



**CITY OF WOLLONGONG
RSL SUB-BRANCH**

Standard Operating Procedure 6

Victory in the Pacific Day

Correct as at 18 August 22

Author: John Sperring, JP (NSW) President

1 Purpose

This sub-Branch Standard Operating Procedure (SOP) provides guidance on the planning and conduct of the sub-Branch's annual Victory in the Pacific (VP) Day commemorative service, to ensure that it is conducted with dignity and in accordance with accepted protocols. The details was sourced 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

VP Day services are held on 15 August each year. On the morning of 15 August 1945, the Emperor of Japan announced that his country would accept the Allies' ultimatum to surrender. For Australians, this signified the end of the World War II. A war that had seen nearly one million Australians serve in the armed forces. Of those, over 30,000 were taken prisoner and 39,000 did not return to their loved ones.

The commemorative service normally will commence at approximately 1100 hrs on VP Day, because that was the time that the Armistice was signed.

3 Overview

The sub-Branch's VP Day service is normally held outdoors at the Cenotaph in McCabe Park, Wollongong. However, if the weather, NSW Health Orders, and/ or other issues necessitate an indoor service, a fall-back option is to hold the service in the main auditorium (Owen Room) of the City Diggers Club, Church Street, Wollongong. This SOP will provide planning guidance for both outdoors and indoors services.

4 Planning Sequence

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

4.1 By mid-June:

Inform the Wollongong Golf Club (WGC) of the VP Day event. Commence liaison on any post-service catering/hospitality requirements, and make a tentative booking for the main auditorium as a back-up venue for an outdoor service (subject to availability of auditorium).

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

Commence liaison with the Wollongong City Council (WCC) Events Team. Support will only be required if the service is held at the Cenotaph.

Jayne Whitehead whitehead@wollongong.nsw.gov.au

Inform the NSW Police of the VP Day service. Advise them that the event, if held at the Cenotaph, will not require road closures. Complete their form 'Notice of intention to hold a Public Assembly', a 'Crowded Places Security Audit' , and a 'Covid Safety Plan (if required),

and forward to Wollongong Traffic Police contact Chief Inspector Mike Dykes
dyke1mic@police.nsw.gov.au

See Annex A for a copy of the 'Notice of intention to hold a Public Assembly' form. The link for the 'Crowded Places Security Audit is at: www.nationalsecurity.gov.au

A list of Points of Contact for all VP Day preparations is at Annex B

4.2 By end of June:

Prepare and issue invitation letters to guests, with an RSVP of 15 July 2022. A proposed invitation list is at Annex C, and is correct for individuals as of May 2022. Digital copies of all invitations issued for the VP Day service are filed in the sub-Branch digital archives; these can be used for guidance in preparing invitations.

Contact Mr Mervyn Roulstone, a local Scottish bag-piper, to ascertain his availability to pipe a lament during the wreath laying ceremony.

Merv Roulstone mroulston@yahoo.com 0407-288 600

Contact Illawarra Production Services to seek *mp3*-based musical support. Contact the bugler. Contact Paul Dunstan and Mr Frank Leonard ('Paul and Frank' duo) for the provision of choral support. The bugler has been Ken Milner for several years; he is a member of the Brass Band.

- Vocalist: Mr Frank Leonard - 'Paul and Frank' duo (frank.leonard@bigpond.com / 0401 351 260).
- Bugler: Mr Ken Milner (02-4283 2972) KPM111@yahoo.com.au or
- Mr Neil Wright (ldpanxw6@gmail.com / 02-4271 2441).

Invite an ADF member to deliver the Commemorative address - whoever delivers the address also lays the wreath on behalf of the ADF. Suggestions include: senior Navy officers at the Australian Hydrographic Office; the OC of B Company 4/3 Bn; the Senior Military Recruiting Officer in Wollongong or locally available retired officers. For 2022 the person giving the address is Professor Michael Hough AM, RFD ED (a retired Armoured Corps LTCOL with Vietnam War service).

Arrange first-aid support for outdoor service from St John Ambulance. Application for support is submitted via St John NSW website (www.stjohnnsw.com.au); click on 'Event Health Services' tab and compile Event Booking online. St John Ambulance should respond to request within 14 days; if a response is not received by mid-July contact the POC: St John Ambulance: Wollongong Division Commander - Mr Nick Kafer (0431 718 936).

4.3 By 7 July:

Contact vocalist POC - if they haven't contacted you by then - to check their

availability to support the service. It will be necessary to request bugler support separately (Ken Milner or Neil Wright) and ask the vocalist if he is able to provide recorded music for the hymns and anthem.

Contact JOSS to obtain confirmation of 'booking' of B Company Catafalque Party.

