

Card and Market Reserves Reserve Management Plan



Adopted by Council on 29 August 2007

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1 INTRODUCTION

1.1 Purpose of this Plan

This plan provides a policy framework for the management of Card and Market Reserves. It has been prepared in accordance with section 41 of the Reserves Act 1977 to provide for the use, enjoyment, maintenance, protection, preservation and development of the reserve.

1.1.1 Vision statement

To manage and develop Card and Market Reserves for public use and enjoyment in a sustainable manner that reflects both the formal and informal recreational needs of the Community.

1.1.2 Content of the plan

This plan is structured in the following way:

1. Introduction
2. Administration
3. Reserve Resources
4. Development
5. Management and asset maintenance

Each section contains background information and objectives and policies to guide management and development of the reserves.

1.1.3 Review

The plan be reviewed at least on a ten yearly basis by Council to ensure the objectives and policies remain relevant to the management and development of the reserve. A review can be undertaken sooner if there are concerns about the effectiveness of the plan. The review should be publicly notified so comments from interested groups and the Community can be considered. If the plan is found to be in need of amending a new management plan will be prepared in accordance with the Reserves Act requirements.

1.2 The Reserve Area

The reserves are located in and administered by the South Wairarapa District Council (Council).

1.2.1 Reserve Description

Card Reserve is located in Featherston and is bounded by Wakefield Street / Underhill Road, Harrison Street West, and Johnston Street. The reserve is surrounded by residential development to the north-west and south-west. To the south-east are Market Reserve and the Featherston Train Station, and to the north-east is a yet undeveloped area of urban-zoned land.

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Card reserve comprises 7.95ha of open space made up mostly of sports playing fields. For the purposes of this plan, the reserve includes:

- Rugby club rooms
- Soccer club rooms
- Astro-turf for hockey and tennis
- South Wairarapa Sports Stadium
- Featherston swimming pool
- Rugby playing fields
- Soccer fields / cricket pitch. This area is also known as Randolph Park.
- Fire Brigade training area
- Toilet block

Card reserve is an important site for both formal and informal recreational activities in the South Wairarapa District.

Market Reserve is located in Featherston on Johnston Street. It is surrounded by a mixture of land uses. Card Reserve is located to the north-west, there is residential development to the south-west, the Featherston Train Station is located to the south-east, and undeveloped land to the north-east.

Market reserve comprises 1.22ha of open space. For the purposes of this plan, the reserve includes:

- The paddock currently used for grazing horses
- Council's Featherston Recycling Station including the composting area

1.2.2 Summary of reserve values

There are a range of amenity and recreational values associated with Card and Market reserves that combine to create a unique and important area for the community and visitors to the reserve. These values are:

- Green open space for informal recreational activities
- Formal sporting facilities for rugby, soccer, tennis, cricket, hockey, netball, swimming and indoor sports.

1.3 Legal Framework

The Reserves Act 1977 (the Act) is the principle piece for legislation that governs the management and development of Card and Market Reserves. This Management Plan has been developed in accordance with this Act.

Other legislation / documents relevant to reserve management and development include:

- The South Wairarapa District Council District Reserves Strategy

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- Plans prepared under the Resource Management Act 1991, particularly the Operative South Wairarapa District Plan and the Proposed Wairarapa Combined District Plan. The District Plan sets the zoning of the reserve and regulates the effects of activities that take place on the reserve.
- Plans and strategies prepared under the Local Government Act 2002, e.g. the Annual Plan and the Long Term Council Community Plan.
- The Historic Places Act 1993, which provides statutory protection to archaeological sites.

The Principles of the Treaty of Waitangi are also relevant to reserve management and development.

All aspects of this legal framework have been considered in the preparation of this Management Plan.

1.4 Existing Leases / Licences

The Council granted a Licence to Occupy to the Featherston Rugby Football Club Incorporated on 25 June 2003. This licence was for the use of the rugby grounds on Card Reserve by the Rugby Club. The licence acknowledges that the Rugby Club owns and is entitled to exclusive use of the Club House on the reserve. The licence was granted for an initial term of 10 years.

The Council has also granted a Licence to Occupy to the Card Reserve Artificial Surface Trust Inc.

