

HMAS Sydney II Memorial Advisory Committee Meeting Minutes

Meeting Date	Monday 12 February 2018	Meeting Time	4.00pm
Venue	Committee Meeting Room City of Greater Geraldton Civic Centre	TRIM Ref:	D-18-012279
Attendees	Cr Michael Reymond (Chairperson) Cr Natasha Colliver Cr Lewis Freer Don Rolston, Warden Spike Jones, Naval Association Trevor Ralph, Voluntary Guides Stephen Butler, RSL Trevor Beaver, Geraldton Rotary Ross McKim, City, Chief Executive Officer Chris Lee, City, Director Infrastructure Services David Emery, City, Manager Sport & Leisure Maya Engstrom, City, Minutes	By Invitation	Mayor Van Styn, Ian Heberle, RSL, Proxy David I'anson Voluntary Guides, Proxy
		Apologies	Cr Graeme Bylund
		Distribution	All

1. WELCOME & APOLOGIES

The Chair opened the meeting and welcomed all Committee members.
Cr Graeme Bylund noted as an apology.

David I'anson, Ian Heberle and Mayor Van Styn were present as observers.

T Ralph requested permission to record the meeting, approval was provided by the Chair following discussion regarding Standing Orders application.

2. MINUTES OF PREVIOUS MEETING

Committee Recommendation:

RECOMMEND that the minutes of the HMAS Sydney II Memorial Advisory Committee held on 14 December 2017 as a true and accurate record of proceedings subject to the following:
Item 5 be amended to read that the Motion was moved by TB and not DI (David I'anson)

CARRIED BY CONSENSUS

3. REVIEW AND UPDATE ACTION REGISTER

HMAS-046 to be marked as complete

HMAS-037 Ongoing. S Butler advised the address of the Corvettes has been obtained and a letter will be sent following this meeting.

4. CORRESPONDENCE

4.1 Incoming Correspondence

4.1.1 T Ralph tabled a letter of appreciation from the Voluntary Guides that thanked the City for the installation of three seats at the HMAS Sydney II Memorial. R McKim confirmed a copy of the letter was sent to all Councillors.

4.1.2 Incoming Correspondence Log was reviewed and confirmed. This included discussion on the change to the recommended proxy of the Naval Association.

4.2 Outgoing Correspondence

The Outgoing Correspondence Log was reviewed and confirmed.

4.3 New Correspondence

4.3.1 Mayor Van Styn relayed to the Committee the phone conversation held between the Mayor, CEO and Hon Peter Tinley, Minister for Veteran's Affairs, prior to the meeting.

Of note, if all parties can agree on a concept, the Minister is willing to support an application to Lotteries West or other bodies to assist with funding, as a referee for the proposal, including a written letter of support.

5. MEMORIAL COMMUNITY MANAGEMENT, MARKETING & PLANNING (TOR, Item D)

5.1 Public Facilities Status

Discussion regarding Mayor Van Styn's conversation with Hon Peter Tinley and the Minister's support of facilitating a design solution agreeable to all. The Chair proposed a meeting be held between the Committee, Minister and Smith Sculptors; however, a design brief must first be developed.

Committee Recommendation:

- 1. C Lee, on behalf of the CEO, contact Smith Sculptors to discuss development of a suitable design brief for the development of appropriate public facility options;**
- 2. C Lee, following discussion with the Smith Sculptors, will report the outcome to the Chair, who will contact the Committee;**
- 3. City officers commence making arrangements for a meeting of the Committee with Hon Peter Tinley.**

CARRIED BY CONSENSUS

Cr Colliver proposed the subsequent recommendation:

Committee Recommendation:

That the HMAS Sydney II Memorial Advisory Committee acknowledge and thank the Honourable Peter Tinley's for his offer in assisting with the facilitation of the public facilities design. Advise that the Committee accept this offer, and will be in contact in the future to arrange a meeting.

CARRIED BY CONSENSUS

At 5.03pm R McKim left the meeting.

6. GENERAL BUSINESS

6.1 Appointment of External Representatives to the Committee

Appointments noted and confirmed as follows:

Rotary Club of Geraldton,
Trevor Beaver, representative
Kaylia Broad, proxy
Geraldton RSL
Stephen Butler, representative
Ian Herberle, proxy
Voluntary Tour Guides
Trevor Ralph, representative
David l'anson, proxy
Naval Association
Peter Jones, representative
Ian Holthouse, proxy

6.2 Appointment of the HMAS Sydney II Memorial Warden and Sub Warden

Warden was determined at the Ordinary Meeting of Council on 23 January 2018.
Don Rolston, Warden, and Stephen Butler, Sub Warden

6.3 Review of Procedure – Appointment of Warden and Sub Warden

The Chair advised that for reasons of good governance, future nominations must be advertised to the public. The nomination process must also allow adequate time for the Committee to consider nominations and make recommendation to Council, to ensure the Warden is in place for the ceremony on 19 November each year.

Noted that the decision has previously been made at the October Ordinary Meeting of Council each year.

Cr Colliver proposed the following:

Committee Recommendation:

- 1. In 2018, the nomination process will commence in July by publicly advertising the position of Warden.**
- 2. The recommendation for Warden will be made to Council at the September Ordinary Meeting.**
- 3. That the appointment for Warden from 19 November 2018 be for a period of two (2) years.**

CARRIED BY CONSENSUS

6.4 Frequency of Future Meetings

The Chair confirmed that the Committee was required to meet a minimum of four (4) times per year, with further meetings held as required.

At 5.17pm Mayor Van Styn left the meeting.

