

**MINUTES OF AN EXTRAORDINARY MEETING OF THE STREET EVENTS SUBCOMMITTEE  
- MASSEY WARDHELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD,  
HENDERSON, WAITAKERE, ON MONDAY, 23 FEBRUARY 2009,  
COMMENCING AT 10.30 AM**

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**TABLE OF CONTENTS**

<b><u>ITEM</u></b>		<b><u>PAGE NO.</u></b>
1	<b>APOLOGIES</b>	<b>1</b>
2	<b>URGENT BUSINESS</b>	<b>1</b>
3	<b>CONFIRMATION OF MINUTES</b>	<b>1</b>
4	<b>CONFLICTS OF INTEREST</b>	<b>1</b>
5	<b>ALL AMERICAN SOAP BOX DERBY 2009</b>	<b>1</b>
6	<b>AIR FORCE OPEN DAY EVENT 2009</b>	<b>3</b>

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**PRESENT:** AE Davies (Chairman)  
Principal Transport Engineer: Design

**IN ATTENDANCE:** Transport Technician: J Harris  
Committee Secretary: D Tukutama

**1 APOLOGIES**

There were no Apologies.

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

139/2009

MOVED by AE Davies, seconded A Moller:

The Street Events Subcommittee - Massey Ward resolved to:

**Receive** the minutes of the Meeting of the Street Events Subcommittee - Massey Ward held on Monday, 4 February 2008, as circulated, and that they be taken as read and now be confirmed.

**CARRIED**

**4 CONFLICTS OF INTEREST**

Elected Members were reminded via the agenda, of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member of the Council and any private or other external interest they might have.

**5 ALL AMERICAN SOAP BOX DERBY 2009**

140/2009

MOVED by AE Davies, seconded A Moller:

The Street Events Subcommittee - Massey Ward resolved to:

1. **Receive** the All American Soap Box Derby 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 6.00 am to 3.00 pm, Sunday, 15 March 2009, on:
  - Westgate Drive (between Don Buck Road and Fernhill Drive).

3. **Approve** that this road closure is 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 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 (Ph: 836 8000 Ext: 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 Auckland Regional Transport Authority (Sally Simpson, Ph: 379 4422 or [sally.simpson@arta.co.nz](mailto:sally.simpson@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).

**CARRIED**

**6 AIR FORCE OPEN DAY EVENT 2009**

141/2009

MOVED by AE Davies, seconded A Moller:

The Street Events Subcommittee - Massey Ward resolved to:

1. **Receive** the Air Force Open Day 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 7.00 am to 5.00 pm, Saturday, 21 March 2009, on:
  - Brigham Creek Road (between Trig Road and Kauri Road).
3. **Approve** that this road closure is 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 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 (Ph: 836 8000 Ext: 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 Auckland Regional Transport Authority (Sally Simpson, Ph: 379 4422 or [sally.simpson@arta.co.nz](mailto:sally.simpson@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).

**CARRIED**

10.37 am

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

CONFIRMED AT AN EXTRAORDINARY MEETING  
OF THE STREET EVENTS SUBCOMMITTEE -  
MASSEY WARD HELD ON

**DATE:**.....

**CHAIRMAN:**.....