



**NGATI WHAKAUE GIFTED RESERVES
PROTOCOL MEETING**

Meeting between Pukeroa Oruawhata Trust and Rotorua District Council
to be held in Committee Room 2, Rotorua District Council
on Tuesday 11 September 2012 at 10:30am

Chairperson:	His Worship the Mayor		
Councillors and Trustees:	Cr Maxwell Mr S Harris Mr D Tapsell	Cr Donaldson Mr P Kingi Mr D Rangitauira	Mr A Wilson Mr M Short
Quorum:	6		

AGENDA

1.	APOLOGIES	<u>Page</u>
2.	PREVIOUS MINUTES – 10 MAY 2012	2
3.	MATTERS ARISING FROM THE MINUTES	
4.	ROTORUA LAKEFRONT DEVELOPMENT FRAMEWORK.....	20
5.	PARKS POLICY REVIEW.....	34
6.	COUNCIL'S CAPITAL WORKS PROGRAMME 2013.....	67

P Guerin
Chief Executive



60-12-270\02

**MINUTES OF NGATI WHAKAUE GIFTED RESERVES
PROTOCOL MEETING**

Held on Thursday 10 May 2012 at 10:30am in Council Chambers, Rotorua District Council

PRESENT: Mayor K Winters (Chairperson)
Cr D Donaldson, Rotorua District Council representative
Mr A Wilson, Pukeroa Oruawhata Trust representative
Mr S Harris, Pukeroa Oruawhata Trust representative
Mr P Kingi, Pukeroa Oruawhata Trust representative
Mr J Aratema, Pukeroa Oruawhata Trust representative
Mr M Patchell, Hulton Patchell
Mr P Faulkner, Hulton Patchell
Mr J Schuster, NZHPT
Ms G Henry, Consultant for NZHPT

APOLOGIES: Cr T Maxwell, M Short, D Tapsell

STAFF PRESENT: P McLeod, General Manager Events and Venues; M Kingi, Director Kaupapa Maori;
R Atkinson, Parks Asset and Planning Manager; J Barham, Landscape Architect;
E Tonkin, Parks Planning Assistant; S Thurston, Policy Planner; P Wilhelm, Team
Leader Policy; W Dale, Shared Services Administrator.

His Worship the Mayor welcomed everyone to the meeting. A karakia was given by Mr P Kingi.

1. **APOLOGIES**

Resolved

Mr A Wilson) ***That the apologies from Cr T Maxwell, M Short and D Tapsell (for absence)***
Cr Donaldson) ***be received.***

CARRIED

2. **MINUTES OF THE PREVIOUS MEETING**

Resolved

Mr A Wilson) ***That the minutes of the previous meeting held on 29 November 2011 be***
Cr Donaldson) ***confirmed as a true and correct record, subject to the following correction:***
• ***Resolution 2 relating to the Airport Wetland Mitigation to read as follows:***

“That the Ngati Whakaue Gifted Reserves Protocol Committee approve the temporary mooring of the floating wetland at Motutara Point and its construction thereof.”

CARRIED

3. MATTERS ARISING FROM PREVIOUS MINUTES

3.1 FLOATING WETLAND APPROVAL

His Worship the Mayor confirmed that approval for this has been granted with the wetland to be constructed at Sulphur Point. Nico Claassen would notify members when construction was partway in progress. A formal opening would be confirmed closer to the time.

Mayor Winters confirmed that Ngati Uenukukopako have given consent to allow Rotorua Wetland to be placed in the rohe of Uenukukopako out from the Rotorua Airport.

3.2 POTENTIAL PURCHASE OF THERMAL MOTOR CAMP LEASE BY WAIARIKI INSTITUTE OF TECHNOLOGY

Mr Bishop Kingi advised that Waiariki Institute of Technology have purchased the lease for the Thermal Motor Camp. A caveat has been placed on the land advising that Pukeroa Oruawhata Trust have underlying ownership.

4. HISTORIC PLACES TRUST CLASSIFICATION

Mr J Schuster and Ms G Henry spoke to a PowerPoint presentation titled "Rotorua Government Gardens Paepaehakumanu Motutara" (Attachment 1), which detailed the recent NZ Historic Places Trust (NZHPT) and Wahi Tapu registrations.

Once Wahi Tapu was in place, consultation must be made with the Historic Places Trust Archaeologist prior to any earthworks in the area. There were no changes needed to the District Plan.

Ms Fiona Lowe had been appointed as the new Area Manager for NZHPT.

NZHPT were thanked for the work they have done.

Resolved

Mr A Wilson) ***That the report 'Historic Places Trust Classification' be received and contents***
Cr Donaldson) ***noted.***

CARRIED

5. STENGTHENING THE LINKS BETWEEN KUIRAU PARK AND THE CBD

Mr Joby Barham spoke to a PowerPoint presentation titled "Strengthening the Links between Kuirau Park and the CBD" (Attachment 2).

Resolved

Mr S Harris) ***1. That the report "Strengthening the links between Kuirau Park and the CBD"***
Cr Donaldson) ***be received and the contents noted.***

2. That the Committee resolves to support the proposal to develop and strengthen the links between Kuirau Park and the CBD; and

3. That the Committee resolves to support the proposal to link the Kuirau Park and Aquatic Centre upgrades.

CARRIED

6. GOVERNMENT GARDENS PROMOTION AND SIGNAGE GUIDELINES

Mr Joby Barham spoke to a PowerPoint presentation titled "Government Gardens Promotion and Signage Guidelines" (Attachment 3).

Discussion was held about the possible use of electronic 'way finder' signs in the future.

The relevance of the name "Government Gardens" was discussed and the suggestion made that a new name might be more appropriate. The matter was left open for consideration at a later date.

Resolved

Mr A Wilson)
Cr Donaldson) **1. That the report "Government Gardens Promotion and Signage Guidelines" be received and contents noted.**

2. That the Protocol Committee support the development of the Government Gardens Promotion and Signage Guidelines.

CARRIED

7. NGATI WHAKAUE REQUEST FOR RETURN OF LAND

The last paragraph of the report to be deleted, under the heading 'Background', as it reflected a misunderstanding by Council staff. This had read:

"This is the first Council has heard of Ngati Whakaue's desire in having the land returned to them and would like to seek clarification from Ngati Whakaue over their intentions both now and in the future."

After discussion the following resolution was passed:

Resolved

Mr A Wilson)
Mr S Harris) **1. That Ngati Whakaue Gifted Reserves Protocol acknowledges that Pukeroa Oruawhata Trust's long term objective is for the land at Thermal Park to be returned to Pukeroa Oruawhata Trust.**

2. That the Ngati Whakaue Gifted Reserves Protocol endorses the current co-management of all gifted reserves in the meantime.

CARRIED

8. LEASE ALTERATIONS ON GIFTED RESERVES – TAMAKI TOURS LTD, KIA ORA CLUB

Due to the implementation of the Earthquake Policy any new works are required to come up to the Earthquake standard. The north wing does not comply and permission has been granted for demolition.

Resolved

Mr A Wilson)
Mr S Harris) **1. That the report "Lease Alterations on Gifted Reserves" be received and contents noted;**

2. That the Committee informs the Historic Places Trust of this decision and their consent be granted;

3. That the third building be retained and released subject to the building being up to standard; and

4. That the Archery Club be offered a lease on the Kia Ora Club building.

CARRIED

9. TE RUNANGA TEAROOMS

Resolved

Mr A Wilson)
Cr Donaldson)

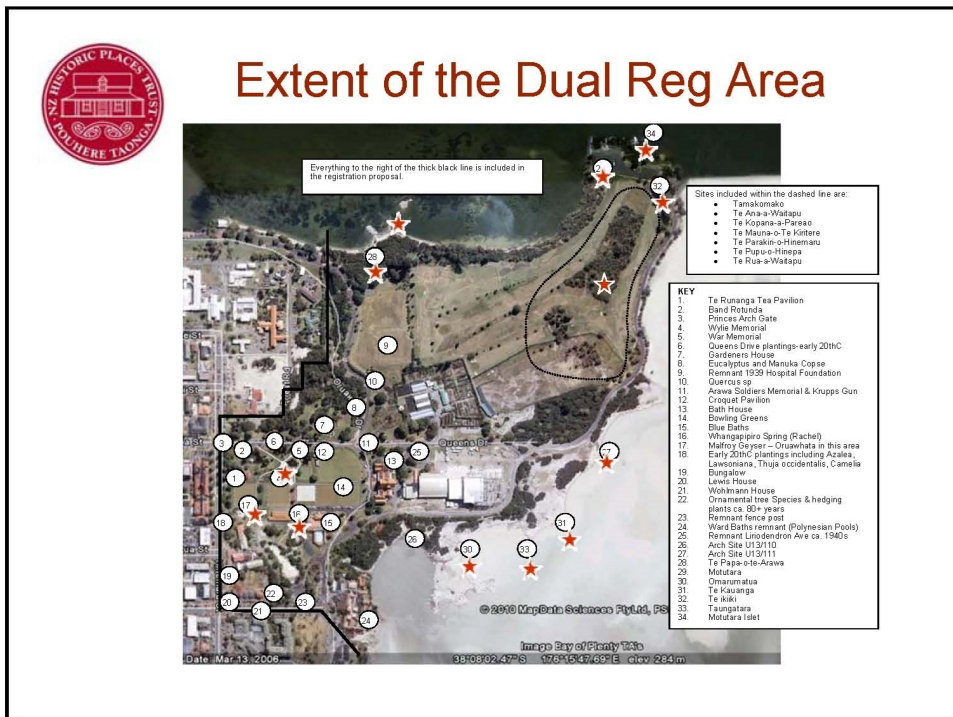
- 1. That the report "Te Runanga Tearooms" be received and contents noted.**
- 2. That the Ngati Whakaue Gifted Reserve Protocol Committee endorse the Council seeking expressions of interest for the sale of food and beverage from the Te Runanga Tearooms area.**

CARRIED


10. NEXT MEETING

Three possible dates have been recommended for the next meeting: 21, 22 or 29 November 2012 at 10:30am. A confirmed date will be notified to the Committee.

The meeting closed at 12:20 pm









Historic Area and Wahi Tapu Area

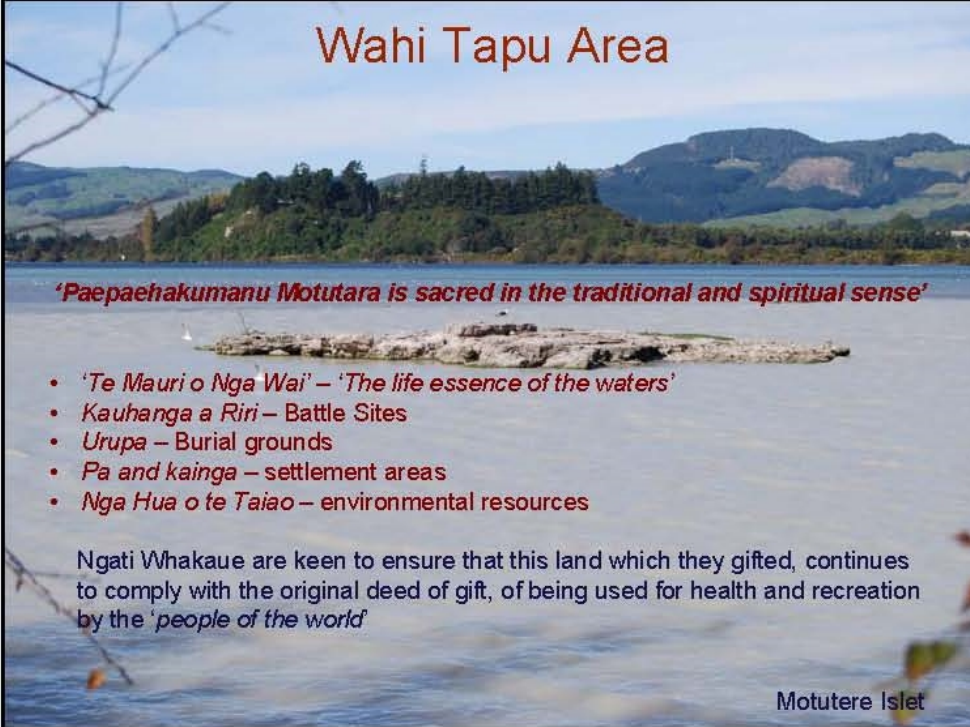
Archaeological significance relating to:

- potential subsurface historic remains of pre-1900 buildings;
- original garden layout and changes over time, and
- two sites recorded by the New Zealand Archaeological Association; a midden and a hoanga



Hoanga: grindstone for sharpening traditional implements and tools

Wahi Tapu Area

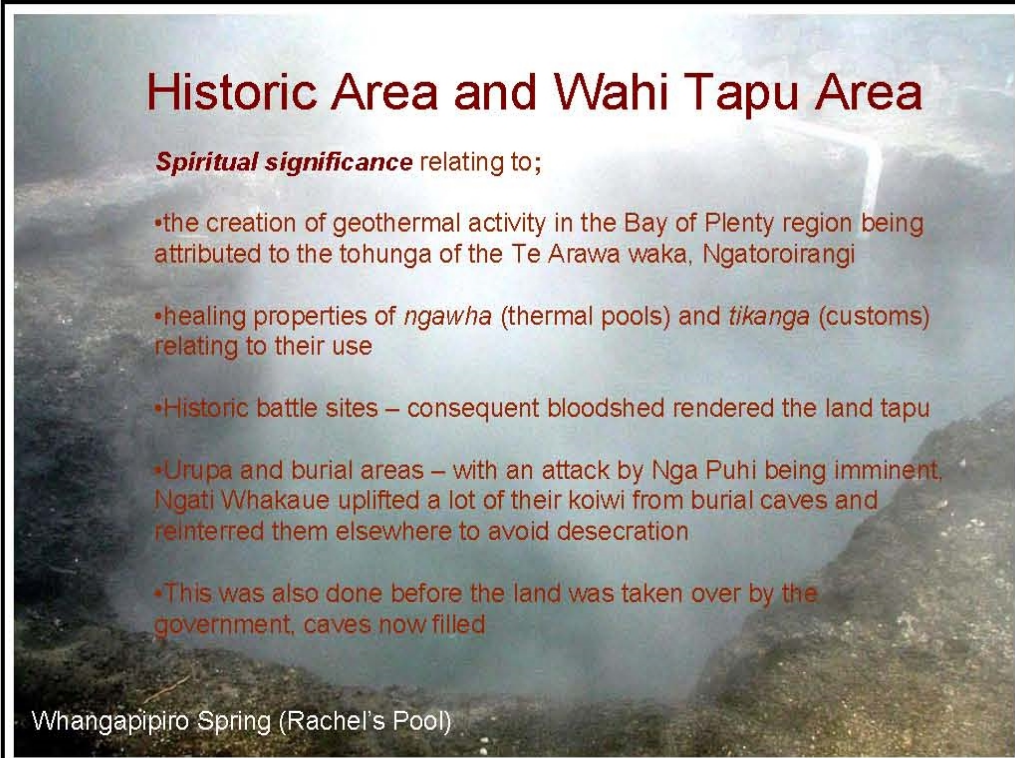


'Paepaehakumanu Motutara is sacred in the traditional and spiritual sense'

