



## Interim Management Committee Meeting B (Teleconference) Draft Minutes

**Date:** 4 September 2013 **Time:** 10.30am – 12.30pm

### Interim Management Committee attendees (alphabetical by organisation):

| Name                   | Position                                      | Organisation                                      |
|------------------------|-----------------------------------------------|---------------------------------------------------|
| <b>Community</b>       |                                               |                                                   |
| Mr Paul Birch (Chair)  | CEO                                           | FBA                                               |
| Mr Peter Brady         |                                               | GREAN                                             |
| Ms Kezia Smith         |                                               | GREAN                                             |
| <b>Government</b>      |                                               |                                                   |
| Mr John Lane           | Director - Environmental Planning             | Department of Environment and Heritage Protection |
| Councillor Col Chapman | Councillor                                    | Gladstone Regional Council                        |
| Ms Julie Cook          | Liaison Manager- Southern                     | Great Barrier Marine Park Authority               |
| <b>Industry</b>        |                                               |                                                   |
| Mr Kurt Heidecker      | CEO                                           | Gladstone Industry Leadership Group               |
| Mr John Sherriff       | General Manager, Safety Environment & Risk    | GPC                                               |
| Ms Sue-Ern Tan         | Consultant - Environment                      | QCLNG                                             |
| <b>Research</b>        |                                               |                                                   |
| Dr Andy Steven         | Theme Leader, Our Resilient Coastal Australia | CSIRO                                             |
| <b>Other Attendees</b> |                                               |                                                   |
| Ms Emma McIntosh       | Science Convenor                              | GHHP ISP                                          |
| Ms Kirstin Kenyon      |                                               | GHHP Secretariat                                  |
| Ms Lucy Hall           |                                               | GHHP Secretariat                                  |

### Outcomes of the Meeting:

#### Agenda Item 1 – Introduction

Apologies:

Dr Ian Poiner (proxy: Ms Emma McIntosh)

Updates to previous meeting actions are recorded in the action table below.

#### Agenda Item 2 – Updated Budget

The Chair updated participants on three matters that had progressed significantly and been included or altered in the GHHP Preliminary budget since IMC meeting 1 for discussion at IMC Meeting 2.

### *PCIMP*

You will note that the PCIMP cost of monitoring increased to \$750,000 as advised by Mr Gordon Dwane. Mr Dwane, advise this is based on 4 rounds of sampling per year. Mr Dwane also advised there were 12 contributing partners to PCIMP. Each of the 12 PCIMP partners has been credited with \$62,500 towards their contribution with the exception of GPC, GAWB and QER. In the case of GAWB and QER, \$10,000 is currently the 'minimum' cash contribution for contributing partners.

### *GBRMPA*

The EHP DG (Andrew Chesterman) and the Chair met with GBRMPA. At the meeting, GBRMPA agreed that the Australian Government should be the next tier down from State government in terms of funding. The final commitment is still to be secured. A contribution of up to \$1 million was discussed.

### *Fish Health Monitoring*

Following further comments regarding general fish health at the last Interim Management Committee meeting, Dr Ian Poiner (Chair, ISP) followed up with GHHP Chair and the GHHP Secretariat to provide clarity. Dr Poiner advised the Chair and Secretariat that the current report card indicators budgeted for only allowed for some monitoring of several key fished species. The current monitoring budget for the key fished species would include visual inspections for signs of "health issues" such as lesions/ abnormalities but NOT include follow up analyses for biological causes or analyses for chemical residues.

The Chair went on to discuss that based on the collaboratively developed Gladstone Healthy Harbour Partnership vision and continued community concern broader fish health monitoring should be considered.

The Chair raised that if GHHP were to undertake broader fish health monitoring, it would require a broad range of analyses of potential biological causes as well as analyses for many chemical residues. Biological monitoring is costly. Based on the intensive Queensland Government monitoring program following the fish health concerns in 2011, it could be up to an additional \$800 000 per year.

John Lane and Andy Steven raised that the cost for the Qld Government fish health investigation would be have been high due to the intensity of the response. Further fish health work may be lower in cost depending on sampling frequency and analysis required.

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Consensus was reached on accepting the updated PCIMP costs and progress with GBRMPA on membership fees. Changes to the preliminary budget to reflect this progress were endorsed.

Regarding the additional money required for fish health monitoring, interim management committee members were willing to discuss the line item but concern was raised about the process used to progress this matter.

