



Management Committee Meeting 62 Minutes

Date: Thursday 18 January 2024 **Time:** 1:00 – 3:00pm

Location: CQUniversity Leo Zussino Building 1.25, and Zoom

Attendees:

Name	Position	Organisation
Chair		
Professor Iain Gordon	GHHP Chair	GHHP
Staff		
Ms Hannah King	GHHP Project Officer	GHHP
Dr Kirsten McMahon	GHHP Research Officer	GHHP
Partner Tier 1		
Mr James Harris	Chair	Gladstone Air Quality Community Group
Partner Tier 2		
Ms Elyse Riethmuller	Chief Executive Officer and GHHP Deputy Chair	Fitzroy Basin Association
Partner Tier 3		
Mr Alan Hayter	Environmental Lead	Conoco Phillips
Partner Tier 4		
Ms Fiona Horner	A/ Environment Superintendent	Gladstone Ports Corporation
Government		
Ms Rachel Darcy	Manager, Reef Partnerships	OGBR&WH, DES
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Research		
Professor Emma Jackson	Director, Coastal Marine Ecosystems Research Centre	CQUniversity
ISP Members		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		

Apologies:

Name	Position	Organisation
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
Mr David Voss	Chief Executive Officer	Gladstone Industry Leadership Group
Ms Demi Blucher	Gladstone Manager	Gidarjil Development Corporation

Agenda Item 1 – Introduction

Meeting Started: 1:00pm

1.2 Apologies and Introductions

Iain provided an Acknowledgement of Country.

Apologies were noted from Demi Bucher, David Voss, and Megan Ellis.

Fiona Horner stood as proxy for Megan Ellis.

Iain welcomed James Harris, Gladstone Air Quality Community Group, to the GHHP Management Committee. James was thanked for taking the time to become involved with the Partnership.

1.3 Previous Minutes and Actions

The Chair invited a review of the previous minutes and actions with updates made to the actions that are included in the Meeting Action Register.

The meeting minutes of Management Committee Meeting 61 were accepted as a true and accurate record.

Moved: Rachel

Seconded: Emma

Agenda Item 2 – Items Requiring Decision

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2.1 CQU Hosting Agreement – Fee Increase

CQUniversity has noted that the current fee of \$35,000 per annum has remained the same since 2021. With the CPI increase, CQU has suggested an increase of 4% to host GHHP for the 2024 calendar year. This would increase the annual cost from \$35,000 to \$36,400.

Emma declared a Conflict of Interest and refrained from commenting.

OUTCOME: All Management Committee endorse the increase in fees for the hosting agreement, in line with inflation.

2.2 Communications Tender

Hannah presented the drafted Communications tender to the Management Committee. The tender also included an overview of GHHP products to encourage a better, more accurate proposal from any potential communications providers.

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The purpose of the Communications tender is to invite qualified and experienced communication services providers to submit a tender for the provision of comprehensive communication services. The primary objectives include the engagement of a communication services provider capable of developing and implementing effective communication strategies while fulfilling GHHP's vision of having a healthy, accessible, working harbour.

The tender also includes the Scope of Work, meetings with the GHHP Project Officer and GHHP Communications Working Group, and the Management Committee and Independent Chair as required.

Hannah noted comments from Megan were received prior to the meeting as she could not attend. The Report Card is currently explained as having four pages for the Communications Provider to produce. Megan raised that the number of pages the Report Card may be changed in future. Hannah noted that the contract will be an annual item, and thus the outputs can be updated as required. Megan also raised that uploading of project reports and social media posts can be complete in-house, to which Hannah agreed. These will

remain in the GHHP Communications Products and Plan document but will be removed from the 'Communications Provider Responsibilities' list.

Emma noted that there were a few discrepancies between the Scope of Works and the GHHP Communications Products and Plan document, which will be fixed as the document is finalised. Emma asked if there was an opportunity to expand social media, as the Scope of Works mentions only Facebook and LinkedIn. Hannah noted that GHHP does have an Instagram account that she has been considering reviving. Hannah recently took her personal drone to take some pictures of the harbour which would suit Instagram well. This would be the responsibility of the Project Officer, rather than the Communications Provider.

