

HMAS Sydney II Memorial Advisory Committee

Meeting Minutes

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	D-16-
Meeting Date	Wednesday, 26 October 2016		
Meeting Time	4pm- 5pm		
Meeting Location	City of Greater Geraldton Administration Building Committee Meeting Room		
Attendees	Cr Bob Hall	BH	By Invitation
	Don Rolston	DS	Apologies
	Trevor Ralph (Chair)	TR	
	Stephen Butler	SB	
Ian Heberle	IH	Ross Mckim	
David Emery	DE	Cr Graeme Bylund	
Ross Baietta	RB	Cr Victor Tanti	
Trevor Beaver	TB	Ross Halsall	
Emily Murphy (minute taker)	EM	Barry Stinson	
		David l'Anson	
		Distribution	As above

1. Welcome & Apologies

The Chair welcomed the members and apologies were noted from RM GB VT RH BS DI

2. Minutes of Previous Meeting

Recommendation: That the minutes of the HMAS Sydney II Memorial Advisory Committee Meeting held on 13 July 2016 as previously circulated, be adopted as a true and correct record of proceedings.

Amendments:

2.1. EM to amend previous minutes, Add Ross Baietta and Daniel Pendelbury to the Attendee list

Moved: SB **Seconded:** IH

CARRIED BY CONSENSUS

3. Action Log

HAC-0019: Lighting issues have been rectified, 11th November lights to be turned on to see effects they have

HAC-0022: DE to provide business cards to hand out to committee members

HAC-0023: DE provided members with budget allocated to HMAS Sydney II Memorial

4. Correspondence

Correspondence was sent in to the City of Greater Geraldton from Mr Bean requesting to have the white ensign flag permanently installed and flying at the HMAS Sydney II Memorial, the correspondence was discussed and agreed upon by the committee members to gather information and permission to have the white ensign flying all year round.

Actions:

- 4.1. BH contact Bob Trotter regarding White ensign to be permanently flown all year round
- 4.2. EM send correspondence to Joanne Panter
- 4.3. Response to Mr Bean once information has been sourced

CARRIED BY CONSENSUS

5. Public Facilities

The issue of the public facilities was discussed at length. Three options were provided by the City of Greater Geraldton and the 'Smith design' was provided by Committee member Don Rolston, all inclusive of updated concept plans, specifications and indicative costings of the concept provided. The committee noted that final costs could vary downward when final plans and working drawings are finally approved- ie. Glass panelling above changed to stainless steel fencing etc. and other desirable adjustments to the concept plans provided.

Move: 'That the HMAS Sydney II Advisory Committee re-inforce our existing recommendation to the Council with respect to public facilities at the memorial site with the addition of accommodation for the tour guides. The addition is to comply with the council resolution at its meeting of 20 October 2014. It is noted that this compliance has added to project costs however it is highly appropriate and therefore is strongly supported by this advisory committee. These facilities as per attached details will provide public facilities which will be complementary to and a credit to the image and status of the HMAS Sydney II Memorial

Moved: Don Rolston **Seconded:** Trevor Beaver

CARRIED WITHOUT DESCENT

Actions:

- 5.1. DE to create an item proposal to go before Council to present Advisory Committee's only recommendation for public facilities designed by Smith Sculptors. The options provided by the officers were considered inappropriate for a site of such significance as well as lacking in amenity and capacity and therefore were not given any further consideration.

CARRIED BY CONSENSUS

6. General Business

Draft 2016/2017 City Capital Works Program

Recommendation: Signage to new Brede street wall for OHS reasons to prevent injuries

Actions:

- 6.1. DE to organise signage to be placed in risk areas once Brede street wall is complete

Capital Request- Bench Seating in Shade

Recommendation: To have bench seating placed under trees at HMAS Sydney II Memorial to allow members of the public shaded resting areas.

Actions:

6.2. DE to provide a Nomination on Capital request form for Bench seating area in shade at HMAS Sydney II Memorial

CARRIED BY CONSENSUS

Warden- HMAS Sydney II Memorial

Recommendation: Review of Warden and Sub warden positions

Move: The Committee recommends to Council the status quo remains for the next 12 months whereby, Don Rolston to remain Warden and Stephen Butler to remain Sub-Warden. As per the Conservative Framework document these positions fall due on 19 November each year and appointments are endorsed by council.

CARRIED BY CONSENSUS

Commemorative Medal- Warden

Move: Committee agreed and recommended that Council provide a ceremonial engraved medallion for the Warden to wear on formal occasions. BH suggested that the Warden be given a personal memento to recognise service when changes are made.

