



Interim Management Committee Meeting A Draft Minutes

Date: 26 August 2013 **Time:** 10am – 1pm

Location: Central Qld University, Leo Zussino Building, Byran Jordan Drive, Gladstone.

Interim Management Committee attendees (alphabetical by organisation):

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	FBA
Mr Peter Brady		GREAN
Ms Kezia Smith		GREAN
Government		
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
Industry		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	GPC
Ms Sue-Ern Tan	Consultant - Environment	QCLNG
Other Attendees		
Dr Ian Poiner	Chair	GHHP ISP
Ms Kirstin Kenyon		GHHP Secretariat
Ms Lucy Hall		GHHP Secretariat

Outcomes of the Meeting:

Agenda Item 1 – Introduction

Ms Kezia Smith delivered Welcome to Country.

Agenda Item 2 – Governance Charter

Mr Paul Birch reminded the meeting attendees, that although the group was an interim management committee, the meeting would be run using the operating principles outlined in the GHHP Governance Charter.

On this note, Mr Paul Birch received confirmation that he had support for his position as Interim Management Committee Chair as outlined in the Governance Charter.

Agenda Item 3 – GHHP Independent Science Panel (ISP) Duplication and Gaps Analysis Outcomes

The ISP's duplication and gaps analysis was presented as an agenda paper to the meeting. Dr Ian Poiner outlined that the main area of duplication was around seagrass and turtles monitoring and research. He also outlined that PCIMP would be adequate to provide data for the water quality indicators for the GHHP report card.

Agenda Item 4 – Budget

The management committee discussed the interim GHHP budget in detail including concerns about some figures. Outcomes of the discussions, including concerns, were included in the notes column of the Preliminary Budget. The updated budget agenda paper will be circulated to the committee.

It was agreed that financial commitments were being sought from partners for the first two years. The quantum of the commitment for the first two years being sought would be the average of those years. An indicative budget has also been prepared for year three as this is the first fully operational year to give prospective partners an indication of the ongoing cost from year three onwards.

Actions (refer below): IMCA.1, IMCA.2, IMCA.3, IMCA.4, IMCA.5, IMCA.6

Agenda Item 5 - Work program from now until Partnership formalisation

Steps to be taken between now and Partnership formalisation were discussed.

An MOU and media release will be prepared by the Secretariat in consultation with the Interim Management Committee. This will be circulated to the broader partnership as early as possible but no later than mid-September.

A website will be developed ready to go live when the Partnership is formalised in late September 2013.

The Interim Management Committee will meet as required prior to the Partnership meeting (via teleconference) to finalise the provisional GHHP budget and Partner contributions. It was noted that once the formal Management Committee is established, that the budget would need to be reviewed again in finer detail to ensure the commitment for the 2014_15 year was accurate.

Actions (refer below): IMCA.7, IMC A.8

Agenda Item 6 - Commonwealth Independent Review of the Port of Gladstone – recommendations and findings relating to GHHP

The findings of the initial report were noted and deferred to the Management Committee to consider once formally established.

Agenda Item 7 - Gladstone Region Environmental Advisory Network – update

Mr Peter Brady outlined the community's most recent concern regarding the chemicals used to clean up the Shen Neng oil spill in 2010. The concern is because there were 34 reported oil spills in the Gladstone Harbour around the same time and queried whether the same chemicals were used to clean the 34 reported oil spills in Gladstone. Peter was wondering who would be investigating any correlation.

Actions (refer below): IMC A.9

Agenda Item 8 - Traditional Owner and Indigenous Australians involvement in GHHP – update

Ms Smith drew attention to the upcoming workshop (9th September 2013) for Traditional Owners and Indigenous Australians living in and around Gladstone to develop a vision for a Culturally Healthy Harbour.

Agenda Item 9 - Progress on other aspects of ISP work program

This item was deferred.

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
GHHP Meeting 3					
GHHP3.2	Project proposals for the - Conceptual Modelling - Report Card Literature Review, and - Community Perception Survey links to Oral Histories – (linked to outcomes of Meeting Action 3.1) to be provided to the GHHP Science Working Group for endorsement.	Independent Science Panel and Science Working Group	Conceptual Modelling - 17 May 2013	Complete	The ISP reviewed the proposal received and made a recommendation to the GHHP Science Working Group for endorsement.
			Report card review – 10 May 2013	Complete	The GHHP Science Working Group has endorsed the ISP recommended provider. The contract is currently being finalised.
			Community Perception Survey – 31 May 2013	Underway	See notes above in meeting action 3.1.
GHHP3.8	Finalise the definition of a Healthy Harbour	GHHP Partners, GREAN and ISP.		Complete	The workshop in the morning of 31 July 2013 resulted in a GHHP vision for a Healthy Harbour.
GHHP Meeting 4					
GHHP4.1	Duplication and Gaps Analysis to be completed and delivered to GHHP.	GHHP ISP	15 August 2013	Complete	Noted by GHHP
GHHP4.2	Outcomes of Healthy Harbour Vision workshop to be circulated for out of session endorsement.	GHHP		Complete	Noted by GHHP
GHHP4.4	Interim Management Committee to be established.	GHHP	16 August 2013	Complete	Partner groups to provided interim Management Committee nominees to Secretariat.
GHHP4.5	Interim Management Committee to draft a provisional budget for GHHP by mid-September 2013.	GHHP Interim Management Committee	By 15 September 2013	Underway	
GHHP4.6	Signoff on provisional budget and formalisation of GHHP by end of September 2013.	GHHP	30 September 2013	Pending	To be circulated to GHHP ASAP but no later than 15 Sept 2013. Note: GHHP meeting date changed to 27 September 2013.

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
GHHP4.7	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	Complete	
Interim Management Committee Meeting A - 26 August 2013					
IMCA.1	Create a list of procedural documents and circulate to the Management Committee	GHHP Secretariat	For the first formal Management Committee meeting		
IMCA.2	Executive summary of the outputs of Budget Item 7.1 (Gladstone Harbour Model - quantitative ecosystem model)	GHHP ISP	ASAP		
IMCA.3	Send GHHP Chair the ISP member agreed sitting fees and travel costs	GHHP Secretariat	ASAP	Complete	
IMCA.4	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.		
IMCA.5	Discussion paper on options for the ISP post 2013	GHHP Secretariat	For the first formal Management Committee meeting		
IMCA.6	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		
IMCA.7	Prepare draft MOU for circulation with the provisional budget in mid-September	GHHP Secretariat in consultation with IMC	Prior to 15 September 2013		
IMCA.8	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		
IMCA.9	GHHP Secretariat to follow up who is the responsible agency for oil spill clean up in Gladstone Harbour.	GHHP Secretariat	ASAP		