



Management Committee Meeting 59 Minutes

Date: Thursday 20 July 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		
Mr Ben Hammill	Principal Project Officer	OGBR&WH, DES
Mr Ed Dahlheimer	Manager Environment and Consulting (Acting)	Gladstone Regional Council
Mr Jamie Corfield	Senior Project Officer	OGBR&WH, DES
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr David Voss	Chief Executive Officer	Gladstone Industry Leadership Group
Mr Alan Hayter	Environmental Lead	Conoco Phillips
Research		
Professor Emma Jackson	Director, Coastal Marine Ecosystems Research Centre (CMERC)	CQUniversity
ISP Members		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		
Brady Hartwell	Management Accountant Support Assistant	CQUniversity Research Finance
Ben Walker	Queensland Urban Water Lead	Alluvium Consulting

Apologies:

Name	Position	Organisation
Ms Rachel Darcy	Manager, Reef Partnerships	OGBR&WH, DES
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
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, Ali Moore, and Rachel D’Arcy.

David Voss introduced himself as the new CEO of the Gladstone Industry Leaders Group.

Ed Dahlheimer introduced himself as the acting Manager of Environment and Conservation at the Gladstone Regional Council and is proxy for Ali Moore.

Ben Hammill introduced himself as a representative from the Office of the Great Barrier Reef and is proxy for Rachel D’Arcy.

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 58 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 CQU Hosting Agreement Confirmation

Iain Gordon and Emma Jackson declared Conflicts of Interest as they both have roles within CQU. Iain explained the proposal to the Management Committee.

**This agenda item was treated as ‘Confidential’.*

Emma and Iain left the room during discussion. Deputy Chair Elyse chaired the meeting and requested comments from the Management Committee regarding the hosting arrangement with CQU. Elyse asked if anyone in the Management Committee was against having CQU at the Host Organisation for the next three years. All in favour of continuing with CQU as the host.

Iain thanked Elyse for chairing the meeting. Elyse provided that there were no concerns from the Management Committee.

2.2 Independent Science Panel Terms of Reference Review

Kirsten McMahon has updated the Independent Science Terms of Reference. This was referenced at an out-of-session meeting of the Management Committee on 22 June 2023 and was noted to be an outdated document. Megan provided Kirsten with the correct document which Kirsten presented as follows.

- Updated formatting to match the Governance Charter.
- Updated the footer to version *June 2023*.
- Replaced *Executive Officer* with *Project Officer* throughout.
- Replaced *Science Officer/s* with *Research Officer* throughout.
- Replaced *GHHP ISP* with *ISP* throughout.
- Replaced *GHHP Management Committee* to *Management Committee* throughout.
- Removed reference to the Gladstone Harbour Model from *3 Roles*.

- Updated term of ISP Chair to one year subject to review.
- Updated term of ISP members to one year.
- Updated wording in *6 Meetings* which was *ISP to provide recommendations to the Management Committee* to *ISP to discuss recommendations to be made* to reflect the process. The ISP Chair provides recommendations to the Management Committee.
- Updated policy titles in *7 Programs and Reporting* to reflect the current Policy Register.
- Removed ISP Conflict of Interest Policy from Appendix A as this now a different policy.
- Updated Host and GHHP staff contact details in Appendix B. This includes the creation and inclusion of a ro@ghhp.org.au generic email address.

Megan raised the naming of Management Committee working groups or sub-committees in Section 6. Kirsten has changed the naming to *working groups* to ensure consistency across the Terms of Reference and the Governance Charter.

Megan raised that the Terms of Reference does not reference Policy II: Partner Representation on Management Committee. Kirsten stated that this was not included as it was not relevant to the ISP.

2.3 Data Information Management System (DIMS) Scope of Works

Kirsten provided that the DIMS Scope of Works for FY23/24 is similar to the previous years. Iain added that only new or heavily altered Scope of Works come to the Management Committee.

John continued that the DIMS is the system at the Australian Institute of Marine Science that hosts the report card, runs the scripts, and generates report cards scores, and maintains GHHP records. The generation of scores is automatic and prevents errors in score results. The only change is that the new website, developed by Marketing Mafia, is hosted on a new platform. Previously, part of the website was hosted by DIMS which had a development server. The new report was built on the server, in the background. Once the report card was launched, it was transferred across. Now that the website is not on DIMS, the development server is no longer needed, and an additional task has been added to decommission the server.

