



**South Waikato District
Reserves Criteria, Procedures and
Performance Measures
2020
(March 2021)**

1. Purpose of the Reserves criteria, procedures and performance measures document

- 1.1. The purpose of this operational document is to outline the criteria, procedures and performance measures that are provided to implement the Policies outlined within the Reserves Management Plan for managing reserves within the South Waikato District.
- 1.2. This document is one of six documents relating to the management of reserves within the South Waikato District. Other documents include:
 - the South Waikato District Reserves Management Plan.
 - the Individual Reserve Plans provided within the Urban Reserves Management Plan, Rural Reserves Management Plan and the Sportsground Reserves Management Plan documents.
 - the Parks Asset Management Plan.

2. Criteria, procedures and performance measures

Gifts and Commemorative Features

- 2.1. Any proposal to gift or sponsor of features for reserves will be assessed in relation to the following criteria:
 - 1) The compatibility of the proposed feature in relation to the character and use of the reserve.
 - 2) The benefit to the reserve users.
 - 3) The soundness of construction.
 - 4) The ease and cost of installation and maintenance, and whom is responsible.
 - 5) The relevance of the feature to the community.
 - 6) Cultural appropriateness.
- 2.2. Where a gift or the sponsorship of a reserve feature is approved by Council, agreement with the benefactor about a suitable form of acknowledgement will be made if required. Where a significant gift is involved, Council and the donor group will develop a protocol that sets out the principles of the gift.
- 2.3. Council will maintain gifts and/or commemorative features except where maintenance by others is agreed as part of the gift agreement. The benefactor will not generally retain ongoing rights or responsibilities in relation to the feature.
- 2.4. Where a gift or commemorative feature such as a tree requires removal, it may or may not be replaced. Where replacements are made, they will be made with the same or a similar feature or species.
- 2.5. Where an individual or organisation wishes to plant a commemorative tree on a reserve, this will only be permitted with the Parks and Reserves Manager approval, if satisfied that the proposed tree genus or species and location is aligned with the Reserve Management Plan for that particular reserve.
- 2.6. Plaques commemorating individuals and/or used for identifying a donated tree will be permitted only at the discretion of the Parks and Reserves Manager.
- 2.7. Plaques commemorating private individuals approved by the Parks and Reserves Manager for installing within a reserve will not be replaced by Council if damaged or stolen.
- 2.8. Commemorative labels attached to seats donated for public use within a reserve by individuals/families or community groups will be replaced by Council if damaged or stolen.

Public Art

- 2.9.** Any proposals to gift or sponsor art features for reserve will be assessed in relation to the following criteria:
- 1)** The compatibility of the proposed art feature in relation to the character and use of the reserve; soundness of construction; the ease and cost of maintenance and whom is responsible.
 - 2)** The relevance of the art feature to the community and its appropriateness. Where a gift or the sponsorship of a reserve art feature is approved by Council, agreement with the benefactor about a suitable form of acknowledgement will be made if required. Where a significant gift is involved, Council and the donor group will develop a protocol that sets out the principles of the gift.
- 2.10.** Council will maintain gifts and/or commemorative art features except where maintenance by others is agreed as part of the gift agreement. The benefactor will not generally retain ongoing rights or responsibilities in relation to the feature.
- 2.11.** Council itself may from time to time commission art features for commemorative or aesthetic reasons for certain reserves.
- 2.12.** Management of 'Talking Poles" will be in accordance with the Talking Pole Strategy.

Naming

- 2.13.** All reserves vested in or administered by Council will be named through a formal resolution of Council following consultation with Tangata Whenua and interested parties.
- 2.14.** Naming will generally be initiated at the time of vesting and will be publicly advertised with a one-month period for comment. Under the SWDC Reserve Management Plan's, Principle One, that "Council adopts the RA'77 objectives as its guiding principles in the management of its reserves" seeking public feedback aligns with the Reserves Act 1977 objective to "facilitate greater involvement of the public in reserve administration and decision making."
- 2.15.** Where an existing reserve is known by the community by a local rather than the official name, signage that recognises both names will be considered.
- 2.16.** Generally, a reserve will be named after the street or locality where it is sited.
- 2.17.** Consideration will be given to naming a reserve after a prominent figure who has links to or has served the District in a public capacity or a family due to historical significance.

Buildings and Structures

- 2.18.** Buildings and structures on reserves will be for sporting and recreation purposes and/or to facilitate the appropriate use of the reserve by the public.
- 2.19.** Any potential adverse effects of buildings and structures (whether located on or adjacent to reserve land) on the amenity values and physical features of the reserve and on neighbouring properties should be avoided.
- 2.20.** The design of all reserve buildings will be subject to Council approval. The lessee is required to provide scaled drawn plans at their own cost; with the goal of providing buildings which assist in retaining the natural character of a reserve and that are attractive.
- 2.21.** Where Council determines to approve the location of any building or structure on reserve land, the applicant, if other than Council, will be responsible for obtaining all necessary resource and building consents before any work commences on site. In addition, the applicant must comply with all bylaws, regulations and statutes pertaining to the construction and operation of the building or structure.
- 2.22.** In proposing to locate a new building or structure on a reserve (by Council or by others), or when considering proposals for the extension of an existing building or structure, or when considering

the effects of a proposed building or structure on land adjacent to a reserve with Council as an affected party, the following shall be considered:

- The need for the building or structure to be located on reserve land the scale of the proposed building or structure in relation to the reserve and its foreseeable use for outdoor recreation.
- The foreseeable need and demand for the recreation facilities to be accommodated.
- Proposals for joint use of the buildings and structures.
- The siting, design, materials and colour of the proposed building or structure.
- The financial position of the applicant to properly construct and maintain the buildings and structures, and ongoing associated costs.
- The conservation of open space, views, significant vegetation and significant landscape features.
- The effects of providing access to and parking for the proposed building or structure.
- The potential visual or physical effects of the building or structure on neighbouring properties.
- The ability of the applicant to construct and operate the respective budget activity in accordance with generally accepted safety protocols and consequently indemnify Council from any claims arising as a result of their presence and/or activity.
- How resistant the structure or development is to the effects of vandalism.

2.23. If a new car park is to be developed the following will be considered:

- The site should not create a need for extensive internal roading.
- The site should permit development of easy foot access to other parts of the reserve.
- The site should not include any of the areas of highest recreational or natural quality.
- The design should be chosen to minimise visual impact and construction problems by using suitable landscape forms, planting, and materials.
- The design shall comply with Waikato Local Authority Shared Services Regional Infrastructure Technical Specifications (RITS).

2.24. Council will maintain an asset register for all assets within reserves that records all asset types, dates of installation, a base life determination and subsequent renewal date for each asset.

2.25. Staff will undertake inspection programmes annually to ensure reserve furniture and other structures on reserves continue to meet the required standard.

2.26. The drawing of any name, sign or other marking on any structure or part of a reserve is strictly prohibited and will if observed result in request for Police intervention. Council will, as its resources permit, clean these markings from reserves.

2.27. Unless otherwise agreed to, the maintenance of buildings such as clubrooms and associated facilities are the responsibility of individual clubs and organisations. These buildings will be maintained to a high degree of visual amenity determined by Council staff.

2.28. As demand for reserves and walkways increases, provision of permanent toilets will be considered.

2.29. Structures in reserves containing Outstanding Natural Landscapes (ONL) or Outstanding Natural Features (ONF) activates Rule 14.3.1 of the District Plan which contains the following standards for structures.

