

HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

THURSDAY 8 MAY 2014
AT 9.30 AM



- A. ATTENDANCE – Present were Mr RA Bosworth (Chairperson), Cr DG Carr (Member), Cr WG Skinner (Member), Mr KT Phillips (Member), GB Accornero (Member), Mr CJ Gray (Acting Trust Engineer) and Mr Steve Hall (Trust Works Manager).

Also present when the meeting commenced were Dave Tombs (Executive Manager Corporate Services) and Merrilyn Cox (Financial Accountant).

- B. APOLOGY – An apology for non-attendance was received from Ms LE Mash (Trust Secretary).

- C. MINUTES – Confirmation of the Minutes of the General Meeting held on 10 April 2014.

Resolved – That the Minutes of the General Meeting held on 10 April 2014 be approved.
(Mr Accornero and Cr Skinner - Carried)

- D. ACCOUNTS FOR PAYMENT AND STATEMENT OF RECEIPTS AND DISBURSEMENTS -

1. The Secretary submitted accounts for payment as hereunder and statement of receipts and disbursements for the period up to 8 May 2014:-

<u>General Fund</u> -	EFT	\$11,480.69
		<u>\$11,480.69</u>

Discussions ensued regarding the letter from QAO (Item F.5) and letter from DNRM (Item F.6) regarding preparation of drafting a Non Current Asset Policy which is a requirement under the Audit requirements.

Resolved – That payment of accounts as submitted be approved and the statement of receipts and disbursements be received and noted.

That Acting Trust Engineer and Executive Manager Corporate Services work together to draft a Non Current Asset Policy to be circulated to Trust Members electronically for comment with the Policy to be formally adopted at the June 2014 Trust Meeting.
(Cr Carr and Mr Accornero - Carried)

Dave Tombs (Executive Manager Corporate Services) and Merrilyn Cox (Financial Accountant) left the meeting.

E. WORKS REPORT –

Consideration of Trust Engineer's April 2014 report of works performed to date and activities in progress.

Discussions ensued regarding the large number of works requests for riverbank damage that have come in since TC Ita, which under the current determination will not qualify for funding and whether the Trust Members will perform these inspections. Suggestion was made regarding holding a Public Meeting to inform residents of the current situation.

Trust Members discussed the request from DNRM for a list of projects for proposed funding (Item F.8) as outlined in earlier emails is as follows:

1. Gowrie Ck debris removal \$80,000
2. Ripple Ck debris removal \$100,000
3. Palm Ck debris removal \$20,000
4. Trebonne Creek adjacent to Orient Road / Pinnacle Hill Road debris removal \$80,000
5. Lagoon Ck debris removal \$20,000
6. Log Creek debris removal \$20,000
7. Boundary Creek debris removal \$15,000
8. Lannercost Ck debris removal \$10,000
9. Cattle Ck debris removal \$15,000

Resolved – That the Report be received and noted.
(Cr Skinner and Mr Phillips – Carried)

F. BUSINESS

1. HALIFAX LEVEE
Consideration of repairs required for Halifax Levee.

Resolved – That the Trust authorise the Acting Trust Engineer to arrange survey work of the Halifax Levee to identify areas of the levee that overtopped during the TC Ita event.
(Mr Accornero and Cr Carr - Carried)

The meeting adjourned at 10.35am for morning tea and resumed at 10.50am.

G. CORRESPONDENCE –

- 1 DEPARTMENT OF NATURAL RESOURCES AND MINES
Consideration of correspondence dated 3 April 2014 advising that the Department are reviewing the *Water Act 2000* ("the Act") to enable strategic reform of how water is managed in Queensland. Further that the Queensland Government will introduce the Levees Regulation in May 2014 to provide a more consultative and catchment based approach. The necessity for authorising embankments will be managed by local governments in future through the new Levees Regulation. The new framework means that the construction of a new levee bank or the modification of an existing one will be an 'assessable development' under the Sustainable Planning Act 2009.

No new applications for Drainage and Embankment licences will be processed by the Department from the introduction of the Levee Regulation, in May 2014 to the repealing of that part of the Water Regulation 2002, in November 2014. (101/0002)

Resolved – That the correspondence be received and noted.
(Cr Carr and Cr Skinner – Carried)

2. STATE COUNCIL OF RIVER TRUSTS QUEENSLAND

Consideration of correspondence dated 5 April 2014 advising the State Council received an amendment to the Grant Agreement increasing Grant Funds for the 2013/2014 Financial year to \$600,000. Therefore re-worked grant funds available to HRIT for 2013/2014 are \$40,000 and requesting the trust increase its program for the next 4 years so that all funds can be distributed each year. (102/0001)

Resolved – That the Annual Works Program be amended to reflect this increase.
(Mr Phillips and Cr Accornero – Carried)

3. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 15 April 2014 advising that due to Tropical Cyclone Ita and the associated rainfall and flooding 11-14 April 2014 the Hon Jack Dempsey MP activated the Commonwealth/ State Natural Disaster Relief and Recovery Arrangements.

