



Management Committee Meeting 12 Minutes

Date: Monday 9 February 2015 **Time:** 1:30pm to 3:03pm

Location: 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		Gidarjil Development Corporation
Mr Noel Bowley	Management Committee Proxy	Gladstone Region Environmental Advisory Network
Government		
Ms Claire Andersen	Director – Strategic Policy Services	Department of Environment and Heritage Protection
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		
Mr John Gunn	CEO	Australian Institute of Marine Science
Other Attendees		
Dr Ian Poiner	Chair	GHHP Independent Science Panel
Professor Jenny Stauber	Member	GHHP Independent Science Panel
Ms Michelle Winning	A/Manager - Catchment Programs	Department of Environment and Heritage Protection
Dr Uthpala Pinto	GHHP Science Technical Officer	Fitzroy Basin Association
Dr Mark Schultz	GHHP Science Technical Officer	Fitzroy Basin Association
Dr John Kirkwood	GHHP Science Convenor	Fitzroy Basin Association
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:

Ms Rachael Stegemann	GHHP Secretariat	Fitzroy Basin Association
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All attendees introduced themselves.

Agenda Item 2 – Private Committee Discussion

Agenda Item 3 – Reports

3.1 Previous Minutes and Actions

Noted.

Dr Ian Poiner tabled the Science Program Report.

- Science Team provided detail about why gradings were changed after the MC meeting of 13 November 2014 in attachment 1 of the Science Program Report.
- Progress report on what's happened since last meeting (not including Pilot)
 - 2014/15 program is progressing as planned
 - There are two projects with orange flags
 - Illness of contractor, including operation on 23rd December, slowed progress on the *ISPO10 Statistical assessment of fish indicators project*
 - Issues around ISPO08 Statistical support project were largely due to late delivery of data for the pilot report card
 - On track to deliver final report in March this year
 - Workshop planned for on Friday 13 February to tidy up major issues and make critical decisions for 2015 report card (indicators, data aggregation, weighting etc.)
- Other activities since last meeting
 - 2014 Gladstone Harbour Pilot Report Card – technical report has been developed
 - Planning for the year – reviewed science program going forward
 - Will make minor adjustments to science program to be brought back to Management Committee
 - Reflected on lessons learnt from the pilot
- Major upcoming activities
 - 10th Feb ISP Meeting
 - Lessons learnt from Pilot, Science Program, approach to Friday's workshop
 - Stats workshop
 - Ian and John met with senior PCIMP committee members (Jamie Reilly, President and David Parry, Chair of Technical Advisory Committee) regarding work for this year, discussions around access to an *Integrated Dataset* that includes data collected by the State Government, PCIMP and industry
 - Agreed to help facilitate access to data
 - Better understanding of outstanding issues (alumina)

Management Committee Comments/Questions on Science Program Report:

- PCIMP collects water and sediment quality data, from which ISP selects parameters to use in report card
- Transportation and storage of coal – previously thought to be more of an air quality issue than a water quality issue
- Issue with placement of sample sites – e.g., Rodds Bay (3 sites were previously very close together, but sites have now been moved)
 - Request that ISP have some input into location of sample sites
- Connectivity important factor of vision. How do we measure that?
 - Has an activity/habitat/catchment affected connectivity?
 - Haven't collected information on flow data from smallest streams
 - All environmental data in Pilot from PCIMP?
 - Connectivity data to be reported on later
 - Need to be confident about its baseline
 - Weren't ready to incorporate information in Pilot
- Connectivity and statistics – what's the thought going forward about who does this work on an annual basis to feed into the report card? Is it built so Science Team can run annually?
 - Long term goal to get DIMS to set up as an automated system

- Need for an investment in some data collection and rerunning connectivity model in future
 - Included in original proposal
 - Reflected in updated Science Program
 - Once agreed on parameters and weightings – will become more routine
 - Science Program operational phase – want to develop a scope of works than can be tendered on a longer term basis
 - Ultimate goal – agreed on operational needs then scopes of works can be taken out to open call
- Sandra Johnstone from QUT moved on – how will this effect GHHP?
 - Sandra will be available until the end of the project
 - QUT have advised that they are still able to deliver on job.
- There is a Technical Workshop on fish health on the 21st and 22nd April

3.3 Community Report

Peter Brady advised that feedback on the report from his perspective was that a lot of people did not understand the information and they were unsure whether to believe it or not because it was Pilot. He did say that it was hard to gauge what people really thought of it.

The Communications Team then provided feedback from shopping centre engagement which included handing out over 200 report cards to the community.

- Perception of some people was that they don't need a report card to tell us whether the harbour is or isn't healthy;
- A lot of people showed interest and were going to take report card home to read it;
- A regular comment was "It's about time someone did something about Harbour's health";
- A lot of people weren't bothered by the report at all and had a "good to know" attitude;
- A few people questioned transparency of results – some perceptions changed with the explanation of the independence of the ISP.

