



Management Committee Meeting 4 Minutes

Date: 21 February 2014 **Time:** 12.30pm – 3.30pm

Management Committee attendees:

Name	Position	Organisation
Community		
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
Government		
Ms Claire Andersen	Director – Strategic Policy Services	Department of Environment and Heritage Protection
Councillor Col Chapman	Councillor	Gladstone Regional Council
Ms Julie Cook	Liaison Manager- Southern	Great Barrier Marine Park Authority
Ms Peta Lane (telephone – 1.30 – 3pm)	Assistant Secretary – Program Implementation	Department of Environment
Industry		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	GPC
Mr Gary Scanlan	Gladstone Regional Manager	GLNG
Other Attendees		
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

Outcomes of the Meeting:

Agenda Item 1 – Introduction

Apologies:

Mr John Gunn – CEO – AIMs – Research representative

Dr Liz O’Brien – Associate Director of Research – Griffith University – Research Proxy

Ms Rachael Stegemann – GHHP Host Co-Ordinator - FBA

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

Mr Paul Birch and Dr Ian Poiner updated the Management Committee on discussions with Mr Jon Black, Director General of the Department of Environment and Heritage Protection. Paul discussed report cards, GHHP hosting options and the Secretariat support with Mr Black. Ian discussed progress with the GHHP Science Program including the development of the Report Card and the Gladstone Harbour Model, and the need for consistency with the GBR and Fitzroy Basin report cards.

Dr Ian Poiner also updated the Management Committee on discussions with Honourable Greg Hunt MP, Minister for Environment which he was invited to in another capacity. They discussed the Reef 2050 plan, Gladstone Harbour and the GHHP initiative.

Agenda Item 2 – Private committee discussion

No discussion required.

Agenda Item 3 – Reports

3.1 Previous minutes

Minutes from the previous Management Committee meeting were endorsed.

Moved: Councillor Col Chapman

Seconded: Mr Peter Brockhurst

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

Paul reminded members present that any document the GHHP develops will be put on the GHHP website.

Action: MC 4.1

3.2 ISP Report

Dr Poiner presented the ISP report including:

- Development of a plain English summary of the report card framework recommendation
- Upcoming scopes of works for science projects
- GREAN luncheon
- AIMS mapping and synthesis online database proposal
- New ISP member, Bronwyn Harch (expertise in statistics)
- PCIMP data sharing progress
- CSIRO biosecurity pilot

Process for developing research priorities and proposals to try to clarify the cause of fish health incidents in Gladstone Harbour.

Management Committee members discussed:

- whether the plain English summary of the report card recommendation could be combined with the outcomes from the report card mock up workshop by the new communication contractor. The MC agreed a plain English summary would be developed and the ISP Chair and Science Convenor would seek the involvement of the new communication contractor in the writing of the summary.

- The process for developing research priorities and proposals to try to clarify the cause of fish health incidents in Gladstone Harbour is a priority. *Note from Chair: Research needs to be commenced by 30 July 2014.*
- The AIMS Mapping and Synthesis Online Database to be presented visually at next MC meeting as outlined in Action MC 1.8.
- As they become available the Scopes of Works can be circulated via flying minute to help expedite the process for approvals and get the projects running.

Action: MC 4.2

Agenda Item 4 – Items requiring decision – brought forward

4.5 ISP Report Card Recommendations

The management committee reviewed the ISP report card recommendations following the feedback considered at the last ISP meeting. The Management Committee suggested two minor changes:

- Recommendation 8 - remove 'by the GHHP' because the Management Committee wants to ensure that all results in the GHHP report card are reviewed by the GHHP ISP.
- Recommendation 9 – remove 'capability and' because the GHHP does not have the responsibility to respond to major events but will need internal processes to ensure that the Partnership can communicate about how major events will impact on the GHHP report card.

4.1 – GHHP Data Policy

The Management Committee signed off the GHHP Data Policy providing the following actions occur:

- Secretariat amend typos found
- Ian to provide the meta-data standard to be used
- Communication contractor when developing the GHHP website to create a generic science program email address for data enquires
- The scope of works for the data and information system will identify the name and details of the system that needs to be inserted into the data policy.

