



Management Committee Meeting 22 Minutes

Date: Wednesday 24 May 2017 **Time:** 10:30am to 3:30pm

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
Mr Gerry Graham	Proxy Representative	Gladstone Region Environmental Advisory Network
Government		
Ms Angela Stokes	Proxy for Ms Rachel Parry	Department of Environment
Mr Ben Hammill	Manager, Reef Coordination and Partnerships	Department of Environment and Heritage Protection
Councillor Desley O'Grady	Councillor	Gladstone Regional Council
Industry		
Mr Patrick Hastings	CEO	Gladstone Industry Leadership Group
Mr John Sherriff	General Manager, Safety Environment & Risk	Gladstone Ports Corporation
Mr Andrew Tapsall	Marine Advisor	Shell/QGC
ISP Members		
Dr John Rolfe	Chair	GHHP Independent Science Panel
Staff		
Ms Crystal McGregor	Media and Communication Team	Amarna Consulting
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

Absent:

Research		
Prof. Owen Nevin	Associate Vice-Chancellor	Central Queensland University

Meeting Started: 10:35 am

MC private committee discussion.

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

The ISP Chair reported on all current projects and their status.

MC Comments/Questions

Indigenous Assessment:

- ISP Chair highlighted that a relationship breakdown between Gidarjil and Terra Rosa could affect the Indigenous assessment.
- It is suspected the relationship breakdown was caused by lack of payment to the rangers conducting the work.
- Noted that without the rangers that GHHP would not be meeting their initial terms of reference and that if other community elders were approached to work with GHHP that Gidarjil may not support this decision.
- ISP Chair has suggested that Indigenous site assessments be reviewed every 3-5 years instead of annually (this could improve engagement).
- ISP to review budget to include payment for rangers.
- ISP Chair notified MC that Terra Rosa has requested to change the methodology but ISP Chair confirms there will be no changes in the coming report card and this request will be addressed after such time.
- ISP Chair has sourced a reviewer with the appropriate skills to assess the request for the change of methodology.

Actions: GHHP Chair is meeting with Central Queensland Traditional Owners Leadership group (Monday 12 June 2017) and will get further information in regard to the matter for GHHP's clarification.

Mangroves Project

- The ISP spoke with Norm Duke regarding his Mangrove project. The ISP questioned:
 - How sensitive Norms findings will be in relation to the information required for the report card
 - Norms results are over a longer duration, whereas GHHP requirements are annually
 - Coverage of data may be an issue and this requires clarification
- ISP to identify the potential indicators (purpose, timeframes etc), analyse Norms data (when it is available) to identify if it is of high quality and usability.
- ISP Chair questioned if mangroves are the right addition to the report card or is there another aspect that should be included first?
 - ISP Chair highlighted that mangroves data may not be sensitive annually but on more of a 3-5 year spectrum
 - Highlighted the cost of the project against the possibility to see little to no change annually
- Suggestion was made to use commercial fish species that are reliant on mangroves to grade mangrove health.
- ISP suggested that biodiversity be included-dugongs, dolphins, turtles.
It was suggested that dugongs be analysed against low seagrass results to form a relationship between the two.

Other

- It was raised about the model being available on the GHHP website

- It was put forward that Indigenous Heritage be included in Beth's model - ISP Chair confirms that there has been a request for quote to Beth to include this in a future model.
- Fish recruitment methodology- proposed change to have weightings and an overall average.
- ISP proposed that Bill Venables (CSIRO) will assist in the crab pilot programs statistical analysis.

3.3 GHHP Chair Report

3.4 GHHP Communications Report

Communications team reported on all current projects.

- Noted that there are only approximately 500 printed Report cards remaining and it is suspected that after Eco-fest there will be no more.

MC Comments/ Questions:

- Requested that the communication plan be sent out the management committee.

3.5 Finance Report

Chair gave an update of the financial report.

- Noted that Griffith University may have decided not to remain a partner

3.6 GHHP Citizen Science Projects Report

Communications team gave an update on all Citizen Science Project

Action: Communications team to send out Myco-Restorations guest speaker Dr Sandra Tuszynska's details to Management Committee.

Agenda Item 4 – Items requiring decision

4.1 Structure of the Environment Component

ISP Chair presented to the Management Committee the proposed changes for the Environmental component of the report card.

