

## Minutes

<b>Meeting</b>	Meeting #2
<b>Location</b>	Q Station
<b>Date</b>	Wednesday, 9 August 2023
<b>Time</b>	9:00 am – 10:30am
<b>Chairperson</b>	Abigail Goldberg, Independent Chair
<b>Attendees – community representatives</b>	<ul style="list-style-type: none"> <li>• Adele Heasman, Electorate Officer, Office of James Griffin MP, Member for Manly</li> <li>• Virginia Macleod</li> <li>• Doug Sewell</li> <li>• Jennifer Wilson</li> <li>• Helen Thomson</li> <li>• Julie Rigoni</li> <li>• Kandy Tagg</li> <li>• Clr Candy Bingham, Northern Beaches Council</li> </ul>
<b>Attendees – co-proponents</b>	<ul style="list-style-type: none"> <li>• Chad Weston, Manager, Sydney North Area, NSW National Parks and Wildlife Services (NPWS)</li> <li>• Rose Porter, Environmental Manager, Sydney North Area, NPWS</li> <li>• Andrew Thornton, Principal Project Officer, NPWS</li> <li>• Glenn Piper, CEO, North Head Pty Ltd (NHS)</li> <li>• Steve Carrodus, General Manager, Q Station, NHS</li> <li>• Alan Brawn, Compliance Officer, NHS</li> <li>• Helen Drew, Interpretation Officer, NHS</li> </ul>
<b>Invitees</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>

## Agenda items

No.	Description	Action
1.	<p><b>Welcome and meeting opening</b></p> <p>1.1. Chad Weston provided an acknowledgement of country.</p> <p>1.2. The Chair welcomed participants. Receipt of all signed Code of Conducts and Declarations of Pecuniary Interests were noted with thanks.</p> <p>1.3. No apologies were noted.</p> <p>1.4. Minutes and action items from the preceding meeting were confirmed without change however comments from members were noted as having been received and discussed by email.</p> <p>1.5. Community outreach activities in the form of North Head Sanctuary newsletters were noted. It was observed that other updates regarding</p>	

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	community activities relevant to the Quarantine Station were welcome going forward.	
2.	<p><b>Update on progress related to the review of the Site Wide Management Plans</b></p> <p>2.1 Andrew Thornton outlined the quantum (over 40) of comments received on the Site Wide Management Plans and expressed thanks for these submissions, which ranged from the very specific to general observations. Alan Brawn confirmed that comments had also been received on the NHS plans and were much appreciated.</p> <p>2.2 Community representatives congratulated NPWS and NHS on the initiative, which is recognised as a significant piece of work, and passed a vote of thanks in this regard.</p> <p>Feedback was sought on the nature of comments received and an indication of how these were proposed to be addressed.</p> <p>NPWS agreed to prepare a summary of submissions to the ERM led plans outlining the key themes of comments received and a high-level description of how these are being integrated into the updated plans. NHS to provide an equivalent summary of submissions to their plans.</p> <p>2.3 Noted that next steps include agency consultation, including with NSW Heritage. Once agency consultation is complete the documents will be submitted to the Department of Planning and Environment. It is anticipated that this process will be completed in several months.</p>	NPWS and NHS to prepare a summary of submissions to their respective plans.
3.	<p><b>NHS Vision for Q-Station</b></p> <p>3.1 Glenn Piper provided a presentation on the updated vision for Q-Station. The vision includes greater focus on and attention to:</p> <ul style="list-style-type: none"> <li>• Connection to Country</li> <li>• Multicultural Australia</li> <li>• Manly and the Northern Beaches.</li> </ul> <p>3.2 Glenn explained progress so far including the attention being paid to the retention of the heritage fabric, and the range of consultants who have been engaged to assist with work ranging from heritage conservation to landscape design, architecture and museum development and curation.</p> <p>3.3 Next steps were described including the multiple planning pathways required to be followed to achieve planning approvals through various agencies for works to be undertaken. Estimated (rough) timelines were outlined for implementation.</p> <p>It was noted that several of the planning pathways would require public exhibition of the planning proposals. At the time of these public exhibitions, public notifications will be made and members will be invited to alert their stakeholders to the opportunity to make comment.</p> <p>3.4 Community representatives raised questions, including with regard to:</p>	

