



Management Committee Meeting 60 Minutes

Date: Thursday 21 September 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
Dr Kirsten McMahon	GHHP Research Officer	GHHP
Partner Tier 1		
Ms Demi Blucher	Gladstone Manager	Gidarjil Development Corporation
Partner Tier 2		
Partner Tier 3		
Mr David Voss	Chief Executive Officer	Gladstone Industry Leadership Group
Mr Alan Hayter	Environmental Lead	Conoco Phillips
Partner Tier 4		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ms Fiona Horner		Gladstone Ports Corporation
Government		
Ms Rachel Darcy	Manager, Reef Partnerships	OGBR&WH, DES
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Research		
Professor Emma Jackson	Director, Coastal Marine Ecosystems Research Centre	CQUniversity
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
Ms Elyse Riethmuller	CEO and GHHP Deputy Chair	Fitzroy Basin Association
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council

Agenda Item 1 – Introduction

Meeting Started: 1:02pm

1.2 Apologies and Introductions

Iain provided an Acknowledgement of Country.

Apologies were noted from Darryl Branthwaite and Elyse Riethmuller. Alan Hayter and David Voss also provided apologies that they would arrive late, and leave early, respectively.

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 59 were accepted as a true and accurate record.

Moved: Emma

Seconded: Demi

Agenda Item 2 – Items Requiring Decision

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

2.1 GHHP Communications and Engagement

The GHHP Communications Working Group met recently to discuss GHHP communications activities and how to collaborate to achieve more engagement with Partners and the community.

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

Fiona suggested brainstorming the non-negotiables, such as accessibility, and scoring applications on a matrix. Hannah asked when the tender process should begin, i.e., after the Stewardship and Report Card launches. Iain suggested starting it as soon as possible so, by the time the potential new delivery provider begins to develop the 2024 Stewardship Report, they will have GHHP experience.

ACTION: Hannah to develop a drafted proposal and tender for the Communications delivery provider and present to the Management Committee for comment.

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The Communications Working Group suggested connecting with Partner Communications teams to leverage their knowledge, platforms, experience, and connections. Rachel and Iain agreed that this was a would idea.

Hannah raised renaming the Stewardship Report. As GHHP has increased its presence at community events and its social media presence, it was noted that the Stewardship Report was not gathering as much uptake as it should, considering that the booklet is full of regionally relevant stories. Hannah suggested that the name of the Stewardship Report was hindering the uptake rates. Hannah noted that other report card regions have already renamed their Stewardship Reports – Fitzroy Partnership for River Health have renamed theirs to Be the Change that is Needed, Healthy Rivers to Reef have renamed theirs to Above and Beyond, and Wet Tropics have renamed theirs to Reef and Rivers.

Rachel agreed that this was a good idea and suggested keeping the work 'stewardship' within the title. Alternative names could use the word 'approach' or 'influence'. Rachel also suggested Reporting our Impact or A Better Future Together to show how the Partnership is collaborating for the future. Iain suggested the Communications Working Group come up with some ideas and report back to the Management Committee. Hannah agreed that the Communications Working Group are to meet again on Monday 25 September 9am and requested that if the Management Committee has any ideas, to please send prior to the meeting.

Hannah noted that the Stewardship Report is aiming to be released in early December. Printing will be required early to mid-November, following review by Partners and the OGBR.

2.2 Governance Charter – Change to Annual Review

OGBR have requested the Regional Report Cards to align Governance Charters more closely, and the one request that GHHP received was to change the review from biennial to annual. Hannah noted that the GHHP Governance Charter was highlighted for having Budget Principles and document version control, and Iain thanked the GHHP Governance Working Group for their hard work. All Management Committee agree to changing the Governance Charter to annual review.

2.3 Partner Confirmation: Gladstone Air Quality Community Group

As per the GHHP Governance Charter, any new member must be formally approved by the Management Committee. The Gladstone Air Quality Community Group approved themselves becoming a new Partner of GHHP at their most recent meeting. All Management Committee in favour of accepting the Gladstone Air Quality Community Group as a new Partner.

2.4 Project Officer HEW 6

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2.5 GHHP Ten-Year Review Facilitation

The Ten-Year Review Scope of Works was sent to Simon Costanzo, and Bill Dennison and Heath Kelsey. Simon noted that he was unable to complete the work through his new organisation, within the budget specified by GHHP. Heath did respond initially and suggested conducting the work separately to the Integrated Application Network but did not send a proposal.

Hannah sent the Scope of Works to Alana Lorimer of Alluvium Consulting, who have provided a proposal. Alluvium have provided a quote that is under the \$20,000 budget, with a total cost of \$15,203 + GST. Iain asked the Management Committee for approval of Alluvium Consulting as the facilitator for the GHHP Ten-Year Review, particularly as the proposed review period is approaching.

