



Management Committee Meeting 44 Minutes

Date: Thursday, 20th May 2021 **Time:** 1:00 – 3:00pm

Location: CQUniversity Gladstone Marina Campus

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
Mr Brent McLellan (via Zoom)	PCCC TUMRA Manager	GIDARJIL
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 Robert Gibb (PROXY)	Manager, Communities & Sustainable Development	ConocoPhillips Australia
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
Observers		
Mr Chris Irving	Manager Environment & Conservation	Gladstone Regional Council
Ms Nicole Nash (via Zoom)	Acting Senior Scientific Officer	The Office of the Great Barrier Reef, DES
Staff		
Ms Tania Howard	GHHP Executive Officer	Gladstone Healthy Harbour Partnership
Mrs Dana Iwanicki	GHHP Secretariat	Amarna Consulting
Mr Mac Hansler (via Zoom) <i>Attended for Agenda Item 2.4</i>	GHHP Science Team	Fitzroy Basin Association

Apologies:

Name	Position	Organisation
Prof John Rolfe	ISP Chair	GHHP Independent Science Panel
Mr Alan Hayter	Environmental Lead	ConocoPhillips Australia
Ms Stacey Williams	CEO	Gladstone Industry Leaders Group
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council

Agenda Item 1 – Welcome

Meeting Started: 1:00pm

The GHHP Chair gave an acknowledgement to country and welcomed all attending Management Committee members and staff attending in person and via Zoom and provided apologies. He made a special welcome of the new Executive Officer, Tania Howard, who started with GHHP on Monday.

Tania Howard introduced herself and gave a brief overview of her work experience and background as a Gladstone local.

1.3.1 Previous Minutes and Actions

The GHHP Chair advised that following on from discussions at the last MC meeting, there were some proposed changes to the MC Meeting 42 minutes received and consequently updated. Secretariat passed on the final MC Meeting 42 Minutes outside of session by email for ratification.

The previous meeting minutes of Management Committee 42 were accepted as a true and accurate record.

Moved: A/Prof Emma Jackson

Seconded: Stacey Williams

The previous meeting minutes of Management Committee 43 were accepted as a true and accurate record.

Moved: Gerry Graham

Seconded: Dr Megan Ellis

Action items from the previous meeting were reviewed and updates provided (as per the Action Register).

Action Item:

44.1 Jamie Corfield from DES to follow up with GHHP COMMS re Stewardship Management Report.
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Agenda Item 2 – Reports

2.1 GHHP Chair Report

The GHHP Chair gave a verbal report on Chair tasks performed since the previous MC meeting.

Items to note:

- In process of working on contracts with FBA.
- Meetings held with GRC and FBA re hosting arrangements for GHHP.
 - Hope to get an Expression of Interest for hosting arrangements to have a hosting organisation in place for 2022.
- In April, the Chair met with Sea Link and they advised of their interest in becoming a Partner. In process of trying to reschedule a meeting with TAMS Group and still waiting to hear back from Cement Australia for a meeting.
- Held a meeting with Gladstone Ports Corporation today with positive feedback on GHHP.

- Partnership Chairs are in the process of developing a proposal for the Queensland and Federal Government, which is due in September.

2.2 GHHP Executive Officer Update

The GHHP Chair provided a verbal update on the Executive Officer position and officially welcomed Tania Howard to the EO role.

Items to note:

- There is currently not a MOU between GHHP and FBA for the hosting agreement. Need to develop an MOU until at least the end of this year.

Action Items:

44.2 EO to work with Elyse Riethmuller to prepare an MOU with FBA until the end of 2021.

44.3 GHHP Chair to send previous MOU comments to EO.

2.3 GHHP Finance Report

A Finance Report was not available for the meeting.

Items to note:

- FBA's standard process for preparing monthly financial reports generally has a turnaround time of 17-21 days (from end of month). Unfortunately, there was not enough time for an updated Finance Report to be provided for this meeting.
- A Finance Report will be made available for the Partnership Meeting in June. There may be enough time to provide a report for period ended 31 May 2021, if not, a report will be provided for period ended 30 April 2021.

2.4 GHHP Mud Crabs Workshop Report

Mac Hansler from the GHHP Science Team gave a brief background on the Mud Crabs Workshop Report on behalf of ISP Chair, Professor John Rolfe.

Items to note:

- Workshop included presentations on mud crab research from five (5) professionals, including:
 - Mac Hansler – GHHP mud crab indicator and Gladstone Harbour Report Card
 - Nicole Flint – GHHP mud crab monitoring
Please find link to the mud crab paper from Nicole's team
<https://www.tandfonline.com/doi/full/10.1080/14486563.2021.1923579>
 - Julie Robins – research and updates for mud crabs in QLD
 - Thor Saunders – research and updates for mud crabs in NT
 - Daniel Hewitt – strategic research on mud crabs in NSW
- Gladstone has the longest running mud crab program which provides a very robust monitoring system for its cost and complexity. General feedback is that the twice/year sampling GHHP conducts is valuable and should continue.
- As GHHP will soon have five (5) years of data available, additional statistical analysis can be undertaken.
- There is a necessity for a longer-term dataset.
- NSW and NT do not a sex ratio like QLD does.
- Discussions at workshop around whether 'abundance' is the best name for the standardised mud crab catch per unit effort (CPUE) or if the name should be changed.

- Potential for in-kind data sources.
- Plans for next year's workshop to cover Social, Cultural and Economic indicators.

MC Comments/Questions:

- Is GHHP looking at presenting data any differently moving forward?
GHHP science program has already reduced cost to the program and it is getting a strong data set. Abundance is variable.
- Suggestion to have a summary at the end of the report to explain how it is useful for GHHP/what it means for GHHP.
- Minutes from workshop will be sent to all contributors.