- *'Te Mauri o Nga Wai'* – *'The life essence of the waters'*
- *Kauhanga a Riri* – Battle Sites
- *Urupa* – Burial grounds
- *Pa and kainga* – settlement areas
- *Nga Hua o te Taiao* – environmental resources

Ngati Whakaue are keen to ensure that this land which they gifted, continues to comply with the original deed of gift, of being used for health and recreation by the *'people of the world'*

Motutere Islet




Historic Area and Wahi Tapu Area

Spiritual significance relating to;

- the creation of geothermal activity in the Bay of Plenty region being attributed to the tohunga of the Te Arawa waka, Ngatoroirangi
- healing properties of *ngawha* (thermal pools) and *tikanga* (customs) relating to their use
- Historic battle sites – consequent bloodshed rendered the land tapu
- Urupa and burial areas – with an attack by Nga Puhi being imminent, Ngati Whakaue uplifted a lot of their koiwi from burial caves and reinterred them elsewhere to avoid desecration
- This was also done before the land was taken over by the government, caves now filled

Whangapipiro Spring (Rachel's Pool)

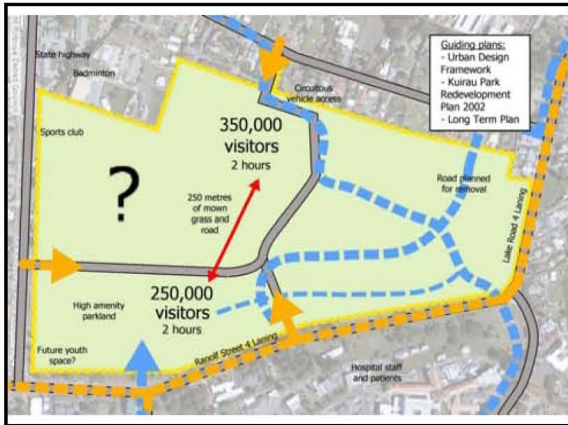
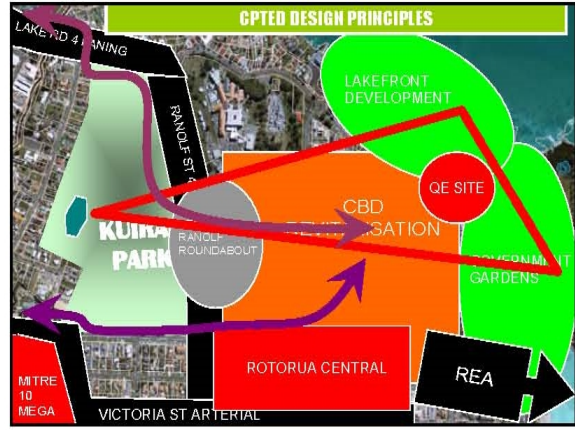
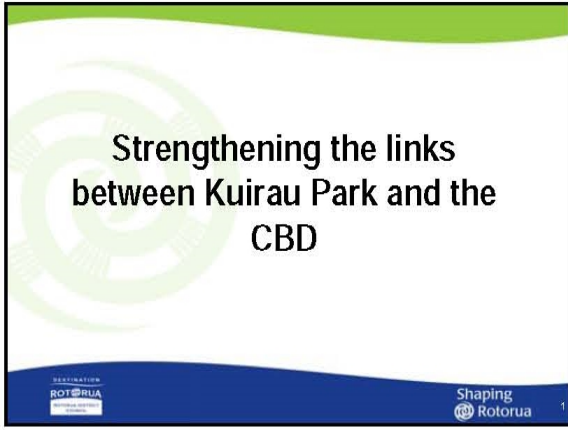


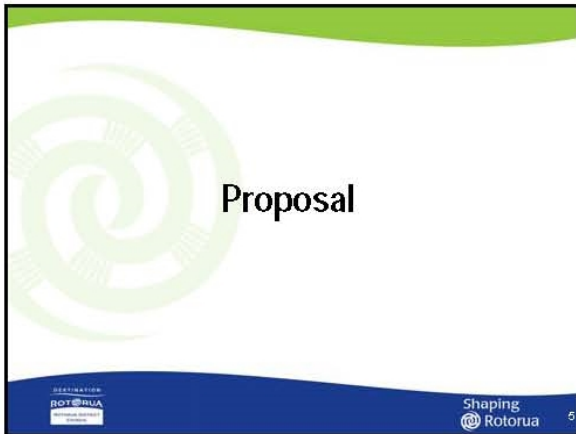
Council Role

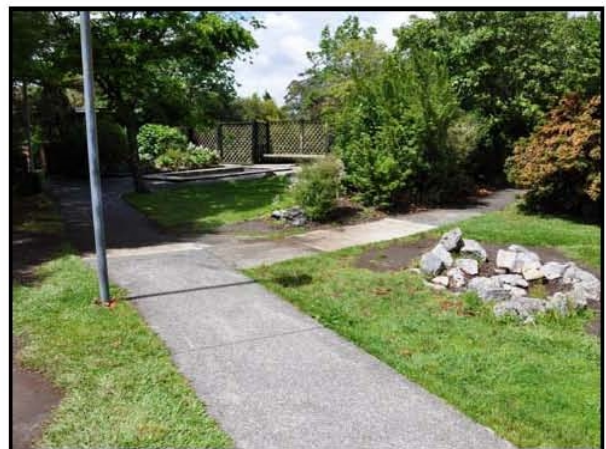
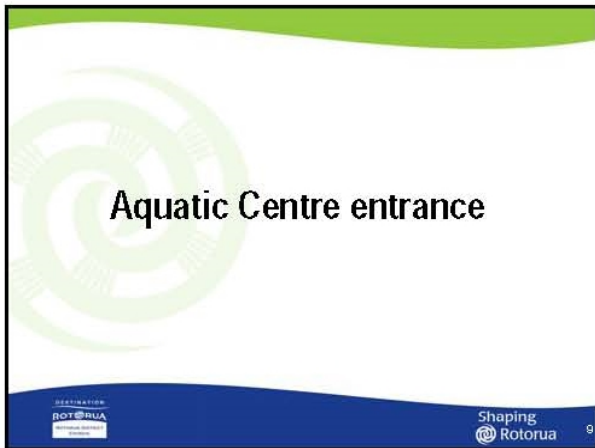
- Nothing has changed except the extent of the area and the significance aspects
- District Plan provisions are fine and do not need revision
- District Plan review needs to recognise new boundaries and additional heritage values/places
- Consider making same adjustments to Reserves Management Plan
- Remember – Talk to NZHPT early
- NZHPT has heritage expertise to assist you
- Liaise with key stakeholders annually / 6-monthly about upcoming annual work plan
- Remember entire area is an archaeological site – plan ahead to allow for authority process
- NZHPT supports adaptive reuse – but it needs to be right fit – share ideas on this with us

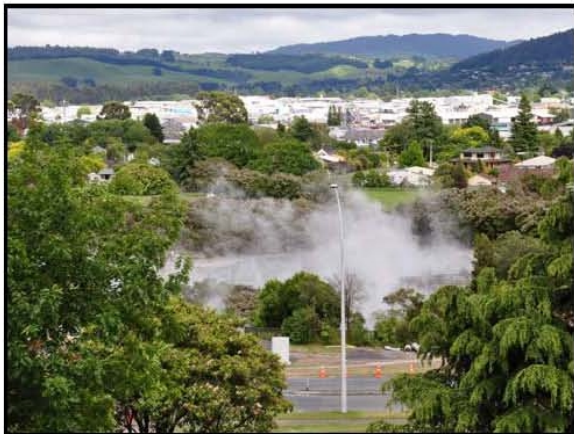
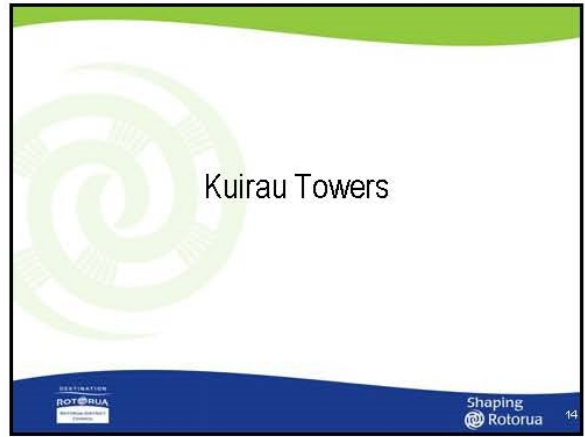


The Lower Northern Office respectfully acknowledges the invaluable assistance and information given to the researchers by the late Don Stafford, (a highly regarded local historian). Don is pictured above with Gail Henry and Jim Schuster on a visit to the gardens on 20 November 2009. His published histories of Rotorua were used extensively in the writing of both reports.









Government Gardens Signage and Promotion Guidelines

DESTINATION
ROTORUA
ROTORUA DISTRICT
COUNCIL

Shaping
@ Rotorua

1

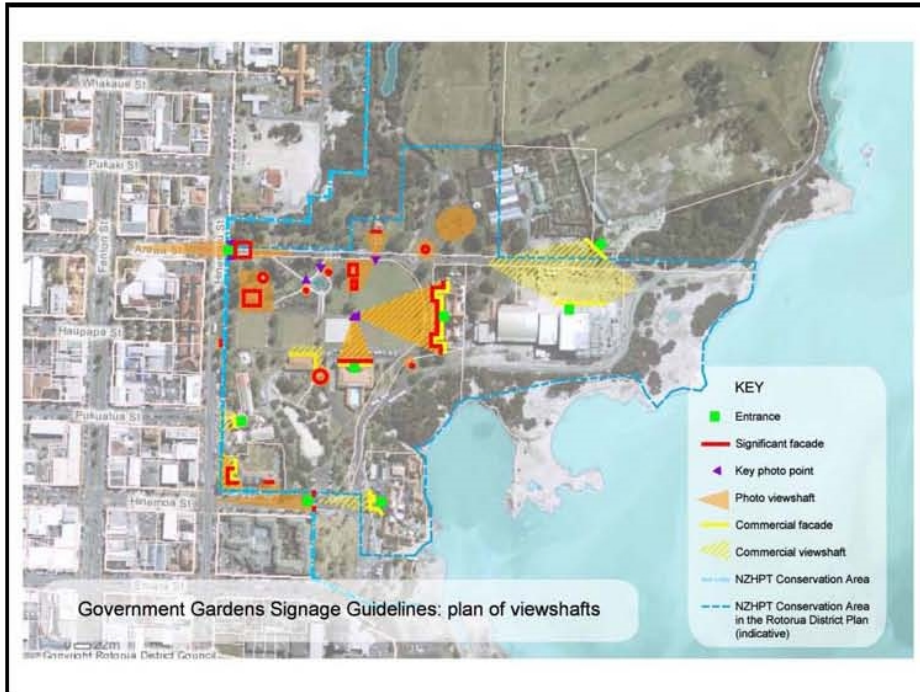
Objectives

1. Promote the site as an international tourism destination.
2. A reserve of the highest achievable standard which is easy to navigate, understand, and with vitality.
3. Primary viewshafts are not obstructed.
4. Identify opportunities for promotion other than signage.
5. Signage projects are undertaken holistically and improve use of the reserve and attractions without detracting from the heritage values and photographing opportunities.
6. The stakeholders work collaboratively to achieve these objectives and continually improve use of the Government Gardens and attractions.
7. The requirements of New Zealand Historic Places Trust Pouhere Taonga and the Resource Management Act 1991 are promoted.

DESTINATION
ROTORUA
ROTORUA DISTRICT
COUNCIL

Shaping
@ Rotorua

2





Actions to reduce the need for signage

- Temporary exhibitions and art installations within the reserve to create a regularly changing attraction for locals and tourists.
- Entrances and primary viewshafts are improved using existing design themes.
- Creatively designed lighting is used to enhance the reserve as an evening attraction.
- Improve pedestrian connectivity through the further development of linkages and paths.

DESTINATION ROTORUA ROTORUA DISTRICT COUNCIL

Shaping Rotorua

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ROTORUA DISTRICT COUNCIL

His Worship the Mayor
Members
NGATI WHAKAUE GIFTED RESERVES PROTOCOL COMMITTEE

ROTORUA LAKEFRONT DEVELOPMENT FRAMEWORK

Report prepared by: Joby Barham, Landscape Architect

Report reviewed by: Garry Page, Manager Parks & Recreation

Report approved by: Nico Claassen, Group Manager Infrastructure Services

1. **PURPOSE**

The purpose of this report is to present to Members and for them to receive a presentation on the Rotorua Lakefront Development Framework (Framework).

2. **RECOMMENDATION 1**

2.1 **THAT THE REPORT "ROTORUA LAKEFRONT DEVELOPMENT FRAMEWORK" BE RECEIVED AND CONTENTS NOTED.**

3. **EXECUTIVE SUMMARY**

Officers have developed a Framework for the Rotorua Lakefront Development to better communicate the opportunities for private investment and to facilitate relationships with possible development partners. In addition, the Framework will enable integration of the Lakefront development with Pukeroa Lakefront Holdings Ltd's proposal for the QE site. The Framework has been based on the concept plan developed by Wraight + Associates for the Lakefront in 2009 and RCG proposal for the Queen Elizabeth site.

4. **BACKGROUND**

The vision for the Lakefront is to:

- To create a vibrant and cohesive focal point and recreational feature focused on the Lakefront area with direct and integrated linkages to the central city and other adjacent areas in accordance with good urban design principles;
- To acknowledge the cultural, social and environmental context of the area and, as appropriate, capitalise on Te Arawa's relationship with land, water, and thermal opportunities as a point of difference;
- To reinforce and facilitate a tourism / visitor focus to the area providing year round interest and activity both during the day and at night;
- To provide opportunities for private and public partnerships in the development and management of appropriate activities; and
- To maximise cultural, economic, recreational and environmental benefits and to minimise potential adverse effects.

The Rotorua Lakefront Development Concept Plan Report was developed to identify the possible physical realisation of the vision for the Lakefront. However, it does not identify the process for funding the development or the possibilities for commercial investment and Public Private Partnerships. The Concept Plan Report was also considered to communicate the vision for the Lakefront more definitively than was intended.

