



Management Committee Meeting 26 Minutes

Date: Thursday 3 May 2018 **Time:** 11:00am to 3:00pm

Location: Martin Hanson Building, CQ University Gladstone Campus

Attendees

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Gerry Graham	Management Committee Representative	Gladstone Region Environmental Advisory Network
Mrs Elyse Reithmuller	Chief Operating Officer	Fitzroy Basin Association
Mr Brent McLellan	PCCC TUMRA Coordinator	GIDARJIL
Government		
Ms Kirstin Kenyon (Phone in)	Director Reef Partnerships	Great Barrier Reef
Councillor Desley O'Grady	Councillor	Gladstone Regional Council
Industry		
Ms Megan Ellis	Marine Scientist	Gladstone Ports Corporation
Mr Andrew Tapsall	Marine Advisor	Shell/QGC
Research		
Prof. Owen Nevin	Associate Vice Chancellor	Central Queensland University
ISP Members		
Dr John Rolfe	Chair	GHHP Independent Science Panel
Presenter		
Matthew Griffiths	Senior Project Officer	Wetlands Team
Staff		
Mrs Lyndal Hansen	Media and Communication Team	Amarna Consulting
Ms Amy-Lee Pople	Secretariat	GHHP
Dr Uthpala Pinto	Science Team	GHHP
Dr Mark Schultz	Science Team	GHHP

Apologies:

Mr Patrick Hastings	CEO	Gladstone Industry Leadership Group
Ms Michelle Nelson	Manager Reef Delivery Section	Department of Environment

Agenda Item 1 – Welcome

Meeting Started: 11:00pm

GHHP Chair welcomed all attending Management Committee members, acknowledged the traditional land holders, and noted apologies from; Mr Patrick Hastings and Ms Michelle Nelson.

GHHP Chair introduced Matthew Griffiths from Wetlands.

Introductions around the room to introduce new Management Committee members (Elyse Riethmuller and Megan Ellis) to all current Management committee members.

Agenda Item 2 – Private Committee Discussion

All staff and visitors left room

Agenda Item 3 – Reports

3.1 Previous Minutes and Actions

Previous minutes confirmed as a true and accurate record of the meeting.

3.2 GHHP Science Program Report

MC did not address this agenda item.

3.3 GHHP ISP Chair Report

MC did not address this agenda item.

3.4 GHHP Communications Report

MC did not address this agenda item.

3.5 GHHP Citizen Science Report

MC did not address this agenda item.

3.6 GHHP Finance Report

Chair presented the GHHP finance report to the Management Committee.

Management Committee accepted the GHHP Finance Report as at 31 March 2018.

Agenda Item 4 – Items requiring discussion

4.1 Calliope Map Journal

Matthew Griffiths the Senior Project Officer for the Wetlands team presented the Calliope catchment story to the management committee and explained what makes up the catchment story, how it is created and what can go into the story.

Matthew confirmed that this will be published on the website through the various pages in June. **Matthew will advise release date.**

Matthew invited any interested parties to a map journal training session to be run late May in Brisbane (if interested, contact Matthew).

Noted that these projects can be run on a smaller scale which helps you identify what types of management or dimensions that are suited to your catchment- can be very useful.

MC Comments/Questions:

- Asked if the data is being updated annually or is the data updated automatically?
Confirmed- it is long-term average data (which doesn't change frequently) but it can be updated if required.
- Questioned how often the vegetation maps (clearing and regrowth) were updated
Confirmed it is updated every 4 years and the data is aggregated.
- Noted by the Chair that GHHP are supportive of this and thank everyone involved and look forward to further work being done in other areas such as the Boyne River.

4.2 Seagrass Indicators for the 2018 Gladstone Harbour Report Card and seagrass project proposal

ISP Chair presented the Seagrass Indicators for the 2018 Gladstone Harbour Report Card and seagrass project proposal and noted that it is a new contract, but same contractor and this project has been financially approved already.

MC Comments/Questions:

- Questioned if there has there been much discussions how these could align with RIMREP?
Confirmed RIMREP have only asked to provide data and not information about the indicators.
Confirmed that the program design for RIMREP will be finalised by June and it would be beneficial to touch base to see how/what they will be including in the regional report card.
- Questioned if JCU provides GHHP with raw data?
Confirmed that JCU provide GHHP with the report but not the raw data.

