
Te Pātaka o Rākaihautū
Banks Peninsula Community Board
AGENDA

Notice of Meeting Te Pānui o te Hui:

The ordinary meeting of Te Pātaka o Rākaihautū Banks Peninsula Community Board will be held on:

Date: Monday 20 April 2026
Time: 10:00 am
Venue: Lyttelton Ōhinehau Community Boardroom,
25 Canterbury Street, Lyttelton

Membership Ngā Mema

Chairperson	Lyn Leslie
Deputy Chairperson	Nigel Millar
Members	Tyrone Fields Jillian Frater Asif Hussain Cathy Lum-Webb Josie Ogden Schroeder

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14 April 2026
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Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

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<https://www.youtube.com/@bankspeninsulacommunityboa3600/streams>

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<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>



What is important to us?

Our Strategic Framework is a big picture view of what the Council is aiming to achieve for our community

Our focus this Council term 2022–2025

Strategic Priorities



Be an **inclusive and equitable city which puts people at the centre** of developing our city and district, prioritising wellbeing, accessibility and connection.



Champion Ōtautahi-Christchurch and collaborate to build our role as a leading New Zealand city.



Build trust and confidence in the Council through meaningful partnerships and communication, listening to and working with residents.

Adopted by the Council on 5 April 2023



Reduce emissions as a Council and as a city, and invest in **adaptation and resilience**, leading a city-wide response to climate change while protecting our indigenous biodiversity, water bodies and tree canopy.



Manage ratepayers' money wisely, delivering quality core services to the whole community and addressing the issues that are important to our residents.



Actively balance the needs of **today's residents** with the **needs of future generations**, with the aim of leaving no one behind.

Our goals for this Long Term Plan 2024–2034

Draft Community Outcomes



Collaborative and confident

Our residents have the opportunity to actively participate in community and city life, have a strong sense of belonging and identity, and feel safe.



Green and liveable

Our neighbourhoods and communities are accessible and well connected, supporting our goals to reduce emissions, build climate resilience and protect and regenerate the environment, especially our biodiversity, water bodies and tree canopy.

To be adopted by the Council as part of the Long Term Plan 2024–2034



A cultural powerhouse

Our diverse communities are supported to understand and protect their heritage, pursue their arts, cultural and sporting interests, and contribute to making our city a creative, cultural and events 'powerhouse'.



Thriving and prosperous

Our city is a great place for people, business and investment where we can all grow our potential, where enterprises are innovative and smart, and where together we raise productivity and reduce emissions.

Our intergenerational vision

A place of opportunity for all.

Open to new ideas, new people, new investment and new ways of doing things – a place where anything is possible.



Ngāi Tahu has rangatiratanga over its takiwā – the Council is committed to partnering with Ngāi Tahu to achieve meaningful outcomes that benefit the whole community

Part A	Matters Requiring a Council Decision
Part B	Reports for Information
Part C	Decisions Under Delegation

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Karakia Whakamutunga

Karakia Tīmatanga

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tihei mauri ora!	

1. Apologies Ngā Whakapāha

An apology for absence was received from Cathy Lum-Webb.

2. Declarations of Interest Ngā Whakapuaki Aronga

Members are reminded of the need to be vigilant and to stand aside from decision-making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

3. Deputations by Appointment Ngā Huinga Whakaritenga

3.1 Deputations by Appointment - Pigeon Bay and Duvauchelle Campgrounds Report

The following table lists the individuals and organisations that will present to the Community Board regarding item 4 - Pigeon Bay and Duvauchelle Campgrounds Report.

	Name	Organisation
3.1	Pam Richardson	
3.2	Zach Hitchcock	Pigeon Bay Boating Club
3.3	Chris Wagner	Penny-Tech
3.4	Liz Carter	
3.5	Geoff Carter	
3.6	Geoff Carter	Duvauchelle Reserve Committee
3.7	Jasmine Jory	
3.8	Julie Young	
3.9	Maree Andrews	
3.10	Richard Jury	
3.11	Andrew Tabb	
3.12	Murray Walls	Pigeon Bay Reserve Committee
3.13	Caroline Phillips	
3.14	Jan Harrison	
3.15	Brent Warren	
3.16	Chris Figg	
3.17	Nicola Luisetti	
3.18	Vincent Luisetti	
3.19	Brendan Graham	

To present to the Community Board, refer to the [Participating in decision-making](#) webpage or contact the meeting advisor listed on the front of this agenda.

4. Pigeon Bay and Duvauchelle Campgrounds - Annual Sites

Reference Te Tohutoro: 26/600928

Responsible Officer(s) Te Colin Jacka, Manager Activities and Events Outdoors

Pou Matua: Paris Porter, Community Engagement Advisor

Accountable ELT

Member Pouwhakarae: Andrew Rutledge, General Manager Citizens and Community

1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is to present Te Pātaka o Rākaihautū Banks Peninsula Community Board with options for achieving compliance with Section 44 of the Reserves Act 1977 in relation to the Annual Sites currently in place at the Duvauchelle Holiday Park and Pigeon Bay Campground.
- 1.2 The report has been prepared following a request from the Community Board on 11 March 2024 for staff to investigate the unauthorised use of reserves and provide options addressing the ongoing non-compliance of permanent and annual site arrangements at both campgrounds.

2. Officer Recommendations Ngā Tūtohu

That Te Pātaka o Rākaihautū Banks Peninsula Community Board recommend to the Chief Executive to:

1. Receive the information in the Pigeon Bay and Duvauchelle Campgrounds - Annual Sites Report.
2. Note that the decision in this report is assessed as Low significance based on the Christchurch City Council's Significance and Engagement Policy.
3. Approve Option 3 – Allow annual sites to remain with operational changes, and grant consent under Section 44(2) of the Reserves Act 1977, as outlined in this report.

3. Executive Summary Te Whakarāpopoto Matua

- 3.1 Annual sites at Duvauchelle Holiday Park and Pigeon Bay Campground are currently non-compliant with Section 44 of the Reserves Act 1977, which limits the length of time that vehicles, caravans, tents, or removable structures may remain on a recreation reserve during the period 1 November to 31 March, unless consent is granted by the Minister of Conservation. The longstanding practice of annual site occupation at both campgrounds therefore requires a lawful pathway to continue.
- 3.2 This report presents options to address that non-compliance and seeks a recommendation from Te Pātaka o Rākaihautū Banks Peninsula Community Board to the Chief Executive. The Community Board's role is to consider the options and provide a recommendation to Council. The Chief Executive holds delegated authority from the Department of Conservation to grant consent under Section 44(2) of the Reserves Act for reserves it administers, and the Chief Executive is the decision-maker for any consent.
- 3.3 The preferred option is Option 3 – Allow annual sites to remain with operational changes and grant consent under Section 44(2) of the Reserves Act. This option reflects community

feedback and provides a balanced and legally robust approach that addresses the issues previously associated with long-term occupation of reserve land.

3.4 Under Option 3:

3.4.1 Existing annual site holders would continue under their current arrangements.

3.4.2 When an annual site is relinquished, all caravans, annexes, and associated structures must be removed from the reserve.

3.4.3 Vacated sites would convert to one-year annual sites, allocated through an annual public ballot, improving equitable access over time.

3.4.4 All future caravans must remain road legal, and hard annexes or semi-permanent structures would not be permitted, with only removable canvas awnings allowed.

3.5 Option 3 is recommended because it:

3.5.1 Provides a lawful pathway to compliance under Section 44 of the Reserves Act through Council's delegated authority.

3.5.2 Addresses issues of permanence, transferability, and equitable access that previously prevented approval by DOC.

3.5.3 Supports a managed transition rather than immediate full removal of annual sites.

3.5.4 Aligns with long-standing reserve management principles while responding to current community use and expectations.

4. Background/Context Te Horopaki

4.1 Duvauchelle Holiday Park and Pigeon Bay Campground are located on recreation reserves administered by Christchurch City Council and have operated for several decades as community-focused camping facilities. Both campgrounds have historically included a mix of casual camping sites and longer-term annual sites, with the latter forming an important component of campground operations, community use, and financial sustainability.

Statutory Context

4.2 Section 44 of the Reserves Act 1977 restricts the length of time that any vehicle, caravan, tent, or removable structure may remain on a recreation reserve during the period from 1 November to 31 March, unless consent is granted under Section 44(2) of the Reserves Act. The long-standing presence of annual sites at both locations is therefore non-compliant with the Act in the absence of such consent.

Draft Reserve Management Plans

4.3 Draft reserve management plans were prepared for:

4.3.1 Duvauchelle Recreation Reserve (2004), and

4.3.2 Pigeon Bay Recreation Reserve (2006).

4.4 Both draft plans identified issues relating to long-term occupation, the presence of semi-permanent structures, and the need to ensure equitable public access to reserve land. The draft plans also explicitly acknowledged the constraints of Section 44 of the Reserves Act and, in both cases, identified annual allocation of long-term sites by public advertisement and ballot as a potential means of preventing permanent occupation and improving fairness of access.

- 4.5 However, neither draft management plan was formally adopted under Section 41 of the Reserves Act. This was because campground operations at the time continued in ways that were not fully aligned with the policy settings proposed in the draft plans, particularly in relation to long-term occupation and semi-permanent structures. As a result, both plans remain non-operative and do not have statutory force.
- 4.6 Previous Engagement with the Department of Conservation
- 4.6.1 During the preparation of the draft management plans in 2004–2006, the issue of non-compliance with Section 44 of the Reserves Act was formally identified and discussed between the Reserve Management Committees, Christchurch City Council’s predecessor (Banks Peninsula District Council), and the Department of Conservation (DOC).
- 4.6.2 In January 2006, the Banks Peninsula District Council, as administering body, submitted a formal request under Section 44(2) of the Reserves Act seeking consent to allow long-term camping arrangements to continue at both Duvauchelle and Pigeon Bay. That request was made concurrently with the drafting of the management plans, with the intention that Ministerial consent would enable the plans to be finalised and adopted.
- 4.6.3 DOC acknowledged the broader national challenges associated with campground viability and long-term occupation on reserve land. However, DOC advised that it could not support the continuation of the existing arrangements, particularly at Duvauchelle, due to concerns about permanent occupation, semi-permanent structures, and the effective exclusion of the wider public from prime camping sites. Ministerial consent was not granted, and Council was advised that the non-compliance with Section 44 of the Reserves Act would need to be addressed.
- 4.6.4 Following DOC’s response, Christchurch City Council engaged further with the Duvauchelle Reserve Management Committee. In October 2006, Council formally advised the Department of Conservation that operational measures had been introduced to reduce permanence, including prohibiting future on-selling of caravans, requiring removal of caravans and associated structures upon sale or relinquishment, and clarifying the non-transferable nature of occupation. These measures were implemented in the context of ongoing national discussion at the time about the application of section 44(2), including DOC’s concurrent review of camping opportunities. While these steps represented a positive move toward addressing the issue, Ministerial consent under Section 44(2) was not granted and the fundamental compliance issue was not fully resolved. As a result, neither management plan progressed to adoption.
- 4.6.5 In 2006, the Department of Conservation published the [Review of Camping Opportunities in New Zealand](#), which examined the intent and practical application of section 44(2) of the Reserves Act. The review acknowledged that while the provision was intended to prevent semi-permanent occupation of reserve land during peak summer periods, long-term camping structures had developed on some reserves and were relied upon to support campground viability. It noted that strict enforcement could remove a significant revenue source for some campgrounds and advised that enforcement decisions should be informed by analysis of impacts on existing camping areas and their economic sustainability. This broader context contributed to uncertainty about how section 44(2) should be applied in practice and helps explain why the issue remained unresolved following earlier Council and DOC engagement.

4.7 Alignment of Operational Practice and Statutory Requirements

4.7.1 Over time, the management of annual sites at Duvauchelle and Pigeon Bay evolved in practice in ways that were not always fully aligned with the requirements of the Reserves Act 1977. While Christchurch City Council clarified expectations with respect to the non-transferable nature of occupation and the removal of caravans on sale or relinquishment in the mid-2000s, those settings were not applied consistently over subsequent years. As a result, operational practices developed that differed from the underlying statutory framework.

4.7.2 Increased statutory scrutiny, changes in governance, and a renewed focus on compliance and equitable access to public reserve land have now prompted Council to formally revisit this long-standing issue and consider options to restore alignment between operational practice and legislative requirements in a managed and prospective manner.

4.8 Delegation and Current Governance Context

4.8.1 Since that time, the Chief Executive has been delegated authority by the Minister of Conservation to grant consent under Section 44(2) of the Reserves Act for reserves administered by the Council. This means that decisions on whether to allow longer-term occupation can now be made by Council (via the Chief Executive), within the scope of that delegation, without requiring Ministerial approval.

4.8.2 This report is therefore presented as a Part A report. The role of the Community Board is to consider the options and make a recommendation to Council. The Chief Executive is the decision-maker and holds the relevant delegated authority to approve or decline consent under Section 44(2) of the Reserves Act.

4.9 Need for a Managed Compliance Pathway

4.9.1 The current report revisits a long-standing and unresolved statutory issue, rather than introducing a new policy position. It reflects both the historic context and the current legal and governance environment, including community consultation undertaken in 2025–2026.

4.9.2 The options presented seek to establish a clear, legally compliant framework for the future operation of annual sites that:

- addresses the concerns previously raised by DOC,
- improves equitable access to public reserve land over time,
- clarifies the non-transferable nature of site occupation, and
- enables Council (via the Chief Executive) to exercise its current delegated authority in a transparent and defensible manner.

5. Key Issues – Ngā Take Matua

5.1 The options presented in this report respond to the following inter-related issues affecting the ongoing operation of annual camping sites at Duvauchelle Holiday Park and Pigeon Bay Campground:

5.2 Compliance with the Reserves Act 1977

5.2.1 Annual camping sites at both locations operate in a manner that is not compliant with Section 44 of the Reserves Act 1977 unless consent is granted under Section 44(2) of the Reserves Act. The absence of a formal compliance mechanism presents

ongoing legal and governance risk for Council as the administering body of the reserves.

- 5.2.2 The options differ in how this compliance issue is addressed, ranging from full enforcement of Section 44 of the Reserves Act, through to granting consent with or without changes to current operations.
- 5.3 Permanent and Semi-Permanent Occupation
 - 5.3.1 Historic operating practices, particularly at Duvauchelle Holiday Park, have enabled the long-term occupation of sites and the establishment of semi-permanent or permanent structures, including solid annexes, decks, and caravans remaining on site year-round. These practices are inconsistent with the temporary nature of reserve occupation and were a central concern raised in earlier engagement with the Department of Conservation.
 - 5.3.2 The options vary in the extent to which permanence is reduced, from immediate removal of annual sites, to allowing annual sites to remain subject to operational controls that progressively reduce semi-permanent structures.
- 5.4 Transferability and Succession of Site Use
 - 5.4.1 At Duvauchelle, historic practices have enabled the on-selling of caravans and associated improvements on-site, creating expectations of transferable or ongoing occupation rights. These arrangements are not supported under the Reserves Act and contribute to inequitable outcomes by allowing private transactions to influence access to public reserve land.
 - 5.4.2 The options address this issue to varying degrees, including whether such practices are discontinued immediately, phased out over time, or permitted to continue.
- 5.5 Equitable Access to Public Reserve Land
 - 5.5.1 Both draft reserve management plans and consultation feedback highlight the need to ensure fair and equitable public access, particularly during peak summer periods. Long-term occupation of prime sites limits availability for casual campers and contributes to perceptions of exclusivity on public land.
 - 5.5.2 The options differ in how equitable access is achieved, including whether annual sites are removed, retained without change, or progressively transitioned to one-year, publicly allocated arrangements.
- 5.6 Community, Operational, and Financial Impacts
 - 5.6.1 Annual sites provide financial stability, year-round stewardship, and a strong sense of community within both campgrounds. Consultation demonstrates strong support for retaining annual sites, particularly among existing site holders, alongside broader community concerns about access, fairness, and appearance.
 - 5.6.2 Each option carries different community and operational consequences, ranging from significant disruption to existing users, through to more gradual change designed to maintain campground viability.
- 5.7 Historic Attempts to Resolve Compliance
 - 5.7.1 Council has previously attempted to address these issues through draft reserve management plans and a formal request for consent in 2006. That consent was not granted, and the management plans were not adopted, leaving the underlying compliance issue unresolved.

- 5.7.2 The current options reflect different approaches to resolving a long-standing issue, informed by past experience and updated governance arrangements.
- 5.8 Governance, Delegation, and Decision-Making
- 5.8.1 Christchurch City Council (via the Chief Executive) now holds delegated authority to grant consent under Section 44(2) of the Reserves Act for reserves it administers. This provides Council with the ability to resolve the compliance issue locally. The Community Board's role is to consider the options and recommend a preferred approach to Council through this Part A report.
- 5.9 Need for a Managed Transition
- 5.9.1 A key consideration across all options is whether change occurs immediately or through a managed transition. A defensible solution must balance legal compliance with fairness to existing users, operational practicality, and long-term reserve stewardship.
- 5.9.2 The options differ substantially in the scale and speed of change proposed, and in how transitional arrangements for existing annual site holders are handled.

6. Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 6.1 The following reasonably practicable options were considered to address the ongoing management of annual camping sites at Duvauchelle Holiday Park and Pigeon Bay Campground while responding to the key issues outlined above, including statutory compliance, permanence, equitable access, community impacts, and governance.
- 6.1.1 Option one
- Full compliance with Reserves Act, which includes removing long-time sites over summer.
- Enforce a policy where no vehicle, caravan, tent, or removable structure remains on the reserve for more than four weeks during the peak summer season (1 November – 31 March).
 - This could mean the long-term sites are balloted over winter, or not having long-term sites at all.
- 6.1.2 Option two
- Allow annual sites as is, and seek consent from the Minister
- Seek consent for structures to remain on the reserves for more than four weeks during the peak summer season (1 November – 31 March) (No operational changes).
- 6.1.3 Option three
- Allow annual sites to remain but with operational changes and seek consent from the minister. Changes may include:
- Implementing changes to reduce the number of annual camping sites.
 - Adjust operating procedures to increase equitable access to camping sites.
- 6.2 For clarity, references to seeking consent 'from the Minister' reflect consultation wording at the time and should be read as seeking consent under section 44(2) of the Reserves Act through the Chief Executive, who now holds delegated authority.

- 6.3 No additional practicable options were identified that would:
 - 6.3.1 adequately address statutory compliance,
 - 6.3.2 maintain campground viability, and
 - 6.3.3 respond to historic equity and permanence concerns.
- 6.4 Hybrid approaches that retained transferability or permanent structures without ballot-based reallocation were considered but ruled out due to ongoing legal risk.

Options Descriptions Ngā Kōwhiringa

- 6.5 Preferred Option: Option 3: Allow Annual Sites to Remain with Operational Changes and Grant Consent
- 6.6 Under this option, Council would grant consent under Section 44(2) of the Reserves Act while implementing operational changes designed to address permanence, transferability, and equitable access over time.
- 6.7 Key operational elements may include:
- 6.8 Existing annual site holders continuing under current arrangements.
- 6.9 All caravans, annexes, and associated structures being fully removed from the reserve when a site is relinquished.
- 6.10 Vacated sites reverting to one-year annual sites allocated by public ballot.
- 6.11 All future caravans required to remain road legal.
- 6.12 No hard annexes or semi-permanent structures permitted, with only removable canvas awnings allowed.
- 6.13 On-selling of caravans or annexes on-site not permitted.
- 6.14 Response to Key Issues
 - 6.14.1 Compliance: Provides a lawful pathway under Section 44 of the Reserves Act using Council's delegated authority.
 - 6.14.2 Permanence: Progressively reduces semi-permanent structures and long-term site fixation.
 - 6.14.3 Transferability: Removes on-selling and perceived succession of occupation rights.
 - 6.14.4 Equitable Access: Improves fairness and transparency through annual ballot allocation as sites become available.
 - 6.14.5 Community and Operational Impacts: Balances community reliance on annual sites with the need for change.
 - 6.14.6 Governance: Enables Council to exercise delegated authority in a defensible manner.
 - 6.14.7 Transition: Establishes a managed and staged transition rather than immediate disruption.
 - 6.14.8 Option 3 is consistent with approaches supported by local Reserve Committees, including managed reductions in annual site numbers, clearer operational controls, and periodic review to balance annual and casual use over time.
 - 6.14.9 Option 3 addresses the compliance and governance risks while recognising the social and operational role of annual sites.
 - 6.14.10 Option Disadvantages

- 6.14.11 While Option 3 provides a managed and legally robust pathway to compliance, it has the following disadvantages:
 - 6.14.12 Slower transition to full equity outcomes:
Improvements to equitable access occur incrementally as sites are relinquished, meaning some features of long-term occupation will remain during the transition period.
 - 6.14.13 Increased administrative complexity:
Ongoing management of compliance requirements, public balloting processes, and site transitions requires more active administration than either full compliance or maintaining the status quo.
 - 6.14.14 The shift to one-year annual sites as vacancies arise increases turnover over time and reduces long-term certainty for future site holders.
 - 6.14.15 Dissatisfaction among existing site holders:
Some existing site holders may be dissatisfied, particularly those who had intended to sell caravans or annexes in situ, as Option 3 prohibits on-selling and requires removal of improvements on site relinquishment.
 - 6.14.16 Perceived lack of equality during transition:
Allowing current annual site holders to continue under existing arrangements while new sites are allocated by ballot may be perceived by some as unequal treatment, despite being intended as a transitional fairness measure.
 - 6.14.17 Residual reputational and challenge risk:
Although reduced, there remains some risk of criticism or challenge if the transition is perceived as too slow or if operational rules are not applied consistently.
 - 6.14.18 Despite these disadvantages, Option 3 is considered to provide the most appropriate balance between achieving statutory compliance, managing community and operational impacts, and improving equitable access to public reserve land over time. It addresses the core legal and governance risks while avoiding the significant disruption and financial uncertainty associated with immediate full compliance, and provides a clear, transparent framework for future site allocation and management.
- 6.15 Option 1: Full Compliance with the Reserves Act 1977 (No Consent Sought).
- 6.16 Under this option, Council would not grant consent under Section 44(2) of the Reserves Act. Annual sites would be discontinued, and Council would enforce a policy whereby no vehicle, caravan, tent, or removable structure remains on the reserve for more than four weeks during the period 1 November to 31 March, in accordance with Section 44 of the Reserves Act.
- 6.17 Response to Key Issues
- 6.17.1 Compliance: Achieves immediate statutory compliance.
 - 6.17.2 Permanence: Removes all long term and semi permanent occupation.
 - 6.17.3 Transferability: Eliminates any transfer or succession of site use.
 - 6.17.4 Equitable Access: Maximises availability of sites for casual campers during peak periods.
 - 6.17.5 Governance: Does not require the Chief Executive to exercise delegated consent authority.

