

Management Committee Meeting 57 Minutes

Date: Thursday 16 March 2023 **Time:** 1:00 – 3:00pm

Location: CQUniversity Leo Zussino Building 1.22, and Zoom

Attendees:

Name	Position	Organisation
Chair		
Professor Iain Gordon	GHHP Chair	GHHP
Staff		
Ms Hannah Russell	GHHP Project Officer	GHHP/CQUniversity
Community		
Ms Elyse Riethmuller	CEO and GHHP Deputy Chair	Fitzroy Basin Association
Ms Demi Blucher	Gladstone Manager	Gidarjil Development Corporation
Government		
Ms Rachel Darcy	Manager, Reef Partnerships	OGBR&WH, DES
Industry		
Dr. Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr Alan Hayter	Environmental Lead	Conoco Phillips
Ms Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group
Research		
Prof Emma Jackson	Director, Coastal Marine Ecosystems Research Centre (CMERC)	Central Queensland University
ISP Members		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		
Brady Hartwell	Management Accountant Support Assistant	CQUniversity Research Finance

Apologies:

Name	Position	Organisation
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council

Agenda Item 1 – Introduction

Meeting Started: 1:00pm

1.2 Apologies and Introductions

Iain provided an Acknowledgement of Country.

Cr Darryl Branthwaite and Ms Ali Moore sent apologies for the meeting.

1.3 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 the Management Committee 56 were accepted as a true and accurate record.

Moved: Megan Ellis

Seconded: John Rolfe

Agenda Item 2 – Items Requiring Decision

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

2.1 AIMS Coral Indicators Project Proposal

The Australian Institute of Marine Science have provided a proposal to GHHP for the 2023 coral monitoring in the Gladstone Harbour. This proposal is the same as previous years, but the costs have increased by \$5,376.88. This increased cost can be offset within the Science budget owing to cost cutting in other areas, particularly the cost usually reserved for the maintenance of the Harbour model which has been cancelled.

All Management Committee members provide approval for contracting.

ACTION: Hannah to organise the Project Services Agreement between AIMS and GHHP for the 2023 coral monitoring.

2.2 Urban Water Stewardship Framework Project Proposal

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

ACTION: Hannah to request Alluvium to update quote and provide presentation to Management Committee.

2.3 Scope of Works – Traditional Owner Values Indicator

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

ACTION: John to continue communicating with PCCC and update Scope of Works as required.

ACTION: Management Committee to review the Scope of Works for the Traditional Owner Values indicators and provide any comment directly to John.

Agenda Item 3 – Items for Consideration

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

3.1 Research Officer Recruitment Update

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

3.2 GHHP Budget Working Group Update

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

Agenda Item 4 – Reports

4.1 Chair Report

A successful Report Card Launch was held in February, with over 50 people attending. Iain received feedback on how John presented the results; they were easy to understand despite the level of technical detail within the results. Iain thanked Hannah for organising the event, and CQUniversity for hosting it.

Iain and Hannah met with Gladstone Airport Corporation who have come aboard with sponsorship and advertising.

The Regional Report Cards are meeting in Cairns in April. Rachel suggested that anyone travelling should book flights and accommodation as soon as possible owing to school holidays. The meeting will conclude at 3:00pm, allowing attendees to catch a flight at 5:00pm Friday afternoon.

4.2 Project Officer Report

The Communications, Budget, and Governance Working Groups have had two meetings each, with great outcomes.

The technical documents are under review and edits will be finalised shortly. Hannah thanked Megan for her comments to the reports.

CQU Research Legal's Tom Dixon has left CQU, and there have been some complications progressing documents. Hannah has been working with Leslie Walker who has been very helpful. Emma suggested that there are other legal employees within CQU that can be contacted. Hannah would like to progress project services agreements and the Memorandum of Understanding between GHHP and the Partners.

