



**CITY OF WOLLONGONG  
RSL SUB-BRANCH**

# **Standard Operating Procedure 4**

## **Anzac Day 'Town Hall' Commemorative Service**

**Updated 16 Mar 22**

## Table of Contents

|     |                                 |   |
|-----|---------------------------------|---|
| 1   | Purpose .....                   | 3 |
| 2   | Background .....                | 3 |
| 3   | Overview .....                  | 3 |
| 4   | COVID Considerations.....       | 4 |
| 5   | Planning Sequence.....          | 4 |
| 5.1 | By 14 January: .....            | 4 |
| 5.2 | By 14 February:.....            | 4 |
| 5.3 | By 10 March:.....               | 5 |
| 5.4 | By 25 March:.....               | 6 |
| 5.5 | By 10 April:.....               | 6 |
| 5.6 | By 17 April:.....               | 6 |
| 5.7 | By 22 April:.....               | 6 |
| 5.8 | On 24 April: .....              | 6 |
| 6   | On Anzac Day .....              | 6 |
| 7   | Post-Anzac Day activities ..... | 7 |

## 1 Purpose

This sub-Branch Standard Operating Procedure (SOP) provides guidance on the planning and conduct of the sub-Branch's annual Anzac Day Town Hall Commemorative Service, to ensure that it is conducted with dignity and in accordance with accepted protocols. The details of this SOP were sourced originally from paper files made mostly by the former Hon. Secretary, the late Joe Davidson and compiled by the former President, RADM Bruce Kafer (Rtd).

## 2 Background

The Town Hall Service is one of four major activities conducted by the sub-Branch as part of its Anzac Day commemorative responsibilities. The other activities are: the Dawn Service, the Illawarra Anzac Day March, and the 'Anzac Day In Schools' program. These activities are described in separate SOPs.

The Anzac Day Town Hall Commemorative Service has, for many years, been held in the Wollongong Town Hall (as the title implies). The Wollongong City Council (WCC) makes the venue available for this service, and provides direct support for the event, as part of its overall contribution to the city's Anzac Day commemorative events. However, the WCC is not responsible for organising this event, and during discussions between the Lord Mayor and sub-Branch officials in early 2020 the Mayor confirmed that the planning and conduct of this event is the responsibility of the RSL.

## 3 Overview

The service normally commences at approximately 1115 hrs, following the Illawarra Anzac Day March. Members of the public, representatives of other RSL sub-Branches and march participants are welcome to attend the service, which historically has been an 'all of Wollongong event'. Therefore politicians representing all Federal and State electorates within the Wollongong Local Government Area are invited to attend.

The number of people attending this service has declined during the past decade, potentially as a consequence of the increasing popularity of the Dawn Service. The majority of attendees in recent years have been elderly residents or families with young children, who might not have been able to attend the Dawn Service. The nature of this service might also have dissuaded attendance in the past - it has been a very traditional religious service that has not changed in many years. In 2020 the format was changed in an attempt to make it more contemporary, and possibly more appealing to younger residents.

The draft Order of Service at Annex A to this SOP reflects the updated format. For example, the intention was to have a prominent member of a local community group deliver the Commemorative Address, instead of a military officer, to describe what Anzac Day means to them.

Equally, there has been very little publicity, if any, for the Town Hall Service in recent years so fewer people are aware that it is held. There is a need to promote this service if there is a desire to increase its popularity. Advice regarding the service is issued via a media release, interviews with members of the sub-Branch executive, and invitations issued to VIP guests and other specific participants.

Particular points to note regarding the Town Hall Service include: wreaths are not laid at any point in the proceedings; VIP guests are seated on the stage facing the audience and in front of the band

and choirs; and the Salvation Army has traditionally provided musical and choral support for the event (they receive remuneration for this, in addition to their musical support for the March).

## 4 COVID Considerations

With future COVID lockdown restrictions a possibility, it is recommended that a risk assessment be conducted to determine if/how a service can be held - before commencing the planning sequence. The main considerations are: existing NSW Public Health Orders on the numbers of people in an approved gathering; any requirement to vet attendees as having one or more COVID vaccinations and how that may be practical given other considerations. The NSW Health Department's local Point of Contact for advice on Public Health Orders is:

Glendon Lee, Senior Environmental Health Officer  
Public Health Unit, Illawarra Shoalhaven  
Tel 02 4221 6700 or email [glendon.lee@health.nsw.gov.au](mailto:glendon.lee@health.nsw.gov.au)

## 5 Planning Sequence

### 5.1 By 14 January:

Commence liaison with the Wollongong City Council (WCC) Events Team. It is recommended that meetings be held at least 3-weekly with WCC staff until the end of March, and then at least weekly in April in the lead-up to Anzac Day.

