

**Port Curtis and Port Alma Ecosystem
Research and Monitoring Program
Advisory Panel for the Western Basin
Dredging and Disposal Project
Terms of Reference**

Port Curtis and Port Alma Ecosystem Research and Monitoring Program (ERMP) Advisory Panel
 Terms of Reference

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List of Abbreviations

CQU	Central Queensland University
DCMP	Dredge Construction Management Plan (currently called the DMP)
DMP	Dredge Management Plan
DoE	Department of the Environment
DSEWPaC	Department of Sustainability, Environment, Water, Population and Communities
DWFCA	Dredging Works Funding Contribution Agreement (DWFCA)
DTRP	Dredging Technical Reference Panel
EBSDS	East Banks Sea Disposal Site
EHP	Department of Environment and Heritage Protection
EIS	Environmental Impact Statement
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
ERMP	Ecosystem Research and Monitoring Program
ERMPAP	Ecosystem Research and Monitoring Program Advisory Panel
FBA	Fitzroy Basin Association
FL153	Fisherman's Landing Northern Expansion
GBRWHA	Great Barrier World Heritage Area
GHP	Gladstone Healthy Harbour Partnership
GISERA	Gas Industry Social and Environmental Research Alliance
GOC	Government Owned Corporation
GPC	Gladstone Ports Corporation
GSDA	Gladstone State Development Area
JCU	James Cook University
LNG	Liquefied Natural Gas
PCIMP	Port Curtis Integrated Monitoring Program
SCU	Southern Cross University
SDPWO Act	<i>State Development and Public Works Organisation Act 1971</i>
ToR	Terms of Reference
TSHD	Trailer Suction Hopper Dredge
UQ	University of Queensland
WBDDP	Western Basin Dredging and Disposal Project
WBRA	Western Basin Reclamation Area
WQMP	Water Quality Management Plan

1. Introduction and Background

Expansion of the port facilities in the Western Basin is required for the future growth of the Port of Gladstone which is operated by Gladstone Ports Corporation (GPC). These facilities will be a key component of the import and export chain and will support further development of emerging industries in the Gladstone region such as Liquefied Natural Gas (LNG). Dredging of the Western Basin, which lies in the northern part of Port Curtis, is therefore required in order to provide safe, ongoing and efficient access to existing and proposed port facilities.

The dredging activities will involve the deepening and widening of existing channels and swing basins and the creation of new channels, swing basins and berth pockets. During Stage 1A and B there will be a maximum volume of 25 Mm³ of material dredged from the Western Basin (including an over-dredging allowance) and ongoing maintenance dredging from the nominated dredging footprint. During Stages 2, 3 and 4 there will be an additional maximum of 21 Mm³ of material dredged. The dredge spoil material is proposed to be deposited:

- Offshore, at the GPC approved East Banks Sea Disposal Site (EBSDS)
- Inshore, in the combined Fisherman's Landing Northern Expansion (FL153) and Western Basin Reclamation Area (WBRA), contiguous to the north of the existing Fisherman's Landing reclamation area.

The combined FL153 and WBRA will permit development to meet the import/export and storage needs for industries likely to establish in the Gladstone State Development Area (GSDA). The Port of Gladstone is within the Great Barrier Reef World Heritage Area (GBRWhA) however, the proposed dredging activities do not encroach into State or Commonwealth Marine Parks.

The Coordinator-General declared the Western Basin Dredging and Disposal Project (WBDDP) to be a "significant project for which an Environmental Impact Statement (EIS) is required" under the *State Development and Public Works Organisation Act 1971* (SDPWO Act). The WBDDP EIS followed the assessment and consultation process under the SDPWO Act and was approved by the Coordinator-General on 23 July 2010.

The WBDDP was also determined to be a controlled action under the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) on 18 June 2009 (EPBC 2009/4904) and was assessed under the Bilateral Agreement between the State and Federal Governments. The Controlled Action Plan from the Commonwealth Government was received in October 2010 and limits the dredging works for all current and potential capital dredging projects to a total volume of no more than 46 Mm³ (*in situ*).

Under the Commonwealth Department of the Environment (DoE) (formerly known as the Department of Sustainability, Environment, Water, Population and Communities (DSEWPaC)) approval for the WBDDP, dated 22 October 2010, conditions 25 to 37 require the development of a Port Curtis and Port Alma Ecosystem Research and Monitoring Program (ERMP) and an associated Advisory Panel (ERMPAP). GPC provides secretariat support for the ERMP and ERMPAP and facilitates communications between the ERMPAP members and DoE.

It is important to note that both the State and Federal Government Approval conditions for the WBDDP included the requirement to establish a Dredging Technical Reference Panel (DTRP) to assist in management of seagrass health, water quality and dredging practices.

This document outlines the conditions of the ERMP, ERMPAP governance and the Terms of Reference (ToR) for the ERMPAP.