JOSS: joss.actsnsw@defence.gov.au WO2 Adam Gordon

When JOSS approves ADF support, contact the WO Training at B Company to confirm the availability of a Catafalque Party to support the 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).

JOSS approval for the 2022 VP Day ceremony: CRN 20220511 – 162 of 11 May 2022.

Contact Go-Hire to place an order for hire of 100 plastic chairs - to be delivered to the Cenotaph by 9:30 am on 15 August, and to be collected immediately after the service (at approximately 1145 hrs). Go-Hire: Party2@gohire.com.au. Tel: 4272 9911

Contact Illawarra Production Services to organise audio support for an outdoor service at the Cenotaph. Illawarra Production Services: info@ipsonline.com.au Tel :02-4226 5595.

4.4 By 14 July:

Contact SNAP Printing & Design to advise that a draft Order of Service will be forwarded at least 2 weeks prior to VP Day, for formatting and production. See Annex C for a draft version. SNAP - Mr James Baker (james@gong.snap.com.au).

Confirm that Mr Peter Lipscomb will do the Master of Ceremonies for the VP Day service, and provide a written brief on the programme for the day.

4.5 By 22 July:

Call Flower Bud florist to forewarn staff that the sub-Branch will place an order for wreaths about a week before the VP Day service. The sub-Branch only pays for wreaths for: ADF representative, the sub-Branch, and Australian War Widows. However, we order wreaths for Federal and State MPs, the Lord Mayor and the local Police Commander (if they attend), and they are invoiced directly and separately by the florist. Other guests who are invited to lay wreaths are expected to bring their own, and this should be highlighted in the invitation letters. An example of an wreath order email is attached at Annex D.

POC: Flower Bud: Ms Krista Langley (02 – 4226 6000). sales@flowerbud.com.au

Sub-Branch Commemorations Planning team meet relevant WGC staff and WCC Events staff to discuss the status of preparations. 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 (including catering etc). This will give them ample time to complete an event brief, have necessary facilities in place, and ensure their staff are prepared.

4.6 *By 1 August:*

Email draft Order of Service to printers for development. Printers should provide a final version for review prior to printing the document - which should be ready for collection at least 3 days before VP Day. A copy of the draft Order of Service is attached to this SOP.

Prepare a 'Running Sheet' for the MC, based on the Order of Service, and forward to them for their review. A copy of the MC's Running sheet for the VP Day service is attached for guidance.

Email 'Media Release' to local media outlets (WIN TV, ABC Radio Illawarra, i98 FM, Wave FM and Illawarra Mercury). Annex F to this SOP is a draft Media Release, based on the 2020 VP Day activity.

Contact Mr David Eskine WCC Gardens for a clean-up of the cenotaph.

4.7 *By 4 August:*

Confirm with vocalist when he wants to set up his equipment, and whether he needs any support or facilities (e.g. a table). Confirm that the 'canned' mp3 music files for the hymns and the national anthem are recorded and have been rehearsed with IPS.

4.8 *By 6 August*

Email the finalised order for wreaths to florist. 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 D contains a copy of the 2020 email order for guidance). Request that the wreaths are delivered to the City Diggers Club by 0930 hrs on 15 August, and liaise with club staff to receive them.

4.9 *By 8 August:*

Ensure copies of the Order of Service are collected and stored in the sub-Branch office. A copy of the printed 2020 VP Day Order of Service is attached.

Ensure laminated seating reserved signs are complete.

4.10 *On 14 August:*

If auditorium is to be used for service in view of inclement weather, and is available on 14 August: 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 and vocalist. If the auditorium is unavailable on this date it is possible to set up the venue prior to the service on 15 August, in which case it is recommended that the set-up commence at 0930 hrs.

RESERVED

LORD MAYOR

4.11 On VP Day

Ensure wreaths have been delivered to the City Diggers Club.

Catafalque Party rehearsal - TBC. Check with Training WO at B Company on intentions for rehearsal.

Committee members to arrive 90 minutes before service for setup and meet/greet etc.

If service is held at Cenotaph:

Obtain keys for flagpoles' locks from sub-Branch office, plus Australian National Flag (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).

By 0830 Hrs - Hoist the Australian National Flag to half-mast.

Transfer the sub-Branch lectern, wreaths, any poppies, Australian National Flag and Orders of Service copies from the City Diggers Club to the Wollongong Cenotaph.

Arrange plastic chairs adjacent to the Cenotaph. Approximately 30 chairs should be positioned for VIP guests on the western side of the Cenotaph, and the remaining chairs are to be located on the north and south sides. Laminated Reserved Name signs should be placed on VIP guests' chairs to reserve those seats, and the wreaths placed alongside the chair..



Committee members to distribute Orders of Service to VIP guests and other people attending the service.