Emma asked if the Communications Provider would be supporting any events. Hannah noted that the Scope of Works did require the provider to attend the launches for the Stewardship and Report Card. Attendance at other events was not included as the Research Officer and Project Officer have been attending events which have worked quite well with the two staff members. It's not necessary to have the Communications Provider attend for the purpose of manning the stall. Emma asked if that was just reflective of currently having a Communications Provider based outside of Gladstone, and it being too expensive for them to travel. Iain agreed that it would be beneficial to have room for the Communications Provider to attend a set number of events each year (probably 2) to obtain communications material. Rachel agreed.

James asked who hosted the website, and who had the passwords. Hannah noted that the GHHP website was hosted on WIX and paid for initially by Marketing Mafia who is then reimbursed by GHHP. Marketing Mafia and the GHHP Project Officer have passwords.

Rachel suggested listing the communications products in order of priority, so the Communications Provider understands what is most important to GHHP. Rachel also suggested that the Communications Provider could loop into the Great Barrier Reef Communications Network. It would also be worthwhile looking at what other Partnerships have done for their Report Card launches.

Hannah asked if the tender would be an open or closed process. Would it be sent to specific Communications Providers only, or would it be shared with everyone? Iain suggested that it should be an open tender with selected Communications Providers sent the Scope of Works directly for application.

Fiona asked if there was a criterion in place for applicants to be assessed against. Hannah noted that there would be a criterion created once the tender had been released.

Iain asked the Management Committee if they would be comfortable if the GHHP Communications Working Group (David, Megan, Hannah) took the lead in assessing applications and providing a recommendation to the Management Committee. All Management Committee in favour.

Action: Hannah to update the Communications Scope of Works, obtain final approval, and release. GHHP Communications Working Group to meet once all applications are received and assess against criteria.

2.3 Human Dimensions Survey and Incentive

Kirsten presented the Human Dimensions agenda item to the Management Committee.

The Human Dimensions survey was last run in 2021, and Kirsten has been working with the other Regional Report Cards to agree upon a timeframe to rerun the survey. The Office of the Great Barrier Reef and World Heritage will be paying \$20,000 for the running of the survey, with the \$15,000 within the GHHP approved budget to go towards advertising and promotion of the survey.

It has been proposed that the survey be run in March 2024, which is largely in part because Matt Curnock from CSIRO only has funding until June 2024. Matt was the lead person in the 2021 Human Dimensions

surveys and will be assessing and reporting the results of the survey. The survey will begin in March and continue until at least 500 responses have been received. Achieving this goal will be assisted through an incentive, the same as or like the 2021 survey where the winner received a holiday to Heron Island.

Prior to the release of the survey in March, the survey questions will be reviewed and approved by Kirsten and John. The survey will then be delivered through CSIRO.

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Rachel suggested further advertising could be through handouts with a QR code. James noted that billboards are great for brand awareness. The problem is when driving, the audience need to see it, read it, remember it, and act on it. QR codes are beneficial to enable to audience to act straight away. Rachel agreed and noted that the billboard is quite expensive. Hannah agreed that a QR code on a billboard might not be a good idea as it encourages mobile phone use while driving.

Fiona asked if Marketing Mafia would develop the QR code and share it with the Partners so that all Partners would have the same messaging. Hannah agreed that would be the case.

Kirsten added that while the Human Dimension survey does not currently form part of the GHHP Report Card, discussions are being held to consolidate results into a readable format for future use. Kirsten has attended workshops and will have further discussions to develop the indicators.

Iain thanked Kirsten for the update and asked if the Management Committee approve the launch of the Human Dimensions survey in March, and that the budget is used in a sensible way to get a diverse audience responding. All in favour of this outcome.

OUTCOME: All Management Committee endorse the release of the Human Dimensions survey in March 2024, using the budget to purchase the Heron Island incentive, and spending an appropriate amount to deliver advertising in a way that will reach a diverse audience.

