

Governance Charter 2023-24



**Wet Tropics
Waterways**

DOCUMENT HISTORY

Version	Date	Author	Comments
1.0	1/4/22	James Donaldson	Updated list of partners
1.1	12/4/22	James Donaldson	Updated to include Project Support Officer
1.2	27/4/22	James Donaldson	KPI's and Chair remuneration details updated/added after MC meeting
1.3	01/08/23	Hannah O'Kane	Updated list of Partners, MC Members and Governance Structure diagram
1.4	12/09/23	James Donaldson	Updated the 'nested program approach' diagram and updated the maximum number of partner representatives to 10 plus the Chair.

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1. PURPOSE OF THE CHARTER

The Wet Tropics Waterways Partnership (Partnership) Governance Charter outlines the purpose, objectives, key committees and their operational responsibilities and the input of regional technical working groups. It also contains operational guidelines for the Partnership and Host Organisation, along with the standard template for the Memorandum of Understanding (MoU) for the Partnership membership and Hosting Agreement.

It aims to ensure that all partnering organisations (Partners) have a common understanding on the governance and operation of the Partnership.

This Charter is reviewed on an annual basis to ensure membership and Partnership processes are current.

2. PURPOSE OF THE PARTNERSHIP

The primary purpose of the Partnership is to develop a Wet Tropics regional waterway health Report Card that informs whole of catchment management in the region from the catchments, to the estuaries, and adjacent marine zone to the outer Great Barrier Reef.

The Wet Tropics Waterways Report Card (the Report Card) addresses the health of freshwater rivers, wetlands, estuaries, near shore coastal and marine environments, and promotes management efforts and outcomes to maintain or improve these attributes.

The Partnership establishes collaborative approaches that integrate environmental, social, economic and cultural information and catchment health knowledge; and build upon and integrate existing monitoring, modelling, and reporting efforts at the catchment and reef wide scale. These deliver products to which communities can relate.

A range of reporting products are produced for the Great Barrier Reef that complement each other and respond to different drivers including the Reef 2050 Long Term Sustainability Plan (Reef 2050 Plan) (Attachment 1: Nested Program approach). The intent is to have a reef-wide approach to reporting, with nested regional reports that provide finer scale information. The Wet Tropics program will collect similar core indicators to other regional waterway health programs, which can integrate into reef-wide or state-wide reporting.

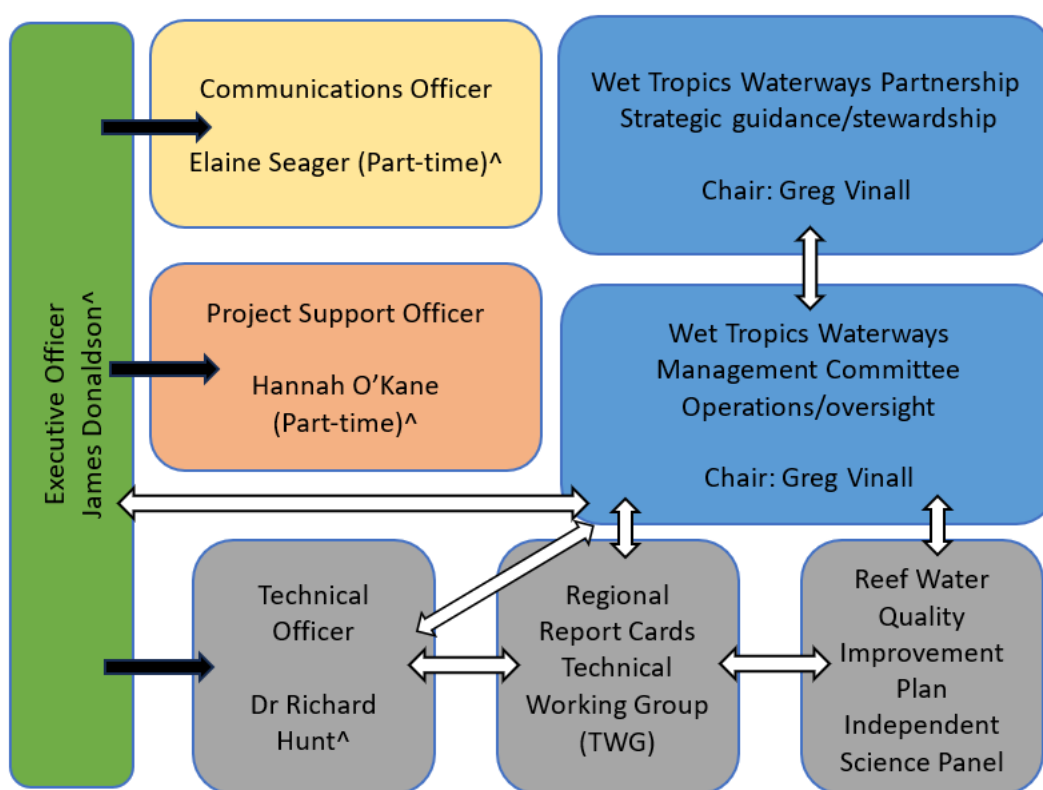
3. OBJECTIVES OF THE PARTNERSHIP

The Partners are committed to delivering the following objectives:

- a) Communicate information effectively and at a relevant scale to the broader community on waterway health issues and stewardship to increase knowledge and help drive community change.
- b) Develop an annual waterway health report card specific to the Wet Tropics over the longer term, including environmental, social, economic and cultural indicators, by building on existing monitoring and reporting programs, and using consistent methodologies.
- c) Coordinate and share data and information across a range of stakeholders to identify monitoring gaps and reduce duplication.

- d) Ensure scientific integrity, independence and transparency using a robust methodology to identify long-term trends, stimulate management action and drive positive change.
- e) Recognise and support the efforts of Partners and others to improve regional waterway health.
- f) Identify waterway health related knowledge gaps and address them.
- g) Identify priority activities and efforts for the Partnership, and advocate for them.
- h) Participate in the coordination of a five yearly regional management response to the Report Card findings.

4. OVERALL GOVERNANCE STRUCTURE



^Employed by Terrain under a Partnership Hosting Arrangement

5. GOVERNANCE RESPONSIBILITIES

5.1. Linkages with existing Regional Working Groups

The existing Regional Working Groups (RWGs) will provide additional locally relevant expertise and knowledge for the region, representing local stakeholders, community groups, and industry. The RWGs will provide knowledge and guidance on current activities occurring in the region, results of implementation of such activities, and opportunities for improvements. RWGs will be accessed via the Executive Officer and Technical Officer of the Partnership and members may be invited to participate in specialist sub-Technical Working Group (TWG) workshops as required.

5.2. Chair

The Chair of the Partnership presides over Partnership and Management Committee meetings. The election of a Chair occurs at the beginning of every second financial year through a process of nominations and voting.

The role of Chair is further detailed in the Terms of Reference for both the Partnership (Attachment 4: Partnership Meeting Terms of Reference) and the Management Committee (Attachment 5: Management Committee Terms of Reference), and its performance is subject to Key Performance Indicators (KPIs).

Chair KPIs for the 2023/24 financial year are included in Attachment 7: Chair's Role Key Performance Indicators, Remuneration and Nomination, along with measures to evaluate performance and the position's remuneration protocol.

