



Terms of Reference

for the Advisory Committee

1.0 Project Summary

On the 11 May 2004 Council unanimously approved a framework for the development of an Environmental Management Plan (EMP) and Environmental Management System (EMS).

Darwin City Council (DCC) saw the need for developing and implementing an EMP and EMS to enable the organisation to show leadership, demonstrate its commitment to the environment and address environmental concerns and issues in an effective, timely and sustainable manner. Taking into account existing Council processes and systems as well as community advocacy and public opinion, the framework was prepared to provide strategic direction and guidance for appropriate environmental management in Darwin.

Council's EMP will be a publicly accessible "living" document subject to periodic review and update, to remain current and reflect changing management priorities, issues and public opinion.

To facilitate effective, targeted community consultation and site specific action plan development processes the larger Darwin geographic area to be managed is divided into "environmental management units" (EMUs) defined by local hydrological boundaries using a catchment/sub-catchment management approach.

2.0 Consultation

Council's aim is to engage Stakeholders, Regulators, Council employees and most importantly, the Darwin community on all issues relating to the management and protection of the city's natural and built environment

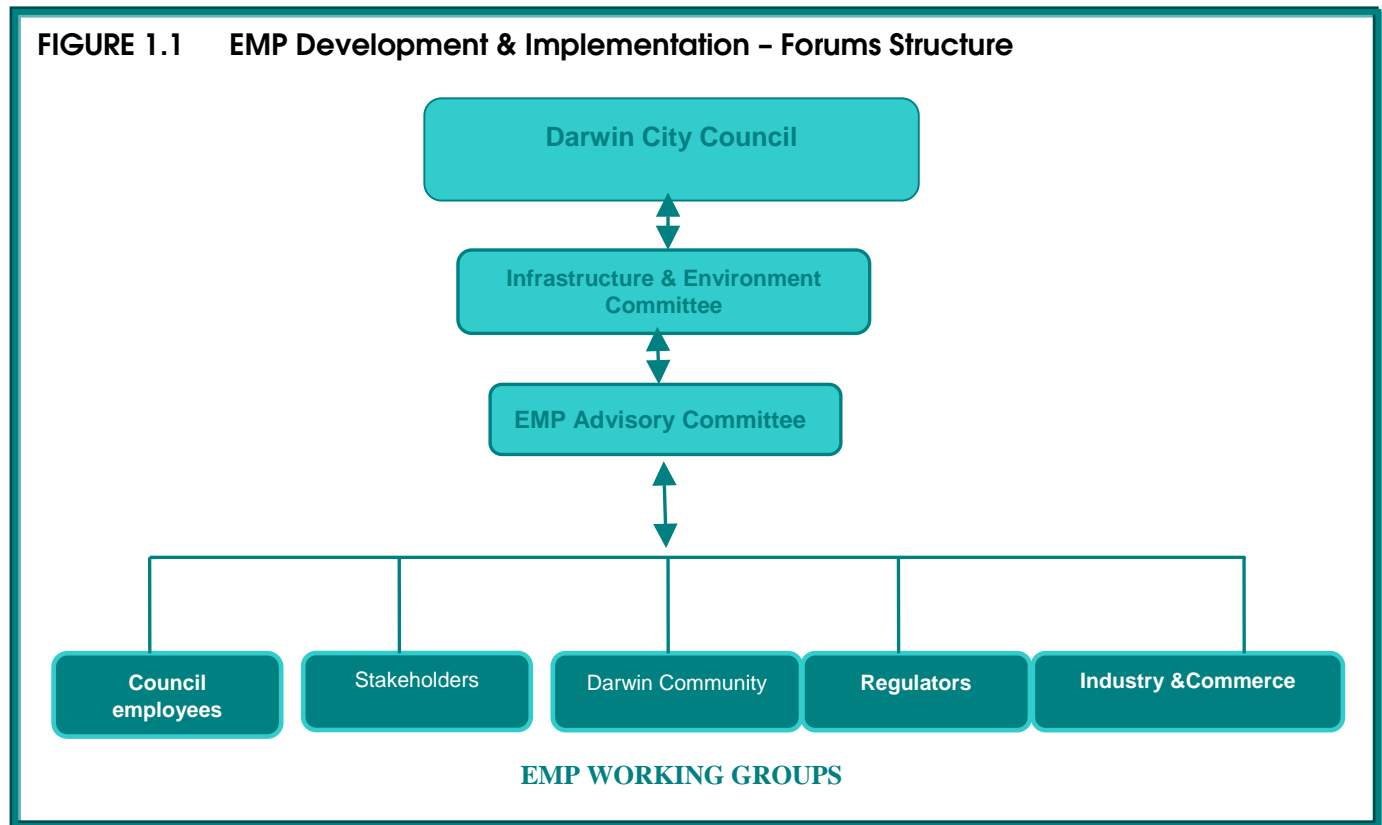
In doing so, we are seeking to develop and implement an Environmental Management Plan and associated action plans, programs and initiatives that reflect residents views, concerns and suggestions by:

- Ensuring that consultation methods used capture opinions, expertise and concerns of the community as a whole;
- Ensuring participants more actively involved in work group are representative of the local community they speak for;
- Encouraging representatives to be full unbiased participants;
- Encouraging the participation of experts who have technical and professional experience in disciplines relevant to the EMP project;
- Implementing a Consultation Process that informs and keeps the community and provides the opportunity for contribution.

3.0 Terms Of Reference

3.1 EMP Development

The development and implementation of the EMP will involve five working groups with various responsibilities as outlined in these Terms of Reference.



