



**CITY OF WOLLONGONG
RSL SUB-BRANCH**

Standard Operating Procedure 7

Remembrance Day Service

Correct as at 15 November 2022

Author: John Sperring, JP (NSW) President

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1 Purpose

This sub-Branch Standard Operating Procedure (SOP) provides guidance on the planning and conduct of the sub-Branch's annual Remembrance Day 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

A Remembrance Day commemorative service is held on 11 November each year. This date was previously known as Armistice Day, as it was the date in 1918 when an armistice or cease-fire was signed between combatant nations to signal the end of hostilities on the Western Front in World War I. In the aftermath of World War II, the date came to be known as Remembrance Day, and it is mainly commemorated in Commonwealth nations to honour all those who have served, and particularly those who have made the ultimate sacrifice, in all conflicts.

The commemorative services are normally held at approximately 1045-1200 hrs on Remembrance Day, because that at 1100 hrs the Armistice was signed - 'the eleventh hour of the eleventh day of the eleventh month'.

3 Overview

The sub-Branch's Remembrance Day service is normally held outdoors at the Cenotaph in McCabe Park, Wollongong. However, if the weather is unsuitable or if NSW Health Orders or other issues 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. From time to time, a short service may be held at the Figtree Sports Club. This would take the form of a wreath-laying ceremony conducted by a sub-Branch member and the playing of The Ode and bugle fanfares over the PA system.

4 COVID Considerations

It is recommended to conduct a risk analysis, 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 (on 26 August 2021 it is 5 persons); any requirement to vet attendees as having one or more COVID vaccinations and how that may be practical given other considerations; and if The City Diggers Club (undergoing renovations at the time of writing) 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

5 Planning Sequence

5.1 By Mid September

Inform Wollongong Golf Club (WGC) of the Remembrance Day event. Commence liaison on 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 Mgr. Golf Club events@the19th.com.au

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

Vera Cvetkoski vcvetkoski@wollongong.nsw.gov.au &

Jayne Whitehead jwhitehead@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.

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

See Annex A for a copy of this form. Additionally, email the Police POC copies of the current Certificates of Insurance covering our liability coverage. Lastly, conduct a risk assessment and complete the National Security form 'Crowded Place Self-Assessment Tools':

<https://www.nationalsecurity.gov.au/Media-and-publications/Publications/Documents/crowded-places-self-assessment-tool.pdf>

<https://www.nationalsecurity.gov.au/Securityandyourcommunity/Pages/australias-strategy-for-protecting-crowded-places-from-terrorism.aspx>

5.2 By end of September:

Prepare and issue invitation letters to guests, with a RSVP by 23 October. A proposed invitation list is attached at Annex B and is correct for individuals as of October 2021. Digital copies of all invitations issued for the last Remembrance Day service are filed in the sub- Branch archives; these can be used for guidance in preparing invitations. See Annex B for an example of an invitation letter.

Contact the Wollongong Brass Band (if using the band) and vocalist to seek musical and vocal support, plus bugler; and follow-up this contact with letters. Wollongong Brass Band POC is Mr Lindsay Dunstan, and Mr Frank Leonard ('Paul Grey and Frank' duo) has provided vocal support for many years. The bugler has been Ken Milner for several years; he is a member of the Brass Band.

- 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 351260).
- Bugler: Mr Ken Milner (02-4283 2972) or Mr Neil Wright (ldpanxw6@gmail.com / 02-42712441).

The Wollongong Brass Band may be offered a donation to off-set their costs. The Paul & Frank Duo are historically remunerated \$200 per attendance on production of an 'invoice'.

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

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. Consider asking LCDR Scott Rivett XO HMAS Watson.

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 the 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 7 October:

Contact vocalist and Band's POC - if they haven't contacted you by then - to check their availability to support the service. If the Band is unable to provide an ensemble 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.

The JOSS approval number for the 2022 service is ACT CRN 10/22 dated 05 July 2022.

