

VML:MB  
Vicki Lukritz  
3810 6221

2 November 2017

Sir/Madam

#### **NOTICE OF MEETING**

Notice is hereby given that a Meeting of the **INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE** will be held in the **Council Chambers** on the 2nd Floor of the Council Administration Building, 45 Roderick Street, Ipswich commencing at **8.30 am** on **Wednesday, 8 November 2017**.

<b><u>MEMBERS OF THE INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE</u></b>	
<b>Councillor Bromage (Chairperson)</b> <b>Councillor Silver (Deputy Chairperson)</b>	<b>Mayor</b> <b>Deputy Mayor</b> Councillor Morrison Councillor Ireland

The agenda for the meeting is attached to this notice.

Yours faithfully

**ACTING CHIEF EXECUTIVE OFFICER**

**INFRASTRUCTURE AND EMERGENCY MANAGEMENT  
COMMITTEE AGENDA**

8.30 am on **Wednesday**, 8 November 2017

Council Chambers

<b>Item No.</b>	<b>Item Title</b>	<b>Officer</b>
1	<a href="#">Infrastructure Delivery Progress as at 23 October 2017</a>	CFM
2	<a href="#">2018–2019 Cycle Network Local Government Grants Program</a>	TP
3	<a href="#">Community Facility Name Signs – Policy</a>	TO(T)
4	<a href="#">Springfield Central Library Concept Design Package</a>	PTSM

**INFRASTRUCTURE AND EMERGENCY MANAGEMENT COMMITTEE NO. 2017(02)**

**8 NOVEMBER 2017**

AGENDA

1. INFRASTRUCTURE DELIVERY PROGRESS AS AT 23 OCTOBER 2017

With reference to a report by the Commercial Finance Manager dated 23 October 2017 concerning the delivery of the 2017–2018 Infrastructure Services Capital Works Portfolio.

**RECOMMENDATION**

That the report be received and the contents noted.

Report

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2. 2018-2019 CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM

With reference to a report by the Transport Planner dated 3 October 2017 concerning the Queensland Government's 2018–2019 Cycle Network Local Government Grants Program.

**RECOMMENDATION**

- A. That Council apply for the projects listed below as part of the Queensland Government's 2018–2019 Cycle Network Local Government Grants Program:
- Brisbane Valley Rail Trail Connector
  - Eastern Ipswich Link
  - Brassall Bikeway Stage 5
  - Ipswich Motorway Data Counters.
- B. That as part of the development of the 2018–2019 Capital Portfolio, funds be considered for inclusion as part of the *Strategic Transport Sub-program* to align with Council's 2018–2019 Cycle Network Local Government Grants Program application as outlined in Recommendation A.
- C. That the Chief Executive Officer, in consultation with the Chairperson of the Infrastructure and Emergency Management Committee, be authorised to liaise with the Department of Transport and Main Roads on the scope and funding parameters of Council's 2018–2019 Cycle Network Local Government Grants Program application as outlined in Recommendation A.

Report

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3. COMMUNITY FACILITY NAME SIGNS – POLICY

With reference to a report by the Technical Officer (Traffic) dated 26 October 2017 concerning the review and update of the 'Community Facility Name Signs' policy.

RECOMMENDATION

- A. That the policy titled '*Community Facility Name Signs*' as detailed in Attachment A to the report by Technical Officer (Traffic) dated 26 October 2017, as per item 20.08 of the Works Committee held on 7 December 1998 and adopted at the Council Ordinary Meeting of 16 December 1998, be repealed.
- B. That the policy titled 'Community Facility Name Signs' as detailed in Attachment C be adopted.

Report

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4. SPRINGFIELD CENTRAL LIBRARY CONCEPT DESIGN PACKAGE

With reference to a report by the Program and Technical Services Manager dated 27 October 2017 concerning the Springfield Central Library Concept Design Package.

RECOMMENDATION

That the Springfield Central Library Concept Design Package, as outlined in Attachment A of the report by the Program and Technical Services Manager dated 27 October 2017, be adopted.

Report

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and any other items as considered necessary.

<b>Infrastructure and Emergency Management Committee</b>	
Mtg Date: 08.11.17	OAR: YES
<b>Authorisation:</b> Charlie Dill	

EG:DH  
23 October 2017

**MEMORANDUM**

TO: CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)

FROM: COMMERCIAL FINANCE MANAGER

RE: INFRASTRUCTURE DELIVERY PROGRESS AS AT 23 OCTOBER 2017

**INTRODUCTION:**

This is a report by the Commercial Finance Manager dated 23 October 2017 concerning the delivery of the 2017-2018 Infrastructure Services Capital Works Portfolio.

**BACKGROUND:**

The Infrastructure Services (IS) Department is responsible for the planning and delivery of the city's transport and municipal capital infrastructure. The Infrastructure Services Monthly Activity Report (Attachment A) is for the month of October as of 23 October 2017.

**CONCLUSION:**

The Infrastructure Services Monthly Activity Report provides a status on the delivery of the Capital Works Portfolio, progress update on key capital projects and community affairs.

**ATTACHMENT/S:**

Name of Attachment	Attachment
<a href="#">Infrastructure Services Activity Report for IEM October 2017</a>	Attachment A

**RECOMMENDATION:**

That the report be received and the contents noted.

David Hillman  
**COMMERCIAL FINANCE MANAGER**

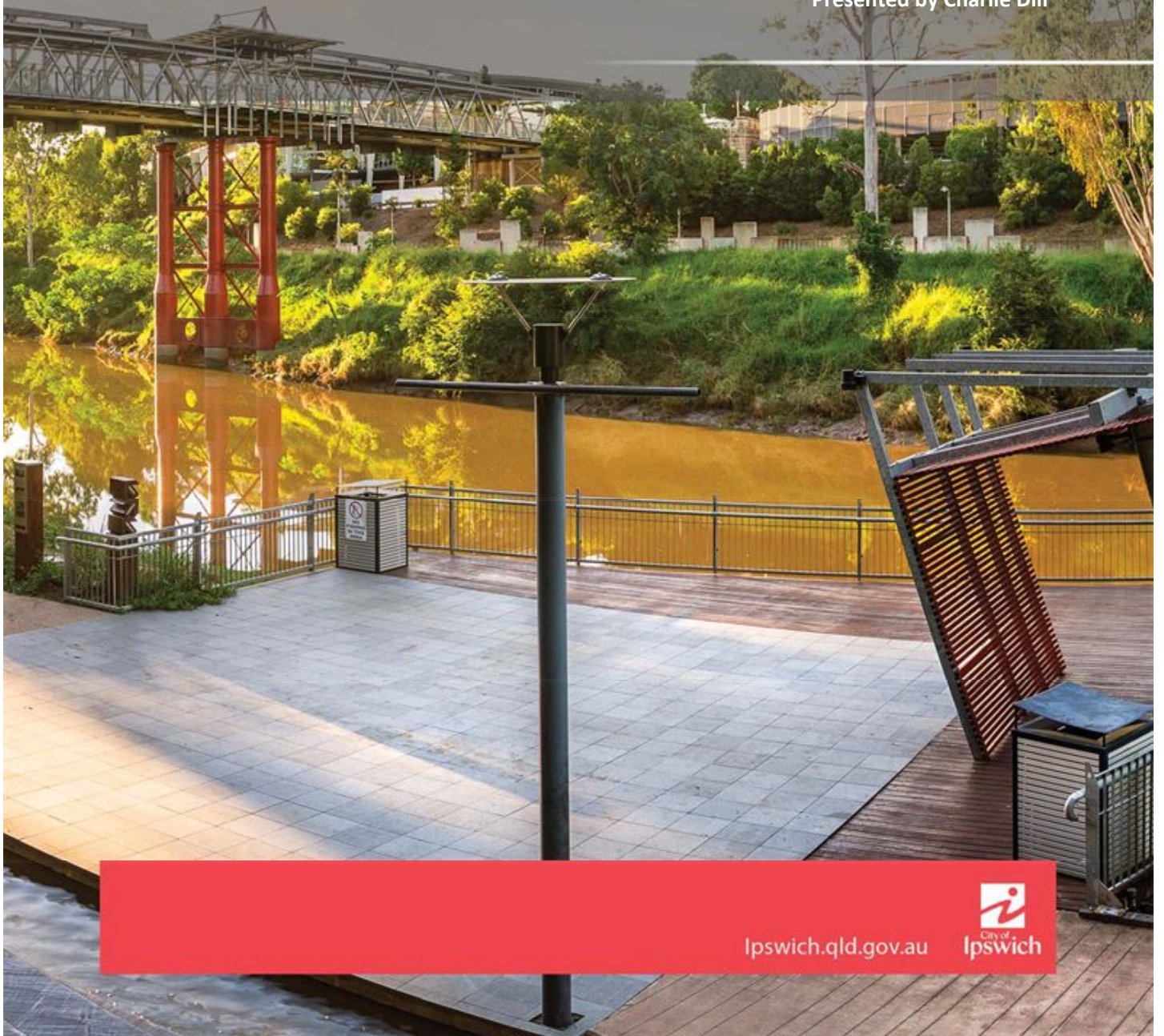
I concur with the recommendation/s contained in this report.

Charlie Dill  
**CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)**



# Infrastructure Services

Monthly Activity Report  
October 2017  
Presented by Charlie Dill





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## Glossary of Terms

Term / Acronym	Description
CO	Financial carry-over from previous financial year
EOFY	End of Financial Year
FFC	Forecast Final Cost
FY	Financial Year
FYTD	Financial Year to Date
IS	Infrastructure Services Department



# Introduction

Council's Department of Infrastructure Services (IS) is the lead service provider in the Ipswich community for the planning and delivery of the city's transport and municipal capital infrastructure. This includes Strategic Transport and Investment Planning, Program Development, Traffic Engineering & Road Safety Advice, Program Management, Design and Survey, Procurement, Project Management and Construction.

The IS Department's activities are delivered through its four (4) Branches:

- Infrastructure Planning, comprising of:
  - Transport Planning
  - Infrastructure Planning
  - Management of Customer Service Requests related to transport, traffic and local drainage
  - Manage and operate the traffic signal network and intelligent transport systems
- Program Management & Technical Services, comprising of:
  - Program Management and Coordination Section (Pre-Tender Management)
  - Technical Services Section (Design, Survey, Geotech)
- Construction, comprising of:
  - Transport Delivery
  - Municipal Works Delivery (Open Space, Drainage, Facilities, Divisional works)
- Business Support
  - Cost Management
  - Procurement
  - Performance and Control

This monthly activity report, dated 23 October 2017, provides a status of Infrastructure Services key activities for the 2017-2018 Infrastructure Services Capital Works Portfolio.

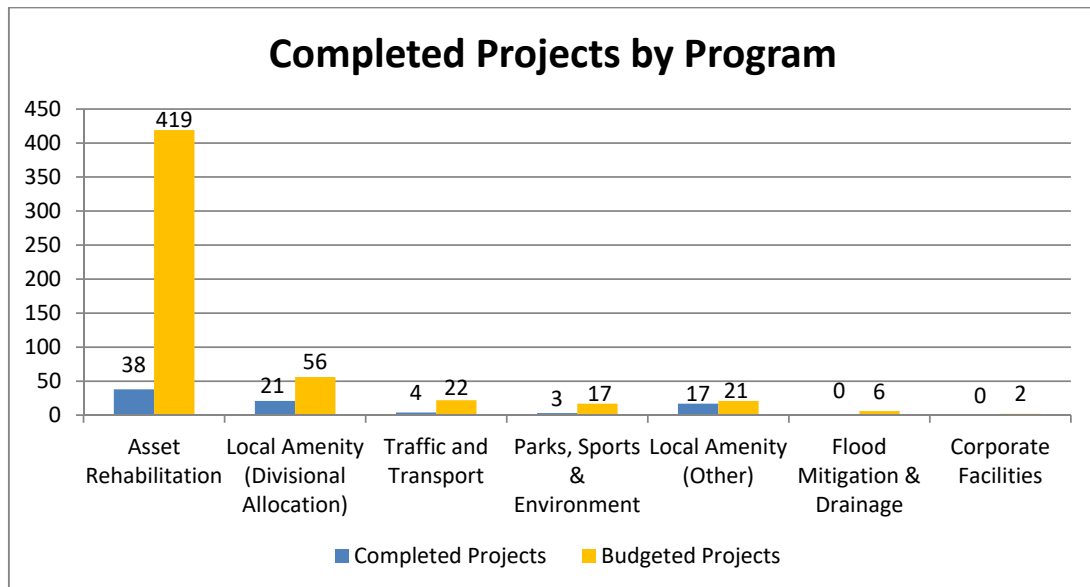
“Trusted Advisor to Council for Infrastructure Planning, Design and Delivery”

# Capital Portfolio

## Progress Summary

The 2017-2018 Portfolio performed well against the Master Schedule for the period. IS has completed 83 projects financial year to date out of approximately 544 construction projects. This includes all the reseal projects for delivery in 2017-2018.

