

Management Committee Meeting 9 Minutes

Date: 10 September 2014 **Time:** 11:00am to 3:30pm

Location: Studio 1, Leo Zussino Building, CQ University Gladstone Campus

Attendees

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Peter Brady	Management Committee Representative	Gladstone Region Environmental Advisory Network
Mr Peter Brockhurst	TUMRA Coordinator	Gidarjil Development Corporation
Government		
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
Industry		
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
Research		
Mr John Gunn	CEO	Australian Institute of Marine Science
Other Attendees		
Beth Fulton (via telephone)		CSIRO
Mr Ian Poiner	Chair	GHHP Independent Science Panel
Ms Emma McIntosh	Science Convenor	GHHP Independent Science Panel
Mr John Kirkwood	Science Convenor	GHHP Independent Science Panel
Mr Mark Schultz	Science Technical Officer	GHHP Independent Science Panel
Mrs Kirstin Kenyon	GHHP Secretariat	Department of Environment and Heritage Protection
Ms Rachael Stegemann	GHHP Secretariat	Fitzroy Basin Association
Ms Madelyn Willey	Administration	Amarna Consulting
Ms Crystal McGregor	Director	Amarna Consulting

Agenda Item 1 – Introduction

Apologies:

Ms Lyndal Hansen	Director	Amarna Consulting
Mr Noel Bowley	Proxy	Gladstone Region Environmental Advisory Network
Mr Uthpala Pinto	Science Technical Officer	GHHP Independent Science Panel

John Kirkwood and Mark Schultz were welcomed to their first meeting. Emma McIntosh was farewelled at her last meeting. Lucy Thompson was acknowledged for her efforts.

The Chair displayed the Our Harbour, Our Reflections finalised products and circulated copies of books and DVD's to the Management Committee.

Agenda Item 2 – Private committee discussion

The MC did not hold a private discussion.

Agenda Item 3 – Reports

3.1 Previous Minutes and Actions

Noted. Action Items were outlined.

3.2 Science Program Report

ISP Chair (Dr Ian Poiner) tabled the ISP Report. Ian reported that the majority of the pilot projects have been approved by the Chair and have either been contracted and commenced, or being negotiated.

Guidance from the MC will be requested with respect to the Science Technical Reports 1, 2 and 3. These reports will be discussed by the ISP at their next meeting, with a recommendation to be made to the Management Committee. Technical Report 1 is the Program Design, or backbone of the Pilot Report Card. Technical Report 2 will be a guide on the Pilot Report Card results and how the results can be interpreted. Technical Report 3 will commence in 2015 and will be titled Understanding the Indicator Results. The title of Technical Report 3 may require clarification to reflect the application of the Gladstone Harbour Model.

There have not been fundamental shifts in the GHHP Science Program Milestone dates, however once all the pilot projects have been contracted and commenced the milestones will be reviewed with changes to be brought back to the Management Committee.

The ISP Chair, on behalf of the ISP, acknowledged Emma McIntosh's contribution towards the GHHP, thanked Emma for her efforts and wished Emma all the best in her future endeavours.

MC questions:

- Would it be worthwhile to hold a joint MC/ ISP workshop by the end of 2014 to further discuss the Pilot Report Card program design, indicators, results etc.? It may be difficult to hold a meeting with the whole ISP due to time constraints, however it may be possible to hold a joint meeting with some ISP members.
- There is merit in holding discussions with ISP members to provide further information and discuss input on particular projects, such as the Gladstone Harbour Model. The MC may request specific scenario runs of the Gladstone Harbour Model. ISP members have been discussing particular projects with the MC at previous meetings.

Action: MC 9.1 GHHP Chair to investigate and circulate potential dates for a joint MC/ ISP workshop.

3.3 Community Reports

No reports.

3.4 Finance Report

Tabled.

The MC requested that an individual project breakdown is provided for the Professional Fees total budgeted amount of \$3.4 million. This will be provided as a separate table within the August 2014 Financial Report, as Science contracts are being entered into the FBA accounts system from August.

3.5 Working Group/Champion Reports

3.5.3 Cultural

No report provided.

3.5.4 Stewardship

No report provided.

3.5.6 Gladstone conversations

Lyndal Hansen attended a recent Rotary meeting to outline GHHP with historical issues identified. Current perceptions are that water quality is improving, with shoreline access and ballast water identified as areas of concern from attendees.

