

HMAS Sydney II Memorial Advisory Committee

Meeting Agenda

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	1/2019
Meeting Date	Monday 11 February 2019		
Meeting Time	4.30pm to 5.30pm		
Venue	City of Greater Geraldton Civic Centre, Committee Meeting Room		
Committee Members:	Cr Michael Reymond Chairperson Cr Natasha Colliver Councillor Cr Lewis Freer Councillor Cr Graeme Bylund Councillor Don Rolston Warden Trevor Beaver Rotary Di Gilleland Rotary Spike Jones Naval Association Ian Holthouse Naval Association	Stephen Butler Ian Heberle Trevor Ralph David I'anson Chris Lee Ebony Enright	RSL RSL Voluntary Guides Voluntary Guides Director, City Support Staff, City
By Invitation	Mayor Van Styn City Ross McKim CEO, City David Emery Manager, City	Apologies:	

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 correspondence received

4.2. Outgoing Correspondence

Review and confirmation of outgoing correspondence since previous meeting.

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

5.1. Public Facilities

6. GENERAL BUSINESS

6.1. Committee Member Obligations

6.2. Council Policy 1.9 | Commemorative Plaques

6.3. HMAS Sydney II Ships Badge | Correspondence from Jim Eagles

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 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	
	David l'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.

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.

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.	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-055	12-Feb-18	7.3 New Business	Don Rolston's knowledge of the Memorial needs to be captured and documents. Requires further discussion and planning by the Committee. 12/11/2018 - CEO Ross McKim will arrange for Don to meet with Trudi from the Library to commence this process.	Chair	Ongoing
HMAS-059	12-Nov-18	7.2 New Business	That a small sign to be installed at the Memorial to refer visitors to the Museum following their visit to the Memorial.	City Officers	Ongoing

COMMITTEE INCOMING CORRESPONDENCE 2018/19			
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 - Filming 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
D-18-070658	12-Sep-18	Ebony Enright, City of Greater Geraldton	
D-18-096116	9-Nov-18	Ian Holthouse, President, NAA WA	Recommendation of Spike Jones for Sub Warden
D-18-096111	12-Nov-18	Ian Holthouse, President, NAA WA	Commending work of Memorial Tour Guides
D-18-001597	8-Jan-19	Hon Peter Tinley AM MLA	Appreciation - Informed of Progress of Memorial Facilities
D-18-101025	10-Dec-18	Trudi Cornish, Manager Libraries and Heritage	Don Rolston's knowledge of the Memorial
COMMITTEE OUTGOING CORRESPONDENCE 2018/19			
TRIM REF	DATE	AUTHOR	SUBJECT
D-18-014168	20-Feb-18	Ross McKim, CEO, City of Greater Geraldton	Acknowledgement and thanks for offer in assitang 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	Acknowledgement - Nomination for 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 .
D-18-070658	4-Oct-18	Ebony Enright, City of Greater Geraldton	Notification of Council Resolution - Appointment of Warden
D-18-102448	14-Dec-18	Cr Michael Reymond, Chair of Committee	Correspondence to RSL regarding the nomination of Sub Warden for the Memorial.

City of Greater Geraldton

1.9 COMMEMORATIVE PLAQUES

SUSTAINABILITY THEME

Community

OBJECTIVES

The City of Greater Geraldton (The City) from time to time receives requests for placement of memorial plaques in public locations in the Greater Geraldton Region.

This policy deals with the format, installation, maintenance and approval of memorial plaques:

- Specifically, in the grounds of HMAS *Sydney* II Memorial Site on Mount Scott (as delineated in Appendix 1 Memorial Boundaries, HMAS *Sydney* II Memorial, Conservation Framework); and
- On all other encompassing structures in the Greater Geraldton region.

Plaques will commemorate:

- Military service for those Australian and Allied nation units pertaining to HMAS *Sydney* II.
- The significant contribution of members of the public to the cultural, social, industrial, political or economic development of the Greater Geraldton Region.

