

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

PRESENT: Mrs SL Taylor (Chairman) (from 2.34 pm)
Transport Assets Operations Manager
Principal Transport Engineer Planning

IN ATTENDANCE: Project Manager: Strategic Property Projects (Executive Manager)
Planning & Design Manager: Transport Assets
Transport Technician: J Harris
Committee Secretary: A Chan

1 OPENING

On behalf of the Chief Executive Officer, the Executive Manager opened the meeting and welcomed Members of the Street Events Subcommittee – New Lynn Ward.

2 APOLOGIES

There were no Apologies.

3 URGENT BUSINESS

There was no Urgent Business.

4 ELECTION OF CHAIRMAN

The Executive Manager called for nominations for the position of Chairman.

NOMINATED by A Moller, seconded R Iskander:

That Sandra Lee Taylor be elected as Chairman of the Streets Events Subcommittee – New Lynn Ward.

3787/2007

There being no further nominations, the Executive Manager **DECLARED** Sandra Lee Taylor elected as Chairman of the Street Events Subcommittee - New Lynn Ward.

2.34 pm The Executive Manager vacated the Chair and Sandra Lee Taylor assumed the Chair and addressed the meeting.

5 **NEW LYNN CHRISTMAS PARADE 2007**

3788/2007

MOVED by R Iskander, seconded A Moller:

1. That the New Lynn Christmas Parade 2007 report be received.
2. That approval be granted to temporarily close and prohibit traffic on:
 - Great North Road (between Titirangi Road and Veronica Street),
 - Memorial Drive,
 - Totara Avenue (between Memorial Drive and a point 90 metres east of Memorial Drive),
 - Hugh Brown Drive,
 - 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.
 - (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.

CARRIED

6 GLEN EDEN CHRISTMAS PARADE 2007

3789/2007

MOVED by SL Taylor, seconded R Iskander:

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.

CARRIED

2.40 pm

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

CONFIRMED AT A MEETING OF THE STREET
EVENTS SUBCOMMITTEE - NEW LYNN WARD
HELD ON

DATE:.....

CHAIRMAN:.....