



Management Committee Meeting 42 Minutes

Date: Thursday, 18th March 2021 **Time:** 1:00 – 3:00pm

Location: Zoom Room, CQUniversity Gladstone Marina Campus

Attendees:

Name	Position	Organisation
Independent Chair		
Prof Iain Gordon	GHHP Chair	Gladstone Healthy Harbour Partnership
Community		
Mr Gerry Graham (via Zoom)	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
Mr Darryl Branthwaite	Councillor	Gladstone Regional Council
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ms Stacey Williams	CEO	Gladstone Industry Leaders Group
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
Staff		
Mrs Lyndal Hansen	GHHP Executive Officer	Amarna Consulting
Mrs Dana Iwanicki	GHHP Secretariat	Amarna Consulting
Miss Ashlee Phillips (attended until 2:20pm)	GHHP Communications & Media	Amarna Consulting

Apologies:

Name	Position	Organisation
Mr Alan Hayter	Environmental Lead	ConocoPhillips Australia
Mr Chris Irving	Manager Environment & Conservation	Gladstone Regional Council

Flying Minute since last meeting (MC Meeting 41):

Management Committee approved the appointment of Professor Iain Gordon as GHHP Independent Chair on 17th December 2020.

Agenda Item 1 – Welcome

Meeting Started: 1:03pm

The GHHP Chair welcomed all attending Management Committee members, ISP Chair and staff members attending in-person and over Zoom to the first MC Meeting of 2021, and his first meeting as Chair of GHHP. Apologies were received from Alan Hayter and Chris Irving. Brent McLellan gave an Acknowledgement of Country.

The GHHP Chair acknowledged that this meeting would be the final meeting for Lyndal Hansen in the Executive Officer role and thanked her for her time and efforts in the position.

1.3.1 Previous Minutes and Actions

The GHHP Chair reviewed the minutes and action items from the previous meeting.

The previous meeting minutes of Management Committee 41 were accepted as a true and accurate record.

Moved: Dr Megan Ellis

Seconded: Stacey Williams

Agenda Item 2 – Reports

2.1 GHHP Chair Report

The GHHP Chair gave a verbal report of his duties since taking over as the Chair with his first official visit at the 2020 Gladstone Harbour Report Card Launch in February 2021.

Items to note:

- Happy to see the great turnout at the Report Card launch event.
- GHHP Chair attended the Reef Regional Report Card Workshop in Brisbane on 9-10th March. He found it very useful to hear what all five (5) report card partnerships are doing. Partnership Chairs are working on a joint meeting on 13th April 2021. All Partnerships will review how to deliver to the Reef 2050 Plan as a collective.
- GHHP Chair is planning on attending at least three (3) to four (4) meetings face-to-face this year with Thursday afternoons after the meetings or Friday mornings available for meetings. During this visit, Iain will be attending meetings with Smit Lamnalco, David Kopelke from PCIMP and Mayor Matt Burnett from Gladstone Regional Council.

2.2 GHHP ISP Chair Report

This agenda item was treated as 'Confidential.'

2.3 GHHP Executive Office Report

The Executive Officer gave a review of the Infographic she presented at the recent Reef Regional Report Card Partnership Workshop in Brisbane along with an overview of her duties covered in the past three (3) months.

Items to note:

- The 2020 Report Card release event went well with approximately 70 people in attendance.
- Stewardship Management Report is being developed and going well, although it is a timely job. Sample pages were provided to the MC, but further document will go out for review later. The finished Report will likely be 16 pages.

- Gladstone Regional Council has arranged an Urban Water Stewardship Framework meeting in April with relevant Council departments.
- EO attended the Reef Regional Report Card Partnership Workshop which she found useful to connect with the other Partnerships. EO feels there is an opportunity for collaboration with the Fitzroy Partnership for River Health.
- Gladstone Airport Board declined membership to GHHP but would like to negotiate a cash and in-kind arrangement for 2021/22 financial year.
- Possibility to approach the State Government and/or Council to help GHHP obtain offsets from new industries.

