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The region that is the Archdiocese of Wellington ('Archdiocese') is one of the most seismically active parts of New Zealand. Major earthquakes are unpredictable events that occur infrequently and they can have significant consequences.

Earthquakes cannot be prevented, but the impact of a seismic event can be mitigated.

The Building Act 2004 (the 'Building Act') expresses the government's objective for earthquake-prone buildings to be strengthened to the appropriate seismic standards, or alternatively, demolished. It has an underlying objective to reduce the potential for injury, loss of life, or damage to other property that may result from the effects on buildings of a moderate earthquake.

Additionally the Health and Safety in Employment Act 1992 ('OSH Legislation') provides a framework for an adequate facility for employees.

1.0 OBJECTIVE

The primary objective of this policy is to reduce the potential for injury, loss of life, or damage to others property in a moderate earthquake. It will also reduce the potential disruption to parish life and Catholic schooling that may result from an earthquake.

Further policy objectives are

- to ensure that the Archdiocesan responsibilities and obligations under the Building Act and OSH Legislation, with respect to earthquake-prone buildings, are fulfilled
- to ensure priority is appropriately focussed on high-risk buildings
- to ensure future remedial works are undertaken with long-term sustainability in mind

2.0 SCOPE

This Policy:

- forms part of the property policies of the Archdiocese
- inform property decision making for all buildings owned by the Roman Catholic Archbishop of the Archdiocese of Wellington ('The Archbishop')

"Those responsible for buildings" as used in this policy means

- for parishes – As "Corporation Sole" the Archbishop is regarded as the civil-law owner or the legal beneficial owner i.e. holds the property of the parishes in trust, for the benefit of the parishes. Parish Priests, Lay Pastoral Leaders (in collaboration with moderators), and their canonical advisors have the responsibility for parish buildings. The Archdiocese has established the Project Stronger Working Group ('Working Group') to assist parishes with building related processes.

- for schools – The Catholic Schools Board Limited ('CSBL') acting as agent for the proprietor, The Archbishop in collaboration with the Board of Trustees
- for Archdiocesan properties – The Archbishop

3.0 PRINCIPLES

The purpose and principles of the Building Act are also ours. The Building Act seeks to ensure that:

- people who use buildings can do so safely and without endangering their health
- buildings have attributes that contribute appropriately to the health, physical independence, and well-being of the people who use them
- buildings are designed, constructed, and able to be used in ways that promote sustainable development

Furthermore the Archdiocese seeks to ensure that

- all users of our buildings experience them as the physical environment where we *Celebrate God, Share Faith, Grow in Community and Work for Justice and Peace*. A concern over the safety of the building in an earthquake does not aid in this principle
- all buildings in use in the archdiocese are fit for the purposes they are used for

The benefits of aiming for particular levels of strengthening include:

- improved levels of safety for occupants, tenants and the public
- allowance for a change of use to occur, if needed
- greater 'future proofing' against changes in either the legislation or structural codes which may require higher levels of strengthening to be achieved
- leverage for improved insurance
- reduced risk of damage to the building or other properties in its proximity, or impacts on continuity of use

4.0 POLICY

The Archdiocese can give no assurance or guarantee that any building is not earthquake-prone or an earthquake-risk until approved strengthening work has been completed. There are 4 clauses to the policy and to the procedures that together form and create a staged process. While many buildings will proceed through each stage sequentially, the full assessment process is not mandatory if a sensible decision can be made at an earlier stage.

4.1 Prioritisation

- All existing buildings will be prioritised for further assessment
- Those responsible for a building and responsible for those who utilise the building will be informed of the category rating of building as soon as it is known and all the information held by the Archdiocese will be communicated in a timely way, on a periodic basis and by request

