



**CITY OF WOLLONGONG
RSL SUB-BRANCH**

Standard Operating Procedure 5

ANZAC Day IN SCHOOLS' PROGRAM (ADIS)

Updated 01 July 2022

Authors: Bruce Kafer & John Sperring

Purpose

1. This sub-Branch Standard Operating Procedure (SOP) provides guidance on the planning and conduct of the sub-Branch's 'ANZAC Day In Schools' program, to ensure that the elements of the program are conducted in accordance with accepted protocols.

Background

2. The ANZAC Day in Schools' Program was initiated in 2000 by sub-Branch stalwarts Peter Poulton AM, Roy Chapman and Darryl Walker. Its aim is to complement other ANZAC Day commemorative activities by providing an opportunity for local primary and secondary school students to participate in services that encourage a greater understanding of the 'ANZAC legend' plus the service and sacrifice of Australian men and women in conflicts and peacetime since the Boer War.
3. The program includes two key elements: a combined schools' assembly involving representatives of schools in the sub-Branch's geographic 'catchment area'; and the attendance of sub-Branch volunteers at individual schools' ANZAC assemblies.
4. The ANZAC Day In Schools' Program 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 and the Illawarra ANZAC Day March. These activities are described in separate SOPs.

Overview

5. The sub-Branch's combined schools' assembly is normally held outdoors at the Cenotaph in MacCabe Park, Wollongong. However, if the weather is unsuitable or if NSW Health Orders or other issues of risk necessitate an indoor service, a fall-back option is to hold the service in the main auditorium of the City Diggers Club, Church Street, Wollongong. This SOP will provide planning guidance for both outdoors and indoors services.
6. The combined schools' assembly generally occurs late in the week after ANZAC Day - during the first or second week of the NSW autumn school term. The date and time for this event are confirmed at a planning meeting (attended by schools' representatives and other stakeholders) held in early March.
7. A feature of the combined schools' assembly is that it is conducted almost entirely by school students; the sub-Branch's only participation in the service is provision of two flag orderlies, and the senior executive member in attendance lays a wreath on behalf of the sub-Branch. VIP guests (politicians, local clergy, representatives of ex-Service organisations etc) are not normally invited to this assembly, as its focus is on improving school students' understanding of the significance of ANZAC in Australian culture and history.
8. The sub-Branch invites representation by local schools in this activity, via a letter that is emailed to approximately 40 school principals at least two months prior to ANZAC Day.

That letter also includes an offer for principals to invite a sub-Branch member to attend and speak at any ceremonies that they might be conducting within their schools.

9. There is no limit placed on the number of students attending the combined schools' assembly, if it is held at the Cenotaph. However, in the past schools have normally been represented by a class, or by a small number of representatives. If the assembly is to be held indoors at the City Diggers Club, schools will need to be made aware of the maximum number of participants they can have at the event. This limit will be determined by the auditorium's seating capacity, as advised by the WGC, and might also be a function of any public health orders in place at the time of the event.

COVID Considerations

10. With future COVID lockdown restrictions a possibility, it is recommended that a risk assessment be conducted early in the year to determine if 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 the required number of COVID vaccinations and how that may be practical given other considerations; and if the City Diggers Club is able to host an indoors service. 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 / glendon.lee@health.nsw.gov.au

Planning Sequence

(Points of Contact, as at July 2022, are listed in Attachment 1)

11. **By 25 January: Note: the following actions are actioned by the Chair of the Commemorative Events sub-Committee as bulk requests for all ANZAC Day events.**

Commence liaison with the Wollongong City Council (WCC) Events Team on all ANZAC Day commemorative activities. Support will be required if the combined schools' service is held at the Cenotaph. The WCC Ellen Street carpark will need to be open to allow school buses to park. Provide advice on the proposed date and time of the assembly.

Jayne Whitehead jwhitehead@wollongong.nsw.gov.au

Inform the NSW Police of the combined schools' service, in addition to other ANZAC Day events. Advise them that this activity, if held at the Cenotaph, will not require road closures. When details of the event are finalised complete the form 'Notice of intention to hold a Public Assembly' (Annex A), a "Crowded Places Security Audit", plus a 'COVID Safety Plan' (if required), and forward these completed forms to the Wollongong Traffic Branch.

