



SHCG

**Scotts Head
Community
Group**

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Ordinary Committee Meeting, March 24th 2026 @ 6pm, Reserve Hall, Scotts Head

Minutes

Commenced: 6.00 pm

Acknowledgement of Country: Delivered by Chair

Apologies: Alan Turner, Moira Ryan, Margie Burns, Ljubov (Luby) Simson

Members Present: Tony Crimmins (TC), Janet Granek (JG), Jason Howard (JH), Deena Gilroy (DG), Richard Collins (RC), George Driussi, Alan Peters, Karen Welch, Robert Wall, Matthew Ward, Simone Rudolph, Caroline Winter

PART A - STANDARD ITEMS

1. Minutes of previous meeting:

The minutes from Feb 11th 2026 were deemed a true reflection of the meeting.

Moved : JG Seconded : GD

2. Disclosure of interests (refer last page)

No change since Feb 2025

3. Communications (inc. newsletter, website & socials)

- TC advised of item of **correspondence received today (24th Mar 2026), from the Mid North Coast Legal Centre** - with an offer to come and deliver an info session, and provide free legal information to our community. The SHCG agreed this would be of value - and TC will follow up and organise it with them.
- **Email Correspondence – Australian Government Department of Health, Disability and Ageing (24.02.26)**

Re: accessible, safe and high-quality aged care services, regardless of where people live. The Department advised that “this work supports existing initiatives to remain sustainable, relevant, transparent and accountable, while also allowing flexibility to respond to emerging challenges”.

The Assistant Director of the Regional, Rural & Remote (RRR) Policy Team, requested a visit to Scotts Head, in conjunction with a scheduled meeting in Macksville, to better understand barriers or service gaps, identify the preferences of older Australians, and explore innovative, place-based solutions to meet community needs.

The team met with SHCG representatives in Scotts Head on 10th March, and JG and JH attended on behalf of the SHCG.

Key issues discussed included access to services, downsizing options, and the challenges associated with remaining in Scotts Head as residents age. The need for additional and more flexible service delivery models was also highlighted, including options such as mobile library services and improved access to technology.

It was noted that these issues are consistent with those being experienced in Macksville and other nearby communities. SHCG welcomed the opportunity to contribute to this consultation and looks forward to seeing the outcomes of this information-gathering process.

- The April Newsletter is well underway, with an article on Caroline Winter - our guest speaker!
- TC warmly welcomed Caroline to today's meeting, and invited her to introduce herself and to fill us in a little about her return to Scotts, and her new role:

4. Reports

Guest Speaker: Caroline Winter - New Manager Reflections

Caroline advised that it was exciting to be back in Scotts Head. She shared that she'd previously worked in academia at the University of New England in Armidale for approximately 15 years, before transitioning into the health sector following the impacts of COVID.

Caroline noted that she and her husband Charlie had long visited Scotts Head for holidays and were keen to explore living in the area permanently. To support this transition, she took on a role with Reflections at Nambucca Heads for two years. This approach also avoided any perceived conflict of interest in moving directly into a role within a community where they already owned property and regularly holidayed.

With the opportunity now available in Scotts Head, Caroline said the timing felt right to step into the local role. She expressed enthusiasm about introducing and progressing a range of community and environmental initiatives, similar to those undertaken at Nambucca Heads. Examples include beach clean-up activities involving children (which also encourages broader community participation), and exploring initiatives such as mosaic burning (carefully planned, small-scale burns undertaken in consultation with relevant authorities, to improve fire safety while maintaining environmental values) - subject to appropriate consultation.

She also highlighted opportunities to deliver eco-education programs for guests and interested community members, aimed at improving understanding of the local environment, including wildlife such as snakes and sharks.

Caroline emphasised that these types of initiatives help differentiate the area and strengthen its identity. She noted the significant local knowledge and expertise within the community that can be drawn upon and shared. Potential activities may also include stargazing and "Rocks and Minerals" educational experiences.

Discussion – Parking and Master Plan

GD raised a question regarding overflow parking in the Adin Reserve area, noting it has long been a point of contention for the community.

TC advised that this matter would be addressed as part of the upcoming Master Plan discussions, commencing this week, and would include consideration of traffic management, pedestrian access, and associated infrastructure.

Caroline agreed with this approach and noted that her new role is now more focused on overarching coordination, including working collaboratively with stakeholders and relevant agencies. She emphasised the importance of aligning efforts to achieve economies of scale and ensure initiatives are delivered in a coordinated and strategic manner. Caroline added that this represents a broader, more outwardly integrated approach compared to the previous management role, which was more closely focused on operations within the Holiday Park.

a) Chair - Tony Crimmins (TC)

