



1 December 2017

Ref: DOIA 1718-0626

Mr Ryan S  
Email: fyi-request-6797-500f8d27@requests.fyi.org.nz

Dear Mr Ryan S

Thank you for your email of 3 November 2017 to the Ministry of Business, Innovation and Employment requesting, under the Official Information Act 1982 (the Act), the following information:

*I'm looking into earthquake strength of buildings and was wondering if you could provide the following information regarding the buildings that your ministry occupies*

1. *Could you please list all of the locations in which MBIE currently owns or rents within New Zealand.*
2. *If the building is rented, could you please list next to that building site how much it costs the ministry currently per year for the tenancy in that location.*
3. *Could you please further list, if available, the percentage of the building code that the buildings that MBIE occupies are and when the last assessment of their strength was.*
4. *Are any of the buildings that MBIE occupies considered "earthquake prone"?*
5. *What measures are in place regarding staff safety in the event of an earthquake?*

You have requested information about "buildings that your ministry occupies". We have interpreted this to include office buildings that are occupied by Ministry employees in New Zealand. Please note that the Ministry also leases storage facilities and car parks which have not been included in this response.

Further to the above, you have asked for a list of "locations in which MBIE currently owns or rents within New Zealand". We have interpreted this to include locations that the Ministry holds a lease for, and which fall into the interpretation of "buildings that your ministry occupies". Please note that a small number of Ministry employees are based in other agencies' locations under Memorandums of Understanding. The locations that these employees occupy have not been included in this response.

**Questions 1-3:**

Building Address	Cost per annum	New Building Standard (NBS) %	Date of most recent report
Mangere Refugee Resettlement Centre, 251 Massey Road, Mangere East, Manukau	Owned	100%	Construction completed 2016
52 Symonds Street, Auckland	\$ 126,493.26	136%	20/04/2012
39 Paramount Drive, Henderson, Auckland	\$ 350,840.06	82%	16/07/2013

280 Queen Street, Auckland	\$ 2,420,345.16	133%	12/08/2011
45 Queen Street, Auckland	\$ 408,854.00	133%	Not available
25 Davies Ave, Manukau, Auckland	\$ 1,445,264.38	100%	Not available
20 Amersham Way, Manukau, Auckland	\$ 383,524.74	75%	30/10/2015
41 Shortland Street, Auckland	\$ 305,712.11	103%	25/10/2012
135 Albert Street, Auckland	\$ 671,156.93	100%	Not available
502 Rosebank Road, Avondale, Auckland	\$ 84,719.85	100%	Not available
145-161 Cashel St, Christchurch	\$ 1,451,627.14	100%	New Build
55 Wordsworth Street, Sydenham, Christchurch	\$ 484,250.24	100%	Not available
Orchard Road, Christchurch	\$ 33,941.55	73%	31/08/2012
51 Victoria Street, Christchurch	\$ 245,939.85	100%	Not available
481 Moray Place, Dunedin	\$ 103,200.00	100%	21/03/2012
Low Street & Reeds Quay, Gisborne	\$ 7,200.00	45%	Not available
430 Victoria Street, Hamilton	\$ 411,258.00	80%	Not available
45 Yarrow Street, Invercargill	\$ 4,600.08	98%	4/01/2012
19 Bower Street, Napier	\$ 135,863.75	90%	15/07/2013
253 Hardy Street / 9 Buxton Square, Nelson	\$ 80,551.64	80%	26/02/2016
214 Devon Street, New Plymouth	\$ 160,095.60	90%	25/01/2012
61-75 Rangitikei Street, Palmerston North	\$ 461,057.20	75%	11/02/2015
727 Cameron Road, Tauranga	\$ 130,099.90	100%	Not available
15 Beswick Street, Timaru	\$ 7,645.32	121%	Not available
15 Stout Street, Wellington	\$ 7,892,406.99	140%	13/03/2012
110 Featherston Street, Wellington	\$ 825,917.35	100%	1/02/2017
160 Lambton Quay, Wellington	\$ 273,320.00	80%	13/06/2012
117 Lambton Quay, Wellington	\$ 172,827.00	70%	26/03/2012
157 Lambton Quay, Wellington	\$ 392,235.00	70%	30/09/2014
L12, 1 Willis St, Wellington	\$ 236,070.00	95%	13/08/2012
205 Victoria Street, Te Aro, Wellington	\$ 179,520.00	79%	25/11/2011
Stewart Duff Drive, Wellington	\$ 17,040.08	100%	Not available
109-125 Willis Street, Wellington	\$ 353,504.25	71%	18/08/2017
50-64 Customhouse Quay, Wellington	\$ 162,001.51	80%	19/03/2015
1 Walton Leigh Avenue, Porirua, Wellington	\$ 240,089.51	80%	Not available
14 Hartham Place, Porirua, Wellington	\$ 63,607.20	70%	1/09/2013
41 Johnston St, Wellington	\$ 71,296.50	90%	3/06/2015
25 Rathbone Street, Whangarei	\$ 46,680.00	46%	26/07/2013