Agenda Item 3 – Items for Consideration

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3.1 GHHP Partner Contribution and Tier Correlation

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Action: Hannah to update the Partner Tier table with a column for in-kind support and/or contribution to PCIMP, and update narrative to reflect. Hannah to present at the March 2024 Management Committee meeting.

Agenda Item 4 – Reports

4.1 Chair Report

Since the last Management Committee meeting in November 2023, GHHP held its 10-Year Review Workshop which was a success. Iain thanked all attendees to the workshop and commended Alluvium on its facilitation. Hannah noted that the 10-Year Review report has been sent through by Alluvium earlier in the week and will be sent to the Management Committee for review.

The Stewardship Report was launched in December, which also was a success. Iain thanked all organisations that contributed to the Stewardship Report. There was a great amount of media interest in it, including printed, social, and radio media.

The Regional Report Card Chairs have been meeting with the Department of Climate Change, Energy, Environment, and Water, and have a meeting later in the week. It's a great opportunity to meet with the Australian Government and demonstrate the value that the Partnerships provide for the local communities that they serve.

4.2 Project Officer Report

Ten-Year Review Workshop 20 November 2023

Attended by approximately 25 people, including Partners and members of the Independent Science Panel, the Ten-Year Review Workshop was an excellent way to disseminate results of the surveys and discuss the future direction of GHHP.

Gladstone LMAC Meeting 22 November 2023

Provided an update regarding GHHP activities. The details of the Report Card launch have been shared to the LMAC. Discussed the Southern Plans of Management, during which the Project Officer noted some concerns raised within the Ten-Year Review Workshop, such as litter from bulk carrier ships and the lack of information/resources provided in alternative languages.

Fitzroy Partnership for River Health Report Card Launch 23 November 2023

The Research and Project Officers travelled to Rockhampton to attend the FPRH Report Card launch. It was mostly attended online but had several very informative presentations.

GHHP Communications Working Group Meeting 29 November 2023

The working group, with Marketing Mafia, met to discuss the launch of the 2023 Gladstone Harbour Report Card and methods of advertising, including the billboards at Kin Kora Stockland and corflutes.

Gidarjil Development Corporation Meeting 30 November 2023

Project Officer travelled to Bundaberg to meet with Gidarjil Development Corporation in a workshop that discussed the Indigenous Protected Area Prospectus, protocol, and lore.

Gladstone Regional Library Agnes Water 2 December 2023

GHHP loaned its Drains and Ladders Game to the Gladstone Regional Library to take to Agnes Water. The library also had GHHP resources including educational material, Report Card, and Stewardship.

Stewardship Report Launch and Partners Meeting 7 December 2023

The well attended Stewardship Report launch went well, with Partners and other representatives attending to hear about the new Above and Below, and watch videos prepared by Marketing Mafia.

Partner Up Queensland Meeting 8 January 2024

The Project Officer met with Partner Up Queensland representative, Elizabeth Andrews, to discuss the role of PUQ, GHHP outputs and activities, and how PUQ can support GHHP. Elizabeth will be sharing the Report Card launch and results via PUQ networks and assisting with the Above and Below launch in June 2024.

Upcoming Events

The Report Card will be launched on 1 February 2024, beginning with lunch at 12pm. Santos GLNG has kindly allowed GHHP to utilise their meeting space within the Marine Operations Terminal for lunch and the Report Card presentation. Discussions are being held with GHHP Partner, Sealink, regarding a potential harbour cruise following the launch (2pm – 3pm).

Operational

All operational items are progressing as per normal. The 2024 Report Card will be launched in November 2024, with the front page of the Gladstone News already claimed for the event. There are some great ideas for advertising floating that will be discussed with the Communications Working Group, prior to the development and approval of the FY25 budget.

The Memorandum of Understanding with Partners still has two outstanding signatures. The Project Officer has followed up with both and will be delivering the fully signed copy to all Partners as soon as possible. Almost all Partner invoices have been sent out, with the majority paid.

4.3 ISP Chair Report

Progress towards the 2023 Report Card

The materials for the 2023 Report Card have been finalised. There were some delays in drafting the Technical Report, but the review process is now being finalised so that will be available before the report card launch.

