

TERMS OF REFERENCE

REGIONAL REPORT CARD TECHNICAL WORKING GROUP (TWG)

2017

1. Role

Review and provide technical monitoring, modelling and reporting advice on environmental condition indicators for the Wet Tropics Healthy Waterways Partnership, Mackay-Whitsunday Healthy Rivers to Reef Partnership and the Townsville/Burdekin Partnership once established (hereafter collectively referred to as the Partnerships) and make recommendations to the Reef Plan Independent Science Panel on the following:

- 1.1 Program review and continuous improvement (integration, gaps and priorities) including the development of new environmental condition indicators.
- 1.2 Program implementation.
- 1.3 Knowledge of data sets and ability to interpret data sets for integration into report card.
- 1.4 Reporting framework and report card material, including review of technical reports.
- 1.5 Strategic direction of the technical report card program.
- 1.6 Other relevant technical issues as identified by the Management Committees of the Partnerships and Reef Plan Independent Science Panel.
- 1.7 Provide peer support to the Technical Officers of the Partnerships.
- 1.8 Participate in relevant program meetings and workshops of the Partnerships.
- 1.9 Communicate and promote ('champion') the Partnerships in relevant stakeholder and regional forums and with other related programs.
- 1.10 Encourage whole of program coordination.

As part of the Reef 2050 Plan Reef Integrated Monitoring, Modelling and Reporting Program (RIMMReP) the estuary and catchments component will be delivered by:

- The Paddock to Reef program Coordination Advisory Group (CAG) for aspects relating to the Water Quality outcomes area of the Reef 2050 Plan.
- TWG for other aspects of freshwater and estuarine condition including e.g. fish connectivity.

The further development of marine indicators will be informed through other RIMMReP specialist working groups.

The TWG will not consider the development and review of stewardship, social, economic and cultural indicators work. A separate working group will be established to advise on

stewardship, social, economic and cultural work across the Partnerships. An update will be provided to the TWG on the progress of stewardship, social, economic and cultural work.

2. Operation

The TWG will:

- 2.1 Be chaired by an independent Chair*.
- 2.2 Report to the Management Committees of the Partnerships through the Chair or Technical Officers.
- 2.3 Work closely (and meet regularly) with Technical Officers of the Partnerships, CAG and the Reef Plan Independent Science Panel.
- 2.4 Be provided with review material at least five business days before the due date for comments.
- 2.5 Follow up relevant actions in agreed timeframes and update the action tracker on a fortnightly basis.
- 2.6 Provide draft minutes to the members within 10 days of a TWG meeting.
- 2.7 Provide report card material for review as confidential drafts, not for distribution.
- 2.8 Appoint specialist working groups** and seek further advice from specialists within their own organisations to address specific technical issues and recommend solutions.
- 2.9 Convene on six separate occasions across the calendar year for full day meetings, which will be held on a rotational basis in Brisbane, Mackay and Cairns (possibly Townsville) for the core group (not including specialist working group meetings which will be convened separately).
- 2.10 Support specialist working groups, which will include the Technical Officers and at least one member of the TWG with the required expertise, and review and endorse their findings and recommendations within an agreed timeframe.

* The Chair is required to run the meeting and the Technical Officer and/or DEHP staff to record key decisions and recommendations, provide papers and other reports as necessary.

** It is anticipated that specialist working groups will be established for the following indicators:

- Flow in freshwater and estuaries
- Fish (freshwater)
- Fish (estuarine and marine)
- Freshwater and estuarine water quality
- Wetland (Estuarine and Freshwater) habitats and catchments
- Marine water quality
- Marine debris
- Vegetation in freshwater and estuaries, including weeds

3. Membership

- 3.1 Members are nominated and invited by the Wet Tropics Healthy Waterways Partnership Management Committee and Mackay Whitsunday Healthy Rivers to Reef Partnership Management Committee (and future Townsville/Burdekin Partnership Management Committee when established).
- 3.2 The TWG is a skills-based membership.

