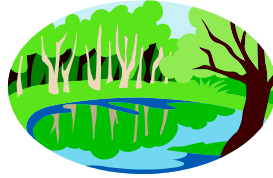


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 6th July 2023
at 9.00 am***



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

B. APOLOGIES – Cr AJ Lancini (Member).

C. MINUTES - Confirmation of Minutes of the General Meeting held on 1 June 2023.

RESOLVED – That the Minutes be approved.
(Ms CA Coppo and Cr WG Skinner - carried)

D. WORKS REPORT – The Trust Engineer, Mr Brett Langtree, provided an update of works for the month of June.

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

1. Attended the June HRIT Meeting on 1st June 2023.
2. Marine Cove Mooring, Dungeness: Rock Wall damage
 - Rhino Dive to undertake an underwater inspection of the site (including measurements and photos) and provide an inspection report for their findings on Friday 7th July 2023 at 10am.
 - Mr Keith Castorina is going to meet Mr Ryan Kelly from Rhino Dive on Friday morning and assist with the investigation.
3. Sink Holes Adjacent to Victoria Terrace, Halifax
 - Keita Services have not completed the works yet due to recent rains however, they are due to start next week.
4. 15 River Avenue, Halifax: Sink Hole Where Trees were buried
 - BL requested Keita Services to revise their quote to include the supply of the material only, based on the landowner installing the material themselves.
 - BL awaiting Keita Services revised quotation.

5. Frances/Cattle Creeks' Study

- Dr Mark Jempson's (Venant Solutions) draft report was issued to the HRIT on 14th June 2023.
- The report states that:
 - The evidence presented in the report all supports a view that the creek at the rail crossing is subject to periods of fluctuating bed levels over time scales of decades.
 - Sediment accumulations at the rail crossing have occurred in recent decades as the result of the interactions of natural process of sediment movement and human influences on sediment production.
 - It is likely that the period of pronounced sediment accumulation at the rail bridge is ending. That is not to say that sedimentation will cease to be a problem at this location, but it is unlikely that rates of sedimentation will increase in the near future.
 - The preferred option to investigate further is to extract sediment from Frances Creek upstream but near to the rail bridge. Extracted material would then be transported off the floodplain, possibly to the quarry area at the western end of Penna's Road.

6. Solari's Property

- The site inspection was undertaken on 30th March. There are in the order of seven (7) damaged sections along the Herbert riverbank.
- Photos are attached in the drop box link below:
https://www.dropbox.com/sh/o5wpwmw5l2pi2e9/AAC_6lrCgHmq5y3oa1QUY1nla?dl=0
- Scope of Works for the rehabilitation project is proposed to be:
 - All loose vegetation, rubbish, soil and sand to be removed back to cohesive soils at a batter slope that ties into the existing slope of the bank.
 - Install a gabion wall at the top of the batter where the property boundary has started to become undermined.
 - Create a flat sand bed under the location of the proposed rock toe and install very large rock (i.e., rock in the vicinity of 1m diameter) at the toe.
 - Install rock in the order of 600mm diameter onto the batter slopes such that the batter rock interlocks and forms a stable batter all the way from the toe to the gabion wall at the top of the batter.
- It is estimated that the cost of these works is in the order of \$110K + GST for the Construction Works, Supervision and Contract Administration.

7. Timrith Bank Stabilisation Site

- Scope of Works for the rehabilitation project is proposed to be:
 - Undertake a geotechnical investigation and detailed survey of the existing site.
 - Undertake a detailed design and Bill of Quantities (BOQ).
 - Undertake a tender for a suitable contractor to complete the works and prepare contract documents upon the award of the works.
 - All loose vegetation, soil and sand to be removed back to cohesive soils at a batter slope and benches (say three benches if possible) that will allow the existing road/power poles to be retained.
 - Create a flat sand bed under the location of the proposed rock toe and install very large rock (i.e., rock in the vicinity of 3m diameter) at the toe.
 - Install rock in the order of 600mm diameter onto the batter slopes such that the batter rock interlocks and forms a stable batter all the way from the toe to the top of the batter.
 - Hydro mulch the benches.
- It is estimated that the cost of these works is in the order of \$2.5M + GST broken down as follows:
 - Site Investigation works including the Geotechnical Investigation and Detailed Survey: \$150K.
 - Detailed Design: \$150K.
 - Construction Works, Supervision and Contract Administration: \$2.2M.