Action Items

26.1 ISP Chair to contact RIMREP to see if there is any data providing opportunities.

4.3 Coral Indicators for the 2018 Gladstone Harbour Report Card and coral project proposal

ISP Chair presented the Coral Indicators for the 2018 Gladstone Harbour Report Card and coral project proposal. ISP chair noted that there were no changes in the scope from the previous year and the contracting group (AIMS) remained unchanged. It was confirmed that budget has come in within guideline and recommended to proceed as per previous years.

Management Committee- Agree to the contract and costing

4.4 ISP Review recommendations to Management Committee

ISP Chair presented the recommendations from the 'internal review' and noted three recommendations that the ISP would like to implement with approval from the Management Committee:

Recommendation 4: ISP Recommendation: Replace the objective 'Improvements in management of more systematic governance of and, increased community involvement and empowerment in waterways health issues' with 'Assess the stewardship, governance and community involvement in waterways health issues', and link this to a new indicator group for Stewardship.

Recommendation 5: ISP Recommendation: Revise Objective 5 to 'Cultural heritage sites associated with the harbour and waterways are protected, and management of cultural heritage sites and knowledge is improved'

Recommendation 6: ISP Recommendation: Align the last two vision statements 'Is sustainable in the long run' and 'Contributes to a positive diverse economic future' to both Objectives 9 and 10.

Management Committee agreed to the 3 proposed changes

MC Comments/Questions on review and review recommendations:

- ISP noted that stewardship is something that could have more focus on in the future.
- Chair questioned if the ISP had accepted the report and confirmed it had met the scope? Chair went on to question where scope items 2 and 3 had been addressed in the report as these were the primary tasks of the review but with no evidence of the findings?
 - ISP Chair confirmed that item 2 assessed what we were doing against other report card and the findings were that GHHP are doing a lot than comparison report cards and therefore no recommendations for change were made.
 - ISP chair continued to confirm that other report cards do things differently but essentially GHHP are doing things more thoroughly, which is directly associated with GHHP having more funding available than any other report card and this is seen to be the reason the review group did not make any recommendations for change.
 - ISP chair agreed that he does not think the reviewers have got everything right/addressed all required elements but believes they have done an adequate job.
 - ISP chair confirmed that he did not present the full report to the committee but instead provided the overall findings and recommendations to condense the report rather than providing the review summary, but he feels the full scope has been addressed in the overall review findings that can be made available to Management Committee.
 - GHHP Chair requested further elaboration and findings regarding the comparison of GHHP to other report cards and what GHHP are doing correctly or as best practice (with evidence/clear comparison)
 - ISP chair believes that with the time and money allocated to this review, the review team provided what they were capable of.
- Questioned if the ISP have conducted a full analysis and comparison of the review and the scope?
 - ISP Chair confirmed they have analysed the review to some degree (at an overview level) and the ISP believe the review team have completed the task but lack depth in the review.
 - GHHP Chair and Ms Kirstin Kenyon confirmed that the information required to do a full review of 'scope item 3' was available, therefore there was no reason why it was not addressed in detail.

Action Items

26.2 ISP chair to provide full report of the review to the MC

4.5 Options for 2018-19 Gladstone Harbour Model and Connectivity Projects

ISP Chair presented the options for 2018-19 Gladstone Harbour Model and Connectivity Projects with financial review of all options.

MC Comments/Questions:

- How do we get value if the Gladstone Harbour Model lays dormant?
Beth has a presentation this year to the technical group, ISP, MC and partners
The website will hopefully drive some scenarios to be run
- Why/how is it beneficial to run a model scenario
Different development strategies could be run to see the effect on the Harbour.

Gladstone Harbour Model-

Management Committee agree to: adopt an on-demand model of operation. The project will include model housing and maintenance, no annual work shop or report and any required scenarios will be managed as separate projects.

Connectivity-

Management Committee agree to: Calculation of annual connectivity grades and scores be discontinued in 2018 and that maintenance of the hydrodynamic model be incorporated into the new Gladstone Harbour Model project: ISP006-2018 Gladstone Harbour Model maintenance and housing.