Please note that 'Cost per annum' includes rental of the building and operational expenditure. Operational expenditure varies from building to building but can include items such as power, cleaning and rates.

Where reports are not available, I refuse that part of your request under section 18(g) of the Act, that the information requested is not held by the department and the person dealing with the request has no grounds for believing that the information is either held by another department or Minister of the Crown or organisation, or by a local authority; or connected more closely with the functions of another department or Minister of the Crown or organisation or of a local authority.

**Question 4:**

The Building Act 2004 defines an earthquake-prone building as one that would have its ultimate capacity exceeded in a moderate earthquake, and if the building were to collapse, the collapse would be likely to cause injury or death or damage to other property. The definition applies to parts of buildings as well as whole buildings.

The Building Act defines the term 'moderate earthquake' in regulations as one that would generate shaking at the site of the building that is of the same duration as, but that is one-third as strong as, the earthquake shaking that would be used to design a new building at that site if it were designed on 1 July 2017. The term 'ultimate capacity' is also defined in regulations.

In practice, an earthquake-prone building is often referred to as one that meets less than 34 per cent of the NBS. The definition of an earthquake-prone building takes into account a range of factors, including different levels of seismic risk around New Zealand. This means a building at 33% in Wellington, where there is relatively high seismic risk, is stronger (in absolute terms) than a building at 33% in Auckland where the seismic risk is lower.

The Ministry does not currently occupy any buildings below the earthquake prone threshold.

**Question 5:**


The Ministry takes the health and safety of its staff very seriously and measures are in place regarding staff safety in the event of an earthquake:

- The Ministry's Intranet hub page, which is accessible to all staff, contains most of the information someone would need in order to stay safe in an earthquake. Please find this information attached as Annex One.
- The Ministry issues regular communications about personal and workplace preparedness, including what to do when an earthquake occurs based on Civil Defence guidelines.
- There are floor wardens and first aiders on every floor. First aiders must maintain their first aid certificate and floor wardens are given six-monthly training.
- First aid kits and Civil Defence cabinets are located on each occupied floor. An emergency procedures document is available in hard copy on floors occupied in the business and an electronic copy is available on the Ministry's intranet.
- All workers are issued with Emergency Get-Away Kits with a number of useful items to help people make their way home safely. Staff are encouraged to personalise these for their unique circumstances.
- The Ministry also completes regular exercises and training for our Incident Management Team.

You have the right to seek an investigation and review by the Ombudsman of our response to your request. Information about how to make a complaint is available at: [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone: 0800 802 602

I trust that you find the information helpful.

Yours sincerely

A handwritten signature in blue ink that reads "Michael" followed by a stylized flourish.

Michael Alp  
**General Manager**  
**Procurement and Property**

## Annex One: Excerpts from the Ministry's Intranet

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### Personal preparedness

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Plan to look after yourself and your loved ones

Many disasters will affect essential services and could disrupt your ability to travel or communicate with your loved ones. You could be confined to your home, or forced to evacuate from your neighborhood. Immediately after a disaster, it won't be possible for emergency services to get help to everyone as quickly as needed.