MC Comments/Questions:

- The Chile Environmental Department contacted Rachel D’Arcy over the last few months regarding pollution in some of their port cities (Quintero and Puchuncavi). They heard about GHHP and were interested in finding out more about the monitoring of the Gladstone Harbour. Rachel held an online meeting with some of the Chilean representatives along with representatives from the Australian Embassy. They would like to follow up with a future meeting with OGBR. Rachel would like to suggest that a few representatives from GHHP attend that particular meeting. Overall, it’s good to see that the GHHP model is seen as a positive thing on the international stage.
GHHP Chair, Prof John Rolfe, Dr Megan Ellis, Stacey Williams, and Rachel D’Arcy to participate in future meeting on behalf of GHHP.
- Is there any further movement with Cement Australia as a potential Partner?
EO has not heard back from them to date. Stacey Williams can try to contact them.
- Suggestion to keep the new Hydrogen project in Gladstone on the radar for potential Partners.
- Is there a precedent for potential new Partners putting forward cash and in-kind arrangements?
GHHP has not had this situation before. We will require the Airport to table their contributions for MC to review first. Suggestion that it could be a partial contribution and in-kind for one year and then move forward to only cash contributions.
- Do the Partnerships have any standard approach to the Stewardship Management Reports?
OGBR does not have any standardised approach. It is generally made up of good news stories and responses from Partners.
- GHHP Stewardship Management Report to go to ISP and Partners to review and then on to MC for final approval.

Action Item

- 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.**
- 42.2 Rachel D’Arcy to invite outlined MC members to the next meeting with the Australian Embassy and Chile.**
- 42.3 GHHP Stewardship Management Report to be sent to ISP and Partners to review and then on to MC for approval.**

2.4 GHHP Science Program Report

The ISP Chair gave an overview on the Science program noting that all programs are on track and running smoothly.

Items to note:

- The Stewardship Management Response will be the responsibility of the GHHP Communications and Media Team.

Project ID	Status
ISP005: SCE Indicators, CQU	Not contracted/conducted in 2021.
ISP006–2020-21: Model Housing and Updates for the Gladstone Harbour Model, Gladstone Hydrodynamic Model and CONNIE Module, CSIRO	Has been contracted.
ISP009–2019-20: DIMS maintenance, AIMS	A new DIMS maintenance project is being developed for 2021-22.
ISP011–2020: Seagrass Indicators, JCU/TropWATER	Proposal from JCU/TropWATER received and reviewed by ISP. Contract drafted and progressed to execution.
ISP012: Cultural Heritage Indicators	Not contracted/conducted in 2021.
ISP013–2020: Fish Recruitment Indicators, Infofish	Project contracted and in progress. Fish recruitment surveys completed for 2021 report.
ISP014–2020: Coral Indicators, AIMS	Proposal from AIMS received and reviewed by ISP. Contract drafted and progressed to execution.
ISP015–2020: Mud Crab Indicators, CQU	Project contracted and in progress. Fieldwork commenced.
ISP018: Mangrove Indicators, JCU/TropWATER	Not contracted/conducted in 2021.
ISP023A–2020: Fish Health Indicators, CQU	Project contracted and in progress. Fieldwork has commenced. Pre-wet season sampling completed in November 2020.
ISP023B–2020: Visual Fish Condition Indicators, Infofish	Project contracted and in progress. Fieldwork to commence in May 2021 at Boyne Tannum HookUp.

2.5 GHHP Communication Report

The Comms Team reviewed their progress over the last three (3) months with an Infographic.

Items to note:

- Overall, there was great feedback received from Report Card Launch.
- Ran two (2) electronic billboards near Stocklands for brand awareness and 2020 Report Card scores and on the big screen at GPC East Shores.
- Have completed and made live the Virtual Tour on the website. Website views have doubled in the past three (3) months.
- Organised a stall at the recent STEM Resources Expo at CQU handing out GHHP Education Resource kits to teachers.
- Comms will be presenting a Catchment Story to 250 school kids in coming months.

MC Comments/Questions:

- GHHP Chair did three (3) interviews following the 2020 Gladstone Harbour Report Card launch and Dr Megan Ellis did one (1) interview.

