



Management Committee Meeting 40 Minutes

Date: Wednesday 21st October 2020 **Time:** 9:30 – 11:45am

Location: NFP House Meeting Room – NFP House, 1a/136 Goondoon Street

Attendees:

Name	Position	Organisation
Community		
Mr Gerry Graham	GHHP Chair	Community
Ms Elyse Riethmuller (via Zoom)	Chief Executive Officer	Fitzroy Basin Association
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
Mr Alan Hayter (via Zoom)	Environmental Lead	ConocoPhillips Australia
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
ISP Members		
Dr John Rolfe (via Zoom)	ISP Chair	GHHP Independent Science Panel
Staff		
Mrs Lyndal Hansen	GHHP Executive Officer	Amarna Consulting
Mrs Dana Iwanicki	GHHP Secretariat	Amarna Consulting
Dr Mark Schultz (via Zoom)	Science Officer	Fitzroy Basin Association
Mr Mac Hansler (via Zoom)	Science Officer	Fitzroy Basin Association
Observers		
Mr Chris Irving (via Zoom)	Manager Environment & Conservation	Gladstone Regional Council
Ms Paulina Kaniewska (via Zoom)	Senior Scientific Officer	The Office of the Great Barrier Reef, DES

Apologies:

Name	Position	Organisation
Mr Brent McLellan	PCCC TUMRA Manager	GIDARJIL

Agenda Item 1 – Welcome

Meeting Started: 9:33am

The GHHP Chair gave an acknowledgement of country and welcomed all attending Management Committee members, staff and observers. The GHHP Chair gave apologies from Brent McLellan who was travelling for work and not certain he would have coverage to be able to Zoom in.

1.3.1 Previous Minutes and Actions

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

The ISP Chair advised of a few updates to be made to MC Meeting 39 Minutes.

- 2.2.1 ISP Chair Report (regarding meeting with Simon Costanzo)
- 4.2.1 ISP recommendation for project report review process (to further clarify the process and associated action items)

The previous meeting minutes of Management Committee 39 were accepted (with the noted changes to be made) as a true and accurate record.

Agenda Item 2 – Reports

2.1.1 Executive Officer Update

The Executive Officer provided an update on EO tasks and a summary of what stage various documents for development were at.

Items to note:

- The Stewardship Management Response is due in June 2021. GHHP previously completed the Dougie Gladstone Harbour Stewardship Study storybook in 2018. The EO suggested a few options for the Stewardship Management Response, including:
 - Seek assistance from Partners using the 2018 storybook as a reminder/starting point;
 - Desktop surveys; or
 - Community engagement/surveys
- There is a Draft Great Barrier Reef Regional Report Card Network Terms of Reference (ToR) for review. The Network is an initiative to create a broader collaboration between report card partnerships. EO is happy to pass on any feedback from GHHP MC.
- Financial update: GAWB will renew their membership. QGC advised of an incorrect address on their invoices which have now been updated and resent for this year and last year.
- Concept for the Value Proposition Statement has been put together and is out for review with the Subcommittee and then will be brought to the MC at the next meeting.

MC Comments/Questions:

- Previous Stewardship storybook can be used as a good point of reference with Partners on their past involvement and engagement in the process, but will be better to be more general/broader in the response and try to structure it to different indicators in the Report Card.

- Rachel D’Arcy suggested that another meeting with the Reef Partnerships EOs can be organised to further discuss the Stewardship Management Response.
- Regarding the Great Barrier Reef Regional Report Card Network ToR, given it is not a contract, general thoughts are it would be better to be signed by the Chair instead of Host organisations.
 - Elyse Riethmuller identified that it gives people an intent to abide by but does not necessarily mean people have to/will act in accordance with it.
 - EO will take MC comments and concerns forward to next meeting.
- Will GHHP follow up Partners for outstanding membership (approx. \$60,000) from previous years?

Management Committee approved for the EO and FBA to work together to follow up outstanding Partner membership contributions from previous years.

- What is the status of the MOU?
There is still one outstanding signature on the MOU which is from CSIRO. EO has made contact on several occasions to follow up.
 - Rachel D’Arcy advised that CSIRO is also a Partner on the Mackay Whitsundays project so can follow up with their EO regarding best contact details.

Management Committee approved for EO to follow up with Mackay Whitsundays on CSIRO contact details and write to CSIRO one final time giving them one week to respond on the MOU or they will be removed as GHHP Partner.