Garry Scanlan mentioned 'Gladstone consultation apathy' – people over being given information through consultation – most won't go to a community engagement session.

It was discussed that shopping centres were a good way to get report card out and get a general feel of the public.

3.4 Finance Report December 2014

Finance Report was tabled with no comment.

Agenda Item 4 – Items requiring decision

4.1 GHHP Membership Application: Queensland University of Technology

No objections. Agreed.

4.2 2015 Community Engagement Activities

The Communications Team presented 2015 Communications and Media Strategies_

- Focus to get comments back on Pilot Report

- RSVP's slow for the Focus Groups however follow up will occur this next week
- Getting out to see community groups e.g. Rotary

MC Suggestions / Comments on 2015 Community Engagement Activities:

- Question over 'Costs TBC' in the Communications Update. It was advised that these were minor and included in the GHHP budget as a line item
- Gladstone Harbour Festival sponsorship – would use money left over from Our Harbour, Our Reflections project
- Facebook – an initial discussion took place regarding GHHP having a facebook group. Comms team advised it would have to be monitored very closely for negative comments – concerns about the possibility of negative posts getting out of hand if it's not monitored 24/7. MC to advise and put procedures in place to be monitored. Discussions occurred regarding using facebook as a way to direct traffic to website – can utilise Partner organisation's existing Facebook pages
- Next 4 fortnightly columns ready to be sent out to Partners

4.3 Technical Report 1

- Outline of Technical Report was to be sent out in December 2014 with Pilot Report Card however methods and results document was sent out in January.
- Formal ISP sign-off of the Technical Report due Tuesday 10th February
- Two components of Technical Report
 - Methods – no major change
 - Results – will obviously change and will be separated
 - Implications for full report card (not for Pilot)
- Issues identified and resolving
 - Delays in getting data from PCIMP, confusion around files, historical data did not come with current data. The issues have been worked out with a productive discussion with PCIMP, insights and understanding of data – trying to move beyond data sharing agreement
 - Methods will be finalised before 2015 Report Card is due
- Improvements around scoping and contracting
 - Plan to have in place formal checking procedures
 - Processes would focus on results checking – make interpretive sense and early data checking
 - Better understanding of timeline needs – build larger buffers (approval and reviews)
 - Better understanding of needs of Comms team – positive interactions
 - Continuous improvement of project management – scoping of works, contract negotiations, etc.

MC Comments/questions on Technical Report:

How does dissolved oxygen score 90 everywhere?

- Gladstone is a highly mixed Harbour and dissolved oxygen would be expected to be generally high throughout Harbour.
- Is it normal of other Report Cards for the whole score to be the same?
 - John to check Moreton Bay
 - John explained the scoring system as opposed to the measurements, with all dissolved oxygen grades being A, and a score of 90 being allocated to that grade

Is it necessary to include interpretation factors in technical reports? (Rainfall, temperature etc.)

No MC member expressed any further concerns and the MC accepted the Technical Report assuming there were no further changes requested from the ISP.

The Chair asked if anyone wanted to protest Science Program's Technical Report.
No one protested.

4.4 Independent Science Panel Chair Contract

Management Committee agreed to extend the ISP Chair contract to 31st December 2015.

4.5 Communications Contract

Management Committee agreed to renew the Amarna contract from 1 July 2015 to 30 June 2016 providing funds were available.

Agenda Item 5 – Items for Noting

5.1 Citizen Science Proposal Recommendation

Proposal sent out to Management Committee for confirmation.

MC Questions/Comments on Citizen Science Proposal:

What's the scope for it?

- Technical input from CQU – community understanding what the science is about
- Putting information in a form that will relate to some of the existing data
- Volunteers trained and being able to test and sample
 - Data entered into computer system
 - No analysis included in budget
 - Can use data set as a referral to relevant groups
- Budget for Project Manager salary includes other members of staff
- Comms team working hand in hand to ensure quality

5.2 Stewardship Project Update

Stewardship working group

- Early draft for framework provided with consultants looking for comments on framework
- It was advised that the original community perceptions were used and represented well in framework

5.3 Minister Powell Letter re: GHHP Pilot Report Card Launch

Noted.

Agenda Item 6 - General / Recurring Business

Monday 20th April 2015; MC and ISP meeting together

Tuesday 21st April 2015; MC meeting

Claire advised the meeting of the development of a Wetland Condition Assessment App as a tool to support Citizen Science project. The app allows users to take photos and provides a process to monitor condition of the wetlands. Paul sent information on the project via email.

Meeting closed at 3:05pm.

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 12.1	Any changes to the 2014 Pilot Report Card Technical Report to be provided to the Science Team.	Management Committee GHHP Comms Contractor	ASAP	Completed	
MC 12.2	Check Moreton Bay results to determine same dissolved oxygen scores across the Bay	Science Convenor			
MC 12.3	Investigation of policies and procedures to monitor and set up a GHHP Facebook Group	GHHP Comms Contractor			