This is when you are likely to be most vulnerable, which is why it is so important to make a plan to look after yourself and your loved ones for at least 3 days in the event of a disaster.

Get everyone together and agree on a plan

Get your family or household together and agree on a plan. A functional emergency plan will help you to manage your fears about potential disasters, and can help you to respond safely and quickly if a disaster happens. You can get a copy of a household emergency plan and checklist from your local council, or download a printable [Household Emergency Plan](#) [PDF 116KB].

For great information and resources to help kids understand the plan, check out [What's the Plan Stan?](#)

### Emergency survival items

It's more cost-effective to make your own survival kit at home than buy a ready-made one. The Ministry of Civil Defence and Emergency Management recommends including the following items in your survival kit:

- a torch with spare batteries, or a self-charging torch
- a radio with spare batteries
- wind and waterproof clothing, sun hats, and strong outdoor shoes.
- a first aid kit and any essential medicines
- blankets or sleeping bags
- pet supplies
- toilet paper and large rubbish bags for you to use for an emergency toilet
- face masks to protect you from dust.

For more information about useful items to include in your survival kit, check out these [Helpful resources](#).



Looking after your health and wellbeing

Understanding how we will all react to an event is a tricky business.

Some people want to talk about it, others just want to move on really quickly. There is no right or wrong way to respond. The research tells us that an initial 'up or heroic response' can be followed by a bit of crash.

So it makes sense that the more you take care of yourself and your whānau in the early stages, the more you will be able to sustain resilience in the long term.

For more useful information on how to keep yourself and your family safe in an emergency, check out [Protecting your health in an emergency](#).

The Mental Health Foundation has also started a programme to assist Cantabrians with the psychological effects of living with the various disasters that have affected the people of Canterbury in the past few years. It has excellent online resources that would be useful to anyone caught up in a disaster of any kind, you'll find these at [All right?](#)

You may also find the following websites helpful:

- [World Health Organisation](#)
- [Ministry of Health](#)

What to do in different kinds of disasters

What you need to do in an emergency, will depend on the kind of event that caused it.

Floods

<out of scope>

Storms and severe weather

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Earthquakes

Each year we have over 150 earthquakes that are large enough to be felt. A large damaging earthquake could happen any time and can be followed by aftershocks that continue for a long time. Most earthquake-related deaths and serious injuries are caused by collapsing walls, and falling glass and objects caused by the shaking. In a major earthquake, masonry and glass can fall off buildings and into the streets.

During an earthquake:

- If you are inside, drop to the floor, find cover and hold onto something rigid and strong. This is referred to as **Drop, Cover and Hold** [PDF 135KB]. Do not run outside or you risk getting hit by falling masonry and glass.
- If you are outside, move away from buildings, trees, streetlights, and power lines, then **Drop, Cover and Hold** [PDF 135KB].
- Stay there until the shaking stops.
- If an earthquake is very strong and/or long and you are near the beach or coast, move quickly to higher ground in case a tsunami follows the quake.

For more information about earthquakes, see [Geonet](#)

Tsunami

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Volcanoes

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Landslides

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For more information on what to do before, during and after all these kinds of disasters different hazards, visit [get thru](#).

Learn more about getting ready for emergencies

For more information to help you get ready for emergencies at home, check the 'Your safety in a major event - 3 key tasks to care of you and yours' course at [Learn@MBIE](#).

Workplace preparedness

Your health, safety, and security is MBIE's number one priority. And MBIE will help you to prepare for emergencies of every kind. But you need to play your part in helping to keep yourself safe too.

This means making sure you:

- know what to do before, during and after an emergency
- top your emergency getaway kit up with any supplies you may need, and keep it at work
- complete a 'Personal Workplace Emergency Plan'
- know who your floor and building wardens are
- know who on your floor is trained in first aid
- know where to go if your building needs to be evacuated

- let your manager know if you'll need help to evacuate
- keep in touch with us after an emergency.

### Emergency procedures

Emergency procedures explain what to do before, during and after an emergency. You'll need to make sure you're familiar with these so you'll know what to do if there's an emergency of any kind, for example an earthquake, severe weather, a fire, a bomb threat and so on.

