



**Western
Bay of Plenty**
District Council

Part One

Reserve Management Plan

District-wide reserve management information





Contents

1. Introduction	3
Reserve Management Plan Review Process	3
Statutory context for Reserve Management Plans	4
Document structure	5
How to use this management plan	6
2. Vision for Recreation and Open Space in the Western Bay of Plenty	7
Recreation and Open Space Activity Plan	8
Walking and Cycling Action Plan	8
Bay of Plenty Spaces and Places Strategy	8
Other strategic documents that guide decision making	8
3. District-wide Reserve Management Objectives and Policies	9
Reserve classifications	9
Reserve Management Objectives	10
Reserve categories	11
Reserve Management Policies	12
4. Reserve Maintenance Levels of Service	22
Reserves and Facilities Asset Management Plan	22
Reserve Maintenance Levels of Service	22
Appendix A - Policies and Bylaws	24
Appendix B - Tauranga Moana Cycle Trail	26

1. Introduction

Reserve Management Plans are a statutory requirement under the Reserves Act 1977 and are prepared in accordance with this Act.

The Western Bay of Plenty District is made up of three wards, Katikati-Waihi Beach, Kaimai and Te Puke-Maketu.

A Reserve Management Plan is prepared for each of these wards on a rotating basis every three years. This approach enables a vision for the provision of recreation and open space across each ward and allows Council and the community to see the provision, development and management of reserves in relation to each other within the ward.

Unless specifically excluded, plans cover all reserves vested in or under the control and administration of Western Bay of Plenty District Council in the respective ward to which the plan applies to.

Reserve Management Plan Review Process

Reserve Management Plans are 'living documents' and section 41(4) of the Reserves Act 1977 requires Council to keep its plans under continuous review. Each ward's Reserve Management Plan is a guidebook for recreation and open spaces and sets out a consistent approach to the management of reserves across the District. Council is required to undertake public consultation when undertaking a comprehensive review of a plan. However if any change not requiring a comprehensive review is required, Council can undertake targeted engagement and make the change as appropriate.

The process for undertaking a comprehensive review of reserve management plans is set out in the below infographic:

Reserve Management Plan Review Process

Before preparing a Reserve Management Plan, Council may choose to undertake pre-engagement on key topics to help inform the review pursuant to Section 41(5) of the Reserves Act 1977.

Following pre-engagement, Council will prepare a draft Reserve Management Plan for adoption for formal consultation pursuant to Section 41(6) of the Reserves Act 1977.

Council undertakes formal consultation on the draft plan for a two month period, pursuant to Section 41(6) of the Reserves Act 1987, which includes giving public notice of the following:

- that the draft plan is available for inspection;
- inviting written submission on the draft plan; and
- inviting all persons who wish to be heard in support of their objection to appear before Council for verbal submissions to be made.

Council will then prepare a final Reserve Management Plan informed by submissions received through the formal consultation process.

Council will adopt the final Reserve Management Plan.

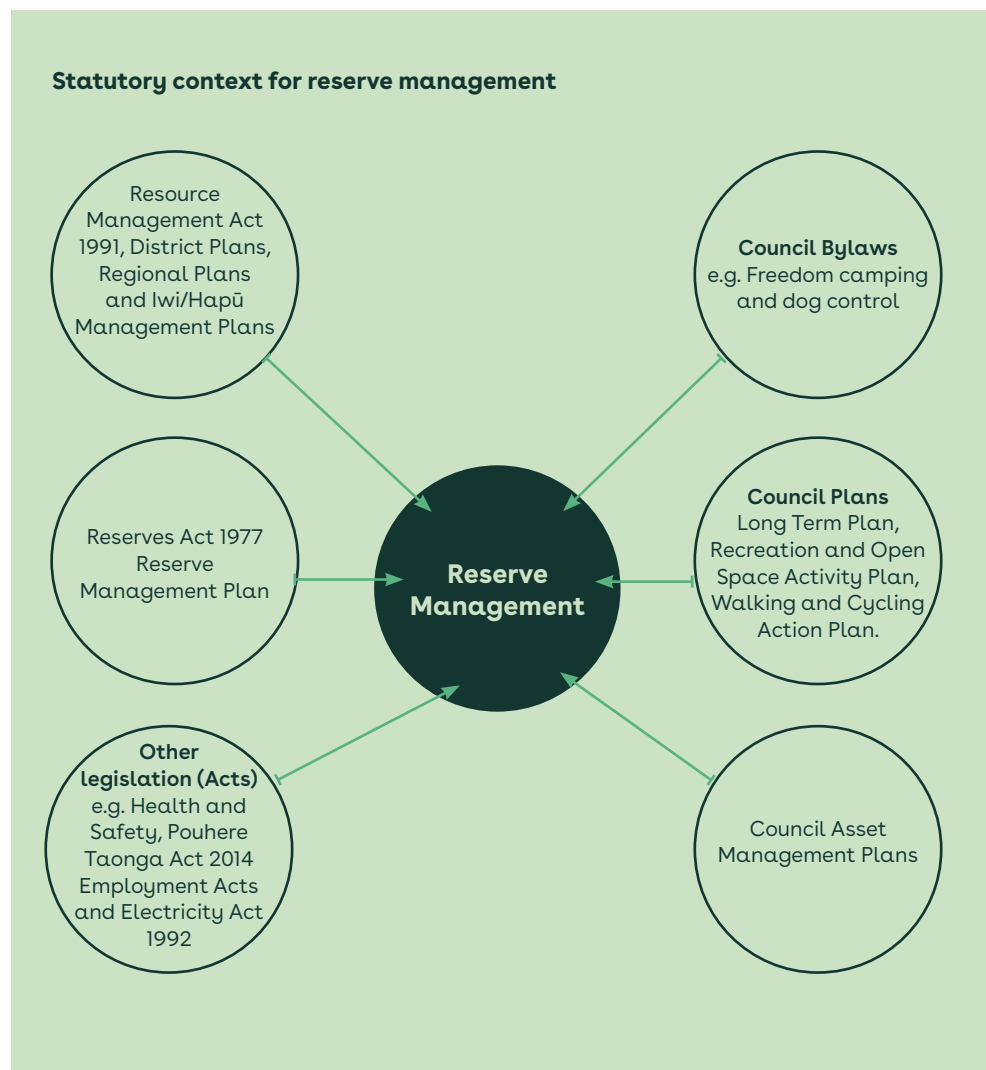
Implementation of specific projects included within the Reserve Management Plan will be considered for funding through Council's Long Term Plan process. Implementation of the maintenance and management of reserves will continue on a day-to-day basis.

Statutory context for Reserve Management Plans

While Reserve Management Plans provide overall direction for the on-going day-to-day management and potential development of reserves, their operation remains subject to other legislation, and also Council's plans, policies and bylaws.

The Resource Management Act 1991 (RMA) continues to be relevant and provides direction in terms of sustainable management. Council's District Plan is prepared under the provisions of the RMA and provides objectives, policies and rules relevant to reserve management. The Reserve Management Plan cannot be inconsistent with the RMA or District Plan.

The below diagram sets out the statutory context for reserve management and outlines key considerations that shape the management of our reserves.



Bowentown Reserve (Anzac Bay)

Document structure

Part 1 of this document applies District-wide and is structured into the following parts:

1. Introduction
2. Vision for Recreation and Open Space in the Western Bay of Plenty
3. District-wide Reserve Management Objectives and Policies
4. Reserve Maintenance Levels of Service

This part includes the maintenance levels of service in place for reserves across the ward including:

- grass mowing
- toilet cleaning
- BBQ cleaning



Part 2 of this document applies to the respective Council ward it has been prepared for and is structured into the following parts:

1. Information about the ward

This includes information about the demographic makeup of the ward, number of reserves and key features of the ward.

2. Vision for recreation and open space in the ward

This part is informed by community planning documents and feedback received from the communities in that ward.

3. Reserve specific information

This part provides key information about each reserve in the ward including legal classification, what reserve management policies apply and any plans for developments. The reserve specific information includes the following noted below:

Address/Location	Where the reserve is located
Reserve Act Classification	The reserve's legal status
Reserve Category (Primary Purpose)	The primary purpose the reserve is used for
District Plan Zone	District Plan Zone the reserve is located in
Parcel ID	Reference for reserve used to locate in council records
Size	Size of the reserve
Current State	Key features and makeup of reserve
Maintenance Levels of Service	Details of day-to-day management of reserve
Inventory	Items that are located on the reserve
Utilities	Council assets located on the reserve
Leases	Details of any leases in place on the reserve

Background

Includes key information about the history of the reserve known to Council.

Reserve issues

Identifies key issues known to Council about the reserve.

Reserve Management Approach

Sets out the approach Council will take to the day-to-day management of the reserve, including the reserve management policies that apply.

Details of any funding for implementation/develop in relation to this site.

2021-2031 Long Term Plan	Indicative Costings (total)	Indicative Timing

How to use this management plan

1. Identify reserve on which policy guidance is sought e.g. Pongakawa Domain.
2. Vision for the provision of open space and recreational facilities across the ward is to provide recreation linkages across the ward between communities; for example, esplanade reserves provide connections to key reserves and link communities such as Te Puke township and Pukehina.
3. Relevant policy for the reserve, e.g. Moore Park is a recreation reserve and so policy related to activities such as utilities, encroachment and types of activities are relevant.
4. Policy specific to the management of the identified reserve which can then be read in the context of understanding the reserve's place in the overall provision of open space and facilities in the ward and overarching policy relevant to that type of reserve in the District e.g. Centennial Park will be managed as the main sports ground for Te Puke providing for sports and community events.
5. Concept Plan for the reserve where these exist.

