

Quarantine Station Community Consultative Committee (QSCCC)

Meeting: 79

Held on: Monday 27 February 2023 – 8.30am to 10:30am

At: Quarantine Station, North Head

Chaired by: Sandy Hoy, Parkland Planners

Attended

- Sandy Hoy (SH), Chairperson
- Candy Bingham (CB), Member
- Cathy Griffin (VM), Member
- Adele Heasman (AH), Member
- Virginia Macleod (VM), Member
- Doug Sewell (DS), Member
- Jenny Wilson (JW), Member
- Chad Weston (CW), NPWS
- Rose Porter (RP), NPWS – note taker
- Glenn Piper (GP), North Head Sydney
- Steve Carrodus (SC), Q Station

Apologies

- 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 79th QSCCC meeting. Final meeting of the 4-year term for the QSCCC community members. Community member appointments are progressing for the next term of the QSCCC, including the Northern Beaches Council position. Awaiting further clarification from NSW Planning regarding conflicting advice about the Chair role.	SH

No.	Issue	Action	Responsible
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	GP advised that Alan Brawn (AB) from North Head Sydney sends an apology due to being on leave.	SH
1.4	Confirmation of Agenda	Agenda was confirmed.	SH
1.5	Declarations of Pecuniary or Other Interest	JW declared a non-pecuniary interest regarding \$10,000 given as part of the Enforceable Undertaking by former lessee Max Player of Mawland to the North Head Sanctuary Foundation Inc. (NHSF), for which JW is the volunteer Treasurer.	All
2 Standing Items			
2.1	Confirmation of Previous Minutes	Previous minutes were adopted without change.	SH
2.2	Review of Action Items from Previous Minutes	<p>1 Send notification about applying for membership of QSCCC to all current QSCCC community members</p> <p>Action complete.</p> <p>Notification email was sent to QSCCC members on 1 November 2022.</p> <p>Notification email sent to QSCCC members on 1 December 2022 advising that the due date will be extended to 31 January 2023</p>	NPWS
		<p>2 Receive, assess and recommend nominations for QSCCC community members to DPE</p> <p>SH has assessed the eight eligible nominations received in terms of DPE and NPWS criteria for community consultative committees. SH provided recommendations for appointment of seven community members to NPWS. NPWS' Executive Director is now responsible for formally appointing community members to the QSCCC. Appointment letters to be distributed soon.</p> <p>GP - Query regarding induction process for new members.</p> <p>CW – Induction process for new committee members is being developed.</p> <p>Committee – agree that a tour of Q Station for new members after the next meeting is a good idea. Returning community members would also like to be involved and take part in the tour.</p>	SH/NPWS

No.	Issue	Action	Responsible
		Northern Beaches Council is voting on CB's nomination as the Council representative on QSCCC at their meeting on 28 February 2023.	
		<p>3 Provide information about the shuttle bus to/from Manly to be placed on NPWS website</p> <p>SC will provide RP with shuttle bus schedule for NPWS to put on their website.</p>	NHS/NPWS
		<p>4 Complete project updates from Comprehensive Audit, and list of proposed irrelevant compliance items in Site Wide Plans for discussion</p> <p>CW: A project framework is in place to address compliance items.</p> <p>GP: Consultants are reviewing Site Wide Plans (SWPs). NHS priorities are the Internal Fitout Plan and Heritage Landscape Plan with regards to the NHS Vision. Other Plans such as the Evacuation Plan need to be updated and brought up to Code.</p> <p>DS/VM: QSCCC members should review SWPs at draft phase, not once they are finalised.</p> <p>RP: SWPs are due on 30 June. As part of the process consultants will lead stakeholder consultation. QSCCC members will have the opportunity to review draft SWPs.</p> <p>CG: Be mindful of the appropriateness of plant species and removal/thinning required for problematic plants/weeds. There is a desire to keep planting. After the recent rain weeds and overgrowth should be removed. Some species may be native but they don't belong here. Improve view corridors in a few places. Look at thinning vegetation. Speak with landscape architects.</p> <p>GP: Grass areas are being targeted for rewilding with native species to provide a visual 'softness'.</p> <p>CW: The SWPs will factor in a number of considerations including the Conservation Management Plan, bandicoot foraging habitat, and fire management. We are working on a new Reserve Fire Management Strategy being rolled out for Sydney Harbour, which includes Asset Protection Zones (APZs) and bushfire management.</p>	GP/CW
		<p>5 Prepare project brief/plan for advertising for volunteers to assist with moveable heritage</p> <p>6 Follow up with Elizabeth Broomhead about the moveable heritage report and volunteers</p> <p>7 Distribute the Movable Heritage and Resources Plan 2021 via SH</p> <p>8 Apply for heritage grant closing in December if time permits</p> <p>9 FRoQS, Helen Drew and Elizabeth Broomhead to prepare a scope and project plan for grant applications</p>	NHS/NPWS/ RP/SH/FRoQS/ HD/EB

