



Ballina Shire Council

**Works Depot
Southern Cross Drive, Ballina
Draft Development Masterplan**



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Introduction

This plan has been produced to identify areas of the depot that need upgrading to meet current operational, environmental and Occupation Health & Safety needs and to provide a systematic plan to upgrade facilities and provide for growth in the next five years.

The following sections give an overview of the needs in each area and the costs and priority of works proposed is summarized in the attached table.

The large compound on the southeast corner of the depot, (Piper Drive frontage) containing individual containers and large products such as pipes is expected to be able to continue in this capacity with sealing work to aid forklift operations and it is not proposed to alter as the containers provide a flexible storage system for the individual works crews.

This plan does not consider operations currently occurring in Number 2. Depot which would be the subject of a separate report. The recommendations of any report on No. 2 Depot may result in the modification of the priorities and actions contained herein.



Fencing and Security

The security system is basic and consists of electronic access control and intruder detection, however it requires enhancements to improve internal protection to the buildings.

The main security system and automatic gate do not have automatic uninterrupted backup power. Consequently when the mains supply is cut, the security surveillance system does not operate and staff are called in to manually operate the gates. It is required to install a UPS system to operate the gate and security system continuously.

A security audit on the stores and workshop buildings show both areas are deficient in internal security and should be upgraded with the current hard drive unit to be upgraded.

The eastern (Piper Drive) frontage has recently been fenced with a colourbond exclusion fence. Similar fencing is required to the northern boundary (150m), the main (Southern Cross Drive) frontage (165m) and on the southern boundary a small section is required to secure the perimeter of 31m. Access from adjoining buildings needs to be prevented by installing 10m of colourbond fence plus a 900mm barb extension over the height of the neighbouring block walls over a distance of 35m



Staff Amenity

Staff currently use the amenities building as a “base” at meal breaks but choose to gather outside the building. As well as not being created for this purpose, this areas suffers from limitations due to lack of facilities, proximity to vehicle parking, through pedestrian access, unattractiveness and also projects a bad image to passing members of the community. The meals room also doubles as a meeting room and a computer access point for outdoor staff.

Should a meeting be scheduled or staff be using the computer this restricts the ability of other staff to enjoy their meal breaks.

Current furniture consists of old unwanted furniture from other areas, generally in poor condition and the room is not air conditioned. The room suffers from poor acoustics and requires the addition of a bulk iced water dispenser from which staff can fill their water bottles to take with them for the day.

It is desired to construct a part roofed, screened paved and landscaped outdoor staff amenity area which would provide a BBQ, sink, seating, tables and sun protective shade sail, in an outdoor setting away from the view of the public and vehicular traffic and would allow staff to enjoy a purpose built outdoor meals area.

This would allow this area to be utilized for the holding of social events, staff meetings and celebrations as well as for meal breaks.

A paved area 10m x 13m approx with a skillion roof over is proposed, located in the vacant area between the archives room and the rural fire shed. Refer item 1 on attached map.

The current toilets, showers lockers, washing machines and dryers appear adequate for staff numbers.



Staff Office Accommodation

As staffing needs are rapidly increasing, the current team leaders office has reached capacity and civil services group office accommodation in the administration centre is similar. The most logical and cost effective expansion for more staff at the depot would be to utilize the mezzanine area of the store above the team leaders office for further staff accommodation. This area is currently underutilized because of the logistics of transporting, loading and unloading items into the area and would be better used for other purposes. Current storage areas here will be displaced into the store, and will be met by the planned expansion of this area into the current small plant area.

The location of access to power, communications and other services eg phone, computer network, photocopier, printers and amenities in the team leaders office below would reduce the cost provision of additional office accommodation in this area, and have the benefit of keeping the staff in the same location to maintain the current networking opportunities provided by housing the team leaders together which is seen as most desirable. The upstairs area would be served by an internal stairway. A second exit to the external yard could be provided under the internal stairs.

Another option available but discounted because of perceived costs would be to reconstruct the existing amenities building as offices and construct a purpose built meals room/amenities elsewhere on site.

A further option would be to construct a mezzanine floor within the water and sewer building for water and sewer staff however whilst improving the staff capacity of the team leaders office, this would have the effect of fragmenting the team leaders staff and reducing the networking benefits currently enjoyed.



Sealed Hardstanding Areas

A significant part of the hardstanding and circulation areas of the depot are unsealed, which especially close to the workshop, present a dust hazard not compatible with the servicing of plant or equipment. In other areas lack of sealing renders the surface susceptible to water damage and ponding of water. It also promotes weed growth which makes fork lift access difficult which makes the area unsuitable for longer term storage of plant and equipment.