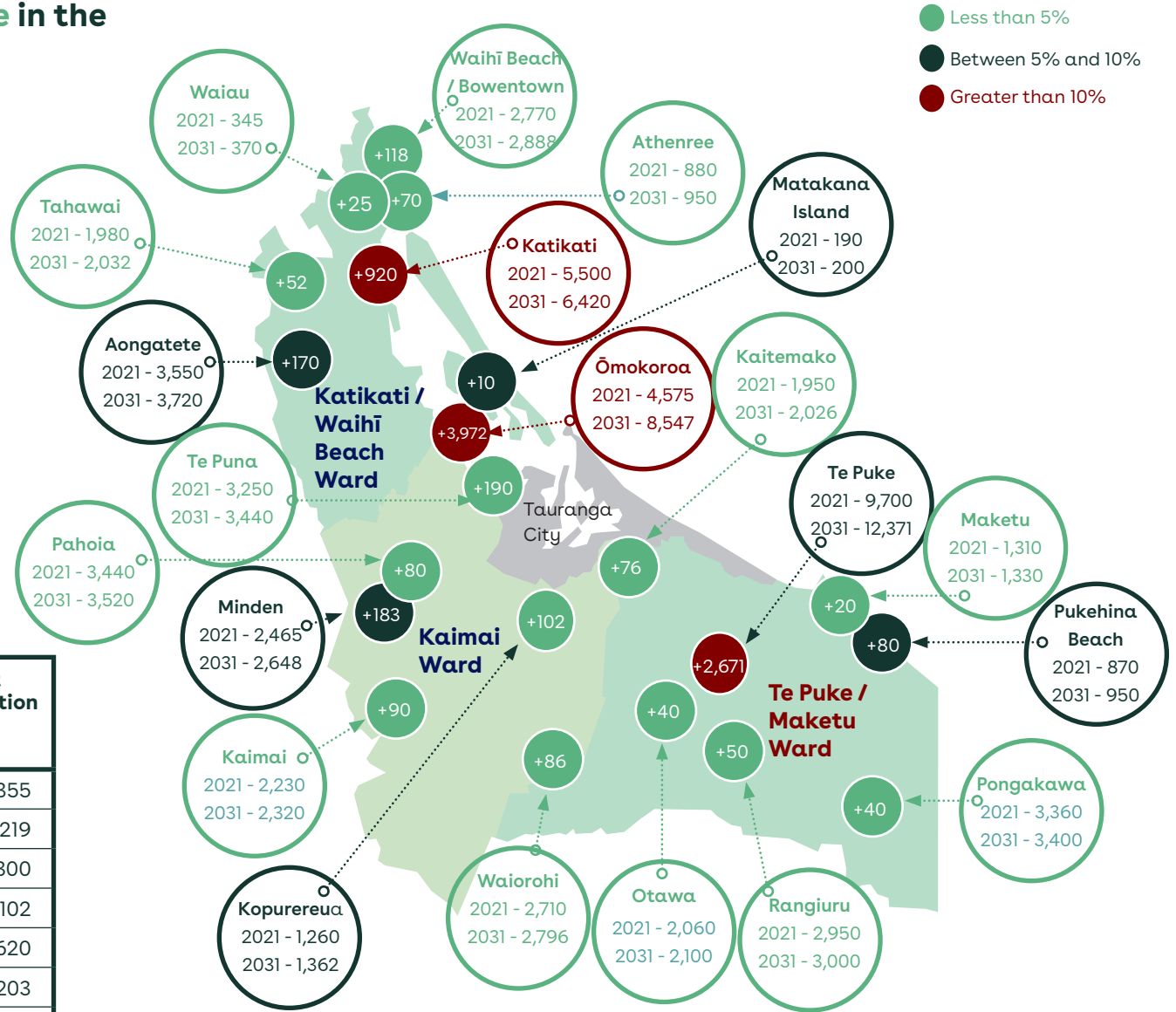
2. Vision for Recreation and Open Space in the Western Bay of Plenty

The population of the Western Bay of Plenty is growing and the District will continue to attract new residents.

Growth won't be uniform across the District but will be primarily centred around our urban areas. As at 30 June 2018 its current estimated population is 53,400. The population is expected to reach around 67,800 by 2033. Between the 2013 and 2018 censuses, the population of the District grew by 17.5% (7630 people); it is estimated that the population will grow by 11% in the next five years. Most of this growth has come from immigrants and migration from other parts of New Zealand.

The population growth estimates for Our District are set out below.

Year ended 30 June	New lots (average annual increase)	Growth rate (average annual increase)	Total dwellings	District population
2021	244	1.04%	23,399	57,355
2026	340	1.34%	25,352	62,219
2031	317	1.17%	27,093	66,300
2036	160	0.57%	28,312	69,102
2041	100	0.35%	28,957	70,620
2046	10	0.03%	29,262	71,203
2051	10	0.03%	29,312	71,367



Set out below are the high level strategic documents that guide the recreation and open space provision and management across the Western Bay of Plenty District.

Recreation and Open Space Activity Plan

As the population increases, additional demand is placed on our recreation and open space network. We need to ensure we keep pace with this demand so that it continues to meet the needs of the distinct communities located across the District. Council's Recreation and Open Space Activity Plan sets out the approach to the provision of Recreation and Open space in the District and the outcomes Council wants to achieve. We know that our recreation and open space network play an important role in contributing to the social, environmental, cultural and economic wellbeing of our community and Council wants to achieve the following outcomes:

- People are connected and feel they belong
- People can be active and healthy
- People enjoy the outdoors
- Connecting people with the natural environment and having a lighter footprint
- Protecting important natural and cultural areas.

Walking and Cycling Action Plan

The Western Bay of Plenty District Walking and Cycling Action Plan enables Council to continue to build on the significant achievements around establishing a walking and cycling network in the District. It contributes to the goals set out in the Recreation and Open Space Activity Plan and aims to increase connectivity between our District's spaces and places. Council will continue to work with neighbouring councils, local community and private funders to further develop cycleway network.

Tauranga Moana Cycle Trail

This is set out in detail at **Appendix B** of this plan.

Bay of Plenty Spaces and Places Strategy

We know that population growth will increase demand for our recreation facilities and open spaces. To prepare for this, Council has worked together with Sport Bay of Plenty and other Councils to develop the Bay of Plenty Spaces and Places Strategy. This strategy provides a high-level strategic framework for regional sport and recreation places (facility) planning in the Bay of Plenty Region. Any facility development undertaken in the District will be done in accordance with this strategy which will guide our decision making for recreational facilities, and provide a framework to consider changing recreation patterns. Council will also use the outcomes of the strategy's priority projects to guide its decision making, including but not limited to the following:

- Bay of Plenty Water Sports and Recreational Facility Plan;
- Bay of Plenty Cycle and Walking Track opportunities paper; and
- Regional Indoor Court Facility Plan.

Other strategic documents that guide decision making

Western Bay of Plenty District Plan

The District Plan is a legal document prepared in accordance with the Resource Management Act 1991. It provides zoning to all of the District's land to ensure that it is used for its intended purpose. The District Plan is taken in consideration and helps guide decision making around the recreation and open space network.

Western Bay of Plenty Bylaws and Policies

There are several bylaws and policies which need to be considered as part of the wider decision making around Council's recreation and open space network. These are set out in more detail at **Appendix A** of this plan.

Other matters that guide decision making around recreation and open space provision in the Western Bay of Plenty District:

Climate change

As a result of climate change the Western Bay of Plenty can expect to see more hot days, wetter winters and rising sea levels. This will have an impact on Council's recreation and open spaces, especially those located on the coast, and may also impact on Council's ability to meet levels of service. Council will consider its Climate Change Action Plan and Coastal Erosion Responses Policy to guide decision making around its recreation and open space network.

Stormwater network and drainage reserves

Council maintains and modifies its stormwater network to manage surface water run-off from urban areas to minimise flood damage. Sometimes, this run off is captured by stormwater ponds or directed towards drainage reserves. While the predominant use of some of these sites is stormwater management, a lot of them provide recreational value and form part of Council's wider recreation and open space network. Improving connections throughout our open spaces including those predominantly used for stormwater management is a priority and while these sites are not captured under the Reserves Management Plan, they play a critical role. Maintaining access to these sites for recreation purposes needs to be reflected in any planning undertaken and considered as part of any stormwater assets stocktake.

Harbour Access

There are a number of planning documents that outline the management of the District harbour and coastal margins, which need to guide decision making around our recreation and open space network. These provide a framework for ensuring the harbour and coastal environments are properly managed, protected and monitored for future generations to enjoy. These documents and the respective lead organisations are set out below:

- New Zealand Coast Policy Statement - Department of Conservation.
- Bay of Plenty Conservation Management Strategy - Department of Conservation.
- Tauranga Harbour Integrated Management Strategy - Bay of Plenty Regional Council.
- Tauranga Harbour Recreation Strategy - Bay of Plenty Regional Council.

3. District-wide Reserve Management Objectives and Policies

Reserve classifications

The Reserves Act 1977 provides the legal classification system for New Zealand parks and reserves. The system establishes high level classifications and was devised to cover all reserves across the country.

Section 16 of the Reserves Act 1977 requires that reserves are classified based on their primary values and purpose. The Act provides for eight reserve classifications as set out below:

- **Recreation**
- **Historic**
- **Scenic (1a)**
- **Scenic (1b)**
- **Nature**
- **Scientific**
- **Government purpose; and**
- **Local purpose**

Reserves in our District consist of four different classifications which include recreation, historic, scenic and local purpose. In addition, there are road reserves, quarry reserves and corporate land. These aren't considered under the Reserves Act 1977 but fall under the jurisdiction of the Reserves and Facilities team at Council. Western Bay of Plenty District Council has also elected to include Landing Reserves as part of this Reserve Management Plan.



