



General Policy

Reserve Management

January 2020

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A photograph of a park at sunset. In the foreground, there's a grassy slope leading down to a dirt path. To the right, a wooden fitness trail structure is visible, consisting of several horizontal logs supported by vertical posts. A blue sign stands next to the trail, reading "Victoria Park Fitness Zone". The background features a large, open grassy field with several mature trees. In the distance, there are some buildings and a fence. The sky is filled with warm, orange and yellow hues from the setting sun.

**Victoria Park
Fitness Zone**

Victoria Park Fitness Trail

User Guide

Purpose

The purpose of the Reserve Management General Policy document (RMGP) is to provide policy for management issues common to reserves across the District. It has been prepared in accordance with the Reserves Act 1977 and is to be used alongside management plans that are specific to a particular reserve or to reserves of a similar type. Having a document with general policies that applies to all reserves means that these policies do not need to be repeated in reserve specific management plans. Figure 1 shows the draft reserve management plans that have been developed for specific reserves or groups of reserves.

Figure 1 – Reserve management plans and their relationship with the RMGP



Along with these reserve management plans, this RMGP will be released to the public for a two month submission process after approval by the Manawatū District Council (the Council). After the public submission process, hearing and decision making, the final RMGP will be put to the Council for adoption.

Where management provisions and policies in site specific reserve management plans differ from those in this RMGP, policies in site specific management plans take precedence.

Term

Like all reserve management plans prepared under the Reserves Act 1977, this RMGP has a term of up to 10 years or until it is comprehensively reviewed or amended. Once Council approves this RMGP it will be on the Council's website. A comprehensive review of this RMGP requires public notification and a public submission process as outlined in Section 41 of the Reserves Act 1977. Corrections and amendments that the Council does not regard as comprehensive may be made during the term of this RMGP so that management of reserves adapts to changing circumstances and increased knowledge.¹

¹ Reserves Act 1977 Section 41 (3) (8) (9)..

Next steps

Once this draft management plan has been approved by the Council it will be released to the public for a two month submission process. After the public submission process, hearing and decision making, the final management plan will be put to the Council for adoption. Figure 2 illustrates the process to finalise the RMGP.

Figure 2: Process and review of the RMGP



Structure

This RMGP has five sections:

Section 1: Outlines the relationship between reserve management plans and the statutory requirements, Horizons Regional Council and Manawatū District Council Bylaws, plans, policy and guidelines that need to be taken account of in the management of reserves.

Section 2: Sets out the policy when the Council is working with partners and stakeholders to achieve the visions, goals and objectives set out in the specific management plans.

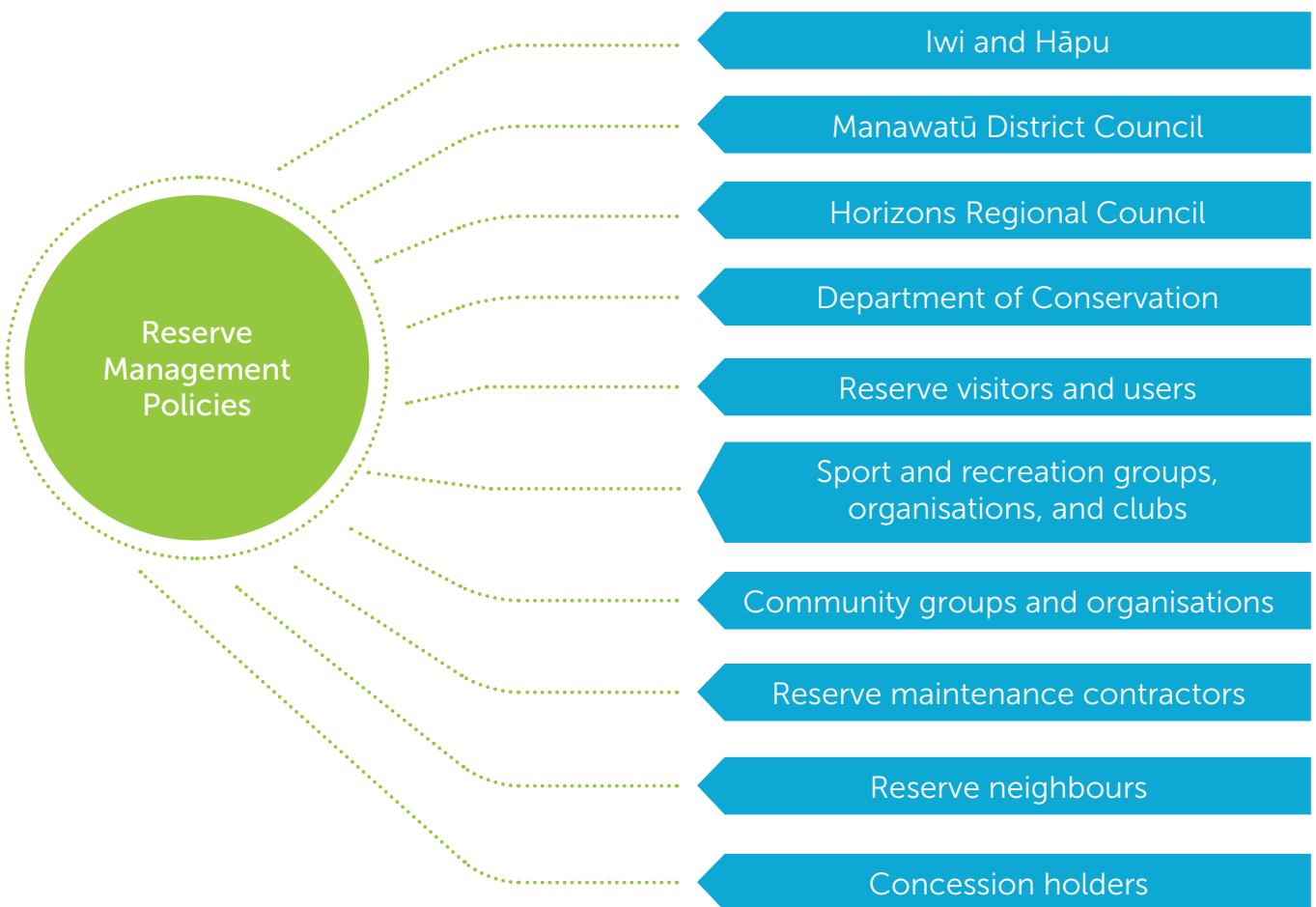
Section 3: Sets out management, development and administrative policies to guide day to day and long term management of reserves and their development.