- 6.17.6 Option Disadvantages
 - 6.17.7 Community and Operational Impacts: Has significant impacts on existing annual site holders and campground revenue models.
 - 6.17.8 Transition: Represents an immediate and disruptive change with limited transition arrangements.
- 6.18 Option 2: Allow Annual Sites to Remain as Currently Operated and Grant Consent
- 6.18.1 Description
 - Under this option, Council would grant consent under Section 44(2) of the Reserves Act allowing annual sites to remain, **with no substantive changes to existing operational arrangements.**
 - 6.18.2 Response to Key Issues
 - 6.18.3 Compliance: Addresses statutory non-compliance through consent alone.
 - 6.18.4 Permanence: Allows continuation of existing long-term occupation and semi-permanent structures.
 - 6.18.5 Community and Operational Impacts: Minimises immediate change for existing annual site holders.
 - 6.18.6 Option Disadvantages
 - 6.18.7 Transferability: Does not resolve historic on-selling practices or perceptions of succession, particularly at Duvauchelle.
 - 6.18.8 Equitable Access: Retains the current allocation model, limiting broader public access to annual sites.
 - 6.18.9 Governance: Relies on delegated consent authority but retains higher long-term compliance risk.
 - 6.18.10 Transition: Does not provide a pathway to address underlying concerns identified in earlier DOC engagement.
 - Earlier engagement with the Department of Conservation indicates that **consent without accompanying operational change does not address the issues that previously prevented approval**, including permanence and equitable access.

Analysis Criteria Ngā Paearu Wetekina

- 6.19 The options presented in this report have been assessed against the following analysis criteria. These criteria reflect the key issues identified and provide a consistent framework for comparing the advantages, disadvantages, and risks associated with each option.
- 6.20 Statutory Compliance
 - The extent to which each option achieves compliance with Section 44 of the Reserves Act 1977, either through enforcement of the Act or through the lawful granting of consent under Section 44(2) of the Reserves Act, and the degree to which ongoing legal and governance risks are mitigated.
- 6.21 Permanence and Nature of Occupation

The extent to which each option reduces or allows long-term or semi-permanent occupation of reserve land, including the presence of hard annexes, decks, non-mobile caravans, and structures remaining on site year-round. This includes consideration of whether each option aligns with the temporary use of recreation reserve land.

6.22 Transferability and Equity of Site Allocation

The degree to which each option addresses the transfer, succession, or on-selling of occupation rights and improves fairness in the allocation of annual sites. This includes consideration of transparency, non-transferability, and Council’s ability to retain control over allocation of public reserve land.

6.23 Equitable Public Access

The extent to which each option promotes fair and equitable public access to camping opportunities, particularly during peak summer periods, and reduces perceptions of exclusivity or privileged occupation of public land.

6.24 Community and Social Impact

6.24.1 The impact of each option on:

- existing annual site holders, broader community users,
- reserve committees, and
- the social and community value associated with long-standing campground use.

6.24.2 This includes consideration of the magnitude and pace of change, and how disruption to existing users is managed.

6.25 Operational and Financial Sustainability

6.25.1 The extent to which each option supports the ongoing operation and financial viability of the campgrounds, including year-round caretaking, maintenance standards, and the ability to fund reserve-related services and facilities.

6.26 Governance and Delegation

6.26.1 The degree to which each option enables Council to exercise its delegated authority under Section 44(2) of the Reserves Act, in a clear, defensible, and transparent manner, and the extent to which decision-making responsibilities between the Community Board and Council are appropriately respected.

6.27 Transition and Implementability

6.27.1 The feasibility of implementing each option, including:

- the clarity of operational requirements,
- the need for transitional arrangements,
- the ability to progressively move toward compliance, and
- the practicality of enforcement and administration over time.

7. Option Comparison Summary – Whakarāpopoto Kōwhiringa

Analysis Criterion	Option 1: Full Compliance (No Consent)	Option 2: Consent with No Operational Change	Option 3: Consent with Operational Changes (Preferred)
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Statutory Compliance	Achieves immediate compliance by enforcing Section 44 limits.	Achieves compliance through consent alone but retains underlying risks.	Achieves compliance through consent supported by operational controls.
Permanence and Semi-Permanent Structures	Removes all long-term use and semi-permanent structures immediately.	Allows continuation of long-term occupation and existing structures.	Progressively removes semi-permanent structures as sites are relinquished.
Transferability and Succession	Eliminates all transfer or succession by removing annual sites.	Does not resolve historic on-selling or perceptions of succession.	Removes on-selling and succession by requiring removal and reallocation.
Equitable Public Access	Maximises access by converting all sites to short-term use.	Maintains current access arrangements with limited change.	Improves equitable access over time through one-year, balloted sites.
Community and Social Impact	High impact on existing annual site holders and community use.	Lowest immediate impact on existing site holders.	Moderated impact through managed transition and continuation for existing holders.
Operational and Financial Sustainability	Significant risk to campground revenue and year-round viability.	Retains current revenue model but with higher long-term compliance risk.	Retains revenue while improving long-term sustainability and defensibility.
Governance and Legal Risk	Low ongoing risk once enforced, but high disruption risk.	Higher ongoing risk if consent conditions are challenged or reviewed.	Lower long-term risk by aligning consent with operational practice.
Implementability	Simple to implement but difficult to manage community impacts.	Simple administratively but difficult to justify defensibly.	More complex to implement but clear, staged, and manageable.
Transition and Fairness	No transition; immediate change.	No transition; retains current arrangements.	Provides a staged transition that recognises existing users while changing future allocation.

7.1 The comparison highlights that Option 3 best addresses statutory compliance while balancing community, operational, and governance considerations through a managed transition.

8. Financial Implications Ngā Hiraunga Rauemi

Capex/Opex Ngā Utu Whakahaere

	Option 3: Consent with Operational Changes (Preferred)	Option 2 - Consent with No Operational Change	Option 1: Full Compliance
Cost to Implement	Nil.	Nil.	Some additional Opex likely to remediate sites
Maintenance/Ongoing Costs	Maintenance costs broadly consistent with current arrangements over the short to medium term.	Existing maintenance arrangements continue.	Potential increase due to higher site turnover and reduced on-site stewardship.

Funding Source	Existing campground operational budgets. Retains current annual site revenue.	Existing campground operational budgets. Retains current annual site revenue.	Existing operational budgets, with potential shortfall due to removal of annual site revenue.
Funding Availability	Fully funded within existing budgets.	Fully funded within existing budgets.	Would require adjustment if revenue declines materially.
Impact on Rates	No impact on rates anticipated.	No impact on rates anticipated.	Potential indirect impact if campground revenue becomes insufficient to cover operating costs.

8.1 Summary of Financial Implications

The financial implications of the options primarily relate to the sustainability of campground operations, the degree of revenue certainty, and the potential for additional operational or compliance costs over time. Both campgrounds operate on a largely self-funding basis, with a combination of annual site fees and casual camping revenue supporting day-to-day operations, maintenance, and staffing.

8.2 Option 1 – Full Compliance

This would achieve immediate statutory compliance through the removal of annual sites. However, it presents a material financial risk to campground operations due to the loss of predictable, year-round income. This could undermine the current self-funding model, increase reliance on Council funding, or require a reduction in service levels.

8.3 Option 2 – Consent with no operational change

This would maintain existing revenue streams in the short term but would retain higher long-term legal and governance risk. If enforcement action were later required, or if conditions were imposed following further review, this could result in unplanned financial impacts, transitional costs, or disruption to campground operations. The ongoing risk of non-compliance also creates uncertainty for long-term financial planning.

8.4 Option 3 – Consent with operational changes

This retains the financial stability provided by annual sites in the short to medium term while progressively transitioning to a more legally defensible and equitable operating model. By way of context, annual site fees accounted for approximately 20% of total campground revenue at Pigeon Bay in the most recent financial year (\$10,200 of \$50,087) and approximately 17% of total revenue at Duvauchelle (\$51,741 of \$310,255).

Any additional operational costs associated with introducing balloted annual sites, compliance monitoring, or site transition are expected to be minor and manageable within existing operational budgets.

8.5 Impacts on Existing Annual Site Holders

A number of submitters raised concerns about the potential financial and personal impacts on existing annual site holders, particularly where caravans or annexes are not readily transportable and represent significant personal investment. Option 3 avoids the immediate removal of existing sites and structures and instead provides a managed transition that mitigates abrupt financial hardship while establishing clearer and more transparent future arrangements.

- 8.6 Infrastructure and Peak-Season Demand
Some submitters noted that a rapid increase in peak-season casual use could place pressure on toilet and wastewater infrastructure. The staged approach proposed under Option 3 avoids a sudden increase in peak demand and allows infrastructure capacity to be managed within existing constraints and review processes.
- 8.7 Overall Financial Assessment
Overall, Option 3 provides the best balance between financial sustainability, legal compliance, and operational certainty. It preserves the viability of existing campground operations while enabling a lawful transition over time, without requiring additional capital investment or creating any immediate impact on rates.

9. Considerations Ngā Whai Whakaaro

Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau

- 9.1 Risk 1: Ongoing Statutory Non-Compliance
- 9.1.1 Annual camping sites at Duvauchelle Holiday Park and Pigeon Bay Campground currently operate as licences to occupy public reserve land, rather than leases or tenancies. In the absence of consent under Section 44(2) of the Reserves Act 1977, this creates ongoing legal and governance risk for Council as the administering body.
- 9.1.2 Mitigation:
Granting consent under Section 44(2) of the Reserves Act, supported by clear operational controls, provides a lawful pathway to continued operation while reducing ongoing compliance risk.
- 9.2 Risk 2: De Facto Permanence of Occupation
- 9.2.1 Historical operating practices—particularly at Duvauchelle Holiday Park—have enabled semi-permanent structures and long-term occupation patterns that are inconsistent with the temporary nature of reserve land use. These practices have created expectations of permanence that increase legal and policy risk.
- 9.2.2 Mitigation:
Option 3 introduces operational controls that progressively reduce permanence, including prohibiting hard annexes, requiring caravans to remain road legal, and mandating removal of all structures when a site is relinquished.
- 9.3 Risk 3: Transferability and Succession of Site Use
- 9.3.1 At Duvauchelle, historical on-selling of caravans and associated improvements has created implied rights of transfer or succession that Council is not legally empowered to grant under the Reserves Act.
- 9.3.2 Mitigation:
Prohibiting on-selling or transferral of sites and requiring removal of caravans and annexes on relinquishment removes implied transfer rights, restores Council control over site allocation, and reduces precedent risk.
- 9.4 Risk 4: Inequitable Access to Public Reserve Land
- 9.4.1 Long-term occupation of prime sites can limit availability for casual campers and contribute to perceptions of exclusive or privileged use of public land.
- 9.4.2 Mitigation:
The transition to one-year annual sites allocated through public ballot, as vacancies arise, incrementally improves equitable access while avoiding abrupt disruption.

- 9.5 Risk 5: Community and Reputational Impact
- 9.5.1 Introducing change to long-standing arrangements carries a risk of community dissatisfaction, particularly among existing annual site holders who have economic and social investment in the campgrounds.
- 9.5.2 Mitigation:
Option 3 provides a managed transition that allows existing site holders to continue under current arrangements, reducing immediate impact while clearly signalling future settings.
- 9.6 Risk 6: Governance and Decision-Making Risk
- 9.6.1 Failure to clearly distinguish between Community Board and Council decision-making roles could create confusion or challenge.
- 9.6.2 Mitigation:
This report is clearly structured as a Part A report, with the Community Board providing a recommendation and Christchurch City Council (via the Chief Executive) exercising delegated authority under Section 44(2) of the Reserves Act. This governance pathway has been made explicit throughout the report.
- 9.7 Risk 7: Implementation and Operational Complexity
- 9.7.1 Operational changes such as balloting, compliance monitoring, and site transition introduce additional administrative requirements.
- 9.7.2 Mitigation:
These changes are incremental, align with existing campground management practices, and can be implemented within current operational structures and budgets.
- 9.8 Risk 8: Financial and personal impact on existing site holders
- 9.8.1 Some site holders expressed concern about potential financial loss associated with relocating or disposing of caravans or annexes if changes were implemented abruptly.
- 9.8.2 Mitigation:
Option 3 enables existing annual site holders to continue under current arrangements and applies new requirements only as sites are relinquished, significantly reducing the risk of sudden financial or personal hardship.
- 9.9 Overall Risk Assessment
- 9.10 With the proposed mitigations in place, the residual risks associated with Option 3 are assessed as manageable and proportionate, particularly when compared to the risks associated with either full enforcement or consent without operational change.

Legal Considerations Ngā Hīraunga ā-Ture

- 9.11 Statutory and/or delegated authority to undertake proposals in the report:
- 9.11.1 Duvauchelle Holiday Park and Pigeon Bay Campground are located on recreation reserves administered by Christchurch City Council under the Reserves Act 1977.
- 9.11.2 Section 44 of the Reserves Act 1977 restricts the length of time that any vehicle, caravan, tent, or removable structure may remain on a recreation reserve during the period from 1 November to 31 March, unless consent is granted under Section 44(2) of the Reserves Act.

- 9.11.3 The Chief Executive holds delegated authority from the Minister of Conservation to grant consent under Section 44(2) of the Reserves Act for recreation reserves that it administers. Accordingly, Ministerial approval is not required for the proposals outlined in this report, provided Council exercises that delegation in accordance with its terms.
- 9.11.4 This report is presented as a Part A report. The role of Te Pātaka o Rākaihautū Banks Peninsula Community Board is to consider the options and provide a recommendation to the Chief Executive is the decision-maker and has the statutory and delegated authority to approve or decline consent under Section 44(2) of the Reserves Act 1977.
- 9.12 Other Legal Implications
- 9.12.1 The proposals in this report do not:
- grant any leasehold, ownership, or proprietary interest in reserve land;
 - create transferable or inheritable occupation rights; or
 - alter the classification or legal status of the reserves.
- 9.12.2 No additional statutory consents or approvals are required beyond Council's decision under Section 44(2) of the Reserves Act.
- 9.12.3 Annual camping sites operate as licences to occupy, which are personal, time-limited, and non-transferable, and do not confer any leasehold, ownership, or permanent occupation rights under the Reserves Act 1977. While some submitters referred to historic practices or approvals that allowed caravans or annexes to be established, Christchurch City Council has previously clarified that any right to occupy a site is non-transferable and that caravans and associated structures must be removed from the reserve upon sale or relinquishment. This position was communicated to the Department of Conservation in October 2006 and reflects Council's long-standing approach to addressing non-compliance associated with permanent occupation at Duvauchelle Holiday Park. The operational controls proposed under Option 3—including removal of caravans and annexes on site relinquishment, prohibition of on-selling, and requirements for removability—are consistent with the Reserves Act 1977 and established Council practice for occupation of public reserve land.

Strategy and Policy Considerations Te Whai Kaupapa here

- 9.13 The required Decision:
- 9.13.1 Aligns with the [Christchurch City Council's Strategic Framework](#).
- 9.13.2 Is assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by <enter text>.
- 9.13.3 Is consistent with Council's Plans and Policies.
- 9.14 This report supports the [Council's Long Term Plan \(2024 - 2034\)](#):
- 9.15 Parks, Heritage and Coastal Environment
- 9.15.1 Activity: Parks and Foreshore
- Level of Service: 6.0.1 All Community Parks are managed and maintained in a clean, tidy, safe, functional, and equitable manner (Maintenance) - 90%

Maintenance Plan key performance indicators are achieved Provide citizens access to fit-for-purpose network of recreation and sporting facilities
Level of Service 7.0.7, Deliver a high level of satisfaction with the range and quality of facilities.

Community Impacts and Views Ngā Mariu ā-Hāpori

- 9.16 Consultation started on 17 December and ran until 31 January 2026.
- 9.17 Consultation details including links to the project information shared on the [Kōrero mai | Let's Talk webpage](#) were advertised via:
- An email sent to 20 identified stakeholders, as well as Pigeon Bay Reserve Committee (6), Duvauchelle Reserve Committee (5), all annual site holders (92) and those waitlisted for annual sites (33).
 - Consultation documents delivered to Pigeon Bay households (50).
 - Flyers and posters at Pigeon Bay Hall.
 - Two signs up at each campground and posters in each toilet cubicle.
 - Two social media posts to Banks Peninsula Community and Akaroa – What is happening?
 - A link to the consultation site on the Duvauchelle Holiday Park webpage.
 - Consultation information emailed out in the post-stay survey over the consultation period.
- 9.18 The [Kōrero mai | Let's Talk page](#) had 1,792 views throughout the consultation period.

Summary of Submissions Ngā Tāpaetanga

- 9.19 Overall, 321 submissions were received from three organisations and 318 individuals. All submissions are available on the [Kōrero mai | Let's Talk page](#).

Pigeon Bay campground

- 9.20 176 submitters provided feedback for Pigeon Bay campground, including three organisations (Pigeon Bay Reserve Committee, Pigeon Bay Boating Club, Penny) and 173 individuals.
- 9.21 Submitters were asked to select their preference out of three options:
- Option one – Full compliance with the Act, which includes removing long-time sites over summer (hereinafter referred to as ‘full compliance’)
 - Option two – Allow annual sites as is, and seek consent from the minister (hereinafter referred to as ‘status quo’)
 - Option three – Allow annual sites to remain but with operational changes, and seek consent from the minister (hereinafter referred to as ‘operational changes’)
- 9.22 Overall, 64% (113) supported maintaining the status quo, 20% (36) supported making operational changes, and 15% (27) supported enforcing full compliance.
- 9.23 Of those in support of maintaining the status quo, 31% (34) were annual site holders or knew someone with a site, 31% (33) were casual campers, and the remainder were residents near Pigeon Bay, bach holders, or others.
- 9.24 There were varying levels of support for maintaining the status quo across submitter groups. Most (76%) annual site holders or those who knew someone with a site supported the status quo with the remainder supporting operational changes. There were comparably lower levels

of support for the status quo across bach holders in or near Pigeon Bay (59%), casual campers (60%) and residents in or near Pigeon Bay (46%).

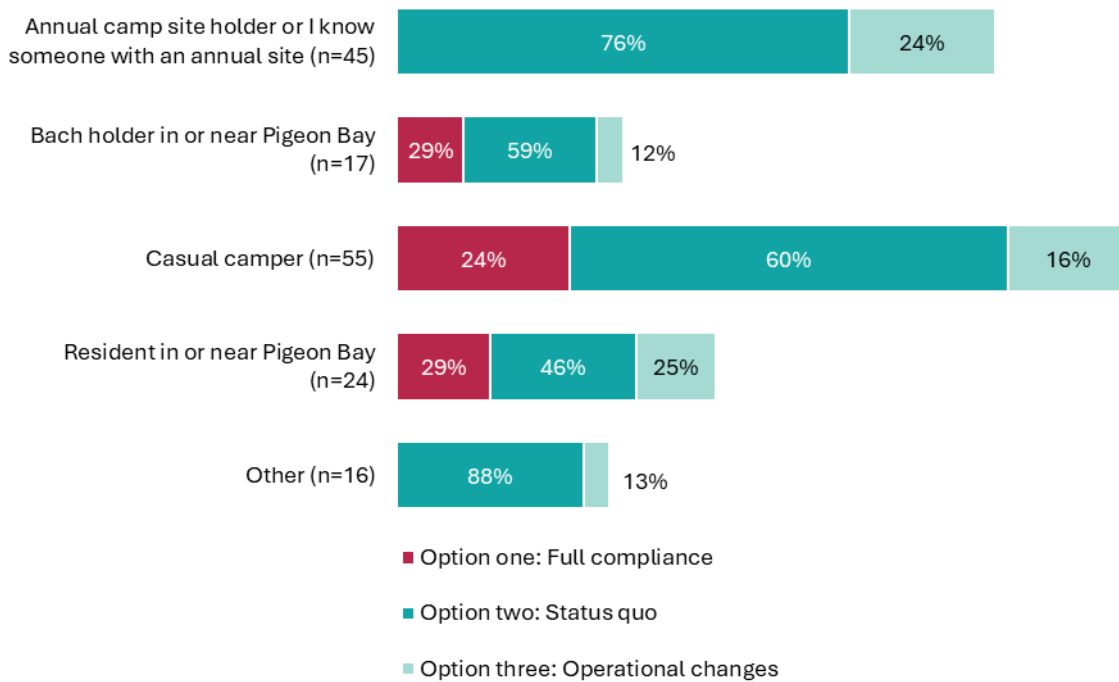


Figure 1. Support for each option by respondent group

9.25 The main themes expressed by submitters in support for maintaining the status quo included:

- That the Pigeon Bay Boating Club depends on the use of annual sites, and any removal would jeopardise its future (26)
- Annual site holders contribute to the community (23)
- Annual site holders keep the camp tidy and well maintained (17)
- Annual site holders provide security for the campground (11)
- Annual site holders help keep the campground occupied during quieter periods (11)
- Annual sites provide a guaranteed income for the campground (11)

9.26 The main themes expressed by submitters in support of other options (making operational changes, or enforcing full compliance) included:

- Some annual sites are not occupied at peak times or not used for long periods of time (12)
- The best sites are occupied by annual sites (12)
- Removing annual sites would allow more equitable access (11)
- The sites should be freed up over the summer period (11)
- The caravans are untidy and contribute negatively to the aesthetic of the area (7).

9.27 Suggestions from submitters for operational changes included:

- Changes to the occupancy rules including increasing the minimum nights (9)
- Decrease the number of annual sites over time (9)

- Caravans must be warranted, registered/maintained and moveable (6)
 - Increase the charges for the sites (5)
 - Ballot sites over summer (5)
 - Prime spots to be reserved for casual campers (3)
- 9.28 The Pigeon Bay Reserve Committee submitted in support of retaining a reduced number of annual sites at Pigeon Bay. The Committee noted that changes had already been made to improve fairness and access and expressed support for a gradual reduction in annual sites over time. The submission highlighted the contribution of annual site holders to campground operations, local activities, and the Pigeon Bay Boating Club, and raised concerns about infrastructure capacity and site suitability if overall occupancy were to increase during peak periods.

Duvauchelle Holiday Park

- 9.29 188 submitters provided feedback for Duvauchelle Holiday Park, including one organisation (Duvauchelle Reserve Committee) and 187 individuals.
- 9.30 Submitters were asked to select their preference out of three options:
- Option one – Full compliance with the Act, which includes removing long-time sites over summer (hereinafter referred to as ‘full compliance’)
 - Option two – Allow annual sites as is, and seek consent from the minister (hereinafter referred to as ‘status quo’)
 - Option three – Allow annual sites to remain but with operational changes, and seek consent from the minister (hereinafter referred to as ‘operational changes’)
- 9.31 Overall, 87% (164) supported maintaining the status quo, 5% (10) supported making operational changes, and 7% (14) supported enforcing full compliance.
- 9.32 Of those in support of maintaining the status quo, 58% were annual site holders or knew someone with an annual site, 25% were casual campers and the remainder were bach holders, residents and others.
- 9.33 There were varying levels of support for option two (status quo) across submitter groups. Most (98%) annual site holders or those who knew someone with a site supported option two, as well as all Duvauchelle bach holders who responded (14). There were comparably lower levels of support for option two across casual campers (82%) and residents in or near Duvauchelle (47%).

