



Management Committee Meeting 36 Minutes

Date: Tuesday 12th May 2020 **Time:** 9:30 – 11:30am

Location: Zoom

Attendees:

Name	Position	Organisation
Community		
Mr Gerry Graham	GHHP Chair	Community
Mrs Elyse Riethmuller	A/Chief Executive Officer	Fitzroy Basin Association
Government		
Ms Rachel D'Arcy	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr Robert Gibb	Manager, Communities & Sustainable Development	ConocoPhillips Australia
Mr Paul Van der List (PROXY)	GILG Rep	Gladstone Industry Leaders Group
Research		
Dr Emma Jackson (PROXY)	Associate Professor	Central Queensland University
ISP Members		
Dr John Rolfe	ISP Chair	GHHP Independent Science Panel
Staff		
Mrs Lyndal Hansen	Executive Officer, Media and Communication Team	Amarna Consulting
Dr Mark Schultz	Science Team	GHHP
Mr Mac Hansler	Science Team	GHHP
Ms Amy-Lee Pople	GHHP Secretariat	GHHP
Mrs Dana Iwanicki	GHHP Secretariat	GHHP
Visitor/Observer		
Ms Paulina Kaniewska	Senior Scientific Officer	The Office of the Great Barrier Reef, DES
Professor Owen Nevin Attend from 9.30 – 9.40am	Previous MC Member	Central Queensland University
Cr Desley O'Grady Attend from 10.45 – 10.50am	Previous MC Member	Gladstone Regional Council

Apologies:

Mr Chris Irving	Manager Environment & Conservation	Gladstone Regional Council
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council

Agenda Item 1 – Welcome

Meeting Started: 9:30am

GHHP Chair welcomed all attending Management Committee members, acknowledged the traditional land holders, and noted apology from Chris Irving.

Items to be noted:

- Rob Gibb joined late due to other commitment.
- Cr Darryl Branthwaite did not attend due to Council meeting.
- GHHP Chair acknowledges Professor Owen Nevin from CQU and Cr Desley O’Grady no longer holding MC positions and welcomed Cr Darryl Branthwaite and Dr Emma Jackson.
- A token of appreciation was virtually presented to Professor Owen Nevin and CR Desley O’Grady. Both vacated the meeting after their farewell.

Agenda Item 2 – Reports

2.1.1 Previous Minutes and Actions

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

Updated action items:

35.2 – John Rolfe is awaiting a response to his email to Anjana Singh at GPC

35.12 – Completed (MC 36 Agenda Item)

35.13 – Completed (presented at MC 36)

2.2.1 GHHP ISP Chair Report

ISP Chair gave an in-depth overview of the science projects and informed the Committee that all projects are on schedule.

2.3.1 GHHP Science Program Report

ISP Chair provided an update on each science project.

Items to note:

- Small impact from COVID-19 for fish health but searching for alternate data.
- The issues coming from the Nutrient Workshop are being addressed.
- The ISP are looking to have more conformity between the two fish health projects.

A summary of the science projects and status is below:

Project ID	Status
ISP005: SCE Indicators, CQU	Not conducted in 2020.
ISP006–2019-20: Model Housing and Updates for the Gladstone Harbour Model, Gladstone Hydrodynamic Model and CONNIE Module, CSIRO	Been contracted.
ISP009–2019-20: DIMS maintenance, AIMS	All tasks completed for the 2019 report card.
ISP011–2020: Seagrass Indicators, JCU/TropWATER	To be contracted based on outcome discussion with GPC.
ISP012: Cultural Heritage Indicators	Not conducted in 2020.
ISP013–2020: Fish Recruitment Indicators, Infotish	Contracted and in progress.
ISP014–2020: Coral Indicators, AIMS	Contracted and in progress (field work commenced).
ISP015–2020: Mud Crab Indicators, CQU	Contracted and in progress (field work commenced).
ISP018: Mangrove Indicators, JCU/TropWATER	Not conducted in 2020.

