MINUTES

Gallipoli Centenary Plaque Occasional Committee Meeting

Held on Thursday 13 November 2014
City of Rockingham Committee Room
City of Rockingham
Gallipoli Centenary Plaque Occasional
Committee Meeting Minutes
Thursday 13 November 2014 – Committee Room

1. Declaration of Opening

The Chairperson declared the Gallipoli Centenary Plaque Occasional Committee Meeting open at 4.00pm welcomed all present, and recited the Acknowledgement of Country.

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

2.1 Members
- Cr Allan Hill OAM JP Chairperson
- Cr Richard Smith Councillor
- Mr Mick Ryan President City of Rockingham RSL

2.2 Executive
- Mr Michael Holland Director Community Development
- Ms Julie McDonald A/Manager Community Capacity Building
- Ms Diane Zanre PA to Director Community Development

2.3 Guest/Observer: Nil

2.4 Members of the Public: Nil

2.5 Apologies
- Mr Steve Elliott President Port Kennedy RSL

2.6 Approved Leave of Absence: Nil

3. Terms of Reference

To design a memorial plaque to commemorate the Gallipoli Centenary.

4. Public Question Time

4.01pm The Chairperson invited members of the Public Gallery to ask questions. There were none.

5. Confirmation of Minutes of the Previous Meeting

Moved Mr Mick Ryan, seconded Cr Richard Smith:
That Committee CONFIRM the Minutes of the Gallipoli Centenary Plaque Occasional Committee Meeting held on October 2014, as a true and accurate record. Carried

6. Matters Arising from the Previous Minutes

6.1 Item 3.1 Terms of Reference

Action
That a report be presented to Council to APPROVE the revised Terms of Reference (ToR) to read ‘To design, construct and install a memorial plaque to commemorate the Gallipoli Centenary’.
Mr Holland advised that an Officer Recommendation has been included in the report to amend the ToR to read ‘To design, identify a suitable location, choose materials and agree on wording for the memorial plaque to commemorate the Gallipoli Centenary’. The wording was changed to reflect the practicality of the ToR as the Committee would not be constructing or installing the plaque.

7. Declarations of Members and Officers Interests

4.02pm The Chairperson asked if there were any interests to declare.

There were none.

8. Petitions/Deputations/Presentations/Submissions

Nil

9. Agenda Items

9.1 Visit to Fremantle Monumental Centre

Moved, Cr Smith, Seconded, Mr Ryan

The committee ENDORSED the ‘Needle’ design as shown in attachment 1 and confirmed that the memorial be made in ‘supreme grey’ granite, with gold engraving.

Voting: 3/0

9.2 Confirmation of Inscription

- The Committee agreed on the inscription shown in attachment 1 with one amendment, that ‘Great War’ is replaced by World War 1. The final line of the inscription ‘Lest We Forget’ to be 30cm from the base. Cr Hill requested the Committee review the spelling of the names on attachment 1. The Committee confirmed that the names were spelt correctly.
- Cr Hill recommended that an inscription be placed on the left hand side of the memorial, so that it can be viewed from the footpath, explaining why the monument was installed. The Committee agreed the text should be ‘Erected to mark the Centenary of WW1’. It was undecided whether this text should run horizontally or vertically down the monument. Executive Officers were requested to prepare examples and circulate to Committee members.

Action

Ms Zanre to prepare examples of the text that will be engraved on the left hand side of the memorial and circulate to Committee members for discussion.

- The Committee discussed whether there would have been any aboriginal peoples who were born in Rockingham and served in World War 1 and if it would be possible to obtain accurate records detailing their names.

Action

Ms McDonald will contact John Schnaars, the President, Honouring Indigenous War Graves Inc. to ascertain if he can provide names of any Aboriginal persons who were born in Rockingham and may have served in WW1.
9.3 Cost Quotations

In line with the City of Rockingham Procurement Policy, two written quotations have been obtained, one from Perth Monumental and the other from Stock Bros Monumental Works in Fremantle. The same specification was used by each company. The Committee all agreed to select Stock Bros Monumental Works. Stock Bros have advised that they need to know this week if they are successful as they will be closing their order for granite from China which would be due to arrive in February.

Action
Ms Zanre to contact Stock Bros Monumental Works and confirm that their quote has been accepted.

9.4 Installation Requirements

- Agree/sign off on footings
  Committee agreed on a concrete base which will need to be designed to structural certification along with the pins connecting the monument to the plinth.

  Action
  Ms Zanre to obtain quotes for the structural certification.

- Landing/Viewing spot
  The Committee agreed that a square metre of exposed aggregate be placed in front of the monument for people to stand on.

  Action
  Mr Holland to liaise with Engineering and Parks and obtain costings and update the Committee at the next meeting.

- Possible impact to tree
  Engineering and Parks have warned that the footings for the memorial may have an impact upon the Lone Pine Tree, conducting heat etc.

  Action
  The Committee agreed to install the monument an appropriate distance away from the Lone Pine Tree.

9.5 Permissions

Executive Officer advised that permission from the Army Brand Manager had been received to use the Rising Sun Emblem and that the Third Pattern – May 1904 was the correct emblem to use. Still awaiting permission from the Office of Australian War Graves for permission to use individual names on the memorial.

10. Other Business

10.1 Illuminating the Memorial

Cr Hill made a suggestion to have up-lighting installed at the memorial, within the exposed aggregate landing spot. Cr Hill indicated that this would be in keeping with the Vietnam memorial situated close by. Other Committee members thought this was a good suggestion and requested Executive Officers look into the cost.

Action
Mr Holland to ascertain a cost and for the up-lighting installation program of the memorial
| 10.2  | **Unveiling Ceremony** |
|       | Briefly discussed and will be covered in more detail at a future meeting. The Committee all agreed that the unveiling ceremony should take place prior to ANZAC celebrations, preferably two weeks prior. |
|       | **Action** |
|       | Executive Officers to ensure installation of the monument prior to ANZAC remembrance services. |

| 11.  | **Date and Time of Next Meeting** |
|      | The next Gallipoli Centenary Plaque Occasional Committee Meeting will be held on **11 December 2014** in the Committee Room, Council Administration Building, Civic Boulevard, Rockingham. The meeting will commence at **4.00pm**. |

| 12.  | **Closure** |
|      | There being no further business, the Chairperson thanked those persons present for attending the Gallipoli Centenary Plaque Occasional Committee meeting, and declared the meeting closed at **4.55pm**. |