JOSS ACT: WO2 Adam Gordon adam.gordon@defence.gov.au

joss.actnsw@defence.gov.au

Contact the WO Training at B Company 4/3 Bn 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).

WO1 Jai Cosgrove (RSM) jai.cosgrove@defence.gov.au 0428-674 374

Contact Go-Hire to place an order for hire of 100 plastic chairs - to be delivered to the Cenotaph at no later than 9:30 am on 11 November, 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 (IPS) to organise audio support for an outdoor service at the Cenotaph. Illawarra Production Services: info@ipsonline.com.au 02-42 265 595. N.B. IPS use a generator for power at the Cenotaph site. Contact: Kane

By 14 October:

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

Seek a volunteer to be MC for the Remembrance Day service and provide guidance to them on their duties for the day. Mr Peter Lipscomb?

Check quantity of plastic or paper red poppies in sub-Branch office for issuing to members and VIP guests at service. If more are required place order with Military Shop, Fyshwick ACT - the sub-Branch has an account with this business. Military Shop: 02-6123 2950.

5.5 By 24 October:

Call Flower Bud florist to forewarn staff that the sub-Branch will place an order for wreaths about a week before the Remembrance Day service. The sub-Branch only pays for wreaths for the ADF representative, the sub-Branch, and Australian War Widows. However, we also normally 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. See Annex D for example of an email confirming the wreath order. POC: 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. 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.

5.6 By 1 November:

Email draft Order of Service to SNAP Printers for development. SNAP Printers should provide a final version for review prior to printing the document - which should be ready for collection at least 3 days before Remembrance Day.

Prepare 'Running Sheet' for MC, based on Order of Service, and forward to them for their review. A copy of the MC's Running sheet for the Remembrance Day service is attached format Annex E guidance. The running sheet will need to be amended just prior to Remembrance Day according to the RSVPs.

Email a '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 Remembrance Day activity.

5.7 By 4 November:

Confirm with vocalist when he wants to set up his equipment, and whether he needs any support or facilities (e.g., a table).

Confirm with Wollongong Brass Band POC the size of the Band ensemble, and where the

members might be positioned at the Cenotaph / in the auditorium. Confirm bugler availability. Produce laminated RESERVED Seating cards based on RSVPs.

5.8 By 6 November

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 City Diggers Club by 0930 hrs on 11 November and liaise with club staff to receive them.

Ensure copies of the Order of Service are collected from SNAP Printing and stored in the sub-Branch office.

5.9 On 10 November:

If the City Diggers auditorium (Owen Room) is to be used for service, and is available on 10 November: 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 11 November, in which case it is recommended that the set-up commence at 0930 hrs.

6 On Remembrance Day

Ensure wreaths have been delivered to the City Diggers Club by 0930 hrs and are stored in the upstairs cool room. Assign a few members to ferry the wreaths down to the Cenotaph.

A Catafalque Party rehearsal is normally held about 1000h. Check with Training WO at B Company on their intentions for a rehearsal.

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

6.1 If service is held at Cenotaph:

Obtain keys for flagpoles' locks from sub-Branch office, plus Australian National Flag and the Union Jack. 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 keyring that is hanging on the inside of one of the large cupboard doors in the sub-Branch office). This flag is hoisted to half-mast on the northern flagpole.

Transfer sub-Branch lectern, wreaths, poppies, national flag, and Orders of Service from City Diggers Club to the Cenotaph.

Arrange plastic chairs adjacent to the Cenotaph. Approximately 30 chairs should be positioned for VIP guests on the south side of the Cenotaph to cater for VIPs and the band. Laminated name plaques should be placed on VIP's chairs to reserve those seats, and wreaths that the sub-Branch has purchased should be placed under/in front of the appropriate seats. The remaining chairs are to be located on the north side.

Committee members are to distribute printed 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 Diggers Club staff are preparing required catering (if ordered).

