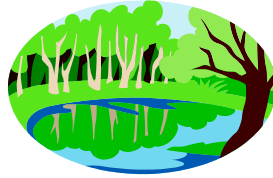


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 5th December 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), Ms LF Carr (Secretary) and Mr Brett Langtree (Trust Engineer).

B. APOLOGIES – Cr KS Milton (Member).

C. MINUTES - Confirmation of Minutes of the General Meeting held on 4 November 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 November.

Langtree Consulting have undertaken the following tasks this month:

1. Marine Cove Mooring, Dungeness: Rock Wall Damage
 - HRIT to provide project update and agree to a way forward.
2. Cattle and Frances Creeks Sand Extraction Options
 - HRIT investigating sand extraction options.
3. Asset Management Register – GIS Mapping
 - HRIT to provide a list of its Public Assets.
4. Reprofiling of Castorina Island
 - 2024 works have been completed;
 - Mr Brett Langtree and Ms Tania Olsen have met with QRA Regional Liaison Officer Mr James Chan for a Project Meeting;
 - Mr Langtree met with Mr Chan regarding getting HRIT set up on the MARS Portal;
 - Ms Olsen spoke with Ms Lucy Muir from DES and Mr Langtree and Ms Olsen prepared the Request for Additional Information and issued it to the Trust Secretary for review and issuing;
 - The User Access Form has been completed for Mr Skinner to sign; and
 - Completed and lodged the monthly report to the QRA.

5. Conversation with QRA

- Ms Olsen's email issued to QRA regarding HRITs "Eligibility Undertaking" together with HRITs previous grant applications.
- Langtrees requested an update from QRA (Mr Jade Christensen and Mr Gary McDonald) and there has been no progress to date.

6. Timrith Tree Clearing

- Langtrees inspected the site with Mr Skinner and Mr Keith Phillips (Trust Supervisor) on 10 October 2024.
- Keita Services Pty Ltd have provided a quotation of \$11,000 + GST to undertake the required works.
- Based on feedback from the adjoining landowner, it is understood that the Trust will no longer be progressing with these works.

7. Ripple Creek Floodgates

- Repair works have been completed.

8. Porta's QRIDA Letter

- QRIDA letters issued to the Trust Secretary for review and issuing.

9. Request for Levee Information

- Request received from HSC from the Department of Regional Development, Manufacturing and Water, Dam Safety.
- Langtrees have sought assistance from Mr Tim Smith and Mr Keith Phillips to provide information required to enable the Levee Table Template to be completed.
- Information received from Mr Tim Smith.
- Langtrees completed the response to the Department and issued it to the Trust Secretary for review and issuing.

10. Assist with the completion of the Annual Reports

- Langtrees working with the Trust Secretary to complete these.

11. Mr Walter Giordani – 156 Yuruga Road (Waterview Creek)

- Langtrees met with Mr Giordani on 3 October 2024.
- Langtrees have provided an email response to the Trust Secretary for review and issuing.

12. 13 Mona Road – Wall Repair

- Mr Keith Phillips to undertake the repair works.

13. 37 Mona Road – Wall Repair

- Mr Keith Phillips has spoken with Mr Bull and he and his wife are currently away and would like Mr Phillips to wait until they return before the works are undertaken.

14. Shegog Works (QRIDA) – Post Works Sign off

- QRIDA Post Construction Works sign off letter issued to the Trust Secretary for review and issuing.

15. Mr Paul Cantamessa Works (QRIDA) – Post Works Sign off

- Langtrees to inspect the works this afternoon and prepare the QRIDA Post Construction Works sign off letter.

16. CM & GM Romano Works (QRIDA)

- Langtrees to undertake a site inspection this afternoon and prepare a QRIDA Letter.

17. SCRTQ Presentation 2024

- Ms Olsen prepared the slide presentation for the Annual State Conference and AGM and Mr Brett Langtree prepared a slide on Castorina's Island Reprofilng Project.

18. Mr Brendan Lyons Property – Stone River (above the pile field)

- Mr Lyons wants to strip vegetation and redirect flow from approximately 200mm of the banks of the Stone River.
- Langtrees to undertake a site inspection this afternoon.

Regards



Mr Brett Langtree
Director/Principal Civil Engineer

RESOLVED – That the Trust has clarified that the proposed emergent works are deemed “excluded works coastal” by HSC, and the emergent works are approved to proceed.

That the Trust Engineer provide the Marine Cove Moorings Body Corporate an update and clarification on the scope of works, the contractor, costing arrangements and compliance inspection requirements.

(Ms TL Olsen and Cr AD Carr - carried)

Mr Wallis Skinner left the meeting at 10.55 am. The Trust Supervisor, Mr Keith Phillips, joined the meeting at 10.47 am to provide a works update. Ms Tania Olsen joined the meeting via TEAMS at 10.08 am.

E. CORRESPONDENCE –

1. EMAIL FROM MS PAMELA CLARK

Consideration of email received 29 November 2024 requesting the Trust to investigate the easement it has on the property adjacent to Catherina Creek (RP743062). Ms Clark believes a shed has been erected on the easement which has denied the Trust's access to the flood gates. Ms Clark would like the Trust to confirm if this is correct and what action the Trust is taking to remove the shed and any other obstacles that deny the Trust access.

Ms Clark also advises that she believes that on the other side of the river, a ramp has been dug out and natural vegetation removed to allow for the ramp. “This is built so the Brooklands travellers rest people can take their boats to the river?” Was permission sought to build this ramp?

Ms Clark emailed 1 December 2024 to advise that Mr David Pearson transferred the land into his name and would like to know if the Trust, as an interested member holding the lease on the easement, was notified.

