



# **AGENDA**

## **Darwin Military and Civilian History Advisory Committee Meeting Wednesday, 27 November 2024**

**I hereby give notice that a Darwin Military and Civilian History Advisory  
Committee Meeting will be held on:**

**Date: Wednesday, 27 November 2024**

**Time: 11:00 AM**

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

**Simone Saunders  
Chief Executive Officer**

## **DARWIN MILITARY AND CIVILIAN HISTORY ADVISORY COMMITTEE MEMBERS**

Lord Mayor Kon Vatskalis (Chair)

Deputy Lord Mayor Sam Weston

Darwin Military Museum Norm Cramp

RSL Darwin Branch Stephen Gloster

Aviation Historical Society of the NT John Hart

DefenceNT, Dept Chief Minister and Cabinet Ray Martin

Department of Veterans' Affairs Louise Ruhl

NT Heritage Branch, Dept of Territory Families Dr David Steinberg

Tourism NT Wendy Belohlawek

General Manager Community Matt Grassmayr

Executive Manager Growth and Economic Development Emma Struys

Alternate Councillor Ed Smelt

## **GUESTS**

WO1 Allan Lewis

## **OFFICERS**

Senior Administration Officer, Karen Long

Events Producer, Jessica Fry

## Order Of Business

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**1 MEETING DECLARED OPEN**

**2 ACKNOWLEDGEMENT OF COUNTRY**

**3 APOLOGIES AND LEAVE OF ABSENCE**

**3.1 Apologies**

**3.2 Leave of Absence**

**3.3 Leave of Absence Notified**

**4 ELECTRONIC ATTENDANCE**

**4.1 Electronic Attendance**

**4.2 Electronic Attendance Notified**

**5 DECLARATION OF INTEREST**

**6 CONFIRMATION OF PREVIOUS MINUTES**

Darwin Military and Civilian History Advisory Committee Meeting - 7 August 2024

**7 ACTIONS ARISING FROM Previous Minutes**

**8 PRESENTATIONS**

## 9 OFFICER REPORTS

### 9.1 MEETINGS DATES 2025

**Author:** Executive Assistant Community

**Authoriser:** General Manager Community

**Attachments:** Nil

#### RECOMMENDATIONS

1. THAT the report entitled Meeting Dates 2025 received and noted.
2. THAT the Darwin Military and Civilian History Advisory Committee sets its meeting schedule for 2025 as follows:
  - a) meetings to be held on Wednesdays
  - b) meetings to be held from 11.00 am to 12 noon
  - c) meetings to be held at City of Darwin and electronically via Teams
  - d) meetings to be held on:
    - i. 5 February 2025
    - ii. 7 May 2025
    - iii. 5 November 2025

#### PURPOSE

The purpose of this report is to propose the meeting schedule for 2025.

#### KEY ISSUES

- In accordance with the terms of reference the Committee will -
  - set its meeting schedule for the calendar year prior
  - 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.
- Due to the local government elections in 2025 and caretaker period, meetings will not be scheduled for 30 July to 1 November, therefore this Committee is only scheduled to meet three times in 2025.

#### DISCUSSION

Proposed 2025 dates, times and location:

- meetings to be held on Wednesdays
- meetings to be held from 11.00 am to 12 noon
- meetings to be held at City of Darwin and electronically via Teams
- meetings to be held on:

<ul style="list-style-type: none"><li>i. 5 February 2025</li><li>ii. 7 May 2025</li><li>iii. 5 November 2025</li></ul>	
<b>PREVIOUS COUNCIL RESOLUTION</b> Nil	
<b>STRATEGIC PLAN ALIGNMENT</b>	6 Governance Framework 6.2 Roles and Relationships
<b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b>	Nil
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	<b>Legislation:</b> Local Government Act 2019 <b>Policy:</b> Advisory and Other Committees No.0930.100.E.R
<b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b>	Nil
<b>DECLARATION OF INTEREST</b>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>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).</p>

**9.2 DARWIN MILITARY AND CIVILIAN HISTORY ADVISORY COMMITTEE UPDATE**

**Author:** Executive Assistant Community

**Authoriser:** General Manager Community

**Attachments:** Nil

**RECOMMENDATIONS**

THAT the report entitled Darwin Military and Civilian History Advisory Committee Update be received and noted.

