



Management Committee Meeting 43 Minutes

Date: Thursday, 22nd April 2021 **Time:** 1:00 – 3:00pm

Location: Gladstone City Library

Attendees:

Name	Position	Organisation
Independent Chair		
Prof Iain Gordon	GHHP Chair	Gladstone Healthy Harbour Partnership
Community		
Mr Gerry Graham	Community representative	Community
Ms Elyse Riethmuller (via Zoom)	Chief Executive Officer	Fitzroy Basin Association
Government		
Ms Rachel D'Arcy (via Zoom)	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr Rob Gibb (PROXY)	Manager, Communities & Sustainable Development	ConocoPhillips Australia
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
ISP Members		
Prof John Rolfe	ISP Chair	GHHP Independent Science Panel
Visitors		
Mr Chris Irving (via Zoom)	Manager Environment & Conservation	Gladstone Regional Council
Staff		
Mrs Dana Iwanicki	GHHP Secretariat	Amarna Consulting

Apologies:

Name	Position	Organisation
Mr Brent McLellan	PCCC TUMRA Manager	GIDARJIL
Ms Stacey Williams	CEO	Gladstone Industry Leaders Group
Mr Alan Hayter	Environmental Lead	ConocoPhillips Australia
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council

Agenda Item 1 – Welcome

Meeting Started: 1:04pm

The GHHP Chair welcomed all attending Management Committee members, the ISP Chair and staff attending in-person and over Zoom and provided the apologies. The Chair gave an Acknowledgement of Country.

1.3.1 Previous Minutes and Actions

The GHHP Chair advised that further comments on MC Meeting 42 Minutes were received and need to be considered before the Minutes are ratified. Secretariat will follow this up and send final minutes to MC for ratification outside of session.

Action items from previous meeting were reviewed and updates provided (see list below).

MC held a discussion on the review process and approvals for publications and scopes of work. Items to note:

- MC to be given a preview of accepted publications before they are published to ensure MC members are aware of their content and message.
- New scopes of work must go to MC for ratification.
- Renewed scopes of work go to GHHP Chair. Chair to identify if there are any substantial changes and if it needs to go back through the MC.

Action Items

- 43.1 Secretariat to send final MC Meeting 42 Minutes to MC for ratification outside of session.**
- 43.2 GHHP Chair to inform Science Team regarding process and approvals for publications. ISP Chair to inform ISP members. Science Team to inform contract holders.**
- 43.3 GHHP Chair to inform Science Team regarding process and approvals for new scopes of work.**
- 43.4 GHHP Chair to inform Science Team regarding process and approvals for renewed scopes of work.**

1.4 In-Camera Session

This agenda item was treated as 'Confidential'.

GHHP Secretariat left the room for an in-camera session at 1:20pm.
GHHP Secretariat re-entered the room at 1:35pm.

Agenda Item 2 – Reports

2.1 GHHP Chair Report

The GHHP Chair gave a verbal report of some of his tasks since the last MC Meeting in March.

Items to note:

- During his March visit, the Chair met with David Kopelke from PCIMP, Peter Sedgewick from Smit Lamnalco and Mayor Burnett. Smit Lamnalco discussed their potential of joining as a Partner this year or next year and took packs of books and report cards for distribution at Star of the Sea School.

- Meeting booked with SeaLink on this visit to discuss possible Partnership. Chair was meant to meet with TAMS Group during this visit, but it has been moved to a later date. Still following up with Cement Australia for a meeting, as well.
- All Regional Report Card Partnership Chairs had a joint meeting and worked on a proposal together.

Action Items

43.5 Elyse Riethmuller to provide Chair with contact details for Cement Australia.

2.2 GHHP Executive Officer Update

The GHHP Chair provided a verbal update on the Executive Officer position that he has been filling in for since the last meeting until Tania Howard starts in the EO role on 17th May.

Items to note:

- Several activities happening around Boyne Tannum HookUp. Dr Megan Ellis and A/Prof Emma Jackson will attend the Sponsor's Night on 29th April on behalf of GHHP.
- Chair had a handover on the EO role with Lyndal Hansen, met with Elyse Riethmuller to work on the Budget for 2020/21 and 2021/22 and caught up with the Science Team in April.
- Chair will have a handover with new EO the week she commences her role.