2. Commonwealth Conditions

Research Advisory Panel

Condition 25 The person taking the action must establish, fund and manage a research advisory panel. The research advisory panel must be established according to the following requirements:

- a) the research advisory panel must be established prior to and for the duration of the Ecosystem Research and Monitoring Program (ERMP) as described at condition 27, to assist in the design and ongoing review of the ERMP such that the research is relevant and incorporated into the adaptive management of the Western Basin Strategic Dredging and Disposal Project;
- b) the members of the research advisory panel must include independent scientific experts of whom at least one must be a scientist with expertise in inshore dolphins, one a scientist with expertise in marine reptiles, one a scientist with expertise in migratory shorebirds and one a scientist with expertise in tropical marine ecology;
- c) the membership of the research advisory panel must be approved by the Minister in writing prior to the completion and submission of the Ecosystem Research and Monitoring Program to the Minister for approval; and
- d) the terms of reference for the research advisory panel, which must include the frequency of proposed meetings, chairing and quorum arrangements, must be developed by the Panel at its inception and must be approved by the Minister in writing prior to the submission of the ERMP to the Minister for approval.

Condition 26 The person taking the action must provide to the Minister, a copy of all the recommendations made by the research advisory panel and an explanation of how these recommendations have, or will be, implemented. This information must be provided to the Minister within one month of receiving advice from the research advisory panel or within any timeframe recommended by the research advisory panel, should this be less than one month.

Ecosystem Research and Monitoring Program

Condition 27 The person taking the action must develop and implement an ERMP to acquire a detailed ecological understanding of the marine environment of Port Curtis and Port Alma that can be used to monitor, manage and/or improve the regional marine environment and to offset potential impacts from the project on listed threatened and migratory species and values of the Great Barrier Reef World Heritage Area and National Heritage Place.

Condition 28 The ERMP must be submitted to the Department for approval no later than six months from the date of this approval.

Condition 29 After twelve months from the date of this approval the person taking the action must not undertake any dredging activities, land reclamation or construction activities unless the Minister has approved the ERMP in writing.

Condition 30 The ERMP must be implemented for a period of no less than ten years from the date of the Department's initial approval of the ERMP.

Condition 31 The results of the ERMP must be used to inform an adaptive management response to observed impacts or potential impacts identified.

Condition 32 The ERMP must be reviewed and revised (if appropriate) and submitted to the Minister on an annual basis, or at such other time as might be as otherwise agreed by the Minister from the date of the Department's initial approval for the duration of the ERMP.

Condition 33 "The ERMP must include, but not be limited to, the following:

Marine Megafauna

- a) Conditions 33(b) to (e) below must be undertaken for EPBC Act listed threatened and migratory species, including dugong, turtles and dolphins and other species as relevant to the values of the Great Barrier Reef World Heritage Area and National Heritage Place.
- b) Determine measurable population characteristics for key species before the start of dredging and develop appropriate indicators to monitor population changes, especially those associated with dredging project.
- c) Monitor the effects of project-related activities including, but not limited to: dredge vessel movement; pile driving; construction dredging; bund wall construction during dredging; construction of the bund wall; and filling of the reclamation area with reference to matters including: noise and, where relevant, associated pressure impacts; light spill; water quality reduction; decreased access to intertidal foreshore habitat; increased sedimentation; displacement
- d) Identify potentially suitable habitats for key megafauna in the region at an ecological scale appropriate for megafauna species.
- e) Determine the utilisation and significance of The Narrows for megafauna, and what effects the project may have on utilisation of this area.
- f) The person taking the action must fund activities (conditions 33(a) – (e) above) to an amount of no less than \$5 million for the duration of the ERMP, expenditure of which is to be detailed in the I Compliance report required annually under condition 46 of this approval.

Migratory Shorebirds

- g) Comprehensive surveys of Port Curtis and Port Alma before the start of dredging including: population censuses of species present, mapping of feeding and roosting sites, investigation of habitat utilisation relative to the lunar/tide cycles and season, and identification of critical characteristics of important habitat.
- h) A minimum of two years of surveys, including two surveys in the December – February period, single surveys during both the northward and southward migration periods and a minimum of one survey during winter (May-August).
- i) Single, annual summer surveys (October – March) covering the major high tide roost sites from years three to eight, with a repeat of the comprehensive surveys during years nine and ten.
- j) Monitoring the effect of those port development activities potentially affecting migratory shorebirds, including but not limited to: dredge vessel movement; pile driving; construction dredging; bund wall construction during dredging; construction of the bund wall; and filling of the reclamation area and will address matters including: noise impacts; light spill; water quality reduction; decreased access to intertidal foreshore habitat; increased sedimentation; displacement.
- k) The person taking the action must fund activities (conditions 33(g) to (j) above) to an amount of no less than \$2 million for the duration of the ERMP, expenditure of which is to be detailed in the Compliance report required annually under condition 46 of this approval.

