



AGENDA

Cyclone Tracy Commemoration Advisory Committee Meeting Monday, 21 August 2023

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

Date: Monday, 21 August 2023

Time: 11:00am

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

Webcasting:

**Simone Saunders
Chief Executive Officer**

CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE MEMBERS

The Right Worshipful, the Chairperson Kon Vatskalis
Councillor Kim Farrar
Australian Defence Force, Brigadier Nick Foxall AM, DSM
Larrakia Nation, Chief Executive Officer Michael Rotumah
Libraries and Archives NT, Dr Wendy Garden
Museum Art Gallery NT Jared Archibald
NT Major Events Company Suzana Bishop
Community Member Richard Creswick
Community Member Marie-Louise Pearson
Community Member Gerard Reid

OFFICERS

General Manager Innovation, Alice Percy
Executive Manager Growth and Economic Development, Emma Struys
Senior Coordinator Place Activation and Events, Kate Hardman

OBSERVER

Alternate Councillor Amye Un

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1 MEETING DECLARED OPEN

2 APOLOGIES AND LEAVE OF ABSENCE

2.1 Apologies

Nil

2.2 Leave of Absence Granted

Nil

2.3 Leave of Absence Requested

Nil

3 ELECTRONIC MEETING ATTENDANCE

3.1 Electronic Meeting Attendance Granted

Nil

3.2 Electronic Meeting Attendance Requested

Nil

4 DECLARATION OF INTEREST OF MEMBERS AND STAFF

5 CONFIRMATION OF PREVIOUS MINUTES

6 OFFICER REPORTS

6.1 CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE TERMS OF REFERENCE

Author: Executive Manager Growth & Economic Development

Authoriser: General Manager Innovation

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

RECOMMENDATIONS

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

PURPOSE

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

KEY ISSUES

- On the 30 May 2023, Council endorsed, pursuant to Section 82 of the Local Government Act 2019, to establish the Cyclone Tracy Commemoration Advisory Committee (Advisory Committee) and adopt the Terms of Reference at **Attachment 1**.
- On the 25 July 2023 and 15 August 2023, Council appointed the following members to the Advisory Committee:
 - Lord Mayor
 - Councillor Kim Farrar
 - Councillor Un as Alternate
 - Australian Defence Force
 - Larrakia Nation
 - Library and Archives NT
 - Museum Art Gallery NT
 - NT Major Events Company
 - Community member Richard Creswick
 - Community member Gerard Reid
 - Community member Marie-Louise Pearson
- The purpose of the 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 were the lead organisation in delivery of the 40th Cyclone Tracy Commemorative Program. At the Ordinary Council meeting on 16 May 2023, the Lord Mayor gave a notice of motion that Council approve the establishment of the Cyclone Tracy Advisory Committee and that Council Officers prepare and present to Council a proposed Terms of Reference for the Advisory Committee at the Ordinary Council Meeting on 30 May 2023. The reasons for the motion included:

- The 50th Anniversary for Cyclone Tracy occurs in 2024 and the City of Darwin wishes to engage key stakeholders and the community to participate and promote upcoming events to commemorate this important moment in our national history.
- City of Darwin has been the lead organisation in the past for delivering any commemorative programs for Cyclone Tracy.
- The period for this advisory committee would be for up to a 2-year duration.

Cyclone Tracy 50th Anniversary falls in the 2024/25 financial year. The newly formed Cyclone Tracy Commemorative Advisory Committee will play an important part in the planning for appropriate activities and coordination of stakeholder contributions to the program across the Darwin Municipality.

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

PREVIOUS COUNCIL RESOLUTION

N/A

STRATEGIC PLAN ALIGNMENT	5 A Vibrant and Creative City 5.1 By 2030, Darwin will be recognised as an iconic destination.
BUDGET / FINANCIAL / RESOURCE IMPLICATIONS	N/A
LEGISLATION / POLICY CONTROLS OR IMPACTS	N/A
CONSULTATION, ENGAGEMENT & COMMUNICATION	N/A
DECLARATION OF INTEREST	<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>



1 PURPOSE

The Cyclone Tracy Commemoration Advisory Committee is an Advisory Committee to Council. Its purpose is to provide advice to Council on matters outlined in the Committee's roles and functions. The Committee will provide recommendations to Council to enable an informed decision to be made on the delivery of the program of events and activities for the 50th anniversary of Cyclone Tracy.

