

QUARANTINE STATION COMMUNITY CONSULTATIVE COMMITTEE

TERMS OF REFERENCE

1. North Head Quarantine Station History

The Quarantine Station was in operation from 1828 until 1984. Its purpose was as a place to isolate immigrants to Australia who were liable to be, or suspected of, carrying an infectious disease. The site has national heritage significance.

In 1984, the Quarantine Station was transferred to the NSW National Parks and Wildlife Service (NPWS), part of the Office of Environment and Heritage (OEH).

2. North Head Quarantine Station Conservation and Adaptive Reuse Project

The Quarantine Station Lease was signed by the Minister for the Environment and Mawland Quarantine Station Pty Ltd on 26 October 2006. Commencement of the preferred activity was granted by the Department of Planning on 6 November 2006. Mawland Quarantine Station Pty Ltd is the current lessee.

The Conditions of Approval arising from the planning approval for the project require that a Quarantine Station Community Consultative Committee (QSCCC) be established for the term of the project. The Minister for the Environment appointed the first QSCCC in 2004.

For additional background information on the North Head Quarantine Station Conservation and Adaptive Reuse Project refer to Annexure 1.

3. Role of the Quarantine Station Community Consultative Committee

The Lease and the Condition of Planning Approval for Quarantine Station outline the general functions of the QSCCC. These are:

- a) Provide comment and recommendations to the co-proponents on proposals or relevant matters including the development and implementation of site wide plans (as defined), the interrogated monitoring program, annual environmental reports, comprehensive audit reports and compliance with the conditions of this approval; and
- b) Provide a communication channel between the community, the co-proponents and the determining and approval authorities on matters relating to the Quarantine Station
- c) Reporting to DEC (now OEH)

The conditions of approval also include other specific functions of the QSCCC. These are:

1. Review annual monitoring reports covering of social, environmental, cultural and economic indicators and provide community feedback into the sustainability of the Quarantine Station project.
2. Review the annual environmental (sustainability) report and specifically consider issues associated with visitor impacts arising from the approved activity on the site.
3. Assist with the planning and implementation of community open days.
4. Review the updated site-wide plans.
5. Advise the OEH and the lessee on opportunities to increase visitation to the Quarantine Station and enhance the visitation experience.
6. Communicate with the community on Quarantine Station related matters.

It is the responsibility of each QSCCC member to liaise with members of the organisations or interest groups they represent and inform their organisation of any outcomes of meetings. The members should be empowered to make representations on behalf of their organisation and contribute to the decision-making of the QSCCC accordingly.

4. Member appointment

The OEH sought nominations through an expression of interest process, in accordance with NSW Government policy. The following advertising and promotion was undertaken:

- Advertisement on the NSW OEH website (published XX January 2019)
- Advertisement in the Manly Daily Newspaper on XX January 2019
- Letters sent to potential stakeholders including community groups and existing QSCCC members and appropriately

The OEH sought nominations from the following criteria and sectors of the community:

- local resident and/or business community
- representative from Aboriginal community, preferably with expertise in Aboriginal cultural heritage
- expertise and experience in local government
- expertise in historic cultural heritage management – particularly medical history, archaeology and/or architecture and cultural interpretation and education
- expertise and experience in marketing, business development and external funding
- expertise and experience in cultural heritage tourism or ecotourism
- expertise and experience in conservation and natural environments

On receipt of nominations, the OEH will make recommendations to the Chief Executive for the Environment and Heritage. Appointments to the QSCCC will be made by the Chief Executive and applicants will be notified in writing.

In addition to the above, the OEH will be represented on the QSCCC by a senior officer of the National Parks and Wildlife Service, OEH.

5. Term of Quarantine Station Community Consultative Committee

Members will be appointed by the OEH Chief Executive to the QSCCC for a 4-year term.

6. Quarantine Station Community Consultative Committee Chairperson

The Secretary of the Department (or nominated representative) will appoint the independent chairperson for the QSCCC from a pool of suitable independent chairpersons for Community Consultative Committees, after confirming that the person has no conflict of interest.

The independent chairperson must oversee the preparation and publication of the minutes of committee meetings, and report annually to the Department on the operation of the committee.

<https://www.planning.nsw.gov.au/Assess-and-Regulate/Development-Assessment/Community-Consultative-Committees/Chairpersons>

7. Resignations

Resignations from the QSCCC are to be made in writing to the Chief Executive for the Environment and Heritage and copied to the QSCCC Chairperson. The OEH in consultation with the QSCCC Chairperson will determine whether a new member should be sought to fill the place of the resigned member. This determination will be based on the length of the existing term of the QSCCC and whether the remaining members can fulfil the expertise and knowledge required to meet the QSCCC's role.

ANNEXURE 1

BACKGROUND INFORMATION

NORTH HEAD QUARANTINE STATION CONSERVATION AND ADAPTIVE REUSE PROJECT

NPWS assessed alternatives for the future management of the quarantine station and concluded that a private sector lease would be the best option.

Mawland Hotel Management Pty Ltd (Mawland) was selected as the preferred tender for the lease and in 2000, Mawland and NPWS signed a conditional agreement to lease. The agreement to lease was subject to a satisfactory outcome from the environmental impact statement (EIS).

The EIS was completed in 2001, along with a species impact statement covering the threatened species on site. The heritage council approved the detailed area conservation management plans and the minister for the environment became a co-proponent of the development.

Following significant community interest in the proposal a commission of inquiry was undertaken to review impacts of the conservation and adaptive reuse proposal. In 2002 commissioner William Simpson AM concluded that there were no environmental grounds which would preclude the carrying out of the activity subject to the adoption of the findings and recommendations in the commission of inquiry report. Drawing from the commissioner's recommendation, the co-proponents revised the original proposal in their preferred activity statement.

