

**Title:** Committee Creation of Council Committees  
**Policy No:** 373  
**Responsibility:** Chief Executive Officer

Version	Decision Number	Decision Date	History
1	20\0456	15/07/08	Adopted
2			
3			
4			

### **PURPOSE**

The new Local Government Act 2008, provides for the creation of Local Boards and Committees as opposed to the previous Act which provided for Standing Management and Advisory Committees. The purpose of this policy is to create Committees under the new Local Government Act, those Committees being:

*Standing Committees*  
*Committees of the Whole*  
*Management Committees*  
*Advisory Committees*  
*Community Committees*

### **TERMINOLOGY**

Pursuant the Section 55 of the Local Government Act 2008 the Council determines the nature of each of the types of Committees, as follows:

- i. A *Standing Committee* shall report to the Council on the various functions assigned to it and may, where a delegation exists, act in an executive nature on behalf of the Council. Membership shall be restricted to Members of the Council only.
- ii. A *Committee of the Whole* shall have executive powers pursuant to delegations, and shall consist of all Members of the Council.
- iii. A *Management Committee* shall be assigned functions and appropriate delegations to allow it to make decision on behalf of the Council.
- iv. An *Advisory Committee* shall provide advise to the Council on assigned functions and shall report to Council through a *Standing Committee*. Membership shall be drawn from Members of the Council, members of the public and Council staff.
- v. A *Community Committee* is advisory in nature. Membership shall be drawn from Members of Council and the community.

**DETAIL**

Pursuant to the provisions of Section 54 of the Local Government Act 2008 the Council has established the following Committees:

vi. Standing Committees

- (a) Community Services Committee
- (b) Corporate & Economic Development Committee
- (c) Environment & Infrastructure Committee

vii. Committee of the Whole

- (a) Town Planning Committee

viii. Advisory Committees

- (a) Arts and Cultural Development Committee
- (b) Audit Committee
- (c) CBD Car Parking Advisory Committee
- (d) Community, Safety and Security Advisory Committee
- (e) Disability Advisory Committee
- (f) Environmental Management Plan (EMP) Advisory Committee
- (g) Youth Advisory Group (YAG)

ix. Community Committees

- (a) Ambon Sister City Community Committee
- (b) Anchorage Sister City Community Committee
- (c) Dili Sister City Community Committee
- (d) Haikou Sister City Community Committee
- (e) Kalymnos Sister City Community Committee

Darwin City Council pursuant to Section 54 of the Local Government Act hereby assigns the functions and appoints the membership of the created Committees as set out in the following attachments to Report Number 08TC0060 (see attached).

**Attachment A** – Standing Committees

**Attachment B** – Committee of the Whole

**Attachment C** – Management Committees

**Attachment D** – Advisory Committees

**Attachment E** – Community Committees

ATTACHMENT A

**DARWIN CITY COUNCIL STANDING COMMITTEES**

**COMMUNITY SERVICES COMMITTEE**

***Membership:***

(Period 1 July 2008 to 30 June 2009)

- Lord Mayor
- Alderman Rodger Dee
- Alderman Greg Jarvis
- Alderman Robyn Lesley
- Alderman Allan Mitchell

***Committee's Purpose:***

The Council assigns the following functions to the Committee for the purpose of considering and reporting back to the Council with recommended action:

- Animal Management
- Inspectorial Services
- Arts and Culture
- Parking Control
- Community Relations
- Public Libraries
- Human Services
- Recreation
- Community Use of Halls, Ovals, Playing Fields, Public Pools and other Council Facilities
- Sister Cities Community Committees
- Social Planning and Advocacy

Composition of the Community Services Committee be aligned as near as possible to representation on such Committee's as Arts and Cultural Development and/or the Disability Advisory Committee.