Seagrass

- l) Annual long term seagrass monitoring surveys of seagrass distribution and abundance in the Western Basin and Port Curtis.
- m) Monitor survival and recovery of seagrass and other marine communities in the project area during the construction period and for a minimum of five years following completion of dredging.

As part of Stage 1A of the WBDDP, management of the seagrass monitoring and research was undertaken by the DTRP. This involved monthly seagrass cover surveys at key seagrass meadows and biannual surveys of seagrass meadow extent. This work satisfied condition 33(l). During 2013, the DTRP developed the Water Quality and Seagrass Monitoring Strategy – Post TSHD and Completion of Dredging. This document assesses all the seagrass-related conditions and makes a recommendation for future monitoring to satisfy conditions 33(m) of the ERMP. At an ERMPAP meeting in November 2013, the ERMPAP agreed that the seagrass monitoring and research undertaken during Stage 1A of dredging and the recommendations for future monitoring during the post-completion stage meet the ERMP requirements per se.

Reporting

Condition 34 The person taking the action must publish the ERMP on their website within two weeks of approval in writing by the Department.

Condition 35 The person taking the action must make the findings, including related data, of any or all of these studies publicly available upon request by any interested parties.

Condition 36 "The person taking the action must submit to the Minister an annual Environmental Performance Report covering the following topics:

- a) Dolphins, dugongs and marine turtles, and other megafauna;
- b) Migratory shorebirds; and
- c) Seagrass.

Condition 37 12 months from the date of approval, a report must be submitted outlining the initial environmental activities for the 12 month period. The report is to be called the Environmental Performance Report and must be submitted within 42 days of the 12 month activity period. The Environmental Performance Report must include proposed environmental management improvements to be implemented through the DCMP, WQMP and other Plans as relevant. Reports are required annually from thereafter.

Condition 46 Each year the person taking the action must provide a report to the Minister addressing compliance with each of the conditions of this approval. The date of the first compliance report must be within 42 days after the initial twelve months of the date of approval with each subsequent report 12 months from date of the previous report. The Compliance report must:

- a) be endorsed by the CEO of GPC or a person approved in writing by the Department, delegated to sign on behalf of the CEO or the person taking the action;
- b) include a statement as to whether the person taking the action has complied with the conditions;
- c) identify any non-compliance and describe corrective and preventative actions taken; and
- d) make the compliance report publicly available on the internet within 30 days of it being submitted to the minister.

The roles of and Terms of Reference (ToR) for the ERMPAP are detailed in Section 3 of this document.

3. The Port Curtis and Port Alma Ecosystem Research and Monitoring Program (ERMP) and Advisory Panel (ERMPAP)

ERMP

The ERMP is designed to acquire a detailed ecological understanding of the marine environment of Port Curtis and Port Alma that can be used to monitor, manage and/or improve the regional marine environment and to offset potential impacts from the project on listed threatened and migratory species and values of the GBRWHA and National Heritage Place.

The boundaries of the ERMP are defined in Figure 1 and are not to be changed without prior consent from the ERMPAP, GPC and other associated Agencies. Should the ERMPAP decide that the area is not a suitable size or shape, detailed written scientific reasoning must be given prior to consideration of changes by GPC, and subsequently the DoE.

The ERMP was developed using a tiered approach. The initial phase (Tier 1) examined ecological information for Port Curtis and Port Alma. A key step in this process was to undertake a range of literature reviews that focused on:

- Dugongs
- Dolphins
- Marine turtles
- Shorebirds
- Corals
- Seagrass
- Mangroves and saltmarshes
- Water Quality

The reviews formed the basis of identifying key information gaps and priority research areas for Tier 2 projects. These Tier 2 projects form the fundamental core of the ERMP, providing detailed research and monitoring information on the ecology of the region and identifying any potential impacts from the WBDDP on listed threatened and migratory species and values of the GBRWHA and National Heritage Place.

The ERMP also has the capacity to undertake contingency programs (Tier 3) for urgent issues that may arise during the lifetime of the ERMP that are not necessarily covered under Tier 2 projects.

