

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

Date: Tuesday 21 March 2017

Time: 06:00 – 07:00 pm

Venue: City of Canada Bay Museum

Chair: Dr Teresa Anderson, Chief Executive, Sydney Local Health District

Present

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| Dr Teresa Anderson | Chief Executive, SLHD |
| * Professor Robert Lusby | Senior Clinician, Concord Repatriation General Hospital |
| Ms Lois Michel | City of Canada Bay Heritage Society |
| Mr Norm Buckley | Local Resident / Neighbour |
| Ms Sue Riley | Local Resident / Neighbour |
| Mr Lachlan Prentice | Local Resident / Neighbour |
| Ms Imogen Hooper | Management Trainee, SLHD |
| Ms Anne-Louise Allan-Georgas | Management Trainee, SLHD |
| Ms Grace Li | Management Trainee, SLHD |
| Ms Lainie Anderson | Management Trainee, SLHD |
| Ms Camilla Cameron | Management Trainee, SLHD |
| Ms Chanelle Lim | Management Trainee, SLHD |
| Ms Sloane Kinsella | Management Trainee, SLHD |
| Ms Mariana Sena Board | Management Trainee, SLHD |
| Mr Reuben Haupt | Management Trainee, SLHD |
| Mr Emmanuel Vinoya | Management Trainee, SLHD |
| Ms Elizabeth Smythe | Management Trainee, SLHD |
| Mr Harrison Spicer | Management Trainee, SLHD |
| Mr Matthew Yu | Management Trainee, SLHD |

Apologies

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| Mr Jeremy Roper-Tyler | Local Resident / Neighbour |
| Ms Debbie Flood | Director, Capital Assets and Contract Services, SLHD |
| Professor Roger Garsia | Senior Clinician, Royal Prince Alfred Hospital, SLHD |
| Mr Stuart Read | Heritage Division, NSW Office of Environment and Heritage |
| Mr Guy Pinkerton | Local Resident / Neighbour |

1. Confirmation of Previous Minutes

The minutes from the meeting held 17 January 2017 were accepted as a true and accurate reflection of the proceedings, with one spelling amendment.

2. Action List

Please refer to the action list.

3. Business Arising

3.1 Expressions of Interest for Committee membership

Four Expressions of Interest for Committee membership were received. Committee members reviewed each application and voted on a preferred candidate.

Action:

Dr Anderson to formally invite new member to join the Committee.

4. Standing Agenda Items

5.1 Proposed uses for Yaralla Estate

'Canada Bay by Candlelight'

Management Trainees presented two proposed options for an event which would engage local primary schools and community members involved in the history of Canada Bay and the outdoor environment of Yaralla Estate.

There was general discussion and recommendations made by the Committee for the proposed event. Some recommendations included:

- Advertising be done both in print form and paper form e.g. electronic newsletters, letterbox drops advertising Yaralla Festival one side and Poetry night the other;
- The event be held on a Sunday instead of Saturday;
- There be an option for those who did not or could not walk from the museum to do a small walk around the Yaralla Estate before meeting at the central point for the activities at Yaralla;
- There be no checkpoints along the route, rather there were a variety at the beginning in the museum and at the end at Yaralla.

The event brief is to be updated and tabled for endorsement at the next Committee meeting.

Action:

Management Trainees to update event brief and present at the next meeting.

The Committee was informed a similar proposal would be presented to the Committee at the next meeting for a poetry night at the Estate in November.

Action:

Management Trainees to present proposal of Poetry Night at Yaralla Estate.

R Lusby suggested a carols by candlelight be hosted at Yaralla in December.

Action:

I Hooper to develop a proposal for Christmas Carols at Yaralla Estate.

Dr Anderson commented on the success of the Australia Day event at Yaralla Estate. The Committee agreed it was a wonderful event but commented that the marketing of the event was not directly aligned with the purpose of the event. Dr Anderson and marketing material will be submitted to the group prior to distribution, for future events where appropriate. Additionally, C McKay Director, Media and Communications, SLHD would attend the next meeting to discuss revision of the

communications strategy.

