



Management Committee Meeting 35 Minutes

Date: Wednesday 18th March 2020 **Time:** 9:30am to 3:00pm

Location: Zoom Room 1.22 - Leo Zussino Building, CQUniversity Gladstone Marina Campus

Attendees:

Name	Position	Organisation
Community		
Mr Gerry Graham	GHHP Chair	Community
Mr Brent McLellan	PCCC TUMRA Coordinator	GIDARJIL
Mrs Elyse Riethmuller (via Zoom)	A/Chief Executive Officer	Fitzroy Basin Association (non-voting at this meeting)
Government		
Councillor Desley O'Grady	Councillor	Gladstone Regional Council
Mrs Rachel D'Arcy (via Zoom)	Manager of Reef Partnerships	The Office of the Great Barrier Reef, DES
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Research		
Prof. Owen Nevin	Associate Vice Chancellor	Central Queensland University
ISP Members		
Dr John Rolfe (via Zoom)	ISP Chair	GHHP Independent Science Panel
Staff		
Mr Craig Davenport (via Zoom)	Executive Officer	GHHP
Mrs Lyndal Hansen	Media and Communications Team	Amarna Consulting
Mrs Dana Iwanicki	GHHP Secretariat	GHHP

Apologies:

Name	Position	Organisation
Amy People	Secretariat	GHHP
Mr Nigel Warrington	Acting CEO	Gladstone Industry Leaders Group
Mr Paul Van der List	PROXY	Gladstone Industry Leaders Group
Mr Robert Gibb	Manager, Communities & Sustainable Development	ConocoPhillips Australia

Agenda Item 1 – Welcome

Meeting Started: 9:32am

GHHP Chair welcomed all attending Management Committee members and those taking part via Zoom, provided apologies and paid respect to the traditional custodians of the land on which the meeting was held.

GHHP Chair commented that due to the developing COVID-19, many MC members could not attend face-to-face which is why there was an option to take part via Zoom. Brent McLellan commenced the meeting via Zoom until arriving in person. Rob Gibb expected to arrive at 10:30am but sent his apologies as he was tied up with work meetings dealing with COVID-19. Paul Van der List, proxy for GILG, called in to advise he had problems with Zoom so was unable to participate in the meeting.

GHHP Chair acknowledged that Federal Government representative Angela Stokes, from Reef Delivery at the Department of Agriculture, Water and Environment (DAWE) advised that the Department has resigned from their position on the GHHP Management Committee. DAWE will continue as a partner of GHHP with funding through the Queensland Government, but their engagement will be more strategic and in line with their position with the other Reef Regional Report Cards Partnerships.

Following the election of a new Management Committee at Partnership Meeting 16 in December 2019, Fitzroy Basin Association (FBA) was not a member for this meeting. FBA was invited to participate in the meeting as Host, responsible for preparation of finance and budget reports. FBA's membership of GHHP Management Committee was addressed in Section 4.1 of this meeting.

Agenda Item 2 – Reports and Proposals

GHHP Chair mentioned that agenda items and relevant papers will be reviewed briefly, but not in full given that so many people are attending via Zoom and there is a lot of material to cover during the meeting.

2.1 Previous Minutes and Actions

Action items were reviewed and updated.

Noted that Rob Gibb's position listed as Environmental Lead was incorrect and to be updated to Manager, Communities & Sustainable Development.

Previous meeting minutes were accepted as a true and accurate record.

Moved: Owen Nevin

Second: Desley O'Grady

2.2 GHHP Science Program Update

– 2.2.1 Science Report

ISP Chair presented his report as per agenda paper 2.2.1 and mentioned that all is tracking along smoothly.

Items to be noted:

- Megan Ellis from GPC brought to attention that the report on Seagrass Indicators is already publicly available on the GPC website and questioned whether there was a need to contract JCU for this report if it's already been written and available to public.
- Elyse Riethmuller commented that to date there are only quotes for Seagrass and Corals,

but no contracts.

– 2.2.2 Fish Health

ISP Chair summarised the report on Fish Health.

Items to be noted:

- Last year fish health was sampled in both the dry and wet seasons.
- Dry season sampling for this year has already been completed and currently awaiting approval for wet season sampling (cost of \$34,000).
- ISP Chair suggested that it was important to complete sampling for several years in a row, especially when first starting, so we have the data available and a good understanding of how fish health performs.

