

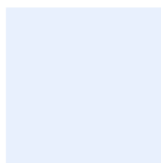
aurecon

Project: Lincoln Fire Brigade
Detailed Seismic Assessment

Reference: 233791
Prepared for: New Zealand Fire Service
Revision: 1
19 June 2020



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Approval			
Author Signature	9(2)a	Approver Signature	9(2)a
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Title	Structural Engineer	Title	Technical Director

Lincoln Fire Brigade

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Building Plan

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Concept Structural Improvement Sketches

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Cost Estimate Summary

1 Introduction

New Zealand Fire Service (NZFS) has engaged Aurecon to undertake a Detailed Seismic Assessment of the **Lincoln Fire Brigade Building** located at 3 James Street, Lincoln, Canterbury.

This assessment has been commissioned as part of a New Zealand Fire Service nationwide Earthquake Strengthening Project for selected Fire Brigade Buildings.

The assessment was undertaken to determine the building's %NBS (New Building Standard) seismic lateral load carrying capacity when considered as an Importance Level (IL) 4 Building (Emergency Service Facility). The NZFS has set criteria that Fire Brigade buildings should achieve a minimum of 67% NBS for an IL4 building.

This report summarises the findings of this seismic assessment and what structural improvements should be considered to increase the buildings %NBS seismic capacity to satisfy NZFS minimum criteria. Where structural improvements have been determined to be necessary cost estimates for the installation of these improvements have been provided. This report does not address other Building Code requirements such as Fire Safety and Accessibility.

The report has been revised following a reassessment of the critical structural elements.

2 Building Description

Aurecon staff have reviewed available design documentation and visited the building to confirm its structural system. The following table summarises the key features of the building from a structural perspective.

Date of Design/Construction	1968
Gross Floor Area	350 m ²
Foundation System	Perimeter reinforced concrete foundation beam with concrete slab on grade
Wall/cladding system	Reinforced concrete blockwork walls – ground floor Lined timber framed walls – 1 st floor
Roof System	Lightweight metal roof on timber purlins on steel portal frame and lined timber framed walls – 1 st floor Reinforced concrete slab and beams on reinforced concrete frame and concrete blockwork walls – ground floor Reinforced concrete slab is assumed to provide rigid diaphragm action
Lateral Load Resisting System – Longitudinal direction	Combination of reinforced concrete blockwork walls and reinforced concrete frames – ground floor Lined timber framed walls – first floor
Lateral Load Resisting System – Transverse Direction	Combination of reinforced concrete blockwork walls and reinforced concrete frames – ground floor Lined timber framed walls – first floor

A plan drawing of the building is included in Appendix A.

A selection of photos of the building is included in Appendix B.

3 Assessment Methodology

The Assessment of the building involved performing the following tasks:

- Reviewing available design documentation
- Inspecting the building to undertake site measurements and confirm the building's components and structural systems
- Undertaking a desktop geotechnical assessment to determine the site subsoil classification
- Performing derivation of loads and analysis using the provisions of relevant structural design codes and technical society publications.

The following table summarises the principal parameters used for the derivation of earthquake loads and the analysis of the building.

Parameter	Value
Design Working Life (remaining)	50 years
Importance Level	4
Return Period Factor (R)	1.8
Site Subsoil Classification	D
Period (seconds)	0.4 seconds (longitudinal direction) 0.4 seconds (transverse direction)
Hazard Factor (Z)	0.3
Near Fault Factor (N)	1.0
Structural Ductility Factor – ground floor	1.25 (longitudinal direction) 1.25 (transverse direction)
Structural Ductility Factor – first floor	2.5 (pre 1978 light timber framed building)

4 Assessment Results

The previous DSA established the critical structural Weakness as the infill masonry walls, which provided the building rating of 36%NBS(IL4). The new 2017 MBIE guidelines now include a methodology to more accurately assess this element.

The results of the original assessment have been updated to account for the masonry infill present in some frame lines in the longitudinal direction. The behavior of the infill panels and the frame elements immediately adjacent to them have been assessed in accordance with section C7 of the Assessment Guidelines. No other updates have been made to the original assessment.


The updates performed have been based on the site measure and mark-up produced for the original assessment. Assumptions have been made to enable this, and are listed below:

- Site measure was accurate
- The infills are unreinforced (there are some areas marked with both reinforced and unreinforced, so unreinforced has been used to remain conservative).
- It is noted in the original calculation package that a 'gap' exists between the blockwork and frame in places. The pictures seem to indicate this has opened between the original structure and the extension and will not impact the masonry infill.

It should also be noted that no additional information on the structure has been used in this update. Reinforcing content, member sizes, and member capacities which were calculated in the original assessment have been reused here. The updated %NBS table can be found below:

Element	% NBS Capacity	Commentary
Unreinforced infill masonry panels out-of-plane.	100%*	Assessed in accordance with section C7 of the Assessment Guidelines.
Lined timber framed walls – first floor	86%	Limited by capacity in longitudinal direction
Ground floor concrete frames, infill panels, and reinforced blockwork walls – longitudinal direction.	50%*	Limited by combined capacity of elements in the longitudinal direction. Masonry infill panels and adjacent frames assessed in accordance with Section C7 of the Assessment Guidelines.
Ground floor concrete blockwork walls - transverse	56%	Limited by capacity in transverse direction
Diaphragm	100%	Assume diaphragm capacity is adequate
Foundation	100%	Assume foundation strength is adequate

* - Updated Rating



The governing element of the building's lateral load resisting system is therefore the unreinforced infill panels and frames in the longitudinal direction. They do not meet the minimum NZFS criteria of 67% when considered as an Importance Level 4 Building

To achieve the minimum 67% NBS for an IL4 building the lateral load carrying capacity, as stipulated by the NZFS, structural improvements will be required. The following section of the report looks at methods of increasing the %NBS of the lateral load carrying capacity of the building.

The building has suffered some earthquake damage which has reduced its load carrying capacity. There is evidence of cracking in the front beam and gap opening between the workshop and original structure.

5 Seismic Improvement Requirements

Based on the findings of the assessment the following method has been identified to increase the %NBS lateral load carrying capacity of the building to achieve the NZFS minimum %NBS criteria of 67% NBS for an IL4 building:

- Reinforce the concrete blockwork infill on the ground floor to resist forces to 67%

This has been based on undertaking an initial concept design. Concept sketches for these improvements based on undertaking an initial concept design are included in Appendix C.

