

## Quarantine Station Community Consultative Committee (QSCCC)

Meeting: 78

Held on: 9 November 2022 – 8.30am to 10:00am

At: Quarantine Station, North Head

Chaired by: Sandy Hoy

### Attended

1. Sandy Hoy (SH), Chairperson
2. Adele Heasman (AH), Member
3. Candy Bingham (CB), Member
4. Cathy Griffin (CG), Member
5. Douglas Sewell (DS), Member
6. Virginia Macleod (VM), Member
7. Jennifer Wilson (JW), Member
8. Chad Weston (CW), NPWS
9. Glenn Piper (GP), North Head Sydney
10. Alan Brawn (AB), North Head Sydney

### Apologies

1. Rose Porter (RP), NPWS
2. Steve Carrodus (SC), Q Station

### This meeting

No.	Issue	Action	Responsible
<b>1 Business and Governance</b>			
1.1	<b>Welcome</b>	SH welcomed all attendees to the 78th QSCCC meeting.	SH
1.2	<b>Acknowledgement of Country</b>	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	<b>Attendance and Apologies, Introductions</b>	Apologies as above	SH
1.4	<b>Confirmation of Agenda</b>	Agenda was confirmed.	SH

No.	Issue	Action	Responsible
1.5	Declarations of Pecuniary or Other Interest	Nil	All
<b>2 Standing Items</b>			
2.1	Confirmation of Previous Minutes	Previous minutes were adopted.	SH
2.2	Review of Action Items from Previous Minutes	<b>1 Send funicular stairs design to NPWS</b> CW: The stair nosing is complete. Using the stairs feels much better.	SC
		<b>2 Prepare project brief to advertise QSCCC positions</b> <ul style="list-style-type: none"> <li>Project brief complete.</li> <li>The QSCCC is due for renewal after the February 2023 meeting.</li> <li>Expression of Interest notification for QSCCC community representatives went live from NPWS from 31 October 2022</li> <li>Notification on NPWS website:  <a href="https://www.environment.nsw.gov.au/about-us/who-we-are/advisory-committees/quarantine-station-community-consultative-committee">https://www.environment.nsw.gov.au/about-us/who-we-are/advisory-committees/quarantine-station-community-consultative-committee</a> </li> <li>Notification on Q Station website:  <a href="https://www.qstation.com.au/uploads/5/4/5/5/5455544/qscce_draft_eoi_opportunity_-_npws_letter_to_stakeholders_-_oct_2022.pdf">https://www.qstation.com.au/uploads/5/4/5/5/5455544/qscce_draft_eoi_opportunity_-_npws_letter_to_stakeholders_-_oct_2022.pdf</a> </li> <li>Applications close 5 December 2022</li> <li>Current QSCCC community members are welcome to reapply</li> </ul> SH: One application and no enquiries have been received to date. SH: The different process for the Council representative is that a letter is sent to Council, and Council nominates a representative. If CB wants to continue as the Council representative she needs to discuss within Council. After the closing date of 5 December SH looks at all applications and assesses them on the nomination criteria. SH makes recommendations to DPE, they consider the recommendations, and appoint the new committee members for the next 4 years. A comprehensive mailing list was sent to CCC members to comment on and add to. Suggested additions to the mailing list were made and notifications sent.	CW/RP/SH
		<b>3 Distribute Movable Heritage and Resources Plan 2021 via SH</b> <ul style="list-style-type: none"> <li>Request from QSCCC members to distribute the Movable Heritage and Resources Plan.</li> </ul>	RP

