

Operations Yard Location Report

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Introduction

Purpose of this report

The Carterton District Council wishes to ensure the Operations Depot remains fit for purpose for the foreseeable future. This report explores options available to address this, providing rationale and cost estimates to assist in making a decision on how to proceed.

Options Considered

1. Build new facilities at current location in Holloway Street
2. Move all or most functions to Dalefield Road

Method

Information was collected from more than a dozen staff involved in operations activities, including all team managers. From this a good understanding of the functions of each area was obtained, as well as stakeholders views on the benefits and disadvantages associated with the two locations. Other council staff also provided information, particularly about the Events Centre complex and the IT infrastructure.

Council documents, including annual plans, the 10 Year Plan, 30 Year Strategy and Combined District Plans, provided background and context for the report.

An experienced project and construction company was engaged to provide the cost estimates for each option. Site visits and inspections of various buildings were undertaken to provide confidence in preparing the estimates.

Assumptions

Growth expectations considered are based on 10 Year Plan and 30 Year Strategy

No major changes to current operational functions, either in practise or as a result of amalgamation or combined services with other councils

No major changes to current procurement and contracting arrangements

Costs, particularly capital and construction, are estimates based on current prices & practices.

No financial allowance made for opportunity costs such as resale of, or commercial rental of the existing area.

Report Summary

The existing facilities at the Holloway Street depot are limited and have no capacity to accommodate growth. They also constrain other functions such as the Events Centre, and limit new development in the area. Two options were considered.

Option 1: remain at Holloway Street and build new depot facilities on the site. The cost is relatively high, estimated to be about [REDACTED]. Also, constraint on other functions such as Events Centre development would remain.

Option 2: relocate to council owned land on Dalefield Road (Daleton Farm). There is plenty of space, and a number of existing structures that can be fitted out at a more modest cost, estimated to be about [REDACTED]. This project could be phased over a number of years to spread the cost, and use in-house resources for much of the site work.

A “do nothing” option exists, but would still incur cost, estimated at about [REDACTED], without realising any of the benefits.

Infrastructure Services - Current Operations

Infrastructure Services and Planning and Regulatory functions are currently based at the operations depot in Holloway Street. Dave Gittings is the senior manager responsible for this department. There are three operational teams, plus a number of planning and support functions, with a total of 33 staff, 27 who are based in the depot. The remainder are based in the main council offices.

Parks and Reserves

This team is responsible for the development and maintenance of all parks and reserves throughout the district, both urban and rural. Managed by Clinton Thompson, there are eight staff, all based at the Holloway St depot. The majority of the team work away from the depot, but they share the tea room, kitchen, toilets and washrooms.

Parks & Reserves facilities located in the depot include the plant propagation structures, work space, and storage for fertilizers and chemicals. There is also office space for two desks and lockers for all staff

Vehicles and equipment include four utes, two trucks, at least six tractors mowers and a number of trailers. Most of these vehicles are based at the depot, but do not have covered storage.

Parks & Reserves areas currently located in the Holloway St yard (in square metres)

- Plant propagation – 270 m²
- Work space – 65 m²
- Fertiliser storage – 34 m²
- Hazardous materials – 10 m²

Parks & Reserves issues identified with current location:

- Machinery and vehicles stored outdoors, contributing to wear and tear over time.
- Plant propagation location largely shadowed by Events Centre building, particularly in winter.

Three Waters

This team is responsible for the operation and maintenance of the water treatment plant and all water reticulation (including waste water and storm water) throughout the Carterton urban area (and Waingawa Industrial Zone). Managed by Selwyn Osborne, the team has five staff including three who work at the water treatment plant most of the time. At the Holloway St depot they have space for two desks, lockers for all staff and share the tea room, kitchen, toilets and washrooms.

Key facilities include a 60 m² workshop and storage for spare parts and equipment, including pipes and water fittings. Storage is scattered about in various containers and the workshop and locker room, and would benefit from consolidation and more efficient organisation.

