



AGENDA

Cyclone Tracy Commemoration Advisory Committee Meeting Monday, 23 September 2024

**I hereby give notice that a Cyclone Tracy Commemoration Advisory
Committee Meeting will be held on:**

Date: Monday, 23 September 2024

Time: 11:00 am

**Location: Meeting Room 1 – Bidjpidji
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**Simone Saunders
Chief Executive Officer**

CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE MEMBERS

The Right Worshipful, the Chairperson Kon Vatskalis
City of Darwin, Chief Executive Officer Simone Saunders
Councillor Kim Farrar
Museum Art Gallery NT Jared Archibald
NT Major Events Company Suzana Bishop
Member for Solomon Luke Gosling OAM, MP
Australian Defence Force, Brigadier Douglas Pashley, CSC
Department of the Chief Minister and Cabinet Jo Smallacombe
Deputy CEO, Larrakia Nation Victor Williams
Library and Archives NT Ward Charlie
Community Member Sally Courtney
Community Member Richard Creswick
Community Member Marie-Louise Pearson
Community Member Gerard Reid

OFFICERS

Alice Percy, General Manager Innovation
Emma Stuys, Executive Manager Growth and Economic Development
Jessica Fry, Events Producer

Order Of Business

1	Meeting Declared Open	5
2	Apologies and Leave of Absence	5
3	Electronic Meeting Attendance.....	5
4	Declaration of Interest of Members and Staff	5
5	Confirmation of Previous Minutes	5
6	Officer Reports.....	6
6.1	Cyclone Tracy Program Update	6
6.2	Cyclone Tracy Commemoration Advisory Committee Updated Terms of Reference	8
7	Member Reports	14
7.1	Members Verbal Updates.....	14
8	QUESTIONS BY MEMBERS.....	15
9	GENERAL BUSINESS	15
10	PRESENTATION.....	15
11	Closure of Meeting to the Public	15

1 MEETING DECLARED OPEN

2 APOLOGIES AND LEAVE OF ABSENCE

2.1 Apologies

2.2 Leave of Absence Granted

2.3 Leave of Absence Requested

3 ELECTRONIC MEETING ATTENDANCE

3.1 Electronic Meeting Attendance Granted

3.2 Electronic Meeting Attendance Requested

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5 CONFIRMATION OF PREVIOUS MINUTES

Cyclone Tracy Commemoration Advisory Committee Meeting - 29 July 2024

6 OFFICER REPORTS

6.1 CYCLONE TRACY PROGRAM UPDATE

Author: Project Officer
Events Producer
Events Facilitator
Event Coordinator

Authoriser: General Manager Innovation

Attachments: Nil

RECOMMENDATIONS

1. THAT the report entitled Cyclone Tracy Program Update be received and noted.

PURPOSE

The purpose of this report is to provide an update to the Cyclone Tracy Commemoration Advisory Committee.

KEY ISSUES

- The Cyclone Tracy Commemoration website now includes Search Engine Optimisation and a number of communication tactics have commenced.
- The podcast episodes have been drafted and are currently being reviewed.
- The signs and commemoration trail are also in progress and advice is sought from the Committee on proposed trail locations and stories.
- An exhibition will be held at the Civic Centre between November and December 2024. Feedback is sought from the Committee on additional exhibition stories.

DISCUSSION

Cyclone Tracy communications plan

Advertising on radio, television, and social media will commence in early October. Search engine advertising has commenced. Further communication tactics will promote the Cyclone Tracy Program throughout October and November.

Podcast update

Draft episodes have been approved and production elements are being finalised. The podcast will be promoted through various platforms commencing in October.

Cyclone Tracy interpretative signs

Three new interpretive sign locations have been added to the trail. One located at Casuarina Senior College alongside the twisted metal sculpture, one will accompany the Cyclone Tracy memorial at East Point Reserve and the third will be at Bundilla Beach and feature the kinetic sculpture. The sign company is currently working through construction and design of the sign content and installation is planned for October.

Cyclone Tracy commemoration trail

The audio trail is currently being developed. A narrator has been secured. Approvals will be sort shortly to add locations to the trail, outside of the interpretative sign locations. The proposed locations include:

- Museum and Art Gallery NT
- Botanical Gardens
- Old Town Hall
- Chung Wah Museum
- Christ Church Cathedral

Feedback is sought from the Committee on other proposed trail locations and stories.