ISP023A–2020: Fish Health Indicators, CQU	Contracted and in progress (pre-wet season field work has been completed).
ISP023B–2020: Visual Fish Condition Indicators, Infofish	Contracted and in progress (field work completed).

2.4.1 GHHP Executive Officer Report

Executive Officer Lyndal Hansen provided a report on the work completed and presented a strategic direction document for the position moving forward.

MC questions/comments:

- Rachel D’Arcy suggested to include in the strategic direction document the contact with other Reef Partnership EO’s for learnings and sharing of documents and resources.

Action Items

36.1 Executive Officer to contact other Reef Partnership Executive Officers regarding Value Proposition Statements

2.5.1 GHHP Communications Report

The Comms Team presented a report and highlighted the impact COVID-19 has had. Significant events that GHHP would be represented at and be a part of have been cancelled.

Items to be noted:

- Boyne Tannum HookUp delivered a virtual event where the GHHP logo was present on the backdrop each of the three nights for approximately one hour. The total reach of the virtual event was 81,259 people.
- Ecofest will be a virtual event in June 2020 and Council has asked for each stallholder to submit a 5-minute video.

Action Items

36.2 Comms Team to put together 5-minute video for Ecofest

2.6.1 GHHP Finance Report

Elyse Riethmuller presented the finance report as at 31st March 2020 and noted that all outstanding income has now been received, including membership contributions from APLNG, GPC and CQG Consulting (second instalment). It was also noted that expenditure to 30 June, is on track as predicted.

Management Committee all agreed to take the Finance Report forward to the Partnership Meeting.

Agenda Item 3 – Items requiring discussion

3.1.1 Draft Budget for 2020-21 Financial Year

The draft budget for 2020-21 financial year was presented to the Management Committee for review and discussion.

MC questions/comments:

- Rachel D’Arcy provided information on the funding from the Federal and State Governments.

Rachel was happy to announce that the Federal and State Government would provide two-year funding with Federal Government contributing \$1.8m and Queensland Government contributing \$2.5m to the Great Barrier Reef Report Card Partnerships. Federal Government contributions to GHHP would be \$165,000 in 2020-21 and \$186,000 in 2021-22; with State Government providing GHHP \$320,000 in year one and \$300,000 in year two.

The Federal Government funding comes with new deliverables that need to be addressed within the budget. Grant deeds are currently being prepared by the Queensland Government which specifies milestones and deliverables.

- GHHP Chair indicated that the bottom line for GHHP is an additional \$55k for 2020-21 and \$56k for 2021-22.
- Elyse Riethmuller recommended that, within the next few years, GHHP should aim to have \$150,000 in the bank.

Noted budget considerations:

- Science staff are proposed to be contracted to GHHP from FBA. The outsourcing will minimise additional on-costs.
- Option A (preferred option) of the Science Program options has been used
- Executive Officer position to be contracted
- Comms contract to be reduced; however, the communications role be shared between the Chair, Executive Officer and Comms Team
- Any increase proposals need to go out to organisations as early as possible to consider budget cycles.

Management Committee all agreed that the budget needs to be further refined due to the Federal Government deliverable requirements, in particular, the Communications and Science expectations.

Action Items

36.3 Refine budget in preparation for the Partners Meeting in June

36.4 Executive Officer to forward the Federal Government's deliverables to the Management Committee

3.2.1 Budget options for Science program in future year: Review of data sources and availability for GHHP Report Card

The Science Team undertook a review of the data sources and availability for the GHHP Report Card. Partners and relevant agencies were contacted to determine what data was available. No additional data sources were located that were suitable to use in the report card.

3.2.2 Budget options for Science program in future years: Review of cost options for GHHP Report Card

The Science Team presented three options for the delivery of the science program as per agenda paper 3.2.2. The options provide variances in staggering the testing/monitoring, longer contract terms and potential options to be considered for reducing the budget. Reduction of sampling events and reporting by contractors as part of the SOQ for relevant projects. ISP Chair suggested to delay assessment on the Indigenous Cultural Heritage and bring forward Social and Economic.

