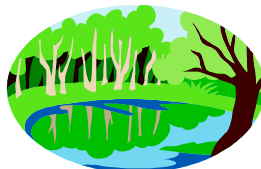


HERBERT RIVER IMPROVEMENT TRUST

GENERAL MEETING MINUTES

THURSDAY 15 NOVEMBER 2012

AT 9.00 A M



A. ATTENDANCE – Present were Mr WH Pickering (Chairperson), Cr WG Skinner (Member), Cr DG Carr (Member), Ms Leanne Mash (Trust Secretary), Mr BE Leach (Trust Engineer) and Mr S Hall (Trust Works Manager).

B. APOLOGY – An apology was received from and Michael Nash (Catchment Coordinator and Acting Terrain NRM).

C. MINUTES - Confirmation of Minutes of the General Meeting held on 4 October 2012.

Resolved – That the minutes of the General Meeting held on 4 October 2012 be approved.
(Councillor Carr and Mr Pickering - Carried)

D. WORKS REPORT –
Consideration of Trust Engineer's October 2012 report of works performed to date and activities in progress.

Pre-season checks for Halifax Levee have been carried out. Honda pumps have been serviced and returned in good order ready. Jeff Lahtinen contacted and currently servicing electric pumps. Works Manager will contact Paul Britton to carry out pre-season checks on flood gates.

Finance Manager C Trost entered the meeting at 9.15am

Contractor engaged to remove two trees impacting on River Avenue Levee next week.

Trust Engineer and Trust Chairperson met with Old Wharf Road landowners regarding washout and Chair made decision to fix it. Plans are yet to be finalised and Brad Simmonds will carry out some of the works. Chair advised that what occurred is unfortunate and landholders were positive.

No formal word has been received regarding NDRRA Assistance. Timely Preventative Works (TPW) have commenced at Log / Palm Creeks and they are 75% complete. The works behind the Ingham Kindergarten are complete and will be under estimate which will leave TPW money to divert to other ones.

Ripple Creek floodgate plot we have received quotes and suggest this work be carried out prior to next wet.

Detailed designs for Critical Water Course Riparian and Beach Recovery completed and submitted to Terrain last week / early this week. Preconstruction phase to be carried out now and scope to be pitched to the amount of money received. Will work through (kick off next week) and try to get jobs done.

Pre-season checking will commence shortly for the Automatic Lift Gates.

Halifax levee budgeted to receive up to two thirds funding but only received 10% (waiting on in excess of \$100,000) and hoping to receive two thirds of total cost.

Precept has been submitted. There is \$35,644.40 owing for the Lower Herbert Flood modelling.

Discussions need to be held with Bruce regarding landholder contributions and whom we need to refund.

No costs incurred so far on Annual Works Program. Still waiting to see if we can access funds from Terrain.

Finance Manager C Trost left the meeting at 9.40am

Resolved – That the Report be received and noted.
(Mr Pickering and Councillor Carr - Carried)

E. ACCOUNTS FOR PAYMENT -

The Secretary submitted accounts for payment as hereunder and statements of receipts and disbursements for the period up to 15 November 2012:-

<u>General Fund</u> -	EFT.....	<u>\$28,497.70</u>
		<u>\$28,497.70</u>

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

F. OFFICE OF THE QUEENSLAND OMBUDSMAN

Consideration of discussions in relation to the Ombudsman's ongoing investigations with Department of Natural Resources and Mines regarding the Trust's Cyclone Yasi NDRRA claims.

Feedback has been received that indicates that there is no ready progress on the matter.

Trust Secretary held discussions with David McIntyre of Ombudsman's office. His investigations to date have revealed there is no clear way to progress this matter. The Trust Engineer has been advised by DERM continually that when the new guidelines are released the matter will be resolved however there is still no outcome and no determination.

Resolved – That the advice be received and noted and the Ombudsman be advised of the Trust's decision to continue with the matter.
(Mr Pickering and Cr Carr - Carried)

G. CORRESPONDENCE –

1. TERRAIN NATURAL RESOURCE MANAGEMENT

Consideration of letter dated 17 September 2012 from Terrain NRM Waterways Coordinator, Mr Errol Colman forwarding draft Waterways Future Partnership Memorandum of Understanding.

Cr Skinner entered the meeting at 9.45 am

Resolved – That the latest version of the proposed governance structures for the Waterways Future Partnership be circulated to Trust Members for consideration at the next General Meeting.

(Mr Pickering and Councillor Carr - Carried)

2. STATE COUNCIL OF RIVER TRUSTS' ASSOCIATION

Consideration of correspondence dated 6 October 2012 forwarding copy of Minutes of the last Executive Meeting held on 27 October 2012 together with Discussion Paper from the Department of Natural Resources and Mines regarding the proposed amendments to the *River Improvement Trust Act*. (101/0008)

Resolved – That the advice be received and noted.

