



# Matamata-Piako District Emergency Roding Procedures Manual

## (Emergency Event Procedures – EEP) 2009

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# Matamata-Piako District Council Emergency Rooding Procedures Manual 2009

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## **1. Emergency Event Definition**

An emergency event is defined as an incident which results in partial or full closure of a road (other than a State Highway).

These include slips, flooding, spillages of substances, bridge faults, fallen trees, poles and wires and traffic crashes.

## **2. Local Authority Roding Network – Emergency contact numbers**

### **2.1. Matamata-Piako District Council Roads**

If the emergency is on a Matamata-Piako District Council (MPDC) road (and not State Highways 1,24, 26, 27, 28 and 29) call the following:

Matamata-Piako District Council (07)884 0060

Any event occurring outside 8am – 5pm Monday to Friday is to be reported to MPDC Roding Asset Manager on the first working day after the event commenced.

## 2.2. State Highway Roothing Network

- If the emergency is on a State Highway the call shall be directed to the following responsible Contractor and Network Consultant.

Maintenance contractor – Downer EDI Works

After hours:

Paeroa office	(07)862 8725
Fax	(07)862 7641
Mike Uerata	027 275 9562
Mike James	027 675 2846

Network consultant – Opus International consultants

All hours:

Phone	0800 509 050
Phone	(07)862 7732
Pager	026 112 879

Also advise the Matamata-Piako District Council Roothing Asset Manager on the first working day after the event commenced.

Phone	(07)884 0060
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### **3. Overview**

#### **3.1. Purpose of Manual**

This manual will provide the required information and procedures in the case of an Emergency Event occurring within the Matamata-Piako District. The purpose of this manual is to ensure effective communication between all involved parties.

This Matamata – Piako District Emergency Roding Procedures Manual sets out the roles and responsibilities of all organisations responding to an emergency event in the Matamata – Piako District. Including the following:

- Local Authority emergency contact numbers and the corresponding Roding Maintenance Contractors.
- Contact numbers for New Zealand Transport Agency, Network Consultant and Highway Maintenance Contractors for State Highways.
- Emergency Services such as the NZ Police, the NZ Fire Service and St. John Ambulance.

This Emergency Procedures Manual also identifies some of the specific risks present in the District and provides a corresponding procedure for such events. In case of environmental emergencies, the key role will most likely lie with Environment Waikato with our co-coordinated help.

#### **3.2. Emergency Contact Procedure**

In order to prevent conflicting and confusing reports being issued, all parties that attend and/or report on emergency events on Matamata – Piako District Roads (Not State Highways) shall comply with the requirements of this Emergency Roding Procedures Manual.

#### **3.3. Contact Numbers**

The following list provides a directory of phone numbers for the neighbouring Local Authorities and State Highway Emergency Contacts. It also includes Matamata – Piako and surrounding Districts Third Party Contacts; listing the NZ Police, St John Ambulance and the Fire Service.

## LOCAL AUTHORITY EMERGENCY CONTACT NUMBERS

<b>Matamata-Piako District Council</b>	(07)884 0060
<b>Hauraki District Council</b>	
Office Phone and After Hours	(07) 862 8609 0800 734 834
<b>Waikato District Council</b>	
Office Phone and After Hours	(07) 824 8633
<b>Waipa District Council</b>	
Office Phone and After Hours Te Awamutu	0800 924 723 (07) 872 0030
<b>South Waikato District Council</b>	
Office Phone and After Hours	(07) 885 0340
<b>Western Bay of Plenty</b>	
Office Phone and After Hours	(07) 571 8008

## REGIONAL COUNCIL EMERGENCY CONTACT NUMBERS

<b>Environment Waikato</b>	
Office Phone and After Hours Hamilton Paeroa	0800 800 401 (07) 859 0999 (07) 862 8376
<b>Floodline Information</b>	
Waihou River Piako and Waitoa River: Emergency Management Officer	0832 25334 0832 25335 0274 992 120
River levels and rainfall <a href="http://www.ew.govt.nz/Environmental-information/River-levels-and-rainfall">www.ew.govt.nz/Environmental-information/River-levels-and-rainfall</a>	

# Waikato - REGION 3

## State Highway Emergency Phone Number List

2007/2008

### REGION 3 TRAFFIC SIGNALS

**POLICE**  
North Communication Centre  
Auckland Phone 09 571 2800  
Tokoroa Phone 07 886 5189  
Taupo Phone 07 378 0980  
Taurangi Phone 07 385 7709

