



Proposed Staged Upgrade for Karratha Works Depot

Existing Conditions, Future Operational Needs and Compliance
Assessment

March 2015

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1. Introduction

1.1 Background

In 2010 the City of Karratha engaged Consultants GHD to undertake a detailed feasibility study investigating options for a major redevelopment of its Works Depot to meet with current and future operations. The study was implemented in two stages. Firstly to undertake a condition report to assess the suitability of existing buildings to meet the current and future needs where buildings were to be capable of providing quality accommodation for staff and meet current standards.

The second stage of the report considered the facility needs identified by the users, the condition report and then provide recommendations for an optimal solution for a council Depot. Estimates for the redevelopment of the Depot at either the current site or a new site at Gap Ridge were then provided to support the recommendations in the feasibility study.

As a result of the study it was recommended and consequently adopted by Council to retain and redevelop the Works Depot in its current location to meet with future external services operational needs.

A copy of the GHD report is detailed in appendix 5.6.

1.2 General

The City of Karratha Depot is located in Cowle Road in the Karratha Industrial Estate. The services supplied at the Depot are expected to grow in order to support the strong population growth planned for the Council. Current land use at the Depot is not highly developed and there appears, with adequate planning and control, to be sufficient land at the Cowle Road site to meet current and future needs.

Comments from the GHD study identified a number of considered short comings on the Depot site. These issues have been revisited as part of this report and where still not resolved detailed with suggested outcomes.

2. Site Assessment

The site is approximately 5.6 ha and currently is not fully utilised. As a consequence there is a spread of materials over the site with minimal organisation or planning of where materials are stored. A site plan with clearly defined areas for the storage of materials, plant and equipment would assist in management, safety and security of the site. There are a number of components associated with the site.

A current site layout plan is attached at appendix 5.1.

2.1 Road Access

The existing Depot site has limited road frontage and this needs to be retained in order to provide space for off-site parking for visitors and possibly staff parking. It is recommended that heavy vehicles and other operational and delivery vehicles access through a separate controlled access to that of light staff and supervisory vehicles to reduce potential conflict and congestion at peak traffic movement times. A secondary occasional use heavy vehicle access

is also required on the western side to cater for specialist equipment access. The main access gate requires an improved security system due to its isolation from any existing passive surveillance.

2.2 Site Fencing

The site external fence is a link mesh fence topped with barbed wire which is considered to be adequate for this environment. However this fence is estimated to be over 30 years old and needs refurbishment with some sections replaced.

2.3 Entry Gates and Front Entrance and Vehicle Parking

Current lack of control of access is a serious security and safety issue. The Depot is effectively open from 6.00am when staff clock on for work until the last person finishes work and the gates are locked at approximately 6.00 pm when the last person leaves. Providing appropriate access control requires further investigations into an optimum location and this will result in additions or modifications to the Administration Building so the entry can be monitored during working hours supported by an access control system which may include CCTV cameras.

A separate gate access is also recommended to cater for Depot visitors and the occasional entry of City staff requiring access outside of normal operational hours. City vehicles currently have allocated internal parking adjacent to relevant work areas. To further enhance security parking of staff private vehicles, this could also be located inside the Depot compound.

Parking for visitors could be improved ensuring compliance with disability standards. An overall parking design requires consideration in association with any planned office redevelopments.

Staff Carpark



Visitors / Officers Carpark



Cowle Road Entry



2.4 Visitor Access and Directional-Information Signage

The administration area is currently located to the rear of the building well away from the entry gate. Even with signage, visitors to the Depot regularly wander randomly through the outer yard and building until they find someone to direct them to the Depot reception area.

This access area has been relocated associated with the 2013 Administration building renovations, but access is still not ideal with visitors entering the Depot internal car park area and disability provisions require some further improvements. External parking is recommended with controlled access into a new administration reception area associated with any new building developments.

Entry Gate Signage



2.5 Bulk Materials Storage

Four storage bins are located at the rear of the Depot used for storing cold asphalt, fine graded stone, medium graded stone and clean sand. At present these bins are empty due to issues with contamination from the nearby non stabilised surrounds. In addition there are random stockpiles of Parks materials located around the Depot comprising garden mulch, rounded river stones, large graded stone, road base, rock and top soil.

The more specialised Parks and Gardens associated use materials are suggested to be located in the bin areas and the Works material to remain in the open materials area where they have ease of access with large equipment to unload, load and precondition prior to transporting to work sites. Additional formal storage bins could be easily added to the current bins, if and when required with good access.

To assist with reduced contamination of stored materials simple shade cloth coverings or the installation of a simplified spray reticulation system could be installed to suppress dust. Also surrounding areas could be replaced with compacted gravel pavement. The water supply could be sourced from the planned improved recycled treated water from the proposed upgraded heavy plant and vehicle wash down bay area. Additionally the need for the storage bins should be discussed with the Works and Parks Departments as some materials currently stored on site may be more effectively delivered directly to work sites from suppliers.

Additionally within this area a number of electrical cables in drums have been stored. The cable containers are deteriorating and require maintenance to enable relocation in the future. Future usage needs for the cable should be evaluated and if required to be retained, relocated to a more remote section of the Depot where they will not interfere with ongoing operational storage access.

Cable Drums



Materials Storage Area



Parks Materials Stockpiles



Empty Storage Bins



2.6 Works Storage Shed and Yards

Works storage of materials and equipment is also spread over a number of locations around the Depot. A shed for minor equipment with associated works signage is located on the northern side of the workshop area. Pipes, drainage components, bridge components and the bitumen storage areas are spread over the current site. Additionally some specialist signage has been located in a dilapidated transportable which is not considered effective or safe.

It is recommended that a new shed be located on the south side of the site that can cater for both Works minor plant and signs with associated circulating vehicle areas for accessing

storage of other outside stored materials. Storage of frequently used items could be located in new raised storage areas to remove the current risk of lifting items on and off light trucks. Storage could be in part covered areas or simply fenced areas that controls internal access.

The bitumen storage area located on the north side of the current wash down area could be formalised with a sealed surface to assist with control of any soil contamination. Pipes, drainage and bridge components can also all be located in one area with any surplus materials disposed of in accordance with City processes.

In the 2010 GHD report, a table was provided showing the equipment stored and the square metres that it occupies within the Works sheds. Table 1 provides an update to this report and can be used in assessing new fully covered and part covered storage areas.

Table 1. Summary of Current Equipment Stored in Works Sheds

EQUIPMENT	M2 OCCUPIED	QTY	
Chainsaws	2	2	
Engineering Miscellaneous	8	3	Electric cement mixer, concrete saw, jumping jack
Generators	4	2	
Kango Hammers	3	2	
Plate Compactors	4	2	
Pumps	4	2	
Signs	120	300+	
Total	144		

Works Shed Exterior



Works Shed Sign Storage



Works Drainage Components



Works Bitumen Area



2.7 Parks and Gardens Storage Shed and Yards

Parks and Gardens storage of materials and equipment is similarly spread over a number of locations and sheds around the Depot. Any derelict plant items taking up space in the Depot should be disposed of in accordance with the appropriate City processes.

Ideally clearly defined areas need to be developed for the storage of Parks and Gardens equipment similar to that provided for Works. Small equipment requires storage within a shed. Any fertilisers and chemicals require storage in a separate secure covered area in accordance with dangerous goods provisions.