POLICY STATEMENT

This policy provides guidance on the eligibility and style of commemorative plaques as well as the process and responsibilities of The City and the Applicant.

POLICY DETAILS

1. HMAS *Sydney* II Memorial Site

1.1. Guidelines

The following guidelines relate to eligibility for the installation of commemorative plaques in the area shown as the Narrative Space on the grounds of the HMAS *Sydney* II Memorial site on Mount Scott.

- All Australian and Allied nations recognised Ex-Service organisations or unit associations whose service is related to the HMAS *Sydney* II are eligible to request the installation of a plaque.
- An Australian unit is considered to be a Royal Australian Navy ship, Ship's company or element thereof, RAAF squadron, or detachment thereof. Allied Nation units should follow similar guidelines. Consideration may also be given to commemorating organised groups of units pertaining to HMAS *Sydney* II that served together at the one time.
- Proposals for placement will only be considered if they are put forward by the recognised governing body of a recognised Ex-Service organisation or Unit Association. Proposals from individuals or non-veteran groups purporting to represent a unit (such as re-enactment groups or similar) will not be considered.
- Wording on plaques must be approved by HMAS *Sydney* II Advisory Committee. Text should be written following research from a wide range of authoritative sources and be accompanied by written verification by a suitably qualified historian.

- Text must be provided to The City for proofing and checking prior to manufacture of the plaque.
- All production and installation costs will be borne by the association proposing the plaque.
- The City will provide a written quote for installation at the time of a request.

1.2. Plaque Design

Plaques must conform to The City's plaque design specifications in material, size and style as follows:

- Engraved stainless steel.
- Dimensions 450mm x 350mm.
- Any sponsorship recognition will be through use of approved wording or logo which will take up no more than 10% of the overall plaque design.
- Sponsorship recognition will be positioned in a way that does not detract from the commemorative focus of the plaque.

Plaques will be placed randomly within gardens, walkways and walls at locations, as approved by The City, adjacent to the formal Commemorative Space as delineated on the map contained in Appendix 1. The City will determine the location of the plaque in accordance with its management plan for Mount Scott, while also taking into account any existing plaques, current and future landscaping plans and other features.

2. Encompassing Structures (Memorial Seating and Other Structures)

2.1. Guidelines

Groups, families or individuals may nominate a deceased person or a group who has made a highly significant contribution to the cultural, political, economic, industrial or social development of the City of Greater Geraldton or the Greater Geraldton region during their lifetime.

Unless otherwise agreed, the applicant must meet all costs associated with design, manufacture and installation of the plaque. The City will provide a written quote for design, manufacture and installation at the time of a request.

Plaques will be placed on seating within gardens and parks or fixed objects/structures in the Greater Geraldton region. Applicants are invited to nominate a preferred site (general location) for the placement of the plaque. However, this will depend on available seating as well as taking into account any existing plaques, current and future landscaping plans and other features.

The City will consider the option of the applicant purchasing a seat for a specific location. This will be undertaken and approved on an individual basis.

Plaques do have a finite life and, while every reasonable effort will be made to extend the life of the plaque, The City cannot guarantee that a plaque will remain at the designated site indefinitely. The plaque shall be located and maintained at the designated site for a period of not less than 10 years from the time of installation, with the exception of the site being redeveloped or the use of the site changing significantly in character. Prior to any change to the location every reasonable attempt will be made to contact the Applicant to discuss the relocation. Should the plaque be lost or vandalized, repair and replacement costs remain the responsibility of the donor of the plaque. Payment in full will be required prior to the commencement of work.

2.2. Plaque Design

2.2.1. Memorial Seating

- A rectangular metal plaque – maximum size 100mm x 200mm.
- 3mm brass or 1.6mm stainless steel.
- One plaque is permitted per seat.
- No imagery to be used.
- Typeface should be clearly legible and text should be centered.
- Maximum text of 70 words, depending on size of plaque.
- Proposed text will be brief and language accessible to the public.
- Installation to be on the backrest of seat or bench.

