Subject:	Centenary of ANZAC and Commemoration of World Page 1 of 6 War 1 Committee meeting		
File No:	COR2013/351/2		
Document Ref:	D16/143727		
Venue:	Pope Street Meeting rooms		
Date:	Thursday, 20 October 2016		
Time:	5.00pm – 6.00pm Started at: 5.10pm Closed at: 5.55pm		
Chair:	Councillor Jerome Laxale		
Meeting Support (MS):	: Linda Smith – EA to the Mayor and Councillors		
Staff Convenor:	Michelle Carter, Acting Team Leader – Event Development		
Circulation:			

City of Ryde

Participants

Present	Apology	Name	Position Title	Organisation
х		Councillor Jerome Laxale	Chair	City of Ryde
х		Bernard Cox	Community Representative	
		Ayse Dalkic	Community Representative	
х		Robert Gamble	Community Representative	
х		Kim Phillips	Community Representative	
х		Betty Willis	Community Representative	
х		Gary Mazloumian	Community Representative	
х		Phillip Ward	Community Representative	
		John Toohey	Community Representative	
		Peter Colthorpe	Community Representative	
х		Michelle Carter	Events Officer	City of Ryde
х		Michael Daly	Senior Coordinator Events	City of Ryde
	х	Angela Phippen	Local Studies Librarian	City of Ryde
х		Cherie Goldsmith	Acting Local Studies Librarian	City of Ryde

Additional Attendees

Name	Position Title	Organisation
Linda Smith	EA to the Mayor and Councillors	City of Ryde

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Deta	ils	Action	Responsibility and Date
1.	Present and Apologies: As above.	Noted.	
2.	Confirmation of Previous Minutes		
	The Minutes of the meeting of 8 September 2016 were confirmed.	Noted.	
3.	Business Arising		
	Event at Memorial Park		
	John Toohey has previously requested that a suitable event be held at Meadowbank Park.	Noted. The conduct of an event at Meadowbank Park to be listed on the agenda for future discussion.	
	The committee agreed that a suitable event could be hosted at Meadowbank during 2017. Details will be discussed at a future meeting.		
	Budget rollover		
	Michael Daly advised that funding provided in the budget does not normally roll over into the new financial year, even for specific events.	Noted.	
	The exception to this is the funding provided for the plaques to be erected at ANZAC Park. This funding is carried over in each new financial year.		
3.1	Touch Screen Update		
	Michael Daly advised that there had been 11 viewings of the touch screen in the last month. Whilst this figure is down on previous months it is not unexpected.	Noted.	
	It is anticipated that in the lead up to Remembrance Day, ANZAC Day and when school groups are researching WW1 and		

MEETING RECORD



Details		Action	Responsibilit and Date
	WW2, that usage will increase.		
	Linda A Smith is still updating the website but no problems with the program itself were reported.		
3.2	Remembrance Day 2016		
	It was noted that the Combined Remembrance Service held at the Civic Centre will not proceed this year.		
	Bernie Cox will MC the event to be held at the Ryde Cenotaph on 11 th November 2016 at 10.30am for a 10.45 start.		
	A draft running order has been prepared for the event.		
	Rev Greg Burke will attend and lead the attenddes in prayer.		
	Local primary and high schools have been invited to attend and students will take part in the service.		
	Morning tea will be catered for at the park after the event and a marquee will be erected.		
	The event will be advertised in the local press and other channels.		
	Phillip Ward agreed to play the bugle at the service.	Phillip Ward to play the bugle at the ceremony.	
	Cherie and Michelle to liaise with regard to the provision of poppies for the service.	Michelle and Cherie to liaise re provision of poppies.	
	If the poppies cannot be obtained, Bernie to provide wreaths.	Bernie to provide wreaths if required.	

MEETING RECORD



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Deta	ils	Action	Responsibility and Date
3.3	 Park Plaque Update Mr Daly advised that he has circulated the wording for the plaques Mr Daly confirmed that the wording convention for the plaques (eg. number 12 or twelve written in full) is that the word twelve be written in full. The following alterations are required. Plaque 1 – A full stop required after 9. Plaque 3 – Spelling of Cocos Islands to be amended Plaque 4 – the word "the" to be inserted for consistency with the other plaques Check with regard to whether to correct (a) oak tree to (an) oak tree. Mr Daly advised that he will circulate the wording to Committee Members again. Committee members are then asked to provide any further amendments asap. 	Noted. After final approval of wording, the plaques are to be ordered.	
4.	New Business It is requested that members bring a list of events they consider should be commemorated during 2017 to the next meeting. This will assist in deciding which event should be commemorated at Memorial Park.	Committee members asked to compile a list of events to be commemorated during 2017. Such lists to be considered at the November meeting.	
5.	Next meeting: The next meeting will be held on Thursday, 3 rd November 2016 at the Pope Street Meeting Rooms.	Noted.	