4.2 Initial Evaluation

- Based on prioritisation buildings will be assessed by an Initial Evaluation Procedure ('IEP') by December 2013, with buildings prioritised as highest risk receiving priority.
- The IEP will be performed by the a suitably qualified Engineer.
- If an IEP is held already, or has been performed by the local authority, those responsible for a building are required to provide the IEP report to the Archdiocesan Project Working Group (Working Group) for review.
- Those responsible for a building will be informed of the results of an IEP following review and all the information held by the Archdiocese will be communicated in a timely way, on a periodic basis and by request
- All buildings will be rated against new building standards and given a percentage score (New Building Standard percentage (%NBS)) and grading (as per NZ Society of Earthquake Engineering (NZSEE) recommendations)
- The resulting grading will determine the decision making parameters to be used for the ongoing use of the building as outlined in the procedures. Should an IEP indicate a Detailed Assessment (DA) is required (see 4.3), a suitably qualified engineer will be engaged to perform a DA. Buildings identified by the Working Group or Catholic Schools Board Ltd will be prioritised. .

4.3 Detailed Assessment

- A Detailed Assessment ('DA') will be performed by contracting a suitably qualified engineer.
- All priority buildings graded C, D and E (as defined by the NZSEE scheme) in an initial evaluation require a DA within 3 years of receiving an IEP should the decision is made to retain the building for on-going use.
- Those responsible for a building and those responsible for those who utilise the building will be informed of the results of a DA following a review as soon as it is known and all the information held by the Archdiocese will be communicated in a timely way, on a periodic basis and by request
- All buildings will be rated against new building standards and given a percentage score (New Building Standard percentage (%NBS)) and grading (as per NZ Society of Earthquake Engineering (NZSEE) recommendations)The resulting grading will determine the decision making parameters to be used for the ongoing use of the building as outlined in the procedures.

4.4 Improvement Measures

- The final approval on remedy rests with the Archbishop following the norms established by Canon Law for approving extraordinary expenditure.
- Approval first requires those responsible for the building to follow the normal building approval process to ascertain funding streams and the final option for remedy
- For parishes, consultation with other parishes in the Pastoral Area for the proposed work must be undertaken and general support for the proposal from the other parishes must be gained
- For schools, the Vicar for Education assisted by CSBL leads a consultation process with neighbouring Catholic schools and respective parish leadership.
- Remedy to 100%NBS is the ideal. As an interium state, remedy to above 67%NBS is required in the medium term except in exceptional circumstances subject to the particular local considerations

including the staging of projects as resources allow.

5.0 PROCEDURES

5.1 Prioritisation

A 'triage' process, will be completed every 10 years or as required. This allows those responsible for buildings to prioritise buildings for further assessment.

- A factor score and category will be given to each building

Category	Factor score	Risk factors
1 <i>and identified High Risk Heritage buildings</i>	>5	Presents multiple risk factors and a lack of mitigating factors are associated with the building
2	4.1-5.0	Multiple risk factors
3	3.1-4.0	Typically two or more risk factors
4	2.1-3.0	Two risk factors with a number of mitigating factors
5	1.1-2.0	Single risk factor
6	<1.0	Low risk factors

- The category and factor score is not a formal assessment nor a determination
- Decision making parameters
 - No decision on building use or remedy should be based solely on the triage process results
 - Priority should be given to further assessment of
 - Category 1 buildings
 - Historic Places Trust and Local Authority heritage listed buildings
 - Buildings being proposed for renovation
 - Unreinforced masonry buildings
 - Sites with 2 or more buildings in Category 1-2
- Funding
 - This process is funded by the Archdiocese for parishes and through CSBL for schools
- Publication
 - The Archdiocese or CSBL will provide in written form the results of the Triage process to those responsible for the building

5.2 Initial Evaluation

An Initial Evaluation Procedure (IEP) is a system used by engineers to initially assess the risk of buildings in an earthquake of moderate force and prioritise further assessment.

- Assessed buildings will be rated against new building standards and given a percentage score (New Building Standard percentage (%NBS)) and grading (as per NZ Society of Earthquake Engineers (NZSEE) recommendations).

Note that the relative risk is of collapse versus a new building.