Key issues for early discussion with WCC staff include: confirmation of booking of the Wollongong Town Hall for the service; support from WCC staff (e.g. preparation of seating on stage and floor; audio equipment; placement of national flags on stage; security for the event; reception staff at front doors to check attendees' vaccination status and potentially distribute Orders Of Service; availability of breakout room near entrance for use by VIP guests prior to service; availability of bathrooms; signage etc.

WCC staff maintain and regularly update a comprehensive 'Event Manual' that provides guidance on the roles of various participants (RSL, WCC, NSW Police, Traffic Management Services etc) in planning and executing all Anzac Day activities. The sub-Branch planners are to assist WCC staff in updating this document, particularly for tasks that the RSL has responsibility for.

- Vera Cvetkoski [vcvetkoski@wollongong.nsw.gov.au](mailto:vcvetkoski@wollongong.nsw.gov.au) & Jayne Whitehead [jwhitehead@wollongong.nsw.gov.au](mailto:jwhitehead@wollongong.nsw.gov.au)

Inform the NSW Police of the Town Hall Service, in addition to other Anzac Day events. There will not be a requirement for road closures for this activity, and the event is being held indoors - so there should not be a requirement to complete a 'Notice of Intention to hold a Public Assembly'. However, it would be appropriate to confirm that this is not required.

- Wollongong Police Traffic Branch contacts: Inspector Matthew Glasgow ([glas1mat@police.nsw.gov.au](mailto:glas1mat@police.nsw.gov.au)) or Senior Constable David Adams ([adam2dav@police.nsw.gov.au](mailto:adam2dav@police.nsw.gov.au)).

### 5.2 By 14 February:

Prepare and issue invitation letters to VIP guests, with RSVP by 5 April. A proposed invitation list is attached at Attachment 1, and is correct for individuals as of 15 November 2021.

Note: Several VIP guests are also to be invited to attend the Dawn Service, so their invitation letters should also request their participation in that event. Those guests who are invited to both services are highlighted in the invitation list (Attachment 1).

Contact senior local Salvation Army representatives (Major Phil Inglis and Mr Joe Mclver) to seek the Salvation Army's support, including: Major Inglis to deliver a prayer; and the band and singers to provide musical and vocal support (including a bugler for the Last Post and Rouse). Follow-up this contact with emails or a letter. Mr Mclver is also the Salvo's primary POC for the Band's participation in the March. If the Salvation Army Band does not have a bugler, then Mr Ken Milner or Mr Neil Wright should be asked if they are available. Major Inglis should also be asked if he is able to say a prayer at the service.

- Major Phil Inglis - 4227 2994 / [info@wollongongsalvos.org.au](mailto:info@wollongongsalvos.org.au), Mr Joe Mclver - 0417 416 406 / [joe@mciver.net.au](mailto:joe@mciver.net.au)
- Bugler: Mr Ken Milner (02-4283 2972) or Mr Neil Wright ([ldpanxw6@gmail.com](mailto:ldpanxw6@gmail.com) / 02-42712441).

Liaise with senior members of Illawarra Pipe Band to obtain services of a piper for the Lament.

- Illawarra Pipe Band - Secretary, Ms Susie Hartley [illawarrapipeband@gmail.com](mailto:illawarrapipeband@gmail.com), Mr Rod Mackenzie [rod13mac@yahoo.com](mailto:rod13mac@yahoo.com)

Invite a local community representative to deliver the Commemorative Address.

*As mentioned previously in this SOP, this is a departure from the former convention where the ADF officer who leads the March is also invited to deliver the address (e.g. in 2019 CDRE Freeman led the March and delivered the address at the Town Hall Service). If this idea is considered reasonable the ADF member who leads the March should be invited to recite the Ode at the Town Hall Service. If not, then revert to the traditional format of having the military officer provide the Address and have another person (probably the sub-Branch President) recite the Ode.*

Arrange first-aid support from St John Ambulance. This is required because many elderly residents attend this service. The application for support is submitted via the St John NSW website ([www.stjohnnsw.com.au](http://www.stjohnnsw.com.au)); click on 'Event Health Services' tab and compile the Event Booking online. Support for all sub-Branch events on Anzac day can be sought in a single request form. St John Ambulance should respond to the online request within 14 days; if a response is not received by mid-October contact the POC: St John Ambulance: Wollongong Division Commander - Mr Nick Kafer (0431 718 936).

### 5.3 By 10 March:

If/when JOSS approves ADF support, contact the WO Training at B Company to confirm the availability of a Catafalque Party to support the Dawn Service, and obtain advice from him on if/when the Guard Commander will wish to undertake a rehearsal (the request for support from B Company should have also been sent to the OC in his invitation letter).

#### 5.4 By 25 March:

Contact printers (SNAP Printing) to place orders for Orders of Service for the Dawn and Town Hall Services - 200 copies for the Dawn Service and 300 copies for the Town Hall Service. Advise SNAP staff that draft versions will be forwarded approx. 1 week before Anzac Day, for formatting and production. See Annex A for a draft version of the Order of Service for the Town Hall Service.

