

CENTRAL OTAGO DISTRICT COUNCIL

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# BANNOCKBURN DOMAIN

## Reserve Management Plan 2022



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Plan adopted 9 November 2022

# 1.0 Preface to draft reserve management plan

A reserve management plan provides the community with certainty about the function, future management, and development of a reserve. It is developed by listening to community preferences for the reserve and documenting the best way to provide for them. A reserve management plan is not a detailed operational plan, instead it provides a framework that guides management decisions.

Local authorities are required to develop reserve management plans for most reserves that are administered under the Reserves Act 1977 and the act sets out a formal public consultation process to engage the community (refer to Appendix 1). Plans must also be reviewed regularly so they remain up to date.

The land managed as Bannockburn Domain is subject to the Reserves Act 1977. It is designated in the District Plan for 'Recreation Purposes'. The first reserve management plan for Bannockburn Domain was approved in 2000. During this time, the domain has been managed under a lease by the Bannockburn Recreation Reserve Management Committee Inc (the Committee) at arm's length from the Central Otago District Council, ('Council'). In 2021 a new lease was entered into between Council and the Committee. This new lease sets out clear roles and responsibilities for both the Council and the Committee. It was determined that the existing reserve management plan was outdated and required to be renewed to reflect both the lease requirements and the development and growth that has occurred in Bannockburn since 2000.

All land parcels that comprise Bannockburn Domain have been incorporated into the management plan. Bannockburn Domain is the only significant community open space in Bannockburn that provides sports and recreation opportunities for the local community, and a camping ground for visitors.

A draft plan was released for public comment, so the community had the opportunity to provide feedback on the draft plan. The Cromwell Community Board considered the submissions received and recommended a final plan be approved by Council. This plan will replace the Bannockburn Reserve Management Plan 2000 and will guide future management and development decisions for the domain.

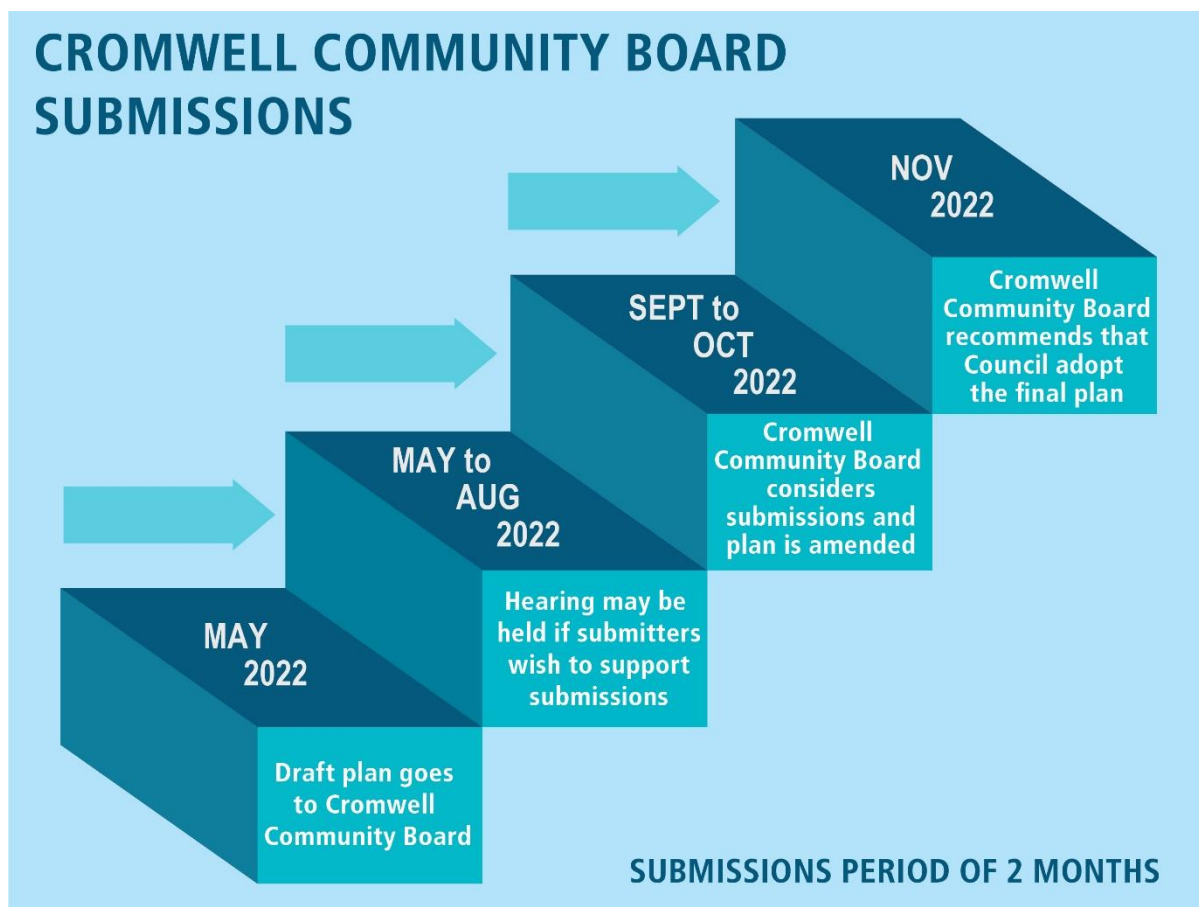


Figure 1: Process to renew the Bannockburn Domain Reserve Management Plan

## 2.0 Introduction

### 2.1 General

The Bannockburn Domain is the only Council owned public recreation reserve in Bannockburn. It is situated on Domain Road in Bannockburn and provides the Bannockburn community with a venue for various recreational activities, including camping. The Council is the administering authority for the reserve in terms of section 40 of the Reserves Act 1977. The reserve was vested in the Council (the former Vincent County Council) by notice in the New Zealand Gazette in 1987 (page 4912) and the Council is authorised in terms of section 54 (1A) of the Reserves Act 1977 to issue leases in accordance with the proposed Management Plan without reference to the Minister of Conservation.

The Bannockburn Domain was formally called the Bannockburn Recreation Reserve. However, it is more locally known as the domain. While the use of the term parks/reserves/domain is often interchangeable dependent upon how an area of public open space has been named and is known to the public, "domain" will generally be used to refer to the reserve in this document.

### 2.2 Purpose of reserve management plan

The purpose of management plans is to *"provide for and ensure the use, enjoyment, maintenance, protection and preservation, as the case may require, and, to the extent that the administering body's resources permit, the development as appropriate, of the park for the purposes for which it is classified, and shall incorporate and ensure compliance with the principles set out in section 17 of this Act for a recreation reserve"* section 41 (3).

