



Waitakere City Council
Te Taiao o Waitakere

NOTICE OF MEETING

STREET EVENTS SUBCOMMITTEE Henderson Ward

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

DATE: Friday, 14 November 2008 **TIME:** 9.00 am

MEETING ROOM: New Lynn Room

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

to consider the matters within the scope and delegation of the subcommittee and to take any necessary action connected therewith.

14 November 2008

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Mr WS Bainbridge (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 - HENDERSON
WARD TO BE HELD IN THE NEW LYNN ROOM AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON FRIDAY,
14 NOVEMBER 2008, COMMENCING AT 9.00 AM**

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**AGENDA FOR A MEETING OF THE STREET EVENTS SUBCOMMITTEE - HENDERSON
WARD TO BE HELD IN THE NEW LYNN ROOM AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON FRIDAY,
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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

Extraordinary Meeting Minutes – Thursday, 24 January 2008

RECOMMENDATION

It is recommended that the Street Events Subcommittee - Henderson Ward resolve to:

Receive the minutes of the extraordinary meeting of the Street Events Subcommittee - Henderson Ward held on Thursday, 24 January 2008, as circulated, and that they be taken as read and now be confirmed.



4 HENDERSON CHRISTMAS PARADE 2008

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Street Events Subcommittee - Henderson Ward, to close roads to allow the Henderson Rotary Christmas Parade to be held on Saturday, 29 November 2008.

RECOMMENDATIONS

It is recommended that the Street Events Subcommittee - Henderson Ward resolve to:

1. **Receive** the Henderson Christmas Parade 2008 report.
2. **Approve** to temporarily close and prohibit traffic on:
 - Edsel Street;
 - Railside Avenue (between Great North Road and Edsel Street);
 - Ratanui Street; and
 - Alderman Drive (between Sel Peacock Drive and Great North Road).
3. **Approve** that these closures from 8.00 am to 2.00 pm on Saturday, 29 November 2008 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 before 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 Extn 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 Extn 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 the 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 Henderson Rotary 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.

DECISION MAKING

Issues

Route Details

2. The parade will begin in the West Wave car parking area, will proceed up Alderman Drive, onto Ratanui Street, and proceed south until it reaches Railside Avenue. It will then proceed south along Railside Avenue and turn left into Edsel Street. From this point it will follow Edsel Street. The parade will end in the parking area of the Westcity shopping area.
3. The parade is due to commence at 10.00 am and is expected to finish at 12.00 noon.

Consideration of Community Views

4. Public notice of Council's intention to consider road closures has been given, with objections closing on 6 November 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 - Henderson Ward meeting.

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 for the Christmas Parade.

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 Action Traffic and approved by the Council. Action Traffic 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 marshalls.

Report prepared by: Jane Harris, Transport Technician.



5 TE ATATU CHRISTMAS PARADE 2008

EXECUTIVE SUMMARY

The purpose of this report is to seek approval from the Street Events Subcommittee - Henderson Ward, to close roads to allow Te Atatu Community Christmas Parade to be held on Saturday, 6 December 2008.

RECOMMENDATIONS

It is recommended that the Street Events Subcommittee - Henderson Ward resolve to:

1. **Receive** Te Atatu Christmas Parade 2008 report.
2. **Approve** to temporarily close and prohibit traffic, from 9.00 am to 3.00 pm, Saturday, 6 December 2008, on:
 - Hereford Street (between Te Atatu Road and Roby Street);
 - Harbour View Road (between Pringle Road and Te Atatu Road);
 - Te Atatu Road (between Moor Avenue and Yeovil Road); and
 - Gunner Drive (between Te Atatu Road and Pringle 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 before 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 Extn: 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 Extn: 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. Te Atatu 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, 6 December 2008 between 10.00 am and 3.00 pm.

DECISION MAKING

Issues

Route Details

2. The parade will begin at the back entrance of Te Atatu Intermediate School in Hereford Street. It will then turn left into Te Atatu Road, travelling toward the main centre, around the roundabout and travelling through the main shopping centre, then turning left into Gunner Drive, finishing in Pringle Drive.
3. The parade is due to commence at 10.00 am and is expected to finish by 3.00 pm.

Consideration of Community Views

4. Public notice of Council's intention to consider road closures has been given, with any objections closing on 25 September 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 - Henderson Ward meeting.

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 Quality Traffic Services and approved by the Council. Quality Traffic 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.