**Contractor**  
Concord Technologies Phone 07 849 4948  
Koru Biddis Phone 07 867 9170  
Works Infrastructure Phone 07 867 9170

**Taupo**  
All emergency calls, 24 hours  
0800 108 314

**Local Authorities**  
Taupo District Council Phone 07 377 9899  
South Waikato District Council Phone 07 886 1710

### AUCKLAND AREA

**ATOMS - 24hours** Phone: 09 481 0227  
Transit NZ A/R Phone: 09 368 2000

### WEST WAIKATO AREA

Hamilton City, Franklin, Waikato & Waipa Districts  
Transfield Services, Hamilton  
24 Hours Phone 07 848 0003  
Office Phone 07 850 6980  
Fax 07 849 0551

**Consultant**  
MWH NZ Ltd  
24 Hours Phone 07 839 8503  
Fax 07 839 4234

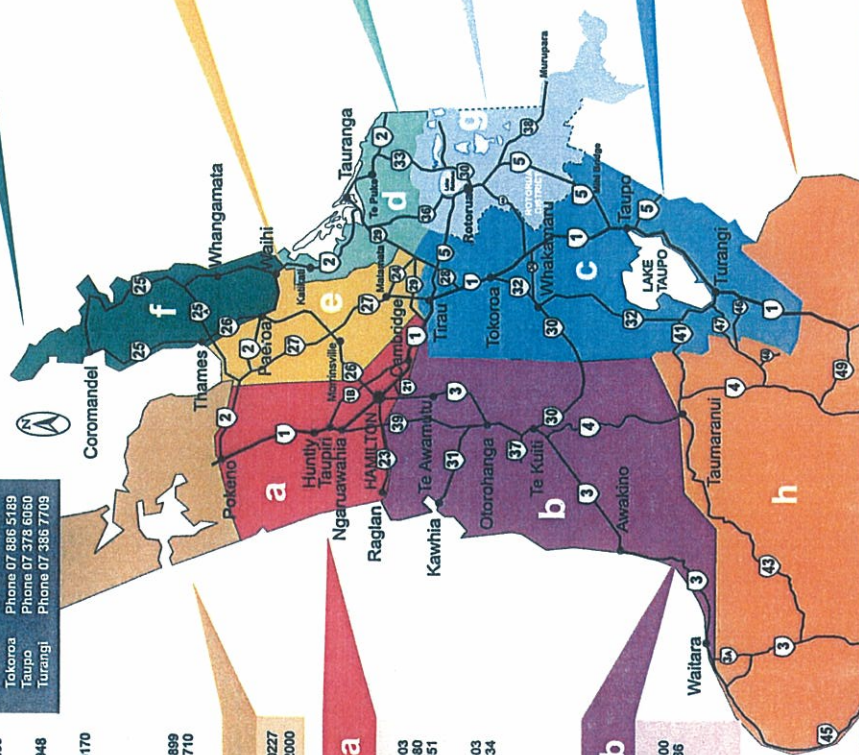
**AFTER HOURS**  
07 848 0685

### SH3 PSMC AREA

Waipa, Otorohanga, Waikato, Taranaki, New Plymouth & Ruapohu Districts  
Transfield Services Hamilton  
Office Phone 07 854 8600  
Fax 07 854 8686

