

Meeting minutes

Details

Meeting:	74
Location:	Q Station
Date/time:	10 November 2021, 8.30am
Chairperson:	Sandy Hoy

People present

1. Sandy Hoy (SH)
2. Candy Bingham (CB)
3. Cathy Griffin (CG)
4. Chad Weston (CW)
5. Douglas Sewell (DS)
6. Jennifer Wilson (JW)
7. Max Player (MP)
8. Rebecca Yit (RY)
9. Suzanne Stanton (SS)
10. Virginia Macleod (VM)

Apologies

1. Adele Heasman (AH)

This meeting

No.	Issue	Action	Responsible
1 Business and Governance			SH
1.1	Welcome	SH welcomed all attendees to the 74th 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	As above SH welcomed Rebecca (Bec) Yit, the new NPWS Environmental Liaison Officer (ELO), to the QSCCC.	SH
1.4	Confirmation of Agenda	Agenda was confirmed	SH
1.5	Additional items	Refer to NPWS and Mawland Reports	NPWS, MQS
1.6	Declarations of Pecuniary or Other Interest	Nil	All
2 Standing Items			SH, all
2.1	Confirmation of Previous Minutes	Previous minutes were adopted. Moved by CG	SH

No.	Issue	Action	Responsible
2.2	Review of Action Items from Previous Minutes	Vegetation at water tank <ul style="list-style-type: none"> MQS to engage contractors to ensure that asbestos in the water tank is safe and arrange clearing of vegetation. NPWS have offered assistance in ensuring appropriate procedures are followed and will assist with engaging appropriate contractors, as required. RY to look at previous correspondence. NPWS to confirm process. 	MQS, NPWS
		Reporting <ul style="list-style-type: none"> Draft templates have been prepared and issued to consultants engaged to fulfil QS reporting requirements on behalf of NPWS/MQS. Ongoing refinement and finalisation of report templates Consultants SNC Lavalin engaged and preparing Annual Environmental Reports. Consultants Wolfpeak engaged to prepare 2021 Compliance report. NPWS seeking DPIE Compliance approval for selected auditors. JD and SS to meet and discuss site wide plans. NPWS seeking funding to update site wide plans QSCCC will be provided with drafts for their review and feedback during consultation process, prior to finalisation. 	MQS, NPWS
		P11 stairs and toilets <ul style="list-style-type: none"> Area around stairs cleared and made safe. MQS to seek advice from Heritage Architect and Heritage NSW regarding possible reinstatement/ restoration. NPWS to provide support where required, specifically regarding the existing records contained in the Conservation Management Plan for QS and other associated documentation, in light of potential maintenance, repairs and upgrades to built heritage. Photo and information distributed to QSCCC on 10 Nov 2021 ELO will follow up about an interpretation panel 	MQS, NPWS
		Bluefish Banksia Hazard Reduction <ul style="list-style-type: none"> Matter with NSW Crown Solicitors Office, awaiting advice 	NPWS, MQS
		Access to Old Mans Hat <ul style="list-style-type: none"> MQS to submit application for EcoWalks Tours to conduct tours to Old Mans Hat to NPWS Unauthorised memorial along the track to be investigated by NPWS 	MQS, NPWS
		Filling of Environmental Liaison Officer role RY is now in the role, so this item is now resolved.	All to note

No.	Issue	Action	Responsible
		QSCCC Vacant Positions <ul style="list-style-type: none"> ELO to prepare and manage advertisement process and timeframe. QSCCC require advance notice of the advertisement. 	NPWS
		Bandicoot Survey <ul style="list-style-type: none"> NPWS to distribute report once finalised 	NPWS
		Funicular Stairs <ul style="list-style-type: none"> Signage installed MQS to investigate safety requirements at night, with NPWS support if required 	MQS, MQS
		Fig tree damage to penguin fence Completed.	All to note
		Pampas Grass <ul style="list-style-type: none"> Ongoing Pampas grass removal and eradication program NPWS to examine report of possible erroneous poisoning of native grass 	NPWS
		Transport to Q Station and North Head <ul style="list-style-type: none"> Waiting for response from Transport for NSW 	SH
		Ferry services to Q Station wharf <ul style="list-style-type: none"> Response to the letter asking for ferry services to resume to Q Station wharf had been received from MyFast Ferry/NRMA. They are open to resuming ferry services stopping at Q Station wharf subject to demand. A Q Station staff member is contacting MyFastFerry every week. Visitors are asking for the ferry to be reinstated. 	All to note
		Early renewal of lease Refer to Mawland report	All to note
2.3	Correspondence In/Out	<ul style="list-style-type: none"> Letter to MyFast Ferry-response received Letter to Minister for Transport/Transport for NSW – response not yet received 	All
2.4	Additional agenda items	Refer to NPWS and Mawland reports for: <ul style="list-style-type: none"> Update about lease/business sale process Support from QSCCC for October 2020 fire compensation Plaque for nurses, and Annie Egan function 	All to note
		Blue plaque The process for applying for a Blue Plaque is quite arduous due to NPWS and heritage approvals required. Some committee members had expressed that the Blue Plaque concept is not entirely appropriate for Q Station. Consensus amongst the committee that the appropriate approach to take is to not pursue a Blue Plaque.	All to note