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

7 Post-Remembrance 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. Example of an invitation letter
- C. Draft and Printed versions of the Order of Service
- D. Example Email - Order for Wreaths
- E. MC's Running Sheet
- F. Draft Media Release

Attachments:

- 1. Remembrance Day Service Preparations - Details for individual Points of Contact (as of November 2022)
- 2. Remembrance Day Service - List of Invitees

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 11 November 2022 it is intended to hold:

(a) a public assembly, not being a procession, of approximately 150 persons which will assemble at the Wollongong Cenotaph at approximate 10:50 am and disperse by approximately 12:15 am.

2 The purpose of the proposed assembly is a public commemoration of Remembrance 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 NSW 2525

Telephone: C/- 0449-199 016

Signed:

President - City of Wollongong RSL sub-Branch

Date: 31 August 2022



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: 0449 199 016

EMAIL: WollongongSB@rslnsw.org.au

ABN 71 151 740 252

24 September 2022

Councillor Gordon Bradbery AM

Lord Mayor of Wollongong
Wollongong City Council
41 Burelli Street
WOLLONGONG NSW 2500

Dear Gordon,

On behalf of the members of the City of Wollongong RSL sub-Branch I wish to invite you - in your capacities as Lord Mayor of Wollongong and as one of our sub-Branch Padres to attend our Remembrance Day Commemorative Service, planned to be held on Friday 11 November 2022, commencing at 10.45 AM at the Wollongong City Cenotaph.

I know that you have very kindly offered prayers (Prayer for Peace and the Lord's Prayer) at previous services; I would be grateful if you would be able to do so again this year.

I also invite you to lay a wreath during the service, on behalf of the citizens of the City of Wollongong. The sub-Branch will liaise with your staff on the purchase of a wreath.

I would be grateful if your staff could respond to this invitation by 14 October 2022. The sub-Branch's 'point of contact' for your RSVP is Mr Peter Lipscomb; contactable on mobile 0449-199 016, or email: WollongongSB@rslnsw.org.au

Yours faithfully,

John Sperring JP (NSW)
President
City of Wollongong RSL sub-Branch

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



**Remembrance Day
Commemorative Service**

Friday 11 November 2022

Wollongong Cenotaph

104th Anniversary of the cessation of
hostilities in World War I

ORDER OF COMMEMORATION

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

WELCOME

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

ACKNOWLEDGEMENT OF COUNTRY

MINUTE'S SILENCE: 11.00 AM

PRAYER FOR PEACE

Reverend Gordon Bradbery AM – sub-Branch Chaplain

On this Remembrance Day we come, O Lord, in gratitude for all who have died that we might live, for all who have endured pain that we might know joy, for all who have suffered imprisonment that we might know freedom. Turn our deep feeling now into determination, and our determination into deeds, that as men and women have died for peace, we may live for peace for the sake of the Prince of Peace, Jesus Christ our Lord. **AMEN**

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

COMMEMORATIVE ADDRESS

Lieutenant Commander Scott Rivett, CSM, RAN

HYMN – 'THE RECESSIONAL'

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 Captain 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.

WREATH LAYING CEREMONY

During this period, 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

MINUTE'S SILENCE

ROUSE

HYMN – 'AMAZING GRACE'

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

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

Sub-Branch Chaplain: Reverend Geoff. Flynn

On this day we remember those who laid down their lives on the 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

ROYAL ANTHEM

God save our gracious King!
Long live our noble King!
God save the King!
Send him victorious,
Happy and glorious,
Long to reign over us:
God save the King!

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

On behalf of The City of Wollongong RSL sub-Branch, thank you for your attendance and for supporting this year's Remembrance Day commemorative event.







Remembrance Day
**COMMEMORATIVE
SERVICE**

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

Friday 11 November 2022 – City of Wollongong Cenotaph
104th Anniversary of the Cessation of Hostilities in World War I



To: "Krista Langley (sales)" <sales@flowerbud.com.au>
Cc: Darren Wheeler <dazw3@hotmail.com>, CityofWollongongRSL
<WollongongSB@rslnsw.org.au>,

Hi Krista,

I wish to place an order with Flower Bud for wreaths for this RSL sub-Branch's Remembrance Day activities. I ask that seven (7) x 40 cm wreaths, all with 'LEST WE FORGET' ribbons, be prepared. I request that all seven (7) be delivered to the City Diggers Club on Thursday 10 November. The staff of City Diggers will be made aware that wreaths will be delivered on that day.

