

HMAS Sydney II Memorial Advisory Committee Meeting Meeting Minutes

Meeting Name	HMAS Sydney II Memorial Advisory Committee Meeting	Meeting No.	D-14-67544
Meeting Date	Wednesday, 08 October 2014		
Meeting Time	4.00pm – 5.00pm		
Meeting Location	Committee Meeting Room		
Attendees	David l'Anson – Geraldton Volunteer Tour Guides Association (Chair) Don Rolston – Warden Andy Hayward – Sub warden Cr Richard de Tafford Andrea Selvey – CGG Graham Alexander - CGG Ross Davies - RSL Ross Halsall – Naval Association of Australia Trevor Beaver - Rotary Club of Geraldton Shauni Downes – CGG (minute taker)	By Invitation	
		Apologies	Leigh O'Brien – Museum WA Cr Bob Hall
		Distribution	As above

1. Welcome & Apologies	
All welcomed & apologies noted. Mr Hayward officially welcomed.	
2. Action Log & Previous Minutes	
<p>RD move and endorsed the minutes.</p> <p>HM-30: Completed. Welcomed and congratulations to Mr Rolston and Mr Hayward.</p> <p>HM-31: AS advised the terms of reference states the Warden is classed as a full member of the Committee allowing voting rights, the Sub warden does not have voting rights due to not being a member unless DR is absent which AH would then be proxy for the Warden. Noted for TB to nominate an alternative proxy for the Rotary Club. TB to pass information on to SD to update.</p> <p>HM-32: AS advised the amenities plan which was endorsed by the Committee was reviewed by the Executive Management Team (EMT) and the Council Concept Forum, she noted Concept forum is an informal meeting with Executives and Councillors for discussion and presentation which is not a decision making forum.</p> <p>Item to be presented formally to Council with EMT recommendation as follows:</p> <ol style="list-style-type: none"> 1. <i>ACKNOWLEDGE the need for public toilet amenities at the HMAS Sydney II Memorial at Mt Scott;</i> 2. <i>SUPPORT investigations into the need for a meeting room/storage for the Geraldton Volunteer Tour Guide facilities at the HMAS Sydney II Memorial at Mt Scott;</i> 3. <i>RANK these facilities for the Capital Works Priority list using the capital works prioritisation criteria;</i> 4. <i>CONDUCT a cost benefit analysis to determine the scope and location of such facilities; and</i> 5. <i>WORK with the HMAS Sydney II Memorial Advisory Committee to ensure appropriate stakeholder and community consultation throughout the process.</i> 	TB

<p>RH noted the change from the previous submission he had received from the Smiths. Chair noted the proposal is specifically for the toilets section of the sketch. AS noted the EMT recommendation is about the need for public toilets and storage for the GVTGA. The agenda item to Council will table the design Committee's preferred option. AS is to draft an agenda item and to go to October Council.</p> <p>HM-33: GA and DR have looked at proposals and position for both plaques to be located on the left down from the car park along the walk way in the garden, mounted on plinths similar to the attached example. Approval is required from the RLS and the Naval Association prior to installation.</p>	AS
<p>3. Appointment of Warden</p> <p>The official appointment of Warden and Sub warden had been endorsed at the August Council Meeting. The Committee welcomed and congratulated Mr Don Rolston and Mr Andy Hayward on their official appointment.</p>	
<p>4. Update on 19 November Service – Joanne Panter</p> <p>JP has been collaborating with DR and RH in changing the layout for service on 19 November 2014. The Veterans will begin their march from the base of the Stele to the Dome where they will split on the walk way. This allows the audience full view of the Veterans along with more seating. RH confirmed Captain Angela Bond has accepted to be key note speaker and is looking forward presenting on the day. Furthermore other dignitaries have not been addressed, with suggestions from the Committee welcomed. JP noted the City will send media release through their website, the Geraldton Guardian and on Facebook. RH requested to inform the public they are welcome and the Service is an open event, he also suggested doing a radio announcement. The Chair noted he will contact the Visitor Centre to promote the Service, furthermore his wife sends out invites out to all the schools in Geraldton every year to engage school children in the event. Chair thanked all for their efforts. RH noted protocol during the Remembrance Day Services is the formal handing over of the Warden position but due to the inaugural appointment he will invite Mr Rolston to say a few words.</p>	Chair
<p>5. Update - Amenities Planning</p> <p>Discussed in item 2.</p>	
<p>6. General Business</p> <p>6.1. Maintenance Plan</p> <p>Chair enquired about the maintenance plan for the Memorial. AS advised the City's asset management audit is progressing. The first task was to audit all assets the City owns and create condition reports and from that will be individual plans for facilities.</p> <p>DR tabled his recommendation for maintenance on the Stele and at the memorial resulting in a motion for a report and maintenance schedule as follows;</p> <p><i>DR: That the City undertakes to engage the services of a professional structural engineer to determine by inspection and testing the structural integrity of the Stele element of the HMAS Sydney II Memorial. The engineers report is to include detailed specifics in regards to the current condition of the structure and the effectiveness of previous repairs and remedial activities. The report is also to include recommendations on future planned and corrective maintenance in the form of a detailed maintenance plan and schedule. The engineer will be required to discuss in detail with the members of the Memorial Committee and the City officers the recommended best practice strategy for the future conversation of the Stele. The cost of all elements of the scope is not to exceed \$5000.(See Attachments)</i></p> <p>RH noted the Museum may be able to provide advice and assistance with the corrosion control and suggested contacting Dr Ian MacLeod Executive Director, Freemantle Museum & Collections if deemed necessary. AS to discuss the situation</p>	AS