Section 4: Sets out policy to do with marketing and promotion of reserve.

Who this management plan is for

The policies in this RMGP are relevant to all people and organisations with an interest in and undertaking activities in the reserves covered by specific reserve management plans (see the page 1 for a list of these management plans).

Figure 3 - Organisations and people who may have an interest in general reserve policies



1. Relationship with Statutory Requirements

This section outlines the relationship between the RMGP and national statutory requirements and Regional Council and Council Bylaws, plans, policies and other relevant documents.

Links with national statutory requirements

Reserves Act, 1977

The Reserves Act requires the preparation of reserve management plans. The purpose of the Act is to provide for reserve acquisition, control, management, maintenance, preservation (including the protection of the natural environment), development and use.

The Reserves Act 1977 applies to all public land that has been vested or gazetted under the Act. If a reserve is vested under the Act it must be classified based on its primary purpose and each reserve managed in accordance with this purpose.

The Act identifies that it is mandatory for reserves to be classified and gazetted based on their primary purpose (s 16). The Act provides for the seven different reserve classifications, as defined in sections 17 to 23:

- Recreation Reserve
- Historic Reserve
- Scenic Reserve A
- Scenic Reserve B
- Nature Reserve
- Scientific Reserve
- Government Purpose Reserve
- Local Purpose Reserve

Reserves in the Manawatu District are Recreation Reserves, Local Purpose Reserves, Scenic Reserves and Historic Reserves.

Reserves may be vested under the Act with more than one classification. This occurs when the reserve values that require protection vary from one part of the reserve to another. To achieve more than one classification, the areas with different classifications need to be surveyed, boundaries defined and land parcels separated.

Treaty of Waitangi

The Reserves Act is required to give effect to the principles of the Treaty of Waitangi. Management of reserves takes into account the principles of partnership, participation and protection:

- Involvement of iwi and hapū in management of reserve lands
- Involvement of iwi and hapū in decision making, planning and development of reserves
- Reserve management recognises and provides for the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu and other tāonga.

Resource Management Act, 1991 (RMA)

Reserve management plans are a means by which the Council can meet its responsibilities under the RMA. The Act requires the Council to sustainably manage, protect and enhance significant natural and physical resources and control the

effects of activities on the environment. Of particular relevance to reserves, the RMA requires the Council to:

- Recognise and provide for public access to and along rivers
- Preserve the natural character of wetlands and rivers and their margins
- Maintain and enhance the quality of the environment and amenity values
- Provide for the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu and other tāonga
- Have particular regard to kaitiakitanga.

Reserve management plans provide for many of these matters.

Local Government Act, 2002

The purpose of the Local Government Act and the role of local authorities is to provide for democratic and effective local government that recognises the diversity of New Zealand communities. The Act provides for decision-making, consultation and community outcomes along with financial management processes, and restricts the disposal of reserves. The reserve management planning process is evidence of Council's commitment to development of reserves in consultation with iwi and the wider community.

Conservation Act 1987

Section 4 of the Conservation Act 1987 requires administrators managing lands that are subject to the Reserves Act to give effect to the principles of the Treaty of Waitangi.

Other key legislation and national policy statements relevant to the management of reserves

- Biosecurity Act 1993
- Building Act 2004
- Environment Act 1986
- Fencing Act 1978
- Freedom Camping Act 2011
- Fresh Water Policy Statement 2014
- Hazardous Substances and New Organisms Act 1996
- Health and Safety in Employment Act 2015
- Heritage New Zealand Pouhere Tāonga Act 2014
- National Biodiversity Policy Statement 2007
- New Zealand Coastal Policy Statement 2010
- New Zealand Walkways Act 1990
- Safety at Work (Hazardous Substances) Regulations 2017

Links with Horizons Regional Council

Horizons Regional Council (the Regional Council) is the regulatory authority that defines how the region's natural and physical resources are to be cared for and managed.

