HMAS Sydney II Memorial Committee Meeting Meeting Minutes

Meeting Name	HMAS Sydney II Memorial Committe	e	Meeting No.	D-13-16544
Meeting Date	Tuesday 19 February 2013			
Meeting Time	2.00pm – 3.30pm			
Meeting Location	Cathedral Avenue, South Wing Conf	erence F	Room	
Attendees	Mayor Ian Carpenter (Chair) Cr Bob Hall Cr Ron Ashplant Ross Davies – RSL Don Rolston – Rotary Club of Geraldton Ross Halsell – Naval Association of Geraldton Ted Graham David l'Anson – Geraldton Voluntee	IC BH RA RD DR RH TG	By Invitation Apologies Distribution	Joan and Charlie Smith – Smith Sculptures Graham Alexander – CGG Trudi Cornish – CGG Susan Smith – CGG Mary l'Anson - Observer Kevin Green Jody Bevan as above Ms Glenys McDonald Mr T Emmott – Rotary Club of
	Tour Guides Association Howard Gray – Batavia Coast Maritime Heritage Association Leigh O'Brien – WA Museum Andrea Selvey Wendy Cowley (minute taker) Kimberley Clarke (minute taker)	DI HG LO AS WC KC		Geraldton – Greenough Joan and Charlie Smith – Smith Sculptures

1.	Welcome & Apologies	
2.	Meeting opened at 3.05pm.	
	Chair welcomed everyone to the meeting, acknowledged presence of Leigh O'Brien, representing WA Museum while Catherine Belcher is on leave.	
3.	Minutes and Actions of Previous Meeting DI stated in previous minutes that a drive-around was done to look at signage, have not done so yet. Previous minutes to be changed to reflect this change. Minutes accepted as correct by consensus. Moved and Seconded	WC
	3.1. Business Arising from Actions	
	3.1.1. CCTV AT MEMORIAL	
	AS met with Konrad Seidl, Manager of Community Law and Safety Department to review current CCTV and security arrangements. Cameras are checked on a monthly schedule. Investigating options for budget, one being fibre connection of CCTV at Memorial to CGG network, the closest point being Durlacher Street at \$50k. Another option being wireless. Once on the network footage would be live streamed to police station, increasing level of surveillance. Security company does go up twice a night. GA noted that sufficient lighting for quality footage is an issue.	
	3.1.2. FLAG POLES	
	BT spoke with State secretary from Naval Base, has given permission to fly	

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		white ensign flag. Has correspondence on approval. Also have approval from Navy to fly flag on 19 November. RD noted that flag would be better flown from flag pole than bow of ship. BT was advised by naval officer that correct procedure is to have 2 Australian flags either side.	
	3.1.3	. MAINTENANCE AND INFRASTRUCTURE	
		GA advised that works were done to rectify problems at the Stele. Have whole history in photograph form from 2009 after inspection in 2008. Is due for inspection again in 18 months. City needs to have a professional contractor to assess each year, however Stele is secure. GA to arrange annual inspection of Stele.	GA
	3.1.4	. MAP LAYOUT	
		GA noted that map layout is taken from Intramaps and is updated on a regular basis but does not currently show Mt. Scott with the 5 th element. Last photograph used was photo-shopped to include 5 th Element. Update of Intramaps due soon and should be accurate.	
	3.1.5	ALLOWANCE FOR MAINTENANCE	
		As it stands, City has approximately \$100k a year set aside for maintenance. GA noted that doesn't include 5 th element, toilets or carpark.	
	3.1.6	MARKETING	
		SS advised that the Marketing sub-committee had looked into USB wrist bands and have reservations about their effectiveness. Currently looking into using other technology e.g. website. Cannot update USB's regularly whereas website can be. DI responded that he can't see wrist bands working given cost. There is	
		already a booklet on website which is available.	
	3.1.7	LIST OF MAINTENANCE PRIORITIES	C A
		GA to resend email regarding the list of maintenance priorities to DI.	GA
	3.1.8	. GERALDTON WAX WALK	
	0.1.0	No update. Still pursuing funding.	
4.	4.1. Mark	nittees (Standing Items)	
		ther update.	
		ervation Policy (presented by Bob Trotter)	
		. Overall Report	
		BT presented latest Draft Conservation Policy. Acknowledged work by Smith Sculptors, Glenys McDonald and the Library Heritage team in providing information. DR responded that he would like the opportunity to respond directly. Project has been running for 14 years, not everything is documented. BT noted that document is only draft copy, open to any comments/changes.	
	4.2.2	. Provenance Research Project	
		If anyone else has any other documentation relating to this, please forward to Trudi Cornish at the Library. Joan Smith advised that she does have documentation of architect drawings and reports provided to other committees whilst the memorial was being built which can be provided to this committee.	
	4.2.3	Draft Maintenance Policy	
		The maintenance policy is what the regime maintenance should be. Put to Chair that the committee needed to get in someone for designing. Who is responsible for maintenance, budget? Chair informed that this needed to be sorted out between the City's Creative Communities and Infrastructure teams. BT noted that there will need to be a defect reporting system. GA advised there is a system similar to that, but is not internal. Can be easily fixed. DI advised they have been sending any maintenance reports to	
		council@cgg.wa.gov.au which is working very well and they receive quick	

	responses.	
	BT put to committee to have a small organization/sub-structure of wardens and	
	sub-wardens of ex-service people within the committee who can be elected by	
	Council.	
	RH noted that whole community had an affinity to the Memorial and Sydney II	
	and would be suggesting that navy ships anchor in Geraldton.	
	Chair informed the committee that he is more than happy to write a letter of	
	support.	
	RD noted that storm surges play a large part in ships not being able to berth in	
	Geraldton. AS queried who the letter would be addressed from? RD replied	
	that it would be from the Geraldton Naval Association.	
	BH exited meeting at 2.48pm	
5.	General Business	
	5.1. Wreath Laying Stand at Dome of Souls for Commemorative Services	
	BT suggested a temporary stand be erected for wreaths to be laid on during the	
	ceremony on 19 November. TG enquired if it is it possible to also install a temporary	
	handrail. GA responded that it is possible to do, as long as it was heavily weighted at	
	the bottom. AS to seek a quote from Smith Sculptors to design appropriate wreath	AS
	stand and handrail.	
	5.2. Presentation by Smith Sculptures	
	Presentation was made by Joan and Charlie Smith.	
	AS noted that Alec Coles, CEO of the WA Museum has been invited to next meeting to	
	present on the Geraldton Museum Site Masterplan and that the next meeting date	
	would need to be changed to accommodate.	WC
	would need to be changed to accommodate.	
	5.3. Terms of Reference	
	AS informed that with LO taking over for Catherine Belcher, was there a need to re-	
	visit membership at a council meeting or was the Committee ok with LO taking over as	
	representative for Museum? The Committee responded unanimously that LO attend	
	and membership not go to council.	
	AS also advised that there was an expiry date for the committee which is in October	
	2013 and noted that this could go to council to be renewed. Outstanding duties for the	
	Committee were formal plan on media and marketing needs to be implemented as well	
	as communication protocol network.	
	Chair noted that marketing team would be better at looking at this plan, rather than	
	committee.	
	AS responded that there was a marketing sub-committee which has a member of the	
	CGG marketing team and would communicate with them.	AS
5	Next Meeting	
5.	Next Meeting To be advised. WC look at dates for Alec Coles to attend and change date of meeting and	
	notify members accordingly.	
		WC