

Sydney Local Health District Yaralla Estate Community Advisory Committee

Date: Tuesday 19 July 2016.
Time: 06:00 – 07:30 pm.
Venue: City of Canada Bay Museum.
Chair: Dr Tim Sinclair, General Manager, Concord Repatriation General Hospital.

1. Present and Apologies

Present

Dr Tim Sinclair	General Manager, Concord Repatriation General Hospital
Professor Robert Lusby	Senior Clinician, Concord Repatriation General Hospital
Ms Debbie Flood	Director, Capital Assets and Contract Services, SLHD
Professor Roger Garsia	Senior Clinician, Royal Prince Alfred Hospital, SLHD
Mr Guy Pinkerton	Local Resident / Neighbour
Mr Stuart Read	Heritage Division, NSW Office of Environment and Heritage
Ms Lois Michel	City of Canada Bay Heritage Society
Mr Norm Buckley	Local Resident / Neighbour
Ms Sue Riley	Local Resident / Neighbour
Mr Robert Hussey	Local Resident / Neighbour
Mr Troy Ponting	Operational Support Officer, Strategic Relations and Communications, SLHD
Ms Kirsten Brighten	Management Trainee, SLHD

Apologies

Dr Teresa Anderson	Chief Executive, SLHD
Mr Jeremy Roper-Tyler	Local Resident / Neighbour
Mr Lachlan Prentice	Local Resident / Neighbour

2. Confirmation of Previous Minutes

The minutes from the meeting held on 17 May 2016 were accepted as a true and accurate reflection of the proceedings, with one amendment: R Lusby was present.

3. Actions Arising from Previous Meetings

3.1 Yaralla Festival

Committee members were advised that the Yaralla Festival will be held on 11 September 2016. It was noted that the day was renamed from Yaralla Spring Fair to Yaralla Festival to adequately reflect the scope of the event. The aim is to attract a large number of attendees and create a carnival-like atmosphere. The Festival will be in the same location as per previous years, with parking on the left and the stalls and stage on the right.

It was noted that the Strategic Relations and Communications team are currently approaching sponsors for the event. Communications and marketing for the event will include large banners, a letter box drop and local media outlets and politicians will be approached to promote the event via their channels. Activities on the day will include a jumping castle, face painting, reptiles will be on display, rock climbing wall and sporting organisations including NRL, AFL and Netball NSW will be invited. It was suggested that the local baseball team be invited.

Committee members were informed that the current Graduate Health Management Trainees will be heavily involved in the coordination of this year's Yaralla Festival, with three teams working on developing activities/stalls in the categories of Environment, Heritage and Health.

Committee members were strongly encouraged to provide any suggestions for the event. It was suggested that inviting local groups to perform at the Festival would draw a strong crowd. It was further suggested that farm animals should be included on the day as it showcases the heritage of the site as a farming area. It was noted that this option would be explored however, last year's animals were under stress due to the heat and for this reason it is unlikely that they will be included on the day. One member commented that the Heritage Tours will only accommodate a small number of participants per tour.

3.2 Yaralla Working Group

Committee members were advised that there are seven (7) interested community members who would like to be involved in a Yaralla Working Group. However, it was noted that there were no interested participants with building or carpentry skills which are required to complete the proposed restorations. It was suggested that the Yaralla Festival would be a perfect venue to recruit additional community members to join the Yaralla Working Group. Action: K Brighten to coordinate with Management Trainees.

3.3 Wedding Photography

The proposed updates to the Yaralla Website for wedding photography were circulated to Committee members for review. It was suggested that the Italian Balustrade be referred to as the "Italian Terrace Balustrade". In addition, it was agreed by the Committee that the time in which guests must leave the premises be amended to 05:30 pm outside of daylight saving hours only. The proposed updates, with suggested amendments, were endorsed by the Committee and will be updated accordingly on the website.

3.4 Yaralla Estate Newsletter

The Yaralla Estate newsletter was circulated for Committee members to review. Copies of the newsletter are available at the Concord Museum and via the website.

3.5 Hyacinth Cottage

Members were advised that Hyacinth Cottage is complete and ready to host its first residents. A letter has been drafted and will be circulated to the local community shortly informing them of this exciting initiative.

