



Management Committee Meeting 46 Minutes

Date: Thursday, 19th August 2021 **Time:** 1:00 – 3:00pm

Location: Online via Zoom

Attendees:

Name	Position	Organisation
Independent Chair		
Prof Iain Gordon	GHHP Chair	Gladstone Healthy Harbour Partnership
Community		
Mr Gerry Graham	Community representative	Community
Ms Elyse Riethmuller	Chief Executive Officer	Fitzroy Basin Association
Government		
Ms Rachel D'Arcy	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr Alan Hayter	Environmental Lead	ConocoPhillips Australia
Ms Stacey Williams	CEO	Gladstone Industry Leaders Group
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
ISP Members		
Prof John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		
Ms Nicole Nash	Acting Senior Scientific Officer	The Office of the Great Barrier Reef, DES

Apologies:

No apologies were received.

Agenda Item 1 – Welcome

Meeting Started: 1:03pm

The GHHP Chair gave an acknowledgement to country and welcomed everyone attending the meeting via Zoom. The Chair advised that the meeting was being recorded so the Secretariat could take minutes as she was unable to attend the Zoom meeting.

1.3.1 Previous Minutes and Actions

A minor change was received for the previous meeting minutes of Management Committee Meeting 45. Rachel D’Arcy attended the meeting in person, not via Zoom as indicated in the minutes.

With the above noted change to be made, the previous meeting minutes of Management Committee 45 were accepted as a true and accurate record.

Moved: Rachel D’Arcy

Seconded: Dr Megan Ellis

Agenda Item 2 – Reports

2.1 GHHP Chair Report

This agenda item was treated as ‘Confidential’.

Management Committee approved to seek in-kind support from Partners to fill a Project Officer role for 4 to 6 hours/week until the end of the year.

Action Items:

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| <p>46.1 Chair & Elyse Riethmuller to prepare proposal for Project Officer roles and responsibilities to present at next MC Meeting.</p> <p>46.2 MC to reach out to their Partner contacts re in-kind support for short-term Project Officer role until the end of the year.</p> <p>46.3 Chair to provide draft Proposal from Reef Regional Report Card Chairs to MC at next MC Meeting.</p> |
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2.2 Progress relative to deed

This agenda item was treated as ‘Confidential’.

Action Item:

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| <p>46.4 Chair to forward Annual Report to MC for feedback/comments.</p> |
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2.3 End of Year Financial Overview & 2021/22 Financial Update

Elyse Riethmuller provided a verbal financial update. FBA is currently in the process of completing the end of year audit so no figures can be released until that is complete. Elyse advised that nothing significant has changed for GHHP.

Items to note:

- Only outstanding payment to GHHP is the one identified from 2018/19.
- Invoices sent for all 2021/22 memberships.
- Payment from DES has been received for \$100,000.

- Expenditure for 2021/22 FY so far is at \$14,000.

Action Items:

46.5 Elyse Riethmuller to provide End of Year Financial Overview at next MC Meeting.

Cr Darryl Branthwaite joined the meeting.

2.4 ISP Chair Report

The ISP Chair provided a verbal update advising that the mechanics for putting together the current report card are on track.

Items to note:

- Under the current funding support from the State Government there is a requirement for a Human Dimensions indicator with \$15,000 funding provided. A revision of the Social & Sense of Place indicator will be used as a commitment.
- OGBR have commissioned Matt Curnock from CSIRO whose team is responsible for the Social Economic Long-Term Monitoring Plan (SELTMP) to help with the design and collection of a human dimensions indicator. They are working with all the report cards to come up with a common data collection exercise (survey of populations up the Qld coast) to get as much consistency as possible about the Human Dimensions indicator. They have proposed to design a survey to suit GHHP with both a common set of metrics and a set of questions that GHHP would like included (i.e. a subset of questions used in the past to measure Social & Sense of Place).
- Things with CSIRO are moving along quickly with a planning meeting taking place next week and a proposal for CSIRO to complete the survey in late September/early October so it can all be finalised by December.
 - CSIRO will request a \$15,000 contribution to the data collection costs and they will provide some expertise back in interpreting the results.
- ISP Chair advised of two potential issues:
 1. Current plans included Economic indicator this year and Social next year. ISP will make a recommendation to MC to swap around the years (Social this year, Economic next year).
 2. Normally, GHHP request a Scope of Works and because we are at the end of a 3-yr engagement with CQU we should be going to an open tender and requesting a new consultant; however, the timing is not going to work with how fast things are moving with CSIRO. Instead, much of the design work will be done by the ISP Chair and the ISP. The ISP will request to MC to have some sort of process to engage a Project Officer to help write up the report once the data is available. Alternatively, GHHP can make a call for an external consultant to analyse the data and prepare a report.

MC Comments/Questions:

- Good that GHHP will be the first of report cards to undertake the surveying with the CSIRO team and that it will be able to be included in this year's report card.
- Likely to postpone the Economic indicator until next year and the process for an open tender will happen for that indicator next year. The proposed change would mean the budgeted amount for Economic would be diverted to Social (\$15,000 to

cover data collection costs and \$18,000 in play if GHHP needs to appoint an external consultant to analyse the data and prepare a report).

- How much did it cost in previous years for Economic, Social & Sense of Place?
About \$67,000-69,000 per year.

Action Item:

46.6 ISP Chair to bring Proposal re Human Dimensions back to MC at next MC Meeting.

2.5 Issues raised by MC members

No issues were raised.

Agenda Item 3 – Items for Consideration

This agenda item was treated as 'Confidential'.

3.1 Interim arrangements for EO position

This agenda item was treated as 'Confidential'.

3.2 Recruitment of Comms & Secretariat

This agenda item was treated as 'Confidential'.

Management Committee approved for Chair and Dr Megan Ellis to revise the Comms Strategy and prepare the Comms contract together to go out to tender (without MC review).

Action Item:

46.7 GHHP Chair and Dr Megan Ellis to revise Comms Strategy and prepare Comms contract to go out to tender.

3.3 Current and plans for hosting arrangements

This agenda item was treated as 'Confidential'.

Action Item:

46.8 Chair to provide recommendation on hosting arrangements to the MC at the next MC Meeting.

Agenda Item 4 – Items requiring decision

4.1 Strategic Direction 2020-2025

This agenda item was treated as 'Confidential'.

Action Items:

46.9 MC to provide feedback/comments on Strategic Direction to Chair.

46.10 Chair to update Strategic Direction 2020-2025 and bring it to next MC Meeting for approval.

4.2 Making the Gladstone Harbour Report Card Event Ready – Particle Tracking

This agenda item was treated as 'Confidential'.

Management Committee approved for the ISP Chair to request further costings from CSIRO to provide a one-off transfer of the CONNIE model to eReefs to make it more available in the longer term. Costings to be reviewed at next MC meeting and discussion on options for supporting the costs to be held.

Action Items:

46.11 ISP Chair to request costing from CSIRO to provide a one-off transfer of the CONNIE model to eReefs. ISP Chair to bring back to next MC Meeting.

Agenda Item 5 – General/recurring business

The GHHP Chair reminded the MC to save the date on September 16th for a potential launch event of the GHHP Stewardship Report.

Next meeting date: Management Committee Meeting 47

Thursday, 16th September 2021

Location: TBA

Chair advised he will be in Gladstone so available to have a face-to-face meeting.

