

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE AGENDA



COMMITTEE OF THE CAMBRIDGE COMMUNITY BOARD

Event: ANZAC Day Dawn and Civic Services
Time: 4.30pm
Date: Monday, 15 April 2019
Venue: Committee Room, Cambridge Service Centre,
Waipa District Council
23 Wilson Street, Cambridge

AGENDA ITEMS

1 MEMBERS

Chairperson

Mike Pettit

Members

John Bishop, Philip Coles, Julie Epps, Roger Gordon, Cambridge Community Board; Jim Kerr, Bryan Mitchell, Cambridge and Districts Pipe Band; Bill McMillan (President), Nelson Goodley, Peter Downie, Bob Devereux, Returned Services Association; Richard Plas, Waikato Mounted Rifles; Rob Feisst, Father Malcolm French, Reverend Canon Adrian Gover, Paul Murphy, Jon Broadley.

Recommendation

That due to the absence of the Chairperson, John Bishop is to reside as Acting Chairperson at this meeting.

2 APOLOGIES

Recommendation

That the apologies from Mike Petit, Julie Epps and Philip Coles for non-attendance be received.

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE AGENDA



3 MINUTES OF PREVIOUS MEETING

File: 180-06-03/3 Pages: 3 - 5
TRIM: 19032455

Recommendation

That the minutes of the meeting held on 1 April 2019 as circulated with the agenda, including the ANZAC Operations Plan (Appendix 1), ANZAC Day run sheet (Appendix 2) and ANZAC Day draft budget (Appendix 3) be confirmed as a true and correct record of proceedings.

4 ANZAC SERVICE 2019

File 180-06-03/5 Pages: 6 - 23
TRIM: 19032468

This is the final meeting of the Anzac and Armistice Remembrance Organising Committee meeting for the 2019 ANZAC day preparations.

The following working planning documents for the committee to review and populate the actions required are attached to the staff report:

- ANZAC Operations Plan (Appendix 1)
- ANZAC Day run sheet (Appendix 2)
- ANZAC Day draft budget (Appendix 3)

It is proposed that these planning documents are used as the basis of the meetings to manage the completion of tasks leading up to the Anzac day event.

With this being the final meeting prior to the event, it is necessary that all tasks are now completed or assigned to the relevant parties.

Recommendation

That the information contained in the report of Jo Gread, Manager Governance be received.

5 NEXT MEETING – ANZAC DE-BRIEF

The next meeting is to be held on Monday, 6 May 2019 at 4.30pm.

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE MINUTES



COMMITTEE OF THE CAMBRIDGE COMMUNITY BOARD

Event: ANZAC Day Dawn and Civic Services
Time: 4.30pm
Date: Monday, 1 April 2019
Venue: Committee Room, Cambridge Service Centre,
 Waipa District Council
 23 Wilson Street, Cambridge

1 PRESENT

Chairperson

Mike Pettit

Members

Philip Coles, Julie Epps, Roger Gordon, Cambridge Community Board; Bryan Mitchell, Cambridge and Districts Pipe Band; Bill McMillan, Peter Downie, Bob Devereux, Returned Services Association; Father Malcolm French, Reverend Canon Adrian Gover, Paul Murphy, Jon Bishop[from 4.35pm]

In attendance:

Veronica Huxtable – Legal & Governance Administrative Assistant
 Jennifer Nemaia – Governance Officer

2 APOLOGIES

RESOLVED

That the apologies from Nelson Goodley and Jon Broadley for non-attendance be received.

Epps/ McMillan

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE MINUTES



3 MINUTES OF PREVIOUS MEETING

File 180-06-03/3

RESOLVED

That the minutes of the meeting held on 18 March 2019 as circulated with the agenda, including the ANZAC Operations Plan (Appendix 1), ANZAC Day run sheet (Appendix 2) and ANZAC Day draft budget (Appendix 3) be confirmed as a true and correct record of proceedings.

McMillan/ Epps

4 ANZAC SERVICE 2019

This was the third meeting of the Anzac and Armistice Remembrance Organising Committee meeting for the 2019 ANZAC day preparations.

The following working planning documents for the committee to review and populate the actions required were attached to the staff report:

- ANZAC Operations Plan (Appendix 1)
- ANZAC Day run sheet (Appendix 2)
- ANZAC Day draft budget (Appendix 3)

It is proposed that these planning documents are used as the basis of the remaining meetings to manage the completion of tasks leading up to the Anzac day event. The focus of this meeting was the budget and civic service sheet. However, the operations plan were also reviewed for the purposes of establishing whether tasks in the lead up to the event are on track for completion.