Actions: MC 4.3 - 4.4

4.2 – GHHP Scope of Works Contracting Procedures

Contracting procedures were discussed. It was decided that scopes of works for science projects need to be endorsed by the Management Committee at a meeting or via flying minute. The Secretariat will then receive an email from the ISP Convenor outlining the preferred provider and why. The Secretariat will review this choice on behalf of the Management Committee, provide advice back to the ISP as to whether to progress.

4.3 – GHHP Calendar

The GREAN and GHHP items in the 2014 Calendar was signed off as a working document. All ISP items in the deliverable column were deferred to be checked by ISP Chair/Convenor. Once the MC has endorsed the Science Work Program and budget the ISP will provide milestones/deliverables for inclusion in the Calendar.

Action: MC 4.5

4.4 – GHHP Provisional Budget

The Management Committee endorsed the 2014 budget with one minor change to allow for GHHP Management Committee and Partnership meeting expenses.

Agenda Item 3 – Reports – returned to this item following the report card recommendations discussions

3.3 Community reports

Mr Peter Brady and Mr Noel Bowley updated the Management Committee on Craig Doyle's (GPC CEO) visit to last GREAN meeting.

3.5 – Finance Report

Management Committee members noted outstanding membership fees from APLNG, UQ, BSL, Rio Tinto Alcan Yarwun and QGC.

Action: MC 4.6

3.6 – Admin Report

The GHHP Host Co-ordinator tabled 3 media articles referencing the Partnership.

3.4 Community Presentation – Gladstone Harbour from Traditional Owners' perspective

Mr Peter Brockhurst presented on Gladstone Harbour from a traditional owner perspectives. He used the example of a wide open park lawn. For a mainstream Australian this looks like a great place to bring the kids. For a traditional owner it looks like a green desert because there are no plants or animals.

Mr Brockhurst also briefed the ISP on a 3 year long project Gidarjil is undertaking with Charles Darwin University to develop a framework that can bridge the gap between science and traditional owner knowledge.

Agenda item 5 – Items for Noting

5.1 – Progress of Oral Histories Project

6 proposals were received and 2 were interviewed. The preferred candidate (Elevate Media) has accepted and contracting is currently underway.

5.2 – Progress of Communication Contract and Science Technical Officer

The preferred candidates have been accepted (Amarna – Communication contract and Dr Uthpala Pinto – Science Technical Officer). Contracting is currently underway.

5.3 Correspondence, in kind tracker, 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 Next Management Committee Meeting

At the meeting it was recorded as 26 March 2013.

Following meeting, it has been updated to 2 April 2014.

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
GHHP Meeting 3					
GHHP3.2	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	Complete	The ISP reviewed the proposal received and made a recommendation to the GHHP Science Working Group for endorsement.
			Report card review – 10 May 2013	Complete	The GHHP Science Working Group has endorsed the ISP recommended provider. The contract is currently being finalised.
			Community Perception Survey – 31 May 2013	Postponed	Postponed until early 2014.
Interim Management Committee Meeting A – 26 August 2013					
IMCA.2	Executive summary of the outputs of Budget Item 7.1 (Gladstone Harbour Model – quantitative ecosystem model)	GHHP ISP	MC Meeting 2 – 3 Dec 13	Complete	To be provided in the GHHP report card recommendations that will be delivered by end of 2013.
Management Committee Meeting 1					
MC1.8	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	Proposal Complete Presentation is outstanding to be completed MC 5	Dr Poiner has received a proposal from AIMS that he forwarded to the Management Committee in the ISP Agenda Paper. The presentation has not yet been completed.

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC1.9	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	Outstanding	Due to be discussed at the April 2014 ISP meeting.
Management Committee Meeting 2					
MC2.1	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	Complete	
MC2.4	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.	Complete	
MC2.5	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.	Complete	

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC2.8	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	Complete	
Management Committee Meeting 4					
MC 4.1	Secretariat to add section into the procedures register for document publication on the GHHP website.	GHHP Secretariat	ASAP		
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 Communication contractors	ASAP		
MC 4.3	Secretariat to amend data policy typos	GHHP Secretariat	28 February 2014	Complete	
MC 4.4	Ian to provide the preferred metadata standard for inclusion in the policy	ISP Chair	28 February 2014		
MC 4.5	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		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 4.6	Management Committee members to follow up outstanding fees.	Kurt – BSL and Rio Tinto Alcan Yarwun Garry – APLNG and QCLNG John - UQ	28 February 2014		