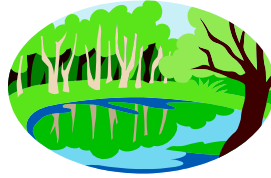


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 7th August 2025
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) and Mr Brett Langtree (Trust Engineer).

B. APOLOGIES – Mr RA Bosworth (Member).

C. MINUTES - Confirmation of Minutes of the General Meeting held on 3 July 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 July:

1. Departmental Lobbying
 - A second thirty (30) minute meeting with Minister Leahy is scheduled for 9 am on Tuesday 12th August 2025.
2. 2025 Flood Damage
 - Met with QRA (Mr James Chan) on 25th July 2025; and
 - In the process of preparing the REPA RFI response to QRA.
3. Lower Herbert Water Management Authority Memorandum of Understanding (MOU)
 - Langtrees to prepare and issue to the Trust.
4. Reprofiling of Castorina Island
 - Ms Olsen has confirmed that based on further advice from the Department (DES) works can proceed;
 - QRA (Mr James Chan) are looking for this advice in writing;
 - Monthly report for June has been submitted to QRA;
 - Trust to confirm budget for 2025 works.
5. Catherina and Ripple Creek Flood Gates
 - No further action this month from Langtrees.
6. Mr John Truffa, Gap Creek (QRIDA)
 - Langtrees inspected the damage on 5th June 2025; and
 - Provided an updated QRA letter to the Trust on 2nd July 2025.

7. 2025/26 pre-wet season condition and operational assessment

- Langtrees to prepare and provide condition assessment pro forma to the Trust for approval prior to any inspections being undertaken.
- Langtrees to inspect all essential public assets prior to 1 November 2025.

Regards



Mr Brett Langtree
Director/Principal Civil Engineer

RESOLVED – That the Trust Engineer reply to Ms Sarah Gibson (DLGWV) with regard to the QRA deadline for the REPA RFI response.

That the Trust Secretary invite LHWMA to the next meeting, with an intention for the Authority to provide an understanding of the works intending to be done, for consideration and requirements of the MOU.

That Cr Carr follow up progress regarding works at Ripple and Catherina Creek floodgates' automation.

Ms Olsen to obtain formal SARA advice, to provide to QRA for their information (Castorina Island).

(Cr KS Milton and Mr WG Skinner - carried)

E. CORRESPONDENCE –

1. EMAIL RECEIVED FROM SARAH GIBSON (DLGWV)

Consideration of email received 23 July 2025 requesting additional information regarding DRFA REPA Submissions – River Improvement Trusts.

Submission is due by 11 August 2025.

RESOLVED – That the email be received and noted (action as above).

(Cr AD Carr and Ms TL Olsen - carried)

2. EMAIL RECEIVED FROM TAHNEE BARTOLINI (OFFICE OF NICK DAMETTO MP)

Consideration of email received 25 July 2025 regarding significant riverbank erosion on Ms Nita Solari's property at 121 Gairloch Road, Gairloch. Ms Solari is concerned about the potential consequences of future flooding if the erosion is not addressed and the riverbank properly stabilised.

RESOLVED – That the Secretary advise the Office of Nick Dametto MP, that the Trust is seeking funding and has identified the site, along with numerous other sites, as potentially eligible under the DETSI environmental recovery package.

The Trust would also like an update, regarding Mr Dametto's request to the Department for financial assistance, as per his email dated 29 May 2025.

(Mr WG Skinner and Cr KS Milton - carried)

F. BUSINESS –

1. TRUST ASSETS TO BE WRITTEN OFF

Approximately seventy (70) sites to be removed/written off from the Trust's Asset Register.

RESOLVED – That Mr Tim Smith's report, HRIT Amendments to Asset Register 2025 (dated 18 July 2025) be accepted.

(Ms TL Olsen and Cr AD Carr - carried)

2. AWP AND BUDGET 25/26

RESOLVED – That the AWP and Budget be adopted.