Feedback was requested on any changes that the Committee members wish to make.

Recommendation

- a) *The information contained in the report of Jo Gread, Manager Governance be received.*

Pettit/Epps

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE MINUTES



5 NEXT MEETING

The next meeting is to be held on Monday, 15 April 2019 at 4.30pm.

There being no further business the meeting closed at 5.20pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE REPORT



To: The Chairperson and Members of the Cambridge Community Board
From: Manager Governance
Subject: **ANZAC DAY PLANNING**
Meeting Date: 15 April 2019
File Reference: 180-06-03

1 ANZAC DAY PLANNING

This is the third meeting of the Anzac and Armistice Remembrance Organising Committee meeting for the 2019 ANZAC day preparations.

The following working planning documents for the committee to review and populate the actions required are attached to this report:

- ANZAC Operations Plan (Appendix 1)
- ANZAC Day run sheet (Appendix 2)
- ANZAC Day draft budget (Appendix 3)

It is proposed that these planning documents are used as the basis of the meetings to manage the completion of tasks leading up to the Anzac day event.

With this being the final meeting prior to the event, it is necessary that all tasks are now completed or assigned to the relevant parties.

2 RECOMMENDATION

That

- a) *The information contained in the report of Jo Gread, Manager Governance be received.*

Jo Gread
 Manager Governance

Appendix 1
ANZAC Day Operations Plan



ANZAC Day Operations Plan 2019

Task	Who	By	Completed
Meeting Dates and Meetings Set fortnightly meeting dates commencing early March and a debrief meeting two weeks after ANZAC Day. Compile agendas and attend meetings to take minutes.		February 2019	Completed
Cambridge Town Hall Send booking form to Cambridge Information Centre and request heating is turned on prior to commencement of Dawn Service (in case hall is needed).		February 2019	Completed
Hauraki Regiment (Waikato Mounted Rifles) Send letter requesting presence of army personnel to act as cenotaph guard and two escorting officers. Speaker – for Civic Service	01/04 – Tony Hill has confirmed available. 9 April is last date for printing of programme and if no response from NZDF then programme will state Tony as speaker.	February 2019	Nelson has arranged RSA request Council staff have put in second request via email
Traffic Management Plan Request Roading Staff to put Traffic Management Plan in place (map on file).	Amber Diprose	February 2019	Approved.
High School Speakers (alternate years between St Peter's and CBHS) 2019 - Cambridge High School Send letter requesting presence of Head Students to address Civic service.	Council Staff	March 2019	Completed. Confirmation email received from CBHS.
Letters to Schools, Clubs, Groups etc <ul style="list-style-type: none"> Advise details of Dawn and Civic Services and parade. Cricket club – white picket fences St John for First Aid presence – Laura to follow up 	Council Staff (Julie has arranged for the collection of fences on 24 th)	March 2019	Letters emailed to schools 19/03/2019

<ul style="list-style-type: none"> Suggestion for 2020 – investigate providing sign language interpreter for Civic Service? 			
<p>Official Party Letters of invitation to -</p> <ul style="list-style-type: none"> The Mayor and Mayoress – Laura to confirm Mayor welcome Chief Fire Officer Police (Advise details of Dawn and Civic services and request presence of Police car for civic parade) President of Returned Services Association Sitting Parliamentarian C/- NZ Government – (Louise away will send representative and wreath) Community Board and Councillors RSA (invite to Civic Service) Brigadier Jon Broadley St John’s 	Council Staff	March 2019	Letters emailed 19/03/2019
<p>Bands Bands (Brass, Pipe and Choir) Cambridge Brass Band Cambridge and District Pipe Band Te Awamutu District Highland Pipe Band Mosaic Waikato Modern Choir At the conclusion of the service CB Brass Band members will put away chairs and return white picket fences at a cost of \$100 to be invoiced.</p>	Paul Murphy		
<p>Breakfast</p> <ul style="list-style-type: none"> Request quotes for breakfast (85) The Prince Albert. Tickets are issued to those who attend as part of the official party (30 Band member, Padre/s, 8 Army, 12 VIPs, Board members/staff and other invited guests/Robert) both the Dawn and Civic Services Accept Quote following 1 April meeting. 	Quote from Prince Albert of \$20 +GST per person – accepted. Special licence has been received at Council – awaiting licence approval.	March 2019	Tickets have been produced and will be handed out at 15 April meeting - Council
<p>Sound System Book sound system requirements (Any Audio & Visual) and request set up on the afternoon prior to ANZAC Day. More speakers required around the trees near the cenotaph.</p>	Council Staff – email sent for quote to anyav – Brian Mitchell 06/03/2019 quote received	1 April 2019	Quote accepted. Completed.

