

**EXTRAORDINARY MEETING**

**OF**

**REGULATORY PROCESSES COMMITTEE**

**AGENDA**

Time: 9.30am  
Date: Wednesday, 23 January 2019  
Venue: Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Lester  
Councillor Calvert  
Councillor Calvi-Freeman  
Councillor Lee  
Councillor Sparrow (Chair)

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.*

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## **AREA OF FOCUS**

The Regulatory Processes Committee has responsibility for overseeing the Council's regulatory functions.

The committee will have responsibility for:

- Resource Management Act (RMA) Commissioners – Approve List and Appointment Guidelines
- Dog Objections and Fencing of Swimming Pools
- Road Stopping
- Temporary Road Closures
- Liquor Ban Bylaw Appeals
- Development Contributions Remissions.
- Approving leases under the “Leases Policy for Community and Recreation Groups”
- Suburb boundary amendments

**Quorum:** 3 members

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**23 JANUARY 2019**

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## 1 Meeting Conduct

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### 1.1 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### 1.2 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 1.3 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

***Matters Requiring Urgent Attention as Determined by Resolution of the Regulatory Processes Committee.***

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the Regulatory Processes Committee.

***Minor Matters relating to the General Business of the Regulatory Processes Committee.***

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Regulatory Processes Committee for further discussion.

### 1.4 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz), by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.



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## 2. General Business

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### ROAD CLOSURES

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#### Purpose

1. This report asks the Regulatory Processes Committee to approve the temporary closure of roads to enable events to take place.

#### Summary

2. Applications have been made to temporarily close roads for the following event (TV commercial filming):
  - **Sweetshop TV Filming on Saturday, 2 February 2019 from 5am to 12pm (with a back-up Rain Day: 3 February 2019 from 5am to 12pm).**

#### Recommendation/s

That the Regulatory Processes Committee:

1. Receives the information.
2. Agrees to close the following roads and sections of the roads for the events (as listed below) to vehicles and cycles only, subject to the conditions listed in the proposed Temporary Road Closures Impact Reports:
3. Note that recommendations in this report should not be amended without first carrying out further consultation with affected parties and verification from the Council's Traffic Engineer that the amendment is not likely to cause unreasonable impact on traffic.

***Sweetshop TV Filming on Saturday 2 February 2019 (with a back-up Rain Day: 3 February 2019 from 5am to 12pm):***

- **Featherston Street** (between Waring Taylor Street and Hunter Street)
- **Maginnity Street** (Waring Taylor Street to Ballance Street)
- **Ballance Street** (between Lambton Quay and Featherston Street)
- **Waring Taylor Street** (Lambton Quay to Customhouse Quay)
- **Brandon Street** (Lambton Quay to Customhouse Quay)
- **Panama Street** (will be open but parking will be removed)
- **Grey Street** (will be open but parking will be removed)
- **Corner of Hunter Street and Featherston Street (Stop Go on corner to allow buses through during takes).**

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## Background

1. The Council receives numerous requests throughout the year for public roads to be closed for public and private events. In order for the closures to have effect, under Schedule 10 of the Local Government Act 1974, council approval is required.
2. The authority to approved requests for road closures is made under Schedule 10, clause 119e), of the Local Government Act 1974 and the Transport (vehicular Traffic Road Closure) Regulations 1965. This authority is delegate to the Regulatory Processes Committee.
3. This report has been prepared in accordance with the procedures that were approved by the Committee on 15 December 2010. In summary, these are:
  - An event organiser applies for a road closure where a proposed event requires one.
  - Council officers receive the proposal and assess the merits and need for a road closure.
  - The Council advertises its intention to close the road in the public notice column of the local newspaper and on social media.
  - Together with the event organiser, Council officers ensure consultation with affected stakeholders is carried out and a communication plan is formulated.
  - Any objections are followed up and resolved as far as practical.
  - The event organiser works together with Council officers who modify any plans in response to public submissions and prepare an impact report for the Committee.
  - Council officers recommend any conditions that should apply to the approval.
  - The Committee deliberates on the proposed road closure
  - A Council officer notifies the event organiser of the Committee's decision. If the proposed closure is approved, Council officers ensure the event organisers follow the agreed communications plan including notifying the public and affected parties. The event is also monitored to ensure the traffic management plan is adhered to and any associated conditions are followed to keep the public safe and to avoid any unreasonable impact on traffic.

## Discussion

4. **Sweetshop TV Filming, Saturday 2, February 2019 from 5am to 12pm (with back-up Rain day on 3 February 2019, 5am to 12pm).**

We have been approached by an Australian company to film a car commercial in Wellington. We anticipate 5 filming days in Wellington and the Wairarapa which will include some road closures on the 2<sup>nd</sup> and 3<sup>rd</sup> February. Wellington was chosen based on the council "film friendly" attitude to filmmaking and the compact city. The look that Wellington will give us is an international one that will help our audience relate to our film. The support that we have had from Wellington in the past was the driver in the decision to bring this project here. Local crew and traffic management have been hired to carry out the work.