%NBS	Grade	Relative Risk	Notes
>100	A+	<1 times	Over designed for emergency use
100	A	-	Standard for new buildings
80-99	A	1-2 times	Current preferred standard for existing buildings
67-80	B	2-5 times	Future focus, preferred minimum
33-67	C	5-10	Medium term focus,
20-33	D	10-25	Short term focus, legally earthquake prone if a public building or multi story residential
<20	E	>25	Immediate focus, legally earthquake prone if a public building or multi story residential

- All IEP reports will be reviewed by the Working Group (for parish buildings) or CSBL (for school buildings) and recommendations made on next steps. CSBL will provide all reports to the Working Group for review periodically.
 - Decision making parameters
 - The Working Group expects that, for some communities, those responsible for the building may choose to temporarily close Grade E buildings, while a discussion is made on future steps. However those responsible for the building may choose to communicate reasons why a building should remain open.
 - Should the decision be made not to close the building, those responsible for the building must:
 - immediately install notification for site visitors of the earthquake status of the building via permanent and prominent signage.
 - consult with the community and continue to consider temporary closure of the facility *pending* future decision making processes
 - Consultation should be a collaborative effort with parishes and

- Catholic schools (incl. Colleges) in the pastoral area and the Archdiocese
 - Consideration should be given to the principles of the Policy
 - The building should not be used by school groups
 - within two months of receiving notification of the assessment as Grade E those responsible for the building are to report back to the Working Group on the actions taken and the results of any process.
 - Buildings assessed as Grade D will require those responsible for the building to immediately:
 - install notification for site visitors of the earthquake status of the building via permanent and prominent signage.
 - consult with the community to *consider* temporary closure of the facility *pending* future decision making processes:
 - Consultation should be a collaborative effort with parishes and Catholic schools (incl. Colleges) in the pastoral area and the Archdiocese
 - Consideration should be given to the principles of the Policy
 - within two months of receiving notification of the assessment as Grade D those responsible for the building are to report back to the Working Group on the actions taken and the results of any consultation process.
 - Buildings assessed as Grade C require:
 - those responsible for the building to display signage as required
 - a decision on proceeding to a DA by the Working Group or CSBL
 - Buildings assessed as Grade B require:
 - a DA to be performed when considering renovation or structural works to see if strengthening the building to 100%NBS is possible or practical
 - Buildings assessed as Grade A are considered by the Archdiocese to be buildings of continual use
 - Buildings assessed as Grade A+ are “over-designed” and will be considered for use in Archdiocesan organisational continuity plans if not required for Civil uses by the State or Local Authority
- Funding
 - The initial assessment process is funded by the Archdiocese for parishes and through CSBL for schools
 - The relocation of activities held in facilities faced with temporary closure is the responsibility of those responsible for the building
 - Publication
 - The IEP will be provided with a covering letter outlining the policy to those responsible for the building
 - The Working Group will provide updates on the Archdiocesan website outlining which buildings are currently closed including timelines and alternative venues for events usually held in that facility.

5.3 Detailed Assessment

A detailed assessment is a procedure used by engineers to *determine* risk as the basis for remedial options. The engineering determination is only the first stage of a final assessment on the remedial actions needed and the cost of the action. Other professional opinions are sought to determine the full cost and process for remedy.

- Finalisation may include :
 - A peer review of the detailed assessment
 - Quantity Surveyor assessment
 - Engineering drawings for the final solution
 - Design Architecture solutions
 - Building services plans
 - Geotechnical engineering assessment
- Once finalised, the DA and supporting assessments/estimates will be used by the Archdiocese as part of the approval process to decide on improvement measures
- If a DA is held already, those responsible for a building are required to provide the report to the Archdiocesan Working Group (for parishes) or CSBL (for schools) for review and possible supplementation by services as above
- Decision making parameters (following a DA)
 - Buildings determined to be Grade E or D
 - For Parishes
 - The requirement is that the process 5.3.1 will be followed
 - For schools
 - CSBL will follow Ministry of Education/APIS guidelines to determine the expectation of use while improvement actions are consider or carried out.
 - Notices will be displayed outlining the percentage new building standard (%NBS) result.
 - Buildings determined to be grade C
 - those responsible for the building to install notification for site visitors of the earthquake status of the building via permanent and prominent signage.
 - Buildings determined to be Grade B will reference the detailed assessment as part of the process of renovation or structural works to see if strengthening the building to 100%NBS is possible or practical
 - Buildings determined to be Grade A are considered by the Archdiocese to be buildings of continual use.
 - Buildings determined to be Grade A+ buildings are “over-designed” for use in civil emergency situations. These will be identified (if any).
- Funding
 - For parishes the assessment process is funded by partnership between the Archdiocese and parish
 - For schools the assessment process is funded through CSBL