Wollongong Traffic Police branch contact (Senior Inspector Mike Dykes)

dyke1mic@police.nsw.gov.au Mobile: 0414-308 875
wollotraffic@police.nsw.gov.au.

Covid Safety Plan <https://www.nsw.gov.au/covid-19/business/safety-plans>
Crowded Places Audit
<https://www.nationalsecurity.gov.au/crowded-places-subsite/Files/crowded-places-security-audit.pdf>

Crowded Places Self-Assessment
<https://www.nationalsecurity.gov.au/protect-your-business/crowded-places/overview/self-assessment-tool>

12. Inform Wollongong Golf Club (WGC) of the combined schools' assembly, in addition to other ANZAC Day events. Book the main auditorium for the combined schools' assembly planning meeting, to be held in early March; and make a tentative booking for the main auditorium as a back-up venue for an outdoor service (subject to availability of auditorium during week after ANZAC Day). The date/time of assembly is to be confirmed with WGC after the planning meeting in early March.

Tahlia Braunack Events Manager Wollongong Golf Club events@the19th.com.au

13. **By 25 February:** Contact a local ADF Cadet unit (TS *Albatross* / 26 ACU / 314 Sqn) to request provision of a catafalque party for the combined schools' assembly, with a date/time to be confirmed in March. 26 ACU has historically provided a catafalque party, however the other local cadet units may wish to participate on a rotational basis.

Prepare and email a letter to local school principals that details the ANZAC Day In Schools' Program and requests participation by: school staff representatives in the assembly's planning meeting; students in the assembly; and school students in Master/s of Ceremonies duties, speeches, and choral and musical support. The letter also seeks advice on whether schools wish to have a sub-Branch member attend and speak at their own commemorative ceremonies. A proposed letter is attached at Annex B; and Annex C contains a list of local schools and their email addresses. Representatives of WCC, WGC and NSW Police should also be invited to attend this meeting.

Ensure regional education directors are emailed copies of the correspondence forwarded to school principals, for their awareness of the preparations for the combined schools' assembly. POCs in the NSW Education Department are Director Educational Leadership, Wollongong Network (regionalsouthwollongong@det.nsw.edu.au) and Director Educational Leadership, Lake Illawarra North Principals Network (regionalsouthwarilla@det.nsw.edu.au). The POC in the Catholic education system is Director, Wollongong Catholic Diocese Education Office (info@dow.catholic.edu.au).

Arrange first-aid support for the outdoor service from St John Ambulance. The application for support is submitted via St John NSW website (www.stjohnnsw.com.au); click on 'Event Health Services' tab and compile the Event Booking online. St John Ambulance should respond to 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).

14. **By 10 March:** The sub-Branch Commemorations planning team to conduct a planning meeting for combined schools' assembly. Attendees need to confirm the following at the meeting:

- Date and time of assembly (the activity normally commences at 1000 hrs)
- Format/program for the assembly
- Students/Schools for:
 - Master/s of Ceremonies (ideally a Year 12 student/s)
 - Choir
 - Band and Bugler
 - Ceremonial Address
 - Ode
 - Prayer for Peace
 - 3 x two-minute speeches on the theme 'What ANZAC Day means to me'.

15. **By 15 March:** Prepare a follow-up letter to school principals and their coordinators of ANZAC Day events that highlights the outcomes of the planning meeting and confirms responsibilities for various elements of the combined schools' assembly. Also provide a deadline for principals for requesting sub-Branch support for schools' ANZAC Day ceremonies (14 April is suggested). Forward the letter via email. A draft version of the proposed letter is at Annex D.

Contact Go-Hire to place an order for hire of 50 plastic chairs (TBC) - to be delivered to the Cenotaph 45 minutes before the assembly commences, and to be collected immediately after the assembly. Go-Hire: Party2@gohire.com.au.

Contact Illawarra Production Services to organise audio support for an outdoor service at the Cenotaph. Illawarra Production Services: info@ipsonline.com.au 02 - 42265 595.

16. **At the March RSL sub-Branch Committee and General Meetings:** Seek support from sub-Branch members for attendance at school assemblies. Obtain names of volunteers, and then allocate members to schools as requests are received from schools. Suggest giving each volunteer a set 5 minute speech.

17. **By 5 April:** Develop a schedule/program for the combined schools' assembly and email it to designated representatives of schools providing support for the activity. In addition, provide copies to WCC, NSW Police, WGC for their information. A draft program for the assembly is at Annex E.

