

HMAS Sydney II Memorial Advisory Committee

Meeting Agenda

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	5/2018
Meeting Date	Monday 3 September 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 Mayor Van Styn City Ross McKim CEO, City David Emery Manager, City
	Cr Natasha Colliver	Councillor	
	Cr Lewis Freer	Councillor	
	Cr Graeme Bylund	Councillor	Apologies
	Don Rolston	Warden	
	Trevor Beaver	Rotary	Distribution Committee Members, Proxies, CEO
	Kaylla Broad	Rotary	
	Spike Jones	Naval Association	
	Ian Holthouse	Naval Association	
	Stephen Butler	RSL	
	Ian Heberle	RSL	
	Trevor Ralph	Voluntary Guides	
	David l'anson	Voluntary Guides	
Chris Lee	Director, City		
Ebony Enright	Support Staff, City		

1. WELCOME & APOLOGIES

2. MINUTES OF PREVIOUS MEETING

Acceptance of previous minutes

3. REVIEW AND UPDATE ACTION REGISTER

4. CORRESPONDENCE

4.1. Incoming Correspondence

Review and confirmation of incoming correspondence register.

4.2. Outgoing Correspondence

Review and confirmation of outgoing correspondence

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

5.1. Public Facilities – Discuss Concept Designs

6. GENERAL BUSINESS

6.1. Nomination of the Warden and Sub Warden – *Cr Reymond*

7. NEW BUSINESS

8. DATE OF NEXT MEETING

9. CLOSE

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	Distribution		Committee Members, Proxies, CEO	
David Emery	Manager, City				
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 a 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.

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. NB: The Australian Corvettes represent the corvettes which were in the company of the HMAS Sydney II when lost.	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 in 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. 03/09/2018 - Confirm that correspondence has been sent to the office of Hon Peter Tinley by the CEO on behalf of the committee, addressing all of the above points.	Chair	Complete
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 advertising 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 of two (2) years. 06/08/2018 - Discussed at meeting held on 6 August, Agenda Item 6.2.	Chair	Ongoing
HMAS-055	12-Feb-18	7.3 New Business	Don Rolston's knowledge of the Memorial needs to be captured and documented. 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

PUBLIC FACILITIES CORRESPONDENCE - 2018

TRIM REF	DATE	AUTHOR	SUBJECT
D-18-004843	19-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from WA Museum
D-18-005913	22-Jan-18	Western Australian Museum	Reply regarding view on HMAS Sydney II Memorial public facilities from WA Museum
D-18-003635	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Geraldton City RSL
D-18-009571	15-Jan-18	Geraldton City RSL	Reply regarding view on HMAS Sydney II Memorial public facilities from Geraldton City RSL
D-18-005003	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Geraldton Voluntary Tour Guides
D-18-005005	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Naval Association
D-18-006923	19-Jan-18	Naval Association of Australia	Reply regarding view on HMAS Sydney II Memorial public facilities from State President, Naval Association of Australia
D-18-008373	01-Feb-18	Naval Association of Australia	View on HMAS Sydney II Memorial public facilities from National Preident, Naval Association of Australia
D-18-009551	06-Feb-18	Commodore Bob Trotter OAM	View on HMAS Sydney II Memorial proposed public facilities from Bob Trotter OAM
D-18-005006	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Rotary Club
D-18-008311	01-Feb-18	Rotary Club of Geraldton	Reply regarding view on HMAS Sydney II Memorial public facilities from Rotary Club , and Minutes of Rotary Meeting held 24-Jan-2018
D-18-005340	22-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Hon Peter Tinley AM MLA, Minister for Veteran's Issues
D-18-004883	19-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Disability Service Commission
D-18-008857	02-Feb-18	Disability Service Commission	Reply regarding view on HMAS Sydney II Memorial public facilities from Disability Service Commission
D-18-001823	09-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Request Australian War Memorial Committee assume management of HMAS Sydney II Memorial site to Hon Brendan Nelson
D-18-005757	23-Jan-18	Hon Brendon Nelson	Reply regarding management of the HMAS Sydney II Memorial Site from Hon Brendan Nelson, Office of the Director Australian War Memorial
D-18-005786	23-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking advice on HMAS Sydney II Memorial public facilities from Hon Michael McCormack MP, Minister for Veteran Affairs
D-18-053612	26-Jun-18	Office of the Hon Darren Chester MP, Minister for Veterans Affairs	Reply regarding view on HMAS Sydney II Memorial Public Facilities, Unable to provide financial support. From Minister for Veterans Affairs and Defence Personnel
D-18-017188	22-Feb-18	J Colley, Foundation Engineering	Costings of public facilities - letter from J Colley, Foundation Engineering
D-18-019059	08-Mar-18	Naval Association of Australia	Rescinding of support for Council's decision on public facilities - letter from State President, Naval Association Assoc. WA
D-18-020905	14-Mar-18	Trevor Ralph	Water Corporation Site Map of HMAS Sydney II Memorial site - provided by Trevor Ralph
D-18-021749	16-Mar-18	Don Rolston, Warden	Regarding progress of brief for HMAS Sydney II Memorial public facilities - email from Don Rolston, Warden
D-18-021749	19-Mar-18	Chris Lee, Director, City of Greater Geraldton	Reply regarding progress of brief for HMAS Sydney II Memorial public facilities - email from Chris Lee, Director

INCOMING CORRESPONDENCE - 2018

TRIM REF	DATE	AUTHOR	SUBJECT
D-18-015672	23-Feb-18	Don Rolston	Email re Roll of Honour - correction of spelling for Rex Allan Kearnan
D-18-018020	02-Mar-18	Giudice & Barndon	Quote for correction of spelling
D-18-021730	17-Feb-18	Mary I'anson	Minutes of External Committee Members - 16 February 2018
D-18-036557	30-Apr-18	Belinda Littlemore, Tourism Western Australia	Drama Series Broadcast Film Shoot - Filiming Request at HMAS Sydney II Memorial
D-18-036544	6-May-18	Smith Sculptors	Permission to use the image of the HMAS Sydney II Memorail by the Geraldton Bowling Club
D-18-047463	13-Jun-18	Desmond Woods, Department of Defence	Distinguished Guest for Commemorative Services 2018
D-18-051147	26-Jun-18	David I'Anson, Geraldton Voluntary Tour Guides	Alternative Proxy for Geraldton Voluntary Tour Guides
D-18-066218	23-Aug-18	Don Rolston	Nomination for Warden - HMAS Sydney II Memorial

OUTGOING CORRESPONDENCE - 2018

TRIM REF	DATE	AUTHOR	SUBJECT
D-18-014168	20-Feb-18	Ross McKim, CEO, City of Greater Geraldton	Acknowledgement and thanks for offer in assiting with the facilitation of the public facilities design and that the Committee accept the offer, to the office of Hon. Peter Tinley.
D-18-051150	20-Jun-18	Maya Engstrom, City of Greater Geraldton	No date set for the next committee meeting.
D-18-059403	30-Jul-18	Ross McKim, CEO, City of Greater Geraldton	Funding for Distinguished Guest to attend Commemorative Services 2018
D-18-067013	28-Aug-18	Ebony Enright, City of Greater Geraldton	Aknowledgement - Nomination for Ward