**AFTER HOURS**  
07 848 0655

<b>f</b>	<b>COROMANDEL AREA</b>
DownerEDIworks, Thames Call out Phone 07 867 9170 Fax 07 867 9171	DownerEDIworks, Thames Phone 07 867 9170 Fax 07 867 9171
Consultant - Opus International, Paeroa 1. Office 2. On call	Consultant - Opus International, Paeroa Phone 07 862 7732 (24 hrs) Fax 07 862 7608 Pager 026 112 879
<b>e</b>	<b>HAURAKI MATAMATA PIAKO AREA</b>
DownerEDIworks, Paeroa Office	DownerEDIworks, Paeroa Phone 07 862 8725 Fax 07 862 7641
Consultant - Opus International, Paeroa 1. Office (24hrs) 2. On Call	Consultant - Opus International, Paeroa Phone 07 862 7732 Fax 07 862 7608 Pager 026 112 879
<b>d</b>	<b>BAY OF PLENTY WEST AREA</b>
Western Bay Of Plenty Call Centre 24 Hours	Western Bay Of Plenty Call Centre Phone 07 571 8008
Inroads Call Centre 24 Hours	Inroads Call Centre Phone 07 579 9570
<b>g</b>	<b>ROTORUA DISTRICT</b>
Contractor DownerEDIworks, Rotorua 24 hours	Contractor DownerEDIworks, Rotorua Phone 07 349 9200 Fax 07 349 9201
Consultant Opus International Consultants Rotorua	Consultant Opus International Consultants Rotorua Phone 07 343 1400 Fax 07 343 1401
<b>c</b>	<b>CENTRAL WAIKATO</b>
All emergency calls, 24 hrs	All emergency calls, 24 hrs 0800 108 314
<b>h</b>	<b>WEST WANGANUI AREA</b>
DownerEDIworks, Wanganui Office Consultant MWH NZ Ltd Office	DownerEDIworks, Wanganui Phone 0800 080 366 Office Consultant MWH NZ Ltd Office 24 hours 06 349 1130 Mob 0275 465 959 Phone 06 345 6433



## THIRD PARTY EMERGENCY CONTACTS

### **NZ Police**

#### **Dial 111 for emergency**

Te Aroha	(07) 884 8999
Matamata	(07) 888 7117
Morrinsville	(07) 889 5071
Paeroa	(07) 862 8744
Ngatea	(07) 867 0650
Cambridge	(07) 827 5531
Katikati	(07) 549 0004
Huntly	(07) 828 7560

### **ST JOHN**

#### **Dial 111 for emergency**

Te Aroha	(07) 884 4482
Morrinsville	(07) 889 3826
Matamata	(07) 888 8208
Hamilton	(07) 847 2849
Cambridge	(07) 823 1386
Paeroa	(07) 862 8073
Katikati	(07) 549 3273
Huntly	(07) 828 7161
Tauranga	(07) 571 0333
Ngatea	(07) 867 7226

### **FIRE SERVICE**

#### **Dial 111 for emergency**

The following are unmanned stations

Te Aroha	(07) 884 8729
Secretary: Sandy Barnes at MPDC, PO Box 266, Te Aroha, 3342	
Morrinsville	(07) 889 6800
Matamata	(07) 888 7171
Tahuna	(07) 887 5888
Paeroa	(07) 862 7158
Katikati	(07) 549 0239
Cambridge	(07) 827 6546
Tirau	(07) 883 1700
Huntly	(07) 828 8799
Ngatea	(07) 867 7005
<b>Manned Stations</b>	
Hamilton	(07) 839 4996
Tauranga	(07) 578 7099



## OTHER THIRD PARTY EMERGENCY CONTACTS

### **Powerco Ltd.**

Broken or Dangerous power line situations 0800 272 727

### **ONTRACK**

Railway Emergency 0800 808 400

### **Electrix Limited**

Distribution Gas Mains and Services 0800 80 23 32

Transmission High Pressure Gas Pipelines 0800 73 45 67

### **Telecom**

Cable Fault 124

### **TelstraClear**

Cable Locations 0508 651 050

### **Poison and Hazardous Chemicals**

National Poisons Centre 0800 764 766

### **Northpower**

Cable Faults (07) 542 9310

### **Sewer**

Kaimai Valley Services (07) 884 0060 or (07) 884 7043

Hugh Ratsey 027 473 0475

### **Water**

Kaimai Valley Services (07) 884 0060 or (07) 884 7043

Murray Clayton 0274 730 475

## ROADING CONTRACTORS

**J.Swap Contractors Ltd** (07) 888 7025

0800 807 927

**Fulton Hogan Ltd** (07) 847 5127

**Higgins Contractors Waikato** (07) 846 2418

(07) 843 1790

## **4. Emergency Event Procedure**

A list of requirements and duties for each identified service provider follows:

### **4.1. Local Network Authority (Matamata– Piako District Council)**

Duties of Network Authority:

- Receive information from the Public, Emergency Services or Contractor regarding the emergency event.
- Issue Road closure notification if required and update accordingly.
- Liaise with neighbouring Local Authority, if required.
- Liaise with the Police, if required.
- Liaise with State Highway Network Consultant if a State Highway is affected.
- Liaise with Transit New Zealand Regional Office, if required.
- Liaise with Maintenance Contractor through the duration of the emergency event.
- Liaise with Third Parties, if required.

