

SM012 State Highway Control Manual

Part 7 – Consolidated Emergencies, Events, Closures Sections

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Temporary Closure of State Highways

Purpose	<p>State highways can be temporarily closed in the following situations:</p> <ul style="list-style-type: none">A. EmergenciesB. Roadworks.C. Planned events such as parades, sporting events etc.
Responsibility	<p>Closures can only be authorised by the Board, Managers System Management, NZ Police and Fire Services as detailed below.</p>
NZTA road closure policy	<p>In order to comply with its statutory obligations, NZTA should for road closures for which it has responsibility:</p> <ul style="list-style-type: none">A. Place road information signs near the "beginning" of a highway;B. Place a wooden barricade across one half of the highway and an RG-16 "Road Closed" sign at the actual point of road closure;C. Place "intermediate" warning signs before the actual barricade to warn motorists of where the road is actually closed.
Emergencies	<p>Managers, System Management may close sections of State highway temporarily under the GRP Act s61(4)(i) when considered necessary in emergency situations. NZ Police and Fire Services may close sections of State highway temporarily where considered necessary under the LG Act s342 (as empowered by s113 of the Land Transport Act 1988) and the Fire and Emergency NZ Act 2017 s44 respectively.</p>
Roadworks	<p>Managers, System Management may temporarily close State highways for roadworks under the GRP Act s61(4)(e), s61(4)(h) and s61(4)(i).</p>
Planned Events	<p>NZTA may consent to planned events not requiring closure of any part of a State highway, subject to all road rules being obeyed. NZTA reserves the right to decide that an event poses a risk to road users and should, therefore, not proceed without the partial closure of a section of State highway.</p> <p>Applications for such events must include:</p> <ul style="list-style-type: none">• a covering letter describing the event and what section of State highway is to be used, with some details describing what the purpose of the event is, the history of the event etc.• a written and visual (street/road map) description of the course to be followed.• proof of liaison with and support of relevant stakeholders and parties affected by event. This is important since NZTA will not provide approval for an event on the State highway if the local Authority has not provided its approval.• clearly show how traffic, participants and spectators will be managed on the day. This is done by means of a traffic management plan (TMP) which needs to be compliant with NZTA's Code of Practice for Temporary Traffic Management (COPTTM). Approval of the TMP is to be given by a suitably qualified person and communicated to the event organiser(s). <p>Applications for events spanning a number of NZTA regions may be made to the NZTA Wellington Office.</p>

NZTA's approval must be obtained for any event requiring temporary closure of any part of a State highway. Page 8 shows who has the delegated power to close State highways, as well as the approval criteria to be used for different groupings of State highways.

Partial closure of a State highway will require NZTA's approval in accordance with s51 of the GRP Act, including the setting of conditions.

Full closure of a State highway will require the procedures contained in the Transport (Vehicular Traffic Road Closure) Regulations 1965 to be followed.

Recording of closures

A schedule of all significant emergency or roadwork closures and all closures under the provision of Transport (Vehicular Traffic Road Closure) Regulations 1965 shall be kept by the Manager System Management for information.

Reporting to NZTA National Office

Temporary closures of greater than two hours duration shall be reported to NZTA national office except where shown in the Table 1 below.

Guidelines for advice to NZTA Wellington Office on State Highway Closures in Emergencies

Expected Duration of Closure	Advice to Wellington Office Required			
	Two or More Strategic* Highways in Local Area Closed (incl M/Ways)	One Strategic Highway Closed (incl M/Ways)	A Non-Strategic Highway Closed	Urban Motorways Excessive Delays (3)
> 24 hours	Yes(2)	Yes(2)	Yes(2)	Yes(2)
> 12 hours	Yes(2)	Yes(2)	Yes(2)	Yes(2)
> 6 hours	Yes(2)	Yes(2)	Yes(1)	Yes(2)
> 2 hours	Yes(2)	Yes(1)	No	Yes(1)

Table 1: Guidelines for Advising National Office

Advice notes to accompany Table 1:

1. Advice to Wellington Office is required during office hours only.
2. Advice is required to the Senior Manager System Management, during office hours and after hours till 10:00 pm. Closures after 10:00 pm to be advised after 7:00 am the following day. Wellington Office will notify the Chief Executive of these closures.
3. When a traffic queue is approximately 10km longer than normal.