3.5.8 Politics and Finance

The Chair attended a Gladstone Regional Council meeting on Monday and provided a presentation to Councillors. A question was raised regarding future actions should Gladstone Harbour be found to be unhealthy, in addition to comments made by Councillors that they currently fish in Gladstone Harbour and eat fish caught in Gladstone.

The Chair referred to a recent article in the Courier Mail outlining a **Senate Environment and Communication Hearing Committee Enquiry into the management of the Great Barrier Reef** report on dredging and dumping of spoil within the Great Barrier Reef, and reminded Councillors this referred to 2011.

The MC asked if it was too late for the GHHP to respond to the Courier Mail article and reference the positive work being undertaken by GHHP. The Chair advised that unless directed by the Management Committee, a response letter to the editor wouldn't be written as the Chair believed nothing was to be gained by letters to the Editor. The MC did not request the Chair respond to the Courier Mail article.

3.6 Communications Report

Crystal McGregor provided an update on recent community events attended, including National Science Week, Bridge to Botanic, meetings with Rotary and other community groups.

The Harbour Focus newsletter has been created and circulated. The GHHP website will be redesigned to incorporate the Data and Information Management System (DIMS), and will be launched as part of the landmark announcement in December.

A handover meeting took place between the GHHP team and Elevate Media today to finalise the Our Harbour, Our Reflections project.

MC comments:

- The ISP Chair will include on GHHP as a case study in his presentation to the Future of Tropical Economies conference held in association with the G20 Finance Summit at Cairns.
- G20 journalists will be attending Gladstone next week.

- Request was made to add GHHP Columns to the GHHP website, in addition to being circulated to the MC after signoff, in addition to media releases.
- GHHP products can also be added to the Reef Facts Facebook page.

Action 9.2 GHHP Secretariat to add GHHP Columns to the GHHP website.

Action 9.3 GHHP Secretariat to circulate GHHP Columns and GHHP media releases to the MC following the Chair's approval.

Agenda Item 4 – Items requiring decision

4.1 GHHP Membership: APLNG

The GHHP Chair updated the MC on APLNG's membership contribution. Since the Agenda paper was circulated last week, numerous discussions have taken place between the GHHP Chair and the APLNG representative regarding their membership contribution.

The MC agreed to postpone further discussion on APLNG's membership contribution until the next meeting.

4.2 GREAN Citizen Science Proposal Details

Cr Col Chapman outlined the details within the GREAN Citizen Science Proposal, and requested a Citizen Science Working Group is formed to develop a project scope of works for tenders. The scope of works will be brought back to the MC for approval once finalised.

MC Questions:

- Who will run the Citizen Science Program, Conservation Volunteers Australia, FBA, or another group? This will be addressed within the project scope of works.
- Is the idea of the proposal to complement existing programs, such as Harbour Watch? Yes, the aim is to fill in the gaps, for example by undertaking water quality monitoring of creeks and rivers that are outside the GHHP scope, such as the Calliope River. Individual areas haven't been identified at this stage, but will likely include both saltwater and freshwater areas.
- What are the boundaries of the Gladstone catchment? This will be confirmed within the scope of works, and may be influenced by the capacity and location of potential volunteers.

The MC approved the development of a Citizen Science Working Group to develop a project scope of works for tender. It is anticipated that the Working Group will include Cr Col Chapman, Kirstin Kenyon, a GREAN representative and a member of the ISP.

4.3 Pilot Report Card Terminology

The MC were briefed on several proposed alternatives to the current report card terminology, and discussed the associated risks of changing or not changing the terminology.

MC Comments:

- The mitigation of risks within the terminology Agenda paper will link to the Community Engagement Strategy.

- Emphasis on developing a strong narrative is crucial to answering community views on data. This can be addressed through providing factsheets and regular community updates.

The MC agreed to use the term 'Pilot' within the GHHP Report Card.

4.4 Stewardship Proposals

Kirstin Kenyon outlined the details within the Stewardship Proposals, and recommended that Ecological Australia undertake the Stewardship Project at a cost of \$80,000 ex. GST.

MC Questions / Comments:

- The proponent has established strong relationships within ports and industry.
- Community engagement isn't outlined within the proposal. How will community relations be addressed by the proponent? The proponent will liaise with the Stewardship Working Group, who will then brief GREAN on the stewardship project.

The MC endorsed the selection panel's recommendation at Ecological Australia undertake the Stewardship Project at a cost of \$80,000 ex. GST.

Action 9.4 GHHP Secretariat to contact Ecological Australia and advise that their Stewardship proposal has been successful.

