

Management Committee Meeting 10 Minutes

Date: 27 October 2014

Time: 11:30am to 2:30pm

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

Attendees

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Noel Bowley	Management Committee Proxy	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 (via telephone)	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 Jamie Reilly (Proxy)	Environmental Supervisor	Conoco Phillips
Research		
Dr Liz O'Brien (Proxy)	Associate Director of Research	Griffith University
Other Attendees		
Mr Ian Poiner	Chair	GHHP Independent Science Panel
Mr Peter Brady (arrived at 1:00pm)	Management Committee Representative	Gladstone Region Environmental Advisory Network
Mr Uthpala Pinto	GHHP Science Technical Officer	Fitzroy Basin Association
Mr John Kirkwood	GHHP Science Convenor	Fitzroy Basin Association
Mrs Kirstin Kenyon	GHHP Secretariat	Department of Environment and Heritage Protection
Ms Rachael Stegemann	GHHP Secretariat	Fitzroy Basin Association
Ms Lyndal Hansen	Director	Amarna Consulting
Ms Crystal McGregor	Director	Amarna Consulting

Agenda Item 1 – Introduction

Apologies:

Mr John Gunn	CEO	Australian Institute of Marine Science
Mr Gary Scanlan	Gladstone Regional Manager	GLNG

Agenda Item 2 – Private committee discussion

The MC did not hold a private discussion.

Agenda Item 3 – Reports

3.1 Previous Minutes and Actions

The following amendments were requested to MC 9 Minutes:

- Page 2 Agenda Item 3.2: change 'outline the response to the Pilot report card' to 'be titled Understanding the Indicator Results.'

MC Comments:

- Page 5 Agenda Item 4.5: Have CQG Consulting agreed to join the GHHP? Yes, the Chair has received agreement from Patrice Brown at CQG Consulting.
- Page 5 Agenda Item 5.2: were there Actions attached to the Governance Charter Item? The Governance Charter will be updated for approval at the December Partnership Meeting. Proposal will be discussed and agreed by the MC at the next MC Meeting.

MC 9 Action Items

Action Item 9.1 was investigated, but no agreeable dates were reached. The ISP will meet on 12 November and the MC will meet on 13 November so there may be the possibility of ISP members attending the MC Meeting. The Chair will further investigate a potential joint workshop in the first half of 2015.

Action Item 9.2 has been completed.

Action Item 9.3 will be completed by next week.

Action Items 9.4 and 9.5 have been completed.

Action Item 9.6 is ongoing, as the GHHP Comms Team have been updating the Communications plan when milestones are achieved.

3.2 Science Program Report

The Chair advised that the second recommendation within the Agenda Paper 3.2.1 is not required as there is no draft technical report within the Agenda Papers.

Dr Ian Poiner tabled the ISP Report. Implementation of the Science Program has occurred since the last MC Meeting. Updates on individual projects were outlined within the Agenda paper. There will be environmental, social and economic indicator results available for the Pilot Report Card, as ISP005 Project: Development of Social, Cultural and Economic Indicators for the GHHP Report Card will be finalised in time.

An overarching issue for all the ISP Projects has been delays in accessing data and the unexpected need to data cleanse some of the third party data sets. There are also ongoing issues around agreeing on baselines and setting thresholds. Peter Brockhurst will be meeting with Ian Poiner tomorrow to further the development of a cultural baseline.

ISP has begun planning for January to June 2015 including trailing the scenario development and assessment process with the MC. This will require access to the MC that may be best done at scheduled MC meetings.

Professor John Rolfe will be the ISP representative on the Stewardship Working Group.

The next ISP Meeting is on 12th November and will ratify the indicators, scores and grades for the pilot report card. There have been sub-groups of the ISP established to review project reports, prior to formal approval at the next MC Meeting on 13th November.

The ISP Chair will be working with the Secretariat and Comms Team over the next few weeks to confirm timeframes for data input into the Pilot Report Card and website.