### **4.2. Maintenance Contractor**

Duties of Contractor:

- Receive the initial information from the, Local Authority or other party.
- Complete site assessment and arrange for establishment of all resources required for making the site safe.
- Advise Local Authority when a road or lane closure is required, e.g. a fatal accident, a significant serious injury or high profile incident, power cables on road, etc.
- Provide the Local Authority with any crash details, possible detour routes and duration of the road closure, if applicable.

- Provide regular updates to the Network Authority regarding the incident.
- Advise Environment Waikato where a spill may contaminate or enter a watercourse.
- Provide required resources for traffic management/scene cleanup. This includes the setting up of the required signage and traffic diversions.
- Take appropriate records and photos if lighting permits.
- Undertake repair work to re-establish passage for all normal road users to at least single lane status, unless instructed otherwise by the Roding Manager keeping a complete record of all costs involved.
- If required by the Local Authority, advise the Police of the name and contact number of the Contractor's personnel supervising the works.
- Consult with Police, if required.

#### **4.3. Police**

Duties of Police:

- Take initial control of the incident.
- Ensure that all Road Safety aspects are addressed at the emergency site.
- Contact Council and advise the location of the incident and requirement for traffic management at the site.
- Control the traffic flow through/around the site until the Contractor has established on site.

## **5. Emergency Event Management**

### **5.1. Summary of Hazards**

The Matamata – Piako District is accustomed to experience a range of natural and man made hazards, each of which can have a significant impact on the Roding Infrastructure.

#### **5.1.1. Flooding**

A single weather system can cause high river flows in the Waihou River and Piakonui Stream, resulting in flooding at various different areas throughout the district. See Appendix C and D for a location map of the Areas most prone to flooding within the district.

#### **5.1.2. Storms**

Cyclonic Storms and intense rainfall can lead to storm flooding, landslides and wind damage, all of which can affect the Roding Network. Landslides are most likely to occur along the Kaimai Ranges with some minor incidences at the south western and northern end of the district boundary.

#### **5.1.3. Street Lights**

Street lights are not only located throughout our urban areas within the district, but are also regularly installed at rural intersections to increase driver visibility. If not maintained appropriately, the street lighting can add as an additional distraction to the driver and result in a hazardous environment for road users.

### **5.2. Specific Operational Risk Analysis**

There are two main areas within the Matamata – Piako District that require specific operational control. These two areas have a history of frequent flooding problems following a storm event which result in signage and detour measures being taken to protect the area. These areas are adjacent to:

- |                                      |            |
|--------------------------------------|------------|
| a) Mace Road Bridge (Bridge:92)      | Appendix C |
| b) Armadale Road Bridge (Bridge:188) | Appendix D |

Flooding of the Waihou River can result in the approaches to these two bridges being submerged under water, resulting in Mace Road and Armadale Roads being closed to through traffic for a period of time.

In such an event the Contractor shall inform the Matamata-Piako District Council that a road closure exists and the appropriate traffic management is to be put in place. Monitoring of the flooded area is then required until the water has receded and the Road can again be opened to through traffic.

*Note: Monitoring of the site is conducted by physically observing the water level on site. Environment Waikato, EW, also offer a 24 hour floodline phone number, 0832 255334, to check on flood levels at nearby locations along the Waihou River. This information is also available on the following webpage: [www.ew.govt.nz/Environmental-information/River-levels-and-rainfall](http://www.ew.govt.nz/Environmental-information/River-levels-and-rainfall). The two EW monitored locations within closest proximity to our two sites are in Te Aroha, and one at Shaftsbury Road Bridge in Manawaru, both of which can assist in monitoring the water level.*

### 5.3. Detour Routes

For detour Routes due to the closure of a State Highway, the *State Highway Emergency Procedure Manual 2006* needs to be followed.

For any other Detours required within the Local Authority Network, the contractor shall inspect and mark out the detour route clearly for motorists to follow and obtain a Road closure Notice from the relevant Local Authority.

### 5.4. RMA Requirements

Section 330 of the Resource Management Act 1991 applies in situations where immediate preventive or remedial measures are required, or any sudden event occurs that is likely to cause loss of life, injury or serious damage to property.

In such cases the provision of sections 9, 12, 13, 14 and 15 of the Act shall not apply to any activity undertaken to remove the cause of, or mitigate any likely adverse effect of the emergency.