Part of Market Reserve (Part Section 123 Featherston Suburban) has been used for grazing since 1979. There is a current Licence to Graze for this area of the reserve, granted to a private individual. This licence is for a term of 12 months with a right of renewal for 12 months.

2 ADMINISTRATION

The administration of Card and Market Reserves must reflect the purpose for which they are classified under the Reserves Act 1977. Administration should also take account of other statutory documents, particularly the relevant district plan provisions.

The administration of Card and Market Reserves must also consider the needs and concerns of the community.

2.1 Land Status

2.1.1 History of land acquisition

The parcels of land that now make up Card and Market Reserves have histories as Crown reserve or as land transferred from individuals to the predecessors of the South Wairarapa District Council.

All of Market Reserve (Part Sections 116 and 123 Featherston Suburban) originated as Crown reserve. In 1903 this land had its purpose changed from 'reserve for public purposes' to 'public recreation ground' and was added to the Featherston Domain. The Featherston Domain was a collection of Crown reserves located throughout Featherston.

Part of Card Reserve (Section 122 Town of Featherston) also originated as Crown reserve. In 1883 this land had its purpose changed from reserve for a 'Supreme Court and Goal' to 'recreation'. This land was also part of the Featherston Domain.

The remaining parcels that make up Card Reserve were purchased by the predecessors of the Council from individual owners, as follows:

- Part Section 115 Township of Featherston was purchased by the Borough of Featherston in 1925 from John Thomas Hodder. There appears to be no record of the purpose for which this land was purchased.
- Part Suburban Sections 108 and 115 Township of Featherston, also being Part Lot 1 DP 13194 was purchased by the Borough of Featherston in 1952. There appears to be no record of the purpose for which this land was purchased.
- Part Suburban Sections 102 and 108 Township of Featherston, also being Part Lot 1 DP 13194 was purchased by the Borough of Featherston in 1958 from Anne Gilmore Hardy. There are records that show that this land was purchased was for the purpose of being held as a reserve. A new title for the land was issued in 1967, and this title has 'public reserve for recreation' entered as its purpose.

2.1.2 Classification

The land comprising Card and Market Reserves is classified Recreation under Section 17 Reserves Act 1977. This classification took effect for Market Reserve and part of Card Reserve (Suburban Section 122 and the land held in Certificates of Title WN349/65 and WN5A/1242) on 17 November 2005 when notice of the Council resolution regarding classification was published in the *NZ Gazette*.

For the part of Card Reserve held in Certificate of Title WN5A/1241, classification

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took effect on 1 December 2005 when notice of the Council resolution regarding classification of this parcel was published in the *NZ Gazette*.

Section 17 states that recreation reserves are to be managed primarily for the purpose of:

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

Section 17 also states that if there are scenic, historic, archaeological, or other features present on the reserve, or indigenous flora or fauna, these features must also be managed and protected to the extent compatible with the recreation purpose of the reserve.

Tables 1 and 2 provide the legal description of the parcels of land that comprise the reserves and their reserve classification. All of these parcels of land are zoned Urban Open Space under the Operative South Wairarapa District Plan and Urban Residential Reserve under the Proposed Wairarapa Combined District Plan.

Table 1: Legal status of Card Reserve

Legal Description	Title Reference	Reserve Classification
Pt Sec 115 Township of Featherston	WN349/65	Recreation
Lot 1 DP 28763 being Pt Sec 108 & 115 Town of Featherston	WN5A/1241	Recreation
Pt Lot 1 DP 13194 being Pt Sec 102, 108 & 115 Town of Featherston	WN5A/1242	Recreation
Suburban Section 112	No title exists	Recreation

Table 2: Legal Status of Market Reserve

Legal Description	Title Reference	Reserve Classification
Pt Sec 116 Featherston Suburban	No title exists	Recreation
Pt Sec 123 Featherston Suburban	No title exists	Recreation

2.2 Community and Organisational Interest

There is a wide range of interest in Card and Market Reserves from groups including:

- Town residents who enjoy and use the reserves on a regular basis
- The wider community and visitors to the town
- Sporting clubs based at or using reserves
- Tangata Whenua

Community support is integral to the management and development of Card and Market Reserves. Council would like to manage the reserve through a cooperative process with the local community. Such a process will identify management and development needs, and allow cooperative implementation of the objectives and policies in the Management Plan.

