



Management Committee Meeting 27 Minutes

Date: Wednesday 13 June 2018 **Time:** 1:00pm to 4:00pm

Location: Leo Zussino Building, CQ University Gladstone Campus

Attendees

Name	Position	Organisation
Community		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Gerry Graham	Management Committee Representative	Gladstone Region Environmental Advisory Network
Mrs Elyse Reithmuller	Chief Operating Officer	Fitzroy Basin Association
Mr Brent McLellan	PCCC TUMRA Coordinator	GIDARJIL
Government		
Ms Kirstin Kenyon (Phone in)	Director Reef Partnerships	Great Barrier Reef
Ms Michelle Nelson (Phone in)	Manager Reef Delivery Section	Department of Environment
Industry		
Ms Megan Ellis	Marine Scientist	Gladstone Ports Corporation
Ms Kylie Lockwood	(Observer in Meeting)	Gladstone Ports Corporation
Mr Alan Hayter (Phone in)	Environment Lead	ConocoPhillips
Research		
Prof. Owen Nevin	Associate Vice Chancellor	Central Queensland University
ISP Members		
Staff		
Mrs Lyndal Hansen	Media and Communication Team	Amarna Consulting
Ms Crystal McGregor	Media and Communication Team	Amarna Consulting
Dr Mark Schultz	Science Team	GHHP
Meeting Observer		
Kylie Lockwood		GPC

Apologies:

Councillor Desley O'Grady	Councillor	Gladstone Regional Council
Dr John Rolfe	Chair	GHHP Independent Science Panel
Dr Uthpala Pinto	Science Team	GHHP

Agenda Item 1 – Welcome

Meeting Started: 1:00pm

GHHP Chair welcomed all attending Management Committee members, acknowledged the traditional land holders and noted apologies.

Brent provided the Welcome to Country.

Agenda Item 2 – Private Committee Discussion

Agenda Item 3 – Reports

3.1 Previous Minutes and Actions

Megan advised that the minutes were incorrect, Meeting minutes 4.7 advised that the membership contributions were accepted by the MC when they weren't.

Owen advised that there was no decision for FBA to continue the host. This was not formally decided, but just a default back to existing hosting.

After amendments MC agreed to accept meeting 26 minutes.

3.2 GHHP Science Program Report

Mark Schultz provided a Science Program Report on behalf of the GHHP Science Team, advising:

- The Coral Coring Report was received on Friday 8th June.
- Social and cultural project in progress. CATI survey to commence shortly. This year, we are collecting email addresses for an email survey.
- Gladstone Harbour Model – have requested a contract with CSIRO. Will keep the connectivity model, but it will not generate grades and scores. Beth Fulton will be in Gladstone on 25th July to present workshop to GHHP Partners regarding results and using the online models.

The public viewing of the existing model scenarios was questioned. It was understood that all model runs would be for partners only and not accessible to the general public. There was no understanding from the MC that the reports were to be available to the public. Currently it is in the CSIRO website.

Action Items

27.1 Mark Schultz to remove the Gladstone Model from a public website and have a password protection in place for Partners only.

- An update was provided on cultural heritage, seagrass, fish recruitment, coral survey, mudcrabs and fish health projects.

Infofish are developing a mobile phone app on visual surveillance. The app is to alert problems in relation to fish health with photos able to be uploaded. This ties into the fish health indicator. The funding came from GHHP and FRDC.

MC Comments/Questions:

- The question was asked if the data collected may or may not be used to produce results for the report card. The measure is visual assessment of the fish, including fish health assessment. The app would allow automation of a hands-on assessment, including machine learning to determine fish health, prevalence of disease.

- It was then questioned how a photo will be used to measure fish health for the report card grades and scores.
- The Chair advised that there are project groups/contractors (like InfoFish) that are promoting what they are doing without acknowledging where the funding is coming from. The Chair advised that project groups are taking information from the Partnership and making it theirs and selling it for a profit.
- There were shared concerns about the IP clauses in the contracts. It was advised that it is really important to check the contracts, particularly with CSIRO and AIMS.

Action Items

27.2 Elyse to check Intellectual Property clauses with FBA contracts to determine where IP sits.

- Queensland Government representative requested that Dr John Rolfe meet with Di Tarte (Chair of the Regional Report Cards) and discuss potential doubling up in science. The Chair added that Dr John Rolfe needs to come back to the MC with any future agreements for sharing of information.
- It was asked when indicators will be finalised to determine when we can compare score card to score card. (postponed to return of ISP Chair)
- There was a discussion regarding mangroves noting there is very little change year upon year. It was asked if there is such little change why would we include as a measure. The Chair referred MC to previous minutes where this was discussed and it was decided to go ahead with the project.

