

HMAS Sydney II Memorial Advisory Committee

Meeting Minutes

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| Meeting Name | HMAS Sydney II Memorial Advisory Committee Meeting | Meeting No. | D-14-51943 |
| Meeting Date | Wednesday, 30 July 2014 | | |
| Meeting Time | 4.00pm – 5.00pm | | |
| Meeting Location | Committee Meeting Room | | |
| Attendees | David l'Anson – Geraldton Volunteer Tour Guides Association (Chair) Cr Bob Hall Cr Richard de Tafford Andrea Selvey – CGG Ross Davies - RSL Don Rolston – Rotary Club of Geraldton Steve Buttler – RSL/Naval Association Shauni Downes – CGG (minute taker) | By Invitation | Leigh O'Brien – Museum WA |
| | | Apologies | Graham Alexander – CGG Trevor Beaver – Rotary Club of Geraldton Ross Halsall – Naval Association of Australia |
| | | Distribution | As above |

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| 1. Welcome & Apologies All welcomed & apologies noted. | |
| 2. Action Long & Previous Minutes Minutes passed by DR and seconded by RD. HM-26: On agenda. HM-27: GA is on annual leave until 18 August 2014. Cr Hall advised he had submitted a Councillor Help Desk enquiry in relation to the lighting which was directed to GA. An electrician has since replaced the lighting and wiring at the Dome section of the Memorial, the rest of the area is still being addressed. Cr Hall to follow up on his return. Furthermore Cr Hall recently spoke with Konrad Seidl, Manager Community Law and Safety who advised the proposal for funding the CCTV camera upgrade has been accepted. HM-28: On agenda. HM-29: Chair noted minimal contact with the Smiths and will continue to follow up if deemed necessary. | Cr Hall |
| 3. Update - Appointment of Warden The Chair had approached Mr Andy Hayward in the absence of RH to consider accepting the position of Warden for the Memorial and advised Mr Hayward that he was a prospective candidate due to being Navy personnel. Mr Hayward indicated that he agreed upon the terms listed in the Conservation Policy and is interested in taking on the position of Sub-warden. The Chair informed the Committee that Mr Don Rolston agreed to take on the role of Warden due his extensive involvement with the Memorial for many years. Request for nominations for Mr Don Rolston as Warden and Mr Andy Hayward as Sub-warden were accepted from RD, with Cr Hall seconding both submissions. The nomination was passed unanimously by the | |

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| <p>Committee. AS advised DR and Andy Hayward will need to be recommended for Annual Appointment to the August Council for formal approval. AS to administer the agenda item for Council and refer to the Conservation Policy noting Wardens are rotated annually but due to late submission their appointment will carry over until 19 Nov 2015. AS noted she will require confirmation from DR and Mr Hayward on acceptance of their role and seeks permission from the Committee to inform Mr Hayward on their behalf. Chair approved for AS to contact Mr Hayward.</p> <p>Cr Hall suggested adding the item on the Committee's agenda nearing November to reaffirm DR and Mr Hayward for 2015. AS to state in the agenda item the listed terms to ensure it will not need to go back to Council again until 2015 for new appointment. DR questioned if the matter of the City's Head of Department Appointment needs to be endorsed by Council. AS indicated Council doesn't need to be involved in that aspect. DR made note of GA currently being the point of contact within the City from an operational point of view. AS to clarify if the Warden and Sub-warden will have voting rights at the Committee Meetings and report next meeting.</p> | <p>AS DR & Mr Hayward AS AS</p> |
| <p>4. Plaque Placement</p> <p>Chair noted once DR is officially appointed Warden the responsibility of the two plaques placement will be taken over by him to liaise with GA. The committee made a unanimous decision toward the suggestion and furthermore confirm that it's to relate back to the City's Plaque Policy guidelines and ensure the RSL and Naval Association are in agreement on the placement. An update to be provided to the Committee upon the decision being made.</p> | <p>DR & GA</p> |
| <p>5. Amenities Planning</p> <p>Chair tabled the Annual Report of documented guided tours carried out at the Memorial, he noted with 65 percent of the cruise ship passengers visiting the memorial the total conducted tours in 2013/14 was approximately 6928.</p> <p>This report demonstrates a general trend and fluctuates depending on the amount of cruise ships docking. The report supports the requirement for improved amenities and assists with planning initiatives into the future.</p> <p>DR suggested having a plan for staged construction due to the main priorities being toilets. DR is aware of the limited funding and understands the City's prospective from recent meetings with the Mayor and CEO. He informed the Committee of the following response;</p> <p><i>"both were not able to support the full development of Sanctuary of the deep project due to Council restraints and maintenance costing instead suggesting Council would more likely support a staged approached development, beginning with the toilets and reception area as per the Smith Sculptures diagram (See Attached) with later stages involving an enhanced interpretive area but would be subject to the availability of funds".</i></p> <p>AS noted an official recommendation for the proposal of the Memorial concept must first be reviewed by the Executive Management Team (EMT) at the City and provide a tentative budget to go along with the item to take to Council for review. AS to administer the EMT item to be put forward to Council for their recommendation. DR drafted a motion to move the concept and design to reflect the priorities of public facilities at the Memorial for recommendation and consideration for Council to endorse.</p> <p><i>"Move - The concept and design as presented and discussed with the Mayor Ian Carpenter and CEO Ken Diehm from the City of Greater Geraldton which reflect the priorities of public facilities at the HMAS Sydney II Memorial site be recommended to Council for consideration and endorsement. External funding be sought for the project is also recommended. Council is to ensure that the proposal meets the general community satisfaction.- Don Rolston – Rotary Club of Geraldton"</i></p> <p>AS to collate all relevant information and ensure the appropriate community</p> | <p>AS</p> |

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| <p>engagement and consultation towards the concept is also outlined in the item. DR voted to move the motion with the Chair seconding.</p> | |
| <p>6. General Business</p> <p>Chair noted previous meeting minutes regarding maintenance and maintenance plans for the Memorial and referenced page 11 of the Conservation Policy which requests a “Quality Assurance” type program rather than current impromptu works being carried out. AS advised the committee of a recent EMT meeting regarding the City’s asset management. The City will have a dedicated asset management team auditing asset value and creating schedules for maintenance work for all assets, including the Memorial. As a result this strategy will switch the balance to a proactive plan of prevention.</p> <p>Chair mentioned the ongoing problem of flags being tatty causing the Memorial to look unkempt. He had recently emailed the City to act urgently due to important visitors attending and had not received a response or any action. AS advised the situation was unfortunate and plenty of prior warning is helpful in all cases to rectify the problems, furthermore she advised the recurring maintenance requests can be submitted through ‘SNAP SEND SOLVE’ a application on smart phones which can be used to identify problems by any member of the public sending a photo of an issue which then gets resolved by their Local Council.</p> <p>Cr Hall recently took Peter Kenyon and the four Western Austrians of the year up to the Memorial during the evening and noted that they were blown away by essence and significance of the area and how well it is kept.</p> | |
| <p>7. Date of Next Meeting</p> <p>08 October 2014 at 4.00pm City of Greater Geraldton Offices</p> | |
| <p>8. Meeting Close</p> <p>5.00pm</p> | |