

Temporary road closure approval – Hibiscus Coast Motorsport Club Event 23 February 2025

Urgent decision-making during Christmas-New Year period

Date of report: 13 January 2024
Reporting officer: Curt Martin, Acting Roading Manager, and Hayley Baird, Infrastructure Officer, Customer and Corridor, Roading

Purpose | Ngā whāinga

To seek approval for a temporary road closure of Swamp Road and 3.5km of Golden Stairs Road for one day to facilitate a safe motorsport event organised by the Hibiscus Coast Motorsport Club on 23 February 2025.

Executive summary | Whakarāpopototanga

Approve the application for a temporary road closure of Swamp Road and 3.5km of Golden Stairs Road, from Sunday 23 February 2025 at 7am until 6pm Sunday 23 February 2025 to allow the rally sprint event to proceed in a safe manner.

Recommendation | Ngā tūtohunga

That the Kaipara District Council:

- a) Approves the application for the temporary road closure of Swamp Road (excluding the intersection of Swamp and Burke Roads), and approximately 3.5km of Golden Stairs Road from Swamp Road to approximately 1.0km south of Taipuha Settlement Road, Paparoa on Sunday, 23 February 2025 from 7am to 6pm; and
- b) Notes that the organisers must do a letter drop at all businesses and residents located within the temporary road closure as a condition of this approval; and
- c) Notes that the event organiser will reinstate the affected roads to their original state/standard after the event.

Context | Horopaki

Under the Local Government Act 1974 Schedule 10, 11(e), Council is required to advertise any road closure at least 42 days in advance of an event. The decision to close the road is to be approved by Council under the Local Government Act 1974, s319.

The Hibiscus Coast Motorsport Club (HCMC) Rally sprint will be held on Sunday the 23 February 2025 from 7am until Sunday 23 February 2025 at 6pm.

To carry out this event in a safe manner the applicants have applied for the temporarily closure of parts of Swamp Road (excludes the intersection of Swamp & Burke Roads) and approximately 3.5km of Golden Stairs Road from Swamp Road to approximately 1.0km south of Taipuha Settlement Road.

The Rally organisers have consulted with residents of Swamp Road and Golden Stairs Road regarding the event and have received support to hold this event. There were objections to use the Burke Road and Swamp Road intersection, however the organisers have proposed to end this event 250m east of this intersection i.e. this intersection would not be included in the proposed temporary road closure.

Discussion | Ngā kōrerorero

HCMC Rally Sprint on Swamp Road and Golden Stairs Road

The proposed traffic management plan necessitates the temporary closure of Swamp Road and Golden Stairs Road as shown in Attachments A and B. The proposed traffic management plan requires the roads to be temporarily closed from 7:00am to 6:00pm Sunday the 23rd of February 2025. The temporary closure of the roads will provide a safer zone for residents, participants, volunteers and supporters.

As part of the consultation process, KDC has not received any objections to this rally. This is likely due to the letter drop and a discussion had between the event organisers and residents when completing the letter drop on 17th November 2024. The organiser considered the objections raised during the letter drop and decided not to include the Burke and Swamp Roads intersection and starting the event 1km south of the Taipuha Township.

1. The event Organiser undertook a letter drop into mailboxes of the local community on the 17th November 2024.
2. KDC will complete a drive over/audit of Swamp Road and Golden Stairs Road on or around the 20 February 2025 prior to the event starting. A second drive over/audit will be completed after the event to ensure the roads are returned to their original standard.
3. A KDC roading inspector will travel along the route of Swamp and Golden Stairs Roads prior to the event and identify any areas for scheduled maintenance and, if required, will arrange for any necessary maintenance to be undertaken prior to the event.
4. Further to Points 2 & 3 above, it is believed that the risk to Swamp Road and Golden Stairs Road for any deterioration beyond what can be reasonable covered by the event holder's bond and conventional maintenance intervention to be low. This is reinforced by historic rally events previously held on these roads, and recent Rally NZ stages completed across various Whangarei and Far North roads, where it was noted that event-related damages were negligible.
5. Aside from the verbal objections received during the letter drop, no other objections were submitted within the objection period, from 11 December 2024 to 7 January 2025.

