



- 4 AUG 2011

1 August 2011

Stephen Mills QC
Counsel Assisting
Canterbury Earthquakes Royal Commission
PO Box 14053
CHRISTCHURCH, 8544

Dear Stephen

REQUEST FOR DOCUMENTS

I refer to your letter of 21 July 2011. Pursuant to section 4C Commissions of Inquiry Act 1908, you have requested that the Council provide to the Royal Commission a copy of the report "Building Evaluation Transition Team – Processes Used and Lessons Learnt Following the Darfield Earthquake of 4 September 2010". I enclose a copy of this report and the related appendices.

The report was prepared by Sisirc Consulting Limited and McNulty Engineering Management Limited, at the request of the Inspections and Enforcement Unit of the Christchurch City Council.

The Inspections and Enforcement Unit Manager has not completed a review of the report. Furthermore, the report includes legal analysis which has not been reviewed by the Legal Services Unit of the Christchurch City Council. Therefore, the report enclosed has not been finalised from the Council's perspective.

The report was requested to assist the Council with its debrief processes following the 4 September 2010 earthquake. The events of 22 February 2011 occurred prior to the report being finalised. The experiences following 22 February 2011 will now form an integral part of the Council's debrief processes. The conclusions reached in the report from Sisirc Consulting Limited and McNulty Engineering Management Limited will be reviewed in the context of this wider debrief process.

Given the circumstances outlined above, the report does not necessarily represent the Council's view of its building evaluation processes following the 4 September 2010 earthquake, or on the legislation relating to these processes.

Yours faithfully

Peter Mitchell
General Manager
Regulation and Democracy Services

Building Evaluation Transition Team



Processes Used and Lessons Learnt following the Darfield Earthquake of 4 September 2010



Disclaimer: This report has been prepared at the specific request of Christchurch City Council in connection with Christchurch City Council's Building Evaluation Transition Team system close out and for this purpose only.

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Sisirc Consulting Limited and McNulty Engineering Management Limited does not contemplate anyone else relying on this report or that it will be used for any other purpose.

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Building Evaluation Transition Team (BET TEAM)

Report Prepared for Christchurch City Council Inspection and Enforcement Unit

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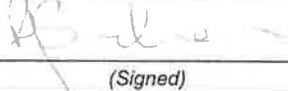
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1 Glossary

BAU	Business as Usual
BET TEAM	Building Evaluation Transition Team
BRO	Building Recovery Office
CCC	Christchurch City Council
CDE	Civil Defence Emergency
CDEM	Civil Defence Emergency Management
CSR	Customer Service Request
DBH	Department of Building & Housing
CPEng	Chartered Professional Engineer, New Zealand
EOC	Emergency Operations Centre
NZSEE	New Zealand Society for Earthquake Engineering
TMC	Traffic Management Coordinator, Transport Safety Team (CCC)
Reg&D	Regulation and Democracy Unit, Regulatory Services Group (CCC)
I&E	Inspections and Enforcement Unit, Regulatory Services Group (CCC)

Building Safety Evaluation Inspection Categories:

RED	UNSAFE
R1	Significant damage, repairs required, strengthening possible.
R2	Severe damage, demolition likely.
R3	At risk from adjacent premises or from ground failure.
YELLOW	RESTRICTED ENTRY
Y1	Short term entry.
Y2	No entry to parts until secured or demolished.
GREEN	INSPECTED – NO RESTRICTION ON USE OR OCCUPANCY
G1	Occupiable, no immediate further investigation required.
G2	Occupiable, repairs required.

2 Introduction

The Building Evaluation Transition Team (BET Team) was established by the Christchurch City Council on 20 September 2010 at the start of the Recovery phase following the 4 September 2010 Darfield Earthquake (main shock). The team's purpose was to maintain an accurate Building Safety Evaluation schedule (identifying dangerous or insanitary properties); provide technical structural engineering support to various entities within the Christchurch City Council, such as advising Traffic Management Services on cordon placement for public safety; to co-ordinate the monitored access to cordoned areas (particularly high profile cordons such as Manchester Courts Building); and to respond to customer requests to investigate potentially dangerous buildings.

Christchurch City Council implemented the NZSEE Guideline for Building Safety Evaluation During a State of Emergency - August 2009 following the activation of the EOC on 4 September 2010. The NZSEE Guidelines identify a process for the rapid assessment of properties and a classification system to triage the extent of damage. The process and associated documentation (Level 1 and Level 2 Assessment Forms; Red, Yellow, Green placards) were the foundations of all records managed by the BET Team.

3 Purpose of Report

This report addresses the BET Team's establishment and operation. The report documents the situation as at the 29 October 2010. Recommendations included in the body of the report are summarised in Section 4. A brief summary of events is provided in Section 5, followed by an outline of the development of the BET team in Section 6. The processes and procedures used and developed with supporting documentation and information needs are covered in Section 7. Lessons learnt are outlined, and residual risks to be addressed by the Inspections and Enforcement Team of Christchurch City Council are listed in Section 8.

This work was carried out under the direction of and for the Christchurch City Council Unit Manager, Inspections & Enforcement.

An addendum to this report, "Section 9: Aftershocks and Afterthoughts" was developed following the Boxing Day aftershock. This section comments specifically on activities that took place as part of the immediate response to the event. The section is not intended as a full review of the response to the event. It highlights matters of concern which the authors believe should be addressed immediately by the Council.

4 Recommendations

The authors recommend that Christchurch City Council take action to ensure:

- An Emergency Plan and Operating Procedures are developed within the 2010/11 financial year to effectively manage the application of the NZSEE Building Evaluation Guidelines:
 - The Emergency Plan should include:
 - The role of the building evaluation (& rescue) team within an activated EOC
 - The organizational structure of the building evaluation team
 - The legislation and guidelines governing the activities of the building evaluation team
 - The interaction of CDEM Legislation (operating under a declaration), the Building Act (operating without a declaration) and the EOC management structure/reporting systems.
 - Designation of Building Evaluation Managers (appointed prior to an event), and documentation of required skills, knowledge, experience and expected involvement in planning/training.
 - The Operating Procedures should include:
 - Activation procedures
 - Procedures for allocating and tracking field inspection teams
 - Consistent templates and process maps
 - A system to track properties through the process of identification (as a dangerous property); s124 notice issue (if relevant); engineering evaluation report acceptance; lifting of placard status/notice.
 - Contingencies for management of specific situations
 - A guideline for maintenance of fire egress / fire safety when establishing cordons and clearing buildings for public access.
 - Details of training content, form and frequency for CCC staff and expectations of attendance.
 - Training and/or systems for engineers to provide greater clarity when reporting different types of building failure.
- Planning for staff welfare and interpersonal relations requirements – including hosting of building evaluation section debrief.
- A Communications Plan template is developed for the Building Evaluation Section (if it is not included in the overall Communications Plan) to ensure that messages from all key Council stakeholders (Building Evaluation, Enforcement, Consents/Building Recovery, Heritage, Recovery Office/Task Groups and Communications Team) are consistent.
- Council is involved in the development of an information management programme allowing for data to populate discrete, discoverable fields in a universal script, preferably using emergency management compatible language/software.
- Image files collected by the BET Team are reviewed and transferred into the Council's information management system.
- Where the status of a building was updated as a result of the Christchurch Certification of Commercial Premises document, actions taken by building owners to strengthen buildings (to meet s112 of the Act) by 4 September 2013 deadline are monitored.
- A review of building evaluation records to identify potential issues with conservative evaluation of properties during Rapid Assessment phase (also consider variance between assessment teams) is completed.
- Consider mechanism for updating the database in real time. Options include digitised data entry (digital pens, iPads etc), and web-enabled tracking systems (TracPlus).

5 Background

On 4 September 2010 at 0435 NZT a Magnitude 7.1 earthquake with an epicentre situated at Darfield in Canterbury occurred. The earthquake was felt in many parts of New Zealand. Damage to the Canterbury area was significant, and the towns of the Selwyn and Waimakariri Districts and Christchurch City were the worst affected.

The fault that caused the earthquake has been named the Greendale Fault. It is a previously unknown fault under the Canterbury Plains. The rupture on the fault broke through to the ground surface from many kilometres below and created a 29 km long east-west running scarp in the land between the Hororata River and Railway Road near Rolleston. Up to 4.6 metres horizontal and 1.5 metres of vertical of permanent offset has been recorded across the fault at the ground surface (Canterbury Emergency Management Group, 2010).

Christchurch City Council activated its response plan and established an Emergency Operations Centre (EOC). This EOC operated continuously from 0530 hours on 4 September until 1200 hours on 17 September 2010.

Among the many activities carried out from this EOC was building safety evaluation. This work, with its methodology based on guidelines prepared by the New Zealand Society for Earthquake Engineering (New Zealand Society For Earthquake Engineers, 2009) was directed by a specialist engineering management team.

As the Response phase of the emergency (Declaration under the Civil Defence and Emergency Management Act 2002) wrapped up and the Recovery phase ramped up, building assessment and repair transitioned to operating under the Building Act 2004. A small team of building inspectors, engineers, and administrators formed as the Building Evaluation Transition Team (BET Team), reporting to the Inspections & Enforcement Unit of Regulatory and Democracy Services, based at the Christchurch City Council offices on Hereford Street.

In the 55 days following the earthquake the Christchurch City Council inspected some 9196 buildings within the Christchurch Central Business District, along the main arterial roads spreading out of the city's centre, and several residential suburbs. At the date of this recording period (29 October 2010), some 354 Red (Unsafe – Do not enter or occupy), 978 Yellow (Restricted Use – No entry except on essential business), and 7927 Green (Inspected – No restriction on use or occupancy) buildings were placarded.

6 Building Evaluation Transition Team

6.1 Purpose

Details of the BET Team purpose can be found in the Project Charter, attached to this report (Attachment 1).

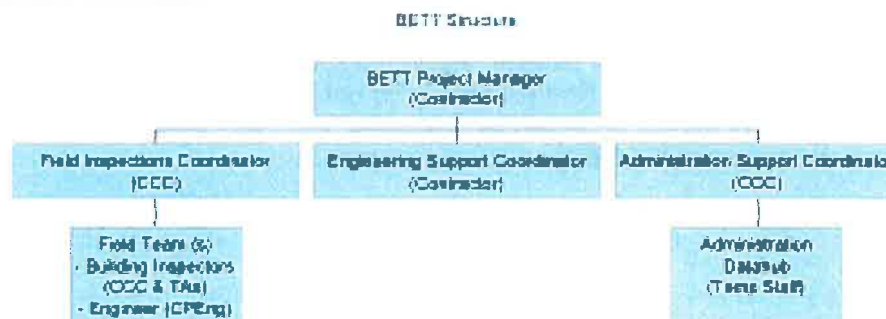
6.2 Objectives

Objectives encompassed the following:

1. Respond to customer service requests (CSR) regarding collapsed/potentially unstable buildings within 5 working days.
2. Carry out follow-up inspections of unstable structures (prioritised from CSRs and/or identified by inspections teams) and cordons on a daily basis.
3. Maintain records of post-earthquake damage status of buildings by implementing processes for reviewing external engineering assessments (within two-working days) and submitting updated information to the data-hub.
4. Co-ordinate supervised access into cordoned areas / Red 'R3'¹ placarded buildings.
5. Develop a handover manual for the BRO documenting procedures established, and residual risks associated with the project

6.3 Team Structure

The BET Team had two main functions – a technical/engineering function and an administrative function. The technical functions were performed by Council Building Inspectors supported by CPEng Engineers (on contract). The administrative function was supported by Council staff (Regulation & Democracy/Building Control background) with temporary staff filling additional roles. The BET Team was lead by a Project Manager with an emergency management background and extensive experience in the City Council with the benefit of having established relationships and networks.



6.4 Deliverables

1. Current and accurate inspection files on all buildings inspected and rated as “No Entry” (Red) or “Restricted Entry” (Yellow) to handover to CCC Enforcement Team for the issuing of Building Act (2004) section 124(1) (c) notices.
2. A handover manual, to include the following:
 - Street map with building inspection sites identified (Att 2: Geographic Distribution)
 - Dangerous building identification procedure (Att 5)
 - Accepting Building Owner engineer’s report procedure (Att 7)
 - Red placarded building entry procedure (Att 14)
 - R3 building entry procedure (Att 15)
 - Schedule of cordons (Att 10 & Att 11)
 - Cordon change procedure (Att 12)
 - Barricade change procedure (Att 13)

¹ R3 classification refers to a building that is unsafe because of hazards posed by adjacent premises.

6.5 Definition of Completion Criteria

By 15 October 2010 – All buildings within the project scope have been re-inspected and have either (i) had a recommendation presented to the CCC Enforcement Team for issue of a Dangerous Building notice; or (ii) have had their placard removed.

The handover report to the customer will provide accurate 'current-state' to 29 October 2010 detail of buildings that are Dangerous (No-Entry) and those which require repair (Limited Entry) as defined by the Building Act (2004), including Canterbury Earthquake (Building Act) Order in Council 2010.

6.6 Final Project Status

It was decided that the Council would not, during the first four weeks of the BET project, systematically reassess all buildings issued with Red & Yellow placards during the emergency. The rationale for this was that the issuing of s124 Dangerous Building repair notices on building owners at this time, whilst they were still in negotiations with insurers (including EQC) was not helpful, as many building owners still have little control of the time it will take to make good their repairs. This was felt to be particularly the case for residential property owners.

As a result of the decision not to commence the auditing procedures immediately, the full audit of commercial buildings placarded during the State of Civil Defence Emergency (to determine/confirm the current building status) was not completed until the 20 October 2010. Five hundred and eighty properties were included in the audit.

During the audit (5 October – 20 October) s124 Dangerous Building notices were issued to properties that had not previously been issued with a CDE placard, or where detailed engineering evaluations indicated that the building condition was deteriorating. At 29 October 2010, one hundred and thirty one s124 notices were issued as a result of evaluations by the BET Team.

6.7 Progress in Priority Suburbs

Political and media attention focussed effort on particular suburbs during the project, which resulted in the BET team carrying out additional activities that would normally be expected to be the building owners responsibility:

- Rubble cleared from Colombo Street (Sydenham & Beckenham)
- Rubble cleared from Riccarton Road sites.
- Design and costing of propping system to enable withdrawal of cordons and potentially occupancy of properties.

A report (Attachment 3) on the Sydenham building recovery situation² identified twenty-five properties as damaged following the main shock. Cordons were established around these properties during the CDE and remained in place as of the 29 October 2010. In most cases, property owners liaised with Council (Heritage, Strategy & Planning, BRO and/or BET Team) and their insurers to attempt to resolve the damage to their buildings. Progress was stilted, in some cases stalled.

In an effort to focus on returning the city to full functionality as early as possible Council investigated, and eventually chose, the option of issuing s124 notices to building owners requiring that they secure the hazard posed by the building within a 5 day period or the Council would take action on their behalf. The first of these notices were issued following the completion of the project.

² A similar report was completed identifying 23 properties in the CBD fitting the same criteria. (Attachment 27).

7 Evaluation & Management Processes & Procedures

7.1 Building Evaluations

7.1.1 General

As with the Gisborne Earthquake of December 2007 and the Newcastle Earthquake of 1989, the Canterbury or Darfield Earthquake of 4 September 2010 was an indicator event – moderate in earthquake engineering terms. Unreinforced masonry veneer buildings with no earthquake strengthening performed as expected in this type of earthquake, with large amounts of veneer cascading onto street frontages, especially from buildings with large parapets or large mass unsupported above roof lines. Buildings with minimal earthquake strengthening work (installed to less than 33% code prior to 4 September 2010) were anecdotally reported³ to have sustained less damage than identical structures with no strengthening.

The BET field inspection teams consisted of contracted CPEng registered engineers and territorial authority Building Inspectors. Christchurch City Council Building Inspectors were joined by colleagues from Timaru District Council, Marlborough District Council, Tasman District Council, and Dunedin City Council. The visiting Building Inspectors each worked with the BET Team for 1 week, on a rolling relief basis. Some individuals returned to Christchurch for several 'shifts' with the BET Team. For a full schedule of personnel employed on the BET Team project until 29 October 2010 refer to Attachment 4.

The BET Team maintained a schedule of buildings deemed 'dangerous' buildings (s121 Building Act 2004) as a result of earthquake damage through a combination of field inspections (of buildings brought to the Council's attention as potentially dangerous) and peer reviews of Detailed Engineering Evaluations or certifications.

As the project progressed a process for the identification, recording and processing of information pertaining to dangerous buildings was developed with the Enforcement Team (Attachment 5).

7.1.2 Updating a Building Status

To update or change a building status a building owner was required to submit, to the BET Team, a detailed engineering evaluation completed by a registered CPEng engineer. This process is described in attachments 6, 7 & 8.

Many engineers did not realise that their evaluations would not automatically be accepted by the Council, and were removing placards from buildings (or using their own placards) without informing the Council. Building owners became considerably distressed when the status of their buildings was "changed back" by the Council.

The process for updating/revising a building status had to change, as the team were not receiving sufficient information in some evaluations to support changes:

- Council required a statement by a Chartered Professional Engineer that the building was
 1. Safe for occupancy
 2. Posed no further hazard to people or property before a commercial building status (Red or Yellow placard) could be changed.
- The established process required the BET Team to effectively 'peer-review' all evaluations

There was extensive debate around the revisions to the process, and in particular liability concerns and the ability to verify a building would meet Council's earthquake prone building policy, with agreement eventually met. Parties to the exchange were the Canterbury Structural

³ Personal communication with BET Field Teams (Building Inspections, CPENG Structural Engineers)

Group, Council's legal advisor, the BET Team Project Manager and Engineering Support Coordinator.

The process review produced a certification form (attachment 9) for CPEng registered structural engineers to complete and submit to the Council. Upon receipt of the certification document the status of a property is changed in the Council's building evaluation records. BET Team engineers discussed property status changes further with certifying engineers where additional factors needed to be considered: impact on neighbouring buildings, cordons etc.

The terms for certification detailed in the document attached to the certification form signed by CPEng engineers implies that repair work will be undertaken on the building to meet s112 of the act by 4 September 2013.

7.1.3 Order in Council

Following the main shock on 4 September 2010 many buildings had sustained significant structural damage or damage to parapets/facades. These buildings were prone to damage from after-shocks – considered “less than moderate earthquakes”. For Councils to enforce s124 and prevent access to or occupation of these buildings (where applicable), alterations to s121 were deemed necessary. s121(1)(a) specifically excludes earthquake from the meaning of a dangerous building, which generally has the interpretation of specific or imminent danger. The Canterbury Earthquake (Building Act) Order 2010 created the following additions to, among others, s121 of the Building Act. Specifically the Order in Council added the following clauses:

- (1) A building is deemed dangerous for the purpose of this Act if, -
 - (c) There is a risk that the building could collapse or otherwise cause injury or death to any person in the building as a result of an earthquake that generates shaking that is less than a moderate earthquake.
 - (d) There is a risk that other property could collapse or otherwise cause injury or death to any person in the building as a result of an earthquake that generates shaking that is less than a moderate earthquake.

When taken at face value (read literally), the consequence of the additional clauses was that all buildings deemed as “dangerous buildings” under s121 as a result of the 4 September 2010 earthquake were also effectively “earthquake-prone” buildings. Previously earthquake-prone buildings were defined in s122 of the Building Act as:

Meaning of earthquake-prone building

- (1) A building is earthquake prone for the purposes of this Act if, having regard to its condition and to the ground on which it is built, and because of its construction, the building—
 - (a) will have its ultimate capacity exceeded in a moderate earthquake (as defined in the regulations); and
 - (b) would be likely to collapse causing—
 - (i) injury or death to persons in the building or to persons on any other property; or
 - (ii) damage to any other property.

The point of difference to note is that commercial buildings (or residential buildings if 2 or more storeys that contain 3 or more household units) that sustained damage to part or parts (e.g. parapets) that are likely to fail during a less than moderate earthquake, were now essentially to be regarded as “earthquake-prone”.



Building Act 2004



Building Act 2004 & Canterbury Earthquake
(Building Act) Order in Council 2010

Consequently, to resolve the buildings “dangerous building” status and (where relevant) have the s124 notice lifted, the Building Act implies that buildings that are earthquake prone must be brought up to 1/3 of the design standard for a new building (loadings code NZS1170.5). A structural engineer could not sign-off on a producer statement or certificate of acceptance for repair work to temporarily stabilise parapets (allowing removal of cordons and in some cases resumption of occupancy) because did not enable the earthquake prone dispensation for the building as a whole to be lifted. A stalemate ensued which was frustrating for building owners structural engineers and the Council BET Team – all of whom were hamstrung by the legislation.

7.1.4 Local Body Election, 2010

Management of the building evaluation system was highly politicised. The team was established during the lead up to the local body elections (20 September – 8 October 2010). The recommended⁴ audit activities of dangerous buildings did not commence until the week prior to the close of voting (9 October 2010). The use of ‘inspections and enforcement tools’ in the recovery environment was considered politically to potentially reflect badly on the Council. This resulted in a further delay to the commencement of the audit of buildings and issue of s124 notices.

As a result of the delay, preparatory work completed by the Council Enforcement Team to issue notices to owners of dangerous buildings (identified during Rapid Assessment phase) could not be utilised. Personnel available for the rapid issuing of notices were redirected to business as usual tasks.

It is worth noting that as at 29 October 2010 many building owners had not resolved issues with their insurers (or seen EQC assessors), and that negative implications regarding the issue of notices had largely been managed through the media and direct contact with building owners.

⁴ Identified in Project Charter.

7.2 Traffic and Pedestrian Safety

7.2.1 General

New systems were developed for cordon and barricade assessment and management. No documentation or processes existed prior to the earthquake, although some references to cordons are made in the NZSEE Guidelines.

During the Declaration, cordons were set up to prevent public access to the Central Business District (defined by one-way street system: Kilmore St, Madras St, St Asaph St, Montreal Street). As evaluations progressed cordons were reduced to restrict access to only specific buildings. This in some cases interfered with the emergency egress from undamaged or restricted access buildings, and/or pushed pedestrians into a traffic lane. While no adverse comment is made about the installation of cordons/barricades during the Declaration, these problems which subsequently became apparent, show the need for a rigorous follow up by traffic management specialists and emergency services/building evaluation personnel to assess both building functionality from a wider Building Act perspective and pedestrian safety around temporary traffic management devices from a "business as usual (BAU)" perspective.

The cordons were jointly managed by the Transport Safety Team (City Environment Group) and BET Team. Where hazards were identified / removed, the BET Team Field Inspections Coordinator sent a request to the Traffic Management Coordinator (TMC, Transport Safety Team) to establish / adjust / remove cordons as required.

Ongoing maintenance of significant cordons was a partnership between the two teams. The TMC sent BET Team a schedule of cordons (initial schedule in attachment 10) with those they wanted reviewed highlighted⁵. Key concerns for TMC were traffic flow and pedestrian safety. The process followed was:

- A BET Team engineer inspected the site, noting down hazards (a form was not created for this, but would be useful).
- If adjustments are able to be made to the cordon, these are drafted.
- Discussions with TMC before implementing proposed cordon changes often identified situations where reducing barriers would increase traffic hazards.
- Cordon designs are emailed to TMC for installation and monitoring, preferably with an aerial photo with green zones and red zones marked, along with damaged buildings affecting the cordon.

As the recovery period extended, the public became more tolerant of risks relating to earthquake damaged buildings, and less tolerant of the cordons in place to protect their safety. To protect both the public and the Council, ways of cordoning buildings had to be devised which balanced the need for safety with risk tolerance. A schedule of residual cordons as at 30 November 2010 is attached (Attachment 11).

Several of the attachments to this report were used for cordon and barricade assessment. Attachments 12 - 15 were developed specifically for use following the earthquake, as no process or documentation was available. The focus was on reducing the cordons to allow safe re-occupation and entry to city blocks, streets, and buildings not affected by earthquake damage.

7.2.2 Cordon Expansion and Evacuation

The longest standing and (arguably) most contentious cordon in Christchurch following the main shock was that which was established around 160 Manchester Street – the MCL Building. This 35m high building, listed as Category 1 on the NZ Historic Places Trust Registry, was built in 1905-06 for the New Zealand Express Company.

⁵ The same process is followed if a request for a cordon change is received from another source (internal / external)

The MCL building was assessed and found to be dangerous on 4 September 2010. Subsequently, consideration was given to demolishing the building under the CDE legislation, to protect public safety and prevent further damage to property. Given the historic significance of the building this action was deferred to ensure all avenues were investigated prior to demolition. Ultimately the Council served a s129 warrant to the Building Owner for demolition of the building on 7 October 2010.

On the 14 October 2010 the Council were notified that the MCL building was in danger of imminent collapse, as a result of damage sustained during a magnitude (m_L) 5.0 aftershock the previous day. CPEng registered structural engineers (representing both the Council and the Building owner) advised that an additional 'outer cordon' was required around the existing cordon to prevent public access to the fall zone. The Guidelines for the Monitoring or Review of Cordons (Attachment 12) were applied to establish the cordon at radius of 1.5 x height building (53m) from the areas of greatest risk. This radius took in several retail outlets, nightclubs and two residential accommodation units. Attempts were made to contact / notify all the owners and tenants of the affected properties. Despite a doorknocking circuit, telephoning of key contacts, and bulk email some tenants were not advised.

The BET Team were among many in the Council who fielded calls and emails from business owners, tenants, property managers, building owners and other stakeholders regarding the status of the cordons. Providing consistent information to customers proved difficult, as there were no agreed messages or regular bulletins for staff. The biggest concern for business owners, tenants and property owners affected by the cordons was a lack of information regarding the timetable for demolition. This was not provided during the project. A schedule of estimated dates would have relieved a considerable amount of tension for these customers. This information would also have been useful to Council staff members fielding enquiries about the demolition.

7.2.3 Interruption of Business

Retailers and residents in the Central Business District were affected by physical area cordons during the first three days of the event, a 'recommended cordon'⁶ during the state of emergency and in some cases ongoing physical barriers for days, weeks, or months after the event. Provision of documentation to support retailers insurance claims (business interruption etc, refer Attachment 16) became a body of work for the BET Team. For example, a formal letter and cover sheet were drafted for business owners and residents affected by the MCL Building cordon, to explain the evacuation of 14 October 2010 and the potential time period for the cordon to remain in place.

7.3 Information Management

The BET Team inherited a spreadsheet database containing all information collected during the building safety evaluations carried out during the Declaration. This document was Microsoft Excel spreadsheet based, and is understood to have performed suitably during the initial inspections. A large volume of records (8192) were collected during the Declaration. The data was cleansed and handed to the BET Team on 17 September 2010.

The spreadsheet was not user friendly for the BET Team data input team or the technical personnel seeking to interrogate the database. As new evaluations were received, the spreadsheet records were overwritten rather than added to the property file. There was no direct link with the Council property file, and no mapping functionality. A migration of data to the Council records system was not attempted during the BET Team phase. Integration of the records would have facilitated access to information regarding the status of damaged buildings and any progress made on resolving the condition of the buildings (including discussions held with building owners) to all Council staff members working on building recovery activities

⁶ The Controller & the Police recommended that people stay out of affected areas, including the CBD, during the state of emergency.

(including BET Team, BRO, Communications, Consents, Enforcement, Heritage, Inspections, Legal and Public Affairs).

Engineering reports and evaluations were manually recorded against the property file by scanning and attaching a pdf file. A hard copy of all documents was kept for placing on the physical file. A complete property file include a Level 1, Level 2 assessment (if completed), photographs of damage, a detailed engineering evaluation and certification form. If a s124 notice was issued on the property, the hard copy file would include copies of the notice, letter, photographs of notice placement on the property, and associated enforcement documents.

As the project progressed the value of integration with groups such as Transport Operations, Consenting, Heritage and Strategy & Planning became clear. Other parts of Council were receiving information and updates which the BET Team also needed to allow them to perform their role. These included updates on building repair condition (or demolition), and on cordon/barricade transitions. This information was often not easily available on an the Council data management system.

Several parts of Council and other stakeholders required ongoing or one-off reports. The state of the database was such that this information was often not readily or easily accessible. Significant time was required to search out requests. During the CDE a template was devised for updating the media (Attachment 17). As no additional templates for reporting or forms for information requests were developed, the media update report continued to serve as the sole reporting tool.

Some information for specific buildings was lost. This resulted in less than optimal decisions being made, and in some cases eventual overturning of decisions required, with associated loss of credibility and increased potential liability for Council. In one instance a partial file generated a well-meaning letter to a building owner requesting a detailed engineering evaluation to resolve the property's status. The building owner, through his lawyers and engineers, was already in contact with the Council actively seeking to have the building declared dangerous.

7.4 Administration

Some administration and sorting templates were developed (Attachments 18 & 19) as cover sheets for technical documentation and to track progress of work through the BET Team systems. These templates also ensured that sufficient documentation (photographs, records of communication, reports) was collated to support regulatory action by Council.

Incoming reports were emailed (usually) if from an external engineer (L2 report, letter, more comprehensive report), and were delivered to the engineering support coordinator. Reports by building inspectors were hand delivered to the Field Inspection Team Coordinator.

The CCC records were checked for previous reports, and if these existed, then any previous reports were physically attached to the new report, and delivered to either the engineering support coordinator or the inspection team coordinator.

The engineering support coordinator or inspection team coordinator made an assessment of the report and accepted the recommendation or changed / modified the report. A summary response was then passed to the Administration team.

A risk was identified around the interpretation by an administrator of a technical description of building damage and the likely implications for a building owner. To mitigate this risk a series of codes were identified (relating to a cheat-sheet) which meant the same to both parties, refer Attachment 20. The cheat-sheet was distributed to all BET Team members and the Enforcement Team (responsible for issuing s124 notices). When completed the BET Team

coversheet for a building assessment, specifically when a s124 notice was to be issued, the cheat-sheet references were recorded in the "For Operation Notice" section. The same codes were also logged in the electronic request for s124 Repair notice (using Worksmart RFS system).

The three colours (Red, Yellow, and Green) related to the building triage system were used for tracking progress on a property file and GIS map. There was no easy means to identify a completed or cleared file. No system was developed to clearly identify a property that had been placarded but was now completed. This would be useful.

The certification document signed by CPEng engineers to clear a building status implies that work will be undertaken on the building to meet s112 of the act by 4 September 2013. Leaving aside questions regarding the enforcement of this requirement, there is currently no means to identify which properties were cleared because of this document and which were cleared by other means (e.g. demolition). Another colour in the administration system would be useful to identify these properties.

7.5 Approvals Process

All documentation for release and use with/for external parties to BET Team required approval of the Council Legal and Communications Team. The documents were then (usually) peer reviewed by expert external groups. This approvals process proved to be essential for resolving a potential impasse between Christchurch City Council and the Canterbury Structural Group over the acceptance of the Commercial Building Statement (Attachment 9).

