



General Policies Reserve Management Plan

2023



Reserves Act 1977

Section 41

The General Policies Reserve Management Plan 2023 was approved by the Invercargill City Council by resolution passed at its meeting held on 30 January 2024. All submissions, objections and suggestions relating to the Parks and Reserves General Policy Document had been disposed of and suggestions allowed.

Where approval of the Minister of Conservation is required (e.g. scenic reserves) the administering body exercises approval on behalf of the Minister (under instrument of Delegation for Territorial Authorities dated 12 June 2013).

The General Policies Reserve Management Plan 2023 shall come into operation from 30 January 2024 and shall remain operative for a period of ten years.

Dated at INVERCARGILL this 8th day of February 2024.



Michael Day
CHIEF EXECUTIVE

General Policies Reserve Management Plan 2023

2023-2033

Preface

This General Policies Reserve Management Plan 2023 has been prepared in compliance with Section 41 of the Reserves Act 1977.

The purpose of this document is to provide for and ensure the use, enjoyment, maintenance, protection and preservation as the case may require and, to the extent that the administering body's resources permit, the development of the reserves for the purposes for which they are classified, and shall incorporate and ensure compliance with the principles set out in the appropriate sections of the Act.

This document shall be held under regular review to ensure that it remains relevant to changing circumstances and demands.



Caroline Rain
PARKS AND RECREATION MANAGER
30 January 2024

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Part One - Introduction

1.0 Background

Invercargill City Council (ICC) administers a diverse portfolio of land managed as parks and reserves. The Reserves Act 1977 (the Act) provides for the preservation and management of reserves for the benefit and enjoyment of the public.

The Act requires the development of reserve management plans to establish the desired mix of use and protection for reserves and to provide the community with certainty about the function and management of each reserve.

The General Policies Reserve Management Plan 2023 sets objectives and policies that are common to all reserves administered by ICC. These will not be repeated in specific reserve management plans that apply to an individual reserve or group of reserves. Please see **Appendix 1** for a list of reserves and associated management plans.

Reserves refer to both parks and reserves as open spaces on Council owned land and managed by Council.

Recreation plays a large role in the fabric of the ICC District, and reserves contribute toward this. They are important to the people of Invercargill and Bluff, and managing them sustainably will ensure they provide that value in the future.

ICC recognises that the future management of some of its reserves may offer the opportunity to work with Treaty Partners to resolve approaches for the protection and management of reserve values, including co-management or handing back some of the reserves to Tāngata Whenua. Even though ownership and/or the governing body associated with any particular reserve(s) may change, it is not envisaged there would be any change to the overall strategic objectives and reserve values of that land.

2.0 Purpose of this plan

The General Policies Reserve Management Plan 2023 sets generic policies that are common to all reserves and parks administered by ICC. This is to ensure a consistent approach to management decisions and compliance with the Reserves Act 1977 requirements. It also removes the need for generic policies to be repeated in the management plan for individual reserves or groups of reserves.

More community involvement in the management of open spaces should be encouraged. Supporting and enabling community members and volunteers to do more will realise greater benefits for people and parks.

The establishment of community reference/advisory or collaboration groups is an example of a model for engaging park stakeholders and community members to work together. This model is common elsewhere in New Zealand and overseas.

There are a number of community groups keen to be involved in shaping parks and cemeteries. Council supports and promotes community initiatives with resident and community service groups to be involved in the management and development of neighbourhood parks and reserves.

2.1 Relationship with other Reserve Management Plans

This document contains policies that apply to all parks and reserves administered by ICC. Each park or reserve has been assigned to a park management category that is based on the main purpose of the park or reserve. The park management and their main functions are as follows:

- **Sports Field Reserves:** Open spaces that are fit for purpose functional facilities meeting the needs of sport for our community.
- **Premier Parks:** Iconic destinations that offer significant values, features and landscapes to the City and offer a tourism destination.
- **Amenity Parks:** Parks that offer high amenity value for community benefit.
- **Neighbourhood Parks:** Locally accessible green and play spaces for all ages and abilities.
- **Linkage Reserves:** Circular and interconnected networks for active transport, sport and recreation, and environmental corridors.
- **Environmental Reserves:** Areas of native ecosystems to ensure ongoing biodiversity and protection of flora and fauna, while educating users.

- **Outdoor Adventure Parks:** Open spaces that cater for activities that require large areas of land and/or separation from residential areas.
- **Special Purpose Parks:** Specific activities such as cultural heritage community halls, memorials, cemeteries and undeveloped sites.

Specific Reserve Management Plans

Environmental Reserves

Town Belt Reserves

Sports Field Reserves

Cemeteries

Queens Park

Anderson Park

Donovan Park

Sandy Point Domain

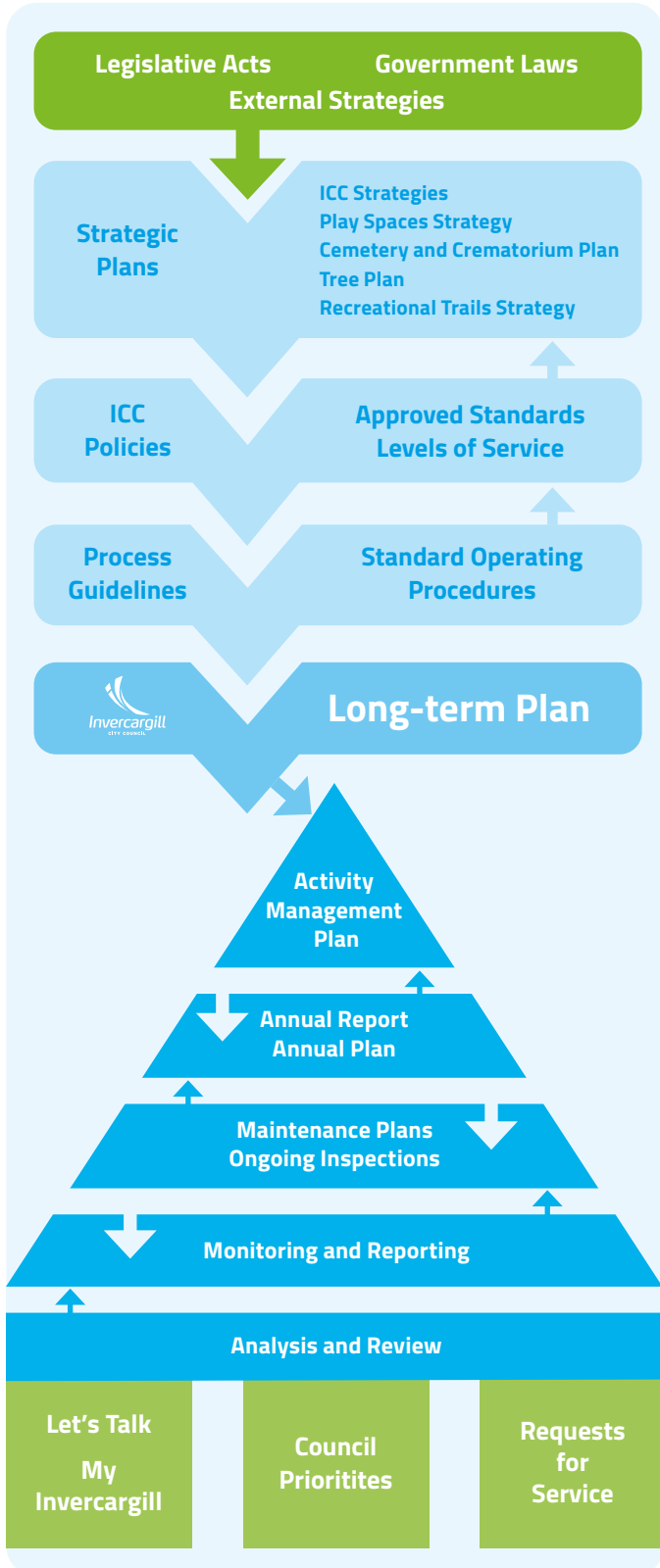
General Policies Reserves Management Plan 2023

Potential relationship between General Policies and other Reserve Management Plan's Specific Reserve Management Plans are likely to have their own standalone or omnibus management plans due to their unique or special characteristics. They will address site-specific or category-specific issues which may require a particular management approach that differs from the norm.

The General Policies Reserve Management Plan 2023 contains policies that apply to all reserves. This eliminates the need to repeat common policies on each specific management plan. If an issue is addressed in both the General Policies Reserve Management Plan 2023 and a specific reserve management plan for a specific reserve, or type of reserve, then the policies in the specific management plan will however take precedence over the General Policies Reserve Management Plan 2023.

The general policies are often high level, generic statements while the specific management plans may add more detail as appropriate to a particular reserve or group of reserves. They may have derived through master planning of specific reserves. The general policies will provide guidelines around the provision of park furniture (i.e. park benches) while the management plan for a particular premier park may specify particular bench designs or colours to be used at that park.

If a specific reserve management plan is silent on a matter, the General Policies Reserve Management Plan 2023 shall apply. The General Policies Reserve Management Plan 2023 also applies to any reserves or parks that are not covered by a specific management plan (such as newly acquired reserves for example).



2.2 Relationship with other Council Documents and Legislation

This General Policies Reserves Management Plan 2023 provides general policy guidance for parks and reserves managed under the provisions of the Reserves Act 1977. Other Council documents and legislation can also impact on the management of reserves.

2.2.1 Ngāi Tahu Settlement Act 1998

The provisions of the Ngāi Tahu Settlement Act 1998 apply to reserves through process requirements through land ownership and revocation of reserves.

2.2.2 Burial and Cremation Act 1964

The provisions of the Burial and Cremations Act 1964 apply to reserves as it provides the legal framework for how burials and cremations happen and cemeteries are classified as Local Purpose Reserve (Cemetery) pursuant to section 23 of the Reserves Act 1977.

2.2.3 Resource Management Act 1991

The provisions of the Resource Management Act 1991 and the Operative Invercargill City District Plan also apply to reserves.

Often, if an activity is anticipated in the reserve management plan, resource consent for that activity may not be required. There are times however that even though the activity is contemplated in the reserve management plan, the detail or scale of the activity may still trigger the need for resource consent under a different rule of the Plan.

2.2.4 Building Act 2004

The provisions of the Building Act 2004 also apply to reserves and building consent is required for any building regardless of whether or not it is contemplated in the management plan.

2.2.5 Local Government Act 2002

2.2.5.1 Purpose of Local Government

The Local Government Act 2002 defines the purposes of local government. One of the key purposes of local government is to 'promote the social, economic, environmental and cultural well-being of communities in the present and for the future.' Good management of reserves can contribute to achieving this purpose in a variety of ways.

2.2.5.2 Bylaws

The Local Government Act 2002 empowers Council to make bylaws. Bylaws are a tool that Council uses to regulate behaviour. Matters such as dog control or conduct in public places are often addressed through bylaws. Where appropriate, references are made to relevant bylaws in the reserve management plan rather than repeating the bylaw requirements in full.

2.2.5.3 Long Term Plan and Annual Plan

Council prepares a Long Term Plan (LTP) every three years and an Annual Plan in the intervening years.

The LTP identifies community outcomes and allocates funding towards major projects and programmes over a ten year period.

The Reserve Management Plans and Activity Management Plans inform the LTP and Annual Plan processes about potential issues, projects and programmes but just because something is mentioned in the General Policies Reserve Management Plan 2023 it does not necessarily mean there is a commitment by Council to fund the work.

The Activity Management Plan incorporates Strategic Level Goals and Objectives for Parks and Open Spaces. It incorporates an updated version of the Parks Strategy 2013, including decision making guidelines, park management categories, development standards and service delivery standards by park category. This information will be fed as required through to Reserve Management Plans as they are reviewed.

2.2.6 Heritage New Zealand Pouhere Taonga Act 2014

The HNZPTA deals with the recognition and registration of historic places, historic areas, and wahi tapu. Methods for protection include creating heritage covenants and listing.

This General Policies Reserve Management Plan 2023 seeks to recognise that some reserves include places of historical, cultural and archaeological significance and there is a need to work in accordance with the provisions of the HNZPTA (for example when carrying out operational functions or developing facilities).

Where historic places or wahi tapu have been listed under this Act, the relevant territorial local authority is notified. This General Policies Reserve Management Plan 2023 recognises the importance of these sites

within ICC reserves and is consistent with provision of the Act.

2.2.7 Walking Access Act 2008

The Walking Access Act 2008 seeks to provide the public with free, certain, enduring and practical walking access to the outdoors. Among other things, the Act provides for the creation of enduring public walkways which can be a useful tool when walkways or cycle ways cross over multiple parcels of land that have different owners and land status. In some cases it may be appropriate to use the Walking Access Act 2008 when developing new walkways (as opposed to acquiring land as reserves) or to ensure the protection of walkways that cross over reserves on private land.

2.2.8 Public Works Act 1981

The Public Works Act 1981 provides for the acquisition of private land for public works either by agreement or through compulsory acquisition. The Act can be used to acquire land for reserve purposes. The Act also regulates the disposal of land no longer required for public works. If considering the revocation and potential disposal of reserve land it is important to confirm whether the land was acquired through the Act and whether the offer back provisions of the Act apply to the land.

2.2.9 Delegations

The Minister for Conservation has delegated several powers to Council as the Administering Body of various Reserves.

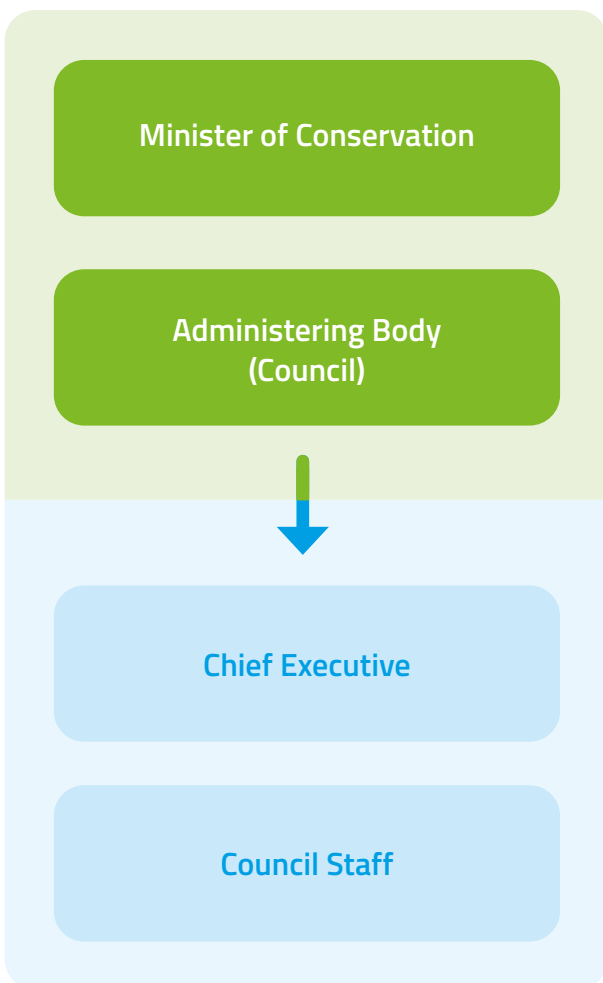
These delegations are to the Council as a whole (i.e. the elected members) and cannot be delegated to staff. Decisions under delegations of this nature usually involve a Council Resolution and sometimes require public consultation as well (see Appendix 2).

There are also some powers under the Reserves Act 1977 that Council can delegate to Council staff. These powers tend to be more operational or administrative in nature (for example managing licences).

Before exercising any powers under this management plan, Council staff are to ensure that they have the necessary delegated authority to do so. Details of staff delegations and appointments are recorded in Council's Delegations Register.



Where the policies in this General Policy Document refer to the term "Council" this generally means the GM – Community Spaces and Places and Parks and Recreation Division ICC Staff with delegated authority as the delegated representative of the Invercargill City Council, unless otherwise stated (see Appendix 3).



3.0 Scope

The policies within this document apply to all reserves and parks (including cemeteries) administered by ICC regardless of:

- Whether they have been classified as Reserves under the Reserves Act 1977.
- Whether they are covered by an existing reserve management plan.

ICC manages over 3000 hectares of land for parks and recreation purposes. Land is categorised under the Recreation Aotearoa Parks Categories Document.

This includes:

- Land that has the legal status and protection of a Reserve under the Reserves Act 1977. The Act regulates the management of these areas.
- Land that does not have Reserve status under the Reserves Act 1977 but has been acquired or used principally for community, recreational, environmental, cultural, or spiritual purposes.

The Local Government Act 2002 defines this type of land as a 'Park' and provides a degree of protection for such parks by requiring a public consultation process prior to any disposal of the land. It does not however provide the same level of protection for the land or to flora and fauna on the land that the Reserves Act 1977 does.

For consistency, the policies in this management plan will be applied to parks that are not reserves in terms of the Act (they will however not technically be part of this reserve management plan as they have not been declared as reserves or classified in accordance with the Act).

ICC intends to review these sites and to formally classify them under the provisions of the Act where land is ICC owned. Park users and visitors are seldom aware of the actual legal status of the land parcel that they are visiting and tend to be more interested in what activities and opportunities the land offers from a sport or recreation viewpoint.

This document is primarily about guiding the management, use, protection, and development of these areas in a consistent manner. Where any issue is addressed in both the General Policies Reserve Management Plan 2023 and a reserve management plan for a specific reserve, or specific category of reserve, then the policies in the specific management plan will take precedence over the General Policies Reserve Management Plan 2023. Where a specific reserve management plan is silent on a matter, the provisions of the General Policies Reserve Management Plan 2023 shall apply.

The General Policies Reserve Management Plan 2023 shall also by default apply to any reserves or parks that are not covered by a specific management plan.

4.0 How to use this plan

The General Policies Reserve Management Plan 2023 is intended to be the first point of reference for reserve-related policies.

If trying to establish whether an activity is anticipated

by a reserve management plan this plan should be read in conjunction with any specific Reserve Management Plans that might apply to that reserve as it may include site specific objectives or policies that differ from the General Policies.

If there is no specific reserve management plan that applies to the reserve then this document is considered to be the management plan that applies to that reserve.

This plan has been divided into six parts for ease of reference:

Part 1	Introduction	Explains the purpose and scope of the document, relationships with other strategies and plans, and outlines the overall goal and objectives of the plan.
Part 2	Development	Includes objectives and policies about the acquisition and development of reserves such as the provision of different types of assets and changes to the landscape.
Part 3	Use	Includes objectives and policies affecting various activities that might occur at reserves. This part identifies reserve uses that are allowed as well as ones that need permission from ICC. It also outlines what matters ICC/ICC staff need to consider when making decisions about the use of reserves.
Part 4	Occupation	Deals with the occupation of reserve land and legal agreements such as leases and licences.
Part 5	Administration	This chapter sets objectives and policies for a range of administrative issues. It outlines several processes and matters that ICC/ICC staff need to consider when making decisions about the management of reserves.
Part 6	Appendices	This part includes additional supporting information including records of updates and amendments to the document.

5.0 Goals and objectives

5.1 Goals

- 5.1.1 To administer, manage, develop and divest (where appropriate) ICC's parks and reserves in accordance with the principles of the Reserves Act 1977.
- 5.1.2 To increase the use of parks through play, sport and active recreation
- 5.1.3 To enable people focused spaces, inclusion and access for all needs.
- 5.1.4 To enable adequate land and asset provision in accordance with the Parks and Reserves Activity Management Plan and Recreation Aotearoa Standards.

5.2 Objectives

- 5.2.1 Taking into account the principles of the Treaty of Waitangi and the provision and recognition of tangata whenua's traditional relationship with their lands, water, wahi tapu and other Taonga. Preserve and protect ICC's parks and reserves for the enjoyment of the public and in consideration of the needs of future generations.
- 5.2.2 Provide areas within our parks and reserves network for a variety of sporting, recreation, play, ecological, historic and cultural activities while having due regard to the purposes for which reserves are classified.
- 5.2.3 Support provision of sub-regional recreation and leisure opportunities by working with neighbouring Councils to provide cross boundary recreational opportunities including facilitating specialist agencies to support communities in defining and achieving their future recreation needs.

- 5.2.4 Have regard for the views of the present and future users of parks and reserves as well as tangata whenua and the wider community.
- 5.2.5 Enhance and encourage equitable and safe public access into and through all public areas.
- 5.2.6 Provide and support facilities and amenities in parks and reserves where resources permit and where required to enhance active and passive recreation and for public use and enjoyment.
- 5.2.7 Provide playgrounds which encourage imaginative and stimulating play and which encourage users to engage in social interaction and physical activity.
- 5.2.8 Encourage and facilitate the wide use of the land for active and passive recreation pursuits to an extent that is compatible with sound conservation and preservation objectives.
- 5.2.9 Develop and enhance connections between parks to establish and promote a network of recreational walkways and cycle ways across the township.
- 5.2.10 Maintain and develop trees and vegetation to improve the visual effect and provide shelter for users as per the Tree Plan 2020.
- 5.2.11 Support educational opportunities and initiatives.
- 5.2.12 Provide and support facilities to shelter users and enhance user activity

Part 2 - Development Policies

6.0 Development policies

6.1 Acquisition

There are a number of ways that Council might acquire a new reserve to manage:

- A new reserve could be vested in Council through a subdivision process;
- Council could be appointed to control and manage a reserve that is owned by the Crown; or
- Council may acquire land by purchase;
- Gifting or bequeaths.

In the Activity Management Plan a key action is to Review and Update Disposal Policy and explores the possibility of developing an Acquisition Policy.

Objectives

- To ensure that the acquisition of additional reserve land aligns with Council's adopted Activity Management Plan and intended use matches parks categories noted as being required.
- To ensure that if reserve land is acquired it is in an appropriate location and of an appropriate size, shape and condition for its intended use.

Policies

- 6.1.1 The land acquisition guidelines in Council's adopted Code of Practice Document and levels of provision within the Activity Management Plan will be considered prior to acquiring any additional reserve land.
- 6.1.2 Council may develop a more detailed policy to guide reserve acquisition and disposal.
- 6.1.3 Any new reserve land Council acquired as vested reserve shall be managed under the policies within this General Policies Reserve Management Plan 2023.
- 6.1.4 Undertake consultation with the community and key stakeholders e.g. Department of Conservation, tangata whenua, regional sports trusts, local community, reserve users (clubs and neighbours) to determine the acceptability of the proposed sites and determine other options for consideration.
- 6.1.5 Where a reserves contribution is required, the Council will take financial contributions unless

it determines that taking land is appropriate and beneficial, or is required by the Operative Invercargill City District Plan.

- 6.1.6 ICC will take reserves contributions owed with each stage of subdivision, unless other options are determined appropriate.
- 6.1.7 ICC will not accept landscaping as part of the reserves contribution, unless determined appropriate, in which case consent conditions regarding landscape standards and timeframes will be required.
- 6.1.8 ICC will not accept private reserves, covenanted areas within the subdivision, protection of historic features, provision of parking, or beautification as being an alternative to reserves contribution or justifying reductions in reserves contribution.
- 6.1.9 Where a designation is proposed, ICC will require evidence of consideration of alternative methods to the proposal.
- 6.1.10 Use the reserve acquisition funding provision to purchase significant heritage features, access links and other reserves as and when the opportunity arises.

6.2 Buildings and structures

It is important to ensure that buildings and structures do not compromise the recreational or open space values of the reserve, unless the provision of buildings and structures supports the use and enjoyment of the reserve.

The Operative Invercargill City District Plan regulates buildings on public reserves and should be consulted if a building or structure is contemplated. Buildings are also regulated by the Building Act 2004. Structures that are not buildings may or may not require resource or building consent depending on the nature and scale of the structure.

