



Management Committee Meeting 19 Minutes

Date: Wednesday 22 June 2016 **Time:** 2:00pm to 4:30pm

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
Government		
Mr Greg Greene	Manager, Reef Coordination and Partnerships	Department of Environment and Heritage Protection
Angela Stokes		Dept Environment & Heritage
Councillor Desley O'Grady	Councillor	Gladstone Regional Council
Industry		
Mr Patrick Hastings	CEO	Gladstone Industry Leadership Group
Mr Andrew Tapsall		QGC
Mr John Sherriff	General Manager, Safety Environment & Risk	Gladstone Ports Corporation
Other Attendees		
Dr Ian Poiner	Chair	GHHP Independent Science Panel
Mr Uthpala Pinto		GHHP
Mr Mark Schultz		GHHP
Ms Crystal McGregor	Media and Communication Team	Amarna Consulting
Ms Lyndal Hansen	Media and Communication Team	Amarna Consulting
Ms Maddy Willey	Secretariat	GHHP
Mrs Sheree Press	Secretariat	GHHP/FBA

Apologies

Name	Position	Organisation
Mr Peter Brockhurst	PCCC TUMRA Project Coordinator	Gidarjil Development Corporation
Prof Owen Nevin	Associate Vice-Chancellor	Central Queensland University

Agenda Item 3 - Reports

3.1 Previous Minutes and Actions

Noted. Action items reviewed. One action omitted - Agenda item 5.4 – “to discuss hosting arrangements with both CQU and FBA” will be added to Action Items.

3.2 – Science Program Report

Dr Ian Poiner tabled the Science Program Report, and advised:

- Science Program Report asks MC to note progress to date – no major issues, things are on track.
- Intervention on social, cultural economic projects – some delays but are proactive in managing it.
- Gladstone Harbour Model – have agreed to a slight delay in delivery due to computing issues but won't affect delivery use, just the release – should be before the end of next quarter
- Well placed in implementation of fish health program – two literature reviews to be completed soon – meeting with FRDC to finalise governance and contribution they are willing to make to project.
- Science team has been working closely with Communications team in terms of presentation of 2016 report card

MC Comments/Questions

- A presentation on DIMS project will be shown at the Partnership meeting.
- ISPO021 – John Sherriff asked for the report to be amended to state that “discussions will take place with *PCIMP* not GPC”

3.3 Community Report

Unless another group supports GREAN in getting more support for local representation, there will be no change. This has been an ongoing issue but it's hoped there will be a change in the next few weeks.

3.4 Finance Report

The Chair tabled the Finance Report – performance highlights as follows:

- Cash at Bank \$2.3 M
- Memberships - \$100,000 outstanding from Commonwealth government to be billed in new financial year
- Forecast EOFY Closing balance \$1.7M
- Profit and Loss detailed by class
- Cash Forecast Summary
- Working group established last meeting to collaborate with FPRH to identify shared services to reduce costs

MC Comments/Questions

- FTE – will change from 3 to 2.5 in July as John Kirkwood's contract ends 30th June

3.5 – Media and Communications Update

The Media and Communications team presented the Communications update.

- GHHP display received the Spirit of EcoFest award
- Report cards and story books distributed widely at recent community events including EcoFest and Boyne Island Hook-up
- Shopping centre displays to be held throughout June/July to reach the community and discuss GHHP/report card
- SEE event coming up in August at Quoin Island
- 3D Gladstone Harbour Model in library is helpful in getting people to interact with GHHP materials
- GHHP report cards to be presented in stalls at Feast on East Markets in June

MC Comments/Questions

- Citizen Science projects – mainly water testing and debris collecting (Green Army), insect assessment forms. Teaching the community about the testing – informative but doesn't have high levels of participation. More popular with schools.

Agenda Item 4 – Items requiring decision

4.1 Election of Deputy Chair (confirmation)

Cr Desley O'Grady was elected Deputy Chair in her absence last meeting and was asked if she accepted her election. Desley accepted the new position provided she receives ongoing support.

4.2 Endorse 2016 Indicators for Report Card

ISP Chair spoke to the paper highlighting the following points:

- a colour coded report on status of indicators provided to reflect historical information that MC has already seen, green represents data that is confirmed, yellow is for data still under assessment – still expected but cannot give absolute confirmation.
- Red - mangrove data will not be available in 2016 report card, mud crabs – coming up with useful and reliable data but are looking for alternatives
- Cultural heritage – modelling and detail are progressing and expected for this year
- Advise is that things that are green and yellow can be assumed to be included in 2016 report card

Management Committee agreed to endorse all indicators for 2016 report card, unanimously.

MC Comments/Questions

- Connectivity removal – will that have an impact on comparison of grades?
 - Will still be reported but will be a part of drivers and pressures instead of in the grades. Given the even-ness of its effect it shouldn't change much
- Is there a maybe for mud crabs to be included in 2017
 - Advice from DAF is that the fisheries data will not be reliable for use in report card
 - Nature of fishery makes it hard to measure mud crab health
 - Scope of works being reviewed by ISP – timeframe is unclear and cannot guarantee
- When will we know about the issue with ammonia
 - Issue with historical data that hadn't previously been picked up
 - Citi completing ammonia data for PCIMP but ISP won't know if it's reliable until it sees it
- Is mangrove data set not available or not in a format that we can use?
 - The data is not available this year
- When will cultural heritage be finalised?
 - Within weeks – once model is completed at the end of the month
 - Some grades for indicators have been scored and graded

4.3 International Symposium for Waterway Science & Communication

A short video was delivered on the proposed International Symposium for Waterway Science and Communication planned for 27-31 March. The Chair highlighted the following points.

