

Management Committee Meeting 54 Minutes

Date: Thursday 27 October 2022 **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 Russell	GHHP Project Officer	GHHP/CQUniversity
Community		
Ms Elyse Riethmuller	CEO and GHHP Deputy Chair	Fitzroy Basin Association
Mr Codey Stow	Gladstone Manager	Gidarjil Development Corporation
Government		
Ms Rachel Darcy	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
Ms Ali Moore	Manager Environment and Conservation	Gladstone Regional Council
Industry		
Dr. Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ms Chantale Lane	Chief Executive Officer	Gladstone Industry Leadership Group
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystems Research Centre (CMERC)	Central Queensland University
ISP Members		
Professor John Rolfe	ISP Chair	GHHP Independent Science Panel
Observers		
Ms Tracey Siddens	Director	Marketing Mafia

Apologies:

Name	Position	Organisation
Mr Alan Hayter	Environmental Lead	Conoco Phillips

Agenda Item 1 – Introduction

Meeting Started: 1:05pm

Professor Iain Gordon, Chair, started the meeting. Mr Codey Stowe delivered an Acknowledgement of Country and paid respects to elders past, present, and emerging. Iain welcomed everyone attending the meeting and apologised for the shifting of this meeting from September considering the Queen’s Memorial Public Holiday and Management Committee availability.

1.2 Apologies and Introductions

Iain introduced the new GHHP Project Officer, Hannah Russell, to the meeting. Hannah began with GHHP in August 2022.

Mr Alan Hayter sent an apology to the meeting.

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 previous meeting minutes of the inquorate Management Committee 53 were accepted as a true and accurate record.

Moved: Associate Professor Dr Emma Jackson

Seconded: Dr Megan Ellis

Agenda Item 2 – Items Requiring Decision

2.1 Governance Charter Update and Working Group Formation

The GHHP Governance Charter needs updating, particularly since the transition of GHHP from Fitzroy Basin Association to CQUniversity. Hannah suggested that a small working group be formed to update this charter, with a review due at the next Management Committee meeting in November. Dr. Megan Ellis, Dr. Emma Jackson, and Ms Rachel Darcy to assist Hannah in the Governance Charter Update Working Group.

Action: Governance Charter Update Working Group (Hannah, Megan, Emma, Rachel) to propose updates to Governance Charter and present to Management Committee at next Management Committee meeting.

2.2 Future for Social, Cultural and Economic Indicators

**This agenda item was treated as ‘Confidential’.*

Action: John to continue with the planning of the new indicators.

2.3 Indicator Staggering

**This agenda item was treated as ‘Confidential’.*

2.4 Gladstone Airport Corporation Contribution to GHHP

**This agenda item was treated as ‘Confidential’.*

Action: Darryl to speak to Mark Cachia regarding increasing their contribution.

Action: Iain to reply to Mark detailing the Management Committee’s approval and request to review within a year.

Agenda Item 3 – Items for Consideration

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

3.1 Communications Plan Update

Tracey Siddens joined the meeting to provide a Communications Plan Update.

Recent activities include the launch of the new website. Some feedback has been received and taken on board. Tracey asked the Management Committee to review and provide any suggestions.

The new Gladstone Harbour Insights magazine is almost completed, which aims to engage more with the partners and provide them with more information on what GHHP is doing. Iain asked how often the Gladstone Harbour Insights magazine will come out. Tracey suggested that the magazine only needs to come out once per year and is currently a digital magazine that can be printed should the Management Committee want to print copies for distribution. Megan suggested that the Gladstone Harbour Insights magazine to be released in between the meetings with partners, such as May and September.

Hannah and Ali Jenkinson (Marketing Mafia) also attended a CQ Sustainable Futures Showcase Pop-up.

Marketing Mafia has been increasing social media activity and have had an increase of over 100 people following the page. There have been twelve new harbour hero signups, and the children's colouring-in competition is underway that closes on 1 November 2022.

The Stewardship Report is currently underway, due to be launched in December. A draft layout has been completed, and all partners asked to provide information by 07 November 2022. Marketing Mafia is also creating videos to go with the stories which readers can access via QR code. A video shoot is scheduled for Wednesday 2 November to video CQU on Quoin Island, and the Gladstone Power Station on water purification. Marketing Mafia will be visiting Gladstone for more videography if there is a call for it. Megan suggested that JCU may have some seagrass footage that can go with their story on 20-years of seagrass monitoring.