Consensus on the issue was not able to be reached. The two points of view were:

- Concern was raised about the lack of process in how issues raised by single members of the Interim Management Committee are dealt with. In this case, the lack of discussion by the Interim Management Committee ended up in the insertion of a significant budget line item prior to discussion. The issue should not have been progressed (costed etc) without prior discussion by the Interim Management Committee.
- An email was sent to IMC members by the Chair prior to IMC meeting 2 explaining why an additional budget line item was inserted for discussion at the IMC Meeting 2. The line item was included in the preliminary budget for discussion at the interim

management committee meeting 2 so that the full budgetary impact of the ISP advice could be considered in the IMC discussions. To overcome this issue for the future an action (IMC2.1) from the meeting is for the Secretariat to develop a process document that outlines the steps to be taken when major issues arise between IMC meetings.

Actions (refer below): IMCB.1

### Agenda Item 3 - Work program from now until Partnership formalisation

#### *Proposed steps for Partnership formalisation*

IMC members were comfortable with the proposed steps for Partnership formalisation. It was emphasised that for governance and legal reasons, the potential partners would need considerable time to consider the MOU.. The Secretariat informed that it would be no later than 15 September 2013.

#### *Draft membership contributions*

IMC members were comfortable with the proposed membership contributions in all circumstances except Cement Australia. Cement Australia was moved from Tier 3 to Tier 2 (due to the small number of people employed by the organisation) but the matter was not resolved. Action 2.2 was raised to determine the best way forward for resolution.

Additionally, a change was made in the way the contribution amounts will be communicated because further analysis of the preliminary budget is required once the recommendations from the Independent Science Panel are received by the Partnership in December 2013. The amount will be communicated as an 'up to' i.e. maximum amount in addition to the minimum \$10,000 cash for contributing members.

This document is now ready for circulation to the broader partnership.

#### *Draft MOU*

This item was deferred until it is ready for discussion.

#### *Draft Media Statement*

This item was discussed very briefly. Action (IMC2.3) is required from all IMC members.

#### *Draft Letter to Partners*

This item was briefly discussed and some updates were made. Action (IMC2.4) is required from all IMC members.

Actions (refer below): IMCB.2, IMCB.3, IMCB.4

### Agenda Item 4 – Other business

An additional IMC meeting (via teleconference) will be scheduled if required before the GHHP meeting at the end of September 2013.

## Meeting Actions: GHHP and Interim Management Committee (IMC)

(Once actions have been endorsed as complete in the meeting outcomes, they will be deleted from the list)

| Action Number         | Action                                                                                                                                                                                                                                                                 | Who is responsible?                                 | When it is due?                           | Status          | Notes                                                                                                                                                                                  |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GHHP Meeting 3</b> |                                                                                                                                                                                                                                                                        |                                                     |                                           |                 |                                                                                                                                                                                        |
| <b>GHHP3.2</b>        | Project proposals for the<br>- Conceptual Modelling<br>- Report Card Literature Review, and<br>- Community Perception Survey links to Oral Histories – (linked to outcomes of Meeting Action 3.1)<br>to be provided to the GHHP Science Working Group for endorsement. | Independent Science Panel and Science Working Group | Conceptual Modelling - 17 May 2013        | <b>Complete</b> | The ISP reviewed the proposal received and made a recommendation to the GHHP Science Working Group for endorsement.                                                                    |
|                       |                                                                                                                                                                                                                                                                        |                                                     | Report card review – 10 May 2013          | <b>Complete</b> | The GHHP Science Working Group has endorsed the ISP recommended provider. The contract is currently being finalised.                                                                   |
|                       |                                                                                                                                                                                                                                                                        |                                                     | Community Perception Survey – 31 May 2013 | <b>Underway</b> | See notes above in meeting action 3.1.                                                                                                                                                 |
| <b>GHHP3.8</b>        | Finalise the definition of a Healthy Harbour                                                                                                                                                                                                                           | GHHP Partners, GREAN and ISP.                       |                                           | <b>Complete</b> | The workshop in the morning of 31 July 2013 resulted in a GHHP vision for a Healthy Harbour.                                                                                           |
| <b>GHHP Meeting 4</b> |                                                                                                                                                                                                                                                                        |                                                     |                                           |                 |                                                                                                                                                                                        |
| <b>GHHP4.1</b>        | Duplication and Gaps Analysis to be completed and delivered to GHHP.                                                                                                                                                                                                   | GHHP ISP                                            | 15 August 2013                            | <b>Complete</b> | Noted by GHHP                                                                                                                                                                          |
| <b>GHHP4.2</b>        | Outcomes of Healthy Harbour Vision workshop to be circulated for out of session endorsement.                                                                                                                                                                           | GHHP                                                |                                           | <b>Complete</b> | Noted by GHHP                                                                                                                                                                          |
| <b>GHHP4.4</b>        | Interim Management Committee to be established.                                                                                                                                                                                                                        | GHHP                                                | 16 August 2013                            | <b>Complete</b> | Partner groups to provided interim Management Committee nominees to Secretariat.                                                                                                       |
| <b>GHHP4.5</b>        | Interim Management Committee to draft a provisional budget for GHHP by mid-September 2013.                                                                                                                                                                             | GHHP Interim Management Committee                   | By 15 September 2013                      | <b>Complete</b> | It should be noted that some line items are still estimates and further analysis will be required by the formal management committee. These have been noted in the preliminary budget. |
| <b>GHHP4.6</b>        | Signoff on provisional budget and formalisation of GHHP by end of September 2013.                                                                                                                                                                                      | GHHP                                                | 30 September 2013                         | <b>Pending</b>  | To be circulated to GHHP ASAP but no later than 15 Sept 2013.<br>Note: GHHP meeting date changed to 27 September 2013.                                                                 |