- SNAP Printing - Mr James Baker ([james@gong.snap.com.au](mailto:james@gong.snap.com.au)).

Seek a volunteer to be MC for the Town Hall Service, and provide guidance to them on their duties for the event.

#### 5.5 By 10 April:

Develop VIP Seating Plan, based on RSVPs received by 5 April.

#### 5.6 By 17 April:

Email an order for Orders of Service (for Dawn and Town Hall Services) to SNAP Printing, and transmit the draft documents for development. SNAP will provide final versions for review prior to printing the documents - which should be ready for collection at least three (3) days before Anzac Day.

Prepare a 'Running Sheet' for the MC, based on Order of Service, and forward to him/her for review. A draft Running Sheet for this service is at Annex B to this SOP.

Email 'Media Release' to local media outlets (WIN TV, ABC Radio Illawarra, i98 FM, Wave FM and Illawarra Mercury). Annex C to this SOP is a draft Media Release, which advertises the Dawn Service, Wollongong Anzac Day March and Town Hall Service. A draft Media Release for this service is at Annex C to this SOP.

#### 5.7 By 22 April:

Ensure copies of the Orders of Service (Dawn and Town Hall Services) are collected and stored in the sub-Branch office in the City Diggers Club.

#### 5.8 On 24 April:

Confirm with WCC Events staff that Town Hall set-up has occurred, or will be completed early on Anzac Day.

## 6 On Anzac Day

A Lectern should be positioned at the front of the Town Hall stage facing outwards to the auditorium.

Chairs should be positioned for VIP guests on the stage in a single line parallel with the front of the stage. The person delivering the Commemorative address should be seated immediately to the left of the lectern, and the sub-Branch President's seat should be immediately to the right of the lectern.

Ensure Orders of Service are moved from the City Diggers Club to the Town Hall. Committee members are to be available in the Town Hall's foyer to distribute Orders of Service to VIP guests and other people attending the service.

The Sub-Branch President hosts VIP guests in the room adjacent to the Town Hall foyer until the service commences. This is because the 'official party' enters the auditorium as a group after all other attendees have been seated at the beginning of the service and departs as a group upon the service's completion.

Confirm presence of St John Ambulance personnel.

Check sound system set-up - particularly microphones for MC (at lectern) and vocalists (if required).

## **7 Post-Anzac Day activities**

Upon receipt of invoices pay organisations that provided support: band and vocalists, bugler (TBC), piper, printers etc.

Conduct internal 'wash-up' and a separate debrief with relevant organisations: Wollongong City Council, NSW Police, and Wollongong Golf Club etc. Assist WCC staff in updating their 'Anzac Day Event Manual' with lessons learnt from the three sub-Branch activities held on the day.

### **Annexes:**

- A. Draft Order of Service for 2022 Town Hall Service
- B. Draft MC's Running Sheet for 2022 Town Hall Service
- C. Draft Media Release - 2022 Anzac Day Activities

### **Attachments:**

- 1. Anzac Day Town Hall Service - List of VIP Invitees
- 2. Anzac Day Town Hall Service Preparations - Details for individual Points of Contact (as at November 2021)



# Anzac Day Commemorative Service

City of Wollongong RSL sub-Branch  
Returned & Services League of Australia

Monday 25 April 2022 - Wollongong Town Hall

107th Anniversary of the Anzacs' landing at  
Gallipoli in World War I

**DRAFT**

# ORDER OF COMMEMORATION

*Master of Ceremonies – Mr Peter Lipscomb – City of Wollongong RSL sub-Branch*

## WELCOME

*Lieutenant Commander John Sperring, RAN – President, City of Wollongong RSL sub-Branch*

## WELCOME TO (OR ACKNOWLEDGEMENT OF) COUNTRY

*Mr/Mrs XXXXX – Illawarra Local Aboriginal Land Council (TBC)*

*If a member of the ILALC is unavailable the sub-Branch President provides an Acknowledgement of Country immediately after his/her welcome.*

## PROLOGUE

*Lieutenant Commander John Sperring, RAN*

## HYMN – ‘THE RECESSIONAL’

*Led by Wollongong Salvation Army Band and Songsters*

God of our fathers, known of old,  
Lord of our far-flung battle line,  
Beneath whose awful Hand we hold  
Dominion over palm and pine -  
Lord God of Hosts, be with us yet,  
Lest we forget – Lest we forget!

The tumult and the shouting dies;  
The Captains and the Kings depart:  
Still stands Thine ancient sacrifice,  
An humble and a contrite heart.  
Lord God of Hosts, be with us yet,  
Lest we forget – Lest we forget!