An initial cost estimate for the structural improvement works has been developed by cost consultant Rider Levitt Bucknall. The cost of the works, including an allowance for miscellaneous architectural and building services works, was originally estimated at \$28,000 (exclusive of GST). A summary breakdown of this cost is provided in Appendix D. A new QS estimate is likely to be required following the report update, or an update of this cost based on an increase in the Construction Cost Index (CCI).

6 Conclusions and Recommendations

The assessment has indicated the building achieves a %NBS capacity of **50%NBS(IL4)** when considered as an Importance Level 4 Building.

This does not meet the New Zealand Fire Service minimum of 67%NBS for an IL4 building.

Structural improvements have been suggested to increase the buildings %NBS lateral load carrying capacity to meet the New Zealand Fire Service minimum %NBS requirements.

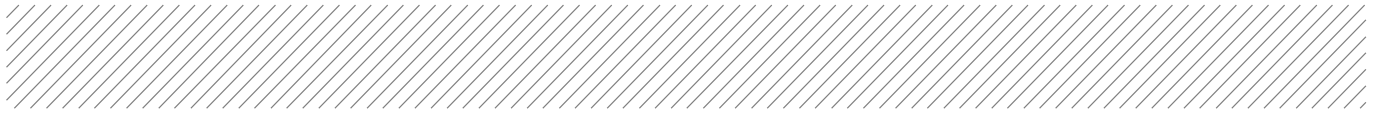
The original cost estimate for these structural improvements based on initial concept designs are \$28,000 (exclusive of GST). A new estimate from a quantity surveyor or application of a CCI factor is required to update this cost.

Detailed design and a building consent application are required to be completed prior to the installation of the suggested structural improvements.

It is recommended that the earthquake damage observed is repaired at the same time as carrying out the strengthening work.

7 Explanatory Statement

- The information contained in this report has been prepared by Aurecon at the request of its client and is exclusively for its client's use and reliance. It is not possible to make a proper assessment of this review without a clear understanding of the terms of engagement under which it has been prepared, including the scope of the instructions and directions given to and the assumptions made by Aurecon. The report will not address issues which would need to be considered for another party if that party's particular circumstances, requirements and experience were known and, further, may make assumptions about matters of which a third party is not aware. Aurecon accepts no responsibility or liability to any third party for any loss or damage whatsoever arising out of the use of or reliance on this report by that party or any party other than our Client.
- This report contains the professional opinion of Aurecon as to the matters set out herein, in the light of the information available to it during preparation, using its professional judgment and acting in accordance with the standard of care and skill normally exercised by professional engineers providing similar services in similar circumstances. Aurecon is not able to give any warranty or guarantee that all possible damage, defects, conditions or qualities have been identified.
- The report is based on information that has been provided to Aurecon from other sources or by other parties. The report has been prepared strictly on the basis that the information that has been provided is accurate, complete and adequate, except where otherwise identified during site investigation inspections. To the extent that any information is inaccurate, incomplete or inadequate, Aurecon takes no responsibility and disclaims all liability whatsoever for any loss or damage that resulting from any conclusions based on information that has been provided to Aurecon.
- The inspections of the building discussed in this report have been undertaken to inspect structure and confirm adequacy of the existing drawings. This report does not address building defects. Where site inspections were undertaken, they were restricted to visual inspections with intent to determine existing building main structural elements only.



Appendix A

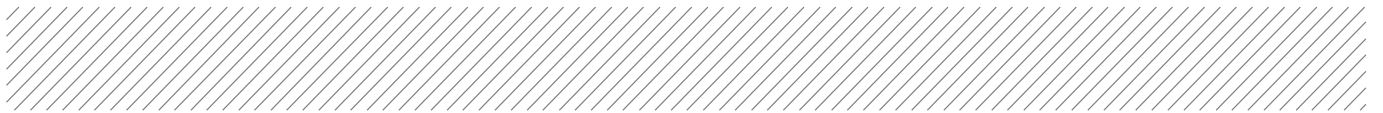
Building Plan

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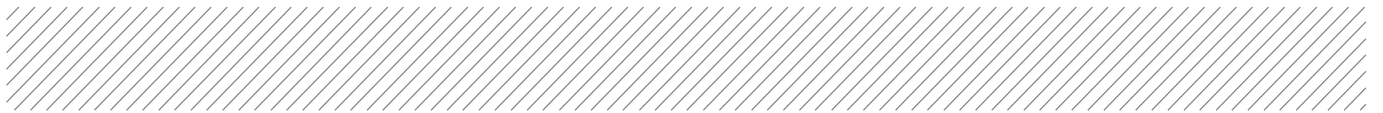
Appendix B

Site Photographs

<p>West Elevation</p>	
<p>South Elevation – addition</p>	
<p>East Elevation – addition</p>	



<p>North Elevation – addition</p>		
<p>North Elevation – original structure</p>		
<p>North Elevation – cracking along interface of columns and infill</p>		



<p>North Elevation – cracking in the concrete column</p>		
<p>West Elevation – evidence of plastic hinge in beam and separation of addition from original structure</p>		
<p>Internal Elevation – cracking at interface between column and infill</p>		