Therefore, officers engaged Wraight + Associates to translate the Concept Plan into a Framework that more clearly explained what Council wanted to achieve for the Lakefront (in more detail than the Vision) and could help possible partners and investors understand and visualise the investment and partnership opportunities.

The Framework includes spatial plans and identifies activities in a way that illustrates what is flexible and what is not. The Framework will enable the integration of commercial opportunities with the vision.

Officers based the framework on the Concept Plan Report rather than the proposal by Rotorua Lakefront Attractions (RLA). Officers considered that the RLA scheme was not feasible for a number of reasons including that the RLA scheme would cost 40% more than a comparable version of the Wraight + Associates Concept Plan, create a less viable and vibrant outcome, and significant risks had not been provided for (e.g. digging in the geothermal field).

5. **STRATEGIC PURPOSE**

The decision is required to enable further investigation of the proposed development and discussion with possible development partners.

6. **CONSULTATION**

The Framework is based on the Rotorua Lakefront Development Concept Plan Report 2009 which was consulted on extensively. The Framework will enable further consultation with potential partners, investors, and stakeholders to identify development and funding opportunities.

7. **ATTACHMENTS**

Attachment 1 – Draft Rotorua Lakefront Development Framework



ROTORUA LAKEFRONT DEVELOPMENT FRAMEWORK

prepared by:

Wright – Associates Ltd

for:

Rotorua District Council



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DATE
15 JUN 12
31 MAY 12

PRECEDENCE
INITIAL ISSUE
DRAFT ISSUE

REVISION
A

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CONTENTS	PAGE
1. INTRODUCTION	2
1.1 PURPOSE	
1.2 STRUCTURE	
1.3 REFERENCES	
2. LAKEFRONT PRECINCT	3
2.1 PRECINCT	
2.2 PRINCIPLES	
3. LAKEFRONT AREAS	5
3.1 AREAS	
3.2 PRINCIPLES	
3.2.1 AREA 1	
3.2.2 AREA 2	
3.2.3 AREA 3	
3.3.4 FRAMEWORK EXTENSION	
4. APPENDICES	11
4.1 ROTORUA LAKEFRONT CONCEPT PLAN	
4.2 EXISTING LAKEFRONT SERIAL PLAN	

1

1. INTRODUCTION

1.1 PURPOSE + CONTEXT

The Development Framework aims to facilitate the positive development of the Rotorua Lakefront. The Lakefront is envisaged as comprising a high-quality mix of commercial development and public amenity.

The Rotorua Lakefront Development Framework (RLDF) has been developed in collaboration with Rotorua District Council and operates alongside other studies and investigations (Figure 1.1). It is not a binding document, however will play an important role in helping to realise a vibrant, improved lakefront.

1.2 STRUCTURE

This document is set up to address the Lakefront Precinct, one of four key precincts targeted for development within the Urban Design Guidelines, refer Figure 1.2. Precinct-wide objectives and principles are elaborated.

Within the precinct are identified three primary focus areas. More refined objectives, principles and anticipated activities are provided for each of these areas. The focus areas are intended to assist in guiding and structuring the emergence of high-quality and appropriate investment and landscape development. A fourth focus area, the Framework Extension, is additionally identified as an area of potential improvement and development, however it is subject to further research, consultation and concept planning.

1.3 REFERENCES

This document should be read in conjunction with:

- Rotorua District Plan - Urban Design Guidelines Appendix.
- The Lakefront Concept Plan [Appendix 4.1]. This plan, along with its supporting analysis and rationale report, provides a vision for how the Rotorua Lakefront might take shape as a world-class recreational, community, business and tourism focussed environment. The Concept Plan is intended as a flexible guide, in which is embodied a number of urban and landscape design principles. It is not a prescriptive or in any way binding plan.
- An aerial photograph of the Rotorua lakefront and CBD, with the extent of the Lakefront Precinct and Framework Extension area indicated [Appendix 4.2].

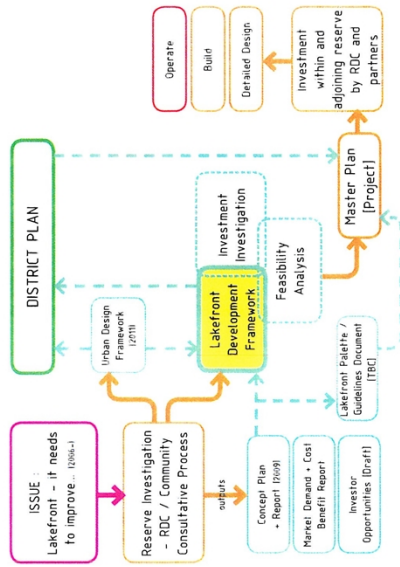


Figure 1.1 - Projects and process.



Figure 1.2 - Rotorua Precincts as illustrated within Urban Design Guidelines.

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2. LAKEFRONT PRECINCT

2.1 THE PRECINCT

The Lakefront Precinct is indicated in Figure 2.1. The Framework Extension is shown dashed and identifies the northern Government Gardens, or Motutara Point area. The overall objectives for the Lakefront Precinct are to create a vibrant, connected and culturally appropriate series of spaces, amenities and developments.

A balanced mix of commercial operations and community amenities will enhance activity in and around the CBD and appreciation of Rotorua central's existing cultural and natural assets, such as Ohinemutu, the Government Gardens and the lake itself. Developments amongst the Lakefront Precinct provide the opportunity to involve more people and visitors in the central city in more exciting and rewarding ways.



Figure 2.1 : Lakefront Precinct and Framework Extension.

The Lakefront Precinct spans a number of Rotorua's existing cultural, civic and natural assets and attractions (Figure 2.2). Its development provides the opportunity to improve not only the precinct itself, but also the connections to and experiences of these neighbouring assets.

Commercial opportunities exist throughout the precinct (Figure 2.3). The Lakefront Precinct is a pivotal area, and has great potential as an integrative element of central Rotorua.

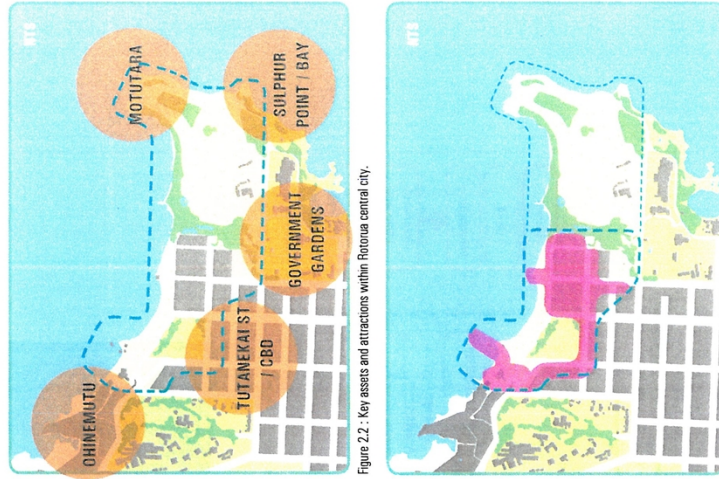


Figure 2.2 : Key assets and attractions within Rotorua central city.

Figure 2.3 : National commercial (hospitality / retail) opportunities in the Lakefront Precinct.

3

2.2 PRECINCT PRINCIPLES

The following principles, grouped within overarching themes, apply precinct-wide.

VIBRANCY AND DIVERSITY

- » Mix of commercial activity, community amenity and landscape types
- » Mix of built form and open spaces
- » High-quality, safe and durable environment that caters for all ages and abilities
- » Diverse ways to engage with the lake and water



CONNECTIVITY AND VIEWS

- » Maximise public access to open spaces
- » Key viewsheds to be protected and enhanced
- » Memorial Drive, carparking and other roading reconfigured to support amenity and development objectives
- » Views to Mokoia island promoted
- » Continuous public lake edge connection
- » Improved connections to and experience of adjacent city assets



UNIQUELY ROTORUA: CULTURAL AND NATURAL

- » Rotorua's unique culture celebrated and enhanced
- » Respect all Wāhi Tapu sites and others of cultural importance
- » Rotorua's unique natural and geothermal context and conditions celebrated and enhanced
- » Lake water quality to be protected and improved





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3.2 AREAS PRINCIPLES

The following section outlines the principles and activities appropriate for each Area. *Note that all supporting visual material is indicative only of possible outcomes, design elements and materiality.*

AREA 1

3.2.1
AREA 1 : Tutaneikai – Ohinemutu

AREAS 2, 9 AND 10 EXCLUDES WAIHU

VISION

- » A focal point on the lakefront that supports commercial, tourism, recreation and cultural activities of the lake and the city

PRINCIPLES

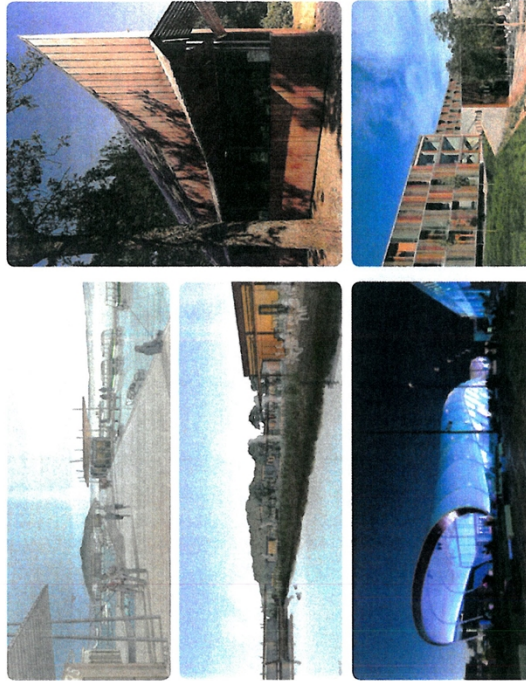
- 01 » Strengthen connection and viewshaft along Tutaneikai St
- » Articulate entranceway into Rotorua city
- » Optimise views of lake and Mokoroa Island
- 02 » Reconfigure roads and parking
- » Diversify connections to water
- 03 » Improve commercial, tourism and recreation facilities
- 04 » Improve relationships to adjacent places, esp. Ohinemutu
- » Respect all Wahi Tapu and other culturally significant sites
- » Retain significant trees and vegetation where appropriate
- 05 » Create a public square / open space at the terminus of Tutaneikai St
- » Provide a balance of buildings and open space
- 06 » Develop low-rise buildings towards lake edge; higher towards CBD
- » Create an events / conference / cultural facility

ACTIVITIES

- » Events
- » Tourism
- » Accommodation
- » Cultural
- » Dining
- » Retail
- » Public amenity
- » Recreation



Figure 3.2 : Diagram indicating selected principles, indicative only, NTS



Figures 3.6, 3.7 - High-quality small kiosk structure and hotel with strong relationship to open space.

Figures 3.3, 3.4, 3.5 - Artist's impressions of potential new pier, new dining amongst thermal gardens, and striking cultural / events venue that acts as a beacon.

COMMERCIAL
TOURISM
RECREATION
CULTURAL
LAKE ACTIVITY

W&A

7

AREA 2

3.2.2 AREA 2 : Village Green + Lake Edge approx. 4.3 ha

VISION
» A lively and attractive openspace and an active, unique lake edge that improves and complements adjoining commercial opportunities.

- PRINCIPLES**
- » Limit built structures (e.g. shelters, barbecues, information only)
 - » Activate Tunanekai St edge and viewshaft
 - » Activate Fenton St edge and viewshaft
 - » Enhance Whakaue St edge
 - » Retain significant trees and vegetation where appropriate
 - » Utilise native vegetation including reed planting at edge
 - » Celebrate and use thermal waters / steam
 - » Improve lake water quality
 - » Optimise views and access to lake
 - » Provide historical and cultural interpretative elements
 - » Retain Village Green open space
 - » Reconfigure lakefront road and carparking
 - » Create high-quality unique playground
 - » Diversify lake edges, eg. new beech, boardwalk
 - » Improve and complement adjacent commercial opportunities

- ACTIVITIES**
- » Events
 - » Public amenity
 - » Tourism
 - » Recreation

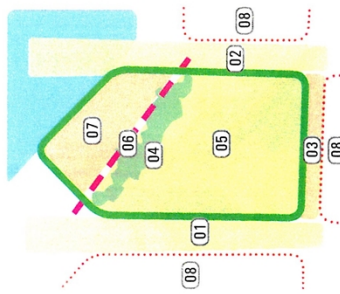


Figure 3.8 - Diagram indicating selected principles. Indicative only, MTS



Figures 3.9, 3.10 - Artist's impressions of new Tunanekai St edge along the Village Green and new, active lakefront.

Figures 3.11, 3.12 - Open views to lakefront and unique lake-edge water-scape.



Figures 3.13, 3.14, 3.15 - Open space used for passive recreation, night markets and for large-scale events.

EVENTS
RECREATION
OPEN SPACE
CULTURAL

Wā

8

AREA 3

3.2.3 AREA 3 : OE Health Site approx 10.6 ha

** Note that master-planning and investment studies are currently underway for this area.*



Figure 3.16 : Diagram indicating selected principles. Indicative only, NTS.

VISION

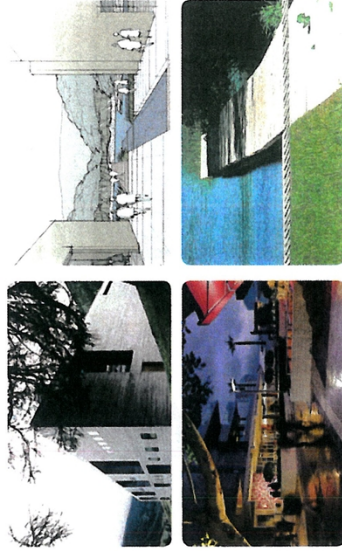
- » Redevelop to enhance the activity, tourism and accommodation options for Rotorua.

PRINCIPLES

- » Provide mix of residential, accommodation, retail, dining, recreation and tourism activity
- » Continue and strengthen urban logic of city blocks
- » Relocate wharewaka to lake edge
- » Create active frontages, particularly to Fenton St and lake edge
- » Reconfigure lakeshore road and carparking
- » Create diverse and active space at lake edge
- » Improve lake water quality
- » Integrate Health facility into new complex
- » Maintain public access around improved lake edge
- » Enhance existing and create new viewsharts

ACTIVITIES

- » Dining
- » Retail
- » Accommodation
- » Residential
- » Public amenity
- » Tourism
- » Health / Geothermal spas



Figures 3.17, 3.18 : High-quality spa facility and vibrant mixed commercial space.