Progress towards the 2024 Report Card

The contracts for the work to do the 2024 Report Card are steadily progressing. There have been some variations in the tender pricing against the budget, but the costs so far are well within the overall budget. The mangrove has arrived slightly more expensive, but well priced as the JCU team will be assessing all of the mangrove indicators, as they have some monitoring data already from other projects.

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Litter Indicator

Currently, GHHP has a litter indicator in which data and analysis comes externally. It has been coordinated by the Dinny Taylor at the Dry Tropics Partnership, but previously completed by a student at the University of New South Wales who has now finished. Dinny and Bill Venables are redoing that statistics by collecting the scores for all the Report Cards, running the one model, and then scoring the sites with the model for each location where litter has been collected.

In previous years, the Gladstone region has had about 81 sites where litter was collected, but only approximately 27 sites in the past year have had data. Dinny has not yet finished the model yet, and so data from 2022/2023 has yet to be received and placed into the Technical Report. It is proposed that the Technical Report is released with a placeholder for the litter data.

10-Year Review Process

As part of the review process, the ISP is assessing the Report Card and conducting a trend analysis for collected data. The next ISP meeting will be the morning of 21 March 2024, with recommendations presented to the Management Committee in the afternoon of 21 March 2024. This will be an in-person meeting in Gladstone. A second ISP meeting in June will finalise and make any minor changes needed, before presenting to Partners and making the changes in the next Report Card.

The trend analysis will take more time to complete. The ISP will be identifying any statistical evidence to explain trends. Most of the indicators have been to improve over the last decade.

4.3 GHHP Finance Report

Hannah provided an update on the CQU Finance Report, as CQU Research Finance was unable to attend.

As at 31 December 2023:

- Carry forward from June 2023	\$675,532.11
- Total Cash at Bank	\$935,433.86
- YTD Memberships Received	\$270,550.00
- Memberships Invoiced but Not Paid	\$1,660.00
- Memberships to be Invoiced	\$20,890.00
- Other funding Received	\$280,000.00
- YTD Expenditure	\$290,638.25

The breakdown per program is as follows:

- Operational Expenses	\$73,647.85	33.26%
- Science Program	\$95,073.87	47.53%
- 2024 Science Projects	\$31,735.00	12.12%
- Communications	\$6,467.53	10.25%
- 2023 Science Projects	\$83,714.00	85.96%

Hannah noted that the percentages were quite low in all of them currently, but is expected to jump up quickly, particularly for 2024 Science Projects as more contracts are entered and work completed, and Communications, when the invoice for Stewardship Report and Report Card printing is received.

Outstanding from the 2023 Science Projects is one invoice from the Australian Institute of Marine Science for the coral monitoring. It is expected that this invoice will be received soon.

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Rachel provided that this budget is looking fantastic compared to four to five years ago when GHHP was operating in a financial deficit. A big effort was put in by the Management Committee and implemented by John and the science program, and GHHP staff. There was a strong desire by the Management Committee to be operating in the black. GHHP now has established budget principles. To have a great operating surplus is a testament to GHHP's dedication to work sustainably.

Emma suggested that Research Finance have an expected spend to date column. Hannah agreed that she would speak to Alana Richardson at Research Finance to consider adding this in.

Action: Hannah to edit the Finance Report as requested and speak to Alana Richardson regarding the potential to have an expected spend to date column.

Agenda Item 5 – General/Recurring Business

Rachel provided that she will be in attendance for the meeting with DCCEE and the Chairs. The Department of Environment and Science is now the Department of Environment, Science, and Innovation (DESI). Rachel asked that Minutes, agendas, and invoices be updated to reflect.

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OUTCOME: All Management Committee endorse Stanwell and PCCC joining the Partnership.