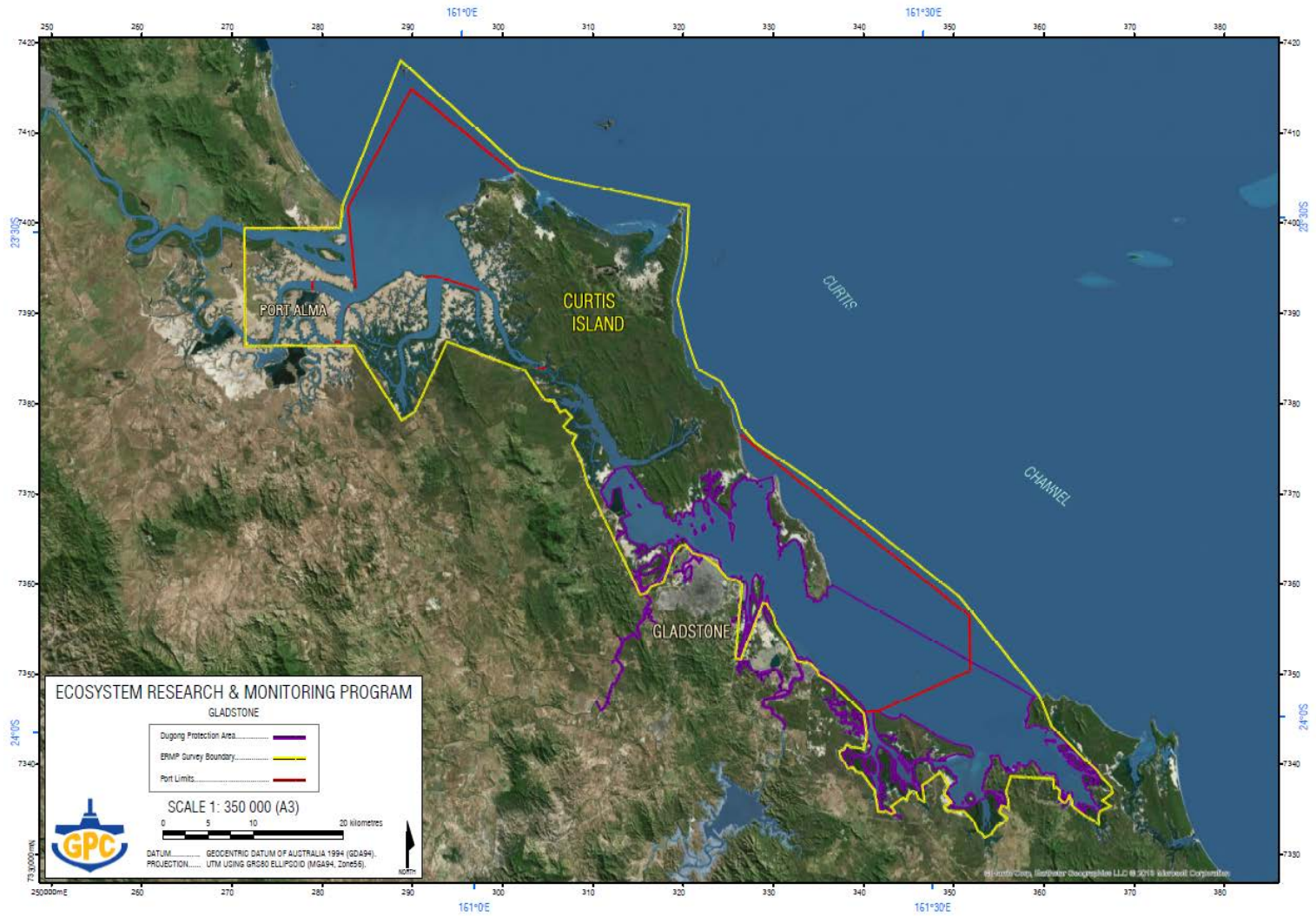


Figure 1. Geographical boundary of the ERMP

ERMPAP

The ERMP will be developed in conjunction with GPC and the technical matters will be overseen by an advisory panel (ERMPAP) of independent scientific experts with appropriate qualifications and expertise (reflecting Condition 25), who are not affiliated with GPC or other parties affiliated with the project (the WBDDP).

Roles of the ERMPAP

The roles of the ERMPAP are:

- To develop ToR for the ERMPAP which are to be approved by the Minister for the DoE. These ToR should include frequency of proposed meetings and chairing and quorum arrangements;
- To develop the ERMP in conjunction with GPC to ensure that research and monitoring achieves the conditions required by the DoE;
- To develop detailed project outlines and scopes of work with stringent assessment criteria;
- To provide detailed cost forecasts for projects with consideration of minimum spends conditioned by the DoE;
- To regularly review the ERMP and ERMPAP ToR to identify improvements to ERMP projects and the processes of the panel; and
- To monitor and review the outcomes of the research and monitoring programs and make recommendations to GPC on adaptive management responses related to these outcomes. In turn, GPC will report such recommendations to the DoE with any supporting evidence about why recommendations were not followed or how recommendations were implemented.

The ERMPAP is not required to communicate directly with any regulatory agency in relation to the ERMP or ERMPAP.

Any activities associated with the management of the ERMP and funding and management of the ERMPAP are the responsibility of GPC and must be approved in writing by GPC prior to implementation.

Any changes to the ERMPAP ToR must be reviewed and approved by the DoE prior to implementation.

Figure 2 outlines the roles of the ERMPAP and GPC for the ERMP.