Vehicles and equipment include three utes, two vans, three diggers and a number of trailers. Most of these vehicles do not have covered storage.

Three Waters areas currently located in the Holloway St yard (in square metres)

- Workshop – 60 m2
- Spares and fittings storage – 60 m2 (distributed across different locations)
- Pipe storage – 20 m2
- Metal & gravel storage – 50 m2
- Vehicle wash down facility – 40 m2

Three Waters issues identified with current location:

- Machinery and vehicles stored outdoors, contributing to wear and tear over time.
- Spares storage distributed wherever space can be found, inefficient and hard to track

Operations

This team is responsible for operation and maintenance of waste water plant, rural water races, and workshop facilities. Managed by Garry Baker, the team has five staff based at the Holloway St depot, with two working at the waste water plant routinely. They have space for three desks, lockers for all staff and share the tea room, kitchen, toilets and washrooms.

Key facilities include the mechanical workshop, where all plant and equipment is maintained, and storage for products including rubbish bags, recycling bins and water tanks. These are currently located in various spaces around the depot and would benefit from consolidation and reorganisation.

Vehicles and equipment include five utes, two large trucks, including a crane truck, and various trailers, including portable generators and compressors. Most of these vehicles do not have covered storage.

Operations areas currently located in the Holloway St depot (in square metres)

- Workshop – 110 m2
- Product storage – 20 m2 (distributed across different locations)

Operations issues identified with current location:

- Machinery and vehicles stored outdoors, contributing to wear and tear over time.
- Product storage distributed wherever space can be found

Planning and Support

Six staff providing planning and support functions are based at the depot, each with desk space and shared access to the tea room, kitchen, toilets and washrooms

There currently two hot desks for other staff to complete items such as timesheets and other job related documentation.

There is no meeting rooms, although a large meeting table is located in the department manager's office.

Office space used by all teams is approximately 175 m2

Shared staff areas:

- Tearoom & kitchen – 50 m2
- Washrooms and toilets – 50 m2
- Lockers etc – 20 m2

Issues with current location

- Office space is fully occupied, no room for any growth
- No meeting rooms or quiet spaces
- Only two toilets for 27 staff
- Washroom facilities very limited
- Locker and personal storage space limited, shared with water spares storage.
- Parking limited and likely to be reduced with Events Centre expansion
- Access onto Holloway Street crosses public footpath that is heavily used by children going to and from Carterton School

Future Requirements

The 10 Year Plan indicates the following increases in expenditure over the next decade;

Three Waters	60%
Community Services including Parks & Reserves	10%
Planning and Regulatory	25%
Employees and suppliers	38%

While expenditure increases do not translate directly to staff increases, it is clear, particularly with the Three Waters operation, there will be more people required. Additionally, there will be an increase in the amount of storage space required, particularly spares and equipment, and in the workshop functions.

Any investment now to change and improve facilities should allow for future requirements, both materially and planned potential. The table below shows what space is currently available, and what is likely to be required over the next decade, taking into account that in some areas, the current depot facilities are inadequate now for operational requirements.

	Current	Forecast	Shortfall
Storage/Warehouse	<i>Area (m²)</i>		
Parks & reserves	44	60	16
Operations	20	25	5
3 Waters	60	100	40
	124	185	61
Workshops/workspace			
Parks & reserves	65	80	15
Operations	110	130	20
3 Waters	60	70	10
	235	280	45
Office & shared space			
Office space	175	200	25
Toilets/washrooms	50	100	50
Tearoom	50	50	0
Lockers	20	30	10
	295	380	85
Totals	654	845	191

It is clear from this, that current work and storage space is only about 75% of what will be required. The existing facilities have very little scope for expansion without major work.

Events Centre

The adjacent Events Centre continues to grow, both in frequency of events and scope of activities. It has already had to reconfigure part of the operations depot yard to accommodate more storage space, and to improve access for deliveries. The proximity of the operations activity presents potential logistics and safety issues that have to be carefully managed. There is an incompatibility between these two adjacent activities, the council operations depot is essentially a light industrial area, whereas the Events Centre complex is primarily public space.