MC questions:

- There will be some overlap between the Gladstone Harbour Model and the Stewardship project teams. It may be useful to hold a joint meeting between the project teams to discuss commonalities and efficiencies between the Gladstone Harbour Model and the Stewardship. The team leader of the Gladstone Harbour Model (Beth Fulton) will be in Brisbane in late November and this may be an opportunity for the two project leaders to meet.
- It's important to ensure that seagrass indicators are consistent with seagrass indicators within other Qld Report Cards. The ISP are aware of the importance to remain consistent regarding seagrass indicators, however there are regional variations of seagrass species in Queensland which may result in different approaches to the development of indicators.
- ISPO10 Fish Indicators is support provided to Infofish by Bill Venables regarding the statistical analysis of fish data. Project linkages between Infofish and Bill Venables were discussed. ISPO10 was initially budgeted for within the GHHP 2014/2015 Science Program.
- The coral monitoring project requires a different approach as the proposed approach to extend the existing AIMS lead GBR Long Term Monitoring Project (focused on corals) into Gladstone Harbour is not feasible. The ISP will develop a scope of works and once approved by the MC a call for proposals for this monitoring. As such coral monitoring is likely to cost more than the budgeted amount of \$20,000.

3.3 Community Reports

Cultural: Peter Brockhurst will be meeting with Ian Poiner tomorrow to discuss cultural indicators for the GHHP Report Card.

GREAN: The GREAN Citizen Science Proposal will be discussed later on in this meeting.

The Chair advised that the Our Harbour Our Reflections project launch held in Gladstone on Friday night was a successful event, with an article published in the Gladstone Observer on the weekend.

3.4 Finance Report

Carryover funding will be approximately \$790,000 as of 30 June 2015. A paper relating to carryover funding will be brought to the Management Committee closer to 30 June 2015 for discussion and approval. This leaves approximately \$2.1 million in funds that are committed and should be expended by 30 June 2015.

3.5 Working Group/Champion Reports

3.5.6 Gladstone conversations

GILG recently conducted a telephone survey with 750 respondents, with 41% of respondents expressing high to very high concerns regarding Gladstone Harbour.

There were no follow up questions asked regarding the specificity of concerns, such as did their concerns relate to harbour access, fish health or turbidity.

3.5.8 Politics and Finance

Mayor Gail Sellers and Member for Gladstone Liz Cunningham attended the Our Harbour Our Reflections launch on Friday, along with 5 Gladstone Regional Councillors.

From the end of November to early December the ISP Chair and Chair will be meeting with politicians and the CEO of Gladstone Ports Corporation to provide pre Pilot Report Card briefings. From the middle of November there will be no hard copies or electronic copies of the Pilot Report Card draft circulated to the Management Committee or Partners. The Management Committee will be able to peruse the Pilot Report Card draft and provide comments at MC Meetings.

A pre Pilot Report Card briefing will be provided to all partners at 9:00am on Thursday 4 December. The GHHP team will be meeting with partners following the launch, as it won't be possible for the GHHP Team to meet with partners prior to the launch due to workloads.

Will media releases be circulated to partners prior to the GHHP Launch? No, media releases will be circulated to partners on the day of the launch due to the possibility of information leaking prior to the release date.

A request was made for dot points of six key messages within the report card to be provided to partners the day prior to the GHHP launch to supply partners with information, and a caveat clearly stating that all information is embargoed until the GHHP launch date.

Action: MC 10.1 GHHP Comms Team to create dot points of six key messages within the report card and circulate to all partners on Wednesday 3 December.

3.6 Communications Report

Crystal McGregor and Lyndal Hansen updated the MC on development and approval of key sections of the Pilot Report Card, Pilot Report Card rollout and feedback strategies through an online feedback form, focus group and public engagement in popular places.

The E-Atlas has been re-branded to the GHHP e-portal, with branding displayed.

The GHHP website has been re-designed to display GHHP key activities, including the report card, report card methods as well as information on Gladstone Harbour. The GHHP re-designed website will go live on 4 December to align with the Pilot Report Card release.

MC comments:

- Change front page to 'Gladstone is now the world's third largest coal exporting terminal.'
- There will be links on the front page to other GHHP activities.
- If large amounts of negative feedback is received through the focus groups, will this feedback be incorporated soon after the Pilot Report Card launch? If large amounts of

negative feedback are received, then the Chair will discuss with the MC and team alternative methods of engagement and management of community expectations. Focus groups will occur in mid to late January, with public engagement to occur in December and January.

- Concerns regarding public engagement were discussed, such as the potential for negative views to be expressed and debated in public, which may be relayed to the media.
- Further discussion on the Pilot Report Card feedback process will occur at the next MC Meeting.
- Members of the GHHP Science Team will endeavour to be available to discuss the science process behind the report card at each focus group. It may be useful to prepare responses to potential questions. The ISP and Comms team are currently working on preparing responses to potential questions.

