

SM012 State Highway Controls and Operations Manual

Part 5 - Consolidated Emergencies, Events, Closures Section

Index

1.0	Temporary Closure of State Highways	Page 2
(a)	1.1 Purpose	Page 2
(b)	1.2 Responsibility	Page 2
(c)	1.3 NZTA Road Closure Policy	Page 2
(d)	1.4 Emergencies	Page 2
(e)	1.5 Roadworks	Page 2
(f)	1.6 Planned Events	Page 2
(g)	1.7 Recoding of Closures	Page 3
(h)	1.8 Reporting to NZTA Wellington Office	Page 3
(i)	Table 1: Guidelines for advice to NZTA Wellington Office on State Highway Closures in Emergencies	Page 3
2.0	NZTA Systems for Public Advice on Temporary Closures	Page 5
(a)	2.1 Overview	Page 5
(b)	2.2 NZTA's Role	Page 5
(c)	Table 2: Information Required to be Provided for Public Advice	Page 5
(d)	2.3 Information on Quality of Routes	Page 5
(e)	2.4 Frequency of Reporting	Page 5
(f)	2.5 Reporting Procedures	Page 6
3.0	Temporary Closure of State Highway for Planned Events	Page 7
(a)	3.1 In this Section	Page 7
(b)	Table 3: Criteria for Closures for Planned Events	Page 8
4.0	Conditions for Use of Auckland Harbour Bridge for Special Events	Page 10
5.0	TREIS Business Rules	Page 11
(a)	5.1 Business Rules for TREIS (Transit Road Event Information)	Page 11
(b)	Table 4: Summary Description of Key TREIS Fields	Page 16

1.0 Temporary Closure of State Highways

1.1 Purpose

State highways can be temporarily closed in the following situations:

- (a) Emergencies
- (b) Roadworks.
- (c) Planned events such as parades, sporting events etc.

1.2 Responsibility

Closures can only be authorised by the Board, System Managers, NZ Police and Fire Services as detailed below.

1.3 NZTA Road Closure Policy

In order to comply with its statutory obligations, NZTA should for road closures for which it has responsibility:

- (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.

1.4 Emergencies

System Managers may close sections of State highway temporarily under the GRP Act section 61(4)(i) when considered necessary in emergency situations. The NZ Police and Fire and Emergency NZ may close lengths of State highway temporarily where considered necessary under the Policing Act 2008 section 35 and the Fire and Emergency NZ Act 2017 section 44 respectively. The NZTA has signed a Memorandum of Understanding with Emergency Services to provide assistance on request to take over traffic management to free up personnel for emergency response.

1.5 Roadworks

System Managers may temporarily close State highways for roadworks under the GRP Act section 61, subsection 4, items (e), (h) and (i).

1.6 Planned Events

The NZTA may consent to planned events not requiring closure of any part of a State highway, subject to all road rules being obeyed. The 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.

Applications for such events must include:

- 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 the 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 the NZ Guide for Temporary Traffic Management (NZGTTM). Approval of the TMP is to be given by a suitably qualified person and communicated to the event organiser(s).

Applications for events spanning a number of NZTA regions may be made to the NZTA Wellington Office.

The approval of the NZTA must be obtained for any event requiring temporary closure of any part of a State highway. Table 3 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 section 51 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.

1.7 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 System Manager for information.

1.8 Reporting to NZTA Wellington Office

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

Table 1: 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)

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 Maintenance and Operations, 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.

2.0 NZTA Systems for Public Advice on Temporary Closures

2.1 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**.

2.2 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 in section 5.0 below.

Table 2: Information Required to be Provided for Public Advice

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.

2.3 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 the above 0800 number.

2.4 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.

2.5 Reporting Procedures

Reporting procedures for emergency closures of State Highways are shown in the TREIS Business Rules in section 5.0 below.

3.0 Temporary Closure of State Highway for Planned Events

3.1 In this Section

This section contains the closure table referred to in section 1.6 “Planned Events” 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.