(Note: An Order of Service is not produced for the combined schools' assembly, and the quantity of hard copies of the schedule printed for the event is sufficient for issuing to those participants who have a specified role to play in the activity).

Contact the designated MC/s for the combined schools' assembly, and provide guidance on their duties for the event.

Call Flower Bud florist to forewarn staff that the sub-Branch will place an order for a small number of wreaths for ANZAC Day commemorative events and the combined schools' assembly about a week before ANZAC Day.

Flower Bud: Ms Krista Langley (02 - 4226 6000).

Sub-Branch Commemorations Planning team meet relevant WGC staff and WCC Events staff to discuss the status of preparations for all ANZAC Day commemorative events and the combined schools' assembly. This meeting should also be used to develop a contingency plan for an indoor service: the floor plan and setup for the service, and the order of events. This will give them ample time to complete an event brief, have necessary facilities in place, and ensure their staff are prepared.

18. **By 15 April:** Contact representatives from schools providing the band and choir to confirm the size of their ensembles, where they will be located for the assembly, and whether they have specific needs - other than microphones for the choir (e.g. chairs, table etc). Confirm that the bugler is available.

Prepare 'Running Sheet' for MC/s, based on the assembly's program, and forward to them for their review. A draft Running Sheet is at Annex F.

Check with staff of the cadet unit providing catafalque party on intentions for rehearsal prior to assembly.

19. **By 18 April:** Include in the 'ANZAC Day Media Release' a segment describing the combined schools' assembly, and email the Media Release to local media outlets (WIN TV, ABC Radio Illawarra, i98 FM, Wave FM and Illawarra Mercury).

Finalise sub-Branch's commitments to having members attending school assemblies. Inform sub-Branch volunteers of the schools they will be visiting, provide them with details of schools' points of contact, and request their feedback on the school ceremonies they attend.

20. **By 20 April:** Email the finalised order for ANZAC Day wreaths to the florist (including the sub-Branch wreath for the combined schools' assembly). The order is to include advice to the florist on what should be written on the card/tape attached to each wreath, and invoicing arrangements (Annex G contains a copy of the 2021 email order for guidance). Request that the wreath for the combined schools' assembly be delivered to City Diggers Club by late afternoon of the day before the assembly, and liaise with club staff to receive it.

21. **Day before assembly:** If auditorium is to be used for service, and is available the preceding day: set up venue - flags, table for wreaths, lectern, reserved seating, other seating etc. Check sound system with club staff, including access to separate microphones for MC/s and choir. If the auditorium is unavailable on this date, it is possible to set up the venue immediately before the assembly, in which case it is recommended that early access to the City Diggers Club is obtained and the set-up commences at 0830 hrs.

Ensure sub-Branch wreath is delivered to the City Diggers Club.

22. On day of Combined Schools' Assembly: Catafalque Party rehearsal - TBC.

Committee members attending the assembly to arrive 60 minutes before the event for setup and meet/greet etc.

23. If assembly is held at Cenotaph: Obtain keys for flagpoles' locks from sub-Branch office, plus Australian and New Zealand national flags (the flagpoles near the Cenotaph have covers protecting their halyards, and the covers are secured with small padlocks; the keys for these padlocks are on a key-ring that is hanging on the inside of one of the large cupboard doors in the sub-Branch office).

Transfer sub-Branch lectern, wreath, national flags and copies of the assembly program from City Diggers Club to McCabe Park.

Arrange plastic chairs adjacent to the Cenotaph. Approximately 15 chairs should be positioned for speakers on the south side of the Cenotaph, and other chairs are to be positioned for the band and choir. The remaining chairs are to be located on the north side.

Confirm presence of St John Ambulance personnel.

Check sound system set-up - particularly microphones for MC's (at lectern) and choir.

Note: Flag ceremonial procedures for the combined schools' assembly are to be in accordance with RSL NSW Commemorative Protocols.

24. Post-Assembly activities: Upon receipt of invoices the sub-Branch Treasurer will pay organisations that provided support (e.g. florists, hire company, audio support company etc).

Conduct internal 'wash-up' of the assembly and school visits as part of the sub-Branch's review of its ANZAC Day events, and include the Combined Schools' Assembly in a separate debrief with relevant organisations (WCC, NSW Police, and WGC etc).