RESOLVED – That the Trust Secretary advise Ms Clark that the Trust has reviewed the title and the easement is in place and that the Trust is of the opinion that the Trust's interests have been protected.

(Mr RA Bosworth and Ms TL Olsen - carried)

2. EMAIL FROM HAYLEY ROY (HSC)

Consideration of email received 4 December 2024 attaching Letter of Support Excluded Works (Coastal).

RESOLVED – That the email be received and noted.

(Cr AD Carr and Mr RA Bosworth - carried)

F. BUSINESS –

1. LAPTOP/IPADS FOR TRUST MEMBERS

RESOLVED – That the Trust acquire a new laptop/iPad and cover – estimated cost is \$700.00.

(Ms TL Olsen and Mr RA Bosworth - carried)

2. QUEENSLAND AUDIT OFFICE (QAO) AUDITOR TRUST ASSETS INSPECTION

RESOLVED – That the Trust issue an invitation to the Auditor to inspect the Trust's assets, with a view to write off obsolete assets and to make this a five (5) yearly event.
(Cr AD Carr and Ms TL Olsen – carried)

3. INVITATION TO ATTEND TRUST MEETING – MINISTER FOR LOCAL GOVERNMENT, WATER AND VOLUNTEERS AND THE QUEENSLAND PREMIER

RESOLVED – That the Trust write to Cairns and Cassowary Coast Trusts with their intention.
That the Trust Secretary invite the Minister and Premier to a future meeting.
(Mr RA Bosworth and Cr AD Carr – carried)

4. TIMRITH WORKS – RIPPLE CREEK FLOODGATE REPAIRS

RESOLVED – That the Annual Work Program (AWP) 24/25 allocated funding for the Timrith site works, be re-directed to emergent works at the Ripple Creek floodgates.
(Ms TL Olsen and Mr RA Bosworth – carried)

5. LOWER HERBERT/MONA LANDOWNERS

RESOLVED – That the landowners be invited to a future Trust meeting.
(Cr AD Carr and Ms TL Olsen – carried)

6. REGULATORY REQUIREMENTS

RESOLVED – That the Trust Secretary will forward the 2022/2023 audit papers to QAO and that the Trust Secretary is in the process of completing the 2023/2024 Annual Report.
(Mr RA Bosworth and Ms TL Olsen – carried)

7. INSPECTION IN THE VICINITY OF SWAMPY CREEK

RESOLVED – That the Trust inspect the area in 2025, weather permitting.
(Ms TL Olsen and Mr RA Bosworth – carried)

8. MULCHING AT HALIFAX WASHAWAY OVERFLOW

RESOLVED – That the Trust Supervisor complete the works to the value of \$15 000 excluding GST, or less.
(Mr RA Bosworth and Cr AD Carr – carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 5 December 2024:

Payee	Amount (\$)	Details
Mr RA Bosworth	344.40	Meeting 4/11
Mr WG Skinner	403.32	Meeting 4/11
Cr AD Carr	322.20	Meeting 4/11
Cr KS Milton	357.72	Meeting 4/11
Ms TL Olsen	451.85	Meeting 4/11
Ms LF Carr	1400.00	November – administration and accounting
Ms LF Carr	161.00	Super guarantee
Langtree Consulting Engineers	3 616.14	Advice and services November
Mr Lorenzo Rosadi	675.00	Mowing Halifax levee November
Keita Services Pty Ltd	29 779.20	Supply and install pipes Ripple Ck floodgates
Keita Services Pty Ltd	5 500.00	Supervise Castorina and Macknade Islands (\$1 000)
Mr WG Skinner	25.00	Reimburse SIM (Telstra) – floodgates November
QAO	5 170.00	2022 audit
Timrith Transport	11 550.00	Dozer hire Macknade Island
Travel Expenses	1 552.74	State River Trust Conference (accommodation/meals/car hire/toll/fuel) Pd Nov
Mr A and Ms L Carr	64.00	Reimburse airport parking (State Conference)
Mizzi Enterprises	28 782.67	Laser scoop hire Castorina Island
Qld Engineering Enterprise	9 053.00	PLC, HMI and hydrostatic probe (floodgates)
Mr Mario Fazio	22 770.00	Clear grass Castorina's Island
Robyn's Mobile Computer Services	989.00	Hewlett Packard laptop (floodgates)
Ergon	176.51	Pd 11/10
JK's Deli	130.50	HRIT function Pd 4/11

RESOLVED – That the accounts be passed for payment.

(Mr RA Bosworth and Ms TL Olsen - carried)

H. CONCLUSION – The meeting concluded at 11.55 am with the next meeting scheduled for Thursday, 6 February 2025 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Provide the Marine Cove Moorings Body Corporate an update and clarification on the scope of works, the contractor, costing arrangements and compliance inspection requirements	Brett	6 February 2025
Advise Ms Clark that the Trust has reviewed the title and the easement is in place and that the Trust is of the opinion that the Trust's interests have been protected	Leigh	6 February 2025
Issue an invitation to the Auditor to inspect the Trust's assets, with a view to write off obsolete assets and to make this a five (5) yearly event	Members	6 February 2025
Write to Cairns and Cassowary Coast Trusts with their intention. Invite the Minister and Premier to a future meeting.	Members Leigh	6 February 2025
Landowners be invited to a future Trust meeting (Lower Herbert/Mona)	Members	6 February 2025
Trust inspect the area in 2025, weather permitting (vicinity of Swampy Creek)	Members	6 February 2025

Mr WG Skinner
Trust Chair