

**ORDINARY MEETING**

**OF**

**REGULATORY PROCESSES COMMITTEE**

**AGENDA**

**Time:** 1.30pm  
**Date:** Tuesday, 6 November 2018  
**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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**TABLE OF CONTENTS**  
**6 NOVEMBER 2018**

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<b>Business</b>	<b>Page No.</b>
<b>1. Meeting Conduct</b>	<b>5</b>
<b>1.1 Apologies</b>	<b>5</b>
<b>1.2 Conflict of Interest Declarations</b>	<b>5</b>
<b>1.3 Confirmation of Minutes</b>	<b>5</b>
<b>1.4 Items not on the Agenda</b>	<b>5</b>
<b>1.5 Public Participation</b>	<b>5</b>
<b>2. General Business</b>	<b>7</b>
<b>2.1 Road Closure: Armistice Day</b>	<b>7</b>



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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 Confirmation of Minutes**

The minutes of the meeting held on 10 October 2018 will be put to the Regulatory Processes Committee for confirmation.

### **1.4 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.

### **1.5 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 CLOSURE: ARMISTICE DAY**

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#### **Purpose**

1. This report asks the Regulatory Processes Committee to approve the temporary Closure of roads to enable an event to take place.

#### **Summary**

2. An application has been made to temporarily close roads for Armistice Day on Sunday, 11 November 2018.
3. Under Schedule 10 of the Local Government Act 1974, the Council is required to approve these closures before the event can take place. Authority to grant these approvals is delegated to the Regulatory Processes Committee.

#### **Recommendation/s**

That the Regulatory Processes Committee:

1. Receives the information.  

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.
2. Agrees to close the following roads and sections of the roads for the Armistice Day on Sunday, 11 November 2018 from 8.00am to 1.00pm to vehicles and cycles only, subject to the conditions listed in the proposed Temporary Road Closures Impact Report:
  - Tory Street (Haining Street to Tasman Street)
  - Tasman Street (Rugby Street to Haining Street)
  - Martin Square (51 Martin Square to Pukehau Park)

#### **Background**

4. 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.
5. The authority to approve requests for road closures is made under Schedule 10, clause 11(e), of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965. This authority is delegated to the Regulatory Processes Committee.
6. 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 through posts 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 to modify any plans in response to public submissions and prepares 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 communication 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

7. The Armistice Day organisers have requested the closure of the following roads to vehicle traffic and cyclists to safely facilitate Armistice Day Remembrance:
- Tory Street (Haining Street to Tasman Street)
  - Tasman Street (Rugby Street to Haining Street)
  - Martin Square (51 Martin Square to Pukehau Park).

## Public Notification, Consultation and Engagement

8. Members of the public have been advised of the road closure and informed of their right to object.
9. A public notice advising that the Council is proposing to consider this closure was published in The Dominion Post newspaper on 20 October 2018, also posted on Social Media via:
- Facebook
  - Twitter
  - Neighbourly
10. Event organiser will contact residents' associations if applicable, community groups and local retailers and advise them of the intention to close the road.
11. Event organisers will also consult 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. Roothing Communications, WREDA.
12. 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**

13. No objections have been received

### **Impact Assessment**

14. A temporary traffic management plan will be prepared by a Council approved traffic management company for approval by Council prior to the event.
15. Any objections as a result of the road closure will be dealt with before the event.
16. The proposed closure (when implemented according to the approved temporary traffic management plan) is considered unlikely to unreasonably impede traffic. A detailed impact report is attached, including conditions place on the event organiser.

### **Options**

17. N/A

### **Next Actions**

18. If the proposed road closures are approved, the event organisers will issue further public notices advising affected parties 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. Armistice Day 1 - Map [↓](#)  Page 11
- Attachment 2. Armistice Day 2 - Impact Report [↓](#)  Page 11

Author	Maria Taumaa, Street Activities Coordinator
Authoriser	Stephen Harte, Implementation Manager, Network Improvements David Chick, Chief City Planner

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## SUPPORTING INFORMATION

### Engagement and Consultation

Council's intention to consider the proposed temporary road closures was notified through an advertisement in the Dominion Post and posted on Council's social media channels. This advertisement invited the public to make submissions on the proposed road closures.