### Emergency procedures [PDF 261KB]

### Emergency get away kits

MBIE supplies each of its workers with a basic emergency survival kit. The kit is in an orange backpack. In your kit, you'll find the following items, which are designed to help you to travel from work to home, or another safe place:

- 2 litres of water
- a waterproof poncho
- a first aid kit
- moulded face masks
- torch with batteries
- emergency foil blanket
- gloves.

You'll find your kit under your desk, which is where you should keep it so it's ready for you to take with you in an emergency. It's a good idea to replace the water in your kit every 6 months.

If you need any replacement items for your kit, you can order them from the Facilities team at your site or your operations manager.

### Topping up your kit

For your own comfort, you should top up your kit with some extra items, like:

- walking shoes
- warm clothing
- any personal medicines
- high-energy snacks or bars
- a map and/or compass
- a radio
- a whistle
- extra water



- contact lens solution
- your personal workplace emergency plan.

### Personal Workplace Emergency Plans

It's important to plan for what you'll do if an emergency happens while you're at work. Your plan should include:

- contact details for your family and other members of your household
- contact details for the person responsible for picking up any children you may have
- the addresses of the civil defence centres closest to your work and home
- your plan for getting home from work
- your plan for meeting or contacting your family, if you can't get home from work
- your work contact details, including those for your manager and team.

You should keep a copy of your plan in your emergency get away kit, and at home. You'll find all the information you need to create your plan in this helpful template:

[Personal Workplace Emergency Plan \[PDF 506KB\]](#)

### Evacuation areas

It's important to know where to go to if you have to evacuate. For a list of MBIE evacuation area maps, [see the list of evacuation area maps](#)

If your building isn't on the list, check out your health and safety noticeboard, or ask a **health and safety representative** or floor warden.

### Top tips for evacuating safely

To help you and others in your building evacuate as quickly and safely as possible, make sure you:

- don't go back to your desk - leave straightaway using the nearest exit
- don't take drinks with you - these can spill and cause trips, slips and burns
- don't carry large or awkward items that are difficult to carry
- don't use your mobile phone
- consider choosing work shoes that make evacuation easy.

### When you need help to evacuate

If for any reason you need help to evacuate your building, you must let your **health and safety representative** or floor warden know. They'll make sure your details are recorded on a register kept on the Evacuation Board. This way, you can get the help you need if your building needs to be evacuated.

In an evacuation, you should make your way towards the nearest exit. Make sure the warden knows you're there and need help to evacuate. If your nearest exit is a stairwell, wait until the stairwell is cleared before moving into that area - it's the safest place for you to be until your help arrives.

Staff should advise wardens when they have visitors with a disability that could affect the evacuation of the building.

If you only need help to evacuate for a short time, let your **health and safety representative** or floor warden know when you're able to evacuate on your own again.

#### Floor wardens

It's important to know who your floor wardens are – you'll need to follow their instructions in case of an emergency. You'll find the names of your floor wardens on the Health and Safety noticeboard on your floor.

If you're interested in training as a floor warden, see [First aid and floor warden training](#).

#### First aid

It's important to know who on your floor is trained in first aid – you may need them in an emergency. You'll find their names on the Health and Safety noticeboard on your floor.

If you're interested in training as a first aider, see [First aid and floor warden training](#).

In New Zealand, we have a company that provides first aid kits. For offshore staff, we recommend the [First aid kit - offshore \[PDF 203KB\]](#).

#### Keeping in touch

If there's an emergency, your manager will use the contact details you provide to keep in touch with you. It's important to let your manager know if your contact details change.

You can keep in touch with emergency updates by:

- calling the staff information line on 0508 633 638 – don't worry you don't need to remember this number, you'll find it printed on the back on your ID access card
- checking our website - [www.mbie.govt.nz](http://www.mbie.govt.nz)
- checking for messages on Twitter @MBIEgovtnz
- checking for emails and text messages from your manager.

It's important to do this, so you'll know when it's safe to return to work.

#### First aid & floor warden training

## First aid training

St John provides first aid training for MBIE workers. Your business unit pays for the training, so you'll need to check with your manager before you make a booking.

