



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF EXTRAORDINARY MEETING

STREET EVENTS SUBCOMMITTEE

New Lynn Ward

I hereby give notice that the Extraordinary Meeting of the Street Events Subcommittee - New Lynn Ward will be held on:-

DATE: Wednesday, 14 November 2007 **TIME: 2.30 pm**

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

to consider:

- Election of Chairman
- New Lynn Christmas Parade 2007
- Glen Eden Christmas Parade 2007

and to take any necessary action connected therewith.

9 November 2007

Audrey Chan
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8603

MEMBERSHIP:

Mrs SL Taylor
Transport Assets Operations Manager
Principal Transport Engineer Design

(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.)

**AGENDA FOR A MEETING OF THE STREET EVENTS SUBCOMMITTEE - NEW LYNN
WARD TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD,
HENDERSON, WAITAKERE, ON WEDNESDAY, 14 NOVEMBER 2007
COMMENCING AT 2.30 PM**

TABLE OF CONTENTS

<u>ITEM</u>		<u>PAGE NO.</u>
1	OPENING	1
2	APOLOGIES	1
3	URGENT BUSINESS	1
4	NEW LYNN CHRISTMAS PARADE 2007	3
5	GLEN EDEN CHRISTMAS PARADE	5

**AGENDA FOR A MEETING OF THE STREET EVENTS SUBCOMMITTEE - NEW LYNN
WARD TO BE HELD AT WAITAKERE CENTRAL, 6 HENDERSON VALLEY ROAD,
HENDERSON, WAITAKERE, ON WEDNESDAY, 14 NOVEMBER 2007
COMMENCING AT 2.30 PM**

In accordance with Clause 21(4) of the Schedule 7, as read with Section 54(2), of the Local Government Act 2002, the meeting shall be chaired by the Chief Executive Officer or his nominee until the election of the Chairperson required by Clause 21 of Schedule 7 of that Act.

1 OPENING



2 APOLOGIES



3 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 ELECTION OF CHAIRMAN

Pursuant to Clause 21 of Schedule 7, as read with Section 54(2), of the Local Government Act 2002, election of a Chairman from its members is required at the Subcommittee's first meeting. The election shall be on the basis of open voting as required under Clause 24 of Schedule 7 of the Local Government Act 2002 with one vote by each member (and no person having a casting vote).

Clause 25, as read with Clause 37, of Schedule 7, Local Government Act 2002 requires that the Council must determine by resolution that a person be elected or appointed by using one of the following systems of voting:

- “(a) the voting system in sub clause (3) (**system A**)
(b) the voting system in sub clause (4) (**system B**)”

described as follows:

- “(3) System A -
- (a) requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and
 - (b) has the following characteristics:
 - (i) there is a first round of voting for all candidates; and
 - (ii) if no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
 - (iii) if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, at each time, the candidate with the fewest votes in the previous round is excluded; and
 - (iv) in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot”.
- “(4) System B -
- (a) requires that a person is elected or appointed if he or she receives more votes than any other candidate; and
 - (b) has the following characteristics:
 - (i) there is only 1 round of voting; and
 - (ii) if 2 or more candidates tie for the most votes, the tie is resolved by lot.”

The Chief Executive Officer or his nominee will call for nominations for the position of Chairman. In the event that more than one nomination is received the Council will be asked to determine by resolution the basis of voting (i.e. as provided by either System A in sub clause(3) or System B in sub clause (4) above) and preferred method of lot:

Preferred Method (one of):

- Dice - Highest score determines successful candidate;
- Cards - Ace of Hearts, Ace of Diamonds, Ace of Clubs, Ace of Spades;
- Ace of Hearts determines successful candidate;
- Coin - Call heads or tails. Heads determines the successful candidate.

The Board is then requested to elect a Board Member to be Chairman.

RECOMMENDATIONS

1. That the Election of Chairman report be received.
2. That one member be elected as Chairman of the Street Events Subcommittee - New Lynn Ward.