Under section 41 of the Reserves Act 1977 every recreation reserve shall have an operative management plan. The purpose of a management plan is to ensure that the development and implementation of objectives and policies for reserves enhances the long-term use of reserves without compromising their existing use. A management plan is a document that consists of some reserve history and current information with a list of management statements to guide consistent decision-making regarding the future development, and management of a reserve.

In addition, the plan shall be continuously reviewed *"so that the plan is adapted to changing circumstances or in accordance with increased knowledge"*.

The purpose of this management plan is to provide Central Otago District Council with an effective guide for managing the Bannockburn Domain.

The Central Otago District Council is the administering body for the Bannockburn Domain in terms of Section 40 of the Reserves Act 1977. The Bannockburn Domain is crown derived and is classified recreation reserve. It is vested in the Council pursuant to Section 26A of the act and pursuant to Gazette 1987 page 4912. The responsibility for administering and managing the Bannockburn Domain has been delegated to the Cromwell Community Board by Council.

## 3.0 Bannockburn Domain Description and Use

### 3.1 Location and Context

The Bannockburn Domain is located on Domain Road, Bannockburn. In his book “Heart of the Desert” J C Parcell, records that the land at Doctor’s Flat, which had been part of an old mining claim, was developed initially for a bowling green in 1919 as a combined community project and the tennis court was built soon after. He also notes that the community went on to convert “an unsightly patch of mining debris into a football and sports field as a memorial for their sons who so nobly answered the Empires’ call of yesterday (the 1914-18 War).

By the time the field was completed in 1952 Bannockburn struggled to produce a rugby team. So only a few games were only ever played on the newly formed grounds.

The original building and associated facilities it contained were in part constructed from materials recovered from the Nevis library and Hotel. Once completed these facilities attracted summer campers to use the domain.

Three basic huts and an additional kitchen were added in the late 1950s.

From 1977 a series of Gala days were organised on the Domain by the Wdff and were well supported by locals. Money raised by these events were used to establish the playground, upgrade the facilities including water supply and septic tank systems. It was not until the construction of the Clyde dam that longer term accommodation became available.

When the town wastewater system became operational in 1985 the opportunity arose to increase the use of the camp, with power points and cabins being installed.

In 1986, the Department of Lands and Survey, which at the time was responsible for the administration of Crown reserves, asked the Vincent County Council to consider accepting responsibility for the future control of the Bannockburn Domain when the Bannockburn Domain Board’s term expired in October 1986.

Following discussions with the domain Board, the Council agreed in December 1986 to accept responsibility for the administration of the reserve, and the reserve was subsequently vested in the Council in 1987.

### 3.2 Features

The Bannockburn Domain has been used primarily for three separate purposes:

1. Part of the domain has been leased by Council to the Bannockburn Bowling Club which has established a bowling green and club house on site. The Bowling Club facilities have been developed by the Bowling Club.
2. Part of the domain has been developed as a camping ground. Since 1987, the camping ground operation has increased in scope so that it now provides a range of camping options. The camp area is leased to the Bannockburn Recreation Reserve Management Committee Inc by Council.
3. Part of the domain is available for public recreation, including the tennis court, the playing field and children’s playground. These facilities are managed by Council.

#### 3.2.1 Camping Ground

The camping ground provides for 59 caravan points (most campers leave their caravans on site during the off season), four cabins and an ablution block constructed in 2008. There are additional unpowered sites available by the bowling club. In the summer season the sports field area is used occasionally for tents and unpowered sites. It is not intended to use the sports field area for permanent camping.

#### 3.2.2 War Memorial

The memorial gates at Bannockburn Domain, include plaques dedicated to men from the Bannockburn and Nevis district who died in the First and Second World Wars. This war memorial is maintained by Council.







**Plan 1: Bannockburn Domain.** Boundaries outlined in red (indicative only).



**Plan 2: Open space area, tennis court and playground.** Boundaries are indicative.

### 3.3 Land Status – District Plan Provision

Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060-part Gazette Notice 1984 page 3101 comprising 3.5365 hectares in area. Land held under the Reserves Act, (refer Plan 2 below and Appendix 2 for detail):

Plan key	Legal description	Land status and classification	CODC Designations, leases, other restrictions	Area (hectares)
<b>A</b>	Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060	Recreation Reserve, Crown derived	D51 'Recreation Purposes', leases Bannockburn Recreation Reserve Management Committee Inc and Bannockburn Bowling Club	3.5365
		<b>Total area of domain (approx.)</b>		<b>3.5365 hectares</b>

### 3.4 Leases and other occupations

#### 3.4.1 Leases

The following leases are currently in place for Bannockburn Domain, (refer Plan 1):

Plan key	Organisation	Purpose	Details	Expiry Date
<b>1</b>	Bannockburn Recreation Reserve Management Committee Inc	Camping ground	Deed of lease, renewed 2020	30 June 2040
<b>2</b>	Bannockburn Bowling Club	Sports club	Deed of lease, renewed 2020	30 June 2040



**Plan 3: Bannockburn Domain features – Camping Ground.** Refer Section 3.4 above.



**Plan 4: Bannockburn Domain features – Bowling Club.** Refer Section 3.4 above.

## 3.5 Access

### 3.5.1 Vehicular Access

The main entry to Bannockburn Domain is off Domain Road in Bannockburn. A driveway within the road reserve is located at the entrance to the camping ground and bowling club. Parking spaces are limited and future provisions for increased parking needs to be considered as part of an overall development plan for the domain.

### 3.5.2 Pedestrian and Cycle Access

Bannockburn Domain does not have any formal links for walkers or cyclists other than the main entrance.



## **3.6 Existing Facilities**

Buildings and features located within the domain are briefly described below, (refer Plan 1 above for locations).

### **3.6.1 Camping ground**

The camping ground provides for 59 caravan points. Two cabins and a kitchen which were originally relocated from Cromwell, and an ablution block constructed in 2008. In the summer season the sports field area is temporarily used for tents and unpowered sites.

### **3.6.2 Play Area**

A children's playground with a variety of equipment is located near the entrance of the domain. This was upgraded in 2004.

### **3.6.3 Bowling Club Complex**

The Bowling Club sits on the southeast side of the site, with a bowling green and clubrooms. The first pavilion was constructed in 1922 and a new one was built in 1951. An extension was done in 1982, and subsequently renovated in 2012. The Club membership is stable, and the Club is continuing to undertake general updating and renovations of the building and green as required.

