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

Date: Tuesday 21 May 2019
Time: 6:00 – 7:00pm
Venue: City of Canada Bay Museum, Concord
Chair: Dr Teresa Anderson AM, Chief Executive, SLHD

- 1. Present and Apologies**
- 2. Confirmation of Previous Minutes**
- 3. Action List**
- 4. Business Arising**
- 5. Standing Agenda Items**
 - 5.1 Proposed Uses for Yaralla Estate
 - 5.2 Yaralla Festival
 - 5.3 Yaralla Estate Footpaths
- 6. Other Business**
 - 6.1 NSW Wires Service to utilise existing aviaries and cages on the Yaralla Estate
- 7. Next Meeting**

6.00 – 7.00pm Tuesday, 18 June 2019

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

Date: Tuesday 19 February 2019

Time: 06:00 – 07:00 pm

Venue: City of Canada Bay Museum

Chair: Mr Jon Gowdy, Director of Capital Assets, Property and Engineering, SLHD

Present

Dr Teresa Anderson AM	Chief Executive, SLHD
Ms Sue Riley	Local Resident / Neighbour
Ms Lois Michel	City of Canada Bay Heritage Society
Mr Norm Buckley	Local Resident / Neighbour
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
Professor Robert Lusby	Senior Clinician, Concord Repatriation General Hospital
Ms Louise Treloar	Management Trainee, SLHD

Apologies

Dr Tim Sinclair	Acting Executive Director, Operations, SLHD
Ms Deborah Jenkins	Redevelopment Planning and Transition Coordinator, SLHD
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 Roger Garsia	Senior Clinician, RPA Hospital
Mr Lachlan Prentice	Local Resident / Neighbour

2. Confirmation of Previous Minutes

The minutes from 20 November 2018 were accepted as a true and accurate record of the proceedings.

3. Action List

Please see below updates.

4. Business Arising

A Kang advised that there is possibility to include some art exhibitions at Yaralla Estate in conjunction with March Arts. Further discussions occurred for the 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. This still requires involvement from Soldier On.

A Kang advised that the Mother's Day High Tea is booked to occur on 7 May 2019. The venue will be considered with D Jenkins. A priority is to get the invites circulated as this event will only be available for a limited number with volunteers required. Weather considerations need to be looked into – J Gowdy advised that SLHD owns a marquee that can be used. T Anderson advised that a poetry reading and music would be great for the event.

Action: A Kang, D Jenkins and L Michel to further develop the Mother's Day High Tea and promote at the Concord Fair.

5. Business Arising

5.1. Proposed Uses for Yaralla Estate

- 1) Soldier On art exhibition
- 2) Mother's Day High Tea
- 3) Christmas markets to combine with Yaralla carols
- 4) Australia Day movie night

5.2. Yaralla Festival

It was raised to consider the location of the Yaralla festival within the grounds and different options for this year's event. Potential is to have the festival location past the stables so people can enjoy the rose garden and more spaces within the Yaralla Estate.

The date will be locked in once negotiations occur on the date of the Breakfast Point event.

Action: A Kang to raise location options and date with C McKay.

The ability to fly kites at the festival was raised as a nice entertainment option for families. It was also raised the activity of 'rock swaps' for children to encourage exploring the Estate.

Action: J Gowdy to speak to the helipad consultant to see if kite flying will interfere with helicopters accessing the helipad.

6. Standing Agenda Items

6.1. Submission for Aviaries at Yaralla Estate (L Michel)

Discussed within the Action List.

6.2. Yaralla Estate Footpaths (J Gowdy)

J Gowdy advised that the footpaths have been completed. All agreed that that a fantastic job was done and the trees are now safe from damage. Signage is required for disabled parking at the end of the main pathway and clear information that this space is to be used as a turning circle only.

Action: J Gowdy to mock up with signage for approval by the committee at the next meeting.

It was discussed that the next stage of the project should be for a waterfront walking path. There is also an option to make the paths part of a network and link with the Kokoda path. This is to be kept as a standing agenda item for future discussions.

6.3. Estate Open Days 2019 – Proposed dates

- Yaralla – 28 April
- Rivendell – 28 July
- Yaralla – 27 October

All agreed on these open day dates and L Michel advised that at this stage, no further assistance is required.

6.4. Pan piper missing from top of fountain

L Michel raised that the pan piper sculpture is missing from the top of the fountain. An image of this will be circulated with the minutes. J Gowdy will search within the basement for the sculpture.

6.5. Sponsorship of trees and seating

T Anderson raised the possibility of the public to sponsor trees and seats within the Yaralla Estate as memorials for loved ones. The funds raised would assist in the up keep of the gardens and facilities. All agreed that this is a great idea. S Read would be required to advise on the correct trees to plant in the area – as succession planning is needed for the trees. There is also the possibility to sponsor existing trees or rose bushes.

Action: S Read to develop a proposal for the next council meeting.

The ability to place further seats around Yaralla Estate was raised and plaques to be placed on the donated seats.

Action: J Gowdy to bring in the catalogue of outdoor seating for the council to consider.

Action: N Buckley to visit Breakfast Point and take photos of their donated seats.

Action: L Treloar and A Kang to work on a proposal for the donation of seats in Yaralla Estate.

