

<b>Subject:</b>	Centenary of ANZAC and Commemoration of World War 1 Committee meeting	Page 1 of 4
<b>File No:</b>	COR2013/351/2	
<b>Document Ref:</b>	D16/35312	
<b>Venue:</b>	Eucalyptus Room, Community Life, 1A Pope Street, Ryde	
<b>Date:</b>	Thursday, 17 <sup>th</sup> March 2016	
<b>Time:</b>	5.00pm – 5.50pm	
<b>Chair:</b>	Clr Jerome Laxale - Mayor	
<b>Meeting Support (MS):</b>	Linda Smith	
<b>Staff Convenor:</b>	Kellie Yelds	
<b>Circulation:</b>		

### Participants

Present	Apology	Name	Position Title	Organisation
x		Councillor Jerome Laxale	Chair	City of Ryde
	x	Bernard Cox	Community Representative	
x		Ayse Dalkic	Community Representative	
		Robert Gamble	Community Representative	
		Robin McKinnon	Community Representative	
x		Kim Phillips	Community Representative	
x		Betty Willis	Community Representative	
x		Gary Mazloumian	Community Representative	
x		Phillip Ward	Community Representative	
x		John Toohey	Community Representative	
x		Peter Colthorpe	Community Representative	
x		Kellie Yelds	Acting Team Manager – Event Development	City of Ryde
x		Michelle Carter	Events Administration Officer	City of Ryde
x		Angela Phippen	Local Studies Librarian	City of Ryde
x		Liz Berger	Acting Manager – Communications and Media	City of Ryde
x		Carol Mikaelian	Web Communications Officer	City of Ryde

**Subject:** Centenary of ANZAC and Commemoration of WW1 Committee– Draft Minutes of Meeting 17<sup>th</sup> March 2016 Page 2 of 4

Details	Action	Responsibility and Date
1. <b>Present and Apologies:</b> As above.	Noted	
<p>2. <b>Minutes – The minutes of the meeting of 3<sup>rd</sup> December 2015 were confirmed.</b></p> <p>3.0 <b>Business Arising</b></p> <p><b><u>Touch Screen Update</u></b></p> <p>Liz Berger advised that the designer of the Touchscreen has advised the screen will be installed and ready to launch by ANZAC Day 2016.</p> <p>The Committee endorsed the choice of the white background for the screen.</p> <p>It was noted that the Historical Society Logo needs to be added to the site.</p> <p>Carol updated the Committee on the changes and amendments made by the web designer.</p> <p>It was noted that at present the system search function does not differentiate between males and females.</p> <p><b><u>Park Plaque Update</u></b></p> <p>Angela advised that the proposed wording to appear on the plaques has been sent to Council's communications section for review.</p> <p>A further report will be presented to the next meeting of this committee.</p> <p>The options for the 13<sup>th</sup> plaque – ie Banjo Patterson/ Ataturk have been sent to the Communication section for comment.</p>	<p>Noted</p> <p>Installation is expected to occur the week before ANZAC Day.</p> <p>Jill Webb to be contacted to provide final ok on timing, location etc.</p> <p>A decision is still required regarding the updating of information in the long term.</p> <p>At present all changes must be logged via email which will be forwarded to the Historical Society.</p> <p>The link provided by the designer is to be sent to committee members so they can test the system as it is currently proposed.</p> <p>The information was noted.</p>	

<b>Subject:</b>	Centenary of ANZAC and Commemoration of WW1 Committee– Draft Minutes of Meeting 17 <sup>th</sup> March 2016	Page 3 of 4
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Details	Action	Responsibility and Date
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<p><b>New Business:</b></p> <p><b><u>ANZAC Ceremony 2016</u></b></p> <p>Options regarding the format of the 2016 ANZAC Ceremony were discussed.</p> <p>It was noted that ANZAC Day falls within the NSW School holiday period. A service will be held at the Cenotaph on the 22<sup>nd</sup> April 2016 and schools will be notified of the service but will not be expected to send groups of students.</p> <p>School groups will also be notified and invited to attend the launch of the Kiosk which will be held on Friday 22<sup>nd</sup> April 2016.</p> <p>School captains will be invited to attend the launch and if they wish, students can provide information about soldiers with a connection to their school.</p> <p>Morning tea to be provided at the launch</p> <p><b><u>Directional signs at Meadowbank</u></b></p> <p>Kellie advised that the directional signs indicating the location of Memorial Park will be provided.</p> <p>The signs will use the Ryde Remembers template and will be located at the Railway Station and Wharf.</p> <p><b>Next meeting:</b> The next meeting will be held on the 21<sup>st</sup> April 2016.</p>	<p>A small service at the Ryde Cenotaph to be arranged for Friday 22<sup>nd</sup> April 2016.</p> <p>Information regarding the ANZAC service to be provided to schools for inclusion in newsletters, noting that the service will fall during the school holiday period.</p> <p>A launch of the Website and Kiosk to be arranged in Ryde Library for Friday 22<sup>nd</sup> April 2016 at the conclusion of the ANZAC Service. Local schools, RSL members etc to be invited to attend.</p> <p>School students will be invited to speak about soldiers who attended their schools.</p> <p>A pack to be created for use by schools advising of the existence of the kiosk/website and providing instructions for its use.</p> <p>The information was noted.</p> <p>Noted</p>	
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<b>Subject:</b>	Centenary of ANZAC and Commemoration of WW1 Committee– Draft Minutes of Meeting 17 <sup>th</sup> March 2016	Page 4 of 4
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