***Meeting Frequency:***

Monthly meetings

***Term of Appointment and appointed by:***

1 year appointment by Darwin City Council

ATTACHMENT A

**DARWIN CITY COUNCIL STANDING COMMITTEES**

**CORPORATE & ECONOMIC DEVELOPMENT COMMITTEE**

***Membership:***

(Period 1 July 2008 to 30 June 2009)

- Lord Mayor
- Alderman Kerry Moir (Chairman)
- Alderman John Bailey
- Alderman Helen Galton
- Alderman Garry Lambert

***Committee's Purpose:***

The Council assigns the following functions to the Committee for the purpose of considering and reporting back to the Council with recommended action:

- City Centre Management
- Property Services
- Financial Services
- Records Management
- Human Resources Management
- Risk Management
- Management Information Systems
- Tourism

Composition of the Corporate and Economic Development Committee be aligned as near as possible to representation on LGANT associated Committee's etc.

***Meeting Frequency:***

Monthly meetings

***Term of Appointment and appointed by:***

1 year appointment by Darwin City Council

ATTACHMENT A

**DARWIN CITY COUNCIL STANDING COMMITTEES**

**ENVIRONMENT & INFRASTRUCTURE COMMITTEE**

***Membership:***

(Period 1 July 2008 to 30 June 2009)

- Lord Mayor
- Alderman Bob Elix (Chairman)
- Alderman Fred Marrone
- Alderman Jo Sangster
- Alderman Heather Sjoberg

***Committee's Purpose:***

The Council assigns the following functions to the Committee for the purpose of considering and reporting back to the Council with recommended action:

- Car Parking
- Public Facilities
- Council Buildings
- Roads
- Drainage
- Street Lighting
- Environmental Management
- Traffic Management
- Parks and Reserves
- Urban Enhancement
- Plant Management
- Waste Management

Composition of the Environment and Infrastructure Committee be aligned as near as possible to representation on such Committee's as the CBD Parking Advisory Committee.

***Meeting Frequency:***

Monthly meetings

***Term of Appointment and appointed by:***

1 year appointment by Darwin City Council

**ATTACHMENT B**

**DARWIN CITY COUNCIL COMMITTEES OF THE WHOLE**

**TOWN PLANNING COMMITTEE**

***Membership:***

(Period 1 July 2008 to 30 June 2009)

- Lord Mayor
- Alderman John Bailey (Chairman)
- Alderman Rodger Dee
- Alderman Bob Elix
- Alderman Helen Galton
- Alderman Greg Jarvis
- Alderman Garry Lambert
- Alderman Robyn Lesley
- Alderman Fred Marrone
- Alderman Allan Mitchell
- Alderman Kerry Moir
- Alderman Joanne Sangster
- Alderman Heather Sjoberg

***Committee's Purpose:***

The Council has delegated its powers and functions to the Committees as follows:

- Development Application Input
- Devolution of Town Planning Powers
- Future Town Planning Strategy
- Town Planning Policies and Procedures

***Meeting Frequency:***

Monthly meetings

***Term of Appointment and appointed by:***

1 year appointment by Darwin City Council

***Delegation:***

Council Decision *To be Inserted* (15/07/08)

**ATTACHMENT C**

**DARWIN CITY COUNCIL MANAGEMENT COMMITTEES**

Nil at this stage

ATTACHMENT D

**DARWIN CITY COUNCIL COMMUNITY COMMITTEES**

**ARTS AND CULTURAL DEVELOPMENT ADVISORY COMMITTEE**

***Membership:***

- Two (2) Elected Members, those being:
  - ⇒ Alderman Heather Sjoberg (Chairman)
  - ⇒ Alderman Greg Jarvis (Alternate)
- Council Staff , being:
  - ⇒ Community Development Project Officer
- Maximum of 15 positions representative of the arts community i.e. artists and community arts and other organisations.

***Committee's Purpose:***

- Encourage the involvement of the community in art and cultural development within Council's planning functions
- Promote the need for arts to be considered in developments throughout Darwin.
- Ensure public art projects considered by Council include costings by outside organisations for their involvement and the identification of any arts projects which may be appropriate for Council to seek funding to develop.
- Provide a forum for the sharing of ideas and resources between Council and the community and provide mutual support and assistance in developing and implementing public art activities in Darwin.
- Monitor and evaluate the value of cultural development to Council's planning and development role.
- Identify arts projects which may be appropriate for Council to seek funding to develop.
- Provide advice to Council on issues falling within the Arts and Cultural Development policy.
- Report information and recommendations to Council from each ACDAC meeting.

