

Quarantine Station Community Consultative Committee (QSCCC)

Meeting: 77

Held on: 10th August 2022 – 8.30am to 10:00am

At: Quarantine Station, North Head

Chaired by: Sandy Hoy, Parkland Planners

Attended

1. Sandy Hoy (SH), Chairperson
2. Adele Heasman (AH), Member
3. Candy Bingham (CB), Member
4. Douglas Sewell (DS), Member
5. Chad Weston (CW), NPWS
6. Glenn Piper (GP), North Head Sydney
7. Steve Carrodus (SC), Q Station
8. Rose Porter (RP), NPWS – note taker

Apologies

1. Virginia Macleod (VM), Member
2. Jennifer Wilson (JW), Member
3. Cathy Griffin (CG), Member
4. Alan Brawn (AB), North Head Sydney

This meeting

No.	Issue	Action	Responsible
1 Business and Governance			
1.1	Welcome	SH welcomed all attendees to the 77th QSCCC meeting.	SH
1.2	Acknowledgement of Country	I acknowledge the traditional custodians of the land on which we meet today and pay my respects to elders' past, present and emerging.	CW
1.3	Attendance and Apologies Introductions	Apologies from Virginia Macleod, Jenny Wilson, Cathy Griffin, and Alan Brawn Welcome to Rose Porter, the recently employed Environmental Liaison Officer (ELO) for NPWS. Rose has come across from the NSW Biodiversity Conservation Trust and previously worked at a heritage site for a community not-for-profit organisation. SH noted that she had met with RP to brief her on the ELO role in relation to the QSCCC.	SH
1.4	Confirmation of Agenda	Agenda was confirmed.	SH

No.	Issue	Action	Responsible
1.5	Declarations of Pecuniary or Other Interest	Nil	All
2 Standing Items			
2.1	Confirmation of Previous Minutes	Previous minutes were adopted.	SH
2.2	Review of Action Items from Previous Minutes	Sale of leasehold GP: settlement of the leasehold occurred on 11 May 2022.	GP
		Update on funicular stairs SC: QS have obtained a quote for steel on wood capping for the stairs. GP: Confirmed they will proceed with quote. DS: Raised further design considerations. The capping needs to be taken to the full width of the stairs. SC: Will ensure that full width is considered. CW: Stairs need to meet Australian standards. SC: Provided further detail and an image of the stair design. QS to provide proposed design to NPWS.	SC/GP/DS /CW
		Advertise QSCCC positions (due for renewal early 2023) NPWS to organise for October advertisement. NPWS will begin preparations, including preparation of a project brief that will outline the process.	CW/RP/SH
		Distribute Bandicoot survey report via SH SH: Bandicoot survey has been distributed. CB noted that bandicoot numbers appear healthy.	SH
		Pampas grass NPWS has an on-going program to control Pampas grass.	NPWS
		Distribute Movable Heritage and Resources Plan 2021 via SH SC: The Movable Heritage and Resources Plan 2021 will be issued when ready. QS has established a new role and employed Helen Drew in the position of Interpretation Officer. Helen and Elizabeth Broomhead will work closely together on the Moveable Heritage Plan.	GP/SC
		Distribute notes from QSCCC and NHS workshop Notes from the QSCCC and NHS Q Station ideas workshop in early May have been distributed.	GP

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		<p>GP: This work is progressing, and hopes to have a proposal to present at the next QSCCC meeting, or a special meeting of QSCCC members may potentially be called.</p>	
		<p>Transport update</p> <p>DS: Are there any updates on buses or ferries?</p> <p>The vision will need to be finalised first. An immediate solution will be to get the Manly Eco Hopper back for summer.</p> <p>Other shuttle bus services between Q Station and Manly include:</p> <ul style="list-style-type: none"> - 4.30pm shuttle service for staff and visitors. - Service from Manly Wharf included in the Boilerhouse dinner package. - A plan to return a mid-afternoon and evening schedule service from September. <p>SC: Tie in a visitor bus schedule.</p> <p>CB: Suggested telling Manly Visitors Centre about shuttle bus services.</p> <p>AH: Also link with the Manly Business Chamber.</p> <p>CW: There is an opportunity to promote regular bus services on the NPWS website if QS provide that information.</p> <p>CB: Discussions with NRMA indicate they will look to bring back the Manly-Barangaroo route stopping at Q Station if usage increases dramatically.</p>	<p>QS</p>
		<p>Distribute Memorial Policy</p> <p>The memorial policy has been shared.</p>	<p>CW/SH</p>
		<p>Distribute P11 stairs sign design to QSCCC</p> <p>SC: The interpretive signage for the P11 stairs has been installed. The sign includes a photo of the old stairs which is used for education. The stairs have been removed.</p> <p>DS: Queried if a heritage statement is planned for the old derelict stairs. Noting that it's a grand staircase which added character. He would love to see the staircase reinstated and had suggestions for its reconstruction. A landing for the stairs could have been built to break up the maximum permitted 18 rises of stairs.</p> <p>SC: There has been some discussion about rebuilding the staircase but it is not a priority.</p> <p>The Conservation Management Plan will provide advice about the heritage significance.</p> <p>SC: QS have reviewed the heritage significance. The stairs were a later addition to the building to access the bathrooms underneath.</p> <p>GP: Wants to upgrade the bathroom under the stairs. Will include the stairs in heritage considerations. They could look to include the stairs with another heritage statement.</p>	<p>SC</p>