<p>with the Director of Community Infrastructure and investigate a solution on how to ensure it will align with asset management plan. AS to provide a detailed a response at the next meeting. An item will be required to go to EMT for response prior to Council review. Chair and Committee all in favour for progression as suggested.</p> <p>6.2. CCTV & Lighting.</p> <p>GA advised the CCTV funding currently being met with plans to begin the upgrade by the end of this year. The lights at the fifth element and dome have been replaced with LEDs, the bollard lights are starting to deteriorate and in wet weather the set the trip in the meter box, with plans for upgrade in the next year. GA gained a quote for \$30,000 for the passivation and cleaning of the Dome and the Stele, which he suggested prior to the 75th Anniversary.</p> <p>6.3. Cadets Uniform</p> <p>RH noted the Cadets had recently not marched due to wearing uniform in public with the high terrorism threat. He advised the Cadets will be wearing uniform. RH suggested engaging police or security to also be present with the Cadets and his having others assist him in gaining a resolution.</p> <p>6.4. 75th Anniversary</p> <p>DR tabled a recommendation for the 75th Anniversary as follows:</p> <p><i>DR: Recommended that Council make a decision as a matter of urgency as to whether a 'special' event is to be held to commemorate the 75th Anniversary of the sinking of the HMAS Sydney II on November 19, 2016.</i></p> <p><i>An early decision is necessary to allow sufficient lead time to organise such an event.</i></p> <ul style="list-style-type: none"> • <i>Invitations to State and Federal Members;</i> • <i>Attendance by Senior Officers from Defence;</i> • <i>Request to have Naval vessel in Geraldton;</i> • <i>Invitations to State Governors;</i> • <i>Invitations to the Governor General of Australia; and</i> • <i>Other matters of importance.</i> <p><i>It is necessary to give this matter the priority that is essential to ensure successful event will eventuate. (See Attachment)</i></p> <p>DR moved the submission, TB RD and RH all in favour for the recommendation.</p> <p>RH approached Brendan Nelson office to have him attend prior to the 75th and plans to gain his attendance during that event in 2016. Suggestion to also have Captain Burnett's daughter.</p> <p>Chair noted the guides are having Bob Trotter do a presentation forum at the Spalding Park Golf Club on Tuesday, 18 November 2014 at 6.30pm with all Committee members welcomed to attend.</p>	
<p>7. Date of Next Meeting</p> <p>Monday, 08 December 2014 at 4.00pm. City of Greater Geraldton Civic Centre Office, Committee Meeting Room.</p>	
<p>8. Meeting Close</p> <p>5.20pm</p>	