



SHCG

**Scotts Head
Community
Group**

Scotts Head Community Group Inc
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Ordinary Committee Meeting, April 8th 2025 @ 6pm, Reserve Hall, Scotts Head

Minutes

Commenced: 6 pm

Acknowledgement of Country: Delivered by Chair

Apologies: George and Elizabeth Driussi

Members Present: Tony Crimmins, Janet Granek, Louise Bonney, Deena Gilroy, Richard Collins, Moira Ryan, John Palmer, Tracey Bowden, Simone Rudolph, Claire Forbes, Karen Welch, Jocelyn Box, Jacki Middleton, Mary Webb

Guest Speaker: Jocelyn Box – Community Development Officer, Nambucca Valley Council (NVC)

TC welcomed Jocelyn and introduced her as Scotts Head Community Group's primary point of contact within NVC.

Jocelyn outlined her role as Community Development Officer, which involves fostering community connections, supporting capacity building, and promoting arts and local events. Over a 30-minute presentation, she provided valuable insight into her responsibilities and how they align with council operations.


She highlighted initiatives of relevance to the SHCG and shared practical advice on how to engage with the current council processes, identified key contacts for assistance, and suggested we approach our bids for support and/or funding creatively.

The interactive session, which included questions, discussion, and shared insights, underscored the value of closer collaboration between SHCG and NVC. Benefits such as increased awareness of initiatives, shared resources, and broader community engagement were acknowledged.

Council Initiatives Highlighted

- Disability Access & Inclusion Committee - readers are encouraged to take the survey here: [Have Your Say - Disability Inclusion - Nambucca Valley Council](#)
- Establishment of the Aboriginal Advisory Committee
- Formation of a Youth Council
- Acknowledging volunteers across Nambucca Valley

- Concerns regarding affordable housing
- Economic Development and Tourism Strategy (*soon to be released for public exhibition*)
- Balancing tourism with local business sustainability

The group also touched on Airbnb usage, with the following useful data source provided by Jocelyn:  [Inside Airbnb – Mid North Coast](#)

TC thanked Jocelyn for her informative contribution and thoughtful responses.

ACTION

DG: to include the above links in the Minutes

PART A - STANDARD ITEMS

1. Minutes of previous meeting:

The minutes from Feb 11th 2025 were deemed a true reflection of the meeting. **Moved :** RC,
Seconded : JG

2. Disclosure of interests (refer last page)

No change since Feb 11th 2025

3. Correspondence & Communications

- a) Correspondence: (refer annex A)
- b) Communications (inc. newsletter, website & socials)
 - Restyled newsletter has been well received with the second edition for 2025 delivered earlier this month to lots of favorable feedback. A big ‘Shout Out’ to Alisha Cruickshank for her editorial and production expertise, and to all our wonderful content contributors.
 - Our website continues to develop with growing use. We are very grateful for site developer/manager/host Glen Schaefer’s continued efforts to keep us connected!!!
 - In coming months, we intend to finetune our Facebook and Instagram pages so that we can provide timely and professional updates to the community as they come to hand. **Moved:** DG,
Seconded: TC

4. Reports

a) Chair - Tony Crimmins (TC)

Tony acknowledged the newly formed Committee and their efforts in becoming familiar with their roles, as well as the successful completion of administrative tasks such as securing access to files and updating bank signatories.

Key Actions to Report:

- Applied for - and secured - \$500 from Nambucca Valley Council's Annual Donation Program to cover the cost of printing the SHCG Newsletter.
- Submitted application in February to NSW Government's Community Building Partnerships Program for \$25,000 to renovate & refurbish Scotts Head Reserve Hall meeting room. The application was supported by letters from Crown Lands and Reflections Holiday Parks. An outcome expected August 2025.
- Initiated Reserve Audit - in collaboration with Reflections and Member for Oxley, Michael Kemp. Work required to restore and maintain both vegetation and infrastructure throughout the Reserve was identified. Reflections was provided with sufficient information to develop a budget bid for ongoing, recurrent funding. Mr Kemp expressed his support and willingness to advocate for additional funding to maintain the Reserve.
- Lodged Not-for-Profit (NFP) Self-Review Return - an annual return newly introduced for the 2023-24 financial year - confirming SHCG's ongoing eligibility for income tax exemption.
- Collaborated with Jacki Middleton (Reflections Holiday Park Manager) to have fallen trees obstructing Chinatrack removed. These obstructions, encountered on three recent occasions have been promptly addressed by Reflections.

b) Vice Chair - Janet Granet (JG)

The Scotts Head Leadership Group meeting was held on 30 March at the Sporting Field meeting room. The venue was noted as being highly suitable for the group's needs.

