

## Management Committee Meeting 55 Minutes

**Date:** Thursday 24 November 2022 **Time:** 1:00 – 3:00pm

**Location:** CQUniversity Leo Zussino Building 1.22, and Zoom

### Attendees:

Name	Position	Organisation
<b>Chair</b>		
Professor Iain Gordon	GHHP Chair	GHHP
<b>Staff</b>		
Ms Hannah Russell	GHHP Project Officer	GHHP/CQUniversity
<b>Community</b>		
Ms Elyse Riethmuller	CEO and GHHP Deputy Chair	Fitzroy Basin Association
<b>Government</b>		
Mr Jamie Corfield	Senior Project Officer	OGBR and WA, DES
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
<b>Industry</b>		
Dr. Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ms Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group
Mr Alan Hayter	Environmental Lead	Conoco Phillips
<b>Research</b>		
Dr Chris Aiken	Research Fellow, Coastal Marine Ecosystems Research Centre (CMERC)	Central Queensland University
<b>ISP Members</b>		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
<b>Observers</b>		

### Apologies:

Name	Position	Organisation
Mr Codey Stow	Gladstone Manager	Gidarjil Development Corporation
A/Prof Emma Jackson	Director, Coastal Marine Ecosystems Research Centre (CMERC)	Central Queensland University
Ms Rachel Darcy	Manager, Reef Partnerships	OGBR and WA, DES
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council

### Agenda Item 1 – Introduction

Meeting Started: 1:14pm

## 1.2 Apologies and Introductions

Megan Ellis provided an Acknowledgement of Country.

Associate Professor Dr Emma Jackson sent apologies for the meeting. Dr Chris Aiken stood as proxy.

Mr Codey Stowe sent apologies for the meeting.

Ms Rachel Darcy sent apologies for the meeting. Mr Jamie Corfield stood as proxy.

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.

**Action: The date in the footer of each page to be edited to correct date.**

The previous meeting minutes of the Management Committee 54 were accepted as a true and accurate record.

**Moved:** Megan Ellis

**Seconded:** Chris Aiken

## **Agenda Item 2 – Items Requiring Decision**

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

### 2.1 Australian Government Citizen Science Funding

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**Action: John to discuss costs of expanding upon current mud crab and fish monitoring activities with Nicole Flint and Stefan Sawynok respectively.**

### 2.2 Scientific Officer Recruitment

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

Alan raised that the budget principles are associated with budget movements. Potential changes in budget income through the joining of new partners was discussed at a previous meeting. There should be a collaborative discussion internally that may present an alternative view of the budget and allow the other options to occur. Megan agreed and raised Action 53.4 should be reviewed.

John raised that the budget principles state that there is a need to build a reserve of between \$350,000 and \$500,000. According to the finance report at the beginning of the 2022/2023 financial year, the reserve was sitting at \$381,000. The challenge is to determine at which point allocations for operations can increase.

John stated that the Research Officer position would be best suited to an applicant who has just received their PhD and are seeking a new role, as this is what most Science Officers across the Regional Report Cards are. John suggested that the 0.8FTE level may not be enough to attract the potential applicants to Gladstone. An alternative option would be to share the position; 80% GHHP, and 20% CQU. This presents a Conflict of Interest to CQU.

Chris raised that CQU CMERC has had some recent success in advertising part-time roles. There are many people in the community that would like to work four days per week to fit with the lifestyle. Darryl agreed. Jamie suggested that even an applicant finishing off their PhD would find this position desirable.

John raised that advertising at a lower level would be a good start, and ideally this would occur before Christmas. There will be a gap between the current science team, Mark and Mac, finishing, and the new Research Officer starting. This will result in GHHP being under budget for this year and able to recruit a Research Officer at 0.9FTE or 1.0FTE. The

following year, with the projected salary increase, would need to be considered carefully, should the position be a 0.9FTE or 1.0FTE.

Iain agreed that the budget should be adhered to and suggested advertising the Research Officer role at 0.8FTE. All agreed.

**Action: Hannah to contact CQUniversity to begin advertising the Research Officer role at 0.8FTE.**

### 2.3 2023 Management Committee Meeting Schedule

The GHHP Management Committee currently meets every two months. All in favour of keeping the Management Committee meetings to be held every two months. All in favour of keeping the meetings on Thursday.

**Action: Hannah to create a list of potential 2023 Management Committee meeting dates and circulate.**

### **Agenda Item 3 – Items for Consideration**

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

#### 3.1 Report Card – Draft Environmental Results

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

#### 3.2 Report Card – Draft Social Results

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

#### 3.3 Report Card – Draft Cultural Results

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

#### 3.4 Report Card – Draft Economic Results

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

#### 3.5 Report Card – Draft Outline

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

**Action: John to ask Mac to provide the Management Committee with the Technical Reports.**

**Action: Hannah to provide a list of the report card reviews to Marketing Mafia for updating.**

### **Agenda Item 4 – Reports**

#### 4.1 Chair Report

Iain is still currently in Scotland for personal reasons. Iain and Hannah have regular catchups at least once per week and as needed. Actions undertaken by the Chair include having a discussion with the Gladstone Airport Corporation, organising the Research Officer position, and meeting with the Port Curtis Harbour Watch.

