



GHHP Management Committee Meeting 14 Minutes

Date: Monday 20 July 2015 **Time:** 11:00am to 3:30pm

Location: Leo Zussino Building Central Qld University, Bryan Jordan Drive, Gladstone

Attendees

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Peter Brady	Management Committee Representative	Gladstone Region Environmental Advisory Network
Government		
Ms Claire Andersen	Director – Strategic Policy Services	Department of Environment and Heritage Protection
Councillor Col Chapman	Councillor	Gladstone Regional Council
Ms Angela Stokes	Proxy for Ms Peta Lane	Department of Environment
Industry		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	Gladstone Ports Corporation
Mr Garry Scanlan	Gladstone Regional Manager	GLNG
Research		
Ms Liz O'Brien	Senior Research Development Officer, Office for Research	Griffith University
Other Attendees		
Dr Ian Poiner	Chair	GHHP Independent Science Panel
Ms Lyndal Hansen	Media and Communication Team	Amarna Consulting
Ms Crystal McGregor	Media and Communication Team	Amarna Consulting
Ms Maddy Willey	Media and Communication Team	Amarna Consulting

Agenda Item 1 – Introduction

Apologies:

Name	Position	Organisation
Mr Peter Brockhurst	PCCC Tumra Project Coordinator	Gidarjil Development Corporation
Dr John Kirkwood	GHHP Science Convenor	GHHP

Agenda Item 2 – Private Committee Discussion

All staff and contractors left the room

Agenda Item 3 – Reports

3.1 Previous Minutes and Actions

MC Action Item 13.3 – Release ISP 007 Connectivity report

- John Sheriff submitted comments to Science Team regarding the Connectivity Report.
 - Paul Birch and John Sheriff to discuss after meeting and should be completed by next week.

3.2 Science Program Report

Ian Poiner tabled the Science Program Report including an updated Report Card timeline in response to the MC request to align the release of the 2015 Report Card, 2015 Report Card information on the GHHP website and the 2015 Report Card Technical Report.

To finalise the timeline the Science Team is seeking clarification about the process for MC review of these three products but especially the 2015 Report Card Technical Report that is currently estimated to be around 150 pages. Following consultation with the ISP and Communications Team, the Science Team suggests the following approach to the development and approval of the three reports.

- The ISP will meet on the 27th October to finalise their 2015 Report Card recommendations to the Management Committee including an RC assurance document from the ISP to the MC. At the MC meeting scheduled for 28 and 29th October 2015 the MC will have the opportunity to review in detail the Report Card results and key messages and the supporting Website information. The Science Team will also present the Executive Summary and a PowerPoint presentation about the Technical Report. The expectation is the MC will sign off on the Report Card results and key messages and the supporting Website information at this meeting.
- Noting both the length of the Technical Report and that it will not be completed by the 28 and 29th October, it will not be possible to go through the whole document at the Management Committee meeting. This raises the issue of the Management Committee's approach to the approval of the Technical Report being released on the GHHP website.
- The ISP suggested the following process for the Technical Report:
 - 30 September to 10 November 2015 – Science Team completes the “Final Draft” of the Technical Report taking into account the Report Card and Website material agreed to by the Management Committee, and the ISP comments on the previous draft.
 - 11 November to 16 November – GHHP Communication Team editorial review and if required the Management Committee review of an electronic copy of the Technical Report. If the Management Committee reviews it their comments will be grouped into the following categories.
 - Non-material comments – completed.
 - Agreed technical material changes (including ISP agreement) - completed
 - Suggested technical material changes not agreed to by the ISP – Management Committee Chair (Paul B.) to consider/resolve.
 - Sensitivity issues – Management Committee Chair (Paul B.) to consider/resolve.
 - 17 to 25th November 2015 – Science Team finishes the Final Technical Report.
 - 26 November 2015 – Technical Report provided to the Communications Team.

Management Committee Comments/Questions on Science Program Report:

- The MC discussed the timeline and proposed process, and noted that if the technical report is supplied to the MC on the 11 November for comment then the 2015 Report Card will be with MC members 3 weeks before the GHHP Partners Meeting and 4 weeks before the public release risking early release of information. The plan is for results to be presented at the Partnership Meeting on 30th November but embargoed until the public release on 8th December.
- The MC agreed to the updated Timeline with the following changes:
 - The Final Draft Technical Report will be provided in confidence to the MC member for their individual review on the 11th November with any comments to be provided to the GHHP Science Convenor by COB 16th November. The MC agreed the Report

will only be considered by MC members and will not be provided to anyone else. The MC members are not expected to do an editorial review as the Report will be undergoing an editorial review in a parallel process. The Committee agreed on the proposed approach to the categorisation and treatment of MC comments.