No.	Issue	Action	Responsible
		<ul style="list-style-type: none"> <li>Awaiting response from Historic Heritage Team.</li> </ul> <p><b>4 NHS to present Q Station vision to QSCCC at next meeting or a separate meeting</b></p> <p>A separate meeting regarding presentation of vision and ideas for Q Station was held for interested and available QSCCC members at Q Station on 19 October.</p> <p>GP: Very pleased to share the vision for Q Station. We have been working hard on it for quite some time. Hopefully it came across well. It has been received well from parties including Heritage. Open to feedback from QSCCC members.</p> <p>CB: Very impressed with the ideas and vision for Q Station. They are heading in the right direction. Things are happening.</p> <p>GP: The first Sunday Session was held last Sunday, and it was great to have everyone back.</p> <p>DS: When are you happy to make the vision public to interested supporters?</p> <p>GP: When it has been consulted with and approved by NPWS as co-proponents.</p> <p>CW: It is a vision only at this stage. There will be a further engagement process.</p> <p>GP: DPE are also an important stakeholder.</p> <p>CG: Suggested GP introduce himself as the new lessee and present about Q Station to the active precinct committee Manly Community Forum (MCF) at their February meeting. Members of the Forum have questions about what is happening at Q Station. The meetings are monthly, with the next meeting on Monday 14 November. The February 2023 meeting would be most appropriate for GP to attend. 30 people attend monthly meetings. The MCF newsletter goes to 4,000 people.</p> <p>GP undertook to attend a suitable MCF meeting.</p>	GP
		<p><b>5 Submit 25 September Open Day event application form to NPWS</b></p> <ul style="list-style-type: none"> <li>Event application was submitted, and approved by NPWS</li> <li>NPWS supported the Open Day with environmental walking tours and Little Penguin talks.</li> </ul> <p>GP: Open Day went off without any hitches. More people came through in September than the June Open Day. All positive feedback, nothing negative to report. We will continue to make these events more popular. Activities for children to engage with were well received by families.</p> <p>CW: Open Day was a success by all accounts. Interested in feedback about the NPWS contribution to Open Day.</p>	NHS

No.	Issue	Action	Responsible
		<p>JW: Some tours had to be pre-booked, and only half those who had booked turned up. Suggest increasing the number of people booked on tours to allow for people not turning up on the day.</p> <p>GP: Our challenge is to continue to find activities that draw people in, educate them, and that are approved by NPWS. Looking forward to the next Open Day.</p>	
		<p><b>6 Provide information for NPWS to promote the shuttle bus to Manly services on their website</b></p> <p>GP: The shuttle bus has been activated. It is available to guests to go into Manly, and to arrivals. The bus picks up near the bakery. It is promoted through social media. It runs 7 days a week on a schedule and is popular. It is important that we continue the service because it is part of our conditions.</p> <p>AB to check with SC about shuttle bus information.</p> <p>VM asked how people book the shuttle bus.</p> <p>Scheduled and on call shuttle bus services are offered to guests to go to Manly.</p> <p>GP: The challenge is staffing the shuttle bus as it is very popular.</p> <p>CB: How do you prevent people who just want to bushwalk up here and not visit Q Station from using the shuttle bus?</p> <p>GP: The idea of the shuttle bus is to reduce cars so it will be effective in doing that.</p>	<p>QS</p>
		<p><b>7 Share the last Open Day attendance numbers with NPWS</b></p> <p>AB: Helen Drew estimated 124 people passed through reception at the September Open Day from 9.30am to 12pm. Open Day coincided with the Manly Jazz Festival.</p> <p>JW: People walking through the boom gate and not going in via Reception would not have been counted, so attendance at Open Day would have been higher than the 124 counted.</p>	<p>QS</p>
		<p><b>8 Complete project updates from the Comprehensive Audit, and the list of proposed irrelevant compliance items in Site Wide Plans for discussion</b></p> <ul style="list-style-type: none"> <li>• NPWS have engaged external project management services to assist in managing this project.</li> <li>• A project framework has been developed and endorsed as part of the Project Planning Phase.</li> <li>• The Project Implementation Phase will commence soon. This will include the development of a Stakeholder Engagement Plan and will provide opportunity for the QSCCC to review the draft plans.</li> </ul>	<p>GP/CW</p>