#### 4.2 Project Officer Report

##### ***Project Management***

The Australian Institute of Marine Science has signed the Contract Services Agreement which details the DIMS. It is currently in the hands of CQU for signing.

Fitzroy Basin Association and CQU have both signed the Contract Services Agreement detailing the retention of the FBA Science Team – Mac and Mark – until 30 November 2022.

The Memorandum of Understanding with Partners is also underway and discussed at the weekly meetings between CQU Legal and the GHHP Project Officer.

A proposal from CQU regarding the mudcrab work is currently under review by the GHHP Chair and ISP Chair. As per the Governance Charter, all Scope of Works developed by GHHP will now be presented to the Management Committee for approval before providing to the delivery partner. John raised that the Scope of Works only needs to be reviewed by the Management Committee if there are changes from year to year. Scope of Works that are unchanged only need to be approved by the GHHP Chair. The CQU mud crab proposal from Nicole Flint proposes an additional trend analysis. John provided that this additional fee would be covered by the surplus, and Iain agreed that the trend analysis is important and that GHHP should accept the additional trend analysis.

The Confidentiality Deed Poll with Gladstone Ports Corporation is still under review. A meeting between the Project Officer, GPC, CQU Legal, and the GHHP Science team occurred Monday 21 November to discuss.

The Urban Water Stewardship Framework Round 2 workshop is progressing. Discussions have occurred between the Project Officer and Alluvium Consulting.

### ***Communication and Engagement***

Project Officer worked closely with Marketing Mafia to deliver the first Partner’s magazine. This is to be released shortly, with printed copies ready at the 1 December GHHP Partner’s meeting.

Project Officer and ISP Chair attended a workshop by the Australian Government regarding the potential citizen science funding, as discussed previously in this meeting. Attendees also heard from Brent Chatterton, a tourism operator in the Whitsundays, who detailed how he uses citizen science.

Project Officer attended a Regional Report Card Strategic Meeting in Brisbane on 1 November to discuss actions from last meeting, Human Dimensions, What’s Our Grade Report, and an update from the Chairs. A common theme was the opportunity for cross-partnership funding.

Project Officer attended the Marine Monitoring Program Symposium in Townsville on 17 November 2022 and met with delivery partner and contacts such as Angus Thompson (AIMS), Len McKenzie (JCU), Steve Lewis (JCU), and Kaye Walker (Reef Authority).

The Project Officer and GHHP Chair met with Claudia Benham from the University of Queensland to discuss her research on assessing social dimensions of environment and climate change in the Great Barrier Reef. Both the Chair and Project Officer will be participating in the research.

A meeting with Port Curtis Harbour Watch and the Boyne Island Environmental Education Centre occurred on Tuesday 15 November, with the aim to increase collaboration and citizen science opportunities. The Project Officer has reached out to Karl French of Port Curtis Harbour Watch to discuss in further detail on 7 December 2022.

### **4.3 GHHP Finance Report**

Hannah provides an update on the CQU Finance Report.

As at 30 October 2022:

- Carry forward from June 2022	\$382,122
- Total Cash at Bank	\$738,175
- YTD Memberships Received	\$167,550

- Memberships Invoiced but Not Paid	\$110,00
- Memberships to be Invoiced	\$14,500
- Other funding Received	\$277,500
- YTD Expenditure	\$88,997

Gladstone Area Promotion and Development was incorrectly invoiced \$11,000. GAPD is not a partner of GHHP. Project Officer sent apology and CQU has withdrawn the invoice.

Gladstone Airport Corporation and Smit Lamnalco have been invoiced in early November, and so all memberships have been invoiced. However, Project Officer notes that the Gladstone Area Water Board has not been invoiced for \$11,000. The Project Officer has asked CQU Research Finance to invoice GAWB as soon as possible.

### **Agenda Item 5 – General/Recurring Business**

John raised a discussion on the GHHP Report Card launch date. Iain raised that the report card is normally released at the beginning of February. John and Hannah are both away until 10 February 2023. Iain suggested week starting 13 February 2023, and proposed Tuesday. Megan supplied that the council meets Tuesday mornings. John suggested Thursday 16 February 2023, and Iain agreed to host then at lunchtime at CMERC.

