



Management Committee Meeting 64 Minutes

Date: Thursday 9 May 2024 **Time:** 1:00 – 3:00pm

Location: CQUniversity Leo Zussino Building 1.22, 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
Ms Demi Blucher	Gladstone Manager	Gidarjil Development Corporation
Partner Tier 2		
Partner Tier 3		
Mr Alan Hayter	Environmental Lead	Conoco Phillips
Mr David Voss	Chief Executive Officer	Gladstone Industry Leadership Group
Partner Tier 4		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Government		
Ms Rachel Darcy	Manager, Reef Partnerships	OGBR&WH, DES
Cr Karen Davis	Councillor	Gladstone Regional Council
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		
Kristy Kelly	Financial	CQU Research Finance

Apologies:

Name	Position	Organisation
Ms Elyse Riethmuller	Chief Executive Officer and GHHP Deputy Chair	Fitzroy Basin Association

Agenda Item 1 – Introduction

Meeting Started: 1:00pm

1.2 Apologies and Introductions

Iain provided an Acknowledgement of Country.

An apology was noted from Elyse Riethmuller.

Alan Hayter and Demi Blucher also noted that they would be late to the meeting.

Iain welcomed Dr Karen Davis, new Councillor for the Gladstone Regional Council, to the GHHP Management Committee meeting. The Management Committee introduced themselves to Karen.

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 63 were accepted as a true and accurate record.

Moved: Megan

Seconded: Rachel

Agenda Item 2 – Items Requiring Decision

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Agenda Item 3 – Items for Consideration

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2.1 GHHP Governance Charter Review

The Governance Working Group has reviewed and suggested changes to the Governance Charter and six policies, which is to be reviewed annually. The amendments are as follows:

All Sections - Removed reference to 'the Partnership' as GHHP is used as the abbreviation.

Section 2 – It was suggested in a Partners meeting to add a line about the reason why GHHP was formed. The Governance Working Group decided that wording around this was already within the Governance Charter, and decided to include a section on why GHHP continues to exist.

Section 4 - Added 'opportunities for environmental stewardship' to final dot point, to remove confusion. Previously, it was just 'opportunities communicated with Partners'.

Section 6.3 – Added the Membership Categories table as approved by the Management Committee.

Section 6.4 - Added 'should a Partner not fulfill the requirements of Section 6.2, the Partner will become a non-voting member of the Partnership until such time that the Memorandum of Understanding is signed, or membership fee is paid, or the Partner withdraws from the Partnership.'

Section 7 – Added roles under Project Officer and removed section for Communications provider.

Section 8.2 - Added election of Management Committee (biennially).

Section 8.2.3 - Changed from 'may nominate' to 'is encouraged'.

Section 9.1 - Removed line regarding MC role to monitor Project Officer performance, as it is the role of the Independent Chair.

Section 9.2.1 - Removed double up of wording.

Section 9.2.2 - Approval of areas of representation on ISP mid-year.

Hannah expanded that this was about the Management Committee reviewing the areas of expertise needed, and if there was such as person on the ISP each year (e.g., mangroves). John asked if this should be in the Governance Charter or just in the ISP Terms of Reference. Megan suggested both sections. John noted that many ISP members have dual sections of expertise (e.g., Rob Coles has knowledge about mangroves as well as marine biodiversity). Emma added that it would be the ISP reviewing the areas of expertise and recommending to the Management Committee. The MC would then add comment or approve.

Action: ISP Terms of Reference to be updated to reflect the change within the GHHP Governance Charter than the areas of representation are to be reviewed and brought to the GHHP Management Committee annually.

Section 9.2.2 - Addition of approval of GHHP Deputy Chair and Working Group members at the start of the year.

Section 9.2.2 – Addition of ‘collective feedback of effectiveness of GHHP Independent Chair (annually end of year). This is as per the Chair’s Key Performance Indicators in Section 10.6.

Section 12.4 - Added the RO role of ensuring that science contractors are completing work as required and agreed upon in the Contract Services Agreement.

Section 12.4 - Added handover process to role of Research Officer

Section 15 - Added communication services to role of Project Officer, including social media campaigns and update of the GHHP website.

Section 15 - Added handover process to role of Project Officer

Section 15 - Added ‘promote GHHP to prospective Partners and sponsors to increase membership’.

Section 15 – Added ‘organise and send annual membership fees to Partners by August each year’.

Section 16.1 - Changed from ‘relevant sub-program staff’ to ‘the Host Organisation’s Finance team’.

