



Management Committee Meeting 39 Minutes

Date: Wednesday 16th September 2020 **Time:** 9:00 – 11:45am

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

Attendees:

Name	Position	Organisation
Community		
Mr Gerry Graham	GHHP Chair	Community
Ms Elyse Riethmuller (via Zoom)	Chief Executive Officer	Fitzroy Basin Association
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
Mr Alan Hayter (via Zoom)	Environmental Lead	ConocoPhillips Australia
Research		
A/Prof Emma Jackson (via Zoom) Attended from 9:40am	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
Dr Mark Schultz (via Zoom)	Science Officer	Fitzroy Basin Association
Mr Mac Hansler (via Zoom)	Science Officer	Fitzroy Basin Association
Observers		
Ms Paulina Kaniewska (via Zoom)	Senior Scientific Officer	The Office of the Great Barrier Reef, DES

Apologies:

Name	Position	Organisation
Mr Brent McLellan	PCCC TUMRA Manager	GIDARJIL
Mr Chris Irving	Manager Environment & Conservation	Gladstone Regional Council

Agenda Item 1 – Welcome

Meeting Started: 9:00am

GHHP Chair gave an acknowledgement to country and welcomed all attending Management Committee members and observers. The GHHP Chair gave apologies from Brent McLellan and Chris Irving and mentioned that Emma Jackson would arrive on Zoom around 9:30am. Elyse Riethmuller advised that she had to leave the meeting for approximately 15 minutes at 10:00am.

1.3.1 Previous Minutes and Actions

GHHP Executive Officer reviewed the action items from the previous meeting minutes. Previous meeting minutes of Management Committee Meeting 38 were accepted as a true and accurate record.

Agenda Item 2 – Reports

2.1.1 Executive Officer Update

GHHP Executive Officer provided an update on tasks and a summary of what stage various documents for development were at.

Items to note:

- EO attended the Our Coast Our Future Community Reference Group meeting two on 9th September.
- There have been several Urban Water Stewardship Framework meetings/workshops that the EO and Science Team have attended. Gladstone Regional Council has participated in the initial meeting and is keen to be involved. Mackay Whitsunday Isaac Healthy Rivers to Reef Partnership has asked if the other Reef related report cards want to recruit a facilitator for the UWSF for all the Partnerships.
- There are three outstanding membership invoices for 2020-21 from GAWB, Orica and QGC. These organisations will be sent a gentle reminder of payments due in October.

Action Items

39.1 Executive Officer to send reminder of membership contribution due date to GAWB, Orica and QGC.

2.2.1 ISP Chair Report

The ISP Chair provided an update on the progress of the ISP from the ISP Meeting 36 held in September.

Items to note:

- Dr Roger Chong has joined the ISP with experience in Fish Pathology.
- The Science Program is running smoothly, and no issues are forecast with finalising this year's report card. There have been limited sample sizes in Fish Health and low catch numbers in Mud Crabs in Auckland Creek.
- ISP recommended to request a meeting with Simon Costanza regarding the regional partnerships report cards.
- ISP held their annual meeting with PCIMP where the key issue of continuing high levels of positive blanks being generated during sampling was discussed. ISP have suggested

trying a different process for at least one quarter and to organise another field sampling audit around November to help with quality assurance.

- A revised structure of the Social and Economic indicators will be reviewed at the next ISP Meeting in November.
- PCIMP recently contacted the ISP Chair to advise their approval of the manganese guideline to be changed from 140 µg/L to the ANZECC/ARMCANZ (2000) value of 80 µg/L. GHHP Management Committee had previously endorsed the change to the manganese guideline for the 2020 report card subject to PCIMP review. The Science Program will proceed to use the value of 80 µg/L for the 2020 report card.