### **3.6.4 Tennis Facility**

The tennis court sits at the entrance on the southeast side of the domain and are available for public use. This was upgraded in 2004 and resurfaced in 2018. There are a few cracks in the surface which will need to be repaired.

### **3.6.5 Open Green Space**

The middle of the domain is an area originally set aside as a sports ground. In recent years there has been very little demand for it from recreational groups. It is the only public open space in Bannockburn and should be retained for public use.

It is temporarily used for tents and unpowered camping sites in the busy months. It is not intended for this space to be a designated camping area.

## **3.7 Proposed Facilities**

### **3.7.1 Camping**

There is not a lot of space for increased camping sites. A survey of the domain will be carried out to investigate whether the current layout is maximising the use of the existing space available, or whether there are opportunities for more spaces to be included. Currently, during peak times, it is not possible to accommodate anymore campers. A development plan for the whole domain will be prepared, and if more sites for camping are identified, then these will be prioritised.

### **3.7.2 Building upgrades and improvements**

Future provision should be made for upgrading the camps old pavilion block and installing a new laundry and office/managers unit. This should be considered in terms of available space.

The Bowling Club plans to separate out the existing kitchen and bar area by extending their building footprint slightly to the south, but within lease area.

### **3.7.3 Playground**

The playground will need to be upgraded in the future. Any upgrades should consider making the playground intergenerational. Council intends to develop a Play Strategy to help guide these upgrades.

### **3.7.4 Parking**

There is currently inadequate parking available during busy times or on bowling tournament days. Any future development proposals will need to include parking expansion options.

### **3.7.5 Other**

A playground upgrade and possible other recreational activities offered on site will be explored as part of Council's proposed Play Strategy.

The sports field area is the only green space available in Bannockburn and it should be preserved in, not necessarily as a rugby or sport field but an open space that can be utilised for many activities as the need arises.

## 4.0 Vision and Outcomes

### 4.1 Vision

Bannockburn Domain is managed and developed to ensure the recreational use, enjoyment, and protection of the domain for the public of Bannockburn and the wider Central Otago community.

### 4.2 Outcomes

1. Bannockburn Domain is preserved in perpetuity for the welfare and enjoyment of the general public.
2. Development of the domain acknowledges its use as a recreation hub (including camping) while also providing for the needs of the local community and having due regard to the public's use and access to the publicly accessible areas of the domain.
3. Recognition that recreational activities (including play), sporting organisations, and the camping ground, through occupation agreements, provide a significant role in facilitating recreational and sporting uses of the domain.
4. The domain's development has regard for the views of present users as well as consideration of accommodating future trends and emerging activities.

## 5.0 Objectives and Policies

### 5.1 Occupation Agreements

#### 5.1.1 General

The term occupation agreement refers to any lease, licence, easement (including right-of-way and telecommunication agreement), exchange of letter, or other agreement reached between the Council and a person, organisation, or company that is occupying part of Bannockburn Domain (including below ground utilities). Further details of these different agreements and policies follow.

Council requires that leases are granted, both to satisfy statutory requirements and to clarify the responsibilities of Council and clubs, including for existing occupations. The Reserves Act 1977 details the requirements and processes for any occupation or agreement on reserve land.

Any structures associated with occupation agreements including signs will require approval from Council as the landowner and may require building consent or other approvals.

This policy is to be read in conjunction with Section 5.3: Domain Development.

#### Objectives

- 1 *To confirm the occupation of Bannockburn Domain for approved uses and facilities by the granting of occupation agreements.*
- 2 *To ensure adequate compensation to remedy or mitigate the adverse effects of all utility, stormwater discharge, drainage rights, and underground facilities on the domain.*
- 3 *To consider the use of Bannockburn Domain for network utilities where utilities do not detract from the purposes of the domain and no costs for these utilities are accrued to Council.*
- 4 *To require compensation for all temporary or permanent effects on Domain values caused by right of ways, easements, access ways, leases, licences, or network utilities.*
- 5 *To limit timeframes for easements and rights-of-way agreements (e.g., linked to the life of the building or activity). Applications will be assessed on an individual basis, with an intention that the domain values will be reinstated at the completion of the agreement period.*

POLICIES	
1	Applications for leases, licences and other occupations may be allowed if there are no adverse effects on domain values.
2	Applications for licences will need to be made in writing.
3	All legal costs and agreement costs, as well as the costs of any formation and maintenance to the Council's satisfaction shall be borne by the grantee.

#### 5.1.2 Leases

Management requirements for recreation reserves under the Reserves Act 1977 emphasise the retention of open space and accountability to the public of domain management. On recreation reserves, leases must be drawn up subject to the relevant provisions of the Reserves Act 1977.

Council uses the provisions contained in the Reserves Act 1977 as a guide when leasing land subject to the Reserves Act 1977 to ensure consistency among the various tenancies. Leases will be subject to Council's Leasing and Licensing Policy and standard lease conditions so that leases are consistent and easier to manage.



The leasing of public land restricts the type of activities that can be undertaken and usually limits use of the land by the general public.

POLICIES	
1	Any exclusive use of Bannockburn Domain, including buildings, will be subject to a lease.
2	<p><i>New Leases</i></p> <p>Land may be leased to groups and organisations for the following purposes:</p> <p>2.1 Sports facilities and associated buildings at the groups or organisation's expense.</p> <p>2.2 The construction of buildings and other structures that increase or improve the use of the domain for recreation or camping at the groups or organisation's expense.</p> <p><i>Provided that:</i></p> <p>2.3 The sportsground area is not leased so it can provide for the outdoor recreation needs of the general public, groups or organisations.</p> <p>2.4 The land is used for recreational activities that increase or improve the use of the Bannockburn Domain.</p> <p>2.5 The proposed activities cannot satisfactorily take place in existing facilities, or in the locality.</p>
3	<p><i>Existing Leases</i></p> <p>Any opportunities shall be taken to renegotiate existing leases in cases where they do not comply with the policies of the Management Plan or, in the case of land that is subject to the Reserves Act 1977, with the requirements of the act.</p> <p>3.1 The Council will discuss future usage options for the current sports ground area with the committee.</p>
4	Leases shall incorporate the appropriate provisions of the Reserves Act 1977, except where the Council's tenure of the land requires otherwise, and shall incorporate where necessary, the policies detailed in this management plan document and other Council documents.
5	<p>Any new or renegotiated lease shall include:</p> <p>5.1 A clause requiring that all details of financial income and expenditure be made available on request to the Council.</p> <p>5.2 A clause requiring that there will be no subletting of the leased land or of the building erected thereon without the prior approval of the Council.</p>
6	Vehicle parking requirements of a potential lessee should be considered. Policy 8.5 - Vehicle Parking and Access applies.

