



Management Committee Meeting 51 Minutes

Date: Thursday 21 April 2022 **Time:** 1:00 – 3:00pm

Location: Online via Zoom

Attendees:

Name	Position	Organisation
Chair		
Professor Iain Gordon	GHHP Chair	GHHP
Community		
Mr Codey Stow	Gladstone Manager	Gidarjil
Ms Elyse Riethmuller	CEO and GHHP Deputy Chair	Fitzroy Basin Association (FBA)
Government		
Ms Rachel D'Arcy	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ms Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group
Mr Alan Hayter	Environmental Lead	ConocoPhillips
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
ISP Members		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		
Jeff Krause	Partnerships Manager	FBA

Apologies:

Name	Position	Organisation

Agenda Item 1 – Welcome

Meeting Started: 1:05pm

Elyse Riethmuller, Deputy Chair, stated the meeting given Professor Iain Gordon's absence for the start of the meeting. Elyse provided delivered an acknowledgement of country and welcomed everyone attending the meeting.

1.4.1 Previous Minutes and Actions

The Chair invited a review of the previous minutes and actions with updates made to the actions that are included in the Meeting Action Register.

The previous meeting minutes of Management Committee 50 were accepted as a true and accurate record.

Moved: Megan Ellis **Seconded:** Chantale Lane

Agenda Item 2 – Items Requiring Decision

Please note that this information is CONFIDENTIAL and for GHHP INTERNAL USE ONLY.

There were no agenda items requiring a decision

Agenda Item 3 – Items for Consideration

3.1 Update on CQU host proposal

Iain provided a verbal update on the hosting proposal developed by CQU

Iain noted that the updated proposal addresses each of the requirements of the host role, including the request from the Management Committee for further detail on the management of conflict of interest and the provision of a mobile phone for the partnership.

The proposal remains within budget and provides staff with appropriate support services. GHHP staff will be employed by CQU. Secretariate services will be provided by the Project Officer rather than through a contracted service provider. This is consistent with other partnerships.

Iain reiterated the considerable planning undertaken to date associated with the transition from FBA to CQU as hosts in preparation for a smooth transition and acknowledged the support provided by FBA during the process.

3.2 Update on Communication Services

Tracey Siddins from Marketing Mafia as the Communications Services provider for GHHP provided an overview of a broad strategy to deliver Communications services for the partnership. Discussion following the overview highlighted the need for further discussion with the Management Committee regarding aspect including:

- The need for an update to the website and processes related to transitioning to a new site given the reports and data available on the current site and not wanting to lose any of this functionality. The request was to provide a more detailed proposal including how these risks would be managed and budget for a new website.
- It was also noted that it would take some time for the Partnership to progress to a higher level of community engagement as proposed by the 'Harbour Hero's' concept and these matters will require further discussion with the Management Committee and partners.

There was general agreement for some additional marketing collateral for use at the upcoming events where GHHP will have a presence including the Boyne Tannum Hook Up and Ecofest.

Action Item:

51.1 Communications plan to be discussed further at the May meeting.

3.3 ISP Chair update

John Rolfe noted the need to change the date for the Coral workshop as staff from AIMS are no longer available therefore a new date has been set as 6 September 2022.

3.4 Social Survey prize

**This agenda item was treated as 'Confidential'..*

Action Item:

51.2 MC endorsed the Heron Island prize be offered to encourage participation in the survey.

51.3 MC agreed to the additional budget for InfoFish to provide the visual fish health data.

Agenda Item 4 - Reports

4.1 Elyse referred to the GHHP finance report circulated with the meeting notes and noted the sound position of the GHHP budget as at the end of March 2022, noting salary costs were far less than budgeted which was largely due to the disrupted year to date due to staff changes and planning for the transition.

Agenda Item 5 – General Business

5.1 Regional Partnership survey

Rachel D'Arcy provide a verbal update on the Regional Partnership Survey that was about to be released and asked that everyone complete the survey. This survey is for staff and partners across the 5 partnerships in Queensland.

5.2 – Next meeting

The next meeting: 26 May 1-3pm at CQU in Gladstone (face to face and on-line)

Partners meeting 23 June 1-3pm (face to face and on-line)

Meeting Action Register

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
MC Meeting 44					
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	Delayed until 2022	
MC Meeting 45					
MC 45.4	GHHP Executive Officer to provide an update once the Governance Charter review is completed.	GHHP Executive Officer		Delayed until 2022	
MC Meeting 46					

MC Meeting 49					
MC 49.3	Management Committee to revisit and confirm timing of multi-year cycles for assessments of social cultural and economic indicators. Resolution of Human Dimensions vs Social surveys and best vehicle for reporting the results expanded report card	Management Committee			
MC 49.4	MC to review CONNIE Model in May 2022 with demonstration of model from ISP Chair	Management Committee & ISP Chair		Ongoing	ISP Chair to arrange for May meeting
MC Meeting 50					
MC 50.1	Updated status of action items has been included on the Meeting Action Register	Jeff	April 2022	completed	
MC 50.2	John Rolfe to provide a paper and presentation to assist the MC to review CONNIE model at the May meeting	ISP Chair	May 2022		
MC 50.3	GHHP Chair, FBA and CQU progress the Host proposal and then commence the transition to CQU as the GHHP Host	Chair, Elyse, Emma, Jeff	April 2022	ongoing	
MC 50.4	GHHP Communications Plan to 30 June to be confirmed	Chair	April 2022		
MC 50.5	Chair to add this to the agenda for the next Management Committee meeting	Chair	April 2022		
MC 50.6	ISP Chair to develop a formal proposal including timing and costs for consideration by the Management Committee meeting by mid 2022.	ISP Chair	May 2022		
MC 50.7	Science Program budget to be varied as outlined above	Elyse to update budget	Next meeting		
MC Meeting 51					
MC 51.1	Communications Plan to be discussed further at the May meeting.	Tracey	May 2022		
MC 51.2	MC endorsed the Heron Island prize be offered to encourage participation in the survey.	ISP Chair	May 2022		
MC 51.3	MC agreed to the additional budget for InfoFish to provide the visual fish health data.	ISP Chair	May 2022		