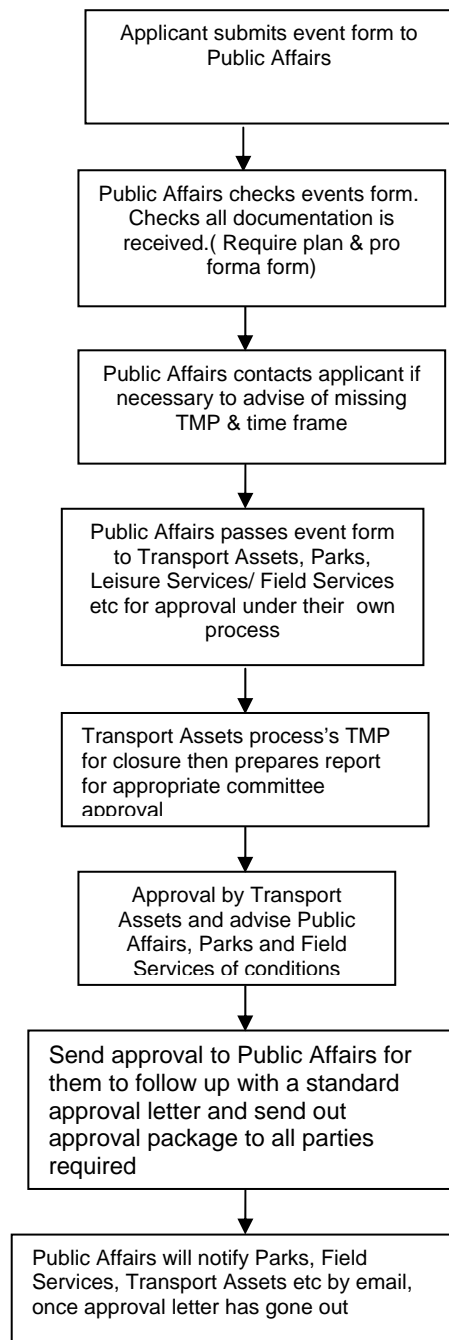
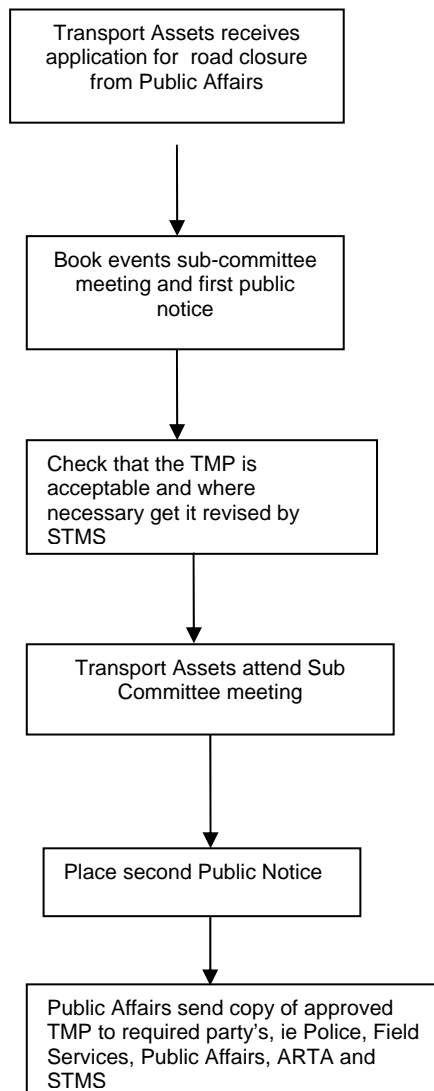