Accept quote following 1 April meeting.	\$3,105.00+gst.		
<p>Light Show</p> <p>Suggestion that Jim Goodin, Grinters be approached to sponsor lightshow (expressed an interest to sponsor some of ANZAC) – to follow up. Suggested theme – honouring local fallen servicemen and women with names and possibly photos follow up with museum for content – Julie confirmed that Grant Middlemiss has a lot of photos and names ready to go – Julie to follow up.</p> <p>Quote to be obtained from Brian (Sound technician)</p> <p>Advert and in house printed posters to be produced. Council staff to contact Kaz design to update last year’s poster and add Grinters logo. Place poster advert in CB News around 18 April.</p>	<p>Julie Epps confirmed that Jim will sponsor light show to an approx. amount of \$1100.00. Quote received \$860.00+gst from Brian 7/03/2019 forwarded to Julie – extra \$300 for imagery.</p>		
<p>Programmes – Quote from Printech for both Civic Service Sheet</p> <ul style="list-style-type: none"> • 500 Dawn Service programme • 500 Civic Service agreed to one colour. Council staff to update programme send to Malcolm for final sign off. To printech Tues 9 April for production. <p>Accept quote following 1 April meeting and send info.</p>	<p>Council Staff</p> <p>Quote received 19/3/2019</p> <p>\$365.00 – 500 one colour</p>	April 2019	
<p>Wreaths and Flowers</p> <p>Order five wreaths (Council pays the invoice), to be delivered to the Victoria Room (Cambridge Town Hall) on the afternoon prior to ANZAC Day (Council pays invoice) -</p> <ul style="list-style-type: none"> • The Mayor, Waipa District Council • Cambridge Community Board • Le Quesnoy • Australia • Turkey <p>Flower arrangements in the hall – two on the stage and one in the foyer.</p> <p>Flowers to Resthaven following service</p> <p>Reading of order of wreaths</p>	<p>Quote received from Inspiredby2 – accepted.</p> <p>Offer from Petal Passion to supply arrangements \$600.00 – unsuccessful. Julie to contact.</p> <p>Ivy Cambridge quote to supply arrangements \$600.00 – unsuccessful. Council to contact.</p> <p>Roger Gordon</p>	March 2019	Complete
Speakers / Singer (optional)		March 2019	Chris Young accepted

<p>Letters of invitation to speaker and singer Singers</p> <ul style="list-style-type: none"> • Chris Young – Dawn Service • Elaine Wogan – Civic Service 	Paul Murphy		Invitation 20/3/2019
<p>Flag Poles, Wreath Stands, White Crosses Request Parks staff to put the flag poles (2 only NZ and AUS) and wreath stands in place prior to ANZAC Day and the white crosses in the hall for cenotaph. Chairs in Hall – Council parks staff to set up Flags (NZ and Australian) supplied by Council White crosses in the lawn from Cambridge Primary School to be set up closer to the day Mannequin – Parachutiste Soldier Poppy garland Street Flags – Previous years these have been on loan from TA RSA, this year there are none available, Comms staff have ordered a few new ones that will go up in CB in next couple of weeks. Place on Ops plan for purchase of CB flags for 2020?</p>	<p>Email sent to parks 06/03/19 – Jen</p> <p>Peter Downie Mike to arrange with school caretaker Julie to obtain Council staff</p>	April 2019	Flags to meeting at 15 April for Peter.
<p>Lighting/Wash of steps, piazza</p> <ul style="list-style-type: none"> • Request Property Department check that all lighting is working at the town hall (interior and exterior) and cenotaph. All lights are to be turned on as usual for both the light show and the day. • Wash down ordered for steps and piazza for 23 April. • Men’s toilet lighting and main doors to be blocked as in previous years for light show. 	<p>Completed via email 06/03/2019</p> <p>Mike and Julie to visit venue to access.</p>	April 2019	
<p>Advertising ANZAC day and light show</p> <ul style="list-style-type: none"> • Your CB news and Edition – arrange for article in paper closest to ANZAC day to advertise both events to the town. • Advertise ANZAC day – official advert (instead of flyers this year place 2nd advert for light show/concert/services) – obtain quote. • Find out when latest publish dates are prior to ANZAC day. • What’s on Waipa • Facebook • Cambridge grapevine ? 	<p>Bill McMillan</p> <p>Council Staff</p>	April 2019	