| Action Number                                                  | Action                                                                                                                                        | Who is responsible?                                                 | When it is due?                                                                  | Status          | Notes                                                 |
|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|-------------------------------------------------------|
| <b>GHHP4.7</b>                                                 | Write letter to PCCC TUMRA Committee and individual applicants to propose process for development of the cultural aspects of the GHHP Vision. | GHHP Secretariat                                                    | ASAP                                                                             | <b>Complete</b> |                                                       |
| <b>Interim Management Committee Meeting A - 26 August 2013</b> |                                                                                                                                               |                                                                     |                                                                                  |                 |                                                       |
| <b>IMCA.1</b>                                                  | Create a list of procedural documents and circulate to the Management Committee                                                               | GHHP Secretariat                                                    | For the first formal Management Committee meeting                                |                 |                                                       |
| <b>IMCA.2</b>                                                  | Executive summary of the outputs of Budget Item 7.1 (Gladstone Harbour Model - quantitative ecosystem model)                                  | GHHP ISP                                                            | ASAP                                                                             |                 |                                                       |
| <b>IMCA.3</b>                                                  | Send GHHP Chair the ISP member agreed sitting fees and travel costs                                                                           | GHHP Secretariat                                                    | ASAP                                                                             | <b>Complete</b> |                                                       |
| <b>IMCA.4</b>                                                  | GHHP Chair to send letters to individual companies on PCIMP                                                                                   | GHHP Secretariat                                                    | Mid to late September once partners have had an opportunity to brief internally. | <b>Underway</b> | The letter is currently with IMC members for comment. |
| <b>IMCA.5</b>                                                  | Discussion paper on options for the ISP post 2013                                                                                             | GHHP Secretariat                                                    | For the first formal Management Committee meeting                                |                 |                                                       |
| <b>IMCA.6</b>                                                  | A work program and work flow diagram for the next two years of GHHP operations                                                                | GHHP Secretariat in consultation with GHHP Chair and GHHP ISP Chair | For the first formal Management committee meeting                                |                 |                                                       |
| <b>IMCA.7</b>                                                  | Prepare draft MOU for circulation with the provisional budget in mid-September                                                                | GHHP Secretariat in consultation with IMC                           | Prior to 15 September 2013                                                       | <b>Underway</b> | The MOU is currently being drafted.                   |
| <b>IMCA.8</b>                                                  | Prepare GHHP website to go live when partnership is formalised at end of September 2013                                                       | GHHP Secretariat in consultation with IMC                           | Prior to GHHP Sept meeting                                                       | <b>Underway</b> | The initial website is currently being scoped.        |

| Action Number                                                           | Action                                                                                                                                | Who is responsible? | When it is due?   | Status          | Notes                                                                                                                        |
|-------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>IMCA.9</b>                                                           | GHHP Secretariat to follow up who is the responsible agency for oil spill clean up in Gladstone Harbour.                              | GHHP Secretariat    | ASAP              | <b>Underway</b> | Monitoring response for Question on Notice 602. John Sherriff informed the responsible agency is Maritime Safety Queensland. |
| <b>Interim Management Committee Teleconference B – 4 September 2013</b> |                                                                                                                                       |                     |                   |                 |                                                                                                                              |
| <b>IMCB.1</b>                                                           | Develop and document a process for major items that arise between IMC meetings to circulate to IMC members.                           | GHHP Secretariat    | 13 September 2013 |                 |                                                                                                                              |
| <b>IMCB.2</b>                                                           | Mr Heidecker to talk to Cement Australia to get advice on the best way the IMC can resolve an agreed membership contribution amount.  | Mr Kurt Heidecker   | 13 September 2013 |                 |                                                                                                                              |
| <b>IMCB.3</b>                                                           | IMC members to review and provide comments on the draft Media Release in preparation for circulation to the broader Partnership.      | IMC members         | 13 September 2013 |                 |                                                                                                                              |
| <b>IMCB.4</b>                                                           | IMC members to review and provide comments on the draft letter to Partners in preparation for circulation to the broader Partnership. | IMC members         | 13 September 2013 |                 |                                                                                                                              |