Confirm presence of St John Ambulance personnel.

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

Ensure the City Diggers Club staff are prepared for any catering (if required).

Note: Flag ceremonial procedures for the VP Day service are to be in accordance with RSL NSW Commemorative Protocols.

- lowered to half-mast before the start of the service
- raised slowly to the masthead during the playing of *The Rouse*.

4.12 *Post-VP Day activities*

Upon receipt of invoices pay organisations that provided support: Wollongong Golf Club, band/bugler, vocalists, florists, hire company, audio support company etc.

Conduct internal 'wash-up' and a separate debrief with relevant organisations: Wollongong City Council, NSW Police, and Wollongong Golf Club etc.

Annexes:

- A. Notice of intention to hold a public assembly
- B. VP Day Service Preparations - Details for individual Points of Contact (as at August 2022)
- C. VP Day Service - List of Invitees
- D. Draft Media Release
- E. Draft Order of Service
- F. Draft MC's Running Notes
- G. Example Email - Order for Wreaths

NOTICE OF INTENTION TO HOLD A PUBLIC ASSEMBLY
Summary Offences Act 1988
To the Commissioner of Police

1 I, John Stanley Sperring of PO Box 266, FIGTREE NSW 2525 on behalf of the City of Wollongong RSL sub-Branch, notify the Commissioner of Police that on 15 August 2022 it is intended to hold:

(a) a public assembly, not being a procession, of approximately 100 persons which will assemble at the Wollongong Cenotaph at approximate 10;50 am and disperse at approximately 11:15 am.

2 The purpose of the proposed assembly is a public commemoration of Victory in the Pacific Day (VP Day).

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 NIL vehicles and/or floats involved.

(ii) There will be one band providing the music for hymns and the Australian National Anthem.

(iii) No animals will be involved.

4 I take responsibility for organising and conducting the proposed public assembly.

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 Post Code: 2525

Telephone: C/- 0449-199 016

Signed:

Capacity/Title: President

Date: 2022

VP DAY SERVICE PREPARATIONS - DETAILS FOR INDIVIDUAL POINTS OF CONTACT (AS AT JUNE 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: Leader Ms Belinda Morris and Events staff Ms Jayne Whitehead (belinda.morris@wollongong.nsw.gov.au / 02-4227 7061 and jwhitehead@wollongong.nsw.gov.au).

NSW Police - Wollongong Traffic Branch: wollotraffic@police.nsw.gov.au

Chief Inspector Mike Dykes dyke1mic@police.nsw.gov.au

Wollongong Brass Band: Mr Lindsay Dunstan (lindsayd9@yahoo.com.au / 0420-934 868)

Vocalist: Mr Frank Leonard - 'Paul and Frank' duo (frank.leonard@bigpond.com / 0401-351 260).

Bugler: Mr Ken Milner (02-4283 2972) KPM111@yahoo.com.au or Mr Neil Wright (ldpanxw6@gmail.com / 02-4271 2441).

Piper: Mr Mervyn Roulstone 0407-288 600 mroulston@yahoo.com

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

JOSS: WO1 Darryl (Skip) Holzhauser (darryl.holzhauser@defence.gov.au)

WO2 Adam Gordon (adam.gordon@defence.gov.au)

B Company: OC is Major Jonathan Bourke (Jonathan.bourke@defence.gov.au). CSM is WO2 Gavin Jones (gavin.jones2@defence.gov.au). Training WO is WO2 Stuart Mackie (stuart.mackie@defence.gov.au).

Printers: Snap Printing - Mr James Baker (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.

Florists: Flower Bud - Ms Krista Langley (sales@flowerbud.com.au).

Local Media Outlets: wollnews@winns.com.au; i98news@i98fm.com.au; 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.

Other Useful Contacts:

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

Federal Member for Cunningham EA, Ms Dionne Garcia (dionne.garcia@aph.gov.au)

State member for Wollongong Office Manager, Ms Caitlin Roodenrys (Caitlin.Roodenrys@parliament.nsw.gov.au)

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

Administration Officer, Illawarra local Aboriginal Land Council, Ms Donna Hiscox (admin@ilalc.org.au)

VP DAY SERVICE - LIST OF INVITEES (NAMES CORRECT AS AT 03 JUNE 2022)

Hon. Alison Byrnes MP alison.byrnes@nswlabor.org.au
 Federal Member for Cunningham
 Parliament of Australia
 PO Box 387
 WOLLONGONG NSW 2500

Hon. Paul Scully, MP wollongong@parliament.nsw.gov.au
 State Member for Wollongong
 Parliament of NSW
 2/51 Crown Street
 WOLLONGONG NSW 2500

