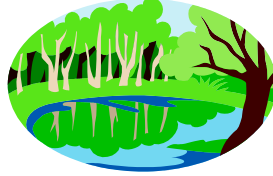


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 6th June 2024
at 9.00 am***



A. IN ATTENDANCE – Mr RA Bosworth (Member), Mr WG Skinner (Member), Ms TL Olsen (Member) via TEAMS, Cr AD Carr (Member), Cr KS Milton (Member), Mr Brett Langtree (Trust Engineer) and Ms LF Carr (Secretary).

B. APOLOGIES – No apologies.

C. MINUTES - Confirmation of Minutes of the General Meeting held on 2 May 2024.

RESOLVED – That the Minutes be approved.

(Mr RA Bosworth and Cr AD Carr - carried)

D. WORKS REPORT – The Trust Engineer, Mr Brett Langtree, provided an update of works for the month of May.

Cr KS Milton declared a conflict of interest prior to the discussion around Marine Cove Mooring, as her sister-in-law is a resident there. The meeting decided that there was no decisions to be made and that Cr Milton was invited to stay in the meeting.

Langtree Consulting (BL) have undertaken the following tasks:

1. Marine Cove Mooring, Dungeness: Rock Wall Damage
 - Langtrees are awaiting Timrith's revised quote.
2. Frances/Cattle Creeks' Study
 - Sand test result has been provided and the sand appears suitable for use and hence sale.
3. Reprofiling of Castorina Island
 - Queensland Reconstruction Authority (QRA) has approved the grant submission and the Project Funding Schedule has been received by the Secretary (on 27 May 2024) for signing and returning.
4. Catherina Creek floodgates
 - Mr Keith Phillips (Trust Supervisor) has organised for the door to be rebuilt and installed.
 - Langtrees to undertake a site inspection.

5. 192 Capras Road – Porta’s Farm (Mr Wolfie Williamson)

- Langtrees inspected the site on 31 May 2024. Significant works are required at this site, similar to the Trust’s Castorina Island works.
- Mr Williamson does not require a QRIDA letter from the Trust - these works will need to be the subject of a grant.

6. DRFA riverine site maintenance

- The Trust’s application was unsuccessful on the grounds of employment, capacity building and training opportunities. They also didn’t believe that the proposed works aligned with their program’s objectives (i.e. maintenance).

7. Macknade Island

- Tax invoice has been received by the Secretary for \$1 705.00 for the drone application.

8. Mr Luciano Mammarella

- Langtrees inspected the sites on 31 May 2024. All four (4) sites have been damaged however, at this point in time Mr Mammarella has not applied for QRIDA funding or is proposing any cost sharing for these projects. These works will need to be the subject of a grant.

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9. Halifax Levee Wall Repair – Mr and Mrs Jimmy and Michelle Thompson

- Langtrees to undertake a site inspection (13 Mona Road, Halifax).

10. Mr Ray Lancini

- Langtrees to undertake a site inspection.

11. Mr Paul Mizzi (Victoria Creek damage – QRIDA)

- Langtrees undertook a site inspection on 31 May 2024 and prepared the QRIDA letter.

12. Ripple Creek Floodgate damage

- Langtrees to undertake a site inspection.

Ms TL Olsen left the meeting at 11.10 am (TEAMS) after screen sharing a presentation on the riverbank erosion in the Herbert River, adjacent to Abergowrie Road, Lannercost.

13. Mr Dave Gode (leaking levee bank at 39 Mona Road, Halifax)

- Langtrees inspected Mr Bull’s property on 31 May 2024 and observed a settlement crack in the levee block wall. Langtrees requested Mr Keith Phillips (Trust Supervisor) to repair the wall with an epoxy sealant or similar.

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14. Mr and Mrs Robert and Josie Barrett – mowing of levee bank, 31 Mona Road

- Langtrees inspected Mrs Barrett’s property on 22 May 2024. An earth ramp to access the levee to the rear of Mrs Barrett’s property is located on her property and is required to be removed. There is currently a 40ft shipping container in bad repair located within the Anzac Street road reserve. Mrs Barrett advised that this container is owned by Mr Mick Battle. Langtrees advised Mrs Barrett that once the shipping container has been removed the Trust will remove the earth ramp.

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- Mrs Barrett also noted that the levee to the rear of her property is located within her lot boundary which she has had pegged. Langtrees advised Mrs Barrett that now the levee is constructed there is nothing that the Trust can do about this.

- Finally, it was observed that Mrs Barrett has been attempting to mow the levee to the rear of her property however, due to the recent rains, a part of the vegetation directly behind her house has become overgrown and can no longer be maintained (by them). Langtrees requested Mr Keith Phillips (Trust Supervisor) to slash this section of the levee so that Mrs Barrett can mow the entire levee behind her property.
15. Mr Robert Shegog - Stone River bank damage (QRIDA)
- Langtrees have undertaken a site inspection (22 May 2024) and have prepared the QRIDA letter.
16. Mr Santo Russo – 186 Yuruga Road – creek bank damage (QRIDA)
- Langtrees have undertaken a site inspection and have prepared the QRIDA letter.
17. Mr Andrew Sorbello (on behalf of Mr Steven Barra) – Long Pocket erosion damage
- Langtrees inspected the site on 22 May 2024, however Mr Barra did not qualify for the QRIDA grant and no letter was therefore provided.
18. Mr Les Woolley – Lot 12 CWL165 Upper Stone – Stone River bank damage (Western Branch)
- Langtrees to undertake a site inspection.
19. Disaster Funding (QRA or other streams of Grants/Funding)
- Ripple Creek and Marine Cove:
 - Pre-disaster evidence;
 - Details of the damaged assets (photos with metadata - GPS co-ordinates, time and date taken);
 - Proposed scope including treatments and quantities; and
 - Post disaster evidence of the asset.
20. Request for Levee Information
- Langtrees to provide a response to the Department of Regional Development, Manufacturing and Water, Dam Safety.
21. HRIT Asset Management Register GIS Mapping
- Langtrees have started reviewing the Asset Register for the preparation of GIS data.

