



Management Committee Meeting 38 Minutes

Date: Wednesday 26th August 2020 **Time:** 9:30 – 11:30am

Location: Mary Boydell Board Room – Gladstone Area Water Board, 136 Goondoon Street

Attendees:

Name	Position	Organisation
Community		
Mr Gerry Graham	GHHP Chair	Community
Mr Brent McLellan (via Zoom)	PCCC TUMRA Manager	GIDARJIL
Government		
Ms Rachel D'Arcy (via Zoom)	Manager, Reef Partnerships	The Office of the Great Barrier Reef, DES
Mr Darryl Branthwaite	Councillor	Gladstone Regional Council
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ms Stacey Williams	CEO	Gladstone Industry Leaders Group
Research		
A/Prof Emma Jackson (via Zoom)	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
ISP Members		
Dr John Rolfe (via Zoom)	ISP Chair	GHHP Independent Science Panel
Staff		
Mrs Lyndal Hansen	GHHP Executive Officer	Amarna Consulting
Mrs Dana Iwanicki	GHHP Secretariat	Amarna Consulting
Ms Ashlee Phillips	GHHP Communications & Media	Amarna Consulting
Observer		
Mr Chris Irving	Manager Environment & Conservation	Gladstone Regional Council
Ms Grace Duckham	Communications Officer	Gladstone Area Water Board

Apologies:

Name	Position	Organisation
Ms Elyse Riethmuller	Chief Executive Officer	Fitzroy Basin Association
Mr Alan Hayter	Environmental Lead	ConocoPhillips Australia

Agenda Item 1 – Welcome

Meeting Started: 9:33am

GHHP Chair welcomed all attending Management Committee members and gave apologies from Elyse Riethmuller and Alan Hayter. Brent McLellan gave a welcome to country to acknowledge the traditional land holders.

GHHP Chair gave a special welcome to Stacey Williams who is the new CEO for GILG, representing industry on the Management Committee and replacing Nigel Warrington. Ashlee Phillips was also welcomed in her new role on the GHHP Communications and Media Team. The Chair welcomed Grace Duckham as an observer on behalf of the Gladstone Area Water Board and thanked her for allowing GHHP the opportunity to hold the meeting in their Board Room.

Agenda Item 2 – Reports

2.1.1 Previous Minutes and Actions

GHHP Executive Officer reviewed the action items from the previous meeting minutes. Previous meeting minutes were accepted as a true and accurate record.

2.2.1 Executive Officer Update

GHHP Executive Officer provided an update on tasks highlighting a few key areas and advised that moving forward there will be a Financial Report included in each Executive Officer Update.

Items to note:

- Management Committee advised to review the five recommendations for preparing report cards provided by Paul Maxwell in an International Report Card Network.
- The Grant Deed from the State and Federal Governments has been signed and invoiced for the first payment of \$385,000.
- The new Urban Water Stewardship Framework fact sheet can be obtained using the following link and will be sent out to all Partners:
<https://ogbr-coral-www.qcifdatainnovations.net.au/reef-projects/project/index/a2cb1533-dac6-4d54-ac7e-06a7beea72b2?hub=reef-projects>
- GHHP has received the Certified Financial Statement for 2019-20 financial year from FBA. GHHP's bottom line was better than expected partly due to other revenue from Jobkeeper for two staff in April – May 2020.
- Expenditure items approved by the EO for this month include a 50% payment for DIMS contract, approval for Mark Schultz to attend the 2021 Coast to Coast Conference in Cairns and the website scope has been sent to Bitplex for quote on 2020 Report Card.
- Charlie Morgan is preparing a draft MOU (ToR?) to formalise the Reef Report Card Partnership Network to be discussed at the Strategic Meeting for the Reef Regional Report Cards.
- A review of the host arrangements is coming up in October. EO will work with Sub Committee to develop an evaluation tool and review.
- EO advised that moving forward, items on the EO report that are of note will be marked with a red flag for discussion at the meeting. Not all items on the EO report require discussion.

MC Comments/Questions:

- Rachel D'Arcy advised that the Strategic Meeting for the Reef Regional Report Card will be held in October via Zoom with the five Partnerships.

