

**ORDINARY MEETING**

**OF**

**REGULATORY PROCESSES COMMITTEE**

**AGENDA**

**Time:** 1:00pm  
**Date:** Thursday, 12 February 2015  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Wade-Brown

Councillor Ahipene-Mercer (Chair)  
Councillor Foster  
Councillor Lee  
Councillor Pannett  
Councillor Sparrow

**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 803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democratic 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 Council's regulatory functions.

**Quorum:** 3 members

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**12 FEBRUARY 2015**

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## **1 Meeting Conduct**

### **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 Confirmation of Minutes**

The minutes of the meeting held on 27 November 2014 will be put to the Regulatory Processes Committee for confirmation.

### **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.

### **1.5 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.***

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.

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

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.



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## 2. General Business

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### ROAD CLOSURES

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#### Purpose

1. To seek approval of the Regulatory Processes Committee for the temporary closure of roads in Wellington City for events.

#### Summary

2. The Wellington City Council has received an application from each of the following event organisers:
  - Kilbirnie Festival
  - Sovereign Tri Series
  - Wellington City Anzac Parade
  - St Anthony's Fair
  - Wellington Car Club
  - Wellington Night Market

#### Recommendations

That the Regulatory Processes Committee:

1. Receive the information.
2. 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.
3. Agree to close the following roads for the above events to vehicles only, subject to the conditions listed in the Proposed Temporary Road Closure Impact Report:
  - For the Kilbirnie Festival (6am-6pm, 1 March 2015)
    - Bay Road (between Rongotai Road and Coutts Street)
  - For the Sovereign Tri Series (6am to 3pm, 14 March 2015):
    - Barnett Street (except for Te Papa car park exit)
    - Cable Street (one seaward lane closed between Tory Street and Oriental Parade)
    - Oriental Parade (between Cable Street and Evans Bay Parade)
    - Evans Bay Parade (between Oriental Parade to just north of the NIWA building at 301 Evans Bay Parade)
    - Carlton Gore Road (between Oriental Parade and the intersection of Carlton Gore and Maida Vale Roads).
  - For Wellington City Anzac Parade (11.45am-3pm, 24 April 2015):
    - Molesworth Street (Lambton Quay to Kate Sheppard Place)
    - Lambton Quay (Whitmore Street to Willis Street)
    - Willis Street (Lambton Quay to Mercer Street)
    - Mercer Street (Willis Street to Victoria Street)
    - Victoria Street (Harris Street to Wakefield Street)

- Wakefield Street (Victoria Street to Taranaki Street)
- For Wellington City Anzac Parade (12noon – 4.30pm, 24 April 2015):
  - Taranaki Street (Wakefield Street to Buckle Street at Memorial Park)
  - Martin Square (access way to Memorial Park)
  - Both sides of Taranaki Street will be fenced and closed for pedestrian management
- For Wellington City Anzac Parade (2pm to 4.30pm, 24 April 2015):
  - Tory Street (Haining Street to Rugby Street)
  - Rugby Street (Tasman to Belfast Street)
  - Tasman Street (Rugby Street to Buckle Street will be managed by a points person)
  - Rugby Street (Tasman Street and Dufferin Street/Adelaide Road Traffic will be held while parade moves in the Basin Reserve).
- For St Anthony's Fair (9am-5pm, 14 February 2015):
  - Ludlam Street (between Ferry Street and Falkirk Avenue).
- For Wellington Car Club (7am to 6pm, 22 March 2015):
  - Alexandra Road (between Constable Street and Lookout Road).
- Wellington Night Market (2 to 11pm, 28 February 2015 to 30 June 2015 on Saturdays)
  - Cuba Street (between Manners Street and Wakefield Street).

## Background

3. The Council receives numerous requests throughout the year for public roads to be closed for events. These requests are processed and a detailed traffic impact report is prepared for each as attached. This report to the Committee has been prepared, in accordance with the procedures that were approved by the Committee on 15 December 2010.
4. Approval is required from the Regulatory Processes Committee to allow the temporary closure of roads in the Wellington District for an event supported by the Wellington City Council. This will ensure that the Wellington City Council is complying with the requirements of the Local Government Act 2002 for the temporary closure of roads within its jurisdiction.

## Discussion

5. There are a number of road closure requests for different events being brought to the Committee. All the information is in the impact reports attached.

## Attachments

Attachment 1.	Kilbirnie Festival	Page 10
Attachment 2.	Sovereign Tri Series	Page 15
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Attachment 4.	St Anthony's Fair	Page 25
Attachment 5.	Wellington Car Club	Page 30
Attachment 6.	Wellington Night Market	Page 34

Author	Maria Taumaa, Street Activities Coordinator
Authoriser	Anthony Wilson, Chief Asset Officer

## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Affected stakeholders were notified of the Council's intention to consider the proposed temporary road closures through an advertisement in the Dominion Post. This advertisement requests the public to make submissions on the proposed road closures.

The New Zealand Police and the Ministry of Transport have also been consulted. Any correspondence received in response to the proposed closures has been included in the attached impact report.

Approval of a traffic management plan for the event will address and show how any objections raised are to be managed.

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 events 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 closures with regard to the expected impact on traffic. The Traffic Engineer has provided a professional opinion as to whether the resulting impact on traffic is likely to be reasonable or unreasonable.

The proposed closures, if implemented according to an approved traffic management plan and in accordance with specific conditions set by the Traffic Engineer, will enable the safe running of the event and minimise the impact on traffic. If, in the opinion of the Council, the closure may impede or does impede traffic unreasonably, any approval granted by the Council may be revoked and the event organiser may be required to open the road at the direction of the Council's Traffic Engineer.

### **Risks / legal**

Nil

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

N/A

### **Communications Plan**

Road closures will be advertised in the Dominion Post and affected parties will be notified by the event organiser.

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## **PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

### ***KILBIRNIE FESTIVAL*** ***SUNDAY 1 MARCH 2015***

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#### **1. Description of Event**

The Kilbirnie Business network Inc and the Kilbirnie/Lyall Bay community Centre Inc are working together this year to run the Kilbirnie Festival. Bruce Welsh is the main organiser of the festival. (This is a change from previous years when Capital Productions was responsible for organising the festival)

The festival will be along similar lines to previous years but with a much stronger local focus and a special focus on sports and recreation. The festival will display local enterprises, community groups and clubs to the wider public. They also hope to have a music stage and an art display venue for local artists. There will be also a focus on sports and intend to have sport demonstrations and “have a try” spaces on the street.