There are 19 projects carried over from the 2016-2017 financial year to be completed this financial year. Twelve carryover projects have been completed. A further two (2) projects are planned to be completed by end of October 2017, three (3) by December 2017 and the remaining two (2) by March 2018. The carryover projects scheduled to finish by March 2018 were deferred projects that will span calendar years.



## Cost Summary

The Council Approved Budget (BAv1) for IS Deliverable component of the 2017-2018 Capital Works Portfolio is \$83.9 million with progress tracking well against budget.

There is continued focus on multi-year project milestones to ensure delivery timeframes and mitigation of 2018-2019 carryovers as possible.

# Planning

The recommended actions outlined in iGO continue to be progressed; including strategy and policy development, investment and corridor planning, grant applications, project scoping and feasibility and provision of transport and traffic advice.

**Norman Street Bridge Preliminary Business Case** – In Progress (iGO Action R9). Preliminary Business Case for a proposed new bridge crossing of the Bremer River linking North Ipswich and East Ipswich in the vicinity of Norman Street. Council has procured a consultant to develop the Preliminary Business Case and the first project workshop is scheduled for late October 2017.

**10 Year Transport Infrastructure Investment Plan (10 Year TIIP)** – In Progress (iGO Action D8). The 10 Year TIIP provides intelligence for logical and effective program management and the delivery of major transport projects including effective planning, design, procurement, pre-construction and construction processes. The annual revision of the plan has commenced and will be reported to the Infrastructure and Emergency Management Committee in November 2017.

**Springfield Parkway Planning Study** – In progress (iGO Action R2). The road corridor planning study for the upgrade of Springfield Parkway between Old Logan Road and the Centenary Highway to four (4) lanes. Procuring for an engineering consultant will commence in November 2017.

**Goodna Roundabout Planning Study** – In progress (iGO Action R2). Project analyses potential short to long term upgrade options which improve the intersection's traffic operations during peak hours (queuing and delays) and improves pedestrian safety and mobility when crossing approach roads of the intersection. Consultation with the Divisional Councillor will commence in the coming months.

**iGO Public Transport Advocacy & Action Plan** – In progress (iGO Action PT7). This project will identify short, medium and long term improvements to the future public transport system and advocacy strategies. Development of a community survey (to be held between 6 November 2017 and 26 November 2017) to inform the action plan is underway.

**iGO Parking Pricing Strategy** – Commencement pending (iGO Action P6). The project will identify short, medium and long term pricing actions; technologies, zones, pricing models, etc. to effectively manage short and long stay parking arrangement in the Ipswich City Centre.

**iGO Active Transport Action Plan Implementation** – In progress (iGO ATAP Action 1.1, 1.2 and 2.2). Identification of the 2018-2019 projects is in progress.

**TMR Cycle Network Local Government Grants** – Commenced (iGO ATAP Action 1.3). Grant project identification has been completed and a report with the proposed grant projects will be submitted to the Infrastructure and Emergency Management Committee in November 2017.

**Annual Strategic Traffic Count Program** – Commenced (iGO Action TDM4). Project comprises the gathering of traffic data from approximately 100 locations across Council's major road network during the months of October/November 2017. Program has commenced with Groups 1 and 2 completed and Group 3 currently in progress.

## Community

- Land acquisition negotiations are ongoing for the following projects:
  - Blackstone and South Station (almost complete)
  - Brisbane Street West
  - Marsden Parade realignment
- A doorknock was conducted for residents directly affected by the Goodna Creek Bikeway (on Garland Street).
- Staff attended a Neighbourhood Watch Group meeting at the Division 8 office to provide an update on the Old Toowoomba Road Project.
- Ongoing consultation efforts to support the following projects:
  - Sandra Nolan Project
  - Goodna Creek Bikeway
  - Ipswich Cycle Park
  - Brisbane Street Interim Upgrade
  - Old Toowoomba Road

## Opening/Media Events

Redbank Plains Road Stage 2 reached practical completion and a photo shoot was conducted for Cr Silver and Cr Ireland to mark the turning on of the Frawley Drive traffic signals.



## Media Releases/Articles Published

A media article was published in the Queensland Times, on 20 October 2017, regarding the commencement of construction at Ipswich Cycle Park.

The announcement of the Rosewood Library funding received some media attention in the Queensland Times on 23 October 2017.

# Schedule

## Key Capital Project Updates

**Springfield Central Library** – Detail design is progressing. Committee Report is being prepared for Council endorsement of the Concept and delegation for the CEO to award the construction contract.

**Redbank Plains Road – Stage 2** – Works reached practical completion on 29 September 2017. Tender on remaining retaining walls works (i.e. crazy pave pattern) closed, with no tenders received. The design will be reviewed for a new proposal.

**Ipswich Cycle Park (Briggs Road Sporting Complex / Criterium Track - Stage 1)** – Contract has been awarded and construction has commenced. Construction is scheduled to be completed late January 2018.

**Road Resurfacing Program** – Scoping of Division 8, 9 and 10 are complete. Division 10 is out for pricing and scoping on Divisions 7 and 6 are underway.

**Kerb & Channel (K&C) Program** – The 2017-2018 Program is progressing well. Barclay Street has commenced and scheduled for completion in February 2018 and Child Street (Div 3) to commence early January 2018. The procurement process is complete for Franklin, Pat, Roy (Div 1) and McMillian Streets (Div 8) with the construction commencement for McMillan being late October / early November 2017 and Franklin, Pat and Roy commencing in February 2018. Forward design for the 2018-2019 K&C projects will commence late October 2017.

**Drainage Program** – The key projects of Barclay Street Detention Basin and Sandra Nolan Drainage Channel are progressing well. Some slight delays were caused by inclement weather with both projects now scheduled for completion early November 2017.

**2016-2017 Sports Field Lighting Program** – Evan Margison, George & Eileen Hastings Park and Camira Recreation Park are completed. Richardson Park has commenced and scheduled for completion in December 2017.

**Strategic Roads Program** – Key projects:

- Detail designs for Brisbane Street West Ipswich and Old Toowoomba Road, Leichhardt are waiting for Service Authorities to submit their final designs, before design sign-off can occur. Relocation of major services is currently being proposed to commence early December at Old Toowoomba Road, pending commitment from Service Providers.
- Blackstone/South Station Roads intersection upgrade, property acquisitions are almost complete with one (1) out of the seven (7) property acquisitions remaining to be completed by late October / early November 2017. Communication to local residents will commence shortly in preparation for the Service Relocations which will commence shortly.
- The design brief for Marsden Parade realignment is currently being prepared for procurement of a Design Consultant. Discussions around Safe City elements and Street Lighting have already taken place. Discussions with TMR in relation to the Brisbane Street interface will continue at the design review milestone.



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Join us online on:



<b>Infrastructure and Emergency Management Committee</b>	
Mtg Date: 8/11/17	OAR: YES
<b>Authorisation:</b> Charlie Dill	

3 October 2017

**MEMORANDUM**

TO: INFRASTRUCTURE PLANNING MANAGER

FROM: TRANSPORT PLANNER

RE: 2018-2019 CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM

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**INTRODUCTION:**

This is a report by the Transport Planner dated 3 October 2017 concerning the Queensland Government's 2018-2019 Cycle Network Local Government Grants Program.

**BACKGROUND:**

The Queensland Government, through the Department of Transport and Main Roads (TMR), has invited local governments to submit applications under their 2018–2019 Cycle Network Local Government Grants Program (CNLGGP). Applications close on 20 December 2017 with successful projects announced in July 2018.

**PARAMETERS:**

The objective of the program is to deliver high quality and safe cycling facilities on principal cycle routes across Queensland.

Generally, local governments can apply for a maximum 50% grant funding for the design and/or construction of a project that contributes towards the delivery of their regional cycle network which is outlined in the *2016 South-East Queensland Principal Cycle Network Plan*. Funding for corridor or concept planning for a project is not eligible through the program.

The parameters for the 2018–2019 CNLGGP are outlined in Table 1 (over). It is noted that the Project Assessment Criteria used to assess the proposed projects has changed from previous years. The 2018-2019 Program Guidelines identify that projects which are not on a Highest Priority Route, as per the *2017 South-East Queensland Principal Cycle Network Plan Priority Route Maps* (refer Attachment A), will score significantly lower in the new criteria and assessment process.

**TABLE 1  
2018-2019 CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM PARAMETERS**

PARAMETER	DETAILS
Funding	The CNLGGP will cover up to 50% of the total project cost.
Program Aim	To contribute to the delivery of a comprehensive and connected Principal Cycle Network across Queensland.
Eligible Projects	<p><u>Design and/or construction of:</u></p> <ul style="list-style-type: none"> <li>• Off-road exclusive use bikeways</li> <li>• Off-road shared paths</li> <li>• On-road bicycle lanes which are physically separated from motorised traffic (also called Cycle Tracks)</li> <li>• Advisory lanes</li> <li>• On-road bicycle facilities (including bicycle lanes, shoulder widening, line marking, lane and intersection reconfiguration and priority signalling)</li> <li>• Crossing provisions (including at-grade treatments, bridges and underpasses)</li> </ul> <p><u>Design and/or construction of projects supporting cycling infrastructure:</u></p> <ul style="list-style-type: none"> <li>• Mid-trip and end-of-trip facilities</li> <li>• Directional and route signage</li> <li>• Lighting of bicycle paths and bikeways</li> <li>• Data collection for the purposes of monitoring and reporting on the performance of bicycle infrastructure</li> </ul>
Ineligible Projects	<ul style="list-style-type: none"> <li>• Bicycle awareness zone (BAZ) treatments</li> <li>• Planning studies and/or concept design</li> <li>• Local network strategies or plans</li> <li>• Land acquisitions (except as part of project construction)</li> <li>• General road or non-cycling related upgrades</li> <li>• Projects that do not meet the minimum standards set by Austroads or the <i>Cycling Infrastructure Program Technical Requirements</i></li> </ul>
Design Criteria	<p>Projects must meet the program's minimum standards for cycling infrastructure as outlined in the 2018-2019 Technical Requirements. For example:</p> <ul style="list-style-type: none"> <li>• On-road bicycle lanes: <ul style="list-style-type: none"> <li>- 50km/h speed limit = min 1.2m wide</li> <li>- 60km/h speed limit = min. 1.5m wide</li> <li>- 70km/h speed limit = min. 1.8m wide</li> </ul> </li> <li>• Off-road bicycle paths: <ul style="list-style-type: none"> <li>- 2.5m absolute minimum</li> <li>- 3.0m desirable minimum</li> </ul> </li> </ul>
Project Assessment Criteria*	<ul style="list-style-type: none"> <li>• Strategic Priority</li> <li>• Attractiveness and Comfort</li> <li>• Network Enhancement</li> <li>• Connectivity</li> <li>• Demand</li> <li>• Safety Improvement</li> <li>• Cost Effectiveness</li> <li>• Project Feasibility and Deliverability</li> </ul>

\* New 2018-2019 project assessment criteria



In addition to the standard grant project funding, in 2018-2019 TMR is also offering three additional special grant categories. These are outlined below:

- **One Network Projects** – One Network Projects are those which demonstrate that Council and the TMR district have collaborated strategically to deliver a principal cycle route with consistent design standards on both the local and State-controlled road network. These projects will be considered favourably during the assessment process.

Council officers have engaged with the TMR Metropolitan district regarding potential combined projects in future years noting that there are no projects at an eligible stage to apply for grant funding this year.

- **Infra+ Projects** – Infra+ Projects is a new funding element available to Council to undertake targeted promotion, engagement, behaviour change and educational activities associated with cycling infrastructure being delivered on the principal cycle network through the CNLGGP.