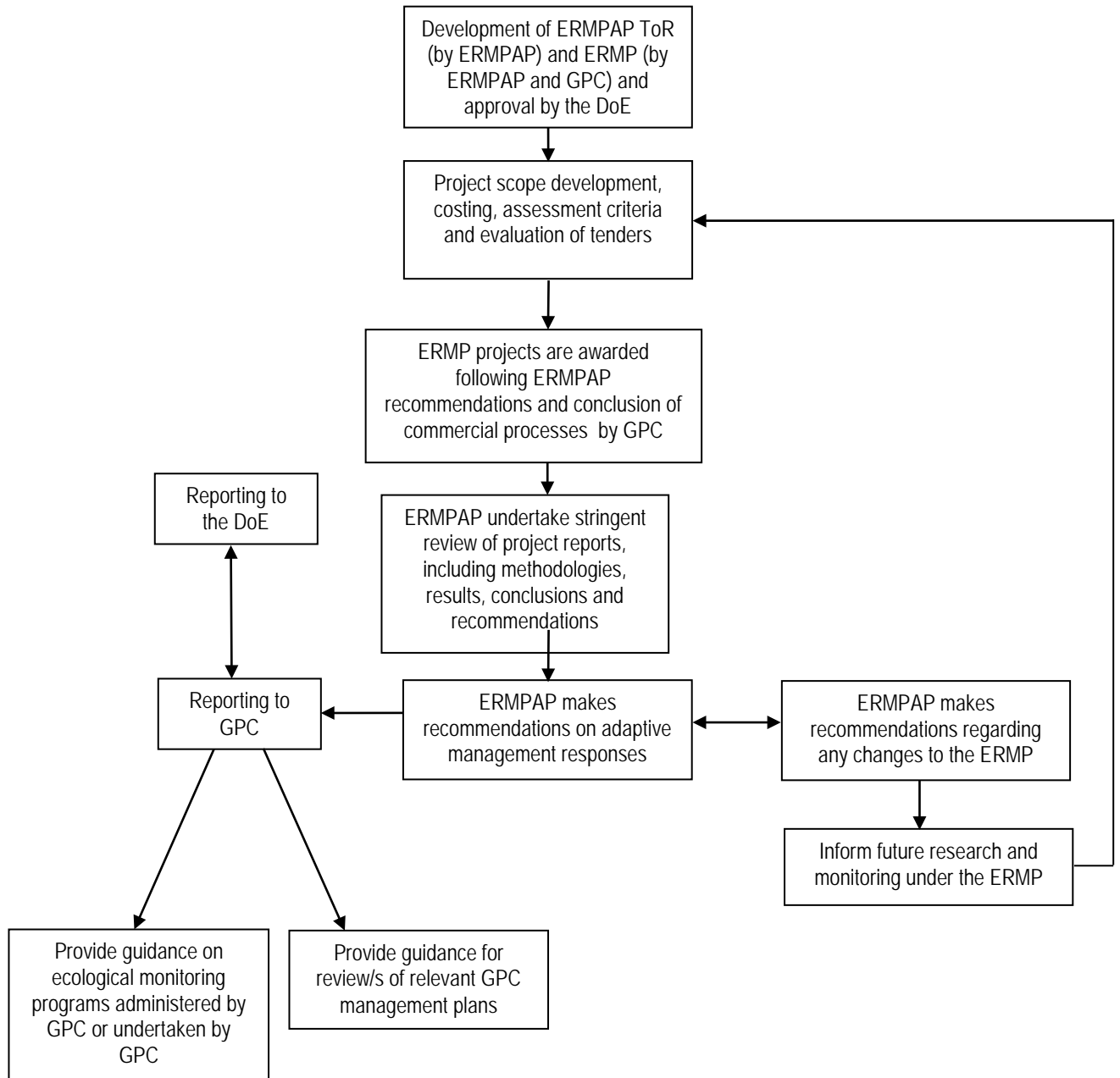


Figure 2. Roles of the ERMPAP and GPC for the ERMP

ERMPAP Membership

The membership for the ERMPAP will include independent scientific experts with at least one expert in each of the following fields: inshore dolphins, marine reptiles, migratory shorebirds and tropical marine ecology.

The Independent Chair of the ERMPAP will be an independent person who has detailed knowledge of marine ecosystems and is acknowledged as a leader in coordinating and managing panels that are tasked with meeting specific objectives. The Independent Chair will be agreed upon by members of the ERMPAP and GPC, and approved by the DoE.

Table 1 lists the current panel members with their expertise and affiliations.

Table 1: List of Current ERMPAP Members

ERMPAP Member Name	Area of Expertise	Role/Organisation
Dr Chris Crossland	Independent Chair	
Dr Col Limpus	Marine reptiles	Chief Scientist, Threatened Species Unit, Department of Environment and Heritage Protection (EHP)
Professor Peter Harrison	Inshore dolphins, reef systems and tropical marine ecology	Director, Marine Ecology Research Centre and Director of Marine Studies, Southern Cross University (SCU)
Dr Richard Fuller	Migratory shorebirds	Senior Lecturer and Head of the Fuller Lab, University of Queensland (UQ)
Dr Norm Duke	Tropical marine ecology, tidal wetlands and mangroves	Research Leader, Mangrove Research Hub, TropWATER, James Cook University (JCU)
Professor Helene Marsh	Dugongs and inshore dolphins	Dean of Graduate Research Studies and Professor of Environmental Science, JCU

The credentials of any new panel member are to be submitted to GPC and subsequently the DoE for approval.