One Plan 2014 (amended 2018)

The Regional Council's One Plan is directly relevant to reserve management because it defines how the Regional Council will manage and care for the region's natural and physical resources in partnership with territorial authorities and the community.

Management Plans prepared under the Reserves Act 1977 must be consistent with the One Plan. The One Plan includes the Regional Policy Statement, the Regional Plan and the Regional Coastal Plan.

State of the Environment 2019

This document outlines the current state of the environment and natural resources in the area covered by the Regional Council. Key issues relevant to reserve management are:

- Water quality
- Control of pest animals and plants
- Biodiversity
- Climate change.

Regional Pest Management Policy 2017-2037

The policy document has strategies to exclude, eradicate, contain or reduce the extent of identified animal and plant pests that may be found on the reserves in the Manawatū District.

Manawatū Catchment Strategy 2019

The strategy was developed through a collaborative approach following on from the Manawatū River Leaders' Accord. The leaders' accord and the strategy are relevant as many of the reserves in the Manawatū District fall within the Oroua, Lower Manawatū and the Coastal Manawatū river catchments.

Links with Council bylaw, plans, policy and guidelines

The Manawatū District Plan (District Plan)

The District Plan provides for the sustainable management of the District's land-related resources under the RMA, and guides activities that affect the use of these resources. This includes use of the District's reserves.

Many of the District's reserves fall within the Recreation and Flood Channel Zones. Other areas in the District Plan which are directly relevant to reserves are historic heritage, designations and esplanade management.

Council Long Term Plan (LTP) 2018-28

The LTP sets out Council's priorities over 10 years, provides information on Council services, budgets and major projects and outlines how Council contributes to meeting community outcomes. The plan is updated every three years. The District's reserves contribute to achieving a number of community outcomes in the Long Term Plan.

Annual Plans

Annual Plans deal with variations that have emerged since the Long Term Plan was prepared. It includes details on what Council is planning to achieve on reserves in the following financial year.

Community Facilities Asset Management Plan 2015-2025 and Community Facilities Asset Management Plan – Parks and Sportfields 2018-2028

These plans help achieve Council outcomes. They outline the functions of parks and reserves and changes in demographics, trends and customer expectations. They identify key issues with asset management, development and lifecycle plans, renewal and operational funding requirements, major projects, maintenance strategies and maintenance monitoring. Development and management of reserves is overseen by the Communities Facilities Manager. The day-to-day maintenance of the reserves is contracted out.

Guidelines for Events on Parks and Reserves

Guidelines for events have been developed to encourage full use of reserves and to manage events on reserves so that activities do not damage reserves or their facilities and natural features, or cause adverse effects to reserve users or reserve neighbours. Use of reserves for events must also meet requirements under the Reserves Act 1977 and the Conservation Act 1987. The guidelines set out a clear process and a brochure is available to guide event organisers.

Bylaws

Council Bylaws are rules or regulations that apply to places controlled or managed by the Council. Their role is to protect the public from nuisance, minimise the potential for offensive behaviour in public places and protect, promote, and maintain public health and safety.

The Bylaws that specifically relate to reserves are:

- Public Places Bylaw 2015
- Dog Control Bylaw 2019
- Freedom Camping Bylaw (to be reviewed in 2020).

Open Space Framework 2006

(includes policy on disposal and acquisition of reserve lands)

The Open Space Framework gives clear direction for effective planning, management, development acquisition and disposal of the District's public open space. It provides key directions, principles and actions to aid decision making about reserves. The current Open Space Framework is proposed to be reviewed shortly. Current key directions aim to:

- Improve the natural environment
- Promote and develop the open space network
- Strengthen partnerships to ensure effective and efficient use of the District's open space resources.

Community Plans

Community plans have been developed that set directions for the different community villages in the District. Many of these plans include use and development of reserves.

2. Partners and Stakeholders

A number of stakeholders are involved in the management, maintenance, development and promotion of reserves. These range from internal Council officers to community groups, infrastructure services and day-to-day ground maintenance staff.

Key partners are iwi and hapū and key stakeholders are the Council, sport, recreation and administrative organisations, recreational clubs and organisations resident at reserves, Council's contractors, lease and licence holders, community groups and organisations with an interest in the reserves (refer to Figure 3) and reserve neighbours. It is critical that partners and stakeholders work co-operatively and recognise the visions, goals and objectives set out in the specific management plans.

Policies

Engagement with iwi and hapū

1. Obligations will be fulfilled with mana whenua² as Treaty of Waitangi partners.
2. The Council will engage with iwi and hapū with historical and cultural links with a reserve on aspects that affect their interests in the reserve.