Providing access for people with disabilities is an important consideration when designing new buildings and facilities or when upgrading existing facilities. Council aims to provide a range of reserves and associated facilities to meet the needs of a broad spectrum of the community. It is however not always practicable to provide facilities at reserves that meet the specific needs of all potential users.

It will not always be feasible or desirable to make all facilities fully accessible. Different degrees of accessibility will be achievable at different sites. Many existing facilities are not accessible and it may not be practical to modify them. The cost of constructing accessible facilities may be prohibitive and outweigh the usefulness or suitability of such a facility.

Wherever possible, the design or upgrade of a facility shall incorporate features that allow easy access for the elderly or people with limited mobility. For features to be recognised as fully accessible they need to comply with national standards.

Objectives

- Ensure that the design and scale of any new buildings or structures are appropriate to the character and purpose of the reserve.
- Optimise the use of existing buildings where practicable and encourage multiple use by groups.
- Provide, maintain and preserve well designed and appropriately located buildings and structures on the reserve to improve utilisation, preserve historical features and add to the enjoyment of the reserve by its users.
- Apply Regional Spaces and Places procedures when considering applications for new or changes to existing buildings and structures.

Policies

- 6.2.1 Applications for new buildings or changes to existing buildings on the reserve require Council approval. New buildings will only be allowed if it is not practicable or suitable to use an existing building; modify an existing building; or share existing facilities with other users.
- 6.2.2 No new single use buildings are allowed except where specifically approved for specific reserves by a Manager with delegated authority.
- 6.2.3 New buildings should be located where:
- a. The new building (and any associated car parking) does not unduly restrict use of the remaining area for outdoor recreation.
 - b. The new building does not obstruct entrances or exits to the reserve.

c. The new building does not detract from the open nature, heritage and amenity values of the park, especially as seen from surrounding properties and roads.

d. They facilitate the safe and appropriate use of the reserve.

6.2.4 All approved new or upgraded buildings and structures shall be of a size and design that:

a. Is appropriate to the purpose, classification, heritage values and character of the reserve.

b. Is in keeping with the surroundings to enhance and complement the landscape where this does not detrimentally affect the appearance or utilisation of the park.

c. Facilitates multi-purpose use and adaptation.

d. Where practical, are designed to limit the opportunity for vandalism.

e. Meets the current national standard and design criteria for access for people with limited mobility or pushchairs.

6.2.5 The number of buildings and structures on the reserve will be limited to a level which facilitates the safe and appropriate use, protects the open space and natural amenity values, while being compatible with the purpose and classification of the reserve.

6.2.6 Exterior colour schemes of buildings and structures on the reserve shall be approved by ICC Staff with delegated authority. The painting and creation of murals (not advertising) on buildings and structures may be considered on submission of a copy of the design and proposed colour scheme to the Parks and Recreation Manager.

6.2.7 Applications for extensions to existing buildings shall only be granted where the extension is seen as enhancing the enjoyment and full utilisation of the reserve.

6.2.8 Where appropriate, buildings on the reserve shall be shared with other recreation users of the reserve and when not required for events or gatherings, made available for other non-

commercial community use. Preference will be given to activities of a recreation nature.

- 6.2.9 Buildings, facilities and containers that are occupied, intended to be occupied or placed on reserve land for storage shall be subject to an appropriate agreement and any associated fees and charges noted in the Annual Plan (see Occupation section).
- 6.2.10 Clubs and associations shall be responsible for maintenance of their buildings and facilities on the reserve to an appropriate standard as determined by Council. Any tenanted buildings are to be maintained to a presentable standard of high quality for visitors to see.
- 6.2.11 Existing buildings that have become surplus to requirements (due to club disbandment, or building no longer required) shall be removed or disposed from the reserve. Clubs and associations shall be responsible for the full cost of removal of any building and associated facilities when no longer required. Any on-selling of the building will require prior approval from Council.
- 6.2.12 Decisions on donated or memorial buildings and structures will be informed by the Donations Guidelines (see 6.5 Donations). Decisions on Heritage buildings will be in line with guidance from HNZPT.

6.3 Car parking

Recreational activities often generate demand for parking spaces near or within reserves.

Occasionally groups demand exclusive use of carparks on reserves for events.

While temporary exclusive use can be legitimate, especially when it applies to car parks that are also used by groups other than reserve users, the exclusive users obtain a benefit greater than the public at large. While car parks on reserves are primarily provided for reserve users, members of the wider public may also use these car parks.

Use of car parks by the wider public can sometimes be to the detriment of reserve users. Apportioning the costs of car park provision can sometimes be difficult. The Operative Invercargill City District Plan regulates the development of car parking as an activity and

formation. The constriction, formation, or addition of any new car parking should be consulted with the relevant departments.

Objectives

- Provide and maintain carparks, where appropriate, to a level which is adequate for servicing the usual activities carried out within the reserve.
- Recover some of the costs of car park provision from identifiable beneficiary groups.
- Comply with the ICC Parking Bylaw.

Policies

- 6.3.1 The parking of vehicles on areas other than recognised car parks or in any way that causes damage to the reserve is prohibited.
- 6.3.2 Car parks on reserves are primarily intended for vehicles associated with recreation and other legitimate uses of the reserve. Accessibility parks will be considered when designing or renewing parking.
- 6.3.3 Regular overnight and long-term parking is not permitted.
- 6.3.4 One off overnight or long-term parking may be permitted in special circumstances if:
written approval is obtained from the Parks and Recreation Manager; or
The parking arrangement was approved for an event under a resource consent granted for that event.
- 6.3.5 Where gates are locked or unlocked at specific times, any person requiring the gates to be opened outside of this time may be charged a fee in accordance with Council's adopted Fees and Charges.
- 6.3.6 Parking in areas other than recognised parking areas may be permitted if:
Written approval is obtained from an Authorised Officer under the Bylaws.
The parking was approved for an event under a resource consent granted for the event.

- 6.3.7 Car parking areas shall be provided on reserves where there is a proven requirement directly related to the use of the reserve, and it is both physically and financially feasible to provide a car parking facility.
- 6.3.8 Reserve occupiers may be asked to contribute to the provision of car parking on reserves where their occupation is a clear and significant factor in the need for car parking.
- 6.3.9 Exclusive use of car parks may be allowed for special sporting and recreation events. Council may set charges for exclusive use.
- 6.3.10 EV Charging Stations shall be managed through an agreement with ICC and must be approved by a Manager with delegated authority and comply with the Parking Bylaw. Council may set fees for commercial activity.

6.4 Development/Masterplans

At times, a specific reserve requires a strategic direction to promote the change required to maximise the open space and shift the ongoing operational management delivery to ensure outcomes align with the community need. This strategic direction is achieved through a Masterplan.

Reserves are created principally for the provision and preservation of open space and natural areas. Some buildings and structures such as changing rooms, toilets, clubrooms, car parks and fences are considered necessary for the enjoyment and full utilisation of reserves and are allowed for in the Reserves Act 1977.

The landscape character of a reserve contributes to and enhances the City's environment and impacts on reserve users, reserve neighbours and people passing by. While certain activities and buildings are permitted on reserves it is important to ensure that the effects of any structure or use does not impact negatively on reserve values, reserve users and reserve neighbours.

A development plan is a site-specific development proposal for a reserve which provides a visual plan of future enhancements. It is more detailed than a reserve management plan and focuses on specific development issues, such as the location of sports fields, buildings, play equipment, walkways, gardens etc.

A development plan can be of value where a significant development or redevelopment is planned for a reserve. It

can also identify future funding requirements.

A development plan is not necessarily required for each reserve. Larger reserves with multiple uses (such as a major sports park) or a high profile sites (such as Premier Parks) are most likely to benefit from a development plan or Master Plan.

For the development or redevelopment of smaller or less complex reserves, a simple landscape plan may be sufficient (See also: 6.6 Landscaping).

Objectives

- Ensure that the design and scale of any major development or redevelopment is appropriate for the environment and existing character of the reserve.
- Future-proof ICC facilities and facilitate successful multiple-use of parks and reserves.
- Protect and enhance the open space, landscape and historical values of the reserve while providing adequate facilities for recreation and play.
- Ensure that reserve facilities are provided and maintained to an appropriate standard that meets public health and safety requirements and contributes to the attractiveness of the reserve.
- Ensure the costs associated with any development by/ for a specific user group are met by that group.
- Apply the Southland Regional Spaces and Places Strategy and any associated guidelines when considering development/renewal proposals.
- Supporting/enabling community wellbeing outcomes.

Policies

- 6.4.1 Council may prepare development/master plans for reserves where significant development or redevelopment is planned according to status and category of the reserve.
- 6.4.2 When preparing and reviewing development plans, Council will consult with tangata whenua, key stakeholders and the wider community.
- 6.4.3 Development/Master plans show key features in the reserve, including but not necessarily limited to:
- a. tracks and/or paths (active recreation)
 - b. trees and gardens

- c. zoned use areas/hubs
- d. sports fields
- e. play spaces and/or equipment (including multisensory elements)
- f. park furniture
- g. buildings
- h. heritage features included on the NZ Heritage List/Rārangi Kōrero, ICC District Plan heritage schedule and any recorded archaeological sites
- i. structures
- j. lighting
- k. Any other features that are considered necessary (all-inclusive and Crime Prevention through Environmental Design (CPTED) elements where possible).
- 6.4.4 When considering an application to develop or change part of a reserve, Council will take into account the existing character of the reserve, including:
- Public safety and benefits.
 - The existing and potential use of the reserve.
 - The natural and built environment.
 - The surrounding landscape and the use of neighbouring land.
 - The purpose and classification of the reserve under the Reserves Act 1977 and the management objectives stated in the current Reserve Management Plans.
- 6.4.5 Approval of development/master plans shall be a Council Decision.
- 6.4.6 Approved development/master plans are to be used to guide development at the reserve to which they apply. They will inform policies within reserves.
- 6.4.7 Council may from time to time review development/master plans in response to changing circumstances.
- 6.4.9 The development shall be designed in a way that limits the opportunity for vandalism or phased in a way to support street art, where appropriate.
- 6.4.10 The development (i.e. buildings, associated facilities, car parking and landscaping) will be designed or upgraded, where practical and feasible, to meet the current national standard and design criteria for access for people with disabilities (i.e. consider Universal Design, Disability Strategy).
- 6.4.11 Use of the PARCS tool and universal design principles where applicable may also be applied to improve accessibility and usability of reserves and their amenities.
- 6.4.12 Development plans are required for all development proposals for structures, facilities or buildings on the reserve (including alterations and extensions to existing buildings) and will include an assessment of effects. In particular the proposal should address how adverse effects on the values of the reserve will be avoided, remedied or mitigated. The development plan shall include:
- a. The location and design of proposed buildings, structures and landscaping including any car parking, lighting, fences and signage and the extent of the area required.
 - b. Details of the size, scale, visual impact and relationship of the proposal to the surroundings.
 - c. Any new building requirements as part of the development, or the changed use of existing buildings. Indicate any alterations required for existing buildings.
 - d. Details of any known or potential liabilities associated with any existing building or structure being added to or modified.
 - e. Any likely effects (adverse or otherwise) of the proposal on the landscape, environment and reserve users or reserve neighbours including visibility into and through the reserve and public safety.
 - f. Details of any drainage and earthworks required and disruption to drainage patterns. Full restoration of disturbed landform during construction and landscaping and compliance with relevant legislation is the responsibility of the applicant. It will need to comply with the ICC

Stormwater Bylaw and Operative Invercargill City District Plan requirements.

- g. Details of any change or disruption to network utility infrastructure and details of infrastructure required as part of the development.
- h. Details of any specific landscaping requirements - species, screening or shelter including any change or removal of any existing trees or vegetation.
- i. Consideration of existing users (both formal and informal) and the impact of this proposal on them. Any issues of public access, thoroughfare and egress on reserves and into any buildings and the loss of any open space including during construction phase.
- j. Details of any discussions with existing user groups.
- k. Anticipated user numbers and the times of use.
- l. Details of anticipated life of the structure and future maintenance requirements.
- m. Details as to who will be responsible for all future maintenance and insurance for the buildings and structures. Acknowledgement of the club or group's responsibility if or when the building is no longer required or if the club disbands.
- n. Details of the anticipated completion date and any plans to stage the development.
- o. Links to the priorities within the Southland Regional Spaces and Places Strategy
- p. Any other matters arising as determined by Council.

6.5 Donations

Public and private gifts, bequests and contributions including furniture, various plantings and other amenities (i.e. play, sculptures and art) that enhance, beautify, improve, supplement, support or otherwise benefit ICC's network system are an important part of the City's fabric.

Objectives

To manage the process of donations proposed through the ICC Donations Guidelines so the process is kept consistent.

Policies

6.5.1 Acquisition and management of donations will be undertaken through ICC Donations Guidelines and this General Policies Reserve Management Plan 2023.

6.6 Landscaping

Appropriate landscaping can improve the appearance and enjoyment of a reserve. Poor landscape design and practice can however cause on-going maintenance issues (such as encroachment onto footpaths and tracks) or safety concerns (such as vegetation affecting sightlines or providing cover for inappropriate activities).

Proposed landscaping should take into account the purpose and character of the reserve. Some plant species or styles of garden may for example be appropriate for some sites but not others.

The type of planting that is appropriate at an Environmental Reserve (where nature conservation is the primary purpose) may be quite different from that which is appropriate at an Amenity Park (where beautification may be the main aim) or a Premier Park (which could have a historical theme where gardens of a certain style are more appropriate).

The following policies apply to the development of new landscaping features including (but not necessarily limited to) activities such as contouring, earthworks, gardens, retaining walls, new garden areas and specimen trees.

The policies also apply to any significant alteration to existing landscaping (such as the relocation or removal of garden beds for example). Major landscaping works involving earthworks or the removal of vegetation can trigger the need for resource consent or archaeological authority under the Heritage New Zealand Pouhere Taonga Act 2014.

It is important that the Operative Invercargill City District Plan is consulted when planning such projects.

Major redevelopment of high profile, high use parks may however best be achieved through a Development Plan process.

Objectives

- Ensure this General Policies Reserve Management Plan 2023 aligns with Te Tangi a Taurira when landscaping reserves.

- Ensure that the design and scale of any new landscaping features are appropriate for the reserve environment.
- Facilitate public recreation and enjoyment in keeping with the purpose of the reserve.

Policies

- 6.6.1 Landscape plans shall be developed prior to any significant landscaping alterations or developments.
- 6.6.2 The proposed landscape plan is to be approved by an ICC Manager with delegated authority or their delegated representative prior to any landscaping works commencing.
- 6.6.3 Landscape plans will be considered in line with the ICC Tree Plan and the Code of Practice (when adopted).

6.7 Lighting

Lighting can sometimes improve the perceived safety of reserves, extend the period that they can be used for sport or recreation activities, or simply to enhance the appearance of the reserve or features within it.

Good lighting design can significantly improve the safety, use and appearance of reserves and minimise the impact of lighting on neighbours and the environment.

The purpose and use of the reserve or facility will influence whether lighting is required and what type of lighting may be appropriate.

Some facilities, in particular, indoor recreation facilities, often need to operate in the evening or at night. The use of facilities at night created demand for carpark and access lighting in particular. Some sports (especially winter sports) also require lighting to enable evening sports practices and fixtures to occur.

In some cases, safety issues cannot be addressed solely by improving lighting. Sometimes additional lighting may actually have a detrimental effect by encouraging people to enter a reserve at times when it may not be safe to do so.

Council actively discourages people from using some reserves by ensuring gates are closed and locked at night. Specific reserve management plans may also include policies about lighting specific to a particular reserve or group of reserves.

Council recognises that some reserve user groups wish to operate at night. Sufficient lighting in high use areas is important so that people can see and be seen.

While lighting can be considered an essential component of night use in a reserve area, it is appropriate that the cost should fall to those who attract users of the facility at night. It is also important that the effects of lighting on reserve neighbours are taken into consideration. Artificial brightness can affect wildlife, biodiversity, and people's mental health.

Objectives

- Provide lighting at Council-owned or operated facilities to facilitate night time access and use where appropriate.
- Allow reserve occupiers or user groups to provide and operate lighting for sports fields, playing surfaces, carparks, access ways, and facilities, where appropriate with prior approval from Council.
- Minimise adverse effect of lighting on neighbours and the environment.
- Remove lighting that is either unsafe or no longer required for its intended purpose.
- Enhance the real and perceived safety of the reserve through the provision of lighting along key pedestrian paths.
- Align lighting guidelines with the Southland Sports Field Strategy where appropriate.

Policies

- 6.7.1 The purpose, classification and use of a reserve or facility will be considered when determining whether lighting is required and what type of lighting is appropriate.
- 6.7.2 The installation of lighting by reserve occupiers or user groups is subject to approval by a Council Manager with delegated authority. Note: In some cases, the installation of certain lighting may also require resource consent under the Operative Invercargill City District Plan.
- 6.7.3 Any approval granted by Council may include conditions to minimise potential adverse effects of the lighting.



- 6.7.4 Applications from a reserve occupier or user group wishing to install lighting must be made in writing and should contain the following information:
- an explanation of the need for lighting;
 - a description of any relevant safety issues, including consideration of alternative options to mitigate risks;
 - a description of the level of public use (the proposed days and hours of operation) of the facilities concerned;
 - the ability of the applicant to secure funding from other sources.
 - lighting plan showing the location of poles, the strength of lights and the patterns of luminosity;
 - evidence of consultation with other reserve users and reserve neighbours;
 - a proposed and final cable plan (if approved)
 - GPS coordinates.
- 6.7.5 It is the applicant's responsibility to consult with all likely affected parties including other reserve users and reserve neighbours.
- 6.7.6 Any lighting installed or operated by a reserve occupier or user group must at all times meet the relevant lighting requirements, electrical safety standards, as well as any Operative Invercargill City District Plan, reserve management plan or other legislative requirements that are applicable.
- 6.7.7 Groups/identifiable beneficiaries that require the lighting (i.e. for reserve car parks, sports surface, facility lighting and access ways) will be required to fund provision, installation and maintenance and replacement of the lighting as well as the ongoing electricity charges.
- 6.7.8 Cables for light fixtures shall be underground where possible and shall be laid at a depth of 600mm below ground.
- 6.7.9 Where practicable and appropriate to the character of the site, the use of adaptive lighting controls (such as sensors and timers) to limit the timing and intensity of light output (e.g. security lights) are to be encouraged.
- 6.7.10 Council may allow the provision of lighting on the reserve where there is a clear public benefit or for amenity, security and safety reasons.
- 6.7.11 Council shall consider current best practise and lighting engineering standards, energy efficiency and appropriate design for the location when establishing new lighting fixtures on the reserve.
- 6.7.12 The light spill generated from any activity on the reserve shall not exceed 5 lux at any residential boundary between the hours of sunset and sunrise. Light spill upwards should be controlled for artificial night sky brightness and minimising the effect on native nocturnal flying creatures.
- 6.7.13 Sports field lighting must be removed by a sports club or code within three months of them vacating a reserve. Lighting which is not removed in this time becomes the property of Council. No compensation is payable in this case.
- 6.7.14 Sections on Occupation Agreements and Network Utility Operators in this document will apply.
- 6.7.15 Proposals involving new lighting will be assessed in accordance with Crime Prevention through Environmental Design (CPTED) principles and the Southland Sports Field Strategy.

6.8 Network Utility Infrastructure

The presence of network utilities and infrastructure can impact on reserve values, neighbours and users by restricting the current use of a reserve and the potential development of a reserve for future use. Reserves should not be the default infrastructure corridor and utilities need to be critically assessed in terms of their requirements. Overhead service lines or structures relating to the provision of essential services detract from the appearance of reserves and place limitations on the placement of trees, overall landscaping, and development of the area and recreational activities that can occur under the service line.

Objectives

- To allow network utility operators conditional access to reserves for the purpose of inspection, maintenance, ongoing operation and upgrading of existing utility infrastructure.
- To ensure adverse effects of network utility infrastructure on the reserve values, users and neighbours are able to be avoided, remedied, compensated or mitigated.

- Alternative locations for any new network utilities and infrastructure must be explored and only those essential for public, health, safety and convenience are to be sited within reserves.

Policies

- 6.8.1 New proposals for network utilities and infrastructure are critically assessed against the above objectives. Proposed infrastructure will be considered by ICC staff with delegated authority to ensure it does not conflict with environmental values of the reserve in question.
- 6.8.2 ICC will permit network utility operators conditional access to reserve land to inspect, maintain, operate or upgrade existing works, subject to the provisions of the relevant empowering Acts, the Reserves Act 1977 and conditions of ICC.
- 6.8.3 The utility provider is responsible for all costs associated with temporary closures of reserves and the costs of reinstatement in the event of damage to a reserve from the network utility infrastructure.
- 6.8.4 Network utility operators must supply a useable and up-to-date 'as built' infrastructure plan, with detail to be agreed by ICC officers with appropriate delegation, including information regarding their location on reserves (GPS coordinates) as a condition of any occupation agreement.

6.9 Park Furniture

Providing park furniture on reserves that are appropriately designed and placed to blend in with the surrounding landscape can add to the user's enjoyment of a reserve. Furniture such as seating, picnic tables, barbecues, rubbish bins, drinking fountains and cycle racks need to be maintained so that they remain an attractive asset to the reserve and do not become a safety hazard.

The donation of park furniture is popular way for communities and individuals to contribute to their local park or commemorate individuals and events that have an association with the reserve. Donated assets and memorials are discussed in 6.5. Unmanaged, the haphazard installation of park furniture can add to visual clutter, unforeseen maintenance costs and can sometimes pose a safety risk.

Development Standards for the various park management categories were developed as part of

the Parks Strategy 2013 and provide guidelines for capital and renewal work in conjunction with the policies contained within the reserve management plans.

The purpose, character, use and location of the reserve all influence what type of park furniture is appropriate for the site. For example, high quality Victorian or Edwardian-style furniture may be appropriate at Premier Parks with historic themes; contemporary designs may be more appropriate at Neighbourhood or Amenity Parks and simple, hard-wearing designs may be more appropriate at Environmental and Outdoor Adventure Parks.

Using park furniture of the same design within a locality helps mitigate visual clutter, and reduces the cost for supply and repair.

Objectives

- Provide sufficient outdoor furniture of a design and location appropriate to the park to facilitate public use and enjoyment.
- Ensure that the design and quality of park furniture reflects the character of the site.
- Minimise the range of designs and styles of park furniture in order to minimise maintenance costs.
- Allow the donation of park furniture where such furniture is required and where the design and construction meets Council's Donations Guidelines.

Policies

- 6.9.1 Council may install inclusive and accessible furniture where there is a demonstrated need, where resources permit. The number, design and placement of outdoor furniture shall be in keeping with the purpose, character, use and levels of use of the reserve and appropriate to the setting.
- 6.9.2 Specific reserve management plans may dictate that particular designs, materials or finishes are to be used at particular parks or groups of parks. Facilities to support categories levels of service and use will be considered in line with the Activity Management Plan
- 6.9.3 Council may remove furniture where:
- the condition of the furniture is below an acceptable standard; or

- b. the furniture is not in keeping with purpose, character, use or location of the reserve; or
- c. a particular style/design has been discontinued; or
- d. a particular style/design or finish has been adopted for the reserve, or
- e. there is no longer a demonstrated need for the furniture; or
- f. the furniture has been installed without permission.

6.9.4 Park furniture shall generally be of standardised designs as approved by the Parks and Recreation Manager (or their delegated representative).

6.9.5 Council may develop (and review) a park furniture policy which may provide guidelines and/or more detailed prescriptions about furniture designs and finishes. The development standards in the Activity Management Plan are to be used as guidelines for park furniture provision.

6.9.6 The location of any existing underground utilities (e.g. power cables, water mains etc.) is to be considered prior to installing furniture.