Figure 3.21 : Conceptual section across Fenton St with OE Site to right.

**TOURISM
ACCOMMODATION
COMMERCIAL
HEALTH**

Wā

**FRAMEWORK
EXTENSION**



Figure 3.22 : Diagram indicating selected principles. Indicative only, NTS.

**3.2.4
Framework Extension**
approx 25 Ha

** Note that this area is subject to further research, consultation and the development of a masterplan.*

VISION
» Predominantly natural and open space with limited environmentally-sensitive accommodation, tourism and event development opportunities.

- PRINCIPLES**
- » Celebrate existing cultural and natural features
 - » Improve public access to reserve area and lake edges
 - » Enhance use of and quality of lake edges, particularly at Sulphur Bay
 - » Enhance views to adjacent Government Gardens
 - » Create new viewsheds and connections to lake
 - » Utilise unique 'beach' edge and thermal aspects
 - » Potential for eco-tourism focus
 - » Restore natural landscape
 - » Improve Lake water quality
 - » Respect all Wahi Tapu and other culturally significant sites
 - » Protect existing notable natural features
 - » Utilise environmental infrastructure within new developments
 - » Minimise adverse visual and environmental impact of any new developments or access

- ACTIVITIES**
- » Public amenity
 - » Tourism
 - » Recreation
 - » Events
 - » Accommodation

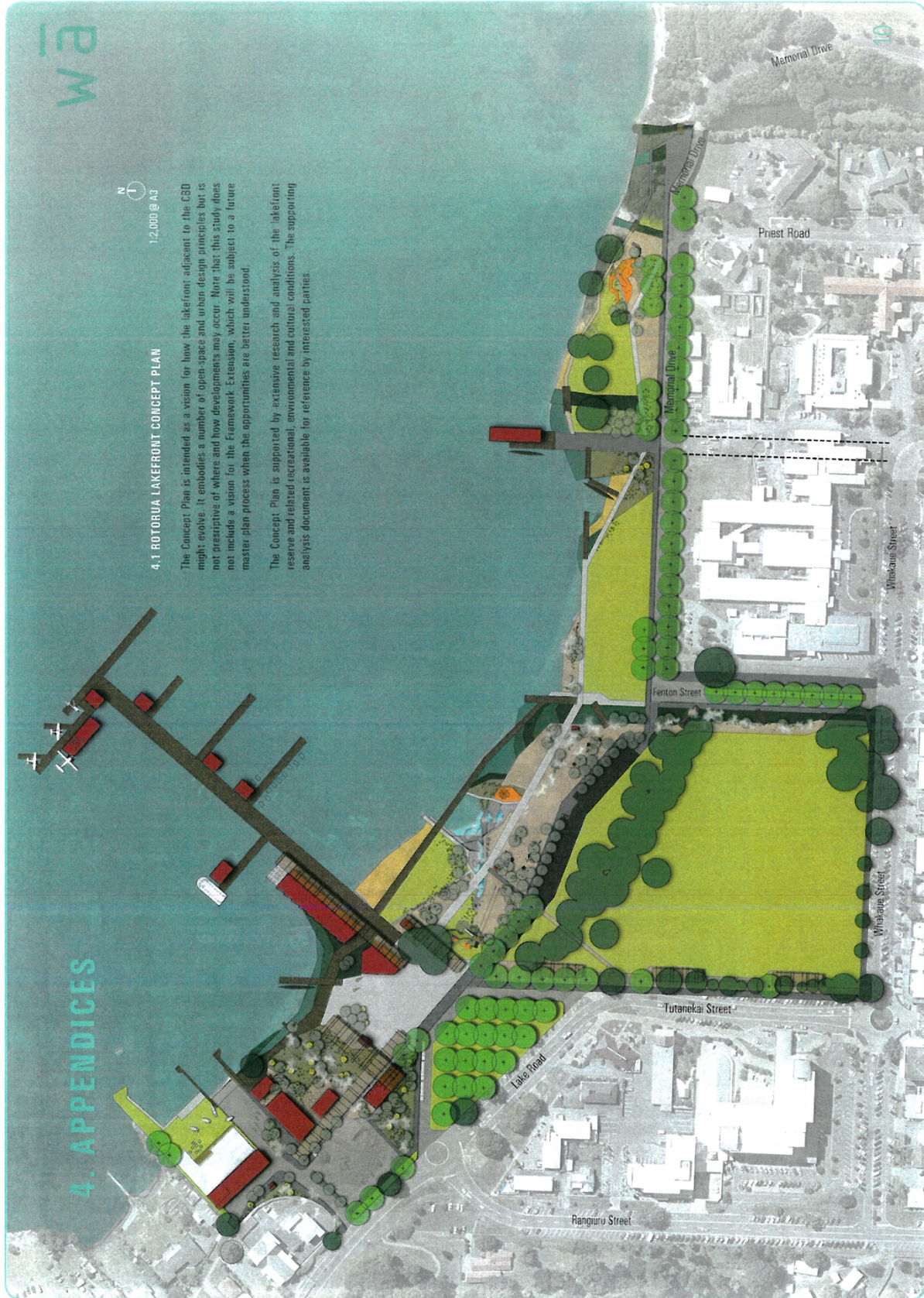


Figures 3.23, 3.24, 3.25 - President images of potential low-rise high-quality resort, lake edge recreation and modest accommodation.
Figures 3.26, 3.27, 3.28 - Sketch of bird-hide addition to lake-edge, accommodation / conference facility and premium-quality over-water resort.



Figure 3.29 : Conceptual section of low-rise, scattered eco-cabins amongst manuka and kanuka vegetation.

**ACCOMMODATION
NATURAL
RECREATION
EVENTS**



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4. APPENDICES

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4.1 ROTORUA LAKEFRONT CONCEPT PLAN

The Concept Plan is intended as a vision for how the lakefront adjacent to the CBD might evolve. It embodies a number of open space and urban design principles but is not prescriptive of where and how developments may occur. Note that this study does not include a vision for the Framework Extension, which will be subject to a future master plan process when the opportunities are better understood.

The Concept Plan is supported by extensive research and analysis of the lakefront reserve and related recreational, environmental and cultural conditions. The supporting analysis document is available for reference by interested parties.



ROTORUA DISTRICT COUNCIL

His Worship the Mayor
Members
Ngati Whakaue Gifted Reserves Protocol Committee

PARK'S POLICY REVIEW

Report prepared by: Robert Atkinson, Parks Asset and Planning Manager

Report reviewed by: Garry Page, Parks and Recreation Manager

Report approved by: Nico Claassen, Group Manager – Infrastructure Services

1. **PURPOSE**

The purpose of the report is to bring the committee members up-to-date with the Parks Policy Review.

2. **RECOMMENDATION 2**

2.1 **THAT THE REPORT "PARKS POLICY REVIEW" BE RECEIVED AND CONTENTS NOTED.**

3. **BACKGROUND**

The Parks and Recreation Department of the Council is currently reviewing all of its policies as they relate to reserves.

The following Policies have been completed and adopted by Council:

- Activities on Open Public Places Policy
- Rotorua Parks and Recreation Concessions Policy
- Rotorua Aquatic Centre Policy

The following four policies are currently out for public consultation:

1. Draft Public Lake Structures Policy
2. Draft Public Open Space Design Policy
3. Draft Public Toilet Policy
4. Sports Grounds and Facilities Policy

Submissions for policies one to three listed above close on the 28th September 2012 and for policy number four closing date is the 5th October 2012.

The remaining policies will be developed over the rest of 2012 and the early part of 2013

- Cemeteries and Crematorium due for completion in 2012
- Reserve Environmental Management due for completion in 2012
- Trees and Plants due for completion in 2012 Reserve Structures due for completion in 2013
- Nursery due for completion in 2013
- Reserve Structures due for completion in 2013
- Reserves Administration Policy due for completion in 2013

4. **ATTACHMENTS**

- Attachment 1: Draft Public Lake Structures Policy
- Attachment 2: Draft Public Open Space Design Policy
- Attachment 3: Draft Public Toilet Policy
- Attachment 4: Sports Grounds and Facilities Policy
- Attachment 5: Submission Form

Attachment 1

18.11 – Public Lake Structures Policy

Date adopted: December 2012

Date for review: November 2015

Officer responsible: Manager, Parks and Recreation

Purpose:

The overall aim of this policy is to provide a framework for the design, development, and utilisation of public lake structures to ensure the continued access for all members of the public to the accessible lakes within the Rotorua District.

Scope of Policy:

The policy formulates concise guidelines to be applied with the placement, development and operation of public lake structures within the Rotorua District.

Glossary:

Access – This is the access that runs from a public road to the carpark associated with the boat ramp.

Administering body- Rotorua District Council, appointed under the Reserves Act to control and manage a reserve.

Authorised Officer – Any person appointed or authorised in writing by the Chief Executive or by Council to act on its behalf and with its authority and includes a member of the police. Regional Council Lakes wardens have a educational /advisory/ and information distribution and monitoring responsibility and delegated Rotorua District Council officers and the NZ police have enforcement responsibilities.

Boat Ramp Capability / Surface Tier – This indicates the type of surface and launching capability of the boat ramp.

- **Boat Ramp Capability / Surface Tier 1** – these are ramps that are capable of launching all craft using that waterway. These shall be constructed of timber lined with anti slip mesh, or concrete.
- **Boat Ramp Capability / Surface Tier 2** – these are ramps that are capable of launching all medium sized craft up to a maximum length of 5.5 metres using that waterway. These shall be constructed of timber lined with anti slip mesh or packed metal.
- **Boat Ramp Capability / Surface Tier 3** – these are ramps that are capable of launching small, light craft up to a maximum length of 4 metres. These shall be constructed of pumice, metal or natural material.

Boat Ramp Lighting – Navigational lighting to facilitate the launching and retrieval of boats in low light conditions.

Carparks – Areas that have been specifically set aside for the purpose of providing parking for vehicles and trailers of people using the boat ramp.

- **Large Carparks** - provide enough parking for 20 vehicles and their boat trailers
- **Medium Carparks** - provide enough parking for 10 vehicles and their boat trailers
- **Small Carparks** - provide enough parking for 5 vehicles and their boat trailers

Crime Prevention Through Environmental Design (CPTED) – Minimisation of crime and fear of crime through effective planning and design.

Jetty – This means a structure to facilitate the entry and exiting of passengers from boats that are already on the water.

Litter Removal – This means the provision and clearance of 1 standard Council rubbish bin at the ramp.

Neighbouring property – Refers not only to property immediately adjacent to an open public space but also to owners and /or occupiers tenants in an area that might be affected by developments on public open space.

Open public place – Any open space under the control of Council, set apart for public recreation purpose inclusive of recreation reserves, freehold land, drainage reserves, esplanade strips and reserves, court, alley, cycle track and road reserves used for public recreation, excluding exclusive leased land.

Public Lake Structures - In the context of this policy means any lake structure including a boat ramp, jetty, pontoon, slipway and wharf constructed and maintained by or on behalf of the Rotorua District Council for use by the general public.

Toilet Block – A toilet facility of at least one unisex cubicle.

(Please note that conditions and stipulations related to the placement and type of toilet facility is to be read in conjunction with the Rotorua District Council's Public Toilet Policy.)

Water Way – In the context of this policy, means any navigable lake, river or stream within the Rotorua District.

18.11.1 PUBLIC LAKE STRUCTURE CLASSIFICATION

Purpose:

The purpose for classifying public lake structures is to set guidelines over the expected size and components of the public lake structure to be provided.

Policy:

The following chart outlines the three tiers that are to be used for classification purposes and their application to the provision of Ancillary Facilities.

Ancillary Facility	Tier 1	Tier 2	Tier 3
Boat Ramp Lighting	R	D	
Toilet Block	R	D	D
Litter Removal	R	D	
Jetty*	R	R	D
Large Carpark	R		
Medium Carpark		R	
Small Carpark			R
Sealed Access	R	D	

Metal Access		R	D
Natural Access			R
Boat Ramp Capability / Surface Tier 1	R	D	D
Boat Ramp Capability / Surface Tier 2		R	D
Boat Ramp Capability / Surface Tier 3			R

R = Required

D= Desired

*Jetties will not be provided if the predominant activity on that lake makes the provision of a jetty too dangerous for lake users.

For the definitions for each of the Ancillary Facilities refer to the glossary section.

The slipway that is located at Motutara Point falls outside of this classification and that further Council will not construct any more slipways on Council owned land.

