

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

Date: Tuesday 19 September 2017
Time: 06:00 – 07:00 pm
Venue: City of Canada Bay Museum
Chair: Dr Steevie Chan, A/General Manager, Concord Hospital

Present

Dr Steevie Chan	A/General Manager, Concord Hospital
Ms Lois Michel	City of Canada Bay Heritage Society
Mr Norm Buckley	Local Resident / Neighbour
Professor Robert Lusby	Senior Clinician, Concord Repatriation General Hospital
Mr Stuart Read	Heritage Division, NSW Office of Environment and Heritage
Mr Jon Gowdy	Director of Capital Assets, Property and Engineering, SLHD
Ms Corryn McKay	Director, Communications, SLHD
Ms Imogen Hooper	Management Trainee, SLHD
Mr Lachlan Prentice	Local Resident / Neighbour
Mr Jeremy Roper-Tyler	Local Resident / Neighbour

Apologies

Dr Teresa Anderson	Chief Executive, SLHD
Ms Alice Mantel	Local Resident / Neighbour
Mr Guy Pinkerton	Local Resident / Neighbour
Ms Sue Riley	Local Resident / Neighbour

2. Confirmation of Previous Minutes

The minutes from the meeting held 22 August 2017 were accepted as a true and accurate record of the proceedings with two spelling amendments proposed.

3. Action List

Please refer to the action list.

4. Business Arising

4.1. Communications Plan

C McKay tabled the communications strategy for committee members to review. Committee members were asked to think about the key messages within the strategy and provide comment back at the next meeting.

Action: Committee members to review new communications strategy and provide feedback at next committee meeting.

The updated strategy includes a new action plan which will be refreshed each year to assist in prioritising and completing tasks. The action plan as it stands includes developing a published event calendar, estate branding update, refresh of the website, development of a permanent banner on the fence to promote the estate and the development of a brochure to highlight the historical background of the estate and its current uses.

Action: C McKay to liaise with L Michel in the development of a Yaralla Estate Brochure

C McKay reported the quarterly newsletter will continue to be published and welcomed content suggestions from committee members. C McKay suggested a seasonal photo competition be started to encourage the public to use and take photos within the estate.

Action: I Hooper and C McKay to develop proposal for seasonal photo competition

C McKay suggested a podcast series of Historical talks be created using the local historians to put on the website and use for self-guided tours through the Estate. The Committee agreed this would be a good thing to do.

L Prentice suggested the 'Treading Lightly' program that hosts tours through the Estate and Mangrove area be promoted by the District to encourage attendees. Dates of the next tour will be provided in advance to the Committee to allow for advertising.

N Buckley suggested school groups be invited to tour the Estate and perhaps an educational program similar to the Botanic Gardens 'Pollination' program be developed.

5. Standing Agenda Items

5.1. Yaralla Festival

The Yaralla Festival was held on 10 September 2017 with a good turnout and on the whole there was very positive feedback about the event. Committee members noted the following should be considered in the planning for next year's festival:

- The disconnection between the Dairy and the Paddock. Committee members stated that the thoroughfare should be better utilised by stallholders to create an obvious route to the dairy.
- Yaralla Estate tours to have better signage to ensure people find their way to the stall
- Moving the location of the festival altogether to the main lawn where it was held the very first year
- Increase the number of shady places available to sit
- Have a tree planting event with natives provided by BushCare
- Put flyers to advertise the festival in rates notices for the local area

6. Other Business

J Roper Tyler presented a donation to the District of \$1000.00 to be deposited into the Yaralla Estate Trust Fund and earmarked for the development of the Community Gardens at the Estate.

Action: I Hooper to write a thank you letter to anonymous donors for their contribution to the Estate

N Buckley stated he had received correspondence from the District citing J Perkins was unable to carry out the signwriting job above the fireplace without a member of staff present and completion of the WHS Orientation.

Action: S Chan to facilitate the progression of the signwriting job at Yaralla Estate

S Read informed the committee that he had identified a Cluster Fig Tree at Yaralla Estate next to the Rose Garden and had developed a little information sheet on it that he would circulate to committee members.

7. Next Meetings

The next meeting will be held on Tuesday 21 November 2017 from 6:00 to 7:00 pm at the City of Canada Bay museum.

Action List

No.	Issue	Action	Owner	Outcome	Comments
1.	Comms strategy	Committee members to review new communications strategy and provide feedback at next committee meeting.	All	New	
2.	Yaralla Estate Brochure	C McKay to liaise with L Michel in the development of a Yaralla Estate Brochure	C McKay L Michel	New	
3.	Photo Competition	I Hooper and C McKay to develop proposal for seasonal photo competition	I Hooper C McKay	New	
4.	Thank you for donation	I Hooper to write a thank you letter to anonymous donors for their contribution to the Estate	I Hooper	New	
5.	Sign writing	S Chan to facilitate the progression of the signwriting job at Yaralla Estate	S Chan N Buckley	New	
6.	Mens Shed	Contact Mens Shed to discuss hosting at Yaralla	I Hooper	In Progress	I Hooper has the Contact details for local Mens Sheds and will follow up
7.	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	Ongoing	19/9: L Prentice to forward details to I Hooper 18/7: I Hooper to follow up with L Prentice 16/5: L Prentice an apology but D Flood requested L Prentice send the request for official submission to D Jenkins
8.	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	19/9: I Hooper has followed up but awaiting reply 18/7: Letter received

