



Meeting of the HB Civil Defence Emergency Management Group Joint Committee

Date: Monday 11 November 2019
Time: 12.00pm
Venue: Council Chamber
 Hawke's Bay Regional Council
 159 Dalton Street
 NAPIER

Agenda

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HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

SUBJECT: ACTION ITEMS FROM PREVIOUS HB CDEM GROUP JOINT COMMITTEE MEETINGS

Reason for Report

1. **Attachment 1** lists items raised at previous meetings that require action, and each item indicates who is responsible, when it is expected to be completed and a brief status comment. Once the items have been reported to the Committee they will be removed from the list.

Decision Making Process

2. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the HB CDEM Group Joint Committee receives the "*Action Items from Previous HB CDEM Group Joint Committee Meetings*" report.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

[1](#) Action Items for Nov2019 meeting



Hawke's Bay CDEM Joint Committee
Monday, 11 November 2019
Council Chambers, Hawke's Bay Regional Council

Action Items from previous meetings:

Item number	Meeting / Agenda Item	Action	Responsible.	Status/Comment
1.	<i>Follow-ups:</i> Group Work Programme Outline	Earth quake prone buildings: <ul style="list-style-type: none"> Some discussions has been held on how each of the TAs is approaching this legislation from a Risk Reduction perspective. Suggested that a paper be presented on a snapshot of where in the process the TAs are. 	I Macdonald	Will be included on 11 November 2019 agenda.
2.	<i>Follow-ups:</i> Group Plan Review	An outline of work program (timeline) review process will be discussed in more detail at next meeting.	I Macdonald	Will be included on 11 November 2019 agenda.
3.	<i>Follow-ups:</i> Risk Reduction	Possibly having a discussion paper to the next JC on developing a combined plan for all TAs and Agencies around natural hazards and risks.	I Macdonald	Programmed for next meeting
4.	2018/19 Annual and Financial Report	<ul style="list-style-type: none"> Agrees that a letter of recommendation from the Chair of this Committee be sent to the Regional Councillors to accept the Annual and Financial Reports for the year 2018-19 from the CDEM Group and how this money is going to be prioritised to build up a reserve for the Civil Defence Fund. The Annual report 2018-19 will be circulated to all five councils for consideration. 	Mayor A Walker / I Macdonald	Letter to be drafted. Draft minutes already included on HBRC agenda. Final report will be forwarded to councils in the next few weeks



HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

Subject: CALL FOR MINOR ITEMS NOT ON THE AGENDA

Reason for Report

1. Hawke's Bay Regional Council standing order 9.13 allows:
 - 1.1. "A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion."

Recommendations

2. That HB CDEM Group Joint Committee accepts the following "*Minor Items of Business Not on the Agenda*" for discussion as Item 11:

Item	Topic	Raised by
1.		
2.		
3.		

Annelie Roets
GOVERNANCE ADMINISTRATION
ASSISTANT

Ian Macdonald
GROUP MANAGER/CONTROLLER



HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

Subject: ELECTION OF CHAIR

Reason for Report

1. The purpose of this paper is to facilitate the election of the Chairperson of the Hawke's Bay Civil Defence Emergency Management Group Joint Committee.

Decision Making Process

2. The Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 2.1. The decision does not significantly alter the service provision or affect a strategic asset
 - 2.2. The use of the special consultative procedure is not prescribed by legislation
 - 2.3. The decision does not fall within the definition of the Adminstrating Authority's (Hawke's Bay Regional Council) policy on significance
 - 2.4. No persons are significantly affected by this decision
 - 2.5. To elect a Chairperson is the only viable option available to the Committee
 - 2.6. The decision is not inconsistent with an existing policy or plan
 - 2.7. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Discussion

3. The Local Government Act 2002 provides direction for the election of a Chairperson. This must be in accordance with the voting requirements contained in Schedule 7, Part 1, Section 25. The relevant matters from this section state:

25. Voting systems for certain appointments

- (1) *This clause applies to:*
 - (c) *The election or appointment of the chairperson and deputy chairperson of a committee; and*
- (2) *If this clause applies, a committee must determine by resolution that a person be elected or appointed by using one of the following systems of voting:*
 - (a) *the voting system in sub clause (3) ("system A");*
 - (b) *the voting system in sub clause (4) ("system B").*
- (3) *System A:*
 - (a) *requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the local authority or committee present and voting; and*

(b) *has the following characteristics:*

- (i) *there is a first round of voting for all candidates; and*
- (ii) *If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and*
- (iii) *if no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and*
- (iv) *in any round of voting, if 2 or more candidates tie for the lowest number of votes, the person excluded from the next round is resolved by lot.*

(4) *System B:*

(a) *requires that a person is elected or appointed if he or she receives more votes than any other candidate; and*

(b) *has the following characteristics:*

- (i) *there is only 1 round of voting; and*
- (ii) *if 2 or more candidates tie for the most votes, the tie is resolved by lot.*

4. This paper recommends that the election of Chairperson of the Civil Defence Emergency Management Group Joint Committee is conducted by using System A as provided in Schedule 7, Part 1, Section 25.
5. The Chair of the Hawke's Bay Coordinating Executives Group (Wayne Jack), will Chair the meeting until the election of the Civil Defence Emergency Management Group Joint Committee Chairperson is complete.
6. The recommendations below need to be moved and seconded, discussed and if decided, passed. Nominations for the position of Chairperson can then be called for and the election conducted. A valid nomination will require a nominator and seconder.
7. The Joint Committee also need to consider whether to elect a Member of the Committee to the position of Deputy Chairperson of the Civil Defence Emergency Management Group Joint Committee and, if so, to elect that person using the same system used for the election of Chairperson.

Recommendations

1. The HB CDEM Group Joint Committee **agrees** that the decisions to be made are not significant under the criteria contained in Council's adopted Significance and Engagement Policy, and that Council can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. The HB CDEM Group Joint Committee **receives** and notes the "*Election of Chair*" report.
3. That the HB CDEM Group Joint Committee **agrees** to use voting System A as provided in Schedule 7, Part 1, Section 25 of the Local Government Act 2002.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.



HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

Subject: COMMITTEE TERMS OF REFERENCE REVIEW AND CONFIRMATION

Reason for Report

1. The purpose of this report is to provide to the Committee its current Terms of Reference (TOR) and recommend some changes to it.
2. The TOR are attached to this report.

Financial and Resource Implications

3. There are no financial or resource implications arising from this paper.

Decision Making Process

4. Council is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 4.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 4.2. The use of the special consultative procedure is not prescribed by legislation.
 - 4.3. The decision does not fall within the definition of Adminstrating Authority's (Hawke's Bay Regional Council) policy on significance.
 - 4.4. There are no persons identified as being affected by this decision.
 - 4.5. Options that have been considered include making a change to the TOR or doing nothing.
 - 4.6. The decision is not inconsistent with an existing policy or plan.
 - 4.7. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Discussion

5. The current TOR were approved by the Joint Committee in late 2016.
6. The attached document includes some tracked changes recommended to the Committee. The substantive changes are as follows:
 - 6.1. Section 6.1 has been changed to reflect current practice that the Deputy Mayor/Chair attend the meeting when the Mayor/Chair is unavailable.
 - 6.2. Changes in 7.3 reflect the changes made in 6.
7. The remaining recommended changes are minor in nature.