## **A PRAYER OF REMEMBRANCE**

*Bishop Brian Mascord – Catholic Bishop of Wollongong*

On this Anzac Day we remember those who have given their lives in battle – at sea, on the land and in the air. We offer thanks for the courage of the defenders of our nation – and we especially remember those who have died since the conflicts in our time. In your Hands O Father, we leave their departed spirits. Help us to follow their good examples in faithfulness and endurance, and may we be found worthy of their sacrifice. We ask these things in the name of Jesus Christ, Our lord. Amen.

## **A PRAYER FOR THOSE WHO SERVE AND HAVE SERVED**

*Major Phil Inglis – Salvation Army*

We ask, Heavenly Father, for your blessing and protection of those who serve, and have served, in our Defence Force. Watch over those who still suffer disability, injury or illness sustained in warfare. Strengthen, encourage and comfort those who have been saddened by the loss of loved ones, and the memories that a day of remembrance such as this brings. Draw your strong arms of love around them, we pray, and grant them the same courage, resolution and comradeship shown by those who have sacrificed all in the service of our nation. Through our Lord, Jesus Christ. Amen.

## **A PRAYER FOR THOSE TOUCHED BY CONFLICT - FROM THE DIVINE LITURGY OF ST BASIL THE GREAT**

*Father Branko Bosancic – Serbian Orthodox Church, Wollongong*

Remember, Lord, those who are in the deserts, on mountains, in caverns, and in the chambers of the earth. Remember, Lord, those living in chastity and godliness, in asceticism and holiness of life. Remember, Lord, this country and all those in public service whom you have allowed to govern on earth. Grant them profound and lasting peace. Speak to their hearts good things that through the faithful conduct of their duties we may live peaceful and serene lives in all piety and holiness. Be all things to all, You who know each person, his requests, his household, and his need. Deliver this community and this city of Wollongong, O Lord, and every city and town and all dwelling in them from famine, plague, earthquake, flood, fire,

sword, invasion of foreign enemies, and civil war. Amen

## **A PRAYER FOR ANZAC DAY**

*Reverend Peter Hayward – Anglican Bishop of Wollongong*

On this Anzac Day we give thanks for the efforts being made nations that are seeking peaceful and prosperous relationships with each other. For those national leaders inclined to 'go it alone' we ask that they might acknowledge their responsibilities to their people and the peoples of the world. For those whose role it is to make decisions that affect our nation, Guide them, O God, that they may be wisely directed so that Australia might continue to be a responsible member of the world community. Help us, O Lord, to foster peace and goodwill in our personal actions and deeds, to enhance the lives of all who live in, or visit, Australia, Amen.

## **HYMN – 'O GOD, OUR HELP IN AGES PAST'**

O God our help in ages past, our hope for years to come,  
Our shelter from the stormy blast, and our eternal home.  
Under the shadow of thy throne, thy saints have dwelt secure;  
Sufficient is thine arm alone, and our defence is sure.  
Before the hills in order stood, or earth received her frame,  
From everlasting thou art God, to endless years the same.  
A thousand ages in thy sight are like an evening gone;  
Short as the watch that ends the night before the rising sun.  
O God our help in ages past, our hope for years to come,  
Be thou our guard while troubles last, and our eternal home.

## **ANZAC DAY HYMN**

*Wollongong Salvation Army Band and Songsters*

## **COMMEMORATIVE ADDRESS**

*Local Community Rep? (Mr Louis Parnis – President, George Cross Falcons Club agreed to deliver the address in 2020 prior to the cancellation of Anzac Day activities)*

## **PIPER'S LAMENT**

*Piper Mr XXXXX*

## **ODE**

*ADF Representative (March Leader?)*

They shall grow not old as we that are left grow old,  
Age shall not weary them, nor the years condemn.  
At the going down of the sun and in the morning,  
We will remember them.  
Lest we forget.

## **LAST POST**

*Bugler Mr XXXXX*

## **ROUSE**

## **NEW ZEALAND NATIONAL ANTHEM**

God of nations at Thy feet, in the bonds of love we meet,  
Hear our voices we entreat, God defend our free land.  
Guard Pacific's triple star from the shafts of strife and war,  
Make her praises heard afar, God defend New Zealand.

## **AUSTRALIAN NATIONAL ANTHEM**

Australians all let us rejoice for we are one and free,  
We've golden soil and earth for toil, our home is girt by sea,  
Our land abounds in nature's gifts of beauty rich and rare,  
In history's page let every stage Advance Australia fair,  
In joyful strains then let us sing, Advance Australia fair.

## **APPRECIATION**

*Master of Ceremonies – Mr Peter Lipscomb – City of Wollongong RSL sub-Branch*

## **DEPARTURE OF OFFICIAL PARTY**

The audience is asked to remain seated whilst the Official Party departs from the Town Hall.