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.

### 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 closures with regard to the expected impact on traffic. This information is part of the impact report.

### Risks / legal

None

### Climate Change impact and considerations

None

### Communications Plan

Resident and businesses 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.

Affected stakeholders will be notified of any approved road closures by letter drop, social media, advertising and site signage.

### Health and Safety Impact considered

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.

**REGULATORY PROCESSES COMMITTEE**

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

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**PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT**

***ARMISTICE CENTENARY***  
***SUNDAY 11 NOVEMBER 2018 8.00AM TO 1.00PM***

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**Description of Event**

At 11am on 11 November this year, Aotearoa, New Zealand will mark the centenary of the Armistice that ended the First World War in 1918. On that day 100 years ago, after four years of brutal conflict, war finally gave way to peace.

The First World War had taken a huge toll on New Zealand. Around 100,000 New Zealanders – or ten percent of the population at the time – served overseas during the war, and over 18,000 lost their lives. The Armistice centenary gives us the opportunity to acknowledge the loss and trauma of the First World War, as well as reflect on peace and hope at the centenary of its closure.

**The proposed road closures are: Sunday 11 November 2018**

- Tory Street (Haining Street to Tasman Street)
- Tasman Street (Rugby Street to Tory Street)
- Martin Square (51 to Pukehau Park)

The above road closures are required to accommodate the guest and activities at Pukehau Park. Road closure notifications boards will be placed at each end of the closure at least 10 working days prior to the event. Residents and retailers will receive a letter advising them of the event, and the associated road closures and parking restrictions.

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 these closures, published in the

Dominion Post Saturday on 20 October 2018 and posted on social media via:

- Facebook
- Twitter
- Neighbourly

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 Implementation Manager, Network Improvements, 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 road closure is to be in place 8.00am to 1.00pm
- The event organiser is to notify the public via newspaper advertisement, letter drop, advanced signage and 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 work with the public transport operations to provide alternative public Transport routes and bus stops if required.
- The event organiser is to ensure that the emergency services (Police, Fire, Ambulance Services) have been consulted with and that the Traffic Management Plan includes all of their specific requirements.
- Information signage must be installed 10 working days before the event.
- The event organiser 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 organiser will manage all Health and Safety risks associated with the event.

Signed .....  
Stephen Harte  
Implementation Manager, Network Improvements

6. Attachments

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

Prepared By:   
Maria Taumaa  
Street Activities Coordinator

*Dominion Post, Wednesday 17 October 2018, p. 38*

## **Dog Control Annual Report**

Wellington City Council's Annual report on dog control activities for the period 1 July 2017 to 30 June 2018 is now available online at [wellington.govt.nz/dogcontrol](http://wellington.govt.nz/dogcontrol)

## **Proposal to Close Roads**

The Proposed Road Closure will be taken to the next available Committee available to consider the following temporary road closures for events.