- The MC will be provided with a copy of any updated Report Card results and key messages, and the supporting Website information agreed to at the 28/29 October MC meeting before the 5th November 2015 with a 24 hour turn around for comments. If this review flags major concerns that require a re-review of the Report Card results, key messages and associated web material a Management Committee meeting has been tentatively scheduled for 9th November. Secretariat to send out diary notes for meetings for the rest of the year.
- 2015 Report Card Technical Report Content: The structure of the Report will be as recommended by the MC. The Communications Team in consultation with the MC Chair will provide the Stewardship and Citizen Science material to the Science Team.

Report Card Indicators: Ian Poiner note the status of the 2015 Report Card indicators are the same as presented at the joint ISP and MC Meeting on 23 June 2015. In summary of the 51 indicators identified in the Framework Document:

- 34 of 51 indicators to be included in the 2015 Report Card
- 5 indicators (Intertidal mud flats (x2), Mudcrab (x2), Sediment nutrients (x1)) and 1 water quality measure (Arsenic) have been excluded as unsuitable although 1 (Sediment nutrients) will be reported as trends in the Technical Report.
- 9 are delayed (Fish (x6) and Mangroves (x3)) but will be reported in 2016.
- 3 (Cultural Heritage) will be measured in 2015 to establish a baseline and will be reported as an indicator in 2016.
- Although there will be 18 measures available in 2015 for the Polycyclic Aromatic Hydrocarbons (PAH) sediment quality indicator only a subset will be used (e.g. Naphthalene, high molecular weight (water dispersed); low molecular weight (wind dispersed) PAHs) based on ANSLEC procedures and ISP and other technical advice.

GHHP Technical Network:

- Draft terms, references and initial members are currently being finalise and will be provide to the MC out of session.
- The MC agreed that the Technical Network could be provided copies of technical reports in confidence once they were approved by the ISP and prior to MC approval to release on the GHHP Website.
- Social Health survey – It was raised by Noel Bowley that (in his opinion) the telephone interview does not properly reflect actual social health of Gladstone
 - The GHHP approach to measuring Social Health is explained in the technical report, which was guided by a community vision and signed off by the ISP and MC.
 - Over-arching score gives guidance, but you need to look at detail.
 - Nothing to compare the social health report card processes to as we are the first ones to report on social health.
 - The trends are what we need to look at to determine improvement or decline – not the overall score.
 - Social health survey processes to be reviewed for the 2016 Report Card.
 - Noel Bowley also raised concern regarding the protection of Cultural Heritage sites.
 - In developing the Cultural Heritage Scope of Works Gidarji have indicated they may be willing to make the GHHP Cultural Heritage database public although the Queensland Government's Cultural Heritage Database is not open to the public.
 - Again the indicators used to measure Cultural Health were based on the vision.

- Science Report Page 2, 3b – Question was raised if GHHP should approach other groups aside from FRDC for joint funding of the recommended Gladstone Harbour Fish Health case study. FRDC is the RDC responsible for commercial, recreational and traditional fishing in Australia. It is the only organisation identified to date but members were encouraged to provide the contact detail of any others they are aware of.

3.3 Community Reports

No update received from GREAN

3.4 Finance Report June 2015

GHHP Chair tabled the Finance Report June 2015.

Management Committee Comments/Questions on Finance Report:

- It was raised that GHHP was underspent on a lot of projects
 - Ian Poiner advised that the DIMS project is behind on expenditure as well as the Fish Health project
- Queensland Government budget announcement of \$1.5million over 5 years for regional water report cards
 - The Queensland Government has agreed to \$700,000 for this year to GHHP and will review in twelve months.
- Commonwealth have committed in writing
 - Funding has been earmarked, still working through processes
- GPC confirmed for this year and review after this year
- There has been no other correspondence from partners in relation to not contributing to the partnership

3.5 Media and Communications Update

Communications Team tabled the Media and Communications Update.

Management Committee Comments/Questions on Media and Communications Update:

- There was a general interest in the linkages with Harbour Watch and Reef Guardian Teachers program
- Annual report will be released in November at AGM

3.6 Website

Communications Team tabled the Website report, including a brief discussion on the analysis of website analytics.

Management Committee Comments/Questions on Website report:

- It was suggested that a comparison to other website analytics from other report cards (SEQ, FBA, etc.) would be an interesting exercise.

3.7 GHHP Social Media Policy

Communications Team tabled the GHHP Social Media Policy.

Management Committee Comments/Questions on GHHP Social Media Policy:

- Frequency is dependent on relevance – twice a week minimum
- Link in education resources to encourage participation
 - Get people to interact and engage in the information (competitions, etc.)
- Name of Facebook page is to be “Gladstone Healthy Harbour Partnership”
- Communications team to finalise Social Media Policy and submit for approval at next MC meeting.