There is being work undertaken by GPC, and ERMP on mangroves. It was discussed that the GHHP work had no overlap with the GPC work, which is being undertaken for a finite period of time.

- Preliminary results of the Coral Coring study were provided. Patrick and Megan requested a copy of the summary. Mark advised that the report is with the ISP for review and will then be provided to the Management Committee. Slides to be sent out to committee.

It was asked if the changes in metal results can be traced back to water quality results. It was discussed that the MC wait for the report to determine.

Alan Hayter joined the teleconference at approx. 2pm.

3.3 GHHP ISP Chair Report

No report was presented due to the ISP Chair not being in attendance.

3.4 GHHP Communications Report

Lyndal Hansen provided the Communications Report, including:

- GHHP winning the Ecofest award for sustainability.
- Instagram account for GHHP to be established.
- Tangaroa Blue results for Gladstone.

No questions.

3.5 GHHP Citizen Science Report

Lyndal Hansen presented the Citizen Science review.

- The Citizen Science projects will be completed by end of June. The new Citizen Science program will be released in the new financial year.
- The Chair asked if anyone would like the Boyne Tannum Hook Up appreciation fish. Megan advised she would like it.
- It was asked how the Citizen Science is reported and where does it go? It was advised that a report is provided by each of the recipients and where the information goes is determined on what it is. Also, marine debris is entered in to Tangaroa Blue website.
- Citizen Science budget for 2018/19 is \$50,000 including a \$13,000 Stewardship project.

Action Items

27.3 A Citizen Science presentation to be made at the next MC meeting, regarding outcomes and future projects.

3.6 GHHP Finance Report

Chair presented the GHHP finance report to the Management Committee.

No questions

Agenda Item 4 – Items requiring discussion

4.1 Changes to Seagrass scoring methodology

Mark Schultz presented a methodology recommended by the ISP and requested the MC to approve the proposed changes to seagrass scoring for the 2018 report card to avoid zero scores for meadows where seagrass is present.

MC Comments/Questions:

There were some concerns raised regarding the method used.

The Chair raised concern as to why seagrass isn't averaged when other indicators have an average. It was discussed that a low score in any of the measures indicated a poor health.

Queensland Government representative advised that the process is used consistently by JCU and that she didn't agree with that either.

The Chair asked if the MC could meet with the ISP to get a better understanding of the methodology before signing off on the changes.

The MC did not accept the recommendation proposed.

Action Items

27.4 Chair to contact Dr John Rolfe upon his return to work and a request a meeting between a delegation of the MC and the ISP. Also discuss 4.2 Changes to Water Quality scoring methodology.

4.2 Changes to Water Quality scoring methodology

Mark Shultz presented the paper and requested that the Management Committee:

- Remove Ammonia (a water quality measure) from the current indicator framework.

It was noted that the ISP are considering minor changes to the water quality scoring methodology and will present the later at the next MC meeting.

MC Comments/Questions:

It was asked that if we have known this information, why now? We put out information advising that we were not reporting on ammonia and now we are saying that we are never going to report on it.

The Chair advised that we have never reported on ammonia, so we are not actually removing ammonia.

The measuring of ammonia is still being undertaken and reported on in the technical report, in case there are any issues within the harbour.

The MC agreed to remove ammonia, providing there is an explanation of its removal in the technical report. There should be an explanation that nitrogen is a better measure.

4.3 Executive Officer Position

The Chair presented the paper on an Executive Officer position.

MC Comments/Questions:

Science Education Officers are to be referred to as Science Officer in the Executive Officer Position Description.

The salary range for the position was questioned and if there were suitable candidates at that level.

The Queensland Government representative advised that the salary range for the Regional Report Card Executive Officer was lower than the proposed GHHP EO salary.

The Chair advised that he felt it was the right level of salary and 0.4 FTE, based on the level and amount of work that he undertakes currently.

Salary to be benchmarked. Owen advised that EO's in CQU were on higher levels.

Action Items

27.5 Patrick to get a benchmark on Executive Officer salaries for NGO's in the Fitzroy Region, by Friday 22nd June 2018.

It was asked if the person would be based in Gladstone to establish partnerships or in Rockhampton to manage staff?

It was asked if there needs to be some wording around location, hours (formal 2 days per week).

