Management Committee Meeting 1
Minutes

Date: 30 October 2013 **Time:** 11am – 3.30 pm

Management Committee attendees:

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	FBA
Mr Peter Brockhurst	TUMRA Coordinator	Gidarjil Development Corporation
Government		
Mr John Lane	Director - Environmental Planning	Department of Environment and Heritage Protection
Councillor Col Chapman	Councillor	Gladstone Regional Council
Ms Julie Cook	Liaison Manager- Southern	Great Barrier Marine Park Authority
Industry		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	GPC
Mr Gary Scanlan	Gladstone Regional Manager	GLNG
Research		
John Gunn	CEO	AIMS
Other Attendees		
Ms Heather Richards (Observer)	GREAN Secretariat	Gladstone Regional Council
Ms Kirstin Kenyon		GHHP Secretariat

Outcomes of the Meeting:

Agenda Item 1 – Introduction

Apologies:
Ms Lucy Hall
Mr Peter Brady

Updates to previous meeting actions are recorded in the action table below.

Agenda Item 2 – Private committee discussion

The Chair updated participants on how meetings will be run in the future. A private committee discussion will be held where only members of the management committee will be attendance to discuss any issues.

Agenda Item 3 – Reports

3.1 Previous minutes from IMC Meeting 2

Minutes from the previous Interim Management Committee meeting were endorsed.

Updated actions to be collated in the attached Meeting Action Register.

3.2 ISP Report

The ISP report was endorsed. Data sharing decision discussed at agenda item 4.9.

3.3 Community reports

Community MC report will be developed across community members for future MC meetings.

Agenda Item 4 – Items requiring decision

4.1 Election of Deputy Chair.

The Chair called for nominations. Councillor Col Chapman was nominated by members of the MC and Col accepted this nomination.

4.2 GHHP Procedures Document

Amendments to be made and circulated with the meeting minutes.

4.3 GHHP Stage One Framework and Governance Charter

Amendments to be made and circulated with the meeting minutes.

4.4 GHHP Launch and MOU signing

Need to invite Ken O'Dowd Member for Flynn to launch.

4.5 Workplan 213 and 2014/15

Endorsed and noted that it will need to be updated regularly.

4.6 ISP Operations 2013/14 and 2014/15

Ian Poiner presented the updated ISP Terms of Reference. The updated ISP Terms of Reference were endorsed subject to the ISP Chair confirming the only material changes to the Terms of Reference related to the Roles and Responsibility and Key Deliverables sections. Members asked for the updated TOR in track changes to be circulated. The TOR will also be reviewed by the ISP and returned to the Management Committee for final signoff.

Potential measures to reduce operational costs of the ISP were considered. The MC agreed the ISP should continue in its current form (size and skill mix) until June 2015

when the GHHP will review its science needs. The MC noted the major ISP cost is travel as all meetings are held in Gladstone. The MC agreed the ISP meetings should continue to be held in Gladstone until at least June 2015 as it provides valuable opportunities for the ISP to interact with GHHP partners and stakeholders (e.g. GREAN).   It was suggested that video conferencing could be utilised by the ISP where appropriate to conduct meetings. Gary Scanlan indicated the ISP could access Santos' Gladstone facilities if required.

The Science Technical Reference Group was endorsed and the MC noted this group would be asked to provide technical advice to the ISP when requested by the ISP.

The MC expressed their appreciation of the ISP and the Science Convenor's efforts to date.

4.7 ISP Key Roles 2013/14 and 2014/15 – Chair and Convenor

The MC endorsed the Chair of MC to negotiate with Ian Poiner and Emma McIntosh about the extension of their contracts until the end of June 2015. It was discussed that due to workload of the Chair of the ISP his current contract of 1.5 days per week needs to be verified that this is still appropriate. The Convenor role will also be taking on extra responsibilities in 2014-2015 so this should be recognised in her contract.