The proposed closure is from 6am to 6pm Sunday 1 March 2015.

The proposed road closure is:

Bay Road (between Coutts Street and Rongotai Road)

Road closure notification boards will be placed at each end of the closure at least one week prior to the event. Residents and local businesses will receive a letter drop advising them of the event and the road closure. The event is also to be advertised in the Wellingtonian in the week preceding the festival.

#### **2. Events Directorate Support**

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

#### **3. Proposal Notice and Consultation**

The public notice that the Council is proposing to consider this closure was published in the following newspaper:

- Dominion Post Saturday 17 January 2015

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 Stephen Harte Programme Manager Transport Network Development, acting as the Council's Traffic Engineer, the proposed closure, if implemented according to the plans provided, 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 road closure will start at 6am and end at 6pm
- The event organiser is to provide a detailed Traffic Management Plan approved by Council prior to the event.
- The event organiser is to provide a detour route between Rongotai Road and Coutts Street with adequate signage.
- The event organiser is responsible for safety (in particular pedestrian and traffic interactions within the closed road area).
- Pedestrian movements at the intersections of Bay Road/Coutts Street and Bay Road/Rongotai Road are to be safely managed and controlled by the event organiser as part of the approved Traffic Management Plan.
- The event organiser is to ensure that the emergency services (Police, Fire and Ambulance Services) have been consulted with and that the Traffic Management Plan includes all of their specific requirements.

The event organiser is responsible for the maintenance of the temporary traffic management plan during the road closure.

Signed .....




Stephen Harte  
Programme Manager Transport Network Development

**6. Attachments**

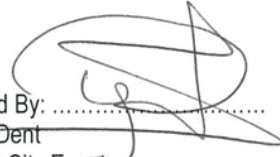
- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By: .....



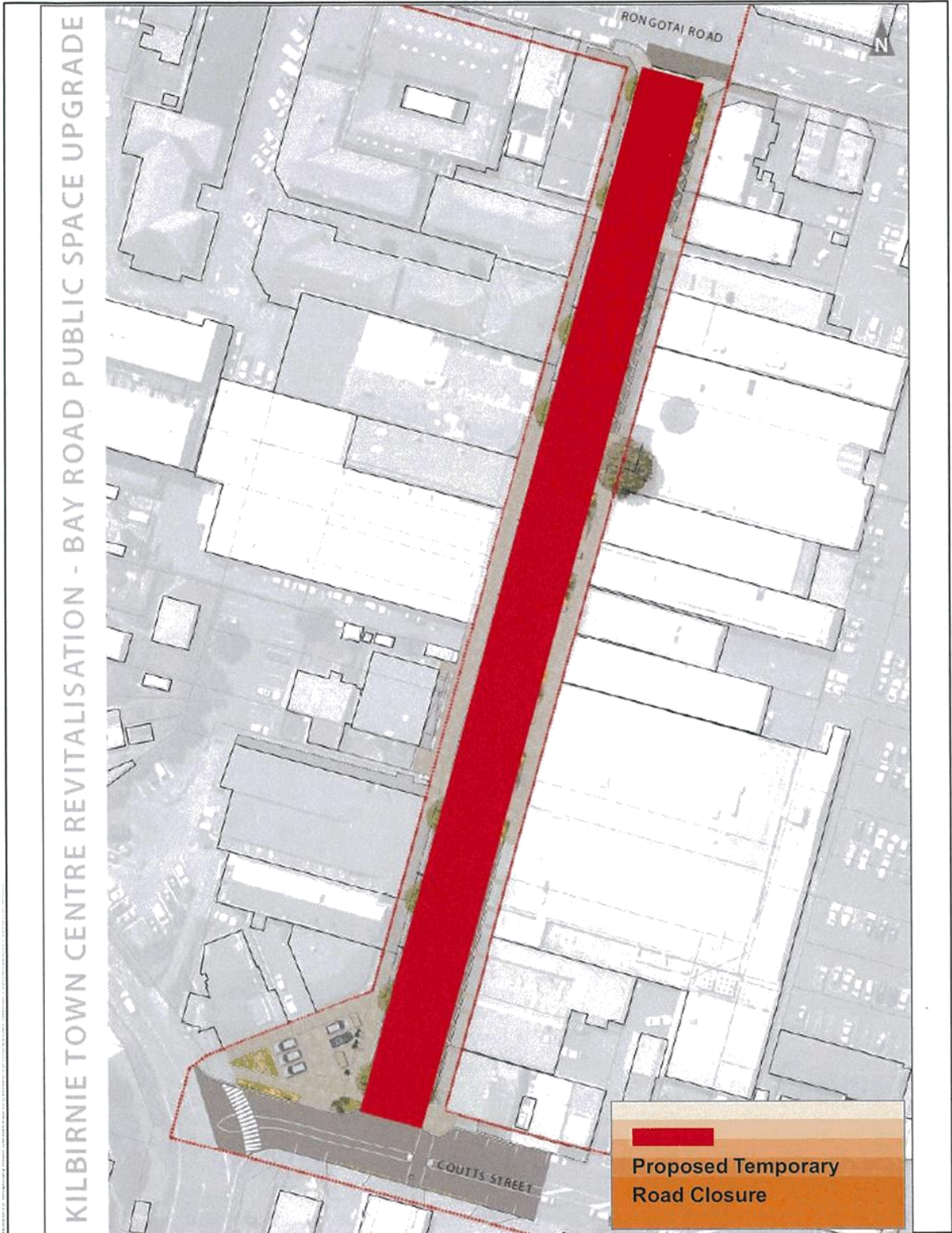
Maria Taumaa  
Street Activities Coordinator

Endorsed By: .....



Warrick Dent  
Manager City Events





**Kilbirnie Festival**  
Road Closure - 6am to 6pm  
Sunday 1<sup>st</sup> March 2015

Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post Assets. contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.

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

ORIGINAL MAP SIZE: A4  
AUTHOR: agate2c  
DATE: 30/11/2012  
REFERENCE:



Item 2.1 Attachment 1

## Proposal to Close Roads

The Regulatory Process Committee Meeting will meet on 12 February 2015 to consider the following Temporary road closures for events.