Regards



Brett Langtree
Director/Principal Civil Engineer

RESOLVED – That the Trust proceed with a grant application regarding the Marine Cove Mooring rock wall, and that the Trust organise a meeting on site with the Body Corporate with an update.

That Ms TL Olsen continues with the review of options to find a solution to investigate sand extraction options for Cattle/Francis Creeks.

That the Trust Chair sign the Project Funding Schedule (QRA grant submission – Castorina Island reprofiling) and that the Secretary return the signed Schedule to QRA.

That the Trust proceed with QRA funding applications for the Ripple Creek floodgates and Marine Cove for restoration works.

That the Trust investigate funding opportunities to formalise the Trust's Asset Management Register GIS Mapping Register.

(Cr KS Milton and Cr AD Carr - carried)

E. CORRESPONDENCE –

1. EMAIL FROM MS JULIE SMITH, LEGAL SECRETARY - GIUDES AND ELLIOTT

Consideration of email received 4 June 2024 regarding legal advice re erosion of riverbank in front of Body Corporate rock wall, Dungeness.

RESOLVED – That the Trust accept the correspondence from Mr Hopes, Solicitor, Giudes and Elliott. That the Trust Chair organise a meeting with the Mayor, Mr Ramon Jayo, to provide an update on the Trust's responsibilities on the Marine Cove Mooring rock wall. That the Secretary forward to the mayor, a copy of the correspondence prior to the meeting.
(Mr RA Bosworth and Cr AD Carr - carried)

2. MR STEVEN BARRA SITE INSPECTION

Consideration of email received from Mr Barra on 22 May 2024. Mr Barra states that he is ineligible for QRIDA grant funding and is prepared to contribute 50% to the works on the basis he receives an estimate upfront for the scope of work.

RESOLVED – That the Trust Secretary advise Mr Barra that the Trust currently has limited funding and that the Trust may in the future investigate funding opportunities.
(Cr AD Carr and Cr KS Milton - carried)

The Trust Engineer left the meeting at 12.30 pm.

F. BUSINESS –

1. 2024/2025 AWP AND BUDGET

RESOLVED – That a draft AWP 2024/2025 be prepared by the Chair and that the Trust Secretary prepare a draft budget for the 2024/2025 financial year and circulate to Trust members to be discussed and endorsed at the next Trust meeting.
(Cr KS Milton and Cr AD Carr – carried)

2. REGULATORY REPORTING

RESOLVED – That the 2021/2022 Audit papers have been sent to the Queensland Audit Office (QAO) and the Annual Report 2022/2023 has been finalised and has been emailed to the Department of Regional Development, Manufacturing and Water (RDMW), and the Hinchinbrook Shire Council (HSC) for the website.
(Mr RA Bosworth and Cr KS Milton – carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 6 June 2024:

Payee	Amount (\$)	Details
Mr RA Bosworth	194.40	Meeting 2/05
Cr AD Carr	172.20	Meeting 2/05
Cr KS Milton	207.72	Meeting 2/05
Mr WG Skinner	208.32	Meeting 2/05
Ms TL Olsen	150.00	Meeting 2/05
Ms LF Carr	810.00	May wages – administration and accounting
Ms LF Carr	89.10	Super guarantee
Mr RA Bosworth	141.47	Reimburse HRIT function (Pd 2/05)
Langtree Consulting Engineers	4 776.22	Advice, services and travel
Lorenzo Rosadi	600.00	Mowing Halifax levee May
Lyon Ag Pty Ltd	1 705.00	Drone application Macknade Island
Giudes and Elliott	950.88	General advice
Australia Post	37.60	Postage (Pd 4&5/06)
LGM	20 211.47	Insurance

RESOLVED – That the accounts be passed for payment.

(Cr KS Milton and Cr AD Carr - carried)

H. CONCLUSION – The meeting concluded at 1.50 pm with the next meeting scheduled for Thursday, 4 July 2024 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Proceed with a grant application regarding the Marine Cove Mooring rock wall, and Organise a meeting on site with the Body Corporate	Members	ASAP
Continue with the review of options to find a solution to investigate sand extraction options for Cattle/Francis Creeks	Tania	4 July
Sign the Project Funding Schedule (QRA grant submission – Castorina Island reprofiling) and return to QRA	Wallis and Leigh	ASAP
Proceed with QRA funding applications for the Ripple Creek floodgates and Marine Cove for restoration works	Members	ASAP
Investigate funding opportunities to formalise the Trust's Asset Management Register GIS Mapping Register	Members	4 July
Organise a meeting with the mayor to provide an update on the Trust's responsibilities on the Marine Cove Mooring rock wall	Wallis	ASAP
Forward to the mayor, a copy of the correspondence prior to the meeting	Leigh	ASAP
Advise Mr Barra that the Trust currently has limited funding and that the Trust may in the future investigate funding opportunities	Leigh	4 July
Draft AWP 2024/2025 and draft budget 2024/2025 to be prepared	Wallis and Leigh	ASAP

Mr WG Skinner
Trust Chair