

CAPRICORN MUNICIPAL DEVELOPMENT GUIDELINES

START UP MEETING MINUTES FOR McMURTRIE CONSULTING ENGINEERS

Venue: Microsoft Teams

Date and Time: 17/11/2021 10:00am

Attendance:

Lachlan McMurtrie (MCE), Chris Hegarty (MCE), Richard Bywater (MCE), Grant Vaughan (RRC), Scott McDonald (GRC), Brendan Fuller (GRC), Robin Thekkekara (IRC), Kym Downey (CHRC), Graham Sweetlove (MRC), Dev Krishnasamy (LSC), Allan Heit (BSC)

Apologies: Jamie McCaul (RRC), Greg Abbotts (LSC)

Item	Item	Action By
1	McMurtrie Team Introduction <ul style="list-style-type: none"> Lachlan McMurtrie Chris Hegarty Richard Bywater 	
2	Communication <ul style="list-style-type: none"> Use of Microsoft Teams for Meetings – other alternatives? Teams is acceptable for short meetings. Use of email for action items – suggest continued use of email to request changes or provide information on proposed changes to be discussed at meetings. Agreed. CMDG co-ordinator email: cmdg@mcmengineers.com Chris Hegarty Mobile 0436 400 058 Industry contact email list (to advise of website changes) – are there any changes to the list? Are there any items requiring industry consultation pending? Latest email list to be provided. 	Jamie McCaul (RRC)
3	Budget and Invoicing <ul style="list-style-type: none"> Invoicing expectations. Are separate invoices required for each LGA? What invoice detail is expected? Likely that a single invoice will be sent to RRC who will issue individual invoices to other Councils. Grant to confirm. Budget. Invoicing split percentages to be recalculated (if new population information is available) and individual budget estimate provided to each council. 	Grant Vaughan (RRC) MCE
4	Steering Committee Meeting Frequency and Timing <ul style="list-style-type: none"> There appears to be a desire for more frequent meetings. December and January are usually not good for meetings due to leave taken in these months. I suggest “Long Agenda” Meetings take place February, June and November (June could move to July if LGA budget processes are still lingering). Agreed to have meeting every 4 months on Thursdays. “Short Agenda” meetings (say no longer than 1 hour) can be conducted using Microsoft Teams. Alternatively we can use more of these type of meetings and less of the “Long Agenda” meetings. Agreed to have 1 hour Teams meetings on Friday at 10am in the 3rd or 4th week of each month. 	

Item	Item	Action By
5	<p>Meeting 16 Agenda and Meeting 15 minutes</p> <ul style="list-style-type: none"> Formalisation of meeting 16 (November 2020) minutes. Confirmation received that meeting 16 did not happen. Meeting 15 minutes will be used in combination with meeting 16 agenda to determine outstanding actions. Status of actions from this meeting (It is noted the website was last updated in September 2020) 	MCE
6	<p>Urgent Matters to Action</p> <ul style="list-style-type: none"> Are there any urgent items to action given the 12 month delay since the last meeting and lack of consultancy support until now. Changes to Design Demands Table D11.07.01 requested by LSC to be actioned Change to software used by LSC (Infoworks) to be actioned Change to pressure measurement location for LSC to be actioned. Chris will send reworded D11 Clauses regarding this matter for review. CMDG D2 Pavement Design to be updated to resolve discrepancies in asphalt thickness. 	MCE
7	<p>Website</p> <ul style="list-style-type: none"> Website to be updated to have McMurtrie Consulting Engineers as the contact (cmdg@mcmengineers.com). Meeting 16 minutes to be loaded up once ratified (also note meeting 14, 15 minutes not on the website) Minutes from meetings 14 and 15 to be uploaded once ratified. McMurtries to contact Denis at CQIT to redirect domain management invoices. CQIT have been contacted to advise them MCE is now managing the website. Discussion regarding the website/ documents and notifications. Addresses can be added to the mailing list if requested. Updating/ modernising the website was discussed as well as the potential benefits behind increased functionality. MCE to provide high level options and estimated cost. New editing software will be investigated as Expression Web 4 no longer supported by Microsoft. 	MCE MCE MCE
8	<p>Other Matters</p> <ul style="list-style-type: none"> Request by Brendan Fuller to group subject matters (eg all matters relating to a single document) within the meeting agenda to increase efficiency. Request by Allan Heit to focus more on the rural aspect of CMDG moving forward, for example driveways/ property access. Examples of specific elements that required action are to be provided. Grant Vaughan (RRC) mentioned that LORDG is currently under review. 	Allan Heit (BSC)