No.	Issue	Action	Responsible
		<p>VM: The QSCCC has asked for a copy of the Moveable Heritage Plan (MHP) since Elizabeth Broomhead’s excellent presentation in May 2022.</p> <p>SC provided an update on delivery of the MHP. Helen Drew (HD) and Elizabeth Broomhead (EB) are on site every month. Their priority is to upload moveable heritage on E-Hive which has a few hundred photos of objects. QS have finished writing the volunteer program, but the process of recruiting volunteers has not started. EB’s role is to support curation.</p> <p>GP: NHS is actioning the MHP.</p> <p>Action: RP to send 2021 MHP to SH to circulate to QSCCC members.</p> <p>CW: Responsibilities are NPWS managing the heritage plans, Q Station managing volunteers, and Q Station managing grants. A grant is needed to assess the heritage significance as the first step and then a second grant for the project. North Head Sydney would need to apply for the grant.</p> <p>SC will share the project that HD has prepared.</p> <p>CG: Is the volunteer program only for heritage? Yes</p> <p>CW: The CMP and MHP will provide a scope for which grants to apply for.</p> <p>VM: National Library of Australia – Community Heritage Grants are due in May 2023. The significance needs to be justified, and an assessment of significance undertaken to prioritise works.</p> <p>CW suggested bringing HD and EB back to a QSCCC meeting when they have an update.</p> <p>Next meeting: discussion on moveable heritage and heritage grants</p>	
		<p>10 Contact NPWS social media team to publicise Open Day and other events.</p> <p>Action complete. QS are in contact with NPWS when they have items to share on NPWS social media.</p> <p>GP: The next Open Day is on 30 April. Theme is ‘Shared Stories’ including highlighting indigenous culture. Query to the committee about changing the name from ‘Open Day’ to the theme name for more impact and to make it an ‘event’.</p> <p>Committee: like the idea and believe it will have more impact.</p> <p>CW: ‘Open Day’ comes direct from the Conditions of Planning Approval (CoPA).</p> <p>CG: In future, Open Days are referred to as ‘Themed Open Day’.</p> <p>CB: Directional signage on open days is not clear. GP agrees and has plans to improve wayfinding.</p>	<p>NHS</p>

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		<p>JW: Stalls were in a better place near the cafe at the last open day than the previous open day when they were near the Boilerhouse.</p> <p>SC: Confirmed stall holders are Sydney Harbour Federation Trust, Australian Wildlife Conservancy, Bush to Bowl, Jo Neville, NPWS.</p> <p>CB noted that Karen Smith from the Aboriginal Heritage Office is a good storyteller.</p> <p>SC: Theme includes stories of land and quarantine. Alan Toner will conduct an eco-tour. Ashleigh from Garigal Nursery will have local plantings.</p> <p>Committee: the event needs to link better to the theme of ‘story telling’, building further on the activities and stalls from previous Open Days.</p> <p>CG: Given 30 April is close to Anzac Day on 25 April, consider the military heritage of QS. Soldiers were here on Work for Dole scheme, and built stone walls and the obelisk (off lease). The military story is not known by the community.</p> <p>GP: QS has plans for an Anzac Day event.</p> <p>VM: QS has audio recordings done by NPWS to use for ‘Shared Stories’. People can listen to the recordings in booths.</p> <p>CW: EB is aware of the audio. Look to the CMP for themes.</p>	
		<p>11 Update on rectifying potholes</p> <p>GP: action complete, road has been resurfaced.</p> <p>Committee: mention of pothole in the QS car park.</p>	NHS
		<p>12 Repair the fence at the bus stop</p> <p>CW: The fence has been temporarily repaired but is part of a larger project involving resealing the road and signage. Want to tie in the bus stop with an access plan which will be distributed to stakeholders. Audit has been conducted which has identified further improvements.</p>	NPWS
		<p>13 Distribute the Long-nosed Bandicoot Monitoring Report 2022 once finalised</p> <p>CW: The bandicoot report is not yet finalised. Preliminary results from the survey in May show that bandicoot population is healthy.</p>	NPWS
		<p>14 Distribute the Little Penguin Recovery Program Monitoring Report 2022 once finalised</p> <p>CW: Penguin report not yet finalised. Preliminary results found an increase in numbers with 29 breeding pairs and 60 eggs found. Numbers have increased, but numbers have not recovered to before the 2015 predator event.</p> <p>AH: Were any penguins found on Q Station?</p>	NPWS