Application of Lake Structure Classification

The following chart indicates the intended Tier level of all existing lake structures within the District:

Tier	Reserve	Location	Lake
1	Acacia Road Lakefront Reserve		Lake Okareka
1	Government Gardens	Motutara Point	Lake Rotorua
1	Guy Roe Reserve		Lake Rerewhakaaitu
1	Kariri Bay Reserve	Boatshed Bay 97 Spencer Road	Lake Tarawera
1	Lake Tikitapu Reserve	Ski Club Area	Lake Tikitapu
1	Matahi Spit Reserve	Matahi Road	Lake Rotoma
1	Otaramarae Reserve	Otaramarae road	Lake Rotoiti
2	Gisborne Point Reserve	Wharetoroa Drive	Lake Rotoiti
2	Hamurana Reserve	Fryer Road	Lake Rotorua
2	Hamurana Reserve	Hamurana Springs	Lake Rotorua
2	Hannahs Bay Reserve	Hannah's Bay	Lake Rotorua
2	Hinehopu Reserve	Tamatea Street	Lake Rotoiti
2	Kennedy Bay Esplanade Reserve	Pongakawa Valley Road	Lake Rotoehu
2	Merge Lodge Reserve	170 SHway 30	Lake Rotoma
2	Lake Ohakuri Reserve	Ohakuri Road	Lake Ohakuri
2	Lake Okaro Reserve	Okaro Road	Lake Okaro
2	Tarawera Landing Reserve	1380 Tarawera Road	Lake Tarawera
2	Lakefront Reserve	Lakefront Reserve Mataiawhea Street	Lake Rotorua
2	Otautu Bay Reserve	8 Tumai Road	Lake Rotoehu
2	Reeme Street Reserve	Reeme Street	Lake Rotorua
2	Rotoiti Delta Grounds	SHway 33 Okere	Lake Rotoiti
2	Stoney Point Reserve	151 Spencer Road	Lake Tarawera
2	Tutukau Road Reserve	Tutukau Road	Waikato River
2	Vaile Road Reserve	Vaile Road	Waikato River
2		Lake Okataina Road	Lake Okataina

3	Lakefront Reserve	Lakefront Reserve Old Taupo Road	Lake Rotorua
3	Wharetoroa Drive Reserve	Wharetoroa Drive	Lake Rotoiti
3	Whirinaki Valley Road Reserve	Whirinaki Valley Road	Lake Ohakuri
3		Beaumont Road	Lake Rotorua
3	Otumutu Lagoon	Bay View Road	Lake Tarawera
Slipway	Government Gardens	Motutara Point	Lake Rotorua

Maintenance and Construction considerations

The following criteria shall be taken into consideration in the construction and maintenance of Public Lake Structures

- a) All double boat ramps shall be provided with two jetties; one on either side of the boat ramp where practicable
- b) All tier of boat ramps shall have the following:
 - 1) Markers located at the corner edges of the boat ramp nearest land to identify the front of the ramp as well as the width of the ramp.
 - 2) Ramp gradients shall be between 1 in 8 and 1 in 12
 - 3) Width shall be 4 metres for a single ramp and then multiples thereof e.g. triple ramps shall be 12 metres in width.
- c) Where lakeweed, silt accumulations or other debris affects the safe operational capability of boat ramps or jetties located at all boat launching facilities, the following response times to return the boat ramp or jetty to operational capability shall apply:
 - 1) Tier 1: Cleared / repaired within 24 hours of complaint to Council
 - 2) Tier 2: Cleared / repaired within 48 hours of complaint to Council
 - 3) Tier 3: Cleared / repaired within 1 week of complaint to Council
- d) All Council owned and maintained boat ramps and jetties shall be kept in a safe and hygienic condition.
- e) All jetties shall have the following:
 - 1) reflective identification numbering attached to the end of each jetty.
 - 2) bollards or tying hooks to permit boats to tie onto jetties.
 - 3) cushioning for the protection of water craft that tie up to jetties.
- f) All boat launching facilities shall be provided with signage that provides lake user, regulatory, safety and other information as required.
- g) All boat ramps and jetties shall be inspected at least 3 times a year to ensure that they are in safe, sound repair and fit for purpose.
- h) All boat ramps and jetties operational capabilities will meet the specified requirements as per the classification system under normal water and weather conditions.
- i) Nothing in this policy negates the need to obtain the necessary consent such as Resource Consents, Building Consents and Leases or any other legislative requirements.
- j) The slipway at Motutara Point shall be maintained in a safe and usable condition at all times.

New Lake Structure Development Criteria

The following criteria will be used in the establishment of new Public Lake Structure facilities where:

- 1) Demand on existing infrastructure exceeds the capacity of those assets to cope
- 2) There is public demand and a demonstrated need to provide a new lake structure
- 3) There is a minimum distance of one kilometre between public lake structures
- 4) There is enough area to support the proposed development
- 5) Where rationalisation of existing facilities makes it desirable to do so

Private Lake Structures on Council Reserves

(Please note that conditions and stipulations related to “Private Lake Structures on Council Reserves” is to be read in conjunction with the Rotorua District Council’s Parks and Recreation Concession Policy.)

The following overarching criteria will be used when assessing an application to obtain landowner permission to construct a private lake structure such as Jetties, Boat Ramps and Boat Sheds on Council managed reserve land.

- a) Any new application for private boat ramps, boat launching rails, boat sheds or other private structures constructed on Council reserve for the purpose of launching boats be declined except where approved by the Group Manager – Infrastructure Services.
- b) That consent as an affected party to any resource consent application will be considered (and may be declined) on the basis of the anticipated effects of the structure on the reserve in terms of the ‘considerations’ stated below.
- c) Council may request that conditions be placed on the resource consent to mitigate any adverse effects that the structure and use of the structure may have on the reserve during both the construction and use of the lake structure.
- d) That where resource consent is granted to a private structure on / attached to Council reserve that a “Right to Occupy” is issued to the consent holder or holders of the resource consent.
- e) Use of public lake structure facilities will be encouraged and favoured in the first instance. If not appropriate sharing of existing private structures will be expected. Any new structure will only be considered if there is a minimum of 200 metres between existing and the proposed private lake structure.
- f) Whether it is consistent with the objectives, policies, assessment criteria and anticipated environmental outcomes contained in the District **Plan’ The anticipated** environmental result for Lakes A part of the District is the ‘Reduction in number of private jetties and moorings unless required for access for landlocked sites.”

Considerations for the assessment of landowner consent or affected parties consent for applications for lake structures from Council Reserve

Conservation Values

- 1) Will construction and use of the jetty require removal of vegetation from the reserve or lake?
- 2) Is the vegetation significant?
- 3) Would the removal be detrimental to the conservation values, natural character and appearance of the reserve?
- 4) Would the proposed removal of vegetation affect wildlife habitat?
- 5) Will any modifications of wetlands or additional structures be required to allow access / construction of the jetty?
- 6) What effects will access to the proposed jetty have on water movement or wetland vegetation within the reserve?

Access to, along and across the reserve

- 1) Will the jetty enhance public access to and from the reserve in a location that is not already serviced with public or private jetties?
- 2) Will the location of the jetty interfere with an established or proposed walkway?
- 3) Is the jetty to be placed across a beach in a way that restricts or interferes with access along the reserve?
- 4) And if so, can this be altered by changing the design or location of the jetty?

Public Recreational Use of the reserve

- 1) Is the location, design or continued use of the jetty likely to prevent or interfere with other recreational users of the reserve? And if so to what extent?

- 2) Is the continued use of the jetty likely to prevent or interfere with other recreational use of the reserve? And if so to what extent?
- 3) Can this be altered by changing the design or location of the jetty, or by works on the reserve to mitigate the effects of the jetty and its use on the public perception and use of the reserve?
- 4) Will the design, location, ownership and management of the jetty provide for its shared use and mitigation of cumulative effects on the reserve?
- 5) Identify the applicant's property located in close proximity to the reserve and the proposed jetty?
- 6) How visible will the jetty be from the reserve?

Renewal of the "Right to Occupy"

Within the Lakes A section of the District Plan is an environmental result that reads, "Reduction in the number of private jetties and moorings unless required for access for landlocked sites", this quite clearly indicates Council's desire to reduce the total number of private lake structures.

This policy seeks to support that outcome by requiring at the end of the granted period for a "Right to Occupy", which is ten (10) years, that prior to the issuing of a new "Right to Occupy" that an assessment is completed on the practicalities of reducing the total number of private lake structures in the general area. This should be achieved through the encouragement of private lake structure owners to consider shared use of the facilities.

18.11.2 FEES AND CHARGES

18.11.2.1 PUBLIC USE OF PUBLIC LAKE STRUCTURES

It is Council's intention to not charge for the use of any Public Lake Structure by members of the public within the Rotorua District. This includes not charging for any of the associated infrastructure e.g. carparking.

18.11.2.2 COMMERCIAL/PRIVATE USE OF PUBLIC LAKE STRUCTURES

Council may pursue commercial opportunities at one or more Public Lake Structures in order to secure revenue that will be used to maintain, upgrade and replace that or other Public Lake Structures. It is noted that landowner consent and resource consents are likely to be needed before pursuing these opportunities.

Council will charge for right to occupy for private lake structures that are on or abut Council owned land. This charge will be set in accordance with Rotorua District Council's Parks Fees & Charges Policy.

(Please note that conditions and stipulations related to "Commercial/Private use of public lake structures" is to be read in conjunction with the Rotorua District Council's Parks and Recreation Concession Policy.)

RELEVANT/RELATED LEGISLATION/ BYLAWS AND POLICIES

Legislation/ bylaws and policies relevant to public lake structure policy listed in alphabetical order:

Affiliate Te Arawa Iwi and Hapu Settlement Act 2008

The act addresses historical grievances and makes available recompense for such. In terms of this policy the only part of the act that applies is the section on the 'Specially Classified Reserves'

Building Act 2004

The Act is aimed at providing guidelines for safe establishment of structures by setting performance standards.

Conservation Act 1987

Part IIIB of the Conservation Act applies to reserve land that is still owned by the Crown. This applies to reserves where Council has been appointed to control and manage the reserve and the reserve has not been vested in Council.

Long Term Plan

The purpose of the Long Term Plan is to provide a 10 year framework for all of Councils activities and operations.

Ngati Tuwharetoa, Raukawa, and Te Arawa River Iwi Waikato River Act 2010+

The purpose of this Act is to restore and protect the health and wellbeing of the Waikato River for present and future generations. It requires amongst other things, Council to enter into a joint management agreement and requires specified types of resource consents to be forwarded to the Trust. The types relevant to lake structures are regional council resource consents to alter, demolish, erect, extend, place, reconstruct, remove, or use a structure or part of structure in, on, under, or over the bed or banks of the Waikato River: and all applications to the district council for resource consent for the use of or activities on the surface of the water in the Waikato River.

Open Space Strategy

Council has produced an open space strategy for the district to guide future decision-making on matters such as reserve acquisition and disposal, and the values, purposes and compatible use of open space.

Regional plan

Resource consent is required under the regional plan for placing lake structures in, on, under or over the beds of lakes, rivers or stream.

Reserves Management Plans

Rotorua District Council has operative reserve management plans (prepared under S41 Reserves Act) for most of its recreation reserves in the urban and rural areas. These management plans are under constant review to ensure that information and policies are kept current.

The main significance of management plans with respect to the design of reserves is that Council only has the authority to utilise reserve land as provided for in an operative management plan. This is because management plans are deemed to be the main method of consultation with the public with respect to the use and development of reserves. If there is no management plan, or the proposed use /design does not conform to the operative plan, then Council has to consult with affected parties in terms of consultation requirements as set out in Clause 82 of the Local Government Act 2002.

Reserves Act 1977

The Reserves Act classifies and specifies the purpose of a reserve. The design of a reserve is to be in line with the classification. Public rights to accessibility to reserves is stipulated under Clause 17(2) (a).

Resource Management Act 1991

The RMA's purpose is to promote the sustainable management of natural and physical resources. It allows controls through the District Plan for land use and surface of water activities. It also controls any placement of structures in, on, under or over the beds of lakes, rivers or streams through requiring rules in regional plans.

Rotorua District Council General Bylaw 2011

The purpose of the Bylaw is to make provisions which are of a general specified nature and common to, and form part of, all other Bylaws which are either in force in the Rotorua District as at the commencement date of this Bylaw or come into force after that date.

Rotorua District Plan

Council's District Plan is the key method of implementation of the Resource Management Act. The District Plan controls land use and subdivision. Land use includes activities that occur on the surface of water bodies. The District Plan contains objectives, policies, rules, assessment criteria and anticipated environmental outcomes. Resource consent is required for all lake structures. It should be noted that the Rotorua District Council transferred its functions, duties and powers with respect to lake structures to Bay of Plenty Regional Council in September 2007 for those lakes that fall under the Bay of Plenty Regional Council.

Te Arawa Lakes Settlement Act 2006

The purpose of this act is to hand back ownership to 13 lake beds (as defined by the Act) within the Rotorua District to Te Arawa. Te Arawa are therefore owners of thirteen (13) lakebeds within the District. The Crown (through LINZ) retain ownership of the water column and airspace above the lakebeds.

Attachment 2

18.13 – POLICY: Public Open Space Design

Date adopted: October 2012

Date for review: September 2015

Officer responsible: Manager, Parks and Recreation

Purpose:

The overall aim of this policy is to provide a framework for the design, development, and utilisation of public open space.

Scope of Policy:

The policy formulates concise guidelines to be applied when designing public open spaces for optimal use and enjoyment by the wider community.

Glossary:

Administering body- Rotorua District Council, appointed under the Reserves Act to control and manage a reserve.

Authorised Officer – Any person appointed or authorised in writing by the Chief Executive or by Council to act on its behalf and with its authority and includes a member of the police. Regional Council Lakes wardens have a educational /advisory/ and information distribution and monitoring responsibility and delegated Rotorua District Council officers and the NZ police have enforcement responsibilities.

Crime Prevention Through Environmental Design (CPTED) – Minimisation of crime and fear of crime through effective planning and design.

Historic heritage – Means those natural and physical resources that contribute to an understanding and appreciation of New Zealand history and cultures.

Neighbouring property – Refers to not only immediate neighbours to open space but also owners/tenants in an area that might be affected by developments on public open space.

Open public place – Any open space under the control of Council, set apart for public recreation purpose inclusive of recreation reserves, freehold land, drainage reserves, esplanade strips and reserves, court, alley, cycle track and road reserves used for public recreation, excluding exclusive leased land.

Shade -Shade may be either natural or constructed. Natural shade is provided by vegetation, particularly large canopy trees. Constructed shade may be in the form of a shelter constructed from permeable or semi-permeable materials. A combination of natural and constructed shade is given priority by this policy.

Wahi tapu - A place sacred to Maori in the traditional, spiritual, religious, ritual or mythological sense.

18.13.1 GENERAL REQUIREMENTS FOR HOLISTIC DESIGN OF PUBLIC OPEN SPACES

Purpose:

The purpose of the policy is to establish an awareness and recognition of the benefits that public open space and reserves provide to the community and environment. This policy sets out matters to be considered for altering/designing public open spaces.

Policy:

Environmental benefits shall be incorporated into the design of public open spaces where appropriate. (Potential environmental benefits include ecological, functional, and aesthetic opportunities)

Design of public open space development is to be done involving appropriate information.

All designs should consider protecting, maintaining and restoring existing natural ecosystems, vegetation and landscape features, responding to the surrounding landscape character, context, cultural, and heritage elements and contributing to ecological and habitat biodiversity.

No action will be permitted on a reserve which directly or indirectly affects significant natural vegetation or sites of significance to Maori, geothermal features, wildlife habitat and site of historical interest unless all regulatory requirements are met.

Public open space design shall be undertaken collaboratively with the appropriate consultation and an awareness of the subject community's current and potential future needs and trends over time.

18.13.2 PUBLIC SECURITY AND SAFETY

Purpose:

The purpose of this policy is two-fold:

- To design public open space in a way that reduces the opportunity for crime to occur and
- To design public open space in a way that enhances safety and more specifically perceptions of personal safety.

Policy:

The design, development and management of reserves will take into account public safety issues and promote the appropriate use and protection of the reserve as defined under reserve classification within the District Plan.

The security of the reserve and any council owned facilities on public open space are the responsibility of Council and individuals committing offences against reserve property may be prosecuted in accordance with the Reserves Act 1977.

The security of private property or any member of the public visiting or using a reserve remains primarily the responsibility of the visitor /user. Council will retain the right to limit access to any reserve (or part thereof), or advise the public, through appropriate signage, where any security/safety issue within a particular reserve is of concern e.g. theft from motor vehicles, thermal hot pools. Council will cooperate with the Police and other agencies to enhance the security of public open space for all users.