The Department of Building and Housing (DBH) was involved ongoing with any proposals for new Orders in Council related to the Canterbury Earthquake (Building Act) Order 2010. DBH had a representative available for advice to Council, who was an invaluable resource for any complex process or systemic difficulties.

7.6 Dangerous Building Notices

Where buildings were identified as dangerous (as per Attachment 5), the Enforcement Team were notified and steps taken to issue s124 notices to building owners. The initial procedure (20 September – 10 October 2010) for issuing notices is identified in Attachment 21. The Enforcement Team produced s124 Dangerous Building Placards, Notices and Cover Letters (Attachment 22) pursuant to s121, s124 & s128 of the Building Act 2004.

7.7 Communications

Internal and external communications were poor throughout the BET Team Project. The need for a Communications Plan was identified in the Risk Register accompanying the Project Charter, however the accompanying action was either not tasked or followed-up to ensure completion.

The Communications Plan was needed to manage the expectations of internal and external stakeholders. Simple and repetitive messages (web; public meetings; supermarket boards and advertisements) were needed to ensure high visibility and coverage. The communications available during the project were buried in the Council website and an e-newsletter that the public had to opt-in (register) to receive. Building evaluation, and re-build information, was not highly visible through this media.

The purpose of the placards was misunderstood, in some cases, by Building Owners, Council Officers from other teams/units/groups and members of the 'general' public (for example confusing a Red 'no entry' placard with notice that a building had been condemned). Also of concern, the 'traffic light' placarding system was assumed by some welfare organisations to be a more rigorous assessment than it was, and was used to prioritise access to financial assistance and support (Attachment 23).

Further complicating communications regarding the system was the number of variations on the Building Safety Evaluation placards that were used. The Civil Defence Emergency Building Safety Evaluation notices continued to be posted until the 20 September 2010. After this date, any new buildings identified as 'dangerous' were placarded with an s124 Dangerous Buildings notice (red). On the streets of Christchurch in late November you could still see Red/Yellow/Green notices issued during September as part of the CDE, current s124 Building Act Notices, and a variety of general assessment notices.

Without physically sighting the placard on which an enquiry was based, it was very difficult to confirm whether a placard was valid/current recorded in the council system/related to building safety (as opposed to insanitary conditions, detailed on the example in Figure 1).

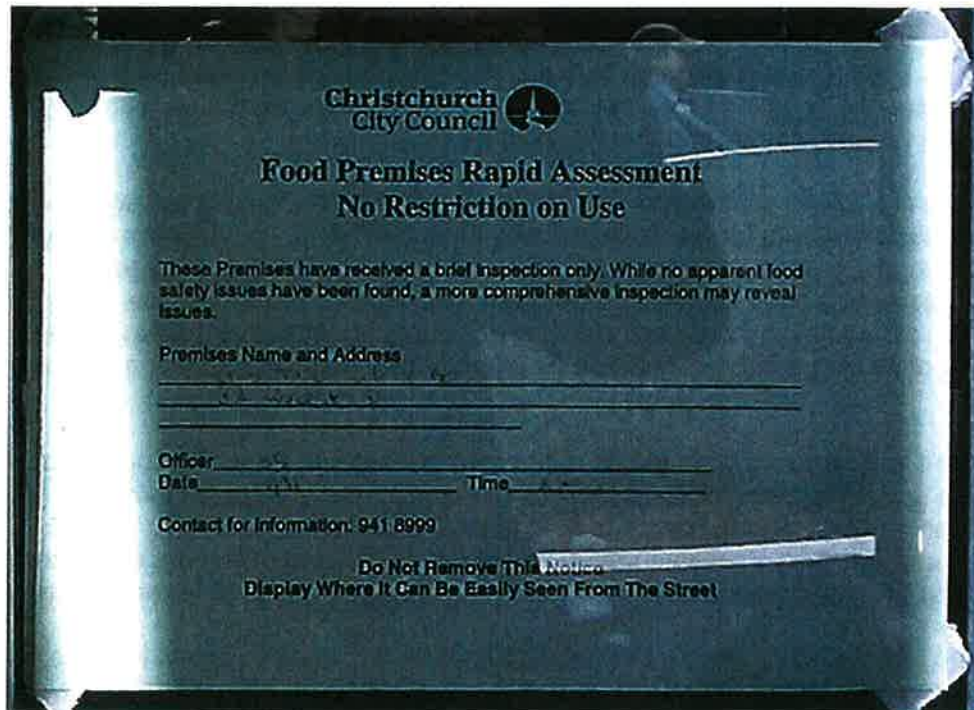


Figure 1 Modified Rapid Assessment Placard (Green) Affixed to Food Premises on Worcester Street

One of the internal stakeholders disadvantaged by the absence of an effective Communications Plan was the Building Recovery Office (BRO) - a separate team from the BET Team fielding customer enquiries (email, telephone and front desk) regarding the Canterbury Earthquake building recovery process. The focus of this team was on assisting customers with the processing of building consents, Building Act Exemptions, and any enquiries regarding repairs or rebuilding. The team also received a large number of queries regarding building evaluations and related processes:

- Building Evaluation System Categories (Red/Yellow/Green – what do they mean)
- What is my building status?
- How can I get my status changed?
- Why have I received a s124 notice? What does this notice mean?
- Council says I have to get an engineers report, EQC says I have to wait. What do I do?

The artificial separation of the BRO team from the BET Team and the Enforcement Team, resulted in several actions taking place without sufficient communication between the teams. For example, staff tasked with liaising with the public were unaware that s124 notices were being issued, the content and nature of the documentation accompanying the notices or the process. A member of the public threw a photo-album at one Council Officer, venting

frustration at the Officer's inability to answer all of her questions regarding the s124 notice and engineering evaluation requirements.

7.8 Transition of Responsibilities

The information on the Building Evaluation Safety schedule was transferred onto Council property files in November 2010. Properties with unresolved 'red' or 'yellow' status on the schedule at this time are now identified as dangerous buildings on the property file, regardless of whether they receive a s124 notice under the Building Act.

The challenge ahead will be to ensure clarity regarding the established process for certifying a building is no longer a 'dangerous' building and retaining the requirement for certification by a practicing CPEng registered structural engineer. It is in the best interest of property owners to ensure the building status is updated when they file an engineer's certification; a certified practitioner's statement (PS4); or receive a Certificate of Public Use, Code Compliance Certificate, or Building Act Exemption for work to resolve the 'dangerous building' status. A process to follow for updating property status using existing business tools, currently under review by the Council, can be found in Attachment 24.

The absence of a formal policy regarding the provision of safety fencing for owners of damaged buildings poses difficulties for the Transport Management Team. In 'business as usual' circumstances, the property owners would fund safety fencing around damaged buildings/construction sites and construction/demolition teams would manage these. The ongoing cost of maintaining cordons on behalf of owners is prohibitive. However, the implications of placing additional charges on property owners do not appear to be acceptable to the Council.

The Council's first step toward transferring the responsibility for safety fencing to property owners was to include a notification with the s124 notice. The notification provides owners with time to either contact the traffic management team to discuss safety fencing options, or to complete the work within a set time period (approximately 10 days) and avoid additional charges. The first notifications were sent out in late October, with a 15 November expiry date.

Council also took action to require building owners with damaged buildings to brace or secure their buildings (Attachment 25). It was hoped that this action would enable the reduction of cordons in many areas.

The Canterbury Earthquake (Building Act) Order 2010 extended the list of exempted works (s1k of Building Act 2004) to include demolitions of "detached buildings less than two stories." As a consequence the Council does not hold an accurate record of buildings that have been demolished as a result of the earthquake.

The Council will need to task the data capture of both the consented demolitions and the demolitions taking place without notification to the team responsible for maintaining BET cases. it is expected that the Council record systems (in addition to eye witness reports from Council field staff/customers) will be required to maintain accurate records.

8 Lessons Learnt

8.1 Transition Response to Recovery to Business as Usual from BET Team Perspective

The BET Team was established relatively quickly and without a clear idea of the team's objectives, resource needs, place in the organisation, budget, and completion date. The project team worked out their "place in the scheme of things" as the project developed. This was a highly volatile and rapidly evolving project, and the team was inadequately resourced particularly from a specialist project management perspective.

8.2 BET Team Structure and Resources

A question must be asked about the skill sets available to the BET Team. In particular this was a complex, volatile, and rapidly evolving project with high risks and a short duration. It is unclear whether Council had a sufficiently good grasp of the magnitude of the project and associated risks. The project management team was considered under-resourced. Specialist skills of the project manager, engineering support coordinator, and inspection team coordinator were essential and, it appears, they were overworked. Additional skills of a GIS analyst and Communications Advisor would have been valuable for data transition and information management.

While the project in the main went well, some near-crises were averted, some events occurred that could have resulted in significant loss of reputation for Council, as well as the more serious loss of life or injury to a member of the public or person working on earthquake recovery. As it was, there were a number of decisions made that in hindsight would have taken a slightly different path had resources and time permitted a more considered assessment.

As the project developed, more activities were assigned to the BET Team and political pressure was applied because of the perceived slow rate of removing barricades and cordons. The team's actions to protect Council from undue liability began to impact on Building Owners and commercial premises operators. The corollary to this was that in the all-important Communications arena, messages were inconsistent and unrealistic expectations were set.

Staff welfare and staff interpersonal relations support are a key factor in the volatile project environment. Additional resource was required to ensure that staff were aware of, and were accessing where necessary, available support services (including talking to friends and others involved in response). Further planning and resourcing should be considered. A full briefing for all those involved in the building evaluation section would have been a useful forum for staff to share their experiences.

8.3 Position in Overall Organisation

BET Team was assigned to BAU Inspections & Enforcement, without a clear reporting line into the Recovery Office (Built Environment – Task Group). The project team initially struggled to identify the Recovery team and where the BET Team fitted into the overall organisational structure – a situation which was mirrored by other individuals and teams in the organisation. That BET Team was not part of the Recovery structure meant a more convoluted organisational path to tread to identify Recovery activities and resources, and to integrate with related activities, achieve consistent communications, and transfer of information.

The project manager was familiar with the internal organisational structure of Council and knew many of the key people working on recovery and in BAU recovery associated roles. This was integral in identifying people and teams to involve in aspects of the project. The project manager was also instrumental in breaking down silos along BAU reporting lines for the benefit of the project. Examples include accessing demolition and building consent applications to

allow evaluation of R3 and cordoned buildings, and to provide timely information to the Enforcement Team of changes to requirements for s124 notices.

An overall "Recovery-Related" organisational chart would be very useful, to identify interest lines that cross BAU reporting lines. We consider that this would have improved both communications and performance of BET Team.

8.4 Existing Systems, Planning, Documentation Status

The New Zealand Society for Earthquake Engineering, presented to the NZ building industry, MCDEM and Local Government NZ a set of guidelines that covers the Rapid Assessment of buildings to be carried out during a state of emergency declared under the Civil Defence Emergency Act 2002.

"These Guidelines address disaster scenarios where there is extensive damage to buildings (residential, commercial or industrial) and infrastructure (roads, bridges, water supplies, electricity supply, telephone communications etc) over a large area, and people are likely to have been killed and injured, possibly numbering in the hundreds. ***The focus of this document is for the period from when the initial reconnaissance has been completed until the emergency declaration is lifted.***"

New Zealand Society for Earthquake Engineers (2009) p.6

The guidelines for building evaluation tested and refined following the Gisborne earthquake of 20 December 2007, to which Christchurch City Council staff and other responding building evaluation experts were trained were not intended to apply beyond the emergency declaration. The experiences of the Christchurch City Council BET Team support the guidelines in this point. The 'traffic light' classification system for identifying buildings is an emergency management process and should be maintained as such. A process was developed to transfer smoothly to the corresponding business as usual (dangerous building) process under the Building Act 2004 (Attachment 24); this should have been implemented.

The consequences of not immediately transferring from the Civil Defence Emergency (CDE) procedures and legislative authority to the business as usual (BAU) procedures and legislative authority (Building Act 2004) were as follows:

- Documentation regarding the damage to many buildings has no legal status after sixty days (e.g. expired CDE placards) – an uncleared status on a property cannot be defended or upheld.
- Official notification of dangerous building status was not provided to most property owners – in most cases the CDE placard expired prior to resolution of the building status.
- The data capture system designed for CDE environment failed to meet the reporting requirements of a metropolitan territorial authority during BAU.
- Non-notified demolitions were not removed from the damaged buildings register. The implications are greatest for adjacent property owners affected by the damaged property, as the status of their property should have automatically cleared once the hazard was removed.
- Ownership/responsibility for damage to buildings did not transfer from the Council to property owners.
- Responsibility for the maintenance of cordons/traffic management systems around damaged properties did not transfer from the Council to property owners.
- New procedures, forms, and templates were required to contact property owners and process building status.
- BET Team project continued from an initial three week to twelve week work programme at a cost of approximately \$50,000 per week.

It is the opinion of the project team that the Christchurch City Council had at its disposal the tools, systems and resources required to implement the recommendations of the NZSEE guidelines – that is to issue s124 notice pursuant to the Building Act 2004 – without the need for additional regulatory support⁷. In hindsight, there seemed to be nothing gained by not issuing these notices.

8.5 Building Evaluation

8.5.1 General

The initial evaluations of the majority of commercial properties were completed during the CDE following a rapid external inspection (Level 1). Additional assessments (Level 2) were not completed for some, but not all, commercial properties classified as dangerous buildings (Red or Yellow) during the CDE. Following the emergency there was a reliance on the building owners to contract a CPEng engineer to confirm the condition of the building and arrange for the necessary repairs to lift the dangerous building status.

Over one hundred personnel were involved in the rapid engineering assessments, many of whom had not actively used the NZSEE Building Evaluation System (New Zealand Society For Earthquake Engineering, 2009). A range of reporting quality emerged, which may have seen several buildings conservatively evaluated during the Rapid Assessment as 'Red' or 'Yellow'. An indicator that these may have been 'conservative' evaluations is seen in the large group⁸ of Level 2 assessments / detailed engineering evaluations that were received in the early stages completed by CPEng engineers (presumably with access to more information about the building and/or familiarity with the building) which cleared the status of the building with no action required by the property owner.

As the BET Project progressed, and new personnel cycled into the field inspection teams, the variance in evaluations increased. In a minority of cases, buildings were deemed dangerous that did not meet the criteria (no structural damage, or watertightness issues, were documented). There is a strong case for all building owners, particularly owners of commercial buildings, in Christchurch to obtain detailed engineering evaluations of their buildings following the Canterbury earthquakes. Council should play a leading role in providing guidance to building owners to take this measure. Imposing the requirement to obtain a detailed engineering evaluation (through issue of s124 notices or equivalents) on any building that does not clearly meet the Building Act 2004 (and subsequent amendments) definition of dangerous is not recommended. Cases where residential building owners were required to obtain engineering reports, at a time when they had little control over the evaluation and repair programme, is of concern. We recommend further research into the building evaluation records, to ascertain whether in these few cases building owners were disadvantaged following conservative assessments of their buildings.

The use of placards from CDEM to Building Act, and associated modified placards for other purposes (i.e. food safety/sanitary facilities triage assessments) and the Building Act Orders in Council changes were made with the best of intentions, but they caused problems when the detail was worked through to implement at a project level.

8.5.2 Updating a Building Status

The process to update a building status (from dangerous Red/Yellow to not dangerous Green) lacked clarity initially, and resulted in considerable frustration for engineers and building owners. The BET Team were frequently unable to accept the first request to change a building status because:

⁷ Following the December 26 aftershock it is clear that this was an accurate evaluation of the situation, as 150 s124 notices were issued to building owners over 3 days (28 – 30 December 2010).

⁸ It is not possible at this time to state an exact number as changes of status were not recorded separately in the Building Safety Evaluation database. The category would number in the 100's.

- Engineering documentation in support of a change in placard status was sometimes insufficient: a single page of notes with no references to the hazard of concern, no drawings or recommendations (other than a 'change to green' or similar statement).
- Detailed Engineering Evaluations were submitted by non-CPEng engineers.

The Building Evaluation Plan and the Communications Plan needs to consider how best to share information with the industry regarding the needs and expectations of the regulatory units of Council.

8.5.3 Long-term implications of CCC Certification Documents

The conditions for revising a building status (set out in Attachment 9) requires that building owners take up one of the following options:

1. Option 1:
 - a. Interim securing to bring the building back to pre-earthquake condition, followed by:
 - b. Strengthening (or other improvement in structural performance) to at least the standard required by the Christchurch City Council Earthquake-prone, Dangerous and Insanitary Buildings Policy 2010 (CCC EPB Policy) by 4 September 2013.

Note: Interim securing work is not regarded as an alteration in terms of s112 of the Building Act 2004 and will not require a building consent.

2. Option 2:
 - a. Strengthening (or other improvement in structural performance) to at least the standard required by the CCC EPB Policy.

The requirement to meet a 2013 deadline, as set out in Option 1, is not enforceable as it is not governed by legislation or Council bylaw. However, the Council should monitor the progress building owners make towards strengthening these properties. Some data will be available through the business as usual consenting process (consents and exemptions applications, code compliance certificates, rating records etc).

8.6 Cordon Expansion and Evacuation

The transition of cordons from Council installed and managed facilities to the Building Owner of damaged buildings or buildings in the throes of being demolished or repaired was not completed smoothly, and there seemed a reluctance on Council's part to push costs and operation of temporary traffic management devices back to Building Owners. This transition needs more effort and to be more actively dealt with. This includes sites where a Building Owner was taking steps to repair or demolish a building, but who was continuing to use the barricades/cordon erected by Council.

The BET Team was the de-facto manager of the MCL building cordon security and evacuee welfare. These tasks did not fit within the project scope, and should have been delegated to other areas of Council or the Recovery. The cordon security was ably maintained through City Care (sub-contracted to a security firm). However, on a business as usual basis the TMC has an established relationship with City Care. While there were no significant issues with cordon security, it is felt that the TMC was in a better position to establish and maintain this relationship than the BET Team Project Manager. Evacuee welfare should immediately have been delegated to the Social Recovery Taskgroup.

8.7 Fire Safety

Consideration was not given, when allowing 'restricted entry' to buildings, what implications this would have on the availability of egress routes in the event of fire. A reference or guideline would be useful, covering both the importance of clearance for fire egress when establishing

cordons and availability of egress when establishing building safety (e.g. evaluating Green / Yellow).

8.8 Administration

Guidelines for administration staff would be useful and would minimise the risk of misunderstanding between technical personnel and administrators.

Provision of instructions to the engineering profession (CPEng) regarding the information to report on would be very useful for the Building Owner. While most technical engineering reports include requisite information, this is in varying forms and is sometimes hidden in attached calculation sheets. A standard CPEng summary sheet for all engineering reports to include would minimise potential to miss important information and would likely speed up the processing of reports. This format should fit in with the database input needs and mean administration staff do not have to read an engineer's report and pick out pieces of information (which has potential for errors).

A separate colour to flag a property or building that has previously been triaged/placarded, but has now been cleared would be useful to consider. There remains a query about whether this needs to be defined separately for a building on a property or if it is sufficient for it to cover only the property and flag the worst building on the property.

Considerations include:

1. If a flag relates to one building on a property then the whole property can be cleared easily
2. If one building has multiple entry points, then the database records may show multiple buildings. This is a data cleansing exercise.
3. If there are multiple buildings on a property record then the team tried to separately identify buildings by premises name or apartment PRUPI. A more sophisticated approach would allow for either flagging the property for the worst building on it, or definition by building.

In excess of 5000 images were taken by field staff documenting earthquake related damage. In many cases these images cannot be accurately linked to a property file, as they were saved without renaming. The images will need to be reviewed, named and linked to appropriate property files within the Council information management system.

A suitable hard copy document tracking system would be valuable to prevent files and their contents going missing. This could be as simple as a card that gets filled out by the document holder, or could be more sophisticated such as a swipe pen and use of the "Follow Me" electronic document/printing management system that Council uses.

8.9 Information Management

The Building Safety Evaluation schedule – an Excel spreadsheet inherited from the response system – was inefficient and unwieldy. At the conclusion of the BET Team project the final snapshot of data in the current spreadsheet was uploaded into the Council's information management systems (Attachment 26). The limitations of the original spreadsheet resulted in a Worksmart solution that did not capture historical building evaluations - these will need to be entered manually. All data entered into the system from the 'go live' date was fully discoverable, and integrated evaluations, heritage, consenting and enforcement records.

The spreadsheet database inherited from the building safety evaluation phase was not readily searchable, or integrated with Council's property records. This caused problems with cross referencing and data retrieval and storage. Some documents were lost or misplaced and this required some rework, including embarrassing changes to advice given by the team or by others relying on the team.

The Council needed the tools and processes in place to receive the full body of information on the building stock from the Civil Defence Emergency records at the time of transition. Ideally, a programme should be developed allowing for data to populate discrete, discoverable fields in a universal script. This type of programming development will allow a single programme to be accessible by Councils using a range of different information management systems.

A digitised form of data entry (digital pens, iPads etc) would eliminate an entire body of work and potential area for error transfer, and should be investigated. Consideration should also be combining digitised data entry with real-time resource tracking via the internet. The NZ Rescue Coordination Centre and St John Ambulance are currently working with Dunedin company TracPlus on such a system. There may be applications of the TracPlus system for building evaluation. Further investigation to future proof the system should consider adding more robustness to the manual recording materials (e.g. waterproof paper forms/placards).

8.10 Communications

An integrated approach to managing communication for the overall Recovery effort would have likely seen benefits. Improving team spirit, providing consistent messages, and setting realistic expectations would have been several sometimes intangible but certainly positive outcomes from this alternative approach. Several discussions were held highlighting the need for improved internal and external communications. However, a Communications Plan was not circulated identifying how the key concerns would be addressed.

The process of serving notices ran into some problems with the lack of an integrated team. An example was Cranmer Courts. The process of this example is outlined below.

- Customer Service Request (CSR) received by Enforcement. On investigation it appeared that the customer was living in a red placarded building.
- Enforcement officers were dispatched to serve notice/inform customer that they must leave or risk a fine.
- Enforcement discovered other tenants in similar situation and issued same message.
- CSR should have come to BET Team. Investigation would have identified that all buildings in the block were, according to Council records, Red. Further investigation would have uncovered a Holmes Consulting report that cleared all but two of the units for occupancy. Discussion between Holmes Consulting engineers & BET Team engineers confirmed the state of property and allowed appropriate advice to be given to customer. This process should have occurred before any interaction with Enforcement took place.
- Enforcement Officers and BET Team managed to get to above point, but not before all residents of Cranmer Courts and the Body Corporate were considerably distressed.
- A representative from the Body Corporate visited the council offices to meet with the BET Team and clarify what had happened and why.

Since Cranmer Courts, the process for serving notices has been developed on a 'case management' model, with BET Team field teams working closely with Enforcement Team members. The cover letters accompanying the s124 notices were adjusted to present the information in a less officious manner (Attachment 24) and additional communications were issued regarding the Council's intentions in issuing the notices – to assist with compliance rather than insist upon (enforce) compliance.

8.11 Training Needs

The BET Team were supported by eight Engineers and twenty Building Inspectors in the team's 40 days of operation (20 September – 29 November). A number of these specialists were members of the approximately two hundred and fifty strong team of volunteers who evaluated damaged buildings during the state of civil defence emergency (4 – 17 September).

Each Monday morning a new 'team' would arrive for briefing in the BET Team aims, objectives and procedures. (There were daily briefings explaining the new aims, objectives and procedures as the situation changed).

The BET Team found that there is not a common understanding of the definition of a 'dangerous building' and the requirements for post-earthquake assessment. This situation was complicated by the introduction of the Canterbury Earthquake Response and Recovery Act 2010. The definition of a dangerous building is very clear in the Building Act 2004. However, the adjustments to s121 by the Order in Council made it, in practice, difficult to assess on a daily basis.

The photographic record of inspections indicates that, particularly as we moved further away from the initial earthquake, the damage generating a response from a field inspection team moved from significant structural damage to damage that could be considered cosmetic. Future training in the evaluation of buildings following earthquake events must reiterate that "The focus of the building safety evaluation process is on immediate public safety, not the provision of an engineering assessment service to building owners" (New Zealand Society for Earthquake Engineers, 2009) - i.e. not identifying damage or repair requirements.

Training and/or systems should be developed for engineers to define different types of building failure. Many of the reports submitted during the project did not provide sufficient evidence to complete the process of notifying building owners and informing them not only that their building was dangerous, but the characteristics of the danger and what needed to be done to remedy the situation (e.g. secure or remove parapet).

9 ADDENDUM: Aftershocks and Afterthoughts

9.1 General

GeoNet have recorded over 4200 aftershocks (Nicholls, 2010) following the main shock of September 4 2010. The most damaging of these, to date, was the magnitude 4.9 earthquake which occurred on the 26 December 2010. In the first six weeks of the BET project, aftershocks of magnitude 5.0 or greater generated an audit of all potentially unsafe buildings (Red & Yellow) within the CBD (the first of these audits occurred following the aftershock of 4 October 2010). These audits were deemed necessary to determine whether the condition of buildings known to the Council had deteriorated.

9.1.1 Follow up enforcement activity

From 15 October 2010 Council issued s124 notices with set resolution periods to several owners of dangerous buildings. The dates were set based on the nature of the risk the building posed – a 10 day resolution period for buildings which were impeding traffic flow or public access, a 45 day period for buildings . All other buildings continued to receive the original s124 notice with a required date for resolution of 31 January 2011 notice.

Enforcement of the dangerous building notices is an extended process, involving the issuing of extensions to building owners (to complete the required work), which may eventually lead to prosecution. The Council property records relating to any building where the building owner is prosecuted for not complying with a s124 notice will come under intense scrutiny. The record must provide full and accurate evidence of all inspections, reports and correspondence related to the building status,

The authors understand that the Council has yet to conduct follow-up (e.g. enforcement activity) to determine the status of the dangerous buildings with outstanding s124 notices. The bulk of the s124 notices will be due for review from 31 January 2011. as at 12 January 2011.

9.2 Boxing Day Aftershock, Christchurch

9.2.1 General

The aftershock of 26 December 2010 resulted in significant damage to 161 buildings⁹ in addition to those already issued with s124 notices.



Figure 1: 73 Manchester Street (South view) 21.09.10 & **Figure 4:** (North view) on 31.10.10

⁹ The EQC have received almost 3500 additional claims for damage as a result of the aftershock. <http://nz.news.yahoo.com/a/-/top-stories/8606261/almost-3500-claims-from-canterburys-boxing-day-quake/>. Retrieved January 06, 2011.

Buildings inspected in the initial response following the aftershock (26-27 December) were found to have sustained rotational movement in the opposite direction of the main shock. Temporary remedial works completed (to allow access to buildings damaged during the main shock) withstood the impact of the aftershock. However, as can be seen in Figure 4 and 5, the temporary bracing work may not have withstood an aftershock of greater shaking intensity or longer duration.



Figure 4 Cashel St property with debris from parapet balancing on temporary steel strengthening work.



Figure 5: Steel strengthening in place following main shock reinforced by cross beam and straps following Boxing Day aftershock.

9.2.2 Response to Boxing Day Aftershock

The Civil Defence Emergency Management Act 2002 defines civil defence emergency management as:

- (a) ... the application of knowledge, measures, and practices that—
 - (i) are necessary or desirable for the safety of the public or property; and
 - (ii) are designed to guard against, prevent, reduce, or overcome any hazard or harm or loss that may be associated with any emergency; and
- (b) includes, without limitation, the planning, organisation, co-ordination, and implementation of those measures, knowledge, and practices

Accordingly, following the aftershock an EOC was activated following the Boxing Day aftershock to evaluate the appropriate level of response required to maintain the safety of the public and property following the 'emergency'.

Building Evaluation activity commenced within 40 minutes of the aftershock on 26 December 2010. As information was gathered at the EOC, it became clear that the priority for response would be building evaluation activity within the Christchurch CBD.

The purpose of the Building Act 2004 is that

s3(a) people who use buildings can do so safely and without endangering their health.

To meet the requirements of the Building Act, the territorial authority is required to identify dangerous buildings and may take steps (as identified in s124) to protect the public from these buildings.

However within six hours of the Boxing Day aftershock, the focus of the response had effort appeared to have moved from establishing an accurate picture of the risks to public safety, to opening the city and affirming that "Christchurch's image has not been tarnished despite the Boxing Day aftershocks that rocked the already struggling central city" (Button, 2010), thus ensuring that New Year's Eve celebrations could continue as planned.

Despite requests from the emergency services and the Building Evaluation Manager, a State of Emergency was not declared.

On day two of the response, the Controller's stated aims briefed to the Building Evaluation were to:

- Open a walkway through Cashel Mall (provide safe access to as many retailers as possible)
- Clear Cathedral Square (ensure the safety of the area for New Year's Eve Celebration)
- Check Tram Way Route (allow Trams to return to normal operation).

The underlying objective of the Action Plan developed by the Council at this time would seem to be to prevent economic losses in the CBD.

The continued absence of a documented plan or procedures for the activation of the Building Evaluation Section inhibited the ability of staff to respond quickly. The following points were highlighted by the Building Evaluation & Rescue Manager (on the 26 & 27 December) as barriers to the effective management of the response to the aftershock:

- Lack of clarity regarding application of the NZSEE Guidelines outside the CDE declaration
- Lack of pre-determined priority search areas (a grid map)
- Lack of resource kits for management of the section (including maps, identification, electronic files (Cd-roms or flashdrives) and forms)
- Unclear arrangements for involvement of CPEng engineers in events outside the CDE emergency.
- Inability to access documents highlighting contact details of staff available for response (particularly any information about those with previous EOC experience or training).

The timing of the event created difficulties accessing staff to manage the building evaluation response. All, bar one, of the management team from the previous event were unavailable to assist. Where contact numbers for additional administration staff were located, only 40% were able to respond. To enable a managed response, non-Council staff were called upon to direct aspects of the building evaluation team deployment. The Council must address the lack of depth in trained personnel, the need for detailed deployment procedures, and access to updated contact lists.

Canterbury and Auckland based CPEng registered structural (earthquake) engineers volunteered time on the 26 December 2010 to assist with the evaluation of commercial buildings in the CBD. Tension arose in the relationship between the engineers and the EOC management, when issues of personal indemnity and legal liability were unable to be resolved within the Council's current contract management system. As a result, some of the engineers concerned were not able to continue assisting with the building evaluation activities.

The Council must take action to produce an Emergency Plan and Operating Procedures to enable the effective management and application of Building Safety Evaluations. The plan and operating procedures should include:

- The role of the building evaluation (& rescue) team within an activated EOC
- The organizational structure of the building evaluation team
- The legislation and guidelines governing the activities of the building evaluation team
- The interaction of CDEM Legislation (operating under a declaration), the Building Act (operating without a declaration) and the EOC management structure/reporting systems.
- Information Management Systems to enable the medium and long-term management of property files.
- Contractual arrangements for the involvement of CPEng registered structural (earthquake) engineers, including a template contract. This arrangement must be applicable in both a declared / non-declared event.