No.	Issue	Action	Responsible
2.5	Other Administrative Matters	SH and RY met online in late October for ELO to come up to speed with the QSCCC and confirming process and arrangements with the Chair. QSCCC meetings will be held at Q Station when possible, with arrangements made for any committee member to join online.	SH
2.6	Proposed Events	Refer to Mawland Report	NPWS, MQS
3 Reports			
3.1	NPWS Report		CW
		<p>Long-nosed bandicoots</p> <p>NPWS has received a draft report of the Long-nosed Bandicoot Monitoring Program for the 20/21 breeding season. Once finalised, the report will be made available for distribution to the QSCCC. This is likely to occur before the next QSCCC meeting.</p>	NPWS
		<p>Little Penguins</p> <p>NPWS has received the draft <i>Manly Little Penguin Recovery Program 2020/21 Monitoring Report</i> (September 2021) for the 2020-21 breeding season. Once finalised, the report will be made available for distribution to the QSCCC.</p> <p>CB asked about the penguin sites which were monitored. CW to provide locations.</p> <p>VM and CB reported penguin and seal activity.</p>	NPWS
		<p>Pest Management</p> <p>Rabbit shoots continue to be undertaken on a three-weekly basis for the next 6 months. NPWS will liaise with MQS to schedule shoots during low occupancy periods.</p> <p>Ongoing 6 weekly ongoing baiting program with 1080 capsules in canid pest ejectors and 1080 ground baits at North Head.</p>	NPWS
		<p>North Head Scenic Area Concept Plan</p> <p>NPWS released on 1 November concept plans for the new lookouts at North Head, replacing the original Fairfax lookouts, which are closed due to geotechnical risks along the sandstone cliff edges.</p> <p>Together with NPWS, local architectural firm CHROFI (Manly) and Aboriginal Consultancy Bangawarra have prepared the Concept Plan including visual design and description.</p> <p>CG remarked that the CHROFI Aboriginal report is one of the best that has been prepared for North Head. It gives a full picture of the importance of Aboriginal heritage and supports the concept design.</p>	All to note

No.	Issue	Action	Responsible
		<p>The two redesigned accessible lookouts are to be appropriately renamed to recognise and acknowledge the Aboriginal Connection to Country and significance of the North Head cultural landscape.</p> <p>Further information can be found on the NPWS website at: North Head Scenic Area upgrade NSW Environment, Energy and Science</p> <p>Public feedback on the Concept Plan is requested by 26 November 2021.</p> <p>CG suggested that the Concept Plan be highlighted more prominently on the NPWS website as it is difficult to find.</p> <p>NPWS has some funding for staging and priorities set out in the Concept Plan.</p>	
		<p>North Head Scenic Area Upgrade Construction Work</p> <p>Work on the North Head Scenic Area upgrades - carparks and landscaping commenced in October 2021 with completion in early 2022 with road closures and visitation impacts throughout that 3-month work program.</p> <p>Details of the works and a summary of the community feedback (released during April and May 2021) can be found on the NPWS website: North Head Scenic Area upgrade NSW Environment, Energy and Science</p> 	NPWS
		<p>Annual reporting</p> <p>The Department of Planning, Industry and Environment – Planning and Assessment – Compliance (Department) has been investigating compliance with the conditions of the Q. Station approval (MP08_0041 determined 23 December 2003, as modified), particularly in relation to the annual reporting conditions.</p> <p>The co-proponents and Consultants SNC Lavalin are working together to prepare and finalise the revised reports for resubmission to DPIE in January 2021.</p> <p>Copies of the draft reports will be made available to the QSCCC for their review and feedback, prior to finalisation and submission.</p>	NPWS, MQS

