

Management Committee Meeting 37 Minutes

Date: Wednesday 15th July 2020

Time: 9:30am – 12:00noon

Location: Zoom Room, CQUniversity

Attendees:

| Name | Position | Organisation |
|--|--|--|
| Community | | |
| Mr Gerry Graham | GHHP Chair | Community |
| Mrs Elyse Riethmuller (via Zoom) | A/Chief Executive Officer | Fitzroy Basin Association |
| Mr Brent McLellan Attended from 9:30 – 10:30am | PCCC TUMRA Coordinator | GIDARJIL |
| Government | | |
| Mr Darryl Branthwaite | Councillor | Gladstone Regional Council |
| Industry | | |
| Dr Megan Ellis | Environment Specialist | Gladstone Ports Corporation |
| Mr Alan Hayter (via Zoom) | Environmental Lead | ConocoPhillips Australia |
| Mr Nigel Warrington | Acting CEO | Gladstone Industry Leadership Group |
| Research | | |
| Dr Emma Jackson Attended from 9:30 – 11:30am | Associate Professor | Central Queensland University |
| ISP Members | | |
| Dr John Rolfe (via Zoom) Attended from 9:30 – 11:45am | ISP Chair | GHHP Independent Science Panel |
| Staff | | |
| Mrs Lyndal Hansen Attended from 9:30 – 11:45am | Executive Officer, Media and Communications Team | Amarna Consulting |
| Mrs Dana Iwanicki Attended from 9:30 – 11:45am | GHHP Secretariat | Amarna Consulting |
| Dr Mark Schultz (via Zoom) Attended from 9:30 – 11:45am | Science Officer | Fitzroy Basin Association |
| Mr Mac Hansler (via Zoom) Attended from 9:30 – 11:45am | Science Officer | Fitzroy Basin Association |
| Observers | | |
| Mr Chris Irving (via Zoom) Attended from 9:30 – 11:15am | Manager Environment & Conservation | Gladstone Regional Council |
| Visitors | | |
| Dr Bill Dennison Attended from 9:30 – 10:10am | | University of Maryland, Darwinian Consulting Pty Ltd |
| Dr Simon Costanzo Attended from 9:30 – 10:10am | | University of Maryland, Darwinian Consulting Pty Ltd |

Agenda Item 1 – Welcome

Meeting Started: 9:35am

GHHP Chair welcomed all Management Committee members attending face-to-face and via Zoom. Brent McLellan gave a welcome to country to acknowledge the traditional land holders.

GHHP Executive Officer welcomed guest speakers Simon Costanzo and Bill Dennison from the University of Maryland and Darwinian Consulting Pty Ltd to the meeting (attending via Zoom). Simon and Bill developed the Reef Regional Partnerships Report Card 2020 and gave a brief on the history of report card development along with a review of GHHP results in the Reef Regional Partnerships Report Card 2020.

Items to be noted:

- Bill Dennison advised that six to twelve indicators is ideal.
- Trending is the next phase/direction for GHHP now that we have been measuring and reporting for the past five years.
- Simon Costanzo advised that the main things the public want to know is if waterways are fishable, swimmable and drinkable (if applicable).
- The main four things to reflect on are:
 1. Is our report card good?
 2. Do we have a successful partnership?
 3. How do we keep people (the public) engaged?
 4. Is our report card influencing behaviour change?
- Overall, Simon and Bill said GHHP covered the science well and had an impressive website, but now need to look at trending and see where we can cut back on some of the measures that are not changing much from year to year.

MC Comments/Questions:

- *What are the main areas you can reduce to fewer indicators?*
Bill Dennison advised in his experience they kept things they had robust data for and re-evaluated which indicators they measured and for what reason. If things are not changing much, then they may not need to measure it as frequently. He advised GHHP to use adaptive monitoring appropriate to what is happening in the world.
- *What impacts or reactions have they seen with changing the frequency to not report certain indicators every year?*
GHHP needs to be open about the changes and advise why we are reporting that way. After five years it would be an appropriate time to review analysis and reflect on whether it's time to change the indicators.
- *Is there a good example of when they have started to do trend analysis and show a longer-term perspective?*
Bill Dennison referred to his work reporting on the health of the Chesapeake Bay on the eastern coast of the United States. Simon Costanzo advised to tailor indicators towards the 'personality' of the Gladstone Harbour and realise that over time some indicators may become irrelevant. GHHP to keep in mind that public dialogue in the system is important and to co-create the report card with its Partners.
- *ISP Chair asked where the weight of the effort should go in the environment area?*
Bill Dennison advised it is important to find a balance with a suggestion that GHHP may not need all of the water quality indicators and could adapt to alternative measures as baselines are established.