**strategic* in this context can be taken to describe the routes that any large populated region/s relies on for access to and from points outside that region.

NZTA Systems for Public Advice on Temporary Closures

Overview

NZTA operates the TREIS information system making closure information available on the website, email notifications, feeds that developers are able to develop value added services and also via a public 0800 number (0800 44 44 49).

Ideally the event should be entered into TREIS directly, if technology and access doesn't allow events can be entered/updated by the TREIS Call Centre on behalf of an NZTA representative via a **priority phone number (04) 495 0660**.

NZTA's Role

Good advice from network managers on significant closures is the key to the system working effectively. TREIS Business Rules have been developed to ensure a consistent reporting procedure and are included on pages 14 to 19 below.

Information to be provided

The essential information to be provided is:

Information	Explanation
A. Location	Including SH No. and distance from nearest well-known centre.
B. Nature of restriction	Closure or delay to traffic.
C. Reason for emergency closure or delay	Flooding, ice, snow, slips etc., or cessation of delays.
D. Duration	Expected reopening of SH or cessation of delays.
E. Detours available	Brief description and quality of route(s) involved.
F. Other useful information	Whether care is required, or chains are necessary, or chains are mandatory, and so on.

Table 2: Information Required for Public Advice

Information on quality of routes

Information on the quality of routes, including estimated travel times, is available to the public from the website, but is not available on this 0800 number.

Frequency of reporting

For planned work activities involving temporary road closures a weekly report will be sufficient.

For unplanned or emergency closures an instant response is required.

Reporting procedures

Reporting procedures for emergency closures of State Highways are shown in the TREIS Business Rules on pages 14 to 19 below.

Temporary Closure of State Highway for Planned Events

In this Section

This section contains the closure table referred to in the section on “Planned Events” on page 2 above. The chart shows the delegated power to close different types of State highway and the criteria, which must be met before approval can be given to close the highway.

PLANNED EVENTS ON STATE HIGHWAYS						
SH Group	Location	Closure Type	Approval Delegations	Approval Criteria	Time and Duration Constraint	Covering Legislation
I Auckland Harbour Bridge	Auckland City	2	SMSM	Refer attached pg. 1.1c.4	Refer pg. 1.c.4	s61 GRP Act 1989
II Metropolitan Motorways	Auckland	1	SMSM	A,B,C,D,F	Off Peak, 1 hour max	s61 GRP Act 1989
	Wellington	2	SMSM	D,E,F,G	Off Peak, 2 hours max	s61 GRP Act 1989
	Ch Southern Dn Southern					
Caversham Bypass (Festival of Speed)	1	SMSM	A,B,C,D,E,F,G,H	6:00 am - 6:00 pm Sunday	s61 GRP Act 1989	
III Rural Motorways	Dn Northern	1	SMSM	A,B,C,D,F	Off Peak, 12 hours max	s61 GRP Act 1989
	Ch Northern Lyttelton Tunnel (SH76)	2	MSM	D,E,F,G	Off Peak, 12 hours max	s61 GRP Act 1989
IV SH under Delegation to TLA	No delegations currently in place	1	TLA	A,B,D,F,G,H	Off Peak, 12 hours max	s342 Local Government Act 1974
		2	TLA	D,E,F,G,H	Off Peak, 12 hours max	s61 GRP Act 1989
V State Highways	All Others	1	SMSM	A,B,C,D,F	Off Peak, 12 hours max	s61 GRP Act 1989
		2	MSM	D,E,F,G	Off Peak, 12 hours max	s61 GRP Act 1989

Table 3: Criteria for Closures for Planned Events

TABLE INTERPRETATION

CLOSURE TYPE

- 1 = Full Closure
- 2 = Partial lane closure for events

SYMBOLS

- = Alternative closure mechanism to be used only when provision of the Transport (Vehicular Traffic Road Closure) Regulations 1965 cannot be met.
- = Requirements include public liability insurance.

Note

For State highway groups III, IV, V, duration of event is at discretion of MSM but where the event spans more than one NZTA region, the respective MSMs are to agree on the duration

DELEGATIONS

Senior Manager, System Management is delegated to give approvals for full closures to be processed under the Transport (Vehicular Traffic Road Closure) Regulations 1965. The back-up is the Senior Manager, System Design. The Senior Manager, System Design approves notices and notifies closures. Either Senior Manager may approve the response to objections.