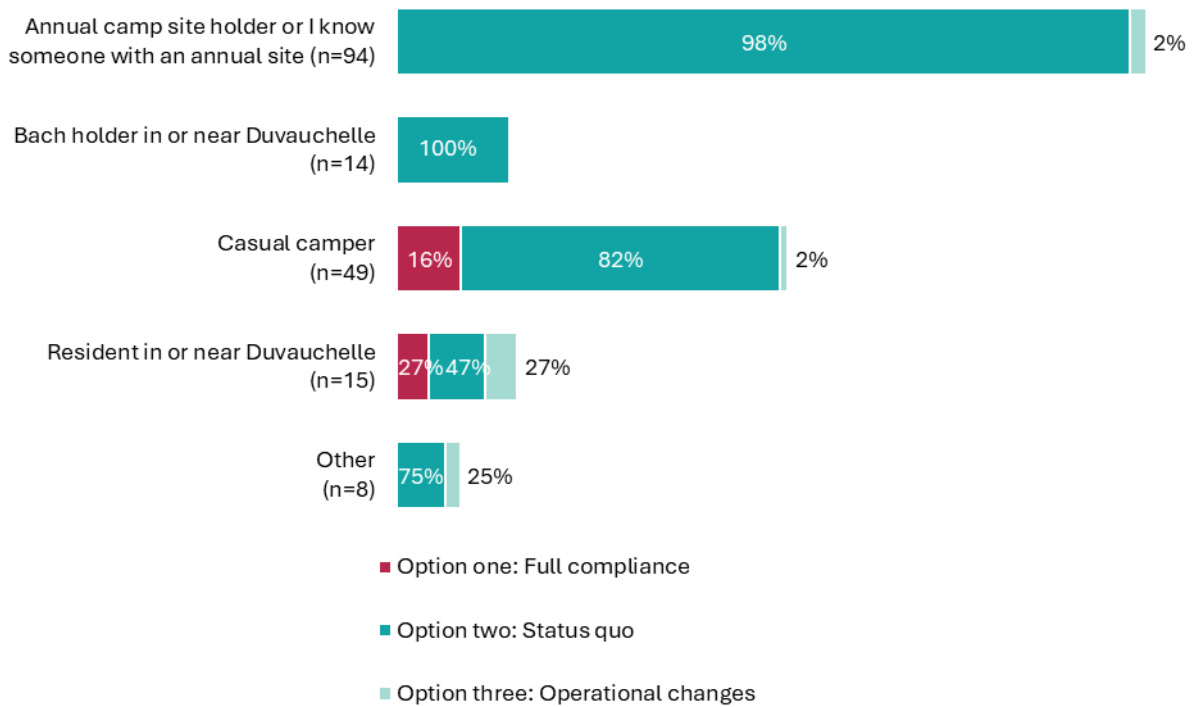


Figure 2. Support for each option by respondent group

9.34 The main themes expressed by submitters in support for maintaining the status quo included:

- Annual sites provide a guaranteed income for the campground (31)
- Council ought to follow the historic precedent/this arrangement has existed for generations (26)
- Annual site holders have fostered a sense of community at the campground (26)
- There is sufficient room for casual campers in the current arrangement (24)
- Annual site holders keep the campground tidy (13)

9.35 The main themes from those in support of other options (making operational changes, or enforcing full compliance) included:

- Removing annual sites would allow more equitable access (8)
- The annual sites look untidy (5)
- Removing annual sites would free up sites over summer (5)

9.36 Suggestions for operational changes included:

- Clearly defined areas for annual compared to casual sites (2)
- Vehicles must be roadworthy or maintained to a certain standard (2)
- Increased charges (2)

9.37 The Duvauchelle Reserve Committee supported retaining annual sites under existing arrangements, noting that the current operating model supports ongoing maintenance of the reserve, local employment, and year-round economic contribution to the community. The Committee also referenced existing operational controls, including no further solid awnings being permitted and a reduction in annual site numbers over time to increase availability for casual campers.

9.38 Operational Context – Pigeon Bay Annual Site Proportions

- The draft Pigeon Bay Reserve Management Plan policy identified a policy intent to ensure that longer-term camping sites comprise no more than 50% of total camping capacity.
- In 2006, annual sites comprised approximately 50% of available sites (20 of 40). Since that time, the number of annual sites has been progressively reduced to approximately 37% of capacity (17 of 48 sites).
- The Pigeon Bay Reserve Committee has indicated an intent to further reduce the proportion of annual sites to approximately 32% (15 of 48 sites) through natural attrition by October 2029.
- The Committee has advised that, if reductions are not achieved through natural attrition, it may consider additional operational measures—such as increased minimum stay requirements or adjustments to annual site fees—to encourage turnover over time.

9.39 Operational Context – Duvauchelle Annual Site Proportions

- The draft Duvauchelle Reserve Management Plan did not specify a fixed proportion for longer-term camping sites; however, historic management discussions have consistently considered the balance between annual and casual use. In 2006, annual sites comprised approximately 62% of total campground capacity (76 of 122 sites). Of these, a substantial proportion included solid annexes.
- Since that time, the number of annual sites has been reduced to approximately 48% of capacity (58 of 122 sites). The current annual sites comprise a mix of site configurations, including 36 sites with solid annexes and 22 sites with canvas structures. Reductions have occurred through natural attrition and tighter operational controls rather than enforced removal.
- It has been reported that during site visits in the mid-2000s, the Department of Conservation expressed a preference for campground arrangements to work toward a balance in which longer-term sites did not exceed approximately half of total capacity. While this was not formalised and does not constitute policy direction, the reduction in annual sites at Duvauchelle over time reflects ongoing consideration of that balance alongside campground viability and operational constraints.

9.40 The decision affects the following wards/Community Board areas:
Te Pātaka o Rākaihautū Banks Peninsula.

9.41 The Community Board view is being sought in this report.

Impact on Mana Whenua Ngā Whai Take Mana Whenua

9.42 The decision does not involve a significant decision in relation to ancestral land, a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture, and traditions.

9.43 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.

9.44 The proposals relate to operational management of existing campground use on established recreation reserves and do not involve whenua modification, changes to reserve classification, or impacts on sites of cultural significance. Council officers have discussed the issues with Ngā Papatipu Rūnanga, and no specific impacts or engagement requirements have been identified in relation to this decision.

Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 9.15 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reductions.
- 9.16 The proposals involve administrative management of existing camping use and are not expected to have any material impact on climate change mitigation or adaptation.

10. Next Steps Ngā Mahinga ā-muri

- 10.1 The Board's recommendation will be reported to the Chief Executive of the Council for a final decision on the Duvauchelle Holiday Park and Pigeon Bay Campground Annual Sites.

Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A  	Pigeon Bay Reserve Committee Submission	26/672613	28
B  	Duvauchelle Reserve Committee Submission	26/672617	42
C  	Akaroa Wairewa Community Board 10 June 2015 Inward Correspondence from Duvauchelle Reserve Management Committee dated 13 May 2015 re Reserve Management Plan	15/613040	43
D  	Duvauchelle Recreation Reserve Management Plan 2006	18/586726	60
E  	Draft of Pigeon Bay Recreation Reserve management plan 2006	10/505594	80
F  	Duvauchelle Reserve Committee Rules and Policies 12 September 2025	26/672537	97
G  	Pigeon Bay Camping Ground Rules	26/672622	105
H  	Reserves Act 1977 – Instrument of Delegation for Territorial Authorities	26/635669	109

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link

Signatories Ngā Kaiwaitohu

Authors	Colin Jacka - Manager Activities and Events (Outdoor) Paris Porter - Engagement Advisor
Approved By	Nigel Cox - Head of Recreation, Sports & Events

REQUEST FOR MINISTERIAL CONSENT Pigeon Bay Reserve

To: Te Pātaka o Rākaihautū Banks Peninsula Community Board

Subject: Request for Council to grant a Ministerial Consent under their instrument of delegation to retain 15 Annual Sites in Pigeon Bay Reserve

1. BACKGROUND AND CONTEXT

Pigeon Bay Reserve is classified as a Recreational Reserve with camping as a permitted activity. The Mission Statement of PBRC is:

“To keep the Pigeon Bay Reserve Camping Ground as a friendly, family orientated, low-cost kiwi camp and maintain the reserve and playground for our local community and visitors to use and enjoy.”

Recreational Reserves Act 1977 (Section 17): The primary purpose is to provide areas for recreation and sporting activities, and the enjoyment of the public while protecting the natural environment. Clause 44(.2) states that caravans can only remain on site to 28 days within 1 November to 31 March.

Within this framework, Pigeon Bay Reserve currently accommodates:

- **17 Annual Sites** (recently reduced from 20).
- **31 Casual Camping Sites.**

The Pigeon Bay Reserve Committee (PBRC) respectfully requests that the Christchurch City Council grants an exemption to retain **15 annual sites**, with a managed reduction from the current 17 through **natural attrition by October 2029**. If sites are not vacated by natural attrition the Committee will seek to motivate further reduction by:

- Increasing stay nights.
 - Increase fees.
-

2. RATIONALE FOR RETAINING ANNUAL SITES

A. Equity and Access Measures Already in Place

To improve fair and equitable access to the reserve for all, PBRC working with CCC has implemented the following:

- Introduced minimum annual stay nights.
 - Introduced an **online booking system** to manage casual use enabling better financial management and providing accurate record keeping.
 - Clearly **marked and mapped** all sites, showing both annual and casual use areas.
 - Designated **green communal areas** for non-camping public use, enabling recreational activities.
 - Closed the wait list for new annual sites to enable natural attrition working toward 15 annual sites.
 - Developed **camping rules**, including caravan standards to maintain appearance and safety.
-

3. SITE-SPECIFIC CONSIDERATIONS

Some of the current annual sites are in **locations not suitable for casual camping**, either due to ground conditions (e.g. hard ground not suitable for tents) or exposure to wind. These sites may remain underutilised if not retained for caravans. Most annual sites are occupied by one-two people. If these sites were taken up by casual campers (up to six per site), the PBRC is concerned that the special nature of camping in Pigeon Bay would be diminished. Also, due to the limited toilet facilities and water supply, the occupancy rate cannot increase over peak times.

4. **BENEFITS OF ANNUAL SITE HOLDERS**

A. **Community Contribution**

- Annual Site Holders enjoy the social interaction and feel that they are a part of and provide meaningful contributions to improve the local community.
- Annual Site Holders support and participate in local activities and upkeep including the PBRC and membership of the Pigeon Bay Boating club
- They also support Banks Peninsula businesses.

B. **Operational Resilience**

- During caretaker vacancies annual site holders stepped in to maintain camp operations and continue to do so. They also provide oversight and are able to alert the caretaker of any issues.

5. **FINANCIAL CONSIDERATIONS**

Annual site fees currently generate \$10,200 annually, supporting maintenance and operational costs. While financial income is not the purpose of a recreational reserve, the stable contribution from annual site holders has historically ensured a well-maintained facility without burdening CCC.

6. **THE COMMITTEE HAS COMMITTED TO**

- A planned reduction of annual sites (from 20 to 15).
- The intention to support the balloting of a percentage of annual sites in the future.
- Ongoing annual reviews to assess the balance between annual and casual use.
- Collaborating with CCC to meet future planning, and maintenance responsibilities.

7. **REQUEST TO THE COMMUNITY BOARD**

The PBRC respectfully requests that the Banks Peninsula Community Board advocate for the Christchurch City Council to:

1. **Grant a Ministerial Consent** under the Reserves Act 1977 to allow 15 caravans to remain on site in the Pigeon Bay Reserve over the peak period.
2. Recognise the special community value, hybrid use model, and improvements made to access, fairness, and compliance.

8. **CONCLUSION**

The Pigeon Bay Reserve is a unique community asset with a long history of shared use. The proposed exemption balances accessibility, environmental care, and community continuity. With responsible oversight, a reduction plan, and improved equity measures in place, PBRC believes retaining a small number of annual sites will best serve both local and wider public interests also respecting the history many annual site holders have with Pigeon Bay.

9. **SUPPORTING DOCUMENTS**

Please refer to the documents attached for additional information.

Supporting Document A Pigeon Bay Reserve Committee

1. Historic Information:

- Early records show camping within the reserve in 1940 with a weekly fee of 5/- (5 shillings!)
- 1945 - Ground levelled for camping sites.
- 1975 - Concession granted by Minister of Lands for seasonal camping from Labour weekend to March 31st.

2. Reserves Act 1977:

The intent behind Section 44(2) of the Reserves Act is to control permanent occupation of reserves by individual campers during the main holiday season to the exclusion of others on an unequal basis.

The relevant section and clauses of the act are as follows:

44 Unauthorised use of reserve:

(2) Except with the consent of the Minister, the owner of any vehicle, caravan, tent, or removable structure shall not permit it to remain on a reserve for a total period of more than 4 weeks during the period commencing on 1 November in any year and ending with 31 March.

3. Council's Delegation:

The Ministerial Consent has been delegated to the Christchurch City Council. Refer to Document B for the delegation document.

4. Occupancy Records:

- The camp occupancy records indicate that in the peak period there are minimal days where casual camping sites have 100% occupation. Therefore, the annual site holders are not the cause of preventing casual use, rather it is high demand in peak season.
- Over the five-month summer period, 150 days over 26 campsites allow for up to 3,900 stay nights. Creating a further 15 casual sites would far exceed current demand.
- Since the introduction of online bookings in November 2022 through CCC, these statistics can be further verified.
- In late 2024, two additional casual sites were created to enable 28 bookable sites and in 2025 three annual site holders have relinquished their space. With some further work, these sites could become permanent casual sites, bringing the total to 31.
- The camp ground manager has the ability to use annual site holder areas not being occupied for casual users in addition to those other sites. While 26 sites appear on the website, over the 2025/2026 summer season, there have been 31 sites available for use. The occupancy statistics have shown that current demand has been met except for two large groups (10 and 20 people) looking for last minute bookings. Note that at this time, many other camp grounds have reached capacity also.

5. Legal Requirements:

• **Occupancy and facilities:**

The camp ground offers basic facilities only. Drinkable water, toilets and outside wash stations. Water supply and waste disposal is a critical factor in the running of the camp. Pigeon Bay water supply has occasional issues, the camp ground holds 20,000 litres in storage. We calculate an average camper uses 30 - 50 litres per day.

• **Waste disposal:**

Waste from the toilet block is discharged to a holding tank, drainage outfields are not permitted due to the proximity to the shoreline. Current holding capacity is 13,000 litres. We calculate an average camper contributes 20 litres per day to the black water. To limit water use, taps in the toilets have been replaced with hand sanitiser. In peak times, waste water collection for disposal from the site is every 7 to 10 days.

6. Current Camp Site Numbers:

- 17 Annual Sites (reduced from 20 historically). This is not in compliance with the Act as the caravans remains on site during the designated period, even though the site holders do not exceed the maximum permitted 28 days.
- 31 Casual Camping Sites (will increase to 33 when annual sites reduce to 15).

7. Use and Occupancy Data:

Taken from the 2024-2025 records, we can confirm the following:

- 19 Annual site holders occupied their sites for a total of 550 nights combined, an average of 29 nights per site per year. While this represents limited occupancy per site (approx. 8% per site), it ensures the sites are not used solely for storage of caravans and are occupied throughout the year.
- 28 Casual sites were occupied for a total of 1928 nights or a possible 9615. This represents an average occupancy of 69 nights per site (approx. 20%). Crucially, this occupancy is mainly in the peak summer season 1 November to 31 March of 1508 stay nights.
- Annual sites are almost exclusively occupied by 1-2 people per night, whereas casual sites are permitted up to 6 people. An increase in the number of casual sites will have a flow on effect of increasing camp population and potential problems with limited resources.

8. Camp Rules:

The PBRC commits to further strengthening rules to ensure:

- Caravans and sites are maintained to a high standard as per Reserve rules and will be inspected every six months by members of the Committee.
- Sites are used by the annual site holder or their immediate family for a minimum number of 14 nights annually.
- Changing our rules to restrict occupancy to 28 days in the peak period commencing on 1 November and ending with 31 March.

9. Other Considerations:

- The PBRC is reluctant to add additional casual sites to the camp as the Pigeon Bay Reserve Camp is quite small in size and currently gets quite crowded at peak times.
- Not all Annual site holders occupy their caravans at peak times and this frees up the availability of limited facilities.

Supporting Document B
Pigeon Bay Reserve Committee

RESERVES ACT 1977

INSTRUMENT OF DELEGATION FOR TERRITORIAL AUTHORITIES

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

Definitions:

"Administering body" - means an administering body under the Reserves Act 1977.

"Territorial authority" - means a local authority and a unitary authority as defined in section 5 Local Government Act 2002.


"Vested reserve" - means a reserve vested in a territorial authority (not in the Crown).

SCHEDULE

SECTION	SUMMARY OF POWERS	○	LIMITATION OF POWERS
6(3)	Revoke a Gazette notice and issue a fresh notice or amend the original notice		Only applies to notices in the Gazette given by the territorial authority
14(4)	Gazette resolution to declare vested land to be reserve. <u>Note:</u> it is, therefore, no longer necessary to consult the Commissioner in terms of sec 14(3) of the Act.		



2

SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
15(1)	Authorise or decline to authorise, by Gazette notice, the exchange of land in any reserve or any part(s) of a reserve for any other land to be held for purposes of that reserve.		<p>Only to be exercised where the territorial authority did not derive title from the Crown, or title would be deemed not to be derived from the Crown if the reserve was going through a revocation process (s.25).</p> <p>The territorial authority must consult with the Crown before making a decision under s.15(1) if the land it proposes to grant in exchange was purchased with funds provided either wholly or partly by the Crown.</p>
15(3)	To do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act, or by the Crown in the case of vested reserves derived from the Crown, including the payment or receipt of any money by way of equality of exchange in the case of non Crown derived reserves.		
16(1)	Classify, by Gazette notice, according to their principal or primary purpose all reserves.		
	[Note this delegation does not affect sections 16(2) and 16(2A) Reserves Act]		
16(4)	To advertise the intention to classify a reserve in accordance with sec 16(1).		
18(2)(e) 19(2)(a) 19(3)(a)	Determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.		
24(1)	Change the classification or purpose of a reserve by notice in the Gazette.		Does not apply to the revocation of reserves
24(2)(e)	To consider all objections received to a proposed change of classification or purpose.		
24(3)	To form an opinion that the change of classification or purpose of a scenic, nature or scientific reserve is justified.		

2


3

SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
24(5)	To form an opinion that the change in the classification of a historic reserve is justified.		
25(1)	Upon revocation of the reservation of any public reserve (or part of one) pursuant to section 24 Reserves Act, dispose of that land in such manner and for such purpose as the Minister specifies. [Note this is intended to allow Territorial Authorities to decide how and for what purpose the land may be disposed of].		The delegation only applies where the title to the reserve was not derived from the Crown, or is deemed not to be derived from the Crown in terms of s.25(4) or (5).
41(1)	To approve reserve management plans.		
42(1)	Give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature, or scientific reserve. Determine terms and conditions subject to which written consent is given.		
44(1)	To consent to the use of a reserve for temporary or permanent personal accommodation.		
44(2)	To consent to any vehicle caravan, tent or removable structure remaining on a reserve during the period 1 November to 31 March.		
45	Give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.		



3

4

SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
48(1)	<p>Consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1).</p> <p>Impose such conditions as it thinks fit in giving the consent.</p>		
48A(1)	<p>Consent or refuse consent to administering body granting a licence over a vested reserve to any person or department of State -</p> <p>(a) To erect, maintain and use buildings, dwellings, masts and other structures, and plant and machinery; and</p> <p>(b) To construct, maintain, and use tracks and engage in other works</p> <p>- for any of the purposes specified in section 48A(1).</p>		
48A(3)	<p>Approve terms and conditions determined by the administering body.</p>		
49	<p>Grant or decline to grant in writing any qualified person a right to take specified specimens of flora or fauna or rock mineral or soil from a reserve for scientific or educational purposes.</p> <p>Form opinion as to whether qualified person has the necessary credentials.</p> <p>Impose conditions on the grant in writing.</p>		<p>With regard to fauna, the delegation is for exotic fauna which are not protected under the Wildlife Act 1953.</p>
50(1)	<p>Authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic, historic, nature or scientific reserve.</p> <p>Authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserve for the foregoing purposes.</p>		<p>The delegation is for non-protected exotic fauna only.</p> 

4

5

SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
51(1)	Authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1). Impose conditions on the giving of the authorisation.		
52(1)	Declare by Gazette notice that any 2 or more reserves, or parts of 2 or more reserves, or parts of one or more reserves and the whole of one or more other reserves, are to be united to form one reserve.		All affected reserves or parts of reserves must have the same administering body and must all either be vested in that body or all held under an appointment to control and manage.
53 (1)(d)	To consent to an increase in the number days the public shall not be entitled to have admission to a reserve.		
53 (1)(e)	To approve the fixing of charges generally or with respect to any specified occasion or event.		
54(1)	Give or decline to give prior consent to administering body, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), (c) and to grant a lease or licence for any of the purposes specified in paragraph (d) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.54(1)(a), (b), (c) and (d).		



5

6

SECTION	SUMMARY OF POWERS	○	LIMITATION OF POWERS
	<p>Give or decline prior consent to administering body permitting, in a lease, the erection of buildings and structures for sports, games or public recreation not directly associated with outdoor recreation.</p> <p>Consent or decline consent to variations or amendments to leases and consent to the carrying out of any other necessary actions arising out of the leases consistent with the First Schedule, Reserves Act.</p>		
55(2)(a) (d), (e) (f) and (g)	<p>In the case of a scenic reserve to give or decline to give consent to :-</p> <ul style="list-style-type: none">• the enclosure and grassing or grazing of open parts of the reserve;• the setting apart of areas for other purposes;• the erection of buildings and other structures and amenities;• such things considered necessary for the public to obtain the benefit of the reserve;• the setting apart of sites for residences and other buildings and structures necessary for the management of the reserve.		<p>Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve.</p>



6

7

SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
56(1)	<p>Give or decline prior consent to administering body, in the case of a scenic reserve vested in it, to grant leases or licences for the purposes set out in s.56(1) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.56(1)(a) and (b).</p> <p>Consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First Schedule, Reserves Act.</p>		
56(2)	<p>Give public notice in accordance with section 119 of the Reserves Act and give full consideration in accordance with section 120 to all objections and submissions.</p>		
58(b)	<p>Set apart and use part of a reserve as a site for residences and other buildings.</p>		
58A(1)	<p>Give or decline prior consent to administering body, in the case of an historic reserve vested in it, to grant leases or licences for any of the purposes specified in that subsection.</p> <p>Consent or decline consent to variations or amendments to leases and licences and consent to the carrying out of any other necessary actions arising out of the leases and licences, consistent with the First Schedule, Reserves Act.</p>		



7

8

SECTION SUMMARY OF POWERS O LIMITATION OF POWERS

59A(1) In accordance with Part IIIB Conservation Act 1987, grant or refuse a concession in respect of any reserve controlled or managed by an administering body under s.28 Reserves Act so that the administering body may apply Part IIIB as if references in that Part to a conservation area were references to such a reserve and references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.

67(1)(b) Consent or decline consent to lease of recreation reserve set apart for race course purposes, to a racing club.

72(1) To enter into and agree the terms of a lease or other agreement for the farming of a recreation or local purpose reserve.


Note sec 72(3) applies.

73(1) Consent or decline prior consent to an administering body granting a lease of recreation reserve in the circumstances specified in s.73(1), where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease in the circumstances specified in section 73(1) in all other cases.

Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(1).



8

SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
73(2)	<p>Consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation purposes in all other cases.</p> <p>Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(2).</p>		
73(3)	<p>Form opinion as to whether recreation reserve is not likely to be used for purposes of a recreation reserve.</p>		<p>Note: The provisions of Part IIIB Conservation Act apply (s.73(3A)(b))</p>
	<p>Consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body.</p>		<p>Note: s.73(3A) (a) applies.</p>
	<p>Grant or decline to grant leases of whole or part of a reserve held under an appointment to control and manage.</p>		
	<p>Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(3).</p>		
73(5)	<p>Consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.</p>		
73(6)	<p>Consent or decline consent to surrender of lease.</p>		<p>Only exercisable where the original approval for the lease was given by the territorial authority under this delegation.</p>
74(1)(b)(ii) (proviso)	<p>Consent or decline consent to granting of a licence to occupy a historic, scenic or scientific reserve.</p>		

Duvauchelle Reserve Committee Submission:

Contribution ID: S41782

Date Submitted: Jan 30, 2026, 10:21 AM

On behalf of a recognised organisation or business:

Duvauchelle Reserve Committee
Chairperson Fiona Jane Barnes
secretarydrmc@outlook.com
21 Seafield Road
Duvauchelle Duvauchelle

What option do you support for Duvauchelle Holiday Park:

Option Two: Allow annual sites as is.