A representative or representatives of the Port Curtis Coral Coast Traditional Owners will be invited to the ERMPAP meetings to provide input on culturally relevant issues.

Proxies for ERMPAP members

For the ERMPAP to meet quorum (as discussed on page 15 and 16), panel members may require proxies. It is expected that each of these proxies for ERMPAP members will be an independent scientific expert with experience closely aligned with that of the panel member for whom they are a proxy, and with relevant experience in one or more of the main ERMP areas of focus. It is further expected that any selected proxy will function in the ERMPAP (both in meetings and out of session) in place of the relevant panel member who is temporarily unable to fulfil their ERMPAP role.

Each ERMPAP member shall provide details of an appropriate proxy (including at least two (2) alternative proxies) that will be considered for approval by the other panel members, the Independent Chair and GPC. Panel members are responsible for advising their proxies of the need for the proxy participation in the ERMPAP meetings or intersessional periods, and advising the ERMPAP secretariat (GPC) and the Independent Chair of the availability of the proxy.

Invited Independent Experts

Invited independent experts will be scientists that may be invited by the Independent Chair to ERMPAP meetings to assist ERMPAP members in discussions and/or recommendations related to improving the knowledge of the Port Curtis and Port Alma ecosystems. These experts may also be invited to review proposals or substantive reports and in undertaking these tasks, such experts will be subject to the same conflict of interest practices as the ERMPAP (see subsequent section on "Management of Conflicts of Interest").

ERMPAP Meetings and Correspondence

The ERMPAP will aim to meet on a quarterly basis in each calendar year; however any decisions on meeting frequency and duration will be made by the Independent Chair. This will be based on the availability of the ERMPAP members and whatever is necessary to lead to appropriate recommendations such as scope development, tender assessments, the timing of survey events, and the results of monitoring and research programs.

The Independent Chair of the ERMPAP shall call the meetings and set the agenda. The DoE will be advised of meetings as they are scheduled. At least one representative of GPC will attend all meetings.

The Independent Chair shall determine the need for additional invited participants to attend the meetings and may take recommendations from the ERMPAP in this regard.

The ERMP secretariat, provided by GPC, must record, document and store minutes of all the ERMPAP meetings. These minutes are to be forwarded to the Independent Chair (or Acting Chair) for review and finalisation prior to distribution among meeting attendees and transmission to the DoE. In accordance with Condition 26 of the EPBC Act Approval, the Chair may decide to formally submit a list of recommendations with justifications to GPC at the end of each meeting. GPC will submit a response to the recommendations to DoE within a month of receiving recommendations from the Chair.

The Independent Chair of the ERMPAP, if required, is expected to interact with any other stakeholders that are engaged in ecological research projects in Port Curtis and Port Alma (e.g. Gladstone Healthy Harbour Partnership (GHHP), Port Curtis Integrated Monitoring Program (PCIMP), Fitzroy Basin Association (FBA), Gas Industry Social and Environmental Research Alliance (GISERA)).

To ensure that the DoE conditions are met in a timely manner, it is expected that the ERMPAP members will 1) be available to attend all ERMPAP meetings or provide their proxy to attend them and 2) address all correspondence by the proposed deadline/s. ERMPAP members are expected to attend at least two (2) ERMPAP meetings in any 12 month period. ERMPAP member attendance at the meetings may be via teleconference or similar technology

Typical Agenda Items for ERMPAP Meetings

- 1) Financial update of the ERMP
- 2) Update on results and findings of ERMP surveys and research
- 3) Update on related research and monitoring programs (internal and external)

- 4) Trends and issues arising from results and findings of ERMP surveys and research
- 5) Further monitoring or research requirements or addition/omissions
- 6) Scope/tender evaluation discussions/approvals
- 7) Discuss interactions with other relevant stakeholders
- 8) Resolutions for advice to GPC and subsequently DoE
- 9) Conflict of interest issues
- 10) Scheduling a firm date for the next meeting/s

ERMPAP Quorum Arrangements

A quorum is required to:

- hold an ERMPAP meeting;
- review and approve scopes of work;
- review and approve tender proposals;
- review and approve final reports; and
- make any determination or recommendation.

To form a quorum, a 'majority rules' process will operate. Thus, to form a quorum there must be at least the following ERMPAP members present and able to vote

- Independent Chair (or Acting Chair); and
- three of the five appointed panel members (or designated proxies).

When there is one (1) or two (2) ERMPAP members (or designated proxies) with a conflict of interest related to a single assessment or vote, a quorum can be formed with at least the following people present:

- Independent Chair (or Acting Chair); and
- three (3) of the five (5) appointed panel members (or designated proxies).