Annexes:

- A. Notice of intention to hold a public assembly
- B. Proposed initial letter to school principals
- C. Wollongong schools' and their email addresses
- D. Proposed follow-up letter to school principals / ANZAC Day coordinators
- E. Draft Program - Combined Schools' Assembly
- F. Combined Schools' Assembly - MC's Running Sheet
- G. Example Email - Order for Wreaths

Attachment:

- 1. ANZAC Day In Schools' Program - Details for individual Points of Contact (as at September 2021)

**NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY
Summary Offences Act 1988**

To the Commissioner of Police

1. I John Sperring President of the City of Wollongong RSL sub-Branch PO Box 266 FIGTREE NSW 2525 on behalf of the City of Wollongong and the Wollongong City Council notify the Commissioner of Police that on a day yet to be determined in April 2023 it is intended to hold the Wollongong City ANZAC Day in Schools” Program.

(a) a public assembly of approximately 200 persons who will assemble at the Wollongong City Cenotaph Street, opposite the Church and Stewart Street round-about on the edge of MacCabe Park approximate 11:00 am., proceed along Burelli Street into Church Street and disperse in MacCabe Park at approximately 1040 am.

2. The purpose of the proposed assembly is to stage the Wollongong City ANZAC Day in Schools’ Program.

3. The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly:

- (i) There will be approx.one band.
- (ii) The majority of the participants will be school age students and their teacher supervisors.

4. I take responsibility for organising and conducting the proposed public assembly on behalf of the City and the Council.

5. Notices for the purposes of the *Summary Offences Act 1988* may be served on me at the following:

Address: City of Wollongong RSL sub-Branch
PO Box 266
FIGTREE NSW 2525

Telephone: 0407-074 154

Signed:

Capacity/Title: President

Date

PROPOSED INITIAL LETTER TO SCHOOL PRINCIPALS

Sub-Branch letterhead

XX February 2023

WOLLONGONG ANZAC DAY IN SCHOOLS' PROGRAM - 2023

Dear Principal,

For several years the City of Wollongong RSL sub-Branch has assisted local primary and secondary schools in educating our young people about the significance of ANZAC Day. This has been achieved by organising special combined assemblies or by having RSL members participate in school assemblies. These activities have generally been successful; the RSL sub-Branch has received positive feedback from school staff on RSL members' contributions to school assemblies, and the combined schools' assembly held at the Cenotaph in MacCabe Park Wollongong has often been well attended and has been a memorable event.

To ensure the continuing success of these activities it is proposed to conduct a planning meeting well before ANZAC Day, and I invite representation from your school at that meeting (details are below). However please be assured we in the RSL sub-Branch are mindful that schools in our region conduct very effective and meaningful ANZAC Day ceremonies for their students.

I also appreciate that ANZAC Day often sits in the NSW school holiday period, so schools must schedule their ceremonies for before, or just after, the holiday period - this generates a challenge in ensuring the ceremony is relevant. This year the combined schools' assembly at the Cenotaph will be conducted after the holidays on a date to be confirmed at the forthcoming planning meeting, but it is likely to occur on **XXXXday XX April 20XX**.

The planning meeting will be held at the City Diggers Club, Church Street Wollongong, on **XXXXXday XX March 2023**. The meeting will commence at 4.00 PM in the main auditorium (top floor of the club). I invite you to have one representative in attendance; and I anticipate that the following matters will be canvassed and confirmed at the meeting:

- The format/program for the combined schools' representative assembly, and nomination of senior students to lead the assembly.
- Confirmation of the combined assembly's date and time.
- Confirmation of the requirement for the RSL's visiting speakers program at school assemblies, and ideas for enhancement of the RSL's contribution.
- Any other issues that representatives might wish to raise / feedback on past activities and ideas for improvement.

I appreciate that you and your staff manage very busy schools' programs, and I acknowledge your efforts to maintain your students' understanding of ANZAC's history and heritage. I request that you or your staff indicate your intentions regarding the ANZAC Day in Schools' Program by completing and returning the form below.

The City of Wollongong RSL sub-Branch's 'point of contact' for your responses is Rear Admiral Bruce Kafer AM CSC RAN (Rtd). He can be contacted on mobile 0439-784 088, or email: bandgkafer@ozemail.com if you have any questions or concerns about the program.

