

Cyclone Tracy Commemoration Advisory Committee terms of reference

No. 1280.001.E.R

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:

- review the Cyclone Tracy 50th Anniversary Program
- participate and promote upcoming events and activities in the Cyclone Tracy 50th Anniversary Program
- 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 will appoint suitably qualified individuals to be members of the Committee based on a selection criteria related to their expertise, experience, dedication, and commitment to the purpose of the group.

Membership provisions

- up to four community members
- up to six organisational memberships consisting of representation from:
 - Australian Defence Force
 - Larrakia Nation
 - Library and Archives NT
 - Museum and Art Gallery NT
 - Northern Territory Government Representative – NT Major Events Company
 - Northern Territory Government Representative – Department of the Chief Minister and Cabinet
- two Elected Members on the Committee, the Lord Mayor, and one Elected Member. There may also be an alternate Elected Member
- City of Darwin’s Chief Executive Officer
- Member for Solomon, Mr Luke Gosling OAM, MP.

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 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
- 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 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 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 one 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 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 a member of a Council appointed Committee.

These Terms of Reference were adopted by Council on _____.

Name: _____

Signature: _____