



Management Committee Meeting 16 Minutes

Date: Thursday 29 October 2015

Time: 9:00am to 1:00pm

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		
Ms Claire Andersen	Director – Strategic Policy Services	Department of Environment and Heritage Protection
Ms Angela Stokes	Proxy for Ms Peta Lane	Department of Environment
Councillor Col Chapman	Councillor	Gladstone Regional Council
Industry		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr Patrick Hastings	Replacement for Mr Kurt Heidecker	
Mr Garry Scanlan		GLNG
Mr John Sherriff	General Manager, Safety Environment & Risk	Gladstone Ports Corporation
Research		
Dr Liz O'Brien	Associate Director of Research	Griffith University
Other Attendees		
Dr Ian Poiner	Chair	GHHP Independent Science Panel
Dr John Kirkwood	GHHP Science Convenor	Fitzroy Basin Association
Ms Crystal McGregor	Media and Communication Team	Amarna Consulting
Ms Lyndal Hansen	Media and Communication Team	Amarna Consulting
Ms Maddy Willey	Secretariat	GHHP

Apologies

Name	Position	Organisation
Mr Peter Brockhurst		Gidarjil Development Corporation

Agenda Item 3 – Reports

3.2 – Science Program Report

Dr Ian Poiner provided a Science Program Report, detailing that the Science Program is progressing as planned.

It is noted that MC comments on the Connectivity, Seagrass and Coral reports are to be made by 30 November, with the approved reports to be uploaded to the GHHP website following.

MC Comments and Questions on Science Program Report:

- A question was raised regarding the progress of DIMS. The Science Team responded that DIMS progressing as planned and is on track. DIMS to be finalised early-mid next year and a presentation will be made to the Management Committee.
- A question was raised regarding the first ISP007 and the changes made by MC members. Ian advised that the ISP and Science Team have addressed comments made by MC. Paul to send John Sherriff latest version of first ISP007.
- A discussion was had regarding the connectivity merging into pressures and drivers
- Secretariat to send an email to MC asking for comments on 3 ISP reports on Friday 14 November.
- Question regarding what will happen to Science Program budget surplus, with the following response:
 - MC agreed to commission work with InfoFish and other specialist work on fish recruitment – proposal to be presented to MC
 - Project 13 – no involvement of commercial fishermen?
 - Partnership collaboration with InfoFish - more involvement of recreational fishermen
 - Science team working on proposal to bring forward to MC
- Action: Comms team to prepare a list of FAQs for Partnership Meeting

3.3 – Community Reports

Col Chapman advised that GREAN is arranging for Norm Duke to come to a GREAN meeting to expand the organisation's knowledge on mangroves, etc.

The Chair advised that the GHHP staff restriction on GREAN meetings has been lifted.

3.4 – Finance Report September 2015

Chair, Paul Birch tabled Finance Report September 2015 and advised:

- Chair to meet with GPC to discuss approval as it runs out this year.
- CQG Consulting paying in components.

3.5 – Media and Communications

Media and Comms team table gave a verbal report, including:

- Release of the Gladstone Harbour Barry & Jenny's Expedition was a success.
- Preparation of the Annual Report and Report Card has been a priority.
- An analysis over the GHHP website in comparison to FBA website was undertaken, with some similarities over peak page view times. Although the FBA website has far greater page views, the time spent on the GHHP website is longer.
- A GHHP Facebook Page has been created with regular posts. The Facebook page has 77 likes.

MC Comments and Questions:

- Reference to Facebook page to be added to the Report Card

Agenda Item 4 – Items requiring decision

4.1 Adoption of 2015 Report Card

Chair Paul Birch tabled the 2015 Report Card, and advised.

MC Comments and Questions on 2015 Report Card:

