

GHHP Partnership Meeting 23 Minutes

Date: Thursday, 1 June 2023 **Time:** 1:00 – 3:00pm

Location: Leo Zussino Building 3/1.25, CQUniversity

Attendees:

Name	Position	Organisation
Fiona Horner	(Acting) Environment Superintendent	Gladstone Ports Corporation
Trent Attard	HSE Manager	WICET
Mark Evans	Environment Superintendent	Rio Tinto Yarwun
Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ingrid England	Lead Environment Advisor	Shell QGC
Carey McIntosh	Senior Community Relations Advisor	Santos GLNG
Emma Jackson	Director CMERC	CQUniversity
Mark Cachia	Chief Executive Officer	Gladstone Airport Corporation
John Linden	Manager Resources and Environment	Queensland Energy Resources
Isabella Warrington	Senior Environmental Specialist	Orica
Darryl Branthwaite	Councillor	Gladstone Regional Council
Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Staff		
Iain Gordon	GHHP Chair	Gladstone Healthy Harbour Partnership
John Rolfe	Independent Science Panel Chair	GHHP Independent Science Panel
Hannah Russell	Project Officer	Gladstone Healthy Harbour Partnership
Kirsten McMahon	Research Officer	Gladstone Healthy Harbour Partnership
Proxies		
Clint Windsor	Manager Production	NRG Gladstone Operating Services
Alison Green	Specialist - Environment	Queensland Alumina Limited
Jeff Krause	Partnerships Manager	Fitzroy Basin Association
Jamie Corfield	Senior Project Officer	Office of the Great Barrier Reef and World Heritage

Apologies:

Name	Position	Organisation
Josh Lobodin	Superintendent - Environment	Queensland Alumina Limited
Chantale Lane	Chief Executive Officer	Gladstone Industry Leaders Group
Richard Haward	Executive General Manager Safety & ESG	Gladstone Ports Corporation
Lesley Bryce	General Manager Operations	Boyne Smelter Limited
Elyse Riethmuller	Chief Executive Officer	Fitzroy Basin Association
Demi Blucher	Gladstone Manager	Gidarjil Development Corporation
Richard Brinkman	Physical Oceanographer	Australian Institute of Marine Science
Dan Clark	President	ConocoPhillips
Paul Van der List	Superintendent - Environment	NRG Gladstone Operating Services
Rachel Darcy	Manager Reef Partnerships	Office of the Great Barrier Reef and World Heritage

Agenda Item 1 – Introduction

Meeting Started: 1:10pm

1.1 GHHP Welcome

Professor Iain Gordon, GHHP Independent Chair, welcomed all Partners attending in person and via Zoom for the GHHP Partnership meeting of June 2023.

1.2 Acknowledgement of Country

Iain acknowledged the traditional custodians of the land and their connection to land, sea, and community; the Bailai, Gurang, Gooreng Gooreng, and Taribelang Bunda peoples, and their Elders past, present, and emerging.

1.3 Apologies and Introductions

Hannah Russell provided the apologies of the meeting.

Iain welcomed new attendees to the meeting and introduced Kirsten McMahon as the new Research Officer for GHHP. Kirsten provided information on her background in medical research and shared her excitement for science communication.

1.4 Partner Updates

NRG Gladstone Power Station is operating business as usual. Currently focusing on reducing suspended solids from coal stockpiles, utilising wedge wire screens in primary containment areas.

Fitzroy Basin Association still has the Gladstone office on Goondoon Street and has employees across community-based projects and the agricultural extension sector, based in Miriam Vale. FBA are excited to have a more localized service in Gladstone.

Gladstone Ports Corporation are continuing to implement significant improvements to help manage stormwater. Environmental surveys have been completed on Facing Island, and reef surveys are soon to be conducted off Facing Island. The annual Technical Advisory and Consultative Committee (TACC) meetings have recently been held, which focused on outcomes of environmental monitoring and adherence to dredging guidelines.

Queensland Alumina Limited are working with a reduced team but have recruited a new member starting at the end of June. QAL's main priority is reducing suspended solids in the ponds.