Recommendations

8. It is recommended the Committee adopts the attached TOR with the changes annotated.

Recommendations

1. The HB CDEM Group Joint Committee **agrees** that the decisions to be made are not significant under the criteria contained in Administating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. The HB CDEM Group Joint Committee **receives** and notes the "*Committee Terms of Reference Review and Confirmation*" report.
3. The HB CDEM Group Joint Committee **adopts** the Terms of Reference attached to this report including the changes annotated.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [!\[\]\(7a8011739ec4e250e2f89a547d75fb0a_img.jpg\) 1](#) Draft Hawke's Bay CDEM Group Joint Committee Terms of Reference 2019

TERMS OF REFERENCE

HAWKES BAY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

1. PREAMBLE

- 1.1 The Hawke's Bay Civil Defence Emergency Management Group was established pursuant to a Terms of Reference dated August 2003 which was subsequently amended in December 2013. Pursuant to a resolution passed by the Group on ~~11-5 December November~~ 201~~96~~¹⁹, this Terms of Reference is adopted to replace and supersede the Terms of Reference dated ~~5 December~~ 201~~63~~¹⁹.

2. PARTIES

- 2.1 Each of the following local authorities is a Member of the Hawke's Bay Civil Defence Emergency Management Group and is a party to this Terms of Reference:

Central Hawke's Bay District Council
Hastings District Council
Hawke's Bay Regional Council
Napier City Council
Wairoa District Council

3. DEFINITIONS

For the purpose of this Terms of Reference:

- 3.1 "Act" means the Civil Defence Emergency Management Act 2002.
- 3.2 "Administering Authority" means the Hawke's Bay Regional Council.
- 3.3 "Co-ordinating Executive Group" (the CEG) means the Co-ordinating Executive Group to be established under section 20 of the Civil Defence and Emergency Management Act 2002.
- 3.4 "Group" means the Hawke's Bay Civil Defence Emergency Management Group.
- 3.5 "Group Controller" means a person appointed under section 26 of the Civil Defence and Emergency Management Act 2002 and clause 10.1 of this Terms of Reference as a Group Controller.
- 3.6 "Group Plan" means the Hawke's Bay Civil Defence Emergency Group Plan prepared by the Group in accordance with the Act.
- 3.7 "Hawke's Bay Region" for the purposes of this document means the Hawke's Bay region as defined in the Local Government (Hawke's Bay Region) Reorganisation Order 1989, excluding the parts of Rangitikei and Taupo District Councils falling within the area administered by the Hawke's Bay Regional Council.
- 3.8 "Member" means a Local Authority that is a member of the Civil Defence Emergency Management Group that is the subject of this document.
- 3.9 "4Rs" means Reduction, Readiness, Response, and Recovery.

4. THE PURPOSE AND TERM OF THIS TERMS OF REFERENCE

Adopted ~~5 December 2016~~ 11 November 2019

4.1 The purposes of this Terms of Reference are to:

- (a) set out the purposes, functions, powers, and duties of the Group and its members in accordance with the requirements of the Act;
- (b) define the responsibilities of the Group as delegated to the Group by the Members; and
- (c) provide for the administrative arrangements of the Group.

5. JOINT COMMITTEE

- 5.1 Pursuant to section 12 of the Act the Parties were united in August 2003 to establish a Group as a Joint Standing Committee now under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002. This choice is irrevocable under section 14(3) of the Act.
- 5.2 In accordance with section 12(2) of the Civil Defence Emergency Management Act 2002, neither clause 30(5) nor (7) of Schedule 7 of the Local Government Act 2002 which provides for a committee to be discharged or reconstituted, or be discharged following the triennial general election, shall apply to the Joint Committee.

6. MEMBERSHIP OF THE GROUP

- 6.1 The Members of the Group are the Hawke's Bay Regional Council and all those territorial authorities that lie wholly within the boundaries of the Hawke's Bay region. Each member is to be represented on the Group by one person only, being the Mayor or Chairperson of that local authority, or if they are unavailable ~~the Deputy Mayor, an alternate representative who has been given the delegated authority to act for the Mayor or Chairperson.~~
- 6.2 Under section 13(4) of the Act, the alternate representative must be an elected person from that local authority.
- 6.3 Under clause 30(9) of Schedule 7 of the Local Government Act 2002, the powers to discharge any representative of the Group and appoint his or her replacement shall be exercisable only by the local authority Member that appointed the representative being discharged.

7. REPRESENTATIVES TO HAVE FULL DELEGATED AUTHORITY

- 7.1 Each local authority Member agrees to confer full delegated authority on its Representative, or in their absence the alternate Representative in order for the Group to exercise the functions, powers, and duties of Members under the Act within approved Group budgets.
- 7.2 At meetings of the Group, each Member's Representative is to have full authority to vote and make decisions on behalf of that Member without further recourse to that Member in respect of the authority granted under 7.1 above.
- 7.3 If a Member's Representative to the Group is not re-elected at the triennial Local Government Elections that Representative will cease to be a Member of the Group and will be replaced by the elected Mayor or Chairperson of the relevant Local Authority ~~whom will act as the Representative for the relevant Council until such time as a new Representative having full delegated authority, are appointed by that Council.~~
- 7.4 It is the responsibility of each Member of the Group to ensure that they have a representative available to participate in the Group, as soon as practicable after their

Adopted ~~5 December 2016~~ 11 November 2019

representative is no longer able to represent that Member for whatever reason, with the same delegated functions, duties and powers as their predecessor.

8. THE GROUP TO GIVE EFFECT TO THE PURPOSES OF THE ACT

8.1 The functions, powers and duties of the Group are specified in sections 16, 17 and 18 the Act. To assist the Group to meet these requirements, the Group adopts the following objectives:

- (a) To ensure that hazards (as defined in the Act) and the consequential risks are identified and assessed;
- (b) Improve and promote the sustainable management of identified hazards in a way that contributes to the long term social, economic, cultural, and environmental well-being and safety of people and communities;
- (c) Encourage and enable communities to achieve acceptable levels of risk (as risk is defined in the Act), including, without limitation;
 - (i) identifying, assessing, and managing risks; and
 - (ii) consulting and communicating about risks; and
 - (iii) identifying and implementing cost-effective risk reduction; and
 - (iv) monitoring and reviewing the risk management process.
- (d) To require local authorities to co-ordinate, through regional groups, planning, programmes, and activities related to civil defence emergency management across the 4Rs, and encourage co-operation and joint action within those regional groups;
- (e) To encourage through partnership and co-ordination, emergency management planning and civil defence emergency management activities amongst the organisations represented on the Co-ordinating Executive Group, other CDEM partners and the Lifeline utility operators that operate within the region;
- (f) To ensure an effective and efficient region-wide civil defence emergency management capability to respond to and recover from emergencies.

9. OBLIGATIONS OF MEMBERS

9.1 Each member of the Group will:

- (a) In accordance with section 7 and 8 above, appoint their Mayor or Chairperson to the Joint Committee; and
- (b) appoint its chief executive officer to the Co-ordinating Executive Group (CEG); and
- (c) participate in the preparation of and agree to the content of a Group Plan; and
- (d) contribute technical expertise and resources to maintain an effective Group and local level response capability; and
- (e) provide to the Group the information or reports that may be required by the Group to discharge its powers, functions and duties under the Act and the Group Plan.