Internal Elevation
– appliance bay

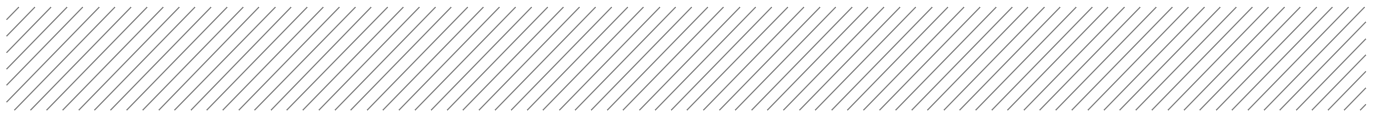


Cracking in floor
slab



Internal Elevation
– cracking in
plasterboard
beside window
on first floor





Internal Elevation
– social room on
first floor

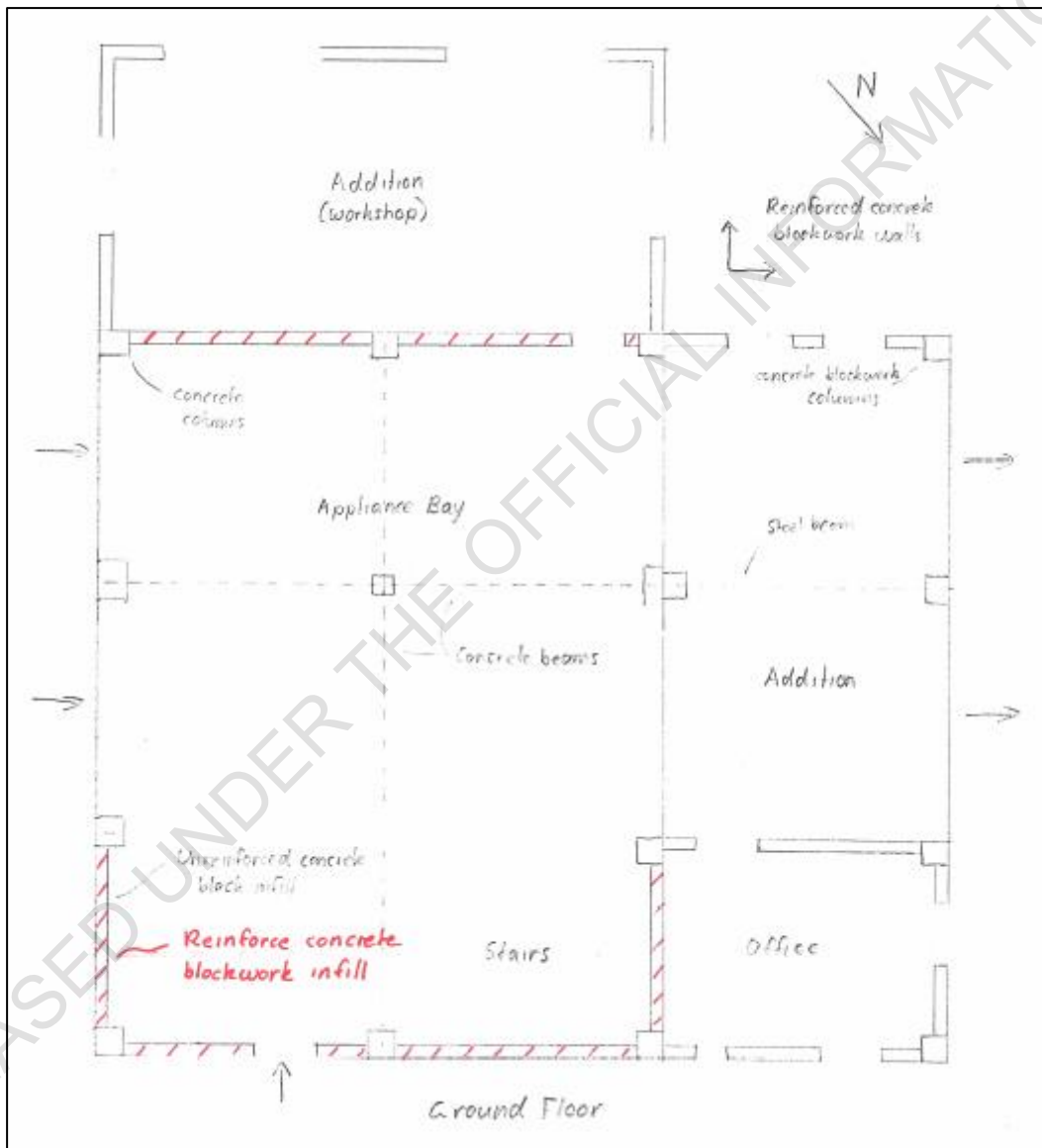


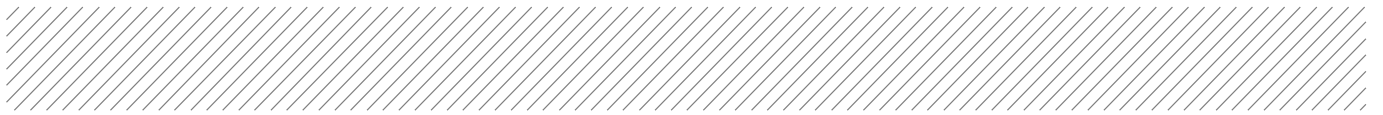
Internal Elevation
– cracking in
plasterboard
above door
opening on first
floor



Appendix C

Concept Structural Improvement Sketches





Appendix D

Cost Estimate Summary

RELEASED UNDER THE OFFICIAL INFORMATION ACT 1982

ITEM DETAILS

I LINCOLN FIRE STATION

I1 Strengthening Works

Rates current at February 2013

Item	Description	Unit	Qty	Rate	\$
SW	STRUCTURAL WALLS				
1	Strengthen existing blockwork walls	m2	57	250.0	14,250
	Element SW total				14,250
WF	WALL FINISHES				
1	Make good wall linings	Item			2,000
	Element WF total				2,000
EL	ELECTRICAL SERVICES				
1	Allowance to remove electrical items affected by works, store and reinstate	Item			1,000
	Element EL total				1,000
SS	SPECIAL SERVICES				
1	Allowance to maintain operable services at all times	Item			500
	Element SS total				500
XW	EXTERNAL WORKS				
1	Allowance to reinstate planting, paving and asphalt surfaces on completion	Item			500
	Element XW total				500
SU	SUNDRIES				
1	Allowance for site mobilisation	Item			2,000
	Element SU total				2,000
PG	PRELIMINARIES				
1	Preliminary & General (10%)	Item			2,025
	Element PG total				2,025
MG	MARGINS				
1	Contractor's Margin (8%)	Item			1,782
	Element MG total				1,782
CN	CONTINGENCIES				
1	Contract Contingency (15%)	Item			3,608
2	Rounding	Item			335
	Element CN total				3,943
Page Total					28,000

ITEM DETAILS

I LINCOLN FIRE STATION

I1 Strengthening Works

Rates current at February 2013

Item	Description	Unit	Qty	Rate	\$
EX SPECIFIC EXCLUSIONS					
1	Building & Resource Consent Fees	Item			Excl.
2	Professional Fees	Item			Excl.
3	Insurance Costs	Item			Excl.
4	Relocation Costs	Item			Excl.
5	Furniture, Fixtures & Equipment	Item			Excl.
6	Communication & Data Systems	Item			Excl.
Element EX total					

Total 28,000

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Construction Cost Consultants

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to life*

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United Arab Emirates, Vietnam.