Section 17.2 - Updated Communications Team deliverables, as per tender presented in March 2024.

Appendix A - Updated GHHP Partner and Contributions List

Appendix B - Added in expansion of Partner Categorisation Criteria

Updated Appendix B (Host Organisation Details) to Appendix C

Updated Appendix C (Policy Register) to Appendix D

Added Appendix E – Record of Alterations of Governance Charter

Outcome: All MC members approve the proposed amendments to the Governance Charter.

Policy I: Process for Science Projects

- Name has been updated from Process for Science Program
- Diagram 1: Updated that repeated or unchanged Scope of Works does not need to be reviewed.
- Diagram 1: Updated that new or changed SoW or every three years to be reviewed by Independent Chair/MC.

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Outcome: All MC members approve having an annual informal review of the Science Projects Scope of Works, and a formal review every five years.

Action: Hannah to update Policy I to reflect Science Project Scope of Works review process.

- Diagram 2: Updated the flow regarding how to process if MC disagree with ISP provider recommendations.
- Diagram 3: Removed double wording.

Policy II: Process for Management Committee Members to Represent Partners

- Updated Partner meetings to May and November to align with Report Card launch
- Included reference to Policy V: Data Sharing Guidelines in final box

There was a question raised in the process; there was meant to be a policy around allowing the MC to share documents / reports with colleagues for review and discussion to leverage their expertise in certain fields, such as coral monitoring science reports. Hannah asked the MC if that would need to go into the policy, and whether or not the process outlined would be acceptable.

Iain noted that the MC representatives represent their whole organisation, and those organisations within the same Tier. Therefore, the information should be able to be shared.

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Iain agreed that the best path forward to be to add a clause that 'if agreed by the Management Committee, drafted reports can be shared within Partner organisations to assess whether the report may be published'.

Action: Hannah to update Policy II to include wording regarding sharing unpublished reports to Partners, following Management Committee approval.

Policy III: Budget Principles

- Updated all references of sub-committee to 'working group'.
- Updated 3.1 point five, where it states that detailed line items cannot be varied without written approval. Now states cannot be varied with approval as recorded in Management Committee meeting.
- Updated 3.2 as GHHP has now met planned operating reserve.

There was a suggestion to provide a cost range instead of fixed figures in the base allocations for each program (Operational, Science Project, Science Program, and Communications).

Emma raised that the figures listed were base allocations, and then inflation is assumed. Hannah agreed that the figures were adopted in 2020 when the budget review was completed, and a sentence was added in the 2023 review about applying the same figures with a reasonable inflation rate.

John agreed that the key word was 'base', indicating a minimum allocation and then potential for additional activities or inflationary pressures. Megan noted that, in FY20 when the Budget Principles were formed, the Budget Group assessed what the minimum budget could be that GHHP could survive on.

Hannah noted that GHHP could still and does still survive on the base allocations as agreed upon in FY20. Hannah agreed with Kirsten that the Science Project budget would fluctuate year to year, particularly in FY25 where many of the science projects will be undertaken.

Megan noted that the Budget Principles were put in place to be able to afford the Independent Chair and Project Officer. Alan agreed and raised that the Budget Working Group at the time need to make sure that there was a foundation of a minimum operating cost, and the goal was to minimise the push and shove of GHHP functions by setting the base allocations.

Outcome: All MC members approve retaining the base allocation figures as they are.

Policy IV: Conflict of Interest - general editing.

Policy V: Data Sharing Guidelines

- General editing
- Inclusion of Independent Science Panel
- Removed reference to data sharing to be listed on GHHP webpage.
- Inclusion of other examples listed within the three categories.
- Consolidated the first and second sharing guidelines. which both referenced data not owned or licensed by the Partnership.

Policy VI: Records Management

- General editing
- Inclusion of version control into purpose.

Iain thanked the Governance Working Group for the review and presentation.

Outcome: All MC members approve the Governance Charter and Policy updates, following edits as listed in the Actions.

2.2 GHHP FY25 Budget

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The FY25 proposed budget is as follows:

Expected Expenditures

Operational	\$206,980.56
Communications	\$40,000.00
Science Projects	\$332,09.92
Science Program	\$177,065.83
Surplus	\$24,509.69

Action: Hannah to source quote from Marketing Mafia regarding website update and social media campaigns and confirm with Budget Working Group prior to budget presentation to Partners.

Action: Megan to provide Hannah with name of potential auditor, and Hannah to source quote.