9.2 Each local authority Member of the Group will be responsible for the risk reduction, readiness, response and recovery arrangements required of it under the Act, and under the Group Plan or as otherwise agreed by the Group, to the standards agreed by the Group.

10. DELEGATED AUTHORITY

Adopted ~~5 December 2016~~ 11 November 2019

10.1 Power to Appoint Group Controller. The Group will appoint one or more suitably qualified and experienced persons or person to be the Group Controller for the CDEM Group pursuant to by section 26 of the Act and in accordance with the Governance and Management section of the current Group Plan. The powers delegated to the Group Controller(s) are as defined in the Group Plan.

10.2 Appointment of Local Controllers. The Group may from time to time appoint in accordance with section 27 of the Act and following consultation with the relevant Members, one or more persons to be a Local Controller in accordance with the Governance and Management section of the current Group Plan.

10.3 Appoint Persons who may a Declare State of Local Emergency. The Group will appoint at least one person as a person authorised to declare a state of local emergency for its area and in accordance with the Governance and Management section of the current Group Plan.

11. CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP PLAN.

11.1 The Group will prepare, approve, adopt and review a Group Plan in accordance with sections 48 to 57 of the Act.

11.2 For the avoidance of doubt each and every obligation, agreement, covenant, responsibility and liability under the Group Plan is binding on and will continue to bind each and every Member of the Group and is and will continue to be enforceable as between each of the Members, against each of the other Members, and every Member of the Group agrees and covenants to carry out and perform all of its obligations under the Group Plan.

12. MAINTAIN THE CO-ORDINATING EXECUTIVE GROUP

12.1 In accordance with section 20 of the Act, establish and maintain a Co-ordinating Executive Group consisting of:

- (a) The chief executive officer of each Member or a senior person acting on that person's behalf; and
- (b) A senior representative of the Police assigned for the purpose by the Commissioner of Police; and
- (c) A senior representative of ~~the Fire Service~~[Fire and Emergency New Zealand](#) assigned for the purpose by ~~their Chief Executive-National Commander~~; and
- (d) The chief executive of a District Health Board in Hawke's Bay representing the District Health Board in Hawke's Bay, or a person acting on their behalf; and
- (e) Any other persons that may be co-opted by the CDEM Group to assist the CEG to undertake its responsibilities.

13. REMUNERATION

13.1 Each Member of the Group shall be responsible for remunerating its representative on the Group for the cost of that person's participation in the Group.

14. MEETINGS

14.1 The New Zealand Standard for model standing orders (NZS 9202: 2001), or any New Zealand Standard substituted for that standard, will be used to conduct Group meetings as if the Group were a local authority and the principal administrative officer of the

Adopted ~~5 December 2016~~[11 November 2019](#)

Hawke's Bay Regional Council or his nominated representative were its principal administrative officer.

- 14.2 Other standing orders may be used, subject to the agreement of the Group, and in accordance with section 19(1) of the Act.
- 14.3 The Group shall hold all meetings at such frequency, times and place(s) as agreed for the performance of the functions, duties and powers delegated under this Terms of Reference. However there will be at least two meetings per year.
- 14.4 In accordance with clause 23 of Schedule 7 of the Local Government Act 2002 the quorum of the Group is all Members.
- 14.5 In the event that a quorum cannot be achieved, the business at any meeting convened for the Joint Committee may be considered without further notice by a subcommittee of the Joint Committee. The recommendations of this subcommittee will be reported for final decision at the next Joint Committee meeting.

15. VOTING

- 15.1 Each member has one vote at a meeting of the Group or when the Group is required at any time to make a decision in respect of an action to be taken by the Group.
- 15.2 All actions (other than the entering into of contracts within the authorised Group budget) to be taken by the Group must first be approved by way of a majority vote of all members that are present and voting.
- 15.3 The Ministry of Civil Defence and Emergency Management shall have observer status on the Group and also the Co-ordinating Executive Group.

16. ELECTION OF CHAIRPERSON AND DEPUTY CHAIRPERSON

- 16.1 The Group may appoint a Group Chairperson and Deputy Chairperson for the Group at the first meeting following the triennial local government elections, and appoint replacements when any of those offices become vacant between elections.
- 16.2 The Group's Chairperson and Deputy Chairperson shall hold office until the first meeting following the triennial general election.

17. ADMINISTERING AUTHORITY

- 17.1 In accordance with section 23 of the Act, the Administering Authority for the Group will be the Hawke's Bay Regional Council. The Administering Authority is responsible for the provision of administrative and related services that may from time to time be required by the Group.

18. GROUP EMERGENCY MANAGEMENT OFFICE

- 18.1 The Hawke's Bay Regional Council will establish and manage an Hawke's Bay Emergency Management Group Office on behalf of the Group.
- 18.2 The Group Office shall coordinate technical expertise, planning and operational functions, performance monitoring, coordination of Group wide projects and any other functions as are assigned to it by the Group. The Group Office will also ~~employ~~ maintain at least one ~~Local Emergency Management Officer-Advisor~~ to be co-located in each TLA to support and where appropriate implement local emergency management outcomes.

Adopted ~~5-December-2016~~ 11 November 2019

- 18.3 The Hawke's Bay Regional Council will employ staff for the Group Office as authorised by the Group and manage the office's expenditure in accordance with the principles of the Local Government Act 2002 and amendments.

19. GROUP FUNDING AND BUDGET

- 19.1 The proposed annual Group work programme and budget will be signed off by the Group no later than the 30th of November of the year proceeding the year which the programme and budget will apply.
- 19.2 The Group work programme, and administrative and related services pursuant to section 24 of the Act, will be funded by way of a Targeted Rate Uniform General Charge (UGC) across the area of the Group and administered by the Hawke's Bay Regional Council. In order to set the Targeted Rate UGC, the Group will communicate its agreed programme and budget to the Hawke's Bay Regional Council no later than 1 February of the year which the programme and budget applies.

20. GOOD FAITH

- 20.1 In the event of any circumstances arising that were unforeseen by the parties at the time of adopting this Terms of Reference, the parties hereby record their intention that they will negotiate in good faith to add to or vary this Terms of Reference so to resolve the impact of those circumstances in the best interests of:
- (a) the Members of the CDEM Group collectively; and
 - (b) the Hawke's Bay community represented by the Members of the Group collectively.

21. VARIATIONS

- 21.1 Any Member may propose a variation, deletion or addition to the Terms of Reference by putting the wording of the proposed variation, deletion or addition to a meeting of the Group.
- 21.2 The Terms of Reference will only be amended upon a unanimous vote and resolution passed by the Group and duly recorded in writing.

22. REVIEW OF THE TERMS OF REFERENCE

- 22.1 The Terms of Reference will be reviewed and if appropriate amended by the Group at its first meeting following the following the triennial local government elections.
- 22.2 The adoption of an amended Terms of Reference revised under clause 22.1 will be undertaken in accordance with section 21 above.

