

# Darwin Harbour Advisory Committee Terms of Reference

Department of Environment, Parks and Water Security

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1.1	12 April 2021	Carmony Leso	Update to new template and government department names throughout

<b>Acronyms</b>	<b>Full form</b>
DHAC	Darwin Harbour Advisory Committee
EOI	Expression of Interest
IRM	Integrated Research and Monitoring

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## 1. Purpose

The Darwin Harbour Advisory Committee (DHAC) provides advice to the Northern Territory Government through the Minister for Environment, Parks and Water Security (the Minister) on the effective management of Darwin Harbour and its catchment to ensure a balance between; sustainable development, a working harbour important to a range of cultural, recreational and economic values, and the protection and maintenance of healthy environments and ecosystems in the harbour and its catchment, now and into the future.

## 2. Role

The Committee will:

- 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.
- 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.
- 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.
- Provide advice to the Minister on issues affecting the integrated management and protection of Darwin Harbour and its catchment, whilst ensuring that environmental and cultural concerns are addressed.
- Provide advice on matters referred to it by the Minister.

## 3. Membership

Members of the Committee and chairperson will be appointed by the Minister from nominations received during the Expressions of Interest (EOI) process. In addition to the chairperson, the Committee will have a minimum of six members appointed by the Minister.

The members selected by the Minister will ensure that a diversity of representation is achieved and that stakeholders with interests in the Darwin Harbour and its catchments are represented as far as is practicable.

The Minister may nominate an observer to attend the meetings of the DHAC at any time. Other observers and/or experts may be invited to attend meetings with the approval of the Chair.

## 4. Nomination and appointment process

Nominations for the DHAC will be sought through advertisements in the NT News. Key stakeholders and organisations may also be invited to nominate a representative. Nominations will be by EOI.

EOI will demonstrate the contribution that the nominee can make to the committee, including but not limited to:

- Their interest in the development of plan of management, communication plan for Harbour activities and reporting framework
- Recognised experience and knowledge in appropriate areas pertaining to catchment planning, community interests, regional development, tourism, environment, marine operations, aboriginal cultural values
- Demonstrated ability to work with a diverse group of people with a range of values, interests, backgrounds and expertise
- Ability to be representative of a stakeholder group and disseminate information to constituents (if possible, nominees should provide a letter of support or other evidence demonstrating that they are representative of a stakeholder group)
- Outline any potential or perceived conflicts of interest.

## 5. Terms of Appointment

The Membership of the Committee will be for a period of three years.

Members who do not attend three consecutive meetings may have their membership reviewed.

Members are remunerated based on Class C3 Advisory and Review Body – Ministerial Assistant classification, as per the [2012 Assembly Members and Statutory Officers \(Remuneration and other Entitlements\) Act - Statutory Bodies Classification Structure Determination](#).

Members who choose to resign from the Committee are to do so in writing, to the Minister.

## 6. Role of the Chairperson

- The Chairperson is the primary media spokesperson for the Committee
- The Chairperson will advise members of their roles and responsibilities as members of the DHAC
- Conduct meetings to foster effective consideration of issues referred to or raised by the Committee
- Settle meeting dates and agendas for meetings
- Ensure accurate reporting of the advice and recommendations of the Committee is provided to the Minister after each meeting of DHAC

- In the event that the Chairperson is not able to attend a meeting he/she shall nominate an alternate chair, or if this is not possible, the Committee shall elect a chair from those members present for that meeting.

## 7. Operating arrangements

- Meetings will be held according to dates agreed to by the Committee. Meetings will be held four times a year, on a business day.
- A quorum for a meeting of the Committee shall comprise half the membership including alternates.
- Members may nominate to the chairperson an alternate to attend meetings in their place if they are unable to attend a part or the whole meeting. The alternate has the same participating and voting rights as the member for the duration of the meeting.
- Members shall declare conflicts of interest and inform the chairperson immediately if a matter comes before the Committee that may have a personal financial or other substantial personal interest. Should the Committee request it, the member shall abstain from discussion about the effected matter.
- Each member of the committee can request, via the Chairperson, to invite a non-members to attend meetings as observers or spokespersons having regard to the matters under discussion.

## 8. Role of Government Agencies

The Department of Environment, Parks and Water Security will provide secretariat support to the committee and will assist the Chairperson organise meetings, prepare agendas and record minutes.

Northern Territory Government staff from various agencies will provide relevant technical information to assist the Committee to develop its advice and recommendations. Agencies include:

- Department of Environment, Parks and Water Security;
- Department of Industry, Tourism and Trade;
- Department of Primary Industry and Resources;
- Department of Tourism, Sports and Culture;
- Department of Trade, Business and Innovation; and
- Department of Infrastructure, Planning and Logistics, Power and Water Corporation.