

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

Date: Tuesday 15 May 2018
Time: 06:00 – 07:00 pm
Venue: City of Canada Bay Museum
Chair: Dr Teresa Anderson AM, Chief Executive, SLHD

Present

Dr Teresa Anderson AM	Chief Executive, SLHD
Ms Sue Riley	Local Resident / Neighbour
Ms Lois Michel	City of Canada Bay Heritage Society
Ms Alice Mantel	Local Resident / Neighbour
Ms Alice Kang	Director of Marketing & Community Relations, CRGH
Mr Jon Gowdy	Director of Capital Assets, Property and Engineering, SLHD
Ms Deborah Jenkins	Redevelopment Planning and Transition Coordinator, SLHD
Ms Jessica Crause	Manager, Consumer and Community Participation, SLHD
Ms Mariana Sena Board	Management Trainee, SLHD
Mr Stuart Read	Heritage Division, NSW Office of Environment and Heritage

Apologies

Mr Norm Buckley	Local Resident / Neighbour
Dr Tim Sinclair	General Manager, CRGH
Mr Jeremy Roper-Tyler	Local Resident / Neighbour
Mr Lachlan Prentice	Local Resident / Neighbour
Professor Robert Lusby	Senior Clinician, Concord Repatriation General Hospital
Professor Roger Garsia	Senior Clinician, RPA

2. **Confirmation of Previous Minutes** 17 April 2018 were accepted as a true and accurate record of the proceedings.

3. Action List

Please refer to the action list.

4. Business Arising

5. Standing Agenda Items

5.1. Proposed Uses for Yaralla Estate

J Gowdy advised that following a local Canberra consultant had located a historic wishing well from the Flying Doctors. During its sale, the well was recognised as formerly belonging to Yaralla Estate and Dame Edith Walker. It has since been returned to Sydney Local Health District (SLHD) to be placed once more within Yaralla Estate.

ACTION: S Read, L Michel & J Gowdy to meet and discuss the location/mapping of the wishing well.

T Anderson advised that once the plans have been finalised SLHD will hold a launch for the wishing well, approximately around the Yaralla Open Day in October.

5.2. Yaralla Festival

J Crause attended the committee to provide an update on Yaralla Festival on behalf of the SLHD Communications Department. Feedback regarding the pros and cons of the 2017 was requested from the committee. D Jenkins advised that a request for tree planting had been submitted for the day, with committee members agreeing they would consider it and it could be incorporated into the activity passport. T Anderson advised that the placement of the festival near the Devonshire tea area worked well. L Michel advised that it would be ideal if the festival could be placed further within the gates of the grounds, with T Anderson and committee members approving.

T Anderson also advised that placing the stalls near the stables and rose garden was beneficial as it encouraged people to walk near the forest, creating a more intimate setting. Committee members then discussed the possibility of utilising the area around the woodbine more for the 2018 festival, for example using it as the space for Soldier On.

ACTION: Yaralla House to be opened for Yaralla Open day.

S Riley advised that the catering for the previous festival could be amended. T Anderson spoke of the success of the catering provided at the launch of the SLHD Aboriginal Strategic Plan.

ACTION: J Crause to follow up with G Long to use caterer from SLHD Aboriginal Strategic Plan launch for Yaralla Festival.

T Anderson and J Crause spoke to the success of the dog show, interactive activities and inclusion of Scouts, with the community providing positive feedback for all of them. Committee members also discussed possibility of buildings and flora tours on the state with S Read available to assist. S Riley also suggested a gold coin donation bucket for parking, which T Anderson agreed was an excellent idea.

ACTION: SLHD Comms to submit plan incorporating suggestions for Yaralla Open Day at next meeting.

6. Other Business

6.1 Events Calendar: A Kang circulated a draft events calendar for events at Yaralla Estate with the May committee papers. Suggestions included a Christmas Market, featuring craft stalls and various fresh food and produce. A Kang advised the markets would be organised in collaboration with local community groups, and a token fee would be charged for entrants for the overheads. The markets would be held separately to the December Christmas carols. Committee members also noted the very positive feedback regarding the December 2017 Carols by Candlelight.

ACTION: A Kang to confirm date for Christmas markets at next meeting and provide an update about Australia Day event plans.

A Kang also spoke of a suggest March Arts Cultural event at Yaralla, potentially to be held in the paddocks. The

event could be a poetry night. A High Tea for Mother's Day was also suggested, to complement the Bake-Off. Finally, an Ephemeral Art night was suggested, to produce a paddock of flowers. A Kang advised this would be a seating project with the community and would be carried out in accordance with guidelines for which flowers are allowed to grow.

ACTION: A Kang & S Read to discuss offline the possible mapping of the proposed events across Yaralla Estate.

6.2 Footpaths:

J Gowdy advised that he has proceeded with the revised quotes for the footpath restoration at Yaralla Estate. T Anderson advised it may be beneficial to proceed with a wooden post over a bollard, with a round model favoured over a square model. J Gowdy advised that once the plans have been finalised they will be submitted to the NSW Department of Environment & Heritage.

6.3 Shed Restoration: T Anderson advised that SLHD is looking to refurbish the small shed near the Turpentine. Once restored, the shed could be used as a crafts area under supervision, to support patients on site.

6.3 Community Garden: T Anderson advised the community garden may be reviewed as an option, if adequate considerations for amenities are provided. Committee members discussed the possibility of above-ground irrigation.