No.	Issue	Action	Responsible
		<p>CG: Were eggs found in nest boxes?</p> <p>CW: Some nest boxes in poor condition have been replaced.</p> <p>RP/CW: The Recovery Team will provide an update in May.</p>	
		<p>15 Follow up with Heritage Council about the fence at Quarantine Beach</p> <p>16 Submit an application to NPWS to remove or modify the fence at Quarantine Beach</p> <p>GP: Actions complete. The fence will be addressed in the Heritage Landscape Plan.</p> <p>CB: Why is the fence there?</p> <p>GP: The fence was there for lease security.</p> <p>CW: There are other security solutions than the fence.</p>	NHS
2.3	Correspondence In/Out	<p>Nil</p> <p>Administrative matters have been discussed</p>	SH
2.4	Other Administrative Matters	Nil	SH
3 Additional Agenda Items			
3.1	Update on Moveable Heritage Report	Covered in 2.2.6 above	VM
3.2	Update on electric bus and ferry services to Q Station	<p>VM: An electric bus to Q Station is desired.</p> <p>AH: Keolis Downer is purchasing electric buses to replace non-electric buses as they go through their contract. Their bus fleet will eventually be electric.</p> <p>GP: There is scope for an electric ferry between Manly Wharf and Q Station wharf but will be expensive.</p> <p>GP: Q Station doesn't have the patronage level to justify a ferry yet. Once the planned changes are made patronage will increase.</p> <p>CG: Will internal buses be electrified?</p> <p>GP: We are collaborating with a company to provide internal buses in a cheaper way. Intend to change buses.</p>	VM
4 Presentations			
4.1	Nil		

No.	Issue	Action	Responsible
5 Reports			
5.1	NPWS Report	<p>Standing Item - Terms of Reference Reminder</p> <p>The purpose of the CCC is to provide a forum for discussion between a proponent and representatives for the community, stakeholder groups and the local council on issues directly related to <i>the project</i>.</p>	
		<p>2022 Annual Environment Report</p> <p>The 2022 Annual Environment Report (AER) was circulated to members via SH, with no feedback received.</p> <p>RP: The AER is being submitted to the Department of Planning today.</p>	NPWS
		<p>Fairfax Track</p> <p>CW: Fairfax track will re-open March 2023. Fencing and lookouts are complete. The final walkaround for fencing tied in with a visit by the Minister. Appreciates how the community has been patient with few complaints while improvements were made.</p> <p>CB: Changes at Fairfax have been outstanding, with quality work done.</p>	NPWS
		<p>Meet the Gamay Rangers event</p> <p>CW: Thanks to Q Station for hosting the Meet the Gamay Rangers event on Saturday 25 February involving the Minister, NPWS and traditional owners from Kamay Botany Bay National Park. Points for discussion included survey work, seagrasses, Bushcare, and cultural work with the community.</p>	NPWS
5.2	North Head Sydney (Q Station) Report	<p>Most items for discussion were covered in agenda items above. Additional items covered below.</p>	GP/SC
		<p>Electric bikes</p> <p>GP: Considering providing 50 electric bikes as part of refurbishment plans to make it easier for guests to get around onsite and place less demand on shuttle buses.</p> <p>CG suggests e-bike stations.</p> <p>CG suggests three wheeled trikes which are safer and support less mobile people.</p> <p>GP: An e-bike station will be near the new reception in A2. The storage sheds for linen will be changed to bike storage.</p>	NHS

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		<p>GP: Bikes and the Q Station refurbishment have to be approved by the Heritage Council.</p> <p>IMAMS Review GP circulated IMAMS review to QSCCC members on 26 February seeking feedback by 28 February.</p> <p>Some detailed feedback on the IMAMS was provided to NHS in the meeting.</p> <p>CCC members to send further feedback to SH to collate and submit to NHS/NPWS.</p>	NHS/SH
5.3	Chairpersons Report	<p>Annual Report After this meeting SH will prepare a QSCCC Annual Report for 2022-23 to submit to DPE.</p> <p>SH asked for feedback about the committee over the past year to include in the report.</p> <p>Committee members: include the importance of the committee in the report.</p> <p>AH applauded the smooth transition from Mawland to NHS.</p> <p>CW noted the challenge of not receiving interest in Indigenous representation on QSCCC, despite NPWS' efforts to advertise and promote.</p>	SH
		<p>Farewell to Cathy Griffin CG did not renominate as a community member for the QSCCC so this is her last QSCCC meeting.</p> <p>CG highlighted her positive experience as a committee member. Thanks and best wishes to everyone on the QSCCC. Praised the changeover to a new lessee who has adapted to the CoPA process and with NPWS as co-proponent. Thanks to NPWS staff for their commitment to the site.</p> <p>SH thanked CG for her long-term passion and interest in Q Station, being the previous chair, and for making sure that suggestions and issues she raised in meetings were addressed by co-proponents.</p> <p>CB acknowledged the huge contribution made by CG to the QSCCC.</p>	SH
		<p>Chair role CB: Thanks to SH for her guidance during the past four years.</p> <p>DS: Continuity with the committee members and the chairperson is important.</p>	SH