MC Comments/Questions:

- What is the difference between Fish Health and Visual Fish Health?
Visual health is assessed by Infish and recorded through recreational fishing events (weight, length, photos) vs Fish Health which is assessed by CQU and is much more fish pathology-based (fish caught in Harbour and weight, measurements and pathology samples taken).
- When is *Riversymposium* and will GHHP have any representation at it?
Riversymposium is held annually and the 2020 event will take place in Brisbane in November. Associate Professor Eva Abal from the ISP works closely in the organisation of the event. Generally, GHHP is not overly involved in the *Riversymposium*.
- How does the ISP view that GHHP is quite different to other report cards?
GHHP has a very scientific approach with a more focused report card and precision monitoring to achieve very accurate results whereas other report cards use more of a summary and community engagement/communication approach.

2.3.1 Monitoring Results Overview

The ISP Chair gave a verbal overview of the monitoring results advising that the ISP is still waiting on PCIMP data, but everything is in good shape. Coral and seagrass reports have been received and are in the review process with the ISP. Monitoring data for Fish Health, Fish Recruitment and Mud Crabs are all completed with reports at various stages.

Items to note:

- There is a lower count on fish species for Fish Health this year
- Mangroves are not being assessed this year
- There are no social, cultural or economic indicators this year so previous year's results will be presented

MC Comments/Questions:

- Ensure there is clear explanation/communication when indicators are not tested in a particular year and the previous year's results are presented in their place.

Agenda Item 3 – Items requiring discussion

3.1.1 ISP recommendation for scheduling plan for Fish and Crabs monitoring over five years

ISP Chair presented a summary on Fish and Crab monitoring for the 2020 report card year and reminded the Management Committee that due to budget constraints there was only one round of fish health sampling undertaken resulting in fewer numbers of fish species than previous

years where two rounds of sampling has been undertaken. The ISP does not feel that one round of sampling collects enough data for a confident and rigorous assessment. The ISP have made some suggestions for the Management Committee to consider for future years.

Items to note:

- For the upcoming 2020 report card smaller numbers of fish species have been assessed for Fish Health (4/5 fish species from CQU and 2/5 fish species from Inforfish). Although, there are fewer fish species, the scores will still be generated and no huge changes are expected from the previous year.
- Options to consider for future years include:
 - Fish Health to be sampled twice a year every second year and Mud Crabs sampled in the alternate year. A disadvantage with this is no longer having an annual indicator, especially in the instance of any adverse effects on the Harbour (i.e. flood) in years where these indicators aren't measured.
 - Remove Fish Recruitment all together although, it is a lead indicator and more sensitive measure with more fluctuation from year to year.
 - Drop the reference site this year and allow for 8 days of sampling (4 days in October, 4 days in April)
 - Increase the budget to allow for two rounds of sampling at a cost of \$34,000 or drop the reference site at a cost around \$20,000.
- Fish Health contracts with CQU and Inforfish are due out in October. Will work off current budget for one sampling round and review other options at next Management Committee Meeting.

MC Comments/Questions:

- Fish health is most vulnerable and biggest exposure to the public.
- GHHP only has a one to two-year funding window now so need to keep that in mind and think about longer term scenarios and risks involved.
- Suggestion to prepare a summary of options and costs vs the budget. CQU contract for sampling in October will go ahead.

Action Items

39.2 ISP Chair to prepare Agenda Paper for MC Meeting 40 with a summary of Fish and Crab monitoring options and costs vs budget.

3.2.1 Further discussion regarding Management Committee members representation of Partners on the MC

Dr Megan Ellis led further discussion around Management Committee members representation of Partners on the MC seeking clarification on what information and documentation can be distributed internally to the MC's own organisations and to the represented Partners.

Items to note:

- Executive Officer confirmed that WICET and QER are okay with GPC representing them on the MC. EO to follow up with CQG Consulting.
- Meeting Minutes are uploaded to the GHHP website once they are approved.

MC Comments/Questions:

- Difficult to get input from Partners you represent if they are not allowed to see the agenda papers prior to meetings to know what is going on. Partners need to see the value they get out of their partnership and have engagement and participation.
- More cautious of Science papers being distributed as the details are not always concrete.

