

Pou Tu o Te Rangi and Harding Park Reserve Management Plan



Stage 1 - Initial Review

Prepared For:

Kaipara District Council

by Stellar Projects Limited

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1. Introduction

The Pou Tu o Te Rangi and Harding Park Reserve Management Plan (RMP) is a guide for Kaipara District Council (KDC) and the Pou Tu Te Rangi Joint Management Committee for the ongoing joint management of Pou Tu o Te Rangi and Harding Park.

The RMP was adopted in July 2012. The RMP is now eight years old and the Committee have determined that it is in need of a review.

KDC has engaged Stellar Projects Limited (Stellar Projects) to undertake an initial review of the Pou Tu o Te Rangi and Harding Park RMP. This was formally approved by the Pou Tu o Te Rangi Harding Park Joint Management Committee at its meeting 19 May 2020.

The purpose of this initial review is to outline the statutory process required to review the RMP and provide recommendations on next steps.

This initial review contains a summary of background information including the sites location, ownership and management details, and lists the sites features, attractions and assets. The report also includes a summary of the content of the current RMP.

KDC and Stellar Projects met with the Pou Tu o Te Rangi and Harding Park co-governance group, Dargaville Museum, and Kaipara Heritage Machinery Inc to generate a discussion around the review of the RMP and to gain an understanding of any existing management issues.

This report then outlines the statutory process required to review the current RMP and provides recommendations and guidance on next steps.

2. Background

2.1 Location, property details and reserve classification

Pou Tu o Te Rangi, Harding Park, Old Mount Wesley Cemetery and the Harding Park Family Cemetery are located to the south of Dargaville town centre. Refer to figure 1 below for the site location.

The Pā and Park are on a ridge (Mount Wesley/Mangawhare Bluff) overlooking Dargaville and the Northern Wairoa River. Old Mount Wesley Cemetery is located on the southern slope of the ridge between Pā and Mount Wesley Coast Road. The Harding Park Family Cemetery is to the right (east) as you enter the Park from Mount Wesley Coast Road. Refer to figure 2.



Figure 1: Site location (Source Google Maps).



Figure 2: Location of Harding Park, Po Tu o Te Rangi Pa, and Mount Wesley Cemetery (source – RMP)



The property details along with the reserve classification for each parcel of land is provided in Table 1 below. The information in Table 1 is taken from Prover Geographical Information System, a New Zealand property database. It is noted that some of this information differs to the property details within the RMP, in particular the ownership and reserve classification of details of Old Mt Wesley Cemetery and the Harding Family Cemetery.

Table 1: Property details and Reserve classification

Name	Address	Legal Description	Area (more or less)	Owner	Gazetted Purpose
Pou Tu Te Rangi	Colville Road, Dargaville	Lot 1 Deposited Plan 79437	5793m ²	Environs Holdings Limited	Historic Purpose Reserve
Harding Park	32-35 Mt Wesley Coast Road, Mt Wesley	Part Aoroa Block	11.99ha	The Dargaville Borough Council	Local Purpose Reserve
Old Mt Wesley Cemetery Including the Harding Family Cemetery (noting this site is undefined)	Logan Street, Dargaville and 14 Mt Wesley Coast Road	Lot 1A, 1B Deposited Plan 354	1.1837ha	Private ownership (multiple owners)	No Gazetted purpose recorded on the tile. However, identified as a Local Purpose Reserve in the RMP.
		Marked Cemetery Deposited Plan 354	1.6086ha	Private ownership (multiple owners)	
		Pt Aoroa No 3 Block	2985m ²	Private ownership (two registered owners)	

2.2 Ownership and management

Pou Tu Te Rangi is owned by Environs Holdings Limited a subsidiary Te Uri o Hau Settlement Trust and managed by the Pou Tu Te Rangi Joint Management Committee. This management agreement was established by the Minister of Conservation and comprises three members nominated by Te Uri o Hau governance entity and three members nominated by KDC. The Committee was established under Section 33(5) of the Te Uri o Hau Claims Settlement Act 2002. This statutory committee currently comprises of three representatives from Te Uri o Hau, two KDC councilors and a representative from the Harding family.

Harding Park is owned by KDC.



Old Mt Wesley Cemetery and the Harding family Cemetery are in private ownership and maintained by KDC.

