

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

Date: Tuesday, 17 November 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

Dr Tim Sinclair	General Manager, Concord Repatriation General Hospital
Ms Lois Michel	City of Canada Bay Heritage Society
Ms Madeleine Kitchener	Operational Support Manager, Mental Health Services
Ms Sue Riley	Local Resident / Neighbour
Professor Roger Garsia	Senior Clinician, Royal Prince Alfred Hospital, SLHD
Professor Robert Lusby	Senior Clinician, Concord Repatriation General Hospital
Mr Robert Hussey	Local Resident / Neighbour

Apologies

Mr Stuart Read	Heritage Division, NSW Office of Environment & Heritage
Ms Debbie Flood	Director, Capital Assets and Contract Services, SLHD
Mr Norm Buckley	Local Resident / Neighbour
Dr Teresa Anderson	Chief Executive
Mr Guy Pinkerton	Local Resident / Neighbour
Mr Lachlan Prentice	Local Resident / Neighbour
Mr Alan Marsh	CEO, Sydney Olympic Park Authority
Mr Jeremy Roper-Tyler	Local Resident / Neighbour

Minutes

2. Confirmation of previous minutes

The minutes from 20 October 2015 were accepted as an accurate reflection of the October meeting.

3. Actions arising from previous minutes

Parking

A consultant is being engaged to review and do a mark-up of the old trotting track. There are issues with Nullawarra Avenue entrance.

Action: Confirm if in scope

Projects

Community Gardens are pending, review cheaper ways or fundraising.

Estate Utilisation

An audit structure is being developed. May be premature to commence now. Timeframes need to be established for example is it done on the weekend or weekdays and what season. Proforma to be drafted and done quarterly. Bob to send through.

Oral Histories

A new director of strategic relations and communications is looking into this.

Hyacinth Cottage

A date is to be arranged for a launch of the cottage and a subsequent letter box drop to be aligned with this date to notify the community. Furniture has been ordered awaiting delivery.

Organ Donation Garden

Follow up with SLHD Organ Donation committee on possible locations/procedures and options.

Raffles

Each Friday of November at the Royal.

Photos for website

Ask if photos of scouts can be put on Website, also maybe a small clip from the Bake Off.

Action: Follow up with Deb Flood.

4. Other Business

Soldier On – There will be a workshop held to develop holistic ways to support returning veterans with a focus on the younger generation of soldiers.

5. Next Meeting

Tuesday, 19 January 2016 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	2016	Consultant reviewing
2.	Projects	<u>Community Gardens</u> and Greenhouse - The MoU with the contractor for the community garden to be reviewed. <u>Pathways</u> – approved in staged process	Teresa Anderson SLHD Capital works	Pending advice OEH	Pathways – Out to tender
3.	Signage	Signage for parking Deb Flood to get fee proposals for staged implementation of installing signage	Madeleine Kitchener Deb Flood	2015	Final Draft received and submitted for approval
4.	Management Plan	Awaiting return from Audio Visual services – original photographs being obtained for plan.	Audio Visual	2016	Delayed
5.	Estate Utilisation	Bob H to draft an audit structure on his return. Identify dates for ranger to perform sampling of utilisation.	Bob Hussey	Next 12 months	Next meeting
6.	Oral Histories	Organise for audio visual services to film oral histories of the estate – Names have been given to Comms team. Follow up timeframes	Deb Flood	2016	Follow up
7.	Hyacinth cottage	Arrange a letter box drop around the community to inform of the Hyacinth initiative. Norm to assist.	Madeleine Kitchener Norm Buckley	Pending launch	Flyers being developed
8.	Organ Donation Garden	Brief to be discussed at the Organ Donation Committee. Draft a plan/process for how this may work Options paper to be prepared	Madeleine Kitchener	2016	Site and policies under review
9.	Proposals	Review establishing poetry reading	Lois and Teresa	2016	Identifying poets
10.	Animal Husbandry and	A meeting to be organised between Ryde School of Horticulture	Madeleine Kitchener		Deferred

No.	ISSUE	ACTION	RESPONSIBILITY	TIMEFRAME	OUTCOME
	Horticulture	and SLHD. Approach agricultural colleges that may want to put on a display. and UWS Richmond. May need prior Heritage Council exemption – type 12 if involves temporary structures			
11.	Community Garden	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.	Marcus Stalker Jeremy, Bob Stephen and Guy		Deferred
12.	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
13.	Calendar	Prepare a 2016 calendar of events	Madeleine	November	Complete