



Management Committee Meeting 58 Minutes

Date: Thursday 18 May 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
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
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Research		
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 Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group
Mr Alan Hayter	Environmental Lead	Conoco Phillips
Prof Emma Jackson	Director, Coastal Marine Ecosystems Research Centre (CMERC)	CQUniversity
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council

Agenda Item 1 – Introduction

Meeting Started: 1:00pm

1.2 Apologies and Introductions

Iain provided an Acknowledgement of Country.

Ms Chantale Lane, Dr Emma Jackson, Mr Alan Hayter, and Cr Darryl Branthwaite sent an apology for the meeting.

Iain introduced new GHHP Research Officer, Kirsten McMahon, to the team. Kirsten introduced herself and provided more information on her background.

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 57 were accepted as a true and accurate record.

Moved: Iain

Seconded: Megan

Agenda Item 2 – Items Requiring Decision

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

2.1 10-Year Review

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

Action: Hannah to update consultant Scope of Works for 10-Year Review, remove 2017 Governance Charter, and recirculate to Management Committee for review.

2.2 PCIMP Data Request for Trend Analysis

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

Action: Megan to send John comments PCIMP Data Request letter and John to send to PCIMP.

Agenda Item 3 – Items for Consideration

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3.1 FY 23/24 Budget

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

Action: John and Hannah to discuss updating the Science Budget for FY23/24.

Action: Hannah to make suggested changes and bring together Budget Working Group for review. Hannah then to send proposed FY23/24 budget to Management Committee for comment prior to Partner's Meeting on 1 June 2023.

3.2 Governance Charter Review

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

Action: Hannah to assess some Partner employee numbers and their contribution to GHHP and see if there is correlation to determine how small/medium/large companies are categorised.

Action: Hannah to add reflection on MC representation of multiple organisations into Charter.

Action: John to organise the appointment of a Deputy Chair of the Independent Science Panel.

Action: Hannah to include a sentence within the Governance Charter, stating that the Project Officer and Research Officer will be subject to an annual performance review as per the Host Organisations guidelines.

Action: Hannah to source the Host Organisation's risk management policies and circulate to GHHP Management Committee.

Iain thanked the Governance Charter Working Group for their review of the charter.

Agenda Item 4 – Reports

4.1 Chair Report

GHHP has recruited the new Research Officer, Kirsten McMahon, and thus provides GHHP with a full complement of staff which is a positive outcome for the organisation. Welcome Kirsten.

GHHP/CQU is in the process of signing a deed with the QLD and Australian Governments for a three-year agreement. Iain thanked Rachel and her team for their hard work into getting the agreement in place and stated that it sets an important foundation for GHHP as it enters the next phase beyond the 10-Year Review.

Iain will be attending the 1 June Partners' Meeting in person.

4.2 Project Officer Report

Since the last meeting, the coral monitoring project with AIMS, and the Confidentiality Deed Poll with GPC have both been signed. The first invoice for coral monitoring has been received and paid.

The seagrass report project with James Cook University is still under review. It now sits in JCU's hands.

GHHP has received and are currently reviewing a three-year agreement with the QLD Government.

Engagement and Other Activities

The Chair and Project Officer attended the Wet Tropics Waterways forum – Shared Solutions for Waterway Health on 13 April, in Cairns, which coincided with a Strategic Workshop with government the next day 14 April.

GHHP Project Officer held a stall at the Boyne Tannum Hookup over Friday 28 April to Sunday 30 April, and handed out a large quantity of resources to the community, including report cards, stewardship reports, and children's storybooks. John Rolfe presented at the GAWB Community

Education Tent on the Friday, with some excellent questions asked by the community. Special thanks to Megan who helped at the stall, and to some of the CMERC team who popped in as well.

GHHP has developed some new educational materials which were debuted at the STEM Expo on 4 May. While the event didn't get much attendance, materials were handed out and we were able to send an EDM to various schools within the region.

GHHP Project Officer and Research Officer attended the annual Clinton State School excursion at Spinnaker Park on 10 May. Approximately 120 children were in attendance, and participated in GHHP's catchment story that showed the children how quickly a catchment can collect contaminants. They explored different methods to cleaning the catchment and preventing pollutants entering the waterway. Special thanks to CMERC for lending their work placement students, Jackson and Tian, to help in the morning.

The Urban Water Stewardship Framework pre-briefing was held on 20 April, with the in-person workshop held with Gladstone Regional Council on 11 May. The workshop gathered some great discussion from attendees regarding what the council does well currently, and areas for improvement. The data is currently being collated by Kirsten and Hannah and QA/QCd by OGBR&WH and Alluvium Consulting's Ben Walker.

GHHP Project Officer attended the GAWB Community Consultation Forum in the evening of 11 May, which provided an update into GAWB's activities and strategic plans.

