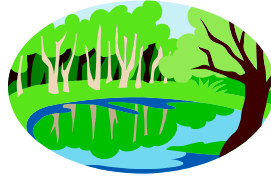


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 4th September 2025
at 9.00 am***



- A. IN ATTENDANCE** – Mr WG Skinner (Member), Mr RA Bosworth (Member), Cr AD Carr (Member), Cr KS Milton (Member), Ms LF Carr (Secretary) and Mr Brett Langtree (Trust Engineer).
- B. APOLOGIES** – Ms TL Olsen (Member).
- C. MINUTES** - Confirmation of Minutes of the General Meeting held on 7 August 2025.

RESOLVED – That the Minutes be approved.
(Cr AD Carr and Mr RA Bosworth - carried)

The meeting was adjourned at 9.55 am and recommenced at 10.10 am. Mr Cameron Barber (Chair, LHWMA) joined the meeting at 9.55 am to discuss the Memorandum of Understanding (MOU). Mr Barber left the meeting at 10.30 am.

- D. WORKS REPORT** – The Trust Engineer, Mr Brett Langtree, provided an update of works for the month of August:
1. Community Cabinet
 - A second thirty (30) minute meeting was conducted on Tuesday 12th August 2025.
 2. Meeting with Mr Nick Dametto MP
 - A one (1) hour meeting with Mr Dametto MP regarding Trust Funding is scheduled for 9 am on 24th September 2025.
 3. 2025 Flood Damage
 - RFI submission made to QRA on 13th September 2025 and has been on-going;
 - Langtrees to respond to latest RFI's by 30th September 2025;
 - Applications for the 2024-25 Environmental Recovery Package: Environmental Cleanup and Local Conservation Program North and Far North Tropical Low, 29 January 2025 – 28 February 2025 are now open and close at 4 pm on 24th September 2025; and
 - 2024/25 Severe Environmental Recovery - awaiting applications to be opened.
 4. Lower Herbert Water Management Authority (LHWMA) - Memorandum of Understanding (MOU)
 - Meeting scheduled for 4th September 2025.
 - Langtrees to prepare draft new MOU with recommended updates.

5. Reprofiling of Castorina Island

- Ms Olsen has confirmed that based on further advice from the Department (DES) works can proceed;
- QRA (Mr James Chan) is looking for this advice in writing;
- Monthly report for August was submitted to QRA on 12th August 2025; and
- Next monthly report is due by 14th September 2025.

6. V and A Monzeglio, 18 Catastis Road, Bambaroo

- Langtrees to inspect the damage on 4th September 2025; and
- Langtrees to provide a QRIDA Letter to the HRIT Secretary.

7. Mr Henry Kauppila, Herbert River, Moores Road, Abergowrie (QRIDA/50:50)

- Langtrees rang Mr Kauppila and he would like to apply for the maximum amount (QRIDA grant) and then complete the balance of the works in excess of the \$75 000 QRIDA grant, on a 50:50 cost share arrangement;
- Damage has already been picked up by Mr Tim Smith, who has provided a Scope of Works and Cost Estimate to the value of \$111,276; and
- Langtrees to prepare QRIDA letter and provide to the HRIT Secretary.

8. Mr John Mastrippolito (QRIDA assistance request), 173 Neames Inlet Road, Macknade

- Damage has already been picked up by Mr Tim Smith who has provided a Scope of Works and Cost Estimate to the value of \$91,273; and
- Langtrees to prepare QRIDA letter and provide to the HRIT Secretary.

9. Mr Michael Carey, Dalrymple Creek Damage

- Langtrees provided the HRIT Secretary with a cost breakdown for the four (4) sites identified by Cr Carr and Mr Tim Smith during the 2025 Flood Damage pick up.
- Cost Estimate of the Works is \$201,107.

Regards



Mr Brett Langtree
Director/Principal Civil Engineer

RESOLVED – That the Trust Chair prepare a brief for Mr Nick Dametto MP's meeting.

That the Trust Engineer continues to provide information to QRA in relation to the Trust's Essential Public Assets and progress the Environmental Recovery Packages for the QRA/DETSI grant applications.

That the Trust Engineer inspect the site (Mr Michael Carey, Dalrymple Creek damage) to enable him to split the four (4) site costings.

(Cr KS Milton and Mr WG Skinner - carried)

E. CORRESPONDENCE –

1. EMAIL RECEIVED FROM MR WOLFIE, RAYMOND WILLIAMSON (FARM MANAGER, MARIO PORTA HOLDINGS PTY LTD)

Consideration of email received 2 September 2025 requesting assistance regarding a wash out in the Herbert River adjacent to Mr Portas farm (Capras Road, Herbertvale).

