

REGIONAL REPORT CARD TECHNICAL WORKING GROUP (TWG)

TERMS OF REFERENCE

Version: May 2020

1. Role of the TWG

Review and provide technical monitoring, modelling and reporting advice on environmental indicators for the Wet Tropics Waterways, Mackay-Whitsunday-Isaac Healthy Rivers to Reef Partnership and the Dry Tropics Partnership for Healthy Waters (hereafter collectively referred to as the Partnerships).

The TWG will:

1.1 Review technical aspects of the Partnership programs and suggest continuous improvement (integration, gaps and priorities), including the development of new environmental indicators.

1.2 Provide technical advice on program implementation.

1.3 Provide technical advice on data availability, collection and interpretation for integration into report cards.

1.4 Review the reporting framework and report card material, including review of technical reports.

1.5 Contribute to the strategic direction of the technical report card program for all Reef Regional Report card partnerships including, Fitzroy partnership for river health and Gladstone healthy harbour partnership

1.6 Advise on other relevant technical issues as identified by the Management Committees of the Partnerships and Reef Plan Independent Science Panel.

1.7 Advise on the alignment and integration with other waterway health related reporting programs in the GBR catchments

In addition, TWG members will:

1.8 Provide peer support to the Technical Officers of the Partnerships.

1.9 Participate in relevant program meetings and workshops of the Partnerships.

1.10 Communicate and promote ('champion') the Partnerships in relevant stakeholder and regional forums and with other related programs.

1.11 Encourage whole of program coordination.

The Paddock to Reef program Coordination Advisory Group (CAG) and the Regional Report Card Technical Working Group (TWG) function to deliver the Catchment and Estuary theme under the Reef 2050 Plan Reef Integrated Monitoring and Reporting Program (RIMReP). The further development of marine indicators will be informed through other RIMReP specialist working groups.

2. Operation

2.1 TWG meetings will be chaired by an independent chair

2.2 Partnership technical officers or the Chair will report TWG recommendations to the Management Committees of the Partnerships.

2.3 TWG members will work closely with technical officers of the Partnerships, CAG and the Reef Plan Independent Science Panel.

2.4 The TWG will consist of:

- **Operational members**: chair / secretariat / technical officers. The secretariat and technical officers will attend all relevant meetings. Operational members will vote.
- **Core members** will attend all meetings when available.
- **Expert members** will attend meetings where their specific expertise is required to address specific agenda items.
- **Regional members** will attend meetings related to their specific region and regional expertise.

2.5 TWG meetings must be attended by > 50 % of the core members who, along with the Chair and technical officers, will determine whether there are sufficient expert and regional members present at the meeting to provide robust advice or review required for endorsement of the tabled agenda items.

2.6 The core TWG members are expected to convene on at least six separate occasions across the calendar year for full day meetings, which will be held on a rotational basis in Brisbane, Mackay, Cairns and Townsville.

2.7 The expert TWG members will convene on up to six separate meetings. Attendance will be determined by the agenda.

2.8 Review material will be provided to relevant TWG members at least five business days before the due date for comments.

2.9 TWG members will follow up assigned actions in agreed timeframes and review and update the online action tracker on a regular basis.

3. Secretariat and operational support

3.1 Technical officers are to lead the development of technical papers and reports, and the collation, analysis and documentation of methods and results for their respective report cards for review by TWG and the Reef Independent Science Panel (ISP).

3.2 The Office of the Great Barrier Reef (OGBR) and the technical officers will provide secretariat assistance to the TWG. The secretariat will coordinate meetings; finalise agendas; take minutes at meetings; track meeting actions and other administrative functions.

3.3 The meetings will be held on a rotational basis between the report card locations. The host technical officer or secretariat will organise all logistics for room and catering.

3.4 The draft minutes will be available to the members within 10 days of a TWG meeting.

3.5 Material provided to the TWG for review are confidential drafts and not for distribution, unless stated otherwise.

3.6 TWG members will have an opportunity to provide feedback on TWG processes annually during strategic TWG meetings.

4. Specialist sub meetings

4.1 TWG members will endorse the formation and membership of specialist sub meetings, to address technical matters that require more detailed advice or review, and that may be outside the scope of the existing TWG expertise.