APPROVAL CRITERIA

- A = Agreement of TLA, Police, Local AA, local branch of Road Transport Association
- B = Suitable alternative route available and sign posted
- C = Compliance with Transport Regulations (Vehicular Traffic Road Closure) 1965 is required. Including public liability insurance.
- D = Event must be of regional significance
- E = The promoter shall indemnify NZTA against any claim whatsoever arising from the event and evidence of a satisfactory indemnity from an established financial institution shall be made available for scrutiny by NZTA not less than two weeks before the event
- F = The promoter must advise NZ Police of the event and abide by any conditions set by Police.
- G = Local advertising of the impact of the event on the State highway is required at least one week before the event. NZTA may request a second advertisement 24 hours before the event.
- H = TLA must provide details of the closure to the RM

Conditions for Use of Auckland Harbour Bridge for Special Events

The use of Auckland Harbour Bridge (AHB) for special events is limited to those which satisfy all of the following criteria:

1. the event is either a special occasion of significant international interest, i.e. Commonwealth Games, World championships etc. or an event of international, national or substantial regional significance;
2. the event has the support of the Auckland Council;
3. the application for use of the bridge for the event is accompanied by a written commitment from a manager/promoter to accept and abide by the conditions for the conduct of special events attached as Appendix IV to this submission;
4. where the promoter has staged an event previously, there shall be a history of compliance with the NZTA's conditions for use of the Auckland Harbour Bridge including satisfactory clearance of any outstanding debts and no record of accidents or incidents of concern to the NZTA;
5. the event is limited to registered participants and officials and no more than 4000 persons;
6. the use of the AHB shall be between 6am and 9am on a weekend and at a time of year acceptable to NZTA. Timing shall ensure that the bridge is fully operational for traffic by 9am;
7. the organiser is to provide a detailed plan and programme for the event;
8. the organiser shall provide adequate staff to control the event while it is on the AHB and adjacent motorway;
9. only the length of motorway between the Curran St on-ramp (immediately on the city side of the bridge) and the Onewa Rd off-ramp (the first on/off interchange on the north shore) shall be used and sufficient lanes of motorway shall remain open to facilitate the free flow of traffic likely to use the motorway during the staging of the event;
10. all costs associated with the planning, design checks, advertising, signage, traffic control and lane closures shall be met by the organiser. A cash bond equivalent to 50% of the estimated cost for use of the AHB shall be required 4 weeks before the event;
11. the organiser shall have in place a contingency plan acceptable to the NZ Police and NZTA;
12. the organiser is to note that the Motorways Branch of the NZ Police must be consulted in relation to approval of the event and the proposed traffic control;
13. the organiser shall indemnify NZTA against any claim whatsoever arising from the event and evidence of a satisfactory indemnity from an established financial institution shall be available for scrutiny by NZTA not less than two weeks before the event.
14. the full conditions of the closure shall be set by NZTA and observed by the organiser and participants.

Other Statutory Controls

Purpose

Situations often arise where action is required to meet an immediate situation. Provision is made in various regulations for prompt action to be initiated without the need for a bylaw or more formal control measures.

Temporary traffic control

The requirements for temporary traffic control and temporary speed limits are contained in the NZTA manual “Code of Practice for Temporary Traffic Management”.

Emergency prohibition of heavy motor vehicles

Managers, System Management are authorised to prohibit heavy motor vehicles from using State highways in terms of regulation 10(4) of the HMV Regulation 1974.

This power must be used sparingly and only to prevent extraordinary damage to the highway, as a result of an emergency resulting from climatic conditions or other unusual circumstances, as referred to in regulation 10(5) of the HMV Regulations 1974.

All cases where this regulation is invoked are to be reported to the Board for information.