ISP Chair key notes:

- ISP goal is to align with the Reef 2050 Vision
- Minor issue 1- there would be 7 instead of 4 aspects to communicate
- Minor issue 2- it is a change from the previous report card (small formatting alterations) and the layout would not remain consistent
- ISP Chair endorses option A as the preferred method but noted this was not a unanimous decision by the ISP

MC Comments/ Questions:

- It was raised that from a public perspective consistency of the report card was important. However a majority agreed that the introduction of option A would clearly articulate the message to the community and it was seen to be a legitimate change.
- Comment was made that although option A may result in some negative findings, it creates key talking points.

- The table was in agreement to align the GHHP report card as closely to Reef 2050 Vision as possible.
- Suggested that GHHP change the names of the environmental indicators in this report card to align with Reef 2050 (when Reef 2050 document is completed), instead of making more changes to future report cards.
- Noted that there will be a mid-term review of the Reef 2050 Vision proposed plan but it was unlikely there would be any title changes.
- Chair noted that there is no issue with making changes to the report card as long as it is a change for improvement and development, that is working towards providing a clearer message to the people

Action- Department of Environment to confirm there will be no title changes made to the Reef 2050 Vision in the review process.

Motion- Option A- Report on three grades within the Environment sector rather than an averaging grade when Reef 2050 completed.

- **All agreed and motion was carried**

Motion- After confirmation from the Department of Environment it is motioned that the Environment titles be changed to align with Reef 2050 Vision titles.
Environment Title changes: Habitats to be named Ecosystem Health; Fish & Crabs – Biodiversity; and Water & Sediment Quality to remain the same as it was agreed this title is well aligned already.

- **All agreed and motion was carried**

4.2. Membership Contributions 2017/18 FY

Chair provided detailed analysis of the membership contributions.

MC Comments/ Questions

- It was confirmed that the decrease of Government funding was to equally spread funding through all current report cards

Membership contributions 4.2.1- All agreed

4.3 Draft Budget 2017/18 FY

Chair provided a detailed analysis of the draft budget for 2017/18 FY.

MC Comments/Questions

- Chair emphasised that this was an operating level budget that may cause some issues for the ISP but by utilising the balance bought forward it will alleviate some of the financial strain on other projects moving forward.
- ISP Chair noted that the ISP have a list of potential projects that may require future funding. Chair suggested that the ISP present each project as it becomes a requirement to the Management Committee for funding approval.
- It was confirmed that there is currently no hosting fee in the budget.

Draft Budget 4.3.1- All Agreed

4.4 Governance Health Check, Review and Charter

MC Comments/Questions:

- Noted that the Governance Charter needs to be reviewed and determine areas for improvement.

- Chair announced his intentions to step down as Chair but agrees to remain in his position until such time the Governance review has been completed.
- Question was raised as to why GHHP was formed as a hosted partnership.
Answer: There was no assurance that the partnership would be a long term venture and this was the best option until the partnership was properly developed and stable.

Chair noted that the Management Committee can evaluate this decision.

- In accordance with Governance Charter 5.4 & 5.5 and at the request of the Chair:
 - Decision to be made if the current arrangements remain and a new chair is to be elected from within the management committee or if there will be a required change to the Charter to allow for the position to be advertised and an outside chair elected.
 - Noted that Management Committee Chairs are paid between \$30,000 - \$50,000 as a contract fee.
 - Noted that there will be a requirement for an Executive Officer (to manage the science, communications & secretariat)

Action: Patrick to obtain quotes for an internal governance review and present quote to MC for a motion to be carried next meeting.

Action: All Management Committee members must complete and submit their Governance Health Check to the Secretariat by COB 16th June.

Action: Secretariat to collate all Governance Health Checks.

4.5 Hosting Arrangements

Chair noted he has a conflict of interest to this subject as the current host.

The proposed scope for the hosting arrangements was presented.

It was discussed and proposed that review of the hosting arrangements be postponed until the full Governance review was completed.

Chair confirmed that he would check with FBA, but did not see any issues continuing the current hosting agreement until the review was completed. (this was later confirmed by FBA for the next 6 months)

- **All agreed**

4.6 Fish Health Indicators

Management committee reviewed the SoW. Thorough discussion and explanation around each comments made to the draft document. ISP Chair noted the required changes, alteration of the SoW to reflect the comments and discussions will be made.