- Designation of Building Evaluation Managers (appointed prior to an event), and document required skills, knowledge, experience and expected involvement in planning/training.
- Procedures for deploying and tracking field evaluation teams.

9.2.3 Transition from response to Business As Usual (28 - 31 December)

In the final days of 2010, priorities were placed on opening restaurants and bars as quickly as possible. The authors understand that protocols established during the BET Team project were not followed¹⁰, exposing the Council to increased liability issues. Had there been loss of life or injury, it is unclear whether the Council could have shown that it had followed due process.

While the Building Evaluation (Dangerous Buildings) Team conferred with building owners and accepted statements from engineers to clear buildings from 28 – 31 December, it appears that no actions were taken to reduce the increased risk of damage or to remove excess rubble from the roads¹¹ – two actions that were undertaken previously by the Council. It is not clear whether this in-action is the result of any or all of the following:

- Insufficient handover/training
- Limited knowledge of Health and Safety related legislation obligations
- Limited staffing
- Limited financial delegation

The potential consequence of this failure to act is to create or reinforce a negative view of Council – that the Council had closed down, and that there was neither the willingness nor the depth in the structure to allow for remedial works to happen for the four days of the holiday period.

¹⁰ E. Griffiths, personal communication with Christchurch property owner/retailer, 28 December 2010.

¹¹ Rubble from the collapsed parapet of 73 Manchester St (Figure 3) was not removed until January 05, 2011.

10 References

10.1 General

Canterbury Civil Defence Emergency Management Group (2010). *Stronger Canterbury Fact Sheet*. Retrieved from <http://www.ecan.govt.nz/publications/General/stronger-canterbury-factsheet-221010.pdf>

New Zealand Society for Earthquake Engineering (2009). *Guidelines for Building Safety Evaluation During a State of Emergency*. Retrieved from www.nzsee.org.nz

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Nicholls, P. (2010). *Christchurch Quake Map*. Retrieved from <http://www.christchurchquakemap.co.nz/>, 2011, January 6.

10.2 Legislation

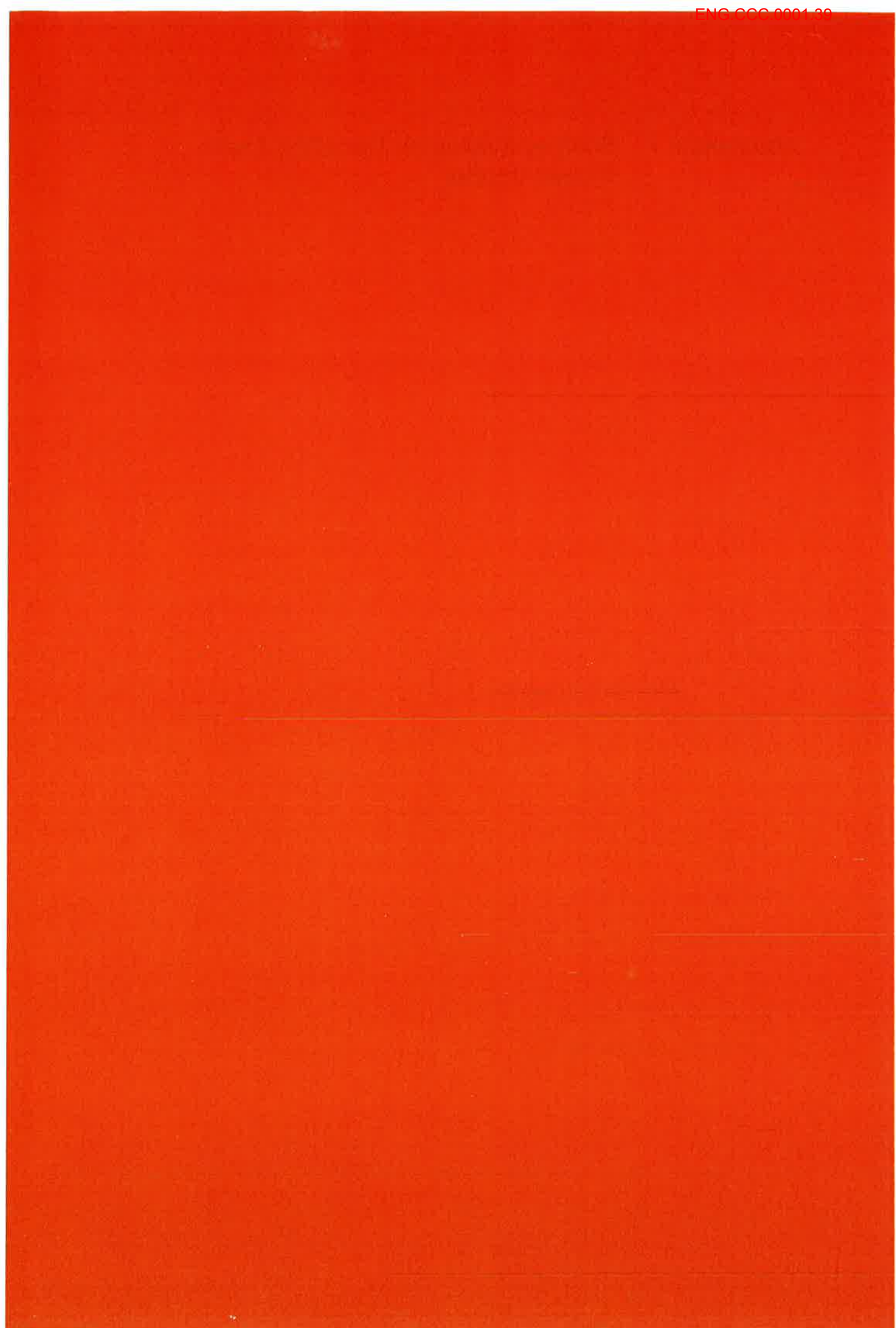
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Canterbury Earthquake (Building Act) Order in Council 2010. Retrieved from www.legislation.govt.nz

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Civil Defence Emergency Management Act 2002. Retrieved from www.legislation.govt.nz

Attachment 1 Building Evaluation Transition Team Project Charter





Project Charter

Version 3 5 September 2009

NOTE: Please remove this page when creating a Project Charter document.



PROJECT CHARTER

Building Evaluation Transition Team

TRIM Number:

VERSION: 3

REVISION DATE: 28/09/10

Approval of the Project Charter indicates an understanding of the purpose and content described in this document. By signing this document, each individual agrees work should be initiated on this project and necessary resources should be committed as described herein.

	Name	Title	Signature	Date
Prepared By	E. Griffiths	Project Manager		
Reviewed By		PMU Team Leader/Unit Manager		
Approved By	G. Lennon	Sponsor		

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Section 1. Project Overview

1.1 Business Need

During the declared State of Emergency following the September 4, 2010 Canterbury earthquake, commercial and residential buildings in Christchurch were placarded with building safety notices developed by the Society of Earthquake Engineers (ISEE). These notices (see appendix) informed the Council, building owners and the public that buildings were:

- Not Safe (Red)
- Restricted Entry (Yellow)
- Safe (Green)

Each placard recommended that building owners hire an independent structural engineer to get an independent assessment of the property. An independent assessment recommending a change to placard status was required from all property owners wishing to gain access to their 'red' or 'yellow' placarded properties.

A process was developed for these independent engineering assessments to be received and processed.

The Building Evaluation Transition Team was established to preserve public safety and a return to normal operations following the earthquake by:

- Continued identification of unsafe properties/dwellings
- Reviewing and updating information held against property files (as engineering reports were received and/or additional damage was noted following aftershocks etc)
- Review of cordon placement

1.2 Project Description

Collection and processing of information relating to the condition of buildings post-Canterbury Earthquake of September 4, 2010.

1.3 Project Objectives

1. Respond to customer service requests (CSR) regarding collapsed/potentially unstable buildings within 5 working days.
2. Carry out follow-up inspections of unstable structures (prioritised from CSRs and/or identified by inspections teams) and cordons on a daily basis.
3. Maintain records of post-earthquake damage status of buildings by implementing processes for reviewing external engineering assessments (within two-working days) and submitting updated information to the data-hub.
4. Co-ordinate supervised access into cordoned areas / R3 placarded buildings.
5. Develop a handover manual documenting procedures and risks associated with the project.

1.4 Deliverables

1. Current and accurate inspection files on all buildings inspected and rated as "No Entry" (Red) or "Restricted Entry" (Yellow) to handover to CCC enforcement team for the issuing of 124(1) (c) notices.
2. A handover manual has been prepared and populated, to include the following:
 - Street map with building inspection sites identified;
 - Re placarded building entry procedure
 - Schedule of cordons and barricades

- Cordon change procedure
- Barricade change procedure
- Dangerous building identification procedure
- Accepting Building Owner engineer's report procedure

1.5 Project Scope

Project Includes
Receive and process independent engineering assessments and detailed engineering reports as per CCC procedures.
Remove cordons to provide access to properties following changes to placard status.
Monitor cordons erected around buildings/structures identified as dangerous (Red or Yellow placard) during State of Emergency. Reduce cordons wherever public safety is not jeopardised to limit inconvenience to residents and enable return to business as usual for retailers/business owners.
Respond to Customer Service Requests (CSRs) to investigate the safety of properties (commercial and residential).
Identify properties that are 'Dangerous or Insanitary' under the Building Act 2004 and follow the CCC Policy to issue No Entry (Red) Notices under s124(1)(c) or take field notes/photographs of 'Restricted Entry' (Yellow) Notices.
Monitor access to cordons (e.g. access to the 160 Manchester cordon)
Co-ordinate the implementation of the supervised access policy to R3 placarded buildings within the 160 Manchester St cordon.
Re-inspect all commercial buildings identified as 'restricted entry' (yellow) during the declared emergency following the earthquake of 4 September 2010.
Project Excludes
Managing communication with building owners within cordoned areas (e.g. 160 Manchester St, Cordon)
Issuing notices / letters in support of resident's welfare claims.
Electronic file transfer from BSE Database and shared server to TRIM, web map, LIMS, Worksmart etc.

1.6 Constraints

Civil Defence and Emergency Management Act 2000

Building Act 2004

Canterbury Earthquake (Building Act) Order 2010

CCC executive directives (refer attached register)

The Building Evaluation Transition Team is not providing damage assessments for residential or commercial premises.

The activities of the Building Evaluation Transition Team will be accommodated within the business as usual activities of the Inspections & Enforcement and EPA from 1st November 2010.

- EPA - Review of External Engineering Assessments
- Enforcement – CSRs (dangerous buildings, placement and/or removal of placards, notifying traffic management services regarding cordon management)

1.7 Project Approach

Set-up a project team (field inspection teams: building inspectors & structural engineers, administration teams; engineering) to complete reviews of engineering reports, assessments of customer reports, and assessments of cordons.

1.8 Definition of Completion Criteria

By 15 October 2010 – All buildings within the project scope* have been re-inspected and have been either (i) issued with a Dangerous Building notice; or (ii) have had their placard removed.

The handover report to the customer will provide accurate 'current-state' detail of buildings that are Dangerous (No-Entry) and those which require repair (Limited Entry) as defined by the Building Act (2004), including Canterbury Earthquake Order in Council 2010.

1.9 Critical Success Factors

1. The project team must include at least two organisation (CCC) staff members to provide continuity of process throughout the life of the project and into business as usual.
 - Administration Coordinator – to provide familiarity with the organisations internal systems and relationships with existing staff. As new administration staff are cycled into the team the Administration Coordinator is able to provide support and training. Appointing a staff member to this role for the entire period of the project also provides a single point of contact to the BETT team for other stakeholders.
 - Inspection Team Field Coordinator – local knowledge (of CCC systems, the environment, geography and building inspection processes) is critical to the management of the field teams. Appointing a staff member to this role for the entire period of the project ensures consistent application of procedures and provides a single point of contact for external stakeholders (e.g. Traffic Management, Emergency Services).
 - Additional resourcing can be supplied from external sources (e.g. other authorities) and renewed at regular intervals (e.g. weekly).
2. Access to suitably qualified (CPEng registered) engineers.
3. Maintaining control of the data-processing system (data-hub) and data files.
4. Support from teams with complimentary objectives.

1.10 Assumptions

Christchurch City Council will provide full logistical support (including vehicles, sourcing and management of staff, accommodation, supply of stationery, computer and telephone access, office space).

1.11 High Level Risks

Refer attached schedule.

1.12 Dependencies and Links with Other Projects

Building Recovery Office The BRO provide the 'face' of the Council to customers affected by the earthquake with concerns specifically relating to inspections, engineering reports, consents, and building activity. The BETT team receive information (engineering reports) and requests via the BRO.

The BRO require information from BETT to help customers make informed decisions – e.g. status of cordons, buildings, engineering reports, timeframes for return to 'business as usual'.

Operation Notice: Complete inspection files are required for posting of dangerous building notices to properties under s124 (1) (c) of Building Act. The Database must be current to ensure that

- a) Buildings that are no longer 'dangerous (property owners have completed repair/stabilisation work) are not served a notice, and
- b) Buildings that are 'dangerous' are identified and served appropriate notices / repair advice.

The BETT share electronic (database) and hardcopy files with Operation Notice / Enforcement.

Electronic Document Management / Consenting: All property files (assessment forms, engineering reports, field notes, photographs) must be scanned and recorded electronically within the CCC systems (TRIM, Worksmart, Web Map) for eventual uploading into LIMS. The transfer of data into property files and renaming of files to CCC naming conventions is beyond the scope of the project, however all records obtained in the project are to be tagged with, as a minimum, the property PRUPI number.

Section 2. Project Authority and Milestones

2.1 Project Budget

All costs associated with the project are to be charged to WBS: 721/110/9/3/2 - Building Evaluation Transition

2.3 Major Project Milestones

Milestone/Deliverable	Target Date
Project Charter approved	30/09/2010
Handover manual outline completed	08/10/2010
Complete re-inspection of CBD 'Restricted Entry' (Yellow) premises	15/10/2010
Procedures and process flow diagrams completed	15/10/2010
Complete re-inspection of Residential 'Restricted Entry' (Yellow) premises*	20/10/2010*
Complete handover manual	20/10/2010
Final update of statistics (properties inspected, status, cordons)	22/10/2010
Project Handover to the Customer completed	25/10/2010
Project Reconciliation completed	27/10/2010
Project closed	29/10/2010

*If residential property inspections are included on project scope.

Section 3. Project Organisation

3.1 Project Manager

Esther Griffiths

- The Project Manager manages the project team, maintains open communication with the project stakeholders and identifies risks associated with the BETT activities.
- A dedicated workspace (including computer, internet access) is available.

Inspection Team Coordinator: Mark Mitchell

- The Inspection Team Coordinator prioritises CSRs, coordinates priority areas for inspections and dispatches field inspection teams (incl. engineers). The coordinator has key liaison relationships with CCC Traffic Management and Enforcement.
- A dedicated workspace (including computer, internet access, and telephone) is available.
 - Building Inspectors (6)
 - Building Inspectors form part of the field inspection teams assessing safety of buildings, consider suitability/requirements for cordons.
 - A shared workspace is available, with 2 x internet accessible computers

Future Requirements:

- 4 – 10 additional inspectors will be required to complete the re-inspections of all yellow properties by 15th October 2010. If re-inspections of yellow placarded properties are limited to commercial properties (250) fewer additional resources will be required.
- The work of this team will be continued by the Enforcement Team (Operation Notice) following the conclusion of this project.

Administration Support Coordinator: Janine Porter

- The Administration Support Coordinator is responsible for the set-up and maintenance of the BETT as a team within the Christchurch City Council, liaising with Inspections & Enforcement Customer Services Unit, IM&CT, and Communications.
- A dedicated workspace (including computer, telephone, and internet access) is available.
 - Administration assistant (1) (currently resourced from other territorial authority).
 - A dedicated workspace (including computer, telephone, and internet access) is available.
 - The Administration team processes CSRs, checks Chartered Professional Engineering (CPEng) databases, searches the BSE Database, monitors emails and processes other administrative requests as required.

Future Requirements:

- Workspace (including computer & telephone) for 2 staff
- Worksmart access for minimum 1 staff member
- 1 x Administration staff familiar with GEMS & Worksmart access, intermediate competency in Worksmart, Microsoft Office (standard) suite, Microsoft Visio. Expert user in Microsoft PowerPoint.
- 1 x Administration staff member familiar with BSE Database (temp staff used during State of Emergency).

Engineering Support Coordinator: Neville Higgs

- Structural Engineers (x 2 on contract, Opus Consulting)
- Engineers form part of the field inspection teams, assess safety of buildings, consider suitability/requirements for cordons, and review engineering reports submitted to the BETT by external engineers/building owners.

Future Requirements:

- The 'engineering report review' aspect of this role is expected to transition to the EPA engineering team following the conclusion of the Project.

Data Hub**Technical Consultant - Heath Wells**

Data Entry Management – Penny Austin and Marie Redmond (Temporary Staff).

Future Requirements:

- The database will be maintained in the short term by administration staff within the Building Evaluation Transition Team. Technical support will be provided as required by Heath Wells and Penny Austin.
- The Project Sponsor and other stakeholders will need to determine where the responsibility for long-term maintenance of the database will sit.

Project Communications Support: Dean McNulty**3.2 Project Sponsor**

Gary Lennan

Section 4. Stakeholders

4.1 Identified Stakeholders

List the stakeholders that have been identified to date.

Name	Title	Role	Influence/Requirements
Gary Lennon	Unit Manager	Project Sponsor	Authority to finance resource and approve project. / Progress reports (inspections completed, placard status, cordons, access); Handover Manual.
Esther Griffiths	Building Evaluation Transition Team	Project Manager	Direct and manage project development from beginning to end. / Clear direction from Project Sponsor regarding scope and objectives of project.
Anne Colombus	Dept Manager, Enforcement	Inspections & Enforcement	Handover Manual – information regarding process & process improvements.
James Clark	Team Leader, Enforcement	Inspections & Enforcement (Project Manager – Operation Notice)	Complete and current property information on all inspected property.
Kelvin Newman	Dept Manager, Inspections	Inspections & Enforcement	Handover Manual – information regarding process & process improvements.
Steve McCarthy	Unit Manager	Environmental Protection & Applications	Building Recovery Manager / information re current status of inspected properties, cordons, statistics,
John Higgins	Manager	Building Recovery Office	Information / Updates on building & cordon status to supply to clients.
Lee Cowan	Manager	Public Affairs	Progress reports (inspections completed, placard status, cordons, access)
Rachel Graham	Advisor	Communications	Progress reports (inspections completed, placard status, cordons, access)
Ceciel DelaRue	Manager	Heritage	Cordon status regarding Heritage buildings.
Darren Moses	Project Manager	160 Manchester St Project	Cordon status regarding Heritage buildings.
Steffan Thomas		Traffic Management Services	Information regarding CCCs requirements for cordons
		Emergency Services	Current records on building status (R/Y) Current records on road blocks/cordons
		Orion	Current records on building status (R/Y) Current records on road blocks/cordons
		EQC	Current records on residential building status (R/Y)

Section 6. Revision History

Identify document changes.

Version	Date	Name	Description
1	23/09/10	Project Plan	Draft Project Plan for Building Evaluation Transition Team
2	27/09/10	Project Charter	Reformatted Project Plan for Building Evaluation Transition Team
3	29/09/10	Project Charter: BETT	Publication version of Project Charter.

Section 7. Appendices

- A. Building Evaluation Transition Team Risk Register
- B. Change Request Form
- C. New Zealand Society for Earthquake Engineering – Building Triage Placards

PROJECT: Building Evaluation Transition Team													LAST UPDATED:				Status	
Category	ID	Description of Risk	Identify consequences	Date Raised	Probability	Impact	Graded Priority	Change	Reasons for Change	Mitigation	Owner	Responsible Date	Phase					
Initiation	2	Evolution of team to three different venues.	Loss of documents. Dislocation from other teams. Miscommunication.	17/09/10	High	Moderate	Medium	Up	Additional move planned 47/10/10		Project Manager	04-Oct-10	Open					
	1	Different interpretations of Structural Engineering Assessments and Detailed Engineering Reports	Litigation	24/09/10	High	Moderate	Low	Up	Some placed changes have occurred prematurely.	Procedures developed to obtain more detailed structural information from engineers. Has this been done? Any training developed/delivered? Refer BSE Guidelines and definition in Table 1 of BETT team charter.	Engineering Support Coordinator	30-Sep-10	Close					
	2	Interpretation of legislation - changes to regulation in the wake of the Canterbury Earthquake 2010/	Litigation	17/09/10	Medium	Major	High			BETT to secure written legal advice on implications of changes to legislation and means to achieve intent.	Legal team		Open					
	3	Multi-focused teams requiring current information on building status and conditions for different purposes.	Loss of documentation. Corruption of data. Miscommunication.	17/09/10	High	Major	High			Make up a schedule of reporting needs, and develop standard reporting template(s) and timing for various purposes.	Administration coordinator		Open					
Design & Technical	4	Incorrect cordon placement - too close to building / unstable structure	Injury, death, damage to property.	24/09/10	Medium	Major	High			Procedures developed and implemented to address risk. Close liaison with Traffic Management Services. Agree a frequency and scope of cordon audits with TMS and receive a copy of each audit completed as per TMS.	Inspection Team Coordinator		Close					
	10	Planned cordon placement, incorrect cordon placement.	Prevention of access to property/business premises. Loss of business (income). Litigation.	24/09/10	Medium	Severe	High			Procedures developed and implemented to address risk. Close liaison with Traffic Management Services. Agree a frequency and scope of cordon audits with TMS and receive a copy of each audit completed as per TMS.	Inspection Team Coordinator		Close					
	11	Incomplete information attached to engineering reports - engineers focusing only on buildings contained reports and not on the surrounding built environment.	Insufficient documentation for decisions to be made on status of building (comparative assessments) and regulatory function following building function following	24/09/10	High	Major	High			Proposal for improving approval process for reports submitted to IM&E management on 29/9/2010.	Inspection Team Coordinator & Engineering Support Coordinator	01-Oct-10	Open					
	12	Engineers (external) changing placards / status without submitting reports to CCC	Building status not updated on BSEData - source data for issuing Notices under Building Act. Refer to 11 above for the same consequence.	24/09/10	High	Major	High			Communication directed to public and engineers (not yet published) clarifying procedures.	Engineering Support Coordinator	10-Oct-10	Open					
Scope	13	Teams of building notified that building is cleared, information not submitted to CCC	Building status not updated on BSEData - source data for issuing Notices under Building Act. Refer to 11 above for the same consequence.	27/09/10	High	Major	High	New		Liaison with Public Affairs & BRO to identify steps/systems to prevent recurrence of this situation. Agree a procedure to resolve, including feedback from PA team on success of steps.	Project Manager	05-Oct-10	Open					
	14	Teams of building notified that building is cleared, prior to building receiving clearance from a structural engineer/BETT.	Public safety issues - injury, death, damage to property.	27/09/10	High	Severe	High	New		Liaison with Public Affairs & BRO to identify steps/systems to prevent recurrence of this situation. Agree a procedure to resolve, including feedback from PA team on success of steps.	Project Manager	05-Oct-10	Open					
	1	Lack of clarity regarding business needs, future requirements of the building recovery (post-earthquake) environment.	Unclear objectives. Requirements change on daily basis.	20/09/10	Medium	Moderate	Medium			Develop Project Charter.	Project Manager	01-Oct-10	Open					
	2	Stakeholders requesting involvement of BETT in activities over and above the stated scope of the project.	Scope creep.	24/09/10	Medium	Moderate	Medium			Sign-off on Project Charter. Manage changes to Charter with Sponsor.	Project Sponsor	01-Oct-10	Open					
Timing/Schedule	3	Involvement of political and high-profile business people/property developers on activities included in the project resulting in changes to project scope and/or requirements.	Involvement in high-level activities outside the intended scope of the project.	20/09/10	Medium	Moderate	Medium			Develop Project Charter. Obtain sign-off from Project Sponsor.	Project Manager	01-Oct-10	Open					
	4	Unclear definition of project milestones and timelines.	No measures for marking milestones.	24/09/10	Medium	Moderate	Medium			Develop Project Charter. Obtain sign-off from Project Sponsor.	Project Manager	01-Oct-10	Open					
	1	Ability to deliver timelines around cordons - particularly concerning temporary buildings.	Stakeholders (including BRO & Public Affairs) may have to fund the project by lack of defined action on milestones.	24/09/10	Medium	Major	Medium			Appointment of PA to liaison with State Agencies.	Building Recovery Manager	01-Oct-10	Open					
	2	Changes to project charter mid-project.	Project objectives cannot be met within stated timelines.	24/09/10	Medium	Moderate	Medium			Additions to scope identified and priorities adjusted to project timeframe extended document.	Project Sponsor	01-Oct-10	Open					
Resources	4	Project charter changes not documented and clearly identified.	No measures for marking milestones.	24/09/10	Medium	Moderate	Medium			Project Sponsor or Project Manager address changes to Charter in a timely manner.	Project Sponsor or Project Manager	01-Oct-10	Open					
	1	Funding of BETT project may not be fully recoverable from Canterbury Earthquake Recovery Fund.	Other I&E, EPA units may have to fund BETT team to ensure on project for duration of project.	24/09/10	High	Moderate	Medium			Finance team need to be asked for their mitigation recommendations, with documented feedback on the 1st Nov. 31 November 10.	Finance	04-Oct-10	Open					
	4	Team may be unavailable to provide for BETT staff was not allocated to support the project.	Loss of momentum with project in order to train new staff and get them up to speed.	24/09/10	High	Moderate	Medium	New		Core staff confirmed by Project Sponsor (incl Administration Support Coordinator). Temporary Administration staff confirmed from Ryans for incoming changed programme for incoming changed personnel.	Project Manager, Project Sponsor, Administration Support Coordinator	01-Oct-10	Open					
	5	Team may be unavailable to supply the additional building inspectors required to support the project.	Loss of momentum with project in order to train new staff and get them up to speed.	20/09/10	High	Major	Medium	New		Daily briefing and weekly debrief for project team.	1. Inspection Team Coordinator 2. Project Manager		Open					
Political	6	Team may be unavailable to supply the additional building inspectors required to support the project.	Loss of momentum with project in order to train new staff and get them up to speed.	20/09/10	Medium	Moderate	Medium	New		Various project options (incl. Yellow re-assessments).	1. Inspection Team Coordinator 2. Project Manager		Close					
	1	Temporary, contract and visiting staff have no access to 'follow-me print & copying service	Functions must be coordinated through CCC staff members.	20/09/10	Medium	Moderate	Medium	New		MACT instruction to complete requests in timely manner.	MACT		Close					
	4	Physical priorities vs regulatory requirements, with implementation of CCC staff members.	Injury, death, litigation.	20/09/10	Medium	Major	High	New		Refer issues on case-by-case basis to update management.	Project Manager, Project Sponsor		Open					
	2	Influence of external agencies (particularly at a national level) on CCC operations - e.g. changing legislation	Clarifying risks to building owners regarding dangerous buildings - injury, death, litigation, loss of business.	20/09/10	High	Severe	High	Up		Liaison with Public Affairs regarding BETT concerns about intrusion into private property and modification as required of CCR - Public Communications Plan.	Project Manager		Open					
Political	3	Inconsistent messaging to the public from government and non-government organisations involved in the response	Confusion amongst the public and agencies re where / how public should respond.	20/09/10	High	Major	High			Sign-off on Project Charter.	Project Manager		Open					
	1	Election campaigning - candidates pushing agendas for constituents at point of election campaigns	Project charter developed and shared with other units / stakeholders.	20/09/10	Medium	Moderate	Medium	Down		Project charter developed and shared with other units / stakeholders.	Project Manager		Open					
	1	Lack of clarity regarding BETT scope (what we can do), processes (how we do it), and response times (how quickly we can respond)	Project charter developed and shared with other units / stakeholders.	20/09/10	Medium	Moderate	High	Down		Project charter developed and shared with other units / stakeholders.	Project Manager		Open					

Public Interface	2	Failing to retaining cordons to protect public safety in areas where there is a high level of public, business and political pressure to extend access.		Medium	Major	Extreme	Up	High profile cordons monitored - liaison with Traffic Management Services and TMS carry out regular cordon audits. Communicate with OSH or DOL and Police to ensure they are aware of warnings and prosecution of individuals breaking cordons daily for weekly? Develop a process for changing cordon extent, including obligations on Building Owner(s) and get agreement at political level to support this.	Inspection Team Coordinator Project Manager		Close
	3	Miscommunication between field staff and public at cordons and / or at sites when placards are placed, changed or removed.	20/09/10	High	Major	High	New	Daily situational briefing. Review of placards at issuing of notices, recording of field notes.	Inspection Team Coordinator		Close
	4	Media releases without full information regarding BETT project processes and interactions with BRO / Heritage / recovery etc	20/09/10	High	Moderate	Medium	New	Engage with Communications team. Ensure BETT is on the Comms team circulation list. Ensure all media releases follow and update PAC at Customer Service centre and on CCC website to address this misinformation.	Communications Team Leader		Open
	5	Misunderstanding of the function of the NZSEE placard system, the application of the system by the Council and the process commercial and residential property owners should follow moving forward	20/09/10	High	Moderate	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Communications Team Leader		Open
Existing Operations	6	BETT activities expand into those which should be included in the BAU of normal operations.	20/09/10	Medium	Moderate	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Sponsor		Open
	7	BETT role and functions not understood by BAU	20/09/10	Medium	Moderate	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Sponsor		Open
	8	BETT involved in activities that will continue beyond the duration of the project.	20/09/10	Medium	Moderate	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Sponsor		Open
	9	BETT resources and personnel are not redeployed appropriately to BAU work when the project is over.	20/09/10	Medium	Moderate	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Sponsor		Open
Health and Safety	10	Funding of BETT project may not be fully recoverable from Canterbury Earthquake Recovery Trust.	20/09/10	High	Major	High	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	11	BETT resources and personnel are not redeployed appropriately to BAU work when the project is over.	20/09/10	High	Major	High	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	12	BETT resources and personnel are not redeployed appropriately to BAU work when the project is over.	20/09/10	High	Major	High	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	13	BETT resources and personnel are not redeployed appropriately to BAU work when the project is over.	20/09/10	High	Major	High	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
Environmental	14	Salting and resurfacing of BETT impacting on the working environment and visibility of people are injured while inside cordoned areas or accessing properties classified as R3	20/09/10	Medium	Moderate	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager	20-Oct-10	Open
	15	Workload / stress associated with measures to hazardous environment, cordons are politically loaded issues.	20/09/10	High	Major	High	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	16	Collapses	17/09/10	Medium	Severe	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	17	Glass	17/09/10	Medium	Severe	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
Natural Events	18	Debris	17/09/10	Medium	Severe	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	19	Overhead (falling) Hazards	17/09/10	Medium	Severe	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	20	Earthquake (and aftershocks) causing further deterioration to already damaged buildings	17/09/10	Medium/Low	Severe	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open
	21	Fire in Heritage Sites	17/09/10	Medium	Severe	Medium	New	Project charter defines scope of BETT project. Ensure that BAU team have procedures developed and ready for issuing of Dangerous Building notices. Communicate with BAU team about limits of BETT scope and agree BAU responsibilities.	Project Manager		Open

Change Request

Version 12

1/2/10

05.009.4**DETAILS:**

Project/Programme Name:

Executive Summary (high level description of reasons for the request):

Prepared by:

Date:

Person(s) Requesting Change:

TRIM Number:

CCC WBS No (s)

URGENCY AND SCALE:

Is the change requested urgent ?

