

Management Committee Meeting 49 Minutes

Embargoed until 2021 Report Card Launch – February 2022

Date: Thursday, 25th November 2021 Time: 1:00 – 3:00pm

Location: Sunflower Room, Gladstone Mindcare – 147 Goondoon Street, Gladstone

Attendees:

Name	Position	Organisation
Interim Chair		
Ms Di Tarte	Interim GHHP Chair	Chair of Dry Tropics Partnership
Community		
Mr Gerry Graham	Community representative	Community
Ms Elyse Riethmuller	Chief Executive Officer	Fitzroy Basin Association
Ms Demi Blucher	Office Manager – Gladstone	Gidarjil
Mr Codey Stow	Interim Office Manager – Gladstone	Gidarjil
Government		
Ms Rachel D’Arcy (via Zoom)	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
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 Ali Moore (via Zoom)	Manager Environment and Conservation (Acting)	Gladstone Regional Council
Staff		
Mr Mac Hansler	Science Officer	Fitzroy Basin Association
Ms Dana Iwanicki	GHHP Secretariat	Amarna Consulting

Apologies:

Name	Position	Organisation
Prof Iain Gordon	GHHP Chair	Gladstone Healthy Harbour Partnership
Ms Stacey Williams	CEO	Gladstone Industry Leaders Group
Dr Jenny Stauber	ISP Member	GHHP Independent Science Panel
Dr Rob Coles	ISP Member	GHHP Independent Science Panel
A/Prof Eva Abal	ISP Member	GHHP Independent Science Panel
Dr Richard Brinkman	ISP Member	GHHP Independent Science Panel
Dr Erin Bohensky	ISP Member	GHHP Independent Science Panel
Dr Roger Chong	ISP Member	GHHP Independent Science Panel
Dr Melissa Dobbie	ISP Member	GHHP Independent Science Panel
Dr Jane Waterhouse	ISP Member	GHHP Independent Science Panel

Agenda Item 1 – Welcome

Meeting Started: 1:03pm

Interim GHHP Chair Di Tarte gave an acknowledgement to country and welcomed all attending Management Committee members, ISP members, staff and observers attending in-person and over Zoom and provided apologies.

1.3.1 Previous Minutes and Actions

The Interim Chair reviewed the minutes and actions from the previous meeting.

The only change to note is the spelling of Demi Blucher's surname in the first paragraph under Agenda Item 2.2.

The previous meeting minutes of Management Committee 48 were noted and endorsed as a true and accurate record.

Agenda Item 2 – 2021 Report Card Results

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

****Report Card results are embargoed until the Report Card launch in February 2022.****

Agenda Item 3 – Items requiring decision

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

3.1 Draft 2021 Report Card

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

Action Items:

49.1 Rachel D'Arcy to provide comments on the Report Card back to FBA by Friday, 26th November 2021.

49.2 Science Team/Comms to make noted changes to 2021 Draft Report Card.

49.3 Management Committee to revisit and confirm timing of multi-year cycles for assessments of the Social, Cultural and Economic Indicators, resolution of Human Dimensions vs Social surveys and best vehicle for reporting the results (via expanded Report Card or extended Stewardship Report).

3.2 Maintaining the CONNIE model

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

Action Items:

49.4 MC to review CONNIE Model in May 2022 with demonstration of Model from ISP Chair.

3.3 Budget issues for Science Program

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

3.4 Communication Services Tender

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

3.5 Sponsorship- Gladstone Harbour Festival

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

Action Items:

49.5 Secretariat to advise Gladstone Festivals and Events re Sponsorship Proposal.

3.6 ISP Chair Contract extension

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

Agenda Item 4 – Items for consideration

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

4.1 Update on Hosting arrangements

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

Agenda Item 5 – Reports

5.1 ISP Chair Report

ISP Chair provided a review of his written ISP Chair Report.

Items to note:

- A workshop is proposed for February 2022. ISP to meet in person with option for MC to observe and debrief at the MC meeting that follows.

5.2 GHHP Finance Report

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

Items to note:

- QAL and FBA have paid their membership with the final payment from Australian Government coming shortly. CQG Consulting pay instalments and are on target to meet their financial commitment.

Agenda Item 6 – General/recurring business

6.1 General business

The GHHP Interim Chair reminded the Management Committee that nominations for the MC will be taken at the Partnership meeting next week. Stacey Williams from GILG has finished in her position and Gerry Graham advised that he would not be re-nominating for a community representative position. The Interim Chair and MC thanked Stacey and Gerry for their contributions to GHHP, especially Gerry for his long-standing representation on the MC and stepping into the Chair role last year.

The GHHP Interim Chair suggested that GHHP should explore other community groups and representation, including Queensland Water and Landcarers Group, LMAC, Conservation Council and local fishing groups.

The MC would like to work out a meeting schedule for 2022 and evaluate whether four to five meetings per year is more suitable than monthly meetings.

Action Items:

49.6 GHHP Chair and Secretariat to sort out 2022 Meeting Schedule.

Next meeting date: Partnership Meeting 20 following the Stewardship Report launch event Thursday, 2nd December 2021 at 1:30pm. Next Management Committee Meeting TBA, normally in March following the Report Card Launch.

