
**SCENIC HILL USER GROUP
TO BE HELD IN COUNCIL CHAMBERS, GRIFFITH ON
TUESDAY, 25 MARCH 2025 AT 12:00 PM**

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
 - CL01 p3 Induction of Committee Members - Mandatory
 - CL02 p6 Introduction
 - CL03 p7 Proposed Meeting Dates 2025
 - CL04 p8 Terms of Reference
 - CL05 p15 Background
 - CL06 p16 Follow Up Items from Last Term
- 6 General Business
- 7 Next Meeting

DISTRIBUTION LIST

Councillor Jenny Ellis (Chair), Councillor Laurie Testoni, Councillor Tony O'Grady, Bruno Guidolin (Community Representative), Denis Couch (Community Representative), Desma Newman (Community Representative), Helen Vowles (Community Representative), Lachlan Weymouth (Community Representative), Ronald Anson (Community Representative), Sally Bamblett (Community Representative), Timothy Ellis (Community Representative)

Director Sustainable Development, Joe Rizzo; Director Economic & Organisational Development, Shireen Donaldson; Tourism Manager, Mirella Guidolin and Minute Secretary, Melanie Hebrok

Quorum = 3

If you are unable to attend this meeting please notify the Minute Secretary prior to commencement of the meeting by email or by telephoning Council on 1300 176 077.

This Committee meeting may be attended remotely and recorded by audio or audio-visual means for administrative purposes. No other recording is permitted.

Acknowledgement of Country

Griffith City Council acknowledges the Wiradjuri people as the traditional owners and custodians of the land and waters, and their deep knowledge embedded within the Aboriginal community.

Council further pays respect to the local Wiradjuri Elders, past, present and those emerging, for whom we acknowledge have responsibilities for the continuation of cultural, spiritual and educational practices of the local Wiradjuri people.

CLAUSE **CL01**

TITLE **Induction of Committee Members - Mandatory**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/27799**

SUMMARY

Community members appointed to Council Committees are required to undertake the Committee Induction process as outlined in this report.

RECOMMENDATION

The Committee members note the Committee Induction requirements and complete induction process outlined in this report.

REPORT

Members appointed to Council Committees are required to undertake the Committee Induction process as outlined below:

Mandatory Induction Requirements:

Step 1: Read the following Policies and Information on the [Committee Webpage Committee Member Induction](#)

- Code of Conduct Policy
- Model Code of Conduct at a Glance Committee Members & Delegates
- Code of Meeting Practice Policy
- Statements to the Media Policy
- Social Media Policy
- Information Protection Principles
- Child Safe Policy and Code of Conduct

Step 2: Complete the online [Committee Acknowledgment of Policies Form](#) after reading the above policies.

Conflicts of Interest

Your obligations to disclose and manage conflicts of interest that arise in your role will depend on what type of conflict of interest you have. Part 4 & 5 of the Code of Conduct policy describes Committee members' responsibilities for declaring Pecuniary and Non-Pecuniary conflicts of interests.

[Conflicts of interest forms](#) may be filled in on-line prior to the meeting or completed in writing at the meeting.

Gift and Benefits Register

Part 6 of the Code of Conduct policy deals with gifts and benefits and outlines requirements for Committee members to submit a [Gift and Benefits form](#).