Ōmokoroa
walkway/
cycleway

Reserve Management Objectives

The following objectives apply to the management of any reserve within the specific classification:

Recreation reserves:

- To provide for recreation and sporting activities and the physical welfare and enjoyment of the public.
- To protect the natural environment and beauty of the locality and, in particular, to retain open spaces and outdoor recreational activities, including recreational walkways.
- To maintain the public's freedom of entry and access to the reserve (subject to the specific powers conferred on the administering body by Section 53 and 54 of the Reserves Act 1977, and any bylaws applying to the reserve, and to any conditions and restrictions that the administering body considers necessary for the protection and general well-being of the reserve and for the protection and control of the public using it).
- To protect those scenic, historic, archaeological, biological, geological or other scientific features or indigenous flora or fauna or wildlife present on the reserve, to the extent compatible with the principal (recreational) purpose of the reserve.
- To conserve those qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment, and to the better use and enjoyment of the reserve.
- To maintain the reserve's value as a soil, water, and vegetation conservation area, to the extent compatible with the principal (recreation) purpose of the reserve.

Scenic reserves

- To protect and preserve in the public interest for their intrinsic values and for the benefit, enjoyment and use of the public areas of significance for their scenic interest, beauty, natural features or landscape values.
- To maintain the public's freedom of entry and access to the reserve (subject to the specific powers conferred on the administering body by Section 55 and 56 of the Reserves Act, 1977 and any bylaws applying to the reserve, and to any conditions and restrictions that the administering body considers necessary for the protection and general well-being of the reserve and for the protection of the public using it).
- To preserve the natural or scenic values of the reserve allowing development for amenities and facilities where these are necessary to enable the public to obtain benefit and enjoyment from the reserve and where the primary scenic values are not adversely affected.
- To protect and manage historic, archaeological, geological, biological, or other scientific features present within the reserve, compatible with the principal or primary purpose of the reserve.
- To maintain the reserve's value as a soil, water and vegetation conservation area, to the extent compatible with the principal (scenic) purpose of the reserve.

Historic reserves:

- To protect and preserve in perpetuity places, objects, and natural features that are of historic, archaeological, cultural, educational or other special interest.
- Having regard to the general purpose of the reserve specified above, to administer and maintain the reserve so that:
 - The structures, objects and sites of historic significance illustrate with integrity the history of New Zealand.
 - The public have freedom of entry and access to the reserve (subject to the specific powers conferred on the administering body by section 58 of the Reserves Act 1977 and any bylaws applying to the reserve and to any conditions and restrictions that the administering body considers necessary for the protection and general well-being of the reserve and for the protection and control of the public using it).
 - Those scenic, biological, geological or other scientific features (including flora, fauna or wildlife) present on the reserve are managed and protected to the extent compatible with the principal or (historic) purpose of the reserve.
- To conserve those qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment, and to the better use and enjoyment of the reserve.
- To maintain the reserve's value as a soil, water, and vegetation conservation area to the extent compatible with the principal (historic) purpose of the reserve.
- Except where otherwise determined by the Minister of Conservation, the indigenous flora and fauna and natural environment are preserved.

Local purposes reserves:

- To provide and retain areas for such educational, community, social or other local purpose as specified in the Gazette notice classifying the reserve.
- Having regard to the general purpose of the reserve, to administer and maintain the reserve so that:
 - Those scenic, historic, archaeological, biological, or natural features present on the reserve are managed and protected to the extent compatible with the principal purpose of the reserve.
 - The reserve's value as a soil, water, and forest conservation area is maintained to the extent compatible with the principal purpose of the reserve.
- To maintain the public's freedom of entry and access to the reserve (subject to the specific powers conferred on the administering body by Section 23 and 61 of the Reserves Act, 1977 and any bylaws applying to the reserve, and to any conditions and restrictions that the administering body considers necessary for the protection and general well-being of the reserve and for the protection and control of the public using it).
- To maintain appropriate public access to the reserve. Council may, from time to time, by public notice prohibit access to the whole or any specified part of the reserve. In that case no person shall enter the reserve, except under the authority of a permit issued by the Council.

Reserve categories

Recreation Aotearoa (formerly New Zealand Recreation Association NZRA) developed the park categories framework to provide New Zealand relevant industry guidelines for consistent application across the parks and open spaces sector.

Council has begun applying these categories to its reserves to indicate each site's primary purpose. These categories are set out below and fall under the legal classifications given under the Reserves Act 1977.

Category	Description/primary purpose	Alternative names
Sports and recreation	Parks (often quite large areas) set aside and developed for organised sport and recreation activities, recreation facilities and buildings, often multiple use.	<ul style="list-style-type: none"> • Active • Sports
Neighbourhood	Parks developed and used for informal recreation and sporting activities, play and family based activities, and social and community activities.	<ul style="list-style-type: none"> • Local • Social recreation • Community
Public gardens	Parks and gardens developed to a very high horticultural standard with collections of plants and landscaping for relaxation, contemplation, appreciation, education, events, functions and amenity/intrinsic value.	<ul style="list-style-type: none"> • Botanic gardens • Horticulture • Premier
Nature	Parks that offer the experience and/or protection of the natural environment, containing native bush, coastal margins, forestry, farms parks, wetlands, riparian areas and water bodies.	<ul style="list-style-type: none"> • Conservation • Bushland • Forest • Protected • Environmental
Cultural heritage	Parks that protect the built cultural and historical environment, and/or provide for heritage conservation, education, commemoration, mourning and remembrance.	<ul style="list-style-type: none"> • Cemeteries • Cultural • Heritage
Outdoor adventure	Parks developed and used for recreation and sporting activities and associated built facilities that require a large scale, forested, rural or peri-urban environment.	<ul style="list-style-type: none"> • Regional • Forest • Farm • All terrain
Civic	Areas of open space often provided within or adjacent to central business districts, and developed to provide a space for social gatherings, meeting places, relaxation and enjoyment.	<ul style="list-style-type: none"> • Plaza • Community hub • Town squares • Streetscape
Recreation and ecological linkages	Areas of open space that are often linear in nature that provide pedestrian and cycle linkages, wildlife corridors and access to water margins. May provide for environmental protection, and access to waterways.	<ul style="list-style-type: none"> • Linear • Walkways • Corridor • Green corridors • Environmental corridors • Esplanade • Linkage

For more information on the Park Categories Framework [click here](#).

Reserve Management Policies

In addition to the Reserve Management Objectives which are related to the classification of respective reserves, this Reserve Management plan sets out reserve policies that apply to all reserves across the District. The Reserve Policies address issues of management that will be common across all reserves, and sets out to establish a consistent approach to the management of these issues across the District.

Reserve Management Policies

1. Sportsville	12
2. Utilities	12
3. Buildings and Structures	13
4. Commercial Use	13
5. Concessions	13
6. Organised Events	14
7. Signs	15
8. Naming	15
9. Gifts and Commemorative Built Features	15
10. Commemorative Trees	16
11. Fireworks Display	16
12. Litter Disposal	17
13. Encroachment	17
14. Private Access Over Reserve Land	17
15. Abandonment of Facilities	18
16. Coastal Erosion Responses	18
17. Freedom Camping Bylaw	18
18. Fencing	19
19. Reserve Closure	19
20. Safety and Security	19
21. Grazing Licences	19
22. Planting	20
23. Tangata Whenua	20
24. Smokefree	21
25. Shade	21
26. Accessibility	21
27. Play Equipment	21

Policy 1 - Sportsville

Recreational activities (such as active sports codes and recreation activities requiring specific facilities) will be grouped to maximise the sharing of facilities, and to focus public resources and spending on developing a primary active recreation venue for the community. In the Te Puke-Maketu Ward four existing reserves are identified as the local 'sportsville' type active recreation focal reserves for the various communities - these are Midway Park (Pukehina), Pongakawa Domain (Pongakawa), Spencer Ave Reserve (Maketu) and Paengaroa Domain (Paengaroa).

Explanation: It is more efficient for communities to provide facilities for active recreation in combined locations rather than spreading these across the town or ward. By clustering active recreation facilities in central venues costs can be reduced and duplication avoided. Other benefits can also be achieved through strengthened community facilities, joint sponsorship, and sharing of resources/facilities. This clustering concept is in line with Sport New Zealand's 'Sportsville' concept.

Policy 2 - Utilities

Where utilities, other than those required for servicing the reserve, are proposed to be located through or over a reserve, or where existing utilities are to be upgraded, the authority responsible will undertake early (i.e. at the preliminary scoping stage) and full consultation with the Reserves and Facilities Manager, Western Bay of Plenty District Council as an affected party.

In general, utilities should be located to avoid any impingement on the use, enjoyment or general amenity of any reserve. Where avoidance cannot be achieved, mitigation and/or remedial works should be provided and features should be limited in their scale and sited to least affect the use, enjoyment and amenity of the reserve. All costs associated with the location of services through or over a reserve, including the cost of fully making good the affected area as well as any mitigation and/or remediation works, shall be borne by the authority/entity undertaking the works to the satisfaction of the Reserves and Facilities Manager, Western Bay of Plenty District Council.

Explanation: Reserves are often identified as the location of utilities infrastructure. Individually and cumulatively, however utilities can affect the character and amenity of a reserve and its potential use and enjoyment. Any proposal for the location of new or upgraded utilities through or over a reserve should be fully considered, including the identification of alternative alignments and the avoidance, remedy or mitigation of adverse effects on the reserve.

As at the day of adoption of this plan, Council understands that central government plan to create four publicly owned water entities. It is likely that assets/utilities located on reserves will be transferred to these entities and in that instance this policy remains applicable.

Policy 3 - Buildings and Structures

Buildings on reserves will be for sporting and recreation purposes and/or to facilitate the appropriate use of the reserve by the public.

Any potential adverse effects of buildings and structures (whether located on or adjacent to reserve land) on the amenity values and physical features of the reserve and on neighbouring properties should be avoided.