It was requested that some wording about liaising with the ISP Chair regarding the science program and a statement written in the roles and primary duties – Meet with the ISP Chair, as required.

Add last dot point 'Compliance with the corporate strategy of FBA and GHHP'.

Recommendation

If, after the benchmark review, the salary budget stays within \$50,000 (within 33%) MC are happy to recommend and continue to advertise once signed off by partnership meeting. Agreed.

Action Items

27.6 Changes to the Executive Officer brief, as follows:

- Science Education Officers are to be referred to as Science Officer
- Salary benchmarked to NGO's in the Fitzroy Region

- Statement written in the roles and primary duties – Meet with the ISP Chair, as required.
- Add last dot point 'Compliance with the corporate strategy of FBA and GHHP'.

4.4 Chair Position

The Chair Position was discussed by the Chair.

MC Comments/Questions:

It was discussed that the MC could appoint a Chair from the table or the current Chair continue until the EO position is appointed.

It was discussed that the MC can advise the Partnership of the continuation of the Chair until the EO is appointed.

It was questioned that if the Governance Charter be changed to be able to appoint an independent/nonvoting Chair or a rolling Chair from the MC members?

Request from Patrick that a sub-committee be formed to review governance documents. Megan, Patrick, Gerry and Kirsten advised that they will be on the committee and Kirsten to Chair the group. Paul is happy to provide a hand, with notice. Group to report back to the MC in September.

Action Items

27.7 Kirsten to Chair the establishment of a sub-committee to review governance documents. Committee to include: Megan, Patrick and Gerry.

4.5 Revised GHHP Contribution FY 18-19

The Chair presented the revised GHHP Contribution FY 18-19

MC Comments/Questions:

Tier 4 \$100,000, with (\$50,000 science report contribution) written under Gladstone Ports Corporation.

Both the Australian Government (\$20,000 decrease) and Queensland Government (\$50,000 decrease) are providing less contribution.

Changes to be reflected in the budget being presented at the Partnership meeting 14th June 2018.

4.6 Revised Budget FY 18-19

The Chair presented revised budget.

4.7 Governance Review- finalisation from previous meeting

See item 4.4

Agenda Item 5 – Items for noting

Nil

Agenda Item 6 – General/Recurring Business

Ms Kylie Lockwood noted that she thought the meeting was well run and organised.

Gerry asked if there were a Chair or EO without an office would expenses be covered. A number of MC members offered office space if required.

Next Management Committee meeting: TBA September 2018

Meeting closed: 3.50pm

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 23					
MC 23.3	Follow up the mangrove data from GPC	Patrick Hastings			
MC Meeting 24					
MC 24.1	Science team to contact EHP to chase up more specific data regarding oil spills from MSQ.	ISP Chair			
MC 24.2	Science team to include a 'trend over time' table to help communicate the variability of fish recruitment.	Science Team			
MC Meeting 26					
MC 26.1	ISP Chair to contact RIMREP to see if there is any data providing opportunities.	ISP Chair			
MC 26.2	ISP chair to provide full report of the review to the MC	ISP Chair			
MC 26.3	ISP to do a presentation to RIMREP	ISP Chair			
MC 26.4	GHHP Chair to draft Executive officer position description	GHHP Chair			
MC 26.5	GHHP Chair to draft Management Committee recommendation to be presented to Partners	GHHP Chair			
MC Meeting 27					
MC 27.1	Mark Schultz to remove the Gladstone Model from a public website and have a password protection in place.	Science Team			
MC 27.2	Elyse to check Intellectual Property clauses with FBA contracts to determine where IP sits.	FBA			
MC 27.3	A Citizen Science presentation to be made at the next MC meeting, regarding outcomes and future projects.	Communications Team			
MC 27.4	Chair to contact John Rolfe upon his return to work and a request a meeting between a delegation of the MC and a delegation of the ISP. Also discuss 4.2 Changes to Water Quality scoring methodology.	Chair			

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 27.5	Patrick to get a benchmark on Executive Officer salaries for NGO's in the Fitzroy Region, by Friday.	Patrick Hastings			
MC 27.6	Changes to the Executive Officer brief, as follows: - Science Education Officers are to be referred to as Science Officer - Salary benchmarked to NGO's in the Fitzroy Region - Statement written in the roles and primary duties – Meet with the ISP Chair, as required. - Add last dot point. Compliance with the corporate strategy of FBA and GHHP.	Secretariat			
MC 27.7	Kirsten to Chair the establishment of a sub-committee to review governance documents. Committee to include: Megan, Patrick and Gerry.	Kirsten Kenyon			