Yours faithfully,

John Sperring

President
City of Wollongong RSL sub-Branch

Attachment:

1. Wollongong ANZAC Day In Schools' Programs - 2023 - Schools' Feedback Form

cc.

Director Educational Leadership, Wollongong Network, NSW Education Department
(regionalsouthwollongong@det.nsw.edu.au)

Director Educational Leadership, Lake Illawarra North Principals Network, NSW Education
Department (regionalsouthwarilla@det.nsw.edu.au).

Director, Wollongong Catholic Diocese Education Office (info@dow.catholic.edu.au).

WOLLONGONG ANZAC DAY IN SCHOOLS' PROGRAM - 2023 - SCHOOLS' FEEDBACK FORM

PLEASE RETURN AFTER DELETING OPTIONS BELOW THAT ARE INAPPLICABLE

1. My school will have students in attendance the combined schools' assembly, and a representative will attend the meeting with sub-Branch representatives to plan ANZAC Day activities for schools - to be held at the City Diggers Club on **XXXXday XX** March 2023 from 4.00 PM.

The school will be represented by: _____

OR

2. My school is unable to participate in the planning meeting for ANZAC Day activities, however students will represent the school at the combined schools' assembly.

OR

3. My school will not be represented at the combined schools' assembly.

4. My school will organise its own school assembly and would / would not like an RSL member to attend and speak at the ceremony.

Signed: _____ Principal Date: _____

Name: _____ Phone: _____

School: _____

Email / Postal Address: _____

Please return this form, by email or post, to: Hon. Secretary:

City of Wollongong RSL sub-Branch,
PO Box 266
FIGTREE NSW 2525.

WOLLONGONG SCHOOLS AND THEIR EMAIL ADDRESSES

The following primary and secondary schools lie within the geographic 'catchment area' of the City of Wollongong RSL sub-Branch, and are those that have traditionally been invited to participate in the sub-Branch's ANZAC Day In Schools' program. This list might not include schools that have recently opened in the area.

NSW Education Department

Balgownie Public School (PS)	balgownie-p.school@det.nsw.edu.au
Berkeley PS	berkeley-p.school@det.nsw.edu.au
Coniston PS	coniston-p.school@det.nsw.edu.au
Fairy Meadow Demonstration PS	fairymeado-p.school@det.nsw.edu.au
Farmborough Road PS	farmborord-p.school@det.nsw.edu.au
Figtree High School (HS)	figtree-h.school@det.nsw.edu.au
Figtree PS	figtree-p.school@det.nsw.edu.au
Figtree Heights PS	figtreehts-p.school@det.nsw.edu.au
Gwynneville PS	gwynnevill-p.school@det.nsw.edu.au
Hayes Park PS	hayespark-p.school@det.nsw.edu.au
Illawarra Sports HS	illawaspor-h.school@det.nsw.edu.au
Kanahooka HS	kanahooka-h.school@det.nsw.edu.au
Keira HS	keira-h.school@det.nsw.edu.au
Keiraville PS	keiraville-p.school@det.nsw.edu.au
Lake Heights PS	lakeheight-p.school@det.nsw.edu.au
Lindsay Park PS	lindsaypk-p.school@det.nsw.edu.au
Mount Keira PS	mtkeira-p.school@det.nsw.edu.au
Mount Kembla PS	mtkembla-p.school@det.nsw.edu.au
Mount Ousley PS	mtousley-p.school@det.nsw.edu.au
Mount St Thomas PS	mtstthomas-p.school@det.nsw.edu.au
Nareena Hills PS	nareenahil-p.school@det.nsw.edu.au

Para Meadows School	parameadow-s.school@det.nsw.edu.au
Pleasant Heights PS	pleasantht-p.school@det.nsw.edu.au
Smiths Hill HS	smithshill-h.school@det.nsw.edu.au
Tarrawanna PS	tarrawanna-p.school@det.nsw.edu.au
Towradgi PS	towradgi-p.school@det.nsw.edu.au
Wollongong Performing Arts HS	wollongong-h.school@det.nsw.edu.au

Wollongong Catholic Diocese

Good Samaritan PS - Fairy Meadow	info@gsfmdow.catholic.edu.au
St Therese PS - West Wollongong	info@stwwdow.catholic.edu.au
St Brigid's PS - Gwynneville	info@sbgdow.catholic.edu.au
St Pius X PS - Unanderra	info@spxudow.catholic.edu.au
St Francis of Assisi PS - Warrawong	info@sfdow.catholic.edu.au