- 300-500 visitors - good for the area and will allow for Partners and GHHP as a whole to reach wide audiences
- Featuring World best practice waterway science, report cards
- Dinner and Great Debate
- Tour of Gladstone Harbour and inspiring sessions by partners showcasing their work

- Other benefits will include expansion of knowledge/shared practices, solutions to common issues, connect globally, economic boost to Gladstone while showcasing GHHP and Gladstone to the world
- Visit to Heron Island and GBR Foundation's work
- Rough draft budget as an indication of anticipated income/expenditure

Management Committee agreed to endorse the International Symposium for Waterway Science & Communication with the aim to break even or profit.

Paul Birch, Patrick Hastings, Greg Greene and Desley O'Grady formed part of the working group, and Partners will be asked to join.

MC Comments/Questions

- If we don't get numbers, will there be a risk for Partnership to cover costs
 - Contribution of Partners covers costs – if there were less attendees then the event would be scaled back
- Sponsorship levels
 - For the working group to have a look at
 - 26 Partners get to showcase at event
 - Every time you ask for a sponsor, something needs to be returned
 - 300 people means we mostly break even
- Short time frames – working and finance group should investigate and chase money
 - Keynote speakers need to be locked in first to be able to sell the program and attract attendees
- Concerns about making spending decisions – get opinions from Partnership
 - Partnership needs recommendation from MC
- Great opportunity with enough time to pull off a great showcase. Would be of better use to find funding for the event elsewhere and use the leftover money to reduce membership costs
 - Membership contributions have been reduced
 - Is there a way we can do more than break even so the GHHP bank account isn't reducing – easier sell given economic climate
- The goal needs to be that the event is cost neutral for GHHP – majority of funding to come from grants and sources external from GHHP
 - Majority will come from sources external to GHHP
- Recognised keynote speakers to market to ensure high head count

4.4 Endorse GHHP Data Policy

The ISP Chair tabled the draft GHHP Data Policy for MC endorsement, advising the committee that all policies have a built in schedule review and recording the following minor amendments:

- Updates to reflect tools that are used including DIMS
- Who should be contacted – not material
- Appendix included to specify agreements with outside agencies

The Management Committee agreed to endorse the GHHP Data Policy.

4.5 Citizen Science Proposal

GHHP Chair tabled the proposal to determine the future approach to Citizen Science projects. The history of citizen science projects have largely been with Conservation Volunteers and the proposal aims to do it slightly differently and get others involved. There is an allocation in the budget to accommodate this.

The Management Committee agreed to the Citizen Science proposal.

Agenda Item 5 – Items for noting

5.1 Update on Hosting Arrangements

Discussions have been ongoing and are now at the point where both FBA and CQU will be asked to confirm the information provided is correct. It's anticipated that a recommendation should be able to be made to the next meeting.

5.3 Science Education Resource Kit

Amarna representatives provided an update on the progress to date of development of GHHP Science Education resources:

- Package of education resources that focus on GHHP and report card
- Understanding for students and families
- Range of activities for different year levels
- Interactive PowerPoint – connects storybook with fact sheets at points of reference
- Presented to schools throughout region and training sessions available for teachers so they know how to implement the resources
- Range from cut-outs and colour-ins to debates and persuasive essays

MC Comments/Questions

- How tailored to the curriculum are the senior school resources?
 - Holly Lambert has studied the whole curriculum so that the resources are built into it rather than make it one particular topic so it can fit in to various classroom subjects.
 - Activity sheets that show where it fits in to the curriculum and NAPLAN
 - Feedback from teachers is that it is very easy and adaptable
- Year 10-12
 - Class debate to bring kids and GHHP into schools so we can all go and see or use information sent to us to put on website/Facebook

Agenda Item 6 – General/recurring business

Next meeting: 17th August (teleconference if required) 2016

Meeting closed 3:45pm

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 16					
MC 16.5	Renegotiation of PCIMP contract			DONE	
MC 16.6	Negotiate data sharing agreement with GPC			DONE	
MC Meeting 17					
MC 17.1	Secretariat to create meeting calendar and provide to Chair for approval and distribute.	Secretariat		DONE	
MC 17.2	Col Chapman, Patrick Hastings and John Sherriff to work together to outline requirements for hosting	Col Chapman, Patrick Hastings and John Sherriff		Replaced by 18.5	
MC 17.3	Paul Birch, John Sherriff and Andrew Tapsall to provide guidance as to the nature and form of the proposed GHHP science review – teleconference within next 14 days.	Paul Birch, John Sherriff and Andrew Tapsall	Teleconference 15/2/16	Postponed	
MC Meeting 18					
MC 18.1	ISP Chair to send ISP meeting report to Secretariat. Report to be circulated.	ISP Chair, Secretariat		DONE	
MC 18.2	Partnership meeting to be included in Science timeline. ISP Chair to update and circulate.	ISP Chair		DONE	
MC 18.3	GHHP Chair to write to Peter Brockhurst to show cause after missing 3 meetings	GHHP Chair		DONE	
MC 18.4	GHHP Chair to discuss GHHP Deputy Chair position with Desley O'Grady	GHHP Chair		DONE	
MC 18.5	GHHP Chair to write to GPC Chair noting comments were received	GHHP Chair		DONE	
MC Meeting 19					
MC 18.5 (omitted)	To discuss hosting arrangements with both CQU and FBA	Patrick Hastings			
MC 19.1/Partnership Meeting	Paul Birch, Patrick Hastings, Greg Greene, Peter Brady and Desley O'Grady to form part of the working group, with Partner QGC (Lorna McGinnis), for the International Symposium for Waterway Science and Communication	Paul Birch, Patrick Hastings, Greg Greene, Peter Brady and Desley O'Grady	Within 2 weeks		
MC 19.2	ISP0021 report to be amended that discussions will take place with PCIMP not GPC	Science Team		DONE	