Projects of this grant type are typically delivered by the Works, Parks and Recreation Department and as such, will be addressed as part of a separate committee report to Council.

- **Priority Design Treatments** – TMR is offering councils the opportunity to access 100% grant funding towards the design element of projects that will deliver cost effective on-road physical separation devices or advisory lanes. A maximum of 50% grant funding still applies to the construction of these facilities.

Council officers have reviewed available bicycle planning relating to the priority design treatment opportunity and identified that there are no projects at an eligible stage to apply for grant funding this year.

#### **PROPOSAL:**

Taking into account the program parameters outlined above, Council's cycling priorities outlined in the *iGO Active Transport Action Plan* and *10 Year Transport Infrastructure Investment Plan* and the level of concept planning currently available for projects on the principal cycle network, it is proposed that Council apply for the projects outlined in Table 2 (over) as part of the 2018–2019 CNLGGP.

**TABLE 2  
2018-2019 CYCLE NETWORK LOCAL GOVERNMENT GRANTS PROGRAM  
PROPOSED PROJECTS**

PROJECT	DESCRIPTION	LENGTH	WORKS		ORDER OF COST	GRANT AMOUNT	GRANT TYPE	
			Design	Construct				
1	<b>Brisbane Valley Rail Trail Connector</b>	New 3m wide shared use path from Diamantina Boulevard (Brassall), under the Warrego Highway, to Bayley Road and the Brisbane Valley Rail Trail recreation corridor (Pine Mountain/ Muirlea).	1.85km	✓	✓	\$2,100,000	\$1,050,000	Standard
2	<b>Eastern Ipswich Link</b>	New 3m wide shared use path on Milford St (at Queens Park) and South Street (Between Milford St and Thorn St).	250m	✓	✓	\$430,000	\$215,000	Standard
3	<b>Brassall Bikeway Stage 5</b>	New 2.5m wide shared use path linking Karrabin, Wulkaraka and West Moreton Anglican College to the Brassall Bikeway and Brisbane Valley Rail Trail via Keswick Road including a bridge over Iron Pot Creek.	1.2km	✓	✓	\$1,400,000	\$700,000	Standard
4	<b>Ipswich Motorway Bikeway Data Counters</b>	Installation of permanent counters (x4) along the existing bikeway for planning, monitoring and evaluation purposes.	N/A		✓	\$50,000	\$25,000	Standard

All projects listed in Table 2 meet the CNLGGP eligibility criteria including being listed as a Highest Priority Route in the *2017 South-East Queensland Principal Cycle Network Plan Priority Route Maps* (as endorsed by Council in June 2016, refer Attachment A).

As part of the development of the 2018–2019 Capital Portfolio, funds will need to be considered for inclusion in the *Strategic Transport Sub-program* towards these projects.

**CONCLUSION:**

The Queensland Government has invited local governments to submit applications under their 2018–2019 Cycle Network Local Government Grants Program to design and construct high quality cycling facilities.

Table 2 (above) outlines the projects proposed to be submitted to the 2018-2019 Cycle Network Local Government Grants Program.

**ATTACHMENTS:**

Name of Attachment	Attachment
Attachment A <a href="#">Department of Transport and Main Roads 2017 South-East Queensland Principal Cycle Network Plan Priority Route Maps</a>	Attachment A

**RECOMMENDATIONS:**

- A. That Council apply for the projects listed below as part of the Queensland Government’s 2018–2019 Cycle Network Local Government Grants Program:
- Brisbane Valley Rail Trail Connector
  - Eastern Ipswich Link
  - Brassall Bikeway Stage 5
  - Ipswich Motorway Data Counters.
- B. That as part of the development of the 2018–2019 Capital Portfolio, funds be considered for inclusion as part of the *Strategic Transport Sub-program* to align with Council’s 2018–2019 Cycle Network Local Government Grants Program application as outlined in Recommendation A.
- C. That the Chief Executive Officer, in consultation with the Chairperson of the Infrastructure and Emergency Management Committee, be authorised to liaise with the Department of Transport and Main Roads on the scope and funding parameters of Council’s 2018–2019 Cycle Network Local Government Grants Program application as outlined in Recommendation A.

Jessica Cartlidge  
**TRANSPORT PLANNER**

I concur with the recommendations contained in this report.

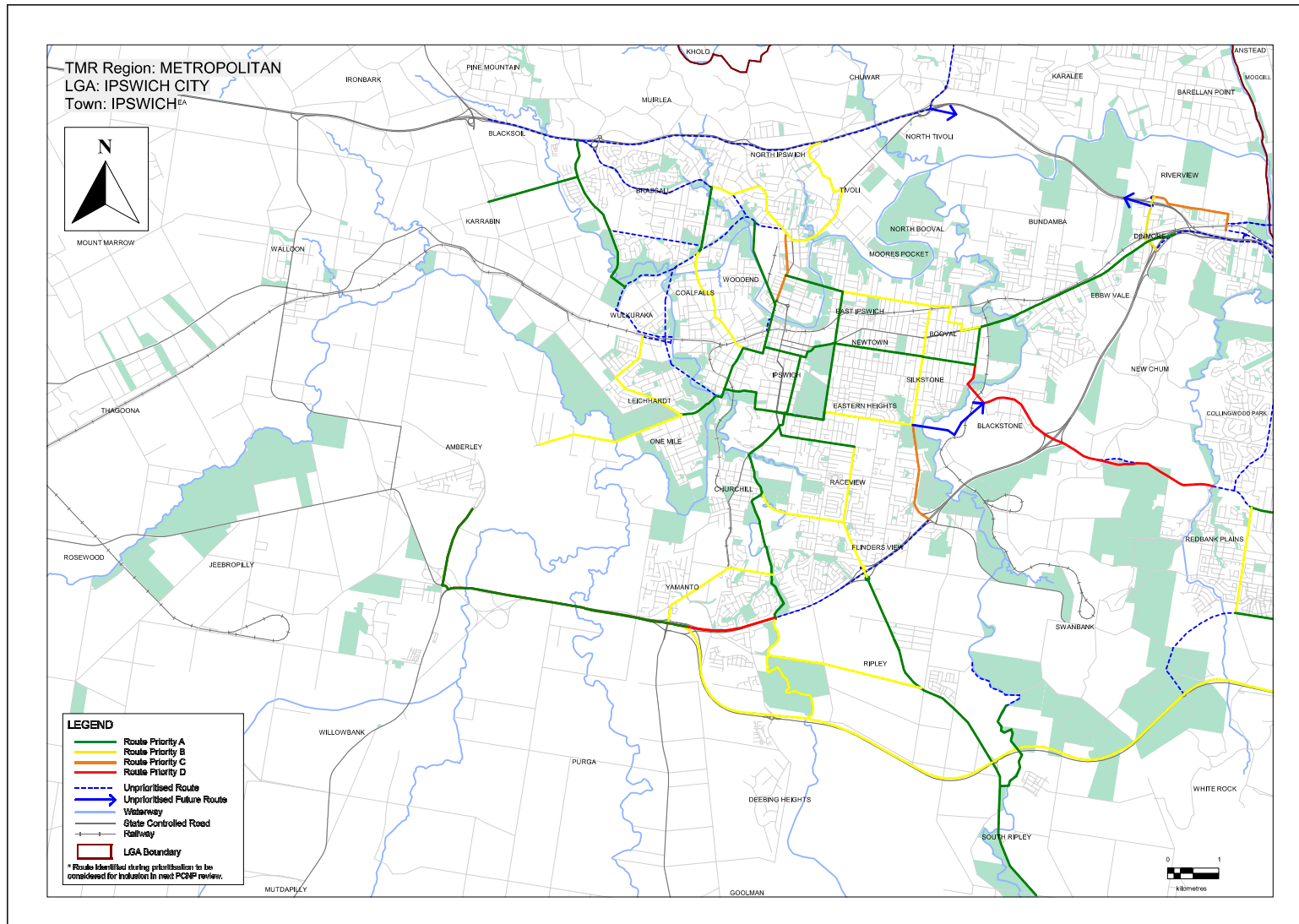
Tony Dileo  
**INFRASTRUCTURE PLANNING MANAGER**

I concur with the recommendations contained in this report.

Charlie Dill  
**CHIEF EXECUTIVE OFFICER (INFRASTRUCTURE SERVICES)**

# ATTACHMENT A

## Ipswich City Council – Ipswich



### Priority Route Map 32

#### South East Queensland Principal Cycle Network

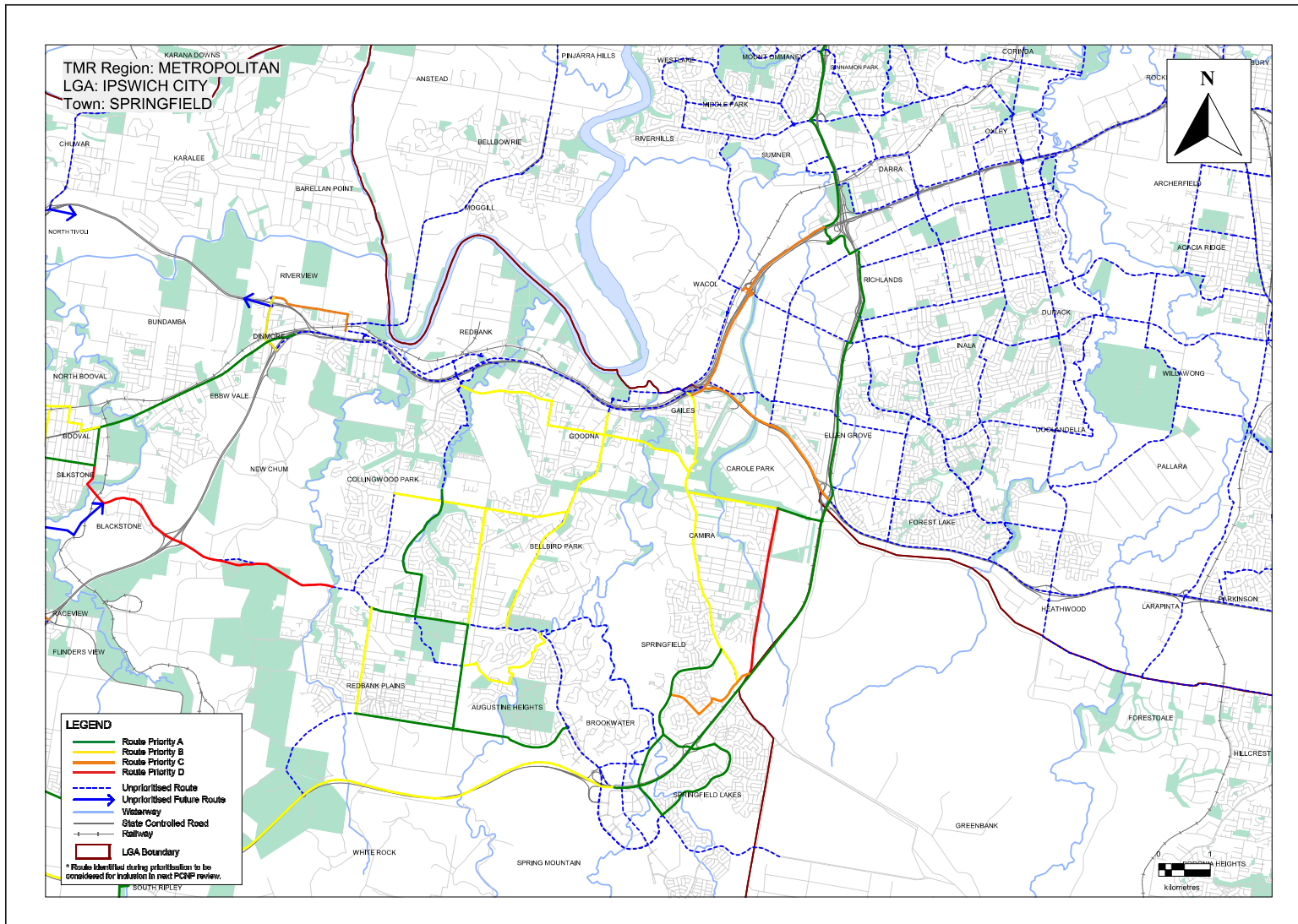
The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.

Disclaimer: While every care is taken to ensure the accuracy of this data, Transport and Main Roads and/or the State Government makes no representation or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.