(These Standards only apply to permitted and controlled activities within the Outstanding Natural Features or the Outstanding Natural Landscape areas identified in Appendix C of the District Plan) Structures must not:

- a) Exceed 8 metres in height; or for electricity poles exceed 20m in height.
- b) Exceed 250m² in area.
- c) Cladding materials and paint colours on all structures shall not exceed a reflectivity value of 40% when applying British Standard 5252:1976. Roof cladding shall be a minimum of 5% darker than the walls and other vertical claddings.

Fencing

- 2.30.** The following procedure will apply for Landowners seeking a Council contribution to replace or construct a new fence.
- a) The site will be inspected to determine if Council agrees as a neighbour to the need for a new or replacement fence.
 - b) Two quotes will be provided for Council's consideration outlining method of construction, details of fence, estimated hours of work involved and costs.
 - c) The Landowner and Council will agree on a build start date. The Landowner will inform Council when the fence has been constructed, ready for inspection.
 - d) Fences in residential areas will preferably be constructed using treated timber unless reasons for using alternative materials are agreed to.
 - e) The fence will be constructed in a safe manner with the builder taking all practical measures to keep both the site and all person's safe while being built.
 - f) Council's contribution can only be paid once the completed fence has been inspected, measured and the original invoice is submitted to Council.
 - g) The site must be left clean and tidy, all soil levels are again level with original ground level and any damaged turf areas re-seeded.
 - h) Council will only engage with the registered owner or upon written instruction from that owner a nominated representative.
 - i) If the cost of the erection of the fence increases due to unforeseen circumstances, and Council does not agree prior to these extra costs being incurred, Council shall not be liable to contribute to these increased costs.
 - j) The fence should also have a life of at least ten years before Council will consider contributing to the same again.
- 2.31.** Where an adjoining landowner erects a fence without consultation with the Council regarding the type of fence to be erected no contribution will be made towards the cost of the fencing.
- 2.32.** Existing fencing will be kept in good repair with adjacent landowners.
- 2.33.** Lessees wishing to make improvement to fencing must gain the approval of Council.
- 2.34.** If the Parks and Reserves Manager is satisfied that a quote is reasonable and approves a Council contribution payment being paid in principle upon conditions being met, but due to multiple claims, lacks sufficient funding being available in the relevant budget for Fence Claims for that financial year, the Parks and Reserves Manager will inform the Claimant who will make a decision to either proceed at his or her own cost or with the agreement of the Parks and Reserves Manager to defer the construction of the fence to Council's next financial year accordingly.

Playgrounds

2.35. To ensure that a consistent approach is undertaken on the management, development and maintenance of playgrounds within the South Waikato District, the following procedures will be implemented.

Council will:

- 1) Ensure the community is consulted regarding playgrounds and play equipment to involve the community in playground decision-making. This includes:
 - a) Any proposals to significantly upgrade (ie not replacing like for like) existing playgrounds
 - b) Development of new playgrounds
 - c) Age and ability ranges to be catered for
 - d) singular items or modules.

This can be achieved through:

- Direct contact with neighbouring community groups
 - Newspaper advertisements
 - Local school and community newsletters
 - Direct contact with schools, kindergartens and child-care centres
 - Social media
 - Noticeboards.
- 2) Provide the local community and community organisations with the opportunity to become involved with the installation of new playgrounds and play equipment where practical. All installations of new Playground equipment should be completed under the supervision of a suitably qualified person and under observance of NZS HB 5828.2015.
 - 3) Donations of play equipment will be accepted on the provision the equipment meets the approval of SWDC Parks and Reserves Manager and complies with the requirements of NZS HB 5828.2015.
 - 4) Identify and assess the need for Playgrounds.
 - a) Consult the community regarding the suitability of playground location and inventory.
 - b) Identify and assess the community need for playgrounds to supply the appropriate scale of equipment.
 - c) Undertake evaluation of playgrounds to meet the changing needs of the community and safety standards.
 - 5) Identify and assess playground site issues.
 - a) Follow guidelines pertaining to site issues as identified in NZS HB 5828.2015
 - b) Site issues include:
 - Site selection
 - Site suitability
 - Design of Playground area
 - Consents, regulations, covenants and restrictions.
 - 6) Provide a safe play environment.

- a) Ensure all play equipment and resulting playgrounds are assessed using and meeting the requirements of New Zealand Standards NZS HB 5828.2015.
 - b) Adopt the New Zealand Standards and specifications as a guiding policy and re-assess playgrounds and play equipment as standards develop and change.
 - c) All playgrounds and play equipment that are assessed that do not conform to NZS specifications and require alteration or removal will be remedied in accordance with NZS HB 5828.2015.
 - d) Ensure organic safety surfacing, where used, is maintained to required depth with NZS HB 5828.2015.
 - e) Ensure that new play equipment can provide a safe operable life for a minimum of 10 years.
 - f) Purchase play equipment from manufacturers fabricating equipment to NZS specifications and NZS HB 5828.2015.
 - g) Ensure safety maintenance checks are carried out weekly on all play equipment to check for vandalism and damage caused by wear and tear, with detailed examinations of equipment carried out bi-monthly to ensure the requirements of NZS are met. Maintenance checks are to be in accordance with NZS HB 5828.2015.
 - h) Regular maintenance plans for all playgrounds and equipment are implemented providing an auditable trail of check lists in line with NZS HB 5828.2015.
 - i) Unsafe equipment to be remedied or put out of action immediately in accordance with NZS HB 5828.2015.
 - j) Provide signs for contact authority if equipment is damaged in accordance with NZS HB 5828.2015.
- 7) Provide easy safe access to playgrounds.
- a) Ensure level access is available leading from the road to the playground. This can include turfed areas, metaled or concreted paths.
 - b) Provision of suitable roadside parking away from heavy traffic flows.
 - c) Provide suitable playground design for access by physically impaired persons.
- 8) Provide a clean appealing playground layout.
- a) Provide a rubbish bin in each playground.
 - b) Provide seating in each playground close to play equipment for supervision purposes.
 - c) Provide some form of shade and sun protection in every playground in accordance with NZS HB 5828.2015.
 - d) Banishment of dogs from playground areas as per SWDC Dog Control Bylaw 2017.
 - e) Ensure playgrounds are visible to public and residents for child security in accordance with NZS HB 5828.2015.
 - f) Ensure play equipment, surfacing and surrounds are maintained in a clean slate.
- 9) Standard playground requirements.
- a) A standard playground will consist of the following:
 - Certified play equipment

At least one seat

At least one rubbish bin

Shade (tree or some other form of shade)

Suitable safety under-surfacing as per the guidelines set out in NZS HB 5828.2015 – "General Playground Equipment and Surfacing Handbook."

- 2.36.** The provision of toilet facilities will be decided on a case by case basis. Factors to be considered include reserve location, amount of reserve use, and proximity to existing public toilet facilities.

