



## GHHP Partnership Meeting Minutes 17

**Date:** Monday 15<sup>th</sup> June 2020

**Time:** 9:30 to 10:45am

**Location:** Zoom

Attendees		
Name	Position	Organisation
Mr Gerry Graham	GHHP Chair	GHHP/Community
Ms Elyse Riethmuller	A/Chief Executive Officer	Fitzroy Basin Association
Mr Nigel Warrington	GILG Representative	Gladstone Industry Leaders Group/NRG
Dr Megan Ellis	Environment Specialist	Gladstone Ports Corporation
Ms Rachel D'Arcy	Manager, Reef Partnerships	QLD Government
Cr Darryl Branthwaite	Councillor	Gladstone Regional Council
A/Prof Emma Jackson	Director: CMERC	CQUniversity
Mrs Bernadette Hogan	Assistant Director	QLD Government
Ms Paulina Kaniewska	Senior Scientific Officer	QLD Government
Mr Chris Irving	Manager Environment & Conservation	Gladstone Regional Council
Ms Kylie Williams	PROXY for Michael Rolfe	GLNG
Mr Jason Charton	General Manager HSE	Conoco Phillips
Ms Marilyn Steel	Senior Social Performance and Community Engagement Advisor	Shell QGC
Ms Roxana Caha	Environment Midstream Lead	Shell QGC
Ms Kylee Lockwood	Environment Superintendent	Gladstone Ports Corporation
Mr Trent Attard	HSE Manager	WICET
Mr Timothy Deery	Environment Superintendent	Rio Tinto
Mr Mark Evans	Senior Environmental Specialist	ORICA
Ms Grace Duckham	Stakeholder Relations & Communications Advisor	Gladstone Area Water Board
Mr John Linden	Manager Resources & Environment	Queensland Energy Resources
Mr John Sheriff	Gladstone Manager	CQG Consulting
Mr Daryl Henry	Environment Superintendent	Boyne Smelter Limited
Mr Paul Van der List	Superintendent Environment and Science	NRG Gladstone
Mr Josh Lobodin	Superintendent Environment	Queensland Alumina Limited
Ms Angela Stokes	Director Reef Delivery	Australian Government
Ms Sharon Koh (VISITOR)	Senior Project Officer, Reef Delivery Section	Australian Government
Staff		
Mrs Lyndal Hansen	Executive Officer/Communications Team	Amarna Consulting
Prof John Rolfe	ISP Chair	GHHP
Dr Mark Schultz	Science Officer	GHHP
Mr Mac Hansler	Science Officer	GHHP
Mrs Dana Iwanicki	Secretariat	GHHP

Apologies	
Name	Organisation
Paul Hardisty	AIMS
Patrick Carroll	Shell QGC
Alison Bird	CQG Consulting
Nicholas McKenna	Conoco Phillips
Alan Hayter	Conoco Phillips
Michael Rolfe	GLNG
Brenton Hawtin	GLNG
Brent McLellan	GIDARJIL

### Agenda Item 1 - Introduction

GHHP Chair welcomed Partners, provided an acknowledgement to country and paid respects to Elders past, present and emerging.

GHHP Chair acknowledged the apologies for the meeting.

GHHP Chair led a role call with the attendances. He recognised it is difficult not being able to hold meetings face-to-face but thanked all Partners for their availability to attend the meeting via Zoom while COVID-19 restrictions on social distancing and gathering numbers still apply.

### Agenda Item 2 – Reports

#### 2.1 Previous Meeting 16 Minutes to be Ratified

Previous meeting minutes from Partners Meeting 16 were accepted as a true and accurate record.

**Moved:** Gerry Graham

**Second:** Megan Ellis

#### 2.2 GHHP Science Program Report

ISP Chair John Rolfe presented the GHHP Science Program Report and advised that all projects are progressing very smoothly and inline for preparation of the report card from the end of June.

