

# DARWIN HARBOUR ADVISORY COMMITTEE

## MINUTES – MEETING 5

<b>Date:</b>	Thursday 24 May 2018	<b>Location:</b>	1 <sup>st</sup> Floor, 76 The Esplanade, Darwin Northern Australia Conference Room
<b>Time:</b>	9:00am – 1:00pm	<b>Secretariat:</b>	Carmony Leso (CL), Executive Officer – Committees (DENR)
<b>Chair:</b>	Professor Karen Gibb (KG), Charles Darwin University		
<b>Attendees:</b>	Alan Roe (AR) Dr Claire Streten (CS) David Ciaravolo (DC) Jim Smith (JS) Mark Robertson (MR) - <i>Phone</i> Nick Hanigan (NH) Nigel Browne (NB) Shenagh Gamble (SG) Sue McKinnon (SMc) Terry O'Connor (TO)		Territory Natural Resource Management Australian Institute for Marine Science Amateur Fishermen's Association NT Sea Darwin INPEX Paspaley Larrakia Development Corporation City of Darwin Landcare NT Darwin Port
<b>Apologies:</b>	Annie Andrews (AA) Daniel Thompson (DT) Maria Kraatz (MK) Shar Molloy (SM)		Power and Water ConocoPhillips Private Consultant Environment Centre NT
<b>Department Liaison:</b>	Kristen McAllister (KM)		DENR, Water Resources Division

Agenda No.	Agenda Item	Action Required (e.g. information / discussion / decision)
	Meeting open	The Darwin Harbour Advisory Committee meeting commenced at 9:00am.
1.	Welcome, Attendance and Apologies	Chairperson, KG, opened the meeting and welcomed the members to the fifth meeting. Apologies from AA, DT, MK and SG.
2.	Minutes of previous meeting	The minutes of previous meeting on 8 February 2018 were circulated to committee members prior to the meeting for comments / edits. The minutes were accepted by the Committee with no amendments.
3.	Declaration of any conflicts of interest	Nil.
4.	Action from previous meeting ( <i>meeting 4 – 8 February 2018</i> )	
	No.	Action
		Action Officer
		Timeframe
		Status / Update

	4.1	Develop an Agenda Item Template and add 'Call for Agenda Items' to Box 8 on the communication flow chart - Pre DHAC Meeting Briefing	Secretariat	Prior to the next meeting	<b>Complete</b> The Agenda Item template was tabled at the meeting for the Committee's input.
	4.2	Seek a summarised two paged document of the presentations from Jane Thomas and Murray Logan to attach to the Communique to the Minister.	Secretariat	To be sent with the Communique	<b>Complete</b>
	4.3	Provide a response to the CMMS discussion paper on behalf of the Committee with specific mention of the Report Cards and the DHAC Strategy re-write.	Chair	Prior to 2 March	<b>Complete</b>
	4.4	<b>DHAC Website</b> Working group to be formed to work on content ideas for the DHAC page.	CL, KM, KG, SG, AA		<b>In progress</b> See matters arising.
	4.5	<b>Collaboration site</b> Huddle Workspace Trial.	Secretariat		<b>Complete</b> The Huddle workspace has now been set up and members have been invited to use the workspace.
	4.6	<b>DHAC Strategy</b> Review the 2010 DHAC Strategy to assist with determining goals and objectives for the Committee.	All members - facilitated by KG and KM	Prior to next meeting	<b>In progress</b> See matters arising
	4.7	<b>Report Cards</b> Draft a request for resourcing for the development of an integrated Darwin Harbour report card and interactive website.			<b>In progress</b> See matters arising
	4.8	<del>Invite Ian Poinar, Co-Chair of the Northern Territory Marine and Coastal Science End-user Knowledge Needs Analysis (NTMCS-UNA), to present at the next DHAC meeting.</del>	<del>Chair - facilitated by Secretariat</del>	<del>Prior to next meeting.</del>	<b>Removed</b> The Committee agreed that they no longer require to have Ian present.
5.	<b>Matters Arising</b>	<b>5.1 DHAC Website</b> The working group met on Monday 12 February 2018, the minutes were tabled at the meeting for the Committees information. A 'campaign' webpage is being developed by the DENR Comms team and will resemble the Building Advisory Committee webpage - <a href="https://bac.nt.gov.au/">https://bac.nt.gov.au/</a> .			