2.3 GHHP Ten-Year Review Draft Report

Following the out-of-session Ten-Year Review Report meeting held on 24 April with some members of the Management Committee, Hannah returned the following comments to Alluvium for action:

- The notes written by Kirsten during the workshop needed to be assessed properly and utilised in the report more meaningfully.
- The recommendations presented within the report needed to contain information that was shared within the workshop, as well as information found from assessing the results from the survey and the workshop against each other.
- The appendix with survey results needed to be separated from the report and generated into its own document. The written responses also need to be included (currently blank).
- The Draft Program Logic (page 7) and the Revised Program Logic (final page) needed to be together near the beginning of the document, a narrative written to fully explain the two, and what changed because of the survey and workshop.
- The heading of the report needed to be changed to reflect the portion of the Ten-Year Review undertaken by Alluvium. This was if GHHP meets the needs and expectations of Partners.

The revised report was returned on Wednesday 08 May and sent to the Management Committee on the same day. Given the tight timeframe of review, it was suggested that a second Ten-Year Report Review meeting be set up with time for the MC to discuss.

Megan agreed and suggested that the report could then be presented at the November Partners meeting for review, along with the ISP Reports, and a set of recommendations as a result of the reports. Hannah agreed and asked John if there would be room within the two-hour Partners meeting to present both the Report Card results and the Ten-Year Review results. John agreed that both agenda items could be included.

Action: Hannah to organise a one-hour meeting with the Management Committee to discuss the Ten-Year Review revision from Alluvium Consulting, and next steps forward.

Agenda Item 4 – Reports

4.1 Chair Report

The Chairs of the Regional Report Card Partnerships have met several times to discuss various issues, and to welcome the new Chair of the Wet Tropics Partnership, who will be attending the Strategic Workshop.

The GHHP Chair, Research Officer, and Project Officer will also be attending the Strategic Workshop, hosted by the Healthy Rivers to Reef Partnership in Airlie Beach on 15 May. Within the meeting, the Chairs will be discussing the ways in which the Partnerships can coordinate more effectively across all of the regional Report Cards to demonstrate the added value of all five Partnerships and the opportunities for that to be extended more widely.

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4.2 Project Officer Report

During the last Management Committee on 21 March, there was no Project Officer's report. Therefore, the activities listed below are from the period 19 January to 02 May 2024.

Activities and Meetings

1 Feb – Report Card launch: The Report Card Launch was well attended by over 40 people and was held at the Santos GLNG Meeting Room with a tour on board SeaLink's vessel afterwards. A big thank you to both organisations for contributing and providing the room and tour at no charge to GHHP.

21 Feb – Meeting with QLD Gov: The Project Officer and Research Officer met with the Department of Regional Development, Manufacturing and Water, who were seeking information for a Desalination for Hydrogen in Gladstone Detailed Business Case. GHHP has now been invited to participate in a Community Reference Group, with the first meeting to be 09 May 2024.

13 Mar – GAWB Community Consultative Forum: The Project Officer met with GAWB and others of the forum to discuss GAWB's Recreational Strategy for Lake Awoonga, and other items such as the Fitzroy to Gladstone Pipeline.

20 Mar – LMAC Meeting: Project Officer attended and shared the successful launch of the GHHP Report Card. Other topics included fishing compliance by GBRMPA, and how zoning and compliance information can be shared around the community.

25 Mar – Partner Communications Meeting: The Project Officer led a well-attended meeting with 22 Partner representatives. The meeting aim was to collaborate further via media opportunities to increase Partner and GHHP visibility. Notes were taken and sent out following the meeting. Already, actions have been taken as a
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result – including *Monitoring Mondays*, sharing Partner posts each Wednesday, and posts on Fridays. Resources have been shared around the community in dentists, gyms, and doctors. A forum is being developed in collaboration with Partner Up Queensland, and plans for Ecofest linkages are in the works.

1 May – Ecotourism Interview: Gladstone is in the midst of being accredited as an eco-tourism destination. GHHP has been assisting with the process, and the Project Officer and Research Officer met with the auditors to discuss GHHP's role and how it connects with community. It was a very favourable meeting, with enthusiastic feedback received from the auditors.

Upcoming Events

3-5 May – Boyne Tannum Hookup: GHHP has sponsored the BTHU for another year, and the BTHU has kindly agreed to share the Infotish/BTHU/GHHP Harbour Reflections episode on the big screen all weekend. The Project Officer and the Research Officer will also be at Bray Park during peak period to hand out Stewardship Reports and Report Cards to those waiting.

