

Management Committee Meeting 56 Minutes

Date: Thursday 19 January 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		
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Industry		
Dr. Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Research		
Professor Emma Jackson	Director, Coastal Marine Ecosystems Research Centre (CMERC)	Central Queensland University
ISP Members		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		
Tracey Siddens	Director	Marketing Mafia
Brady Hartwell	Management Accountant Support Assistant	CQUniversity Research Finance

Apologies:

Name	Position	Organisation
Mr Alan Hayter	Environmental Lead	Conoco Phillips
Ms Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group
Ms Rachel Darcy	Manager, Reef Partnerships	Office of Great Barrier Reef and World Heritage

Agenda Item 1 – Introduction

1.2 Apologies and Introductions

Iain provided an Acknowledgement of Country.

Ms Chantale Lane sent apologies for the meeting.

Mr Alan Hayter sent apologies for the meeting.

Ms Elyse Riethmuller sent apologies for attending a portion of the meeting.

Ms Demi Blucher was welcomed back to the Management Committee. Demi provided an introduction.

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 55 were accepted as a true and accurate record.

Moved: Megan Ellis

Seconded: Iain Gordon

Agenda Item 2 – Items Requiring Decision

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2.1 Marketing Mafia 2023 Communications Plan

Marketing Mafia have created a 12-month draft plan for the 2023 Communications. 2022 saw the Harbour Insights magazine, a new website, and more community engagement channels created. Marketing Mafia also worked on reinvigorating the social media. Iain asked if Marketing Mafia had information on how many people interacted with or saw GHHP information, specifically for reporting to the governments.

ACTION: Tracey to create statistics on engagement in 2022 and share with Management Committee.

In 2023, Marketing Mafia aims to increased activities through newspaper advertisements and press releases. Objectives include further brand awareness among target audience, increase of community engagement, build relationships with local schools and reputation as a resource provider, and further build and improve digital communication channels.

Target audience is similar to 2022 and includes partners and businesses operating out of the harbour, government, schools, fishermen, the Gladstone community, and nation-wide academics.

Key activities for 2023 are:

- Stewardship Report Launch – 24 January 2023
- Report Card Lauch – 16 February 2023
- Harbour Festival – 6-9 April 2023
- Boyne Tannum Hookup – 28-30 April 2023
- Ecofest – 4 June 2023 (needs to be changed from 4 July in plan)
- Harbour Insights Magazine – 16 May 2023 and 12 October 2023
- Sustainable Futures Showcase – October 2023
- Stewardship Report – December 2023

Megan commented that there are more opportunities to utilise Project Officer, Research Officer, Gladstone Ports Corporation, and CMERC. Megan suggested that Hannah attend the regular STEM Hub Network meetings and the STEM Girls Camp in July if invited by organisers. Tracey agreed that these are great opportunities and that those mentioned within the plan are specific to events attended by Marketing Mafia so a quote can be provided. Emma commented that the World Science Festival in Brisbane would be worthwhile to add to the Key Activities as there are a lot of people who attend, to which Megan agreed.

Tracey asked the MC to provide comment into the Communications Plan to determine which events should be focused on by Marketing Mafia over others. Megan commented that there are plenty of opportunities in which to use local resources, such as GHHP partners and Management Committee members. An example of this is the school excursion that occurs around Spinnaker Park. This information should be included and should state whether the opportunity requires Marketing Mafia or GHHP staff/Management Committee/partner attendance.

Tracey provided information on providing new resource packs for schools in Term 2 and Term 4, specifically for primary schools. Tracey suggested that more senior schools can be targeted as well next year. This would be a great resource to use when a GHHP representative attends schools and will also provide good content for press releases. Megan commented that Term 2 would be a good idea as most school excursions occur within this period. Megan and Emma have key contacts for schools, and the STEM Hub Network is another good networking event; the next meeting is 9 February. Megan commented that teachers might have a limited printing budget, and Tracey suggested that a form can be created for teachers to fill a request for printed packs.