5.3. Deputy Chair

A Deputy Chair of the Partnership is elected by the Partners at Partnership meetings via voting. The selected Deputy Chair will be responsible for chairing both the Partnership and Management Committee in the absence of the Chair. The Deputy Chair will only be remunerated when standing in for the Chair.

The election of the Deputy Chair is to occur at the beginning of each financial year.

5.4. Executive Officer

The role of the Executive Officer is to provide secretariat and operational support to the Partnership and Partnership staff as required.

The Executive Officer is employed through the Host Organisation (currently FNQ NRM Limited trading as Terrain) on behalf of the Partnership.

The Executive Officer:

- a) Coordinates projects, reports and contracted works associated with the Partnership, including provision of communications, governance and technical support.
- b) Provides secretariat and operational support and leadership to the Partnership.
- c) Supports the Partnership, Technical Officer and Communications Officer in delivering the Report Card.
- d) Develops and reviews the Partnership Value Proposition.
- e) Maintains and enhances governance of the Partnership through engagement with current and prospective Partners.
- f) Actively promotes the Partnership's profile and reputation.
- g) Maintains and enhances the relationship between existing Partners, develops networks/partnerships and engages with community stakeholders by facilitating communications and networking within the partnership and externally.
- h) Manages the financial performance of the Partnership, including reporting and audits, and the promotion of financial membership to current and prospective Partners.

- i) Works closely with the Communications Officer to develop a Communication and Engagement Strategy for all Program phases and to monitor and update all publicly available information on the Partnership and its deliverables (e.g. via the website and media releases).
- j) Develops a long-term strategic plan for the Partnership, in consultation with the Partners and the Management Committee, including identifying opportunities for expanding Partnership activities, integrating with regional NRM activities, increasing Partner engagement and undertaking revenue raising activities.
- k) Strategically positions the Partnership as the peak waterway health authority for the Wet Tropics Region.

5.5. Technical Officer

The Technical Officer (TO) coordinates all technical activities of the Partnership, the primary output being production of the annual Report Card for the Wet Tropics region.

The Technical Officer:

- a) Develops, collates, synthesises and disseminates technical and scientific information that contributes to the annual Report Card.
- b) Develops the program design and associated reporting to deliver the annual Report Card based on a range of data and information.
- c) Assists the Executive Officer with developing agendas and taking minutes for Partnership, Panel and other meetings as required.
- d) Works closely with the Partnership's Technical Working Group and the Reef Plan Independent Science Panel to ensure scientific validity of the reporting framework.
- e) Coordinates and implements a data management system on behalf of the Partnership.
- f) Communicates the program and its outcomes to technical and non- technical audiences, as per the Partnership's Communications and Engagement Strategy.
- g) Works closely with the Executive Officer to develop relevant and tailored communication products on behalf of the Partnership.
- h) Assists the Executive Officer to develop scopes of work and contracts for external service providers on behalf of the Partnership, where required.

5.6. Communications Officer

The Communications Officer (CO) assists the Executive Officer and Chair in the coordination of all communications activities of the Partnership as documented in the Communications and Engagement Strategy.

The Communications Officer:

- a) Develops and reviews the Communications and Engagement Strategy in consultation with the Executive Officer.
- b) Designs and develops annual Report Card in consultation with EO and TO.
- c) Designs and develops Partnership's magazine 'Reef and Rivers'.
- d) Develops and promotes Partnership branding.
- e) Supports the Executive Officer to develop and review the Partnership Value Proposition.
- f) Prepares media releases and associated material.
- g) Maintains and promotes awareness of the Partnership with media, schools and other community stakeholders.

- h) Coordinates website development and updates.
- i) Develops newsletters and other promotional materials.
- j) Provides updates on social media.

5.7. Project Support Officer

The Project Support Officer (PSO) supports the Executive Officer, Chair and wider Operations team in the project management, finance management and administration functions of Wet Tropics Waterways.

The Project Support Officer:

- a) Coordinates Management Committee and Partnership meetings including development and circulation of agendas, drafting meeting minutes and other associated logistics.
- b) Develops budget in consultation with the EO and coordinates monthly financial reporting.
- c) Coordinates annual launch events (including the annual release of the Report Card), forums and workshops. Develops sponsorship proposals and seeks sponsor income support.
- d) Engagement with partners and networks – assists EO and CO with regular Partner communication and updates.
- e) Manages distribution of partnership collateral including Report Cards and magazines.
- f) Seeks advertising income from Partnership and wider networks for magazine.
- g) Drafts and distributes invoices for annual membership fees, sponsorships and advertising.
- h) Assists EO in reviewing incoming contracts and drafts outgoing contracts.
- i) Coordinates yearly Management Committee nominations and bi-annual Independent Chair recruitment.
- j) Provides project tracking and reporting support to the EO.
- k) Coordinates payment of invoices and approval processes in line with the project budget.
- l) Assists EO in annual review of Governance Charter and ensuring activities are carried out in accordance with the Charter.
- m) Arranges travel and other general administration support for Chair and Operations team.

5.8. Partnership

Wet Tropics Waterways Partners are expected to sign a Memorandum of Understanding (MoU) that outlines the vision of the Partnership and the expectations and responsibilities of Partners in jointly striving toward that vision (Attachment 3: Partnership Memorandum of Understanding template). The template MoU at Attachment 3 may be tailored to incorporate individual Partner objectives. The items in the template can be used as a baseplate for tailored MoU's where required. Please note baseplate can be expanded on or added to, however items may not be removed.

Salient points from the MoU include:

- a) Articulation of the long-term commitment to robust science, knowledge/data sharing and community-level reporting.
- b) Pooling of resources and knowledge and integrating with other initiatives such as the Reef 2050 Long Term Sustainability Plan and associated integrated monitoring programs (e.g. Paddock to Reef).
- c) Community engagement and communications on waterway health matters.
- d) The Partnership to meets three times per year and provides updates via emails between meetings as required.

The full list of Partners and meeting representatives is presented in Attachment 2: Partnership Governance Group members. The Partnership Terms of Reference are presented in Attachment 4: Partnership Meeting Terms of Reference.

5.9. Management Committee

The Management Committee (MC) is a sub-set of the Partnership that guides and provides oversight on the operation on behalf of all Partners. The Management Committee meets at least four times per year and oversees management of the Report Card program design, budget, communication plans and other operational matters. The structure and membership of the Management Committee ensures adequate representation across sectors of the Partners (community, industry, government, and research).

The Management Committee members are listed in Attachment 2: Partnership Governance Group Members.

The Management Committee Terms of Reference are presented in Attachment 5: Management Committee Terms of Reference.

5.10. Regional Report Card Technical Working Group responsibilities

The Regional Report Card TWG identifies and coordinates available monitoring data and modelling information, identifies critical gaps and develops the Report Card methodology and design. The TWG is supported by the Technical Officer of the Wet Tropics Waterways Partnership.

Membership of the Technical Working Group includes experts and data custodians across different organisations and is skills-based. The TO works closely with officers from these organisations to identify datasets, develop an agreed methodology for Report Card grades and Report Card design.