Adopted ~~5 December 2016~~ 11 November 2019

23. ADOPTED BY

THE COMMON SEAL of the)
 CENTRAL HAWKE'S BAY DISTRICT COUNCIL)
 Was affixed in the presence of)

THE COMMON SEAL of the)
 HASTINGS DISTRICT COUNCIL)
 Was affixed in the presence of)

Signed under the seal of the)
 HAWKES BAY REGIONAL COUNCIL)
 In the presence of)

THE COMMON SEAL of the)
 NAPIER CITY COUNCIL)
 Was affixed in the presence of)

THE COMMON SEAL of the)
 WAIROA DISTRICT COUNCIL)
 Was affixed in the presence of)

Adopted ~~5 December 2016~~ 11 November 2019



HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

Subject: GROUP PLAN REVIEW – OUTLINE PROCESS AND KEY DATES

Reason for Report

1. The purpose of this report is to consider the review of the Hawke's Bay CDEM Group Plan and the supporting risk assessment.
2. It is recommended that the Committee agree to the outline process recommended in this report.

Background

3. The current operative Group Plan is for the period 2014 – 2019 and a review has therefore commenced.
4. The current plan was a fundamental step change in terms of moving from a largely operational document to a more strategic plan that looked at CDEM activities integrated across the 4Rs (reduction, readiness, response and recovery) instead of dealing with each separately. The 2014 plan also focused on coordination and cooperation, outlining the principles of how the relationships between the Group members and partner agencies should develop and providing some clearer roles and responsibilities.
5. Given the unsatisfactory Capability and Monitoring Report received in 2010, the current Group Plan contains a number of clear objectives to achieve certain pieces of work. As most of these have now been achieved, consideration now needs to be given to new objectives which will continue to develop the Group's capability.

Decision Making Process

6. The Committee is required to make every decision in accordance with the requirements of the Local Government Act 2002 (the Act). Staff have assessed the requirements in relation to this item and have concluded:
 - 6.1. The decision does not significantly alter the service provision or affect a strategic asset.
 - 6.2. The use of the special consultative procedure is not prescribed by legislation.
 - 6.3. The decision does not fall within the definition of the Adminstrating Authority's (Hawke's Bay Regional Council) policy on significance.
 - 6.4. No persons are significantly affected by this decision.
 - 6.5. The decision is not inconsistent with an existing policy or plan.
 - 6.6. Given the nature and significance of the issue to be considered and decided, and also the persons likely to be affected by, or have an interest in the decisions made, the Committee can exercise its discretion and make a decision without consulting directly with the community or others having an interest in the decision.

Risk Considerations

7. The review of the plan has commenced as required under the Civil Defence Emergency Management Act 2002. There are however some matters which are likely to impact on the timing and possibly the direction of this review.

8. The Government commenced the process of Emergency Management Reforms late last year with a report by a Technical Advisory Group. A number of Cabinet decisions have been made and we are awaiting legislative changes that have been signalled as a result. A draft bill was originally due in August 2019. We have now been advised this may not occur until early next year.
9. The National Plan was also due for review this year. While the Ministry of Civil Defence Emergency Management await the results of the Emergency Management Reforms this review has been placed on hold. Both of these pieces of work could have substantial changes to the structure, roles and responsibilities for CDEM and it is prudent that the Group does not rush into a substantial review of its plan until these matters have more certainty.
10. Finally the Government has strongly signaled that the Act will be modified to allow for a stronger role for tangata whenua in CDEM. It is likely that will include roles in governance at either the Joint Committee and/or Coordinating Executive Group levels.
11. The current plan is still fit for purpose and meets the requirements of the current Act. However a number of the objectives that were driven by past capability assessment reports and inform the Group Work Program are now outdated and could be reviewed.

Group Plan Legislative Requirements

12. The CDEM Group Plan acts as the strategic guiding document outlining the goals set by the Hawke's Bay CDEM Group to give effect to the National CDEM Strategy, and describes the arrangements in place that will build on our CDEM performance.
13. CDEM Group Plans are required in order to address the requirements of section 49 (2) of the CDEM Act 2002. CDEM Group Plans must state and provide for the—
 - a) *local authorities' membership of the CDEM Group*
 - b) *hazards and risks to be managed by the CDEM Group*
 - c) *CDEM measures necessary to manage the hazards and risks*
 - d) *objectives of the CDEM Group Plan and the relationship to the National CDEM Strategy*
 - e) *the cost and resource sharing arrangements among member councils for the CDEM Group and its activities*
 - f) *arrangements for declaring states of emergency and giving notice of a local transition period.*
 - g) *arrangements for cooperation and coordination between CDEM Groups, and*
 - h) *the period for which the CDEM Group Plan remains in force, and*
 - i) *outline the monitoring and evaluation arrangements.*
14. The first part of reviewing the Group Plan is to complete an updated risk assessment for Hawke's Bay. This risk analysis then informs the next part of the plan review process. However it is possible that some work with the Joint Committee and the Coordinating Executives Group regarding the strategic vision and goals, could be completed concurrently.

Hazard Risk Review

15. In order to assess the hazards and risks to be managed by the CDEM Group, the Ministry of Civil Defence and Emergency Management recommends Groups undertake risk profiling to understand which elements are contributing to creating risk and determine what risks should be managed as a matter of priority. These elements include:
 - 15.1. The hazard
 - 15.2. The exposure of people
 - 15.3. The exposure of the built environment

- 15.4. The vulnerabilities
16. The process of understanding risk builds on local research and knowledge; and any events that have occurred over the life of the current Plan. The risk review should also address the changing hazard environment including any changes to local communities (e.g. new or changed land use). Risk is not static. Hazard risks and the communities' awareness of and tolerance for them may vary over time and location.
 17. The Ministry is currently reviewing the *"Director's Risk Assessment Guidance for CDEM Group Planning"*, and would like Hawke's Bay to trial this.
 18. The draft guidance recommends a series of steps, and the following process and key dates are proposed:
 - 18.1. **November- December 2019**
Step 1: Set Context/Identify Risks
 Hawke's Bay has a very good understanding of its hazards and risks and continues to develop this under its 10-year Hazard Research Plan. Nevertheless we propose to establish a risk register as an authoritative source for the plan, incorporating any learnings in the past five years, and linking to the Hawke's Bay Hazard Portal.
 - 18.2. **December – February 2020**
Step 2: Analyse Risks
 Commencing with existing risk assessments, considering recent research and events over the life of the current Group plan, we plan to refine and analyse risk management measures by detailing three scenarios. An extreme event (Hikurangi earthquake/tsunami) and maximum credible event (volcanic ash) and a mid-range event (flood).
 - 18.3. **February – April 2020**
Step 3: Evaluate and Treat Risk
 This is where we want to focus efforts for our risk review with stakeholder engagement/workshops. Do they accept or tolerate the risks as they are, or should additional measures be adopted to manage it? If so what should they be? Identify how could risks increase or change over time, and consider the current CDEM risk management measures priorities and activities. Then identify gaps in the current management of risks. We want to seek stakeholder feedback on CDEM Group Plan priorities for action and identify realistic timeframes for implementation.
 - 18.4. **May 2020**
 As there has been several large pieces of Hawke's Bay CDEM work requiring the participation of our stakeholders this year, we are propose to combine workshops in Step 3 with the "Pathway to Resilience Indicators" program. We will also run other appropriate stakeholder engagement/workshops including with the CEG & CDEM Group, to complete the work on the risk review.
 19. The Committee may wish to consider where they would like to have input into the above process. In the past this has occurred towards the end and after the final risk analysis output has had the input of a number of experts and external organisations. However given the shift in thinking that the community's appetite for risk is essentially a political process it may be appropriate for the Committee to be involved in Step 3 of the process.

