

CAPRICORN MUNICIPAL DEVELOPMENT GUIDELINES

MEETING MINUTES, POST AMALGAMATION MEETING 14

Version 1

Venue: Gladstone Regional Council, Calliope Training Room, Don Cameron Dr, Calliope

Date and Time: 9:30am Thursday 12 September 2019

Attendance: Graham Sweetlove (MRC), Kym Downey (CHRC by telephone), Anthony Lipsys (BSC), Scott McDonald (GRC), Thomas Natsa (GRC), Brendan Fuller (GRC), Robin Thekkekara (IRC), Greg Abbotts (LSC), Grant Vaughan (RRC), Mohit Paudyal (RRC), Jamie McCaul (RRC), Chris Hegarty (Cardno)

Apologies: Allan Heit (BSC), Dev Krishnasamy (LSC)

Item	Action By
Governance Document	
M14.1. The Governance document has been signed by all parties. Original copies were distributed to all at the meeting. Chris to email CHRC copy to Kym Downey.	<u>Cardno</u>
Agenda Preparation and use of change request forms	
M14.2. The draft agenda is now to be delivered 6 weeks prior to the meeting. The finalised version is to be provided 4 weeks prior to the meeting.	<u>Cardno</u>
M14.3. Previous Meeting Minutes	<u>LSC</u>
M13.1. D12 Pneumatic bungs for sewer testing. LSC to further discuss with industry and Wayne Fry. Instead of mandating use of pneumatic bungs (there is concern over costs as many bungs may be necessary for efficient testing) it is decided to amend the testing procedure in D12 by addition of the following item to D12.26 <i>(g) the number of testing bungs on site must be recorded at the start of testing and all bungs must be signed off as recovered</i>	<u>Cardno</u>
M13.2. Brendan (GRC) provided drafts for (a) PS-26 Marker Posts – GRC (Brendan) to amend to include metal posts (b) PS-27 Pavement Markings – Delete this purchase specification. Ensure Construction spec refers to relevant Australian Standard AS 4049. (c) PS 28.Gaskets – GRC (Brendan) to review WSAA purchase spec to see if there are any specific requirements that need to be specified.	<u>GRC</u> <u>Cardno</u> <u>GRC</u>
M13.3. D14 Floodways - Dev (LSC) is currently working on a new draft.	<u>LSC</u>
M13.5. D1 Road Design - D01.21.10 'All rural residential subdivisions will be required to provide concrete edge, within the road reserve, on both sides of roads as a minimum.' GRC has reviewed and decided to make no change to the documentation.	<u>Note</u>
M13.8. CMDG-W-040 Trenching Details. This document is to be reviewed to reflect current practice and make it clear where the different trench profiles are to be used. CMDG-S-090 Trench Details seems simpler and could be used as a base. Aim to have both the water and sewer drawings similar. Cardno to progress this.	<u>Cardno</u>

Item	Action By
<p>M13.9. PS – 24 Cast Iron Gate Valves for General Purpose: LSC (Greg Abbotts) to check with their operational team to confirm water valve operation (RRC are - Below ground closing anticlockwise and above ground closing clockwise consistent with CMDG-W-094A.) A table of difference may be necessary here – RRC to consider changing if they are the only LG different.</p>	<p><u>LSC / RRC</u></p>
<p>M13.11. PS – 25 Non-Return Valves – Swing Check and Tilting Disk: Cardno to circulate by email for approval.</p>	<p><u>Cardno</u></p>
<p>M13.13. C242 Flexible Pavements: Brendan (GRC) is to further review this document with a view to ensuring test methods etc. reflect current practice.</p>	<p><u>GRC</u></p>
<p>M13.18. C201 Control of Traffic: Brendan (GRC) is to review and simplify the document as much as possible by referring to MUTCD (even to a single page if possible).</p>	<p><u>GRC</u></p>
<p>M13.19. D2 Pavement Design: Dev (LSC) is to further review the document with guidance as follows:</p> <ol style="list-style-type: none"> 1. A priority order of documents is to be included 2. Check Austroads to see if referencing these documents is an increase or decrease in standard compared to current CMDG requirements 3. D.02.05.01 Delete reference to 35 year design life – all roads to be 20 years 4. Review Table D2.05.03 to ensure street types match D1 Road Design 5. D02.05.08 review 2 x 10⁴ ESA construction traffic – seems high 6. Need to confirm how ESA's are calculated (12.2 Austroads Guide to Pavement Design Pt 2) 7. RRC to provide feedback to Dev at LSC <p>– A question was raised about the availability of ARRB Transport Research Board Special Report 41 currently referenced by D2 – Cardno to chase up</p>	<p><u>LSC</u></p> <p><u>RRC</u></p> <p><u>Cardno</u></p>
<p>M13.20. CMDG-R-058 Footpath Joint details [Attachment 2]: CMDG –R-058 is approved without changes. The following consequential drawing changes were discussed for CMDG-R-051 and agreed for action by Cardno:</p> <ol style="list-style-type: none"> 1. CMDG-R-051 <ol style="list-style-type: none"> a. Add new note “FIBRE REINFORCED CONCRETE IS APPROVED WITH CLASS 2 MACRO STRUCTURAL SYNTHETIC POLYMER FIBRES IN ACCORDANCE WITH AS3600 AND MANUFACTURERS SPECIFICATIONS FOR THE SPECIFIC DESIGN LOAD” b. Remove “Fibre reinforced concrete approved?” row from applicability table c. Remove Metal key Joints detail d. Add a new note referencing CMDG-R-058 for Joint details e. Increase mesh from SL62 to SL72 f. Check Geometric Standards diagram is consistent with D9 g. Add a new note for pram ramps to be provided in accordance with relevant standard h. Section (where no kerb and channel exists) to be reviewed – shoulder width of 600 is not appropriate in all instances (Grant (RRC) to advise) 	<p><u>Cardno</u></p> <p><u>RRC</u></p>
<p>M13.24. D5 Stormwater Drainage Design - Review for State Interest water quality provisions and WSUD:</p> <p>The following changes were agreed to the draft D5 document presented at the meeting by RRC. These changes to be made by Cardno after relevant input from various LG's as indicated below:</p>	<p><u>Cardno</u></p>