- Chair and EO need to follow up with GAWB about their representation on the MC. For now GAWB are happy for the EO to send them updates and information.

Action Items

- 40.1 EO & Elyse Riethmuller to work together to follow up unpaid Partner membership contributions from previous years.**
- 40.2 EO to contact Mackay Whitsundays re CSIRO contact details then write to CSIRO to advise of one-week deadline to reply to MOU or they will be removed as a GHHP Partner.**
- 40.3 GHHP Chair & EO to follow up with GAWB re their representation on the MC.**

2.2.1 Citizen Science Report

The GHHP Executive Officer gave a review of the Citizen Science and Regional Report Cards from Erin Peterson Consulting.

Items to note:

- The top two identified priorities were Estuary and inshore fish and Mangroves. It was agreed that Estuary and inshore fish was the top priority for Citizen Science.
- GHHP has the most development in the areas of Estuary and inshore fish with their work with Infofish and agreed to help with review of that project. Dr Mark Schultz from the Science Team will be part of the Subcommittee to assist with the project.

MC Comments/Questions:

- The Great Barrier Reef Foundation is providing funding to develop the Citizen Science Project.

2.3.1 GHHP Science Program Report

The ISP Chair provided an overview of the Science Program noting that everything is on track.

A summary of the science projects and status is below:

Project ID	Status
ISP005: SCE Indicators, CQU	Not conducted in 2020. Recommendation to use 2019 results in the 2020 report card.
ISP006–2020-21: Model Housing and Updates for the Gladstone Harbour Model, Gladstone Hydrodynamic Model and CONNIE Module, CSIRO	Currently contacted until June 2021.
ISP009–2019-20: DIMS maintenance, AIMS	A new DIMS maintenance project is being developed for 2020-21.
ISP011–2020: Seagrass Indicators, JCU/TropWATER	Project has been completed. Final summary accepted.
ISP012: Cultural Heritage Indicators	Not conducted in 2020. Recommendation to use 2018 results in the 2020 report card.
ISP013–2020: Fish Recruitment Indicators, Infofish	Project has been completed. Final report accepted by the ISP.
ISP014–2020: Coral Indicators, AIMS	Project has been completed. Final report accepted by the ISP.
ISP015–2020: Mud Crab Indicators, CQU	Project nearing completion. Field work completed. Awaiting final acceptance by the ISP.
ISP018: Mangrove Indicators, JCU/TropWATER	Not conducted in 2020. Recommendation to use 2019 results in 2020 report card.
ISP023A–2020: Fish Health Indicators, CQU	Contracted and in progress. All fieldwork has been completed. Final report under review by the ISP.
ISP023B–2020: Visual Fish Condition Indicators, Infofish	Contracted and in progress. Fieldwork has been completed. Draft report under review by the ISP.

Items to note:

- Science Program is starting to look at contracts for next year. While most are re-contracted with preferred providers, some programs go back out to market every three years. This year Mud Crabs should go to open tender. ISP proposes to issue an EOI to Partnership members. The EOI is with ISP for review and then will go to GHHP Chair for MC approval.
- ISP would like to run a half-day workshop on Mud Crabs in 2021 as they are an asset under pressure and of high importance in the Gladstone Harbour. This could occur as part of the February ISP Meeting.

MC Comments/Questions:

- What was the cost of the previous Nutrient Workshop?
The cost was roughly \$3,500 for ISP members and 1 GHHP representative to attend.
- Workshop could be held at new CMERC facility at CQUniversity Gladstone. A/Prof Emma Jackson advised of possibility to link with other presenters already attending CMERC to try to reduce costs.
- Why does the DIMS maintenance project remain as a consistently high line item?

DIMS houses all data and previous Report Cards, the GHHP website plus all the codes built to run the report card each year. The cost remains at around \$40,000 each year (\$30,000 for maintenance and \$10,000 for building new codes).

- Are science contracts on a calendar year or financial year?
Financial year – Work done up to about end of June with preparation of reports following so contracts go to about end of September.

MC approved for ISP Chair to prepare a Proposal to run a Mud Crabs Workshop in 2021.

Action Items

40.4 ISP Chair to prepare a Proposal to run a Mud Crabs Workshop in 2021 to be presented to the Management Committee.

Agenda Item 3 – Items requiring discussion

3.1.1 2020 Report Card Front Cover (DRAFT)

The Executive Officer presented a Draft 2020 Report Card Front Cover for MC feedback and approval. GHHP Comms Team put together a front cover with a collage of local pictures, including mangroves, the Gladstone Marina and Yellow Patch.