Options

Option A: Approve the application for the temporary road closure on 23 February 2025. By choosing option A, the council supports a safer event for the community, event participants and road users, and recognises this event contributes to a prosperous economy in Kaipara District.

Option B: Decline the application for the temporary road closure. Declining this application would mean the event does not go ahead as we have an obligation to provide a safe environment for the community and event participants. As well the local community and businesses that form part of the event support will be disappointed and potentially financially impacted.

The recommendation is **Option A**.

Policy and planning implications

Local Government Act 1974, s319 – General powers of Council in respect of roads. Section 319(1)(h) includes “to stop or close any road or part thereof in the manner and upon the conditions set out in s342 and Schedule 10”.

Financial implications

The applicant will bear the costs of temporarily closing the road. A bond of \$5,825 has been provided by HCMC for any damage resulting from the rally event. In the event of damage, the cost of remediation will be deducted from the bond and the balance refunded. If the cost exceeds the bond, the bond will be retained and the excess will be invoiced separately to HCM.

Risks and mitigations

Council should be aware that while KDC staff have assessed the risk of damage to the road as low, there is a higher likelihood of damage to the unsealed metal road during the event, should any wet weather arrive saturating the road subbase.

Significance and engagement | Hirahira me ngā whakapāpā

This is not a significant decision in accordance with the Kaipara District Council Significance and Engagement Policy. This event has been publicly notified in the Kaipara Lifestyler issue dated 10 December 2024.

No objections were received relating to the sections of road proposed to be temporarily closed.

Next steps | E whaiake nei

Advise the applicant of Council's decision. If approved, give public notice and advise stakeholders of the decision to temporarily close the roads under Clause 11a of Schedule 10 of the Local Government Act 1974. The Applicant shall undertake letter drops to all residents/businesses located in and around the temporary closure.

Attachments | Ngā tapiritanga

	Title
A	Attachment A - TMP Hibiscus Coast Motorsport Club Rally Event
B	Attachment B - Golden Stairs Swamp Road Closure Map 2025

Recommendations approved by:

Craig Jepson, Mayor

Jonathan Larsen, Deputy Mayor

Signature: 



Signature: 

Date: 15 January 2025

Date: 15 January 2025

CANCELLED

TRAFFIC MANAGEMENT PLAN – REGULATORY REQUEST

TMP Name:	Hibiscus Coast Motorport Club –Golden Stairs-Swamp Road, Taipuha - Rally Event		
TMP REFERENCE:	24-106		
Contracting PCBU:	Brad Hill Hibiscus Coast Motorsport Club		
Principal			
TTM Contractor:			
Corridor Manager (RCA):	Kaipara District Council Hayley Baird		

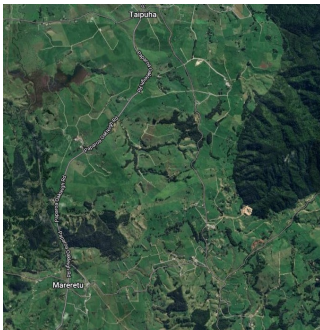
LOCATION

Road Names	House Numbers/RPs	Level-Category	Permanent Speed
Golden Stairs Road, Taipuna, Northland AADT: 12	GOLDEN STAIRS RD/13.575 to GOLDEN STAIRS RD/8.175	Cat B-LV	100km/h
Taipuha Settlement Rd, Taipuna, Northland AADT: 91	TAIPUHA SETT RD/0.000 to TAIPUHA SETT RD/0.150	Cat B-LV	100km/h
Swamp Road, Mareretu, Northland AADT: 75	SWAMP RD [KDC]/0.225 to SWAMP RD [KDC]/2.968	Cat B-LV	100km/h

LOCATION

Golden Stairs Road, Swamp Road:

5.8-5.9m unsealed road
Rural location
Level Railway Crossing on Swamp Road



OVERALL ACTIVITY DESCRIPTION**Motorsport Event on Golden Stairs and Swamps Rds, Taipuha/Mararetu - ROAD CLOSURE**

Both ends of the road closure + an additional radio control point in the middle will be manned and be in two way radio contact at all times including the marshal points on the stage for an immediate stop if a car from a member of the public enters the stage.

