

## Management Committee Meeting 7 Minutes

**Date:** 25 June 2014 **Time:** 9.00am – 11.40am

**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 Brady	Management Committee Representative	Gladstone Region Environmental Advisory Network
Mr Noel Bowley	Management Committee Proxy	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 (telephone)	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>		
Mr John Gunn (telephone)	CEO	Australian Institute of Marine Science
<b>Other Attendees</b>		
Mr Ian Poiner	Chair	GHHP Independent Science Panel
Ms Emma McIntosh	Science Convenor	GHHP Independent Science Panel
Mr Uthpala Pinto	Science Technical Officer	GHHP Independent Science Panel
Mrs Lucy Thompson	GHHP Secretariat	Department of Environment and Heritage Protection
Mrs Kirstin Kenyon	GHHP Secretariat	Department of Environment and Heritage Protection
Ms Lyndal Hansen	Director	Amarna Consulting
Ms Crystal McGregor	Director	Amarna Consulting

### Agenda Item 1 – Introduction

Apology:

Ms Rachael Stegemann	GHHP Host Co-ordinator	Fitzroy Basin Association
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### Agenda Item 2 – Private committee discussion

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

### Agenda Item 3 – Reports

### 3.2 ISP Report

ISP Chair (Dr Ian Poiner) tabled the ISP Report.

He reported that the ISP is on track although Data Sharing Agreements will need to be finalised by the end of July, or it could impact on the data available for the Pilot Report Card.

Additionally, responses have been received for all 4 scopes of works that were circulated: Connectivity; Model; Data and Information Management System; and Stats. Dr Poiner reported that suitable proposals were received for all projects.

A proposal was received from the International Water Centre for involvement in their Course Work Master's Program. MC agreed to proceed with discussions to determine what level of involvement would be appropriate.

### 3.3 Community Reports

Postponed until the next MC Meeting.

### 3.4 Finance Report

Postponed until the next MC Meeting.

### 3.5 Working Group/Champion Report – Stewardship

Following the last MC meeting a stewardship working group was established. The outcome from the stewardship working group was to develop 2 stewardship frameworks.

A scope of works was developed and circulated to the working group. Comments from Working Group members were incorporated into the document that was tabled at the MC meeting.

Comments already addressed include:

- Short timeframes extended from 3 to 5/6 months.
- Process needs to be clearer in the document so the sections about strong engagement with ports and industry to ensure they are on board have been included.
- Best practice has been changed to leading practice to reflect the vision.

Outstanding changes based on comments during MC include:

- More emphasis on using existing data as much as possible
- Less prescriptive approach in the Scope of Works
- Frame it more like a research proposal
- Inclusion of commercial fishing
- Needs to feel more like a GHHP document
- Need to ensure the scopes of works is seeking to answer the questions the community is asking.
- Colours and the ABCD breakdown.

Broad comments from stakeholders have highlighted a large amount of sensitivity, but just because they are considered sensitive doesn't mean we should put it on the back

burner. MC members agreed to proceed, but a bit slower and more methodically. Rather than aiming for data collection in the pilot report card, data collection will be aimed for in the first full report card with a narrative about the process, progress to date and steps forward to be included in the pilot report card.

Action: MC7.5 Secretariat to discuss with Science Team about the integration of the Stewardship work with the Report Card.

Action: MC7.6 Secretariat to work with Ms Claire Andersen (Stewardship Champion) to make the changes, re-circulate and hold another working group meeting.

Action: MC7.7 Working Group to review Scopes of Works again and come back to the next MC meeting with a revised Scopes of Works and a Frequently Asked Questions sheet.

### 3.6 Communications Report

Crystal updated the MC on progress:

- 3D Model (now to be called the Scale Replica)
- Fortnightly Column
- Storybook
- EcoFest
- Seagrass Monitoring
- Newsletter

It was decided to include the fortnightly column in the Gladstone News Weekly as well.

Need to consider our two audiences. One is internal – the Partners. The other is the external communications.

Action: MC7.8 Garry Scanlan to email Comms Team the latest LNG aerial photos.

Action: MC7.9 Everybody to email Comms Team ideas for newsletter content

Action: MC 7.10 Secretariat to email link to Our Harbour Our Reflections Website address to Management Committee and staff.

Action: MC7.11 Secretariat to send Comms Team copy of old Partner's newsletters.

Action: MC 7.12 Use the GHHP Contact database to begin the internal and external distribution list.

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

#### 4.1 GHHP 2014/2015 Budget

Postponed until the next MC meeting.

#### 4.2 GREAN Citizen Science Proposal

Postponed until the next MC meeting.