A summary of the science projects and status is below:

Project ID	Status
<b>ISP005: SCE Indicators, CQU</b>	Not conducted in 2020.
<b>ISP006–2019-20: Model Housing and Updates for the Gladstone Harbour Model, Gladstone Hydrodynamic Model and CONNIE Module, CSIRO</b>	Been contracted.
<b>ISP009–2019-20: DIMS maintenance, AIMS</b>	All tasks completed for the 2019 report card.
<b>ISP011–2020: Seagrass Indicators, JCU/TropWATER</b>	To be contracted. Data sharing agreement with GPC being finalised.
<b>ISP012: Cultural Heritage Indicators</b>	Not conducted in 2020.
<b>ISP013–2020: Fish Recruitment Indicators, Infofish</b>	Contracted and in progress.
<b>ISP014–2020: Coral Indicators, AIMS</b>	Contracted and in progress.
<b>ISP015–2020: Mud Crab Indicators, CQU</b>	Contracted and in progress (field work commenced).
<b>ISP018: Mangrove Indicators, JCU/TropWATER</b>	Not conducted in 2020.
<b>ISP023A–2020: Fish Health Indicators, CQU</b>	Contracted and in progress (pre-wet season field work has been completed).

Items to be noted:

- A Nutrient Workshop was held in February 2020 to assess current levels of knowledge about nutrient levels, sources and effects in the Gladstone Harbour.
- Projects will be staggered to help cut budget costs
  - Social, Cultural, Economic and Mangroves to be assessed every three years
  - Staggering and trimming has reduced the cost by about 28% for next year's budget
- To further reduce the science program budget, the ISP has suggested:
  - Increasing the staggering of projects
  - Possibility of not requiring project reports for each project
  - Sampling may potentially be reduced for projects with multiple sites and events
  - Omission of indicators (only to be considered in a worst-case scenario)
- The proposed science budget for 2020-21 has a cost of \$294,000 which is \$160,000 less than the Science Team would propose for an ideal report card, but still manages to deliver a very comprehensive assessment and most of the indicators.

GHHP Chair commended the Science Team for the large amount of work they have completed over the last few months to work through the options and align the science program within budget.

### 2.3 GHHP Executive Officer Report

Executive Officer Lyndal Hansen provided a report on the work completed in the Executive Officer role and presented a strategic direction for the position moving forward.

Items to be noted:

- Revised Governance documents have been finalised and gone out to all Partners
- The existing Data Information and Management System (DIMS) will also be used to securely store GHHP documents, including a Policy Register to be created in upcoming months
- The Executive Officer and GHHP Chair will work on building stronger relationships with existing partners
- A Value Proposition Statement to be created
- A document created by the Office of the Great Barrier Reef explaining the Reef water quality and regional report cards is now accessible from GHHP website

### 2.4 GHHP Finance Report

Elyse Riethmuller and the Executive Officer presented the GHHP Finance Report as at 30<sup>th</sup> April 2020 and advised that all membership contributions from October 2019 have been paid. GHHP is on budget and will have a small surplus of approximately \$10,000 at end of financial year.

Items to be noted:

- Membership invoices will go out to Partners by end of July, for payment by October

### 2.5 Media and Communications Report

The Communications Team gave an overview of their engagements, advising that several of their planned events were cancelled due to COVID-19.

Media and Communications highlights included:

- GHHP logo included on the backdrop of the 2020 Boyne Tannum HookUp virtual event that reached 81,000 people over three nights on the May Day long weekend
- Submission of a 5-minute video for Ecofest, which was held virtually in June  
A link to the video for all Partners to watch was included:  
[https://www.dropbox.com/s/91xais9uhqopscf/GHHP\\_Ecofest2020.mp4?dl=0](https://www.dropbox.com/s/91xais9uhqopscf/GHHP_Ecofest2020.mp4?dl=0)
- A series of small videos from ISP Chair John Rolfe has been added to GHHP website
- GHHP education resources added to Stronger Communities Facebook page, specifically set up to assist parents/carers with educational resources during the COVID-19 pandemic

## 2.6 Federal and State Funding Requirements

Rachel D'Arcy from the Queensland Government advised that the Australian and Queensland Governments are making a two-year commitment to fund the five regional reef partnerships. The Australian Government has committed \$1.8 million to the five partnerships with GHHP receiving \$165,000 in the first year and \$186,000 the following year. The Queensland Government will reduce their amount to GHHP from \$350,000 to \$320,000 in the first year and then to \$300,000 the following year. This reduction is to help spread additional funds to some of the other partnerships who have been receiving less than GHHP.