There is a shortage of parking in the area which means those attending events have to park some distance away, negatively impacting their experience, particularly for older people.

The ability of the Events Centre to attract conferences is limited by the lack of accommodation in Carterton. The council is actively investigating using the current operations depot space as a location to attract hotel development.

Option 1 – New Facilities at Current Location

This option is based on remaining at the Holloway Street location, and rebuilding/refitting facilities to meet current and future needs.

The area is constrained, and likely to be further reduced with Events Centre growth. Therefore to provide the space required the only viable option is to construct a two storey building, located along the southern boundary. This location allows for efficient traffic flow to and from the only remaining access, out on to Holloway Street. However it will require the demolition of the existing workshop and store.

The option also includes construction of a new storage shed alongside the new building.

The existing office block will also be demolished.

Facilities that will be retained include Parks & Reserves plant propagation facilities, vehicle wash down area and shingle storage bins and some storage. Any retained buildings will need inspection and strengthening to meet current standards.

Site reconfiguration of the access, driveways, parking and security fencing will also be a major task, although costs can be reduced significantly if done in-house.

Costs

Capital costs for this option are estimated at [REDACTED] (Refer Appendix 1 for details)

Major components include:

- New two storey building [REDACTED]
- New shed [REDACTED]
- Demolition [REDACTED]

Impact on Operation

The transition period could be very disruptive to normal operation, and will require careful planning to mitigate the impact. For example

1. Demolish part of old building, build new storage shed and temporarily relocate operations workshop there.
2. Demolish remainder of old building and build new two story block.
3. Return workshop to new building and move offices from existing structure
4. Demolish old office block and reconfigure area.

Additional Benefits

A particular benefit in remaining at the current location is the proximity to the main council office, as many staff members routinely use resources or work with other colleagues there.

Some staff have indicated the current location is generally convenient, being in the town centre, and provides a pleasant working area.

Disadvantages and major barriers.

The major barrier to this option is the cost: [REDACTED] is very large expenditure for an organisation the size of CDC, particularly as it brings no significant savings or efficiencies. Because most cost involves a single new building construction, there are no significant areas for cost reduction, or ability to phase the project over a number of years.

The area could not be used for other functions that may be more appropriate for the location, including commercial options.

Events Centre growth will be compromised

Other disadvantages include:

- Space is constrained, so any future unexpected growth could not be easily accommodated
- The access onto Holloway Street crosses a pedestrian footpath used by children at the adjacent school, and represents a particular hazard with regular machinery and vehicles movements.
- Alternative access on to SH2 would require major costs to meet NZTA requirements.
- Park & Reserves plant propagation location is not ideal because of shading from the Events Centre, particularly in winter.

Option 2 – Move complete operation to Dalefield Road

This option involves moving all functions and most staff to council owned land in Dalefield Road. The proposed location, Daleton Farm, has a number of sheds and buildings, including a farm cottage, and has substantially more space than the Holloway Street yard. (Refer Appendix 4 for diagram of site)

While there are a number of existing structures on the site, most will need work to be fit for purpose, which may include some strengthening. Similarly, site works are required, particularly to provide security and configure access and driveways.

There is 3 phase 400v mains power available on the site, with capacity of up to 60amps. If greater capacity is required, a transformer upgrade on the street will be needed, this has not been included in the cost estimate. At least one switchboard in the sheds will need upgrading – this has been allowed for in the cost estimates.

Currently fibre is not available to the site, however a VDSL connection is. This will be sufficient to provide comms and IT requirements for the foreseeable future. Providing IT infrastructure is relatively straight forward with a cost estimate of [REDACTED] included in the plan.

This option can be phased over a number of years to spread the cost, without significant impact on ongoing operations. A proposed relocation plan is on pages 15 & 16, showing the work divided into two phases. Each phase is for one budget period, or three years, giving an overall period of six years to complete the project.