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Kirsten noted that the Technical Report was sent to the Management Committee prior to the meeting and asked for comments from the Management Committee by Tuesday 30 January, to be ready by the launch of the Report Card on 1 February 2024. Iain thanked Kirsten and the ISP for putting the technical information together.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 2:45pm

Next meeting: GHHP Partners Meeting 63, 21 March 2024, 1pm – 3pm

Meeting Action Register

Number	Action	Responsible	Due	Status	Notes
MC Meeting 55					
MC55.7	Consider adding coral monitoring data collected by Gidarjil Development Corporation into the report card. To be discussed at the 2023 GHHP Review.	ISP Chair		In-progress	To discuss with Gidarjil following discussion with PCCC regarding the Traditional Owner Values work. Rachel and John to meet out of session to discuss Gidarjil coral monitoring and water quality report.
MC Meeting 57					
MC 57.3	Continue communicating with PCCC and update Scope of Works for Traditional Owner Values as required.	ISP Chair		Complete	John and Kirsten met with Daniel Reeves (CEO) and Nick Maclean from PCCC on 7 Dec 2023. PCCC has been sent the Scope of Works, with proposal due Feb 2024.
MC Meeting 60					
MC 60.1	Develop a drafted proposal and tender for the Communications delivery provider and present to the Management Committee for comment, including a planned schedule of work.	Project Officer	Nov 2023	Complete	To discuss in MC Meeting 62.
MC 60.4	Reassess the Partner categorisation and contribution and provide a narrative.	Project Officer	Nov 2023	Complete	To discuss in MC Meeting 62.
MC Meeting 61					
MC 61.1	Ask Gladstone Ports Corporation for a copy of their Reef Survey Report for consideration of inclusion into the GHHP Technical Report.	Research Officer	Dec 2023	Complete	Kirsten received the report and decided not to include as the report concluded that the decreased prevalence of coral was not owing to dredging, but instead potentially water quality.

MC 61.2	Ensure that all causations tied to indicator grades are backed by research, and are consistent across the Report Card, Technical Report, and final reports by contract service providers.	Research Officer	Dec 2023	Complete	Kirsten has written the Technical Report and ensured that all messages are consistent with information from service providers.
MC 61.3	Send PowerPoint Presentation slides with Management Committee to review Report Card results.	Project Officer	Nov 2023	Complete	Hannah sent with Minutes from MC Meeting 61.
MC 61.4	Kirsten and John to discuss expediting future Report Card releases to November/December each year.	Research Officer ISP Chair	Nov 2023	Complete	Kirsten and John agree that the process will be sharpened for an earlier release.
MC 61.5	Ensure that appropriate measures have been taken prior to launching the concept of the Traditional Owner Values component at the Ten-Year Review Workshop, such as obtaining endorsement from Traditional Owners.	GHHP Chair ISP Chair	Nov 2023	Complete	John met with Gidarjil and PCCC in 2023 and both are supportive. There is a challenge as to who will undertake the work.
MC 61.6	Speak with John regarding the best process to follow, regarding the Mangroves Scope of Works and Management Committee approval.	Research Officer ISP Chair	Dec 2023	Complete	As per GHHP processes, if no major changes are made to a Scope of Works, then it can be reissued without MC review. Scope of Works sent to Norm Duke.
MC 61.7	Liaise with other Regional Report Cards for meeting dates, and then send meeting invitations to Management Committee for 2024. Hannah to liaise with Kirsten regarding December 2024 Partners meeting.	Project Officer	Dec 2023	Complete	Hannah completed, and calendar invitations sent to Management Committee and Partners.
MC 61.8	Share invitation from Griffith University regarding light pollution workshops, with the Management Committee.	Project Officer	Nov 2023	Complete	Hannah sent with Minutes from MC Meeting 61.
MC Meeting 62					
MC 62.1	Update the Communications Scope of Works, obtain final approval, and release. GHHP Communications Working Group to meet once all applications are received and assess against criteria.	Project Officer	Feb 2024		
	Update the Partner Tier table with a column for in-kind support and/or contribution to PCIMP, and update narrative to reflect. Hannah to present	Project Officer	Mar 2024		

	at the March 2024 Management Committee meeting.				
	Edit the Finance Report as requested and speak to Alana Richardson regarding the potential to have an expected spend to date column.	Project Officer	Mar 2024		