



HURUNUI
District Council

HANMER SPRINGS EMERGENCY PREPAREDNESS

SNOW CLEARING CONTINGENCY PLAN

Version 2.2

June 2024

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SECTION A. Introduction

1. Plan Preparation

This contingency plan has been prepared in consultation with the following organisations and groups: Hurunui District Council, Hanmer Springs Community Board, Hanmer Springs Civil Defence, Road Maintenance Contractors (Corde), Mainpower, NZ Police, Local Contractors, Hanmer Springs Volunteer Fire Brigade, Probus Club, Hanmer Springs Business Association

2. Background

Hanmer Springs is vulnerable to heavy snowfall each year. The consequences of heavy snowfall can include impassable roads, blocked footpaths, power outages. These, in turn, impact on local residents, visitors, local businesses and can have a particular effect upon vulnerable, especially older residents.

With heavy snowfall a likely and regular event, this contingency plan has been developed, based on earlier plans, to ensure a prompt and efficient response to heavy snow as well as to provide guidance during the recovery phase.

SECTION B. Strategic

1. Aim

The aim of this plan is to ensure a prompt and efficient response to heavy snow that, to the greatest extent possible, maintains the normal functioning of Hanmer Springs or restores the village to normal functioning as soon as is practicable.

2. Principles

The following principles underpin this plan:

- This contingency plan is consistent with, and supportive of, wider community emergency response
- Available expertise, especially technical expertise, will be recognised and utilised
- Local coordination will enhance the efficiency of the response
- Effective communication of status information (to HDC, HSCB, local businesses, residents, and the general public) is important

SECTION C. Response

1. Activation of this plan

Both the Hurunui District Council Emergency Management Officer and Corde (HDC Road Maintenance Contractors) closely monitor weather forecasts during winter months and are able to reasonably anticipate likely heavy snowfall. Once there is a forecast of heavy snow, the contractor, in conjunction with HDC, reviews the disposition of resources (graders, scrapers, etc) and utilises staff 'on the ground' to monitor the actual progression of the snowfall.

Corde will commence road snow clearing as soon as they deem it appropriate, based on the likely further development of the event and on technical considerations for road clearing including the need to avoid grading too early which can create ice build-up, and grading too late which can mean higher streets cannot be cleared at all until snow melts.

As soon as snow clearing commences, and if required, Corde will notify HDC Emergency Management Officer who will in turn notify/activate the Hanmer Springs Incident Coordination Point (via the Hanmer Springs Community Board Chairperson or local Councillor). Corde will also notify the HDC Roading Manager.

Note: The Hurunui District Council Emergency Management Officer may activate the Hanmer Springs Incident Control Point (ICP) at any stage (including prior to road clearing) should circumstances indicate this to be appropriate

Note: In the unlikely event that heavy snow has begun to fall/accumulate in Hanmer Springs and Corde are unaware of this (and hence do not commence snow clearing) HDC Emergency Management Officer and Call Care should be immediately notified by the Hanmer Springs Community Board Chairperson or Councillor in order to activate the snow clearing response.

2. Local Coordination

As with any other major event affecting the wellbeing of the Hanmer Springs Community, local coordination can enhance the effectiveness and efficiency of the response. In larger emergencies, a Civil Defence Declaration may be made, however, in events that do not reach the threshold for declaration, a similar process of information gathering, decision making, and information dissemination can be put in place.

a. Activation of Local Coordination

Upon activation of this plan, the Hanmer Springs ICP may be activated.

b. Purpose of Local Coordination

The purpose of local coordination is to:

- Gather information on the current situation as the event progresses (sitrep)
- To interpret the current status information and identify any actions that should be taken to yield a better outcome for the community

Note: In general, this contingency plan will provide a sound basis for action. Although all snow events are similar, each will inevitably be subtly different and hence the actual response will need to be varied to accommodate those differences to best effect

- To ensure those actions are taken
- To provide regular current status information to:
 - the Hurunui District Council Emergency Management Officer
 - HDC Roading Manager
 - HDC Three Waters Field Operations Manager
 - agencies and organisations participating in the response of local businesses of local residents and visitors

c. Scope of Local Coordination

Local coordination is primarily responsible for gathering, interpreting and disseminating information. Where this process indicates that the current response requires adjustment in order to better meet the needs of the community, those decisions may be made and communicated to those affected (i.e. the services/contractors involved).