Hannah also provided that the Report Card Launch went well. There was some feedback on the quality of paper the Report Card was printed on. Megan provided that the paper this year was environmentally friendly and suggested that Gladstone Ports Corporation is moving to more online-based reports and documents. Emma asked how the reports are going to be dispersed, and suggested printing less next year. Rachel asked for a package of Report Cards to be sent to her. Alan also requested some Report Cards, and suggested dropping several to ConocoPhillips, who will then send to Brisbane and Alan will organise sending to Rachel, as this will save on postage costs.

ACTION: Hannah to create an inventory of what resources GHHP has, and where it will be going.

The Report Card was also advertised through news stories, the advertising at the airport, and the front page and story within Gladstone News.

The Stewardship Report launch was attended by approximately 25 partners, and had a new story released on Facebook. Hannah thanked Emma for providing comment within the story. Hannah also gave a live radio interview on Rockhampton ABC.

4.3 ISP Chair Report

The ISP haven't yet met this year, so there is no ISP meeting report to discuss.

John recorded potential Conflicts of Interest. He is a member of the editorial board for the Scientific Consensus Statement and the government requires John to nominate to GHHP that he is on the board. John is also the Acting Chair on the Independent Science Panel for the Great Barrier Reef but does not believe that there are any Conflicts of Interest within this role.

The 2023 Report Card is progressing well, with only the Indigenous Cultural Heritage (Traditional Owner Values) project and the Marine and Litter Debris indicator to be contracted. The data for the Marine and Litter Debris has been received

and now needs to be analysed within R Studio. This analysis was previously conducted for free by a PhD student at the University of Technology Sydney but will now be undertaken by either the Research Officer, if they have the correct skills within the timeframe required, or John will contract a person within his network.

The budget is being watched to ensure that all science projects stay within the overall approved amount, which it has. The Litter and Marine Debris project will likely remain under budget, which will provide a larger surplus.

As mentioned previously in the meeting, John has met with Gidarjil Development Corporation and the Port Curtis Coral Coast separately. Gidarjil are interested in the project. On-going discussions are occurring to determine if PCCC will endorse Gidarjil being contracted to undertake the work, or if they would prefer a different approach. PCCC has indicated the John will receive feedback within two weeks.

The research team from James Cook University have published an article on the seagrass indicator. The paper is broader than Gladstone but most of the examples are derived from Gladstone. It provides more technical detail on the seagrass indicator than what is currently within the seagrass reports and provides a lot of value. When first starting, one of the requirements was that work completed should progress to scientific publications.

Megan raised that the publication states that the dataset is available via request through the Gladstone Healthy Harbour Partnership e-Portal at <http://data.ghhp.org.au/>. This portal hosts very old reports and has little to no approach to searching for data. Many of the reports housed within this portal aren't relevant to GHHP. Iain suggested that the Research Officer should go through the portal when they start to determine what, if any, documents are relevant and should be kept. Hannah noted that Marc Hammerton stated that the e-Portal hasn't been used since 2017 and suggested decommissioning the website in the next financial year. Emma raised that the link has already been published within the document for readers to click on and so removing the portal would reduce the level of visibility for GHHP and potentially make GHHP look bad. Megan raised that the readers could simply contact the author in this case. Iain commented that if the portal was decommissioned, then the authors would not have fulfilled the requirement that the dataset be made available.

Iain stated that GHHP should be reviewing publications before they are published, and asked John to reiterate this to the researchers writing the papers. Megan stated that it was originally suggested incorporating this requirement into each Scope of Works. John stated that it is not appropriate to put this as a requirement into the Scope of Works as the contractors are independent and own the data, not GHHP. The best course of action would be to request the researchers to provide GHHP the opportunity to review before publishing.

John stated that he has asked this before but within a large team, this request may not always be transferred through. Megan suggested having the main point of contact for the seagrass data as Michael Rasheed.

ACTION: Research Officer to go through the e-Portal when they start to determine what, if any, documents are relevant and should be kept.