Please explain your selection for Duvauchelle annual sites:

The current model is working well. Continuing to run the current model of the Camp Ground (with more casual campers than Annual Site holders) the profit allows us to upkeep the Reserve to a high standard with minimal cost to the CCC & Rate Payers. It also give employment to 3 local people. We are looking to add 2 new cabins which will allow more people to enjoy the Reserve over the whole year. The Annual Site holders become part of the Community. They have got involved in our Beach Clean up days, they support the Duvauchelle Store, Hotel and other businesses over the whole year.

Is there anything else the community board needs to consider?

The Rules of the Camp Ground are continually reviewed. No more solid awnings are allowed to be built and we have been reducing the number of Annual Site's to allow for more casual Campers. The Reserve Committee is made up of 4 local residents and one Annual Site holder ensuring the interests of the Community are foremost when making decisions around improvements and changes.

DUVAUCHELLE RESERVES MANAGEMENT COMMITTEE
P.O.. BOX 53
DUVAUCHELLE 7545

Pam Richardson
Chairman - Akaroa Wairewa Community Board
P O Box 194
AKAROA

13.5.15

Dear Pam

The Duvauchelle RMC seeks the assistance of the Akaroa Wairewa Community Board. We want to have the legally required Management Plan prepared and adopted so that we can operate more efficiently – and not in defiance of the Reserves Act 1977.

Over ten years ago we were asked to assist with the preparation of a Management Plan which got no further than the submission stage. The plan, developed in 2004 for the Banks Peninsula District Council by their consultant, Chris Todd, was not acceptable because it contravened Section 44 (2) of the Reserves Act 1977.

At that time we were given advice to seek ministerial dispensation from the time limitation requirement. This obviously was a possible action, as Section 44 (2) of the Act starts with the words. “*Except with the consent of the Minister ...*”. As advised, we wrote to David Forrester of the Department of Conservation, Christchurch. (Attached Letter No.1). Obviously this had been wrong advice as was made clear in his response. (Letter No.2). Then we requested Barry Gardiner, the Reserves Manager for the Banks Peninsula District Council, to ask for ministerial dispensation. But the Department of Conservation asked Barry to withhold making his submission to the Minister until he had received their statement of position on the matter. (Letter. No.3). Barry then made a very comprehensive submission to Steve Sharman, Community Relations Officer, Department of Conservation, Christchurch, on behalf of the Pigeon Bay RMC and Duvauchelle RMC, asking that his letter be considered as a formal submission to the Minister. (Letter No.4). The Minister did not receive a direct request from the Council for this dispensation.

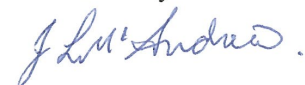
During 2006 Christchurch City Council became involved. DOC informed CCC of their obligation to “rectify the non-compliance”. (Letter No.5). The reply from David Rowlands, CCC, (Letter No.6) refers to actions being taken by the Management Committee to reduce the number of permanent sites, the number of which has been reduced and rearranged so there are now no permanent sites on the Recreational area. However, caravans are not removed from their site when sold, but are purchased by those on a waiting list for permanent sites. The Management Committee has maintained a policy of “softly, softly” as the caravan owners would react very stridently should they be made to comply with the Act and clear the sites. We appreciated David Rowland’s positive attitude in contrast to DOC’s negative stance.

The reasons given by Barry Gardiner in 2006 for maintaining the status quo of the two camping grounds are still totally valid. And since the advent of cruise boats visiting Akaroa during the summer months, an increasing amount of traffic, particularly buses, uses SH75. Should the long-term campers become casual campers there would be more vehicles towing caravans and boats on this steep, narrow and winding road, creating an increasing danger of road accidents.

Please could the Akaroa Wairewa Community Board ask the CCC to seek ministerial dispensation from the Reserves Act’s restrictive time limitation for the Duvauchelle and Pigeon Bay Reserves, preferably from the Minister, rather than from the Christchurch Department of Conservation.

On behalf of the Duvauchelle Reserves Management Committee

Yours faithfully



Jacquie McAndrew
Chairman DRMC



Dawn Turner
Secretary Treasurer DRMC

ATTACHED LETTER No.1

DUVAUCHELLE RESERVES MANAGEMENT COMMITTEE
PO BOX 53
DUVAUCHELLE

Chairman: Geoff Carter
19 Bayview Crescent
PO Box 43
DUVAUCHELLE
Ph: 304 5837

Secretary: Dawn Turner
39 Pawsons Valley Road
PO Box 4
DUVAUCHELLE
Ph: (03) 304 5010

Dave Forrester
Department of Conservation
Private Bag 4715
CHRISTCHURCH

29 September 2005

Dear Sir

On behalf of the Duvauchelle Reserves Management Committee which operates the Duvauchelle Holiday Park, we wish to apply for dispensation from the time limitations of the 1977 Reserves Act, Section 44.

The Reserve concerned, classified as Recreational Reserve, is comprised of two lots. The southern section (NZ Gazette 1919, p 3312), known as the Domain, was set aside as a sports ground. Currently there are no local or area sports clubs using the cricket ground, the tennis courts or the netball court and while it seems unlikely that demand from organised clubs will again arise, the Management Committee has strictly kept development off the playing field.

The northern section (NZ Gazette 1979, p 3636) was purchased by then Akaroa County Council to be used as a Camping Ground, providing for the needs of holiday makers in a controlled area. This reserve has been administered by successive Duvauchelle Reserves Management Committees following the 1985 Camping Ground Regulations. Neither the previous nor the current Management Committees have been informed by the Banks Peninsula District Council that the 1977 Reserves Act should have been followed. Section 44 of that Act which stipulates the length of time anything may remain on site between 1 November and 31 March of the following year has not been applied.

Members of the current Management Committee were distressed to discover that although they were managing the area acceptably for the Council, the local residents and the campers, they had not been acting within the law.

Campers either have long-term sites, for which they pay an annual site fee, or they are 'casuals'. No further long-term sites are proposed, and there is a waiting list for them. However, sites, powered and unpowered, are always kept available for these people and other casual campers. As the site opens directly to the strong southerly winds, many of the long-term campers have attached solid awnings to their caravans – awnings now built according to rules set by the Management Committee. There have been no formal complaints about these awnings. Indeed one neighbour prefers them to the canvas awnings noisily flapping in the ever present wind.

Most of the campers stay not for the scenic beauty of the Reserve, but to enjoy the marine environment of the Akaroa Harbour, often utilising the nearby boat ramp provided by the Banks Peninsula District Council whilst pursuing their chosen recreation be it boating, fishing, wind-surfing, surf-skiing or fossicking along the coastline. The Duvauchelle Holiday Park is the only camping ground on Council reserve land within the inner Akaroa Harbour. Only during public holidays does camp use approach full capacity – the total number accommodated being limited according to the facilities available as under the 1985 Camping Ground Regulations. At all times other than the public holiday periods, there

are plenty of sites available for casual campers. The level sites are appreciated by motor homes. Camp fees are kept modest so that the area is available to all socio-economic groups.

Neither section of the Reserve has much in the way of natural scenic attraction being an almost flat, grassed area with a few peripheral flaxes, cabbage trees, manuka and sundry deciduous exotics. However, the Management Committee has recently had completed the first part of a comprehensive programme of planting locally-sourced native shrubs, capable of withstanding the local climatic conditions, that will enhance the area and encourage more native birdlife.

Few future developments for the Holiday Park are foreseen except for a better house for the resident caretaker, possibly more cabins and an extra toilet/ablution block to be available to the general public as well as campers to provide for the needs of the boating fraternity who currently use the camp facilities when they do not urinate on the seawall!

Should dispensation not be granted, and the long-term campers have to remove their caravans and solid awnings, there would be a lot of very unhappy people, not only the campers, many of whom visit very frequently, but also people from the Akaroa Harbour area. There is but one road leading over Hilltop to Akaroa, SH75, and it is a steep winding road with very few passing places. Those vehicles towing boats cause queues of cars to build up, and some drivers will overtake recklessly causing risk to other road users. The long-term campers leave their boats in a locked boat compound provided at the Holiday Park, thus reducing the number of boats regularly being towed over SH75.

The matter of our lack of observance of the 1977 Reserves Act was only drawn to our attention when a consultant prepared a Draft Management Plan for the Duvauchelle Reserves. As this plan is already at the submission stage, we trust you will treat our application with the greatest urgency and respond promptly and favourably, before the completion of the Management Plan. The aim of the current Duvauchelle Reserves Management Committee is to continue to operate the Holiday Park in its present successful format. The Management Committee is financially prudent, from its revenue employing quality caretakers and maintaining the Duvauchelle Community Hall at no recent cost to the Council. Should we be forced to adhere to Section 44, much would have to change. Without annual site fees, we probably could not achieve the high standards currently enforced, nor would we be able to provide for the needs of the local residents and a large number of visitors to Duvauchelle whilst ensuring that the reserve area is further enhanced with locally-sourced native plants and the Domain area kept mown and available for future sporting use should such demand arise.

The Duvauchelle Reserves Management Committee would welcome an inspection visit by you or your representative.

On behalf of the Duvauchelle Reserves Management Committee



.....
Geoff Carter, Chairman
Committee Member

.....
Dawn Turner, Secretary Treasurer
Committee Member



Department of Conservation
Te Papa Atawhai

LETTER No.2

PAR 12 02 14

10 October 2005

Geoff Carter
Chairman
Duvauchelle Reserves Management Committee
PO Box 53
Duvauchelle

Dear Geoff,

Thank you for your letter dated 29 September 2005. You have certainly done a most thorough job in setting out the background to your request for a dispensation to the time limitation contained in Section 44 of the Reserves Act 1977.

I need to raise two matters with you as an interim response to your letter, and these are intended to be helpful to you rather than providing any formal response at this time. I believe that both matters need to be resolved before any consideration can be given to your request.

Firstly, the Duvauchelle Recreation Reserve is vested in the Banks Peninsula District Council, and the Department's relationship is with Council as the legal administering body of the reserve. The appointment of your Committee has been made by Council under the Local Government Act and your direct relationship is obviously with Council. The request you have made in your letter does need to be made by Council to the Minister, and if you wish to proceed further then you should liaise with Barry Gardiner at Council office in the first instance. I am aware that Barry has had some previous involvement with your request and he should be able to guide you through whatever process is necessary to convert this into a request from Council.

Secondly, the very matter you have written about is already scheduled for discussion between the department and Council in the next month or so. When the reserve

Canterbury Conservancy
Private Bag 4715, 133 Victoria Street, Christchurch, New Zealand
Telephone 03-379 9758 Fax 03-365 1388

management plan was notified recently the department wrote to Council stating that while it did not wish to lodge a formal submission it did see 'permanent occupancy' of some campground sites as an important issue, and suggested that a meeting be held later in the year to discuss it. I should mention that this is not an issue confined to Duvauchelle only, it affects other similar recreation reserves on Banks Peninsula and more widely around the country.

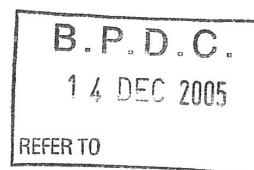
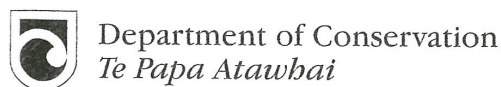
Clearly this meeting with Council will need to take place before any formal requests are considered. My suggestion to you is that in the meantime you make contact with Barry Gardiner with a view to having your Committee's request converted into a Council request pending the outcome of the meeting. For your information I am not personally dealing with Council on the matter, it is being led by Steve Sharman in this office, and Steve's telephone number is 371 3758 should you have any queries.

My compliments again on the manner in which you have researched and presented your case.

Yours faithfully,


Dave Forrester
for Conservator

LETTER No.3



Our ref: PAR 12-02-01
Your ref:

12 December 2005

The Manager
Banks Peninsula District Council
PO Box 4
Lyttelton

COPY

Attn: Barry Gardiner

Dear Sir

LONG TERM OCCUPATION OF RESERVE CAMPING SITES

The increasing public expectation of access to public lands especially around rivers, lakes and the foreshore has highlighted some issues around the long term occupation of reserve camping sites, on camp grounds administered by local authorities.

Section 44 (2) of the Reserves Act 1977 states *"except with the consent of the Minister, the owner of any vehicle, caravan, tent or removable structure shall not permit it to remain on a reserve for a total period of more than 4 weeks during the period commencing on the 1st day of November in any year and ending with the 31st day of March"*

The intention of this provision is to allow fair public access to reserve camp sites, especially where pressure over holiday periods is at a peak. Unfortunately in recent years there has been a tendency in some camp grounds toward the long term (sometimes permanent) occupation of mostly prime camping sites by a select number of campers often claiming the same sites year after year.

This "permanence" is often evidenced by the removal of caravan wheels, and the development of associated structures including permanent material awnings, storage sheds, decks, fences and windbreaks. In some cases these structures remain on the same site all year round.

You will be aware from discussions between the department and council officers, and our recent letters relating to the Duvauchelle and Pigeon Bay camp grounds that particularly at Duvauchelles, these types of unauthorised permanent structures are increasingly evident.

Local authorities have a statutory responsibility to ensure that the provisions of the Reserves Act 1977 are complied with, and this responsibility also extends to any Council appointed lessees, individuals, or reserve committees administering the reserves on a day to day basis. No doubt Council has its own concerns about the legal risk posed by such unauthorised structures

The department recognises that returning campers provide some certainty of revenue to campground managers, and that it may not be practical to tow caravans/trailers back and forth to the same campsite. A suggested compromise is to set aside an area of the reserve not normally

Canterbury Conservancy
Private Bag 4715, Conservation House, 133 Victoria Street, Christchurch, New Zealand

used for camping to store vehicles on a long term basis. This would mean that prime sites are freed up for use when caravan owners are not actually using the facilities

Can you please ensure that any campgrounds administered by the Council comply with the occupation limitations set out in Section 44 of the Act. We appreciate that there may be a need to allow some 'lead-in' time to allow camp managers to comply and suggest that you aim to have these issues resolved within the next 12 months (ie by 1 December 2006)

I would be happy to discuss this further with you as necessary. Please let me know if you need any further information.

Yours faithfully



Steve Sharman
Community Relations Officer
for Conservator
email: ssharman@doc.govt.nz

LETTER No.4

Mr Steve Sharman,
Community Relations Officer,
Department of Conservation,
Private Bag 4715,
Christchurch.

Your ref PAR 12-02-01.

31 January 2006.

BANKS PENINSULA



D I S T R I C T C O U N C I L

Cnr Norwich Quay & Dublin Street
P.O. Box 4
Lyttelton 8033

Telephone 03 328 8065
Facsimile 03 328 8283
www.bankspeninsula.com

COPY

Dear Sir,

Thank you for your letter of 12 December 2005 on long-term occupancy of camping ground sites on reserves.

This matter has been an issue for the two Reserve Management Committees in the Banks Peninsula district that have camping grounds on recreation reserves, since the council initiated the drawing up of reserve management plans for the reserves some months ago. Both the Duvauchelle and the Pigeon Bay Reserve Management Committees have been allowing 'long term' campers to stay on their camping grounds for many years and want this successful operation to continue.

Both Reserve Management Committees appreciate that in terms of the Reserves Act 1977 – S. 44 (2) – the maximum term for caravans etc to remain on a reserve during the period from 1st November to 31 March in any year, is a total period of no more than 4 weeks. The committees' believe that the imposition of this policy to the two camping grounds, in relation to each committee's particular circumstances, serves no good purpose.

There is provision within the Reserves Act for the Minister to give consent to have S. 44 (2) waived. Each committee has asked that a submission be prepared by Banks Peninsula District Council, the administering body with which each of the reserves are vested, to seek this consent. Each committee has set out reasons as shown below, in support of their belief that their current administration of the reserves be maintained.

Accordingly this is a submission on behalf of the Duvauchelle and Pigeon Bay Reserve Management Committees in terms of S.44 (2) of the Reserves Act. The following are the written presentations made by each committee to council for referral to the Minister:-

Duvauchelle Reserve Management Committee.

"The reserve concerned, classified as a Recreation Reserve, is comprised of two lots. The southern section (NZ Gazette 1919, p 3312), known as the Domain, was set aside as a sports ground. Currently there are no local or area sports clubs using the cricket ground, the tennis courts or the netball court and while it seems unlikely that demand from organised clubs will again arise, the Management Committee has strictly kept development off the playing field.

The northern section (NZ Gazette, p 3636) was purchased by the then Akaroa County Council to be used as a camping ground providing for the needs of holiday makers in a controlled area.

This reserve has been administered by successive Duvauchelle Reserve Management Committees following the 1985 Camping Ground Regulations. Neither the previous nor the current Management Committees have been informed by the Banks Peninsula District Council that the 1977 Reserves Act should have been followed. Section 44 of that Act which stipulates the length of time anything may remain on site between 1 November NS 31 March of the following year has not been applied. Members of the current Management Committee were distressed to discover that although they were managing the area acceptably for the Council, the local residents and the camper, they had not been acting within the law.

Campers either have long-term sites, for which they pay an annual fee, or they are 'casuals'. No further long-term sites are proposed, and there is a waiting list for them. However, sites, powered and not powered, are always kept available for these people and other casual campers. As the site opens directly to the strong southerly winds, many of the long-term campers have attached solid awnings to their caravans – awnings now built according to rules set by the Management Committee. There have been no formal complaints about these awnings. Indeed one neighbour prefers them to the canvas awnings noisily flapping in the ever present wind.

Most of the campers stay here not for the scenic beauty of the Reserve, but to enjoy the marine environment of the Akaroa Harbour, often utilising the nearby boar ramp provided by the Banks Peninsula District Council whilst pursuing their chosen recreation be it boating, fishing, wind-surfing, surf-skiing or fossicking along the foreshore. The Duvauchelle Holiday Park is the only camping ground on Council reserve land within the Akaroa Harbour. Only during public holidays does camp use approach full capacity – the total number accommodated being limited according to the facilities available as under the 1985 Camping Ground Regulations. At all times other than the public holiday periods, there are plenty of sites available for casual campers. The level sites are appreciated by motor homes. Camp fees are kept modest so that the area is available to all socio-economic groups.

Neither section of the Reserve has much in the way of natural scenic attraction being an almost flat, grassed area with a few peripheral flaxes, cabbage trees, manuka and sundry deciduous exotics. However the Management Committees has recently had completed the first part of a comprehensive programme of planting locally-sourced native shrubs, capable of withstanding the local climate conditions, that will enhance the area and encourage more native birdlife.

Few future developments for the Holiday Park are foreseen except for a better house for the resident caretaker, possibly more cabins and an extra/ablution block to be available for the general public facilities when they do not urinate on the seawall !!

Should dispensation not be granted, and the long-term campers have to remove their caravans and solid awnings, there would be a lot of very unhappy people, not only the campers, many of whom visit very frequently, but also people from the Akaroa Harbour area. There is but one road leading over Hilltop to Akaroa, SH 765, and it is steep winding road with very few passing places. The vehicles towing boats cause queues of cars to build up, and some drivers will overtake recklessly causing risk to other road users. The long-term campers leave their boats in a locked boat compound provided at the Holiday Park, thus reducing the number of boats being towed over SH 75.

The matter of our lack of observance of the 1977 Reserves Act was only drawn to our attention when a consultant prepared a draft Management Plan for the Duvauchelle Reserve.

As this plan is already at the submission stage, we trust you will treat our application with the greatest urgency and respond promptly and favourably, before the completion of the Management Plan. The aim of the current Duvauchelle Reserve Management Committee is to continue to operate the Holiday Park in its present successful format. The Management Committee is financially prudent, from its revenue employing quality caretakers and maintaining the Duvauchelle Community Hall at no recent cost to the Council. Should we be forced to adhere to Section 44, much would have to change. Without annual site fees, we probably could not achieve the high standards currently enforced, nor would we be able to provide for the needs of the local residents and a large number of visitors to Duvauchelle whilst ensuring that the reserve area is further enhanced with locally-sourced native plants and the Domain area kept mown and available for future sporting use should such demand arise.

The Duvauchelle Reserve Management Committee would welcome an inspection visit by you or your representative.

.....

Pigeon Bay Camping Ground

Having participated in the Draft Management Plan over the past 18 months we are very motivated to ensure continuity of income for the camp.

Our annual income is approximately \$9000 generated solely by campers,

\$7000 from regular campers who pay an annual fee

\$2000 from casual campers who pay a per- night fee, and are weather prone.

Our largest annual expense is approximately \$5500 for our Caretakers Contract.

Enclosed are copies of two letters of support, one from the Akaroa-Wairewa Community Board and one from the Pigeon Bay Boating Club.

All the camping grounds on Banks Peninsula have evolved from different origins and for different reasons, they are a reflection of the different communities which they are part of.

These communities have much vested in them, history, time, effort, participation - a sense of community.

New Zealand with its small population and reputation for innovation can surely cope with some variety of styles of management, rather than an homogenous model running the length of the country.

Pigeon Bay Camping Ground is self supporting, an asset to the community, accessible to all, and is still managed by volunteers.

.....

Pigeon Bay Boating Club

The Pigeon Bay Boating Club on 12 October 2005 also gave written support to the Pigeon Bay Reserve Management Committee "Some of our Boat Club members regularly camp at the Camping Ground, and on regatta weekends members of other Boating Clubs also camp there.

We are a modest club, made up of mostly of Cantabrians including a couple of locals, but the majority of our membership live in Christchurch. Our season runs from Labour Weekend to Easter and we sail about every second weekend, including 2 or 3 large regattas over the season. We sail on Saturdays and Sundays.

Last year, along with Pigeon Bay locals we opposed the application for consent to establish 3 more mussel farm in Pigeon Bay. The bay is a great sailing venue, and although we have a vested interest, the locals were very happy for our support.

The relevance of this to the Camping Ground is that the Boar Club has a committee of 10, of which 7 regularly camp in the Camping Ground. These are our core people who do the work of the club.

We are a Boating Club as opposed to just a yacht or sailing club and also have social supporters who are not at all boat orientated but enjoy the comradeship of the club.

From the Pigeon Bay Boating Club's point of view the Camping Ground plays a major part in keeping out Club healthy. Although this is not the responsibility of the Camping Ground, our regular camping members are always very willing and come well equipped to any working bees organised by the Reserve Management Committee.

We would like to add our support to the Pigeon Bay Reserve Management Committee in its efforts to maintain the existing camp site booking system.

.....

Akaroa/Wairewa Community Board

At its October 2005 ordinary meeting the Akaroa/Wairewa Community Board considered the above matter in relation to the Pigeon Bay Camping Ground. It passed a resolution as follows:-

“ Resolved that the Akaroa/Wairewa Community Board support the Pigeon Bay Reserve Management Committee in its application to the Minister of Conservation to be permitted to retain the system of allocating permanent sites in the Pigeon Bay Camping Ground.”

Banks Peninsula District Council

As Council's Reserve Manager I have had close association with the two Reserve Management Committees. Both committees are made up only of volunteers from the local community and each committee has been delegated, by Council, the responsibility to manage the reserves and the assets on the reserves, including the camping grounds. Council supports the committees in their endeavors and has considerable faith, garnered over a 16 year period that the Reserve Management Committees have been in existence, in each committee to organise and manage the reserves to a high standard. It is important to note that over all that time there have been no complaints received by Council from any person objecting to either the long-term occupation of the camping grounds or unable to procure a camping area themselves.

