

**MINUTES OF A MEETING OF THE STREET EVENTS SUBCOMMITTEE - HENDERSON  
WARD HELD IN THE NEW LYNN ROOM AT WAITAKERE CENTRAL,  
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON  
FRIDAY, 14 NOVEMBER 2009, COMMENCING AT 9.06 AM**

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**PRESENT:** Mr WS Bainbridge (Chairman)  
Senior Transport Engineer: Planning

**IN ATTENDANCE:** Transport Technician: J Harris  
Committee Secretary: N Delamere

**1 APOLOGIES**

1941/2008

MOVED by WS Bainbridge, seconded A Moller:

That an apology from Ramiz Iskander be received and sustained.

**CARRIED**

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

1942/2008

MOVED by WS Bainbridge, seconded A Moller:

The Street Events Subcommittee – Henderson Ward resolved to:

**Receive** the minutes of the meeting of the Street Events Subcommittee - Henderson Ward held on Thursday, 24 January 2008, as circulated, and that they be taken as read and now be confirmed.

**CARRIED**

**4 HENDERSON CHRISTMAS PARADE 2008**

1943/2008

MOVED by WS Bainbridge, seconded A Moller:

The Street Events Subcommittee – Henderson Ward resolved to:

1. **Receive** the Henderson Christmas Parade 2008 report.
2. **Approve** to temporarily close and prohibit traffic on:
  - Edsel Street;
  - Rainside Avenue (between Great North Road and Edsel Street);
  - Ratanui Street; and
  - Alderman Drive (between Sel Peacock Drive and Great North Road).

3. **Approve** that these closures from 8.00 am to 2.00 pm on Saturday, 29 November 2008 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](mailto: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](mailto:kate.marris@arta.co.nz)) prior to the event.

- p) Northcote Traffic Management Centre 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 the Northcote Traffic Management Centre 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](mailto:TMCScats@transit.govt.nz) and [Andrew.Hunter@transit.govt.nz](mailto:Andrew.Hunter@transit.govt.nz).
- q) The applicant accepts full responsibility to ensure affected business and residents are consulted and notified regarding the event.

**CARRIED**

## 5 **TE ATATU CHRISTMAS PARADE 2008**

1944/2008

MOVED by WS Bainbridge, seconded A Moller:

The Street Events Subcommittee – Henderson Ward resolved to:

1. **Receive** Te Atatu Christmas Parade 2008 report.
2. **Approve** to temporarily close and prohibit traffic, from 9.00 am to 3.00 pm, Saturday, 6 December 2008, 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); and
  - Gunner Drive (between Te Atatu Road and Pringle Road).
3. **Approve** that these road 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](mailto: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](mailto:kate.marris@arta.co.nz)) prior to the event.
- p) Northcote Traffic Management Centre 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 Northcote Traffic Management Centre 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](mailto:TMCScats@transit.govt.nz) and [Andrew.Hunter@transit.govt.nz](mailto:Andrew.Hunter@transit.govt.nz).
- q) The applicant accepts full responsibility to ensure affected business and residents are consulted and notified regarding the event.

**CARRIED**

9.11 am

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

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

**DATE:**.....

**CHAIRMAN:**.....