Design of public open spaces and activities within open spaces shall not create a safety or security hazard.

Where there are hazards to public safety on reserves such as unsafe structures, open drains, geothermal features, dangerous trees etc a holistic approach to safety provision will receive priority in the design. Structures shall be designed and constructed to not cause injury under normal use.

The principles of 'Crime Prevention Through Environmental Design' (CPTED) shall be incorporated into all new developments and redevelopment of existing areas or structures located on the reserve to ensure that public spaces are as secure and safe as possible.

All legal access ways that are currently developed and all existing walkways will be maintained to a safe standard with regular vegetation clearance and surface repair.

18.13.3 COMMUNITY CONSULTATION DESIGNING PUBLIC OPEN SPACE

Purpose:

The policy is aimed at establishing collaborative and consultative processes during the design phase developing public open space.

Policy:

Consultation with neighbouring property owners/tenants will be undertaken prior to any proposed reserve development where the effects of that development on adjacent properties may be undesirable.

Council is committed to ongoing collaboration with the community through various forums to varying degrees to ensure open space design benefits the community. Every attempt will be made to mitigate undesirable effects of development on neighbouring properties. However, the final decision is Council's and the cost to individuals must be weighed against the benefits to the community.

Where appropriate, Council is committed to ongoing consultation with the original indigenous land owners or their representatives. This is determined in a lot of cases by Protocol agreements which require consultation and regular meetings through out the year.

With the passing of the Affilliate Te Arawa Iwi and Hapu Claims Settlement Act 2008 there are also three reserves that have been classified under that act as "Specially Classified Reserves". This is covered under Part 2 – Cultural Redress, subpart 4 –Specially Classified Reserves. The three reserves are Hannah's Bay, Boyes Beach and Reeme Street Reserve. This classification set up specific criteria that need to be consulted on in relation to these reserves.

18.13.4 LANDSCAPE AND AMENITY PLANTING

Purpose:

The policy is aimed at providing generic planting guidelines for public open spaces.

(Please note that conditions and stipulations related to 'Landscape and amenity planting is to be read in conjunction with the Rotorua District Council's Tree Policy and the engineering code of practice)

Policy:

Open public space planting is done considering the following guidelines:

- a) Planting will be undertaken on public open space in accordance with the significance and category of the reserve.
- b) High maintenance flower and rose beds shall be restricted to the Central Business District (CBD) inclusive of high profile reserves for example Government Gardens; Kuirau Park, Lakefront Reserve, Murray Linton Rose Gardens and Council owned cemeteries.
- c) Typically, open space planting shall be specimen trees and mown grass.
- d) Shrub beds and indigenous revegetation will have the highest priority for establishment in the following areas:
 - on nationally significant reserves for beautification purposes.
 - on stream and lakeside reserves and regionally and locally significant reserves for beautification and solution to maintenance problems e.g. planting of steep banks instead of mowing.
 - on any reserve where establishment and maintenance to an approved standard is a community project.
 - Revegetation planting to promote biodiversity, improvement in water quality and to promote the reestablishment of native vegetation.
- e) Establishment of new gardens and selection of species will be at the discretion of Council.
- f) The eradication of weeds and pest plants on open public space is to be done on a continuous basis.
- g) No poisonous plants shall be included where landscaping occurs adjacent to play equipment.
- h) Maintenance of existing gardens will be undertaken in accordance with their significance and category. Gardens in nationally significant reserves will be maintained to the highest standard with the exception of indigenous revegetation plots which will have a lower standard of maintenance.
- i) Where practicable genetically appropriate indigenous species should be selected for planting, particularly at public open space that include, are close to, or act as corridors between natural heritage areas for the purpose of ecological improvement.
- j) Council will minimise the adverse effects of trees on adjacent properties primarily through design.
- k) Council trees which result in shading or loss of views will only be removed in circumstances where it can be demonstrated that planting occurred after the current property owner purchased the property or where specific view shafts were part of an original landscape plan prior to the planting and all reasonable efforts to mitigate the effects of the tree have been unsuccessful.
- l) Opportunities for carbon sequestration are to be exploited in public open space design and planting.

18.13.5 SHADE CREATION

Purpose:

The purpose of this policy is to provide for shade in public open spaces.

Policy:

Provision for natural or constructed shade is to be made during the design process of open public space:

Natural Shade

The use of natural shade in public open space is regarded as the most effective and aesthetically appealing ways of providing shade. A high priority should be placed on the strategic use of trees and planting to provide shaded areas. Seats, tables and play equipment should be located within shade zones wherever possible.

Indigenous and exotic tree species associated with the District's natural and cultural heritage, suited to the local climate and soil conditions can be planted for shade purposes.

Constructed Shade

The use of constructed shade in public open space shall be used in situations where is not desirable to use natural shade. This could be for a number of reasons including, safety risk, health, inappropriate situations and convenience.

Built shade systems can include:

- permanent systems
- demountable systems
- adjustable systems
- stand alone systems
- attached systems

To maximise the shade coverage, materials should be selected that provide the maximum UVR protection factor ratings.

Consideration should be given, in the case of designing for natural and constructed shade, to the movement of the sun throughout the day.

18.13.6 PUBLIC ACCESSABILITY TO PUBLIC OPEN SPACE

Purpose:

To secure optimal accessibility for all to public open space.

Policy:

Public accessibility to reserve land is to be encouraged by:

- a) Presenting these spaces in a positive manner, limiting for example regulatory messages restricting activities within the reserve and emphasising positive or enabling messages.
- b) Providing equal opportunities for all to access subject to the physical limitations of the site. Council will endeavour to cater for mobility impaired persons in its design of reserve access and facilities.
- c) Suitable development of entrances to open space and access throughout reserves considering surface type, width, location, drainage etc. in the design to promote the purpose and level of use of the facility.

- d) Perceptions of safety will be mitigated in accordance to stipulations mentioned under the heading 'Public Security and Safety.'

Reserve design will provide for all weather access for maintenance and emergency service access.

18.13.7 ART IN PUBLIC PLACES

Purpose:

The policy is aimed at the provision of a built environment enhanced by works of art, which reflect the culture, diversity, history and spirit of Rotorua through the development of infrastructure, resources and processes which support the creation, interpretation and maintenance of art in public places.

(Please note that conditions and stipulations related to 'Art in Public Places Policy' applies)

18.13.8 PROTECTION OF HERITAGE SITES

Purpose:

This policy is aimed at protecting natural and physical resources that contribute to an understanding and appreciation of New Zealand's history and cultures.

(Please note that conditions and stipulations related to 'Protection of heritage sites' is to be read in conjunction with the Historic Places Act 1993; the Resource Management Act 1991 and the Affiliate Te Arawa Iwi and Hapu Claims Settlement Act 2008 . This Policy should further be read in conjunction with the Rotorua District Plan. Authorisations or consents to undertake an activity may be required under other legislation, the Rotorua District Plan and Bylaws)

Policy:

Natural and physical resources on any public open space inclusive of sites of significance to Maori, including wahi tapu surroundings associated with the natural and physical resources that might contribute to an understanding and appreciation of New Zealand history and cultures. These areas will need to be protected during the design, development and maintenance operations and as such landscape plans need to consider all three aspects.

Natural and physical resources that need to be protected can derive from any of the following quantities:

- **Archaeological:** This means any site that may be able through investigation by archaeological methods to provide evidence relating to the history of New Zealand.
- **Architectural:** This means any constructed item that can be considered unique or was constructed prior to 1950.
- **Cultural:** This means any area or item that holds cultural significance to any sector of the community.
- **Historical:** This means any area, item or event that has had an impact on local, regional or national history and is or will be of interest to future generations.
- **Ecological:** This means any area that contains flora or fauna that maybe unique, endangered or of national significance to New Zealand.

RELEVANT/RELATED LEGISLATION/ BYLAWS AND POLICIES

Legislation/bylaws and policies relevant to public open space design listed in alphabetical order:

Affiliate Te Arawa Iwi and Hapu Settlement Act 2008

The act addresses historical grievances and makes available recompense for such. In terms of this policy the only part of the act that applies is the section on the 'Specially Classified Reserves)

Art in Public Places

The purpose of the 'Art in public places policy' is to enhance built and natural environment by works of art, which reflect the culture, diversity, history and spirit of Rotorua through the development of infrastructure, resources and processes which support the creation, interpretation and maintenance of art in public places.

Building Act 2004

The Act is aimed at providing guidelines for safe establishment of structures by setting performance standards.

Conservation Act 1987

Part IIIB of the Conservation Act applies to reserve land that is still owned by the Crown. This applies to reserves where Council has been appointed to control and manage the reserve and the reserve has not been vested in Council. A number of reserves are affected in this way, including Kuirau Park, Pukeroa Reserve (corner of Ranolf and Arawa Streets), and parts of the Lakefront Reserve (Village Green), Town Belt Reserve (Pererika Street and Sheaf Park), Lytton Street Reserve and part of Centennial Park.

District Plan

Council's District Plan is the key method of implementation of the Resource Management Act. The District Plan concentrates on the effects of development, and the avoidance, remedying and mitigation of those effects. The potential effects of the design of reserves with respect to the requirement for resource consents and compatibility with other activities on the land is to be considered.

Fencing Act 1978

Open space fencing requirements are set out in the Act and are to be considered in the design phase.

Historic Places Act 1993

The purpose of the Act is to promote the identification, protection, preservation and conservation of the historical and cultural heritage of New Zealand. The relevance of this to design of open public spaces is to consider and safeguard historical and cultural heritage for current and future generations.

Long Term Plan

The purpose of the Long Term Plan is to provide a 10 year framework for all of Councils activities and operations.

Reserves Management Plans

Rotorua District Council has operative reserve management plans (prepared under S41 Reserves Act) for most of its recreation reserves in the urban and rural areas. These management plans are under constant review to ensure that information and policies are kept current.

The main significance of management plans with respect to the design of reserves is that Council only has the authority to utilise reserve land as provided for in an operative management plan. This is because management plans are deemed to be the main method of consultation with the public with respect to the use and development of reserves. If there is no management plan, or the proposed use /design does not conform to the operative plan, then Council has to consult with affected parties in terms of consultation requirements as set out in Clause 82 of the Local Government Act 2002.

Resource Management Act

Under this act are also requirements to promote environmental benefits. Part 2 – Purpose and Principle and Part 3- Duties and Restrictions are the two areas that promote the ecological, functional and aesthetic opportunities that developments will generate.

New Zealand Standards 4404:2010 (Land development and Subdivision Infrastructure)

The standard provides local authorities with standards for design and construction of land development. Section 7 of the document sets out all requirements for the design and construction of landscape and land development.

Open Space Strategy

Council has produced an open space strategy for the district to guide future decision-making on matters such as reserve acquisition and disposal, and the values, purposes and compatible use of open space.

Recreation Strategy

The Rotorua District Recreation Strategy was adopted in February 2002. It contains a series of strategies aimed at achieving a vision of “active people, healthy communities” through increased participation in recreation. The strategy is constructed around goals in seven areas:

- Participation
- Promotion
- Provision of facilities
- Programmes
- Partnerships
- Planning, and
- Priorities

The most relevant strategies to this design of reserves policy are in the area of provision of facilities, partnerships and priorities. The concessions policy is consistent with these strategies to ensure optimal use of resources, prevent duplication of under-utilised facilities and encourage partnerships in both provision and use of facilities.

Reserves Act 1977

The Reserves Act classifies and specifies the purpose of a reserve. The design of a reserve is to be in line with the classification. Public rights to accessibility to reserves is stipulated under Clause 17(2)(a).

Rotorua District Council General Bylaw 2011

The purpose of the Bylaw is to make provisions which are of a general specified nature and common to, and form part of, all other Bylaws which are either in force in the Rotorua District as at the commencement date of this Bylaw or come into force after that date.

Attachment 3

No.18.12 PUBLIC TOILET POLICY

Date adopted: October 2012

Date for review: September 2015

Officer responsible: Manager, Parks & Recreation

Policy purpose:

Aim

Public toilets should be safe, hygienic, accessible, well-maintained and strategically located to meet the needs of residents and visitors.

Objectives

The objectives of this policy are to:

1. Provide a framework for the ongoing management and upgrade of public toilets throughout the District.
2. Provide guidelines for the siting, design, type of facility and levels of service of public toilets through out the District.

Policy:

Scope

This policy applies to all public toilets located within the Rotorua District that are owned and operated by Council either through the Parks and Recreation Department or City Services Operations. It includes facilities located at cemeteries, parks, sports facilities, commercial centres and the Redwoods. It excludes toilets in permanently staffed Council buildings.

Guidelines

New Zealand Standard 4241: Public Toilets shall be the minimum standard for provision of all public toilets. For current and future public toilet facility provision within the Rotorua District, Council will adhere to the following standards and guidelines:

1.0 Location and Siting

1.1 Rotorua District Council will provide access to public toilets in the following locations:

- a) Areas of high pedestrian traffic or areas of public assembly
- b) Within the central business district and major retail areas.
- c) Within existing civic facilities (e.g. Council Building, Library, Museum, Aquatic Centre, etc)
- d) Areas used for outdoor recreational purposes (e.g. camp sites, beaches, lakes, reserves, etc)

2.0 Accessibility

- 2.1 Public Toilets shall be easily visible and accessible with consideration for specific provisions for the elderly, disabled and young children.
- 2.2 Operation hours of public toilets will correspond to public demand and user expectations.
- 2.3 Standard hours of accessibility (6:00am to 10:00 pm), as specified within NZS 4241 – Public Toilets, shall be applicable wherever possible. In public parks and retail spaces, public toilets will be open during daylight hours and occasionally evenings (as dictated by events, sports tournaments, etc)
- 2.4 Opening periods for public toilets may vary during the course of the year to match user numbers and to provide Council to more efficiently manage the toilets facilities.

3.0 Cleanliness

- 3.1 All public toilets shall be clean, hygienic, well-maintained and pleasant.
- 3.2 Increased cleaning frequencies may need to be implemented to maintain the expected level of cleanliness within the toilet facility during the course of events occurring at the same location.
- 3.3 Toilet cleaning regimes may be altered during the year to allow for more efficient use of available resources.

4.0 Safety

- 4.1 Public toilets shall be situated in high activity areas with greater foot traffic to reduce the likelihood of undetected and unwanted behaviour.
- 4.2 Entrances to toilets will be accessible and visible, facing public areas with minimal vegetation to avoid obstructed lines of sight
- 4.3 Additional safety precautions such as no-slip floors, graffiti resistant coatings on walls and fixtures, and vandal proof equipment shall be used.
- 4.4 Where possible, new toilets shall be constructed using Crime Prevention through Environmental Design (CPTED) principles.