Table 3: Criteria for Closures for Planned Events

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	SMMO	Refer section 4.0 below	Refer section 4.0 below	s61 GRP Act 1989
II Metropolitan Motorways	Auckland Wellington	1	SMMO	A,B,C,D,F	Off Peak, 1 hour max	s61 GRP Act 1989
	Ch Southern Dn Southern	2	SMMO	D,E,F,G	Off Peak, 2 hours max	s61 GRP Act 1989
	Caversham Bypass (Festival of Speed)	1	SMMO	A,B,C,D,E,F,G,H	6:00 am - 6:00 pm Sunday	s61 GRP Act 1989
III Rural Motorways	Dn Northern Ch Northern	1	SMMO	A,B,C,D,F	Off Peak, 12 hours max	s61 GRP Act 1989
	Lyttelton Tunnel (SH76)	2	SM	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	SMMO	A,B,C,D,F	Off Peak, 12 hours max	s61 GRP Act 1989
		2	SM	D,E,F,G	Off Peak, 12 hours max	s61 GRP Act 1989

Table 3: Interpretation

Closure Type		Approval Criteria	
1	= Full Closure	A	= Agreement of TLA, Police, Local AA, local branch of Road Transport Association
2	= Partial lane closure for events	B	= Suitable alternative route available and sign posted
Symbols		C	= Compliance with Transport Regulations (Vehicular Traffic Road Closure) 1965 is required. Including public liability insurance.
<input type="checkbox"/>	= Alternative closure mechanism to be used only when provision of the Transport (Vehicular Traffic Road Closure) Regulations 1965 cannot be met.	D	= Event must be of regional significance
<input type="checkbox"/>	= Requirements include public liability insurance.	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
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		F	= The promoter must advise NZ Police of the event and abide by any conditions set by Police.
Delegations Senior Manager Maintenance and Operations is delegated to give approvals for full closures to be processed under the Transport (Vehicular Traffic Road Closure) Regulations 1965. The back-ups are the System Managers. The System Manager may approve notices and notify closures. Any of these Managers may approve the response to objections.		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

4.0 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.

5.0 TREIS Business Rules

5.1 Business Rules for TREIS (Transit Road Event Information)

5.1.1 Purpose

- A. 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 it's supplier(s)
- B. Ensure national consistency of information being entered into TREIS (Transit Road Event Information System)

5.1.2 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.

5.1.3 TREIS (Transit Road Event Information System)

- C. 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

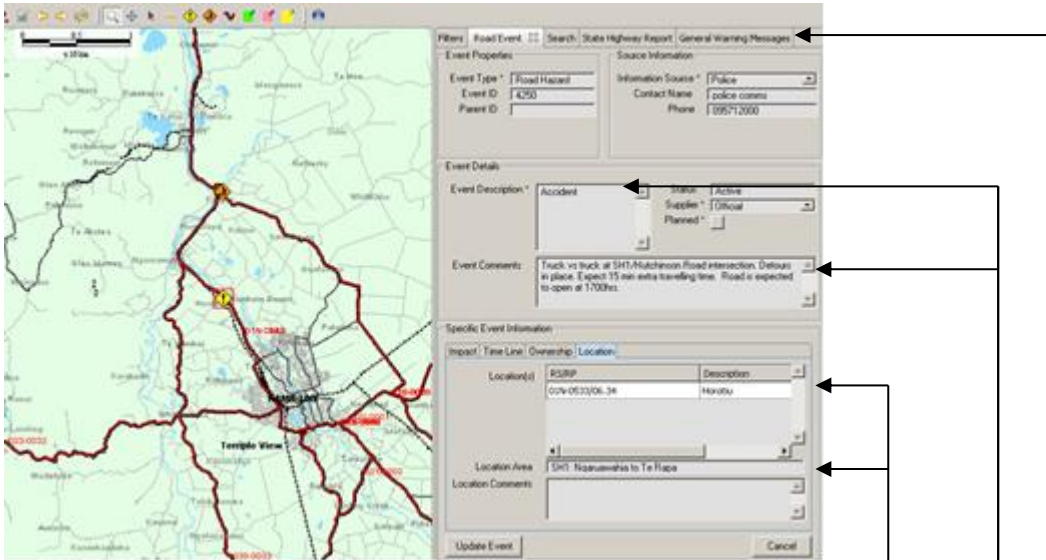
- If the incident/event is updated from 'unofficial' to 'official' ensure the data entered in the fields visible on 'Highway Info' webpage contains appropriate language (see page 5 for details).