2.3 GHHP Finance Report

This agenda item was treated as 'Confidential'.

Action Item

43.6 GHHP Chair to follow up with QGC on outstanding membership from a previous year.

2.4 Issues raised by MC Members

The GHHP Chair opened the floor for MC members to raise any issues they had or items for discussion.

Items to note:

- The Urban Water Stewardship Framework Assessment was held last week and went well. Alluvium will produce the final report over the next few weeks. One of next steps identified is to look at how to engage industry (i.e., Ports).
 - Office of the Great Barrier Reef (OGBR) hope to have Stewardship Frameworks for other industry factors (i.e., Ports).
- OGBR recently contacted a few GHHP Partners about potential Minister visits to Gladstone in May. Proposed visit locations include:
 - Coast Marine Ecosystems Research Centre (CMERC)
 - Gladstone Healthy Harbour Partnership (GHHP) – not likely to happen as GHHP Report Card billboards finish on 2nd May
 - Gladstone Ports Corporation (GPC)
 - Boyne Island Environmental Education Centre (BIEEC)
- The ISP Chair advised the MC that Tangaroa Blue are being contracted for the marine debris indicator. A Sydney PhD student is working on the data so the service is being

provided for free. Results will include use of historical data and reference points and should be in around end of July.

MC Comments/Questions:

- Clarification that GPC water quality monitoring does not contribute to the Gladstone Harbour Report Card.
- Suggestion that it may be of interest for the Minister's visit in May to look at LMAC's drain buddies.

Agenda Item 3 – Items for Consideration

3.1 GHHP Budget Review 2020/21 Update

This agenda item was treated as 'Confidential'.

3.2 GHHP Meeting Minutes Versions

This agenda item was treated as 'Confidential'.

Management Committee approved two versions of GHHP Meeting Minutes with the final original version stored on DIMS.

Management Committee approved storage of agenda papers on DIMS.

Action Item

43.7 Secretariat to create folders for Meeting Minutes and Agenda Papers on DIMS.

Agenda Item 4 – Items requiring decision

4.1 Revised Science Program Budget Proposal

This agenda item was treated as 'Confidential'.

4.2 Revised GHHP Draft Budget Proposal 2021/22

This agenda item was treated as 'Confidential'.

Management Committee approved to present the revised GHHP Draft Budget for 2021/22 to the Partnership Meeting in June.

4.3 Governance: Independent Chair voting rights

A brief history on the Chair's voting rights in past years was provided. Now that GHHP is operating with an Independent Chair, the MC feel it is worth reconsidering/revising the Chair's voting rights as outlined in the GHHP Governance Charter.

Action Item

43.8 Governance review of Independent Chair voting rights to be reviewed at next MC Meeting.

Agenda Item 5 – General/recurring business

The 2021 Report Card Launch Date will be set for Wednesday, 2nd February 2022. Preference for a lunch time launch event like this year.

The ISP Chair gave a brief review of the Mud Crab Workshop and noted that the mud crab monitoring system appears to be robust. A Mud Crab Workshop Report was prepared by the ISP Chair and has been distributed to the MC. This Report is to be brought forward to MC for feedback at the next MC Meeting.

Secretariat to see if CQUniversity Zoom Room is available for next MC Meeting; otherwise, may need to look in to sourcing more microphones for future meetings at Library.

Action Items

43.9 Secretariat to send out a 'Save the Date' for the 2021 Report Card Launch.

43.10 ISP Chair to bring forward Mud Crab Workshop Report for feedback at the next MC Meeting.

Next meeting date: Management Committee Meeting 44

Thursday, 20th May

Location: Currently booked at Gladstone City Library / Possible change to CQUniversity

Meeting closed: 2:45pm

Meeting Actions Register:

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 39					
MC 39.8	Science Team to contact current round of contractors regrading MC review prior to publishing. All future contracts to include a clause about GHHP MC with an opportunity to preview papers drawing on GHHP data prior to publication.	Science Team		Ongoing as contracts are developed	ISP Chair to follow up with Science Team.
MC 39.9	Subcommittee to work on draft Risk Assessment Framework for MC Meeting 40.	Risk Assessment Framework Subcommittee	For MC Meeting 40 in Oct	Ongoing	Chair to follow up with Lyndal on status.
MC Meeting 40					
MC 40.3	GHHP Chair & EO to follow up with GAWB re their representation on the MC.	GHHP Chair & EO		To be completed	Secretariat to arrange meeting after new EO is appointed.
MC Meeting 41					
MC 41.3	EO to develop a Policy with the Budget Principles outlined in the Budget Proposal paper.	EO			New EO to develop
MC Meeting 42					
MC 42.1	EO to contact Gladstone Airport Board to request that they present a letter tabling their proposed cash and in-kind contribution for 2021/22 financial year.	EO	For MC Meeting 43	Ongoing	Lyndal sent letter to Airport. No response as yet. Will follow up in 2 weeks' time.
MC 42.2	Rachel D'Arcy to invite outlined MC members to the next meeting with the Australian Embassy and Chile.	Rachel D'Arcy		Ongoing	Meeting delayed due to delay in elections in Chile
MC 42.3	GHHP Stewardship Management Report to be sent to ISP and Partners to review and then on to MC for approval.	COMMS Team		Ongoing	
MC 42.4	ISP Chair to provide further feedback on the Seagrass enquiry received by OGBR.	ISP Chair		Close off	Rachel is now the contact for this. Paulina on leave.
MC 42.5	The GHHP Chair to provide contacts for AIMS and CSIRO to A/Prof Emma Jackson.	GHHP Chair & A/Prof Emma Jackson		Completed	
MC 42.6	EO and Elyse Riethmuller to review 2020/21 budget and provide a report on the budget.	EO & Elyse Riethmuller	By MC Meeting 43	Completed	Presented at MC Meeting 43.

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 42.7	Elyse Riethmuller and ISP Chair to work together to develop a process for contracting ISP/updating current letter to ISP members.	Elyse Riethmuller & ISP Chair	Before May ISP Meeting	In progress	
MC 42.8	ISP Chair to discuss ISP contracting with the ISP members.	ISP Chair	May ISP Meeting	Ongoing	Will do as part of ISP Meeting in May
MC 42.9	ISP Chair to come back to MC with a revision to the proposed Science Program budget	ISP Chair		Completed	
MC 42.10	EO to review the proposed 2021/22 budget and send out for approval at next MC Meeting.	EO	For MC Meeting 43	Completed	Presented at MC Meeting 43
MC 42.11	Secretariat to send out a 'Save the Date' for MC Meeting on 25 th November 2021.	Secretariat	ASAP	Completed	
MC Meeting 43					
MC 43.1	Secretariat to send final MC Meeting 42 Minutes to MC for ratification outside of session.	Secretariat	1 week		
MC 43.2	GHHP Chair to inform Science Team regarding process and approvals for publications. ISP Chair to inform ISP Members. Science Team to inform contract holders.	GHHP Chair ISP Chair Science Team			
MC 43.3	GHHP Chair to inform Science Team regarding process and approvals for new scopes of work.	GHHP Chair			
MC 43.4	GHHP Chair to inform Science Team regarding process and approvals for renewed scopes of work.	GHHP Chair			
MC 43.5	Elyse Riethmuller to provide Chair with contact details for Cement Australia.	Elyse Riethmuller			
MC 43.6	GHHP Chair to follow up with QGC on outstanding membership from a previous year.	GHHP Chair			
MC 43.7	Secretariat to create folders for Meeting Minutes and Agenda Papers on DIMS.	Secretariat	Before MC Meeting 44		
MC 43.8	Governance review of Independent Chair voting rights to be reviewed at next MC Meeting.	Executive Officer	Agenda Item at MC Meeting 44		
MC 43.9	Secretariat to send out a 'Save the Date' for the 2021 Report Card Launch.	Secretariat			

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 43.10	ISP Chair to present Mud Crab Workshop Report for feedback at next MC Meeting.	ISP Chair	Agenda Paper at MC Meeting 44		

