



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

STREET EVENTS SUBCOMMITTEE New Lynn Ward

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

DATE: Friday, 7 November 2008 **TIME:** 9.00 am

ROOM New Lynn Room

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

to consider the matter of road closures for the Glen Eden Christmas Parade 2008 and to take any necessary action connected therewith.

30 October 2008

Carmen Fernandes
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8887

MEMBERSHIP:

SL Taylor (Chairman)
Transport Assets Operations Manager
Senior Transport Engineer Planning

(Quorum 2 members)

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(Meeting Room could be subject to change)

(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 IN THE NEW LYNN ROOM AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON FRIDAY,
7 NOVEMBER 2008, COMMENCING AT 9.00 AM**

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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, 10 October 2008

RECOMMENDATION

It is recommended that the Street Events Subcommittee – New Lynn Ward resolve to:

Receive the minutes of the meeting of the Street Events Subcommittee - New Lynn Ward held on Friday, 10 October 2008, as circulated, and that they be taken as read and now be confirmed.



4 CONFLICTS OF INTEREST

The Council has acknowledged in its Code of Conduct that Elected Members 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. This note is provided as a reminder to members to check that no such conflicts arise in relation to any items on this agenda.



5 GLEN EDEN CHRISTMAS PARADE 2008

EXECUTIVE SUMMARY

The purpose of this report is to seek the New Lynn Street Events Subcommittee's approval to close roads to allow the Glen Eden Community Christmas Parade to be held on Saturday, 29 November 2008.

RECOMMENDATIONS

1. **Receive** the Glen Eden Christmas Parade 2008 report.
2. **Approve** to temporarily close and prohibit traffic, from 11.00 am to 2.30 pm, Saturday, 29 November 2008, on:
 - Glenmall Place;
 - Bowers Road;
 - Wilson Road;
 - Glendale Road (between West Coast Road and Oates Road);
 - West Coast Road (between Bowers Road and Glendale Road); and
 - Captain Scott Road.
3. **Approve** that these road 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 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 (836 8000 Ext: 8743 or 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, 379 4422 Ext: 9029 or kate.marris@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 and Andrew.Hunter@transit.govt.nz.

BACKGROUND

1. The Glen Eden 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, 29 November 2008 between 11.00 am and 2.30 pm.

DECISION MAKING

Issues

Route Details

2. 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.
3. The parade is due to commence at 1.00 pm and is expected to finish by 2.30 pm.

Consideration of Community Views

4. Public notice of Council's intention to consider road closures has been given, with any objections closing on 31 October 2008.
5. No objections have been received at the time of the report preparation and any objection received will be tabled at the Street Events Subcommittee - New Lynn Ward meeting on Friday, 7 November 2008.

STRATEGIC CONTEXT

6. 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.

CONSULTATION

7. As this is an annual community event, consultation was not carried out.

RESOURCES

8. There are no resources required for this event other than staff time.

IMPLEMENTATION ISSUES

9. The Traffic Management Plan has been provided by Traffic Control Services and approved by the Council. Traffic Control 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.

Report prepared by: Jane Harris, Transport Technician.

