

**MINUTES OF AN EXTRAORDINARY MEETING OF THE STREET EVENTS SUBCOMMITTEE
- NEW LYNN WARD HELD IN THE NEW LYNN ROOM AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON THURSDAY,
29 OCTOBER 2009, COMMENCING AT 9.00 AM**

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PRESENT: SL Taylor (Chairman)
Team Leader: Transport Operations
Senior Transport Engineer: Planning

IN ATTENDANCE: Transport Technician: J Harris
Committee Secretary: C Fernandes

1 APOLOGIES

There were no apologies.

2 URGENT BUSINESS

There was no Urgent Business.

3 CONFLICTS OF INTEREST

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.

4 CONFIRMATION OF MINUTES

1748/2009

MOVED by SL Taylor, seconded Senior Transport Engineer: Planning:

The Street Events Subcommittee - New Lynn Ward resolved to:

Receive the minutes of the meeting of the New Lynn Community Board held on Friday, 7 November 2008, as circulated, and that they be taken as read and now be confirmed.

CARRIED

5 NEW LYNN CHRISTMAS PARADE 2009

1749/2009

MOVED by SL Taylor, seconded Team Leader: Transport Operations:

The Street Events Subcommittee - New Lynn Ward resolved to:

1. **Receive** the New Lynn Christmas Parade 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 6.00 am to 3.00 pm on Saturday, 21 November 2009, on:
 - Great North Road between Veronica Street and Titirangi Road;
 - Totara Avenue (between Great North Road and Veronica Street);

- Memorial Drive;
 - Delta Avenue (between Reid Road and Great North Road); and
 - Hugh Brown Drive.
3. **Approve** that the road closures in resolution 2 above 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 directions by New Zealand Police or Council officers.
 - (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 (Phone: 8368000, 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 Auckland Regional Transport Authority (craig.ackland@arta.co.nz; Phone 3794422 ext: 9029) 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 address for traffic signals is TMCScats@nzta.govt.nz.

CARRIED

6 **GLEN EDEN CHRISTMAS PARADE 2009**

1750/2009

MOVED by SL Taylor, seconded Senior Transport Engineer: Planning:

The Street Events Subcommittee - New Lynn Ward resolved to:

1. **Receive** the Glen Eden Christmas Parade 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 10.00am to 2.30pm on Saturday, 28 November 2009, on:
 - West Coast Road (between Glendale Road and Bowers Road);
 - Bowers Road (between West Coast Road and Wilson Road);
 - Wilson Road (between Bowers Road and Captain Scott Road);
 - Captain Scott Road (between Oates Road and Glenmall Place); and
 - Glenmall Place (between Captain Scott Road and Glendale Road);
3. **Approve** that the road closures in resolution 2 above 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 directions by New Zealand Police or Council officers.
 - (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 (Phone 8368000 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 Auckland Regional Transport Authority (craig.ackland@arta.co.nz; Phone 3794422 ext 9029) 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 address for traffic signals are TMCScats@nzta.govt.nz.

CARRIED

9.06 am

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
COMMITTEE MEETING HELD ON

DATE:.....

CHAIRMAN:.....