In addition to being able to reallocate or reassign resources, the local coordination group will have available to it, a small discretionary budget with which it may directly contract additional services to improve the response.

Note: The local coordination group may not incur additional costs to the HDC without prior approval from the HDC. In practice, the local group and the HDC will be in close communication and consultation as the event progresses.

d. **Process of Local Coordination**

Upon activation of this Snow Clearing Contingency Plan (just as would happen in the event of other major incidents) a sub-Civil Defence-Declaration level of local coordination will be established.

The ICP will be located at the Emergency Services Centre (39 Amuri Avenue).

The process will commence upon the arrival, as Local Incident Coordinator, of any one of the following:

- Hanmer Springs Councillor
- Hanmer Springs Community Board Chairperson
- Hanmer Springs Civil Defence Coordinator
- other member of the Hanmer Springs Community Board
- Any other person designated by any of the above to fulfil the coordination role

An initial briefing between the Local Incident Coordinator and other relevant parties, particularly a representative of Corde, will be arranged to occur as soon as possible.

Operation of the coordination function will adopt the same processes and procedures as would be used in any other Civil Defence operation.

Note: In general, this involves adopting a CIMS based approach that will be scaled to suit the extent of the event

e. **Public Communications**

As noted above, a key function of the Hanmer Springs ICP is to provide regular and relevant update information to both responding agencies and to the general public which includes local residents, visitors and local businesses. The ICP team will issue information as often as deemed appropriate, given the specifics of the event, so that residents, visitors and businesses are aware of:

- what has happened
- what is being done
- what is likely to happen next
- any specific actions they should take

Information should contain an appropriate level of detail (neither too little nor too much). Care should be taken to ensure public expectations are well managed and realistic. Particular effort should be made to communicate regarding power outages, road closures, emergency contacts, etc.

Information is to be disseminated using the HDC website and local radio stations (details to follow once local station is on air). If necessary, alternative means of communication as provided for in the Hanmer Springs Civil Defence Plan should be adopted.

3. Road Snow Clearing Contingency Procedures

a. Prior to the Event

In accordance with best practice principles Council Staff and Contractors will make themselves aware at all times of both current and predicted weather conditions

When severe weather warnings have been issued Council staff (including the Emergency Management Officer) and Contractors will, as soon as possible, discuss the warning and determine what impact it is likely the forecast will have on the district as a whole and specifically on Hanmer Springs and surrounds. For clarity, how long is the event predicted to take, how heavy, and to what altitudes.

1. Staff and plant resources will then be determined, confirmed and deployed.
2. Council staff will then notify directly those personnel from the Hanmer Springs Community Board (HSCB) identified in the Key Contacts section of this document, to inform them of all relevant details (refer Appendix 1 – Key Contacts)
3. Concurrent with the notification of Key Partners Council Staff will update the council's website to clearly indicate:
 - That a severe weather warning has been issued
 - What the warning means with specific reference to the district
 - What services are being deployed, where and when
 - Advice to residents and road-users
4. Contracting staff will allow themselves ample time to prepare for the impending event ensuring all plant, materials, signage are ready to be deployed as soon as required.

b. During the Event

Timing is crucial when dealing with a snowfall event in and around the Hanmer township particularly with regards to the steeper roads. Once 25mm of snow has fallen, regardless of the time of day or night, the Contractors operative is to begin clearing and gritting the townships roads in the following order of priority:

1. Amuri Avenue (East and West)
2. Emergency Services Centre carpark and access
3. Medical Centre access on Jacks Pass Road (from Amuri Ave end)
4. Conical Hill Road / Acheron Heights / Chalet Crescent / Alpine Avenue / Oregon Heights
5. St James Avenue / Denby Place / Caverhill Close/ Rutherford Crescent / Chisholm Crescent
6. Jollies Pass Road to Forest Camp / Jacks Pass Road (remainder) / Argelins Road

