

## Sydney Local Health District Yaralla Estate Community Advisory Committee

Date: Tuesday, 19 January 2016      Time: 6:00pm – 7:30pm  
Venue: City of Canada Bay Museum  
1 Bent Street, Concord  
Chair: Dr Teresa Anderson, Chief Executive, SLHD

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### 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
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

#### Apologies

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
Mr Alan Marsh	CEO, Sydney Olympic Park Authority
Mr Jeremy Roper-Tyler	Local Resident / Neighbour

# Minutes

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## 2. Confirmation of previous minutes

The minutes from 17 November 2015 were accepted as an accurate reflection of the November meeting with amendment to the date.

## 3. Actions arising from previous minutes

### *Parking*

The next level of consultants has been engaged to develop the application and cost the works.

### *Projects*

Community Gardens – are on hold.

Pathways – project has gone to tender and will be completed in two stages.

Signage – concept designs have been finalised, proof reading and small cutbacks are being reviewed. Narratives can be placed on website and linked with smart phone technology to the physical signs.

### *Estate Utilisation*

It was anecdotally noted that the estate seems to be getting more utilisation for people having picnics in the paddocks and wedding photography.

A community member raised that some bird reservation signage had been erected and asked if the district was aware of the signage.

**Action:** Deb Flood to investigate bird signage

### *Oral Histories*

A script is being developed; these may also be able to be uploaded to the website and linked to the signs.

### *Hyacinth Cottage*

Waiting for the lounges for the cottage to arrive and then patients will be able to use the cottage and a launch will be arranged.

### *Organ Donation Garden*

On Hold.

### *Animal Husbandry*

Follow up with schools and link to open days. It was noted that the animal events at the open day were very popular.

## 4. Work plan

The work plan was reviewed and updated with progress.

**Action:** Work plan to be distributed with next set of meeting papers.

The committee requested to have a tour of Hyacinth cottage and possibly hold the meeting there. Pending if patients are in the house at the time this may not be possible, but Madeleine will try and book.

The Heritage Society sent out a questionnaire to their members asking what they want to be involved in and a few responded indicating that they would like to be party of a working group and repair the pig enclosure.

**Action:** Stuart to send through contact details for grotto repair contacts.

**Action:** Audio visual services to develop brochures and map out the different walks with Heritage Society (once works are completed). Strategic relations and health promotion to liaise about the appropriate language to be used, measurements and various health benefits.

**Action:** Communications Strategy to be reviewed.

**Action:** Develop a memorial policy about seat purchases. Norm to send through photos of golf club seats. Draft an options paper.

The City of Canada Bay Council received a grant for regeneration work in the turpentine forest on Yaralla Estate.

**Action:** Use sandstone to create inviting entrance at RSL side entrance to Estate. Should be part of concept design for all entrances.

A competition could be held with the community for designs of fences, entries or art. This would need to keep in line with the heritage of the Estate. The Conservation Management Plan should give examples for the appropriate colour palate. Possibly include a TAFE or University.

The Estate will again host filming this year.

The wedding photography price has increased to cover administrative costs and cancellation fee of 20% will now apply. The committee agreed that \$160 was reasonable for escort, monitoring of bookings and relevant administration and communication required.

The City of Canada Bay Heritage Society requested Rolls Royce to attend their next open day. The committee was supportive of this and the idea of an antiques roadshow again was discussed.

**Action:** Lois to liaise with Deb Jenkins and Rolls Royce regarding parking and media and communication.

Next year will be the 200<sup>th</sup> Anniversary of Australia day dinner parties being hosted at Yaralla. It was suggested a themed event be held during the day and gala dinner or dance be held in the evening.

**Action:** Working party with Concord Marketing and Media Unit to be established to arrange save the date.

**Action:** A picnic to be arranged for the advisory committee and their families.

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**Action:** Work plan to be updated to go on website.

