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Ordinary Committee Meeting, 8 September 2026 at 6.00 pm, Reserve Hall, Scotts Head

Minutes

Meeting commenced: 6.00 pm

Acknowledgement of Country: Delivered by RC

Apologies: Alan Peters and Mark Singh

Members present: John Gilroy **(JGil),** Tony Crimmins **(TC),** Janet Granek **(JG),** Deena Gilroy **(DG),** Richard Collins **(RC),** Jason Howard **(JH),** Caroline Winter **(CW),** George Driussi **(GD),** Simone Rudolph, Anthony Burton, Jayne Walker, Todd Walker, Shayne Higson, Fiona Waddy, Mary Welsh, Allan Turner, Fiona Preston, Michael Pemberton and Ray Fowke **(RF)**

PART A – STANDARD ITEMS

1. Minutes of the previous meeting

The minutes of the meeting held on 28 July 2026 were confirmed as a true and accurate record.

Moved: JG Seconded: RC

2. Disclosures of interest

- John Gilroy advised that he is employed by Nambucca Valley Council and will declare any conflict of interest and step aside where necessary.
- Tony Crimmins – refer to the declaration recorded on the final page. There has been no change since February 2025.

3. Correspondence and communications, including the newsletter, website and social media

a) Correspondence

i) An expression of interest in the role of SHCG Chairperson was received by email from Claire Forbes on 2 September 2026. The expression of interest was received after the Executive had unanimously accepted John Gilroy's offer on 29 July 2026 to serve as Acting Chairperson until the February 2027 AGM.

b) Communications, including the newsletter, website and social media

TC has produced his first edition of the Scotts Head Wave in his new role as editor. Members warmly congratulated Tony on an excellent and informative edition. Despite not having used Canva for some time, he successfully managed the technical requirements and included all submissions and necessary information. The newsletter continues to be an important and enjoyable way for the community to stay informed about village activities. The September issue is now available. Thank you, Tony.

All SHCG members receive an electronic copy by email. As an inclusive alternative, printed copies remain available from the Bottle Shop and on the noticeboard outside Driftwood Café. Copies are also hand-delivered to some residents who have limited mobility or do not have email access.

Follow-up: Secure additional advertising for future editions.

4. Reports

a) Caroline Winter

To accommodate another appointment, JGil invited Caroline Winter (CW) to present the Reflections report at the beginning of the meeting.

CW discussed the following matters and responded to questions from members:

- the recent cultural burn at Scotts Head;
- the associated weed management plan;
- additional funding provided to support this work;
- the upcoming SHMP Reference Group meeting and the broad range of community feedback received, noting the importance of hearing all perspectives;
- completion of the playground assessment, with components now being repaired or replaced. The timeframe reflects detailed compliance requirements that must be met;
- other funding for repairs and maintenance of local infrastructure, including rails, stairs and concrete parking barriers. This work has received appreciative community feedback;
- a recent increase in vandalism and the associated insurance processes; and
- school holiday activities commencing on 19 September, including bike education, the Reptile Man, Aunty Angel and a catch-and-release fishing competition (open to everyone) - to name a few.
- CW noted that the park was quieter in the evenings of late, reflecting the presence of some grey nomads currently staying with us in Scotts Head, but she expected activity to increase once the school holidays began.

RF noted that the cultural burn had been presented as a trial - and asked how its effectiveness would be assessed, including its objectives and measures of success. CW explained that the burn was undertaken by a multidisciplinary group with relevant expertise. She suggested that Dean Kelly, who was the driver of the burn, or Rhys Pacey, Land Management Officer with National Parks and long time SH resident, would be better placed to provide that level of information. Either, or both, may be interested in discussing the project, and could be considered as guest speakers at a future meeting.

RF also asked about post-burn weed monitoring, noting that fire-resistant torpedo grass was re-emerging, and asked about its ongoing management. He expressed concern that some areas, including burnt banksias, may have been cleared too extensively. He emphasised the importance of allowing natural recovery, and of clearly communicating any Reflections recovery and monitoring plan - suggesting that prominent on-site signage could help explain the approach and discourage well-intentioned tidying of recovering vegetation.