(i.e. risk in regards to contractual/legal obligations or risk of delivery)

Urgent

Non-urgent

Is the change requested minor, moderate or major?

Minor

(Change Value <\$10k or <5% of project budget whichever is the lesser)

Moderate

(Change Value \$10K to <\$100K or 5% to 10% of project budget whichever is the lesser)

Major

(Change Value >= \$100K or > 10% of project budget whichever is the lesser)

TYPE OF CHANGE:

Project Scope Change

Project Budget Change

Project Schedule Change

Overspend

Under spend/surplus

Portfolio Change

Detailed Description of Change:

IMPACT OF THE CHANGE:

Project Impacts

Project Manager:

Date:

Original Project Budget:

Impact on budget:

Impact on scope:

Impact on Completion Date:

Recommendations and Additional Remarks:

☐ Capital Projects Review Board

Portfolio Impacts

Portfolio Manager:

Date:

Funding source:

e.g. Capital Governance Pool

e.g. Within Activity

Impact on Levels of Service:

Impact on OPEX:

Recommendations and Additional Remarks: (supporting documents attached)

e.g. Budget Change Transfer Form

CHANGE APPROVAL:

Project Sponsor:

Date:

APPROVAL TO CHANGE BUDGET:

Asset Unit Manager:

Date:

Finance Manager, Capital Programme:

Date:

General Manager: [Major Requests Only]

Date:

General Manager: [Major Requests Only]

Date:

APPROVAL OUTCOME:

[insert comment]

INSPECTED

NO RESTRICTION ON USE OR OCCUPANCY

This building has received a brief inspection only. While no apparent structural or other safety hazards have been found, a more comprehensive inspection of the exterior and interior may reveal safety hazards.

This facility was inspected pursuant to the Civil Defence
Emergency Management Act 2002

Inspector ID: _____

🔊 Exterior Only

🔊 Exterior and Interior

Facility/ Tenancy Name and Address

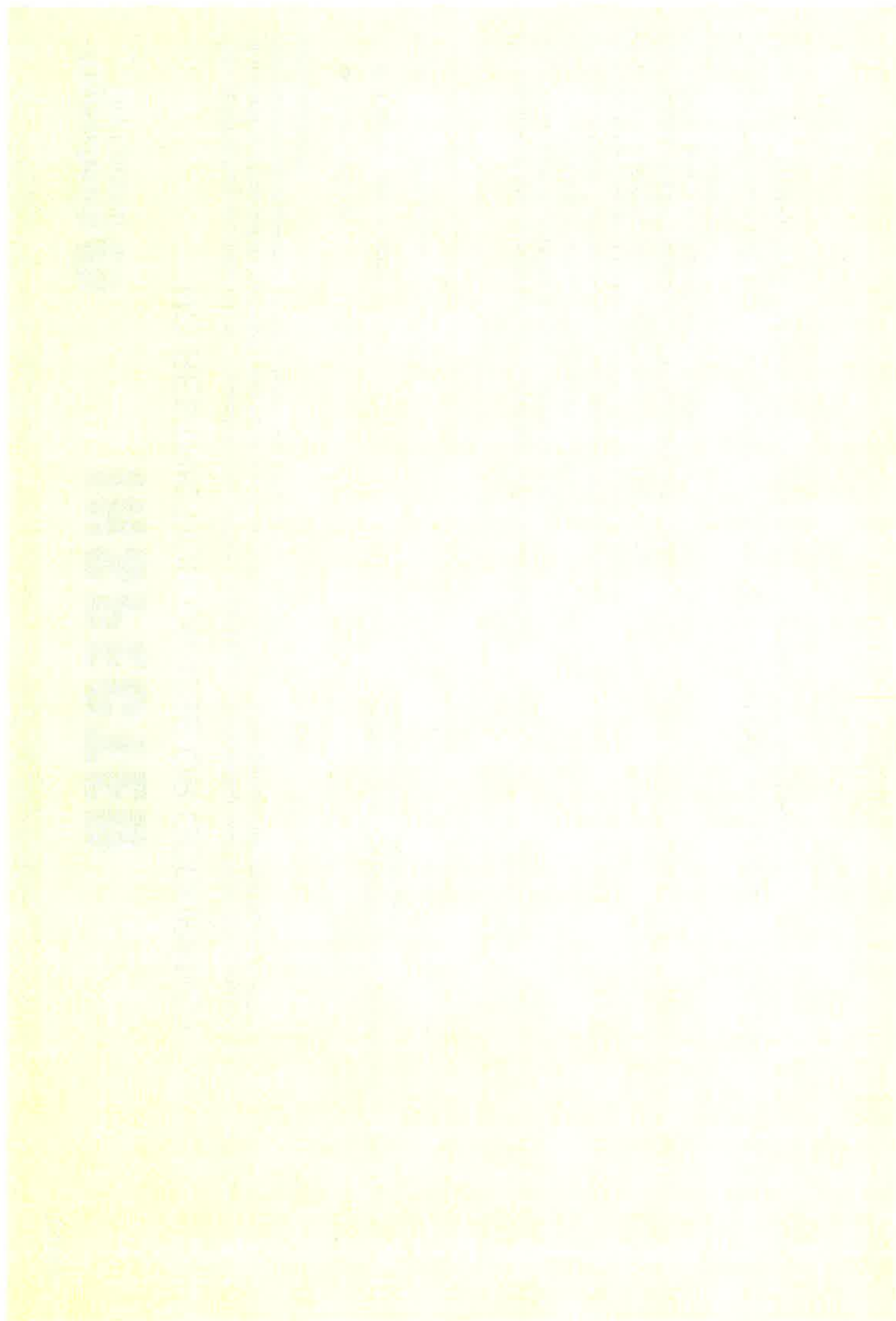
Acting under the authority of the Civil Defence Emergency
Management Controller: _____

Date: _____

Time: _____

Please ensure the owners are advised of this notification. Owners are encouraged to obtain a detailed structural engineering assessment of the building as soon as possible. Report any unsafe conditions to the Territorial Authority. Subsequent events causing damage may change this assessment. Re-inspection may be required. Secondary damage (partitions, windows, fittings and furnishings) may be hazardous. Electrical and mechanical equipment, gas connections, water supplies and sanitary facilities have not been inspected.

Do Not Remove this Placard. Placed on Behalf of the Civil Defence Emergency Management Controller
Under the Authority of the Civil Defence Emergency Management Act 2002





RESTRICTED USE

NO ENTRY EXCEPT ON ESSENTIAL BUSINESS

WARNING:

This building has been damaged and its structural safety is questionable. Enter only at own risk. Subsequent aftershocks or other events may result in increased damage and danger, changing this assessment. Re-inspection may be required. The damage observed from external inspection is as described below:

Restrictions on use:

- No public entry or residential occupation
- Entry for
 - Emergency purposes
 - Damage assessments, making safe
 - Removal of essential business records
 - Removal of valuables only
 - Removal of property
 - Conducting essential business with minimum staff

Facility/ Tenancy Name and Address

This facility was inspected pursuant to the Civil Defence Emergency Management Act 2002

Inspector ID:

Acting under the authority of the Civil Defence Emergency Management Controller:

Date:

Time:

Do Not Remove this Placard. Placed on Behalf of the Civil Defence Emergency Management Controller
Under the Authority of the Civil Defence Emergency Management Act 2002

MEMORANDUM FOR THE RECORD

SUBJECT: MEMORANDUM FOR THE RECORD

DATE: 10/10/59

TO: MEMORANDUM FOR THE RECORD

FROM: MEMORANDUM FOR THE RECORD

SUBJECT: MEMORANDUM FOR THE RECORD

1. MEMORANDUM FOR THE RECORD

2. MEMORANDUM FOR THE RECORD

3. MEMORANDUM FOR THE RECORD

4. MEMORANDUM FOR THE RECORD

5. MEMORANDUM FOR THE RECORD

6. MEMORANDUM FOR THE RECORD

7. MEMORANDUM FOR THE RECORD

8. MEMORANDUM FOR THE RECORD

9. MEMORANDUM FOR THE RECORD

10. MEMORANDUM FOR THE RECORD

11. MEMORANDUM FOR THE RECORD

12. MEMORANDUM FOR THE RECORD

13. MEMORANDUM FOR THE RECORD

14. MEMORANDUM FOR THE RECORD

15. MEMORANDUM FOR THE RECORD



UNSAFE

RED

DO NOT ENTER OR OCCUPY
(THIS PLACARD IS NOT A DEMOLITION ORDER)

WARNING:

This building has been seriously damaged and is unsafe. Do not enter. Entry may result in death or injury. The damage observed from external inspection is as described below :-

Enter only with specific written authorisation from Territorial Authority acting under the authority of the Civil Defence Emergency Management Controller.

This facility was inspected pursuant to the Civil Defence Emergency Management Act 2002

Inspector ID: _____

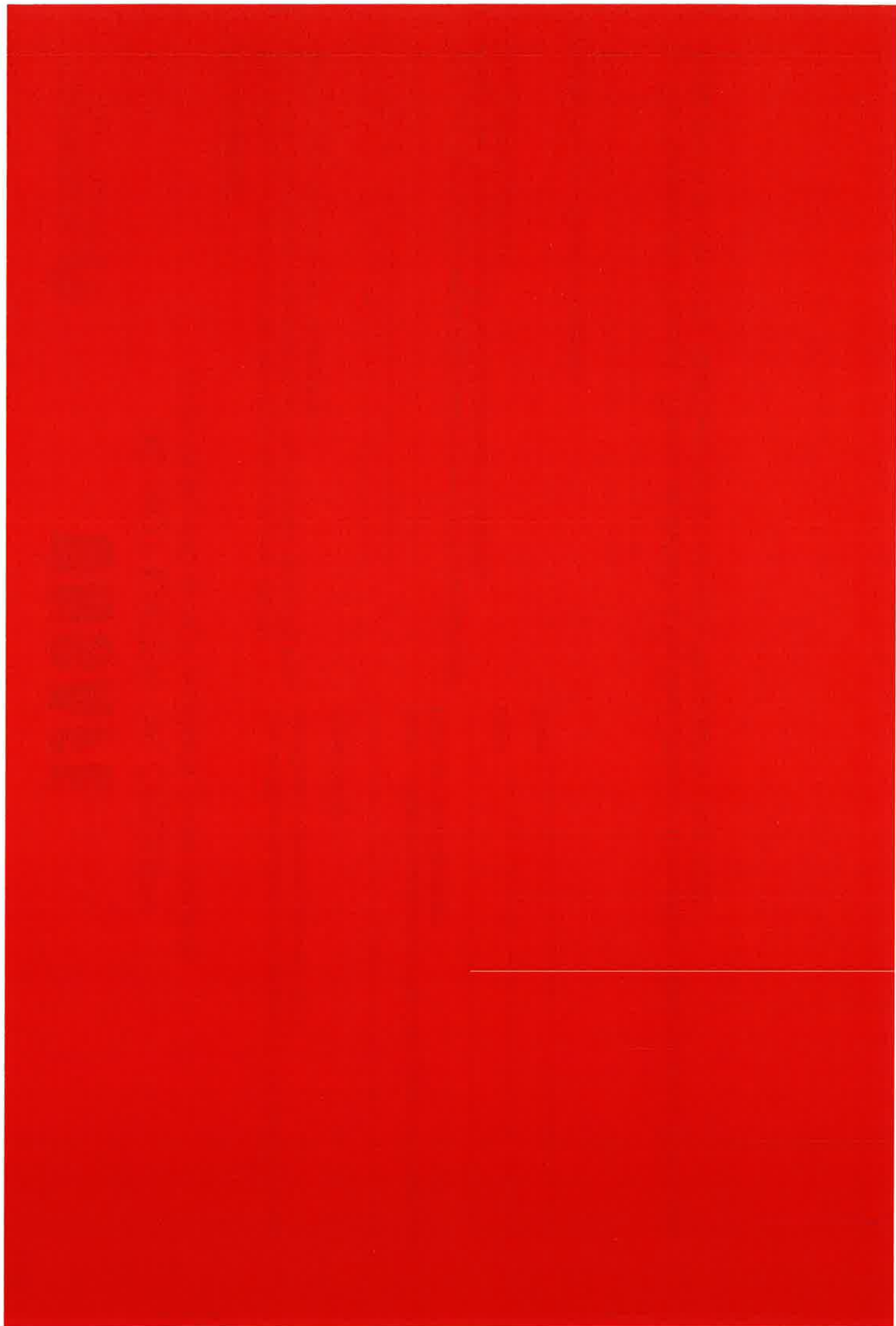
Acting under the authority of the Civil Defence Emergency Management Controller.

Date: _____

Time: _____

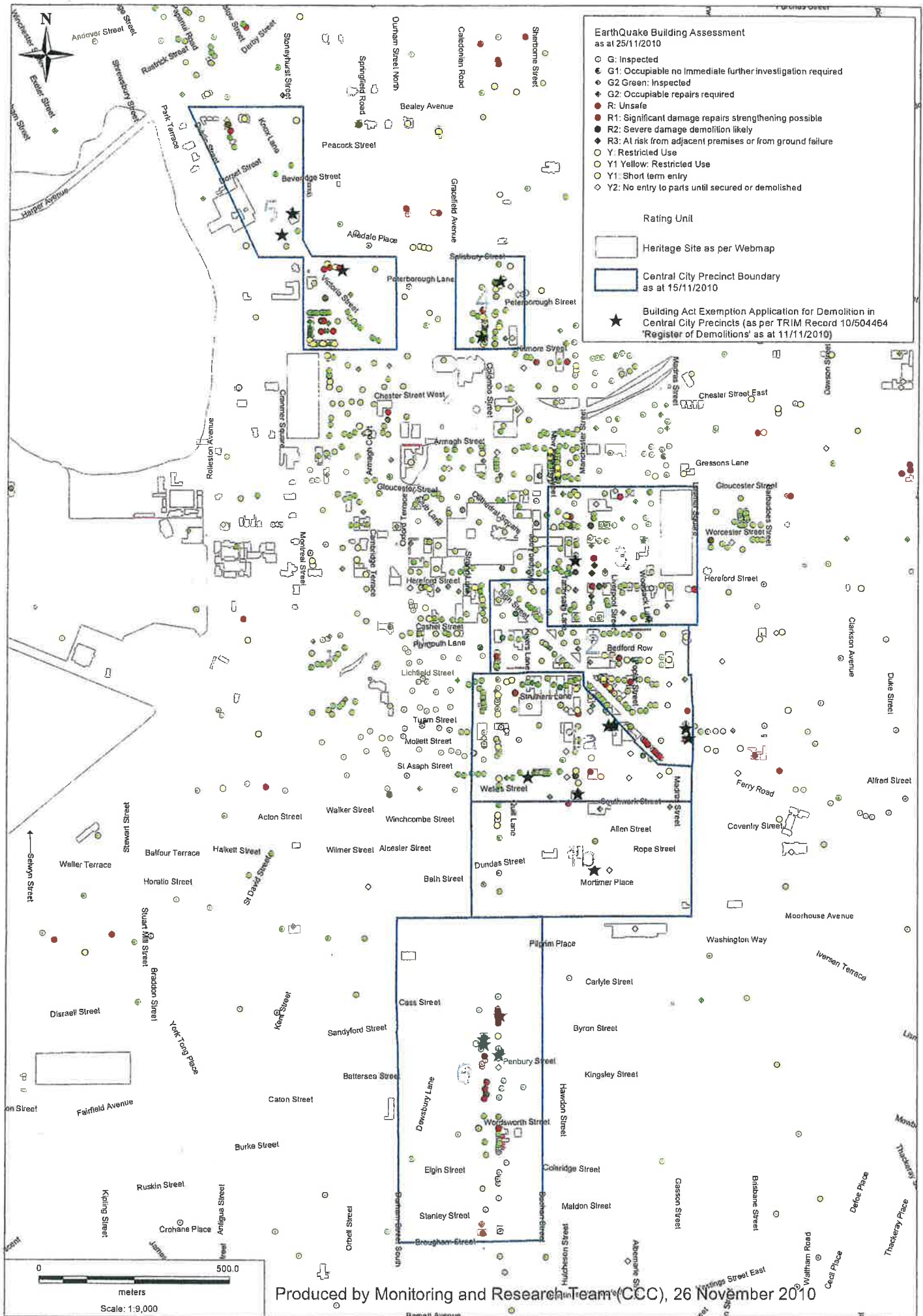
Facility/ Tenancy Name and Address

Do Not Remove this Placard. Placed on Behalf of the Civil Defence Emergency Management Controller
Under the Authority of the Civil Defence Emergency Management Act 2002



Attachment 2 Geographical Distribution of CBD Evaluations.

[illegible]



Attachment 3 Sydenham Building Repair Programme

1. The first part of the document is a list of references. The references are listed in a standard format, with the author's name, the title of the work, and the publisher's name. The references are as follows:

1. J. R. Anderson, *The Theory of the Earth*, 2nd ed., Cambridge University Press, 1937.

2. J. R. Anderson, *The Theory of the Earth*, 3rd ed., Cambridge University Press, 1950.

3. J. R. Anderson, *The Theory of the Earth*, 4th ed., Cambridge University Press, 1963.

4. J. R. Anderson, *The Theory of the Earth*, 5th ed., Cambridge University Press, 1976.

5. J. R. Anderson, *The Theory of the Earth*, 6th ed., Cambridge University Press, 1989.

6. J. R. Anderson, *The Theory of the Earth*, 7th ed., Cambridge University Press, 2002.

7. J. R. Anderson, *The Theory of the Earth*, 8th ed., Cambridge University Press, 2015.

8. J. R. Anderson, *The Theory of the Earth*, 9th ed., Cambridge University Press, 2028.

9. J. R. Anderson, *The Theory of the Earth*, 10th ed., Cambridge University Press, 2041.

10. J. R. Anderson, *The Theory of the Earth*, 11th ed., Cambridge University Press, 2054.

11. J. R. Anderson, *The Theory of the Earth*, 12th ed., Cambridge University Press, 2067.

12. J. R. Anderson, *The Theory of the Earth*, 13th ed., Cambridge University Press, 2080.

13. J. R. Anderson, *The Theory of the Earth*, 14th ed., Cambridge University Press, 2093.

14. J. R. Anderson, *The Theory of the Earth*, 15th ed., Cambridge University Press, 2106.

15. J. R. Anderson, *The Theory of the Earth*, 16th ed., Cambridge University Press, 2119.

SYDENHAM BUILDING REPAIR PROGRAMME

404 / 406 - ASCOT TV



Progress
404 owned by Kevin Thorne, 021 355 474.
406 owned by Mrs Bell, son Joe dealing with it, 03 5248146. 406 listed building, decision still to be made. Insurers considering options

Attitude

Design & Cost

Implementation

442 / 444 / 446 – SNAPDRAGON, GREAT OPPORTUNITY



Progress
Luke Dirkzwager, 021 386067. Couple of issues to sort out with adjoining buildings before demolition can start.

Attitude

Design & Cost

Implementation

448 – MANSON ?



Progress
Unable to contact owners

Attitude

Design & Cost

Implementation

452 - DERELICT



Progress

Unable to contact owners.

Attitude

Design & Cost

Implementation

454 – OLD SYDENHAM TOWN



Progress

Murray Lapworth 021 105 8060. Owns 456 too. Resource consent being processed

Attitude

Design & Cost

Implementation

456 – THE FRAME WORKSHOP



Progress

Same as 454. Heritage building, Heritage reports being processed.

Attitude

Design & Cost

Implementation

480 – ROB ROYS



Progress

Julian Twiss 027 436 1463. Has had meetings with engineers and assessors. Notice 124 served 2/11

Attitude

Design & Cost

Implementation

468 – SUPREME



Progress

Roger Wall 322 9443, liaising with insurance broker and 2 engineers. Insurance broker having meeting with insurance company on 8/11 to decide way forward. Owner informed that Notice 124 could be served and he will advise his insurers of that.

Attitude

Design & Cost

Implementation

458 – PIQUET



Progress

John Kuipers 3327 926. Minor damage, problem with adjoining building.

Attitude

Design & Cost

Implementation

482 – EMPTY



Progress

Kim Jen Chang 348 2734, awaiting engineers report. Have had contact with Peter Mills, insurance broker 021 0499 184. Notice 124 served. Peter will forward report on receipt.

Attitude

Design & Cost

Implementation

484 – MONUMENTAL MASONRY



Progress

Joan Nguyen 332 0895. Have spoken to Jeremy Noonan. Have received exemption consent BAE 35002040. Demolition dependent on adjoining buildings being made safe.

Attitude

Design & Cost

Implementation

486 – 488 – KALEIDOSCOPE &
24 CARAT BEAUTY PARLOUR



Progress

Jeff Pipe 027 439 8991. Buildings 75% residential, dealing with EQC and insurance company. EQC have not been in contact yet. Notice 124 served.

Attitude

Design & Cost

Implementation

490 -- METRO IMPORTS & PAYDAY
LOANS



Progress
David Yang, son of owner. Still waiting to hear from insurance company. Robert Ling (acting as agent) liaising with Katie Smith. Also own 382 & 384. Notice 124 served.

Attitude	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Design & Cost	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Implementation	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

492 /1 -- MODERN ENGRAVERS



Progress
Michael Jones, 366 5633. Engineers report to be sent.

Attitude	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Design & Cost	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Implementation	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

492/2 -- SPEEDWAY BOOKS



Progress
Tony De Rek, 03 312 8686. Unable to contact owner. No insurance.

Attitude	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Design & Cost	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Implementation	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

494 – SINISTER BOUTIQUE



Progress

Mike Drew, 021 372205, Loss Adjustor
Jason Knowles 027492 8628. Owns 494,
494A, 496. Jason contacting other property
owners from Kashmir building to make
collective decision re façade, will then
proceed with recommendation to owner.

Attitude

Design & Cost

Implementation

494A – GRAPHIC ADDICTION



Progress

See 494

Attitude

Design & Cost

Implementation

496 – JUST PRINT



Progress

See 494

Attitude

Design & Cost

Implementation

429 – SELWYN DEALERS



Progress

Robin Milligan, 332 1497. Red placard because of 431 which is to be demolished. Owner and tenant increasingly frustrated,.

Attitude

Design & Cost

Implementation

431 – BALI HAI



Progress

Chris Voisin, 027 436 7490. Negotiating with insurance company. Demolition team waiting. Can act very quickly.

Attitude

Design & Cost

Implementation

437 – 439 – OP SHOP & HERBAL HEAVEN



Progress

Terry Brown 0274 800876. Waiting to hear from insurance assessor, Greg? 021 41 774, unable to contact him. Owner wants buildings demolished.

Attitude

Design & Cost

Implementation

441 – CHURCHILLS



Progress
Jeff Harnett, 027 243 4234. Plans of building are with contractor for pricing for repair or demolition

Attitude

Design & Cost

Implementation

455 – KNITTERS WAREHOUSE



Progress
Bob Marchand, 329 0834. Owns 455,457,459, 461 – 469
This building OK, waiting for demolition of 461 - 469.

Attitude

Design & Cost

Implementation

457 – 459 – LUX & PENNY LANE



Progress
See 455. Waiting for demolition of 461 - 469

Attitude

Design & Cost

Implementation

461 – 469 ANGUS DONALDSON



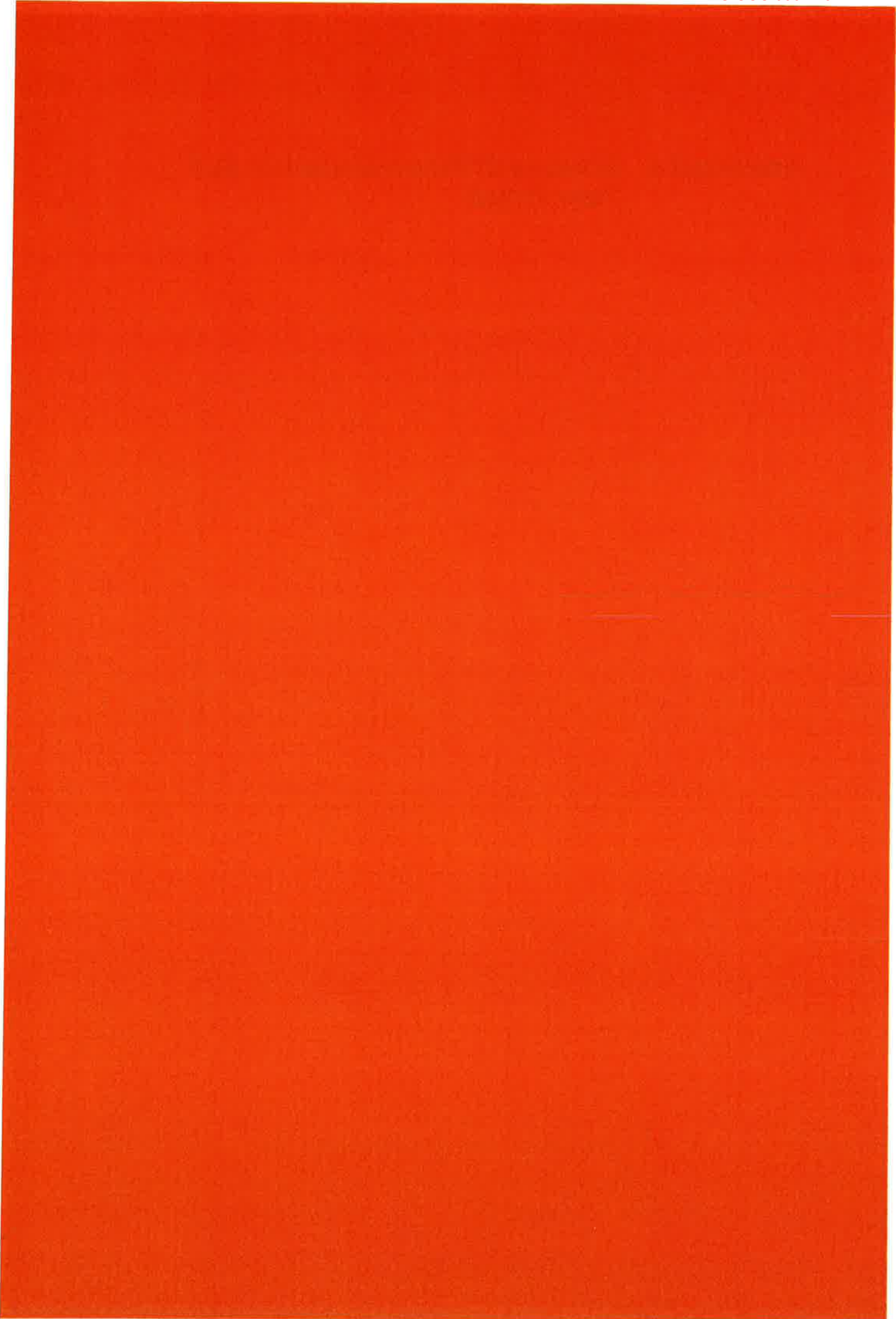
Progress
Bob Marchand, 329 0834. Demolition commenced 5/11.