Minutes

3.6 Bench Donations

It was noted that Centennial Park have a Living Legacy Bench Donation initiative and the relevant papers were circulated to the Committee for review. It was agreed that this initiative was a great idea and that SLHD should model a similar policy to Centennial Park. Action: K Brighten to draft a document for review at the next Committee meeting.

3.7 Narrated Tree Walk

The narrated tree walk was circulated to Committee members. The Committee congratulated S Read on his work, noting that it was an excellent resource for the community. This information was endorsed by Committee members and it was suggested that the content be converted into a brochure for upload to the website. Action: K Brighten to liaise with the SLHD media unit to develop a brochure.

4. Proposed Uses for Yaralla Estate

4.1 Coffee Cart

The Committee discussed the proposal for a coffee cart to be located at the Estate. It was noted that this is an excellent idea however; the Committee is concerned that there will be minimal clients at this stage and the business may fail. Therefore the time and effort involved to establish this venture is considered too great a risk for the District. Action: K Brighten to draft a letter indicating the Committee's decision.

Committee members were strongly supportive for the proposal to be re-submitted for consideration once the pathways at the Estate are complete as it is anticipated that the pathways will attract a strong customer base. It was noted that the establishment of a coffee cart at the Estate will need to go to tender for approval.

4.2 Journal Article

It was noted that the proposal from a UTS student to write a piece on the Yaralla Estate was not supported because in the past there have been issues with students submitting their work to mainstream media with minimal understanding of the topic at hand. Committee members disagreed with this decision and suggested that strict rules be established to mitigate these risks. It was noted that students should be encouraged and supported if they show an interested in writing about the Estate. Action: K Brighten to discuss this issue with T Anderson.

5. Other Business

5.1 Membership Resignation

It was noted that Mr Alan Marsh has resigned from the Committee. Mr Marsh stated via email that his involvement in the Committee was an enjoyable experience. Committee members noted that his expertise and experience was of great value and that he will be missed. Action: K Brighten to send letter thanking Mr Marsh for his involvement and contribution to the Committee.

6. Next Meeting

The next meeting will be held on Tuesday 20 September 2016 from 06:00 to 07:30 pm at the City of Canada Bay Museum.

Action List

No.	Issue	Action	Owner	Outcome	Comments
1.	Coffee Cart	Send a letter indicating that the coffee cart proposal will not be supported at this stage.	K Brighten	New	
2.	Thank you letter to Mr Marsh	Send a letter thanking Mr Marsh for his involvement and contribution to the Committee.	K Brighten	New	
3.	Narrated Tree Walk	Liaise with Media and Comms to finalise the narrated tree walk (developed by S Read) into a brochure.	K Brighten	New	
4.	Yaralla Working Group	At the Yaralla Festival advertise for the recruitment of additional community members to join the Yaralla Working Group (with assistance from Management Trainees).	K Brighten	New	
5.	UTS Journalism Student	Investigate the outcome of the proposal by a UTS Journalism Student wishing to write about the Yaralla Estate.	K Brighten	Ongoing	
6.	Wedding Photography	Update the SLHD Yaralla website to reflect the new changes to wedding photography shoots.	K Brighten	In progress	
7.	Community Garden – USyd	Arrange a meeting with the University of Sydney to seek assistance from the Department of Archaeology to progress the work of the community garden.	K Brighten	Ongoing	<i>Update: 19/07/2016 K Brighten to discuss with T Anderson.</i>
8.	Soldier On	Approach Soldier On to recruit potential community member's to join a working party to restore building infrastructure within the Yaralla Estate.	T Sinclair	Ongoing	
9.	Parking	Review parking arrangements and bollards at the Yaralla Estate.	D Flood	In progress	<i>Update: 15/03/2016 Applications and costings in development.</i>
10.	Pathways	Establish formal pathways for visitors at the Yaralla Estate.	T Anderson	In progress	<i>Update: 19/07/2016 Approved, in stages.</i>