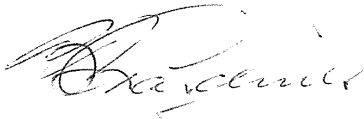
Rather than just having an indiscriminate blanket thrown over those that S.44 (2) is meant to apply to, it is apparent that that section of the Reserve Act has been specifically constructed to allow the Minister flexibility in its application i.e. it allows the Minister to make exceptions when there are mitigating circumstances. (That is the only reason that can be attributed to the Minister being given the special authority to give consent to approve exceptions to S. 44 (2).)

It is suggested that the two camping grounds come within the exceptions that S.44 (2) infers and that the Minister consider the submissions from each Reserve Management Committee – in particular :-

- i) The current system has been working well for nearly 2 decades. The two camping grounds have a history of being well-run, well-organised and managed to a very high standard. Any change to the current regime will adversely compromise these standards.
- ii) Each camping ground is relatively isolated. The camping grounds have regular clients and except for the holiday periods, these are the backbone of the camper grounds. Their support is vital.
- iii) There are, except possibly during school holidays when there will never be enough space, plenty of sites available for casual campers.
- iv) The impact that the application of S.44 (2) would have on the local communities and individuals that support the camping grounds.
- v) The financial impact that the enforcement of S.44 (2) would have on the precarious state of each Reserve Management Committee funding.
- vi) The impact this enforcement would have on increasingly high standards of amenities that have been built up over a number of years and future capital works. e.g.
 - Duvauchelle - upgrade access road, water reticulation, recycling/rubbish collection, landscaping of whole area, more cabins, a better caretakers house, new toilet block etc
 - Pigeon Bay - Repair erosion in reserve, extensive landscaping etc.
- vii) The impact that any reduction of fees would have on the employment of caretakers and the subsequent increase of duties to be carried out by committee members.
- viii) The impact on the very steep, winding S.H 75 and other road users would be considerable should long-term campers become casual campers and have to tow caravans to the camping ground. Almost all these campers are from Christchurch and there is only the one highway to the camping ground.
- ix) The impact that an adverse decision by the Minister would have on the committees members themselves. Members are from the immediate communities where the population is static and voluntary members are hard to come by. Any set back of this standing would undoubtedly affect current members' morale.
- x) It must be emphasized that there is no intention to increase the number of long-term sites from those currently now in existence.

Please consider this as a formal submission made in terms of S.44 (2) of the Reserve Act 1977 and ask the Minister to give consideration to treating the Duvauchelle and Pigeon Bay camping grounds as exceptions to that section.

Yours Faithfully



B. R. Gardiner
Reserve Manager

LETTER No.5



Department of Conservation
Te Papa Atawhai

Our ref: PAR 12-02-14
Your ref:

29 March 2006

The City Manager
Christchurch City Council
PO Box 237
CHRISTCHURCH

Attention: David Rowland

Dear Sir

DUVAUCHELLES CAMP GROUND

You will be aware of the background to this matter through previous correspondence between this department and the former Banks Peninsula District Council (BPDC), and from our joint site meeting on 14 March with the Duvauchelles Reserves Committee, and our subsequent meeting on 22 March to further discuss the issue.

To reiterate, informal discussion on the Duvauchelles and Pigeon Bay campgrounds and the fact that they were in breach of Section 44, had been held with the BPDC over the last 2 years. The matter reached a head when the 'illegality' of the present situation was pointed out in the draft management plans for these two reserves, commissioned by the BPDC in mid 2005. After a general letter to all Canterbury territorial authorities in December 2005 on this issue of permanent accommodation on reserve camping grounds, the BPDC wrote to the department in February 2006 asking for an exemption from the Section 44 provisions for these two reserves.

At the site meeting I advised that I would not proceed any further on the BPDC request until the Christchurch City Council had reached a formal view on the issue.

At our meeting with you on 21 March, we agreed to try to seek a consensus between the department and the Christchurch City Council on how the matter should be dealt with.

As we explained, the department is presently looking for additional camping area around the coast of New Zealand and in that context, and with the increasing public pressure for fair access and use of publicly owned land I cannot see on what basis the Minister of Conservation could approve the present setup at Duvauchelles.

While we can accept that the development of 72 permanent sites was done without the Committee's knowledge of the restrictions of the Reserves Act 1977, the present contravention of Section 44 of the Reserves Act 1977 cannot continue and I therefore invite your formal advice on how the Christchurch City Council, as the current administering body of the reserve, sees the future management of the campground. We also seek comment as to what action the Council considers necessary to rectify the non-compliance.

Canterbury Conservancy
Private Bag 4715, Conservation House, 133 Victoria Street, Christchurch, New Zealand
Telephone 03-379 9758, Fax 03-365 1388

COPY OF LETTER
TO DOC FROM CCC
[DAVID ROWLAND]

LETTER No.6

IN REPLY PLEASE QUOTE

LO 017-001-355

25 October 2006

**DEPARTMENT OF CONSERVATION
PRIVATE BAG 4715
CHRISTCHURCH**

Attention: Steve Sharman

Dear Sir

**RE: DUVAUCHELLE HOLIDAY PARK – S44 RESERVES ACT 1977 – PERMANENT CAMPSITE
ISSUES**

I refer to our earlier discussions and dialogue in respect to the Department's concern over the permanent occupation of camping sites at the Duvauchelle Holiday Park.

Presently the Council is engaged in discussions and negotiations with the Duvauchelle Reserves Management Committee, who administer the camping ground, in relation to this matter.

I can advise that to date the Committee has been very proactive in its response to this issue, having immediately undertaken the following, so as to reduce the number of occupiers who have canvas or permanent awnings on site:

- 1 Changed the Park's Rules and Policies so that no further caravans and awnings are to be permitted on site.
- 2 Advised all existing campers that should they wish to sell their caravan and awning, upon sale it must be removed from site. If the new purchaser wishes to camp at Duvauchelle they will need to do so as a "casual camper".
- 3 Informed all existing caravan owners that any "right" they may presently have to permanently camp is wholly non-transferable, including within the same family. Should the owner of the caravan decease, or no longer require their site, the caravan must be removed.

To date the above measures have resulted in the removal of 3 "permanent" caravans from the Holiday Park, with numerous others being refused permanent occupation. In the Council's view this is a positive start to addressing the problem.

Report to Minister – "Review of Camping Opportunities in NZ"

Attachment C
Item 4

You will be aware that the Minister has recently (16 September 2006) published a report which was authored by DOC, reviewing the camping opportunities in New Zealand. Both the Council and the Committee have read the report, and have discussed its contents.

The report expressly discusses Section 44 of the Reserves Act and says that before any decision is reached to strictly enforce this provision, an analysis should be undertaken to understand the potential effect on existing camping areas and their economic viability. It says that if strictly enforced, Section 44 removes a significant revenue opportunity, noting that for some camping areas revenue from permanent campers is essential to sustain business over winter months and therefore necessary for the business' ongoing viability.

It considers that capacity issues are largely confined to the peak summer holiday period, particularly between Boxing Day and the end of the first week of January and that at other times of the year there is almost always sufficient capacity to accommodate those who want to go camping. Further, that because the need covers such a short period it makes no sense for anyone to develop permanent infrastructure, at significant cost, to meet it.

The Report suggests a variety of options for addressing the issue, and whilst not making any recommendations, notes that it is intended as a catalyst and basis for further discussions with the camping industry, local communities and Government which will identify appropriate and sustainable solutions that can be implemented at a local level.

The Council's view is that much of the discussion and conclusions reached in the Report are directly relevant to the circumstances at Duvauchelle Holiday Park. Namely, that the viability of the Park will be seriously threatened if Section 44 is strictly enforced. Permanent camping has historically been encouraged by the Committee to enable the Park to continue to operate as a commercially viable business. The Council understands that the Park's bookings are greatest over the 8 day holiday period identified in the Report, but also notes that even now it is possible to secure a camp site over the Christmas period.

The Council has been supplied with the Park's financial statements and based on those, and taking into account the expenditure required to effectively operate the camp (including fulltime caretakers, and continuing to provide the high standard of facilities and maintenance), it appears that if all permanent sites were cleared, it would be uneconomic to continue to operate the Park. Ultimately, this would result in less, rather than more, land being available for public camping on the Peninsula.

In light of the discussion set out above, the Council is of the view that the approach that has been taken to date by the DOC Canterbury Conservancy is at odds with (and in fact contrary to) the report published by the Minister.

Given that the Report expressly advises against strictly enforcing Section 44, instead encouraging further discussion, it is the Council's view that the Duvauchelle matter should be held in abeyance until such time there be a clear and consistent approach taken by DOC and central government.

In the meantime, the measures already taken by the Committee (outlined earlier in this letter) will continue to be implemented and form a part of the Park's "Rules and Policies".

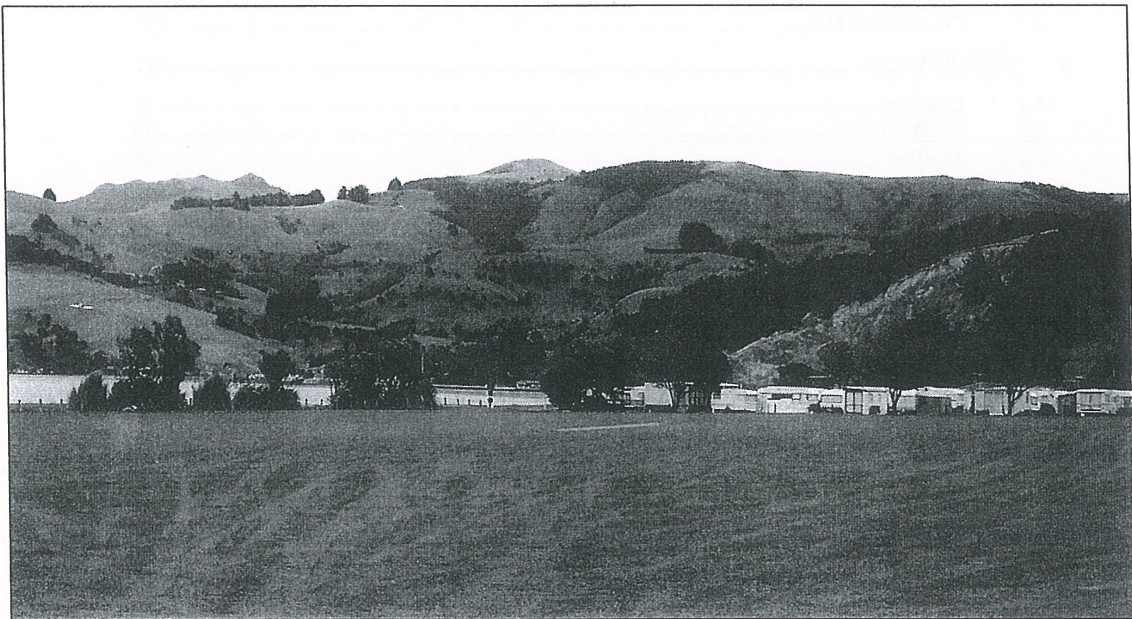
The Council is more than happy to discuss these matters further if required and looks forward to your response.

Yours faithfully

David Rowland
Property Consultant
CORPORATE SUPPORT SERVICES
DDI Ph 941 8053

Note: This plan was never approved.
It contravened Section 44(2) of the Reserves
Act 1977.

DUVAUCHELLE
RECREATION RESERVE
MANAGEMENT PLAN



Banks Peninsula District Council 2006

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This management plan was prepared for the Banks Peninsula District Council by Chris Todd with assistance from Nina Harrison. The companion *General Policies* were prepared by Rob Greenaway & Associates.





1 Plan Structure

The management plan is divided into sections covering;

- Background information about the reserve's location, description, history, context, and administration;
- The management of vegetation and the reserve environment;
- The management of structures, services and facilities, and;
- Reserve use and associated policies.

Each of these areas is dealt with as a 'one stop shop' such that description, discussion, policies and implementation for each can be read in one place. Background information is presented to the degree necessary to explain the current plan: It is not intended as a comprehensive history or inventory.

A separate booklet, *General Policies for Reserves* by Rob Greenaway and Associates, should be read with this management plan. Where any issue on a reserve is addressed by both general reserve policies and a specific management plan and there is any conflict, then the policies in the management plan take precedence. Otherwise the general policies shall apply automatically.

2 Background Information

2.1 Legal Classification

Duvauchelle Camping & Sports Ground:

Gazette notice:	Northern section: NZ Gaz 1979, p 3312 Southern section: NZ Gaz 1919, p. 3636
Legal description:	Northern Section: Lot 1 DP 39716 & Lot 8 DP 61670 Southern Section: Res 4013, 4828, 4829
Land area:	Total camping and sports ground land area 3.8019 ha
Classification and status:	Recreation Reserve pursuant to the Reserves Act 1977

Duvauchelle Community Hall:

Gazette notice:	NZ Gaz 1959
Legal description:	Res 5030 (Lot 1 DP 4200)
Land area:	0.0548ha
Classification and status:	Recreation Reserve pursuant to the Reserves Act 1977

2.2 Location & Access

Duvauchelle is located at the head of Akaroa Harbour in Banks Peninsula, 74 km and approximately 1 hours travel from Christchurch via State Highway 75. There are entries to the reserve off Seafield Road and Haywards Lane.

2.3 Description & Landscape Character

Camping Ground and Playing Field

The reserve is situated on a gentle slope overlooking the head of Akaroa Harbour. Apart from a large, open playing field on the seaward side of the reserve, most of the site is dedicated to the caravan and camping area and associated infrastructure. The Holiday Park is used mainly as a base by visitors to stay and enjoy the boating, fishing and coastal environment.

The reserve consists of two adjacent parcels of land off Seafield Road. The northern parcel runs adjacent to Pipers Valley Stream and the larger, southern section is bounded by Seafield Road and Haywards Lane. The surrounding land use is residential on three sides, with Akaroa Harbour on the fourth. Amenity structures include a caretaker's residence, kitchen, two ablution blocks (one with access for the disabled), a storage shed, two asphalt tennis courts and formed internal access roads. The reserve is serviced by sewer and water mains with a large on-line storage tank.

A locked boat storage compound is available on site, with access from Haywards Lane. The reserve also contains a modern-style children's playground.

Community Hall

The hall is situated adjacent to the Akaroa Golf Club at Duvauchelle. It is used for activities including committee and public meetings, private functions and as a polling place for elections. It is home to the Ballet School of the Akaroa District.

2.4 History

Camping Ground & Sports Reserve

The Duvauchelle Domain Board was established prior to 1948. However, the earliest records held by the Committee date from December 1963.

The reserve was originally used as a sports ground and has served as a base for a variety of codes over the years, including rugby, soccer, cricket, netball and tennis. The first meeting of the United Bays Lawn Tennis Club was held in 1928, at which time the club had one tennis court. A second court was built in 1930 and a third in 1948. In recent years however, the recreational use of the reserve has changed: With the demise of a number of the sports clubs the reserve has slowly changed to an informal sport and camping ground. Camping became more firmly established as suitable facilities were erected to the point where it is now the primary activity carried out at the reserve.

Additional land for the reserve was purchased in 1977 by the then Lands & Survey Department and the Akaroa County Council. This enabled the reserve to be extended to its current combined size of 3.8019 ha.

Community Hall

The original Duvauchelle Hall was built in 1912. It was sold to the Domain Board by the Duvauchelle Hall Committee on 29th June 1912 for ten shillings and became the responsibility of the Domain Board. A fire, believed to have been started by an electrical fault, destroyed the hall in 1984.

The Domain Board, after much negotiation with local residents, replaced the burnt hall by moving the Barry's Bay Hall (formerly the Manchester Unity Lodge) to Duvauchelle. Local volunteers carried out extensive renovations on it, including the addition of a supper/meeting room, a new kitchen, new toilets and provision for shower facilities. The new hall was reopened in November 1990.

2.5 Administration & Management

The Duvauchelle Reserve Committee, an elected body of the BPDC with three year terms, is responsible for the control and management of the two Duvauchelle reserves.

2.6 Regional Context

A concrete boat ramp into Akaroa Harbour is maintained by the Banks Peninsula District Council. This ramp is one of the key attractions drawing people to the reserve and camping ground.

The Duvauchelle Camping Ground is financially self-sufficient, with surpluses providing for the upkeep of the Duvauchelle Hall.

3 Management of Reserve Environment

3.1 Vegetation and Landscape Management

The camping ground reserve (Fig 1) is very open, with isolated trees and shrubs scattered around the site. The seaward side of the reserve is almost flat, rising gently up toward the Christchurch-Akaroa highway. The caretaker is responsible for mowing the turf and permanent campers are responsible for mowing around their own sites. Only Pipers Stream along the North West boundary is heavily vegetated, with an Environment Canterbury (ECAN) enhancement plan in progress.

The Committee has attempted to balance the need for shelter and shade in the reserve with the desires of campers and residents in adjacent properties to maintain clear views of Akaroa Harbour.

The Duvauchelle Reserves Management Committee asks campers not to plant trees on their sites and to refrain from damaging trees on the reserve. A comprehensive planting plan drawn by Marilyn Woodley is being carried out in stages, starting with the entrance area and hill slope in 2005. The plan includes a path and seating on the hill slope. All trees and shrubs used will be locally-sourced native species.

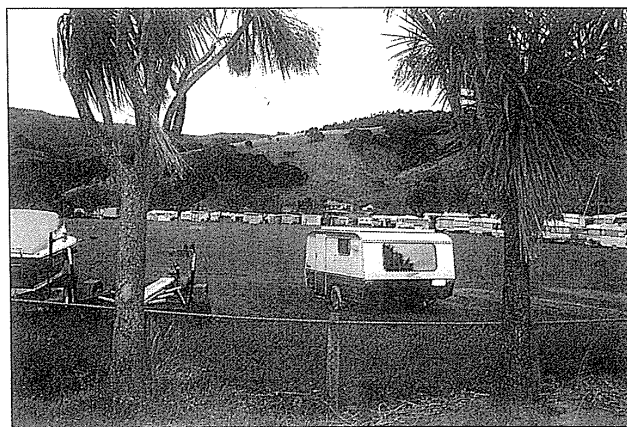


Figure 1: Vegetation is sparse around the perimeter of the reserve

Objectives:

To manage the landscape and vegetation of the camping ground and reserve for public enjoyment, shade, shelter and amenity values.

Policies:

1. When planting within the reserve, give priority to the re establishment and planting of native coastal flora derived from locally sourced plants.
2. When selecting species to plant in the reserve, take into account the effect their size and height have on the sea views of neighbours, with an upper height limit for new species of 7 metres.

See also General Reserve Policies 5.8 Tree Control and 7.4 Tree Planting on Reserves.

Actions:

- Plant more trees and shrubs as wind breaks and to enhance the amenity values of the reserve.
- Trim and prune trees as necessary, removing unhealthy or unsafe trees.
- Undertake additional amenity planting, particularly for shade around the play equipment and for passive recreation and picnicking around the domain.
- Erect barriers to protect young trees as necessary.

4 Management of Services, Structures & Facilities

Overall objective:

To maintain, develop and enhance the Duvauchelle Reserves for the benefit of the local community and visitors to the area

4.1 Signs & Visitor Information

There are a number of signs throughout the reserve including a 'Dogs Prohibited' sign at the entrance, two prominent 'Slow' signs, and a 'Camping Ground' sign at the start of the road. Signs should be minimal, standardised, and located to best provide essential information to visitors without creating 'sign clutter'.

Objective:

To provide adequate directional and informational signs for visitors to locate and enjoy the Reserve, whilst avoiding a 'clutter' of signs.

Policies:

1. Maintain a reserve name sign in line with Council reserve standards at the entrance to the domain.
2. Maintain a modest information signboard near the entrance to the domain, advising visitors about the facilities available and applicable rules and/or cautions of use.

Refer to General Policies 6.9 Signs.

4.2 Access Roads & Car parks

A main internal access road and parking area are sealed. These provide access to and parking for to the office, caretaker's house, main amenities block and cabins. Well formed and maintained unsealed access tracks connect the remainder of the reserve's amenities. On summer days up to 50 trailers may be parked along Seafield Road. The Committee wishes to designate an area of the reserve for the casual parking of boat trailers.

Objectives:

To provide and maintain safe public vehicle and pedestrian access and where practicable, car parking facilities, to enhance the public's enjoyment of the reserve

Policies:

Refer to General Policy 6.11 Vehicle Access and Car Parking.

1. Provide safe access and egress to, from and within the reserve for pedestrians as well as vehicles.
2. Maintain the access roads through the reserve in good condition.
3. Allow for a designated area of the reserve to be used for boat-trailer parking by day-visitors only, provided that (a) trailers do not unduly intrude on the domain, (b) parking is limited to a maximum of 35 trailers at any one time, (c) all trailers are removed by the end of each day and (d) access is from Hayward's Lane.
4. Recreational use of the domain shall have priority in the event of any conflict of use.

4.3 Children's Playground

The children's playground (Figure 2) is of a modern style and in good condition. It consists of two swings, a jungle gym and a climbing frame. It contains safety bark but no shade. The playground is well-used by local people as well as campers. Shade is an important priority, although there may be issues over the blocking of neighbours' sea-views with tree-planting. However, it should be possible to plant and side-prune trees to create a canopy of playground shade, maintain views and provide enough visibility for children's security.

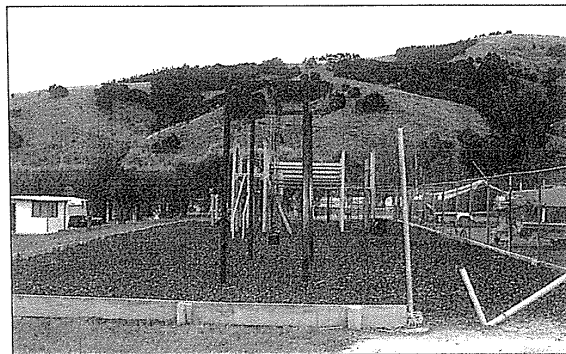


Figure 2: The children's playground is in good condition but lacks shade.

Policies:

1. Maintain the playground in a safe and usable condition, meeting relevant NZ playground safety standards, including maintaining a minimum bark depth of 300mm.
2. Carry out weekly safety checks, with an annual safety check by a qualified engineer.
3. Maintain good visibility into the playground from surrounding areas.
4. Provide shade for the playground.

4.4 Caretakers' Residence

Resident caretakers live on site and oversee the day to day maintenance of the camping ground. The original caretakers' flat and office was constructed in 1987 and was enlarged and upgraded in 1996/7. The building takes the form of a converted garage (see Figure 3). It is small and the Committee hopes to construct a more adequate residence as funds allow. A double garage to store the tractor, mower and other machinery was erected next to the caretakers' flat in 1996.