6.6. Community Garden

T Anderson raised the Community Garden as something to further consider, looking at above ground options. There are examples of above ground Community Gardens at Kirribilli and Sydney Park. A Kang raised that there are also veggie pots on the Kokoda memorial track. Good contacts to work on the Community Garden or advice would be from the flower show at Rivendale.

Action: J Gowdy and T Anderson to visit the Sydney Park Community Garden to consider if appropriate for Yaralla Estate.

7. Next Meetings

The next meeting will be held on Tuesday, 16 April 2019 from 6.00 – 7.00pm.

Action List

No.	Issue	Action	Owner	Outcome	Comments
1.	Update of Members	L Treloar to review the current membership and update. Write to L Prentice to see if still interested member of the committee. Develop EOI for further committee members.	L Treloar	New	
2.	Mother's Day High Tea	A Kang, D Jenkins and L Michel to further develop the Mother's Day High Tea and promote at the Concord Fair.	A Kang	New	
3.	Yaralla Festival date and location	A Kang to raise location options and date with C McKay.	A Kang	New	
4.	Kite flying at Yaralla Festival	J Gowdy to speak to the helipad consultant to see if kite flying will interfere with helicopters accessing the helipad.	J Gowdy	New	
5.	Parking signage	J Gowdy to mock up with signage for approval by the committee at the next meeting.	J Gowdy	New	
6.	Sponsorship of trees	S Read to develop a proposal for the next council meeting.	S Read	New	
7.	Sponsorship of seating	J Gowdy to bring in the catalogue of outdoor seating for the council to consider. N Buckley to visit Breakfast Point and take photos of their donated seats. L Treloar and A Kang to work on a proposal for the donation of seats in Yaralla Estate.	J Gowdy N Buckley A Kang & L Treloar	New	
8.	Community Garden	J Gowdy and T Anderson to visit the Sydney Park Community Garden to consider if appropriate for Yaralla Estate.	J Gowdy	New	
9.	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	In progress	19/2: D Jenkins will assist L Treloar in reviewing the minutes before final approval from T Anderson.

No.	Issue	Action	Owner	Outcome	Comments
10.	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	In progress	19/2: L Treloar to consolidate the feedback
11.	Aviary	Consult with local society, L Michel, D Jenkins and S Williamson to discuss the logistics around the proposed aviary.	J Gowdy	In progress	19/2: Meeting occurred with WIRES. A brief will be developed for T Anderon as this requires some investment. Consultation has also occurred with 'friends of Callan Park.'
12.	Wishing Well Plaque	Issue photo of example brass plaque for Wishing Well to M Sena Board for forwarding to J Gowdy.	L Michel	In progress	19/2: All were agreeable to the design presented by L Michael. The wording is to be confirmed.
13.	Sunken Garden tree removal	S Read to send L Michel link to appropriate form for tree removal from Yaralla Estate.	S Read	In Progress	19/2: The form is complete - a quote is now required. D Jenkins to follow up on this. 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.
14.	Sign writing	D Jenkins to facilitate the progression of the signwriting job at Yaralla Estate	D Jenkins N Buckley	In Progress	19.2: The sign writer has been in touch with D Jenkins – to follow up once back from leave. 20/11: N Buckley to follow up. 15/5: D Jenkins has consulted worked to complete, and in process of confirming times.
15.	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	19/2: L Treloar to follow up with R Garsia if any further contact has occurred with Prof Miles. 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

No.	Issue	Action	Owner	Outcome	Comments
					<p>training period has finished.</p> <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>
16.	Bench Donations	Draft a document outlining the proposal for Bench Donations at the Yaralla Estate.	C McKay	Complete	<p>19/2: The benches have been installed – minimal cost as were donated.</p> <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 & 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>

No.	Issue	Action	Owner	Outcome	Comments
					<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>
17.	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 & J Gowdy to follow up.</p> <p>17/4: M Sena Board to forward J Gowdy's details to L Michel.</p>
18.	Wishing Well	Meet and discuss the location/mapping of the wishing well.	S Read L Michel J Gowdy	Complete	
19.	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	Complete	
20.	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.
21.	Event Mapping	Discuss the possible mapping of the proposed events across Yaralla Estate.	A Kang S Read	Complete	See December minutes.

No.	Issue	Action	Owner	Outcome	Comments
22.	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 Soldier On have no further capacity to provide additional resourcing. 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 organise meeting between Dr Anderson, S Chan and Solider On
23.	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.
24.	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.
25.	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	
26.	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.
27.	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.
28.	Mens Shed	Contact Mens Shed to discuss hosting at Yaralla	M Sena Board	Complete	Mens Shed confirmed group requesting space is

No.	Issue	Action	Owner	Outcome	Comments
					required.
29.	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
30.	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 17/1/2017: Awaiting response
31.	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
32.	Photo Competition	Secretariat and C McKay to develop proposal for seasonal photo competition	C McKay	Complete	Meeting yet to be convened
33.	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
34.	Thank you for donation	I Hooper to write a thank you letter to anonymous donors for their	I Hooper	Complete	

No.	Issue	Action	Owner	Outcome	Comments
		contribution to the Estate			
35.	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</p>

No.	Issue	Action	Owner	Outcome	Comments
					invited to the next meeting
5.	Restoration of Hames 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>
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</i>

No.	Issue	Action	Owner	Outcome	Comments
					<i>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>