Items to note:

- GHHP Comms Team is working on a similar format for the 2020 Technical Report.

MC Comments/Questions:

- Discussion on one photo vs multiple photos, but overall, the MC prefers the collage of local images.

Management Committee approved the 2020 Report Card front cover.

3.2.1 2020 Annual Report DRAFT

The Executive Officer presented a Draft 2020 Annual Report for the MC to review. MC and Staff advised to send any comments and edits to the EO within the next two weeks for the document to be finalised.

Action Items

40.5 Management Committee to provide feedback and suggested edits on 2020 Annual Report to EO within two weeks.

3.3.1 ISP recommendation for budgeting and scheduling for Fish and Crabs monitoring over five years

ISP Chair presented a summary of each indicator within the Fish and Crabs indicator group, the ISP recommendation for each indicator, options for monitoring including budgeting over the next five years and the risks and benefits associated with each option.

Items to note:

- The ISP provided four options for scheduling and budgeting the Mud Crabs and Fish component:
 - Option 1: Comprehensive (Monitoring of Fish and Crabs indicator group at 2019 levels + Fish HAI sampling) - \$226,600/yr
 - Option 2: Annual but limited (Monitoring the Fish and Crabs indicator group at proposed 2020 levels) - \$188,300/yr
 - Option 3: Staggering Mudcrabs and Fish HAI indicators to every second year - \$159,600/yr
 - Option 4: Staggering Fish HAI indicators to every second year - \$170,000/yr
- ISP noted the cost to continue monitoring all four sub-indicators for the 2020-21 year would be an additional \$12,314 to the budget and include normal Mud Crabs and Visual Fish Health with Fish Recruitment sampled for three months instead of four and intensive Fish Health sampled for eight days).
- To drop to only two months of sampling (instead of four) in Fish Recruitment would save approximately \$12,000.
- ISP suggested to drop the Economic indicator for the current 2020-21 financial year, push it back to next year and reallocate the money into the biodiversity sub-indicators. Next year may be better option for including Economic indicators when other report cards are considering adding Economic and Social indicators, as well. Feel that this year would provide odd results due to COVID, which may be misleading to the actual health of the Harbour.

MC Comments/Questions:

- Is the \$38,640 the correct amount for Fish Recruitment or is it \$25,000?
The \$38,640 comes from the preferred sampling for three months instead of two.
- Why would GHHP not want to record Economic indicators this year with COVID?
It is not a change driven by the Harbour itself, but from an outside impact. ISP feel it may produce results that are misleading to the actual harbour health; however, it is possible to capture and retrieve some of the Economic data at a later date.
- Subcommittee reviewing the Chair & EO positions brought to attention that they would like to review areas to cut costs in the science budget to help achieve a positive future budget and engage an EO position.

Management Committee approved the ISP recommendation to drop the Economic indicator this year to allow for an extra round of Fish Health sampling.

Action Items

40.6 Subcommittee for Chair & EO positions to work with ISP Chair to review budget and put in a Proposal for next year's budget at the next MC Meeting.

Agenda Item 4 – Items for consideration

4.1.1 Urban Water Stewardship Framework Briefing

Dr Mark Schultz gave a brief update on the Urban Water Stewardship Framework (UWSF). USWF data for the Gladstone LGA will be collected and collated by GHHP and reported on in the 2021 Stewardship Response Report (or other report).

Items to note:

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- GHHP to organise a workshop in Gladstone in early 2021 for the UWSF data collection.

MC Comments/Questions:

- Opportunity for GHHP to learn from other Partnerships as most of them will be planning their workshops for UWSF data collection for the end of this year; whereas, GHHP will wait until after 2020 Report Card launch in February 2021.

4.2.1 Strategic Plan – Second Version

The Executive Officer and Subcommittee presented a reworked second version of the Strategic Plan that has more of a strategic focus and identifies what the MC should be doing in the medium to longer term.

Action Items
40.7 Management Committee to review Strategic Plan and provide feedback to EO. Final document to be presented and signed off at the next MC Meeting.

4.3.1 Confidentiality Agreement DRAFT

The Executive Officer presented a DRAFT Confidentiality Agreement for MC to review after discussions at last meeting around representation of Partners on the MC.

