

## Management Committee Meeting 8 Minutes

**Date:** 4 August 2014 **Time:** 12:00pm – 4:20pm

**Location:** Studio 1, Leo Zussino Building, CQ University Gladstone Campus

### Management Committee attendees:

Name	Position	Organisation
<b>Community</b>		
Mr Paul Birch (Chair)	CEO	Fitzroy Basin Association
Mr Peter Brady	Management Committee Representative	Gladstone Region Environmental Advisory Network
Mr Noel Bowley	Management Committee Proxy	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 Ami McGrath and Ms Peta Lane (via telephone)		Department of Environment
<b>Industry</b>		
Mr Kurt Heidecker	CEO	Gladstone Industry Leadership Group
Ms Megan Ellis	Proxy for Mr John Sherriff	Gladstone Ports Corporation
Mr Gary Scanlan	Gladstone Regional Manager	GLNG
<b>Other Attendees</b>		
Mr Ian Poiner	Chair	GHHP Independent Science Panel
Ms Emma McIntosh	Science Convenor	GHHP Independent Science Panel
Mr Uthpala Pinto	Science Technical Officer	GHHP Independent Science Panel
Ms Eva Abal (via telephone)	Member	GHHP Independent Science Panel
Mr Richard Brinkman (via telephone)	Member	GHHP Independent Science Panel
Mrs Lucy Thompson	GHHP Secretariat	Department of Environment and Heritage Protection
Mrs Kirstin Kenyon	GHHP Secretariat	Department of Environment and Heritage Protection
Ms Rachael Stegemann	GHHP Secretariat	Fitzroy Basin Association
Ms Lyndal Hansen	Director	Amarna Consulting
Ms Crystal McGregor	Director	Amarna Consulting

### Agenda Item 1 – Introduction

#### Apologies:

Mr Peter Brockhurst		Gidarjil Development Corporation
Mr John Gunn	CEO	Australian Institute of Marine Science
Mr John Sherriff	General Manager, Safety Environment & Risk	Gladstone Ports Corporation

### Agenda Item 2 – Private committee discussion

Other attendees excused themselves while the Management Committee held a private discussion.

### **Agenda Item 3 – Reports**

#### **3.1 Previous Minutes and Actions**

Noted.

#### **3.2 Science Program Report**

ISP Chair (Dr Ian Poiner) tabled the ISP Report.

Ian reported that a review of milestones has occurred and revised dates provided where applicable. Additionally, a seagrass monitoring proposal has been updated.

A second round of recruitment for the Science Convenor will close today. A preferred candidate for the second Science Technical Officer has been selected and is pending approval from the FBA CEO.

Students undertaking a Masters of International Water Management recently held targeted interviews with several GHHP MC Members.

MC questions:

- What is the deadline for the Science technical report? An expanded outline of the Science technical report will be provided and made available following the release of the 2014 report card.
- Inclusion of megafauna data within the report card was discussed.

#### **3.3 Community Reports**

Held over until next meeting.

#### **3.4 Finance Report**

Tabled. If APLNG have not yet paid their membership fees before the next meeting, a proposal to remove the APLNG logo from GHHP materials will be added to the Agenda for the next MC Meeting.

#### **3.5 Working Group/Champion Reports**

The Chair advised that Minister Powell continues to be supportive of GHHP and may be presenting (to be confirmed) at a GHHP co-sponsored breakfast at the River Symposium Conference in Canberra in September.

Other Working Group / Champion Reports were held over until next meeting.

#### **3.6 Communications Report**

Tabled.

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

#### 4.1 Conflict of Interest Policy and Register of Director Activities

The GHHP Chair outlined the purpose of the policy, which is to outline Management Committee Members' interests and memberships of external organisations.

Once finalised the Register of Directors Activities can be made available for public scrutiny on the GHHP website.

The following changes were requested:

- Change 'ISP' to 'MC' on Page 5 dot point 3.
- Remuneration can be listed as a Yes or No instead of a specific amount.

The MC approved the Conflict of Interest Policy and Register of Director Activities.

Action: MC8.1 Secretariat to circulate Register of Director Activities for completion by Management Committee Members.

