



## Management Committee Meeting 2 Minutes

**Date:** 3 December 2013 **Time:** 1.30am – 4.30 pm

### Management Committee attendees:

Name	Position	Organisation
<b>Community</b>		
Mr Paul Birch (Chair)	CEO	FBA
Mr Peter Brockhurst	TUMRA Coordinator	Gidarjil Development Corporation
Mr Peter Brady	Management Committee Representative	Gladstone Region Environmental Advisory Network
Mr Noel Bowley	Proxy and Observer	Gladstone Region Environmental Advisory Network
<b>Government</b>		
Ms Claire Andersen	Acting Director – Environmental Planning	Department of Environment and Heritage Protection
Councillor Col Chapman	Councillor	Gladstone Regional Council
Ms Julie Cook	Liaison Manager- Southern	Great Barrier Marine Park Authority
<b>Industry</b>		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	GPC
Mr Gary Scanlan	Gladstone Regional Manager	GLNG
<b>Research</b>		
John Gunn	CEO	AIMS
<b>Other Attendees</b>		
Ms Heather Richards (Observer)	GREAN Secretariat	Gladstone Regional Council
Ms Kirstin Kenyon		GHHP Secretariat
Ms Lucy Hall		GHHP Secretariat
Mr Ian Poiner	Chair	GHHP Independent Science Panel
Ms Emma McIntosh	Science Convenor	GHHP Independent Science Panel
Ms Rachael Stegemann	GHHP Host Organisation Co-ordinator	FBA

## **Outcomes of the Meeting:**

### **Agenda Item 1 – Introduction**

Apologies:  
Mr John Lane

Updates to previous meeting actions are recorded in the action table below.

### **Agenda Item 2 – Private committee discussion**

No items to record.

### **Agenda Item 3 – Reports**

#### **3.1 Previous minutes from MC Meeting 1**

Minutes from the previous Management Committee meeting were endorsed.

Moved: Garry Scanlan  
Seconded: John Gunn

Updated actions will be collated in the attached Meeting Action Register.

#### **3.2 ISP Report**

Dr Ian Poiner, Chair of the GHHP ISP updated the meeting attendees on Independent Science Panel progress including the:

- Report Card Review has been finalised and available on the GHHP website.
- Conceptual Modelling Project is currently being reviewed by the ISP and will be available on the GHHP website once finalised.
- Three small projects have been commissioned as part of finalising the ISP's report card recommendation to the MC: specialist advice on the development of social and economic indicators; advice on statistical issues associated with the monitoring program and report card methodology; and the design of a diagram of major drivers and pressures associated with the harbour and related figures)..
- The report card recommendation is on track for submission to the MC by 31 December 2013.
- The ISP held a modelling workshop to inform partners and stakeholders on the outcomes of the modelling work.
- The next ISP meeting is scheduled for the 9 December 2013 and it will focus on finalising ISP input into the report card recommendation and lunch with GREAN representatives.

#### **3.3 Community reports**

Mr Peter Brady updated the MC on the outcomes of GREAN's last meeting. He noted that GREAN would like to focus on fish health at the next GREAN/ISP catch up.

Whilst not directly related to the Partnership, Mr Brady also noted that the environment is not listed in any of the 10 themes of the Queensland Plan.

Mr Peter Brockhurst briefly updated the MC on outcomes from a catch up between himself, Ms Kezia Smith, Ms Emma McIntosh and the GHHP Secretariat to help inform the objectives the ISP is developing from the GHHP vision, specifically, the cultural section. Mr Brockhurst said he would pull together a presentation for the next meeting to provide some more detail.

Action: MC2.1

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

##### **4.1 Financial Delegations**

The proposed financial delegations were reviewed and changes were suggested. The updated financial delegations will be inserted into the GHHP Procedures document.

Action: MC2.2

##### **4.2 GHHP Provisional Budget**

MC Chair moved to later in the agenda (see 4.8)

##### **4.3 – GHHP Roles and Responsibilities**

The roles and responsibilities document was reviewed and changes were suggested. The updated roles and responsibilities document will be updated and reviewed periodically to ensure all tasks are assigned to a role of the GHHP.

##### *Communications and Media Contractor*

The management committee reviewed the role description for the GHHP Communications and Media Contractor. Changes were suggested.

A subcommittee was established to progress the hiring of the communications and media contractor: Mr Kurt Heidecker, Mr Gary Scanlan, Councillor Col Chapman.

Action: MC2.4

##### *Science Technical Officer*

The management committee reviewed the role description for the GHHP Science Technical Officer. Changes were suggested. Ms Emma McIntosh was tasked with organising the subcommittee for the appointment of the Science Technical Officer: Ms Rachael Stegemann; Ms Emma McIntosh; Ms Claire Andersen; Mr John Gunn.