TC suggested that the funding now being allocated to weed management could be featured in a future newsletter article. After considerable community advocacy, the article could acknowledge the progress that is being made (and which is starting to show now), and could also help to explain the management and recovery work to residents.

b) Acting Chairperson – John Gilroy (JGil)

John advised that he was pleased to serve as Acting Chairperson to help provide continuity and stability until the AGM in February 2027. He introduced himself to attendees who had not previously met him.

c) Vice Chairperson – Janet Granek (JG)

Janet advised that a scheduled Coast & Cultivate session had been revised. Instead of the previously proposed workshop at a private residence, an open workshop will be held at the Community Gardens on 26 September.

The bike racks purchased through grant funding have been received and are currently with Reflections, which will install them on SHCG's behalf. Further consultation with prospective users and the wider community will help determine the most suitable locations for the two concrete units, each accommodating eight bicycles. One initial option was the existing concrete slab at the Point near the whale table; however, members noted that families regularly use this area for picnic tables, chairs and recreation.

To achieve the best outcome from the community education component of the bike-rack funding, one session for children will focus on safe riding and use during the first week of the school holidays. A second session for adults, covering bicycle maintenance and care, will be scheduled with additional notice to maximise attendance.

Janet also shared her recent experience using the beach-access wheelchair, which enables people with mobility needs to enter the ocean. She described it as a valuable and enjoyable experience and supported community requests for the Surf Club to display the wheelchair and make it readily available while patrol crews are on duty, helping residents and visitors understand that it is available for use.

d) Treasurer – Jason Howard (JH) – report for the meeting of 8 September 2026

General business account – 32831060

Opening balance from the previous meeting: $3,812.53
Changes:
Membership: $10.00 (one membership renewal)

Closing balance as at 8 September 2026: $3,822.53

<u>Gardening account – 02058166</u>

Opening balance from the previous meeting: $3,184.05
Changes:
Gardening donations: $118.80

Closing balance as at 8 September 2026: $3,302.85

Skate park fund account – 02063935

Opening balance from the previous meeting: $0.77

Closing balance as at 8 September 2026: $0.77

Other items

Membership payments remain to be collected from Jimmy Meillon for two renewals and Shayne Higson for one new membership.

Account balances as at 8 September 2026:

Business Access BSB 533000 | Acc 32831060	$3,822.53 Balance $3,822.53
Business Access BSB 533000 | Acc 02058166	$3,302.85 Balance $3,302.85
Business Access BSB 533000 | Acc 02063935	$0.77 Balance $0.77

e) Secretary – Deena Gilroy (DG)

The July minutes and September agenda were emailed to TC for distribution to all SHCG members.

f) Public Officer – Richard Collins (RC)

RC reported on discussions with new member Shayne Higson about local childcare options and opportunities.

Following the previously reported meeting, it was recognised that the Reserve Hall meeting room was not suitable in its current configuration. Alternative venues at the school and oval were considered but were also not suitable.

An initial meeting between Shayne Higson and Mark Singh to assess Club Scotts as a possible venue was encouraging, and opportunities for joint funding for modifications were identified. A meeting was scheduled for Thursday, 17 September to undertake a formal venue assessment and prepare an initial cost estimate

g) Gardeners Subcommittee – George Driussi (GD)

GD again invited members of the community to assist with the garden. There is a substantial and ongoing workload, and additional volunteers would be warmly welcomed.

GD also advised that the gardeners require a mulching and chipping machine. Following research, he identified a machine suitable for the SHCG Community Garden at a cost of $1,653.00.

Motion: That SHCG approve up to $2,000 for GD to purchase the mulcher, with JH to reimburse the expense upon receipt of supporting documentation. The motion was carried.

Note: The mulcher will be securely stored off-site at GD's residence. GD will prepare appropriate safety procedures and work instructions for prospective users.

Moved: **JG** Seconded: **JGil**

Radishes, cabbages and beans are also currently available from the garden.

5. New members

Payment was received from Shayne Higson, whose membership was previously approved at the meeting held on 28 July 2026.

