

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

Date: Tuesday 21 November 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
Professor Roger Garsia	Senior Clinician, RPA
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
Ms Deborah Jenkins	Redevelopment Planning and Transition Coordinator, SLHD
Ms Imogen Hooper	Management Trainee, SLHD
Mr Jeremy Roper-Tyler	Local Resident / Neighbour

**Apologies**

Dr Teresa Anderson	Chief Executive, SLHD
Ms Alice Mantel	Local Resident / Neighbour
Ms Sue Riley	Local Resident / Neighbour
Mr Jon Gowdy	Director of Capital Assets, Property and Engineering, SLHD
Ms Corryn McKay	Director, Communications, SLHD
Mr Lachlan Prentice	Local Resident / Neighbour

**2. Confirmation of Previous Minutes**

The minutes from the meeting held 19 September 2017 were accepted as a true and accurate record of the proceedings.

**3. Action List**

Please refer to the action list.

**4. Business Arising**

**4.1. Presentation – ‘Family Friendly Female Automotive Event’ – L Azuelo**

L Azuelo tabled a proposal to hold an event at the Yaralla Estate hosted by the family friendly automotive club – ‘Street Ignition Queens’ (SiQ). The event is expected to draw around 500 attendees with a fee for entry charged

which would be donated to the Estate. A map with proposed layout of the event was tabled showing cars of the club lining the driveway of the Estate. Members stated this would not be appropriate given damage it may cause to the trees. L Azuelo noted this and was happy with the proposed alternative for members to park and showcase vehicles in the general paddock area. L Azuelo stated she would be responsible for covering all costs of the event and would endeavour to recoup the costs from stallholders and sponsors of the event.

The committee thanked L Azuelo for her presentation advising her they would deliberate on the proposal and inform her in due course of the outcome. L Azuelo departed the meeting at this point. Committee members were supportive in principle of the event but shared concerns regarding Ms Azuelo's indication to be solely responsible for the cost of the event with little prior experience in running an event of this size or nature.

I Hooper suggested Ms Azuelo be mentored by the organisers of Yaralla Festival 2019 and incorporate her event into the larger event held at the estate. Committee members agreed this would be a good compromise to Ms Azuelo's proposal.

**Action:** I Hooper to draft letter inviting Ms Azuelo to be part of the organising process for Yaralla Estate Festival 2019 incorporating aspects of her proposed event.

S Read raised whether there should be a flat fee for use of the property for events such as these for which requests were becoming more frequent. The fee charged would be a donation to the Estate. Committee members supported this proposal and D Jenkins added that a standard form for booking requests should be developed to triage them appropriately. **Action:** I Hooper and D Jenkins to develop pro-forma for event booking requests including request for bond/fee upon booking.

## 5. Standing Agenda Items

### 5.1. Proposed Uses for Yaralla Estate

#### 5.1.1. 'Treading Lightly' – 2018 Easter School Holiday Proposal

D Jenkins advised this was a school holiday event used to engage local children in appreciating and learning about the natural environment and surrounds. Committee members were supportive of allowing the program to take place. D Jenkins stated she would provide correspondence to organisers advising that the committee was supportive of the program taking place.

### 5.2. Yaralla Festival

Not discussed.

## 6. Other Business

L Michel advised that she had received instruction that the individual who had been maintaining the Four Winds Fountain was no longer permitted to do so. D Jenkins advised that if public liability insurance could be provided, an induction undertaken and the ranger was on site the current arrangement could be maintained.

**Action:** D Jenkins to discuss upkeep of the Four Winds Fountain with Director, Engineering, SLHD and liaise with L Michel on outcome.

L Michel raised that four conifers had been planted in the sunken garden in each corner stating they should be removed as they were not part of the original garden or native to the area. S Read asked for the appropriate form to be filled out, approved by the LHD and conifers could be removed.

**Action:** S Read to send L Michel link to appropriate form for tree removal from Yaralla Estate.

Committee members discussed the postponed Yaralla Poetry Event. It was suggested it be moved to be held in February 2018 to align with Banjo Patterson Australian Poetry Festival being held 16-25 February 2018. L Michel provided I Hooper with email correspondence from the Australian Bush Poets Association to assist in organising the event at Yaralla Estate.

Committee members commented that any events should be co-ordinated through CRGH staff, not District staff to ensure a co-ordinated and local approach in arranging these activities. It was queried whether A Kang, Director Marketing & Community Relations, CRGH should be asked to join the committee. S Chan advised he would discuss this with T Anderson and provide feedback to the committee.

**Action:** Review co-ordination process of events at Yaralla Estate to better involve CRGH staff including updating membership of committee to reflect this.

L Michel reported that \$125,000 (5% of the deceased's estate) had been donated to the Estate in a recent will. It has instruction to only be used in the restoration or maintenance of Yaralla Estate. Additionally, \$4000.00 in donations had been provided via other sources.

**Action:** L Michel to provide information to SLHD regarding donations and instructions.

## **7. Next Meetings**

Committee members requested no January meeting be held. The next meeting will be held on 20 March 2018 at 6pm.