ACTION: Research Officer to contact delivery providers and request that GHHP gain advanced copies of any and all papers and articles for review prior to publishing.

4.3 GHHP Finance Report

Brady Hartwell from CQU Research Finance attended and provided an update on the CQU Finance Report.

As at 28 February 2023:

- Carry forward from June 2022	\$382,122
- Total Cash at Bank	\$632,349
- YTD Memberships Received	\$255,050
- Memberships Invoiced but Not Paid	\$28,000
- Memberships to be Invoiced	\$0
- Other funding Received	\$277,500

Brady has included the original budget into the finance report. The figures detailed can be reworked in terms of where expenditures have been allocated. Approximately 44% of the total expenditure budget has been used so far. There are three Partners who have yet to pay, with whom Brady will follow up with again.

Rachel noted that the names of the Government departments needed to be checked and suggested changing to 'Australian Government' and 'State Government'. CQU have agreed to take the forward payment for the FY23/24 from the State Government.

Agenda Item 5 – General/Recurring Business

The Boyne Tannum Hookup have contacted GHHP regarding host a presentation on one of the days of the event. Megan commented that the BTHU are hosting an education tent that is being ran by three people. There are a series of different people that have been approached, including GPC. Other presenter ideas were Bill Sawynok from Infofish. The date and time of the 20-minute presentation is to be confirmed. The BTHU will be run from Friday 28 April to Sunday 30 April. Iain agreed that having a presentation would be advantageous to GHHP. Marketing Mafia will be in attendance and there will be a GHHP stall. Iain suggested that it would be good to have Management Committee representatives helping with the stall as well. Megan will be at the BTHU so is happy to assist with the stall.

Emma mentioned an activity that Nicole Flint has created recently that could be brought out at events. This is a box on fish and mud crab health that won't be taken to the BTHU by CQU, and so Emma suggested that GHHP could use it for the event. This will present an opportunity for attendees to learn more about how indicators are measured, including 'dissection' of fish, analysis of rust lesions on mud crabs, and crab grading.

Hannah also brought up the Management Committee help at the Harbour Festival, as Marketing Mafia won't be in attendance. Megan and Emma are both unavailable. Iain suggested sending out a formal request with dates and times to the Management Committee for volunteering.

ACTION: Hannah to contact the Boyne Tannum Hookup and request more information on the presentation slot during the event.

ACTION: Hannah to send an event attendance grid to the Management Committee to populate when they can volunteer.

The Governance Working Group met on 15 March for the second meeting. The Governance Charter states that there should be three industry, two government, two community, one research, and one host organisation representation. Currently, the GHHP Management Committee has four industry, two government, one community, one research, and none from the host organisation. Fitzroy Basin Association has sat under both the community and industry groups, but the commitment from FBA is classed as an industry, and the definition of Industry 1 within the Governance Charter includes Natural Resource Management (NRM) groups. Megan suggested that previously the classifications were chosen based on profit margins of the organisations.

Possible ways to navigate this would be to class NRM as it's own level, or calling the classifications 'Tiers' rather than 'Industry 1', 'Industry 2', 'Government 1', 'Community' etc. The previous versions of the Governance Charter classed partners based on this Tier format.

Megan raised that there needed to be another community representative on the Management Committee. The previous Chair, Gerry Graham, raised concern that while he was a community member, he wasn't representing a community group as GREAN in Gladstone disbanded. Megan also raised whether PCCC should be on the Management Committee.

Iain suggested bringing this back as a proposal to the next Management Committee meeting in May as the Partners will need to be made aware during the June Partner's meeting that the Management Committee will be selected in

December. Megan noted the Governance Charter asks for ten members on the Management Committee while GHHP currently only has eight.

Emma suggested making a note of what GHHP has at the moment, why it doesn't fit within the Charter, and presenting some options to the Partners in June. The Governance Working Group also suggested some avenues of community representation, such as the air quality monitoring group, Not-for-Profit House, and the Local Marine Advisory Committee.