The attached plan provides a priority for regrading and sealing these areas:

- W&S Generator area- $28.5\text{m} \times 25.2 = 720\text{m}^2$ (item 2)
- W&S hardstand - trailer parking etc = 407m^2 (items 4 & 5)
- Trades Maintenance equipment area for play equipment, parks and reserves equipment awaiting installation and repairs = 36m^2 (item 6)
- Workshop - East, requires regrading and sealing for dust suppression for welding and metal storage area, $25\text{m} \times 27\text{m} = 675\text{m}^2$ (item 9)
- Compound area behind trades/OSR building- $70\text{m} \times 25\text{m} = 1,750\text{m}^2$ (item 16)
- Concrete Apron at workshop entrance - required for dust prevention at workshop service bay and parking for heavy vehicles. $14 \times 16\text{m} = 224\text{m}^2$ (item 12)
- Sealed parking and movement areas-adjacent to workshop, washdown bay and metal storage areas. Essential for dust control adjacent to workshop areas main north thoroughfare - $72\text{m} \times 8\text{m} = 576\text{m}^2$; (item 13A)
- Parking area adjacent to north fence $10\text{m} \times 22\text{m} = 220\text{m}^2$; (item 13B)
- Workshop metal storage area + $10\text{m} \times 40\text{m} + 400\text{m}^2$ TOTAL = 1200m^2 (item 13C)
- Vehicle parking handstand - $22 \times 12 = 265\text{m}^2$ (item 13D)
- Heavy vehicle handstand $34 \times 20 = 680\text{m}^2$ (Item 13E)
- Street Staff and visitor parking area

(Refer attached map for reference to item numbers.)

The parking area located outside the depot provides a poor level of service during wet weather and requires pavement construction, kerb and gutter and sealing - 1650m^2 .

This will allow formalizing of parking with an increase of spaces provided.





Store Stock Security

The store building houses the smaller more valuable stock and stock that must be kept out of the weather. However since the Water and Sewer fittings have been included, the number and diversity of stock has increased and logistically the housing of water and sewer fittings in a separate outdoor area located 100m distant is inefficient and difficult to manage and makes customer service and stores security difficult during periods of heavy demand at the store. Some of these fittings are also subject to deterioration because they are not stored under cover.

Currently an external area of approximately 120 lineal metres of pallet space 1.2m wide is utilized for storage of valves, fittings covers etc, and allowing for future growth, the area required for secure undercover storage is estimated at 300m². Various alternatives were considered for the provision of this space, however the most efficient and only suitable area, having the size to meet the logistical requirements, is to expand into and utilize the current building area currently occupied by small plant.

The additional floor area is 13.5 x 16.5m (223m²) which would allow the required 300m² area to be provided with pallet racking and allow manoeuvring room for a forklift .This would provide benefits in having all of the store stock in one area for simplified receiving, dispatch and security and permit reorganising storage of existing stores stock on a more efficient basis. This would also allow the extra water and sewer items to be housed securely under cover and accessed without requiring additional staff.

It is also desired to review the office accommodation to provide increased separation from enquiries for the Supply Administrator due to the volume of gate, visitor, telephone calls and enquiries currently received. This may be achieved in the planned office expansion in the mezzanine area of the store.

It is also proposed to create a store compound adjacent to the store (on the eastern side) for the placement of weather proof items requiring fork lift access (concrete manhole lids, etc) making it easier for store staff to monitor and allowing quick access for issues and deliveries.



Small Plant

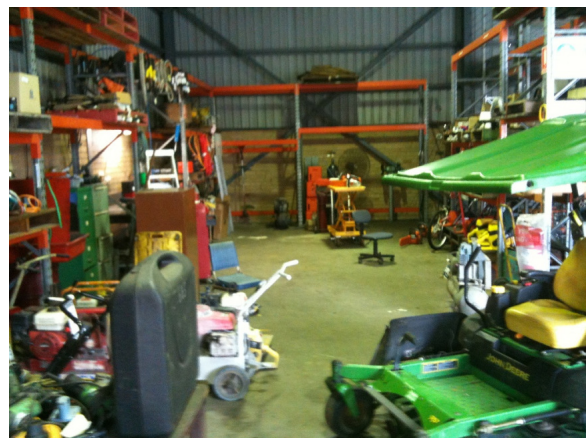
The small plant store (currently 13.5 x 16.5m) is located on the end of the store building and has the function of small plant storage, servicing, fuel mixing and storage of 2 stroke fuel and issuing items of plant to hirers. The shortcomings of the current location are that there is no separation of the workshop/storage/fuelling areas and servicing procedures are hampered by the unsuitability of performing welding or other hotwork in proximity to fuelled items, and difficult access to items when servicing is being carried out. (Refer item 7 on attached map)

No suitable area is provided for fuel storage (mixed 2 stroke) and oils. This is probably not ideally located in close proximity to, and separated only by chain wire from, items in the store from a dangerous goods management perspective.