TREIS Business Rules

Business Rules for TREIS (Transit Road Event Information)

Purpose

G. Ensure the delivery of accurate, timely and relevant information to enable:

- The road user to have knowledge about the current condition of the State Highway in the areas relating to their intended travel
- The manner in which the information is delivered builds confidence in the usefulness of the information and its supplier(s)

H. Ensure national consistency of information being entered into TREIS (Transit Road Event Information System)

Business Rules

NZTA road condition information **should be reported as Official** when;

- The highway is expected to be closed, continuously, for 20 minutes or more, regardless of whether or not there is a detour in place
- The road event has resulted, or will likely result, in serious injury or death regardless of whether or not traffic flow is affected
- One or more lanes of an urban motorway or expressway are expected to be closed, or blocked, continuously for 20 minutes or more
- Road conditions are likely to be hazardous to motorists (for example, a diesel spill, significant snow or ice)
- A highway is restricted to a particular type/class of vehicle for 20 minutes or more, or a 'Chains Essential' warning is in place
- The road event is likely to cause delays exceeding 20 minutes or more
- NZTA road condition information **should not be reported as Official** when;
- A rural highway is restricted to a single lane and delays are not expected to exceed 20 minutes

The simple rule is: 'would a customer choose to change their travel plans if they knew about this event?' If the answer is 'yes', then it is very likely that the Event should be reported as Official.

TREIS (Transit Road Event Information System)

I. Unofficial incidents/events are entered into TREIS via the Transit Call Centre who receives calls from the police and public.

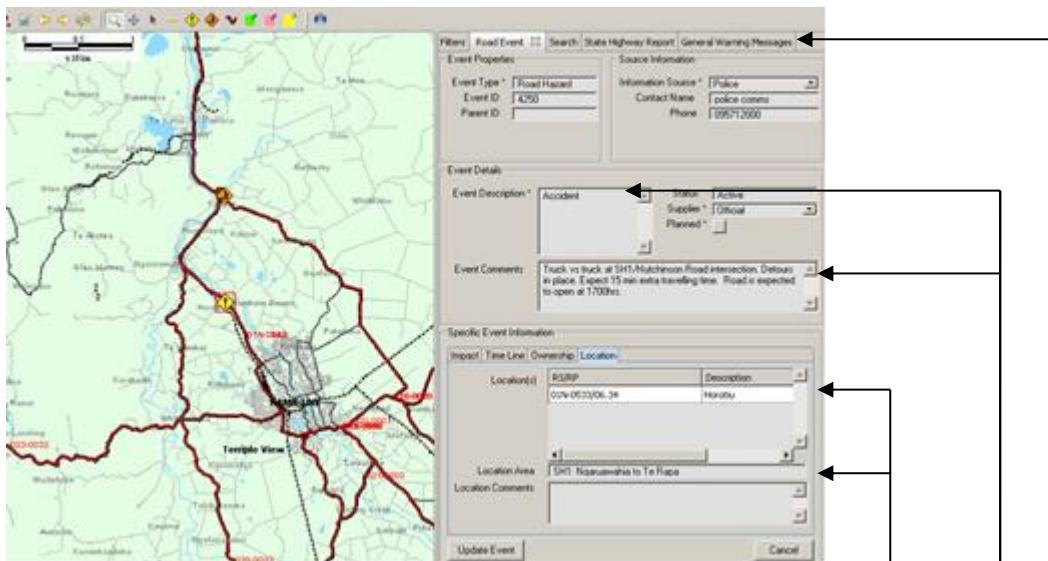
- Unofficial incident/event information is not provided to the public via any channels
- Unofficial incident/event information should be either;
 - i. updated to 'official' if it applies to the Business Rules,
 - ii. closed/deleted if not applicable or scheduled for future work
- If the incident/event is updated from 'unofficial' to 'official' ensure the data entered in the fields visible on 'Highway Info' webpage contains appropriate language (see page 5 for details).

J. Official incidents/events can be entered into TREIS:

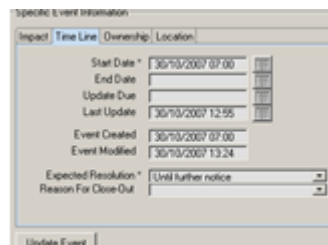
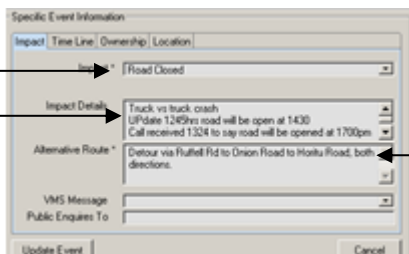
- directly by contractor/consultant
- ringing Transit Call Centre 0800 44 44 49 '5' (note that '5' is a ghost number that must be entered once the exchange has recognised the number)