NDRRA Relief Measures that have been activated are:

- Category A Counter Disaster operations
- Category B Restoration of Essential Public Assets

Inviting the Trust to provide the Department with submissions for restoration of essential public assets as per the Commonwealth Natural Disaster Relief and Recovery Arrangements Determinations 2012 and the Queensland Disaster Relief and Recovery Arrangements Guidelines 2013.

Requesting that Trusts report initial estimates of damages to eligible essential public assets as soon as possible to provide government with a magnitude of damage. Advising that a formal application for assistance under the NDRRA arrangements must be made and where approved, completed and acquitted within 24 months after the end to the financial year in which the relevant disaster occurred. (103/0030)

Resolved – That the advice be received and noted and initial estimates of damages to eligible essential public assets be submitted to the Department as soon as possible.
(Cr Skinner and Cr Carr – Carried)

4. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 15 April 2014 seeking the Trusts views and or requirements in relation to an Application for Renewal or possible Conversion to Freehold tenure of Special Lease 24/47493 described as Lot 93 on CWL1580. (101/0004)

Resolved – That the Trust advise that it does not have any views and or requirements in relation to the Application for Renewal or possible Conversion to Freehold tenure of Special Lease 24/47493.

(Mr Accornero and Mr Phillips – Carried)

5. QUEENSLAND AUDIT OFFICE

Consideration of correspondence dated 17 April 2014 advising that the Auditor-General has assigned Mr Nick George the responsibility of conducting the 2013-2014 audit assisted by an audit team of Mr Joe Rapisardi (Team Leader) and Ben Leung.

In 2012-2013 the Trust received an exemption from complying with the requirements of sections 23 (asset management) and 43(1) (annual financial statements) of the Financial and Performance Management Standard 2009, allowing the Trust to prepare special purpose financial statements. The Trust has not received such exemption for 2013-2014, hence will be required to prepare general purpose financial statements for the first time.

In order for the Queensland Audit Office to complete the audit of the financial report of the Trust by the statutory timeframes, requesting that the following be provided to QAO no later than Thursday 31 July 2014:

- Documentation as requested in Attachment A
- Final draft financial report and signed management certificate
- Signed management representation letter
- Responses to any bank or solicitor representation letters sent out.

Resolved – That the correspondence be received and noted and the required information be prepared and provided to the Queensland Audit Office by 31 July 2014.
(Mr Phillips and Cr Carr – Carried)

6. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 5 May 2014 advising that all trusts were required for their 2012/2013 annual reports to comply with general purpose accounting and the Financial Performance Management Standard, which required considerable effort and expense particularly with complying with the NCAPs. Further advising that the Department has recently approved that trusts receive funding grants to assist with the extra costs that trusts have incurred in dealing with and complying with the NCAPs and enclosing a draft invoice to the value of \$11,000 (inc. GST) for the Trust to complete, sign and return to the Department for payment. (102/0001)

Resolved – That the invoice be raised and forwarded to the Department of Natural Resources and Mines for payment.
(Cr Skinner and Mr Accornero – Carried)

7. STEPHEN GRAHAM

Consideration of correspondence dated 22 April 2014 expressing his concern regarding imminent levee bank construction on properties to the North East of his property at 64 Eddleston Drive, Cordelia.

Advising that the owner of 72 Eddleston Drive, Cordelia has constructed a levee at the rear of his property and to the 2 blocks to the north east that he also owns. On 12 April 2014 flood water rushed around the end of the levee and eroded the earth from under his house and also created a faster current through neighbouring property to the South West causing erosion.

Free fill material is being offered to the owners of properties of Lots 93, 94 and 95 on CWL611 to construct a levee behind these properties. An earthmover has surveyed the river bank and claims that no permit is required for these works, provided they are completed before the laws change in May 2014.

Mr Graham objects to the levee proposal and is seeking intervention to the construction of the proposed levee. (103/0001)

Resolved – That the Trust advise Mr Graham that as of 14 May 2014 all levees will become assessable development under a State Planning Instrument and the regulatory authority will then be Hinchinbrook Shire Council.
(Cr Carr and Cr Skinner – Carried)

8. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 29 April 2014 requesting the six North Queensland river improvement trusts to assemble details of projects regarded as high priority up to the value of approximately \$120,000 per trust. Existing planned works may be considered, however the concept is to add to the existing or planned works already approved for the 2013-2014 financial year and the target project/s should be able to primarily address improving water quality.