4.6 ISP recommended changes to the Social, Economic and Cultural indicator framework

Indigenous Cultural Heritage:

ISP Chair presented Rowe Hills review recommendations and elaborated that the ISP panel was happy with the recommendations and gave an overview of the proposed changes/condense parameters (simplified). Noted that it makes it easier to open the contract to tender and allow a new contractor/group to conduct the work. ISP Chair noted that the elimination of sub-indicators cause little to no changes in the scores and confirmed that this is the only indicator that has them, therefore this will make it more consistent with the other indicators.

Economic and Social:

ISP Chair proposed to remove line data, it makes no difference to the score and tends to be only outer harbour. Recreation area- proposed to add 'recreation on the water'- things like kayaking, sailing etc. All data is already available for this addition.

Social:

ISP Chair proposed to add an indicator about the aesthetic value of the harbour. Already a question in the survey asking to describe the harbour which 'beautiful' is one of the key words and ISP believes this is a key question. Addition of 1 or 2 questions to the survey, very little change and at no cost.

MC Comments/Questions:

- GPC- questionable about measures continually being changed and how we will communicate that?
ISP- It is a challenge but some tests have been run about how scores would change with the additions of these proposed changes and it is not visible as none are major changes but more seen as 'continuous improvement'.

- Kirstin- RIMREP struggling on how they might do this, so suggested to do a presentation to them as they could learn a lot from what the ISP is doing.

MC- all agree to the proposed changes

Action Items

26.3 ISP to do a presentation to RIMREP

4.7 GHHP Contributions FY 18-19

Chair presented figures and noted that all figures are the same as last year.

Management Committee accepted the GHHP Contributions FY 18-19

4.8 Draft Budget FY 18-19

Chair presented the draft budget figures to the Management Committee and noted the following:

- There were minimal changes to the science budget and gave a breakdown on projects and reductions in project costs.
- There is money available to employ half a person in the Executive Officer capacity.
- Chair gave an overview of the communications budget and highlighted the reduction of \$15-20,000 from story books.
- There is no funding in the budget to pay a chair
- There is an overspend of approximately \$400,000.00 and if that continues for FY 19-20 the reserves will be gone and other forms of revenue needs to come in/put up membership prices or lower spending.
- Other areas for decrease in spending is a reduction of staff levels, payments to ISP- chair and members.
- Nothing needs to happen right now but needs to be considered over the next 12months.

MC Comments/Questions:

- Questioned if it is possible to have a shared ISP over catchment groups?
 - Chair asked to address this question in the governance discussion
- ISP Chair gave further elaboration on the 'contractors' budget figures.
- Noted that the Queensland Government, Australian Government & GPC contribute nearly 50% of the funds and therefore if they pull out there would need to be a major review of all items.
- Questioned if the science could be more automated?

ISP Chair confirmed yes but it does cost money to set up and there are QA issues. So this option should be seen as a last resort.
- Noted that GHHP hasn't marketed themselves to gain new membership and that should be an action item- key role of an executive officer

Management Committee accept budget but will explore new options for revenue, new members coming on and future project costs moving forward/reduction in costs.

4.9 Governance Review- finalisation from previous meeting

Chair stated the group did not see the need to establish a company and confirmed a 'no' response from Queensland Government, Federal Government and FBA (community group).

MC Comments/Questions:

- Andrew Tapsall confirmed that from all of the LNG's perspective there was concern that there was risks to individuals. He continued to state that if this concern could be confirmed to be eliminated/mitigated then all LNG's would endorse the approach with the addition to see a change of 'chair' to 'executive officer' and this position remunerated in some way.
 - Clarification was given around liability- GHHP chair confirmed that the opinion of the governance review was that the liability sits with the persons of the organisation (25 partners) which is incorrect. Chair confirmed the liability sits with the host who is signing off on all the decisions of the partnership- FBA.
- Ms Kirsten Kenyon confirmed that other report cards don't have paid chairs but they are reimbursed for their sitting costs and any travel. They do however have a full time executive officer and often comms support in a part time capacity.
- Management committee agreed that there needs to be a review of the GHHP visions regarding where the partnership wants to go in terms of messaging, report etc. This could answer budget questions such as: does GHHP continue to fund for citizen science and stewardship- currently at \$50,000? Could there be cuts in the comms budget? etc to allow for a paid 'Executive officer' position and to overcome some of the budget shortfall.