# ATTACHMENT A

## Ipswich City Council – Springfield



### Priority Route Map 33

#### South East Queensland Principal Cycle Network

The routes shown are indicative and exist to guide further planning that will determine the precise routes and design of cycle facilities.

Disclaimer: While every care is taken to ensure the accuracy of this data, Transport and Main Roads and/or the State Government makes no representation or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.



<b>Infrastructure and Emergency Management Committee</b>	
Mtg Date: 8.11.17	OAR: YES
<b>Authorisation:</b> Charlie Dill	

DW:DW  
Objective:ID:A4383101

26 October 2017

**MEMORANDUM**

TO: INFRASTRUCTURE PLANNING MANAGER  
FROM: TECHNICAL OFFICER (TRAFFIC)  
RE: COMMUNITY FACILITY NAME SIGNS – POLICY

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**INTRODUCTION:**

This is a report by the Technical Officer (Traffic) dated 26 October 2017 concerning the review and update of the 'Community Facility Name Signs' policy.

**BACKGROUND:**

On 16 December 1998 a 'Community Facility Name Signs' policy was adopted by Council resolution. On 10 June 2015 responsibility for the policy was transferred to the Infrastructure Services Department.

As per Council requirement, this policy was due and has now been subject to a review.

**ASSESSMENT:**

Due to the age of the existing policy an assessment has been undertaken to identify any changes in the Queensland Manual of Uniform Traffic Devices which may require an update to the policy. It was found that there was some minor changes required regarding the required colours for the signs.

The policy has been updated to reflect these required changes as shown in Attachment A.

**CONCLUSION:**

It was a requirement of Council to review the 'Community Facility Name Signs' policy. An assessment of the existing policy against current standards has indicated that some minor updates to the policy are required. Therefore the policy has been updated accordingly.

**ATTACHMENT/S:**

Name of Attachment	Attachment
<a href="#">Community Facility Name Signs policy - original</a>	Attachment A
<a href="#">Community Facility Name Signs policy – tracked changes</a>	Attachment B
<a href="#">Community Facility Names Signs policy - clean</a>	Attachment C

**RECOMMENDATION:**

- A. That the policy titled '*Community Facility Name Signs*' as detailed in Attachment A to the report by Technical Officer (Traffic) dated 26 October 2017, as per item 20.08 of the Works Committee held on 7 December 1998 and adopted at the Council Ordinary Meeting of 16 December 1998, be repealed.
  
- B. That the policy titled 'Community Facility Name Signs' as detailed in Attachment C be adopted.

Dylan Wingfield  
**Technical Officer (Traffic)**

I concur with the recommendation/s contained in this report.

Tony Dileo  
**INFRASTRUCTURE PLANNING MANAGER**

I concur with the recommendation/s contained in this report.

Charlie Dill  
**CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)**

## COMMUNITY FACILITY NAME SIGNS

### **1.0 Background**

Ipswich City Council receives many requests for the provision of direction signs to community facilities.

Community facilities can be separated into three broad categories:

#### 1. General Community Facilities

(e.g. town hall, civic centre, depot and tip, small airport, post office, small shopping centre, church, tertiary education establishment, sporting and recreational grounds and facilities).

These facilities are covered by this policy.

#### 2. Tourist Facilities

(e.g. places of public, scenic, historic or cultural interest recognised by Council).

A separate Council policy to cover tourist facility signs will be prepared at a later date.

#### 3. Service Facilities

Many commercial service facilities (e.g. petrol, accommodation, caravan park) and community service facilities (e.g. hospital with a casualty department, parking area, public telephone, boat ramp) are depicted by symbolic service signs. Service facilities which are depicted using a symbolic service sign are generally significant and require both advance and position signs (these are detailed in the Manual of Uniform Traffic Control Devices (MUTCD), Part 6).

Some service facilities however, do not have a recognised service symbol and therefore must be identified by a community facility name sign.

Direction signing is only part of the overall information system provided for drivers. The basic premise in guiding drivers through the road system is that there has been some preparation by drivers before commencing a journey to determine the routes which may be followed viz. by maps. Thus, community facility name signs should only be used in close proximity to a particular facility and not used to guide motorists through the road system. Such practice will prevent an undesirable proliferation of signs and increase the effectiveness of important regulatory, warning and direction signs.

### **2.0 General**

For the purpose of this policy, community facilities are described as facilities, generally of a non-commercial nature, which are likely to be sought by significant numbers of people who do not live in the district.



Inclusion of group commercial establishments (e.g. shopping centres, business centres) is acceptable, but not individual commercial establishments. Schools (including kindergartens, child care centres, pre-schools, primary and secondary schools) would normally only be included if they have some special facility sought by large numbers of people who do live in the district.

### **3.1 Sign Shape, Colour and Name**

Community facility name signs should be either rectangular signs similar to street name signs or signs similar to fingerboards.

Community facility name signs should usually be white lettering on standard green background. Where the sign indicates a service facility, the colours should be white letters on a blue background.

As specific facilities are likely to be sought by name, the shortest name by which the facility is commonly known should be shown on the sign. A denominational name may be included on signs indicating churches. Where the orientation of the sign does not adequately indicate the direction to the street (e.g. at exits from minor roundabouts) an arrow may be incorporated in the sign.

(Community facility name sign design (e.g. sign length, sign depth, letter height) is detailed in the MUTCD, Part 5).

### **3.2 Location and Mounting**

Community facility name signs are provided at intersections to direct road users to community facilities located on side streets. They are not normally provided for facilities which abut a major road.

Signs are normally provided at a single location to indicate the most convenient route to the facility from the nearest major road (i.e. typically Council's strategic road network). Signing at two or more locations should be used only when the facility generates an appreciable amount of traffic, where similarly convenient routes originate at widely separated points on major roads, or where a number of alternative routes are needed to accommodate the traffic volumes. Community facility name signs should generally not indicate directions to facilities that are beyond the suburb or locality in which the sign is to be located. They should not be more than 1 km (urban) or 2 km (rural) from the facility.

Community facility name signs are normally mounted on the same post as the street name and immediately below it. Generally, a maximum of four (4) signs, including the street name sign(s), should be erected on the one post. Increasing the number of signs permitted at one location may compromise the drivers ability to absorb information and react appropriately.

### **3.3 Categories and Responsibility**

### **3.3.1 Essential Service Facilities**

(e.g. Police, ambulance, fire brigade, state emergency service).

Council installs and maintains sign(s) at Council's cost. This will be limited by the budget allocation available.

### **3.3.2 Local Community Facilities (non-commercial)**

(e.g. sporting facilities, churches, youth centres).

Council installs and maintains sign(s) at Council's cost. This will be limited by the budget allocation available.

### **3.3.3 Commercial Community Facilities**

(e.g. shopping centres which are remote from the major road network with at least six (6) shops and difficult to locate without a sign).

Council installs and maintains sign(s) at applicant's cost.

## **3.4 Sign Maintenance, Replacement and Removal**

Community facility name signs should be removed when the facility to which they refer no longer exists or where such removal becomes necessary due to road construction and or the installation of public utility services

All community facility name signs installed prior to the adoption of this policy are to remain in effect and reviewed in line with this policy when the sign is no longer serviceable.

## **3.5 Application Process**

- (i) The proposal is to be submitted to Council's Road and Traffic Planning Section by the applicant or agent showing location and desired wording of proposed sign.
- (ii) Council officers will investigate the proposal in accordance with this policy.
- (iii) The applicant and/or agent and local councillor will be advised of the outcomes of the investigation, including the recommended location of sign(s).
- (iv) For commercial community facilities, the applicant and/or agent will also be advised of the approximate cost per sign. If the applicant wishes to proceed, Council officers will initiate the Private Works Process.

### **3.6 Private Works Process**

- (i) Council's Road and Drainage Branch will supply a form to the applicant with the cost of the job.
- (ii) The applicant should complete the form and forward it to Council with payment.
- (iii) Sundry Debtors will supply a private works job number
- (iv) Council officers will arrange for the work to be undertaken and for the costs to be charged to the supplied private works job number.

**Date of Council Resolution:** 16 December 1998

**Committee Reference and Date:** Works Committee - 7 December 1998

**No. of Resolution:** 20.08

Responsibility was transferred to Infrastructure Services Department - agreed by Infrastructure Planning Manager 10 June 2015.



## Community Facility Name Signs

Version: 2

Document No.: 1

**1.1 Objectives:** The purpose of this policy is to provide a standardised framework and to promote consistency in the installation of Community Facility Name Signs.

**1.2 Regulatory Authority:** The installation of Community Facility Name Signs is outlined in the Manual of Uniform Traffic Devices (MUTCD) Part 6. The Traffic and Road Use Manual (TRUM) dictates that local governments have the authority to install signage in accordance with the MUTCD.

**1.3 Policy Statement:** Council will install direction signs to community facilities to aid visitors in finding their destination.

Community facilities can be separated into three broad categories:

### 1. General Community Facilities

(e.g. town hall, civic centre, depot and tip, small airport, post office, small shopping centre, church, tertiary education establishment, sporting and recreational grounds and facilities).

These facilities are covered by this policy.

### 2. Tourist Facilities

(e.g. places of public, scenic, historic or cultural interest recognised by Council).

~~[These facilities are not covered by this policy. A separate Council policy to cover tourist facility signs will be prepared at a later date.](#)~~

### 3. Service Facilities

Many commercial service facilities (e.g. petrol, accommodation, caravan park) and community service facilities (e.g. hospital with a casualty department, parking area, public telephone, boat ramp) are depicted by symbolic service signs. Service facilities which are depicted using a symbolic service sign are generally significant and require both advance and position signs (these are detailed in the Manual of Uniform Traffic Control Devices (MUTCD), Part 6).

Some service facilities however, do not have a recognised service symbol and therefore must be identified by a community facility name sign.

Direction signing is only part of the overall information system provided for drivers. The

basic premise in guiding drivers through the road system is that there has been some preparation by drivers before commencing a journey to determine the routes which may be followed ~~via viz. by~~ maps. Thus, community facility name signs should only be used in close proximity to a particular facility and not used to guide motorists through the road system. Such practice will prevent an undesirable proliferation of signs and increase the effectiveness of important regulatory, warning and direction signs.

### **General**

For the purpose of this policy, community facilities are described as facilities, generally of a non-commercial nature, which are likely to be sought by significant numbers of people who do not live in the district.

Inclusion of group commercial establishments (e.g. shopping centres, business centres) is acceptable, but not individual commercial establishments. Schools (including kindergartens, child care centres, pre-schools, primary and secondary schools) would normally only be included if they have some special facility sought by large numbers of people who do ~~not~~ live in the district.

### **Sign Shape, Colour and Name**

Community facility name signs ~~should shall~~ be ~~either~~ rectangular signs similar to street name signs ~~or signs similar to fingerboards~~.

Community facility name signs should usually be white lettering on ~~standard green blue~~ background with at least the legend, and preferably the background, reflective. ~~Where the sign indicates a service facility, the colours should be white letters on a blue background.~~ As specific facilities are likely to be sought by name, the shortest name by

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### **Location and Mounting**

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#### **Categories and Responsibility**

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(e.g. Police, ambulance, fire brigade, state emergency service).

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**1.4 Scope:** The aim of this policy and the above principles is to maintain consistency across the City. The principles outlined ~~in Table 1 above~~[within this policy](#) are to be applied and departure from these will occur based on an engineering assessment and consideration of any special circumstances.

**1.5 Roles and responsibilities:** The principles outlined ~~above~~[within this policy](#) are to be used by Council's Infrastructure Services Department as a guide when installing new Community Facility Name Signs across Ipswich.

Council's City Maintenance Branch are to replace aging assets in line with the principles outlined ~~above~~[within this policy](#) rather than replacing like for like.

Council's Planning and Development Department are to ensure the principles outlined ~~above~~[within this policy](#) are applied when assessing development applications.

**1.6 Policy Author:** Technical Officer (Traffic)

<b>Date of Council resolution:</b>
<b>Committee Reference and date:</b>
<b>No of resolution:</b>
<b>Date to be reviewed:</b>





## Community Facility Name Signs

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Council's Planning and Development Department are to ensure the principles outlined within this policy are applied when assessing development applications.