2.3 Administration Objectives

To provide for integrated management of Card and Market Reserve areas, protecting and enhancing the open space and recreation values of the reserves, while allowing for the use and enjoyment of the reserve.

To manage Card and Market Reserves through a cooperative approach between the Council, Community Board, Tangata Whenua, the community and users of the reserve.

To actively promote Card Reserve as a local and regional sporting and recreational facility.

2.4 Administration Policies

- a. To ensure management of Card and Market Reserves is in accordance with statutory requirements, including Section 17 Reserves Act 1977 (recreation classification) and the district plan.
- b. The Council will continue to consult with the community, Tangata Whenua, and other interest groups on matters affecting the ongoing management and development of Card and Market Reserves.
- c. The Council will arrange at least 1 meeting each year of the main park users as a forum to discuss operational issues. The facilitation of the meeting may be delegated to the Featherston Community Board. The first meeting of the year must be held prior to Labour Day each year in preparation of the summer sports season.
- d. The Council will encourage community participation in the planning, development, management and maintenance of Card and Market Reserves.
- e. Consultation relating to this plan and the matters covered by this plan shall be undertaken in accordance with the process and timeframes of the Local Government Act 2002.
- f. The Council will monitor the preparation of the Proposed Wairarapa Combined District Plan and any subsequent amendments to ensure that the

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plan provisions do not adversely impact upon the Community's use and enjoyment of Card and Market Reserve.

- g. To ensure that the management of the reserves is responsive the Council will delegate daily management decisions to the Council's Chief Executive where appropriate.

Note: the Chief Executive has powers to delegate management decisions to Council staff to ensure management of the reserve is timely and efficient

- h. An information base of Card Reserve's recreational opportunities and open space values will be developed and maintained.
- i. Promotional material on the reserve's recreational opportunities will be developed to promote the profile and importance of the reserve.

3 RESERVE RESOURCES

There are three resource categories that apply to Card and Market Reserves: open space, recreational facilities; utility resources. Figure 1 shows the location of the reserve resource areas.

3.1 Green Open Space

3.1.1 Description

Both Card and Market Reserves are characterised by green open space.

The **playing fields** on Card Reserve provide flat open areas. There are shelter belts along some of the reserve boundaries and between the soccer fields and the rugby fields, but these do not detract from the openness of the reserve area. The small number of buildings on the reserve also contributes to its open character.

The **grazing area** of Market Reserve has retained its open space characteristics in this grazed area.

3.1.2 Objectives

To protect and enhance the green open space character of Card and Market Reserves.

To promote and encourage the use of Card Reserve's green open space for a range of recreational activities, including sports and other activities, that are complementary to the reserve's recreational and green open space values.

To consider the use of Market Reserve's green open space for recreation purposes.

3.1.3 Policies

- a. Planting to be undertaken on Card or Market Reserve shall not detract from the open space character of the reserve.
- b. Any new buildings on Card or Market Reserve shall be located close to the site boundaries or around the edges of the playing fields, to ensure new buildings do not detract from the open space character of the reserve.
- c. Any new permanent fences will require the approval of the Council's Chief Executive, to ensure that new fences do not compromise the open space character of the reserves.
- d. Temporary fences may be erected for specific events if approved by the Council's Chief Executive.
- e. Council will encourage a range of recreational activities on Card Reserve where these do not adversely affect the green open space values of the reserve.
- f. No motor vehicles or motor cycles are permitted on the playing fields of Card Reserve unless authorised as part of an event or maintenance activities.
- g. Each time the Licence to Graze for Market Reserve is due for renewal, Council shall consider the recreational needs of the community and the possibility of using Market Reserve's green open space for recreational

activities. Use of part/all of the reserve for a fenced dog exercise area will be investigated.

3.2 Recreational Facilities

3.2.1 Description

Card Reserve has a number of sports-related recreational facilities, including:

1. indoor sports stadium
2. rugby club rooms
3. soccer club rooms
4. astro-turf, used for hockey and tennis
5. swimming pool
6. cricket nets

Market Reserve does not currently have any recreational resources. This reserve is used for grazing and the Council Recycling Station.