No.	Issue	Action	Owner	Outcome	Comments
					back to say Council looking at the site 16/5: Response received and meeting time TBC 17/1/2017: Awaiting response
9.	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	19/9: R Garsia an apology 18/7: R Garsia has identified an interested person and will report back at next meeting 16/5: R Garsia to follow up before next meeting. 21/3: Held over 17/1/2017: R Garsia to follow up when semester begins
10.	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	In progress	19/9: A rep had been invited but has just resigned from SoldierOn. S Chan will look to find a new representative 18/7: Meeting to be held this Friday 16/5: S Chan meeting with Soldier On next week and will discuss 21/3: A Allan-Georgas to organise meeting between Dr Anderson, S Chan and Solider On
11.	Bench Donations	Draft a document outlining the proposal for Bench Donations at the Yaralla Estate.	C McKay	In progress	19/9: C McKay to move forward with pricing 18/7: S Reed to review seating points 16/5: With C McKay to

No.	Issue	Action	Owner	Outcome	Comments
					<p><i>discuss at the next meeting</i></p> <p><i>G Pinkerton to provide suggested seating points to committee for comment</i></p> <p><i>23/1: Z Benjamin drafted and will provide to I Hooper</i></p> <p><i>Update: 15/11/2016</i> <i>Work to be undertaken by SLHD Fundraising Coordinator.</i></p> <p><i>Update: 15/11/2016</i> <i>G Pinkerton to outline where the Chairs should be located.</i></p>
12.	SLHD Communication Strategy	Review the SLHD Communications Strategy.	C McKay	Complete	<p><i>19/9: Comms plan tabled for the committee noting. More comments captured in the minutes</i></p> <p><i>18/7 C McKay to provide to the committee at the next meeting for comment</i></p> <p><i>16/5: With C McKay to discuss at the next meeting</i></p> <p><i>21/3: Invite C McKay to attend the next meeting</i></p>
1.	Poetry at Yaralla	Contact T Hunter re MC'ing poetry event at Yaralla	I Hooper	Complete	Awaiting reply from T Hunter to confirm date of

No.	Issue	Action	Owner	Outcome	Comments
					event in November
2.	Site visit to Yaralla bush care areas	L Prentice to organise site visit for Committee members to cleared areas.	L Prentice	Closed	18/7: Held over 16/5: Held over
3.	Art at Yaralla	Contact president of NSW Art Society re hosting an art exhibition/event at Yaralla	N Buckley	Closed	18/7: J Perkins in attendance 16/5: N Buckley to organise site visit and suggested 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.
4.	Art at Yaralla	Contact CE Carriageworks re hosting an art exhibition/ event at Yaralla	Dr Anderson	Closed	18/7: Will be re-opened at a future date 16/5: Held over until next meeting 21/3: L Havellagh to be invited to the next meeting
5.	Restoration of Haines sign at Yaralla House	L Michel and N Buckley to meet and discuss restoration of the 'East, West, Hames Best' sign at Yaralla House and send Dr Anderson quotes.	L Michel N Buckley	Closed	16/5: N Buckley has given J Perkins the contact number for L Michel and will follow up on the 17/5
6.	Carols by Candlelight	I Hooper to develop a proposal for Christmas Carols at Yaralla Estate	I Hooper	Closed	18/7: C McKay developing with Community Health to be held December 1 2017 16/5: to be presented at the next meeting
7.	Canada Bay by Candlelight	Management Trainees to update event brief for 'Canada Bay by Candlelight' and circulate to Committee members	Management Trainees	Complete	<i>16/5 Recommendations from the committee incorporated and signed off by CE for actioning</i>

No.	Issue	Action	Owner	Outcome	Comments
1.	Event calendar update	I Hooper to update and circulate calendar of events as appropriate	I Hooper	Complete	16/5: Attached to agenda
2.	Media & Communications	I Hooper to invite C McKay to the next Committee meeting.	I Hooper	Complete	16/5: C McKay an apology tonight but will attend the next meeting
1.	Poetry Night	Management Trainees to present proposal of Poetry Night at Yaralla Estate	Management Trainees	Complete	16/5: Presented and endorsed by committee
2.	New Committee member	Dr Anderson to formally invite new Committee member on board	Dr Anderson	Complete	
3.	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	Complete	16/5 : D Flood advised that this would do more harm than good to the ground and that the grass was quick to grow back after events such as Yaralla Festival.
1.	National Heritage Register	Explore whether there are any prior National Heritage Register applications for Yaralla Estate	S Read	Complete	16/5: Committee agreed not to pursue 21/3: Nil evidence of prior applications, L Michael to send S Read relevant information
2.	Pathways Plan	Circulate the plan / layout for the restoration of the pathways to Committee members.	D Flood	Complete	21/3: With G Pinkerton for feedback 17/1/2017: D Flood to circulate relevant document to G Pinkerton for advice on seat locations
1.	Parking	Review parking arrangements and bollards at the Yaralla Estate.	D Flood	Complete	16/5: Transferred to J Gowdy and being actioned 21/3: I Hooper to follow up with D Flood

No.	Issue	Action	Owner	Outcome	Comments
					<p><i>17/1/2017: D Flood to explore temporary signage arrangements</i></p> <p><i>Update: 20/10/2016</i></p> <p><i>Gone to tender.</i></p>