Major General Brian 'Hori' Howard AO, MC, ESM (Rtd) brian.howard8@bigpond.com
 15 Balfour Road
 AUSTINMER NSW 2515

Read Admiral Bruce Kafer AM, CSC RAN (Rtd) bandgkafer@ozemail.com.au
 48 Shearwater Drive
 BERKELEY NSW 2506

Chief Executive Officer admin@ilalc.org.au
 Illawarra Local Aboriginal Land Council
 Level 2, 38 Young Street
 WOLLONGONG NSW 2500
 Request laying of own wreath only

The Chairman pam.bowmaker@legacywollongong.com.au
 Wollongong & South Coast Legacy phillip.williams@legacywollongong.com.au
 Legacy House
 96 Market Street
 WOLLONGONG NSW 2500
 Jim Lyon

Mr Alf Green
 Secretary
 National Servicemen's Association of Australia Inc. – Illawarra Sub-Branch
 PO Box 7039
 GWYNNEVILLE NSW 2500

Mr Adam Giddings
 President Wollongong Golf Club
 PO Box 2084
 WOLLONGONG NSW 2500

Mr Murray Bolton
 President
 Naval Association of Australia – Illawarra sub-Section
 PO Box 151
 CORRIMAL NSW 2518

Major Jonathan Bourke
Officer Commanding, Bravo Company
4th/3rd Battalion, RNSWR
Gipps Street
GWYNNEVILLE NSW 2500

Officer Commanding
26 Army Cadet Unit Wollongong
Wollongong Multi-User Depot
91 Gipps Street
GWYNNEVILLE NSW 2500

Commanding Officer
TS Albatross
Australian Navy Cadets
PO Box 601
Dapto NSW 2530

Commanding Officer
No 314 (City of Wollongong) Squadron
Australian Air Force Cadets
PO Box 1133
WOLLONGONG NSW 2500

Lieutenant Richard Phillips, RAN
Senior Military Recruiting Officer
Defence Force Recruiting – Wollongong
2/96 Crown Street
WOLLONGONG NSW 2500

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

Mr John Kiley
Illawarra TPI Social and Welfare Club
3 Shauna Crescent
MOUNT KEIRA NSW 2500

Mr Ian Birch
President
Vietnam Veterans Association of Australia – Illawarra Sub Branch
Legacy House
96 Market Street
WOLLONGONG NSW 2500

Mrs Marie Searson
Australian War Widows - Wollongong Social Club
Villa 6
2-6 Henry Fry Place
WOONONA EAST NSW 2517

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

Mr Warwick Hansen OAM
C/- Hansen & Cole Funerals
634 Northcliffe Drive
KEMBLA GRANGE NSW 2526

DRAFT MEDIA RELEASE

MEDIA RELEASE

'VP DAY' – 15 AUGUST 2022

Victory in the Pacific Day (VP Day), previously called Victory over Japan Day, is commemorated on 15 August each year. The date commemorates Imperial Japan's acceptance of the Allied demand for unconditional surrender on 14 August 1945. For Australians, it meant that the Second World War was finally over.

VP Day is a very important occasion for all Australians. It holds special significance for the generation who endured the Second World War, particularly our veterans and for those whose loved ones never returned.

It signifies the end of a time in our recent history when Australia was vulnerable to Japanese invasion; when freedom as we know it was very seriously threatened. For anyone aged under 25, World War II is a human crisis experienced vicariously, through the eyes and ears of relatives, friends and others who were there.

On Monday 15 August 2022 the City of Wollongong RSL sub-Branch will conduct a commemorative service at the Wollongong Cenotaph on Church St and the eastern side of MacCabe Park to celebrate the end of World War II 77 years ago. Please join members of the City of Wollongong RSL sub-Branch to reflect on the service and sacrifice of our veterans and to take a moment to consider what it was they fought for all those years ago.

Suggested COVID-19 restrictions:-

Please stay home if you are unwell or have a cough, fever, sore throat, fatigue or shortness of breath.

Maintaining physical distancing requirements is the individuals' responsibility.

Point of Contact for further details or comment:

John Sperring
President City of Wollongong RSL sub-Branch
0407-074 154
john.sperring@gmail.com

DRAFT

City of Wollongong RSL sub-Branch



Victory in the Pacific Day Commemorative Service

Monday 15 August 2022

Wollongong City Cenotaph

77th Anniversary of the cessation of hostilities in
World War II

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

ACKNOWLEDGEMENT OF COUNTRY

PRAYER FOR PEACE

Reverend Gordon Bradbery AM – sub-Branch Chaplain

Almighty God, in whose ever-ruling providence nations rise and fall, we give you our thanks for calling us to your service; make us worthy of our calling. Keep us ever mindful of those who have laid down their lives for righteousness' sake and of all who have patiently borne the wounds and suffering of war. We praise and bless your Holy Name for their examples. Help us to be like them in bravery, devotion and endurance in the battle against sin and wrong. Raise us from a life of sin to a life of righteousness, 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**

COMMEMORATIVE ADDRESS

Professor Michael Hough AM, RFD, ED

HYMN – ‘ABIDE WITH ME’ *Supported by vocal duo ‘Paul and Frank’*

Abide with me; fast falls the eventide;
The darkness deepens; Lord, with me abide;
When other helpers fail and comforts flee,
Help of the helpless, oh, abide with me.