Meeting closed: 2:36pm

Meeting Actions Register:

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
MC Meeting 39					
MC 39.8	Science Team to contact current round of contractors regarding MC review prior to publishing. All future contracts to include a clause about GHHP MC with an opportunity to preview papers drawing on GHHP data prior to publication.	Science Team		Ongoing as contracts are developed	ISP Chair to follow up with Science Team.
MC Meeting 42					
MC 42.2	Rachel D'Arcy to invite outlined MC members to the next meeting with the Australian Embassy and Chile.	Rachel D'Arcy		Ongoing	Meeting delayed due to delay in elections in Chile
MC 42.7	Elyse Riethmuller and ISP Chair to work together to develop a process for contracting ISP/updating current letter to ISP members.	Elyse Riethmuller & ISP Chair	Before May ISP Meeting	In progress	Elyse and ISP Chair working on actioning together.
MC 42.8	ISP Chair to discuss ISP contracting with the ISP members.	ISP Chair	May ISP Meeting	Completed	Will do as part of ISP Meeting in May
MC Meeting 44					
MC 44.2	EO to work with Elyse Riethmuller to prepare an MOU with FBA until the end of 2021.	EO & Elyse Riethmuller		Completed	MOU for July to October 2021 in place.
MC 44.6	EO to canvass MC members for suggestions on additional community groups as potential Partners and initiate contact with those groups.	EO & MC members		Ongoing	
MC 44.8	GHHP Chair and EO to prepare updated Governance Charter for MC review/approval prior to Partnership Meeting in June.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June	Delayed until 2022	
MC 44.9	GHHP Chair & EO to investigate costs and potential funding sources to conduct independent review of GHHP.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June	Removed	OGBR do a review of the Report Cards that can form the Annual Review for GHHP.
MC 44.10	GHHP Chair and EO to prepare a draft Terms of Reference for independent review to be presented to MC prior to Partnership Meeting in June.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June	Removed	OGBR do a review of the Report Cards that can form the Annual Review for GHHP.
MC Meeting 45					

MC 45.3	Elyse Riethmuller to distribute audited account when available.	Elyse Riethmuller		Ongoing	
MC 45.4	GHHP Executive Officer to provide an update once the Governance Charter review is completed.	GHHP Executive Officer		Delayed until 2022	
MC 45.6	Management Committee to submit all requested changes to the Stewardship Report to Secretariat.	All Management Committee		Complete	
MC Meeting 46					
MC 46.1	Chair & Elyse Riethmuller to prepare proposal for Project Officer roles and responsibilities to present at next MC Meeting.	GHHP Chair & Elyse Riethmuller	At MC Meeting in September		
MC 46.2	MC to reach out to their Partner contacts re in-kind support for short-term Project Officer role until the end of the year.	MC members			
MC 46.3	Chair to provide draft Proposal from Reef Regional Report Card Chairs to MC at next MC Meeting.	GHHP Chair	At MC Meeting in September		
MC 46.4	Chair to forward Annual Report to MC for feedback/comments.	GHHP Chair	ASAP		
MC 46.5	Elyse Riethmuller to provide End of Year Financial Overview at next MC Meeting.	Elyse Riethmuller	At MC Meeting in September		
MC 46.6	ISP Chair to bring Proposal re Human Dimensions back to MC at next MC Meeting.	ISP Chair	At MC Meeting in September		
MC 46.7	GHHP Chair and Dr Megan Ellis to revise Comms Strategy and prepare Comms contract to go out to tender.	GHHP Chair & Dr Megan Ellis	By September		
MC 46.8	Chair to provide recommendation on hosting arrangements to the MC at the next MC Meeting.	GHHP Chair	At MC Meeting in September		
MC 46.9	MC to provide feedback/comments on Strategic Direction to Chair.	MC members	By Friday, 27 th August		
MC 46.10	Chair to update Strategic Direction 2020-2025 and bring it to next MC Meeting for approval.	GHHP Chair	At MC Meeting in September		
MC 46.11	ISP Chair to request costing from CSIRO to provide a one-off transfer of the CONNIE model to eReefs. ISP Chair to bring back to next MC Meeting.	ISP Chair	At MC Meeting in September		