Group Plan Review Outline

20. The Hawke's Bay risk analysis is treated as a separate work stream within the overall plan review and signals that this review has commenced.
21. As mentioned above there are some external factors which may impact on the timing and content of the wider plan review. Therefore the following discussion only outlines some broad recommended courses of action and timings.
22. The following are the key milestones with some indicative thoughts on the timing of the process.

Table 1

Milestone	Description	Potential Timing
Strategic Direction Workshop (Joint Committee)	Review existing plan structure, direction and priorities. Focus on high level goals 4Rs.	Mar 2020
Develop Strategic Content	Develop strategic content to inform activities (enablers).	Mar - May 20
Develop Activity Objectives and Content	Work with stakeholders to develop more detailed objectives within specific activity areas.	May - Aug 20
Consultation Draft Released	Governance and stakeholder's final input into draft.	Aug –Sep 20
Final Draft Publically Notified	Special Consultative process under LGA commences.	Sep 20

23. The above table assumes some substantial changes to the Group Plan. It is possible that after the Committee decides on the strategic direction of the review that these timeframes can be reduced.
24. Conversely the impact of the Government's Emergency Management Reforms may require a substantial re-write of the existing plan which could increase timeframes.
25. The Committee will need to be included in providing guidance as the process develops. It would appear logical that this would best occur as a workshop prior to Committee meetings (dates yet to be confirmed).

Consultation and Considerations of Tangata Whenua

26. The process of developing the plan hopefully be under an amended Act which should clarify how tangata whenua should be included in CDEM planning and response.
27. In any event under the requirements of the Local Government Act and in light of work already being done by the Group office in including Māori perspectives in emergency management, consultation with and consideration of tangata whenua will be part of the plan review process.

Financial and Resource Implications

28. The plan review is accommodated for as part of the Group budget and this will be a focus for 2020. No additional expenditure is envisaged.
29. The review will become a focus for Group office staff and this will have some impact on the ability of staff to further other large projects. This can be managed through the Group work programme and by reviewing priorities.

Recommendations

That the HB CDEM Group Joint Committee:

1. Agrees that the decisions to be made are not significant under the criteria contained in the Adminstrating Authority's adopted Significance and Engagement Policy, and that the Committee can exercise its discretion under Sections 79(1)(a) and 82(3) of the Local Government Act 2002 and make decisions on this issue without conferring directly with the community and persons likely to be affected by or to have an interest in the decision.
2. Agrees to the process for the Hawke's Bay risk review as outlined in this report.
3. Agrees in principle to the outline Group Plan review process in Table 1 of this report subject to changes possible under the Government's Emergency Management Reforms.

Authored and Approved by:
Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.



HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

Subject: EXERCISE RUAUMOKO EXERCISE REPORT

Reason for Report

1. To provide the Joint Committee with an overview of Exercise Ruaumoko, held from 17 – 21 October 2019.

Background

2. Exercise Ruaumoko was held from 17 – 21 October 2019 to assess the Hawke's Bay Region's capability to respond to major events. The exercise included establishing and running an operation from the new Group Emergency Coordination Centre, operating local authority Incident Management Teams, volunteer activities and post event recovery discussions.
3. The exercise was based around a magnitude 7 earthquake occurring within the Tūtira area. The scenario used included severe damage to the CBD of Napier, damage to core infrastructure across Hastings, Napier and Wairoa and isolating rural communities across the region. The key outcomes and objectives of the exercise were:

Outcomes	Objectives
1. We have increased confidence that the response and recovery are effective for our communities	1.a) Ensure that the safety and wellbeing of people is at the heart of the emergency management system
2. Relationships between people and organisations involved in the official response are developed	2.a) Inclusion and participation is encouraged for all CDEM Stakeholders
3. People are more confident to participate in the next real event	3.a) People feel the exercise was a valuable experience
4. We understand how we can improve our policies, plans, and procedures to improve future responses	4.a) The exercise is a true reflection of the current state of operational readiness in the region
5. We better understand how we can work in our response facilities to improve future response	5.a) Command, Control, Communication, and Coordination between facilities is understood 5.b) Facility operation and capabilities are evaluated for effectiveness

4. During the planning phase of the exercise, input was sought from all areas of the CDEM sector, including the emergency services, welfare organisations and lifeline utility providers. As part of the exercise development several partner agencies took on the development of specific aspects of the exercise, which ensured a degree of realism in the injects that were used to help direct the exercise.
5. The main phase of the exercise began following the national earthquake exercise Shakeout on Thursday 17 October at 1.30pm. On the Thursday afternoon the new Group Emergency Coordination Centre (GECC) was activated and systems for the activation of staff tested. By 2pm the centre was coordinating an initial response to the earthquake, staffed by employees from HBRC, HDC and NCC. At the same time the five local authorities within the region had also activated their Incident Management Teams

(IMT's) to coordinated the response for their organisation, including the establishment of alternate facilities for Hawke's Bay Regional Council, Wairoa District Council and Napier City Council.

6. By the end of exercise play on the first day all authorities and the Group ECC had established a response and begun to develop initial action plans for the dealing with the impacts of the earthquake.
7. On Friday 18 October the Group ECC continued to respond to the impacts of the earthquake, again staffed by employees of HDC, HBRC and NCC. Central HB District Council employees also assisted with roles within the GECC on the Friday, as the impacts of the scenario enabled them to play a supporting role in the response.
8. The GECC exercise was also attended by a number of partner agencies, including Fire and Emergency NZ, NZ Police and the HB DHB. In addition, the Welfare Coordination Group was activated with representatives present from all key welfare providers. HBRC, HDC and WDC all continued to exercise their IMT's on the Friday and test their arrangements to respond to impacts upon key infrastructure and services.
9. Over the weekend of 19 – 20 October a number of tactical activities were held in partnership with key agencies. These included rapid impact assessment lead by Fire and Emergency New Zealand and utilizing CDEM volunteers for data collection, the establishment of a Civil Defence Centre at the Pettigrew Green Arena involving CDEM volunteers and the Red Cross, and a cliff rescue exercise involving the Coastguard, NZ Police, NZ Landsar and the CDEM Rapid Response Team. All exercises ran well and enhanced our existing understanding of capability across responding agencies within the region.
10. On Monday the 21 October the GECC activated again to respond to the scenario at day 4 of the event, where the majority of initial response activities had been completed and the focus had changed to longer-term response and recovery activities.
11. In addition to the above, there have been two post-response recovery discussions held, with attendance by all local recovery managers, to look at how the region would plan and run the recovery to an event of this magnitude.
12. The exercise was well attended by staff from across all the local authorities and our partner agencies and has provided evidence to help determine where the Hawke's Bay CDEM Group should focus efforts to improve our operational capability.
13. The full evaluation of the exercise is currently being conducted and a post-exercise report will be produced and delivered at the next Coordinating Executives Group (CEG) meeting in December outlining how well we met the outcomes and objectives of the exercise, the current state of our response capability and the areas for improvement.
14. Once the CEG have adopted the post exercise report, this will be included on the agenda of this Committee.



