

## Chris Keys

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**From:** Andrew McIntosh (Pharm) <Andrew.L.McIntosh@monash.edu>  
**Sent:** Monday, 1 April 2019 6:07 PM  
**To:** Peters, Pauline  
**Cc:** Rob Sutherland; Chris Keys; John Palmer  
**Subject:** Re: Drum Theatre Meeting Room - Simon McKeon 4/4/2019  
**Attachments:** MONASH Couve McKeon Drum 2019-04-01.pdf

Thanks Pauline,

I have attached the final booking form and need to confirm a few things with you we can discuss tomorrow. Is there nearby parking available, especially for the film crew with their equipment?

I need to confirm your opening hours, further understand what we can and can't do with the other event (we need one short shot by the Honour Roll). The runsheet is very flexible and you will note two events (one at the Drum/Church) and an unrelated shoot at the East Malvern RSL.

I will see if I can organise a quick conference call tomorrow if you are free (we will discuss lunch, overlap of your other event, etc).

Sorry for the delay! But looking forward to 4/4/2019!

Thanks,

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**ANDREW McINTOSH**  
WWI Remembrance Project

**Pharmacy and Pharmaceutical Sciences**  
Monash University  
Level 2, Building 403, Parkville campus  
399 Royal Parade  
Parkville, VIC 3052  
Australia

T: +61 3 9903 9279  
M: +61 4 4851 6151  
E: [andrew.l.mcintosh@monash.edu](mailto:andrew.l.mcintosh@monash.edu)

On Mon, 1 Apr 2019 at 15:51, Peters, Pauline <[pauline.peters@cgd.vic.gov.au](mailto:pauline.peters@cgd.vic.gov.au)> wrote:

Dear Andrew

Thank you for your email.

As a matter of urgency can you please send me:

- Completed Drum booking Form
- your run sheet
- copy of your Certificate of Currency for \$20 Mill Public Liability insurance.

If you could please send through today or at the latest tomorrow morning , it would be greatly appreciated.

I look forward to seeing you on Thursday 4 April 2019.

Many thanks

Pauline Peters

Customer Service Leader

*Drum Theatre*

City of Greater Dandenong

Telephone: 03 8571 1602

Mobile: 0435 967 557

Email: [ppeter@cgd.vic.gov.au](mailto:ppeter@cgd.vic.gov.au)

Web: [www.drumtheatre.com.au](http://www.drumtheatre.com.au)



**From:** Andrew McIntosh (Pharm) [mailto:[Andrew.L.McIntosh@monash.edu](mailto:Andrew.L.McIntosh@monash.edu)]  
**Sent:** Friday, 29 March 2019 10:58 AM  
**To:** Peters, Pauline; [chris.keys@dingley.net](mailto:chris.keys@dingley.net)  
**Cc:** John Palmer; Marna Couve de Murville; Rob Sutherland  
**Subject:** Re: Drum Theatre Meeting Room - Simon McKeon 4/4/2019

Hi Everyone,

It has been a hectic few weeks, however I just wanted to touch base on a few things:

- Rob will be finalising a runsheet for 4-4-2019 later today
- I will aim to send the Drum booking form through today or Monday at the latest
- Thank you Chris for the USB and images, we definitely be able to use them (and credit DDHS)
- Chris, you has mentioned the church honour roll was not far away. Do you have any contacts there that could help with access that I can contact or you could liaise with?
- Rob's runsheet will give us a detailed plan for the day and also inform us if anything requirements for the room and any issues we need to discuss.

Chris, are happy to appear on camera if your expertise is needed?

We will be in touch shortly with more details. Great to hear the Festival went well!

Thanks, Andrew.

0448516151

On Thu, 7 Mar 2019 at 3:51 pm, Peters, Pauline <[pauline.peters@cgd.vic.gov.au](mailto:pauline.peters@cgd.vic.gov.au)> wrote:

Dear Andrew

It was lovely to meet yourself and Rob yesterday.

As discussed today, the Drum team are very excited to have you filming Simon McKeon here at the Drum on Thursday 4 April 2019.

