

DARWIN HARBOUR ADVISORY COMMITTEE

MINUTES – MEETING 2

Date:	Thursday 17 August 2017	Location:	Territory Conference Room (NADT) Development House, 76 The Esplanade
Time:	9:00am – 11:00am		
Chair:	Professor Karen Gibb (KG), Charles Darwin University	Secretariat:	Carmony Leso (CL), Executive Officer – Committees (DENR)
Attendees:	Alan Roe (AR) Annie Andrews (AA) Dr Claire Streten (CS) Daniel Thompson (DT) Dr Graeme Suckling (GS) Maria Kraatz (MK) Mark Robertson (MR) Nick Hanigan (NH) Nigel Browne (NB) Sarah-Jane Archdale (SJA) Shar Molloy (SM) Sue McKinnon (SMc) Trish Rigby (TR)		Territory Natural Resource Management Power and Water Corporation Australian Institute for Marine Science ConocoPhillips Urban Development Institute of Australia NT Private Consultant INPEX Paspaley Pearls Larrakia Development Corporation Darwin Port Corporation – <i>proxy</i> Environment Centre NT Landcare NT Northern Land Council
Apologies:	David Ciaravolo (DC) Jim Smith (JS) Shenagh Gamble (SG) Terry O'Connor (TO)		Amateur Fishermen's Association NT Sea Darwin City of Darwin Darwin Port Corporation
Observer:	Kristen McAllister (KM)		DENR, Water Resources Division
Guest:	Simon Townsend (ST)		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 second meeting. Apologies from DC, JS, SG, TO.
2.	Minutes of previous meeting	The minutes of previous meeting on 14 July 2017 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.	Actions from previous meeting (meeting 1 – 14 July 2017)				
	No.	Action	Action Officer	Timeframe	Status / Update
	4.1	Provide the Committee with Declaration of Personal Interest Forms for completion.	Secretariat		Complete
	4.2	Follow up with Simon Townsend regarding the integrated research and monitoring plan as mentioned in the TOR.	Kristen McAllister		In progress
	4.3	The committee will work on suggested revisions / amendments to the TOR out of session.	All members – <i>facilitated by the Chair and Secretariat</i>		In progress
	4.4	Invite Simon Townsend and Tony Griffiths to present at the next DHAC meeting.	Chairperson		Complete
	4.5	Clarify and provide an email response to the following on remuneration questions from the committee: - Can remuneration be donated? - Can individuals invoice the department for their time? - Can remuneration be paid to organisations?	Secretariat		Complete
	4.6	Clarify whether Minutes will be published on the department's webpage.	Secretariat		Complete
4.7	Send out a Doodle Poll with the proposed meeting dates to the Committee.	Secretariat		Complete	
5.	Correspondence (selected)		Incoming		
			<ul style="list-style-type: none"> • Definition of Aquatic Environments • INPEX Maintenance Dredging and Spoil Disposal Management Plan - NT EPA decision 		
			Outgoing		
			<ul style="list-style-type: none"> • Letter to Simon Townsend (<i>invite to DHAC</i>) <p>The incoming correspondence was tabled at the meeting for noting.</p> <p>KG questioned the committee as to whether they would be interested in having the NT EPA attend the next meeting to discuss whether the DHAC would have a role to play in a holistic approach to dredging. KG opened the question up for discussion among the Committee.</p>		