***Meeting frequency:***

6-8 times per year

***Term of Appointment and appointed by:***

Appointed Committee members shall remain so for a set period of two (2) years and at the end of any two year term, retiring members may re-apply for membership.

ATTACHMENT D

**DARWIN CITY COUNCIL ADVISORY COMMITTEE'S**

**AUDIT COMMITTEE**

***Membership:***

- Committee comprises of Two Elected Members, with one of those Elected Members being the Chairman of the Corporate & Economic Development Committee:
  - ⇒ Chairman Corporate & Economic Development Committee, Alderman Kerry Moir
  - ⇒ Alderman Helen Galton
- Two Community Representatives with one of those Community Representatives being the Chairman of the Audit Committee.

***Committee's Purpose:***

To report to and provide advice on the Councils audit process regarding:

- Review Annual Financial Statements
- Review Auditors Report
- Monitor Internal Audit Program
- Monitor Internal Controls
- Monitor Corporate Governance
- Performance Auditing

***Meeting frequency:***

Minimum four (4) meetings per year

***Term of Appointment and appointed by:***

Two (2) Year appointment by Darwin City Council

ATTACHMENT D

**DARWIN CITY COUNCIL ADVISORY COMMITTEES**

**CBD CAR PARKING ADVISORY COMMITTEE**

17\2735 (27/01/98)

***Membership:***

- Lord Mayor
- Up to six (6) Elected Members, those being:
  - ⇒ Alderman Bob Elix
  - ⇒ Alderman Fred Marrone
  - ⇒ Alderman Garry Lambert
  - ⇒ Alderman Robyn Lesley
  - ⇒ Alderman Kerry Moir
  - ⇒ Alderman Heather Sjoberg
- Up to three (3) Council Officers, those being:
  - ⇒ Chief Executive Officer
  - ⇒ Director of Technical Services
  - ⇒ Strategic Projects Manager
- Three (3) Representative from the NT Division Property Council of Australia
- One (1) Representative from Department of Planning and Infrastructure
- One (1) Darwin Business Association Representative
- One (1) Darwin City Promotions Representative
- One (1) Darwin Region Tourism Association Representative

***Committee's Purpose:***

To provide advice to Council on the following issues:

- Car parking and estimated shortfall in parking spaces in the Central Business District.
- Options for funding the provision of parking areas to meet that shortfall
- any other matters relevant to CBD car parking

***Meeting frequency:***

Minimum four (4) meetings per year

***Term of Appointment and appointed by:***

Two (2) year appointment by Darwin City Council

ATTACHMENT D

**DARWIN CITY COUNCIL ADVISORY COMMITTEES**

**COMMUNITY SAFETY AND SECURITY ADVISORY COMMITTEE**

Decision No.18\3855 (13/08/02)

***Membership:***

- Lord Mayor (Chairperson & Spokesperson)
- An Elected Member from each Ward, with a nominated alternate, those being:
  - ⇒ Alderman Bob Elix (Chan Ward)
  - ⇒ Alderman Greg Jarvis (Chan Ward)
  - ⇒ Alderman Helen Galton (Lyons Ward)
  - ⇒ Alderman Robyn Lesley (Waters Ward)
  - ⇒ Alderman Allan Mitchell (Waters Ward)
- Three (3) community appointees representing the community and business sectors
- An invited NT Police Representative
- Council's Officers, those being:
  - ⇒ Community Services Development Officer
  - ⇒ Operations Engineer

***Committee's Purpose:***

To advise the Council on issues of Community Safety and Security which impact on the Darwin Community, taking into account the views of the community including Council's Youth Advisory Group, and where appropriate, crime statistics and current strategies being developed and implemented by the NT Office of Crime Prevention.