Terms of Reference

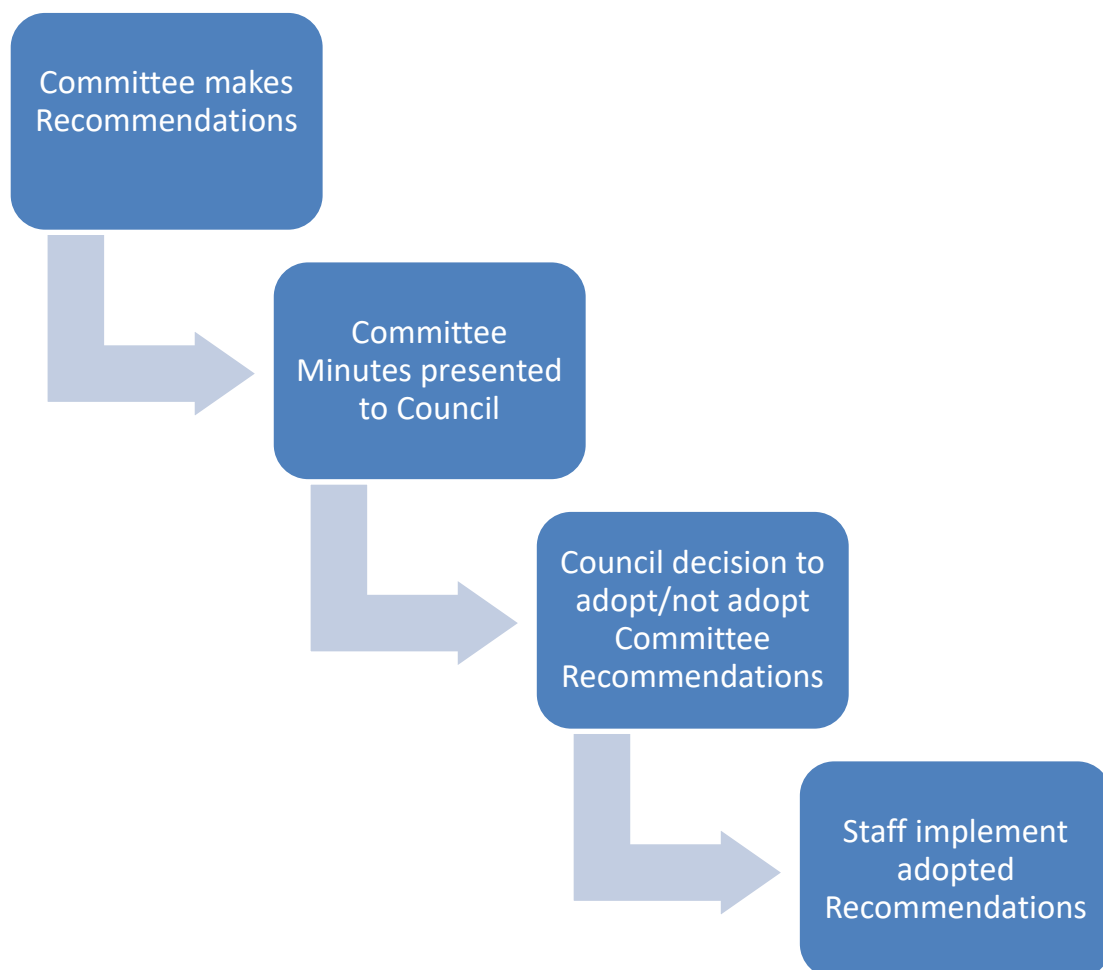
The Terms of Reference for a Council Committee outline its purpose, structure, and operational guidelines, including its objectives, membership composition, meeting procedures, roles and responsibilities, decision-making authority and reporting obligations. They define how the Committee functions within the Council structure, ensuring clarity on delegation limits and governance requirements.

Agenda Items

Committee Secretary will confer with the Chair and responsible Director regarding Agenda items. Should Committee members wish to raise a matter as part of the Agenda, they may email the Committee Secretary 2 weeks before the meeting date.

Alternatively, matters may be raised for discussion during General Business.

Committee Recommendation Process



LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

ATTACHMENTS

Nil

CLAUSE **CL02**
TITLE **Introduction**
TRIM REF **25/31351**

Short introduction from each committee member and staff representative to whole group on qualifications, interest in the committee and job description (for staff)

CLAUSE **CL03**

TITLE **Proposed Meeting Dates 2025**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/27800**

SUMMARY

The Scenic Hill User Group will meet quarterly on the fourth Tuesday of the month.

The proposed meeting dates for 2025 are:

- 25 March
- 24 June
- 23 September
- 16 December (third Tuesday due to Christmas Holidays)

RECOMMENDATION

The Committee note the proposed meeting dates for 2025.

REPORT

As above.

ATTACHMENTS

Nil

CLAUSE **CL04**

TITLE **Terms of Reference**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/27802**

SUMMARY

Committee to review the Terms of Reference attached.

RECOMMENDATION

The Committee adopt the Terms of Reference attached to the report.

REPORT

Not Applicable

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.1 Undertake Council activities within a clear framework of strategic planning, policies, procedures and service standards.

ATTACHMENTS

(a) (TOR-025) Scenic Hill User Group - Terms of Reference [↓](#)

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SCENIC HILL USER GROUP

(TOR-025)

1. Establishment and Guidelines:

1.1 The Scenic Hill User Group is established under section 355 of the Local Government Act 1993 which states:

*A function of Council may, subject to this Chapter, be exercised:
(b) By a committee of the council*

1.2 The Scenic Hill User Group and its members are bound by practices as established in Council policies including:

- GC-CP-402 – Council Committees
- GC-CP-404 – Code of Conduct
- GC-CP-413 – Code of Meeting Practice
- COMM-CP-401 - Media Policy
- COMM-PO-401 - Social Media Policy
- GOV-CP-316 - Child Safe Policy

Each Committee member will be required to sign an acknowledgment form indicating their acceptance of the above policies which are available on [Council's Committee Induction webpage](#).