Others

Edmund Rice College	office@erc.nsw.edu.au
Illawarra Christian School	admin@ics.nsw.edu.au
The Illawarra Grammar School	info@tigs.nsw.edu.au
St Mary Star of the Sea College	School website provides messaging function

**PROPOSED FOLLOW-UP LETTER TO SCHOOL PRINCIPALS / ANZAC DAY
COORDINATORS***Sub-Branch letterhead*

XX March 2023

WOLLONGONG ANZAC DAY IN SCHOOLS' PROGRAM - 2023- UPDATE ON PLANNING

Dear Principal / ANZAC Day Events Coordinator,

I thank the representatives of Wollongong primary and secondary schools who have responded to my letter of XX February 2023, regarding this RSL sub-Branch's ANZAC Day In Schools' program, and I appreciate the support of those staff members who attended the planning meeting on XX March.

The following points were agreed at the planning meeting:

- The combined schools' assembly will be held at the War Memorial Cenotaph, in MacCabe Park Wollongong on XXXday, XX April 2023, commencing at XX.XX AM. In the event of poor weather or public health social restrictions, the assembly will be held in the main auditorium of the City Diggers Club, Church Street, Wollongong.
- Schools may have as many students attending the assembly as they wish if it is held outdoors at the Cenotaph. However, if the assembly is to be held in the City Diggers Club, attendance will be necessarily limited, and schools will be informed beforehand of the maximum number of students who can attend.
- The Master/s of Ceremonies for the assembly will be provided by (school name).
- The choir will be provided by (school name).
- The band will be from (school name).
- The bugler will be from (school name).
- A catafalque party will be provided by (cadet unit).
- The Ceremonial Address will be delivered by a student from (school name).
- The Ode will be recited by a student from (school name).
- The Prayer for Peace will be recited by a student from (school name).
- Students from three schools have been nominated to provide short (two-minutes) speeches on the theme 'What ANZAC Day means to me'. Those schools are XXXX, XXXX and XXXX.

The assembly will have a musical interlude, in addition to the speeches and ceremonial elements, and it will conclude with the national anthems of New Zealand and Australia.

I request that principals, or ANZAC Day events coordinators, from those schools which have nominated to provide speakers for the assembly, provide names of those students to this sub-Branch's 'point of contact' by 3 April 2023, to enable development of a schedule for the event. The POC for your responses is Rear Admiral Bruce Kafer AM CSC RAN (Rtd). He can be contacted 0439-784 088, or email: bandgkafer@ozemail.com if you have any questions or concerns about the program.

I also request that school principals or ANZAC Day coordinators wishing to have a member of this RSL sub-Branch attend and speak at their own schools 2023 ANZAC Day school assemblies contact the sub-Branch POC by 14 April so that an RSL member can be allocated to each event.

I hope that all schools in Wollongong will be able to participate in this RSL sub-Branch's ANZAC Day In Schools' program - by their attendance at the combined schools' assembly and/or by having an RSL member attend their ANZAC Day ceremonies.

Yours faithfully,

John Sperring
President
City of Wollongong RSL sub-Branch

DRAFT PROGRAM - COMBINED SCHOOLS' ASSEMBLY

2023 COMBINED SCHOOLS' ASSEMBLY

PROGRAM

- **Master/s of Ceremonies - Introduction and Welcome (Name/s and School/s)**
- **Catafalque Party takes post (XXXX Australian Navy / Army / Air Force Cadet Unit)**
- **Prayer for Peace (Name / School)**

*Almighty God, in whose ever-ruling providence nations rise and fall, we give you our thanks. Keep us ever mindful of those who have laid down their lives for their nation's sake and of all who have patiently borne the wounds and suffering of war. Help us to be like them in bravery, devotion and endurance in the battle against sin and wrong. Help us to live a life of peace and goodwill, and teach all nations to love you so that war and bloodshed may be abolished from the earth; through Him who is the Prince of Peace, Jesus Christ our Lord. **AMEN***

- **Ceremonial Address (Name / School)**
- **Musical Interlude (XXX School Band)**
- **What ANZAC Day Means to me**
 - **(Name / School)**
 - **(Name / School)**
 - **(Name / School)**
- **Wreath Laying (including musical interlude/choir)**
- **Ode (Name / School)**