**Action:** Include the Yaralla Website link in the monthly newsletter.

**Action:** Plans for an amenities block to be review and determine timeframes.

**Action:** Guy to send email regarding funding for upgrades along public foreshore access.

**Action:** Maintenance and repair works update to be put on website. Deb Jenkins to complete and send to media and communications department.

**Action:** Stuart to write a narrated tree walk.

## 5. Other Business

It was suggested that meeting be made bimonthly and a monthly report is completed if required. The committee was supportive of this.

## 6. Next Meeting

Tuesday, 15 March 2016 at 6pm, Hyacinth cottage.

# Action List

## Action items arising from Yaralla Estate Community Advisory Committee meetings

No.	ISSUE	ACTION	RESPONSIBILITY	TIMEFRAME	OUTCOME
1.	Parking	Application and costings in development	Deb Flood	2016	Consultant reviewing
2.	Projects	<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 Deb Flood to investigate bird signage that was erected	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.	Yaralla Estate Work Plan	Updated work plan to be distributed with next set of meeting papers. Work plan to be updated to go on website.	Madeleine Kitchener	March	
6.	Oral Histories	Script in development to be completed ASAP	Madeleine Kitchener	2016	
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	
8.	Organ Donation Garden	Draft a plan/process/options paper for how this may work Develop a memorial policy about seat purchases. Norm to send through photos of golf club seats. Draft an options paper.	Madeleine Kitchener	2016	Site and policies under review
9.	Proposals	Review establishing poetry reading	Lois and Teresa	2016	Suggested bush poets and gave some written works

No.	ISSUE	ACTION	RESPONSIBILITY	TIMEFRAME	OUTCOME
10.	Repairs	Stuart to send through contact details for grotto repair contacts.	Stuart Read	February	
11.	Pathways	Audio visual services to develop brochures and map out the different walks with Heritage Society (once works are completed). Strategic relations and health promotion to liaise about the appropriate language to be used, measurements and various health benefits. Use sandstone to create inviting entrance at RSL side entrance to Estate. Should be part of concept design for all entrances. Stuart to write a narrated tree walk.	Media and Comms  Stuart Read	2016	
12.	Communication	Communications Strategy to be reviewed.	Madeleine Kitchener	March	
13.	Open Day	Lois to liaise with Deb Jenkins and Rolls Royce regarding parking and media and communication.	Lois Michel	October	
14.	Calendar of events	200 <sup>th</sup> Australia Day Dinner Working party with Concord Marketing and Media Unit to be established to arrange save the date.	Alice Kang	2017	
15.	Family Day	A picnic to be arranged for the advisory committee and their families.	Madeleine Kitchener	Spring 2016	
16.	Communications	Include the Yaralla Website link in the monthly newsletter.	Media and Comms	2016	
17.	Proposals	Plans for an amenities block to be review and determine timeframes.	Deb Flood	2016	
18.	Local area projects	Guy to send email regarding funding for upgrades along public foreshore access.	Guy Pinkerton	March	
19.	Maintenance	Maintenance and repair works update to be put on website. Deb Jenkins to complete and send to media and communications department.	Deb Flood	2016	
20.	Animal Husbandry and Horticulture	A meeting to be organised between Ryde School of 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	Madeleine Kitchener		Deferred
21.	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

No.	ISSUE	ACTION	RESPONSIBILITY	TIMEFRAME	OUTCOME
22.	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		Defer until pathways commence
23.	Projects	Community Gardens and Greenhouse - The MoU with the contractor for the community garden to be reviewed.			Deferred
24.	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
25.		Organise for audio visual services to film oral histories of the estate – Names have been given to Comms team. Follow up timeframes	Deb Flood		Complete
26.	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
27.	Garden	Brief to be discussed at the Organ Donation Committee.	SLHD Organ Donation Committee		Complete
28.	Proposals	Prepare a 2016 calendar of events	Madeleine		Complete