA

Heritage New Zealand Pouhere Taonga Archaeological Discovery Protocol

In the event that an unidentified archaeological site is located during works, the following applies;

1. Work shall cease immediately at that place and within 20m around the site.
2. The contractor must shut down all machinery, secure the area, and advise the Site Manager.
3. The Site Manager shall secure the site and notify the Heritage New Zealand Regional Archaeologist. Further assessment by an archaeologist may be required.
4. If the site is of Maori origin, the Site Manager shall notify the Heritage New Zealand Regional Archaeologist and the appropriate iwi groups or kaitiaki representative of the discovery and ensure site access to enable appropriate cultural procedures and tikanga to be undertaken, as long as all statutory requirements under legislation are met (*Heritage New Zealand Pouhere Taonga Act, Protected Objects Act*).
5. If human remains (koiwi tangata) are uncovered the Site Manager shall advise the Heritage New Zealand Regional Archaeologist, NZ Police and the appropriate iwi groups or kaitiaki representative and the above process under 4 shall apply. Remains are not to be moved until such time as iwi and Heritage New Zealand have responded.
6. Works affecting the archaeological site and any human remains (koiwi tangata) shall not resume until Heritage New Zealand gives written approval for work to continue. Further assessment by an archaeologist may be required.
7. Where iwi so request, any information recorded as the result of the find such as a description of location and content, is to be provided for their records.
8. Heritage New Zealand will determine if an archaeological authority under the *Heritage New Zealand Pouhere Taonga Act 2014* is required for works to continue.

It is an offence under S87 of the *Heritage New Zealand Pouhere Taonga Act 2014* to modify or destroy an archaeological site without an authority from Heritage New Zealand irrespective of whether the works are permitted or a consent has been issued under the Resource Management Act.

Heritage New Zealand Regional archaeologist contact details:

Dr Matthew Schmidt
Regional Archaeologist Otago & Southland
Heritage New Zealand

9.0 Glossary

Aircraft: means any device using air as its medium for movement from place to place (excludes kites) and includes model aircraft.

Art installation: The original concepts of artists, executed in any visual art/craft medium including but not limited to sculpture carved, cast, constructed; paintings, landscaping ('earth art'), light works, water or glass features, projected or illuminated prints, drawings, photographs, murals, banners, wall hangings, assemblages, or combinations of media. Artworks may have auditory and/or tactile dimensions as well as visual elements. Note: this excludes the following:

- Heritage buildings
- Indoor art works
- Privately owned works (except where they are located in public places)
- Street performance and busking
- Community arts programmes
- Contemporary advertising / billboards.

Commercial activity/event: Any activity where the purpose is to operate a business and/or obtain profit or gain from its operations utilising Waimate District Council's reserves, including:

- Conducting a trade, business or occupation on Waimate District owned or managed land, or
- Profit and private benefit are involved.

Concession: means: (a) a lease; (b) a license; (c) permit (d) easement; or other agreement granted under the Reserves Act 1977 on reserves administered by Council.

Council: in relation to delegated and statutory powers under the Reserves Act it refers to the full Council of the local authority which is the administering body for the reserve; otherwise used to denote the Council as a corporate organisation.

Cycling: includes on-road and off-road bikes.

District plan: the purpose of the preparation, implementation and administration of district plans is to assist territorial authorities to carry out their functions in order to achieve the purpose of the Resource Management Act 1991, Section 72.

Encroachment: An occupation, development or use of a Council administered reserve for private benefit.

Easement: generally an interest in land granted under Section 48 over a reserve or acquired under Section 12 over private land, or similar.

Fee simple: commonly called the freehold interest in land, the highest or most absolute interest in land held under the Crown.

High impact activity: Activities resulting in more than minor environmental/social effects.

Lease: grants an exclusive long term interest in a building or land on a reserve managed under the Reserves Act, for a maximum period of up to 33 years that (a) gives exclusive use of the land, and (b) makes provision for any activity on the land the lessee is permitted to carry out.

Lessee: the holder of a lease.

Licence: non-exclusive use of reserve land or buildings for a period of up to 33 years (excludes grazing licence). Licences may allow temporary modifications to the land, such as re-locatable buildings, campsites or facilities.

Licence to Occupy: means the temporary occupation or use of reserve land by an individual, group or organisation. Council retains the right to resume occupation at any time during that period at the expense of the occupier with one month notice.

Licensee: the holder of a license.

Local Purpose Reserve: means a reserve classified under Section 16 of the Reserves Act as a Local Purpose Reserve according to Section 23 of that Act.

Network utilities: Includes works undertaken by network utility operators, as defined in Section 166 of the Resource Management Act, including:

- a) Navigation and survey aids, beacons and meteorological activities
- b) Services reticulation networks of local authorities
- c) All structures necessary for the operation of the network utility
- d) Privately owned aerials and antennas; and
- e) The operation and maintenance of the network utility.

Note: this does not include roading infrastructure.

Non-commercial activities (requiring permit):

Includes any activity:

- Where there are more than 50 participants
- Where a private individual, club or any organisation will not profit or gain from the use of the reserve

Permit: a grant of rights to carry out a Managed activity as identified in this Plan.

Recreation Reserve: means a reserve classified under Section 16 of the Reserves Act as a Recreation Reserve according to Section 17 of that Act.

Tangata Whenua: the iwi, or hapu, that hold mana whenua over a particular area.

Vehicle: includes motorised cars and motorcycles. It excludes mobility scooters used by people with limited mobility providing that they are used responsibly and meet all relevant Council Bylaws. The Reserves Act permits the consideration of the unauthorised use of a vehicle on a reserve as an offence under the Act, with penalties able to be applied.