Elyse Riethmuller commented that Seagrass expense is \$22,800 and originally budgeted at \$30,000.

Management Committee deferred approval of the additional sampling round for the 2020 Report Card until after review of the Budget and Finance Report in this meeting.

– 2.2.3 Paper for 2020 Coast to Coast Conference – Cairns July 2020

ISP Chair summarised the details of the 2020 Coast to Coast Conference and Paper.

Items to be noted:

- Mark Schultz from GHHP Science Team submitted an abstract paper, which was accepted by Conference organisers. Submission of the abstract was approved by the GHHP Chair, subject to agreement of the Management Committee at this meeting.
- Normally a contractor would submit conference papers on behalf of GHHP, but in this case Mark Schultz has been asked to present the paper at the 2020 Coast to Coast Conference.
- GHHP has been the role model on report cards.

MC Comments/Questions:

- This would be a good opportunity for professional development, networking, further learning and promoting the image of GHHP.
- Costs involved would include a \$1,000 attendance fee (early entry due by 5th June), flights and accommodation for 1 GHHP Scientist (Mark Schultz).

Management Committee approves the development of a presentation, but advised that moving forward, any abstracts should be given to Management Committee for review prior to submission. It was also noted that it would be unlikely for the Cairns conference in July to go ahead.

2.3 GHHP ISP Chair Report - Outcome of ISP Nutrient Workshop

ISP Chair noted that the meeting minutes for the workshop are still out for comments. A finalised version will come back to the Management Committee at the next meeting.

Items to be noted:

- ISP Chair feels the meeting was successful – a lot of expert information received that they wouldn't have achieved otherwise. ISP Chair suggests holding a similar workshop each year if support is available.
- Information from ISP Nutrient Workshop is to be kept confidential to workshop participants and Management Committee members only.

2.4 Executive Officer Report

Executive Officer Report was circulated with the meeting papers and viewed on screen and open for questions from Management Committee.

Item to be noted:

- Executive Officer advised there has been no further progress or updates on the Sediment Working Group.

2.5 GHHP Communications Report

The Communications Report was circulated with the meeting papers and viewed on screen. Overall, Management Committee are pleased to have the additional written Communication Report available and would like to see that continue for future meetings.

Item to be noted:

- Communications Team is unable to present at the upcoming Harbour Festival and Boyne Tannum HookUp events due to the events being cancelled because of COVID-19 measures.

2.6 GBRF Strategic Citizen Science Partnership Proposal

Executive Officer summarised that the GBRF Strategic Citizen Science Partnership Proposal is for information only and GBRF is now taking a lead position instead of having a partner drive it.

Item to be noted:

- Rachel D’Arcy advised that GBRF is going to get a Consultant onboard for a workshop later this year. There will be a Steering Committee with a rep from each partnership plus Di Tarte, Jenn Loader and Paulina Kaniewska.

2.7 Partnership Chair’s Proposal

GHHP Chair reviewed the Partnership Chair’s Proposal which was reviewed at the OGBR-led Strategic Workshop in Brisbane on 13th February 2020.

Items to be noted:

- Bernie Hogan, OGBR Queensland Government and Angela Stokes, DAWE, will put forward an alternative proposal with the potential for a longer-term funding commitment. Feedback from proposal to be provided by end of March 2020.
- Rachel D’Arcy advised that she is currently working with Angela Stokes to finalise the proposal and is currently waiting to hear back from the Federal Government. If any additional funding is received, it will be based on specific outcomes.

2.8 Reef Regional Report Card Partnerships Evaluation Workshop

GHHP Executive Officer summarised the OGBR Reef Regional Report Card Partnerships Evaluation Workshop and advised that comments on the draft papers are due by June 2020.

Item to be noted:

- Rachel D’Arcy advised that an evaluation process of the five reef regional report card partnerships is planned for every 2 years. A survey will go out to all partners to collect their input, which will feed into an evaluation report on the regional report card partnerships.

Action Items:

35.1 – GHHP Executive Officer to send Secretariat the draft goals for the Reef Partnerships Report Card for distribution to Management Committee.