POLICIES	
7	The notification of proposed leases in this management plan shall serve as public notice for the purposes of the Reserves Act 1977.
8	All outgoing costs associated with leases and other agreements are the responsibility of the lessee or holder of the agreement.
9	Rents and rates as per Council policy will be payable on all leases, except where Council has resolved that no or reduced rental is required. Rents for approved users (e.g., voluntary recreation facilities, approved community users) will be set at an agreed level. Other rents (e.g., commercial use, residential tenancies) will be based on 'market' levels.
10	The placement of any container on the reserve is discouraged due to aesthetic appearance and clutter.

### 5.1.3 Licences

Licence to occupy grants the non-exclusive right to use a Domain for a specific purpose.

Tenancies over Domain land are subject to the provisions of the Reserves Act 1977. The Reserves Act 1977 permits the granting of licences for communication stations and any works connected with the station.

POLICIES	
1	Licences may be allowed over the sports field area provided that there are no adverse effects on the domain's values.
2	Applications for licences will need to be made in writing.
3	Licences will include provision for public access where this is appropriate and desirable.
4	A rental fee may be charged for all licences based on tenders received. Council may charge a rental other than a market rental for approved recreational or management purposes.
5	It shall be a condition of all licences negotiated that Council may, before expiry, cancel all or part of the tenancy at one month's notice, should the land be required for recreational use or if the licensee fails to meet the conditions of the licence.
6	It shall be a condition of every licence that Council will not compensate occupiers for improvements upon termination of the agreement.
7	Licences may be granted for communication stations and any works connected with the station, in accordance with the Reserves Act 1977 where adverse effects are mitigated.

### 5.1.4 Easements including for underground services

An easement lawfully grants the rights for one party to use another person’s land for a specified purpose, in this case the use of Bannockburn Domain for access or utility facilities.

Easements granted will generally have limited timeframes (e.g., linked to the life of the building or an activity) and an annual fee for rental may be required. Conditions regarding reinstatement of the site at the completion of the agreement period should also be included with any permission granted. By not granting easements in perpetuity, and requiring reinstatement of the site, the values of the domain will be re-established.

Easements for private underground or overground facilities can affect future development and will only be considered by Council where no other options are available, and establishment costs and rental may be charged after a market valuation.

Where easements are approved, easement owners are responsible for maintaining utility facilities (stormwater/wastewater/sewerage/water and gas pipes/electrical/telecommunication cables) connecting between their property and the main network operator’s facilities including reinstatement of domain land following work being carried out on facilities.

It is important for Council to know the location and ownership of private utility facilities crossing Bannockburn Domain so that their location can be taken into consideration when development enhancement or maintenance work is being planned or carried out on the reserve and for payment to be made for the use of this land. As-built plans will generally be a requirement of an easement agreement.

POLICIES	
1	Applications for pipes, cabling, discharge, or drainage rights including applications for Council infrastructure must be made in writing and contain the following information: <ul style="list-style-type: none"> <li>• A statement of alternative pipe location or discharge options and their costs;</li> <li>• Discussion on why these alternative options cannot be used;</li> <li>• Evidence that the pipes or discharge will not detract from the purpose of the domain; and</li> <li>• A diagram of the proposed works and a survey.</li> </ul>
2	An easement or formal agreement will be required for every pipe, cable, or discharge on Bannockburn Domain.
3	All legal costs and the costs of formation and maintenance to the Council’s satisfaction shall be borne by the grantee.
4	Payment for the benefit of a pipe, cable or drainage easement shall generally be made at market valuation.
5	Council will require those holding easements for services crossing Bannockburn Domain to meet the costs of maintaining the pipes or cables.
6	When services and utilities are no longer required, the service / utility owner shall remove them from the site and reinstate the domain to Council’s satisfaction. If this is not completed to Council’s satisfaction, any costs will be recovered from the services/utility owner.
7	No private access easements will be granted across any land covered by this management plan.

## 5.2 Access and Use of the Domain

The domain is the only publicly accessible open space in Bannockburn, and it is important that it is accessible for the general public to use whenever possible, but it is also recognised that the priority users of the domain are the camping ground and Bowling Club.

### Objective

- 1 *To restrict public access on the domain where access would be detrimental to the camping ground, or where facilities might be at risk of damage.*

POLICIES	
1	The extent to which Bannockburn Domain may be used by the public for recreation shall be determined according to the following categories: <ol style="list-style-type: none"><li>1.1 Public will not be allowed access to exclusive use areas covered by an occupation agreement, which includes the camping ground area and Bowling Club, unless the occupation agreement states otherwise.</li><li>1.2 Public will have access to all other areas which are not in use for camping, bowling, or other activities.</li></ol>

### 5.2.1 Temporary use

Use of Bannockburn Domain for an organised event or any other temporary use requires prior approval from the Committee. Any request for commercial use should go through the Council's reserves booking system via the Council website. Before any commercial booking is confirmed Council will liaise with the Bannockburn Recreation Reserve Management Committee Inc. Bookings are limited to the sports ground area.

While events can enhance the public use and enjoyment of Bannockburn Domain and contribute to the diversity and vibrancy of the community, large numbers of people and activities can adversely affect the domain and neighbours. Council retains full discretion over the number and nature of any organised event on domain land or in a Council owned or operated building or facility.

### Objective

- 1 *To manage the use of Bannockburn Domain for events and temporary use so that it is consistent with the values of the reserve.*

POLICIES	
1	Events, social activities, functions, and exhibitions may be allowed on parts of the Bannockburn Domain, where the adverse effects on other users or lessees, the domain and domain neighbours of such activities are minimised, and the proposal meets statutory and policy obligations.
2	Applications must be made in writing at least four weeks prior to the event.
3	Where temporary exclusive use is necessary for the holding of an event or activity, part or all of the domain will be closed to the public for the duration of that event.
4	Where part or all of Bannockburn Domain is to be closed to the public for event use, public notification of this will be made prior to the activity requiring the closure. Where

POLICIES	
	closure is required by a body other than Council, that body will be responsible for meeting the cost of public notification.
5	A charge and / or bond may be levied for all forms of exclusive use. The bond will be set as per Council's Fees and Charges Schedule.  Bonds may be waived at the discretion of Council.
6	Event organisers are to reinstate the domain to the same condition as before the event to the satisfaction of the Council.

