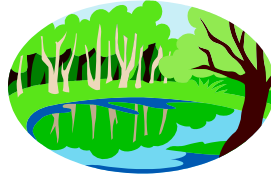


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 5th June 2025
at 9.00 am***



- A. IN ATTENDANCE** – Mr WG Skinner (Member), Ms TL Olsen (Member) via TEAMS, Cr AD Carr (Member), Cr KS Milton (Member), Ms LF Carr (Secretary) and Mr Brett Langtree (Trust Engineer).
- B. APOLOGIES** – Mr RA Bosworth (Member).
- C. MINUTES** - Confirmation of Minutes of the General Meeting held on 1 May 2025.
- RESOLVED** – That the Minutes be approved.
(Ms TL Olsen and Cr AD Carr - carried)
- D. WORKS REPORT** – The Trust Engineer, Mr Brett Langtree, provided an update of works for the month of May.

Langtree Consulting have undertaken the following tasks this month:

1. Community Cabinet
 - Mr Wallis Skinner, Ms Tania Olsen and Mr Brett Langtree attended the Community Cabinet on 25 May 2025 to meet with the Minister for Local Government and Water, Hon Ann Leahy and her head of Departments including QRA; and
 - A second meeting is currently being organised with the Minister and her Department heads.
2. 2025 Flood Damage
 - Spreadsheet to be updated to include CM & GM Romano works;
 - GIS to be updated to include CM & GM Romano works;
 - Mr Merrick Lalor (DLGWV) to be invited to the next Trust meeting with Langtrees to provide a draft agenda for the meeting; and
 - In the process of preparing the Essential Public Asset Application Templates (share point files). (Langtrees has spoken with QRA).
3. Marine Cove Mooring, Dungeness: Rock Wall Damage
 - No further action this month from Langtrees.

4. Reprofiling of Castorina Island

- Ms Olsen to confirm if works can proceed;
- Updated general ledger for June has been lodged;
- Monthly report for June has been submitted; and
- Quarterly report to be completed and lodged before 14 June 2025.

5. Cattle and Frances Creeks' Sand Extraction Options

- No further action this month from Langtrees.

6. Catherina Creek Flood Gates

- No further action this month from Langtrees.

7. M & B Ingegneri

- Langtrees inspected the damage on 1 April 2025; and
- QRIDA letter issued on 29 May 2025.

8. CM & GM Romano works

- Langtrees inspected the damage on 1 April 2025; and
- Damage to be included in the 2025 Flood Damage Spreadsheet and GIS portal.

9. Mr Carmello Cristaldi, Ripple Creek (QRIDA)

- Langtrees to inspect the damage on 5 June 2025.

10. Mr John Truffa, Gap Creek (QRIDA)

- Langtrees to inspect the damage on 5 June 2025.

11. Greening Australia

- Ms Sharon Marks attended the May Trust meeting and requested additional information be provided on 2025 Flood Damage Sites S057 and S023;
- Ms Marks advised on 4 June 2025 that the Grant Application had been lodged and that no funding was included for the Trust sites that were spoken about;
- Ms Marks advised that if the Trust provided additional information, including KML files, and detail on the works required, Greening Australia would keep an eye out for any funding that would be appropriate to value add to the Trust's work; and
- Langtrees to provide additional information.

12. Lagoon Creek Maintenance Memorandum of Understanding

- Lower Herbert Water Management Authority Agreement to be reviewed.

13. Assist with the completion of the Annual Reports.

- Langtrees assisting Trust Secretary to complete these; and
- No further action this month from Langtrees.

Regards



Mr Brett Langtree
Director/Principal Civil Engineer

RESOLVED – Langtrees to request a follow up meeting with Minister Leahy (DLGWV).

Langtrees to complete the QRA application for Essential Public Assets.

Cr Carr to request a letter from Council to allow the legal advice for Marine Cove Moorings to be released to the Body Corporate.

Ms Olsen to request a meeting with SARA for 9 July 2025 to discuss Castorina Island.

Langtrees to finalise the reporting for the QRA funding.

Cr Carr to organise additional keys to be cut for the Catherina and Ripple Creek flood gates.

Langtrees to undertake QRIDA inspections (Cristaldi and Truffa).

Langtrees to re-issue the MOU with the LHWMA.

Langtrees to invite the Department (DLGWV) with an agenda to the next Trust meeting.

(Cr AD Carr and Cr KS Milton - carried)

E. CORRESPONDENCE –

1. EMAIL RECEIVED FROM MARIA BATTORARO

Consideration of email received 29 May 2025 attaching a proposal to extend the existing works which LHWMA and HRIT have jointly funded over five (5) years in Lagoon Creek for another five (5) years.

RESOLVED – That the Trust consider the implementation of a MOU in response to the proposal from LHWMA.

(Ms TL Olsen and Mr WG Skinner - carried)

2. EMAIL RECEIVED FROM TAHNEE BARTOLINI, ELECTORATE OFFICER, OFFICE OF NICK DAMETTO MP

Consideration of email received 2 June 2025 advising that Mr Dametto would like to know whether the Trust would be interested in acting as the proponent for potential funding, should it be approved. He is currently seeking funding to develop a Herbert River Masterplan and would like to know if the Trust would be willing to act as the trustee for these funds while the plan is being developed.

RESOLVED – That the Secretary respond suggesting that the Trust would be willing to participate.