I request that one (1) wreath has a note of '*From the Members of the City of Wollongong RSL sub-Branch*'.

Notes for the remaining wreaths are:

- *From members of the Australian Defence Force*
- *From Australian War Widows – Wollongong Social Club*
- *From Wollongong City Council*
- *From the Hon. Alison Brynes 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 for the RSL to the sub-Branch'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 Brynes MP's wreath should be emailed to Dionne Garcia, EA to Sharon Bird (Dionne.Garcia@aph.gov.au).

The invoice for the Hon. 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).

Regards,

John Sperring, JP (NSW)

President

City of Wollongong RSL sub-Branch

Sub-Branch email: WollongongSB@rslnsw.org.au

MC'S RUNNING SHEET (07 Nov 22)

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



Remembrance Day Commemorative Service

Friday 11 November 2021

Wollongong Cenotaph

**104th Anniversary of the cessation of
hostilities in the *Great War* (World War I)**

ORDER OF COMMEMORATION

Australian National Flag is at half-mast

Start by 10.55 am

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

GOOD MORNING LADIES AND GENTLEMEN, MY NAME IS PETER LIPSCOMB, I AM THE HON. SECRETARY AND TREASURER OF THE CITY OF WOLLONGONG RSL SUB-BRANCH.

WELCOME TO THIS YEAR'S REMEMBRANCE DAY COMMEMORATIVE SERVICE; I WILL BE YOUR MASTER OF CEREMONIES FOR TODAY'S SERVICE.

THE GUARD COMMANDER IS ABOUT TO MOUNT THE CATAFALQUE PARTY, SO I REQUEST THAT YOU STAND IF YOU ARE ABLE TO DO SO.

"GUARD COMMANDER – MOUNT THE GUARD"

MINUTE'S SILENCE: 11.00 AM (sharp)

I ASK THAT YOU REMAIN STANDING AS WE MARK THE 11TH HOUR OF THE 11TH DAY OF THE 11TH MONTH. PLEASE JOIN ME IN THE TRADITIONAL ONE MINUTE'S SILENCE.

(PAUSE)

(AFTER 30-40 SECONDS) PLEASE BE SEATED LADIES AND GENTLEMEN.

I NOW WISH TO INTRODUCE JOHN SPERRING, OUR RSL SUB-BRANCH PRESIDENT, WHO WILL PROVIDE THE SUB-BRANCH'S FORMAL WELCOME TO OUR GUESTS AND RSL MEMBERS, FOLLOWED BY AN ACKNOWLEDGEMENT OF COUNTRY. JOHN HAS RECENTLY RETIRED AFTER 50 YEARS SERVICE ACROSS THE DEFENCE FORCE.

WELCOME

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

*LADIES AND GENTLEMEN,
MANY OF YOU WILL RECALL SEEING HONOUR BOARDS IN SOME OF OUR*

OLDER CHURCHES, LOVELY MARBLE STATUES OF AUSTRALIAN SOLDIERS AND WAR MEMORIALS SUCH AS OUR WOLLONGONG CENOTAPH. OUR WAR MEMORIAL, WHICH TURNS 100 IN JUNE NEXT YEAR, IS ONE OF SOME 10,000 WAR MEMORIALS AROUND AUSTRALIA, ALL WITH THE NAMES OF THOSE WHO SERVED IN WWI WITH ANNOTATIONS INDICATING THOSE WHO PAID THE SUPREME SACRIFICE. WE ARE GATHERED HERE TODAY, TO COMMEMORATE PRIMARILY THE CESSATION OF HOSTILITIES AND THE ARMISTISE OF THE 11th HOUR OF THE 11th DAY OF NOVEMBER 1918, ALSO TO HONOUR THE COMMITMENT AND SACRIFICE OF ALL AUSTRALIANS WHO HAVE SERVED OUR NATION. WE ARE ALSO HERE TO PROMOTE THE SPIRIT OF ANZAC, TO SUSTAIN THAT LEGACY AS WE PUBLICLY EXPRESS OUR GRATITUDE TO THOSE WHO FOUGHT, SERVED, DIED, SUFFERED.