### Kilbirnie Festival

#### Sunday 1 March 2015, 6am - 6pm

Bay Road between Rongotai Road and Coutts Street

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 23 January 2015. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email maria.taumaa@wcc.govt.nz

### Sovereign Tri Series Wellington

#### 6am - 3pm, Saturday 14 March 2015

Road closures with limited resident access:

- Barnett Street - all, with exit from Te Papa car park to be kept open
- Cable Street - one seaward lane closed from Tory Street until Oriental Parade
- Oriental Parade - all of, from Cable Street to Evans Bay Parade
- Evans Bay Parade - Oriental Parade to just north of the NIWA building at 301 Evans Bay Parade
- Carlton Gore Road - Oriental Parade to the intersection of Carlton Gore Road and Maida Vale Road

Some races within the event continue the cycle leg on the following open roads with Traffic Management:

Evans Bay Parade, Cobham Drive, Shelly Bay Road, Massey Road, Karaka Bay Road, Marine Parade, Inglis Street, Pass of Branda, Breaker Bay Road

### Wellington City Anzac Parade 2015

#### Friday 24 April 2015

##### 11.45am - 3pm

Molesworth St - Lambton Quay to Kate Sheppard Place  
Lambton Quay - Whitmore Street to Willis Street  
Willis Street - Lambton Quay to Mercer Street  
Mercer St - Willis St to Victoria Street  
Victoria Street - Harris St to Wakefield Street  
Wakefield Street - Victoria Street to Taranaki Street

##### 12noon - 4.30pm

Taranaki Street - Wakefield Street to Buckle Street at Memorial Park  
Martin Square - access way to Memorial Park  
Both sides of Taranaki Street will be fenced and closed for pedestrian management

##### 2pm - 4.30pm

Tory Street - Haining Street to Rugby Street  
Rugby St - Tasman to Belfast Street  
Tasman Street - Rugby Street to Buckle Street - will be managed by a points person  
Rugby Street - Tasman Street and Dufferin Street/Adelaide Road. Traffic will be held while parade moves into the Basin Reserve

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 30 January 2015. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email maria.taumaa@wcc.govt.nz

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PO Box 2199, Wellington 6140  
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## PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT

### NATIONAL TRIATHLON CHAMPIONSHIPS

#### SOVERIGN TRI SERIES SATURDAY 14 MARCH 2015

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#### 1. Description of Event

This event has become a regular on Wellington City's sporting event calendar and will comprise five separate races. The event is proposed to be held on Saturday 14 March 2015. All races are proposed to start from parking and hard surface areas surrounding Waitangi Park.

This event includes the North Island Standard Distance National Championships and selection for the ITU World Champs Grand final (standard distance). There are approximately 500 athletes over the three different swim, cycle and run courses. These events are carried out within the proposed road closure area,

The proposed closures are from **6am to 3pm on Saturday 14 March 2015**.

The proposed road closures are:

- o **Barnett Street** (closed except for Te Papa car park exit)
- o **Cable Street** (between Tory Street and Oriental Parade – one seaward lane closed)
- o **Oriental Parade** (between Cable Street and Evans Bay Parade)
- o **Evans Bay Parade** (between Oriental Parade to just north of 301 Evans Bay Parade – NIWA building)
- o **Carlton Gore Road** (between Oriental Parade and the intersection of Carlton Gore and Maida Vale Roads)

Access will be maintained (although this may be limited at times) by the event marshals for residents and businesses in the Herd Street area. Residents on Oriental Parade, Carlton Gore Road and Evans Bay Parade will also have access to and from their properties (although this may also be limited at times). Access in both directions on Evans Bay Parade from Greta Point southwards to Wellington Road will be maintained. The event organisers are to maintain as much access as possible for residents within the closure area. Known stakeholders in the Oriental Parade area have been informed and communicated with regarding the proposed closures. Road closure notification signs will be placed at points along the proposed closure route at least one week prior to the event. Residents and local businesses will receive a letter advising them of the event and the road closures. The event is also to be advertised in the Our Wellington Page of the Dominion Post on the Tuesday preceding the event.

The event is to be traffic managed by a professional traffic management company. Pedestrian access will not be restricted and emergency services will have immediate access to the area if required. Transport operators have been informed of the proposed closures.

## **2. Events Directorate Support**

This local and international sporting community event is supported by the City Events team.

## **3. Proposal Notice and Consultation**

The public notice advertising that the Council is proposing to consider this closure was published in the following newspaper:

- Dominion Post Saturday 14 March 2015

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

Representatives of the Wellington City Council Events Team meet with the Oriental Bay Residential Association on a regular basis. The Oriental Bay Residents Association has agreed to no more than two full road closures of Oriental Parade for events, this being one of the two.

## **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 Stephen Harte Programme Manager Transport Network Development, 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 Temporary Road Closures Subcommittee 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 publicly notify the event via letter drop, local newspaper advertisement, advanced signage and media releases.
- The event organiser is to ensure that the emergency services (Police, Fire and Ambulance Services) have been consulted with and that the Traffic Management Plan includes all of their specific requirements.
- The event organiser is to ensure that the affected property owners and businesses along the closure areas are consulted with.

- The event organiser is to provide as much access on closed roads for residents as possible during the staggered event programme.
- The event organiser is to provide marshals at all closure ends and intersections/bends to ensure that public safety (interaction of traffic and spectators) is not compromised.
- The event organiser is to work with the public transport operators to provide alternative public transport route and bus stops.
- The event organiser is to provide further details of the Traffic Management Plan to Council for approval prior to the event.

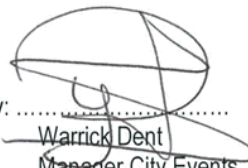
Signed ..... 

Stephen Harte  
Programme Manager Transport Network Development

**6. Attachments**

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By:   
.....  
Maria Taumaa  
Street Activities Coordinator

Endorsed By:   
.....  
Warrick Dent  
Manager City Events

## Proposal to Close Roads

The Regulatory Process Committee Meeting will meet on 12 February 2015 to consider the following Temporary road closures for events.