6.9.7 Park furniture that has come to the end of its useful life, or has been vandalised beyond repair, will only be replaced if there is a clearly demonstrated need for that type of furniture and it meets the same criteria as set for new park furniture of that type.

6.9.8 Seating

Seats or benches will only be installed (or replaced) if:

- a. There is a demonstrated need for seating; and
- b. It will provide for viewing an established vista; or
- c. It is near a play space or play equipment/enables play opportunities; or
- d. It is adjacent to a picnic area (as identified in a reserve management plan); or
- e. It is near a track or cycleway and provides a rest stop along the track or cycleway.

6.9.9 Tables

New tables will only be installed (or replaced) if:

- a. There is a demonstrated need for a table; and
- b. It is adjacent to a picnic area (as identified in a reserve master or landscape plan); or

c. It is adjacent to a barbeque facility.

d. It enables play opportunities.

6.9.10 Barbeques

Barbeques will only be installed (or replaced) if:

- a. There is a demonstrated need for a barbeque; and
- b. The barbeque is adjacent to a picnic area that is likely to be used by visitors from throughout the district.

Where barbeque facilities are provided or replaced they shall be gas or electric operated.

6.9.11 Bicycle Racks

Bicycle racks will only be installed (or replaced) if:

- a. There is a demonstrated need for a bicycle rack (i.e. encouraging people to be active); and
- b. The location for is near a picnic area, playground, or other community facility located on the reserve that may require bicycles to be left unattended for an extended period of time.

6.9.12 Rubbish and recycling bins

See also 9.25 Waste Management.

1. Council may develop and review guidelines on the provision of rubbish and recycling bins by park management category.
2. The approval of such guidelines will be a Council Decision. Example: It may be appropriate to provide rubbish and recycling bins at high profile, high use locations such as Premier Parks and Sports Parks but not at remote or relatively undeveloped reserves.
3. The provision guidelines may be included as an amendment to this plan, or be included in/form part of the activity management plan for example.
4. Council may develop and review guidelines on the provision of dog waste bag dispensers and disposal bins. The approval of such guidelines will be a Council Decision.
5. Specific reserve management plans may contain objectives or policies relating to rubbish and/or recycling bins.
6. Requests for additional rubbish (including dog dispensers) and/or recycling bins should be considered against:
 - a. The provision statements for the park category as per the Activity Management Plan or Parks Strategy

when developed;

- b. Whether there is a clearly demonstrated need for a bin;
- c. Whether it is appropriate to the purpose and character of the specific reserve;
- d. The Waste Minimisation objectives and policies of this plan [see 9.25].
- e. Council's corporate Waste Minimisation Policy (once developed);

6.9.13 Donated Park Furniture

See 6.5 Donations

6.10 Monuments, Public Art and Sculpture Displays

Monuments, Public Art and Sculpture Displays include sculptures, murals, street-art, paintings, or installations of an artistic nature that are located in public places such as parks and streetscapes. They are often the most visible and accessible form of art.

Potentially, these displays can:

- Improve the amenity and use of open space
- Contribute to the distinctive character of a place or community
- Provide opportunities to showcase local artistic talent
- Commemorate the historical or cultural significance of a place
- Encourage tourists to visit.
- Enable play

Monuments, public art and sculpture displays can sometimes also be used to reduce vandalism and graffiti provided there is an adequate sense of ownership and pride within the community.

If they are located in the wrong place they can cause conflict with the purpose of the reserve or the way that it is able to be used.

The ownership of monuments, public art and sculptures can also become an issue, especially if they require maintenance or replacement.

These policies aim to minimise the risks associated with monuments, public art and sculpture displays in reserves. The ICC Donations Guidelines document will guide decision making for development and renewals of reserves.

Objectives

- Allow monuments, public art and sculpture displays where it is appropriate to the purpose and character of the reserve to enhance the experience for visitors.
- Ensure proposed donations of monuments, art work and sculpture displays align with ICC Donations Guidelines.
- Clarify ownership and maintenance responsibilities for public art in reserves.

Policies

- 6.10.1 Applications to provide monuments, public art and/or sculptures in a reserve shall send proposals in writing to the Parks and Recreation Manager who will initiate the decision process as per the Donations Guidelines.
- 6.10.2 The application should include (depending on the nature, scale or location):
 - a. A brief description or concept drawing(s) of the design.
 - b. Identification of the preferred location(s).
 - c. Materials and colour schemes.
 - d. Landscape assessment
 - e. Traffic assessment
 - f. Health and safety plan
- 6.10.3 Council is not bound to accept any proposal.
- 6.10.4 If the proposed monuments, public art and sculptures are intended to be a memorial, the proposal is to be assessed in terms of the relevant requirements of Council's Donations Guidelines Document as well as the requirements of the General Policies Reserve Management Plan 2023.
- 6.10.5 Monuments, public art and sculpture displays will be designed to a high standard and, where practical, be designed to limit the opportunity for vandalism.
- 6.10.6 Permanent monuments, public art and sculpture displays in reserves will need to be robust, weatherproof and long lasting.
- 6.10.7 Maintenance of monuments, public art and sculpture displays in reserves will be undertaken

by Council, or Council approved operators, unless otherwise approved by a Council Officer with delegated authority.

- 6.10.8 The design and location of any monuments, public art and sculpture displays shall be subject to Council approval and shall be in keeping with the surrounds to enhance and complement the landscape and the purpose and character of the reserve.
- 6.10.9 Temporary monuments, public art and sculpture displays are allowed on reserves until such time as the purpose for the display is finished and then they will be removed. They will be the responsibility of the event organisers or reserve occupiers. Ownership and responsibility for maintenance details are to be recorded in a formal agreement between Council and the party responsible for the installation and maintenance of the artwork
- 6.10.10 Specific reserve management plans may prescribe guidelines around what types of art may be appropriate and identify areas that are suitable for the display of public art to that reserve or group of reserves.
- 6.10.11 A register of public art on reserves is to be maintained by Council. Displays owned by Council are to be recorded in Council's asset register and managed as a Council asset.
- 6.10.12 Council will be under no obligation to replace a donated artwork at the end of its useful life or if it has been vandalised beyond repair.

6.11 Non-Conforming Use

Generally, buildings are only permitted on recreation reserves where they are associated with, and necessary for, the use of the reserve for outdoor recreation. If buildings have no direct relationship with the purpose of the reserve or with outdoor recreation, then they are non-conforming. It is important to consider the overall intent of the classification (protecting the open space and recreational values) when considering any further building construction or extensions.

Objectives

- To allow network utility operators conditional access to Identify and record buildings which are deemed not

essential to the operation of the reserve or to enhance public recreation and enjoyment.

Policies

- 6.11.1 Council will identify buildings that do not comply with the provisions of the Reserves Act 1977 and/or the policies of this plan and record as non-conforming in the Council database.
- 6.11.2 Buildings identified as non-conforming (do not serve a recreational purpose) are therefore not considered essential for the management of the reserve, for the recreational use of the reserve, or for the enhancement of the public's enjoyment of the reserve. Permission will not be granted for replacement if the building was destroyed by fire or any other natural disaster.
- 6.11.3 Application for extensions will not be granted to those buildings on the reserve that are classified as non-conforming buildings.

6.12 Play Spaces and Play Equipment

The provision of a variety of well-maintained and safe play equipment is important for the development of children of all ages and abilities. Play equipment complements the areas of open space available to children for informal play.

Council is currently developing a Play Strategy which may in the long term have bearing on facilities and services in certain reserves.

Play can be incorporated everywhere. Council acknowledges access to play needs to be equitable, needs to be accessible and parents, careers and children should also be considered when designing and renewing spaces.

Reserves provide areas of open space for people to play. There are many learning and development benefits associated with play activities which could be implemented through landscape design.

Besides grass areas and other natural features reserves may also provide specific play equipment.

Play equipment includes items specifically provided for outdoor play such as swings, slides, roundabouts, modular play equipment etc. New play equipment is often expensive to install.

The costs and benefits therefore need careful consideration. Play equipment also requires on-going

maintenance to ensure that safety standards are maintained.

Objectives

- Provide a range of play opportunities across the District as an everywhere activity.
- Provide playground equipment in reserves where it is appropriate to the purpose, use and character of the reserve.
- Ensure a healthy and safe environment is provided for playground users.
- Develop and maintain play spaces that are creative, stimulating and fun, and to encourage people of all ages and abilities to engage in social interaction and physical activity.

Policies

6.12.1 Play equipment shall be maintained and upgraded as required as per the Invercargill City Council Play Strategy (when developed) to provide quality play equipment, safety surfacing and high play value.

6.12.2 When planning, Council will work with tangata whenua, key stakeholders and the wider community through applying play activation in play spaces to identify future use and needs for the areas.

6.12.3 Before developing new playgrounds the following should be taken into account:

- a. the park management category and development standards
- b. the level of demand for playground equipment and use of the area (current and forecasted future demand)
- c. Accessibility and universal design – including the inclusion of accessible play elements
- d. the level of playground provision by other local providers (e.g. schools)
- e. the current demographics of the area (e.g. the 0-15 year age grouping)
- f. forecasted demographic trends (if available)
- g. the target age group that the equipment is intended for

h. Community preferences (e.g. expert and community consultation via surveys, submissions, complaints etc.)

i. play equipment usage trends

j. Play Opportunities Through Environmental Design (POTED) principles

k. Crime Prevention Through Environmental Design (CPTED) principles

l. costs and benefits.

m. level of provision identified within the Activity Management Plan.

n. facilities to support the play space (i.e. proximity and nature of public toilets)

6.12.4 All new or upgraded play equipment and safety surfaces shall be designed, constructed, installed, and maintained to comply with the relevant New Zealand Safety Standards and follow universal design best practice and CPTED.

6.12.5 The development standards for the park management category will be used as a guideline for playground equipment provision as well as discussions with access/universal design experts and community (i.e. youth and disability).

6.12.6 Maintenance and structural requirements of all play equipment shall be applied as per the monitoring schedule within the Activity Management Plan to ensure all pieces of equipment are maintained to a safe standard.

6.12.7 Informal play opportunities shall be encouraged through the design of open spaces within the reserve using the natural landforms and existing features, to the extent the surrounding vegetation and horticultural qualities are not damaged.

6.13 Signage

Signs play an important role in identifying reserves and emphasising their status. Signs are also essential for providing direction and identifying hazards. Interpretive signage may also be appropriate at sites that are of particular historical, social, cultural or ecological significance.

Signs can also be an effective way of acknowledging significant contributions towards projects or programmes. Signs should however be carefully planned and managed.

Signs inform the public of their responsibilities as users of the reserve and advise users of the management and maintenance responsibilities of the reserve and its facilities.

Signs are also used as a way of educating and informing the public on features of the reserve and should make it easier for reserve users to find their way around the reserve and locate areas of interest. Signs can also be playable.

Signs can also dominate and detract from the user experience.

The implementation of the policies on signs on reserves is subject to the appropriate provisions of Council Bylaws, Operative Invercargill City District Plan rules and the requirements of the Reserves Act 1977.

A Signage Strategy is earmarked for development. It will describe Council's long term vision for signage at Council's parks and facilities. A Signage Manual will contain detailed rules and guidelines about different types of signage at reserves to help achieve the vision of the Signage Strategy.

The Signage Strategy and Signage Manual (when developed) will together provide principles and policies for multiple branding and sponsorship signs.

It is envisioned that signs not permitted by the Signage Manual or Reserve Management Plan may require resource consent and prior approval from Council.

Objectives

- To provide signs that assist in user orientation and reserve legibility.
- To use signs as a way to enhance educational opportunities in the reserve.
- To minimise the adverse visual effects of signs while maximising useful information to reserve users.
- To sign information, styles and types are consistent across all reserves.
- Signage at reserves will be in alignment with Council's adopted Signage Strategy and Signage Manual when developed.

Policies

- 6.13.1 Council shall use current New Zealand Standards as a guide when providing and maintaining signs on reserves.
- 6.13.2 The location of any existing underground utilities (e.g. power cables, water mains etc.) is to be considered prior to installing signage.
- 6.13.3 Anyone wishing to install a sign on a reserve shall make an application to the ICC Parks and Recreation Division.
- 6.13.4 Applications shall be assessed against the Signage Strategy (when developed), Signage Manual (when developed), relevant Reserve Management Plan and Operative Invercargill City District Plan requirements.
- 6.13.5 A Council officer with delegated authority is under no obligation to approve any application and may impose such conditions as appropriate on any approval that has been granted.
- 6.13.6 Signs on the reserve shall be for the purpose of proper and beneficial management, administration and control of the reserve. This may include health related signage, wayfinding, safety and informational where applicable.
- 6.13.7 Interpretational signage and promotional brochures may be developed as required and provided in key areas of the reserve to inform and educate reserve visitors.
- 6.13.8 Permanent signs may be permitted at the discretion of Council only when the sign is to be for trade advertising and is located within an enclosed sports area (i.e. leased space) and only where the sign will not be visible from outside the sports area.
- 6.13.9 Temporary advertising intended to alert or inform the public about a forthcoming event or attractions on the reserve may be permitted at the discretion of Council. The position of all temporary advertising shall be approved by Council, all costs shall be the responsibility of the applicant and temporary signs shall remain in place for a maximum of 14 days.

6.13.10 Reserve occupiers must apply to Council to place signage on their buildings. The size, style and scale of signage will be taken into consideration and in particular, the effect or visual impact the sign will have on reserve users and the reserve neighbours.

6.13.11 Dimensions shall be no more than 2.5m long by 2m deep and to a maximum area of 3m². Any requests for signage outside these dimensions must be approved by way of the Parks and Recreation Manager.

6.13.12 Reserve occupiers will be responsible for meeting the costs of producing, erecting, maintaining, removing and replacing signs relating to their activity to be located on or adjacent to their buildings.

6.13.13 Council staff with delegated authority will, when planning, incorporate signs that are bilingual and reflect the historical and cultural narrative of the reserve where required and there is a need or desire.

6.13.14 Council will collaborate with other agencies to incorporate other forms of communication in signage e.g. brail and read aloud.

6.13.15 Council will include opportunities for other cultures and interest groups that also have interests and history with the parks and recreation network.

6.14 Toilets

A range of factors should be considered before locating a new toilet on a reserve. In some cases, locating a public toilet on a reserve is desirable while in other cases a toilet may be better placed along the streetscape or within a public building such as a library or event centre.

As with any building, toilets can impact on the visual character and use of the reserve. The capital cost of installing a new public toilet can be substantial as they are subjected to a much higher usage than residential toilets and also need to be resistant to vandalism. Public toilets also require regular cleaning and maintenance which all comes at a cost.

Further information regarding provision and levels of service for toilets on Council property (including reserves) can be found within the Property Activity Management Plan.

Objectives

- Manage public toilets in line with the direction of the Property Activity Management Plan.
- Provide accessible public toilets where appropriate and place appropriately to support users of reserves.

Policies

6.14.1 The establishment, design and maintenance of new or existing public toilets in the reserve shall take into account current New Zealand Standards.

6.14.2 The number and location of new or existing public toilets on the reserve shall be kept under constant review. Management of public toilets will be directed by the Property Activity Management Plan.

6.14.3 Any new toilet building shall be of a size and design that is:

- a. accessible
- b. appropriate to the purpose and character of the reserve;
- c. of an acceptable architectural standard for a public toilet;
- d. vandal-resistant; and
- e. easy to clean and maintain.

6.14.4 When assessing the need for a new toilet the following will be considered:

- a. the park management category and associated Development Standards in Council's adopted Activity Management Plan.
- b. the level of demand and use in the area (current and forecasted future demand);
- c. The proximity and nature of toilets provided by others in the area (e.g. schools, service stations, libraries etc.).
- d. Accessibility and universal design
- e. Whole-of-asset life costs (i.e. capital costs as well as maintenance and operational costs and savings over the expected life of the building).

6.14.5 Specific reserve management plans may prescribe specific design styles or finishes for toilets.

6.15 Track and Path Development

Tracks and paths can provide recreation opportunities for a variety of different users. The Activity Management Plan describes Council's long term vision for parks and open spaces and includes Development Standards which provide guidelines on track provision for each park management category.

The Recreational Trails Strategy (when developed) will include objectives to achieve Council's vision for tracks. A track classification system and associated track standards will be included in the Strategy.

Tracks and footpaths are often integral to the ease of use and enjoyment of a reserve by users, providing recreational opportunities and active transport links between areas.

Objectives

- Enable disability and active transport.
- Develop accessible tracks and paths in accordance with Council's Strategies, policies and guidelines.
- Allow recreational tracks, informal trails and footpaths over reserves unless stated otherwise, while supporting whanau-centric and shared use where adverse effects on the environment can be remedied or mitigated.
- Protect and enhance the opportunities for people of all ages and physical abilities to access and enjoy the outdoor environment as demands on open space increase and diversify.
- Provide an efficient, safe and relatively unstructured pedestrian access network within the reserves for a variety of pedestrian uses without damaging the natural, historical, and cultural values of the reserve.

Policies

- 6.15.1 When planning significant new tracks or paths user/access and connectivity, disability and other expertise groups (i.e. Herenga ā Nuku) shall be identified and considered in the design process.
- 6.15.2 Specific reserve management plans may contain particular policies regarding tracks or paths for specific reserves or groups of reserves.
- 6.15.3 Where tracks provided by others (such as the Department of Conservation and Environment Southland) adjoin ICC tracks, ICC will endeavour

to work with those groups to coordinate track standards and connections.

- 6.15.4 ICC shall use the ICC Parks and Reserves Activity Management Plan, ICC Recreational Trails Strategy (when developed) and Recreation Aotearoa Standards as guides to developing and maintaining pathways and tracks (including multi-use) on reserves.
- 6.15.5 New walking or multi use tracks (including whanau-centric trails that cater for the novice rider) will enable active transport connections and shall only be developed in reserves where the effects on reserve values of construction and long term public utilisation can be kept to a minimum.
- 6.15.6 ICC will provide the necessary tracks and facilities to allow safe access to and through reserves and to support users of these tracks while protecting reserve natural values (i.e. parking).
- 6.15.7 ICC shall have a programme of routine maintenance and renewal to maintain the appropriate level of service for the reserve as detailed in the relevant Activity Management Plan.

6.16 Tree and Vegetation Planting and Development

Council recognises:

- the importance of tree planting in achieving a high quality landscape;
- the need to maintain and enhance the amenity, landscape, historical, cultural and botanical value of trees on reserves; and
- the need to avoid, mitigate or remedy adverse effects of trees on reserves.

For the management of existing trees please refer to section 7.19.

A tree plan was adopted in 2020. This is used as a management tool for Council departments to refer to when making decisions on management, maintenance and development of trees on Council land.

Objectives

- Ensure this General Policies Reserves Management Plan 2023 aligns with the Tree Plan when implementing tree management and maintenance within reserves.

- Ensure this General Policies Reserves Management Plan 2023 aligns with Te Tangi a Taurira when developing and managing trees and vegetation within reserves.
 - Protect and restore the native forest remnants within reserves.
 - Display a variety of trees and shrubs in reserves.
 - Develop and maintain trees and vegetation on reserves as a significant function contributing to reserve attractiveness and popularity.
 - Maximise the benefits of trees and vegetation on reserves while avoiding, minimising or mitigating the adverse effects on reserve users and neighbours.
 - Ensure the integrity of shelter is maintained into the future.
- Policies**
- 6.16.1 Specific reserve management plans may include objectives or policies about tree planting on a reserve or group of reserves.
- 6.16.2 Planting of vegetation in reserves and road reserve corridors shall be planned strategically in line with the ICC Tree Plan and designed to enhance and protect the reserve's scenic, ecological and horticultural qualities and natural character.
- 6.16.3 Planting and management of vegetation in reserves will take into account:
- a. Management objectives and policies for the reserve.
 - b. Any landscape plans for the reserve.
 - c. The effect the vegetation will have on adjacent properties at the time of planting and in the future.
 - d. The effect the vegetation will have on archaeological sites at the time of planting and in the future
 - e. The effect the vegetation will have on underground and network utility infrastructure and its future maintenance.
 - f. Horticultural, landscape and ecological considerations.
 - g. Educational and horticultural feature displays.
 - h. Safety in design/Crime Prevention Through Environmental Design (CPTED)
 - i. Safety for staff maintaining vegetation (i.e. does it require a traffic management plan?).
 - j. Carbon credits/carbon footprint.
 - k. Climate change.
 - l. Cost.
 - m. Te Tangi a Taurira Plan.
- 6.16.4 Wherever possible and practical, native species eco-sourced from the area shall be planted and maintained in reserves.
- 6.16.5 Planting of trees and vegetation will only be undertaken by Council, or Council approved contractors. Groups with prior approval from ICC Staff with delegated authority as per their documented agreements, or those who have had discussions and an arrangement of understanding, are an exception.
- 6.16.6 Trees will be selected, planted and managed to provide adequate shade as well as shelter from the sun especially around seating areas and over children's play equipment.
- 6.16.7 ICC Staff with delegated authority will work in partnership with tangata whenua, stakeholders and the wider public to create ecological corridors between reserves to allow for the natural dispersal of plants and animals.
- 6.16.8 Council will advise private landowners on species suitable to plant adjacent to boundary fence lines or gardens in urban situations for screening purposes.
- 6.16.9 Council shall enable edible gardens and productive land use with prior written approval from ICC staff with delegated authority in cases where the community have requested it.

Part 3 - Use Policies

7.1 Alcohol Consumption and Sale

The sale of alcohol is seen as one means of reserve occupiers providing a social service for their members. Reserve users can also request consent for special or one off events where alcohol is sold or supplied incidental to the principal purpose of the occasion or event being held

Objectives

- To allow the consumption and sale of alcohol on the reserve where the effects on the reserve, reserve values, reserve users and reserve neighbours can be avoided, remedied or mitigated and the relevant statutory and Bylaw requirements are met.

Policies

- 7.1.1 Consumption and sale of alcohol on parks and reserves requires prior approval from a Council officer with delegated authority.
- 7.1.2 When considering applications, the Parks and Recreation Manager will not oppose the granting of alcohol licences (subject to license approval) for premises located on reserves or special licenses in defined areas for one off types of events where:
- a. The granting of permission is consistent with the purpose of the reserve.
 - b. The effects on the reserve, reserve values, reserve users and reserve neighbours can be avoided, remedied or mitigated.
 - c. Applicants can provide evidence they have met the requirements of relevant legislation, regulations, codes, permits and the local alcohol policy.

7.2 Archaeological Sites and Accidental Discovery

The Heritage New Zealand Pouhere Taonga (HNZPT) Act 2014 (the Act) makes it unlawful for any person to modify or destroy, or cause to be modified or destroyed, the whole or any part of an archaeological site without the prior authority of HNZPT. If you wish to do any work that may affect an archaeological site you must obtain an archaeological authority (consent) from HNZPT before you begin.

This is the case regardless of whether the land on which the site is located is designated, or the activity is permitted under the District or Regional Plan or a resource or building consent has been granted or whether it is a recorded archaeological site or not. The Act provides for substantial penalties for unauthorised destruction or modification.

An archaeological site is defined in the Act as any place in New Zealand (including buildings, structures or shipwrecks, above ground and potential for below ground sites) that was associated with pre- 1900 human activity, where there is evidence relating to the history of New Zealand that can be investigated using archaeological methods.

It is Council's responsibility to conserve New Zealand's natural and historic heritage for all to enjoy now and in the future. Therefore applications for permits for fossicking and any activities involving digging must be considered through Environmental Impact Assessments on a case by case basis.

