

## Capricorn Municipal Development Guidelines Technical Reference Group

### MEETING MINUTES POST AMALGAMATION MEETING 5

Venue: Banana Shire Council New Offices, Valentine Plains Rd, Biloela  
 Date and Time: Wednesday 13 March 2013  
 10:30 am to 3:00 pm

Attendees: Chris Hegarty (Cardno) Jonathan Herron (RRC)  
 Minhman Nguyen (Cardno) Phil McKone (RRC)  
 Roger Naidoo (CHRC) Craig Murrell (GRC)  
 Andrew Sheales (CHRC) Gail Roylance (BSC)  
 David Brown (CHRC) Kym Downey (MRC) (on phone)  
 Grant Vaughan (RRC)

Apologies: Nil

No	Item	Action By
<b>Meeting Open – 10:30am</b>		
1	<p><b><u>Meeting Opening Session / Introduction</u></b></p> <p>a) Gladstone Regional Council (GRC) was welcomed to the Technical Reference Group</p> <p>b) It was agreed upon to have future CMDG meetings every 6 months coinciding with IPWEAQ CQ Branch meetings</p> <ul style="list-style-type: none"> <li>- Next meeting will be in Longreach 27<sup>th</sup> to 29<sup>th</sup> June 2013</li> <li>- Chris to confirm time and location through consultation with each of the CMDG Councils and host Longreach Regional.</li> </ul> <p>c) Possible inclusion of Outback Regional Road Group, Isaac Regional</p> <ul style="list-style-type: none"> <li>- Chris to send around fee calculation based on the inclusion of these Councils.</li> </ul>	<p>Chris</p> <p>Chris</p>
2	<p><b><u>Previous meeting minutes and business arising</u></b></p> <p>a) <u>Work Safe Plan</u></p> <ul style="list-style-type: none"> <li>- to be included in pre-start list, provided to Council 7 days pre start meeting. Chris to amend Construction Specification.</li> <li>- whilst a detailed review of the work safe plan will not be carried out any obvious issues or omissions are to be brought to the contractors attention.</li> <li>- It is the inspectors responsibility to act if site is considered unsafe by informing the contractors site representative and at all times considering their own safety.</li> </ul> <p>b) <u>Ascon Manual</u> - BSC and CHRC to look at RRC ascon manual online and advise if there is any interest in adopting this.</p> <p>c) <u>Standard Floodway Drawings.</u></p> <ul style="list-style-type: none"> <li>- Gail to send floodway drawings to Grant</li> <li>- Grant noted there needs to be minimum standard requirements such as road hierarchy, drainage and traffic volume.</li> <li>- Kym to send through the drawings they use to Grant.</li> <li>- Depth markers should be located towards the edge of the floodway as</li> </ul>	<p>Chris</p> <p>All</p> <p>Gail</p> <p>Kym</p>

## Capricorn Municipal Development Guidelines Technical Reference Group

	centrally located depth markers collect debris and are hard to read. - Grant to get some preliminary drawings out in the next 3 months.	Grant
	d) <u>Plant Species list</u> - Grant to follow this up with Kevin to arrange meeting between all Council Parks representatives to discuss and develop Council specific species lists - Chris to amend Landscaping Spec to remove plant species list and refer to Council specific requirements.	Grant Chris
	e) <u>Purchase Specifications</u> - All Councils to review and indicate if happy to adopt / provide comments and amendments if required	
	f) <u>Pavement Design</u> . Jonathan will investigate any changes required to pavement design methodology and specify the appropriate charts to use.	Jon
	g) <u>Asphalt Standards</u> . - Asphalt compaction to be amended to 92% to be consistent with DTMR standard. Chris to amend specification. - Agreed upon using Main Road's standard of 30mm thickness for DG10 with a tolerance of +/- 5mm. Educate and reinforce that 25mm will be the very bare minimum. Chris to amend specification. - Chris to research and email cost to increase thickness from 25 to 30 mm (should really just be additional asphalt tonnage cost). Chris to advise by email.	Chris Chris Chris
3	<b><u>CMDG Website</u></b> a) <u>Current status / inclusion of GRC</u> – too early yet to include GRC on the website - Craig to advise on how GRC plan to progress b) Drawing Size. All pdf drawing on the website to be set to print out at A3.	Craig Chris
4	<b><u>Cardno Current and projected costs</u></b> Cardno costs are \$107,000 since Jan 2010. Invoice recently sent out	
5	<b><u>Water and Sewer Documentation</u></b> a) BSC feedback to be provided on water and sewer documentation within 2 weeks b) RRC feedback and agreed changes: - Phil advised that it wasn't necessary to have drawings for standard proprietary products (eg.access lid covers) and that these have been deleted. - S-062 – provide 4 anchor points to lid of pump station pursuant to advice from FRW field staff. c) CHRC feedback and agreed changes: - W-090 – applicability yes - W-094 – dirt box to be removed - S-012 – old council names to be updated in title block	Gail