3.2.2 Objectives

To maintain the existing recreational facilities on Card Reserve.

3.2.3 Policies

- a. Existing recreational facilities on Card Reserve will be maintained as priorities and resources allow.
- b. Minor maintenance and upgrade work to the recreational facilities on Card Reserve, undertaken by those other than the Council, will require the prior approval of the Chief Executive or delegate.

3.3 Utility Resources

3.3.1 Description

The SWDC Featherston **Recycling Station**, including composting area, is located on part of Market Reserve. This area of the reserve provides a utility function for the local community.

3.3.2 Objectives

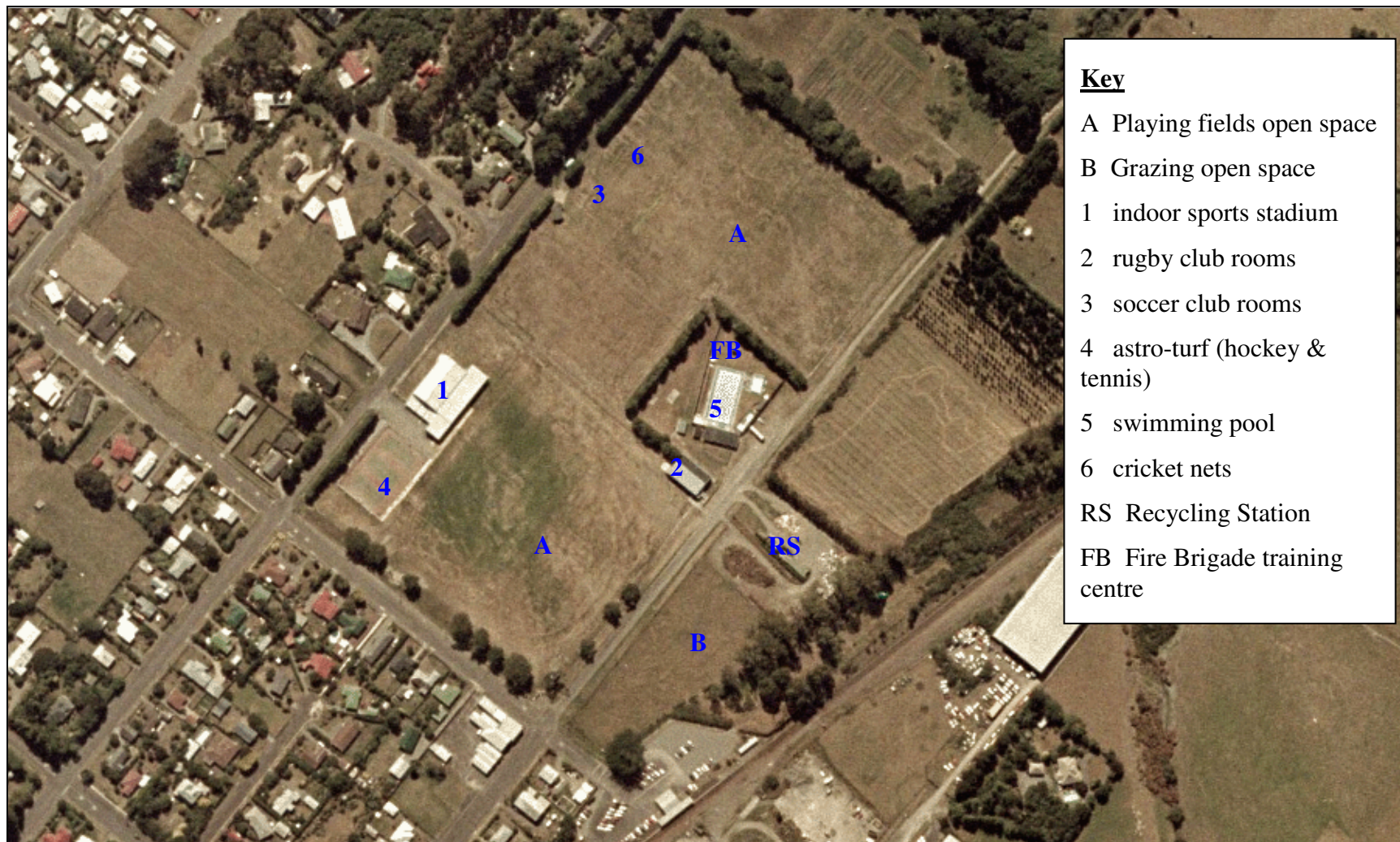
To continue to provide a waste recycling function for the Featherston Community.