4.8 Oral histories

MC members made suggestions to the Oral Histories Scope of Works. Heather Richards, Julie Cook and Kirstin Kenyon will meet to discuss and progress further.

4.9 Data principles (decision sought from 3.2 ISP update)

ISP to bring back recommendations regarding data principles to next MC meeting. Once endorsed by the MC the secretariat will develop these recommendations into a data policy to be agreed by partners. The ISP will use the principles as the bases of negotiations of data access agreements with data providers e.g. PCIMP.

4.10 Mapping and Synthesis database (decision sought from 3.2 ISP update)

The ISP Chair discussed the advantages of developing the metadata database for the use by the public and partners. It was agreed that the ISP would provide a proposal including a presentation of the database at the next MC meeting.

Actions: MC1.1; MC1.2; MC1.3; MC1.4; MC1.5, MC1.6; MC1.7; MC1.8.

Agenda item 5 - Items for Noting

5.1 Correspondence

Correspondence to the GHHP was circulated for MC members' information.

<u>5.2 Letter from ISP re Community Based Monitoring and Fish Health Monitoring (FHM)</u>

The ISP Chair discussed the letter.

Community Based Monitoring (CBM)

From an ISP's perspective the involvement of the community in the GHRC monitoring program offers considerable advantages in terms of community understanding and acceptance of the report card. The MC noted there were considerable GHHP education and outreach opportunities by linking with initiatives such as the Boyne Island Environmental Education Centre's Harbour Watch program funded by APLNG. The MC agreed the GHHP should continue to engage with these types of initiatives. The MC was also of the view that these initiatives should focus on education not verification of other monitoring initiatives. The MC agreed there was currently limited capacity and opportunity for CBM in the developing GHRC monitoring program.

Peter Brockhurst indicated that traditional owners would be seeking opportunities for capacity building and training in the GHHP report card monitoring program e.g. training in field sampling and report writing and interpretation. The MC agreed that all GHHP monitoring initiatives should include the opportunity for capacity building in their scope of works. Furthermore the GHHP will endeavour to facilitate capacity building opportunities in existing programs the GHHP RC will draw on and have them reflected in the data access agreements.

Fish health monitoring

The MC noted the ISP has not been planning for extensive fish health monitoring as part of the report card monitoring program but noted the GHRC report card's biological health indicator
may include monitoring of several fished species e.g. mud crabs, barramundi and yellow bream and any monitoring of fish will include standardized visual inspections for signs of "health issues" such as lesions/ abnormalities.

The MC recognised the difficulties of implementing a comprehensive fish health monitoring for Gladstone Harbour as it not clear what should be measured but noted the selected RC indicators will be robust proxies for the overall health of the system and if the system is healthy this minimises the risk of a fish health issue. If the system is shown to be unhealthy the risk of a fish health issue would be higher and hence the need for appropriate action to restore the system to a healthy state.

The MC agreed with the approach being taken by the ISP but suggested the GHHP report card research recommendations should include as a priority further investigations into the cause of the reported Gladstone Harbour fish health issues including experimental approaches to simulate the reported incidents. The objective would be to gain insights into causality that would then help inform future monitoring. The MC noted that data from the existing marine strandings monitoring program that includes boat strike information is being considered by the ISP for inclusion in the GHHP RC.

5.3 <u>Working Groups - Science Technical Working Group and communications working group</u>

ISP Chair to provide the list of names from the duplication workshop to the Secretariat for circulation to the MC. This would help MC members and GHHP partners identify potential nominees to the Science Technical Reference Group.

Discussion about the communications working group was deferred to next meeting when budget is discussed.

Actions: MC1.9

Agenda item 6 - General business

6.1 <u>Report from GREAN about Gladstone Conservation Council.</u>

GREAN provided a report regarding Gladstone Conservation Council discussion at their last meeting and questions regarding access to data in the GHHP. The ISP Chair suggested that partners will decide on the GHHP data policy that will include the GHHP approach to data access. As noted earlier this will be progressed once the MC has endorsed data principles. It will also be the basis for data access agreements with data providers. The ISP Chair noted there is a range of views amongst partners and potential data providers around the nature and form of access to QA/QC data.

