

**Sydney Local Health District
Yaralla Estate Community Advisory Committee**

Date: Tuesday, 21 July 2015 Time: 6:00pm – 7:30pm
Venue: City of Canada Bay Museum
1 Bent Street, Concord
Chair: Dr Tim Sinclair, General Manager, CRGH

1. Present & Apologies

Present

Mr Norm Buckley	Local Resident / Neighbour
Mr Guy Pinkerton	Local Resident / Neighbour
Dr Tim Sinclair	General Manager, Concord Repatriation General Hospital
Ms Lois Michel	City of Canada Bay Heritage Society
Professor Roger Garsia	Senior Clinician, Royal Prince Alfred Hospital, SLHD
Mr Alan Marsh	CEO, Sydney Olympic Park Authority
Ms Madeleine Kitchener	Operational Support Manager, Mental Health Services
Mr Stuart Read	Heritage Division, NSW Office of Environment & Heritage
Mr Robert Hussey	Local Resident / Neighbour
Professor Robert Lusby	Senior Clinician, Concord Repatriation General Hospital

Apologies

Mr Stephen Saldatos	Head Gardener, Concord Repatriation General Hospital
Mr Jeremy Roper-Tyler	Local Resident / Neighbour
Ms Sue Riley	Local Resident / Neighbour
Dr Teresa Anderson	Chief Executive
Ms Debbie Flood	Director, Capital Assets and Contract Services, SLHD

Minutes

2. Confirmation of previous minutes

The minutes from 16 June 2015 with minor corrections to the date and attendance were accepted as a true and accurate record of the meeting.

3. Actions arising from previous minutes

Parking

This matter has been deferred as it has been deemed not urgent at this stage.

Projects

A report has been submitted to the Office of Environment and Heritage for review and to seek approval for the works on the driveway and the pathways.

Filming at Yaralla

The crew have set up the film site and filming will be completed in August.

Community Gardens

The drawings for the community gardens were amended and are being incorporated into the submission for the Office of Environment and Heritage.

Action: Madeleine to follow up with Capital works regarding the MOU.

Pathways

Reservations were expressed in regards to the graded grass pathways. It was reiterated that the installation of the pathways would be in a staged approach and then assessed to ensure they are fit for purpose.

Signage

The proposal is being reviewed.

Estate Utilisation

It was suggested that a brief/audit structure should be developed to assess the estate utilisation. Also the locations were discussed as to where the audits should take place around the estate. There also needs to be a baseline developed.

Action: Bob H to draft an audit structure on his return.

Hyacinth Cottage

Hyacinth cottage works have been completed, the fit out of furniture and electrical tagging now needs to occur over the next couple of weeks.

Oral Histories

The names from Lois for oral history recordings have been given to the media and communications team, SLHD to contact.

4. Information for noting and discussion

4.1 Yaralla Open Day

The open day will be held on Sunday 13 September from 10am – 2pm. There is a stage this year for some performances including possibly the Cockroaches.

It was suggested that local dance groups or schools could be invited to perform in future years.

Action: Follow up on the 'save the date' flyer.

5. Presentation by Lidcombe TAFE teachers

The Lidcombe TAFE teachers presented the students conceptual designs to the committee. They had set up three easels and presented their digital book of all the designs.

They mentioned that the September date for the open day is in the middle of Sydney design week. They will be advertised and promoted through the powerhouse museum. Their spokesperson is James Treble who will be hosting an interior design workshop at the open day.

The designs will be displayed at the squash courts (pending approval) during design week September 7-13. The students will be there to present their ideas to the public

The committee and SLHD can review all the designs and if there any are deemed appropriate for Yaralla Estate SLHD could potentially engage with the students to create some of the pop up designs.

It was also proposed that the students could host a high tea on the open day.

Action: Meeting to be arranged between Lois, Teresa, Deb and Catherine re the location of the display and the high tea.

The TAFE teachers are going to look at ways they can obtain feedback from local residents on the designs and see which are the most practical and popular. The feedback should be able to be given in a variety of ways, for example, social media and paper surveys. It was suggested there could be a people's choice award in the areas of health hospitality and sustainability as well as the judged awards.