Agenda Item 3 – Items for Consideration

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3.1 Urban Water Stewardship Framework Results

Ben Walker, Queensland Urban Water Lead from Alluvium Consulting, joined the meeting, Iain welcomed Ben to the meeting.

The Urban Water Stewardship Framework (UWSF) was developed by the Queensland Government to fulfill four objectives; address action 7.2 of the Reef 2050 WQIP, achieve an aim of the Paddock to Reef Program Design, provide context to water health-focused report cards, and provide the potential to standardise urban management practice evaluation and reporting across Queensland.

Ben noted that the Gladstone UWSF had solely Gladstone Regional Council representatives in the workshop, and so context is how the council is performing in terms of urban water management and stewardship. This process assists with thinking about the broader actions. Some of the actions assessed within the framework apply to actions that aren't considered mandatory, and thus relates more to stewardship.

The objective of the UWSF is to *contribute meaningfully to improving urban water management practices, and in so doing, help achieve Reef 2050 WQIP Plan targets through urban sediment and nutrient load reductions.*

The UWSF covers three main areas; Developing Urban, Established Urban, and Point Source. The Developing Urban areas have clear state legislation that need to be followed, whereas Established Urban don't have the same requirements. The Point Source relates directly to sewage treatment and management, particularly regarding the nutrients being discharged. There are 66 activity indicators across 16 Management Activity Groups (MAG), each of which has a desired management practice outcome. The three primary components are further broken down into the type of management practice being rated. Categories and scoring for these management practices are Planning and Governance, Infrastructure Management and Maintenance, Social Approaches, and Monitoring, Evaluation, Reporting, and Improvement (MERI).

Each of the 66 activities indicator questions receive an A (above best practice performance), B (current best practice performance), C (current minimum standard), or D (superseded or out of date standards) grade. Ben noted that one of the challenging parts of the process is the connotations regarding the grading system. Realistically, most results are a C grade, which is current minimum standard and representing legislative requirements. Many of the questions are pushing in the stewardship space that council aren't legally required to do but would like to do.

The benefits of the UWSF are to celebrate achievements and demonstrate commitment to improvement and celebrate success. It provides the opportunity to break through siloed management through shared understanding, including aspects of planning, asset management and maintenance. Demonstrates environmental stewardship to community, and display community and social benefits of healthy water.

The 2021 results achieved an overall outcome of a C, and a C for each of the three main components: Developing Urban, Established Urban, and Point Sources. Most of the MAGs also achieved a C grade. A D rating was given in the Established Urban quality of erosion and sediment control on council works. Several B ratings were given, particularly in development assessment support improved water quality, reducing erosion risk through site inspections, policy planning and governance, infrastructure management and maintenance, and environmental monitoring, detection, and reporting to reduce environmental impact of releases.

The 2023 results also achieved an overall outcome of a C, and a C for each of the three main components. Council based erosion and sediment control received a D rating, and Established Urban MAG 1 (continuous improvement in catchment management through integrated total water cycle and design) also received a D. This may be a result of a difference of perspective of attendees, or a genuine slip.

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Iain thanked Ben for his time. Hannah asked Ben for a copy of the PowerPoint which will be circulated with the Management Committee Minutes. The results of the 2023 UWSF will be included in both the Stewardship Report and Report Card in 2023.

Agenda Item 4 – Reports

4.1 Chair Report

Iain expressed his thanks to the Management Committee for extending his contract at the GHHP Independent Chair and looks forward to working with the Management Committee in the future. This means that Iain is now the current longest serving Regional Report Card Chair, with the retirement of some of the Chairs in the recent months.

There will be a meeting of the Regional Report Card Chairs on the 2nd of August. Leigh from the Fitzroy Partnership for River Health (FPRH) is assisting Iain with creating an agenda. The new Chairs from FPRH and Healthy Rivers of Reef Partnership will be attending and welcomed.

4.2 Project Officer Report

Megan and Hannah attended the Gladstone Central State School Under 8's Day on 24 May. There was a variety of colouring-in opportunities for the children that passed through.

GHHP staff attended Ecofest on Sunday 4 June and shared the GHHP story with community members through children's activities and presenting of the 2022 Report Card. Kirsten also gave a five-minute presentation on stage to attendees.

