

DARWIN HARBOUR ADVISORY COMMITTEE

WEBSITE WORKING GROUP MEETING

Date:	Monday 12 February 2018	Location:	Charles Darwin University – Casuarina Yellow Building 2 – Level 2, Room 10
Time:	9:00am – 10:15am		
Attendees:	Annie Andrews Carmony Leso Prof. Karen Gibb Kristen McAllister Shenagh Gamble		Power and Water Corporation Corporate Services (DENR) Charles Darwin University Water Resources Division (DENR) City of Darwin

Discussion

The Working Group met to discuss the content for the DHAC webpage. The following content was agreed on:

Introduction

- Include a feature photo of the Darwin harbour / activity on the harbour (suggestion to change it monthly);
- Outline of the Committee and why it exists (refer to previous DHAC); and
- Include the Committee's TOR (when revision has been approved).

Darwin Harbour Boundary Map

- Include an updated photo / map of Darwin Harbour outlining the actual harbour region.

Meet the Committee

- List each member on the Committee and include a brief bio / spiel about each member / their organisation.

Action: *CL to obtain and compile bio's for each Committee member*

Key Deliverables

- Outline the Committees key deliverables:
 1. Strategy update; and
 2. Report Cards.

Resources

- Include links to:
 - o Other relevant websites;
 - o Relevant documents;
 - o Report Cards;
 - o Coastal and Marine Management Strategy;
 - o Environmental Protection Authority;
 - o DENR reports and publications (i.e. Water Quality Protection Plan);
 - o DILP Planning Scheme;
 - o Journal articles as a citation list or links to journals (pending copyright requirements); and

- Information about the former DHAC.

Additional Committee Information

- In addition to the TOR include the Communication Flow Chart, meeting minutes and bulletins.

Frequently asked questions

- Brainstorm frequently asked questions and provide responses for each (include as a page or attachment)

Contact us

- Have a link to the Darwin Harbour email address (will be monitored by DHAC Secretariat).
darwinharbour@nt.gov.au

Comments: KG raised concerns around this section as there may not be sufficient resourcing to monitor and respond to incoming email correspondence.

Action: KG to raise the issue of additional resourcing with DENR CEO for the ongoing maintenance of the DHAC website and response to feedback from the public.

Outcome

Kristen McAllister and Carmony Leso will meet with Cindy McIntyre, A/Manager Corporate Communications (DENR), to discuss the way forward for the development of the website and what options are available.

Action: KG and CL to meet with DENR Comms and Media to discuss options for the website.

Actions arising from the meeting

Action Officer	Action	Status / Update
Carmony Leso	Request and compile bio's for each Committee member	New
Karen Gibb	Raise the issue of additional resourcing with DENR CEO for the ongoing maintenance of the DHAC website and response to feedback from the public	New
Kristen McAllister and Carmony Leso	Meet with DENR Comms and Media to discuss options for the website	New
All members	Distribute and write the content for each heading for the website	New