

NOTICE OF MEETING

STREET EVENTS SUBCOMMITTEE Waitakere Ward

I hereby give notice that an Ordinary Meeting of the Street Events Subcommittee - Waitakere Ward will be held on:-

DATE: Tuesday, 25 November 2003 TIME: 9.00 am

VENUE: Civic Centre, 6 Waipareira Avenue, Lincoln, Waitakere City

to consider the business as set out herein and to take any necessary action connected therewith.

12 November 2003

Owena Schuster
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8864

MEMBERSHIP:

Mr KP Healy
Service Manager: Transport Assets
Transportation Engineer Asset Development

(Quorum 2 members)

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(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 AN ORDINARY MEETING OF THE STREET EVENTS SUBCOMMITTEE -
WAITAKERE WARD TO BE HELD IN THE CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON TUESDAY, 25 NOVEMBER 2003,
COMMENCING AT 9.00 AM.**

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1 APOLOGIES



2 URGENT BUSINESS

Section 46A(7) and (7A) of the Local Government Official Information Act 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 item is a minor matter; and
- (ii) the Chairperson has explained at the beginning of the meeting (when open to the public) that the item will be raised for discussion, why the item is not on the agenda, and why it cannot be delayed until a subsequent meeting; and
- (iii) the Committee resolves to deal with the item.

No resolution, decision, or recommendation may be made in respect of the item except to refer the item to a subsequent meeting for further discussion.

NOTE: Urgent Business need not be dealt with now and may be delayed until later in the meeting.



3 CONFIRMATION OF MINUTES

Ordinary - Tuesday, 19 November 2002

RECOMMENDATION

That the minutes of the Ordinary Meeting of the Street Events Subcommittee - Waitakere Ward held on Tuesday, 19 November 2002, as circulated, be taken as read and now be confirmed.



4 **SWANSON CHRISTMAS PARADE**

PURPOSE OF THE REPORT

This report outlines an application from the Swanson Residents and Ratepayers Association for a road closure, on Friday 5 December 2003, as part of the annual Swanson Christmas Parade, and seeks the Waitakere Street Events Subcommittee's approval to close roads as detailed below.

BACKGROUND

The Swanson Christmas Parade is an annual event that has been held for many years. It is well organised and carried through without problems. The parade starts at 7.00 pm and requires road closures of no more than an hour to complete the parade route.

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 strategic objectives in creating strong communities.

ISSUES

The parade will be held irrespective of weather conditions.

Route Details

A1

The parade will begin at the O'Neills Road Cul-de-sac and exits left onto Swanson Road, proceeding up to Swanson Railway Station car park, as shown on plan provided at page A1.

The parade is due to commence at 7.00 pm and is expected to finish at 8.00 pm.

Closure Details

The following road closures are requested in order to safely carry out the parade:

- O'Neills Road Cul-de-sac to be closed from 6.00 pm to 7.30 pm.
- Swanson Road between O'Neills Road and Tram Valley Road to be closed from 7.00 pm to 8.00 pm.

The Swanson Police Strategic Traffic Unit will provide staff for point duty at the major intersections. The police will also provide lead and tail vehicles for the parade. Swanson and Ranui Lions Club will provide marshals to manage crowd safety and provide traffic control at minor intersections and car park entrances along the route.

The Traffic Management Plan, based on previous closures, has been developed by the Police, the organisers and Council Roading staff.

Safety Issues

St Johns will be in attendance. Safety issues have been taken care of by the organisers.

Swanson Railway Station Car Park

The Service Manager Transport Assets has given permission for the use of the Swanson Rail Station car park to be used as an end point for the parade. The car park will be closed 7.00 pm to 9.00 pm.

Public Notice

Public notice of Council's intention to consider road closures has been given, with any objections to have been received by Thursday 13 November 2003.

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

RECOMMENDATIONS

1. That the information be received.
2. That pursuant to approval being granted, to temporarily close and prohibit traffic on the following roads at the time shown, on Saturday 29 November 2003 on:
 - a. O'Neills Road Cul-de-sac to be closed from 6.00 pm to 7.30 pm.
 - b. Swanson Road between O'Neills Road and Tram Valley Road to be closed from 7.00 pm to 8.00 pm.

Subject to:

- i) The closures being carried out in accordance with the traffic management plan.
- ii) The Applicant accepting full responsibility for marshalling, control of spectators, public and participant safety requirements and compliance with any Police directions.
- iii) The applicant appointing a traffic management and safety co-ordinator to liaise with Council Roading engineers and New Zealand Police, and to ensure that the applicants responsibilities are met.
- iv) The applicant obtaining permission from Stagecoach Bus Company for the closure.
- v) St John Ambulance or other qualified personnel being in attendance at all times.
- vi) The applicant obtaining, placing and removing any road cones, detour signs and any other barriers in accordance with the traffic management plan and as directed by New Zealand Police and/or Council officers. The applicant meeting all associated costs.
- vii) The applicant advising all emergency services and bus operators of the road closure details.
- viii) The applicant ensuring that all litter is cleared up immediately following the event.
- ix) The applicant being notified that Council accepts no responsibility for incidents, injuries or damage during the event.
- x) The applicant accepting responsibility for the cost of repairs to any Council property damaged during the event.
- xi) The applicant meeting any costs arising from Public Notices arranged by Council.

Report prepared by: Edwin Dearham, Principal Transportation Engineer: Planning.