RELEASE UNDER THE OFFICIAL INFORMATION ACT 1982

29 April 2025

Dear Sir/Madam,

RE: 1 James Street, Lincoln (LINCOLN FIRE BRIGADE)

2404136000

Earthquake Prone Building notice – building owners obligations

Re: Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Bill

We are writing to you as a reminder of your owner obligations regarding the identified earthquake prone building above, and to advise following the recent Government announcement regarding extensions to existing Earthquake prone building notices under the above Bill.

The Government recently passed a Bill* that allows the extension of current remediation timeframes for earthquake prone building by four years, for those buildings with deadlines that had not expired as at 2 April 2024.

The notice for your building has been amended and the updated notice, with the four year extension, will be affixed to the building by us in the coming weeks, replacing the previous timeframe. A copy of the notice is attached to this Letter.

Current Earthquake-prone status in Selwyn

Earthquake prone building notices affixed to buildings / listed on the national register	36
Exemptions granted under S133AN and notices affixed to buildings	3
Strengthening work completed/building demolished and earthquake prone building notice removed	11

Owners obligations reminder

As a building owner there are a number of obligations that you need to be aware of under the Building Act 2004.

You have a specified timeframe to carry out strengthening work or demolish your building – refer to the EQPB notice on the building for the specific date that this work needs to be done by, which now includes a 4 year extension to the original date.

Or you might be able to apply for an exemption under section 133AN* from the requirement to carry out strengthening work if your building meets certain characteristics set out in the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005 clause 10 and Schedule 4. You can apply for an exemption in writing, detailing the occupancy and frequency of use of the building to show how you believe it meets the regulations, you can email us at building.compliance@selwyn.govt.nz. Remember, the notice on your building contains information for building users, so it is essential that you notify the Council without delay if your EQPB notice becomes illegible, is defaced, or removed from the building. This helps us to work with you to

ensure ongoing compliance. Offences in respect of earthquake prone buildings are listed in section 133AU* of the Building Act 2004.

Please don't hesitate to contact us if you have any questions or wish to discuss the status of your building further; we are here to help provide guidance.

*Relevant sections of the legislation are attached to this letter for your information.

What will the Council be doing?

Council staff will be affixing updated notices with new compliance dates, regularly monitoring that notices remain in place and are legible and maintaining records of monitoring inspections.

If you'd like to discuss your building and any approvals needed for strengthening work we're here to help. We can guide you with understanding the legislation and work with you through to successful completion where we can remove the notice from your building.

Maintaining and updating our records and the MBIE national database as strengthening work occurs.

We'll send out regular communications to keep you informed of progress across the district, any changes to the legislation, and ensure you know who to contact.

Yours sincerely

A black rectangular box containing the white text "9(2)a", which is a redaction of a signature.

Pippa Jones
Team Leader Building Compliance

Building (Earthquake-prone Building Deadlines and Other Matters) Amendment Bill

General policy statement

Earthquake-prone building remediation deadlines

The key purpose of the Bill is to extend remediation timeframes for earthquake-prone buildings by four years, with a limited power to extend deadlines by a further period of up to 2 years by Order in Council. Buildings with deadlines that have not expired as at 2 April 2024 will be eligible for the initial 4-year extension, with the extension applying retrospectively from 2 April 2024. If an Order in Council is issued, buildings with deadlines that have not expired as at the date of the order (including those identified between commencement of the amendment Act and the date of the order) will be eligible for the further extension of up to 2 years.

The extension will provide clarity and certainty as to the statutory obligations of building owners and territorial authorities while a review of the management of seismic risk in existing buildings and any subsequent legislative amendments take place. It will also prevent large clusters of deadlines from expiring during that time, which will avoid a potentially substantial enforcement burden on territorial authorities during the period of the review.

Territorial authorities must automatically reissue earthquake-prone building notices for all eligible buildings following the passage of the Bill, and again if an Order in Council is issued as enabled by this Bill. Territorial authorities must also update the online Register of earthquake-prone buildings in line with the reissued earthquake-prone building notices.

Amendments relating to earthquake-prone buildings

Clauses 13 to 21 set out amendments to existing provisions (sections 133AD, 133AE, 133AL, 133AM, 133AO, 133AS, 133AU, and 133BZA) and insert *new sections 133AMA to 133AMC*. This package of amendments is intended to alter the deadlines for completing required seismic work on earthquake-prone buildings in the following way.

Clause 16 amends section 133AM by limiting the application of that section to situations where the deadlines for completing seismic work expired on or before 1 April 2024.

New section 133AMA sets out new deadlines that will apply if the owner of a building or part of a building is required to complete seismic work on the building or part on or after 2 April 2024 (as a result of an earthquake-prone building notice (an **EPB notice**) issued before the commencement of this section). *New section 133AMA(3)* provides that the new deadline for completing this seismic work is the latter of—

- 4 years after the deadline specified in the relevant EPB notice;
- any further extension to that deadline that is specified by Order in Council referred to in *new section 133AMC*.

New section 133AMB specifies a deadline for completing seismic work if the owner of a building or part of a building is required to complete seismic work on or after the commencement of that section (as a result of an EPB notice issued on or after the commencement).

Under *new section 133AMB(3)*, the deadline in that situation will be,—

- in an area of low seismic risk, 35 years for any building;
- in an area of medium seismic risk, 12 years and 6 months for a priority building and 25 years for any other building;
- in an area of high seismic risk, 7 years and 6 months for a priority building and 15 years for any other building.

However, *new section 133AMB(4)* provides a special rule for deadlines extended for a heritage building.

New section 133AMC provides that the deadlines set in *new sections 133AMA and 133AMB* may be extended by an Order in Council for a period not exceeding 2 years.