5.0 Lighting

- 5.1 The interior of public toilets shall be adequately lit. Natural light shall be preferred, wherever possible. Illumination through skylights, high windows and other relevant features (including solar lighting) shall be incorporated into the design as appropriate.
- 5.2 All 24 hour toilets shall have adequate interior and exterior lighting, in accordance with NZS 1158: Lighting for Roads and Public Spaces, Category C.

6.0 Signage

- 6.1 International symbols for male, female unisex and disabled shall be used on signage in compliance with NZS 8603: Design and Application of Outdoor Recreational Symbols.
- 6.2 Location of toilets shall be signposted in convenient places along major traffic or pedestrian routes and where toilets are not immediately visible, distance to these shall be indicated. Opening hours shall be clearly visible and posted outside toilets, along with Council's contact details to report damage, repairs or other issues.
- 6.3 Details of toilet locations shall be incorporated into Council publications such as websites, maps, guides, leaflets and GPS based tourism application for personal communication devices, in order to improve knowledge or public toilet availability and enhance the perception of Rotorua city as a visitor friendly location.

7.0 Design

- 7.1 High quality design that is aesthetically consistent with the surrounding environment is recommended.
- 7.2 Special consideration shall be given to conservation and sustainability principles to minimise environmental impact (e.g. use of natural light, passive ventilation, water-saving devices, etc)

8.0 Toilet Classification

The following classifications shall be adopted to guide in the design and maintenance decisions associated with all Public Toilets within the Rotorua District.

Tier	Type of Facility	Design Expectations	Fitout Expectation	Levels of Service Expectation
1	Toilets at highly frequented premier tourist destinations and in Rotorua CBD	The design should enhance the destination. The use experience is exceptional. Design & context may integrate or contrast with context to appropriately improve the attraction. Should be designed conceptually by a creative professional through a competition. The design needs to be accessible & have a focus on aesthetic treatment.	High quality fittings, interior and exterior lighting, international signage, maintenance checks daily.	These units shall be inspected and cleaned continually throughout the day. Sanitising procedures should be carried out on a weekly basis, or more frequently according to high use.
2	Toilets at highly frequented destinations	Design should be suitable for context with some investment in appearance. Accessible and pleasant use experience. The building form & colour need to integrate with the environment. This could be either a unique design or standard design.	Quality fittings, interior and exterior lighting, international level signage, maintenance checks every one to two days.	These units shall be inspected and cleaned at least twice a day. Sanitising procedures should be carried out on a weekly basis, or more frequently according to high use.
3	Toilets at sportsfields/facilities in Rotorua suburbs	The design should be a standard design that is sympathetic to the urban or residential context. A degree of aesthetic treatment but not a significant cost. The building form & colour need to integrate with subject site and context.	Quality fittings, interior lighting, possible exterior lighting, signage, maintenance checks every week/two weeks.	These units shall be inspected and cleaned at least two-three times a week. Sanitising procedures should be carried out on a bi-weekly basis, or more frequently according to high use.
4	Toilets at rural reserves or less frequented areas	Standardised utilitarian structures. Building form and colour integrate the structure with the subject context.	Basic fittings, interior lighting (only passive natural lighting acceptable). Maintenance checks monthly.	These units shall be inspected and cleaned once every two weeks. Sanitising procedures should be carried out on a monthly basis. Or more frequently according to high use.
5	Toilets on back-country tramping tracks or other areas with very infrequent usage.	Standardised utilitarian structures painted to integrate the structure within the context of the site. The unit needs only be as accessible to the extent allowed by the access to the facility.	No quality expectation, no maintenance unless specifically requested.	The frequency of inspection, cleaning, and sanitising for these units shall be determined by assessing the characteristics of the individual toilets, location and number of users, in accordance with NZS 4241- Public Toilets.

9.0 Maintenance and Cleaning

- 8.1 Public toilets will be well-maintained and regularly serviced. Servicing frequency will vary depending on the tier level, level of use and user expectations. The servicing frequency may be seasonally adjusted to maximise efficiencies based on user numbers. Cleaning and servicing schedules shall be in accordance with the levels prescribed in NZS 4241 – Public Toilets.
- 8.2 Levels of Service statements for Tiers 1, 2 & 3 toilets shall be posted and visible at each toilet block. Regular monitoring and inspections will be carried out to guarantee adequate levels of sanitation and to assist with determining priorities for upgrades and renewals.
- 8.3 Necessary maintenance shall be carried out immediately and graffiti will be removed within 24 hours of notification. Frequency of reactive and programmed repairs and maintenance will endure minimum disruption to the facilities and services available to users.
- 8.4 Council will conduct and/or participate in annual surveys to determine user satisfaction and related issues.

10.0 Establishment Criteria

10.1 Establishment of new public toilet facilities within the Rotorua District will be assessed on the basis of the following criteria:

- a) Current and future demand
- b) Visitor growth
- c) Population growth
- d) Deficiencies (perceived and actual) in current provision
- e) Development of new facilities or destinations (e.g. reserves, recreation)

10.2 Where the need for new public toilet facilities has been approved, Council will consider the following possibilities for establishment:

- a) Private development and/ or sponsorship
- b) Joint venture/partnership with private sector
- c) Fully owned and operated by Council

11.0 Disestablishment Criteria

11.1 Existing public toilets facilities within the Rotorua District that have been assessed as unsuitable for use due to condition of structure, location or other factors, shall be subject to on of the following courses of action:

- a) Renovate: subject to condition assessment and cost
- b) Replace: subject to condition assessment and cost
- c) Relocate: subject to condition assessment and changes in demand/use
- d) Remove: subject to condition assessment and changes in demand/use

11.2 Consideration should be given to each toilet as to the merits of each of the above courses of action based on the following criteria:

- a) Current location of facility
- b) Levels of use
- c) Location
- d) Cost

11.3 Where the need for provision of an existing public toilet cannot be justified subsequent to consultation with the community, the facility shall be disestablished.

11.4 Decommissioned toilets that are subject to repeated acts of vandalism shall be disestablished.

Relevant legislation

Rotorua District Council is governed by the following legislation with regard to the provision of public toilet facilities:

- Building Act (1991&2004)
- Health Act (1956)
- Health and Safety in Employment Act (1992)
- Local Government Act (1974 & 2002)
- Reserve Act (1977)
- Resource Management Act (1991)

Council planning documents relevant to this policy include the Annual Plan, District Plan and Long Term Council Plan.

Attachment 4:

18.12 POLICY: SPORTS GROUNDS AND FACILITIES

Date adopted: December 2012

Date for review: November 2015

Officer responsible: Manager, Parks and Recreation

Policy Purpose:

The overall aim of this policy is ensure a consistent approach is undertaken with regard to the management, development and maintenance of sportsgrounds and associated facilities.

Scope of Policy:

The policy formulates concise guidelines to be applied to the management, development and maintenance of sports grounds within the district.

The International Stadium is considered to be outside of the scope of this policy as it is not a community orientated facility.

Glossary:

Administering body- Rotorua District Council, appointed under the Reserves Act to control and manage a reserve.

Authorised Officer – Any person appointed or authorised in writing by the Chief Executive or by Council to act on its behalf and with its authority and includes a member of the police. Regional Council Lakes wardens have a educational /advisory/ and information distribution and monitoring responsibility and delegated Rotorua District Council officers and the NZ police have enforcement responsibilities.

Artificial Surface – These are all non grass based sporting surfaces and include artificial grass, hard and soft surfaces.

Built Facility – A building that is located on the reserve which maybe either privately owned or owned by the Council. These include amenities buildings, clubrooms, canteens, equipment / storage sheds, toilets and changing rooms.

Casual Hire – The nominated date or limited period of time for a specific event or recreational/sporting activity which is outside of the normal sports fields allocation process.

Charge Field – This is a sports field / area that can be fenced off and a charge levied against entry to view the activity that is occurring within the fenced area.

Commercial activities versus non commercial activities – Commercial activities are distinguished from non commercial activities by the RDC Parks and Recreation Manager after answers to the following questions are obtained:

- Do participants and or the public pay to attend the event?
- Is it a private event?
- Is the event limited to a select group?
- Does the event have a recreation focus?
- Does the event have a charity focus?

Who would be benefitting from the proceeds of the event?
Does the event benefit the local community?
Has funding been provided to implement the event or programme?

Community Groups – Not for profit community based organisations.

Crime Prevention Through Environmental Design (CPTED) – Minimisation of crime and fear of crime through effective planning and design.

Level of Service Agreement – This is an agreement made between Council and sports clubs / associations regarding what each party is required to provide in terms of responsibilities, costs and field requirements.

Neighbouring property – Refers to not only immediate neighbours to open space but also owners/tenants in an area that might be affected by developments on public open space.

Open public place – Any open space under the control of Council, set apart for public recreation purpose inclusive of recreation reserves, freehold land, drainage reserves, esplanade strips and reserves, court, alley, cycle track and road reserves used for public recreation, excluding exclusive leased land.

Seasonal Allocation – An allocation of booking for season. This is usually done at a club level for a period of time over the winter or summer.

Sports Grounds – An area of open space that is provided specifically for the purpose of conducting formal / organised sporting activities. This area may contain 1 or more sports fields.

Toilet Facilities – These facilities are provided for the disposal of human waste.

Turf Wicket – A grassed cricket pitch

Usage Fee – A fee applied for the use of a sports field, generally based on seasonal allocations.

18.12.1 SPORTS FIELD CLASSIFICATION

Purpose:

The purpose for classifying grass based sports field is to set guidelines over the expected quality and components that will be available within each facility.

Policy:

The following chart outlines the three classes that are to be used for classification purposes for each individual sports field within a sports ground.

Ancillary Facility*	Class A	Class B	Class C
Ability to host regional games as a minimum.	R		
Provision of a "Charge Field"	D		
Toilet Facilities	R	R	D
Changing Rooms	R	D	
Flood Lighting	D		
Litter Removal	R	R	R
All weather playing surface	R	D	
Large Carpark	R		
Medium Carpark		R	
Small Carpark			D

R = Required

D= Desired but not necessary

* Not all of these facilities will be provided by Council.

It is Council's objective to identify a Class A field in the urban area for each sporting code. Current identified grounds within the District are:

- Rugby League - Puketawhero Park
- Rugby - Westbrook Reserve
- Soccer - Puarenga Park / Neil Hunt Park
- Athletics - International Stadium No.2 Field.
- Cricket - Smallbone Park
- Hockey - Smallbone Park

Application of Sports Ground Classification

The following chart indicates the intended Class of all existing sports grounds and the individual fields within the District:

Reserve	Class A Fields	Class B Fields	Class C Fields
Arawa Park			6
Glenholme Reserve		1	
Jessie Martin Park		1	
Kaharoa Domain			1
Linton Park East Reserve		2	2
Mamaku Domain Reserve		1	
Marist St Michaels Reserve			1
Medical Officers Reserve		1	
Neil Hunt Park	1	2	2
Ngongotaha Domain Reserve		1	1
Park Road Reserve			1
Puarenga Park	1	6	
Puketawhero Park	1	5	
Ray Boord Park Reserve	1	3	
Rowi Street Reserve			1
Smallbone Park	1		
Tamarahi Reserve		1	
Turner Drive Reserve			1
Waikite Valley Domain Reserve			1
Warwick Drive Reserve			1
Werrina Crescent Reserve			1
Westbrook Reserve	2	2	
Whakarewarewa Reserve		1	
Wrigley Road Reserve			1
Totals	7	27	20

18.12.2 SPORTS GROUND ALLOCATION

Purpose:

The purpose of this policy is to provide some guidance over the process to be used in the allocation of sports fields.

Policy:

Council retains the ultimate right to control which organised sporting or recreational activities take place on sports grounds.

Seasonal Allocation

Seasonal sports ground allocations will be determined each year by Council. All seasonal allocations are made for both training and match play purposes. All dates for such activities must be provided to Council for approval and must be within the timeframes specified by the club within the "Level of Service Agreement" document for that season.

All seasonal allocations will provide that club with exclusive use of those facilities with regard to use of the venue at the times as requested within the "Level of Service Agreement" except as stated within the Commercial Hire section of this policy.

In the case of seasonal allocations for use, acceptance will be based on the understanding that the charges as set by Council are irrespective of weather conditions and implementation of the sports field closure policy.

It may be required from time to time that fields will be taken out of service in order to allow Council to complete renovations to those fields. These will be identified at the time of negotiating the seasonal "Level of Service Agreement" for those clubs/associations affected.

Casual User (Non Commercial Hire)

A Casual Hire Agreement is generally issued to allow for the use of sports fields or sports grounds outside of seasonal allocations. This agreement will entitle the Casual Hirer exclusive use of the venue for the period of the agreement.

All dates for such activities and the completed application form must be provided to Council for approval. Application for use does not indicate Councils acceptance of the booking. Terms and Condition are detailed within the Application Form.

18.12.3 SPORTS GROUND MAINTENANCE STANDARDS

Purpose:

To provide guidelines for the appropriate standard of maintenance that will be applied to sport grounds to provide a playing surface that meets the expectations of the allocated users.

Policy:

All playing surfaces shall be maintained in a condition that will be suitable to meet the needs of the users and that compliments the Sports Ground Classification for that sports field.

- For all allocated sports fields the grass heights shall be maintained as per the Level of Service Agreements with the sports club / associations or users.
- All surrounds where identified shall be maintained at 20-75mm cutting height.
- That sports fields shall be marked and the markings shall be maintained for the entire period of the seasonal allocation for that sports code.

- Council shall supply, install and maintain all goal posts for that sporting code for the entire seasonal allocation.
- That Council will continue to undertake control measures for identified plant and animal pests on sports grounds.
- All identified 'Class A' fields shall have an annual renovation programme developed to maintain the field in premium condition.

18.12.2 SPORTS GROUND FEES AND CHARGES - NON COMMERCIAL

Purpose:

To provide guidance on the setting of fees for seasonal allocation, casual and commercial use of sports fields within the district.

Policy:

Sports Clubs and Associations

The Council seeks recovery of some of the costs associated with the maintenance of sports grounds from those parties that use the grounds. This recovery shall be based solely on the cost of the provision of the "fields" themselves and shall not include auxiliary infrastructure e.g. toilets, carparks and drainage systems.

The recovery amount shall be set as a flat rate per sports field. For junior fields this shall be divided by the number of junior fields that can fit into a full size field.

These fees shall include field marking, supply and installation of goal posts and provision of the sports field.

Casual User Charges

Charges for the use of sports fields or sports grounds for casual hire shall be at the rate specified within the Parks and Reserves Fees and Charges Policy and based on a per field rate. An average field size has been determined to be 0.8ha.