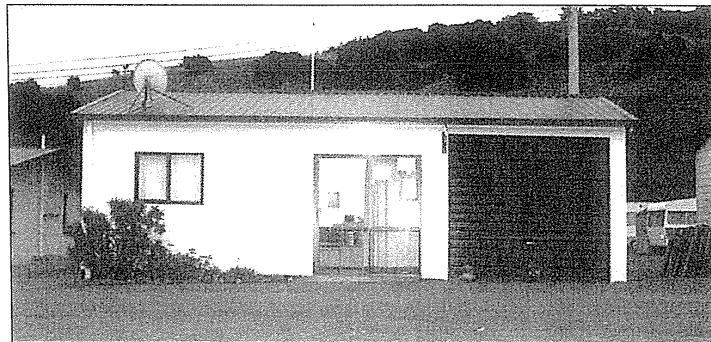


Figure 3: The Caretakers' residence and camp office

Policies:

1. Upgrade the caretakers' residence as funds allow.

4.5 Kitchen & Ablution Blocks

The kitchen and ablution block adjacent to the caretakers' office was constructed by the Good Work Scheme in 1987/88, with extensions added in 1989. The kitchen has a concrete floor and contains four stainless steel sinks, five tables, two fridges and fridge-freezer, gas and electric cooking and a fire extinguisher. Eight gas bottles are stored outside the kitchen building. The ablution blocks contain a laundry with two coin-operated washing machines and one coin-operated dryer. The women's bathroom contains three showers, three toilets, four stainless steel hand basins and a laundry tub. The men's bathroom contains two toilets, three showers, a urinal and four stainless steel hand basins. The small ablution block close to the Seafield Road entrance contains a women's bathroom with 3 toilets, 2 showers and three hand basins; a men's bathroom with 2 toilets, a urinal, 2 showers and 2 hand basins, and a bathroom for the disabled with a toilet, shower and hand basin.

Objective:

To provide the users of the camping ground with basic, hygienic kitchen and ablution facilities.

Policies:

1. Maintain the facilities in a safe and hygienic condition.
2. Ensure that kitchen and ablution facilities meet the requirements of the Camping Ground Regulations 1985.

4.6 Tennis Courts

There are two asphalt tennis courts at the reserve, both in reasonable condition and one floodlit. A small fee is charged for their use. The courts are used for netball in winter and serve both the school and social groups. \$1000 is transferred annually into the Duvauchelle Court Replacement Fund account for the upkeep of the courts.

The open drain around the tennis court does not have a firm lining, resulting in scouring and the undermining of some tennis court fence posts.

Policies:

1. Maintain the tennis courts in safe and playable condition.
2. Maintain the drains around the tennis court in a safe and functional state.
3. Maintain public access to the courts.

Action:

- Repair the drain around the tennis court as a matter of urgency.

4.7 Tennis Pavilion

The tennis pavilion is no longer required for tennis, with the changing room at the northern end now used as a cabin and the remainder for storage.

Policy:

1. Maintain the tennis pavilion in sound condition.

4.8 Boat storage compound

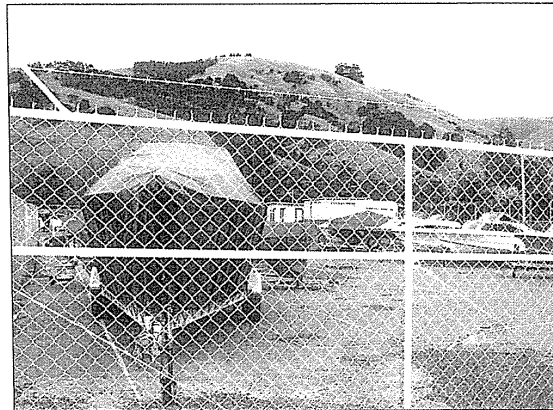


Figure 4: The long-term boat storage compound on a third, former tennis court

A locked boat storage area (Figure 4) is available on site at a weekly and annual rate. The Committee intends to provide additional space for casual boat-trailer parking to reduce the danger to pedestrians caused by boat trailers parked along the Seafield Road verges.

The *Reserves Act* (section 44[2]) limits to four weeks the amount of time that any boat, caravan or other vehicle may be parked at a recreation reserve over the summer period.

Policy:

1. Provide boat and caravan parking, provided that no boat, caravan or other vehicle is parked at the reserve for more than four weeks over the period November to March inclusive.
2. Provide casual boat-trailer parking only insofar as it does not compete with or detract from active recreational use or enjoyment of the reserve and subject to Section 4.2 Policy 3.

4.9 Community Hall

The Community Hall (Figure 5), sited formerly at Barry's Bay, was relocated to Duvauchelle and reopened in 1990, having been extended and renovated. It is 21x16 metres and in excellent condition. The original portion of the hall is constructed of timber, both exterior and the interior, with polished rimu floors. It has a corrugated iron roof. The additions to the hall (gib-board interior and timber exterior) include a meeting room, kitchen and toilets. The hall should require only painting and minor maintenance during the life of this plan. It has been painted pale grey with a dark grey roof and is easily visible from the road. There is wheelchair access to the hall from the unsealed car park outside the building. The Duvauchelle School has traditionally had free use of the hall. Land behind the hall was left vacant for a possible future indoor sports facility.

Seepage from the bank behind the hall accumulates and waterlogs the ground adjacent to the back wall.

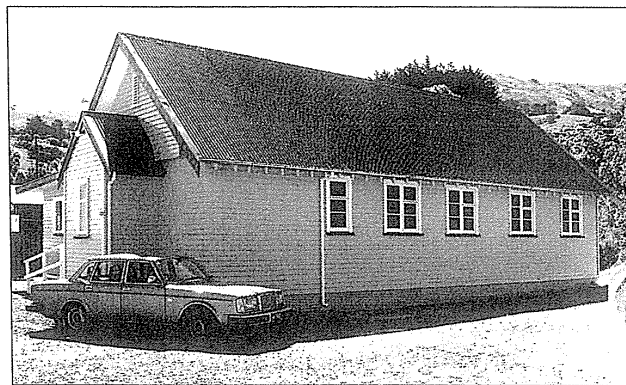


Figure 5: Duvauchelle Community Hall.

Policies:

2. All hall users must abide by the *Rules and Regulations Governing the Use of The Duvauchelle Community Hall* as set out by the Management Committee.
3. Maintain the community hall in good condition and make it widely available to the Duvauchelle community.

Action:

- Complete the drainage around the outside of the hall

5 Reserve Use

5.1 Camping

The camping ground contains 122 sites, 87 of which are powered. Seventy-six of the camp sites are occupied by caravans and awnings on a permanent basis. There are three cabins on site, 22 casual campervan sites and 26 non-powered sites between Pipers Valley Stream and the sports field. The Management Committee wishes to increase the number of cabins. Thirty seven of the long term sites have permanent awnings (Figure 6), a practice restricted to a designated area of the camping ground and requiring permission from and adherence to the Committee's code for structures.

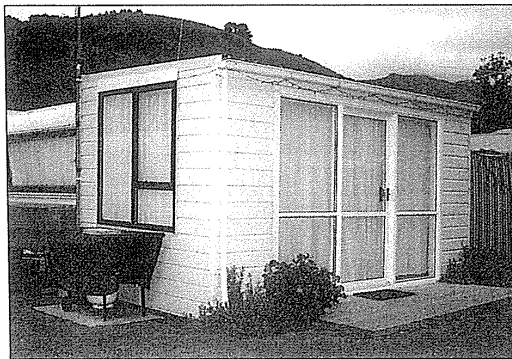


Figure 6: Permanent deck structures erected on long term sites

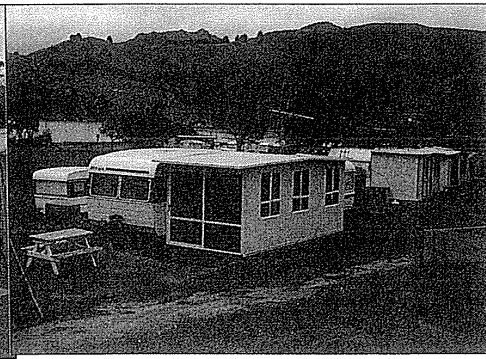


Figure 7: Long-term camp sites overlook the sports field and Duvauchelle Bay

The *Reserves Act 1977* (section 44[1&2]) stipulates that, without Ministerial approval, (a) a recreation reserve cannot be used as a dwelling place, and (b) the maximum period of continuous occupancy by any caravan, tent or vehicle in a recreation reserve between November 1 and March 31st must be limited to 4 weeks. Ensuring that no caravan or vehicle remains at the reserve for more than 4 weeks over the summer period would prevent the proliferation of permanent (i.e. illegal) structures.

The *Camping Ground Regulations 1985* require anyone operating a camping ground to hold a current Certificate of Registration issued by Council in accordance with the *Health (Registration of Premises) Regulations 1966*.

The camping ground is very busy at certain times of the year, particularly over the summer months (November – March) and during the Easter Fishing Competition held in Akaroa Harbour. It is central to the *Reserves Act* that all members of the public have equal and open access to the camping ground, especially during the busy season. This may necessitate a ballot system for sites to cover the periods when demand for sites exceeds supply.

The committee employs resident caretakers who maintain the grounds and facilities to a high standard and collect campers' fees.

Objectives:

To provide suitable camping facilities for long and short term campers within the constraints of the site and of legislative requirements.

Policies:

1. Maintain all camping facilities in a manner that meets the guidelines of the *Camping Ground Regulations 1985* and to maintain a current Certificate of Registration.
2. Ensure that the length of stay of any caravan, tent or vehicle does not exceed 4 weeks

between November and March inclusive without Ministerial consent.

3. Review the system of site allocation so that access is open to all members of the public equally, especially during peak holiday periods.
4. Do not locate any further development around the playing field, in order to maintain its value as open space.
3. Concentrate any further camping development within existing developed areas, especially the north western side of the reserve.
4. All campers must abide by the rules set out by the Duvauchelle Reserves Management Committee.
5. Allocate a limited number of sites for long term campers.
6. Cluster short term sites around the recreation area and along Pipers Stream.
7. With the exception of guide dogs, no dogs or other animals are permitted on the reserve.

5.2 Recreation

The predominant recreational use of the reserve is for camping and as an adjunct to recreational use of Akaroa Harbour, especially boating and boat-launching, fishing, water-skiing, jet-skiing and enjoying the coastal environment. Other recreational uses of the reserve include tennis, informal ball games and sports on the playing field (Figure 8). Campers make up the greatest proportion of users.

Due to the recession of organised sport, no organised sporting groups currently use the reserve. There are two tennis courts at the reserve, one floodlit, which can be converted to netball courts. There is also a turf sports field overlooking the harbour, which has a concrete cricket wicket and concrete practice wicket.

The Committee would like to provide a changing and toilet facility at the Hayward's Lane end of the domain for the benefit of reserve users.

With more planting for shade and shelter, the foreshore side of the domain would be more attractive for picnics.

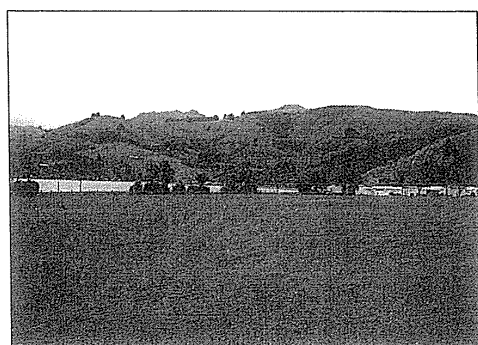


Figure 8: Rugby and cricket field overlooking Duvauchelle Bay

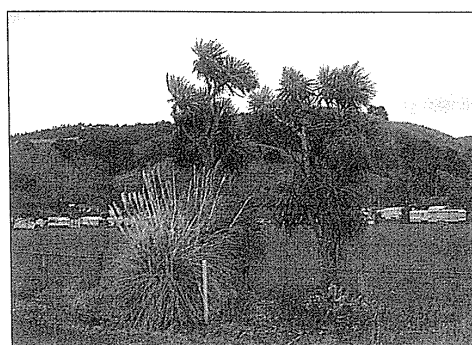


Figure 9: Planting along the reserve boundary provides little shelter or shade

Objectives:

Continue to provide for recreational and sporting use of the reserve.

Policies:

- 1 Maintain the tennis courts and associated flood-lights.
- 2 Maintain the grassed playing field as open space, without any further encroachment from camping or other structures or facilities except for a changing room/toilet.

- 3 Continue to improve the areas suitable for passive recreation and picnicking.

5.3 Leases

Leases or licences can be granted for recreation reserves where it is considered to be in the public interest, or where it is necessary to enable the public to obtain the benefit and enjoyment of the reserve, or for the convenience of persons using the reserve.

Before any lease of a recreation reserve is granted, it must be subject to public consultation either through the consultation process involved in the preparation of management plans, or by public notification of each proposed lease. Consequently, management plans must specify areas available for leasing.

The Committee wishes to retain the option of operating the camping ground under lease rather than by employing caretakers directly.

Objective:

To ensure that any commercial lease of the camping ground is in the public interest, enables the public to obtain the benefit and enjoyment of the reserve, and is consistent with the aims and objectives of this management plan.

Policies:

1. See General Policy 6.4 Commercial Use
2. Allow the option of leasing out the management of the camping ground to a resident manager, under the governance of the reserve committee.
3. All commercial activity in the reserve shall satisfy the requirements described in General Policy 6.4 Commercial Use.

6 Schedule of Work

Action	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Future
Plant amenity and shelter trees in the camping ground and along parts of the foreshore	*	*	*	*	*	*	*	*	*	*	*	
Plant trees around playground for shade	*	*	*									
Designate a boat trailer parking area for day visitors	*											
Maintain children's playground	*	*	*	*	*	*	*	*	*	*	*	
Complete drainage at the community hall	*	*										
Maintain and mow turf and sports field	*	*	*	*	*	*	*	*	*	*	*	
Upgrade caretakers residence	*	*	*	*								
Repair open drain around tennis court and ensure all posts are secure.	*	*										
Construct a toilet facility for day visitors.	*	*	*									
Estimated Annual Cost												

7 Purpose & Scope of Reserve Management Plans

The Banks Peninsula District Council, as an administering body under the *Reserves Act 1977*, is required to prepare management plans for the reserves under its control. A management plan outlines the Council's general intentions for use, development and maintenance of a reserve. The *Reserves Act* (and subsequent amendments) is the main legislation that determines how reserves should be managed. It covers issues such as the classification and purpose of reserves, revocation, management planning, leasing of reserves and public consultation. Section 3 of the Act states that reserves will be administered for the purpose of:

(a) *Providing for the preservation and management for the benefit and enjoyment of the public, areas of New Zealand possessing-*

- (i) *Recreational use or potential, whether active or passive; or*
- (ii) *Wildlife; or*
- (iii) *Indigenous flora or fauna; or*
- (iv) *Environmental and landscape amenity or interest; or*
- (v) *Natural, scenic, historic, cultural, archaeological, biological, geological, scientific, educational, community, or other special features or value:*

(b) *Ensuring, as far as possible, the survival of all indigenous species of flora and fauna, both rare and commonplace, in their natural communities and habitats, and the preservation of representative samples of all classes of natural ecosystems and lands which in the aggregate originally gave New Zealand its own recognisable character:*

(c) *Ensuring, as far as possible, the preservation of access for the public to and along the sea coast, its bays and inlets and offshore islands, lakeshores, and riverbanks, and fostering and promoting the preservation of the natural character of the coastal environment and of the margins of lakes and rivers and the protection of them from unnecessary subdivision and development.*

The management plan and policies set out how the Banks Peninsula District Council intends to achieve this purpose.

7.1 Management Planning

Section 41 of the *Reserves Act* requires that every recreation reserve has an operative management plan. The purpose of these is described in Section 41(3), which stipulates that:

"The management plan shall provide for and ensure the use, enjoyment, maintenance, protection and preservation, as the case may require, and, the development, as appropriate, of the reserve for the purposes for which it is classified."

If a reserve does not have a management plan, no part of that reserve can be leased without public consultation. In practice this means that every time a recreational organisation makes an application to lease part of a reserve, that proposal must publicly advertise for submissions. The production of a management plan can avoid this repeated public notification process, provided that the management plan specifies the areas available for lease.

7.2 Management Planning Procedure

Recreation Reserve management plan preparation procedures are that:

- a) The public is consulted on what future use they would like their reserves put to.
- b) The public response is combined with general objectives and policies and further background information into a draft management plan document.
- c) This document is made available to the public for further comment. This is the opportunity for 'fine-tuning' of policies to produce a final document that accurately spells out how the reserve will be managed in the future.
- d) After hearings (if required) the draft management plan is amended accordingly and is then put before Council for approval in its final form. Once approved by Council it becomes the operative management plan.
- e) The Reserves Act provides for the management plan to be reviewed continuously so that it is adapted to changing circumstances. However, if the review involves major changes, it must again be opened for public input and comment.

Section 120(3) of the Reserves Act allows Council to determine its own procedure for hearing submissions received as a result of public consultation. However, Council is required by Section 120(1)d to give full consideration to every objection or submission received before deciding to proceed with the proposal.

The Reserves Act requires that full public consultation take place whenever land is declared to be reserve, whenever a reserve is classified, reclassified or revoked, whenever a management plan is prepared for a reserve, and whenever a reserve that has no management plan is leased.

The statutory minimum level of consultation is that a notice of the intended action be published once in the local daily paper, and a period of one month be given in which submissions may be made in response. The exception to this is the notification of draft management plans which requires a two month period for submissions.

7.3 Reserve Classification

Section 16 of the Reserves Act 1977 requires that reserves are classified according to their principal or primary purpose, and sets out 7 kinds of classification. This Reserve is classified as a Recreation Reserve, created:

"For the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside." (S. 17 Reserves Act 1977)

More specifically, Recreation Reserves are to provide for (S.17[2]):

"Freedom of entry and access by the public;

Management and protection of scenic, historic, archaeological, biological, geological or other features or indigenous flora or fauna or wildlife;

Conservation of the qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment and to its better use and enjoyment; and

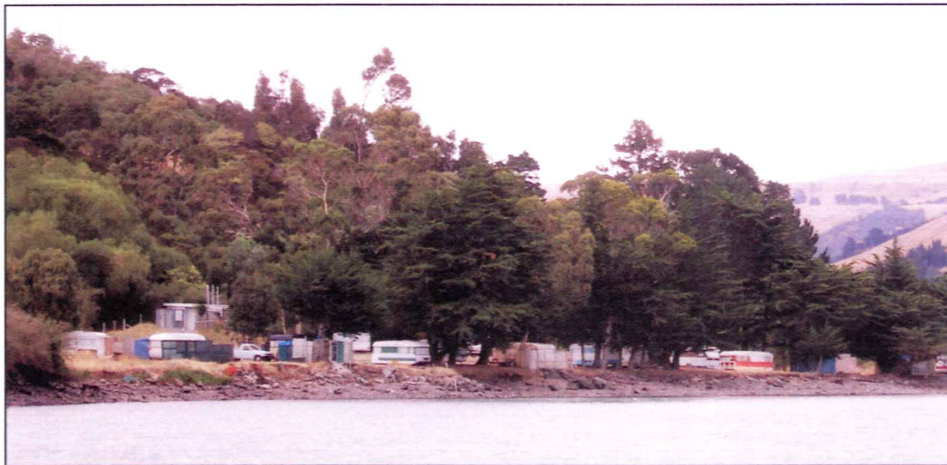
Maintenance of soil, water and forest conservation values".

8 General Reserve Policies

The *General Policies for Reserve Management* prepared by Rob Greenaway and Associates are in a separate document. They are integral to reserve management and are intended to be read with management plans.

Where any issue on a reserve is addressed by both the *General Policies* and a management plan specific to a reserve, then the specific policy takes precedence. Conversely, where a management plan is silent or incomplete on an area of policy, the general policy shall apply.

PIGEON BAY RECREATION RESERVE MANAGEMENT PLAN



Draft

Banks Peninsula District Council 2006

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This management plan was prepared for the Banks Peninsula District Council by Chris Todd with assistance from Nina Harrison. It should be read in conjunction with the *General Policies for Reserve Management* prepared for the Council by Rob Greenaway and Associates.

Pigeon Bay Recreation Reserve



Pigeon Bay Recreation Reserve Management Plan

1 Plan Structure

The management plan is divided into sections covering;

- Background information about the reserve's location, description, history, context, and administration;
- The management of vegetation and the reserve environment;
- The management of structures, services and facilities and;
- Reserve use and associated policies.

Each of these areas is dealt with as a 'one stop shop' such that description, discussion, policies and implementation for each can be read in one place. Background information is presented to the degree necessary to explain the current plan: It is not intended as a comprehensive history or inventory.

A separate booklet, *General Policies for Reserves* by Rob Greenaway and Associates, should be read with this management plan. Where any issue on a reserve is addressed by both general reserve policies and a specific management plan and there is any conflict, then the policies in the management plan take precedence. Otherwise the general policies shall apply automatically.

2 Background Information

2.1 Legal Classification

Gazette notice:	NZ Gaz 1930, p.659
Legal description:	Res 140 Blk X Pigeon Bay, SD
Land area:	1.1382 ha
Classification and status:	Vested in BPDC by NZ Gaz 1979, p.2815. Subject to the Reserves Act 1977

2.2 Location & Access

The Pigeon Bay Recreation Reserve is situated on Wharf Road, 80 km from Christchurch. Pigeon Bay is the third largest on the Peninsula after Akaroa and Lyttelton Harbours, running seven kilometers inland from north to south and narrowing from 1600m wide at the mouth to 800m at the head.

The Reserve has two entrances from Wharf Road, each with cyclone netting gates.

2.3 Description & Landscape Character

The reserve forms a protuberance into the bay with a small spit and sheltered backwater along the eastern foreshore almost at the head of the bay. The setting of the reserve and the surrounding hills, headlands and harbour are very attractive. The land surrounding the reserve is mainly grazed hill country pasture, forestry blocks and remnant native forest.



Figure 1: The shingle spit and sheltered backwater

The southern end of the reserve is low lying, with two rows of macrocarpa running along slightly higher ground on the seaward side. A spit curving into the bay forms a small lagoon-like area at the southern end of the reserve. The higher ground at the northern end of the reserve is planted with eucalyptus on the perimeter and more recently with native shrubs below the amenity block.

The services and structures on site are a small concrete toilet block, a rubbish cage, a water tap, two inbuilt fireplaces, an asphalt tennis court, picnic tables and some play-equipment.

2.4 History

The earliest record of the Pigeon Bay Reserve appears on Black Maps 117 & 227 of the former Department of Lands & Survey, Christchurch. The reserve is shown as a shingle bank, with a sawmill at the tip of the spit. The area was subsequently used for ship-building and was reserved for those purposes in 1858. The shingle bank became a virtual island at high tide and was referred to as 'The Island' by local residents. In 1922 the area was subject to a large slip from adjacent hillsides which filled the tidal area between the shingle bank and the hillside to a depth of one metre or more.

The reserve lay unused until approximately 1930 when a tennis club was formed and two courts built on a portion of the available higher ground. The unstable nature of the area gave rise to many problems and over the years large amounts of concrete and rubble were poured into subsided and soft area in an attempt to keep the courts playable. The tennis court paid a rental to the Akaroa County Council as the administering body, and then to the local Domain Board which administered the area on behalf of the Lands and Survey Department after 1944.

From the 1930's until the early 1960's the area was used by local residents for family and district gatherings, swimming and some tennis-related functions. The local school also used the area for picnics and swimming. An enclosure was constructed in the lagoon area for this latter purpose until 1970, when the school's pool was opened.

Interest in tennis waned in the period after WWII, and in 1964 faced with insufficient young players, the club went into recession. The courts became neglected and unplayable and for a time the reserve was virtually deserted year round.

With the formation and success of the Pigeon Bay Boating Club, use of the reserve increased dramatically from the late 1960's to early 1970's. The club attracted members from outside the Bay and many of these began camping in the reserve for long periods during the summer. This brought a steady rise in income to the Domain Board, resulting in a general upgrading of facilities. These included toilets, the concreting of one tennis court foundation, the filling of low-lying areas, fencing and the provision of taps and rubbish facilities.