ACTION: Governance Working Group to present a proposal regarding Management Committee representation to the May Management Committee meeting, ahead of the Partner's Meeting in June 2023.

Emma noted that she attended a meeting with the Queensland Chief Scientist on behalf of GHHP. This meeting also involved Port Curtis Harbour Watch regarding citizen science opportunities and has given feedback to Hannah.

Megan raised that a reef monitoring proposal has been received by GPC. Megan had concerns that the coral cover and recruitment weren't being assessed as it was previously and has requested a revised proposal. The revised proposal was received.

John asked if Iain had access to the review conducted in 2017 which set out the structure clearly. Megan raised concern about historical file access by GHHP staff and the level of document control including version control and dates. The documents were originally housed on the DIMS and were not easily accessed or uploaded.

Iain noted that he had a conversation with Darwinian Consulting regarding the 10-year review. A rough quote has been received and a rough \$20,000 has been placed into the forward budget for FY23/24. The review will be held the week starting Monday 6 November, which will mark ten years since the signing. Iain asked if the Scope of Works needs to be presented for Tender. Hannah noted that CQUniversity have allowed GHHP to have 'preferred suppliers' and Emma mentioned that CQU also allows sole suppliers.

ACTION: Iain, Hannah and/or Research Officer to create Scope of Works for Darwinian Consulting to undertake the 10-year review, and present at Management Committee Meeting 58 with a justification to why Darwinian Consulting should be contracted.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 2:20pm

The next meeting: GHHP Management Committee Meeting 58, 18 May 2023, 1-3pm

Meeting Action Register

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 53					
MC 53.4	GHHP Chair proposed that a small group go away and circle back in terms of the conversation of what the out years 2022/23/24/25 for the Operational and the Comms budgets will be. Iain to work with the Projects Officer, the CQU Finance team, Elyse, and Megan.	Chair, Elyse & Megan, Hannah		On-going	GHHP Budget Working Group – Iain, Alan, Elyse, Megan, Hannah – have met twice to discuss.
MC Meeting 54					

MC 54.1	Governance Charter Update Working Group (Hannah, Megan, Emma, Rachel) to propose updates to Governance Charter and present to Management Committee at next Management Committee meeting.	Governance Charter Update Working Group		In progress	GHHP Governance Working Group – Megan, Emma, Rachel, Hannah – have met twice. Third meeting scheduled for Friday 24 March 2023.
MC 54.2	John to continue with the planning of the new indicators.	ISP Chair	June 2023	On-going	
MC 54.9	John to provide additional context at the beginning of the Coral Workshop Overview document and circulate to Management Committee for approval.	ISP Chair	March 2023	To be recirculated	To be sent again to the Management Committee for comment before upload.
MC 54.13	Hannah to respond to Karl French regarding Port Curtis Harbour Watch and set up a conversation between Iain, Karl, and Hannah.	Project Officer	November 2022	Ongoing	Consortium meeting between BIEEC, PCHW, GHHP, and CQU 28 March 2023.
MC 54.14	Iain to set up a meeting between Wai Wanaka, Iain, and John regarding Wai Wanaka utilising GHHP model for their new report card.	Chair ISP Chair	November 2022	On hold	Waiting to hear from Wai Wanaka.
MC Meeting 55					
MC 55.1	John to discuss costs of expanding upon current mud crab and fish monitoring activities with Nicole Flint and Stefan Sawynok respectively.	ISP Chair	January 2023	On hold	John discussed with Nicole. Aus Government funding still to be confirmed. John to contact Infofish following discussion with Aus Government.
MC 55.7	John to consider adding coral monitoring data collected by Gidarjil Development Corporation into the report card. To be discussed at the 2023 GHHP Review.	ISP Chair	June 2023	On-going	Early discussions held between John and Gidarjil.
MC Meeting 56					
MC 56.1	Tracey to create statistics on engagement in 2022 and share with Management Committee.	Tracey Siddens	February 2023	To be completed.	Hannah to follow up with Tracey.
MC 56.2	Megan to environmental awareness day calendar to Hannah and Hannah to provide to MC and Tracey.	Megan Ellis and Hannah Russell	February 2023	Completed.	
MC 56.3	Communications Working Group to meet and discuss Communications plan. Working Group members are Megan, Chantale, Hannah (replacing Iain), and Tracey.	Megan Ellis, Chantale Lane, Hannah Russell, Tracey Siddens	February 2023	On-going	Communications Working Group – Chantale, Megan, Hannah – have met twice. To meet again.