I am attaching a booking form for our records. We are happy to host your team and provide morning tea upon your arrival.

The history of the Couve Bros and their association with Dandenong, the First World War and the Monash University, Pharmacy College is very interesting.

We have a show, part of our Encore series Practically Perfect booked for the morning of Thursday 4 April, this starts at 10.30am.

discussed, we do have further arrivals for the performance, who, may pass by as you are filming near the Honour Board.

I will also hold the Reading Room for you from 10.30am -1.30pm. Please advise if this time is adequate for your needs.

Looking forward to hearing from you.

Regards

Pauline Peters

Customer Service Leader

*Drum Theatre*

City of Greater Dandenong

Telephone: 03 8571 1602

Mobile: 0435 967 557

Email: [ppeter@cgd.vic.gov.au](mailto:ppeter@cgd.vic.gov.au)

Web: [www.drumtheatre.com.au](http://www.drumtheatre.com.au)



**From:** Andrew McIntosh (Pharm) [mailto:[Andrew.L.McIntosh@monash.edu](mailto:Andrew.L.McIntosh@monash.edu)]

**Sent:** Thursday, 7 March 2019 1:15 PM

**To:** [chris.keys@dingley.net](mailto:chris.keys@dingley.net); Peters, Pauline



Rob Sutherland; John Palmer  
**Subject:** Drum Theatre Meeting Room - Simon McKeon 4/4/2019

Dear Chris and Pauline,

It was wonderful meeting you both yesterday. Could we please place a temporary booking of the main room we met in with Rob? We will be finalising the script with Rob shortly and then we can confirm exact times and locations with yourselves and the CGD permit conditions.

Thanks,

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**ANDREW McINTOSH**

Business Manager

**Medicines Manufacturing Innovation Centre**

Monash University

Level 2, Building 403, Parkville campus

399 Royal Parade

Parkville, VIC 3052

Australia

T: +61 3 9903 9279

M: +61 4 4851 6151

E: [andrew.l.mcintosh@monash.edu](mailto:andrew.l.mcintosh@monash.edu)

[monash.edu/mmic](http://monash.edu/mmic)

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**Thank You.**

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Unless otherwise stated, any views or opinions presented are solely those of the author.

**Thank You.**

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# Drum Theatre Function Room Booking Form



## CONTACT DETAILS

Contact Name: ANDREW MCINTOSH  
 Company/Group: MONASH UNIVERSITY - PHARMACY  
 Phone number: 0448516151  
 Email: ANDREW.L.MCINTOSH@MONASH.EDU.  
 Postal address: 381 ROYAL PARADE, PARKVILLE VIC 3052.  
 Have you booked at the Drum before? Yes ☐ No ☒

## MEETING REQUIREMENTS

Name of meeting: WWI COLLEGE OF PHARMACY FILMING.  
 Proposed Date/s: 4/4/2019

Venue Access Time: CREW 9AM Depart Venue Time: APPROX 2PM.  
 No. of Guests: 7 + 2 crew = 9. No. of Presenters: \_\_\_\_\_

## Preferred Function Room

Committee Room ☐ Reading Room ☒ Magistrates Room ☐ Rehearsal Room ☐  
 Foyer / Bar ☒ Theatre ☐

Room setup NEAR HONOUR ROLL.

U-Shape ☐ Cafe Style ☐ Theatre Style ☐ Other: ☒

## Equipment

Data projector ☐ Laptop ☐ Flipchart ☐

TWO CHAIRS FOR  
INTERVIEWS / 5-8  
CHAIRS  
FOR OTHERS.

## CATERING:

Do you require catering? Yes (Please indicate below) ☐ No ☐  
 Breakfast ☐ Morning Tea ☒ Lunch ☒  
 Afternoon Tea ☐ Tea / Coffee ☐ Light snack ☐

TABLE FOR  
INFORMAL  
STAND-UP  
LUNCH  
T.B.C.