**1.6 Policy Author:** Technical Officer (Traffic)

**Date of Council resolution:**

**Committee Reference and date:**

**No of resolution:**

**Date to be reviewed:**

<b>Infrastructure and Emergency Management Committee</b>	
Mtg Date: 08.11.17	OAR: YES
<b>Authorisation:</b> Charlie Dill	

RJ:CD

27 October 2017

**MEMORANDUM**

TO: CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)  
FROM: PROGRAM AND TECHNICAL SERVICES MANAGER  
RE: SPRINGFIELD CENTRAL LIBRARY CONCEPT DESIGN PACKAGE

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**INTRODUCTION:**

This is a report by the Program and Technical Services Manager dated 27 October 2017 concerning the Springfield Central Library Concept Design Package.

**BACKGROUND:**

As part of the City Library Service Strategy, it was determined that library services are required within Springfield Central.

In July 2017 Council approved the option to enter into a lease agreement with Mirvac to lease Tenancy C1 and C2 within Mirvac Orion Shopping Centre, Springfield Central. The Heads of Terms of agreement was signed with Mirvac in October 2017.

The adopted Functional Brief for the project to deliver a library service to Springfield Central includes the following:

- An integrated customer service lobby
- A main collection space
- Specific Library activity spaces
- Administrative spaces
- Support spaces
- Community facilities (event space, meeting rooms and training area)

Council commenced work with an external design consultancy in July 2017 to design the Springfield Central Library.

The proposed concept package has been developed in consultation with Council's library management team to ensure that all functional needs have been addressed. As part of the Lease Agreement, Council is also required to seek approval from Mirvac on the proposed design at both the Concept and Construction Issue Stages.

Council has received the final Springfield Central Library Concept Design Package from the Consultant. This was presented to the Project Working Group, chaired by Infrastructure Services, for endorsement.

Once endorsed, the Conceptual Package was presented to Mirvac on 5 October 2017 and received 'in principal approval' on 12 October 2017. The Conceptual Package was then tabled at the Executive Team Meeting on 12 October 2017.

### **THE CONCEPTUAL PACKAGE:**

The Conceptual Package presents the following scope of works for the project:

External and entry spaces:

- External signage and branding to the tenancy façade
- External entry feature to the southern façade of the tenancy and foyer, including two options for external branding to north eastern corner façade:
  - o Option A – Large format LED Screen to wrap the external stair wall in to the foyer, with functionality to display both live feed from the Library and Library content material (funding dependent)
  - o Option B – Large vinyl wrap to the external stair wall that would be interchangeable with artwork or Library material display
- After hours returns and booking sorting area to the basement carpark, including smart lockers
- Entry foyer enhancement to the ground floor including signage, a library feature display and interactive way finding

Level One:

- Concierge area, market place, main collection area, maker space, public access computers, express computers, children's space and parents room

Level Two:

- Minor collection area, event space (multi use space), meeting rooms, associated kitchen space and storage, computer training room, administrative area

Other:

- All required service works required to the existing infrastructure – data, electrical, hydraulic and mechanical
- Supply and set-up of all specified loose core furniture and equipment, accessories and signage

The concept includes provision for future smart library services which include booking and access to Level 2 general areas, the event space and meeting rooms – 24 hours a day, 7 days a week. This is being addressed and planned for in coordination with Safe City and Smart City.

The Conceptual Package is included in Attachment A.

**PROJECT SCHEDULE:**

The current project schedule is for the tenancy fitout work and library mobilisation to be complete for the end of June and Library to open operationally in July 2018.

**PROJECT DELIVERY STRATEGY:**

The fitout scope of works will be delivered by an external contractor procured via an open tender arrangement. After the completion of the fit out works Council's Library Services Branch and Information and Technology Branch will manage the operational setup of the library.

**PROJECT BUDGET:**

The 2017-2018 Capital Budget has allocated \$5 million dollars for the project. The budget is to fund the design and tenancy fitout including furniture and IT provision ready for operational mobilisation by the Library Branch.

**CONCLUSION:**

Council has identified the need to provide library services in Ipswich's eastern suburbs and has committed to the provision of a library in Springfield Central. The new Springfield Central Library Service, located within Orion Springfield Central, will facilitate this outcome with the proposed Conceptual Package meeting the functional requirements determined by the Library Services Branch.

A new Library in Springfield Central will provide Ipswich library members a new space to enjoy and a destination where they can relax, learn and grow. It will offer a new hands-on digital experience that will delight, inform and build the Ipswich communities' digital literacy while supporting the Smart City initiative. The facilities of the library service will enable members to build their skills, and increase their employment opportunity.

**ATTACHMENT/S:**

Name of Attachment	Attachment
<a href="#">Springfield Central Library Concept Design Package</a>	<a href="#">Attachment A</a>

**RECOMMENDATION:**

That the Springfield Central Library Concept Design Package, as outlined in Attachment A of the report by the Program and Technical Services Manager dated 27 October 2017, be adopted.

Raad Jarjees

**PROGRAM AND TECHNICAL SERVICES MANAGER**

I concur with the recommendation/s contained in this report.

Charlie Dill

**CHIEF OPERATING OFFICER (INFRASTRUCTURE SERVICES)**





# Springfield Central Library

## CONCEPT DESIGN PACKAGE



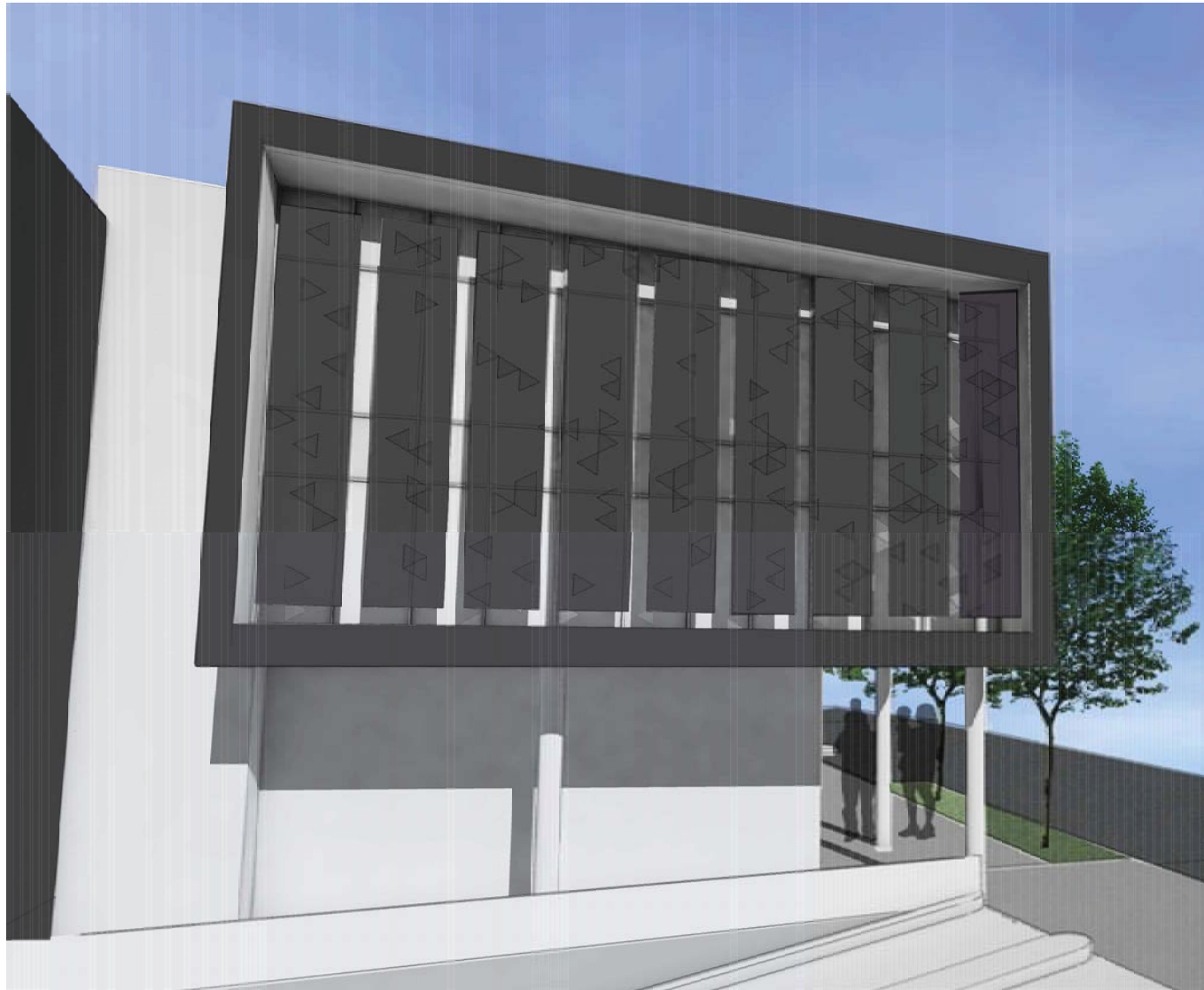
# Springfield Central Library | LOCATION PLAN