Agenda Item 4 – Items requiring decision

4.1 Pilot Report Card Zones and Scores

Zones

The MC agreed to adopt the Gladstone Harbour Sub-Zones currently used by the Qld Government within the GHHP Pilot Report Card, with the addition of one marine zone.

The ISP Chair advised that there is PCIMP data for four marine zones available to be included in the Pilot Report Card. The MC requested this information is included in the Pilot Report Card.

MC Comments:

- What's the plume line? The Plume line refers to the 'normal' flood plume line, however the actual plume line varies during each flood event.
- The Draft Gladstone Harbour sub-zones were drafted with respect to the DEHP Water Quality Objectives project.
- The zones will be displayed on the GHHP Scale Replica, and updated within the Pilot Report Card mock up.

Scores

The MC agreed in principle to adopt the scoring system of A B C D E.

MC Comments:

- DEHP responded and advised that their preference is A B C D F.
- The different scoring systems used within report cards were discussed.
- The scoring system needs to be recommended to the MC by the ISP, who will determine scores with respect to thresholds.
- The use of plus and minus scores within report cards are included to track change in indicators and areas over time.
- The different scores will be described within all materials.

The ISP Chair will discuss score thresholds, score baseline and explanation of scores at the next ISP Meeting on 12th November. The MC will be required to approve the final recommendation regarding scores at the next MC Meeting.

4.2 GREAN Citizen Science Scope of Works

Details within the GREAN Citizen Science Scope of Works were outlined.

MC Questions:

- What is the timeframe for the project? The project will go from December 2014 to June 2015.
- Three months may be a short window for on-ground works. Stage two of the project can be extended past 30 June 2015 if required.
- The GREAN Citizen Science project works will form part of the science narrative, but won't be included as a separate indicator within the Pilot Report Card or Report Card in 2015.
- The project will occur primarily in catchment areas near Gladstone Harbour and not directly on Gladstone Harbour.
- It's important to adequately capture and analyse data, in addition to outlining a proposed handover to preserve the project's legacy. Creating a volunteer database and regularly engaging volunteers may be one method of ensuring the project's legacy.

The MC requested the following amendments to the scope of works:

- Addition of Stage two works
- Method of capturing and analysing data
- Compilation of a volunteer database

The MC approved in principle the GREAN Citizen Science Scope of Works with the above amendments.

4.3 Election Procedures

The Chair discussed election procedures at the December Partnership Meeting, and advised that an election of the GHHP Chair and MC members will occur at the Partnership Meeting on Thursday 4 December. A voting process will occur if there are more than one nominations for each position. Cr Col Chapman will oversee the election of the Chair. The Chair will oversee the election of MC Members, and requested that the MC canvas support from their representatives prior to the Partnership Meeting.

Letters will be sent to partners regarding the election of the GHHP Chair and MC Members.

Action MC 10.2 GHHP Secretariat to send a letter to partners regarding the election of the GHHP Chair and MC Members.

4.4 Draft Agenda: December Partnership Meeting and Pilot Report Card Launch

Details of the December Partnership Meeting and Pilot Report Card Launch were discussed.

A GHHP 2013/2014 Annual Report will be given to partners at the meeting.

A media session will occur at 11:30am at the end of the Pilot Report Card Launch.

A community consultation session will occur at 1:00pm, with members of GREAN, Traditional Owners, and other interested community members invited to attend.

MC Suggestions / Comments:

- Include the ISP Chair in the launch to highlight the transparency of the Science Program.

- A local 'celebrity' to MC the launch, to highlight the independence of the GHHP. Rob Kidd from 4CC was suggested as a possible MC.
- What will be updated in the Governance Charter? Procedures regarding memberships, elections, and other items that require Partnership approval. The updated Governance Charter will be an item for decision at the next MC Meeting, prior to final endorsement from the Partners at the Partnership meeting.

Action MC 10.3 Lyndal Hansen to contact Rob Kidd to request as an MC for the GHHP Pilot Report Card Launch.

The MC approved the Agenda for the December Partnership Meeting and Pilot Report Card Launch on 4 December 2014.

Agenda Item 5 – Items for Noting

5.2 Science Project Updates

Addressed in Item 3.2.1.

5.3 Gladstone Harbour Model Responses

Noted.

The underlined remarks were common comments made and highlighted for the attention of Dr Beth Fulton at CSIRO, who has received a copy of this document.

