

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE AGENDA



COMMITTEE OF THE CAMBRIDGE COMMUNITY BOARD

Event: Armistice Remembrance Sunday Commemoration
Time: 4.30pm
Date: Monday 18 November 2019
Venue: Kaipaki 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, Paul Murphy, Jim Kerr, Bryan Mitchell, Father Malcolm French, Liz Stolwyk, Jon Broadley, Mike Richards, Tim Kara

2 APOLOGIES

3 MINUTES OF PREVIOUS MEETING

Document: 10113381

Recommendation

That the minutes of the meeting held 14 October 2019, as circulated with the agenda, be confirmed as a true and correct record of proceedings.

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE AGENDA



4 ARMISTICE REMEMBRANCE SUNDAY COMMEMORATIVE SERVICE 2019

Documents: 1099579, 10123647, 10099583, 10123043, 10099589

This is the debrief meeting of the ANZAC and Armistice Remembrance Organising Committee for the Armistice Remembrance Sunday Commemorative Service held 10 November 2019.

The following planning documents are included in the agenda:

- Armistice Operations Plan 2019 and 2020
- Armistice Day Run Sheet 2019
- Armistice Day Wet Weather Run Sheet 2019
- Armistice Day Budget 2019

The following programme is included in the agenda:

- Service programme & Waiata Sheet

The committee is now asked for feedback for the 2020 event. The Armistice Operations Plan 2020 may form the basis for the 2020 planning process.

5 LAST MEETING

Pursuant to Section 30(7) of the Local Government Act 2002, prior to the 2019 Local Government elections, the Cambridge Community Board continued the appointment of the ANZAC and Armistice Remembrance Organising Committee with the same delegations until the board holds its first meeting of the new triennium. As this is the last meeting of the committee, the minutes of this meeting will be confirmed by the Chairperson and the Chief Executive of Waipa District Council.

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE MINUTES



COMMITTEE OF THE CAMBRIDGE COMMUNITY BOARD

Event: Armistice Civic Service 2019
Time: 4.30pm
Date: Monday 14 October 2019
Venue: Committee Room, Waipa District Council
 23 Wilson Street, Cambridge

1 PRESENT

Schedule 7 of the Local Government Act 2002 rules that in the absence of the chairperson of a committee, and the deputy chair is also absent or has not been appointed, the members of the committee that are present must elect one of their number to preside over the meeting, and that person may exercise at that meeting the responsibilities, duties and powers of the chair.

RESOLVED

That Julie Epps be elected as acting chair for the duration of this meeting.

Coles/Bishop

Acting Chairperson

Julie Epps

Members

John Bishop, Philip Coles, Julie Epps, Roger Gordon, Paul Murphy, Bryan Mitchell, Father Malcolm French, Tony Hill

Public

1 x public

2 APOLOGIES

RESOLVED

That the apologies for non-attendance from Mike Pettit and Jon Broadley be received.

Hill/Bishop

ANZAC AND ARMISTICE REMEMBRANCE ORGANISING COMMITTEE MINUTES



3 MINUTES OF PREVIOUS MEETING

Documents: 18127288 & 10099727

RESOLVED

That the minutes of the meetings held 19 November 2018 and 6 May 2019, as circulated with the agenda, be confirmed as a true and correct record of proceedings.

Epps/Coles

4 INWARDS CORRESPONDENCE

An email was received from Paul Watkins from Armistice in Cambridge Incorporated regarding a request to have the Russian flag flown at the Armistice Remembrance Sunday Civic Service.

RESOLVED

That the correspondence from Paul Watkins, Armistice in Cambridge Incorporated, be received.

Gordon/Murphy

RESOLVED

That the ANZAC & Armistice Remembrance Committee not introduce any new country flags for the 2019 Armistice Commemoration and recommend that the incoming Community Board review how many country flags should be flown in future Armistice commemorations.

Gordon/Bishop

5 ARMISTICE CIVIC SERVICE

Document: 10099467

This was the first official meeting of the ANZAC and Armistice Remembrance Organising Committee meeting for the 2019 Armistice Civic Service preparations.

The following planning documents were included in the agenda for the committee to review and populate the actions required:

- Draft Armistice Civic Service Operations Plan (Appendix 1)
- Draft Armistice Civic Service run sheet (Appendix 2)



- Draft Armistice Civic Service budget (Appendix 3)

The committee reviewed the documents and noted any actions that had already taken place and all that needed to happen.

6 NEXT MEETING

The next ANZAC and Armistice Remembrance Organising Committee is to held 4.30pm on Monday 18 November 2019 in the Committee Room, Waipa District Council, 23 Wilson Street, Cambridge.

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

CONFIRMED AS A TRUE AND CORRECT RECORD

CHAIRPERSON:

DATE:

Armistice Civic Service Operations Plan 2019

Task	Who	By	Completed
Confirm date of Armistice Civic Service - Sunday 10 November 2019	Committee	16 September	✓
Meeting Dates and Meetings Set fortnightly meeting dates commencing 16 September (30 Sept, 14 Oct, 29 Oct) and a debrief meeting (18 Nov) after Armistice Civic Service. Compile agendas and attend meetings to take minutes. 2019 – suggest 4 meetings prior and 1 debrief.	Committee/Council Staff	16 September	✓
Budget Committee to agree on budget for Armistice Civic Service. (2019 Cambridge Community Board approved up to \$5000)	Committee	30 September	✓
Run Sheet and Wet Weather Plan <ul style="list-style-type: none"> • Make any changes necessary to the run sheet • Wet weather plan – Inside Town Hall Committee to agree to the use of both plans at first meeting.	Committee	16 September	✓
Cambridge Town Hall <ul style="list-style-type: none"> • Booking of the town hall to be decided; If yes: <ul style="list-style-type: none"> ○ Form to Cambridge Information Centre ○ Arrange for collection of the key on 8 Nov (Paul Murphy) 	Council staff / Paul Murphy	30 September	✓
Hauraki Regiment (Waikato Mounted Rifles) <ul style="list-style-type: none"> • Send letter requesting presence of army personnel to act as cenotaph guard and two escorting officers 	Paul Murphy	30 September	✓
Flag Poles, Flags (both inside hall and at Cenotaph), Wreath Stands, Street flags <ul style="list-style-type: none"> • Request Parks staff (for action on 8 Nov) to put the flag poles (10), put out wreath stands (parks staff will collect these and wreaths, flowers a few days after Armistice day). • For Cenotaph - Flags supplied by Council (Property dept). • Street Flags – arrange to be put up a week (30 October 2019 to encompass sculpture unveiling) prior to Armistice Civic Service. 	Council Staff	30 September	✓