- **Last Post (Name / School of Bugler)**
- **Minute's Silence**
- **Rouse (Bugler)**
- **New Zealand and Australian National Anthems (XXXX School Band and XXXX School Choir)**
- **Catafalque Party dismounts**
- **Conclusion and Appreciations (Master/s of Ceremonies)**

Appreciations:

XXXX Australian Navy / Army / Air Force Cadet Unit

XXXXX School Band

XXXXX School Choir

Bugler (Name/School)

Participating Schools'' - staff and students

Illawarra Production Services

Wollongong City Council

Parents

COMBINED SCHOOLS' ASSEMBLY - MC'S RUNNING SHEET

2023 COMBINED SCHOOLS' ASSEMBLY

MC'S RUNNING SHEET

- **Master/s of Ceremonies - Introduction and Welcome**

GOOD MORNING EVERYBODY,

WELCOME TO THIS COMBINED SCHOOLS' ASSEMBLY TO COMMEMORATE ANZAC; I AM / WE ARE (NAME/S) FROM XXXX SCHOOL/S, AND I/WE WILL BE YOUR MASTER/S OF CEREMONIES FOR TODAY'S SERVICE.

- **Catafalque Party takes post**

THE CATAFALQUE PARTY FOR TODAY'S ASSEMBLY COMPRISES CADETS FROM XXXXXX AUSTRALIAN NAVY / ARMY / AIR FORCE CADET UNIT. THE CATAFALQUE PARTY IS ABOUT TO MARCH ON AND TAKE POST, SO I/WE REQUEST THAT YOU STAND IF YOU ARE SEATED.

"GUARD COMMANDER – MOUNT THE CATAFALQUE PARTY"

PLEASE BE SEATED.

- **Prayer for Peace**

I/WE NOW WISH TO INTRODUCE XXXXXX OF XXXXX SCHOOL, WHO WILL RECITE THE 'PRAYER FOR PEACE'.

PLEASE STAND.

Almighty God, in whose ever-ruling providence nations rise and fall, we give you our thanks. Keep us ever mindful of those who have laid down their lives for their nation's sake and of all who have patiently borne the wounds and suffering of war. Help us to be like them in bravery, devotion and endurance in the battle against sin and wrong. Help us to live a life of peace and

goodwill, and teach all nations to love you so that war and bloodshed may be abolished from the earth; through Him who is the Prince of Peace, Jesus Christ our Lord. **AMEN**

THANK YOU XXXXX.

- **Ceremonial Address**

I/WE NOW INVITE XXXXXX OF XXXXX SCHOOL TO DELIVER THE CEREMONIAL ADDRESS.

- **Musical Interlude**

XXX SCHOOL BAND WILL NOW PLAY (TUNE/S), WHICH IS (RELATIONSHIP OF TUNE TO ANZAC?).

- **What ANZAC Day Means to me**

THREE STUDENTS WILL NOW PROVIDE SHORT SPEECHES ON THE THEME 'WHAT ANZAC DAY MEANS TO ME. THE FIRST SPEAKER IS XXXXXX OF XXXXX SCHOOL.

THANK YOU XXXXXX. THE SECOND SPEAKER IS XXXXXX OF XXXXX SCHOOL.

THANK YOU XXXXX. THE THIRD SPEAKER IS XXXXXX OF XXXXX SCHOOL.

THANK YOU XXXXX.

- **Wreath Laying**

THE WREATH LAYING CEREMONY WILL NOW COMMENCE.

DURING THIS PERIOD THE XXXX SCHOOL CHOIR, ACCOMPANIED BY THE XXXXX SCHOOL BAND WILL PERFORM XXXXXXXX.

STUDENT REPRESENTATIVES ARE INVITED TO COME FORWARD TO LAY WREATHS ON BEHALF OF THEIR SCHOOLS".

(AFTER FINAL STUDENTS LAY WREATHS) - IF ANYBODY ELSE IN ATTENDANCE HERE TODAY WISHES TO LAY A WREATH YOU ARE NOW INVITED TO DO SO.

A REPRESENTATIVE OF THE WOLLONGONG CITY RSL SUB-BRANCH TO LAY A WREATH ON BEHALF OF VETERANS.