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6 General Business			
6.1	NPWS Dog signage	<p>CG: request to improve NPWS 'No Dogs in National Park' signage at the gate. The current sign is too small.</p> <p>CW: NPWS can't install signage before the archway on Scenic Drive because it's not NPWS land. Additional 'no dogs' signage can be placed at the carpark explaining why dogs are not allowed. People comply better to positive signage. There is potential for more behavioural signage and this is being explored.</p> <p>RP to check with Lee de Gail regarding signage.</p>	CW/RP
6.2	Collins Beach fence and gate	<p>VM: Fencing and gate access issues at Collins Beach.</p> <p>Action: RP to follow up with local Ranger to address.</p>	RP
6.3	Q Station carpark	<p>CG: Gravel carpark is in poor condition. Pampas grass is directly below the carpark.</p> <p>RP to check the lease boundary and arrange removal of Pampas grass with local Ranger.</p>	RP
6.4	Public access to documents	<p>VM advised that QS reports and other historical documents should be sent to Manly Library for their local studies collection.</p> <p>CG asked where are reports stored?</p> <p>GP: Reports are stored online.</p> <p>SH: Hard copies of reports are in a small library in the NPWS office.</p> <p>DS suggested paper copies should be kept in the library.</p> <p>GP: Earlier reports should be put online.</p> <p>CW: CoPA specify the documents that are to be made public.</p>	SC/GP
7 Meeting close			
7.1	Confirm action items	Actions confirmed	SH
7.2	Presentation to QSCCC members and group photos	<p>To mark the end of the term of the QSCCC community members:</p> <ul style="list-style-type: none"> • Thank-you gifts and a Certificate of Appreciation were presented to the QSCCC community members by CW and GP on behalf of NPWS and NHS. • SH received a floral gift and Certificate of Appreciation from NPWS and NHS. • SH presented photo books to all QSCCC members. 	SH

No.	Issue	Action	Responsible
		<ul style="list-style-type: none"> Group photos of QSCCC members present were taken on the balcony of P7. 	

Upcoming meetings

Wednesday 10 May 2023, 8.30am at Q Station

Actions resulting from this meeting

Item	No.	Action	Lead	Due	Status	Update March 2023
1	2.2	Appoint QSCCC community members	NPWS	May 23	Open	
2	2.2	Prepare and implement an induction process for new QSCCC members	NPWS/SH	May 23	Open	
3	2.2	Provide information about the shuttle bus to/from Manly to be placed on NPWS website	NHS/ NPWS	May 23	Open	
4	2.2	Compliance and Site Wide Plans update	NHS/ NPWS	May 23	Open	
5	2.2	Distribute the Movable Heritage and Resources Plan 2021 via SH	SH	When complete	Closed	Moveable Heritage and Resources Plan distributed 27/2/23
6	2.2	Share moveable heritage project being undertaken by Helen Drew	SC	When complete	Open	
7	2.2	Prepare a scope and project plan for heritage grant applications	FRoQS, HD, EB	May 23	Open	
8	2.2	Provide an update on heritage volunteer process, program and grants	Heritage advisors	May 23	Open	
9	2.2	Include more activities linked to the theme 'telling stories' for the next Open Day	SC	April 23	Open	
10	2.2	Treat/remove Pampas grass near Q Station carpark	NPWS	May 23	Open	

Item	No.	Action	Lead	Due	Status	Update March 2023
11	2.2	Distribute the Long-nosed Bandicoot Monitoring Report 2022 once finalised	CW	May 23	Open	
12	2.2	Distribute the Little Penguin Recovery Program Monitoring Report 2022 once finalised	CW	May 23	Open	
13	5.2	Committee to send IMAMS feedback to SH	Committee /SH	March 23	Closed	
14	5.3	Write QSCCC Annual Report for 2022-23	SH	May 23	Open	
15	5.3	Seek clarification re Chair appointment with NSW Planning	NPWS	May 23	Open	
16	6.1	Review 'No dogs in National Park' signage	NPWS	May 23	Open	
17	6.2	Address fencing and gate issues at Collins Beach	NPWS	May 23	Open	
18	6.3	Check the lease boundary and arrange removal of Pampas grass with local Ranger.	RP	May 23	Open	
19	6.4	Make Q Station documents available at the library	NHS	May 23	Open	