

HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

THURSDAY 5 JUNE 2014
AT 8.30 AM



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

Also present when the meeting commenced was Marilyn Cox (Financial Accountant).

- B. APOLOGY – An apology for non-attendance was received for D Tombs (EMCS)

Gary Accornero entered the meeting at 8.43am

Marilyn Cox (Financial Accountant) presented the Trust financial position as at May 2014.

General discussion regarding items of expenditure.

- C. MINUTES – Confirmation of the Minutes of the General Meeting held on 8 May 2014.

Resolved – That the Minutes of the General Meeting held on 8 May 2014 be approved.
(Mr Phillips and Mr Accornero - 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 5 June 2014:-

<u>General Fund -</u>	<u>EFT</u>	<u>\$13,695.63</u>
		<u>\$13,695.63</u>

Resolved – That payment of accounts as submitted be approved and the statement of receipts and disbursements be received and noted.
(Cr Skinner and Cr Carr - Carried)

Marilyn Cox (Financial Accountant) left the meeting.

E. WORKS REPORT –

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

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

Mr Phillips left the meeting at 9.18am.

F. CORRESPONDENCE –

1. SPAMPINATO FARMING

Consideration of correspondence dated 9 May 2014 advising that flooding associated with Cyclone Ita has caused erosion of approximately 8 metres in diameter and 2 meters in depth on his property on the banks of Frances Creek, Helens Hill and requesting that the Trust attend an inspection of the property with a view to repairing the damage. Also, offering use of his machinery in order to reduce costs for the works. (103/0030)

Resolved – That Spampinato Farming be advised that this work no longer qualifies under NDRRA funding and as such the Trust has no ability to address this situation at the present time.
(Mr Accornero and Cr Carr – Carried)

2. STATE COUNCIL OF RIVER TRUSTS QUEENSLAND

Consideration of correspondence dated 19 May 2014 advising that the Executive has resolved to seek expressions of interest to host this year's Annual General Meeting in October and requesting interested Trusts to reply by the end of June 2014. (104/0004)

Resolved – That the Trust express an interest in hosting the 2014 Annual General Meeting.
(Cr Skinner and Mr Accornero – Carried)

The meeting adjourned at 9.48am for morning tea and resumed at 10.00am

Steven Hall entered the meeting at 10.45am

3. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 7 May 2014 enclosing guidelines for lodgement of the next financial year's Annual Works Program (AWP) and advising the AWP approval process will be separated from the State grant process which means trusts should lodge their AWP's with the Department and a copy to the State Council of River Trusts Qld. Further advising that Trust AWP's will be dealt with and approved as they are lodged. (103/0004)

DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 28 May 2014 advising that before the end of each financial year a river improvement trust intending to carry out works in the following financial year must plan an Annual Works Program (AWP) and submit the plan to the Department of Natural Resources and Mines for approval, therefore requesting that the Trust submit its proposed 2014-2015 AWP (including completed Forms B, C and D) by 23 June 2014 and advising the Trust to ensure that all works not anticipated for completion in the current financial year are carried over into the AWP for the 2014-2015 year where necessary. (103/0004)

Mr Phillips returned to the meeting at 11.09am

Resolved – That the advice be received and noted and the Annual Works Program for the 2014/2015 financial year be submitted to the Department and the State Council of River Trusts prior to 23 June 2014.

(Mr Phillips and Cr Carr – Carried)

4. DEPARTMENT OF NATURAL RESOURCE AND MINES

Consideration of correspondence dated 22 May 2014 advising that the Department is in receipt of funding proposals from all six eligible NQ Trusts for new additional short term projects which far exceeds the funding available. Further advising that those project proposals that have identified additional funding sources will be considered more favourably and seeking any additional information by Thursday 29 May 2014.

Resolved – That the Trust endorse the actions of the Acting Trust Engineer.