**PURPOSE**

The purpose of this report is to update the Committee on current items associated with the Darwin Military and Civilian History Advisory Committee.

**KEY ISSUES**

- East Point / Dudley Point Military Heritage Interpretive Signage replacement Stage 2.
- Cyclone Tracy 50<sup>th</sup> Anniversary Commemorative Ceremony.
- Bombing of Darwin Day 2025



## DISCUSSION

An update is provided to the Committee on current items associated with Darwin Military and Civilian History Advisory Committee.

### East Point / Dudley Point Military Heritage Interpretive Signage - Stage 2

Following the replacement of eight interpretive signs at the war relics at East Point across from the Darwin Military Museum this year due to their poor condition, City of Darwin officers have now commenced the replacement of a further nine interpretive signs.

The nine interpretive signs that will be replaced are:

- Fannie Bay 'Ack Ack'
- Interstice ... or just an empty space
- Pee Wee ... is it a bird?
- Powering on ... a futile excavation
- The boom net ... harbour gatekeeper
- New guns ... guarding the boom
- Y' Watch ... what's in a name?
- Lighting up ... the shining lights
- Going underground ... limiting the damage
- Out on a reef ... a watery watch

Images of the state of some of the interpretive signs are below.





### **Cyclone Tracy 50th Anniversary Commemorative Ceremony**

To commemorate, City of Darwin and Northern Territory Government is hosting a free community service to recognise the significant impact Cyclone Tracy had on the Darwin community.

The service will be held on Saturday 30 November 2024 at the Darwin Ski Club, registrations are via Eventbrite [here](#).

### **Bombing of Darwin Day 2025**

Officers from the City of Darwin Events Team will provide a verbal update at the meeting.

### **PREVIOUS COUNCIL RESOLUTION**

Nil

### **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

<b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b>	Nil
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	Nil
<b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b>	Nil
<b>DECLARATION OF INTEREST</b>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>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).</p>

**9.3 TERMS OF REFERENCE**

**Author:** Executive Assistant Community

**Authoriser:** General Manager Community

**Attachments:** 1. Terms of Reference - Darwin Military and Civilian History Advisory Committee [↓](#)

**RECOMMENDATIONS**

THAT the report entitled Terms of Reference be received and noted.

**PURPOSE**

The purpose of this report is to provide to the committee members the current version of the Terms of Reference that have been adopted by Council.

**KEY ISSUES**

- At the Darwin Military and Civilian History Advisory Committee held on 7 February 2024 the committee endorsed proposed changes to the functions and membership sections.
- City of Darwin's Governance team incorporated these proposed changes in accordance with branding guidelines and compliance with the Local Government Act 2019 (NT) and referred these to Council for approval.
- The updated terms of reference adopted by Council on 13 August 2024 are at **Attachment 1**.
- Members are required to sign a copy in accordance with Section 11. Copies will be provided at the meeting.

**DISCUSSION**

Following the committee's endorsement of proposed changes to the functions and membership sections of the terms of reference, City of Darwin's Governance team incorporated the proposed changes in accordance with branding guidelines and compliance with the Local Government Act 2019 (NT).

The Darwin Military and Civilian History Advisory Committee's adopted terms of reference are attached at **Attachment 1**.

**PREVIOUS COUNCIL RESOLUTION**

At the 13 August 2024 meeting Council resolved:

RESOLUTION ORD329/24

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.
  - (iv) Darwin Military and Civilian History Advisory Committee Terms of Reference at **Attachment 12**.

