

# Capricorn Municipal Development Guidelines

## MEETING POST AMALGAMATION MINUTES

Venue: Rockhampton Regional Council  
Gracemere Office

Date and Time: Wednesday 3<sup>rd</sup> September 2008  
(Lunch will be provided)

Attendees: Chris Hegarty (Cardno), Adam Van Nunen (Cardno), Phil McKone (FRW), Greg Abbott's (RRC), Rod Lindsay (RRC), Bruce Russell (RRC), Andrew Bullock (CHRC), Trevor Bernard (CHRC), Col Head (BSC), Martin Crow (RRC), David Hood (RRC), Mike Prior (RRC), John Walker (BSC), Jamie McCaul (FRW)

Apologies - Jim Cook (FRW)

|  | Item  | Task          |
|--|---|---------------|
|  | Meeting commenced 10am  |               |
|  | <p><b>1.0 Technical Reference Group</b></p> <ul style="list-style-type: none"> <li>• 1.1 Chris Hegarty nominated and accepted as Chairperson.</li> <li>• 1.2 Chris Hegarty to call Kevin Mercer from the Gladstone Regional Council to extend an invite to join the CMDG committee.</li> <li>• 1.3 Contacts to remain as Andrew Bullock (CHRC), John Walker (Banana), Jim Cook (FRW), Martin Crow (RRC). Contacts may change if different people are successful in obtaining the relevant positions in the structure.</li> <li>• 1.4 Martin C stated Rocky Regional Council is to have more meetings over its organisational structure, after this is completed it has been suggested sub-committees be formed. It was agreed that the regular 6 monthly meetings be adhered to, of which sub-committees can be formed at the next meeting.</li> <li>• 1.5 It was agreed that decision making by consensus continue, any discrepancies to be tabulated and documented.</li> <li>• 1.6 Information to be shared through agreed contacts for each Council.</li> </ul> | Chris Hegarty |
|  | <p><b>2.0 Terms of Reference for Cardno Work</b></p> <ul style="list-style-type: none"> <li>▪ 2.1 Cardno to continue meeting facilitation and minute taking</li> <li>▪ 2.2 Major drawing and document changes to be completed by Councils as before.</li> <li>▪ 2.3 Cardno to 'rebadge' documents and make minor changes</li> <li>▪ 2.4 Cost apportionment has been sorted as per submitted Cardno fee proposal.</li> </ul> <p><i>Other Issues</i></p> <p>Banana Shire Council will be exempt from re-badging process this time as they are the only Council unaffected by amalgamation.</p> <p><b>3.0 Website – Any Issues with operation or maintenance</b></p> <p>3.1 - John Walker suggested a link be included on the web site for developers to use when referring to application processes.</p> <p>Suggestion of a link on the web site to a page outlining "use of site instructions."</p>  | Cardno        |
|  |   | Cardno        |

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|--|---|--|
|  | <p>3.2 - Link on home page for operational works/application fees, forms/fees for each Council group.</p> <p>3.2 - Home page photo to be changed</p>  |  |
|  | <p><b>4.0 Industry Engagement</b></p> <p>Phil McKone suggested that there is to be no industry involvement. It was suggested industry can post comments on the Web site. Initial stages of the review process to be kept inside the committee.</p>  |  |
|  | <p><b>5.0 Regional Areas</b></p> <p>The vision is to have the three Councils [RRC, CHRC and Banana SC] with one standard but there may be variations occurring within Councils.</p>   |  |
|  | <p><b>6.1 Water and Sewer</b></p> <p>a) <i>Table D11.05.01</i> – Peaking factors - Rebadging of new council areas to be completed, subcommittees to discuss AD, MDMM, MD and MH</p> <p>b) <i>Table D11.05.03</i> – Maximum Design Pressure Head - Table to be removed with all areas agreeing on 50m</p> <p>c) <i>Table D11.05.04</i> – Minimum Design Pressure Head - Awaiting response from Phil M as to whether former Mount Morgan Shire shall change to 22m, - if it does conform then this table can be removed.</p> <p>d) <i>Table D11.06.03</i> – PVC Pipe class - All Councils to decide on pipe classes for their specific area.</p> <p>e) <i>Table D11.06.08</i> – Water main alignment</p> <ul style="list-style-type: none"> <li>• Banana 2.5m alignment</li> <li>• CHRC to consider alignment</li> <li>• RRC to look at a standard alignment of 1.45m, is former Livingstone Shire to conform to this?</li> </ul> <p>f) <i>Table D12.6.1 Sewage flows</i></p> <ul style="list-style-type: none"> <li>• Banana to have 200 L/d/EP ADWF</li> <li>• CHRC – to confirm</li> <li>• RRC to confirm</li> </ul> <p>g) <i>Table D12.7.1 Sewer alignments</i></p> <ul style="list-style-type: none"> <li>• Banana to supply sewer alignments</li> <li>• CHRC to discuss WSAA sewerage code, prefer sewer not in private property.</li> <li>• RRC to remain 1.5m and 1m respectively from property boundaries (Front/rear and side), this includes all former areas.</li> </ul> <p>h) <i>Table D12.8.2</i> Each Council to review use of maintenance shafts and Lampholes. A footnote to be included relating to requirements (a),(b),(c) in Section D12.08.09 of the sewerage design specification.</p> | <p>Phil M</p> <p>All Councils</p> <p>CHRC<br/>RRC</p> <p>CHRC<br/>RRC</p> <p>BSC</p> <p>CHRC</p> <p>All Councils</p> |