When there are three (3) members (or designated proxies) with a conflict of interest related to a single assessment or vote, a quorum can be formed with at least the following people present:

- Independent Chair (or Acting Chair); and
- two (2) of the five (5) appointed panel members (or designated proxies); and
- an invited independent expert.

OR

- If there are more than three (3) members with a conflict of interest, and a quorum cannot be established based on the above process, the Independent Chair will determine a suitable quorum arrangement.

Management of Conflicts of Interest

GPC, as a good corporate citizen, has an obligation to deal with any perceived, potential or actual conflict of interest in an immediate, open and forthright manner. Failure to do so may potentially damage the credibility of the program.

The ERMPAP is concerned with conflict of interest issues surrounding the release and assessment of research projects related to ERMP. This concern follows on from the fact that all of the ERMPAP members are the experts in their fields and hence they may be interested in tendering for the research, or they may have colleagues, co-workers and/or research students (or former students) who may be interested in tendering for the research projects. Panel members agreed at their first meeting that a transparent system is required to show that there has been no bias in the assessment of project tenders and decisions relating to the funding of research projects in order to demonstrate the integrity of the panel as well as of the individual members. The ERMPAP and GPC have implemented the following practices (based on commonly accepted conflict of interest practice):

- The ERMPAP members (or designated proxies) must declare a conflict of interest when they become aware that a conflict of interest exists. The level of conflict of interest will determine the involvement the conflicted panel member will have for developing scopes of work, assessing proposals, reviewing reports or executing project work. For example, a high level of conflict of interest will exist if a panel member declares an intention to bid for a scope of works;
- When a high level of conflict of interest is declared, the conflicted ERMPAP member (or designated proxy) will not be involved in any decision making about accepting or rejecting scope(s) of work, tender proposal(s) or recommendation(s) to GPC.). The details of the discussion must not be revealed to the conflicted member (or designated proxy);
- If the Independent Chair is the conflicted member, an Acting Chair will be appointed from the ERMPAP membership, by the other ERMPAP members, during the Independent Chair's absence;
- All ERMPAP members must maintain an unbiased approach to the consideration of research proposals without regard to their personal area of expertise, including potential conflict areas.

Project Development, Tender Selection and Report Approval

Research and monitoring work under the ERMP will be administered by GPC and undertaken by contractors engaged by GPC. At the inception of each project, a technical review group comprising the Independent Chair and three (3) members of the ERMPAP (or designated proxies) shall be selected by the ERMPAP to review and approve scopes of work, proposals and substantive reports (i.e. annual and final reports) resulting from an identified project. Invited independent experts may be appointed to a technical review group where the ERMPAP identifies the need or conflicts of interest disqualify any ERMPAP members or their designated proxies.

As a Government Owned Corporation (GOC) which is defined under the *Government Owned Corporations Act 1993*, GPC is required to procure goods and services in accordance with the following:

- The relevant State of Queensland procurement policies and guidelines; and
- GPC Commercial/Procurement policies and procedures

Accordingly, any person who, on behalf of GPC, approves scopes of work, assesses proposals or reviews substantive (annual and final) project reports submitted by contractors must declare all perceived, potential or actual conflicts of interest they have in making their assessments.

This project development and tender selection procedure will be followed:

1. The ERMPAP will develop research and monitoring programs to meet conditions relevant to the ERMP;
2. The project-specific technical review group (in accordance with GPC's commercial processes) will develop a detailed scope of work for each project which will include stringent technical and commercial assessment criteria on which evaluations and decisions will be based. Any actual or potential conflicts of interest will be addressed and documented;
3. GPC will seek proposals in accordance with its procurement policies and procedures;
4. Project proposals must be submitted in accordance with GPC's procurement policies and procedures;
5. The GPC Contracts Administrator will send out scopes of work and proposals to the project-specific technical review group for assessment. Confidentiality must be maintained at all times;
6. The members of the project-specific technical review group will individually assess proposals according to the established stringent technical and commercial assessment criteria and return their qualitative and quantitative assessments to the GPC Contracts Administrator;
7. The GPC Contracts Administrator will compile all assessment scores and forward to the Independent Chair for decision by the ERMPAP (or designated proxies) either intersessionally via teleconference, email consultation or tabling at the next scheduled meeting where the proposals will be assessed and decisions made about the successful tenderer;
8. In consultation with the project-specific technical review group and GPC, the Independent Chair of the ERMPAP will provide a decision on the successful proposal to enable project funding to occur;
9. GPC will proceed with engaging the successful tenderer in accordance with GPC commercial/procurement policies and procedures;
10. GPC will manage contracts and ensure project deadlines are met;

The overall project development and tender selection procedure is illustrated in Figure 3.