MC Comments/Questions:

- Important to keep Economic and Social surveys in next year because of the COVID-19 crisis/impact.

Action Items

36.5 Science Team to refine Science Program budget with considerations of the Federal Government deliverables

3.3.1 Mud crab indicator: change in scoring for zones with an insufficient catch

ISP Chair presented paper regarding the proposed changes in scoring for mud crab zones. ISP Chair stated that the proposed changes are believed to be a more accurate scoring method. The proposed changes include:

- Calculating the scores for each sub-indicator in each zone
- Averaging the scores of the sub-indicators (vertically) to get a score for each sub-indicator
- Averaging the sub-indicator scores to get the harbour score (for mud crabs).

Management Committee accepted the proposal scoring changes for mud crabs and endorse the use of the new scoring method for this year's reporting.

3.4.1 Finalisation of Seagrass Contact with TropWater

ISP Chair discussed the Seagrass Contract and advised that the ISP considered two options:

1. Continue with TropWater, or
2. Receive data directly from Gladstone Ports Corporation (GPC).

Items to be noted:

- If GHHP were to commence receiving the data from GPC, it would create more work for GHHP Science staff as they would then have to enter the data, subset the data and verify the data (extra workload and cost). While it may be possible to gain access to data directly from GPC, it may be viewed as inappropriate within the scientific and greater partnership community. ISP Chair proposed to continue contract with TropWater.
- ISP Chair needs further clarification on 3rd party access to data (JCU)

Management Committee accepted to approve 2020 Seagrass proposal pending satisfaction on the agreement between GPC and JCU.

Action Items

36.6 ISP Chair to clarify third party access with GPC

3.5.1 2018 Water Quality Report

ISP Chair advised that the 2018 Water Quality Report is complete and has been reviewed previously by MC. ISP Chair is seeking final approval for the report to be published on GHHP's website.

MC Comments/Questions:

- Megan Ellis noted that she has some feedback for the report to be discussed with ISP Chair.

Management Committee approved the 2018 Water Quality Report on the completion of edits and any report issues are resolved between ISP Chair and Megan Ellis.

Action Items

36.7 ISP Chair and Megan Ellis to discuss items for resolution. MC to be advised once items are resolved and 2018 Water Quality Report can be added to GHHP website.

3.6.1 Confirmation of GHHP Governance Documents: Memorandum of Understanding (MOU)

GHHP Executive Officer updated the MC on returned and signed MOU's to date:

Items to be noted:

- 15 MOUs signed and returned (electronically)
- 4 MOUs in progress, following discussion/follow up (GAWB, GLNG, GPC, QCLNG)
- AIMS provided feedback regarding an issue with the 'partnership' wording to which EO has responded that the change could be considered in the next update to the MOU. Still awaiting AIMS feedback.
- CSIRO is only partner to provide no response to date.

Management Committee approved final Memorandum of Understanding (Version April 2020).

3.6.2 Confirmation of GHHP Governance Documents: Governance Charter

GHHP Executive Officer updated the MC on the Governance Charter. It was noted that the only change to the document was received from GPC regarding clarity around the terminology 'Partnership'. This was updated in the Governance Charter and re-sent to all partners advising of the change.

Management Committee approved final Governance Charter (Version April 2020).

3.6.3 Confirmation of GHHP Governance Documents: Independent Science Panel Terms of Reference (ISP TOR)

GHHP Executive Officer updated the MC on the ISP Terms of Reference and advised that the document had been sent to ISP and Science Team for review and input. The main change to the document was that the procedural parts were lifted out of the document and will be included in a separate procedures document in a GHHP Policy Register.

Management Committee approved final Independent Science Panel Terms of Reference (Version April 2020).

3.7 Election of a Management Committee Deputy Chair

GHHP Chair advised of the need to elect a new Deputy Chair on the Management Committee as the role is vacant since Cr Desley O'Grady is no longer part of the MC due to change in portfolios at the Council.