#### 4.2 Data and information management system (DIMS) Scope of Works: Project ISP009

Ms Eva Abal joined the meeting via teleconference. Eva provided an outline of the DIMS, and advised that the DIMS will access data from numerous databases in addition to stating that the DIMS is critical to underpin the science reporting elements within the GHHP report card framework. The DIMS essentially converts data into information through mapping datasets to a centralised location. DIMS cost components include but are not limited to staffing; server; and information sourcing.

MC Questions:

- How does the GHHP DIMS compare to other report card DIMS? The proposed GHHP DIMS is quite advanced in comparison with other Queensland report cards DIMS.
- Can older historical data be digitised from hard copies? Yes, there are standard methods to digitize hard copies. However the data we feed into the DIMS is mainly electronic. DIMS also has an inbuilt function to 'cleaning' up large data sets and re-format to be suitable for further analysis. All data contained within the GHHP Report Card will be in electronic form.
- Who has access to this data, and is the data primary data or previously analysed data? There is a GHHP Data Policy and Data Sharing Agreement that outline data access for users including clauses on confidentiality and intellectual property. While the overall DIMS won't be accessible directly to the public, there will be graphs and tables on the GHHP website that will contain data from the DIMS.
- The AIMS proposal states that they do not currently have their own DIMS. What level of consideration was given to this element? The ISP Assessment Policy contains a level of involvement from the whole ISP to assess proposals, with a subsequent ISP subcommittee formed to further scrutinise proposals. The assessment process is the same for all project proposals.
- Does the AIMS proposal fulfil the criteria within the scope of works? It's on par in terms of criteria for a DIMS as it offers value for money through leverage involvement and workshops.

MC Discussion:

- Four proposals were received for the DIMS. Two proposals were immediately discounted as they did not properly address the scope of works.
- 'Future proofing' was an element considered by the ISP, namely the ability to build in additional information into the DIMS as required in the future.

- Could the DIMS have capacity to include data from other report cards in the future? The system is an open access system, however there are no current DIMS that can handle data from other report cards at this stage.
- The issue the MC needs to resolve is that the DIMS proposal is \$94,000 over the allocated budget. The project budget over 3 years was \$500,000 and therefore the amount is technically within the budget, however no funds can be guaranteed beyond 30 June 2015. The project timeframe extends over 3 years and will need to be negotiated beyond 30 June 2015.
- The proposal met the ISP Conflict of Interest policy.
- The Chair requested that the GHHP Science Team use non emotive language in future summaries of ISP proposal assessments.

The MC approved the proposal for the DIMS Scope of Works for Project ISP009.

#### 4.3 GREAN Citizen Science Proposal

Cr Colin Chapman outlined a request to capacity build GREAN science activities through establishing a community based water quality monitoring program. Compiling and publishing an expression of interest may be a method of gauging availability of possible providers. The GREAN proposal may be able to tie into science programs involving the community that are currently being funded through GPC. DEHP are offering grants and undertaking programs that may also potentially tie in with the GREAN proposal. Reservations were expressed regarding potential differences in results from two groups undertaking the same activity, in this case water quality monitoring.

The MC agreed to the proposal in principle, with finer details to be determined.

Action: MC8.2 Cr Colin Chapman to liaise with GPC and CVA regarding the GREAN Citizen Science Proposal and provide a more detailed proposal at the next MC Meeting.

#### 4.4 GHHP 2014/2015 Budget

The proposed GHHP 2014/2015 budget and income and expenses summaries for 2013/2014 and 2014/2015 were outlined.

##### Comms

- Budget variations totalling \$29,050 were outlined.
- The budget amount for the GHHP website re-design was discussed as no amount is currently allocated within the Comms budget. Decision was made to allocate \$50,000 towards the GHHP website re-design within the Comms budget.

##### Science

- ISP members joined the meeting via phone to further discuss the DIMS and the Gladstone Harbour Model.
- The budget for Project ISP008 Statistical pilot project will be \$78,000 under the allocated budget.
- 4c. ISP007 is approximately \$2,000 over the allocated budget.
- Support for fish and crabs piloting activities and fish health statistical support were discussed, with their scope of works outlined.
- The cultural heritage monitoring pilot activities aim to interpret accurately cultural heritage in Gladstone Harbour in addition to developing a baseline for cultural heritage sites. There is a crossover of cultural elements such as sense of place between the

ISP005 and the cultural heritage monitoring pilot activities which will result in both projects working closely together.