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## **Public Notification, Consultation and Engagement**

Members of the public have been advised of the road closures and informed of their right to object.

A public notice advising that the Council was proposing to consider these closures were published in Saturday's Dominion Post newspaper 12 January 2019.

The same notice was posted on social media via:

- Facebook
- Twitter
- Neighbourly
- Have Your Say

Event organisers are working with resident groups where applicable, community groups, local retailers and businesses and have advised them of their intention to close the road.

Event organisers have also consulted with the following government agencies and associated organisations:

- New Zealand Police
- Fire and Emergency New Zealand
- Wellington Free Ambulance
- Public Transport Operators
- Relevant Council Business Units e.g. Roading, Communications, WREDA
- Members of the public will again be advised of the road closures prior to the event through:
  - Advanced road side signage
  - Media releases
  - Council Website
  - Council social media channels.

## **Objections**

5. No objections have been received for any of the proposed events.

## **Impact Assessment**

6. A temporary plan will be prepared by a Council approved traffic management company for approval by Council prior to the event.
7. Any Objections as a result of the road closure will be dealt with before the event.
8. The proposed closures (when implemented according to the approved temporary traffic management plan) are generally considered unlikely to unreasonably impede traffic. A

detailed impact report for each event, including conditions placed on the event organiser is attached.



## Options

9. N/A

## Next Actions

10. If the proposed road closures are approved, the event organiser will issue further public notices advising of the approved closures, implement the approved traffic management plan, run the event and clean the site. Council officers will monitor the impact of the closures and debrief with the organisers following the conclusion of the event.

## Attachments

Attachment 1. Road Closure - Impact Report [↓](#)  Page 13  
Attachment 2. TVC Filming - Map [↓](#)  Page 17

Author	Maria Taumaa, Street Activities Coordinator
Authoriser	David Chick, Chief City Planner Brett North, T/L Transport Asset Perf

## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Council's intention to consider the proposed temporary road closures was notified through an advertisement in the Dominion Posted on Have Your Say. These advertisements invited the public to make submissions on the proposed road closures.

Event organisers have also consulted the following government agencies and associated organisations:

- New Zealand Police
- Ministry of Transport
- Fire and Emergency New Zealand
- Wellington Free Ambulance
- Public Transport Operators
- Relevant Council Business units, e.g. Roading, communications, WREDA.

Any correspondence received in response to the proposed closures has been included in the attached impact reports.

The City Events Team has assessed the proposed events with regard to their contribution towards Council's strategies and policies. The proposed events support the Council's strategy of being the "Events Capital" and will contribute to the economic success of the city.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi implications

### **Financial implications**

The administration of event is managed under Project C481. There are no unforeseen costs associated with these events.

### **Policy and legislative implications**

A Council Traffic engineer has assessed the proposed road closures with regard to the expected impact on traffic. This information is part of the impact reports.

### **Risks / legal**

Nil

### **Climate Change impact and considerations**

N/A

### **Communications Plan**

Residents and Retailers affected by the Road Closure will be notified by letter drop or contacted by the event organiser.

Event organisers will continue to work with Residents Associations, Community groups and local businesses to address any outstanding issues if the proposed road closures are approved.

Health and Safety Impact considered

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Health and safety is covered by the event management plan submitted to Council for approval prior to the event. This is assessed together with the traffic management plan to ensure the event and associated road closures are managed safely.

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**REGULATORY PROCESSES COMMITTEE**

Absolutely Positively  
**Wellington City Council**  
Me Heke Ki Pōneke

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**PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

***SWEETSHOP TVC***  
***SATURDAY 2 FEBRUARY 2019 5AM TO 12PM RAINDAY SUN 3 FEB***

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**1. Description of Event**

We have been approached by an Australian company to film a car commercial in Wellington. We anticipate 5 filming days in Wellington and the Wairarapa which will include some road closures on the 2<sup>nd</sup> and 3<sup>rd</sup> February. Wellington was chosen based on the council "film friendly" attitude to filmmaking and the compact city. The look that Wellington will give us is an international one that will help our audience relate to our film. The support that we have had from Wellington in the past was the driver in the decision to bring this project here. Local crew and traffic management have been hired to carry out the work.

The proposed road closures are: Saturday 2 February 2019 5am to 12pm  
Rain Day Sunday 3 February 2019 5am to 12pm

- Featherston Street (between Waring Taylor Street and Hunter Street)
- Maginnity Street (Waring Taylor Street to Balance Street)
- Ballance Street (Stout Street to Featherston Street)
- Waring Taylor Street (Lambton Quay to Customhouse Quay)
- Brandon Street (Lambton Quay to Customhouse Quay)
- Panama Street (will be open but parking will be removed)
- Grey Street (will be open but parking will be removed)
- Corner of Hunter Street and Featherston Street (Stop Go on Corner allow buses through during takes)

Road closure notifications boards will be place at each end of the closure at least 14 days prior to the event. Residents and retailers will receive a letter advising them of the event and the road closures and parking restrictions at the same time.

