

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

Date: Tuesday 20 November 2018  
Time: 06:00 – 07:00 pm  
Venue: City of Canada Bay Museum  
Chair: Dr Tim Sinclair, General Manager, Concord Hospital

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**Present**

Dr Tim Sinclair	Acting Executive Director, Operations, SLHD
Ms Sue Riley	Local Resident / Neighbour
Ms Lois Michel	City of Canada Bay Heritage Society
Mr Norm Buckley	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 Mariana Sena Board	Management Trainee, SLHD

**Apologies**

Dr Teresa Anderson AM	Chief Executive, SLHD
Ms Alice Mantel	Local Resident / Neighbour
Mr Stuart Read	Heritage Division, NSW Office of Environment and Heritage
Mr Jeremy Roper-Tyler	Local Resident / Neighbour
Ms Corryn McKay	Director, Communications, SLHD
Professor Robert Lusby	Senior Clinician, Concord Repatriation General Hospital
Mr Lachlan Prentice	Local Resident / Neighbour
Professor Roger Garsia	Senior Clinician, RPA Hospital

**2. Confirmation of Previous Minutes**

The minutes from the 15 of May 2018 were accepted as a true and accurate record of the proceedings.

**3. Action List**

Please see below updates.

**1. Event Mapping (A Kang):**

A Kang presented a potential event calendar for proposed Yaralla Estate 2019 uses. For January, an Australia Day movie night was outlined to echo the success of a similar event in 2016. The Cockroaches will play live music and the movie 'Red Dog' was endorsed by committee members.

A Kang advised that no events will be in February to maximise the lead up to the March Arts events. A launch of March Arts at Medicos café at Concord Hospital was proposed. The theme of the 2019 March Arts event was to

be History & Commemoration across World War 1, Concord Hospital, Dame Edith Estate and the National Centre to Veteran's Healthcare. T Sinclair endorsed this proposal and committee members discussed how sculptures and photos from the museum could be incorporated into the theme along with necessary input from *Soldier On*. Woodbine Cottage was suggested as an appropriate location and it was agreed that items would only be displayed for the weekend and not for any long term purpose.

No date was confirmed for the March Arts event series, with A Kang advising she will consult with L Michel and D Jenkins to ensure the event does not clash with existing event bookings.

April was advised to be a commemorative month due to Anzac Day celebrations so no further uses for Yaralla Estate were proposed. For May, a high tea at Yaralla Estate to honour Mother's Day was suggested with chamber music and poetry reading. A Kang advised approximately 12 tables would be used and an estimated date of Saturday the 11<sup>th</sup> of May 2019 was presented. T Sinclair advised all organisers are to be mindful of open and transparent communication with any potential estate booking requests going forward.

The location of the Mother's Day High Tea was discussed and the generic area near the dairy was put forward. Committee members also considered combining the high tea with the annual *Bake Off* Event.

For June and July 2019, A Kang advised tea dancers would hold a performance for Canada Bay with music, dancing, tea, cake and coffee. The local Concord tea dancer's group have recently been scouting for locations providing ample opportunity for collaboration.

A Kang concluded by outlining plans to hold Christmas Markets at Yaralla Estate on the same night at the 2019 carols. The Order of proceedings would include live music, the unveiling of the wishing well, arrival of Santa and Christmas Carols. The stalls were to include food, craft, jams, jewellery, greeting cards, essential oil and ginger bread. Committee members all agreed that brass would be the ideal material for the plaque on the wishing well.

**ACTION:** L Michael to issue photo of example brass plaque for Wishing Well to M Sena Board for forwarding to J Gowdy.

#### **4. Business Arising**

#### **5. Standing Agenda Items**

##### **5.1. Proposed Uses for Yaralla Estate**

L Michel advised that a proposal has been received to implement aviaries at Yaralla Estate by a local society. The society is well respected in the local Canada Bay community. However, committee members raised concern around available space and the bird proofing needed. The danger of foxes in the local area and the need to reinstate the heritage conservation plan was also highlighted.