The role of the Deputy Chair is to cover for the Chair if they are unable to carry out their duties or in any parts of GHHP meetings where they may need to step out due to a conflict of interest.

GHHP Chair called for anyone interested to nominate and advised if there was more than one nomination then there would be a voting process via email.

- Rachel D’Arcy nominated.
- No other nominations were received.

Management Committee approved nomination and Rachel D’Arcy elected as GHHP Deputy Chair.

Agenda Item 4 – Items for consideration

4.1 Storage options for GHHP documentation

GHHP Executive Officer advised that feedback received from MC regarding storage options was mixed so will continue to explore further storage options. Most of the documents are kept on the GHHP website but need a secure location for working documents and policies that all MC members can access.

EO and Secretariat are working on policies in the Policy Register under Science program. These documents will be finalised and go out to MC for approval in the next 1-2 weeks.

Action Items

36.8 Secretariat and Executive Officer to identify a storage facility location

36.9 Secretariat and Executive Officer to develop a policy register

4.2.1 Hosting Arrangements

Elyse Riethmuller left the meeting during the discussion on hosting arrangements.

GHHP Executive Officer discussed hosting arrangements and two main possibilities moving forward are to remain with current host, FBA, or go to a tender process.

Noted: The Governance Charter indicates GHHP is to have a ‘robust process and review’, however GHHP currently has no system in place. This process will occur over the next 12 months.

Management Committee accepted the recommendation to undertake a review of the Hosting Arrangements over the next 12months.

Action Items

36.10 Executive Officer to work with the MC working group re Hosting Arrangements to refine a process (Working Group is made up of Rachel D’Arcy, Megan Ellis and Gerry Graham)

Agenda Item 5 – General/recurring business

Elyse Riethmuller returned to the meeting.

5.1 GHHP direction and membership

The Executive Officer discussed the need to look for additional funding through specific avenues, sourcing new members and proposed her interest in developing a GHHP strategic direction one-page document.

5.2 Action Register update

GHHP Executive Officer proposes to put a process in place for follow up on the Action Register.

Proposed process:

- GHHP Secretariat contacts the responsible person for the action prior to the following meeting agenda being distributed out so any actions or updates can be updated on the action register for the agenda paper.

Management Committee approved this process for action register moving forward.

Next meeting date: Partners Meeting 17 on Monday, 15th June 2020 (via Zoom)

Meeting closed: 12noon

Meeting Actions Register:

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 35					
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	John is awaiting return call from Anjana Singh at GPC.
MC Meeting 36					
MC 36.1	Executive Officer to contact other Reef Partnership Executive Officers regarding Value Proposition Statements.	Executive Officer	June 2020		
MC 36.2	Comms Team to put together 5-minute video for Ecofest.	Comms Team	May 2020		
MC 36.3	Refine budget in preparation for the Partners Meeting in June.	Executive Officer, GHHP Chair, Elyse Riethmuller	By Partners Meeting 17		
MC 36.4	Executive Officer to forward the Federal Government's deliverables to Management Committee.	Executive Officer		Completed	
MC 36.5	Science Team to refine Science Program budget with considerations of the Federal Government deliverables.	Science Team	End of May 2020		
MC 36.6	ISP Chair to clarify third party access with GPC.	ISP Chair	May 2020		
MC 36.7	ISP Chair and Megan Ellis to discuss items for resolution. MC to be advised once items are resolved and 2018 Water Quality Report can be added to GHHP website.	ISP Chair and Megan Ellis	May 2020		
MC 36.8	Secretariat and Executive Officer to identify a storage facility location.	Secretariat and Executive Officer	End of May 2020	Completed	DIMS
MC 36.9	Secretariat and Executive Officer to develop a policy register.	Secretariat and Executive Officer		Ongoing	

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 36.10	Executive Officer to work with the MC Working Group re Hosting Arrangements to refine a process.	Executive Officer with MC Working Group	July-August 2020		

Please note: Secretariat will follow up on the completion of these action items prior to the next Management Committee meeting.