Cyclone Tracy public contributions

City of Darwin have received correspondence from survivors, family members and the general public wanting to share their memorabilia of Cyclone Tracy with City of Darwin so their memories and stories contribute to community events acknowledging and remembering the iconic natural disaster.

City of Darwin has liaised with those who have memorabilia contributions to obtain the items and the story/s behind them. These items and their stories are being curated to be displayed at the City of Darwin Community Contributions Exhibition that will be held at the Civic Centre between November and December 2024.

Some items received to date are:

- Printed photos
- Super 8 movies
- Symphony

There are some items that were not in a condition they could be used in the exhibition, and we are looking for more memorabilia in good condition with stories we can curate into the exhibition.

The Committee's assistance in uncovering media and stories suitable for the exhibition would much appreciated. Please forward leads and information to darwin@darwin.nt.gov.au.

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	5 A Vibrant and Creative City 5.2 By 2030, Darwin will be a more connected community and have pride in our cultural identity
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	N/A
CONSULTATION, ENGAGEMENT & COMMUNICATION	Engagement Level: Inform Tactics and stakeholders: As per Communications Plan.
DECLARATION OF INTEREST	The report author does not have a conflict of interest in relation to this matter. The report authoriser does not have a conflict of interest in relation to this matter. If a conflict of interest exists, staff will not act in the matter, except as authorised by the CEO or Council (as the case requires).

6.2 CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE UPDATED TERMS OF REFERENCE

Author: Executive Assistant Innovation

Authoriser: General Manager Innovation

Attachments: 1. Updated Terms of Reference [↓](#)

RECOMMENDATIONS

1. THAT the report entitled Cyclone Tracy Commemoration Advisory Committee Updated Terms of Reference be received and noted.

PURPOSE

The purpose of this report is to provide the Cyclone Tracy Commemoration Advisory Committee with a copy of the updated Terms of Reference.

KEY ISSUES

- On 13 August 2024, Council adopted, pursuant to Section 82 of the Local Government Act 2019, to adopt the updated Terms of Reference at **Attachment 1**.
- The purpose of the Cyclone Tracy Commemoration Advisory Committee is to provide advice to Council on matters outlined in the Committee's roles and functions.
- The Committee provides recommendations to Council to enable an informed decision to be made on the delivery of a program of events and activities for the 50th anniversary of Cyclone Tracy.

DISCUSSION

City of Darwin is the lead organisation in the delivery of the 50th Cyclone Tracy Commemorative Program.

The Cyclone Tracy 50th Anniversary falls in the 2024/25 financial year. The Cyclone Tracy Commemoration Advisory Committee plays an important role in the planning for appropriate activities and coordination of stakeholder contributions to the program across the Darwin Municipality.

A copy of the updated Terms of Reference for the Advisory Committee is available at **Attachment 1**.

PREVIOUS COUNCIL RESOLUTION

At the Ordinary Council Meeting held 13 August 2024, Council resolved as follows:

RESOLUTION ORD329/24

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Ed Smelt

1. THAT the report entitled Review of Executive and Advisory Committees Terms of Reference be received and noted.
2. THAT Council adopt the revised Terms of Reference for the Executive and Advisory Committees.
 - (a) Executive Committees
 - (i) Administrative Review Committee Terms of Reference at **Attachment 2**.

- ce at Attachi
- CITY OF**
DARWIN

2 Scope

- CARRIED 9/0**

Cyclone Tracy Commemoration Advisory Committee terms of reference 1280.001 E.R. Page 1 of 5



5 Membership

5.1 Members

Membership of the Committee will be appointed by Council.

Council will appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication, and commitment to the functions of the group.

The Committee will, where possible, appoint a First Nations representative – either an appropriate organisation or community member.

Membership will consist of:

- up to four community members
- up to six organisational memberships consisting of:
 - Australian Defence Force
 - Larrakia Nation
 - Library and Archives NT
 - Museum and Art Gallery NT
 - Northern Territory Government – NT Major Events Company
 - Northern Territory Government – Department of the Chief Minister and Cabinet
- the Lord Mayor
- one Elected Member
- one Elected Member (alternate)
- City of Darwin Chief Executive Officer
- Member for Solomon, Mr Luke Gosling OAM, MP.