(Cr Skinner and Mr Accornero – Carried)

5. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 26 May 2014 advising that Section 13 of the River Improvement Trust Act 1940 ("the Act") requires a river improvement trust ("a Trust") to prepare an annual budget which is required to be approved by the Chief Executive of the Department of Natural Resources and Mines. The date by which the Trust must submit its budget for approval is 31 August each year and Trusts are asked to submit their respective budgets as soon as practicable after 30 June 2014 to enable the approval process to be finalised as quickly as possible to allow the Trust to adopt its approved budget and continue with its operations. Also providing templates to assist in the budget preparation process for 2014-2015.

Resolved – That the Trust submit its annual budget for approval as soon as practicable after 30 June 2014.

(Mr Phillips and Cr Carr – Carried)

6. GOLDER ASSOCIATES

Consideration of Herbert River Improvement Trust Dredge Approvals Proposal dated 23 May 2014.

Resolved – That the report be received and noted and that budget allocation be made in the 2014-2015 financial year to call for expressions of interest to progress permits for sand removal if required.

(Cr Skinner and Mr Phillips – Carried)

Cr Skinner left the meeting at 11.48am

G. BUSINESS

1. HRIT ANNUAL PLANT HIRE OFFER DOCUMENT – HRIT 14/01

Consideration of Draft Annual Plant Hire Offer Document – HRIT 14/01.

Resolved – That the draft Annual Plant Hire Offer Document – HRIT 14/01 be approved subject to the inclusion of Labour Hire, Chainsaw Operator and Supervisors and an advertisement for the Offers be placed in the Hebert River Express.

(Cr Carr and Mr Accornero – Carried)

2. APPLICANTS FOR SECRETARIAT ROLE

Consideration of Applications received for the recently advertised Secretarial Vacancy.

Resolved – That Trust Members review the applications and short list applicants and a suitable time to conduct interviews of the applicants be arranged.

That the interview panel consist of the Chair, Cr Skinner, another Trust Member and Janice Micola.

(Mr Phillips and Mr Accornero – Carried)

3. 2014-2015 BUDGET AND 2013-2014 ANNUAL REPORT PREPARATION

Discussions held regarding the preparation of the 2014-2015 Budget, 2013-2014 Financial Statements and 2013-2014 Annual Report to be adopted and submitted to the Department of Natural Resources and Mines for approval.

Resolved – That the Draft Budget and Annual Report be presented to a subsequent meeting.

(Cr Carr and Mr Phillips – Carried)

That an allocation be included in the 2014-2015 Budget for Office Equipment and Permits for Vegetation Removal.

(Mr Phillips and Mr Accornero – Carried)

4. RE-HOSING OF FLOODGATES

Discussions were held regarding replacing hoses at the floodgates and the suggested

Resolved – That the Trust call for offers for the re-hosing of the floodgates and that a Trust representative take all interested parties to the site to inspect works required.

(Mr Accornero and Mr Phillips – Carried)

5. LAGOON CREEK

Consideration of removal of pest weeds from Lagoon Creek in partnership with the Lower Herbert Water Management Authority.

Resolved - That the Trust contribute \$5,000 towards removal of pest weeds and vegetation in Lagoon Creek in partnership with the Lower Herbert Water Management Authority.

(Mr Phillips and Mr Accornero – Carried)

6. MEETING WITH STATE TREASURER, HON TIM NICHOLLS MP

The Trust Chair has been invited by the Mayor to attend a meeting with the State Treasurer on Thursday 12 June 2014 in Cairns.

7. PRE-LODGEEMENT MEETING – REMOVAL OF VEGETATION PERMITS

The Department of State Development, Infrastructure and Planning require the Trust to attend a further pre-lodgement meeting in Townsville on Wednesday 11 June 2014 at 10.00am in relation to Permits for removal of vegetation from sand islands in lower Herbert River.

H. CONCLUSION – The Meeting concluded at 12.30pm.

Mr R A Bosworth
TRUST CHAIRPERSON