GHHP Chair, Mr Paul Birch left the room with the direction of the Management Committee, in order to decide on the Chair position (short or long term).

Chair position discussion:

- Confirmed there is money in the current budget for a paid part-time role and that this could be used for an appointment of an 'Executive Officer'
- Noted suggestion to approach the executive officer from FBA (Nathan Johnson)

Management Committee decision:

- Request Mr Paul Birch continues as interim Chair until an executive officer is appointed and trained (estimated: end of September 2018).
- Executive Officer position description be drafted and approved by all Management Committee members (to be presented to Partners at next meeting).
- Management Committee to draft and approve recommendation- **Appoint a part time executive officer with an interim internal chair (call for interim internal chair at June Partnership meeting), FBA remaining as the host-** to be presented along with chair position description to Partners on 14th June.

Mr Paul Birch officially accepted to continue as interim Chair until an executive officer has been appointed and trained or other chair arrangements have been made (as per Partners decision)- estimated September 2018.

Action Items

26.4 GHHP Chair to draft Executive officer position description

26.5 GHHP Chair to draft Management Committee recommendation to be presented to Partners

4.10 Mangrove Indicators for the 2018 Gladstone Harbour Report Card and mangrove project proposal

ISP Chair presented the Mangrove Indicators for the 2018 Gladstone Harbour Report Card and mangrove project proposal and noted to the Management Committee that this was the first

time including mangroves and it is proposed to develop a mangrove indicator with Norm Duke at TropWater.

ISP Chair highlighted a project challenge being that there is quite a lot of work to do to develop an indicator that is cost effective and not annually too expensive to assess (proposed: \$60,000 initially and then \$25-30,000 consecutively).

ISP Chair noted the potential to develop and analyse the indicator the first year and only assess every couple of years (not annually) to potentially reduce the ongoing expenditure, as mangroves don't typically show annual changes.

ISP Chair emphasised that if it is not passed today then it would not be ready for the 2018 Report Card. ISP Chair outlined to the committee that 2 measures could be completed for the 2018 Report Card and the other 2 measures could be done at the end of the year for next year's report card.

MC Comments/Questions:

- It was highlighted that clarification is required to determine where ERMP funding stops and partnership funding starts to ensure no overlap of the two programs in terms of funding.

ISP propose to proceed with \$57,000 be split over 2 report cards (2 measures this report card and the other 2 measures the following report card) with hope to reduce the price/get breakdown on where ERMP & GHHP funding is.

Management Committee agreed to the ISP proposal

Agenda Item 5 – Items for noting

5.1 Industry (Andrew Tapsall) representative replacement

Mr Andrew Tapsall resigned from the Management Committee; he thanked and congratulated the GHHP Management Committee for everything GHHP has achieved and worked towards over his time with the partnership.

5.2 GPC (Gordon Dwane) representative replacement

GHHP Chair notified the Management Committee of the new replacement for Mr Gordon Dwane and welcomed Ms Megan Ellis.

5.3 Meeting with Queensland Government

Chair noted that he attended a meeting with Queensland Government and Fitzroy partnership regarding how there could be efficiencies within the two partnerships. Chair confirmed there will be further discussions on this moving forward (agenda item for next meeting).

5.4 GHHP Case study for Queensland Government

MC did not address this agenda item.

Agenda Item 6 – General/Recurring Business

****NOTE meeting date changes****

- MC meeting- 13th June 2018
- Partnership meeting- 14th June 2018

Meeting closed: 3:00pm

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 23					
MC 23.3	Follow up the mangrove data from GPC	Patrick Hastings			
MC Meeting 24					
MC 24.1	Science team to contact EHP to chase up more specific data regarding oil spills from MSQ.	ISP Chair			
MC 24.2	Science team to include a 'trend over time' table to help communicate the variability of fish recruitment.	Science Team			
MC Meeting 26					
MC 26.1	ISP Chair to contact RIMREP to see if there is any data providing opportunities.	ISP Chair			
MC 26.2	ISP chair to provide full report of the review to the MC	ISP Chair			
MC 26.3	ISP to do a presentation to RIMREP	ISP Chair			
MC 26.4	GHHP Chair to draft Executive officer position description	GHHP Chair			
MC 26.5	GHHP Chair to draft Management Committee recommendation to be presented to Partners	GHHP Chair			