

HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 2nd February 2023
at 9.00 am***



A. IN ATTENDANCE – Mr RA Bosworth (Member), Cr AJ Lancini (Member), Cr WG Skinner (Member), Ms CA Coppo (Member), Ms LF Carr (Secretary), Mr Brett Langtree (Trust Engineer) and Mr T Smith (outgoing Trust Engineer).

B. APOLOGIES – No apologies.

Mr Keith Phillips (Keita Services Pty Ltd), Mayor Ramon Jayo and Mr Kelvin Tytherleigh (CEO, HSC) attended the meeting to discuss Denney Street. Mayor Jayo and Mr Tytherleigh left the meeting at 10.10 am. The meeting was adjourned at 10.10 am for morning tea and reconvened at 10.20 am. Mr Phillips left the meeting at 10.20 am.

C. MINUTES - Confirmation of Minutes of the General Meeting held on 8 December 2022.

RESOLVED – That the Minutes be approved.
(Cr AJ Lancini and Cr WG Skinner - carried)

D. WORKS REPORT – The Trust Engineer, Mr Tim Smith, provided an update of works for the months of December and January.

Project - Riverbank Erosion Restoration – Herbert River, 927 Hawkins Creek Road, Hawkins Creek (Contract No. TNRM-CO-0743)

Final report prepared for Terrain to accompany invoice for funding. Report confirmed the following:

- co-ordination of all construction activities – completed (Trust Engineer - Tim Smith RPEQ No. 2668)
- engaging required personnel and subcontractors – completed (Contractor engaged - Timrith Transport)
- supply and delivery of required materials - completed (Timrith Transport)
- construction supervision - completed (Trust Engineer - Tim Smith RPEQ No. 2668)
- ensuring works meet all legislative requirements - completed (Herbert River Improvement Trust – “HRIT”)

- landholder liaison related to construction activities - completed (HRIT with Pirrotta family).

Evidence provided of completion of works - photographs.

Final cost (including gst) - \$67,997.42 - within budget.

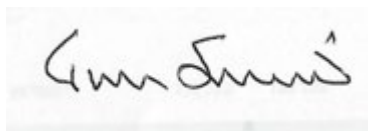


Alluvium Consultants (engaged by DES to review completion of DRFA projects)

Alluvium requested details on DRFA projects: Herbert River, Stone River (2) and Waterview Creek (2).

Completed spreadsheets and before and after photographs provided. Also provided details of sites, works undertaken, details of design of works, final costs, time frames, completion, landowner involvement, details of revegetation, plantings, design flood events, maintenance and weather events since completion of projects and changes at the sites since works completed (upstream and downstream changes).

They expressed interest on “estimated sediment savings” (Alluvium included the Neilly Group Engineering estimates) and “vegetation plantings”.



Tim Smith
Trust Engineer

RESOLVED – That the report be accepted.
(Ms CA Coppo and Cr WG Skinner – carried)

E. CORRESPONDENCE –

1. EMAIL FROM KAREN PERRY (ASSISTANT ELECTORATE OFFICER, OFFICE OF NICK DAMETTO MP)

Consideration of email received 12 December 2022. Mrs Nita Solari has contacted the Office regarding riverbank erosion on her property at 121 Gairloch Road, Foresthome. Mrs Solari states that there are deep washouts on the riverbank behind her house, and that in the last flood, the water went under her house which she stated has not happened before.

Mrs Solari advised that the house further down the road (Mr Giorcelli's) has been filled with rock in the riverbank behind his house which stops the water from entering his property.

Mrs Solari would like to be advised if any assistance is available.

RESOLVED – That the Secretary advise in writing that an inspection will be conducted when possible by the Trust, prior to the Trust completing its next Annual Works Program.

(Cr AJ Lancini and Ms CA Coppo - carried)

2. EMAILS FROM MISKO IVEZICH (ALLUVIUM CONSULTING)

Consideration of email received 15 December 2022 regarding budget allocation for a rapid evaluation of the resilience of DRFA-funded sites. Mr Ivezich advises that the Trust's estimated fees are beyond the budget allocation.

Consideration of email received 20 December 2022 advising that it works out at about \$300 per site for simple desktop assessments. (HRIT believes that based on the work involved, \$500 is a more reasonable amount).

Consideration of email received 9 January 2023 advising that Mr Ivezich will be working through all the payment information with DES aiming to have them paid this month.

RESOLVED – That the information as requested, has been provided, and that the Secretary prepare a Tax Invoice for \$2 500 plus gst for the five sites.

(Cr AJ Lancini and Cr WG Skinner - carried)

3. EMAILS FROM DENISE BARBI (RIGHT TO INFORMATION OFFICER, HSC)

Consideration of email received 21 December 2022 attaching cover letter explaining Third Party Consultation under the *Right to Information Act 2009* (RTI Act).

