



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: Tuesday, 22 September 2009 **TIME:** 8.30 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.

16 September 2009

Ngareta Delamere
COMMITTEE SECRETARY

Telephone (09) 836 8000 extn 8552

MEMBERSHIP:

Mr WS Bainbridge (Chairman)
Team Leader – Transport Operations
Senior Transport Engineer: Planning

(Quorum 2 members)

★★★★★★★★★★

(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
TUESDAY, 22 SEPTEMBER 2009, COMMENCING AT 8.30 AM**

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**AGENDA FOR A MEETING OF THE STREET EVENTS SUBCOMMITTEE - HENDERSON
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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 – Wednesday, 8 April 2009

RECOMMENDATION

That the minutes of the Meeting of the Street Events Subcommittee - Henderson Ward held on Wednesday, 8 April 2009, as circulated, and that they be taken as read and now be confirmed.



4 TE ATATU CHRISTMAS PARADE 2009

EXECUTIVE SUMMARY

The purpose of this report is to seek the Street Events Subcommittee – Henderson Ward's approval to close roads on:

- Te Atatu Road (between Hereford Street and Gunner Drive);
- Gunner Drive (between Te Atatu Road and Pringle Road); and
- Pringle Road (between Gunner Drive and Harbour View Road);

to allow Te Atatu Christmas Parade to be held on Saturday, 5 December 2009.

RECOMMENDATIONS

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

1. **Receive** Te Atatu Christmas Parade 2009 report
2. **Approve** to temporarily close and prohibit traffic, from 9.00 am to 1.00 pm on Saturday, 5 December 2009, on:
 - Te Atatu Road (between Hereford Street and Gunner Drive);
 - Gunner Drive (between Te Atatu Road and Pringle Road); and
 - Pringle Road (between Gunner Drive and Harbour View 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 (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, (Craig Ackland 3794422 Ext 9029 or craig.ackland@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 address for traffic signals is TMCScats@nzta.govt.nz.

BACKGROUND

1. Te Atatu 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, 5 December 2009.

DECISION MAKING

Issues

Route Details

2. The parade will begin in Te Atatu Intermediate School car parking area, proceed up Hereford Street onto Te Atatu Road, and proceed south until it reaches Gunner Drive. It will then proceed east along Gunner Drive and turn left into Pringle Road. From this point it will follow Pringle Road. The parade will end in the Jack Pringle Green on Pringle Road.
3. The parade is due to commence at 11.00 am and is expected to finish at 12.30 pm.

Consideration of Community Views

4. Public notice of Council's intention to consider road closures has been given with objections closing on 29 September 2009.
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 marshals.

AUCKLAND COUNCIL TRANSITION ISSUES

10. The decision making proposed in this report is not constrained by section 31 of the Local Government (Tamaki Makaurau Reorganisation) Act 2009, as it does not directly or because of its consequences: significantly prejudice the reorganisation, significantly constrain the powers or capacity of the Auckland Council or any subsidiary of the Auckland Council following the reorganisation, or have a significant negative impact on the assets or liabilities that are transferred to the Auckland Council as a result of the reorganisation.

Report prepared by: Jane Harris, Transport Technician.



5 HENDERSON CHRISTMAS PARADE 2009

EXECUTIVE SUMMARY

The purpose of this report is to seek the Street Events Subcommittee – Henderson Ward’s approval to close roads 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).

to allow the Henderson Christmas Parade to be held on Saturday, 28 November 2009.

RECOMMENDATIONS

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

1. **Receive** the Henderson Christmas Parade 2009 report.

2. **Approve** to temporarily close and prohibit traffic, from 8.00 am to 1.00 pm on Saturday, 28 November 2009, 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 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 (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. (Craig Ackland 3794422 Ext 9029 or craig.ackland@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 address for traffic signals is TMCScats@nzta.govt.nz.

BACKGROUND

1. The Henderson 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, 28 November 2009.

DECISION MAKING

Issues

Route Details

2. The parade will begin in the West Wave car parking area, 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 1.00 pm.

Consideration of Community Views

4. Public notice of Council's intention to consider road closures has been given with objections closing on 29 October 2009.
5. 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

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 marshals.

AUCKLAND COUNCIL TRANSITION ISSUES

10. The decision making proposed in this report is not constrained by section 31 of the Local Government (Tamaki Makaurau Reorganisation) Act 2009, as it does not directly or because of its consequences: significantly prejudice the reorganisation, significantly constrain the powers or capacity of the Auckland Council or any subsidiary of the Auckland Council following the reorganisation, or have a significant negative impact on the assets or liabilities that are transferred to the Auckland Council as a result of the reorganisation.

Report prepared by: Jane Harris, Transport Technician.



6 TE ATATU SPRING FESTIVAL - OCTOBER 2009

GLOSSARY

Town Centre Manager (the Manager)

EXECUTIVE SUMMARY

The purpose of this report is to seek the Street Events Subcommittee – Henderson Ward’s approval to close Te Atatu Road between Gunner Drive and Harbour View Road to allow the Te Atatu Spring Festival to be held on Friday, 16 October 2009, with a rain date for Friday, 23 October 2009.

RECOMMENDATIONS

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

1. **Receive** Te Atatu Spring Festival - October 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 6.00 pm to 8.00 pm on Friday, 16 October 2009 with a rain date of Friday, 23 October 2009, on Te Atatu Road between Gunner Drive and Harbour View Road.

3. **Approve** the road closure 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.
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BACKGROUND

1. Te Atatu Peninsula Business Association is holding a spring festival event. This event is to promote Te Atatu Peninsula Town Centre. The event is planned for Friday, 16 October 2009 with a rain date of Friday, 23 October 2009 and is being organised by the Town Centre Manager (the Manager) in association with Te Atatu Peninsula Business Association's promotions committee.

DECISION MAKING

Issues

Spring Festival Details

2. There will be stalls and activities taking place, with these all being on the pavement. The road closure is to accommodate any pedestrian spill over onto the road.
3. Te Atatu Road, Te Atatu Peninsula, will be closed between Gunner Drive and Harbour View Road during the hours of 6.00 pm and 8.00 pm.

Consideration of Community Views

4. Public notice of Council's intention to consider this road closure has been given, with objections closing on 15 September 2009.
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's, 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. General consultation for this community event has taken place over the past two years through the newsletter written by the Manager, and delivered throughout the area. The event was also flagged when the Town Centre Strategic Business Plan was written. The Manager has consulted various sectors of the community specifically as part of the preparation for this event.

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 Traffic Management New Zealand and approved by the Council. Traffic Management New Zealand 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.

AUCKLAND COUNCIL TRANSITION ISSUES

10. The decision making proposed in this report is not constrained by section 31 of the Local Government (Tamaki Makaurau Reorganisation) Act 2009, as it does not directly or because of its consequences: significantly prejudice the reorganisation, significantly constrain the powers or capacity of the Auckland Council or any subsidiary of the Auckland Council following the reorganisation, or have a significant negative impact on the assets or liabilities that are transferred to the Auckland Council as a result of the reorganisation.

Report prepared by: Jane Harris, Transport Technician.