- TC advised that he recently met with Nick Barker, CEO of Reflections Holiday Parks, together with Caroline Winter in her new capacity as the Manager for Reflections Scotts Head. He thanked Deena and Richard for also attending the meeting
- The meeting was facilitated by Jacinta Campbell, a member of the Reflections Executive, who continues to demonstrate strong support for SHCG and the Scotts Head community
- TC noted that the discussion was positive and constructive overall, with encouraging acknowledgement from Reflections that the Reserves under their management require increased focus and attention
- It was also noted that, to date, attempts to secure additional funding through Crown Lands have not been successful
- TC reinforced the community's view that the Scotts Head Reserve should be considered part of Reflections' core business, rather than treated as a standalone or discretionary project. In this context, the community remains hopeful that recurrent funding for the Reserve will be prioritised moving forward
- At the same time, TC acknowledged and expressed appreciation for the significant improvements undertaken across the Reserve over the past 12 months. It was suggested that there may be value in more clearly communicating planned works for the coming year to the community
- TC further highlighted that Reflections manages a substantial proportion of the Scotts Head village footprint (approximately 30%), and as such the Park Manager plays an important leadership role within the broader community. He suggested that this role could be further strengthened through active engagement with partner agencies, including Council and National Parks, particularly in multi-agency forums addressing key issues such as vegetation management, coastal erosion, community resilience, and disaster and emergency management
- While the outcomes of the meeting did not fully meet all expectations, TC noted that it represented a positive step forward and an important opportunity to continue building strong, collaborative relationships with key stakeholders

b) Vice Chair – Janet Granek (JG)

- JG advised that at the last Leadership Group meeting, it was discussed and agreed that if/when grant funding becomes available that would be suitable, there is strong interest in getting

assistance for upgrading the changing rooms at the Sporting Fields. They looked into volunteer grants, but the criteria for that is extremely strict and the change rooms wouldn't meet requirements.

- JG and Simone Rudolph (SR) have been working with Fiona and Jane on developing the "Coast to Cultivate" garden expo for Scotts Head. So far it's really coming together well - it'll be a 7-part series of place-based workshops in 7 different host gardens - all about sharing plants, cuttings, tips, connections etc. The focus is on offering really good value workshops, tapping into fantastic local expertise. It is proposed to offer \$10 tickets via square, available on line, which will secure tickets, and commitment, - and the funds can go toward whatever is deemed most appropriate.

• **c) Treasurer – Jason Howard (JH)**

General business account - 32831060 (Summary - Appendix 1)

Opening balance from last meeting: \$9,659.10

Changes:

- Membership	\$249.68
- Wave advertising	\$160
- Insurance	(\$1,534.09)
- Gardening costs	(\$183.73)

Closing balance as at Mar 24, 2026: \$8,350.96

Gardening account - 02058166

Opening balance from last meeting: \$3,412.23

Changes:

- Gardening costs	(\$178.90)
- Transfer for gardening costs	(\$183.73)
- Transfer Membership	(\$20)

Closing balance as at Mar 24, 2026: \$3,029.60

Skate park fund account - 02063935

Opening balance from last meeting: \$6,578.77

Changes:

- Transfer from gardening*	\$183.73
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Closing balance as at Mar 24, 2026: \$6,762.50

* Will be moved to general business account

Other items

Reviewing how to use Square for online payments.

Membership of 119 for 2026. Need to chase a couple to finalise payment.

No action on moving money to savings accounts. Will aim to do after Easter.

Summary of insurance cover below

Insurance cover summary




Insurance costs \$1,534.09 annually which is the committee's major expense. Here is a summary of our cover.

There are three policies:

1. **Public & Products Liability (Policy NFP-PL/338827)** This is the core policy. It covers legal liability if someone is injured or their property is damaged because of the group's activities or products we sell i.e. BBQ. The limit is \$20 million per occurrence for both public liability and products liability, with a \$300 excess per claim. There are specific exclusions for high-hazard activities at events (fireworks, jumping castles, mechanical rides, adventure activities like rock climbing, horse riding, etc.) and sporting injuries between participants.
2. **Not For Profit Plus / Association Liability (Policy NFP-ML/338827)** This is a management liability package with a \$2 million aggregate limit. It includes: Office Bearers' Liability (protects committee members personally if they're sued for decisions made in their role), Association Liability (covers the group itself for wrongful acts like breach of duty, misrepresentation, or negligence), Employment Practices Liability (covers claims like discrimination or harassment — relevant even with volunteers), Statutory Liability (covers fines and defence costs under WHS law and other statutes), and Crime cover (protects against theft, fraud, or dishonesty by members/volunteers). Professional Indemnity and Social Engineering Fraud are not included. Excesses range from \$1,000 to \$2,500 depending on the claim.
3. **Voluntary Workers Personal Accident (Policy NFP-VW/338827)** Covers all declared volunteers aged 16–85 while doing voluntary work ie gardening, BBQ etc (including travel to and from). Benefits include: \$100,000 for accidental death or permanent disability, up to \$1,000/week income replacement for temporary disablement (52 weeks, 7-day excess), \$5,000 for fractured bones, \$500 per tooth for dental injuries, plus additional benefits like \$500/week domestic help, \$15,000 home/motor modification, \$5,000 funeral expenses, and \$5,000 family accommodation. The aggregate limit is \$1 million. Many optional benefits (rehabilitation, HIV, bed care, etc.) are marked "Not Insured."