Action: MC2.5

##### **4.4 – ERMP**

The ERMP (Ecosystem Research Monitoring Program) is a federal environmental offset condition on GPC for the western basin dredging program. To date there have been several meetings between GPC and GHHP about the potential to create efficiency savings at different levels and to ensure cooperation between the ERMP and GHHP

including GHHP access to the ERMP data.

In the longer term and once GHHP has been established there is the potential for GPC to re-negotiate the ERMP conditions to allow some of the ERMP work to focus on GHHP objectives. There have also been discussions around the possibility of rationalising the current four independent science panels associated with Gladstone Harbour into one. In the interim the following actions have been proposed:

1. The current informal Independent Chair's meeting arrangement (GHH, ERMP, DTAP) is formalized with the requirement that the Chairs meet quarterly or more frequently if required.
2. The TOR of each of the Panels (including GHHP ISP) is appropriately modified to recognize participation in the Chairs panel.
3. The role description for each of the Chairs (including GHHP ISP) is appropriately modified to recognize participation in the Chairs panel.
4. Early in 2015 there is a review of Gladstone Harbour independent science panel needs noting this will correspond with the GHHP planned review of its ISP needs as the GHHP progresses into its operational phase.

Management Committee members endorsed this approach.

#### 4.5 – Data Principles

Dr Ian Poiner presented the Data Principles paper that included a draft data policy that the GHHP could use.

The management committee were asked to provide advice on:

- whether they will only accept the receipt of data that can have the raw data released.
- have a policy of availability of raw data, but be flexible when receiving raw data from existing monitoring programs.

The risk of the first point is that the costs of monitoring to the GHHP could increase if some providers are not willing to provide the raw data but rather synthesised data requiring further monitoring to be undertaken.

The risks of the second point is that there could be a perception by stakeholders outside of the Partnership of not being forthcoming with raw data.

MC members discussed the above in detail, and asked the Secretariat to review the letters sent to GHHP partners regarding the sharing and release of PCIMP data. MC members also noted that this would be the first major test for the Partnership.

The MC members decided to undertake data negotiations in a two-step process

- the public release of raw data from existing programs is not required, but the ISP must be provided with the raw data.
- once the pilot report card has been conducted and it is determined that the existing program's data is suitable for the report card, further negotiations will be undertaken for the ability to publicly release raw data.

Dr Poiner was to begin discussions with PCIMP who are the key water quality indicator provider about providing the raw data to the ISP. Industry representatives on the management committee were to talk to their PCIMP contacts. Both Dr Poiner and the industry representatives were to keep the Secretariat informed with progress on the coordination of the future data sharing agreement.

Actions: MC2.6, MC2.7, MC2.8.

#### Agenda Item 4.6 – Data Sharing Agreement

The GHHP members noted the progress on the data sharing agreement. This is pending decisions regarding data principles discussed at agenda item 4.5. It was also discussed that the data share agreement could be changed so the agreement was between FBA as the host organisation and each data provider.

#### Agenda Item 4.7 – Public access to the AIMS mapping and synthesis database

Dr Ian Poiner followed up with AIMS for the public access to the mapping and synthesis database. The proposal received was not as expected and Dr Poiner is following this up with AIMS further.

#### Agenda Item 4.8 (previously 4.2) GHHP Provisional Budget

The Chair, talked the MC members through the Provisional Budget and the following items were noted:

- GHHP has been informed that Commonwealth Government financial commitment is pending (Income Item 8).
- QER are currently undertaking an operational change. Their financial commitment to the GHHP will need to be followed up.
- Whilst the provisional budget outlines three years, only two years are to be considered when making MC decisions because no partner has yet agreed to year 3's commitment (Income Item 22).
- The ISP Chair's role has been revised to a 0.4 FTE position (Expense Item 17).
- The full amount budgeted is unlikely to be required for year one (Expense Item 21).
- The financial amount estimated for the communications contract is likely to less than budgeted (Expense Item 22.1).
- The hosting fee is likely to increase once all contributions have been received as the current amount is based on \$2.5 million membership fees and the final amount is expected to be larger (Expense Item 36.1).
- FBA will now be providing the finance and contract officer for the Partnership as part of the hosting fee so this budget expense is no longer required (Expense Item 37.3). However, with this change of arrangements, the expenses of the annual audit will have to be paid by GHHP (Expense Item 36.2).

A detailed review of the budget was postponed until the Government's financial contribution has been advised.