Explanation

Enduring and effective partnerships with iwi and hapū help achieve conservation of natural, historic and cultural values. Meaningful and early engagement on issues and activities that affect iwi and hapū interests in a reserve are important in forming and maintaining these partnerships. Interests and the types of activities where collaboration with iwi and hapū may be required include but are not limited to the following:

- Changes to a management plan
 - Management of rivers, streams, lakes and wetlands, their riparian margins and activities along these margins
 - Control of pests and weeds
 - Information and signage
 - Use of natural resources.
3. When a significant development or activity is proposed on a reserve, iwi and hapū will be consulted to ensure issues are identified and acceptable solutions agreed.
 4. The Council will take into account concerns or issues raised by iwi and hapū during the consultation, planning and development process.
 5. Historical and cultural use of reserves and their resources will be identified with iwi and hapū and the management of the reserves will take these uses into account.
 6. Council staff will undertake to plant endemic native trees (raku) to help achieve the following; enhance the ecology of a park or reserve, to enhance the amenity and health value of the site and to meet cultural and educational aspirations. This includes replacing bird corridors with eco corridors.
 7. Whenever undertaking project work within parks and reserves, Council will promote (as appropriate) the cultural, educational and conservation values associated with each site. The use of Te Reo Māori will be incorporated into all future information signage.

² Refers to the iwi and hapū who have traditional authority over land and the power associated with possession and occupation of tribal land.

8. Toi Māori (art work) will be incorporated wherever possible into project work within parks and reserves.
9. Council to develop a set of guidelines in consultation with iwi on the why? what? and where? Toi Māori might be used.
10. Council will (in liaison with iwi) promote the opportunities for interactive learning about parks and reserves in particular the flora and fauna.

Other Agencies

6. The Council will liaise with other land administering agencies on matters that affect the relevant individual reserves and the reserve network.
7. The Council will work with agencies with an interest in reserves. These include but are not limited to the following:
 - Horizons Regional Council on water, stream, wetland and river management and animal and plant pest control
 - Department of Conservation on matters affecting the natural and historic resources on reserves
 - Network utility operators on their assets on reserves regarding access, maintenance and operation of these assets.

Other Stakeholders

8. When a significant development or activity is proposed on a reserve, stakeholders will be consulted as appropriate to ensure issues are identified and acceptable solutions agreed on.

The Community

9. The needs or concerns of people who use a reserve will be taken into account in any development of a reserve and its facilities.
10. The Council will encourage community participation in the planning, management and development of a reserve.

Adjacent neighbours

11. The Council will work with adjacent landowners to maintain fences on reserve boundaries and other issues of common interest including, but not limited to, pest and weed control, programmes and activities on reserves or on adjoining properties that cause a nuisance on reserves, reserve users or on adjoining properties.

Explanation

Where activities on reserves cause a nuisance to adjoining properties or activities on adjoining properties cause a nuisance to reserves and reserve users, the Community Facilities Manager or equivalent will facilitate consultation to resolve matters.

3. Reserve management, development and administration

This section sets out management, development and administrative policies to guide day to day and long term management of reserves and their development. It is linked with the legislative and administrative requirements of the Reserves Act, the Community Facilities Management Plan, the Parks and Reserves Asset Strategy and the Council's Annual Plan and Long Term planning processes.

Policies

Access

12. The public will be allowed unrestricted foot and cycle access to reserves at all times in accordance with the Reserves Act 1977, unless there is a notice to say otherwise for reasons such as animal and plant pest and weed control operations and special events.
13. Access to reserves may be controlled by gates for reserve security and the safety of reserve users.
14. Vehicle access by the public, including trail and motor bikes, is restricted to formed roads and defined parking areas in reserves.
15. The Council will prioritise the removal of barriers to access and enjoyment of reserves for people with disabilities and impairments.

Acquisition and disposal of reserves

16. Acquisition and disposal of reserve lands will follow the methodology and criteria set out in the Council's Open Space Framework (2006) or its equivalent.

Explanation

Additional reserve land may be required in order to meet community and environmental needs, fill in gaps in the reserve network and improve the effectiveness of existing reserves. From time to time, an existing reserve may no longer meet community or environmental needs, provides no significant long-term benefit to the community or makes no significant contribution to biodiversity or cultural values. In these cases, Council may consider revoking the reserve status of the land and disposing of it as reserve land.

Bookings, fees and charges

17. Charges will be made for the use of a reserve for events that require a concession or require exclusive use of a reserve, commercial events or activities, concessions, rights of ways, easements, utilities and communication stations.
18. Council will set its charges for use of reserves annually through the Annual Plan process.
19. Charges may be made for scientific research that is carried out for commercial purposes, and use of a reserve for community events and weddings.

Explanation

The from time to time, applications may be made for a reserve to be used for purposes other than general

reserve use. Examples are filming, weddings and events. The Council will charge for the use of a reserve for activities which are outside day-to-day reserve activities as a contribution towards reserve management costs.

Bylaws

20. Manawatu District Bylaws will be applied in the management of reserves.

Explanation

The Council is empowered to prepare and enforce Bylaws under the terms of the Reserves Act 1977. Bylaws assist the Council in controlling activities that may have a negative effect on a reserve or to ensure visitor safety.

