

**MINUTES OF AN EXTRAORDINARY MEETING OF THE STREET EVENTS SUBCOMMITTEE
- HENDERSON WARD HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD,
HENDERSON, WAITAKERE, ON THURSDAY, 15 NOVEMBER 2007
COMMENCING AT 8.37 AM**

PRESENT: Mr WS Bainbridge
Transport Assets Operations Manager
Senior Transport Engineer: Planning

IN ATTENDANCE: Transport Technician: J Harris
Committee Secretary: S Riley

1 OPENING

On behalf of the Chief Executive Officer, the Committee Secretary opened the meeting and welcomed Members of the Street Events Subcommittee – Henderson Ward.

2 APOLOGIES

There were no Apologies.

3 URGENT BUSINESS

There was no Urgent Business.

4 ELECTION OF CHAIRMAN

The Committee Secretary called for nominations for the position of Chairman.

NOMINATED by A Moller, seconded R Iskander:

That Wayne Selwyn Bainbridge be appointed as Chairman of the Streets Events Subcommittee – Henderson Ward.

3809/2007

There being no further nominations, the Committee Secretary **DECLARED** Wayne Selwyn Bainbridge elected as Chairman of the Street Events Subcommittee - Henderson Ward.

8.39 am The Committee Secretary vacated the Chair and Wayne Selwyn Brainbridge assumed the Chair and addressed the meeting.

5 HENDERSON CHRISTMAS PARADE 2007

3810/2007

MOVED by R Iskander, seconded A Moller:

1. That the Henderson Christmas Parade 2007 report be received.
2. That approval be granted to temporarily close and prohibit traffic on:
 - Edsel Street;
 - Railside Avenue (between Great North Road and Edsel Street);
 - Ratanui Street;
 - Alderman Drive (between Sel Peacock Drive and Great North Road);
 - Great North Road (between Railside Avenue and Alderman Drive);from 10.00 am to 12.00 noon on Saturday, 24 November 2007.
3. That these closures are subject to the following conditions:
 - a) The applicant accepting full responsibility for marshalling, control of spectators, public and participant safety requirements and compliance with any New Zealand Police and Council officers directions.
 - b) The applicant accepts full responsibility to ensure that all involved adhere to the set conditions for the event.
 - c) The applicant appoints a safety co-ordinator to liaise with Council's Transport Engineers and the New Zealand Police, and to ensure that the applicant's responsibilities are met.
 - d) The applicant appointing a qualified Site Traffic Management Supervisor to apply the Traffic Management Plan.
 - e) St John Ambulance or other qualified personnel being in attendance at all times.
 - f) The Site Traffic Management Supervisor shall obtain, place and remove any road cones, detour signs and any other barriers required by the Traffic Management Plan and as directed by New Zealand Police and/or Council officers. The applicant shall meet all associated costs.
 - g) All directions of New Zealand Police and/or Council officers in regard to traffic management and public safety shall be complied with by the event organiser and the Site Traffic Management Supervisor.
 - h) New Zealand Police and/or Council officers have the authority to delay the start of the event if the traffic management is not implemented as per the approved plan, and in extreme cases may cancel the event.
 - i) The applicant advising the New Zealand Police and other emergency services of the event.
 - j) The event organiser and Site Traffic Management Supervisor before shall brief all event participants before the event on their responsibilities.
 - k) The applicant ensuring that all litter is cleared up immediately following the event.
 - l) The applicant is notified that Council accepts no responsibility for incidents, injuries or damage caused by the event. The applicant is advised to take out public liability cover.

- m) The applicant shall accept responsibility for the cost of repairs to any private or Council property damaged during the event.
- n) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event will be provided to Council's Call Centre. This information should be sent to Donna Skipps (836 8000 Extn: 8743 or donna.skipps@waitakere.govt.nz).
- o) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event shall be provided to ARTA (Kate Marris, 379 4422 Extn: 9029 or kate.marris@arta.co.nz) prior to the event.
- p) Northcote Traffic Management Centre (ATTOMS) is responsible for the day to day operation of all traffic signals in the Auckland Region. The Site Traffic Management Supervisor shall co-ordinate with ATTOMS regarding any traffic signal installations that are within the event area or are affected by the event. Contact email addresses for traffic signals are TMCScats@transit.govt.nz and Andrew.Hunter@transit.govt.nz.

CARRIED

6 TE ATATU CHRISTMAS PARADE 2007

3811/2007

MOVED by A Moller, seconded R Iskander:

- 1. That Te Atatu Christmas Parade 2007 report be received.
- 2. That approval be granted to temporarily close and prohibit traffic on:
 - Hereford Street (between Te Atatu Road and Roby Street);
 - Harbour View Road (between Pringle Road and Te Atatu Road);
 - Te Atatu Road (between Moor Avenue and Yeovil Road);
 - Gunner Drive (between Te Atatu Road and Pringle Road);from 10.00 am to 12.00 noon on Saturday, 1 December 2007.
- 3. That these closures are subject to the following conditions:
 - a) The applicant accepting full responsibility for marshalling, control of spectators, public and participant safety requirements and compliance with any New Zealand Police and Council officers directions.
 - b) The applicant accepts full responsibility to ensure that all involved adhere to the set conditions for the event.
 - c) The applicant appoints a safety co-ordinator to liaise with Council's Transport Engineers and the New Zealand Police, and to ensure that the applicant's responsibilities are met.
 - d) The applicant appointing a qualified Site Traffic Management Supervisor to apply the Traffic Management Plan.
 - e) St John Ambulance or other qualified personnel being in attendance at all times.
 - f) The Site Traffic Management Supervisor shall obtain, place and remove any road cones, detour signs and any other barriers required by the Traffic Management Plan and as directed by New Zealand Police and/or Council officers. The applicant shall meet all associated costs.

- g) All directions of New Zealand Police and/or Council officers in regard to traffic management and public safety shall be complied with by the event organiser and the Site Traffic Management Supervisor.
- h) New Zealand Police and/or Council officers have the authority to delay the start of the event if the traffic management is not implemented as per the approved plan, and in extreme cases may cancel the event.
- i) The applicant advising the New Zealand Police and other emergency services of the event.
- j) The event organiser and Site Traffic Management Supervisor before shall brief all event participants before the event on their responsibilities.
- k) The applicant ensuring that all litter is cleared up immediately following the event.
- l) The applicant is notified that Council accepts no responsibility for incidents, injuries or damage caused by the event. The applicant is advised to take out public liability cover.
- m) The applicant shall accept responsibility for the cost of repairs to any private or Council property damaged during the event.
- n) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event will be provided to Council's Call Centre. This information should be sent to Donna Skipps (836 8000 Extn: 8743 or donna.skipps@waitakere.govt.nz).
- o) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event shall be provided to ARTA (Kate Marris, 379 4422 Extn: 9029 or kate.marris@arta.co.nz prior to the event.
- p) Northcote Traffic Management Centre (ATTOMS) is responsible for the day to day operation of all traffic signals in the Auckland Region. The Site Traffic Management Supervisor shall co-ordinate with ATTOMS regarding any traffic signal installations that are within the event area or are affected by the event. contact email addresses for traffic signals are TMCScats@transit.govt.nz and Andrew.Hunter@transit.govt.nz.

CARRIED

8.43 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF STEET EVENTS
SUBCOMMITTEE - HENDERSON WARD HELD
ON

DATE:.....

CHAIRMAN:.....