Town Hall - Lighting/Wash of steps, piazza <ul style="list-style-type: none"> Request Council Property Dept order a 'wash down' for town hall steps and piazza for 8 Nov. Town clock <ul style="list-style-type: none"> Chiming at 11am to be arranged with Property Dept (Jane Blackmore & Jeff) 	Council Staff	8 November	✓
To take on 8 November for set-up from Council office <ul style="list-style-type: none"> Reserved seat signs (approx. 200 seats) – Post-it Notes Seating plan and whiteboard/pens/eraser Order of Wreath laying sheets (to be completed and handed to the reader of the wreath laying) Wreath bearers instructions Copy of Operations Plan, Run Sheet/Wet Weather Sheet Copy of contact sheet of leaders (schools, clubs etc) Service sheets for day Name Tags for committee members to wear for easy identification 	Council Staff/Paul Murphy	8 November	✓
Rehearsal	Paul Murphy	9 November	✓
Powhiri <ul style="list-style-type: none"> Speakers (2 speakers + Jon Broadley) Waiata songsheet for public 	Tim Kara	14 October	✓
Flyover	Julie Epps		✓
Traffic Management Plan Request Rooding Staff to put Traffic Management Plan in place <ul style="list-style-type: none"> Chamber of Commerce communicate road closure to members as well as a letter drop 10 military vehicles to join the parade – formal invitation 	Council Staff/John Bishop/Roger Gordon	29 October	✓
Thank You Letters Send out following debrief meeting (2019 letters TRIM 19042946)	Council Staff		
Letters of invitation to:			
Official Party <ul style="list-style-type: none"> The Mayor and Mrs Mylchreest President of Returned Services Association Sitting Parliamentarian C/- NZ Government Speaker 	Council Staff	14 October	✓
Mayor of Le Quesnoy	Mayor's Office		✗

<ul style="list-style-type: none"> • Invitation sent • Fraternal greetings received 			
Schools, Clubs, Groups etc <ul style="list-style-type: none"> • Advise details of Civic Service (request leaders contact details) • St John for First Aid presence in case of emergencies (See TRIM 19037460) • Investigate providing sign language interpreter 	Council Staff (TRIM 19043116 & 19053414)	14 October	✓
Others (Notification only) <ul style="list-style-type: none"> • Chief Fire Officer • Police • Community Board and Councillors • RSA • St John • Le Quesnoy Friendship Association members 	Council Staff	14 October	✓
Singer Letter of invitation <ul style="list-style-type: none"> • Chris & Kirsty Young - young.chris10@gogglemail.com 	Paul Murphy and Council staff	30 September	✓
Bands in attendance <ul style="list-style-type: none"> • Cambridge Brass Band • Cambridge and District Pipe Band 	Paul Murphy		✓
Quotes:			
Catering <ul style="list-style-type: none"> • Request quotes for morning tea (50pax) and lunch (100pax) 	Council staff	30 September	✓
Sound System <ul style="list-style-type: none"> • Book sound system requirements (Any Audio & Visual) and request set up on the morning of Armistice Civic Services. 	Council staff	30 September	✓
Wreaths and Flowers Order 10 wreaths to be delivered prior to the commencement of the Civic Services. <ul style="list-style-type: none"> • New Zealand – Louise Upston • Australia – Sue Milner • Belgium - TBC • Canada – Jon Cowie • France – Sandrine Pryor & Jonathan Baron (Le Quesnoy) • Italy – Riccardo Carminati 	Council Staff	14 October	✓

<ul style="list-style-type: none"> • South Africa – Vaughan Wetton • Turkey – Erol Buyukbektas • United Kingdom – John Bishop & Major Simon Marriott • United States of America – Rick Hartman <p>Other wreaths for presentation (wreaths not supplied by Cambridge CB):</p> <ul style="list-style-type: none"> • NZ Defence Force – Jon Broadley • Waipa District Council – Mayor Jim Mylchreest • Royal New Zealand Returned and Services Association – Tony Hill • South African Military Veterans Organisation of Australasia (SAMVOA) – Kevin Piccione HCS & Martin Jacobsen (contact Chris Pattison - Ph 07 219 7519 / 021 231 6612 / ytrose2@gmail.com) <p>Note colour schemes of supplied wreaths</p>			
<p>Cadet Transport Transport for cadets from Lake Karapiro for rehearsal and civic service</p>	Council Staff/Paul Murphy	30 September	✓
<p>Advertising Armistice Civic Service</p> <ul style="list-style-type: none"> • Two advertisements in Cambridge News prior to event • Whats on Waipa Website 	Council Staff	14 October	✓
<p>Programmes</p> <ul style="list-style-type: none"> • 200 copies – printed in house 	Council Staff	29 October	✓