Security Query regarding Council's plan for security at Council events (ANZAC day).	Council staff to check.		
Thank You Letters Send out following debrief meeting.		May 2019	

Appendix 2
ANZAC Day Run Sheet



ANZAC Day Run Sheet

24/25 April 2019

Purpose

This paper supplements the Waipa District Council's Event Planning Template for the ANZAC Commemorative Services held in Cambridge on 24 and 25 April annually at the Cambridge Town Hall and provides guidance to those planning, administering, and implementing the various elements of the Event.

Elements

There are seven elements to the Event:

1. Planning (Community Board ANZAC and Remembrance Organising Committee)
2. Preparation (PM 24 April)
3. ANZAC Salute Concert (1930 – 2100 24 April)
4. ANZAC DAY Dawn Service (0530 – 0645 25 April)
5. Parade of Veterans and Service Groups (0845 – 0900)
6. Civic Commemorative Service (0900 – 0945)
7. Civic Wreath laying and Remembrance (0950 – 1030)

Although all of these elements are administered by the Community Board Organising Committee, details for the conduct of the Dawn Service remain the preserve and responsibility of the Cambridge RSA. The details of the Dawn Service are included in this paper to provide a complete overview of the Event to ensure continuity and consistency over time and to assist those Council staff and volunteers responsible for the Event going forward.

Planning

The Cambridge Community Board ANZAC and Remembrance Organising Committee usually meets fortnightly from early March to confirm planning and ensure oversight, coordination and if necessary, changes in the preparation, of all aspects of the Event. The Committee includes representatives of the key organisations – RSA, Waikato Mounted Rifles, Cambridge Brass Band, Cambridge and District Pipe Band, and others deemed necessary to the success of the Event.

These plans include arrangements for aspects controlled by Council e.g. booking of Town Hall, flag poles, flags, sister city flag stand, road closures, public notices etc liaising with various internal and external agencies as required. The Event Planning Template contains details of these responsibilities.

Preparation (PM 24 April)

- Rehearsal with WMR Catafalque Guard (approx. 45 minutes) [this may happen on nearest weekend before ANZAC Day as WMR are all Territorial (volunteer) personnel]
 - Ensure access for bands to set up (probably about 1800)
 - RSA Rep collects flags (NZ and Australian) from Council
 - Arrange for Cricket Club picket fences (to define clear area around Cenotaph)
- **ANZAC Salute Concert (1930 – 2100) 24 April**
 - This is hosted by Cambridge Brass Band who are joined by other regional bands (up to 80 musicians) for an evening of appropriate commemorative music.

- On completion, rearrange seating for Civic Service (VIPs/speakers stage right, choir stage left, band in front of stage left, RSA four rows in front of band, Community Board and guests from three rows front of stage right).
- On completion: site 30 seats near front doors for band next morning (band re-positions these after Dawn Service).