The full list of TWG members and expertise covered is presented in Attachment 2: Partnership Governance Group.

Terms of Reference for the Technical Working Group are presented in Attachment 8: Regional Report Cards Technical Working Group Terms of Reference.

5.11. Reef 2050 Water Quality Improvement Plan Independent Science Panel

To ensure the Report Card is based on the best available independent science, the Reef Water Quality Improvement Plan Independent Science Panel (ISP) provides advice and reviews and endorses methodologies, systems and processes used for the development of the Report Card.

The ISP also provides advice on how best to nest regional report cards within the wider context of Great Barrier Reef report cards.

A Co-Chair of the TWG is represented at ISP meetings when Partnership business is on the agenda. It is the responsibility of the TWG Co-Chair to liaise with the Partnership Chair to convey Reef Plan ISP decisions to the Partnership.

The ISP Terms of Reference including responsibility for the Partnership are presented in: Attachment 9: ISP Terms of Reference.

6. HOST ORGANISATION/S

Terrain is endorsed by the Partnership as the Host Organisation for 2023-24. The role and responsibilities of the Host Organisation are detailed in the Attachment 6: Host Agreement.

As the Host Organisation, Terrain must disclose and seek to resolve to the satisfaction of the Management Committee any material or other interests which may constitute any conflict of interest. To this effect, the Terrain Partnership and/or Management Committee Representative will remove themselves from any Partnership voting where there is a potential conflict of interest, including nomination/selection of the Chair or Deputy Chair if they are a staff member or Board member of Terrain.

Host Organisation arrangements are reviewed annually by the Partnership based on alignment with the Host Agreement and outcomes.

7. OPERATIONAL GUIDELINES

7.1. Financial Delegations

The following points apply to financial management and delegation for the Wet Tropics Waterways Partnership Report Card program:

- a) Management Committee (in consultation with the Executive Officer) develops the Report Card program budget.
- b) Partnership approves the budget.
- c) Management Committee approves any budget variations.
- d) Executive Officer manages and monitors the Partnership budget.
- e) Expenditure is to be consistent with the annual budget approved by the Partnership.
- f) Expenditure is to be recorded to sub-program level and reported to the Management Committee for review and endorsement as an item at least quarterly.
- g) The Host Organisation's financial management policies and procedures will be followed when undertaking financial arrangements and related tasks on behalf of the Partnership (Terrain Finance Manual is available on request to the Executive Officer).

7.2. Procurement/Contracting

The procurement procedure for contracted external services is dependent on the nature and value of the works to be undertaken. Host Organisation procurement procedures will be adopted for the duration of the Program. In addition to the Host Organisation policies and procedures, for 2023/24 the following guidelines will be applied to procurement for the Partnership;

- a) For technical contracts, the Technical Working Group will assist the Technical Officer to develop a scope of works. The TO will seek endorsement of the scope of works at the next MC meeting, or may do so out of sessions via email if timelines dictate.
- b) For communications or operational contracts, the Communications Officer and/or Executive Officer will prepare a scope of works or business plan for endorsement by the Management Committee prior to engaging with potential contractors.
- c) Where there are a limited number of individuals/organisations capable of delivering the scope of works and/or there is a need to maintain consistency with other regional report cards and/or utilise local knowledge and/or other factors, it may be impossible or impractical to obtain multiple quotes. The Management Committee will be advised prior to engaging with potential service providers.
- d) Upon receipt of quotes, the following actions will be undertaken:
 - i. The preferred supplier will be selected by the Technical Officer, Management Committee, Executive Officer and/or Technical Working Group, as appropriate. The lowest, or any, quote will not necessarily be accepted. Factors such as ability to deliver, consistency with other regional reports cards, technical strength of quote, value offered and strategic considerations may affect the selection process.

Partners, including the Chair, Technical Officer and Executive Officer must immediately notify the Management Committee in the event that any conflicts of interest, or potential conflicts of interest, arise in the above procurement process.

ATTACHMENT 1: NESTED PROGRAM APPROACH



	REPORTING PROGRAMS		LEAD	PRODUCT	PREPARATION	REVIEW	DRIVER
State/ National	Queensland State of Environment Report	Queensland State of Environment Report	Queensland Dept. Environment & Science Commonwealth Dept. Environment & Energy	Queensland State Of Environment Report (4 yearly) Commonwealth State Of Environment Report	Queensland Government Commonwealth Government	Independent Expert Review	Legislative Requirement
REEF - WIDE	Reef 2050 Plan Water Quality Biodiversity Ecosystem Health Heritage Economic Benefits Community Benefits Governance		Joint Secretariat Queensland & Australian Governments	UNESCO World Heritage Committee (WHC) Report (as required) Annual Report Implementation Strategy (annual)	Queensland Government Commonwealth Government	Reef 2050 Plan Independent Expert Panel (IEP) Reef 2050 Advisory Committee (RAC)	Reef 2050 Plan
	Reef 2050 Integrated Monitoring And Reporting Program (RIMRep) Paddock To Reef Integrated Monitoring, Modelling and Reporting Program (for the water quality component of the Reef 2050 Plan)		Great Barrier Reef Marine Park Authority (GBRMPA) Queensland & Australian Governments	Great Barrier Reef Outlook Report (every 5 years with more regular reporting) Great Barrier Reef Report Cards (Annual)	Design Working Group Synthesis Working Group Data Working Group Paddock To Reef Coordination & Advisory Group	Reef 2050 Plan Independent Expert Panel (IEP) RIMRep Steering Group Reef Water Quality Protection Plan Independent Science Panel (ISP)	Reef 2050 Plan & GBRMPA Strategic Assessment Reef Water Quality Protection Plan
REGIONAL/ LOCAL	Regional Partnerships & Regional Report Cards Fitzroy Partnership For River Health (Est. 2010) Gladstone Healthy Harbours Partnership (Est. 2014) Mackay Whitsundays Healthy Rivers To Reef Partnership (Est. 2015) Wet Tropics Healthy Waterways Partnership (Est. 2016) Dry Tropics Partnership For Healthy Waters (Est 2017) Burnett Mary Partnership (Not Yet Established) Cape York Partnership (Not Yet Established)		Regional Report Card Partnerships	Regional Report Cards (Annual)	Technical Working Group (TWG)	Regional Partnership Independent Science Panels	Local Community & Stakeholders Action in Reef 2050 Plan Water Quality Improvement Plans (WQIPs)

ATTACHMENT 2: PARTNERSHIP GOVERNANCE GROUP MEMBERS

Partnership List

Chair: Greg Vinall **Deputy Chair:** Jeff Baines

	Partner	Contact
1	Association of Marine Park Tourism Operators (AMPTO)	Gareth Phillips
2	Australian Banana Growers Council	Michelle McKinlay, Amelia Foster
3	Australian Government	Denis Snowdon
4	Australian Prawn Farmers Association	Kim Hooper
5	Cairns and Far North Environment Centre (CAFNEC)	Lucy Graham, Alex Sinchak
6	Cairns Regional Council	Gary Everson
7	Canegrowers	Joe Marano, Deb Telford, Sandra Henrich
8	Cassowary Coast Regional Council	Jeff Baines, Damon Sydes, Gavin Hammond
9	Qld Government – Office of the Great Barrier Reef and World Heritage	Rachel D’Arcy, Paulina Kaniewska, Jamie Corfield
10	Douglas Shire Council	Paul Hoyer, Melissa Mitchell
11	FNQROC	Travis Sydes
12	Great Barrier Reef Marine Park Authority (Aust. Gov.)	Doon McColl
13	Hinchinbrook Shire Council	Michael Nash
14	Ports North	Paul Doyle
15	Queensland Water & Land Carers	Darryl Ebenezer
16	Tablelands Regional Council	Dave Bilney
17	Terrain	Charles Hammond
18	TropWater -JCU	Michael Rasheed
19	Tangaroa Blue	Mathilde Gordon
20	Cairns Airport	Lucy Friend
21	Cairns Aquarium	Dominic Waddell
22	Port of Townsville	Elaine Glen

* Only one person may represent any financial partner at each meeting.