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		<p>Blue Plaques NSW program</p> <p>SC: Is there interest to proceed with the 'Blue Plaques NSW program' to memorialise buildings?</p> <p>AH: This is part of a wider NSW program. There will be another opportunity to apply.</p> <p>SH: Based on previous discussions the QSCCC wasn't recommending proceeding with this program.</p> <p>CW: The Blue Plaque concept had to be reviewed against the NPWS Interpretation Management Plan and the Memorial Policy. It is an onerous process, and does a Blue Plaque add value to the site?</p> <p>GP: The Conservation Management Plan would have to be updated.</p> <p>CB: A Blue Plaque is not relevant to the site.</p> <p>CW: NPWS are also not proposing the program. However, QS are welcome to develop a proposal for a Blue Plaque for NPWS to consider.</p>	SC
		<p>Submit 18.09.22 Open Day event application form to CW</p> <p>GP: The Open Day on 5 June went well. It was great to see children and families there such as the animal display. Activities for children are needed. DS asked if other places than the Wharf Precinct were open on Open Day? SH noted the paper art display in the G&T building was open, and the moveable heritage collection was open.</p> <p>GP: Want to bring back the importance of Open Days. We have employed a new marketing manager who starts next week, and hope to encourage more interest in future Open Days.</p> <p>QS would like to shift the date of the next Open Day from Sunday 18 September to Sunday 25 September.</p> <p>Based on the theme 'Portraying Quarantine', Helen Drew is developing an activity schedule including 2-3 authors, 4-5 artists, and stalls. There will also be self-guided tours of QS, including the hospital precinct.</p> <p>A feedback survey was conducted for the last Open Day and an assumption of numbers was made. NPWS would be interested to know those numbers. SC will provide to NPWS.</p> <p>SC: The application will be submitted to NPWS. Noted that the application for September Open Day would be made faster than for June.</p>	NHS
		<p>Send reports to SH to distribute:</p> <p>SH: Reports distributed:</p> <ul style="list-style-type: none"> - Draft QSCCC NPWS report - Manly Little Penguin Monitoring final report - Independent Audit report 	SH

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		<p>Little Penguin report</p> <p>QSCCC members: concerns and questions for penguin welfare now that seals are moving in.</p> <p>CW: The Manly penguin population is part of a wider population and it is under pressure here. The population has not recovered since the 2015 fox attack, after which NPWS slept out overnight. However, we’re only monitoring the known and accessible locations. There is potential that they are inhabiting other sites around the harbour. There might be better locations for them. We will continue to undertake the monitoring program.</p> <p>DS asked if the Boilerhouse cliffs were used by penguins? CW replied not currently.</p> <p>SC noted the Boilerhouse area was very quiet during the COVID period.</p> <p>CB asked if drones could be used for monitoring. CW replied that drones could potentially be used.</p> <p>DW: Is Cannae Point a site used by penguins? Penguins don’t always need privacy or seclusion.</p> <p>Is there anything QS can do to mitigate issues with penguins? CW: QS operations are not causing any impact on penguins that we know of.</p>	NPWS
		<p>Independent Audit report from WolfPeak</p> <p>GP: There are items to be addressed. We are working with NPWS to improve on that audit.</p> <p>DS: Has DPE provided comment on the audit report?</p> <p>CW: DPE has acknowledged receipt of the final audit report but no comments have been received yet. There are several big pieces of work including reviewing and updating the Side Wide Plans. We now have project plan and framework to complete this work to prepare more easy-to-use and practical plans. We are in the process of scheduling other projects.</p> <p>SH: Do you have a timeframe?</p> <p>CW: Roughly April 2023, but this is a big project with lots of variables.</p> <p>GP: Is this the right forum to share project updates resulting from the Comprehensive Audit? GP also wants to identify a list of compliance items in the Site Wide Plans that are no longer relevant for discussion at the next meeting.</p>	NHS, NPWS
2.3	Correspondence In/Out	Nil	
2.4	Other Admin. Matters	Nil	