Sportsgrounds

- 2.37.** To ensure a consistent approach is undertaken to the management, development and maintenance of sportsgrounds within the South Waikato District, the following procedures will be implemented:

- 1) Turf and associated infrastructure maintenance**
 - a)** Sporting fields will be regularly mowed to a grass height that is appropriate to its intended use as per the agreed Level of Service set by Council. A regular maintenance programme will be undertaken to maintain sports fields and infrastructure to an acceptable standard. This will include annual inspections and carrying out of broad leaf weed spraying, aeration, drainage, under sowing and fertilizing operations when considered necessary on sport fields.
- 2) Bookings**
 - a)** It is the responsibility of each sporting organisation to come to an arrangement regarding match bookings and line marking requirements with Council staff.
 - b)** Sporting groups are to provide Council with booking dates or seasonal draws. The proposed match dates and fields/court allocations will then be assessed and if approved, further entered into the Parks booking sheet. The information will then be made available to the sporting group/s and the relevant grounds and facility contractors. This will also apply to changing rooms if requested and available.
 - c)** Keys for changing room facilities will be made available for the sports group or user and arrangements made for pick up and return.
 - d)** One-off events will also be entered into the booking sheet and keys made available as necessary.
 - e)** The Event Organiser may be required to provide Council with a bond prior to the Event. The amount of the bond will be determined by Council, at its absolute discretion. A bond is in addition to any other fees or charges payable in relation to the Event. If the Event Organiser breaches or fails to properly perform its obligations under these Terms and Conditions or any Special Conditions, the bond will be forfeited and Council may use the bond to cover any costs associated with the breach or failure, repair of any damage and/or additional cleaning required following the Event. If such costs are greater than the bond taken, Council will on charge the costs to the Event Organiser.
- 3) Field Allocation - Tokoroa Memorial Sportsground, Oval**
 - a)** Clashes of home games can occur for the oval field and as a result, a ranking system was developed to provide guidance for those involved. Consideration has been given to the types or level matches that could be played on the oval. The following is the recommended ranking to assist with decision making when allocating this facility.
 - b)** Ranking is highest to lowest:
 - 1.** International fixture

2. Provincial level match at Senior or Development level
 3. Senior Club Match at premier level 123
 4. Provincial age grade match
 5. Senior Reserve grade match
 6. School 1st XV match
 7. Club age grade match
 8. School or junior club sides.
- c) Council reserves the right to cancel the allocation of fields at any time that it deems that a serious, unexpected, or dangerous situation requiring immediate action has arisen.
- 4) Inclement weather
- a) The following practice is to be adopted when deciding to make grounds unavailable for use during period of inclement weather:
- Any decision should be delayed until the morning of the event, if possible.
- In no case should a decision be made prior to midday on the day before the event.
- b) Where restrictions are placed on the use of a field, the Parks and Reserves Manager or his/her nominee shall be entitled to lay down such conditions as warranted at his/her nominee's discretion.
- c) Where a sports club/association or other user is informed that grounds are closed to training, that ground shall be totally unavailable, not just where the playing surface has been disturbed.
- 5) Fees and charges
- a) All fees and charges for sports and recreation facilities, shall be paid in full within the season that they fall due.
- b) All casual hirers shall pay all user fees before use of any amenity. This shall include a bond payment if charged, which will be used for any subsequent service or additional work required by the Council to repair damage or clear rubbish. Any cost over and above the bond shall also be charged to the user to rectify grounds to previous state.
- c) No hirer shall make a charge for admission to a ground nor may arrange for a collection to be taken without the written approval of the Council.
- d) Council maintains the right to not permit use of any ground/court including training, seasonal or casual hire for failure to pay outstanding fees and charges.
- 6) Hirer's responsibility
- a) All hirers shall apply for the use of any field, court or facility (amenity) in writing and prior to the use of that amenity. The Parks and Reserves Manager or his/her nominee must confirm approval for use of the facility.
- b) All hirers shall leave the amenity, including sports ground/courts, car parking area and changing rooms/toilets in no worse a state than it was found in. This specifically refers to litter, rubbish and non-play/sports damage to the turf.
- c) All litter created shall be removed by the hirer or be placed in receptacles provided by the Council.

- d) A hirer of any ground may not sub-let to any organisation or individual for any purpose without the written permission of the Parks and Reserves Manager or his/her nominee.
 - e) Casual hirers – bookings must be on an official application from approved by the Parks and Reserves Manager or his/her nominee. No pencil bookings will be accepted.
 - f) All health and safety and other Council requirements shall be met by the hirer for any event including all District Plan, Reserve Management Plan and Council Policies rules and procedures being followed and relevant permits or consents obtained.
 - g) The hirer shall be responsible for ensuring vehicles, ancillary or associated with their hire, do not park on grounds during their hire unless approved to do so by the Parks and Reserves Manager or his/her nominee. This includes spectators and the hirer shall be billed for any damage caused by such vehicles.
- 7) Unauthorised use of sportsgrounds
- a) Where unauthorised or prohibited use of sportsgrounds is flagrant, the Parks & Reserves Manager may ban that user or group from use of any Council facilities until a written statement of compliance is received.
 - b) Where unauthorised or prohibited use of sportsgrounds continues despite the above, the Parks and Reserves Manager shall at his/her discretion, restrict the use of any Council facility, for the regional sporting body of that particular code.

Smoke free Playgrounds and Sports Areas Policy

- 2.38. The Smoke free Playgrounds and Sports Areas Policy includes the objective of discouraging smoking in playgrounds and sports areas primarily used by young people, through publicity, education and signage. It provides for:
- 1) All Council-owned playgrounds and sports areas to be promoted as smoke-free.
 - 2) Signage to be erected at children's playgrounds and within sports areas, encouraging the public to refrain from smoking.
 - 3) Signage to focus on positive reinforcement of the smoke-free message, to seek compliance from the public as opposed to enforcement.
 - 4) Advertising and publicity to be carried out to inform the community, including schools, of the Smoke free Playgrounds and Sports Areas Policy.

Parks Asset maintenance

- 2.39. Performance measures for Park asset maintenance shall be:
- Parks Furniture Maintenance: Scheduled Parks Furniture items are well maintained, clean, safe for users and suitable for their intended purpose.
 - Memorial structures are kept clean of moss and algae.
 - Water features are kept clean and free of moss and algae.
 - All locks, padlocks and hinges are lubricated to be fully operational at all times.
- 2.40. Performance measures for cleaning maintenance of Toilet block facilities within reserves shall be:
- Facilities are fully serviced and operational and returned to a clean, odour free, hygienic for use during each maintenance visit.
 - Consumables are replenished during each maintenance visit.
 - Inspections are undertaken and reported to the specified standards

- Facilities and surrounds to 10 metre radius are returned to a litter free condition during each maintenance visit.
- Facilities are safe for users and comply with specified safety standards.

Tracks and Paths

2.41. Performance measures for hard surfacing within reserves shall be:

- Hard surfaces are kept clean, safe and suitable for the intended use.
- Metalled paths and areas are kept clear of encroaching and surface vegetation.
- Kerbs, channels and paved areas are kept weed free.

Utilities

- 2.42.** Council will allow the use of reserves for network utilities where utilities are compatible with the proper functioning of the reserves and do not unduly detract from the amenity values or purposes of the reserve.
- 2.43.** Where utilities, other than those required for the servicing the reserve, are proposed to be located through or over a reserve, or where existing utilities are to be upgraded, the authority responsible will undertake early (ie at the preliminary scoping stage) and full consultation with the Parks and Reserves Manager, SWDC as an affected party. Access will be provided to utility companies for the purpose of operation, maintenance and upgrading upon request. Network utility operators will be permitted to remove or trim vegetation, subject to compliance with the Electricity (Hazards from Trees) Regulation 2003 and in consultation with Council (except in cases of emergency). Trees and vegetation planted near electricity lines shall be located, selected and/or managed to comply with the Electricity (Hazards from Trees) Regulation 2003.
- 2.44.** In general utilities should be located underground where possible, and to avoid any impingement on the use, enjoyment or general amenity of any reserve. Where avoidance cannot be achieved, mitigation and/or remedial works should be provided. Any siting of network utilities on urban neighbourhood reserves is subject to the provisions of Section 48 and 48A of the Reserves Act 1977.
- 2.45.** Where utilities are to be located through or over a reserve, the location of any aboveground features should be limited in their scale and sited to least affect the use, enjoyment and amenity of the reserve.
- 2.46.** All costs associated with the location of services through or over a reserve including the cost of fully making good the affected area as well as any mitigation and/or remediation works shall be borne by the authority undertaking the works to the satisfaction of the SWDC Parks and Reserves Manager.
- 2.47.** Ensure that national standards (such as NZECP 34:2001) regulating safe separation distances from network utilities for activities and developments are complied with in any reserve.
- 2.48.** Ensure that activities and development within parks and reserves do not generate adverse effects (or reverse sensitivity effects) on existing infrastructure.