**DRAFT MC'S RUNNING SHEET**



# **Anzac Day Commemorative Service**

City of Wollongong RSL sub-Branch  
Returned & Services League of Australia

Monday 25 April 2022 - Wollongong Town Hall

107th Anniversary of the Anzacs' landing at  
Gallipoli in World War I

# ORDER OF COMMEMORATION

*Master of Ceremonies – XXXXX XXXXXX – City of Wollongong RSL sub-Branch*

*GOOD MORNING, LADIES AND GENTLEMEN,  
WELCOME TO THIS ANZAC DAY COMMEMORATIVE SERVICE; I AM XXXXX, AND I WILL BE YOUR MASTER OF CEREMONIES FOR TODAY'S SERVICE.*

*I NOW WISH TO INTRODUCE LIEUTENANT COMMANDER JOHN SPERRING, RAN, OUR RSL SUB-BRANCH PRESIDENT, WHO WILL PROVIDE THE SUB-BRANCH'S FORMAL WELCOME.*

## WELCOME

*Lieutenant Commander John Sperring, RAN – President, City of Wollongong RSL sub-Branch*

## WELCOME TO (OR ACKNOWLEDGEMENT OF) COUNTRY

*Mr/Mrs XXXXX – Illawarra Local Aboriginal Land Council (TBC)*

*If a member of the ILALC is unavailable the sub-Branch President provides an Acknowledgement of Country immediately after his/her welcome.*

*THANK YOU, UNCLE/AUNTY XXXXX*

*JOHN SPERRING WILL NOW DELIVER THE PROLOGUE.*

## PROLOGUE

*Lieutenant Commander John Sperring, RAN*

On this solemn occasion, being the 107<sup>th</sup> Anniversary of that major event in our nation's history – ANZAC – it is fitting that we should pause a while to remember those who fell. This ceremony serves to remind us of the spirit of supreme sacrifice which animated those who died, yet live on, forever in our memory.

*THANK YOU, JOHN.*

*FOR THOSE WHO CAN STAND I ASK YOU TO DO SO FOR OUR FIRST HYMN, 'THE RECESSIONAL', TO BE LED BY THE WOLLONGONG SALVATION ARMY BAND AND SONGSTERS. (TBC)*

## **HYMN – ‘THE RECESSIONAL’**

*Led by Wollongong Salvation Army Band and Songsters*

God of our fathers, known of old,  
Lord of our far-flung battle line,  
Beneath whose awful Hand we hold  
Dominion over palm and pine -  
Lord God of Hosts, be with us yet,  
Lest we forget – Lest we forget!

The tumult and the shouting dies;  
The Captains and the Kings depart:  
Still stands Thine ancient sacrifice,  
An humble and a contrite heart.  
Lord God of Hosts, be with us yet,  
Lest we forget – Lest we forget!

*THANK YOU, LADIES AND GENTLEMEN, PLEASE BE SEATED.*

*THE CATHOLIC BISHOP OF WOLLONGONG, THE MOST REVEREND BRIAN MASCORD, WILL NOW RECITE A PRAYER OF REMEMBRANCE.*

## **A PRAYER OF REMEMBRANCE**

*Bishop Brian Mascord – Catholic Bishop of Wollongong*

On this Anzac Day we remember those who have given their lives in battle – at sea, on the land and in the air. We offer thanks for the courage of the defenders of our nation – and we especially remember those who have died since the conflicts in our time. In your Hands O Father, we leave their departed spirits. Help us to follow their good examples in faithfulness and endurance, and may we be found worthy of their sacrifice. We ask these things in the name of Jesus Christ, Our lord. Amen.

*THANK YOU, REVEREND MASCORD.*

*MAJOR PHIL INGLIS OF THE SALVATION ARMY WILL NOW RECITE A PRAYER FOR THOSE WHO SERVED AND HAVE SERVED.*

## **A PRAYER FOR THOSE WHO SERVE AND HAVE SERVED**

*Major Phil Inglis – Salvation Army*

We ask, Heavenly Father, for your blessing and protection of those who serve, and have served, in our Defence Force. Watch over those who still suffer disability, injury or illness sustained in warfare. Strengthen, encourage and comfort those who have been saddened by the loss of loved ones, and the memories that a day of remembrance such as this brings. Draw your strong arms of love around them, we pray, and grant them the same courage, resolution and comradeship shown by those who have sacrificed all in the service of our nation. Through our Lord, Jesus Christ. Amen.