Costs

Capital costs for this option are estimated at [REDACTED].

Major components include:

- New office block (160 m2) [REDACTED]
- Site works including security fencing, access and roadways [REDACTED]
- Renovation of cottage, primarily for staff facilities [REDACTED]
- Fit-out of Shed 3 to accommodate workshop and storage [REDACTED]
- Fit-out of Shed 5 to accommodate workshops [REDACTED]

Impact on Operation

From an operational perspective, this is a green field site. Therefore all work can proceed without impact on day to day operations.

Note however that much of the site works and project management will be done in-house. This will have to be managed around the normal operational demands. It should not present a major problem because the relatively long timeframe for this project will allow the work to be scheduled during quieter periods.

Additional Benefits

This location has the capacity for any growth likely over the next 20 years and beyond.

The current space at Holloway St is made available for other council activities, for example the Events Centre, and/or other initiatives.

The removal of a light industrial activity from an area that is more suitable for public activities.

Proximity to main water treatment plant and other council facilities.

Disadvantages and major barriers.

The cost of [REDACTED] is a significant amount for Carterton District Council and potentially a barrier to proceed. However this project can be phased and the cost spread over any number of years to make it more manageable.

Other disadvantages include:

Distance to main council office for staff that routinely use resources and interact with other colleagues there. It is likely an extra pool car may be required.

Some staff will find distance from commercial centre inconvenient.

Option2 - Proposed Relocation Plan

Phase One

Stages	Tasks	Estimate	Comments
1	Commission concept & high level project plans	██████	
2	Site Works		
	Security Fence - 370m @ \$85/m	██████	
	Security Lighting	██████	Nominal sum – not priced
	Vehicle wash-down	██████	assumes 50m2 concrete/ sump
	Metal pits	██████	Nominal sum, materials only – work done in-house
	Access and roadways	██████	
	Water reticulation	██████	
	Plant propagation area	██████	
3	Cottage fit-out		
	Toilets/washroom/lockers/tearoom/ office	██████	
	IT & Comms	██████	
4	Building 3: 50% Fit-out storage space for Parks & Reserves & Water Treatment		
	<i>Engineer assessment and strengthen if required</i>	██████	
	<i>Concrete floor 116m2</i>	██████	
	<i>Fittings/walls</i>	██████	
	<i>Hazardous materials storage</i>	██████	
	Building 5 : Fit-out workshops For Parks & Reserves & Water Treatment		
	<i>Engineer assessment and strengthen if required</i>	██████	
	<i>External doors/walls</i>	██████	
	<i>Internal walls and fittings</i>	██████	
	<i>Electrical</i>	██████	
	Building 2: Cleanout for machinery storage	██████	Work done in-house
	Relocate plant propagation facilities		
	Dismantle and rebuild	██████	Nominal sum, materials only – work done in-house
5	Relocate Parks & Reserves/Water Treatment staff to Dalefield Rd		
Other Costs			
	Project Management including tenders (2% bldg cost)	██████	Done in house
	Design/engineering/QS (8% BLDG COST)	██████	
	Legal/Survey	██████	Assumes none required
	Contingency (10% building cost)	██████	
	TOTAL	██████	

Phase Two

Stages	Tasks	Estimate	Comments
1	Complete site works		
	Other works	██████	Nominal sum, materials only – work done in-house
2	Building 3: 50% Fitout for Operations workshop		
	Internal fit out	██████	
	External wall/doors	██████	
3	Office block construction 150m2 @ \$2k/m2	██████	
	IT & Comms	██████	
4	Relocate remaining staff to Dalefield Rd		
	Other Costs		
	<i>Project Management including tenders (2% bldg cost)</i>	██████	Done in house
	<i>Design/engineering/QS (8% BLDG COST)</i>	██████	
	<i>Legal/Survey</i>	██████	Assumes none required
	<i>Contingency (10% building cost)</i>	██████	
	TOTAL	██████	

Do Nothing Implications

A third option is to choose to do nothing, perhaps on the basis that the cost of either option is too high.

