

Subject:	Centenary of ANZAC and Commemoration of World War 1 Committee meeting	Page 1 of 6
File No:	COR2013/351/2	
Document Ref:	D17/31226	
Venue:	Pope Street Meeting rooms	
Date:	Thursday, 9 th March 2017	
Time:	5.00pm – 6.00pm Started at: 5.00pm Closed at: 6.15pm	
Chair:	Liz Berger in the absence of Clr Laxale	
Meeting Support (MS):	Linda Smith – EA to the Mayor and Councillors	
Staff Convenor:	Michelle Carter, Acting Senior Coordinator Events	
Circulation:		

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	
x		Kim Phillips	Community Representative	
x		Betty Willis	Community Representative	
x		Phillip Ward	Community Representative	
x		John Toohey	Community Representative	
		Peter Colthorpe	Community Representative	
x		Michelle Carter	Acting Senior Coordinator Events	City of Ryde
x		Stephanie Foley	Events Administration Officer	City of Ryde
x		Angela Phippen	Local Studies Librarian	City of Ryde

Additional Attendees

Name	Position Title	Organisation
Linda Smith	EA to the Mayor and Councillors	
Liz Berger	Acting Manager - Communications	

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Details	Action	Responsibility and Date
<p>1. Present and Apologies: As above.</p>	Noted.	
<p>2. Confirmation of Previous Minutes</p> <p>The Minutes of the meeting of 23rd February 2017 were confirmed.</p> <p>It was noted that in the minutes under 3.1 – ANZAC Ceremony, (action items) the word “<i>will</i>” be replaced with the word “<i>may</i>” as follows:</p> <p>“Schools to be advised of the event even though due to timing, their participation <u>will</u> not be possible this year”.</p>	Noted.	
<p>3. Business Arising</p> <p><u>ANZAC Park plaques update and ANZAC ceremony 2017</u></p> <p>The supplier of the plaques has advised that Council should receive the plaques by 27th March 2017. This will allow three weeks for the installation of the plaques.</p> <p>At the last meeting of this committee, it was suggested that a momento of the plaque unveiling and ANZAC Ceremony be produced. Staff are not sure if the booklet can be created in time and have suggested instead, the creation of a photobook of the ceremony.</p> <p>Betty noted that when ANZAC Park was opened in 1920, gala days were held to raise funds for a memorial. She commented that it was good to finally see the memorial being created.</p> <p>The following advice re the upcoming</p>		

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Details	Action	Responsibility and Date
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<p>ANZAC service was provided:</p> <p>Advertising:</p> <ul style="list-style-type: none"> - Banner to be erected in ANZAC Park advising of the service - Flyers to be distributed to homes in the local area - Flyer to be emailed to Phillip Ward for circulation to Scouts and RDHS for circulation to its database. - West Ryde Library to be asked to promote the event and provided with flyers - Request to be made to advertise the ceremony on the screen at West Ryde Plaza - Local press to be asked to insert editorial and advertising of the event - Information to be forwarded to RSL with request that the event be advertised - Facebook and Council's website to carry detail of the event <p>Service:</p> <ul style="list-style-type: none"> - Will commence at 9.00am - Bernie Cox will act at MC - The following schools have advised they will have students in attendance – Epping Boys High, Marsden High, Holy Cross, St Michaels and Holy Spirit. - Students will now be asked to read commentary on the day and take part in the unveiling ceremony - An address will be made by the Mayor and Chairman of this committee. - Recognition of the major events of WW2 will be made, but only in passing - It was suggested that one plaque be 	<p>Staff to arrange for erection of banner, distribution of flyers, advertising through website and facebook, advice to local press and RSL publication, request to West Ryde Plaza etc.</p> <p>Information also to be sent to Scouts, West Ryde Library, Ryde District Historical Society etc.</p> <p>Kim to send Michelle a photo suitable for inclusion with editorial content.</p> <p>Clr Laxale and staff to make enquiries with Ryde/Eastwood Leagues re the provision of morning tea.</p> <p>Bernie to arrange provision of the New Zealand flag</p> <p>Staff to contact Rev Greg Burke re his participation in the service</p> <p>Staff to consider various ways to cover the plaques prior to the unveiling.</p> <p>Flowers to be provided at the</p>	
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3.2

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Details	Action	Responsibility and Date
<p>Touchscreen</p> <p>Liz provided details regarding the way information is to be updated on the touchscreen.</p> <p>All requests for updates are to be sent to the Ryde District Historical Society for verification of the information provided.</p> <p>Council staff will then undertake the update of information.</p> <p>Travelling ANZAC show</p> <p>Correspondence has been received from the Spirit of ANZAC Centenary Experience, seeking memorabilia for display in the exhibition which will be held in Sydney from April 2017.</p> <p>The committee discussed any items which may be available for display.</p> <p>Change of meeting day</p> <p>Kim enquired if it might be possible to change the meeting day for this committee from a Thursday to Wednesday.</p>	<p>Noted</p> <p>Kim to advise the writer that no further items suitable for exhibition are known to the group.</p> <p>Liz will investigate if there are vacancies on the committee schedule and report back to the next meeting.</p>	
<p>5. Next meeting:</p> <p>The next meeting will be held on 6th April 2017 at the Pope Street Meeting Rooms</p>	<p>Noted.</p>	