The minister for the environment granted concurrence for the activity in accordance with section 112d of the ep& a act on 6 January 2003. The joint determination report (north head quarantine station conservation and adaptive re-use proposal, henceforth referred to as the conditions of approval) under clause 243, part 5 of the EP&A act, was signed off by the NSW Minister for the Environment, the Director NSW Heritage Office, and the chief executive waterways authority on 23 December 2003.

The NSW minister for the environment and Mawland hotel management Pty Ltd are the co-proponents for the activity. The co-proponents have adapted the quarantine station site for cultural tourism purposes and have a 21-year planning approval. The approved uses include a visitor centre; guided tours; a restaurant; accommodation; functions and conferences; and an environmental and cultural study centre. The approved activity involves physical changes to the site, including the buildings and the landscape.

QUARANTINE STATION COMMUNITY CONSULTATIVE COMMITTEE

MEETING PROCEDURES

1. Protocol

The QSCCC Chairperson will facilitate the meetings of the QSCCC. Meetings will be structured to ensure that the work of the QSCCC is focused and systematic. All members of the QSCCC will have equal opportunity to contribute and express their views and ideas. The QSCCC will aim to reach consensus outcomes, however, where this is not possible differences will be documented.

All members of the QSCCC will be treated with respect and will be expected to address each other, and observers, in a professional and polite manner.

Members will be required to attend the majority of meetings of the QSCCC.

2. Meeting documentation

All meetings will have an agenda set and issued to the members at least one week prior to the meeting. Requests for agenda items are to be forwarded to the QSCCC Chairperson. Meeting agendas will be set by the QSCCC Chairperson in consultation with the OEH. Whenever possible, members will receive written advice of any change to meeting dates or times at least one week prior to the meeting.

All procedures and outcomes of the meetings of the QSCCC will be documented by the administrative support provided by the OEH. A copy of all the outcomes of each meeting will be provided in writing to all QSCCC members within two weeks of the meeting.

Minutes of QSCCC meetings will be available for public review by appointment.

3. Venue

The meetings will be held at North Head Quarantine Station, North Head Scenic Drive, Manly.

The lessee will provide the QSCCC with access to sufficient resources to perform its functions, including: a meeting space; photocopying, phone and facsimile facilities; computer/printer and supervised access to the site.

4. Review material

To facilitate QSCCC input into Quarantine Station planning and operations, the OEH and the lessee will:

1. Provide the QSCCC with regular information on the environmental performance and management of the activity.
2. Provide all relevant plans, including site-wide plans, to the QSCCC for comment prior to their approval by the relevant authority.
3. Ensure the QSCCC has reasonable access to the necessary plans and reports and is provided with sufficient time to carry out its functions.
4. Consider the recommendations and comments of the QSCCC and provide a response to the QSCCC.

The OEH and the lessee will consider all recommendations of the QSCCC carefully, however management of the Quarantine Station must be in accordance with the objectives and content of plans of management as set out in Section 72AA of the *National Parks and Wildlife Act 1974*, the joint determination report (*North Head Quarantine Station Conservation and Adaptive Re-use Proposal*, otherwise known as the Conditions of Approval), the lease, site-wide plans and the overall objectives of the project.

A meeting date will be set for QSCCC members to provide input into the plans, monitoring reports or other proposals submitted for QSCCC review. All members attending the review meeting are to raise their comments at the meeting. Those members who cannot attend the meeting but wish to contribute are required to provide their comments in writing to the QSCCC Chair at least two working days prior to the meeting. The QSCCC Chair will table the absent member's comments on their behalf.

5. Quorum

A majority of the current members of the group shall form a quorum at any meeting of the QSCCC. A quorum is required to formally adopt meeting minutes or any other resolution.

The OEH will work with the QSCCC Chairperson to ensure that a quorum will be achieved for each scheduled meeting. Where this is not possible, for example due to unforeseen illness or events on the meeting day, then the scheduled meeting will go ahead but any resolutions arising from the meeting will be held over until they are endorsed by a quorum of members.

6. Confidentiality

The QSCCC will discuss a wide range of issues, many of which may be sensitive or controversial. To enable members to make an informed decision on a particular matter, it may be necessary to consider "privileged" information. Such information must be treated with the utmost confidentiality and kept within the confines of the QSCCC.

QSCCC members may agree on a summary report at the conclusion of the meeting, which may be released to the public on the QSCCC's behalf.

QSCCC members should ensure privileged or confidential information is not released to the media at any time.

7. Teamwork

QSCCC members are expected to work together to produce comment and recommendations in accord with these terms of reference, although each member retains the right to express the interests and expertise that they represent. Should any member consistently demonstrate an inability or unwillingness to participate constructively in the preparation of comment and recommendations, then the OEH reserves the right to seek the opinion of the QSCCC Chairperson as to whether a new representative of that interest is required.

8. Site Tours

Site inspections of the Quarantine Station will be provided to the QSCCC to assist the work of the QSCCC. Members are required to dress appropriately for site inspections with particular attention to enclosed footwear and sun protection.

9. Essential OEH and lessee officers

Whilst not members of the QSCCC, all meetings will be attended by the Quarantine Station Environment Manager (or their delegate) and the lessee's General Manager (or their delegate). This is to assist in the provision of timely information to the QSCCC. At the request of the QSCCC Chairperson, these officers will leave the meeting room during QSCCC deliberations.

An OEH officer to provide secretarial support will be in attendance at all meetings.

10. Invited guests

The QSCCC or the OEH may identify the need to call on advice from representatives of the lessee, government agencies, experts or community advocates on specific issues. With the prior agreement of the QSCCC Chairperson, QSCCC members or the OEH may invite guests to speak at or observe QSCCC meetings.