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|  | <p><i>i) Table D12.10.1 Sewer easements</i></p> <ul style="list-style-type: none"> <li>• Banana – to be a minimum of 4m, but 1m offset distance</li> <li>• CHRC – 4 m easement</li> <li>• RRC – Min 3m, with formula being depth of sewer line minus 0.5m plus the offset from the property boundary</li> </ul> <p><i>j) Phil McKone to follow up on legal advice from LGAQ on easements. A note is to be placed on the easement calling for a design specification</i></p> <p><i>k) Table D12.11.1 – preferred house connection locations - probable for all of table to disappear.</i></p> <p><i>l) Table D12.21.1 – sewer rising main minimum diameter - Table to be removed, 100mm minimum diameter rising main size agreed upon</i></p> <p><i>m) Table 401.4.1 – water PVC pipe classes - Council groups to decide</i></p> <p><i>n) Table C401.27.1 – water meter locations - to be further discussed in Council groups.</i></p>   | <p>Cardno to make changes</p> <p>Phil M</p> <p>Cardno</p> <p>All Councils</p> <p>All Councils</p> |
|  | <p><b>6.2 Water and Sewer Standard Drawings</b></p> <p>a) Sewer Pump Station drawings</p> <ul style="list-style-type: none"> <li>• Remove drawing SD-S-064</li> <li>• In drawing SD-S-061 label dimension for 150mm set height.</li> <li>• SD-S-062 (Sewer PS lid) Change dimension sizing</li> <li>• Change “Top of Well” to “Roof of Well”</li> <li>• Change 50mm proud note with “refer to DWG ### for lid details.”</li> <li>• Change orientation of lids</li> <li>• Remove reference to LSC drawings</li> </ul> <p>b) SD-S-21 (Precast Access Chambers) note 8 to be removed.</p> <p>c) Keep the 1 in 150 grade for the first length of sewerage main, no special requirements</p> <p>d) Purchase specifications</p> <ul style="list-style-type: none"> <li>• John Walker to locate and supply purchase specifications for BSC.</li> <li>• Aim is to have one (1) purchase specification for all regions, review/modification of former LSC specifications. RRC and CHRC to review in sub committee.</li> </ul> <p>e) House Connection Branches - Phil McKone to produce a new draft of SD-S-S30, in relation to issues with adjacent dwelling, Phil M stated use of Gold Coast DWG as substitute</p> <p>f) Use of maintenance shafts (lampholes) – to be as in Section 6.1” <i>Table D12.8.2”</i></p> | <p>Cardno to make all changes</p> <p>John Walker</p> <p>RRC,CHRC</p> <p>Phil M</p>                |