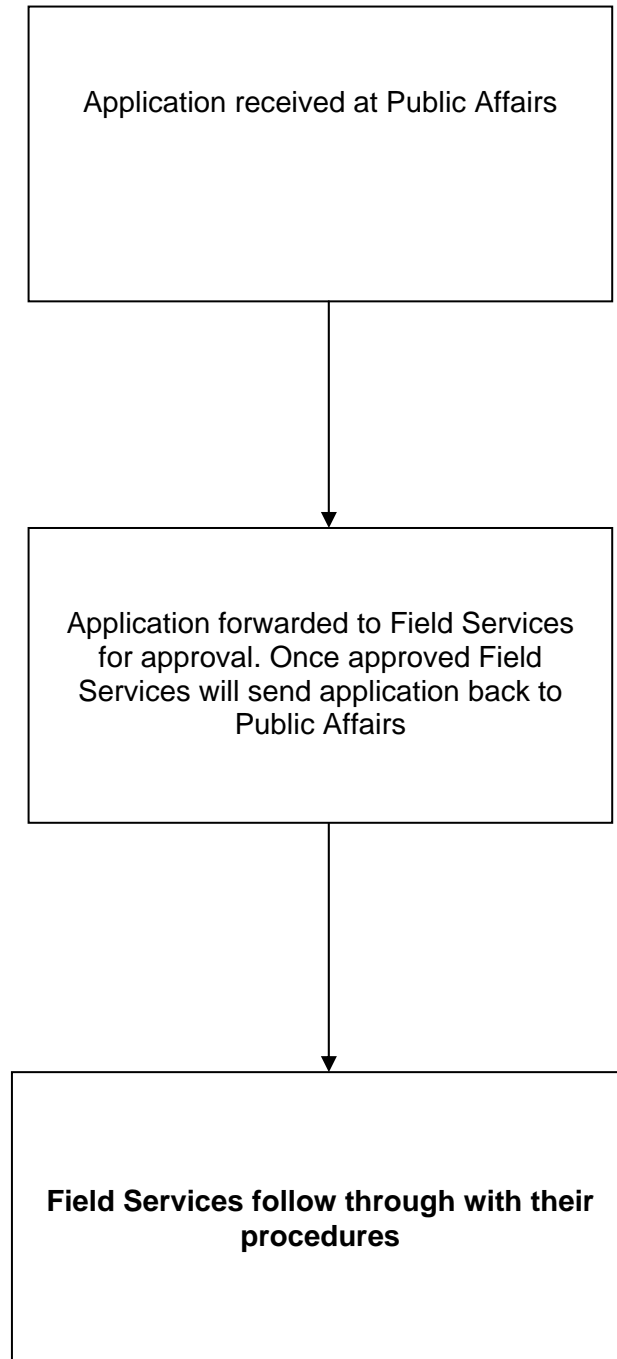
# PROCEDURE FOR EVENT MANAGEMENT



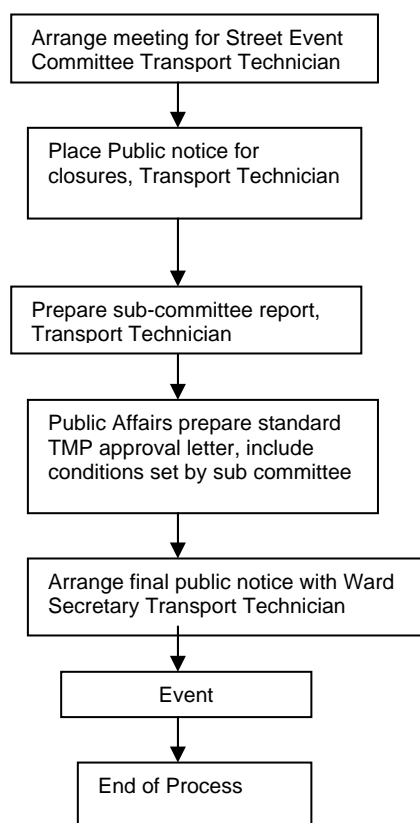
# PROCEDURE FOR ROAD CLOSURE EVENT



# TIMELINE FOR NON-CLOSURE OF TMP TO FIELD SERVICES



## TIMELINE FOR CLOSURES FOR TMP



12 weeks before event	Receive TMP
10 weeks before event	Finalise roads to be closed
10 weeks before event	Book first Public Notice
9 weeks before event	first Public Notice in papers
7 weeks before event	Consultation process for closure ends
6 weeks before event	TMP Finalised
6 weeks before event	Street event sub committee report ready
3 weeks before event	Street Event sub committee meeting
3 weeks before event	Book final public notice
2 weeks before event	Final public notice in papers. Receive TMP

As per schedule 10, Local Government Act 1974, two public notices are required

<b>Who</b>	<b>When</b>	<b>Contact details</b>	<b>What</b>
ARTA	Event is on a bus route	Kate Marros <a href="mailto:Kate.marros@arta.co.nz">Kate.marros@arta.co.nz</a> 237.2224 x 777 Fax ???	Copy of TMP submitted +
Police	Courtesy for any event	Henderson Jacqui Whittaker	Copy of TMP
Transit	Event is likely to impact on their road	Lee McFadyn @ MWH Consultants	Copy of TMP
Field Services	For all events	Dave Gordon or Neville Collins	Copy of TMP
Public signs WMS			