Rio Tinto Yarwun is operating as per usual, with ongoing work relating to stormwater management. Rio Tinto is assessing methods to meet greenhouse gas reduction targets.

Santos GLNG welcomes Carey McIntosh to the team.

WICET are also operating business as usual, with some upcoming projects in the ESG space.

Shell QGC have been working with CQU CMERC for seagrass flower collection and looks forward to working with them again next season. A Curtis Island beach cleanup was conducted in collaboration with the LNG proponents which collected approximately 375kg of waste. Shell QGC is looking at ways to minimise landfill.

Gladstone Regional Council is continuing its work with the Urban Water Stewardship Framework and the unsealed roads project that aims to reduce runoff. GRC is also heavily involved with the recycling workshop and mitigating runoff. Across GRC, key highlights are erosion sediment control workshops with industry, restoration and revegetation projects including cultural burning, and coastal works monitoring and transition planning.

Queensland Energy Resources have recently lodged their Progressive Rehabilitation and Closure Plan (PRCP), which looks at future rehabilitation outcomes and flow-on effects in terms of water quality and discharge off site.

The Office of the Great Barrier Reef and World Heritage provides funding towards the Urban Water Stewardship Framework and Erosion and Stormwater Management Capacity Building project, both of which are associated with activities conducted by the Gladstone Regional Council. OGBR&WH have also been funding Gidarjil Development Corporation to undertake water quality monitoring and have further funding for data analysis and development of a case study. Gidarjil have also undertaken coral monitoring for OGBR&WH in the past, which will be included as a case study.

CQUniversity's Coastal Marine Ecosystems Research Centre has two main projects. SeaGrow is funded by the Great Barrier Reef Foundation and aims to build a large-scale seagrass nursery functioning as a fully operational system from seed production to demonstration scale. This would also build capacity for Traditional Owners and sea rangers for seagrass restoration. The end goal would be for Gidarjil Development Corporation sea rangers to become co-managers of the nursery. The other project is being conducted with Gladstone Ports Corporation and aims to grow mangroves along the sides of seawalls to create more fish habitat. The mangroves have been planted and studies are being conducted to assess how they are growing. OzFish are also in partnership to assess the viability of recreational fishing in the rehabilitated areas and have provided oyster devices to be placed onto the seawalls which will encourage oyster recruitment.

Gladstone Airport Corporation have been working with Gladstone Regional Council to improve runoff.

Orica have been conducting erosion and sediment control during the drier season. Tertiary abatement on nitric acid plants have been approved and will create a large emissions reduction. Orica's focus is on achieving Net Zero and reducing stormwater emissions prior to the next wet season.

Gladstone Healthy Harbour Partnership released the 2022 Gladstone Harbour Report Card in February 2023. Iain thanked all those who attended and made it a successful event. The media covered the launch and interviewed both Iain as GHHP Independent Chair, and John Rolfe as ISP Chair.

The Stewardship Report was also launched in February 2023. Iain thanked all Partners who provided case studies for the report. It is a useful document for sharing stories with the community. The media also covered this through an interview with Hannah Russell and Emma Jackson, and a radio interview with Hannah on Capricorn ABC.

As mentioned, the Urban Water Stewardship Framework was completed in early May, with results to be published in the 2023 Report Card and Stewardship Report.

GHHP has increased community engagement through attendance at the three-day Boyne Tannum Hookup. Copies of the Report Card, Stewardship Report, and storybooks were handed out. GHHP also collaborated with Gladstone Ports Corporation at the Gladstone Central Under 8's community event which saw over 300 children attend. Other engagement activities include the Clinton State School Spinnaker Park excursion attended by Hannah Russell and Kirsten McMahon who took children through

the interactive Catchment Story to encourage thinking on how quickly a catchment can become polluted. Upcoming events include a second Spinnaker Park excursion, Ecofest, and the World Science Festival.

John Rolfe provided an update on the Independent Science Panel. As the Report Card nears the ten-year mark, the ISP are reviewing the science program to determine what has worked well and where improvements can be made. The ISP will present a recommendation to Partners and the Management Committee later in the year. The aim is to determine how newer measures can be incorporated into the report card, including the Human Dimensions and some of the management indicators such as the Urban Water Stewardship Framework and Litter and Marine Debris. The ISP met in late May 2023 to begin assessing the indicators.