Vegetation Planning and Maintenance

2.49. Performance measures that shall be used for Garden maintenance shall be:

- 1) Annual Bedding displays:**
 - a) Annual beds are returned to a 100% weed-free condition during each visit.
 - b) Plants are vigorous, free of damage, pests and diseases.
 - c) There are no missing plants.

- d) All plants are of varieties as per the approved planting scheme.
- e) Planting pattern is as per the approved planting scheme.
- f) Soil surface is lightly cultivated during each maintenance visit.
- g) Deadheads are removed during each maintenance visit.
- h) Fertiliser of specified grade is applied twice annually as per approved programme on all scheduled areas.

2) Perennial Bedding, Roses, Mixed border & Shrub garden, Naturalised Bulb Displays, Specimen shrubs and Hedges maintenance:

- a) All scheduled areas shall be returned to a 100% weed free condition each time weed presence exceeds 5% coverage per m² of each scheduled area.
- b) There are no weeds present over 75mm in height or spread.
- c) Where applicable a 75mm deep compost layer is maintained or a 100mm layer of mulch is maintained as per scheduled Garden type.
- d) Soil is pulled back over a 300mm width, to a depth of 75mm from garden edge gradually reducing to mean ground level prior to mulching/ mulch top ups.
- e) All spilled mulch is returned to garden areas during each scheduled maintenance visit.
- f) Plants are free of pests and diseases.
- g) Deadheading/pruning is carried out to accepted horticultural 'best practice' standards and timeframes.
- h) Plants requiring support are staked.
- i) Fertiliser of specified grade is applied twice annually as per approved programme on all scheduled areas.
- j) All loose litter is collected from scheduled areas during each maintenance visit.
- k) Vegetation within scheduled areas adjacent footpaths, roads, kerbs and other paved areas obstructing traffic is cut back to 300mm behind hard edge.
- l) All hedges are evenly cut, sides and top, and maintained to an even height.
- m) Hedges are maintained so new growth does not exceed 120mm between cuts.
- n) Hedge Clippings are collected and removed from site.

3) Native Re-vegetation Areas

- a) Weed and grass growth within re-vegetation areas does not exceed the height of 250mm at any one time.
- b) Invasive weeds are weed sprayed before growing more than 150mm in height or width.
- c) No re-vegetation plantings are smothered with invasive weeds.
- d) A 100mm deep mulch layer is maintained on all previously mulched areas using same grade mulch as previously used.
- e) Soil is pulled back over a 300mm width, to a depth of 75mm from garden edge gradually reducing to mean ground level prior to mulching/ mulch top ups.

- f) All spilled mulch is returned to garden areas during each scheduled maintenance visit.
- g) Plants are free of pests and diseases.
- h) All loose litter is collected from scheduled areas during each maintenance visit.
- i) Re-vegetation within scheduled areas adjacent footpaths, roads, kerbs and other paved areas obstructing traffic is cut back 300mm behind hard edge during each maintenance visit.

Activities within Significant Natural Areas

2.50. The following shall apply to riparian areas of reserves located on the Waikato River:

- 1) Vegetation clearance, land disturbance and land drainage activities within reserves that hold a Significant Natural Area status under the District Plan shall only be a Permitted Activity where:
 - a) the land disturbance, land drainage and vegetation to be cleared is not within a Significant Natural Area identified in Appendix E of the SWDC District Plan.
 - b) the land disturbance, land drainage and vegetation to be cleared is within a Significant Natural Area identified in Appendix E, but is in an area which is:
 - (i) subject to a Queen Elizabeth II covenant, Ngā Whenua Rāhui Kawenata, Heritage Protection Order or covenant under the Reserves Act 1977 or Conservation Act 1987, and the clearance is consistent with the covenant or order applying to that place.
 - c) the land disturbance, land drainage and vegetation to be cleared is within a Significant Natural Area identified in Appendix E, but land disturbance, drainage or vegetation clearance is:
 - (i) ancillary damage as a result of adjacent plantation forestry harvesting where the damage is temporary in nature, the extent of the indigenous remnant remains unchanged and the vegetation will recover readily.

Clearance of exotic vegetation associated with harvesting production forest first planted prior to 7 November 2012.

Clearance of indigenous vegetation understorey and soil disturbance associated with harvesting and replanting of production forest first planted prior to 7 November 2012.
 - (ii) required for fire risk management in a production forest.
 - (iii) necessary as part of the maintenance of lawfully established roads, tracks, earth dams, structures, or fences, all provided the clearance is within two metres of the road, track, earth dam, structure or fence.
 - (iv) maintenance of existing drains that is necessary to prevent inundation of productive pasture land.
 - (v) necessary to protect, maintain or upgrade hydro-electric power generating infrastructure, or to prevent or remedy erosion that may adversely affect the operation of hydroelectric power generating infrastructure, and where the works are within the Electricity Generation Zone.
 - (vi) limited to use by Tangata Whenua for culturally appropriate purposes such as rongoā, waka, traditional buildings or marae-based activities.
 - (vii) required for construction of fencing for conservation purposes to exclude stock or pest animals.

- (viii) required for the removal or control of invasive weeds; or
- (ix) removal of vegetation that endangers human life or existing structures, or that poses a risk to the integrity of, the safe use of, or access to existing network utilities.
- (x) required for the operation, maintenance and upgrading of existing electricity lines.

NOTE - The SNAs identified in Appendix E do not include significant areas of plantation forest or pasture land, areas of indigenous vegetation which has been planted and managed specifically for the purposes of the harvesting or clearance or domestic gardens or shelterbelts.

- 2) Vegetation clearance activities within reserves that hold a Significant Natural Area status (reserves located on the Waikato River) or Significant Amenity Landscapes (SALs) status (includes the Pokaiwhenua Stream, Waihou River Walkway, Lake Moananui and the Jim Barnett Reserve) under the District Plan shall be a Controlled Activity where:
- a) removal of vegetation including harvesting in a Significant Natural Area in accordance with an approved Sustainable Forest Management Plan or Permit or personal use approval issued by the Ministry for Primary Industries under the Forests Act 1949. The application is to include the entire area covered by the approval issued by the Ministry for Primary Industries.

The specific matters of control are identified in Rule 8.3.1(h) of the District Plan and shall be used when considering a resource consent application for a controlled activity under this rule.

- 3) Vegetation clearance, land disturbance and land drainage activities within reserves that hold a Significant Natural Area status under the District Plan shall only be a Restricted Discretionary Activity where:

The land disturbance, land drainage and indigenous vegetation to be cleared is within a Significant Natural Area identified in Appendix E of the District Plan and:

- a) Is for the establishment of new tracks or fences, where the clearance is no more than 4 metres in width and the track or fence is constructed to farming best practice, and provided that the indigenous vegetation to be cleared lies more than 20 metres from any water body.

The specific matters where discretion is reserved are identified in Rules 8.3.3 and 8.3.4 of the District Plan and shall be used when considering a resource consent application for a restricted discretionary activity under this rule.