Management Committee approved that agenda items that are 'reports' or items that 'require decision' (as outlined on the meeting agenda) can be sent to Partners. Partners will need to sign a Confidentiality Agreement and provide feedback to their representative in a timely manner prior to the MC Meeting. Items for consideration should remain internal and be labelled 'INTERNAL ONLY' if not to be distributed to Partners.

Action Items

39.3 Executive Officer to update the process/Policy for MC representation of Partners on the MC in the draft Policy document.

39.4 Executive Officer to develop a Confidentiality Agreement and letter to be sent to Partners.

Agenda Item 4 – Items for consideration

4.1.1 Strategic Direction

The Executive Officer discussed the draft Strategic Direction document and asked for feedback from the Management Committee and Science Team and noted that as she starts to develop more papers and policies she'd like to know what processes the MC prefer to follow (i.e. drafts for all to review, Subcommittees).

MC Comments/Questions:

- MC agree with the four pillars as the framework with the order of: Science, Report Card, Communication, Governance.
- Measurements to be added in along with how Strategic Direction objectives are being met.
- Contributing to achieve the Reef 2050 outcomes needs to be included in a second area, not just under Science.
- MC appreciate the efforts of the EO to create the draft Strategic Direction but agree that it works well to form smaller Subcommittees to review specific documentation. MC are happy for Subcommittees to be formed where necessary/required.

A Subcommittee for the Strategic Direction was formed consisting of the Executive Officer, Stacey Williams, Darryl Branthwaite, Emma Jackson and John Rolfe.

A Subcommittee for the Value Proposition Statement was formed consisting of the Executive Officer, Stacey Williams, Megan Ellis, Rachel D'Arcy and Emma Jackson.

Action Items

39.5 Subcommittee for the Strategic Direction to work together to progress the document and present draft at MC Meeting 40.

39.6 Executive Officer to prepare Action Plan for Subcommittee for the Value Proposition Statement. Draft document to be prepared and presented at MC Meeting 40.

4.2.1 ISP recommendation for project report review process

ISP Chair reviewed the 'project report review process' which currently has the MC request to receive scientific reports for approval prior to their release on the GHHP website. The ISP does not support a process where the MC review reports prior to completion and have offered two suggestions:

1. ISP creates a summary statement for each of the reports to outline any major changes or issues to the MC; or
2. MC can view completed project reports before the annual November MC Meeting upon signing a confidentiality agreement.

Items to note:

- Contractors have ownership of the results, but generally they will advise GHHP before publishing any results; however, there is no contractual obligation to have GHHP's review before publication.

Management Committee confirmed that MC will continue to review reports before they are published on the GHHP website. It was recommended for future contracts that GHHP request contractors that GHHP have an opportunity for preview before publication.

Action Items

39.7 Executive Officer, ISP Chair and GHHP Chair to review the Process for Approving Final Science Program reports before public release and put up a final draft at MC Meeting 40.

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.

4.3.1 Host Arrangements Review

The Executive Officer presented her research into the Hosting Arrangements Review and advised MC that current host FBA is proposing to become a company limited by guarantee and would hold all responsibility of GHHP. The EO believes that GHHP should be operating under FBA's Constitution. The EO has suggested to delay the Hosting review until FBA is a company limited by guarantee.

Items to note:

- There is a MOU between FBA and GHHP from 2018, which has not been signed. The EO would like to further review the MOU and some of the gaps with FBA.
- FBA and GHHP have identified four areas where collective improvement is required:
 1. Documentation tracking and storage
 2. Monthly financial reconciliation
 3. Improved GHHP understanding of the budget and financial report
 4. Building stronger relationships

Management Committee approved to delay the Hosting Arrangements Review.

4.4.1 Risk Assessment Framework

The Executive Officer presented a Risk Assessment Framework to the MC and asked for a Subcommittee to be formed to further review and create the framework.

A Subcommittee for the Risk Assessment Framework was formed consisting of the Executive Officer, Megan Ellis and Mac Hansler.

Action Items

39.9 Subcommittee to work on draft Risk Assessment Framework for MC Meeting 40.

Staff and observers left the room/Zoom for a Management Committee in camera session.