Management Committee Members

Chair: Greg Vinall **Deputy Chair:** Jeff Baines

Organisation	Member	Proxy	Sector
Independent Chair	1. Greg Vinall		-
QWALC	2. Darryl Ebenezer		Community
Cairns Regional Council	3. Catherine Horne		Local Government
TropWATER	4. Michael Rasheed		Research
Terrain	5. Charles Hammond		NRM
Hinchinbrook Shire Council	6. Kate Milton		Local Government
Ports North	7. Jacinta Caraballo	Paul Doyle	Industry
Cassowary Coast Regional Council	8. Jeff Baines (Deputy Chair)	Damon Sydes	Local Government
Canegrowers	9. Joe Marano	Sandra Henrich	Industry
Cairns Airport	10. Lucy Friend		Industry
Office of the Great Barrier Reef and World Heritage (OGBR&WH)	11. Rachel D’Arcy	Mel Shepherd	State Government

Regional Report Cards Technical Working Group

Expertise/Position	Organisation
TWG Chair	Independent
Secretariat	Qld Govt. DES
Technical Officers	Partnerships
Paddock to Reef / QLD water quality policy / Catchment water quality	Qld Govt. DES
Catchment water quality / Report Cards	Qld Govt. DES
Urban Management and Planning & Total water cycle management	Qld Govt. DES / Cairns Regional Council
Estuarine and Marine Water quality and ecosystems	Qld Govt. DES / Central Qld University
Marine ecosystems and RIMReP	Aus Govt. GBRMPA
Ports/industry monitoring	Determined by agenda and/or meeting location
Loads and pesticide monitoring	Qld Govt. DES
Data analysis and statistics	-
Indigenous cultural heritage	-
Economics	-
Human Dimensions	Tracey Schultz (Alluvium Consulting)
Offshore ecosystems	AIMS
Coastal landscape ecology and processes / urban ecology	TropWater
Freshwater fish monitoring	Qld Govt. DES
Fisheries	Qld Govt. DAF
Seagrass	James Cook University
Mangroves	Central Qld Uni
Wetlands	Qld Govt. DES
Coral monitoring	Aus Govt. AIMS
Hydrology/Ground water	Qld Govt. DNRME
Urban	Cairns Regional Council
Biosecurity/systems repair/WT regional knowledge	FNQ Regional Organisation of Councils
Ports Marine monitoring	Ports North
WT Regional knowledge / waterway management	Terrain NRM
Technical Officer	Wet Tropics Waterways
Technical Officer	Dry Tropics Partnership for Healthy Waterways
Mangrove and estuary	Central Qld University
Water quality monitoring and MW regional knowledge	Qld Govt. DNRME
Mackay Whitsundays regional and urban knowledge	Whitsunday & Mackay Regional Councils
MW regional knowledge	Reef Catchments NRM
Technical/Project Officer	Mackay-Whitsunday Healthy Rivers to Reef Partnership

ATTACHMENT 3: PARTNERSHIP MEMORANDUM OF UNDERSTANDING TEMPLATE

Purpose

This memorandum of understanding (MoU) confirms the commitment of signatories to participate in and collaborate with other members of Wet Tropics Waterways Partnership to deliver an annual waterway health Report Card to inform whole-of-catchment management in the Wet Tropics Region.

For the purpose of this MoU, the Wet Tropics Region includes the upper catchments of the Daintree, Mossman, Barron, Mulgrave, Russell, Johnstone (North and South), Tully, Murray and Herbert basins and the adjacent coastal and marine area, to the eastern boundary of the Great Barrier Reef.

A Partnership approach has been developed and implemented for monitoring and reporting on the health of freshwater rivers, wetlands, estuaries, near shore coastal and marine environments of the Wet Tropics region. Management efforts and outcomes are captured during this process.

The Partnership will seek to integrate relevant environmental, social, economic, cultural and catchment health data and knowledge; collaborate, integrate and build upon existing monitoring, modelling, recording and reporting efforts at the sub-catchment, catchment and reef wide scales.

The signatories to this MoU recognise that more can be achieved by working together in collaboration and acknowledge the value of the partnership in achieving outcomes beyond those that can be achieved by any single agency or organisation. The signatories intend to cooperate and collaborate in the following ways:

- a) Members holding or collecting relevant data and/or information commit to openly sharing knowledge, program actions, monitoring and research data/information to support production of the Wet Tropics Waterways Report Card and to improve understanding the health of wet tropics catchments, rivers and reef in the region;
- b) Making a commitment to long-term monitoring and reporting to inform management responses;
- c) Pooling resources and knowledge to maximise outcomes and underpin effective and efficient management decision making and actions;
- d) Ensuring the nesting of this initiative within other whole of Reef monitoring, reporting and management activities;
- e) Facilitating alignment between different policy and reporting initiatives, including the Reef 2050 Long Term Sustainability Plan and associated integrated monitoring program and other reporting programs (e.g. Paddock to Reef)
- f) Engaging with the local and broader communities by communicating waterway health matters including management responses to any issues.

This is not a legally binding document but confirms that intention of signatories to support and progress the collective aims of the Partnership.

Principles

Wet Tropics Waterways Partnership will operate to the following principles:

Rigorous science - All science products produced will be reviewed using robust independent science.

Openness and honesty – Report Card results and supporting interpretive data will be made publicly available.

Community education – The Report Card will contribute to ensuring the Wet Tropics community are educated about the current health of their catchments, rivers and reef and the effect of management.

Communication – Information on the progress and activities of the Partnership and individual partners will be regularly communicated to the broader public.

Continuous improvement – the Report Card will be designed based on the best available information, but will evolve over time to incorporate contemporary approaches to reporting, new sources or types of information (e.g. human dimensions and economic indicators) and consistency with other regional report cards for the Reef.