- The seagrass project involves using existing data to develop indicators and a baseline to contribute to the overall score.
- What projects will be collecting new data, and which projects will use existing data? Projects 4a and 4d will use existing data. Projects 4e and 4g are new and will add value to the current register. Fish health monitoring data is also new.
- 5. PCIMP contributions total \$592,500 in 2014/2015.
- The fish health causality research project was outlined. The budget has been adjusted down to account for increases for the DIMS project and the Gladstone Harbour Model. Given the co-investment between GHHP and FRDC, the budget estimate will likely remain under the remaining budget amount of \$531,000. At this stage an exact budget amount is unknown, with an amount to be confirmed following a workshop. Initially the 2013/2014 amount of \$750,000 was an arbitrary amount allocated within the budget. A request was made to allocate funds within the fish health budget towards toxicology analysis of fish. The fish health causality research strategy was formed to attempt to answer how fish kills occur, and form an indicator to assist with future works. An agreement was previously made regarding omitting a specific amount for fish health in case of an event.
- To mitigate risk management it's important to not overcommit funds to projects and programs should the GHHP cease as of 30 June 2015.
- Specific projects were not allocated against the core contributions from the federal and state governments.
- Should the fish health budget remain at \$750,000 with the variation of \$170,000 used from the balance remaining, or leave the amount as \$531,000 as per the draft budget, with \$50,000 allowed for fish index statistical support and monitoring / indicator development for mud crabs?
- The MC agreed to keep the fish health budget at \$750,000 in 2014/2015 with the remaining \$169,000 to be added to the overall budget balance.
- The project budget for \$750,000 of ISP006 was approved.
- The additional \$169,000 will be added to the Science budget, bringing the total Science budget for 2014/2015 to \$3.8 million.

#### Operations

- Clarification was provided regarding the unidentified extension projects.
- The MC agreed in principle to allocate approximately \$100,000 each towards the GREAN Citizen Science Proposal and the Stewardship Scope of Works, pending further proposals containing specific funding amounts.

The MC endorsed the GHHP 2014/2015 Budget with the agreed revisions.

#### 4.5 Fish Health Discussion

Fish health was discussed. Over the past few months the state government has not received any information regarding concerns over declining fish health in Gladstone Harbour. While there were verbal reports regarding declining fish health of salmon and barramundi, no fish samples have been received to date. General discussion regarding community perception towards consumption of locally caught fish. The state government have provided a statement regarding the consumption of fish health within the Gladstone Harbour Integrated Aquatic Investigation Program 2012 Report. Further discussion on fish health will take place at the next meeting.

#### 4.6 Revised Stewardship Scope of Works

The stewardship working group has met to discuss and agree on a process regarding the Stewardship project and to revise the scope of works.

#### MC comments

- The focus of the stewardship scope of works need to be primarily on environmental outcomes, and other terrestrial environmental impacts need to be properly defined.
- Stewardship isn't currently incorporated into the DIMS. Further discussion needs to occur between the Stewardship Working Group and Science Team to clarify specific requirements.
- The process for the stewardship provider is different to other ISP proposals. A list of preferred providers was originally included, but wasn't in the final scope of works.
- The Stewardship FAQ sheet will be added to the GHHP website.
- The \$100,000 budget was provisionally approved pending receipt of proposals outlining specific amounts.

Action: MC8.3 GHHP Secretariat to add the Stewardship FAQ document to the GHHP website.

The MC noted endorsement from the Stewardship Working Group regarding the updated Stewardship Scopes of Works, and approved the release of the scope of works for tender with the abovementioned changes required. The MC provisionally approved funding of \$100 000 from the unidentified extension project Operations funding.

#### 4.7 Gladstone Harbour Model Scope of Works: Project ISP006

Mr Richard Brinkman joined via teleconference and provided an outline of the Gladstone Harbour Model, namely the hydrodynamic model and the development of intermediate model components through statistical analysis to model events and consequences such as effects on ecosystems resulting from a flood. Longer term decisions can also be mapped through the Gladstone Harbour Model, for instance changes in development and increased fishing on Gladstone Harbour.