*THANK YOU, MAJOR INGLIS.*

*FATHER BRANKO BOSANCIC OF THE SERBIAN ORTHODOX CHURCH WILL NOW RECITE A PRAYER FOR THOSE TOUCHED BY CONFLICT.*

## **A PRAYER FOR THOSE TOUCHED BY CONFLICT - FROM THE DIVINE LITURGY OF ST BASIL THE GREAT**

*Father Branko Bosancic – Serbian Orthodox Church, Wollongong*

Remember, Lord, those who are in the deserts, on mountains, in caverns, and in the chambers of the earth. Remember, Lord, those living in chastity and godliness, in asceticism and holiness of life. Remember, Lord, this country and all those in public service whom you have allowed to govern on earth. Grant them profound and lasting peace. Speak to their hearts good things that through the faithful conduct of their duties we may live peaceful and serene lives in all piety and holiness. Be all things to all, You who know each person, his requests, his household, and his need. Deliver this community and this city of Wollongong, O Lord, and every city and town and all dwelling in them from famine, plague, earthquake, flood, fire, sword, invasion of foreign enemies, and civil war. Amen

*THANK YOU, FATHER BOSANCIC.*

*THE REVEREND PETER HAYWARD, ANGLICAN BISHOP OF WOLLONGONG, WILL NOW RECITE A PRAYER FOR ANZAC DAY.*

## **A PRAYER FOR ANZAC DAY**

*Reverend Peter Hayward – Anglican Bishop of Wollongong*

On this Anzac Day we give thanks for the efforts being made nations that are seeking peaceful and prosperous relationships with each other. For those national leaders inclined to 'go it alone' we ask that they might acknowledge their responsibilities to their people and the peoples of the world. For those whose role it is to make decisions that affect our nation, Guide them, O God, that they may be wisely directed so that Australia might continue to be a responsible member of the world community. Help us, O Lord, to foster peace and goodwill in our personal actions and deeds, to enhance the lives of all who live in, or visit, Australia, Amen.

*THANK YOU, REVEREND HAYWARD.*

*FOR THOSE WHO CAN STAND I ASK YOU TO DO SO FOR OUR NEXT HYMN, 'O GOD, OUR HELP IN AGES PAST'.*

## **HYMN – 'O GOD, OUR HELP IN AGES PAST'**

O God our help in ages past, our hope for years to come,  
Our shelter from the stormy blast, and our eternal home.  
Under the shadow of thy throne, thy saints have dwelt secure;  
Sufficient is thine arm alone, and our defence is sure.  
Before the hills in order stood, or earth received her frame,  
From everlasting thou art God, to endless years the same.  
A thousand ages in thy sight are like an evening gone;  
Short as the watch that ends the night before the rising sun.  
O God our help in ages past, our hope for years to come,  
Be thou our guard while troubles last, and our eternal home.

*THANK YOU, LADIES AND GENTLEMEN, PLEASE BE SEATED.*

*THE WOLLONGONG SALVATION ARMY BAND AND SONGSTERS WILL NOW PERFORM THE ANZAC DAY HYMN.*

## **ANZAC DAY HYMN**

*Wollongong Salvation Army Band and Songsters*

*LADIES AND GENTLEMEN, XXXXX WILL NOW DELIVER THE COMMEMORATIVE ADDRESS.*

## **COMMEMORATIVE ADDRESS**

*Local Community Rep? (Mr Louis Parnis – President, George Cross Falcons Club agreed to deliver the address in 2020 prior to the cancellation of Anzac Day activities)*

*THANK YOU XXXXX.*

*PIPER XXXXXX OF THE XXXXX PIPE BAND WILL NOW PLAY THE PIPER'S LAMENT.*

## **PIPER'S LAMENT**

*Piper Mr XXXXX*

*LADIES AND GENTLEMEN,*

*FOR THOSE WHO CAN STAND I ASK YOU TO DO SO FOR THE ODE, LAST POST, AND ROUSE. XXXXX WILL RECITE THE ODE AND THE BUGLER WILL BE XXXXXXXX.*

## **ODE**

*ADF Representative (March Leader?)*

They shall grow not old as we that are left grow old,  
Age shall not weary them, nor the years condemn.  
At the going down of the sun and in the morning,  
We will remember them.  
Lest we forget.

## **LAST POST**

*Bugler Mr XXXXX*

## **ROUSE**

*THANK YOU, LADIES AND GENTLEMEN,  
I ASK THAT YOU REMAIN UPSTANDING FOR THE NATIONAL ANTHEMS OF NEW ZEALAND AND AUSTRALIA.*

## **NEW ZEALAND NATIONAL ANTHEM**

God of nations at Thy feet, in the bonds of love we meet,  
Hear our voices we entreat, God defend our free land.  
Guard Pacific's triple star from the shafts of strife and war,  
Make her praises heard afar, God defend New Zealand.

## **AUSTRALIAN NATIONAL ANTHEM**

Australians all let us rejoice for we are one and free,  
We've golden soil and earth for toil, our home is girt by sea,  
Our land abounds in nature's gifts of beauty rich and rare,  
In history's page let every stage Advance Australia fair,  
In joyful strains then let us sing, Advance Australia fair.