Action:

I Hooper to invite C McKay to the next Committee meeting.

Dr Anderson congratulated the Trainees on the proposal ideas generated and thanked them for the presentation.

5.2 Yaralla Festival

Dr Anderson highlighted that the lessons learnt, delivered in a presentation by previous Management Trainees at the last meeting in 2016 were being incorporated into planning for the 2017 Yaralla Festival. Of particular note were the recommendations to:

- Move the Canada Bay Heritage Society stall to the Old Dairy and host the Devonshire tea at this location also;
- Continue use of an activity passport for children at the festival;
- Increase the number of food and drink stalls at the festival;
- Condense the site size with use of the space from paddock 2 to the Woodbine with sporting activities proposed to be moved to the bottom of paddock 2;
- Inclusion of activities such as the laser target shooting;
- Inclusion of a Yaralla Advisory Committee tent to display the current happenings and works at Yaralla Estate;
- Keep the same musicians as the 2016 festival;
- Host Buschare + Sustainability stall again;
- Arts, crafts and animal aspect of the festival to remain;
- Lay down matting in damp areas of the field.

Action: Dr Anderson to ask D Flood about possibility of matting in damp areas of paddocks 2017 Yaralla Festival

The Committee agreed asking for a gold coin donation at the front gate would be an appropriate thing to do at this year's festival.

Dr Anderson advised the aim for events at Yaralla Estate was to eventually have something on each month of the year.

Action:

I Hooper to update and circulate calendar of events as appropriate.

5. Other Business

L Michael informed the Committee that it was approved by council for members to park behind her on the street and downwards pointing on the ramp when attending meetings at the museum.

L Michael tabled documentation to correct an anomaly in how much space the Yaralla Estate sits on, often referred to as 37 hectares is actually 40 hectares.

L Michael raised that when Yaralla house was refurbished there had been a sign painted over for which she had organised a quote for restoration of the sign. N Buckley advised he would be able to organise his NSW Art Society contact to come and quote for the restoration also.

Action:

L Michel and N Buckley to meet and discuss restoration of the 'East, West, Haimes Best' sign at Yaralla House and send Dr Anderson quotes.

The Committee discussed allowing alcohol at the next Australia day weekend. It was agreed that alcohol should be allowed at next year's event with appropriate security in place.

N Buckley raised the work being done on the Yaralla pathways and highlighted that priority had been given to doing the driveway first. He put to the Committee that priority be given to doing the waterfront access and pathways first. The Committee agreed this would be more valuable as a priority.

L Prentice advised the Committee of the work the bush care team had been doing around the Estate. He also raised a request to erect a temporary structure on the estate for the purposes of the bush care project. Dr Anderson requested he forward the request to herself and S Reed for consideration.

Action:

L Prentice to organise site visit for Committee members to cleared areas.

Action:

L Prentice to forward request for erection of temporary structure at Yaralla Estate to Dr Anderson and S Reed

6. Next Meeting

The next meeting will be held on Tuesday 16 May 2017 from 6:00 to 7:00 pm at the City of Canada Bay Museum.

Action List

| No. | Issue | Action | Owner | Outcome | Comments |
|-----|---|---|-----------------------|---------|----------|
| 1. | Canada Bay by Candlelight | Management Trainees to update event brief for 'Canada Bay by Candlelight' and circulate to Committee members | Management Trainees | New | |
| 2. | Temporary Structure | L Prentice to forward request for erection of temporary structure at Yaralla Estate to Dr Anderson. Structure will require an endorsement exemption from Heritage Council of NSW. | L Prentice | New | |
| 3. | Site visit to Yaralla bushcare areas | L Prentice to organise site visit for Committee members to cleared areas. | L Prentice | New | |
| 4. | Restoration of Haimes sign at Yaralla House | L Michel and N Buckley to meet and discuss restoration of the 'East, West, Haimes Best' sign at Yaralla House and send Dr Anderson quotes. | L Michel N Buckley | New | |
| 5. | Event calendar update | I Hooper to update and circulate calendar of events as appropriate | I Hooper | New | |
| 6. | Media & Communications | I Hooper to invite C McKay to the next Committee meeting. | I Hooper | New | |
| 7. | Carols by Candlelight | I Hooper to develop a proposal for Christmas Carols at Yaralla Estate | I Hooper | New | |
| 8. | Poetry Night | Management Trainees to present proposal of Poetry Night at Yaralla Estate | Management Trainees | New | |
| 9. | New Committee member | Dr Anderson to formally invite new Committee member on board | Dr Anderson | New | |