With more funding comes new funding deliverables which are outlined in the *New Deliverables* document. These new requirements are to assist with improving project management and evaluation processes so the grant deeds will require more detailed milestones.

The GHHP Chair thanked the representatives from the Australian Government and Queensland Government for the net increase in funding over two years.

## Agenda Item 3 – Items requiring decision

### 3.1 Adoption of the 2020/21 Budget

The proposed 2020/21 Budget was outlined in detail to Partners.

Items to be noted:

- The income of \$750,050 excludes PCIMP contributions (which is an additional \$517,500)
- Outsourcing the coordination of the science program to FBA

**GHHP 2020/21 Budget was accepted and adopted by all GHHP Partners.**

**Moved:** Gerry Graham

**Second:** Cr Darryl Branthwaite

### 3.2 Adoption of 2020/21 Partner Contributions

The 2020/21 Partner contributions were presented to Partners advising that there was no increase to contributions for 2020/21.

**GHHP 2020/21 Partner Contributions were accepted and adopted by all GHHP Partners.**

**Moved:** Gerry Graham

**Second:** Dr Megan Ellis

### 3.3 Memorandum of Understanding update

An update on the GHHP Memorandum of Understanding (MOU) was presented verbally by the Executive Officer. It was noted that 17 of the 21 Partners had signed off on the MOU with commitment to sign from three other Partners and one Partner still to follow up with.

### Agenda Item 4 – Items for Consideration

#### 4.1 Proposed Membership Contributions for 2021/22

The proposed membership contributions for 2021/22 was presented to Partners for consideration and further discussion within their organisations.

Items to be noted:

- GHHP Management Committee is proposing a 30% increase in ongoing membership contributions from 2021/22. This will enable the delivery of a reasonable science program in the long term.
  - Elyse Riethmuller advised that the Management Committee have been working hard with the science team to scrutinise expenses
  - GHHP has gone from a \$2.5 million pa income to as low as \$650,000 pa with income amounts reducing greatly but expenses increasing
- GHHP Chair and Executive Officer plan to spend the first half of the 2020/21 Financial Year engaging with and working more with Partners to highlight the ongoing value of the GHHP Report Card program.

*Partners questions/comments:*

- What has caused the decrease in cash flow (e.g. less Partners)?  
Funding contributions from Partners were high in the first three years to cover development costs for the science program and report card. Following that period, membership contributions were reduced to reflect the remaining surplus funds, but contributions are now below the level required to sustain the ongoing science program. Partner numbers have also reduced in that period (e.g. Queensland University, Griffith University and QUT).
- What is the messaging the Partners need to be following / who are the new Partners GHHP will be identifying?  
GHHP Chair advised there are currently 21 Partners represented by 9 members on the Management Committee. Partners are encouraged to consider the future direction of GHHP with respect to number and diversity of partners, funding models and sources, the science program and associated activities and relationships. GHHP Chair and Executive Officer will work on better engagement with Partners in the first half of 2020/21, including a value proposition statement.
- What does the budget look like moving forward past 2021/22? Will there be another increase in membership contributions or will the 30% planned increase hold?  
GHHP Chair advised that the budget is expected to remain stable moving forward and that the 30% increase planned for 2021/22 will continue in following years and be sufficient to sustain planned programs in the longer term, with a working bank balance. The increase will apply to direct Partner contributions to GHHP and not to PCIMP.
- ISP Chair advised that the science budget needs an additional \$50-\$55,000 to meet deliverables, which will be achievable if GHHP can source new income opportunities.
- Rachel D'Arcy explained there was a Report Card evaluation completed on all regional report cards across five components. Information was compiled from surveys sent out to Partnership staff, Chairs and Partners. A methodology report and recommendations will come out in a few weeks and will serve as a good learning document to evaluate the past two years.

**Meeting concluded**

Next Partners Meeting 18: Wednesday, 2<sup>nd</sup> December 2020 (to sign off on the Report Card)

Location: TBA pending COVID-19 restrictions (hope to hold face-to-face)

Meeting closed: 10:45am