5.2 Chair

The chair of the Committee will be the Lord Mayor.

The Committee Chair is responsible for:

- ensuring the good conduct of meetings in accordance with the role and functions of the Committee
- ensuring that the Committee’s recommendations and actions are in line with the Terms of Reference.

The Committee chair may be called upon to represent the Committee to Council.

The Committee may appoint a Deputy Chair for the purpose of chairing a meeting if the Chair is not present.

Version:	Decision Number:	Adoption Date:	Next Review Date:
5	ORD329/24	13 August 2024	12 August 2028
Responsible Officer: Chief Executive Officer			

Electronic version current. Uncontrolled copy valid only at time of printing.



5.3 Terms and vacancies

Membership term for community and organisational members will be for two years.

Membership term of an Elected Member will be for two years, by nomination at an Ordinary Council meeting.

Membership will expire if a member does not attend three consecutive meetings without an approved leave of absence.

6 Meetings

The Committee will adhere to the requirements for meetings as outlined in the *Local Government Act 2019* (NT), *Local Government (General) Regulations 2021* (NT) and relevant City of Darwin policies.

6.1 Frequency and location

Subject to direction by Council, the Committee will set its meeting schedule the calendar year prior.

The Committee will meet at least four times per year and no more than eight times annually, between February and November.

Time and location of meetings is to be determined by the Committee.

Special meetings can be convened by the Chief Executive Officer (CEO) on the request of the Chair, or a majority of committee members. The CEO will then issue a Notice of Meeting with the time, date and location, and the items to be discussed at the special meeting.

6.2 Voting

For voting purposes, the Chairperson will accept motions moved and seconded by members of the Committee, by show of hands.

A Committee decision is by majority vote of voting members present at the meeting.

A majority vote is half plus one of the members present.

Each member present has, and must exercise, one vote on a question arising for decision at the meeting.

The Chair must exercise, in the event of an equal number of votes, a second or casting vote.

.....

Cyclone Tracy Commemoration Advisory Committee terms of reference - 1280.001.E.R			Page 3 of 5
Version:	Decision Number:	Adoption Date:	Next Review Date:
5	ORD329/24	13 August 2024	12 August 2028
Responsible Officer: Chief Executive Officer			
Electronic version current. Uncontrolled copy valid only at time of printing.			



6.3 Secretariat

City of Darwin will provide secretarial services to the Committee. This includes assisting the CEO to ensure:

- the business papers are distributed no later than three business days prior to a meeting and are available on the website
- proper minutes are kept and ensure that they are tabled at the next meeting of Council
- a copy of the minutes is, within ten business days after the date of the meeting to which the minutes relate, available on the website.

6.4 Meetings

Meetings are open to the public unless confidential business is being considered.

Observers with specialist skills and experience may also attend by invitation of the Committee and/or Council.

6.5 Committee Term

The term for the Committee will be up to a period of two years.

7 Quorum

Quorum consists of a majority, being half plus one of its members holding office at the time of the meeting.

8 Code of conduct

All Committee members are required to abide with Schedule 1 Code of Conduct of the *Local Government Act 2019* (NT).

This includes the requirement to declare gifts and/or benefits.

9 Conflict of interest

Committee members must declare any real or perceived conflicts of interest when joining the Committee.

Conflicts of Interest must also be identified at the start of each meeting in which a member has a conflict of interest on a matter.

Cyclone Tracy Commemoration Advisory Committee terms of reference - 1280.001.E.R

Page 4 of 5

Version:	Decision Number:	Adoption Date:	Next Review Date:
5	ORD329/24	13 August 2024	12 August 2028
Responsible Officer: Chief Executive Officer			

Electronic version current. Uncontrolled copy valid only at time of printing.



10 Review

The Terms of Reference will be reviewed every four years by the Committee and any changes will be put to Council for endorsement.

11 Responsibility / application

All members of the Committee will be asked to sign the Terms of Reference as part of their induction to the Committee, to ensure they are aware of their responsibilities under the *Local Government Act 2019* (NT) as a member of a Council appointed Committee.