The following items were identified as potential strategies to ensure compliance, increase functionality, and allow for future growth and technology developments within the Parks activities:

1. The shed would have improved functionality if storage was realigned along walls to open up floor space and appropriate storage solutions sourced for the storage of reticulation spare parts. Consultation should be undertaken with the Parks and Gardens Coordinator to ascertain better methods of storing these items, and additional storage purchased, if required.
2. Some hand held power tools are now utilising battery technology and within a few years most will be battery operated, highlighting the need for a dedicated battery bank charging station to be allocated within the Parks shed. A battery bank will take up limited space within the shed (approximately 5 square metres), and needs to be allowed for in any future expansion. Additionally, a power upgrade will be required to the shed to service this area and reduce the number of cords running throughout.
3. Chemicals and fertilisers currently stored within the Parks shed should be considered within an overall dangerous goods storage strategy by Depot Operations, in consultation with the relevant Departments.
4. Consideration should be made for a dedicated, lockable open front shed to enable Parks to store their mowers. Currently all equipment is left in the open sun, and as such the plastics and seating quickly degrade, increasing maintenance costs. This can be located to the rear of the current shed, within the Parks yard.
5. If a nursery plant development and retention area was considered in the future it could be located near the wash down area where recycled water could be utilised to maintain plants.

In the 2010 GHD report, a table was provided showing the equipment stored and the square metres that it occupies within the Parks and Garden shed. Table 2 provides an update to this report and can be used in determining storage area needs.

Table 2. Summary of Current Equipment Stored in the Parks and Garden Shed

EQUIPMENT	M2 OCCUPIED	QTY	
Blowers	11	13	
Brushcutters	10	22	
Chainsaws	7	13	
Edgers	6	6	
Generators	3	1	
Miscellaneous	13	5	Sand cleaner, rotary cultivator, multi core, trencher, lawn corer
Pumps	2	1	
Ride on Mowers	36	6	
Gang Mower	15	1	
Tractors	24	2	
Quad Bike	3	1	
Spraying Equipment	6	12	Backpacks
Fertiliser	11	5	Stored on pallets
Reticulation Supplies	30		6m pipe lengths kept in stores
Spare Oval Lights	14	6	
Paving Paint	1		Various containers
P&G Signs	10		
Playground Equip. Spares	20		
Total	202		

There is currently ample space for Parks and Gardens to be able to store and secure their light vehicles and trailers in the general yard area opposite and at the rear of the existing Parks sheds.

Parks and Gardens Storage



Parks Shed and Yard



2.8 Building Maintenance and Environmental Health Shed

The southern section of the shed adjacent to the Parks shed is partly utilised by the Building Maintenance (Handy Person) and Environmental Health (Mosquito Control) Department operations. As this portion of the shed is used to store chemicals an evaluation is recommended to consider if all site chemicals should be located in a common area for improved security and climate control.

Generally this section of the shed needs an internal tidy with installation of racking and unwanted materials disposed of per City procedures. If other sheds were available then the Building Maintenance section could relocate enabling the EHO vehicle to be housed for security.

BM Section of Shed (Old Furniture)



EH Chemical Section of Shed



2.9 Open Storage Fenced Yard South East Corner of Depot

The Building Maintenance Department / Cleaners also have use of two storage containers located in the south-eastern corner of the Depot. All facilities meet with current and foreseeable future needs.

Another container is also located in this area and is utilised by the Facilities Events Team for storage of events equipment. It is noted however that some items of value are being stored outside of the containers, and therefore it is recommended that additional containers be purchased to house these items.

Waste Services have a stock of new mobile bin components in this area that are planned for relocation to the 7 Mile Waste Services site where they will be stored in similar containers.

The majority of this area is available for other storage and could have another gate access created at the southern end to allow an in and out vehicle access with lockable gates if the impounded vehicles were to be relocated in this area.

Open Storage Fenced Yard



Sea Containers Used for Storage



2.10 Storage Shed South Side of Depot

There is a shed used for the storage of furniture and plans. This shed is essentially full however much of the furniture located in the shed is past its use by date and is occupying valuable space. A disposal process needs to be developed and implemented to manage the contents of this shed. The plans if having value could be scanned and digitised for effective future ease of reference and hard copies stored in an appropriate records storage facility.

This shed could be partially lined with some power outlet upgrades and become the Building Maintenance storage area and workshop for the Handyperson who requires an area for a small workshop plus storage of tools, paints and reusable building components.

Stored Documents and Plans



Light Fittings



Exterior of Storage Shed



2.11 Recreational Facilities Storage Yard

A fenced area currently exists where spare paving or second hand recreational sporting fields and playground equipment have been stored. The surplus paving should be assessed if paving types are still required. If so then store and / or stack neatly for ease of access and if not dispose of in accordance with City processes. Similarly with other stored equipment if surplus to needs or no longer safety compliant then dispose of per City processes or stack neatly and clearly label for future planned use.

Materials generally stored in this area is on a short term basis associated with waiting for installation by Contractors. It is suggested that the area remain and be managed through the Depot Facilities Team by registering stored goods for improved security and controls. A number of facilities items located on the northern side of the depot should also be relocated to this area.

South Side Yard Stored Pavers



North Side Stored Facility Items



2.12 Storage Area West of Recreational Facilities Area

A large stockpile of HP poly pipes of various sizes and usage classifications have been stacked and covered in this area. The pipes were planned for use in the Effluent Reuse Scheme upgrade project. Suitability of use of the pipes for this project needs to be determined. If not usable then options for alternative uses or disposal should be considered to free up the space in the short term.

Large Stockpile HP Pipes



Large Stockpile HP Pipes



2.13 Pound for Abandoned Vehicles

Currently an area is allocated east of the animal pound areas for storage of impounded vehicles. The area set aside appears to be more than adequate as long as there is a disposal process in place and strictly implemented. A disposal process will assist in the effective timely removal of impounded vehicles.

The current location has been accessed illegally on a number of past occasions. It is suggested to relocate the impounded vehicles into an area with some associated rear of adjoining property passive surveillance, on the eastern side near the chicken coop. The area may require some additional fencing and another access gate for improved through access and security.

Vehicle Pound Area



2.14 Vehicle and Plant Wash Down Area

As part of the previous GHD study it was detailed that the existing vehicle and plant wash down bay was not an acceptable facility and should be replaced with one that provides improved compliant treatment and recovery / disposal of the used water, plus has the ability to cater for access of longer / wider plant items.

The existing raised pedestrian walkway for washing high areas on plant has been assessed as not structurally sound and is non-compliant to BCA access standards. Accordingly as a safety risk should be removed.

Additionally there is no shade cover over the current wash down bay which reduces its effective usage during the summer months. A drive through manual wash facility whilst more expensive to construct is the preferred effective operational solution. A shade area may also be justified for washing plant and vehicles during summer periods.

Current detailed design of this new facility is being progressed as part of the Stage 2 redevelopment.

Non-Compliant Truck Wash Walkway



Truck Wash Bay



2.15 Gantry Area

This gantry area should have surplus materials and containers currently located near the site removed and disposed of per City processes. The area should be kept clear for use in loading and storage of large structural components.

Gantry and Containers



2.16 Loading Ramp Area

The loading ramp is well constructed and requires some minor repairs. It is recommended that the vehicle loading side has bitumen surfacing to ensure ease of access. The ramp is recommended to have hand rails installed to the sides and removable at the end to improve safe usage. Circulation clear space around the ramp needs to be maintained.

Council may consider in the future the pros and cons of permitting controlled access to the ramp by private industry to obtain a financial benefit for the City.

Loading Ramp



2.17 Fuel Dispensing Equipment

Currently only bulk supplies of diesel is stored and distributed at the Depot. The current system for fuel storage and management has been reviewed to ensure the system meets current environmental, health and safety standards. As a result as part of the Stage 2 Works Depot Redevelopment it was resolved to implement an automated fuel management recording system for all bulk fuel storages located at all Depot sites. This system is currently being sourced through an RFQ process with funds allocated in 2014-15.

Additionally, there is a surplus 5,000L fuel tank in situ which has never been used as it did not meet Dangerous Goods requirements for the site. It is recommended that this tank be disposed of while it still has some saleable value, before the unit depreciates any further.

Fuel Pumps



Fuel Pump to be Disposed



2.18 Plant and Equipment Parking

Currently all the large plant and equipment is parked in open gravelled storage areas to the west of the Workshop without any cover. The area should remain unsealed to allow movement of tracked heavy machines and turning of large heavy tyred plant that would only destroy any bitumen surfaced area.