The road closure will be managed by a qualified traffic management company.

**2. Events Directorate Support**

The Events Directorate has no connection with and no objection to this event.

**3. Proposal Notice and Consultation**

A public notice advising that the Council is proposing to consider this closure was published in the

Dominion Post Saturday on 12 January 2019, and also Social Media:

- Facebook
- Twitter
- Have Your Say

The New Zealand Police and the Ministry of Transport have also been consulted with.

#### 4. Objections

There have been NO objections to this closure request.

#### 5. Traffic Impact Assessment

##### Prior Closures

None of the proposed closures for this event will result in a road being closed for an aggregate of more than 31 days in any year.

##### Traffic Impact

In the opinion of Brett North Team Leader, Asset Performance, acting as the Council's Traffic Engineer, the proposed closure, if implemented according to an approved traffic management plan, is not likely to impede traffic unreasonably subject to the conditions listed below. However, the Council reserves the right to modify this opinion at any time. If, in the opinion of the Council, the closure may or does impede traffic unreasonably, any approval granted by the Regulatory Processes Committee may be revoked and the event organiser may be required to open the road at the direction of a suitably qualified Council officer in charge of traffic.

##### Conditions:


- The event organiser is to notify the public via letter drop, advanced signage and social media releases.
- The event organiser is to obtain Council approval on the details of a traffic management plan prior to the event.
- The event organiser is responsible for safety (pedestrian and traffic) within the closed area.
- The event organiser is to provide marshals at all road closures ends to ensure that public safety (interaction of traffic and spectators) is not compromised.
- The event organiser is to provide marshalled vehicle access to all properties affected by the closure for retailers and residents.
- The event organizer is to ensure that the Public Transport operators are consulted with.
- The event organizer is to consult with Emergency Services, (Fire, Police, Ambulance Services, have been consulted with their specific requirements are included in the Traffic Management Plan.
- Information signs are installed 10 working days before the event.
- The event organizer is to provide Council with an Event Hazard/Risk management plan 10 working days prior to the event, that describes in full how the event organizer will manage all Health and Safety risks associate with the event.

Signed 

Brett North  
Team Leader Asset Performance

6. Attachments

- Map of proposed closure
- Copy of the Dom Post Public notice

Prepared By:   
Maria Taumaa  
Street Activities Coordinator



**B14 The Dominion Post Saturday, January 12, 2019**

## **Proposal to Close Roads**

The Regulatory Processes Committee will have a Extraordinary meeting on Wednesday 23rd of January 2019 to consider the following temporary road closures for Filming.

### **Sweetshop TV Filming**

**Saturday 2 February 2019 5am to 12pm**

**Rain Day Sunday 3 February 2019 5am to 12pm**

Featherston Street (between Waring Taylor Street and Hunter Street)

Maginnity Street (Waring Taylor Street to Balance Street)

Ballance Street (between Ballance Street and Featherston Street)

Waring Taylor Street (Lambton Quay to Customhouse Quay)

Brandon Street (Lambton Quay to Customhouse Quay)

Panama Street (will be open but parking will be removed)

Grey Street (will be open but parking will be removed)

Corner of Hunter Street and Featherston Street (Stop Go on corner allow buses through during takes)

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, Friday 18 January 2019. Please send correspondence to Maria Taumaa at mailing address below, by fax 801 3009 or by email [maria.taumaa@wcc.govt.nz](mailto:maria.taumaa@wcc.govt.nz)

Wellington City Council  
PO Box 2199, Wellington 6140  
[Wellington.govt.nz](http://Wellington.govt.nz)

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**TVC Filming**  
 5am to 12noon Saturday 2 February 2019  
 Rain Day Sunday 3 February 2019



Property boundaries, fire escapes, road names, and bus, electric & life rights derived from land information NZ. Crown Copyright reserved. Property boundaries accuracy ±1m in urban areas, ±2-5m in rural areas. Geospatial data derived from LINZ/GeoNet. Postcodes extracted from NZ Post. Roads, contours, water and drainage information shown in appropriate scale and not to be used for detailed engineering design. Content has been compiled from a variety of sources and its accuracy may vary to the accuracy of ±1m.

MAP PRODUCED BY:  
 Wellington City Council  
 101 Wakefield Street  
 WELLINGTON, NZ

ORIGINAL MAP SIZE: A4  
 AUTHOR: Ring2h  
 DATE: 11/01/2019  
 REFERENCE:

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