The roads indicated above are key priority roads. In the event of an extremely heavy snowfall, operatives are instructed to concentrate on these roads only until conditions ease. Once conditions have eased and snow clearing operations on these roads is under control the following snow clearing order should be observed

- a. All other township roads
- b. Woodbank Road (sealed section) / Medway Road
- c. Chatterton Road
- d. Carparks

Once the roads listed above are cleared, the contractor is instructed to contact the Councils Roading Manager for further instructions.

Operatives are instructed to take all due care when ploughing snow drifts and not to plough within 1 metre of kerb and channelling on the wider township roads and 500mm on the narrower roads. Any damage to kerb and channelling, the roading surface, service covers, any other council asset and private property needs to be reported to the Roading Manager.

All safety pre-cautions such as signage, flashing lights, correct PPE, etc. are assumed.

Operatives will be, at all times, in direct communication with Corde's Contract Supervisor and give regular (at least hourly) progress and situation updates.

If required, and after confirmation from the Roading Manager, Jollies Pass and Clarence Valley Roads are to be closed. This will involve the physical closing of gates on these roads and the relevant signage erected and cones placed.

Key holders for these gates are as follows (refer Appendix 1 – Key Contacts for contact details)

- Roading Contract Supervisor
- Hanmer Springs Community Board Chairperson
- Hanmer Springs Civil Defence Coordinator
- Police

c. Post Event

Once the initial snow clearing operations have been carried out and all roads have at least 1 lane width access operatives will, where practical, widen the cleared width so that 2-way traffic is possible.

Operatives should take special care not to spray snow onto footpaths.

Operatives need to ensure that any sump inlets that have been covered by snow are cleared to allow melt water to get away.

Post event monitoring of "Black Spots" for icy conditions is assumed and any gritting operations are to be continued until the risk has been removed. e.g.

- Jollies Pass / Conical Hill Corner
- Jacks Pass / Amuri Ave Corner
- Jacks Pass / Chalet Motels corner
- Conical Hill Road / Acheron Heights / Chalet Crescent / Alpine Avenue / Oregon Heights

Grit clearing will be carried out by the incumbent road sweeping contractor in accordance with their contractual requirements and when conditions permit. It is expected that close working relationships between contractors be developed and clear channels of communication (particularly at operative levels), be achieved to eliminate any confusion over roles and responsibilities.

d. Additional Information

Contracting Staff are requested to take note of any members of the public that dump snow from their own private property onto the road carriage way. Any additional snow clearing activities required as a direct cause of these actions will be borne by the party or parties responsible

Operatives are requested to pass on any comments from the public to their supervisor. Likewise any queries should be forwarded to Corde Contract Manager, or the Roading Manager.

Any requests operatives may receive to carry out any additional works or works in an order contrary to that provided in section 3.b of this document, must receive the verbal confirmation from their supervisor prior to carrying the works out.

4. Footpath & Other Non-Road Snow Clearing Contingency Procedures

The following plan will provide a sound basis for action during any snow event. This plan may be modified as required to accommodate individual circumstances as they arise (as per the process outlined above).

Hanmer Springs Community Board may institute preventive measures prior to heavy snowfall if deemed appropriate

Hanmer Springs Community Board instigate footpath snow clearing as soon as they deem it appropriate **and provided in every case that the adjacent road has already been cleared of snow.**

This activity is paid for under targeted rates

Order for footpath clearing:

1. Medical Centre entrance and access
2. School frontage and parking areas
3. Conical Hill Road west side
4. Jacks Pass Road footpath to Powerhouse Cafe
5. Amuri Avenue i-Site/ Pools entrances
6. Jacks Pass Road toilets frontage
7. Amuri Avenue east - Emergency Services Centre to Cheltenham Street
8. Front access to Memorial Hall/Library
9. Public toilets near the St James
10. Public toilets at Chisholm Park
11. Additional footpaths extending throughout the village as resources permit

A 'windrow' of cleared snow will be created between footpaths and roadways. Regular passages through this 'windrow' of snow will be cleared so that there is clear passage between street and footpath.