Attitude

Design & Cost

Implementation

Attachment 4 Schedule Of Personnel Used On BET Team Project



Staff involved with Building Evaluation Transition Team

Project Manager

Esther Griffiths

Inspections Team Lead

Mark Mitchell (Christchurch City Council)

Marie Holland (Christchurch City Council)

Engineering Support Co-ordinator (Consultant)

Neville Higgs

Administration

Janine Porter (Christchurch City Council)

Lorraine Coffin (Dunedin City Council)

Maree Redmond

Laura Bronner

Carolyn Willis

Leah Fitzgibbons (Dunedin City Council)

Consultant

Deane McNulty

Engineers

John Mitchell	Auckland	Opus
Simon Baker	Auckland	Opus
Alistair Boyce	Christchurch	Opus
Raj Unka	Auckland	Opus
Ted Blaikie	Wellington	Opus
Bruce Mutton	Nelson	Geo-Logic Ltd
Martin Crundwell	Nelson	Opus

Building Inspectors

Marlborough

Brendon Robertson

Andrew Buckley

Ross Kain

Graham Roberts

Paul Guile

Timaru

Paul Hansen

Murray Winmill

Malcolm Lurajud

Philip Bone

Grant Hyde

Nigel Parker

Dunedin

Heddy Veldekamp

Grant Sutton

Kevan Vickers

Nelson

Tim Bijl

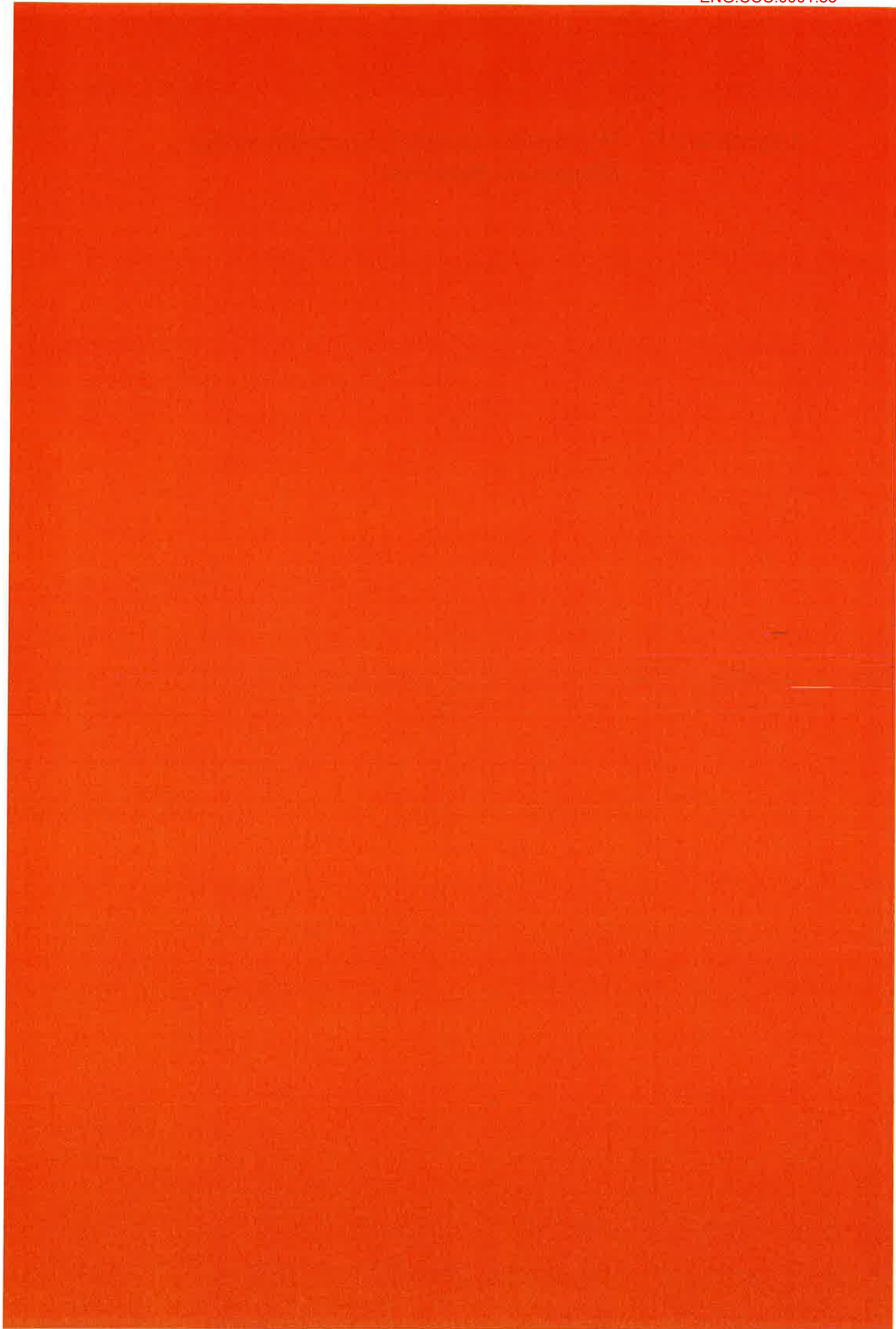
Richard Popenhagen

John McGirr

Brian Brasell

Wayne Edmonds

Attachment 5 Process for Identifying and Recording Dangerous Buildings



Building Evaluation Transition (B.E.T.) Team Site Visit Process

1. **Complaint received or risk identified in field.**
2. **Visit site.**
3. **Complete: Level 1 and/or Level 2 Assessment Form.**
4. **Evaluation:**
 - a. **Question:** Is the building dangerous as per s121, Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010)?
 - b. **Section 121 Building Act 2004 as inserted by the Canterbury Earthquake (Building Act) Order 2010** states:
 - (1) a building is dangerous for the purposes of this Act, if
 - (a) in the ordinary course of events (excluding the occurrence of an earthquake), the building is likely to cause –
 - (a) (i) injury or death to any persons in it or to persons on the property, or
 - (a) (ii) damage to other property
 - (b) in the event of fire, injury or death to any persons on other property is likely because of fire hazard or the occupancy of the building or
 - (c) there is a risk that the building could collapse or otherwise cause injury or death to any person in the building as a result of an earthquake that generates shaking that is less than a moderate earthquake; or
 - (d) there is a risk that other property could collapse or otherwise cause injury or death to any person in the building; or
 - (e) a territorial authority has not been able to undertake an inspection to determine whether—
 - (i) the building is dangerous under paragraph (a); and
 - (ii) the territorial authority or the chief executive, as the case may be, is required to exercise powers under section 124 or 129 as modified by this order.

ACTION

5. If Dangerous

- a. Issue and attach **RED Notice** – Section 124(1)(b) Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) to the building.
- b. Return to base and complete Level 1/2 Rapid Assessment with sufficient information so Repair Notices can be prepared.
- c. Complete Notices Coversheets
- d. ***Submit to Secretarial Support Officer for preparation of Repair Notice and Letter.***

- e. *Enlist Enforcement Team to Issue and attach Repair Notice – s124(1) (c)) Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) to the building.*
- f. *BET Team to ensure copies sent via mail to property owner.*
- g. *Data uploaded to computer.*

6. If Not dangerous but requires Work to make safe

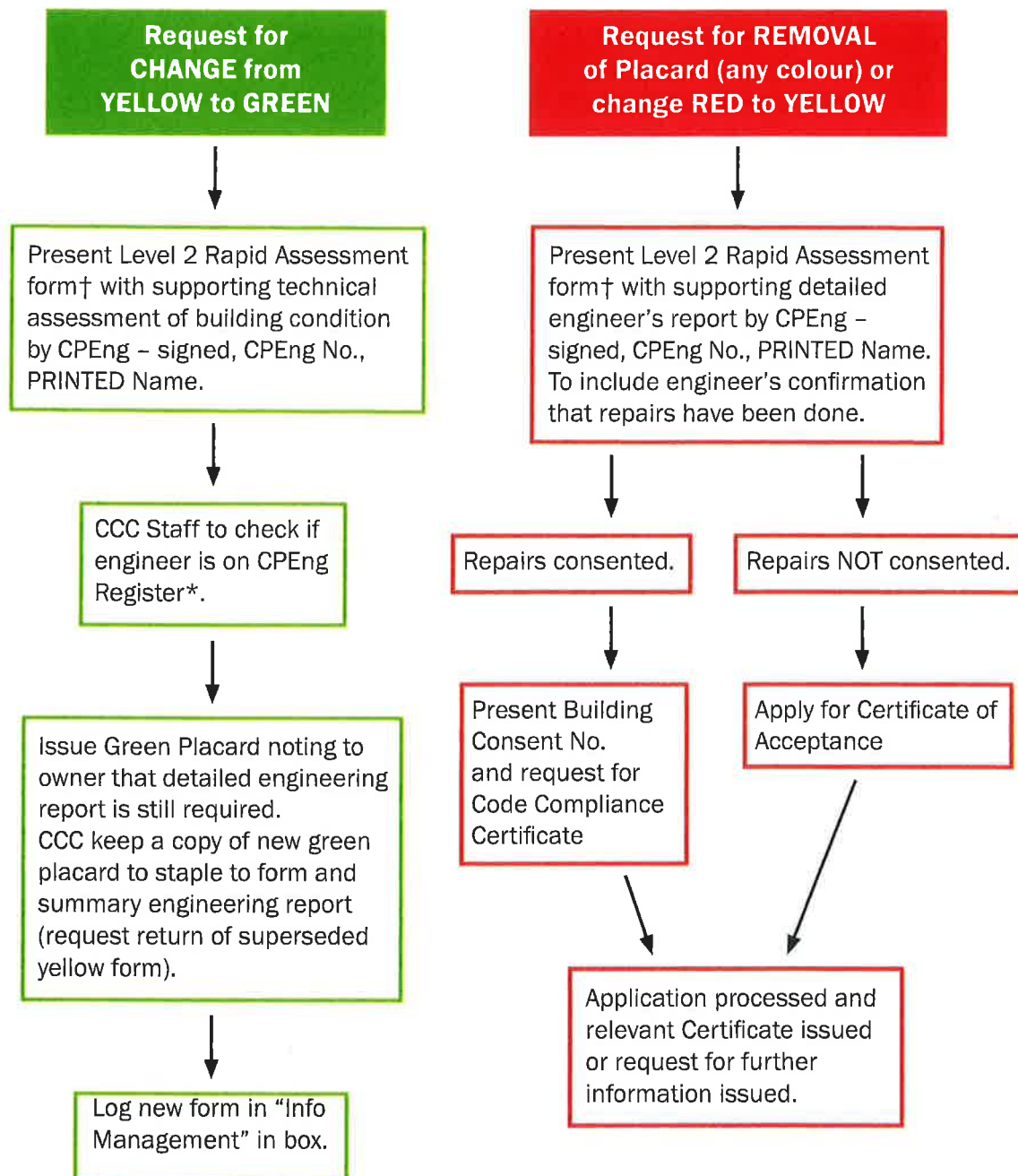
- a. Advise property owner that they will receive a Repair Notice that will be affixed to the building.
- b. Return to base and complete Level ½ Rapid Assessment with sufficient information so Repair Notices can be prepared.
- c. Complete Notices Coversheet.
- d. *Submit to Secretarial Support Officer for preparation of Repair Notice and Letter.*
- e. *Enlist Enforcement Team to Issue and attach Repair Notice – s124(1) (c)) Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) to the building.*
- f. *BET Team to ensure copies sent via mail to property owner.*
- g. *Data uploaded to computer.*

7. If Not dangerous nor requires Work to make safe

- a. Advise property owner that building is not dangerous (provide BRO details if some repairs are required on the building).
- b. No further action - required.
- c. Return to base and complete Level ½ Rapid Assessment with sufficient information of evaluation..
- d. *Data uploaded to computer.*

Attachment 6 Procedure For Changing A Commercial Building Placard Status Under CDEM Act

Request for change to or removal of a placard From commercial buildings



* www.ipenz.org.nz/ipenz/finding/cpeng/search/search.cfm

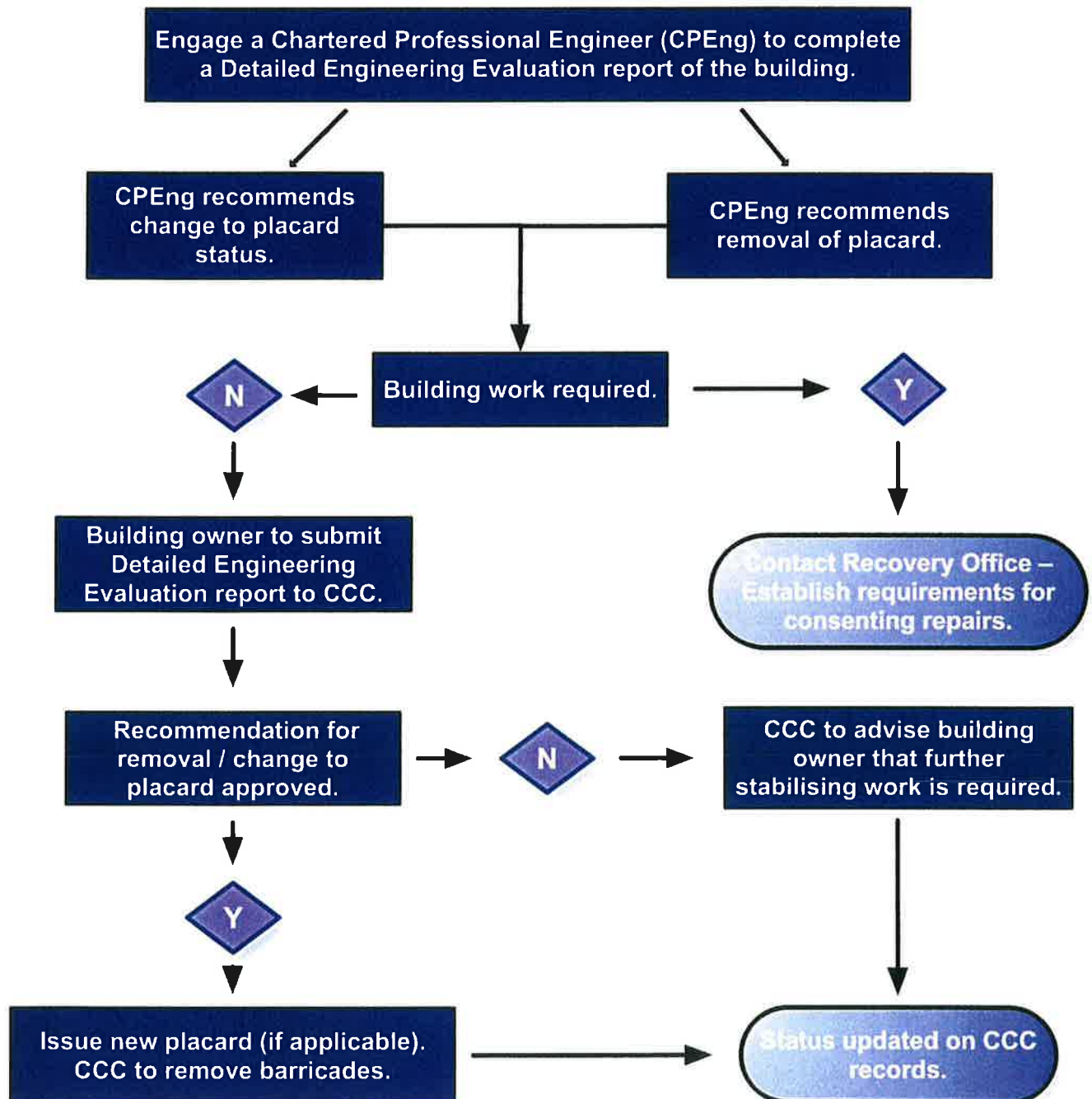
† www.google.co.nz/url?sa=t&source=web&cd=3&ved=0CB0QFJAC&url=http%3A%2F%2Fwww.dbh.govt.nz%2FUse%2FFiles%2FFile%2FBuilding%2FInformation%2520for%2FAppendices-NZSEE-Guidelines-Building-Safety-Evaluation.doc&rct=j&q=Building%20Safety%20Evaluation%20%2B%20Level%20%20Rapid%20Assessment&ei=U620TP3nH4SevQOFydoBg&usg=AFQjCNHjwf15pky5edUzkCnK3Q_3juKyBg&cad=rja

Attachment 7 Procedure For Changing A Placard Status Under Building Act

Building Assessment

Request for Removal of Placard / Change of Status Red to Green

Information for Building Owners and Occupiers of Commercial Premises and multi-storey buildings.



The Building Act (2004) still applies. A building consent for urgent building work can be obtained at the Recovery Office based in the new City Council buildings in Hereford Street. These consents will be subject to safe practice conditions such as disconnecting the power and drains, along with appropriate health and safety practices. Heritage conditions will apply.

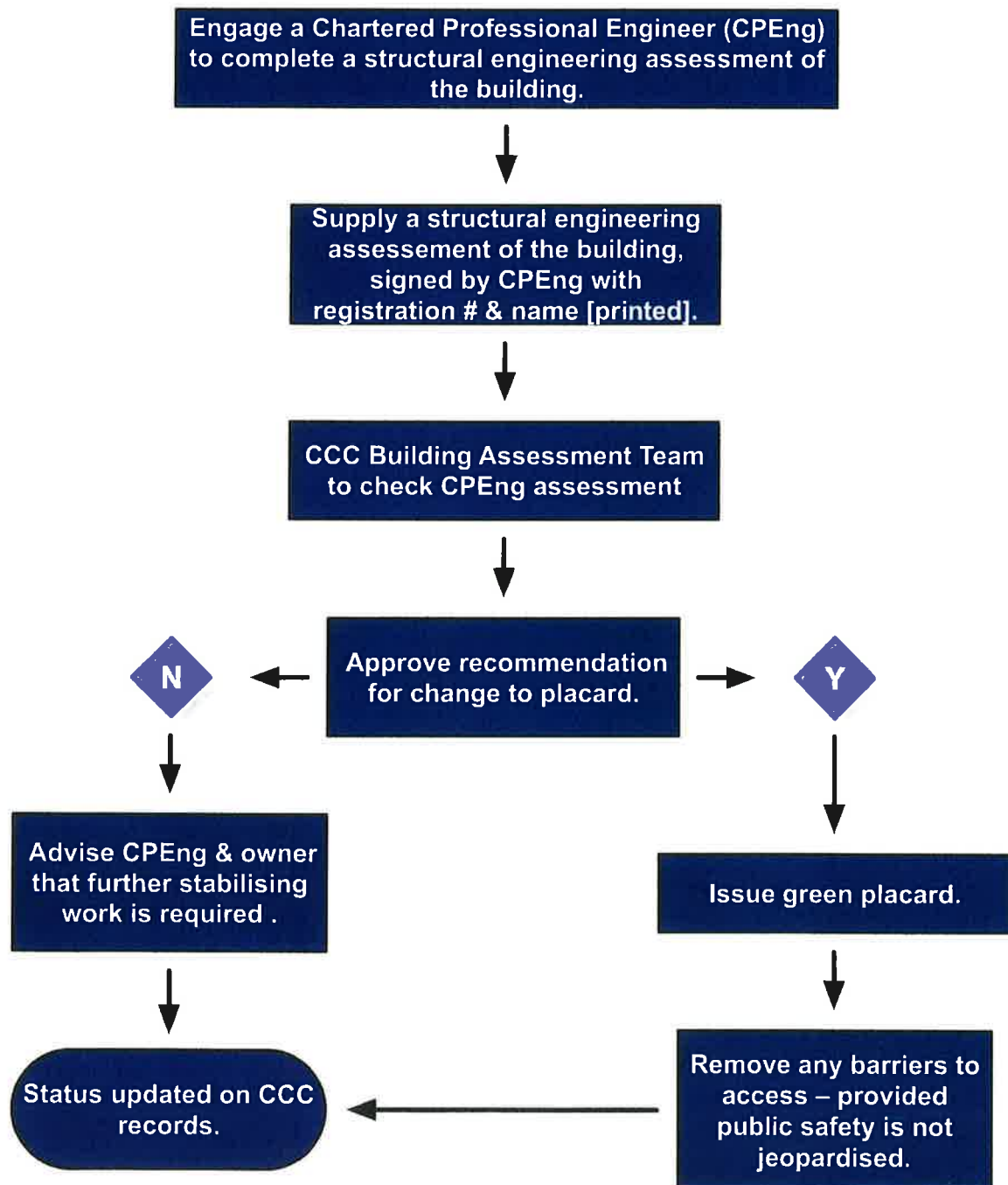
*Use IPENZ engineer referral service, phone 0800 2424 4357 or refer to page 415 in the Christchurch Yellow Pages for a structural or civil engineer

Attachment 8 Procedure For Removal of A Placard and
Lifting of Dangerous Building Status
Under Building Act.

Building Assessment

Request for Placard from Yellow to Green

Information for Building Owners and Occupiers of Commercial Premises and multi-storey buildings.



The Building Act (2004) still applies. A building consent for urgent building work can be obtained at the new City Council buildings in Hereford Street. These consents will be subject to safe practice conditions such as disconnecting the power and drains, along with appropriate health and safety practices. Heritage conditions will apply.

*Use IPENZ engineer referral service, phone 0800 2424 4357 or refer to page 415 in the Christchurch Yellow Pages for a structural or civil engineer.

Attachment 9 CCC Certification Documents For Commercial Properties

Christchurch City Council

Resumption of occupancy and use of earthquake-damaged buildings Section 1: Buildings included in the scope of s122 of the Building Act 2004

Purpose

Christchurch City Council is aware that many owners of buildings damaged in the recent earthquakes are keen to resume occupation and use as soon as possible. The following procedures have been specifically developed to allow that.

Earthquake-prone building status

The red or yellow safety notices may be taken to mean that the buildings are dangerous according to the Building Act as amended by Order in Council on 16 September 2010. (These notices remain in force until at least 3 November 2010 and may be renewed beyond that date.)

All buildings issued with red or yellow safety notices that have suffered structural damage will also be regarded by the Council as potentially earthquake-prone under s122 of the Building Act 2004. As such they will be subject to the Christchurch City Council Policy on Earthquake-prone buildings 2010.

Options for owners to resume occupancy and use

The conditions for removal of red and yellow safety notices given below are based on two main options for owners:

1. Option 1:
 - a. Interim securing to bring the building back to pre-earthquake condition,
followed by:
 - b. Strengthening (or other improvement in structural performance) to at least the standard required by the *Christchurch City Council Earthquake-prone, Dangerous and Insanitary Buildings Policy 2010 (CCC EPB Policy)* by 4 September 2013.

Note: Interim securing work is not regarded as an alteration in terms of s112 of the Building Act 2004 and will not require a building consent.

2. Option 2:
 - a. Strengthening (or other improvement in structural performance) to at least the standard required by the CCC EPB Policy.

Note: An owner may elect to demolish the building or strengthen/ improve the structural performance beyond the minimum requirements.

Conditions for removal of safety notices and resumption of occupancy and use

The following conditions apply to the removal of red and yellow safety notices that were placed on buildings following the 4 September 2010 earthquake.

1. **Buildings with Green Safety Notices**
 - a. *No action required. Notice may be removed or stay at discretion of owner.*
 - b. *Buildings with green safety notices which were identified as earthquake-prone or potentially earthquake-prone before 4 September 2010 will retain that status and will be subject to the requirements of the CCC EPB Policy.*
2. **Buildings with Red or Yellow Safety Notices**
 - a. *Resumption of occupancy and use of buildings with red or yellow safety notices will be permitted only after Council approval is obtained in writing.*
 - b. *Such approval will be given when the following conditions are met:*

Option 1:

- *Structural integrity and performance.* Where the integrity of the building (or part of the building) was materially affected by the Darfield earthquake or any aftershocks, *interim securing measures* must be taken to restore the structural integrity and expected structural performance of the building to at least the condition that existed prior to the earthquake of 4 September 2010.
- *Potentially dangerous features.* Potentially dangerous features on the building such as unreinforced masonry chimneys, parapets and walls must be removed or the features secured so that their integrity and level of structural performance is consistent with that generally achieved in other parts of the building, and so reduces the danger to people's safety and of damage to other property.
- *Threat from nearby buildings.* Where there is a threat to a building or its occupants as a result of potentially dangerous features such as unreinforced masonry chimneys, parapets and walls *on other buildings*: Either:
 - The potentially dangerous features *on all other buildings* must be removed or the features secured so that their integrity and level of structural performance is consistent with that generally achieved in other parts of the building, and so reduces the danger to people's safety and of damage to other property.

Or:

 - Protective measures must be installed on the subject building that protect its occupants in the event of collapse of the potentially dangerous features *on any other building*.

Option 2:

- The structural performance of the building must be improved to at least the standard required by the CCC EPB Policy. *(This is as nearly as is reasonably practicable to 67% of new building standard.)*

- *Threat from nearby buildings.* Threats from neighbouring buildings shall be treated in a similar manner as for option 1.
- c. *A Chartered Professional Engineer with appropriate qualifications and experience in the structural design of buildings for earthquake must sign and submit the attached statement.*
- d. *Until receipt and acceptance by Christchurch City Council of the signed statement the building will be classed as dangerous in terms of s121 of the Building Act 2004. If no action is taken on a building within a reasonable time, Council will exercise its powers under s126 of the Building Act 2004 to remove the danger.*
- e. *Every building that is within the scope of s122 of the Building Act 2004 and was issued with a yellow or red safety notice during the state of emergency or subsequently will be regarded as potentially earthquake-prone. As such it will be subject to the CCC EPB policy unless it can be shown that it is not likely to collapse and cause death, injury etc in a moderate earthquake. (Normal criteria in section 122 defining an earthquake-prone building applies.)*

Note:

In framing these conditions the Council has interpreted ss 121(1)(c) and (d) of the Building Act 2004 to mean that when the conditions for removal of the red and yellow safety notices are met, the risks “*that the building could collapse or otherwise cause injury or death to any person in the building as a result of an earthquake that generates shaking that is less than a moderate earthquake*” or “*that other property could collapse or otherwise cause injury or death to any person in the building*” are tolerable in the context of other risks.

Note to structural engineers:

Judging by the impact on buildings in Christchurch city, the earthquake of 4 September 2010 is believed to be equivalent to no more than a moderate earthquake. Furthermore, survival without collapse cannot be taken as conclusive proof that a building will survive other earthquakes with similar overall levels of ground shaking. Factors such as directionality and duration of strong shaking need to be taken into account. Christchurch City Council believes that strengthening to as nearly as is reasonably practicable to that of a new building is the best course of action. Achievement of as nearly as is reasonably practicable to 67% of a new building standard will be accepted for strengthening / structural improvement of earthquake-prone buildings.

Statement by Chartered Professional Engineer in respect of the building at:

(Building Address).....

(Business Name *if applicable*)

I, (name), am a Chartered Professional Engineer (No.....),
with relevant experience in the structural design of buildings for earthquake actions.

I have been engaged to provide advice to the owner on the interim securing / strengthening of the above building following the earthquake of 4 September 2010.

I am aware of all the measures taken to secure or strengthen the building (the work) which were carried out by (Name and contact address of contractor).

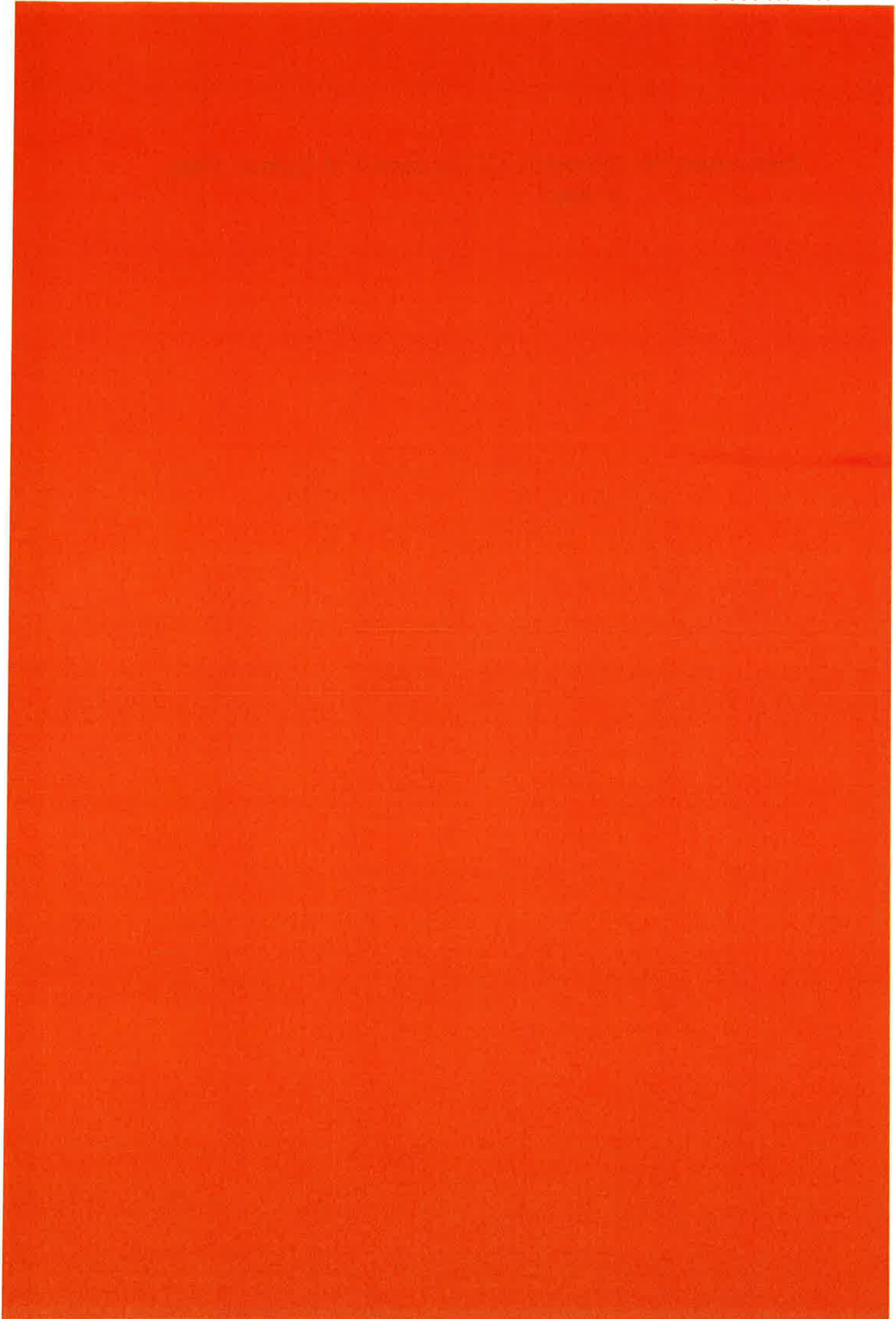
I have inspected the work on completion and am satisfied on reasonable grounds that:

- a. *Structural integrity and performance.* Where the structural integrity and/or structural performance of the building (or part of the building) was materially affected by the Darfield earthquake or any aftershocks to date, interim securing measures have been taken to restore the structural integrity and performance of the building to at least the condition that existed prior to the earthquake of 4 September 2010.
- b. *Potentially dangerous features.* Potentially dangerous features on the building such as unreinforced masonry chimneys, parapets and walls have been removed or secured so that their integrity and level of structural performance is consistent with that generally achieved in other parts of the building, and so reduces the danger to people's safety and of damage to other property.
- c. *Threat from nearby buildings.* (Delete one if not applicable)
 - Protective measures installed on the subject building are sufficient in nature and extent to protect its occupants in the event of collapse of potentially dangerous features on *adjacent or nearby buildings*.
 - I have identified *all* potentially dangerous features such as unreinforced masonry chimneys, parapets and walls *on all adjacent or nearby buildings* that have potentially dangerous features which threaten the subject building or its occupants.
Buildings which I have identified in the above category are:
 - i.
 - ii.
 - iii.
 - I have advised the owner of the subject building that approval for resumption of occupancy and use will be subject to Council approval to remove the red or yellow safety notices from the buildings listed above.

