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Report to the Environment Committee
from Rian van Schalkwyk, Manager, Emergency Management and
Jane Bradbury, Divisional Manager, Environment

Multi Functional Incident Control Centre

1. Purpose

To inform the Committee of progress with establishing the Multi-Functional Incident Control Centre on Level 8 of the Regional Council Centre.

2. Background

On 15 February 2000 the Environment Committee (Report 00.74) agreed in principle to establish a Multi-Functional Emergency Incident Control Centre, to be located in the rear portion of Level 8 of the Regional Council Centre. It also resolved that negotiations be entered into with American Home Insurance and Pringle House to take over responsibility as lessee of the rear portion of Level 8 at a rental rate to reflect a fair proportion of the present lease.

When this issue was discussed at the meeting, questions were raised about budgetary implications and about the ability of the building to survive an earthquake. Staff were asked to report back on both these issues.

The reasons for the move to Level 8 are threefold:

- We need an incident control centre to be able to respond to major oil spills. A relatively new responsibility for this Council. Experience overseas and in New Zealand has revealed the need for a facility to allow quick and appropriate response to oil spills.
- We are running out of space on Level 3, especially with the inception of the new Environment Co-ordination Department which has three new staff to work on our environmental education strategy.
- If – or when – the Emergency Management Group begins to operate, the Council will act as the administering authority.

3. **Progress**

O'Brien Property Consultants were requested to negotiate with American Home Assurance Company (AHA) and Pringle House Limited for the Council to lease the rear portion of Level 8. American Home Assurance has agreed to the proposal, including the area to be occupied and the rent apportionment. The lease term will expire on 27 September 2002, which is when AHA vacate.

O'Brien's were requested to investigate the earthquake risk of the Regional Council Centre and replied as follows:

1. The Regional Council Centre was constructed in 1987. The building was constructed to meet the seismic code requirements prevailing at the time.
2. Significant seismic code refinements were introduced to New Zealand during 1976, NZS 4203. As the Regional Council Centre post-dates that time, it incorporates all but the very latest seismic code refinements.
3. During the mid 1990's the Regional Council Centre was seismically assessed, and some work was undertaken to improve the seismic performance of the structure. This principally related to work on columns.
4. The Regional Council Centre was audited by Kingston Morrison during August 1996. The report focussed on seismic restraints for plant and equipment within the building. All the substantive Kingston Morrison recommendations, for actions to minimise or mitigate potential loss during seismic activity, were actioned.
5. The Council is now about to seismically upgrade the sprinkler system to ensure that the Regional Council Centre sprinkler system complies fully with the most recent 1996 seismic standards NZS 4541.

The general view of O'Brien Property Consultancy Services was that "without commissioning a specific report, all we can say is that the building should perform as well as any other modern structure during seismic activity."

4. **Will We Still Use the Beehive?**

When this proposal was first mooted, our intention was to vacate the Beehive as its suitability for a variety of reasons, but principally because of access problems and its unsuitability as a marine oil spill response operational centre. We were also unsure how long the Ministry of Emergency Management would allow us to remain there.

Our thinking has now changed a little. We occupy the Beehive at a very low cost (\$225 per month) and we know it is earthquake proof. Under the present legislation we still have an operational response function; under the new legislation it is likely that response operations will be run from territorial local authority premises. Consequently, as the Ministry still appears to want us to remain in the premises (we

provide support for their response capability), it is our intention to retain the Beehive, at least in the short-term. We will reassess the situation at a later date.

5. Budget

O'Brien's have negotiated an annual rent of \$29,438.40 for the space on Level 8.

In addition to this rent, we have been informed that we are liable for a share of the Council's occupancy costs, including direct tenancy costs, share of common area, car park costs and share of loan. This amounts to \$18,500, bringing the total annual cost to \$48,000.

Unfortunately, we did not budget for the tenancy costs. These costs have already been allocated across the Council, although there will be additional ones e.g. cleaning.

In our 2000/1 budget, a sum of \$40,000 has been provided for total re-location costs (\$25,000 for relocating equipment from the Beehive and from Level 3, and \$15,000 for fit-out costs). An annual rent of \$28,000 had been included.

Moving our communication facility from Level 3 will cost \$13,000, which means that, if we reduce the fit-out costs (to \$7,000), we can accommodate the move within budget. The area is already quite well fitted-out, so we should be able to cope with the reduced fit-out costs.

The calculations are set out in the table below.

| | Actual \$ | Budget \$ |
|------------------------|---------------|---------------|
| Rent | 29,500 | 28,000 |
| Share of tenancy costs | 18,500 | Nil |
| Re-location | 13,000 | 25,000 |
| Fit-out | 7,000 | 15,000 |
| Total | 68,000 | 68,000 |
| | | |

However, the actual annual cost will be more than budget because of the unforeseen tenancy costs allocation. We will have to address this in future years, although Council wide, that cost is neutral.

6. Conclusion

In order to provide the much needed additional space for the Environment Division and the establishment of an Incident Control Centre (combined with Emergency Management), Council should proceed with the proposal to relocate the Emergency Management Department, and establish an Incident Control Centre at Level 8 of the Regional Council Centre.

If approval is gained from the Council, the effective establishment date will be 1 September 2000.

7. **Recommendation**

That the Council approve the establishment of a Multi-Functional Incident Control Centre on Level 8 of the Regional Council Centre, from 1 September, 2000.

Report prepared by:

Approved for submission

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