Private businesses and other residents are responsible for clearing their own access to their front boundaries

Note: Private businesses and residents must not remove snow from their properties to the footpath or street. Rather if they wish to clear car parks, driveways, etc., they should retain the cleared snow within their property. If the HDC is required to remove snow cleared from private properties to the roadway, the property owners will be charged for the costs incurred.

- The local coordinating group should consider planned events that may be scheduled for the village and should be prepared to provide practical assistance in order to maintain village functioning where appropriate.
- Particular consideration should be given to ensuring the continued operation of the service station recognising the 'essential' nature of its services.
- Contractors shall liaise, via the local ICP, advising of areas requiring gritting as ice develops on cleared areas.

SECTION D. Recovery

1 Initiation of recovery phase

In line with standard emergency management principles, the recovery process can be considered to begin as early as practicable and certainly while some response activities are still in progress. The

earlier recovery planning and actions are considered, the more likely it is that recovery will be achieved quickly.

In practice, this may involve during the early stages of response, simply noting down recovery issues that will need to be addressed at the appropriate time later on. As the response to the event stabilises and ‘the-end-is-in-sight’, more and more energy can be directed towards recovery activities.

2 Recovery process

Coordination of the recovery phase will be undertaken within the local coordination framework. As the event progresses, the ICP team will increasingly consider recovery issues and ensure that all necessary steps are taken to recover to “normal”.

3 Recovery – likely considerations

Other possible issues that the ICP might need to consider in recovering from a snow event include:

Restoration of power	Primary responsibility lies with Mainpower
Removal of snow from (some/all) streets and footpaths if weather forecasts indicate piled snow will lie on the ground for extended periods	ICP Team may need to consider engaging contractors to remove and dump snow
Isolated residents	Some vulnerable (elderly, unwell) residents may require assistance to clear access to their homes
<<< Others to be added as identified >>>	

4 Incident Debrief

Following every activation of this plan, the Hanmer Springs ICP team will prepare a brief report on the response and recovery and, if required, will arrange an Incident Debrief with relevant organisations to capture learning opportunities and ensure ongoing improvement of the plan.

Note: Report and debrief should be as short and simple as possible and in proportion to the event

SECTION E. Administration

1. Document Owner

This plan is the responsibility of the Hanmer Springs Community Board in conjunction with the HDC Emergency Management Officer and Roading Manager.

2. Document History

Version	Date	Comment
1.1	13 June 2012	First draft
1.2	15 June 2012	Second draft
1.3	18 June 2012	Third draft
1.4	25 June 2012	Final draft
1.5	29 June 2012	Further draft incorporating Section D - Recovery

1.6	11 July 2012	Final draft incorporating contractor list
1.7	16 July 2012	Approved by HSCB with minor amendments
1.8	27 April 2018	Updated contact and contractor details
1.9	18 May 2022	Updated contact and contractor details, added changes requested by HSCB in April 2021
2.0	7 June 2023	Updated as per the HSCB May meeting 2023
2.1	10 th June 2024	Update as per HSCB Meeting
2.2	29 th July 2024	Updated as per HSCB Meeting – Finalising Changes

3. Review Requirements

This plan is to be reviewed annually before winter by the Hanmer Springs Community Board.

This review must include consultation with other stakeholders in the plan.

4. Distribution and Public Communications

A copy of the current version of this plan is to be distributed as follows:

- a. HDC Emergency Management Officer
- b. Hanmer Springs Councillor
- c. Hanmer Springs Community Board Chair
- d. HDC Roading Manager
- e. HDC Amenities Team Leader
- f. Corde Ltd
- g. Hanmer Springs Civil Defence Coordinator
- h. Mainpower
- i. Transpower
- j. Hanmer Springs Library & Service Centre (available to public)
- k. Hanmer Springs Information Centre
- l. Hanmer Springs Village News
- m. Hanmer Springs Business Association
- n. Local contractors as listed in Appendix Two

The Hanmer Springs Community Board will ensure that there is adequate public awareness of this plan and, in particular, of the practical aspects of road and footpath snow clearing including the rationale for the various provisions.

