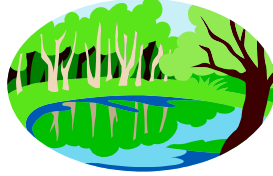


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

***Thursday 2nd October 2025
at 9.00 am***



A. IN ATTENDANCE – Mr WG Skinner (Member), Mr RA Bosworth (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 – No apologies.

C. MINUTES - Confirmation of Minutes of the General Meeting held on 4 September 2025.

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

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

1. Meeting with Mr Nick Dametto MP and Hinchinbrook Shire Council (HSC) - connect session
 - Connect session with HSC on 23rd September 2025; and
 - Meeting with Mr Dametto MP on 26th September 2025.
2. 2025 Flood Damage
 - QRA REPA submission lodged with QRA on 23rd September 2025. Langtrees have confirmed with Mr James Chan that the submission was received and he does not require any additional information at this point in time;
 - 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 8th October 2025;
 - Cr Carr has obtained a Letter of Support from HSC; and
 - Langtrees are currently completing the submission. Additional information on seven (7) sites has been requested.
3. Hinchinbrook Drainage Advisory Group
 - Langtrees have updated the HRIT GIS data to include a new layer, “Herbert Canegrowers Drainage and Waterways Areas of Concern”; and
 - Day rate received for vegetation removal and mulching within the water course was estimated at \$5,400 + GST/day.
4. Lower Herbert Water Management Authority (LHWMA) Memorandum of Understanding (MOU)
 - Langtrees have prepared a draft MOU for the Trusts consideration.

5. Reprofiling of Castorina Island

- Ms Tania Olsen has provided SARA with additional information - that the Trust has been maintaining Castorinas Island since the mid 1980's;
- QRA (Mr James Chan) are looking for this advice in writing;
- Monthly report for September was submitted to QRA on 11th September 2025; and
- Next monthly report is due by the 14th of October 2025.

6. V and A Monzeglio, 18 Catasti's Road, Bambaroo (QRIDA)

- Langtrees provided a QRIDA letter to the Trust Secretary.

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

- Langtrees provided a QRIDA letter to the Trust Secretary.

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

- Langtrees provided a QRIDA letter to the Trust Secretary.

9. Mr R Boscato - Farm 37A, Stone River, Upper Stone, Ingham (QRIDA)

- Langtrees provided a QRIDA letter to the Trust Secretary.

Regards



Mr Brett Langtree

Director/Principal Civil Engineer

RESOLVED – That the Trust Engineer prepare a Scope of Works once a required template has been provided by the Hinchinbrook Drainage Advisory Group for the proposed Alligator Ponds vegetation management and flood mitigation works.

That Trust members review the draft proposal MOU for Joint Instream Maintenance work with the LHWMA, and provide feedback to the Trust Secretary by Thursday, 6 November 2025.

(Ms TL Olsen and Cr KS Milton - carried)

E. CORRESPONDENCE – No correspondence.

F. BUSINESS –

1. UPCOMING APPOINTMENT PROCESS

RESOLVED – That Trust members are seeking suitable candidates and that the Trust Secretary place an advertisement in the Hinchinbrook Life and on Council's website for the community representative position(s).

(Mr RA Bosworth and Cr AD Carr - carried)

2. MR WAYNE GILES – 86 EDDLESTON DRIVE, CORDELIA

Mr Giles contacted Cr Carr regarding a large tree which he would like removed.

RESOLVED – That Ms Olsen assist the Secretary to draft a letter to Mr Giles regarding the removal of the tree.

(Mr RA Bosworth and Ms TL Olsen – carried)

3. PRE-APPLY TO SCRT FOR AWP WORKS FUNDING

RESOLVED – That the Trust Engineer and Ms Olsen aim to complete the Attachment B: 2025-26 RIT project reporting (Project Plans) by 4 December 2025.
(Cr KS Milton and Cr AD Carr – carried)

4. REGULATORY REQUIREMENTS

RESOLVED – That the Trust Secretary is in the process of completing the 2023/2024 Annual Report and Audit Financials 2024/25.
(Ms TL Olsen and Mr RA Bosworth - carried)

G. FINANCIAL BUSINESS –

1. Seeking approval for payment of the following accounts as of 2 October 2025:

Payee	Amount (\$)	Details
Mr RA Bosworth	194.40	Meeting 4/9
Mr WG Skinner	208.32	Meeting 4/9
Cr AD Carr	172.20	Meeting 4/9
Cr KS Milton	172.20	Meeting 4/9
Ms LF Carr	770.00	Administration and accounting September
Ms LF Carr	92.40	Super guarantee September
Langtree Consulting Engineers	13 779.59	Services September
L Rosadi	1 012.50	Mowing levee September
JK's Deli	118.99	HRIT function Pd 4/9
Mr WG Skinner	1 870.80	2025 Flood – Additional work time Pd 1/10
Cr KS Milton	1 107.72	2025 Flood – Additional work time Pd 1/10
Cr AD Carr	1 244.10	2025 Flood – Additional work time Pd 1/10
Mr RA Bosworth	396.20	2025 Flood – Additional work time Pd 1/10
Alfresco Cafe	18.70	Meeting with Mr Nick Dametto MP Pd 24/9
WorkCover Qld	210.00	Insurance
Webjet	759.08	Air fares State Conference/AGM Pd 19/9
Mr WG Skinner	1 391.76	Reimburse Air fares State Conference/AGM

RESOLVED – That the accounts be passed for payment.
(Cr AD Carr and Ms KS Milton - carried)

H. CONCLUSION – The meeting concluded at 1.00 pm with the next meeting scheduled for Thursday, 6 November 2025 at 9.00 am, Council Chambers.

Action Item	Assigned to	Deadline
Prepare a Scope of Works once a required template has been provided by the Hinchinbrook Drainage Advisory Group for the proposed Alligator Ponds vegetation management and flood mitigation works	Brett	6 November
Review the draft proposal MOU for Joint Instream Maintenance work with the LHWMA, and provide feedback to the Trust Secretary	Members	6 November
Place an advertisement in the Hinchinbrook Life and on Council's website for the community representative position(s)	Leigh	6 November
Draft a letter to Mr Giles regarding the removal of the tree	Leigh and Tania	6 November
Complete the Attachment B: 2025-26 RIT project reporting (Project Plans)	Brett and Tania	4 December

Mr Wallis G Skinner
Trust Chair