

HMAS Sydney II Memorial Advisory Committee

Meeting Minutes

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	D-15-43916
Meeting Date	15 July 2015		
Meeting Time	4.00pm – 5.00pm		
Meeting Location	Cathedral Avenue Committee Meeting Room		
Attendees	David l'Anson (Chair) Cr Richard de Tafford -CGG Andrea Selvey – CGG Steve Butler – Naval Association of Australia Barry Stinson - RLS Sub Branch Member Ross Davies - RSL Trevor Beaver – Rotary Club of Geraldton Shauni Downes – CGG (minute taker)	By Invitation	Neryl Beer Laura Macleod Stacey Heberle
		Apologies	Andy Hayward Don Rolston Ross Halsall Cr Bob Hall
		Distribution	As Above

1. Welcome and Apologies

All welcomed and apologies noted.

1.1 Procedure for Graffiti & Vandalism (Neryl Beer & Laura Macleod)

LM's team have taken on the role of maintenance as a part of the restructure. An audit has been completed on the files relating to the Memorial, as a result her team have developed a flow chart for reporting General Maintenance, Building and Vandalism. (Attached to minutes)

1.2 Infrastructure Services CSDB Process

Infrastructure Services will assist the Committee now that GA is no longer with the City; Infrastructure Services cover sanitation and gardening. SH team will be working closely with LM's team to reduce issues and simplify the process of reporting. Furthermore going forward members are to email building@cgg.wa.gov.au and copy in council@cgg.wa.ov.au.

2. Previous Minutes & Action Log

HM43: Complete

HM44: Complete

HM45: On hold due to funding

HM50: On hold due to funding

HM51: Progressing

HM52: Progressing

Item 9: AS noted GA is no longer with the City and will flag with the maintenance team.

Item 11: With the Infrastructure team for review.

TB accepted the minutes with RD seconding the motion to pass the minutes from the previous meeting.

3. Warden & Sub-warden 2015/16

AS noted the Conservation Policy suggests a yearly nomination which is accepted by the Committee, furthermore she advised Council will consider all the Committees and review terms of reference after the election on 17 October 2015. All agreed DR is doing an excellent job and should continue if he can. SB put forward a nomination for Mr Andy Hayward as Deputy pending his acceptance for another 12 months. AS suggested if the Chair wanted to approach DR to continue with his current role over the next 12 months. Chair to approach DR regarding carrying on the position.

4. 2015/16 Budget (AS)

AS advised the current budget has allocated \$75000.00 for the 75th anniversary celebrations in 2016. Chair proposed creating a database of people wishing to attend the 75th Anniversary so they could be notified closer to the event, contacts for accommodation and a programme for the day. As the guide group meet with such people they can collect details and advise the City.

SB advised he has received a letter back from the Fleet Commander in regards to having a ship in the harbour with a strong Navy representative. The HMAS Parramatta will be made available and visit over the 17 to 19 November.

5. General Business

Chair to draft a proposal letter to the City in relation to the Guides using their funds to assist in enhancing the Northern side of the gardens with plants and reticulation. AS advised the Parks & Gardens team will be able to provide feedback on what is already planned for the upgrade and if it will be a viable option.

6. Date of Next Meeting

Tuesday, 08 September 2015 @ 4pm

7. Close

Meeting closed at 5.05pm