Iain expanded on the GHHP Ten-Year Review and explained that 6 November 2023 will mark ten years since the signing of the first Memorandum of Understanding for the Partnership. A workshop will be held with Partners and community to have a conversation around what the Report Card does well, and expectations for the next ten years. There is a line in the budget for this set of work. Iain provided that GHHP will be contacting Partners with a request for input into the process.

1.5 Previous Partnership Meeting 22 Minutes to be ratified

The previous meeting minutes from Partnership Meeting 22 held 1 December 2022 were accepted as a true and accurate record. There were no actions from this meeting.

Moved: Iain Gordon

Second: Mark Evans

Agenda Item 2 – Items requiring Decision

2.1 FY23/24 Budget Proposal

Hannah provided an update on the current FY22/23 expenditure.

Operational	\$149,883.50 + \$35,000 2022 Hosting Fee
Science	\$358,462.61
Communications	\$65,838.00
Total	\$645,458.78
Income	\$773,050.00
Expected Surplus	\$127,591.22

Excluding the 2022 Hosting Fee, the overall expenditure is below the Partner approved budget for FY22/23. This is majorly owing to a period without a Research Officer (6 months) and Project Officer (2 months) and removing the Gladstone Model Maintenance from the Science Program. This has provided GHHP with an excellent surplus of \$127,591.22 which is placed in reserve in the event of extreme weather or other unexpected occurrences in which monitoring is needed.

The suggested budget for FY23/24 is as follows:

Operational	\$221,461.84
Science	\$461,966.96
Communications	\$63,077.70
Total	\$746,506.50
Income	\$775,550.00
Expected Surplus	\$29,013.450

The FY23/24 budget was developed by the GHHP Budget Working Group. It utilises the expenditure recorded from the previous financial year and assumes a 6% inflation rate. The increase in costs and resulting smaller amount of expected surplus is owing mostly to the employment of 1.8FTE staff (GHHP Project Officer and Research Officer), a budgeted \$20,000 for the GHHP 10-Year Review later in 2023, increased costs for the Data Information Management System (DIMS) to create new coding to undertake trend analysis, and the inclusion of mangrove and Human Dimension indicators in FY23/24.

The next two years of operation have also been forecasted, both of which continue to assume a 6% inflation rate. Both future years, FY24/25 and FY25/26, have a healthy surplus.

Megan Ellis asked how GHHP was meeting the Budget Principles. Hannah provided an overview. The Budget Principles were developed in 2020 and are as follows:

- Partner financial contributions from FY21 were assumed to total \$750,000 per year, however it is recognised that this may vary.
- Proposed budget asks ongoing commitment from Partners at the same level as FY21.
- The budget be structured covering the areas of: Operational, Science, Science Projects, Communications.
- Expenditure against budget is managed by the Project Officer and reported bimonthly to the Management Committee at the Management Committee meeting.
- Approved annual budget area totals and detailed line items cannot be varied without written Management Committee approval.
- To ensure ongoing financial viability of GHHP and to manage cash flow, an operating reserve between \$350,000 - \$500,000 has been established and will be maintained.
- A contingency for extreme weather event monitoring of \$100,000 be provided (from the operating reserve) from FY23.

Over the FY22 –FY26 years, the following base allocations be adopted for each budget area:

- | | | | |
|-------------------|-----------|---------------------|-----------|
| • Operational: | \$199,100 | • Science: | \$180,500 |
| • Communications: | \$60,000 | • Science Projects: | \$212,300 |

Total expenditure in the initial year, FY22, was expected to be \$651,900, leaving approximately \$100,000 to build the operating reserve. Applying the same figures with a reasonable inflation rate is expected to result in GHHP meeting the proposed operating reserve within the next five years.