		<p>The Committee supported the attendance of the NT EPA at the next meeting.</p> <p><i>Action: Invite a representative from the NT EPA to the next DHAC meeting. CL to draft a letter of invitation from KG.</i></p>
<p>6.</p>	<p>Terms of Reference</p> <ul style="list-style-type: none"> ○ Finalise the TOR ○ Section 2. Role, dot point five: <i>Provide advice on matters referred to it by the Minister</i> <ul style="list-style-type: none"> - Formalise ○ Process to achieve outcomes against the Terms of Reference <ul style="list-style-type: none"> - Information (presentations/other) for our common understanding - Information (presentations/other) for progressing TOR - Prioritise activities – what and when - Significant partners/people to achieve outcomes 	<p>The revised TOR were circulated to the Committee and tabled at the meeting for further feedback and editing.</p> <p><u>Finalise the TOR</u></p> <p>Section 2. Role</p> <p>The Committee will:</p> <p>Dot point one</p> <ul style="list-style-type: none"> • Work with the Northern Territory Government and provide advice, on the development of an evidence based, coordinated and integrated research and monitoring (IRM) program for Darwin Harbour to inform sustainable management, protect the aquatic environment and values, and identify critical habitats at risk. <p><i>Committee comments: The Committee proposed to change the dot point to the following:</i></p> <ul style="list-style-type: none"> • <i>Work with all stakeholders and provide advice on the development of an evidenced-based, integrated research and monitoring (IRM) program for Darwin Harbour to inform sustainable management, protect the aquatic environment, cultural and community values, and identify critical habitats at risk.</i> <p>Dot point two</p> <ul style="list-style-type: none"> • Work with the Northern Territory Government to provide on-going advice on the IRM program and facilitate the development of an evidence-based annual reporting framework for Darwin Harbour's aquatic environment. <p><i>Committee comments: The Committee has no changes to make to dot point two.</i></p> <p>Dot point three</p> <ul style="list-style-type: none"> • Provide a forum to share information, support collaboration with key stakeholders and the community, seek feedback on the IRM and facilitate best practice approaches to harbour management. <p><i>Committee comments: The Committee proposed a number of changes to the dot point:</i></p> <ul style="list-style-type: none"> - Change <i>'provide a forum to'</i> to <i>'Collect and'</i>. - Change <i>'best practice'</i> to <i>'leading practice'</i>. - Remove <i>'on the IRM'</i> from the dot point. - Replace <i>'the IRM'</i> with <i>'strategic objectives'</i>. - Change <i>'and the community'</i> to <i>'including the</i>

		<p><i>community</i>'.</p> <p>Action: KM to wordsmith dot point 3 for consideration by the Committee.</p> <p>KM proposed the dot point be changed to the following:</p> <ul style="list-style-type: none"> Gather and disseminate information, encourage and support collaboration with key stakeholders including the community, seek feedback on strategic objectives and facilitate leading practice approaches to harbour management. <p>Dot point four</p> <ul style="list-style-type: none"> Provide recommendations to the Minister on policies covering development (new and increased activity around existing), areas in the harbour that should be exempt from development, whilst ensuring that environment and indigenous concerns are addressed. <p>Committee comments: The Committee proposed rewording the dot point to the following:</p> <ul style="list-style-type: none"> Provide recommendations to the Minister on development (new development, changes to existing, or areas that should be exempt), whilst ensuring that environmental and indigenous concerns are addressed. <p>Dot point five</p> <ul style="list-style-type: none"> Provide advice on matters referred to it by the Minister <p>Committee comments: KG proposed that KM is the person who is the primary conduit for harvesting information from the department to provide to the DHAC. This will not stop the DHAC from liaising or working with the department directly. KM advised that she would be happy to be the conduit (in the realms of what she is able to share).</p> <p>Process to achieve outcomes against the TOR</p> <p>A discussion was held around setting goals and objectives against the TOR. It was agreed that at the next meeting, once the TOR has been agreed upon and after the Committee has received a number of presentations, they would set goals and objectives to determine a way forward for the DHAC.</p> <p>Action: All members to review the 2010 DHAC Strategy to assist with determining goals and objectives for the Committee.</p>
7.	Update / Presentation from Simon Townsend	<p>Simon Townsend attended the 2nd DHAC meeting and provided the Committee with a presentation on the Report Cards (and Water Quality Supplement Report) which was then opened up for questions / discussion.</p> <p>Committee comments: CS suggested that all the stakeholders in the harbour, i.e. INPEX, PWC etc.,</p>

		<p><i>provide input into the Report Cards to outline what kind of monitoring they're doing / the health of the harbour so the public are aware of all the work going on.</i></p> <p><i>In relation to the plan to upgrade the 2008 reporting on the website, NH questioned ST as to whether there is a preliminary draft that could be circulated to the Committee. ST noted that it is not ready for release yet but he is willing to present it to the Committee when it is at a stage to be presented.</i></p> <p><i>KG questioned ST as to whether there is a National Group that he is part of that might be struggling with best practice, the best way to communicate and calculate and what to measure across the nation. ST commented that he is part of a loose network called the Report Card Network. KG commented that it would be good to get feedback from ST when he goes to the loose network meetings.</i></p> <p>Action: CL to disseminate Simon's presentation to the Committee.</p>
<p>8.</p>	<p>Communication Strategy</p> <ul style="list-style-type: none"> ○ Communiques to the Minister ○ Minutes – access and distribution ○ Website ○ Communication to community/stakeholders – workshop/open day? ○ Documenting progress against the Terms of Reference? 	<p>Communiques to the Minister</p> <p>A discussion was held around communication between the Committee and the Minister. It was agreed that the Committee would provide a short Communique to the Minister, independent of the meeting minutes, which will be drafted at the end of each meeting.</p> <p>Action: CL to make 'Communique to the Minister' a standing agenda item for future meetings.</p> <p>Minutes – access and distribution</p> <p>A discussion was held around the access and distribution of the DHAC meeting minutes. It was agreed the Committee would feature their approved meeting minutes on their webpage.</p> <p>Action: CL to organise for all approved meeting minutes to be added to the DHAC landing page.</p> <p>Website</p> <p>KG opened up the idea of having a DHAC Website for discussion and questioned whether the Committee would like to post the approved meeting minutes to the website. DHAC currently has a landing page on the DENR website which the Committee can use.</p> <p>Committee comments: DT commented that the Committees TOR and Goals and Objectives should also be featured on the website along with the meeting minutes.</p> <p>MR noted that the Committee needs to first determine what the purpose of the website is before discussing its content, i.e. is the website to promote the DHAC or is it a</p>