Small plant is staffed and run by the workshop and it would make logistic sense for it to be located closer to the workshop for access, use of the washdown bay and resourcing during leave and other absences. Currently space is constrained and larger items such as trailers, VMS boards and traffic lights are not able to be accommodated under cover and suffer due to exposure from the weather. (Refer item 14 on attached map.)

It is proposed to construct a purpose designed small plant facility closer to the workshop which would comprise discrete equipment storage, customer service, administration servicing and fuel storage areas. It will also provide sufficient space surrounding to construct a weatherproof shelter (25m x 18.5m) adjacent for the storage of larger items (VMS boards, trailers, kerb machine, traffic lights, speed trailer) etc that are currently deteriorating due to exposure from the weather.

This will allow easy access for small plant staff to the wash down bay and larger workshop facilities should they be required and closer for the provision of customer service by workshop staff when required. It is also identified as being undersized and it is proposed to increase its size by 33% to 18.0m x 16.5m, subject to detailed design.



Trades/OSR/Engineering Works Building - Individual Operations Areas

A steel and brick building currently houses maintenance trades, Open Spaces & Reserves, engineering works sign operations, and associated construction materials, consumables and staff.

It would appear that these areas are currently operating at capacity and are being supplemented by the use of additional containers for storage. Whilst inexpensive, these have the disadvantage of restricted internal access and hence are not the most efficient for long term storage and they are susceptible to corrosion in the coastal environment. Storage of items in the open areas adjacent to the building are haphazard with no ownership of stored materials, surplus equipment and waste and unused items and waste tend to accumulate. Refer items (7,8,14,15,16) on attached map.

Individual section requirements are as follows:

Engineering Works

Staff indicate that the current shed utilized for equipment storage and working area is too small and it is desired to add an additional bay with a mezzanine floor for future expansion.

OSR staff

Staff indicate that the current shed utilised for equipment storage and working area is too small and it is desired to add an additional bay, also required is a covered outside area for secure equipment and plant storage. It is proposed to deliver this by providing fenced bays behind this building for each of the sections and cover the OSR section to allow removal of the containers and provide protection from the weather for plant and equipment.

Trades Section

It appears that the building area will be suitable for future needs, however an external compound is required for secure storage of equipment and materials.

It is proposed to extend the existing building by two bays to increase space and create one bay for engineering works 12.5 x 16.0m (including a mezzanine) and an extra 12.5m x 16.0m bay for Open Spaces and Reserves.

At the rear of the building it is proposed to provide a series of fenced compound bays so that individual works areas can store items in a secure and orderly fashion, directly behind their section of the building. This bay will be separated from the building by a sealed vehicle access way. The OSR bay will be roofed with walls on 3 sides to prevent exposure to plant (mowers and vehicles) from the weather and will reduce the need for containers in the area.

Summary for this building:

Extend, for OSR and engineering works; construct a fenced compound on the eastern side divided along the boundaries of each of the sections with the OSR sections roofed.



Water and Sewer

Buildings are currently suitable for staff needs in the medium term, with containers being provided for storage of emergency after hours supplies. A suitable sealed hard standing area needs to be provided for the storage of emergency generators and roofing this area would extend the life of these items and prevent deterioration due to affects of weather.

A large area for water and sewer pipes and fittings is utilised in the southeast open yard. Deterioration of PVC pipe occurs due to it not being stored undercover and a covered rack would be desirable for this purpose.



Electrical Trades

The current facilities appear appropriate for current staff and servicing levels however this may need to be reviewed regarding future requirements for telemetry operation and maintenance, and servicing requirements for water and sewer assets,

Historical Items

Currently an old La France bushfire tender and a drawn grader operated by Tintenbar Shire are located at the depot, one stored in a container and the grader located out in the elements.

The grader requires sandblasting and painting to prevent further rusting and a heritage based decision on a future strategy for these items is required.

Wash Down Bay

A covered wash down bay is provided on the northern side of the depot with heated high pressure cleaner and an oil separation system. This area is not provided with bunding which allows debris and contamination to escape and to prevent pollution of the drain on the northern boundary, bunding should be immediately fitted as a high priority. - 46 lineal metres bunding required (refer item 10 on attached map).