- 4) Indigenous vegetation clearance, land disturbance or drainage within a Significant Natural Area identified in Appendix E, except as permitted by Rule 14.4.1 above, or a controlled activity by Rule 14.4.2, or a restricted discretionary activity by Rule 14.4.3, shall be a non-complying activity within reserves that hold a Significant Natural Area status under the District Plan throughout the District.

The objectives and policies contained within Chapter 6 of the District Plan (Objectives and Policies for Managing the District's Landscapes and indigenous Biodiversity) shall be used when considering a resource consent application for a non-complying activity, with the performance standards for the zone concerned used as a guide for assessment purposes.

NOTE: The Waikato Regional Plan should also be consulted to ensure that there are no additional resource consents required from the Regional Council for indigenous vegetation clearance, land disturbance, structures within or close to waterways, or the modification of waterways. The Waikato Regional Plan can be viewed at www.waikatoregion.govt.nz.

Activities within Reserves designated Outstanding Natural Landscapes and containing Outstanding Natural Features

- 2.51.** The reserves on the Waikato River are also within the Outstanding Natural Landscapes (ONLs) within the SWDC District Plan.
- 2.52.** The list of Outstanding Natural Features (ONFs) within the District Plan includes Waihou River Blue Springs, Jones' Landing Ignimbrite Cliffs, and Tukorehe Scenic Reserve.
- 2.53.** Being an ONL or ONF activates Rule 14.3.1 of the District Plan which contains standards for earthworks and structures, as follows:

(These Standards only apply to permitted and controlled activities within the Outstanding Natural Features or the Outstanding Natural Landscape areas identified in Appendix C of the District Plan)

- a)** Earthworks must not:
- (i)** exceed a 3 metre vertical ground alteration in a new face or cut and/or fill.
 - (ii)** disturb or move greater than 1,000m³ within a site per calendar year
 - (iii)** exceed 250m² in area
 - (iv)** involve cut and batter faces or filled areas, and must be revegetated to achieve 80% ground cover within 12 months of the earthworks being commenced.
- b)** Despite **(a)**, earthworks are permitted if they:
- (i)** are part of an approved subdivision
 - (ii)** are associated with building works authorised by a building consent and the area of earthworks is no greater than twice the area of those building works, and occurs on land with an average gradient no greater than 1:8
 - (iii)** are related to network utilities and infrastructure, and the ground levels around the utility are reinstated following completion of the works as they were prior to the earthworks commencing
 - (iv)** are for the maintenance of existing farm tracks or for the formation of farm drains
 - (v)** for construction, operation, maintenance or upgrading of existing public roads or
 - (vi)** are part of a plantation forestry operation.

Tree Management

- 2.54.** Decisions regarding the management of reserve trees will consider:
- 1)** the requirements of the reserve's management plan
 - 2)** the requirements of the District Plan, being:
 - a)** any tree planted in the vicinity of any road boundary shall be so located that the tree will be wholly located within the property at full growth.
 - b)** trees planted within 20m of any road intersection will not be permitted unless of such type or so located as not to impair visibility from the intersection whether at time of planting or in the future.
 - 3)** the public interest regarding the reserve's amenity value
 - 4)** the public interest to protect or retain trees for the aesthetic, environmental, and social benefit they provide

- 5) the historical, cultural or scientific significance of the tree
 - 6) the likely effect trees will have or are having on neighbouring properties and reserve users
 - 7) the likely effects on underground and overhead services.
- 2.55.** Trees will be removed from reserves if they pose a danger to the public or to private property, that have been permanently damaged, they are overcrowded, if their removal is required to provide space for new development, if they have matured and are being selectively harvested, to avoid accidents and fire risks, and to keep the reserves looking tidy.
- 2.56.** The removal of trees will be undertaken to minimise impact. Trees will be replaced as Council resources allow.
- 2.57.** Mature trees approved for removal by the Parks and Reserves Manager within reserves may, at the Parks and Reserves Manager's discretion, be made available for firewood purposes to residents or community groups. This will be to enable community groups to provide free firewood to vulnerable persons such as the elderly or for community groups to sell to the public for fundraising purposes.
- 2.58.** The tree or trees will be cut to appropriate lengths by the Council ready for loading and transportation from the reserve. Access into the reserve will be provided by the Council for loading and transportation operations to be undertaken by the resident(s) or Group(s) and at their own expense. A limit may be set on the amount of wood made available per ratepayer or group by the Parks and Reserves Manager for reasons of equitability.
- 2.59.** Council will consider any request from the public for the pruning or removal of planted trees located on reserve land on a case-by-case basis. Council may approve or decline any such request. If site-specific circumstances justify the pruning or removal of a tree or trees Council shall organise for this work to be completed with the level of priority considered necessary to determine the timeframe in which the work shall be completed.
- 2.60.** No tree is to be removed, pruned or planted by a member of the public, organisation or Group without the approval of the Parks and Reserves Manager.
- 2.61.** Street trees within road reserves and street berms will be managed in accordance with the objectives and procedures contained in the SWDC Street Tree Policy.
- 2.62.** Trees are to be pruned to accepted arboricultural best practice standards and in accordance with the Approved Code of Practice: Safety and Health in Arboriculture (Nov 2012).
- 2.63.** A balance of slow-growing long-life specimen trees and quick-growing impact trees will be selected.
- 2.64.** A variety of evergreen and deciduous specimen trees will be used to sustain reserve amenity during winter months.
- 2.65.** Where exotic species are planted these will be selected due to:
- 1) An urban location
 - 2) The desire for a deciduous species
 - 3) An historical association
 - 4) A connection to a place or individual
 - 5) The advantage of specimen feature trees.
- 2.66.** Exotic species will not include any species considered to be an ecological weed threat.

- 2.67. When considering the location and type of trees to be planted and established in reserves, Council will acknowledge the desire for view shafts from properties to be retained and for shading on properties to be considered.
- 2.68. Planting will give regard to retaining and enhancing significant views of existing local landowners.
- 2.69. Shade trees will be planted in reserves to provide sun protection for users.
- 2.70. Consideration to providing all year-round shade and shelter for play areas will be given.
- 2.71. The type of tree to be planted, its size and eventual planting location will be selected according to site and effectiveness for its purpose, and appropriate to soil and microclimatic conditions.
- 2.72. No poisonous trees will be planted on any of the District's reserves.
- 2.73. Fruit or nut trees may be planted in certain reserves to provide a seasonal food source for local communities. Signage will be provided stating that "Walnuts/Hazelnuts (as applicable) can cause an allergic reaction for some people

Planting

- 2.74. Plantings within reserves will include:

- 1) **New Zealand Native plantings**

- a) New Zealand native species will be used predominately for planting banks and sloped areas within reserves that are difficult to maintain by mowing. These will be medium sized trees species planted at 1.2 to 1.5 m spacings.
- b) Lower lying New Zealand native species such as grasses and flaxes shall be planted along designated stream edges to provide stability and prevent erosion of the bank areas. These will be planted at 0.5m spacings.

- 2) **Shrub and Groundcover plantings**

- a) Shrubs and groundcovers will be selected to provide amenity interest by providing differing forms, textures, sizes and colour.
- b) Shrubs and groundcovers shall be species that are low maintenance, and primarily evergreen.
- c) They will be species that grow well in the district's climate and soil conditions.
- d) Shrub borders planted along fence lines shall be planted a minimum of 1 metre from the fence.

- 3) **Herbaceous perennials**

- a) Hardy herbaceous perennial species may also be used for streambank planting in certain reserves or to compliment shrub beds or borders. Species that are suitable to the district's climate and soil conditions will be used such as Anemone japonica, Canna lilies, Daylilies, Alstroemeria, Red hot pokers and Iris species.