AS A ONE-OFF, TODAY WE ARE FLYING THE UNION JACK IN HONOUR OF THE PASSING OF QUEEN ELIZABETH II AND THE ASCENSION TO THE THRONE OF OUR NEW ADF COMMANDER-IN-CHIEF KING CHARLES III.

WE ARE JOINED TODAY BY SERVING MEMBERS OF THE AUSTRALIAN DEFENCE FORCE; OUR FEDERAL, AND LOCAL GOVERNMENT POLITICAL REPRESENTATIVES; MEMBERS OF VARIOUS EX-SERVICE ORGANISATIONS AND COMMUNITY GROUPS; AND OF COURSE OUR VETERANS.

ON BEHALF OF THE MEMBERS OF THE CITY OF WOLLONGONG RSL SUB-BRANCH I WELCOME YOU ALL TO THIS REMEMBRANCE DAY COMMEMORATIVE SERVICE.

(John will conclude with an Acknowledgement of Country)

ACKNOWLEDGEMENT OF COUNTRY

I ALSO 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 THIS MORNING. 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.

*THE REVEREND GORDON BRADBERRY, AM ONE OF OUR SUB-BRANCH CHAPLAINS,
WILL NOW RECITE A 'PRAYER FOR PEACE.'*

PRAYER FOR PEACE

Reverend Gordon Bradbery AM – sub-Branch Chaplain

On this Remembrance Day we come, O Lord, in gratitude for all who have died that we might live, for all who have endured pain that we might know joy, for all who have suffered imprisonment that we might know freedom. Turn our deep feeling now into determination, and our determination into deeds, that as men and women have died for peace, we may live for peace for the sake of the Prince of Peace, Jesus Christ our Lord. **AMEN**

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'.

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

THANK YOU LADIES AND GENTLEMEN, PLEASE BE SEATED.

THE REMEMBRANCE DAY COMMEMORATIVE ADDRESS WILL NOW BE DELIVERED BY LIEUTENANT COMMANDER SCOTT RIVETT, CSM, RAN. LIEUTENANT COMMANDER RIVETT IS A METEOROLOGICAL AND OCEANOGRAPHIC SPECIALIST WITH THE ROYAL AUSTRALIAN NAVY AND HAS RECENTLY BEEN APPOINTED AS EXECUTIVE OFFICER OF HMAS WATSON AT SOUTH HEAD, SYDNEY. HE WAS COMMANDING OFFICER OF AN IRAQI PATROL BOAT WITHIN THE COALITION MILITARY ASSISTANCE TRAINING TEAM – MARITIME FOR NINE MONTHS IN THE MIDDLE EAST AND IRAQ. LIEUTENANT COMMANDER RIVETT HAS BEEN DECORATED WITH A CONSPICUOUS SERVICE MEDAL. ... LIEUTENANT COMMANDER RIVETT.

COMMEMORATIVE ADDRESS

LADIES AND GENTLEMEN, PLEASE STAND IF YOU ABLE FOR THE HYMN, 'THE RECESSIONAL'.

HYMN – 'THE RECESSIONAL'

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 Captain 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.

LADIES AND GENTLEMEN.... PLEASE BE SEATED.

WREATH LAYING CEREMONY

(Read slowly)

WE WILL NOW COMMENCE OUR WREATH LAYING CEREMONY. FLORAL TRIBUTES HAVE TRADITIONALLY BEEN LAID ON GRAVES AND MEMORIALS IN MEMORY OF THE DEAD. THEY SYMBOLISE THE BEAUTY AND THE BREVITY OF LIFE.