Classification

21. All lands in reserves will be classified under the Reserves Act 1977.

22. Reserves will be managed according to their classification and purpose.

Commercial activities

23. Commercial activities on reserves may be allowed subject to Council approval. Council may consider allowing commercial activities where the activity:

- Is consistent with the classification of a reserve
- Is temporary and related to an occasional event held on a reserve
- Benefits the community
- Enhances and supports public use of a reserve
- Contributes to and supports the proper functioning and amenity of a reserve and does not duplicate products or services provided by local businesses.

24. Commercial activities on reserves will comply with the provisions of the Reserves Act 1977.

25. A proposal for use of a reserve for a commercial activity will include a detailed description of the proposed activity or service, its duration, the potential effects it may have, and ways of avoiding, mitigating or reducing any significant effects on a reserve.

26. Council will generally require payment of a share of the income from commercial activities or charge a fee to cover processing costs and reserve maintenance and development.

Explanation

Commercial activities are any activity that require payment greater than the cost of the provision of the service with the intention of making a commercial gain. They include commercial use of reserve land by non-profit and for-profit organisations and individuals. Network utilities have an element of commercial gain as well as an element of public good, and therefore come under this policy.

Concessions, leases, licences, and permits

27. Concessions (leases, licences or permits) will be considered for activities that:

- Are appropriate to a reserve and its classification and purpose

- Help achieve management plan visions, goals and objectives
 - Have no adverse impact on a reserve, its natural features³, existing activities and existing reserve users.
28. Concessions will be assessed against the following criteria:
- The applicant demonstrates the ability to avoid, remedy or mitigate adverse effects on the natural, recreation, historic and cultural values of a reserve
 - The applicant demonstrates benefits for the reserve
 - The applicant demonstrates an understanding of Māori interests, cultural values and tikanga.
29. Concession agreements (including renewals) will be negotiated in accordance with the Reserves Act 1977.
30. Council may choose not to renew or issue new leases beyond the date of the current lease.
31. From time to time, Council may include additional terms and conditions on concession agreements.
32. Concession holders will act in accordance with the policies of this management plan.

Design and Development

33. Development on reserves must be appropriate to the classification of a reserve, its purpose, use, scale, character, natural features and its role within the wider reserve network.
34. Development will be consistent with any design guidelines and enhancement or concept plan for a reserve.
35. Built structures on reserves will be minimised so that the open space of reserves is retained.
36. Development on reserves will be well designed and follow CPTED principles (Crime Prevention Through Environmental Design).
37. Applications for development on a reserve must be approved by the Community Facilities Manager or equivalent.

Explanation

It is important to develop reserves in order to realise a reserve's potential according to its reserve purpose and values as reflected in its reserve classification, and to meet the changing needs of reserve users. Development must be appropriate, well designed, and able to be maintained over time, and adverse effects on the reserve and its users avoided, mitigated or reduced.

Dog exercise

38. Reserves where dogs may be exercised on leash and off leash and reserves where dogs are prohibited are identified in specific reserve management plans and in the Council Dog Bylaw.

Explanation

Exercising with dogs contributes to people's physical and mental health and wellbeing and dog socialising leads to healthier, more well-adjusted dogs. Some reserves offer areas of open space for exercise with dogs and for

³ Includes features that are part of nature and may include individual plant or tree specimens and feature trees.

dog socialisation. An issue is that dogs can pose a threat to the flora and fauna of reserves as well as the health and safety of other reserve users. A compromise is to define areas where people can safely exercise with their dogs. The Council Dog Control Bylaw 2019 has further detail.

Drones, Unmanned Aerial Vehicles (UAV) and Model Aircraft

39. Property owner consent is required from the Council to fly drones, UAVs and Model aircraft over land that is owned, managed or leased by Council. Operation of drones above reserves is prohibited and requires prior approval from the Council.⁴

Encroachments

40. Unauthorised encroachments onto reserves from properties that share boundaries with reserves will be identified.
41. The encroachment will be removed at the expense of the property owner within a specified timeframe or the encroachment formalised.

Explanation

It is important that private use of public lands is controlled. Private use may damage or disturb the natural values of a reserve or negatively impact on public use and enjoyment of a reserve. Private use includes built encroachments and vehicle access across reserve land. Where encroachments are historical, those that adversely affect the physical or environmental attributes of a reserve or public use and enjoyment of the reserve will be prioritised. Where an encroachment is new, the Council will give notice to the encroacher that requires the removal of the encroachment and reinstatement of reserve land within a specific timeframe and at the expense of the encroacher.

Events

42. Use of reserves for sports, recreation and community events will be encouraged.
43. Event organisers must apply through the reserve booking process and acceptance of bookings is at the discretion of the Community Facilities Manager or equivalent. A bond may be required from organisers to cover potential damage to a reserve.⁵
44. Event organisers are responsible for the collection and removal of rubbish.
45. Fences or barriers, temporary or permanent for the safety of reserve users or control and management of the reserve may be allowed when:
 - They are consistent with this management plan
 - User safety, control or management cannot be achieved by other means
 - Have been approved by the Community Facilities Manager or equivalent.

