

Minutes

Meeting	Meeting #6
Location	Q Station
Date	Wednesday, 7 August 2024
Time	9:00 am – 10 am
Chairperson	Abigail Goldberg, Independent Chair (minutes)
Attendees – community representatives	<ul style="list-style-type: none"> • Doug Sewell • Helen Thomson • Julie Rigoni • Kandy Tagg • Clr Candy Bingham, Northern Beaches Council • Adele Heasman
Attendees – co-proponents	<ul style="list-style-type: none"> • Andrew Thornton, Principal Project Officer, NPWS • Glenn Piper, CEO, North Head Pty Ltd (NHS) • Alan Brawn, Compliance Officer, NHS Steve Carrodus, General Manager, Q Station, NHS • Steve Carrodus, General Manager, Q Station, NHS • Helen Drew, Interpretation Officer, NHS
Invitees	<ul style="list-style-type: none"> • Nil
Apologies	<ul style="list-style-type: none"> • Virginia Macleod, CCC Member • Chad Weston, Manager, Sydney North Area, NSW National Parks and Wildlife Services (NPWS) • Rose Porter, Environmental Manager, Sydney North Area, NSW National Parks and Wildlife Services (NPWS)

Agenda items

No.	Description	Action
1.	<p>Welcome and meeting opening</p> <p>1.1. Andrew Thornton provided an Acknowledgement of Country. The Chair and Members paid tribute to Jenny Wilson and the significant role she had played in the care and custodianship of North Head.</p> <p>1.2. Attendees were confirmed.</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>	<p>NPWS to provide advice to the Committee on a replacement for Ms Wilson.</p>

No.	Description	Action
2.	<p>NPWS activities update</p> <p>2.1. Fox management actively underway.</p> <p>2.2. Little Penguin Recovery Plan outlining high-level management activities for the Manly Little Penguins is provided here.</p> <p>2.3. Quarantine Beach penguin habitat clean-up has progressed, including weed removal and revegetation. A camera has been placed to monitor penguin activity, and replacement nesting boxes are planned.</p> <p>2.4. Noted that penguins are particularly vulnerable to avian flu and are being monitored in this regard.</p> <p>2.5. Pampas grass is being actively managed. Community assistance sought to identify any clumps of the grass before they are actively seeding.</p> <p>2.6. Roadworks undertaken on Scenic Drive to improve drainage.</p> <p>2.7. Jessica Dargan (working Tues, Wed, Thurs) will be coming on board to job-share with Rose Porter (working Thurs and Fri).</p>	<p>Community assistance sought to identify Pampas grass clumps before they are actively seeding.</p>
3.	<p>Draft 2023 Annual Environmental Report for North Head Quarantine Station (NHQS)</p> <p>3.1. Noted that Department of Planning has confirmed receipt and provided a 'no comment at this time' response on the 2023 Annual Environmental Report as submitted and provided for community information on 1 June.</p>	
4.	<p>Update on progress with the planning approvals pathway</p> <p>4.1. Members were advised inter-session of commencement of the public exhibition, which will run until 29 August.</p> <p>4.2. The exhibition and submissions period are also being publicised in local media.</p> <p>4.3. Submissions by individuals, group and the CCC are encouraged (see <i>in-camera</i> item below).</p>	
5.	<p>Update on the review of the Site Wide Management Plans</p> <p>5.1 Noted that progress is ongoing in response to comments from key agencies in particular Heritage NSW and Department of Planning.</p> <p>5.2 Summary of submissions still to be provided by both NPWS and NHS. To be circulated on completion.</p> <p>5.3 Update to be provided at next meeting.</p>	<p>Summary of submissions to be circulated on completion.</p>
6.	<p>Community outreach initiatives</p> <p>6.1 NHS advised that the preceding Community Day had been well received with positive feedback. Unfortunately advance bookings for tours and activities did not all turn into attendance on the day</p> <p>6.2 Next Community Day planned for 8 September to tie in with History Week. Focus will be on the inscriptions and seeking visitor feedback on these</p>	

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	6.3 Application has been made for a Place Making Grant from Northern Beaches Council to assist with updating signage on site.	
7.	<p>Moveable heritage collection</p> <p>7.1 QSCCC members noted ongoing progress with recording of the moveable heritage collection.</p>	
8.	<p>Schedule of meetings for 2024</p> <p>The final meeting for 2024 will be held on:</p> <ul style="list-style-type: none"> Wed, 13 November 2024 	
9.	<p>Other business</p> <p>Nil</p> <p>Next meeting</p> <p>The next meeting is scheduled for 9am on Wednesday 13 November 2024.</p>	
10.	<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 formal meeting closed at 9.35 am.</p>	
	<p><i>In-camera session regarding submission to the REF exhibition</i></p> <p><i>Members discussed the importance of the QSCCC making a submission to the REF exhibition. Draft wording was agreed. The Chair offered to prepare a draft for Member review and input.</i></p> <p>The in-camera meeting closed at 9.55 am.</p>	Chair to prepare a draft submission to the REF exhibition for Members to review.

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: npws.sydneynorth@environment.nsw.gov.au.</p>			
27 February 2023	<p>Monitoring reports to be distributed on completion:</p> <ul style="list-style-type: none"> Long-nosed bandicoot Little penguin recovery program. 	NPWS	<p>Long-nosed bandicoot report to follow.</p> <p>Link to Little Penguin Recovery Plan provided in minutes of meeting 6.</p>
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
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	Closed
15 May 2024	NHS to forward wharf grant application to NPWS.	NHS	Closed
15 May 2024	NHS to provide Keylan PPT to Chair for transmission to members.	NHS	Closed
15 May 2024	QSCCC members to be kept advised of exhibition and submission details.	NPWS / Chair	Closed
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	Closed
15 May 2024	Members seeking NHS presentations for other community groups to liaise through the Chair.	Members	Closed
8 August 2024	NPWS to provide advice to the Committee on a replacement for Ms Wilson.	NPWS	Open
8 August 2024	Community assistance sought to identify Pampas grass clumps before they are actively seeding.	Members	Open
8 August 2024	Chair to prepare a draft submission to the REF exhibition for Members to review.	Chair and Members	Open