At periods of high usage the washdown bay is very busy (eg; late in the day) and construction of an additional bay on the eastern side is recommended 6m x 10m which would require roofing to reduce rainfall collection and oil separation.



Workshop

A review of the internal workshop layout is being undertaken to reduce manual handling issues and improve functionality and efficiency. Additionally it is recognized that it will be necessary to provide a "lean to" external roofed area to allow reactive servicing of machines out of the weather (eg; garbage trucks) when the service bay is occupied by other plant.

An area on the northern side is unsealed and presents a major dust hazard for machinery and requires construction of a concrete apron 14m x 16m to allow access by heavy tracked machinery.

Sealed hardstanding areas for the storage of metals are required to allow access by forklift in all types of weather, to prevent weed growth and to provide drainage.

Other internal improvements including the provision of a light vehicle servicing hoist are being considered as part of the internal layout review.

Chemical Storage Areas

Dedicated chemical storage areas are required to be provided in Water and Sewer, Open Spaces & Reserves, Trades and Engineering Works sections and for future use within the store.

Large Storage Yard

This area is currently used for the storage of pipes, equipment and containers.

It is intended that this area be available in its current form to allow maximum flexibility for depot users with the onus on users to prevent the collection of rubbish and waste.

An increase in sealed areas would improve access for loading trucks by means of the forklift.



Records Archives

It is envisaged that the current area will cater for records storage needs for the next five years plus provision exists to put on an another storey if required.

Records staff are concerned regarding the utility of a 2 storey building however this could be overcome with an internal lift to reduce the building footprint on the ground and make space in this part of the depot for other uses.



Fuel System

Plans are underway to install groundwater monitoring bores to meet UPSS requirements in February 2011 to meet the regulations prior to the mandated July 2011 deadline.

The current tanks are aging and the current unleaded tank is not expected to be suitable for storage of E10 unleaded fuel due to its age and the corrosive nature of E10.

To enable more efficient leak detection processes to be implemented, it is desired to install electronic volume measuring equipment for each of the underground tanks.

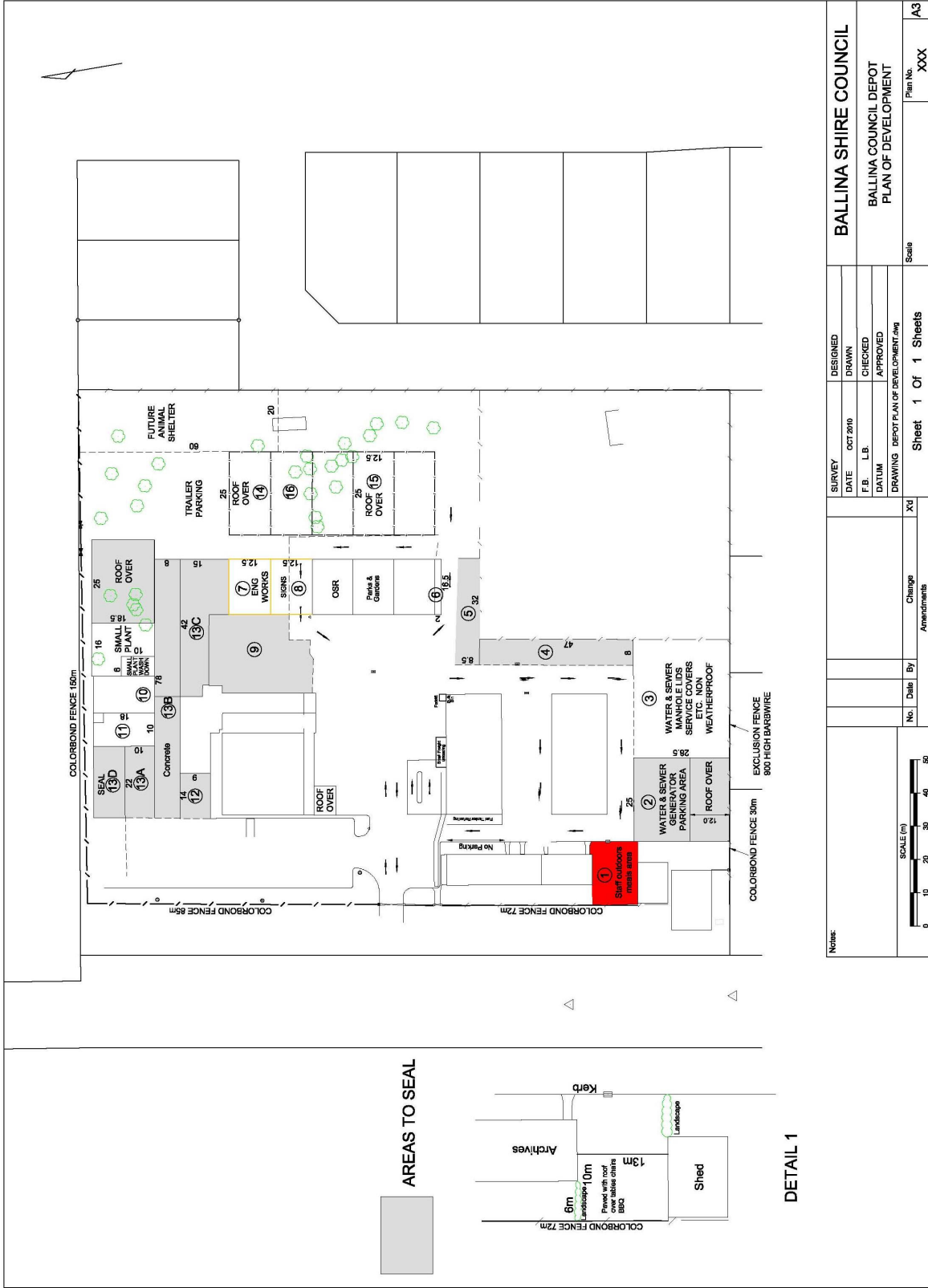
As the aged bowsers were renewed prior to the introduction of biodiesel, they are now dependent upon the electricity supply for their operation. To service Councils emergency operations they should be provided with a dedicated generator to ensure operation during times of supply interruption.

