MINUTES
Gallipoli Centenary Plaque Occasional Committee Meeting
Held on Thursday 11 December at 4.00pm
City of Rockingham Committee Room
## City of Rockingham
### Gallipoli Centenary Plaque Occasional Committee Meeting Minutes
#### Thursday 11 December 2014 – Committee Room

1. **Declaration of Opening**
   
   The Chairperson declared the Gallipoli Centenary Plaque Occasional Committee Meeting open at **4:07pm**, welcomed all present, and recited the Acknowledgement of Country.

2. **Record of Attendance/Apologies/Approved Leave of Absence**

   2.1 **Members**

      | Name                          | Role                                      |
      |-------------------------------|------------------------------------------|
      | Cr Allan Hill OAM JP          | Chairperson                              |
      | Cr Richard Smith              | Councillor                                |
      | Mr Mick Ryan                  | President of Rockingham RSL (joined the meeting at 4:25pm) |

   2.2 **Executive**

      | Name                          | Role                                      |
      |-------------------------------|------------------------------------------|
      | Mr Michael Holland            | Director Community Development            |
      | Ms Jane Elton                 | Manager Community Capacity Building       |
      | Mr Craig Beard                | Horticultural Technical Officer           |
      | Ms Diane Zanre                | PA to Director Community Development      |

   2.3 **Guest/Observer:**

   Nil

   2.4 **Apologies:**

   Mr Steve Elliott: President of Port Kennedy RSL

   2.5 **Approved Leave of Absence:**

   Nil

3. **Terms of Reference**

   To design, identify a suitable location, choose materials and agree on wording for the memorial plaque to commemorate the Gallipoli Centenary.

4. **Public Question Time**

   4:08pm The Chairperson invited members of the Public Gallery to ask questions.

   There were none.

5. **Confirmation of Minutes of the Previous Meeting**

   Moved Cr Hill, seconded Cr Smith:

   That Committee **CONFIRM** the Minutes of the Gallipoli Centenary Plaque Occasional Committee Meeting held on 25 November 2014, as a true and accurate record.

   Carried
6. **Matters Arising from the Previous Minutes**

6.1 **Confirmation of Inscription**

*Action*
Ms Zanre advised that the final inscription details had been confirmed with Stock Bros Monumental Works. The inscription on the monument will be prepared in China, but they use the template that Stock Bros Monumental Works forward to them.

7. **Declarations of Members and Officers Interests**

4:09pm The Chairperson asked if there were any interests to declare.
There were none.

8. **Petitions/Deputations/Presentations/Submissions**

Nil

9. **Agenda Items**

8.1 **Agree upon exact placing of the memorial by the Lone Pine Tree**
Mr Beard advised committee members that it is proposed the monument be sited two metres away from the Lone Pine Tree to allow gardening maintenance to cut the grass in-between.

The monument will be placed on one metre square exposed aggregate which will allow for a 250mm ‘bleed’ around the base of the monument, protecting it from whippersnappers/lawnmowers.

Mr Beard is working out the dimensions for a footpath that will run in front of the monument, the path will run from the footpath in the Village Green to the footpath on Flinders Street. It is suggested that the path adopt the same symmetrical curve as the paths in front of the current war memorial.

Up-lighting is still being investigated and the committee will be updated at the next meeting.

4:25pm Mr Ryan joined the meeting.

*Action:*
Mr Beard to update the Committee on the dimensions for the footpath and up-lighting at the next meeting

8.2 **Relevant Permissions**

Australian War Graves advised that permissions are not required for each individual name on the memorial as long as the Army Brand Manager has given permission for the use of the Rising Sun emblem. Ms Zanre advised that the Army Brand Manager has given permission for the use of the third pattern of the Rising Sun badge (May 1904) in its entirety and original form.

10. **Other Business**

Nil

11. **Date and Time of Next Meeting**

The next Gallipoli Centenary Plaque Occasional Committee Meeting will be held on **Thursday 12 February 2015**, in the Committee Room, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at 4.00pm.
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<th>Closure</th>
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<tr>
<td>There being no further business, the Chairperson wished all Committee members, staff and their families a Merry Christmas, thanked them for attending the Gallipoli Centenary Plaque Occasional Committee meeting, and declared the meeting closed at 4:35pm.</td>
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