Signed Chartered Professional Engineer

Date

Attachment 10 Schedule Of Cordons And Cordon Maps (Initial)



Key buildings to Reassess - Building Evaluation Team to Update

PRIORITY

Street Number	Road Name	Location Comments	Comments	Update / Latest Status
392	Moorhouse Avenue	Old Railway Station - Clock Tower	How long is the traffic management required, is there a plan in place for the tower, is this being progressed and what is the expected timeframe.	Decision to be made next week (commencing 20/9). Expected commencement date 27/9
278	Colombo Street	Locksmith, near corner with Milton St.	The Traffic management is currently out to the centreline of Colombo St. Can this be pulled back to allow the use of Southbound lane.	Traffic management as of 17/9 to remain in place.
2	Worcester St	Rolleston Avenue from Worcester to Hereford	Road was closed due to unstable tower on building. This has now been supported. Fletchers Construction to advise when the road closure can be removed or opened up so some lane is available.	Needs to be strengthened internally as well. Therefore traffic management needs to remain as is. Pedestrian access has now been created on far side footpath
178	Cashel St	Corner of Manchester St	The footpath on both sides of the road is cordoned off. 178 Cashel St is yellow stickered due to the risk of falling glass. This glass has now been removed and windows boarded up. Can the fencing be pulled back to allow pedestrian access?	Glass is to be cleaned up by property owner. Once cleared then fencing can be removed. Owner looking to open on Wed 22/9
159	Manchester St	Near Bedford Row	The footpath outside has been cordoned off. The building was yellow stickered due to the risk of falling glass. Can the fencing be pulled back to allow pedestrian access.	
73	Manchester St	Corner of Welles St	Status of this building and how long fencing needs to remain in place	
81	Manchester St	Corner of Welles St	Status of this building and how long fencing needs to remain in place	

Street Number	Road Name	Location Comments	Comments	Update / Latest Status
160	Manchester St	Corner of Hereford St	The building has forced the closure of Manchester and Hereford St intersection. Can we please be updated with the progress with this building (ie is it being demolished/repaired, how long the closure needs to remain in place).	The building is likely to be demolished. If demolished then cordon needs to stay in place for at least 2 months. If building can be saved then it will be longer.
169	Hereford Street	By Tramway Lane	We require access through Tramway Lane to provide access to Hereford St. Originally the cordon around this building was smaller, providing access past. It has been changed to close Tramway Lane. Please advise ASAP when this building is safe and we can reopen Tramway Lane	
193	Cashel St	NE Corner of Liverpool Street	Fencing in place due to falling glass. Glass now cleared, can the fencing be removed or pulled back to provide pedestrian access	
	Moorhouse Avenue	Harvey Norman	What is the status of this building? The footpath is fenced off, but the retailer is in the building and are continuing to operate. Can the fencing be removed or pulled back to provide pedestrian access?	
68 - 76	Manchester St	SE Corner of St Asaph	Can the fencing be pulled back from the lane edge to the curb?	
469	Colombo Street	Corner Of Sandyford	What is the status of this building? Can Sandyford St be opened up to allow traffic to turn left into Colombo	Traffic management as of 17/9 to remain in place.
454	Colombo Street	Sandyford to Carlyle		Traffic management as of 17/9 to remain in place.
441	Colombo Street	Churchill's Pub on corner of Battersea	What is the status of this building? Can Battersea St be opened up to allow traffic to turn left into Colombo	

Street Number	Road Name	Location	Comments	Update / Latest Status
160	Lichfield Street	On Ash St between Madras & Poplar	Fences there but are pushed aside and vehicles/pedestrians are using it. Reassess whether this needs to be closed.	If not cone centreline along east side of existing centreline to achieve room for pedestrian access.
127 - 139	Manchester St	Tuam Lichfield	Reassess if we can push barriers back to provide access along traffic lane.	These containers are causing traffic congestion and pedestrian access issues on West side
192 - 202	Madras Street	Just north and south of Tuam	Can we move containers east to open up a second traffic lane on east side	Pedestrians have to walk on road.
207	Cashel St	NE Corner Cashel/Woolsack	Can fences be removed as builders have completed strengthening work.	
90	Clare Road	Corner Springfield		
	Angus Street	Corner with Colombo	Wall on cnr has been reported as being in danger of falling. Can this be assessed and let us know what is required.	
	Struthers Lane	From Lichfield to Back of Tuam St CCC Offices	Confirm that this still needs to be closed off	
132	Opawa Road	Shopping area by Hawford	Have these been assessed? What fencing is required here?	
819	Colombo Street	Cnr of Perterborough Street	The Thai restaurang building has a red sticker, but only protected by tape. Does this require fencing?	
274	Cashel St	SW Corner of Barbadoes St	A sandstone wall is in risk of collapsing	Building Inspector & Traffic Management Coordinator visiting site to assess
280	Cashel St	SE Corner of Barbadoes St	Hunting and Fishing Store. Is the fencing still required?	Fencing is required as instructed by BETT.

Street Number	Road Name	Location Comments	Comments	Update / Latest Status
90 - 92	Hills Road	Shops at Dudley & Hills	Status of this building and how long fencing needs to remain in place	Rubble has been removed. Can the fence be pulled back to provide half a footpath, or removed totally
	Selwyn Street	Shopping area	Apparently this has been inspected by engineer and is awaiting a decision by insurance company as to if this will be demolished. Can the process be accelerated?	Currently this process is being investigated by CCC Lawyers.
	Worcester St	Corner of Stanmore Road	Can the fencing / barricades be removed?	
	319 Stanmore Road	Along Shop Frontages		
162	Lichfield Street		Building has cracked parapet and no fencing. Business appears to be operating	Has this building been inspected?
181	Cashel St	Cashel Liquor Store near Manchester Btw Liverpool and Woolsack Lane	Appears to be a building site and no threat to public safety. Can the fencing be removed?	
202 - 204	Hereford Street		Can the fencing / barricades be removed? Repair work carried out by crane yesterday. Can the fencing be removed and Bedford Row opened up?	
132	Manchester St		See attached photo. Side of building has been boarded up to prevent access. Can the tape out the front be removed?	
196	Papanui Road	Villa Antiques	Can this be opened up to 2 lanes or remove the fencing totally?	
33	Kilmore Street	Cranmer Courts (cnr with the fencing totally?)	This building is fenced off, but is advertising on window that it is open for business via entrance off carpark. Can the fencing be removed?	
113	Victoria Street	Caxton Press		
	24 Montreal Street			

Street Number	Road Name	Location	Comments	Update / Latest Status
229	Kilmore Street	NW Corner of Barbadoes	Can this fencing be pulled back to provide better pedestrian access	
264	Madras Street	Backpackers on cnr of G	Can this fencing be pulled back to provide better pedestrian access	
110	Manchester St	NE Corner of Tuam St	This building is fenced off down both Manchester and Tuam St but the businesses are still operating. The fencing has gone just recently but we know nothing about it. Can you please advise if this is necessary. These buildings are fenced off on both Tuam and Manchester St. Please advise when the barricades can be moved in. In particular on Tuam St. If we could move this in then we could provide better pedestrian access.	
127	Manchester St	NW Corner of Tuam St		
84	Hereford Street	Corner of Vero	Wall between properties is on a lean and looks like it might collapse. Can this be inspected? For further information please contact G.	
	Westpac Lane	Between Heritage Hotel	Cross.	

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
Collapse of clock tower			Cordon to remain in place	17/09/10
Collapse of façade	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	20/09/10	Cordon to remain in place	
			Cordon to remain in place	
Fallen glass	Remove cordon.	21/09/10	Cordon removed	22/09/10
Fallen glass	Remove cordon.	21/09/10	Cordon removed	22/09/10
Parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
Parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
Collapse of 7 storey building	Replace fencing with contrainers, containers to be installed just wintin the fenceline.	22/09/10	Containers installed	23/09/10
Parapets	Relocate cordon to allow pedestrian access and access to garage door as per sketch and BETT email.	22/09/10	Pedestrian access provided	23/09/10
Fallen glass	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	22/09/10	No action required	
Parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	Cordon realigned as per instructions	21/09/10
Partial building collapse	Hazards have been partially removed. Traffic department may reduce the cordon to corner of Sandyford as per sketch.	21/09/10	No action required	
Partial building collapse, façade, parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	Cordon realigned as per instructions	21/09/10
Collapse of façade, parapets	Hazards have been partially removed. Traffic department may reduce the cordon to corner of Battersea as per sketch.	21/09/10	No action required	

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
Collapse of façade, parapets	Reinstate cordon on Ash St, from Madras to just short of Poplar (allow access to café on cnr Ash & Poplar)	21/09/10	Installed as per instructions	23/09/10
Collapse of façade, parapets, loose brickwork	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
Partial building collapse, façade, parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
	Remove cordon around 207 Cashel St but erect cordon around the adjacent building (209) with the broken panes to centerline footpath	23/09/10	Cordon removed from 207 and placed around 209	23/09/10
Collapse of canopy, collapse of brickwork, building collapse imminent. Building will be demolished in two days.	Cordon instructed in install along kerb line (21/9 instruction) needs to be pulled out further into road	24/09/10	FH to arrange 24/9	
Unstable wall	Erect cordon to centreline of road.	24/09/10	FH to arrange 24/9	
	New cordon to be erected as per BETT email and attached sketch. Cordon at RnT Sport side of Struthers to be reassessed when work has been completed	23/09/10	Work completed, BET to reassess buildings	23/09/10
	The shop below the verandas need to be fenced off as per BETT email 22/9	22/09/10	Shops have been fenced off	23/09/10
Unstable wall	Erect cordon as per BETT email and sketch	24/09/10	FH to arrange 24/9	
Parapets	TMC & Building Inspector met on site 22/9 and determined fencing requirements	22/09/10	Fencing installed	22/09/10
Parapets	Hazard still exists, cordon is appropriate	24/09/10	No action required	

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
Adjacent to collapsed building	Arrange power company to reattach duct to power pole, then relocate cordon to centerline of footpath around collapsed building as per sketch & BETT email.	24/09/10	FH to arrange 23/9	
Parapets	Hazard still exists, cordon is appropriate	24/09/10	No action required	
Parapets	Erect "pedestrians use other footpath" sign and generally better pedestrian management	23/09/10	Actioned	23/09/10
	As per BETT email, fencing required at corner of this building	23/09/10	Fencing installed	23/09/10

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
	Erect cordon around corner of building, 3m from face of buidng (allow pedestrian flow past) as per BET email and sketch	24/09/10	FH to arrange 24/9	



Attachment 11 Schedule of Cordons (Residual)

Key buildings to Reassess - Building Evaluation Team to Update**PRIORITY**

Street Number	Road Name	Location	Comments	Update / Latest Status
2	Worcester St	Rolleston Avenue from Worcester to Hereford	Road was closed due to unstable tower on building. This has now been supported. Fletchers Construction to advise when the road closure can be removed or opened up so some lane is available.	Fletchers have advised that cordons can be removed. Increasing traffic flow at this point will cause problems at other closures (e.g. Colombo St).
73	Manchester St	Corner of Welles St	Status of this building and how long fencing needs to remain in place	
81	Manchester St	Corner of Welles St	Status of this building and how long fencing needs to remain in place	
160	Manchester St	Corner of Hereford St	The building has forced the closure of Manchester and Hereford St intersection. Can we please be updated with the progress with this building (ie is it being demolished/repared, how long the closure needs to remain in place).	Demolition is expected to take up to twelve weeks. No schedule is available. Council is to maintain Outer Cordon - incl. provision of Security on Fri & Sat nights.
193	Cashel St	NE Corner of Liverpool Street	Fencing in place due to falling glass. Glass now cleared, can the fencing be removed or pulled back to provide pedestrian access	
	Moorhouse Avenue	Harvey Norman	What is the status of this building? The footpath is fenced off, but the retailer is in the building and are continuing to operate. Can the fencing be removed or pulled back to provide pedestrian access?	
68 - 76	Manchester St	SE Corner of St Asaph	Can the fencing be pulled back from the lane edge to the curb?	
469	Colombo Street	Corner Of Sandyford	What is the status of this building? Can Sandyford St be opened up to allow traffic to turn left into Colombo	Building demolished. Cordons reduced to prevent access to site.

Street Number	Road Name	Location	Comments	Update / Latest Status
454	Colombo Street	Sandyford to Carlyle		Traffic management as of 17/9 to remain in place.
441	Colombo Street	Churchill's Pub on corner of Battersea	What is the status of this building? Can Battersea St be opened up to allow traffic to turn left into Colombo	Debris removed from around building. Reduction in Battersea St cordon considered by BET Team.
127 - 139	Manchester St	Tuam Lichfield	Reassess if we can push barrier back to provide access along traffic lane.	These containers are causing traffic congestion and pedestrian access issues on West side
192 - 202	Madras Street	Just south of Tuam	Can we move containers east to open up a second traffic lane on east side	Pedestrians have to walk on road.
204	Madras Street	North of Tuam	Reassess if we can push barrier back to provide access along traffic lane.	Pedestrians are walking through the cordons - into the fall zone - to cross parking lot and pass the building.
207	Cashel St	NE Corner Cashel/Woolsack	Can fences be removed as builders have completed strengthening work.	
90	Clare Road	Corner Springfield		
	Angus Street	Corner with Colombo	Wall on cnr has been reported as being in danger of falling. Can this be assessed and let us know what is required.	
	Struthers Lane	From Lichfield to Back of Tuam St CCC Offices	Confirm that this still needs to be closed off	
132	Opawa Road	Shopping area by Hawford	Have these been assessed? What fencing is required here?	
819	Colombo Street	Cnr of Perterborough Street	The Thai restaurant building has a red sticker, but only protected by tape. Does this require fencing?	

Street Number	Road Name	Location	Comments	Update / Latest Status
274	Cashel St	SW Corner of Barbadoes St	A sandstone wall is in risk of collapsing	Building Inspector & Traffic Management Coordinator visiting site to assess
280	Cashel St	SE Corner of Barbadoes St	Hunting and Fishing Store. Is the fencing still required?	Fencing is required as instructed by BETT.
	Selwyn Street	Shopping area	Apparently this has been inspected by engineer and is awaiting a decision by insurance company as to if this will be demolished. Can the process be accelerated?	Currently this process is being investigated by CCC Lawyers.
	Worcester St	Corner of Stanmore Road	Can the fencing / barricades be removed?	
181	Cashel St	Cashel Liquor Store near Manchester	Appears to be a building site and no threat to public safety. Can the fencing be removed?	
202 - 204	Hereford Street	Btw Liverpool and Woolsack Lane	Can the fencing / barricades be removed? Repair work carried out by crane yesterday.	
132	Manchester St		Can the fencing be removed and Bedford Row opened up?	
33	Kilmore Street	Cranmner Courts (cnr w	Can this be opened up to 2 lanes or remove the fencing totally?	
113	Victoria Street	Caxton Press	This building is fenced off, but is advertising on window that it is open for business via entrance off carpark. Can the fencing be removed?	
24	Montreal Street			
264	Madras Street	Backpackers on cnr of G	Can this fencing be pulled back to provide better pedestrian access	
			This building is fenced off down both Manchester and Tuam St but the businesses are still operating. The fencing has gone just recently but we know nothing about it. Can you please advise if this is necessary.	
110	Manchester St	NE Corner of Tuam St		

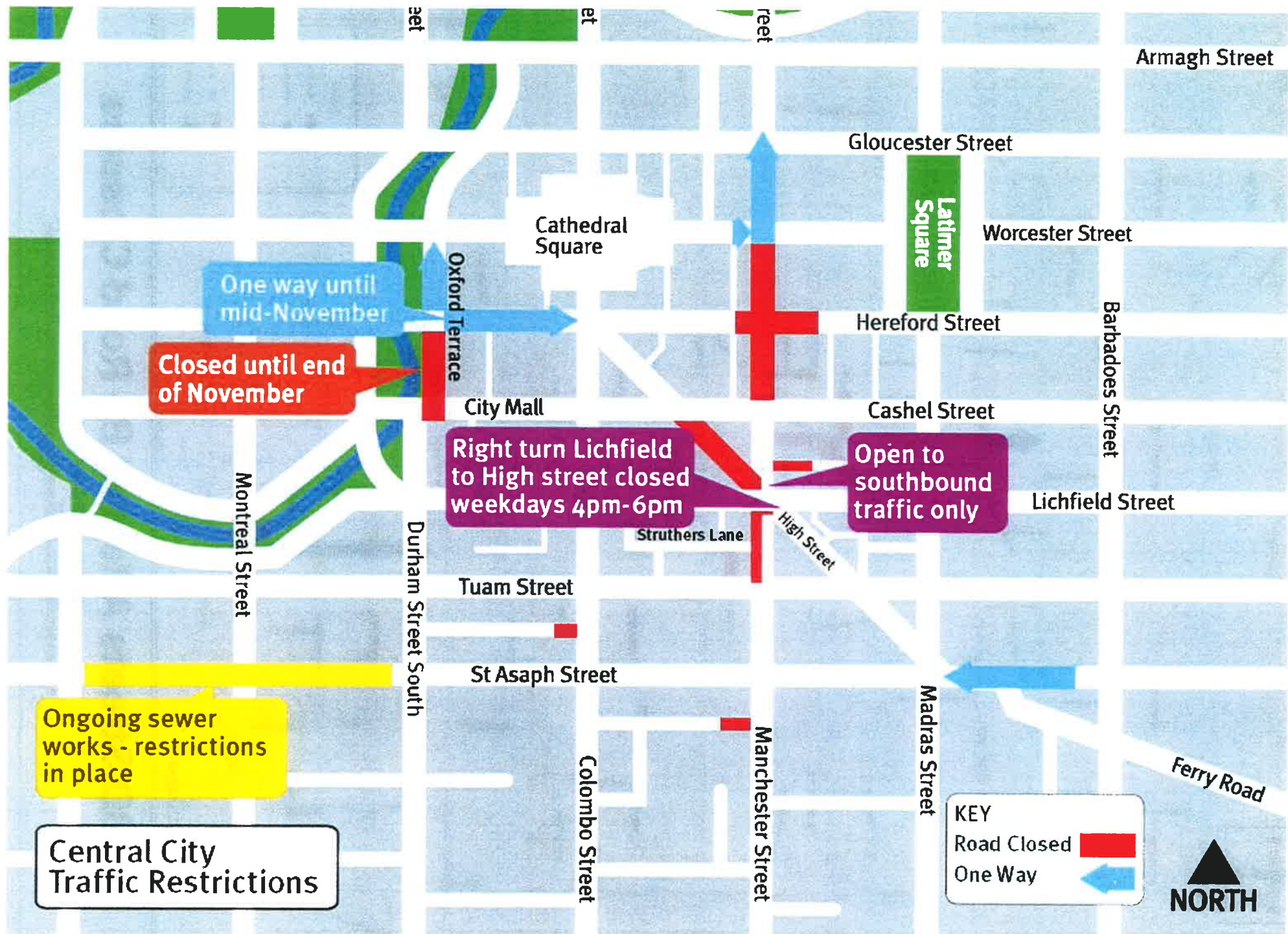
Street Number	Road Name	Location	Comments	Update / Latest Status
127	Manchester St	NW Corner of Tuam St	These buildings are fenced off on both Tuam and Manchester St. Please advise when the barricades can be moved in. In particular on Tuam St. If we could move this in then we could provide better pedestrian access.	
84	Hereford Street	Corner of Vero		
209-213	Tuam Street	Domo Building	These buildings are fenced off with containers, water filled barriers and fencing. The barriers will make it difficult for progress on the Tramway project.	
245	Manchester St	Corner of Gloucester	Tulsi Restaurant. Can cordon be reduced to provide additional traffic/pedestrian lanes	BET Team Inspectors visited site and spoke to engineers. Possible to reduce cordon, but engineers prefer it to remain in place.

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
			Cordon to remain in place	
Parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
Parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
Collapse of 7 storey building	Maintain cordon as per instructions from BET Team.			
Fallen glass	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	22/09/10	No action required	
Parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	Cordon realigned as per instructions	21/09/10
Partial building collapse	Hazards have been removed. Traffic flow improvements fall within overall plan for Colombo St, Sydenham.			

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
Partial building collapse, façade, parapets	Hazards have been removed. Traffic flow improvements fall within overall plan for Colombo St, Sydenham.	21/09/10	Cordon realigned as per instructions	21/09/10
Collapse of façade, parapets	Hazards have been reduced. Traffic flow improvements fall within overall plan for Colombo St, Sydenham.	21/09/10	No action required	
Collapse of façade, parapets, loose brickwork	Plans in place for owners to provide sustainable public access.	21/09/10	No action required	
Partial building collapse, façade, parapets	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.	21/09/10	No action required	
Collapse of façade, parapets, east-facing wall.	Significant hazard still exists. Existing cordon is placed correctly. Leave cordon in place.		No action required	
	Remove cordon around 207 Cashel St but erect cordon around the adjacent building (209) with the broken panes to centerline footpath	23/09/10	Cordon removed from 207 and placed around 209	23/09/10
Collapse of canopy, collapse of brickwork, building collapse imminent. Building will be demolished in two days.	Cordon instructed in install along kerb line (21/9 instruction) needs to be pulled out further into road	24/09/10		
Unstable wall	Erect cordon to centreline of road.	24/09/10		
	New cordon to be erected as per BETT email and attached sketch. Cordon at RnT Sport side of Struthers to be reassessed when work has been completed	23/09/10	Work completed, BET to reassess buildings	23/09/10
	The shop below the verandas need to be fenced off as per BETT email 22/9	22/09/10	Shops have been fenced off	23/09/10
Unstable wall	Erect cordon as per BETT email and sketch	24/09/10		

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
Parapets	TMC & Building Inspector met on site 22/9 and determined fencing requirements	22/09/10	Fencing installed	22/09/10
Parapets	Hazard still exists, cordon is appropriate	24/09/10	No action required	
	Reduce cordon to footpath as per sketch provided. This will allow additional carparking.			
Parapets	Hazard still exists, cordon is appropriate	24/09/10	No action required	
	Further repair work required. Expect to be able to remove cordons in early November. Modify cordon arrangements as per plan provided by Holmes Consulting to create 2 Lanes.			
	Hazard still exists, cordon is appropriate. As per BETT email, fencing required at corner of this building	23/09/10	Fencing installed	23/09/10

Risks & Hazards Contained within the cordon	Instruction from Inspection	Date of Latest Instruction	Action Taken	Action Taken Date
Collapse of façade, parapets	Erect cordon around corner of building, 3m from face of buiding (allow pedestrian flow past) as per BET email and sketch Cordon to remain in place until work is completed - expected mid January 2011.	24/09/10		
Partial building collapse, façade, parapets	Proposed reduction increases risks to traffic safety. Cordon to remain in place until work is completed - expected mid January 2011.			





CBD Streets Affected By Road Closures

03:00 pm Wednesday 28th October 2010



Attachment 12 Guidelines For Monitoring And Reviewing Barricades (Cordons)

Guidance For Monitoring And Reviewing Barricades

Barricade Purpose - **Protect people from dangerous buildings**

Issues to be considered

- The longer the period damaged buildings remain unattended to the greater the risk
- Factors determining the necessary clearance from buildings
 - Type of potential failures
 - Total building (1.5 building height)
 - Top storey only (1.5 top storey height)
 - Parapet only (2 metres outside veranda fascia or 3 metres from building)
 - Mass of material in potential failures (add base width of potential material pile to above)
- Interaction of barricades with traffic and pedestrians
 - Traffic volume
 - Route complexity – road alignment, cross roads, traffic lights etc.
 - Further barricades are from building the greater the potential conflict
 - More street crossing points may be needed
- Differing levels of protection required for pedestrians, people with disabilities, cyclists and motorists
 - Protection to be provided for visually impaired pedestrians? (instances have been seen)
 - Should separation distances be different for pedestrians than motor vehicles? (Direct pedestrians to other side of road?)
- Varying standard of barricades
 - Containers
 - Wire fences
 - Cones
 - Tape
 - Define where each is appropriate
 - The simpler the barricades the easier they are moved
 - People entering red placarded buildings
- Conflict with working areas for building and other works
 - Are TMPs being provided and approved for these activities?
 - Regular reviews needed? (say daily by vehicle – Monday and Friday by foot)
- Knowledge of which buildings need barricading
 - Information available from database(s)
- Removal of placards by unofficial sources
 - Absence of placard does not necessarily mean no barricade needed

Attachment 13 Procedure For Changing Barricade

Procedure for Permitting the Removal of Temporary Fencing/ Barricades from Around Damaged Buildings

Buildings with Green Stickers

To get temporary traffic management such as tape, fences/ barricades removed from a building with a green sticker the following process must be followed:

1. The property owner is to contact the CCC Building Evaluation Team, stating that their building has a green sticker and they would like the tape/ fencing/ barricades removed.
2. The CCC Building Evaluation Team will check the building status. If the building has a green sticker and is a stand alone building, or if the building has a green sticker and is adjacent to buildings that also have green stickers then the process continues to Step 4.
3. If the building has a green sticker and adjacent to buildings that have either red or yellow stickers then refer to the process for *Buildings with Yellow or Red Stickers*.
4. Once the CCC Building Evaluation Team is satisfied that the building is safe and that it does not pose a threat to the public safety they will contact the CCC Traffic Management Team.
5. CCC Traffic Management Team instructs the maintenance contractor to remove the tape/ fencing/ barricade

Buildings with Yellow or Red Stickers

To get temporary traffic management such as tape, fences/ barricades removed from a building with either a yellow or red sticker the following process must be followed:

1. The building is to be made safe
2. The property owner arranges for a suitably qualified engineer/ inspector to assess the building.
3. The engineer/ inspector produces a structural assessment report stating that the building is safe to occupy and does not pose a threat to public safety
4. The property owner presents the structural assessment report to the CCC Building Evaluation Team.
5. Once the CCC Building Evaluation Team is satisfied that the building is safe and that it does not pose a threat to the public safety they will contact the CCC Traffic Management Team (this step may include an inspection by the CCC Building Evaluation Team and/or Traffic Management Team).
6. CCC Traffic Management Team instructs the maintenance contractor to remove the tape/ fencing/ barricade.

Contact: CCC Building Evaluation Team
941 8698 or 941 8666

Attachment 14 Procedure For Entering A Red Placarded Residential Building

Building Entry to Red Placard Buildings Information for Residential Home Owners and Occupiers.

Access to multi-storey (3 or more) buildings **MUST** be with a CPEng.
Access to all other buildings can be supervised by a Certified Builder, or a
Registered Master Builder.

Is building safe for building owners / occupiers to
enter, with a CPEng, Certified Builder, or a
Registered Master Builder.

Y

N

CPEng, Certified Builder, or Registered
Master Builder to enter property with
homeowner & assist with removal of
personal possessions** only.

Seek further advice from
CPEng.

The Building Act (2004) still applies. A building consent for urgent building work can be obtained at the Recovery Office based in the new City Council buildings in Hereford Street. These consents will be subject to safe practice conditions such as disconnecting the power and drains, along with appropriate health and safety practices. Heritage conditions will apply.

*Use IPENZ engineer referral service, phone 0800 2424 4357 or refer to page 415 in the Christchurch Yellow Pages for a structural or civil engineer

** This process only covers uplifting personal & sentimental possessions eg jewellery, photographs, personal effects, medication and clothing.

Attachment 15 Risk Assessment For Accessing R3 Buildings

Enabling Engineer-Supervised Access to Tenants of Red Placarded Buildings that are Undamaged (R3: Threatened by other buildings).

Objective

To provide engineer-supervised access to owners and tenants of Red Placarded buildings that are undamaged but under threat of damage from other buildings (Level 2 Usability Category R3) in order to enable the quick removal of valuables and essential business items that would enable them to continue operations from other premises.

Risk Basis

The threat of significant aftershocks remains, with the possibility of further dislodgement of parts of buildings and in some cases of collapse of buildings.

Furthermore, the structural status of the Red Placarded buildings within cordoned off areas (as opposed to individual buildings that are otherwise accessible) has not yet been established. The extent of structural hazards within those buildings has therefore yet to be systematically identified.

Accordingly, only short duration access by a limited number of people at any one time is permitted in order to minimise risk exposure. A maximum of two people in any one tenancy for up to **60 minutes** is recommended, at all times under the supervision of a Chartered Professional Engineer (Structural) with USAR experience and direct supervision of USAR trained registered response teams.

Methodology

- A CPEng registered structural engineer with USAR experience to stand in the intersection of Hereford & Manchester Street and monitor 160 Manchester St building for movement/change.
- Occupants/tenants of properties (x2) accompanied by USAR trained registered response team members (x2) to enter properties for up to 1 hour to uplift property.
- CPEng engineer & RT member(s) to communicate via handheld radio.
- CPEng engineer to order immediate evacuation of properties and cordoned area if a danger of collapse or significant hazard is identified.
- RT member(s) order immediate evacuation of property and cordon area if a significant hazard is identified.
- All CCC representatives, contractors and property owners/tenants entering the cordon where personal protection equipment (helmet, safety boots, gloves).

Other Requirements and Restrictions

The focus is on removal of critical business items (computers, hard drives, key files and financial information plus any valuables) only. Vehicles will not be able to be driven within the barricaded areas.

Engineering Resources

Chartered Professional Engineer (Structural), preferably with Urban Search and Rescue training. Engineers will need full safety equipment (hard hat and safety boots). Engineers will need to work in pairs when inside buildings.

Engineers are to do a full check of the premises (exterior first and then, if safe to enter, the interior) before tenancy / owner representatives are allowed to enter. The status of electricity supply to the building will need to be specifically ascertained prior to entry.

Issues that will determine process

Barricade / cordon access

- Coordinate security at the street barricade / cordon to allow access into the area.
- Maintain security to prevent onlookers following supervised parties into the cordoned area.
-

Communication with owners and tenants

- Communicate supervised entry (for removal of critical business/personal possession items) plan to owners / tenants.
- Identify liaison for owners and tenants (CDC?) and the supervisory personnel.
 - o It is recommended that owners/tenants meet engineers at a specific cordon entry point at a pre-determined time.

Resourcing

- 4x Engineers (1 for each cordon access point).
- PPE (hard hats, steel-capped boots) for owners / tenants.
- 4 x Security Guards (1 for each cordon)

Attachment 16 Template letter confirming cordon placement (insurance)

Template for Letter Confirming Cordon Placement



<ADDRESS BLOCK>

Dear <NAME>,

Re: Cordons around <Site or Street>

Christchurch City Council confirm that a cordon was in place in the Central Business District (CBD) from 5/09/2010 until 10/09/2010. During the State of Emergency the Controller and Police advised the public against entering the CBD. This advisory was in place up to and including 16/09/2010.

The cordons were in place and affecting <SPECIFIC SITE(S)> from <DATE> until <DATE>. These cordons will have prevented public access for any and all purposes.