Name _____

Signature _____

Version:	Decision Number:	Adoption Date:	Next Review Date:
5	ORD329/24	13 August 2024	12 August 2028

Responsible Officer: Chief Executive Officer

Electronic version current. Uncontrolled copy valid only at time of printing.

7 MEMBER REPORTS

7.1 MEMBERS VERBAL UPDATES

Author: Executive Assistant Innovation

Authoriser: General Manager Innovation

Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Members Verbal Updates be received and noted.

8 QUESTIONS BY MEMBERS**9 GENERAL BUSINESS****10 PRESENTATION**

- 10.1 Presentation by Australian Red Cross NT on a "*Red Cross Psychosocial Support Session*"

11 CLOSURE OF MEETING TO THE PUBLIC

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

RECOMMENDATIONS

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the *Local Government Act 2019*:

13.1 Cyclone Tracy Program Update

This matter is considered to be confidential under Section 99(2) - 51(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

13.1 Members Verbal Updates

This matter is considered to be confidential under Section 99(2) - 51(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.



MINUTES

Cyclone Tracy Commemoration Advisory Committee Meeting Monday, 29 July 2024

Date: Monday, 29 July 2024

Time: 11:00 am

**Location: Meeting Room 1 (Bidjpidji)
Level 1, Civic Centre
Harry Chan Avenue, Darwin**

**MINUTES OF CITY OF DARWIN
CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE MEETING
HELD AT MEETING ROOM 1, LEVEL 1, CIVIC CENTRE, HARRY CHAN AVENUE, DARWIN
ON MONDAY, 29 JULY 2024 AT 11:00AM**

PRESENT:

The Right Worshipful, the Chairperson Kon Vatskalis
City of Darwin, Chief Executive Officer Simone Saunders
Councillor Kim Farrar
NT Major Events Company Suzana Bishop
Community Member Sally Courtney
Member for Solomon Luke Gosling OAM, MP
Australian Defence Force, Brigadier Douglas Pashley, CSC
Community Member Marie-Louise Pearson
Community Member Gerard Reid
Department of the Chief Minister and Cabinet Jo Smallacombe
Larrakia Nation, Deputy CEO Victor Williams
Library and Archives NT Charlie Ward
Library and Archives NT Wendy Garden

OFFICERS:

Alice Percy, General Manager Innovation
Emma Struys, Executive Manager Growth and Economic Development
Jessica Fry, Events Producer

APOLOGY:

Museum Art Gallery NT Jared Archibald
Community Member Richard Creswick

GUESTS:

Jane Bland, Supervisor Councillor Governance
Bonne Zhao, Councillor and Committee Support Officer

Order of Business

1	Meeting Declared Open	4
2	Apologies and Leave of Absence	4
3	Electronic Meeting Attendance.....	4
4	Declaration of Interest of Members and Staff	4
5	Confirmation of Previous Minutes	5
6	Officer Reports.....	5
6.1	City of Darwin Program Update	5
7	Member Reports	5
7.1	Members Verbal Updates.....	5
8	Questions by Members	6
9	General Business.....	6
10	Closure of Meeting to the Public	7

1 MEETING DECLARED OPEN

COMMITTEE RESOLUTION CTCAC027/24

Moved: Chairperson Kon Vatskalis

Seconded: Member for Solomon Luke Gosling OAM, MP

The Chair declared the meeting open at 11:04 am.

CARRIED 13/0

2 APOLOGIES AND LEAVE OF ABSENCE

Museum Art Gallery NT Jared Archibald

Community Member Richard Creswick

3 ELECTRONIC MEETING ATTENDANCE

3.1 ELECTRONIC MEETING ATTENDANCE GRANTED

THAT Council note that pursuant to Section 95 (43) of the *Local Government Act 2019*, the following members were granted permission for Electronic Meeting Attendance:

- Councillor Kim Farrar
- Community Member Marie-Louise Pearson

3.2 ELECTRONIC MEETING ATTENDANCE REQUESTED

Nil

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

4.1 DECLARATION OF INTEREST BY MEMBERS

Nil

4.2 DECLARATION OF INTEREST BY STAFF

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

COMMITTEE RESOLUTION CTCAC028/24

Moved: Department of the Chief Minister and Cabinet Jo Smallacombe

Seconded: Chairperson Kon Vatskalis

THAT the minutes of the Cyclone Tracy Commemoration Advisory Committee Meeting held on 27 May 2024 and the Cyclone Tracy Commemoration Advisory Committee Special Meeting held on 24 June 2024 be confirmed.