Location: Leo Zussino Building at CQUniversity, Gladstone Marina Campus

Meeting closed: 3:11pm

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	Completed	Elyse and ISP Chair working on actioning together.
MC Meeting 44					
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	Discussed again in MC Meeting 49.
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 Meeting 45					
MC 45.3	Elyse Riethmuller to distribute audited account when available.	Elyse Riethmuller		Completed	Has been distributed.
MC 45.4	GHHP Executive Officer to provide an update once the Governance Charter review is completed.	GHHP Executive Officer		Delayed until 2022	
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	Ongoing	Draft role descriptions have been developed for the Chair and Project Officer.
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	Ongoing	Held over until next meeting.

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
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	Completed	Quote presented at MC Meeting 49.
MC Meeting 47					
MC 47.1	Elyse Riethmuller to organise a meeting with Luke Sinclair from CQU re hosting arrangements and a pre-meeting for the Hosting Arrangement Subcommittee.	Elyse Riethmuller		Completed	
MC Meeting 48					
MC 48.1	Secretariat to make amendment to Attendees table in MC Meeting 47 Minutes.	Secretariat	Within one week	Completed	
MC 48.2	Secretariat to advise Gidarjil of approval for Demi Blucher to replace Brent McLellan on the Management Committee.	Secretariat	Within one week	Completed	
MC 48.3	Secretariat to update Gidarjil's contact details and forward meeting invites to Demi Blucher.	Secretariat	Within one week	Completed	
MC 48.4	MC to send comments/feedback for Litter indicator content for the Technical Report to the ISP Chair.	MC members and ISP Chair	Before November meeting	Completed	
MC 48.5	A/Prof Emma Jackson to provide Luke Sinclair's phone number to Elyse. Elyse to contact Luke next week.	A/Prof Emma Jackson and Elyse Riethmuller	Within one week	Completed	
MC 48.6	Secretariat to send a date holder for Stewardship Report Card Launch to Partners.	Secretariat	Within one week	Completed	Invitations sent out by FBA Comms.
MC Meeting 49					
MC 49.1	Rachel D'Arcy to provide comments on the Report Card back to FBA by Friday, 26 th November 2021. November 2021.	Rachel D'Arcy	26/11/2021		
MC 49.2	Science Team/Comms to make noted changes to the 2021 Draft Report Card.	Science Team/Comms	Before Partnership Meeting / end of year		

Action Number	Action	Who is responsible ?	When it is due?	Status	Notes
MC 49.3	Management Committee to revisit and confirm timing of multi-year cycles for assessments of the Social, Cultural and Economic Indicators, resolution of Human Dimensions vs Social surveys and best vehicle for reporting the results (via expanded Report Card or extended	Management Committee			
MC 49.4	MC to review CONNIE Model in May 2022 with demonstration of Model from ISP Chair.	Management Committee & ISP Chair			
MC 49.5	Secretariat to advise Gladstone Festivals and Events re Sponsorship Proposal.	Secretariat	Within 1 week		
MC 49.6	GHHP Chair and Secretariat to sort out 2022 Meeting Schedule.	GHHP Chair & Secretariat			

Attachment 1: Science Budget V1 adopted by MC at Management Committee Meeting 49

Science Budget	2021/2022 Budget	Outstanding from 2020/21	TOTAL 2021/2022 Budget	Notes
Teleconference	-		-	
ISP Chair Remuneration	40,000		40,000	
Science Staff FBA Contract	125,000		125,000	
Travel Science Team	2,000		2,000	
ISP Sitting Fees	15,000	5,000	20,000	
ISP Travel	10,000		10,000	
Tech Workshop			-	
ISP and Tech Catering	1,000		1,000	
Maintaining the Cultural Heritage database	-		-	
Sub-Total	193,000	5,000	198,000	
Science Projects	197,000	87,042	284,042	
TOTAL	\$ 390,000	\$ 92,042	\$ 482,042	

Proposed Science Project Schedule for 2020/2021	2021/2022 Budget	Outstanding from 2020/21	TOTAL 2021/2022 Budget	Notes
ISP 005: Social cultural Indictors	38,604	-	38,604	Increased by \$4904 in V1
ISP 005: Economic	-	13,700	13,700	
ISP006: Gladstone Harbour Model Maintenance (CSIRO)	6,089	-	6,089	Added in V1
ISP009: DIMS Maintenance (AIMS)	22,067	-	22,067	Increased by \$1067 in V1
ISP011: Seagrass Indicators (JCU)	6,300	3,332	9,632	
ISP012: Cultural Heritage	-	-	-	
ISP013: Fish Recruitment Indicators (Info Fish)	37,340	-	37,340	Increased by \$5340 in V1
ISP014: Coral Indictors (AIMS)	21,000	10,411	31,411	
ISP015: Mud Crab Indictors (CQU)	46,000	22,669	68,669	
ISP023A: Fish Health - Fish Health (CQU)	-	32,531	32,531	
ISP023B: Fish Health - Visual Assessment (InfoFish)	19,600	4,400	24,000	Includes \$10,000 cit sc budget. Reduced by \$2400 in V1
ISP018: Mangrove Indictors	-	-	-	
Urban Water Stewardship	-	-	-	Only needs to occur every 2 years
Litter Marine Debris	-	-	-	Removed in V1 due to being able to provide for \$0
Human Dimensions	-	-	-	Incorporated into the Social Cultural Indicators work
Citizen Science (visual fish health)	-	-	-	
Sub total	\$ 197,000	\$ 87,042	\$ 284,042	