- 4) **Hedging**

- a) Hedges bordering reserves and private property will be maintained to good horticultural practice and for visual amenity.
- b) They will be primarily New Zealand native species that grow well in the District's climate and soil conditions and do not require high maintenance due to quick regrowth. Examples of suitable species include Corokia, Griselinia, Olearia, and Pittosporum species.

5) Rose Beds

- a) Rose beds will primarily be planted using low maintenance rose species such as Rosa “Flower Carpet” cultivars.
- b) Due to the high maintenance roses can require the use of rose beds will be kept to a minimum.

6) Naturalised Bulb displays

- a) Bulbs that naturalise easily will be planted primarily under trees to create a woodland effect.
- b) They may also be planted on sloping grassed areas within certain reserves.
- c) Species may include Bluebells, Daffodils, Grape Hyacinths, Snowflakes and Snowbells.

7) Trees

- a) Trees can be planted in reserves to assist in providing privacy for properties adjacent to reserves, to provide a food source for local residents, assist in beautifying the areas and providing shade and shelter for reserve users. Trees also provide habitats for a range of bird life. They break up large spaces, provide variety and relief on the skyline, screen and relate buildings and carparking to the reserve, provide play spaces, and can be of botanical and historical interest.
- b) Trees will be planted as Council budgets allow, and in response to public requests or council staff initiatives. Many of Council’s reserves environments are important for their natural character values. It is appropriate that reserve plantings should reinforce and enhance the indigenous vegetation and ecological values of these areas.
- c) Trees will be planted to best horticultural practice, as outlined in the Open Space Maintenance Contract(s) specifications.

Turf Maintenance

2.75. Performance measures that shall be used for turf maintenance shall be:

- 1) Grass height is evenly maintained between specified height ranges (Incl. Flower heads and stalks).
- 2) No damage to surface (ruts/holes/scuffing) or to other assets (including trees) due to mowing operations.
- 3) No accumulation/windrowing of clippings.
- 4) No spillage of clippings onto adjacent hard surfaces, structures and garden beds.
- 5) All edges maintained to same height as per mowing schedule and maintained to within 50mm of the hard surface or park asset.
- 6) Vegetation free circle of 500mm radius is formed around trees including surface roots.

2.76. Sporting fields will be regularly mowed to a grass height that is appropriate to its intended use. A regular maintenance programme will be undertaken to maintain sports fields to an acceptable standard. This will include annual inspections and carrying out of broad leaf weed spraying, aeration, drainage, under sowing and fertilising operations when considered necessary on sport fields.

2.77. It is the responsibility of each sporting organisation to come to an arrangement regarding match bookings and line marking with Council staff. Council will seek to maintain good relations with sports clubs and users to provide the means to effect appropriate planning of matches, activities and events by multiple users at each sportsground.

Litter Control

- 2.78.** depositing domestic refuse, trade waste, garden refuse, rubble or debris on a reserve without Council approval (ie depositing clean fill without the prior approval of Council) is prohibited as such activities are an offence pursuant to Section 94 of the Reserves Act 1977, the Litter Act 1979, and the Public Places Bylaw 2017 and carry fines. Council will seek to prosecute perpetrators of illegal dumping where these can be identified.
- 2.79.** Where a reserve is used for an event the organisers will be responsible for the collection and approved disposal of all associated litter and waste.
- 2.80.** To avoid litter and its related hygiene and safety problems, rubbish bins may be provided on reserves where litter is a known problem, subject to Council resources. However, Council will seek to educate the public to take their own litter away in the first instance. Rubbish bins, if installed, will be placed so they are visible to users of the reserve and cleared regularly.
- 2.81.** Charity type recycling centres and clothing bins will not be located on reserves where these do not directly function to serve the community.
- 2.82.** Where litter is a particular problem signs will remind members of the public to use the provided facilities.
- 2.83.** Performance measures for litter control within reserves shall be:
- 1)** Sites are to be left in a litter-free state after each visit.
 - 2)** Loose litter is to be collected from all open space sites.
 - 3)** To meet this standard, a daily site inspection may be required, with litter and debris collected as necessary. Areas immediately adjacent to scheduled sites, such as footpath and planter edges, retaining walls and kerb lines shall be included.
 - 4)** Loose litter is collected prior to the commencement of other maintenance services such as mowing, edging, garden maintenance, and other tasks to ensure site safety cannot be compromised by the presence of loose litter.

Private access over reserve land

- 2.84.** Any existing or new private accessway over reserve land will be treated like an encroachment and will generally not be permitted.
- 2.85.** There may be exceptions to this rule. Applications will be assessed by Council on a case by case basis, with the assistance of the following criteria:
- 1)** Is the accessway beneficial for reserve management and/or general public use purposes?
 - 2)** Does the accessway generate adverse effects in relation to the reserve's natural character, ecological, wildlife, landscape, cultural heritage, recreational, or other values?
 - 3)** Is alternative access available?
 - 4)** Are there any exceptional reasons why the accessway should be approved?
 - 5)** Will approval have the potential to increase maintenance costs to Council over time?
 - 6)** Is approval likely to create a precedent or encourage other requests for private access over reserve land?
- 2.86.** Any accessway approved over Reserve Land will require formalisation by way of an easement (consistent with Section 48 of the Reserves Act 1977), is subject to notification and will require the consent of the Minister of Conservation.
- 2.87.** All costs associated with the granting of a formalised access will be borne by the party granted access. Annual rentals may also be required to be paid at the discretion of the Council.

- 2.88.** Where historical accesses exist Council will advise the relevant party or parties of the encroachment and enter into negotiations to have the encroachment formalised.

Carparking

- 2.89.** No motor-vehicles other than maintenance, inspection/ monitoring or emergency vehicles will be permitted in reserves other than freedom camping reserves, or with permission from the Parks and Reserves Manager for events or activities within reserves.
- 2.90.** Long-term or regular overnight parking is not permitted in reserves.
- 2.91.** Overnight parking is not permitted in non-freedom camping reserves unless for events or activities with the permission of the Parks and Reserves Manager. Overnight parking in freedom camping reserves will be permitted as per the Freedom Camping bylaw 2017 stipulations, being:
- 1) Self-contained vehicles only
 - 2) For a maximum of two nights in any calendar month
 - 3) Only within current formed car parks
 - 4) Must arrive after 6pm and leave by 8am the following morning
 - 5) Must leave the site clean and tidy when he or she departs
 - 6) No fires shall be lit in any designated freedom camping sites.
- 2.92.** Overflow parking areas may be designated in cases where there is insufficient parking both on a reserve and on adjacent streets to the parking requirements created by specific events subject to the following conditions:
- 1) Organisers will need to apply to Council for exclusive use.
 - 2) Exclusive use of car parks may be allowed for special events. If successful, Council will arrange for public notification and may set an appropriate charge.
 - 3) Council will provide carparking and accessway lighting on Council-owned land and where there is clear public benefit.
 - 4) Where groups occupy Council-owned land or own or occupy facilities located on Council-owned land, that group is responsible to either meet the cost or contribute significantly to the costs of car park and accessway lighting.
 - 5) Where an identifiable beneficiary from reserve accessway and car park lighting exists, the full operation and maintenance costs will be passed on to this beneficiary.

Commercial Use and Concessions

- 2.93.** Commercial use of reserve will not be allowed unless a formal concession is granted for a particular activity involving a specific site and times during which the activity may take place.
- 2.94.** Any concession for use of a reserve will:
- 1) Define and limit the area within which the activity is to be carried out
 - 2) Specify the times (over the year and during the day) during which the concession can operate
 - 3) Specify the nature of the activities the concession operator can provide
 - 4) Define the signage (if any) permitted in association with the concession
 - 5) Specify the fee or bond amount.