Armistice Civic Service DRAFT Operations Plan 2020

Task	Who	By	Completed
Confirm date of Armistice Civic Service - Sunday 8 November 2020			
Meeting Dates and Meetings Set fortnightly meeting dates commencing 14 September (28 Sept, 13 Oct, 26 Oct) and a debrief meeting (16 Nov) after Armistice Civic Service. Compile agendas and attend meetings to take minutes. Number of meetings?	Committee/Council Staff		
Budget Committee to agree on budget for Armistice Civic Service. (2019 Cambridge Community Board approved up to \$5000)	Committee		
Run Sheet and Wet Weather Plan <ul style="list-style-type: none"> • Make any changes necessary to the run sheet • Wet weather plan – Inside Town Hall Committee to agree to the use of both plans at first meeting.	Committee		
Cambridge Town Hall <ul style="list-style-type: none"> • Book town hall, Saturday afternoon and Sunday morning <ul style="list-style-type: none"> ○ Form to Cambridge Information Centre ○ Arrange for collection of the key on 6 Nov 	Council staff / Committee member		
Hauraki Regiment (Waikato Mounted Rifles) <ul style="list-style-type: none"> • Send letter requesting presence of army personnel to act as cenotaph guard and two escorting officers 	Council Staff		
Flag Poles, Flags (both inside hall and at Cenotaph), Wreath Stands, Street flags <ul style="list-style-type: none"> • Request Parks staff (for action on 6 Nov) to put the flag poles (10), put out wreath stands (parks staff will collect these and wreaths, flowers a few days after Armistice day). • For Cenotaph - Flags supplied by Council (Property dept). • Street Flags – arrange to be put up a week prior to Armistice Civic Service. 	Council Staff		

Town Hall - Lighting/Wash of steps, piazza <ul style="list-style-type: none"> Request Council Property Dept order a 'wash down' for town hall steps and piazza for 6 Nov. Town clock <ul style="list-style-type: none"> Chiming at 11am to be arranged with Property Dept (Jane Blackmore & Jeff) 	Council Staff		
To take on 6 November for set-up from Council office <ul style="list-style-type: none"> Reserved seat signs (approx. 200 seats) – Post-it Notes Seating plan and whiteboard/pens/eraser Order of Wreath laying sheets (to be completed and handed to the reader of the wreath laying) Wreath bearers instructions Copy of Operations Plan, Run Sheet/Wet Weather Sheet Copy of contact sheet of leaders (schools, clubs etc) Service sheets for day Name Tags for committee members to wear for easy identification 	Council Staff/Committee		
Rehearsal	Committee		
Powhiri <ul style="list-style-type: none"> Speakers (2 speakers + Jon Broadley) Waiata songsheet for public 	Committee		
Flyover	Committee		
Traffic Management Plan Request Rooding Staff to put Traffic Management Plan in place <ul style="list-style-type: none"> Chamber of Commerce communicate road closure to members as well as a letter drop 10 military vehicles to join the parade – formal invitation (Kevin Simmonds kevin.simmonds@fonterra.com) 	Council Staff/Committee		
Thank You Letters Send out following debrief meeting (2019 letters TRIM 19042946)	Council Staff		
Letters of invitation to:			
Official Party <ul style="list-style-type: none"> The Mayor and Mrs Mylchreest President of Returned Services Association Sitting Parliamentarian C/- NZ Government Le Quesnoy Friendship Association members 	Council Staff		

Mayor of Le Quesnoy <ul style="list-style-type: none"> • Invitation sent • Fraternal greetings received 	Mayor's Office		
Schools, Clubs, Groups etc <ul style="list-style-type: none"> • Advise details of Civic Service • Investigate providing sign language interpreter 	Council Staff		
Others (Notification only) <ul style="list-style-type: none"> • Chief Fire Officer • Police • Community Board and Councillors • RSA • St John 	Council Staff		
Singer Letter of invitation <ul style="list-style-type: none"> • Chris Young - young.chris10@gogglemail.com 	Council staff/Committee		
Bands in attendance <ul style="list-style-type: none"> • Cambridge Brass Band • Cambridge and District Pipe Band 	Committee		
Quotes:			
Catering <ul style="list-style-type: none"> • Request quotes for morning tea (50pax) and lunch (100pax) 	Council staff		
Sound System <ul style="list-style-type: none"> • Book sound system requirements (Any Audio & Visual) and request set up on the morning of Armistice Civic Services. 	Council staff		
Wreaths and Flowers Order 10 wreaths to be delivered prior to the commencement of the Civic Services. <ul style="list-style-type: none"> • New Zealand – • Australia – • Belgium - • Canada – • France – • Italy – • South Africa – 	Council Staff		

<ul style="list-style-type: none"> • Turkey – • United Kingdom – • United States of America – <p>Other wreaths for presentation (wreaths not supplied by Cambridge CB):</p> <ul style="list-style-type: none"> • NZ Defence Force – • Waipa District Council – • Royal New Zealand Returned and Services Association – • South African Military Veterans Organisation of Australasia (SAMVOA) – (contact Chris Pattison - Ph 07 219 7519 / 021 231 6612 / ytrose2@gmail.com) <p>Note colour schemes of supplied wreaths</p>			
<p>Cadet Transport Transport for cadets from Lake Karapiro for rehearsal and civic service</p>	Council Staff/Committee		
<p>Advertising Armistice Civic Service</p> <ul style="list-style-type: none"> • Two advertisements in Cambridge News prior to event • Whats on Waipa Website 	Council Staff		
<p>Programmes</p> <ul style="list-style-type: none"> • 200 copies – printed in house 	Council Staff		



Armistice Civic Service Run

Sheet

10 November 2019

Purpose

This paper supplements the Waipa District Council's Operations Plan for the Armistice Commemorative Services held in Cambridge on closest Sunday to Armistice Day (11 November) annually at the Cambridge Town Hall and provides guidance to those planning, administering, and implementing the various elements of the Event.