6.2 <u>Observers</u>

It was raised with the GHHP Chair that observers be permitted to attend MC meetings to support a member. It was decided that this was appropriate and that one observer per person will be allowable where required and this needs to be communicated to the secretariat prior to the meeting. It was noted that an observer could not vote and may have to leave the room for some discussions. They are different to a proxy who can be a voting member if their member is not available to attend the meeting. Amendment to be made in Governance Charter to allow for this.

6.3 <u>Next management committee meeting</u>

To be held on 3 December 2013.

Actions: MC1.10; MC1.11, MC1.12.

Meeting Actions Register: GHHP and Management Committee (MC)

(Once actions have been endorsed as complete in the meeting outcomes, they will be deleted from the list)

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
GHHP Meeting 3					
GHHP3.2	Project proposals for the - Conceptual Modelling - Report Card Literature Review, and - Community Perception Survey links to Oral Histories – (linked to outcomes of Meeting Action 3.1) to be provided to the GHHP Science Working Group for endorsement.	Independent Science Panel and Science Working Group	Conceptual Modelling - 17 May 2013	**Complete**	The ISP reviewed the proposal received and made a recommendation to the GHHP Science Working Group for endorsement.
			Report card review – 10 May 2013	**Complete**	The GHHP Science Working Group has endorsed the ISP recommended provider. The contract is currently being finalised.
			Community Perception Survey – 31 May 2013	**Postponed**	Postponed until early 2014.
GHHP Meeting 4					
GHHP4.6	Signoff on provisional budget and formalisation of GHHP by end of September 2013.	GHHP	30 September 2013	**Complete**	To be circulated to GHHP ASAP but no later than 15 Sept 2013. Note: GHHP meeting date changed to 27 September 2013.
Interim Management Committee Meeting A - 26 August 2013					
IMCA.1	Create a list of procedural documents and circulate to the Management Committee	GHHP Secretariat	For the first formal Management Committee meeting	**Complete**	Tabled at this meeting
IMCA.2	Executive summary of the outputs of Budget Item 7.1 (Gladstone Harbour Model - quantitative ecosystem model)	GHHP ISP	MC Meeting 2 – 3 Dec 13	**Pending**	
IMCA.4	GHHP Chair to send letters to individual companies on PCIMP	GHHP Secretariat	Mid to late September once partners have had an opportunity to brief internally.	**Complete**	
IMCA.5	Discussion paper on options for the ISP post 2013	GHHP Secretariat	For the first formal Management Committee meeting	**Complete**	Tabled at this meeting.

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
IMCA.6	A work program and work flow diagram for the next two years of GHHP operations	GHHP Secretariat in consultation with GHHP Chair and GHHP ISP Chair	For the first formal Management committee meeting	**Complete**	Tabled at this meeting
IMCA.7	Prepare draft MOU for circulation with the provisional budget in mid-September	GHHP Secretariat in consultation with IMC	Prior to 15 September 2013	**Complete**	The MOU is currently being drafted.
IMCA.8	Prepare GHHP website to go live when partnership is formalised at end of September 2013	GHHP Secretariat in consultation with IMC	Prior to GHHP Sept meeting	**Complete**	Development website can be found at
IMCA.9	GHHP Secretariat to follow up who is the responsible agency for oil spill clean up in Gladstone Harbour.	GHHP Secretariat	ASAP	**Complete**	
Interim Management Committee Teleconference B – 4 September 2013					
IMCB.1	Develop and document a process for major items that arise between IMC meetings to circulate to IMC members.	GHHP Secretariat	13 September 2013	**Complete**	
IMCB.2	Mr Heidecker to talk to Cement Australia to get advice on the best way the IMC can resolve an agreed membership contribution amount.	Mr Kurt Heidecker	13 September 2013	**Complete**	
IMCB.3	IMC members to review and provide comments on the draft Media Release in preparation for circulation to the broader Partnership.	IMC members	13 September 2013	**Complete**	