6.4 Found Records: L Michel advised that records have been uncovered at Rivendell. The records are to be reviewed by the archivist at RPA Hospital and stored appropriately.

7. Next Meetings

The next meeting will be held on 17 July 2018 at 6pm.

Action List

No.	Issue	Action	Owner	Outcome	Comments
1.	Event Mapping	Discuss the possible mapping of the proposed events across Yaralla Estate.	A Kang S Read	New	
2.	Christmas Markets at Yaralla	Confirm date for Christmas markets at next meeting and provide an update about Australia Day event plans.	A Kang	New	
3.	Yaralla Festival	<ul style="list-style-type: none"> Submit plan incorporating suggestions for Yaralla Open Day at next meeting. Follow up with G Long to use caterer from SLHD Aboriginal Strategic Plan launch for Yaralla Festival. Yaralla House to be opened for Yaralla Open day 	SLHD Comms	New	
4.	Wishing Well	Meet and discuss the location/mapping of the wishing well.	S Read L Michel J Gowdy	New	
5.	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	In Progress	15/5: M Sena Board & J Gowdy to follow up. 17/4: M Sena Board to forward J Gowdy's details to L Michel.
6.	Sunken Garden tree removal	S Read to send L Michel link to appropriate form for tree removal from Yaralla Estate.	S Read	In Progress	15/5: D Jenkins to follow up with N Buckley. Brief sitting with Chief Executive, J Gowdy to follow up.
7.	Sign writing	D Jenkins to facilitate the progression of the signwriting job at Yaralla Estate	D Jenkins N Buckley	In Progress	15/5: D Jenkins has consulted worked to complete, and in process of confirming times.

No.	Issue	Action	Owner	Outcome	Comments
8.	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	<p>15/5: R Garsia advised that Professor Miles has been on leave, to follow up shortly.</p> <p>17/4: M Sena Board to follow up.</p> <p>21/11: R Garsia advised he will be inviting Professor Miles to tour the estate and discuss options</p> <p>19/9: R Garsia an apology</p> <p>18/7: R Garsia has identified an interested person and will report back at next meeting</p> <p>16/5: R Garsia to follow up before next meeting.</p> <p>21/3: Held over</p> <p>17/1/2017: R Garsia to follow up when semester begins</p>
9.	Bench Donations	Draft a document outlining the proposal for Bench Donations at the Yaralla Estate.	C McKay	In progress	<p>15/5: T Anderson to meeting with J Gowdy, C McKay & J Gowdy to discuss.</p> <p>17/4: M Sena Board to follow up with C McKay. Seating has been designed, with residual funds needed to maintain the seats. Naming rights currently 5 years for plaque.</p> <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>

No.	Issue	Action	Owner	Outcome	Comments
					<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>
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.	T Sinclair	Complete	<p>17/4: T Sinclair advised Soldier On have no further capacity to provide additional resourcing.</p> <p>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</p> <p>19/9: A rep had been invited but has just resigned from SoldierOn. S Chan will look to find a new representative</p> <p>18/7: Meeting to be held this Friday</p> <p>16/5: S Chan meeting with Soldier On next week and will discuss</p> <p>21/3: A Allan-Georgas to organise meeting between Dr Anderson, S Chan and Solider On</p>
11.	Yaralla Estate	M Sena Board to confirm an update regarding the festival planning from Corryn McKay.	C McKay	Complete	J Crause attended May meeting to provide an update.
12.	Proposed Uses for Yaralla Estate	Formulate event calendar of previously proposed events for Yaralla Estate and present at next meeting for tabling.	A Kang	Complete	Calendar was tabled for review at meeting. See Other Business 15/5/18.

No.	Issue	Action	Owner	Outcome	Comments
13.	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	Complete	
14.	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	Complete	A Kang to attend committee moving forward.
15.	Donations to the estate	L Michel to provide information to SLHD regarding donations and instructions.	L Michel	Complete	L Michel confirm funds available to maintain estate, potentially the wishing well or board walk.
16.	Mens Shed	Contact Mens Shed to discuss hosting at Yaralla	M Sena Board	Complete	Mens Shed confirmed group requesting space is required.
17.	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	Complete	17/4: Fence has been completed. 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 for official submission to D Jenkins
18.	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	Complete	17/4: D Jenkins advised application is pending council approval. 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

No.	Issue	Action	Owner	Outcome	Comments
					17/1/2017: Awaiting response
19.	Yaralla Estate Brochure	C McKay to liaise with L Michel in the development of a Yaralla Estate Brochure	C Mckay L Michel	Complete	C Mckay to contact L Michel to progress
20.	Photo Competition	Secretariat and C McKay to develop proposal for seasonal photo competition	C McKay	Complete	Meeting yet to be convened
21.	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
22.	Thank you for donation	I Hooper to write a thank you letter to anonymous donors for their contribution to the Estate	I Hooper	Complete	
23.	SLHD Communication Strategy	Review the SLHD Communications Strategy.	C Mckay	Complete	<i>19/9: Comms plan tabled for the committee noting. More comments captured in the minutes</i> <i>18/7 C McKay to provide to the committee at the next meeting for comment</i> <i>16/5: With C McKay to discuss at the next meeting</i> <i>21/3: Invite C McKay to attend the next meeting</i>
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	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

No.	Issue	Action	Owner	Outcome	Comments
					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, 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>

No.	Issue	Action	Owner	Outcome	Comments
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 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>