The Port Curtis Harbour Watch invited GHHP on board their boat tour on Friday 9 June, in conjunction with Gladstone Ports Corporation, CoralWatch, Conservation Volunteers Australia, and the Boyne Island Environmental Education Centre. To celebrate World Oceans Day, community and school students joined on board to investigate the harbour from a water quality perspective.

Kirsten and Hannah again told the GHHP Catchment Story to Gladstone West School students at Spinnaker Park on 22 June. Hannah refurbished the Catchment Story to use more environmentally friendly materials (such as water and green food colouring instead of detergent).

GHHP will also be involved with the World Science Festival on 28 and 29 July and will have the giant 'Drains and Ladders' game to encourage thinking about stewardship.

On 21 June, Hannah attended the Gladstone Local Marine Advisory Committee meeting on behalf of GHHP. Hannah has applied to become a member and will go through the approval process in December.

There are a number of outstanding delivery provider invoices from FY22/23, as per their respective contract services agreements. Hannah has updated the budget spreadsheet to incorporate the FY22/23 invoices to be paid in FY23/24.

The Partner Memorandum of Understanding has been reviewed again by CQU Legal and is now ready to be sent to Partners. Hannah will be sending a copy to each Partner individually, along with a letter from Iain. Hannah is in the process of organising the invoices with Finance. It's CQU's policy to provide a 30-day due date for payment, after which time a reminder notice will be sent. Payment beyond the 30-days is fine.

The Grant Deed with the QLD Government has been reviewed by CQU Research Legal and returned to the QLD Government. Hannah is assisting with this process as much as possible to ensure that the Grant Deed is signed, our Hosting Arrangement is extended, and GHHP can contract delivery providers for FY23/24.

Hannah has been in touch with GAPDL regarding sharing our Stewardship Report and Report Card in the Gladstone Visitor's Centre at the Marina.

Hannah has also been in contact with James Harris from the Air Quality Community Group. GHHP and the Air Quality Community Group can work collaboratively; the group can become a community partner of GHHP, and GHHP can return its investment by sharing the information provided by the group within publications.

The Partners meeting occurred on 1 June, with a great group of attendees. Each Partner representative provided a brief update on activities occurring which was fantastic to hear. Both the Governance Charter and the FY23/24 Budget were presented and approved. The Partners were also given notice of the Management Committee nomination process at the December 2023 Partners meeting.

4.3 ISP Chair Report

The Independent Science Panel met in May which acted as a planning day for the ISP review of the report card. There are two more meetings to be held in September and November.

The ISP agreed to hold over the performance of the Traditional Owner Values indicator to the 2023-2024 year, which has already been reflected in the approved budget.

Most of the discussion within the ISP meeting was around the work planning to be undertaken for the GHHP Ten-Year Review. It was noted that it would be beneficial if the ISP members could be involved in the review

workshop, as they did in 2013, to get a better understanding of what the community and Partners would like. It was also proposed that the What's Our Grade report could also involve the ISP members, and be included into the report card, as per the diagram below.

The ISP also reviewed recommendations from the 2017 review to identify if any of the recommendations were still relevant. It was noted that a few changes were made following this review, but a number were not actioned due to budget constraints. For the most part, the ISP agreed with their initial assessment.

Kirsten has created a number of trend plots that show what the scores have been each year, which displays the consistency and variation. An issue was identified with Fish Health in that the Health Assessment Index (HAI) is not being conducted anymore, except in a major event, but is still being included as part of the Fish Health score.

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Iain thanked John for his report, and Kirsten for conducting the trend analysis.

John added that all five Regional Report Cards conducted the Human Dimensions survey in 2021. The OGBR&WH have contracted the University of Queensland to develop indicators from the collected survey data. John has been in contact with the University of Queensland to explain what the ISP is thinking, and how it can be aligned with the other report cards. Iain agreed that the review still needs to be conducted that will inform what indicators the Partners and community will find useful.

John asked the Management Committee if this could be presented to the Partners and community to ask if they are happy with this type of direction, or if they should be asked, first of all, how happy they are with the current system. Iain suggested discussing this in September in more detail.

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Emma suggested that, if the trend graphs are to be included in the review, then those indicators that have not had data collected every year should be displayed differently, such as blacking out the year that was not assessed. John agreed that the years in which new data was not collected should be greyed out.

Iain thanked John and added that it was important to include the discussions from the ISP in the Management Committee, particularly around the What's Our Grade and other potential indicators. It is important that the ISP is independent, but not isolated from the activities conducted within the GHHP.