Firearms and hunting

46. The use of firearms and hunting on reserves is prohibited except for pest management purposes authorised by the Council.

⁴ Information on use of drones over Council-owned lands is outlined on the Council website Unmanned Vehicles/Drones, available at <https://www.mdc.govt.nz/Services/Compliance-Nuisances/Unmanned-Vehicles- Drones>.

⁵ Refer to Manawatū District Council Guidelines for Events on Parks and Reserves.

Fires

47. Open fires are prohibited on reserves.
48. Portable gas barbecues are permitted except in times of a fire ban.

Freedom camping

49. Freedom camping⁶ may occur on reserves where freedom camping is provided for in a specific reserve management plan or in the Council Freedom Camping Bylaw.⁷

Explanation

There is a demand for informal camping sites at reserves particularly in the river reserves. Informal camping is generally referred to as freedom camping and is controlled by the Freedom Camping Act 2011 and the Council Freedom Camping Bylaw. The Bylaw specifies areas where freedom camping is permitted, the general restrictions that apply to freedom camping in certain areas, and areas where freedom camping is prohibited.

Different types of camping have different needs. When identifying reserves suitable for camping it is important to distinguish between the different types of camping. Freedom camping is prohibited in some reserves and in others restricted to seasonal (summer) camping or to identified areas within a reserve. Freedom camping on the District's reserves is generally restricted to a maximum of three consecutive nights in any given month.

Motor Homes which are certified as being self-contained do not require power, water or waste disposal and have less impact on the reserve environment than camping that require facilities such as toilets.

Funding

50. Funding for development programmes and day to day maintenance will be identified in the LTP and the Annual Plan.
51. Programmes for reserve development will be prioritised and funded as resources and opportunities allow.

Health and safety

52. The Council will identify natural and other hazards affecting visitors and take appropriate precautions to minimise risks.
53. A council officer will ask reserve users to immediately stop an activity on a reserve when the officer identifies the activity is:
 - Dangerous
 - Has the potential to damage the reserve, reserve infrastructure, facilities, natural features or vegetation, and fauna
 - A nuisance to other reserve users or reserve neighbours
 - An activity or use that requires Council consent

⁶ Freedom camping means to camp (other than at a camping ground) using a tent or other temporary structure, a caravan, a car, campervan, house truck or other motor vehicle (Freedom Camping Act 2011).

⁷Refer to MDC Freedom Camping Bylaw, available at the Council's website.

- A activity that specific reserve management plans identifies as not allowed.
54. Access for emergency services such as ambulances and fire appliances will be maintained on all reserves.
55. Visitor health and safety plans will be updated as necessary to reflect changes in a reserve.
56. Reserves with access to rivers and streams with a known hazard will be monitored for water quality and reserve visitor safety ,and signs placed warning reserve users of hazards.

Historical, cultural and archaeological sites

57. As far as practicable, sites, structures, trees or other vegetation or areas on reserves which are identified as having historic or cultural heritage value will be protected, preserved and maintained.

Explanation

Reserves may have items or features of heritage and cultural value including sites, activities, significant trees and structures. These features provide communities with important linkages to the past and an insight into the way their communities have developed and been shaped.

58. If activities or work in reserves uncover archaeological sites or koiwi (human remains), the Accidental Discovery protocol will be followed (see Appendix 1).

Explanation

Heritage New Zealand Pouhere Tāonga defines archaeological sites as a place associated with pre-1900 human activity, where there may be evidence relating to the history of New Zealand. Evidence includes but is not limited to oven stones, charcoal, middens, ditches, banks, pits, building foundations, and artefacts of Māori and European origin or human burials.

Planting on reserves

59. The indigenous biodiversity⁸ values of reserves will be protected, monitored, maintained and enhanced to ensure their long term sustainability.
60. Indigenous plants propagated from local sources within the Manawatū Ecological District will be used in planting and revegetation programmes where possible.
61. The Council will liaise with neighbours of reserves with indigenous biodiversity values on practices that enhance the long term sustainability of these values.
62. Unauthorised damage to or removal of plants is prohibited.
63. Indigenous vegetation or specimen trees will not be felled or cleared within a reserve except where there is danger to the public or in other exceptional circumstances. In such cases the approval of the Community Facilities Manager or equivalent must be obtained before any work is carried out.
64. Indigenous specimen trees and plant species will generally be used for planting instead of exotics depending on the context of the reserve and the appropriateness of the selected species.

⁸ Indigenous biodiversity is the "variety and diversity of all life on land, in fresh water and the sea. This includes ecosystems and the genes they contain, individual birds, plants, fish, insects and other species" (Ministry for the Environment) that are special to the Manawatū District or to New Zealand.

Explanation

Maintaining and enhancing indigenous habitats on reserves is important, particularly on reserves with remaining forest and wetland habitat and reserves with streams and rivers. Generally, this involves monitoring, fencing, pest plant and animal control, locating reserve facilities and accessways to avoid damaging indigenous habitats, improving linkages and working with reserve neighbours to reduce negative effects of activities on neighbouring properties on indigenous habitats. In some contexts exotic trees are appropriate, such as where the reserve has existing exotic trees. An example is Kowhai Park which has large exotic specimen trees and exotic planting in the garden areas. In contrast, planting exotic vegetation is not appropriate in a reserve with a Scenic A classification where a management objective is to preserve indigenous flora and fauna and exterminate exotic flora and fauna as far as possible (Reserves Act 1977 s19 (2)(a)).

