

HMAS Sydney II Memorial Advisory Committee

Meeting Minutes

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	4/2018		
Meeting Date	Monday 6 August 2018				
Meeting Time	3.00pm to 4.00pm				
Venue	City of Greater Geraldton Civic Centre, Committee Meeting Room				
Attendees:	Cr Michael Reymond	Chairperson	By Invitation	Charlie Smith	Smith Sculptors
	Mayor Shane Van Styn	Mayor		Joan Walsh-Smith	Smith Sculptors
	Cr Natasha Colliver	Councillor	Apologies	Trevor Ralph	Voluntary Guides
	Cr Graeme Bylund	Councillor		David l'Anson	Voluntary Guides
	Don Rolston	Warden		Ian Holthouse	Naval Association
	Spike Jones	Naval Association		Ian Heberle	RSL
	Peter Rock	Voluntary Guides		Trevor Beaver	Rotary
	Stephen Butler	RSL		Kaylla Broad	Rotary
	Dianne Gilleland	Rotary		Cr Lewis Freer	Councillor
	Ross McKim	CEO, City			
Chris Lee	Director, City				
David Emery	Manager, City	Distribution		Committee Members, Proxies, CEO	
Ebony Enright	Support Staff, City				

1. WELCOME & APOLOGIES

Chairperson Cr Reymond declared the meeting open at 3pm. Apologies were noted as above.

2. MINUTES OF PREVIOUS MEETING

Committee Recommendation:

RECOMMENDED that the minutes of the HMAS Sydney II Memorial Advisory Committee meeting held on 7 May 2018, as previously circulated, be adopted as a true and correct record of proceedings.

Moved: D Gilleland **Seconded:** Cr Colliver

3. REVIEW AND UPDATE ACTION REGISTER

Action Register Items which remain 'Ongoing'
HMAS-037, HMAS-049, HMAS-050, HMAS-051, HMAS-055

Action Register Items which are now 'Complete'
HMAS-052, HMAS-053, HMAS-054

Updated Action Register attached to these minutes.

4. CORRESPONDENCE

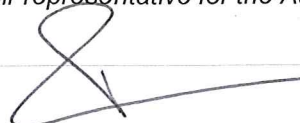
4.1. Incoming Correspondence

Review and confirmation of incoming correspondence register.

Reply from the Office of the Hon Darren Chester MP, regarding funding for public facilities.

Correspondence from Desmond Woods, Dept Defence, regarding a distinguished guest for the 2018 commemorative service.

Geraldton Voluntary Guides advised Peter Rock as their representative for the August meeting of the Committee.



4.2. Outgoing Correspondence

Review and confirmation of outgoing correspondence

Response to incoming correspondence only.

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

5.1. Public Facilities Status Update – Presentation by Smith Sculptors

The Smith Sculptors presented and explained their three (3) concept designs for facilities at the Memorial.

Printed copies of the designs were distributed at the conclusion of the meeting.

Electronic copies of the designs can be accessed [HERE](#)

Committee Recommendation:

RECOMMENDED that the committee thank the Smith Sculptors for all their work so far and for presenting today. All present will go back to their organisations to share the presentation. The Committee will meet again, at a date to be advised by the Chair but not less than two (2) weeks, to discuss the concepts.

Agreed by Consensus

6. GENERAL BUSINESS

6.1. The Stele – Report and Maintenance Update – Chris Lee

Chris Lee advised that structural engineers Arup have investigated wind vibration at the top of the Stele, and if this vibration could lead to fatigue and premature failure of the structure. Arup have concluded that due to its design, the structure is able to withstand vibrations caused by wind at the site and there is minimal risk of premature failure.

Routine maintenance will shortly commence to the internal base and hatch of the Stele.

6.2. Nomination of the Warden and Sub Warden – Cr Reymond

Draft advertisement had been circulated with Agenda. Don Rolston circulated an updated version of this draft, with suggested amendments.

Committee Recommendation:

RECOMMENDED that advertising for the Nomination for Warden proceed, as per the draft advertisement circulated by Don Rolston at the meeting.