No.	Issue	Action	Responsible
		<p>Heritage Grant</p> <p>NPWS, MQS and Creative Experience Design Studio, Grumpy Sailor Creative (Sydney) have applied for a National Heritage Grant to create a new immersive exhibition experience to interpret the Wharf Precinct and promote the heritage values of Q Station.</p>	NPWS, MQS
		<p>Update to the Movable Heritage Plan</p> <p>In accordance with the CoPA, the Movable Heritage Plan has been updated and revised.</p> <p>The Q Station Heritage Advisor – Elizabeth Broomhead has indicated her willingness to present on the Movable Heritage Plan at the next QSCCC meeting. All members of the committee confirm that they would like to receive a presentation from Elizabeth Broomhead at the next meeting.</p> <p>NPWS to provide the Movable Heritage Plan so it can be distributed to QSCCC members to read before the next meeting.</p>	NPWS
		<p>Comments/questions</p> <p>NPWS to follow up Mawland request to establish a digital opening sign for Q Station at the entrance to the North Head NP.</p>	NPWS
3.2	Mawland Report		SS
		<p>Lease process</p> <p>The Q Station lease is on the market. Tender closing date was Friday 5 November 2021.</p> <p>Several people have expressed an interest in the lease. Mawland are heartened by the people who applied who have a similar approach to the site.</p> <p>Mawland thanked NPWS for their assistance and support throughout the tender process. NPWS had productive conversations with prospects.</p> <p>Change in proponent is likely, but timing is not known.</p> <p>NPWS to approve the new proponent under Clause 10 of the lease. QSCCC will be advised when finalised.</p>	All to note
		<p>Early renewal of lease option</p> <p>The lease is in hand and in 2027 the lease will need to be renewed. Mawland agrees and states that all legal fees will be paid up to date on the option of early exercise and handed over to the purchaser.</p>	All to note
		<p>Land Tax</p> <p>Waiting for response from Office of State Revenue</p>	NPWS, MQS

No.	Issue	Action	Responsible
		<p>Current situation</p> <p>Q Station is operating, but only at 50% of usual operations until early December. Plan to be completely open by 1 December.</p> <p>The coffee shop is open 5 days.</p> <p>Q Station has a new chef.</p> <p>Mawland is recruiting for staff through a specialist company, including food and beverage staff, social media and marketing manager.</p> <p>Conferencing is gaining momentum and very busy in December.</p> <p>Christmas parties are coming up. Weddings have generally been shifted to next year.</p> <p>The Boilerhouse is open in the evenings, and for lunch on weekends.</p> <p>School programs (excursions, holiday care, picnics) are expected back next year.</p> <p>Les Sculptures Refusées sculpture exhibition with 24 large sculptural installations is currently running through to mid-January. The official opening is 18 November at 5.30pm at the Glasshouse, to be opened by Jennifer Byrne. QSCCC members are invited.</p>	NPWS, MQS
		<p>WW1 Nurses Plaques – Operation Pilgrim</p> <p>Nurses Annie Egan and Elizabeth MacGregor are being honoured on 5 December 2021.</p> <p>RY and MP are in discussion about where the plaques will be installed before the function on 5 December 2022. MP indicated that the plaques should be in Building H2 as that is the most appropriate place within the Hospital Precinct.</p> <p>Sir Peter Cosgrove will be involved in the ceremony on 5 December.</p>	
		<p>Open Days</p> <p>Mawland has written to DPIE to inform them that the site is open at all times for the sculpture exhibition. Requested that the open days associated with the exhibition be considered compliant with open day requirements in the Conditions of Consent for Q Station. DPIE recognise the sculpture exhibition as open days.</p>	NPWS, MQS
		<p>Heritage Grant</p> <p>NPWS and Mawland have applied for a \$400,000 Federal government grant for an immersive exhibition named 'Pandemics, Past and Future'.</p> <p>The exhibition with audio, smell and visual would include the showers and pump room</p> <p>Elizabeth Broomhead, QS Heritage Advisor, NPWS assisted with the application.</p> <p>CW remarked the exhibition is a great opportunity, consistent with Q Station plans.</p>	All to note

Meeting minutes

No.	Issue	Action	Responsible
3.3	Chairpersons Report	If this was to be the last QSCCC meeting attended by MP and SS, on behalf of the QSCCC SH thanked MP and SS for their passion, vision and hard work at Q Station.	SH
4	Presentations	Nil	SH
5	General Business		SH
5.1	Proposed 2020 meeting dates	9 February, 11 May, 10 August, 9 November 2022	All to note
6 Meeting Close			
6.1	Confirm Action Items	Confirmed	SH
6.2	Close	10am	SH

Next meeting

Wednesday 9 February 2022, 8.30am

Venue: Q Station unless otherwise advised