## **APPRECIATION AND CEREMONY CLOSURE**

*XXXXX XXXXXX (MC) – City of Wollongong RSL sub-Branch*

*LADIES AND GENTLEMEN,*

*THANK YOU FOR YOUR ATTENDANCE AND PARTICIPATION IN THIS ANZAC DAY COMMEMORATIVE SERVICE.*

*THE CITY OF WOLLONGONG RSL SUB-BRANCH ACKNOWLEDGES THE SUPPORT FOR THIS EVENT PROVIDED THE WOLLONGONG CITY COUNCIL, THE WOLLONGONG SALVATION ARMY BAND AND SONGSTERS, OUR BUGLER AND PIPER, ST JOHN AMBULANCE AND SNAP PRINT AND DESIGN.*

*I REQUEST THAT YOU REMAIN SEATED WHILST THE OFFICIAL PARTY DEPARTS.*

## **DEPARTURE OF OFFICIAL PARTY**

The audience is asked to remain seated whilst the Official Party departs from the Town Hall.

DRAFT



## CITY OF WOLLONGONG RSL SUB-BRANCH

PRESIDENT : J.S. SPERRING  
HON. SECRETARY : P.W. LIPSCOMB  
HON. TREASURER : P.W. LIPSCOMB

Address correspondence to:

PO BOX 266  
FIGTREE NSW 2525

TEL: 02-4225 9818

EMAIL: [WollongongSB@rslnsw.org.au](mailto:WollongongSB@rslnsw.org.au)

ABN 71 151 740 252

## MEDIA RELEASE

### 2022 ANZAC DAY EVENTS

Anzac Day is one of Australia's most important national commemorative occasions. It marks the anniversary of the start of the first major military campaign fought by Australian and New Zealand forces during the First World War. Anzac Day commemorative events have been held on 25 April each year since 1916; they provide opportunities for our community to honour all who have served our nation, and other nations, in peacetime and in conflicts, and particularly those who have made the ultimate sacrifice.

In 2022 the City of Wollongong RSL sub-Branch is conducting a Dawn Service and the traditional Town Hall Commemorative Service. It is also planning and holding the Wollongong Anzac Day March, as the designated Event Organiser; in partnership with Wollongong City Council. This is the first Anzac Day since 2019 where all three events are able to occur.

#### Dawn Service

Most of the RSL sub-Branches in the Illawarra region will be conducting Dawn Services on Anzac Day. The City of Wollongong RSL sub-Branch Dawn Service will be held at the Cenotaph, in MacCabe Park, Church Street Wollongong, commencing at 5.00 AM. Members of the public and media representatives are welcome to attend.

#### ANZAC Day March

The Wollongong ANZAC Day March will commence at 10.00 AM, and will have the following route: contingents will form up in Crown Street Mall facing Kembla Street, then turn right into Kembla Street, then right into Burelli Street. They will pass the Reviewing Officer (XXXXXXX) in Burelli Street, then turn left into Church Street. After passing the Cenotaph the marchers will turn right into MacCabe Park, where they will disperse.

The March will include vintage cars carrying disabled veterans, Australian Defence Force personnel, members of Illawarra RSL sub-Branches, representatives of other ex-Service organisations and veterans' groups, and contingents representing community organisations. Local bands will provide

musical support.

XXXXXXX will be the March Leader.

Spectators are welcome to attend the March, and line the route to show their support for our local veterans.

## **Town Hall Service**

The City of Wollongong RSL sub-Branch's final formal event on Anzac Day is its traditional commemorative service held in the Wollongong Town Hall. This service commences at 11.30 AM; and members of the public and media representatives are most welcome to attend.

*City of Wollongong RSL sub-Branch Point of Contact for further details or comment: President John Sperring (0407 074 154).*

**ANZAC DAY TOWN HALL SERVICE - LIST OF VIP INVITEES (NAMES & ADDRESSES  
CORRECT AS AT NOVEMBER 2021)**

Councillor Gordon Bradbery AM (TBC - Lord Mayor might change at election in Dec 21) ##  
Lord Mayor of Wollongong  
Wollongong City Council  
41 Burelli Street  
WOLLONGONG NSW 2500

Hon. Sharon Bird MP ##  
Federal Member for Cunningham  
Parliament of Australia  
PO Box 387  
WOLLONGONG NSW 2500

Mr Stephen Jones MP  
Federal Member for Whitlam  
Parliament of Australia  
PO Box 264  
SHELLHARBOUR CITY CENTRE NSW 2529

Mr Paul Scully, MP ##  
Member for Wollongong  
Parliament of NSW  
2/51 Crown Street  
WOLLONGONG NSW 2500

Mr Ryan Park MP  
Member for Keira  
Parliament of NSW  
Shops 2 and 3  
247 Princes Highway  
CORRIMAL NSW 2518