### Kilbirnie Festival

#### Sunday 1 March 2015, 6am - 6pm

Bay Road between Rongotai Road and Coutts Street

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 23 January 2015. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email maria.taumaa@wcc.govt.nz

### Sovereign Tri Series Wellington

#### 6am - 3pm, Saturday 14 March 2015

Road closures with limited resident access:

- Barnett Street - all, with exit from Te Papa car park to be kept open
- Cable Street - one seaward lane closed from Tory Street until Oriental Parade
- Oriental Parade - all of, from Cable Street to Evans Bay Parade
- Evans Bay Parade - Oriental Parade to just north of the NIWA building at 301 Evans Bay Parade
- Carlton Gore Road - Oriental Parade to the intersection of Carlton Gore Road and Maida Vale Road

Some races within the event continue the cycle leg on the following open roads with Traffic Management:

- Evans Bay Parade, Cobham Drive, Shelly Bay Road, Massey Road, Karaka Bay Road, Marine Parade, Inglis Street, Pass of Branda, Breaker Bay Road

### Wellington City Anzac Parade 2015

#### Friday 24 April 2015

#### 11.45am - 3pm

- Molesworth St - Lambton Quay to Kate Sheppard Place
- Lambton Quay - Whitmore Street to Willis Street
- Willis Street - Lambton Quay to Mercer Street
- Mercer St - Willis St to Victoria Street
- Victoria Street - Harris St to Wakefield Street
- Wakefield Street - Victoria Street to Taranaki Street

#### 12noon - 4.30pm

- Taranaki Street - Wakefield Street to Buckle Street at Memorial Park
- Martin Square - access way to Memorial Park

Both sides of Taranaki Street will be fenced and closed for pedestrian management

#### 2pm - 4.30pm

- Tory Street - Haining Street to Rugby Street
- Rugby St - Tasman to Belfast Street
- Tasman Street - Rugby Street to Buckle Street - will be managed by a points person
- Rugby Street - Tasman Street and Dufferin Street/Adelaide Road. Traffic will be held while parade moves into the Basin Reserve

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 30 January 2015. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email maria.taumaa@wcc.govt.nz

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PO Box 2199, Wellington 6140  
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## PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT

*2015 ANZAC DAY PARADE  
FRIDAY 24 APRIL 2015*

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### 1. Description of Event

The Wellington Returned and Services Association (Inc) and the Wellington City Council Events Team have requested the closure of the following roads, to vehicle traffic, to safely facilitate commemorations for ANZAC DAY 2015.

The proposed closures are as follows;

From 11.45am to 3pm

**Molesworth Street** (Lambton Quay to Kate Sheppard Place)  
**Lambton Quay** (Whitmore Street to Willis Street)  
**Willis Street** (Lambton Quay to Mercer Street)  
**Mercer Street** (Willis Street to Victoria Street)  
**Victoria Street** (Harris Street to Wakefield Street)  
**Wakefield Street** (Victoria Street to Taranaki Street)

12noon to 4.30pm

**Taranaki Street** (Wakefield Street to Buckle Street at Memorial Park)  
**Martin Square** (Access way to Memorial Park)  
Both sides of Taranaki Street will be fenced and closed for pedestrian management

2pm to 4.30pm

**Tory Street** (Haining to Rigby Street)  
**Rugby Street** (Tasman to Belfast Street)  
**Tasman Street** (Rugby Street to Buckle Street) will be managed by a points person  
**Rugby Street** (Tasman street and Dufferin Street/Adelaide Road. Traffic will be held while parade moves in the Basin reserve.

These ANZAC Day ceremonies have become popular events and draw attendance from a large cross-section of the community. The road closures are proposed to safely accommodate the increasing numbers of pedestrians attending these events.

The events will be advertised in the Wellingtonian in the week preceding ANZAC Day.  
Public Transport Operators have been consulted with and their requirements will be accommodated.



The event is to be traffic managed by a qualified Traffic Management Company. Pedestrian access will not be restricted and emergency services will have immediate access to the area if required.

## **2. City Events Support**

This event is supported by the City Events Business Unit.

## **3. Proposal Notice and Consultation**

The public notice advertising that the Council is proposing to consider this closure was published in the following newspaper:

- Dominion Post Saturday 17 January 2015.

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 Stephen Harte Programme Manager Transport Network Development, acting as the Council's Traffic Engineer, the proposed closure, if implemented according to an approved traffic management plan, will impede traffic but subject to the conditions listed below can be managed. 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 re-open the road at the direction of a suitably qualified Council officer in charge of traffic.

Conditions:

- The event organiser is to ensure that the closure is publicised via media releases and advanced notification signs to inform the public of the road closures.
- The event organiser is responsible for the ongoing maintenance of the temporary traffic management plan during the road closure.
- The event organiser is to ensure that the emergency services (Police, Fire and Ambulance Services) have been consulted with and that the Traffic Management Plan includes all of their specific requirements.
- The event organiser is to ensure that the affected property owners and businesses along the road closure are consulted with.

- The event organiser is to provide suitably qualified marshals at the road closure points to ensure that public safety (interaction of traffic and attendees) is not compromised.
- The event organiser is to provide adequate detour routes to provide access for affected residents and businesses during the event.
- The event organiser is to provide full details of the Traffic Management Plan to Council for approval no later than two (2) weeks prior to the event.

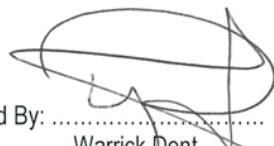
Signed .....  .....

Stephen Harte  
Programme Manager Transport Network Development

**6. Attachments**

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By:  .....  
Maria Taumaa  
Street Activities Coordinator

Endorsed By:  .....  
Warrick Dent  
Manager City Events

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### Sovereign Tri Series Wellington

#### 6am - 3pm, Saturday 14 March 2015

Road closures with limited resident access:

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- Mercer St - Willis St to Victoria Street
- Victoria Street - Harris St to Wakefield Street
- Wakefield Street - Victoria Street to Taranaki Street

##### 12noon - 4.30pm

- Taranaki Street - Wakefield Street to Buckle Street at Memorial Park
- Martin Square - access way to Memorial Park

Both sides of Taranaki Street will be fenced and closed for pedestrian management

##### 2pm - 4.30pm

- Tory Street - Haining Street to Rugby Street
- Rugby St - Tasman to Belfast Street
- Tasman Street - Rugby Street to Buckle Street - will be managed by a points person
- Rugby Street - Tasman Street and Dufferin Street/Adelaide Road. Traffic will be held while parade moves into the Basin Reserve

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 30 January 2015. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email maria.taumaa@wcc.govt.nz

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**Item 2.1 Attachment 3**



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**PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

**ST ANTHONY'S FAIR**  
**14 FEBRUARY 2015**

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**1. Description of Event**

The Organiser of St Anthony's School Fair has applied for a road closure to enable them to hold their event. The school has very small grounds and wants to use the extra space in Ludlam Street for entertainment stalls and activities. The organisers have successfully run nine previous galas. The proposed closure is from 9am to 5pm Saturday 14 February 2015.