It was advised that two enclosures already exist on Yaralla Estate, one for chickens and one for fowls, however, neither are currently operational.

**ACTION:** J Gowdy to consult with local society, L Michel, D Jenkins and S Williamson to discuss the logistics around the proposed aviary.

##### **5.2. Yaralla Festival**

S Riley advised that the 2019 Yaralla Festival was well received with good weather and positive feedback. Attendees have advised that each year the festival is bigger and better than the previous. Committee members noted that the updated hours for the 2019 festival worked well and helped mitigate the loss of attendees to the simultaneous event being run at Breakfast Point.

Committee members also advised of the following issues:

- More material was needed for the Yaralla Tent
- The location of the Scout group serving tea was problematic
- Lacking availability of appropriate power switches
- No information brochures for volunteers conducting the tour
- No feedback forms for comments and suggestions
- Inadequate shade

**ACTION:** M Sena Board to follow up with C McKay if graduate health management trainees (GHMTs) can be engaged to provide feedback on 2019 Yaralla Estate festival. All feedback to be tabled and fed back to next Yaralla Advisory Council meeting.

## **6. Other Business**

### **6.1 Footpaths**

J Gowdy advised that the excavation work for the Yaralla Estate footpaths is now complete and the sealing of earthworks nearing completion. The recent November wet weather did cause considerable delays.

### **6.2 Yaralla Estate Website**

Committee members also raised concern around the Yaralla Estate website. It was advised that the information on the availability of the grotto out to be addressed and the ban on drone cameras on any part of the estate.

**ACTION:** M Sena Board to liase with C McKay & T Reti to publish minutes of 2019 Yaralla advisory council minutes and changes to the terms and conditions of the Yaralla Estate event hire.

## **7. Next Meetings**

The next meeting will be held in February 2018 at 6pm.

# Action List

No.	Issue	Action	Owner	Outcome	Comments
1.	Yaralla Estate Website update	Liase with C McKay & T Reti to publish minutes of 2019 Yaralla advisory council minutes and changes to the terms and conditions of the Yaralla Estate event hire.	M Sena Board	New	
2.	Yaralla Estate feedback	Follow up with C McKay if graduate health management trainees (GHMTs) can be engaged to provide feedback on 2019 Yaralla Estate festival. All feedback to be tabled and fed back to next Yaralla Advisory Council meeting.	M Sena Board	New	
3.	Aviary	Consult with local society, L Michel, D Jenkins and S Williamson to discuss the logistics around the proposed aviary.	J Gowdy	New	
4.	Wish Well Plaque	Issue photo of example brass plaque for Wishing Well to M Sena Board for forwarding to J Gowdy.	L Michel	New	
5.	Sunken Garden tree removal	S Read to send L Michel link to appropriate form for tree removal from Yaralla Estate.	S Read	In Progress	20/11: J Gowdy & G Angus to follow up. 15/5: D Jenkins to follow up with N Buckley. Brief sitting with Chief Executive, J Gowdy to follow up.
6.	Sign writing	D Jenkins to facilitate the progression of the signwriting job at Yaralla Estate	D Jenkins N Buckley	In Progress	20/11: N Buckley to follow up. 15/5: D Jenkins has consulted worked to complete, and in process of confirming times.
7.	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	20/11: R Garsia was an apology but advised that he has been unable to contact Professor Miles, will try in early 2019 once the teacher training period has finished.