Harding Park and the cemeteries are managed by way the Harding Park Committee (a council Committee) with nominated council representatives.

There is currently an arrangement between the Pou Tu Te Rangi Joint Management Committee and the Harding Park Committee to combine committees to co-govern the Pou Tu Te Rangi Pā, and Harding Park (including the cemeteries).

2.3 Features, attractions, and assets

The reserves are a popular destination for visitors and residents of Dargaville. The reserves offer a range of visitor experiences and provide the following attractions:

- Pou Tu Te Rangi (Pā site)
- Dargaville Museum - Te Whare Taonga o Tunatahi
- Kaipara Heritage Machinery (Dargaville) Inc
- Mt Wesley Cemetery and Harding Park Cemetery
- Lighthouse Function Centre
- An overnight campervan parking area
- Views to the Wairoa River to the Kaipara Heads
- The Rainbow Warrior masts
- Mountain Bike track
- A 'nine hole' DiscGolf (frisbee) course
- Walking tracks

Other assets and features include:

- Loop road
- car parking areas
- Public toilets
- Wayfinding and interpretive signage
- A stormwater pond that is used for rural fire fighting training
- Park furniture (picnic tables, drinking fountains etc)
- Amenity planting and restoration planting.

2.4 Leases, subleases, and informal occupations

Two formal leases and one sublease are in existence as well as several informal occupations.

Formal leases:

- Head Lease - Dargaville Museum - Te Whare Taonga o Tunatahi
- Head Lease - Kaipara Heritage Machinery (Dargaville) Inc
- Sub Lease - Bell South NZ (Telecommunication tower, sublease to Dargaville Museum)



Informal occupations:

- Frisbee Golf
- Harding Family Cemetery (informal agreement with KDC)
- Grazing
- Mountain Bike Track.

3. Reserve Management Plan

The RMP was adopted in July 2012 is a guide for KDC and the Pou Tu o Te Rangi Management Committee for the ongoing joint management of Pou Tu o Te Rangi and Harding Park. It also seeks to integrate management strategies with management of the adjacent Old Mount Wesley Cemetery and Harding Park family cemetery.

The document sets out a shared vision:

"Pou Tu o Te Rangi/Harding Park will be an important enjoyable learning environment rich in natural and cultural heritage for both the local community and visitors. Throughout the site, stories will be expressed hinting at the unique qualities of this place and this community; past, present and future.

Pou Tu o Te Rangi/Harding Park will be a shared public place for recreation, events, fun and learning."

The RMP provides information on the legal and planning framework governing the management of the Pā and the Park, natural and cultural attributes of the area and the management issues and opportunities.

The objectives and policies have been structured to support the shared vision and the overall objective - the creation of a quality holistic visitor experience.

The objective and policies have been set out under the following headings:

- Arrival, 'first impressions'
- Circulation (Access, Parking and Linkages)
- Accessibility and Connectivity
- Legibility and Interpretation
- Social Gathering (Interaction)
- Existing and Future Use and Leases
- Buildings and Facilities
- Vegetation and Wildlife
- Partnership with the Community including Tangata Whenua
- Maintenance and Asset Management
- Future Contingency / Legacy Planning
- Monitoring and Implementation



The RMP also includes sufficient detail for the use and development of the reserve, and an implementation plan setting out the actions, timeframes, funding requirements and agencies involved in the delivery of the actions.

4. Statutory Review Process

4.1 Reserves Act 1977

Section 41 of the Reserves Act 1977 (the Act) sets out statutory requirements and process for the development and review of Reserve Management Plans.

Section 41(4) of the Act requires management plans to be kept under continuous review, to ensure that they can be adaptable to changing circumstances or increased knowledge.

Generally, plans should be reviewed every 10 years (at a minimum). However, this does not necessarily have to involve a complete review or rewrite.

Section 41(8) of the Act requires that where a comprehensive review of a management plan is proposed, the public notice and consultation process is the same as if the management plan was newly created (as per section 41(5) and (6)).

While Section 41(9) states that when changes to management plans do not require a comprehensive review, the council may, if it sees fit, undertake the process required as if the management plan was newly created. This provides a degree of discretion. The degree of change and likely effects of the change should determine if Section 41(5) and (6) (i.e. full public notice and consultation process) or a lesser or reduced notice and consultation process is followed.