The Proposed road closure is:

**Ludlam Street** (between Ferry Street and Falkirk Street)

Road closure notification boards will be placed at each end of the closure at least one week prior to the event. Residents will receive a letter drop advising them of the event and the road closure. The event is also to be advertised by the Wellingtonian advertisement in the preceding the Fair.

The event will be traffic managed by a qualified traffic management company according to a Council approved Traffic Management Plan. Emergency services will have immediate access to the area if required.

**2. Events Directorate Support**

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

**3. Proposal Notice and Consultation**

The public notice that the Council is proposing to consider this closure was published in the following newspaper:

- Dominion Post Saturday 20 December 2014

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 Stephen Harte Programme Manager Transport Network Development, acting as the Council's Traffic Engineer, the proposed closure, if implemented according to the plans provided, is not likely to impede traffic unreasonably subject to the conditions stated 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 Temporary Road Closures Subcommittee may be revoked and the event organiser may be required to re-open the road at the direction of a suitably qualified Council officer in charge of traffic.

Conditions:


- The road closure will start at 9am and end at 5.00pm.
- The event organiser is to provide a detailed Traffic Management Plan approved by Council prior to the event.
- A detour route is to be provided due to the road closure.
- The Event organiser is to publicly notify the event via letter drop, local newspaper advertisement, advanced signage and media releases.
- The event organiser is to ensure that the emergency services (police, Fire and Ambulance Services) have been consulted with and that the Traffic Management Plan includes all of their specific requirements.
- The event organiser is to ensure that the affected residents along the road closure are consulted with.
- The event organiser is responsible for safety (pedestrian and traffic) within the closed road area and at the road closure ends.


Signed ..... 

Stephen Harte  
Programme Manager Transport Network Development

6. Attachments

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By:  .....  
Maria Taumaa  
Street Activities Coordinator

Endorsed By:  .....  
Warrick Dent  
City Events Manager

Item 2.1 Attachment 4





Public Notices

## Proposal to Close Roads

The Regulatory Process Committee Meeting will meet on 12 February 2015 to consider the following Temporary road closures for events.

### St Anthony's Fair

**14 February 2015, 9am - 5pm**

**Ludlam Street between Dundas Street and Falkirk Avenue**

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 9 January 2015. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email [maria.taumaa@wcc.govt.nz](mailto:maria.taumaa@wcc.govt.nz)

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## PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT

### *WELLINGTON CAR CLUB – ALEXANDRA ROAD HILLCLIMB 22 MARCH 2015*

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#### 1. Description of Event

The Wellington Car Club (Inc) has once again applied to run this annual event. The event is sanctioned by Motorsport New Zealand and run under their approval by way of an Event Organisers Permit. The event has been carried out on this section of road, as advised by the Club, since the 1960's. The proposed closure is from **7am to 6pm on Sunday 22 March 2015**.

The proposed road closure is:

- **Alexandra Road** (between Constable Street and the Lookout Road)

Closure points as in past years will be at the intersections of Constable Street, Upoko Road and Lookout Road. Pedestrian and recreational walker access will be controlled via marshalled crossing points, to be detailed in the clubs Traffic Management Plan.

Road closure notification boards will be placed at each end of the closure at least one week prior to the event. Residents and local sports clubs will receive a letter advising them of the event and the road closures. The Bus and Coach Association and known tour companies will be informed of the proposal and it's affect on Alexandra Road. The event will also be advertised in the Wellingtonian in the week preceding the event.

The event will be traffic managed by the Club using an approved traffic management plan. Emergency services will have immediate access to the area if required.

Consultation with the SPCA has been carried out and are in agreement.

#### 2. Events Directorate Support

The Councils' City Events Team has no connection with, or objection to this event.

#### 3. Proposal Notice and Consultation

The public notice advertising that the Council is proposing to consider this closure was published in the following newspaper:

- Dominion Post Saturday 13 December 2014

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 Stephen Hart Programme Manager Transport Network Development, 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 publicly notify the event via letter drop, local newspaper advertisement, advanced signage and media releases.
- The event organiser is to ensure that the emergency services (Police, Fire and Ambulance Services) have been consulted with and that the Traffic Management Plan includes all of their specific requirements.
- Additional signage is to be provided at Constable St and information is to be provided to advise motorists to use an alternate route via Hawker St to the Lookout.
- Safe vehicle turning areas are to be provided for motorists where the roads and intersections are closed to public access.

Signed  .....


Stephen Hart  
Programme Manager Transport Network Development

**6. Attachments**

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By:  .....

Maria Taumaa  
Street Activities Coordinator

Endorsed By:  .....

Warrick Dent  
Manager City Events



## Proposal to Close Roads

The Regulatory Processes Committee will meet on 12 February 2015 to consider the following temporary road closures for events:

### **Monster Slide New Zealand Sunday 15 February 2015, 3am - midnight**

Taranaki Street between Hankey Street and Webb Street.

### **Wellington Night Market Saturdays only, 28 February - 27 June 2015**

Manners Street, from Taranaki Street to Cuba Street, will be closed from 2-11pm with the exceptions of buses.