9 May - Gladstone Desalination for Hydrogen Community Reference Group: As mentioned previously.

14- 16 May – Strategic Workshop with Government and Regional Report Card Partnerships: The Independent Chair, Project Officer, and Research Officer will be attending a Strategic Workshop in Airlie Beach. Key topics include NRM Regional Water Quality Plans, vision for the Reef Report Card network, and planning the next 'What's Our Grade' assessment.

22 May – Under 8's Day at Gladstone Central State School: GHHP will be attending and will have our Drains and Ladders game at the event to promote good environmental stewardship within the younger generation. Hannah dropped off 250 copies of GHHP resources to go into goody bags, and a full set of copies for the teacher.

23 May – Partners Meeting 25: To discuss the Governance Charter Review and the FY25 budget.

2 June – Ecofest: GHHP will be launching its fourth edition of *Above and Below*. Gladstone Regional Council is excited to have us, and we have been provided a 10-minute slot on the stage. Partners are keen to help present, and to have something like an Ecofest passport to link the GHHP stall to Partners. The drafted item is a miniature Report Card.

4 June – Media Training: Project Officer and Research Officer will be attending training in Rockhampton that delivers a practical training to improve communication skills; specifically, what to say and how to say it.

13 June – Central Queensland Catalyst: Creating Sustainable Futures: The Project Officer has been working closely with Liz Andrews from Partner Up Queensland and CQU to organise a forum in Gladstone. The event aims to boost public awareness of the latest advancements in science and innovation by local industry and researchers towards renewable energy and sustainability to create a greener Central Queensland.

21 + 22 June – World Science Festival: This event has been brought forward from August, but GHHP will be in attendance with the Drains and Ladders game and GHHP resources.

Operational

There has been a lot of effort taken to update the GHHP website. The Project Officer has spent a lot of time updating the website, including consolidating the Project Reports to one page, uploading all previous Technical Reports, and updating the Environmental Results by Zone pages.

The Research Officer has taken the lead in collating Regional Report Card Partnership ideas about the Human Dimensions survey. The survey was launched on 18 March, and the Project Officer lead the advertisement of the

survey. GHHP was the first to reach its target of 500 respondents, and had the best cost per response rate, for the partnerships who had a paid advertisement and incentive. The incentive was a two-night holiday to Heron Island for two. The advertisement was only through Facebook with a paid advertisement of \$500.

The development of the 2024 Stewardship Report is well underway. There are ten articles provided by Partners and includes a wide range of initiatives. There has been a lot of back-and-forth with edits, but most now are accepted and approved. It will be sent to the QLD Government and Management Committee for review before printing and launch at Ecofest.

4.3 ISP Chair Report

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The Independent Science Panel and the Research Officer have been working on the analysis of trends with ten-years of water quality and sediment quality data. The report has been completed, with all regressions rerun. John would like to work with the Australian Institute of Marine Science (AIMS) to determine. Discussions have been held with Murray Logan and Barbara Robson about doing further research into statistics to pick up stronger interpretation of results.

The plan is also to go back to PCIMP to ask for longer-term data. There is concern with the current dataset that 2013, the beginning of the dataset, was at the end of some very wet years, and the trends may be just a correction back to a longer-term trend. The finalised report will be shared with the PCIMP leadership to show what the initial results are, and then ask about obtaining the longer-term dataset for more analysis.

The litter metric will not be completed in time for the 2024 Report Card. It is being handled by Dinny Taylor at the Dry Tropics Partnership. Dinny and John have discussed at length the correct way to interpret the Gladstone litter metric, which is currently difficult to interpret. Other options have been discussed, and John may be able to report back at the next meeting.

Action: John to present a proposal to the Management Committee regarding making Infish the sole supplier of the Visual Fish Condition indicator, and PCCC the sole supplier of Traditional Owner Values.

4.4 GHHP Finance Report

Hannah welcomed the new CQUniversity Research Finance representative, Kristy Kelly.

As at 31 March 2024:

- Carry forward from June 2023	\$675, 532.11
- Total Cash at Bank	\$974, 856.90
- YTD Memberships Received	\$277, 240.00
- Outstanding Memberships	\$15, 860.00
- Grant Deed Income Received	\$485, 000.00
- YTD Expenditure	\$462, 915.21

Kristy noted that the current expenditure was sitting at 62.01% of the total. Kirsty noted that the next reporting date is 11 July 2024, so the Research Finance team should be able to report up to 30 June 2024.