Refer Appendix F to L (pages 21 – 43)

***Where an activity is undertaken under section 330, the appropriate consent authority shall be advised within 7 days, that the activity has been undertaken.***

Where such an activity, but for section 330, breaches any of sections 9, 12, 13, 14, and 15 and the adverse effects of the activity continue, then the Matamata – Piako District Council shall apply in writing to the appropriate consent authority for any necessary resource consents required in respect of the activity within 20 working days of the notification.

## **5.5. New Zealand Transport Agency (NZTA) Recommended Procedures**

Although NZTA does not have any Requirements in place for emergency events, some research has been conducted in investigating Road Risk Management for Natural Hazards. The investigation recommends that performance levels are set by each local Roding Network. This needs consultation with the wider Network, including consultation with other Roding Controlling authorities. It also involves the assessment of the impact and risks produced from natural hazards to the Road Network and also considering the mitigation work required.

## 6. Distribution List

New Zealand Transport Agency	Private Bag 3081	Hamilton
Te Aroha Council Office	PO Box 266	Te Aroha
Morrinsville Council Office	25 – 29 Allen Street	Morrinsville
Matamata Council Office	Cnr Tainui & Tui Sts.	Matamata
Downer EDI Works	PO Box 123	Paeroa
Opus International Consultants Ltd	PO Box 91	Paeroa
Police – Te Aroha	PO Box 116	Te Aroha
Police – Morrinsville	PO Box 17	Morrinsville
Police – Matamata	PO Box 7	Matamata
Fire Service – Te Aroha Sandy Barnes, MPDC, Te Aroha	14 Koromiko Street	Te Aroha
Fire Service – Morrinsville	PO Box 135	Morrinsville
Fire Service – Matamata	PO Box 197	Matamata
Fire Service – Tahuna	Huia Rd	Tahuna
St John – Morrinsville	PO Box 369	Morrinsville
St John – Te Aroha	PO Box 164	Te Aroha
St John – Matamata	PO Box 159	Matamata
Environment Waikato – Hamilton	PO Box 4010	Hamilton East
Environment Waikato – Paeroa	Opiritito Rd	Paeroa
Fulton Hogan	PO Box 5503	Frankton, Hamilton
Civil Defence	Private Bag 1001	Thames
Alf Downs Streetlighting	PO Box 275	Marton, 4741
Directions Ltd	PO Box 20551	Te Rapa
Kaimai Consultants		Te Aroha
Kaimai Valley Services		Te Aroha

## 7. Contact Details

To change, delete or update details in this manual please contact:

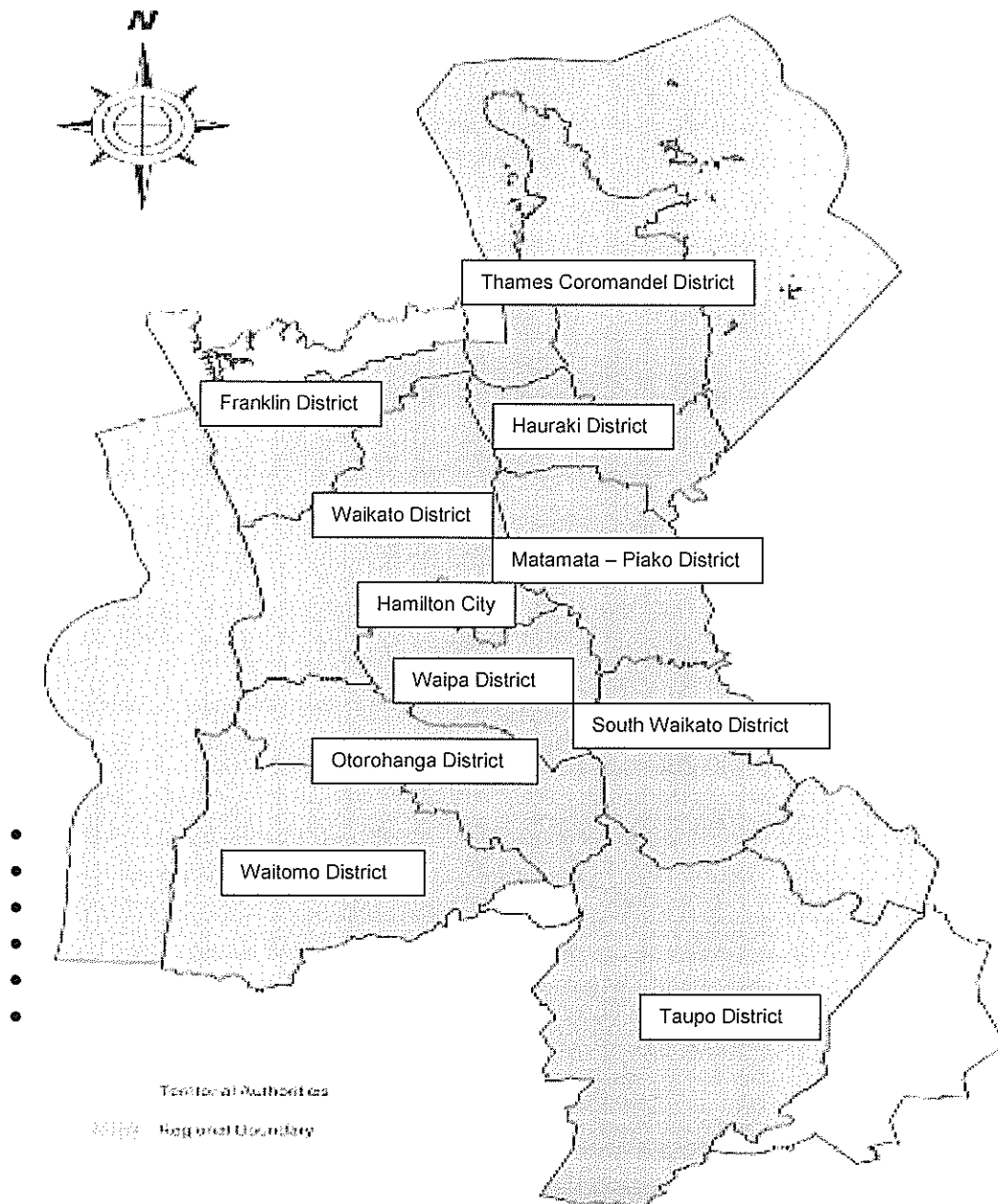
Bevin Boyett-Schultz  
 Roding Asset Engineer  
 Matamata-Piako District Council  
 PO Box 266  
 Te Aroha 3342  
 Phone: (07)884 0088  
 Email: [bboyett-schultz@mpdc.govt.nz](mailto:bboyett-schultz@mpdc.govt.nz)

