

HMAS Sydney II Memorial Advisory Committee

Meeting Minutes

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	5/2018			
Meeting Date	Monday 12 November 2018					
Meeting Time	4.00pm to 5.00pm					
Venue	City of Greater Geraldton Civic Centre, Committee Meeting Room					
Committee Members:	Cr Michael Reymond	Chairperson	By Invitation	Ross McKim	CEO, City	
	Cr Natasha Colliver	Councillor		Jo Panter	Events, City	
	Cr Lewis Freer	Councillor		Gina Jenkin	Zen Events	
	Don Rolston	Warden	Apologies	Ian Holthouse	Naval Associ	
	Trevor Beaver	Rotary		Cr G Bylund	Councillor	
	Di Gilleland	Rotary		David Emery	Manager, City	
	Spike Jones	Naval Association		Chris Lee	Director, City	
	Trevor Ralph	Voluntary Guides		Distribution		Committee Members, Proxies, CEO
	David I'anson	Voluntary Guides				
	Ebony Enright	Support Staff, City				

1. WELCOME & APOLOGIES

Chairperson Cr Reymond declared the meeting open at 4pm. Apologies were noted as above.

2. MINUTES OF PREVIOUS MEETING

RECOMMENDED that the minutes of the HMAS Sydney II Memorial Advisory Committee meeting held on 3 September 2018, as previously circulated, be adopted as a true and correct record of proceedings, with two accepted changes:

- Item 5.1, (a), year of date be corrected to 2017.
- Item 5.1, record that item was Moved by Trevor Beaver, Seconded by Cr Colliver, and Carried by Consensus.

**MOVED T Beaver SECONDED Cr Colliver
CARRIED BY CONSENSUS**

3. REVIEW AND UPDATE ACTION REGISTER

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

Action Register Items that are now 'Complete' - HMAS-051, HMAS-056, HMAS-057.

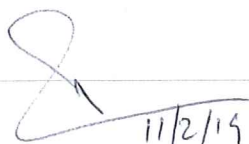
Action Register Items discussed – HMAS-055 – Recording Warden Don Rolston's Knowledge.
CEO Ross McKim will arrange for Don to meet with Trudi from the Library to commence this project.

4. CORRESPONDENCE

4.1. Incoming Correspondence

Review and confirmation of incoming correspondence register.

Correspondence from Naval Association regarding the Memorial's Tour Guides.



11/2/18

4.2. Outgoing Correspondence

Review and confirmation of outgoing correspondence

Notification of Council Resolution – Appointment of Warden

Update to Hon Peter Tinley on preferred concept endorsed by the Committee.

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

5.1. Public Facilities – Discuss Concept Designs

Cr Reymond explained that City is still waiting on 15% design brief and cost estimate from Smith Sculptors. An agenda item cannot be prepared for Council consideration until this information is received. City officers are working on a resolution.

6. GENERAL BUSINESS

6.1. Nomination of Sub Warden – Cr Reymond

Cr Reymond noted that, according to Conservation Framework, the role of Sub Warden is decided by RSL and the Naval Association. Nominations for this role have been received from Stephen Butler (RSL), and Spike Jones (Naval Association).

COMMITTEE RECOMMENDATION:

That Stephen Butler and Spike Jones are both appointed as Sub-Warden of the Memorial.

**MOVED T Beaver SECONDED Cr Colliver
CARRIED BY CONSENSUS**

6.2. 2018 Memorial Service

Jo Panter, City Coordinator of Events, and Gina Jenkin, Zen Events & Photography attended the meeting to update the Committee on preparations for the upcoming Memorial Service.

The Order of Service was distributed to all attendees.

Discussed Desmond Woods address and agreed it was appropriate to include a request for DNA samples to assist with identification of the Unknown Serviceman.

Also noted that the recent visit to the Memorial by ex-crewman Alf Thornton was a success. The events organised for his visit resulted in an excellent outcome.

7. NEW BUSINESS

7.1. Cr Freer noted that the City has now made free Wi-Fi available at the Memorial.

7.2. Discussed directing Memorial visitors to the Museum following their visit.

COMMITTEE RECOMMENDATION:

That a small sign be installed at the Memorial to refer visitors to the Museum following their visit to the Memorial.

**MOVED D Rolston SECONDED T Ralph
CARRIED BY CONSENSUS**

7.3. Cr Reymond thanked the Voluntary Tour Guides for the recent tour provided to Councillors and the City's Executive Management Team.

The Committee noted its thanks to the City for organising the upcoming Memorial Service on 19 November, and the events surrounding the recent visit to the Memorial by ex-crewman Alf Thornton.

8. DATE OF NEXT MEETING

11 February 2018 at 4pm.

9. CLOSE

Meeting closed by Chairperson at 4.55pm.