2.2.2. Walls, Fences or Rocks

- A rectangular metal plaque – maximum size 300mm x 200mm.
- 3mm brass or 1.6mm stainless steel.
- One plaque is permitted per object.
- No imagery to be used.
- Maximum text of 100 words depending on size of plaque.
- Proposed text will be brief and language accessible to the public.
- Installation to be on the face of the wall, fence or rock.

3. Application

Applications should be addressed to:

The Chief Executive Officer

City of Greater Geraldton

PO Box 101

GERALDTON WA 6531

Applicants will be advised in writing of the progress of their application within one month of receipt of their application.

No application will be considered outside this process.

KEY TERM DEFINITIONS

City means the City of Greater Geraldton.

Narrative Space is an area reserved for narrative elements regarding HMAS *Sydney* II, her life, loss and discovery, which serve educational purposes. As the “buffer” between the Commemorative Space and Grounds, its use is permitted for quiet and respectful activities only.

Commemorative Space is the area committed to the core function of the Memorial and is only to be used for private contemplation and reflection, approved ceremonies and tour visits accompanied by authorised Guides.

ROLES AND RESPONSIBILITIES

Infrastructure Services will provide advice and guidance on development and production elements and manage installation.

The Geraldton Regional Library Heritage Services Team will ensure historically accurate and edited text and maintain a register of plaques.

The Director Development and Community Services is responsible for ensuring this policy is implemented, maintained and reviewed on a biennial basis.

WORKPLACE INFORMATION/REFERENCES

HMAS *Sydney II* Memorial Geraldton Conservation Framework (D-13-82679)

Military Memorials of National Significance Act 2008

APPENDIX 1 – Memorial Boundaries, HMAS Sydney II Memorial, Conservation Framework



This drawing is a conceptual illustration only. It is not intended to be used as a legal document. The actual design and construction of the memorial will be subject to the relevant planning and heritage legislation.



Operator:	
Department:	
Drawing No.:	
Date: 12/11/20	Scale: 1:1000

POLICY ADMINISTRATION

Directorate	Officer	Review Cycle	Next Due
Development and Community Services	Manager Libraries, Heritage & Gallery	Biennial	2020
Version	Decision Reference	Synopsis	
2.	DCSXXX – XX XX XXXX	Policy Review	

