



## Management Committee Meeting 5 Minutes

**Date:** 2 April 2014    **Time:** 12.30pm – 3:45pm

**Location:** The Old Gladstone Post Office Building, 33 Goondoon Street, Gladstone

### Management Committee attendees:

Name	Position	Organisation
<b>Community</b>		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Peter Brockhurst	TUMRA Coordinator	Gidarjil Development Corporation
Mr Peter Brady	Management Committee Representative	Gladstone Region Environmental Advisory Network
<b>Government</b>		
Ms Claire Andersen	Director – Strategic Policy Services	Department of Environment and Heritage Protection
Councillor Col Chapman	Councillor	Gladstone Regional Council
Ms Peta Lane	Assistant Secretary, Programme Implementation Taskforce	Department of Environment
<b>Industry</b>		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	Gladstone Ports Corporation
Mr Gary Scanlan	Gladstone Regional Manager	GLNG
<b>Research</b>		
Dr Liz O'Brien (Proxy)	Associate Director of Research	Griffith University
<b>Other Attendees</b>		
Ms Ami McGrath	Director, Reef 2050 Design and Delivery	Department of Environment
Ms Rachael Stegemann	GHHP Host Co-ordinator	Fitzroy Basin Association
Mr Ian Poiner	Chair	GHHP Independent Science Panel
Ms Emma McIntosh	Science Convenor	GHHP Independent Science Panel
Mr Matthew Fullerton	GHHP Secretariat	Department of Environment and Heritage Protection
Ms Franco Deluca	Project Officer	Amarna Consulting
Ms Lyndal Hansen	Director	Amarna Consulting

### Outcomes of the Meeting:

#### Agenda Item 1 – Introduction

Apologies:

Mr John Gunn, Australian Institute of Marine Science

Ms Kirstin Kenyon, GHHP Secretariat

Ms Lucy Hall, GHHP Secretariat

Ms Crystal McGregor, Amarna Consulting

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

## **Agenda Item 2 – Private committee discussion**

Other attendees excused themselves while the Management Committee held a private discussion.

## **Agenda Item 3 – Reports**

### **3.1 Previous Minutes and Actions**

Minutes from the previous Management Committee meeting were endorsed.

Moved: Kurt Heidecker

Seconded: Peter Brockhurst

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

### **3.2 ISP Report**

Dr Ian Poiner presented the ISP report including:

- Commencement of Uthpala Pinto, GHHP Science Technical Officer
- Pilot projects: Scope of works for Project ISP005: Social, cultural and economic project will be released shortly.
- A meeting with representatives from James Cook University to discuss seagrass data and indicators
- A meeting with Infish to discuss a data sharing agreement on fish health data. No issues of concern were raised and an in-principle agreement was reached. Infish conducts surveys of recreational fishermen on subjects such as boat ramp information and other associated data.
- Update on Action Items from previous meeting: MC1.9-progress has been made on priority research, with discussions taking place with the Fisheries Research and Development Corporation with potential opportunities to leverage information. The ISP Chair will progress this avenue and advise the Management Committee of progress at a later meeting.
- Science Program deliverables and milestones for 2014. A review of the Pilot Report Card has been built into the GHHP Science Milestone table for early 2015. This will identify major issues without impacting on deliverables due in 2014.
- Recent ISP activities, including Framework document and scopes of work and the GPC Biodiversity Offset Strategy catchment water quality monitoring project. Data availability and PCIMP were discussed. The Chair re-iterated that previous year's data will not be accessed from PCIMP, with aggregate data only to be accessed for the purpose of the pilot report card. The GHHP-PCIMP data sharing agreement is close to being finalised.
- Ongoing feedback from the Management Committee was requested regarding the Gladstone Harbour Model. One question raised was how can the Gladstone Harbour Model scope of work be developed prior to consultation with the Management Committee regarding what is required within the Gladstone Harbour Model? Input from the Management Committee is crucial to assist with developing an adequate scope of works.