MC Comments/Questions

- Chair confirmed that the administrator of the project must be GHHP as majority funding is being provided.
- Addition of a payment clause in the contract- Must be signed off by GHHP MC before final payment is made

MC agreed to the SoW, provided the recommended changes as discussed were made.

Agenda Item 5 – Items for noting

5.1 Regional Report Card Partnerships

A brief from the Regional Report Card workshop was presented to the MC by Andrew Tapsall.

It was highlighted that the GHHP Report card is being held as a highly regard pilot program for regional report cards and there are potential opportunities for GHHP to improve regional partnerships. There are opportunities to share processes and reporting with other report cards.

MC Comments/ Questions

- Chair referred to item 27- ISP have been approached to be the science panel for all other report cards which is a very positive interaction.

5.2 National Waterway Report Card Network

A brief report on the National Waterway Report Card Network was presented to the MC. The overall experience was very invigorating and positive for all involved.

5.3 Internal Review of GHHP Report Card

Fitzroy Partnership for River Health will be conducting the GHHP Report Card review.

ISP Chair confirmed that the 3 main focus areas of the review will be

- How have GHHP met the original vision
- Comparison of the indicators and methods used to benchmarking
- How consistent GHHP are across the report cards (explanation on where there is not consistency)

The overall goal of the review process is to provide a report to the Management Committee that highlights how aligned GHHP is with the overall vision and recommendations of potential improvements to align with the vision. Fitzroy Partnership have been advised to exclude all external communications and focus solely on the report card (no statistical approaches, DIMS or harbour model).

ISP will maintain a close relationship with the Fitzroy Basin Partnership to ensure clear direction of expectations and a well-executed project.

5.5 Chairperson

Previously discussed.

Agenda Item 6 – General/Recurring Business

- DEHP – Water Quality and Objectives policy submissions are due at the end of this month.

Action: Chair to provide FBA submissions for DEHP Water Quality and Objectives.

- Communications team advised that if there is a specific direction MC would like them to take to notify them.

Next meeting: Partnership meeting, Tuesday 6th July 2017

Meeting closed: 2:40pm

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 16					
MC 16.5	Renegotiation of PCIMP contract				
MC 16.6	Negotiate data sharing agreement with GPC				
MC Meeting 17					
MC 17.2	Col Chapman, Patrick Hastings and John Sherriff to work together to outline requirements for hosting	Col Chapman, Patrick Hastings and John Sherriff		Ongoing	
MC 17.3	Paul Birch, John Sherriff and Andrew Tapsall to provide guidance as to the nature and form of the proposed GHHP science review – teleconference within next 14 days.	Paul Birch, John Sherriff and Andrew Tapsall	Teleconference 15/2/16	Ongoing	
MC Meeting 18					
MC 18.2	Partnership meeting to be included in Science timeline. ISP Chair to update and circulate.	ISP Chair			
MC 18.6	Paul Birch, Patrick Hastings and State and Federal Government Representatives to form a working group to progress further enter discussions with the Fitzroy Partnership and to determine level of involvement and future recommendation to MC.	GHHP Chair, Patrick Hastings, Federal and State Government representatives			
MC Meeting 19					
MC 19.2	ISP0021 report to be amended that discussions will take place with PCIMP not GPC	Science Team			
MC Meeting 20					
MC 20.1	Communications Team to revise GHHP Roadshow proposal to stay within the Gladstone region and bring back to MC.	Communications Team			
MC 20.2	Science Team to circulate 'R' Script papers to MC for comment	Science Team and MC			
MC Meeting 22					
MC 22.1	Chair to meet with Central Queensland Traditional Owners Leadership Group to get further information on the involvement of GIDARJIL and other traditional owners in the partnership	Chair	30/05/17		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 22.2	Send out Myco-Restoration speaker Dr Sandra Tuszynska's details to MC	Communications			
MC 22.3	Department of Environment to confirm there will be no title changes made to the Reef 2050 Vision in the review process.	Angela Stokes			
MC 22.4	Obtain quotes for an internal governance review and present quote to MC for a motion to be carried next meeting.	Patrick Hastings			
MC 22.5	All Management Committee members must complete and submit their Governance Health Check to the Secretariat.	All MC	16/06/17		
MC 22.6	Secretariat to collate all Governance Health Checks.	Secretariat			
MC 22.7	Chair to provide FBA submissions for DEHP Water Quality and Objectives Policy	Chair			