11. GPC will undertake an initial review of reports to ensure commercial requirements are met;
12. Interim or progress reports will be reviewed and approved by the Independent Chair and only forwarded to the project-specific technical review group if the Independent Chair, in consultation with GPC, deems it necessary;
13. When final research reports from Tier 1, 2 and 3 research projects are submitted to the ERMPAP, the following review process will occur:
 - a. GPC will forward, for review and approval, the research reports from each project to the project-specific technical review group, excluding any ERMPAP members that have a declared conflict of interest;
 - b. Once the review is completed, the comments and recommendations from the project-specific technical group will be forwarded to the Independent Chair, by GPC, for final assessment and a recommendation then will be provided to GPC;
14. GPC will collate any comments and forward to the contractor;
15. Once a final copy of a report is received, GPC will ensure that all comments from the project-specific technical review group have been addressed; and
16. GPC will inform the ERMPAP when reports are available to the public ensuring a copy is sent to each ERMPAP member at the same time.

ERMP Reports and Data

According to Condition 35 pertaining to the ERMP, GPC “must make the findings, including related data, of any or all of these studies publicly available upon request by any interested parties”. All substantive reports will be made available on the ERMP webpage of GPC’s website once the ERMPAP has exercised its governance commitments by reviewing and approving the final outputs of the projects, and GPC are satisfied the outputs have met all commercial requirements. Any data resulting from ERMP research and monitoring will be made available upon request, following GPC’s data request procedures, and only once the ERMPAP has completed its approval process. The availability of such data may be subject to contractual terms, the nature and scale of the research and the service provider given the opportunity to publish the findings of the research and monitoring.

Media

Findings relevant to the operations of GPC must be reported immediately to GPC and no other party without prior written consent from GPC.

Any information related to the ERMP projects must be provided to GPC prior to release to any third party.

The ERMPAP members should liaise with GPC’s Corporate and Community Relations team with regards to any media, publications or public engagement opportunities related to the ERMP, ERMPAP or outcomes of the ERMP projects.

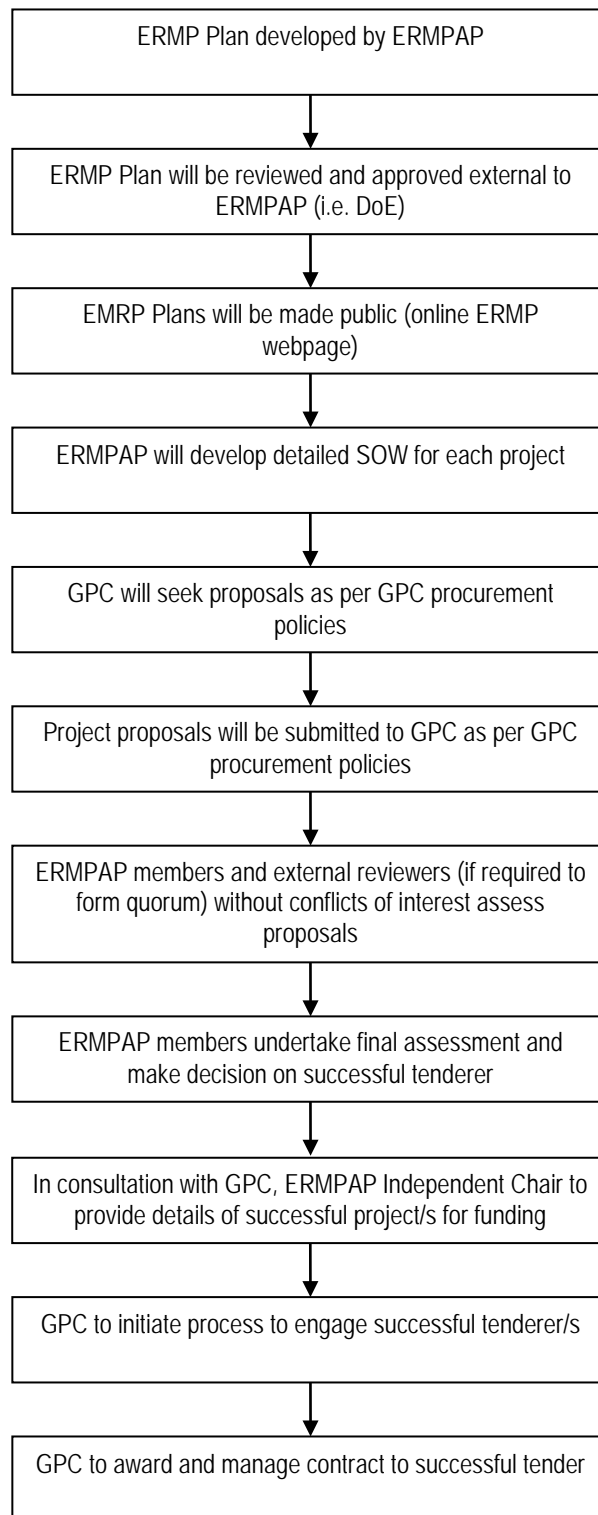


Figure 3. Project Development and Tender Selection Procedure.