### **3.3 Community Reports**

#### *Gladstone Region Environmental Advisory Network (GREAN)*

Mr Peter Brady provided an update on current activities, including:

- Progress of the GHHP and access to raw data. The Chair re-iterated that GHHP won't delve into historical issues except to address learnings from past events, and is happy to attend an upcoming GREAN meeting to clarify this point.

- Water quality and turbidity in the Calliope River on Monday 24 March that could be due to a high rainfall event. An issue that may arise in the future may develop with respect to the scope of water quality monitoring in rivers that flow into Gladstone Harbour and the area of GHHP activities.

### *Chair Report*

Mr Paul Birch provided an update on current activities, including meetings with members of parliament and a subsequent question raised in State Parliament from the Member of Gladstone.

### 3.4- Finance Report

Mr Paul Birch provided an update on the GHHP Finances, and advised that membership payments were outstanding from APLNG, Rio Tinto and QGC. The GHHP Secretariat have followed up their contacts numerous times. The Year to Date (YTD) Income in the Performance Highlights does not include the \$530,000 that is paid to PCIMP by GHHP Members. The YTD Expenditure in the Performance Highlights should include the \$530,000 that is paid to PCIMP by GHHP Members. There are now 2 FTE's for GHHP: Emma McIntosh and Uthpala Pinto.

### **Agenda Item 4 – Items requiring decision**

#### 4.1 – Communication Action Plan

The Management Committee endorsed the GHHP Communications Action Plan and made the following comments:

- The Management Committee agreed to securing the domain name [www.ghhp.org](http://www.ghhp.org)
- Email hosting: request was made to include a redirecting option for GHHP email addresses to regular accounts.
- Business Cards: request was made to print a generic business card for circulation to Management Committee members.
- 1800 number: The Management Committee agreed to purchase an 1800 number for GHHP. Amarna may look into requesting a phone number incorporating GHHP e.g. 13 GHHP.
- Logo and banner: copies of the proposed GHHP logo and banner were circulated. The Management Committee discussed the logo elements, with comments made that the colour palette was too complicated and that the logo looks like a desert in that there is no representation of life.
- Request was made to include waves within the semicircle in the GHHP logo, and to keep the four segments on the outside as is.
- The Management Committee requested that John Sherriff consult with Lyndal Hansen to progress the amended logo, with the amended logo options to be circulated to the Management Committee next week for final comments.
- Two taglines will also be circulated to the Management Committee for final comments next week. These are 'A healthy, accessible, working harbour' or 'Healthy Harbour, Healthy Future.'
- The proposed Children's book would be aimed at primary school children and would be science based.
- The Gladstone Harbour – 3D Model would be taken to events and involve placement of items such as boats and animals on a mock up picture of Gladstone Harbour. Request was made to consider resources required to deliver the Model in addition to confirming the quotation details.

- EcoFest: GLNG have offered a stall to GHHP at EcoFest to display the Gladstone Harbour 3D Model, as GLNG are a major sponsor of EcoFest. The Management Committee accepted the offer.

Actions: MC 5.1 Amarna to complete the following actions within the Communication Action Plan:

- Secure the domain name [www.ghhp.org](http://www.ghhp.org)
- Arrange email hosting for identified members of GHHP, and include a redirecting option for GHHP email addressed to regular accounts
- Design business cards and order 500 of each for identified members of GHHP, and design a generic business card for circulation to Management Committee members.
- Purchase a 1800 number for GHHP
- Progress the Gladstone Harbour-3D Model and confirm quotation details

MC5.2 Lyndal Hansen to consult with John Sherriff to progress the amended logo and send options to the Chair.

MC5.3 GHHP Secretariat to circulate the amended GHHP logo and tagline options to the Management Committee for comments next week.

#### 4.2 – Draft Mock Up Report Card Product - process

The Management Committee endorsed the Draft Mock Up Report Card Process and made the following comments:

- The front page photo and display looks great. There is a lot of text though within the report card and it looks busy.
- Will there be real data included in the mock up? No, the mock up does not include any real data, with information included as a guide only.
- The Great Barrier Reef Ministerial Forum is a meeting of state and federal government ministers in June 2014, with a communique to be circulated following the meeting. A newsletter will be released shortly after the forum.
- We have to ensure that GHHP is owned by all partners, and that all partners are advised of the draft mock up report card progress.