Elements

There are four elements to the Event:

1. Planning (Community Board ANZAC and Armistice Remembrance Organising Committee)
2. Preparation (AM 10 November 2019)
3. Parade of Veterans/Service Personnel and military vehicles
4. Commemorative Service

Planning

The Cambridge Community Board ANZAC and Armistice Remembrance Organising Committee usually meets fortnightly from mid-September 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. 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 9 November and AM 10 November)

- Rehearsal
- Ensure access for bands to set up
- 10 country flags collected from Council
- Arrange for Cricket Club picket fences (to define clear area around Cenotaph)
- Flags at half mast
- Wreaths delivered
- Four gazebos delivered
- Seating for bands
- Seating for dignitaries, veterans, school children etc
- Caterers prepare Victoria Room
- Briefing and morning tea for VIPs, Escort Officers etc (Mike Pettit/Paul Murphy)

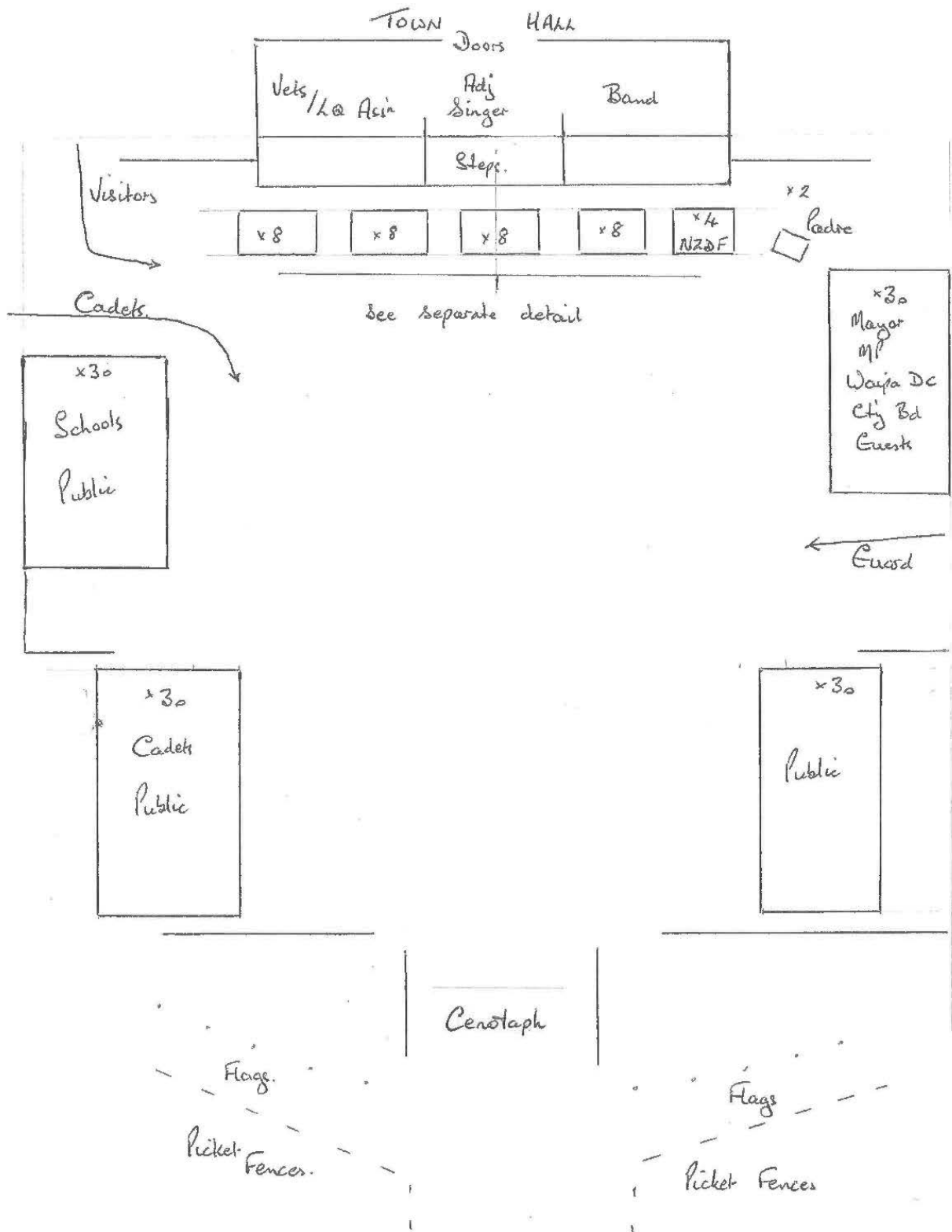
Parade (0940)

- Pipe Band and Cadets muster in Victoria Street (0940) (Paddy)
 - Order of cadets navy – army – airforce

- Pipe band plays incidental reflective music (10mins)
- Parade (Veterans, service personnel and members of the public)

DAY 10 November 2019		
Time/Day	Who	Action
		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.
		Flags Flags, are left at the WDC counter for Paul Murphy to collect on the Friday afternoon prior to Armistice day to be flown on the flag poles at half-mast from 8.30am. Paul will return flags to Council following Armistice Commemorations. All flags at held at the Property Department.
		Get 2x key for hall (whole complex) from Cambridge Information Centre (one key for Council staff).
		Check that wreaths have been delivered
0830		Flags at half mast
		Set up seating and gazebos for dignitaries
		Picket fencing around cenotaph
0940	Pipe Band & Cadets	Muster in Victoria Street <ul style="list-style-type: none"> ○ Order of cadets – navy/army/air force ○ Band to play incidental reflective music for 10 minutes
0955		<ul style="list-style-type: none"> ○ Parade marches through town and returns past the cenotaph ○ Eyes right – Senior Officer to take salute ○ Pipes and Drums cease playing – continue behind Town Hall ○ Brass Band plays parade onto Piazza ○ Cadets march onto piazza, halt, dismiss to seats, remain standing ○ Wreath bearers front row, flag attendants second row
1005	Padre	Please stand as we welcome our official guests
	??	Powhiri – Total 3 speakers (15 Minutes) – reseal ladies in Front Row
1020	Padre	Please stand as we mount the Guard and formally salute those who have served and fallen in the name of the flags being flown here today
	Parade Cdr	Parade Attention Bugler sounds alert March on the Guard (take post at cenotaph) General Salute – Present Arms
		New Zealand National Anthem (Band) (No introduction)
	Guard Cdr	Guard Shoulder Arms – Officers cease saluting Guard Rest Arms Reversed (Catafalque Guard now mounted)
	Parade Cdr	Parade Stand at Ease, Stand Easy
1025	Padre	Opening Prayer Please be seated for the Mayoral address and fraternal greetings from our sister city Le Quesnoy. This will be followed by the laying of the