## Capricorn Municipal Development Guidelines Technical Reference Group

	<ul style="list-style-type: none"> <li>- S-030 – CHRC to adopt Type 2 development detail (jump up extends above ground) similar to MRC.</li> <li>- S-026 drawing from N12 concrete</li> </ul> <p>d) MRC feedback and agreed changes:</p> <ul style="list-style-type: none"> <li>- Kym will send through details of required applicability changes</li> <li>- Document D.11.01, the hierarchy should be referring to most recent documents (eg WSAA codes are 2011 not 1999). Agreed that a note be provided in the specifications that the most recent version of all documentation is applicable.</li> <li>- There was some discussion regarding the 5m width for a water easement but there were no agreed changes</li> </ul>	Kym
	A short break for lunch was held.	
6	<p><b><u>Clearways</u></b></p> <p>Gail presented a draft Clear Zones Construction Specification plus an additional section to be included in Design Specification D1. This documentation provides guidance for reducing roadside hazards (trees, road furniture and structures etc).</p> <ul style="list-style-type: none"> <li>a) Cultural Heritage can be an issue (eg removing trees of significance).</li> <li>b) Agreed that 3m wide clearway should be the minimum</li> <li>c) Phil suggested to change the name to 'Rural Road Clear Zones' (it is not intended to apply to urban areas which have street trees, light poles etc)</li> <li>d) Everyone to read the documents in more depth and provide feedback within 2 weeks. Everyone is to consider what the trigger should be to require compliance with these requirements on existing roads (ie is there a minimum AADT requirement?, a percentage increase in AADT?)</li> </ul>	All
7	<p><b><u>Requests for use of new products</u></b></p> <p>Nil</p>	
8	<p><b><u>Approval and construction procedures</u></b></p> <ul style="list-style-type: none"> <li>a) Table CP1.15.1 Use of CCTV inspection prior to backfill. CHRC 'Yes' all other Councils 'No'. (GRC to confirm stance on this one)</li> <li>b) Delete table CP.27.1 Acceptance of Non 100% completion of electrical reticulation works. Evidence of payment of Ergon fees is sufficient.</li> <li>c) Jonathan to review and amend the list of prerequisite to bonding in CP1.27</li> <li>d) In section CP1.27 Bonding of Construction procedures, Chris to <ul style="list-style-type: none"> <li>- amend the paragraph on Telstra for telecommunications cabling (does not need to be operational as a prerequisite for bonding).</li> <li>- Chris to amend dot points to numbering in this section for reference purposes.</li> <li>- Change wording from 'following matters must be addressed' to following matters <u>may</u> need to addressed' (to allow Council flexibility to specify which prerequisites to bonding might apply in any given situation).</li> <li>- Include words regarding tenure compatibility (Phil to provide words)</li> </ul> </li> </ul>	<p>Chris</p> <p>Chris</p> <p>Jon</p> <p>Chris</p> <p>Phil</p>

## Capricorn Municipal Development Guidelines Technical Reference Group

9

### Various

a) Fish passage requirements

- Gail confirmed that she has received advice that works are necessary if there is ponding (and fish living) within 1km of work site.
- Gail to follow up with more research on current requirements (including Dwyane at BRC)Gail and Chris to research more on barrier works

Gail

b) Reinforcement details for cast in situ rectangular stormwater pits. There are no reinforcement details for walls but there is for the lid. This seems to be an oversight.

- Jonathan to provide some advice on typical pit sizes for Chris.
- Chris to arrange structural design based on the adopted pit sizes for inclusion on drawing D-030. A note is to be added that alternative pit sizes/depths to be subject to specific RPEQ design.

Jon

Chris

c) Supply of Autocad standard drawings to Consultants

- Where these drawings are provided the title block information is to be removed.
- Cardno cost to provide the drawing is to be paid by the applicant and not charge to CMDG Member Councils

d) Participation in IPWEAQ national standard dwgs project

- CMDG drawings have been submitted as requested by IPWEAQ
- All Councils confirmed a willingness to participate in the project subject to drawings being freely accessible on the website and subject to the ability to have 'local' drawings if required. Chris to keep the group informed.

Chris

e) NBN Fibre Technical Standards

- Chris to examine service layout and joint trenching drawings and identify if any amendments are required to accommodate NBN requirements. Expect drawings R-031, R-100 and R-101 could be affected.

Chris

f) Gas pipeline crossings

- Gail to send BSC standard drawings and other available information relating to for gas pipeline crossings
- All to consider BSC standard drawings for adoption – provide comments please.

Gail

g) Complete streets implications To be discussed next meeting

### Meeting Close

- 3.10pm