Items to note:

- The EO advised how difficult it was to put a Confidentiality Agreement together as it is only an agreement unless it comes through FBA.

Action Items
40.8 Management Committee to provide feedback to EO on the DRAFT Confidentiality Agreement within one week. Final document to be presented for approval at the next MC Meeting.

4.4.1 Ratifying decisions on the GHHP Chair position

Alan Hayter advised that the Subcommittee has finalised the Position Description for an Independent GHHP Chair and asked for the Secretariat to send it out to GHHP MC members, Partners and identified advertising outlets. Applications for the position close on the 30th October 2020. The Subcommittee will review the applications and interview selected candidates.

The Subcommittee asked if it was acceptable to the MC for them to interview and select the Chair or what sort of process they should follow?

MC Comments/Questions:

- Subcommittee should put recommendation for Chair role to MC for approval.
- EO commented that it is important to have a local Chair. The position description outlines the preference for someone from the Gladstone region. Applications that have been submitted from people outside of the Gladstone region will be considered.

Agenda Item 5 – General/recurring business

5.1 Policy Register update

The Executive Officer gave a verbal update on the Policy Register noting that the Process for Science Program Project Approval was finalised. The Process for Management Committee Members to Represent Partners on the MC will be the next policy to be finalised pending feedback on the Confidentiality Agreement which is included within the policy.

Items to note:

- Remove Gladstone Area Water Board from being represented by Gladstone Regional Council. This is still to be reviewed with GAWB.
- Policies will be stored on DIMS.

Management Committee approved to sign off on the Process for Science Program Project Approval. Management Committee approved to sign off on the Process for Management Committee Members to Represent Partners on the MC once the feedback is received for any further updates to the Confidentiality Agreement.

Action Items

40.9 Secretariat to add finalised policies to DIMS.

GHHP members congratulated A/Prof Emma Jackson on the recent opening of CMERC.

Next meeting date: Management Committee 41

Wednesday, 18th November 2020

Location: Byellee Room, Gladstone Ports Corporation

Meeting closed: 11:45am

Meeting Actions Register:

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 36					
MC 36.10	EO to work with the MC Working Group re Hosting Arrangements to refine a process.	Executive Officer & MC Working Group	July-August 2020	Ongoing	
MC Meeting 38					
MC 38.6	GHHP Chair and EO to hold discussions with GAWB regarding their representation on the MC.	GHHP Chair and Executive Officer		A meeting undertaken Follow up required	
MC Meeting 39					
MC 39.5	Subcommittee for the Strategic Direction to work together to progress the document and present draft at MC Meeting 40.	Strategic Direction Subcommittee	For MC Meeting 40 in Oct	In process	Second Version presented at MC Meeting 40
MC 39.6	Executive Officer to prepare Action Plan for Subcommittee for the Value Proposition Statement. Draft document to be prepared and presented at MC Meeting 40.	Value Proposition Statement Subcommittee	For MC Meeting 40 in Oct	In process	Subcommittee has received DRAFT concept
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			
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	In process	Refer to EO Update at MC Meeting 40
MC Meeting 40					
40.1	EO & Elyse Riethmuller to work together to follow up unpaid Partnership membership contributions from previous year.	EO & Elyse Riethmuller			
40.2	EO to contact Mackay Whitsundays re CSIRO contact details then write to CSIRO to advise of one-week deadline to reply to MOU or they will be removed as a GHHP Partner.	EO			
40.3	GHHP Chair & EO to follow up with GAWB re their representation on the MC.	GHHP Chair & EO			

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
40.4	ISP Chair to prepare a Proposal to run a Mud Crabs Workshop in 2021 to be presented to the Management Committee.	ISP Chair			
40.5	Management Committee to provide feedback and suggested edits on 2020 Annual Report to EO within two weeks.	MC members & EO	By 6.11.2020		
40.6	Subcommittee for Chair & EO positions to work with ISP Chair to review budget and put in a Proposal for next year's budget at the next MC Meeting.	Subcommittee & ISP Chair	For next MC Meeting		
40.7	Management Committee to review Strategic Plan and provide feedback to EO. Final document to be presented and signed off at the next MC Meeting.	MC members & EO	For next MC Meeting		
40.8	Management Committee to provide feedback to EO on the Draft Confidentiality Agreement within one week. Final document to be presented for approval at the next MC Meeting.	MC members & EO	By 30.10.2020		
40.9	Secretariat to add finalised policies to DIMS.	Secretariat			