LAYING A WREATH ON BEHALF THE AUSTRALIAN DEFENCE FORCE – LIEUTENANT COMMANDER SCOTT RIVETT CSM, RAN, AND REPRESENTING THE CITY OF WOLLONGONG RSL SUB-BRANCH –MR JOHN SPERRING.

*REPRESENTING THE CONSTITUENTS OF THE FEDERAL SEAT OF CUNNINGHAM, HON. ALISON BYRNES MP;
AND REPRESENTING THE RESIDENTS OF THE CITY OF GREATER WOLLONGONG – HIS WORSHIP THE LORD MAYOR OF THE CITY OF WOLLONGONG, 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;

IF 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 PLAYING OF 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

Mr 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

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

MINUTE's SILENCE

ROUSE (Flag is raised to the mast head)

THANK YOU, LADIES AND GENTLEMEN. I ASK THAT YOU REMAIN STANDING FOR THE FINAL 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

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

*THE REVEREND GEOFF FLYNN, OUR OTHER HONORARY RSL SUB-BRANCH CHAPLAIN,
WILL NOW RECITE 'A PRAYER OF REMEMBRANCE' AND BOTH CHAPLAINS WILL THEN
LEAD US IN THE LORD'S PRAYER.*

A PRAYER OF REMEMBRANCE

Reverend Geoff. Flynn – sub-Branch Chaplain

On this day we remember those who laid down their lives on the 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

LADIES AND GENTLEMEN,

I ASK THAT YOU BE UPSTANDING FOR THE FINAL TIME IN THIS SERVICE FOR THE SINGING OF THE FIRST VERSES OF THE ROYAL ANTHEM 'GOD SAVE THE KING', AND THE AUSTRALIAN NATIONAL ANTHEM.

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

ROYAL ANTHEM

(From recorded music)

God save our gracious King!
Long live our noble King!
God save the King!
Send him victorious,
Happy and glorious,
Long to reign over us:
God save the King!

PAUSE TO ALLOW GUARD TO GO FROM THE PRESENT ARMS, TO THE SHOULDER ARMS BACK TO THE PRESENT ARMS.

AUSTRALIAN NATIONAL ANTHEM

(From recorded music)

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 -ORDER ARMS (ON ORDER OF GUARD COMMANDER)

LADIES AND GENTLEMEN,

I REQUEST THAT YOU REMAIN STANDING WHILST THE CATAFALQUE PARTY DISMOUNTS.

“GUARD COMMANDER – DISMOUNT THE GUARD”

AFTER THE CATAFALQUE PARTY DEPARTS –

LADIES AND GENTLEMEN,

THANK YOU VERY MUCH FOR YOUR ATTENDANCE AND PARTICIPATION IN THIS MORNING’S REMEMBRANCE DAY COMMEMORATIVE SERVICE.

THE CITY OF WOLLONGONG RSL SUB-BRANCH ACKNOWLEDGES THE CEREMONIAL SUPPORT PROVIDED BY OUR ADF REPRESENTATIVES, AND THE CHORAL ACCOMPANIMENT OF THE ‘PAUL AND FRANK DUO’.

WE ARE ALSO GRATEFUL FOR THE ASSISTANCE PROVIDED BY THE WOLLONGONG CITY COUNCIL.

THANK YOU AND GOOD MORNING.

DRAFT MEDIA RELEASE**MEDIA RELEASE****‘REMEMBRANCE DAY’ – 11 NOVEMBER 2022**

The 11th hour of the 11th day of the 11th month marks the moment the guns fell silent on the Western Front after the bloodshed of World War I. Over the past century, this moment has been adopted across the world as a time to remember those who served and sacrificed in all wars and conflicts.

This year the RSL is asking all Australians to ‘Remember to Remember’ – to commit to pausing for a minute to remember those who gave their lives in service to their country, those who returned home injured or ill, and those who serve our nation today.

More than 102,000 service men and women have made the supreme sacrifice for Australia in all wars and conflicts. In World War I alone more than 62,000 Australians died, and 156,000 suffered wounds or illness – out of a population at that time of less than 5 million people.