Some covered parking may be considered in the future for occasional use specialised items of plant. The area may simply have a roof covering and part side covering with security gating.

Plant and Equipment Parking Area



Plant and Equipment Parking Area



2.19 Surfaced Traffic Ways

There are some surfaced roads located around the site. For appropriate management of traffic and to maximise safety of the Depot the traffic ways around the site are recommended over time to be bituminised (except in tracked vehicle movement areas), defined and directions of traffic clearly identified. Ideally a one way system of road movements with minimal intersections should be provided within the Depot to remove potential crash risks.

2.20 Potable Water Services

A detailed investigation of water supply services to the Depot was undertaken by the City's hydraulics contractor Karratha Contracting Pty Ltd. The report from this investigation is detailed in appendix 5.3. Generally water supply volume and pressure was found to be adequate for current and any future needs. Minor improvements to water contamination controls and pressure at the dog pound area are planned to be resolved as part of the Stage 2 redevelopment.

2.21 Fire Services

As a result of the main building area BCA audit process it was determined that both the Workshop and Administration / Store areas required a compliant fire system. A water pressure test on the current internal fire hydrant revealed the current flow rate was regrettably marginally inadequate. Accordingly a Fire Engineering report is required to design an alternative fire management solution for the current and future development needs that can be approved by DFES.

2.22 Waste Water Services

Advice received from the DEC in 2014 advised that the site did not require approvals for the disposal of waste water generated on the site through an approved Environmental Management Plan. Accordingly all depot site waste water disposal system modifications require City of Karratha Health Department and Department of Health approvals.

The existing vehicle wash down area has a triple interceptor waste water treatment system that aims to remove oils and greases before disposing of the water into an evaporation basin. The

system is ineffective and requires replacement as part of the proposed truck and vehicle wash area replacement.

The Dog Pound has a separate septic tank wash down water treatment system with rein drain outfall that has been clarified by the City contract plumber as operating satisfactorily.

The Administration Office Area, Store and Workshop ablutions areas are serviced by separate effluent waste system that operates satisfactorily. The system has a series of collector pits from each area that are interlinked by an outlet main that has an outlet in the northern side drainage sump on the west side of the depot site near the truck wash facility. A grease trap located on the northern side of the workshop treats waste water from the workshop area before disposing into the effluent outfall line. The effectiveness of the grease trap requires further investigation. Any expansion of buildings with ablutions would require consideration of the existing effluent systems capacity (which would appear to be sufficient) and the locations of buildings to avoid any conflicts with subsurface drains and pits.

2.23 Electrical Services

An investigation of the existing electrical supply capabilities and systems within buildings and facilities was completed as part of the 2010 GHD study. This has further been reviewed by the City's electrical contractor Karratha Contracting Pty Ltd and has identified in general power supply capacity and secondary switch boards within the Depot are satisfactory to meet with current and any future moderate expansions within the Depot. A detailed report is included in appendix 5.4. Further details will be elaborated in the Building Issues section of this report.

Power Substation



2.24 Communications

A site wide Public Address system does not exist. Ideally this should be provided to make announcements to staff working around the Depot and for activation of directing staff to marshalling areas in emergency situations.

Data and phone services from the City's IT system are connected via wireless through transmitter / receiver aerials. The speed and capacity of the system is currently 250Mbps via the Stove Hill transmitter. There is currently significant data storage and network capacity at the Depot for expansion up to approximately another 50 workstations. The City's IT Manager has recommended as a minimum the network trunk equipment should be replaced within a 2

year timeframe with a current model to increase data transfer speeds up to 400Mbps and possible wireless licencing security upgrade.

2.25 Security

The site has no alarmed or CCTV security controls. A hierarchical key access system controls gates and buildings within the Depot. The issue being as staff have left the organisation a number of keys remain unaccounted for which has reduced the potential security of the facility. The introduction of swipe card access to main buildings would improve security with the retention of a revised hierarchal key system on gates and sheds.

No formal gate security access system currently exists during operational hours. A number of after hour's security breaches have occurred through rear fencing and gates and City goods have been removed. Upgraded fencing, controlled access main gate and a monitored after hours alarm system possibly linked with a CCTV motion activated system that covers the main Depot infrastructure is recommended to be evaluated. Such system when implemented is to have the ability to be expanded as the facility is redeveloped over time.

There is minimal security lighting throughout the Depot facility. Future consideration of strategically towered lighting could be considered to improve safe access for any night activities and security. Reuse of second hand light towers stored in the Depot may be appropriate.

2.26 Dog Pound Facility

This facility was constructed around 1987 and has had a number of upgrade improvements over time. The pound is adequate however some minor improvements have been requested by Ranger staff:

1. Investigate options to improve the water pressure and internal water systems which will aid in cleaning of the cages.
2. To clean out the cages, staff are currently required to enter the cages, at times with hostile dogs. It is recommended that bricks be removed from floor height at the rear of the cages, and installation of v-channel drain on the outside of the building which will feed into the septic system. This will allow staff to remain outside of the cages while cleaning, with all waste being disposed of through the rear of the cage.
3. To ease the process of washing out the cages, it is recommended that a central feed line be installed above head height in the main corridor which will enable a gurney and spray gun to be easily connected, allowing free access to all cages along the feed line.
4. The pound is not air-conditioned and on the day of inspection outside temperatures were in excess of 40 degrees C. The temperature inside the building was slightly cooler but fans operating in the ceiling were simply moving hot air as there is no venting system in the roof area. Currently there is adequate ventilation from the east and west sides of the building through segmental wall screening. It is recommended that cyclone compliant roof ventilation units be installed on the roof to allow the air trapped on the ceiling to be released from the building. Ranger staff advised there is no legislative requirement or need to have this building air-conditioned, however it would appear to be desirable to reduce ambient temperatures, for the comfort of staff and the animals.

Pound Roof and Fans



Pound Cage



2.27 Cat Pound Facility

This facility was constructed in 2013. The facility is functional and currently meets operational needs. Internal storage shelving would improve access to stored materials.

Cattery



2.28 Archival City Document Storage

In the past the current Rangers office was used for archival document storage. These documents in the majority has been relocated through Iron Mountain located outside of Karratha. Having documents located away from Karratha is not ideal when requiring searching stored documents.

If a new purpose built archival document storage was proposed at the Depot site advice from the Records Department indicates they require storage for 400 document cartons of size 39x39x25cm or around 0.05m³ each or 20m³ in total. Based on a stack height of 6 boxes in back to back of 4 rows, 7m long with 0.9 m access and a separate research desk, a facility in the order of 9m by 4.5m would be required.

Additionally such a facility requires to have structural fire and security systems with an AC system capable of achieving 20 deg. C +/- 2 deg. C and relative humidity of 50% +/- 5%. A stand-alone facility or adjoining another new building with firewall incorporated would be recommended.

2.29 Health Department Chicken Coop

The Health Department yard has a fowl hen house where hens are kept for taking blood samples. This facility is adequate for the purpose with light vehicle access to the area being retained.

Chicken coop



2.30 Dangerous Goods Store

This store meets current requirements, with unleaded fuel in 200L drums being the only item currently stored within the partly open secured shed.

In considering the overall dangerous goods storage requirements for the entire site, it is proposed that the exterior fencing of this store be extended underneath the current veranda area, allowing for one larger, centralised store of all dangerous goods on the site that do not require specific temperature controls.

Exterior Dangerous Goods Store



Dangerous Goods Store Yard



3. Building Issues

The following building issues have been noted from discussions with Operational Management and Supervisory staff and also through a detailed BCA Audit undertaken by an independent Building Surveyor on the main buildings that have access to the public (Administration Building / Store and Workshop). A copy of the Building Surveyors report is contained in appendix 5.5.