The relocation of activities held in facilities faced with temporary closure is the responsibility of those responsible for the building

5.3.1 Process for parishes following receipt of a DA determining Earthquake prone

- A letter is written by the Archbishop outlining the receipt of the DA, the policy and the process that will be followed, and enclosing a copy of this document.
- The Archbishop's letter will be addressed to the Parish Priest or Lay Pastoral Leader and will be copied widely to stakeholders:
 - (if applicable) Local school principal and chairpersons and the Vicar for Education
 - Chairpersons of parish committees
 - Pastoral Area Support Unit team members
 - Working Group team members.
- The process steps covered in the process detail template are:
 1. **Liaison appointed**

The parish shall appoint a liaison person to work with the Working Group. The expectation being that the liaison will update the Working Group Project Manager at least once a month on progress. The updates will be provided to the Working Group.
 2. **Communication**

Upon receipt of the finalised Detailed Assessment parish leadership will communicate to the parish and other users of the building that:

 - the parish has received a Detailed Assessment that confirms the building as earthquake prone and outline the %NBS of the worst performing element of the building
 - the report identifies Critical Structural Weaknesses (CSW) in the building
 - (if applicable) the parish is getting the proposed indicative strengthening works costed
 - the report is available on a website and the web address will be made available for parishioners to download the report. The web address will be published in the parish bulletin/newsletter
 - notices will be displayed outlining the percentage new building standard (%NBS) result. The Working Group will provide the notice template and copies for display
 - parishioners will be part of a consultation process about how we proceed and when, including consultation on the ongoing use or not of the building while we decide on strengthening.

The Working Group will ensure that:

 - the result is published on the Archdiocesan website
 - the report is sent to the Territorial Authority
 - a plain-English DDD (likelihood of Durability, Damage, and/or Death) assessment is commissioned to assist in decision making processes.
 3. **Costing**

If not already present in the Detailed Assessment, the parish may engage engineering and/or quantity surveying resource to complete the development of indicative strengthening plans and costings. *NOTE: This step will not unnecessarily delay the consultation process and will run concurrently with the communication and consultation steps. The Archdiocese can assist with identifying professional resources to enable this step.*

4. Immediate Consultation

The consultation process between the Working Group and the parish commences immediately once the Detailed Assessment has been received.

Within 30 days of the receipt of the communication from the Archbishop a meeting is held between the Working Group and parish leaders, parish liaison person and committees in order for:

- all parties to discuss the report
- the Working Group to present general risk-related information (cf PowerPoint)
- the parish to discuss and clarify the consultation expectations about closure/use of the building while we progress decisions about remediation
- all parties to develop further communication plans

The consultation parameters are defined by the Archdiocesan Policy and Procedures for Earthquake-prone Buildings

Buildings determined to be Grade E or D

- *require an immediate **consultation on closure** with the Working Group and Archbishop.*
 - *The standing expectation is that Grade E buildings will be **closed**.*
- *Warning notices must be displayed for buildings in Grade E and D whether closed or open*
- Grade D buildings (20-33%NBS) are considered Earthquake-prone, the policy requires immediate consultation on closure. Communities should seriously consider with the Working Group the use of these buildings based on information in the Detailed Assessment.
- Grade E buildings (0-19%NBS) are considered significantly Earthquake-prone, the policy requires immediate consultation on closure. The standing expectation is that Grade E buildings will be closed.
 - If a parish desires to explore mitigating factors to continue the use of the building, these discussions should focus on:
 1. The likelihood of the parish's ability to remediate the building. Can the parish:
 - i. quickly remediate the critical structural weaknesses to take the building to a lower risk rating (i.e. a higher percentage of new building standard)?
 - ii. complete the remediation of all critical structural weaknesses and bring the building to an

- iii. appropriate percentage of new building standard?
- iii. fund remediation from parish funds?
- 2. Restrictions on the nature of use until remediation. Is it possible to restrict certain uses of the building to reduce the risk and/or ensure all users are fully informed of the risks prior to use?
- 3. Possible alternative locations. Is it possible that another location will be temporarily suitable?
 - i. If a church, for the celebration of Sunday Eucharist for members of the parish.
 - ii. If a presbytery, for the accommodation of clergy.
 - iii. If an office, for the people who work and volunteer in the building.
 - iv. If a hall, for the activities and events usually held in that building.