(Cr KS Milton and Ms TL Olsen – carried)

3. LHWMA MOU

RESOLVED – That the Secretary invite LHWMA to the next Trust meeting.
(Cr AD Carr and Cr KS Milton – carried)

4. INVITATION TO CR MARY BROWN TO ATTEND MEETING WITH MINISTER LEAHY

RESOLVED – That the Trust invite Cr Brown in her position as Chair of the Disaster Recovery Group, to attend the meeting.
(Ms TL Olsen and Cr AD Carr – carried)

5. HINCHINBROOK DRAINAGE ADVISORY GROUP

RESOLVED – That Cr Carr forward to the Trust Engineer, areas of concern to be added to the Trust GIS system.
(Cr KS Milton and Ms TL Olsen – carried)

6. REPRESENTATIVES FROM DETSI

RESOLVED – That the representatives be invited to attend the next Trust meeting, by the Trust Secretary.
(Cr AD Carr and Ms TL Olsen - carried)

7. ALLIGATOR PONDS DRAINAGE MANAGEMENT

RESOLVED – That the Trust Engineer contact Mr Richard Stewart (DPI) to develop a scope of works for storm water drainage management of Alligator Ponds.
(Cr AD Carr and Cr KS Milton – carried)

8. LETTER TO CEO (HSC) RE: FUNDING FOR DRFA FLOOD RECOVERY (PALM/LOG CREEKS)

RESOLVED – That Ms Olsen draft the letter and forward to the Trust for consideration.
(Ms TL Olsen and Cr AD Carr – carried)

9. REGULATORY REQUIREMENTS

RESOLVED – That the Trust Secretary is in the process of completing the 2023/2024 and 2024/2025 Annual Reports and Audit Financial Statements 2024/2025.
(Cr KS Milton and Ms TL Olsen - carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 7 August 2025:

Payee	Amount (\$)	Details
Mr RA Bosworth	344.40	Meeting 3/7
Mr WG Skinner	403.32	Meeting 3/7
Cr AD Carr	322.20	Meeting 3/7
Ms TL Olsen	451.85	Meeting 3/7
Cr KS Milton	322.20	Meeting 3/7
Ms LF Carr	1 480.00	Administration and accounting July
Ms LF Carr	177.60	Super guarantee July
Mr WG Skinner	30.00	Reimburse SIM (Telstra) floodgates July
Robyn's Mobile Computer Services	75.00	Service Trust laptop
Langtree Consulting Engineers	2 665.19	Services July
JT Smith and Associates P/L	2 464.00	Services 23/24 Annual Report
L Rosadi	1 125.00	Mowing levee July
JK's Deli	92.90	HRIT function Pd 3/7
Ergon	88.78	Electricity floodgates Pd 11/7
Norton	49.99	Trust laptop Pd 21/7
Ergon	205.94	Floodgates
Ergon	163.78	Floodgates Pd 11/7
LHWMA	11 000.00	PASSED OVER FROM 3/7 MEETING

RESOLVED – That the accounts be passed for payment.

(Ms TL Olsen and Cr AD Carr - carried)

H. CONCLUSION – The meeting concluded at 1.10 pm with the next meeting scheduled for Thursday, 4 September 2025 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Reply to Ms Sarah Gibson (DLGWV) with regard to the QRA deadline for the REPA RFI response	Brett	4 September
Invite LHWMA to the next meeting (re: MOU)	Leigh	4 September
Follow up progress regarding works at Ripple and Catherina Creek floodgates' automation	Andrew	4 September
Obtain formal SARA advice, to provide to QRA for their information (Castorina Island)	Tania	4 September
Advise the Office of Nick Dametto MP, that the Trust is seeking funding and has identified the site, along with numerous other sites, as potentially eligible under the DETSI environmental recovery package	Leigh	4 September
Invite LHWMA to the next Trust meeting	Leigh	4 September
Invite Cr Brown in her position as Chair of the Disaster Recovery Group, to attend the meeting (with Minister Leahy)	Members	4 September
Forward to the Trust Engineer, areas of concern to be added to the Trust GIS system	Andrew	4 September
That the representatives (DETSI) be invited to attend the next Trust meeting	Leigh	4 September
Contact Mr Richard Stewart (DPI) to develop a scope of works for storm water drainage management of Alligator Ponds	Brett	4 September
Draft a letter and forward to the Trust for consideration (letter to CEO, HSC, re: Log/Palm Creeks)	Tania	4 September

Mr Wallis G Skinner
Trust Chair