PART B – NEW AND ONGOING ITEMS

6. General business

a) Appointment of Acting Chairperson

The meeting noted the Executive's decision of 29 July 2026 to appoint John Gilroy as Acting Chairperson until the February 2027 AGM.

Following TC's resignation as Chairperson, and with other Executive members indicating that they may not renominate, the Executive agreed that an interim appointment would provide stability and continuity until the AGM in February 2027.

On 29 July 2026, John Gilroy, a financial member of SHCG, offered to serve as Acting Chairperson until the AGM.

The Executive unanimously welcomed and accepted John's offer. The interim appointment will support SHCG through the transition and allow nominations to be invited for all Executive positions ahead of the AGM.

After that decision, Claire Forbes, also a financial member of SHCG, submitted an expression of interest in the Chairperson role.

Before the general meeting, the Executive met to consider Claire's expression of interest and acknowledged and appreciated her willingness to contribute to SHCG. The Executive agreed that John's interim appointment had already been accepted on 29 July 2026 and that continuing the arrangement until the AGM would provide consistency during the remaining months of the current term. Claire and all interested members will have the opportunity to nominate when Executive positions are opened ahead of the AGM.

b) Master Plan Project Reference Group

TC advised that he would be attending the meeting on Tuesday, 15 September 2026 as SHCG's representative. The consultants are expected to present feedback from the second community engagement process. The meeting will provide an opportunity to consider the outcomes of that engagement, including views expressed through social media and petitions, and to hear the responses of the Reference Group Chairperson (NVC Mayor), and the Project Lead (NVC Director of Engineering and Acting General Manager).

7. New business

a) Presentation to Council by Claire Forbes

Claire's presentation to Council on 26th August 2026 was acknowledged. Members noted that it raised a number of substantive arguments and constructive points - and it is available to view on Council's website for those who have not read/heard it. In general, it proposes to pause the current Master Plan process focused on the foreshores in Scotts Head, driven by Council and Reflections (as the Crown Lands manager for the foreshores), and to recommence a broader Master Plan process for the whole area.

The Executive and members who contributed to the discussions recognised that while SHCG and those in agreement with Claire may hold different views about the most appropriate next steps in the current Master Planning process, they do also share substantial common ground, including the protection of parkland and trees, the interests of the community and the distinctive character of Scotts Head.

b) SHCG Role and Purpose

Following a broad discussion about recent publications, petitions and the presentation delivered to Council, members considered concerns regarding the proportion of revenue generated by Reflections that is either returned to Council, or re-invested by Reflections back into community infrastructure at Scotts Head.

JGil suggested that members may wish to reflect on SHCG's future role and its approach to advocacy. This could include considering the appropriate balance between the Group's community-building and social activities and a more active advocacy role.

Any future direction would need to reflect the shared priorities of members and be supported by sufficient participation, capacity and relevant experience. The matter was raised for further consideration, particularly as nominations are invited for the next Executive.

c) SHCG position on the current Master Plan process

RF outlined the following options to assist members in considering the way forward:

i) Continue with the current approach, which arose from Council's resolution of 25 July 2024 in response to the matters advocated by SHCG, on behalf of the community, through RF's presentation to Council. This option would involve continued community participation in the Council-and-Reflections-supported Scotts Head Foreshore Master Plan process, focusing on the Crown land managed by Reflections. It would recognise the funding, investment and work already committed and allow a draft plan to be prepared for public exhibition, review and community feedback;

or

ii) Advocate for the current process to cease, and for a broader, more comprehensive planning process to commence, encompassing Scotts Head and the wider surrounding area.

Under the first option, the current process provides a draft Foreshore Master Plan available for the community to examine, discuss and critique. This would enable members of the community to identify which proposals they support, which may require amendment and which they consider unsuitable, together with the reasons for their views.

Although this Master Plan is advisory rather than statutory, RF considered that a draft plan provides a valuable basis for greater awareness, articulation, understanding and informed discussion - among all invested parties - including the community, Council, Crown Lands, Reflections (as the Crown land manager), and the local State Member.