6.5 Updated Contact Details

M Engstrom will contact all Committee members to verify their correct contact details.

7. NEW BUSINESS

- 7.1** D Rolston acknowledged the good relationship that exists between the Warden, D Emery, the City Precinct team and the City. City officers are very prompt in processing maintenance requests that arise at the HMAS Sydney II Memorial site. D Rolston also wanted it to be noted how fantastic the gardens were looking at the site.
- 7.2** The Chair thanked the Tour Guides for the tremendous work they have been doing, in particular with all the cruise ships visitors to Geraldton. Cr Colliver supported these comments.
- 7.3** Cr Freer acknowledged D Rolston's extraordinary knowledge of the Memorial and questioned how this could be captured. Comment recorded for future discussion.
- 7.4** T Beaver raised earlier in the meeting that the minutes from the HMAS Sydney II Memorial Advisory Committee meetings are too brief. R McKim advised that the City standard is to record actions and decisions, not conversations.

8. DATE OF NEXT MEETING

Next meeting will be on Monday, 7 May 2018 at 4pm.

9. CLOSE

There being no further business, the meeting closed at 5.41pm.

CORRESPONDENCE LOG

TRIM REF	DATE REC'D	AUTHOR	SUBJECT
D-18-003514	12/01/2018	Steve Butler	Advice of Nomination of Representative for HMAS Committee - RSL Club
D-18-005391	22/01/2018	Kaylla Broad	Advice of Nomination of Representative for HMAS Committee - Rotary
D-18-003861	15/01/2018	Mary l'Anson	Advice of Nomination of Representative for HMAS Committee - Guides
D-18-006403	25/01/2018	Peter Jones	Advice of Nomination of Representative for HMAs Committee - Naval
D-18-009041	1/02/2018	Ian Holthouse	Advice of change to recommended proxy - Naval Association

CORRESPONDENCE LOG

TRIM REF	DATE SENT	AUTHOR	SUBJECT
D-18-002256	11/01/2018	Dave Emery	Nomination of Representative for HMAS Committee - RSL Club
D-18-002256	11/01/2018	Dave Emery	Nomination of Representative for HMAS Committee - Rotary Club
D-18-002256	11/01/2018	Dave Emery	Nomination of Representative for HMAS Committee - Guides
D-18-002256	11/01/2018	Dave Emery	Nomination of Representative for HMAS Committee - Naval
D-18-005295	22/01/2018	Ebony Enright	Acknowledgement of Representative nomination - RSL Club
D-18-005994	24/01/2018	Maya Engstrom	Acknowledgement of Representative nomination - Rotary Club
D-18-005294	17/01/2018	Ebony Enright	Acknowledgement of Representative nomination - Guides
D-18-006400	25/01/2018	Maya Engstrom	Acknowledgement of Representative nomination - Naval
D-18-007442	30/01/2018	Maya Engstrom	Council Resolution - Rotary Club
D-18-007457	30/01/2018	Maya Engstrom	Council Resolution - Naval Association
D-18-007471	30/01/2018	Maya Engstrom	Council Resolution - Guides
D-18-007474	30/01/2018	Maya Engstrom	Council Resolution - RSL Club

Public Facilities Correspondence Log

DOCUMENT NO.	TRIM REFERENCE	SUBJECT
Outgoing 01	D-18-004843	HMAS Sydney II Memorial - Toilet Facilities - CGG seeking views from WA Museum
Incoming 01	D-18-005913	Reply from WA Museum re Toilet Facilities
Outgoing 02	D-18-003635	Letter to Geraldton City RSL from CGG- request Committee members commitment to toilet facilities
Incoming	D-18-007469	Reply HMAS Sydney II Memorial - Toilet Facilities - Geraldton City RSL - Special Committee Meeting
Outgoing 03	D-18-005003	Letter to Geraldton Voluntary Tour Guides from CGG - request Committee members commitment to toilet facilities
Incoming	D-18-07469	Reply HMAS Sydney II Memorial - Toilet Facilities - Geraldton Voluntary Tour Guides
Outgoing 04	D-18-005005	Letter to Naval Association from CGG - request Committee members commitment to toilet facilities
Incoming 02	D-18-006923	Reply HMAS Sydney II Memorial - Toilet Facilities - Naval Association of Australia
Incoming	D-18-008373	Letter from Naval Association - would appreciate being involved and provide comment - Toilet Facilities
Incoming	D-18-009551	Letter from Bob Trotter OAM - Proposed amenities
Outgoing 05	D-18-005006	Letter to Rotary Club from CGG - request Committee members commitment to toilet facilities
Incoming	D-18-008311	Reply HMAS Sydney II Memorial - Toilet Facilities - Rotary Club - Minutes of special meeting held 24/1/2018
Outgoing 06	D-18-005340	Letter to Hon Peter Tinley, Minister for Veteran's Issues from CGG seeking views on toilet facilities
Outgoing 07	D-18-004883	Letter to Disability Service Commission from CGG seeking views on toilet facilities
Incoming 03	D-18008857	Reply HMAS Sydney II Memorial - Toilet Facilities - Disability Service Commission
Outgoing 08	D-18-001823	Letter to Hon Brendan Nelson - Request for the Australian War Memorial Committee to assume full management of the HMAS Sydney II Memorial Site
Incoming 04	D-18-005757	Reply from Hon Brendan Nelson - Office of the Director Australian War Memorial
Outgoing	D-18-005786	Letter to Hon Michael McCormack MP, Minister for Veteran Affairs seeking views on toilet facilities