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

Date: Tuesday 19 November 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**
- 7. Next Meeting**

New 2020 meeting schedule

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

Date: Tuesday 17 September 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

Ms Lois Michel	City of Canada Bay Heritage Society
Ms Alice Mantel	Local Resident / Neighbour
Professor Roger Garsia	Senior Clinician, RPA Hospital
Mr Jon Gowdy	Director of Capital Assets, Property and Engineering, SLHD
Mr Norm Buckley	Local Resident / Neighbour
Ms Sue Riley	Local Resident / Neighbour
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 Corryn McKay	Director Strategic Relations and Communication, SLHD
Mr Jeremy Roper-Tyler	Local Resident / Neighbour
Ms Alice Kang	Director of Marketing & Community Relations, CRGH
Mr Jeremy Roper-Tyler	Local Resident / Neighbour
Dr Teresa Anderson AM	Chief Executive, SLHD
Ms Peta Macfarlane	Marketing & Community Participation Co-ordinator
Ms Deborah Jenkins	Redevelopment Planning and Transition Coordinator, SLHD
Mr Stuart Read	Heritage Division, NSW Office of Environment and Heritage

1. Confirmation of Previous Minutes

The minutes from 16 July 2019 were accepted as a true and accurate record of the proceedings.

2. Action List

Please see below updates.

3. Business Arising

4. Business Arising

5. Standing Agenda Items

5.1. Proposed Uses for Yaralla Estate

Nil further discussion

5.2. Yaralla Festival

It was discussed that it was a pity that the Festival was cancelled due to the weather; though the safety of visitors is of the most importance. The date will be similar for 2020. L Michel raised that proposals on location and ideas for the festival should all come to the committee for endorsement.

5.3 Yaralla Estate Pathways

Consideration to apply for a grant for next year was discussed.

6. Other Business

6.1. Walking Tour Map

The proposal for a walking tour brochure was raised. L Michel advised that they have a good aerial shot of Yaralla Estate, though a drone image might be a good idea. It was discussed for a natural and historical walking tour to be mapped out.

Action: Copy of the RPA walking tour brochure to be circulated to generate ideas

6.1. Foxes in the Urban Environment

J Gowdy advised that he had received a reports from council advising of a study in foxes in the urban environment. A contractor has been engaged to consult on a methodology for the control of the foxes. Feedback will be provided on how this will progress.

7. Next Meetings

The next meeting will be held on Tuesday, 19 November 2019 from 6.00 – 7.00pm.

Action List

No.	Issue	Action	Owner	Outcome	Comments
1.	Walking tour brochure	Copy of the RPA walking tour brochure to be circulated to generate ideas	L Treloar	New	
2.	Great Bake Off and High Tea event	D Jenkins to work with the Great Bake Off for 2020 to link in with the High Tea event.	D Jenkins	In progress	17/9: In progress
3.	Promotion of Yaralla Estate	L Treloar and C McKay to develop a poster promoting the Estate for the library and pamphlets advising of practical and interesting information for guests.	L Treloar C McKay	In progress	17/9: In progress 16/7: In progress
4.	Calendar of events	L Treloar, D Jenkins, P Macfarlane and C McKay to develop a calendar of all events that occur within the Estate.	L Treloar D Jenkins P Macfarlane C McKay	In progress	17/9: Will be provided to the committee for approval 16/7: Few amendments to be made to event dates and inclusions
5.	Missing plaques	D Jenkins to follow up on the missing plaques at Rivendell	D Jenkins	In progress	17/9: Continue to search 16/7: Search continues
6.	Installation of footpaths	J Gowdy and D Jenkins to begin consideration for the installation of footpaths	J Gowdy D Jenkins	In progress	17/9: Conversations in progress with T Anderson. May be possible as part of a grant. 16/7: Discussion to occur with T Anderson regarding budget
7.	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	In progress	17/9: Proposed to have a sign available for open day on 27 October. 16/7: In progress 21/5: The EOI was approved by the committee. L Treloar to work with C McKay to place the EOI in local paper.
8.	Parking signage	J Gowdy to mock up with signage for approval by the committee at the next meeting.	J Gowdy	In progress	17/9: Complete, just requires sign off