Action Items

38.1 Secretariat to send all Partners the link to the new Urban Water Stewardship Framework fact sheet.

2.3.1 Communications Report

GHHP Communications and Media Team provided an update on tasks completed since last reporting period in mid-June and what projects they are working towards in the future.

Items to note:

- Comms is in discussion with Aerial Media to quote a project to undertake a 360° Panoramic Virtual Tour of GHHP Report Card locations, including scores.
- GHHP social media has increased by 42 likes.
- Comms is working on the development of a quarterly communication tool to update Partners on GHHP works/achievements.
- Comms will develop a survey tool for the community to determine their local knowledge and thoughts on GHHP.

MC Comments/Questions:

- Will all areas of seagrass, corals, etc. be tagged in the 360° Panoramic Virtual Tour? Comms is currently awaiting the quote from Aerial Media to see proposed project costs. Ideally, we would like to tag as many areas as possible depending on costs vs budget.
- When does Comms plan to do the community survey as we will want to ensure GHHP's social media strategy is well established first?
GHHP has been established on Facebook for a few years and will build up our communications prior to the survey going out. Comms will develop the survey tool to present to Management Committee for feedback.
- Overall, the MC feel it would be great to discuss how/what content GHHP and Partners can share on social media to help each other. MC noted that it would be handy to have some Harbour information to share across the Gladstone region for travel, tourists, etc.

Agenda Item 3 – Items requiring discussion

3.1.1 Strategic Plan Concept

GHHP Executive Officer presented a Strategic Plan Concept for GHHP for 2020-2025 outlining objectives and outcomes in the key areas of Governance, Science, Communications and the GHHP Report Card along with aims of the Management Committee.

MC Comments/Questions:

- We need to provide clarity when using the term report card to distinguish between the GHHP Report Card and the Reef Regional Partnership Report Card (can be referred to as the Evaluation Report Card).
- Add more Partner information in the Objectives section and an ISP section/box on the back page.

- A 3-year financial cycle is outlined – GHHP needs to be conscious of the effects this has on Partners on an annual financial cycle.
- Overall, the MC agree that this document is a suitable framework to build on but want to ensure that all members can have input to really buy-in to the Plan. Suggestion for MC to send their feedback to EO to prepare updated Strategic Plan Concept for next meeting. MC to spend first half hour of next meeting reviewing the document, specifically working through the objectives and aims.

Action Items

38.2 Management Committee to send input for Strategic Plan Concept to Executive Officer prior to next meeting. Redrafted version to be reviewed at start of MC Meeting 39.

3.2.1 Actions from Recommendations from the Reef Regional Partnerships Report Card

GHHP Executive Officer presented proposed actions to take from the recommendations from the Reef Regional Partnerships Report Card 2020.

MC Comments/Questions:

- EO to review the recommendations and select the ones she believes are relevant to action now. Any recommendations that may need more clarity can be brought to meetings with all the Partnerships.
- Rachel D'Arcy advised that the recommendations applicable to all five Regional Reef Report Card Partnerships can be discussed at the October State meeting.

3.3.1 Application to join Local Marine Advisory Committees (LMAC)

GHHP Executive Officer gave a brief review of LMAC to the Management Committee advising that LMAC was established by the Great Barrier Reef Marine Park Authority to provide a forum for local communities to raise issues and have input to management arrangements relating to the Great Barrier Reef Marine Park. There are 12 LMACs and GHHP would be represented on the Gladstone LMAC.

MC Comments/Questions:

- Overall, the MC agreed it would be worth applying to be a member and have GHHP represented. Several MC members are already LMAC members representing their respective organisations.

Management Committee approved GHHP to apply to join LMAC and meeting times and agendas will be sent to the MC members if they would like to attend any of these meetings.

Action Items

38.3 Executive Officer/Secretariat to complete and submit application form to join LMAC.

3.4.1 GHHP Financial History Infographic

GHHP Executive Officer presented the updated GHHP Financial History Infographic noting refinements since last meeting from feedback from the Management Committee. The back

page has been updated to contain a summary of GHHP's report card grade from the Reef Regional Partnership Report Card (Evaluation Report Card) 2020.