### **Wellington Car Club 22 March 2015**

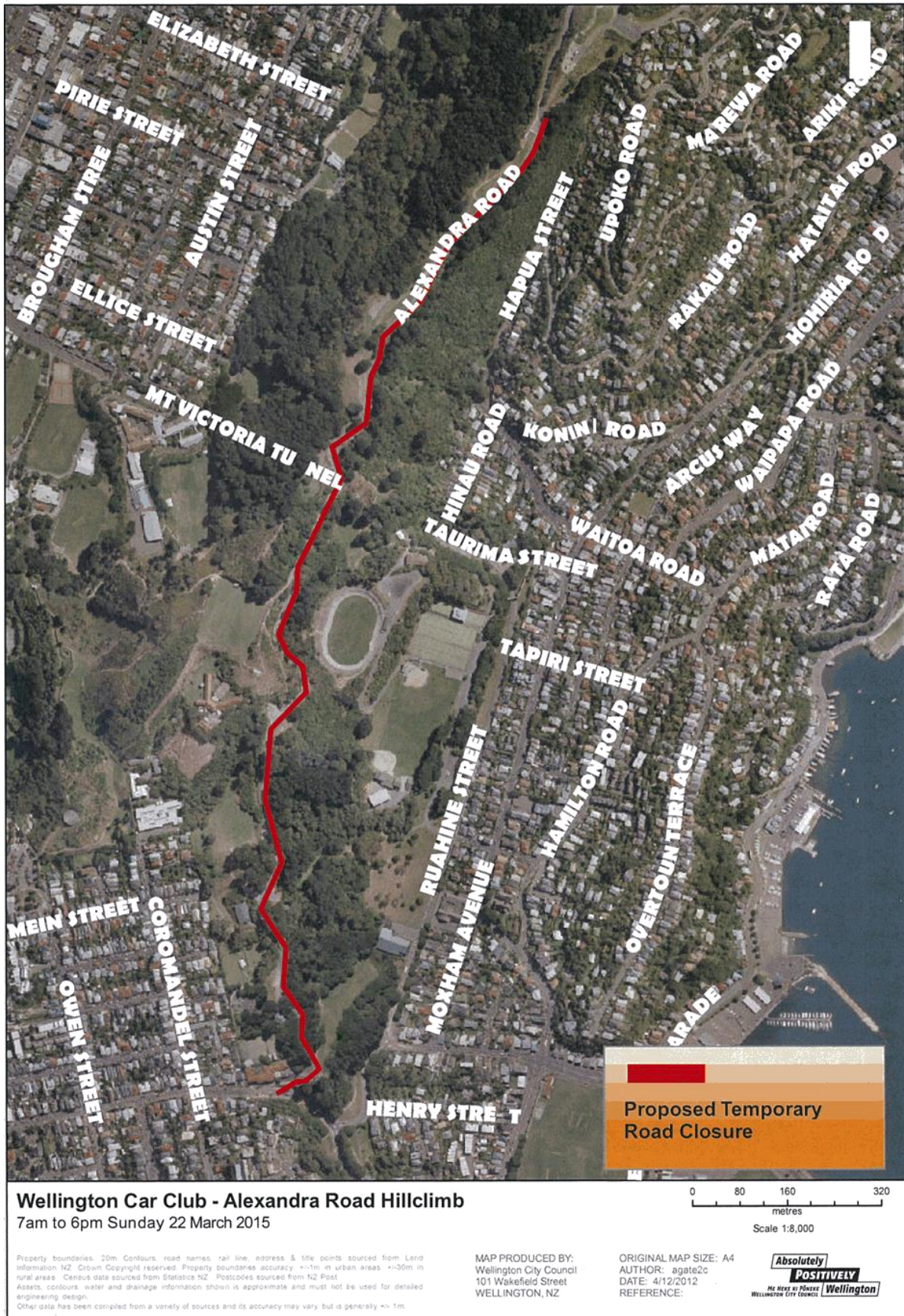
Alexandra Road will be closed from Constable Street to Lookout Road, 7am-6pm.

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 31 December 2014. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email [maria.taumaa@wcc.govt.nz](mailto:maria.taumaa@wcc.govt.nz)

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## PROPOSED TEMPORARY ROAD CLOSURE - IMPACT REPORT

### WELLINGTON NIGHT MARKET 21 JANUARY 2015 TO 30 JUNE 2015 SATURDAY'S ONLY

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#### 1. Description of Event

The Coolest Street in Wellington, in the Coolest Capital of the World.

The Wellington Night Market in Left Bank has been running for over two years now. It has gained huge popularity in the Wellington night scene because of the variety of free live entertainment, the large diversity of different food provided, the lively and unique atmosphere created, and above all a place for everyone both locally and internationally to enjoy.

On the 31st of January 2015, they are looking to extend the Wellington Night Markets success to a Saturday night, located on Lower Cuba Street. The goal is to transform and to make Lower Cuba Street Night Market the coolest and liveliest street in Wellington on a Saturday Night. Full of free exciting live entertainment, a larger variety of amazing food, a place to find affordable and fashionable goods, an even more energetic atmosphere, with dazzling vibrancy, lanterns, lights and crowds of energetic people.

A place where people can come every week, to find something new, to try something different to eat, to shop, to play and to enjoy.

Included is the information sent to the Retailers and Residents in the area and feedback. Generally businesses and residents support the introduction of a night market.

The proposed road closure is for Manners Street (between Taranaki Street and Cuba Street), on Saturday 21st January 2015 to 30 June 2015 from 2pm to 11pm including set up and break down.

Road closure notification boards will be placed at each end of the closure at least one week prior to the event.

Residents and local businesses will receive two letter drops (one letter in December 2014 and one in January 2015) advising them of the event and the road closure.

The event will be managed by a qualified temporary traffic management company. Pedestrian access will not be restricted and emergency services will have immediate access to the area if required.

#### 2. Events Directorate Support

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

#### 3. Proposal Notice and Consultation

Dominion Post on Saturday 13 December 2014

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 Stephen Harte Programme Manager Transport Network Development, acting as the Council's Traffic Engineer, the proposed closure, if implemented according to the plans provided, is not likely to impede traffic unreasonably subject to the conditions stated 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 Temporary Road Closures Subcommittee may be revoked and the event organiser may be required to re-open the road at the direction of a suitably qualified Council officer in charge of traffic.

##### Conditions:

The road closures will start at 2pm and finish at 11pm each Saturday.

The event organiser is to obtain Council approval on the details of a traffic management plan prior to the event.

- The detour route is to be clearly signed during road closures.

No vehicular traffic will be allowed within the road closure area, except for marshalled stallholders travelling at no more than walking speed (3km/h), to ensure public safety is not compromised.

The event organiser will publicise the event via media releases, letter drops and advanced signage to notify the public of the road closures.