- 3.3 If a member is unable to attend a meeting, proxies must have the expertise the member represents; representation by organisation will not be permitted.
- 3.4 The TWG will comprise of members with skill/program expertise on one or more of the following;
- Water quality and ecosystem health
 - Estuarine and loads
 - Catchments modelling
 - Paddock to Reef
 - Marine monitoring (inshore and offshore)
 - Status and management of seagrass
 - Marine – port monitoring
 - Fish
 - Hydrology
 - Wetlands estuarine and freshwater
 - Urban
 - Regional Specialists
- 3.5 The current list of core and regionally specific members is documented in Appendix A.
- 3.6 In addition to the TWG members, Technical Officers of the Partnerships and staff from DEHP will provide operational support for the TWG.
- 3.7 Secretariat assistance will be provided to the TWG from DEHP. The secretariat will assist Technical Officers to coordinate meetings; finalise agendas; take minutes at meetings; track meeting actions and other administrative functions.
- 3.8 Technical Officers are to lead the development of technical papers and reports, the collation, analysis and documentation of methods and results for their respective report cards.

4. TWG costs

- 4.1 Upon request, flight costs and where necessary, overnight accommodation for TWG members will be covered by the respective Partnership budgets.
- 4.2 Flights and overnight accommodation for meetings are to be paid for upon approval by the individual Partnership Executive Officers.
- 4.3 Chair costs for 2016 – 2017 will be covered by DEHP, after which the Chair costs will be negotiated and divided equally between the Partnerships and DEHP.
- 4.4 Costs for TWG meetings, including member's travel and accommodation, meeting room hire and catering, will be shared by the respective Partnerships based on an agreed memorandum of understanding between Partnerships.
- 4.5 DSITI travel costs will be covered by the Partnerships subject to review in 2017/2018 financial year, other government staff costs must be met by their organisations.

5. Leaving the Working Group

- 5.1 Members may withdraw from the TWG at any time by written notice to the Chair of the TWG.
- 5.2 A replacement representative will be approved by the Management Committees of the Partnerships.

Appendix A. Regional report card Technical Working Group core and regionally specific members

Expertise	Person	Organisation	Location
Core members – attendance at all meetings			
TWG Chair	TBA	TBA	TBA
Paddock to Reef	Nyssa Henry/Carl Mitchell*	EHP	Brisbane
Loads monitoring	Reinier Mann	DSITI	Brisbane
Scoring methodology	Michael Holmes	DSITI	Brisbane
Wetlands	Mike Ronan	DEHP	Brisbane
Freshwater monitoring	David Moffatt	DSITI	Brisbane
Estuarine monitoring	Andrew Moss	DSITI	Brisbane
Marine fish	DAF to nominate	DAF	TBA
Marine monitoring	Katherine Martin	GBRMPA	Townsville
Seagrass	Michael Rasheed/Alex Carter*	JCU	Cairns
Offshore marine monitoring	Hugh Sweatman	AIMS	Townsville
Hydrology/Catchments modelling	Glynis Orr	DNRM	Cairns
Urban – Wet Tropics	Lynne Powell	LG - CRC	Cairns
Urban/Weeds	Travis Sydes	FNQRoC	Cairns
Ports Marine monitoring Mackay-Whitsunday	Nicola Stokes	NQBP	Mackay
Mangrove and estuary research	Judith Wake	CQU	Mackay
Other Regionally Specific members – attendance at meetings held in Region			
Water quality monitoring and MW regional knowledge	Ken Rohde	DNRM	Mackay

Urban and MW regional knowledge	Adam Folkers/Luke Galea*	LG – WRC/MRC	Proserpine
Paddock to Reef and MW regional knowledge	Chris Dench	Reef Catchments	Mackay
Ports Marine monitoring	Adam Fletcher	Ports North	Cairns
WT Regional knowledge	Michael Nash/Bart Dryden*	Terrain	Cairns

* Only one person will be representing at each meeting.