Relevant sections of the legislation referenced in the letter: Building Act 2004

133AN Owner may apply for exemption from requirement to carry out seismic work

- (1) The owner of a building or a part of a building that is subject to an EPB notice may apply to a territorial authority for an exemption from the requirement to carry out seismic work on the building or part.
- (2) An application must be in writing and must be accompanied by any fee imposed by the territorial authority under [section 219](#).
- (3) The territorial authority must deal with the application promptly, by doing one of the following:
 - (a) if the territorial authority is satisfied that the building or the part of the building has the prescribed characteristics (*see* [section 401C\(b\)](#)),—
 - (i) granting the exemption and issuing an EPB exemption notice; and
 - (ii) recording the details of the exemption in the EPB register and updating other information in the EPB register as necessary; or
 - (b) notifying the owner in writing that the exemption has not been granted.
- (4) An EPB exemption notice must—
 - (a) identify the building or the part of the building that is subject to an EPB notice; and
 - (b) state that the owner of the building or the part of the building is exempt from the requirement to carry out seismic work on the building or part; and
 - (c) give the territorial authority's reasons for granting the exemption.
- (5) A territorial authority may review an exemption at any time, and may revoke it if satisfied that the building no longer has the prescribed characteristics.
- (6) An exemption stays in force until the territorial authority revokes it.
- (7) As soon as practicable after revoking an exemption, a territorial authority must—
 - (a) reissue an EPB notice under [section 133AL](#) for the building or the part of the building that is earthquake prone; and
 - (b) record the details of the revocation in the EPB register and update other information in the EPB register as necessary.

Section 133AN: inserted, on 1 July 2017, by [section 24](#) of the Building (Earthquake-prone Buildings) Amendment Act 2016 (2016 No 22).

Offences

Heading: inserted, on 1 July 2017, by [section 24](#) of the Building (Earthquake-prone Buildings) Amendment Act 2016 (2016 No 22).

133AU Offences in relation to earthquake-prone buildings

Failure to complete seismic work

- (1) The owner of a building or a part of a building that is subject to an EPB notice who fails to complete seismic work on the building or part by the deadline that applies under [section 133AM](#)—
 - (a) commits an offence; and
 - (b) is liable on conviction to a fine not exceeding \$200,000.

Failures relating to EPB notices and EPB exemption notices

- (2) A person commits an offence if—
 - (a) a territorial authority requires the person to attach an EPB notice or an EPB exemption notice on or adjacent to a building under [section 133AP](#); and
 - (b) the person—
 - (i) fails to attach the notice in accordance with that section; or
 - (ii) attaches the notice otherwise than in accordance with that section.
- (3) A person commits an offence if—
 - (a) the person is required under [section 133AP\(2\)\(a\)](#) to notify the territorial authority when an EPB notice or an EPB exemption notice ceases to be attached on or adjacent to a building or becomes illegible; and
 - (b) the person fails to notify the territorial authority in accordance with that section.
- (4) A person who commits an offence under subsection (2) or (3) is liable on conviction to a fine not exceeding \$20,000.

Failure to comply with safety requirements

- (5) A person who fails to comply with [section 133AR\(4\)](#) commits an offence and is liable on conviction—
 - (a) to a fine not exceeding \$200,000; and
 - (b) in the case of a continuing offence, to a further fine not exceeding \$20,000 for every day or part of a day during which the offence continues.

Section 133AU: inserted, on 1 July 2017, by [section 24](#) of the Building (Earthquake-prone Buildings) Amendment Act 2016 (2016 No 22).

Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005

Earthquake-prone buildings subject to EPB notices

Heading: inserted, on 1 July 2017, by regulation 8 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Amendment Regulations 2017 (LI 2017/136).

10 Exemption from requirement to carry out seismic work: required building characteristics

- (1) This regulation sets out the characteristics that a building or a part of a building must have for a territorial authority to grant an exemption, under section 133AN of the Act, from the requirement to carry out seismic work on the building or part.
- (2) The territorial authority must be satisfied that the building or the part of the building has all of the following characteristics:

Intensity of occupation and passage: nil to low or low to moderate (current)

- (a) the intensity of occupation and passage in and near the building or part meets the definition in Schedule 4 of—
 - (i) nil to low intensity; or
 - (ii) low to moderate intensity; and

Intensity of occupation and passage: nil to low or low to moderate (expected)

- (b) the intensity of occupation and passage in and near the building or part is likely, for the foreseeable future, to meet the definition in Schedule 4 of—
 - (i) nil to low intensity; or
 - (ii) low to moderate intensity; and

Collapse of building or part in moderate earthquake unlikely to have certain impacts

- (c) either—
 - (i) the collapse of the building or part in a moderate earthquake is unlikely to result in the death of, or injury to, more than a low number of persons in or near the building or on any other property because of the way in which the building or part is expected to collapse in a moderate earthquake; or
 - (ii) the following is true in respect of the building or part:
 - (A) paragraphs (a)(i) and (b)(i) apply to it (which means that the intensity of occupation and passage in and near the building or part is, and for the foreseeable future is likely to be, nil to low intensity); and
 - (B) if the building or part is adjacent to, adjoining, or nearby any other building or property, it is likely that the intensity of occupation and passage in and near the other building, or in, on, or near the other property is, and in the foreseeable future will be, nil to low intensity (in the case of property, with all necessary amendments); and
- (d) either—
 - (i) the collapse of the building or part in a moderate earthquake is unlikely to result in more than minor damage to any other property because of the way in which the building or part is expected to collapse in a moderate earthquake; or
 - (ii) the building or part is not, and is not likely in the foreseeable future to be, adjacent to, adjoining, or nearby any other building or property (excluding land); and
- (e) no strategic transport route would be impeded if the building or part collapsed in a moderate earthquake—
 - (i) because of the way in which the building or part is expected to collapse in a moderate earthquake; or
 - (ii) because of the building's or part's lack of proximity to strategic transport routes; and

Not needed for use in emergency

- (f) the building or part is not likely to be needed for use for emergency services.

- (3) In this regulation,—

emergency services means the provision of any of the following in an emergency:

- (a) emergency shelter;
- (b) emergency centre;
- (c) emergency medical services;
- (d) emergency response services (for example, policing, fire, ambulance, and rescue services)

nil to low intensity and **low to moderate intensity** are defined in Schedule 4

strategic transport routes means all transport routes of strategic importance (in terms of an emergency response), if any, that the territorial authority has identified by the special consultative procedure in section 83 of the Local Government Act 2002 if initiated for the purpose of section 133AE(1)(f) of the Act.

Regulation 10: inserted, on 1 July 2017, by regulation 8 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Amendment Regulations 2017 (LI 2017/136).

