



**NOTICE OF MEETING
INAUGURAL**

**STREET EVENTS SUBCOMMITTEE
Massey Ward**

I hereby give notice that an Ordinary Meeting of the Street Events Subcommittee - Massey Ward will be held on:-

DATE: Tuesday, 16 March 2004 TIME: 9.00 am

VENUE: Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City

to consider the matters within the scope and delegation of the subcommittee and to take any necessary action connected therewith.

4 March 2004

Sharon Simiona
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8820

MEMBERSHIP:

Mr RF Jessopp
Service Manager: Transport Assets
Transportation Engineer Asset Development

(Quorum 2 members)

(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.)

WAITAKERE CITY COUNCIL



**AGENDA FOR AN ORDINARY INAUGURAL MEETING OF THE STREET EVENTS
SUBCOMMITTEE - MASSEY WARD TO BE HELD IN THE CIVIC CENTRE,
6 WAIPAREIRA AVENUE, LINCOLN, WAITAKERE CITY, ON TUESDAY,
16 MARCH 2004, COMMENCING AT 9.00 AM.**

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The Chief Executive or his representative will open the meeting and call for apologies.



1 APOLOGIES



2 ELECTION OF CHAIRPERSON

In accordance with Standing Order 2.1 and Schedule 7 Clause 26(3) of the Local Government Act 2002, the Committee Secretary will call for nominations for the office of Chairperson of the Subcommittee.

The election shall be on the basis of open voting with one vote by each members (and no person having a casting vote) unless the Subcommittee resolves to use the voting system described in Schedule 7 Clause 25 of the Local Government Act 2002.

Following the appointment, the Chairperson will preside over the rest of the proceedings.

RECOMMENDATIONS

1. That the information be received.
2. That the Street Events Subcommittee - Massey Ward elects one member to be Chairperson of the Street Events Subcommittee - Massey Ward.



3 **URGENT BUSINESS**

Section 46A(7) and (7A) of the Local Government Official Information Act 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 item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

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



4 **WESTGATE SOAPBOX DERBY**

PURPOSE OF THE REPORT

The purpose of this report is to seek the Street Events Subcommittee - Massey Ward approval for a road closure on Westgate Drive, Waitakere City, between Don Buck Road and 200 metres east of Fernhill Drive, on Sunday, 21 March 2004.

BACKGROUND

The Rotary Club of Waitakere City have applied for closure of the above streets for an event called the 'New Zealand All American Soapbox Derby.' This event is to provide a fun community event for the district's youth. Eighteen schools are taking part, with a total of 91 competitors aged between 9 and 16 years old. The winning driver will be eligible to compete in the United States of America in July 2004.

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 strategic objectives in creating strong communities.

ISSUES

Each site will be marshalled and sign posted in accordance with Transit New Zealand "Working on the Road" guidelines. Council's Transport Assets section has reviewed and approved the proposed traffic management plan, subject to conditions outlined in the recommendations.

Closure Details

As outlined above the section of Westgate Drive between Don Buck Road and 200 metres east of Fernhill Drive will be closed on Sunday, 21 March between the hours of 8.00 am to 6.00 pm.

Traffic Management

Integrated Traffic Management Solutions will provide the traffic management. A Traffic Management Plan has been approved by Council Staff. The Police have been informed of the event and have given their consent.

Safety

Marshals will ensure safety of the event. A pre-event briefing will cover all safety issues. First aid staff will be present on site.

Public Notice

Public Notice of Councils intention to consider road closures has been given (Thursday, 26 February 2004), with any objections received by Friday, 12 March 2004.

As this report was prepared prior to the Subcommittee meeting, any objections received will be tabled at the meeting.

RECOMMENDATIONS

1. That the Westgate Soapbox Derby report be received.
2. That approval be granted to temporarily close and prohibit traffic on Westgate Drive within Waitakere City between Don Buck Road and 200 metres east of Fernhill Drive on Sunday, 21 March between the hours of 8.00 am to 6.00 pm, subject to:
 - a) The closures being carried out in accordance with the traffic management plan.
 - b) The Applicant accepting full responsibility for marshalling, control of spectators, public and participant safety requirements and compliance with any Police directions.
 - c) The applicant appointing a traffic management and safety co-ordinator to liaise with Council Roading engineers and New Zealand Police, and to ensure that the applicants responsibilities are met.
 - d) St John Ambulance or other qualified safety personnel be in attendance at all times.
 - e) The applicant shall obtain, place and remove any road cones, detour signs and any other barriers in accordance with 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.
 - i) The applicant accepting responsibility for the cost of repairs to any property including Council property damaged during the event.
 - j) The applicant meeting any costs arising from Public Notices arranged by Council.

Report prepared by: Edwin Dearham, Transportation Engineer, Planning.