Tracey discussed having games at events to encourage engagement and suggested a life-sized Snakes and Ladders game. This would be printed on a large tarp and have large foam dice. The person can be the 'token' on the game and move as per usual. This could be targeted towards creating a healthy harbour, such as '*you have cleaned up the beach, move up two spaces*'. Alternatives include a set of cards to create a memory game or snap as these are quite cost-effective to produce. These could be given away at events or played at school events.

The Harbour Reflections is modelled after a book created years ago that contained local community stories. Tracey suggested reusing the idea and create stories and videos regarding experiences with the harbour. Tracey suggested including children, recreational fishers, and CEOs of industry. Darryl commented that he was one of the original interviewees and that it was also released via a DVD and agreed that it would be great to reinvigorate this. Megan suggested also using Management Committee members, to which Darryl agreed. Tracey suggested that a good cross-section of people would create community interest.

Further launches and publications include:

- Fortnightly social media posts
- Monthly Harbour Reflections
- Bi-monthly EDM
- Press releases on the Stewardship Report, Report Card, Harbour Reflections, school resource packs
- Newspaper advertisements and articles

Darryl asked what items would go into newspapers. Tracey provided that the newspapers would have quarter strip ads in Gladstone News and Gladstone Today. Darryl suggested that people might not often read the Gladstone Today. Tracey provided that the Report Card can also be published within the paper.

The Stewardship Report and Harbour Insight stories can be published individually throughout the year to highlight each story and encourage more engagement.

Megan has a calendar that details every environmental awareness day such as World Wetlands Day.

ACTION: Megan to send environmental awareness day calendar to Hannah and Hannah to provide to MC and Tracey.

Iain discussed that there was previously a Working Group for communications and media and suggested that the Working Group meets again to discuss.

ACTION: Communications Working Group to meet and discuss Communications plan. Working Group members are Megan, Chantale, Hannah (replacing Iain), and Tracey.

Megan raised that Ecofest has different sponsorship levels. One level provides the sponsor to get on stage and talk to the audience. This is good exposure and provides the sponsor with an opportunity to choose a better location. Megan

suggested that the STEM expo could be a good opportunity to share the new school resources, which occurs in Term Two.

Emma asked if the Marketing Mafia team would be attending the key events to help set up and attend. The budget for this is located under 'Community Events'. Tracey agreed that Marketing Mafia would be attending some key events and would be providing one or two people as needed.

Agenda Item 3 – Items for Consideration

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3.1 Research Officer Recruitment Update

Hannah provided an update on the Research Officer recruitment. As per the Management Committee's approval in November 2022, the role was advertised as a 0.8FTE. This role has been advertised as of Friday 13 January, on CQU Careers, Seek, and NRM Jobs. NRM Jobs had a cost of \$165.00 to advertise which included the position placed on their website and sent out in one email. NRM Jobs also provided a second email for free. The position advertisement closes 10 February 2023, and there have been some applicants already. Hannah has also been contacted by potential applications living in Gladstone.

Emma asked when the interviews would be scheduled, and provided that the applicants needed a notice of one week prior to the interview. Emma also commented that the interview panel would need time to review the applicants and choose those that were to be interviewed. Based on the closing date of 10 February, Emma suggested hosting interviews in the week of 20-24 February 2023.

Megan asked who would be on the interview panel. Previously, a Working Group was formed to discuss and advertise the Research Officer role. Panel members are to be Iain, Megan, Emma, John, and Hannah.

ACTION: 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.

3.2 Stewardship Launch and Report Card Launch Update

Hannah provided an update on the Stewardship and Report Card Launches. As a reminder to the Management Committee, the launches are scheduled as follows:

- Stewardship Launch on 24 January 1pm. Located Gladstone Marina Campus, Leo Zussino Building, Level 1.
- Report Card Launch on 16 February 1pm. Located CMERC, 213 Alf O'Rourke Drive, Callemondah

Marketing Mafia created an RSVP link on the GHHP website and have been promoting the launches via Facebook and the Harbour Heroes. Hannah sent an email to all partners and media. Thus far, 15 RSVPs have been received for the Stewardship Launch, and 12 RSVPs have been received for the Report Card Launch.