Residents and passing traffic will be able to drive through the road block once it is confirmed the stage is clear.

Organiser Schedule:**7.00. - Toolbox and Safety Briefing:**

- All members of the road closure team meet to discuss dangers and study drawings of road closure. All members of the road closure team are to be trained, if necessary, with how to communicate with a two way radio and the importance of clear communication throughout the road closure.

7.30. Road closure signs are gathered and put into the vehicle ready for set up.

8.00. Road Closed:

- Road closure signs are deployed via mobile operation.

9.00 Communication is confirmed throughout road closure by hand held two way radio.

11.00 Signs are checked every two hours, and recorded.

17.00. Road Opened:

- Road closure signs are collected in vehicle via mobile operation with flashing lights.

17.30 Debrief.

DATES AND TIMES

Start date	23/2/2025	Time	7:00	End date	23/2/2025	Time	18:00
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Contingency dates added for delays

FIRST SIGN DOWN	7:00 hrs	8:00 hrs
EVENT – ROAD CLOSED	8:00 hrs	17:00 hrs
LAST SIGN PICKED UP	17:00 hrs	18:00 hrs

TTM METHODOLOGY:

- ALL Traffic Management Equipment will be removed at the end of event, and vehicle movement will return to normal.
- The work will be carried out by implementing a Road Closure.
- All TTM will be installed, altered, and removed by using a mobile operation

ROAD ASPECTS AFFECTED

Pedestrians affected?	No	Property access affected?	Yes	Traffic lanes affected?	No
Cyclists affected?	No	Restricted parking affected?	No	Delays or queuing likely?	Yes

AUTHORISATIONS

Parking restriction(s) alteration authority	Will controlled street parking be affected?	No	Has approval been granted?	N/A
Authorisation to work at permanent traffic signal sites	Will permanent traffic signals be changed?	No	Has approval been granted?	N/A
Road closure authorisation(s)	Will full carriageway closure continue for more than 5 minutes (or other RCA stipulated time)?	Yes	Has approval been granted?	TBA
	Yes – application submitted for approval			
Bus stop relocation(s) – closure(s)	Will bus stop(s) be obstructed by the activity?	No	Has approval been granted?	N/A
Authorisation to use portable traffic signals	Make, model and description/number	N/A		
	NZTA compliant?	N/A		