# Springfield Central Library | SITE PLAN



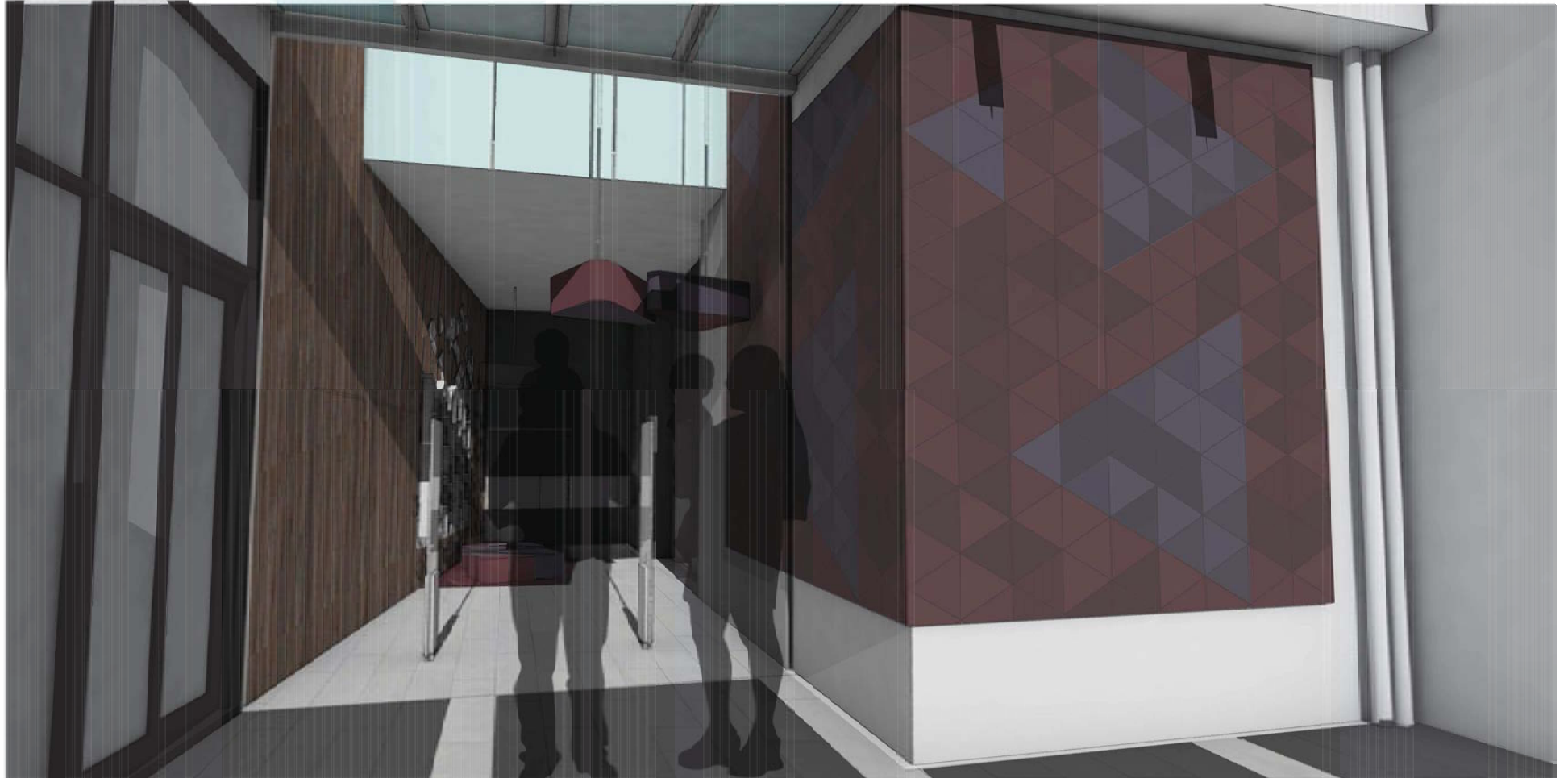




OPTION A - LARGE FORMAT LED SCREEN









WALL FEATURE TO MATCH LEVEL 1 + 2  
EAST AND WEST WALL REVEALS

BACKLIT JOINERY FEATURE TO MATCH  
LEVEL 1 + 2 EAST + WEST WALL REVEALS

FAUX DISPLAY BOOK ENDS BEHIND  
GLASS. GLASS ETCHED SIGNAGE TO  
FRONT

FEATURE LIGHT

FEATURE CHARCOAL  
PAINT TO EXISTING WALLS



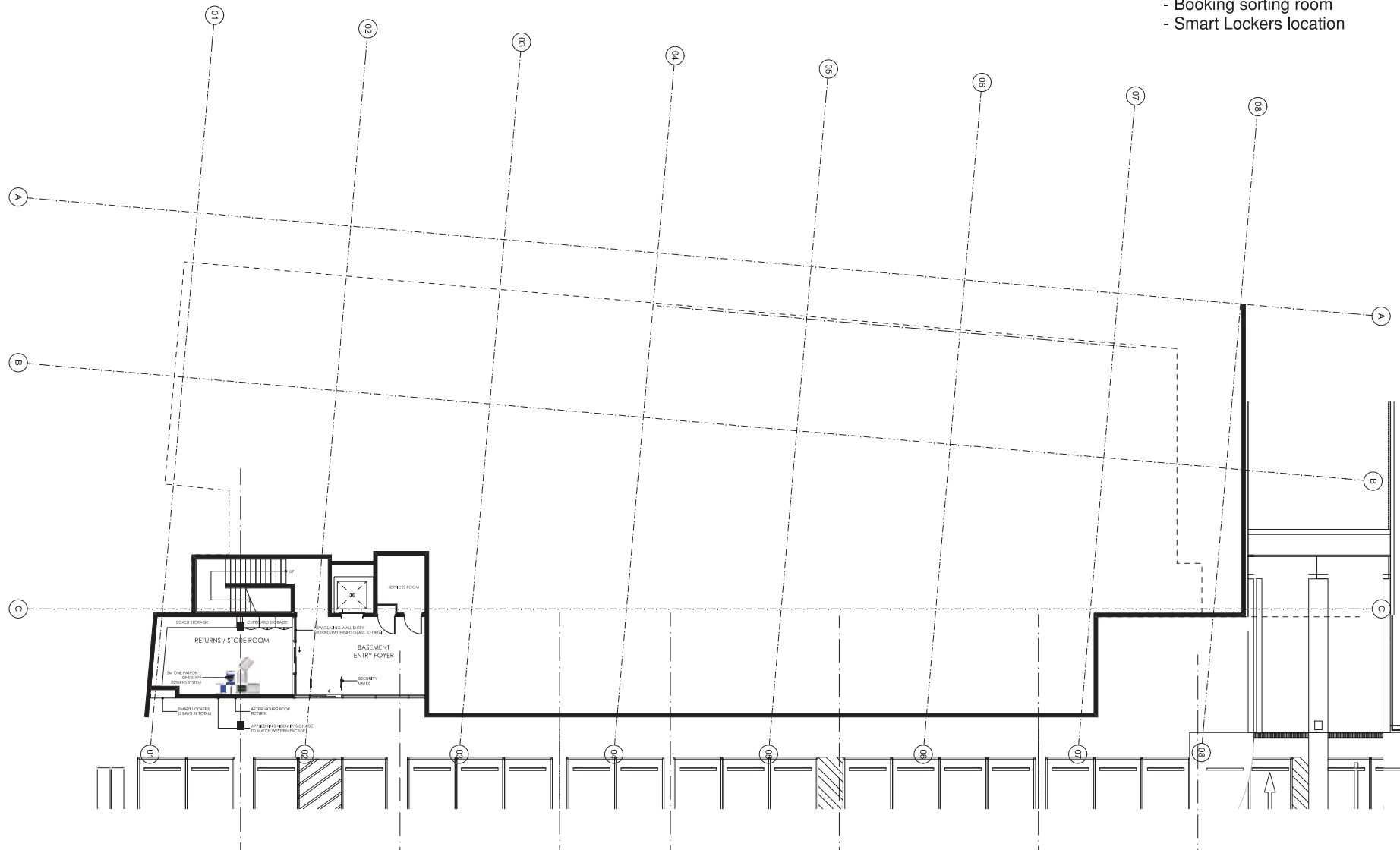
EXISTING TIMBER FEATURE WALL

PROPOSED FEATURE  
OTTOMAN AND RUG

FEATURE LED SCREEN  
PANEL TO INTERNAL WALL



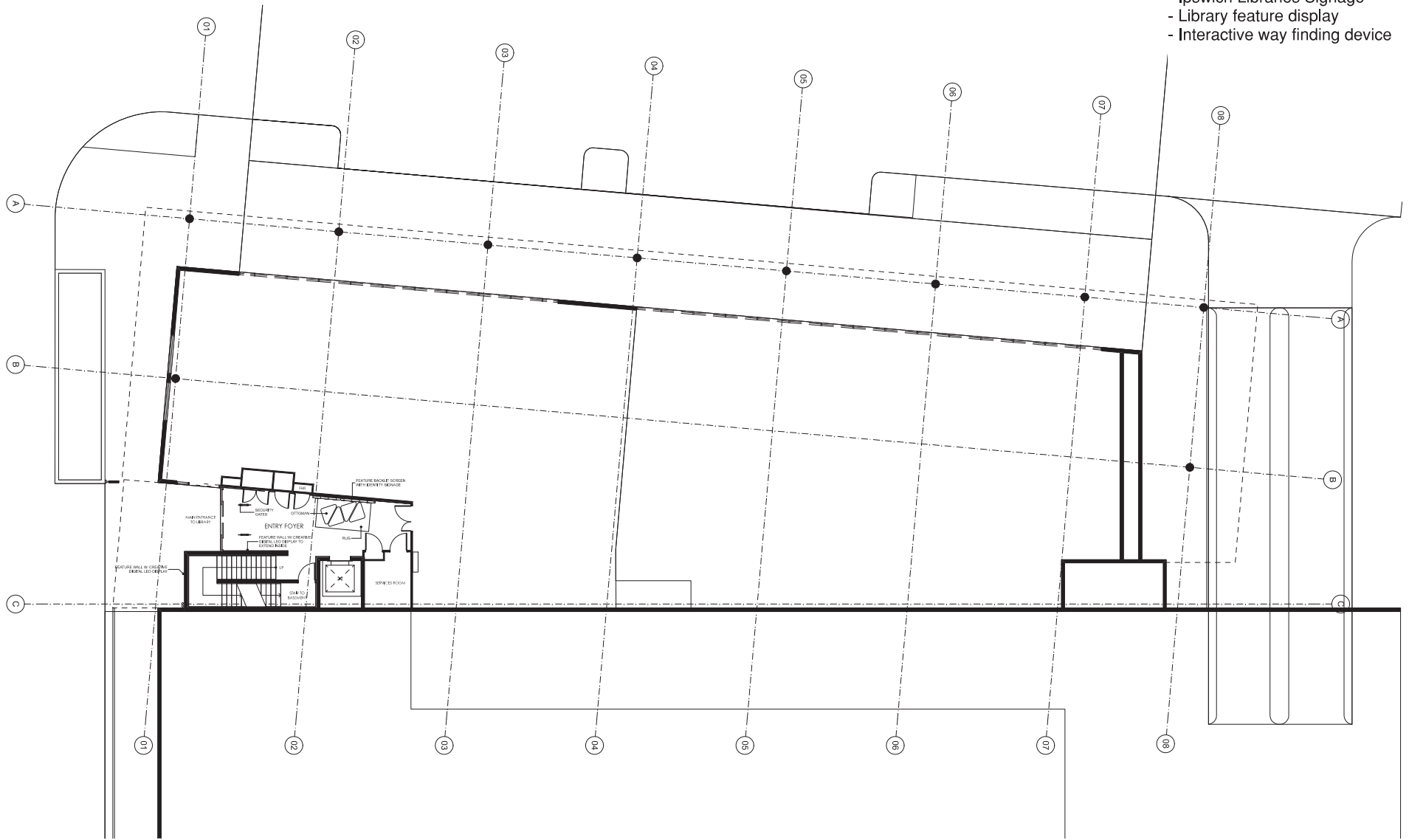
**BASEMENT:**  
 - After hours book drop  
 - Booking sorting room  
 - Smart Lockers location



0 1 2 3 4 5 1:100 @ A3



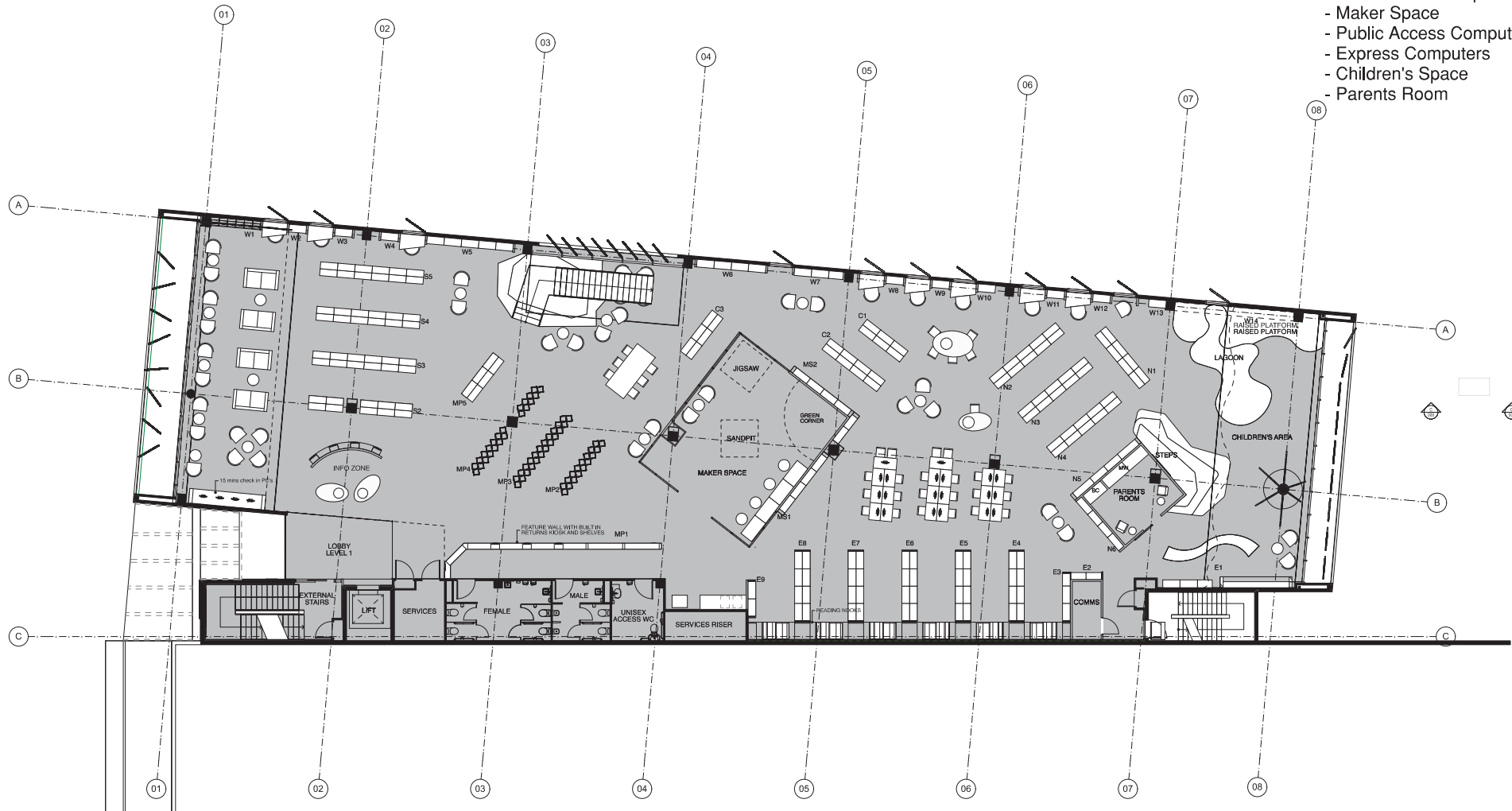
GROUND FLOOR FOYER:  
- Ipswich Libraries Signage  
- Library feature display  
- Interactive way finding device