RF further expressed concern that the second option could result in a loss of momentum, goodwill and existing investment, without a draft plan being available for community consideration. He also noted that broader strategic planning processes can take years to complete.

Members expressed a range of views. The meeting agreed to wait on the outcomes of the SHMP Project Reference Group meeting on Tuesday, 15 September. If the outcomes are considered encouraging by the community representatives, and by our SHCG representative, then TC and JG will prepare a letter on behalf of SHCG expressing support for Council in progressing the draft Foreshore Master Plan to public exhibition and further community feedback.

ATTACHMENT A - JGil has provided further clarification on the distinction between Master Plan considerations, on the last page

8. Action tracker

Meeting date	Owner	Action and status
08-Sep-2026	TC and JG	Following the SHMP Reference Group meeting on Tuesday, 15 September, and subject to the outcomes aligning with community expectations, prepare a letter on behalf of SHCG supporting progression to a draft Master Plan for public exhibition and community feedback.
08-Sep-2026	JG and CW	Continue consultation with prospective users and the community to identify appropriate locations for the bike racks, noting that the concrete slab near the whale table is regularly used by families for picnics and recreation.
08-Sep-2026	Exec	Thank Claire Forbes for her expression of interest in the Chairperson role and advise that nominations for all Executive positions will be invited ahead of the February 2027 AGM.
8 April 2025	JG	Continue liaison with Nambucca Valley Council Community Development Officer Jocelyn Box regarding representation from the local Aboriginal community. Ongoing.

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

PART C – MEETING DATES FOR THE REMAINDER OF 2026

Reserve Hall at 6.00 pm on Tuesdays: 20 October and 1 December

Refer to page 1, Part A, item 2 – Disclosures of interest (last updated 11 February 2025).

Tony Crimmins	Member	Deputy Community Representative Gaagal Wanggaan Board of Management

Meeting closed: 7.45 pm

PTO / …….

ATTACHMENT A

Explanatory Note by John Gilroy re: Scotts Head Master Plan Processes

Background to the current process

In 2024, the Scotts Head Community Group advocated for the preparation of a Master Plan for the Crown reserves at Scotts Head. Ray Fowke subsequently addressed Nambucca Valley Council on behalf of SHCG and the broader community in support of this proposal.

At its meeting on 25 July 2024, Council considered the matters raised and resolved to support the development of a Master Plan in consultation with Reflections Holidays, National Parks and Wildlife Service and the community.

DELEGATIONS

Item 12.3- Endorsement of a new Master Plan for Crown Reserve 65963 and Surrounding Community Lands

iii Mr Raymond Fowke addressed Council with notes placed on 37992/2024 SF3424.

ITEM 12.3 SF382 250724 Endorsement of a new Master Plan for Crown Reserve 65963 and Surrounding Community Lands

231/24 **RESOLVED:** (Jenvey/Buchanan)

That Council

1 Endorses the preparation of a master plan for the core visitor precinct at Scotts Head, and surrounding community lands in consultation with Reflections Holidays, National Parks and Wildlife Service, Nambucca Valley Council and the community.

2 Endorses opportunities for funding (in full or part) a master plan under the Nambucca Valley Coastal Management Program and in partnership with Reflections Holiday Parks.

3 Notes the master plan will directly inform future work needed to update the Scotts Reserve and Adin Street Reserve statutory management plans.

The current Scotts Head Foreshore Master Plan process arose directly from that resolution and the earlier advocacy undertaken by SHCG on behalf of the community.

Purpose and scope of the Foreshore Master Plan

The current process relates to Crown land managed by Reflections under the existing Crown Reserve Plan of Management. This land has a substantial footprint within Scotts Head and along the coastline and includes areas of considerable environmental, recreational, cultural and community importance.

The Foreshore Master Plan is intended to guide the future management, improvement and use of these Crown reserves. Although the resulting plan will be advisory rather than a statutory planning instrument, it will provide an important framework for identifying priorities, assessing proposed works and informing future investment in the reserves managed by Reflections.