To ensure the area of the Recycling Station is appropriately classified for its purpose.

3.3.3 Policies

- a. Council will take steps to re-classify the area currently used for the Recycling Station, as a Recreation classification may not be the most appropriate for the current use of this area of the reserve.

Figure 1: Card and Market Reserve Resources



4 DEVELOPMENT

4.1 Introduction

Development of Card Reserve and Market Reserve needs to reflect the recreation classification of each reserve and be consistent with the objectives and policies of this management plan. Development also needs to be undertaken in consultation with the community. Issues that may arise from developing either or both reserves need to be identified prior to the development occurring. Development plans may be created to guide the development of the reserves.

4.2 Objective

To allow specific development projects to be undertaken on Card and Market Reserves that will enhance the recreational and open space values and opportunities of the reserves.

To allow for the preparation of a development plan for Card Reserve, and for Market Reserve, that recognises the recreation classification, is consistent with the objectives and policies of this management plan, and addresses community issues within available resources.

4.3 Policies

Individual Development Projects:

- a. New buildings or structures on Card or Market Reserve, or major additions or alterations to existing buildings or structures on the reserves, are permitted if allowed for in an approved development plan or approved by Council.
- b. Unless covered by a development plan, consultation regarding new buildings or structures, or major alterations or additions to buildings or structures, will be undertaken in accordance with the policies contained in section 2.4 of this plan.
- c. Minor additions or alterations to existing buildings or structures can be approved by the Council's Chief Executive.

Note: Minor addition or alteration is considered to be a change that does not change the footprint of a building by more than 10% or its bulk by more than 20%. Any internal changes are considered minor.

Note: The Council in assessing individual development projects will consider the relevant issues identified in (f) below

Reserve Development Plans:

- d. The Council will consult with the community when creating or changing a development plan, in accordance with the policies contained in section 2.4 of this plan.
- e. A development plan must be approved by the Reserves Working Party of the Council before it takes effect.
- f. The following issues will be considered when creating a development plan:

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- The recreational classification of the reserve
- The need, current use, and potential of the reserve
- The need to develop existing facilities and/or to create new facilities
- The requirement for development to be consistent with the recreational and open space values of the reserve
- The need to develop infrastructure to support better management and enjoyment of the reserve
- The requirement for amenity planting within the reserve
- The need to develop pedestrian and/or vehicle access to/within the reserve
- The need to minimise impact of development on neighbouring properties
- The availability of funding and other resources required to undertake the development
- The priority of development tasks
- The objectives and policies of this management plan
- Ongoing maintenance costs
- Maintaining the overall character of the reserve

5 MANAGEMENT AND ASSET MAINTENANCE

5.1 Management

This section sets out the objectives and policies for the day-to-day management of Card Reserve and Market Reserve. Management needs to be consistent with the requirements of the Reserve Act 1977 and other relevant legislation, and with other Council plans such as the Annual Plan.

The following objectives and policies apply in addition to any requirements contained in leases or licences of parts of the reserve.

5.1.1 Objective

To effectively manage and maintain Card Reserve and Market Reserve on a day-to-day basis in line with statutory requirements and other Council plans, including this management plan.

5.1.2 Policies

Maintaining Reserve Boundaries:

1. The boundaries of the reserves will be maintained and no encroachments will be permitted.

Fences and hedges:

2. Existing fences and hedges on the reserves shall be maintained and replaced as necessary. No specific approval for this maintenance will be required.

Smoking:

3. Smoking shall not be permitted in Card or Market Reserves.
4. In the event of the Council formulating a District wide smoking policy the Council's smoking policy will have precedence over 3 above.