2.9 GHHP Finance Report & 2019/20 Budget Review

GHHP Executive Officer and Elyse Riethmuller presented the GHHP Finance Report to end of January 2020 and noted that a number of Partnership members have not paid membership for 19/20 financial year with GPC payment in particular, pending resolution of the Governance documents. GHHP's financial situation is of concern, as it is likely to end up with \$30,000 of available funds at the end of June 2020.

Items to be noted:

- Mud crabs contract has been awarded.
- Seagrass and corals contracts have not yet been awarded. Following earlier discussion by Megan Ellis and ISP Chair, Megan Ellis suggested John Rolfe contact Mike Rashid to review data sharing agreement regarding Seagrass.
- Keeping finances for coral contract is important because of continuity, the fact that coral is under stress in the Harbour and need to keep measuring it and coral is relatively inexpensive (\$20,000).

Brent McLellan joined the meeting at 11am.

MC Comments/Questions:

- Why were the six remaining invoices for this financial year not sent prior to February 2020? Elyse Riethmuller answered that generally the process is a conversation with each partner and invoices are only raised when the partner is comfortable to pay following that discussion. This has been delayed due to the MOU not yet being finalised.
- GHHP Chair raised the issue of the pending Fish Health and Seagrass contracts this year due to limited finances.
- There needs to be more concern over having reserves, especially given the current situation with COVID-19 which could possibly affect partner's member contributions or the ability of contractors to perform their work.
- MC will not make any further commitments to unawarded work until Governance documents are completed and sufficient Partner payments received.
- Is there a possibility of skipping a year on the Report Card? Rachel D'Arcy advised that we would not be compliant with Government funding requirements if we skipped a year.
- It was suggested that next year's budget needs to be completely revised to have a working surplus at the end of financial year. GHHP cannot operate as we currently do moving forward.
- Discussions occurred around where savings could be made. The cost of the Executive Officer was raised, and Elyse Riethmuller advised that the Executive Officer position has a normal on-cost of \$35,000 with the overall costs associated with the Executive Officer position being \$108,000.

Management Committee agree not to proceed with Fish Health wet season testing contract due to financial reasons. Coral contract to go ahead subject to completing Governance documents plus sufficient receipt of membership payments.

Action Items:

35.2 – ISP Chair to check that GPC's seagrass report meets the ISP requirements and it can be provided within data sharing guidelines since it is publicly available on GPC's website.

Timeframe: Need 2-3 weeks minimum to review with Science Panel.

ISP Chair to contact GPC rep for the seagrass program, Anjana Singh.

Agenda Item 3 – Items requiring decision

3.1 Communications Strategy in line with Communications Contract

Communications Team explained that currently the Communications Strategy is done on a calendar year while the Communications Contract is done on a financial year. Communications Team asked for approval to move that the Communications Strategy to a financial year in line with the contract.

Management Committee approved the Communications Strategy to be in line with the contract by financial year.

Action Items:

35.3 – GHHP Chair and Communications Team to realign so Communications Strategy is developed on a financial year schedule.

3.2 Procedure for approval documents, reports and presentations prior to publication

GHHP Chair discussed the current approvals process for putting documents on the website before the MC has seen or approved.

Items noted:

- No consistency with documents being put on the GHHP website
- MC needs to be aware of documents being published on the website

It was agreed in principal that the MC members should approve documents to be published on the GHHP website and be made aware in advance of any proposed presentation of GHHP material.

3.3 GHHP Draft Budget 2020/21

Elyse Riethmuller led review of the draft budget for 2020/21 noting that MC need to consider looking at how we deliver the Report Card.

ISP Chair discussed the Science Program portion of the budget after which he left the Zoom meeting.

Items to be noted:

- Indigenous Cultural Heritage should be taken into account for the 20/21 budget as it has previously been considered desirable to do this at least once every three years.
- Mangroves has been run two years in a row so there is potential to have a two to three-year gap now.
- ISP Chair suggests planning a budget around \$330,000 –\$400,000 to keep delivering results in line with those of past years. If budget is cut down to \$300,000 range, then other items will need to be cut from the budget.

MC Comments/Suggestions:

- If we can save on Seagrass costs as discussed previously in meeting, then it would put Science budget around the \$400,000.
- May need to plan ahead for social, cultural and economic indicators in future years given the expected impact of the COVID-19.
- Science budget to be targeted around \$340,000.