GHHP Chair thanked Simon and Bill for their time to attend the meeting, providing further explanations and answering questions from the Management Committee.

Simon Costanzo and Bill Dennison exited the meeting at 10:10am.

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:

36.1 - Ongoing, Executive Officer is constantly working with other Partnership Executive Officers

36.9 - Ongoing, working towards development of a Policy Register

36.10 – Ongoing, working on Hosting review

2.2.1 Results of Reef Regional Report Card

GHHP Executive Officer reviewed overall results of Reef Regional Partnerships Report Card 2020 which was developed from surveys undertaken by staff, Executive Officer and Partners. GHHP had 11 partner surveys returned.

Items to be noted:

- Workshop held in February 2020 to discuss survey/report card scoring. Current Executive Officer unable to attend the workshop so the survey was answered based on the scientific value which may have affected some areas with a lower score.
- Overall results were measured on the following values: cohesive staff, credible science, resilient organisation, relevance to stakeholders and effective outreach.
- GHHP's overall score was a B-. Credible science scored very high with areas like resilient organisation/finances not scoring as well due to data being taken during a time when the organisation was going through changes and financial concerns (prior to governance documents, State/Federal Government funding commitments, forward budgeting, etc.).
- Recommendations made to commend partnership on productive and innovative communication strategies but suggest more can be done to assess how information is being received and creating the desired impact in the community.

MC Comments/Questions:

- Overall GHHP are well above average. GHHP produce a great report card but need to review as an organisation if we are communicating well enough with our partners and have sound governance practices.

Action Items

37.1 Executive Officer to put together a paper for next Management Committee Meeting detailing the recommendations from the Reef Regional Report Card.

2.3.1 GHHP Financial History

GHHP Executive Officer presented an additional document (in DRAFT) of the GHHP Financial History Infographic which is a summary of key financial data for GHHP since inception and proposed future direction.

Items to note:

- In its early years, GHHP ran on \$1-3 million dollar surplus and in the past year has dropped down to roughly \$57,000. This is mainly due to a reduction in membership fee contributions and increases in science program costs.
- Infographic document will be valuable to use in discussions with current partners and potential new partners.

MC Comments/Questions:

- It may be confusing to people what the grade on the document means. Suggest including a year by year grade moving forward when there is multiple years to compare. Need to be clear that this is the Regional Reef Partnerships Report Card grade, not the Gladstone Harbour Report Card grade.
- Financial history review shows some discrepancies and gaps in membership payments. MC agree that if this becomes an issue then it is best to discuss with the partner one-on-one. GHHP needs to establish a consistent process for invoicing and following up partners to ensure that membership contributions are paid by 31st October (as outlined in the Governance Charter).

Action Items

37.2 Executive Officer to send out GHHP Financial History Infographic document to Management Committee for further feedback and comments on other areas to add on the back page.

Brent McLellan exited the meeting at 10:30am.

2.4.1 Management Committee Representation

GHHP Chair reviewed the current Management Committee representation which is made up of nine members. Currently, there are four partners not represented on the MC, including: CQG Consulting, GAWB, QER and WICET.

MC Comments/Questions:

- WICET is under the impression that GPC represents them.
- Need clarity on where GAWB sit as previously been in Community but now sit in Government.
- Nigel Warrington advised that he will be stepping out of his role as acting CEO of GILG in August with the position being filled. He will have a handover with new GILG representative.
- Would it be appropriate for GPC to represent CQG Consulting, QER and WICET?
- Would it be appropriate for Gladstone Regional Council to represent GAWB?
- Need for a clear process to be put in place to outline MC members role within own organisation and as a partner representative (i.e. communication).