Objectives

The members are committed to delivering the following objectives in establishing the Wet Tropics Waterways Partnership:

- a) Communicate information effectively and at a relevant scale to the broader community on waterway health issues and stewardship to increase knowledge and help drive community change.
- b) Develop an annual waterway health Report Card specific to the Wet Tropics over the longer term, including environmental, social, economic and cultural indicators by building on existing monitoring and reporting programs, and using consistent methodologies.
- c) Coordinate and share data and information across a broad range of stakeholders to identify monitoring gaps and reduce duplication.
- d) Ensure scientific integrity, independence and transparency using a robust methodology to identify long-term trends, stimulate management action and drive positive change.
- e) Use existing management response frameworks, such as catchment management plans and the Regional Water Quality Improvement Plan, to prioritise data collection and investment into the region for on-ground management activities including addressing emerging issues.
- f) Recognise and support the efforts of Partners and others to improve regional waterway health.
- g) Identify waterway health related knowledge gaps and address them.
- h) Identify priority activities and efforts for the Partnership, and advocate for them.
- i) Participate in the coordination of a five yearly regional management response to the Report Card findings.

Governance

Wet Tropics Waterways is managed through a representative body termed the Wet Tropics Partnership Management Committee. The Management Committee will work together to provide an operational role for the Partnership overseeing management of the Report Card program design,

budget, communication and engagement, and identify potential management actions that may help respond to annual Report Card results.

Financial partners are eligible to nominate, be nominated and/or vote for Deputy Chair nominees, which will usually occur at partnership meetings.

A Technical Working Group supports operational designs and implementation activities in line with management actions required to respond to annual Report Card results.

The Wet Tropics Waterways Partnership seeks independent science advice from the Reef Plan Independent Science Panel.

The existing Regional Working Groups (RWGs) provide additional locally relevant expertise and knowledge for the region, representing local stakeholders, community groups, and industry.

Leaving the Partnership

Members may withdraw from the Partnership at any time by written notice to the Wet Tropics Waterways Management Committee.

Funding

The activities of the Partnership, including the development and publication, communication and promotion of the Report Card are funded by the Partners. This includes both financial and in-kind support as required. The Office of the Great Barrier Reef and World Heritage within the Department of Environment and Science (DES), Queensland Government is the principal funding partner.

Data and Information Sharing

This MoU does not alter or affect the existing intellectual property right of any of any individual partner in relation to data or knowledge held by that Partner.

Partners are not expected to provide, publicly or privately, confidential intellectual property (e.g. data) for use in the Report Card or any other activities undertaken by the Partnership. Should sensitive information or intellectual property become available to the Partnership it will be treated as confidential and will not be shared internally or externally.

As agreed at the Management Committee in June 2017, the Partnership as the custodian of the contributed data, will not share data between Partners, or broker data sharing between Partners.

A WTW data register records the indices, indicators and data providers used in the Report Card as a resource for Partners seeking data. Contact for data sharing should be made through the TO, in the first instance.

The protocol for data sharing is for the data seeker to request data through the Technical Officer who will relay the request to the data provider. Future arrangements where data seekers directly contact the data provider may be possible on a case by case basis where agreement is obtained from the data provider.

This MoU does not restrict in any way the freedom of any party to conduct research and consulting work by themselves or with third parties.

Promotion and Communications

The Report Card produced by the Partnership is a publicly available document. Members agree to the use of their corporate logos in the Report Card and any related web based or documented information.

The Partnership will agree on how information and results are to be presented and communicated in the annual Report Card.

Members agree to promote the work of the Partnership and the Report Card through their own corporate communications activities and, for example, in signage and event materials.

In witness to the above understandings, this MoU is signed for and on behalf of the members on the dates inserted below.

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SIGNED for and on behalf of)	
)	
ABN)	
)	
This day of)	
)	
)	
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)	(signature)
)	
)	
)	
)
)	(signature of witness)
)	
)	
)	

ATTACHMENT 4: PARTNERSHIP MEETING TERMS OF REFERENCE

Partnership Meeting Objective

Wet Tropics Waterways Partnership meetings bring together Partner representatives from the nine major wet tropics catchments, eight estuaries, and adjacent coastal and marine areas to the eastern boundary of the Great Barrier Reef. Through open and honest communication and rigorous scientific based decisions the Partnership continuously improves the regional Report Card and informs the community with up-to-date information.

The Partners meet to guide ongoing development of the strategic direction of the Partnership; and to monitor performance of the project against that strategic direction.

Operation

The Partners delegate operational oversight of the Partnership to the Chair and the Management Committee.

Role

- a) Develop and agree upon the governance of the Partnership, including:
 - i. Endorse the Partnership Governance Charter.
 - ii. Endorse the Partnership Meetings Terms of Reference.
 - iii. Appoint the Partnership Chair.
 - iv. Appoint the Partnership Management Committee.
 - v. Endorse the Management Committee Terms of Reference.
 - vi. Endorse the Partnership budget.
 - vii. Endorse the Partnership Work Plan.
 - viii. Endorse the Annual Report Card.

- b) Develop the higher-level, strategic direction of the Partnership, including:
 - i. Agree on a set of desired outcomes for the Partnership.
 - ii. Monitor adherence to the strategic direction by the Chair and Management Committee.
 - iii. Provide advice to the Chair regarding improvements to implementation.
 - iv. Provide advice to the Chair regarding amendments to the strategic direction.
 - v. Provide advice to the Chair regarding strategic alliances, linkages and advocacy.

Membership

- a) Each Partner organisation is to appoint one representative only to attend Partner meetings.
- b) The Partnership can invite experts to meetings as required.

- c) Partners will not be remunerated for their time nor costs reimbursed.

Chair

- a) Selection and terms

The selection of a Chair will be in accordance with the internal policies of the Host Organisation (Terrain for the 2023-24 financial year). These are detailed in full in EM0002 (Terrain Recruitment and Selection Policy). In adherence with Host Organisation policy, the following summarises the process of selecting a new Chair;

- i. A 24 month contract will be offered for the role of Independent Chair, subject to the following:
 - 12 month performance review and endorsement by the management committee for the chair to complete his/her term. The vote will be led by the Deputy Chair and facilitated by the Executive Officer. Operational staff will be ineligible to vote.
 - 12 month extension at the conclusion of the 24 month term (ie to a total of 36 months) subject to performance. A recommendation will be made by the management committee to the full partnership and endorsement by majority vote of the full partnership. The vote will be led by the Deputy Chair and facilitated by the Executive Officer. Operational staff will be ineligible to vote.
- ii. The Independent Chair contract will expire when:
 - The full term of the contract is reached (24/36 months).
 - The Chair tenders a written resignation to the Deputy Chair, providing a minimum of one month notice of termination.
 - The Chair fails to receive endorsement by the Management Committee (12 months) or Partnership (24 months) to continue in the role.
- iii. The Deputy Chair will lead the selection process with support from operational staff and the host organisation.
- iv. Expressions of Interest will be invited from representatives of the current partners, including the presiding chair, via email. Expressions of Interest will be advertised externally.
- v. Management of the Expression of Interest process will be undertaken by Terrain and the Deputy Chair will be presented with a list of eligible candidates.
- vi. The Deputy Chair will present the management committee with a summary of the applicants, along with their CV's and application letters for shortlisting. Operational staff and the presiding chair will not be involved in the shortlisting process.
- vii. Management Committee endorsed shortlisted candidates will be interviewed by a panel comprised of the Deputy Chair, a senior representative from the Host Organisation and a representative from the Office of Great Barrier Reef, as principal funding partner.
- viii. The Deputy Chair will advise the partnership of the preferred candidate for the role and will seek their endorsement. Following endorsement, Terrain will be

advised of the preferred candidate for the role and will facilitate the appointment following their internal policies.