<b>STRATEGIC PLAN ALIGNMENT</b>	6 Governance Framework 6.2 Roles and Relationships
<b>BUDGET / FINANCIAL / RESOURCE IMPLICATIONS</b>	Nil
<b>LEGISLATION / POLICY CONTROLS OR IMPACTS</b>	<b>Legislation:</b> Local Government Act 2019 (NT) <b>Policy:</b> Advisory and Other Committees No.0930.100.E.R
<b>CONSULTATION, ENGAGEMENT &amp; COMMUNICATION</b>	Nil
<b>DECLARATION OF INTEREST</b>	<p>The report author does not have a conflict of interest in relation to this matter.</p> <p>The report authoriser does not have a conflict of interest in relation to this matter.</p> <p>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).</p>



# Darwin Military and Civilian History Advisory Committee

## terms of reference

### No. 1215.001.E.R

#### 1 Purpose

The Darwin Military and Civilian History Advisory Committee (the Committee) is established in accordance with section 82 of the *Local Government Act 2019* (NT). The purpose of the Committee is strengthening the tourism, historical, cultural and educational prospects of the raft of events and activities relating to Darwin’s military heritage and its impact on the citizens of the Northern Territory.

#### 2 Scope

The Committee operates to advocate, inform, and support Council on matters regarding military and civilian history.

#### 3 Authority / delegation

The Committee is an advisory committee to Council and does not have any delegation to make decisions. The Committee is able to put recommendations to Council for endorsement, and then may be responsible for completing the action determined by Council resolution.

#### 4 Functions

The functions of the Committee are to:

- develop the tourism, historical, cultural and educational prospects and aspects of both the Bombing of Darwin event and Darwin’s broader military history
- provide a strong vision for the infrastructure, activities and events that promote the Bombing of Darwin and Darwin’s broader military history
- establish effective partnerships with key stakeholders engaged in participating in and promoting the Bombing of Darwin event and Darwin’s broader military history
- promote recognition of the experiences of civilians in the Top End during WWII.

The target groups are:

- WWII veterans and their families, civilians, evacuees, and their families
- residents of the Darwin community

Version:	Decision Number:	Adoption Date:	Next Review Date:
2	PRD329/24	13 August 2024	12 August 2028
Responsible Officer: Chief Executive Officer			



- prospective interstate and international visitors to Darwin.

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:

- Tourism NT
- Department of Territory Families, Housing and Communities (Heritage Branch)
- Department of Veteran’s Affairs
- Department of Chief Minister and Cabinet (Defence NT)
- Returned Service League
- Darwin Military Museum
- Aviation Historical Society of the NT Inc
- the Lord Mayor
- one Elected Member
- one Elected Member (alternate)
- General Manager Community
- Executive Manager Growth and Economic Development

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.

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2	PRD329/24	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 organisational members will be for two years.

Membership term of an Elected Member will be for one year, 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.

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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.

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.

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.

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Military and Civilian History Advisory Committee terms of reference - 1215.001.E.R			Page 4 of 5
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2	PRD329/24	13 August 2024	12 August 2028
Responsible Officer: Chief Executive Officer			
Electronic version current. Uncontrolled copy valid only at time of printing.			



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 \_\_\_\_\_

**10 MEMBER REPORTS**

**11 GENERAL BUSINESS**

**12 NEXT MEETING**

**13 CLOSURE OF MEETING**



# **MINUTES**

## **Darwin Military and Civilian History Advisory Committee Meeting Wednesday, 7 August 2024**

**Date: Wednesday, 7 August 2024**

**Time: 11:00 AM**

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

**MINUTES OF CITY OF DARWIN  
DARWIN MILITARY AND CIVILIAN HISTORY ADVISORY COMMITTEE MEETING  
HELD AT THE MEETING ROOM BIDJPIDJI (MEETING ROOM 1), LEVEL 1, CIVIC CENTRE,  
HARRY CHAN AVENUE, DARWIN  
ON WEDNESDAY, 7 AUGUST 2024 AT 11:00 AM**