MC 56.4	Hannah to collect Research Officer applications and provide to Working Group to review. Interviews for position to occur in week of 20-24 February 2023.	Project Officer	February 2023	Completed.	Interviews contacted and awaiting CQU PaC to provide Letter of Offer.
MC 56.5	Megan, Darryl, and Emma to speak to relevant contacts and ask to attend Stewardship Launch and provide comments to media on respective stories within the Stewardship Report.	Megan Ellis, Darryl Branthwaite, Emma Jackson	January 2023	Completed	
MC 56.6	Hannah to contact PCIMP to attend and provide comment for the Report Card launch.	Project Officer	January 2023	Completed	PCIMP attended.
MC 56.7	Iain to contact Simon Godschalx regarding the Australian Government funding available for citizen science programs.	GHHP Chair	January 2023	Completed	Funding on hold, pending review.
MC 56.8	Hannah to provide GHHP budget figures to Brady for incorporation into March finance report.	Project Officer	January 2023	Completed.	
MC 56.9	Hannah to ensure Marketing Mafia follow up with GHHP partner Gladstone Airport Corporation to organise airport advertising on airport baggage carousel video screens.	Project Officer	January 2023	Completed.	Advertising completed first two weeks of March. Iain and Hannah met with GAC in January who offered the baggage area advertising and a display area.
MC Meeting 57					
MC 57.1	Hannah to organise the Project Services Agreement between AIMS and GHHP for the 2023 coral monitoring.	Project Officer	31 Mar 2023		
MC 57.2	Hannah to request Alluvium to update quote and provide presentation to Management Committee.	Project Officer	20 Mar 2023		
MC 57.3	John to continue communicating with PCCC and update Scope of Works as required.	ISP Chair	16 May 2023		
MC 57.4	Management Committee to review the Scope of Works for the Traditional Owner Values indicators and provide any comment directly to John.	Management Committee	30 Apr 2023		
MC 57.5	Hannah to create an inventory of what resources GHHP has, and where it will be going.	Project Officer	30 Apr 2023		

MC 57.6	Research Officer to go through the e-Portal when they start to determine what, if any, documents are relevant and should be kept.	Research Officer	31 May 2023		
MC 57.7	Research Officer to contact delivery providers and request that GHHP gain advanced copies of any and all papers and articles for review prior to publishing.	Research Officer	31 May 2023		
MC 57.8	Hannah to contact the Boyne Tannum Hookup and request more information on the presentation slot during the event.	Project Officer	20 Mar 2023		
MC 57.9	Hannah to send an event attendance grid to the Management Committee to populate when they can volunteer.	Project Officer	28 Mar 2023		
MC 57.10	Governance Working Group to present a proposal regarding Management Committee representation to the May Management Committee meeting, ahead of the Partner's Meeting in June 2023.	Governance Working Group – Hannah, Megan, Emma, Rachel	16 May 2023		
MC 57.11	Iain, Hannah and/or Research Officer to create Scope of Works for Darwinian Consulting to undertake the 10-year review, and present at Management Committee Meeting 58 with a justification to why Darwinian Consulting should be contracted.	Chair, Project Officer, Research Officer	16 May 2023		