Iain thanked Kristy for the report and welcomed her on board.

Agenda Item 5 – General/Recurring Business

Rachel is organising the Strategic Workshop for Partnerships on 15 May, which is in Airlie Beach. It is a full day of workshop, with a half day boat trip with one of the Partners of Healthy Rivers to Reef Partnership.

CMERC is holding a workshop for Traditional Owners across the Great Barrier Reef to look at seagrass nurseries on the week starting 13 May. Demi noted that Gidarjil Development Corporation was excited to be attending.

Gladstone Ports Corporation has received the annual seagrass report. GPC has also conducted a cleanup with Tangaroa Blue Foundation on Facing Island. 288kg of waste was removed, 361 plastic water bottles were picked up, 92% of which were foreign.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 3:00pm

Next meeting: GHHP Partners Meeting 25, 23 May 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.	ISP Chair		In-progress	This was discussed in MC Meeting 64 and agreed that \$10,000 would be allocated to explore.
MC Meeting 63					
MC 63.1	Send set of Human Dimensions questions to the Management Committee for review, and to see whether the questions asked would be fit for the purpose of the Ten-Year Review.	Project Officer	Mar 2024	Completed	This was discussed at the Ten-Year Review meeting on 24 April.
MC 63.2	Contact Mark Baird at CSIRO, to inform him of the Management Committee's decision to remove CSIRO as a Partner.	Project Officer	Mar 2024	Completed	A formal letter was sent to CSIRO, to which CSIRO formally responded. CSIRO are happy with the decision, given that
MC 63.3	Remove the \$7,000 figure from the Other In-Kind Contributions table and remove CSIRO. Assess Hosting Agreement and remove from CQU Other In-Kind Contributions column if no in-kind provided. Change headings as requested. Megan to provide Hannah with an updated narrative for GPC.	Project Officer	Apr 2024	Complete	This was updated and sent to the Management Committee. The new tables, criteria, and narrative have also been included in the Governance Charter review.
MC 63.4	Discuss Harbour Reflections with Marketing Mafia to ensure that the content is relevant to GHHP and its audience.	Project Officer	Apr 2024	In-Progress	The topic has been discussed with Marketing Mafia, but the current focus is the 2024 Stewardship Report.
MC 63.5	Organise a Contract Services Agreement with Marketing Mafia as the selected Communications Delivery Provider.	Project Officer	Apr 2024	In-Progress	As discussed in MC Meeting 64, Marketing Mafia will quote for annual website update and social media. Hannah to present quote to MC out of session.
MC 63.6	Organise a session with the Management Committee to discuss the Ten-Year Review Survey and Workshop Report.	Project Officer	Apr 2024	Complete	Conducted on 24 April, and comments returned to Alluvium Consulting. A revised report was received on 08/05.

MC 63.7	Create a new Scope of Works for the Fish HAI indicator and present to the Management Committee at the May 2024 meeting.	Research Officer ISP Chair	May 2024	In-Progress	John has met with Nicole Flint, CQU. This will be finalised, as the MC agreed to conduct the full Fish HAI in FY25, as per MC Meeting 64.
MC Meeting 64					
MC 64.1	ISP Terms of Reference to be updated to reflect the change within the GHHP Governance Charter than the areas of representation are to be reviewed and brought to the GHHP Management Committee annually.	Research Officer	May 2024		
MC 64.2	Hannah to update Policy I to reflect Science Project Scope of Works review process.	Project Officer	May 2024		
MC 64.3	Hannah to update Policy II to include wording regarding sharing unpublished reports to Partners, following Management Committee approval.	Project Officer	May 2024		
MC 64.4	Kirsten to remind ISP members to send through their invoices after each ISP meeting, and to ask for late invoices prior to the end of FY24.	Research Officer	May 2024		
MC 64.5	Hannah to source quote from Marketing Mafia regarding website update and social media campaigns and confirm with Budget Working Group prior to budget presentation to Partners.	Project Officer	May 2024		
MC 64.6	Megan to provide Hannah with name of potential auditor, and Hannah to source quote.	Megan Ellis Project Officer	May 2024		
MC 64.7	Hannah to organise a one-hour meeting with the Management Committee to discuss the Ten-Year Review revision from Alluvium Consulting.	Project Officer	May 2024		
MC 64.8	John to present a proposal to the Management Committee regarding making Infotish the sole supplier of the Visual Fish Condition indicator, and PCCC the sole supplier of Traditional Owner Values.	ISP Chair	July 2024		