There was strong representation from a range of community organisations, including:

- Scotts Head Public School
- Scotts Head Surf Club
- Club Scotts
- Rural Fire Service
- Sports Field Committee
- Sharks Soccer Club
- Community Garden
- Pickleball Group
- Men's Circle

The group reaffirmed its value as a collaborative community forum, with opportunities for shared initiatives and economies of scale being explored - such as the potential acquisition of a moveable stage for community use.

In the absence of a formal Chamber of Commerce, it was agreed that extending invitations to local business owners to participate in the quarterly Scotts Head Leadership forums would enhance representation and input from the business sector.

To further support inclusive engagement and community development, it was also agreed to invite Jocelyn Box, Community Development Officer from Nambucca Valley Council, to attend future meetings. Jocelyn's advice will also be sought regarding the appropriate inclusion of local Aboriginal community representatives in the group.

ACTIONS

- JG:** - Invite local business owners to participate in the quarterly Scotts Head Leadership forums
- Extend an invitation to Jocelyn Box to attend future meetings
 - Liaise with Jocelyn regarding appropriate representation of the local Aboriginal community within the group

c) Treasurer Louise Bonney (LB)

Summary and Highlights

| | |
|---|------------|
| Opening Balance last meeting Feb 11th 2025: | \$11792.47 |
| Closing Balance as of April 8th 2025: | \$11771.51 |
| Decrease of \$20.96 | |

| | |
|--|-----------|
| Business Access Account 32831060 | |
| Opening Balance as at last meeting Feb 11 th 2025 | \$9111.52 |
| Closing Balance as at this meeting April 8th 2025 | \$8197.39 |
| Improvement Decrease | \$914.13 |

Main income:

Membership \$70
Advertising \$140
Nambucca Valley Council donation \$500

Main expenditure this period

- Insurance \$1518.13
- P.O. Box renewal fee - \$181

| | |
|--|-----------|
| Gardening Sub Committee 02058166 | |
| Opening Balance last meeting Feb 11 | \$2680.95 |
| Closing Balance April 8 | \$3574.12 |
| Improvement | \$893.17 |

Main income donations - \$977.05
Main Expenditure Garden works - \$83.88

d) Secretary - Deena Gilroy (DG)

- SHCG's processes and procedures - as well as the status of various ongoing projects - have been further clarified. Familiarity with SHCG's email, document, and records management systems, along with the responsibilities of the Secretary role, has been established.
- To date, the Agenda and Minutes for the previous meeting of 11 February 2025 were prepared and distributed. The Agenda for the current meeting of 8 April 2025 was also circulated, albeit later than originally planned. The Minutes for this meeting will be distributed in due course.
- The Secretary wishes to note the promising progress being made by SHCG, on both long-term strategic priorities, and more immediate initiatives aimed at addressing our community needs. In particular, the collaboration and engagement with key stakeholders which continues to build positive momentum with encouraging prospects.

e) Report from the Public Officer – Richard Collins (RC)

Richard provided an update on the Reserve Hall Working Group, which includes Janet Granet, Louise Bonney, and Richard - with ongoing liaison with Jacki Middleton (SH Reflections Holiday Park Manager).

Key updates :

- The working group is actively exploring ways to improve the accessibility and overall suitability of the Scotts Head Reserve Hall for wider community use.
- It was agreed that the most effective approach would be to consult the community about their vision for the hall's future.
- A community questionnaire was developed and distributed in March via *The Wave* newsletter and the SHCG website.
- Feedback continues to come in and has been overwhelmingly positive so far.
- To encourage broader participation, the questionnaire will remain open and will soon be shared via Facebook for greater reach.
- The working group plans to present a report on the findings at the next SHCG meeting, potentially including a tiered set of improvement options for the hall.
- Managing community expectations will be important, and clear messaging around this will be developed.

ACTIONS

JG: put the link to the survey on SHCG Facebook page

RC: liaise with committee to develop community expectation messaging for Newsletter, Facebook & Website

f) Report from the Manager Scotts Head Reflections Holiday Park - Jacki Middleton (JM)

Jacki reiterated her enthusiasm for working collaboratively with SHCG and other local stakeholders to ensure positive outcomes through practical, solution-focused action.