Action Items:

- 44.4 MC to send any feedback on Mud Crabs Workshop Report to ISP Chair.**
44.5 Mud Crabs Workshop Report to be updated as discussed and sent to MC for approval.

2.5 Issues raised by MC members

MC members went around the room to discuss any arising issues.

MC Comments/Questions:

- Gladstone community is under-represented on GHHP. In the interests of greater diversity and credibility for GHHP, additional community groups should be encouraged to consider partnership in GHHP. Several community groups were mentioned, including BIEEC and LMAC, for example.
- Twice a year there is a Strategic Meeting held for all Partnerships. The second meeting will be held in Brisbane in October. Dates sent out and theme and agenda being developed.

Action Item:

- 44.6 EO to canvass MC members for suggestions on additional community groups as potential Partners and initiate contact with those groups.**

Agenda Item 3 – Items for Consideration

3.1 GHHP Meeting Schedule

The GHHP Chair led a discussion on the proposed schedule for MC Meetings throughout the remainder of 2021 and advised that GHHP will continue to meet monthly until the end of the year which will be beneficial with a new Chair and EO. Frequency of meetings in 2022 will be revisited.

MC Comments/Questions:

- GHHP need to be better prepared for the process of electing Management Committee members at the December Partnership Meeting.

Action Item:

- 44.7 GHHP Chair to prepare a statement for Partnership Meeting in June re process for electing Management Committee members at the December Partnership Meeting.**

Agenda Item 4 – Items requiring decision

This agenda item was treated as 'Confidential'.

Action Item:

44.8 GHHP Chair and EO to prepare updated Governance Charter for MC review/approval prior to Partnership Meeting in June.

Agenda Item 5 – General/recurring business

Chris Irving advised that he has taken on another role within Council which is outside his involvement as an observer on GHHP Management Committee. He will advise of the new contact shortly and he/she will be able to attend the upcoming Partnership Meeting. The MC congratulated Chris Irving on his new role and thanked him for his contribution to GHHP over the past year.

The GHHP Chair proposed to the MC that he and the EO work together on having an outside body perform an independent review of GHHP and the long-term sustainability of the report card.

GHHP Chair and EO to prepare a draft Terms of Reference for independent review of GHHP to be presented/endorsed at the Partnership Meeting in June.

Action Items:

44.9 GHHP Chair to investigate costs and potential funding sources to conduct independent review.

44.10 GHHP Chair and EO to prepare a draft Terms of Reference for independent review to be presented to MC prior to Partnership Meeting in June.

44.11 Secretariat to set up a Doodle poll for a Zoom meeting with MC to present/approve the draft Terms of Reference for the independent review prior to Partnership Meeting 19.

Next meeting date: Partnership Meeting 19

Thursday, 17th June 2021

Location: CQUniversity

Meeting closed: 2:15pm

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	Item to be removed	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 for June.
MC Meeting 41					
MC 41.3	EO to develop a Policy with the Budget Principles outlined in the Budget Proposal paper.	EO		Completed	
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 – still following up.
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	Report sent to Partners with 9 th June deadline.
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	Elyse and ISP Chair working on actioning together.
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 Meeting 43					
MC 43.1	Secretariat to send final MC Meeting 42 Minutes to MC for ratification outside of session.	Secretariat	1 week	Completed	

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
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		Completed	
MC 43.3	GHHP Chair to inform Science Team regarding process and approvals for new scopes of work.	GHHP Chair		Completed	
MC 43.4	GHHP Chair to inform Science Team regarding process and approvals for renewed scopes of work.	GHHP Chair		Completed	
MC 43.5	Elyse Riethmuller to provide Chair with contact details for Cement Australia.	Elyse Riethmuller		Completed	Contact provided
MC 43.6	GHHP Chair to follow up with QGC on outstanding membership from a previous year.	GHHP Chair		To follow up	Chair to follow up
MC 43.7	Secretariat to create folders for Meeting Minutes and Agenda Papers on DIMS.	Secretariat	Before MC Meeting 44	Completed	
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	Completed	Discussed at MC Meeting 44
MC 43.9	Secretariat to send out a 'Save the Date' for the 2021 Repot Card Launch.	Secretariat		Completed	
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	Completed	Presented at MC Meeting 44
MC Meeting 44					
MC 44.1	Jamie Corfield from DES to follow up with GHHP COMMS re Stewardship Management Report.	DES			
MC 44.2	EO to work with Elyse Riethmuller to prepare an MOU with FBA until the end of 2021.	EO & Elyse Riethmuller			
MC 44.3	GHHP Chair to send previous MOU comments to EO.	GHHP Chair			
MC 44.4	MC to send any feedback on Mud Crabs Workshop Report to ISP Chair.	MC members			
MC 44.5	Mud Crabs Workshop Report to be updated as discussed and sent to MC for approval.	ISP Chair & Science team			

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 44.6	EO to canvass MC members for suggestions on additional community groups as potential Partners and initiate contact with those groups.	EO & MC members			
MC 44.7	GHHP Chair to prepare statement for Partnership Meeting in June re process for electing Management Committee members at the December Partnership Meeting.	GHHP Chair			
MC 44.8	GHHP Chair and EO to prepare updated Governance Charter for MC review/approval prior to Partnership Meeting in June.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June		
MC 44.9	GHHP Chair & EO to investigate costs and potential funding sources to conduct independent review of GHHP.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June		
MC 44.10	GHHP Chair and EO to prepare a draft Terms of Reference for independent review to be presented to MC prior to Partnership Meeting in June.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June		
MC 44.11	Secretariat to set up a Doodle poll for a Zoom meeting with MC to present/approve the draft Terms of Reference for the independent review prior to Partnership Meeting 19.	Secretariat	1 week		