Moved: D Rolston **Seconded:** S Butler

7. NEW BUSINESS

7.1. Distinguished Guest for Commemorative Service

Chairperson Cr Reymond has received correspondence from Desmond Woods, Department of Defence, regarding the possibility of former HMAS Sydney II crewmember, Warrant Officer Marty Grogan and his carer, attending the November 2018 commemorative service as a distinguished guest. Funding for this visit is required but not available through the City. Don Rolston suggested funding may be available through the event budget.

Committee Recommendation:

RECOMMENDED that Don Rolston report back to the Committee at a future meeting on the organisation of the 2018 commemorative service, and if the distinguished guest was to attend, how that could be funded.

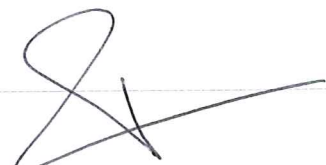
Moved: D Rolston **Seconded:** S Butler

8. DATE OF NEXT MEETING

To be advised by the Chair.

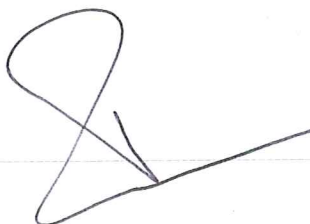
9. CLOSE

Meeting closed at 4.13pm



Attachments:

1. Agenda Item 3. Review and Update Action Register
Updated Action Register.
2. Agenda Item 5.1 Public Facilities – Presentation by Smith Sculptors
List of documents distributed, and available electronically through link.
3. Agenda Item 6.2 Nomination of Warden and Sub-Warden
Draft advertisement provided by Don Rolston and recommended by Committee for publication.

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

HMAS Sydney II Memorial Advisory Committee Meeting Minutes - 6 August 2018

Electronic Documents supplied through link in Minutes

Agenda Item 5.1 – Public Facilities Status Update

HMAS S

Files > Smith Sculptors Concept Designs ⁸

 Name ▾	Modified ▾	Modified By ▾	File Size ▾
 1. HMAS Sydney Memorial Faci...	6 days ago	Ebony Enright	45.2 KB
 2. Concept Option 1A.pdf	August 1	Ebony Enright	58.8 MB
 3. Concept Option 1B.pdf	August 1	Ebony Enright	44.3 MB
 4. Concept Option 2A.pdf	August 1	Ebony Enright	18.6 MB
 5. Concept Option 2B.pdf	August 1	Ebony Enright	19.6 MB
 6. Concept Option 3A.pdf	August 1	Ebony Enright	53.2 MB
 7. Concept Option 3B.pdf	August 1	Ebony Enright	52.7 MB
 8. Facilities Wall of Attributes.pdf	August 1	Ebony Enright	6.87 MB
 9. Book of Remembrance.pdf	August 1	Ebony Enright	24.4 MB
 All Documents Combined.pdf	About an hour ago	Ebony Enright	