Objectives

- Protect, in accordance with the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 or any subsequent legislation, all known historical and archaeological sites on reserves.
- Direct users to the link: <https://www.heritage.org.nz/protecting-heritage/archaeology/standard-archaeological-authority-process> with regards to accidental discovery on reserves.
- Ensure Accidental Discovery Protocol is adhered to before works is undertaken on reserves.

Policies

- 7.2.1 ICC and Community Groups working on reserves (includes earthworks and digging) are bound by the requirements of the Heritage New Zealand Pouhere Taonga Act 2014 - <https://www.heritage.org.nz/protecting-heritage/archaeology/standard-archaeological-authority-process>
- 7.2.2 If Koiwi tangata (human skeletal remains), Taonga or other artefact material (e.g. pounamu/ greenstone artefacts) other than Koiwi tangata is discovered, then work shall stop immediately and Te Ao Mārama (Inc.) advised and HNZPT is notified.
- 7.2.3 Te Ao Mārama will arrange a site inspection where importance is determined and the environment recorded by qualified archaeologists alongside the appropriate Tangata whenua and their advisers, including statutory agencies, who will determine whether the discovery is likely to be extensive and whether a thorough site investigation is required.
- 7.2.4 Materials discovered will be handled and removed

by Tangata whenua responsible for the tikanga appropriate to their removal or preservation.

- 7.2.5 Pursuant to the Ngāi Tahu (Pounamu Vesting) Act 1997, all natural state pounamu/greenstone in the Ngāi Tahu tribal area is owned by Te Runanga Ngāi Tahu. The Ngāi Tahu Pounamu Resource Management Plan provides for the following measure:

Any discovery of natural pounamu should be reported in the first instance to Te Ao Mārama Inc. on behalf of the relevant papatipu.

- 7.2.6 In the event that the finder considers the pounamu is at immediate risk of loss such as erosion, animal damage to the site, or theft, the pounamu/greenstone should be carefully covered over and/or relocated to the nearest safe ground. The find should then be notified immediately to the Pounamu Management Officer.
- 7.2.7 Metal Detecting is not a permitted activity on Council land without the prior authorisation from HNZPT and a Council officer with delegated authority. Before each permit is granted ICC must consider the environmental effects of each proposed activity. This is largely done through the submission of an Environmental Impact Assessment (EIA) at the applicants cost.
- 7.2.8 Archaeological Authority is required for any works that may destroy or modify an archaeological site. Consultation with HNZPT prior to works being undertaken.

7.3 Boundaries and Fences

Fencing

Fences or barriers may be required to improve safety, to prevent damage to reserves or reserve assets, or to provide physical barriers between incompatible activities.

The design and location of fences can influence the use and appearance of reserves. In some cases planting vegetation can achieve the same outcomes as a fence would.

Council reserves adjoin a variety of land uses in settings from urban to rural with a range of fencing styles, materials and heights used. The condition of boundaries is an important consideration when protecting reserves.

Fences and barriers also need to be maintained and potentially replaced in future. It is therefore important to

consider whether a fence is the most appropriate solution to an issue.

The Fencing Act 1978 regulates boundary fences. While Council has no obligations to comply with the Fencing Act 1978, it is important that ratepayers are not burdened with paying for boundary fencing that exceeds the standard of fence beyond that which is considered a minimum requirement.

Before agreeing to boundary fencing it is important to check whether a fencing covenant applies.

Encroachment

Encroachment is the unauthorised use or development of any part of a reserve. This includes, but is not limited to, structures, earthworks, gardens, or access ways that have been installed on reserves without Council permission. Over time some reserves have been encroached by adjacent landowners.

Encroachments can reduce the area of the reserve that is effectively available for recreation or development.

Resolving encroachments can also be costly.

Where the encroachment is on a gazetted reserve, Council is unable to lease or licence the encroached area if it is inconsistent with the purposes of the Reserves Act 1977. In such cases Council must enforce the removal of the encroachment and the reinstatement of the reserve.

In some cases, there may be a legitimate need for neighbours to use part of a reserve such as to enable access their property or to allow them to garden or graze an undeveloped reserve. Part 4 of this plan deals with legitimate forms of reserve occupation and the relevant legal instruments available under the Reserves Act 1977.

Objectives

- Comply with boundary/fencing obligations under the Fencing Act 1978 where required.
- Limit the number of fences or barriers on reserves to those which will protect reserve values, reduce the adverse effects on reserve neighbours, or which ensure the reserve can be used safely.
- Install fences or barriers where necessary to avoid, mitigate or minimise adverse effects of reserve use on neighbours.
- Protect reserve values and encourage freedom of public movement into and through reserves.

- Ensure processes regarding encroachments on reserve land are managed under the Reserves Act 1977.

Policies

- 7.3.1 Council will assess written requests for contribution towards construction of reserve boundary fences only when it is deemed necessary and where it is to be established on the correct legal boundary. Requests shall state the reason for the fence. Applications for a fence will be assessed on its design in terms of visual permeability and its contribution to the attractiveness of the reserve.
- 7.3.2 Council will meet its fencing obligations under the Fencing Act 1978 where required.
- 7.3.3 Where a reserve occupier requests the enclosure of its facilities, the cost of erecting and maintaining appropriate fences to the satisfaction of Council shall be borne by the reserve occupier and requires written approval from ICC Staff with delegated authority for colour and design prior to construction.
- 7.3.4 Enclosure of an activity or feature within the reserve with a fence or barrier will only be permitted by a Council officer with delegated authority if there is a justifiable need, e.g. protecting other reserve users from the effects of the activity and protecting reserve values. Council will encourage the use of low, open style fences which allow clear sight lines through the reserve and into the activity.
- 7.3.5 Any occupier wishing to fence part of a reserve shall make application in writing to the Parks and Recreation Division.
- 7.3.6 Specialist fencing required by sports clubs with leases will be the responsibility of the organisation associated with that activity.
- 7.3.7 Stock proof boundary fences shall be kept to a high standard so that farm stock cannot gain access to the reserve.
- 7.3.8 Boundary fences will be inspected annually and shall be kept clear of any invasive pest plants.
- 7.3.9 Where appropriate, suitable fences along boundaries shall be maintained. Should future development necessitate, fences will be upgraded according to the requirements of the area. Existing and future fences and barriers will be maintained according to Council policy.
- 7.3.10 Where encroachments onto reserve land have been identified, these need to be addressed through formal agreements or stopped immediately. Agreements will be considered, provided that they are consistent with the purposes of the Reserves Act 1977 and have minimal detrimental impact on reserve values. No new encroachments are permitted without the approval of Council.
- 7.3.11 Permissions for encroachment will be a Council Decision.
- 7.3.12 Costs associated with formalising an existing encroachment, removing an encroachment, or reinstating a reserve following the removal of encroachment, shall be borne by the encroaching landowner.
- 7.3.13 Council will seek fencing covenants to be placed on the title of subdivisions adjacent to reserves in accordance with the provisions of the Fencing Act 1978.
- 7.3.14 Adjoining landowners are not allowed private access gates to the reserve.
- 7.3.15 Applications for pedestrian gates in boundary fences shall be made in writing to the ICC Parks and Recreation Division. The delegated representative may include such conditions as necessary on any approval granted for a pedestrian gate in a boundary fence.
- 7.3.16 In considering applications for pedestrian gates in boundary fences, the following shall be taken into account:
- a. the likely effect of use of the gate on park values; and
 - b. the likely effect of the gate on the health and safety of park users.
- 7.3.17 Council shall not be liable to contribute towards the cost of pedestrian gates in boundary fences.
- 7.3.18 Council's delegated representative shall determine the type of fence that is appropriate to the purpose, character, and use of a reserve.
- 7.3.19 Council is under no obligation under the Fencing

Act 1978 to fence esplanade reserves but may consider fencing such reserves or contributing towards the fencing of such reserves in order to protect reserve values where appropriate

7.3.20 Specific reserve management plans may include provisions regarding particular styles or types of fencing to be used at a reserve or group of reserves.

7.4 Camping

From time to time community groups and youth training organisations wish to erect tents or camp on parks or reserves. Such activities usually involve a training element focussed on field craft, environmental responsibility and good citizenship.

Camping can however potentially also lead to issues such as littering/dumping, potential damage to facilities and public health concerns.

Since the introduction of the Freedom Camping Act 2011 there is a perception among many people that camping is allowed as of right in any public place. This has led to an increase in freedom camping and has caused issues in many places throughout the country.

The Freedom Camping Act 2011 does not apply to reserves. Section 10 of the Freedom Camping Act 2011 allows freedom camping "in any local authority area unless

It is restricted or prohibited in accordance with a bylaw made under section 11; or
Under any other enactment".

Council has not at this stage adopted a freedom camping bylaw. Section 10(b) of the Freedom Camping Act 2011 however applies to reserves as their use is regulated by another enactment, namely the Reserves Act 1977.

Section 44 of the Reserves Act 1977 prohibits camping at reserves except in designated camping grounds and areas that provided for by a reserve management plans.

Camping is only permitted on reserves administered under the Reserves Act 1977 in the Invercargill District in camping grounds specific to that purpose.

Potential problems resulting from campers on reserves include toilet waste disposal, rubbish and damage to reserves. We wish to facilitate responsible camping behaviour while at the same time regulating camping at our reserves and parks to minimise any negative effects.

Freedom camping is not permitted on reserves given their importance as reserves with significant values, and the potential damage that freedom campers may have on these values.

Objectives

- To conserve the public health, well-being and safety of the public while on the reserve.
- To ensure the public have equity of use over reserves under the Council's control.
- To prohibit camping in the reserve.

Policies

7.4.1 Camping is not permitted on reserves unless provided for in a public camping ground.

7.4.2 In special circumstances, camping on a reserve for one off events may be approved by ICC Staff with delegated authority. Anyone wishing to camp at a reserve shall apply in writing to do so. If ICC staff with delegated authority is satisfied that the proposed camping activity is in keeping with the purpose of the reserve and that any adverse effects of camping can be avoided, remedied and mitigated, they may provide approval.

7.5 Climate Change

Climate change impacts for parks include stronger and more frequent storms, higher rainfall levels and intensity, longer periods of drought and potentially more frequent and severe impacts on the natural environment and park infrastructure.

Parks and open spaces, as natural buffers and carbon stores, have a role in helping to minimise the effects of climate change. Natural environments and plantation forests contribute to capturing and storing carbon.

Council has not yet adopted a climate change strategy and so these objectives and policies are subject to change.

Objectives

- To reduce greenhouse gas emissions across all its areas of influence, including its own operations, helping to create the conditions for a smart, innovative, low-carbon economy.
- Risks from climate change-related impacts are managed and resilience is increased through consistent adaptation planning and actions based on best scientific information.

- Community awareness of climate change mitigation and adaptation solutions increases and organisations and individuals know what they can do to improve the long term resilience and sustainability of the City.

Policies

- 7.5.1 The Climate Change Strategic Documentation (once developed) will be used as a guiding document for managing parks and cemeteries in relation to Climate Change.
- 7.5.2 At times, the purpose / use of a place will change and during this change process, it will be important to consider:
- Promoting parks as part of the solution to the climate change. For example, using storytelling to increase awareness about fragile ecosystems, sand dunes, wetlands and headwaters of catchments
 - Promoting mātauranga (wisdom) Māori knowledge as part of the solutions concept
 - Understanding quantity of reserves lost or impacted by climate change
 - Restoration opportunities (planting and restoring natural landscapes)
 - Minimising farming/grazing impacts
 - Minimising effects and building climate change resilience in parks
 - Purchasing electrical equipment
 - Shifting towards the 'natural solution' concept of: protecting, connecting, restoring and leading by example in park management practice
 - Allowing coastal dunes space to retreat and minimising coastal infrastructure
 - Maintaining investment in weed and pest control
- 7.5.3 Council will continue to monitor emissions and will set reduction targets as part of its own climate action commitments and through collaboration at a regional level.
- 7.5.4 Council will continue to incorporate asset resilience into planning for future developments of specific reserves management plans and applying risk analysis for reserves.

7.6 Community Projects Requiring Earthworks

When community organisations want to undertake earthworks activities on reserves (i.e. installing tracks, goal posts, extending a building), there are up front costs to set up the activity and there are also ongoing maintenance costs.

When considering earthworks associated with a community development, it is important that appropriate due diligence be given to the work to be undertaken specifically in relation to contaminated land, archaeology and heritage and also underground utilities.

Policies

- 7.6.1 Council is committed to undertaking all archaeological assessments in relation to the Heritage New Zealand Pouhere Taonga Act 2014 .
- 7.6.2 Any applications for approval (such as archaeological authority applications) will need to be factored into the costs by the respective community organisation as part of the overall project. The development costs for the activity will also be at the community organisation's expense unless otherwise agreed by a Council officer with delegated authority.
- 7.6.3 Analysis data undertaken and collated through archaeological assessments shall be shared with Council to be filed for future reference of the reserve.

7.7 Domestic Animal Control

Uncontrolled domestic animals can cause damage to native flora and fauna and soil structure of reserves, restrict regeneration and may endanger other reserve users.

Objectives

- To protect vegetation, waterways and soil structure on reserves and to provide a safe and attractive reserve for all users.
- To collaborate with tangata whenua and other agencies to ensure consistent management and education regarding management of dogs.

Policies

- 7.7.1 All management relating to dogs on reserves will be undertaken in accordance with the Dog Control Policy and Bylaw and any subsequent versions.

Management of dogs with adjoining agencies will be consistently regulated to ensure users are well educated.

- 7.7.2 Uncontrolled animals are not permitted on reserves unless otherwise provided for with an appropriate lease or licence under Section 73 of the Reserves Act 1977 or with written permission from Council.
- 7.7.3 ICC will continue to use grazing as a management tool where it does not cause inappropriate adverse effects. Certain conditions will be applied (i.e. lease) under the Reserves Act 1977.
- 7.7.4 Horses are prohibited in reserves unless:
- prior written authorisation has been given from ICC Staff with delegated authority.
 - it is permitted in a specific reserve management plan.
 - it has been approved as part of an organised event.
 - it has been approved under a grazing lease or licence granted under the Reserves Act 1977.
- 7.7.5 Any stock found on reserve land is causing offence under section 94(1) (b) of the Reserves Act 1977 and will be referred to the ICC Compliance Division, with the stock owner being penalised accordingly if the stock are not tended to immediately.
- 7.7.6 The release of any domestic or non-native animals into reserves is prohibited.

7.8 Dump Stations

Effluent disposal points or dump stations are important to ensure that human waste from motor caravans is disposed of appropriately. Ideally, dump stations should not be located on reserves.

While the location of a dump station on a reserve may be justified in rare cases, care should be taken that any adverse effects on reserve values and public enjoyment of the reserve is minimised.

Objectives

- To provide dump station facilities that meet the need of camping ground users.
- To encourage the use of areas other than reserves for dump station locations.

Policies

- 7.8.1 ICC will allow dump station facilities on reserves if:
- It is allowed for under the Reserves Act 1977; and
 - there is a clearly demonstrated need; and
 - the reserve contains a camping ground; or
 - all practical alternative locations have been investigated and been found to be unsatisfactory for reasons other than cost.
- 7.8.2 Dump stations located on reserves will be removed at the end of their useful life and the areas reinstated, unless the requirements of the preceding policy statement are met.
- 7.8.3 Approval of any additional dump station(s) will be at the discretion of the Parks and Recreation Manager.

7.9 Events

Public events can enhance the public use and enjoyment of reserves as well as add to the vibrancy and diversity of the community. Some reserves are very suitable for large public events while others may only be suitable for small-scale events.

Events with large visitor numbers and a range of activities can have significant adverse effects. These can include health and safety risks to people, physical damage to the reserve or its assets, temporary unavailability of areas for sport or recreation, unreasonable noise, litter, vandalism, and impacts on traffic safety.

Proposals for major events require careful consideration in terms of public safety, the likelihood and potential scale of damage to the reserve and the effects on reserve users and neighbours.

Some larger or more complex events may trigger additional regulatory requirements, such as resource consent, building consent, food licences etc. It is important that event organisers contact Council as soon as possible to ascertain what requirements may apply to their event.

Objectives

- To allow the use of reserves for events, where appropriate, provided that it is in keeping with the purpose and character of the reserve and does not unduly impact on other reserve users.

- To manage the use of reserves for events to ensure it is appropriate to the purpose and character of the reserve.

Policies

- 7.9.1 All events in reserves must be booked in advance with the Parks and Recreation Division and users must comply with the "Terms and Conditions" for use of the reserve. These terms and conditions are reviewed and updated from time to time.
- 7.9.2 Council may charge a fee for use of the reserve where the user gains a special benefit that is not available to other reserve users, or where there are costs associated with the activity or event (excluding education providers). The rate of fee set will be charged:
- To ensure a reserve or part of a reserve has been booked for an event or activity.
 - To provide temporary or long term exclusive use of a reserve or part of a reserve.
 - To cover a booking service, potential bonds and administrative costs.
 - To cover additional costs resulting from the activity or event i.e. staff coverage, opening gates, power, water, rubbish collection etc.
 - Where the activity or event is of a commercial nature.
- 7.9.3 Reserve facility fees and charges are adopted by Council annually and are identified in Council's Annual Plan.
- 7.9.4 Specific reserve management plans may identify reserves, parts of reserves, or groups of reserves that are suitable for events in general or particular types of events.
- 7.9.5 A Council Officer may impose such conditions on the approval as necessary to minimise potential conflict between reserve users and to protect public safety, reserve values and assets.
- 7.9.6 Where necessary for the maintenance or protection of the reserve, or for the safety of park users, part or all of the reserve, may be closed for public access, subject to the provisions of the Reserves Act 1977. Any costs associated with the closure (including the cost of any public notices) are to be borne by the event organizer.

7.10 Filming and Photography on Public Land

Film companies, organisations, interest groups, schools and other members of the community like (or are required as part of studies, events or memories) to film or photograph others or landscapes on public land (e.g. sports games).

Objectives

- To ensure legislative requirements are met when considering the use of filming in public spaces.
- To conserve the public health, well-being and safety of the public while on reserves.

Policies

- 7.10.1 Commercial Filming requires permission from the Parks and Recreation Manager.
- 7.10.2 It is generally lawful to take photographs of or film people in public places without their consent.
- 7.10.3 Council supports if:
People's requests not to be filmed are respected
- 7.10.4 Filming or photography using a UAV or drone will need to comply with Policy 7.12.

7.11 Fireworks Displays

Film companies, organisations, interest groups, schools and other members of the community like (or are required as part of studies, events or memories) to film or photograph others or landscapes on public land (e.g. sports games).

Objectives

- To ensure legislative requirements are met when considering the use of filming in public spaces.
- To conserve the public health, well-being and safety of the public while on reserves.

Policies

- 7.11.1 Commercial Filming requires permission from the Parks and Recreation Manager.
- 7.11.2 It is generally lawful to take photographs of or film people in public places without their consent.
- 7.11.3 Council supports if:
People's requests not to be filmed are respected
- 7.11.4 Filming or photography using a UAV or drone will need to comply with Policy 7.12.

7.12 Flying Model Aircraft and Unmanned Aerial Vehicles (Drones)

Model aircraft enthusiasts sometimes use reserves for the operation of their aircraft. This can either be for personal recreational use for club and competition use.

The persistent and uncontrolled use of model aircraft can have negative effects on neighbours and other reserve users including noise and potential for injury.

The recreational and commercial use of unmanned aerial vehicles (UAV) or drones is becoming more common place and will no doubt increase as technology improves, demand increases and UAVs reduce in cost.

While UAV use has similar impacts to those of model aircraft with respect to noise and potential for injury, the frequent inclusion of on-board cameras also introduces issues of privacy which reserve users have a right to expect. Reserves may also be ideal places for commercial UAV photographers and surveyors to launch UAVs from, given their generally open nature.

Objectives

- To prohibit use of flying model aircraft on reserves and work with model aircraft enthusiasts for alternative locations.
- To control the use of flying unmanned aerial vehicles/ drones, while ensuring other members of the public are safe and enjoying the use of the reserves.

Policies

- 7.12.1 Use of UAVs/drones on reserves will be managed through the ICC Unmanned Aerial Vehicles Policy and require a permit.
- 7.12.2 Use of model aircraft on reserves is prohibited unless required for reserve management purposes, or as provided for in specific individual or omnibus management plans.
- 7.12.3 Unauthorised UAV/drone activity without prior approval from Council can be reported through the Civil Aviation Authority <https://www.aviation.govt.nz/about-us/contact-us/report-a-drone-safety-concern/>

7.13 General Use

Reserves are a major source of open space in the City and are provided for the benefit, enjoyment and use of the public. "Use" policies guide the response of Council to applications to use reserves. The scope of "uses"

that may be proposed is wide and includes: sport, passive recreation, art and cultural events, commercial promotions and festival activities.

Council occasionally receives applications for the use of reserves for temporary or long-term commercial activities. Commercial activities are an acceptable part of the range of activities within the reserves of the City provided they are servicing users of the reserve and are consistent with the primary purpose of the reserves as classified under the Reserves Act 1977. The activities should not adversely impact on the reserve, reserve values, reserve users or reserve neighbours.

Long-term non-commercial use of a reserve occurs predominantly through lease arrangements and generally relates to non-commercial activities carried out from sports fields, clubhouses, halls and other indoor facilities and community group buildings. This generally means long-term closure of reserve space for the use by a particular group that then obtains a greater benefit than that received by the general public.

ICC recognises that what is a drain was once a watercourse and therefore consideration needs to be undertaken prior to any additions or changes to drains or watercourses.

Objective

- To allow and encourage public use that is compatible with the purpose of the reserve.

Policies

- 7.13.1 Council reserves the right to decline a proposal for use of a reserve, or take action as it sees fit against a user, or stop a use, if the use is likely to cause any adverse effects to the reserve, reserve users or reserve neighbours.
- 7.13.2 Where necessary, Council will consider temporary closure of a reserve, or part of a reserve, in conjunction with statutory requirements for the protection and wellbeing of the reserve and for the protection and control of the public using it.
- 7.13.3 Council may grant a permit for commercial activities to temporarily occupy part of the reserve for a period of up to six consecutive days (Section 54(1) (d) and Section 56(1) (b) Reserves Act 1977), if it is necessary to enable the public to obtain the

benefit and enjoyment of the reserve or for the convenience of those using the reserve.

- 7.13.4 Any user of the reserve shall be responsible for ensuring that any adverse effects on the reserve and reserve values, reserve users or reserve neighbours can be avoided, remedied or mitigated, except as otherwise authorised by Council and includes compliance with Council bylaws.
- 7.13.5 Activities that will create an uncontrollable obvious nuisance for surrounding properties will not be permitted.
- 7.13.6 Extensions to existing infrastructure or new infrastructure is not permitted without prior approval from Council Staff with delegated authority.
- 7.13.7 Existing drains and water courses on the reserves will be maintained in accordance with requirements under the Land Drainage Act 1908. Extensions to existing or new drains and water courses are not permitted without prior approval from Council Staff with delegated authority, with reserve values being taken into consideration.

7.14 Mining and Exploration

While knowledge of the mineral resources of reserves is minimal, the indications are that there are probably no minerals of economic value. Although the likelihood of mining activities cannot be assessed at present, it must be stated that major mining activities are incompatible with the values of the reserves and are contrary to the present day concepts of conservation.

Policies

- 7.14.1 To object to any application for mining privileges within reserves unless it can be clearly demonstrated that any ensuing activity will cause minimal damage or disturbance to the reserves.

7.15 Research and Collection

Council receives requests from students, researchers or members of the wider public wishing to carry out research or collection of flora or fauna on reserves.

The Minister of Conservation is responsible for granting permission for those activities under Section 49 of the Reserves Act 1977. Any authorisation required under the Wildlife Act 1953 (indigenous/protected fauna) is to be provided by DOC.

Council has delegated authority for the collection of exotic flora and fauna and the collection of rock material or soil.