**Draft schedule for video shoot with Simon McKeon and Marna Couve  
4 April 2019**

**Location:**

The Drum Theatre at the Old Dandenong Town Hall  
226 Lonsdale Street, Dandenong (Corner Lonsdale and Walker streets)  
Dandenong

**Crew arrive: 9:00am**

**9:30 – 10:30am**

Interview with Marna Couve about her family and experience of being involved in the Remembrance project. Journey of discovery in relation to her family history.

Comment about being a Monash alumnus.

Comment on French PM relative?

Comment on discovering Christine's work.

**10:30am:** Reset to downstairs foyer and honour board

**10:45 – 11:15am**

Discussion in front of the downstairs Honour Board between Marna Couve, Andrew McIntosh and Chris Keys from Dandenong Historical Society.

**11:15 – 11:30am**

Shoot exterior shots of the Town Hall from the street (time permitting)

**11:30 – 11:45am**

Reset to upstairs interview room

**11:45am** – Simon McKeon arrives - meet in upstairs meeting room.

**11:45am – 12:10pm**

Two-way interview between Simon McKeon and Marna Couve (Alan Couve, the pharmacy student who was killed in Gallipoli, is her Great Uncle).

Discussion points:

Simon's memories of growing up in the pharmacy. Sharing with Marna what life was like for him as a child of a pharmacist, and therefore what life may have been like for Alan Couve. (Printed historical photos of the Couve / Finlayson pharmacy will be provided as discussion prompts).

Brief comment about the serendipitous discovery when a fire in 2017 destroyed the building and revealed the historic name of Finlayson pharmacy. Fire also destroyed Joson Couve's house in the 1890s and Eileen Couve's house in the 1940s /50s.

The Couve / McKeon family share pharmacy ties:



The pharmacy, almost directly opposite the Town Hall, was the centre of community life and where WWI men enlisted. Marna knows little of Dandenong or what the life of a chemist family's life would have been like

Remembering our WWI student soldiers, the Chancellor's father was involved in professional pharmacy, contributing to the building of the War Memorial College of Pharmacy at Parkville

**Note:** Require printed historical photos of the Couve / Finlayson pharmacy as discussion prompts

### **12:10 - 12:35pm**

Two-way interview between Simon McKeon and Bill Charman. Discussion points (as time permits):

Exploring the questions: "Why is Remembrance important? Why is it the role of a University to hold these remembrance events? What is the real significance of conferring posthumous degrees and remembering the 5 soldiers on 30 April?"

Discuss the construction of the Pharmacy College War Memorial Building, in which Simon's father, a WW2 veteran, played a significant role. Bill to comment about how WW1 and WW2 changed the role and status of pharmacists.

Comments about Sir John Monash, his values, and how they are embodied in Monash University. Possible reference to Sir John Monash's:

- multidisciplinary expertise
- belief in education as a force for social change
- innovation as the basis for success
- compassion / service as motivating factors

Brief mention of Sir John Monash's address to the College of Pharmacy in 1927 and his awarding the top prize to Weary Dunlop ("Passing the baton" to the next generation).

### **12:35 - 12:45pm**

Brief shot of Simon and Marna at the window looking out at the pharmacy (whose burnt shell is visible across the road).

### **12:45 - 1:30pm Lunch**

|                                                                                                      |                                                                                                                                                |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1:30-2:30pm</b><br>Crew pack up and depart to East Malvern RSL.                                   | Andrew / Marna / Chris Keys view Honour roll at local church                                                                                   |
| <b>2:30 - 3:30pm</b><br>Assorted coverage of the 5000 Poppies group chatting and packing up poppies. | Andrew departs for Parkville                                                                                                                   |
| <b>3:30pm</b><br>Truck arrives to collect poppies.<br>Assorted coverage loading up poppies           |                                                                                                                                                |
| <b>4 - 5pm</b><br>Truck departs for Parkville.<br><br>Rob and Vlad interview Lynn about 5000 poppies |                                                                                                                                                |
|                                                                                                      | <b>4:30-5:30pm</b><br>Truck arrives at Parkville. Andrew shoots assorted iPhone coverage of the truck arriving and being unloaded by students. |