### 5.2.2 Commercial Use

Council may, from time to time, receive applications for the use of Bannockburn Domain for temporary or permanent commercial activities. These activities include filming, markets, coffee carts and commercial recreation ventures, amongst other commercial activities.

Commercial activities may be a legitimate part of the range of activities within domains where they relate to the purposes of the domain. Some commercial activities such as filming regional or national sporting events may be assessed as appropriate. While not contributing to the public's enjoyment of the domain such activities can promote Bannockburn.

While commercial activities can be appropriate, they must not be allowed to detract from the primary purposes of the domain. Also, the activities should not adversely impact on the domain, its use or users and domain neighbours. Controls on activities should ensure that the effects of activities are minimised. All commercial activity is required to comply with Council bylaws and other relevant legislation.

#### Objective

- 1 *To ensure any permanent or temporary commercial use of Bannockburn Domain does not compromise the domain's values, adds to the public enjoyment of the domain and is in accordance with the Reserves Act 1977 and relevant bylaws.*

POLICIES	
2	All applications to operate commercial activities on Bannockburn Domain shall be made to Council in writing. Applications should include: <ul style="list-style-type: none"> <li><u>2.1</u> A description of the proposed activity;</li> <li><u>2.2</u> A description identifying the places where the proposed activity will be carried out;</li> <li><u>2.3</u> A description of the potential effects of the proposed activity, and any actions which the applicant proposes to minimise any adverse effects;</li> <li><u>2.4</u> A statement of the proposed duration of the activity and the reasons for the proposed duration;</li> <li><u>2.5</u> Relevant information relating to the applicant, including any information relevant to the applicant's ability to carry out the proposed activity.</li> </ul>
3	Temporary commercial activity applications need to be made at least ten working days prior to the event.
4	Conditions necessary for the protection of values will be imposed on any permission for the commercial use of Bannockburn Domain. Such conditions will also be sought on any resource consent application for the same activity.

POLICIES	
5	A charge may be levied for the commercial use of Bannockburn Domain.
6	A bond may be required for permanent and temporary commercial activities.
7	Compliance with the relevant conditions of the Resource Management, Building, Health and Safety at Work Acts and other relevant acts including the District Plan is the responsibility of the applicant.

### 5.2.3 Camping

The Bannockburn Domain is designated for “Recreation Purposes” (D51). Part of the domain has been developed and has operated as a public camping ground since 1987.

#### Objectives

- 1 *To continue to operate a camping ground at Bannockburn Domain in accordance with the Camping-Grounds Regulations 1985.*
- 2 *To allow the Bannockburn Recreation Reserve Management Committee Inc to maintain responsibility and oversight of the camping ground.*

POLICIES	
1	The Bannockburn Recreation Reserve Management Committee Inc holds a lease over the domain which permits camping.
2	Any changes to the operation of the camping ground will be made by Council.
3	Basic facilities to ensure the safe and hygienic use of the camping ground will be provided and maintained as demand dictates, in accordance with the Camping-Grounds Regulations 1985 and any lease agreements over the domain.
4	The camping ground shall be utilised by genuine holiday makers and not occupied by semi-permanent residents, as defined by the Camping-Grounds Regulation 1985.
5	The camping ground sits on a recreation reserve, and public access to the space needs to be balanced alongside camping ground users.

## 5.3 Multi-generational Play

Reserves provide important open space areas for people to play, whether that is through using natural features, or the provision of formal playgrounds, skate parks and bike parks.

### Objective

- 1 *To provide creative and diverse play opportunities for everyone by the extension and enhancement of the natural or artificial environment.*

POLICIES	
1	Emphasis shall be on the opportunities for physical adventure and exploration.
2	The existing play features will continue to be provided, and expanded where appropriate, in preference to duplicating play features in other parts of the domain.
3	All play equipment and associated safety surfaces shall be designed, constructed, and maintained to conform to New Zealand standards for playground equipment and surfaces (currently NZS5828:2004)

## 5.4 Markets, Festivals and Concert

The Central Otago District Council may receive requests from markets, circuses, concert promoters, side-shows, gypsy fairs and similar operators to use Bannockburn Domain.

### Objective

- 1 *To allow occasional use of Bannockburn Domain for markets, circuses, concerts, side-shows, and similar uses provided that this is compatible with other domain activities.*

### POLICIES

- 1 Council may approve markets, circuses, concerts, side shows, gypsy fairs and like operations where there is evidence that the adverse effects can be minimised. All applications are to be in writing and forwarded to Council at least four weeks before the event. Applications will be considered on a case-by-case basis, and a bond will be required. The assessment of effects will include the following:
  - Effects on others using the domain and neighbours
  - Services
  - Damage to the domain
  - Health and safety provisions.



## 5.5 Fireworks displays

Groups occasionally wish to use the Bannockburn Domain for fireworks displays. These displays are controlled by legislation other than the Reserves Act 1977 and require the permission of Fire and Emergency New Zealand (FENZ) before proceeding. As long as the adverse effects of fireworks displays on Domain values are avoided, remedied, or mitigated, fireworks displays are a legitimate use of the domain.

### Objective

- 1 *To allow fireworks displays on Bannockburn Domain subject to all adverse effects on Domain values being avoided, remedied, or mitigated.*

POLICIES	
1	Fireworks displays are only permitted within the playing field arena, and only if damage to the grass fields can be avoided.
2	Written applications should be made at least ten working days before the proposed event. Conditional approval will be given upon written application to Council. Final approval will be given once the required external permissions have been obtained.
3	A condition of approval will include the requirement for sufficient public liability insurance.
4	The fireworks display co-ordinator must submit a list of proposed fireworks to be used for a display and this list, in part or in total, must be approved by Council.

## 5.6 Fire Control

During certain times of year, the risk of fire increases significantly. Measures need to be taken to minimise the risk of fires starting in or adjacent to the Bannockburn Domain, and to minimise damage to the domain should a fire start.