Research on reserves may be of benefit to Council by providing information that may assist with the management of reserves or increased knowledge of species and ecology.

Objective

- To facilitate and encourage partnerships with educational providers for the use of reserves for appropriate research.

Policies

- 7.15.1 Without the prior permission of an authorised officer no person in a reserve may disturb, interfere with or remove/collect any flora (including seeds and cuttings) or fauna without a permit.
- 7.15.2 Council may allow appropriate research or educational purposes on reserves where it is not detrimental to reserve values as per the form: https://icc.govt.nz/wp-content/uploads/2023/05/Application-for-collection-or-research-of-plants-and-animals_fillable.pdf
- 7.15.3 Council should be acknowledged to reports/papers and receive copies of reports/papers produced as a result of research carried out on reserves.
- 7.15.4 Conditional permission may be granted for the collection of specified specimens for scientific or educational purposes in accordance with Section 49 of the Reserves Act 1977. Any proposed collection of indigenous fauna also requires a permit from the Department of Conservation.

7.16 Reserve Waters

It is important to liaise with relevant parties connected to the management of marine and foreshore areas to ensure good management of the surrounding ecosystems.

Open spaces and riparian areas along waterways, where managed effectively, can positively contribute to improved stream and river quality outcomes and eventually lead to better habitats for fauna and water activities.

The waters surrounding and within reserves are very important to wildlife habitats and management should aim not only to maintain them, but also to enhance their quality.

Policies

- 7.16.1 To maintain all necessary liaison with tangata whenua, and any relevant organisation with matters relating to the marine and foreshore areas.
- 7.16.2 To manage the inland waters of reserves for the benefit of wildlife and the wider environment.
- 7.16.3 Encourage community recreational activities, education, research, and art displays along waterways.
- 7.16.4 Collaborate with other organisations, communities and agencies to discuss effective ways to manage waterways in both appearance and cleanliness.
- 7.16.5 Council will work with Environment Southland and Council Resource Management Team around enhancement options for water corridors.

7.17 Soil Movement, Deposition or Removal

Soil may be required during projects to infill holes or level ground during works as part of maintenance, development and repair or upgrading of an ICC reserve.

Objective

- To ensure movement, deposition or removal of soil in reserves meets legislative requirements.

Policies

- 7.17.1 The movement, deposition or removal of clean silt soil is permitted to be undertaken provided that the following conditions are met:
 - a. The activity is associated with the construction, operation, maintenance, and repair or upgrading of a Council reserve.
 - b. Any material deposited is done so to a similar site, associated with the construction, operation, maintenance, and repair or upgrading of a Council reserve.
 - c. No more than 50m³ shall be extracted from or deposited on land containing high value soils or on urban land, as shown on the Operative Invercargill City District Planning Maps. Rural zoned reserve land is permitted up to 2000m³ to be extracted or deposited with prior permission from a Council officer with delegated authority.
 - d. If the material is taken from a SLUS or HAIL site, a site General Policy Document identifying controls on potential exposure risks to humans or the

wider environment is to produced prior to any soil disturbance. Transport operators are required to ensure that vehicles are clean as they leave the site, so that contaminated material is not deposited on the road.

- e. Soil disturbance activities are to be completed within three months of commencement from the approval date.
- f. The activity does not impact upon the ecological values of the reserve, or disturb indigenous vegetation or introduce weed species.
- g. Accidental Discovery Protocol should be followed by all groups, clubs and organisations, as well as approval obtained by HNZPT before undertaking works at reserves.
- h. Within the airport protection zone or Ōtatara zone no earthworks shall result in standing bodies of water greater than 10m² in area.

7.18 Sports and Recreation Activities

Spaces for organised sport activities are mainly provided by our Sports Fields Reserves. Other reserves may sometimes also provide space for particular sporting activities.

In such cases it is important to ensure that sport use does not detract from the primary purpose of the reserve or adversely affect other reserve users.

As far as our other reserves are concerned, areas that are suitable for particular kinds of sporting activity may be identified through the management plan process for those reserves. There are several groups who use reserves for sporting activities on a regular basis.

Council provides sports field application forms to understand regular reserve use arrangements with sports groups to ensure a consistent approach, appropriate levels of service, and to record the responsibilities of the parties involved.

Groups are encouraged to book through Council when using fields so Council can collect more information on usage of these spaces. Information about usage can help Council with future planning and funding for the reserves. The use data can also help community groups such as sports clubs if they are applying for funding.

Objectives

- To encourage sporting activities that contribute to the health and wellbeing of our community.
- To facilitate the use of reserves for sporting activities where appropriate to the purpose and character of the reserve.
- To promote cooperation and minimise conflict between sporting codes and other reserve users.
- To encourage use of Council's booking system through sports field applications and use of the Sporty database.

Policies

- 7.18.1 Existing playing fields shall be maintained and improved where necessary to a standard that is consistent with their use.
- 7.18.2 Specific reserve management plans may contain specific policies regarding sporting activities for specific reserves or groups of reserve.
- 7.18.3 ICC may develop and review administrative procedures including a booking system for sports fields and other reserve areas used for sporting activities.
- 7.18.4 Sports clubs and others requiring temporary exclusive use of sports fields and related facilities (e.g. sports fixtures, practice sessions, tournaments and the like) are to use the Council's Booking System.
- 7.18.5 Support and facilitate the development of sports hubs and more multi-use facilities to encourage efficient use of resources where proposals come to Council.
- 7.18.6 Align Council's work with the Regional Spaces and Places Strategy and the Southland Sports Field Strategy to maximise use of sports facilities and spaces. The application of two strategies will help reassess sport and rec provision based on identified need. Use them to prioritise and guide investment into sport and recreation assets, including major sport and recreation event venues.
- 7.18.7 ICC will work with Active Southland and Sports Groups to collect user data and engage with them when planning for development of sports fields and associated facilities.

7.19 Trees and Vegetation

Trees and vegetation contribute to the amenity, historical, environmental, cultural and landscape values of a reserve.

Some reserves hold species of importance to tangata whenua as historic and cultural sites. Therefore access is required through local tangata whenua and ICC partnerships to ensure collection of traditional materials can be undertaken with prior arrangements.

It is important to actively manage and maintain vegetation on reserves where possible. However, from time to time vegetation can become a nuisance or danger to reserve users and reserve neighbours and can affect the use or enjoyment of the reserve or adjoining properties. Council will consider remedial action where appropriate to resolve these problems.

People regularly approach the Parks and Recreation Division requesting permission to collect firewood, cones and pine needles from fallen or cut trees on reserves. Firewood permits are generally only given to non-profit community registered organisations. Parks and Recreation's approach is to leave fallen or felled wood, including cones to decompose on site except for threats to trails, infrastructure and public.

A tree plan was adopted in 2020. This is used as a management tool for Council departments to refer to when making decisions on management, maintenance and development of trees on Council land.

Objectives

- To ensure this General Policy Document aligns with the Tree Plan when implementing tree management and maintenance within Reserves.
- To protect and restore the native forest remnant within the reserve.
- To display a variety of trees and shrubs in the reserve.
- To develop and maintain the vegetation on the reserve as a significant function contributing to the reserve's attractiveness and popularity.
- To maximise the benefits of vegetation on reserves while avoiding, minimising or mitigating the adverse effects on reserve neighbours.
- To control the removal of exotic wood from felled or fallen trees for safety, landscape or management purposes.
- To control the unauthorised removal of vegetation from reserves.

- To ensure the integrity of shelter is maintained into the future.

Policies

- 7.19.1 Maintenance of vegetation in reserves shall be planned strategically in line with the ICC Tree Plan and designed to enhance and protect the reserve's scenic, ecological and horticultural qualities and natural character.
- 7.19.2 Management of vegetation in reserves will take into account:
- a. Management objectives and policies for the reserve.
 - b. Existing landscape plans for the reserve.
 - c. Horticultural, landscape and ecological considerations.
 - d. Educational and horticultural feature displays.
 - e. Climate Change (see 7.5)
 - f. Alternate management through reducing grassed areas and replacing with natives, hedges and tree zones
 - g. CO² emissions
- 7.19.3 Maintenance or removal of vegetation will only be undertaken by Council, or Council approved contractors. Groups with prior approval from Council Staff with delegated authority as per their documented agreements or those who have had discussions and an arrangement of understanding are an exception.
- 7.19.4 Before making any decision on complaints about trees on reserves, Council will consider and assess the effect of the alleged nuisance/issue by, in addition to ensuring the Tree Plan is followed:
- a. Visit and discuss the issue(s) with the alleged party (ies).
 - b. Assess the effect of the alleged nuisance.
 - c. Consider the purpose and classification of the reserve.
 - d. Determine the actual or potential danger to life or health or property.
 - e. Considering the safety and structural integrity of the tree.
- f. Consider the interests of the public and reserve users.
 - g. Considering the value and protection of the tree.
- 7.19.5 Removal of any felled wood from reserves requires a permit and prior approval from ICC Staff with delegated authority. Firewood permits may be granted to community groups that have proven charitable trust or not for profit status.
- 7.19.6 No live or standing trees or vegetation are to be removed or damaged during firewood removal operations. Permits are required for removal of pinecones and can be requested at the Parks and Recreation Office.
- 7.19.7 Environmental Impact Assessments may be requested by Parks and Recreation Staff with delegated authority for activities on reserve land.
- 7.19.8 Exotic vegetation shall gradually be removed from reserves following the Southland Regional Pest Management Plan with consideration made to 'nursery species'.
- 7.19.9 Exotic grass growth in reserves shall be controlled and managed in appropriate areas where open space and recreational facilities are required. All other exotic grasses shall be sprayed or removed by Council staff or Council approved contractors to allow more appropriate plantings to develop over time.
- 7.19.10 Council will support local initiatives to re-vegetate areas within the reserves to an approved planting programme. Re-vegetation is to be eco-sourced so it is in keeping with the natural and surrounding vegetation most appropriate to the reserve's vegetation zone and character of the area.
- 7.19.11 Native vegetation will not be cut or removed unless it is causing some form of hazard or danger and only then it will be under Parks and Recreation supervision. Groups with prior approval from Council Staff with delegated authority as per their documented agreements or those who have had discussions and an agreement of understanding are an exception.

Part 4 - Occupation Policies

8.1 Occupation Agreements (Leases, Licences and Easements)

This Part of the General Policies Reserve Management Plan deals with occupation agreements for reserves. Occupation agreements are a common form of authorisation granted by Council to a person or organisation that is occupying a reserve (or part of a reserve) on a relatively long term basis.

The term "occupation agreement" refers to any lease, license, easement or other agreement granted between Council and a person, organisation or company that is occupying part of a reserve.

Council's power to grant an occupation agreement over reserves varies depending on the status of the reserve concerned and the rights transferred from the Crown. Any application will require ICC approval and be subject to the objectives and policies of this document.

Occupation agreements may include compliance with any one of the following sections of the Reserves Act 1977:

A licence to occupy grants a non-exclusive right to use a reserve (or part of a reserve) for a specific purpose. Council owns or manages reserves that have not been developed for recreation or other purposes. Management of these areas can be expensive.

If not managed appropriately grazing, gardening and similar activities can have negative impacts on reserves such as the spread of weeds and the degradation of native vegetation, soil or water quality.

Objectives

- To grant, where appropriate, occupation agreements that are consistent with the requirements of the Reserves Act 1977.
 - To permit occupation arrangements that align with the objectives of the relevant reserve management plan, Council strategies, policies and bylaws.
 - To balance the retention of open space with appropriate use and occupation of the reserve.
 - To ensure public accountability of reserve management.
 - To ensure adequate remedy or mitigation of any adverse effects on reserve values caused by leases, licences, easements or other occupation agreements.
 - To ensure that all costs associated with the development and implementation of occupation agreements are the responsibility of the applicant.
- To require compensation for temporary or permanent effects on reserve values caused by rights of way, easements, network utilities and similar forms of occupation agreement.

Occupation Agreements/Leases Policies

- 8.1.1 All organisations and occupying landowners with buildings, facilities, easements, grazing, or regular/exclusive use to undertake their activities (including use for infrastructure and access) on reserves shall be required to hold an occupation agreement as provided for by the Reserves Act 1977.
- 8.1.2 Application for any new occupation agreement in the reserve will be in writing providing detailed information about the type of occupation.
 - a. Details of alternative locations, options and costs considered;
 - b. Explanation of community benefit
 - c. Provision of the latest participation and membership numbers
 - d. An explanation as to why alternative options are not considered practicable;
 - e. An explanation of how negative effects on the reserve will be avoided, mitigated or managed; and
 - f. A plan or concept design of the proposed works.
 - g. Risk analysis including life of building
 - h. Alignment with the Southland Regional Spaces and Places Strategy and Sports Field Strategy where required.
 - i. Alignment with community need and details on multi-use of the space. Information provided will allow ICC to assess all applications in an equitable and consistent manner.
- 8.1.3 Prior written consent is required by Council for the approved occupier to sublet, assign, transfer, mortgage or part with possession of any part of the land or building.
- 8.1.4 All costs associated with occupation agreements shall be the responsibility of the applicant as per Council's fees and charges schedule.

- 8.1.5 Occupation agreements shall include provision for the removal of facilities or buildings no longer required by an occupier, lessor or owner before the end of any occupation agreement (see 8.3 Abandonment of Facilities).
- 8.1.6 Council shall draw up leases and licences subject to the provisions contained in the First Schedule and the sections of the Reserves Act 1977 relevant to the reserve classification and purpose of the lease or licence.
- 8.1.7 Council may grant a long-term lease or licence for a recreation or commercial activity to occupy part of the reserve where the activity complies with the Reserves Act 1977.
- 8.1.8 Predator Free Activity on leased land will require permission from Council and lease holders to ensure activities do not conflict one another. This may mean a change to the lease and developing and implementing guidelines to ensure a mutual understanding of what is required.
- 8.1.9 If a Recreation, Historic or Scenic Reserve is not vested in Council, approval of the lease shall be sought from the Minister of Conservation in accordance with Reserves Act 1977 requirements.
- 8.1.10 Grazing or gardening on undeveloped Recreation or Local Purpose Reserves shall generally be subject to a Licence under Section 74(2) of the Reserves Act 1977 rather than a lease.

Easements

An easement grants a specific right to use land belonging to someone else for a specific purpose. Easements are registered against the title to the land or a Gazette Notice for the land. On some reserves, neighbours or utility companies occupy or use parts of reserves to access their properties or to lay infrastructure. Examples include: rights-of-way, stormwater discharges and utility services (such as sewer lines or power cables).

Any easements granted by Council will have limited timeframes (e.g. limited to the life of a building or activity). Compensation may be required from the person benefitting from the easement.

Reserve values can be protected by not granting easements in perpetuity and by requiring protection and/or reinstatement of the site.

Policies

- 8.1.11 Easements shall be subject to Sections 48 and 48A of the Reserves Act 1977.
- 8.1.12 An easement (or other formal agreement as specified in legislation) will be required for any approved asset (e.g. pipe, cable, or discharge) onto or through a reserve.
- 8.1.13 Before granting a right of way or an easement over any part of a reserve vested in it, Council shall give public notice in accordance with Section 119 of the Reserves Act 1977, specifying the right of way or easement intended to be granted, and shall give full consideration, to all objections and submissions received in respect of the proposal.

Section of Reserves Act 1977	Topic covered by the relevant section of the Reserves Act 1977
Section 48	Easements
Section 48A	Communications stations
Section 54	Lease or licence of Recreation Reserve (various purposes)
Section 56	Lease or licence of Scenic Reserve (various purposes)
Section 58A	Lease or licence of Historic Reserve (various purposes)
Section 61	Lease or licence of Local Purpose Reserve (various purposes)
Section 48	Lease of Recreation Reserve (farming, grazing, afforestation)
Section 73	Temporary licence to occupy (grazing, gardening, flax)
Section 74	Temporary licence to occupy (grazing, gardening, flax)

8.1.14 The public notice requirement shall not apply in cases where:

- a. the reserve is vested in Council and is not likely to be materially altered or permanently damaged; and
- b. The rights of the public in respect of the reserve are not likely to be permanently affected by the establishment and lawful exercise of the right of way or other easement.

8.1.15 The applicant or beneficiary of the easement shall be responsible for the cost of any physical works, including protection, maintenance, and reinstatement work associated with the easement.

8.1.16 All legal costs associated with the easement are to be met by the applicant or beneficiary of the easement.

8.1.17 Council may seek compensation for the benefit derived from a private utility asset located on a reserve.

8.1.18 Upon the completion of the physical works the applicant or beneficiary of the easement shall supply an as-built plan of the assets to Council's Parks and Recreation Manager. See Section 48(2) and Section 48(3) of the Reserves Act 1977.

8.1.19 If privately-owned utility assets are no longer required, the beneficiary of the easement must inform the Parks and Recreation in writing to this effect and the area reinstated to the satisfaction of Parks and Recreation Manager.

Occupation of reserves by Council-owned utilities assets

8.1.20 ICC may develop and review administrative procedures regarding the application process and the assessment of effects on the reserve for requests to install Council-owned utilities infrastructure on reserves.

8.1.21 Prior to any physical works starting, approval for Council-owned utilities assets on, over or under a reserve shall be sought from ICC.

8.1.22 An application must be made in writing, to the Parks and Recreation Manager and should include:

- a. Details of alternative locations, options and costs considered (including environmental impacts assessment);

- b. An explanation as to why alternative options are not considered practicable;
- c. An explanation of how negative effects on the reserve will be avoided, mitigated or managed; and
- d. A plan or concept design of the proposed works.
- e. Acknowledgement of ongoing maintenance requirements and ownership.

8.1.23 The ICC delegated representative may impose conditions on any approval granted with respect to utilities assets on, over or under reserves.

8.1.24 As-built diagrams are to be provided to ICC upon completion of any approved utilities installations on reserves and stored in Council's record system.

8.2 Multiple use of Facilities

There are currently a number of buildings and other facilities located on reserves. Sharing of facilities prevents unnecessary duplication and the associated costs. Sharing should be encouraged where practicable. Unnecessary duplication, expansion or development of facilities not only reduces the amount of open space available at reserves but also increases costs.

Even if facilities on reserves are funded by community groups, there is always a degree of risk to Council, as buildings and other improvements built by community groups tend to revert to Council ownership if the community group ceases to exist. If facilities have not been maintained to an appropriate standard, Council may be faced with the expense of repairing or removing the facility. The sustainable use of facilities is therefore to be encouraged.

The use of buildings and facilities on reserves ought to be consistent with the purpose and character of the reserve. In some cases it may be appropriate to consider ancillary uses not directly associated with sport or recreation (e.g. café, museum, youth development organisation, etc.) provided that they support and promote use of the reserve and do not detract from the purpose and character of the reserve.

Objectives

- To encourage the sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.
- To support the use of buildings and facilities on reserves where such use is consistent with the purpose and character of the reserve.

Policies

- 8.2.1. The multiple use of buildings and other facilities by sports, recreation, and community groups shall be encouraged in alignment with any master plans, reserve management plans, Southland Regional Spaces and Places Strategy, Southland Sports Fields Strategy and other policies within this plan (i.e. development policies).
- 8.2.2. To permit the occupation of buildings and other facilities by ancillary uses where such use:
- is consistent with the purpose and character of the reserve; and
 - is likely to support and encourage use of the reserve.
- 8.2.3. Where multipurpose buildings on reserve are owned by Clubs or organisations, Policies 8.1 and 8.3 will apply.

8.3 Abandonment of Facilities

Sports clubs and other community groups may be affected by declining membership or participation levels which can lead to dissolution, amalgamation or a state of recess. This often leads to an abandonment of facilities such as clubrooms, playing surfaces, etc.

Abandonment of facilities poses a degree of risk to Council as there may be a degree of community expectation for Council to 'bale out' a struggling club or to repair and continue to provide the facility. Council is not always financially prepared or capable to take over a building, especially if it does not meet legislative requirements or is at end of life.

Even if there is no need to continue to provide the facility, there are likely to be costs involved in either removing or repairing and repurposing the facility.

The Compensation for Improvements clause in Schedule 1 to the Reserves Act 1977 prescribes how abandoned facilities are to be dealt with where a lease or licence is place.

Objectives

- Ensure that buildings and facilities that are of benefit to reserve users are retained where practicable.
- Consider multiple-use, repurposing or relocation of surplus buildings where practicable.

- Minimise risk to Council by entering into appropriate occupation agreements concerning buildings or facilities on reserves.
- Ensure that the owner or occupier of a building or facility remains responsible for its maintenance and security until disposal has occurred.

Policies

- 8.3.1 ICC may develop and review administrative procedures for dealing with the abandonment of facilities on reserves (see 8.1 Occupation Agreements).
- 8.3.2 Council encourages occupiers to ensure WOFs are met and conversations are held regularly to help Council understand how risks can be addressed early before abandonment is considered.
- 8.3.3 Where a building or structure is no longer required by a lessee the provisions of the Compensation for Improvements Clause in Schedule 1 to the Reserves Act 1977 shall apply and the land with all improvements thereon, shall revert to the lessor without compensation payable to the lessee otherwise. The building shall be tested for asbestos and any heritage values prior to demolition/removal.
- 8.3.4 Council encourages multipurpose use of buildings and therefore engagement on any building that may be deemed financially unsustainable for the current user will be encouraged through expressions of interest before the building is removed, in case the building has use for other interest groups that align with recreational activities under the Reserves Act 1977.

Part 5 - Administration Policies

9. Administration and Management

9.1 Administration

Objectives

- To ensure reserves are managed appropriately and consistently in a way that meets the Reserves Act 1977 requirements.
- To comply with the Reserves Act 1977 requirements for administration and management.

Policies

- 9.1.1 The utilisation of the reserve shall be in compliance with its classification and the policies set out in this General Policy Document.
- 9.1.2 The ICC, through ICC Staff with delegated authority, shall carry out the day to day administration and management of reserves, using Parks and Recreation staff and contractors.
- 9.1.3 ICC Parks and Recreation will collaborate and engage closely with Tangata whenua and local rūnaka, stakeholders and the wider public for a systematic, holistic and consistent approach to managing reserves.
- 9.1.4 Income obtained from leases and sale of reserves will be put into maintenance and development of reserves.

9.2 Access

Reserves are generally freely available for use by individuals and groups on a casual basis. There are however some exceptions. Sometimes it is necessary to limit public access to a reserve (or a part of a reserve) to protect public safety or prevent damage to reserve assets.

Typical examples of when it may be necessary to temporarily close off part of a reserve include:

- To allow construction or maintenance work to be done safely
- Closing sports fields so they can recover after periods of poor weather
- Protecting significant wildlife or wildlife habitat
- Safety risks due to storms or other natural disasters
- Structures or equipment have been damaged and are no longer safe.

It is sometimes also necessary to limit free public access where some form of exclusive use of a reserve (or part of a reserve) has been granted.

Typical examples include:

- A sports club leasing part of a reserve to build a clubroom for their members
- A café operating from a building on a reserve
- An approved event (such as an A&P Show)
- A swimming pool complex located on a reserve.

At various times ICC may close the reserve or parts of the reserve for issues of safety, maintenance, development and wildlife protection. Some events may also require temporary closure or rahui of part of the reserves. Rahui closures (temporary closures) may be out of respect or used as customary protections for the environment (e.g. scarcity, contamination).

The level and standard of access provided into the reserve needs to be appropriate to the reserve values and the anticipated level of public utilisation of the reserve.

Some occupation agreements may allow restricted access by the general public into areas of the reserve by the use of fences and/or forms of barriers.

Motorised and non-motorised vehicles on reserves can be a source of danger to other reserve users and may have the potential to cause damage to reserves.