Additional Decision Item 4.5 GHHP Membership Application: CQG Consulting

The Chair tabled a membership application to join GHHP from CQG Consulting.

MC Questions:

- What is CQG's motivation of being a member of GHHP? They are involved in projects in Gladstone and work with numerous Gladstone based groups.
- As a small business, CQG Consulting wouldn't be on the list of preferred science project providers, nor would they be eligible for the 50:50 in-kind should they undertake GHHP projects. Would CQG Consulting be aware of these conditions? The Chair can advise CQG Consulting of the conditions of their membership.

The MC accepted the GHHP membership application from CQG Consulting.

Action 9.5 GHHP Secretariat to respond to CQG Consulting confirming the Management Committee's acceptance of their membership application.

Agenda Item 5 – Items for Noting

5.2 Letter from Gidarjil Development Corporation

The Chair discussed the letter received from Gidarjil Development Corporation and his response.

Two items worth noting are:

- 1) The GHHP Governance Charter currently doesn't include clauses that outline processes for removing members and for refusing applications.
- 2) The GHHP Governance Charter doesn't state that groups that are not registered legal entities may not be able to join GHHP. The GHHP Governance Charter will need to be updated to state that only groups with an ABN can join GHHP.

The MC noted the letter and the response.

5.3 GHHP Community Engagement Plan

Crystal McGregor outlined the proposed GHHP Community Engagement Strategy and objectives, and key messages.

MC Comments:

- The GHHP Pilot Report Card announcement will be made on Thursday 4 December. Briefings to Ministers, Politicians and partners will be provided in the weeks leading up to the announcement.
- Liaising with local TV stations may be worthwhile to get the GHHP message out to the wider community.
- A communication plan outlining the key stakeholders and key messages was requested. A communication plan has been created and is being updated, in addition to a GHHP team calendar that outlines key products and messages to be released on a monthly basis. One product within the communications plan are GHHP columns, with a plan developed for their release.
- The key GHHP messages need to be built upon now to ensure clarity and consistency leading up to the GHHP Pilot Report Card announcement.
- Is it worth providing confidential briefing sessions on the GHHP technical elements to partners prior to the GHHP Pilot Report Card announcement? General discussion took place regarding the format of briefing sessions, with the Chair outlining his preferred format of briefing sessions.
- The MC suggested to the Chair that non-members are briefed prior to the Pilot Report Card announcement and is included within the Community Engagement Strategy. The Chair will consider this suggestion. If the MC have any comments from their Partners regarding this suggestion, they were requested to contact the Chair.
- Discussion took place regarding interest from other science groups involved in Gladstone.

Action 9.6 GHHP Comms Contractor to circulate updated Communications Plan to the Management Committee.

5.5 Project ISP006: Gladstone Harbour Model

Beth Fulton from CSIRO discussed the two components of the Gladstone Harbour Model, namely the receiving water quality model and the systems model named 'Atlantis' that is used to drive physical flows through the ecosystems (food webs) up to human uses. The Gladstone Harbour Model can be used to play out potential management ideas within the safety of a model scenario. Access to the Gladstone Harbour Model can be made public, or closed to restricted users.

Beth Fulton requested that the MC provide further information on:

- *What do you see as critical about the Gladstone Harbour system?*
- *What do you think has been missed or not as heavily touched on by other work?*
- *What would make things easier for you in terms of working with the model output/its findings?*
- *What are you thinking of, expecting, hoping from the Gladstone Harbour Model?*
- *What do you absolutely NOT want to see?*

MC Comments:

- Can you outline the GBR wide 'Atlantis' model, and the linkages between the Gladstone Harbour Model? The GBR wide model is slowly progressing and the model is currently

being calibrated. There will be instances where the GBR wide model can be tied to the Gladstone Harbour Model, such as if major events occur.