Should there be a requirement to have the Administration Building / Store and Workshop fully certified under the BCA then a complete set of as constructed plans would be required for consideration of the Building Surveyor to submit an application, which shows the following information;

1. Site Plan
2. Elevations
3. Electrical plan (emergency lighting and existing signing)
4. Floor plans
5. Hydraulic services layout
6. Hydrant and Fire reel coverage
7. Engineers Structural Certification and Dilapidation Report
8. Energy Efficiency Report
9. Water Corporation Approvals, and;
10. Department of Fire and Emergency Services Evaluation (both buildings are greater than 500m² in area and so a fire plan must be submitted to DFES for approval).

3.1 Administration Building

The Administration Building is the old airport building, relocated to site in 1981 as part of the airport redevelopment. This building in 2010 had reached capacity and it was recommended to review the use and layout of the building in order to provide an appropriate standard of accommodation for the Depot administration staff along with the necessary support functions. As a result this facility was refurbished with internal modifications in 2013.

Since the refurbishment this building still has significant operational shortcomings with no satisfactory meeting room or training facility available. Currently the staff lunchroom is the only space available for staff training and this room not only provides direct external access to the building, but the staff toilets and kitchen are accessible only from this room. Accordingly any meetings or training in this room are constantly interrupted.

As a result of a building compliance audit undertaken on this building and the Workshop as part of Stage 2 Depot Development in 2014, a number of non-compliance items were identified, with the following programmed for resolution as part of the building maintenance and improvements program:

1. Illuminated exit lights to be installed over all designated exits
2. The accessible WC had a number of minor items requiring modification
3. All double exit doors in Administration building to have compliant door handles
4. Emergency lighting was evident in the main administration building but not in the store area. Accordingly a Consultant has been engaged to prepare a compliant design for this total area to then enable a qualified electrical contractor to install the additional emergency lighting.

Overall for both buildings the fire hydrant servicing the areas required testing for BCA compliance. As a result of a recent test the hydrant flow rates was found to be marginally insufficient (18 l/s and not 20 l/s). Accordingly a Fire Engineer is to be engaged as part of the

Stage 2 redevelopment to identify options for alternative fire solutions that can be referred to DFES for consideration.

Within the main Administration Building from recent site inspections and a review of the previous GHD report, the following additional short-comings have been identified and are recommended to be addressed through a separate needs prioritisation process;

1. No training room or meeting room. A training room for about 40 persons which is separate to the kitchen and lunch is required. An additional meeting room is required for use of staff briefings or meeting with members of the public. In discussion with City staff involved with local emergency services it has been suggested that the training room should also be equipped to provide an alternate emergency control centre during major LEMAC events. If a new building is created in the future then a larger room design should be considered, with the ability to close off sections into smaller rooms with acoustic operable walls. The larger facility could also then service major staff gatherings at the Depot site.
2. The ablutions facility was expanded and upgraded as part of the 2013 refurbishment and can now adequately service current staff numbers and includes a disabled toilet / shower area. Currently access to the ablutions area is through the lunch-room / kitchen. If a new building is constructed then provision of an additional male / female and disabled area with at least 1 shower may be considered that can service the additional offices, visitors and the meeting areas.
3. Additional storage is required for Records and City plans.
4. When the building was recently refurbished the external doors appear to be internal type doors as they can open both ways and have no external weather seals. Additional glass thickness requires checking to ensure compliance with the BCA wind zone. It is recommended that the doors be modified or replaced for compliance based on the most cost effective option.
5. A purpose built print room is recommended to house the plotter, printers and store paper. If a new reception area was created in another new building the existing reception area could possibly be transformed for this purpose.
6. The organisation of the Administration Building does not allow for controlling access to the site and visitors can enter and exit unchallenged. Management of deliveries to the store is currently difficult to manage and an appropriate means of communicating with delivery vehicles and providing access is recommended.
7. The current Reception area is still not ideal for visitors to locate and they continue to enter into the Depot environment. The construction of a new building with a reception area which fronts the access road would resolve this issue.
8. There is currently no spare capacity for additional staff. Consideration of new office area/s that caters for staff expansion as well as combining the Building Maintenance and Rangers Services into one area may be of operational benefit. This will permit a Customer Services staff member from relevant service areas to be part of a main front office to coordinate visitor enquiries, assist in access control and provide overall Infrastructure Services administration.
9. As part of the upgrade in 2013 a separate server room has been created to manage the Depots IT system with its own air-conditioning and backup power. The ongoing replacement of this AC system should be scheduled as a priority.
10. A Building Management System may be considered for management of air-conditioning and security from a centralised location.

Existing Small Meeting Room



Lunch Room (Used for Larger Meetings)



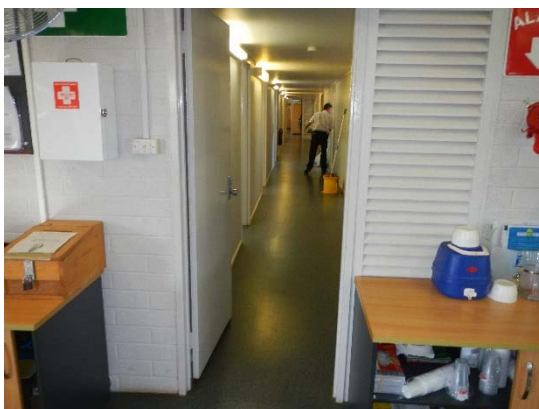
Existing Printing Area



Existing Reception



Main Corridor



Exterior Administration Office



3.2 Main Store

The current Store is an addition to the administration building. It is high level and in good condition. The existing shelving systems are suitable. The store is considered of realistic size to meet with current operational needs.

Associated with the BCA Compliance audit, as well as the emergency lighting non-compliance the following was identified:

1. The small personnel door had dead bolts that required removal and the latch is to be replaced with a compliant door handle. If a separate cyclone door security system was required then such a system is to be designed such as it cannot be locked during everyday use, and only installed through an access procedure in the advent of a cyclone.
2. The roller door located at the administration end of the Store has been effectively blocked off with benches and storage. Signing as a non-access area is recommended.

The other shortcoming identified within the Store is associated with the effective and safe storage of chemicals and other possible dangerous goods.

A detailed evaluation of all listed dangerous within the Depot is recommended by the Depot Operations team to prepare a strategy for the effective safe and secure storage of the required goods.

Chemicals in the Store



Small Storage Items



3.3 Workshop

The Workshop is a substantial building that has been purpose built and extended over the years and includes shade areas on each side. The Workshop comprises 4 working drive through bays, a small plant workshop and store, machine shop, welding area and oil and tyre store. One of the workshop bays contains a pit and two bays are used for heavy plant repairs. One bay contains a mechanical hoist and is used for light vehicle repairs. There are 2 standalone transportable offices located under a shade area. The mezzanine area in the workshop has recently been converted to an office for workshop administration staff. There is additional storage space in the mezzanine area with access only available via a stairway.

As a result of the BCA compliance audit as well as the inadequate fire control system for both buildings, the following items were identified:

1. The access stairs leading to the mezzanine area are not compliant and are required to be replaced.
2. Emergency lighting and illuminated door exit signs area required to be installed in this building.
3. Personal exit doors have dead bolts that must be removed and a similar system could be implemented to the store area for added cyclone door security. These doors also require the latch system to be replaced with a compliant door handle.

Given the current ideal location of the Depot within the Karratha Industrial area with increasing new specialised services being introduced as the City grows there may be a need to consider at regular intervals if certain services can be more cost effectively outsourced. This process would suggest that the current workshop area should not be examined until such a review of the following is completed;

1. Light vehicle servicing
2. Heavy plant servicing
3. Specialist plant servicing
4. Small equipment maintenance and servicing
5. Tyre servicing, and
6. Fabrication works.

Light vehicles are kept for 5 years, or 120,000 km prior to disposal. Ongoing servicing is envisaged based on this life cycle. All vehicles are serviced in house by mechanical staff. Large plant and equipment are kept for approximately 8 years before disposal. Rubbish trucks (compactors) are kept for approximately 8,000 hours prior to disposal. Council staff undertake the majority of repairs and servicing of these items of plant.