The Management Committee agreed to all four recommendations.

Actions: MC 5.4 Amarna to brand the Draft Mock Up Report Card product

MC 5.5 Amarna to develop a newsletter about GHHP using the mock up format for the pilot report card to inform partners and the community about progress.

MC5.6 GHHP Secretariat to provide the branded Draft Mock Up Report Card product and GHHP Newsletter via Flying Minute to the Management Committee for approval.

MC5.7 GHHP Secretariat to add a discussion on the Draft Mock Up Report Card product and GHHP Newsletter to the GHHP Partnership Meeting Agenda on 26 May.

MC 5.8 Claire Andersen to table the Draft Mock Up Report Card product and GHHP Newsletter at the Great Barrier Reef Minister Forum in June 2014 to demonstrate GHHP progress.

MC5.9 Amarna to release the GHHP newsletter to the public in June.

MC5.10 Amarna to populate the Draft Mock Up Report Card product with information as it becomes available from the ISP following the monitoring cycle completion in June 2014, to be ready for Management Committee release in November 2014.

#### 4.3 – Management Committee Working Groups e.g. for stewardship / effort index

The Management Committee considered the development of an effort level score for Partners operating in the harbour to be reported on in the report card.

The GHHP Stewardship Index background, vision, best practice frameworks and a working group were discussed.

The following champions were established for future GHHP related items:

- GHHP Logo and branding: John Sherriff and Peter Brockhurst
- Promotional Items & Gladstone Harbour 3D Model: Garry Scanlan
- Cultural: Peter Brockhurst with assistance from Ami McGrath
- Stewardship: Claire Andersen, Peta Lane and John Gunn
- Capacity Building: Peter Brady and Colin Chapman
- Gladstone conversations: Kurt Heidecker
- Learnings from other areas and use of the Gladstone Harbour 3D Model: John Gunn
- Politics and finance: Paul Birch

The Management Committee agreed to the champions involving other parties to assist with GHHP related discussions.

Action: MC 5.11 Kurt Heidecker to arrange a tour of Gladstone Harbour for the GHHP Management Committee in conjunction with an upcoming meeting, and discuss with Peter Brady a possible half day tour of the Gladstone vicinity at a later time.

#### 4.4 – Mapping and Synthesis Database (e-Atlas) Demonstration

Emma McIntosh provided demonstration on the e-Atlas and Mapper was provided. There are approximately 600-700 reports within the e-Atlas.

The e-Atlas was compiled by the Australian Institute of Marine Science (AIMS) who are an independent body, and will be updated quarterly by the Science Technical Officer. The Mapper contains available datasets and cannot be updated as regularly due to resource constraints. If additional datasets are requested, then they can be added to the Mapper at a cost.

Concerns were expressed regarding the selected datasets that are available on the Mapper and selected reports that are available in the Metadata repository.

Action: MC 5.12 Emma McIntosh to send through the list of Mapper datasets to Claire Andersen to check sources of datasets and dataset availability.

The Management Committee approved the Gladstone Harbour e-Atlas in principle so that it can be made public.

## **Agenda item 5 – Items for Noting**

### **5.1 – Social, cultural and economic pilot project**

Emma McIntosh provided an update on the social, cultural and economic pilot project, and clarified questions within the survey and survey design. Publications are not the primary focus of the work, but are important to communicate with science stakeholders to ensure the science is up to standard.

The updated scope of works for the social, cultural and economic pilot project was sent to the Chair for signoff. The Chair will send on the updated scope of works to Claire Andersen and Kurt Heidecker to ensure their comments are incorporated.

Actions: MC 5.13 Paul Birch to check the amended scope of works for the social, cultural and economic pilot project and advise Emma McIntosh if the scope of works is approved.