The event organiser is responsible for the ongoing maintenance of the temporary traffic management plan during the road closures.

The event organiser is to ensure only buses will enter Manners St during the road closure timeframe.

The event organiser is responsible for maintaining public safety within the road closure area.

The event organiser is to consult and gain approval from the emergency services on the road closure and provide access for emergency vehicles.

Signed .....  .....

Stephen Harte  
Programme Manager Transport Network Development

**6. Attachments**

- Map of proposed closure
- Copy of proposal notice from the newspaper

Prepared By:  .....  
Maria Taumaa  
Street Activities Coordinator

Endorsed By:  .....  
Warrick Dent  
Manager City Events



## Proposal to Close Roads

The Regulatory Processes Committee will meet on 12 February 2015 to consider the following temporary road closures for events:

### **Monster Slide New Zealand Sunday 15 February 2015, 3am - midnight**

Taranaki Street between Hankey Street and Webb Street.

### **Wellington Night Market Saturdays only, 28 February - 27 June 2015**

Manners Street, from Taranaki Street to Cuba Street, will be closed from 2-11pm with the exceptions of buses.

### **Wellington Car Club 22 March 2015**

Alexandra Road will be closed from Constable Street to Lookout Road, 7am-6pm.

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, 31 December 2014. Please send correspondence to Maria Taumaa, at mailing address below, by fax to 801 3009 or by email [maria.taumaa@wcc.govt.nz](mailto:maria.taumaa@wcc.govt.nz)

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**Item 2.1 Attachment 6**



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## PROPOSED ROAD STOPPING - LAND ADJACENT TO 105 JUBILEE ROAD, KHANDALLAH

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### Purpose

1. The purpose of this report is to recommend that the Council stops a section of unformed legal road; being part of Jubilee Road, Khandallah (refer Attachments 1 and 2).

### Summary

2. The owners of 105 Jubilee Road, Khandallah, currently have an encroachment licence for a carpad on legal road in front of their property. Additionally, the owners have a pedestrian accessway from the carpad to their dwelling.
3. In order to gain greater control over the area, the owners have made an application to purchase approximately 95m<sup>2</sup> of unformed legal road, situated immediately in front of their property on Jubilee Road (refer Attachment 2). Due to infrastructure requirements, this will not incorporate the carpad, which will remain on an encroachment licence for the time being.
4. The Council needs to determine if the land is surplus to requirement (for a public work) before considering disposal.
5. The Council's internal business units, and external utility providers, have been consulted and all support the proposal subject to standard conditions.
6. Immediately-adjacent neighbours of the proposed road stopping area have been consulted and, at time of writing, none have expressed concerns.
7. If the Council agrees to initiate the road stopping then these neighbours, along with the wider public, will have the opportunity to make a formal submission.

### Recommendations

That the Regulatory Processes Committee:

1. Receives the information.
2. Recommends to the Council that it:
  - a. Agrees that approximately 95m<sup>2</sup> of unformed legal road land on Jubilee Road, Khandallah (the **Land**), adjoining 105 Jubilee Road, Khandallah (being Lot 2 DP 10359, CFR WN523/85) is not required for a public work.
  - b. Authorises Council officers to initiate the road stopping process for the Land in accordance with Section 342 and the Tenth Schedule of the Local Government Act 1974 (**LGA**).
  - c. Authorises Council officers to undertake a section 40 Public Works Act 1981 (**PWA**) report to identify whether the Land must be offered back to its former owner or their successors, or whether exemptions from offer back apply.
  - d. Delegates to the Chief Executive Officer the power to either offer the Land back to its former owner(s) or their successor(s), or to approve the exercise of exemptions from offer back under section 40(2), 40(3), or 40(4) PWA (if appropriate).

- e. Delegates to the Chief Executive Officer the power to formally approve the road stopping, issue all relevant public notices, declare the Land stopped, negotiate the terms of sale or exchange, impose any reasonable covenants, enter into an agreement in respect of the Land, and conclude all matters in relation to this transaction.
3. Notes that if objections are received to the road stopping and the applicant wishes to continue with the road stopping, a further report will be presented to the Committee for consideration.

## **Background**

8. In October 2014 the Council received an application from the owner of 105 Jubilee Road, Richard Barrington, seeking to stop and purchase 95m<sup>2</sup> of unformed legal road abutting his property.
9. The Land consists of ground predominantly covered in grass, with some larger established trees and vegetation in the northwest corner. A zig-zag concrete path, bounded by wooden and stone retaining walls, also bisects the site.

## **Discussion**

10. Road Stopping is provided for under Sections 319(1)(h) and 342(1)(a) of the LGA.
11. The Council, under section 40 of the PWA, 'shall endeavour' to dispose of any land not required for the public work for which it was taken, and which is not required for any other public work.
12. The Transport Team has confirmed the land is not required for road or access purposes. No other relevant business units of the Council seek to retain the land. The section 40 PWA report will, otherwise, determine whether an offer back obligation exists.

## **Options**

13. The alternative to undertaking the road stopping is to retain the status quo; the Land will remain in its current condition (unformed legal road). If the road stopping did not proceed I would recommend that an encroachment licence be applied and granted for the portion of land that 105 Jubilee Road currently informally occupies.

## **Next Actions**

14. Initiate the public notification process.
15. Conclude a section 40 PWA investigation.
16. Prepare a survey legalisation plan and Sale and Purchase agreement, for the Land.

## **Attachments**

- Attachment 1. 105 Jubilee Road Location Plan Page 43  
Attachment 2. 105 Jubilee Road Aerial Plan Page 44

Author	Brett Smith, Property Advisor
Authoriser	Greg Orchard, Chief Operating Officer



## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

#### *Community*

In November 2014 letters were sent to the 5 immediately-adjacent neighbours of the Jubilee Road road stopping site. At time of writing no comments were received in return from these parties.

#### *Council Business Units*

Wellington Water:	No objection to road stopping, or conditions requested.
Parks, Sport & Recreation:	No objection to road stopping, or conditions requested.
District Plan Policy:	No objection to road stopping, or conditions requested.
Planning:	No objection to road stopping. Recommend amalgamation condition be imposed, and that consultation be undertaken with neighbouring properties due to changes in development potential arising from the change in road width.
Transport:	No objection to road stopping, or conditions requested.
Vehicle Access:	No objection to road stopping, or conditions requested.