Proposed TSLs (see TSL decision matrix for guidance)				
	TSL details as required Approval of Temporary Speed Limits (TSL) are in terms of Land Transport Rule: Setting of Speed Limits 2022, (List speed, length and location)	Times (From and to)	Dates (Start and finish)	Diagram ref. no.s (Layout drawings or traffic management diagrams)
Attended day/night	No TSL required	N/A	N/A	N/A
Unattended day/night	No TSL required	N/A	N/A	N/A
TSL duration	Will the TSL be required for longer than 12 months? <i>If yes, attach the completed checklist from section I-18: Guidance on TMP Monitoring Processes for TSLs to this TMP.</i>			No
Contingency plans				
Generic contingencies for: <ul style="list-style-type: none"> major incidents incidents pre planned detours. <i>Remove any options which do not apply to your job</i>	Major Incident A major incident is described as: <ul style="list-style-type: none"> Fatality or notifiable injury - real or potential Significant property damage, or Emergency services (police, fire, etc) require access or control of the site. 	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement secure the site to prevent (further) injury or damage contact the appropriate emergency authorities render first aid if competent and able to do so notify the RCA representative and / or the engineer under the guidance of the officer in charge of the site, reduce effects of TTM on the road or remove the activity if safe to do so re-establish TTM and traffic movements when advised by emergency authorities that it is safe to do so Comply with any obligation to notify WorkSafe. 		
	Incident An incident is described as: <ul style="list-style-type: none"> excessive delays - real or potential minor or non-inquiry accident that has the potential to affect traffic flow structural failure of the road. 	Actions The STMS must immediately conduct the following: <ul style="list-style-type: none"> stop all activity and traffic movement if required secure the site to prevent the prospect of injury or further damage notify the RCA representative and / or the engineer STMS to implement a plan to safely remove TTM and to establish normal traffic flow if safe to do so re-establish TTM and traffic movements when it is safe to do so and when traffic volumes have reduced. 		
	Detour If because of the on-site activity it will not be possible to remove or reduce the effects of TTM once it is established a detour route must be designed. This is likely for: <ul style="list-style-type: none"> excessive delays when using an alternating flow design for TTM redirecting one direction of flow and / or total road closure and redirection of traffic until such time that traffic volumes reduce and tailbacks have been cleared. The risks in the type of work being undertaken, the risks inherent in the detour, the probable duration of closure and availability and suitability of detour routes need to be considered. The detour and route must be designed including: <ul style="list-style-type: none"> pre- approval from the RCA's whose roads will be used or affected by the detour route ensure that TTM equipment for the detour - signs etc are on site and pre-installed. 	Actions When it is necessary to implement the pre-planned detour the STMS must immediately undertake the following: <ul style="list-style-type: none"> Notify the RCA and / or the engineer when the detour is to be established Drive through the detour in both directions to check that it is stable and safe Remove the detour as soon as it practicable and safe to do so and the traffic volumes have reduced and tailbacks have cleared Notify the RCA and / or the engineer when the detour has been disestablished and normal traffic flows have resumed. 		
	Note also the requirements for no interference at an accident scene: In the event of an accident involving serious harm the STMS must ensure that nothing, including TTM equipment, is removed or disturbed and any wreckage article or thing must not be disturbed or interfered with, except to: <ul style="list-style-type: none"> save a life of, prevent harm to or relieve the suffering of any person, or make the site safe or to minimise the risk of a further accident; or maintain the access of the general public to an essential service or utility, or prevent serious damage to or serious loss of property, or follow the direction of a constable acting in his or her duties or act with the permission of an inspector. 			

Other contingencies to be identified by the applicant <i>(i.e. steel plates to quickly cover excavations)</i>	<p>Weather: If during the installation / removal of the TTM it becomes unsafe to carry on due to poor weather conditions, the STMS must stop works immediately and park in a safe place off the main carriageway until it is Safe to continue. If adverse weather conditions are encountered during the work using TTMW/TMO, the STMS can decide to remove the TTM closure which involves;</p> <ul style="list-style-type: none"> • All vehicles to be removed from the worksite, and Removal process to be implemented • Depending on weather conditions, the decision to either 'remove' or 'install' the closure will be implemented when safe to do so. <p>Emergency Services or On-site Emergency: Emergency Services will be given priority through worksite at all times. TTMW/TMO being the first point of contact are to alert the STMS of any approaching emergency vehicles. Where emergency vehicles are required to access a property within the worksite, all vehicles must be held until the emergency vehicle is clear of the live lane. All works must stop if access is required within the work / safety zones to allow safe passage.</p>
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EED

Is an EED applicable?	No	EED attached?	N/A
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BARRIER SYSTEMS

Temporary safety barrier system	Will a temporary safety barrier system be used at this worksite?	No	If yes, has the temporary safety barrier system been designed by an installation designer and independently reviewed as being fit for purpose?	N/A
	Statement from temporary safety barrier installation designer attached			Not attached

PUBLIC NOTIFICATION PLAN

Notification to all impacted Residents will be done prior to Event.
Notification as required by RCA.