2 SCOPE

The Cyclone Tracy Commemoration Advisory Committee operates to advocate, advise, and support Council and deliver recommendations for the 50th anniversary of Cyclone Tracy.

3 AUTHORITY / DELEGATION

The Cyclone Tracy Commemoration Advisory Committee has the power only to recommend a course of action to Council and does not have any delegation to make decisions. The Committee is responsible for implementing the decisions of Council in accordance with the role and functions of the Committee.

4 FUNCTIONS

The functions of the Cyclone Tracy Commemoration Advisory Committee as required, are to:

- a) Review the Cyclone Tracy 50th Anniversary Program
- b) Participate and promote upcoming events and activities in the Cyclone Tracy 50th Anniversary Program
- c) Investigate and make recommendations on a program of events and activities for the 50th anniversary of Cyclone Tracy

5 MEMBERSHIP

In accordance with the *Local Government Act 2019* (NT), City of Darwin shall appoint suitably qualified individuals to be members of the Committee based on selection criteria related to their expertise, experience, dedication, and commitment to the purpose of the group.

Membership Provisions

- a) Up to four (4) community members, and
- b) Up to six (6) organisational memberships consisting of representation from:
 - i. Australian Defence Force
 - ii. Larrakia Nation

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Version: 1	Decision Number:	Adoption Date: 30/05/2023
Responsible Officer: General Manager Innovation		Next Review Date:



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- iii. Library and Archives NT
- iv. Museum Art Gallery NT
- v. NT Major Events Company
- vi. Northern Territory Government representative

- c) Two (2) Elected Members on the Committee, the Lord Mayor, and one (1) Elected Member. There may also be an alternate Elected Member.

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

The term of membership for community members is two (2) years.

5.1 CHAIR

The Lord Mayor is the chair of the Committee.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- 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 purposes of chairing a meeting if the Chair is not present or at a meeting as required.

5.2 MEMBERS

Members are appointed to represent the interests and needs of the community relevant to the Committee purpose.

Organisational members are appointed to represent the interests and views of their member organisation relevant to the Committee purpose.

6 MEETINGS

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 (4) times per year and no more than eight (8) 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 on the request of the Chair, or a majority of committee members. The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the special meeting.



CYCLONE TRACY COMMEMORATION ADVISORY COMMITTEE TERMS OF REFERENCE 1280.001.E.R

6.2 VOTING

A resolution of the Committee will be passed by a majority vote. A majority vote is half plus 1 of the members present at the meeting.

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

6.3 COMMITTEE TERM

The term for the Committee will be up to a period of two (2) years.

7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* (NT) Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

8 CONFLICT OF INTEREST

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

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

9 REVIEW AND PERFORMANCE EVALUATION

9.1 TERMS OF REFERENCE

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

9.2 PERFORMANCE EVALUATION

At the end of each calendar year, the Committee will conduct an annual review of the Committee to assess outcomes against these terms of reference.

The review and any amendments to the Terms of Reference will be provided to Council at the commencement of each calendar year.

10 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 member of a Council appointed Committee.

These Terms of Reference were adopted by Council on 30 May 2023

Name: _____

Signature: _____



7 MEMBER REPORTS

7.1 MEMBER UPDATES

Author: Executive Manager Growth & Economic Development

Authoriser: General Manager Innovation

Attachments: Nil

RECOMMENDATIONS

THAT the report entitled Member Updates be received and noted.

8 GENERAL BUSINESS

Nil

9 QUESTIONS BY MEMBERS

10 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:

14.1 Cyclone Tracy Commemoration Background and 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.

14.2 Member 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.