(Cr AD Carr and Ms TL Olsen - carried)

F. BUSINESS –

1. PUBLIC RECORDS ACT 2023

RESOLVED – That the Trust Secretary (with Ms Olsen) approach State Council, to consider providing funding to allow hard copies of records (currently stored at the HSC depot) to be digitized for the period prior to the Trust's transition to Dropbox (as per the *Public Records Act 2023* requirements).

(Ms TL Olsen and Cr KS Milton - carried)

2. COUNCIL PRECEPT

RESOLVED – That the Secretary write to HSC to request that the Precept be increased annually in accordance with the CPI to cover and recognise rising costs due to inflation.

(Mr WG Skinner and Ms TL Olsen – carried)

3. EASEMENT OFF EDDLESTON DRIVE, CORDELIA (CATHERINA CREEK)

Consideration of email received 2 June 2025 from Sarah Gibson (DLGWV) requesting information regarding the easement:

- a. Buildings and other obstacles are built over the easement, restricting HRIT from accessing the flood gates.
- b. The required approvals may not have been obtained to build on the easement and the structures may not meet building codes.
- c. The owner of the buildings has damaged the riverbank along the Herbert River by destroying vegetation and putting in a boat ramp on the other side of the flood gates.
- d. If HRIT has not consented to building on the easement, the buildings should be removed.
- e. It is HRIT's responsibility to manage the easement.

RESOLVED – That the Trust Secretary responds to Ms Gibson as follows:

- a. No structures currently on the subject site, restrict the Trust from accessing the flood gates via the easement.
- b. This issue needs to be referred to the Approval Authority (HSC) by the complainant.
- c. The Trust is not aware of any boat ramp constructed within the easement. This allegation needs to be investigated by the relevant team within DLGWV.
- d. Refer to “a” and “b” above.
- e. Refer to “a” above.

(Ms TL Olsen and Cr KS Milton – carried)

4. TERRAIN NRM WORKS IN THE HERBERT CATCHMENT

RESOLVED – That the Trust Secretary (with Ms Olsen) communicate in writing to Terrain (C/- CEO, Mr Stewart Christie) in relation to works in the Herbert Catchment with respect to the provision of additional information.

(Cr AD Carr and Ms TL Olsen – carried)

5. SCRTQ WEBSITE REQUEST

Consideration of email received 5 May 2025 requesting information for the River Improvement Trust website.

RESOLVED – That the Secretary advise that HRIT will be providing information in due course.

(Cr KS Milton and Cr AD Carr – carried)

6. REGULATORY REQUIREMENTS

RESOLVED – That the Trust Secretary is in the process of completing the 2023/2024 Annual Report and 2023/2024 Audit.

(Ms TL Olsen and Cr KS Milton - carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 5 June 2025:

Payee	Amount (\$)	Details
Mr RA Bosworth	344.40	Meeting 1/5
Mr WG Skinner	403.32	Meeting 1/5
Cr AD Carr	322.20	Meeting 1/5
Ms TL Olsen	300.00	Meeting 1/5
Cr KS Milton	357.72	Meeting 1/5
Ms LF Carr	670.00	Administration and accounting May
Ms LF Carr	77.05	Super guarantee
Mr WG Skinner	25.00	Reimburse SIM (Telstra) floodgates May
Langtree Consulting Engineers	9 703.98	Services April and May
LGM	20 986.47	Insurance
QAO	7 040.00	22/23 Audit
JT Smith and Associates Pty Ltd	1 232.00	Engineering services 2025 flooding event
L Rosadi	1 050.00	Mowing levee May
JK's Deli	98.98	HRIT function Pd 2/5

RESOLVED – That the accounts be passed for payment.

(Cr AD Carr and Ms TL Olsen - carried)

H. CONCLUSION – The meeting concluded at 1.00 pm with the next meeting scheduled for Thursday, 3 July 2025 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Consider the recommendations and respond to DG Linda Dobe DLGWV with concerns and opportunities, with particular regard to declared disaster events (carried over 20/2)	Members	3 July 2025
Request a follow up meeting with Minister Leahy (DLGWV) Complete the QRA application for Essential Public Assets Finalise the reporting for the QRA funding Undertake QRIDA inspections (Cristaldi and Truffa) Re-issue the MOU with the LHWMA Invite the Department (DLGWV) with an agenda to the next Trust meeting	Brett	3 July 2025
Request a letter from Council to allow the legal advice for Marine Cove Moorings to be released to the Body Corporate Organise additional keys to be cut for the flood gates	Andrew	3 July 2025
Request a meeting with SARA for 9 July 2025 to discuss Castorina Island	Tania	3 July 2025
Consider the implementation of a MOU in response to the proposal from LHWMA	Members	3 July 2025
Respond (to Mr Dametto's office) suggesting that the Trust would be willing to participate	Leigh	3 July 2025
Approach State Council, to consider providing funding to allow hard copies of records (currently stored at the HSC depot) to be digitized	Leigh/Tania	3 July 2025
Write to HSC to request that the Precept be increased	Leigh	3 July 2025
Respond to Ms Gibson (easement off Eddleston Drive)	Leigh	3 July 2025
Communicate in writing to Terrain NRM	Leigh/Tania	3 July 2025
Advise that HRIT will be providing information in due course (SCRTQ website)	Leigh	3 July 2025

Mr WG Skinner
Trust Chair