Item	Action By
<ol style="list-style-type: none"> 1. Bio-retention section from D07 to be migrated to D05. 2. D05.03 ANCOLD Guidelines reference to stay – check version date 3. D05.05.01 amend wording as follows - Consideration shall be given to likely changes to individual catchment areas due to development of the <i>overall</i> catchment 4. D05.05.03 Add the following words to the first sentence “<i>and other available information on developments within the catchment.</i> “ 5. D05.06.01 Use the word “<i>may</i>” instead of can. LSC (Greg Abbotts) to check if use of rational method in this instance is acceptable (concern it could be for concept design only) 6. Table D05.06.1. RRC (Mohit) to check the table to ensure fraction impervious are consistent with QUDM 2017. (Open Spaces areas fraction impervious of 0.2 is known not to be consistent) 7. Table D05.06.2 to be retained and renamed <i>Acceptable</i> Modelling Packages. 8. D05.14.01 Lawful point of Discharge. RRC (Greg) and RRC (Jamie) are to review this clause in light of the intended adoption of QUDM 2017. A decision needs to be made as to whether to adopt the QUDM 2017 approach or adopt with changes. Potentially notes could be provided as to what is considered substantial damage to define this better. Jamie is to circulate a recent paper on Lawful point of Discharge for all to consider. 9. D05.19.02 Amend wording as follows: Easements “<i>are</i>” to be created prior to sealing of the survey plans. 10. D05.21.04 Amend clause to reference “<i>Defects Liability Period</i>” instead of “<i>Maintenance Period</i>”. 	<p><u>LSC</u></p> <p><u>RRC</u></p> <p><u>RRC and LSC</u></p>
<p>D7 Erosion Control and Stormwater Management - Review for State Interest water quality provisions and WSUD</p> <p>The following changes were agreed to the draft D7 document presented at the meeting by RRC. These changes to be made by Cardno:</p> <ol style="list-style-type: none"> 1. D07.03 Reference to Healthy Waterways document to remain 2. D07.08.07 remove the words “<i>unless written permission is obtained from the landowner</i>”. 3. D07.18.02 replace “WSUD” with “Healthy Waterways WSUD technical Design Manual” 4. D.07.22 (Bio-retention systems) and D07.23 (Vegetated Stormwater Assets) to be moved to D5. 	<p><u>Cardno</u></p>
<p>C211 Control of Erosion and Sedimentation - Review for State Interest water quality provisions and WSUD</p> <p>The draft C211 document presented at the meeting by RRC was approved without changes. Cardno to create a new version with these changes.</p> <p>M13.27. Approval Procedure AP1.A / AP1.B: These documents are to be circulated for a final review seeking permission to load up to the website.</p>	<p><u>Cardno</u></p> <p><u>Cardno</u></p>