Upcoming

On the 24th of May, GHHP will, in conjunction with GPC, be hosting a stall at the Gladstone Central State School Under 8's Day which is also a community event. Over 300 students and parents are expected to attend. GHHP will have the new educational resources for use on the day.

1 June will be Partners Meeting Number 23, to be held at Gladstone Marina Campus, LZB Building. Ecofest is happening on Sunday 4 June, 9am to 3pm. GHHP Research Officer will be having a short presentation at 12:55pm – 1:00pm, so GHHP Management Committee representatives are welcome to come and listen.

21 June will be another Spinnaker Park school excursion with Gladstone West School.

Iain thanked John for presenting at the Boyne Tannum Hookup, and Kirsten for presenting at the upcoming Ecofest.

4.3 ISP Chair Report

The ISP meeting will be held in Brisbane next week and will be the first meeting of the year as the ISP will be meeting three times in 2023 rather than the normal four times. This allows additional time to review the Science Program and Report Card as part of the 10-Year Review. The ISP will present recommendations to the Management Committee.

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The Litter and Marine Debris indicator is being completed by the Dry Tropics Report Card Technical Officer, Dinny. John is hopeful that these results will be completed at no cost. This is in the FY22/23 budget for Kirsten and John to complete, after learning how to use complicated programs to assess the data, but Dinny will likely be completing the assessment, which John will confirm.

John stated that he will be unable to attend the 1 June Partners' meeting in person but will be dialling in virtually for most of the meeting.

John was asked by Lyndal Hanson for a summary of the community attitudes to air quality that GHHP has been collecting in the CATI surveys since 2014. This data would be used for the Air Quality Monitoring group. The data is publicly available in previous technical reports, but John would like to provide a proper summary to Lyndal.

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

4.3 GHHP Finance Report

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

As at 30 April 2023:

- Carry forward from June 2022	\$382, 122
- Total Cash at Bank	\$569, 645
- YTD Memberships Received	\$277, 550
- Memberships Invoiced but Not Paid	\$15, 500
- Memberships to be Invoiced	\$0.00
- Other funding Received	\$277, 500
- YTD Expenditure	\$367, 527

A paid Partner invoice was previously missed from the Finance Report but is now added in and correct. All three budgets, Operations, Science, and Communications are tracking under budget currently. Brady will be confirming some of the categories such as the Hosting Management Fee and Business Operating Charge. Brady will also be confirmed the two unpaid memberships and whether they were sent to the correct location initially.

Hannah asked Brady what the earliest time that Partners can be invoiced for the financial year, as it was previously raised that a September invoice for an October payment may not be sufficient time for Partner to process the payment. Brady provided that it depends on the Partner, and invoices can be sent out when needed. The normal term for payment is 30 days and Partners would receive reminders. If Partners don't pay within the 30 days, then this would not present much problem. Partner invoices can also be staggered if needed.

Agenda Item 5 – General/Recurring Business

Hannah raised that CQU is GHHP's preferred delivery provider for the mud crab survey work and have also agreed upon providing them with a small fish holding fund in the instance of a major event that needs fish monitoring. As CQU is GHHP's Host Organisation and enters contracts with delivery providers on GHHP's behalf, this presents a conflict of interest as CQU cannot contract itself to complete the work. Hannah suggested providing CQU with a formal letter from GHHP in lieu of an agreement, that states that GHHP accepts the proposal as written by CQU and will

provide the funds in return for the work. To process this letter, CQU have asked for a formal minuted acknowledgement of the Conflict of Interest by the Management Committee.

All Management Committee acknowledge the Conflict of Interest with CQUniversity undertaking the mud crab surveys and fish holding fund and agree to move forward with the letter.

Megan raised that the GPC 2022 Seagrass Report has been finalised. There have been some ups and downs in scores owing to the rain and other factors. Environmental surveys have been conducted on Facing Island, to be completed next week. Surveys of the reef communities off Facing Island will be completed from the 5th to 15th of June and may show some comparisons with the declines in the harbour.

Megan raised a concern on GHHP document management and historical documents. Elyse provided that Budget Principles are included in past budget proposals. Megan commented that agenda papers etc are hard to find.

Iain requested that Hannah determine a process that details document storage and present to next Management Committee meeting. Hannah commented that GHHP has two options for document storage; the DIMS File Management system or the Partner Portal on the GHHP website that has different levels of access (i.e., the Management Committee can access everything, while the Partners can access select documents).

Hannah has stored a large amount of data in the past eight months and can easily upload into the desired system. Historical documents are missing, but Hannah can assess what is currently there and what is missing and liaise with Fitzroy Basin Association.

Action: Hannah to assess current swathe of GHHP documents and determine what is missing. Hannah to liaise with Fitzroy Basin Association to source historical documents.

Action: Hannah to assess the benefits of the DIMS File Management System and the GHHP website Partner Portal and present to the Management Committee for decision.

Ali suggested implementing a Records Management Policy which can detail what the approved system is, where data is being stored, which includes the confidential science information data, and who has access. Megan agreed and said that this document should be included in the Governance Charter.