At this stage the Department requires sufficient project information to gain a clear understanding of the project scope, relevance and priority. Once bids are in the Department will liaise with the State Council of River Trusts in assessing the projects and then provide funding approval on a project and Trust basis to carry out the approved projects. Responses must be provided to the Department by close of business Friday 9 May 2014. (101/0002)

Resolved – That the Acting Trust Engineer be authorised to submit the following prioritised estimates for projects for potential funding. The Department have indicated that further funding may become available and the Trust wish to submit these projects on that basis:

1. Gowrie Ck debris removal \$80,000
 2. Ripple Ck debris removal \$100,000
 3. Palm Ck debris removal \$20,000
 4. Trebonne Creek adjacent to Orient Road / Pinnacle Hill Road debris removal \$80,000
 5. Lagoon Ck debris removal \$20,000
 6. Log Creek debris removal \$20,000
 7. Boundary Creek debris removal \$15,000
 8. Lannercost Ck debris removal \$10,000
 9. Cattle Ck debris removal \$15,000
- (Mr Phillips and Mr Accornero – Carried)

9. MR COLIN GRAY

Consideration of correspondence dated 29 April 2014 accepting the Trusts offer to extend his appointment as Acting Trust Engineer until 30 June 2014 subject to the terms of his initial temporary employment. (101/0003)

Resolved – That the Trust endorse the extended appointment of the Acting Trust Engineer to 31 December 2014 as per verbal discussion held during Trust Meeting on 8 May 2014. (Cr Skinner and Cr Carr – Carried)

H. BUSINESS

1. DARYL COTTELL

Consideration of a telephone request on 17 April 2014 from Mr Daryl Cottell of 68 Eddleston Drive, Cordelia regarding a large washout in the levee bank, there is a large tree down and others about to fall concerned that this situation is very dangerous and requires urgent attention.

Resolved - That the Trust advise Mr Cottell that this work no longer qualifies under NDRRA funding and as such the Trust has no ability to address these situations. (Mr Accornero and Mr Phillips - Carried)

2. CAROLE AND JOHN RUSSO

Consideration of a request on 15 April 2014 for the Trust to perform an inspection of a wash out on a Gowrie Creek Trust asset.

Resolved – That the Trust advise Carole and John Russo that this work no longer qualifies under NDRRA funding and as such the Trust has no ability to address these situations, however the Trust will contact Terrain NRM as they may be qualified to access funding to assist under critical riparian revegetation. (Mr Phillips and Mr Accornero - Carried)

3. EXPRESSION OF INTEREST

Consideration of draft Expression of Interest for a suitably qualified person/organisation to perform the financial and administrative duties of the Herbert River Improvement Trust.

Resolved – That an advertisement be placed in the Herbert River Express on Wednesday 14 May 2014 and Saturday 17 May 2014 calling for Secretary of the Herbert River Improvement Trust.
(Cr Skinner and Cr Carr - Carried)

4. REMUNERATION

Consideration of Trust Secretary and Trust Engineer remuneration.

Resolved – That the 2014 / 2015 remuneration of the Trust Engineer be increased by Brisbane CPI as at 31 March 2014 to take affect from 30 June 2014.
(Mr Accornero and Mr Phillips - Carried)

The meeting adjourned at 12.45pm for lunch and resumed at 1.45pm

5. MEETING WITH PORT OF TOWNSVILLE

Consideration of discussions held with Port of Townsville regarding the Trust arranging a meeting with Port of Townsville.

Trust Members discussed what they would like to talk to Port of Townsville about –

- *Possibility to look at partnering with the Port of Townsville and sending sand to Townsville – Strand.*
- *Possibility of setting up a marina at Lucinda near the fishing jetty.*

Action – The Trust advise they would like to meet members of the Port of Townsville in person to discuss sand extraction and potential marina development at Lucinda.

6. SAND EXTRACTION

Discussions were held regarding extraction of sand from sand islands near the Halifax bridge.

It was agreed that the vegetation would have to be removed before sand can be extracted. Vegetation would be removed by excavator.

Keith Phillips has commenced completing the application for permits which is very involved. It is anticipated that these should be completed and lodged in the near future. This is for vegetation removal.

7. TENDERS FOR PLANT AND EQUIPMENT

Consideration of calling tenders for plant and equipment for Trust works.

Resolved – That the Trust call tenders for excavators (from 3 tonne to 30 tonne), dozers, trucks (for cartage of rock), backhoes, bobcats, loader and laser scoops. Also call for expressions of interest for supervisors, chainsaw operators, commercial chemical operators and labourers.

(Cr Carr and Mr Phillips – Carried)

8. ID CARDS

Consideration of issuing Trust Members with identification cards.

Action – That identification cards be created and issued for Trust Members.

I. CONCLUSION – The Meeting concluded at 3.00 pm.

Mr R A Bosworth
TRUST CHAIRPERSON