Newline Underwriting Management Limited  
Syndicate 1218 at Lloyd's

4th Floor  
55 Mark Lane  
London  
EC3R 7NE

T +65 6438.3806  
F +65 6438.3865  
[www.newlinegroup.com](http://www.newlinegroup.com)

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### CERTIFICATE OF INSURANCE

This is to certify that a Policy of Insurance as described below has been issued to the Insured:

**POLICY NUMBER:** B080127899P19

**TYPE:** Insurance of Public, Products and Pollution Liability

**THE INSURED:**

- (A) Monash University including all related entities, institutions, affiliations and associations incorporated or otherwise, all as now or hereinafter constituted for their respective rights and interests and its/their subsidiary and related corporations, as defined in the Corporations Law (including those acquired or incorporated during the Period of Insurance)
- (B) Hosts of Monash University Student Homestay Placements;
- (C) Theatre Directors, actors, musicians, music directors, conductors, publicists and other entertainers/performers contracted to Monash University;
- (D) Gary Rogerson

**PRINCIPAL ADDRESS:**

710 Blackburn Road  
Clayton  
VIC 3168  
Australia

**PERIOD:**

From: 31 October 2018  
To: 31 October 2019  
both days at 16:00 hours local standard time at the Insured's Principal Address.

Effective date of this Certificate: 31 October 2018

**LIMITS OF INDEMNITY:** **Public Liability :**  
AUD 20,000,000 in respect of any one occurrence or series of occurrences arising out of one event and in the aggregate during the Period of Insurance

Sub-limits:

Solely for Insured (B): AUD 10,000,000 any one occurrence or series of occurrences arising out of one event and in the aggregate during the Period of Insurance in respect of "Abuse" Limitation.

Sub-limits: (Continued)

AUD 1,000,000 any one occurrence or series of occurrences arising out of one event and in the aggregate during the Period of Insurance in respect of Goods in Care, Custody and Control.

**Pollution Liability**

AUD 20,000,000 in respect of any one occurrence or series of occurrences arising out of one event and in the aggregate during the Period of Insurance.

**Products Liability:**

AUD 20,000,000 in respect of any one occurrence or series of occurrences arising out of one event and in the aggregate during the Period of Insurance.

**Advertising Liability:**

AUD 20,000,000 in respect of any one occurrence or series of occurrences arising out of one event during the Period of Insurance

**DEDUCTIBLE:**

**INSURED (A): Monash University**

AUD 250,000 each and every claim including defence costs.

**INSURED (B): Hosts of Monash University Student Homestay Placements**

AUD 10,000 each and every claim including defence costs.

**INSURED (C): Theatre Directors, actors, musicians, music directors, conductors, publicists, other entertainers/performers contracted to Monash University**

AUD 10,000 each and every claim including defence costs.

**INSURED (D): Gary Rogerson - Plumbers Liability**

AUD 10,000 each and every claim including defence costs.

**Worker to Worker Claims (in relation to INSURED (C) only):**

AUD 25,000

All occurrences of a series consequent upon or attributable to one source or original cause shall be deemed one occurrence for the purpose of the application of the above Deductible.



**POLICY TERRITORY:**

Anywhere in the World, except North America, but only with respect to:

- (a) Products exported to North America;
- (b) travelling executives, salesperson, shareholders, directors, officers, members, employees, partners, council members, postgraduates and undergraduate students or voluntary workers of the Insured within such countries and/or
- (c) insured persons holding positions in Universities located in the United States of America and/or Canada.

**COVERAGE:**

Dedicated Freight Corridor Corporation of India Limited are hereon noted and agreed as an interested party in respect of the following Project:-

Consultancy Services for Study on the Special Railway Establishment for Strategic Technology and Holistic Advancement (SRESTHA) in Indian Railways.

Contract Agreement Number HQ/EN/Proc/IR/SRESTHA dated 16 March 2017.



Date: 29 October 2018

Signed:  
For and on behalf of Newline