No.	Issue	Action	Owner	Outcome	Comments
					16/7: SRC team and J Gowdy to work together on signage 21/5: Committee agreed on the signage for install
9.	Sponsorship of trees	S Read to develop a proposal for the next council meeting.	S Read	In progress	17/9: Progressing 16/7: Letter sent to S Read. Also good to consider the sponsoring of a sick/rare tree. 21/5: The paper prepared by S Read was circulated and endorsed by the committee. L Treloar to formally write a letter to S Reid that the proposal has been accepted and to begin the implementation plan.
10.	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	In progress	17/9: L Treloar to liaise with A Kang 16/7: In progress 21/5: Catalogue circulated and decision on timber seats made with the importance of arms on benches. N Buckley circulated example of plaque. L Treloar to work with S Read on possible locations for the benches.
11.	Community Garden	J Gowdy and T Anderson to visit the Sydney Park Community Garden to consider if appropriate for Yaralla Estate.	J Gowdy	In progress	17/9: J Gowdy to pull out plans and progress 16/7: Designer of the Kokoda Track Community Garden to be contacted. 21/5: Pictures of the community gardens to be provided for the next meeting. Agreed to progress with the above ground gardens and further investigate.
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	17/9: J Gowdy's team to develop the plaque 16/7: In progress 21/5: D Jenkins to follow up on this.

No.	Issue	Action	Owner	Outcome	Comments
					19/2: All were agreeable to the design presented by L Michael. The wording is to be confirmed.
13.	Sign writing	D Jenkins to facilitate the progression of the signwriting job at Yaralla Estate	D Jenkins N Buckley	In Progress	17/9: J Gowdy to follow up 16/7: D Jenkins to progress with in house sign writer 21/5: J Gowdy and D Jenkins to progress this. 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.
1.	Sunken Garden tree removal	S Read to send L Michel link to appropriate form for tree removal from Yaralla Estate.	S Read	Closed	17/9: Approved 16/7: Brief to be re circulated to the committee 21/5: S Read to follow up on this. 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.
2.	Aviary	Consult with local society, L Michel, D Jenkins and S Williamson to discuss the logistics around the proposed aviary.	J Gowdy	Closed	17/9: Closed 16/7: Discussed may be a better approach to have flyers on where to 'spot' natural bird life. Many concerns raised with the aviary. 21/5: Brief to be sent to J Gowdy. 19/2: Meeting occurred with

No.	Issue	Action	Owner	Outcome	Comments
					WIRES. A brief will be developed for T Anderson as this requires some investment. Consultation has also occurred with 'friends of Callan Park.'
3.	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	Closed	16/7: C McKay ran through the feedback. Letter box drop continues to work well and asking stall holders to have credit card capabilities to occur. 21/5: Feedback consolidated and sent to the Strategic Relations and Communication team. Important to have short surveys occur at the event. N Buckley and A Mantel to consider what information to be provided in the Yaralla Estate Advisory Group tent at the festival. 19/2: L Treloar to consolidate the feedback
4.	Yaralla Estate Website update	Liaise 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	Complete	16/7: Minutes now being regularly loaded onto the website. 21/5: L Treloar to publish February minutes as now endorsed. 19/2: D Jenkins will assist L Treloar in reviewing the minutes before final approval from T Anderson.
5.	Yaralla Festival date and location	A Kang to raise location options and date with C McKay.	A Kang	Complete	16/7: Date confirmed for 8 September. 21/5: Date is generally second weekend of September. L Treloar to liaise with C McKay to look at layout possibilities and confirm the date.

