

DRAFT OPERATIONAL MANAGEMENT PLAN

TE PANUKU TŪ WHARE

TĪTĪRANGI MAUNGA, GISBORNE
GISBORNE DISTRICT COUNCIL

SEPTEMBER 2021



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V0.1 Draft for Consent Lodgement

DRAFT

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1 Introduction

This Operational Management Plan ('OMP') has been prepared to assist the consent holder and staff of the Te Panuku Tū Whare ('Te Panuku Tū') in the day-to-day management of activities undertaken at the site. In particular, the OMP provides a framework to ensure that activities occur in a manner consistent with the resource consent application made by Gisborne District Council, and the conditions of resource consent [number] issued by Gisborne District Council (refer to **Attachment 1**).

The key matters that are addressed in this OMP are:

- Section 1: Introduces the scope of the OMP.
- Section 2: Sets out the details of the approved resource consent and any specific operational management conditions.
- Section 3: Sets out the objectives of the OMP.
- Section 4: Details of Activities
 - A description of all of the activities that are to be undertaken within the building, including their hours of operation, the frequency of events, maximum number of people involved etc.
- Section 5: Management Methods
 - Details the operational measures to manage operational traffic and carparking, noise and nuisance management, and general management methods such as protocols to ensure the smooth running of activities at the site.
- Section 6: Sets out the process for monitoring and review of the OMP.
- Section 7: Details the key contact points and persons responsible for implementing the OMP.

2 Resource Consent [Number] Details

[Placeholder for a summary of the approved consent, including key consent conditions.]

3 Objectives

The objectives of this OMP are to demonstrate how Te Panuku Tū:

- a) Will be managed on a day-to-day basis, and during events, to minimise impacts on the character and amenity (including nuisance as a result of noise) of Tītīrangi Heritage Reserve;
- b) Will be managed in terms of day-to-day (non event-based) traffic generation and car parking demand to ensure the safe and efficient use of the maunga;
- c) Will be managed during darkness hours to ensure the safety of visitors.

4 Details of Activities

The following events and activities will operate within Te Panuku Tū:

Event / function / activity	Where in the building will this occur?	Maximum occupancy (guests / attendees)	Anticipated number of staff	Days of operation	Hours of operation	Will it involve use of any outdoor areas?	How will guests / patrons / customers access the site?	How will staff access the site?	Who is the party / person responsible for overseeing management?	For events / functions, what is the maximum number that will be held per year?	For events / functions, will amplified music be used?	For events / functions, will this occur concurrently during other ongoing activities?
Events / Functions												
Art exhibitions	Central space, Refreshment kiosk	100	1	Any day subject to availability in GDC Booking System	9am – 12am	Yes	Only by shuttle or bus	By car or shuttle	GDC/ Ngati Oneone	4-8	Yes - refer to acoustic report	Yes
Education - Wananga	Central space (access to toilet and refreshment kiosk); Night sky viewing platform or outdoor area	90 (school kids and accompanying teachers)	2	Any day subject to availability in GDC Booking System	9am – 5pm	Yes	Only by shuttle or bus	By car or shuttle	GDC/ Ngati Oneone / School	30-50		Yes
Kapahaka	Central space (access to toilet), Refreshment kiosk	100-150 (including participants and tutors)	2	Any day subject to availability in GDC Booking System	9am –12am	Yes	Only by shuttle or bus	Only by shuttle or bus	GDC/ Ngati Oneone	4-8		No
Observation – sunrise/ stargazing	Central Space, Night sky viewing platform, Refreshment kiosk	30-60	2	Any day subject to availability in GDC Booking System	5am – 12am	Yes	Only by shuttle or bus	By car	GDC/ Ngati Oneone / Astronomical Society	20-40		No
Everyday Activities												
Tourism	Taonga room	10-15	1	Everyday	9am – 5pm	No	By car or walking	By car or walking	GDC/ Ngati Oneone	N/A	Refer to acoustic report	Yes
Manaakitanga	Refreshment Kiosk	25	2	Everyday	9am – 5pm	Yes	By car or walking	By car/ walking	GDC/ Ngati Oneone	N/A	N/A	Yes
Reception	Reception	-	1	Everyday	9am – 5pm	No	-	By car/ walking	GDC/ Ngati Oneone	N/A	N/A	Yes
Internal Toilet	Toilet	8	-	Everyday	9am – 5pm	No	By car/ walking	-	GDC/ Ngati Oneone	N/A	N/A	Yes
Public Toilet	Toilet	1	-	Everyday	5am-9pm (Summer) 6am-6pm (Winter) Standard GDC operating hours	No	By car or walking	-	GDC/ Ngati Oneone	N/A	N/A	Yes

All events will be required to operate under a single or global Event Traffic Management Plan which will include specific traffic management procedures for the event(s), separate to this OMP.

5 Management Methods

Section 5 sets out the methods, procedures and protocols to be adopted in the management of the site to achieve the objectives of this OMP, including compliance with resource consent conditions. The management tools are detailed in three separate sections designed to address:

- a) Operational traffic and car parking related matters;
- b) Noise and general nuisance;
- c) Other general management methods.

5.1 Operational Traffic & Carparking Management

The table below sets out the restrictions and requirements that apply to day-to-day activities in terms of operational traffic and carparking management. It includes the policies/goals, actions to be taken by staff responsible for managing such activities, and any other procedures/measures in place to ensure that the OMP objectives relating to traffic and car parking management will be met.

Policy / goal	Actions taken by staff	Other procedures
Managing the number of guests / patrons / visitors (building occupancy)		
Management of day-to-day activities occurring concurrently with events		
Carparking management (including staff parking)		
Traffic management		
Bicycle parking management		

5.2 Noise & Nuisance Management

The table below sets out the restrictions and requirements that apply to noise and nuisance management for day-to-day activities and events. It includes the policies/goals, actions to be taken by staff responsible for managing such activities, and any other procures/measures in place to ensure that the OMP objectives relating to noise will be met. It also addresses general management matters to minimise potential nuisance to the surrounding reserve.

Policy / goal	Actions taken by staff	Other procedures
Managing activities with music or amplified sound		
Management of day-to-day activities occurring concurrently with events		
Managing hours of operation		
Smoking		

5.3 General Management Methods

The table below sets out other general protocols to ensure the smooth running of activities at the site, in order to minimise adverse impacts on the amenity and character of the immediately surrounding reserve area:

Policy / goal	Actions taken by staff	Other procedures
Managing the number of events, functions, group bookings to avoid conflicts		
Deliveries and waste storage		
Event / function set up		
Complaint's procedures		
Waste management		
Vandalism		

6 Monitoring and Reviews

Monitoring will be undertaken to ensure that the methods set out in this OMP are achieving the objectives set out in Section 3. Results of all monitoring undertaken will be available to Gisborne District Council upon request, and shall be used to inform reviews of the OMP, and any changes required to it.

The following sets out the methods of monitoring to measure whether the objectives are being achieved:

Objective	Monitoring	Responsibility

7 Contact Points

The following people are responsible for overseeing the management of Te Panuku Tū in accordance with this OMP:

Name: phone number, email address.