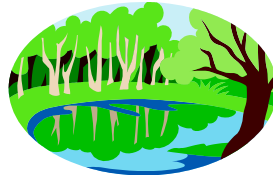


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 30th March 2023
at 9.00 am***



A. IN ATTENDANCE – Mr RA Bosworth (Member), Cr AJ Lancini (Member), Cr WG Skinner (Member), Ms CA Coppo (Member), Ms LF Carr (Secretary) and Mr Brett Langtree (Trust Engineer).

B. APOLOGIES – No apologies.

C. MINUTES - Confirmation of Minutes of the General Meeting held on 2 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 an update of works for the month of March.

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

1. Attended the March HRIT meeting on 2nd March 2023.
2. Attended the April HRIT meeting on 30th March 2023.
3. Marine Cove Mooring, Dungeness: Rock Wall Damage:
 - BL inspected the site with Mr Keith Castorina and Mr Arthur Bosworth on 2nd March 2023;
 - Mr Castorina provided BL with drawings, photos and showed video of the tide movement at the site. Mr Castorina advised that a company called Rhino Dive had previously undertaken an underwater inspection of the rock wall toe. BL requested for Mr Castorina to provide their details to him;
 - Mr Castorina provided the details of Rhino Dive to BL on 7th March 2023;
 - A scope of works was developed to:
 - Rhino Dive to undertake an underwater inspection of the site including measurements and photos;
 - Rhino Dive provide an inspection report for their findings;
 - Based on this report, either the rock wall toe will need to be repaired

first or/and then additional dumped rock will be placed on the rock wall.

- BL requested a quote from Rhino Dive on 29th March 2023.
4. Sink Holes adjacent to Victoria Terrace, Halifax:
- BL inspected the site with Cr Andrew Lancini on 9th March 2023;
 - A scope of works was developed to:
 - Strip the existing grass and topsoil from the sunken area;
 - Fill the sink hole with general fill material; and
 - Reinstall the topsoil to the disturbed areas.
 - BL requested Keita Services to inspect the site and to provide a Quote for this Scope of Works;
 - Keita Services Quotation received on 27th March 2023 to the value of \$440 + GST (\$484 in total); and
 - Quotation was issued to HRIT on 27th March 2023.
5. 15 River Avenue, Halifax: Sink Hole where Trees were buried:
- BL inspected the site with Mrs Jenny Genrich on 15th March 2023;
 - A scope of works was developed to:
 - Strip the existing grass and topsoil from the sunken area;
 - Fill the sink hole with general fill material; and
 - Reinstall the topsoil to the disturbed areas.
 - BL requested Keita Services to inspect the site and to provide a Quote for this Scope of Works;
 - Keita Services Quotation received on 27th March 2023 to the value of \$560 + GST (\$616 in total); and
 - Quotation was issued to HRIT on 27th March 2023.
6. Frances/Cattle Creeks' Study:
- BL sought advice from Terra Solutions regarding the Environmental Constraints on the proposed weir wall location as per last month's meeting;
 - Terra Solutions provided their advice on 8th March 2023;
 - This information was issued to HRIT on 8th March 2023.
7. Locky Thomson Site: Stoney Creek Bank Protection Works:
- BL inspected the site on 9th March 2023 with Mr Brodie Romano;
 - A scope of works was developed to:
 - Remove the damaged tress in the middle of the creek;
 - Strip the existing grass and topsoil from the damaged area of approximately 30m;
 - Installation of a toe wall using nominal 1.0m diameter rock;
 - The placement of dumped rock on the batter approximately 600mm to 800mm thick depending on the rock diameter size;
 - The rock wall was requested to be keyed into the earth batter and to be returned back into the earth batter to prevent further erosion;
 - To install a rock groin approximately 2m wide by 2m long at the upstream end of the works to try and push water away from the protection works; and
 - Reinstall the topsoil to the disturbed Areas.
 - BL to complete the Inspection Reports including the photos taken.
 - Site was reinspected on 30th March 2023.

8. Timrith Bank Stabilisation Site:
 - Scope of Works to still be prepared by BL.
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;
 - Sylvia Langtree was liaising with HRIT to enable the Teams data to be downloaded into Dropbox.

Regards



Brett Langtree
Director/Principal Civil Engineer.

RESOLVED – That the Secretary communicate with Mr and Mrs Genrich to advise that the policy of the Trust is that adjacent landowners are required to contribute 50% of the cost of the works quoted.

That the Trust Engineer communicate with Mr Thomson to advise that the Trust is prepared to make a contribution towards the cost of the works completed under the Trust's AWP 22/23 (Emergent Works) and that no other works is supported by the Trust at this stage.

That the Trust Engineer develop preliminary investigations scope of works (for Timrith) and request the required quotes from the suitably qualified professionals.

That the IT Set-up is being progressed.
(Ms CA Coppo and Cr AJ Lancini - carried)

E. CORRESPONDENCE –

1. PHONE CALL FROM KAREN PERRY (ASSISTANT ELECTORATE OFFICER, OFFICE OF NICK DAMETTO MP)

Consideration of call received 8 March 2023 regarding Mrs Nita Solari's riverbank erosion on her property at 121 Gairloch Road, Foresthome.
Mrs Solari would like an inspection of the site by the Trust.

RESOLVED – That the Trust Engineer do an inspection of the site and provide a report to the Trust.
(Cr WG Skinner and Ms CA Coppo - carried)

F. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 30 March 2023:

Payee	Amount (\$)	Details
Mr RA Bosworth	434.40	Meeting 2/3
Cr WG Skinner	300.00	Meeting 2/3
Cr AJ Lancini	300.00	Meeting 2/3
Ms LF Carr	710.00	March wages – administration and accounting
Ms LF Carr	74.55	Super guarantee
Australia Post	153.00	PO Box renewal
Lahtinen Electrical	10 406.00	Progress payment #2 River gates control Catherina Creek
Ms LF Carr	72.00	Reimburse JK's Deli Pd 2/3
Ergon	144.62	Electricity floodgates

RESOLVED – That the accounts be passed for payment.

(Cr AJ Lancini and Cr WG Skinner - carried)

- G. CONCLUSION** – The meeting concluded at 12.30 pm with the next meeting scheduled for Wednesday, 10 May 2023 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Communicate with Mr and Mrs Genrich to advise that the policy of the Trust is that adjacent landowners are required to contribute 50% of the cost of the works quoted.	Leigh	10 May
Communicate with Mr Thomson to advise that the Trust is prepared to make a contribution towards the cost of the works completed under the Trust's AWP 22/23 (Emergent Works) and that no other works is supported by the Trust at this stage.	Brett	10 May
Develop preliminary investigations scope of works (for Timrith) and request the required quotes from the suitably qualified professionals.	Brett	10 May
Do an inspection of the site and provide a report to the Trust (Mrs Solari).	Brett	10 May

Mr RA Bosworth
Trust Chair