No.	Issue	Action	Responsible
3 Additional Agenda Items			
3.1	Progress with and plans for management of moveable heritage following on from Elizabeth Broomhead report and presentation	<p>Community Heritage Grant outcome</p> <p>SH on behalf of VM: Why was Mawland’s application for a Community Heritage Grant refused? Could a community groups such as Friends of Quarantine Station apply? Community Heritage Grants are usually given for significant collections. The QS collection would have national significance.</p> <p>GP: The application didn’t meet all the criteria to be considered for the grant. It didn’t reference moveable heritage, and it was mainly focused around the shower block. If the grant application was focused differently the application may have been successful.</p> <p>Request for Elizabeth Broomhead to provide feedback about the grant.</p> <p>Moveable heritage collection</p> <p>GP: Have started discussions with a librarian to move this collection online via e-hive and curate it from there. Our vision is to make this collection more accessible.</p> <p>SC: Elizabeth Broomhead and Helen Drew have proposed 15 recommendations in 5 project plans for the moveable heritage program:</p> <ol style="list-style-type: none"> 1. ‘Curious Collection” loaded into eHive in 2021. 2. QS Volunteers Project Plan to support volunteers. Elizabeth Broomhead has a requirement for 10 hours a week. <p>CW: there is an opportunity to tie in with the NPWS volunteer program on their website.</p> <p>CB: Northern Beaches Council also has a volunteer program.</p> <ol style="list-style-type: none"> 3. Draft QS Collection Plan regarding the contents of P14. 4. Draft QS photographs, film and oral history with the intention of putting everything in one place. 5. Draft QS Collections Panel Plan. <p>There are 2,500 pieces in the collection to be registered with photographs.</p>	
4 Presentations			
4.1	None		

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5 Reports			
5.1	NPWS Report	<p>Long-nosed Bandicoots</p> <p>2021 Long-nosed Bandicoot survey has been distributed. QSCCC had no further questions</p>	CW
		<p>Little Penguins</p> <p>Refer to Section 2.2, page 5</p>	
		<p>Pest Management</p> <p>QSCCC had no further questions</p>	
		<p>North Head Scenic Area Upgrade Works</p> <ul style="list-style-type: none"> North Head Scenic Drive to open on Monday 15 August 2022. Fairfax Lookout is expected to reopen by December 2022. Parking systems will include machines and 'Park and Pay APP' for now. <p>SC: this could create a problem for the QS car park with people avoiding the parking fee. QS to monitor the QS carpark when North Head carparks reopen.</p>	
		<p>Fairfax Walking Track Fence Replacement</p> <p>It is expected the new stainless-steel fence will be installed by early December 2022.</p>	
		<p>Aboriginal Community Engagement Day</p> <p>CW: This was an informal event at QS with an opportunity to get together with food, stalls, and planting of threatened species <i>Acacia terminalis</i> (Sunshine Wattle). The event was very well received.</p>	
5.2	North Head Sydney (Q Station) Report	<p>Operations</p> <p>GP: business is smooth, but slower over the winter period in July-August. Bookings for conferences and weddings are returning, including corporate end of year events in December. Bookings September-November are strong.</p>	GP/SC
		<p>Events and activities</p> <p>The new food and beverage offering Happy Hour on Sundays 2 to 5 pm at the Boilerhouse has been successful on sunny days. Another new initiative is a Manly wharf pickup, Q Station tour and Boilerhouse dinner for \$100. It is intended to recommence 'Sunset Sessions' when the weather is better.</p>	