In proposing to locate a new building on a reserve (by Council or by others), or when considering proposals for the extension of an existing building, or when considering the effects of a proposed building on land adjacent to a reserve, the following shall be taken into regard:

- The need for the building to be located on reserve land.
- The scale of the proposed structure in relation to the reserve and its foreseeable use.
- The foreseeable need and demand for the recreation facilities to be accommodated.
- Proposals for joint use of the facility.
- The siting, design, materials and colour of the proposed building or structure.
- The design and development of buildings and structures are energy and water efficient and storm water is managed affectively.
- The financial position of the applicant to properly construct and maintain the facility, and ongoing associated costs.
- The conservation of open space, views, significant vegetation and significant landscape features.
- The effects of providing access to and parking for the proposed building or structure.
- The potential visual or physical effects of the building or structure on neighbouring properties.

Where Council determines to approve the location of any building or structure on reserve land, the applicant will be responsible for obtaining all necessary resource and building consents before any work commences on site.

In addition the applicant must comply with all bylaws, regulations and statutes pertaining to the construction and operation of the building or structure. The consent of the Minister of Conservation will be required before any building or structure is constructed on a reserve in situations where leases over scenic or recreation reserves allow for erection of buildings and structures.

Explanation: Buildings and structures include facilities such as toilets, changing rooms, club rooms, bridges, viewing platforms or lookouts. Buildings and structures are necessary to facilitate public use of reserves. They can, however, also reduce the open space character and amenity of reserves and need to be carefully sited and designed to complement the reserve. Buildings and structures also represent significant investment and require ongoing maintenance. Duplication of such facilities should be avoided with joint use, management and funding promoted.

Policy 4 - Commercial Use

Commercial use of reserves will not be allowed unless a formal concession is granted for a particular activity involving a specific site and times during which the activity may take place.

Commercial use (including private or commercial access over a reserve) that conflicts with and/or limits the public use and enjoyment of the reserve or affects its amenity will not be permitted.

Where access over a reserve and use of its facilities provides for a commercial activity, such as use of a public boat ramp by commercial fishing boats and/or tourist related activities, Council will require payment of appropriate charges by the commercial user to assist in the maintenance and enhancement of the facility.

Explanation: Commercial use of reserves can detract from its public use and enjoyment or limit its potential to be used for its allocated purpose. In general it is inappropriate for public land set aside for reserve purposes to be used for any commercial use. In some instances, however, commercial use can be accommodated without unduly impeding the use and enjoyment of the reserve. In such cases Council will seek financial compensation for the use of public facilities for commercial gain.

Policy 5 - Concessions

The temporary or permanent private commercial use of public reserves will generally not be permitted.

From time to time, however, Council may determine that a commercial activity is complementary to the purpose of a particular reserve, will assist in the public use and enjoyment of the reserve, is compatible with or will avoid or mitigate any potential adverse effects on neighbours and will not adversely affect the general character and amenity of the reserve. In such cases Council may determine that it is appropriate to provide for the activity by way of a concession.

Any concession for use of a reserve will:

- Define and limit the area within which the activity is to be carried out.
- Specify the times (over the year and during the day) during which the concession can operate.
- Specify the nature of the activities the concession operator can provide.
- Define the signage (if any) permitted in association with the concession.
- Specify the fee or bond amount.

Concessions will not provide for the exclusive use of any part of a reserve and will not function to the disadvantage of general public use of the reserve.

Any concession permitted by Council will be specific to the operator identified and will not be transferable.

Any concession granted by Council will be for a specified period with no automatic rights of renewal.

The following criteria will be used to assess any concession applications received:

- The extent to which the proposed activity is compatible with the designated purpose and use of the reserve.
- The extent to which the proposed activity will assist the public use and enjoyment of the reserve and not disadvantage other users.
- The compatibility of the proposed activity in relation to neighbouring properties and the ability for any adverse effects on neighbours to be avoided, remedied or mitigated.
- The extent to which the proposed activity will impede on the physical attributes and spatial qualities of the reserve.
- The need for permanent structures that could detract from the character of the reserve when the concession is not in operation.

Any application to operate commercial activities on a reserve should be made to the Reserves and Facilities Manager, Western Bay of Plenty District Council in writing and include information in relation to:

- A description of the proposal and its proposed location within the reserve.
- A description of the potential effects of the proposed activity and the methods to be employed to avoid, remedy or mitigate adverse effects on reserve users and/or neighbours (i.e. noise from generators).
- The duration of the activity (hours of operation, days over which the concession will function and period of the year over which it will operate).
- The experience and resources of the concessionaire to successfully operate the concession.

Council will charge a levy for the commercial use of reserves. A bond will also be required for any commercial activities for which concessions are granted.

The applicant concessionaire will be responsible for ensuring that they fully comply with and receive any necessary consents in relation to the Resource Management, Building, Health and Safety at Work Act and other relevant Acts as well as the District Plan and comply with any relevant bylaws.

Explanation: Public reserves are for the use and enjoyment of the community. In general reserves provide respite from commercial facilities and provide opportunities for families, groups and individuals to pursue recreational activities away from commercial environments. From time to time, however, there will be temporary and/or permanent commercial activities that are fully compatible with the purpose of the reserve and that can assist or enhance the use and enjoyment of the reserve for a significant number of reserve users. Council will consider applications for concessions on reserves and where appropriate provide for such activities as an adjunct to the reserve.

Policy 6 - Organised Events

Use of any reserve for an organised event requires the approval of the Reserves and Facilities Manager, Western Bay of Plenty District Council. Applications should be made via our Council website, using the online form www.westernbay.govt.nz/events-application and include the following information:

- The date(s) of the event; the name of the organisation holding the event; and key contact people.
- The nature of the event; its duration and purpose including how it will provide for public access and enjoyment.
- A plan showing the layout of the event including provision for emergency access, the location of toilets, first aid, parking and other facilities.
- A timetable for preparations leading up to the event and for clearing up after the event.
- Proposals for advising neighbours and the local community about the event.
- The financial resources of the event organiser and/or its sponsors (which must be named).
- Proposals for reinstatement of the reserve.
- Copy of public liability insurance.
- Copy of operator's licences from any operator supplying or in charge of any Amusement Device.
- Food storage, preparation and sale at the event.

The cost of organising and running any approved event on a reserve will be the responsibility of the event organiser. Any reserve used for an approved event is required to be left in the condition in which it was found prior to the event to the satisfaction of the Reserves and Facilities Manager, Western Bay of Plenty District Council.

Event organisers for any approved event will be fully responsible for securing in advance all consents and approvals for the operation of the event and will ensure they comply with any relevant bylaws or District Plan requirements (such as noise controls).

The Reserves Act 1977 does not permit overnight stays or freedom camping in accordance with bylaw on any reserve which is not a reserve set aside under Section 53 of the Act as a Camping Ground. However, Section 44 of the Reserves Act 1977 allows use of reserves in accordance with its Management Plan. Where any event covers 2-3 days security personnel are permitted to patrol overnight.

Council will retain the right to require a refundable bond from any event organiser and retain the discretion to expend the bond to reinstate the reserve should this be required. The amount required in bond will be determined by the Reserves and Facilities Manager, Western Bay of Plenty District Council, in accordance with Council's Schedule of Fees and Charges.

Explanation: Events can enhance the public use and enjoyment of reserves and contribute to the diversity and vibrancy of the community. Events with large numbers of people and activities can also adversely affect the reserve and its neighbours. Council therefore needs to retain full discretion over the number, nature and organisation of any organised event on reserve land.

Policy 7 - Signs

All signs located within reserves will comply with Council's signage policy to ensure consistent sign information and styles on reserves throughout the District.

Signs will generally be grouped or clustered within a reserve to avoid visual clutter and to assist visitors to easily access all relevant information.

Any new permanent sign to be located within a reserve shall be located with the approval of the Reserves and Facilities Manager, Western Bay of Plenty District Council.

Reserve users wishing to erect signs will be responsible for meeting the costs of producing, erecting, maintaining and replacing signs relating to their activity. Subject to the written approval of the Reserves and Facilities Manager, Western Bay of Plenty District Council and all relevant statutory consents being granted (the Club being responsible for securing any relevant consents or approvals) tenant clubs may affix to the building that they occupy, signs denoting their premises. No commercial signs will be permitted on reserves except with the specific approval by the Reserves and Facilities Manager, Western Bay of Plenty District Council. Council may permit the erection of advertising signs on recreation reserves developed as sports grounds where these will not detract from the character and amenity of the reserve or adversely affect neighbours. The cost of such signs, any associated resource consents, and the regular maintenance of any such sign will be borne by the advertiser.

Council retains the right to request the removal of and/or to remove any inappropriate, poorly located or obsolete signs as well as those that have fallen into disrepair.

Explanation: Signs are necessary to identify reserves, to assist access within reserves, to provide for the appropriate use of reserves and to provide for the safety of reserve users. Signs provide an opportunity for Council to 'brand' public land and clearly identify public resources. However, signs can individually or cumulatively detract from the amenity of a reserve and need to be designed, located and maintained to avoid visual clutter and the degradation of the values of the reserve. Signs can be located in reserves by others and clear guidelines are needed for the provision of such signs within a public area.

Policy 8 - Naming

All reserves vested in or administered by Council will be named through a formal resolution of Council following consultation with Mana Whenua and interested parties.

Naming will generally be initiated at the time of vesting and will be publicly advertised with a one month period for comment.

Where an existing reserve is known by the community by a local rather than the official name, signage that recognises both names will be considered.

This Reserves Naming Policy acknowledges the New Zealand Geographic Board (Ngā Pou Taunaha O Aotearoa) "Rules of Nomenclature" which act as guiding principles for determining place names in New Zealand. In summary these rules as they relate to Council administered reserves are:

- Names which have historic, geographic or particular local significance are generally acceptable. So too, for example, are names of early explorers and discoverers, early settlers, surveyors and geologists and early notable people or events which have some connection with the proposed area to be named.
- Names of persons will not be given to features during the person's lifetime. If the name of a deceased person is used, generally the surname is chosen.
- Descriptive names can be used provided there is no duplication of the name in a neighbouring area.
- Name duplication is avoided.
- The use of the possessive form is avoided; e.g. Smith's Reserve.
- Names in local usage normally take precedence.
- Names considered to be in poor taste are avoided.
- Original Māori place names will be encouraged - an "original Māori place-name" means any Māori place name that is recognised by the tangata whenua as one historically associated with a place within their tribal boundary.
- Includes reserves which are approved by the Department of Conservation through the Management Plan process.