		<p><i>tool for the DHAC to use to inform the public of all things Darwin Harbour.</i></p> <p><i>NH proposed that the Committee use the landing page on the department's website and as the Committee develops they can then look into an independent website.</i></p> <p><i>AR noted that an important function of a website is for the public to communicate in to the DHAC i.e. messages, comments, suggestions etc. KM commented that the DHAC landing page has a feedback function which could also be linked to a separate email address for someone to man, however this has resourcing implications.</i></p> <p>It was agreed that in the interim the Committee would use the landing page on the DENR website until such a time where they determine they would like a separate identity to the department.</p> <p><i>Action: CL and KM to look into a stand-alone website for the DHAC for possible future use.</i></p> <p><u>2010 Darwin Harbour Strategy</u></p> <p>KG questioned the Committee about how they feel about refreshing and using the previous strategy. KG noted that it would be a good tool to use to start populating a website and it would be a way for the Committee to validate their goals and objectives.</p> <p><i>Committee comments: SM questioned whether or not the Committee could also review the Coastal and Marine Management Strategy (CMMS) as both strategies will complement each other. KG noted that the CMMS won't be released to the public until late 2017 / early 2018 so Tony Griffiths can present it to the DHAC then.</i></p> <p><u>Documenting progress against the TOR</u></p> <p>It was agreed that the Committee will develop a work program to determine what they need to achieve and by when. The work program will be a growing, stand-alone document.</p> <p><i>Action: CL to make 'Work Program' a standing agenda item for future meetings.</i></p>
<p>9.</p>	<p>Consideration of Future Presenters</p> <ul style="list-style-type: none"> ○ Attachment 1 – Potential presenters 	<p>A list of possible presenters for future meetings was tabled at the meeting for consideration by the Committee. KG opened the item up for discussion.</p> <p><i>Committee comments: TR noted that she would like to add Larrakia Rangers to the list to hear about the research and monitoring that they may be doing or want to do.</i></p> <p><i>CS noted that the presenters will assist with revealing objectives for the Committee, i.e. after ST's presentation a clear objective is to contribute to the Report Cards, and so the next two presenters should be separate from that to identify other objectives to set outside of the Report</i></p>

		<p><i>Card. CS reported that AIMS and CDU are doing a Stakeholder User Needs Analysis Study and are surveying stakeholders to see what they see as research priorities and where information gaps are; Ian Poiner is the Chair of that Committee and could present to the DHAC on what was identified in the study. The study is working parallel to the CMMS and will be incorporated into the Strategy.</i></p> <p>It was agreed that at the next meeting the Committee would invite three presenters to present. The Committee will determine who the presenters will be out of session. KG proposed that the Committee start ranking the presenters in order of preference.</p> <p>KG proposed that the Committee have an intranet site or drop box for their documents that they are able to work on and edit collectively. The documents include:</p> <ul style="list-style-type: none"> • Work program; • List of presenters; and • Goals and Objectives. <p><i>Action: The Committee to start ranking the presenters list in order of preference - and add new.</i></p> <p><i>Action: CL to draft letters of invitation to Jane Thomas and Ian Poiner, inviting them to present at the next DHAC meeting.</i></p> <p><i>Action: CL and KM to look into an intranet site for the Committee to use for working on documents.</i></p>
10.	Other Business	Nil.
11.	Next Meeting	<p>The next meeting will be held in October.</p> <p><i>Action: CL to email out a Doodle Poll to determine the next meeting date.</i></p>
	Meeting closed	Meeting closed at 12:20pm