| No. | Issue | Action | Owner | Outcome | Comments |
|-----|----------------------------------|---|-------------|-------------|--|
| 10. | Matting at Yaralla Festival | Dr Anderson to ask D Flood about possibility of matting in damp areas of paddocks at next Yaralla Festival | Dr Anderson | New | |
| 11. | Art at Yaralla | Contact president of NSW Art Society re hosting an art exhibition/event at Yaralla | N Buckley | In progress | 21/3: N Buckley to liaise with L Michael in setting up a site visit by NSW Art Society to look at space – Dr Anderson to be invited. |
| 12. | Art at Yaralla | Contact CE Carriageworks re hosting an art exhibition/ event at Yaralla | Dr Anderson | In progress | 21/3: L Havellagh to be invited to the next meeting |
| 13. | National Heritage Register | Explore whether there are any prior National Heritage Register applications for Yaralla Estate | S Reed | In progress | 21/3: Nil evidence of prior applications, L Michael to send S Reed relevant information |
| 14. | Pathways Plan | Circulate the plan / layout for the restoration of the pathways to Committee members. | D Flood | In progress | 21/3: With G Pinkerton for feedback 17/1/2017: D Flood to circulate relevant document to G Pinkerton for advice on seat locations |
| 15. | Meeting with Local Council | Arrange a meeting with the City of Canada Bay Council to seek their assistance in restoring the pathways for the Yaralla Estate located near the Concord RSL and Community Club (on the South Eastern section of the property). | I Hooper | In progress | 17/1/2017: Awaiting response |
| 16. | USyd – Department of Archaeology | Arrange a meeting with the University of Sydney to seek assistance from the Department of Archaeology to progress the work of the community garden. | R Garsia | Ongoing | 21/3: Held over 17/1/2017: R Garsia to follow up when semester begins |
| 17. | Soldier On | Approach <i>Soldier On</i> to recruit potential community members to join a working party to restore building infrastructure within the Yaralla Estate. | S Chan | Ongoing | 21/3: A Allan-Georgas to organise meeting between Dr Anderson, S Chan and Solider On |

| No. | Issue | Action | Owner | Outcome | Comments |
|-----|-----------------------------|--|------------|-------------|---|
| 18. | Parking | Review parking arrangements and bollards at the Yaralla Estate. | D Flood | In progress | 21/3: I Hooper to follow up with D Flood 17/1/2017: D Flood to explore temporary signage arrangements Update: 20/10/2016 Gone to tender. |
| 19. | Bench Donations | Draft a document outlining the proposal for Bench Donations at the Yaralla Estate. | K Brighten | In progress | 23/1: Z Benjamin drafted and will provide to I Hooper Update: 15/11/2016 Work to be undertaken by SLHD Fundraising Coordinator. Update: 15/11/2016 G Pinkerton to outline where the Chairs should be located. |
| 20. | SLHD Communication Strategy | Review the SLHD Communications Strategy. | I Hooper | In progress | 21/3: Invite C McKay to attend the next meeting |
| 13. | Clay Target Shooting | Explore the feasibility of hosting a laser guided shooting event at the Estate. | R Lusby | Complete | 17/1/2017: R Lusby to provide contact details |
| 14. | Yaralla Festival | I Hooper to invite management trainees to the next Committee meeting to be held on 21 March 2017. | I Hooper | Complete | |
| 15. | New Committee Member | Advertise in the local paper for a local community member to join the Yaralla Estate Community Advisory Committee. | I Hooper | Complete | 21/3: New member voted in by Committee at meeting based on EOIs recieved |