

HMAS Sydney II Memorial Advisory Committee

Meeting Agenda

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	6/2018
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 Mayor Van Styn City Ross McKim CEO, City David Emery Manager, City
	Cr Natasha Colliver	Councillor	
	Cr Lewis Freer	Councillor	
	Don Rolston	Warden	Apologies Cr Graeme Bylund Councillor
	Trevor Beaver	Rotary	
	Di Gilleland	Rotary	Distribution Committee Members, Proxies, CEO
	Spike Jones	Naval Association	
	Ian Holthouse	Naval Association	
	Stephen Butler	RSL	
	Ian Heberle	RSL	
	Trevor Ralph	Voluntary Guides	
	David I'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

6. GENERAL BUSINESS

6.1. Nomination of Warden / Sub Warden

6.2. 2018 Memorial Service

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.	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	Ross McKim	CEO, City
	Cr Natasha Colliver	Councillor		David Emery	Manager, City
	Cr Lewis Freer	Councillor	Apologies	Ian Holthouse	Naval Associ
	Don Rolston	Warden		Cr G Bylund	Councillor
	Trevor Beaver	Rotary		Trevor Ralph	Voluntary Guides
	Di Gilleland	Rotary	Distribution	Committee Members, Proxies, CEO	
	Spike Jones	Naval Association			
	Stephen Butler	RSL			
	Ian Heberle	RSL			
	David l'anson	Voluntary Guides			
Chris Lee	Director, City				
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 6 August 2018, as previously circulated, be adopted as a true and correct record of proceedings.

MOVED Cr Colliver SECONDED Don Rolston

3. REVIEW AND UPDATE ACTION REGISTER

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

Action Register Items that are now 'Complete' - HMAS-050

Action Register Items discussed – HMAS-056 – Commemorative service.

Don Rolston provided update on planning of 2018 Commemorative Service. Discussed attendance of distinguished guest (Warrant Officer Mary Grogan) and possible liabilities this visit may present.

4. CORRESPONDENCE

4.1. Incoming Correspondence

Review and confirmation of incoming correspondence register.

Nomination for Warden received from Don Rolston

4.2. Outgoing Correspondence

Review and confirmation of outgoing correspondence

Acknowledgement of Nomination for Warden received from Don Rolston

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

5.1. Public Facilities – Discuss Concept Designs –

Trevor Beaver distributed a motion, attachment to minutes.

Cr Reymond distributed a motion, attachment to minutes.

All agreed with contents of both motions presented. It is noted that Geraldton Voluntary Tour Guides preferred option is Concept Design Option 2 however; as the toilets are a priority, they are prepared to support Option 3 and 3A.

Following discussion the following Committee Recommendation was reached:

COMMITTEE RECOMMENDATION

1. That Council
 - (a) Rescind Council Resolution IS157 made on 26 September 2018 regarding the public facilities at the HMAS Sydney II Memorial.
 - (b) Adopt the Smith Sculptors Concept Designs 3 and 3A as the preferred designs for the Memorial;
 - (c) Allocate funds in FY2018/19 for design and construction of toilets facilities as per Concept Design 3; and,
 - (d) Provide in principle support for construction of facilities as per Concept Design 3A to allow Rotary and RSL to pursue funding opportunities in the future.
2. That City officer engage the Smith Sculptors to develop a 15% design brief and cost estimates for Concept Designs 3 and 3A.

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

ACTION:

Minister Tinley be provided with an update of the Committee's recommendation and preferred option. (Ross McKim)

6. GENERAL BUSINESS

6.1. Nomination of Warden / Sub Warden – Cr Reymond

COMMITTEE RECOMMENDATION

That the committee accept the nomination of Don Rolston for the role of Warden of the HMAS Sydney II Memorial, for the two year period commencing 19 November 2018.

MOVED D I'Anson SECONDED S Butler

6.2. 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).

ACTION:

Stephen Butler and Spike Jones to report back to the Committee at the next meeting regarding their respective organisations consent for a second Warden.

7. NEW BUSINESS

Nil

8. DATE OF NEXT MEETING

Monday, 12 November 2018 at 4pm.

9. CLOSE

Meeting closed by Chairperson at 5.03pm.

HMAS Sydney II Memorial Advisory Committee - Action log

Log #	Meeting Date	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>	S.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-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 fo two (2) years. 06/08/2018 - Discussed at meeting held on 6 August, Agenda Item 6.2. 12/11/2018 - Don Rolston appointed as Warden for a period of two (2) years at the September 2018 Ordinary Meeting of Council.	Chair	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
HMAS-057	3/09/2018	5.1 Public Facilities	Minister Tinley be provided with an update of the Committee's recommendation and preferred option. 12/11/2018 - Update sent to Hon Peter Tinley from CEO, Mr Ross McKim	CEO	Complete
HMAS-057	3/09/2018	6.2 Nomination of Sub Warden	Stephen Butler and Spike Jones to report back to the Committee at the next meeting regarding their respective organisations consent for a second Warden.	S. Butler S. Jones	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
D-18-070658	4-Oct-18	Ebony Enright, City of Greater Geraldton	Notification of Council Resolution - Appointment of Warden
D-18-074509	28-Sep-18	Ross McKim, CEO, City of Greater Geraldton	Update on resolution of preferred concept design for public facilities at the Memorial. Hon. Peter Tinley .