



## Management Committee Meeting 47 Minutes

**Date:** Thursday, 16<sup>th</sup> September 2021 **Time:** 1:00 – 3:00pm

**Location:** Online via Zoom

### Attendees:

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

### Apologies:

Name	Position	Organisation
<b>Independent Chair</b>		
Prof Iain Gordon	GHHP Chair	Gladstone Healthy Harbour Partnership
Cr Darryl Branthwaite	Councillor, Gladstone Regional Council	Gladstone Regional Council
Ms Ali Moore		Gladstone Regional Council
Mrs Dana Iwanicki	Secretariat	Amarna Pty Ltd

## **Agenda Item 1 – Welcome**

Meeting Started: 1:05pm

GHHP Deputy Chair Rachel D’Arcy advised that she was asked to chair today’s meeting in Professor Iain Gordon’s absence. Unfortunately, Iain is unwell and unable to attend the meeting.

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

### **1.3.1 Previous Minutes and Actions**

The Deputy Chair reviewed the previous minutes and actions.

The previous meeting minutes of Management Committee 46 were accepted as a true and accurate record.

**Moved:** Dr Megan Ellis **Seconded:** A/Prof Emma Jackson

## **Agenda Item 2 – Reports**

### **2.1 GHHP Chair Report**

The Deputy Chair advised on a few updates the Chair has been working on including his involvement with the development of the Chair’s Funding Proposal and a recent meeting with FBA.

Items to note:

- Worked with FBA to develop draft position description of a Project Officer role and a revised Chair role.

### **2.2 2020/21 End of Year Financial Overview**

Elyse Riethmuller provided an update on the End of Year Report 2020-21 as outlined in the Annual Report.

Items to note:

- GHHP ended the year with a surplus of \$520,000 due to some early payments for 2021-22 paid in 2020-21 FY; however, cash position is more like \$205,000.
- Only reporting on expenditure of invoices received and paid, but there are other commitments.

*MC Comments/Questions:*

- Dates in expenditure columns to be double-checked.
- Suggestion to include a note to further clarify/explain a few items:
  - To indicate the money received in the 2020-21 financial year from State Government is for the next financial year 2021-22;

- Sealink paid their membership for 2021-22 right at the end of the 2020-21 FY; and
- Salaries and on-costs differences due to Science Team now being contracted to FBA.

### 2.3 GHHP Finance Report

Elyse Riethmuller provided an update on GHHP's finances through August 2021.

Items to note:

- Have received five or six membership payments for the year.
- Current position is that GHHP is not increasing its reserve but also not eating into the reserve.

### 2.4 ISP Chair Report

The ISP Chair provided an update from the ISP Meeting held on 7<sup>th</sup> September 2021.

Items to note:

- Small sample numbers for Fish Health Assessment Index. Plan in future to use the three years of data we have to date to amalgamate to have a baseline.
- Coral health continues to be very poor.
- This is the first year GHHP will have a Marine Debris indicator. GHHP will follow same format of Marine Debris indicator that has already been developed for other report cards.
  - The scoring ranges used are slightly different to the normal grade assessments applied by GHHP, but the ISP recommended the scoring threshold be kept for the marine debris/litter indicator to maintain comparability with other report cards.
- ISP considered the priorities for actions and additional monitoring in the case of a future adverse event. Major events include floods, cyclones, fish kills and spill events. Planning for adverse events will be finalised and presented at the next MC meeting.
- ISP considered proposed changes to visual fish health recommended by InfoFish. Accepted smaller changes around naming and slight adjustment to statistical approach; have not accepted to cut back to two measures (skin and fins) instead of the five.
- From 2022, recommended to only assess Visual Fish Health indicator and drop the intensive measure.
- Next ISP Meeting is scheduled as a face-to-face meeting in Gladstone in November. A decision will be made one month out whether it will continue in-person depending on travel restrictions.

#### *MC Comments/Questions:*

- If a major event occurs, other agencies will be involved that have expertise on adverse events and potentially their own models and monitoring programs. The ISP Chair agreed and noted that in some cases GHHP's role may be more in providing historical data sets. These will be considered when the ISP makes their recommendation to the MC.
- Two broad strategies are possible if there is an adverse event: 1. Do additional monitoring 2. Look at scheduling of report card monitoring to work out which ones make sense to report on after that event.

### 2.5 Chair's Proposal for Reef Regional Report Cards

A paper for this item was included in the agenda papers, but due to time constraints it was not discussed at the meeting.

### 2.6 Issues raised by MC members

MC members brought up the need to explore some scenarios if the Chair is unable to return to his role in the immediate future. The Deputy Chair advised she is unable to take on an Interim Chair role. Suggestion made for MC to call an additional meeting in a week or two once the Chair has further updates.