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		<p>Staffing</p> <p>GP: Staffing has been a challenge for the hospitality industry. QS is now building a strong team, with the assistance of an external HR company, to activate the site with confidence.</p>	GP
		<p>Marketing</p> <p>GP: Marketing is our next focus. Kate Humphreys, the new Marketing Manager, is starting next week. Kate comes from Longitude 131°.</p> <p>CW: NPWS has a renewed focus on social media. We are happy to float any potential marketing opportunities for Q Station past our media team.</p> <p>SC to contact the NPWS social media team.</p> <p>GP to introduce CW to Kate Humphries.</p>	GP/NPWS
		<p>NHS company structure</p> <p>DS: question regarding NHS company structure and the role of Accor.</p> <p>SC/GP: Accor are still used for back-end systems management. Accor Plus discounts are offered to Accor members. North Head Sydney is the legal entity and Q Station is the trading name.</p>	GP/SC
		<p>Maintenance and landscaping</p> <p>GP: We are investing more money (double) into maintenance including grounds landscaping.</p>	GP
		<p>Pothole maintenance</p> <p>DS: question regarding potholes.</p> <p>GP: Upgrading and re-asphalting Cottage Road to Third Class will be undertaken.</p> <p>CW: North Head Scenic Drive is a priority for repair of potholes and is on the list for resealing, but the schedule has been impacted by weather.</p> <p>QS is using the same contractor so this will be arranged at the same time to treat potholes from Cottage Road down to Third Class.</p>	GP/SC
		<p>Entrance signage</p> <p>DS: Signage at the entrance should be improved to better reflect the Q Station brand.</p> <p>GP: We are holding off until “Future Q” but a temporary sign will be installed.</p>	GP
		<p>Water tank</p> <p>DS on behalf of CG: asked for an update about the water tank.</p> <p>CW: This is a lessee responsibility but NPWS removed the overhanging branch and made the site safe due in this instance due to logistics and safety considerations.</p>	NHS

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		<p>Plastic water bottles at QS</p> <p>GP: No plastic water bottles are served at the meeting today. Plastic is no longer used in all meeting rooms.</p> <p>QSCCC: appreciated and applauded this new policy.</p>	GP
5.3	Chairpersons Report	<p>QSCCC Annual Report</p> <p>Refer to section 2.2</p> <p>June Open Day</p> <p>Refer to section 2.2</p>	
6 General Business			
6.1	Pedestrian access along North Head Scenic Drive	<p>DS: Are there plans to improve pedestrian access along North Head Scenic Drive from the arch to the roundabout?</p> <p>CW: This was scoped as part of the North Head Scenic Drive upgrade project and included wayfinding and signage. Next steps are for NPWS to undertake a risk and visitor analysis, a project brief, and engagement options, and connections to QS.</p> <p>DS: Paths are common across the whole of North Head.</p> <p>CW: A basic conceptual analysis with options will be undertaken. A landscape architect will be involved in the area near the wall.</p> <p>GP: Should we raise this at the North Head stakeholder meeting?</p> <p>CW: First we'll need to do the analysis and prepare a project brief to make that discussion at the NH stakeholder meeting productive.</p>	
7 Meeting Closed 10:00am			
7.1	Confirm Action Items	Confirmed	

Upcoming meetings

Wednesday 9 November 2022, 8.30am

Actions resulting from this meeting

Item	No.	Action	Lead	Due
1	2.2	Send funicular stairs design to NPWS	SC	When complete
2	2.2	Prepare project brief to advertise QSCCC positions	CW/RP	Oct 22
3	2.2	Distribute the Movable Heritage and Resources Plan 2021 via SH	RP	When complete
4	2.2	NHS to present Q Station vision to QSCCC at next meeting or separate meeting	GP	Nov 22
5	2.2	Submit 25 September Open Day event application form to NPWS	SC	Aug 22
6	2.2	QS to provide information for NPWS to promote shuttle bus to Manly services on website.	SC	Nov 22
7	2.2	Share last Open Day attendance numbers with NPWS	SC	Nov 22
8	2.2	Complete project updates from Comprehensive Audit, and list of proposed irrelevant compliance items in Site Wide Plans for discussion	GP/CW	Nov 22
9	3.1	Investigate NPWS/Council volunteer options for Moveable Heritage and Resource projects.	SC/ Elizabeth Broomhead	Nov 22
10	3.1	Provide feedback about Community Heritage Grant application	NPWS/ Elizabeth Broomhead	Nov 22
11	5.2	Contact NPWS social media team	SC	Nov 22
12	5.2	Follow up on rectifying potholes	NPWS	Nov 22
13	5.2	Temporary signage solution for entrance to QS	GP/SC	Nov 22
14	5.2	Update on pedestrian access along North Head Scenic Drive	CW	Nov 22