Items to note:

- There is a slight \$500 discrepancy on the most recent financial figures from FBA that the EO will update before finalising the document.
- GHHP needs to be in a sustainable position with at least three to six months' worth of operating finances.

MC Comments/Questions:

- This is a pivotal document to outline where GHHP has been and where we are going.
- GPC logo needs to be updated.
- What is the gap between the Membership Contributions amount and Income amount?

The gap is mainly from the value of PCIMP contributions and/or other minor funding.

Management Committee approved the GHHP Financial History Infographic pending the mentioned changes and use of the updated GPC logo.

Action Items

38.4 Executive Officer to update GHHP Financial History Infographic to finalise the document.

Agenda Item 4 – Items for consideration

4.1.1 Process for Management Committee Members to Represent Partners on the Management Committee

GHHP Chair gave an overview of the draft policy for MC members to review. Megan Ellis provided an update of GPC's representation advising that GPC is okay to represent QER, CQG Consulting and WICET so long as there are processes in place, the specific Partners are okay with GPC representing them and that there is a letter between GPC and the Partners they represent (issued by GPC). GAWB does not currently have a MC representative and this will be discussed with GAWB before the next MC meeting.

MC Comments/Questions:

- Potential or proposed increases in membership contributions can be flagged by the representative to the Partners; however, GHHP Chair or Executive Officer would contact the Partners first about any confirmed increases.
- Make the following changes/additions to the *Process for Management Committee Members to represent Partners* chart on page 3 of the policy:
 - Seek Partner feedback on **relevant** issues (replace major).
 - Items for Communication with Partner Contacts to also include **reports** and **meeting minutes**. Reports can be shared once they are finalised and signed off by the MC, not when they are in DRAFT.
 - Change wording of membership fee increases to **proposed or potential** membership fee increases.
 - Make mention of anything that cannot be communicated or sent to the Partners.

- 'Confidential' note put on confidential documents (i.e. Report Card).
- Add a statement to the document about the MC representative acting responsibly in the best interest of GHHP.
- Add the key contact(s) and contact details for Partners to the table on page 4 of the document so the MC representative has this information readily available.

Action Items

38.5 Executive Officer to contact CQG Consulting, QER and WICET to discuss GPC's representation of them on the Management Committee.

38.6 GHHP Chair and Executive Officer to hold discussions with GAWB regarding their representation on the Management Committee.

38.7 Management Committee to send any further feedback on the draft Policy for Management Committee Members to Represent Partners on the Management Committee to the Executive Officer. Executive Officer to redraft the Policy and add to Policy Register.

38.8 Executive Officer to add in Partner contact details to the GHHP Management Committee Representation table.

4.2.1 Calendar of GHHP Meetings / Agenda Preparation

GHHP Executive Officer presented a calendar of GHHP Meetings for July 2020 – June 2021 to help streamline the process, requirements and timeline for meetings.

Items to note:

- Meetings to take place monthly, excluding January and February (Report Card Launch scheduled for 4th February 2021).
- The EO will provide an update at each meeting. Comms Team, ISP Chair and Science to provide quarterly reports.
- MC members are encouraged to put forward agenda items by submitting them to Secretariat (at least two weeks prior to the scheduled meeting).
- Meeting attendance requirements are outlined within the Meeting Procedures. GHHP Chair, EO, ISP Chair, Secretariat and MC members to attend all meetings; Science Team to attend when presenting quarterly reports or when monitoring results are presented; Comms Team to attend when presenting quarterly reports.

Management Committee approved the Calendar of GHHP Meetings for July 2020 – June 2021.

Agenda Item 6 – General/recurring business

General/recurring business items were moved forward ahead of Agenda Item 5 so those who were not part of the Management Committee could leave the meeting afterwards.

GHHP Chair made the Management Committee aware of the risk of a perceived conflict of interest with A/Professor Emma Jackson from CQU as her name appears on two of the contracted GHHP reports. GHHP Chair quoted the section regarding Conflict of Interest in the GHHP Governance Charter. A/Professor Emma Jackson advised the Management Committee that the Science Team issues the contracts and her name was on past reports prior to her being

named on the GHHP Management Committee. In the current round of research work through CQU her name will be secondary on the reports and not the lead. Moving forward, she does have the potential to drop back on her involvement in GHHP-related projects if need be.