Action Items

37.3 Megan Ellis to review if GPC will be able to represent CQG Consulting, QER and WICET on the GHHP Management Committee.

37.4 Executive Officer to hold discussion with GAWB regarding the possibility of GRC representing them on the Management Committee and hold discussions with CQG Consulting, QER and WICET regarding GPC representing them on the Management Committee.

37.5 Executive Officer to draft up process for Management Committee member's representation of partners.

GHHP Chair and Executive Office reviewed the current membership categories/tiers included in the GHHP MOU and Governance Charter.

MC Comments/ Questions:

- Elyse Riethmuller does not believe the PCIMP contribution figures are accurate or relevant and will not be putting PCIMP transactions through the FBA books as of 1st July 2020.
- Is there a need to keep membership categories as Industry 2 or Industry 3 if there is no difference between the two in GHHP contribution (only in PCIMP contribution)?

Management Committee approved the amalgamation of Category Industry 2 and 3 from future GHHP Partner and Contributions List along with the removal of PCIMP contributions from GHHP financial documentation moving forward. MC would like Research Partners to clarify their in-kind contributions to GHHP.

Chris Irving exited the meeting at 11:15am.

GHHP Chair and Executive Officer advised the MC that CSIRO have an in-kind contribution of \$10,000 under their Research membership category. CSIRO contacted the Executive Officer expressing their concern that their in-kind contribution for monitoring the harbour model is currently \$6,000 and they are concerned that they will be invoiced for the surplus amount.

MC Comments/Questions:

- MC suggest that CSIRO include the monetary value of the ongoing advice/relationship they provide to the GHHP science team in their in-kind contribution to bring the total to \$10,000.
- Is there a possibility of changing the in-kind contribution to \$5,000 which may attract other Research partners like JCU?
- Is there a need for two tiers in the Research membership category?

GHHP Chair advised that the in-kind contribution amount is to remain at \$10,000 and in-kind contribution needs to be documented.

Management Committee approved to continue to keep CSIRO as a \$10,000 in-kind contributing partner.

Action Items

37.6 Science Team to provide a history of in-kind contributions by Research Partners to the Management Committee.

Emma Jackson exited the meeting at 11:30am.

2.5.1 End of Financial Overview

Elyse Riethmuller gave an overview of GHHP's end of year finances advising that GHHP benefited from the additional Jobkeeper payments of \$12,000. Executive Officer suggested that the 2020/21 Membership Invoices come from the Secretariat email address. The Management Committee all agreed.

Action Items

37.7 Executive Officer and Elyse Riethmuller to develop process for sending Partner invoices and follow-up.

2.6.1 GHHP Science Program Report

ISP Chair provided an update on the science projects and advised that everything is on track for preparing the next report card.

A summary of the science projects and status is below:

| Project ID | Status |
|---|--|
| ISP005: SCE Indicators, CQU | Not conducted in 2020. Recommendation to use 2019 results in the 2020 report card. |
| ISP006–2020-21: Model Housing and Updates for the Gladstone Harbour Model, Gladstone Hydrodynamic Model and CONNIE Module, CSIRO | Currently being contracted. |
| ISP009–2019-20: DIMS maintenance, AIMS | All tasks completed for the 2019 report card. A new DIMS maintenance project is being developed for 2020-21. |
| ISP011–2020: Seagrass Indicators, JCU/TropWATER | Contracted and in progress. |
| ISP012: Cultural Heritage Indicators | Not conducted in 2020. Recommendation to use 2018 results in the 2020 report card. |
| ISP013–2020: Fish Recruitment Indicators, Infofish | 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 completed). |
| ISP018: Mangrove Indicators, JCU/TropWATER | Not conducted in 2020. Recommendation to use 2019 results in 2020 report card. |
| ISP023A–2020: Fish Health Indicators, CQU | Contracted and in progress (pre-wet season field work completed). |
| ISP023B–2020: Visual Fish Condition Indicators, Infofish | Contracted and in progress (field work completed). |

Agenda Item 3 – Items for Consideration

3.1.1 Science Program: ISP recommendation for manganese guideline value

ISP Chair advised that the ISP recommend a return to the Department guidelines of 80 µg/L as they feel it is more dependable and safer.