No.	Issue	Action	Owner	Outcome	Comments
					<i>Once pathways are complete, a brochure is to be developed outlining the different walks with Heritage Society.</i>
11.	Signage for parking	Arrange fee proposals for staged implementation of installing signage.	D Flood	In progress	
12.	Yaralla Estate Work Plan	Yaralla Estate Work Plan to be updated and added to the Yaralla website.	K Brighten	In progress	
13.	Hyacinth Cottage	Arrange a letter box drop to inform the community of the Hyacinth initiative. T Sinclair to assist in drafting letter.	T Sinclair K Brighten N Buckley	In progress	
14.	Bench Donations	Draft a document outlining the proposal for Bench Donations at the Yaralla Estate.	K Brighten	In progress	
15.	Poetry Reading	Review establishing poetry reading at Yaralla Estate.	L Michel T Anderson	In progress	
16.	SLHD Communication Strategy	The SLHD Communications Strategy to be reviewed.	K Brighten	In progress	
17.	Open Day	Liaise with Deb Jenkins and Rolls Royce regarding parking and media and communication.	L Michel	In progress	<i>Update: 18/05/2016 It is anticipated that this will not occur until the end of the year.</i>
18.	Australia Day Dinner	200 Australia Day Dinner Working party with Concord Marketing and Media Unit to be established and arrange a save the date.	A Kang K Brighten	In progress	
19.	Spring Picnic	Arrange a picnic for Committee members and their families at the Yaralla Estate in spring 2016.	M Kitchener K Brighten	Ongoing	
20.	Maintenance and repair works	Maintenance and repair works update to be put on website. Deb Jenkins to complete and send to Media and Comms.	D Flood K Brighten	Complete	
21.	Great Australia Bake Off	Approach the Great Australia Bake Off team to propose an afternoon tea at the Yaralla Estate with the crew and members	K Brighten	Complete	

No.	Issue	Action	Owner	Outcome	Comments
		from the Yaralla Estate Community Advisory Committee.			
22.	Invitation to Symposium	Invitations to be sent to all Committee members to attend the SLHD Innovation and Research Symposium.	K Brighten	Complete	
23.	Yaralla Estate Newsletter	Circulate the content for the next Yaralla Estate Newsletter to Committee members for comment.	K Brighten	Complete	
24.	NSW Disc Golf Club	Draft a letter on behalf of T Anderson to NSW Disc Golf Club advising them that their proposal was not supported by the Committee.	K Brighten	Complete	<i>Update: 18/05/2016 Letter to reflect Committee members concerns re. flora, fauna and community members.</i>
25.	Bird signage	Investigate bird signage that was erected within the Estate.	D Flood	Complete	<i>Update: 19/07/2016 Bird signage has been removed.</i>
26.	Thank Soldier On	Send a letter to Soldier On thanking them for their kind offer to use their office for Committee meetings.	K Brighten	Complete	
27.	Management Plan	Management Plan to be uploaded onto the Yaralla Website.	K Brighten	Complete	
28.	Narrated Tree Walk	Write a narrated tree walk for the Yaralla Estate.	S Read	Complete	<i>Update: 18/05/2016 K Brighten to contact S Read for an update on this project and provide assistance where necessary.</i>
29.	Yaralla Website	Include the Yaralla Website link in the monthly Inner West Courier newsletter.	K Brighten	Complete	
30.	Pathways	Audio visual services to develop brochures and map out the different walks with Heritage Society (once works are completed).	K Brighten	Closed	<i>Update: 19/07//2016 It was noted that this action will be closed and incorporated into action 8 as they are related.</i>
31.	Working Party	Canvass local community member's interest in establishing a working party to restore building infrastructure within the Yaralla Estate.	L Michel	Complete	
32.	Community	Engineering/Ranger to investigate logistics and requirements of	M Stalker	Deferred	

No.	Issue	Action	Owner	Outcome	Comments
	Garden	having a greenhouse on the Estate, in an appropriate building. Jeremy, Bob, Stephen and Guy to lead the community garden initiative.	J Roper Tyler B Stephen G Pinkerton		
33.	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.	D Flood M Kitchener	Deferred	
34.	Projects	Community Gardens and Greenhouse - The MoU with the contractor for the community garden to be reviewed.		Deferred	
35.	Estate Utilisation	Bob H to draft an audit structure on his return. Identify dates for ranger to perform sampling of utilisation.	B Hussey	Deferred	
36.	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	M Kitchener	Deferred	