Table 2 below summaries the processes required by the Act for a comprehensive review of the RMP.

For reference Section 41 of the Act is provided in full as Appendix A and Appendix B provides a step by step process of the review process (as per the Reserves Act Guide, prepared by the Department of Conservation, November 2016).

Table 2: Summary of the Statutory Planning Process for a comprehensive review of a reserve management plan as required by the Reserves Act

Step 1:	Council publicly notifies its intention to review the reserve management plan and invites interested parties / persons to send in written suggestions within a set time period (usually one month).
Step 2:	A draft management plan is prepared giving consideration to comments received.
Step 3:	Council publicly releases its draft management plan and invites interested parties and the local community to provide feedback through the submission process (over a two-month period from the date of notification).



Step 4:	Consideration is given to submissions and objections and a hearing can be held.
Step 5:	Appropriate changes are made to the management plan.
Step 6:	The final management plan is adopted by Council and signed and sealed (Ministerial approval is not required for recreation reserves).
Step 7:	The final management plan is produced and implemented, and all those who made submissions are notified that the plan has been prepared and is available if they require a copy.
Step 8:	The Management Plan is kept under continuous review.

4.2 Pou Tu o Te Rangi and Harding Park RMP review process

Section 6 of the Pou Tu o Te Rangi and Harding Park RMP outlines the statutory requirements of the Reserves Act for a review of the RMP and includes the process for reviewing the management plan. Section 6.2 states:

"There is no specific statutory time frame for reviewing the Reserve Management Plan. However, given the inter-relationship between the Reserve Management Plan and the recently notified District Plan (i.e. the District Plan is currently reliant on the Management Plan for controlling activities within the reserve), a review period of 5 years is recommended.

The nature of the review may not necessarily need to be a full and comprehensive review however the decision as to whether to undertake a review and what scale that review should be needs to consider the following:

- Whether the objectives and policies of the Plan remain current.*
- Whether the provisions of the Plan still reflect the use, protection and maintenance desired for the reserve.*
- Whether the implementation of the Plan has facilitated the use and enjoyment of the reserve.*
- Whether the Plan controls development on the reserve to a suitable level.*
- Whether there have been changes in surrounding land uses which affect the use or management of the reserve.*
- Whether the Plan still reflects community and iwi desires for the reserve.*
- Whether the Plan has resulted in any unintended adverse effects through its implementation.*
- If there has been any public feedback about the management or operation of the reserve or the Plan.*

It is recommended that these matters are the minimum considered in determining whether a comprehensive review is undertaken and that a



report is prepared considering these factors and recommending whether a review is necessary and if so, what level of review.

The same report needs to also consider whether the changes proposed to the Plan are of such a nature as constitute a comprehensive review (and thus require public involvement as set out in Sections 41(5) and (5)) or whether a lesser level of review is proposed and full compliance with Sections 41(5) and (5) may not be necessary”.

Section 5 of the RMP sets out the objectives and policies to support the overall shared vision for Pou Tu o Te Rangi and Harding Park being the creation of a quality holistic visitor experience. Under heading Future Maintenance and Asset - the objectives and policies are:

Objective 1 - The Reserve management Plan is to be a living document.

Policies

- *In accordance with the Reserves Management Act 1977 the Council is required to keep Management Plans under continuous review. The Reserve Management Plan is to be renewed at least every ten years.*
 - i. *When the Reserve Management Plan is reviewed and renewed consideration is to be taken of the growth of Dargaville and its surrounds and future recreational and visitor needs*
 - ii. *Pou Tu o Te Rangi/Harding Park is to be enhanced and protected for future generations*

5. Initial Consultation

As part of the initial review process, KDC and Stellar Projects met with the following key parties:

- Pou Tu Te Rangi and Harding Park Joint Management Committee;
- Kaipara Heritage Machinery (Dargaville) Inc;
- Dargaville Museum - Te Whare Taonga o Tunatahi.

The purpose of the consultation was to introduce the RMP review, gain a background understanding of any issues or concerns with the management of the reserves and to generate a discussion around future management.