Swift to its close ebbs out life’s little day;
Earth’s joys grow dim, its glories pass away;
Change and decay in all around I see -
O Thou who changest not, abide with me.

I need Thy presence every passing hour;
What but Thy grace can foil the tempter’s power?
Who, like Thyself, my guide and stay can be?
Through cloud and sunshine, Lord, abide with me. Amen

WREATH LAYING CEREMONY

Scottish Bag Piper – Mr Mervyn Roulstone

During the wreath laying ceremony, all are invited to engage in silent reflection.

ODE

John Sperring – President, City of Wollongong RSL sub-Branch

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. **LEST WE FORGET**

LAST POST *Played by Mr Ken Milner*

ROUSE

HYMN – ‘AMAZING GRACE’ *Supported by vocal duo ‘Paul and Frank’*

Amazing Grace, how sweet the sound
That saved a wretch like me
I once was lost, but now am found
Was blind but now I see

Was Grace that taught my heart to fear
And Grace, my fears relieved
How precious did that Grace appear
The hour I first believed

Through many dangers, toils and snares
We have already come
T'was Grace that brought us safe thus far
And Grace will lead us home
And Grace will lead us home

Amazing Grace, how sweet the sound
That saved a wretch like me
I once was lost but now am found
Was blind but now I see
Was blind, but now I see

A PRAYER OF REMEMBRANCE

Reverend Geoff. Flynn – sub-Branch Chaplain

On this day we remember those who laid down their lives on World War II – on battlefields, in the ocean or in the air. We offer thanks for the dauntless courage of those defenders of our Nation – and we especially remember those who have died of their wounds since the war. In Thy Hands O Father, we leave their departed spirits. Grant us to follow their good examples in faithfulness and

endurance, even unto death. May we be found worthy of the sacrifice they made. We ask these things in the name of Jesus Christ Our Lord. **AMEN**

LORD'S PRAYER

Sub-Branch Chaplains: Rev. Gordon Bradbery AM and Rev. Geoff. Flynn

AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice for we are one and free,
We've golden soil and wealth 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

The City of Wollongong RSL sub-Branch thanks the following organisations for supporting today's commemorative event:

Wollongong Golf Club

Snap Print and Design, Wollongong

Flower Bud Florist, West Wollongong



AUSTRALIAN WAR MEMORIAL

P02018.226





A PRAYER OF REMEMBRANCE

Reverend Geoff Flynn – sub-Branch Chaplain

On this day we remember those who laid down their lives on World War II – on battlefields, in the ocean or in the air. We offer thanks for the dauntless courage of those defenders of our Nation – and we especially remember those who have died of their wounds since the war. In Thy Hands O Father, we leave their departed spirits. Grant us to follow their good examples in faithfulness and endurance, even unto death. May we be found worthy of the sacrifice they made. We ask these things in the name of Jesus Christ Our Lord. AMEN

LORD'S PRAYER

Sub-Branch Chaplains: Rev. Gordon Bradbery AM and Rev. Geoff Flynn

AUSTRALIAN NATIONAL ANTHEM

Australians all let us rejoice for we are one and free,
We've golden soil and wealth 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

The City of Wollongong RSL sub-Branch thanks the following organisations for supporting today's commemorative event:

Members of B Company 4th/3rd Battalion RNSWR

Snap Print and Design, Wollongong

Flower Bud Florist, West Wollongong

Frank & Paul Duo

Mr Ken Milner

Mr Mervyn Roulstone



CITY OF WOLLONGONG RSL SUB-BRANCH



Victory in the Pacific Day Commemorative Service

Monday 15 August 2022

Wollongong City Cenotaph

77th Anniversary of the cessation
of hostilities in World War II



"The Price of Liberty is Eternal Vigilance"

MC'S RUNNING SHEET



VP Day Service

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

Monday 15 August 2022 – Wollongong Cenotaph

77th Anniversary of the end of World War II

Version 11 August 2022

ORDER OF COMMEMORATION

Master of Ceremonies – Mr Peter Lipscomb – Hon. Secretary & Treasurer, City of Wollongong RSL sub-Branch

Australian National Flag is at half-mast

By 1055h

*GOOD MORNING LADIES AND GENTLEMEN,
WELCOME TO WOLLONGONG CITY'S VP DAY SERVICE.*

I AM PETER LIPSCOMB, AND I WILL BE YOUR MASTER OF CEREMONIES FOR THIS MORNING'S SERVICE. SEATING IS LIMITED SO I ASK THAT IF NECESSARY OFFER A CHAIR TO AN ELDERLY OR DISABLED VETERAN. SELF-CLEANING TOILETS ARE AVAILABLE AT THE BURELLI STREET END OF MACCABE PARK.