#### *Utility Providers*

Telecom (c/- Downer):	No objection to road stopping, or conditions requested.
Vodafone:	No objection to road stopping, or conditions requested.
Powerco Ltd (gas):	No objection to road stopping, or conditions requested.
NovaEnergy:	No objection to road stopping, or conditions requested.
Wellington Electricity Ltd:	Noted that overhead and underground electricity lines are located close to, but outside of, road stopping area. No objection provided that: <ol style="list-style-type: none"><li>1. All activities near the lines must be carried out in accordance with the NZ Electrical Code of Practice for Electrical Safety Distances (NZECP 34:2001)</li><li>2. Northpower are contacted to obtain plans of the lines.</li><li>3. Any relocation of the lines will be at applicant's expense; contact Northpower to arrange.</li><li>4. If any Wellington Electricity lines are to be located on private land, an easement must be granted to Wellington Electricity.</li><li>5. No buildings, fences, or structures to be placed on top of the electricity lines.</li><li>6. If any underground electricity cables are noticed or an electricity outage is caused, construction must be halted immediately and Wellington Electricity contacted.</li></ol>

### **Treaty of Waitangi considerations**

Iwi groups have not been consulted. The land is not located in a Māori Precinct, or other area identified as significant to Māori. The land is not being disposed of on the open market, and will not become a standalone allotment (amalgamation is proposed).

### **Financial implications**

There are no financial considerations related to this recommendation. Any costs associated with the disposal of the Land are borne by the applicant.

In August 2011 a new cost sharing incentive for road stoppings was approved by the Council. The rebate amount will be determined at the end of the road stopping process, when all of the costs are known.

**Policy and legislative implications**

The recommendations of this report are consistent with policies of the Council; the road stopping is also being undertaken in accordance with legislative requirements.

This is not a significant decision. This report sets out the Council's options under the relevant legislation and under the Council's 2011 Road Encroachment and Sale Policy.

This proposed road stopping has no significant impact on the Long Term Plan

**Risks / legal**

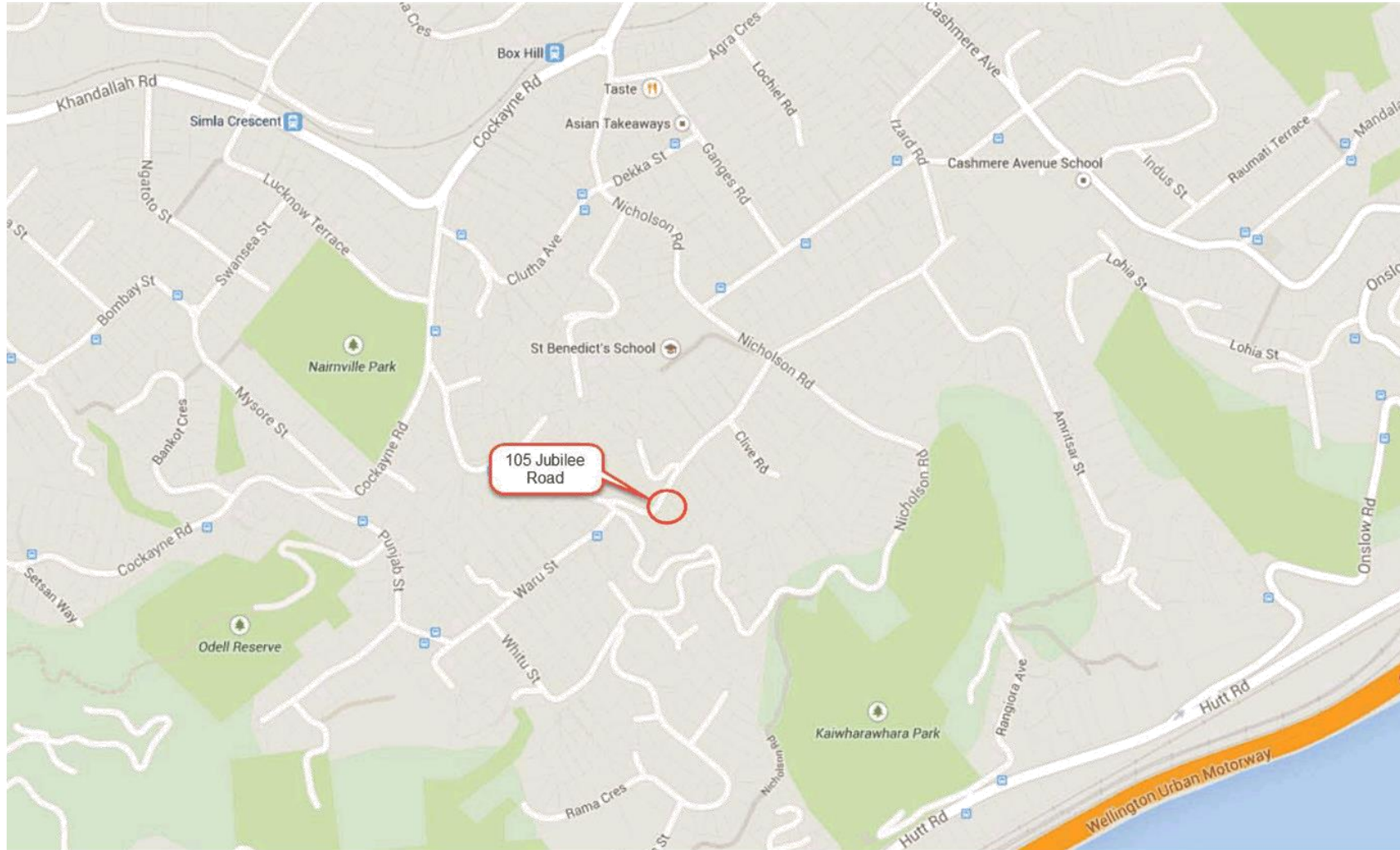
The road stopping process is consistent with legislative, and the Council's, requirements. Any legal agreement, or action in the Environment Court, will be overseen by the Council's lawyers.

**Climate Change impact and considerations**

There are no climate change implications for this road stopping.

**Communications Plan**

Public consultation in accordance with the Tenth Schedule of the LGA will be carried out later in the road stopping process.





Item 2.2 Attachment 2