The basic structure of the Workshop is sound and would be very expensive to replace. However short comings identified with the Workshop are as follows:

1. Service pit area has been approved by Worksafe as being compliant, subject to an operational management plan to control the risk associated with the pit being prepared and relayed to all staff working in the area.
2. Consideration needs to be given on office accommodation requirements for the Workshop. The two stand-alone transportable offices are currently located under the Workshop shade veranda and are affected by Workshop noise. The mezzanine office area is also not ideally located with similar issues from noise and requiring stair access. On occasion, staff in the mezzanine have also been exposed to coolant and solvent fumes rising from the store-room below. As a priority, and in the interim, a management plan should be put in place to reduce staff exposure to the fumes and noise.

Alternative Workshop office areas could be achieved through an extension on the western end of the existing administration building or through relocation of Depot operational staff into a new office area to allow the mechanical operations staff to then be relocated to this current functional operational office space which is in close proximity to the workshop. A review on the most effective use of the old transportable and mezzanine area could then be evaluated.

3. A suitable wash down facility at the Workshop for small mechanical parts is required along with connection to the existing grease trap system. This will avoid contamination to engine parts and reduce spillage of oily water onto the adjoining ground areas.
4. A purpose built holding facility for waste oil could be considered to remove the current need of disposal by small containers.
5. Dust is a problem for the Workshop. The surrounding trafficable area cannot be concreted as moving of tracked items of plant (i.e. Bomag) will damage the concrete / bitumen. Servicing of large items of plant is currently carried out in close proximity to the workshop and as such the only solution would be to re-gravel the surrounding area. It is also recommended that the Workshop roof line be extended for two bays on the northern

side with adequate roof clearance and a concrete pad area to provide a shaded work area for the larger tracked plant items and road trains.

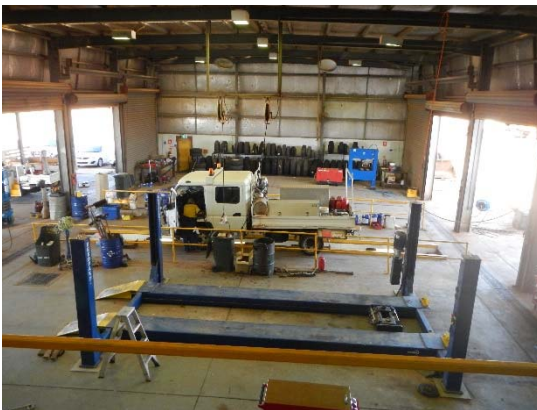
Stairs to Mezzanine



Transportables Under Veranda



Internal Workshop View



Workshop View from NW



Workshop Southern View



3.4 General Overall Buildings Expansion and Site Reconfiguration

Similar to the review investigating Workshop services a more detailed investigation should investigate the current and medium term optimum methods of cost effective and available alternative contractors operations where some current in-house service may also be

outsourced over time. This will identify if expansion or upgrades to buildings and open storage spaces are required to support in-house services growth.

In considering such a process it may be opportune to arrange a design workshop with key staff to clearly identify what are the key services that area likely to expand, such as Parks, as reserves are developed with new facilities growth.

It is more likely that administration type facilities will be required to support staff in managing works if outsourced, i.e. current field staff may not expand, but supervisory staff increase as the additional maintenance and capital works are possibly contracted out. In planning any extra office facilities, earlier comments on improvements to the administration areas, access / security, requirements for improved offices in the Workshop area and possibility of collocating the building services and ranger services into common facilities should be considered.

Additionally with any future office expansion requirements at the main City Administration area in Welcome Road is it more cost effective to relocate some operations to the Depot area, especially where daily customer service contact is not required. Such areas could be allocated within the staged building redevelopment strategy for the Depot site.

Another issue for consideration is if there is a need to allocate part of the Depot site for other uses by City or private operations. Initial investigations reveal there is some excess capacity within the Depot reserve. For example by relocating the Works shed and small plant area to the southern side of the Depot and relocating the Rangers into a new office area, this would allow an area of approximately 150m by 35m, with road frontage access and ability of two buildings to be reallocated. The income from such activity could partly fund the upgrade. Additionally, information has been received from the Manager Regulatory Services of a proposal to establish a Bush Fire Brigade facility within the City. The area required based on FESA specifications would be in the order of 25m by 30m to allow for the building, access and brigade members parking. This would then only require approximately one third of the available reallocated usage space. The above land could potentially be utilised for this activity and other uses if the existing facilities in this area were removed.

To achieve the above it is recommended that an architectural and engineering consultancy team be engaged to assist in firstly overall site land planning for controlled access, new buildings and parking and then secondly for detailed schematic layout building design options that align with current services connection and BCA requirements. This process to involve liaison with a nominated staff team to prepare final staged building and services redevelopment plans with estimated costs for incorporation into the overall Works Depot Redevelopment Strategy.

4. Conclusion and Recommendation

This most recent evaluation of the previous GHD report dated October 2010 in association with the investigation of existing conditions and discussions with operational staff on current and future needs has provided valuable information to assist in planning future staged upgrades to the Works Depot facility.

The developments that have been identified and recommended have been categorised into the areas of:

- Routine maintenance - for resolution within the Depot operational budget and where detailed as high risk, actions to rectify have already commenced within current budget allocations

- Capital maintenance - for planned resolution within extra capital funds associated with the annual operational Depot budget for 2015-16
- Major Improvements - for planning and resolution through a specific staged capital budget for 2015-16 and 2016-17 approved through Council and managed through the Strategic Projects Directorate in consultation with Infrastructure Services Staff to achieve the required timely and functional improvements. The major building works recommended for construction will firstly require detailed architectural space planning and services integration design. The designs will need to allow for possible additional future building expansion if required. Once designs have been agreed in accordance with operational prioritised needs then a specific request for tender can be advertised for the design, construction and installation of the buildings. All improvements should be designed and constructed so as to permit flexibility for possible changes in future usage needs.

A detailed spreadsheet is attached at appendix 5.2 that indicates the activity that is recommended for improvement related to the following categories:

- Depot Security
- Depot Compliance
- Operational Storage Needs
- Building Improvements
- Services Improvements
- Building Services
- Parking and Access Improvements
- Data and IT Services

Within each of the above activities details have then been provided in relation to:

- Description of the area
- Details of the proposed improvements and reasoning/s
- Prioritisation of works
- Actions required to resolve and by who
- Estimated cost of works (with known information) and recommended year of implementation

The report is further recommended for detailed discussion with senior management and executive level staff within the organisation to clearly define that any planned improvements align with the medium and long term operational needs of the City of Karratha in the provision of cost effective services to the community.

5. Appendices

5.1 City of Karratha Depot Site Plan 2015



- 5.2 City of Karratha Depot Improvement Estimated Costings NCR14192**
- 5.3 Karratha Contracting Water Supply Pressure Testing and Flow Testing Report 24 October 2014 ICR124222**
- 5.4 Karratha Contracting Power Supply Capacity Report 1 October 2014 ICR120572**
- 5.5 TCS Building Inspection Report 11 November 2014 ICR124223**
- 5.6 GHD Karratha LIE Depot Upgrade Condition Report and Feasibility Study October 2010 ICR124224**

Depot Master Plan Stage 2
Improvement Recommendations Estimated Costings March 2015
NCR14192