Regards,

<NAME>
Project Manager
Building Evaluation Transition Team
Christchurch City Council

Attachment 17 Media Update, Friday 29 October 2010

Building Inspection Data

As At: 16.00 Hours Friday 29 October 2010

Total Number of Inspections

(Everything – Including CBD, Residential, Arterial, Specials, Health)

Total 9209

• Individual Health Assessment	585	6.35%
• GREEN Placards (Some With Health Component)	7294	79.21%
• YELLOW Placards	978	10.63%
• RED Placards	352	3.82%
RED Placards – Building Safety	272	2.95%
RED Placards - Health	80	0.87%

CBD Inspections Only

(Suburb = CBD)

Total 1018

• Individual Health Assessment	0	0%
• GREEN Placards	796	78.19%
• YELLOW Placards	162	15.91%
• RED Placards	60	5.89%
RED Placards – Building Safety	60	5.89%
RED Placards - Health	0	0%

Residential Building Inspections Only

(“Primary Occupancy” = Dwelling, PLUS, “Other Residential” Where “Number of Residential Units” Filled In, PLUS, “Commercial/Offices” And “Other” With “Number of Residential Units” Filled In)

Total 6922

• Individual Health Assessment	576	8.32%
• GREEN Placards (Some With Health Component)	5479	79.15%
• Yellow Placards	1162	16.80%
• Red Placards	205	2.96%
RED Placards – Building Safety	126	1.82%
RED Placards - Health	79	1.14%

Attachment 18 BETT Actions Assessment Cover Sheet

CHRISTCHURCH CITY COUNCIL

ENFORCEMENT TEAM
NOTICES COVERSHEET

Christchurch
City Council

**Address :****Date :****Time:****Building Evaluation Transition Team - Actions**

Level 1 / 2 Assessment Sheet completed (attached)

Yes / No

Photos taken and attached:

Yes / NoPrevious Existing Placard – **RED YELLOW GREEN UNKNOWN**New Status (please circle – **RED YELLOW GREEN**

Further Action required:
(Instruction for Administration)

Yes / No**No further Action required – Information entered by Data Hub - File****Notice Required to be completed by Operation NOTICE staff****Yes / No****Txt: Fully outline what the danger is and / or work required:**

Completed by
(print name):

Attachment 19 BETT Actions Updated Information/Report Cover Sheet

CHRISTCHURCH CITY COUNCIL
ENFORCEMENT TEAM
UPDATED INFORMATION / REPORT COVERSHEET



Address :

Building Evaluation Transition Team - Actions

Structural Engineers Report Received Yes / No

CPEng certified or authorised per list Yes / No

CCC Structural Engineer reviewed Report Yes / No

CCC Engineer Inspection Required Yes / No

AGREE with information supplied Yes / No

DISAGREES or REQUIRES more information Yes / No

Recommendations – Yes / No

Report Authorised by :
 (Print Name)

Date Time:

Property Owner / Engineer advised by : Phone / Email Yes / No

Copy attached Yes / No

Hard Copy taken for BETT team Yes / No

Forward to Data Hub Yes / No

Completed by (print name:

Data Hub - Action

Reports entered into Assessment Document Yes / No

Scanned into Shared drive Yes / No

Forward to Operation Notice Yes / No

Completed by (print name:

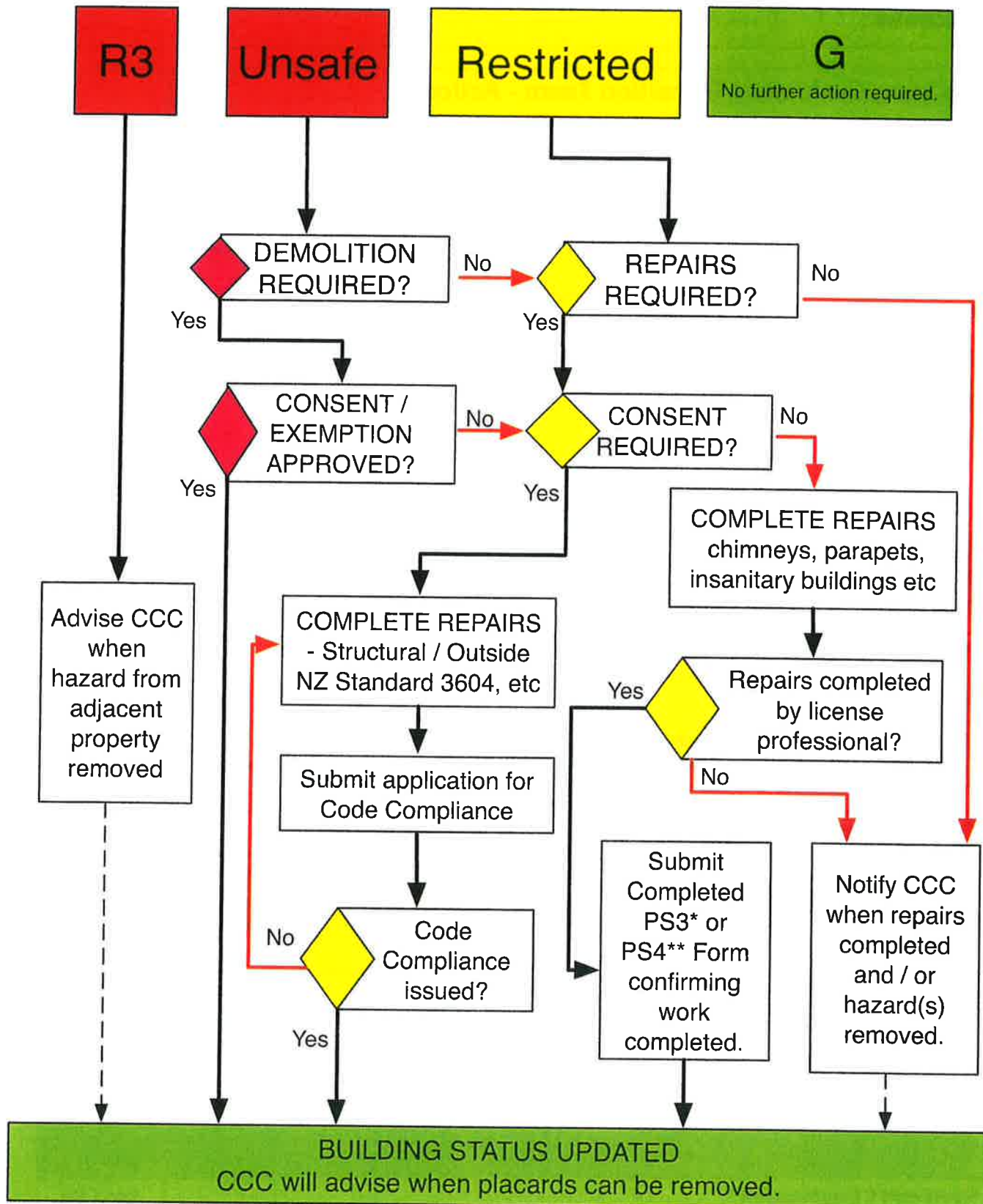
Operation Notice - Action

Reviewed Classification Yes / No

Attached to Enforcement File Yes / No

Completed by (print name:

Updating Your Building Status



* CCC Form B-085. Available from www.ccc.govt.nz/homeliving/buildingplanning/forms/index.aspx

** Available from your CPEng registered structural engineer.

---> Additional inspection may be required prior to building status change.

Attachment 20 Particulars of Building Damage

Particulars of Building Damage – relating to building status (red / yellow)

1. Type of Damage

Choose **one** of the following (structural damage takes priority over other types of damage):

1. The building has been damaged, and there are structural defects to the building; or
2. Damage to parapets, and/or chimneys, and/or ornamental features that may pose a risk to the public and/or adjacent property; or
3. The building has been damaged resulting in potential ingress of water (Insanitary Building, refer Environmental Health).
4. There is a risk that other property could collapse resulting in injury or death to any persons in the building or to persons on other property.
(NOTICE NOT TO BE SERVED, letter only).

2. Characteristics of Damage

- a. Significant damage to structural walls, party walls, fire walls and / or structural frame (cracking, bowing, failed connections, spalling).
- b. Significant damage to foundations (cracking, significant settlement).
- c. Significant damage to roof structure.
- d. Significant damage / instability of stairwells or egress ways.
- e. Loose or insecure parapets, and/or chimneys, and/or ornamental features.
- f. Loose or insecure debris (bricks, glass etc).
- g. Cladding damaged or veneer dislodged ((Insanitary Building, refer Environmental Health).

If any of the above applies the building meets the definition of a dangerous building:

“The building or parts of the building are likely to collapse without warning, resulting in injury or death to any persons in the building or to persons on other property.”

3. Consequences of Damage (not to be recorded in notice – will indicate resolution date):

- i. Protection measures (cordons and barriers) in place around the building post-earthquake is impeding public right of ways and / or traffic flows.
- ii. Debris from the property are impeding public right of ways and / or traffic flows.
- iii. Condition of building is posing a risk to other buildings.

Building Consent: Required / May be required / Not required.

Date for work to be resolved: (minimum 10 working days):

Attachment 21 New Zealand Red Cross Canterbury
Earthquake – Emergency Grants

NEW ZEALAND RED CROSS CANTERBURY EARTHQUAKE COMMISSION



FACT SHEET – EMERGENCY GRANTS

THE COMMISSION

The New Zealand Red Cross Canterbury Earthquake Commission was established following the earthquake on 4 September 2010 which affected many homes in the Canterbury region. The Commission is made up of representatives from each of the Christchurch City, Selwyn District and Waimakariri District Councils, a representative from the New Zealand Red Cross and an independent Chair.

The Commission oversees the application of funds received by the New Zealand Red Cross for those who have been affected by the earthquake. The funds include generous contributions from the government, businesses and people across New Zealand.

EMERGENCY GRANTS

In order to assist those who have been displaced from their homes as a result of damage arising from the earthquake, the Commission is inviting those who have had to leave their usual place of residence due to damage to apply for Emergency Grants. The grants are intended to provide initial one-off assistance.

Where an Emergency Grant is awarded, you may use the grant for any purpose. It will not be necessary for you to provide evidence of the way in which the money has been used.

Emergency Grants are not available to businesses which have been displaced as a result of the earthquake.

CRITERIA

In order to be eligible for an Emergency Grant:

- (a) On the date of application, you must be living at a different address from the address you were living at on the date of the Canterbury earthquake, due to damage to your home; **AND**
- (b) You must not have received any financial assistance relating to losses suffered as a result of the Canterbury earthquake (and must not be awaiting the outcome of any applications for financial assistance), **EXCEPT** for assistance from:
 - 1) The Earthquake Commission (EQC);
 - 2) An insurance company; and/or
 - 3) Any financial assistance from the Ministry of Social Development; and/or
 - 4) A grant from a Mayoral Relief Fund, such as the Waimakariri Mayoral Relief Fund "Mainpower Grant" **AND**
- (c) **either**
 - 1) Your home has been assessed by a building inspector appointed by their local authority since the Canterbury earthquake **AND** been issued with a red inspection certificate or a yellow inspection certificate which declares the building is not able to be lived in until repaired,
 - or**
 - 2) A qualified professional or insurance assessor has assessed the applicant's usual place of residence and has identified issues which have resulted in advice that it is not safe for people to live there.
 - or**
 - 3) The dwelling is clearly not fit for/safe for people to live there. Any evidence available to support this should be included in the application.

Where people have relocated due to concerns about further possible earthquakes they are not eligible for this grant.

You should provide all paperwork relating to their property that is available, including any council certificates, reports and other documentation. Copies or photographs of certificates must be clearly legible and show address and other relevant information.

Where one or more people in a household have received a Damaged Homes Grant, the household will not be eligible for an Emergency Grant, or vice versa. In general, people who receive Emergency Grants will not be eligible for Hardship Grants.

Applicants must be at least 16 years old. Only one application will be considered for each household (flatmates should apply jointly and bank account details should match names on the lease).

AMOUNTS

Where your application is successful, the amount of the Emergency Grant shall be as follows:

Usual household composition as at the date of the earthquake	Grant Amount
One adult	\$1,000
Two adults	\$2,000
One or more adults <u>and</u> at least one child less than 16 years old usually <u>living</u> at that residence	\$3,000
Three or more adults	\$3,000

Where you have received a grant from a mayoral relief fund, any grant awarded shall be reduced by an equivalent amount. All grants are subject to the availability of funding. No more than one Emergency Grant will be paid per home.

PROCESS

In order to apply for a grant, you must complete the Emergency Grant Application Form (available with this fact sheet). Please complete **all** of the questions on the application form and attach the required documentation. Where more than one person aged 16 years or over is living in a residence, it is important that all adults sign the application form. Applications may be lodged with the New Zealand Red Cross Canterbury Earthquake Commission in any of the following ways:

- 1) Email it to eggrant@redcross.org.nz
(Please note that where applications are lodged by email, the relevant supporting documentation must be scanned and attached to your email); **OR**
- 2) Post it to PO Box 12-140, Thorndon, Wellington 6144; **OR**
- 3) Fax it to (04) 473 4923; **OR**
- 4) Deliver it to one of the following locations:
 - (a) New Zealand Red Cross House, 32 Birmingham Drive, Christchurch; **OR**
 - (b) Any Ministry of Social Development office; **OR**
 - (c) A service centre or office of the Christchurch City Council, Selwyn District Council or Waimakariri District Council.

The Red Cross Canterbury Earthquake Commission aims to respond to all Grant Applications within five (5) working days of receipt of the application.

Please keep a copy of your application for your records.

MEANS OF PAYMENT

Grants shall be paid directly into a bank account in the name of the applicant (or into a joint account where the name of the applicant is one of the joint names on the account). Payments will only be made into bank accounts in the name of individuals, not into those of businesses or other organisations.

ENQUIRIES FOR ASSISTANCE

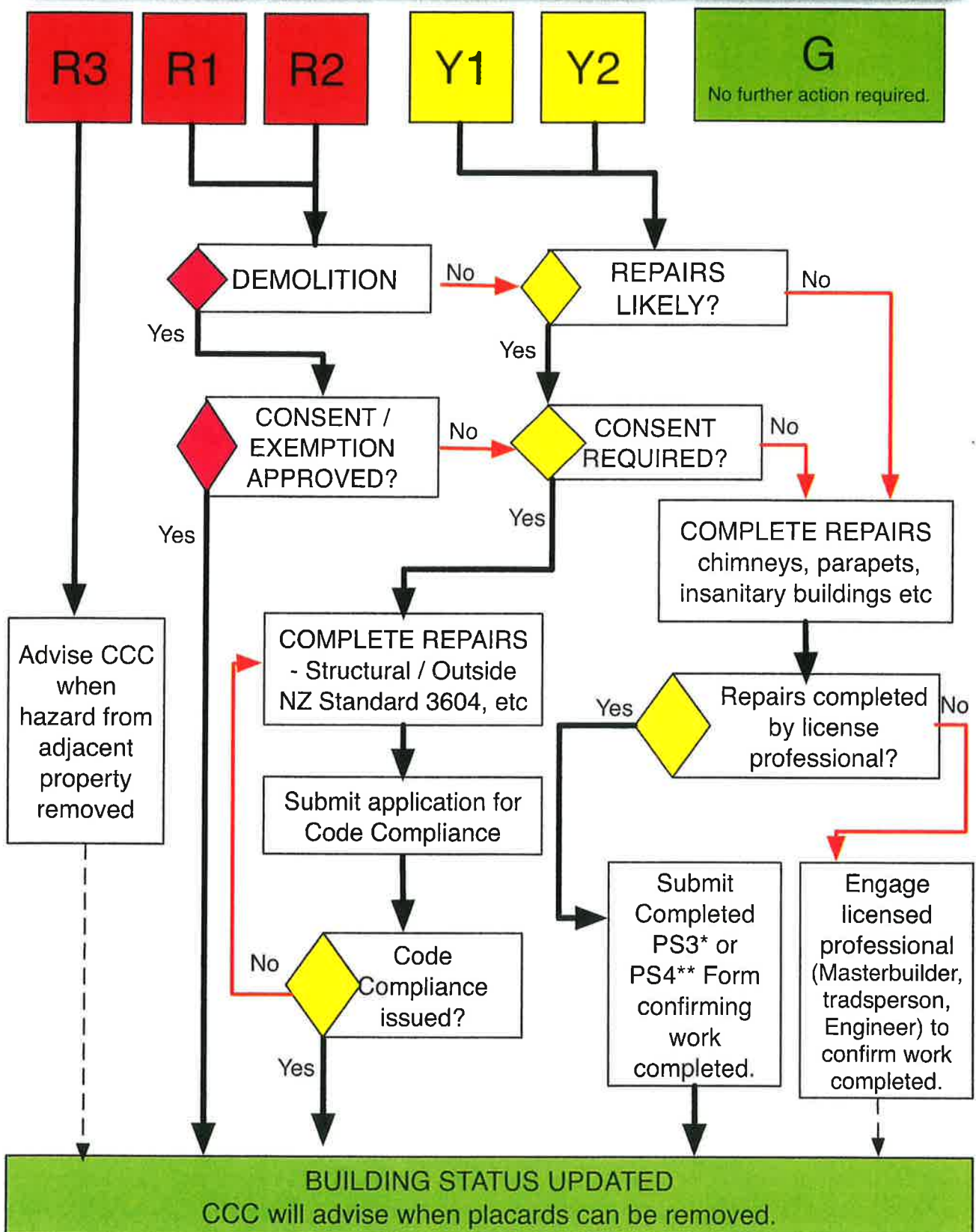
If you have any questions relating to Home Grants, please contact the New Zealand Red Cross (0800 754726).

If you would like help completing an application form, please visit a Canterbury Earthquake Recovery Centre at one of the following addresses:

- Kaiapoi Community Centre, 24 Sewell Street
- Linwood Community Link, 154 Aldwins Road
- Work and Income, New Brighton, 26 Beresford Street.
- Department of Labour, 144 Kilmore Street
- Heartland Services, Hornby, 25 Shands Road

Attachment 22 Procedure to update building status in CCC Property Files

Updating Your Building Status

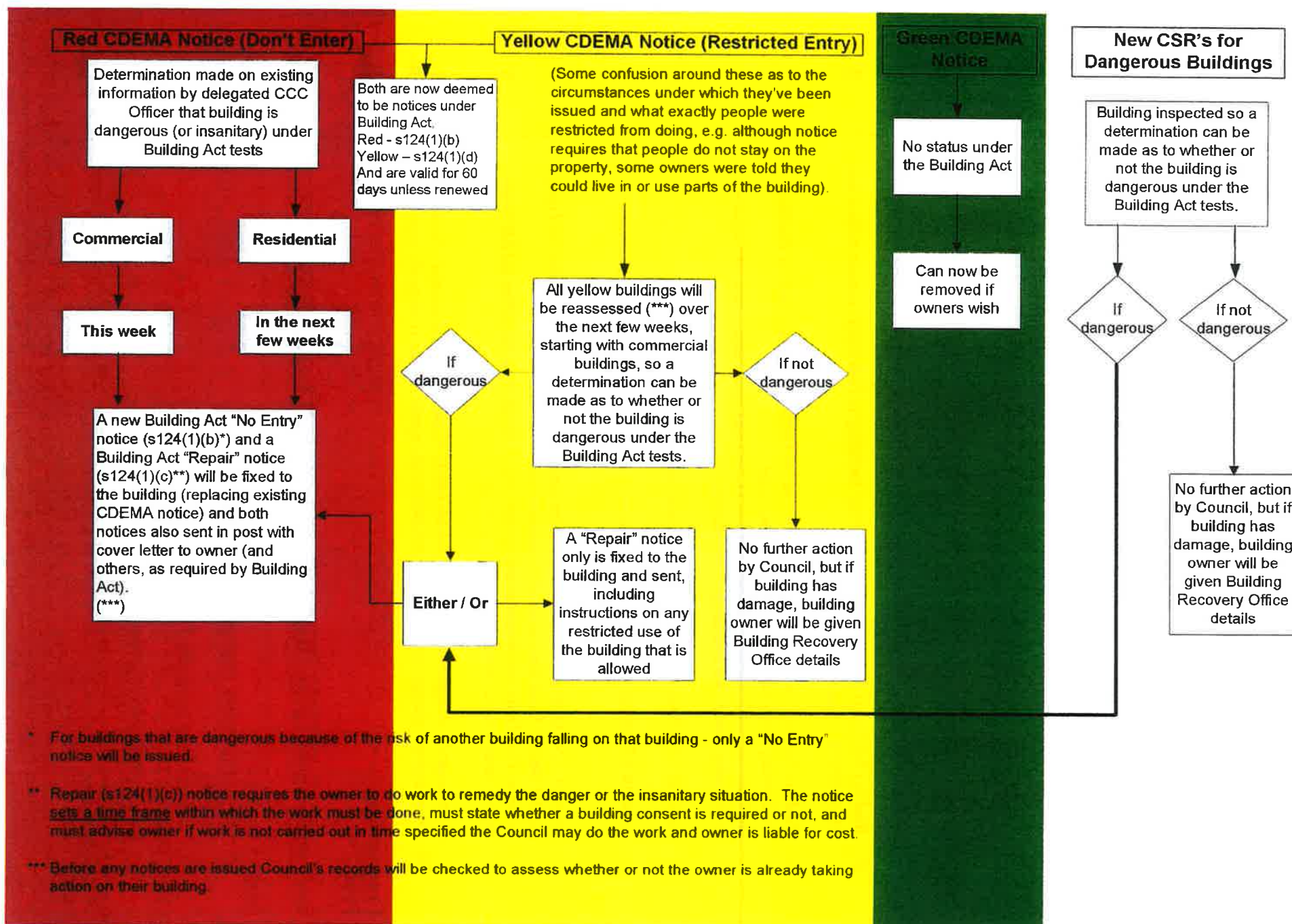


* CCC www.CCC.govt.nz/Form-B-085. Available from www.ccc.govt.nz/homeliving/buildingplanning/forms/index.aspx

** Available from your CPEng registered structural engineer.

-----> Additional inspection may be required prior to building status change.

Attachment 23 Dangerous Building Identification Decision Flow Chart





CHRISTCHURCH CITY COUNCIL

ENFORCEMENT TEAM Operation Notice – Action

Review Assessment	Yes / No
Review Reports	Yes / No
Notice required: <ol style="list-style-type: none"> 1. S 124(1)(c) – Section 121(1)(a) or (c) – Must Obtain BC (Red) 2. S 124(1)(c) – Section 121(1)(a) or (c) – May Not Require BC (Red) 3. S 124(1)(c) – Section 121(1)(a) or (c) – Must Obtain BC (Yellow) 4. S 124(1)(c) – Section 121(1)(a) or (c) – May Not Require BC (Yellow) 5. S 124(1)(c) – Section 123 - Insanitary 	Circle 1 2 3 4 5
Letter Required: <ol style="list-style-type: none"> 1. Red (s124(1)(b)) notice and a dangerous building (s124(1)(c)) repair notice have been issued – commercial 2. Red (s124(1)(b)) notice and a dangerous building (s124(1)(c)) repair notice have been issued - residential 3. Red (s124(1)(b)) notice is issued (in the s121(1)(d) situation – risk of building collapsing onto this building) - commercial 4. Red (s124(1)(b)) notice is issued (in the s121(1)(d) situation – risk of building collapsing onto this building) - residential 5. Section 124(1)(c) repair notice has been issued for an insanitary building - residential 6. Section 124(1)(c) repair notice has been issued for an insanitary building - commercial 7. Section 124(1)(d) restricted entry notice and a dangerous building (s124(1)(c)) repair notice have been issued - commercial 8. Section 124(1)(d) restricted entry notice and a dangerous building (s124(1)(c)) repair notice have been issued - residential 9. No placard – dangerous building (s124(1)(c)) repair notice is issued - residential 10. No placard – dangerous building (s124(1)(c)) repair notice is issued - commercial 	Circle 1 2 3 4 5 6 7 8 9 10
Completed by: Print	Date / /
Secretarial Services Action: Complete Notices and letters as indicated above	Date / /
Notice Copies x 3 <ol style="list-style-type: none"> 1. 1 property owner via mail 2. 1 x file 3. 1 x Attaching property / building 	Date / / / / / /
Letter Copies x 2 <ol style="list-style-type: none"> 1. 1 x property owner via mail 2. 1 x file 	/ / / /
Completed by: Print	Date / /

Attachment 24 s124 Notice And Cover Letter – Generic
Version

Notice under s124(1)(b) of the Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) for hoarding to restrict entry to a commercial or residential building

DO NOT APPROACH OR ENTER THIS BUILDING

**THIS BUILDING IS A DANGEROUS BUILDING UNDER SECTIONS 121 AND
124 OF THE BUILDING ACT 2004**

**USING OR OCCUPYING THIS BUILDING IS AN OFFENCE PURSUANT TO
S128 OF THE BUILDING ACT 2004**

Contact the Christchurch City Council Building Recovery Office for approval of any proposed action to remedy the danger: 941-8999 or buildingrecoveryoffice@ccc.govt.nz,
Ground Floor Civic Offices, 53 Hereford Street

DO NOT REMOVE THIS NOTICE

Placed by the Christchurch City Council pursuant to s124(1)(b) of the Building Act 2004

ISSUED ON / / (VALID FOR 60 DAYS UNLESS RENEWED BY THE CHRISTCHURCH CITY COUNCIL)

Notice under s124(1)(b) of the Building Act 2004 (as inserted by the Canterbury Earthquake (Building Act) Order 2010) for hoarding to restrict entry to a commercial or residential building

DO NOT APPROACH OR ENTER THIS BUILDING

**THIS BUILDING IS A DANGEROUS BUILDING UNDER SECTIONS 121(1)(d)
AND 124 OF THE BUILDING ACT 2004**

**“ in that there is a risk that other property could collapse or otherwise
cause injury or death to any person in the building”**

**USING OR OCCUPYING THIS BUILDING IS AN OFFENCE PURSUANT TO
S128 OF THE BUILDING ACT 2004**

Contact the Christchurch City Council Building Recovery Office for approval of any
proposed action to remedy the danger: 941-8999 or buildingrecoveryoffice@ccc.govt.nz,
Ground Floor Civic Offices, 53 Hereford Street

DO NOT REMOVE THIS NOTICE

Placed by the Christchurch City Council pursuant to s124(1)(b) of the Building Act 2004
ISSUED ON / / (VALID FOR 60 DAYS UNLESS RENEWED BY THE CHRISTCHURCH CITY COUNCIL)

[For use when only a Red (s124(1)(b)) notice is issued (in the s121(1)(d) situation – risk of building collapsing onto this building) – residential]



Date

FirstName LastName

CompanyName

Address1-either StreetAddress or PO BoxAddress

Address2-City and PostalCode

Dear Sir/Madam

Notice not to use or occupy a building

The earthquake that struck Christchurch last week and the subsequent aftershocks have damaged many buildings in the City. It has been an extremely traumatic time for both commercial building owners and home owners, facing the damage and the scope of repairs that may be needed to fix their buildings.

Christchurch City Council staff have been, and still are, working hard to assess thousands of buildings and homes throughout the city to determine whether or not they are dangerous buildings.

Special legislation for Council to use for dangerous buildings

To assist the Council with its efforts following the earthquake special legislation has been enacted. This legislation has enhanced powers the Council already has under the Building Act 2004 to deal with dangerous buildings. The primary aim of those powers is to keep people safe.

Steps the Council can take to achieve this aim include issuing notices to prevent people from using or occupying a building or to allow restricted entry to a building. A notice can also require that repairs must be carried out on a dangerous building within a certain time.

The Dangerous Building Notice Council has issued for your building

The Council considers that your building is a dangerous building as defined in section 121(1)(d) of the Building Act. This section, which was inserted into the Building Act 2004 by the special legislation, provides that a building can be classified as dangerous when there is a risk that other property could collapse or otherwise cause injury or death to any person in the building.

The Council believes that is the situation with your building and considers it is necessary for a notice to be issued to prevent the use or occupation of your building (a Red/section 124(1)(b) notice).

This notice is enclosed and has also been placed on your building to warn of the danger, as required by the Building Act. Please do not remove this notice.

The Council's Building Recovery Office can help you

We recommend that you contact the Christchurch City Council Building Recovery Office (details below) to discuss why your building has been assessed as being dangerous or if the particulars on the notices need clarification.

We also recommend that you talk to the Building Recovery Office before taking any steps to remedy the danger, and in order to discuss the detail of any building consents or resource consents that may be required for the work. In working with you on the best solution we may also need to consider whether you need longer than the timeframe specified in the section 124(1)(c) notice to carry out the necessary work.

If you have not already done so, we recommend that you contact your insurers to discuss this situation.

We appreciate your understanding in this matter.

CONTACT:

CCC Building Recovery Office

Ground floor Civic Offices

53 Hereford Street

Tel: 03 941 8999

Email: Buildingrecoveryoffice@ccc.govt.nz

Yours faithfully

Firstname Lastname Staffmember


PositionName

UnitName

GroupName

DDI 941 8999

Encl.

 <p>CHRISTCHURCH CITY COUNCIL - YOUR PEOPLE - YOUR CITY</p>	<p>CHRISTCHURCH CITY COUNCIL</p> <p>NOTICE</p> <p>UNDER SECTION 124(1)(c), BUILDING ACT 2004 (as modified by the Canterbury Earthquake (Building Act) Order 2010)</p>	
<p>TO:</p>		
<p>THE BUILDING</p>		
<p>Street Address:</p> <p>Legal Description: Lot ??, Deposited Plan ????</p> <p>Other: Certificate of Title ??????</p>		
<p>PARTICULARS</p>		
<p>In accordance with s121(1)(a) or (c) of the Building Act 2004, this building is dangerous as a result of an earthquake which occurred at the property on Saturday 4th September 2010, or as a result of aftershocks following that earthquake.</p> <ol style="list-style-type: none"> 1. The building has been damaged, and there are structural defects to the building. 2. Councils records show -----(Insert appropriate fields from Assessment database) 3. The building, or parts of the building are likely to collapse without warning, resulting in injury or death to any persons in the building or to persons on other property; 		
<p>TO REDUCE OR REMOVE THE DANGER YOU MUST:</p>		
<p>A. Comply with any notice attached to the building prohibiting the use or occupation of the building, or restricting entry to the building.</p> <p>B. Keep persons away from the danger/risk in the building.</p> <p>C. Carry out work on the building to remove the danger .</p> <p>D. You must obtain a building consent to carry out any demolition, repairs or other work to remove the danger. Please contact the Christchurch City Council Building Recovery Office by telephone on 941-8999, or by email at buildingrecoveryoffice@ccc.govt.nz, or in person at the Ground Floor, Civic Offices, 53 Hereford Street, before making your building consent application.</p> <p>E. If urgent building work is necessary to save or protect life or health or prevent serious damage to property then you may be able to carry out that work without a building consent (see s41(1)(c) of the Building Act 2004). If, in reliance on s41(1)(c), building work is carried out without a building consent having been obtained, the owner must, as soon as practicable after completion of the building work, apply for a certificate of acceptance under s96 of the Building Act 2004.</p> <p>F. If the building is a listed heritage building then council approval must be obtained for the work, whether or not a building consent is required.</p>		
<p>Work required by this notice must be carried out by 31 JANUARY 2011 or such other date agreed in writing by the Council.</p> <p>If the work is NOT carried out before 31 January 2011, or such other time as agreed by the Council in writing, the Council may carry out the work required and you will be liable for the costs of the work unless you apply within 5 days of the work being carried out to a District Court for relief from this obligation.</p>		


Signed for & on behalf of the Christchurch City Council:

Name:

Position: Enforcement Officer

Date of issue:

Attachment 25 s124 Notice And Cover Letter – Version
Developed For Specific Purpose

 <p>CHRISTCHURCH CITY COUNCIL - YOUR PEOPLE - YOUR CITY</p>	<p>CHRISTCHURCH CITY COUNCIL</p> <p>NOTICE</p> <p>UNDER SECTION 124(1)(c), BUILDING ACT 2004 (as modified by the Canterbury Earthquake (Building Act) Order 2010)</p>	
<p>TO:</p>		
<p>THE BUILDING</p> <p>Street Address:</p> <p>Legal Description: Lot ??, Deposited Plan ????</p> <p>Other: Certificate of Title ??????</p>		
<p>PARTICULARS</p> <p>In accordance with s121(1)(a) or (c) of the Building Act 2004, this building is dangerous as a result of an earthquake which occurred at the property on Saturday 4th September 2010, or as a result of aftershocks following that earthquake.</p> <ol style="list-style-type: none"> 1. The building has been damaged, and there are structural defects to the building. 2. Councils records show -----(Insert appropriate fields from Assessment database) 		
<p>TO REDUCE OR REMOVE THE DANGER YOU MUST:</p> <p>A. Comply with any notice attached to the building prohibiting the use or occupation of the building, or restricting entry to the building.</p> <p>B. Keep persons away from the danger/risk in the building.</p> <p>C. Carry out the following work on the building to remove the danger: Brace the building in a manner that will prevent the building from collapsing and causing injury to persons in the building or outside the building, or from causing damage to other property, and to allow the barriers/cordons surrounding the building to be removed or reduced sufficiently to allow for pedestrians and vehicular access</p> <p>OR otherwise strengthen the building to achieve the same end.</p> <p>D. You do not need a building consent to carry out the bracing work. If you have any questions about this notice or the work required, please contact the Christchurch City Council Building Recovery Office by telephone on 941-8999, or by email at buildingrecoveryoffice@ccc.govt.nz, or in person at the Ground Floor, Civic Offices, 53 Hereford Street. [I have made this assumption but this will need to be checked as to whether this is a general "no consent" required for all bracing or whether each case needs to be assessed.]</p> <p>[Only leave in if building is a heritage building - E. The building is a listed heritage building so council approval must be obtained for the work, whether or not a building consent is required.- otherwise delete]</p>		
<p>Work required by this notice must be carried out by [insert date 5 days from date of notice, OR a date that sets a reasonable timeframe for the bracing work to commence by, for the building for which the notice is being issued]. If you believe you are unable to carry out the work by that date please contact the Council's Building Recovery Office who will work with you on a solution that may include agreeing on a new timeframe.</p> <p>If the work [is NOT carried out –in this situation should this be "has not commenced"??] before [same date as above], or such other date agreed by the Council in writing, the Council may carry out the work required and you will be liable for the costs of the work unless you apply within 5 days of the work being carried out to a District Court for relief from this obligation.</p>		

Signed for & on behalf of the Christchurch City Council: _____

Name:

Position: Enforcement Officer

Date of issue:

[Letter 1 - For use when a Red (s124 (1) (b)) notice and a dangerous building (s124 (1) (c)) Notice have been issued – commercial]

Date

FirstName LastName

CompanyName

Address1-either StreetAddress or PO BoxAddress

Address2-City and PostalCode

Dear Sir/Madam

**Notices under the Building Act 2004 not to use or occupy your building and to repair your building
[ADDRESS OF PROPERTY]**

The earthquake that struck Christchurch and the subsequent aftershocks have damaged many buildings in the City, including your property. We recognise that this is an extremely difficult time for you and we want to work with you to create a safe city.