No.	Issue	Action	Responsible
		<p>CW: Site Wide Plans are part of an active government tender. We are still working through that. We have met with NHS and had discussions with Mawland. Other audit items are ongoing.</p>	
		<p><b>9 Investigate NPWS/Council volunteer options for Moveable Heritage and Resource projects</b></p> <p>CW: Have discussions been held with Elizabeth Broomhead about moveable heritage?</p> <p>GP: Helen Drew is leading moveable heritage for NHS. Volunteers are needed to help document moveable heritage. Need to start to formalise how to approach that. Not had discussions with NPWS yet.</p> <p>CW: NPWS can advertise for volunteers on our volunteers portal. Need to resolve a project plan for the advertisement and what the respective NHS and NPWS involvement is. That will continue to sit with Helen Drew and Elizabeth Broomhead who is part of the NPWS Historic Heritage Team. NPWS is happy to meet, resolve a way forward, and report back.</p> <p>VM: We have not yet received Elizabeth’s report.</p> <p>AB: The report is with Heritage for approval.</p> <p>RP to follow up with Elizabeth Broomhead regarding the moveable heritage report and volunteers.</p>	<p>RP/ Elizabeth Broomhead</p>
		<p><b>10 Provide feedback about Community Heritage Grant application</b></p> <ul style="list-style-type: none"> <li>Elizabeth Broomhead has advised that only the applicant, Mawland, can seek feedback from the Commonwealth grants program.</li> <li>Friends of Quarantine Station could assist the lessee prepare future grant applications but North Head Sydney would need to be the applicant.</li> </ul> <p>DS: Suggest a meeting between Friends of Quarantine Station, North Head Sydney and NPWS.</p> <p>VM: The NSW Heritage grant closes on 2 December. It would be good to have the moveable heritage report to apply for that grant if time permits.</p> <p>CB: Who makes the grant application?</p> <p>CW: Each grant has its own guidelines. The starting point for applying for specific grants would be the co-proponents signing off on the project brief and plan.</p> <p>VM offered to help with grant applications.</p> <p>CB: VM has a lot of experience with heritage grants.</p> <p>JW: The Harbour Trust also applied for a grant which got knocked back at the same time as the Mawland 2021 grant application. This grant would be only \$25,000?</p>	<p>NPWS/ Elizabeth Broomhead</p>

No.	Issue	Action	Responsible
		<p>JW: After Elizabeth Broomhead’s presentation in May I looked on e-hive and found a reference to a log book of shipping records. On Open Day a friend went looking for that book on a tour and couldn’t find the book.</p> <p>AB: Elizabeth Broomhead has drafted up a plan which is with Helen Drew.</p> <p>SH: Time is of the essence to submit any grant applications by early December.</p> <p>DS: As an incorporated community organisation, Friends of Quarantine Station (FRoQS) would be happy to assist with a grant application.</p> <p>CG: Set up a separate non-profit, non-commercial group, such as Volunteers of Quarantine Station, to apply for grants if FroQS doesn’t have the capacity to apply for grants. The commercial nature of Q Station has always been a barrier to obtaining grants. NPWS has a conflict being a state government department. FROQS is the perfect vehicle for making applications but doesn’t have the financial capacity to apply for grants. Given the lack of success of Q Station and NPWS in receiving grants on several occasions it is worth considering.</p> <p>CW: The first step is for FROQS, Helen Drew and Elizabeth Broomhead to prepare a scope and project plan and sign off on it.</p> <p>JW: An application for a Community Heritage Grant could be made.</p>	
		<p><b>11 Contact NPWS social media team</b></p> <p>CW: NPWS offered to publicise Open Day and events on NPWS social media. We haven’t tested it yet. The offer remains.</p> <p>JW: The variable electronic signs could be changed a week before to publicise Open Day.</p> <p>CW: That can be done.</p>	SC
		<p><b>12 Follow up on rectifying potholes</b></p> <p>GP: Repairing potholes is expensive. We have a plan in place. Wet weather has been a problem. Have engaged contractors to provide quotes. The first priority for pothole repairs is near the cottages which will take place shortly.</p> <p>CG: Is there a long term plan for maintenance and improvements to potholes, speed bumps and the road which have been damaged due to the rain and increased number of vehicles? Are you working with NPWS as co-proponent on a long term plan to replace the roads from top to bottom?</p> <p>GP: Roads are NHS responsibility. Long term repairs to deep potholes are being done so they don’t get any deeper and then they get more expensive to fix. Most of the roads are good but certain sections need to be repaired and maintained. Removing areas of bitumen is not appropriate from a heritage viewpoint given service corridors, but would be to beautify the place. No long term plan to upgrade roads. Indigenous painting on the road in some places would make it look better.</p>	SC