Naming of reserves

65. From time to time the Council may change the name of a reserve by a notice in the Gazette (s 16 (10) Reserves Act 1977).

Explanation

A reserve may be named at the time it is classified or reclassified, or by a separate action at a later stage after consultation with the community.

Neighbouring properties

66. Neighbouring or adjacent properties will be considered when developing reserves in order to minimise adverse effects on these neighbouring properties.
67. Council will not be responsible for any damage of neighbouring properties by reserve users.

Maintenance

68. Maintenance standards and specifications will reflect the level of use a reserve. In some instances levels of use and maintenance standards will vary according to the season.
69. Reserves will be maintained in accordance with the standards outlined in the Council's maintenance contract.
70. The Reserve Asset Management Plan (AMP) database will keep an update of a reserve's hard and soft assets and their maintenance.

Explanation

Reserve management plans provide policies on management, administration, development and planning for a reserve and the AMP provides the operational details. Both should be in accordance with each other. They should share a common database on a reserve's use, facilities, resources and features and be kept up to date.

Pesticides and hazardous chemicals

71. The Council will use environmentally friendly alternatives to pesticides and other chemicals in their management and maintenance operations.
72. The Council will provide for the safe use of pesticides and other chemicals used in its management operations where more environmentally friendly alternatives are not able to be used.

73. Where hazardous chemicals are used, notices will show times for application and methods used to minimise risks to reserve visitors and neighbouring properties prior to and during the period in which the hazardous chemicals are used.

Explanation

Wherever possible, alternative methods to pesticides and other chemicals will be used. Where these are not possible, potential risks to reserve users, neighbours and indigenous flora and fauna are to be minimised. Hazardous chemicals will be applied in accordance with the Hazardous Substances and New Organisms Act and Health and Safety at Work (Hazardous Substances) Regulations.

Rubbish

74. Council will provide, and regularly empty, refuse disposal facilities for use by reserve users at reserves where there is an established need, in strategic locations (e.g. where people congregate) and in a way that does not compromise the use and enjoyment of the reserve.
75. Council will ensure that rubbish collection services provided at reserves reflect collection needs and seasonal demands so that a reserve's appearance is aesthetically maintained and a reserve does not become hazardous to the health of reserve users.
76. Where there is no established need and in some of the more remotely located reserves or reserves with low use, a policy of 'take home what you have taken in' will be encouraged and promoted through signage.

Explanation

Provision of a reserve rubbish collection service will depend on reserve use and in some cases will be seasonal. For example reserves that are used for summer camping may require rubbish disposal facilities and regular collection over summer months only, due to low reserve usage at other times.

Sustainable Design and Management

77. Reserve management and maintenance practices will aim to reduce the carbon footprints of reserves in order to reduce the District's overall carbon emissions and optimise carbon sequestration.

Explanation

Practice that will assist the Council in reducing their overall carbon emissions and optimising carbon sequestration include but are not limited to permeable surfaces in reserves, planting indigenous plant species that are suited to local conditions, increasing vegetative cover, maintaining each reserve to a standard that reflects its use, using hard wearing turf species, reducing energy use by vehicles and equipment used to operate and maintain reserves, and linking reserves with tracks, paths and cycleways along roads to encourage cycling and walking.

Toilets

78. Toilets on reserves will be provided where there is an identified and recognised need.
79. Toilets will be placed sensitively to ensure they sit appropriately within a reserve, are noticeable, easily accessible and provide access for people with disabilities.
80. Toilets will be maintained and monitored.

81. Organisers of large group events on reserves will supply portable toilets where they are required to supplement permanent Council toilets.

Tracks, trails and paths in reserves

82. Tracks, trails and paths on reserves will be designed, constructed and maintained to New Zealand track standards.⁹
83. Construction and maintenance of tracks, trails and paths will take into account the character and nature of the reserve and the likely impacts from levels of use.
84. Where practicable, tracks, trails and paths will link with wider Manawatū trail networks.

Utilities, Rights of Way, Easements, Communication Stations

85. The placement of utilities, rights of way, other easements or communication stations within a reserve will generally not be allowed unless exceptional circumstances apply.¹⁰
86. Where exceptional circumstances apply and rights of way, other easements or communication stations are placed on, over or through a reserve, they will be placed unobtrusively with minimal impact on the functioning and amenity values of the reserve.
87. With the prior consent of the administering body, network utility operators with existing works on a reserve will be permitted conditional access to a reserve to inspect, maintain, operate or carry out minor upgrade or replacement of these works subject to the provisions of the relevant empowering Acts and Regulations.¹¹

Explanation

The Reserves Act 1977 and the RMA set out the types of rights of way, other easements or communication stations permitted on reserves and the processes required to be undertaken. In addition, the RMA sets out the requirements for public notification of any proposed work involving utilities, consideration of alternative sites, assessment of effects and avoiding, remedying or mitigating adverse effects. RMA and Reserves Act requirements.