To protect and preserve each reserve's special values, it is important to ensure the public areas and walkways are well defined. It is also important that ICC has the ability to limit or exclude public access into certain areas where the impact of human activities would be at the detriment of the vegetation habitat.

Council is committed to working towards the removal of barriers to the participation of the elderly or people with limited mobility in leisure and recreational activities on reserves.

Improved access to reserves can increase the use of a reserve by enhancing comfort and convenience for a range of users and provide significant safety benefits.

Objectives

- To ensure the public has freedom of entry, access and use of the reserve subject to any necessary conditions, restrictions, or limitations of use from time to time.

- To ensure pedestrian safety by restricting motorised and non-motorised vehicle access on the reserve.
- To improve access to the reserve where practical and feasible to ensure everyone is able to enjoy it.
- To allow limited motorised vehicle access on designated car parks and roadways.

Policies

- 9.2.1 Parks and Recreation Staff will work in collaboration with Roding staff (with delegated authority) and interest groups (i.e. disability groups) when looking at opportunities for access to and through reserves.
- 9.2.2 Access to the reserves shall generally be free of charge for the general public to access and use reserves on a casual basis unless:
- a. there is some form of exclusive use that restricts public access to a reserve or part of a reserve (such as an approved event or an occupation agreement);
 - b. where specific types of uses incur additional development, operational or maintenance costs and a degree of cost-recovery through user fees and charges is appropriate.
- 9.2.3 Council may set and adopt fees and charges for particular types of reserve use and associated services. Such fees will be published in Council's adopted Fees and Charges Schedule.
- 9.2.4 Access to reserves may be enabled or improved where:
- a. it consistent with the purposes for which the land is managed;
 - b. there is a demonstrated need (disabled access, safety, Crime Prevention Through Environmental Design (CPTED));
 - c. significant benefits can be gained for the community; and
 - d. it is cost-effective.
- 9.2.5 Council may close reserves, or parts of reserves, to the public where there are unacceptable risks to reserve users, adjoining landowners, reserve assets, natural or cultural values.
- 9.2.6 The reserve will be open for all accessible public access except where restrictions and limitations are necessary for the reserve's protection and management, exclusive activities or public safety.
- 9.2.7 Council reserves the right to exclude the public from certain areas of the reserves containing significant values or to limit activities that may damage the natural vegetation habitat.
- 9.2.8 All vehicle access ways are to be formed and maintained so as to allow disabled access and active transport to access spaces safely.
- 9.2.9 Existing car parking shall be maintained to a level which is compatible with the nature of the reserve in a style that does not detract from its aesthetic qualities or recreational use of the reserve.
- 9.2.10 Where car parking areas are provided for clubs and organisations, all costs relating to the formation and maintenance shall be borne by the club or organisation concerned.
- 9.2.11 Specific reserve management plans may identify and prioritise future improvements to access to a specific reserve or group of reserves.
- 9.2.12 Low powered and non-motorised vehicles such as skateboards, roller-blades, bicycles and any other form of non-motorised vehicle shall be permitted on reserve tracks unless specifically signposted as prohibited, provided they do not endanger other reserve users, cause damage to the reserve in any way, or make undue noise. Pedestrians have right of way over non-motorised vehicles.
- 9.2.13 Temporary vehicle access for special events may be granted for specific purposes and then terminated at the completion of the event.
- 9.2.14 All motorised vehicles (except emergency and authorised maintenance vehicles) must keep to designated roads and car parks in the reserve.

9.3 Amendments and Updates

The Reserves Act 1977 sets out clear requirements for the preparation, amendment and review of Reserve Management Plans.

Section 41(4) of the Reserves Act 1977 requires the Council to keep the management plans for the reserves that it administers under continuous review. This is so that the plans can be adapted to changing circumstances or increased knowledge.

As such, a reserve management plan is a “living document” that may need to be updated from time to time in response to issues or to ensure that objectives are being adequately met. It is considered good practice to comprehensively review management plans at least every ten years.

Council’s Significance and Engagement Policy provides guidelines on deciding the significance of a matter and determining the appropriate form of consultation. From time to time matters arise that require amendments or updates to be made to the management plan. Updates and corrections do not change the intent of the plan and tend to be administrative in nature such as the names of places, organisations or job titles changing.

For the sake of efficiency, updates to the plan may be made without public consultation as they do not change the intent or meaning of the document. Minor amendments are small changes to the document. They may be required from time to time due to changes in legislation or regulations affecting the plan. Major amendments that include any substantive changes to the document that change its meaning or intent should be approved by Council and be subject to public consultation if the matter is significant.

For transparency, a record of updates and amendments will be maintained as an appendix to this document (see Appendix 4).

Objectives

- To ensure this General Policy Document is kept under review to reflect the needs of current and future users through consultation with local tangata whenua, rūnaka the community and user groups and to be consistent with current best practice management procedures.
- To ensure the document remains current and is able to respond efficiently and effectively to changing circumstances.
- To ensure legislative compliance.

Policies

9.3.1 Any change or amendment, not involving a

comprehensive review of the General Policy Document, shall be made by adopting the procedures specified in Section 41(9) of the Reserves Act 1977.

- 9.3.2 The General Policy Document shall be kept under continuous review as laid down in Section 41(4) of the Reserves Act 1977 and shall be operative from the date of signing for a period of ten years, at which time it will be completely reviewed.
- 9.3.3 A record of any updates, amendments or corrections shall be maintained as an Appendix (Appendix 4) to the document.

Updates and corrections

- 9.3.4 ICC staff with delegated authority may approve updates or corrections that do not change the intent or meaning of the document. Example: If the name of a government agency changes or the name of a reserve is changed following the Reserves Act 1977 process, the plan may be updated to reflect these changes as they do not affect the intent or meaning of the plan.

Minor amendments

- 9.3.5 Minor amendments to the document must be approved by a Council Decision. Example: If the Reserves Act 1977 were amended by Parliament and the amendment affects a policy in the management plan the plan may be amended to comply with the new legislation without going out for public consultation.

Major amendments

- 9.3.6 Amendments that include any substantive changes to the document that change its meaning or intent must be approved by a Council Decision and be subject to public consultation.

9.4 Affected Party Approvals

As the administering body of a reserve, Council may, from time to time, be considered to be an affected party to a resource consent application on land adjoining or near to a reserve. Some activities on reserves may require resource consent under the Operative Invercargill City District Plan and/or building consent under the Building Act 2004.

If reserve users require resource consent or building

consent for a proposed activity or building on a reserve, they require approval from Council, in its capacity as administering body for the reserve, before they are able to lodge their consent application.

Approvals for some activities on reserves are also required under Council's bylaws.

Whenever Council is an affected party to a consent application or is affected as the landowner or land manager, the likely effects of a proposed activity on the reserve must be carefully considered.

Objectives

- To consider the potential effects of proposed activities on the development, use, and management of reserves.
- To avoid, remedy or mitigate adverse effects of proposed activities on reserves.

Policies

9.4.1 Council may delegate the authority to approve affected party approvals, landowner approvals and the like to the Chief Executive who in turn may delegate authority to specific officers employed by Council.

9.4.2 ICC may develop and review administrative procedures for processing and assessing affected party approval requests.

9.4.3 The potential effects of any proposed activity affecting a reserve to which Council is an affected party shall be assessed in terms of:

- a. the purpose of the reserve;
- b. the relevant reserve management plan;
- c. any other Council strategies or plans that are relevant to the reserve or the proposal;
- d. whether (and to what degree) potential adverse effects can be avoided, remedied or mitigated.

9.5 Classification

Reserves are classified under the Reserves Act 1977 according to their dominant characteristics, use and current and future values. Reserves are classified to ensure their control, management, development, use and preservation is for the appropriate purposes.

The primary purpose of these classifications can be summarised as:

Recreation

Providing areas for recreation with an emphasis on the retention of open space and on outdoor recreational activities (the majority of reserves in Invercargill have this classification).

Scenic

Preserving the indigenous flora and fauna, indigenous associations, and natural environment and beauty, for the benefit, enjoyment and use of the public.

Local Purpose

Land reserved for the purpose of providing and retaining areas for educational, community, social, or other local purposes as specified in the classification.

Reserves are classified to ensure their control, management, development, use and preservation is for the appropriate purposes. Each reserve classification has unique management objectives which must be considered when their policies are set.

Objectives

- To provide, protect and enhance the amenity, recreational, environmental, scenic and historic values of reserves in the Invercargill District while providing public access where appropriate.

Policies

9.5.1 Land shall be managed as follows:

- Recreation pursuant to Section 17 of the Reserves Act 1977.
- Local Purpose pursuant to Section 23 of the Reserves Act 1977.
- Scenic pursuant to Section 19 of the Reserves Act 1977.

9.6 Community Consultation

Consulting the community about their values and aspirations has many benefits when developing plans and policies for reserves. Consultation requirements and processes are often legislative requirements.

The Reserves Act 1977, for example, provides a statutory process for consulting the community when developing or reviewing reserve management plans. The Local Government Act 2002 also requires public consultation regarding the development and review of bylaws.

Consultation processes can potentially incur significant costs that are ultimately borne by our ratepayers.

Where there is no statutory requirement for consultation the costs and benefits of consultation need to be considered carefully. Council has adopted a Significance and Engagement Policy that provides guidelines on the types of issues that Council will consult the community on and provides guidance on appropriate tools for consultation.

Sometimes it may be appropriate to consult on choices or options for a major issue, sometimes it may be appropriate to only consult on the effects of an activity, and at other times it may be sufficient simply to inform people of an activity or event.

The Activity Management Plan sets the vision for park provision for the next thirty years and includes development standards and levels of service for the various park categories. It is not considered necessary or cost-effective to consult on issues that have recently been consulted on, unless there is a significant or compelling reason why consultation should be undertaken again.

As an administering body of a reserve Council is empowered by the Reserves Act 1977 to do various things in connection with the day to day management and administration of the reserve that do not require public consultation.

Reserves are often established for specific purposes and it is important that people buying or occupying land near reserves recognise the potential range of activities that might reasonably be expected to occur at the reserve without the need for them to be consulted.

It is important ICC staff with delegated authority engage and consult with partners, tangata whenua/mana whenua, partners and key stakeholders and consult with the community when developing major projects or before making major decisions on the future of reserves.

Objectives

- To comply with the relevant consultation requirements of the Reserves Act 1977.
- To consult with the community on significant issues affecting reserves.
- To consider the benefits and costs of consultation.
- To avoid unnecessary and costly replication of

consultation processes.

Policies

- 9.6.1 Reserve management plan policies will outline statutory public consultation requirements where applicable. Note: The Reserves Act 1977 prescribes a number of circumstances when public notice is required to be given and/or submissions are to be sought from the public. For example, Section 41(6) of the Act requires consultation on draft reserve management plans. Section 119 of the Act outlines the procedure to be followed in cases where the Act requires public notice to be given.
- 9.6.2 If there is no statutory requirement to consult on a matter, Council's Significance and Engagement Policy may be used as guideline to determine whether consultation is required and what form of consultation may be appropriate.
- 9.6.3 ICC will collaborate closely with tangata whenua, regarding sites and matters of high cultural significance and value.
- 9.6.4 Tangata whenua, stakeholders and the wider public will be consulted and involved with the management and development of reserves where required by ICC staff with delegated authority.
- 9.6.5 It is not considered necessary or cost-effective to consult on issues that have recently been consulted on, through a formal process, unless there is a significant or compelling reason why consultation should be undertaken again. See also 11.3 Amendments and updates.

9.7 Crime Prevention

Reserves provide spaces sport, recreation and relaxation. Members of the public are more likely to visit, use and enjoy reserves if they feel safe. Poorly-designed spaces and facilities can provide opportunities for criminal and anti-social behaviour. Poorly maintained assets can also contribute towards a perceived lack of safety.

Objectives

- The community feels safe using reserves.
- New reserves and associated facilities will be designed to minimise criminal activity and anti-social behaviour.
- Existing reserves and facilities are monitored and crime prevention improvements are made where practicable.

Policies

- 9.7.1 Crime Prevention Through Environmental Design (CPTED) principles will be considered to prioritise safety when designing new reserves or facilities and will be incorporated in reserve management plans and development plans.
- 9.7.2 Council encourages working with communities to undertake crime prevention.
- 9.7.3 Activity management planning shall address monitoring, maintenance and auditing regimes for reserve spaces and assets.
- 9.7.4 Maintenance and monitoring programmes are to ensure that park spaces and assets are maintained to appropriate standards and that damage (such as vandalism and graffiti) is repaired as soon as practicable.

11.8 Education

Reserves have considerable potential as educational resources for the general public, special interest groups and schools.

"Self-educational" facilities including: plant labelling, brochures, signage and interpretation material at specialised feature gardens and historically/culturally significant sites all offer opportunities as educational resources. Other opportunities include guided tours and demonstrations.

Involving educational providers and interest groups with restoration projects on reserves creates a sense of ownership and interest in the reserve. This approach may reduce the amount of vandalism that can occur as those involved with restoration projects are less likely to vandalise their work.

Objectives

- To enhance the educational opportunities on reserves.
- To encourage active community participation in reserve projects as an educational tool, and to increase understanding of reserve values.
- Adopt an educational framework to help people learn about history, regulations, activities and the benefits that parks and cemeteries offer through a variety of resource materials such as interpretation, signage, brochures, website and onsite visits.

Policies

- 9.8.1 ICC will collaborate with tangata whenua, stakeholders and the wider public to ensure the best educational resources are provided for users of reserves.
- 9.8.2 ICC will continue to distribute and update relevant material to a wide range of users.
- 9.8.3 ICC will continue to keep material relevant when providing educational value to users.
- 9.8.4 ICC will explore different means of telling the "stories" using proven methods as well as the use of new technology available.
- 9.8.5 Where appropriate, community groups or education providers may be involved with enhancement projects on reserves, or be granted permission to carry out such projects on reserves, where they have an educational value (i.e. around kaitiakitanga).

9.9 Fauna

Reserves often provide significant avifauna and entomological habitat and in many cases act as 'islands' within highly modified environments.

The quality and quantity of vegetation found within the reserves is linked to the quality and quantity of habitats for insects and the numbers of birds visiting and breeding.

Objective

- To protect the habitat of fauna (namely insects and bird life) within reserves

Policies

- 9.9.1 The habitat for indigenous fauna on reserves shall be protected and enhanced wherever possible.
- 9.9.2 Fauna on reserves shall be monitored at regular intervals to detect changes over time as resources permit. ICC encourages interest groups to help provide information on fauna on reserves.
- 9.9.3 Any studies of indigenous fauna shall seek approval from ICC Staff with delegated authority and any external parties (e.g. Tangata whenua and DOC). A form can be filled out and returned to the

ICC Parks and Recreation Division: https://icc.govt.nz/wp-content/uploads/2023/05/Application-for-collection-or-research-of-plants-and-animals_fillable.pdf

9.10 Feature Gardens

Displays help to provide education or recreation opportunities for visitors to the reserve.

Objective

- To provide feature displays to add to the interest and education opportunities to the reserve.

Policies

- 9.10.1 Council will continue to display a range of gardens, animals in the reserve to provide interest and educational opportunities to visitors to the reserve.
- 9.10.2 Council will consider new opportunities for feature displays in the reserve where resources permit and where they are compatible with the purpose of the reserve.

9.11 Fire

The Reserves Act 1977 requires that any fires lit on reserves must be in established fireplaces at picnic areas or campgrounds. Section 97 of the Reserves Act 1977 outlines penalties for lighting fires on reserves.

Fires on reserves have the potential to cause significant damage to habitat, buildings and structures on reserves and to adjacent property. People can visit www.checkitsalright.nz to check whether they need to apply for a permit in the location of a proposed fire and also to apply for a permit.

Fire Bans (where open fires are not allowed) or Restricted Fire Seasons (where a permit is required to light an open fire) are often in place during the summer months. It is the responsibility of reserve users to ensure that they are aware of and comply with all relevant legislation and bylaws in this regard.

Objectives

- To protect natural habitat, buildings and structures on the reserve from damage and destruction of uncontrolled fires.
- To provide suitable access for fire appliances and emergency services where practicable.

- Fire risk and potential damage from fire at reserves is to be minimised.
- Council will co-operate with emergency services and appropriate agencies in the prevention and control of fires on reserves.

Policies

- 9.11.1 ICC shall take reasonable measures to ensure that reserves are kept free of hazards that may pose a fire risk to the reserve, reserve users or neighbours.
- 9.11.2 ICC shall co-operate with Fire and Emergency New Zealand to provide for the prevention, detection, suppression and control of fire within a reserve.
- 9.11.3 In times of high fire danger, ICC may temporarily close a reserve or part of a reserve to prevent public access.
- 9.11.4 The lighting of fires on the reserve outside of a contained gas barbeque is not permitted without the prior written authorisation from Council and if required, authorisation from Fire and Emergency New Zealand by the granting of a fire permit (<https://fireandemergency.nz/>).

9.12 Graffiti

Graffiti generally causes reserves to appear untidy, unsafe, or poorly maintained. Graffiti is costly to remove and is therefore discouraged in reserves. It is important that graffiti is minimised and that incidences of graffiti are responded to as soon as practicable.

Objective

- To minimise graffiti and its impact on reserves.

Policies

- 9.12.1 Crime Prevention Through Environmental Design (CPTED) principles are to be considered when designing new reserves or facilities.
- 9.12.2 Graffiti-resistant materials and finishes are to be used on buildings, structures and furniture where practicable.
- 9.12.3 Graffiti is to be discouraged by supporting initiatives that prevent or reduce graffiti. Examples: Educational programmes, community group initiatives, decorative murals where appropriate etc.

9.12.4 Graffiti is to be removed as soon as practicable. Council may from time to time set performance targets around graffiti removal.

9.13 Hazardous Substances

Hazardous substances such as herbicides and pesticides may, in some circumstances, need to be used at reserves. It is important to assess and manage the risks associated with hazardous substances and to minimise any potential adverse effects on reserve users and neighbours. This section deals with hazardous substances in general. Please also refer to the Pest Animal and Plant Control section of this plan.

Objectives

- To ensure that hazardous substances are only used on reserves where it is necessary for the effective and efficient management of the reserve.
- To ensure that, where the use of hazardous substances on reserves is considered necessary, potential risks to reserve users and neighbours are minimised.
- To ensure that where herbicides, pesticides, and other hazardous substances are used on reserves, they are used in a safe, effective and efficient manner.

Policies

9.13.1 Hazardous substances shall only be used where alternative methods are not considered practicable, cost-effective or efficient.

9.13.2 Council may from time to time consider the effectiveness, practicality and cost-efficiency of alternative control methods to the use of hazardous substances.

9.13.3 Where hazardous substances are to be applied at reserves, such work shall be undertaken in accordance with legislative requirements, in particular the Hazardous Substances and New Organisms Act 1996 and Health and Safety at Work Act 2021.

9.13.4 Anyone applying hazardous substances shall be required to be suitably trained to undertake the work and shall be required to wear the appropriate personal protective equipment.

9.13.5 Herbicide application shall be undertaken in accordance with the Agrichemical User Code of Practice.

9.13.6 Where hazardous substances are used on a reserve, consideration shall be given to the time of application, weather conditions, and methods to ensure that any risk to reserve users and neighbours is minimised.

9.13.7 Appropriate temporary signage shall be installed where hazardous substances have been applied. Such signage shall also be promptly removed once no longer relevant.

9.13.8 ICC may develop and review guidelines, specifications, or administrative procedures regarding the application of hazardous substances at reserves.

9.14 Healthy and Active Parks

A healthy active lifestyle is a way of life that incorporates regular exercise and healthy nutrition to improve overall well-being. Council has a role to play in providing public spaces that offer healthy and active opportunities for the public. Council recognises the need for shelter, shade, water, toilets, active transport and other public amenities is required to enable people to be able to enjoy open spaces.

Objective

- To encourage healthy and active lifestyles for Invercargill residents through the use of reserves and provision of public amenities and facilities to support active lifestyles.

Policies

9.14.1 ICC will consider the cultural needs and physical abilities of potential users when designing environments in reserves to ensure provision of amenities and spaces are welcoming, accessible and functional for all.

9.14.2 ICC will collaborate with tangata whenua, health organisations and agencies with regards to managing healthy and active spaces and activities being undertaken on them.

9.14.3 ICC supports events and active transport to and on reserves in accordance with the Reserves Act 1977 and management plans.

9.15 Heritage (Historic & Cultural)

A number of reserves are located on heritage sites, contain historic features, or are regarded as being of cultural significance. It is important to recognise and retain heritage features as they provide physical evidence of historic events and can add to visitor experiences.

Retention and interpretation of heritage features is provided for as a matter of national importance.

The Operative Invercargill City District Plan includes a list of heritage and wāhi tapu sites and regulates land use in the vicinity of such sites.

The Heritage New Zealand Pouhere Taonga Act 2014 promotes the identification, protection, preservation, and conservation of the historical and cultural heritage of New Zealand².

Heritage New Zealand Pouhere Taonga³ administers the Act and maintains the New Zealand Heritage List/Rārangi Kōrero.

The purpose of the list is:

- To inform members of the public about historic places, historic areas, wāhi tūpuna, wāhi tapu, and wāhi tapu areas.
- To notify the owners of historic places, historic areas, wāhi tūpuna, wāhi tapu, and wāhi tapu areas, as needed, for the purposes of this Act.
- To be a source of information about historic places, historic areas, wāhi tūpuna, wāhi tapu, and wāhi tapu areas for the purposes of the Resource Management Act 1991.

The New Zealand Heritage List/Rārangi Kōrero identifies historic places as one of two categories.

Category 1 includes places of special or outstanding historical or cultural heritage significance or value.

Category 2 covers places of historical or cultural heritage significance or value.

Several buildings and places on/in our parks are listed on the New Zealand Heritage List. Heritage New Zealand Pouhere Taonga must be consulted when new activities are proposed for historic buildings and places. The Heritage New Zealand Pouhere Taonga Act 2014 also provides for a list of places of outstanding national heritage value, to be known as 'National Historic Landmarks /Ngā Manawhenua o Aotearoa me ōna Kōrero Tūturu'.

The purpose of the Landmarks list is to promote an appreciation of the places of greatest heritage value to the people of New Zealand.

Objectives

- To ensure that sites of heritage significance are identified, recorded, and afforded an appropriate level of protection in alignment with the Operative Invercargill City District Plan.
- To maintain heritage features for the education and enjoyment of future generations.
- To engage with Tangata whenua, HNZPT and the community on site restoration and interpretation.

Policies

- 9.15.1 To protect, in accordance with the requirements of the Resource Management Act 1991 and the Heritage New Zealand Pouhere Taonga Act 2014 or any subsequent legislation, all known historical and archaeological sites in the reserve.
- 9.15.2 ICC will collaborate with Tangata whenua and HNZPT on heritage places, historic use+ presence of archaeology (e.g. implementation and maintenance or interpretation panels within reserves on wide ranging stories contributing to site history).
- 9.15.3 Where practical and considered worthwhile, particular historical sites should be interpreted with suitable plaques or similar means of communication. This will be done in consultation with Tangata whenua and HNZPT.
- 9.15.4 Tell stories of our heritage throughout our parks and cemeteries network, including through place names, interpretation, artwork and memorials.
- 9.15.5 Council will maintain records identifying sites of heritage value at reserves.
- 9.15.6 Sites of heritage significance at reserves shall where practicable be protected and maintained as a matter of national importance.
- 9.15.7 Work on historic structures shall be done in accordance with the principles of the ICOMOS New Zealand Charter for the Conservation of Places of Cultural Heritage / Te Pumanawa o ICOMOS o Aotearoa Hei Tiaki I Nga Taonga Whenua Heke Iho o Nehe.