Explanation: When new reserves are created or when existing reserves have names that are poorly related to the locality, purpose or nature of the reserve or to its community use, it is desirable for the reserve to be named, or renamed, to ensure ease and consistency of identity.

Policy 9 - Gifts and Commemorative Built Features

Council will consider requests from individuals and/or organisations within the community for the sponsorship and/or gifting of reserve features including the appropriate recognition of the benefactor. Any such proposals will be assessed in relation to the following criteria:

- The compatibility of the proposed feature in relation to the character and use of the reserve.
- The benefit to the reserve users.
- The ease and cost of maintenance and whom is responsible.
- The relevance of the feature to the community and its appropriateness.

Where a gift or the sponsorship of a reserve feature is approved by Council, the benefactor will be generally acknowledged through the appropriate attachment of a small (e.g. 150 x 100 mm) engraved or cast metal plaque associated with the item. Other arrangements for acknowledging the donor will be considered on a case by case basis in relation to the nature of the gift.

Where a significant gift is involved, Council and the donor group will develop a protocol that sets out the principles of the gift. Where a gift or commemorative feature requires removal it may or may not be replaced. Where replacements are made they will be made with the same or a similar feature. Council will maintain gifts and/or commemorative features except where maintenance by others is agreed as part of the gift agreement (such as in the case of some sculpture). The benefactor will generally retain no ongoing rights or responsibilities in relation to the feature.

Explanation: Council is keen to work with community groups or individuals that are interested in offering their resources for the benefit of the public at large. Members of the public frequently make requests to place features on reserves. Whilst such commemorations can assist in developing community values and mark important historic events, the location and number of such features needs to be managed. Commemorative features can also add cost to the ongoing maintenance of reserves, and can cause difficulties when the features are damaged, vandalised or require significant maintenance.

Difficulties can also arise where the individual or group having made the gift, seeks to influence the management of the wider reserve. Council needs to be in a position to control the nature, number and location of such features; encouraging appropriate enhancement of reserves and community input to their development whilst avoiding the potential difficulties and conflicts associated with gifts.

Policy 10 - Commemorative Trees

Where an individual or organisation wishes to plant a commemorative tree on a reserve, this will only be permitted with the approval of the Reserves and Facilities Manager, Western Bay of Plenty District Council where the selected location is in line with the concept plan for the reserve.

Any approval for a commemorative tree will specifically exclude any role in the ongoing maintenance of the tree.

Commemorative plaques identifying a donated tree will not generally be permitted.

In exceptional circumstances the Reserves and Facilities Manager, Western Bay of Plenty District Council, may approve the placement of a plaque.

Where a commemorative tree requires removal it may or may not be replaced. Where replacements are made they may or may not be made with the same or similar species. Where a significant planting of commemorative tree(s) is involved, Council and the donor group will develop a protocol that sets out the principles of the gift.

Explanation: Commemorative trees can cause problems for reserve maintenance as trees are often damaged or vandalised and in some instances need to be removed to facilitate the use or ongoing development of the reserve. It may or may not be desirable, from the reserve maintenance point of view, to replace a tree that has had to be removed. Commemorative trees can also become memorials for those that have an association with the person or event being commemorated, at times this can lead to the placement of flowers or other tokens of recognition that are inappropriate in a reserve setting.

Policy 11 - Fireworks Displays

Fireworks displays will not be permitted on reserves, except where expressly provided for in the reserve specific policy. In the Te Puke-Maketu Ward these nominated reserves are Midway Park (Pukehina), Pongakawa Domain (Pongakawa), Spencer Ave Reserve (Maketu) and Paengaroa Domain (Paengaroa).

Any organisation wishing to provide a fireworks display on a nominated reserve must make written application to the Council (Reserves and Facilities Manager) at least one calendar month before the event. The organisation must seek the prior permission from the Department of Labour and include evidence of this approval within their application.

Council may place whatever conditions it finds appropriate on an approval for a fireworks display, for example conditions may relate to the management of fire risk, safety and noise.

A requirement of any approval for use of a reserve for a fireworks display will be contingent on the applicant organisation having a sufficient level of public liability insurance.

Explanation: From time to time Council receives requests from organisations wishing to use a reserve for a fireworks display. Such displays are governed by legislation other than the Reserves Act and require the permission of the Department of Labour.

Fireworks displays can generate adverse effects in relation to vegetation, wildlife habitat, animals, and neighbours. They also create a potential fire risk that needs to be managed. Many reserves in the Western Bay of Plenty District are inappropriate locations for public firework displays. Such displays are therefore not permitted on reserves except where it is expressly identified and then subject to Council approval as well as to any conditions that Council may wish to impose.

Policy 12 - Litter Disposal

Council will pursue an approach to the provision of rubbish bins on reserves that encourages people to take rubbish away with them. Where rubbish bins are provided Council will, where appropriate, move toward providing facilities for the sorting of rubbish.

No person shall deposit any domestic refuse, trade waste, garden refuse, rubble or debris on a reserve without Council approval (i.e. depositing cleanfill without the prior approval of Council) such activities are an offence pursuant to Section 94 of the Reserves Act 1977 and carry fines. Council will prosecute perpetrators of illegal dumping where these can be identified.

Where a reserve is used for an event or tournament, the user groups and / or event organisers will be responsible for the collection and approved disposal of all associated litter and waste in accordance with their waste management plan. Charity type recycling centres and clothing bins will not be located on reserves where these do not directly function to serve the local community.

Explanation: Council's Waste Management and Minimisation Bylaw promotes waste minimisation and management objectives supporting implementation of the Joint (Tauranga City Council and Western Bay of Plenty District Council) Waste Management and Minimisation Plan. It is appropriate that these objectives are carried through into the provision for litter collection in reserves. The provision of rubbish bins for the collection of litter is not considered appropriate or necessary on all reserves. Generally the public will be encouraged to take their litter away with them and where bins are provided, Council will move to providing further sorting of rubbish on the reserve.

Where rubbish bins are provided the frequency of their emptying can be targeted to their level of use – which frequently varies depending on the season. This will assist in minimising the cost of maintenance whilst maintaining appropriate standards for the provision of service. Where rubbish is generated due to a particular event or activity, the cost of removal will fall upon the organisers.

The dumping of waste on any reserve can significantly detract from its amenity, has the potential to cause hazards and can cause flow on problems such as pest plant infestations.

Policy 13 - Encroachment

i) Prevention of new encroachments: From the date of adoption of this Te Puke Maketu Reserves Management Plan by Council no new encroachments onto public reserve land will be permitted.

Where new encroachment occurs Council will:

a) Give notice to the encroacher(s) requiring termination, removal and reinstatement of the encroachment at the owner's cost within a specified timeframe.

- b) Where removal and reinstatement does not occur, Council may carry out the removal and reinstatement and recover costs by way of proceedings through the District Court or if necessary through prosecution.
- ii Existing encroachments: Where historical encroachments exist Council will advise the relevant party(s) of the encroachment and enter into negotiations to have the encroachment removed and the reserve reinstated at the cost of the encroacher(s). Council's priority for removal of historical encroachments will include any built encroachments and those that adversely affect the public use and enjoyment of the reserve.
- iii) Community Management: Notwithstanding the above, Council will from time to time work with the local community and adjoining landowners to establish and maintain planting on reserve land. This will particularly include planting that defines the interface between reserves and private land and/or where such planting is of benefit to the amenity of the reserve and does not impinge on its public use and enjoyment. Any such community management must have the approval of the Reserves and Facilities Manager, Western Bay of Plenty District Council.

Explanation: In many places reserves abut private property. From time to time private activities including gardens, steps, huts and seating areas encroach onto the reserve such that the public is excluded from, or discouraged from using, that portion of the reserve. It is important that new encroachments are prevented and that the removal of historical encroachments is managed over time. In certain locations and with the explicit approval of Council, reserves and the community use and enjoyment of reserves can benefit from a level of community involvement in the planting and maintenance of reserves. Such community involvement can be encouraged by Council where it is of wider environmental and public benefit and does not lead to any form of perceived or real privatisation of the reserve.

Also relevant to this policy is Councils Rentals for Encroachments on Council Land Policy which was developed in order to provide a framework for consistent decision-making in respect of the conditions under which Council will charge an annual rental for encroachments on unformed roads and reserves, where such occupation derives a significant private benefit for the occupier.

Policy 14 - Private Access Over Reserve Land

Any existing or new private access way over reserve land will be treated like an encroachment and will generally not be permitted, except where considered for approval and formalisation following written application to the Reserves and Facilities Manager, Western Bay of Plenty District Council.

Applications will be assessed by Council on a case by case basis, with the assistance of the following criteria:

- Is the access way beneficial for reserve management and/or general public use purposes?

- Does the access way generate adverse effects in relation to the reserve's natural character, ecological, wildlife, landscape, cultural heritage, recreational, or other values?
- Is alternative access available?
- Are there any particular exceptional reasons why the access way should be approved?
- Will approval have the potential to increase maintenance costs to Council over time?
- Is approval likely to create a precedent or encourage other requests for private access over reserve land?

Any access way approved over reserve land will require formalisation by way of an easement (consistent with Section 48 of the Reserves Act 1977), the process of formalisation is subject to notification and will require the consent of the Minister of Conservation.

All costs associated with the granting of a formalised access will be borne by the party granted access. Annual rentals may also be required to be paid at the discretion of the Council.

Explanation: In many locations reserves abut private land and in some such locations access over reserve land provides desirable access to that land. In some places historical access occurs. Private access over reserve land can, however, affect the use, enjoyment and development of the reserve and generally should be avoided except in exceptional situations.