- b) Role at Partnership Meetings
 - i. Facilitate meetings and maintain effective relationships with Partners.
 - ii. Review and manage the agenda and associated documents.
 - iii. Liaise with, and guide, the Partnership on matters affecting, or affected by, the Partnership.
 - iv. Carry forward the desired outcomes of the Partnership to the Management Committee for implementation.

Deputy Chair

The Deputy Chair is on the selection panel for the roles of Independent Chair and the Executive Officer and is responsible for assessing the Independent Chair quarterly activity reports and recommending payment of remuneration invoices. In the absence of the Chair, the deputy chair will preside over Partnership and/or Management Committee meetings and may receive remuneration if this service is required.

The role of Deputy Chair runs for a full financial year. Financial partners are eligible to nominate, be nominated and/or vote for Deputy Chair nominees, which will usually occur at partnership meetings. In the event that a Deputy Chair steps down mid-term, the Executive Officer may call for nominations via email and an out-of-session vote can take place. The Executive Officer will be the returning officer for the election of a new Deputy Chair.

Management Committee

- a) Composition
 - i. Maximum of 10 Partner representatives plus the Chair.
 - ii. Ideally, but not compulsorily, represented by a cross section of the Partnership (e.g. industry, government, research, community).
- b) Selection
 - i. The Executive Officer will call for Expressions of Interest for Management Committee membership at least 15 working days prior to the final Partnership meeting of the financial year.
 - ii. The Chair will lead the process of selection of the Management Committee. Operational staff will not participate in discussion or voting for the Management Committee.
 - iii. Nominations can be accepted at the final Partnership meeting of the financial year.
 - iv. If the number of nominees does not exceed, 10, all nominees will be appointed to the Management Committee.
 - v. If the number of nominees exceeds 10, all nominees will leave the room and the Partners will discuss nominations prior to vote by ballot, facilitated by the Executive Officer.

Executive Officer - Role at Partnership Meetings

- a) Distribute annual date claimers to Partners.
- b) Provide reminder notices at least 10 working days in advance of each meeting.
- c) Prepare the agenda and associated papers in preparation for meetings and liaise with the Chair in advance of meetings.
- d) Distribute the agenda and meeting papers at least 5 working days in advance of each meeting.
- e) Record minutes of meetings.
- f) Carry out all actions arising from meetings prior to the subsequent meeting.

Meetings

- a) The Partnership will meet a minimum of 2 times per year.
- b) One meeting should occur in May/June to appoint the Chair and Management Committee for the year ahead and to endorse the chairs Work Plan. This meeting will also address the final comments and edits to the impending report card to be released in July.
- c) One meeting should occur in October or November to address general business arising.
- d) Partner representatives are expected to attend all meetings. If unavailable, Partners should propose proxies, which may be accepted at the discretion of the Chair.
- e) A quorum is 50% plus one of Partner organisations for decision-making.
- f) The Partnership will aim to make decisions by consensus. Discussion papers will be provided, including options for the Partnership to consider. A 75% majority will be used in the event of an impasse.

Conflict of Interest

- a) Partners must disclose material, personal and professional interests that may constitute a conflict of interest.
- b) Declaration of interests will be recorded in the minutes of the meeting.
- c) Subsequent involvement in the matter concerned shall be at the discretion of the Partners.

Leaving the Partnership

Partners may withdraw from the Partnership at any time by written notice to the Wet Tropics Management Committee, as outlined in the Memorandum of Understanding.

ATTACHMENT 5: MANAGEMENT COMMITTEE TERMS OF REFERENCE

Objective

Wet Tropics Waterways Management Committee is a sub-set of the broader Partnership with an operational role; it guides the operation of the Partnership to meet its objectives on behalf of the Partners.

The Chair and the Management Committee delegates day-to-day operation of the Partnership to the Executive Officer. The Executive Officer is accountable for the performance of staff and contractors.

Role

- a) Oversee successful operation of the Partnership, including:
 - i. Adherence to the Partnership Governance Charter.
 - ii. Adherence to the Management Committee Terms of Reference.
 - iii. Prescribe actions designed to achieve the desired outcomes of the Partners.
 - iv. Monitor performance of the Partnership against the desired outcomes of the Partners.
 - v. Monitor performance of the Partnership against the budget.
 - vi. Monitor performance of the Chair against Key Performance Indicators.
 - vii. Monitor performance of the Executive Officer against the Work Plan.

- b) Oversee delivery of the annual Report Card, including:
 - i. Provide input to the Technical Officer and the Communications Officer.
 - ii. Provide advice to the Executive Officer.
 - iii. Monitor adherence to timelines.

- c) Identify opportunities for adding value to the Partnership; and challenges to the value of the Partnership, including:
 - i. Advise the Executive Officer on options for implementing the strategic direction of the Partnership.
 - ii. Advise the Chair on higher-level actions, including strategic alliances, linkages and advocacy.
 - iii. Monitor implementation and improvement of the Communications Plan

Membership

- a) Composition and Selection
 - i. See Partnership Meetings Terms of Reference.
- b) General Considerations

- i. The Management Committee can invite experts to meetings as required.
- ii. Management Committee members will not be remunerated for their time nor costs reimbursed.

Chair

- a) Selection
 - i. See Partnership Meetings Terms of Reference.
- b) Role at Management Committee Meetings
 - i. Facilitate meetings and maintain effective relationships with members.
 - ii. Review and manage the agenda and associated documents.
 - iii. Review products developed as agreed to by the Management Committee.
 - iv. Liaise with, and guide, the Executive Officer on matters affecting, or affected by, the Management Committee.

Executive Officer - Role at Management Committee Meetings

- a) Distribute annual date claimers to members.
- b) Provide reminder notices at least 10 working days in advance of each meeting.
- c) Prepare the agenda and associated papers and liaise with the Chair in advance of meetings.
- d) Distribute the agenda and meeting papers at least 5 working days in advance of each meeting.
- e) Provide detailed verbal support to the Management Committee discussion.
- f) Record minutes of meetings.
- g) Draft minutes are to be distributed to Management Committee members only. Finalised minutes are to be distributed to the Partnership.
- h) Carry out all actions arising from meetings prior to the subsequent meeting.

Meetings

- a) The Management Committee will meet a minimum of 4 times per year.
- b) Members are expected to attend all meetings. If unavailable, members should propose proxies, which may be accepted at the discretion of the Chair.
- c) A quorum is 50% plus one of Management Committee members for decision-making.
- d) The Management Committee will aim to make decisions by consensus. Discussion papers will be provided for contentious items, including options for the Management Committee to consider. A 75% majority will be used in the event of an impasse. If there is no resolution, the issue will be passed to the next Partnership Meeting, or may be resolved out of sessions via email with the Partners.

Conflict of Interest

- a) Management Committee members must disclose material, personal and professional interests that may constitute a conflict of interest.
- b) Declaration of interests will be recorded in the minutes of the meeting.
- c) Subsequent involvement in the matter concerned shall be at the discretion of the Management Committee.