### [Book a first aid course on the St John's website](#)

Or contact Facilities and they'll book the training for you. See below for contact details.

## Floor warden training

From time to time, your manager may ask for volunteers to become floor wardens. If you volunteer as a floor warden, you'll need special training to help you carry out the role.

Who you need to contact for your floor warden training will depend on your location.

If you're located in...

register your interest for training with...

Stout Street, Wellington or a nearby building

[facilities.stout@mbie.govt.nz](mailto:facilities.stout@mbie.govt.nz)

Cashel Street, Christchurch

[facilities.cashel@mbie.govt.nz](mailto:facilities.cashel@mbie.govt.nz)

Queen Street, Auckland

[facilities.auckland@mbie.govt.nz](mailto:facilities.auckland@mbie.govt.nz)

any other location

your [health and safety representative](#), or your building manager

## Health and safety training

For information about health and safety training courses, including those for health and safety representatives, see:

### [Health and safety training](#)

#### Floor warden emergency procedures

- [Fire](#)
- [Earthquake](#)
- [After hours procedure](#)
- [Helping people with disabilities or injuries](#)

[Fire](#)

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## Earthquake

### After an earthquake

- Open up civil defence cabinets if required.
- Together with first aid staff, assess and record the nature of any injuries sustained. Move any injured staff to a separate room.
- Obtain assistance from other staff:
  - to help first aiders attend to injured staff, and those that may be trapped by heavy objects
  - to record the names of staff present on the floor/work area
  - if staff are panicking and need to be lead to a quiet location.
- Report damage and the nature of any injuries to the Building Warden.
- Wait for notifications from the Building Wardens of whether the building should be evacuated.
- If the decision is made to evacuate, advise all staff to proceed to the designated assembly area.
- If possible, move injured staff to the ground floor once the upper floors have been evacuated.
- If any staff members decide to leave the building before the instruction to evacuate, record their names.
- Once the floor is fully cleared, ensure the fire stairwells are closed and take staff to register at their designated evacuation area.

If in a tsunami risk area, evacuate to an alternate area on higher ground.

### After hours procedure

#### Before an evacuation:

- find the location of the rally point
- become familiar with the emergency plans.

#### During an evacuation:

- clear your floor area where practical (check toilets, kitchens and so on)
- the first tenant (occupant) to the Evacuation board should take note of who comes out of the building. Work with tenants from other organisations co-located in the building
- ask other tenants to help guard entrances and stop anyone entering the building. Move other tenants to the rally point
- when the NZ Fire service arrives, liaise with them.

#### After an evacuation:



- wait until all clear is given by emergency services before going back into the building.

Helping people with disabilities or injuries

#### **Before an evacuation**

- Floor wardens must be made aware of any staff member or visitor (temporary or permanent) with a disability. Individuals with a disability will be given a "buddy" who'll ensure their safety in an emergency.
- To set up the buddy system (nominated caregiver):
  - wardens must talk to the whole team, as they will all be potential buddies (care givers) for the person with the disability
  - if an evacuation chair is required, all the team must be familiar on how to use the chair, including the person with the disability. A good practice is to have regular practices with the chair
  - another good practice is for everyone to know the cell phone number of the person with the disability.

#### **During an evacuation**

- Before the floor warden leaves the floor, they must make sure the person with the disability has at least 1 buddy.
- Report to the Building Warden at the Evacuation board, and note you have a person plus buddy on your floor.
- Follow instructions from Building Warden with duties as required.

Buddy and person with a disability:

- Move into the stairwell when the stairwell is cleared from above.
- If the person is just slow at walking, it's okay to proceed to evacuate.
- If the person is wheelchair bound, wait for instructions. If required to descend follow the instructions from the Building Warden.

Building warden:

- Ensure the disability symbol is displayed against correct floor on the Evacuation Board.
- Update the NZ Fire Service upon arrival, if persons with disabilities and their buddy need assistance.
- OR, update the Evacuation board if person with disabilities and buddy have safely evacuated the building.

Under no circumstance is any person to use the lift to evacuate, unless under the control or instructions of the NZ Fire Service.