***Meeting Frequency:***

Minimum 10 meetings per year

***Term of Appointment and appointed by:***

Appointed representatives shall remain as members of the Committee for a set period of two (2) years. At the end of any first two year term, retiring members may re-apply for membership for one further consecutive term.

ATTACHMENT D

**DARWIN CITY COUNCIL ADVISORY COMMITTEES**

**DISABILITY ADVISORY COMMITTEE**

***Membership:***

Two Elected Members, one as an alternate, those being:

- ⇒ Alderman A R Mitchell
- ⇒ Alderman R Lesley (Alternate)

The number of community positions on the Committee shall be a maximum of ten (10) with three (3) additional places allocated to allow professional involvement and to ensure coverage of a broad range of disability types.

***Committee's Purpose:***

To inform and advise Council in relation to its responsibilities to ensure equity of access to people with disabilities in the application of Council procedures or Council's provision of services and facilities.

The Committee will comprise representatives of a broad range of people from the disabled community who have awareness and specialist knowledge of disability issues. Invitation to nominate for membership to the Committee will be made publicly known and accessible to any interested person.

- To monitor the implementation and annual reviews of Council's Action Plan under the Disability Discrimination Act thereby ensuring access works required are included in Council budget deliberations.
- To keep Council informed of developments in standards and technology where these may impact on Council's responsibility to provide equitable access to services and facilities.
- To identify actions which Council may take to improve access on Council property.
- To monitor the progress of complaints and requests associated with access issues through statistics reported to each meeting.
- To provide education, feedback and information to the Darwin community to facilitate community awareness of the needs and rights of people with disabilities and on the work of the Committee through promotions, public forums and other initiatives.
- To report information and recommendations to Council from each meeting.

***Meeting frequency:***

Minimum 6-8 meetings per year.

***Term of Appointment and appointed by:***

Two (2) year appointment by Darwin City Council.

ATTACHMENT D

**DARWIN CITY COUNCIL ADVISORY COMMITTEES**

**ENVIRONMENTAL MANAGEMENT PLAN (EMP) ADVISORY COMMITTEE**

***Membership:***

(Period 1 July 2008 to 30 June 2009)

- Two (2) Elected Members, those being:
  - ⇒ Alderman Garry Lambert
  - ⇒ Alderman Jo Sangster
  
- Two (2) Council Officers, those being:
  - ⇒ Director Technical Services
  - ⇒ Environmental Manager
  
- DIPE Representative - Water Monitoring Branch, NT Government - Environment and Heritage of Darwin & Region
  
- Charles Darwin University Representative - Dean of Education, Health and Science, Tropical Environmental Science in the NT
  
- Larrakia Nation Representative - Indigenous Issues Negotiator, Aboriginal Culture & Heritage
  
- Chamber of Commerce Representative - Environment Adviser, Industry & Commerce of Darwin
  
- Two (2) Darwin Community Representatives

***Committee's Purpose***

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 EMP Sub-Committee; and
- Facilitating the participation of experts who have technical and professional experience in disciplines relevant to the EMP project.

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**DARWIN CITY COUNCIL ADVISORY COMMITTEES**

**ENVIRONMENTAL MANAGEMENT PLAN (EMP) ADVISORY COMMITTEE**

*(....continued from previous page)*

***Meeting frequency***

Meet approximately every two months (or more or less frequent as business requires).

***Term of Appointment and appointed by:-***

12 Month appointment by Darwin City Council

ATTACHMENT D

**DARWIN CITY COUNCIL ADVISORY COMMITTEES**

**YOUTH ADVISORY GROUP**

***Membership:***

- Consists of Two Elected Members with one being an alternate, those being:
  - ⇒ Alderman Jo Sangster
  - ⇒ Alderman Greg Jarvis (Alternate)
- Council Officer - Youth Services Project Officer
- Maximum of 15 Youth Representatives

***Committee's Purpose:***

The Youth Advisory Group (YAG) is a group of young people, the Council Youth Officer, an elected member of Council and two youth workers who get together to discuss and plan around issues and needs affecting young people. YAG is an official advisory committee which keeps Council informed on issues that are significant and important to young people in the city of Darwin. YAG also assists Council in making sure that both the services and the way Council goes about its business are as youth friendly and as fair as possible, so that all young residents of Darwin can be equally included and are able to participate in their community. The overall aim of YAG is to give young people and youth service workers a say in voicing their concerns on matters and issues that are important to them and are related to Council. In order to do this it needs to have a wide cross section of the youth community. The YAG will also aim at helping the young people involve, develop leadership, communication, teamwork and public speaking skills.

