

## Management Committee Meeting 3 Minutes

**Date:** 22 January 2014 **Time:** 12.00pm – 4.30pm

### 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	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
<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>		
Dr Liz O'Brien	Associate Director of Research	Griffith University
<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 Gunn

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

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

The agenda was updated resulting from the private committee discussion and the report card recommendation discussions were brought forward in the agenda.

### **Agenda Item 3 – Reports**

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

Minutes from the previous Management Committee meeting were endorsed.

Moved: Mr Peter Brockhurst

Seconded: Mr Kurt Heidecker

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

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

#### **4.1 Report Card Recommendations**

The report card recommendations were discussed in detail. Areas of discussion included:

- Intended audience for the report card.
- Clarification of the definition of a decision support tool.
- Annual review of the report card program.
- The four key areas to ascertain environmental health and the key area of management/governance.
- The role of GHHP in reviewing management effectiveness.
- Possibility of any legal implications of in recommending management actions.
- Pilot report card in 2014.
- Timeframes for the delivery of the pilot report card in 2014.
- Linkages with adjacent report cards (eg. Fitzroy Partnership for River Health and Reef Report Card).
- Report card boundary and focus area.
- Communication, science and monitoring contingency plans in the event of major natural or anthropogenic events.
- Language and semantic considerations e.g. objectives v desired outcomes.

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

Discussion postponed to the next management committee meeting due to lack of time.

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

#### **3.5 – Finance Report**

Management Committee members noted that all partners have been invoiced for their membership fees. Members also noted the receipt of membership fees from Griffith University, Fitzroy Basin Association, Gladstone Area Water Board, Gladstone Ports Corporation, Gladstone Region Environmental Advisory Network, NRG Gladstone Operating Services, Queensland Alumina Ltd and Queensland Energy Resources.

The Commonwealth Government's signing of the GHHP Memorandum of Understanding and membership fee was discussed and noted that it was still outstanding but progressing.

#### **3.6 – Administration Report**

The Science Technical Officer and Communications & Media contractor have been advertised and applications close by the end of the January 2014. At 22 January 2013, over 20 applications had been received for the Science Technical Officer and 10 applications had been received for the Communications & Media Contractor.

#### **3.2 ISP Report**

Dr Ian Poiner, Chair of the GHHP ISP provided an agenda paper on the ISP progress. The ISP also requested two minor updates to the ISP Terms of Reference. One of the minor updates was endorsed. The other related to the wording regarding the pilot report card and reverted to the original text.

#### **3.3 Community reports**

No updates.

#### **3.4 Community Presentation – Gladstone Harbour from Traditional Owners' perspective**

Presentation postponed until the next meeting due to lack of time.

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

#### **5.1 – Progress of Oral Histories Project**

6 proposals were received. The Management Committee endorsed the inclusion of a GREAN representative on the selection panel.

#### **5.2 – Progress on GHHP Data Policy**

The draft data policy will be presented at the next Management Committee meeting following the meeting with PCIMP on 21 January 2013.

### 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.

### 5.4 Correspondence from Mr Simon Whittingham

On Mr Whittingham's request, he has been removed from all GHHP contact lists.

### 5.5 – 13 January 2013 Article in The Australian - re Bund Wall

Management Committee members noted the Partnership's response to the Federal Gladstone bund wall review is that it is a past issue and the Partnership is looking towards the future.

### Agenda item 6 – General business

#### 6.1 Next Management Committee Meeting

To be held on 21 February 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 <ul style="list-style-type: none"> <li>- Conceptual Modelling</li> <li>- Report Card Literature Review, and</li> <li>- Community Perception Survey links to Oral Histories – (linked to outcomes of Meeting Action 3.1)</li> </ul> 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>Management Committee Meeting 1</b>					
<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		

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<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>	Postponed until MC 4 due to lack of time.
<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
<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>MC2.7</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>Complete</b>	Dr Poiner met with PCIMP on 21 January 2014.

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
<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		