- 2.95.** Concessions will not provide for the exclusive use of any part of a reserve and will not function to the disadvantage of general public use of the reserve.
- 2.96.** Any concession permitted by Council will be specific to the operator identified, will not be transferable and will be for a specified period with no automatic rights of renewal.
- 2.97.** Where access over a reserve and use of its facilities provides for a commercial activity, such as use of a public boat ramp by commercial boats and/or tourist related activities, Council will require payment of appropriate charges by the commercial user based on the costs involved in providing the service to assist in the maintenance and enhancement of the facility. A bond will also be required for any commercial activities for which concessions are granted.
- 2.98.** The applicant concessionaire will be responsible for first ensuring that they fully comply with and receive any necessary consents in relation to the Resource Management, building, Health and Safety at Work Acts and other relevant Acts as well as the district Plan and comply with any relevant bylaws.
- 2.99.** The following criteria will be used to assess any concession applications received:
- 1) The extent to which the proposed activity is compatible with the designated purpose and use of the reserve.
 - 2) The extent to which the proposed activity will assist the public use and enjoyment of the reserve and not disadvantage other users.
 - 3) The compatibility of the proposed activity in relation to neighbouring properties and the ability for any adverse effects on neighbours to be avoided, remedied or mitigated.
 - 4) The extent to which the proposed activity will impinge on the physical attributes and spatial qualities of the reserve.
 - 5) The need for permanent structures that could detract from the character of the reserve when the concession is not in operation.
- 2.100.** Any application to operate commercial activities on a reserve should be made to the Parks and Reserves Manager in writing and include information in relation to:
- 1) A description of the proposal and its proposed location within the reserve.
 - 2) A description of the potential effects of the proposed activity and the methods to be employed to avoid, remedy or mitigate adverse effects on reserve users and/or neighbours (ie noise from generators).
 - 3) The duration of the activity (hours of operation, days over which the concession will function and period of the year over which it will operate).
 - 4) The experience and resources of the concessionaire to successfully operate the concession.

Encroachment

- 2.101.** Encroachments onto public reserve land is not permitted.
- 2.102.** Where new encroachment occurs Council will:
- 1) Give notice to the encroacher/s requiring termination, removal and reinstatement of the encroachment at the owner's cost within a specified timeframe.
 - 2) Where removal and reinstatement does not occur, then the Council may carry out the removal and reinstatement and recover costs by way of proceedings through the District Court or if necessary, through prosecution.
 - 3) Where historical encroachments exist Council will advise the relevant party(s) of the encroachment and enter into negotiations to have the encroachment removed and the

reserve reinstated at the cost of the encroacher/s. Council's priority for removal of historical encroachments will include any built encroachments and those that affect the public use and enjoyment of the reserve.

Events including Fireworks/Pyrotechnic Displays

- 2.103.** Any recreation reserve can be closed temporarily if it is required for the use of some exclusive event as requested by a group or organisation within the community, with the approval of Council.
- 2.104.** Use of any reserve for an organized event requires the appropriate event application process to be completed at least two months prior to the event date and approved by the Parks and Reserves Manager. Council will consider:
- 1) The date(s), proposed time and duration of the event
 - 2) The nature and purpose of the event including how it will provide for public access and enjoyment
 - 3) How provision for safety, security, and waste on the site will be managed, including the safe preparation and sale of food
 - 4) The potential effect on neighbours
 - 5) The potential impact on wildlife
 - 6) The financial resources of the event organizer and/or its sponsors
 - 7) Stipulations within the District Plan and the Public Places Bylaw.
- 2.105.** The cost of organisation and running of any approved event on a reserve will be the responsibility of the event organiser.
- 2.106.** No event shall be advertised, including via social media platforms, without all associated permits, consents or licences required being first approved or granted by Council.
- 2.107.** Any reserve used for an approved event will be left in the condition in which it was found prior to the event to the satisfaction of the Parks and Reserves Manager. Council will retain the right to require a refundable bond from any event organizer and retain the discretion to expend the bond to reinstate the reserve should this be required.
- 2.108.** Where an event is to be held on a reserve of more than one half day duration then portable toilets may need to be provided in addition to existing toilet facilities within the reserve by the event organiser at the following rates:
- 1) Up to 10 people: 1 toilet
 - 2) Up to 40 people: 2 toilets
 - 3) Over 40 people: 1 further toilet for every additional 50 persons.
- Council's portable toilet facility may be made available upon request for the fee(s) stated in the Council's Fees and Charges document. Siting of these facilities must be approved by the Parks and Reserves Manager.
- 2.109.** Event organisers for any approved event will be fully responsible for securing in advance all consents and approvals for the operation of the event and will ensure they respect any relevant bylaws or District Plan requirements (such as noise controls). Any closure must be publicly advertised by Council in a local paper between one and two weeks prior to the closure.
- 2.110.** Where any event covers two to three days, security personnel may be requested by the Event Organiser to patrol overnight. This will be permitted on the condition that Council's security contractor shall be engaged to undertake these patrols and all associated costs will be reimbursed to the Council by the Event Organiser.

- 2.111.** Where provided for on a reserve any organisation wishing to present a fireworks or pyrotechnic display shall make written application to the Council's Parks department at least two calendar months before the event. The organisation must complete Worksafe's "Application for an outdoor pyrotechnics display compliance certificate" form if intending to present a pyrotechnic display, and provide public liability insurance for both a firework or pyrotechnics event.
- 2.112.** Council may place whatever conditions it finds appropriate on an approval for a fireworks or pyrotechnic display, for example conditions may relate to the management of fire risk, safety and noise.

Exclusive Use

- 2.113.** Exclusive use of a reserve will satisfy the criteria of the Reserve Management Plan and the Reserves Act 1977.
- 2.114.** Exclusive use agreements will only apply when it is inappropriate for a lease agreement to be entered. Exclusive use agreements will only be made when the activity proposed cannot or should not be located other than on publicly owned land.
- 2.115.** Exclusive use of the reserve will not be granted for more than forty days in a year or more than six consecutive days. Council will only enter into an agreement regarding exclusive use for a maximum period of ten years.
- 2.116.** A charge will be levied when it is clear the user will receive some private benefit.
- 2.117.** Groups wanting casual exclusive use must gain written approval from Council. Temporary closures will be advised to the public.
- 2.118.** Clubs and organisations renting a part of any sports fields from Council can have exclusive use of the sports fields only during organised training or matches or for particular events.
- 2.119.** Use of reserve land by sporting bodies will be guided by a lease or licence agreement which will ensure the total exclusion of the public does not take place.

Occupation Agreements (Leases, Licences and Easements)

- 2.120.** Council will lease a part of any classified recreation reserve to sports organisations in the following circumstances:
- 1)** When a part of a recreation reserve has been set aside as a "home ground" to a particular sporting code, where the governing body of that sporting code has requested a lease to erect clubrooms, toilets or changing rooms.
 - 2)** When a sports club on a "home ground" of the relevant sports code wishes to erect stand facilities with an entry charge, Council will consider the appropriate rental on each application.
- 2.121.** The whole or any part of a recreation reserve may be leased for purposes of farming, grazing, afforestation or other purposes at the discretion of Council, and in accordance with Section 73 of the Reserves Act 1977. This policy can be applied where the reserve is not currently used for the purposes for which it was classified. It may also be applied in situations in which the reserve is subject to use that Parks and Reserves staff and Council feels is undesirable or dangerous, and that is detrimental to public well-being or public safety.
- 2.122.** If an appropriate amount of land can be allocated then it will be subject to a lease and a rental will be charged per current Council policy, to be renewed periodically. Lease agreements can be granted for a maximum period of thirty-three years, with provision for renewal for any period up to thirty-three years. Rents will be payable on all leases except where Council has determined that no rental is required.
- 2.123.** Council shall give public notice, in accordance with sections 119 of the Reserves Act 1977, specifying the lease or licence proposed to be granted and give full consideration to all objections

and submissions received in relation to the proposal. The lessee/licensee will pay the preparation fee for the agreement.