(Crs Carr and Skinner - Carried)

3. STATE COUNCIL OF RIVER TRUSTS' ASSOCIATION

Consideration of correspondence dated 24 October 2012 advising the State Council Executive has determined the distribution of grant funds for the 2012 / 2013 financial year based on each Trusts' annual works program submitted which is \$230,000 plus a carry over of \$59,811.58 from last year's grant. Grant funds available to the Herbert River Improvement Trust for 2012 / 2013 are \$24,500. (102/0001)

Resolved – That the advice be received and noted.

(Mr Pickering and Cr Skinner - Carried)

4. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 24 October 2012 advising the Director General recently approved the Trust's Annual Works Program for 2012 / 2013 and forwarding approved Annual Works Program Schedules A and B. Further advising the Department has only sought "in principle" consent and approval for the Annual Works Program and requesting the Trust to note that while the Annual Works Program has been approved, it must ensure that all necessary technical approvals are obtained prior to any works commencing. The Department will shortly finalise the State Grant Contract with the State Council of River Trusts' Association and the Association Secretary will contact the Trust soon after regarding the distribution of these grant funds. (103/0004)

Resolved – That the advice be received and noted.

(Crs Carr and Skinner - Carried)

5. DEPARTMENT OF NATURAL RESOURCES AND MINES

Consideration of correspondence dated 25 October 2012 advising the Department has been working with Queensland Treasury and Trade and the Queensland Audit Office to develop guidelines to assist the Trust to meet its obligations under the *Financial Accountability Act 2009*. Until recently all Trusts were exempted by the Treasurer from complying with certain provisions of the Financial and Performance Management Standard 2009 (FPMS) and these exemptions now no longer apply to Trusts meaning that full compliance must be achieved for 2012 / 2013 and beyond. The most relevant provisions of the FPMS are categorised as "governance" and of these governance obligations, those relating to "asset management" have been identified as requiring special attention, particularly in relation to the achievement of consistency in Trusts' reporting to the Queensland Audit Office. Forwarding copy of *Guidelines for Compliance – Finance and Performance Management Standard 2009 - section 23: Asset Management*. (104/0001)

Resolved – That the advice be received and noted.
(Crs Skinner and Carr - Carried)

Terrain NRM, Jacqui Richards entered the meeting at 10.00 am

H. SESSION WITH HERBERT RIVER CATCHMENT COORDINATING COMMITTEE

Consideration of discussions held with Terrain NRM, Jacqui Richards regarding proposed Catchment group activities for which support by the Trust would be welcomed.

The Trust noted Michael Nash's apology.

The Trust noted that Terrain MRM are lodging an Expression of Interest with the Bio-Diversity Fund for Palm Creek. It is the first Federal grant targeted at northern Australia. Mungalla has a 1.4m bund wall and will be removing it this time next year to let saltwater in for Hymenachne and seek the Trust to participate as a project partner in this proposal.

There is a slew gate at Victoria Mill to reinstate natural flows there which is a good fish passage for Barramundi up the creek.

Should Terrain be successful with its EOI they will then approach all landholders from Mungalla back to Sucrogen dam wall.

DERM are going to be submitting a Cattle Creek application through Catchment Group also.

It was noted that the Trust is not directly involved with this application.

Resolved - That the discussions be noted.
(Crs Skinner and Carr - Carried)

Terrain NRM, Jacqui Richards left the meeting at 10.25am

The meeting adjourned at 10.25am for morning tea

I. FURTHER MODELLING FOR LOWER HERBERT –

The Trust returned to the Work's Engineer's Report Item for further modelling for Lower Herbert (risk analysis for Halifax Levee).

Working on estimate for Herbert Flood Investigations. Estimate of works at Halifax Washaway is \$15,000. Both are about \$15,000 + \$5,000 every time BMT WBM come up (\$25,000 all up). The issue is the levee was designed for a 1 in a 100 year flood but it is now overtopping. Main issue is we need to do this analysis then it will come up with something but we may not be able to do it, we may have to take it away but that may change the current balance. We wouldn't do that until we've done another analysis though. We would then do a study to disbenefit other people on the river and it may be that we need additional shoots. If the slope has changed it might require we have to put in another spillway, it will reduce the benefitted area of the levee. The flood grade has changed and it proves there is a lot of leveeing occurring upstream ie levee growth upstream makes more flood water for Halifax.