Hannah raised a discussion on the GHHP Stewardship Report launch date. There is still an article from the GHHP Science team to obtain, and it will need to be provided to OGBRWH for review prior to release. Iain suggested that holding the launch in December would lose the attendees and significance due to the proximity to Christmas. John raised launching it at the December Partner’s meeting, but Hannah suggested that OGBRWH needs at least a week to review. Iain suggested the middle of January. Jamie suggested releasing the Report Card and Stewardship Report at the same time, similar to other report cards. Iain suggested that would take away from both of the publications. Factoring in school holidays and the Australia Day public holiday, suggested dates are the 24<sup>th</sup>, 25<sup>th</sup>, and 27<sup>th</sup> of January. Iain and Megan agreed that these suggested dates are not too close to the report card launch.

### **Action: Hannah to provide dates and details of Report Card and Stewardship Launch to Marking Mafia.**

Jamie raised the Southern Great Barrier Reef Water Quality and Coral Monitoring Project, undertaken by Gidarjil Development Corporation. The methods undertaken by Gidarjil are broadly consistent with the methodology undertaken by AIMS to collect data for the partnership. A potential opportunity is to utilise the data collected by Gidarjil for incorporation into the report card.

### **Action: John to consider adding coral monitoring data collected by Gidarjil Development Corporation into the report card. To be discussed at the 2023 GHHP Review.**

### **5.2 – Meeting Closure and Next Meeting**

Meeting Closed: 3:00pm

The next meeting: GHHP Partners Meeting 1 December 2022, 1:00pm-3:00pm

### **Meeting Action Register**

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
<b>MC Meeting 53</b>					

<b>MC 53.4</b>	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, Hannah			Iain and Hannah to prepare and return to Elyse and Megan.
<b>MC 53.7</b>	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		To be completed in December 2022.
<b>MC Meeting 54</b>					
<b>MC 54.1</b>	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 prior to Christmas break.
<b>MC 54.2</b>	John to continue with the planning of the new indicators.	ISP Chair	June 2023	On-going	
<b>MC 54.3</b>	Darryl to speak to Mark Cachia, Gladstone Airport Corporation, regarding increasing their contribution.	Darryl Branthwaite	November 2022	Complete	
<b>MC 54.4</b>	Iain to reply to Mark Cachia at Gladstone Airport Corporation detailing the Management Committee's approval and request to review within a year.	Chair	November 2022	Complete	GAC has been invoiced for \$3000.
<b>MC 54.5</b>	Hannah to send the drafted Gladstone Harbour Insights to the Management Committee.	Project Officer	November 2022	Complete	
<b>MC 54.6</b>	Management Committee to think about the Membership Portal on the GHHP website and what would be beneficial for the partners to access.	Management Committee	November 2022		MC to think about and return comments to Hannah.
<b>MC 54.7</b>	CQUniversity to provide more information, and Hannah to provide the Management Committee with a proposal.	CQU Research, Project Officer	November 2022	Complete	
<b>MC 54.8</b>	Hannah to confirm the Bream Sponsorship with the Boyne Tannum Hookup Committee.	Project Officer	November 2022	Complete	CQU to sign.
<b>MC 54.9</b>	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.	
<b>MC 54.10</b>	Hannah to organise Finance Report for November meeting and organise representative from the CQU Research Finance to attend and present.	Project Officer	November 2022	In-progress	Leslie Walker unable to attend MC 55. Hannah and Leslie to discuss who should attend.

<b>MC 54.11</b>	Ali to create a story on the Cleaner Roads Initiative for the GHHP Stewardship Report. Hannah to share story from Healthy Rivers to Reef Partnership Stewardship Report with Ali.	Ali Moore	November 2022	Complete	
<b>MC 54.12</b>	Emma to contact Owen with GHHP's approval to be involved in the Western Australian Marine Science Institute workshop.	Emma Jackson	November 2022		Emma an apology. To provide update at next MC meeting.
<b>MC 54.13</b>	Hannah to respond to Karl French regarding Port Curtis Harbour Watching and set up a conversation between Iain, Karl, and Hannah.	Project Officer	November 2022	Complete	Hannah and Karl meeting 7 December for second discussion.
<b>MC 54.14</b>	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		Waiting to hear from Wai Wanaka.
<b>MC Meeting 55</b>					
<b>MC 55.1</b>	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		
<b>MC 55.2</b>	Hannah to contact CQUniversity to begin advertising the Research Officer role at 0.8FTE.	Project Officer	November 2022		
<b>MC 55.3</b>	Hannah to create a list of potential 2023 Management Committee meeting dates and circulate.	Project Officer	November 2022		
<b>MC 55.4</b>	John to ask Mac to provide the Management Committee with the Technical Reports.	ISP Chair	November 2022		
<b>MC 55.5</b>	Hannah to provide a list of the report card reviews to Marketing Mafia	Project Officer	November 2022		
<b>MC 55.6</b>	Hannah to provide dates and details of Report Card and Stewardship Launch to Marketing Mafia.	Project Officer	November 2022		
<b>MC 55.7</b>	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		