



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF EXTRAORDINARY MEETING

STREET EVENTS SUBCOMMITTEE

Henderson Ward

I hereby give notice that pursuant to Standing Order 14.4 an Extraordinary Meeting of the Street Events Subcommittee - Henderson Ward will be held on:-

DATE: **Wednesday, 22 November 2006** **TIME:** **8.00 am**

VENUE: **Waitakere Central, 6 Henderson Valley Road, Henderson, Waitakere**

to consider the following:

- Confirmation of Minutes;
- Henderson Christmas Parade 2006;
- Te Atatu Christmas Parade 2006

and to take any necessary action connected therewith.

20 November 2006

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Mr WS Bainbridge (Chairman)
Service Manager: Transport Assets
Principal Transport Engineer Design

(Quorum 2 members)

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(The reports and recommendations contained in all agendas are reports and recommendations only and are not to be construed, in any way, as Council policy until adopted.)

**AGENDA FOR AN EXTRAORDINARY MEETING OF THE STREET EVENTS
SUBCOMMITTEE - HENDERSON WARD TO BE HELD AT WAITAKERE
CENTRAL, 6 HENDERSON VALLEY ROAD, HENDERSON,
WAITAKERE, ON WEDNESDAY, 22 NOVEMBER 2006,
COMMENCING AT 8.00 AM**

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SUBCOMMITTEE - HENDERSON WARD TO BE HELD AT WAITAKERE
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WAITAKERE, ON WEDNESDAY, 22 NOVEMBER 2006,
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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 provides that where an item of business is not on the agenda, it may only be dealt with at the meeting if:

- (i) the Subcommittee by resolution so decides; and
- (ii) the Chairman has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion and decision, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting.

The Subcommittee may make a decision on a matter determined to be urgent.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Meeting Minutes - Friday, 28 October 2005
Extraordinary Meeting Minutes - Friday, 25 August 2006

RECOMMENDATION

That the minutes of the Meeting of the Street Events Subcommittee - Henderson Ward held on Friday, 28 October 2005 and the Extraordinary Meeting held on Friday, 25 August 2006, as circulated, be taken as read and now be confirmed.



4 **HENDERSON CHRISTMAS PARADE 2006**

PURPOSE OF THE REPORT

The purpose of this report is to seek the Henderson Street Events Subcommittee's approval to close roads to allow the Henderson Rotary Christmas Parade to be held on Saturday, 25 November 2006.

BACKGROUND

The Henderson Rotary Christmas Parade is an annual event that has been held for many years. It is well organised and carried through without problems. This year the parade is planned for Saturday, 25 November 2006.

STRATEGIC CONTEXT

Street events provide quality and friendly activities for the community to be part of. They support the development of community identity and create community spirit, giving a sense of belonging. As such they contribute to the Council's strategic objectives in creating strong communities.

ISSUES

Route Details

The parade will begin in the Cranwell Park car parking area, will proceed up Alderman Drive to Ratanui Street, then turn right into Ratanui Street and proceed south until it reaches Rainside Avenue. It will then proceed south along Rainside Avenue and turn left into Edsel Street. From this point it will follow Edsel Street. The parade will end in the parking area of the Westcity shopping area.

The parade is due to commence at 10:00 am and is expected to finish before 12:00 noon.

Closure Details

The following road closures are requested between 9:00 am to 12:00 noon in order to safely carry out the parade:

- Edsel Street;
- Rainside Avenue (between Great North Road and Edsel Street);
- Ratanui Street;
- Alderman Drive (between Sel Peacock Drive and Great North Road);
- Great North Road (between Rainside Avenue and Alderman Drive).

The Traffic Management Plan has been provided by Action Traffic and approved by Council. Action Traffic will supply a Site Traffic Management Supervisor who will implement the Traffic Management Plan and be responsible for Traffic Safety. The Site Traffic Management Supervisor will be assisted by marshals.

Public Notice

Public Notice of Council's intention to consider road closures has been given, with objections closing on Monday, 20 November 2006.

No objections have been received at the time of report preparation and any objection received will be tabled at the committee meeting.