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

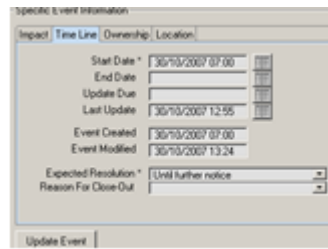
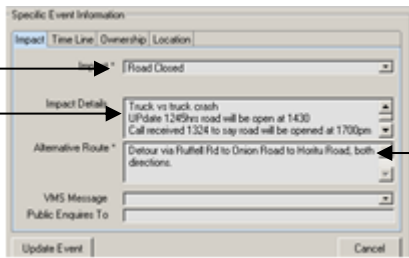
- directly by contractor/consultant
- ringing Transit Call Centre 0800 44 44 49 '5' (note that '5' is a ghost number that must be entered once the exchange has recognised the number)

E. 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:



- i. Location Area/Location Description
- ii. Impact
- iii. Event Description/Comments
- iv. Alternative/Detour Route
- v. Expected Duration
- vi. General Warnings



Note:

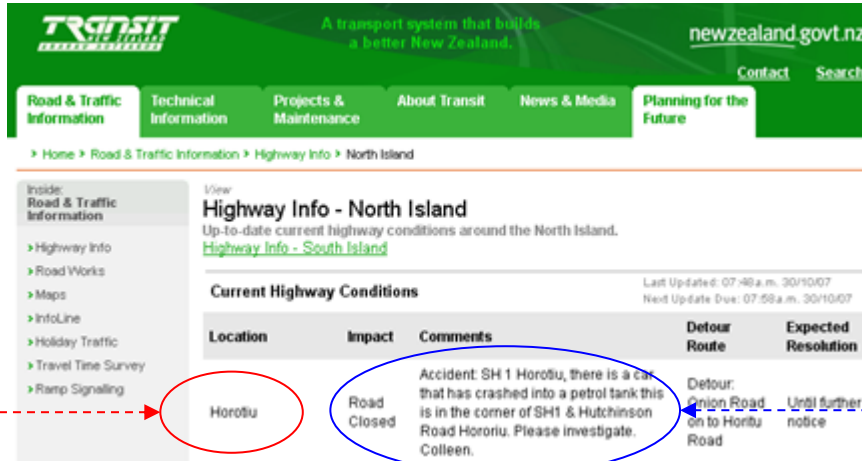
1. If you wish to enter additional information in a comments field to keep track of the history and who was involved, reference number etc. please enter in 'Impact Details'. This will ensure it is **NOT** published and hence available to the public.
2. To administer a '**General Warning Message**' ring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

5.1.4 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

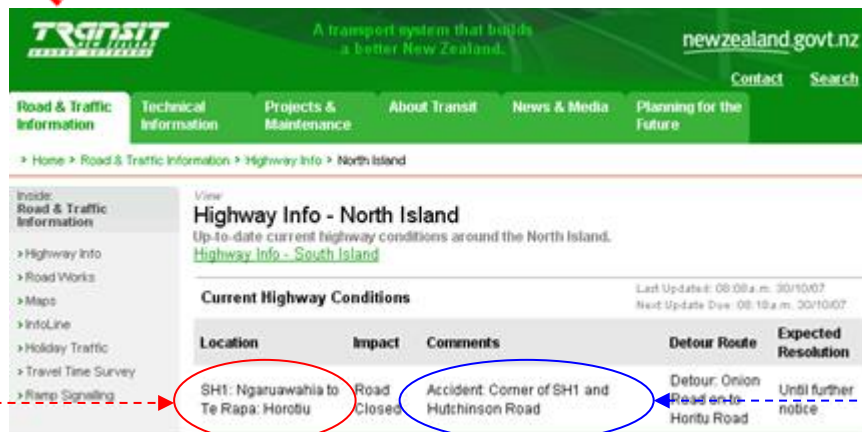


Location	Impact	Comments	Detour Route	Expected Resolution
Hororua	Road Closed	Accident SH1 Hororua, there is a car that has crashed into a petrol tank this is in the corner of SH1 & Hutchinson Road Hororua. Please investigate. Colleen.	Detour: Onion Road, Until further notice	Until further notice

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: Hororua	Road Closed	Accident: Corner of SH1 and Hutchinson Road	Detour: Onion Road to Hororua Road	Until further notice

F. Contractors, Consultants and NZTA representative's must frequently check the NZTA 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.

G. 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) 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>