

**AGENDA FOR A MEETING OF THE STREET EVENTS SUBCOMMITTEE - HENDERSON
WARD TO BE HELD IN THE GLEN EDEN ROOM AT WAITAKERE CENTRAL,
6 HENDERSON VALLEY ROAD, HENDERSON, WAITAKERE, ON
FRIDAY, 6 MARCH 2009, 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, 14 November 2008.

RECOMMENDATION

It is recommended that the Street Events Committee – Henderson Ward resolve to:

Receive the minutes of the Meeting of the Street Events Subcommittee - Henderson Ward held on Friday, 14 November 2008, as circulated, and that they be taken as read and now be confirmed.



4 HENDERSON RETAIL PROMOTION 2009

EXECUTIVE SUMMARY

The purpose of this report is to seek the Henderson Street Events Subcommittee – Henderson Ward’s approval to close roads to allow for the Henderson Retail Promotion to be held on Saturday, 14 March 2009.

As the Henderson Retail Promotion 2009 is being run by the Council, the Council will assume responsibility in ensuring all usual road closure recommendations are met.

RECOMMENDATIONS

1. **Receive** the Henderson Retail Promotion 2009 report.
2. **Approve** to temporarily close and prohibit traffic on, from 6.30 am to 5.00 pm Saturday, 14 March 2009, on:
 - Great North Road between Edsel and Ratanui Street (both sides)
 - Great North Road between Ratanui Street and Henderson Valley Road (both sides).
3. **Agree** that this road closure is approved with Council (as the applicant) being 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 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. Sally Simpson, (379 4422 or sally.simpson@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 Henderson Retail Promotion is an opportunity to celebrate the completion of work that has been undertaken in the Henderson Central Business District. The Henderson Retail Promotion is planned for Saturday, 14 March 2009.

DECISION MAKING

Issues

Promotion

2. This event is a one-off occurrence being organised by the Council's Event team in response to undertakings made to local businesses disrupted by the recent upgrades to the main street of Henderson. The event will include stalls, street performances, a children's chill out area, musical entertainment and tables, chairs and umbrellas stationed along the length of the road closure for members of the public to use.

Closure Details

3. The closure for the event will be on Great North Road, Henderson, between Edsel Street and Henderson Valley Road, (both sides of the street). The closure will not apply to the cross street of Ratanui/Railside Avenue which will be kept open for traffic flow and to allow the bus companies to conduct their normal routes. Pedestrian access across this intersection will be controlled under the traffic management plan through use of stop and go marshalls.
4. The open day is due to commence at 11.00am and is expected to finish at 2.00pm.

Consideration of Community Views

5. Public notice of Council's intention to consider road closures has been given, with objections closing on Tuesday, 24 February 2009.

6. No objections have been received at the time of the report preparation and any objection received will be tabled at the Henderson Street Events Subcommittee meeting.

STRATEGIC CONTEXT

7. 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

8. Internal consultation has taken place between the Public Affairs Unit and Transport Assets, who are working in conjunction on this event.
9. Regular consultation with the Henderson Business Association has been conducted and meetings are held weekly with their representatives to keep them fully informed. Each business involved in the event has been visited to have the event explained and their support has been sought. The marketing plan calls for all businesses in Henderson to be visited over the next couple of weeks and an information pack and contact details for organisers will be left with them.

RESOURCES

10. Funding for this event has been provided by Public Affairs, the Henderson development funding, and staff time.

IMPLEMENTATION ISSUES

11. The traffic management plan has been provided by Traffic Management NZ and approved by the Council. Traffic Management NZ 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.