However this option is not without a cost, which will have to be incurred sooner or later without any of the benefits of either option 1 or 2.

Some of the structures are in relatively poor repair, and will require remedial work if they are to continue to be used.

Renovation and refitting of existing structures is needed to overcome current space constraints and to accommodate growth expected over the current 10 year plan.

Some buildings will need to be brought up to new standards, particularly if storage space is converted to workspace.

Noting also that attempting to carry out renovation and rebuild in an operational area, will be disruptive to everyday functioning of the depot.

Costs

Potential cost of [REDACTED] includes:

Renovation of office block to increase work space [REDACTED]

Includes hire of portacom or similar for temporary accommodation

Strengthening and expansion of workshop and storage areas [REDACTED]

Includes demolition of some parts to facilitate rebuild

Design and engineering assessment [REDACTED]

Benefits & Disadvantages

There are no obvious benefits, other than short term cost savings.

All the non financial disadvantages of Option 1 remain, without any of the gains.

There is a risk that work will be done in an ad-hoc fashion to avoid conflict with normal operation, resulting in further compromised results.

Appendix 1: Option One Costs

Carterton District Council - Office and Facility Re-Structure					Comments
Option 1 - Stay at Current Location, bring buildings up to standard and build new to meet requirements					
LAND					
Site Acquisition				\$0	Not required
Legals on Purchase				\$0	Not required
BUILDING					
Construction					
Demolition - make way for new building onsite, incl water, office and P+R	640	\$psm	135	████████	
Strengthening of existing structures (sheds storage only)	1	\$psm	15000	████████	
New build 2 storey office/workshop/storage building along Sth boundary	400	\$psm	2250	████████	
Shed - storage/workshop. Single floor area beside 2 storey office	400	\$psm	850	████████	
Re-configure site - access may need to be addressed. Further design required	1	\$psm	25000	████████	Materials only - otherwise done in-house
Landscaping				\$0	
Design/Engineering/QS	8%	of construction cost		████████	
Project Management - design and tender	0%	of construction cost		\$0	Done in-house
Legal/Survey/Valn/Planning				\$0	None expected
Fees-Council				\$0	None expected
Rates/Taxes/Development Levy				\$0	None expected
Contingency	10%	tot bldg cost		████████	
Total Costs				████████	

Appendix 2: Option Two Costs

Carterton District Council - Office and Facility Re-Structure					Comments
Option 2 - Relocate from Current Location to Dalefield road site					
COSTS					
LAND					
Site Acquisition - RV?				\$0	Not required
Legals on Purchase				\$0	Not required
BUILDING					
Construction					
Fitout building 5 workshop - including strengthening if required	1	sum	██████	██████	
Concrete slab for building 3	116	\$psm	████	██████	
Fitout building 3 workshop - including strengthening if required	1	sum	██████	██████	
Build new office on site	150	\$psm	██████	██████	
Covert house to staff area	100	\$psm	██████	██████	
Site works/services					
Security Fence	85	\$pm	████	██████	
Security Lighting	1	sum	██████	██████	Nominal sum - not fully costed
Vehicle washdown inc. Sump	1	sum	██████	██████	assumes 50m2 concrete/ sump
Gravel storage pits	1	sum	██████	██████	
Access and roadways	1	sum	██████	██████	Materials only - work done in-house
Water reticulation	1	sum	██████	██████	Materials only - work done in-house
Relocate plant propagation facilities	1	sum	██████	██████	Materials only - work done in-house
IT & Comms	1	sum	██████	██████	
Concept and high level project plan				██████	
Construction Design/Engineering/QS	8%	tot constr cost		██████	
Project Management - design and tender	0%	tot constr cost		\$0	Work done in-house
Legal/Survey/Valn/Planning				\$0	None expected
Fees-Council				\$0	None expected
Rates/Taxes/Development Levy				\$0	None expected
Contingency	10%	tot bldg cost		██████	
Total Costs				██████	

Appendix 3: Daleton Farm Layout