No.	Issue	Action	Responsible
		<b>13 Temporary signage solution for entrance to QS</b> Ongoing	GP/SC
		<b>14 Update on pedestrian access along North Head Scenic Drive</b> <ul style="list-style-type: none"> <li>NPWS have engaged consultants to undertake an assessment and review previous concept planning documentation</li> </ul>	CW
2.3	Correspondence In/Out	Nil	
2.4	Other Admin. Matters	Nil	

### 3 Additional Agenda Items

3.1	<b>Impact of Night at the Barracks events on Q Station</b>	CB: Q Station worked very closely with Night at the Barracks. Was it a financial success for Q Station? Was what you are offering taken up by people coming up here?  GP: The event ran well. We partnered with them and offered opening packages which were taken up. No disturbance or disruption to Q Station. It was only added benefit, but not a game changer and not a negative.	CB
3.2	<b>Bus stop and front entrance</b>	CG: The bus stop in the roundabout has deteriorated in recent months. NPWS did some work on the bus stop. It is also the front entrance to Q Station, which is looking shady. Are there plans to improve the welcome and entry statement? The fence has been pushed by a bus again. The markings have worn off, and there is a pothole.  CW: The bus stop is Stage 1 of a Risk Treatment Plan. NPWS intends to fix the fence again and redo line marking. Stage 2 is part of a wider Risk Treatment Plan for North Head. We have engaged a consultant to do high level concept and options to address needs of pedestrians and bike riders, footpaths, bus stops, and walking track connections. We acknowledge people walk across the site and don't keep to formal paths and tracks. The concepts will be costed and taken to stakeholders for comment. The bus stop shouldn't be there.  CW: NPWS intends to reseal the North Head Scenic Drive from the arch to Fairfax Lookout. Scheduling that has been difficult due to the rain and events.	CG

### 4 Presentations

4.1	None		
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No.	Issue	Action	Responsible
<b>5 Reports</b>			
5.1	NPWS Report	<b>Long-nosed Bandicoots</b> <ul style="list-style-type: none"> <li>The Long-nosed Bandicoot Monitoring Program report for 2022 to be distributed to the QSCCC once finalised.</li> </ul>	CW
		<b>Little Penguins</b> <ul style="list-style-type: none"> <li>Manly Little Penguin Recovery Program Monitoring Report for 2022 to be distributed once finalised.</li> </ul> VM: The penguins sound active and vigorous.	CW
		<b>Pest management</b> <ul style="list-style-type: none"> <li>Ground shooting for rabbit control is ongoing. NPWS will continue to liaise with NHS to schedule ground shoots during low occupancy periods.</li> <li>1080 poison for fox control is ongoing.</li> </ul>	
		<b>North Head Scenic Area Upgrade Works</b> <ul style="list-style-type: none"> <li>North Head Scenic Area carpark upgrade and landscaping works are complete.</li> <li>Construction works for the two new lookouts is expected to be complete at the end of the year. Further information can be found on the NPWS website at <a href="https://www.environment.nsw.gov.au/topics/parks-reserves-and-protected-areas/park-management/community-engagement/sydney-harbour-national-park/north-head-upgrade">https://www.environment.nsw.gov.au/topics/parks-reserves-and-protected-areas/park-management/community-engagement/sydney-harbour-national-park/north-head-upgrade</a></li> </ul>	CW
		<b>Fairfax Walking Track Fence Replacement</b> <ul style="list-style-type: none"> <li>The Fairfax walking track fence was destroyed in the October 2020 fire. A contractor has been engaged and construction will commence in mid-November. It is expected the new stainless-steel fence will be installed by early January 2023.</li> </ul>	CW
5.2	North Head Sydney (Q Station) Report	In addition to points already discussed above: <b>Operations</b> Melbourne Cup was successful. 50 diners enjoyed a lunch from head chef. November will be our biggest month ever, including before NHS ownership, with 10 weddings, large conferences, and high occupancy. December, Christmas and New Year is looking strong with events planned. New Years' Eve will be held near the Glasshouse. Extras such as New Years' Day, Christmas Eve, and Christmas Day in the Wharf Precinct are being added.	GP