Considerable work has already been undertaken, including community consultation, technical investigations, participation by community representatives and the commitment of funding and professional resources. Continuing the process to the preparation of a draft plan would allow the community to see and assess the actual proposals before forming a final view.

Public exhibition of the draft would provide a further opportunity for residents and stakeholders to:

- identify the proposals they support;
- raise concerns about proposals they consider unsuitable;
- suggest amendments or alternatives;
- consider the supporting information and constraints;
- assess whether the draft reflects the community feedback received; and
- provide informed submissions before the plan is finalised.

Proceeding to a draft would not require the community to endorse every proposal. Rather, it would provide a tangible document against which the community could evaluate the options and advocate for any necessary changes.

Proposal for a broader village planning process

In recent months, some community members have proposed that the current Foreshore Master Plan process be paused or discontinued while a broader strategic planning process is undertaken for the whole village and surrounding area.

Such a process could establish a long-term vision for Scotts Head and examine matters including:

- population and demographic trends;
- social and community development needs;
- economic and infrastructure requirements;
- environmental and biodiversity values;
- heritage and Aboriginal cultural considerations;
- land use, traffic and transport;
- building form and future development; and
- public spaces and community facilities.

This type of strategic planning would require broad consultation with residents, landowners, Traditional Owners, government authorities and other stakeholders. It could provide an evidence base for future changes to the planning framework applying to Scotts Head.

For its outcomes to have statutory effect, amendments may be required to the Nambucca Valley Local Environmental Plan. The LEP is the principal local planning instrument that establishes matters including land-use zones, permissible and prohibited development, maximum building heights and floor-space ratios.

More detailed design and assessment provisions may also be incorporated into a Development Control Plan. DCP provisions can address matters such as building setbacks, parking, landscaping, privacy, building appearance and site-specific development requirements.

A broader strategic planning process therefore has potential merit. However, it would involve a different purpose, geographical area, approval pathway and timeframe from the current Foreshore Master Plan. The necessary investigations, consultation, preparation of planning proposals, Council decisions and State Government consideration could extend over several years, and the commencement and funding of such a process would ultimately be matters for Council.

Relationship between the two processes

The two planning processes are not necessarily alternatives. The current Foreshore Master Plan focuses on the management and improvement of Crown reserves under existing land-management arrangements. A broader strategic planning process would consider the longer-term planning framework for the village and surrounding area.

Continuing the current process would not prevent SHCG or the community from asking Council to undertake broader strategic planning for Scotts Head. Similarly, the preparation of a draft Foreshore Master Plan would not prevent the community from seeking changes to that draft or advocating for longer-term amendments to the LEP or DCP.

Completing the current consultation and allowing a draft plan to proceed to public exhibition would:

- preserve the work, funding and community input already committed;
- honour the process sought by SHCG and supported by Council in 2024;
- enable the community to consider actual proposals rather than anticipate what a draft may contain;
- provide an additional formal opportunity for public feedback;
- maintain momentum on identified Crown reserve issues; and
- allow broader strategic planning discussions to proceed separately or concurrently.

If the current process were discontinued before a draft was prepared, the community would not have the opportunity to assess the results of the consultation and technical work already undertaken. There would also be no certainty about when a broader village planning process would commence, how it would be funded or how long it would take to complete.

A constructive way forward

A practical approach would be to allow the Foreshore Master Plan to progress to a draft for public exhibition and informed community review, while separately opening discussions with Council about the case for broader strategic planning for Scotts Head.

This approach would preserve the benefits of the work already undertaken without limiting the community's ability to pursue a more comprehensive, long-term planning framework for the village.

The draft Foreshore Master Plan could then be assessed on its merits. Community support, concerns and proposed amendments could be expressed in response to documented proposals, while the broader planning aspirations of Scotts Head could continue to be advanced through the appropriate Council and State Government processes.

Disclosure :*John Gilroy is an employee of Nambucca Valley Council. This explanatory note has been prepared to assist members in understanding the purpose, scope and relationship of the two planning processes currently being discussed. It does not represent advice or a formal position of Nambucca Valley Council.*