K. NZTA's 'Highway Info' webpage automatically publishes official incidents/events from TREIS.

- <http://www.nzta.govt.nz/traffic/current-conditions/highway-info/index.html>
- important fields that are published to the public from TREIS are:



- Location Area/Location Description
- Impact
- Event Description/Comments
- Alternative/Detour Route
- Expected Duration
- General Warnings



Note:

1. If you wish to enter additional information in a comments field to keep track of the history and who was involved, reference number etc. please enter in 'Impact Details'. This will ensure it is **NOT** published and hence available to the public.
2. To administer a '**General Warning Message**' ring **Joint Traffic Operations Centre 09 481 0227 (24/7)**

Highway Info reports – NZTA webpage

<http://www.nzta.govt.nz/traffic/current-conditions/highway-info/index.html>

[Disclaimer: The format of the following example is in the previous format of display on the Transit NZ webpage, but has been left in place as it still demonstrates the information requirements to be provided by suppliers. The TREIS business rules are to be updated for a new edition of the Manual.]

✗ Example of information entered in the wrong format/fields

Location	Impact	Comments	Detour Route	Expected Resolution
Hororū	Road Closed	Accident: SH 1 Hororū, there is a car that has crashed into a petrol tank this is in the corner of SH1 & Hutchinson Road Hororū. Please investigate. Colleen.	Detour: Onion Road on to Hororū Road	Until further notice

This location is automatically populated by TREIS in the 'Location Description' field which is fine, but you need to enter a route description in the 'Location Area' field so that it is displayed as below.

These comments come from 2 fields within TREIS, the first is the 'Event Description' e.g. Accident, Flooding etc. which is a dropdown list, the second part is the 'Event Comments' which is freetext information. This example shows dialogue and description that isn't appropriate to be published for viewing to road users. The type of information should be entered in 'Impact Details' also a freetext field but not visible to the public

✓ Example of information entered in the correct format/fields

Location	Impact	Comments	Detour Route	Expected Resolution
SH1: Ngaruawahia to Te Rapa, Hororū	Road Closed	Accident: Corner of SH1 and Hutchinson Road	Detour: Onion Road on to Hororū Road	Until further notice

- L. Contractors, Consultants and Transit representative's must frequently check the Transit webpage to ensure information is correctly reported to the public
- If the information does not meet our business rules, or is not entered in the correct format and fields TREIS must be updated to correct the information published.
- M. While it is very important for information to be entered in a timely manner into TREIS, it is just as important is the updating and removal of incidents/events.

Table 4: Summary Description of Key TREIS Fields

Location Area: SH (x) Location 1 to Location 2 (Freetext)	
Location 1 and Location 2 are easily identified locations that can be found on a map by road users not familiar with the area.	
<i>Example</i>	<i>SH 1 Ngaruawahia to Te Rapa</i>
Location Description: Sub Location (System Generated)	
Sub locations are automatically generated from TREIS	
<i>Example</i>	<i>Horotiu</i>
Impact (System Dropdown)	
Impact on the Road	
<i>Example</i>	<i>Road closed</i>
Event Description (System Dropdown)	
Description of why the event has been created	
<i>Example</i>	<i>Accident</i>
Event Comments (Freetext)	
Brief informative description of why the event has been created	
<i>Example</i>	<i>Corner of SH1 and Hutchinson Road</i>
Detour Route (Freetext)	
If there is an alternative route list, otherwise state that there is no alternative route	
<i>Examples</i>	<i>Onion Road onto Horotiu Road (or)</i> <i>There is no alternative route available</i>
Event End Date or Expected Duration (System Dropdown)	
If the event has a known end date this takes precedence, otherwise the expected duration is selected.	
<i>Example</i>	<i>Unknown</i>

Miscellaneous Policies

Official opening ceremonies

Guidelines for opening ceremonies are set out on pages 21 and 22 below. All proposals for official opening ceremonies must conform with the criteria specified in the guidelines. Funding should be provided as a provisional sum in the approved contract.