## **Agenda Item 3 – Items for Consideration**

*Please note that this information is CONFIDENTIAL and for GHHP INTERNAL USE ONLY.*

### 3.1 Review of Social and Sense of Place Indicators

*\*This agenda item was treated as 'Confidential'.\**

**Due to time constraints, the Management Committee agreed to postpone this discussion and any decisions until the next meeting.**

### 3.2 Priorities for sampling in Gladstone Harbour after a major event

This item will be held until the next MC Meeting.

### 3.3 Proposal for Project Officer role

*\*This agenda item was treated as 'Confidential'.\**

### 3.4 Update on Comms recruitment

*\*This agenda item was treated as 'Confidential'.\**

## **Agenda Item 4 – Items requiring decision**

*Please note that this information is CONFIDENTIAL and for GHHP INTERNAL USE ONLY.*

### 4.1 Strategic Direction 2020-2025

*\*This agenda item was treated as 'Confidential'.\**

**The Management Committee endorsed the Strategic Direction 2020-2025.**

### 4.2 Proposal to change visual health scoring and naming conventions

*\*This agenda item was treated as 'Confidential'.\**

**The Management Committee approved the recommended changes for visual fish health scoring and naming conventions for the 2022 Gladstone Harbour Report Card.**

### 4.3 2020 coral and seagrass score addendums

*\*This agenda item was treated as 'Confidential'.\**

The Management Committee endorsed the use of the 2020 coral addendum for the 2020 coral report and 2020 Technical Report and other associated items.

The Management Committee endorsed the minor edits to the 2020 seagrass addendum for the 2020 seagrass summary report and 2020 Technical Report.

#### **Agenda Item 5 – General/recurring business**

##### 5.1 Hosting arrangements

*\*This agenda item was treated as 'Confidential'.\**

##### 5.2 Other business

Clarification needs to be provided to the MC on if they need to assist with looking for some temporary Secretariat or EO/Project Officer Support from the Partners.

#### **Action Items**

<b>47.2 Chair/Deputy Chair to provide an update to MC re assistance with sourcing temporary Secretariat or EO/Project Officer support from Partners.</b>
--

**Next meeting date:** Management Committee Meeting 48

Thursday, 21<sup>st</sup> October 2021

**Location:** TBA (Zoom)

**Meeting closed:** 3:05pm

### Meeting Actions Register:

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
<b>MC Meeting 39</b>					
<b>MC 39.8</b>	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.
<b>MC Meeting 42</b>					
<b>MC 42.2</b>	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
<b>MC 42.7</b>	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.
<b>MC Meeting 44</b>					
<b>MC 44.6</b>	EO to canvass MC members for suggestions on additional community groups as potential Partners and initiate contact with those groups.	EO & MC members		Ongoing	
<b>MC 44.8</b>	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	
<b>MC Meeting 45</b>					
<b>MC 45.3</b>	Elyse Riethmuller to distribute audited account when available.	Elyse Riethmuller		Ongoing	
<b>MC 45.4</b>	GHHP Executive Officer to provide an update once the Governance Charter review is completed.	GHHP Executive Officer		Delayed until 2022	
<b>MC Meeting 46</b>					
<b>MC 46.1</b>	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	Ongoing	
<b>MC 46.2</b>	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		To be followed up	

<b>MC 46.3</b>	Chair to provide draft Proposal from Reef Regional Report Card Chairs to MC at next MC Meeting.	GHHP Chair	At MC Meeting in September	Completed	Presented in papers at MC Meeting 47 but not discussed.
<b>MC 46.4</b>	Chair to forward Annual Report to MC for feedback/comments.	GHHP Chair	ASAP	Completed	Budget discussions held at MC Meeting 47.
<b>MC 46.5</b>	Elyse Riethmuller to provide End of Year Financial Overview at next MC Meeting.	Elyse Riethmuller	At MC Meeting in September	Completed	
<b>MC 46.6</b>	ISP Chair to bring Proposal re Human Dimensions back to MC at next MC Meeting.	ISP Chair	At MC Meeting in September	Ongoing	Held over until next meeting.
<b>MC 46.7</b>	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	Ongoing	Currently with FBA.
<b>MC 46.8</b>	Chair to provide recommendation on hosting arrangements to the MC at the next MC Meeting.	GHHP Chair	At MC Meeting in September	Completed	
<b>MC 46.9</b>	MC to provide feedback/comments on Strategic Direction to Chair.	MC members	By Friday, 27 <sup>th</sup> August	Completed	
<b>MC 46.10</b>	Chair to update Strategic Direction 2020-2025 and bring it to next MC Meeting for approval.	GHHP Chair	At MC Meeting in September	Completed	Approved.
<b>MC 46.11</b>	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	Ongoing	Awaiting quote. To be presented at October Meeting.
<b>MC Meeting 47</b>					
<b>MC 47.2</b>	Chair/Deputy Chair to provide an update to MC re assistance with sourcing temporary Secretariat or EO/Project Officer support from Partners.	GHHP Chair/Deputy Chair	Within next week or two		