Christchurch City Council staff are working hard to assess the buildings throughout the city to determine whether or not they are dangerous buildings.

Your building has been identified as one that was damaged by the earthquake and is considered dangerous. You need to be aware of the special government legislation that relates to your property.

Special legislation for Council to use for dangerous buildings

To assist the Council with its efforts following the earthquake special legislation has been enacted, which has enhanced Council powers under the Building Act 2004 to deal with dangerous buildings.

The primary aim of those powers is to keep people safe.

Steps the Council can take to achieve this aim include issuing notices to prevent people from using or occupying a building or to allow restricted entry to a building. A notice can also require that repairs must be carried out on a dangerous building within a certain time. This is extremely important if a building is to be made safe, and to minimise the impact on other businesses close to the affected property.

The Dangerous Building Notice issued for your building

The Council considers that your building is a dangerous building as defined in the Building Act, and that it is necessary for notices to be issued to:

- Prevent use or occupation of your building (a Red/section 124(1)(b) notice)
- Require you to reduce and remedy the danger to your building (a section 124(1)(c)) notice

These notices are enclosed and have also been placed on your building to warn of the danger, as required by the Building Act. Please do not remove these notices as it's important the public and building users know about the danger to help safeguard them.

The Council's Building Recovery Office can help you

We recommend that you contact the Christchurch City Council Building Recovery Office (details below) to discuss your building assessment or if the particulars on the notices need clarification.

We also recommend that you talk to the Building Recovery Office before taking any steps to remedy the danger and to discuss any building consents or resource consents that may be required for the work.

We realise the timeframes specified in the section 124 (1) (c) / yellow notice may not be long enough to carry out the repair work, and we are keen to work with you to identify if a longer period is required.

If you have not already done so, we recommend that you contact your insurers. You should also seek structural engineering advice from a qualified structural engineer on how to remove the danger.

We appreciate your understanding in this matter.

CONTACT:

CCC Building Recovery Office
Ground floor Civic Offices
53 Hereford Street
Tel: 03 941 8999
Email: Buildingrecoveryoffice@ccc.govt.nz

Yours faithfully

Firstname Lastname Staffmember

PositionName

UnitName

GroupName

DDI 941 8999

Encl

Additional Paragraph for buildings with cordons:

Cordons and traffic management systems

The Council has erected temporary traffic management systems such as hoardings, fences and/ or barricades around your building to prevent people from approaching the building nearer than is safe.

The Council has carried the cost of this traffic management for many weeks and is eager to see city businesses return to normal as soon as possible. Going forward, as it is your damaged building that is causing the need for these fences/barricades, the responsibility and future cost for these traffic management systems will rest with the building owner. Please contact Simon Hodges on 941 6459 to discuss the options available to you. You should also speak with your insurers in regards to the costs of these fences and barricades to ascertain if assistance is available for this.

If the building owner chooses not to contact the Council (Simon Hodges on 941 6459) within five working days after the issue of this notice, the cost of maintaining these systems will be billed directly to the property owner.

Date

FirstName LastName
 CompanyName
 Address1-either StreetAddress or PO BoxAddress
 Address2-City and PostalCode

Dear Sir/Madam

Notices under the Building Act 2004 not to use or occupy your building and to repair your building

<Property Address>

The earthquake that struck Christchurch on 4 September 2010 and the subsequent aftershocks have damaged many buildings in the City, including your property. We recognise that this is an extremely difficult time for you and we want to work with you to create a safe city.

Christchurch City Council staff are working hard to assess the buildings throughout the city to determine whether or not they are dangerous buildings. Additionally, staff can offer building owners free advice and assist with any paperwork for arranging the repair or demolition of their buildings.

Your building was damaged by the earthquake and is currently considered dangerous. Cordons have been placed around the building to ensure public safety. Our team has recently been in communication with you or your representatives to discuss your plans for making the building safe through repairs or demolition so we can remove the cordons and safety barriers that are still in place. Unfortunately there has been little or no progress in achieving that outcome to date, and this is causing considerable economic hardship to the surrounding business community. Hence, we are writing to inform you of the special government legislation that relates to your property that the Council can use for dangerous buildings.

Following the earthquake, special legislation was enacted that enhanced the Council's powers under the Building Act 2004 to deal with dangerous buildings and to assist the Council with its recovery efforts. The primary aim of those powers is to keep people safe.

This special legislation allows the Council to take certain steps to achieve this aim of public safety. These include issuing notices to prevent people from using or occupying a building or to allow restricted entry to a building. A notice can also require that repairs must be carried out on a dangerous building within a specified time period. This is extremely important if a building is to be made safe, and to minimise the impact on other businesses close to the affected property.

The Dangerous Building Notice issued for your building

As stated previously, the Council considers your building to be a dangerous building as defined in the Building Act 2004, and that it is necessary for notices to be issued to:

1. Prevent use or occupation of your building (a section 124(1)(b) notice); and,
2. Require you to reduce and remedy the danger of your building (a section 124(1)(c) notice).

In compliance with the Building Act 2004 a copy of the notices are enclosed and a copy has also been placed on your building to warn of the danger your building poses.. Please do not remove these notices as it is important the public and building users know about the danger to help safeguard them.

The Council can help you

We recommend that you contact the Christchurch City Council Building Recovery Office (details below) to discuss your building assessment or if the particulars on the notices need clarification. The short timeframe (5 working days) specified in the section 124(1)(c) within which the work to brace or otherwise remove the danger is necessary in the wider public interest as we need to ensure the removal of the barriers and cordons around the building that are currently causing considerable economic hardship to adjacent business owners. Please contact the Building Recovery Office before taking any steps to remedy the danger yourself.

As per the section 124 notice if you do not contact the Council with details and timeframes for the commencement of the necessary work within the five working days then the Council will arrange for the building to be braced and will place a charge against the title of your land to recover the costs.

If you have not already done so, we recommend that you contact your insurers. You should also seek structural engineering advice from a qualified structural engineer on how to remove the danger.

We appreciate your understanding in this matter.

CONTACT:

CCC Building Recovery Office
53 Hereford Street
Tel: 03 941 8999
Email: Buildingrecoveryoffice@ccc.govt.nz

Yours faithfully



Graham Mather
Senior Enforcement Officer
Inspections and Enforcement Unit

Encl

Attachment 26 Schedule Of Property Records Amended

row #	parcel #	address	owner	common reg	assessment	demol	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49	2049/50	2050/51	2051/52	2052/53	2053/54	2054/55	2055/56	2056/57	2057/58	2058/59	2059/60	2060/61	2061/62	2062/63	2063/64	2064/65	2065/66	2066/67	2067/68	2068/69	2069/70	2070/71	2071/72	2072/73	2073/74	2074/75	2075/76	2076/77	2077/78	2078/79	2079/80	2080/81	2081/82	2082/83	2083/84	2084/85	2085/86	2086/87	2087/88	2088/89	2089/90	2090/91	2091/92	2092/93	2093/94	2094/95	2095/96	2096/97	2097/98	2098/99	2099/00	2100/01	2101/02	2102/03	2103/04	2104/05	2105/06	2106/07	2107/08	2108/09	2109/10	2110/11	2111/12	2112/13	2113/14	2114/15	2115/16	2116/17	2117/18	2118/19	2119/20	2120/21	2121/22	2122/23	2123/24	2124/25	2125/26	2126/27	2127/28	2128/29	2129/30	2130/31	2131/32	2132/33	2133/34	2134/35	2135/36	2136/37	2137/38	2138/39	2139/40	2140/41	2141/42	2142/43	2143/44	2144/45	2145/46	2146/47	2147/48	2148/49	2149/50	2150/51	2151/52	2152/53	2153/54	2154/55	2155/56	2156/57	2157/58	2158/59	2159/60	2160/61	2161/62	2162/63	2163/64	2164/65	2165/66	2166/67	2167/68	2168/69	2169/70	2170/71	2171/72	2172/73	2173/74	2174/75	2175/76	2176/77	2177/78	2178/79	2179/80	2180/81	2181/82	2182/83	2183/84	2184/85	2185/86	2186/87	2187/88	2188/89	2189/90	2190/91	2191/92	2192/93	2193/94	2194/95	2195/96	2196/97	2197/98	2198/99	2199/00	2200/01	2201/02	2202/03	2203/04	2204/05	2205/06	2206/07	2207/08	2208/09	2209/10	2210/11	2211/12	2212/13	2213/14	2214/15	2215/16	2216/17	2217/18	2218/19	2219/20	2220/21	2221/22	2222/23	2223/24	2224/25	2225/26	2226/27	2227/28	2228/29	2229/30	2230/31	2231/32	2232/33	2233/34	2234/35	2235/36	2236/37	2237/38	2238/39	2239/40	2240/41	2241/42	2242/43	2243/44	2244/45	2245/46	2246/47	2247/48	2248/49	2249/50	2250/51	2251/52	2252/53	2253/54	2254/55	2255/56	2256/57	2257/58	2258/59	2259/60	2260/61	2261/62	2262/63	2263/64	2264/65	2265/66	2266/67	2267/68	2268/69	2269/70	2270/71	2271/72	2272/73	2273/74	2274/75	2275/76	2276/77	2277/78	2278/79	2279/80	2280/81	2281/82	2282/83	2283/84	2284/85	2285/86	2286/87	2287/88	2288/89	2289/90	2290/91	2291/92	2292/93	2293/94	2294/95	2295/96	2296/97	2297/98	2298/99	2299/00	2300/01	2301/02	2302/03	2303/04	2304/05	2305/06	2306/07	2307/08	2308/09	2309/10	2310/11	2311/12	2312/13	2313/14	2314/15	2315/16	2316/17	2317/18	2318/19	2319/20	2320/21	2321/22	2322/23	2323/24	2324/25	2325/26	2326/27	2327/28	2328/29	2329/30	2330/31	2331/32	2332/33	2333/34	2334/35	2335/36	2336/37	2337/38	2338/39	2339/40	2340/41	2341/42	2342/43	2343/44	2344/45	2345/46	2346/47	2347/48	2348/49	2349/50	2350/51	2351/52	2352/53	2353/54	2354/55	2355/56	2356/57	2357/58	2358/59	2359/60	2360/61	2361/62	2362/63	2363/64	2364/65	2365/66	2366/67	2367/68	2368/69	2369/70	2370/71	2371/72	2372/73	2373/74	2374/75	2375/76	2376/77	2377/78	2378/79	2379/80	2380/81	2381/82	2382/83	2383/84	2384/85	2385/86	2386/87	2387/88	2388/89	2389/90	2390/91	2391/92	2392/93	2393/94	2394/95	2395/96	2396/97	2397/98	2398/99	2399/00	2400/01	2401/02	2402/03	2403/04	2404/05	2405/06	2406/07	2407/08	2408/09	2409/10	2410/11	2411/12	2412/13	2413/14	2414/15	2415/16	2416/17	2417/18	2418/19	2419/20	2420/21	2421/22	2422/23	2423/24	2424/25	2425/26	2426/27	2427/28	2428/29	2429/30	2430/31	2431/32	2432/33	2433/34	2434/35	2435/36	2436/37	2437/38	2438/39	2439/40	2440/41	2441/42	2442/43	2443/44	2444/45	2445/46	2446/47	2447/48	2448/49	2449/50	2450/51	2451/52	2452/53	2453/54	2454/55	2455/56	2456/57	2457/58	2458/59	2459/60	2460/61	2461/62	2462/63	2463/64	2464/65	2465/66	2466/67	2467/68	2468/69	2469/70	2470/71	2471/72	2472/73	2473/74	2474/75	2475/76	2476/77	2477/78	2478/79	2479/80	2480/81	2481/82	2482/83	2483/84	2484/85	2485/86	2486/87	2487/88	2488/89	2489/90	2490/91	2491/92	2492/93	2493/94	2494/95	2495/96	2496/97	2497/98	2498/99	2499/00	2500/01	2501/02	2502/03	2503/04	2504/05	2505/06	2506/07	2507/08	2508/09	2509/10	2510/11	2511/12	2512/13	2513/14	2514/15	2515/16	2516/17	2517/18	2518/19	2519/20	2520/21	2521/22	2522/23	2523/24	2524/25	2525/26	2526/27	2527/28	2528/29	2529/30	2530/31	2531/32	2532/33	2533/34	2534/35	2535/36	2536/37	2537/38	2538/39	2539/40	2540/41	2541/42	2542/43	2543/44	2544/45	2545/46	2546/47	2547/48	2548/49	2549/50	2550/51	2551/52	2552/53	2553/54	2554/55	2555/56	2556/57	2557/58	2558/59	2559/60	2560/61	2561/62	2562/63	2563/64	2564/65	2565/66	2566/67	2567/68	2568/69	2569/70	2570/71	2571/72	2572/73	2573/74	2574/75	2575/76	2576/77	2577/78	2578/79	2579/80	2580/81	2581/82	2582/83	2583/84	2584/85	2585/86	2586/87	2587/88	2588/89	2589/90	2590/91	2591/92	2592/93	2593/94	2594/95	2595/96	2596/97	2597/98	2598/99	2599/00	2600/01	2601/02	2602/03	2603/04	2604/05	2605/06	2606/07	2607/08	2608/09	2609/10	2610/11	2611/12	2612/13	2613/14	2614/15	2615/16	2616/17	2617/18	2618/19	2619/20	2620/21	2621/22	2622/23	2623/24	2624/25	2625/26	2626/27	2627/28	2628/29	2629/30	2630/31	2631/32	2632/33	2633/34	2634/35	2635/36	2636/37	2637/38	2638/39	2639/40	264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Attachment 27 Building Repair Programme CBD and City Surrounds

Building Repair Programme CBD and City Surrounds

69-73 Manchester Street



Situation

Heritage. Central City Precinct 1a.

'Unsafe' (Red). s124 notice issued – date to respond 31/1/11.

Building causing closure of Welles St & preventing operation of adjacent properties due to danger of parapets falling.

Significant interior cracking to interior walls & ceilings

Contact: Devonia Realty - 377 4430

Progress

8/10/10 - Building owner contacted by BRO and is coming in to meet with them.

Heritage team has contacted Alex Murahidy requesting an assessment from Holmes.

Cordon / Barrier Reduction: Reduce to parking bay on Welles St (both sides).

76 Manchester Street



Country Theme

Heritage. Central City Precinct 1a.

Situation

'Unsafe' (Red). s124 notice issued – date to respond 15/11/10.

Damage to chimney and first floor masonry. Building in danger of collapse. Collapse of parapet & front veranda, falling hazard from remaining parapet.

Owners have been advised to demolish, but no consent yet applied for.

Owner: Ross Moir / **Contact:** 03-355 7572

Progress

Tenant visited Civic offices 13/09/10. Was advised to contact EQC and to engage specialist engineer to supervise removal of stock, and that lawyer may be needed.

Cordons: To remain in place.

245 Manchester Street

(aka 176 Gloucester Street)



Tulsi Indian Restaurant Central City Precinct 3

Situation

'Unsafe' (Red) building. s124 notice issued – date to respond 31/1/11.

Shows severe to moderate cracking externally.

Nb: Earthquake prevention works carried out on this property in past – parapets removed in 1976.

Progress

Repair work has started internally and are being supervised by an engineer.

Cordon / Barrier Reduction: Reducing to one lane on Manchester St.

192 Madras Street

Nurse Maude Heritage. Central City Precinct 2
(Contact: 3891146 / 021352222)

Situation

'Unsafe' (Red). s124 notice issued – date to respond 31/1/11. Owner denied request for s129.

Building owner (John Phillips) sought s129 notice from Council in October 2010. Has applied for a BAE to demolish, but has yet to submit a resource consent.

Progress

Cordons: Remove container. Replace with fence lined with plywood.

Barrier Reduction: Props could be installed to stabilise/make safe this building, allowing for removal of cordons until negotiations with owner are completed.

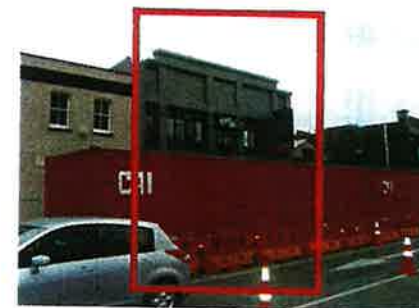
196 Madras Street

C3 Coffee Shop. Central City Precinct 2
Owner: Alan and Jeanne Bertenshaw (Auckland)

Situation

'Restricted Use' (Yellow). s124 notice issued – date to respond 31/1/11.

Cordons: Remove container. Replace with fence lined with plywood.

198 Madras Street

Southern Blues Bar. Central City Precinct 2

Situation

'Unsafe' (Red) building. s124 notice issued – date to respond 31/1/11.

Cordons: Remove container. Replace with fence lined with plywood.

Progress

Application for exemption from Building Consent for demolition approved 15/09/11

200 Madras Street

Fine Art Paper Central City Precinct 2

Owner: Randall Scott

Contact: 027 617 7568

Situation

‘Restricted Use’ (Yellow) building. s124 notice issued – date to respond 31/1/11. OK for tenants to operate business, must repair southwest corner of parapet before use of south entrance is permitted.

Cordon / Barrier Reduction: Remove container. Replace with fence lined with plywood.

204 Madras Street

Florian Central City Precinct 2

Situation

‘Unsafe’ (Red) building. s124 notice issued – date to respond 31/1/11. Building condition causing closure single lane on Tuam Street and Madras Street. Building is also preventing use of significant area of Wilson’s Carpark. Building is dangerous through collapse of façade and side wall (north).

Cordon: To remain.

Barrier Reduction: Props could be installed to stabilise/make safe this building, allowing for removal of cordons until negotiations with owner are completed.

207 Manchester Street

Carnivores Central City Precinct 3

Contact (207 and 207A): David Wallace, Devonia Realty – 377 4430

Situation

‘Restricted Use’ (Yellow) building. s124 notice issued – date to respond 31/1/11.

Application for exemption from Building Consent for demolition approved 20/10/10.

Progress

Loss Adjustors referred proposal for demolition to insurers.

Cordon / Barrier Reduction:

Manchester/Worcester cordon removed. David & demolition contractors will liaise with Traffic Safety team to ensure ongoing pedestrian access to area until hazards removed.

207A Manchester Street

Cyber Pets City Central Precinct 3

Contact (207 and 207A): David Wallace,
Devonia Realty – 377 4430

Situation

'Restricted Use' (Yellow) building. s124 notice issued – date to respond 31/1/11. Parapet wall to be removed or rebuilt to prevent bricks from falling onto the footpath and road

Progress

Application for exemption from Building Consent for demolition approved 20/10/10.

Loss Adjustors referred proposal for demolition to insurers.

Cordon Reduction: Manchester/Worcester cordon removed 26/11/10. Contractors to liaise with CCC Traffic Safety to ensure ongoing pedestrian access during demolition.

Trim Ref: 10/647858

178 Manchester

Fabulousness City Central Precinct 3

Situation

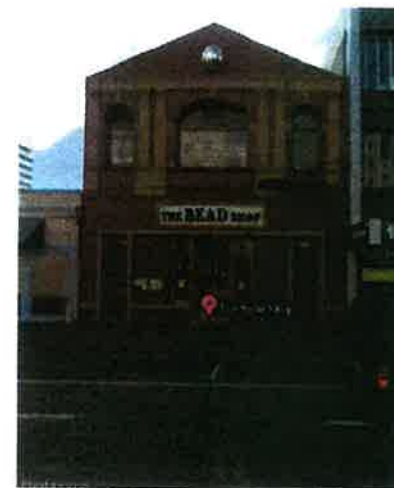
'Restricted Use' (Yellow) Building. Currently inside the 160 Manchester Cordons. Structural front cracks existing.

Progress

Carolyn Willis (BETT Team) Spoke to owner 19/11/10. Building is temporarily secured and will hear 7-10 days whether building is likely to be demolished. The owner understands the process and is aware it would be advantageous to get demo done while cordon is in place for 160.

Cordon Reduction: Manchester/Worcester cordon removed 26/11/10. Contractors to liaise with CCC Traffic Safety to ensure ongoing pedestrian access during demolition.

Owner: Tamara / **Contact:** 366 7154

170-172 Manchester

The Bead Shop City Central Precinct 3

Situation

'Unsafe' (Red) building. Side and back wall severe cracking and displacement. Collapse clearly evident on side wall.

Cordon Reduction: Manchester / Worcester cordon removed 26/11/10. Contractors to liaise with CCC Traffic Safety to ensure ongoing pedestrian access during demolition.

Progress

Carolyn Willis (BETT) spoke to owner regarding demolition process (17/11/10). EPA approved BAE for demolition

Owner: Lee Elliott / **Contact:** 021 088 9838
or elliott.menzies@xtra.co.nz

Contractor: City Salvage

232 Tuam Street



Witchery Heritage: City Central Precinct 1a
Situation

'Unsafe' (Red) building. No notice sent. Cracking of brick walls loose and broken ornamental fractures partly collapsed parapet.

Application for exemption from Building Consent for demolition to rear portion of building applied for 19/10/10.

Cordon / Barrier Reduction

Containers to be removed and replaced with a barricade/fence. Securing work on buildings is underway. This will be completed between now – mid – Jan. A tight fit for scheduled tram & infrastructure development, but should work.

Owner: Barbara and William Lee
Contact: 027 434 6979 / 027 441 5073

Trim Ref: 10/647858

236 Tuam Street



Domo Heritage: City Central Precinct 1a
Situation

'Unsafe' (Red). s124 notice issued – date to respond 31/1/11.

Considered part of McKenzie and Willis on Webmap.

Broken parapets at L1, L2 and roof. Cracking through brick pier L3 & roof. Broken corbels & parapets, broken glazing L2

Progress

Fiona Wykes signed stabilisation plan for building.

Cordon / Barrier Reduction

Containers to be removed and replaced with a barricade/fence. Securing work on buildings is underway. This will be completed between now – mid – Jan. A tight fit for scheduled tram & infrastructure development, but should work.

132 Manchester St



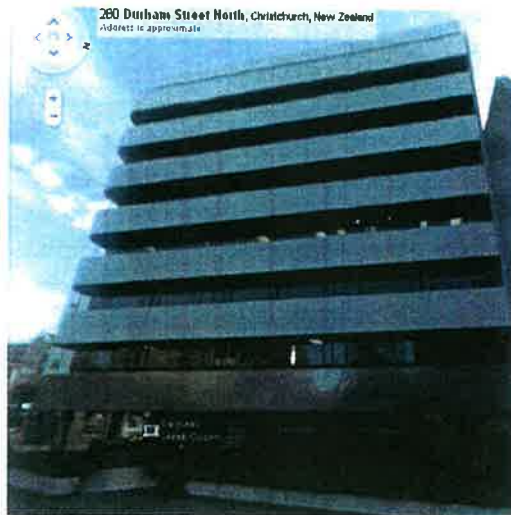
E-Z Club City Central Precinct 2
Situation

'Restricted Use' (Yellow) building. s124 notice issued – date to respond 31/1/11. Building has forced the closure of Bedford Row at Manchester St. Serious crack to south east corner of building. Crack to north west corner column. Possibility of parapet collapse.

Property Manager: Beth Christofferson
Contact: 0274 770 058

Owner: BBS Group, Paul Bradley et.al.

Cordon / Barrier Reduction: Cordons removed to footpath. Bedford Row open to two-way traffic as of 29/11/10.

287 Durham Street North**Situation**

'Restricted Use' (Yellow) building. Small part of the building flashing fell during the main earthquake, nothing has fallen since have fencing up on footpath. No repair work has been undertaken.

Progress

Secure two panels will allow for full barrier removal. Estimate cost \$500 - \$1000. BETT to contact Colliers International Property Mgmt to confirm proposal.

280 Durham Street North**Provincial Chambers****Situation**

'Restricted Use' (Yellow). Tenants can occupy building - access should be restricted to Armagh St, to avoid loose stonework around stone building.. Extensive cracking to plasterwork, stone dropped and displaced in entrance arch, restrict access until stonework stabilised.

Cordon / Barrier Removal:

Reduce barriers to scaffolding area. Remaining barriers to be removed.

Owners: City Council

68 Waltham Road**Top Gun Paintball****Situation**

'Unsafe' (Red). No notice has been sent. Damage to the building here is forcing pedestrians (including school children) onto the road on a corner.

Parapets pose a threat to roadway and powerlines. Temporary propping / strapping may be an option.

Proposal: Issue s124 notice with reduced timeframe for resolution

Contact: Rapaki Property Group - 09 309 9254

705-709 Gloucester Street**Situation**

'Unsafe' (Yellow). No notice has been sent. Barricades are needed From 697 Gloucester Street to corner of Gloucester and Woodham. Parapet and façade instability.

Progress

Spoke to Harshad (25/11/10) and they are waiting on their insurance company to make the final decision, but believes they will demolish. Discussed how to apply for demolition consent. He will call when there is an update.

Owner: Harshad Patel

Contact: 03 377 5975

Maintain contact with owner.

Cordons: To remain in place.

Trim Ref: 10/647858

89-95 Stanmore Road**Hubbard's Butchery/Tax Back Now****Situation**

'Unsafe' (Red) building. Building at 93A Stanmore which is causing R3 status to 89, 89A and 95A.

Has been advised to demolish, no application lodged at this time.

No notice has been sent – owner advised that this is an option (in October) and was at the time happy for this to occur.

Owner was advised to demolish. Insurers / Loss adjusters may still be discussing options. No BAE lodged at this time.

Progress

95a Owner: Stuart Grey / **Contact:** 03-384 1487

93 Property Manager: Pak Loke / **Contact:** PakLoke@hotmail.com

Cordons: To remain in place.

325 Stanmore Road**Henry Africa's****Situation**

'Unsafe' (Red) building.

Significant damage to exterior walls.

More damage to building due to aftershocks.

Barrier along corner of Stanmore and Avalon.

Process

Demolition due to start on Wednesday (1/12/10).

Property Manager: Aman Stockman

Contact: (03) 977 4986

Cordons: To remain in place.

Attachment 28 Residual Risk Register

Building Evaluation Transition Team – Residual Risks

Risk	Impact	Likelihood	Control
Failure of new processing system	Consent backlog grows very public failure.	Moderate	
Inability to access critical information regarding properties and contact with property owners.	Frustration from customers, impression that 'left hand doesn't know what right hand is doing'. Frustration from staff, caused by silos of information storage.	Low	Have IT resources devoted to developing a recording system (Worksmart) which can be accessed by all units/teams.
Inability to access critical information regarding properties and contact with property owners – failure to adopt IT solutions.	Frustration caused by ongoing silos of information storage if all units/teams do not transfer to new recording method (Worksmart solution) when it becomes available.	Moderate	Train all staff working with Property Owners (Case Managers, Precinct Managers etc) on use of system. Remove write-access to previous recording systems.
Inconsistent messaging from CCC groups/units/teams to public	Frustration from customers, impression that 'left hand doesn't know what right hand is doing'.	High	Work with Public Affairs (Comms) to develop and circulate Communications Plan (internal & external) to ensure clarity.
Landlord / Property Owners do not circulate information on dangerous buildings accurately to stakeholders	Tenants/public not informed when can or cannot enter buildings. Council blamed for economic impacts of tenants being kept out of buildings (e.g. where cordons are in place.	High	Formal reporting programme with Economic Recovery team and CCC Communications to ensure timely information is available to tenants. Provide communications (letter)
Commercial building owners do not respond to information regarding dangerous buildings (s124 notices)	Enforcement issues. Cordons cannot be removed from buildings posing hazards to public access ways.	Moderate	Assign all cases to 'Case Managers'.
Residential buildings posing risk to other properties may be owned by home-owners without insurance.	Homeowners of 'R3' property unable to return home, and equally unable to remediate their situation.	Moderate	Assign all known cases to 'Case Managers'. Identify support process with EQC, Recovery team, and any other relevant agencies.
Failure of system to adjust swiftly enough to changes in building status.	Cordon adjustments do not occur. Very public failure.	High	Daily liaison with traffic management team to ensure familiarity with cordon status / building status.
Injuries to people caused by falling debris etc within cordon areas	Council may be held liable if cordons are found to be insufficient.	Moderate – High	Cordons are peer reviewed by a structural engineer on at least a weekly basis. Significant cordon removal is completed in consultation

			with building owners CPEng. However, public / organization / political pressure to reduce cordons may result in reduction of barriers prior to removal of hazard.