Appendix One – Key Contacts

The following list identifies key contacts relevant to the operation of this plan.

Hanmer Springs Community Board

Councillor

Tom Davies
Mobile – 027 600 7779
Email - tom.davies@hurunui.govt.nz

Chair

Mary Holloway
Mobile - 027 498 3764
DDI - (03) 315-7925
Email - mary.holloway@hurunui.govt.nz

Hurunui District Council

Emergency Management Officer

Allan Grigg
Mobile - 027 586 1733
Email - Allan.Grigg@hurunui.govt.nz

Roading Manager

Charlie Hutt
Mobile – 027 808 9113
Email – charlie.hutt@hurunui.govt.nz

Three Waters Field Operations Manager

Alex Makogon
Mobile – 021 461 858
Email – alex.makogon@hurunui.govt.nz

Corde Ltd (main office line – 03 311 8080)

Contract Manager

Steve Rogers
Mobile - 027 241 8981
Email – Steve.Rogers@Corde.nz

Contract Supervisor

Thomas Tietjen
Mobile - 027 288 488
Email Thomas.Tietjen@Corde.nz

Operations Manager

Nigel Parkes
Mobile – 027 616 3979
Email – Nigel.Parkes@Corde.nz

Hanmer Springs Civil Defence

Coordinator

Graham Firth
Mobile –
Email -

Mainpower (Control Centre – 0508 60 70 80)

Appendix Two – List of Local Resources

The following list identifies local contractors and others with equipment that may be appropriate and available during an activation of this plan

Organisation Contractor	Equipment Available	Contact Person	Contact Details	Priority
Coughlan Contracting	Loader, Grader	Barrie Coughlan	03 315 7271	roads/ streets/ essential areas/ snow removal
Ross Carter	Bobcat	Ross Carter	021 225 2292	Footpaths/businesses
Geoff Hill	Front-end loader	Geoff Hill	027 228 9832	Roads/streets/essential areas/snow removal
Geens Garden Services	Small tractor with blade	John or Dot Geen	03 315 7339	footpaths/ businesses
Topp Contracting		Geoff Topp	027 432 7261	Roads / Streets

Other Contacts:

Amuri Ski Club

Email: amuriskiclub@gmail.com

Club President: Sam Thomson

Alternative contact Dayle

Sutherland

Mobile 027 692 1624

Email: dayle@horncastle.co.nz

Email: info@skihanmer.co.nz

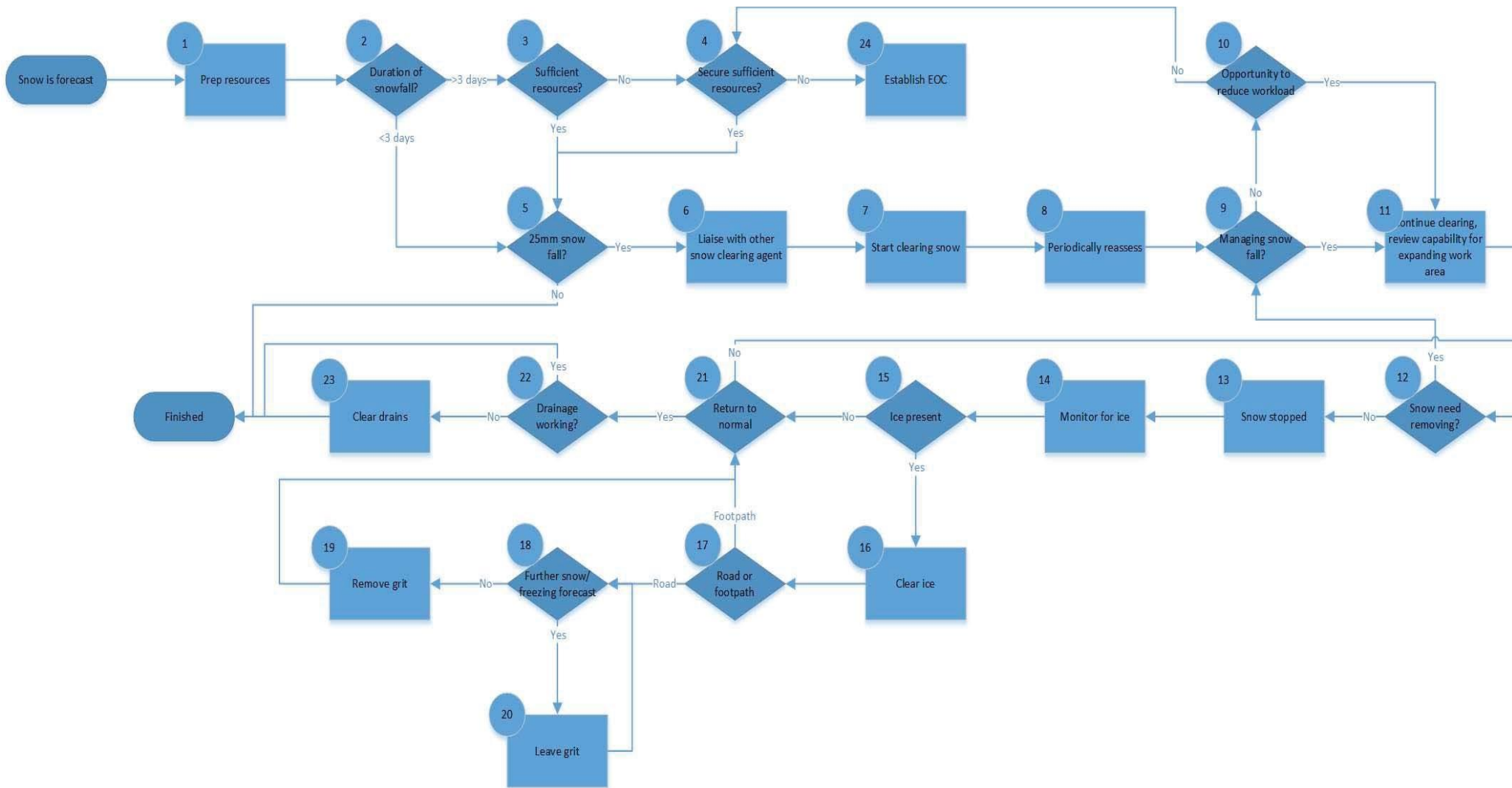
Appendix 3: Hanmer Springs Snow Clearing Process Diagram

Is on the following pages.

Hanmer Springs Snow Clearing Process

– for Roading and Footpath Management

This process flow will be followed by agents operating within the Operations team, including contractors



The following numbered points correspond with the associated number in the process flow

No.	Comments	Timeframe (if applicable)
0	Met service will be continually monitored throughout winter watching for any snowfall event that may affect the Hanmer Springs township	Continuously
1	<p>Check all plant and equipment to ensure it is available and serviceable. Confirm resources are available and prepared to implement this process. Other items to include;</p> <ul style="list-style-type: none"> - Sufficient food/drinks for workers - Fuel availability - Notifications to HSCB members - Communications to effected public via Facebook and website(s) 	2 Days prior to forecast event
2	The duration, and if possible the amount, of the snowfall should be ascertained as quickly as possible. This will have an impact on the amount of resources required and the preparations required. If the snow is likely to consume resources for more than 3 days then provisions must be made to ensure fatigue and morale don't adversely impact the operation	
3	If planned resources are insufficient to manage the forecasted snowfall the more resources will need to be sought	Immediately if the need arises
4	<p>Alternative resource pools include:</p> <ol style="list-style-type: none"> 1. Other Maintenance Team members based outside Hanmer Springs 2. Other HDC Officers 3. Topp contracting (Skid Steer loader/scrapper), relief labour resource to operate existing machinery. 	
5	The implementation of this process kicks in if more than 25mm of snowfall is experienced. If less than 25mm occurs then this will mean a stand-down of resources [maintaining a prepared state] but the situation will be monitored in case of further snowfall	
6	Once the snow is falling the volume and area of the snow fall may require roading and footpath (and other) agents to come together and review the best method for clearing the snow	
7	<p>Start clearing the snow while maintaining proper Hazard and risk assessment as and when the situation changes. Keep 1m back from kerb in wide roads, 0.5m off kerb on narrow roads.</p> <p>Key priority roads</p> <ul style="list-style-type: none"> • Amuri Avenue (East and West) • Emergency Services Centre carpark and access • Conical Hill Road / Acheron Heights / Chalet Crescent / Alpine Avenue / Oregon Heights • St James Avenue / Denby Place / Caverhill Close/ Rutherford Crescent / Chisholm Crescent • Jollies Pass Road to Forest Camp / Jacks Pass Road including the Medical Centre access / Argelins Road <p>Secondary priority:</p> <ul style="list-style-type: none"> • All other township roads • Woodbank Road (sealed section) / Medway Road • Chatterton Road • Carparks 	

