



Management Committee Meeting 30 Minutes

Date: Wednesday 27th February 2019 **Time:** 9:30am to 12:30pm

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 Riethmuller	Chief Operating Officer	Fitzroy Basin Association
Mr Brent McLellan	PCCC TUMRA Coordinator	GIDARJIL
Government		
Councillor Desley O'Grady	Councillor	Gladstone Regional Council
Ms Rachel D'Arcy	Manager Reef Partnerships	The Office of the Great Barrier Reef, DES
Ms Michelle Nelson	Reef Delivery Section	Department of Environment and Energy
Industry		
Dr Megan Ellis	Marine Scientist	Gladstone Ports Corporation
Mr Alan Hayter	Environmental Lead	ConocoPhillips Australia
Mr Patrick Hastings	CEO	Gladstone Industry Leaders Group
Research		
Prof. Owen Nevin	Associate Vice Chancellor	Central Queensland University
ISP Members		
Dr John Rolfe	ISP Chair	GHHP Independent Science Panel
Staff		
Mr Clive Butler	Executive Officer	GHHP
Mrs Lyndal Hansen	Media and Communication Team	Amarna Consulting
Mark Schultz	Science Team	GHHP
Mac Hansler	Science Team	GHHP
Amy-Lee Pople	GHHP Secretariat	GHHP
Observer		
Dr Kerry Blackman	Managing Director of Gidarjil and Board Director for PCCC	GIDARJIL

Agenda Item 1 – Welcome

Meeting Started: 9:30am

GHHP Chair welcomed all attending Management Committee members and handed over to Brent McLellan for the acknowledgement of country and traditional land holders.

Chair noted that Gerry Graham was phoning in and notified all Management Committee members that Kerry Blackman from GIDARJIL will be sitting in on the meeting as an observer.

Chair introduced GHHP's new science staff member, Mac Hansler. Mac introduced himself to the Management Committee and gave a brief overview of his background and training.

Agenda Item 2 – Reports

2.1 Previous Minutes and Actions

Previous meeting minutes were accepted as a true and accurate record.

Moved: Owen Nevin

Second: Megan Ellis

2.2 GHHP Science Program Report

ISP Chair also welcomed Mac to the science team. He then gave a brief overview of all science programs and the current status of each, as per agenda paper 2.2.1.

Item to be noted:

- Projects still not contracted: Cultural heritage, Coral, Seagrass, Fish health, Mangroves and Stewardship
- The ISP Chair has been in discussions with GPC and JCU about formalising a data sharing agreement for the Seagrass project. This will be progressed once GPC have contracted their seagrass monitoring program again.

2.3 GHHP ISP Chair Report

ISP Chair presented his report as per agenda paper 2.3.1.

Items requiring further discussion will be addressed in later agenda items.

2.4 GHHP Communications Report

The Communications team gave feedback on work undertaken since last MC meeting and a brief overview of the 2018 Report Card Launch.

Items to note:

- Communications team have sent out an invitation to all Partners for their technical staff to attend the GHHP Technical meeting on Wed 27th March
- The Gladstone Harbour Festival is GHHP's next big community involvement where the team will walk in the street parade and read the story books on the back stage.

2.5 GHHP Finance Report

Elyse Riethmuller presented the GHHP finance report to end of Jan 2019 and noted that majority of the memberships are now paid, detail will be provided to MC members on any of partners outstanding they represent for follow up.
Elyse also noted there is a need for an increased focus on budget and expenditure due to current position.

Agenda Item 3 – Items requiring decision

3.1.1 Communications Strategy 2019

GHHP's Executive Officer, Clive Butler presented the proposed 2019 Communications Strategy to the Management Committee.

Item to be noted:

- Management Committee members requested some time to review and provide feedback on the proposed strategy.

Management Committee to complete review of document over the next 3 weeks (by 20th March)

Action Items:

30.1 Management Committee members are to submit feedback regarding proposed Communications Strategy to Lyndal Hansen or Clive Butler by 20th March 2019.

3.2.1 Coral Coring Report: Approval to release to GHHP website

ISP Chair presented the recommendation to approve the final Coral Coring report for publication.

Items to be noted:

- There were several concerns highlighted by Management Committee members regarding wording on the executive summary and they requested further clarification.
- The Management Committee members felt they required more time to have a full review of the report and requested the approval for publication be postponed until a comprehensive review could be done.
- All agreed that the report was to be kept out of public domain until final approval.

Action Items

30.2 Management Committee members are to submit any requests for clarification, changes or review comments to John Rolfe by 13th March 2019.

3.3.1 Fish Health Reports: Approval to release to the GHHP website

The ISP Chair presented the recommendation to approve the final Fish Health reports for publication.

Item to be noted:

- Management Committee requested more time to review the reports and provide any requests for clarification before final approval.

