



Management Committee Meeting 45 Minutes

Date: Thursday, 22nd July **Time:** 1:30 – 3:30pm

Location: CQUniversity Gladstone Marina Campus

Attendees:

Name	Position	Organisation
Independent Chair		
Prof Iain Gordon	GHHP Chair	Gladstone Healthy Harbour Partnership
Community		
Ms Elyse Riethmuller	Chief Executive Officer	Fitzroy Basin Association
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
Ms Ali Moore		Gladstone Regional Council
Industry		
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Mr Alan Hayter	Environmental Lead	ConocoPhillips Australia
Ms Stacey Williams	CEO	Gladstone Industry Leaders Group
Research		
A/Prof Emma Jackson	Director, Coastal Marine Ecosystem Research Centre (CMERC)	Central Queensland University
Staff		
Ms Tania Howard	GHHP Executive Officer	Gladstone Healthy Harbour Partnership
Mrs Amy-Lee Pople	GHHP Secretariat	Amarna Consulting
Staff		
Prof John Rolfe	ISP Chair	GHHP Independent Science Panel

Apologies:

Name	Position	Organisation
Brent McLellan	PCCC TUMRA Manager	GIDARJIL
Mr Gerry Graham	Community representative	Community

Agenda Item 1 – Welcome

Meeting Started: 1:30pm

Meeting commenced with an 'in camera' session that concluded at approximately 2:15pm.

The GHHP Chair gave an acknowledgement to country and welcomed all attending Management Committee members and staff attending in person and via Zoom and provided apologies. He made a special welcome of the interim secretariat, Amy Pople.

1.3.1 Previous Minutes and Actions

There was one change required when previous minutes were reviewed; Science update changed to state “Gladstone has the longest running mud crab program in Queensland which provides a very robust monitoring system for its cost and complexity.”

The previous meeting minutes of Management Committee 44 were accepted as a true and accurate record.

Moved: Megan Ellis **Seconded:** Rachel D’Arcy

Action items from the previous meeting were reviewed and updates provided (as per the Action Register).

Provide an update out of session and remove any that are completed

Action Item:

45.1 Secretariat to update meeting minute 43 to reflect above requested change.

Agenda Item 2 – Reports

2.1 GHHP Chair Report

The GHHP Chair gave a verbal report on Chair tasks performed since the previous MC meeting.

Items to note:

- Conversations have been had regarding GHHP hosting arrangements and will be addressed in a below agenda item.
- Report card Chairs have commenced conversations regarding the 2022-2024 funding and are in the process of developing a proposal scheduled to be submitted to the Office of the Great Barrier Reef in September 2021. Noting: they are expecting to have a response by November 2021. A further meeting with all the Chairs scheduled for Tuesday 27/07/2021.
 - Questioned- would the GHHP Management Committee review the proposal before it is submitted?
Answer: GHHP Chair confirmed, yes.
 - Could the Chairs request 4 years money instead of 2 to align with the State’s funding envelope?
 - Answer – yes, they could.
- It has been proposed to have a report card every second year and stewardship report every other year. Confirmed there will be something tabled in draft form at the next management committee meeting (August 2021)

- Rachel D'arcy confirmed this is a difficult time and there is a significant review of all programs that fall under the available funding and there is no surety of funding into the future.
- GHHP Chair attended the Dry Tropics launch and shared that it was a very successful launch.

2.2 GHHP Executive Officer Update

The GHHP Executive Officer gave a verbal report on Chair tasks performed since the previous MC meeting.

Items to note:

- MOU was drafted and has been submitted to FBA for review.
- Confirmed the secretariat contract has been extended for 3 months with an expiry of 30 Sept.
- Confirmed the ISP Chair contact has been extended until 31 December 2021.
- Conversations have been had with potential contractors of the communication scope but as yet, this has not been distributed as a request for tender.
- A volunteer has been sourced to complete the OGBR grant deed requirements.
- Contact has been made to all GHHP Partners regarding invoicing and EO is working with FBA to distribute the invoices.
- Sea-link pre-paid and are now on board.
- Cement Australia declined the offer to be a GHHP Partner.
- End of financial year report was submitted to OGBR and once approved, further funding will be approved.
- Noted that there is difficulty in locating documents etc. due to poor document management and having multiply filing locations.
- EO attended the Mackay Whitsunday report card launch.
- Currently underway with an annual review of the governance documents as there are inconsistencies.

Action Items:

45.2 Secretariat to obtain the communications strategy and provide to GHHP Chair.

2.3 GHHP Finance Report

A Finance Report was distributed and discussed at the meeting.

Items to note:

- Not all EOFY checks, and balances have been completed but a final audited account will be provided to the Management Committee when available.

Action Items:

- **45.3 Elyse Riethmuller to distribute audited account when available.**

2.4 ISP Chair Report

The GHHP ISP Chair gave an in-depth update as per agenda paper 2.4.1.