CP 1.9 COMMEMORATIVE PLAQUES	CP 1.9 COMMEMORATIVE PLAQUES	
CURRENT POLICY STATEMENT	PROPOSED	CHANGE NOTES
SUSTAINABILITY THEME	SUSTAINABILITY THEME	No changes.
<p>OBJECTIVES</p> <p>The City of Greater Geraldton (The City) from time to time receives requests for placement of memorial plaques in public locations in the Greater Geraldton Region.</p> <p>This policy deals with the format, installation, maintenance and approval of memorial plaques:</p> <ul style="list-style-type: none"> Specifically, in the grounds of HMAS <i>Sydney</i> II Memorial Site on Mount Scott (as delineated on the attached map – Appendix 7 Memorial Boundaries, HMAS <i>Sydney</i> II Memorial, Conservation Framework), and, On all other encompassing structures in the Greater Geraldton region. <p>Plaques will commemorate:</p> <ul style="list-style-type: none"> Military service for those Australian and Allied nation units pertaining to HMAS <i>Sydney</i> II, The significant contribution of members of the public to the cultural, social, industrial, political or economic development of the Greater Geraldton Region. 	<p>OBJECTIVES</p> <p>The City of Greater Geraldton (The City) from time to time receives requests for placement of memorial plaques in public locations in the Greater Geraldton Region.</p> <p>This policy deals with the format, installation, maintenance and approval of memorial plaques:</p> <ul style="list-style-type: none"> Specifically, in the grounds of HMAS <i>Sydney</i> II Memorial Site on Mount Scott (as delineated in Appendix 1 Memorial Boundaries, HMAS <i>Sydney</i> II Memorial, Conservation Framework), and, On all other encompassing structures in the Greater Geraldton region. <p>Plaques will commemorate:</p> <ul style="list-style-type: none"> Military service for those Australian and Allied nation units pertaining to HMAS <i>Sydney</i> II. The significant contribution of members of the public to the cultural, social, industrial, political or economic development of the Greater Geraldton Region. 	<p>Appendix 7 - typo correction to Appendix 1.</p> <p>Appendix title slightly reworded.</p>
POLICY STATEMENT	POLICY STATEMENT	No changes.
<p>POLICY DETAILS</p> <p>1. HMAS <i>Sydney</i> II Memorial Site</p> <p>1.1. Guidelines</p> <p>The following guidelines relate to eligibility for the installation of commemorative plaques in the area shown as the Narrative space on the grounds of the HMAS <i>Sydney</i> II Memorial site on Mount Scott.</p> <ul style="list-style-type: none"> All Australian and Allied nations recognised Ex-Service organisations or unit associations whose service is related to the HMAS <i>Sydney</i> II are eligible to request the installation of a plaque. An Australian unit is considered to be a Royal Australian Navy ship, Ship's company or element thereof, RAAF squadron, or detachment thereof. Allied Nation units should follow similar guidelines. Consideration may also be given to commemorating organised groups of units pertaining to HMAS <i>Sydney</i> II that served together at the one time. Proposals for placement will only be considered if they are put forward by the recognised governing body of a recognised Ex-Service organisation or Unit Association. Proposals from individuals or non-veteran groups purporting to represent a unit (such as re-enactment groups or similar) will not be considered. Wording on plaques must be approved by HMAS <i>Sydney</i> II Memorial Stakeholder group. Text should be written following research from a wide range of authoritative sources and be accompanied by written verification by a suitably qualified historian. Text must be provided to The City for proofing and checking prior to manufacture of the plaque. All production and installation costs will be borne by the association proposing the plaque. The City will provide a written quote for installation at the time of a request. 	<p>POLICY DETAILS</p> <p>1. HMAS <i>Sydney</i> II Memorial Site</p> <p>1.1. Guidelines</p> <p>The following guidelines relate to eligibility for the installation of commemorative plaques in the area shown as the Narrative Space on the grounds of the HMAS <i>Sydney</i> II Memorial site on Mount Scott.</p> <ul style="list-style-type: none"> All Australian and Allied nations recognised Ex-Service organisations or unit associations whose service is related to the HMAS <i>Sydney</i> II are eligible to request the installation of a plaque. An Australian unit is considered to be a Royal Australian Navy ship, Ship's company or element thereof, RAAF squadron, or detachment thereof. Allied Nation units should follow similar guidelines. Consideration may also be given to commemorating organised groups of units pertaining to HMAS <i>Sydney</i> II that served together at the one time. Proposals for placement will only be considered if they are put forward by the recognised governing body of a recognised Ex-Service organisation or Unit Association. Proposals from individuals or non-veteran groups purporting to represent a unit (such as re-enactment groups or similar) will not be considered. Wording on plaques must be approved by HMAS <i>Sydney</i> II Advisory Committee. Text should be written following research from a wide range of authoritative sources and be accompanied by written verification by a suitably qualified historian. Text must be provided to The City for proofing and checking prior to manufacture of the plaque. All production and installation costs will be borne by the association proposing the plaque. The City will provide a written quote for installation at the time of a request. 	<p>Minor typo correction - upper case for "Narrative Space".</p> <p>Changed wording from HMAS <i>Sydney</i> II Memorial Stakeholder group to HMAS <i>Sydney</i> II Memorial Advisory Committee.</p>