### Objectives

- 1 *Where appropriate and feasible, to provide adequate access to Bannockburn Domain to enable fire appliance access.*
- 2 *To take steps to minimise fire risk and damage resulting from any fire occurring.*
- 3 *To cooperate with appropriate organisations in the prevention and control of fires on the domain.*

POLICIES	
1	Council will support and liaise with FENZ to provide for the prevention, detection, control, and suppression of fire within the domain, in accordance with legislation or by-laws.
2	Council will assist and cooperate with FENZ on all fire control measures in accordance with legislation, regulations, or by-laws to reduce the risk of damage by fire to the domain.
3	Council will support FENZ in legal action, including the recovery of fire suppression costs that may be taken against a person or persons who light or cause to be lit any fire on the domain without permission.
4	During times of extreme fire danger parts of the domain may have to be closed to protect public safety.
5	The Council shall take all reasonable measures to ensure the domain is kept clear of all fire hazards endangering adjacent properties in respect of fire risks in accordance with legislation or bylaws.
6	Any action or event necessary for the purposes of saving or protecting life or health, or preventing serious damage to property, or avoiding an actual or likely adverse effect on the environment may be carried out without the prior permission of Council or prior public notice. This policy is subject to those involved taking every reasonable step to contact the Council or carry out public notification.
7	Such an action or event must be followed up by providing Council with a copy of the fire report immediately after the event or incident.

## 5.7 Dogs

Many people own dogs for a variety of reasons and wish to exercise them at different locations. Council must have regard to the exercise and recreational needs of dogs and their owners and the need to minimise danger, distress, and nuisance to the community in general. Central Otago District Council provides a variety of locations for off leash dog exercise, as well as bylaws to control dogs in other public places where they are required to be on a leash.

Dog and other animals fouling on the domain is not tolerated in any form. Owners must ensure that they have a suitable receptacle to collect and remove animal faeces immediately.

Dog control signage will be erected on the domain in accordance with the CODC Dog Control Bylaw 2020 and Dog Policy 2020.

### Objectives

- 1 *To allow for the exercise and enjoyment of dogs at appropriate reserve locations.*
- 2 *To prevent farm animals from grazing or exercising on Bannockburn Domain.*

POLICIES	
1	The CODC Dog Control Bylaw 2020 and Dog Policy 2020 take precedence for all dogs in parks or reserve areas.
2	Dogs are not permitted in prohibited areas at any time. Prohibited areas include, the children's playground, the designated playing areas of the sports ground.
3	Dogs are permitted in the domain camp area, but they must be on a leash at all times and are not permitted in the kitchen or ablution block areas of the camping ground.
4	Any person having charge of any dog shall at all times, carry a suitable receptacle to remove and dispose of dog droppings immediately after the dog has deposited them.
5	No horse or other farm animals are permitted on Bannockburn Domain unless written approval is granted by Council.

## 5.8 Facilities and Chattels Abandonment

Changes in levels of participation and trends in sport sometimes result in sports clubs and groups dissolving, amalgamating, or falling into recess. A consequence of this could lead to the abandonment of facilities such as the Bowling Club or camp facilities

### Objectives

- 1 *To ensure buildings or structures that are of benefit to Bannockburn Domain users are retained in a safe and operable condition.*
- 2 *To ensure the owner of a building or structure is responsible for the facility and its condition until disposal has occurred.*

POLICIES	
1	The owner of a building or structure will dispose of the facility under the terms of the lease agreement and in conjunction with this policy.
2	Council will have the right to decide what assets have a benefit to Domain users.
3	<p>Where a building or other structure is no longer required by an occupier or Council, the following steps will be taken in priority order:</p> <ol style="list-style-type: none"> <li>3.1 The occupier will be required to find a new approved occupier (as permitted by relevant acts, or policies) and subject to approval by Council, or remove the building or structure from the domain;</li> <li>3.2 If the occupier cannot either find a new suitable occupier or remove the building or structure, then council will make reasonable efforts to find a new suitable occupier or use for the building;</li> <li>3.3 If no suitable occupier or use can be found, Council will remove the building having considered all other options.</li> <li>3.4 Council will have the option to tender or sell the building (not the land) as an alternative to demolishing it, providing it can be removed from the site.</li> <li>3.5 Where the building or structure is not compatible with the primary function and values of the domain, it will be removed from the domain.</li> <li>3.6 Where Council does not own the building, feasible costs associated with removal or demolition of the building and or structure and reinstatement of the domain to Council's satisfaction shall be charged to the owner.</li> </ol>

## 5.9 Alcohol licences

The selling of alcohol is often viewed by sports clubs as a means of raising funds for club activities however is only indirectly linked to the use of the domain for sporting or recreational purposes.

The consumption of alcohol on the domain can have adverse effects on people using the domain and domain neighbours including noise and damage that may reduce the amenity of the domain.

Approval is needed from Council as landowner of the domain, and separately from Council for an alcohol licence. Other approvals, including resource consent, may also be required.

Currently the following liquor licences are in place:

- Bannockburn Bowling Club – club-licence permitting the sale and supply of alcohol to club members and guests of members– Bannockburn Bowling Club facility on Bannockburn Domain

### Objective

- 1 *To allow the granting of alcohol licences over premises on Bannockburn Domain where the values of the domain are not diminished and where the effects on other domain users and domain neighbours can be minimised.*

POLICIES	
1	Any alcohol licence application is subject to the Sale and Supply of Alcohol Act 2012, CODC Local Alcohol Policy and any subsequent legislation.
2	<p>Council will only support the granting of an alcohol licence for premises located on Bannockburn Domain where:</p> <p>1.1 The granting of a licence is consistent with the purposes of the domain;</p> <p>1.2 The effects on the domain, its use and users, and Domain neighbours can be avoided, remedied, or mitigated; and</p> <p>1.3 The values of the domain are not diminished.</p>
3	The environmental impact of increased traffic and parking demand and other factors, which may be associated with ancillary use of facilities, shall be carefully assessed in considering any application for a general ancillary liquor licence.
4	Applicants will be responsible for ensuring that all relevant statutory approvals are obtained and that the conditions of any approvals granted are met.
5	The use of clubrooms for social purposes shall be ancillary to the principal purpose of the domain i.e., camping and recreation.
6	The Bannockburn Recreation Reserve Management Committee Inc does not permit the consumption of alcohol in the kitchen or ablution block areas of the camping ground.

## 5.10 Hazardous Substances

Hazardous substances such as chemicals and biological agents, in some circumstances, may need to be used in the maintenance or operation of the Bannockburn Domain. It is important to assess the risks and if needed minimise the effects for Domain users and neighbours.