RECOMMENDATIONS

1. That the Henderson Christmas Parade 2006 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 9:00 am to 12:00 noon on Saturday, 25 November 2006.
3. That these closures are subject to the following conditions;
 - a) The closures being carried out in accordance with the Traffic Management Plan.
 - b) The applicant accepting full responsibility for briefing all participants, marshalling, control of spectators, public and participant safety requirements and compliance with any Police and Council officers directions.
 - c) The applicant appointing a qualified Site Traffic Management Supervisor to manage traffic and a Safety Co-ordinator. Both are to liaise with Council Roding Engineers and the New Zealand Police to ensure that the applicant's responsibilities are met.
 - d) St John Ambulance or other qualified personnel being in attendance at all times.
 - e) 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.
 - f) The applicant advising all emergency services and bus operators of the road closure details.
 - g) The applicant ensuring that all litter is cleared up immediately following the event.
 - h) The applicant being 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.
 - i) The applicant shall accept responsibility for the cost of repairs to any private or Council property damaged during the event.

Report prepared by: Paul Schischka, Transport Engineer.



5 TE ATATU CHRISTMAS PARADE 2006

PURPOSE OF THE REPORT

The purpose of this report is to seek the Henderson Street Events Subcommittee's approval to close roads to allow the Te Atatu Community Christmas Parade to be held on Saturday, 2 December 2006.

BACKGROUND

The Te Atatu Community Christmas Parade is an annual event that has been held for many years. It is well organised and carried through without problems. This year the parade is planned for Saturday, 2 December 2006.

STRATEGIC CONTEXT

Street events provide quality and friendly activities for the community to be part of. They support the development of community identity and create community spirit, giving a sense of belonging. As such they contribute to the Council's strategic objectives in creating strong communities.

ISSUES

Route Details

The parade will begin at the back entrance of Te Atatu Intermediate School in Hereford Street. It will then turn left into Te Atatu Road, travelling toward the main centre, around the roundabout and travelling through the main shopping centre, then turning left into Gunner Drive, finishing in Pringle Drive,

The parade is due to commence at 10:00 am and is expected to finish by 11:40 am.

Closure Details

The following road closures are requested between 10:00 am to 12:00 noon in order to safely carry out the parade:

- 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 Drive);
- Gunner Drive (between Te Atatu Road and Pringle Road).

After the parade festivities will continue in Jack Pringle Park and the grounds of Te Atatu Library and Community Centre. To facilitate these activities the following road closure is requested between 9:00 am to 2:00 pm:

- Pringle Road.

The traffic management plan has been provided by Quality Traffic Services and approved by Council. Quality Traffic Services will supply a site traffic management supervisor who will implement the traffic management plan and be responsible for traffic safety. The site traffic management supervisor will be assisted by marshals.

Public Notice

Public notice of Council's intention to consider road closures has been given, with objections closing on Monday, 20 November 2006.

No objections have been received at the time of report preparation and any objection received will be tabled at the committee meeting.

RECOMMENDATIONS

1. That the Te Atatu Christmas Parade 2006 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 Drive)
 - Gunner Drive (between Te Atatu Road and Pringle Road)from 10:00 am to 11:40 am on Saturday, 2 December 2006
3. That approval be granted to temporarily close and prohibit traffic on:
 - Pringle Roadfrom 9:00 am to 2.00 pm on Saturday, 2 December 2006.
4. That these closures are subject to the following conditions;
 - a) The closures being carried out in accordance with the traffic management plan.
 - b) The applicant accepting full responsibility for briefing all participants, marshalling, control of spectators, public and participant safety requirements and compliance with any Police and Council officers directions.
 - c) The applicant appointing a qualified site traffic management supervisor to manage traffic and a safety co-ordinator. Both are to liaise with Council roading engineers and New Zealand Police to ensure that the applicants responsibilities are met.
 - d) St John Ambulance or other qualified personnel being in attendance at all times.
 - e) 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.
 - f) The applicant advising all emergency services and bus operators of the road closure details.
 - g) The applicant ensuring that all litter is cleared up immediately following the event.
 - h) The applicant being 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.
 - i) The applicant shall accept responsibility for the cost of repairs to any private or Council property damaged during the event.

Report prepared by: Paul Schischka, Transport Engineer.