Chief Executive Officer ##  
Illawarra Local Aboriginal Land Council  
3 Ellen Street  
WOLLONGONG NSW 2500

Major General Brian (Hori) Howard AO, MC, ESM (Rtd) ##  
15 Balfour Road  
AUSTINMER NSW 2515

Superintendent Evan Quarmby ##  
Commander Wollongong Local Area Command  
NSW Police  
Cnr Church & Market Streets  
WOLLONGONG NSW 2500

Major Phil Inglis  
Wollongong Salvation Army Office  
11-13 Burelli Street  
WOLLONGONG NSW 2500

Commodore Stewart Dunne, RAN ##  
Hydrographer of Australia  
AHO-4  
Australian Hydrographic Office  
8 Station Street  
WOLLONGONG NSW 2500

Mr W. Hansen OAM ##  
Hansen & Cole Funerals  
634 Northcliffe Drive KEMBLA GRANGE NSW 2526

Reverend Father Branko Bosancic ##  
St John the Baptist Serbian Orthodox Church  
82 Kenny Street

Most Reverend Brian Mascord ##  
Catholic Bishop of Wollongong  
Catholic Diocese of Wollongong  
PO Box 1239  
WOLLONGONG NSW 2500

The Right Reverend Peter Hayward ##  
Anglican Bishop of Wollongong Region  
74 Church Street  
WOLLONGONG NSW 2500

Key:

## Participant who is invited to both the Dawn Service and Town Hall Service.

## **ANZAC DAY TOWN HALL SERVICE PREPARATIONS - DETAILS FOR INDIVIDUAL POINTS OF CONTACT (AS AT NOVEMBER 2021)**

Wollongong City Council Events Team: Leader Ms Vera Cvetkoski and Events staff Ms Jayne Whitehead ([vcvetkoski@wollongong.nsw.gov.au](mailto:vcvetkoski@wollongong.nsw.gov.au) / 02-4227 7061 and [jwhitehead@wollongong.nsw.gov.au](mailto:jwhitehead@wollongong.nsw.gov.au)).

NSW Police - Wollongong Traffic Branch: Inspector Matthew Glasgow ([glas1mat@police.nsw](mailto:glas1mat@police.nsw)) or Senior Constable David Adams ([adam2dav@police.nsw](mailto:adam2dav@police.nsw)), or [wollotraffic@police.nsw.gov.au](mailto:wollotraffic@police.nsw.gov.au).

JOSS NSW: WO1 Darryl (Skip) Holzhauser ([darryl.holzhauser@defence.gov.au](mailto:darryl.holzhauser@defence.gov.au)) 02 6053 1361

Salvation Army: Major Phil Inglis - 4227 2994 / [info@wollongongsalvos.org.au](mailto:info@wollongongsalvos.org.au), Mr Joe McIver - 0417 416 406 / [joe@mciver.net.au](mailto:joe@mciver.net.au)

Alternative Bugler: Mr Ken Milner (02-4283 2972) or Mr Neil Wright ([ldpanxw6@gmail.com](mailto:ldpanxw6@gmail.com) / 02-4271 2441).

St John Ambulance: Wollongong Division Commander - Mr Nick Kafer (0431 718 936).

Printers: Snap Printing - Mr James Baker ([james@gong.snap.com.au](mailto:james@gong.snap.com.au)). Snap has a 'minimum order' regime, so even though only 100-150 copies might be needed, James could indicate that the fewest that can be ordered is more. He should provide a written quote for the documents.

Local Media Outlets: [wollnews@winns.com.au](mailto:wollnews@winns.com.au); [i98news@i98fm.com.au](mailto:i98news@i98fm.com.au); [news.wollongong@abc.net.au](mailto:news.wollongong@abc.net.au); [cos@illawarramercury.com.au](mailto:cos@illawarramercury.com.au); [news@wavefm.com.au](mailto:news@wavefm.com.au).

### Other Useful Contacts:

Lord Mayor's PA, Ms Sandy Thompson ([sthompson@wollongong.nsw.gov.au](mailto:sthompson@wollongong.nsw.gov.au))

The Hon. Sharon Bird's EA, Ms Dionne Garcia ([dionne.garcia@aph.gov.au](mailto:dionne.garcia@aph.gov.au))

Paul Scully MP's Office Manager, Ms Caitlin Roodenrys ([Caitlin.Roodenrys@parliament.nsw.gov.au](mailto:Caitlin.Roodenrys@parliament.nsw.gov.au))

Wollongong Police District Commander's Executive Officer, Ms Kellie Lambert ([lamb1kel@police.nsw.gov.au](mailto:lamb1kel@police.nsw.gov.au) / 02-4226 7703)

Administration Officer, Illawarra Local Aboriginal Land Council, Ms Donna Hiscox ([admin@ilalc.org.au](mailto:admin@ilalc.org.au))