5.1 Harding Park and Pou Tu Te Rangi Joint Management Committee

Stellar Projects and KDC representatives met with the Harding Park and Pou Tu Te Rangi Joint Management Committee on the 5 June 2020. The main discussion points and key issues raised included:

- Improve utilisation and increase visitor numbers to the reserve
- Opportunities to leverage off other tourist attractions in the Kaipara District



- Leases, sub-leases and concessions (clarification on roles and responsibilities)
- Potential removal/relocation of the Rainbow Warrior masts
- Ongoing maintenance of vegetation and control of pest plants (issue of funding and budgets)
- Having clear guidance and actions, and tracking progress in new management plan (i.e know what has been achieved every year)
- Potential commercial opportunities for the Pou Tu Te Rangi Pā site
- Maintenance of key focus points and view shafts
- Funding opportunities and constraints (i.e how to generate different and a range of funding revenues)
- Operational restrictions created by the current RMP
- Commentary on the current RMP being a lengthy document
- Support for a full-day workshop to go through the RMP in detail.
- Traffic safety issue associated with a hairpin corner near the Rainbow Warrior masts
- Urgency to carry out RMP review in time for the KDC Long Term Plan (June 2021)

5.2 Kaipara Heritage Machinery (Dargaville) Inc

Stellar Projects and KDC representatives met with the Kaipara Heritage Machinery (Dargaville) Inc on the 5 June 2020. The main discussion points and key issues raised included:

- Parking and traffic operations
- Security and fencing (desire to extend fencing)
- Stormwater management
- Clean up required around stormwater pond.

5.3 Dargaville Museum - Te Whare Taonga o Tunatahi

Stellar Projects and KDC representatives met with Dargaville Museum on the 30 June 2020. The main discussion points and key issues raised included:

- Vegetation Management (ongoing issue with trees next to buildings in relation to maintenance and fire safety)
- Traffic Management (safety issues when events and funerals are held, traffic should be directed around the park the other way)
- Management of views (trimming of vegetation on boundary)
- Rainbow Warrior masts (focal point, lit up at night, ongoing maintenance expense)
- Remove one of the angle parks and replace with new parking for cyclists
- Location of drinking fountain (change location or provide more stations)
- Locking of gate at night (requirement to have the site unlocked at night for campervans due to fire safety reasons)
- Control of regrowth and pest plants on the Pā



- Presentation, area behind toilets could be planted out, could improve presentation of arrival area when you walk up to the top of the site from the road.

6. Review Process Recommendations

The RMP *recommends* a review is undertaken every five years and states that a review is *required* every 10 years, while the Reserves Act requires management plans to be kept under continuous review. Given the RMP was adopted in 2012 it is now eight years old and is therefore approaching its required review at 10 years.

In regard to the review process and whether it should comprise of a comprehensive review, the RMP recommends that a report is prepared considering the factors set out in section 6.2 of the RMP and provide a recommendation as to whether a review is necessary and if so, what level of review.

In response to the matters to be considered when determining if a full review is required, the following is noted:

- Consideration as to whether the objectives and policies of the plan remain current needs further consideration.
- From initial discussions, it appears the RMP may still generally reflect the use and protection and maintenance desires. However, some feedback indicated maintenance issues (in particular around vegetation). In addition, further consideration could be given the use of the reserve, noting the mountain bike track is a new use and offer an additional visitor experience.
- Initial feedback from the joint management committee indicated that there needed to be a full review of what had been implemented.
- Initial feedback indicated that the RMP is relatively restrictive.
- There appear to be no major changes in surrounding land use.
- Public consultation and engagement with Te Uri o Hau is recommended to determine if the plan still reflects community and iwi desires for the reserve.
- Initial consultation did not indicate any adverse effects resulting from the implementation of the plan.

It is also noted that KDC Parks and Reserves offices have indicated that they would like to see a comprehensive review of the management plan.

Given the above, it is recommended that a full review of the management plan in accordance with the process set out under section 41 of the Reserves Act.

It is also recommended that the review matters outlined in section 6.2 of the RMP form part of the discussions for the full review process.