### **Armistice Day 2018**

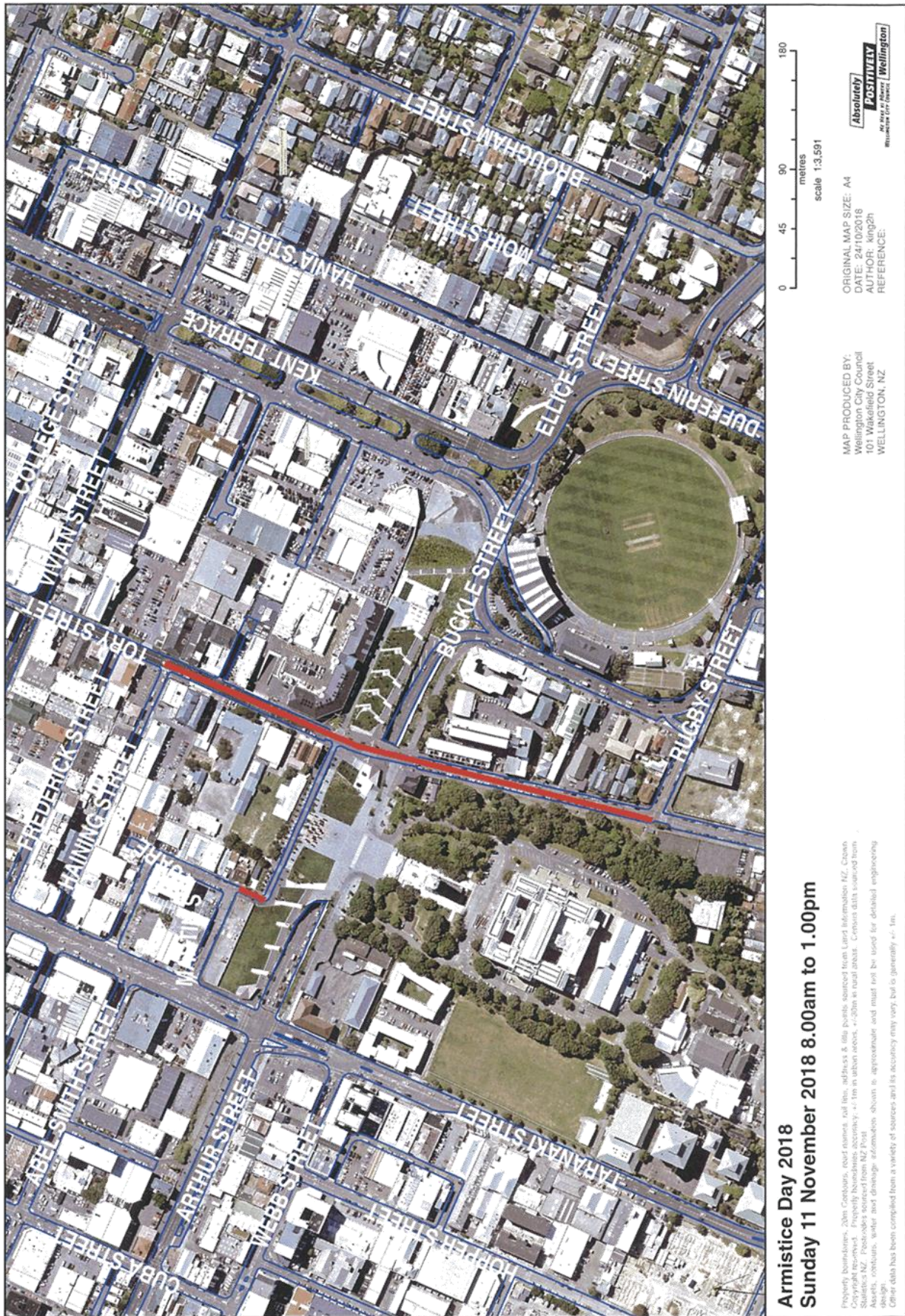
**Sunday 11 November 2018 8.00am to 1.00pm**

Tory Street (Haining Street to Tasman Street)  
Tasman Street (Rugby Street to Haining Street)  
Martin Square (51 to Pukehau Park)  
Parking Restrictions Tasman and Tory Street

Any person objecting to a proposed road closure must contact the City Council in writing before 4pm, Friday 26 October 2018. 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  
101 Wakefield Street  
PO Box 2199, Wellington 6140  
[Wellington.govt.nz](http://Wellington.govt.nz)

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**Armistice Day 2018**  
**Sunday 11 November 2018 8.00am to 1.00pm**