4.5.1 Update from Subcommittee – GHHP Chair and Executive Office positions

Alan Hayter gave an update to the MC on the progress of the GHHP Chair and EO positions on behalf of other subcommittee members Megan Ellis and Rachel D’Arcy. Three timeline options were presented for recruitment of new Chair and new Executive Officer. Proposal 2.1 was accepted: Recruitment of new Chair in the period Oct - Nov 2020 and recruitment of new Executive Officer in the period Dec 2020 – Feb 2021. This should enable the new Chair to be involved in appointing the new Executive Officer, and would require an extension of the current EO contract by 3 months.

It will also be required by the MC to bring forward 2021/22 Budget objective / limit setting to be discussed over the period Oct - Dec 2020, to ensure that funds are available for a 2 year EO contract. Elyse Reithmuller joined the subcommittee to assist with budget processing.

The subcommittee will present further developed proposals to the October MC meeting.

Agenda Item 5 – General/recurring business

5.1 Reef 2050 Plan

Rachel D’Arcy led a verbal discussion on the Reef 2050 Plan. The Reef 2050 Plan sets out the vision, outcome and objectives for the Reef through to 2050, with management goals for 2025. The objectives and management goals will guide activities under the Plan over the next five years until 2025. The Plan will be reviewed and updated every five years.

Regional partnerships and report cards are mentioned throughout the Plan, including:

- They are at the top of the list of **Major Policies/Programs to Respond to the Challenge (Increase adoption of responsible use and community conservation efforts) in Priority work area 2: Reduce impacts from land-based activities** (see page 34)
- In **Cross-Cutting Enabler 1: Coordination and empowerment: Empower and partner with industry and community** (see page 50 and 53)

Action Items

39.10 Rachel D’Arcy to send link to Reef 2050 Plan to Secretariat for distribution to GHHP Partners.

Next meeting date: Management Committee 40

Wednesday, 21st October 2020

Location: TBA

Meeting closed: 11:45am

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 38.6	GHHP Chair and EO to hold discussions with GAWB regarding their representation on the MC.	GHHP Chair and Executive Officer		A meeting undertaken Follow up required	
MC 38.10	Subcommittee to review the EO role and consider succession planning for Chair position.	Subcommittee		A meeting undertaken Ongoing	Update at MC Meeting 39
MC Meeting 39					
MC 39.1	Executive Officer to send reminder of membership contribution due date to GAWB, Orica and QGC.	Executive Officer	1 week		
MC 39.2	ISP Chair to prepare Agenda Paper for MC Meeting 40 with a summary of Fish and Crab monitoring options and costs vs budget.	ISP Chair	For MC Meeting 40 in Oct		
MC 39.3	Executive Officer to update the process/Policy for MC representation of Partners on the MC in the draft Policy document.	Executive Officer			
MC 39.4	Executive Officer to develop a Confidentiality Agreement and letter to be sent to Partners.	Executive Officer			
MC 39.5	Subcommittee for the Strategic Direction to work together to progress the document and present draft at MC Meeting 40.	Strategic Direction Subcommittee	For MC Meeting 40 in Oct		
MC 39.6	Executive Officer to prepare Action Plan for Subcommittee for the Value Proposition Statement. Draft document to be prepared and presented at MC Meeting 40.	Value Proposition Subcommittee	For MC Meeting 40 in Oct		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 39.7	Executive Officer, ISP Chair and GHHP Chair to review the Process for Approving Final Science Program reports before public release and put up a final draft at MC Meeting 40.	Executive Officer, GHHP Chair and ISP Chair	For MC Meeting 40 in Oct		
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			
MC 39.9	Subcommittee to work on draft Risk Assessment Framework for MC Meeting 40.	Risk Assessment Framework Subcommittee	For MC Meeting 40 in Oct		
MC 39.10	Rachel D’Arcy to send link to Reef 2050 Plan to Secretariat for distribution to GHHP Partners.	Rachel D’Arcy			