7. Consultation and Engagement

7.1 Specific Consultation

As part of the comprehensive review process it is recommended that consideration be given to specific engagement with the following parties:



- Te Uri o Hau - as Tāngata Whenua, as the owners of the Pā and as Kaitiaki. This could be through the environmental subsidiary of Te Uri o Hau Settlement Trust Environs and/or with individual marae. It is recommended that guidance is sought from iwi representatives on Joint Management Committee on who to talk to in the first instance and what may be the appropriate level of consultation and engagement.
- The registered owners of Old Mt Wesley Cemetery and Harding family Cemetery (if it confirmed that Cemeteries are in private ownership). This could involve a one-off meeting.
- All current leaseholders, including the Kaipara Museum and Kaipara Heritage Machinery (Dargaville) Incorporated.
- Adjacent Neighbours – In particular, the owners and occupiers of the properties that share a boundary with the reserves or are located across the road. This could be by way of letter drop and/or residents meeting.
- Mountain Bike track representative/s – given that that the mountain bike tracks is a relatively new development and offer a new visitor experience. This could be by way of a one-off meeting.
- Heritage New Zealand Pouhere Taonga (HNZPT) – Given that the site contains a number of archaeological sites it may be beneficial to seek feedback from HNZPT to determine if from there point of view there has been any management issues in relation to the archaeological sites.

7.2 Public Engagement

To create public awareness and generate feedback on the review of the RMP, KDC and the Joint Management Committee should provide information of the review at the Reserve, this may be by way of information board or similar, and a post/s on the KDC Facebook. Other options to consider include:

- Provide a background document on the reserve management review process on the KDC website. An example of what this could look like is provided as Appendix C.
- Having personal at an information stand that ties in with another event at the park, such as an open day at the Kaipara Heritage Machinery (Dargaville) Club.
- Engagement with schools – get kids to draw pictures of what the reserve could look like or write down ideas
- Focus group or workshop.

8. Summary and Recommended Next Steps

Summary of recommendations:

- A comprehensive review of the management plan is undertaken in accordance with the process set out under section 41 of the Reserves Act.
- The review matters outlined in section 6.2 of the RMP form part of the discussions for the full review process.
- KDC undertake a review of what aspects of the implementation plan have been undertaken.
- Further research is undertaken to confirm the owners of the Old Mt Wesley Cemetery and Harding Family Cemetery.



- Specific consultation and engagement is undertaken with Te Uri o Hau, the owners of Old Mt Wesley Cemetery (if in private ownership), adjacent neighbours, a representative or user/s of the mountain bike track, and potentially HNZPT.
- Methods are undertaken to generate public interest and feedback on the review and RMP.
- Once submissions are received it is recommended that the Joint Management Committee undertakes a workshop to work through the submissions and the current reserve management plan in detail.

Next steps:

- KDC seek approval Pou Tu o Te Rangi Harding Park Joint Management Committee to continue with the comprehensive review of the RMP.
- Determine the consultant and engagement strategy.
- Publicly notify councils' intent to review the RMP.
- Undertake a comprehensive review of the RMP as per section 41 of the RMP (if confirmed by the Pou Tu o Te Rangi Harding Park Joint Management Committee).

References

Pou Tu o Te Rangi and Harding Park, Reserve Management Plan, July 2012.
<https://www.kaipara.govt.nz/uploads/documents/h/Reserve%20Management%20Plan%20July%202012%20FINAL%20-%20full%20appendice%20version.pdf>

Reserves Act Guide, Department of Conservation and Local Government New Zealand, 2016.
<https://www.doc.govt.nz/Documents/about-doc/role/legislation/reserves-act-guide.pdf>

Reserve Act 1977.
<http://www.legislation.govt.nz/act/public/1977/0066/latest/DLM444680.html>
<https://prover.co.nz/property>

Appendices

Appendix A: Section 41 of the Reserves Act 1977

Appendix B: Reserve Management Plan Review Process

Appendix C: PTTRHP Reserve Management Plan Review: Request For Public Feedback Summary Document