- 2.124.** The lease granted will confer exclusive use of the lease area to the lessee, (does not apply to licence to occupy) with associated maintenance and insurance responsibilities. The lease may be renegotiated upon expiry, subject to the agreement of both parties and to Council consideration of any other circumstances affecting the future use or maintenance of the reserve. General conditions for the above leases are that:
- 1) Licences to occupy existing recreation reserve buildings may be granted to any sports organisation or recreational group. In this case the organisation will have exclusive use of the facility only when they are physically using the area for recreational purposes.

Responsibility for maintenance and insurance will be negotiated with the relevant Council management.
 - 2) Leases or licence to occupy can be renegotiated at the Parks and Reserves Manager's discretion, as they expire. This does not apply where the lessee's performance has been unsatisfactory, or where a new lessee is proposing a use of the reserve that the Parks and Reserve Manager feels is inappropriate. It also does not apply where the lessee does not want to renew, where the lease area is required by Council for other purposes, or where the licence is for grazing purposes, in which case the lease may be tendered.
 - 3) Council may resolve, when granting a lease, that if in the future it is no longer required by the lessee, it must be surrendered to the Council. This will not apply to commercial leases.
- 2.125.** Council reserves the right to decide if a field is requested for use by more than one group or sporting code, which group or sports code should take priority.
- 2.126.** The Parks and Reserves Manager will determine the standards to which any leased area must be kept or maintained. These standards will be specified in a lease document.
- 2.127.** If any lessee wishes to sell buildings to another owner and surrender their lease, Council must be approached to approve the new lease to the new lessee, and to prevent the sale of buildings on reserve land to unsuitable tenants.
- 2.128.** Any transfer of an existing lease to a new lessee once approved by the Parks and Reserves Manager does not need to be publicly notified, unless the use of the reserve changes.
- 2.129.** All members of the public have the right to join a club leasing reserve land.
- 1) Members of the public have a right of appeal if their membership is rejected.
 - 2) The club facility, when not required by the club, is to be made available for hire.
 - 3) Facilities supporting individual competition (eg tennis, bowls, squash, and croquet) must be available to outsiders when the facility is open. Club members are not to be given preference but the lessee may collect an appropriate fee from charged admission.
 - 4) Public play may be prohibited for no more than forty days per year and not more than six consecutive days.
- 2.130.** Council will not provide compensation for improvements at the termination of a lease/licence.
- 2.131.** An easement or formal agreement will be required for every pipe, cable, or discharge on reserve land. All legal costs and the costs of formation and maintenance to the Council's satisfaction shall be borne by the grantee.
- 2.132.** Any lease on a scenic reserve requires the approval of the Department of Conservation.

Grazing of reserves

- 2.133.** Any grazing of reserves will be made according to related provisions of the Public Places Bylaw and the Reserves Act 1977.

- 2.134. Grazing leases granted will be subject to the lease or Licence to Occupy agreement terms with no automatic right of renewal.
- 2.135. The lessee/Licensee will be responsible for ensuring proper maintenance of any fenced area of a reserve.
- 2.136. Such maintenance will include maintaining the reserve gates, fences, controlling weeds, drainage and water supply. Council will remain responsible for maintenance of trees within the fenced area.
- 2.137. Grazing of non-reserve Council managed land that is available for public access and/or treated as reserve land will be subject to the conditions in the Land and Buildings Occupancy Policy.
- 2.138. Sheep are the preferred grazing animals, although cattle and horses may be permitted at the discretion of the Parks and Reserves Manager.

Overnight Stays

- 2.139. Other than in reserves approved for overnight stays, camping may be permitted for a stay of several days in the following cases, with the prior written approval of the Parks and Reserves Manager:
 - 1) During youth group events such as Guides or Scouts.
 - 2) For specific events such as side shows, circuses, dog events or craft markets where participants need to stay overnight to protect their equipment.
 - 3) Where overnight camping is a central part of the attraction to an event such as gypsy fairs.
- 2.140. Overnight camping is not permitted on any of the District's scenic reserves.

Safety and Security

- 2.141. The design, development and management of reserves will consider public safety issues and promote the appropriate use and protection of the reserve.
- 2.142. No action may be taken upon any of the reserves which endangers public health or safety or the health or safety of adjoining property owners.
- 2.143. The security of the private property of any member of the public visiting or using a reserve remains the responsibility of the visitor/user. Council will retain the right to limit access to any reserve, or advise the public, through appropriate signage, where any security issue within a particular reserve is of concern eg theft from motor vehicles.
- 2.144. Persons deemed to be causing a nuisance, and /or acting in an anti-social, offensive or abusive manner may be removed and /or issued a Trespass Notice by Police at the request of Council. Council will first warn and seek to educate such persons in the first instance wherever possible.

Signs

- 2.145. Signs will be located at public access points where they add to the aesthetic appeal of the reserve and do not provide visual clutter, obscure any natural feature or aspect of the reserve or distract passing traffic.
- 2.146. All signs located within reserves will ensure consistent sign information, styles and types on reserves throughout the District.
- 2.147. Advertising is not permitted on any other surface within a reserve unless the permission of the Parks and Reserves Manager has been obtained in writing. In this case, the sign should be constructed to minimise potential for vandalism, and to enhance, rather than detract from the attractive appearance of the reserve.

- 2.148.** Reserve occupiers wishing to erect signs will be responsible for meeting the costs of producing, erecting, maintaining and replacing signs relating to their activity. Subject to the written approval of the Parks and Reserves Manager and all relevant statutory consents being granted (the Club being responsible for securing any relevant consents or approvals), tenant clubs may affix signs denoting their premises to the building that they occupy.
- 2.149.** No commercial signs will be permitted on reserves except with the approval of Council (including acknowledging sponsorship). Council may permit advertising signs on recreation reserves developed as sports grounds where these will not detract from the character and amenity of the reserve or adversely affect neighbours. The cost of such signs, any associated resource consents, and the regular maintenance of any such sign will be borne by the advertiser.
- 2.150.** Council retains the right to request the removal of and/or to remove any inappropriate, poorly located or obsolete signs as well as those that have fallen into disrepair.
- 2.151.** Temporary advertising panels or banners can be displayed only during competition games or specific events on a reserve. The Parks and Reserves Manager will choose location of any such sign and ensure that it is of an appropriate nature for the event or games, and that it will not detract from the visual amenity of the reserve and of surrounding land. Signage advertising any event that is approved by the Parks and Reserves Manager to be displayed must not be displayed prior to all permits, consents or licences that are associated to that event having been first approved by Council.
- 2.152.** Signs on reserves will only be permitted subject to conditions stated within the District Plan.
- 2.153.** Reserve name signs will be of a standard style, shape and format, and their size will be relative to its contribution to the reserves portfolio.
- 2.154.** Interpretative signs will be permitted on scenic and historic reserves, and on other reserves where appropriate. They will be standardised in format, shape and style.
- 2.155.** Signs will be installed where necessary within reserves to highlight potential hazards.