

## Minutes

<b>Meeting</b>	Meeting #3
<b>Location</b>	Q Station
<b>Date</b>	Wednesday, 8 November 2023
<b>Time</b>	9:08 am – 10:20am
<b>Chairperson</b>	Abigail Goldberg, Independent Chair (minutes)
<b>Attendees – community representatives</b>	<ul style="list-style-type: none"> <li>• Virginia Macleod</li> <li>• Doug Sewell</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>• Rose Porter, Environmental Manager, Sydney North Area, NPWS</li> <li>• Andrew Thornton, Principal Project Officer, NPWS</li> <li>• Victor Harnadi, Environmental Liaison 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>• Adele Heasman, Electorate Officer, Office of James Griffin MP, Member for Manly</li> <li>• Jennifer Wilson</li> <li>• Ben Robb, A/Manager, Sydney North Area, NSW National Parks and Wildlife Services (NPWS)</li> <li>• Chad Weston, Manager, Sydney North Area, NSW National Parks and Wildlife Services (NPWS)</li> </ul>

### Agenda items

No.	Description	Action
1.	<p><b>Welcome and meeting opening</b></p> <p>1.1. Rose Porter provided an acknowledgement of country.</p> <p>1.2. The Chair noted that this was Rose’s final meeting prior to maternity leave, thanked her for her support and wished her well. Victor Harnadi, who will be acting on Rose’s behalf during her leave was introduced to the group.</p> <p>1.3. Apologies were noted.</p> <p>1.4. Minutes and action items from the preceding meeting were confirmed.</p>	

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	<p>1.5. Community outreach activities in the form of North Head Sanctuary newsletters were noted.</p> <p>Noted also that the Harbour Trust’s North Head Sanctuary Draft Master Plan public exhibition had taken place inter-session, with comments welcomed by the Harbour Trust during the exhibition period, which has now closed.</p>	
2.	<p><b>Update on progress related to the review of the Site Wide Management Plans</b></p> <p>2.1 Both NPWS and NHS provided updates on the status of the Site Wide Management Plans in relation to their review by key agencies including Heritage NSW and Department of Planning. The QSCCC noted previous advice that this process was expected to take several months.</p> <p>2.2 Summary of submissions still to be provided by both NPWS and NHS. NPWS offered to share their template with NHS. Summaries to be circulated on completion.</p> <p><b><i>Draft Integrated Monitoring and Adaptive Management System (IMAMS) 2023</i></b></p> <p>2.3 Noted that updating of the IMAMS is a requirement of a Condition of Consent for the site related to but not a part of the Site Wide Management Plans.</p> <p>2.4 QSCCC members were provided with the Draft IMAMS 2023 ahead of time and invited to read, review and provide comment on the document. The following comments were put forward:</p> <ul style="list-style-type: none"> <li>Heritage plans referenced in the IMAMS are hard to find online. <i>In response, NPWS have provided the links at right.</i></li> <li>As a general principle, members would prefer to see monitoring items evolved (e.g. items 7 and 10 in Appendix E in relation to fairy penguins) rather than deleted (e.g. items 2, 4 and 15 in Appendix E, with item 15 being in relation to Eastern Suburbs Banksia Scrub) as deleting items risks them being abandoned.</li> <li>Noted however that in some instances items have been deleted but replaced with others e.g. item 73, related to specific visitation of the Defiance Tour, which no longer exists, has been replaced with item 74, a more generic visitation monitoring item.</li> </ul> <p>2.5 Any final comments were requested to be submitted by 10 November 2023, via email via the Chair.</p>	<p>NPWS and NHS to each prepare a summary of submissions, for circulation on completion.</p> <p>Links to heritage documents:</p> <p><a href="#">State Heritage Inventory - QS Statements of Significance</a></p> <p><a href="#">Quarantine Station Management Plans</a></p> <p>Final comments on Draft IMAMS (if any) by 10/11 via email via Chair</p>
3.	<p><b>Community outreach initiatives</b></p> <p>3.1 QSCCC members noted the report on the open day – ‘New Beginnings’, held 10 September 2023. Members congratulated NHS on a positive event with excellent family activities, observing however that signage, wifi at the wharf, the food and beverage offering at the wharf and parking logistics could be</p>	

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	<p>improved (e.g. through the introduction of a one-way system in the car park).</p> <p>3.2 QSCCC members noted the report on Sculptures at Quarantine Station and complemented NHS on an excellent event appropriate to Q-station that also fostered and supported ongoing visitation.</p> <p>Steve Carrodus reported that to date each sculpture had received approximately 175 QS scans while 60 – 80 visitors had attended each Wednesday, Saturday and Sunday.</p> <p>QSCCC members volunteered their support for the exhibition to be ongoing on an annual basis.</p> <p>3.3 QSCCC members noted the applications that had been made by NHS for Australia Heritage Council grants and congratulated NHS on the initiative.</p>	
4.	<p><b>Moveable heritage collection</b></p> <p>4.1 QSCCC members noted progress with recording of the moveable heritage collection and again thanked Helen Drew for her outstanding efforts in this regard.</p> <p>4.1 QSCCC members noted the update on community grants. Members sought to record their willingness to endorse such initiatives going forward, including by way of letters of support agreed to inter-session. The Chair noted this interest and recommended that sufficient time be allowed as part of the application process to make this possible.</p>	
5.	<p><b>Draft schedule of meetings for 2024</b></p> <p>The draft schedule of meetings for 2024 was agreed to as follows:</p> <ul style="list-style-type: none"> <li>• Wed, 14 February 2024</li> <li>• Wed, 15 May 2024</li> <li>• Wed, 7 August 2024</li> <li>• Wed, 13 November 2024</li> </ul>	
6.	<p><b>Other business</b></p> <p>Updates on the following items were requested by members for the February 2024 meeting:</p> <p>6.1 <u>Vision for the site</u> – agreed that NHS would provide an update on Stage 1 applications, which are applications within the current framework of approvals that are anticipated to be lodged prior to the holiday season 2023.</p> <p>6.2 <u>Forward plan / timeline</u> – agreed that NHS would provide an update factoring in the end of lease date and end of approvals timing.</p> <p><b>Next meeting</b></p> <p>The next meeting is scheduled for <b>9am on Wednesday 14 February 2024.</b></p>	<p>Agenda items for February 2024 to include updates on:</p> <ul style="list-style-type: none"> <li>• Vision for the site</li> <li>• Forward plan / timeline</li> </ul>

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7.	<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 10:20am.</p>	

## Action list

Meeting date	Action	Responsibility	Status
<p>Members are encouraged to report operational matters (such a signage / gates / pampas grass) at any time c/o the local NPWS Area Mailbox - Sydney North: <a href="mailto:npws.sydneynorth@environment.nsw.gov.au">npws.sydneynorth@environment.nsw.gov.au</a>.</p>			
27 February 2023	Monitoring reports to be distributed on completion: <ul style="list-style-type: none"> <li>• Long-nosed bandicoot</li> <li>• Little penguin recovery program.</li> </ul>	NPWS	Open
8 November 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, circulate on completion
8 November 2023	Final comments on Draft IMAMS (if any) by 10/11 via email via Chair.	QSCCC members	Open until 10/11
8 November 2023	Agenda items for February 2024 to include updates on: <ul style="list-style-type: none"> <li>• Vision for the site</li> <li>• Forward plan / timeline.</li> </ul>	NHS	Open
9 August 2023	Provide a report back on the Community Open Day at the next CCC meeting.	NHS	Completed