Items to note:

- Confirmed that Economics is planned to be included in this year's report card and Social and Sense of Place to be included in the following year.
- Confirmed that the 3 measures for mud crabs have been deemed appropriate and no changes will be recommended for the program.
- The ISP plan to recommend that the mud crab benchmarks will be reviewed after 5 years of data and the data for commercial catch will be recorded in the technical report.
- The ISP were not able to endorse the Urban Water Stewardship report because no methodology was provided to interpret the results, and there were some errors in the draft results provided. The latter issues have since been addressed. It was noted that the separate ISP for the Great Barrier Reef had already reviewed and accepted the methodology for the indicator and that the results would be released separate to the report card. Due to this duplication and in the interest of ISP time, the GHHP ISP accepted it as being reviewed by the ISP for the Great Barrier Reef.

2.5 GHHP Science Program report

The GHHP ISP Chair gave an in-depth update on the science program as per agenda paper 2.5.1.

MC Comments/Questions:

- The ISP Chair confirmed that the policy/process for science scopes and proposals, is that for new or changed scope of works (SoW) it is presented and reviewed by the Management Committee. For scopes that remain exactly the same but are scheduled for re-tender, they do pass through the GHHP Chair before being distributed.
- Management Committee suggested that the science team provide a look ahead for the science program so Management Committee can understand what's to come and to prepare for any approvals or review points.

2.6 Issues raised by MC members

There were no issues raised by MC members.

Agenda Item 3 – Items for Consideration

3.1 Governance Chart Section 6 (guidance required)

This agenda item was treated as 'Confidential'.

Action Item:

45.4 GHHP Executive Officer to provide an update once the Governance Charter review is completed.

3.2 GAC Proposal

This agenda item was treated as 'Confidential'.

3.3 Current and future plans for hosting arrangements

This agenda item was treated as 'Confidential'.

Action Item:

45.5 GHHP Executive Officer to distribute MOU to GAWB and GCLA.

Agenda Item 4 – Items requiring decision

4.1 2021 GHHP Stewardship Report

The GHHP Chair presented the 2021 GHHP Stewardship report for review and feedback from the Management Committee.

MC Comments/Questions:

- Overall feedback is that the report looks fantastic and is a great achievement.
- GHHP Chair suggested there be a launch of the Stewardship Report on the morning of the September MC meeting.

Action Item:

45.6 Management Committee to submit all requested changes to Secretariat by COB Thursday 12/08.
--

4.2 Making the Gladstone Harbour Report Card Event Ready: Fish Health and Particle Tracking

The GHHP ISP Chair presented the ISP recommendations that:

- An annual holding fund for ISPO23A Fish Health Assessment Index be approved, allowing for the rapid deployment of intensive fish health monitoring in response to an event, and;
- Maintain the CONNIE Module of the Gladstone Harbour Model to provide estimates of the dispersal of waterborne substances (e.g., sediments, contaminants, oil and debris) and organisms (e.g. pathogens and larvae) through the Gladstone marine system during events.

The GHHP Management Committee approved the annual holding fund for ISPO23A Fish Health Assessment Index.

MC Comments/Questions:

- It was recommended to postpone the review and decision of CONNIE Model maintenance until MC meeting 46.

4.3 Seagrass Scores in the 2020 Report Card

The GHHP ISP Chair updated the MC on an error in calculation of biomass scores for the seagrass indicator in 2020 and sought endorsement for an addendum to be added to the 2020 seagrass and GHHP technical report.

The GHHP Management Committee approved the addendum to seagrass scores in the full technical report and seagrass report.

4.4 Strategic Direction 2020-2025

The GHHP Executive officer noted that the GHHP Strategic Direction 2020-2025 has not been officially endorsed by the Management Committee.

MC Comments/Questions:

- Management Committee will review the Strategic Direction 2020-2025 and address it as an agenda item at MC 46

Agenda Item 5 – General/recurring business

Next meeting date: Management Committee Meeting 46

Date: Thursday, 19th August 2021

Location: Via Zoom

Meeting closed: 3:45pm

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 regrading 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 39.9	Subcommittee to work on draft Risk Assessment Framework for MC Meeting 40.	Risk Assessment Framework Subcommittee	For MC Meeting 40 in Oct	Item to be removed	Chair to follow up with Lyndal on status.
MC Meeting 40					
MC 40.3	GHHP Chair & EO to follow up with GAWB re their representation on the MC.	GHHP Chair & EO		To be completed	Secretariat to arrange meeting for June.
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 have met and developed a consistent approach.
MC 42.8	ISP Chair to discuss ISP contracting with the ISP members.	ISP Chair	May ISP Meeting	Completed	Done as part of ISP Meeting in May
MC Meeting 44					
MC 44.2	EO to work with Elyse Riethmuller to prepare an MOU with FBA until the end of 2021.	EO & Elyse Riethmuller			
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			
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		
MC 44.9	GHHP Chair & EO to investigate costs and potential funding sources to conduct independent review of GHHP.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 44.10	GHHP Chair and EO to prepare a draft Terms of Reference for independent review to be presented to MC prior to Partnership Meeting in June.	GHHP Chair & EO	Prior to Partnership Meeting 19 in June		
MC Meeting 45					
MC 45.3	Elyse Riethmuller to distribute audited account when available.	Elyse Riethmuller			
MC 45.4	GHHP Executive Officer to provide an update once the Governance Charter review is completed.	GHHP Executive Officer			
MC 45.6	Management Committee to submit all requested changes to the Stewardship Report to Secretariat.	All Management Committee			