

## Minutes

<b>Meeting</b>	Meeting #4
<b>Location</b>	Q Station
<b>Date</b>	Wednesday, 14 February 2024
<b>Time</b>	9:00 am – 10:20 am followed by an <i>in camera</i> session for members only, 10:20 am – 10:35 am
<b>Chairperson</b>	Abigail Goldberg, Independent Chair (minutes)
<b>Attendees – community representatives</b>	<ul style="list-style-type: none"> <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> <li>• Adele Heasman, Electorate Officer, Office of James Griffin MP, Member for Manly</li> </ul>
<b>Attendees – co-proponents</b>	<ul style="list-style-type: none"> <li>• Andrew Thornton, Principal Project Officer, NPWS</li> <li>• Victor Harnadi, A/Environmental Manager, 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>• Karen Paroissien, NPWS Stakeholder Engagement Officer</li> <li>• Rebecca Gibbs, NHS PR</li> <li>• Paul Corry, Q Station project manager</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Virginia Macleod, community representative</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. Victor Harnadi provided an Acknowledgement of Country.</p> <p>1.2. Members and invitees introduced themselves.</p> <p>1.3. Apologies were noted.</p> <p>1.4. Minutes and action items from the preceding meeting were confirmed.</p> <p>1.5. Community outreach activities in the form of North Head Sanctuary newsletters were noted.</p>	
2.	<p><b>Draft 2023 Annual Environmental Report for North Head Quarantine Station (NHQS)</b></p>	

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	<p>2.1. Noted that papers had been distributed on 17 January 2024.</p> <p>2.2. At the time of the meeting comments and feedback had been received from several CCC members:</p> <ul style="list-style-type: none"> <li>• By way of summary members noted that the format of the Report was clearer and more precise than preceding versions, and that this was appreciated.</li> <li>• Members were complimentary regarding progress but noted a lack of clarity regarding the way in which some plans appeared to be contingent on others e.g. heritage and landscape management plans.</li> <li>• NPWS acknowledged that some areas appeared to overlap and that steps were currently being taken to update plans, for example the detailed area conservation management plan. The QSCCC will be kept updated on progress in this regard.</li> <li>• NPWS noted ongoing work regarding monitoring and data management / analysis with regard to both the penguin and bandicoot populations, which will be reported to the committee when possible.</li> <li>• NPWS acknowledged delays in positing QSCCC minutes and annual reports online, however they noted that the website is currently being reviewed and updated and that the intention is to expedite the publication process.</li> <li>• NHS advised that the number of non-compliances has dropped significantly under the joint management of NHS and NPWS over the past year in particular.</li> <li>• NHS noted that on only two occasions over the last year had the agreed carrying capacity of the site been reached. There had been no breaches in this regard.</li> </ul>	
3.	<p><b>Planning approvals pathway</b></p> <p>3.1. NHS provided an update on the planning approvals pathway / forward plan, noting that the current operating planning approval expires on 28 December 2024. In this regard:</p> <ul style="list-style-type: none"> <li>• An REF (Review of Environmental Factors) approvals pathway has been agreed for which NHS will be the proponent and NPWS the determining authority. This is a standard process for NPWS sites where an owner-operator type of model is in place.</li> <li>• The REF will largely constitute a renewal of the existing approval's use and operations but will enable contemporising of the Conditions of Approval for the site.</li> <li>• It is intended that the REF application will be for a time period up to 2050.</li> </ul>	

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	<ul style="list-style-type: none"> <li>For approval to be achieved by December 2024, the public exhibition for the REF will need to be held around June / July 2024, with related stakeholder engagement around the same time.</li> </ul> <p>3.2. Members queried the approach for changes to the site. NHS advised that parallel or sequential planning approval would be sought for any changes to the site so as not to complicate or prolong the approval process for the REF.</p> <p>3.3. Members sought advice on what would be expected to be included in a REF. NPWS offered to provide guidelines in this regard, which are as follows: <a href="#">Guidelines for Preparing a Review of Environmental Factors</a></p> <p>3.4. Members sought information on where publicity regarding the process would be posted, as well as generally available information on QS. NHS provided the following links:</p> <p><b>Social media accounts:</b></p> <p><a href="https://www.instagram.com/qstation/">https://www.instagram.com/qstation/</a></p> <p><a href="https://www.instagram.com/qstationweddings/">https://www.instagram.com/qstationweddings/</a></p> <p><a href="https://www.facebook.com/QStationManly/">https://www.facebook.com/QStationManly/</a></p> <p><b>Q Station website contact page:</b></p> <p><a href="https://www.qstation.com.au/contact.html">https://www.qstation.com.au/contact.html</a></p> <p><b>Newsletter sign up:</b></p> <p><a href="https://www.qstation.com.au/vip-newsletter.html">https://www.qstation.com.au/vip-newsletter.html</a></p> <p><b>QS Our Story –minutes and documents relating to the Lease, NPWS and QSCCC:</b></p> <p><a href="https://www.qstation.com.au/our-story.html">https://www.qstation.com.au/our-story.html</a></p> <p><b>What's on:</b></p> <p><a href="https://www.qstation.com.au/whatson.html">https://www.qstation.com.au/whatson.html</a></p>	<p>Link provided by NPWS as left.</p> <p>Links provided by NHS as left.</p>
4.	<p><b>Update on the review of the Site Wide Management Plans</b></p> <p>4.1 Noted that comments have now been received from key agencies including Department of Planning and Heritage NSW. Feedback from Heritage NSW had been presented as preliminary and requires further follow-up. As a result this process is ongoing.</p> <p>4.2 Summary of submissions still to be provided by both NPWS and NHS, both of whom advised that these are underway. Summaries to be circulated on completion.</p>	<p>NPWS and NHS summary of submissions to be circulated on completion.</p>
5.	<p><b>Community outreach initiatives</b></p> <p>5.1 QSCCC members noted plans for open days on 19 May and 8 September 2024.</p>	<p>Update to be provided on progress regarding</p>