8. Halifax Levee Project (to be undertaken by Keita Services)

- Keita Services have not completed the works yet due to recent rains however, they are due to start next week.

9. DRF Grant Applications decision made on 7th June 2023:

- Reprofiling of Castorina Island approved to the value of \$510K (50-50 cost share, \$255K each);
- Ripple Creek was not approved;
- Denney Street Rock wall Emergent Works HSC was not approved; and
- Herbert River Hydrological Study Dungeness HSC was not approved.

Regards



Brett Langtree
Director/Principal Civil Engineer

RESOLVED – That the Secretary communicate with the office of Mr Nick Dametto MP to advise the estimated cost of the works are in the order of \$110K + GST and enquire about possible state funding opportunities (Solari's property).

That the Secretary communicate with the office of Mr Nick Dametto MP to advise the scope of works and estimated cost for the Timrith Bank Stabilisation Site.
(Ms CA Coppo and Cr WG Skinner - carried)

E. CORRESPONDENCE –

1. EMAIL FROM MR NORMAN CRASWELL (SCRT)

Consideration of email received 6 June 2023, attaching Attachment B: RIT project reporting 2023-24. The Form B is for submitting the Trust's Annual Works Program for 2023-24 and is to be submitted as soon as possible.

RESOLVED – That the AWP be finalised and submitted to SCRT.
(Cr WG Skinner and Ms CA Coppo - carried)

2. EMAIL FROM DR MARK JEMPSON (VENANT SOLUTIONS)

Consideration of email received 14 June 2023, attaching a draft report for the Trust's review. If there are comments on the report, a consolidated response from the Trust would be appreciated.

RESOLVED – That a consolidated response from the Trust be compiled by the Trust Engineer and forwarded to Dr Jempson.
(Ms CA Coppo and Cr WG Skinner - carried)

3. EMAIL FROM ROSE MCGOVERN (SECRETARY, CAIRNS RIT)

Consideration of email received 19 June 2023, attaching Date Claimer for the State Conference, which is to be held at the Cairns Hilton, 1-3 November 2023.

RESOLVED – That the email be noted.
(Cr WG Skinner and Ms CA Coppo - carried)

F. BUSINESS –

1. CATHERINA CREEK FLOOD GATES SIM CARD

RESOLVED – That Cr Skinner arrange to meet with Mr David Dillon on site at Catherina Creek for all Trust members and the Trust Engineer.
(Cr WG Skinner and Ms CA Coppo - carried)

2. LA AND PA THOMSON WORKS

RESOLVED – That a payment of \$28 792.22 be made for repairs to the banks of the Stone River, completed under the supervision of the Trust Engineer, from the Trust's Emergent Works funding.
(Cr WG Skinner and Ms CA Coppo - carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 6 July 2023:

Payee	Amount (\$)	Details
Mr RA Bosworth	239.40	Meeting 1/6
Cr WG Skinner	150.00	Meeting 1/6
Cr AJ Lancini	150.00	Meeting 1/6
Ms CA Coppo	150.00	Meeting 1/6
Ms LF Carr	940.00	June wages – administration and accounting
Ms LF Carr	103.40	Super guarantee
L Rosadi	825.00	Mowing of Halifax levee (June)
LGM	19 751.35	Insurance
Venant Solutions	11 880.00	Sedimentation investigation
Ms LF Carr	108.00	Reimburse JK's - HRIT function
Ergon	162.25	Flood gates

RESOLVED – That the accounts be passed for payment and that the Secretary investigate the possibility of engaging an insurance broker.
(Cr WG Skinner and Ms CA Coppo - carried)

H. CONCLUSION – The meeting concluded at 12.20 pm with the next meeting scheduled for Thursday, 10 August 2023 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Communicate with the office of Mr Nick Dametto MP to advise the estimated cost of the works (Solari's property)	Leigh	10 August
Communicate with the office of Mr Nick Dametto MP to advise the scope of works and estimated cost (Timrith Bank Stabilisation Site)	Leigh	10 August
AWP be finalised and submitted to SCRT	Members	10 August
Consolidated response from the Trust be compiled and forwarded to Dr Jempson	Brett	10 August
Arrange to meet with Mr David Dillon on site at Catherina Creek for all Trust members and the Trust Engineer	Wallis	10 August
Investigate the possibility of engaging an insurance broker	Leigh	10 August

Mr RA Bosworth
Trust Chair