Iain suggested that it would be useful to have 2-3 partners to speak to media and asked the Management Committee to provide volunteers.

Megan commented that Gladstone Ports Corporation will be in attendance, and she will ask those attending to provide comment, particularly on the seagrass story. Darryl to speak to Gladstone Regional Council regarding attendance and comment. Emma will be attending the Stewardship Launch.

ACTION: Megan, and Darryl to speak to relevant contacts and ask to attend Stewardship Launch and provide comments to media on respective stories within the Stewardship Report.

ACTION: Hannah to contact PCIMP Chair to attend and provide comment for the Report Card launch.

Agenda Item 4 – Reports

4.1 Chair Report

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Iain has returned from Scotland and has met with Project Officer as needed.

4.2 Project Officer Report

Scope of Works have been sent to the Australian Institute of Marine Science for coral monitoring, and to James Cook University for the provision of a seagrass summary report.

The Urban Water Stewardship Framework Round 2 workshop is progressing. A meeting between Alluvium Consulting, Gladstone Regional Council's Ali Moore, and the GHHP Project Officer is set for next Tuesday 24 January. The workshop will be held mid-March 2023.

A second meeting with Port Curtis Harbour Watch's Karl French and GHHP Project Officer occurred December 2022. The creation of a consortium was discussed, including not-for-profit organisations, government, natural resource management, research, and Traditional Owners. The consortium would work together to apply for funding for citizen science and other opportunities. A meeting will be held between Port Curtis Harbour Watch, GHHP, and Boyne Island Environmental Education Centre.

Partners received a printed copy of the GHHP Harbour Insights prior to Christmas, as well as a Christmas message.

Monthly meetings with the Executive Officers of the other five report cards, as well as Communications Officers meetings. These meetings discuss upcoming events, challenges, new ideas, and offering of assistance.

ACTION: Iain to contact Simon Godschalx regarding the Australian Government funding available for citizen science programs.

4.3 ISP Chair Report

The last Independent Science Panel meeting reviewed the 2022 Report Card after which it was presented to the Management Committee and Partners.

Anjana Singh and Megan Ellis from Gladstone Ports Corporation attended the ISP meeting to discuss the coral restoration project that is being undertaken in the harbour. Anjana provided an overview of the project and invited colleagues from BMT to provide overview of fieldwork.

Trials are being undertaken at Seal Rocks and Manning Reefs. Some areas are controlled areas, some areas are removing seaweed, and some areas are removing seaweed and transplanting coral. Megan commented that GPC conducts five-year surveys at certain sites that are due this year. The results of this will be interesting to see in comparison to the Inner Harbour.

Darryl asked how long the studies for Manning Reefs and Seal Rocks are undertaken. Megan commented that it runs for potentially three years but would take that on notice. The project came about following surveys of reef habitat in the harbour in 2013 and 2014. At this time, GPC was told to focus on water quality improvement rather than active restoration but has since been tasked with conducting these studies on restoration.

Darryl asked how big the areas are that are being reviewing and restored. John responded that, at this stage, the project is a scope of concept to see how successful the work would be and that the survey sites are quite small. Darryl asked if the algae was growing at Seal Rocks as well, to which Emma replied that seaweed naturally occurs across all reef habitats and will attach to any hard substrate. The hard substrate that the algae is growing on is coral, so this experiment will determine whether simply removing the seaweed will allow the coral to grow back. Iain suggested that if the project works, the site sizes and locations will be expanded.

John commented that citizen science is being undertaken in Cairns to remove algae and transplant baby corals. BMT suggested that it might not be safe in the Gladstone harbour owing to shipping activity. Megan said that Townsville and Cairns is a little easier as the volunteers can just walk off the beach to undertake the experiment.

John noted that there will be three ISP meetings will be held in 2023 rather than four. The February and March meetings will instead be combined to include a half-day review of the GHHP program.