3.1.1 Reporting Arrangements

1. Darwin City Council holds overall approval responsibilities for the Environmental Management Plan and associated strategies, actions and programs arising therefrom.
2. Council's Environment & Infrastructure Committee will hold draft report reviews of the EMP prior to its submission to Council.
3. Council's EMP Advisory Committee will oversee the development and implementation of the EMP and holds the primary responsibility for coordination of the EMP Working Groups and implementation of the Community Consultation Plan. Other responsibilities include:
 - Ensuring that the Working Group outputs are consistent with the EMP's framework as approved by Council; and
 - Ensuring that data requirements of Working Groups are met in a coordinated way.
4. The EMP Working Groups will support the EMP Advisory Committee by providing the substantive work for each of the EMP's Environmental Management Units and EMP Action Plan.

4.0 EMP Advisory Committee

4.1 Charter And Function

The Advisory Committee will advise the Council's Environment & Infrastructure Committee during the plan's development and implementation phases by:

- Reviewing and advising on the feasibility, technical alignment and progress of all EMP projects; and
- Assist with the validating, evaluation and interpretation of any scientific, environmental, natural resource and community demographic and consultation data collected and collated by Working Groups;
- Assist with the evaluation, interpretation and resolving of any scientific, environmental and community and data issues raised by the EMP Sub-Committee; and
- Encouraging all representatives involved in the development and implementation of the EMP to be full unbiased participants; and
- Facilitating the participation of experts who have technical and professional experience in disciplines relevant to the EMP project.

4.2 Membership

The EMP Advisory Committee will include representatives from the Darwin scientific and stakeholder communities and regulatory agencies. Members will be selected to integrate specialist and scientific expert knowledge and community values. The EMP Advisory Committee will comprise:

- Alderman Joanne Sangster (Chair)
- Alderman Garry Lambert
- Director Technical Services, Brendan Dowd
- Environment Manager, Angelika Hesse
 - Representative of DIPE - the Department of Environment and Heritage
- Dr Simon Townsend
- Representative of Scientific Community – Charles Darwin University
- Professor Greg J.E.Hill - Dean of Education, Health & Science, Chair of Tropical Environmental Science
 - Representative of Indigenous Communities in Darwin
- Larrakia Nation
- Representative from Environment Groups
- Adele Patter– Darwin Environment Centre
 - Representative of Industry - Chamber of Commerce & Industry
 - Environment Manager
- Representative for the Community - TBA
- Observer from Local Government – Local Government Association Northern Territory
- Peter Barns– Environment Officer

4.3 Governance Issues

Governance and Operational Policies will be developed and distributed by Darwin City Council.

4.4 Liaison & Reporting Arrangements

The EMP Advisory Committee will:

- meet approximately every two months (or more or less frequent as business requires);
- Communicate between meetings by way of e-mail discussion as necessary and appropriate;
- Report to meetings of the Environment & Infrastructure Committee through the Chair;
- Maintain close coordination, communication and information links to the Technical/Community working groups through the Chairs of each group;
- Liaise closely with the future project leaders for projects/programs arising from EMP Action Plans;
- Ensure that minutes are taken and reports are circulated to members of the Technical Working Groups, and others as decided by committee members bearing in mind any commercial or other sensitivities.

The DCC Environment Manager will provide support to the Advisory Committee's activities.

5.0 Technical Working Groups

5.1 Charter And Function

- Working Groups undertake the substantive work outlined in Darwin City Council's Framework for development and implementation of the Darwin EMP. Priority work programs and action to be completed within the current financial year will be outlined in the EMP's Implementation Action Plan.
- Each working group will establish the scope of, and mechanisms for, each of the tasks, identify timeframes and lead persons for delivering to the EMP Advisory.
- The groups will also establish mechanisms for addressing high priority cross-cutting issues of communication, public awareness and education in the work of each of the various location specific EMU working groups.

Key functions of the working groups are:

- Collection, collation and summarising environmental, demographic, cultural and industrial issues, initiatives and other data for each of Darwin EMP's 24 EMUs;
- Identification of ownership, management responsibility and regulatory frameworks applicable to environmental sensitive areas within each of Darwin EMP's 24 EMUs;
- Development of priority ranking methodologies or processes for the assessment and ranking of issues /problems identified within each EMU through community consultation program
- Liaison with Industry, Scientific and Education Institutions and Regulators to facilitate development of appropriate action plans and identify potential funding sources for high priority action

5.2 Membership

- Various Working Groups will be established for the duration of the entire EMP development and implementation period to maintain continuity, process/issue memory and ensure a consistent approach to data collection, assessment and outcome delivery.
- Members who have technical, professional and local expertise will be sought from Government Agencies, Industry, Community and Science sector through public advertisement.
- Community members and stakeholders will be invited, through public advertisement, to join Working Groups as the documentation for each of the EMP's 24 Environmental Management Units is undertaken. This process will effectively harness local knowledge and ensure participating group members are a representative sample of community stakeholders and environmental management practitioners for each area.

5.3 Governance Issues

- A Darwin City Council staff member will be the Chair of the working groups.
- Governance and Operational Policies will be developed and distributed by Darwin City Council.

5.4 Liaison & Reporting Arrangements

Technical Working Groups will:

- meet for approximately 3 hours every month (or more often if required during the development stages);
- Communicate between meetings by way of e-mail discussion as necessary and appropriate;
- Report to meetings of the EMP Advisory Committee through the Chair;
- Maintain close coordination, communication and information links to the EMP Advisory Committee through the Chairs of each group;
- Liaise closely with the future project leaders for projects/programs arising from EMP Action Plans;
- Ensure that minutes are taken and reports are circulated to members of other Technical Working Groups, and EMP Advisory Committee.
- Maintain confidentiality when directed by members of DCC's EMP Sub committee bearing in mind any commercial or other sensitivities.

The DCC Environment Manager will provide support to the Advisory Committee's activities.