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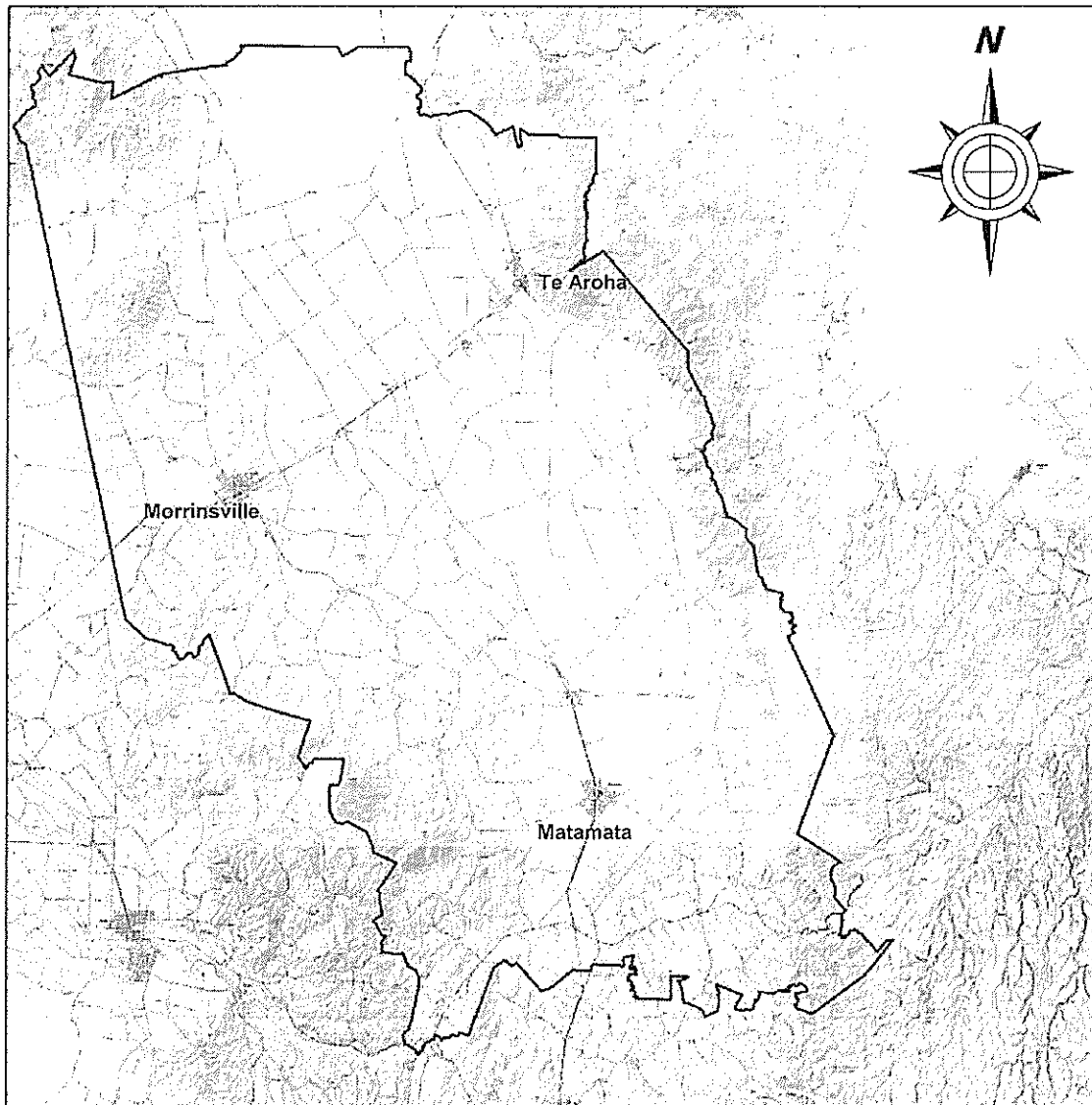


## 8. Appendices

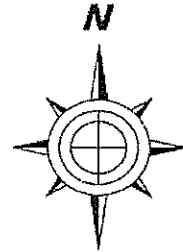
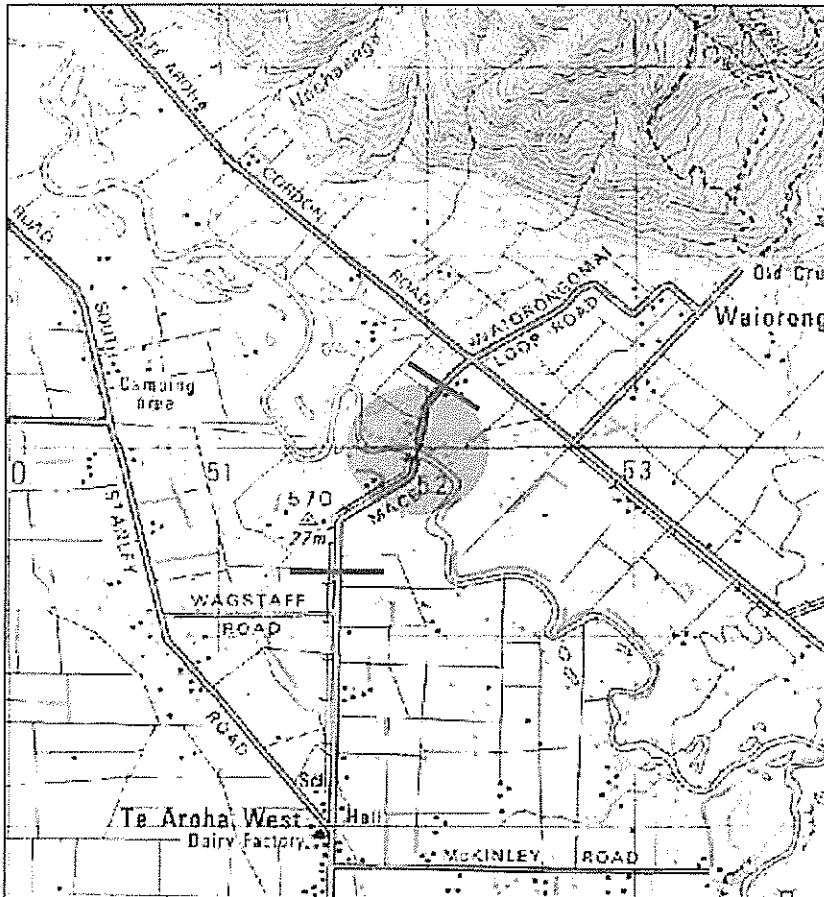
- Appendix A : District Map
- Regional map