The membership portal on the GHHP website is live but currently unpopulated. Tracey asked the Management Committee to think about what information should be made available within the portal.

Rachel reminded Tracey to allow time for OGBR to review and approve the Stewardship Report.

Action: Hannah to send the drafted Gladstone Harbour Insights to the Management Committee.

Action: Management Committee to think about the Membership Portal on the GHHP website and what would be beneficial for the partners to access.

3.2 What's Our Grade Report Card Release Briefing

A full briefing of the What's Our Grade Report Card will be presented by Simon Constanzo in the December Partner's Meeting. Overall, GHHP has increased from a B- to a B+, which is a significant improvement, particularly owing to high scores for staff cohesion, credible science, and stakeholder relevance. Improvement needs to be made for financial stability and effective outreach. Iain suggested that conducting the 10-year review with the community and partners will increase the grading on effective outreach.

3.3 Scientific Officer Recruitment Update

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

Action: CQUniversity to provide more information, and Hannah to provide the Management Committee with a proposal.

3.4 Regional Report Card Release Alignment

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

3.5 Boyne Tannum Hookup Sponsorship and Stall

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

Action: Hannah to confirm the Bream Sponsorship with Boyne Tannum Hookup.

Agenda Item 4 – Reports

4.1 Chair Report

Iain has been working on on-boarding Hannah, the What's Our Grade report, the Science Officer position, and the conversation with the Gladstone Airport Corporation.

4.2 Project Officer Report

In conjunction with CQUniversity's CMERC, GHHP led a tour of the Gladstone Harbour for a group of students aged 15-17, as organised by the Earthwatch Institute. On Wednesday 21 September, students were taken for the tour on board the Curtis Island barge, and then taken to CMERC for a Question-and-Answer session with researchers. GHHP Report Cards and Stewardship Reports were handed to students in conjunction with a verbal discussion of GHHP.

GHHP booklets were also handed out at the Oceanfest in Burnett Heads on 28 August.

GHHP hosted a stall at the Energy, Environment and Our Sustainable Future CQ Showcase, held at CQU on Saturday 8 October. In attendance were the Assistant Minister for Hydrogen Development Lance McCallum, and Minister of Regional Development and Manufacturing, and Water, and Member for Gladstone Glenn Butcher. CQU Associate Vice-President Luke Sinclair also signed up to be a Harbour Hero and showcased the GHHP Harbour Hero hat to a lecture room full of attendees.

On 24 October, GHHP was invited by CQUniversity's CMERC to attend a tour of the Gladstone Harbour and present on the GHHP to the Queensland Virtual STEM Academy school group. 14 children were in attendance and heard about GHHP while touring. Many books and stickers were taken home.

Meetings with CQUniversity's Legal team have occurred to progress project agreements with Infofish and the Australian Institute of Marine Science (AIMS). A project inception meeting with AIMS occurred 20 September 2022.

A confidentially deed poll with Gladstone Ports Corporation for use of seagrass data is also progressing. It is currently in GPC's hands for review.

The renewal of the Memorandum of Understanding (MoU) with Partners is also underway, to be continued following the successful signing of the Infofish and AIMS agreements. A weekly meeting has been set up between Hannah and CQU Legal to ensure the smooth continuation of works.

The Chair and the Project Officer both attended the Water Management Round Table and 10-year Review of the Fitzroy Partnership for River Health on 25 August 2022.

The GHHP Project Officer attended the Gladstone Area Water Board annual tour of assets, as part of the community consultation forum. This occurred on Friday 9 September, and involved a tour of the Awoonga Dam recreational improvements, hatchery, dam wall, and emergency shelter.

The GHHP Project Officer attended the Healthy Rivers to Reef Partnership Stewardship Launch on Friday 14 October which resulted in some great information shared on Indigenous Cultural Heritage Assessments, suggestions and ideas for the Stewardship report, and excellent contacts made.

The Final Report to the Queensland Government was finalised in September and sent to the QLD Government for review.

Hannah has gained access to the GHHP Secretariat, Info, and EO email accounts. The Secretariat and Info email accounts are to be made redundant, and the EO account has been updated to po@ghhp.org.au.

4.3 ISP Chair Report

In addition to the other issues discussed at the meeting, the ISP Chair noted that the ISP recommends a review process for the report card should be conducted in 2023, focusing on the robustness of the report card and indicators.

All other aspects of the 2022 Report Card are progressing well. A draft of the report card results has been prepared and is due to be presented at the next Independent Science Panel meeting in November. The technical report is also in progress. Both the report card and technical report will be presented at the Management Committee meeting on 24 November 2022.