Schedule 4

Seismic work exemption: definitions relevant to intensity of occupation and passage in and near earthquake-prone building

r 10(2)(a), (b), (3)

Schedule 4: inserted, on 1 July 2017, by regulation 9 of the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Amendment Regulations 2017 (LI 2017/136).

Meaning of nil to low intensity and of low to moderate intensity

Nil to low intensity means, in relation to the intensity of occupation and passage in and near a building or part, that occupation and passage is (in each case as defined in the second column)—

- (a) nil; or
- (b) always low numbers for short durations (but may be frequent); or
- (c) infrequent and always low in number, but sometimes more than short durations; or
- (d) infrequent, but sometimes more than low in number, always for short durations.

Low to moderate intensity means, in relation to the intensity of occupation and passage in and near a building or part, that occupation and passage is (in each case as defined in the second column)—

- (a) frequent, always low in number, sometimes for more than short durations (but in very low numbers); or
- (b) infrequent, sometimes more than low in number, sometimes for more than short durations; or
- (c) frequently more than low in number (but always for short durations).

Further definitions relevant to intensity

Nil to low intensity

Nil means no person is ever present in or near the building or part (for any length of time).

Always low numbers for short durations (but may be frequent) means—

- (a) the number of persons present in or near the building or part at any time is always a low number; and
- (b) no person who is present in or near the building or part ever remains present for more than a short duration.

Infrequent and always low in number, but sometimes more than short durations means—

- (a) the building or part has persons present in or near it only infrequently; and
- (b) the number of persons present in or near the building or part at any time is always a low number; but
- (c) sometimes (or always), 1 or more persons who are present in or near the building or part remain present for more than a short duration.

Infrequent, but sometimes more than low in number, always for short durations means—

- (a) the building or part has persons present in or near it only infrequently; and
- (b) the number of persons present in or near the building or part at a time is not always (or is never) a low number; and
- (c) no person who is in or near the building or part ever remains present for more than a short duration.

Low to moderate intensity

Frequent, always low in number, sometimes for more than short durations (but in very low numbers) means—

- (a) frequently, the building or part has persons present in or near it; and
- (b) the number of persons present in or near the building or part at any time is always a low number; and
- (c) sometimes (or always), persons who are in or near the building or part remain present for more than a short duration (persons A), but the number of persons A present at a time is always 1 or a number close to 1.

Infrequent, sometimes more than low in number, sometimes for more than short durations means—

- (a) the building or part has persons present in or near it only infrequently; but
- (b) the number of persons present in or near the building or part at a time is not always (or is never) a low number; and
- (c) sometimes (or always) 1 or more persons who are in or near the building or part remain present for more than a short duration.

Frequently more than low in number (but always for short durations) means—

- (a) frequently, the number of persons present in or near the building or part at a time is more than a low number (a **higher number**); but
- (b) the duration of time that a higher number remains present in or near the building or part is only ever short; and
- (c) no person who is in or near the building or part ever remains present for more than a short duration.



Lincoln Fire Station, 3 James Street, Lincoln, Te Ihu

Introduction

This is a subsidiary plan

The asbestos management plan for this workplace is in two parts:

- Our [Organisation-wide asbestos management plan](#) provides the details for how all Fire and Emergency New Zealand workplaces must manage and control asbestos and asbestos-containing material (ACM).
- This site-specific asbestos management plan provides the details for how this specific workplace will manage and control the asbestos and ACM at this particular site.
Note: The 'Site asbestos record' spreadsheet for the workplace also forms part of this site-specific plan.

Workplace details

This asbestos management plan relates to Lincoln Fire Station at 3 James Street, Lincoln, Te Ihu.

PCBUs for this workplace

Managing and controlling asbestos is the responsibility of the 'person conducting a business or undertaking' (PCBU) at the workplace, as defined in the Health and Safety at Work Act 2015 (the HSWA).

Fire and Emergency is the only PCBU for this workplace.

If you have questions

For any questions about this document, first see the workplace's OIC or manager.

Contents

This plan contains the following content:

- [Asbestos locations in this workplace](#)
- [Managing and controlling the identified asbestos risks](#)
- [Site plan](#)
- [Managing incidents and emergencies involving asbestos](#)
- [Managing work involving asbestos](#)
- [Keeping this plan in use and up-to-date](#)
- [Appendix A – Asbestos Records](#)

Asbestos locations in this workplace

Where asbestos is identified

This asbestos management plan is informed by the asbestos management survey report produced for this site by Asbestos Survey Group (ASG) and issued in November 2019 to Fire and Emergency. ASG undertook an asbestos management survey of this site on 23 September 2019.

Asbestos or ACM has been identified (or is presumed to be present) in 1 location(s).

- For details of the specific locations, see the [Site plan](#) in this document and the site asbestos records stored:
 - in hard copy, attached to the back of this document
 - ⊖ electronically, in Fire and Emergency’s National Property drive.
- For full details on how we surveyed to identify these locations, see the asbestos survey report saved in the same electronic locations as above.
- The asbestos or ACM was identified by presumption.

Signage locations

No signage or labels have been posted at this workplace.

Information for personnel

To inform Fire and Emergency personnel about all the asbestos that’s present at this site we will make this plan and the asbestos records attached to it available to all personnel working at the site, or when personnel visit the site, at site induction.

Training personnel

We will follow section 7.2 of the [Organisation-wide asbestos management plan](#) to decide who to train and when.

We will give asbestos-related training to the following Fire and Emergency personnel.

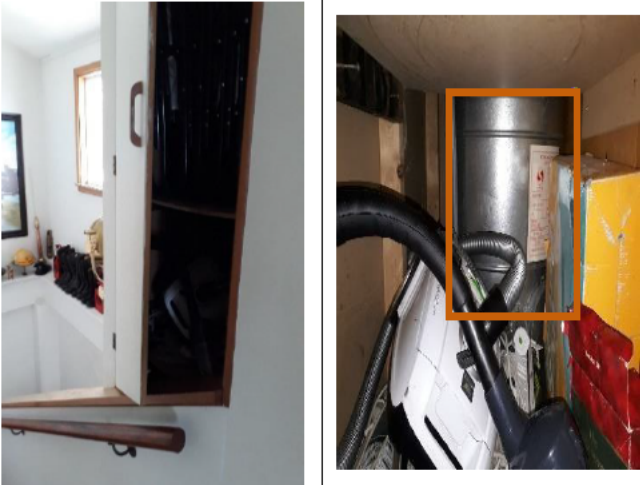
Trainee(s)	Training type	Date
TBA	Asbestos Awareness or similar	TBA