Appendix A: Section 41 of the Reserves Act 1977

41 Management plans

- (1) The administering body shall, within 5 years after the date of its appointment or within 5 years after the commencement of this Act, whichever is the later, prepare and submit to the Minister for his or her approval a management plan for the reserve under its control, management, or administration.
- (2) The Minister may extend the time within which an administering body is required to submit its management plan to him or her for approval, where he or she is satisfied with the progress the administering body has made with the preparation of its management plan.
- (3) The management plan shall provide for and ensure the use, enjoyment, maintenance, protection, and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development, as appropriate, of the reserve for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out in section 17, section 18, section 19, section 20, section 21, section 22, or section 23, as the case may be, for a reserve of that classification.
- (4) The administering body of any reserve shall keep its management plan under continuous review, so that, subject to subsection (3), the plan is adapted to changing circumstances or in accordance with increased knowledge; and the Minister may from time to time require the administering body to review its management plan, whether or not the plan requires the approval of the Minister under this section.
- (5) Before preparing a management plan for any 1 or more reserves under its control, the administering body shall—
 - (a) give public notice of its intention to do so; and
 - (b) in that notice, invite persons and organisations interested to send to the administering body at its office written suggestions on the proposed plan within a time specified in the notice; and
 - (c) in preparing that management plan, give full consideration to any such comments received.
- (5A) Nothing in subsection (5) shall apply in any case where the administering body has, by resolution, determined that written suggestions on the proposed plan would not materially assist in its preparation.
- (6) Every management plan shall be prepared by the administering body in draft form in the first place, and the administering body shall—
 - (a) give public notice complying with section 119 stating that the draft plan is available for inspection at a place and at times specified in the notice, and



- calling upon persons or organisations interested to lodge with the administering body written objections to or suggestions on the draft plan before a specified date, being not less than 2 months after the date of publication of the notice; and
- (aa) on giving notice in accordance with paragraph (a), send a copy of the draft plan to the Commissioner; and
 - (b) give notice in writing, as far as practicable, to all persons and organisations who or which made suggestions to the administering body under subsection (5) stating that the draft plan has been prepared and is available for inspection at the place and during the times specified in the notice, and requiring any such person or organisation who or which desires to object to or comment on the draft plan to lodge with the administering body a written objection or written comments before a specified date, being not less than 2 months after the date of giving of the notice; and
 - (c) make the draft management plan available for inspection, free of charge, to all interested persons during ordinary office hours at the office of the administering body; and
 - (d) before approving the management plan, or, as the case may require, recommending the management plan to the Minister for his or her approval, give every person or organisation who or which, in lodging any objection or making any comments under paragraph (a) or paragraph (b), asked to be heard in support of his or her or its objection or comments, a reasonable opportunity of appearing before the administering body or a committee thereof or a person nominated by the administering body in support of his or her or its objection or comments; and
 - (e) where the management plan requires the approval of the Minister, attach to the plan submitted to him or her for approval a summary of the objections and comments received and a statement as to the extent to which they have been allowed or accepted or disallowed or not accepted.
- (7) Where under subsection (4) the Minister requires an administering body to review its management plan, he or she may direct that the administering body follow the procedure specified in subsections (5) and (6), and the administering body shall follow that procedure accordingly as if the review were the preparation of a management plan.
- (8) Where in terms of its responsibilities under this Act the administering body of any reserve resolves to undertake a comprehensive review of its management plan, the administering body shall follow the procedure specified in subsections (5) and (6) as if the review were the preparation of a management plan.
- (9) Where under subsection (4) the administering body considers any change not involving a comprehensive review to its management plan is required, it may, if it thinks fit, follow the procedure specified in subsections (5) and (6).
- (10) The administering body or committee or person before which or whom any person appears at any hearing in support of any objection or comments shall determine its or his or her own procedure at the hearing.



- (11) The administering body shall in the exercise of its functions comply with the management plan for the reserve and any amendment thereof, being, in the case of a plan or an amendment that requires the approval of the Minister, a plan or an amendment so approved.
- (12) No approval by the Minister for the purposes of this section shall operate as an approval or a consent for any other purpose of this Act.
- (13) Where a recreation reserve is vested in a local authority or a local authority is appointed to control and manage a recreation reserve, the local authority shall not be required to submit its management plan to the Minister for approval, unless the terms of vesting or of appointment to control and manage the reserve so require:
- provided that the local authority shall make its management plan available for inspection by or on behalf of the Minister whenever so required.
- (14) The Minister may, by notice to them, require the administering bodies of reserves in any locality to consult with each other in the preparation of their management plans so that the management plans are integrated for the benefit of the locality.
- (15) Where under this Act the approval or consent of the Minister is required to any action by an administering body, the Minister may, at his or her discretion, refuse to grant his or her approval or consent unless and until the administering body has submitted its management plan for approval (whether or not the plan otherwise requires the approval of the Minister under this section) and the plan has been approved by him or her.
- (16) This section shall not apply in respect of any government purpose reserve or local purpose reserve unless the reserve is vested in an administering body or an administering body is appointed to control and manage the reserve, and the Minister in the notice of vesting or notice to control and manage directs that this section is to apply in respect of the reserve.