		<p><b>Committee comments:</b> <i>The Committee agreed they are happy with the style of the webpage. It was agreed that the members will supply photos of Darwin Harbour to be featured on the webpage as well as their bios.</i></p> <p><i>CS recommended featuring a Governance Tab on the webpage which includes DHAC's TOR, minutes etc.</i></p> <p><i>KG suggested CL develop a paper detailing the content that will be featured on the webpage. This can then be compiled onto an interactive version of the page for the Committee to provide feedback on before it is made live.</i></p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>• <i>All members to provide photos of Darwin Harbour to be featured on the DHAC webpage.</i></li> <li>• <i>CL to follow up on bio's for each Committee member (200 words approx. each).</i></li> <li>• <i>CL to develop a paper detailing the content that will be featured on the DHAC webpage.</i></li> <li>• <i>CL to discuss with DENR Comms and Media about a timeframe for the webpage.</i></li> </ul> <p><b>5.2 DHAC Strategy</b></p> <p>The DH Strategy Working Group has met four times to discuss the Strategy update and is making good progress.</p> <p>The project plan and timeline has been revised for the update of the DHAC Strategy.</p> <p>There is consensus that the Strategy should support the integrated management of the Darwin Harbour region's diverse environmental, social, cultural and economic values and uses, and be a blueprint for the future of the Harbour. There is agreement that an implementation plan will be required to support delivery of the Strategy and that consultation is required.</p> <p>KM tabled the Strategy's Vision and Guiding Principles for final wordsmithing by the Committee.</p> <p>The Strategy Working Group will finalise the strategy's goals at their next meeting.</p> <p><b>5.3 Report Cards</b></p> <p>The quote Terms of Reference for the Integrated Report Cards was tabled at the meeting for the Committee's input. The Committee agreed they would provide their comments / feedback to KM in one week.</p> <p><b>Committee comments:</b> <i>KG reported that she met with Dr Tony Griffiths and Alaric Fisher and recommended using the proposal for funding for integrated Darwin harbour reporting as a case study for how they can promote integrative reporting across the region. TG advised KG that he could see there being four management jurisdictions (that are regional) and appropriate cultural groups could help define the boundaries. Darwin Harbour would be the first case study out of the four and then four integrated reporting strategies would be rolled out. TG agreed that DHAC could go in a Cabinet Submission with him to request this.</i></p>
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		<i>Action: All members to provide their comments / feedback on the quote Terms of Reference for the Integrated Report Cards.</i>
6.	Correspondence (selected)	<b>6.1 Outgoing</b>
		6.1.1 Communique #3 – Minister Moss
		<b>6.2 Incoming</b>
		6.2.1 New (approved) DHAC TOR 6.2.2 Embargoed Media Release on the 2017 Darwin Harbour Report Card + the link.
		The incoming and outgoing correspondence was tabled at the meeting for noting / discussion.
7.	Topical Reports	<b>Online PDF Report Card</b> The 2017 Darwin Harbour Report Card has been released and is now available online at: <a href="https://denr.nt.gov.au/land-resource-management/water/water-management/darwin-harbour/darwin-harbour-region-report-cards">https://denr.nt.gov.au/land-resource-management/water/water-management/darwin-harbour/darwin-harbour-region-report-cards</a>
8.	Other Business	<b>DHAC Resourcing</b> The Committee raised concerns around resourcing for the Committee. The three month resourcing allocated to updating the Strategy is coming to an end and the Committee has yet to achieve what it set out to. The Committee agreed they will raise this issue in the Communique to the Minister as well as meet with the CEO to discuss it at a departmental level.
		<b>DHAC Bulletin</b> A draft Bulletin was circulated to the Committee for their input. A distribution list will be collated for future issues to be emailed to. <i>Action: All members to provide email addresses for individuals to be included on the DHAC Bulletin distribution list.</i>
9.	Communique to the Minister	The key items identified for the Communique to the Minister were: <ul style="list-style-type: none"> <li>• Website;</li> <li>• Strategy update;</li> <li>• Report Cards; and</li> <li>• Resourcing requirements.</li> </ul>
<b>Actions arising from meeting</b>		
<b>Action Officer</b>	<b>Action</b>	<b>Timeframe</b>
All members	Provide photos of Darwin Harbour to be featured on the DHAC webpage.	Prior to the next meeting
Secretariat	Follow up on bio's for each committee member (200 words approx. each).	Prior to the next meeting
Secretariat	Develop a paper detailing the content that will be featured on the DHAC webpage.	Prior to the next meeting
Secretariat	Discuss with DENR Comms and Media about a timeframe for the webpage.	Prior to the next meeting
All members	Provide email addresses for individuals to be included on the DHAC Bulletin distribution list	Prior to the next meeting

All members	Provide comments / feedback on the quote Terms of Reference for the Integrated Report Cards.	Within one week
<b>10.</b>	<b>Next Meeting</b>	The next meeting will be held on 23 August 2018
	<b>Meeting closed</b>	Meeting closed at 12:00pm