Action Items

30.3 Management Committee members are to submit any requests for clarification or review comments to John Rolfe by 20th March 2019

3.4 Fish Health Indicators for the 2019 Report Card

ISP Chair gave an in-depth review of the previous Fish Health programs to be used as report card measure and outlined the pros and cons to each methodology that were developed by the CQU and InfoFish teams.

ISP Chair presented a recommendation to incorporate the use of both methodologies and explained how both have substantial advantages, including community engagement.

ISP Chair explained that to be able to incorporate both methods, it is proposed to report fish health at a harbour level rather than at a zone level. It was clarified that this would be the most cost-effective way of reporting fish health as well as being realistic given fish mobility.

ISP Chair informed the Management Committee the cost to engage both contractors was expected to be \$95,000.

MC Comments/Questions:

- Do we propose to move forward to one measure in the future or continue to report using both measures?

ISP chair informed the MC that the ISP's current view is to undertake both methods for two years to establish whether results are correlated, and then provide a recommendation to MC to potentially move to one method for most years.

- How will fish and crabs be amalgamated?

The ISP are currently reviewing several options regarding this.

It is expected that a uniform Fish health score will be calculated at a harbour level and applied all zones, while scores for crabs and fish recruitment will remain as is (zone level).

- It was highlighted to the ISP Chair that the Wet Tropics are looking to use InfoFish for their fish indicator also and it was suggested that the ISP Chair contact Wet Tropics.

Action: ISP Chair to identify how Wet Tropics will include fish health measure in their report card.

- **Management Committee supported the recommendation to contract both Fish Health projects at the identified budget for 2019.**

3.5 Prioritisation and scheduling of ISP projects

ISP Chair provided a background of previous and current science projects and their potential to be tested and reported less frequently. He noted that given the costs of assessing fish health, it would not be possible to conduct the full report card assessment for the 2018 budget. The ISP Chair presented four recommendations to the Management Committee for review:

1. Complete the full Report Card Science program, which would require additional funding;
2. Development of staggered science projects to meet available budget;

3. Indigenous Cultural Heritage is not scheduled for the 2019 Report Card, so that funds can be allocated to completing the Fish Health indicator in 2019;
4. Stewardship is not scheduled for the 2019 Report Card, so that funds can be allocated to complete a review of the indicator.

MC Comments/Questions:

- Noted that GIDARJIL supports recommendation 3 but calls for a new tender process to be undertaken in 2020.
- Noted- conflict of interest for Owen Nevin
- Management Committee requested that the Science team provide a 5-year schedule with a risk analysis of the key drivers.
- Noted that the Office of the Great Barrier Reef are in the process of completing their draft report for Stewardship practices and highlighted that this could be shared with the ISP & science team.

Action Items

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| 30.4 | ISP Chair to complete a 5-year science program schedule with a risk analysis of the key drivers. |
| 30.5 | Racheal D'Arcy to share stewardship report with John Rolfe |

- **Management Committee supports recommendation 2 provided a 5 years schedule is completed including a risk analysis of the key drivers.**
- **Management Committee supports recommendation 3**
- **Management Committee supports recommendation 4**

3.6 Cultural Heritage Contract

ISP Chair explained that there were 2 Cultural Heritage proposals received and assessed. There was a unanimous decision made by the ISP and team of assessors for one of those proposals. However, budget constraints have led to an additional recommendation to suspend the project this year and reassess next year (2020).

Item to be noted:

- GIDARJIL, who represents 5,000 indigenous people in the region, notes that they work with all community members with one set of rules across the board and ask the Management Committee take this into consideration for future Cultural Heritage contracts.
- Noted that GIDARJIL support the recommendation to suspend the project this year (2019) but request a review of the tendering process for the 2020 project.

- **Management Committee supports the recommendation to suspend the Cultural Heritage contract for 2019.**

3.7 Governance Review

Clive Butler presented a two-stage Governance review process to the Management Committee.

Items to be noted:

- Consider why/if an MOU is the preferred/most effective way forward
 - It was suggested to review the potential of having a legally binding document. It was confirmed there are a few options for this and that there will be no implications to Government parties if this was to be implemented.
- **Governance Review sub-committee (Elyse Riethmuller, Megan Ellis, Rachel D'Arcy, Gerry Graham and Patrick Hastings supported by the Executive Office Clive) to meet prior to the next MC Meeting to undertake the review and report back to the MC.**

3.8 GHHP Chair

GHHP Chair Paul Birch briefly stood down from Chair and left the room. Desley O'Grady stood in as Chair and addressed the Management Committee with the proposal to extend the Chair position to December 2019.

