Subject:	Centenary of ANZAC and Commemoration of World Page 1 of 6 War 1 Committee meeting	
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 CIr Laxale	
Meeting Support (MS):	: Linda Smith – EA to the Mayor and Councillors	
Staff Convenor:	Michelle Carter, Acting Senior Coordinator Events	
Circulation:		

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Participants

Present	Apology	Name	Position Title	Organisation
	х	Councillor Jerome Laxale	Chair	City of Ryde
х		Bernard Cox	Community Representative	
	х	Ayse Dalkic	Community Representative	
		Robert Gamble	Community Representative	
х		Kim Phillips	Community Representative	
х		Betty Willis	Community Representative	
х		Phillip Ward	Community Representative	
х		John Toohey	Community Representative	
		Peter Colthorpe	Community Representative	
х		Michelle Carter	Acting Senior Coordinator Events	City of Ryde
х		Stephanie Foley	Events Administration Officer	City of Ryde
х		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
1.	Present and Apologies: As above.	Noted.	
2.	Confirmation of Previous Minutes		
	The Minutes of the meeting of 23 rd February 2017 were confirmed.	Noted.	
	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:		
	"Schools to be advised of the event even though due to timing, their participation <u>will</u> not be possible this year".		
3.	Business Arising		
	ANZAC Park plaques update and ANZAC ceremony 2017		
	The supplier of the plaques has advised that Council should receive the plaques by 27 th March 2017. This will allow three weeks for the installation of the plaques.		
	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.		
	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.		
	The following advice re the upcoming		

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Detai	ls	Action	Responsibility and Date	
	ANZAC service was provided:			
	Advertising:			
	 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 	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. Information also to be sent to Scouts, West Ryde Library, Ryde District Historical Society etc. Kim to send Michelle a photo suitable for inclusion with editorial content.		
:	Service:			
3.2	 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 	Clr Laxale and staff to make enquiries with Ryde/Eastwood Leagues re the provision of morning tea. Bernie to arrange provision of the New Zealand flag Staff to contact Rev Greg Burke re his participation in the service Staff to consider various ways to cover the plaques prior to the unveiling.		
	passingIt was suggested that one plaque be	Flowers to be provided at the		

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Details		Action	Responsibility and Date
The pro sigr dur	 unveiled with a suitable presentation and the remaining plaques be unveiled by the school students at the same time. A wreath to be laid by the Mayor following which those present will be asked to lay a wreath if they wish. Flowers to be made available so that anyone wishing to lay a flower can do so. Rev Greg Burke to be asked to read the Lords Prayer. If possible, the wording to appear on the plaques is to be reproduced in the program In the event of wet weather, 2 large marquees will be erected. 	service for participants to lay. Wreath to be arranged for the Mayor.	
Но	rth Ryde School of Arts – Board of nour restoration		
the rest Nor Info bein Gra NS ¹ the	advised that she is preparing a report for April Works Committee regarding toration of the honour boards from the rth Ryde School of Arts and Eastwood. ormation regarding grant funding is still ng sought. ants may be available from Federal and W governments, NSW Veterans Affairs, Canberra War Memorial and Heritage uncil.	Staff to follow up possible sources of grant funding. Kim Phillips to provide Liz with two lists of names re the North Ryde School of Arts Board. The lists to state the names as written and also the names as has subsequently shown to be correct.	
4. Ne v	w Business		

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