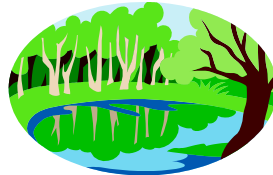


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 10th May 2023
at 9.00 am***



A. IN ATTENDANCE – Mr RA Bosworth (Member), Cr AJ Lancini (Member), Cr WG Skinner (Member) and Ms LF Carr (Secretary).

B. APOLOGIES – Ms CA Coppo (Member) and Mr Brett Langtree (Trust Engineer).

C. MINUTES - Confirmation of Minutes of the General Meeting held on 30 March 2023.

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

D. WORKS REPORT – The Trust Engineer, Mr Brett Langtree, provided a report of works for the month of April.

Langtree Consulting (BL) have undertaken the following tasks this month:

1. Apologies for missing this month's meeting, unfortunately I had booked the meeting in for Thursday 11th May 2023 and had accepted other meetings for Wednesday 10th May 2023 that I could not move.
2. Marine Cove Mooring, Dungeness: Rock Wall damage
 - Quotation received by Rhino Dive on 12th April 2023 for **\$4,000 + GST**.
 - Forwarded through to HRIT on 17th April 2023.
 - Can the Trust advise how they would like to proceed?
3. Sink holes adjacent to Victoria Terrace, Halifax
 - Keita Services have not completed the works yet however, they will be completed in the next 2 to 3 weeks.
4. 15 River Avenue, Halifax: Sink hole where trees were buried
 - Keita Services have not completed the works yet however, they will be completed in the next 2 to 3 weeks.

5. Frances/Cattle Creeks' study
 - Awaiting an update from Mark Jempson and Tony Ladson (i.e. Venant Solutions).
6. Locky Thomson site: Stoney Creek bank protection works
 - BL inspected the completed works on 30th March 2023.
7. Timrith Bank stabilisation site
 - Scope of Works still being finalised and quoted by other consultants.
8. Halifax Levee Project (to be undertaken by Keita Services)
 - Keita Services have not commenced works yet however, they will commence in the next 2 to 3 weeks.
9. IT set-up
 - The new email address is set-up in Office 365 for admin@hrit.com.au;
 - All Usernames and Passwords have been sent to HRIT;
 - Dropbox is set-up;
 - It is understood that the Teams data is on Leigh's desktop;
 - Sylvia Langtree was liaising with Leigh to enable the Teams data to be downloaded into Dropbox; and
 - We have suggested that a separate laptop may assist with the transition.

Regards



Brett Langtree
Director/Principal Civil Engineer

RESOLVED – That the Secretary issue a purchase order for the Victoria Terrace site to Keita Services Pty Ltd.

That the Trust Engineer be authorised to engage Rhino Dive to undertake an underwater inspection of the site (including measurements and photos) and provide an inspection report for their findings.

That Mr Bosworth advise Keita Services Pty Ltd not to proceed with the works at 15 River Avenue, Halifax until a confirmation is received from the landowners (re contribution for the works).
(Cr WG Skinner and Cr AJ Lancini - carried)

E. CORRESPONDENCE –

1. EMAIL FROM LACHLAN AND PENNY THOMSON (RE SLUMP AT STONE RIVER PROPERTY)

Consideration of email received 12 April 2023 asking the Trust what contribution they could help to assist with the payment of the works completed, and also the future works required (upstream) to prevent a similar disaster.

RESOLVED – That the Trust request Mr Thomson to provide a Tax Invoice for the works to enable the Trust to determine its contribution.
(Cr AJ Lancini and Cr WG Skinner – carried)

2. EMAIL FROM TANEISHA GIRGENTI (ASSISTANT ELECTORATE OFFICER, OFFICE OF NICK DAMETTO MP)

Consideration of email received 12 April 2023 requesting confirmation of whether an inspection by the Trust's Engineer has taken place (Mrs Solari's property) and if so, what the outcomes are and future actions.

RESOLVED – That the Secretary advise Ms Girgenti that the Trust Engineer has inspected the site, and that the Trust is awaiting the design and costing of the project and will advise accordingly (on receipt of the information).
(Cr WG Skinner and Cr AJ Lancini - carried)

F. BUSINESS –

1. LAPTOP FOR SECRETARY

RESOLVED – That the Secretary purchase a laptop for HRIT.
(Cr AJ Lancini and Cr WG Skinner - carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 10 May 2023:

| Payee | Amount (\$) | Details |
|---------------------------------|-------------|---|
| Mr RA Bosworth | 239.40 | Meeting 30/3 |
| Cr WG Skinner | 150.00 | Meeting 30/3 |
| Cr AJ Lancini | 150.00 | Meeting 30/3 |
| Ms CA Coppo | 150.00 | Meeting 30/3 |
| Ms LF Carr | 1 230.00 | April wages – administration and accounting |
| Ms LF Carr | 129.15 | Super guarantee |
| JT Smith and Associates Pty Ltd | 2 464.00 | RPEQ certified report, worksheet and comprehensive valuation of assets, 5 years to 2019 |
| Keita Services Pty Ltd | 2 530.00 | Clean bank/lay pipes for new monitoring system (Catherina Creek) |
| Langtree Consulting Engineers | 4 970.72 | Engineering services for March and April 2023 |
| L Rosadi | 2 625.00 | Mowing for March and April 2023 |
| Venant Solutions | 11 880.00 | Sedimentation investigation (50% complete) |
| JK's Deli | 95.50 | Pd 30/3 |
| QAO | 4 730.00 | Audit fees |
| HSC | 281.85 | State Emergency and Waste Management Levy (x 3) |

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

H. CONCLUSION – The meeting concluded at 12.10 pm with the next meeting scheduled for Thursday, 1 June 2023 at 9.00 am, Council Chambers.

| Action Item | Assigned to | Deadline |
|---|-------------|----------|
| Issue a purchase order for the Victoria Terrace site to Keita Services Pty Ltd | Leigh | 1 June |
| Engage Rhino Dive to undertake an underwater inspection of the site (Marine Cove Mooring) | Brett | 1 June |
| Advise Keita Services Pty Ltd not to proceed with the works at 15 River Avenue, Halifax | Arthur | 1 June |
| Request Mr Thomson to provide a Tax Invoice | Members | 1 June |
| Advise Ms Girgenti that the Trust Engineer has inspected the site, and that the Trust is awaiting the design and costing of the project and will advise accordingly (Mrs Solari's property) | Leigh | 1 June |
| Purchase a laptop | Leigh | 1 June |

Mr RA Bosworth
Trust Chair