

HMAS Sydney II Memorial Advisory Committee Meeting Minutes

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	1/2020
Meeting Date	Monday, 10 February 2020		
Meeting Time	4.00pm		
Venue	City of Greater Geraldton Civic Centre, Committee Meeting Room		
Committee Members in Attendance:	Cr Natasha Colliver	Councillor	Spike Jones Naval Association
	Cr Sally Elphick	Councillor	Trevor Ralph Voluntary Guides
	Simon Keemink	Councillor	April Herbert RSL Geraldton Sub Branch
	Don Rolston	Warden	Chris Lee, Director Infrastructure Services
	Trevor Beaver	Rotary	Ebony Enright Support Staff, City
	Di Gilleland	Rotary (poxy)	
Attended By Invitation	David Emery, Manager City Precinct	Apologies:	Cr Bob Hall Ian Holthouse David l'anson

1. WELCOME & APOLOGIES

Chris Lee opened the meeting at 4pm. Apologies noted as above.

2. APPOINTMENT OF CHAIRPERSON

Nominates were called from Elected Members for the role of Chairperson and proxy Chairperson for the Committee.

Cr Colliver nominated as Chairperson

MOVED Don Rolston **SECONDED** Cr Elphick

Cr Keemink nominated as proxy Chairperson

MOVED Cr Colliver **SECONDED** Cr Elphick

There being no other nominations, Cr Colliver was appointed Chairperson, and Cr Keemink appointment proxy Chairperson.

CARRIED BY CONSENSUS

Cr Colliver took the Chair to continue the meeting.

Cr Colliver thanked outgoing chairperson Michael Reymond for his service and commitment to the Committee during the previous two-year term.

3. REVIEW OF TERMS OF REFERENCE

Existing Terms of Reference reviewed and adopted by the Committee.

MOVED T Beaver **SECONDED** Cr Elphick
CARRIED UNANIMOUSLY BY CONSENSUS



4. MINUTES OF PREVIOUS MEETING

RECOMMENDED that the minutes of the HMAS Sydney II Memorial Advisory Committee meeting held on 9 September 2019, as previously circulated, be adopted as a true and correct record of proceedings.

MOVED Cr Colliver **SECONDED** D Rolston
CARRIED UNANIMOUSLY BY CONSENSUS

5. REVIEW AND UPDATE ACTION REGISTER

Action Register Items that remain 'Ongoing'

HMAS-037 – RSL to obtain original correspondence from the Corvettes to progress completion of this action.

HMAS-037a – Letter to be sent from the Committee to the RSL explaining the above.

Action Register Items that are now 'Complete'

HMAS-061 – Reciprocal arrangement for signage with the Museum.

6. CORRESPONDENCE

6.1. Incoming Correspondence – Nil.

6.2. Outgoing Correspondence – Nil.

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

7.1. Warden's Update

Discussed November 2019 Memorial Service.

Committee noted the lesson learned from the 2019 Services was the reminder that *all activities at the Memorial, including the annual Memorial Services, must be in accordance with the Memorial Conservation Framework and Naval ceremonial protocol.*

7.2. 2020 Memorial Service

Planning has commenced.

7.3. 2021 Memorial Service (80th Anniversary)

Preliminary budget estimates to be prepared in 2020 for the 80th Anniversary Services.

Discussed the need to make plans this year (2020) to conform to the City's budget cycle and allow adequate budget allowance in Councils FY2021-22 budget.

ACTION: Chair to liaise with Mayor to add discuss of the 2021 Memorial Service to the agenda of a future Concept Forum, with a presentation from Rotary.

8. CONSTRUCTION OF ADDITIONAL FACILITIES AT THE MEMORIAL

8.1. Update from Chris Lee – Construction of Ablution Facilities

City is expecting tender to be advertised this weekend. Delay is due to The City waiting on final plans from the Smiths Sculptors, which are expected this week.

8.2. Update from Rotary – Funding for Visitor Facilities.

Rotary are disappointed their application for a RED grant was unsuccessful. Rotary plan to re-apply in the next funding round.

Rotary are also investigating funding options with Lotterywest.



9. GENERAL BUSINESS

9.1. Appointment of Representatives from External Organisations

ACTION: All representative groups on the Committee are to send formal notification of their representatives to the City.

9.2. Installation of Defibrillator at Memorial

Defibrillator installed by the Voluntary Tour Guides was stolen. Installation of replacement is required, with a suitable location yet to be determined. Further discussion required outside this meeting.

The Voluntary Tour Guides noted the City's efforts in maintaining the grounds of the Memorial.

10. DATE OF NEXT MEETING

To be advised.

11. CLOSE

Meeting closed by Chairperson at 5.01pm.