- Agriculture, urban, ports and industry stewardship projects will be undertaken. It would be important to use the stewardship information within the Gladstone Harbour Model to map scenarios outlining best management practice standards. One aim of the Gladstone Harbour Model is to integrate stewardship components.
- What kind of scenarios can be modelled? Are the scenarios broad, or more specific? It depends. Catchment cover and salinity can be modelled, with one model component being more suitable than the other model component. The two models combined can model more specific scenarios such as water quality components.
- How do you validate the methodology within the scenarios? The qualitative structure is mapped to determine aggregation. If sufficient historical data is available then the data can be inputted into the model. If insufficient historical data is available then a known scenario, such as a cyclone event is run through the model to determine if the modelled information could be accurate.
- Like all models there is no guarantee that the model can accurately forecast future events, particularly if future information varies greatly from existing information.
- The Gladstone Harbour Model will be fully integrated with the e-reefs models.
- Publicly available information on other current and previous models can be sent to the Comms Contractor on request.
- What are the proposed outputs of the Gladstone Harbour Model? Absolute numerical data over set time periods (e.g. 50 years) will be one output. Other outputs may include time lapse models and indicators. The model is a simulation that is a useful tool to monitor potential scenarios, however it will not be able to provide precise information on specific scenarios due to the difficulty to determine accurate results. Thus expectations will need to be carefully managed when key messages are developed.
- Did the MC discuss the scope and capacity of the Gladstone Harbour Model? The scope of works was developed following a review of report cards, where drivers to report on environmental and social, cultural and economic indicators in addition to being able to use report card data to respond to issues were identified. The focus will be on the overall model as it will be able to guide recommendations following the release of the first report card in 2015.
- Discussion took place regarding the GHHP Partners methods of providing advice to stakeholders in addition to monitoring trends and management practices following the Pilot Report Card announcement.
- Beth Fulton was requested to provide the ISP with updates should the proposed model not be fully integrated with the eReefs model.

Action 9.7 Science Convenor to clarify with Beth Fulton her request for MC information regarding the Gladstone Harbour Model.

5.6 Fish Health Discussion

The ISP Chair advised that when Lyndal Hansen met with the Recreational Sports Fishing Association to discuss GHHP, they advised they were catching bream and whiting with lesions. The ISP will be following up with the Association to further discuss.

A PhD student was on the radio requesting participation from recreational fishermen regarding a project related to sharks.

5.7 GHHP Procedures

Tabled.

The Chair requested if the MC have any further requests for changes on the Procedures document to please advise the Secretariat.

Fortnightly updates will be provided to the MC leading up to the Pilot Report Card announcement.

6.0 – General / Recurring Business

The next MC Meeting will be held at the Leo Zussino Building, CQ University Gladstone Campus on Friday 10 October 2014.

Claire Andersen provided an update on progress of the Environmental Values and Water Quality Objectives. Consultation sessions have occurred, submissions were received, additional data sets sourced, analysed and compared. The final Environmental Values and Water Quality Objectives will be added as a schedule into the Environmental Protection Act.

The Chair clarified the process of GHHP sponsorship approvals. The Chair receives a request for sponsorship and approves or does not approve the request, provided it is within the delegation limits. Is GHHP receiving a benefit from sponsoring events, such as the RiverSymposium sponsorship of \$2,000 that the Chair approved? Yes, there are benefits in attending and sponsoring events as they are a useful method to promote the GHHP.

Does the ISP have a dredging expert who may be able to speak to GREAN regarding an international standard for bund walls? Yes, Frans Hoogerwerf may be able to discuss this topic over lunch when he next attends an ISP meeting. Noel Bowley may also be able to provide assistance when he returns.

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 4					
MC 4.2	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 Comms Contractor	ASAP	Underway	Report Card Recommendation and Report Card Mock-up won't be added to the GHHP website. GHHP Comms Contractor have worked with the Science Team to include details from the Report Card Recommendation document within communications products, including Harbour Focus (GHHP Newsletter) and information sheets.
MC Meeting 5					
MC 5.10	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 MC release in November 2014.	GHHP Comms Contractor	June-November 2014	Underway	
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	
MC7.12	Use the GHHP Contact database to begin the internal and external distribution list.	GHHP Comms Contractor	4 August 2014	Underway	
MC Meeting 9					
MC9.1	Investigate and circulate potential dates for a MC/ ISP workshop.	GHHP Chair	10 October 2014		
MC9.2	Add GHHP Columns to the GHHP website.	GHHP Secretariat (RS)	ASAP	Completed	
MC9.3	Circulate GHHP Columns and GHHP media releases to the MC following the Chair's approval.	GHHP Secretariat (RS)	ASAP	Underway	
MC 9.4	Contact Ecological Australia advising that their Stewardship proposal has been successful.	GHHP Secretariat (KK)	ASAP	Completed	
MC9.5	Respond to CQG Consulting confirming the Management Committee's acceptance of their membership application.	GHHP Secretariat (RS)	ASAP	Completed	
MC9.6	Circulate updated Communications Plan to the Management Committee.	GHHP Comms Contractor	ASAP		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC9.7	Clarify with Beth Fulton her request for MC information regarding the Gladstone Harbour Model.	Science Convenor	10 October 2014	Completed	