No.	Description	Action
	<ul style="list-style-type: none"> <li>Air conditioning. <i>Noted that air conditioning would be included over time in a way that can be integrated with the heritage fabric.</i></li> <li>Design of the proposed spa. <i>Proposed plans and illustrations for the spa were presented and discussed.</i></li> <li>Potential inclusion of a swimming pool. <i>Confirmed that a swimming pool is not proposed.</i></li> </ul> <p>Thanks were expressed to Glenn for the presentation, as well as good wishes for the next steps.</p>	
4.	<p><b>Update on CCC guidelines</b></p> <p>4.1 The Chair advised that updated CCC guidelines had been prepared and published by the Department of Planning and Environment NSW.</p> <p>4.2 The update includes templates (e.g. member EOI advertisements) and a toolkit of supporting resources (e.g. declaration of interest and code of conduct forms). This material is all available on the DPE website at the link below.</p> <p>4.3 <a href="https://www.planning.nsw.gov.au/assess-and-regulate/development-assessment/community-consultative-committees">https://www.planning.nsw.gov.au/assess-and-regulate/development-assessment/community-consultative-committees</a></p>	
5.	<p><b>Other business</b></p> <p>5.1 A draft programme for the forthcoming Community Open Day titled ‘New Beginnings’, to be held on 10 September 2023, was circulated ahead of the meeting. Helen Drew provided further information on the programme including an overview on the theming for tours, presence of related activities such as local artists on site, as well as approach for booking.</p> <p>5.2 Community representatives expressed support for the programme and suggested a number of channels for advertising the event.</p> <p>5.3 Noted that members can keep updated on the open day events by subscribing to the website via: <a href="https://www.qstation.com.au/community-open-day.html">https://www.qstation.com.au/community-open-day.html</a></p> <p>5.4 A report back on the Community Open Day to be provided at the next CCC meeting.</p> <p>5.5 An update was provided on the Moveable Heritage Collection recording ahead of the session. Helen Drew talked to this update at the meeting.</p> <p>5.6 Community representatives expressed support for the approach and thanks for the progress undertaken considering the monumentality of the task.</p> <p>5.7 Community representatives sought confirmation of the eHive website address, which is noted as <a href="http://ehive.com">ehive.com</a>.</p> <p>5.8 The CCC to be kept updated on progress regarding progress on recording of the Moveable Heritage Collection.</p>	<p>NHS to provide a report back on the Community Open Day at the next CCC meeting.</p> <p>CCC to be kept updated by NHS regarding recording of the Moveable Heritage Collection.</p>

No.	Description	Action
	<p><b>Next meeting</b></p> <p>The next meeting is scheduled for <b>9am</b> on <b>Wednesday 8 November 2023</b>.</p> <p><b>Thanks and close</b></p> <p>The Chair thanked Members for their interest in and proactive participation in the committee, as well as the co-proponents for their support of the process and for hosting the meeting.</p> <p>The meeting was closed at 10:30am.</p>	

## Action list

Meeting date	Action	Responsibility	Status
<p>All actions from the preceding Committee were closed following discussion on 10 May 2023 with the exception of items carried over below.</p> <p>Going forward, Members are encouraged to report operational matters (such a signage / gates / pampas grass) at any time c/o the <b>local NPWS Area Mailbox - Sydney North</b>: <a href="mailto:npws.sydneynorth@environment.nsw.gov.au">npws.sydneynorth@environment.nsw.gov.au</a>.</p>			
27 February 2023	<p>Moveable heritage:</p> <ul style="list-style-type: none"> <li>Re-circulate Moveable Heritage and Resources Plan for new Members</li> <li>Update on moveable heritage project annually or more frequently if relevant.</li> </ul>	<p>NPWS via Chair</p> <p>NHS</p>	<p>Complete – Moveable Heritage and Resources Plan circulated as part of update of Site Wide Plans.</p> <p>Update on moveable heritage provided 9 August 2023.</p>
27 February 2023	<p>Monitoring reports to be distributed on completion:</p> <ul style="list-style-type: none"> <li>Long-nosed bandicoot</li> <li>Little penguin recovery program.</li> </ul>	NPWS	Open, update at next meeting
10 May 2023	Members to provide signed Code of Conduct and declaration of pecuniary /non-pecuniary interests to NPWS.	Members	Complete
10 May 2023	<p>Agenda to reflect a 9am start.</p> <p>Planning consultants to be invited to present on the planning pathway for the site.</p> <p>Further information re the stakeholder workshop on 2 June to be provided.</p>	<p>Chair</p> <p>NHS</p> <p>NPWS via Chair</p>	Complete - addressed inter-session and at meeting #2.
10 May 2023	Members to assist in formalising the record of activities related to community communications e.g. newsletters, by providing updates at meetings or emailing the Chair.	Members	Ongoing but closed for the purpose of governance
9 August 2023	NPWS and NHS to prepare a summary of submissions to their respective plans related to the update of the Site Wide Management Plans.	NPWS and NHS	Open, update at next meeting
9 August 2023	Provide a report back on the Community Open Day at the next CCC meeting.	NHS	Open, update at next meeting
9 August 2023	CCC to be kept updated regarding recording of the Moveable Heritage Collection.	NHS	Open, update at next meeting