The Coral Health workshop was held on 6 September 2022, at which there were five speakers who presented on factors that can influence coral health, and issues identifying causes and trends. A graph was provided in the summary report that details how corals in the harbour continue to be in very poor condition, particularly owing to large amounts of macroalgae, variation in coral composition, and low amounts of coral. The workshop explored a number of related issues, particularly regarding the quality of light that the coral receives. Currently, turbidity and Chlorophyll-*a* is measured which was thought to be a good surrogate for light analysis, but the workshop has determined that measuring light directly would achieve better results. The Southern Great Barrier Reef issues are very similar.

There were some speakers on coral restoration and citizen science. Gladstone Ports Corporation have started their own coral restoration trials within the harbour, including Manning Reef and Seal Rocks. Anjana Singh from GPC will be discussing with the ISP at the next meeting. The workshop identified some recommendations on additional monitoring that could be undertaken.

Darryl asked about macroalgae and its role. John stated that macroalgae covers coral once the coral has died and then prevents coral recruitment as it creates an environment upon which coral can't grow.

Iain agreed that the workshop was beneficial to provide advice and guidance regarding monitoring and restoration. Iain asked what the action items from the workshop are. John stated that the workshop is evidence that GHHP is assessing the issues. The review process can consider whether light should be assessed in the coming report cards.

Action: The Management Committee approves placing the Coral Workshop Report on the GHHP website.

Action: John to provide additional context at the beginning of the document and circulate to Management Committee for approval.

4.4 GHHP Finance Report

Hannah provides an update on the CQU Finance Report.

As at 30 September 2022:

- Carry forward from June 2022	\$382,122
- Total Cash at Bank	\$790,272
- YTD Memberships Received	\$167,550
- Memberships Invoiced but Not Paid	\$97,500
- Memberships to be Invoiced	\$27,000
- Other funding Received	\$277,500
- YTD Expenditure	\$36,900

The Year-to-Date Expenditure does not yet include payments made to Infofish Australia for their contract services agreements.

Action: Hannah to organise Finance Report for November meeting and organise representative from the CQU Research Finance to attend and present.

Agenda Item 5 – General/Recurring Business

The Urban Water Stewardship Framework is due to be assessed in FY22/23, with a workshop held in March/April this year. Hannah and Ali are discussing a workshop with Gladstone Regional Council. Darryl asked Ali if the background work the council is doing will arise within the workshop, such as gravel road runoff, to which Ali agreed that it would. Rachel suggested that the Cleaner Roads Initiative by the Gladstone Regional Council would be a great story for the GHHP Stewardship Report.

Action: Ali to create a story on the Cleaner Roads Initiative for the GHHP Stewardship Report.

Action: Hannah to share Healthy Rivers to Reef Partnership Report which has a story on the project to Ali.

Megan raised that local schools conduct a rotating event at Spinnaker Park each year, which GHHP was involved in, along with Gladstone Ports Corporation and CQUniversity. Megan suggested that this would be good for GHHP to attend again. Iain agreed.

Action: Megan to share contact with Hannah to reach out to.

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

Action: Emma to contact Owen with GHHP's approval to be involved in the workshop.

Karl French, Project Officer for Port Curtis Harbour Watch, has contacted GHHP which an offer to partner and help maintain the Port Curtis Harbour Watch. This is an established and highly successful community and schools-based water quality monitoring program.

Action: Hannah to respond to Karl and set up a conversation between Iain, Karl, and Hannah.

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

Action: Iain to set up a meeting between Wai Wanaka, Iain, and John.

5.2 – Meeting Closure and Next Meeting

Meeting Closed: 3:00pm

The next Management Committee meeting: 24 November 2022, 1:00pm-3:00pm

Meeting Action Register

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
MC Meeting 44					
MC 44.8	GHHP Chair and EO to prepare updated Governance Charter for MC review/approval prior to Partnership Meeting in June.	Hannah Russell	November 2022	Ongoing	To be discussed in MC Meeting No. 54.
MC Meeting 45					
MC 45.4	GHHP Executive Officer to provide an update once the Governance Charter review is completed.	Hannah Russell	November 2022	Ongoing	To be discussed in MC Meeting No. 54.
MC Meeting 49					