MC Comments/Questions:

- MC to follow process that any potential conflicts of interest are brought to the table for their review and acknowledgement and included in the minutes.
- MC agree that Emma's name stays on the report for the current work but moving forward her name should be removed from GHHP-related work/reports.
- Ensure that Emma's biography on GHHP website advises when she joined the GHHP Committee.

Secretariat contacted the Management Committee by email prior to this meeting for their approval/disapproval of the Reef Regional Partnership Report Card being made a public document to be utilised by the Office of the Great Barrier Reef (OGBR) on their website and to be included on the GHHP website.

All Management Committee members approved by a flying minute that the Reef Regional Partnership Report Card could be made a public document to be utilised by OGBR on their website and be included on the GHHP website.

Next meeting date: Management Committee 39

Wednesday, 16th September 2020 at 9:00am

Location: Mary Boydell Board Room at Gladstone Area Water Board (and via Zoom)

Non-Management Committee members and observers left the room at 11:10am.

Agenda Item 5 – Items requiring consideration – Management Committee ONLY

5.1 Future of GHHP Positions

Management Committee discussed remuneration and succession planning for the Executive Officer position. In the previous financial year (2019/20) the budget provision for the EO position was \$110,600, with an actual salary/superannuation component of \$73,100 (for 0.67 FTE). The budget allocation for EO remuneration for the current financial year (2020/21) is \$40,000. Management Committee has decided to increase that allocation to \$80,000, in line with previous years and commensurate with the remuneration for EO's of other regional report card Partnerships. The EO position is currently contracted from July to December 2020. The contract amount for that period will increase from \$20,000 to \$40,000.

Megan Ellis, Rachel D'Arcy and Alan Hayter will form a subcommittee to review the Executive Officer role with respect to:

- Duties and accountabilities
- Expected time commitment
- Remuneration
- Transition to a permanent Executive Officer appointment.

The subcommittee will also consider succession planning for the position of GHHP Chair.

Action Items

38.9 GHHP Chair to inform FBA of the increase to the Executive Officer's contract.

38.10 Subcommittee to review the Executive Officer role and consider succession planning for the GHHP Chair position.

Meeting closed: 11:35am

Meeting Actions Register:

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 36					
MC 36.1	EO to contact other Reef Partnership Executive Officers regarding Value Proposition Statements.	Executive Officer	June 2020	Ongoing	
MC 36.9	Secretariat and EO to develop a policy register.	Secretariat & Executive Officer		Ongoing	
MC 36.10	EO to work with the MC Working Group re Hosting Arrangements to refine a process.	Executive Officer & MC Working Group	July-August 2020	Ongoing	
MC Meeting 38					
MC 38.1	Secretariat to send all Partners the link to the new Urban Water Stewardship Framework fact sheet.	Secretariat			
MC 38.2	MC to send input for Strategic Plan Concept to EO prior to next meeting. Redrafted version to be reviewed at start of MC Meeting 39.	MC members and Executive Officer	2 weeks prior to September meeting		
MC 38.3	EO/Secretariat to complete and submit application form to join LMAC.	Executive Officer/ Secretariat			
MC 38.4	EO to update GHHP Financial History Infographic to finalise the document.	Executive Officer	ASAP		
MC 38.5	EO to contact CQG Consulting and QER to discuss GPC's representation of them on the MC.	Executive Officer	Prior to MC Meeting 39 16 th Sept		
MC 38.6	GHHP Chair and EO to hold discussions with GAWB regarding their representation on the MC.	GHHP Chair and Executive Officer			
MC 38.7	MC to send any further feedback on the draft Policy for Management Committee Members to Represent Partners on the Management Committee to the EO. EO to redraft the Policy and add to Policy Register.	Management Committee and Executive Officer			
MC 38.8	EO to add in Partner contact details to the GHHP Management Committee Representation table.	Secretariat			

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 38.9	GHHP Chair to inform FBA of the increase to the EO's contract.	GHHP Chair			
MC 38.10	Subcommittee to review the EO role and consider succession planning for Chair position.	Subcommittee			