On Friday 11 November 2022 RSL sub-Branches across the Illawarra region will be conducting commemorative services. This year the City of Wollongong RSL sub-Branch’s service will be held at the Wollongong Cenotaph.

Media representatives are welcome to attend the City of Wollongong RSL sub-Branch’s commemorative service, however they are requested to inform XXXX beforehand if they wish to attend - to ensure limits on people attending the indoor venue are not exceeded (*if the service is to be held indoors*).

Point of Contact for further details or comment: John Sperring

0407-074 154

REMEMBRANCE DAY SERVICE PREPARATIONS - DETAILS FOR INDIVIDUAL POINTS OF CONTACT (AS AT NOVEMBER 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: wollottraffic@police.nsw.gov.au

Superintendent Jason Box

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).

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

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

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)

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

Paul Scully MP's 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)

ABC Illawarra Producer of the Breakfast Show, Jennifer Courtney 0407-593 967

REMEMBRANCE DAY SERVICE - LIST OF INVITEES (NAMES CORRECT AS AT AUGUST 2021)

Councilor Gordon Bradbury AM
Lord Mayor of The City of Greater Wollongong
Wollongong City Council
41 Burelli Street
WOLLONGONG NSW 2500

council@wollongong.nsw.gov.au
SThompson@wollongong.nsw.gov.au EA

Hon. Alison Byrnes MP
Federal Member for Cunningham
Parliament of Australia
PO Box 387
WOLLONGONG NSW 2500

alison.byrnes@nswlabor.org.au
Alison.Byrnes.MP@aph.gov.au **

Hon. Paul Scully, MP
State Member for Wollongong
Parliament of NSW
2/51 Crown Street
WOLLONGONG NSW 2500

wollongong@parliament.nsw.gov.au

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
Illawarra Local Aboriginal Land Council
Level 2, 38 Young Street
WOLLONGONG NSW 2500

admin@ilalc.org.au
buttonpj@gmail.com (Uncle Peter Button)

Request laying of own wreath only

The Chairman
Wollongong & South Coast Legacy
Legacy House
96 Market Street
WOLLONGONG NSW 2500

pam.bowmaker@legacywollongong.com.au
phillip.williams@legacywollongong.com.au

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 Leigh Hingston
General Manager
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

madmuzzza68@bigpond.com

Hydrographer of Australia
Australian Hydrographic Office
8 Station Street
WOLLONGONG NSW 2500

Commodore Stewart Dunne, RAN

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

Senior Military Recruiting Officer
Defence Force Recruiting - Wollongong
2/96 Crown Street
WOLLONGONG NSW 2500

Lieutenant Richard Phillips RAN

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

CAPT(AAC) Wade Priestley

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

LEUT (ANC) Sharron Frank

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

FLTLT (AAFC) Paul Adams

Hon. Secretary
Coledale RSL sub-Branch
PO Box 100
THIRROUL NSW 2515

~~Hon. Secretary~~
~~Corrimal RSL sub-Branch~~

Hold own service at Corrimal Memorial

Hon. Secretary
Dapto – Port Kembla RSL sub-Branch
PO Box 43
DAPTO NSW 2530

Hon. Secretary
Albion Park RSL sub-Branch
PO Box 200
ALBION PARK NSW 2527

~~Hon. Secretary~~
~~Austinmer/Thirroul RSL sub-Branch~~

Hold own service at Austinmer Memorial

~~Hon. Secretary~~
~~Warilla RSL sub-Branch~~

Hold own service at Shellharbour Cenotaph

~~Hon. Secretary~~
~~Woonona/Bulli RSL sub-Branch~~

Hold own service at their RSL Club

Superintendent Jason Box (?)
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

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

Mr Paul Mack
Chief Executive Officer
Figtree Sports Club
120 The Avenue
FIGTREE NSW 2525

Mr Larry Mathews
President
Figtree Sports Club
120 The Avenue
FIGTREE NSW 2525