0 1 2 3 4 5 1:100 @ A3



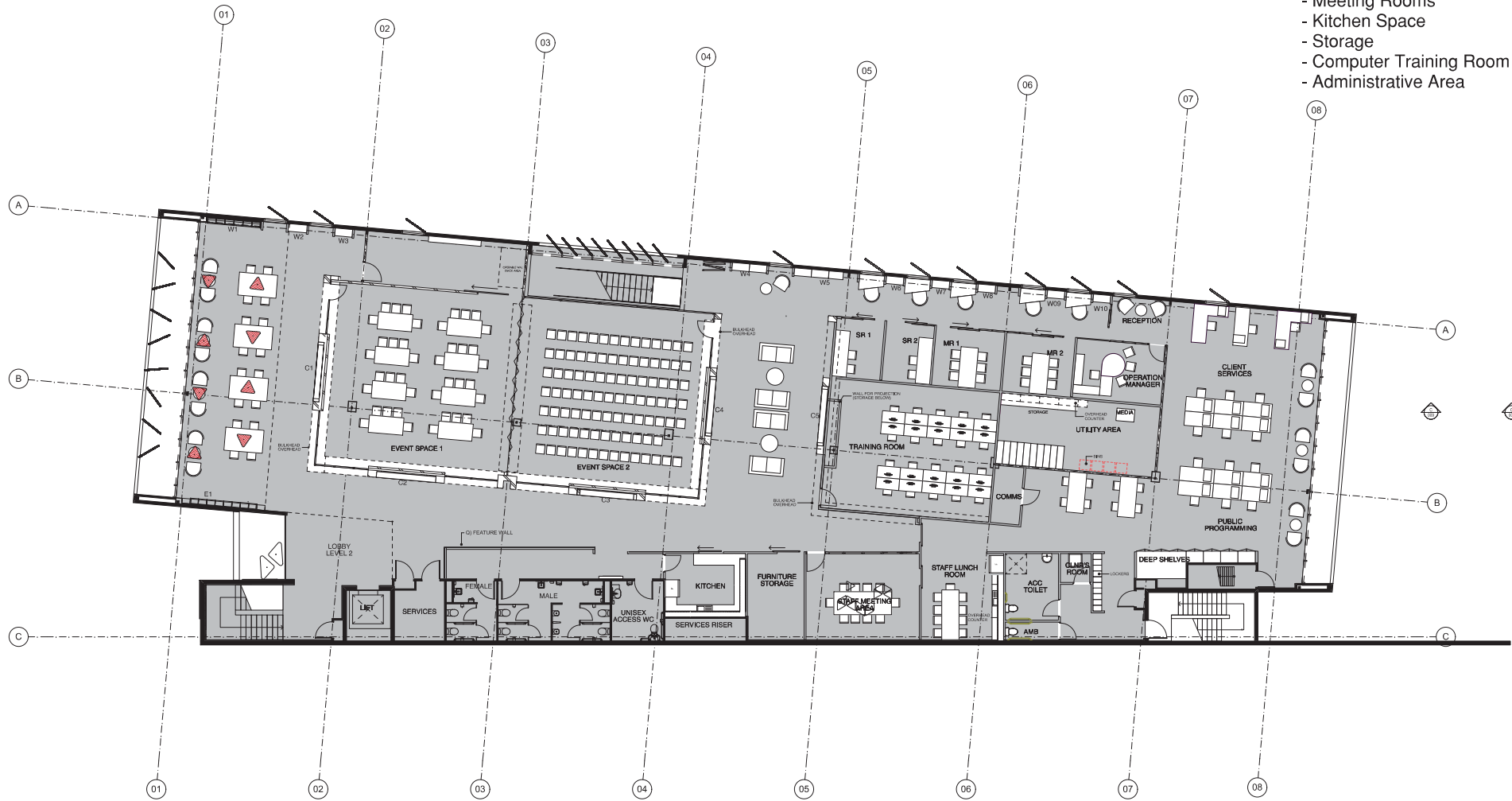
- LEVEL ONE:
- Concierge Area
  - Market Place
  - Main Collection Space
  - Maker Space
  - Public Access Computers
  - Express Computers
  - Children's Space
  - Parents Room

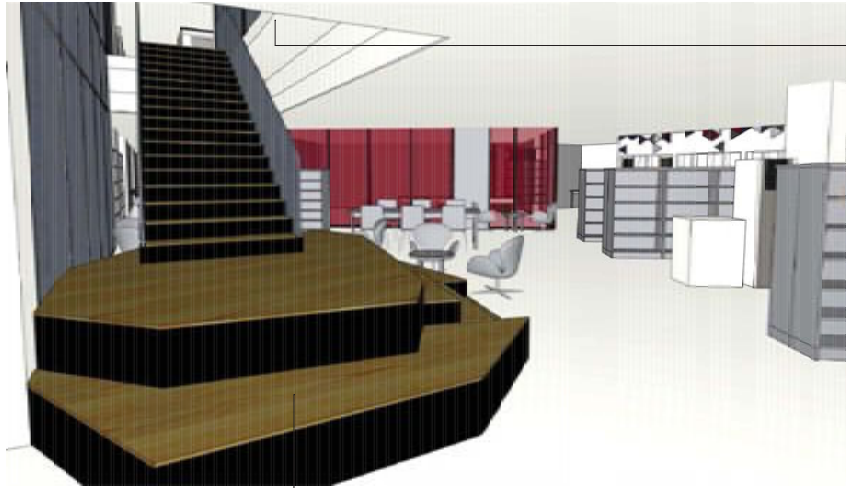


0 1 2 3 4 5 1:100 @ A3



- LEVEL TWO:
- Minor Collection Space
  - Event Space
  - Meeting Rooms
  - Kitchen Space
  - Storage
  - Computer Training Room
  - Administrative Area