THE GUARD COMMANDER IS ABOUT TO MOUNT THE CATAFALQUE PARTY, SO I REQUEST THAT EVERYBODY WHO IS ABLE TO, PLEASE STAND.

"GUARD COMMANDER – MOUNT THE GUARD"

CATAFALQUE PARTY TAKES POST

PLEASE BE SEATED LADIES AND GENTLEMEN.

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

WE ARE ALSO HERE THIS MORNING TO CONTINUE TO PROMOTE THE SPIRIT OF ANZAC, AND TO PUBLICLY EXPRESS OUR GRATITUDE TO THOSE MEN AND WOMEN WHO SERVED HERE AND OVERSEAS DURING WWII. WE THANK THEM FOR THEIR SERVICE. WE ARE JOINED TODAY BY SERVING MEMBERS OF THE AUSTRALIAN DEFENCE FORCE; OUR FEDERAL, STATE AND LOCAL POLITICAL REPRESENTATIVES; REPRESENTATIVES OF THE NSW POLICE FORCE, MEMBERS OF VARIOUS EX-SERVICE ORGANISATIONS, COMMUNITY GROUPS, The Illawarra Local Aboriginal Land Council; AND OF COURSE OUR VETERANS. ON BEHALF OF THE MEMBERS OF THE CITY OF WOLLONGONG RSL SUB-BRANCH I WELCOME YOU ALL TO THIS VP DAY COMMEMORATIVE SERVICE.

Lest we forget.

ACKNOWLEDGEMENT OF COUNTRY

I WISH TO ACKNOWLEDGE THE TRADITIONAL CUSTODIANS OF COUNTRY THROUGHOUT AUSTRALIA, IN PARTICULAR THE WODI WODI PEOPLE OF THE DHARAWAL NATION, TRADITIONAL OWNERS OF THE LAND ON WHICH WE GATHER TODAY. ON BEHALF OF THE RSL SUB-BRANCH I PAY MY RESPECTS TO THEIR ELDERS – PAST, PRESENT AND EMERGING. I EXTEND THAT RESPECT TO ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLE HERE TODAY.

I ESPECIALLY ACKNOWLEDGE THE SERVICE RENDERED BY OUR FIRST NATION PEOPLES WHO CONTRIBUTED TO THE DEFENCE OF AUSTRALIA IN TIMES OF PEACE AND IN WARTIME. ON BEHALF OF THE RSL, I THANK THEM FOR THEIR MILITARY SERVICE.

FOR THOSE WHO CAN STAND I ASK YOU TO DO SO FOR OUR FIRST HYMN, 'ABIDE WITH ME', TO BE LED BY THE VOCAL DUO 'PAUL AND FRANK' FROM RECORDED MUSIC.

HYMN – 'ABIDE WITH ME'

Supported by vocal duo 'Paul and Frank' with recorded music/singing

Abide with me; fast falls the eventide;
The darkness deepens; Lord, with me abide;
When other helpers fail and comforts flee,
Help of the helpless, oh, abide with me.

Swift to its close ebbs out life's little day;
Earth's joys grow dim, its glories pass away;
Change and decay in all around I see -
O Thou who changest not, abide with me.

I need Thy presence every passing hour;
What but Thy grace can foil the tempter's power?
Who, like Thyself, my guide and stay can be?
Through cloud and sunshine, Lord, abide with me. Amen

*LADIES AND GENTLEMEN, PLEASE BE SEATED.
THE COMMEMORATIVE ADDRESS FOR THIS VICTORY-IN-THE-PACIFIC DAY WILL NOW BE*

DELIVERED BY PROFESSOR MICHAEL HOUGH AM, RFD, ED. PROFESSOR HOUGH IS A FORMER ARMOURER CORPS LIEUTENANT COLONEL WHO SAW SERVICE DURING THE VIETNAM WAR.

COMMEMORATIVE ADDRESS

PROFESSOR MICHAEL HOUGH AM, RFD, ED

THE REVEREND GORDON BRADBERRY (SUB-BRANCH CHAPLIAN), WILL NOW RECITE A 'PRAYER FOR THE NATION'.

