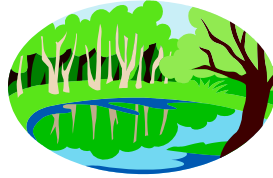


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 4th June 2026
at 9.00 am***



A. IN ATTENDANCE – Mr WG Skinner (Member), Ms TL Olsen (Member), Cr AD Carr (Member), Cr KS Milton (Member), Ms LF Carr (Secretary), Mr Brett Langtree (Trust Engineer) and Mr Tim Smith (Civil Engineer).

B. APOLOGIES – Mr RA Bosworth (Member).

C. MINUTES - Confirmation of Minutes of the General Meeting held on 7 May 2026.

RESOLVED – That the Minutes be approved.
(Cr AD Carr and Cr KS Milton - carried)

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

1. REPA

- HRIT, DIGWV and QRA met on 11 and 29 May 2026;
- Next meeting is on 12/06/2026;
- Langtrees to provide delivery dates; and
- Milfords to obtain the required permits.

2. Environmental Recovery Program: Catchment Rehabilitation

- HRIT, Langtrees, DETSI and TropWATER met on 27/05/2026 to discuss site requirements; and
- HRIT, Langtrees and TropWATER to start preparing grant applications.

3. Reprofiling of Castorina Island

- HRIT and Langtrees met with the Lower Mona Group on 14/05/2026. Langtrees/Milfords to investigate obtaining a permit(s) for the downstream sand islands;
- Milfords to obtain permits (Castorina's Island and Taylors Sands); and
- Langtrees to provide QRA with monthly report on 11/05/2026.

4. HRIT and Langtrees undertook the following inspections on 14 and 15 May 2026:
 - Mr Rodney Robino: Various scope of works to be prepared and quotes to be obtained;
 - Mr Lino Tomba: QRIDA letter prepared;
 - Mr Steven Accornero: QRIDA letter prepared. Three (3) other sites require a scope of works to be prepared;
 - Mr Lawrence Tendo: QRIDA letter prepared. Two (2) other sites require a scope of works to be prepared; and
 - Mr Mick Biasi: Scope of works to be prepared.
5. Remaining inspections to be undertaken:
 - Lyons and Exelbys pile fields clean up;
 - Ms Carol Mackee - Herbert River (Long Pocket school to Wilmar rail line);
 - Mr Santo Lamari;
 - Mr Wayne Blanco; and
 - Mr Clive and Ms Rita Stokes.
6. Drainage Advisory Board works
 - HRIT, Milfords and Langtrees inspected the following sites on 25/05/2026:
 - Seymour River;
 - Arnot Creek;
 - Halifax Rifle Range drain;
 - Alligator Ponds; and
 - Swampy Creek.
 - Milfords to obtain the required permits.
7. Mr Michael Carey site inspection
 - Langtrees inspected the site on 06/11/2025; and
 - Quotes are still to be obtained.
8. Mr Glen Cristaudo, Herbert River sedimentation
 - Quotation from Long Pocket Earthmoving to the value \$29,247.90 (incl. GST).
9. Mr Steven Barra
 - Quotation from Long Pocket Earthmoving to the value \$75,607.40 (incl. GST).
10. HRIT Priority Sites (Greening Australia)
 - Langtrees to organise a catchup meeting with Ms Sharon Marks.
11. Catchment Management Plan
 - HRIT to commence the process of gathering information with a view to preparing a Catchment Management Plan.
12. Review of the Guidelines for Coastal Development
 - Langtrees requested Milfords to provide briefing for HRIT with regards to these guidelines.

Regards



Mr Brett Langtree
Director/Principal Civil Engineer

RESOLVED – That the report be accepted.
(Ms TL Olsen and Mr WG Skinner - carried)

E. CORRESPONDENCE –

1. HRIT BOARD MEMBER NOMINATIONS DUE BY 16 OCTOBER 2026

Consideration of email received 7 May 2026, from Ms Sarah Gibson (Department of Local Government, Water and Volunteers), regarding the current term of appointment for board member Ms Tania Olsen, which is due to expire 22 April 2027.

RESOLVED – That the Trust Secretary contact Ms Sarah Gibson (DLGWV) regarding whether previous applicants can be considered for this position, as there are two (2) application processes in place at the same time.

That the Trust Secretary request a current list of QRON nominees from Ms Gibson.

That the Trust Secretary commence the advertisement process (Hinchinbrook Life and Council Facebook).
(Cr AD Carr and Cr KS Milton - carried)

2. RISK MANAGEMENT FOR SECRETARIES AND TRUSTS

Consideration of email received 31 May 2026, from Ms Amanda Hockley (State Council of River Trusts) raising awareness around risk mitigation practices associated with secretarial and administrative functions undertaken on behalf of trusts.

RESOLVED – That the Trust Secretary email Ms Hockley to suggest:

- A consistent approach across all eleven (11) trusts regarding insurance responsibility and other practices and functions, and
- Request a template for a consistent approach, surrounding role descriptions and responsibilities of the Secretary, Trust Engineer and other parties.

(Ms TL Olsen and Cr AD Carr - carried)

Mr George Milford (Milford Planning) joined the meeting via TEAMS at 11.00 am and outlined Prescribed Tidal Works and the mechanisms that exclude Coastal Works. Mr Milford left the meeting at 11.50 am.

