

Management Committee Meeting 53 Minutes

Date: Thursday 28 July 2022 **Time:** 1:00 – 3:00pm

Location: Online via Zoom

Attendees:

Name	Position	Organisation
Chair		
Professor Iain Gordon	GHHP Chair	GHHP
Community		
Ms Elyse Riethmuller	CEO and GHHP Deputy Chair	Fitzroy Basin Association (FBA)
Government		
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Ms Rachel D'Arcy	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Industry		
Ms Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group
Alan Hayter	Environmental Lead	Conoco Phillips
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		
Ms Mel Shepherd		The Office of the Great Barrier Reef, DES

Apologies:

Name	Position	Organisation
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr Codey Stow	Gladstone Manager	Gidarjil

Agenda Item 1 – Welcome

Meeting Started: 1:02pm

Professor Iain Gordon, Chair, started the meeting. Iain delivered an acknowledgement of country and welcomed everyone attending the meeting.

Mel Shepherd, Chantale Lane and Ali Moore introduced themselves to the meeting attendees.

Mel Shepherd – OGBR (working in Rachel's team - assisting with the regional Report Cards).

Chantale Lane – CEO of GILG (7 industry membership group: Rio Tinto, QAL, BSL, NRG, Cement Australia, Orica and GPC).

Ali Moore – Manager of Environment and Conservation for Gladstone Regional Council.

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 the inquorate Management Committee 52 were accepted as a true and accurate record.

Moved: Emma Jackson

Seconded: John Rolfe

Agenda Item 2 – Items Requiring Decision

2.1 Communications Plan

Iain noted that the GHHP Communications Plan has been in front of the Management Committee twice and the Partners once, and there's been a request for any input into the plan and the plan for the website, following the meeting that we had with the Partners – some feedback was provided.

Iain asked if the Management Committee were now comfortable to approve the GHHP Communications Plan.

Comment: John Rolfe indicated that he thought that it was a good Communications Plan – with one caveat being that dealing with changing the website might be a bit more complicated than anticipated. John also noted that it was important that the website be looked at as part of the Communications Plan – working out to adjust it, as they go through it.

Action: Iain keen to move the Communications forward now. Iain to ask Tracey for a report for the September MC meeting.

2.2 Science Budget and Scheduling

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

Action: Iain to arrange for a few of the Committee members to go away and have a good discussion about what the budget should look like. Iain recommended that the Committee go with the existing budget for this financial year but look at how this budget rolls out over the next couple of financial years.

2.3 2022/23 Budget

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

Action: Iain to consult with Elyse (FBA) and CQUniversity around how to finish off this budget and to get it into a shape that everyone is comfortable with, then supply it to the Partners in an out-of-session email for an approval.

Action: Iain to coordinate a small group to 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 will be. Iain to work with the Projects Officer, the CQU Finance team, Elyse, and Megan (Iain to ask Megan outside of this meeting). John noted that he'd be happy to review the result.

Agenda Item 3 – Items for Consideration

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3.1 Chair's Update

Iain provided a brief verbal GHHP Chair's update.

Items to Note:

- GHHP Project Officer - Iain, Emma, and Rachel interviewed 3 shortlisted candidates from a field of 14 applicants for the GHHP Project Officer position. Iain reported that there was 1 outstanding candidate in the view of the interview panel – now working through the process with CQUniversity to issue an offer letter to that candidate by the end of this week/early next week. Emma noted that there is usually a 2 week notice period after candidate acceptance, before the candidate can be installed in the position – but that the appointment should happen reasonably quickly. Iain noted that the new Project Officer should be in place well before the next Management Committee meeting in September.
- GHHP Science Officer - Iain reported that John, Emma and himself were currently drafting up the role description for the GHHP Science Officer, with the intention to have this position in place within the next 3-4 months.

3.2 ISP Update

John provided a brief verbal update on the ISP.

Items to Note:

- Progressing towards the compilation of all the results for last year's Report Card.
- Most of the reports are in and reviewed – just waiting on 2 reports: Mudcrabs (due at end of this month), Litter and Marine Debris indicator, and Water & Sediment quality indicator (from PCIMP – usually received in August).
- The ISP is scheduled to meet on the 6th September – that's when they should have all of the Report Card results in and can go through it then for any changes/issues, ready for collation in the final part of the year.
- A draft of the Coral Workshop invitation has been prepared – refer attachment. John noted a few more details are to be added – then the invitation will be ready to be issued to the Partners and interested groups.
- John is still working on / developing up the Human Dimensions indicator. The survey was collected in April/May – they have the results, although not compiled into a report yet. The other 4 regional Report Cards collected their data last November/December and that data has been assembled onto a website through the CSIRO – and there will be some media and a release of those results soon. Basically, what they are is a whole set of questions similar to what the ISP has done for Gladstone and a summary of the results for each question.
- A meeting was held a couple of weeks ago between the 5 Report Cards to talk about how to develop indicators out of a very comprehensive and detailed survey program. There is still no clear outcome yet, but the intention is to develop some indicators in this Human Dimensions indicator and repeat the survey every 2 years. As well as including a Human Dimensions indicator on our Report Card, John noted that they should be able to compare against the other Report Cards. Will take some more time to develop Human Dimensions indicator – need at least 12 months.
- John proposed to present to the Management Committee in September an overview/snapshot of the results from the Human Dimensions survey. John noted that what usually happens with the indicators, is that the ISP controls everything until the final Report Card is approved in December, and then they release the individual reports – so the Management Committee can see the detail. This way there is a complete separation between the 2 processes. This year however, they've done the Human Dimensions survey separately to the main report Card – it's not formally part of the Report Card – so John is happy to provide a summary at the next meeting to the Management Committee for information's sake – so the Committee can see where they're going in terms of the Human Dimensions reporting.
- Over the next 12 months, John will bring forward some recommendations for the Human Dimensions indicator. It's a slow space because the ISP isn't entirely in control of this – it's spread across the 5 Report Cards. It's also not clear where we'll end up i.e. whether we have a consistent product or something customised to Gladstone. John is comfortable to share results at the next meeting in September and to continue the discussion after that.
- John's task is to now engage with the traditional owner groups and have that discussion about re: what they would like to see as a component in the Report Card going into next year.