It was discussed at the Management Committee meeting to reduce costs by terminating the Executive Officer position. It was agreed and finalised through a flying minute (due to lack of a quorum at the time of this discussion item on the agenda) to terminate this position (which was on trial for six months) with immediate effect and realign the workload across Chair and staff. Elyse Riethmuller said FBA will not charge GHHP for the Executive Officer position for the month of March.

Action Items:

35.4 – Elyse Riethmuller/ISP Chair to amend draft 2020/21 Budget with an estimated \$340,000 Science budget.

3.4 Governance Review:

Megan Ellis led discussion on the review of the three Governance documents: MOU, Governance Charter and ISP Terms of Reference. Documents were presented as ‘clean copies’ without any tracking changes. A Governance Working Group has been formed consisting of Megan Ellis, Gerry Graham, Rachel D’Arcy, Nigel Warrington and Lyndal Hansen.

Items to be noted:

- The MOU is the closest of the Governance documents to completion. The GPC Legal team has reviewed the risk and liability matters.
- Other matters to review on MOU include signature area and whether all partner signatures are included in one document or separate documents per partner.

Management Committee moved to have all MC members and the ISP Chair review the current documents over the next week and send any comments they have to Secretariat. Secretariat to summarise comments and present to the Governance Working Group which will reconvene from there to review changes and finalise the three Governance documents.

Action Items:

35.5 – Secretariat to email all MC members asking them to review current Governance documents and submit their feedback by Wednesday 25th March 2020.

35.6 – Megan Ellis to send copies of Governance documents containing previous edit suggestions to Secretariat.

35.7 – Secretariat to summarise MC responses and provide summary to Megan Ellis.

35.8 – Governance Working Group to reconvene within 1-2 weeks after feedback is received to review comments and finalise the Governance documents.

3.5 Expense Budget for Chair

Executive Officer submitted proposal that \$7,000 be allocated for travel and accommodation in the future budget for the Chair and/or other MC members when attending workshops/conferences, etc. critical to the position. This allowance is made in current governance documents, but no budget item currently exists.

GHHP Chair left the room for further discussion by MC. Owen Nevin assumed the Chair.

Management Committee endorsed the expenses incurred by the Chair for travel in February.

MC Comments/Suggestions:

- MC to approach Amarna to extend Secretariat contract to the end of June 2020, to support the tasks arising from the vacant Executive Officer position.
- GHHP Chair should receive a remuneration of \$18,000 per annum, again this is in line with other Chair positions.

GHHP Chair returned to the room to continue Chairing the remainder of the meeting.

Although these motions were discussed during the meeting, there was insufficient numbers to form a quorum, however the Management Committee agreed by a flying minute to:

- Remuneration of the Chair position of \$18,000 annually, backdated to commencement in the role 30th January 2020. This will be funded by savings from the Executive Officer position.
- To extend the Secretariat contract with Amarna to undertake additional administrative tasks supporting the Chair and picking up tasks arising from the vacant Executive Officer's position. This is a temporary extension until 30th June 2020 and will be paid on an hourly rate relative to the tasks on hand and funded by savings of the Executive Officer position.

Action Items:

35.9 – GHHP Chair and Amarna to work on quote for additional support to cover the activities of the Executive Officer position through 30 June 2020.

Agenda Item 4 - Management Committee ONLY Discussion

Staff and contractors removed themselves from the room for discussion.

4.1 Management Committee Membership – FBA Approval

The Chair spelled out the sequence of events that led to Paul Birch being elected as a member of the Management Committee at the December 2019 Partnership meeting, Mr Birch's subsequent discontinuation of employment with FBA, and the issue of FBA not formally being represented on the Management Committee.

The Management Committee resolved to accept Mr Birch's offer to resign from the Management Committee and offer that position to Fitzroy Basin Association.

The Chair to contact Mr Paul Birch to convey the resolution of the Management Committee. The Chair to offer thanks to Mr Birch for his long term and significant contribution to GHHP.

The Chair to contact FBA, offering a position on the Management Committee.

Action Items:

35.10 – GHHP Chair to contact Mr Paul Birch to convey the resolution of the Management Committee.

35.11 – GHHP Chair to contact Fitzroy Basin Association with an offer of membership on Management Committee.