Actions: DR to source designs and costings

CARRIED BY CONSENSUS

7. Date of Next Meeting

The next meeting is scheduled for 7 February 2017/ 4pm / City of Greater Geraldton Administration Building Committee Meeting Room

8. Close

There being no further business the meeting closed at 5.06pm

HMAS Sydney II Memorial Advisory Committee - Action log

Log #	Meeting Date	Agenda Item #	Action	Resp. Person	Status <small>(Ongoing / Complete / Next Agenda)</small>
HMAS-005	13/01/2016	5.1 Asset Management Maintenance Schedule	DR to conduct daily check list inspections and report issues to the City at council@cgg.wa.gov.au	DR	On agenda, see item 4
HMAS-006	13/01/2016	5.2 Asset Management Maintenance Schedule	MA to produce formal condition report to enable development of maintenance schedule.	MA	On agenda, see item 4
HMAS-008	13/01/2016	6.2 Update on Investigation into Provision of Toilet Facilities	DR to arrange estimates for proposed toilet facility as per Stage One of the Smith Sculptors proposed layout and provide to the City. The City will arrange costings for various options and include Lifecycle costings for all options.	DR	On agenda, see item 5
HMAS-009	13/01/2016	6.3 Update on Investigation into Provision of Toilet Facilities	AS to take all options including capital and lifecycle costs to Council for a Council determination, when available.	RM	Ongoing
HMAS-013	13/04/2016	3 Action Log	DE to discuss with DR, TR & BS regarding specs of maintenance requests and obtain cost estimates, SH to circulate to committee members	DE, SH	Ongoing
HMAS-014	13/04/2016	4.1 Representative to be sent meeting invite only, they are to advise proxy if they are unable to attend	SH to invite only Representatives to the committee meetings, and not include proxies	SH	Done
HMAS-015	13/04/2016	4.2 Mrs Mary l'Anson to be accepted onto the 75th Commemorative Committee as a permanent members	SH contact Jo Panter to have added to the list	SH	Done - Jo Panter advised Mrs l'Anson has been on the committee since the beginning
HMAS-016	13/04/2016	6.1 Draft 2016/17 Capital Works Program	RM to bring back to next meeting current expenditure on HMAS Sydney Maintenance	RM	
HMAS-017	13/04/2016	7.1 Toilet Facility Decision to be deferred until a later time	Committee to further discuss the options for the toilet facility at a later time	ALL	Ongoing
HMAS-018	13/04/2016	7.2 Toilet Facility Design Options	Committee members to take back to their respective associations if they are willing to consider other design options	ALL	Ongoing
HMAS-019	13/04/2016	8.1 Issues with lighting in January	TR to send email to SH to investigate outcome sent	SH	Done - Email was not informative enough, work was done sooner than advised in the email
HMAS-020	13/04/2016	8.3 Conservative Framework	SH to create copies of Conservative Framework for next meeting	SH	Done
HMAS-021	13/07/2016	2.Minutes of Previous Meeting	EM to amend previous minutes as recended	EM	Done
HMAS-022	13/07/2016	2. Minutes of Previous Meeting	EH to provide Committee with business cards for the Coordinator of Sport and Leisure	EH	Ongoing
HMAS-023	13/07/2016	3.Action Log	EH to source information on budget allocation, how much is allocated to HMAS Sydney II sioley or shared allocation with foreshore	EH	Done
HMAS-024	13/07/2016	5. Toilet Facilities	EH provide plans on the HMAS Sydney II Memorial, as constructed and identify underground infrastructure if more carpark space is to be implemented.	EH	Ongoing
HMAS-025	13/07/2016	5. Toilet Facilities	Two toilet block alternatives and total costings to be delivered, committee members to provide Smith design costings	Committee Members	Done
HMAS-026	13/07/2016	6. General Business	EH and DE to organise a site visit with DR and TW to HMAS Sydney II to inspect issues stated	EH DE DR TW	Done
HMAS-027	26/10/2016	4. Correspondance	BH to contact Bob Trotter regarding white ensign to be permanently flown all year round	BH	Ongoing
HMAS-028	26/10/2016	4. Correspondance	EM to send correspondance to Joanne Panter	EM	Done
HMAS-029	26/10/2016	4. Correspondance	Repsonse to Mr Bean once information has been sourced		Ongoing
HMAS-030	26/10/2016	5. Public Facilities	DE to generate an item proposal to go before Council to present the Advisory Committee's only recommendation for public facilities designed by Smith Sculptors. The options provided by the officers were considered inappropriate for a site of such significance as well as lacking in amenity and capacity and therefore were not given any further consideration.	DE	Ongoing
HMAS-031	26/10/2016	6. General Business	DE to organise signage to be placed in risk areas once brede street wall is complete	DE	Ongoing

HMAS Sydney II Memorial Advisory Committee - Action log

Log #	Meeting Date	Agenda Item #	Action	Resp. Person	Status <small>(Ongoing / Complete / Next Agenda)</small>
HMAS-032	26/10/2016	6. General Business	DE to provide a nomination on Capital request form for bench seating area in shade at HMAS Sydney Memorial II		
HMAS-033	26/10/2016	6. General Business	DR to source designs and costings - Commemorative Medal	DR	Ongoing