4.3 GHHP Finance Report

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

As at 31 December 2022:

- Carry forward from June 2022	\$382,122
- Total Cash at Bank	\$619,725
- YTD Memberships Received	\$217,550
- Memberships Invoiced but Not Paid	\$65,500
- Memberships to be Invoiced	\$0
- Other funding Received	\$277,500
- YTD Expenditure	\$257,447

Total Cash at Bank does not include 'Memberships Invoiced but Not Paid'. Expenditure incorporates salary.

Brady asked the Management Committee what they would like to see within the Finance Report. Iain suggested that the expenditure relative to budget would be a good comparison to have. The budget is broken down into Science, Operations, and Communications. Brady suggested that this can be done and split out within the Profit and Loss statement.

ACTION: Hannah to provide GHHP budget figures to Brady for incorporation into March finance report.

Brady suggested that projected budgets can also be assessed. Iain commented that this would be good to determine savings as the GHHP budget principle is to have between \$350,000 and \$500,000 operating surplus, as well as a contingency amount of approximately \$100,000 in case of more sampling requirements. Brady suggested that the budgets can also be broken down into months to track expenditures.

There are \$65,500 membership invoices outstanding that Hannah has followed up with. Payments made will be reflected within the next report. Brady suggested that the finance report can be changed as time continues.

Transactions are also included which provides a smaller breakdown to expenditures and invoices paid to GHHP. Brady suggested that a salary cost can also be projected for the year.

Darryl commented that the airport's contribution for marketing should also be raised with Marketing Mafia regarding marketing opportunities, rather than spending additional budget on newspaper stories.

ACTION: Hannah to ensure Marketing Mafia follow up with GHHP partner Gladstone Airport Corporation to organise airport advertising on airport baggage carousel video screens.

Agenda Item 5 – General/Recurring Business

Megan commented that the GPC media team will be in contact with Hannah regarding the GHHP launches.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 2:13pm

The next meeting: GHHP Management Committee Meeting 57, 16 March 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		In progress – working group contacted to discuss.	Iain and Hannah to prepare and return to Elyse and Megan.
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	Completed.	To be completed in December 2022.
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	November 2022	In progress	Second working group meeting to be held.
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	November 2022	To be completed.	
MC 54.10	Hannah to organise Finance Report for November meeting and organise representative from the CQU Research Finance to attend and present.	Project Officer	November 2022	Completed.	Leslie Walker unable to attend MC 55. Hannah and Leslie to discuss who should attend.
MC 54.12	Emma to contact Owen with GHHP's approval to be involved in the Western Australian Marine Science Institute workshop.	Emma Jackson	November 2022	Completed	Emma an apology. To provide update at next MC meeting.
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	Hannah and Karl meeting 7 December for second discussion.
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	To hear back	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		
MC 55.2	Hannah to contact CQUniversity to begin advertising the Research Officer role at 0.8FTE.	Project Officer	November 2022	Completed.	

MC 55.3	Hannah to create a list of potential 2023 Management Committee meeting dates and circulate.	Project Officer	November 2022	Completed.	
MC 55.4	John to ask Mac to provide the Management Committee with the Technical Reports.	ISP Chair	November 2022	Completed.	
MC 55.5	Hannah to provide a list of the report card reviews to Marketing Mafia	Project Officer	November 2022	Completed.	
MC 55.6	Hannah to provide dates and details of Report Card and Stewardship Launch to Marking Mafia.	Project Officer	November 2022	Completed.	
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	
MC Meeting 56					
MC 56.1	Tracey to create statistics on engagement in 2022 and share with Management Committee.	Tracey Siddens	February 2023		
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		
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		
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.	GHHP Project Officer	February 2023		
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		
MC 56.6	Hannah to contact PCIMP to attend and provide comment for the Report Card launch.	GHHP Project Officer	January 2023		
MC 56.7	Iain to contact Simon Godschal regarding the Australian Government funding available for citizen science programs.	GHHP Chair	January 2023		
MC 56.8	Hannah to provide GHHP budget figures to Brady for incorporation into March finance report.	GHHP Project Officer	January 2023		

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.	GHHP Project Officer	January 2023		
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