Leaving the Management Committee

- a) Management Committee members may withdraw from the committee at any time by written notice to the Chair and must provide details of the replacement representative, if any.
- b) If a Management Committee member withdraws from the committee because their Partner organisation has withdrawn from the Partnership, a replacement should be sourced from the Partnership.

ATTACHMENT 6: HOSTING AGREEMENT

The Partnership

Wet Tropics Waterways (WTW) is a Partnership of organisations founded on a shared vision of improving the health of the nine regional basins in the Wet Tropics (Daintree, Mossman, Barron, Mulgrave, Russell, Johnstone, Tully, Murray and Herbert); eight estuaries; and coastal and marine environments to the eastern boundary of the Great Barrier Reef. The Partnership requires a hosting arrangement to accommodate staff and manage finances.

Hosting agreement and fees

Terrain have agreed to host and administer the Partnership through the signing of a Grant Deed with the Department of Environment and Science (DES). Terrain will charge the Partnership an annual administration fee of 10% of project income from DES up to a maximum value of \$50,000 (ex. GST). The role of Terrain as host is to:

- a) Manage membership revenue and project expenditure in accordance with normal accounting standards and requirements.
- b) Coordinate and collate documents required for external audit (External Audit fees to be budgeted additionally in the Partnership costs).
- c) Employ or contract an Executive Officer, Technical Officer and other staff as necessary to deliver the project consistent with operational protocols and project budget.
- d) Manage staff or contractual arrangements as required by the Partnership.
- e) Provide Organisational management and compliance oversight. Maintain all business compliance requirements to ensure ongoing capacity to host the agreement, and carry out obligations of the Grant Deed.
- f) Provide a monthly financial report to the Partnership.
- g) Provide full financial support services including the management of membership revenue, payment of invoices, coordination of the audit, etc.
- h) Include the Partnership staff and activities in all appropriate insurances.
- i) Ensure appropriate Workplace Health and Safety provisions and support.
- j) Provide contracting oversight, processing and support.
- k) Provide appropriate data management, policy and procedures to support.
- l) Provide communications support.
- m) Provide internal IT support.

The Grant Deed states that Terrain, as the Recipient of this funding shall: "...provide all necessary in-kind contributions over and above the administration fee and business operating charge of the total Partnership financial contributions from other Partners, including the Queensland Government. Which is permitted by the Partnership to be retained by the Recipient towards the cost of performing its role as host of the Partnership, in accordance with the Wet Tropics Healthy Waterways Partnership Governance Charter and operational roles and protocols."

Additional overhead costs incurred by the Partnership are covered in the all-inclusive employment cost, identified as variable costs based on employees, and include:

- IT equipment and costs including software licenses required by Partnership staff

- Building and office costs
- Use of the host's facilities including meeting rooms, vehicles, printers/photocopiers and stationery.

These employment costs for roles employed by Terrain on behalf of the Partnership are identified in the budget for approval annually.

Chair

Terrain will develop a contract for Wet Tropics Waterways Chair, and will support and facilitate Chair activities.

Staff Management

Terrain as Host will:

- Provide day-to-day workplace support and networks to broader NRM and Reef programs.
- Provide interstitial management support against the delivery of the Partnership work plan, acknowledging that the Partnership and Management Group sets the work plan and reviews progress at regular meetings.
- Arrange regular catch up meetings between the Executive Officer and Terrain Line Manager. These will be set at a mutually agreed times for the purpose of support, issue resolution and linkages to other programs or projects.
- Work with the Chair of the Partnership and Management Committee to ensure hosting arrangements are operating for the best outcomes of the WTW goals and broader Wet Tropics reef health challenges.
- Provide suitable desk space, phone, computer, internet, access to printers and access to IT and HR support services for WTW staff.
- Ensure that WTW staff are part of the Terrain team, by inclusion in key team building staff meetings, training and networking opportunities that contribute to individual and Report Card needs.

Team Performance Reviews

The Performance Review is one part of an ongoing process of regular feedback, direction, and guidance about operational staff performance. Annual formal Performance Reviews of each team member will occur to formalise this ongoing process of management.

The Partnership will review the performance of the Executive Officer annually against the Position Description, the work plan and the associated KPIs. This review will involve the Chair and the Host line manager, and will be guided by the Host's standard procedures.

The Executive Officer will undertake annual Performance Reviews of other team members according to the Host's standard procedures.

ATTACHMENT 7: CHAIR’S ROLE KEY PERFORMANCE INDICATORS, REMUNERATION AND NOMINATION

Chair’s Role (2022-24 Contract Scope)

The role of the Chair is to:

- a) Support the Executive Officer to develop and manage the agendas and facilitate both the Wet Tropics Waterways Partnership meetings (2 per year) and Management Committee meetings (5) per year.
- b) In collaboration with the Executive Officer, recruit new Partners and maintain current Partners’ interest and commitment through meetings and communications.
- c) Facilitate contact between the Management Committee and the Partnership.
- d) Scope, review and approve meeting agendas, papers and minutes.
- e) Review documents and products developed by the Partnership.
- f) Maintain strong relationships with Partnership members to ensure the successful delivery of the Partnership’s annual Report Card for the region, other elements of its Purpose, and continued financial and in-kind contributions from members of the Partnership.
- g) Undertake media interviews on behalf of the Partnership.
- h) Maintain regular contact with the Executive Officer and contribute to her/his annual performance review.
- i) Maintain ties and communication with other Chairs of regional report card Partnerships.

Chair’s 2022-24 Key Performance Indicators (KPIs):

The Chair will submit a quarterly report in the format below (see Table) to the Deputy Chair, based on the Measurables and KPIs outlined to the Deputy Chair for sign-off.

<p><u>Measurable 1:</u></p> <p>Effective facilitation of Partnership and Management Committee meetings; and maintenance of effective relationships with partners.</p> <p>NB: Partners to be informed that any feedback should be provided to the Deputy Chair.</p>	<p><u>KPIs:</u></p> <ol style="list-style-type: none"> 1. Attend and facilitate meetings. 2. Positive feedback from Partners, as provided to the Deputy Chair. 3. Positive feedback from Management Committee participants, as provided to the Deputy Chair.
<p>Chair Response:</p>	
<p><u>Measurable 2:</u></p> <p>Provide support to the Executive Officer.</p>	<p><u>KPIs:</u></p>

	<ol style="list-style-type: none"> 1. Meet with Executive Officer in advance of meetings to scope, review and approve meeting agendas and papers. 2. Review other materials within three working days of receipt unless otherwise agreed. 3. Accompany the Executive Officer in the bid to recruit potential new partners, when appropriate.
Chair Response:	
<p><u>Measurable 3:</u></p> <p>Provide leadership on the strategic direction of the Partnership.</p>	<p><u>KPIs:</u></p> <ol style="list-style-type: none"> 1. Initiate annual strategic discussions with Partners. 2. Contribute to strategic discussions with the leadership of other regional report cards. 3. Liaise with relevant Ministers, local members, mayors and other key players to help ensure continued support for the Partnership.
Chair Response:	

Appointment

Following selection by the Partnership, and acceptance, the Chair is appointed to the Partnership through a contractual arrangement with the Partnership Host Organisation (Terrain). Upon commencement, or re-appointment, the Management Committee (or a sub-group) will meet with the Chair to map out Partnership priorities and process for 2022-24.