4.2 Technical matters may be identified by the Partnerships, the ISP or the TWG.

4.3 A member of the TWG will attend specialist sub meetings to represent the TWG and will report back the findings of the specialist sub meeting for general endorsement by the core TWG members.

5. Chair Duties

5.1 The Chair will be engaged on a 24 month term.

5.2 The Chair position will be selected through an open process and advertised externally.

5.3 The Chair appointment will be decided by a majority vote of the TWG members and technical officers.

5.4 The Chair appointment will be subject to a four month probation period.

5.5 Technical officers will have an opportunity to provide feedback on Chair's performance annually.

5.6 The Chair will play a strategic role, having oversight over all report cards, and identifying alignment with existing Reef policy and collaborative opportunities where possible.

5.7 The Chair is required to review papers and officiate TWG meetings to guide technical decisions.

5.8 The Chair is considered a “core” TWG member and is required to attend all TWG meetings.

6. Membership

6.1 Members are nominated and invited by the Partnership or Management Committees of Wet Tropics Waterways; the Dry Tropics Partnership for Healthy Waters and the Mackay-Whitsunday-Isaac Healthy Rivers to Reef Partnership.

6.2 Gladstone Healthy Harbour Partnership and Fitzroy Partnership for River Health science officers and/or Chairs are invited to attend where relevant.

6.3 The TWG is a skills-based membership that aligns with the reporting methodology endorsed by the various Partnerships.

6.4 If a member is unable to attend a meeting, proxies must have similar expertise to the member; representation by organisation will not be permitted.

6.5 The TWG members must have expertise in one or more of the following:

CORE MEMBERS

- Report Cards / Scoring and scaling methodology
- Catchment and estuarine water quality and ecosystem health reporting
- Marine water quality and ecosystem health reporting
- Urban management and planning
- RIMReP linkage
- Ports/industry monitoring

EXPERT MEMBERS

- Human dimension (representative from RIMReP HD working group)
- Indigenous Cultural heritage
- Economics
- Data Analysis and Statistics (specialist tasks)
- Water quality modelling and reporting
- Loads and pesticides monitoring
- Seagrass ecology and monitoring
- Coral reef ecology and monitoring
- Fisheries
- Freshwater fish ecology and diversity
- Geology/Hydrology/Groundwater
- Port related monitoring
- Wetland (mangrove, saltmarsh, lake) ecology and monitoring

- Stewardship monitoring and reporting
- Aquatic weeds and pest species
- Citizen science

REGIONAL MEMBERS

- Wet Tropics (northern limit to southern) waterways and regional knowledge
- Dry Tropics (Black, Ross and Boule catchments) waterways and regional knowledge
- Mackay-Whitsunday-Isaac (northern to southern limit) waterways and regional knowledge

REGIONAL REPORT CARD MEMBERS

- Expertise requested from: South East Queensland Healthy Land and Water; Fitzroy Partnership for River Health; or Gladstone Healthy Harbour Partnership as required

The current list of core, expert and regionally specific members is documented in Appendix A.

The expertise required for the TWG is expected to expand to include human dimensions and economics. A suitable approach for this expansion is being investigated.

7. TWG costs

7.1 Upon request, flight costs and where necessary, overnight accommodation for TWG members will be covered (and equally shared) by the respective Partnership budgets.

7.2 Flights and overnight accommodation for meetings are to be paid for upon approval by the individual Partnership Executive Officers or Project Managers.

7.3 Chair costs will be divided equally between the Partnerships.

7.4 Costs for TWG meetings, including members' travel and accommodation, meeting room hire and catering, will be shared by the Partnerships based on an agreed arrangement between the Partnerships.