No.	Issue	Action	Owner	Outcome	Comments
6.	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	Complete	16/7: Not advised 21/5: L Treloar to follow up with J Gowdy.
7.	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	Complete	21/5: P Macfarlane reported that the High Tea was a great success. Consider further assistance from staff and management trainees in the future. P Macfarlane to draft letters to all those involved to thank them for their work on the event.
8.	Bench Donations	Draft a document outlining the proposal for Bench Donations at the Yaralla Estate.	C McKay	Complete	19/2: The benches have been installed – minimal cost as were donated. 20/11: Proposal has been drafted and follow up meeting to be scheduled once C McKay back from leave. 15/5: T Anderson to meeting with J Gowdy, C McKay & J Gowdy to discuss. 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. 21/11: C McKay an apology 19/9: C McKay to move forward with pricing 18/7: S Reed to review seating points 16/5: With C McKay to discuss at the next meeting G Pinkerton to provide suggested seating points to

No.	Issue	Action	Owner	Outcome	Comments
					<p>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.	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	Closed	<p>21/5: R Garsia advised that there is no longer a need for an archiologist as the garden will now be above ground.</p> <p>19/2: L Treloar to follow up with R Garsia if any further contact has occurred with Prof Miles.</p> <p>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.</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>

No.	Issue	Action	Owner	Outcome	Comments
					21/3: Held over 17/1/2017: R Garsia to follow up when semester begins
10.	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	15/5: M Sena Board & J Gowdy to follow up. 17/4: M Sena Board to forward J Gowdy's details to L Michel.
11.	Wishing Well	Meet and discuss the location/mapping of the wishing well.	S Read L Michel J Gowdy	Complete	
12.	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	
13.	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.
14.	Event Mapping	Discuss the possible mapping of the proposed events across Yaralla Estate.	A Kang S Read	Complete	See December minutes.
15.	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

No.	Issue	Action	Owner	Outcome	Comments
					will discuss 21/3: A Allan-Georgas to organise meeting between Dr Anderson, S Chan and Solider On
16.	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.
17.	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.
18.	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	
19.	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.
20.	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.
21.	Mens Shed	Contact Mens Shed to discuss hosting at Yaralla	M Sena Board	Complete	Mens Shed confirmed group requesting space is required.
22.	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
23.	Meeting with Local	Arrange a meeting with the City of Canada Bay Council to seek their	I Hooper	Complete	17/4: D Jenkins advised

No.	Issue	Action	Owner	Outcome	Comments
	Council	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).			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
24.	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
25.	Photo Competition	Secretariat and C McKay to develop proposal for seasonal photo competition	C McKay	Complete	Meeting yet to be convened
26.	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
27.	Thank you for donation	I Hooper to write a thank you letter to anonymous donors for their contribution to the Estate	I Hooper	Complete	
28.	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</i>

No.	Issue	Action	Owner	Outcome	Comments
					<i>attend the next meeting</i>
29.	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
30.	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
31.	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.
32.	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
33.	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
34.	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
35.	Canada Bay by	Management Trainees to update event brief for 'Canada Bay by	Management	Complete	<i>16/5 Recommendations</i>

No.	Issue	Action	Owner	Outcome	Comments
	Candlelight	Candlelight' and circulate to Committee members	Trainees		<i>from the committee incorporated and signed off by CE for actioning</i>
36.	Event calendar update	I Hooper to update and circulate calendar of events as appropriate	I Hooper	Complete	16/5: Attached to agenda
37.	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
38.	Poetry Night	Management Trainees to present proposal of Poetry Night at Yaralla Estate	Management Trainees	Complete	16/5: Presented and endorsed by committee
39.	New Committee member	Dr Anderson to formally invite new Committee member on board	Dr Anderson	Complete	
40.	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.
41.	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
42.	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
43.	Parking	Review parking arrangements and bollards at the Yaralla Estate.	D Flood	Complete	16/5: Transferred to J Gowdy and being actioned

No.	Issue	Action	Owner	Outcome	Comments
					<p><i>21/3: I Hooper to follow up with D Flood</i></p> <p><i>17/1/2017: D Flood to explore temporary signage arrangements</i></p> <p><i>Update: 20/10/2016</i> <i>Gone to tender.</i></p>