Policy 15 - Abandonment of Facilities

Where any facility owned and/or occupied on a reserve is abandoned or neglected Council retains the right to require the owner to upgrade, remove or otherwise dispose of the facility in line with their lease agreement and the First Schedule of the Reserves Act 1977.

Where the organisation responsible for the facility has ceased to exist or is in abeyance Council will retain the right to remove the facility and/or to allocate use of the facility to other users within the community.

Explanation: Changing demographics and interest in leisure activities can result in clubs disbanding, amalgamating or becoming inactive. Where this results in the abandonment of facilities Council retains the power to have such facilities removed or turned to the use of others.

Policy 16 - Coastal Erosion Responses

Please refer to Council's website www.westernbay.govt.nz for the Coastal Erosion Response Policy 2017.

The Coastal Erosion Response Policy 2017 was developed to acknowledge the increasing coastal / inner harbour erosion issues Council faces as an owner of the many kilometres of coastline reserves, as well as requests for Council to protect privately owned land.

The policy limits Council's response to Council owned land, and provides a framework for consistent decision-making in a way that gives effect to the New Zealand Coastal Policy Statement, Bay of Plenty Regional Policy Statement taking into account the Bay of Plenty Regional Coastal Environment Plan. The policy also guides funding decisions and public/private contributions to ensure the approach is affordable for communities both now and into the future.

In most cases, Council is not legally obligated to protect its own land or private property from erosion. However, each situation will be assessed on its merits and Council's general approach to erosion mitigation is set out in Council's Coastal Erosion Responses Policy.

Policy 17 - Freedom Camping Bylaw

Policy 17 Camping Policy is superseded by the Freedom Camping Bylaw.

Please refer to Council's website www.westernbay.govt.nz for the Bylaw for reserves where freedom camping is permitted and freedom camping is prohibited.

Explanation: Section 44 of the Reserves Act 1977 provides that except with the consent of the Minister, no person shall use a reserve, or any building, vehicle, boat, caravan, tent, or structure situate thereon, for purposes of permanent or temporary personal accommodation provided that nothing in the subsection shall be deemed to prohibit the use, for purposes of personal accommodation, of any reserve or any building, vehicle, boat, caravan, tent, or structure situate on any reserve, subject to compliance with every term or condition on which such use is permitted in areas defined in Council reserve management plans.

Camping may also be permitted under Sections 53 (h), 55 (2d) and 61 (1) of the Reserves Act 1977, with the prior consent of Council and the Minister of Conservation (Camping Grounds, Holiday Parks etc).

Council's Freedom Camping Bylaw permits freedom camping in tents in the TECT All Terrain Park provided that:

(a) He or she complies with the general restrictions;

- No person may light any fire in a local authority area except in a place specifically provided by the Council for that purpose, or with the prior written permission of an authorised officer.
- All waste must be removed from the site and disposed of in a Council approved disposal facility.
- The site must be left in a clean and tidy state.
- Every person must leave and not return if required to leave by an enforcement officer.
- All conditions stipulated on any signs must be complied with.
- No animals may be kept on site except for disability assist dogs as defined in section 2 of the Dog Control Act 1996 or unless a Council bylaw allows the animal at the site, such as through a dog control bylaw.

No person may freedom camp if the Site has been temporarily closed due to specific events or activities as defined in the Reserves Act 1977 Section 53(d) and (e), and

- (b) It is in an area specifically set aside for the purpose of camping in tents as described in the aerial maps attached to Schedule 3 and the length of stay does not exceed two nights in any four week consecutive period; or
- (c) Permission of the TECT All Terrain Park Manager is first obtained and any restrictions imposed on that permission complied with.

Policy 18 - Fencing

Where private land directly abuts reserve land Council will seek to ensure that the boundary between public and private land is clearly defined whilst encouraging surveillance over the reserve from residential properties. Generally where boundaries are to be fenced a low height fence will be encouraged, in accordance with the provisions of the District Plan.

Pedestrian gates in boundary fences for residents to access the reserve will be allowed entirely at the owner's expense. No private vehicular access over reserve land is permitted without the prior consent of Council and the Minister of Conservation. Subject to any fencing covenants being in place Council will seek to share the cost of boundary fences on a 50/50 share basis as provided for in the Fencing Act 1978.

Explanation: Where private land abuts reserve land there is the potential for encroachment to occur if the legal boundary is not clearly defined. Definition of the boundary assists Council's maintenance and reduces incremental encroachment over time.

In some places where the boundary is not well defined the reserve can feel "privatised" and the public less welcome due to the nature of adjacent residential development. Clear delineation of the boundary assists in reducing the perception of privatisation.

Surveillance over reserves from adjacent residential properties assists the security of reserves and their safety. High fences that restrict surveillance should be avoided and desirable surveillance and access into reserves encouraged.

Policy 19 - Reserve Closure

Council will retain the discretion to limit vehicular and/or pedestrian access to reserves under the provisions of Section 40 and Section 48 of the Reserves Act 1977.

Explanation: For safety reasons and/or in order to better manage reserve use it may be desirable to limit or exclude access to a reserve, particularly at night or at certain times of the year. Council will use its discretion to best manage the balance between public access and reserve management.

Policy 20 - Safety and Security

The design, development and management of reserves will take into account public safety issues and promote the appropriate use and protection of the reserve. It will also take into account Crime Prevention through Environmental Design (CPTED) principles and consider where CCTV may be required. The security of the reserve and any Council owned facilities on the reserve are the responsibility of Council and individuals committing offences against reserve property will be prosecuted in accordance with the Reserves Act 1977.

The security of the private property of any member of the public visiting or using a reserve remains the responsibility of the visitor/user. Council will retain the right to limit access to any reserve, or advise the public, through appropriate signage, where any security issue within a particular reserve is of concern e.g. theft from motor vehicles. Council will cooperate with the police and other agencies to promote the security of reserve users.

Explanation: The issue of safety in reserves relates both to the safety of users and to the security of the reserve and its facilities. Reserves and facilities on reserves can be the subject of vandalism and/or anti-social behaviour by others. Whilst the behaviour of individuals is a societal issue, reserves and facilities on reserves can be designed to enhance safety and reduce the incidence of vandalism. In addition, the public can be assisted in the management of their own safety and the security of their property whilst using the reserve, by providing appropriate signage advising of any issues, which may be of concern.

Policy 21 - Grazing Licences

Council may grant a licence to temporarily occupy any reserve or any part of any reserve (recreation, historic, scenic, scientific Government purpose or Local purpose reserve) for grazing purposes under section 74 of the Reserves Act 1977 as a technique for holding the land asset until it is ready to develop a reserve for further public use and enjoyment.

Where grazing licences are granted Council will determine the type of stock to be grazed in accordance with good animal husbandry and stock control practices, as well as the cost implications to Council of options for site management, in order to provide adequate safeguards for those features and values (e.g. archaeological values) in existence on the reserve. Reserve lands held under a grazing licence may retain public access and will be signposted accordingly. Grazing licences may be granted for a term of between one and five years. The Licence to Occupy documentation enables Council at any time upon three months written notice to end the licence should the reserve be required for further development.

Explanation: Grazing licences enable Council to administer and maintain land prior to any possible future development of the reserve according to the purposes for which it was classified.

Some stock, such as older cattle, can however deter public access and impact on archaeological sites. Grazing licences therefore need to specify and control the type of stock to be grazed.

Policy 22 - Planting

Indigenous New Zealand species will generally be used within reserve plantings. Where appropriate these will be eco-sourced.

Where exotic species are planted these will be selected due to: an urban location; the desire for a deciduous species; an historical association; a particular connection to a place or individual; or the advantage of fruit or specimen feature trees or hedging. Exotic species will not include any species considered to be an ecological weed threat.

Plantings will generally be low maintenance, self sustaining and where appropriate support birdlife with fruit or nectar bearing plants.

Plantings, and the alignment of pathways that provide for public access will generally be designed to consider user safety and security. When planting is undertaken for forest revegetation, conservation, ground stabilisation, or environmental protection purposes, this primary objective may override public surveillance and visibility.

Shade trees will be planted in reserves to provide sun protection for users.

Planting will give regard to retaining and enhancing significant views of existing local landowners.

Naturally occurring native trees on reserve land will not be pruned or removed to create or maintain private views. Council will consider any request from the public for the pruning or removal of planted trees located on reserve land on a case-by-case basis.

Council may approve or decline any such request. If site-specific circumstances justify the pruning or removal of a tree or trees those requesting pruning or removal will be required to meet the cost of the work, which shall be carried out in accordance with Council's instruction by an arborist registered with the NZ Arboriculture Association.

Subject to all the relevant data being provided;

- Ensure that all trees and vegetation planted near electricity lines are selected and/or managed to comply with the Electrical Regulations 2003.
- Consult with the line operator prior to planting vegetation within the vicinity of any underground electricity cables.

With respect to this Planting policy, due recognition shall be given to the Property Law Act 1952.

Explanation: Many of Council's reserves abut harbour, lake or riparian margins and adjoin remnant and/or regenerating indigenous bush. These and other reserves contribute to, or have the potential to form ecological corridors that provide important linkages for flora and fauna. These reserves are important for their natural character, ecological and conservation values. It is appropriate that reserve plantings reinforce and enhance the indigenous vegetation and ecological values of these areas.

Policy 23 - Tangata Whenua

Sites or areas with characteristics of special value to Tangata Whenua, including waahi tapu, Tauranga waka, mahinga kai, taonga raranga, rongoa and mahi whakairo may not have been identified in the Historic Places Archaeological Sites Inventory or the District Plan. In consultation with Tangata Whenua these will be identified, evaluated and protected and become part of the reserve management, development and use process. Where there are sites that Tangata Whenua choose not to identify, it will be determined, in accordance with tikanga Māori, the means whereby those sites or areas are to be protected.

Tangata Whenua will be consulted in the reserve management, development and use process where decisions are being made on issues of significance to Tangata Whenua concerning ancestral taonga or tikanga Māori, where these are known to Council to exist.