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	5.2 QSCCC members noted ongoing proceedings regarding the application made by NHS for an Australian Heritage Council grant.	grant when possible.
6.	<p><b>Moveable heritage collection</b></p> <p>6.1 QSCCC members noted ongoing progress with recording of the moveable heritage collection.</p>	
7.	<p><b>Schedule of meetings for 2024</b></p> <p>The schedule of meetings for 2024 is as follows:</p> <ul style="list-style-type: none"> <li>• Wed, 15 May 2024</li> <li>• Wed, 7 August 2024</li> <li>• Wed, 13 November 2024</li> </ul>	
8.	<p><b>Other business</b></p> <p>Updates on the following matters were requested by members:</p> <p><b>8.1 <u>Bus stop adjacent to the site</u></b> – noted that the fence at the bus stop is damaged and roundabout has not been repaired. NPWS undertook to investigate</p> <p><b>8.2 <u>Ferry to Quarantine Station</u></b> – members queried progress regarding ferry access. NHS advised that a significant fee would be required to achieve ferry access at this time, which this was not currently viable.</p> <p><b>Next meeting</b></p> <p>The next meeting is scheduled for <b>9am on Wednesday 15 May 2024.</b></p>	NPWS to investigate condition of the 161 bus stop and roundabout.
9.	<p><b>Thanks and close</b></p> <p>The Chair thanked everyone for their participation, as well as the co-proponents for hosting the meeting.</p> <p>The meeting was closed at 10:20am.</p>	
	<p><b><i>In camera</i> session – members only</b></p> <p>Members of the QSCCC together with the independent chair held an '<i>in camera</i>' session at the end of the formal QSCCC meeting.</p> <p>At this session it was decided that the QSCCC members would like to invite NHS to present to the QSCCC regarding progress on the REF application at their meeting of 15 May 2024, recognising that some of the material may still be preliminary at that time. Members suggested that NHS may wish to use the session as a 'rehearsal' for the more structured stakeholder engagement which will follow as part of the public exhibition process, and that members would take this into account and be pleased to provide feedback recognising the timing, but with a view to being constructive and supportive regardless.</p>	NHS and NPWS to indicate their acceptance of members invitation as left.

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	<p>Members noted that they would appreciate NPWS being in attendance at the briefing, and that they would also be welcome to present any material should this be appropriate or necessary considering their role in the REF process as determining authority.</p> <p>To enable the presentation / briefing, members proposed that provision be made for this meeting to be extended to 11am, if needed, noting that meetings usually finish around 10:30am.</p> <p>Members also expressed their interest in providing early advice to NHS on matters for their consideration in preparing the REF once they have had the opportunity to review the NPWS 'guidelines for preparing an REF' the link for which is provided above.</p>	<p>Chair to send a longer meeting invite if needed.</p> <p>Members to provide advice for NHS regarding preparation of the REF through the Chair ASAP and by 15 March 2024 at the latest.</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	Completed
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	Completed
14 February 2024	NPWS to provide link regarding guidelines for preparing a REF	NPWS	Completed
14 February 2024	NHS to provide links to social media and other sites where publicity on QS is posted	NHS	Completed
14 February 2024	NPWS to provide update on Australian Heritage Council grant when possible.	NHS	Open
14 February 2024	NPWS to investigate condition of the 161 bus stop and roundabout.	NPWS	Open
14 February 2024	NHS and NPWS to indicate their acceptance of members invitation to present at meeting on 15 May 2024.	NHS / NPWS	Open
14 February 2024	Chair to send a longer meeting invite if needed.	Chair	Open
14 February 2024	Members to provide their advice for NHS regarding preparation of the REF through the Chair ASAP and by 15 March 2024 at the latest.	Members	Open