***Meeting Frequency:***

Meet at a minimum once per month

***Term of Appointment and appointed by:***

One (1) year appointment by Darwin City Council from March to February the following year. Each February, retiring members can reapply for membership to YAG, but may not serve more than three terms in a row. At times, members may leave YAG before completing their year's term. Replacement members can be appointed by Council when this is needed. For those members who have reached the age of 21 during the year, they may still remain a member for the current term, but must retire at the end of the term.

ATTACHMENT E

**DARWIN CITY COUNCIL COMMUNITY COMMITTEES**

**AMBON SISTER CITIES COMMUNITY COMMITTEE**

***Membership:***

Sister Cities Community Committees include representation of:

- Two (2) Elected Members, those being:
  - ⇒ Alderman Kerry Moir
  - ⇒ Alderman Garry Lambert
- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors

The chairman of a community committee is elected by that committee (on approval by the Community Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

***Committee's Purpose:***

The committees act in an advisory capacity to the Community Services Committee and Council and facilitate the sister city relationship at a community level.

- Promote international friendship, peace and goodwill, economic, cultural, educational, recreational and other beneficial exchanges.
- Promote University and tertiary co-operation, an awareness and appreciation of the traditions, customs, and culture of Darwin and its Sister Cities.
- Promote Darwin, support the Gull Force veterans' annual pilgrimage and ANZAC Day ceremonies in Ambon.
- Support the annual Darwin/Ambon International Yacht Race, the exchange of teachers and students, the Northern Territory University exchange programs.

***Meeting frequency:***

The Community Committees meet every six weeks

***Term of Appointment and appointed by:***

The term of membership is for a period of two (2) years with eligibility for reappointment to a maximum of two additional consecutive terms.

ATTACHMENT E

**DARWIN CITY COUNCIL COMMUNITY COMMITTEES**  
**ANCHORAGE SISTER CITIES COMMUNITY COMMITTEE**

***Membership:***

Sister Cities Community Committees include representation of:

- Two (2) Elected Members, those being:
  - ⇒ Alderman Rodger Dee
  - ⇒ Alderman Garry Lambert
- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors

The chairman of a community committee is elected by that committee (on approval by the Community Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

***Committee's Purpose:***

The committees act in an advisory capacity to the Community Services Committee and Council and facilitate the sister city relationship at a community level.

**Within Darwin**

- Create an understanding and appreciation of Anchorage, its people and America generally.
- Expand the Committee base to ensure its representative capacity of the Community.
- Promote the relationship between Darwin and Anchorage within the Community.

**Between Darwin and Anchorage**

- Expand the commitment and interaction between the two cities to include private, industry, educational institutions, tourism, other levels of government, sporting organisations, and other facets of the community.
- Actively pursue the aims, objectives and actions within the 5 year plan.
- Review annually and prioritise the short and long term projects within the 5 year plan.

***Meeting frequency:***

The Community Committees meet every six weeks

***Term of Appointment and appointed by:***

The term of membership is for a period of two years with eligibility for reappointment to a maximum of two additional consecutive terms.

ATTACHMENT E

**DARWIN CITY COUNCIL COMMUNITY COMMITTEES**

**DILI SISTER CITY RELATIONSHIP COMMUNITY COMMITTEE**

***Membership:***

- Two (2) Elected Members, those being:
  - ⇒ Alderman John Bailey
  - ⇒ Alderman Greg Jarvis
- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors

The chairman of a community committee is elected by that committee (on approval by the Community Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods

***Committee's Purpose:***

The committees act in an advisory capacity to the Community Services Committee and Council and facilitate the sister city relationship at a community level.