9.15.8 HNZPT is to be consulted prior to any major earthworks or infrastructure work on reserve areas that are likely to have heritage value.

9.15.9 Interpretation signage or materials may be provided in consultation with Tangata whenua and HNZPT to increase public awareness and appreciation of sites of heritage significance within reserves.

9.15.10 Specific reserve management plans may include objectives and policies relating to heritage items on a reserve (or group of reserves).

9.16 Naming of Parks, Reserves and Facilities

Historically reserves have acquired names through a variety of means including common usage, by resolution of the local authority, through a gazette notice or at the request of a donor.

The benefits of having a distinctive name for a reserve include:

- Making it easier to identify the reserve;
- Making it easier for visitors or emergency services to find the reserve;
- Highlighting heritage features of the site;
- Recognising contributions made by residents, families or organisations;
- Identifying prominent ecological or geographic features;
- Reinforcing the purpose or principal use of the reserve.

The Reserves Act 1977 is one of the Acts contained in the First Schedule to the Conservation Act 1987. Section 4 of the Conservation Act 1987 requires that the Acts should be interpreted and administered so as to give effect to the principles of the Treaty of Waitangi.

Sections 16 (10) & (10A) of the Reserves Act 1977 prescribe the process for formally naming a reserve. There are subtle procedural differences between reserves vested in the local authority and those that are vested in the Crown.

As Council controls and manages some reserves that are vested in the Crown it is important to first establish the status of the land to ensure the correct naming procedures are followed. Council has the authority to name (or change the name) of a reserve that is vested in Council. Authority to change the name of reserve

that is vested in the Crown rests with the Minister for Conservation.

The Council must consult with and have regard to the views of tangata whenua or hapu before undertaking action and making decisions for those reserves it administers.

Where a reserve is officially named under the Reserves Act 1977, consultation with tangata whenua or hapu is required. The Council will consider the option of dual naming of reserves where appropriate to reflect Māori and European heritage.

Objectives

- Reserve names will reflect the natural, cultural and historical heritage.
- Reserve names will be locally and regionally appropriate.
- To name reserves through formal Council resolution, after consulting Tangata whenua and interested parties for comment.

Policies

9.16.1 All reserves vested in, or administered by Council shall have an appropriate formal name.

9.16.2 The following factors shall be considered when naming a reserve:

- a. the expressed wishes of Tangata whenua;
- b. whether dual-naming may be appropriate;
- c. the expressed wishes of donors;
- d. the purpose and character of the reserve;
- e. the history of the site including any historic names;
- f. prominent natural or geographic features in the area;
- g. the potential for duplication or confusion (especially confusion with other reserves in the district or within adjoining districts that have the same or similar names);
- h. public submissions.

- 9.16.3 The following process shall be followed to name, or the change the name of, a reserve vested in Council:
- a. A Council Resolution shall establish a proposed name or short list of names for the reserve.
 - b. The proposed name (or list of names) shall be publicly advertised.
 - c. The public shall be given one month in which to make submissions on the proposed name(s).
 - d. Council shall give due consideration to the submissions received.
 - e. Council may seek comment from the New Zealand Geographic Board.
 - f. Where appropriate the Council may consider the option of dual naming for reserves
 - g. A Council Resolution shall be made to select the preferred name.
 - h. Notice shall be placed in the New Zealand Gazette in accordance with Section 10 of the Reserves Act 1977.
 - i. Following publication in the New Zealand Gazette the relevant reserve management plan shall be updated to reflect the new name.

9.17 Natural Heritage

Reserves can play an important role in the protection and enhancement of natural features, including native plants and animals. The Reserves Act 1977 rates the protection of the natural environment (including native flora and fauna, biological associations and intrinsic worth) highly for a number of reserve types.

The Act regulates certain activities such as the destruction or removal of native vegetation at different reserve classes. Council's park management categories include Environmental Reserves where nature conservation is the primary management objective.

Parks that fall into other park management categories may also have conservation-related management objectives.

2. *The Heritage New Zealand Pouhere Taonga Act 2014 replaced the Historic Places Act 1993*

3. *Formerly known as the Historic Places Trust*

The Operative Invercargill City District Plan also contains provisions for the protection of the natural environment. The Plan includes various development and land use controls aimed at protecting and enhancing the natural environment.

Council has an opportunity to demonstrate good practice in ecological restoration and the protection and enhancement of the environment through the way it manages its reserves.

Some sites have over time been highly modified from their natural state, either through historic land use practices or natural events. It may not always be feasible or cost-effective to restore particular sites.

Restoration efforts should be directed towards projects or programmes that aim to protect or restore high value areas, are practicable, are alternative measures for surplus mowing and have a good likelihood of success.

Objectives

- To ensure that existing areas of significant natural value within ICC reserves are conserved.
- To improve biodiversity values, ecological integrity and ecological connections in ICC reserves where practicable.
- To restore degraded natural areas on reserves where it is practicable and in keeping with the purpose and character of the reserve.
- To support or partner with other agencies and community groups on nature conservation and restoration projects that benefit ICC reserves.

Policies

- 9.17.1 Council will engage with Te Ao Mārama and Rūnanga regarding the opportunity for restoration planting for mahinga kai and mahinga toi on reserves where appropriate (e.g. pā harakeke) to support current traditional practices or regeneration of traditional practices.
- 9.17.2 Native forests on reserves are to be conserved and managed in accordance with the requirements of the Reserves Act 1977.
- 9.17.3 Significant wetlands on reserves are to be conserved and managed in accordance with relevant legislation and the purpose and character of the reserve.

9.17.4 Council shall, where practicable, encourage or support projects and/or programmes at reserves that:

- a. facilitate the natural regeneration of native plants or involve restorative planting of native plants along watercourses or within native forest environments; or
- b. encourage native wildlife habitat/ongoing viability of remnant natural ecosystems present; or
- c. improve ecological linkages/corridors between natural areas.

9.17.5 Priority support is to be given to natural heritage improvement projects or programmes at reserves that have significant natural values or contain threatened native plant or animal species.

9.17.6 Conservation work undertaken by Council, the Department of Conservation, the Southland Regional Council, Southland District Council and the Fish and Game Council shall generally be allowed at reserves. The detail of such work shall be subject to the approval of the ICC staff with delegated authority. Note: See also: 11.20 Pest Animal and Plant Control.

9.17.7 Specific reserve management plans may include specific objectives and policies for protecting and/or enhancing natural features at a particular reserve (or group of reserves).

9.18 Nuisances

Certain activities on reserves including vegetation, loud noise or extreme glare have the potential to disturb other reserve users, reserve neighbours or cause damage to indigenous species and wildlife habitats.

Objective

- To protect and enhance environmental values, while at the same time, reducing the impact of any potential nuisances.

Policies

9.18.1 Activities on reserves that cause ongoing and extreme annoyance to other reserve users, neighbouring properties, or which are likely to cause damage to indigenous species and wildlife habitats are not permitted.

9.19 Park Categories

The Parks Strategy 2013 introduced the concept of park management categories. While the Reserves Act 1977 provides a classification system for reserves, it is primarily concerned with levels of protection for land, flora and fauna and has little effect on the day-to-day planning and management of individual reserves.

Not all parks are necessarily gazetted as reserves or classified in terms of the Reserves Act 1977 either. Park management categories were developed by the parks sector to try to address these issues.

Management categories provide a practical way of categorising parks and reserves based on their character, purpose and levels of service. The management categories are intended to provide:

- Development standards for each park category against which asset renewals or new capital projects can be objectively assessed.
- A framework for consistent service delivery appropriate to the different park categories.

The park categories are independent of the legal status of the land and can be applied to any land used as a park, regardless of whether it is a gazetted reserve or not, or what it may be classified as under the Reserves Act 1977.

It is recognised that most parks have multiple uses and values. No classification system will perfectly cover every park type. To determine the appropriate category for each park, the primary purpose of that park should be considered (see Appendix 5 for park categories).

Objectives

- To implement the park management categories introduced by the Parks Strategy 2013 and continued through the Activity Management Plan.
- To align ICC reserve management plans with the park management categories.
- To provide for the categorisation of newly acquired reserves.
- To provide for changes in the categorisation of existing reserves where appropriate.

Policies

9.19.1 Each reserve shall be assigned to an appropriate park management category.

- 9.19.2 The following factors shall be taken into account when determining the appropriate park management category for a reserve:
- a. The character;
 - b. The purpose;
 - c. The desired levels of service;
 - d. The category descriptions in the Parks Strategy 2013/ Activity Management Plan;
 - e. The heritage values
- 9.19.3 Reserve management plans may be bundled together based on park management category. Example: All Environmental Reserves have been bundled together in an Environmental Reserves Omnibus Management Plan; all sports parks in a Sports Parks Reserve Management Plan; etc.
- 9.19.4 Newly-vested reserves shall be assigned to an appropriate park management category by a Council Decision taking into account the criteria listed in Policy 11.19.2 above.
- 9.19.5 Once a park management category has been assigned to a newly-vested reserve a minor amendment shall be made to the relevant reserve management plan for that park category to include the newly vested reserve.
- 9.19.6 ICC may review the park management category assigned to a particular reserve and may by resolution allocate it to a different management category.
- 9.19.7 If considering a proposed change in park management category, Council shall take into account:
- a. The reasons for the proposed change;
 - b. The likely impact of the proposed change;
 - c. The significance of the proposed change;
 - d. Whether or not any consultation should be undertaken regarding the proposed change;
 - e. The scope and form of any consultation to be undertaken.
- 9.19.8 When re-allocating an existing reserve to a new park management category, Council shall apply the same criteria as specified in Policy 11.19.2 above.

9.20 Pest Animal and Plant Control

Reserves are often located within highly modified and built up areas making them particularly at risk of invasion of pest plants and animals.

Pest plants and animals are a threat to the health of the environment. Some pest species contribute significant detrimental effects on native plants, animals and ecological processes, or impose an adverse visual impact on the landscape.

The control and eradication of pest plants on ICC reserves is the responsibility of the ICC Parks and Recreation Division. The effective control of pest plants is undertaken to comply with the Regional Pest Management Strategy (RPMS) for Southland.

The RPMS identifies which plants are considered to be pest plants within the region and imposes duties and responsibilities on landowners for the eradication, containment or management of particular pest plant species.

Natural regeneration within reserves shall be encouraged through the control of persistent pest plant species and pest animals.

Objectives

- To minimise the impact of pest plants and animals on reserve values, reserve users and reserve neighbours.
- To comply with Predator Free 2050 guidelines.
- To control or eradicate pest plants and animals on reserves where practicable and cost effective.
- To cooperate with other agencies (such as regional council, Department of Conservation, Ministry for Primary Industries) regarding pest control on reserves.

Policies

- 9.20.1 Pest plants and animals on reserves shall be controlled in accordance with the "Regional Pest Management Strategy - May 2019" or any subsequent reviews of this Strategy.
- 9.20.2 ICC will strengthen appropriate pest control methods through collaboration to liaise, support, assist and cooperate with Tangata whenua, stakeholders and the wider public to provide for the detection, control and monitoring of pest plants and animals on reserves.

9.20.3 Permits will be required for any pest control works being undertaken that aren't already covered by formalised agreement.

9.20.4 Council will endeavour to remove invasive weed and pest animal species from the reserve by approved control methods.

9.20.5 Animals and birds deliberately abandoned in the reserve may be considered a pest and destroyed.

9.20.6 ICC will monitor reserves for dumped weeds and promote anti-garden weed dumping to residents generally or in specific locations. Anything found will be referred to the ICC Compliance Division for penalties under the Litter Act 1979.

9.20.7 Specific reserve management plans may contain objectives and policies regarding pest control, including but not limited to, specific pests to be targeted, priorities and methods of control.

9.20.8 Pest control undertaken by government agencies (such as regional council, Department of Conservation, Ministry for Primary Industries) or their contractors is permitted on reserves provided that approval has been granted by ICC staff with delegated authority.

9.20.9 Pest contractors engaged by Council is permitted on reserves provided that approval has been granted by the ICC staff with delegated authority.

9.20.10 When considering approval ICC staff with delegated authority shall take into consideration:

- a. The requirements of the relevant reserve management plan;
- b. The purpose;
- c. The likely effects of the proposal;
- d. The likely effects of the proposal on the use; and
- e. In the case of the use of vertebrate toxins, whether the relevant consents have been obtained (e.g. Medical Officer of Health consent).

9.20.11 ICC staff with delegated authority may impose conditions on any approval given.

9.20.12 ICC may develop a pest control plan, aligning with other pest control initiatives and methods, including predator free 2050 and utilise the

Southland Coordinator Role as a key connection to helping this happen. Include landscape scale approaches and priorities.

9.20.13 Council shall, where practicable, encourage or support community-driven projects or programmes that aim to eradicate, control or manage weeds at reserves. See also sections 11.17 Natural Heritage and 11.24 Volunteers.

9.21 Smoke-free and Vaping on Reserves

The Government has set a goal to make NZ smoke free (including vaping) by 2025. One way to achieve that goal is to make more community spaces smoke free. The negative health effects of smoking are well known. Many people do not consider smoking in public to be an acceptable practice. ICC encourages health and active lifestyles for Invercargill residents in public spaces.

Objectives

- To encourage healthy and active lifestyles for Invercargill residents through the use of reserves as Smoke Free areas.
- To align smoke free regulatory processes with the ICC Wide Smoke free Policy (which includes vaping)⁴.

Policies

9.21.1 ICC Smoke Free Policy (including vaping) and subsequent versions of this policy will be adhered to as guidelines for managing reserves.

9.21.2 Groups booking events on reserves will be encouraged to actively promote their event as smoke free.

9.22 Tree and Vegetation Management

Council recognises:

- the importance of tree and vegetation planting in achieving a high quality landscape;
- the need to maintain and enhance the amenity, landscape, historical, cultural and botanical value of trees and vegetation on reserves; and
- the need to avoid, mitigate or remedy adverse effects of trees on reserves.

⁴ Defines smokefree device to include cigarette, e-cigarette and vaporizer

Trees and vegetation are a living resource and, as such, their care requires ongoing decisions regarding maintenance, replacement, renewal, or removal. Careful planning is also required to minimise the potential for future problems as the trees grow. Council adopted its Tree Plan in 2020 to guide the management of trees on Council managed land. The Tree Plan contains policies to ensure consistency in methods of tree evaluation and decision-making on the management of trees on land controlled by Council.

Section 42 of the Reserves Act 1977 regulates the cutting or destruction of trees and bush on reserves.

Trees on reserves may generally only be removed or destroyed if it is necessary:

- for the proper management or maintenance of the reserve; or
- in the interests of the safety of reserve users or adjoining properties; or
- to preserve other trees and vegetation; or
- to harvest trees specifically planted for revenue purposes.

A permit may also be required from the Department of Conservation in some cases.

In some circumstances, the Operative Invercargill City District Plan may require resource consent to be obtained prior to tree removal and/or ancillary works. If considering major tree work or tree removal it is important to be aware of both the status of the reserve under the Reserves Act 1977 and the status of the land and trees under the Operative Invercargill City District Plan before any work starts.

See also the following sections: 6.4 Development/Master Plans, 6.5 Donations and 6.6 Landscaping

Objectives

- To maximise the benefits of trees and vegetation on reserves while avoiding, minimising or mitigating any adverse effects of trees on reserve users and neighbours.
- To maintain and protect trees that are appropriate to the purpose and character of the reserve.
- To ensure compliance with Council's legal obligations under the Reserves Act 1977 concerning trees on reserves.

Policies

- 9.22.1 A specific reserve management plan may contain objectives and policies regarding particular trees or groups of trees on a reserve (or group of reserves).
- 9.22.2 The Tree Plan 2020 shall be adhered to, along with the provisions of the Reserves Act 1977 that apply to the trees.
- 9.22.3 Trees will only be removed if the removal is in accordance with the particular requirements of the Reserves Act 1977 that apply to that class of reserve. Opportunities for alternate uses when harvesting will be considered i.e. nature play, park furniture and sculptures when harvesting depending on the park category.

9.23 Vandalism

Vandalism can create health and safety risks, increase maintenance costs and decrease the useful life of assets. It can also cause reserves to appear untidy, unsafe, or poorly maintained. It is therefore important that vandalism is minimised and that incidences of vandalism are responded to in a timely manner.

Objective

- To minimise vandalism and its impact on reserves.

Policies

- 9.23.1 Crime Prevention Through Environmental Design (CPTED) principles will be considered when designing new reserves or facilities. [See: 6.5]
- 9.23.2 Vandal-resistant materials and finishes are to be used on buildings, structures and furniture where practicable.
- 9.23.3 Vandalism is also to be discouraged by supporting initiatives that encourage good citizenship in our community and by encouraging people to report vandalism to Council.
- 9.23.4 Incidences of vandalism are to be responded to as soon as practicable especially vandalism that poses a health and safety risk. ICC may from time to time set performance targets around the response to vandalism.

9.24 Volunteers

Volunteers can provide a source of free labour which can greatly assist in the achievement of projects or programmes. There are however, duties, obligations and costs involved in utilising volunteers.

In some cases, volunteer community groups have become actively involved in the development or maintenance of reserves or particular assets on reserves.

Where volunteers are involved in reserve development or maintenance on a long-term or ongoing basis, a written agreement can help clarify and record roles and responsibilities of the parties.

It is also important to ensure that Council meets its statutory obligations under the Health and Safety at Work Act 2021 towards volunteers and volunteer workers.

Objectives

- To facilitate successful partnerships between ICC and volunteer community groups involved in the reserve development or maintenance.
- To meet ICC's obligations towards volunteer workers under the Health and Safety at Work Act 2021.

Policies

9.24.1 Management of volunteers will be undertaken in a manner which is consistent with the Health and Safety Act 2021.

9.24.2 ICC shall, where safe and practicable, encourage or support volunteer projects or programmes at reserves where they align with the purpose and character of the reserve and the relevant legislation and reserve management plan (where required).

9.24.3 Where volunteer community groups are actively involved in the on-going development or maintenance of a particular reserve or reserve asset, ICC and the group will record their respective duties and responsibilities in writing by way of a documented agreement.

9.24.4 ICC may develop and review health and safety policies regarding volunteer workers at reserves.

9.25 Waste management

The provision of rubbish and recycling bins at reserves enable convenient waste disposal for reserve users. The provision of bins can however also have negative effects including:

- The cost of providing, emptying and maintaining bins
- The visual effect of bins and potential overflows during events or peak times
- Attracting wasps, rodents and other pests
- Potential for contamination of recycling bins with non-recyclable materials.

Council is committed to eliminating the amount of rubbish that is deposited on Council land. The dumping of rubbish on reserves or the inappropriate use of existing rubbish disposal facilities can detract from the reserve values and the proper functioning of reserves.

Council's general policy is not to provide rubbish bins on public parks except in high use/high profile areas. Visitors are therefore encouraged to take their rubbish home with them. This approach helps reduce waste to landfill and reserve operating costs.

It may however not always be practicable to expect visitors to 'carry in/carry out'. For example it may be reasonable to expect local residents at a neighbourhood park to take their drink bottles home with them rather than providing bins but it may not necessarily work at a sports park used for large events or at a highly visited tourist attraction.

Council also acknowledges some people may not support no rubbish bins. Any feedback relating to litter and bins is encouraged, especially areas seen as requiring more bins, so Council can continue to monitor and review spaces.

Many dog walkers now carry bags to dispose of dog waste and rubbish bins at reserves are often used to dispose of these.

Council is also concerned about the impact garden escapees can have on areas of environmental importance. Garden escapees, or weeds, often come from garden waste being dumped onto neighbouring reserve land.

Objectives

- To preserve reserve values through appropriate disposal and collection of rubbish and garden waste.
- Clean and tidy reserves that our community can be proud of.
- Encouraging the removal of waste from reserves by reserve users for appropriate recycling or disposal.
- Reducing litter and the cost of managing waste at reserves.
- Collaborate with Wastenet or similar organisation to develop a Council wide waste management plan or strategy.

Policies

9.25.1 Dumping of domestic refuse, trade waste, garden refuse, rubble or other debris in reserves is not permitted. Penalties will be incurred once identified where it has come from.

9.25.2 Litterbins may be provided in few individual reserves for the reserve users. Litter bins shall be designed for only litter incidental to reserve use. Household rubbish is not permitted to be placed in these litterbins.

9.25.3 The 'carry in/carry out' approach to litter is encouraged.

9.25.4 Park users and occupiers will be encouraged to reduce/recycle waste.

9.25.5 Council may develop and review guidelines on the provision of rubbish and recycling bins by park management category. Example: It may be appropriate to provide rubbish and recycling bins at high profile, high use locations such as Premier Parks and Sports Parks but not at remote or relatively undeveloped reserves. The provision guidelines may be included as an amendment to this plan, or be included in the Open Spaces Strategy, or form part of the asset management plan for example.

9.25.6 Council may develop and review guidelines on the provision of dog waste bag dispensers and disposal bins.

9.25.7 Reserve user groups are responsible for ensuring the area of their responsibility is kept clear of rubbish. Reserve users are responsible for the lawful disposal of any waste or refuse that they generate or bring onto a reserve.

9.25.8 Event organisers are responsible for collection and disposal of rubbish when the reserve is booked for events. Where reserves are used for events including (but not limited to) practice sessions and tournaments, the user groups or event organisers shall be responsible for the collection and lawful disposal of any waste or refuse associated with the event.

9.25.9 Council may set Fees and Charges for the provision of additional waste disposal facilities such as additional rubbish bags or bins and recycling bins related to event bookings.

9.25.10 Council may recover the cost of the collection or disposal of litter left after events from the event organisers if they have failed to adequately dispose of waste relating to an event. Example: If a sports club neglects to leave a sports field in an acceptable condition after a practice or tournament, Council may charge that club for any costs associated with collecting and disposing of the litter.

9.25.11 Council may develop and review bylaws relating to litter and waste that also apply to reserves.

9.25.12 Council may exercise its powers under the Reserves Act 1977 to issue infringement notices and recover fines for various offences provided for in the Act including littering and related offences.