4.2 Hosting arrangements

Fitzroy Basin Association has been Host of GHHP since inception. A review of hosting arrangements was initiated several years ago, but was not finalised.

It was agreed that a working group of Gerry Graham, Megan Ellis and Rachel D'Arcy put a proposal to next MC Meeting to review hosting arrangements.

Action Items:

35.12 – GHHP Chair to lead the Hosting Working Group to prepare a proposal for Hosting arrangements review.

4.3 Future Direction of GHHP

Further discussion was held around current year finances and proposed future year budgets, and regardless of short-term budget changes the Committee sees a need in the longer term to either significantly reduce costs (science and administration) and/or increase income through membership fees.

Management Committee discussed an opportunity for greater use of existing science programs, to reduce the reliance (and cost) of work directly contracted on behalf of GHHP. It was proposed to first to establish what third party data might be accessed for credible input to the Report Card, and then what impact that might have on the Report Card, and how any transition might be managed.

Action Items:

35.13 – GHHP Chair to form a working group to review alternative data input options for the Report Card.

Agenda Item 5 – General/Recurring Business

Next meeting: Management Committee Meeting 36 – Tuesday, 12th May 2020

Items to be noted:

- CQUniversity has cancelled their meeting room bookings through end of May 2020 due to COVID-19.
- MC suggested that next meeting take place via Zoom with everyone signing in from their home/workspace. Owen Nevin advised he can set up the Zoom meeting through CQU.

Meeting closed: 2:45pm

Meeting Actions Register:

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 35					
MC 35.1	GHHP Executive Officer to send Secretariat the draft goals for the Reef Partnerships Card for distribution to Management Committee.	Executive Officer Craig Davenport		Completed	Received by Secretariat. Secretariat to send with Draft copy of MC Meeting 35 Minutes.
MC 35.2	ISP Chair to check that GPC's seagrass report meets the ISP requirements and it can be provided within data sharing guidelines since it is publicly available on GPC's website. ISP Chair to contact GPC rep for the seagrass program, Anjana Singh.	ISP Chair	Need 2-3 weeks minimum to review with Science Panel	In process	
MC 35.3	GHHP Chair and Communications Team to realign so Communications Strategy is developed on a financial year schedule.	GHHP Chair		Completed	
MC 35.4	Elyse Riethmuller/ISP Chair to amend draft 2020/21 Budget with an estimated \$340,000 Science budget.	Elyse Riethmuller and ISP Chair		To be presented	
MC 35.5	Secretariat to email all MC members asking them to review current Governance documents and submit their feedback by 25 th March 2020.	Secretariat / MC members	Wednesday, 25 th March 2020	Completed	Secretariat emailed all MC members advising of document review on 19 th March 2020.
MC 35.6	Megan Ellis to send copies of Governance documents containing previous edit suggestions to Secretariat.	Megan Ellis		Completed	Documents received by Secretariat on 19 th March 2020.
MC 35.7	Secretariat to summarise MC responses and provide summary to Megan Ellis.	Secretariat	Friday, 27 th March	Completed	
MC 35.8	Governance Working Group to reconvene within 1-2 weeks after feedback is received to review comments and finalise the Governance documents.	Governance Working Group	By Monday, 13 th April 2020	Completed	All Governance documents finalised and sent. -MOU & Governance Charter sent to partners 6 th April -ISP ToR sent to partners on 14 th April
MC 35.9	GHHP Chair and Amarna to work on quote for additional support to cover activities of the Executive Officer position through 30 th June 2020.	GHHP Chair & Lyndal Hansen		Completed	
MC 35.10	GHHP Chair to contact Mr Paul Birch to convey resolution of the Management Committee.	GHHP Chair		Completed	

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 35.11	GHHP Chair to contact Fitzroy Basin Association with an offer of membership on Management Committee.	GHHP Chair		Completed	Elyse Riethmuller accepted.
MC 35.12	GHHP Chair to lead the Hosting Working Group to prepare a proposal for Hosting arrangements review.	GHHP Chair & Executive Officer - Hosting Working Group	By MC Meeting 36 on Tuesday, 12 th May 2020	In progress	
MC 35.13	GHHP Chair to form a Working Group to scope a study into alternative data input options for the Report Card.	GHHP Chair			