7.5 The Queensland Government staff travel costs will be covered by their respective departments.

8. Leaving the Working Group

8.1 Members may withdraw from the TWG at any time by written notice to the Chair of the TWG.

8.2 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/Position	Person	Organisation	Location
Operational members			
TWG Chair	Di Tarte	Independent	Brisbane
Secretariat		Qld Govt. DES	Brisbane
Technical Officers	Richard Hunt, Tegan Whitehead and / Alysha Lee	Partnerships	Cairns, Townsville and Mackay/Proserpine
Core members – attendance at all meetings			
Paddock to Reef / QLD water quality policy / Catchment water quality	Carl Mitchell	Qld Govt. DES	Brisbane
Catchment water quality / Report Cards	Michael Holmes and/or David Moffatt, Andrew Moss/ Michael Newham	Qld Govt. DES	Brisbane
Urban Management and Planning & Total water cycle management	Lynne Powell	Qld Govt. DES / Cairns Regional Council	Brisbane / Cairns
Estuarine and Marine Water quality and ecosystems	Andrew Moss	Qld Govt. DES	Brisbane
Marine ecosystems and RIMReP		Aus Govt. GBRMPA	Townsville / Rockhampton
Ports/industry monitoring	Adam Fletcher/Nicola Stokes	Determined by agenda and/or meeting location	Cairns / Townsville / Mackay

Expert members – attendance where expertise is needed to address agenda items or at specialist sub meetings			
Loads and pesticide monitoring	Reinier Mann	Qld Govt. DES	Brisbane
Data analysis and statistics	Bill Venables	Qld Govt. DES	Brisbane
Indigenous cultural heritage			
Economics	John Rolfe	CQU	Gladstone
Human Dimensions	Bruce Taylor/ Matt Curnock	CSIRO	Brisbane/ Townsville
Citizen Science	Jenn Loder	GBRF	Brisbane
Offshore ecosystems	Angus Thompson	AIMS	Townsville
Coastal landscape ecology and processes / urban ecology	Nathan Waltham	TropWater	Townsville
Freshwater fish monitoring	David Moffatt	Qld Govt. DES	Brisbane
Fisheries	Peter Kind	Qld Govt. DAF	Brisbane
Seagrass	Michael Rasheed and/or Alex Carter	James Cook University	Cairns
Mangroves	Judith Wake	Central Qld Uni	Mackay
Coral monitoring	Angus Thompson	Aus Govt. AIMS	Townsville
Hydrology/Ground water	Glynis Orr	Qld Govt. DNRME	Cairns
Regional members – attendance at all regional meetings and in some cases at other meetings or special sub meetings when expertise is required			
Cairns / Wet Tropics			
Urban	Lynne Powell	Cairns Regional Council	Cairns
Biosecurity/systems repair/WT regional knowledge	Travis Sydes	FNQ Regional Organisation of Councils	Cairns

Ports Marine monitoring	Adam Fletcher	Ports North	Cairns
WT Regional knowledge / waterway management	Michael Nash	Aqua sea Enterprises	Ingham
Technical Officers	Richard Hunt	Wet Tropics Waterways	Cairns
Townsville / Dry Tropics			
Marine biology, data base development and management	Lyndon Llewellyn	AIMS	Townsville
Social data, SELTMP	Matt Curnock	CSIRO	Townsville
Marine scientist, coastal ecosystems	Paul Groves	GBRMPA	Townsville
Water quality in freshwater, estuarine and marine areas	Stephen Lewis	JCU	Townsville
Townsville Ports monitoring	Melinda Loudon/ Elaine Glen	Townsville Port	Townsville
Urban, urban water management	Chris Manning	Townsville City Council	Townsville
Technical Officer	Tegan Whitehead	Dry Tropics Partnership for Healthy Waterways	Townsville
Mackay / Whitsunday Islands			
Water quality monitoring and MW regional knowledge	Ken Rohde	Qld Govt. DNRME	Mackay
Mackay Whitsundays regional, water quality and urban knowledge	Robyn Birkett/Scott Hardy	Whitsunday & Mackay Regional Councils	Proserpine/Mackay

MW regional knowledge	Chris Dench	Reef Catchments NRM	Proserpine/Mackay
Fisheries and aquatic ecology	Trent Power	Catchment Solutions	Mackay
Aquatic Ecology, MW regional knowledge	Bernie Cockayne	DNRME	Mackay
Agriculture and practice change/water quality	Phillip Trendell	DAF	Mackay
Technical/Project Officer	Alysha Lee/ Talen Rimmer	Mackay-Whitsunday-Isaac Healthy Rivers to Reef Partnership	Proserpine/Mackay