

Minutes

Meeting	Meeting #5
Location	Q Station
Date	Wednesday, 15 May 2024
Time	9:00 am – 11 am
Chairperson	Abigail Goldberg, Independent Chair (minutes)
Attendees – community representatives	<ul style="list-style-type: none">• Virginia Macleod• Doug Sewell• Helen Thomson• Julie Rigoni• Kandy Tagg• Clr Candy Bingham, Northern Beaches Council• Adele Heasman (<i>from 9:50am</i>)
Attendees – co-proponents	<ul style="list-style-type: none">• Chad Weston, Manager, Sydney North Area, NSW National Parks and Wildlife Services (NPWS)• Andrew Thornton, Principal Project Officer, NPWS• Victor Harnadi, A/Environmental Manager, NPWS• Steve Carrodus, General Manager, Q Station, NHS• Helen Drew, Interpretation Officer, NHS
Invitees	<ul style="list-style-type: none">• Keyland Consulting on behalf of NHS (Daniel Keary and Jacqui Hall) (<i>from 10am to 10:45am</i>)
Apologies	<ul style="list-style-type: none">• Jennifer Wilson, community representative• Glenn Piper, CEO, North Head Pty Ltd (NHS)• Alan Brawn, Compliance Officer, NHS

Agenda items

No.	Description	Action
1.	Welcome and meeting opening <ul style="list-style-type: none">1.1. Chad Weston provided an Acknowledgement of Country.1.2. Attendees were confirmed.1.3. Apologies were noted.1.4. Minutes and action items from the preceding meeting were confirmed.1.5. Community outreach activities in the form of North Head Sanctuary newsletters were noted.	

No.	Description	Action
2.	<p>Draft 2023 Annual Environmental Report for North Head Quarantine Station (NHQS)</p> <p>2.1. Noted that the 2023 Annual Environmental Report has now been finalised following consultation and agency input.</p> <p>2.2. A number of non-compliances have been recorded in relation to the Conditions of Approval, which are however now 21 years old, recognised as outdated in part and due to expire at the end of this year.</p> <p>2.3. NPWS to transmit a copy of the Report when available c/o the Chair and to provide a link when this has been posted online.</p>	NPWS to transmit a copy of the Report when available c/o the Chair and to provide a link when posted online.
3.	<p>Update on the review of the Site Wide Management Plans</p> <p>3.1 Noted that progress is ongoing in response to comments from key agencies in particular Heritage NSW and Department of Planning.</p> <p>3.2 Summary of submissions still to be provided by both NPWS and NHS. To be circulated on completion.</p> <p>3.3 Update to be provided at next meeting.</p>	Summary of submissions to be circulated on completion.
4.	<p>Community outreach initiatives</p> <p>4.1 QSCCC members noted plans for open day on 19 May, which includes 7 tours, 2 talks and 2 children's activities. NHS committed to better carpark management for this event than previously.</p> <p>4.2 QSCCC noted and congratulated NHS for their success in securing a Commonwealth grant of \$29,000 to assist with the Inscriptions initiative, including an assessment of significance, development of a painting policy and aim to repaint 10 of the inscriptions. NHS are required to match 25% of grant value through cash or in-kind contributions.</p> <p>4.3 NHS advised that the second grant application in relation to the wharf had been unsuccessful. NPWS noted that as the grant application process was complete, NHS should consider forwarding it to Chad Weston for possible consideration within NPWS internal channels and funding bids when the opportunity presents.</p>	NHS to forward wharf grant application to NPWS.
5.	<p>Moveable heritage collection</p> <p>5.1 QSCCC members noted ongoing progress with recording of the moveable heritage collection.</p>	
6.	<p>Presentation:</p> <p>Planning approvals pathway</p> <p>6.1 Keyland provided an update on progress in relation to the approvals pathway, which is by means of a Review of Environmental Factors (REF). In brief the REF seeks:</p>	