9.25.13 Council will consider opportunities for trialling recycling and composting in reserves that would benefit users.

Part 6 - Appendices

Appendix 1: List of Reserves and Management Plans

	Park name	Management plan
1	Anderson Park	Anderson Park Management Plan
2	Argyle Park	General Policies (supersedes Argyle Park Management Plan – may be added to Sports Fields Reserves Omnibus Management Plan)
3	Arun Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
4	Arundel Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
5	Ascot Terrace Playground	General Policies (supersedes Neighbourhood Park Management Plan)
6	Avon Road Playground	General Policies
7	Awarua Bay Recreation Reserves	General Policies (supersedes Rural Reserves Omnibus Management Plan)
8	Bain Park	Sports Fields Reserves Omnibus Management Plan
9	Ball Street Reserve	General Policies (supersedes Linkage Reserve Omnibus Management Plan)
10	Baxter Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
11	Bluff Foreshore Reserve	General Policies
12	Bluff Harbour Land	General Policies
13	Bluff Hill	Environmental Reserves omnibus Management Plan
15	Bluff Road Quarry Reserve	Environmental Reserves omnibus Management Plan
16	Bluff Skate Park	General Policies
17	Boat Ramp - Awarua Bay	General Policies
18	Boat Ramp - Tiwai Point	General Policies
19	Bond Street Reserve (East)	General Policies
20	Bowmans Bush (1.2813)	Bowmans Bush Management Plan
21	Brown Street Playground (0.0667)	General Policies
22	Celtic Wall Reserve	General Policies
23	Cemetery Bluff	General Policies (cemeteries MP will supersede this when developed)
24	Cemetery Eastern	General Policies (cemeteries MP will supersede this when developed)

Appendix 1: List of Reserves and Management Plans

	Park name	Management plan
25	Cemetery Greenpoint	General Policies (cemeteries MP will supersede this when developed)
26	Cemetery St Johns	General Policies (cemeteries MP will supersede this)
27	Cemetery William Stirling Reserve	General Policies (cemeteries MP will supersede this when developed)
28	Centre Street Playground	General Policies
29	Chelmsford Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
30	Chesney Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
31	Conway Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
32	Crawford Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
33	Crematorium	General Policies (cemeteries MP will supersede this when developed)
34	Cruickshank Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
35	Cunningham Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
36	Dart Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
37	Derwent Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
38	Dipton Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
39	Dome Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
40	Donovan Park	Donovan Park Management Plan
41	Dumbarton Place Playground	General Policies (supersedes Neighbourhood Park Management Plan)
42	Dunbeath Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
43	Edinburgh Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
44	Elizabeth Park	General Policies (supersedes Elizabeth Park Management Plan)
45	Elizabeth Street Playground	General Policies
46	Elizabeth Street Reserve	General Policies
47	Elston Lea Reserve	General Policies (supersedes Linkage Reserve Omnibus Management Plan)

	Park name	Management plan
48	Esplanade Reserve - Beaconsfield Road	Environmental Reserves Omnibus Management Plan
49	Esplanade Reserve - Colyers Island	Environmental Reserves Omnibus Management Plan
50	Esplanade Reserve - Forde Road	Environmental Reserves Omnibus Management Plan
51	Esplanade Reserve - Liddel Street	Environmental Reserves Omnibus Management Plan
52	Esplanade Reserve - Mclvor Road	Environmental Reserves Omnibus Management Plan
53	Esplanade Reserve - Mersey Street	Environmental Reserves Omnibus Management Plan
54	Esplanade Reserve - Mill Road	Environmental Reserves Omnibus Management Plan
55	Esplanade Reserve - Ocean Beach	Environmental Reserves Omnibus Management Plan
56	Esplanade Reserve - Oteramika Road	Environmental Reserves Omnibus Management Plan
57	Esplanade Reserve - Racecourse Road	Environmental Reserves Omnibus Management Plan
58	Esplanade Reserve - Short Road	Environmental Reserves Omnibus Management Plan
59	Esplanade Reserve - Stirling Point Pilot Station	Environmental Reserves Omnibus Management Plan
60	Esplanade Reserve - Waihopai River	Environmental Reserves Omnibus Management Plan
61	Ettrick Street Reserve	General Policies (supersedes Ettrick Street Reserve Management Plan)
62	Forfar Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
63	Foyle Street Reserve	General Policies– may be added to Sports Fields Reserves Omnibus Management Plan
64	Frome Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
65	Fulton Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
66	Galway Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
67	Glengarry Cres Reserves	General Policies
68	Gore Street Playground	General Policies
69	Grant Road Reserve	Environmental Reserves Omnibus Management Plan
70	Grasmere Domain	General Policies

Appendix 1: List of Reserves and Management Plans

	Park name	Management plan
71	Greenhills Quarry Reserve	General Policies
72	Greenpoint Domain Recreation Reserve	Environmental Reserves omnibus Management Plan
73	Henderson House	General Policies
74	Herriot Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
75	High Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
76	Hollywood Terrace Reserve	General Policies (supersedes Linkage Reserve Omnibus Management Plan)
77	Iona Playground	General Policies (supersedes Neighbourhood Park Management Plan)
78	JG Ward Reserve	General Policies
79	Joeys Island	Environmental Reserves Omnibus Management Plan
80	John Street Reserve	Environmental Reserves Omnibus Management Plan
81	Kennington Recreation Reserve	General Policies (supersedes Rural Reserves Omnibus Management Plan)
82	Kew Park	General Policies– may be added to Sports Fields Reserves Omnibus Management Plan
83	Kildare Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
84	Kinmont Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
85	Lake Hawkins Wetland Reserve	Environmental Reserves Omnibus Management Plan
86	Lorneville Utility Reserves	General Policies
87	Main Street Reserve	General Policies
88	Makarewa Domain	General Policies (supersedes Rural Reserves Omnibus Management Plan – may be added to Sports Fields Reserves Omnibus Management Plan)
89	Makarewa Playcentre	General Policies (supersedes Rural Reserves Omnibus Management Plan)
90	Matua Road Reserve	Environmental Reserves Omnibus Management Plan
91	Mavora Reserves	General Policies (supersedes Linkage Reserve Omnibus Management Plan)
92	McMillan Street Reserve	Environmental Reserves Omnibus Management Plan
93	McQuarrie Park	Sports Fields Reserves Omnibus Management Plan

	Park name	Management plan
94	Metcalf Bush Reserve	Environmental Reserves Omnibus Management Plan
95	Mokomoko Rd Reserve	General Policies
96	Moray Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
97	Myers Reserve	General Policies (supersedes Myers Reserve Management Plan)
98	Myross Bush Domain	General Policies (supersedes Rural Reserves Omnibus Management Plan – may be added to Sports Fields Reserves Omnibus Management Plan)
99	Nelson Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
100	Ness Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
101	Newbie Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
102	Newfield Park	General Policies– may be added to Sports Fields Reserves Omnibus Management Plan
103	Northwood Local Purpose Reserves	General Policies
104	Northwood Recreation Reserve	General Policies
105	O'Byrne Street Playground	General Policies
106	Ocean Beach Reserve	General Policies – may be added to Sports Fields Reserves Omnibus Management Plan
107	Omaui Reserve	Environmental Reserves Omnibus Management Plan
108	Otatara Community Playground (0.0322)	General Policies
109	Otatara Scenic Reserve	Environmental Reserves Omnibus Management Plan
110	Otepunui Creek	General Policies (supersedes Linkage Reserve Omnibus Management Plan)
111	Ottrey Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
112	Palmer Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
113	Panton Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
114	Parnell Reserve	Environmental Reserves Omnibus Management Plan
115	Paterson Reserve	Environmental Reserves Omnibus Management Plan
116	Pine Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)

Appendix 1: List of Reserves and Management Plans

	Park name	Management plan
117	Pomona Street Playground	Pomona Street Playground
118	Queens Drive Planting Strip	Queens Drive Planting Strip
119	Queens Park	Queens Park
120	Racecourse Road Reserve	Racecourse Road Reserve
121	Red Tussock Reserve	Red Tussock Reserve
122	Robinson Park	Robinson Park
123	Rockdale Park	Rockdale Park
124	Sandy Point Domain	Sandy Point Domain
125	Seaward Bush	Seaward Bush
126	Seddon Place Playground	Seddon Place Playground
127	Shannon Street Reserve	Shannon Street Reserve
128	Skye Street Playground	Skye Street Playground
129	Slaney Street Reserve	Slaney Street Reserve
130	Southern Greenway	Southern Greenway
131	Stead Street Beautification Strip	Stead Street Beautification Strip
132	Stead Street Reserve (formerly known as Bond St Reserve (west) Stead St Wharf and Geoff Piercy Reserve)	Stead Street Reserve (formerly known as Bond St Reserve (west) Stead St Wharf and Geoff Piercy Reserve)
133	Stirling Point Reserve	Stirling Point Reserve
134	Stirrat Street Reserve	Stirrat Street Reserve
135	Stuart Street Playground	Stuart Street Playground
136	Surrey Park	Surrey Park
137	Taiepa Dune Reserve	Taiepa Dune Reserve
138	Talbot St Reserve	Talbot St Reserve
139	Tanner Street Playground	Tanner Street Playground
140	Teviot Street Reserve	Sports Fields Reserves Omnibus Management Plan
141	Thomsons Bush	Environmental Reserves omnibus Management Plan
142	Tikore Island	Environmental Reserves omnibus Management Plan

	Park name	Management plan
143	Tisbury Reserve	General Policies (supersedes Rural Reserves Omnibus Management Plan)
144	Tiwai Point Reserve	Environmental Reserves omnibus Management Plan
145	Town Belt	Town Belt Reserves Management Plan
	Town Belt - Appleby (12.152)	Town Belt Reserves Management Plan
	Town Belt - Elles & Qdrive. (Otakaro Park & Russell Sq)15.7924	Town Belt Reserves Management Plan
	Town Belt - Gala Street (5.5249)	Town Belt Reserves Management Plan
	Town Belt - Otepunu Gardens (8.3022)	Town Belt Reserves Management Plan
146	Turnbull Thomson Park	Sports Fields Reserves Omnibus Management Plan
147	Tweed Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
148	Vernon Street Reserve	General Policies
149	Wachner Place	General Policies
150	Wagner Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
151	Waiau Crescent Playground	General Policies (supersedes Neighbourhood Park Management Plan)
152	Waihopai Bridge Reserve	General Policies
153	Waihopai Sports Association	General Policies
154	Waikiwi Domain	Sports Fields Reserves Omnibus Management Plan
155	Waverley Park	Sports Fields Reserves Omnibus Management Plan
156	West Bank Reserve	General Policies (supersedes Linkage Reserve Omnibus Management Plan)
157	West Street Reserve	General Policies (supersedes Neighbourhood Park Management Plan)
158	Wicklow Street Playground	General Policies (supersedes Neighbourhood Park Management Plan)
159	Windsor Green (0.0379)	General Policies
160	Woodend	General Policies
161	Woodend Hall Reserve	General Policies (supersedes Rural Reserves Omnibus Management Plan)
162	Woodend-Blyth Reserve	General Policies (supersedes Rural Reserves Omnibus Management Plan)

Appendix 2: Ministerial Delegation

RESERVES ACT 1977

Instrument of delegation for territorial authorities

1. PURSUANT to section 10 of the Reserves Act 1977 I, NICK SMITH Minister of Conservation, DELEGATE to all territorial authorities (as defined in this Instrument of Delegation) such of my powers, functions and duties under the Reserves Act 1977 as are set out in the following Schedule subject to the Limitation of Powers in the Schedule and to the conditions in paragraph 2 of this Instrument.
2. The delegations in this Instrument apply only where the territorial authority is the administering body of the relevant reserve (i.e. affected by the decision to be made) by virtue of a vesting or an appointment to control and manage.
3. This Instrument replaces the previous Instrument of Delegation dated 10 March 2004, which is hereby revoked.

Definitions:

“Administering body” – means an administering body under the Reserves Act 1977.

“Territorial authority” – means a local authority and a unitary authority as defined in section 5 Local Government Act 2002.

“Vested reserve” – means a reserve vested in a territorial authority (not in the Crown).

Schedule

Section	Summary of Power	Limitation of Power
6(3)	Revoke a Gazette notice and issue a fresh notice or amend the original notice	Only applies to notices in the Gazette given by the territorial authority
14(4)	Gazette resolution to declare vested land to be reserve. Note: it is, therefore, no longer necessary to consult the Commissioner in terms of sec 14(3) of the Act.	
15(1)	Authorise or decline to authorise, by Gazette notice, the exchange of land in any reserve or any part(s) of a reserve for any other land to be held for purposes of that reserve.	Only to be exercised where the territorial authority did not derive title from the Crown, or title would be deemed not to be derived from the Crown if the reserve was going through a revocation process (s.25). The territorial authority must consult with the Crown before making a decision under s.15 (1) if the land it proposes to grant in exchange was purchased with funds provided either wholly or partly by the Crown.

Schedule

Section	Summary of Power	Limitation of Power
15(3)	To do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act, or by the Crown in the case of vested reserves derived from the Crown, including the payment or receipt of any money by way of equality of exchange in the case of non-Crown derived reserves.	
16(1)	Classify, by Gazette notice, according to their principal or primary purpose all reserves. [Note this delegation does not affect sections 16(2) and 16(2A) Reserves Act] To advertise the intention to classify a reserve in accordance with sec 16(1).	
16(4)	To advertise the intention to classify a reserve in accordance with sec 16(1).	
18(2)(e) 19(2)(a) 19(3)(a)	Determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.	
24(1)	Change the classification or purpose of a reserve by notice in the Gazette.	Does not apply to the revocation of reserves
24(2)(e)	To consider all objections received to a proposed change of classification or purpose.	
24(3)	To form an opinion that the change of classification or purpose of a scenic, nature or scientific reserve is justified.	
24(5)	To form an opinion that the change in the classification of a historic reserve is justified.	

Appendix 2: Ministerial Delegation

Schedule

Section	Summary of Power	Limitation of Power
25(1)	Upon revocation of the reservation of any public reserve (or part of one) pursuant to section 24 Reserves Act, dispose of that land in such manner and for such purpose as the Minister specifies.	The delegation only applies where the title to the reserve was not derived from the Crown, or is deemed not to be derived from the Crown in terms of s.25(4) or (5).
41(1)	To approve reserve management plans.	
42(1)	Give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature, or scientific reserve. Determine terms and conditions subject to which written consent is given.	
44(1)	To consent to the use of a reserve for temporary or permanent personal accommodation.	
44(2)	To consent to any vehicle caravan, tent or removable structure remaining on a reserve during the period 1 November to 31 March.	Does not apply to the revocation of reserves
45	Give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.	
48(1)	Consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1). Impose such conditions as it thinks fit in giving the consent.	
24(5)	To form an opinion that the change in the classification of a historic reserve is justified.	

Schedule

Section	Summary of Power	Limitation of Power
48A(1)	<p>Consent or refuse consent to administering body granting a licence over a vested reserve to any person or department of State -</p> <p>(a) To erect, maintain and use buildings, dwellings, masts and other structures, and plant and machinery; and</p> <p>(b) To construct, maintain, and use tracks and engage in other works</p> <p>- For any of the purposes specified in section 48A (1).</p>	
48A(3)	<p>Approve terms and conditions determined by the administering body.</p>	
49	<p>Grant or decline to grant in writing any qualified person a right to take specified specimens of flora or fauna or rock mineral or soil from a reserve for scientific or educational purposes. Form opinion as to whether qualified person has the necessary credentials. Impose conditions on the grant in writing.</p>	<p>With regard to fauna, the delegation is for exotic fauna which are not protected under the Wildlife Act 1953.</p>
50(1)	<p>Authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic, historic, nature or scientific reserve.</p> <p>Authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserve for the foregoing purposes.</p>	<p>The delegation is for non-protected exotic fauna only.</p>
51(1)	<p>Authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1).</p> <p>Impose conditions on the giving of the authorisation.</p>	<p>Does not apply to the revocation of reserves</p>
52(1)	<p>Declare by Gazette notice that any 2 or more reserves, or parts of 2 or more reserves, or parts of one or more reserves and the whole of one or more other reserves, are to be united to form one reserve.</p>	<p>All affected reserves or parts of reserves must have the same administering body and must all either be vested in that body or all held under an appointment to control and manage.</p>

Appendix 2: Ministerial Delegation

Schedule

Section	Summary of Power	Limitation of Power
53 (1)(d)	To consent to an increase in the number days the public shall not be entitled to have admission to a reserve.	
53 (1)(e)	To approve the fixing of charges generally or with respect to any specified occasion or event.	
54(1)	Give or decline to give prior consent to administering body, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), (c) and to grant a lease or licence for any of the purposes specified in paragraph (d) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.54(1)(a), (b), (c) and (d).	
	Give or decline prior consent to administering body permitting, in a lease, the erection of buildings and structures for sports, games or public recreation not directly associated with outdoor recreation. Consent or decline consent to variations or amendments to leases and consent to the carrying out of any other necessary actions arising out of the leases consistent with the First Schedule, Reserves Act.	
55(2)(a) (d), (e) (f) and (g)	In the case of a scenic reserve to give or decline to give consent to :- <ul style="list-style-type: none"> ▪ the enclosure and grassing or grazing of open parts of the reserve; ▪ the setting apart of areas for other purposes; ▪ the erection of buildings and other structures and amenities; ▪ such things considered necessary for the public to obtain the benefit of the reserve; ▪ The setting apart of sites for residences and other buildings and structures necessary for the management of the reserve. 	Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve.

Schedule

Section	Summary of Power	Limitation of Power
56(1)	<p>Give or decline prior consent to administering body, in the case of a scenic reserve vested in it, to grant leases or licences for the purposes set out in s.56(1) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.56(1)(a) and (b).</p> <p>Consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First Schedule, Reserves Act.</p>	
56(2)	<p>Give public notice in accordance with section 119 of the Reserves Act and give full consideration in accordance with section 120 to all objections and submissions.</p>	
58(b)	<p>Set apart and use part of a reserve as a site for residences and other buildings.</p>	
58A(1)	<p>Give or decline prior consent to administering body, in the case of an historic reserve vested in it, to grant leases or licences for any of the purposes specified in that subsection.</p>	
	<p>Consent or decline consent to variations or amendments to leases and licences and consent to the carrying out of any other necessary actions arising out of the leases and licences, consistent with the First Schedule, Reserves Act.</p>	
59A(1)	<p>In accordance with Part IIIB Conservation Act 1987, grant or refuse a concession in respect of any reserve controlled or managed by an administering body under s.28 Reserves Act so that the administering body may apply Part IIIB as if references in that Part to a conservation area were references to such a reserve and references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.</p>	

Appendix 2: Ministerial Delegation

Schedule

Section	Summary of Power	Limitation of Power
67(1)(b)	Consent or decline consent to lease of recreation reserve set apart for race course purposes, to a racing club.	
72(1)	To enter into and agree the terms of a lease or other agreement for the farming of a recreation or local purpose reserve.	Note sec 72(3) applies.
73(1)	Consent or decline prior consent to an administering body granting a lease of recreation reserve in the circumstances specified in s.73(1), where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease in the circumstances specified in section 73(1) in all other cases. Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(1).	
73(2)	Consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation purposes in all other cases. Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(2).	
73(3)	Form opinion as to whether recreation reserve is not likely to be used for purposes of a recreation reserve. Consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body. Grant or decline to grant leases of whole or part of a reserve held under an appointment to control and manage. Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(3).	Note: The provisions of Part IIIB Conservation Act apply (s.73(3A)(b)) Note: s.73(3A) (a) applies.

Schedule

Section	Summary of Power	Limitation of Power
73(5)	Consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.	
73(6)	Consent or decline consent to surrender of lease.	Only exercisable where the original approval for the lease was given by the territorial authority under this delegation.
74(1)(b)(ii) (proviso)	Consent or decline consent to granting of a licence to occupy a historic, scenic or scientific reserve.	
75(1) and (2)	Consent or decline to consent to the afforestation of a recreation or local purpose reserve.	
121	Where under the provisions of the Reserves Act consent or approval is required, give consent or approval subject to such conditions as are thought fit.	Only exercisable in respect of matters delegated under this Instrument of Delegation.

Appendix 3: Staff Delegations

The following link provides delegations made by the Chief Executive to various Council staff roles for the purpose of this management plan: <https://icc.govt.nz/wp-content/uploads/2023/03/9.-Delegations-Register-Chief-Executive-2023-Version-1-Approved-2023-03-23.pdf>

Appendix 4: Subsequent Amendments

Date	Section of General Policies Reserve Management Plan 2023	Brief Description of Amendment

Appendix 5: Park Categories

All categories

- Events
- Demolition and construction of structures and buildings
- Furniture – including seats and picnic tables, bike stands
- Paths or trails for active transport
- Energy capture/harvesting or generation – solar, wind and distribution systems (eg. transformers)

Outdoor Adventure Park

Activities, along with associated structures and buildings that could be developed in areas defined as Outdoor Adventure Parks include:

Activity

- Equestrian (including grazing)
- BMX/Mountain Biking
- Golf
- Motorsports
- Community gardens/cultivation/composting
- All types of play (nature, water, adventure, playground)
- Water sports – boats, swimming, waka ama
- Parkour
- Ki-o-rahī
- Orienteering
- Disc golf
- Mini golf/football

Associated Infrastructure

- Fences
- Toilets
- Sheds
- Multipurpose Trails
- Sports field
- Multipurpose buildings and facilities
- Play equipment
- Ponds/lake features/nature based storm water solutions
- Seats
- Signage for regulatory, direction, naming and information purposes
- Roads and car parking
- Bike skills/pump track
- Fitness trail
- Animal enclosures – could be display, farming, grazing
- Fruit and nut orchards
- Race tracks
- Murals/art work
- Sculptures

Neighbourhood Parks

Activities, along with associated structures and buildings that could be developed in areas defined as Neighbourhood Parks include:

Activity

- Community gardens

- Skateboard parks

- Skills track

- All types of play (Nature play, Water play)

- Ki-or-ahī

- Parkour

Associated Infrastructure

- Toilets

- Paths/trails

- Recreational facilities

- Seats

- Play equipment

- Signage for regulatory, direction, naming and information purposes

- Fences/barriers – especially to road boundary

- Hard courts for skating, biking or ball activities

- Furniture – including seats and picnic tables

- Murals/art work

Sports Fields Reserves

Activities, along with associated structures and buildings that could be developed in areas defined as Sports Fields Reserves include:

Activity

- Football
- Rugby
- Netball
- Tennis
- Running
- Biking/Cycling
- Bowls
- Hockey
- Ki-o-rahi
- Badminton
- Athletics
- Softball
- Model Engineers
- Volleyball
- Orienteering
- Disc golf
- Football

Associated Infrastructure

- Goal posts
- Hubs
- Multipurpose buildings
- Signage
- Toilets
- Paths and walking trails
- Sports fields
- Car parking and roads
- Lighting
- Fitness trails
- Bowling, croquet greens
- Hard courts for skating, biking or ball activities
- Secure bike storage systems
- Grandstand
- EV stations
- Fencing/barriers

Environmental Reserves

Activities, along with associated structures and buildings that could be developed in areas defined as Environmental Reserves include:

Activity

- Pest management

- Walking

- Dogs on leads

- Environmental rehabilitation

- Orienteering

- Nature play

Associated Infrastructure

- Fencing

- Signage

- Toilets

- Parking

- Walking trails

- Picnic tables/seating

Premier Parks

Activities, along with associated structures and buildings that could be developed in areas defined as Premier Parks include:

Activity

- Play
- Disc golf
- Arts, music and culture
- Sports

Associated Infrastructure

- Seats
- Urban fencing
- Paths/trails
- Fitness trails
- Roads and paths
- Animal and bird enclosures
- Lighting
- Signage
- Ornamental features and sculptures
- Pools and water features (including water park)
- Drinking fountains
- EV stations
- Murals/art work
- Sculptures

Civic Parks

Activities, along with associated structures and buildings that could be developed in areas defined as Civic Parks include:

Activity

- Markets

- Parkour

- Play

- Art, music and culture

- Social congregation

Associated Infrastructure

- Seating

- Toilets

- Signage

- Paths

- Lighting

- Sculptures/art

- Heritage and cultural features (memorials)

- Food truck parking

- EV charging stations

- Murals/art work

Amenity parks

Activities, along with associated structures and buildings that could be developed in areas defined as Amenity Parks include:

Activity

- Walking
- Biking/cycling

Associated Infrastructure

- Seating
- Signage
- Lighting
- Paths/trails
- Sculptures
- Murals/art work



Cemetery

Activities, along with associated structures and buildings that could be developed in areas defined as Cemetery include:

Activity

- Digging
 - Installing cemetery infrastructure and amenities to support
 - Pest management
 - Play
 - Social congregation
 - Memorials
 - ANZAC events
 - Cultural practices
-

Associated Infrastructure

- Headstones
 - Cemetery office
 - Crematorium
 - Beams
 - Playgrounds/play spaces
 - Water connections
 - Rubbish bins
 - Lighting
 - Roads and paths
 - Signage
 - Memorials
 - Car parking
 - EV stations
 - Murals/art work
-

Recreation and Ecological Linkage

Activities, along with associated structures and buildings that could be developed in areas defined as Recreation and Ecological Linkages include:

Activity

- Walking
- Biking/cycling
- Education
- Dogs on leads
- Pest management

Associated Infrastructure

- Seating
- Signage
- Lighting
- Paths/trails
- Sculptures
- Murals/art work
- Fruit and nut orchards



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