ITEM #	AREA	DESCRIPTION	DETAILS	REASONING	PRIORITY	ACTIONS REQUIRED		BUDGET RESPONSIBILITY			FY			
						ACTION	BY WHO?	MAINT.	CAP. EX.	S/PROJECT	14-15	15-16	16-17	17-18
1	DEPOT SECURITY	EXTERNAL FENCING	Sections of the chain link fence are in poor condition and suggest replacement over a staged period of time	Ensure site has a functional security boundary fence	ANNUAL	Annual allocations added to the budget to facilitate this happening over a number of years	Building Maintenance	\$ 15,000			\$ 5,000	\$ 5,000	\$ 5,000	
2		CCTV	Establish a CCTV system that can be expanded over time. Initially consider a system that covers entry/workshop/general yard near pounds	To assist with checking on unauthorised Depot access	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 50,000			\$ 50,000	
3		SECURITY ALARMS	Consider the need to install alarms in Admin and Workshop	To assist with deterring theft	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 20,000			\$ 20,000	
4		LIGHTING	Supply of additional tower lighting to yard area	To improve security and safety for the occasional night access	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 20,000			\$ 20,000	
5		GATE ENTRY CONTROL	Install automated security card - card operated A/H	Control of a security gate for afterhours access	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 30,000			\$ 30,000	
6		DEPOT WIDE COMMUNICATIONS	Install depot wide PA system	Improve communications and safety in the Depot area	MEDIUM	To be considered in overall Depot upgrade	Building Maintenance	\$ 10,000				\$ 10,000		
7			Install compliant fire alarm system	Improve communications and safety	HIGH	RFQ to be undertaken	Building Maintenance		\$ 10,000				\$ 10,000	
8		SIGNAGE	Install improved directional, hazard and information signage	Improve delineation of area uses in Depot by staff and visitors, including functional signage of work areas within the Depot	MEDIUM	To be budgeted for	Depot Coordinator	\$ 5,000				\$ 5,000		
9	DEPOT COMPLIANCE	FIRE SYSTEM TO BCA	Engage consultant to design fire solution based on current hydrant pressure / flow	Require qualified specialist to design fire system options	HIGH	RFQ to be undertaken	Strategic Projects			\$ 20,000	\$ 20,000			
10			Seek approval from DFES	Legal approvals process	HIGH	Approval process	Strategic Projects			\$ 5,000	\$ 5,000			
11			Upgrade fire system	To ensure facility is fire compliant	HIGH	Tender to be undertaken	Strategic Projects			\$ 150,000		\$ 150,000		
12		DANGEROUS GOODS STORAGE	Evaluate dangerous goods on site and prepare management plan	To ensure compliance for site safety	HIGH	Evaluation, consultation with stakeholders and prepare management plan	Depot Coordinator	\$ 5,000			\$ 5,000			
13			Design and construct additional storage areas for compliance and safety/security	To ensure compliance for dangerous goods site safety	HIGH	Establish storage needs from above evaluation and modify buildings to cater for compliance needs	Strategic Projects			\$ 60,000		\$ 60,000		
14		EMERGENCY LIGHTING	Engage consultant to design emergency lighting for store and workshop	Lighting must be compliant and requires qualified person to design	HIGH	Engage consultant	Strategic Projects			\$ 4,424	\$ 4,424			
15			Install compliant emergency lighting	To ensure compliance for site safety	HIGH	RFQ to be undertaken	Strategic Projects			\$ 30,000	\$ 30,000			
16		WORKSHOP STAIR ACCESS TO MEZZANINE	Design compliant stairs and obtain compliance approval	To ensure compliance for site safety	HIGH	SP to undertake RFQ process for design and install	Strategic Projects			Included at item #17	Included at item #17			
17			Remove old stairs and replace with new stairs	To ensure compliance for site safety	HIGH	RFQ to be undertaken for design and installation	Strategic Projects			\$ 50,000	\$ 50,000			
18		WORKSHOP ACCESS SIGNAGE	Install additional access signs - mezzanine office, mezzanine stairs, south side PA door, small AC workshop	To ensure compliance for site safety	HIGH	Purchase / install signage	Building Maintenance	\$ 1,000			\$ 1,000			
19		PLANT WASH DOWN AREA	Remove elevated platform that is non compliant and dangerous	To ensure compliance for site safety	HIGH	Engage a company to remove and dispose of old platform - fence off in the interim	Building Maintenance	\$ 5,800				\$ 5,800		
20			Modify and improve plant wash area for effective use and compliance of treatment of waste water	Enable effective cleaning of all plant and to dispose of waste water in compliance with health regulations	MEDIUM	Engage consultant to undertake a design	Strategic Projects			\$ 37,060	\$ 37,060			
21				Enable effective cleaning of all plant and to dispose of waste water in compliance with health regulations	MEDIUM	Construct new plant wash area as staged construction	Strategic Projects			\$ 200,000		\$ 200,000		
22			Install shade structure with pulley system for dropping sails over plant wash down area	Improve functional use of area	MEDIUM	Construct new shade area as staged construction	Strategic Projects			\$ 100,000				\$ 100,000
23		WORKSHOP PARTS WASH DOWN	Requires a separate wash down facility or change in practice through use of the other large plant wash down area	Current process is not compliant	HIGH	Implement Work Management Plan in the interim, and investigate long term solution	Fleet and Plant Coordinator		\$ 15,000			\$ 15,000		
24			Install additional illuminated access signage - inside store and old public access	To ensure compliance for site safety	HIGH	RFQ to supply and install	Building Maintenance	\$ 6,000			\$ 6,000			
25		STORE AND WORKSHOP PERSONNEL DOORS	Remove dead bolts, install compliant latches and alternative cyclone bracing system	To ensure compliance for site safety	HIGH	Engage contractor	Building Maintenance	\$ 7,000			\$ 7,000			
26	SERVICES IMPROVEMENTS	WATER SUPPLY	Supply and pressure sufficient for current and future needs -contamination issues in some lines possible and need to install backflow valves	Ensure compliant supply	HIGH	install backflow valves as recommended in KCPL report	Building Maintenance		\$ 5,000			\$ 5,000		
27		ADMINISTRATION ACCESS	Replace external doors with compliant glass and latched doors	To ensure compliance for site safety	MEDIUM	RFQ to supply and install	Building Maintenance		\$ 12,000			\$ 12,000		
28			Modify public access area and disability parking	To ensure compliance for site safety	MEDIUM	Engage contractor	Building Maintenance	\$ 3,000			\$ 3,000			
29			Widen doors in corridor and western office for disability access	Improve access for persons with a disability entering the depot area	MEDIUM	Engage contractor	Building Maintenance		\$ 15,000			\$ 15,000		
30		WORKSHOP PIT AREA	Advised now compliant based on Worksafe recent inspection. Prepare safe work method for pit	To ensure compliance for site safety	HIGH	Prepare Management Plan	Fleet and Plant Coordinator	\$ 375			\$ 375			
31	OPERATIONAL STORAGE IMPROVEMENTS	OVERALL SITE	Complete details survey and design finished levels for overland flow drainage so areas can be bitumen surfaced over time	Improve site drainage and safe internal access	MEDIUM	Ascertain if plans of levels are already available.	Strategic Projects and Technical Services		\$ -		\$ -			
32		LOADING RAMP	Install hand rails and clearly define extent of ramp	Improve safe usage	MEDIUM	RFQ to supply and install	Operations Coordinator		\$ 8,400			\$ 8,400		
33			Determine non required goods and dispose of per process	Improve effective site space and safety	HIGH	Undertake an assessment / disposal process	Depot Coordinator - Facilitate all Departments with goods stored at the Depot	On going			On going			