<p>1.2. Plaque Design</p> <p>Plaques must conform to The City's plaque design specifications in material, size and style as follows:</p> <ul style="list-style-type: none"> engraved stainless steel. with the dimensions 450mm x 350mm. any sponsorship recognition will be through use of approved wording or logo which will take up no more than 10% of the overall plaque design. sponsorship recognition will be positioned in a way that does not detract from the commemorative focus of the plaque. <p>Plaques will be placed randomly within gardens, walkways and walls at locations, as approved by The City, adjacent to the formal commemorative space as delineated on the attached map. The City will determine the location of the plaque in accordance with its management plan for Mount Scott, while also taking into account any existing plaques, current and future landscaping plans and other features.</p>	<p>1.2. Plaque Design</p> <p>Plaques must conform to The City's plaque design specifications in material, size and style as follows:</p> <ul style="list-style-type: none"> Engraved stainless steel. Dimensions 450mm x 350mm. Any sponsorship recognition will be through use of approved wording or logo which will take up no more than 10% of the overall plaque design. Sponsorship recognition will be positioned in a way that does not detract from the commemorative focus of the plaque. <p>Plaques will be placed randomly within gardens, walkways and walls at locations, as approved by The City, adjacent to the formal Commemorative Space as delineated on the map contained in Appendix 1. The City will determine the location of the plaque in accordance with its management plan for Mount Scott, while also taking into account any existing plaques, current and future landscaping plans and other features.</p>	<p>Minor format and typo corrections, including upper case for "Commemorative Space".</p> <p>Included reference to Appendix 1.</p>
<p>KEY TERM DEFINITIONS</p>	<p>KEY TERM DEFINITIONS</p> <p>City means the City of Greater Geraldton.</p> <p>Narrative Space is an area reserved for narrative elements regarding HMAS <i>Sydney II</i>, her life, loss and discovery, which serve educational purposes. As the "buffer" between the Commemorative Space and Grounds, its use is permitted for quiet and respectful activities only.</p> <p>Commemorative Space is the area committed to the core function of the Memorial and is only to be used for private contemplation and reflection, approved ceremonies and tour visits accompanied by authorised Guides.</p>	<p>No definitions in previous version.</p>
<p>ROLES AND RESPONSIBILITIES</p> <p>The Community Infrastructure Department will provide advice and guidance on development and production elements and manage installation.</p> <p>The Geraldton Regional Library Heritage Services Team will ensure historically accurate and edited text and maintain a register of plaques.</p> <p>The Director Development and Community Services is responsible for ensuring this policy is implemented, maintained and reviewed on an annual basis.</p>	<p>ROLES AND RESPONSIBILITIES</p> <p>Infrastructure Services will provide advice and guidance on development and production elements and manage installation.</p> <p>The Geraldton Regional Library Heritage Services Team will ensure historically accurate and edited text and maintain a register of plaques.</p> <p>The Director Development and Community Services is responsible for ensuring this policy is implemented, maintained and reviewed on a biennial basis.</p>	<p>Updated directorate name for Infrastructure Services.</p> <p>Update renewal from annual to biennial.</p>
<p>WORKPLACE INFORMATION</p> <p>Australian War Memorial Policy for Commemorative Plaques.</p>	<p>WORKPLACE INFORMATION</p> <p>HMAS <i>Sydney II</i> Memorial Geraldton Conservation Framework (D-13-82679)</p> <p><i>Military Memorials of National Significance Act 2008</i></p>	<p>Revised workplace reference for HMAS <i>Sydney II</i> Memorial. Adopted Ordinary Meeting of Council, 27 August 2013.</p> <p><i>Military Memorials of National Significance Act 2008</i> referenced in Conservation Framework.</p>

APPENDIX 7 – HMAS Sydney II Memorial Boundaries – 30 May 2012

APPENDIX 1 – Memorial Boundaries, HMAS Sydney II Memorial, Conservation Framework



Appendix typo from 7 to 1 updated and title slightly reworded so that updated Map reference detail is included.

Appendix 1 shifted to before, rather than after, Policy Admin. Information.