Action: MC2.3

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

### **5.1 Correspondence, in kind tracked, milestone tracker and meeting action tracker**

This was made available for MC members to review. No comments were made.

## **Agenda item 6 – General business**

### **6.1 Report Card Recommendation Consultation Process**

The MC discussed the process for consulting with the broader Partnership about the ISP report card recommendation..

The MC agreed to initially review the report card recommendations to resolve any predicted concerns before consultation with the broader Partnership.

### **6.2 Next Management Committee Meeting**

To be held on 20 January 2013.

## 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 - Conceptual Modelling - Report Card Literature Review, and - 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.	Independent Science Panel and Science Working Group	Conceptual Modelling - 17 May 2013	<b>Complete</b>	The ISP reviewed the proposal received and made a recommendation to the GHHP Science Working Group for endorsement.
			Report card review – 10 May 2013	<b>Complete</b>	The GHHP Science Working Group has endorsed the ISP recommended provider. The contract is currently being finalised.
			Community Perception Survey – 31 May 2013	<b>Postponed</b>	Postponed until early 2014.
<b>Interim Management Committee Meeting A – 26 August 2013</b>					
<b>IMCA.2</b>	Executive summary of the outputs of Budget Item 7.1 (Gladstone Harbour Model – quantitative ecosystem model)	GHHP ISP	MC Meeting 2 – 3 Dec 13	<b>Pending</b>	To be provided in the GHHP report card recommendations that will be delivered by end of 2013.
<b>GHHP Meeting 5</b>					
<b>5.8</b>	Negotiations to begin with PCIMP regarding the data sharing.	Paul Birch	ASAP	<b>Complete</b>	Negotiations commenced – see MC 2.7 and 2.8  PCIMP happy that offset amount to partners will be the cost of monitoring -\$750 000 p/a - \$62, 500 will be used per partners for 10 out of 12 PCIMP members. GPC separate to this agreement and Cement Australia not a partner in GHHP. Exchange of letters between PCIMP and GHHP regarding data sharing.
<b>Management Committee Meeting 1</b>					

Action Number	Action	Who is responsible?	When is it due?	Status	Notes
<b>MC1.8</b>	Mapping & Synthesis Database – ISP to facilitate a proposal for consideration at the next MC meeting and to give a presentation at next MC meeting	ISP Chair	MC Meeting 2 – 3 Dec 13	<b>Underway</b>	Dr Poiner is following this up with AIMS as the initial proposal received was not as expected.
<b>MC1.9</b>	ISP to provide a recommendation regarding priority research areas for identifying causality of fish ill health (some of which the GHHP may consider commissioning projects on)	ISP Chair	Early 2014		
<b>Management Committee Meeting 2</b>					
<b>MC2.1</b>	Mr Peter Brockhurst to present at MC Meeting 3 about TO, ISP Convenor, GHHP Secretariat catch up on 3 December 2013.	Mr Peter Brockhurst	MC 3	<b>Underway</b>	See agenda item 2.4
<b>MC2.2</b>	Updates to GHHP Financial Delegations to be included in the GHHP Procedures document.	GHHP Secretariat	ASAP	<b>Complete</b>	
<b>MC2.3</b>	Follow up QER regarding financial commitment following their operational changes.	GHHP Secretariat	ASAP	<b>Complete</b>	
<b>MC2.4</b>	Subcommittee to progress GHHP Communications and Media Contractor - First step is for the sub committee to review the position description and endorse for release.	GHHP Secretariat	ASAP  First Step – Before 25 Dec 2013.	<b>Underway</b>	First Step - Complete



Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<b>MC2.5</b>	Subcommittee to progress GHHP Science Technical Officer - First step is for the sub committee to review the position description and endorse for release.	GHHP ISP Science Convenor  First Step – GHHP Secretariat	ASAP  First Step – Before 25 Dec 2013.	<b>Underway</b>	First Step - complete
<b>MC2.6</b>	Review the letter sent to GHHP Partners regarding the 'data' from PCIMP and send to MC	Secretariat	ASAP	<b>Complete</b>	Letter circulated to MC members
<b>MC2.7</b>	Dr Poiner to begin negotiations with PCIMP regarding data sharing ensuring that the ISP can view the raw data. Outcomes are to be reported back to the GHHP Secretariat for coordination.	Dr Ian Poiner	ASAP		
<b>MC2.8</b>	Industry representatives are to discuss with their PCIMP contacts regarding the public release of raw data. Outcomes of discussions are to be report back to the GHHP Secretariat for coordination.	Industry Representatives – Mr John Sheriff, Mr Gary Scanlan, Mr Kurt Heidecker.	ASAP		