⁹ Track Construction and Maintenance Guidelines July 2008 – VC 1672, Department of Conservation 2008

¹⁰ Exceptional circumstances' allows for the placement of a utility on a reserve to be considered (rights of way, other easements or communications infrastructure) when the reserve affords the only site available and all other sites or options are proven to be unsuitable and when the utility is an essential service for wider community benefit. Impacts will be taken into account and the normal notification and consultation process would apply prior to making a decision for approval or otherwise. This does not preclude requirements under both the RMA resource consent process and delegated authority under the Reserves Act.

¹¹ The Electricity Industry Act 2010, Electricity Act 1992, Electricity (Safety) Regulations 2010, NZECP 34:2001 New Zealand Electrical Code of Practice for Electrical Safe Distances and Electricity Engineers Association Safety manual – Electricity Industry (SM-EI)..

4. Marketing, promotion and signage

Policies

Marketing and promotion

88. Promotional material for reserves will identify key reserves and their attractions and facilities as well as smaller reserves with heritage, environmental and natural features of interest to local communities and District visitors.
89. Reserves will be promoted for events and other appropriate activities.

Permanent Signage and Interpretation

90. A style guide will be developed and applied to reserves to create a cohesive identity for the District's reserves, minimise signage on a reserve by combining location, orientation and user information. Design and materials of signage will include methods for deterring vandalism and graffiti.

Explanation

It is important that visitors can quickly orientate themselves. Similar styled signage aids recognition of public lands and creates cohesion and hierarchy across the different reserves.

91. All signage will comply with provisions within the Council's District Plan.
92. All signage and its duration of display will be approved by the Community Facilities Manager or equivalent on a case by case basis.
93. Permanent signage will be located in appropriate locations such as reserve entrances.

Temporary advertising and promotion of events

94. All temporary signage will be approved by the Community Facilities Manager or equivalent.
95. The duration of display for temporary signage will generally be restricted to the event itself and for up to two weeks prior to the event as defined by the Community Facilities Manager or equivalent, and will be removed the day after the event and the signage site restored.
96. Temporary advertising and promotion of events will not interfere with or compromise the safety of reserve users, interfere with reserve use, be a nuisance, cause undue harm to the reserves and compromise the qualities that contribute to the natural environment and better use and enjoyment of the reserves (Reserves Act 1977 s17 (1) and (c)).
97. Temporary signage will be restricted to signage that relates directly to the event.

Explanation

Advertising signage can play an important role in ensuring the financial viability of specific events. However, it is essential that the content, frequency, condition, location and scale of advertising signs is approved and controlled so that amenity values and functioning of a reserve is not compromised.

References

- Department of Conservation, *Track Construction and Maintenance Guidelines July 2008 – VC 1672.*
- Horizons Regional Council, *One Plan, 2017-2037*
- Horizons Regional Council, *Manawatu Catchment Strategy 2019*
- Horizons Regional Council, *State of the Environment 2019*
- Manawatū District Council, *Bylaw*
- Manawatū District Council, *Community Facilities Asset Management Plan - Parks and Sportsgrounds, September 2017*
- Manawatū District Council, *Guidelines for Events on Parks and Reserves*
- Manawatū District Council, *Long Term Plan (LTP) 2018-28*
- Manawatū District Council, *Open Space Framework 2006*
- Manawatū District Council, *Operative District Plan*
- Reserves Act 1997



Kowhai Park

Appendix 1 – Accidental Discovery Protocol

1. 1. When physical works are undertaken on the reserve uncover archaeological sites. The person undertaking the works is required to adopt the following protocol. Archaeological sites include oven stones, charcoal, shell middens, ditches, banks, pits, building foundations, artefacts of Māori and European origin or human burials:
 - Work shall cease immediately at that place
 - The contractor must shut down all machinery, secure the area and advise the contract manager
 - The contract manager shall notify the Central Region Archaeologist of the New Zealand Historic Places Trust and if necessary the appropriate consent process shall be initiated
 - The contract manager shall notify the District iwi and hapū groups to determine what further actions are appropriate to safeguard the site or its contents.
2. If skeletal remains are uncovered the contract manager shall advise the Police.
3. Works on the site shall not resume until the Heritage New Zealand Pouhere Taonga, the Police (if skeletal remains are involved) and appropriate iwi groups have each given the appropriate approval for work to continue.

Under the Heritage New Zealand Pouhere Taonga Act 2014 all archaeological sites (within the meaning of the Act) are afforded statutory protection. This applies to unrecorded archaeological sites that may be accidentally uncovered. If there is 'reasonable cause' to suspect an archaeological site may be modified, damaged or destroyed in the course of any activity, an archaeological authority is required from the Heritage New Zealand Pouhere Taonga. An authority is required whether or not the land on which an archaeological site may be present is designated, or a resource or building consent has been granted, or the activity is permitted by a district or regional plan.



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