The Communications budget was decreased, pending the outcomes of the GHHP Ten-Year Review. While previous years have focussed on education for school children, the GHHP Budget Working Group suggest shifting or sharing the focus towards GHHP Partners as well, such as collaboration opportunities, and properly valuing the contributions that GHHP receives. The FY23/24 budget has therefore no budget towards the 'School Packs and Games' line item. There is also no budget towards the 'Events' line item as all events will be attended and run by GHHP staff and, availability permitting, GHHP Management Committee.

Jamie Corfield added that Regional Report Card workshops have resulted in discussions about CPI increases, particularly now that the State and Federal Governments are offering three-year grant deeds. The Queensland Government can't provide an increase in funding as their budget was approved years ago. Factoring CPI increases may see some constraints to budgets in the next three to five years.

Iain provided that the forecasted budgets for FY23/24, FY24/25, and FY25/26 include a CPI increase of 6% and it is expected that GHHP are still able to operate within budget for these years. Iain stated that owing to this forecast, it was not expected that GHHP would ask Partners for an increase in contribution. If this were to arise, this discussion would be held with the Management Committee and the Partners.

All in favour of the proposed FY23/24 budget.

2.2 GHHP Governance Charter and Policy Updates

The Governance Charter has undergone a review by the GHHP Governance Working Group; Megan Ellis, Emma Jackson, Rachel Darcy, and Hannah Russell. Thank you also to Jamie Corfield and Fiona Horner for assisting. Overall changes are as follows:

- Section 1: The Charter will be reviewed biannually not annually.
- Section 1: The Partner and Contributions List will be reviewed annually.
- Section 2: Changed from 'improve' health of the Harbour to 'monitor'.
- Section 4 & 5: Added 'independent, robust, and credible science'.
- Section 6: Removed section regarding legal entities.
- Section 7: Updated Organisational Structure.
- Section 8 & 9: Updated inquorate meeting action.
- Section 8 & 9: Updated Minute process and access.
- Section 8 & 9: Removed Conflict of Interest Section. Now a policy.
- Section 8 & 9: Added section regarding role of proxy.
- Section 9: Added note on MC representing multiple Partners.
- Section 10: Updated selection of the GHHP Independent Chair.
- Section 10: Updated process of interim/replaced Independent Chair.
- Section 10: Changed location of GHHP Independent Chair KPIs.
- Section 12: Tenure of ISP Chair to be same as GHHP Independent Chair.
- Section 12: Updated process of interim/replaced ISP Chair.
- Section 13: Host Organisation to provide notice if conclusion of hosting.
- Section 21: Deleted Data Sharing Guidelines. Now a policy.

Changes to categorisation of Partners.

- Industry Categories are now labelled as Partner Tier.
 - The 'Honorary' Category is now Partner Tier 1.
 - Natural Resource Management Groups have been moved to Partner Tier 2.
 - Reference to PCIMP contribution has been removed.
- Government has been split into three; local, state, and federal. This indicates the different contribution amounts that each level provides GHHP.
- These changes have been reflected in the following areas:
 - Section 6.3: Membership Categories
 - Section 7: Organisational Structure
 - Section 9.3: Selection of Management Committee
 - Appendix A: GHHP Partner and Contribution List

The change from the older model of Industry Category and Honorary to Partner Tiers was to better represent the Partner diversity of GHHP. No voluntary contribution amounts have been altered.

In addition to the Governance Charter, the Governance Working Group also reviewed the policies of GHHP. There were two existing policies; Process for Science Program, and Partner Representation on the Management Committee. Both policies have been reviewed and updated. Four additional policies were added and embedded within Appendix C of the Governance Charter; Budget Principles, Conflict of Interest, Data Sharing Guidelines, and Records Management Policy. An overview of each is as follows:

Appendix C Policy Register

Item	Name	Description	Last Updated
Item 1	Process for Science Program	The Science Program is determined by independent science. This document outlines the process for developing Scope of Works, assessment of new project proposals, and review and approval of final program reports by the ISP and GHHP Management Committee.	May 2023
Item 2	Partner Representation on Management Committee	This document informs the GHHP Management Committee of their roles and responsibilities to represent other GHHP Partners on the Management Committee.	May 2023
Item 3	Budget Principles	The GHHP has experienced financial challenges and erosion of its operating reserve. A budget review was conducted in 2020, proposing reforms and budget allocations for the next five years. Financial management and delegation guidelines were also outlined.	May 2023
Item 4	Conflict of Interest	Conflicts of interest must be declared by partners, staff, and committee members. Declarations should be recorded in a register and disclosed during meetings. Steps for managing conflicts are outlined, including withdrawal or limited participation.	May 2023
Item 5	Data Sharing Guidelines	These guidelines outline data access for GHHP staff, partners, and non-partners. Requests for data must be submitted via email, including specific information about the requested data and its purpose.	May 2023
Item 6	Records Management Policy	This Records Management Policy ensures effective creation, organisation, security, accessibility, and disposal of records, complying with legal requirements and fostering accountability and transparency in record-keeping practices.	May 2023

Fiona Horner asked what influences the classification of a Partner and what their contribution is. Hannah responded that GHHP is currently unclear on the historical classification of Partners but is conducting research into any correlations. Megan added that the same question arose when the Governance Charter was last reviewed three years ago. Fiona provided that the changes to the Governance Charter provide more clarification into why an organisation should contribute, but Partner contribution justification would make it easier to support the contribution to GHHP when it comes time for each Partner organisation to approve their own budget for the year.

Jeff Krause raised that QER, Sealink, and Smit Lamnalco were classed as Partner Tier 2 in Appendix A but contribute the same as Partner Tier 3. Hannah agreed with the error, and thanked Trent Attard also for the pickup. There are currently only two organisations in Tier 2: CQG Consulting, and Fitzroy Basin Association.

Darryl Branthwaite asked for clarification around the changes in Section 9.3: Selection of Management Committee. Hannah provided that the changes were simply changing the wording from 'Honorary' to Partner Tier 1, 'Industry' to Partner Tier 2, 3, and 4 etc. No changes to the selection process were made.

Jeff provided that the changes to the Governance Charter were suitable and covered any issues that were raised previously.

Mark Evans suggested that Section 2: GHHP Background should have more information into the reason why GHHP was formed. Although the fish death event was tragic, this history should be captured in the document, particularly for future generations. Megan added that this information was likely included in the previous versions of the Governance Charter and was taken out to be more diplomatic, but a few words about the history should be included again.

Iain suggested that the GHHP Governance Working Group meet again to discuss the reasons behind Partner contribution amounts. Megan added that a review of the previous versions still yielded no answers, particularly as multiple people were leading the review at different times.

Action: GHHP Project Officer and GHHP Governance Working Group meet to determine correlation between Partner category and Partner voluntary contributions.

Iain thanked Hannah and the GHHP Governance Working Group for the review of the document.

All in favour of the proposed GHHP Governance Charter and Policies Update.

Agenda Item 3 – Items for Consideration

3.1 GHHP Management Committee Nominations – December 2023

The biennial selection of the Management Committee will be occurring at the December Partners' meeting. Iain encouraged Partner representatives to start thinking about who they would like to represent their Partner Tier on the Management Committee, or even about being a Management Committee representative themselves.

Iain raised that GHHP would like more community involvement, particularly as a community representative is required on the Management Committee. Iain asked Partners to discuss with representatives of the community or community groups and encourage them to become a Partner.

Hannah further clarified the selection process. The membership of the Management Committee is for a period of two years and is elected every two years at the December Partners' meeting. Each Partner category is responsible for nominating and agreeing upon their representative/s. For example, Partner Tier 1 Management Committee representatives are nominated by Partner Tier 1 Partners. The Partners' meeting will occur Thursday 7 December and there will be a vote for the Management Committee representatives.

Mark asked who the Community representative is currently on the Management Committee. Iain provided that the current representative is Fitzroy Basin Association under the current categorisation system of 'Honorary'. Megan added that Gerry Graham, previous GHHP Chair, represented GREAN which has since disbanded. There have been a few suggestions on community groups to reach out to.

Agenda Item 4 – General/Recurring Business

5.1 General Business

No General Business raised.

5.2 Next Meeting

Next meeting date: 7 December 2023

Meeting closed: 2:10pm