### Objective

- 1 *To ensure that where is it considered necessary to use or store hazardous substances, application is undertaken in a manner that minimises the potential risk to Domain users and neighbours.*

POLICIES	
1	Where hazardous chemicals are to be stored or used within the domain, it shall be in accordance with the Hazardous Substances and New Organisms Act 1996, the Agricultural User Code of Practice NZS 8409, and any other subsequent or new legislation.
2	Warning signs shall be erected on site where the domain has been sprayed or applied with hazardous substances.
3	Hazardous substances such as herbicides shall only be used where there is no practicable or financially feasible alternative control measure.

## 5.11 Smokefree and Vapefree Zones

Smokefree and Vapefree outdoor areas protect young people from the negative role-modeling effect of smoking.

The less young people see smoking around them, the less 'normal' smoking becomes and the less likely they are to take up smoking themselves.

Council has adopted a Smokefree and Vapefree policy where all council owned parks and reserves, tracks and walkways, sportsgrounds and playgrounds are designated Smokefree and Vapefree. A ten metre smokefree and vapefree perimeter is designated around these facilities on any council owned land.

### Objective

- 1 *That the Bannockburn Domain is a smokefree and vapefree zone as per the Central Otago District Council Smokefree and Vapefree Policy 2021.*

POLICIES	
1	All of Bannockburn Domain is designated as smokefree and vapefree zones.
2	Council will use a mix of education and signage to enforce the smokefree and vapefree zone.

## 5.12 Trading in Public Places

Council has rules in place regarding trading in public places, identifying allowed locations, hours of trade and licence requirements. These note that there may be specific conditions per site and that licence holders do not have exclusive use of any site. Refer to most updated version of the Central Otago District Council Trading in Public Places Policy on Council's website for exact locations and more information.

### Objective

- 1 *To permit trading activity on the Bannockburn Domain in accordance with the Central Otago District Council Trading in Public Places Policy.*

### POLICIES

- 1 Approval to trade at the domain shall be obtained at the discretion of the Council and subsequently through the Bannockburn Recreation Reserve Management Committee Inc.



## 5.13 Domain Development

### 5.13.1 General

In addition to providing space for sport and recreation activities, parks provide wider benefits including amenity to the surrounding area and pedestrian connectivity. Parks can provide important open space areas for all ages to play, whether that is through using natural features, or through the provision of formal playgrounds and informal play opportunities. Park values may be reduced where buildings and other enclosed structures including fences prevent access and dominate the park.

Community needs change over time, and sport and active recreation facilities need to be adaptable and flexible to meet the needs of a wider range of activities and users into the future. Domain development may include accommodating a few more camping spaces, but this should not impede on the open green space that currently exists, as this is the only green space available for public use in Bannockburn.

The recreational use of the Bannockburn Domain will be explored to consider expanding the playground or adding other formal and informal play experiences. As provisions for sports are currently limited, if demand did increase then development may need to consider requirements around this space and could include the addition of irrigation, goal posts, permanent fencing, and sports lights. Within the camp area additional power points, and lighting will be investigated.

The Bannockburn Domain is designated in the District Plan 'Recreation Purposes' (D51) which reduces Resource Management Act approval requirements for recreation activities.

### 5.13.2 Buildings and structures

All buildings and structures including signs, temporary structures, lighting, fences, and art will require approval from Council as the landowner. They may also require building consent and other approvals.

Any structures should be located where they allow for access within and through the domain and should be designed to be compatible with the amenity of the domain.

Council may provide amenity lighting for vehicle parks and paths where there is a clear public benefit. This will be limited to Council-owned facilities. Any development proposal will need to demonstrate Crime Prevention Through Environmental Design (CEPTD) principles as part of the proposal.

#### Objectives

- 1 *To ensure that buildings and other structures do not dominate Bannockburn Domain and are located, designed, and maintained so that they do not detract from the amenity of the domain and camping ground, and facilitate public recreational use and enjoyment.*
- 2 *To support the development or redevelopment of buildings and structures on the domain where the need for these has been fully assessed and it is demonstrated that recreation, camping, and community outcomes are better enabled.*
- 3 *To encourage sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.*
- 4 *To ensure that buildings and structures have necessary approvals.*
- 5 *To encourage and allow for networks of paths for pedestrians and/or cyclists*

POLICIES	
1	Buildings on the domain shall be provided for the specific proven needs of the users where this provision does not detrimentally affect the appearance or utilisation of the domain.
2	A new building will only be erected where it is not suitable to use a modified existing building, or possible to share facilities with other users.

## POLICIES

- |   |   |
|---|---|
| 3 | <p>New buildings on the domain shall be located only where:</p> <ul style="list-style-type: none"><li><u>3.1</u> Neither they, nor associated vehicle parking, unduly restrict the area useable for recreation or camping.</li><li><u>3.2</u> They do not obstruct the entrances to the domain, either physically or visually.</li><li><u>3.3</u> They do not detract from the open nature of the domain, especially as seen from surrounding roads.</li></ul>  |
| 4 | <p>The design of all buildings and structures proposed to be erected shall be referred to Council or its delegated representative for approval.</p>   |
| 5 | <p>All new buildings and structures shall be of a size and design that:</p> <ul style="list-style-type: none"><li><u>5.1</u> Is such that they provide no more than a service ancillary to the use of the area for sport.</li><li><u>5.2</u> Is to acceptable architectural standards.</li><li><u>5.3</u> Is in scale with, and suited to, the character of the domain.</li><li><u>5.4</u> If possible, they shall be sited so that they can be extended to provide such further facilities as may be required at a later date.</li></ul> |
| 6 | <p>Buildings shall be designed or modified for multi-purpose use where practicable and desirable.</p>   |

## 5.14 Multipurpose use of Facilities

Some existing facilities could sustain higher levels of use, and the sharing of such facilities would prevent unnecessary duplication and cost.

Sub-letting of facilities by clubs can generate revenue and spread the load of paying for overheads such as power.

### Objective

- 1 *To encourage the sharing of existing facilities to prevent unnecessary duplication or expansion of facilities.*

POLICIES	
1	The multiple use of buildings and other facilities by sports, cultural bodies and schools shall be actively encouraged.
2	The sub-letting and shared use of leased facilities to other clubs shall be actively encouraged.

## 5.15 Vehicle Parking and Access

Vehicle parks support recreational use by users who need to drive to the domain including those travelling longer distances. Vehicle parking areas reduce domain land available for recreation and encourage access by vehicles. While it is preferable to encourage walking and cycling before using a vehicle, the domain is not easily accessible by walking and cycling, and most visitors will use a vehicle to access the area.