The Group Emergency Coordination Centre in operation, Friday, 18 October



Response planning meeting, Friday, 18 October



Decision Making Process

15. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the HB CDEM Joint Committee receives the *“Exercise Ruaumoko Exercise Report”*.

Authored by:

Jim Tetlow
TEAM LEADER OPERATIONAL
READINESS

Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

There are no attachments for this report.

HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

Subject: EARTHQUAKE-PRONE BUILDINGS POLICY IMPLEMENTATION UPDATE

Reason for Report

1. The purpose of this report is to provide the Committee an overview of how the Group's members are implementing the provisions of the Building Act 2004 in relation to earthquake prone buildings.
2. The following diagram illustrates the factors that are considered as part of this system of managing earthquake prone buildings. As the CDEM Group, under the Civil Defence Emergency Management Act 2002 this Committee is partially responsible for matters around life safety risk and the emergency response. For this reason the Committee requested an update report from each of the council members of the Group.



3. This report also summarises relevant information on council's responsibilities under the Act. However the report should not be considered as a definitive guide to these provisions.

Background

4. In 2017 the Government introduced new provisions in relation to managing earthquake-prone buildings. The new system is consistent across the country and focuses on the most vulnerable buildings in terms of people's safety.

5. An earthquake prone building is defined as a building that has the potential to collapse in a moderate earthquake in such a way that is likely to cause injury or death to people in or near the building or on any other property, or damage to any other property. This definition applies to non-residential buildings. Most residential buildings would not be considered for assessment under this definition unless they are at least two stories high and contain more than two household units.
6. Priority buildings are defined as earthquake prone buildings that are considered to present a higher risk because of their construction, type, use or location. They may be buildings that are considered to pose a higher risk to life safety or buildings that are critical to the response and recovery in an emergency.

Discussion

7. Territorial Authorities are responsible for deciding if a building is earthquake prone. In the case of Hawke's Bay, the region is located in a high seismic risk area and as such TAs are required to identify potentially earthquake prone buildings as follows:
 - 7.1. Priority buildings by 1 January 2020.
 - 7.2. Other earthquake prone buildings by 1 July 2022.
8. Once a council has identified a building as potentially earthquake prone, the owner is required to complete an engineering assessment which may then require a detailed earthquake assessment. This must be done within 12 months of the territorial authority advising the building owner their building as potentially earthquake prone and be supplied to the council.
9. The council then decides if the building is earthquake prone or not. Owners are required to display notices on their building and carry out remedial work.
10. Owners of priority earthquake-prone buildings must carry out seismic work within 7.5 year of confirmation from the council it is earthquake prone. For all other earthquake prone buildings this work must be completed within 15 years.
11. Attached to this report are summaries of where each council in the Group is in this process.

Decision Making Process

12. Staff have assessed the requirements of the Local Government Act 2002 in relation to this item and have concluded that, as this report is for information only, the decision making provisions do not apply.

Recommendation

That the HB CDEM Group Joint Committee receives the *"Earthquake-prone buildings Policy implementation update"* report.

Authored and Approved by:

Ian Macdonald
GROUP MANAGER/CONTROLLER

Attachment/s

- [1](#) EQ Prone Buildings identification progress
- [2](#) Earthquake-prone buildings on vehicle and pedestrian routes - Statement of Proposal, April 2019
- [3](#) Napier City Council potentially earthquake-prone building identification overview
- [4](#) Napier City Council Regulatory Committee - 30 April 2019 Open Minutes

Attachment 1.

Wairoa District Council

Council decided in September that there was not sufficient pedestrian traffic on any of the thoroughfares to warrant prioritisation under the Building Act.

Our priority buildings are now only those buildings listed as priority buildings in the Building Act and we are on target to have any potentially EPB's identified by 1st Jan 2020.

As of 30/10/2019 have 0 EPB's and 0 Potentially EPB's listed in the Wairoa District.

Supplied by Jared Olsen, Senior Building Compliance Office

Hastings District Council

HDC progress on responsibilities under the Building Act 2004 Subpart 6A - Special provisions for earthquake-prone buildings

The legislation sets timeframes for Territorial Authorities to identify potentially earthquake-prone buildings within their district and notify building owners. Priority buildings must be identified within 2½ years (by 31 December 2019), and other buildings (to which the legislation applies) within 5 years (by 30 June 2022).

Hastings District Council are meeting these timeframes.

Summary

Of the building stock within the Hastings district which this subpart applies to, approximately 98% have been profiled using the EPB methodology.

The table below provides a breakdown of current category A, B and C buildings within Hastings district.

Buildings Profiled within Category A, B & C	
(as at 16 October 2019)	
Category A	44
Category B	7
Category C	74
TOTALS	125

Following public consultation completed in 2018, the Council adopted an area of the CBD for the purpose of identifying potentially earthquake-prone priority buildings.

Notification to owners of potentially earthquake-prone buildings is being made in stages (to assist engineering resourcing availability). The table below provides a summary of current notification letters that have been sent.

OWNERS NOTIFIED				
PotEPB Letters Sent Out (as at 16 October 2019)				
EPB Methodology Building Profile	Priority Timeframe (Prescribed)	Priority Timeframe (CBD - Consultation Area)	Standard Timeframe	TOTALS
Category A	1	12	11	24
Category B	0	2	3	5
Category C	0	0	3	3
TOTALS	1	14	17	32

To date all owners of Category A (URM buildings) priority and non-priority buildings within the CBD, and Category B (>12m's or ≥3 storeys) have been sent notification of the requirement to provide an engineering assessment.

Many owners that were notified have requested and been granted an extension of time to provide an engineering assessment (max 1 year extension).

The next stage of notifications to building owners will include the remaining Category A buildings. Following this Category C building owners will be notified (which will be completed by 30 June 2022).

Following completion and acceptance of an engineering assessment, buildings determined to be earthquake-prone by Council, will be required to be remediated within 7½ years for priority buildings, and 15 years for other non-priority buildings.

Currently there are 8 earthquake-prone buildings (4x EPB notices are being attached to buildings this week). Of the 8 earthquake-prone buildings, two are being strengthened (former Municipal Building and HB Opera House).

Supplied by Gerard van Veen, Building Consents Projects Officer

Central Hawke's Bay District Council

CHBDC is well progressed to meeting our target of 1 January 2020 for the identification of priority buildings. In October 2018 we undertook our consultation with the community to define our priority routes, and these were formally decided by the Council in November 2018. Following the Christmas

break we held three local building owner meetings with those building owners within the priority route areas to allow them to understand our process, the next steps, and have a question and answer session with our engineer.

In July 2019 we employed a consultant engineering firm to assess all the buildings within the priority routes, this was a total of 104 buildings in Waipukurau and 32 buildings in Waipawa. The engineer undertook a desktop assessment, site visits and property record search. We have formally identified 20 earthquake prone buildings in Waipukurau and 8 in Waipawa. We are in the process of finalising the letters to send out to building owners which will happen in November 2019, we are adding in information about our future town centre planning aspirations to encourage building owners who may not be in a position to undertake the remedial work to come and chat with us before they make any decisions about the long term plan for their building.