2.5 Administration & Management

The reserve is managed by the Pigeon Bay Reserves Management Committee, an elected body under the Banks Peninsula District Council.

2.6 Regional Context

Banks Peninsula is a significant recreation resource for Christchurch and the Canterbury region. While Akaroa provides 'facility-orientated' accommodation and areas for housing, holiday home development and caravans, Pigeon Bay provides for low-key tenting, caravanning and passive recreation.

Pigeon Bay is particularly suited to marine sports and recreation. This attracts the support of many Christchurch residents to the Pigeon Bay Boating Club which administers and organizes sport in the bay. While Pigeon Bay shares its rural atmosphere and scenery with the other peninsula bays, the facilities and opportunities offered for the enjoyment of marine sports and recreation are not matched on the peninsula.

Pigeon Bay is the third largest area of sheltered water on Banks Peninsula and provides excellent sailing conditions for both small and large craft. With the prevailing north easterly blowing directly onshore up the harbour and the absence of heavy swells, the bay is regarded by many as having the finest sailing conditions in Canterbury.

3 Management of the Reserve Environment

3.1 Landscape and Vegetation Management

The vegetation on the reserve is predominantly introduced, although 50 native plants were put in below around the toilet block in 2003. Some remnant indigenous vegetation, notably marsh ribbonwood, grows on the end of the spit. Other tree species in the reserve include eucalyptus, tree lucerne, karaka and willow.

The western side of the reserve adjacent to the sea is planted with macrocarpa trees, many of which are threatened by coastal erosion.

Grass cover on the northern end of the reserve is limited due to gravelly soils and vehicular traffic. The southern section, which was filled and leveled in 1980, has healthy grass cover.

Objectives:

To manage vegetation for passive public enjoyment, shelter, amenity values and enhancement of native flora and fauna

Policies:

See also General Reserve Policies 5.8 Tree Control, 5.12 Fire Control and 7.4 Tree Planting on Reserves.

1. When planting, give priority to the re-establishment and planting of native flora, using locally sourced plants where possible.
2. Protect the remnant native vegetation growing toward the end of the spit.

Actions:

1. Commission a landscape plan to guide the future development of the reserve. The plan should provide areas for camping and day-use, wind shelter and enhancement of the amenity value of the reserve generally.

2. Plant native trees and shrubs such as toe toe, flax and ngaio along the sea frontage to provide wind shelter and enhance amenity values, whilst retaining key views.
3. Trim the plantings at the entrance of the reserve to ensure that they do not reduce the visibility for drivers entering and leaving the reserve.
4. Prune or remove dead and hazardous trees.

3.2 Erosion

The coastal erosion of the reserve is a serious problem and remedial action is a high priority. The combination of prevailing northerly winds and high spring tides readily erode the soluble silt loam based soils. Over 4m of land has been eroded by the sea at the southern end of the beach over the last 20 years, restoring the reserve shoreline to its original (pre-slip) position.



Figure 2: Dead macrocarpa trees take sections of the bank when they fall

Figure 3: Rocks & hard-fill placed on reserve boundary to slow down rate of erosion

The macrocarpa plantation adjacent to the coast is being undermined by the sea, causing trees to die from salt exposure. When the trees fall they take sections of the bank with them.

An attempt was made some years ago to prevent erosion at the northern end of the reserve using rubble and large stones placed along the sea edge. Although this slowed the erosion in those areas, the effect was temporary. The cost of sea protection is far beyond the means of the Reserve Committee: Professional and financial assistance is therefore sought from the Council.

Objectives:

1. To avoid or minimise damage to the reserve caused by erosion.
3. To investigate and if practicable implement means of halting erosion at the reserve.

Policies:

- Avoid development in areas prone to erosion

Actions:

- Seek qualified opinions on the erosion occurring throughout the reserve, notably whether the original shoreline now being exposed is likely to be more stable and investigating the engineering options and costs for any erosion control.

4 Management of Services, Structures & Facilities

Overall objectives:

1. To provide and maintain minimum facilities consistent with public health and safety.
2. To maintain the reserve as a local community resource as well as a facility for the wider public.
3. To provide freedom of entry and access to the reserve by the public.
4. To conserve those qualities of the reserve which contribute to the pleasantness of the natural environment and which contribute to the use and enjoyment of the reserve.

4.1 Signs & Visitor Information

There is a lack of information available to the public about the location of the reserve, which is particularly important for first-time visitors. The signs at the reserve entrance indicate that it is a 'camping ground' and direct campers to the caretaker. There is no standard Council sign identifying the reserve as a public recreation area.

Objective:

1. To provide adequate signage for all visitors to locate and safely enjoy the reserve.
2. To avoid sign 'clutter'.

Policies:

See General Policy 6.9 Signs.

1. Develop an appropriate image and sign hierarchy consistent with other Banks Peninsula reserves
2. Concentrate all general reserve information (e.g. fires, dogs, rubbish, local information and organised events) in one central location.
3. Install a standard BPDC sign to clearly identify the reserve at the entrance.
4. Maintain signs advising visitors of where to apply for camping permits.

4.2 Access Roads & Car parks

Access to the reserve is gained from Wharf Road via two entrances with cyclone netting gates. These enable caravans and boats to enter and leave the reserve without reversing.

Objectives:

1. To manage the impacts of vehicles on the reserve.
2. To provide access and parking to a level commensurate with use.
3. To provide safe pedestrian access to enhance the use and enjoyment of the reserve.

Policies:

See General Policies 6.10 Tracks and 6.11 Vehicle Access and Car Parking.

4.3 Toilets

The toilet building is concrete block with a 'clear-light' roof. The women's side contains two toilets and a hand basin with a cold tap only. The men's side contains a toilet, a urinal and a stainless steel hand basin with a cold tap. There are no shower facilities on site. The septic

tank is pumped out four times a year. In accordance with the objectives of retaining only basic camping, caravanning and recreational facilities on this reserve, amenities consistent with the 'do it yourself' philosophy are provided and maintained. The Committee does not wish to significantly upgrade the amenities of the reserve.

Policies:

1. To provide accessible, hygienic toilet facilities for reserve visitors.
2. To ensure that the design of any new toilet structure is aesthetically pleasing, in keeping with the area and suitable for disabled access.



Figure 4: The toilet block



Figure 5 Asphalt tennis court.

4.4 Tennis Courts

The tennis courts have an asphalt surface with painted lines and a netting fence. The playing surface and the net are in good condition. There are netball hoops on the tennis court which are used in winter and a wooden tennis volley board.

Policy:

- Maintain the tennis courts in a sound and playable condition.

4.5 Fences & Gates

The reserve is fenced on the inland boundary with an 8-wire post and baton fence in good condition. There are two cyclone gates at the entrances to the reserve and another that provides access to the rubbish cage.

Objectives:

1. To erect barriers or fences where necessary to protect reserve values.
2. To erect fences or barriers to ensure that the reserve can be used safely.

Policies:

- Maintain fences in sound, stock-proof condition.

Refer to General Policy 5:10 Fencing.

4.6 Rubbish

The current rubbish collection system involves campers placing rubbish bags in an enclosed rubbish collection cage adjacent to the toilets. The Council removes refuse from this point weekly. All rubbish has to be bagged and no fish or shellfish remains are to be placed in the rubbish bags. Nonetheless it attracts flies and becomes smelly. Residents of the bay also use this rubbish service. This is not a favorable method of rubbish collection and disposal and is particularly inappropriate for a small recreation reserve. The rubbish cage should be relocated away from the reserve.

The Council is moving toward a 'carry in – carry out' rubbish policy for reserves.

Objectives:

To preserve the reserves recreation, cultural and environmental values through appropriate collection and disposal of waste

Implementation:

1. Work with the Pigeon Bay Community and the BPDC to relocate the rubbish cage away from the reserve.
2. Continue not to provide rubbish bins within the reserve in favour of a 'carry in – carry out' policy.
3. Refer to General Policies 6:17 Refuse and Waste Disposal.



Figure 6: The rubbish cage

4.7 Children's Playground

The simple barked playground contains two swings and a slide.

Objectives:

Provide good quality play equipment to compliment the recreational setting.

Policy:

- Regularly check all play equipment and maintain in safe working order.

Action:

- Maintain adequate bark chips beneath the playground

5 Reserve Use

5.1 Camping

Camping is the major use of the reserve, with 20 long-term and 20 casual sites. There is a formal waiting list of campers wanting long-term sites. These are designated by the Committee in waiting-list order. Some caravans at the reserve have developed semi-permanent structures such as wooden decks and awnings; others have no wheels.

The *Reserves Act 1977* [Section 44(2)] states that, without Ministerial consent, the maximum period of continuous occupancy by any caravan, tent or vehicle in a Recreation Reserve between November 1 and March 31st, is 4 weeks. Access to the reserve must be open to all members of the public equally and the terms under which campers use the reserve must be clearly defined, publicly approved through a management plan or equivalent and administered by the Committee. A system of advertising and open ballot for all long-term sites, repeated annually, would prevent the proliferation of permanent structures and provide greater equality of access to the public.



Figure 7: Semi-permanent deck constructed on the back the caravan

Figure 8: Caravan with pipe discharging waste directly into the bay

Objectives:

1. To provide suitable camping facilities for both short and medium term campers.
2. To ensure that all members of the public have equal access to camping opportunities.

Policies:

1. Maintain all camping facilities in a manner that meets the guidelines of the *Camping Ground Regulations 1985* and maintain a current Certificate of Registration.
2. To limit the period of continuous occupancy by any caravan, tent or vehicle between November 1 and March 31st to 4 weeks without Ministerial approval.
3. Ensure that sites used by longer term campers make up no more than 50% of total

available camping sites, i.e. a maximum of 20 sites.

4. Re-allocate longer-term camping sites annually by advertisement and public ballot. Advertise and take written bookings for short term and casual campers from August 1 each year, on a first come first served basis.
5. Ensure that no decks, drains, piles, paths, gardens or other structures with permanent materials are erected under or around any tent or caravan at the reserve.
6. Ensure that campers dispose of grey water appropriately.
7. Ensure that all caravans remain mobile.
8. Identify individual camp sites.
9. Separate campers and day users of the reserve to ensure the better use and enjoyment of both user-groups.

5.2 Recreational Use

The Pigeon Bay Recreation Reserve environs provide marine recreational opportunities ranging from exploring the rocky shoreline to fishing, shellfish gathering, water-play for small children in the lagoon and boating. Internally, the reserve is used by day-trippers and the local community for swimming, picnicking, BBQ's, walking, socialising, tennis and informal ball games. School groups sometimes use the reserve for seashore studies.

The Some Pigeon Bay Boating Club members still use the reserve regularly. Yachting programmes involve racing every two or three weeks and at these times some participants camp in the reserve. School groups also use the reserve as part of outdoor education programmes.

Objectives:

To provide an area for passive recreation, sporting activities and the physical welfare of the public.

Policies:

1. Ensure that adequate space is allocated for day-visitors without the sense that they are intruding on campers.
2. Maintain the tennis court and boundary fence.
3. Maintain and enhance the area as a multi-use reserve.
4. Encourage a wide range of passive recreational opportunities at the reserve.

6 Fire Prevention

The Board requires campers to observe any closed-fire seasons, when no fires of any kind will be permitted in the reserve.

Objectives:

To take steps to minimise fire risk and the damage resulting from any fire

Policies

See General Policy 5.12 Fire Control.

1. Encourage cooperation among users of the reserve to prevent fire.
2. Communicate to reserve users via the notice-board that in the event of a fire, they should immediately notify the Akaroa Volunteer Fire Brigade and the Pigeon Bay Fire Party.
3. Ensure that fire appliances have ready access to the reserve at all times.
4. Keep turf well mown.

5. Remove slash and excessive flammable dead vegetation from the reserve.
6. Maintain clearly visible 'No Fire' signs at the reserve.

7 Schedule of Works

Action	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	Future
Have a qualified person draw up a landscape & planting plan for reserve.												
Remove dead & unstable trees												
Amenity planting with native trees and shrubs												
Remove rubbish cage from the reserve.												
Trim vegetation to maintain visibility at the entrance to the reserve.												
Protect native plants growing on the spit												
Obtain professional advice about the erosion in the reserve												
Erect a Council-approved name sign at the Reserve entrance												
Group reserve information together in a central location.												
Routine maintenance of services, structures and facilities												
Estimated Annual Cost												

8 Purpose & Scope of Reserve Management Plans

The Banks Peninsula District Council, as an administering body under the *Reserves Act 1977*, is required to prepare management plans for the reserves under its control. A management plan outlines the Council's general intentions for use, development and maintenance of a reserve. The *Reserves Act* (and subsequent amendments) is the main legislation that determines how reserves should be managed. It covers issues such as the classification and purpose of reserves, revocation, management planning, leasing of reserves and public consultation. Section 3 of the Act states that reserves will be administered for the purpose of:

(a) Providing for the preservation and management for the benefit and enjoyment of the public, areas of New Zealand possessing-

- (i) Recreational use or potential, whether active or passive; or*
- (ii) Wildlife; or*
- (iii) Indigenous flora or fauna; or*
- (iv) Environmental and landscape amenity or interest; or*
- (v) Natural, scenic, historic, cultural, archaeological, biological, geological, scientific, educational, community, or other special features or value:*

(b) Ensuring, as far as possible, the survival of all indigenous species of flora and fauna, both rare and commonplace, in their natural communities and habitats, and the preservation of representative samples of all classes of natural ecosystems and lands which in the aggregate originally gave New Zealand its own recognisable character:

(c) Ensuring, as far as possible, the preservation of access for the public to and along the sea coast, its bays and inlets and offshore islands, lakeshores, and riverbanks, and fostering and promoting the preservation of the natural character of the coastal environment and of the margins of lakes and rivers and the protection of them from unnecessary subdivision and development.

The management plan and policies set out how the Banks Peninsula District Council intends to achieve this purpose.

8.1 Management Planning

Section 41 of the *Reserves Act* requires that every recreation reserve has an operative management plan. The purpose of these is described in Section 41(3), which stipulates that:

"The management plan shall provide for and ensure the use, enjoyment, maintenance, protection and preservation, as the case may require, and, the development, as appropriate, of the reserve for the purposes for which it is classified."

If a reserve does not have a management plan, no part of that reserve can be leased without public consultation. In practice this means that every time a recreational organisation makes an application to lease part of a reserve, that proposal must publicly advertise for submissions. The production of a management plan can avoid this repeated public notification process, provided that the management plan specifies the areas available for lease.

8.1.1 Management Planning Procedure

Recreation Reserve management plan preparation procedures are that:

- a) The public is consulted on what future use they would like their reserves put to.
- b) The public response is combined with general objectives and policies and further background information into a draft management plan document.
- c) This document is made available to the public for further comment. This is the opportunity for 'fine-tuning' of policies to produce a final document that accurately spells out how the reserve will be managed in the future.
- d) After hearings (if required) the draft management plan is amended accordingly and is then put before Council for approval in its final form. Once approved by Council it becomes the operative management plan.
- e) The Reserves Act provides for the management plan to be reviewed continuously so that it is adapted to changing circumstances. However, if the review involves major changes, it must again be opened for public input and comment.

Section 120(3) of the Reserves Act allows Council to determine its own procedure for hearing submissions received as a result of public consultation. However, Council is required by Section 120(1)d to give full consideration to every objection or submission received before deciding to proceed with the proposal.

The Reserves Act requires that full public consultation take place whenever land is declared to be reserve, whenever a reserve is classified, reclassified or revoked, whenever a management plan is prepared for a reserve, and whenever a reserve that has no management plan is leased.

The statutory minimum level of consultation is that a notice of the intended action be published once in the local daily paper, and a period of one month be given in which submissions may be made in response. The exception to this is the notification of draft management plans which requires a two month period for submissions.

8.2 Reserve Classification

Section 16 of the Reserves Act 1977 requires that reserves are classified according to their principal or primary purpose, and sets out 7 kinds of classification. This Reserve is classified as a Recreation Reserve, created:

"For the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside." (S. 17 Reserves Act 1977)

More specifically, Recreation Reserves are to provide for (S.17[2]):

"Freedom of entry and access by the public;

Management and protection of scenic, historic, archaeological, biological, geological or other features or indigenous flora or fauna or wildlife;

Conservation of the qualities of the reserve which contribute to the pleasantness, harmony, and cohesion of the natural environment and to its better use and enjoyment; and

Maintenance of soil, water and forest conservation values".

9 General Reserve Policies

The *General Policies for Reserve Management* prepared by Rob Greenaway and Associates are in a separate document. They are integral to reserve management and are intended to be read with management plans.

Where any issue on a reserve is addressed by both the *General Policies* and a management plan specific to a reserve, then the specific policy takes precedence. Conversely, where a management plan is silent or incomplete on an area of policy, the general policy shall apply.

DUVAUCHELLE RESERVE COMMITTEE

DUVAUCHELLE RESERVE HOLIDAY PARK

RULES & POLICIES

12 September 2025

(These supersede any policies or rules issues prior to the above date)

DUVAUCHELLE RESERVE COMMITTEE

HOLIDAY PARK RULES

FOR ALL HOLIDAY PARK USERS

1. **Administration of Rules/Exclusion from Holiday Park:** The Reserve Committee retains the right to set rules for the operation of the Holiday Park. The Managers have full authority for the administration of these rules, and have the right to instruct anyone, at any time, to leave the Holiday Park for breaching these rules.
2. **All drugs are prohibited. Intoxicated people will not be tolerated.**
3. **Check In:** It is mandatory **that all campers check in at the office on arrival.** This is a Health & Safety requirement and allows the Managers to record campers' Stay Nights.
4. **Casuals Check Out Time:** Check out time is 10am for cabins and 11.30am for all others unless prior arrangements have been made.
5. **Speed Limit:** A 10 kph speed limit is strictly enforced within the boundary of the Holiday Park for all vehicles.
6. **Bicycles/skateboards etc:** Speed limit is 10 kph. **Helmets/protective gear must be worn – Adults as well as children.**
7. **Roads:** All roads and access ways are to be kept clear at all times in case of emergency.
8. **Parking:** Vehicles are to park within the limits of the site or in a designated area.
9. **Visitors:** Visitors' parking at busy times will be in an area designated for that purpose by the Managers. Campers must take responsibility for the behaviour of their visitors.
10. **Assistant Dogs** only are allowed in the Holiday Park. All other dogs, including those of visitors, are strictly prohibited.
11. **Noise:** Noise is to be kept to a minimum. Consider other campers at all times. **No noise after 11pm.**
12. **Tennis Courts:** Courts are not to be used after 10pm.
13. **Playground:** This is for children 12 years and under. Parents must ensure their children are adequately supervised when using the play equipment. Use of the playground is not permitted after dark.
14. **Fish Cleaning:** Cleaning of fish or fishing nets is prohibited in the area of the Holiday Park, including the foreshore.
15. **Fires:** No fires, naked flames or fireworks are allowed in the Holiday Park area. Gas barbecues only are allowed.
16. **Fuel:** Containers of fuel, full or empty, must be stored with the camper's boat. **Fuel is not to be kept in, under or near cabins, caravans or tents.**
17. **Complaints:** If there is a problem, first discuss it with the Managers. The Reserve Committee will only consider complaints made in writing.
18. Washing of vehicles (including the flushing of boat motors) within the bounds of the Holiday Park is not permitted.
19. **DISCLAIMER.**

ALL CARAVANS, BOATS, BOAT TRAILERS, CARS, TENTS AND ANY OTHER PROPERTY THAT IS BROUGHT INTO OR LEFT ON THIS RESERVE IS AT THE OWNERS' RISK, AND THE CHRISTCHURCH CITY COUNCIL OR ANY OTHER PERSON ACTING UNDER THE AUTHORITY OF THE COUNCIL WILL NOT BELIEVABLE FOR ANY DAMAGE OR LOSS TO SUCH PROPERTY.

FOR THOSE USING CARAVANS AND MOTOR HOMES

- 19 **Electrical Warrant of Fitness:** all vehicles/caravans must have a current electrical warrant of fitness **WHICH MUST BE DISPLAYED.** Failure to comply with this rule will result in the electricity being disconnected.
- 20 **Power Cords:** Unless prior arrangements are made with the managers, a power cord left connected whilst the van is unoccupied for more than 1 night will be removed.
- 21 **Smoke Alarms:** All vehicles/caravans must be fitted with compliant, operational smoke alarms and fire extinguishers.
- 22 **Canvas Awnings:** All canvas awnings are left up at the owner's risk. Should the awning be blown down or any property damaged, the Managers will notify the owners, and steps will be taken to make the site safe, at the owner's expense.
- 23 **Waste Water:** Waste water must be discharged into its own container and emptied at the appropriate disposal point either when the container is full or when the caravan is to be vacated.
- 24 **Temporary Storage:** Limited storage for vans is available at the east end of the playing field area. This storage is only available from Labour Weekend (October) through to Easter Weekend (March/April). A fee will be charged.
- 25 **The maximum number of people staying on any site is not to exceed 6.** This is to limit demands on the Park's ability to manage consumption and use of the facilities within the Camp.

DUVAUCHELLE RESERVE COMMITTEE POLICIES ON ANNUAL SITES

DEFINITIONS

In these policies, unless stated otherwise:

“Fee”	Annual Site fee.
“Holiday Park”	Means the Duvauchelle Holiday Park, 19 Seafield Road, Duvauchelle.
“Emergency”	Means any situation where there is a threat to human life or property.
“Reserve Committee”	Means the Duvauchelle Reserve Committee.
“Occupier(s)”	Means the person or persons who enter into an agreement with the Reserve Committee for an Annual Site within the Holiday Park. These are the only site holders.
“Waiting List”	Means the list of people who have applied in writing to the Reserve Committee for an Annual Site, and whose names have been accepted.
“Annex”	Means and extension permanently attached to the caravan.
“Awning”	Means a removable canvas awning.

1. ALLOCATION OF VACANT ANNUAL SITES

- 1.1 **Annual Sites** remain under the control of the Duvauchelle Reserve Committee.
- 1.2 **Waiting List:** Applicants for a vacant Annual Site will be placed on a waiting list. When a site becomes available, it will be offered to the person at the top of the list. Should they not accept, it will then be offered to others in order on the waiting list. The Reserve Committee can close the list at any time.
- 1.3 **Refusal of site offered:** Should the applicants not accept a suitable site offered, then their names will be placed at the bottom of the waiting list.
- 1.4 **Changing of Sites:** Should an existing Site Occupier wish to change their site, they must apply in writing to the Camp Managers, and then their names will also be placed on the waiting list.
- 1.5 **Non-Transferable:** Sites cannot be exchanged without the approval of the Reserve Committee.
- 1.6 **Agreement Form:** On approval of an application, an Agreement Form will be signed by the Occupiers. This Agreement Form will be re-signed annually to incorporate any revision of the Rules and Policies. Forms will be filed in the Holiday Park office.

2. ALLOCATION OF OCCUPIED ANNUAL SITES

- 2.1 Should the occupiers of an Annual Site decide to relinquish their site, they must inform the Reserve Committee of this in writing. All those on the waiting list shall then be notified that the caravan and solid or canvas awning on the annual site is for sale. Should no-one on the waiting list want to buy it after 2 months, then for a further period of 1 month it can be offered to other buyers for removal. Should no-one wish to purchase it after this time, it must be dismantled and removed from the site, which must be returned to a compliant state. The 3 months allowed for this process will commence on the date the letter was accepted by the Reserve Committee.