- Put Queensland boarder on map
- Doesn't need to be said that it is a QLD govt. initiative – take out and focus on the collaboration of 26 partners
- Would be good to say the 2015 report card builds on the Pilot
- Define 'peoples' as the Gladstone community – personalise
- Stewardship sentence does not need to say it was separate
 - ISP has had nothing to do with Stewardship and feels strongly about separating the two
 - Move Stewardship being a separate process to the bottom of the paragraph
 - "The RC does include a separate assessment of Stewardship by different industries."
- Environmental section
 - Change connectivity to lower case
 - Management Committee decided on "data was" is to be used
 - GHHP to be put in front of Science Panel
 - Blue box
 - Coral health "was" graded
- Map
 - Remove split logo
- Grading confidence and trends
 - Add sentence to the bottom "Environmental and cultural components in 2015 cannot be compared to the 2014 results. (Refer to key observation 2)"
 - Making empty confidence grading bars white, filled in bars to be black
 - Find contrast colours for bars to stand out
 - Add confidence low, medium or high in each box
 - Add in "indicators used" after completeness,
 - MC agreed to remove Gladstone Port Limits from map
- Cultural section
 - On grading circle – MC agreed to move cultural heritage and sense of place 90 degrees so they are read sideways
 - Remove the word "people's" from "people's perceptions"
- Social section
 - Needs to be said as GHHP Science Team
 - Change to "data was"
 - Add picture to social section
 - Add "the" three indicator groups
- Economic section
 - From economic performance there are things such as the LNG operations – have they been taken into account
 - All shipping is taken into account but the weighting may not have been adequately covered
 - Comment to be taken on notice for 2016
 - Hinterland is suffering economically – overall the community has gone down, correct in saying the Ports Corporation has thrived
 - Discussion was had about geographical focus – decided not to stick it to the harbour – the framework around the report card is responsible for the grades

- Cannot be changed for this year as the perimeters cannot be changed but can be reviewed moving forward
 - Wording of ISP needs to be consistent throughout all four sections
 - Trend arrows next to grade needs to be refined
- Key Observations
 - Sediment quality sentence to be the third sentence in first observation
 - Add that copper was still satisfactory in second observation
 - All capitals of measures to be changed to lower case
 - Put all grades in brackets
 - MC agreed to put observation 5 in separate box at the top of key observation section with the heading “context”
 - Add in additional observation “GHHP is working to include fish and crab indicators for the 2016 Report Card and is committed to a fish health research program in 2016 following a workshop with the Fisheries Research and Development Corporation (FRDC) in 2015.
- Stewardship
 - Should read “major industry” instead of heavy
 - Gladstone Port’s Corporation (GPC) first then referred to as GPC from then on
 - Remove last sentence from Industry section
 - It was noted that the recreational data used in the stewardship report was accurate however it needs to be viewed with careful consideration as it is not used on an ISP level
 - Spell out DAF
 - Remove “within fishing grid S30”
 - Very effective to be changed to fully effective on dark green box
 - Scoring system to be replaced with rating system
 - Make reference to website bolder and change to “for the full Stewardship Report refer to www.ghhp.org.au
- Storybook
 - Add “by local artist”
- Citizen Science
 - Put details to reference how to be involved in the project
 - Add sentence about relying on community groups
- Back page
 - Remove 8th and leave as December 2015
 - Add new Santos logo

Management Committee signed off on the adoption of the 2015 Report Card.

4.2 Adoption of Technical Report/Executive Summary

MC Comments and Questions on Technical Report/Executive Summary:

- Needs to talk about the methods and trends in the executive summary as that’s what most people will read
 - ISP decided text needed to be more concise
 - Executive summaries do not generally talk about methodologies
 - Ian to include some information about methods for creating grades in executive summary
- Add in statement that copper was still satisfactory
- “no data available” for connectivity in Auckland and Boat Creek to be reworded to state that it is not possible due to resolution
- Flushing rate in the middle of harbour to be checked by Science Team and provide explanation why it is low

4.3 Adoption of 2014/15 Financial Statements

Chair Paul Birch tabled 2014/15 Financial Statements.

The Management Committee agreed to adopt the 2014/15 Financial Statements.

4.4 Adoption of 2014/15 Annual Report

Chair Paul Birch table 2014/15 Annual Report, and advised.

The Management Committee agreed to adopt the 2014/15 Annual Report.

4.5 Science Education Resource Kit Proposal

Chair Paul Birch tabled 2014/15 Science Education Resource Kit Proposal.

MC Comments and Questions:

- The need for the education kit came from the Science Teacher's conference
- Question regarding if junior schools have requested a larger Barry & Jenny book – Comms team looking at it
- Uptake and distribution of the Resource Kit needs to be specified
- Have an evaluation component to see how effective the kit is
 - Perception survey
- Use in wider community – kids to send work through and be put on website

The Management Committee accepted the proposal.

4.6 Analysis: Private Company vs Hosting Arrangements

Paul Birch vacated the Chair, Colin Chapman took over discussion.