Council received an application under the RTI Act applying for access to documents relating to the rock wall adjoining the body corporate common property of Marine Cove Moorings at 15 Denney Street, Dungeness.

The Third-Party Consultation Form or information via email, is requested by Thursday, 12 January 2023.

Consideration of email received 18 January 2023 outlining options to consider with regards to receiving a copy of the documents to be released and objection to release of documents.

RESOLVED – That the information was emailed to Council as requested, that the Trust has the documents, and that the email be received and noted.

(Ms CA Coppo and Cr AJ Lancini - carried)

4. EMAIL FROM HEATHER KONDISSENKO (TIMRITH TRANSPORT)

Consideration of email received 26 January 2023 (forwarded on by Cr WG Skinner) attaching a letter addressed to HSC from Ramon Marbelli, Chairman of Body Corporate Marine Cove Moorings, requesting permission for Mr Keith Castorina and himself to attend the next Trust meeting (scheduled for 2nd February 2023) regarding the rock wall construction at the end of Denney Street, Lucinda, as they may be able to offer advice in regard to construction.

RESOLVED – That the Secretary communicated with Heather via email, advising that their attendance at the February meeting was not required.

That the Secretary communicate with Heather to advise that when the Trust decides on a course of action, they will be contacted.

(Cr WG Skinner and Ms CA Coppo - carried)

5. EMAIL FROM NORMAN CRASWELL (SCRT)

Consideration of email received 31 January 2023 attaching the Form C to be completed for the Trust's three year forward works program, due 28 February 2023.

RESOLVED – That the Trust will complete the Form by the due date.

(Cr AJ Lancini and Cr WG Skinner - carried)

F. BUSINESS –

1. TRUST PRESENTATION TO COUNCIL (RE COUNCIL'S BUDGET)

RESOLVED – That the Secretary apply to Council for a Council Connect session, and that the Trust prepare a presentation for the session.

(Ms CA Coppo and Cr WG Skinner - carried)

2. MOWING OF HALIFAX LEVEE

RESOLVED – That Cr Skinner be tasked to discuss with Council re the options for ongoing maintenance of the Levee adjacent to the park.

(Ms CA Coppo and Cr AJ Lancini – carried)

3. QUOTE FOR RELOCATION OF EXISTING LEVEE BEHIND SMALL HOUSE (AT FRANK X RUPP AND SONS)

RESOLVED – That the Trust accept the quote from Keita Services, and the Secretary issue a purchase order for the works.

(Cr WG Skinner and Ms CA Coppo - carried)

4. CATTLE/FRANCES CREEK SEDIMENT INVESTIGATION

RESOLVED – That the Secretary communicate with QR and invite them to the next Trust meeting, scheduled for 2 March 2023 at 10.00 am.

(Cr AJ Lancini and Cr WG Skinner – carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 2 February 2023:

Payee	Amount (\$)	Details
Mr RA Bosworth	239.40	Meeting 8/12
Cr WG Skinner	150.00	Meeting 8/12
Cr AJ Lancini	150.00	Meeting 8/12
Ms LF Carr	570.00	December and January wages – administration and accounting
Ms LF Carr	59.85	Super guarantee
Ms LF Carr	17.00	Reimburse postage
Jk's Deli	64.50	Pd 8/12
L Rosadi	2 505.00	Mow levee December and January
JT Smith and Assoc. (Dec/Jan)	7 222.60	Meeting, inspections, reports and engineering assistance
Mizzi Enterprises	10 615.00	Mulch Halifax levee AWP 22/23-15
JD's Fluid Connectors	1 766.45	Repair to Catherina floodgates
Ergon	144.45	Ripple Creek floodgates Pd 17/1
QAO	4 620.00	Audit fees

RESOLVED – That the accounts be passed for payment.
(Cr AJ Lancini and Cr WG Skinner - carried)

- H. CONCLUSION** – The meeting concluded at 1.10 pm with the next meeting scheduled for Thursday, 2 March 2023 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Advise in writing that an inspection will be conducted when possible (re Mrs Nita Solari)	Leigh	2 March
Prepare a Tax Invoice for \$2 500 plus gst for the five sites	Leigh	ASAP
Communicate with Heather (re Denney Street)	Leigh	2 March
Complete the Form (C) by the due date	Members	ASAP
Apply to Council for a Connect session	Leigh	ASAP
Prepare a presentation for the session	Members	ASAP
Discuss with Council re the options for ongoing maintenance of the Levee adjacent to the park (Halifax)	Wallis	2 March
Issue a purchase order	Leigh	ASAP
Communicate with QR and invite them to the next Trust meeting	Leigh	ASAP

Mr RA Bosworth
Trust Chair