HMAS Sydney II Memorial Advisory Committee - Action log

Log #	Meeting	Agenda Item #	Action	Resp. Person	Status
HMAS-037	14-Mar-17	6. General Business *added 13/6/17	Committee would like to honour the group 'Corvettes' request to develop and install a plaque at the HMAS Sydney II Memorial Site, this plaque would be placed next to existing plaque. SB to liaise with group. 07/05/2018 - SB advised contact had been made with the Corvettes and he is awaiting their response. 06/08/2018 - SB advised still awaiting contact from the Corvettes. <i>NB: The Australian Corvettes represent the corvettes which where in the company of the HMAS Sydney II when lost.</i>	Stephen Butler	Ongoing
HMAS-049	12-Feb-18	5.1 Public Facilities Update	City officers commence making arrangements for a meeting of the Committee with Hon Peter Tinley. 07/05/2018 - Meeting cannot occur until designs are received from the Smith Sculptors	Chris Lee	Ongoing
HMAS-050	12-Feb-18	5.1 Public Facilities Update	That the HMAS Sydney II Memorial Advisory Committee acknowledge and thank the Hon. Peter Tinley for his offer in assisting with the facilitation of the public facilities design. Advise that the Committee accept this offer, and will be I contact in the future to arrange a meeting. 07/05/2018 - Agreed to request the Chair write to Hon Peter Tinley on behalf of the Committee. 06/08/2018 - City officers to check progression of this item with the CEO and report to the Chair.	Chair	Ongoing
HMAS-051	12-Feb-18	6.3 Appointment of the Warden and Sub-Warden	1. In 2018, the nomination process will commence in July by publicly advertisign the position of Warden. 2. The recommendation for Warden will be made to Council at the September 2018 Ordinary Meeting. 3. That the appointment for Warden from 19 November 2018 be for a period fo two (2) years. 06/08/2018 - Discussed at meeting held on 6 August, Agenda Item 6.2.	Chair	Ongoing
HMAS-052	7-May-18	6.2 Use of the HMAS Sydney II Memorial Image	Dylan James (for David Emery) to contact Tourism Western Australia regarding the proposed filming, and also liaise with the City Communications Team. 06/08/2018 - Confirmed by City officers filming occurred and is now complete.	Dylan James	Complete
HMAS-053	7-May-18	6.3 Correction of name on Memorial	Dylan James (for David Emery) to arrange correction of name as soon as possible (Kearnon, RA to Kearnan, RA) 06/08/2018 - Confirmed by City officers filming occurred and is now complete.	Dylan James	Complete
HMAS-054	7-May-18	7.1 New Business	The wording of the introduction to the Memorial, on the Wall of Remembrance, may need updating. Warden to liaise with Smith Sculptures during their next visit to Geraldton. 06/08/2018 - Smith Sculptors and Warden confirmed wording does not required update.	Warden	Complete
HMAS-055	12-Feb-18	7.3 New Business	Don Rolston's knoweldge of the Memorial needs to be captured and documents. Requires further discussion and planning by the Committee.	Chair	Ongoing
HMAS-056	6/08/2018	7.1 New Business	Don Rolston to report back to Committee on organisation of the 2018 commemorative service and how funding may be sourced for a distinguished guest to attend (Former crew, Warrant Officer Marty Grogan, and his carer).	Warden	Ongoing

NOMINATIONS OPEN FOR WARDEN HMAS Sydney II Memorial

The HMAS Sydney II Memorial commemorates the loss of sailors, airmen and civilians who were the Ship's Company of the HMAS Sydney II. The Memorial is a world-class facility which has become a point of pilgrimage for national and international visitors wishing to pay their respects to the men lost and their relatives and to learn about this tragic loss.

The City of Greater Geraldton is calling for nominations from suitable persons for the role of Warden of the HMAS Sydney II Memorial. The Warden will be appointed as a custodian of the Memorial and be responsible for and assist the City with the daily care and administration of the Memorial, including consultation with the City on maintenance. This includes attending to all matters of Customs, Traditions, and Protocols and the conduct of commemorative ceremonies in conjunction with City staff.

In accordance with the Conservation Framework that guides management of the Memorial, the Warden shall be an ex-Service person from the Navy or Air Force, or a suitably experienced non-Service person drawn from the Geraldton community. They shall be a representative from organisations who have assisted servicemen and women in times of war and peace.

In selecting the Warden and Sub-Warden, the City will consult with the Naval Association of Australia, Geraldton Sub Section (NAA), the Returned and Services League, Geraldton Sub Branch (RSL), the Rotary Club of Geraldton and the Geraldton Voluntary Tour Guides and the HMAS Sydney II Advisory Committee who will recommend to Council the preferred applicants.

The Warden will assume appointment on 19th November 2018 in a handover ceremony at the annual commemorative service. The appointment will be for a period of two (2) years.

Enquiries regarding Warden of the Memorial should be directed to Chris Lee, Director Infrastructure Services by calling 9956 6633 and/or Cr. Michael Reymond, Chair, HMAS Sydney II Advisory Committee.

Suitable persons are invited to make their nomination in writing, addressing their suitability for the role.

Nominations should be emailed to the Chief Executive Officer:

council@cgg.wa.gov.au

or sent to:

**City of Greater Geraldton,
PO Box 101, Geraldton, WA 6531
by 4pm, 24 August 2018.**



Greater Geraldton
a vibrant future