CONTACT DETAILS

	Name	24/7 contact number	CoPTTM ID	Qualification	Expiry date
Principal	Brad Hill Hibiscus Coast Motorsport Club	022 090 7711			
TMC	Gordon Whyte Gordon.Whyte@wdc.govt.nz	027 269 2666			
Contractor	Brad Hill Hibiscus Coast Motorsport Club	022 090 7711			
STMS					

TMP preparation

Preparation	Anne Robbins Anne.Robbins@downer.co.nz	26/11/2024	<i>A M Robbins.</i>	86167	TTM Planner (P) STMS (ABC) NP	99/99/9999 20/9/2025
	<i>Name (STMS qualified)</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

This TMP has been prepared to provide, as far as reasonably practicable, a safe and fit for purpose TTM system

Contractor/ Principal	Brad Hill/HCMC			Viewed both Regulatory and Risk Assessment/TMD sections of this TMP
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	

*This TMP is approved on the following basis:
To the best of the reviewer's judgment this TMP conforms to the requirements of the NZGTTM and all associated legislation, rules, regulations, and standards.
The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system for the work activity.
The STMS for the activity is reminded that it is the STMS's duty to ensure that risks associated with the activity onsite must be, so far as reasonably practicable, eliminated or if not, minimised*

This TMP meets CoPTTM requirements	Number of TMD diagrams attached	4
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TMP returned for correction (if required)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

Engineer/TMC to complete following section when approval or acceptance required

Temporary safety barrier system	The attached temporary road safety barrier design has been independently reviewed as being fit for purpose				Not required	
TMP Approved						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>
Acceptance by TMC (only required if TMP approved by engineer)						
	<i>Name</i>	<i>Date</i>	<i>Signature</i>	<i>ID no.</i>	<i>Qualification</i>	<i>Expiry date</i>

Qualifier for engineer or TMC approval

Approval of this TMP authorises the use of any regulatory signs included in the TMP or attached traffic management diagrams.

This TMP is approved on the following basis:

1. To the best of the approving engineer's/TMC's judgment this TMP conforms to the requirements of CoPTTM.
2. This plan is approved on the basis that the activity, the location and the road environment have been correctly represented by the applicant. Any inaccuracy in the portrayal of this information is the responsibility of the applicant.
3. The TMP provides so far as is reasonably practicable, a safe and fit for purpose TTM system.
4. The STMS for the activity is reminded that it is the STMS's duty to postpone, cancel or modify operations due to the adverse traffic, weather or other conditions that affect the safety of this site.

Notification to TMC prior to occupying worksite/Notification completed

Type of notification to TMC required		Notification completed	Date	<input type="text"/>
			Time	<input type="text"/>

CANCELLED

ON-SITE RECORD

On-site record must be retained with TMP for 12 months.

	Today's date
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Location details	Road names(s):	House number/RPs:	Suburb:

Working space

Person responsible for working space		
<i>Name</i>	<i>Signature</i>	
<i>Where the STMS/TC is responsible for both the working space and TTM they sign above and in the appropriate TTM box below</i>		

TTM

STMS in charge of TTM					
<i>Name</i>	<i>TTM ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>	
Worksite handover accepted by replacement STMS					
<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>	
Tick to confirm handover briefing completed					