Item	Action By
<p style="text-align: center;">Greg Penhaligon– Revision of Qld Streets</p> <p>M14.4. Greg is a member of the DDSWG (Detailed Design Standards Working Group) updating the Queensland Streets design guidelines. Greg attended the meeting to explain the status of the group and collect ideas for the new guidelines.</p> <ol style="list-style-type: none"> 1. Greg will send around the tables of contents from Qld Streets and indicate the format in which feedback can be provided. 2. Cardno to collate feedback from the group and submit to Greg. <p>The full Qld Streets document is available here: http://ipweaq.intersearch.com.au/ipweaqjspui/handle/1/2968</p>	<p><u>All / Cardno</u></p>
<p style="text-align: center;">CMDG Operating Costs</p> <p>M14.5. Operating Costs were noted.</p>	
<p style="text-align: center;">CMDG Website</p> <p>M14.6. The number of visits to the site and recent site changes were noted</p> <p>M14.7. It was noted that changes have been made to IRC As Constructed requirements.</p>	
<p style="text-align: center;">D1 Road Design</p> <p>M14.8. The alternative RRC draft D1 Urban Table was discussed and agreed as a simpler format. Cardno is to prepare draft tables for each LG in the new format, tailored to the individual road hierarchies for each LG and populated with information from the existing D1 document. Cells without existing information will be populated with RRC information under yellow highlight to signify the information is to be reviewed and indicate the type of input expected for each cell.</p>	<p><u>Cardno</u></p>

Item	Action By
<p align="center">CMDG document & drawings feedback from Noel Gardner</p> <p>M14.9. Noel Gardner of Hartecs Group had sent an email with some feedback on the documents and drawings. The following subsequent document changes were approved for action by Cardno:</p> <p>D4 Subsurface Drainage</p> <ol style="list-style-type: none"> 1. D04.10.01 Modify this clause as follows by adding the words in italics: Pipes designated for subsoil, foundation drains and sub pavement drains shall be strip drains <i>“or geofabric socked corrugated plastic pipes.”</i> 2. D04.05.04 Modify this clause by adding the following words: <i>“To clarify, subsoil drainage is not required where stormwater lines run down the kerb line. In these instances short sub soil drainage sections shall be installed to connect the trench to the downstream drainage pit.”</i> 3. D04.06.05 Modify this clause by removing the words in italics. Trench widths shall be a minimum of 200mm (strip drain), with a minimum depth below finished subgrade level of 300mm <i>“in earth and 200mm in rock”</i>, and below the invert level of any service crossings <p>D5 Stormwater Design</p> <ol style="list-style-type: none"> 4. D05.08.03 Remove this clause. Maximum culvert depth/diameter to be located beneath the kerb alignment is 600mm. Culverts above this size are required to be located within the road carriageway 5. D05.08.06 This clause is to be amended as follows: <i>“The desirable minimum horizontal clearance between stormwater culverts and other services is to be 0.3m for excavation access. The desirable minimum vertical clearance between stormwater culverts and water and sewerage services is to be 0.3m. Clearances below 0.3m may require special solutions including mechanical protection.”</i> <p>Standard Drawing CMDG-S-061</p> <ol style="list-style-type: none"> 6. The query related to the amendment of the standard drawing to show the valve box separate to the wet well. It is noted that the GRC standard drawings for pump stations CMDG-S050-Series shows valve boxes separated. All LG’s to review and consider with a view to adopting the GRC arrangement. Cardno to send around the CMDG-S050-Series drawings and request consideration. 	<p><u>Cardno</u></p> <p><u>All</u></p> <p><u>Cardno</u></p>
<p align="center">Bonding Deed for Defects Liability</p> <p>M14.10. RRC has requested consideration as to whether bio-retention system components should have a 24 months rather than 12 months defects liability. This item was not dealt with due to time constraints.</p>	

Item	Action By
<p style="text-align: center;">D1 Road Design, D2 Pavement Design & General Design Spec Definitions</p> <p>M14.11. Table D1,27.03 The following question is posed by IRC - design specs reference vehicles per day (vpd); however, it is unclear if this is a reference to AADT or at any time. IRC are to provide a definition for "vpd" and advise on document changes required.</p> <p>M14.12. Table D1.27.03 provides an interpretation that a surface may only be sealed when the traffic is greater than 150vpd, yet Table D2.08.01 provides a surface may only be sealed when the traffic exceeds 100vpd. This conflict affects other Local Governments as well. It is recommended that the 100vpd reference in Table D2.08.01 be deleted. This item was not dealt with due to time constraints.</p> <p>M14.13. Question raised by IRC for the consideration of the inclusion of a "Rural Heavy Industry Access Road" (Mine Access) or similar wording with appropriate associated elements within the Road hierarchy. This item was not dealt with due to time constraints.</p> <p>M14.14. BSC has raised a question as per a reference in D2 Pavement Design as to a reference made to APRG Report 21 - A Guide to the design of New Pavements for light traffic. This document has since been superseded by Guide to Pavement Technology Part 2: Pavement Structural Design and has been updated in the draft document. This item was not dealt with due to time constraints. Brendan (GRC) is to email the link to the APRG Report 21.</p>	<p style="text-align: center;"><u>IRC</u></p> <p style="text-align: center;"><u>GRC</u></p>
<p style="text-align: center;">CMDG-R-055—AS/NZS 2890.6:2009 - Reference to Bollard</p> <p>M14.15. GRC has raised a point regarding the bollards within the CMDG specifications are not up to Australian Standards for those required in off-street parking facilities. This item was not dealt with due to time constraints.</p> <p>M14.16. CMDG-R-55 and CMDG-R-55A have notes referencing that "Council will accept other bollards on application", however, this doesn't quite fit with these drawings being <i>guidelines</i>. This item was not dealt with due to time constraints.</p> <p>M14.17. CMDG-R-55 and CMDG-R-55A are both written to be applicable to GRC and IRC, however one of them is incorrect. Direction is sought once the above matters have been resolved. This matter was not dealt with due to time constraints.</p>	
<p style="text-align: center;">D4 Subsoil drainage</p> <p>M14.18. It was noted that Figure D4.06.01 Typical Subsoil Drain has been amended to show subsoil drainage behind kerb and channel.</p>	
<p style="text-align: center;">D6 Site Regrading</p> <p>M14.19. Discussion of the retaining wall locations / responsibilities section D06.08. This matter was not dealt with due to time constraints</p>	
<p style="text-align: center;">D5 Stormwater Design</p> <p>M14.20. This was dealt with as part of item 13.24 above.</p>	