Items to be noted:

- Currently the chair position is operating outside of the GHHP Charter
 - Paul Birch has agreed to stay onboard until the Governance review is completed.
 - Mr Gerry Graham had been approached to take on the chair position, but Gerry has declined that offer.
 - Mr Paul Birch can be the Chair but is not entitled to a vote as the current community representative is Elyse Riethmuller.
- **Management Committee supports the extension of Paul Birch in the role of GHHP Chair for a further 6 months**
- **Management Committee supports the appointment as an independent chair with no voting rights on MC**

Action Items

- 30.5 Clive to propose a review the frequency of Management Committee meetings at the next meeting**
- 30.6 Clive to contact all GHHP Partners and clarify who is their appointed Management Committee representative and the responsibility of the MC representative for communications to and from the GHHP MC.**

Agenda Item 5 – Items for consideration

4.1 Update on water quality guidelines

ISP Chair gave a background of the water quality objectives for both High Ecological Value (HEV) waters and Moderately Disturbed (MD) waters and the meeting held with Department of Environment and Science (DES) staff in December. He noted that the Department did not support the use of the 80th percentile for Nutrient and Phys-Chem parameters in Moderately Disturbed zones, and presented the recommendation of no changes to current reporting in the GHHP report card i.e. continue using the 50th percentile for water quality objectives in the Harbour.

MC Comments/Questions:

- It was noted that DES recommended that parameters in HEV zones should be assessed against the 20th, 50th and 80th percentiles. The ISP noted that the

Department had advised GHHP by email in 2014 that they could apply the 50th percentile in all zones. It was recommended that the ISP exclude that advice and move to the DES recommendations at the end of 2018.

- The ISP Chair noted that there are ongoing discussions about both the assessment of water quality, and DES have indicated that they may revise the Water Quality Objectives for Port Curtis region in the future.
- **ISP Chair continues to have ongoing discussion with DES re the assessment of water quality in the harbour.**

Agenda Item 6 – General/Recurring Business

- Next Management Committee meeting- 22nd May 2019

Meeting closed: 11:25am

Meeting Actions Register:

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			Megan Ellis to follow up regarding access to mangrove data
MC Meeting 24					
MC 24.1	Science team to contact EHP to chase up more specific data regarding oil spills from MSQ.	ISP Chair			Still in progress- discussion with Gordon from GPC and will be part of the future contract
MC Meeting 26					
MC 26.1	ISP Chair to contact RIMREP to see if there is any data providing opportunities.	ISP Chair			Ongoing
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			Ongoing
MC 26.5	GHHP Chair to draft Management Committee recommendation to be presented to Partners	GHHP Chair			Chase up
MC Meeting 27					
MC 27.7	Kirstin to Chair a sub-committee to review governance documents. Committee to include Rachel (Chair), Megan, Patrick, Elyse and Gerry.	Kirstin Kenyon Rachel D'Arcy		Deferred until appointment of EO	Elise requested to be added to the committee- MC agree
MC Meeting 28					
MC 28.2	Present agenda papers at the next Management Committee meeting regarding: - Draft Facebook policy - Publishing Partners via social media proposal - Proposed marketing directions for Gladstone Harbour Model	Communications team		Deferred until appointment of EO	
MC 28.7	Change the tag on the report card map for Western Basin.	Communication team		Completed	
MC 28.9	Send comments received from AIMS to GHHP Chair.	Communications team		Completed	
MC 28.10	Send up to date logos to communications team.	All Partners		Ongoing	
MC Meeting 29					

Action Number	Action	Who is responsible?	When it is due?	Status	Notes
MC 29.1	Megan Ellis to forward GPC coral reports to GHHP science team	Megan Ellis		In progress	Has been discussed but still ongoing
MC 29.2	Communications team to distribute 2018 report card to MC prior to 1pm meeting (26th November)	Communications Team		Completed	Distributed prior to meeting held on 26 th November 2018
MC 29.3	Elyse Riethmuller and ISP Chair to investigate if/what the signed data sharing agreement is between GPC and GHHP.	Elyse Riethmuller & ISP Chair			Has been discussed but still ongoing
MC Meeting 30					
MC 30.1	Management Committee members are to submit feedback regarding proposed Communications Strategy to Lyndal Hansen or Clive Butler	Management Committee members	20 th March		
MC 30.2	Management Committee members are to submit any requests for clarification, changes or review comments regarding Coral Coring Report to John Rolfe	Management Committee members	13 th March		
MC 30.3	Management Committee members are to submit any requests for clarification or review comments regarding Fish Health reports to John Rolfe	Management Committee members	20 th March		
MC 30.4	ISP Chair to complete a 5-year science program schedule with a risk analysis of the key drivers.	ISP Chair			
MC 30.5	Review the frequency of Management Committee meetings	Clive Butler	22 May		
MC 30.6	Contact all GHHP Partners and notify who their Management Committee representative is and the process to access GHHP related information	Clive Butler			