ACTION: Hannah to contact Simon Costanzo to see if he would be willing and available to attend the GHHP Ten-Year Review workshop, and what his day rate would be.

Emma reinforced that there needs to be comments from the community and other stakeholders via the surveys, not just the Management Committee. Hannah noted that there are two surveys within the review; one for community and one for Partners, followed by the workshop which would be attended by Partners, the Management Committee, and the Independent Science Panel. Megan added that having the correct people in the room is important, particularly those that have been involved with GHHP for a longer period. John provided that some Independent Science Panel members were part of the initial consultation in 2013 and would be keen to be part of the review. Iain agreed.

Hannah raised that the workshop has been tentatively scheduled for Monday 20 November. This is due to the Independent Science Panel meeting being postponed to early October. The Independent Science Panel will formally present suggested changes to the Management Committee at the next Management Committee meeting on 16 November, for discussion at the workshop. All agreed.

Iain suggested getting the date claimer to Partners as soon as possible. Hannah asked if there were any specific attendees, to please send through to Hannah or forward the invitation. John agreed that he would be happy to assist.

ACTION: Hannah to send date claimer for ten-year review workshop to Partners for 20 November 2023.

Agenda Item 3 – Items for Consideration

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3.1 Partner Contributions

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ACTION: Hannah to reassess the Partner categorisation and contribution and provide a narrative.

Agenda Item 4 – Reports

4.1 Chair Report

Iain and the other Regional Report Card Chairs will be attending the strategic meeting with the Office of the Great Barrier Reef on 13 November. Letters have been sent to Leanne Linard, Minister for the Environment, and Sam O'Conner, Shadow Minister of the Environment, with a request to meet while in Brisbane.

The Regional Report Card Chairs are also meeting in Canberra on 9 October 2023, to meet with John Foster, who is the Branch Head of the Great Barrier Reef at Department of Climate Change, Energy, the Environment and Water. The main reason of these meetings is to showcase the value proposition of the report cards, and how they contribute to the Reef 2050 Plan and to the local economies.

Iain will provide a report back to the Management Committee on 16 November.

Rachel suggested that each of the Chairs provide their latest Report Card and Stewardship Report when meeting with John Foster and the Queensland ministers. Rachel also noted that the three northern Partnerships, have submitted a proposal for funding for an ungraded data reporting system, EnviroSys. Hannah noted that GHHP had opted out of moving to EnviroSys as the current Data Information Management System with the Australian Institute of Marine Science is working well.

4.2 Project Officer Report

Since the last Management Committee meeting on 20 July, the GHHP team has been busy with community engagement and Partner collaboration. Events and activities include:

28 + 29 July – World Science Festival, where over 3000 people attended over the course of two days. The new Drains and Ladders game was debuted at the event, and the GHHP stall was shared by MP Glenn Butcher and Gladstone News.

31 July – Eco Destination Certification meeting with the Gladstone Area Promotion and Development team and other organisations within the region to apply for eco-certification for Gladstone. GHHP has assisted with sharing the Report Card, Stewardship Report, and other resources.

15 August – Gladstone Air Quality Community Group Meeting which the Project Officer was invited to as a guest. At this meeting, the group agreed to become a Partner of GHHP.

23 August – The Project Officer attended the Gladstone LMAC meeting and heard updates from all attendees.

24 August – The Western Australian Biodiversity Science Institute and Western Australian Marine Science Institute arrived in Gladstone to discuss GHHP with Partners. Thank you to everyone who attended and shared their thoughts on the GHHP inception, challenges, and future ideas.

7 September – Research and Project Officers attended the Santos GLNG stakeholder tour to the Curtis Island plant to learn more about GLNG activities and meet Santos GLNG CEO, Stephen Harty. This was followed by a networking lunch.

8 September – STEM Kids engagement day at which the Project Officer assisted CQUniversity STEM staff to share the GHHP Catchment Story and the Drains and Ladders game.

GHHP Management Committee Meeting 21/09/2023 Minutes

13-14 September – Research and Project Officers travelled to Emerald to attend the Fitzroy Partnership for River Health water forum and cotton tour. Presenters included Patrice Brown from CQG Consulting, and Stephen Lewis from James Cook University.

20 September – Research and Project Officers attended the Gladstone Library Virtual Reefs event the share the GHHP Drains and Ladders game, and the Report Card. The Project Officer will also be attending again on 26 and 27 September.