Managing and controlling the identified asbestos risks

Management and control decisions

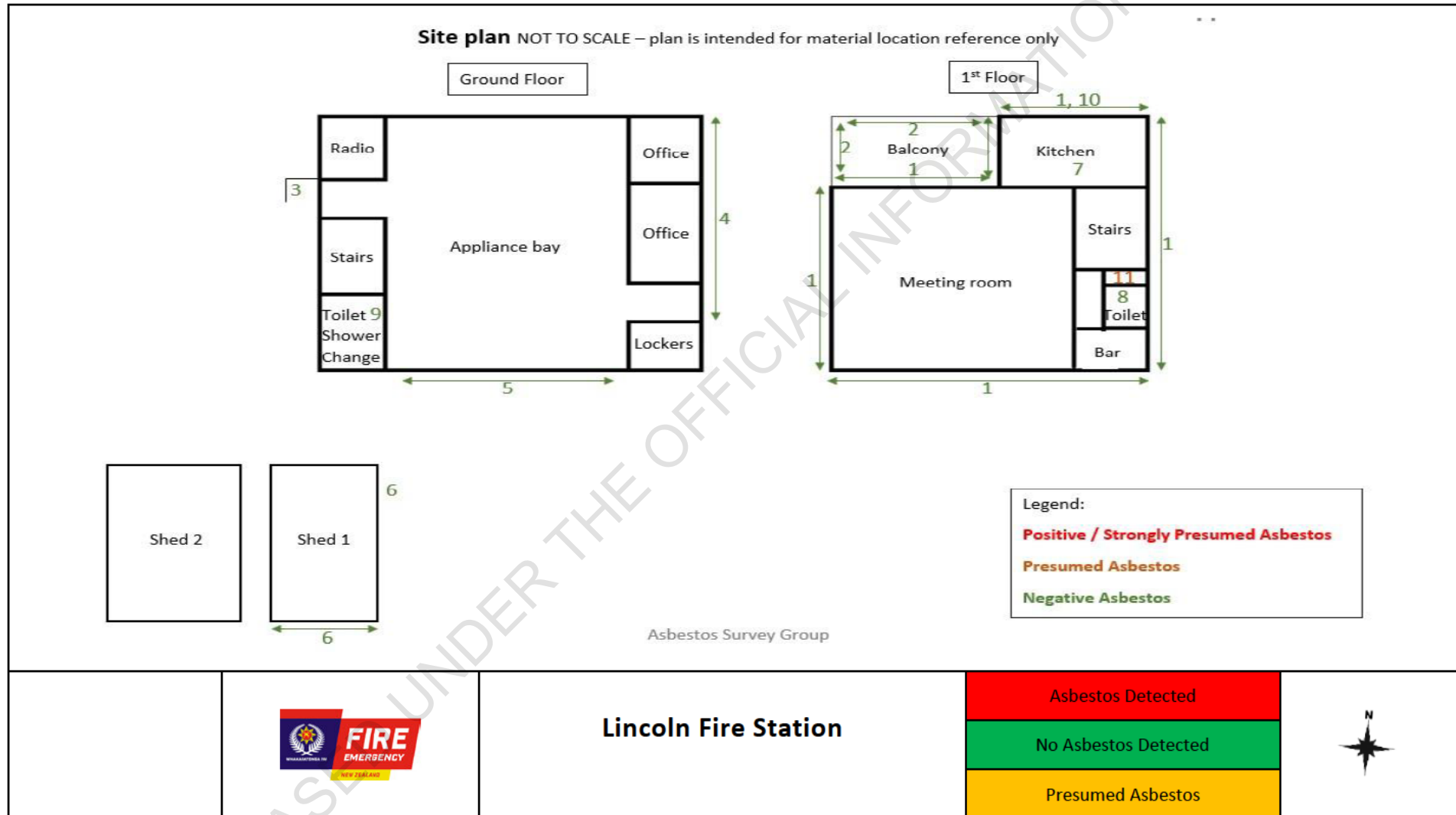
This section lists the decisions for managing the asbestos or ACM in this workplace, and the reasons for these decisions.

We will manage the asbestos present in this workplace using the following controls.

Photos	Location			Overall Risk Score	Control(s)	Inspection Frequency	Reason, comments
	Building	Floor	Room				
	Lincoln Fire Station	1 st floor	Interior – 1 st floor hallway, cupboard Within hot water cylinder (Presumed)	9 – Medium risk ACM	<p><u>Manage & re-inspect periodically</u> Leave in place & manage. The condition of the HWC to be monitored.</p> <ul style="list-style-type: none"> Electricians (PCBUs) accessing/working on HWC electrical componentry should do so in accordance with Worksafe’s ‘ACOP for the Management & Removal of Asbestos’. Consider replacement should internal repairs be required. Re-inspect condition 3-yearly. <p>This water cylinder should be left in place, and the metal casing should be monitored for damage which may expose a potential ACM enclosed within. No drilling or otherwise intrusive work should be undertaken on this product.</p>	3 yearly – September 2022	<p>HWC has low damage and material a low chance of disturbance. Older HWCs can contain asbestos in the insulation, insulating board (around the electrical componentry), gaskets & wiring. Because it is not usually possible to fully inspect the internals HWCs, where date of manufacture is not known, should be presumed to contain ACM.</p> <p>Presumed ACM is enclosed within the metal casing of the water cylinder. Exposure to potential ACM is not possible without opening the metal casing. Low priority to remediate.</p>

Site plan

This site plan shows the layout of the workplace, and the location of each instance of ACM within it. It also shows the location of sample materials that when tested proved not to be ACM.



Managing incidents and emergencies involving asbestos

How we will manage incidents and emergencies

We will follow section 6 of the Organisation-wide asbestos management plan to manage incidents and emergencies. <https://portal.fireandemergency.nz/documents/organisation-wide-asbestos-management-plan/>

This may include:

- alerting others on site to the potential contamination
- vacating and isolating the affected area
- personal contamination procedures.

Managing work involving asbestos

How we will manage work

We will follow sections 6.1, 7.2 and 7.3 of the [Organisation-wide asbestos management plan](#) to manage any workers carrying out any work at our workplace. The work includes both work that involves the asbestos, and other work that could disturb the asbestos.

