

## 1 PURPOSE

The Military and Civilian History Committee is an Advisory Committee. Its purpose is to strengthen 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 Military and Civilian History Committee operates to advocate, inform, and support Council on matters regarding Military and Civilian History.

## 3 AUTHORITY / DELEGATION

The Military and Civilian History 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 Military and Civilian History Advisory Committee are to:

- a. Develop the tourism, historical, cultural and educational prospects and aspects of both the Bombing of Darwin event and Darwin's broader military history.
- b. Provide a strong vision for the infrastructure, activities and events that promote the Bombing of Darwin and Darwin's broader military history.
- c. Establish effective partnerships with key stakeholders engaged in participating in and promoting the Bombing of Darwin event and Darwin's broader military history.
- d. Promote recognition of the experiences of civilians in the Top End during WWII.

The target groups are:

- a. WWII veterans and their families, civilians, evacuees and their families
- b. Residents of the Darwin community
- c. Prospective interstate and international visitors to Darwin

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## 5 MEMBERSHIP

### Community

The Military & Civilian History Advisory Committee has community representatives from the following organisations:

- Tourism NT
- Department of Tourism, Sport and Culture
- Department of Veterans' Affairs
- Defence NT
- Returned Service League
- Darwin Military Museum
- Aviation Historical Society of the NT Inc.

### Council Members

There are two Council Members on the Committee, an ex officio position for the Lord Mayor, and one Council Member. There will also be an alternate Council Member.

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

### City of Darwin Staff

- General Manager Community and Regulatory Services
- Manager Engagement and Events

### 5.1 CHAIR

The Lord Mayor is 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 organization relevant to the committee purpose.

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## 6 MEETINGS

### 6.1 FREQUENCY OF MEETING 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.

### 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.

## 7 CODE OF CONDUCT

All members are accountable to the *Local Government Act 2019* 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

Commencing November 2022, 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.

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## 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* as member of a Council appointed committee.

These Terms of Reference were adopted by Council on 28 September 2021.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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