3. MOU LAGOON CREEK – LOWER HERBERT WATER MANAGEMENT AUTHORITY (LHWMA)

Consideration of email received 3 June 2026, from Ms Maria Battoraro (Secretary, LHWMA) attaching Proposal for Joint Instream Maintenance Work 2025-2030.

RESOLVED – That the Secretary email Ms Battoraro to advise that the MOU provided to the Trust, be amended (by the LHWMA), to include:

- That prior notification of the works, a scope of works and indicative costs to be provided to the Trust beforehand, along with “before and after” photos, and
- All works to be undertaken by the LHWMA (its powers).

(Cr AD Carr and Cr KS Milton)

[Voted three (3) for, one (1) against (Mr WG Skinner)]

4. MR ELLIS HUDDY – 17 MONA ROAD, HALIFAX

Mr Huddy telephoned the Secretary on 22 May 2026 to advise of overgrown grass at the back of his property and is it possible for it to be cleaned up to minimise snakes making their way into his yard.

RESOLVED – That the Secretary advise Mr Huddy that the Trust intends to complete yearly maintenance in the near future.

(Mr WG Skinner and Cr AD Carr - carried)

F. BUSINESS –

1. JOBS REQUIRING ATTENTION – EMERGENT, 50:50 WORKS AND AWP

RESOLVED – That the Trust Chair will send to members the latest draft for review, with a view to finalising it at the next Trust meeting.

(Ms TL Olsen and Cr KS Milton - carried)

Mr Langtree left the meeting at 1.00 pm.

Mr WG Skinner left the meeting at 1.30 pm.

2. TRUST REVIEW OF CONTRACT TERMS OF REFERENCE – HIP – HALIFAX RIFLE RANGE – MAY 2026

RESOLVED – That the Trust Secretary write to Ms Barron (Terrain NRM) requesting whether there exists, any outstanding documents to be signed.

(Cr AD Carr and Ms TL Olsen - carried)

3. HSC PRE-BUDGET CONNECT – PRESENTATION 2026

RESOLVED - Noted.

(Cr KS Milton and Cr AD Carr - carried)

4. EMAIL FOR TRUST CHAIR

RESOLVED – That the Trust Secretary contact Ms Sylvia Langtree to create a Trust Chair email, with the same domain already in existence to meet privacy and cyber security requirements.

(Ms TL Olsen and Cr AD Carr - carried)

5. MR WALLIS SKINNER – MEETING FEE CLAIM - INSPECTIONS 14 AND 15 MAY 2026 (11 HOURS)

RESOLVED – That the claim be accepted.

(Ms TL Olsen and Cr AD Carr - carried)

6. DISASTER READY FUND ROUND 4

RESOLVED – That the Trust review the QRA DRF Round 4 information.

That Mr Tim Smith (JT Smith and Associates Pty Ltd) be engaged to assess suitable projects.

(Ms TL Olsen and Cr KS Milton - carried)

7. UPDATE TO IMPROVEMENT NOTICE REGISTER

RESOLVED - Ms Tania Olsen to write to the Lands Department regarding historical dealings for Improvement Notices.

(Ms TL Olsen and Cr AD Carr – carried)

8. REGULATORY REQUIREMENTS

The Audit Financial Statements 2024/25 were submitted to the Queensland Audit Office (QAO) on 4 March 2026.

The Secretary has been working with QAO within the last week to progress the finalisation of the audit.

RESOLVED – That the Trust Secretary keep State Council informed of the process and is disappointed with the timeline being experienced by QAO.

(Cr KS Milton and Ms TL Olsen - carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 4 June 2026:

Payee	Amount (\$)	Details
Mr WG Skinner	403.32	Meeting 7/5
Mr WG Skinner	780.00	Inspections 14 and 15 May
Cr AD Carr	322.20	Meeting 7/5
Ms TL Olsen	300.00	Meeting 7/5
Cr KS Milton	322.20	Meeting 7/5
Mr RA Bosworth	344.40	Meeting 7/5
Ms LF Carr	1 340.00	Administration and accounting May
Ms LF Carr	160.80	Super guarantee May
Mr WG Skinner	30.00	Reimburse SIM (Telstra) floodgates May
Langtree Consulting Engineers	10 383.67	Services May
LGM Liability	22 138.40	Insurance
Mr L Rosadi	1 012.50	Mowing levee May
JKs Deli	112.55	HRIT function Pd 7/5
Ergon	212.17	Floodgates Pd 12/5

RESOLVED – That the accounts be passed for payment.

(Cr AD Carr and Ms TL Olsen - carried)

H. CONCLUSION – The meeting concluded at 2.00 pm with the next meeting scheduled for Thursday, 2 July 2026 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Contact Ms Sarah Gibson (DLGWV), request a current list of QRON nominees and commence the advertisement process	Leigh	2 July
Email Ms Hockley to suggest a consistent approach across all eleven (11) trusts and request a template for a consistent approach	Leigh	2 July
Email Ms Battoraro to advise that the MOU provided to the trust be amended	Leigh	2 July
Advise Mr Huddy that the trust intends to complete yearly maintenance in the near future	Leigh	2 July
Forward to members the latest draft for review, with a view to finalising it at the next trust meeting (AWP and other works)	Wallis	2 July
Write to Ms Barron (Terrain NRM) requesting whether there exists, any outstanding documents to be signed	Leigh	2 July
Contact Ms Sylvia Langtree to create a Trust Chair email, with the same domain already in existence	Leigh	2 July
Write to the Lands Department regarding historical dealings for Improvement Notices	Tania	2 July

Mr WG Skinner
Trust Chair