Other activities include the preparation of the 2023 Stewardship Report, for which several stories have been received already. The next edition of Harbour Heroes and Harbour Insights are also under way. TeamTurtleCQ has been contacted to be part of the next Harbour Reflections episode, during which community members will be highlighted for volunteering to monitor turtle activity within the region, and turtle protection precautions.

Biannual reporting for the Department of Environment and Science has been drafted, which includes a report on GHHP activities. Outstanding is an audited financial statement which is in progress.

The CQU legal team and the Department of Environment and Science legal team have signed off on the Grant Agreement. The final version is being prepared and will be signed as soon as possible.

Finally, the Project Officer is on annual leave from 3 October, returning 25 October. The Research Officer will be contactable during this period, for anything urgent.

Rachel agreed that the Fitzroy Partnership for River Health water forum and cotton farm tour was excellent to attend, particularly the presentation, talking through the irrigation system, and networking opportunities. It was a positive time for the Partnership, and it was great to see representatives from GHHP and those from Healthy Rivers to Reef. Rachel noted that the Grant Deed has been a large body of work across all five Partnerships, and a slight increase in funding has been provided from \$482,000 to \$485,000 per year across the three years, for a total of \$1.455million. Alan provided that it is great to have the assurance for the years ahead, to which Rachel agreed and noted that the Australian Government has said that they have committee funding for the Report Cards up to 2030. The QLD Government has the funds committed for the Queensland Reef Water Quality Project, and budgets will be assessed shortly for the future years. Iain thanked Rachel and the team for finalising the Grant Deed.

4.3 Research Officer Report

The progress is going well for the 2023 Report Card. Project reports have been received by all delivery providers and are currently being assessed by the Independent Science Panel. The ISP will convene in early October, after which production of the Report Card will begin. Kirsten stated that the production of the Report Card will be quite streamlined, and she thanked Mac and Mark from Fitzroy Basin Association for their assistance. Kirsten is also preparing the 2024 Scope of Works documents which will be sent to preferred delivery providers by the end of September.

Recently, Kirsten travelled to Brisbane to attend a workshop on Human Dimensions. This was facilitated by Tracey Schultz from the University of Queensland, and attended by Regional Report Card representatives, the Office of the Great Barrier Reef, and researchers from government programs. A second workshop will be held in October, during which the researchers will be presenting on their programs.

In 2021 and 2022, the SELTEMP team at CSIRO, led by Matt Curnock, supported the five Report Card Partnerships to develop and implement social surveys with funding and support from the Office of the Great Barrier Reef. The surveys assessed waterway uses, values, perception, benefits, stewardship, and governance. Each region had a similar survey that was tailored to the area. The four northern Partnerships conducted their survey in November and December of 2021, and GHHP conducted its survey in May 2022. GHHP has 563 responses collected, one of the largest sample sizes.

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Rachel provided that the workshop also had attendees from the Office of the Great Barrier Reef that are working on Human Dimensions in the agricultural sector, and so the team are looking to have a consistent approach while also considering the advice from Tracey Schultz, who is very knowledgeable.

Megan asked when the Management Committee will receive the project reports, once they have been reviewed by the Independent Science Panel. Kirsten stated that the results will be presented at the November Management Committee meeting but will respond to the question out of session once she has conferred with John.

4.3 GHHP Finance Report

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

As at 30 August 2023:

- Carry forward from June 2023	\$675,240
- Total Cash at Bank	\$632,091.20
- YTD Memberships Received	\$0.00
- Memberships Invoiced but Not Paid	\$148,000
- Memberships to be Invoiced	\$145,100
- Other funding Received	\$0.00
- YTD Expenditure	\$2,500.74

The new financial year has just begun, and thus not much activity has been recorded as yet. The Research Finance team have been working with Hannah to organise the signed financial report as per reporting requirements, and to update the finance report to make it more relevant to the Management Committee.

GHHP is tracking well, having utilised 10% of the total expected expenses for the year. Most of the spend is towards the operational and science budgets. The carry over figure does not take into consideration any underspending in FY22/23, so Brady will be assessing the section to make it more transparent. The figure doesn't indicate a true reflection of how GHHP went in the previous years, nor the committed yet unspent funds from the previous financial year, such as contract agreements.

Iain asked how GHHP was progressing with the memberships. Brady responded that some memberships have been invoiced already and noted that FY22/23 saw some delay between invoice generation and payment date, perhaps mostly due to contact detail errors in the last year.

Megan asked if the invoices have gone out. Hannah noted that as the Memorandum of Understandings have been signed and returned to GHHP, then invoices have been prepared and sent. Hannah is still waiting on eight organisations to return their Memorandum of Understanding. As per CQU policy, there is a 30-day payment due date, but Hannah has been letting Partners know that, should an extension be required, she would be happy to facilitate.