We will brief all workers on the relevant asbestos that's present using this document.

Keeping this plan in use and up-to-date

Responsibility

The Regional Property Coordinators are responsible for making sure we review this plan by the date we need to (see below).

Timing

We will review this plan and the site asbestos records according to section 5.4 of the [Organisation-wide asbestos management plan](#).

We expect to next review these documents by 30 November 2025 - or earlier, if there is a reason to.

Storing and using this document

When contractors work on site here, we will make sure they can always access a hard copy and soft copy of this plan.

We will store this document (and the documents attached to it) electronically in:

- the Fire and Emergency National Property drive
- the workplace's drive / folder.

Record of amendments

Date	Author	Brief description of amendment
21 November 2019	Nick Brewer, Asbestos Survey Group, Asbestos Surveyor	Initial version, developed as a result of identifying asbestos at the workplace.
30 November 2020	Steve O'Malley, Fire and Emergency, Senior Advisor – Property National Standards and Systems	PCBU finalisation of initial Asbestos Management Plan

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Appendix A – Site Asbestos Records



Schedule
Workplace asbestos record

Important: Once completed, this record is part of the workplace's asbestos management plan.

Workplace: Lincoln Fire Station, 3 James Street, Lincoln, Te Ihu

Reference	Location			How identified	Product type	Extent of material	Access	Condition	Surface treatment	Asbestos type	Material score	Priority score	Risk score	Comments
	Building	Floor	Room											
11	Lincoln Fire Station	Interior - 1st floor	Hallway, cupboard	Presumed	Water heater (insulation)	< 1 m ²	Unlocked cupboard	Good condition	Enclosed within metal casing	Presumed	7 - Medium potential	2 - Low priority	9 - Medium risk ACM	Within hot water cylinder

Related information

Also see:

- [Asbestos management and control policy](#)
- [Organisation-wise asbestos management plan](#)
- [WorkSafe New Zealand's Good Practice Guidelines for Conducting Asbestos Surveys](#)

Document information

Owner	Workplace's OIC or manager
Last reviewed	30-Nov-20
Next review	30-Nov-25

Record of amendments

Date	Brief description of amendment
21/11/19	Initial version, developed as a result of NHQ Property's asbestos review by ASG
30/11/20	Initial version, finalised by Fire and Emergency

EARTHQUAKE-PRONE BUILDING

EQPB-0053

Earthquake rating 15%

Notice under section 133AL of the Building Act 2004

This notice is for –

The building situated at 1 James Street, Lincoln, LOT 1 DP 46739, known as Lincoln Fire Station.

The building has been determined by Selwyn District Council as earthquake prone.

The building is a priority building (as defined in section 133AE of the Building Act 2004).

The owner of the building is required to carry out building work to ensure that the building is no longer earthquake prone (seismic work). The owner is required to complete seismic work by 6th December 2030.

The owner of the building may apply to Selwyn District Council, under section 133AN of the Building Act 2004, for an exemption from the requirement to carry out seismic work. The building must have certain characteristics to be granted an exemption (see the Building (Specified Systems, Change the Use, and Earthquake-prone Buildings) Regulations 2005).

The owner is not required to complete seismic work if Selwyn District Council determines or is satisfied, in accordance with section 133AQ of the Building Act 2004, that the building is not earthquake prone.

In the event that Selwyn District Council determines or is satisfied, in accordance with section 133AQ of the Building Act 2004, that the building is not earthquake prone, the owner is not required to complete the seismic work.



Signature:	
Position:	Building Manager
On behalf of:	Selwyn District Council
Date:	6 th June 2023

From: [Snelling, Phil](#)
To: [Hill, Stephen](#)
Cc: [Harris, Grant](#); [Juranovich, Olivia](#); [Kennedy, Steve](#)
Subject: RE: Shane Cole items to sort
Date: Wednesday, 30 July 2025 2:32:47 pm
Attachments: [image001.png](#)

Hi Steve

My comments in red below

Kind Regards

Phil Snelling

Property Coordinator - Te Ihu

Canterbury, Mid-South Canterbury

91 Chester Street East

PO Box 13-747

Christchurch 8141

Mobile: 9(2)a

.@.

www.fireandemergency.nz

Te Rōpū Whakaruruhau – The team that shelters

[Log a Zendesk Property Job](#)

From: Hill, Stephen

Sent: Wednesday, 30 July 2025 2:19 pm

To: Snelling, Phil

Cc: Harris, Grant ; Juranovich, Olivia ; Kennedy, Steve ; Dawson, Pamela

Subject: RE: Shane Cole items to sort

Hi Phil

Firstly, none of this has just occurred

Rolleston sliding door between appliance bay and training room not adequate for exhaust extraction fumes can move around in appliance bay and rest of station roof fans only

Think this has come up before (? Tim), look at options

- Seals around door **Ill have a look tomorrow with catch up on site with Shane**
- Remove slider and pop a opening door with door closer in its place **Team want to be able to open wall up for functions was Shanes comment**
- Individual extraction at source, would need to go on CAPEX list and be prioritised for 2026-2027 **Ive asked Olivia to request pricing from AtSource**
-

Lincoln not enough toilets showers , one downstairs one upstairs would like a ablutions portacom installed.

- Why a problem now when all has worked previously ??
- This would need to go on CAPEX list and be prioritised for 2026-2027 **Noted**
- Check number of toilets ?? **Ill do Friday on way back from Diamond Harbour**

Kindest

From: Snelling, Phil <.@.>

Sent: Wednesday, 30 July 2025 2:08 pm

To: Hill, Stephen <.@.>

Cc: Harris, Grant <.@.>; Juranovich, Olivia

<.@.>

Subject: Shane Cole items to sort

Hi Steve

Just been rung by Shane Cole and items to be sorted at Rolleston fire station and Lincoln fire station

Lincoln not enough toilets showers , one downstairs one upstairs would like a ablutions portacom installed.

Kind Regards

Phil Snelling

Property Coordinator - Te Ihu

Canterbury, Mid-South Canterbury

91 Chester Street East

PO Box 13-747

Christchurch 8141

Mobile: 9(2)a

.@.

www.fireandemergency.nz

Te Rōpū Whakaruruhau – The team that shelters

[Log a Zendesk Property Job](#)

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