- Topographical District Map

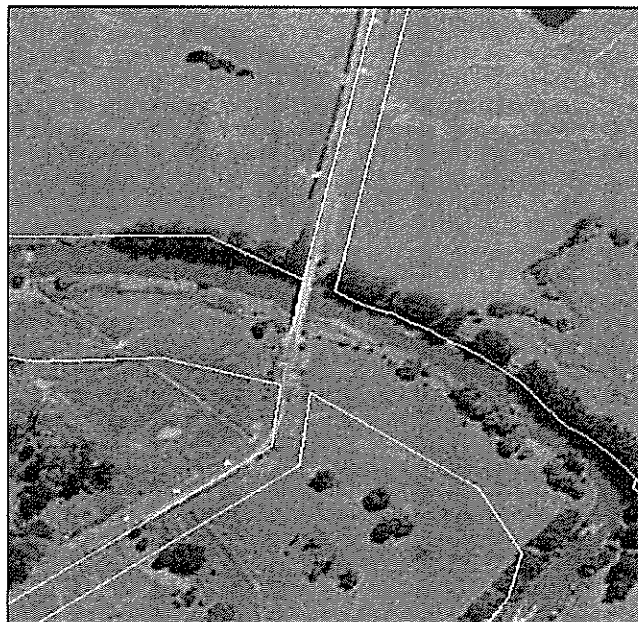


- Mace Road Bridge

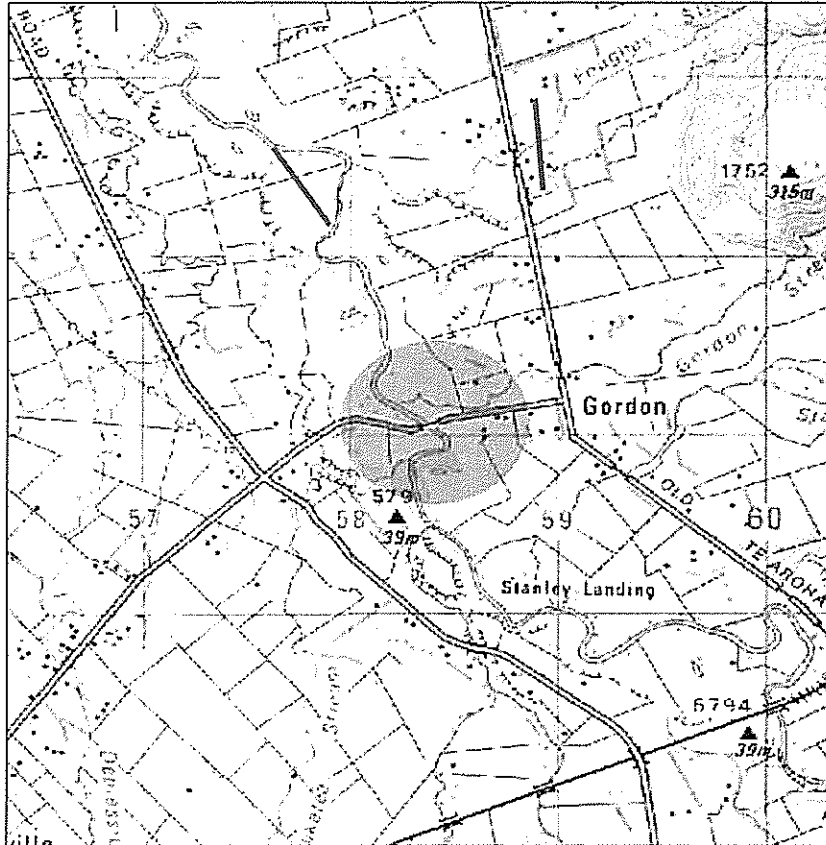


Scale 1: 25,000

Scale 1: 2,500



• Armadale Road Bridge



Scale 1: 25,000

Scale 1: 2,500