Agenda Item 4 – Items Requiring Decision

4.1 Resignation of MC Member (Research)

Resignation of MC member John Gunn - Liz O'Brien to fill Research position on Management Committee until next Partnership meeting.

4.2 Adoption of 2015 Zones and Grading System

GHHP Chair presented the Adoption of 2015 Zones and Grading System.

The Adoption of 2015 Zones and Grading System was approved.

Management Committee Comments/Questions:

- The two alternatives for aggregation were questioned.
 - Ian Poiner responded that the use of the two alternatives (one for zone scores and the other for whole of Harbour scores) is statistically robust and will mitigate the risks of interpretive issues.

4.3 Approve two literature reviews on fish health

GHHP Chair presented the recommendations from the fish health workshop.

Recommendation one the two literature reviews on fish health was approved to be progressed by the Science Team by commissioning an appropriate provider(s) on the advice of the ISP.

4.4 Citizen Science Project Update and Extension

GHHP Chair presented the Citizen Science Project Update.

The extension of the Citizen Science Project was approved with some minor adjustments to their report process.

Management Committee Comments/Questions:

- GBR Citizen Science alliance
 - Queensland Government has a plan to work with organisations to provide tools and databases to feed data into products like report cards
- Col Chapman advised from GREAN that the project should be continued – although the project had limited success in terms of volunteers – there are a few consistent people, continuity generates a build-up of capacity
 - Reef Blitz – could be a good opportunity to increase participation to a broader audience
 - The Communications Team requested more regular information from the project team to be able to provide more frequent updates on the GHHP website, columns, Facebook page, etc.
- GHHP brand should appear on Citizen Science Program reports, resources, etc.
- Communications Team to have discussions with CVA regarding contract agreements and report back to Chair

Agenda Item 5 – Items for noting

5.1 Stewardship Project Update

Claire Anderson provided the Stewardship Project Update, and advised:

- Consultants have had 10 out of 11 organisations approached provide survey response
 - WICET was the only one not to respond
 - Results were as predicted being a mix of effective and very effective

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- Agriculture information will be coming from the Reef Report Card
- Urban may not be available for the 2015 Report Card
- Stewardship working group planned for the end of July

Management Committee Comments/Questions:

None.

Agenda Item 6 – General Recurring Business

6.1 Correspondence and meeting action tracker

The Chair advised that incoming and outgoing correspondence was available at the meeting.

6.2 Next Management Committee Meeting

Monday 14th September 2015.

Meeting closed at 1:11pm.

Meeting Actions Register: GHHP and 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
MC Meeting 7					
MC7.5	Discuss with Science Team about the integration of the Stewardship work with the Report Card.	Science Team and GHHP Secretariat	ASAP	Ongoing	
MC Meeting 9					
MC9.3	Circulate GHHP Columns and GHHP media releases to the MC following the Chair's approval.	GHHP Secretariat (RS)	ASAP	Ongoing	
MC9.6	Circulate updated Communications Plan to the Management Committee.	GHHP Comms Contractor	ASAP	Ongoing	Communications Plan is being addressed regularly through updates on activities, such as the GHHP Community Engagement Strategy, and Report Card Feedback Process.
MC Meeting 12					
MC 12.3	Investigation of policies and procedures to monitor and set up a GHHP Facebook Group	GHHP Comms Contractor		Underway	Comms team to discuss with Claire Andersen policies used for Reef Facts Facebook page.
MC Meeting 13					
MC 13.1	Do recruits have more vulnerability than adult fish?	Chair, ISP		Completed	Contact John Gunn (Mackay)
MC 13.2	Table detailing line item costs since inception	Chair, GHHP			
MC 13.3	Release ISP 007 Connectivity report	Chair, GHHP			comments from John Sherriff Connectivity Report (ISP007) before approval
MC Meeting 14					
MC 14.1	Schedule of meetings for the rest of the year to be sent to Management Committee and Partners	GHHP Secretariat		Completed	
MC 14.2	Reporting of Stewardship and Citizen Science projects in Technical Report	Chair, Comms Contractor			
MC 14.3	Stewardship recommendation/report to be distributed to Management Committee (once received from consultants)	Claire Anderson			

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Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 14.4	Comparison of website analytics to those of other healthy water ways projects (SEQ, FBA, etc.)	Comms Contractor			
MC 14.5	Discussion of contract agreements with CVA – to be reported back to Chair	Comms Contractor			
MC 14.6	Generate “Gladstone Healthy Harbour Partnership” Social Media Policy	Comms Contractor			