5. **Parish response**

Parishes have 30 days following the meeting with the Working Group to respond formally, in writing, to the Working Group on the question of use of the building.

6. **Working group recommendation**

The Working Group meets monthly and will provide a recommendation to the Archbishop at the meeting following the receipt of the formal parish response.

7. **Decision**

After receiving the recommendation, weighing up the information provided by the report, the parish consultation, and response the Archbishop will then issue a formal decision to the parish. Whatever the decision, the Archbishop will ensure pastoral and practical support is offered and arranged for the parish leadership and parishioners.

5.4 Improvement Measures

- ALL building projects requiring the consent of the Archbishop that will result in expenditure of greater than \$12,000, must
 - Outline what earthquake remediation work may be needed in the wider pastoral area, including the potential cost, and
 - Indicate that those responsible for the building have consulted with, and carry the support of, the other parishes, schools and communities in the Pastoral Area for the proposed work, all communities having disclosed their potential earthquake remediation needs.
 - NOTE: For parishes with a Canonical Moderator, his consent is a necessary part of the approval process.
- Multiple options for strengthening buildings should be gained. Where only one option is available this must be compared against the option of demolition and re-building under new design

- Options for strengthening should include remedy to 100%NBS and to different stages of improvement. The following chart (NZSEE, AISPBE report, 2006) outlines the recommendation of the NZ Society of Earthquake Engineering.

Description	Grade	Risk	%NBS	Existing Building Structural Performance
Low Risk Building	A or B	Low	Above 67	Acceptable (improvement may be desirable)
Moderate Risk Building	B or C	Moderate	34 to 66	Acceptable legally. Improvement recommended
High Risk Building	D or E	High	33 or lower	Unacceptable (Improvement required under Act)

Improvement of Structural Performance	
Legal Requirement	NZSEE Recommendation
The Building Act sets no required level of structural improvement (unless change in use) This is for each TA to decide. Improvement is not limited to 34%NBS.	100%NBS desirable. Improvement should achieve at least 67%NBS
Unacceptable	Not recommended. Acceptable only in exceptional circumstances
Unacceptable	Unacceptable

- Funding**
 - For parishes the funding process is led by the local community with the first role to ascertain funding streams
 - For schools this process is funded by CSBL
- Publication**
 - The Working Group will provide updates on the Archdiocesan website outlining which buildings are currently undergoing strengthening work including timelines and alternative venues for events usually held in that facility

6.0 SPECIFIC DEFINITIONS

- The Building Act 2004 (the 'Building Act')
- Health and Safety in Employment Act 1992 ('OSH Legislation')
- Catholic Schools Board Limited ('CSBL')
- Detailed Assessment ('DA')
- Initial Evaluation Procedure ('IEP')
- New Building Standard percentage (%NBS)
- NZ Society of Earthquake Engineers (NZSEE)
- Roman Catholic Archbishop of the Archdiocese of Wellington ('The Archbishop')
- The Archdiocesan Project Stronger Working Group ('Working Group')

7.0 RELATED POLICIES AND PROCEDURES

Norms for Parish Finance Committees

Legislation of New Zealand, including (*but not limited to*):

- Building Act 2004
- Health and Safety in Employment Act 1992
- Crimes Act 1961

8.0 ATTACHMENTS

- Process following a DA result of Earthquake prone

9.0 REFERENCES

None

10.0 REVIEW

This document will be reviewed six-monthly by the Working Group

11.0 EXECUTION

These policy and procedures are executed by:

+ *John A Dew*

Archbishop of Wellington

updated v 3.0 21/06/2013