Action: Hannah to create a Records Management Policy.

Rachel commented that there is a new State Minister for the Environment and the Great Barrier Reef. Meaghan Scanlon has moved to a different area, and has been replaced by Leanne Linard, MP for Nudgee. OGBR&WH have been developing a statement to announce the three-year funding agreement for the regional report cards, and asked Iain to provide comment.

Ali acknowledged the Urban Water Stewardship Framework that was conducted on 11 May. Her approach this year was broader and included a good mixture of employees and roles across the

Gladstone Regional Council. The results for the 2023 workshop may vary from the last workshop as the actual subject matter experts were in attendance and could provide more solid answers to each of the questions. This provided a good standing point to move forward, knowing that those involved in the workshop will be on board to make any required changes to the processes.

Iain reminded the Management Committee that the next biannual Partners’ meeting will occur on 1 June 2023, and asked if GHHP could give the Partners an opportunity to showcase some of their activities in support of a healthy harbour in the form of stalls and tables at the Gladstone campus. John provided that that Partners would be happy to attend the meeting but may not necessarily be keen on having a physical stall. John suggested allowing the Partners an opportunity to provide an overview to other attendees about what they do, depending on time constraints. John suggested that this could provide a good link to improvements in management because of the report card. The invitation to the Partners could be prefaced by a statement such as *GHHP would like to be aware of what’s going on and would appreciate the knowledge*. All agreed. Rachel added that in other Partnership meetings, Partners are given this opportunity and is quite interesting.

Rachel suggested that Report Card Executive/Officers liaise further about meeting timings, as she has three different partnership meetings all scheduled for 1 June and will therefore be an apology for the GHHP Partners Meeting but will send a proxy. Elyse added that therefore she will also have a clash.

Action: Hannah to raise meeting schedules for the year ahead with the other Regional Report Card Executive/Project Officers.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 2:51pm

The next meeting: GHHP Partners Meeting, Thursday 1 June, 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		Complete	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 have met three times. To be discussed at MC 58.
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	Complete	Uploaded to the GHHP website.
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	Complete	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		On hold	Iain commented on draft indicators. Waiting to hear overview and will set up meeting with John and 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 56.3	Communications Working Group to meet and discuss Communications plan. Working Group members are Megan, Chantale, Hannah (replacing Iain), and Tracey.	Megan Ellis, Chantale Lane, Hanah Russell, Tracey Siddens	February 2023	On-going	Communications Working Group – Chantale, Megan, Hannah – have met twice. To meet again.
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	Complete	Agreement has been signed, and first invoice received
MC 57.2	Hannah to request Alluvium to update quote and provide presentation to Management Committee.	Project Officer	20 Mar 2023	Complete	Quote updated and workshop held.
MC 57.3	John to continue communicating with PCCC and update Scope of Works as required.	ISP Chair	16 May 2023	On-Going	Discussions held. Waiting to hold a follow up meeting.
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	On-Going	No comments received. Hannah to recirculate with Minutes for comment.
MC 57.5	Hannah to create an inventory of what resources GHHP has, and where it will be going.	Project Officer	30 Apr 2023	Complete	
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	On-Going	

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	On-Going	
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	Complete	John conducted presentation at BTHU.
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	Complete	Hannah to complete again for Ecofest and World Science Festival.
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	In this meeting.	
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	In this meeting.	
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.	GHHP Project Officer, Management Committee	25 May 2023		
MC 58.2	Megan to send John comments PCIMP Data Request letter and John to send to PCIMP.	Megan Ellis, ISP Chair	25 May 2023		
MC 58.3	John and Hannah to discuss updating the Science Budget for FY23/24.	GHHP Project Officer, ISP Chair	25 May 2023		

MC 58.4	Hannah to make suggested changes and bring together Budget Working Group for review. Hannah then to send proposed FY23/24 budget to Management Committee for comment prior to Partner's Meeting on 1 June 2023.	GHHP Project Officer, Budget Working Group	25 May 2023		
MC 58.5	Hannah to assess some Partner employee numbers and their contribution to GHHP and see if there is correlation to determine how small/medium/large companies are categorised.	GHHP Project Officer	25 May 2023		
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MC 58.10	Hannah to assess current swathe of GHHP documents and determine what is missing. Hannah to liaise with Fitzroy Basin Association to source historical documents.	GHHP Project Officer, Elyse Riethmuller	30 June 2023		
MC 58.11	Hannah to assess the benefits of the DIMS File Management System and the GHHP website Partner Portal and present to the Management Committee for decision.	GHHP Project Officer	13 July 2023		
MC 58.12	Hannah to create a Records Management Policy.	GHHP Project Officer	25 May 2023		

MC 58.13	Hannah to raise meeting schedules for the year ahead with the other Regional Report Card Executive/Project Officers.	GHHP Project Officer	14 June 2023		
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