Wednesday 24 April 2019		
Time/Day	Action	Who
	<p>Flag Poles, Wreath Stands, White Crosses Assemble flags, horse memorial garland, decorations for Town Hall, wreaths, memorial crosses. Ensure Parks staff have put the flag poles and wreath stands in place and the white crosses in the hall.</p>	
	<p>Flags (two New Zealand and one Australian) Flags, one New Zealand and one Australian, are left at the WDC counter for Peter Downie to collect on the afternoon prior to ANZAC Day to be flown on the flag poles prior to the Dawn Service. Peter will return flags to Council following ANZAC Day. One NZ flag used in the hall as in item 3. All flags at held at the Property Department.</p>	
	Get 2x key for hall (whole complex) from Cambridge Information Centre (one key for Council staff).	Paul Murphy
	<p>Parks staff to put out chairs in the hall in theatre style for concert (chairs for band on stage remain for the VIPs and choir the next morning). 1 table to also be set up on stage.</p>	
	Site piano if required by choir (access is blocked once band is in position for Civic Service).	Agreed Piano not required 2019
	Chairs – 15 to 20 chairs are left in the foyer for the band to use at Dawn Service; 20 on the stage for official party with names taped to seats.	
	<p>White tablecloth is put on the table and the New Zealand flag pinned in front. Check lightbulb in lectern.</p>	
	First four rows in front on left of hall are reserved for RSA.	
	<p>Put up RSA poppy banners (three) pinned to stage curtains. Site various emblems (memorial wall hanging, paintings/easel etc).</p>	Paul to organise painting and easel
	Place stage seating plan on wall in Victoria Room/whiteboard.	
	<p>Check that wreaths have been delivered to the Victoria Room (5).</p> <ul style="list-style-type: none"> • Mayor and Councillors of Waipa District Council • Cambridge Community Board • Le Quesnoy • Australian • Turkey 	

ANZAC Day - Thursday 25 April 2019

DAWN SERVICE

Cambridge Town Hall piazza and Cenotaph

Day Break (Civil Twilight) 06:26 Sunrise 06:54

Time/Day	Action	Who
5:00am	<ul style="list-style-type: none"> • Arrive at hall and unlock hall and set up outside speakers. • RSA hoist NZ and Australian flags to half-mast • Brass Band muster – prepare seating in centre of Town Hall steps • Lectern onto Piazza 	Council staff Paul Murphy Paul
5:30am	<ul style="list-style-type: none"> • Distribute Dawn Service programmes to attendees. • Catafalque Guard – muster 	Council staff/Robert
5:45am 5:50am	<ul style="list-style-type: none"> • RSA, veterans, and military family members muster on eastern (Kirkwood St) side of piazza under direction of RSA Parade Commander • Catafalque Guard muster at bollard entry to piazza • Guard Cdr – Guard attention • Guard Cdr – Guard by the left Slow March (bass drum beats left foot only) • Catafalque Guard forms at Cenotaph – Rest on Arms Reversed 	
06:00am - 06:45am	<p>Parade Commander – Sound the Alert (Band)</p> <p>RSA Cdr – Markers take post</p> <p>RSA Cdr – Parade Fall In</p> <p>RSA Cdr – Parade Attention</p> <p>RSA Padre invites people wearing medals and/or carrying family memorabilia to form behind RSA personnel - RSA President in centre</p> <p>RSA Cdr – Parade (i.e. everyone except Guard) – Stand at Ease</p> <p>RSA Padre – Short welcome (opening prayer)</p> <p>Stand and sing Hymn Abide with Me, followed by National Anthems of New Zealand and Australia</p> <p>Band – Drum Roll</p> <p>Band (and singer) – Abide with Me (3 verses)</p> <p>RSA Cdr – Parade Attention</p> <p>Band (and singer) – God Defend New Zealand (2 verses)</p> <p>Band (and singer) – Advance Australia Fair</p> <p>RSA Padre – ANZAC Dedication</p> <p>o/c explains that RSA President will lay wreath to be followed by the formal military funeral protocol of the Ode, Last Post, Silence and Reveille and ask people to remain still and silent during this ceremony</p> <p>o/c RSA President lays wreath upon Cenotaph</p> <p>Returns to stand beside Padre and takes microphone</p> <p>Guard Cdr – Guard Present Arms</p>	

	<p>o/c PSA President recites Ode o/c Last Post (Band) o/c One Minute Silence o/c Reveille (Band)</p> <p>Guard Cdr - Rest on Arms Reversed</p> <p>RSA Cdr – Parade Stand at Ease</p> <p>RSA Padre – Short Address</p> <p>o/c Padre – sing together O God Our Help in Ages Past (4 verses) Band and singer</p> <p>Padre – explains conclusion – God Save the Queen, Prayer, and Benediction and marching off the Guard. Please clear a path for the Guard.</p> <p>This is followed by bugle call ‘Carry On’ after which RSA personnel and then public will place poppies on Cenotaph</p> <p>RSA Cdr – Parade Attention</p> <p>Guard Cdr – Guard Present Arms</p> <p>Band – drum roll God Save the Queen</p> <p>Guard Cdr – Shoulder Arms</p> <p>o/c Padre – Prayer and Benediction RSA, veterans etc place poppies on Cenotaph and re-form</p> <p>o/c Guard Cdr – marches off Catafalque Guard</p> <p>o/c RSA Cdr – Parade Dismiss</p> <p>Band – Carry On</p>	
06:40am	Public place poppies on Cenotaph	
	Distribute Civic Service programmes on chairs in hall (this is not done sooner in case the hall is needed for the Dawn Service if it is wet).	
In the event of rain		
The dawn service will be held in the town hall, the hall will already be set up for the civic service and from the band concert the night before. The cenotaph guards will stand their guard at the top of the steps of the hall and the sole wreath (laid by the president of the RSA) will be laid on the top of the steps.		
Breakfast (catering for approx. 85?)		
07:00am	Breakfast – At venue collect tickets and ensure only those who are invited attend breakfast.	Board Members
07.40am	Bench seats on piazza for RSA veterans.	