# Action List

No.	Issue	Action	Owner	Outcome	Comments
1.	SiQ Proposal	I Hooper to draft letter inviting Ms Azuelo to be part of the organising process for Yaralla Estate Festival 2019 incorporating aspects of her proposed event	I Hooper	New	
2.	Four Winds Fountain	D Jenkins to discuss upkeep of the Four Winds Fountain with Director, Engineering, SLHD and liaise with L Michel on outcome.	D Jenkins	New	
3.	Sunken Garden tree removal	S Read to send L Michel link to appropriate form for tree removal from Yaralla Estate.	S Read	New	
4.	Yaralla Estate event co-ordination	Review co-ordination process of events at Yaralla Estate to better involve CRGH staff including updating membership of committee to reflect this.	S Chan	New	
5.	Donations to the estate	L Michel to provide information to SLHD regarding donations and instructions.	L Michel	New	
6.	Sign writing	D Jenkins to facilitate the progression of the signwriting job at Yaralla Estate	D Jenkins N Buckley	In Progress	D Jenkins has contact details to progress
7.	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
8.	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	In Progress	21/11: D Jenkins advised this work was to be undertaken shortly and action could be closed by the next meeting 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

No.	Issue	Action	Owner	Outcome	Comments
					for official submission to D Jenkins
9.	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	21/11: I Hooper has followed up numerous times, will try again. 19/9: I Hooper has followed up but awaiting reply 18/7: Letter received back to say Council looking at the site 16/5: Response received and meeting time TBC 17/1/2017: Awaiting response
10.	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	In Progress	21/11: R Garsia advised he will be inviting Professor Miles to tour the estate and discuss options 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
11.	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	21/11: S Chan advised contact with Soldier On has been re-established after the last rep resigned and he will seek a new representative for the committee 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

No.	Issue	Action	Owner	Outcome	Comments
					organise meeting between Dr Anderson, S Chan and Solider On
12.	Bench Donations	Draft a document outlining the proposal for Bench Donations at the Yaralla Estate.	C McKay	In progress	<p>21/11: C McKay an apology</p> <p>19/9: C McKay to move forward with pricing</p> <p>18/7: S Reed to review seating points</p> <p>16/5: With C McKay to discuss at the next meeting G Pinkerton to provide suggested seating points to committee for comment</p> <p>23/1: Z Benjamin drafted and will provide to I Hooper</p> <p>Update: 15/11/2016 Work to be undertaken by SLHD Fundraising Coordinator.</p> <p>Update: 15/11/2016 G Pinkerton to outline where the Chairs should be located.</p>
13.	Yaralla Estate Brochure	C McKay to liaise with L Michel in the development of a Yaralla Estate Brochure	C Mckay L Michel	On Hold	C Mckay to contact L Michel to progress
14.	Photo Competition	Secretariat and C McKay to develop proposal for seasonal photo competition	C McKay	On Hold	Meeting yet to be convened
15.	Comms strategy	Committee members to review new communications strategy and provide feedback at next committee meeting.	All	Complete	Endorsed by committee members Nil additional comments from the committee
16.	Thank you for donation	I Hooper to write a thank you letter to anonymous donors for their contribution to the Estate	I Hooper	Complete	

No.	Issue	Action	Owner	Outcome	Comments
17.	SLHD Communication Strategy	Review the SLHD Communications Strategy.	C McKay	Complete	<p>19/9: Comms plan tabled for the committee noting. More comments captured in the minutes</p> <p>18/7 C McKay to provide to the committee at the next meeting for comment</p> <p>16/5: With C McKay to discuss at the next meeting</p> <p>21/3: Invite C McKay to attend the next meeting</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 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	<p>18/7: Held over</p> <p>16/5: Held over</p>
3.	Art at Yaralla	Contact president of NSW Art Society re hosting an art exhibition/event at Yaralla	N Buckley	Closed	<p>18/7: J Perkins in attendance</p> <p>16/5: N Buckley to organise site visit and suggested</p> <p>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.</p>
4.	Art at Yaralla	Contact CE Carriageworks re hosting an art exhibition/ event at Yaralla	Dr Anderson	Closed	<p>18/7: Will be re-opened at a future date</p> <p>16/5: Held over until next meeting</p> <p>21/3: L Havellagh to be invited to the next</p>

No.	Issue	Action	Owner	Outcome	Comments
					meeting
5.	Restoration of Haines sign at Yaralla House	L Michel and N Buckley to meet and discuss restoration of the 'East, West, Haines 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>
1.	Event calendar update	I Hooper to update and circulate calendar of events as appropriate	I Hooper	Complete	<i>16/5: Attached to agenda</i>
2.	Media & Communications	I Hooper to invite C McKay to the next Committee meeting.	I Hooper	Complete	<i>16/5: C McKay an apology tonight but will attend the next meeting</i>
1.	Poetry Night	Management Trainees to present proposal of Poetry Night at Yaralla Estate	Management Trainees	Complete	<i>16/5: Presented and endorsed by committee</i>
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	<i>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.</i>
1.	National Heritage Register	Explore whether there are any prior National Heritage Register applications for Yaralla Estate	S Read	Complete	<i>16/5: Committee agreed not to pursue 21/3: Nil evidence of prior</i>



No.	Issue	Action	Owner	Outcome	Comments
					<i>applications, L Michael to send S Read relevant information</i>
2.	Pathways Plan	Circulate the plan / layout for the restoration of the pathways to Committee members.	D Flood	Complete	<i>21/3: With G Pinkerton for feedback 17/1/2017: D Flood to circulate relevant document to G Pinkerton for advice on seat locations</i>
1.	Parking	Review parking arrangements and bollards at the Yaralla Estate.	D Flood	Complete	<i>16/5: Transferred to J Gowdy and being actioned  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.</i>