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						ACTION	BY WHO?	MAINT.	CAP. EX.	S/PROJECT	14-15	15-16	16-17	17-18
34			Locate common activity items in defined areas and record into a stored inventory for future access	Improve access and control of stored items	MEDIUM	Create Depot inventory / plan for external areas	Depot Coordinator	On going			On going			
35		FUEL TANKS	Dispose of unused 5,000L fuel tank	Improve effective site space and safety	HIGH	Undertake disposal process	Depot Coordinator		\$ 2,000			\$ 2,000		
36		ADMINISTRATION RECORDS	Consider needs for defined purpose built records area	Possibly improve access of hard copy records when required	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 60,000			\$ 60,000	
37		WORKS	Requires specified storage area for construction and events signage	Improve access to signs and OHS when loading/unloading signs	MEDIUM	To be allowed for in construction of a new shed on the south side of the yard	Strategic Projects			\$ 50,000			\$ 50,000	
38			Consider relocation to new shed on south side to free up current shed for other activities	Improve operations and space usage in depot	MEDIUM	If agreed as part of overall depot redevelopment strategy- RFT to design and construct	Strategic Projects			\$ 200,000			\$ 200,000	
39			Formalise open storage yard area for bulk materials - area to remain gravel	Improve access and control of stored items	MEDIUM	Formalise open storage areas	Works and Depot Coordinator	\$ 20,000					\$ 20,000	
40			Remove cable drums from yard area	Improve effective site space and safety	MEDIUM	Ascertain plan to better store or dispose of copper cable drums	Depot Coordinator		\$ 1,000		\$ 1,000			
41			Locate similar items in specified areas and remove non required items	Improve access and control of stored items	MEDIUM	Rearrange storage	Works Coordinator	On going			On going	On going		
42			Clean up areas near gantry and loading ramp	Improve effective site space and safety	MEDIUM	Dispose of unused items	Works Coordinator	On going			On going	On going		
43			Bitumen surface areas over time	Improve site drainage and remove dust nuisance	MEDIUM	Annual allocations added to the budget to facilitate this happening over a number of years	Building Maintenance		\$ 60,000		\$ 20,000	\$ 20,000	\$ 20,000	
43		WORKSHOP	Relocate coolant and solvent in areas beneath mezzanine office	Reduce mezzanine office staff to exposure of vapours arising from below	HIGH	Relocate vapour items elsewhere	Fleet and Plant Coordinator	\$ 1,700				\$ 1,700		
44			Restrict use of hand tools in the areas beneath the mezzanine office	Reduce mezzanine office staff exposure to sound from hand tools below	HIGH	Carry out work in alternate areas	Fleet and Plant Coordinator	\$ -			\$ -			
45			Consider a purpose built holding facility for waste oil	Remove current risks associated with storage in drums	MEDIUM	Undertake acquisition process	Fleet and Plant Coordinator		\$ 7,000			\$ 7,000		
46		PARKS	Consider additional open shed for storage of mowers	Reduce deterioration from elements on stored equipment	HIGH	RFQ to design and construct	Strategic Projects			\$ 50,000		\$ 50,000		
47			Consider placing specialised materials into the vacant storage bins on west side of depot and stabilise surrounding area to reduce bin contamination	Improve effective site space and safety	MEDIUM	Move specialised items to storage bins / stabilise surrounding soil	Parks and Gardens Coordinator	\$ 8,000				\$ 8,000		
48			Investigate extent recycled water can be used for use in dust control of bins	Effective use of recycled water	MEDIUM	To be considered when replacing truck wash	Strategic Projects			\$ 10,000			\$ 10,000	
49			Consider relocation of a secure nursery area with some shade structures to near plant wash down to enable use of recycled water	Effective use of recycled water	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 10,000			\$ 10,000	
50			Chemicals within the Parks and Garden shed to be reviewed	Ensure safe storage of goods in accordance with regulations and best practice	HIGH	To be considered in overall site dangerous goods report	Depot Coordinator		Included at item # 12 & 13		Included at item # 12 & 13			
51		GENERAL STORE SHED	Remove non required items. Relocate sporting pole top light fittings to separate new container	Improve effective storage use of shed area	MEDIUM	Clean out shed, dispose of items not required and store light fittings in new container	Depot Coordinator	\$ -			\$ -			
52			Suggest purchase and install extra containers for facilities / building materials	Improve effective storage use of shed area	MEDIUM	RFQ to supply and install 3 x sea containers	Strategic Projects			\$ 50,000		\$ 50,000		
53			Consider a dedicated battery bank within the Parks shed and upgrade power to shed	Improve effective storage use of shed area	MEDIUM	RFQ to supply and install	Building Maintenance		\$ 10,000			\$ 10,000		
54			Relocate lights into a new container	Improve effective storage use of shed area	MEDIUM	purchase new containers	Strategic Projects			Included at item # 53	Included at item # 53			
55		EH STORE	Chemicals possibly to be stored in controlled and secure environment	Ensure safe storage of goods in accordance with regulations and best practice	HIGH	To be considered in overall site dangerous goods report	Depot Coordinator			Included at item # 12 & 13	Included at item # 12 & 13			
56		BUILDING MAINTENANCE	Consider relocation of current building items at various locations into a general storage area	Improve effective storage use of shed area	MEDIUM	To be reviewed when shed on southern side of site is tidied and emptied	Building Maintenance	\$ 6,000				\$ 6,000		
57			Consider removal of building materials to permit use by Parks	Improve effective storage use of shed area	MEDIUM	Dispose of obsolete items / transfer to new storage location	Building Maintenance & Parks and Gardens Coordinator	\$ -			\$ -			
58		DOG POUND	Investigate options to improve water pressure for cleaning	Improve effective cleaning of pound	MEDIUM	To be considered in overall Depot upgrade	Building Maintenance		\$ 10,000			\$ 10,000		
59			Investigate options to improve ease of cleaning out dog pens without having to access the pens	Improve effective cleaning of pound	MEDIUM	To be considered in overall Depot upgrade	Building Maintenance		\$ 10,000				\$ 10,000	
60			Investigate options to improve internal natural cooling of dog pound	Improve facility for animals in hot weather	MEDIUM	To be considered in overall Depot upgrade	Building Maintenance		\$ 5,000				\$ 5,000	
61		CAT POUND	New facility with internal storage that requires shelving	Improve storage and safe access	MEDIUM	Purchase / install storage for main entry area	Manager Regulatory Services	\$ 1,000				\$ 1,000		
62		CHICKEN COOP	No immediate improvements											
63		VEHICLE POUND	Consider relocation to area near chicken coop to improve passive surveillance	Improve higher security storage	MEDIUM	Coordinate staff to undertake this process and install new fencing as required	Manager Regulatory Services	\$ 5,000				\$ 5,000		
64	BUILDINGS IMPROVEMENTS	ADMINISTRATION /OFFICES	Recommend engage architect / engineer team to draft design options for new office layout to meet with medium and long term needs	Allows for effective design and costing of staged options in accordance with operational development needs , budget, and BCA standards	MEDIUM	Prepare a design brief to engage an architect	Strategic Projects			\$ 100,000		\$ 100,000		