Appendix B: Reserve Management Plan Review Process

source: <https://www.doc.govt.nz/Documents/about-doc/role/legislation/reserves-act-guide.pdf>

Stage	Lead Person	Actions
1	Officer	Makes a decision to begin the process. Determines the areas of land to be covered by the plan. Determines which areas are reserves subject to the Reserves Act 1977. Confirms that the council is the administering body for the reserve(s) or the owner of other area(s).
2	Officer	Determines whether or not there are any unclassified reserves to be covered by the plan. Determines whether or not the council has the power to classify the unclassified reserves. If the council does not have the power then requests the Minister of Conservation ² to classify any reserve. •If the council does have the power then decides whether or not to integrate the classification with this process (see Stage 3). (NB There may be reserves in both categories.)
3	Officer	Decides whether or not to recommend exemption from public notice of the intention to prepare the plan. If the officer decides not to recommend such an exemption then deals only with classification before proceeding to Stage 5. Makes recommendations to council, including those relevant to reserve classification if appropriate to decision made at Stage 2.
4	Council	On the recommendation of the officer, resolves (in terms of s.41(5A)) whether to determine that written suggestions on the proposed plan would not materially assist in its preparation. Resolves (in terms of s.16(2A)) how to classify any unclassified reserve(s) of the types covered by that subsection.
5	Officer	If the council agrees to the exemption, then proceeds to Stage 6. If the council declines the exemption or exemption was not sought then prepares information for public release (see also Chapter 5). Gives public notice of invitation in accordance with s.41(5) and (if appropriate) gives notice to the Commissioner ⁴ under s.16(2B). Records the council's decision about the reserve classifications under s.16(2A).
6	Officer	Drafts management plan, giving full consideration to any comments received as a result of public invitation (s.41(5)(c)).
7	Officer	Finalises and submits draft plan to council for consideration (if required by council practice).
8	Council	On submission by officer approves draft plan for public release Determines hearing procedure (s.41(10)).
9	Officer	Acts on council decision if Stages 7 and 8 occur. Gives public notice in accordance with s.41(6)(a) Sends copy of the plan to the Commissioner (s.41(6)(aa)).



		If a public invitation was given at Stage 5 then sends written notice in accordance with s.41(6)(b). Arranges for the draft plan to be available in accordance with s.41(6)(c).
10	Officer	Arranges any hearing required in accordance with s.41(6)(d) (see also s.41(10)). Arranges a report on any hearing.
11	Officer	Summarises objections and comments and prepares recommendations to council on extent to which they should be allowed or accepted or disallowed or not accepted. Submits to council.
12	Council	Makes decision on extent to which the objections and comments will be allowed or accepted or disallowed or not accepted.
13	Officer	Makes alterations to plan in accordance with council decisions. If council holds the power of approval then submits revised plan for approval by council. If MOC holds the power of approval then submits revised plan to MOC with a copy of the council's decision at Stage 12 (s.41(6)(e)). If dual approval is required then submits revised plan to council, and afterwards to MOC with a copy of the council's decision at Stage 12 (s.41(6)(e)).
14	Officer	Acts on council/MOC decision(s) on submitted plan.
15	Council	Makes a decision to amend the plan. Decides whether or not to go through public process (s.41(9)).
16	Officer	Completes action in accordance with council decision and the relevant provisions of s.41.
17	Council	Makes decision to review the plan (s.41(8)).
18	Officer	Goes through or initiates action under Stages 2 to 14 (s.41(8)).

**"Officer" refers to the employee or contractor of the council authorised to undertake the action. "Minister of Conservation" or "MOC" refers to the officer in DOC exercising the delegated authority on behalf of the Minister.
"Council" refers to the full Council.*



**Appendix C: PTTRHP Reserve Management Plan
Review: Request For Public Feedback
Summary Document (attached separately)**

DRAFT