(Please note that conditions and stipulations related to Sports Grounds Fees and Charges – Non Commercial are to be read in conjunction with the Parks and Reserves Fees and Charges Policy)

18.12.3 SPORTS GROUND CLOSURE POLICY

Purpose:

To ensure that sports fields are closed or have their usage restricted if it is considered that allowing any activity on the sports field would lead to restricted use or closure of the sports field at a future time during the current season.

Policy:

Sports fields will be considered for closing or having their use restricted if use of the sports field would produce damage to the sports field that would render the field unusable for future games.

When the above occurs the Manager Parks and Recreation or delegate or in some instances the club / association will determine that the sports fields will be closed or restricted in their usage.

Once a sports field is deemed to have been closed or its use restricted, this shall apply to all groups undertaking organised, social or informal recreational activities on that sports field.

In all cases the decision of the Parks Manager or delegate shall be final. The Parks Manager or delegate can authorise the transfer of games to another field in-order to allow play to continue.

The closure procedure which is detailed in the Level of Service Agreements with sports clubs / associations shall be followed.

COMMERCIAL USE OF SPORTS GROUNDS

Purpose:

To provide guidance around the use of sports grounds for commercial events to ensure that disruption to regular sports field users is minimal.

Policy:

The Council recognises that there maybe a need for sports grounds to be used for activities that have a commercial or profit expectation from time to time.

- Where the events are known prior to the signing of the "Levels of Service Agreements" these dates shall be detailed within the relevant agreements.
- That where a major sporting, recreation or community event is planned they may take precedence over the regular sporting activities provided 3 months notice is given to those regular users.
- A Commercial Hire Agreement form must be completed. All terms and conditions are detailed within the agreement.
- No more then 26 days in any one calendar year per sports ground to be used for commercial events.
- No more then 7 consecutive days in any one month shall be allowed to be used to stage a commercial event. These times include set up and take down periods. This time maybe varied with the permission of the Parks and Recreation Manager but in no circumstances shall it be longer then 11 consecutive days.
- That the asset manager shall consider the adverse effects that the event may have on the sports ground surface and the amenity values of the area before granting approval.
- That the organisers of the event shall be charged a refundable bond sufficient to cover the repairs to the sports ground of any potential damage.

(Please note that conditions and stipulations related to the Commercial Use of Sports Grounds are to be read in conjunction with the Rotorua District Council's Leases, Concessions, Licences and & Reserve Hire Policy and the Activities on Open Public Places Policy and the Reserves Fees and Charges Policy)

18.12.4.1 SPORTS GROUND LIGHTING POLICY

Purpose:

To provide clear guidelines and structure around the provision of flood lighting for sports fields.

Policy:

Council policy is not to supply and maintain sports field lighting except where provided as part of a major development upon that sports ground.

If clubs wish to install and maintain their own lighting then the following needs to apply:

- Permission must be granted by the Parks and Recreation Manager or delegate.
- Activities shall be managed so that direct or indirect illumination measures not more than 10 lux on any residential boundary.
- All luminance levels shall be measured vertically and horizontally in accordance with professional illumination engineering practice.
- Lighting shall be aimed no higher than 30° below the horizontal and shall be aimed, hooded or screened to minimise glare.
- All lighting levels shall be maintained for training purposes only
- That the location of floodlighting shall not interfere with the multiple use nature of sports grounds
- Flood lighting development whether by a club / association or Council shall be available for hireage by other users of that sports ground.
- That where lights are installed by a club / association then it is that clubs / associations responsibility for the full installation, running and maintenance costs associated with the lighting.

The following table details the maximum lux level that shall be applied to meet the requirements of the field and use for which the lights are to be installed for:

	Ball, Physical Training	Social games, Club match competition	Competition
Class B, C and training fields	50 lux	100 lux	
Class A fields	100 lux	200 lux	500 lux

This section needs to be read in conjunction with the stipulations within the operative Rotorua District Plan.

18.12.4 ARTIFICIAL SURFACES

Purpose:

To provide for the maintenance, installation and renewal of artificial surfaces that are under Councils control.

Policy:

Council shall be responsible for the following aspects of maintaining artificial sports surfaces that the Council either installed or has since agreed to take responsibility for:

- All artificial surfaces shall be sited so they do not compromise the use of the sports grounds by other users.
- Where artificial surfaces cannot be sited so that they do not compromise the use of the sports ground for other users, the artificial surface may still be allowed if the other users can be satisfactorily accommodated elsewhere.
- Council shall plan for / fund their replacement
- Council shall maintain the surfaces in a safe and useable condition for the purposes that they are intended for
- Council shall be responsible for the maintenance of all ancillary equipment owned by the Council e.g. basket ball hoops, netball hoops.

18.12.5 DESIGN, FREQUENCY AND LOCATION OF BUILDINGS ON SPORTS GROUNDS

Purpose:

The purpose of this policy is to provide guidelines around the development and location of buildings on sportsground to encourage the most efficient use of the land.

Policy:

The following will be taken into consideration when determining the suitability and location of any new building, redevelopment / extension to existing buildings:

- That the development of a multi-use and multi-purpose facility shall be encouraged rather than allowing more single use facilities
- That any new facilities shall be sited in locations that have the least impact on the functioning of the sports ground and the areas flexibility.
- When additional buildings are proposed for a sports ground that the preferred location will be in the vicinity of existing buildings.
- Council will give preference to the redevelopment / alteration to existing buildings over a proposal to construct new buildings.
- Council will not provide changing rooms.
- All new building / renovations will need to comply with the Operative Rotorua District Plan and the Proposed District Plan 2012.

(Please note that conditions and stipulations related to the Design, Frequency and Location of Buildings on Sports Grounds are to be read in conjunction with the Rotorua District Council's Public Toilet Policy)

18.12.5.1 LEASE AREAS

Purpose:

To provide guidance on the leasing of parts of sports grounds to individual clubs and organisations.

Policy:

Leases shall be permitted on sports grounds where the lease can be shown to facilitate and have a recreational focus.

- Consideration will only be given to requests for the provision of clubrooms on Council reserves from the governing body of the particular codes and not for individual clubs.
- All such facilities shall need to demonstrate that it is primarily for sporting or recreational activities.
- That all lease agreements, including renewals shall be negotiated in accordance with the Reserves Act 1977.
- A lease area of sufficient size will be permitted on appropriate reserves to enable codes to erect clubrooms, toilets and changing rooms. Rental will be set as per the Parks and Recreation Fees and Charges Policy.
- All lease holders shall pay all rates and charges as levied by the Local and Regional Councils.
- All lease holders shall be responsible for all charges and fees associated with the development and review of the lease.

(Please note that conditions and stipulations related to the Lease Areas are to be read in conjunction with the Rotorua District Council's Leases, Concessions, Licences and Reserve Hire Policy)

RELEVANT/RELATED LEGISLATION/ BYLAWS AND POLICIES

Legislation/bylaws and policies relevant to public open space design listed in alphabetical order:

Affiliate Te Arawa Iwi and Hapu Settlement Act 2008

The act addresses historical grievances and makes available recompense for such. In terms of this policy the only part of the act that applies is the section on the 'Specially Classified Reserves)

Building Act 2004

The Act is aimed at providing guidelines for safe establishment of structures by setting performance standards.

Conservation Act 1987

Part IIIB of the Conservation Act applies to reserve land that is still owned by the Crown. This applies to reserves where Council has been appointed to control and manage the reserve and the reserve has not been vested in Council. A number of reserves are affected in this way, including Kuirau Park, Pukeroa Reserve (corner of Ranolf and Arawa Streets), and parts of the Lakefront Reserve (Village Green), Town Belt Reserve (Pererika Street and Sheaf Park), Lytton Street Reserve and part of Centennial Park.

District Plan

Council's District Plan is the key method of implementation of the Resource Management Act. The District Plan concentrates on the effects of development, and the avoidance, remedying and mitigation of those effects. The potential effects of the design of reserves with respect to the requirement for resource consents and compatibility with other activities on the land is to be considered.

Long Term Plan

The purpose of the Long Term Plan is to provide a 10 year framework for all of Councils activities and operations.

Reserves Management Plans

Rotorua District Council has operative reserve management plans (prepared under S41 Reserves Act) for most of its recreation reserves in the urban and rural areas. These management plans are under constant review to ensure that information and policies are kept current.

The main significance of management plans with respect to the design of reserves is that Council only has the authority to utilise reserve land as provided for in an operative management plan. This is because management plans are deemed to be the main method of consultation with the public with respect to the use and development of reserves. If there is no management plan, or the proposed use /design does not conform to the operative plan, then Council has to consult with affected parties in terms of consultation requirements as set out in Clause 82 of the Local Government Act 2002.

Resource Management Act

Under this act are also requirements to promote environmental benefits. Part 2 – Purpose and Principle and Part 3- Duties and Restrictions are the two areas that promote the ecological, functional and aesthetic opportunities that developments will generate.

Open Space Strategy

Council has produced an open space strategy for the district to guide future decision-making on matters such as reserve acquisition and disposal, and the values, purposes and compatible use of open space.

Reserves Act 1977

The Reserves Act classifies and specifies the purpose of a reserve. The design of a reserve is to be in line with the classification. Public rights to accessibility to reserves is stipulated under Clause 17(2)(a).

Rotorua District Council General Bylaw 2011

The purpose of the Bylaw is to make provisions which are of a general specified nature and common to, and form part of, all other Bylaws which are either in force in the Rotorua District as at the commencement date of this Bylaw or come into force after that date.

Date: _____

File Ref: 60-12-021
Doc Number: RDC-296553

The Chief Executive Officer
Rotorua District Council
Private Bag 3029
Rotorua Mail Centre
ROTORUA 3046

Dear Sir,

DRAFT POLICY

I wish to make the following comments:

I DO / DO NOT wish to be heard in support of my comments.

NAME (please print): _____

ADDRESS: _____

CONTACT PHONE: _____

ROTORUA DISTRICT COUNCIL

His Worship the Mayor
Members
Ngati Whakaue Gifted Reserves Protocol Committee

COUNCIL'S CAPITAL WORKS PROGRAMME 2013

Report prepared by: Peter Dine, Greg Manzano, Garry Page, Clayton Oldham

Report approved by: Nico Claassen, Group Manager Corporate and Customer Services

1. **PURPOSE**

The purpose of this report is to advise of the Council's capital works programme for the 2012/2013 year so that members are aware of works and specifically works which occur in their area of interest.

2. **RECOMMENDATION 3**

2.1 **THAT THE REPORT "COUNCIL'S CAPITAL WORKS PROGRAMME 2013" BE RECEIVED AND CONTENTS NOTED.**

3. **BACKGROUND**

Council's works programme has been adopted in the Long-term Plan. This report however provides a little more detail on the specific projects which Council intends to undertake in the 2012/2013 financial year. Members are welcome to seek of staff further information on specific projects. Note that this is major capital and capital renewal projects only.

Maintenance work and some minor capital works are not included.

4. **2012/2013 WORKS PROGRAMME**

4.1 **Roading**

<u>Programme</u>	<u>Project</u>	<u>Locality</u>	<u>Brief Description</u>
Drainage Renewals	Parkliffe Road Culvert Replacement	Tikitere	Replacement of deficient culvert at Parkliffe Rd/SH33 junction
Upgrades	Lake Road 4-Laning	Ohinemutu/ Koutu	4-Laning of major urban arterial road

Programme	Project	Locality	Brief Description
Rehabilitation Renewals	Central Road Sunset Road Margerita Street Waikite Valley Road Oturoa Road	Awahou Mangakakahi Fenton Park Ngakuru Awahou	Renewal of pavement Renewal of pavement Renewal of pavement Renewal of pavement Renewal of pavement
Transport Centre	Fenton/ Haupapa Streets	CBD	Investigation
Rural Seal Extensions	Maniatutu Road Kaharoa Road Twist Roar	Rotoiti Kaharoa Ngakuru	Sealing of unsealed rural roads
Rural Street Improvement	South Road Otaramarae Road	Mamaku Otaramarae	Upgrading of rural roads
National Cycleway	SH 5 Underpass	Waikite	Crossing of SH 5
Maori Roadlines and unformed roads	Okere Roadway Tapuaekura-Rakeiao (End of Curtis Road)	Okere Rotoiti	Sealing of roadway adjacent to Okere Falls Store Sealing of entrance to Marae

4.2 Stormwater and Land Drainage

Programme	Project	Locality	Brief Description
Upgrades	Lake Road	Koutu	Upgrade of drainage as part of Lake Road Project
	Koutu Road	Koutu	Improvement to drainage system in Bennett/ Koutu Road area
	Gordon Road	Western Heights	Resolution of drainage problem in Gordon Road

4.3 Waste Water Upgrades

Programme	Project	Locality	Brief Description
Upgrades	TERAX Deconstruction Plant	WWTP	Hydrothermal deconstruction plant for biosolids treatment
Sewerage Scheme Programme	Hamurana/Awahou Sewerage Scheme	Hamurana/Awahou	Sewer reticulation of properties within the area
	Rotoma Sewerage Scheme	Rotoma	Sewer reticulation of properties within the area

Programme	Project	Locality	Brief Description
	Rotoiti Sewerage Scheme	Rotoiti	Sewer reticulation of properties within the area
Urban Sewer Network Rehabilitation and upgrade	Fenton Park Trunk Main Upgrade	Fenton Park	Replacement and upgrade of the Fenton Park Sewer Trunk Main
	Depot Street Rising Main Upgrade	Pukuatua, Whakatau and Ranolf	Replacement of Depot Street Rising Main

4.4 Water

Programme	Project	Locality	Brief Description
Urban AC Pipe Replacement	Water Rehabilitation	Several streets within urban area	Replacement of watermains

4.5 Airport

Programme	Project	Locality	Brief Description
Noise mitigation		Airport environs	Installation of measures to mitigate adverse effects of aircraft Noise from Airport operations
Wetlands		Airport environs	Creation of a floating wetland and creation of a terrestrial based wetland.

4.6 Parks and Recreation

Programme	Project	Locality	Brief Description
Renewal and Upgrade	Aquatic Centre	Kuirau Park	Improvements and Upgrade of swimming pool complex
Toilet Block	Redwoods Visitor Centre	Tokarangi Triangle	Public toilet complex
Lighting Upgrade		Government Gardens	Upgrade and renewal of lighting
Sealing and Lights Toilets and Changing Facilities	Waipa Mountain Bike Area	Waipa	Development of Waipa Mountain Bike Complex
Skate Park	Koutu		Build Skate Park
Jettys and Boat Ramps	Lakes		Upgrade
Upgrade and Improvement	Public Toilets	Rotorua Area	Upgrade and improve