MC 5.14 Management Committee to address future scopes of work at upcoming meetings if possible, however some may be circulated out of session due to strict timeframes.

### **5.2 – Progress on ISP Chair Contract**

The Chair advised that the ISP Chair Contract has been progressed, with the ISP Chair to be placed on an 18 month contract until 30 June 2015. The contract is with the ISP Chair for signoff.

### **5.3 – Adoption of GHHP Branding**

The GHHP Chair discussed the adoption of GHHP branding, with agreed actions listed within Item 4.1.

### **5.4 – Progress of Oral Histories Project**

An update on the oral histories project activities was provided. Currently Elevate Media are developing an engagement strategy and have created a poster to advertise for school based interns. The videos that are ready will be promoted at EcoFest, with promotional activities to occur at the Gladstone Library and NAIDOC week. Peter Brockhurst may be able to assist Elevate Media and Amarna Consulting to engage an Indigenous Liaison Officer. The deadline of 30 June may need to be extended due to a couple of delays being experienced thus far.

Action: MC 5.15 Rachael Stegemann to peruse Elevate Media contract and advise the Secretariat if a contract extension is required.

## **Agenda item 6 – General business**

A Water Quality Objectives (WQO) and Environmental Values (EV) draft document will be released by the State Government on Monday 7 April for consultation. A

representative from the State Government will be available to address the Management Committee on the WQO's and EV's.

#### 6.1 Next Management Committee Meeting and Partnership Meeting

The next date for the Management Committee is Wednesday 7 May at the same location, the Old Gladstone Post Office Building, 33 Goondoon Street, Gladstone. Items for discussion will include finalisation of items for the Partnership Meeting.

The next date for the Partnership Meeting is Monday 26 May and will be held at the Leo Zussino Building, CQ University Gladstone Campus. A variety of presentations relating to GHHP progress over the past six months will take place at the Partnership Meeting.

Suggestion was made to invite local high school students to the Partnership Meeting. Colin Chapman has the contact information for local schools and can pass this onto the Secretariat.

Action: MC 5.16 Colin Chapman to pass on contact information for local schools to be invited to the next Partnership Meeting.

## 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
<b>GHHP Meeting 3</b>					
<b>GHHP3.2</b>	Project proposals for the <ul style="list-style-type: none"> <li>- Conceptual Modelling</li> <li>- Report Card Literature Review, and</li> <li>- Community Perception Survey links to Oral Histories – (linked to outcomes of Meeting Action 3.1)</li> </ul> to be provided to the GHHP Science Working Group for endorsement.	Independent Science Panel and Science Working Group	Conceptual Modelling - 17 May 2013	<b>Complete</b>	The ISP reviewed the proposal received and made a recommendation to the GHHP Science Working Group for endorsement.
			Report card review – 10 May 2013	<b>Complete</b>	The GHHP Science Working Group has endorsed the ISP recommended provider. The contract is currently being finalised.
			Community Perception Survey – 31 May 2013	<b>Postponed</b>	Postponed until early 2014.
<b>Management Committee Meeting 1</b>					
<b>MC1.9</b>	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	<b>Outstanding</b>	Due to be discussed at the April 2014 ISP meeting.
<b>Management Committee Meeting 4</b>					
<b>MC 4.1</b>	Secretariat to add section into the procedures register for document publication on the GHHP website.	GHHP Secretariat	ASAP		
<b>MC 4.2</b>	Report Card Recommendation and Report Card Mock-up to be brought together by GHHP Communication contractor into a plain English Summary to put on the website and distribute to Partners. The ISP members would need to sign off the sections relation to the report card recommendations.	GHHP Science Convenor, GHHP Secretariat, GHHP Communication contractors	ASAP		



Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<b>MC 4.4</b>	Ian to provide the preferred metadata standard for inclusion in the policy	ISP Chair	28 February 2014		
<b>MC 4.5</b>	Ian and Paul to agree on ISP deliverables and milestones for 2014 in the lead up to the pilot report card.	GHHP Chair and ISP Chair	7 March 2014		
<b>MC 4.6</b>	Management Committee members to follow up outstanding fees.	Kurt – BSL and Rio Tinto Alcan Yarwun Garry – APLNG and QCLNG John - UQ	28 February 2014		
<b>Management Committee Meeting 5</b>					
<b>MC 5.1</b>	MC 5.1 Amarna to complete the following actions within the Communication Action Plan: <ul style="list-style-type: none"> <li>Secure the domain name <a href="http://www.ghhp.org">www.ghhp.org</a></li> <li>Arrange email hosting for identified members of GHHP, and include a redirecting option for GHHP email addressed to regular accounts</li> <li>Design business cards and order 500 of each for identified members of GHHP, and design a generic business card for circulation to Management Committee members.</li> <li>Purchase a 1800 number for GHHP</li> <li>Progress the Gladstone Harbour-3D Model and confirm quotation details</li> </ul>	GHHP Communication contractor	ASAP		
<b>MC 5.2</b>	Lyndal Hansen to consult with John Sherriff to progress the amended logo and send options to the Chair.	GHHP Communication contractors & John Sherriff	ASAP		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<b>MC 5.3</b>	Secretariat to circulate the amended GHHP logo and tagline options to the Management Committee for comments next week.	GHHP Secretariat	Friday 11 April 2014		
<b>MC 5.4</b>	Amarna to brand the GHHP Draft Mock Up Report Card product.	GHHP Communications Contractor	ASAP		
<b>MC5.5</b>	Amarna to develop a newsletter about GHHP using the mock up format for the pilot report card to inform partners and the community about progress.	GHHP Communications Contractor	ASAP		
<b>MC 5.6</b>	GHHP Secretariat to circulate the branded Draft Mock Up Report Card product and GHHP Newsletter via Flying Minute to the Management Committee for approval.	GHHP Secretariat	Before 26 May 2014		
<b>MC 5.7</b>	GHHP Secretariat to add a discussion on the Draft Mock Up Report Card product and GHHP Newsletter to the GHHP full partnership Meeting Agenda on 26 May.	GHHP Secretariat	26 May 2014		
<b>MC 5.8</b>	Claire Andersen to table the Draft Mock Up Report Card product and GHHP Newsletter at the Great Barrier Reef Minister Forum in June 2014 to demonstrate GHHP progress.	Claire Andersen	June 2014		
<b>MC 5.9</b>	Amarna to release the GHHP newsletter to the public in June 2014.	GHHP Communication Contractor	June 2014		
<b>MC 5.10</b>	Amarna to populate the Draft Mock Up Report Card product with information as it becomes available from the ISP following the monitoring cycle completion in June 2014, to be ready for Management Committee release in November 2014.	GHHP Communication contractor	June-November 2014		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<b>MC 5.11</b>	Kurt Heidecker to arrange a tour of Gladstone Harbour for the GHHP Management Committee in conjunction with an upcoming meeting, and discuss with Peter Brady a possible half day tour of the Gladstone vicinity at a later time.	Kurt Heidecker & Peter Brady			
<b>MC 5.12</b>	Emma McIntosh to send through the list of Mapper datasets to Claire Andersen to check sources of datasets and dataset availability.	GHHP Science Convenor	ASAP		
<b>MC 5.13</b>	Paul Birch to check the amended scope of works for the social, cultural and economic pilot project and advise Emma McIntosh if the scope of works is approved.	GHHP Chair	ASAP	<b>Completed 04/04/2014</b>	
<b>MC 5.14</b>	Management Committee to address future scopes of work at upcoming meetings if possible, however some may be circulated out of session due to strict timeframes.	Management Committee	Ongoing		
<b>MC 5.15</b>	Rachael Stegemann to peruse Elevate Media contract and advise the Secretariat if a contract extension is required.	GHHP Host Coordinator			
<b>MC 5.16</b>	Colin Chapman to pass on contact information for local schools to be invited to the next Partnership Meeting.	Colin Chapman	ASAP		