PRAYER FOR THE NATION

Reverend Gordon Bradbery AM – sub-Branch Chaplain

Almighty God, watch over all those serving in the Australian Defence Force and those who still suffer disabilities caused by war. Strengthen and encourage those who have been saddened by the loss of loved ones, especially children deprived of a parent's care and protection. Grant that the same courage and resolution, the same comradeship and service shown in the conflicts in which our country has been involved, may now be shown in the greater task of ensuring a lasting peace. **AMEN**

*THE WREATH LAYING CEREMONY WILL NOW COMMENCE.
DURING THIS PERIOD YOU ARE INVITED TO ENGAGE IN SILENT REFLECTION AND MEMORY OF FAMILY VETERANS. A BAG PIPE LAMENT WILL BE PLAYED BY MR MERVYN ROULSTONE.*

WREATH LAYING CEREMONY (slowly)

LAYING A WREATH FOR THE AUSTRALIAN DEFENCE FORCE – PROFESSOR MICHAEL HOUGH AM, RFD, ED, AND REPRESENTING THE CITY OF WOLLONGONG RSL SUB-BRANCH –JOHN SPERRING.

REPRESENTING THE CONSTITUENTS OF THE FEDERAL SEAT OF CUNNINGHAM, MS ALISON BYRNES MP;

REPRESENTING THE CONSTITUENTS OF THE STATE SEAT OF WOLLONGONG, MR PAUL SCULLY, MP;

AND REPRESENTING THE RESIDENTS OF THE CITY OF GREATER WOLLONGONG – THE LORD MAYOR, COUNCILLOR GORDON BRADBERRY AM.

REPRESENTING THE NSW POLICE SERVICE AND THE WOLLONGONG LOCAL AREA

*COMMAND – SUPERINTENDANT EVAN QUARMBY;
REPRESENTING THE NAVAL ASSOCIATION OF AUSTRALIA (ILLAWARRA SUB-SECTION) – MR
MURRAY BOLTON;
AND REPRESENTING THE VIETNAM VETERANS’ ASSOCIATION OF AUSTRALIA (ILLAWARRA
SUB-BRANCH) – MR RON WOODS.*

*REPRESENTING THE NATIONAL SERVICEMEN’S ASSOCIATION (ILLAWARRA SUB-BRANCH) –
MR TERRY BLUE AND REPRESENTING ILLAWARRA LEGACY – MR JIM LYON.*

*REPRESENTING AUSTRALIAN WAR WIDOWS (ILLAWARRA BRANCH) – MRS MARIE SEARSON;
REPRESENTING THE ILLAWARRA TPI WELFARE CLUB – MR JOHN KILEY, AND LASTLY
REPRESENTING THE WOLLONGONG GOLF CLUB – MR ADAM GIDDINGS;*

*DOES ANY OTHER PERSON OR GROUP WISH TO LAY A WREATH OR FLORAL TRIBUTE?
PLEASE COME FORWARD NOW.*

PAUSE

*LADIES AND GENTLEMEN,
I ASK THAT YOU NOW STAND, IF YOU ARE ABLE, FOR THE RECITING OF THE ODE, THE
PLAYING OF LAST POST, A MINUTE’S SILENCE AND THE ROUSE. THE ODE WILL BE RECITED
BY OUR SUB-BRANCH PRESIDENT JOHN SPERRING. THE BUGLE CALLS WILL BE PLAYED BY
MR KEN MILNER.*

ODE

John Sperring – President, City of Wollongong RSL sub-Branch

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. **LEST WE FORGET**

CATAFALQUE PARTY - GENERAL SALUTE (ON ORDER OF GUARD COMMANDER).

LAST POST

Bugler: Mr Ken Milner

CATAFALQUE PARTY - ORDER ARMS (ON ORDER OF GUARD COMMANDER)

MINUTE’S SILENCE

ROUSE

THANK YOU, LADIES AND GENTLEMEN. I ASK THAT YOU REMAIN STANDING FOR THE HYMN 'AMAZING GRACE.'

HYMN – 'AMAZING GRACE'

Supported by vocal duo 'Paul and Frank' with recorded music/singing

Amazing Grace, how sweet the sound
That saved a wretch like me
I once was lost, but now am found
Was blind but now I see

Was Grace that taught my heart to fear
And Grace, my fears relieved
How precious did that Grace appear
The hour I first believed

Through many dangers, toils and snares
We have already come
T'was Grace that brought us safe thus far
And Grace will lead us home
And Grace will lead us home

Amazing Grace, how sweet the sound
That saved a wretch like me
I once was lost but now am found
Was blind but now I see
Was blind, but now I see

PLEASE BE SEATED, LADIES AND GENTLEMEN. OUR OTHER SUB-BRANCH CHAPLAIN REVEREND GEOFF FLYNN WILL NOW RECITE 'A PRAYER OF REMEMBRANCE'.