The Summary tab indicates the budgeted expenses, current expenses, and percentages. Going forward, the figures will be easier to run and provide a clearer picture of income and expenses. Hannah has also provided a list of committed yet unspent funds.

Alan asked the relationship between the Actual Carry Over and the Actual Cash at Bank. Brady provided that the Actual Carry Over represents the total carry over from FY22/23 minus the committed, unspent funds from FY22/23. Actual Cash at Bank is the carry forward from the last year minus the expenses paid thus far in FY23/24.

Alan asked how the expected surplus was in the negative, to which Brady responded it was due to GHHP not receiving any income yet. Brady suggested that these cells can be placed as 'N/A' until a true figure is shown. Iain agreed that this would be helpful. Hannah noted that the approved budget had a projected

surplus of \$29,043.50, which can be seen on the Summary tab. Iain thanked Brady for attending and presenting the report, and thanked Hannah for assisting.

Agenda Item 5 – General/Recurring Business

Emma raised that the CQU CMERC flower collection events have started, and welcome anyone to attend. Hannah asked for the dates of events to share in the Harbour Heroes.

Megan provided that the Facing Island reef surveys have produced a report which is undergoing review. There is some consideration as to how the team at the Australian Institute of Marine Science could use some of the results. The report will be made available to the public online. There has been one interesting result from Facing Island Number 3, about one third of the way down the island, that has been performing poorly owing to macroalgae growth. The reference site is looking okay. The seagrass surveys are commencing on 26 October.

Megan suggested that TeamTurtleCQ is quite infant, and there is a group of Queensland Turtle Conservation Project volunteers that monitor Curtis Island for almost 30 years. The best contact would be Department of Environment and Science. Gladstone Ports Corporation funded for a certain period of time, and the LNG proponents are now funding.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 2:40pm

Next meeting: GHHP Management Committee Meeting 61, 16 November 2023, 1pm – 3pm

Meeting Action Register

Number	Action	Responsible	Due	Status	Notes
MC Meeting 54					
MC54.14	Iain to set up a meeting between Wai Wanaka, Iain, and John regarding Wai Wanaka utilising GHHP model for their new report card.	Chair	Sep 2023	Complete	Iain attended a meeting with Wanaka, who are about to publish their first Report Card.
MC Meeting 55					
MC55.7	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	Sep 2023	In-progress	Rachel noted that OGBR funded Gidarjil to conduct monitoring and are assessing if data can be included in Reef Report Card. Rachel to liaise with John.
MC Meeting 57					
MC 57.3	John to continue communicating with PCCC and update Scope of Works for Traditional Owner Values as required.	ISP Chair	Sep 2023	In-progress	Waiting to hear from PCCC regarding meeting timing.
MC 57.6	Research Officer to go through the e-Portal to determine what, if any, documents are relevant and should be kept.	Research Officer	Sep 2023	In-progress	Kirsten has assessed documents and determined what should be kept but does not have correct access to archive documents.

GHHP Management Committee Meeting 21/09/2023 Minutes

MC Meeting 58					
MC 58.1	Hannah to update consultant Scope of Works for 10-Year Review, remove 2017 Governance Charter, and recirculate to Management Committee for review.	Project Officer	May 2023	Complete	Simon Costanzo and Bill Dennison unable to complete works within specified budget. Hannah sent to Alluvium Consulting who provided proposal. To be discussed in MC 60.
MC 58.5	Hannah to assess Partner employee numbers and their contribution to GHHP and see if there is correlation to determine how companies are categorised.	Project Officer	May 2023	Complete	Hannah, Iain, Megan, Fiona met to discuss. To be discussed in MC 60.
MC 58.7	John to organise the appointment of a Deputy Chair of the Independent Science Panel.	ISP Chair	Sep 2023	In-progress	ISP Meeting postponed to October, and this will be confirmed then.
MC Meeting 59					
MC 59.1	Hannah to discuss with Brady regarding making the Finance Report more useful to the Management Committee, including inclusion of Committed Funds.	Project Officer	Sep 2023	Complete	Hannah and Brady discussed and made changes.
MC Meeting 60					
MC 60.1	Develop a drafted proposal and tender for the Communications delivery provider and present to the Management Committee for comment.	Project Officer	Nov 2023		
MC 60.2	Contact Simon Costanzo to see if he would be willing and available to attend the GHHP Ten-Year Review workshop, and what his day rate would be.	Project Officer	Sep 2023		
MC 60.3	Send date claimer for ten-year review workshop to Partners for 20 November 2023.	Project Officer	Sep 2023		
MC 60.4	Reassess the Partner categorisation and contribution and provide a narrative.	Project Officer	Nov 2023		