Level of protection is about 1 year – has been overtopping and concern is that it could overtop again and cause failure – need to do analysis to reduce risk ensure there is no damage to property or lives –

Option could be to increase spillway – even if we wanted to raise levee we have to do a risk analysis

Resolved – That the Trust proceed with additional modelling studies for the Lower Herbert.
(Mr Pickering and Cr Carr - Carried)

J. CORRESPONDENCE –

1. ONSITE MEETING – 13 RIVER AVENUE HALIFAX

Consideration of Record of Inspection carried out on 16 October 2012 of property at 13 River Avenue, Halifax (James Stebbings) regarding Halifax Levee, fence on Macrossan Street property, and side entry pit at River Avenue frontage.

Consideration was also given to correspondence forwarded to Mr James Stebbings from Hinchinbrook Shire Council regarding the inspection. (011/0002)

Concern was steepness of levee on other side – Trust Engineer agreed to make it the same as the other property.

Resolved – That the advice be received and noted.
(Crs Skinner and Carr - Carried)

2. QUEENSLAND AUDIT OFFICE

Consideration of correspondence dated 25 October 2012 returning the Trust's 2011 / 2012 special purpose financial statements which have been certified. Further advising that there are no matters to report as a result of the 2012 financial statement audit. (500/0385)

Resolved Carr and Skinner – That the advice be received and noted.
(Crs - Carried)

3. CYCLONE YASI NATURAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS – TIMELY PREVENTATIVE WORKS – LOG CREEK AND PALM CREEK

Consideration of Trust Engineer Report dated 25 October 2012 regarding awarding of tender for Timely Preventative Works for Log and Palm Creeks.

Resolved – That the Trust engage W and T Garden Bails to undertake Timely Preventative Works at Palm Creek and Log Creek (HRIT 01/11) in accordance with their 2 November 2011 tender and with direct project expenditure to be capped at \$450,000.
(Crs Carr and Skinner - Carried)

4. EMERGENCY MANAGEMENT QUEENSLAND – DEPARTMENT OF COMMUNITY SAFETY
Consideration of correspondence dated 12 October 2012 advising an assessment of the Final Report for Natural Disaster Mitigation Program – Halifax Levee Augmentation – Stage 2 has been undertaken to ensure the agreed outcomes were met. The Department has adopted the Emergency Management Queensland Grant Management Unit's recommendation that the Final Report be accepted on the basis that the Hinchinbrook Shire Council has met the deliverables of the project and final payment will be transferred to Council's nominated bank account. (103/0021)

Resolved – That the advice be received and noted.
(Crs Skinner and Carr - Carried)

5. EMERGENCY MANAGEMENT QUEENSLAND – DEPARTMENT OF COMMUNITY SAFETY
Consideration of correspondence dated 6 November 2012 returning authorised *Variation to Funding Agreement* form for Natural Disaster Mitigation Program – Halifax Levee Augmentation – Stage 2 for the Trust's records. (103/0021)

Resolved – That the advice be received and noted.
(Crs Carr and Skinner - Carried)

6. RECORD OF DISCUSSIONS – THURSDAY 4 OCTOBER 2012
Consideration of Record of Discussions from Trust Engineer dated 9 October 2012 regarding meeting held between Herbert River Improvement Trust and Cattle / Frances Creeks Flood Abatement Steering Committee on 4 October 2012 in relation to the Trust's participation in the Cattle / Frances Creeks project.

Resolved – That the Record of Discussions be noted.
(Mr Pickering and Cr Skinner - Carried)

7. TERRAIN NATURAL RESOURCE MANAGEMENT
Consideration of correspondence dated 9 November 2012 inviting members of the Herbert River Improvement Trust to their 2012 Annual General Meeting at 4.00 pm on Friday 30 November 2012 at Terrain Natural Resource Management Office, 2 Stitt Street, Innisfail to be followed by an informal get together from 6.00 pm to 7.00 pm.

Resolved – That the Trust tender apologies for the Annual General Meeting.
(Crs - Carried)

J. GENERAL BUSINESS –

1. Cr. Carr raised that a ratepayer queried him regarding obtaining necessary permits to remove sand build up on his property on Ripple Creek – Trust Engineer advised Cr Carr that the ratepayer should contact Tania Olsen of Department of Natural Resources and Mines to obtain a permit.
2. Cr. Skinner Wally suggested that a basic awareness and understanding pack be put together for the new Trust Chairperson and Community Representatives. Trust Secretary suggested that a 2 hour induction process with Tania Olsen of Department of Natural Resources and Mines and Trust Engineer be arranged for the new Trust representatives.

K. INSPECTIONS – Inspections were carried out at the following locations:-

- Matthew Ingegneri – property at Stone River Road, Stone River (Lot 1 on RP708402);
- Log Creek; and
- Palm Creek.

L. CONCLUSION – The meeting concluded at 3.00 pm

(Sgd) Mr WH Pickering
TRUST CHAIRPERSON