Remuneration

The Chair's role is to drive the Partnership's strategic vision and building relationships with stakeholders in addition to chairing meetings.

The time commitment and key performance indicators are reviewed and monitored by the Management Committee in line with budget and work plan. A Partnership team work program will be endorsed by the Partnership for each 6 -month period via the Management Committee and Chair activities to support this plan will be determined by the Committee in an ongoing manner at the meetings.

Payment is expected to cover attendance at, preparation for, and document reviews prior to and following Partnership and Management Committee meetings as well as attendance at any other meetings related to the Chair's role with the Partnership and support of the EO and team.

The Chair will submit a quarterly report to the Deputy Chair (with an invoice) which will be reviewed and forwarded to the Corporate Services section of the Host organisation for payment.

The rate of remuneration for the Chair's role will be \$4,000 (exc. GST) paid quarterly upon receipt and approval of a quarterly report. In addition, there is a maximum allowance of \$5,000 per year for travel and accommodation (arranged through the host) and \$2,000 per year for reimbursables relating to the role.

Other Support

The Executive Officer will arrange meeting venues, catering and other support as needed.

A work program/plan will be endorsed by the Partnership for each 12-month period. It is envisaged that the Partnership will meet between 2 and 3 times a year and the Management Committee will meet between 5 and 7 times a year depending on the circumstances.

Travel and Accommodation

The Chair will be reimbursed for reasonable travel and accommodation costs associated with meetings through the Host Organisation (from approved Partnership funding) upon receipt of an invoice. Airfares and accommodation will generally be booked in advance by the Partnership (via the host) and paid for directly.

Protocols to avoid conflict of interest

The declaration of conflicts of interest or potential conflicts of interest will be a standing agenda item for all Management Committee and Partnership meetings. In the event of potential conflicts of interest outside of Partnership and Management Committee meetings partners are expected to advise the Independent Chair or the Executive Officer in writing of the circumstances. Where action is required the management committee may be consulted out of sessions via email or teleconference to determine a course of action.

Attachment 8: Regional report cards TWG Terms of Reference

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.

Secretariat and operational support

2.10 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).

2.11 The Office of the Great Barrier Reef and World Heritage (OGBR&WH) 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.

2.12 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.

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

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

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

3. Specialist sub meetings

3.1 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.

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

3.3 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.

4. Chair Duties

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

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

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

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

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

4.6 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.

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

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

5. Membership

5.1 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.

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

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

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

5.5 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.

6. TWG costs

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

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

6.3 Chair costs will be divided equally between the Partnerships.

6.4 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.

6.5 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, Brie Sherow, Dinny Taylor	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 Louden/ Elaine Glen	Townsville Port	Townsville
Urban, urban water management	Chris Manning	Townsville City Council	Townsville
Technical Officer	Dinny Taylor	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	Brie Sherow	Mackay-Whitsunday-Isaac Healthy Rivers to Reef Partnership	Proserpine/Mackay

Attachment 9: Independent Science Panel – Terms of Reference

Background

The Reef Water Quality Protection Plan Independent Science Panel (ISP) will provide strong independent science based and technical advice, when requested, to both the Queensland and Australian Governments on water quality science needs, including on water quality monitoring and reporting programs (e.g. Paddock to Reef and regional Waterway Health Report Cards).

The Independent Science Panel is a working group to the Reef 2050 Independent Expert Panel, which provides broader scientific advice on implementation of the Reef 2050 Long Term Sustainability Plan. The Independent Science Panel will report to each meeting of the Independent Expert Panel.

The Independent Science Panel will provide advice, as directed, by the Reef Water Quality Protection Plan expanded Executive Steering Committee, or by other sub-committees and working groups as provided for in their terms of reference.

The Independent Science Panel is chaired by an Independent Chair, appointed by the Great Barrier Reef Ministerial Forum.

Membership

The Independent Science Panel will have a skills-based membership that may include up to 9 members with expertise in the following areas:

- Agronomic and landscape processes
- Marine and freshwater biochemistry, ecology and modelling
- Resource management, water quality and ecosystem health target-setting and monitoring
- Information integration, synthesis, reporting and communication
- Social and economic methodologies
- Statistics and analytics
- Coastal ecosystems
- Ecotoxicology.

Appointment of members to the Independent Science Panel are made by the Great Barrier Reef Standing Committee of Officials. Changes to membership are to be endorsed by the Reef 2050 Independent Expert Panel prior to approval.

Role

The Independent Science Panel will, as directed by the expanded Executive Steering Committee:

- a) Provide advice on knowledge gaps, science priorities and delivery associated with the overall implementation of the Reef Water Quality Protection Plan.

- b) Conduct scientific reviews of the Reef Water Quality Protection Plan activities and initiatives, including annual and other reports (e.g. Scientific Consensus Statements), and make specific recommendations about the direction, content and details of future activities;
- c) Provide timely independent scientific advice and review to ensure Reef Water Quality Protection Plan implementation, monitoring and reporting:
 - i. is scientifically defensible and achievable,
 - ii. is being undertaken in a scientifically credible and cost-effective manner,
 - iii. has been designed, implemented and managed according to best scientific and environmental standards,
 - iv. will use contemporary, fit-for-purpose methods of data collection, quality assurance and statistical methodologies,
 - v. has processes in place to effectively integrate the various Program activities (and where appropriate other related activities),
 - vi. will communicate the findings in a timely and appropriate manner to both technical and non-technical audiences.
- d) Provide advice on the possible inclusion of new and innovative methods to support monitoring and reporting activities.

Changes to the Terms of Reference must be approved by the Standing Committee of Officials.

Operation

The Office of the Great Barrier Reef and World Heritage within the Queensland Department of Environment and Science (DES) provides secretariat support for the Independent Science Panel.

The Independent Science Panel will meet as required. In consultation with the Secretariat, the chair of the Independent Science Panel will manage the operation of the group's time in an efficient manner. This may involve advising the expanded Executive Steering Committee where tasks would require additional expertise.

If a member is unable to attend a meeting, proxies will not be permitted.

Members will be reimbursed for reasonable costs associated with travel and accommodation for meetings and non-government members will also be eligible for sitting fees in accordance with the Australian Government's Remuneration Tribunal recommendation for the Innovation Australia Committee.

Independent scientific advice to other groups where requested

To help facilitate a nested approach to monitoring and reporting within the Great Barrier Reef, the Independent Science Panel may also provide advice to regional monitoring Partnerships.

All requests for advice to other partnerships must be accompanied by a separate Terms of Reference that includes provision for remuneration of non-government members. These requests must be approved by the Standing Committee of Officials, who will have regard for:

- a) the potential benefits of providing advice for integrating water quality monitoring and reporting processes and products
- b) any other potential benefits for Reef Water Quality Protection Plan outcomes.

i Note: Prior to 2018-19, the cost of ISP input into Regional Waterway Health Report Cards was borne by the ISP. Due to escalating demands on the ISP, Regional Report Card Partnerships will begin making a financial contribution towards ISP expenses from 2018-19 onwards.