MC Comments/Questions:

- Is the guideline total or dissolved?
Dissolved
- There is a PCIMP meeting in August where the manganese guidelines can be discussed/reviewed with PCIMP members.

Management Committee endorsed the change to the manganese guideline for the 2020 report card from 140 µg/L to the ANZECC/ARMCANZ (2000) value of 80 µg/L subject to discussion with PCIMP at their upcoming meeting in August. If it is NOT agreed on at the PCIMP meeting, then the Science Program will bring it to the Management Committee at a later date to review and action.

3.2.1 MC to approve appointment of Dr Roger Chong to the ISP

ISP Chair recommends the appointment of Dr Roger Chong to the GHHP Independent Science Panel.

Management Committee approved the appointment of Dr Roger Chong to the ISP.

John Rolfe and staff contracted to GHHP consisting of Mark Schultz, Mac Hansler, Lyndal Hansen and Dana Iwanicki all exited the meeting at 11:45am prior to the in camera session for Management Committee only.

Agenda Item 4 – items requiring consideration- Management Committee Only

4.1. Items requiring decision

The 2020/21 Budget spreadsheet is to be revised to reflect actual 2019 EOFY balance, before further discussion on other spending.

Agenda Item 5 – General/recurring business

GHHP Executive Officer identified the need to add additional (monthly) Management Committee dates for the remainder of 2020 to cover further topics and items requiring MC approval.

MC Comments/Questions:

- Next MC Meeting 38 is scheduled for 23rd September which falls during School Holidays. May need to alter this date as a few MC members and staff identified they would not be available.

Action Items

37.8 Secretariat to send out further meeting dates/calendar invites to Management Committee for remainder of 2020.

Next meeting date: Management Committee Meeting 38 TBC
(Originally scheduled for Wednesday 23rd September 2020)

Meeting Closed: 12:00noon

Meeting Actions Register:

| Action Number | Action | Who is responsible? | When it is due? | Status | Notes |
|----------------------|--|---|--|---------|-------|
| MC Meeting 36 | | | | | |
| MC 36.1 | Executive Officer to contact other Reef Partnership Executive Officers regarding Value Proposition Statements. | Executive Officer | June 2020 | Ongoing | |
| MC 36.9 | Secretariat and Executive Officer to develop a policy register. | Secretariat and Executive Officer | | Ongoing | |
| 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 | Ongoing | |
| MC Meeting 37 | | | | | |
| MC 37.1 | Executive Officer to put together a paper for next MC Meeting detailing the recommendations from the Reef Regional Report Card 2020. | Executive Officer | For next MC Meeting (August/Sept 2020) | | |
| MC 37.2 | Executive Officer to send out GHHP Financial History Infographic document to MC for further feedback and comments on other areas to add on the back page. | Executive Officer to send; MC to provide feedback | By next MC Meeting (August/Sept 2020) | | |
| MC 37.3 | Megan Ellis to review if GPC will be able to represent CQG Consulting, QER and WICET on the GHHP Management Committee. | Megan Ellis | | | |
| MC 37.4 | Executive Officer to hold discussion with GAWB regarding the possibility of GRC representing them and talk to WICET and CQG Consulting re GPC representing them on the Management Committee. | Executive Officer | | | |
| MC 37.5 | Executive Officer to draft up process for MC member's representation of partners. | Executive Officer | | | |
| MC 37.6 | Science Team to provide a history of in-kind contributions to the Management Committee. | Science Team | | | |

| Action Number | Action | Who is responsible? | When it is due? | Status | Notes |
|----------------|--|---------------------------------------|---|--------|-------|
| MC 37.7 | Executive Officer and Elyse Riethmuller to develop process for sending Partner invoices and follow-up. | Executive Officer & Elyse Riethmuller | End of July 2020 (prior to distribution of Partner invoices). | | |
| MC 37.8 | Secretariat to send out further meeting dates/calendar invites for remainder of 2020. | Secretariat | By end of July 2020 | | |