Hours of use:

5. The public shall be able to use the reserve between the hours of dawn and dusk. Any use outside of these hours is prohibited, unless approval has been provided by Council's Chief Executive.

Bylaws:

6. The following bylaws will apply in the management of the reserves:
 - The New Zealand Standards 9201: Model General Bylaws 1999: Part 2: Public Places
 - The South Wairarapa District Council Control of Dogs Bylaw 2005
7. Council will modify existing bylaws and create new bylaws as and when necessary, in accordance with the relevant provisions of the Reserves Act 1977 and the Local Government Act 2002.

Funding:

8. Funding for maintenance programmes, ongoing protection, development and enhancement programmes will be identified in the Annual Plan and Long Term Council Community Plan.
9. All programmes will be prioritised and funded when opportunity allows.
10. Alternative sources of funding (other than rates) and other means of implementing programmes will also be considered. Examples of alternative sources include, but are not limited to:
 - Grants (e.g. New Zealand Lottery Grants, Eastern and Central Community Trust)
 - Funds arising from bequests
 - Work schemes
 - Community fundraising
 - Sponsorship
 - Sale of surplus land (subject to the provisions of Reserves Act 1977)
 - Donations
 - Ground hire

Events:

11. Events and activities that comply with this Management Plan and which effects do not extend beyond the area of either reserve will be encouraged and promoted.
12. An event that involves exclusive use of either reserve, the sale of goods, or is not covered by this Management Plan, will require specific approval under this Management Plan before it can proceed. Specific approval means the approval of the Reserves Working Party of the Council or Chief Executive.
13. For major events on the reserves that impact beyond the reserve areas and affect traffic movement, parking, public health and safety, and may cause inconvenience to residents and local retailers, the promoter must provide information on how these matters may be addressed. Depending upon the size and scale of the event Council may consult with key interest groups.
14. Should major events become a common feature of the reserves the Council, in consultant with the community, may prepare event guidelines. Key interest groups will be consulted in the development of event guidelines.
15. An event organiser shall be responsible for repairing any damage to the reserve (other than normal wear and tear) caused as a result of any event. This repair shall be to the satisfaction of the Council's Manager Works and Services.
16. A refundable bond may be required from organisers of an event to cover repair of any damage to the reserve used where this is required under the guidelines or as a condition of resource consent.

Signs:

17. The permanent use of signs on the reserves shall be limited to signs providing visitor information, information about facilities and features, and traffic signs.
18. Temporary signs advertising specific events (those displayed only for the duration of the event they advertise) shall be allowed on the reserves.
19. Any other signs that are not covered by 12 and 13 above, including semi permanent signs, will require Council approval.

Concessions – Leases, Licences and Permits:

20. All leases, licences and permits relating to the reserves will be in accordance with the provisions of the Reserve Act 1977 and take into account the objectives and policies of this Management Plan.
21. If a lease, licence or permit is not consistent with the recreation classification of the reserve, re-classification of that area of the reserve will be considered.
22. All groups/persons operating facilities and/or occupying buildings on either reserve will require a lease from the Council.
23. Existing leases and licences will be reviewed when they are due for renewal to ensure that the leases are in accordance with the provisions of the Reserve Act 1977 and take into account the objectives and policies of this Management Plan.
24. A lease, licence or permit is required for the occupation of reserve land by a public utility.
25. A lease or licence is required for any commercial activities.
26. Subject to the above policies, this Management Plan contemplates the following types of leases and licences for Card and Market Reserves:
 - Sports and recreation activities (eg rugby club)
 - Concerts
 - Markets
 - Rallies
 - Gymkhana
 - Grazing
 - Commercial activities that may restrict open public access to the reserve for a limited time and where these activities might promote the reserve (e.g. use as a film location)

Access:

27. Foot access to the reserves will be allowed at all times where it is safe, except for management purposes such as weed spraying operations, special events where a notice is displayed to say otherwise, or where a lease or licence grants exclusive occupation to an area of the reserve.
28. Vehicle access will not be permitted on the reserves, except within car parks or

driveways, or for servicing requirements, emergencies, disabled access, or permitted events.

