

HMAS Sydney II Memorial Advisory Committee

Meeting Agenda

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	D-17-
Meeting Date	Wednesday – 4 October 2017		
Meeting Time	4.00pm to 5.00pm		
Meeting Location	City of Greater Geraldton Administration Building Committee Meeting Room		
Attendees	Don Rolston	DS	By Invitation
	Stephen Butler	SB	Apologies
	Trevor Ralph	TR	Chris Lee
	David Emery	DE	Distribution
	Ian Heberle	IH	As above
	Cr Bob Hall	BH	
	Cr Graeme Bylund	GB	
	Trevor Beaver	TB	
	Ross McKim	RM	
	Ross Halsall	RH	
	Emily Murphy/Ebony Enright (minute taker)		

1. Welcome & Apologies

2. Minutes of Previous Meeting

3. Action Log

4. Correspondence

4.1 Incoming Correspondence

See Spreadsheet

4.2 Outgoing Correspondence

See Spreadsheet

5. Public Facilities

6. General Business

- Options for bench seating – location, bench type
- Discuss HMAS Warden and Sub Warden for 2017/18 term

7. Date of Next Meeting

8. Close

HMAS Sydney II Memorial Advisory Committee - Action log

Log #	Meeting Date	Agenda Item #	Action	Resp. Person	Status <small>(Ongoing / Complete / Next Agenda)</small>
HMAS-005	13/01/2016	5.1 Asset Management Maintenance Schedule	DR to conduct daily check list inspections and report issues to the City at council@cgg.wa.gov.au	DR	On agenda, see item 4
HMAS-006	13/01/2016	5.2 Asset Management Maintenance Schedule	MA to produce formal condition report to enable development of maintenance schedule.	MA	On agenda, see item 4
HMAS-008	13/01/2016	6.2 Update on Investigation into Provision of Toilet Facilities	DR to arrange estimates for proposed toilet facility as per Stage One of the Smith Sculptors proposed layout and provide to the City. The City will arrange costings for various options and include Lifecycle costings for all options.	DR	On agenda, see item 5
HMAS-009	13/01/2016	6.3 Update on Investigation into Provision of Toilet Facilities	AS to take all options including capital and lifecycle costs to Council for a Council determination, when available.	RM	Ongoing
HMAS-013	13/04/2016	3 Action Log	DE to discuss with DR, TR & BS regarding specs of maintenance requests and obtain cost estimates, SH to circulate to committee members	DE, SH	Ongoing
HMAS-024	13/07/2016	5. Toilet Facilities	EH provide plans on the HMAS Sydney II Memorial, as constructed and identify underground infrastructure if more carpark space is to be implemented.	EH	Ongoing
HMAS-029	26/10/2016	4. Correspondance	Reponse to Mr Bean once information has been sourced		Ongoing
HMAS-033	26/10/2016	6. General Business	DR to source designs and costings - Commemorative Medal- Committee agreed and recommended that council provide a ceremonial engraved medallion for the Warden to wear on formal occasions BH Suggested that the Warden be given a personal memento to recognise service when changes are made. This was recommended to council for support.	DR DE	Ongoing
HMAS-037	14/03/2017	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	SB	Ongoing
HMAS-039	12/06/2017	3. Action Log	DE to provide correspondance to 'Shimere Pearls' for donation and worthy gesture of Commemorative Medal	DE	Ongoing
HMAS-040	12/06/2017	3. Action Log	DE to laisse with City precinct team to remove 'white spots' surrounding Small Pool at HMAS Sydney II Memorial Site	DE	Ongoing
HMAS-041	12/06/2017	4. Correspondance	DE to provide a response to National Trust Recommendation-Unknown Sailor correspondance recommending the matter be brought up with Military War Grave	DE	Ongoing
HMAS-042	12/06/2017	5. Public Facilities	City officers to complete an Agenda item to go before council regarding the public facilities, to be completed by the end of July.	DE	Ongoing
HMAS-043	4/10/2017	3. Action Log	Three bench seats have bee nominated as Capital Works. TP, DE and ES to meet on site to decide appropriate position for seating.	DE	
HMAS-044	4/10/2017	3. Action Log	Lettering on pond needs reaffixing. ES to investigate appropoeate product, probably 'Loctite'	ES	
HMAS-045	4/10/2017	3. Action Log	Bollards / Lighting: Delivery of bollards has still not occurred. City was advised delivery would be early September. DE to follow up with supplier.	DE	Ongoing