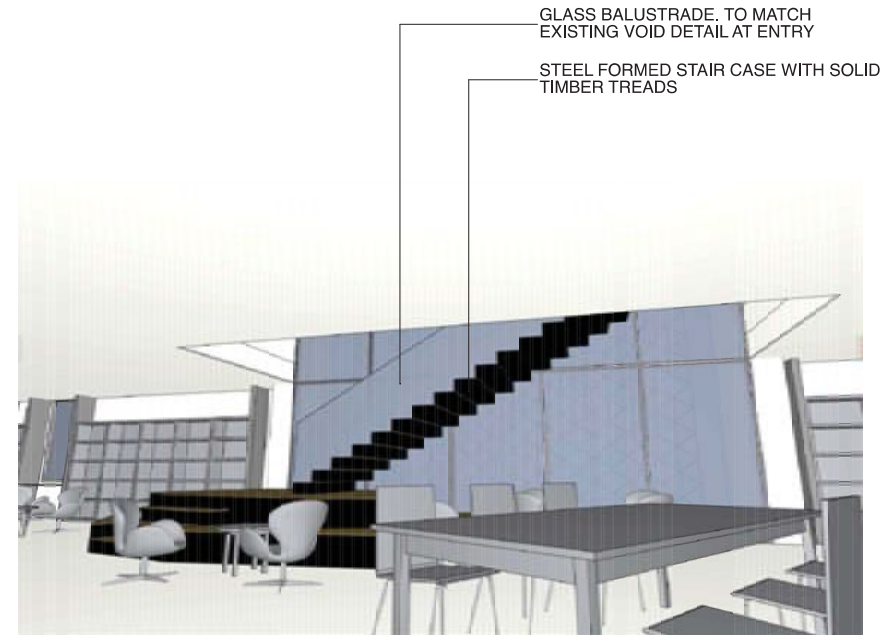


EXISTING VOID IN SLAB ABOVE

TIMBER SEATING PLATFORM

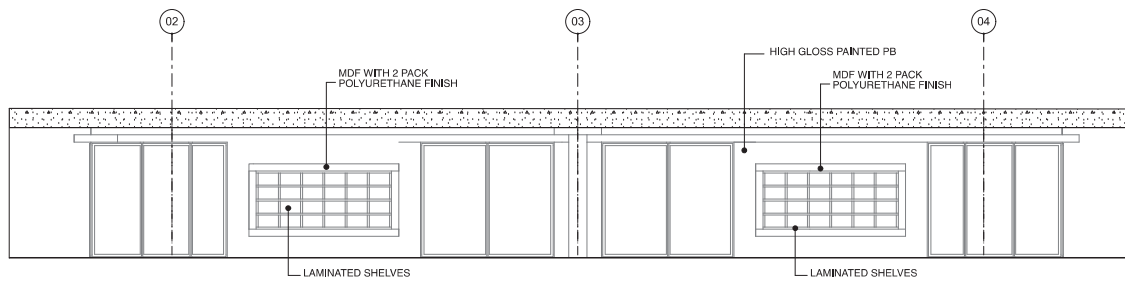


NEW GLAZING CURTAIN WALL

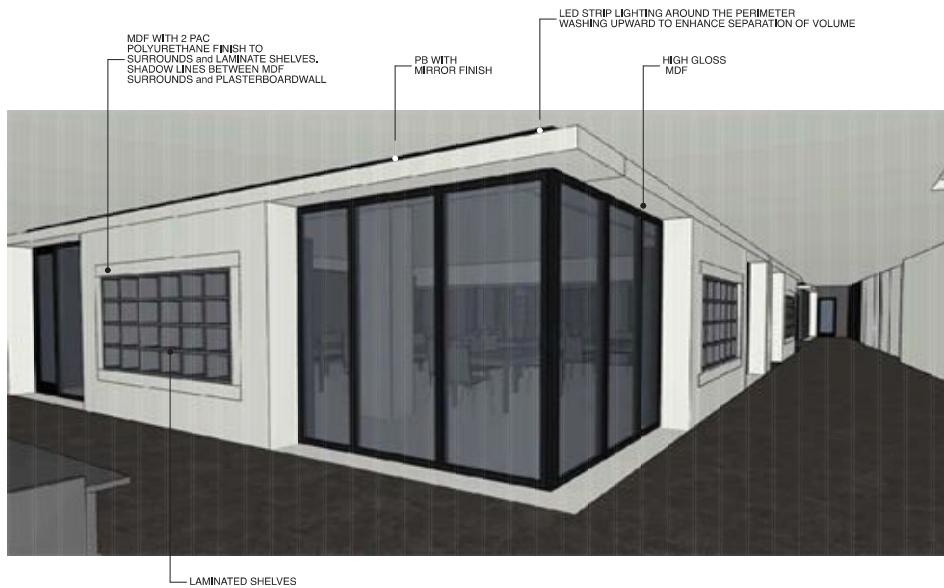


GLASS BALUSTRADE, TO MATCH  
EXISTING VOID DETAIL AT ENTRY

STEEL FORMED STAIR CASE WITH SOLID  
TIMBER TREADS



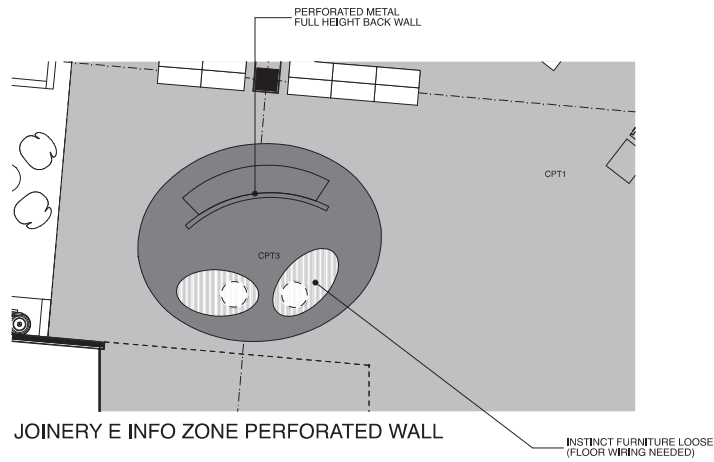
JOINERY H JOINERY WALL WITH SHELVING



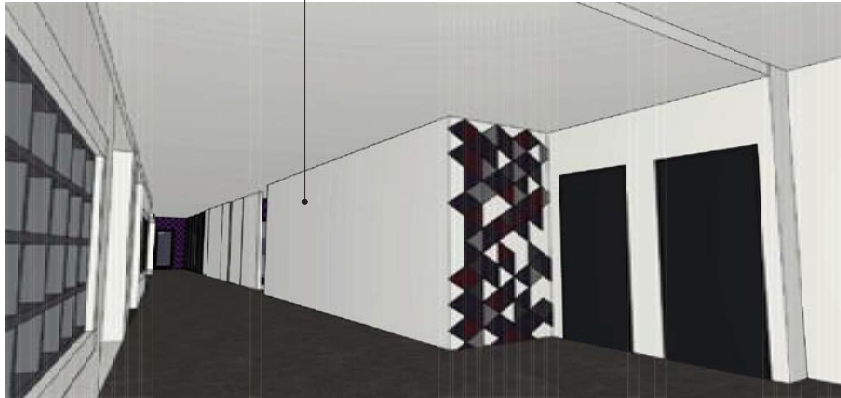
JOINERY H JOINERY WALL WITH SHELVING



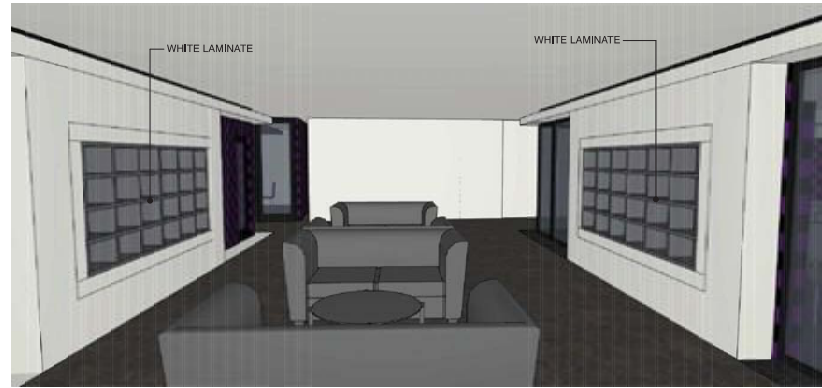




PAINTED MDF PANELS WITH 2 PAK  
POLYURETHANE IN MATT/GLOSS

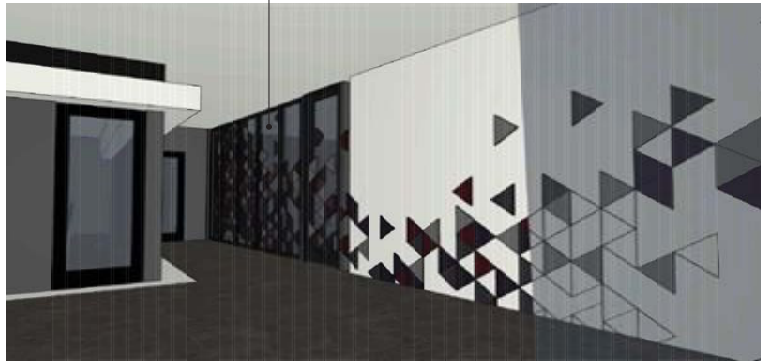


JOINERY Q FEATURE WALL LEVEL 2



JOINERY Q FEATURE WALL LEVEL 2

TRANSPARENT SEMI PATTERN (FILM) TO  
CONTINUE ACROSS STAFF MEETING  
ROOM GLAZING



JOINERY Q FEATURE WALL LEVEL 2



JOINERY N SHELVING UNIT STAFF AREA

STAFF AREA SHELVING  
LAMINATED SHELVES  
PART OF SHELVES TO BE 1200MM DEEP



# SPRINGFIELD MATERIALS and FINISHES

# CHILDREN'S AREA





Timber colour options

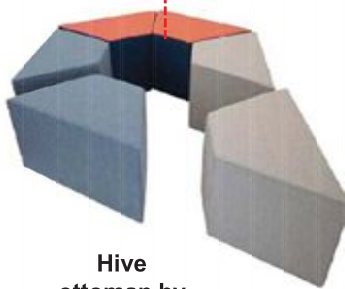
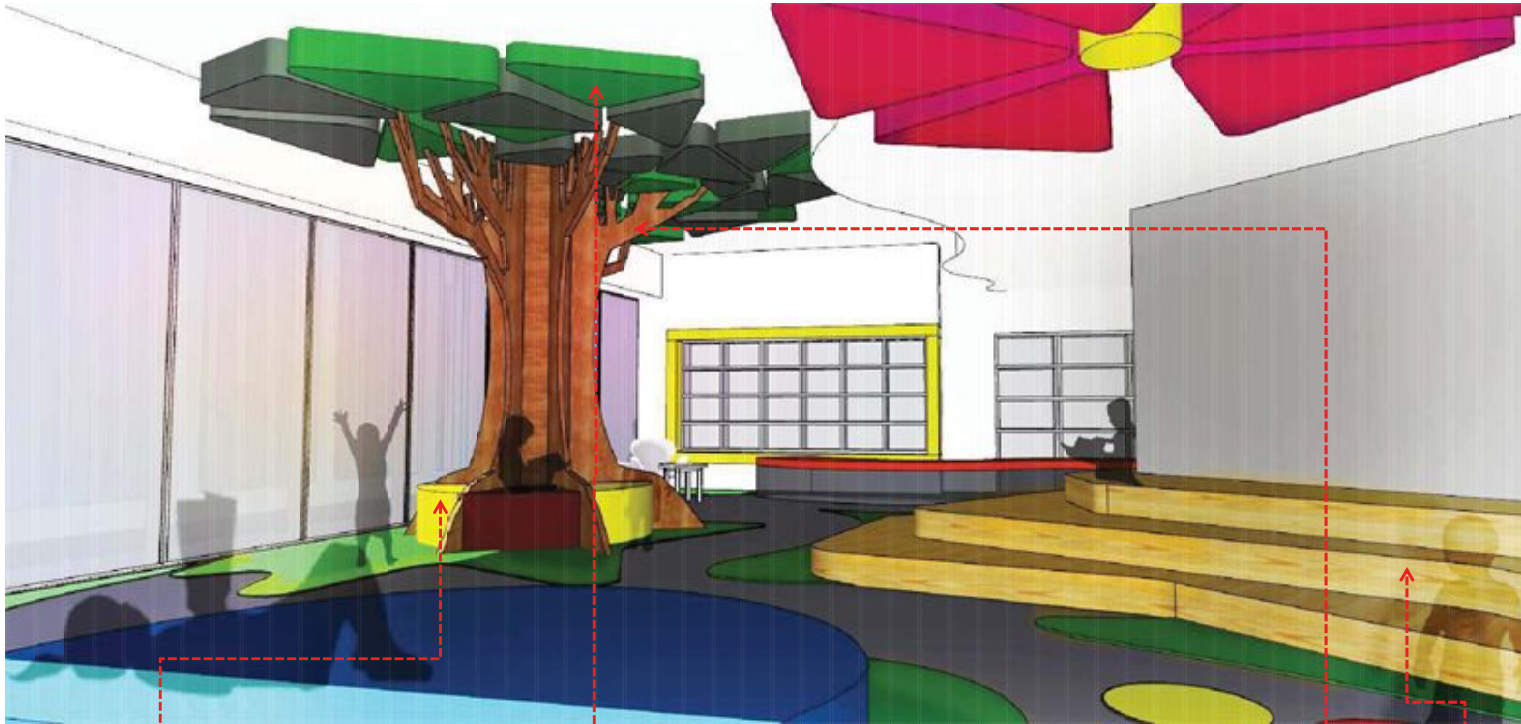


Graphics/ Wall paper to be finalized



Fractal Pendant Lights –  
Satelight Lights

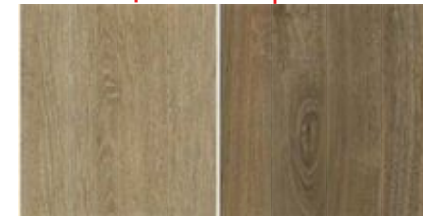




Hive ottoman by Workspace



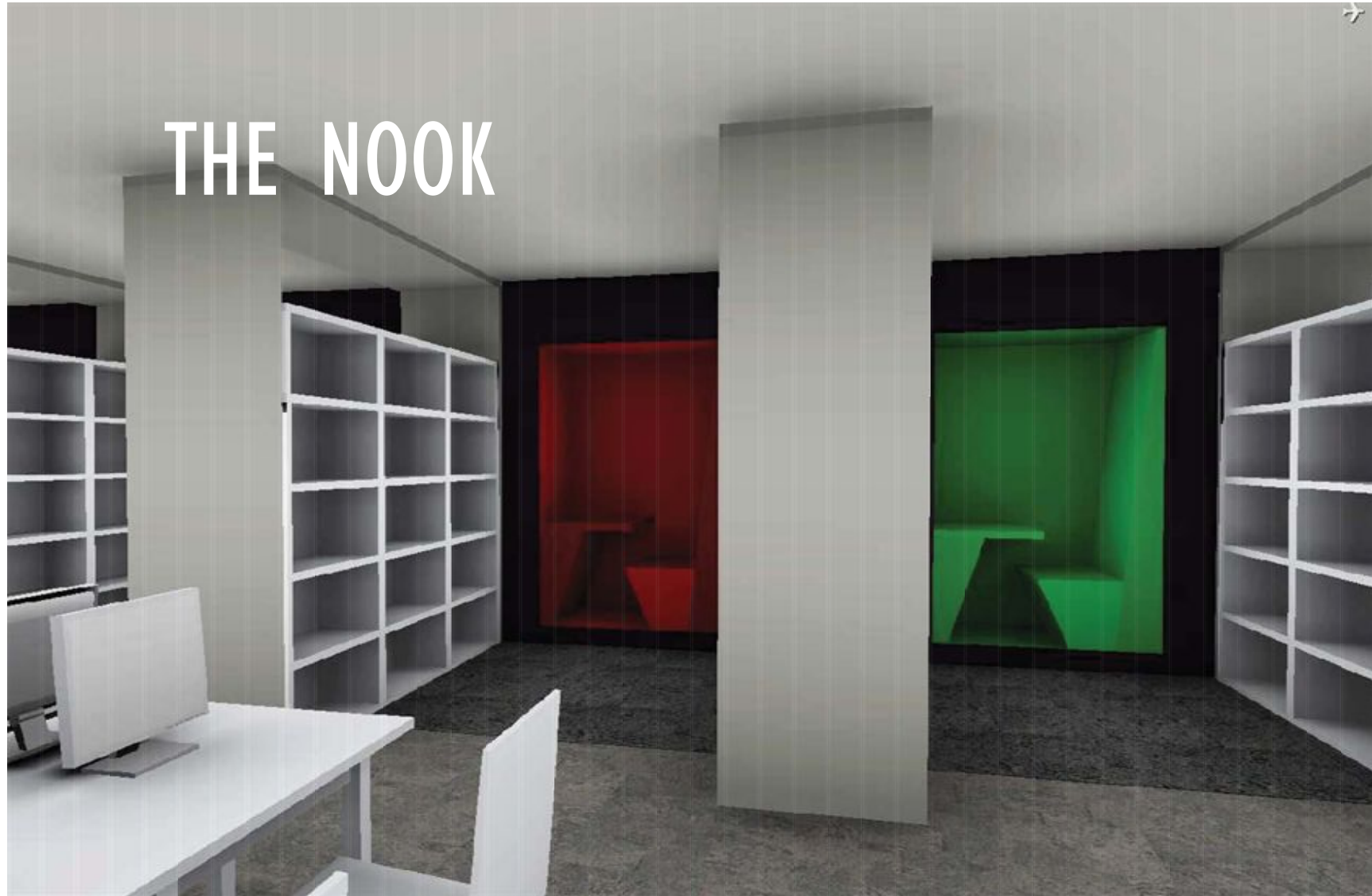
Acoustic panel of various depth



Timber colour options



Fractal Pendant Lights





# LOOSE FURNITURE



# SOUTH WALL

## Level 1





# SOUTH WALL

Level 2

# STAFF MEETING ROOM



# FEATURE WALL LEVEL 1