Following on from this, we will be planning to start assessing all of the 'other' earthquake prone buildings in our district starting in 2020 to allow for the timeframes required by legislation.

Supplied by Alison Francis, Customer & Consents Manager

Napier City Council

See attached

EARTHQUAKE-PRONE BUILDINGS *on vehicle and pedestrian routes*

STATEMENT OF PROPOSAL

APRIL 2019



NAPIER
CITY COUNCIL
Te Kaunihera o Ahuriri



Background

The Building (Earthquake-prone Buildings) Amendment Act 2016 came into force on 1 July 2017. It changes the current system for identifying and repairing earthquake-prone buildings.

The new system ensures the way our buildings are managed for future earthquakes is consistent across the country, and provides more information for people using buildings, such as notices on earthquake-prone buildings and a public register. Owners of earthquake-prone buildings will be required to take action within certain timeframes depending on the seismic risk area in which their buildings are located. Affected owners will be contacted by Council.

Napier city has been categorised as a high seismic risk area. This means Council must identify potentially earthquake-prone buildings within 5 years, and building owners must strengthen or demolish earthquake-prone buildings within 15 years from the date the notice is issued.

Priority buildings

Under the new system earthquake-prone buildings that are a high risk to people's lives or are critical to recovery in an emergency are considered '**priority buildings**'. Priority buildings must be identified and remediated in half the time allowed for other earthquake-prone buildings, to reduce the risks to people's lives faster.

This means Council must identify potentially earthquake-prone **priority** buildings in Napier within 2.5 years, and building owners must strengthen or demolish earthquake-prone **priority** buildings within 7.5 years from the date the earthquake-prone building notice is issued.

Some education buildings are also likely to be priority buildings. Other buildings may also be a priority due to their location, and the potential impact on people if the buildings fail in an earthquake.

More information about the new system can be found at:

www.building.govt.nz/managing-buildings/managing-earthquake-prone-buildings/

Why we are consulting

Before we decide which other buildings may be priority buildings we must identify roads, footpaths and other thoroughfares that have sufficient vehicle or pedestrian traffic to justify prioritisation, if a part of a [an unreinforced masonry] building was to fall on them in an earthquake.

We also want to know if you think there are any other roads or thoroughfares that should be included as a route of strategic importance in terms of an emergency response.

Your views will help Council decide which thoroughfares to prioritise.

This consultation is undertaken in accordance with section 133AF(2) of the Building Act 2004, which requires Council to use the special consultative procedure in section 83 of the Local Government Act 2002 to identify certain priority buildings.

Proposal

Vehicle and pedestrian thoroughfares with sufficient traffic to warrant prioritisation

Buildings on roads with sufficient vehicle and pedestrian traffic pose a higher risk to public safety. We've used the following criteria to help us decide if there is sufficient vehicle and pedestrian traffic on these thoroughfares.

Criteria

1. High pedestrian areas (e.g. people not in vehicles)

Areas where there are shops or other services, and places where people work and catch transport, often have lots of pedestrians. In Napier, this includes shopping and eatery areas on the main streets, areas around businesses in our shopping centres where people gather, and transport hubs like bus stops. Key walking routes that link these areas are also important to consider.

2. Areas with high vehicle traffic (e.g. people in cars or on bikes)

Traffic routes that are regularly subject to high numbers of vehicles like a busy intersection or congested roads are important to consider. In Napier our main streets are well used, with busy intersections, and we have several main arterial routes and state highways that cater for high levels of traffic.

3. Potential for part of an unreinforced masonry building to fall onto the identified thoroughfare

An unreinforced masonry (URM) building is an older style building with brick walls that do not contain steel, timber or fibre reinforcement. URM buildings often have other features like parapets, verandas, balconies, decorative ornaments, chimneys and signs on the front walls that face onto a street or open space. These features increase the risk of a building, or part of a building, collapsing in an earthquake.

What we are proposing

Based on there being sufficient traffic and the potential for part of an unreinforced masonry building to fall, Council proposes the following thoroughfares be prioritised.

Napier CBD

- a) **Shakespeare Road** from Hastings Street to Madeira Road
- b) **Browning Street**
- c) **Herschell Street**
- d) **Cathedral Lane**
- e) **Tennyson Street** from Clive Square East to Marine Parade

Attachment 2

- f) **Hastings Street** from Shakespeare Road to Sale Street
- g) **Market Street**
- h) **Dalton Street**
- i) **Clive Square East**
- j) **Emerson Street** from Clive Square East to Marine Parade
- k) **Dickens Street** from Munroe Street to Hastings Street
- l) **Albion Street**
- m) **Station Street** from Munroe Street to Hastings Street
- n) **Vautier Street**
- o) **Raffles Street** from Munroe Street to Vautier Street
- p) **Bower Street**
- q) **Edwardes Street**
- r) **Sale Street**
- s) **Marine Parade** from Ocean Spa to Sale Street
- t) **Munroe Street** from Dickens Street to Sale Street

Taradale Shopping Centre

- a) **Gloucester Street** from Northern and Southern junctions with Lee Road
- b) **Lee Road** from Northern and Southern junctions with Gloucester Street
- c) **Symons Lane**
- d) **White Street** from Symons Lane to Gloucester Street
- e) **Puketapu Road** from Symons Lane to Lee Road

Ahuriri Shopping Centre including West Quay

- a) **Bridge Street** from Hardinge Road to Nelson Quay
- b) **Waghorne Street** from Barry Street to Wright Street
- c) **Barry Street** from Waghorne Street to Nelson Quay
- d) **Routledge Street**
- e) **Nelson Quay** from Barry Street to Bridge Street
- f) **West Quay**

Marewa Shopping Centre

- a) **Kennedy Road** from Douglas McLean Avenue to Nuffield Avenue

Onekawa Shopping Centre

- a) **Maadi Road** from 12 Maadi Road to Menin Road

Item 9



Napier CBD Map



Item 9

Attachment 2

Attachment 2

Item 9

Taradale Shopping Centre Map



Ahuriri Shopping Centre including West Quay Map



Item 9

Attachment 2

Attachment 2



Onokawa Shopping Centre Map



Item 9

Attachment 2



What happens next?

Once we have decided which roads and thoroughfares are a priority, Council will look at buildings on those thoroughfares to determine whether they are potentially earthquake-prone using the Earthquake-prone Building Methodology.

Affected building owners will be notified that their buildings are potentially earthquake-prone. Owners of potentially earthquake-prone buildings, whether a priority building or not, have 12 months to provide an engineering assessment.

Once this assessment is received, Council will determine if the building is classified as earthquake-prone, and notify the building owner of its decision.

If a building on one of the proposed thoroughfares is constructed of unreinforced masonry and confirmed, earthquake-prone then it will be considered a priority building and the timeframe to remediate will be 7.5 years instead of 15 years.

Have your say

We want your feedback on our proposed priority roads and thoroughfares.

Copies of the Statement of Proposal and submission forms are available:

- online at Council's website:
- at Council offices and libraries

You can make a submission in the following ways:

- Online: www.sayitnapier.nz
- Emailed to: info@napier.govt.nz
- Delivering it to Council offices: Customer Service Centre, 215 Hasting Street, Napier
- Posted to: Napier City Council, Private Bag 6010, Napier 4142

Submissions must be received by **5pm** on **31 May 2019**.