No.	Issue	Action	Owner	Outcome	Comments
					<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>
8.	Bench Donations	Draft a document outlining the proposal for Bench Donations at the Yaralla Estate.	C McKay	In progress	<p>20/11: Proposal has been drafted and follow up meeting to be scheduled once C McKay back from leave.</p> <p>15/5: T Anderson to meeting with J Gowdy, C McKay &amp; 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</p>

No.	Issue	Action	Owner	Outcome	Comments
					<p>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>
9.	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	Complete	<p>15/5: M Sena Board &amp; J Gowdy to follow up.</p> <p>17/4: M Sena Board to forward J Gowdy's details to L Michel.</p>
10.	Wishing Well	Meet and discuss the location/mapping of the wishing well.	S Read L Michel J Gowdy	Complete	
11.	Yaralla Festival	<ul style="list-style-type: none"> <li>Submit plan incorporating suggestions for Yaralla Open Day at next meeting.</li> <li>Follow up with G Long to use caterer from SLHD Aboriginal Strategic Plan launch for Yaralla Festival.</li> <li>Yaralla House to be opened for Yaralla Open day</li> </ul>	SLHD Comms	Complete	
12.	Christmas Markets at Yaralla	Confirm date for Christmas markets at next meeting and provide an update about Australia Day event plans.	A Kang	Complete	See December minutes.
13.	Event Mapping	Discuss the possible mapping of the proposed events across Yaralla Estate.	A Kang S Read	Complete	See December minutes.
14.	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	17/4: T Sinclair advised <i>Soldier On</i> have no further capacity to provide

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					<p>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>
15.	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.
16.	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.
17.	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	
18.	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.
19.	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.
20.	Mens Shed	Contact Mens Shed to discuss hosting at Yaralla	M Sena Board	Complete	Mens Shed confirmed group requesting space is required.
21.	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	<p>17/4: Fence has been completed.</p> <p>21/11: D Jenkins advised</p>

No.	Issue	Action	Owner	Outcome	Comments
					<p>this work was to be undertaken shortly and action could be closed by the next meeting</p> <p>19/9: L Prentice to forward details to I Hooper</p> <p>18/7: I Hooper to follow up with L Prentice</p> <p>16/5: L Prentice an apology but D Flood requested L Prentice send the request for official submission to D Jenkins</p>
22.	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	<p>17/4: D Jenkins advised application is pending council approval.</p> <p>21/11: I Hooper has followed up numerous times, will try again.</p> <p>19/9: I Hooper has followed up but awaiting reply</p> <p>18/7: Letter received back to say Council looking at the site</p> <p>16/5: Response received and meeting time TBC</p> <p>17/1/2017: Awaiting response</p>
23.	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
24.	Photo Competition	Secretariat and C McKay to develop proposal for seasonal photo competition	C McKay	Complete	Meeting yet to be convened
25.	Comms strategy	Committee members to review new communications strategy and provide feedback at next committee meeting.	All	Complete	<p>Endorsed by committee members</p> <p>Nil additional comments from the committee</p>
26.	Thank you for donation	I Hooper to write a thank you letter to anonymous donors for their contribution to the Estate	I Hooper	Complete	
27.	SLHD Communication Strategy	Review the SLHD Communications Strategy.	C McKay	Complete	<i>19/9: Comms plan tabled for the committee noting. More comments captured</i>



No.	Issue	Action	Owner	Outcome	Comments
					<p><i>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 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	L Michel and N Buckley to meet and discuss restoration of the 'East, West, Haines Best' sign at Yaralla House and send Dr Anderson	L Michel	Closed	

No.	Issue	Action	Owner	Outcome	Comments
	sign at Yaralla House	quotes.	N Buckley		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	16/5 Recommendations from the committee incorporated and signed off by CE for actioning
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

No.	Issue	Action	Owner	Outcome	Comments
					<i>information</i>
2.	Pathways Plan	Circulate the plan / layout for the restoration of the pathways to Committee members.	D Flood	Complete	<p>21/3: With G Pinkerton for feedback</p> <p>17/1/2017: D Flood to circulate relevant document to G Pinkerton for advice on seat locations</p>
1.	Parking	Review parking arrangements and bollards at the Yaralla Estate.	D Flood	Complete	<p>16/5: Transferred to J Gowdy and being actioned</p> <p>21/3: I Hooper to follow up with D Flood</p> <p>17/1/2017: D Flood to explore temporary signage arrangements</p> <p>Update: 20/10/2016 Gone to tender.</p>