No.	Description	Action
6.1.1	Approval for ongoing operations consistent with the current planning approval and Preferred Activity Statement	NHS to provide Keylan PPT to Chair for transmission to members.
6.1.2	Review of current conditions to provide a contemporary, more workable approval	
6.1.3	The REF does <u>not</u> seek any changes to site activities, physical works or site capacity limits.	
6.2	Preliminary documents include ecological, acoustic, traffic, heritage, aboriginal heritage, ESD and bushfire reports that are currently with NPWS for review.	
6.3	Consultation to date has taken place with key agencies including NPWS, Council, Transport for NSW, Fisheries, Heritage NSW and Heritage Council, Friends of Quarantine Station, Local MPs.	QSCCC members to be kept advised of exhibition and submission details.
6.4	Next steps are for NHS to receive and address NPWS feedback and prepare material for submission to NPWS. NPWS will then commence a public exhibition process in July with a view to achieving approval by 24 December 2024.	
6.5 Q&A:		
6.5.1	Members queried the format of the public exhibition. Noted that this would be held online with hard copies of materials to be made available, potentially at Manly library. A register of interested people is being maintained for communications. The submission period will be the standard period for responses (30 days). QSCCC members will be advised when the exhibition commences and the duration of the submission period.	
6.5.2	Members sought confirmation that revised conditions would seek to balance current issues e.g. marine ecology in relation to ferries. Keylan advised that this would be the case.	Chair to assist members in developing a letter of endorsement and support to be provided to the proponent as a submission to the exhibition.
6.5.3	Members noted that the consent authority would change from the Department of Planning to NPWS through this process. NPWS confirmed that this was the case and that Planning had raised no objection in this regard.	
6.5.4	Members suggested that Draft Conditions of Approval should be prepared early in the process for discussion with the proponent to avoid later delay, and should also be performance-based and future-proofed where possible. NPWS supported this approach.	
6.6	Next steps: Members proposed providing a letter of endorsement and support for the proponent at the time of the exhibition. Agreed that the Chair would provide a Draft for review at that time outlining the close involvement and keen interest of the group over many years, its regular meetings, support of the process and support of the operator and their commitment to the site.	
6.7	Members seeking presentations by NHS for other community groups to liaise through the Chair.	Members seeking presentations from NHS for other community groups to liaise through the Chair.

No.	Description	Action
7.	<p>Schedule of meetings for 2024</p> <p>The schedule of meetings for 2024 is as follows:</p> <ul style="list-style-type: none"> • Wed, 7 August 2024 • Wed, 13 November 2024 	
8.	<p>Other business</p> <p>NPWS noted that a number of activities were currently underway on site, including:</p> <ul style="list-style-type: none"> • Bandicoot monitoring • Weed control • Ecological restoration • Development of reports on penguin monitoring and sustainability, and bandicoot habitats • Manly Little Penguin species recovery program • Review of Asset Protection Zones (APZs). <p>The Committee thanked Victor Harnadi for his support and hard work, noting that his secondment was coming to an end and that Rose Porter would be returning soon from maternity leave.</p> <p>Next meeting</p> <p>The next meeting is scheduled for 9am on Wednesday 7 August 2024.</p>	
9.	<p>Thanks and close</p> <p>The Chair thanked everyone for their participation, as well as the co-proponents for hosting the meeting.</p> <p>The meeting closed at 11.00 am.</p>	

Action list

Meeting date	Action	Responsibility	Status
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: npws.sydneynorth@environment.nsw.gov.au .			
27 February 2023	Monitoring reports to be distributed on completion: <ul style="list-style-type: none"> Long-nosed bandicoot Little penguin recovery program. 	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
14 February 2024	NPWS to provide update on Australian Heritage Council grant when possible.	NHS	Completed
14 February 2024	NPWS to investigate condition of the 161 bus stop and roundabout.	NPWS	Completed
14 February 2024	NHS and NPWS to indicate their acceptance of members invitation to present at meeting on 15 May 2024.	NHS / NPWS	Completed
14 February 2024	Chair to send a longer meeting invite if needed.	Chair	Completed
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	Completed
15 May 2024	NPWS to transmit a copy of the FINAL Annual Environmental Report when available c/o the Chair and to provide a link when posted online.	NPWS	Open
15 May 2024	NHS to forward wharf grant application to NPWS.	NHS	Open
15 May 2024	NHS to provide Keylan PPT to Chair for transmission to members.	NHS	Open
15 May 2024	QSCCC members to be kept advised of exhibition and submission details.	NPWS / Chair	Open

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15 May 2024	Chair to assist members in developing a letter of endorsement and support to be provided to the proponent as a submission to the exhibition.	Chair	Open
15 May 2024	Members seeking NHS presentations for other community groups to liaise through the Chair.	Members	Open