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
IMCB.4	IMC members to review and provide comments on the draft letter to Partners in preparation for circulation to the broader Partnership.	IMC members	13 September 2013	**Complete**	
GHHP Meeting 5					
5.1	Circulate updated MOU to Partners for review.	GHHP Secretariat and Partners	Circulate 30 September 2013. Return 11 October 2013	**Complete**	
5.2	Update Governance Charter and Stage One Framework to ensure it is in line with the vision.	GHHP Secretariat	ASAP	**Complete**	
5.3	Review the ISP Terms of Reference for 2014.	GHHP Management Committee	October/ November 2013	**Complete**	Send version in track changes to MC members
5.4	Research Partners to nominate representative onto the GHHP Management Committee	Research Partners	ASAP	**Complete**	
5.5	Secretariat to circulate website address to Partners.	GHHP Secretariat	ASAP	**Pending launch.**	The Mapping and Synthesis report is available on the website.
5.6	Send Secretariat link to the GLNG website that outlines the projected FIFO information to be forwarded to Peter Brady.	Garry Scanlan		**Complete**	
5.7	ISP Chair to consider community monitoring opportunities in report card recommendation	ISP Chair	End of Dec 13	**Complete**	Letter sent from ISP Chair to GHHP Chair for consideration at MC 1

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
5.8	Negotiations to begin with PCIMP regarding the data sharing.	Paul Birch	ASAP	**Underway**	PCIMP happy that offset amount to partners will be the cost of monitoring - $750 000 p/a - $62, 500 will be used per partners for 10 out of 12 PCIMP members. GPC separate to this agreement and Cement Australia not a partner in GHHP. Exchange of letters between PCIMP and GHHP regarding data sharing.
Management Committee Meeting 1					
MC1.1	Update GHHP Procedures document with MC changes	Secretariat	ASAP	**Complete**	
MC1.2	Update GHHP Stage One Framework and Governance Charter	Secretariat	ASAP	**Complete**	
MC1.3	Invite Ken O'Dowd Member for Flynn to Launch	Secretariat	ASAP	**Complete**	
MC1.4	MC asked for the updated ISP TOR in track changes to be circulated.	Secretariat	ASAP	**Complete**	
MC1.5	MC members to provide ISP Convenor names of people from their sectors to be on science technical reference group	MC Members	ASAP	**Complete**	Each Partner has provided a science contact to Lucy when compiling the GHHP contacts database.

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC1.6	Oral Histories Project EOI progressed	Heather Richards, Julie Cook and secretariat	ASAP	**Pending**	
MC1.7	ISP to bring back recommendations regarding data principles to next MC meeting.	ISP Chair/Convenor	MC Meeting 2 – 3 Dec 13	**Pending**	
MC1.8	Mapping & Synthesis Database – ISP to facilitate a proposal for consideration at the next MC meeting and to give a presentation at next MC meeting	ISP Chair	MC Meeting 2 – 3 Dec 13	**Pending**	
MC1.9	ISP to provide a recommendation regarding priority research areas for identifying causality of fish ill health (some of which the GHHP may consider commissioning projects on)	ISP Chair	Early 2014	**Pending**	
MC1.10	ISP Chair to provide the names of the duplication workshop participants to the Secretariat for circulation to the MC.	ISP Chair/Secretariat	ASAP	**Underway**	
MC1.11	Update the Governance Charter to include allowance for observers to attend Management Committee meetings.	Secretariat	ASAP	**Complete**	
MC1.12	Next MC Meeting Date Claimer sent	Secretariat	ASAP	**Complete**	