Use and development of reserves will avoid, remedy or mitigate adverse effects on the natural and physical resources of special spiritual, historical and cultural significance to Tangata Whenua, where these are known to Council to exist.

The effects of use, development and protection of natural and physical resources on relevant Treaty claims or customary rights of Tangata Whenua will be taken into account.

Policy 24 - Smokefree

Council's Smokefree Public Spaces Policy encourages people to refrain from smoking in reserves, playgrounds, skate parks, sports fields, gardens, beaches, parks and Council-owned enclosed spaces such as public halls.

Signage will be displayed at the entrance of high and low use parks and children's playground areas with positive smoke free messages to discourage smoking in these areas. Smoke free logos will be added to all other reserve signs and beach signs on renewal. Events held in parks, reserves, etc. will also be consistently promoted as smoke free events.

High use reserves, playgrounds, skate parks, sports fields, gardens and parks in the Te Puke Maketu Ward are;

- Centennial Park
- Donovan Park
- Hayward Park
- Fairhaven Park
- Ben Keys reserve
- Jubilee Park/Jamieson Oval and the Te Puke Domain
- Maketu sports field and the Park Road reserve.

Explanation: By focusing on reserves, playgrounds, skate parks, sports fields, gardens, beaches, parks and Council-owned enclosed spaces, Western Bay of Plenty District Council wishes to send a positive message that children's health and the environment should be protected from the effects of smoking. Council's Smokefree Public Spaces Policy is educational only.

Policy 25 - Shade

When developing concept plans or undertaking renewals at a reserve, Council will work to provide shade at its recreation and open spaces. Shade provides protection from the weather but especially the sun. Shade provided can include artificial shade such as shade sails or natural shade by way of planting trees and vegetation. The type of shade provided will be dependent on the site and be assessed on a case by case basis with a general preference for natural shade/trees as a more sustainable and more aesthetically pleasing option.

Policy 26 - Accessibility

Council is committed to providing appropriate opportunities to access its recreation and open space network. Access can mean physical access, affordable access, disabled access and geographic access. Designing our recreation and open space network so that it is accessible to a wide range of users is one way we can achieve this.

When developing concept plans or undertaking renewals at a reserve, Council will consider factors such as wheelchair access to play equipment and providing smooth pathways around an open space for mobility scooters. Specific features for users with disabilities will also be considered. While we cannot retrospectively upgrade our network in its entirety, Council will work to enhance access to it on a case by case basis going forward.

Policy 27 - Play equipment

Play equipment includes playgrounds and adult exercise equipment, which form an important part of Council's wider recreation and open space network.

Playgrounds encourage family use of our open spaces and provide physical and social benefits to children. When developing concept plans for reserves or undertaking renewals of playgrounds, Council will take into consideration the provision of shade as an important factor to protect users from the sun. In addition, Council will take into consideration access to the playground for a wide range of users including those in wheelchairs. The inclusion of sensory elements to playground design should also be taken into consideration.

Play equipment also includes adult exercise equipment. The provision of this equipment in Council's recreation and open space network has become more popular and it is likely that the District's ageing population may result in an increase in demand for this type of provision. Council will consider this on a case by case basis going forward in its recreation and open space planning processes.



4. Reserve Maintenance Levels of Service

Reserves and Facilities Asset Management Plan

Under the Local Government Act 2002, Council is required to develop and maintain Asset Management Plans, to determine the provision of the desired levels of service in the areas of reserves and facilities as detailed in Council's Long Term Plan, and in the most cost effective manner for existing and future ratepayers and residents.

The Recreation and Open Space Activity Plan provides the necessary high level direction to determine resource and funding allocations for Council's Recreation and Open Space network which includes the following activities:

- **Walking and cycling networks**
- **Neighbourhood reserves**
- **Camp grounds**
- **Esplanade and coastal reserves**
- **Swimming pools**
- **Indoor recreation centre (with Katikati College)**
- **Water access - boat ramps, wharves and jetties, pontoons**
- **Coastal erosion protection structures (seawalls)**
- **Playgrounds**
- **Heritage, natural and cultural reserve**
- **Skate parks**
- **Public toilets**
- **Sport and recreation parks**
- **Sub-regional parks (TECT Park and Huharua Park)**

Council's Recreation and Open Space Activity Plan provides for a basic range of public facilities. In addition there are many other Council owned assets that aren't included in the above due to being operational and maintenance orientated; e.g. monuments, statues, bollards, fences, gates, floodlights, refuse bins, retaining walls, septic tanks, shelters, pergolas, tables, seating and signage.



Reserve Maintenance Levels of Service

Reserve Maintenance levels of service relate to the regular activities undertaken to maintain and manage Council's reserves and open spaces. Every reserve has a specific maintenance level of service applied to it depending on its requirements. Council's Maintenance Levels of Service include grass mowing, litter bin emptying, toilet cleaning and BBQ cleaning.

Grass mowing

Set out below are the different types of grass mowing levels of service for our recreation and open spaces. Changes in conditions caused by seasonal fluctuations may see some change in these levels of service. Council may also from time-to-time reduce the intensity of mowing on some sites to increase biodiversity at that site.

Type A: Used for fine lawns or very high profile sites. Should not exceed 35mm grass height.

Type B: The most common standard for high profile reserves and cemeteries. Should not exceed 60mm grass height.

Type C: The standard applied to specific sports fields as follows.

(i) Winter (1 April – 30 Sept)	Rugby Field	75mm max height, mowed to 40mm
	Soccer Field	40mm max height, mowed to 20mm
	Hockey Field	40mm max height, mowed to 20mm
	Other Sports Fields	75mm max height, mowed to 40mm
(ii) Summer (1 October – 31 March)	Cricket	35mm max height, mowed to 20mm
	Other Sports Fields	75mm max height, mowed to 40mm

Type D: General standard for Passive Reserves. Should not exceed 90mm grass height.

Type E: Applied to less used passive reserves or reserve margins. Should not exceed 200mm grass height.

Type F: Seldom used reserves or margins where a lesser standard than E is required. Should not exceed 400mm grass height.

Toilet Cleaning

Minimum cleaning frequencies range from daily to twice per week depending on the season and site usage. Public toilets are cleaned and maintained in accordance with public health guidelines for hygiene to the frequency and specifications detailed in the Reserves Maintenance Contract. Any feedback provided from the public about the serviceability of a public toilet will be acted upon within prescribed times.

Litter bin emptying and loose litter removal

As a minimum requirement, bins shall be serviced twice per week. They should not overflow or emit an unpleasant odour beyond a 2 metre radius. Any loose litter at the site will also be removed. Any feedback provided from the public about the state of a bin will be acted upon within prescribed times.

BBQ Cleaning

Minimum cleaning frequencies are once per week depending on the season and site usage. Any feedback provided from the public about the serviceability of a BBQ will be acted upon within prescribed times.

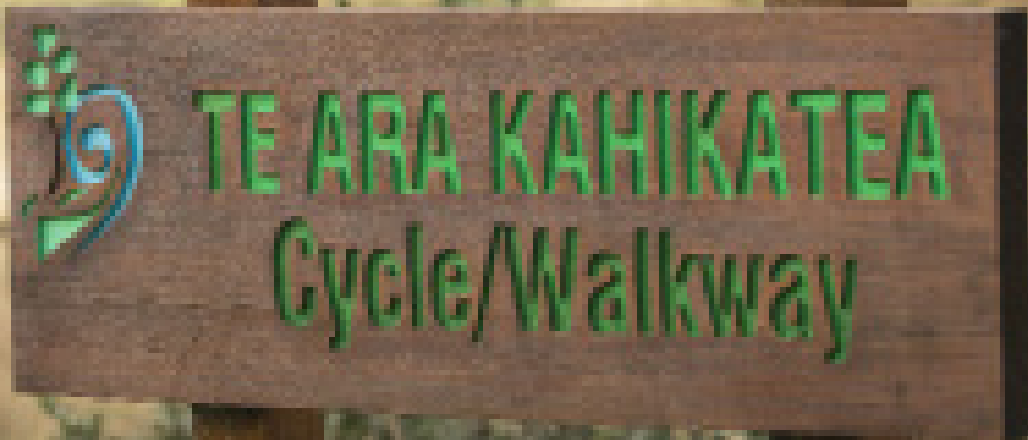




Appendix A - Policies and Bylaws

Western Bay of Plenty District Council operates a series of bylaws and policies relevant to the management of reserves. These can be found on Council's website www.westernbay.govt.nz as follows:

- [Animals \(Excluding Dogs\) Bylaw](#)
- [Coastal Erosion Responses Policy](#)
- [Dog Control Policy](#)
- [Dog Control Bylaw](#)
- [Freedom Camping Bylaw](#)
- [Public Art Policy](#)
- [Public Places Bylaw](#)
- [Rentals for encroachments on Council Land Policy](#)
- [Reserves and Facilities Bylaw](#)



TE ARA KAHIKATEA
Cycle/Walkway



→
Bicycle
Pedestrian
Please use the Pathway

Appendix B

Tauranga Moana Cycle Trail

In the last several years, Western Bay of Plenty District Council has been focusing on the potential to develop cycle trails which all form part of the greater Tauranga Moana Cycle Trail. Our focus is on developing off-road cycle trails through existing reserves, along roadsides and on road where traffic volumes are low.

Cycle ways are also available for walking, pushchairs and E -Bikes on a “share with care” basis. The long term aim is to establish a network across our District from Waihi Beach to Paengaroa and Maketu, eventually connecting Waihi to Rotorua.

The priority trails are:

- Waihi to Waihi Beach
- Waihi Beach to Athenree and linkages within Waihi Beach/Bowentown
- Athenree to Katikati and linkages within Katikati
- Katikati to Ōmokoroa and linkages
- Tauranga to Te Puke and linkages to and within Maketu, Paengaroa, Lake Rotoiti.