Agenda Item 4 – Reports

Nil.

Agenda Item 5 – General/Recurring Business

5.1 Timing and Alignment of the Regional Report Cards

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

Action: Iain to coordinate consultation with the GHHP Partners to discuss about finding a common reporting time to align all of the regional Report Cards.

Action: Iain to bring discussion around the Report Card report frequency to a MC meeting later in the year (not September).

5.2 Engagement of New Partners

Mel reported that there had been discussions among the Partnerships at the Strategic Workshop re: advice on how best to engage new Partners, particularly paying and larger Partners across all 5 Partnerships. OGBR appreciated that there were very diverse stakeholder groups in each region, and this impacted the funding that's available and the level of interest. The Partnerships are trying to work collectively to find ways to increase the Partners / Non-government Partners.

Comment: Alan asked for clarification if this referred to umbrella Partners, that sat across all Partnerships? Mel responded – the idea of umbrella Partners was raised by the Dry Topics staff – this is something that OGBR can't facilitate to go out approach Partners – and they appreciated that some Partners are regionally focused. It was more looking at the experience of some of the Partnerships reviewing what strategies have worked for you that might work for others.

5.3 Acknowledgement of FBA Work

Elyse thanked the Management Committee and Iain for recognising FBA for the years of service as a host and the science team – John delivered some great photos. Elyse also noted that it'd been a great 10 years and looked forward to the future. Iain noted that photos had also been provided to both Mac and Mark as well. Mark is presently on COVID leave - there'll be a handover when he returns.

5.4 "What's Our Grade" Report

Iain noted there was a "What's our Grade?" report from a couple of years ago by Simon Costanzo & Bill Denison – GHHP scored a B-.

Iain thanked all of the people who had provided input into the survey and noted that this year GHHP has scored a B+, which is a significant improvement.

Action: Iain to arrange for Simon to return to present to the Partners Meeting in December a full suite of the score for GHHP in the recent survey.

5.5 – Meeting Closure and Next Meeting

Meeting Closed: 2:22pm

The next Management Committee meeting: 22 September 2022 (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	Waiting for the Project Officer to be appointed (Iain)
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	Waiting for the Project Officer to be appointed (Iain)
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 in an expanded report card	Management Committee		Ongoing	MC revisiting. John will talk through the budget and the proposed replacement of the Social Surveys with the Human Dimensions Survey and the staggering of the indicators. John to present a formal proposal to the September MC meeting, to obtain agreement before proceeding (John).
MC 49.4	MC to review CONNIE Model in September 2022 with demonstration of model from ISP Chair	Management Committee & ISP Chair		Ongoing	ISP Chair (John) to arrange for CONNIE Model presentation by Bec Gorton (or suitable staff member) to the September MC meeting
MC Meeting 50					
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	Completed	Iain reported that the CQU host proposal is now complete
MC 50.4	GHHP Communications Plan to 30 June to be confirmed	Chair	April 2022	Ongoing Agenda Item 2.1.1	Discussed today Item 2.1
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	Ongoing Agenda Item 2.3.1	Part of the Budget being presented and discussed today Item 2.3

MC 50.7	Science Program budget to be varied as outlined above	Elyse to update budget	July 2022	Completed	Iain reported that the tweaking of the previous year's Science Program budget was complete.
MC Meeting 51					
MC 51.1	Communications Plan to be discussed further at May meeting.	Tracey	May 2022	Ongoing Agenda Item 2.1.1	Discussed today Item 2.1
MC Meeting 53					
MC 53.1	GHHP Chair to ask and arrange for Tracey Siddins to present a report on the Communications Plan for the September MC meeting	Chair & Tracey	September 2022		
MC 53.2	GHHP Chair & small group of Committee members to go away and have a discussion about what the budget should look like. GHHP Chair recommended that the Committee adopt the existing budget for this financial year but also look at how this budget should roll out over the next couple of financial years	Chair	September 2022		
MC 53.3	GHHP Chair to talk with Elyse (FBA) and CQUniversity around how to finish off this budget and to get it into a shape that everyone is comfortable with, then supply it to the Partners in an out-of-session email for an approval.	Chair & Elyse	September 2022		
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 (Iain to also ask Megan outside of this meeting).	Chair, Elyse & Megan	September 2022		
MC 53.5	GHHP Chair to coordinate consultation with GHHP Partners to discuss with them about finding a common reporting time to align all of the regional Report Cards.	Chair	September 2022		
MC 53.6	GHHP Chair and Committee to discuss the financial pros and cons of proceeding with the option of shifting the Report Card to every 2 years in lieu of annually (MC meeting later in the year - not September).	Chair & Management Committee	December 2022		
MC 53.7	GHHP Chair to arrange for Simon will return to present to the Partners Meeting in December a full suite of the score for GHHP in the recent survey	Chair & Simon	December 2022		