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|  | <b>Lunch</b>  |   |
|  | <p><b>7.1 Roadworks/ Stormwater Design Standards</b></p> <p>a) <i>Table D1.06.1</i> - Change name of table “Private Access driveways” to “Driveways - Urban areas”</p> <p>b) <i>Table D1.06.02</i> – Road access requirements - RRC and CHRC to form a subcommittee group to decide on access</p> <ul style="list-style-type: none"> <li>• John Walker suggested adding a 0-10 dwelling zone, John also suggested to further break up category 26-50 dwellings</li> </ul> <p>c) <i>Table D1.06.03</i> –For Banana change pathways to 2m</p> <ul style="list-style-type: none"> <li>• RRC and CHRC still to discuss.</li> </ul> <p>d) <i>Table D.1.06.05</i> – Livingstone pathway width to be changed following discussions.</p> <ul style="list-style-type: none"> <li>• Change detail on drawing to include barrier kerb for major urban collectors</li> </ul> <p>e) <i>Table D.1.06.11</i> – Banana to decide on pathway width.</p> <ul style="list-style-type: none"> <li>• Fix industrial access on DWG “face of kerb to face of kerb”.</li> <li>• Change No. of dwellings to No of ha.</li> <li>• Set footpath at 1.5m width instead of 1.2m.</li> </ul> <p>f) <i>Table D5.04.1</i>- Stormwater Design ARI - Cardno to research ARI values – will ARI’s represent more rain in the future when Australian Rainfall and Runoff is revised?</p> <p>RRC to review whether they adopt QUDM.</p> <p>g) <i>Table D1.21.01/.02</i> – Rural Roads - Separate Council groups to review table. John Walker to create a table for Banana, Cardno to distribute.</p> <p>h) <i>Table D5.16.1</i> – Interallotment drainage - To be discussed later in sub committees.</p> <p>i) <i>Table D5.16.2</i> – Interallotment Drainage Easements - CHRC to remain at 4, others to be 3m. Table to remain.</p> <p>j) <i>Section D7.13</i> in Erosion Control and Stormwater Management (Level Spreaders) - Remove entire section.</p> | <p>Cardno</p> <p>RRC</p> <p>RRC/CHRC</p> <p>RRC</p> <p>Cardno</p> <p>BSC</p> <p>Cardno</p> <p>Cardno</p> <p>RRC</p> <p>BSC/Cardno</p> <p>All Councils</p> <p>Cardno</p> |
|  | <p><b>7.2 Roadworks/ Stormwater Standard Drawings</b></p> <p>a) New Drawings for gates and grids</p> <ul style="list-style-type: none"> <li>• Drawing to include width markers</li> <li>• Drawing to show reflective material on gate posts</li> <li>• John W to confirm the differences between this dwg and Main Roads standard drawing.</li> </ul>   | <p>John W</p>   |

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|        | <p>b) SD-R-40 Rural Property Access</p> <ul style="list-style-type: none"> <li>• Changes to drawing in reference to hatching.</li> <li>• Bottom left of drawing (AADT .300 VPD but &lt;999 VPD) to show total area sealed.</li> <li>• Drawing (AADT&lt;300 VPD) to show bitumen to the shoulder edge. Guideposts are also to be detailed on the drawing.</li> </ul> <p>c) Gross Pollutant Traps - It was suggested to adopt RRC guidelines on GPT;s as there has already been a comprehensive document completed.</p> <p>d) Stormwater Drainage Design Guidelines D5 Clause D5.02 2 – To be reviewed in accordance with QUDM. Wording “actionable nuisance” to be included in design principles.</p> <p>e) Stormwater Drainage Design Guidelines D5 Clause D5.16 (Interallotment Drainage) to be removed and replaced with proposed comment in agenda; “Inter-allotment drainage, designed and constructed to QUDM Level II shall be provided.....”</p> | <p>Cardno</p> <p>Cardno</p> <p>Cardno</p>                             |
|        | <p><b>8.0 Landscaping</b></p> <p>a) All Councils to review and comment on the supplied landscape design and drawings specification</p> <p>b) Are plant species are to be indicated on the drawings? It was also mentioned that Ergon Energy has design guidelines for plant species, this specification is to be obtained and specification reviewed if necessary.</p> <p>c) It was suggested to use a landscape architect to confirm/complete the standard drawings. Phil M queried where water services are to be installed, how this is to be completed? This information is to be included in the landscaping specification.</p>  | <p>All Councils</p> <p>Cardno</p> <p>Further comment all Councils</p> |
|        | <p><b>9.0 Approval and Construction Processes</b></p> <p>a) Bruce Russell to distribute latest indemnity Electrical energisation agreement. Greg A and Bruce R to complete a review of procedures.</p> <p>b) Greg Abbotts to complete a list of issues in regards to Compliance Certification issue.</p> <p>c) Cardno to research ADAC (Asset Design and AS Constructed) and provide info to Councils with a view to joining this group.</p>  | <p>Bruce R,<br/>Greg A</p> <p>Greg A</p> <p>Cardno</p>                |
| 2:30pm | Meeting Close   |   |