Future Proposal - Animal Shelter

An area approx 20m x 60m has been quarantined in the northeast corner for future animal/pound uses.



Depot - Development Plan



BALLINA SHIRE COUNCIL		DESIGNED	DRAWN
BALLINA COUNCIL DEPOT PLAN OF DEVELOPMENT		CHECKED	APPROVED
Drawing No. XXX		Sheet 1 Of 1 Sheets	
Scale		Scale	

Notes:



No.	Date	By	Change
			Amendments

SURVEY	DATE
DRAWING	OCT 2010
F.B.	L.B.
DATUM	

DESIGNED	DRAWN
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APPROVED	

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Depot Masterplan Works Program - 2011-2016

Year	Priority	Cost	Paving	Amenity	Building	Fencing/Security	Environmental
2011/12		\$12,500				UPS system for security and gates	
		\$5,000				Upgrade workshop security	
		\$20,000				Replace fence, Southern Cross Drive	
		\$5,000			Air Condition Lunch room		
		\$1,000			Install continuous flow water chiller		
		\$140,000				Construct small plant building & \$400/m ² - see quote doc # 1709162) - 350m ²	
		\$2,000			Replace lunch room furniture		
		\$50,000				Relocate store into small plant	
		\$7,500					Wash down bay bunding
			\$243,000				
2012/13		\$5,000				Upgrade store security system	
		\$5,000				Upgrade hard disk vcr system	
		\$8,000				Upgrade sth fence adjacent to neighbours	
		\$20,000					Install light vehicle wash down bay
		\$50,000			Provide landscaped staff amenity area		
		\$21,000	East of workshop, welding & storage				
		\$18,000	Concrete apron at workshop				
		\$60,000				Construct extensions to team leaders office	
		\$20,000					Electronic fuel measuring
		\$17,500				Replace northern fence with colorbond	
		\$35,000	Hardstand adjacent workshop				
			\$295,500				
2013/14		\$30,000				Fence compound at rear OSR, engineering works	
		\$160,000			Extend Engineering Works & OSR Building - 400m ² @ \$400/m ²		
		\$30,000					Standby emergency power
		\$20,000					Chemical storage for store
			\$240,000				

Year	Priority	Cost	Paving	Amenity	Building	Fencing/Security	Environmental
2014/15		\$140,000			Roofed area - small plant - 450m ² @ \$300/m ²		
		\$55,000	Compound at rear OSR, engineer				
		\$50,000			Roofed area - OSR - 320m ² @150/m ²		
		\$75,000		Sealed staff car park			
		\$50,000					Stormwater management system
		\$230,000					
2015/16		\$36,000	Generator, W&S Trades hardstand				
		\$10,000		Grader, Fire Engine			
		\$50,000			Lean to adjacent to workshop 12x12m		
		\$75,000	SE storage year 2,500m ²				
		\$30,000	Northern boundary, either side of wash bay				
		\$50,000			W&S pipe rack		
		\$251,000					