

## Minutes

<b>Meeting</b>	Induction meeting #1, new Committee
<b>Location</b>	Q Station
<b>Date</b>	Wednesday, 10 May 2023
<b>Time</b>	9:00 am – 10:40pm
<b>Chairperson</b>	Abigail Goldberg, Independent Chair
<b>Attendees – community representatives</b>	<ul style="list-style-type: none"> <li>• Adele Heasman</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 Liaison Officer, Sydney North Area, NPWS</li> <li>• Glenn Piper, CEO, North Head Pty Ltd (NHS)</li> <li>• Steve Carrodus, General Manager, Q Station, North Head Pty Ltd</li> <li>• Alan Brawn, Compliance Officer, North Head Pty Ltd</li> </ul>
<b>Invitees</b>	<ul style="list-style-type: none"> <li>• Stuart McMahon, Community Engagement, Policy and Engagement Branch, NPWS (online)</li> </ul>
<b>Apologies</b>	<ul style="list-style-type: none"> <li>• Virginia MacLeod (community representative)</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, who introduced themselves and their interest in the site and / or role in relation to the project</p> <p>1.3. Apologies were noted</p> <p>1.4. Minutes from the preceding meeting were confirmed without change. Action items were held over for discussion under <b>item 5. Other business.</b></p>	
2.	<p><b>Objectives of the QSCCC and ways of working</b></p> <p>2.1 Objectives</p> <p>The Chair outlined the objectives of the QSCCC, which are enshrined in the Conditions of Approval for the project, specifically conditions 58 and 59. Noted that the objectives are broad but set out a number of important</p>	

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	<p>roles, e.g. in relation to the review of management plans and the like, as well as communications with the community.</p> <p>2.2 Ways of working</p> <p>The Chair talked to the administrative framework which sets out ways of working for the QSCCC, making reference to the:</p> <ul style="list-style-type: none"> <li>• Terms of Reference</li> <li>• Code of conduct and</li> <li>• Declaration of pecuniary interests.</li> </ul> <p>She also referred to a collaborative approach which emphasises respect and tolerance as well as a professional approach to governance.</p> <p>Members discussed and agreed to a 9am start to meetings going forward. Noted that Minutes and material (e.g. slides) from meetings will be uploaded at both: <a href="https://www.environment.nsw.gov.au/about-us/who-we-are/advisory-committees/quarantine-station-community-consultative-committee">https://www.environment.nsw.gov.au/about-us/who-we-are/advisory-committees/quarantine-station-community-consultative-committee</a> and <a href="http://www.qstation.com.au/our-story">www.qstation.com.au/our-story</a>.</p>	<p>Members to provide signed Code of Conduct and declaration of pecuniary /non-pecuniary interests to NPWS.</p> <p>Agenda (prepared by the Chair) to reflect a 9am start.</p>
3.	<p><b>Induction overview</b></p> <p>Stuart McMahon provided an induction overview that illustrated where NPWS is placed in the Department of Planning and Environment (DPE) cluster (subject to change) as well as how the agency is structured. The diverse work of the agency was described, the importance of the Quarantine Station emphasised, and the role of the QSCCC confirmed, noting that:</p> <ul style="list-style-type: none"> <li>• All are responsible for keeping everyone safe on site</li> <li>• Conflicts of interest should be reported to the Chair, including actual, potential and perceived conflicts</li> <li>• Members should ensure that any public comments made are in a private capacity and not attributed to the committee</li> <li>• Members are encouraged to maintain contact with community groups and stakeholders.</li> </ul> <p>Stuart noted that NPWS may prepare a tailored QSCCC handbook. In the interim the Chair noted that generic guidelines for CCCs are available at <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>	

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4.	<p><b>What's ahead in 2023</b></p> <p>Glenn Piper advised that North Head will be continuing to refine the Vision for Q Station considering that financial viability is an ongoing challenge while maintenance requirements and the like are increasing. He advised that the following are under consideration:</p> <ul style="list-style-type: none"> <li>• Re-branding and positioning</li> <li>• Updating of facilities</li> <li>• Shift away from 'haunted' theme to 'a place to rejuvenate' with reference to Country and aboriginal histories</li> <li>• Improvements to food and beverage offers</li> <li>• Improvements to museum presentation, including through technology</li> <li>• Increased activation.</li> </ul> <p>Members expressed broad support for these updates.</p> <p>Glenn observed that renewal of the planning approval as well as the lease are required in the short - medium term. As the planning pathway is potentially complex, consultants have been engaged to assist.</p> <p>The Chair suggested that the planning consultants be invited to present to the CCC once the planning pathway has been clarified so that members can be informed of the process ahead.</p> <p>Rose Porter of NPWS advised that the review of Q Station site wide plans is underway and that consultation, which will be selective rather than broad-based, is imminent. CCC members were alerted to a stakeholder workshop which will be held the morning of 2 June 2023 at Q Station to explain more about the process.</p> <p>Members queried the structure and purpose of the workshop. Agreed that further information will be issued through the Chair.</p> <p>Rose noted that reviews of the annual environmental report and conservation management plan would also be undertaken. Further information will be provided as these reviews progress. In the interim, the following reports are available online at <a href="http://www.qstation.com.au/our-story">www.qstation.com.au/our-story</a>:</p> <ul style="list-style-type: none"> <li>• 2022 Annual Environmental Report</li> <li>• 2022 Annual Review of the Conservation Works Program</li> <li>• 2022 NHS monitoring report.</li> </ul>	<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 regarding the review of site wide plans is to be provided via the Chair.</p>
5.	<p><b>Other business</b></p> <p>A well attended Community Day was held on 30 April 2023. The attached newsletter refers. Members expressed thanks to NHS for the event and congratulated them on the diversity of activities provided.</p>	

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	<p>Noted that North Head Sanctuary Foundation Inc publishes a newsletter regarding the site. The Chair invited Members to assist in formalising the record of community communications, such as this newsletter, by providing updates at meetings or via email to the Chair for recording in the minutes.</p> <p>Action items from the preceding meeting were discussed and closed or carried over per the action list below.</p> <p><b>Timing of forthcoming meetings</b></p> <p>Four meetings will be held annually at this stage considering the evolving nature of the project. Timing to be advised by the Chair.</p> <p><b>Thanks and close</b></p> <p>The Chair thanked returning and new 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 10:40am.</p>	<p>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.</p>
	<p><b>Site tour</b></p> <p>Members wishing to participate were hosted by North Head on a mini-bus tour of the site. The Chair also joined the tour. All present expressed thanks for the informative and educational activity.</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>	Open, update at next meeting
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	Open, update at next meeting
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>	Open, update at next meeting
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	Open, update at next meeting