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						ACTION	BY WHO?	MAINT.	CAP. EX.	S/PROJECT	14-15	15-16	16-17	17-18
65			Suggest staged office expansion to cater for - Stage 1 - building on eastern side incorporating open office with depot admin./ranger admin/building admin./general admin to deal with customer services and gate control access plus some ablutions/disabled plus small meeting room/reception plus larger open area that can be divided with operable wall for small and larger staff meeting/events/training plus extra open office area/s		MEDIUM	Prepare a design brief to engage an architect	Strategic Projects			\$ 1,200,000			\$ 1,200,000	
66			Suggest staged office expansion to cater for - Stage 2 - separate office area on north for remaining rangers and building maintenance and other operational staff -this would allow reallocation of old Rangers area and works shed for other uses (Lease /other business area/other)		MEDIUM	Prepare a design brief to engage an architect	Strategic Projects			\$ 600,000				\$ 600,000
67			As part of the office expansion consider incorporation of new workshop offices at the western end of the existing administration building	Remove staff from unnecessary noise, dust, and fumes	MEDIUM	Prepare a design brief to engage an architect	Strategic Projects			Included at item #66	Included at item #66			
68		STORAGE SHEDS	All work activities consider storage needs to remove clutter and non required items and improve functional storage with racking, etc.	Improve storage and safe access	MEDIUM	Coordinate staff to undertake this process	Manager Infrastructure	\$ 50,000				\$ 25,000	\$ 25,000	
69			Light fittings from facilities projects can possibly be located in containers to free up area	Improve storage and safe access	MEDIUM	Coordinate staff to undertake this process	Depot Coordinator	Included at item # 52			Included at item # 52			
70			Suggest interim purchase and install of extra containers for facilities goods and locate in common area - SE corner of depot	Improve storage and safe access	MEDIUM	As per above - RFQ to supply and install 3 x sea containers	Strategic Projects			Included at item # 53	Included at item # 53			
71		PLANT SHEDS	Consider future cost benefit of construction of small plant open or closed sheds for added security and maintenance of equipment from severe weather		MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			Not considered by management to be cost effective at this stage			Not considered by management to be cost effective at this stage	
72		WORKSHOP	Extend shade and concrete pad for 2 bays on north side of main workshop to enable sheltered area working on longer combinations and excavator	Will allow ease of maintenance in a sheltered clean work area to large equipment still on low loaders	MEDIUM	RFQ to design and construct	Strategic Projects			\$ 120,000		\$ 120,000		
73			New office area for supervisory staff with computer access - consider short and longer term demountable uses within overall office expansions	Reduce deterioration from elements on stored equipment	MEDIUM	Resolve use of building with Workshop staff	Fleet and Plant Coordinator		\$ -		\$ -			
74		STORE	Short term resolution of compliant storage of hazardous materials	Ensure safe storage of goods in accordance with regulations and best practice	HIGH	To be considered in overall site dangerous goods report	Depot Coordinator		Included at item # 12 & 13		Included at item # 12 & 13			
75			Longer term evaluation of store items needs and processes to resolve any expansion and improved stores control	Ensure safe storage of goods in accordance with regulations and best practice	MEDIUM	Undertake an assessment / disposal / system improvement process	Depot Coordinator	Included at item # 12 & 13			Included at item # 12 & 13			
76		POWER SUPPLY	Supply capable for expansion and requires discussion with HP when UG power upgrades undertaken in Cowle RD.	Ensure compliant supply	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 50,000		\$ 50,000		
77		SEWER	Existing sewerage is treated by onsite sewage system that can be linked into as part of any new developments.	No action required until building works commence	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 30,000			\$ 30,000	
78	BUILDING SERVICES	MECHANICAL	A/C systems generally in good condition. Main Chiller replaced 2013 in administration area	Timely maintenance and replacement will reduce ongoing maintenance and operational costs	MEDIUM	Ensure adequate budget over the coming FY's to maintain and service these items of plant	Building Maintenance	Covered in existing maintenance budget			Covered in existing maintenance budget			
79	PARKING /ACCESS	STAFF	With front building expansion consider relocation within depot aligning with building expansions - in safe location	Improve access and security	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 50,000			\$ 50,000	
80		OFFICERS	With front building expansion consider relocation within depot aligning with building expansions - near office area	Improve access and security	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 30,000			\$ 30,000	
81		VISITORS	With front building expansion retain at front area with PA gate access to new reception with all disability access requirements	Improve access and security	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			\$ 10,000			\$ 10,000	
82		MAIN VEHICLE ACCESS	Install security gate with card/key operation which is open during work hours	Improve access and security	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			Included at item #66			Included at item #66	
83			Design secondary occasional access from main yard for large plant with security controls	Improve access and security	MEDIUM	To be considered in overall Depot upgrade	Strategic Projects			Included at item #66			Included at item #66	
84	DATA / IT SERVICES	IT SYSTEMS	Network trunk equipment should be replaced within a 2 year timeframe with a current model to increase data transfer speeds up to 400Mbps and possible wireless licencing security upgrade	Improve effective IT operational communications	MEDIUM	Ensure budget allocations are made for the necessary FY's	IT Manager		\$ 50,000				\$ 50,000	
TOTALS								\$ 149,875	\$ 220,400	\$ 3,396,484	\$ 194,859	\$ 956,900	\$ 1,915,000	\$ 700,000
								\$3,766,759			\$3,766,759			

Depot Master Plan Stage 2
Improvement Recommendations Estimated Costings March 2015
NCR14192

						ACTIONS REQUIRED		BUDGET RESPONSIBILITY			FY			
ITEM #	AREA	DESCRIPTION	DETAILS	REASONING	PRIORITY	ACTION	BY WHO?	MAINT.	CAP. EX.	S/PROJECT	14-15	15-16	16-17	17-18
COMPLETED / COMMITTED WORK TO DATE														
DEPOT INVESTIGATIONS AND COMPLIANCE														
85		BUILDING SURVEY	Engaged a consultant to undertake a survey of the buildings	To ascertain BCA Compliance	HIGH	N/A	Strategic Projects			\$ 10,170	\$ 10,170			
86		WATER PRESSURE	Engaged a contractor to conduct pressure testings	FESA Requirements	HIGH	N/A	Strategic Projects			\$ 1,625	\$ 1,625			
87		SERVICE LOCATIONS	Engaged a contractor to locate water, comms and power from mains into site	Ascertain locations to be considered for future developments	HIGH	N/A	Strategic Projects			\$ 1,559	\$ 1,559			
88		SEWERAGE LOCATIONS	Engaged a contractor to locate septic tanks, reln drains and provide a report	Ascertain locations to be considered for future developments	HIGH	N/A	Strategic Projects			\$ 2,727	\$ 2,727			
89		SEWERAGE LOCATIONS	Engaged a contractor to provide a plan of the sewerage system	Ascertain locations to be considered for future developments	HGH	N/A	Strategic Projects			\$ 2,727	\$ 2,727			
90		FIRE HYDRANT	Flow and pressure test fire hydrant	To ascertain BCA Compliance	HIGH	N/A	Strategic Projects			\$ 875	\$ 875			
PROJECT MANAGEMENT COSTS														
91		PROJECT MANAGEMENT COSTS	Internal project management fees associated with delivering the project		HIGH		Strategic Projects			\$ 68,106	\$ 68,106	\$ 144,000	\$ 330,000	\$ 165,000

WORK TO BE COMPLETED (NOT INCLUDED IN ABOVE)														
AUTOMATIC FUEL SYSTEM														
92		AUTOMATIC FUEL SYSTEM	Installation of an automatic fuel system	To enable more effective delivery of fuel services to the organisation	MEDIUM	Depot Coordinator to undertake an RFQ process, which includes additional installations at the Airport and 7 Mile Waste (Airport and 7 Mile not coming from SP budget)	Strategic Projects			\$ 50,000	\$ 50,000			
93		CONTINGENCY	Reserved contingency funds	Unexpected project expenses	HIGH	N/A	Strategic Projects			\$ 13,735	\$ 3,735	\$ 49,000	\$ 188,000	\$ 70,000
94		FINANCIAL COSTS	Reserved advertising and legal fees	Potential project expenses	HIGH	N/A	Strategic Projects			\$ 1,150	\$ 1,150	\$ 7,000	\$ 10,000	\$ 5,000
95			Reserved consultant fees	Potential consultant expenses	HIGH	N/A	Strategic Projects			\$ 10,000	\$ 5,000	\$ 20,000	\$ 50,000	\$ 20,000
96		CONSULTANT FEES	Unspent funds - FY 14/15	Potential project expenses	HIGH	N/A	Strategic Projects			\$ 5,842	\$ 5,842	\$ -	\$ -	\$ -
										\$ 3,565,000	\$ 348,375	\$ 1,176,900	\$ 2,493,000	\$ 960,000

	FY				TOTALS
	14-15	15-16	16-17	17-18	
MAINTENANCE COSTS	\$ 27,375	\$ 72,500	\$ 50,000	\$ -	\$ 149,875
CAPITAL EXPENDITURE	\$ 21,000	\$ 104,400	\$ 95,000	\$ -	\$ 220,400
STRATEGIC PROJECTS EXPENDITURE	\$ 300,000	\$ 1,000,000	\$ 2,348,000	\$ 960,000	\$ 4,608,000
TOTALS	\$ 348,375	\$ 1,176,900	\$ 2,493,000	\$ 960,000	\$ 4,978,275