4.3 GHHP Finance Report

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

As at 30 June 2023:

- Carry forward from June 2022	\$382,122
- Total Cash at Bank	\$675,240
- YTD Memberships Received	\$293,050
- Memberships Invoiced but Not Paid	\$0.00
- Memberships to be Invoiced	\$0.00
- Other funding Received	\$480,000
- YTD Expenditure	\$479,932

Brady noted that GHHP is under budget, and that all Partners have paid memberships for FY22/23. Brady suggested adding a line for committed funds. Unspent funds will carry over into the next period. Brady asked if GHHP would like to spend the carried over funds first, or the new funding per financial year.

Hannah noted that the Summary tab within the spreadsheet has a line of committed funds from FY22/23 that have yet to be paid (\$113,742). Brady added that this line can be tracked down as expenses are paid.

Iain provided that GHHP has a policy that requires a contingency. It would be useful to have a line within the spreadsheet that indicates the reserve in bank and ensures that GHHP is meeting its contingency requirements. Iain suggested that it is important not to look at the budget and how much GHHP has spent, but also what GHHP has in the bank to meet the requirements. Iain also agreed that it would be useful to know how the remaining FY22/23 funds will be spent and how it transfers to the FY23/24 budget.

ACTION: Hannah to discuss with Brady regarding making the Finance Report more useful to the Management Committee, including inclusion of Committed Funds.

Agenda Item 5 – General/Recurring Business

Ben noted that the next Great Barrier Reef Regional Report Card Strategic Workshop will be held in November, likely in Brisbane. The five Partnerships will be attending, and Ben will update the GHHP staff as details emerge.

Megan provided that the GPC reef surveys on Facing Island have been complete, and a draft report will be prepared within the next 10 days. The preliminary results show that not much has changed since 2018.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 2:55pm

The next meeting: GHHP Management Committee Meeting 60, 21 September 2023, 1pm – 3pm

Meeting Action Register

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 54					
MC 54.2	John to continue with the planning of the new indicators.	ISP Chair	June 2023	On-going	
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 has provided with input and has passed John's details to the team.
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	To be removed from action items. Awaiting clarity of funding.
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.	This will be completed with the FY22/23 Annual Report in September.
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, David Voss, Hanah Russell, Tracey Siddens	February 2023	On-going	David Voss happy to take up the role as replacement of Chantale. Hannah to organise meeting.
MC Meeting 57					
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	To be removed from action items. John to present formal Scope of Works to MC following discussion with PCCC.
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	Kirsten has extracted list of documents and will determine which documents should be kept.
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	To be removed from action items. This will be incorporated into all Scope of Works.
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	Complete	Sent to Simon Costanzo and Bill Dennison. Simon unable to complete the works. Waiting on response from Bill.
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	Complete	

MC 58.3	John and Hannah to discuss updating the Science Budget for FY23/24.	GHHP Project Officer, ISP Chair	25 May 2023	Complete	Approved at Partners Meeting in June.
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	Complete	Approved at Partners Meeting in June.
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	Complete	Sent to Management Committee. There is a slight correlation but not a strong one. Iain, Megan, Hannah to meet and discuss GPC correlation.
MC 58.6	Hannah to add reflection on MC representation of multiple organisations into Charter.	GHHP Project Officer	25 May 2023	Complete	Approved at Partners Meeting in June.
MC 58.7	John to organise the appointment of a Deputy Chair of the Independent Science Panel.	ISP Chair	25 May 2023	In Progress	John proposes Dr. Eva Abal to be Deputy Chair. To be formalised at next ISP meeting in September.
MC 58.8	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.	GHHP Project Officer	25 May 2023	Complete	Approved at Partners Meeting in June.
MC 58.9	Hannah to source the Host Organisation's risk management policies and circulate to GHHP Management Committee.	GHHP Project Officer	30 June 2023	Complete	
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	Complete	FBA have provided a large number of files. Hannah has begun the process of uploading to DIMS.

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	Complete	The GHHP website Partner Portal was slow to access. The DIMS was chosen, and links shared to MC and Partners.
MC 58.12	Hannah to create a Records Management Policy.	GHHP Project Officer	25 May 2023	Complete	Approved at Partners Meeting in June.
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	Complete	Discussion held with other Executive Officers.
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.	GHHP Project Officer	21 September 2023		