User Charges:

29. Entry to the reserves will generally be free.
30. Charges will be made for the following:
 - Commercial recreation operations and concessions
 - Use of the reserve for commercial activities
 - New rights of way, other easements and communication stations
31. Charges may be made for the following:
 - Special events
 - Access to reserve facilities such as swimming pool and clubrooms
 - Bookings for clubs and group activities
32. The Council will set its charge for the use of the reserves and facilities for events and functions and other activities in the reserve through the Annual Planning process, where issues of fairness and equity are given full consideration.

Utilities (rights of way, other easements and communication stations):

33. All new utilities shall only be located on the reserve where there is no alternative location on any other site.
34. Where it is necessary to have services located above ground, the design and location should be sympathetic to the recreation and open space values of the reserve and not impact on the area available for recreational use.
35. Applications for the construction of public utilities on the reserve must be made to SWDC under this Plan. Such applications must be publicly notified for comment under this plan. Applications must be accompanied by an assessment of the effects of the utility on the reserve and must take into account:
 - alternative sites
 - the selected location
 - timing and duration of the works
 - impact on cultural heritage sites, trees and amenity values, buildings, turf and paving and how these are to be protected
 - Where not a Council utility, consideration should be given to seeking a ground rental
36. Any approval given for a public utility on the reserve shall be conditional upon the Council being able to:
 - Enter, inspect, require maintenance or upgrading

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- Approve designs and colour schemes for all structures
- Require the restoration of sites after the completion of work
- Require sites to be cleaned up, cared for, and superfluous, material removed

Dogs:

37. Dogs must be on a leash and under control at all times.
38. Dog litter must be removed from the reserves by the dog owners.
39. In the event of the Council changing its District wide dog policy the Council's dog policy will have precedence over 37 & 38 above.
40. Policies 37, 38, and 39 above, as they apply to Market Reserve, shall be reviewed if part or all of Market Reserve is created as a fenced dog exercise area.

Recreation Monitoring:

41. The impact from recreation activities will be assessed from time to time to ensure there are no adverse effects on the reserve.
42. The Council may modify or stop activities that cause environmental degradation or significant modification or nuisance, including nuisance to adjoining properties.
43. The Council may appoint rangers to manage recreational activities and monitor any impacts on the reserve. The ranger will be officially recognised, formally appointed, given training and acknowledged for their work.

Fires

44. No fires are permitted within the park unless approved by the Chief Executive.
45. At time of high fire risk notices shall be placed at park entrances warning of the danger

5.2 Asset Maintenance

5.2.1 Objectives

To ensure public health and safety are met.

To ensure the reserve area functions effectively and is maintained in an appropriate manner.

5.2.2 Policies

General:

1. The reserves will be given high priority by the Council in its maintenance programme.
2. The Council will review the current levels of service in the Asset Management Plan (AMP) to ensure the appropriate maintenance standard for services and

facilities are provided on the reserves.

3. The AMP and the Council's Reserves Contract Agreement will be reviewed to ensure they are in accordance with this Management Plan.
4. The Council will identify any maintenance and other activities extending beyond the basic service levels provided by the Council that can be carried out by the community.
5. Any maintenance work carried out by the community will be done within an agreed framework and within the Council's financial planning and budgetary framework.

Toilets:

6. Existing toilets will be maintained.
7. Organisers of events may be required to provide portable toilet facilities.

Rubbish:

8. Rubbish bins will be kept to a minimum and priority will be placed on removal of litter from the reserves.
9. The standards of litter management will be monitored to ensure the reserves remain clean and tidy.
10. Organisers of events will be responsible for rubbish during events and removal of rubbish after events.

Public Safety:

11. The Council will identify hazards affecting the reserves and take appropriate precautions to minimise risks through the provision of information.
12. The Council will provide for the safe use of pesticides and other chemicals used in its management operations.
13. Leases, licences or permits for commercial activities on the reserve will make it clear that the holder is responsible for public safety relating to their activity.
14. Trees in the reserve will be assessed from time to time (and following storm damage) by an arborist for their health and longevity, and remedial work will be programmed into reserve maintenance.
15. Unauthorised damage to, or removal of, plant material is prohibited.
16. Spraying will only be carried out by Council approved and certificated operators.
17. Ground marking can only be carried out with the approval of the Manager, Works & Services.