POLICY ADMINISTRATION

Directorate	Officer	Review Cycle	Next Due
Development and Community Services	Manager Library & Hertiage Services	Biennial	2019
Version	Decision Reference		
1.	CCS231 – 24 January 2017	MERGED POLICY – CP045 Commemorative Plaques at HMAS Sydney Memorial and CP026 Memorial Plaques	

POLICY ADMINISTRATION

Directorate	Officer	Review Cycle	Next Due
Development and Community Services	Manager Libraries, Heritage and Gallery	Biennial	2021
Version	Decision Reference		
2.			

Corrected misspelling of "Heritage".

Changed role title to reflect updated position description.

Ebony Enright

From: David Emery
Sent: Friday, 18 January 2019 11:54 AM
To: Nicole Roberts; 'Jim Eagles'
Cc: Ebony Enright
Subject: HMAS Sydney II Ship's Badge

From: Jim Eagles <sygnuseag@iprimus.com.au>
Sent: Tuesday, 15 January 2019 2:19 PM
To: Nicole Roberts <NicoleR@cgg.wa.gov.au>
Subject: RE: Greater City Council memorial to HMAS Sydney II

Dear Ms Roberts

Below is the reference source for the incorrect badge on the website I referred to.

<https://www.cgg.wa.gov.au/Profiles/cgg/Assets/ClientData/Documents/Council-Meetings/33/Attachment-CS224-Appointment-of-the-HMAS-Sydney-II-Memorial-Warden-and-Sub-Warden-Conservation-Policy.pdf>

The reference source for the correct Sydney II badge, is "The Capital Ships their battles and their badges" by Vic Cassells, Kangaroo Press, 2000. The references to the Sydney are on pages 143-163 which explains the origin of the badge which was conferred on the Sydney upon commissioning in the UK in the mid1930's. It was never changed and was the same badge when the ship was lost in 1941.

The ships badge was approved by the Admiralty and they hold the copyright perpetually and the badge was designed partly by the RAN and finally by the Ships Badges Committee in the UK. Australian navy took over the design of Australian ship's badges in the mid-1940's after the war.

The confusion began with David Mearns. The badges on the ships boats in his images do not exist, the navy then changed their official website to agree with Mearns. However, Vic Cassells was the official naval heraldry adviser for the RAN for thirty years, including designing badges for the more modern ships of the navy. The correct Sydney badge is illustrated here together with the motto that is part of the design.

Sincerely

James Eagles



HMAS Sydney II

From: Nicole Roberts [<mailto:NicoleR@cgg.wa.gov.au>]
Sent: Tuesday, 15 January 2019 3:20 PM
To: Jim Eagles
Subject: RE: Greater City Council memorial to HMAS Sydney II

Good afternoon James,

Thank you for getting in touch with us regarding incorrect information. Would it be possible for you to please send through a link to the exact page in question so I can investigate further?

Kind regards,

Nicole Roberts
Communications Officer - Digital

City of Greater Geraldton
PO Box 101 Geraldton WA 6531
t| (08) 9956 6737 | e | nicoler@cgg.wa.gov.au | www.cgg.wa.gov.au

From: Jim Eagles <sygnuseag@iprimus.com.au>
Sent: Tuesday, 15 January 2019 12:35 PM
To: City of Greater Geraldton <council@cgg.wa.gov.au>
Subject: Greater City Council memorial to HMAS Sydney II

President
Geraldton City Council

Dear Sir

Your website containing information as a memorial to HMAS Sydney II, has an image of a ship's badge. I do not know who has advised you about the badge, but you have been misled, that badge does not exist in Australian naval heraldry. In fact the badge exists only on your web page. The correct badge image can be found in the book Capital Ships their battle and their badge, by Vic Cassells, the heraldry adviser to the RAN for thirty years.

I have a fair idea where you got that badge from but it is WRONG and naval person who visits your memorial will know you have it wrong.

Sincerely
James Eagles
Ex-RAN