A PRAYER OF REMEMBRANCE

Reverend Geoff. Flynn – sub-Branch Chaplain

On this day we remember those who laid down their lives on World War II – on battlefields, in the ocean or in the air. We offer thanks for the dauntless courage of those defenders of our Nation – and we especially remember those who have died of their wounds since the war. In Thy Hands O Father, we leave their departed spirits. Grant us to follow their good examples in faithfulness and endurance, even unto death. May we be found worthy of the sacrifice they made. We ask these things in the name of Jesus Christ Our Lord. **AMEN**

BOTH OUR HONORARY SUB-BRANCH CHAPLAINS, WILL NOW LEAD US IN THE LORD'S PRAYER.

LORD'S PRAYER

Sub-Branch Chaplains Rev. Gordon Bradbery AM and Rev. Geoff Flynn

THANK YOU.

LADIES AND GENTLEMEN,

I ASK THAT YOU BE UPSTANDING FOR THE FINAL TIME IN THIS SERVICE FOR THE PLAYING OF THE AUSTRALIAN NATIONAL ANTHEM.

CATAFALQUE PARTY - GENERAL SALUTE (ON ORDER OF GUARD COMMANDER).

AUSTRALIAN NATIONAL ANTHEM (From recorded music)

Australians all let us rejoice for we are one and free,
We've golden soil and wealth 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 - ORDER ARMS (ON ORDER OF GUARD COMMANDER)

LADIES AND GENTLEMEN, I REQUEST THAT YOU REMAIN STANDING WHILST THE GUARD DISMOUNTS.

"GUARD COMMANDER – DISMOUNT THE GUARD"

CATAFALQUE PARTY DISMOUNTS

AFTER THE CATAFALQUE PARTY DEPARTS –

APPRECIATION AND CEREMONY CLOSURE

LADIES AND GENTLEMEN,

*THANK YOU FOR YOUR ATTENDANCE AND PARTICIPATION IN THIS MORNING'S VICTORY-IN
–THE-PACIFIC DAY COMMEMORATIVE SERVICE.*

*THE CITY OF WOLLONGONG RSL SUB-BRANCH ACKNOWLEDGES THE CEREMONIAL SUPPORT
PROVIDED BY BRAVO COMPANY 4th/3rd BATTALION RNSWR, THE DUO 'PAUL AND FRANK'
FOR THEIR CHORAL ACCOMPANIMENT, OUR BUGLER MR KEN MILNER, AND OUR PIPER MR
MERVYN ROYESTONE.*

Refreshments?

THANK YOU ONE AND ALL, AND GOOD MORNING.

EXAMPLE EMAIL - ORDER FOR WREATHS

Hi Krista,

I wish to place an order with Flower Bud for wreaths for this RSL sub-Branch 's Victoria in the Pacific Day activities (15 Aug 22). I ask that 7 x 40 cm wreaths, all with 'LEST WE FORGET' ribbons, be prepared. I request that all wreaths be delivered to the City Diggers Club on Sunday 14th August 2022. The staff of the club are aware that wreaths will be delivered on that day.

I request that one (1) wreath have a ribbon with 'From the Members of the City of Wollongong RSL sub-Branch'.

Cards for the remainder are:

- *From members of the Australian Defence Force*
- *From Australian War Widows – Wollongong Social Club*
- *From Wollongong City Council*
- *From the Hon. Alison Byrnes, MP (Federal Member for Cunningham)*
- *From Hon. Paul Scully, MP (State Member for Wollongong)*
- *From NSW Police – Wollongong Local Area Command*

Invoicing

I ask that The City of Wollongong RSL sub-Branch be invoiced for three (3) wreaths, other than those for the City Council, our Federal and State MPs, and NSW Police. I request that you email the invoice to the sub-Branch Hon. Secretary's address: WollongongSB@rslnsw.org.au.

The invoice for the Wollongong Council wreath should be emailed to Ms Sandy Thompson, Personal Assistant to the Lord Mayor (SThompson@wollongong.nsw.gov.au).

The invoice for the Hon. Alison Byrnes MP's wreath should be emailed to Dionne Garcia, EA to the Federal Member (dionne.garcia@aph.gov.au).

The invoice for Paul Scully MP's wreath should be emailed to Caitlin Roodenrys, Office Manager for Paul Scully (Caitlin.roodenrys@parliament.nsw.gov.au).

The invoice for the NSW Police wreath should be emailed to Kellie Lambert, Executive Officer, Wollongong Police District (lamb1kel@police.nsw.gov.au).