MC Comments:

- The Gladstone Harbour Model cannot be perceived as a replacement for the current BMT WBM hydrodynamic model used by GPC. The Gladstone Harbour Model will include a hydrodynamic model as well as three other major component models: water quality, ecosystem and socio-economic. It is anticipated that the hydrodynamic model component won't vary greatly from the BMT WBM model.
- Are the responses provided by the MC achievable? Not all responses provided are achievable, however some responses can be addressed by the project team, with an update to be provided by Beth Fulton to the MC in the first half of 2015.
- Is it possible to update the Gladstone Harbour Model with new scenarios, such as the outbreak of an invasive species? Yes, the Gladstone Harbour Model can be updated to incorporate new scenarios if requested.
- The Gladstone Harbour Model can't be merged with older models due to different model elements which have likely progressed over time.

5.4 Stewardship Project Update

Noted.

The working group meeting scheduled for 24th October was cancelled. Eco Logical Australia will be visiting Gladstone this week to meet with various industry representatives. John Rolfe will be the ISP Member on the working group.

5.5 GHHP Membership: APLNG Payment Update

Noted. The 2014/2015 payment from APLNG was received today.

5.6 GHHP Report Card Methods and Other Qld Report Card Methods

No discussion.

DEHP have been in discussions with the Chair to ensure the GHHP Report Card methods align with other Qld Report Card Methods.

6.0 – General / Recurring Business

River Symposium

The Chair provided an update on the GHHP / Fitzroy Partnership for River Health joint presentation at the River Symposium. Questions received from attendees were about why GHHP is including economic, social and cultural indicators in report cards. The Chair explained that these indicators were developed following initial consultations with the community. The Deputy Director General of DEHP outlined a proposal to develop more integration within Qld Report Cards and create more partnerships similar to GHHP in Qld.

DEHP Update

The Great Barrier Reef Long-Term Sustainability Plan was outlined. What's the best process to integrate the work GHHP is doing into this process? Contact John Gunn as he is the science representative within the partnership formed to assess the plan. Science outcomes will influence the Great Barrier Reef Long-Term Sustainability Plan.

The Chair discussed the possibility of progressing a forum between stakeholders such as GPC, FBA, and GREAN to update all parties on projects underway in the Gladstone Harbour region in early 2015.

DEHP are finalising the Environmental Values and Water Quality Objectives, and will be completed by the end of 2014.

A formal policy statement hasn't been drafted regarding the disposal of dredged spoil. The Reef 2050 plan outlines a clear hierarchy regarding dredge spoil disposal, however more work is required to better articulate the position of the state and federal governments.

Gidarjil Development Corporation

Gidarjil Development Corporation and PCCC will be opening an environmental centre in Bundaberg and Gladstone, with a ranger program to be introduced in Gladstone. Peter Brockhurst requested a letter of support from GHHP seeking funding from the State and Federal Government.

Action MC 10.4 Peter Brockhurst to draft a letter of support and send to GHHP Chair.

Funding for GHHP post 30 June 2015

What actions are underway to secure funding for GHHP after 30 June 2015? The Chair will be discussing with Minister Powell future funding for 30 June 2015 at their meeting on 27 November. DEHP will soon be looking at the process to seek future funding for GHHP post 30 June 2015.

Comment: GHHP should be proud to be leading the way in reporting on environmental, social, cultural and economic indicators to assess the health of Gladstone Harbour.

Lessons Learned

Will there be an opportunity prior to the Pilot Report Card launch to reflect on lessons learned? There have been many lessons learned in the past 12 months, with a significant milestone being the cohesion of GHHP as a group, in addition to employment of staff and contracts.

Mutual benefits of inviting GREAN members to ISP meetings were discussed.

The next Partnership Meeting will be held at the Leo Zussino Building, CQ University Gladstone Campus at 9:00am 13 November. An updated meeting request will be circulated this week.

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					
MC9.3	Circulate GHHP Columns and GHHP media releases to the MC following the Chair's approval.	GHHP Secretariat (RS)	ASAP	Underway	
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 10					

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 10.1	Create dot points of six key messages within the report card and circulate to all partners on Wednesday 3 December.	GHHP Comms Contractor	3 December 2014	Pending	
MC 10.2	Send a letter to partners regarding the election of the GHHP Chair and MC Members.	GHHP Secretariat (RS)		Not required	Refer to MC 11 Agenda Item 4.6.1
MC 10.3	Contact Rob Kidd to request as an MC for the GHHP Pilot Report Card Launch.	Lyndal Hansen		Completed	Rob Kidd booked as MC.
MC 10.4	Draft a letter of support and send to GHHP Chair.	Peter Brockhurst		Pending	