Feedback form

PROPOSED vehicle and pedestrian thoroughfares with enough traffic to be considered a priority

We want your feedback on our proposal for roads, footpaths and other thoroughfares that should be prioritised. We also want your views on whether there are any other routes that should be included.

Tell us what you think.

Your details

Full name

Street address

Email (optional)

Phone (optional)

Would you like to present your feedback in person to Council on 11 June 2019?

If you do wish to speak, please make sure you leave your contact details in the area above so we can get in touch to make a time.

Yes / No

Privacy statement

Submissions made under the Local Government Act 2002 are public documents. They are made available in a report to the elected members of Council and to the public via Council's website and on request. Personal information supplied will be used for administration purposes and as part of the consultation process. You have the right to correct any errors in personal details contained in your submission.

Are you happy for your name to be released to the public in association with this submission?

Yes / No

Submission Questions

1. Do you agree with the thoroughfares identified for prioritisation?

Yes / No

If not, which thoroughfares do you disagree with and why?

2. Are there any other thoroughfares that meet the criteria but are not listed?

Yes / No

Please list which other thoroughfares you feel meet the criteria and why.

Attachment 2

3. Do you agree with Council that there are no transport routes of strategic importance that meet the criteria for prioritisation?

Yes / No

If not, please list the transport routes of strategic importance which you think meet the criteria and your reasons why below.

Item 9

NAPIER CITY COUNCIL POTENTIALLY EARTHQUAKE-PRONE BUILDING IDENTIFICATION OVERVIEW

Prepared by: Malcolm Smith – Manager Building Consents

Date: 24 October 2019

Napier City Council is currently in the process of identifying priority buildings as defined in the Building Act and as described in the attached Statement of Proposal that was signed off by Council as per the attached Council Resolutions.

As part of our priority building identification process we have identified that we don't have any hospital buildings or buildings that are used to provide emergency response services that come under the profile categories as defined in the Earthquake-prone Building Methodology.

We are also identifying those buildings that are potentially earthquake-prone (but not priority buildings) as per the Earthquake-prone Building Methodology in the thoroughfares identified in the Statement of Proposal as part of the priority building identification process.

It should also be noted that under our previous Dangerous, Earthquake-prone and Insanitary Buildings Policy we had engaged a panel of local engineers to assess all pre 1976 two or more storey buildings in the Napier CBD and these assessments are recognised as being acceptable under the current Earthquake-prone Building Methodology.

AGENDA ITEMS

1. EARTHQUAKE-PRONE BUILDINGS - IDENTIFICATION OF PRIORITY BUILDINGS - CONSULTATION

Type of Report:	Legal
Legal Reference:	Building Act 2004
Document ID:	726241
Reporting Officer/s & Unit:	Malcolm Smith, Manager Building Consents

1.1 Purpose of Report

To advise Council of the requirements under the Building Act 2004 in relation to the identification of priority buildings under the earthquake-prone building legislation, and to seek approval to release the draft Statement of Proposal for public submissions prior to adoption by Council.

At the Meeting

The Manager Building Consents gave a broad overview noting that Council is meeting legislative requirements to consult on this matter. Council officers have initially identified priority areas of risk, and the draft Statement of Proposal has been prepared for public consultation to ensure that all priority areas have been included.

In response to questions from Councillors the following points were clarified:

- Maraenui and Greenmeadows are not identified as priority areas as Council officers do not believe that any unreinforced masonry buildings are located in those areas. It is anticipated that any areas that the public believe have been incorrectly assessed or overlooked will be identified through the consultation process.
- No priority buildings have been identified at this stage. Once the priority areas have been confirmed, the priority buildings within these will be identified and building owners will be contacted at that time. Most building owners will already know whether they are likely to be affected or not.
- Due to the 1931 Earthquake, Napier's building stock is relatively modern and a number of buildings have already been assessed and upgraded.
- Council officers will liaise with the Business Associations located in the identified priority areas, the local branch of Engineering NZ will engage with Historic Places and Art Deco Trust (if necessary) once the priority buildings have been identified.
- Owners of heritage buildings may be able to apply for some dispensations under the Building Act.

Regulatory Committee - 30 April 2019 - Open Minutes

Committee's recommendation

Councillors Brosnan / Hague

That the Regulatory Committee:

- a. Approve the release of the draft Statement of Proposal for public submissions.

Councillor Jeffery did not participate in the vote due to a declared interest

Carried

Regulatory Committee - 11 June 2019 - Open Minutes

AGENDA ITEMS

1. EARTHQUAKE-PRONE BUILDINGS - IDENTIFICATION OF PRIORITY BUILDINGS - CONSULTATION

Type of Report:	Legal
Legal Reference:	Building Act 2004
Document ID:	737346
Reporting Officer/s & Unit:	Malcolm Smith, Manager Building Consents

1.1 Purpose of Report

The report provides an analysis of submissions received on the Statement of Proposal that will enable Council to identify priority buildings under the earthquake-prone building legislation.

At the Meeting

The Manager Building Consents spoke to the report and outlined the process undertaken to date. He confirmed that priority areas have been identified based on documents and guidance from MBIE, and the next step will be to engage an officer to check whether any unreinforced masonry buildings are located within those areas.

In response to questions from Councillors, the following points were clarified:

- Priority areas were identified as being areas with potentially unreinforced masonry buildings and high vehicle or high pedestrian traffic.
- Most unreinforced masonry buildings in Napier were destroyed in the 1931 earthquake. Those that remain would most likely be located in Taradale or the CBD. Officers advised that they have been conservative in their assessment by including other high traffic areas.
- It was noted that some of the buildings that did survive the earthquake will have already had strengthening work completed.
- Urgency is required as Council has a statutory requirement to identify the priority buildings by the end of this year. The sooner the priority areas are identified the sooner an officer can be appointed to complete the next stage of identifying the buildings.
- Template letters have been prepared and will be sent out to all affected building owners advising them of the next steps.

Committee's recommendation

Councillors Wright / Hague

That the Regulatory Committee:

- Receive the submissions on the Earthquake-Prone Buildings – Identification of Priority Buildings Statement of Proposal.

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- b. Adopt the Earthquake-Prone Buildings – Identification of Priority Buildings Statement of Proposal as notified.
- c. That a **DECISION OF COUNCIL** is required urgently to enable Council Officers to meet a legislative deadline.

Carried

**Council
Resolution**

Councillors White / McGrath

That Council:

- a. Receive the submissions on the Earthquake-Prone Buildings – Identification of Priority Buildings Statement of Proposal.
- b. Adopt the Earthquake-Prone Buildings – Identification of Priority Buildings Statement of Proposal as notified.

Carried



HB CDEM GROUP JOINT COMMITTEE

Monday 11 November 2019

SUBJECT: DISCUSSION OF MINOR ITEMS NOT ON THE AGENDA

Introduction

This document has been prepared to assist the HB CDEM Group Joint Committee members to note any Minor Items to be discussed, as determined earlier in the Agenda.

ITEM	TOPIC	MEMBER/STAFF
1.		
2.		
3.		