Note: The programme may change depending on external funding, consents and other agreements.

Waihi to Waihi Beach trail is for the most part in the Hauraki District. Council has agreed in principle to connect the final link from the district boundary, through the Waihi Beach Water Catchment reserve into the Waihi Beach area. Completing this section is subject to negotiations with several landowners.

The Waihi Beach and Bowentown trails are work in progress as are the Katikati trails.

The Ōmokoroa to Tauranga route can be achieved through utilising public land i.e. reserves, road, railway land, bridges and esplanade strips. It will significantly increase the use of footpaths and reserves along the route. The route will be used by residents for both walking and cycling in the community, as well as users that traverse the full route.

Tauranga City Council proposes to establish a route utilising the East Coast Main Trunk Railway and link into one of the strategic cycle networks already developed within the city. From this point cyclists would have access to a number of on and off road cycle facilities to journey around or across the city.

The Maketu and Paengaroa route is entirely on public land utilising existing roads and the TEL cycle trail. The route links the City to Maketu, Paengaroa on to Pukehina with the potential to extend to Te Puke.

The Te Puke, Te Ara Kahikatea Pathway comprises a circular walkway/cycleway on private land, road, reserves and corporate land e.g. Lawrence Oliver Park, Te Puke Refuse Centre. The pathway has the potential to connect to Tauranga, Paengaroa, Maketu, along the banks of the Waiari Stream and the Kaituna River, and beyond.

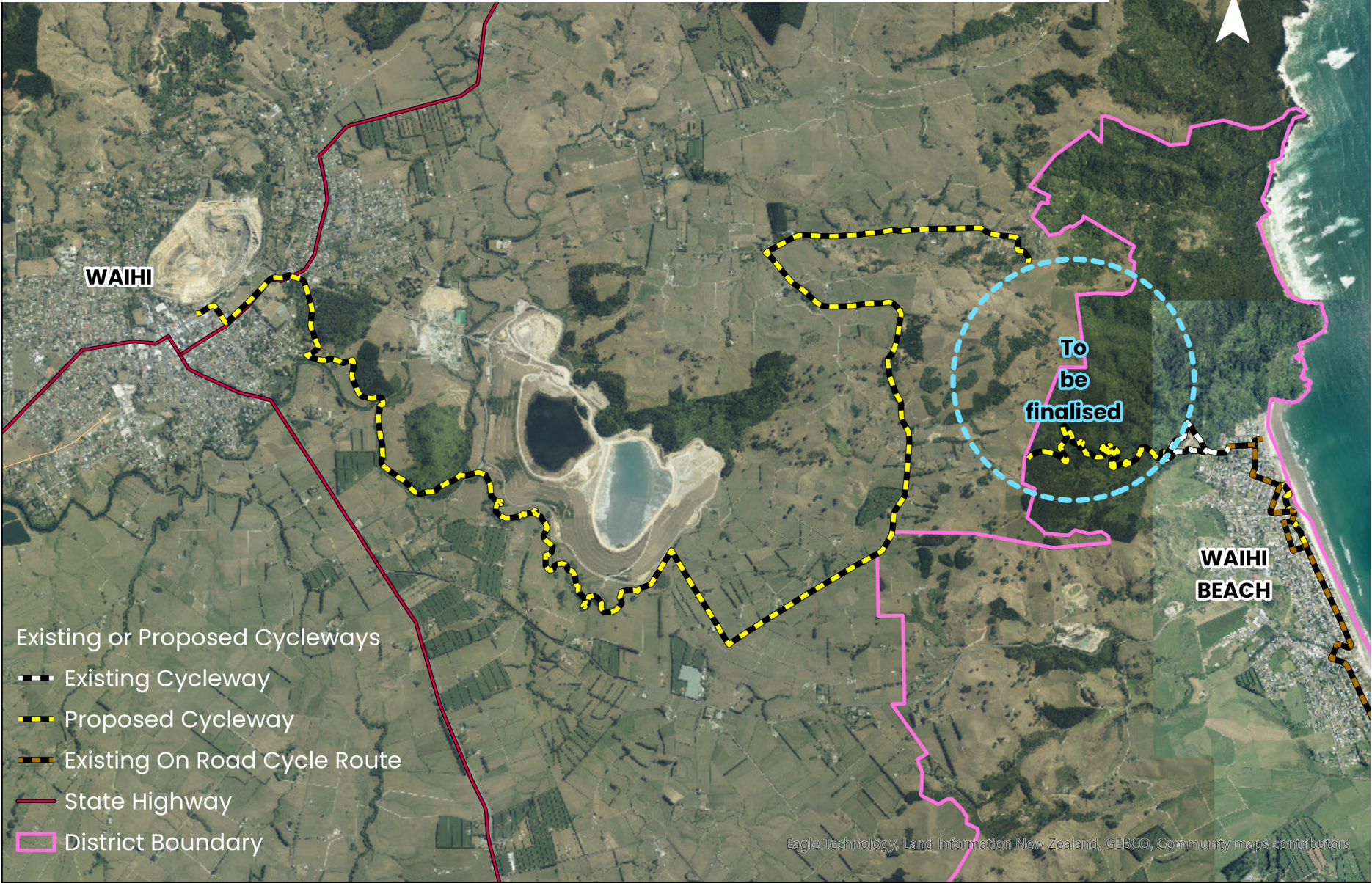
The vision is to provide for the recreational needs of the local community and foster enjoyment of the scenery and wildlife associated with the walkway/cycleway.

The planning, development and management has been in consultation with Iwi, adjacent landowners, and the wider community and constructed to the Council standards, operating procedures and relevant legislation. Council will administer and manage the land in accordance with the Resource Management Act 1991, Reserves Act 1977 and the operative Te Puke - Maketu Ward Reserve Management Plan and other relevant legislation and policy. It is shown in more detail in the individual Te Ara Kahikatea reserve plan.

Refer to maps of the proposed priority trails in the following pages.



Waihi to Waihi Beach Cycleway



Waihi Beach cycleway



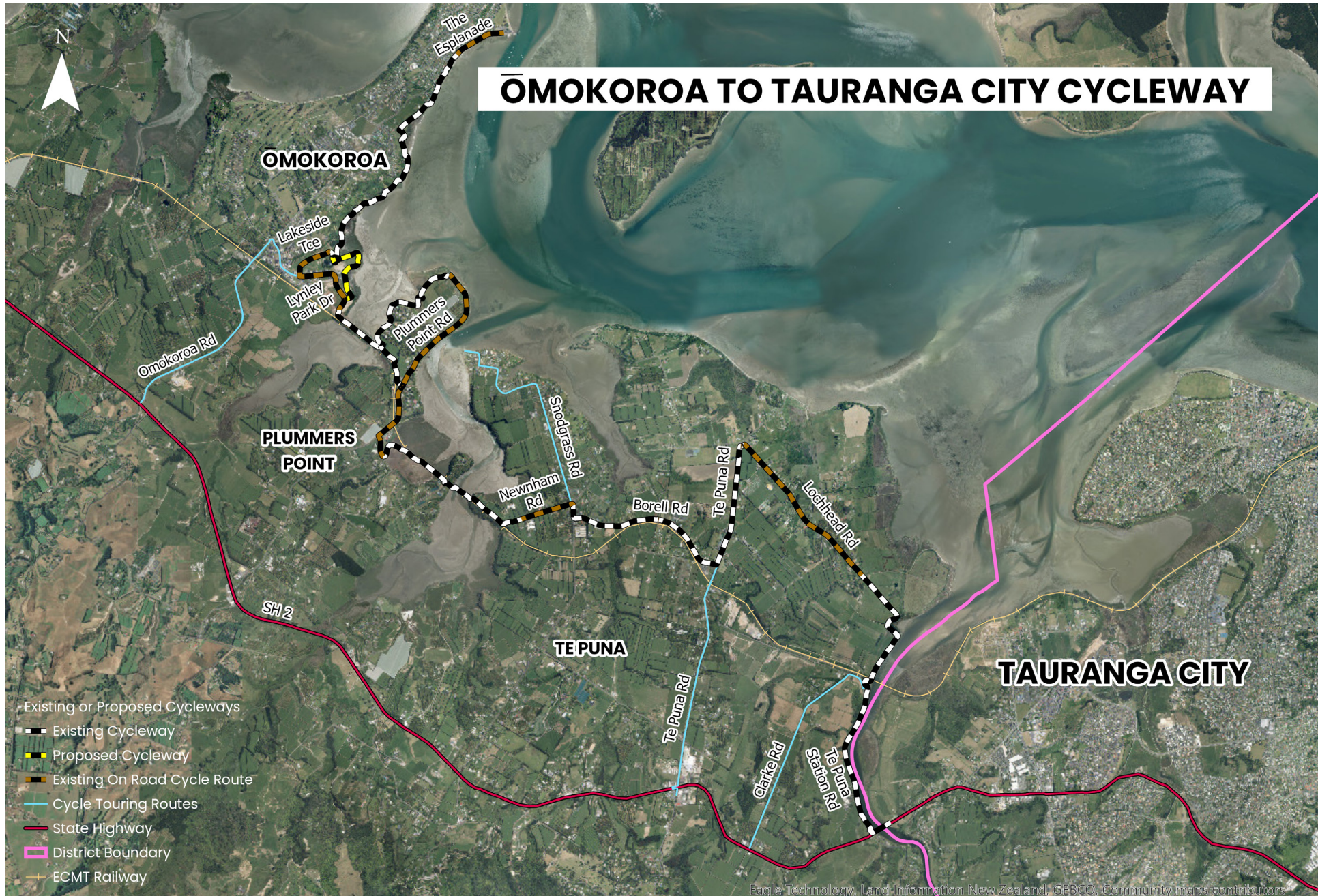
Island view cycleway



Bowentown cycleway



Ōmokoroa to Tauranga City cycleway



Tauranga City to Maketu - Te Puke cycleway