NB: Once relinquishment of the site has been accepted by the Reserve Committee, the process can only be reversed on application to the Committee.

3. ANNUAL SITE FEE

- 3.1 **Amount:** The fee will be revised annually by the Christchurch City Council.
- 3.2 **Account:** The annual site fee will be payable in July of each year.
- 3.3 **Rebate of Fees:** Any rebate on fees will be paid only if the site is being relinquished.

4. STAY NIGHTS AND CAMP FEES

- 4.1 One Stay Night is now defined as the site being occupied by 2 or more people for one night. 1 person = ½ stay night. Stay Nights are only accrued by occupiers and family, not by casual users of the site.
- 4.2 Yearly Stay Nights will accrue on a pay-as-you-go basis, from 1 July to 30 June in the next year, with a minimum of 26 that must be paid for.
- 4.3 In order to retain the right to occupy an annual site, a minimum of 16 Stay Nights must be accrued in the 12 months from 1 July to 30 June in the next year. If 16 Stay Nights are not achieved the site holder will be asked to vacate the site within 3 months as per policy 2.1 above.
- 4.4 Campers who are unable to meet the minimum requirements due to extraordinary circumstances may apply to the Committee for dispensation, which will be considered on a case by case basis.
- 4.5 The camp fee will be reviewed annually by the Christchurch City Council.
- 4.6 The Managers must be advised when a site is to be vacated for a period. The Holiday Park reserves the right to use any unoccupied site at any time as a casual site. Any occupancy of a caravan on an annual site that is organised by the Managers will not accrue Stay Nights.
- 4.7 All Annual Site holders, and additional guests, must check in on arrival, and the guests be paid for at this time.
- 4.8 **Sub-letting of sites is prohibited.**

5. TERMINATION

5.1 PROCEDURE

The Agreement may be terminated by the Occupier(s) at any time by giving written notice to

The Secretary DRC, PO Box 53 Duvauchelle 7545, or Email to: secretarydrmc@outlook.com

The Reserve Committee may terminate the Agreement by giving written notice to the Occupier(s).

If the caravan, and solid/canvas awning should there be one, is not removed from the site by the end of the 3 month disposal period, it will then become the responsibility of the Reserve Committee and may be sold. Any proceeds from the sale shall be offset against any associated expenses and/or outstanding fees owed by the Occupier(s), and any balance remaining will be paid to the Occupier(s).

5.2 REASONS FOR TERMINATION

The Agreement may only be terminated by the Reserve Committee under the following conditions:

- (a) Failure of the Occupier(s) to pay the stipulated site fees by the due date. Should the Occupier(s) be more than 2 months in arrears, they will be given notice to vacate.
- (b) Failure by the Occupier(s) to comply with the conditions of this Policy.
- (c) Failure by the Occupier(s) to comply with the Holiday Park Rules.
- (d) Site required for the development of new amenities.

6. SERVICES

6.1 ELECTRICAL

See Rule 19.

An appropriate Code of Compliance Certificate for any new work, from a qualified tradesman, will be acceptable.

See Rule 20.

By prior arrangement with the Managers, the power may be left connected at an additional daily charge.

6.2 WATER

See Rule 23.

No vehicle/caravan can be permanently connected to a fresh water supply.

7. FIRE SAFETY

See Rules 15, 16 and 21.

Caravans and awnings (both Solid and Canvas) may be removed in the case of an emergency.

8. SITE USE

8.1 CLEARANCE

There must be a 1.5m clearance from all boundaries. The manager will assist the Occupiers to position their caravan on the site, and will check that all site developments comply with the new **Site Improvements Agreement Form** (shown below), which must be completed, signed and returned to the office.

The Site Improvements Agreement form states that:

A camper may;

Install a cloth or vinyl awning which must not exceed the length, width or height of the caravan to which it is attached.

Construct a wooden awning floor no larger than the awning. It must not be mounted on piles sunk into the ground. Concrete floors are NOT permitted.

Construct a deck no longer than the awning and no wider than 1.2m. Pavers may also be used, but not exceeding the above dimensions.

Erect a temporary windbreak constructed from pipe inserts into the ground with pipe uprights no taller than 1.5m. The cloth must be attached in a tidy manner and be of an acceptable colour – a list of appropriate materials is available from the Manager. This must be removed from the site if it is not to be occupied for 14 days.

Construct a windbreak at the end of a deck. This must not be wider than the deck not higher than the awning. This can be covered-in trellis, windbreak cloth or a suitable windbreak material.

No permanent structures can be erected. No solid interior walls or roofs on cloth or vinyl awnings are permitted.

A storage box is allowed. It may not be larger than 1m x 1m and no wider than the caravan. The box must lie within the site boundary.

Before commencing any improvements a plan must be submitted to the Manager.

If the camper wishes to construct something that is outside the scope of the above permissible activities, they must apply in writing to the Reserve Committee including a detailed plan outlining the variation and the reasons for it. No work may commence until approval has been given. No retrospective approvals will be granted.

No renovation refuse is to be dumped in the Holiday Park rubbish or recycle bins.

I understand this agreement and will abide by it.

(Signed and dated by Site Holder, stating site number)

9. MAINTENANCE

9.1 GRASS AND WEEDS

Charges for mowing and spraying around annual sites is included in the Annual Site Fee. Arrangements may be made with the Managers to do extra mowing.

9.2 STRUCTURAL

The Occupier(s) will ensure that any structure on the site and any other site developments are maintained in a safe, secure and tidy condition at all times.

10. PARKING

Where possible the Occupier's vehicle and boat should be parked on their site only.

Parking for boats is available in a secure, lockable Boat Compound for a fee.

For safety reasons, all trailers, and boats with their motors in the down position, will be parked in an area designated by the Manager.

11. INSPECTION

The Reserve Committee reserves the right to inspect, by arrangement, any site, caravan, solid or canvas awning.

PIGEON BAY CAMPING GROUND

Camp Rules For All Camp Users

- 1. Administration of Rules / Exclusion from Camp:** The Committee will set rules for the operation of the Camp. The Caretaker has full authority for the administration of these rules and regulations. They have the right to instruct anyone, at any time, to leave the camp for breaching camp rules.
- 2. All illegal drugs are prohibited. Intoxicated people will not be tolerated.**
- 3. Check In:** Casual campers must book online.
It is mandatory that **all Annual Site Holders** record their arrival and departure date in the honesty box. This is a 'Health and Safety' requirement and allows the caretaker to record campers' stay nights.
- 4. Speed Limit:** An 8 km per hour speed limit is strictly enforced within the boundary of the camp for all vehicles.
- 5. Roads:** All roads and access ways are to be kept clear at all times in case of emergency.
- 6. Parking:** At busy times there is **NO** parking for boats or additional vehicles.
- 7. Dogs:** Disability Assistant Dogs only (with the appropriate paperwork sighted by the caretaker) are allowed in the camp. All other dogs, including those of visitors, are strictly prohibited as prescribed in the CCC Policy and Bylaw 2016.
- 8. Noise:** Consider other campers at all times.
Noise must be kept to a minimum between 11.00 pm-7.30 am.
- 9. Tennis Courts:** Courts are not to be used after 10.00 pm.
- 10. Playground:** Use of the playground is at the users own risk. Caregivers must ensure their children are adequately supervised when using the play equipment.
- 11. Fish Cleaning:** Is to be undertaken responsibly. Offal and debris must be removed immediately.
- 12. Waste:** There is no dump point for black or grey waste in the camp. The nearest free dump point is at Duvauchelle Holiday Park - 19 Seafield Road, Duvauchelle.
- 13. Fires:** No fires, naked flames or fireworks are allowed in the camp. Gas barbecues only are allowed.
- 14. Fuel:** Containers of fuel, full or empty, must be stored with the camper's boat or vehicle. **Fuel is not to be kept in, under or near caravans or tents.**
- 15. Complaints:** If there is a problem, first discuss it with the caretaker, The Committee will only consider complaints made in writing.
- 16. DISCLAIMER:** All caravans, boats, boat trailers, cars, tents and any other property that is brought into or left on this reserve is at the owner's risk, and Christchurch City Council or any

other person acting under the authority of the Council will not be liable for any damage or loss to such property howsoever caused.

17. **Fire Safety:** We strongly advise that all caravans and motor homes have a fire extinguisher and fire blanket on their site.
18. **The maximum number of people staying on any site is not to exceed 6.**

Policy on Annual Sites

DEFINITIONS:

In this policy, unless stated otherwise:

"Fee"	Annual site fee.
"Camp"	Means Pigeon Bay Reserve Camp Ground, Wharf Road, Pigeon Bay.
"Emergency"	Means any situation where there is a threat to human life or property.
"Committee"	Means Pigeon Bay Reserve Committee.
"Site Holder"	Means the person or persons who enter into an agreement with the Committee for an Annual Site within the Camp. These are the only site holders.
"Waiting List"	Means the list of people who have applied in writing to the Committee for a Regular Site and whose names have been accepted by the Committee.
"Awning"	Means a removable canvas awning.
"Stay Nights"	One stay night is the site being occupied for one night.
"Family"	Site holder's parents, grandparents, children, grandchildren and siblings.

1. ALLOCATION OF VACANT REGULAR SITES

- 1.1 **Annual sites:** Remain under the control of the Committee. There is to be only one caravan or tent per regular site. There may be a removable canvas awning attached.
- 1.2 **Waiting List:** Written applications for a regular site must be made in writing to pigeonbayrc@gmail.com and, subject to approval by the Committee, the Secretary will confirm acceptance onto the list. The Committee reserves the right to close the waiting list at any time.
- 1.3 **Refusal of Site Offered:** Should the applicant not accept a suitable site offered, then their names will remain at the top of the waiting list. A second refusal will result in their name being removed from the waiting list.
- 1.4 **Non-Transferable:** Sites cannot be exchanged without the approval of the Committee.
- 1.5 **Agreement Form:** On approval of an application, an Agreement Form will be signed by the site holder and the Committee.

2. ALLOCATION OF ANNUAL SITES

- 2.1 When a site becomes available it will be offered to the person first on the list and, should they not accept it, then to others in order on the waiting list.
- 2.2 The first person on the waiting list will be notified of the vacant site. If the on-site caravan is available for purchase, the parties will be put in contact. THERE IS NO COMPULSION TO PURCHASE THE CARAVAN. If the prospective site holder does not wish to purchase the caravan then the relinquishing site holder has either two weeks to remove the caravan, or until the end of the payment term.

If the caravan (and canvas awning should there be one) is not removed from the site by the end of the two-week disposal period, it will then become the responsibility of the Committee and may be sold. Any proceeds from the sale of such shall be offset against any associated expenses and/or outstanding fees owed by the site holder. Any balance remaining after settlement of expenses and fees will be paid to the site holder. Should the sale not generate adequate funds to cover costs the site holder will be invoiced to ensure the committee is not disadvantaged.

- 2.3 Should an annual site holder decide to relinquish their site, they must inform the Committee of this by emailing The Secretary pigeonbayrc@gmail.com, including information regarding the removal of their caravan or, alternatively, if it is available for purchase.

NB: Once relinquishment of the site has been acknowledged by the Committee, the process cannot be reversed.

3. ANNUAL SITE FEE

- 3.1 **Amount:** The fee will be reviewed annually, and any changes will be effective from November 1 of that year. This is an annual fee with no discount.
- 3.2 **Account:** An account for the fee will be sent to site holder before 30 September.
- 3.3 **Rebate of Fees:** The Committee will not pay a rebate of fees. Should a site change hands during a payment term the relinquishing site holder and the prospective site holder may come to a private agreement.

4. STAY NIGHTS

- 4.1 Annual stay nights are calculated from 1 November to 31 October in the next year. Stay nights are only allocated to occupiers and family, not to casual users of the site.
- 4.2 A minimum of **14** stay nights must be accrued by the site owner and family in the 12 months from 1 November to 31 October in order to retain the right to occupy a regular site. If **14** nights are not accrued, the site holder will be asked to vacate the site within 14 days of 1 November.
- 4.3 Stay night chits must be deposited into the honesty box at the time of your stay for the stay nights to contribute to the minimum nights detailed in 4.2
- 4.4 The caretaker reserves the right to use any unoccupied site at any time as a casual site. If an annual site holder is going to use their site during a busy time (such as Christmas holiday period), they must either occupy the site or inform the caretaker that they intend to occupy the site before 4.00 pm.
- 4.5 Sub-letting of regular sites is strictly prohibited.

5. TERMINATION BY SITE HOLDER

- 5.1 **Procedure:** The agreement may be terminated by the site holder at any given time by giving written notice to The Secretary by email to pigeonbayrc@gmail.com.
- 5.2 **Termination by Committee:** The Agreement may only be terminated by the Committee under the following conditions:
- (a) Failure of the site holder to pay the stipulated site fees in full by the due date. The site holder will be given 14 days to remove all their belongings from the reserve.
 - (b) Failure by site holder to comply with the conditions of this Policy.
 - (c) Failure by the site holder to comply with the Camp Rules.
 - (d) Site required for the development of new amenities.
 - (e) Requirements to comply with Pigeon Bay Reserve Management Plan or Reserves Act.

6. SERVICES

- 6.1 **Electrical:** Generators can operate between the hours of 10.00 am to 8.00 pm for no longer than two hours at a time at any one time, with a minimum of two hours break in between usage.
- 6.2 **Water:** No vehicle/caravan can be permanently connected to a fresh water supply. The camp is on permanent water restrictions so site holders are requested to conserve water at all time.

7. SITE USE

- 7.1 **Clearance:** There must be 3 metres between accommodation on separate sites.
- 7.2 **Site improvements:** Any improvements/enhancements to an annual site must be requested in writing to the committee for consideration. No work may commence until written approval is given.
- (a) No permanent structures can be erected.
 - (b) A site holder may:
 - (i) Construct a wooden deck/awning floor no larger than the area of the caravan. If piles are to be used they must not be set into concrete.
 - (ii) Concrete floors are NOT permitted.
 - (iii) Concrete pavers may also be used so long as they do not exceed the dimensions of the caravan.
 - (iv) Erect a temporary windbreak constructed from pipe inserts into the ground with pipe uprights no taller than 1.8 metres. The cloth must be attached in a tidy manner. This must be removed if the site is not to be occupied.
- 7.3 **Canvas Awnings:** All canvas awnings are left up at the owner's risk. Should the awning be blown down or any property be damaged, the caretaker will notify the owners and steps will be taken to make the site safe at the owner's expense.

8. MAINTENANCE

- 8.1 **General tidiness:** Sites must be kept well-maintained, uncluttered and easily accessible to allow maintenance to be completed, eg lawn mowing and weedeating. Clotheslines must not be left up when the site is unoccupied. Only tables, chairs and BBQs are to be left outside when the site is unoccupied and these must be maintained in a tidy condition and kept tidily beside the caravan.
- 8.2 **Structural:** The site holder will ensure that the caravan and deck/awning floor are maintained in a safe condition and wheels must remain on caravans whilst on site.

Attachment A: Instrument of Delegation for Territorial Authorities

RESERVES ACT 1977

INSTRUMENT OF DELEGATION FOR TERRITORIAL AUTHORITIES

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

Definitions:

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

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


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

SCHEDULE

SECTION	SUMMARY OF POWERS	○	LIMITATION OF POWERS
6(3)	Revoke a Gazette notice and issue a fresh notice or amend the original notice		Only applies to notices in the Gazette given by the territorial authority
14(4)	Gazette resolution to declare vested land to be reserve. <u>Note:</u> it is, therefore, no longer necessary to consult the Commissioner in terms of sec 14(3) of the Act.		



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SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
15(1)	Authorise or decline to authorise, by Gazette notice, the exchange of land in any reserve or any part(s) of a reserve for any other land to be held for purposes of that reserve.		<p>Only to be exercised where the territorial authority did not derive title from the Crown, or title would be deemed not to be derived from the Crown if the reserve was going through a revocation process (s.25).</p> <p>The territorial authority must consult with the Crown before making a decision under s.15(1) if the land it proposes to grant in exchange was purchased with funds provided either wholly or partly by the Crown.</p>
15(3)	To do all things necessary to effect any exchange authorised by the local authority under Section 15(1) of the Act, or by the Crown in the case of vested reserves derived from the Crown, including the payment or receipt of any money by way of equality of exchange in the case of non Crown derived reserves.		
16(1)	Classify, by Gazette notice, according to their principal or primary purpose all reserves.		
	[Note this delegation does not affect sections 16(2) and 16(2A) Reserves Act]		
16(4)	To advertise the intention to classify a reserve in accordance with sec 16(1).		
18(2)(e) 19(2)(a) 19(3)(a)	Determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.		
24(1)	Change the classification or purpose of a reserve by notice in the Gazette.		Does not apply to the revocation of reserves
24(2)(e)	To consider all objections received to a proposed change of classification or purpose.		
24(3)	To form an opinion that the change of classification or purpose of a scenic, nature or scientific reserve is justified.		

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SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
24(5)	To form an opinion that the change in the classification of a historic reserve is justified.		
25(1)	Upon revocation of the reservation of any public reserve (or part of one) pursuant to section 24 Reserves Act, dispose of that land in such manner and for such purpose as the Minister specifies. [Note this is intended to allow Territorial Authorities to decide how and for what purpose the land may be disposed of].		The delegation only applies where the title to the reserve was not derived from the Crown, or is deemed not to be derived from the Crown in terms of s.25(4) or (5).
41(1)	To approve reserve management plans.		
42(1)	Give or decline to give express written consent to the cutting or destruction of trees and bush on any historic, scenic, nature, or scientific reserve. Determine terms and conditions subject to which written consent is given.		
44(1)	To consent to the use of a reserve for temporary or permanent personal accommodation.		
44(2)	To consent to any vehicle caravan, tent or removable structure remaining on a reserve during the period 1 November to 31 March.		
45	Give or decline to give prior approval to administering body to erect, or authorise any voluntary organisation or educational institution to erect shelters, huts, cabins, lodges etc., on any recreation or scenic reserve.		



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SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
48(1)	<p>Consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1).</p> <p>Impose such conditions as it thinks fit in giving the consent.</p>		
48A(1)	<p>Consent or refuse consent to administering body granting a licence over a vested reserve to any person or department of State -</p> <p>(a) To erect, maintain and use buildings, dwellings, masts and other structures, and plant and machinery; and</p> <p>(b) To construct, maintain, and use tracks and engage in other works</p> <p>- for any of the purposes specified in section 48A(1).</p>		
48A(3)	<p>Approve terms and conditions determined by the administering body.</p>		
49	<p>Grant or decline to grant in writing any qualified person a right to take specified specimens of flora or fauna or rock mineral or soil from a reserve for scientific or educational purposes.</p> <p>Form opinion as to whether qualified person has the necessary credentials.</p> <p>Impose conditions on the grant in writing.</p>		<p>With regard to fauna, the delegation is for exotic fauna which are not protected under the Wildlife Act 1953.</p>
50(1)	<p>Authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic, historic, nature or scientific reserve.</p> <p>Authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserve for the foregoing purposes.</p>		<p>The delegation is for non-protected exotic fauna only.</p> 

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SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
51(1)	Authorise or decline to authorise in writing an administering body to introduce indigenous flora or fauna or exotic flora into any scenic reserve for any of the purposes referred to in section 51(1). Impose conditions on the giving of the authorisation.		
52(1)	Declare by Gazette notice that any 2 or more reserves, or parts of 2 or more reserves, or parts of one or more reserves and the whole of one or more other reserves, are to be united to form one reserve.		All affected reserves or parts of reserves must have the same administering body and must all either be vested in that body or all held under an appointment to control and manage.
53 (1)(d)	To consent to an increase in the number days the public shall not be entitled to have admission to a reserve.		
53 (1)(e)	To approve the fixing of charges generally or with respect to any specified occasion or event.		
54(1)	Give or decline to give prior consent to administering body, in the case of a recreation reserve vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), (c) and to grant a lease or licence for any of the purposes specified in paragraph (d) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.54(1)(a), (b), (c) and (d).		



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SECTION	SUMMARY OF POWERS	○	LIMITATION OF POWERS
	<p>Give or decline prior consent to administering body permitting, in a lease, the erection of buildings and structures for sports, games or public recreation not directly associated with outdoor recreation.</p> <p>Consent or decline consent to variations or amendments to leases and consent to the carrying out of any other necessary actions arising out of the leases consistent with the First Schedule, Reserves Act.</p>		
55(2)(a) (d), (e) (f) and (g)	<p>In the case of a scenic reserve to give or decline to give consent to :-</p> <ul style="list-style-type: none">• the enclosure and grassing or grazing of open parts of the reserve;• the setting apart of areas for other purposes;• the erection of buildings and other structures and amenities;• such things considered necessary for the public to obtain the benefit of the reserve;• the setting apart of sites for residences and other buildings and structures necessary for the management of the reserve.		<p>Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve.</p>



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SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
56(1)	<p>Give or decline prior consent to administering body, in the case of a scenic reserve vested in it, to grant leases or licences for the purposes set out in s.56(1) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.56(1)(a) and (b).</p> <p>Consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First Schedule, Reserves Act.</p>		
56(2)	<p>Give public notice in accordance with section 119 of the Reserves Act and give full consideration in accordance with section 120 to all objections and submissions.</p>		
58(b)	<p>Set apart and use part of a reserve as a site for residences and other buildings.</p>		
58A(1)	<p>Give or decline prior consent to administering body, in the case of an historic reserve vested in it, to grant leases or licences for any of the purposes specified in that subsection.</p> <p>Consent or decline consent to variations or amendments to leases and licences and consent to the carrying out of any other necessary actions arising out of the leases and licences, consistent with the First Schedule, Reserves Act.</p>		



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SECTION SUMMARY OF POWERS O LIMITATION OF POWERS

59A(1) In accordance with Part IIIB Conservation Act 1987, grant or refuse a concession in respect of any reserve controlled or managed by an administering body under s.28 Reserves Act so that the administering body may apply Part IIIB as if references in that Part to a conservation area were references to such a reserve and references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.

67(1)(b) Consent or decline consent to lease of recreation reserve set apart for race course purposes, to a racing club.

72(1) To enter into and agree the terms of a lease or other agreement for the farming of a recreation or local purpose reserve.


Note sec 72(3) applies.

73(1) Consent or decline prior consent to an administering body granting a lease of recreation reserve in the circumstances specified in s.73(1), where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease in the circumstances specified in section 73(1) in all other cases.

Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(1).



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SECTION	SUMMARY OF POWERS	O	LIMITATION OF POWERS
73(2)	Consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease of recreation reserve for afforestation purposes in all other cases. Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(2).		
73(3)	Form opinion as to whether recreation reserve is not likely to be used for purposes of a recreation reserve. Consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body. Grant or decline to grant leases of whole or part of a reserve held under an appointment to control and manage. Exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(3).		Note: The provisions of Part IIIB Conservation Act apply (s.73(3A)(b)) Note: s.73(3A) (a) applies.
73(5)	Consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.		
73(6)	Consent or decline consent to surrender of lease.		Only exercisable where the original approval for the lease was given by the territorial authority under this delegation.
74(1)(b)(ii) (proviso)	Consent or decline consent to granting of a licence to occupy a historic, scenic or scientific reserve.		

Karakia Whakamutunga

Closing Incantation

Unuhia, unuhia Unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, Te tinana te wairua i te ara takatā Koia rā e Rongo, whakairia ake ki runga Kia tina! TINA! Hui e! TĀIKI E!	Draw on, draw on, Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Rongo, suspended high above us (i.e. in 'heaven') Draw together! Affirm!
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