The TAFE also asked about their interior design students using one of the Yaralla cottages from a refurbishment and extension. Woodbine was the cottage that was deemed most appropriate for this purpose.

Action: Madeleine to organise a site visit to Woodbine for the TAFE students.

6. Other Business

Nil.

7. Next Meeting

Tuesday, 18 August 2015 at 6pm, City of Canada Bay Heritage Museum.

Action List

Action items arising from Yaralla Estate Community Advisory Committee meetings

No.	ISSUE	ACTION	RESPONSIBILITY	TIMEFRAME	OUTCOME
1.	Parking	Discuss with Bluevisions parking at cement area at the dairy complex as part of a total traffic study for the Estate.	Deb Flood	Deferred 2016	Deferred until after filming
2.	Projects	Projects are awaiting submission to NSW Office of Environment and Heritage to seek approval from the NSW Heritage Council including Community Gardens and Greenhouse	SLHD Capital works	June 2015	
3.	Community Garden	The MoU with the contractor for the community garden to be reviewed Engineering/Ranger to investigate logistics and requirements of having a greenhouse on the Estate, in an appropriate building. Jeremy, Bob, Stephen and Guy to lead the community garden initiative.	Teresa Anderson Deb Flood Marcus Stalker Jeremy, Bob Stephen and Guy	Pending application	Progressing Greenhouse pending gardens
4.	Pathways	A brief of the pathway widths and heights is to be prepared and circulated to the committee. Deferred: Madeleine to organise meeting with President of Kokoda Track Memorial Pathway, Bob Lusby, Teresa Anderson and Alice Kang.	Deb Flood/ contractor Madeleine Kitchener	June September	Defer until pathways commence
5.	Signage	Signage for parking Deb Flood to get fee proposals for staged implementation of installing signage	Madeleine Kitchener Deb Flood	2015	Pending
6.	Animal Husbandry and Horticulture	A meeting to be organised between Ryde School of Horticulture and SLHD. Approach petting zoos for next open day or agricultural colleges that may want to put on a display. Also invite pets as therapy and	Madeleine Kitchener	August	Ongoing

No.	ISSUE	ACTION	RESPONSIBILITY	TIMEFRAME	OUTCOME
		UWS Richmond. May need prior Heritage Council exemption – type 12 if involves temporary structures. Madeleine to contact Alice regarding animal/petting zoo contacts			
7.	Management Plan	Awaiting return from Audio Visual services	Audio Visual	July	Progressing
8.	City of Canada Bay Heritage Society proposed works	SLHD to check and advise whether an exemption notification and supporting information is required to be submitted to the Office of Environment and Heritage for prior approval	SLHD	March April	Meeting occurring
9.	Estate Utilisation	Identify dates for ranger to perform sampling of utilisation.	Madeleine Kitchener	Next 12 months	Waiting new ranger to commence
10.	Oral Histories	Organise for audio visual services to film oral histories of the estate – Names have been given to Comms team.	Deb Flood	July	Follow up
11.	Hyacinth cottage	Arrange a letter box drop around the community to inform of the Hyacinth initiative. Norm to assist.	Madeleine Kitchener Norm Buckley	September July	Flyers being developed
12.	Organ Donation Garden	Brief to be discussed at the Organ Donation Committee. Draft a plan/process for how this may work	SLHD Organ Donation Committee	August	Brief forwarded to secretariat
13.	Biodiversity Action Plan	Sue to review possible grants for enhancing biodiversity	Sue Riley	August	
14.	Invitation to Lachlan	Invite Lachlan to join the committee	Madeleine Kitchener	July	Complete
15.	Hyacinth cottage	Organise launch of Hyacinth cottage to coincide with the Yaralla Open Day. Deb Flood to contact Norm re furniture	Deb Flood		
16.	Projects	All projects are awaiting submission to NSW Office of Environment and Heritage to seek approval from the NSW Heritage Council including Pathways and Signage	SLHD Capital works	June 2015	Complete