

HMAS Sydney II Memorial Advisory Committee

Meeting Agenda

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	
Meeting Date	Tuesday, 14 March 2017		
Meeting Time	4.00pm to 5.00pm		
Meeting Location	City of Greater Geraldton Administration Building Committee Meeting Room		
Attendees	Trevor Ralph (Chair)	TR	By Invitation
	Cr Bob Hall	BH	Apologies
	Cr Graeme Bylund	GB	Distribution As above
	Cr Victor Tanti	VT	
	Don Rolston	DR	
	Trevor Beaver	TB	
	Ross Halsall	RH	
	Ian Heberle	IH	
	Ross McKim	RM	
	David Emery	DE	
Emma Hancox	EH		
Emily Murphy (A/minute taker)	EM		

1. **Welcome & Apologies**
2. **Minutes of Previous Meeting**
3. **Action Log**
4. **Correspondence**
 - 4.1 **Outgoing Correspondence**
 - 4.2 **Incoming Correspondence**
5. **Public Facilities**
6. **General Business**
7. **Date of Next Meeting**
8. **Close**

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	Reponse 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	DE	Ongoing
HMAS-033	26/10/2016	6. General Business	DR to source designs and costings - Commemorative Medal- Committee agreed and recommended that council provide a ceremonial engraved medallion for the Warden to wear on formal occasions	DR DE	Ongoing
HMAS-034	26/10/2016	6. General Business *added 14/3/17	Warden- HMAS Sydney II Memorial: Committee recommends to council that the status quo remains for the next 12 months whereby, Don Rolston to remain Warden and Stephen Butler to remain Sub-Warden.	DE	Ongoing
HMAS-035	14/03/2016	5. Public Facilities	DE to source and send out procedures to provide assistance to advisory committee with their development of item proposal presentation.	DE	Ongoing
HMAS-036	14/03/2017	5. Public Facilities	DE to provide advisory committee with scheduled date/time to allow committee members to be present at forum	DE	Ongoing
HMAS-037	14/03/2017	6. General Business	DE speak to Parks and Gardens to identify the Species of existing tree located at the HMAS Sydney II Memorial site	DE	Ongoing