- **Ode / Last Post / Minute's Silence / Rouse**

THANK YOU EVERYBODY,

I/WE ASK THAT YOU NOW STAND FOR THE ODE, LAST POST, A MINUTE'S SILENCE AND THE ROUSE.

THE ODE WILL BE RECITED BY XXXXX OF XXXXX SCHOOL, AND XXXXXX OF XXXXX SCHOOL WILL PLAY THE LAST POST AND ROUSE.

- **New Zealand and Australian National Anthems**

THANK YOU. WILL EVERYBODY PLEASE REMAIN STANDING FOR THE NEW ZEALAND AND AUSTRALIAN NATIONAL ANTHEMS?

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.

- **Catafalque Party to dismount**

/WE REQUEST THAT EVERYBODY REMAINS STANDING WHILST THE GUARD MARCHES OFF.

"GUARD COMMANDER – DISMOUNT THE GUARD"

- **Conclusion and Appreciations**

LADIES AND GENTLEMEN, BOYS AND GIRLS,

THE 2023 COMBINED SCHOOLS' ASSEMBLY HAS COME TO AN END. THE ORGANISER OF TODAY'S CEREMONY, THE CITY OF WOLLONGONG RSL SUB-BRANCH, THANKS YOU FOR YOUR ATTENDANCE AND PARTICIPATION.

SPECIAL THANKS GO TO THE XXXXX NAVY / ARMY / AIR FORCE CADET UNIT FOR ITS CEREMONIAL SUPPORT. THE RSL SUB-BRANCH ALSO APPRECIATES THE MUSICAL AND CHORAL SUPPORT PROVIDED BY THE XXXXX SCHOOL BAND AND THE XXXX SCHOOL CHOIR, OUR BUGLER - XXXXX OF XXXX SCHOOL, AND THE OTHER STUDENTS WHO HAVE CONTRIBUTED TO THIS SERVICE.

THANKS ALSO GO TO WOLLONGONG CITY COUNCIL AND ILLAWARRA PRODUCTION SERVICES, AND LAST (BUT NOT LEAST) TO THE SCHOOL STAFF MEMBERS AND PARENTS WHO HAVE HELPED SCHOOL STUDENTS TO BE HERE TODAY.

GOOD MORNING EVERYBODY.

ANNEX G

EXAMPLE EMAIL - ORDER FOR WREATHS

The text of the email order for a wreath to be sent to Flower Bud is provided below for guidance on submitting future orders.

Hi Krista,

I wish to place an order with Flower Bud for one wreath for this year's ANZAC Day in Schools' Program. I ask that an 8 x 40 cm wreaths, with a 'LEST WE FORGET' ribbon, be prepared and delivered to the City Diggers Club on **DAY DATE** April. The staff of the Club will be aware of this.

The City of Wollongong RSL sub-Branch should be invoiced for the wreath by email to the sub-Branch's address: WollongongSB@rslnsw.org.au.

Regards,

Bruce Kafer

Patron

City of Wollongong RSL sub-Branch

DATE 2023

ANZAC DAY IN SCHOOLS' PROGRAM - DETAILS FOR INDIVIDUAL POINTS OF CONTACT (AS AT JULY 2022)

Wollongong Golf Club: Events Manager - Tahlia Braunack (events@the19th.com.au). The WGC General Manager Leigh Hingston and staff member Rodd Pearce should also be CC addressees on early correspondence (gm@the19th.com.au and rodd@the19th.com.au).

Wollongong City Council Events Team: Ms Jayne Whitehead / 02-4227 7061 and jwhitehead@wollongong.nsw.gov.au).

NSW Police - Wollongong Traffic Branch: Wollongong Police Traffic Branch contact: Spt Mike Dykes) wollotraffic@police.nsw.gov.au.

NSW Education Department:

Director Educational Leadership, Wollongong Network (regionalsouthwollongong@det.nsw.edu.au) and Director Educational Leadership, Lake Illawarra North Principals Network (regionalsouthwarilla@det.nsw.edu.au).

Catholic Education System:

Director, Wollongong Catholic Diocese Education Office (info@dow.catholic.edu.au).

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

Florists: Flower Bud - Ms Krista Langley (02 – 4226 6000).

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news.wollongong@abc.net.au
cos@illawarramercury.com.au
news@wavefm.com.au

Go-Hire: Party2@gohire.com.au.

Illawarra Production Services: info@ipsonline.com.au.