No.	Comments	Timeframe (if applicable)
8	Depending on the depth or rate of snow it is likely a review will occur in the initial stages are regularly as hourly and as time progresses and work becomes more routine, then this timeframe will increase. The assessment will look at things like; <ul style="list-style-type: none"> - Safety to workers and public - Capability vs keeping up with the rate or depth of snowfall - People fatigue - Comms updates 	
9	Can the snow clearing team keep up with the rate of snowfall	
10	If workload is too great for the resources to keep up then ask the relevant authority whether there is opportunity to reduce the amount of workload, e.g reduce the number of streets of the required service level.	
11	Clearing routines will continue and an assessment will be undertaken to see if more work can be done with existing resources. This will be carried out by the respective team leaders in consultation with the HSCB	
12	If the amount of snowfall is causing excessive windrows, causing traffic movement issues or it means snow is being stockpiled then consideration needs to be given to carting the snow to an available location. Seek approval to from the HSCB chair or councillor to store snow in the Triangular car park.	
13	The snow has stopped	
14	Monitoring for Ice begins. This will mean resources deployed to the key identified areas to start with and may mean a wider view of the township once the key areas have been addressed	
15	If ice is present and cannot be dealt with due to the volume, then more comms should be considered to workers and the public to be vigilant	
16	Clear the ice in accordance with ice clearing procedures	
17	This is where the process steps for roads and footpaths diverge	
18	Monitor Met Service for forecast of further snow or freezing conditions	
19	If forecast state that the end of the snow and freezing conditions, then grit is to be removed from roads	
20	If forecast state that the snow and freezing conditions will continue, then grit is to remain on the roads	
21	If the snow and freezing conditions have abated, then the operations can return to normal. If the conditions continue, then an iterative cycle will commence.	
22	The grit or leaf fall couple with the snow residue has the potential to block the drainage system. This will need to be checked to ensure the system operates effectively	
23	If the drains are blocked, then these will be cleaned in accordance with the drainage clearance procedures	
24	If the conditions mean the existing resources cannot meet the demand and no other resources can be provided, then follow the process for establishing the EOC	

Amuri Ski Club – Access Conditions

Amuri Ski Club members and patrons can use the road for ski field access only when the road is closed by the Council.

Ski Club must accept liability for ensuring its members and patrons have appropriate driving skills and vehicles fitted with chains for the environment.

The gate must be closed behind every vehicle to prevent public access.
If public access occurs, the Council may terminate the agreement.

Lock and Access Management:

The road will be locked by the Council when closed.

The Ski Club is permitted to have its own combination lock linked through the Council's lock for member and patron access.

The Ski Club can place a sign on the gate with a contact number for members and patrons to get the combination lock number.

The Ski Club must change the combination lock number regularly to prevent unauthorized access.

Compliance and Maintenance:

The Ski Club must ensure members understand how to properly reattach their lock to the Council's lock.

If the Ski Club's lock is bypassed, the Council may cut off the Ski Club's lock, removing access.