Note the age range and the need to be 'declared volunteers' which is covered by declaration of committee members but recommend any event or activity like gardening keep a spreadsheet of people who are volunteering.

Appendix 1 - General business account - 32831060 - summary

 Business Access BSB 533000 Acc 32831060	\$8,350.96 Balance \$8,350.96
 Business Access BSB 533000 Acc 02058166	\$3,029.60 Balance \$3,029.60
 Business Access BSB 533000 Acc 02063935	\$6,762.50 Balance \$6,762.50

d) Secretary – Deena Gilroy (DG)

Issued the **Feb minutes** and the **March agenda** via email to the Chair, TC for SHCG-wide distribution. Provided a Newsletter article introducing Caroline Winter to those who may not have met her, for the April issue.

e) Public Officer – Richard Collins (RC)

Reserve Hall Works Update

- RC advised that he had received a call from Scott Burns requesting a revised and updated estimate for the Reserve Hall works. It was confirmed that \$23,500 has been allocated in the budget for this project.
- RC met with Ezra (local builder) on Thursday, 19 March to undertake measurements and explore improved storage solutions as an alternative to standalone furniture, noting that Reflections has advised it will supply furniture separately.
- The updated scope of works is expected to include painting, new carpet, kitchen upgrades, and integrated storage along the rear wall. Ezra is currently preparing a revised quotation, which will be provided to Reflections upon completion.
- It was further noted that Reflections Holiday Parks engages an interior designer. Jacinta Campbell has indicated she will explore the availability of this resource to support RC and Ezra with the design aspects of the project.

g) Gardeners Sub-Committee – George Driussi

Community Maintenance and Volunteer Support – Buzz Brazel Park

- GD reflected on the high standard of upkeep across community spaces, noting that areas such as the vegetable gardens and Buzz Brazel Park are consistently well maintained, often appearing as though this “just happens.”
- He highlighted that this level of presentation is the result of significant volunteer effort, typically undertaken by a very small number of individuals. At present, GD has been managing these responsibilities largely on his own for the past eight weeks while his regular co-volunteer recovers from surgery.
- GD advised that tasks such as line marking the fields can take up to six hours, and that the current workload is becoming increasingly difficult to sustain. He suggested there may be value in encouraging additional volunteers to assist with ongoing maintenance.
- GD also noted that existing equipment is ageing and requires frequent servicing to remain operational. He indicated that improved, fit-for-purpose equipment would likely make the work more manageable and could help attract additional volunteers.
- GD queried whether grant funding opportunities may be available to support the upgrade of equipment.
- Matt (Foodworks) advised he would explore potential grant opportunities, particularly in relation to securing improved equipment, noting that access to quality equipment can support volunteer engagement.
- TC noted that the matter of improving services, equipment and facilities for the Buz Brazel Park sporting field, and the buildings, could be raised as part of the Master Plan discussions commencing this week.

5. Vote in New Members

Trudy Horskins
Melissa Angove

Moved : DG Seconded : JH

PART B - NEW OR ONGOING ITEMS

6. General Business

Master Plan Project Reference Group - first meeting to be held Thursday 26th March. Update to follow post meeting. A professional consultancy firm has been engaged, and there will be a number of public forums.

State Govt Building Community Participation Grant Program 2026 – TC advised that the funding round for this year was yet to open. He has confirmed same with the Michael Kemp’s office who advised they would notify TC once applications are called for. Scotts Head Tennis Club and Rural Fire Service were both successful in securing funds in the 2025 grant program and it is hoped that funds for the refurbishment of the amenities block at Buz Brazel Oval may be secured in the 2026 grant program.

7. Action Tracker

Meeting	Owner	Description & Status
24 Mar 2026	JH	To include item in Newsletter on RRR meeting held on March 10th
24 Mar 2026	TC	Liaise with MNC Legal Centre to arrange for information session to Scotts Head Community
10 Feb 2026	SHCG Exec	Focus and Priorities for 2026 - Exec met at RC’s in Feb to discuss, and commenced population of Google drive calendar
08-Apr 2025	JG	Engage with NVC Community Development Officer (Jocelyn Box) re: representation from local Aboriginal community – Ongoing.
08-Apr 2025	Reflections	It appears the issue of illegal campers has significantly abated, and the urgency to address it via the boom gate strategy has eased. Revisit this option should it become problematic again in the future.
08-Apr 2025	TC	Research/locate evidence of a commitment toward the maintenance of Adin Street Reserve (Access filing cabinets with Moira Ryan). Outstanding

Initials – Tony Crimmins (TC), Janet Granek (JG), Jason Howard (JH), Richard Collins (RC), Deena Gilroy (DG), George Driussi (GD)

PART C – Meeting dates – (proposed for remainder of 2026)

Reserve Hall, at 6pm on Tuesdays – 5th May, 16th June, 28th July, 8th September, 20th October, 1st December

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

Tony Crimmins	Member	Deputy Community Representative Gaagal Wanggaan Board of Management
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Meeting closed: 8:00 pm