Filming on State highways

From time to time requests will be received from filmmakers wishing to film short-term mobile activities on the State highway network and such requests should be allowed if it is assessed that the request is reasonably achievable. Such requests will need to be properly managed so that neither the people involved in the filming nor the public using the road are put at risk. Note that driver distraction is an issue.

Closures may be requested and these should only be of the same order of magnitude as would be applied to temporary closures for roadworks. They must not unduly delay traffic and should only be considered if where and when the closures are to be done can be appropriately managed. The filmmaker must submit a work plan for the site, which must include a site safety plan with all necessary temporary traffic management plans and arrangements attached, to be approved by the Manager, System Management. All enquiries will be directed to the relevant regional office for liaison and approval and regional offices should provide guidance as necessary so that the filmmaker can arrange the necessary advice to submit a proposal.

Filming at static roadside sites for extended periods involving road restrictions or closures is not encouraged because of the impact on road users and public safety. In general, while not wishing to be overly bureaucratic, the use of highways for unrelated commercial activities is not the purpose of their management and may create liabilities that are otherwise avoidable.

Guidelines for Opening Ceremonies for New Zealand Transport Agency Projects

In this Section

This section contains guidelines for opening ceremonies.

Guidelines for Opening Ceremonies for New Zealand Transport Agency Projects

Appropriate Projects

Opening ceremonies should be considered for all large projects of national significance (e.g. the completion of Grafton Gully, Auckland).

They may be appropriate for some projects of local significance (e.g. completion of the sealing of SH 6).

Small projects which generate high local interest, but have little or no national significance, may also be considered at the discretion of Managers, System Management.

Funding

The New Zealand Transport Agency (NZTA) will fund opening ceremonies of significant projects on the grounds that they are NZTA's achievements on behalf of road users. The contractor and/or the local territorial authority may wish to contribute. Where appropriate, NZTA will accept and acknowledge other contributions, but ownership of the ceremony will remain with NZTA.

Joint projects (e.g. NZTA/local authority projects) should be funded in proportion to the funds contributed to the project.

Official openings should preferably be identified during the early planning phase of projects. Funding for an opening ceremony should be written into the professional services contract as a provisional item.

Where the desirability of having an opening ceremony becomes apparent at a later phase of the project, funding must be negotiated as a variation to the professional services contract.

The upper limit on NZTA funding of opening ceremonies is \$5,000.00 unless the Chief Executive approves otherwise.

Approval

All opening ceremonies are to be approved by the Chief Executive at least two months before the date of the ceremony. A memo to the Chief Executive outlining the proposal and cost should be copied to the Senior Manager, Communications and Engagement.

Publicity

The publicity for opening ceremonies will be managed through NZTA's External Engagement and Communications Section. The details must be with the Manager, External Engagement and Communications at least one month prior to the ceremony.

Invitations

Invitations should be issued to all organisations and individuals approached during the consultation phase. This should include the local MP (including the local Maori MP), the local authority Mayor and relevant councillors, Regional Transport Committee members, the Chair of NZTA, the Chief Executive and the General Manager, System Design and Delivery, NZTA, or their representatives.

NZTA Board members living in the project region should be invited. Invitations should also be extended to other local dignitaries and interest groups in accordance with the wishes of the community (e.g. iwi where they have an interest) and organisations, which have an interest in the project (e.g. RTA or AA).

The Minister of Transport should be invited to attend only when the project is one of national or very significant local interest. In that case the Minister should be requested to perform a brief ceremonial role (e.g. declaring the highway open/ cutting the ribbon) and to speak on any particular subjects of public interest. The invitation should be extended formally through the Chief Executive.

Small, local ceremonies may involve only the Manager, System Management, a local authority representative and possibly a locally based Board member.

Opening Ceremony Protocols

The **Design Portfolio Manager** should preside over the ceremony.

The official speakers should be:

- the Chair (or representative) of NZTA
- the contractor
- the Mayor (or representative)
- the local MP
- a representative from Iwi where appropriate
- the Minister of Transport where appropriate
- a blessing / tapu lifting etc. where appropriate

For small local ceremonies the Manager, System Management will represent NZTA if a locally based Board member is not available to attend.

The ceremony may be followed by morning or afternoon tea or appropriate catering.