4 **NEW LYNN CHRISTMAS PARADE 2007**

PURPOSE OF THE REPORT

The purpose of this report is to seek the New Lynn Street Events Subcommittee's approval to close roads to allow the New Lynn Lions and Lynnmall Santa Parade to be held on Saturday, 17 November 2007.

BACKGROUND

The New Lynn Lions and Lynnmall Santa 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, 17 November 2007.

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 Hugh Brown Drive, proceed into Great North Road and then into Totara Avenue. It will turn left at the intersection with Memorial Drive and left again back into Great North Road. It will then proceed along Great North Road back into Hugh Brown Drive where it will end.

The parade is due to commence at 1.00pm and is expected to finish before 3.00pm.

Closure Details

The following road closures are requested on Saturday, 17 November 2007 between 1.00pm to 3.00pm in order to safely carry out the parade:

- Great North Road (between Titirangi Road and Veronica Street);
- Memorial Drive;
- Totara Avenue (between Rankin Avenue and Veronica);
- Hugh Brown Drive;
- Delta Avenue (between Reid Road and Binstead Road).

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 6 November 2007.

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

RECOMMENDATIONS

1. That the New Lynn Christmas Parade 2007 report be received.
2. That approval be granted to temporarily close and prohibit traffic on:
 - o Great North Road (between Titirangi Road and Veronica Street),
 - o Memorial Drive,
 - o Totara Avenue (between Memorial Drive and a point 90 metres east of Memorial Drive),
 - o Hugh Brown Drive,
 - o Delta Avenue (between Great North Road and Hugh Brown Drive),from 1.00pm to 3.00pm on Saturday, 17 November 2007.
3. That these closures be 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 accepting full responsibility to ensure that all involved adhere to the set conditions for the event.
 - (c) The applicant appointing 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.
 - (d0) 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 (Phone: 836 8000, extension: 8743 or email: 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, Phone: 379 4422, extension: 9029 or email: 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.

Report prepared by: Jane Harris: Transport Technician



5 **GLEN EDEN CHRISTMAS PARADE**

PURPOSE OF THE REPORT

The purpose of this report is to seek the New Lynn Street Events Subcommittee's approval to close roads to allow the Glen Eden Christmas Parade to be held on Saturday, 24 November 2007.

BACKGROUND

The Glen Eden 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, 24 November 2007.

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 parking area located behind the shops on the southwest corner of West Coast Road and Glendale Road, proceed into West Coast Road and head east to the intersection with Bowers Road. From this point the parade will enter Bowers Road, then Wilson Road, turn right into Captain Scott Road and then left into Glenmall Place. The parade will then travel west along Glenmall Place into Glendale Road, where the parade will end.

The parade is due to commence at 1.00pm and is expected to finish at 2.30pm.

Closure Details

The following road closures are requested between 1.00pm to 2.30pm in order to safely carry out the parade:

- Glenmall Place;
- Bowers Road;
- Wilson Road;
- Glendale Road (between West Coast Road and Oates Road);
- West Coast Road (between Bowers Road and a point 100m east of Glendale Road);
- Captain Scott Road.

The Traffic Management Plan has been provided by TCS Ltd and approved by Council. TCS Ltd 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 6 November 2007.

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

RECOMMENDATIONS

1. That the Glen Eden Christmas Parade 2007 report be received.
2. That approval be granted to temporarily close and prohibit traffic on:
 - Glenmall Place,
 - Bowers Road,
 - Wilson Road,
 - Glendale Road (between West Coast Road and Oates Road),
 - West Coast Road (between Bowers Road and a point 100m east of Glendale Road),
 - Captain Scott Road,from 1.00pm to 2.30pm 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 accepting full responsibility to ensure that all involved adhere to the set conditions for the event.
 - (c) The applicant appointing 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 (Phone: 836 8000, extension: 8743 or email: 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, Phone: 379 4422, extension: 9029 or email: 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.

Report prepared by Jane Harris –Transport Technician