**PRESENT:**

Lord Mayor Kon Vatskalis

Councillor Mick Palmer

RSL Darwin Branch Jasmine Benger

Department of Veterans' Affairs Louise Ruhl

Tourism NT, Department of Industry, Tourism and Trade Wendy Belohlawek

NT Heritage Branch, Department of Territory Families Samantha Wells

General Manager Community Matt Grassmayr

**OFFICERS:**

Senior Administration Officer Karen Long

Community Events Producer Jessica Fry

**APOLOGY:**

Darwin Military Museum Norm Cramp

Executive Manager Growth and Economic Development Emma Struys

**GUESTS:**

Alternate Councillor Ed Smelt

WO1 Allan Lewis

**Order of Business**

<b>1</b>	<b>Meeting Declared Open .....</b>	<b>4</b>
<b>2</b>	<b>Acknowledgement of Country .....</b>	<b>4</b>
<b>3</b>	<b>Apologies &amp; Leave Of Absence .....</b>	<b>4</b>
<b>4</b>	<b>Electronic Attendance .....</b>	<b>4</b>
<b>5</b>	<b>Declaration of Interest of Members and Staff .....</b>	<b>4</b>
<b>6</b>	<b>Confirmation of Previous Minutes .....</b>	<b>5</b>
<b>7</b>	<b>Actions Arising from Previous Minutes .....</b>	<b>5</b>
<b>8</b>	<b>Presentations .....</b>	<b>5</b>
<b>9</b>	<b>Officer Reports.....</b>	<b>5</b>
9.1	Bombing of Darwin Day Verbal Update .....	5
9.2	Update for the Darwin Military and Civilian History Advisory Committee .....	5
<b>10</b>	<b>Member Reports .....</b>	<b>6</b>
<b>11</b>	<b>General Business.....</b>	<b>6</b>
<b>12</b>	<b>Next Meeting .....</b>	<b>6</b>

## **1 MEETING DECLARED OPEN**

The Chair declared the meeting open at 11.01 am.

## **2 ACKNOWLEDGEMENT OF COUNTRY**

*City of Darwin acknowledges that we are living and working on Larrakia Country. We acknowledge the Larrakia people as the Traditional Owners of the Darwin region. We pay our respects to the Larrakia elders past and present and support emerging Larrakia leaders now and into the future. City of Darwin is committed to working together with all Larrakia to care for this land and sea for our shared future.*

## **3 APOLOGIES & LEAVE OF ABSENCE**

### **3.1 Apologies**

Darwin Military Museum Norm Cramp

Executive Manager Growth and Economic Development Emma Struys

### **3.2 Leave of Absence**

Nil

### **3.3 Leave of Absence Notified**

Nil

## **4 ELECTRONIC ATTENDANCE**

Alternate Councillor Ed Smelt

Department of Veterans' Affairs Louise Ruhl

NT Heritage Branch, Department of Territory Families Samantha Wells

## **5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

### **5.1 Declaration of Interest by Members**

Nil

### **5.2 Declaration of Interest by Staff**

Nil

**6 CONFIRMATION OF PREVIOUS MINUTES****COMMITTEE RESOLUTION MHAC007/24**

Moved: General Manager Community Matt Grassmayr

Seconded: Lord Mayor Kon Vatskalis

THAT the minutes of the Darwin Military and Civilian History Advisory Committee Meeting held on 1 May 2024 be confirmed.

**CARRIED 7/0**

**7 ACTIONS ARISING FROM PREVIOUS MINUTES**

Nil

**8 PRESENTATIONS**

Nil

**9 OFFICER REPORTS****9.1 BOMBING OF DARWIN DAY VERBAL UPDATE****COMMITTEE RESOLUTION MHAC008/24**

Moved: Lord Mayor Kon Vatskalis

Seconded: Councillor Mick Palmer

THAT the verbal update on the Bombing of Darwin Day be received and noted.

**CARRIED 7/0**

**9.2 UPDATE FOR THE DARWIN MILITARY AND CIVILIAN HISTORY ADVISORY COMMITTEE****COMMITTEE RESOLUTION MHAC009/24**

Moved: Councillor Mick Palmer

Seconded: Tourism NT, Department of Industry, Tourism and Trade Wendy Belohlawek

THAT the report entitled Update for the Darwin Military and Civilian History Advisory Committee be received and noted.

**CARRIED 7/0**



**10 MEMBER REPORTS****COMMITTEE RESOLUTION MHAC010/24**

Moved: Councillor Mick Palmer

Seconded: Tourism NT, Department of Industry, Tourism and Trade Wendy Belohlawek

THAT the verbal reports be received and noted, noting RSL Darwin Branch representative's information that Old Admiralty House now home of RSL Social Club with an anticipated opening on Anzac Day 2025.

**CARRIED 7/0**

**11 GENERAL BUSINESS**

Nil

**12 NEXT MEETING**

27 November 2024, 11.00 am

Meeting closed – 11.18 am