#### 4.3 Fish Health Discussion

Postponed until the next MC meeting.

#### 4.4 Membership Application: Wiggins Island Coal Export Terminal (WICET)

MC members officially accepted the membership application of WICET. Mr John Sheriff will represent WICET on the Management Committee.

#### 4.5 Social, Cultural and Economic Scopes of Works

Consideration of the circulation of documents was discussed as different documents have different levels of confidentiality. For example, proposals are not ours until we have accepted them. If not accepted, they are meant to be destroyed. Partners have already been made aware of this.

Action: MC7.4 The Science Team will create a confidentiality key that will be included within documents, emails and email subject lines where required.

#### 4.6 Clarification of Research Partner's Co-contributions

Clarification of the Research Partner's Co-contributions were requested by the ISP.

MC members discuss the particulars in detail. These included:

- What happens if the provider contracts out to a third party
- Costs assigned to historical data
- Salary Costs, On Costs and additional project costs.

The outcome of discussions was that contracting out to thirds parties was not a matter for the ISP to be concerned with because that was about the design of the research the provider was proposing.

Historical data should also not be included as in kind as it is a cost that has already been imposed.

The outcome of the discussion was that proposals from research providers should have a 50/50% bottom line as the rule (once contracts were included and historical data was excluded), but there was scope for exceptions. Exceptions to this membership contribution as outlined in the governance charter must be legitimate exceptions, however if between 45% and 55% of the overall project cost does not need to be approved by the MC.

Regarding the \$10,000 membership refund, it was recommended by Mr John Gunn (Research Partner MC Rep) that this be accounted for at the end of the financial year and not within project costs.

#### 4.7 Distinction of Roles between Management Committee and Independent Science Panel

It was discussed that the ISP provides advice to the MC. If the MC has concerns about the advice, they go back to the ISP with their concerns. E.g. Process for the report card recommendations document.

The ISP does not tell the MC what to do, and the MC does not tell the ISP what to do.

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

## 5.2 Correspondence from Gidarjil Development Corporation

Gidarjil Development Corporation (Gidarjil) sent a letter to the GHHP Chair, Mr Paul Birch, outlining their withdrawal from the Partnership because of concerns about processes.

MC Members unanimously agreed that the Partnership should work with Gidarjil to address their concerns so that they felt they could continue to be a Partner.

MC Members also agreed that the Partnership's current process of open call for tenders for new work should continue because being a member of the Management Committee does not mean that they are the sole provider of services. Development of a conflict of interest register for the MC was discussed.

The GHHP Chair (Mr Paul Birch) noted his disappointment that Gidarjil didn't feel they could discuss this matter of concern with him first. Discussions about what would happen if Gidarjil did not feel that could return to the Partnership were deferred until the GHHP Chair (Mr Paul Birch) had an opportunity to contract Gidarjil to discuss the letter.

Action: MC7.1 GHHP Chair (Mr Paul Birch) to reply to Gidarjil Correspondence verbally and in writing.

Action: MC7.2 GHHP Chair (Mr Paul Birch) to inform Management Committee members of discussions with Gidarjil.

Action: MC7.3 GHHP Secretariat to develop a conflicts of interest register for MC members. The ISP Conflicts of Interest documentation to be used as a starting point.

## 6.0 – General / Recurring Business

The next MC Meeting will be held at CQ University on Monday 2 August at 11:00am.