- Perform an advisory role to the Darwin City Council Sister Cities Management Committee.
- Foster good relations with the sister city by maintaining regular and open communication and working towards common goals.
- Develop and build upon the original reasons for establishing the affiliation and the specific characteristics of the relationship.
- Be responsible for intercity programs reflecting the mission of Darwin's Sister Cities Program.
- Make recommendations to the Sister Cities Management Committee regarding proposed strategies and projects to enhance the sister city relationship.
- Positively promote the Sister Cities Program in the Darwin community and engage the community in program activities.
- Take an active role in program-related evaluation, planning, and goal setting activities.
- Support, promote and participate in wider Sister Cities Program activities.

***Meeting Frequency:***

The Community Committees meet every six weeks

***Term of Appointment and appointed by:***

The term of membership is for a period of two years with eligibility for reappointment to a maximum of two additional consecutive terms.

ATTACHMENT E

**DARWIN CITY COUNCIL COMMUNITY COMMITTEES**  
**HAIKOU SISTER CITIES COMMUNITY COMMITTEE**

***Membership:***

- Two (2) Elected Members, those being:
  - ⇒ Alderman Fred Marrone
  - ⇒ Alderman Kerry Moir
- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors

The chairman of a community committee is elected by that committee (on approval by the Community Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods.

***Committee's Purpose:***

The committees act in an advisory capacity to the Community Services Committee and Council and facilitate the sister city relationship at a community level.

- Promote friendship and mutual understanding between Darwin and Haikou.
- Promote economic, cultural, educational, recreational and other mutually beneficial activities.
- Promote an awareness and appreciation of the history and culture of Darwin and Haikou.
- Promote the Sister Cities relationship between Darwin and Haikou within the local community.
- Specific projects to be undertaken to include:
  - i. Darwin / Haikou student exchange program;
  - ii. Darwin / Haikou teacher exchange program;
  - iii. Development of economic activity through promotional displays and trade fares
  - iv. Interchange of delegates to annual festivals;
  - v. Regular exchange of Mayoral visits;
- Exchange of civic structures;
- Support for cultural activity through the Darwin Performing Arts Centre;
- Support for exchange of museum exhibits;
- Promotion of tourist activity;
- Encouragement of penpals;
- Exchange of information through written, audio and visual media.

***Meeting Frequency:***

The Community Committees meet every six weeks

***Term of Appointment and appointed by:***

The term of membership is for a period of two years with eligibility for reappointment to a maximum of two additional consecutive terms.

ATTACHMENT E

**DARWIN CITY COUNCIL COMMUNITY COMMITTEES**

**KALYMNOS SISTER CITIES COMMUNITY COMMITTEE**

***Membership:***

- Two (2) Elected Members, those being:
  - ⇒ Alderman Jo Sangster
  - ⇒ Alderman Allan Mitchell
- Up to six (6) Community Representatives with 2 Alternate Community Representatives
- Two (2) Youth Ambassadors

The chairman of a community committee is elected by that committee (on approval by the Community Services Committee) and appointed for a period of two years with eligibility for reappointment for one-year periods

***Committee's Purpose:***

The committees act in an advisory capacity to the Community Services Committee and Council and facilitate the sister city relationship at a community level.

- Promote friendship and mutual understanding between Darwin and Kalymnos.
- Promote economic, cultural, educational, recreational and other mutually beneficial activities.
- Promote an awareness and appreciation of the history and culture of Darwin and Kalymnos.
- Promote the Sister Cities relationship between Darwin and Kalymnos within the local community.
- Specific projects to be investigated:
  - i. Darwin / Kalymnos student exchange program;
  - ii. Mayoral Delegations Visits;
  - iii. Recording history and culture in regard to Kalymnians in Darwin.
- Exchange of information through written and visual media.

***Meeting Frequency:***

The Community Committees meet every six weeks

***Term of Appointment and appointed by:***

The term of membership is for a period of two years with eligibility for reappointment to a maximum of two additional consecutive terms.