		wreaths in memory of those we salute today
1030	Waipa Mayor	Address Fraternal greeting from Le Quesnoy
1040	Wreath Laying (24 minutes)	Pipers play laments NZ, Australia, Belgium, Canada, France, Italy, South Africa, Turkey, UK, USA, NZ Defence, RSA (RSA President takes post at lectern), Waipa DC, Schools...
	Parade Cdr Cadet Cdr	Flag Party take post Flag Party Attention, Turn to Right, quick march (Cadets take post at their designated flag pole, halt, turn to face front and take their halyards in hand)
1059	Padre Parade Cdr	Please stand as we prepare for the formal ceremony of remembrance Stand Fast the Guard, Parade Attention
1100		Clock chimes 11 th hour
	RSA President	Ode
	Bugler	Last Post (Officers salute)
		Silence
	Bugler	Reveille (Cadets hoist flags to full mast – secure halyards)
	Parade Cdr	Flag Party Inwards Turn, Quick March (Cadets march to centre and halt in single file in front of cenotaph facing Town Hall) Flag Party left wheel, quick march (Cadets march back to their seats, halt individually, turn right) Parade Stand at Ease, Stand Easy
	Padre	Please sit for the address on behalf of the New Zealand Government
	Gov. Rep	Address
	Padre	Please stand as we join in singing the hymn O God Our Help in Ages Past
	Brass Band and Singer	(lead the hymn)
	Padre	Please remain standing for the Statement of Faith
		Statement of Faith
	Parade Cdr	Parade Attention Parade General Salute Present Arms
	Band & Singer	Drum roll intro God Save the Queen
	Parade Cdr	Guard Shoulder arms
	Padre	Blessing and closure
	Padre	Please remain standing as the Cadets and Guard march off
	Cadet Cdr	Cadets reform in three ranks, left turn
1120	Parade Cdr	March off the cadets
	Cadet Cdr	Cadets right wheel, quick march (depart through bollards)
	Parade Cdr	March off the Guard (lone piper) (Guard Cdr marches Guard off via bollard exit) Lone piper takes post in front of Cenotaph to complete lament
	Parade Cdr	Ladies & Gentlemen that ends the Parade Parade Dismiss
	Bugler	Sounds the Carry on
	Band	Incidental music for 15 minutes

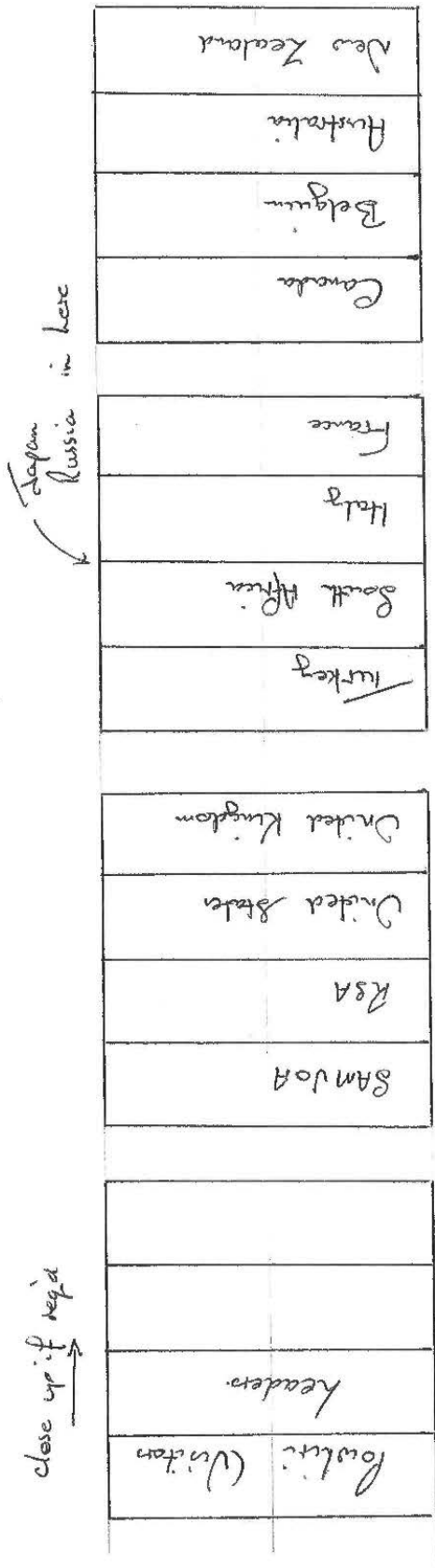


Armistice Day Raza Seating Layout

(not to scale)

Anniversary Day VIP Seating Layout *

Town Hall Steps



Cenotaph

Seating in Alphabetical Order of Countries

* Needs to be flexible as there may be more than one person laying a wreath



Armistice Civic Service Wet Weather Run Sheet

10 November 2019

Purpose

This paper supplements the Waipa District Council's Operations Plan for the Armistice Commemorative Services held in Cambridge on closest Sunday to Armistice Day (11 November) annually at the Cambridge Town Hall and provides guidance to those planning, administering, and implementing the various elements of the Event.