### **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) to be provided to the GHHP Science Working Group for endorsement.</li></ul>	Independent Science Panel and Science Working Group	Community Perception Survey – 31 May 2013	<b>Completed. Within ISP005 project</b>	
<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		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<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 Comms Contractor	ASAP	<b>Deferred – to be address through newsletters</b>	
<b>MC 4.4</b>	Ian to provide the preferred metadata standard for inclusion in the policy	ISP Chair	28 February 2014	<b>Complete</b>	
<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>Complete</b>	
<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>Underway</b>	APLNG have not yet paid.
<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 Comms Contractor	ASAP	<b>Complete</b>	Domain Name secured Email hosting arranged 1800 Number purchased 3D Gladstone Harbour Model progressed Business cards have been ordered
<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 Comms 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>Complete</b>	
<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>Complete</b>	
<b>MC 5.9</b>	Amarna to release the GHHP newsletter to the public in June 2014.	GHHP Comms Contractor	June 2014		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<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 Comms Contractor	June-November 2014	<b>Underway</b>	
<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>Complete</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>Complete</b>	
<b>Management Committee Meeting 6</b>					
<b>MC 6.1</b>	Re-code the PCIMP Membership Contributions from Contractors to Professional Fees – Consultants within the GHHP Finance Report.	GHHP Host Coordinator	ASAP	<b>Complete</b>	
<b>MC 6.2</b>	Approach Gladstone News Weekly with media releases for GHHP.	GHHP Comms Contractor	ASAP	<b>Complete</b>	
<b>MC 6.3</b>	Request a quote for the familiarisation of Gladstone Harbour cruise and bring back to the next Management Committee meeting.	Kurt Heidecker	ASAP	<b>Complete</b>	
<b>MC 6.4</b>	Send population trend graphs on mega fauna to the GHHP Communications Contractor.	GHHP Science Convenor	ASAP		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<b>MC 6.5</b>	<p>Amend the following within the Draft Mock Up Report Card – Final:</p> <ul style="list-style-type: none"> <li>• Incorporate requested photos on the front cover</li> <li>• Include 'The Gladstone Harbour Report Card starts with a vision: Vision – Concept – Indicators – Scores' on the inside cover page</li> <li>• Remove letters against the results in the summary of key findings, and add a 'DRAFT'</li> <li>• Add names of townships to the zone map, and format the page to add more map and less writing beside each zone result.</li> <li>• Stewardship of the Harbour: change the barometers to four bars and make the barometers: <ul style="list-style-type: none"> <li>• A - Innovative (dark green)</li> <li>• B - Best practice (light green)</li> <li>• C - Minimum standard (yellow)</li> <li>• D - Superseded practices (red)</li> </ul> </li> <li>• Remove the graphs; add a watermark stating 'under development'; remove the words 'target industrial practices' above each barometer; add industry and ports to be determined; include an arrow next to each grade to show trends; and include a key in the scoring and confidence section.</li> <li>• Key species: include population trend graphs on mega fauna.</li> <li>• Add an extra circle after feedback closes with 'March 2015 revise and review feedback'</li> <li>• Include information on the Oral Histories project.</li> <li>• Add an extra circle after feedback closes with 'March 2015 revise and review feedback'</li> <li>• Include information on the Oral Histories project.</li> </ul>	GHHP Comms Contractor	ASAP	<b>Complete</b>	
<b>MC 6.6</b>	Update the May Partnership Meeting Agenda.	Rachael Stegemann	ASAP	<b>Complete</b>	
<b>MC 6.7</b>	Send invitations to local schools to attend the May Partnership Meeting.	Lucy Thompson	ASAP	<b>Complete</b>	
<b>MC 6.8</b>	Amend the Stewardship working group ToR and change 'presented' to 'integrated' prior to release as part of the scope of works.	Claire Andersen			
<b>MC 6.9</b>	Decide on an ISP representative to join the Stewardship working group.	ISP Chair		<b>Complete</b>	
<b>MC 6.10</b>	Science Technical Officer to amend Page 26 of the scope of works and add 'the intention is to include this information into the pilot report card.'	Science Technical Officer			
<b>Management Committee Meeting 7</b>					



Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC7.1	Reply to Gidarjil Correspondence verbally and in writing.	Mr Paul Birch	ASAP	Complete	
MC7.2	Inform Management Committee members of discussions with Gidarjil.	Mr Paul Birch	ASAP	Complete	
MC7.3	Develop a conflicts of interest register for MC members. The ISP Conflicts of Interest documentation to be used as a starting point.	GHHP Secretariat (RS)	2 August 2014		
MC7.4	Create a confidentiality key that will be included within documents, emails and email subject lines where required.	Science Team	2 August 2014		
MC7.5	Discuss with Science Team about the integration of the Stewardship work with the Report Card.	Science Team and GHHP Secretariat	ASAP		
MC7.6	Work with Ms Claire Andersen (Stewardship Champion) to make the changes, re-circulate and hold another working group meeting.	GHHP Secretariat and Ms Claire Andersen	ASAP		
MC7.7	Review Scopes of Works again and come back to the next MC meeting with a revised Scopes of Works and a Frequently Asked Questions sheet.	Stewardship Working Group	2 August 2014		
MC7.8	Email Comms Team the latest LNG aerial photos.	Mr Garry Scanlan	ASAP		
MC7.9	Email Comms Team ideas for newsletter content	Everybody	Ongoing		
MC7.10	Email link to Our Harbour Our Reflections Website address to everybody.	GHHP Secretariat (RS)	ASAP	Complete	
MC7.11	Send Comms Team copy of old Partner's newsletters.	GHHP Secretariat (LT)	ASAP		
MC7.12	Use the GHHP Contact database to begin the internal and external distribution list.	GHHP Comms Contractor	4 August 2014		