No.	Issue	Action	Responsible
		Promotion about food and beverage offerings is being done to bring people on site to enjoy the beach and views.	
		<p><b>Fence on Quarantine Beach</b></p> <p>DS: asked about whose responsibility the fence on Quarantine Beach is.</p> <p>GP: We understand Mawland built the fence for security reasons. We have put the case to Heritage Council that the fence wasn't here in heritage times and it was put in for security. We will put an application in for the fence to be removed or modified in the near future.</p> <p>CW: NPWS will await that application. The penguin protection area needs to be considered.</p> <p>GP: We can achieve security in other ways than a big black fence. It takes away the experience of Q Station and makes it feel like a prison which it wasn't.</p>	GP
5.3	<b>Chairpersons Report</b>	SH: The Draft Community Consultative Committee Guidelines from Department of Environment and Planning were distributed to QSCCC members for feedback to DPE. The proposed changes next year will mean some changes to QSCCC processes such as the likely preparation of Terms of Reference for the QSCCC.	SH
<b>6 General Business</b>			
6.1	<b>Heritage grants</b>	VM provided information about various heritage grants that can be applied for, which was emailed to QSCCC members.	VM
6.2	<b>Thanks to NHS</b>	CW: Thank you to NHS for assistance with an event at short notice. It was a wonderful day, with staff and service amazing and helpful. It was noted how busy it was on Sunday 6 November. We left in the afternoon when a stream of people were arriving for the Sunset Session.	CW
<b>7 Meeting Closed 10:00am</b>			
7.1	<b>Confirm Action Items</b>	Confirmed	

## Upcoming meetings

Wednesday 8 February 2023, 8.30am.

## Actions resulting from this meeting

Item	No.	Action	Lead	Due
1	2.2.2	Send notification about applying for membership of QSCCC to all current QSCCC community members	NPWS	Nov 22
2	2.2.2	Receive, assess and recommend nominations for QSCCC community members to DPE	SH	Dec 22
3	2.2.6	Provide information about the shuttle bus to/from Manly to be placed on NPWS website	NHS/NPWS	Feb 23
4	2.2.8	Complete project updates from Comprehensive Audit, and list of proposed irrelevant compliance items in Site Wide Plans for discussion	GP/CW	Feb 23
5	2.2.9	Prepare project brief/plan for advertising for volunteers to assist with moveable heritage	NHS/NPWS	Feb 23
6	2.2.9	Follow up with Elizabeth Broomhead about the moveable heritage report and volunteers	RP	Feb 23
7	2.2.9	Distribute the Movable Heritage and Resources Plan 2021 via SH	SH	When complete
8	2.2.10	Apply for heritage grant closing in December if time permits	NHS	Dec 22
9	2.2.10	FRoQS, Helen Drew and Elizabeth Broomhead to prepare a scope and project plan for grant applications	FRoQS, HD, EB	Feb 23
10	2.2.11	Contact NPWS social media team to publicise Open Day and other events.	NHS	Feb 23
11	2.2.12	Update on rectifying potholes	NHS	Feb 23
12	3.2	Repair the fence at the bus stop	NPWS	Feb 23
13	5.1	Distribute the Long-nosed Bandicoot Monitoring Report 2022 once finalised	NPWS	Feb 23
14	5.1	Distribute the Little Penguin Recovery Program Monitoring Report 2022 once finalised	NPWS	Feb 23
15	5.2	Follow up with Heritage Council about the fence at Quarantine Beach	NHS	Feb 23
16	5.2	Submit an application to NPWS to remove or modify the fence at Quarantine Beach	NHS	Feb 23