MC 49.3	Management Committee to revisit and confirm timing of multi-year cycles for assessments of social cultural and economic indicators. Resolution of Human Dimensions vs Social surveys and best vehicle for reporting the results in an expanded report card	Management Committee		Ongoing	To be discussed in MC Meeting No. 54.
MC 49.4	MC to review CONNIE Model in September 2022 with demonstration of model from ISP Chair	Management Committee & ISP Chair		Removed	CONNIE Model no longer maintained.
MC Meeting 53					
MC 53.1	GHHP Chair to ask and arrange for Tracey Siddins to present a report on the Communications Plan for the September MC meeting	Hannah Russell	September 2022	Completed	To be discussed in MC Meeting No. 54.
MC 53.2	GHHP Chair & small group of Committee members to go away and have a discussion about what the budget should look like. GHHP Chair recommended that the Committee adopt the existing budget for this financial year but also look at how this budget should roll out over the next couple of financial years	Hannah Russell	September 2022	Removed.	Superseded by Action item MC53.3.
MC 53.3	GHHP Chair to talk with Elyse (FBA) and CQUniversity around how to finish off this budget and to get it into a shape that everyone is comfortable with, then supply it to the Partners in an out-of-session email for an approval.	Chair & Elyse	September 2022	Complete.	Completed.
MC 53.4	GHHP Chair proposed that a small group go away and circle back in terms of the conversation of what the out years 2022/23/24/25 for the Operational and the Comms budgets will be. Iain to work with the Projects Officer, the CQU Finance team, Elyse, and Megan (Iain to also ask Megan outside of this meeting).	Chair, Elyse & Megan, Hannah	September 2022		Iain and Hannah to prepare and return to Elyse and Megan.
MC 53.5	GHHP Chair to coordinate consultation with GHHP Partners to discuss with them about finding a common reporting time to align all of the regional Report Cards.	Chair	September 2022		Regional Report Cards to continue as current with an annual release. To be discussed again.
MC 53.6	GHHP Chair and Committee to discuss the financial pros and cons of proceeding with the option of shifting the Report Card to every 2 years in lieu of annually (MC meeting later in the year - not September).	Chair & Management Committee	December 2022		As above.
MC 53.7	GHHP Chair to arrange for Simon will return to present to the Partners Meeting in December a full suite of the score for GHHP in the recent survey	Chair & Simon	December 2022		To be completed in December 2022.
MC Meeting 54					

MC 54.1	Governance Charter Update Working Group (Hannah, Megan, Emma, Rachel) to propose updates to Governance Charter and present to Management Committee at next Management Committee meeting.	Governance Charter Update Working Group	November 2022		
MC 54.2	John to continue with the planning of the new indicators.	ISP Chair	June 2023		
MC 54.3	Darryl to speak to Mark Cachia, Gladstone Airport Corporation, regarding increasing their contribution.	Darryl Branthwaite	November 2022		
MC 54.4	Iain to reply to Mark Cachia at Gladstone Airport Corporation detailing the Management Committee's approval and request to review within a year.	Chair	November 2022		
MC 54.5	Hannah to send the drafted Gladstone Harbour Insights to the Management Committee.	Project Officer	November 2022		
MC 54.6	Management Committee to think about the Membership Portal on the GHHP website and what would be beneficial for the partners to access.	Management Committee	November 2022		
MC 54.7	CQUniversity to provide more information, and Hannah to provide the Management Committee with a proposal.	CQU Research, Project Officer	November 2022		
MC 54.8	Hannah to confirm the Bream Sponsorship with the Boyne Tannum Hookup Committee.	Project Officer	November 2022		
MC 54.9	John to provide additional context at the beginning of the Coral Workshop Overview document and circulate to Management Committee for approval.	ISP Chair	November 2022		
MC 54.10	Hannah to organise Finance Report for November meeting and organise representative from the CQU Research Finance to attend and present.	Project Officer	November 2022		
MC 54.11	Ali to create a story on the Cleaner Roads Initiative for the GHHP Stewardship Report. Hannah to share story from Healthy Rivers to Reef Partnership Stewardship Report with Ali.	Ali Moore	November 2022		
MC 54.12	Emma to contact Owen with GHHP's approval to be involved in the Western Australian Marine Science Institute workshop.	Emma Jackson	November 2022		
MC 54.13	Hannah to respond to Karl French regarding Port Curtis Harbour Watching and set up a conversation between Iain, Karl, and Hannah.	Project Officer	November 2022		
MC 54.14	Iain to set up a meeting between Wai Wanaka, Iain, and John regarding Wai Wanaka utilising GHHP model for their new report card.	Chair ISP Chair	November 2022		