MC Comments and Questions:

- Extra costs from being a separate legal entity come from having to hire a CEO and paid Board.
- SEQ have used both models – the cost for being a separate legal entity are much higher and are looking to merge with another organisation to reduce cost.
- If anything could look at sharing arrangements with other report cards.
- Question was raised if we should we look at other hosts such as GRC or GPC to make a comparison.
- It was discussed that GHHP Partners would need to be an open decision to choose a host based on organisations who have put themselves forward.
- Management Committee recommendations to be put to Partnership on 30 November.
- FBA will continue to host until decision is made.

Management Committee agreed to recommend to the Partnership that GHHP remain with existing hosting arrangements.

- Expression of Interest due with 14 days of Partnership Meeting

Agenda Item 5- Items for noting

5.1 Comparison of Financials since establishment

Chair Paul Birch tabled comparison of financials.

Error on page 3 of report, figure against recruitment should be within salaries. Salaries figure should be \$394,538.

5.2 Update Citizen Science Project

Waiting on signed contract from CVA.

5.3 Great Barrier Reef Report Card 2014

Claire Andersen presented GBR Report Card 2014.

MC Comments and Questions:

- Fitzroy results do not include Gladstone.
- Claire to provide a report on each report card's pressures and drivers and how they relate to methods.

5.4 Mackay Whitsundays Report Card (Pilot)

Claire Andersen presented Mackay Whitsundays Report Card.

5.5 Health Waterways Report Card

Claire Andersen presented Healthy Waterways Report Card.

5.6 Stewardship Update

Claire Andersen provided update.

MC Comments and Questions:

- No fishing included because the data wasn't available but will be provided in future years

Next meeting: Partnership Meeting, Monday 30 November 2015

Secretariat to prepare draft Calendar for 2016 and send out to current Management Committee.

PCIMP expires in June – need to renegotiate.

Negotiate data sharing agreement with GPC.

Meeting closed 12:40pm.

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 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	
MC Meeting 9					
MC9.3	Circulate GHHP Columns and GHHP media releases to the MC following the Chair's approval.	GHHP Secretariat (RS)	ASAP	Ongoing	
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 12					
MC 12.3	Investigation of policies and procedures to monitor and set up a GHHP Facebook Group	GHHP Comms Contractor		Underway	Comms team to discuss with Claire Andersen policies used for Reef Facts Facebook page.
MC Meeting 13					
MC 13.1	Do recruits have more vulnerability than adult fish?	Chair, ISP		Completed	Contact John Gunn (Mackay)
MC 13.2	Table detailing line item costs since inception	Chair, GHHP		Completed	
MC 13.3	Release ISP 007 Connectivity report	Chair, GHHP			comments from John Sherriff Connectivity Report (ISP007) before approval
MC Meeting 14					
MC 14.1	Schedule of meetings for the rest of the year to be sent to Management Committee and Partners	GHHP Secretariat		Completed	
MC 14.2	Reporting of Stewardship and Citizen Science projects in Technical Report	Chair, Comms Contractor		Completed	
MC 14.3	Stewardship recommendation/report to be distributed to Management Committee (once received from consultants)	Claire Anderson			
MC 14.4	Comparison of website analytics to those of other healthy water ways projects (SEQ, FBA, etc.)	Comms Contractor		Completed	
MC 14.5	Discussion of contract agreements with CVA – to be reported back to Chair	Comms Contractor		Completed	
MC 14.6	Generate "Gladstone Healthy Harbour Partnership" Social Media Policy	Comms Contractor		Completed	

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC Meeting 15					
MC 15.1	Management Committee members and staff to receive a hard copy of GHHP Storybook	Comms team/Secretariat		Completed	
MC Meeting 16					
MC 16.1	Management Committee comments and approval of connectivity, seagrass and coral reports for publishing on the GHHP website. Secretariat to send email reminder Friday 14 November	Management Committee/ Secretariat	Prior to 30/11		
MC 16.2	FAQs list for Partnership meeting	Comms team	Prior to 30/11		
MC 16.3	Report on GBR, Mackay Whitsundays and Healthy Waterways Report Card pressures and drivers, and how they relate to methods	Claire Andersen		Completed	
MC 16.4	Draft 2016 calendar to be sent out to current Management Committee	Secretariat			
MC 16.5	Renegotiation of PCIMP contract				
MC 16.6	Negotiate data sharing agreement with GPC				