ANZAC Day - Thursday 25 April 2019

CIVIC SERVICE

Time/Day	Action	Who
Parade of Veterans and Service Organisations		
08:20am – 09:00am	<p>The Parade of Veterans and Service Organisations forms in Empire Street (opposite the site of the former RSA [now Cambridge Vets]) and proceeds via Alpha Street to Lake Street, past the Cenotaph to the Town Hall Piazza. The RSA platoon will lead the parade into the Town Hall where they will be joined by the Women's Division of the RSA and followed by rest of the Parade.</p> <p>RSA President, Police and Fire Service leaders will break off on entering the Town Hall and join the Official Party in the Victoria Room. RSA, Veterans, and Women's Division will be seated in the front four rows to the left of the hall (in front of the band). Youth groups process up the centre of the hall and then turn right to form in the Albert Room. All remain standing for the start of the Civic Service.</p> <p>The Parade is led by the Cambridge and Districts Pipe Band followed by RSA members, veterans and their families, representatives of the New Zealand Police, Fire Service, St John Ambulance, community youth and school groups.</p> <p>The Order of Parade will be advised in the formal invitation to participate so that leaders of the various groups know where to form up in Empire Street. Groups will be requested to have their group leader and 'marker' in position in Empire Street not later than 0820 so that the Parade Marshall can provide any last-minute briefings or advise of any changes. Sargent Tim James will be on hand to support the Parade Marshall.</p>	
Order of Parade		
Commemorative Service for ANZAC Day		
<p>The Town Hall seating will be set out the previous afternoon with Official Party on right of stage, Choir left of stage, Community Board and guests right front of hall, Cambridge Brass Band front left of hall. Community Board seats are one row further back to allow room for youth groups to get to/from Albert Room.</p> <p>Band stands and equipment will be in position.</p>		
08:15am	<ul style="list-style-type: none"> • Official Party, Community Board, and guests muster in Victoria Room • Town Hall open to public • Band equipment/instrument cases stored in pantry end of Victoria Room • Choir muster 	
08:20am	Group Leaders and Markers report to Parade Marshall (PM) outside Cambridge Vets for briefing	
08:25am	Band take their seats	
08:30am	<ul style="list-style-type: none"> • Band plays appropriate incidental music • Choir take their seats on stage • Group Leaders and Markers in position 	
08:35am	Parade Fall In	Paul Murphy
08:44am	<p>Parade will form for March to Town Hall, Pipe Band leading – Parade attention</p> <ul style="list-style-type: none"> • Move to the right in threes • Right Turn 	Paul Murphy

08.45am	Official Party assemble in Victoria Room at– ensure they are in correct order to progress to the stage after the Civic parade has arrived.	
08:45am	School children, clubs and groups are directed to sit on the floor of the Edwardian Room (part of civic parade).	
08:50am (approx.)	<ul style="list-style-type: none"> • Committee member invites public in the Town Hall to stand to welcome our veterans and service groups and asks that they remain standing to welcome the Official Party and guests • Band plays appropriate music • Parade (RSA) arrive at Hall steps and process to their seats • Community Board and guests follow last youth group • Vicar follows Community Board and takes post at lecturn on stage • Official Party follows and takes position at their seats on stage. • Continue distributing programmes to those standing in the hall and outside. 	
Civic Service (led by Vicar) – see separate Service Sheet		
09:00am	<ul style="list-style-type: none"> • Opening Welcome • National Anthems of New Zealand and Australia • Responsory • Prayer • Reading • Band and Pipes play • Student Addresses • Choral Item • Guest Speaker • Vocal Item • Prayer and Hymn • Blessing • God Save the Queen (remain standing) <p>Vicar – before blessing explains exit order – RSA and veterans, Official Party, Community Board, youth groups muster as directed on piazza for laying of wreaths and formal conclusion of commemorations.</p> <p>Blessing and Dismissal</p> <p>Official Party processes from stage to piazza Band plays Cambridge March</p>	
Catafalque Guard		
09:45am	<p>Muster at bollard entry to piazza o/c God Save the Queen Guard Cdr – marches guard onto piazza and mounts Catafalque Guard</p> <p>Pipers take post to rear of Cenotaph and prepare to play laments during the laying of wreaths</p>	