Key updates :

- **Boomgate Trial - for locking the carpark into the reserve and boat-ramp at night:**

The outcome of Reflection's recent community consultation survey - to prevent illegal overnight camping by locking the gate into the reserve car park each evening - showed:

- Approximately 90–95 well considered responses were received.
- 40% supported locking the gate; 50% were opposed.
- However, many of those opposed indicated support if locals and/or visitors could still access the area (ie for early fishing, surfing etc).
- As a result, a *soft trial* will proceed after Easter, using a securely chained combination lock.
- Locals and early-access guests can register with Reflections to receive the code.
- The gate will not need to be re-locked after it has been opened in the morning.
- Reflections will issue clear communication to locals and visitors when this is implemented.

- **Public Toilets:** these are currently being locked in the evenings. This has proved to be necessary, as was the case with a recent occurrence of vandalism when left open for a Surf Club function. Jacki is investigating automated locking options.
- **Security Enhancements:** A new Wi-Fi and CCTV system is being installed across the Holiday Park. This will extend coverage to nearby public areas, including the Reserve and toilets - thereby also benefitting the community.
- **Rockfall Fence:** Two quotes have been received; a third variation is being considered before proceeding with repairs.
- **Access Ramp:** The installation of a new beach access ramp is expected to be completed before the end of June. The ramp has been in planning for some time and will provide inclusive access from near the existing beach shower along the dune and down onto the beach.
- **Bush Regeneration:** Scott Burns (Reflections), in liaison with Crown Lands, is currently in the process of engaging a new contractor to complete the current contract for bush regeneration work after the current contractor indicated his unavailability to continue. The new contractor is expected to commence work in coming weeks.
- **Planting in the Reserve:** Five new trees (Tuckeroos) and multiple shrubs have been planted within the Reserve Visitor Area.
- **Staff Recruitment:** The proposed budget for 25/26 includes an additional fulltime team member to manage vegetation and infrastructure across the Reserve together with the necessary budget to support that work. It is proposed that the successful applicant will possess qualifications and experience in bush regeneration. Confirmation of the budget is expected late May 2025.

ACTIONS

JM : 1) Establish a registration process at Reflections Holiday Park for locals and guests to obtain the early morning access code.
2) Prepare and distribute clear, accessible communication to inform both the community and visitors about the new gate access arrangements

TC : Support Reflections by ensuring that SHCG communications (newsletter, website, Facebook) reinforce messaging for locals and visitors.

SHCG/JM : Continue discussions regarding things such as:

- Responsibility for gate opening if not done by early users
- Responsibility for addressing illegal campers at locking time
- Clear visible signage outlining the rules and procedure to reduce confusion and mitigate frustration

TC thanked Jacki for her informative update, and acknowledged Reflections' ongoing support and the positive progress underway.

He also stressed the need for better coordination between our various vegetation management groups in the local area - Council, Landcare, Reflections, Dunecare, etc. - to reduce duplication and improve impact. To be discussed further in future meetings.

5. Vote in New Members

- a. Cindy Mars
- b. Ian Stalker

Moved: DG, **Seconded:** RC

PART B - NEW OR ONGOING ITEMS

6. General Business

- The committee notes with disappointment the recent vandalism of the toilet block in the Reserve Park.
- On a more positive note, SHCG and the Bowls Club continue to work collaboratively to support the maintenance of the defibrillator located on the western side of the village. SHCG originally secured funding to purchase the unit, and the Bowls Club generously agreed to house it at the Club's main entrance for the safety and wellbeing of community and visitors.

Recently, Club Manager Mark Singh advised the defibrillator required a new battery and replacement pads, and provided SHCG with the necessary details and support to purchase the items. TC is currently coordinating this, and once the new parts arrive, Mark has kindly offered to connect and reinstall the unit.

This reflects the value in local partnerships and a shared commitment to community wellbeing.

ACTION

TC: purchase replacement battery and pads

7. Action Tracker

Commencing 2025:

| Meeting | Owner | Description & Status |
|----------------|--------------|--|
| 08-Apr | JG | 1)Invite local business owners and Jocelyn Box to AH Leadership forum 2)Liaise with Jocelyn re: representation of the local Aboriginal community |
| 08-Apr | Reflections | Prepare and implement communications to support trial locking of Reserve boom gate, to stop vehicle access to the Reserve after hours, <u>after</u> Easter 2025 (date tbc). |
| 08-Apr | RC | Work with committee for messaging to manage community expectations for Reserve Hall improvements - to go up Facebook, website, and in newsletter |
| 08-Apr | JG | Post Reserve Hall survey on our Facebook page - in addition to the newsletter and our website |
| 08-Apr | TC | Purchase replacement battery and pads for the SHCG Defibrillator, which is housed at the Bowls Club - completed |
| 08-Apr | TC | Include link to council's Disability Inclusion survey on SHCG website and Facebook |
| 08-Apr | DG | Include link to council's Disability Inclusion survey in the minutes and e-mail for this meeting. Put the printed copies with the QR code, provided by Jocelyn Box, on the notice board by Driftwood Café where the Newsletter is. |
| 08-Apr | TC | Research/locate evidence of a commitment toward the maintenance of Adin Street Reserve (Access filing cabinets with Moira Ryan) |
| 11-Feb | TC | Notify community and stakeholders of new bi-monthly meeting dates completed |
| 11-Feb | TC | Research closure of SHCG's old Facebook site, & the start-up of a new & improved Facebook and Instagram - completed |
| 11-Feb | JG /RC TC | Reserve Hall - usage options and upgrades: - To continue discussions with Reflections and Community on venue usage options - ongoing - Research lodgement of grant application for upgrades of venue - completed |

Initials – Tony Crimmins (TC), Janet Granek (JG), Richard Collins (RC), Louise Bonney (LB), Deena Gilroy (DG), Jacki Middleton (JM),

Continuing from 2024:

| Meeting | Owner | Description & Status |
|---------|-------------|---|
| 13 Aug | Reflections | Drainage upgrades to Headland Reserve hardstand areas. Reflections ground staff are now clearing leaves on a regular basis. NFA at this time. |
| 13 Aug | Reflections | Installation of boom gate at entrance to Headland Reserve, awaiting receipt of quotes. Quotes received much higher than anticipated. Proposal to use existing boom gate with addition of combination padlock, trial to commence early 2025. Reflections to prepare communication for local user groups. Addressed in updates received SHCG meeting of 8 Apr 2025. |
| 13 Aug | Reflections | CCTV on Recreation Hut & Headland Reserve. Awaiting outcome of Reflections meeting. Advice from JM that access code for equipment recently located, will monitor over holidays. Addressed in updates received SHCG meeting of 8 Apr 2025. |
| 13 Aug | Reflections | Public toilets—revision of opening hours following repeated vandalism overnight. Advice received 3 Dec, Reflections to conduct trial of closing between 9pm and 7am due to continued vandalism. Addressed in updates received SHCG meeting of 8 Apr 2025. |
| 13 Aug | Reflections | Rockfall fence—Geosurvey of Headland to determine need for current fence—Reflections have investigated and received advice that rockfall fence is required and will now investigate repairs to existing fence. Addressed in updates received SHCG meeting of 8 Apr 2025. |
| 13 Aug | Exec | Recreation Hall—Form project team with Reflections to develop a plan to address current maintenance issues and future upgrades Completed |
| 13 Aug | TC | Discuss current access arrangements to Beach Access Buggy with Margaret Burns. TC discussed with MB who advised that current arrangements with surf club meeting her needs. NFA Completed |
| 9 July | TC | Take up with Harry Lynch (local resident, accountant) on his return from holidays to progress new ATO requirements for Community Groups. TC to arrange meeting with HL Completed |

Initials – Tony Crimmins (TC), Janet Granek (JG), Briony Magoffin (BM), Ray Fowke (RF), Claire Forbes (CF), Moira Ryan (MR), George Drussi (GD), Jackie Middleton (JM)

PART C – Next SHCG meeting dates

- Tuesday 10 June 2025

Refer page 1, PART A (2) - Disclosure of Interests (last updated 11 Feb 2025)

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|---------------|--------|---|
| Tony Crimmins | Member | Deputy Community Representative Gaagal Wanggaan Board of Management |
|---------------|--------|---|

Meeting closed: 8.15 pm

Annex A - Register of Correspondence (external) for meeting – 8 April 2025

Inwards Correspondence

| Date | Via | From | Subject | Action/Outcome |
|------|-----|----------------|--------------------------------|-----------------------------|
| 26/3 | E | Teressa Boorer | 24/25 Council Donation Program | SHCG Application successful |
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Outwards Correspondence

| Date | Via | To | Subject | Action/Outcome |
|------|-----|----------------------------|---|-------------------------|
| 18/2 | E | NVC | Council Donation Program - Printing | See above |
| 21/2 | E | Dept Communities & Justice | Grant application Community Building Partnership 2025 | Results due August 2025 |
| 21/2 | E | Fair Trading | Notice of Appointment of Public Officer | n/a |
| 27/3 | E | ATO | NFP Self-Review Return 23/24 | |
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