#### MC Questions:

- Will the Gladstone Harbour Model take into consideration short term effects such as minor floods and long term effects such as dredging? One of the components within the Gladstone Harbour Model will be used to simulate the response of water quality to both minor and long term effects.
- The aim of the Gladstone Harbour Model is to eventually nest the water quality model within the whole Great Barrier Reef.
- Does the Gladstone Harbour Model assess potential impacts on fauna and flora through short term and long term events? Yes, it is anticipated that the Gladstone Harbour Model will be used to accumulate multiple lines of evidence to determine likely causes, however definitive causes may not be able to be determined solely through the Gladstone Harbour Model.
- Will there be any potential scope to assess stewardship scores? Yes, the Gladstone Harbour Model is flexible enough to determine stewardship scores through assessment of model elements.

Further discussions on the Gladstone Harbour Model will be finalised tomorrow at the ISP Meeting, with a recommendation made to the MC at the next meeting.

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

### **5.2 GHHP Recruitment and Selection Procedure**

The GHHP Recruitment and Selection procedure has been compiled in accordance with the FBA HR Policies, as FBA is the host organisation of GHHP.  
The MC noted the GHHP Recruitment and Selection Procedure.

### **5.3 Pilot Report Card Strategy**

The proposed 2014 report card direction, new terminology called the '*Insight into the 2015 Report Card*' and the community engagement strategy was outlined and discussed.

#### MC Comments:

- There is a community and government perception that outputs and outcomes will be delivered by GHHP in 2014.
- The pilot report card and 'insight into the 2015 report card' messages are vastly different.
- GHHP is able to provide environmental results in 2014 but not an overall score as half of the data results won't be available.
- General discussion regarding the release date of results.
- Water and sediment quality grades are determined in accordance with Water Quality Guidelines established by the state government.
- There is a data gap between the previous PCIMP report card in 2011 and the GHHP 2014 report card. PCIMP will not be producing another report card, and will provide their information in an annual report to their partners.
- It's crucial to report on GHHP's progress to date to use this as a selling point to partners for future investment.
- Suggestion was made to provide a water quality report card in 2014 to show the GHHP available results, and to promote the other data that will be available in 2015.
- 'Interim' or 'Preview' were suggested as an alternative to the Pilot Report Card terminology.

Further discussion on terminology will occur at the next Management Committee meeting.

No recommendations were endorsed.

### **6.0 – General / Recurring Business**

The next MC Meeting will be held at the Leo Zussino Building, CQ University Gladstone Campus on Wednesday 10 September 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
<b>Management Committee Meeting 4</b>					
MC 4.1	Secretariat to add section into the procedures register for document publication on the GHHP website.	GHHP Secretariat	ASAP	Completed. Refer to Item MC9 5.6	
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 Comms Contractor	ASAP	Underway.	
MC 4.6	Management Committee members to follow up outstanding fees.	Garry – APLNG	28 February 2014	Completed. Refer to Item MC9 4.2	APLNG have not yet paid.
<b>Management Committee Meeting 5</b>					
MC5.5	Amarna to develop a newsletter about GHHP using the mock up format for the pilot report card to inform partners and the community about progress.	GHHP Comms Contractor	ASAP	Completed.	GHHP Harbour Focus Newsletter released.
MC 5.9	Amarna to release the GHHP newsletter to the public in June 2014.	GHHP Comms Contractor	June 2014	Completed.	
MC 5.10	Amarna to populate the Draft Mock Up Report Card product with information as it becomes available from the ISP following the monitoring cycle completion in June 2014, to be ready for Management Committee release in November 2014.	GHHP Comms Contractor	June- November 2014	Underway	
<b>Management Committee Meeting 7</b>					
MC7.5	Discuss with Science Team about the integration of the Stewardship work with the Report Card.	Science Team and GHHP Secretariat	ASAP	Ongoing	
MC7.12	Use the GHHP Contact database to begin the internal and external distribution list.	GHHP Comms Contractor	4 August 2014	Underway	
<b>Management Committee Meeting 8</b>					
MC 8.1	Circulate Register of Director Activities for completion by Management Committee Members.	GHHP Secretariat (RS)	ASAP	Completed.	
MC 8.2	Liaise with GPC and CVA regarding the GREAN Citizen Science Proposal and provide a more detailed proposal at the next MC Meeting.	Cr Colin Chapman	10 September 2014		
MC 8.3	Add the Stewardship FAQ document to the GHHP website.	GHHP Secretariat (LT)	ASAP	Completed.	