Elements

There are four elements to the Event:

1. Planning (Community Board ANZAC and Armistice Remembrance Organising Committee)
2. Preparation (AM 10 November 2019)
3. Parade of Veterans/Service Personnel and military vehicles
4. Commemorative Service

Planning

The Cambridge Community Board ANZAC and Armistice Remembrance Organising Committee usually meets fortnightly from mid-September 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. 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.

Wet Weather

In case of wet weather, the following programme will be implemented.


1. The move to a wet weather routine will be called by **0830** on the morning of the ceremony (i.e. before the cadets have begun to set out seating and gazebos).
2. This call will automatically cancel the street parade and the need for the rolling road closure.
3. The ceremony will be held in the Cambridge Town Hall with seating arranged to conform as close as possible with the outdoor arrangements (see wet weather seating plan).
4. MC and Parade Commander will be at lecturn
5. Cambridge Brass Band will be seated on stage.
6. The **front of the stage will become the symbolic cenotaph**
7. The flags of the ten countries will be draped along the front of the stage (5 either side of the steps), 3 poppy banners will be hung at the rear of the stage, the 2 LQ banners will be on either side of the stage.
8. The Catafalque Guard will muster in the dressing room passageway at the rear of the stage and march on from either side (2 each) to take post along the front of the stage facing inwards towards the stairs. Guard Commander at top of stairs facing the band.

Order of Service

Because some elements featuring the Cadets are no longer relevant, the Service will **start slightly later at 1010** (in order to try and coincide with 1100 bells etc)

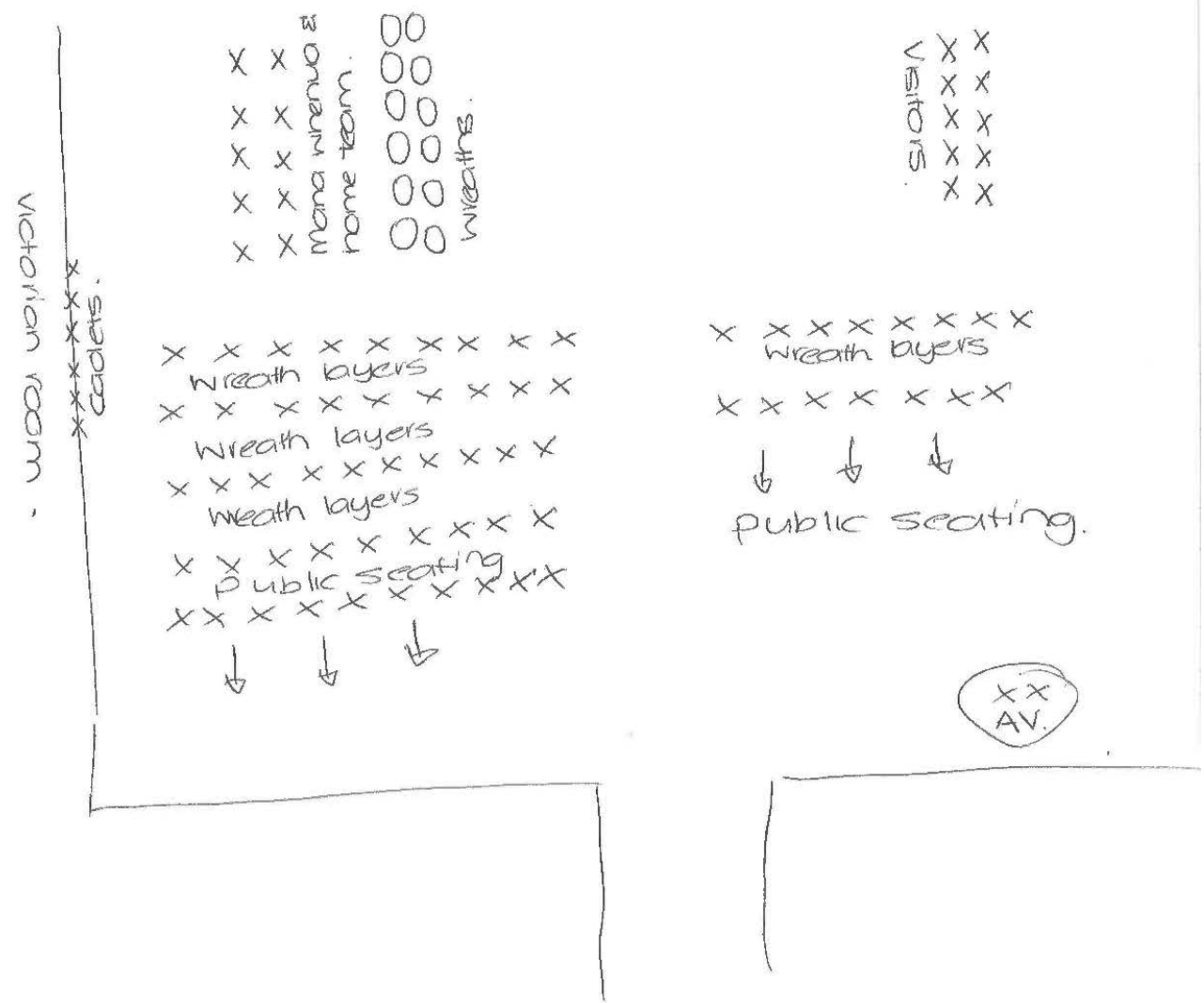
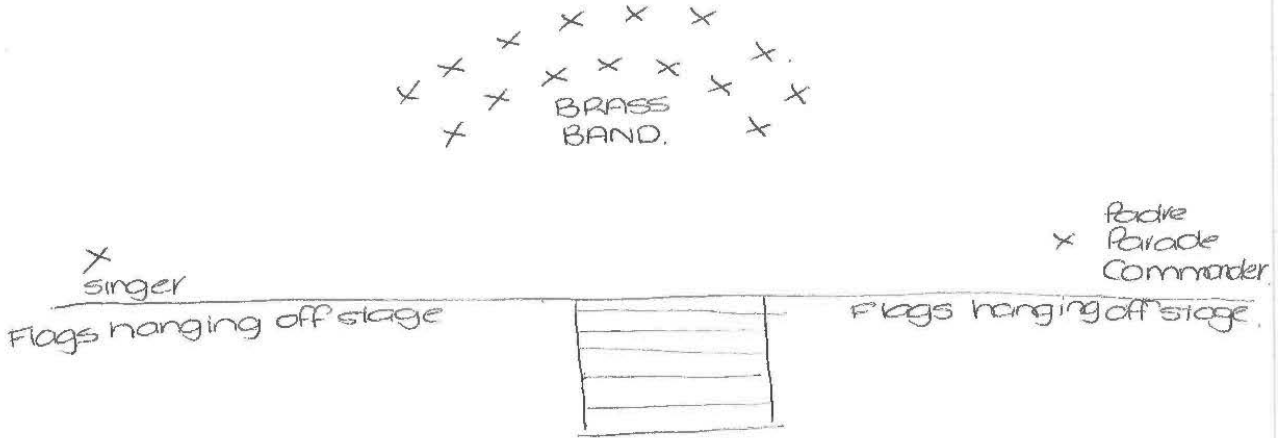
The Revised Order of Service (Run Sheet) is:

- 1010 Powhiri
 Mounting the Catafalque Guard
 General Salute
 New Zealand National Anthem
 Opening Prayer
 Address by Mayor of Waipa
 Laying of wreaths – countries in front of their flag, remainder between and slightly forward. (lone piper behind dressing room passage)
- 1059 Formal Ceremony of Remembrance
 Bells
 Ode
 Last Post
 Silence
 Reveille

DAY 10 November 2019		
Time/Day	Who	Action
0830	Committee	Declare that the wet weather plan is to take place
		Flags In case of wet weather, flags are draped along the front of the stage (5 either side of the steps. 
		Lay wreaths on ground
		Set up seating for dignitaries, mana whenua and wreath bearers (per wet weather seating plan)
		Set up seating for Brass Band
1010	Padre	Please stand as we welcome our official guests
		Powhiri – Total 3 speakers (15 Minutes) – reseal ladies in Front Row
1020	Padre	Please stand as we mount the Guard and formally salute those who have served and fallen in the name of the flags being flown here today
	Parade Cdr	Parade Attention Bugler sounds alert March on the Guard (take post on stage) General Salute – Present Arms
		New Zealand National Anthem (Band) (No introduction)
	Guard Cdr	Guard Shoulder Arms – Officers cease saluting Guard Rest Arms Reversed (Catafalque Guard now mounted)
	Parade Cdr	Parade Stand at Ease, Stand Easy
1025	Padre	Opening Prayer

		Please be seated for the Mayoral address and fraternal greetings from our sister city Le Quesnoy. This will be followed by the laying of the wreaths in memory of those we salute today
1030	Waipa Mayor	Address Fraternal greeting from Le Quesnoy
1040	Wreath Laying (24 minutes)	Pipers play lament behind dressing room passage NZ, Australia, Belgium, Canada, France, Italy, South Africa, Turkey, UK, USA, NZ Defence, RSA, Waipa DC, Schools... Laying of wreaths – countries in front of their flag, the remainder between and slightly forward
	Parade Cdr Cadet Cdr	Flag Party take post Flag Party Attention, Turn to Right, quick march (Cadets take post at their designated flag pole, halt, turn to face front and take their halyards in hand)
1059	Padre Parade Cdr	Please stand as we prepare for the formal ceremony of remembrance Stand Fast the Guard, Parade Attention
1100		Clock chimes 11 th hour
	RSA President	Ode
	Bugler	Last Post (Officers salute)
		Silence
	Bugler	Reveille
	Parade Cdr	Flag Party Inwards Turn, Quick March (Cadets march to centre and halt in single file in front of cenotaph facing Town Hall) Flag Party left wheel, quick march (Cadets march back to their seats, halt individually, turn right) Parade Stand at Ease, Stand Easy
	Padre	Please sit for the address on behalf of the New Zealand Government
	Gov. Rep	Address
	Padre	Please stand as we join in singing the hymn O God Our Help in Ages Past
	Brass Band and Singer	(lead the hymn)
	Padre	Please remain standing for the Statement of Faith
		Statement of Faith
	Parade Cdr	Parade Attention Parade General Salute Present Arms
	Band & Singer	God Save the Queen
	Parade Cdr	Guard Shoulder arms
	Padre	Blessing and closure
	Padre	Please remain standing as the Cadets and Guard march off
1120	Parade Cdr	March off the cadets
	Cadet Cdr	(Cadets depart down side of hall, out through main entrance)
	Parade Cdr	Ladies & Gentlemen that ends the Parade Parade Dismiss
	Bugler	Sounds the Carry on
	Band	Incidental music for 15 minutes

ARMISTICE WET WEATHER SEATING PLAN.