RESOLVED – That the Trust Engineer contact Mr Williamson to discuss the content of his email.

(Mr RA Bosworth and Cr AD Carr - carried)

2. LETTER RECEIVED FROM LOUISE HOWARD, QUEENSLAND STATE ARCHIVIST, QUEENSLAND STATE ARCHIVES

Consideration of letter dated 3 September 2025 regarding Consultation (Round 3) on draft *Public Records Act 2023* Mandatory Standards.

RESOLVED – That Cr Carr and the Trust Secretary complete the online consultation survey by the due date.
(Mr WG Skinner and Mr RA Bosworth - carried)

3. MR TONY HARDY

Consideration of email received from Mr Wallis Skinner, received 28 August 2025, stating that he had received a call from Mr Tony Hardy, seeking advice and assistance regarding a slump that has formed adjacent to his property off Exelby's Road.

Mr Hardy wishes to have the site investigated, an evaluation carried out of the works necessary to stabilise the bank, and for the job to be included in any package being presented to funding sources.

He is concerned any further bank loss will impact his property and believes the repair should be considered urgent.

RESOLVED – That the Trust Engineer contact Mr Hardy regarding his email.
(Cr KS Milton and Mr WG Skinner - carried)

F. BUSINESS –

1. UPCOMING APPOINTMENT PROCESS

Consideration of email received from Michaela Sayers (Department of Local Government, Water and Volunteers) on 15 August 2025, regarding the current term of appointment for a Trust member of the Board due to expire.

RESOLVED – That the email be received and noted.
(Mr WG Skinner and Cr KS Milton - carried)

2. MOTIONS FOR AGM

RESOLVED – That Trust members consider:

- **Allocation of State Council funding ratio.** The State Council consider a funding formula tied to the size of the Local Government contribution to the Trust.
- **Essential Public Assets (EPAs).** The State Council be requested to lobby the State, to remunerate Trusts that incur ongoing maintenance and operational costs.
- **State Council monthly reporting to Trusts.** The State Council chair be required to prepare a monthly report to be presented to the Trusts, an agenda item at the Trust's monthly meetings.

Cr AD Carr and Mr WG Skinner to provide background information to support the motions.
(Cr AD Carr and Cr KS Milton – carried)

3. STATE CONFERENCE/AGM 2025 REGISTRATION

RESOLVED – That the Secretary register trust members for the conference.
(Cr KS Milton and Mr WG Skinner – carried)

4. COUNCIL CONNECT SESSION - 23 SEPTEMBER 2025

RESOLVED – That the Trust Chair prepare a presentation for the session.
(Cr AD Carr and Mr RA Bosworth – carried)

5. REGULATORY REQUIREMENTS

RESOLVED – That the Trust Secretary is in the process of completing the Audit Financial Statements 24/25 and will then proceed to finalise the Annual Report 2023/24.

(Mr WG Skinner and Cr AD Carr - carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 4 September 2025:

Payee	Amount (\$)	Details
Mr WG Skinner	403.32	Meeting 7/8
Cr AD Carr	322.20	Meeting 7/8
Ms TL Olsen	451.85	Meeting 7/8
Cr KS Milton	322.20	Meeting 7/8
Ms LF Carr	2 210.00	Administration and accounting August
Ms LF Carr	265.20	Super guarantee August
Mr WG Skinner	30.00	Reimburse SIM (Telstra) floodgates August
Langtree Consulting Engineers	3 067.24	Services August
JT Smith and Associates P/L	2 772.00	24/25 Annual Report and Annual Revaluation of Assets
L Rosadi	600.00	Mowing levee August
JK's Deli	96.87	HRIT function Pd 7/8
Ergon	205.94	Electricity floodgates Pd 12/8
HSC	353.28	Levies

RESOLVED – That the accounts be passed for payment.

(Mr RA Bosworth and Cr AD Carr - carried)

H. CONCLUSION – The meeting concluded at 1.00 pm with the next meeting scheduled for Thursday, 2 October 2025 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Prepare a brief for Mr Nick Dametto MP's meeting	Wallis	ASAP
Continue to provide information to QRA in relation to the Trust's Essential Public Assets and progress the Environmental Recovery Packages for the QRA/DETSI grant applications	Brett	2 October
Inspect the site (Mr Michael Carey, Dalrymple Creek damage) to enable him to split the four (4) site costings	Brett	2 October
Contact Mr Williamson to discuss the content of his email	Brett	2 October
Complete the online consultation survey by the due date	Andrew and Leigh	2 October
Contact Mr Hardy regarding his email	Brett	2 October
Provide background information to support the motions	Andrew and Wallis	2 October
Register trust members for the conference	Leigh	ASAP
Prepare a presentation for the session	Wallis	ASAP

Mr WG Skinner
Trust Chair