CARRIED 13/0

6 OFFICER REPORTS

6.1 CITY OF DARWIN PROGRAM UPDATE

COMMITTEE RESOLUTION CTCAC029/24

Moved: Chairperson Kon Vatskalis

Seconded: City of Darwin, Chief Executive Officer Simone Saunders

1. THAT the report entitled City of Darwin Program Update be received and noted.
2. THAT the Cyclone Tracy Commemoration Advisory Committee promote the Cyclone Tracy 50th anniversary commemoration website and the opportunity to add events and initiatives to the website.
3. THAT the Cyclone Tracy Commemorative Advisory Committee provides advice on locations that could be included in the Cyclone Tracy Commemorative Trail.

CARRIED 13/0

7 MEMBER REPORTS

7.1 MEMBERS VERBAL UPDATES

COMMITTEE RESOLUTION CTCAC030/24

Moved: Library and Archives NT Charlie Ward

Seconded: Department of the Chief Minister and Cabinet Jo Smallacombe

THAT the report entitled Members Verbal Updates be received and noted.

CARRIED 13/0

Chairperson, Kon Vatskalis

- Informed the Committee members that he has spoken to the Bishop of the Roman Catholic Diocese of Darwin, Charlie Gauci, and the Cyclone Tracy Ecumenical Service in commemoration of its 50th anniversary will be held on Sunday, 22 December 2024, at 2:30 pm at St Mary's Cathedral, Smith Street, Darwin.
- Thanked the Member for Solomon Luke Gosling OAM, MP for the invitation extended to the Prime Minister for his attendance at the 50th Anniversary of the Cyclone Tracy Commemorative event.

Library and Archives NT Dr Wendy Garden

- Informed the other Committee members that the Cyclone Tracy exhibit is still on track and will now be at the mezzanine floor of the library.
- A symposium on '*Cyclone Tracy and Dangerous Weather*' will likewise be conducted on 7 December 2024.

Member for Solomon Luke Gosling OAM, MP

- Member for Solomon Luke Gosling OAM, MP further informed the group of attendance by Federal Government Representatives to Darwin in late November.
- Took note that the City of Darwin's application to the Department of Veteran Affairs Saluting their Service grant was unsuccessful.

8 QUESTIONS BY MEMBERS**COMMITTEE RESOLUTION CTCAC031/24**

Moved: Chairperson Kon Vatskalis

Seconded: City of Darwin, Chief Executive Officer Simone Saunders

THAT the following Questions by Members be received and noted.

Question

Councillor Kim Farrar queried on the possible inclusion of Casuarina High School on the Cyclone Tracy Commemoration Trail and if City of Darwin officers could provide advice on how to corroborate the story which is being collated by the principal.

Response

Chief Executive Officer Simone Saunders responded and advised to send through an email to City of Darwin officers to coordinate.

Question

Councillor Kim Farrar inquired about the date for the reception event that the Remembering Cyclone Tracy Inc. (RCTI) is arranging.

Response

Chief Executive Officer Simone Saunders responded and advised that as per the most recent media release, RCTI has advised that their survivor event will be held on Monday, 23 December, as well as the unveiling of the memorial at sunrise on Christmas day

CARRIED 13/0

9 GENERAL BUSINESS

Nil

10 CLOSURE OF MEETING TO THE PUBLIC**RECOMMENDATIONS**

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

RECOMMENDATIONS

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the *Local Government Act 2019*:

13.1 City of Darwin Program Update

This matter is considered to be confidential under Section 99(2) - 51(c)(i) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

13.2 Members Verbal Updates

This matter is considered to be confidential under Section 99(2) - 51(e) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with subject to subregulation 51(3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

The Meeting closed at 11:12 am.

The minutes of this meeting were confirmed at the Cyclone Tracy Commemoration Advisory Committee held on 23 September 2024.

.....
CHAIR

Unconfirmed