The camping ground also attracts people with boats, caravans, and multiple vehicles. Consideration should be given around mitigation of cluttered parking. Parking is currently reaching a capacity, and struggles to meet requirements, particularly during peak periods or events. Should growth happen within the camping ground, more parking facilities may be required. However, the location and design of parking areas should not be at the expense of areas useable for camping and recreation, although parking areas may also be useful for other activities. Parking should not be designed to meet peak parking times.

### Objectives

- 1 *To provide and maintain vehicle parks, where appropriate, to a level that is adequate for servicing the usual activities carried out within the domain.*
- 2 *To provide where practicable additional vehicle access and parking areas at proven peak times but limiting this to preserve the natural qualities of the domain.*
- 3 *To recover the costs of vehicle parking facilities from groups obtaining exclusive use.*

POLICIES	
1	Vehicle parking on areas, other than recognised vehicle parks, or in any way that causes damages to the domain is prohibited.
2	Vehicle parks are for vehicles associated with recreation and other legitimate use of the domain.
3	Regular overnight, and long-term parking is not permitted outside of the campground. Residential parking is not permitted anywhere on the domain.
4	Vehicle parking shall be available to the public using the domain during the hours of operation defined by the Committee or Council.
5	Parking in areas other than recognised parking areas may be allowed by special permit from the Committee or Council to accommodate extra demand for vehicle parking/event services associated with an infrequent recreational use of the domain. This permission may be varied or withdrawn if it is anticipated that damage to grounds may be incurred.
6	Vehicle parking areas shall only be provided where there is a proven requirement directly related to the use of the domain, and it is both physically and financially feasible to provide a vehicle parking facility.
7	A detailed site plan set in the context of a plan for the whole domain shall be prepared for any proposed access way or vehicle parking area.
8	Exclusive use of vehicle parks may be allowed for special sporting and recreation events. Council may set a charge for this exclusive use.

## POLICIES

9	Where an application for exclusive use of a vehicle park is successful, Council will arrange for public notification of this use in the public notices section of the local newspaper/s. Applicants will need to meet the costs of public notification.
10	Groups that have permission to use vehicle parks exclusively may levy a charge on users during the time they have exclusive use. This charge is to be approved by Council and be used to recover costs only.
11	Vehicle parks for users with disabilities may be set aside where vehicle parks are marked or established near facilities.

## 5.16 Lighting of Amenity Areas

Amenity lighting is used to illuminate vehicle parks and footpaths to facilitate safe pedestrian access.

Council may provide amenity lighting where there is a clear public benefit. Furthermore, the provision is limited to Council-owned facilities.

Council recognises that the camping ground, may need to operate some form of lighting at night.

Any lighting required will be considered where it is in accordance with Crime Prevention Through Environmental Design (CPTED) principles.

### Objective

- 1 *To provide lighting to facilitate night-time use and access where appropriate.*

POLICIES	
1	Council may provide amenity lighting where there is a clear public benefit, and where it supports the principles of CPTED.
2	Installation of lighting by Domain occupiers is subject to the approval of Council.
3	Lighting of cycle and pedestrian paths may be provided where appropriate for the safety and convenience of the public.
4	Cables for light fixtures shall be underground wherever possible.
5	Hours of operation of lights shall be limited to those approved by the Committee or Council.
6	Lighting installations shall be designed to avoid excessive light spill and glare into surrounding residential areas.
7	All lighting is to have minimal light spill, give consideration to the night skies and meet District Plan requirements.

## 5.17 Signs

Signs can play an important role in wayfinding and reinforcing a domain's identity and status. Signs are also essential in aiding identification of hazards that visitors might be exposed to. Some areas have important or special stories to tell and can be enhanced by the use of interpretive signage.

The use of promotional or advertising signage is one way that organisations are able to raise income over and above levying their membership, however signs other than those inside club buildings that are not visible from public places are generally not appropriate.

Inward facing signs on fences may be visible from the surrounding domain area and will increase the fence being a visual barrier. Signs must comply with any district plan requirements.

Section 5.3.2: Buildings and structures will also apply to the location of free-standing signs.

### Objectives

- 1 *To provide sufficient signs of a design appropriate to the domain to facilitate public use and enjoyment of the domain.*
- 2 *To control the display of club and sponsorship signs on Bannockburn Domain.*

POLICIES	
1	Signs shall be provided to give clear and positive guidance to assist public enjoyment of the domain.
2	Generally, all signs and symbols on the domain shall be of standard design and appropriately placed in their surroundings.
3	The number and size of signs in the domain shall be kept to a minimum to avoid visual detracton from the amenity of the domain.
4	The Council may provide interpretive information for areas of interest at Bannockburn Domain.
5	Where possible signs will be located on existing buildings and structures.
6	Clubroom signs are permitted not more than a total of three-square metres relating to the use of the site (i.e. not advertising signs).
8	Unless specifically approved by Council, advertising signage will not be allowed at Bannockburn Domain.
9	Where advertising signage is approved by Council, it will still be subject to obtaining a resource consent or sited where resource consent is not required.
10	All signs must comply with the Parks and Recreation Signage Guide

## Appendix 1: Reserve Management Plan process from Reserves Act

The following table summarises section 41 of the Reserves Act 1977 – Management Plans, and the process used to develop and revise a management plan. When a plan is being revised the first 2 steps may not be repeated.

Relevant Sections of the Reserves Act	Public Consultation	Description of Activity	Phase
Section 41 (5)	Optional	Council notifies the public that it is preparing a management plan and calls for submissions (1 month)	Not undertaken for this review.
Section 41 (5)c	Mandatory	Public submissions are received and incorporated into a draft management plan	Management Planning
Section 41 (6) a-c		A draft management plan is made available to the public for further comment (2 months)	
Section 41 (6) d		The draft management plan is edited to incorporate input from public submissions	
Section 41 (6) d		The final document is presented to Council for adoption	
Section 41 (6) e		Council adopts management plan	Implementation
Section 41		All policies come into effect and are enforceable by Council	
Section 41 (4)		The management plan is continually monitored and reviewed	



## Appendix 2: Bannockburn Domain Land Status

### Documents the land is held in:

- GN 1984/3101 and 1987/4912 Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060 part comprising 3.5365 hectares in area classified as recreation reserve and vested to the Council.

### Chronological Order of Status Actions

- Gazette 1987 page 4912 - The Reserve is vested in the Council pursuant to Section 26A of the act.
- Gazette Notice 1984 page 3101 - Section 164 Block 1 Cromwell Survey District, Survey Office Plan 196060 part comprising 3.5365 hectares in area is classified recreation reserve and named Bannockburn Recreation Reserve. Land held under the Reserves Act 1977.