- Stacey Williams advised she presented the GHHP website and report card links at a recent Industry meeting.
- Cr Darryl Branthwaite discussed GHHP as part of the fishing segment in CQ Today that goes out to a Central Queensland-wide audience.

2.6 Issues raised by MC Members

The GHHP Chair advised the MC members that they could go around the table to voice any issues or matters related to GHHP.

Items to note:

- OGBR received communications questioning the variance in the Seagrass scores, in particular at Rodds Bay (such a large improvement). There seems to be no explanation in the GHHP Technical Report.
One factor is likely the timing of the report card reporting. The ISP Chair is happy to provide further feedback to the enquiry.
- A/Prof Emma Jackson is having issues with who her appropriate Research contacts are at CSIRO and AIMS.
GHHP Chair has contacts for both organisations that he may be able to assist with.
- ISP Chair mentioned that it might be time to revisit the community in relation to checking in on the original vision and purpose of the report card. A suggestion was to include 'Open House' days or have a 10 -year revisit with the community in 2023.

Action Item

- 42.4 ISP Chair to provide further feedback on the Seagrass enquiry received by OGBR.**
42.5 Chair to provide contacts for AIMS and CSIRO to A/Prof Emma Jackson.

Agenda Item 3 – Items for Consideration

3.1 GHHP Budget Review 2020/21

This agenda item was treated as 'Confidential.'

Action Items

- 42.6 EO and Elyse Riethmuller to review 2020/21 budget and provide a report on the budget.**
42.7 Elyse Riethmuller and ISP Chair to work together to develop a process for contracting ISP/updating current letter to ISP members.
42.8 ISP Chair to discuss contracting with the ISP members.

3.2 GHHP Executive Officer Recruitment Update

This agenda item was treated as 'Confidential.'

Management Committee approved the appointment of Tania Howard to the GHHP Executive Officer position.

Agenda Item 4 – Items requiring decision

4.1 Science Program Budget Proposal

This agenda item was treated as 'Confidential.'

Action Items

42.9 ISP Chair to come back to MC with a revision to the proposed Science Program Budget.

4.2 GHHP Draft Budget Proposal 2021/22

This agenda item was treated as 'Confidential.'

Action Items

42.10 EO to revise the proposed 2021/22 Budget and send out for approval at the next MC Meeting.

Agenda Item 5 – General/recurring business

The GHHP Chair led a discussion regarding the MC Meeting to be held in November, noting that it is usually held in conjunction with the ISP Meeting; however, the 2021 dates will not allow him to be in attendance for the day after the ISP Meeting. The GHHP Chair is available the following week on Thursday, 25th November and could hold a virtual meeting with the ISP prior to this. There were concerns of timing with the final MC Meeting in November only being held one (1) week prior to the Partnership Meeting scheduled for 2nd December 2021. ISP Chair advised that there are no new elements in the 2021 Report Card so that should minimise any potential controversial elements.

Management Committee approved for the MC Meeting in November to be held on Thursday, 25th November which is one (1) week before the final Partnership Meeting for the year.

Action Items

42.11 Secretariat to send out a 'Save the Date' for MC Meeting on 25th November 2021.

Next meeting date: Management Committee Meeting 43

Thursday, 22nd April 2021

Location: Gladstone City Library

Meeting closed: 2:59pm

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	To be updated at MC Meeting 43.
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		
MC 42.2	Rachel D'Arcy to invite outlined MC members to the next meeting with the Australian Embassy and Chile.	Rachel D'Arcy			
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			
MC 42.4	ISP Chair to provide further feedback on the Seagrass enquiry received by OGBR.	ISP Chair			
MC 42.5	The GHHP Chair to provide contacts for AIMS and CSIRO to A/Prof Emma Jackson.	GHHP Chair & A/Prof Emma Jackson			
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		

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			
MC 42.8	ISP Chair to discuss ISP contracting with the ISP members.	ISP Chair			
MC 42.9	ISP Chair to come back to MC with a revision to the proposed Science Program budget				
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		
MC 42.11	Secretariat to send out a 'Save the Date' for MC Meeting on 25 th November 2021.	Secretariat	ASAP		