Item	Action By
<p align="center">Iplex Pipelines - EZIPITS</p> <p>M14.21. Iplex Pipelines has requested use of 600mm dia Polypropylene Maintenance Shafts on reticulation sewers up to DN 300, in accordance with WSA02 and WSA137 with a view to having these included in CMDG Standards for use in the Regions. Installation depths range from 1.2 metres to 5 metres. Covers come in Class B and Class D. It is considered that these maintenance shafts are similar to other products (identified in CMDG as maintenance shafts) and no change to CMDG documentation is necessary. This matter was not dealt with due to time constraints</p>	
<p align="center">Various Changes or Clarifications requested from IRC</p> <p>M14.22. CMDG-R-040 –Replace words “seal is to extend to property line” with “<i>seal is to extend to a point specified by the local authority</i>”</p> <p>M14.23. Dealt with by item M14.22 above.</p> <p>M14.24. IRC are to make a detailed submission regarding proposed changes to D15.06.03.</p> <p>D15.06.02. Driveways must be wholly located on the frontage of the allotment serviced with a minimum side boundary clearance of two metres, where practical.</p> <p>D15.06.03. Driveways must not be located within 20 metres from the centre point of an intersection or roundabout unless otherwise approved by the Local Government. <i>Constraints</i></p> <p>M14.25. Haul road crossing safety recommendations – Comments on a mandatory boom gate trigger consideration This matter was not dealt with due to time constraints</p> <p>M14.26. Flexible pavement design reference update? This matter was not dealt with due to time constraints</p> <p>M14.27. NHVR limit increase - B-doubles mass increased load limit effects on design specs. This matter was not dealt with due to time constraints</p> <p>M14.28. Lower Order Road Design Guidelines (LORDG) – placing /possible conflicts with CMDG. IRC specific This matter was not dealt with due to time constraints</p>	<p>Cardno</p> <p>IRC</p>
<p align="center">CMDG-S-030 Sewer Property Connections</p> <p>M14.29. An amended drawing has been submitted by RRC for consideration. The drawing is approved subject to showing a stainless steel bracket on Inlet Type D. Cardno to action.</p>	<p>Cardno</p>
<p align="center">D7 – Changes proposed by RRC</p> <p>M14.30. This was dealt with as part of item 13.24 above.</p>	
<p align="center">C211 – Changes proposed by RRC</p> <p>M14.31. This was dealt with as part of item 13.24 above.</p>	
<p align="center">D5 – Changes proposed by RRC</p> <p>M14.32. This was dealt with as part of item 13.24 above.</p>	
<p align="center">40, 50 and 80mm meter assemblies</p> <p>M14.33. GRC have pointed out that there are no Standard Drawings for 40, 50 and 80mm water meter assemblies. This matter was not dealt with due to time constraints</p>	

Item	Action By
GENERAL BUSINESS	
M14.34. IRC is to adopt the AP1 GRC Statement of Compliance. The GRC reference on the document will also need to be removed.	Cardno
M14.35. IRC is to adopt CMDG-R-091 Mine Haul Rd Level Crossing	Cardno
M14.36. C245 Asphalt Concrete Surfacing <ul style="list-style-type: none"> a. C245.30.01– remove the words “...over an existing pavement...” b. Table C245.30.1 – Amend tolerances for 10mm and 14mm asphalt to +5 -0 	Cardno
Meeting concluded about 4:30 pm	
Next Meeting to be 19 March 2020 – Cardno to send a date claimer	Cardno