Laying of Wreaths and Conclusion		
09:55 -10:30	<p>The formal laying of wreaths will be coordinated by a member of the Organising Committee assisted by Council Staff. Organisations wishing to lay wreaths are to provide details to the Staff so that they may be called forward appropriately.</p> <p>All wreath layers will be issued with a card showing the route to and from the Cenotaph. The official wreaths will be placed on the stand at the Cenotaph and the remained will be placed on the ground in the centre of the Cenotaph and gradually this area will extend forward leaving a clear path on each side for the Cenotaph Guard to leave the piazza. (The card will show this layout).</p> <p>The official wreaths (see attached list) will be placed in order of laying across the piazza during the Civic Service. On exiting the Town Hall, RSA and veterans will form in two groups on either side of the piazza closest to the Cenotaph where they will be joined by members of the Official Party, Community Board and other guests.</p> <p>The person designated to lay these wreaths proceeds to stand behind their wreath.</p> <p>A member of the Organising Committee, Roger Gordon, will act as Master of Ceremonies (MC) the wreath laying and call each person forward to ensure continuity</p>	
10:30am (approx.)	<p>On completion of the wreath laying,</p> <ul style="list-style-type: none"> - the Vicar, RSA President, and Parade Marshall will take post in front of the Cenotaph for the final formalities. (portable microphone required) - Parade Officer and bugler take post on Town Hall steps <p>Vicar explains the origins of the ceremony of a Military Funeral and what is about to happen – attention (stand still and silent), ode (RSA President), Last Post, silence, Reveille and dismissal.</p> <p>Vicar passes microphone to RSA President.</p> <p>Parade Marshall calls Parade to attention.</p> <p>All three turn about to face Cenotaph</p> <p>RSA President reads ode</p> <p>Guard Cdr – Present Arms</p> <p>Last Post Silence Reveille</p> <p>Guard Cdr – Shoulder Arms</p> <p>RSA President and Parade Marshall move aside</p>	

	<p>Vicar – blessing</p> <p>Vicar – Thank you all for coming this morning - Parade concludes with the Guard marching off and the bugler sounding the 'Carry On' – members of the public may lay floral tributes once the Guard has departed.</p> <p>Please clear a way for the Guard as they march off.</p> <p>Guard Cdr – marches off Guard</p> <p>Bugler – sounds 'Carry On'</p> <p>Parade Marshall – Parade Dismiss</p>	
<p>At end of the service put chairs and table away in storage, take down banners and remove names from seats and any programmes.</p>		
<p>Return key to Cambridge Information Centre.</p>		

Key contacts

- Paul Murphy
-
-

Checklist to take with you:

- Reserves seat signs
- Service sheets
- Spare run sheets printed
- Wreaths
- Poppy garland
- Poppy wall hanging
- Keys for hall
- Whiteboard
- White table cloth

Appendix 3
ANZAC Day draft budget

Draft ANZAC Budget 2019

Item	Description	GST Excl	PO
Hall Hire	Afternoon 24/3 and 25/3	\$258.25	
Audio & Visual	Sound system Light Show (Sponsored by Grinters Funeral Home)	\$3105.00	
Flower Arrangements for hall	five flower arrangements –Inspiredby2	\$325.00	
Printing	Printing of programme for civic service 500 copies Printech – One colour print Dawn Service programmes done in house.	\$365.00	
Catering	Breakfast between dawn and civic service 85pax@\$20 +gst per head – Prince Albert	\$1700.00	
Advertising	Cambridge News – Light Show advert		
Other	Cambridge Brass Band – Pack up of Town Hall	\$100.00	
Total Cost		\$5853.25	
Funding Available		\$7,500	