Armistice Civic Service Budget 2019

Item	Description	GST Exc	Successful Creditor	PO
Hall Hire	Town Hall – 8am-5pm hire day only (note Saturday also currently booked)	\$240.87	Cambridge i-Site	
Audio & Visual	Equipment hire and crew	\$1020.00	Any Audio & Visual	
Wreaths	Florist – 10 wreaths	\$1043.48	Ivy Florist	
Printing	In house	\$00.00	WDC	
Catering	Morning Tea (50pax) and Lunch (100pax)	\$1470.00	Gourmet Delicious	
Advertising	Advertising in newspapers	\$178.20	Adcorp	
Cadet travel	Travel for practice and actual event	\$635.00	Karapiro Charters	
	Quoted Total Cost	\$4,587.55		
	Approved Community Board Funding	\$5,000.00		
	Balance			

Grateful thanks to the following for their invaluable contribution to this commemorative service:

The Cambridge & Districts Pipe Band
 The Cambridge Brass Band
 Christine & Kirsty Young
 Waikato Mounted Rifles
 Ngāti Haua
 Ngāti Korokī Kahukura
 Waipa District Council

“Armistice in Cambridge” celebrations continue at Mighty River Domain, Lake Karapiro, 601 Maungatautari Road, Cambridge.



New Zealand Soldiers scaling the walls at Le Quesnoy

The Sunday that falls closest to 11 November is called Remembrance Sunday and commemorates not only Armistice Day, but also the contribution of British and Commonwealth military and civilian servicemen and women in the two World Wars and later conflicts.



The town of Cambridge is a sister city to Le Quesnoy, a fortified township in France that was liberated by New Zealand soldiers from a four year German occupation in 1918, one week prior to the signing of the Armistice agreement. As part of the sister city relationship, Cambridge and Le Quesnoy recognise the significant annual commemorations of World War One, Armistice and ANZAC day.

A Commemorative Service for Armistice and Remembrance Sunday

Sunday, 10 November 2019 at 10.00am
 Cambridge Town Hall Plaza and Cenotaph

Officiated by Father Malcolm French

Parade Commander – Staff Sergeant Richard Plas (Retired)
 A marching parade departs the Cambridge Town Hall at 9.55am

On the eleventh hour, of the eleventh day, of the eleventh month each year, the signing of the Armistice that ended World War One, 101 years ago, is commemorated in many countries.

Pōwhiri

Bugle Call: Cenotaph Guard to march on

General Salute: A musical salute to the countries represented here today

New Zealand National Anthem:

*E Ihowā Atua
 O ngā iwi mātou rā
 Āta whakarongona
 Me aroha noa
 Kia hua ko te pai
 Kia tau tō atawhai
 Manaakitia mai
 Aotearoa*

*God of nations at thy feet
 In the bonds of love we meet
 Hear our voices we entreat
 God defend our free land
 Guard Pacific's triple star
 From the shafts of strife and war
 Make her praises heard afar
 God defend New Zealand*

Opening Prayer

Welcome Address: Mayor, Jim Mylchreest

March on: Wreath Bearers into position

Laying of Wreaths: Representatives in the following order –
 New Zealand
 Australia

Belgium
 Canada
 France
 Italy
 South Africa
 Turkey
 United Kingdom
 United States of America
 New Zealand Defence Force on behalf of
 Royal New Zealand Navy
 New Zealand Army
 Royal New Zealand Air Force
 Waipa District Council
 Royal New Zealand Returned and Services Association
 South African Military Veterans Organisation Australasia
 Members of the public

Clock chimes 11th Hour

The Ode:

Led by Col (ret) J.A. Hill, MBE

E kore rātou e kaumātuatia
 Pēnei i a tātou kua mahue nei
 E kore hoki rātou e ngoikore
 Ahakoa pehea i ngā āhukatanga o te wā
 I te hekenga atu o te rā
 Tae noa ki te arangamai i te ata
 Ka maumahara tonu tātou ki a rātou

All respond: ***Ka maumahara tonu tātou ki a rātou***

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

All respond: ***We will remember them***

Last Post Unattached military personnel in uniform salute;
 gentlemen to remove hats

All stand in silent remembrance

Reveille:

Flags to full mast and Flag Party retires

Address:

Hon Louise Upston, Member of Parliament for Taupo

Hymn:

O God Our Help In Ages Past
*O God our help in ages past,
 Our hope for years to come,
 Our shelter from the stormy blast,
 And our eternal home*

*Beneath the shadow of Thy Throne,
 Thy Saints have dwelt secure,
 Sufficient is Thine Arm alone,
 And our defence is sure.*

*Before the hills in order stood,
 Or earth received her frame,
 From everlasting Thou art God,
 To endless years the same.*

Statement of Faith in the Future:

Led by Brigadier Jon Broadley, MBE

Let us dedicate ourselves to building a world in which
 there is justice and peace for all, where women, men
 and children live a life of human dignity.

All respond:

*God of all creation,
 We pledge ourselves to serve you and all people in the
 cause of justice and peace and for the relief of want and
 suffering.*

*Guide us by your spirit;
 Give us wisdom, courage, vision and hope;
 And keep us faithful to our calling, now and always, for
 the honour of your name.*

Amen

General Salute

God Save the Queen

Blessing and Closure

March off

Cenotaph Guard march off to the lament of the Lone
 Piper

A Commemorative Service for Armistice and Remembrance Sunday

Waiata for Pōwhiri

Whakataurangi Ake

na Pumi Taitua (composer) o Ngāti Maniapoto

Whakataurangi ake My unsatisfied belonging
Te here I taku ate Fills my heart
Pupū ake nei Giving way to you
Te mauri o te aroha The spirit of sorrow

Hei hononga ki te iwi As a bridge to those
Kua whakangaro That have disappeared
Ki te pō To the night
Te pō uriuri To the dark night
Ki te pō i oti atu To the night of no return

Kei ngā whakaoati I herea The binding oaths
Ki te rangi To the heavens still stand
Hei huarahi atu As a pathway for us
Tihe mauri ora It is life

E hara i te mea

E hara i te mea It is not a new thing
No ināiane te aroha Here that is love
No ngā tupuna From the ancestors
I tuku iho, i tuku iho It is handed down

Te Aroha

Te Aroha The love
Te Whakapono The faith
Me te Rangimarie The peace
Tatou tatou e To us all

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