Delegation

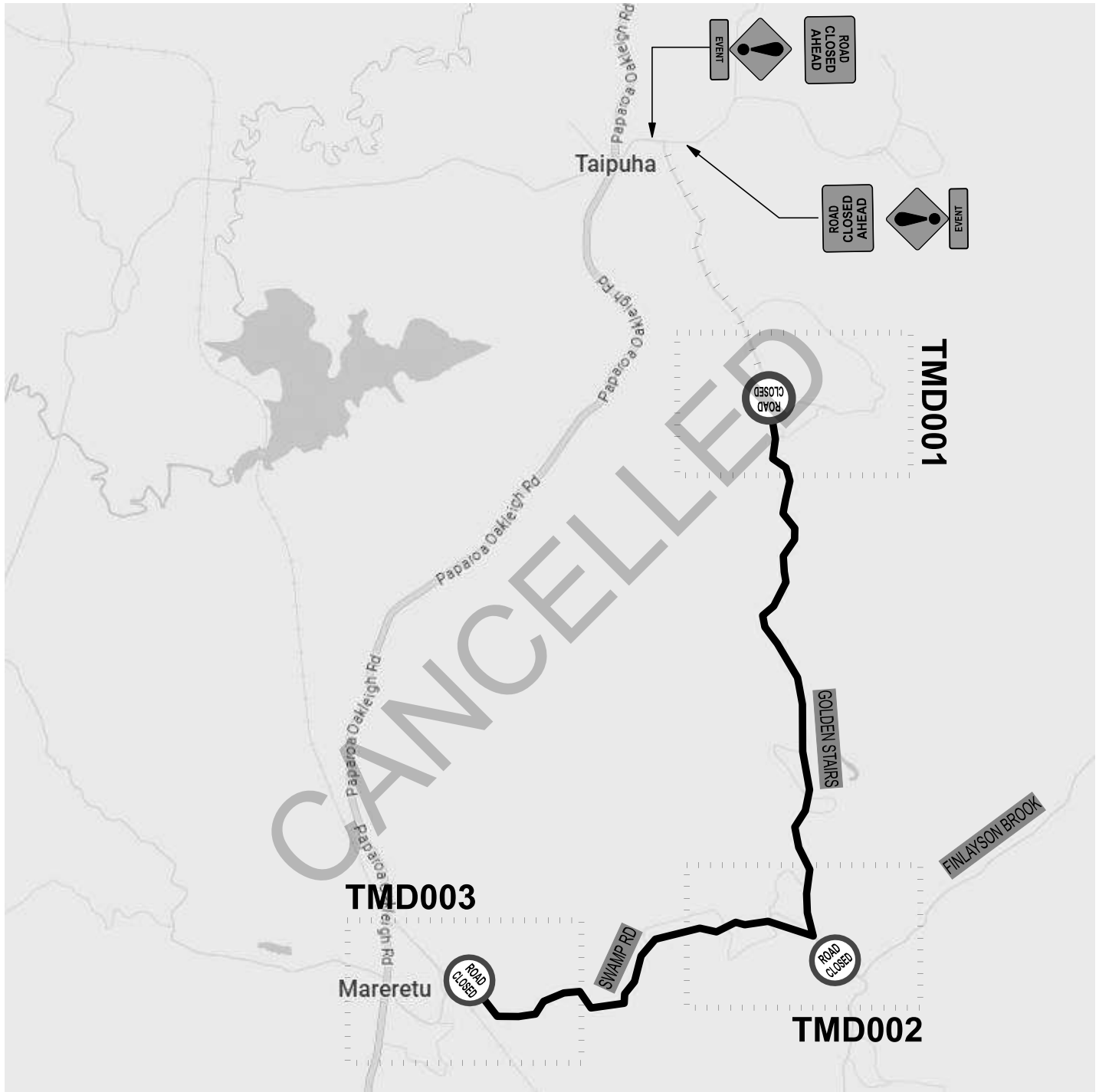
Worksite control accepted by TC/STMS-NP					
<i>Name</i>	<i>ID Number</i>	<i>Warrant expiry date</i>	<i>Signature</i>	<i>Time</i>	
Tick to confirm briefing completed					

Temporary speed limit

Street/road name (RPs or street numbers):	TSL action	Date:	Time:	TSL speed:	Length of TSL (m):
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				
From: _____ To: _____	TSL installed				
	TSL remains in place				
	TSL removed				



**ADDITIONAL ADVANCE
WARNING SIGNS AT BEGINNING OF
GOLDEN STAIRS ROAD WARNING
OF ROAD CLOSURE**



ORIGINAL SCALE:
NTS

DRAWN BY:
Anne Robbins
#STMS 86167 CAT ABC NP
TTM Planner P
CHECKED BY:

ORIGINATED AND PREPARED FOR:
Downer
Relationships creating success

DRAWING TITLE:
HIBISCUS COAST MOTOR CLUB
GOLDEN STAIRS/SWAMP ROAD, TAIPUHA
ROAD CLOSURE - OVERALL

DRAWING TITLE:
TMD000
OVERALL
SHEET NO: **1** REV: **A**