2. Authority to Act:

- 2.1 The Scenic Hill User Group does not have authority to implement actions in areas over which Council has responsibility. The Committee does not have any management functions and is therefore independent of management.
- 2.2 The Scenic Hill User Group has no delegated authority to make decisions, it can only refer or recommend matter to the Council for consideration. The Committee forwards the Minutes of every meeting, including any specific recommendations, to the next practicable Ordinary Meeting of the Council for determination.
- 2.3 The Scenic Hill User Group does not have any authority to commit or expend any Council funds that are not contained within an adopted budget or subsequent variation to that budget via resolution of Council.
- 2.4 Any recommendation for expenditure other than within an adopted budget must be endorsed by Council through adoption of Committee minutes at the next practicable Ordinary Meeting of Council and cannot be acted upon until the adoption of Committee Minutes at the next Ordinary Meeting of Council.

3. Purpose & Scope:

Consultation with stakeholders and users regarding the management, preservation and enhancement of the Scenic Hill Crown Land Reserve ensuring its sustainable use and balancing environmental, cultural and recreational interests.

Relevant Documents:

- [Plan of Management Scenic Hill Zone 1 Formal Recreational Areas](#)
- [Plan of Management Scenic Hill Zone 2 Pioneer Park](#)
- [Plan of Management Scenic Hill Zone 3 Natural Areas](#)

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4. Alignment to Community Strategic Plan

- Objective 1.2 Actively engage with and seek direction from our community and stakeholders.
- Objective 4.2 Encourage an inclusive community that celebrates social and cultural diversity.
- Objective 4.6 Promote reconciliation and embrace our Wiradjuri heritage and culture.
- Objective 4.7 Provide a range of sporting and recreational facilities.
- Objective 5.6 Promote Griffith as a desirable visitor destination.
- Objective 7.2 Protect and improve biodiversity, biosecurity and sustainability.

5. Frequency of Meetings:

- 5.1 Meetings will be held quarterly at dates and times as determined.

The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.
- 5.2 Meetings will normally be held at either the Council Administration Building at 1 Benerambah Street, Griffith, or at another accessible venue.

6. Membership and Quorum:

- 6.1 The membership of the Scenic Hill User Group will be:
 - 1 Mayor**
 - 1 Councillors Jenny Ellis (Chair)**
 - 2 Councillor Laurie Testoni & Councillor Tony O’Grady**
 - 8 Community Representatives as endorsed by Council**
- 6.2 Membership shall be appointed by resolution of Council.
- 6.3 The Mayor, by virtue of holding the office of Mayor, is appointed as a member to all Committees established by Council.
- 6.4 Minimum number for quorum will be 3.
- 6.5 All members of the Scenic Hill User Group, as endorsed by Council, have voting rights (Maximum 1 vote per stakeholder group).
- 6.6 A quorum is not required for meetings to take place. However, for a decision to be made at a meeting, a quorum of members must be present. If a quorum is not reached, the meeting can be held for information purposes only and discussion recorded as a Report of the Meeting (in lieu of Minutes of the Meeting).

7. Voting:

- 7.1 For the vote to be carried, a majority (more than half) of the voting members present is required.

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7.2 In the event of a tied vote, the Chair will have the casting vote.

7.3 The Mayor will have a voting right at any meeting the Mayor attends.

7.4 Council staff do not have the authority to move or second motions nor vote on issues.

8. Chairperson:

8.1 Councillor appointed Chairperson is **Councillor Jenny Ellis**

8.2 Duties of the Chairperson:

- 8.2.1 Ensure preparation of agenda before the meeting.
- 8.2.2 Chair meetings in accordance with Council’s Code of Meeting Practice and agreed Terms of Reference. Ensure agenda items are discussed, decisions are made and recorded, as appropriate.
- 8.2.3 Approve draft meeting minutes.
- 8.2.4 Represent the Committee as spokesperson.
- 8.2.5 Comment to the media on minor matters only. Media contact on larger projects are to be channelled through the Mayor’s Office.
- 8.2.6 The Chairperson may cancel scheduled meetings if there are no scheduled Agenda items for consideration.

9. Directorate and Staff Support

9.1 The Responsible Directorate is Sustainable Development.

9.2 The Director Sustainable Development will determine staff support to the Committee.

9.3 Duties of the Director:

- Be the nominated contact officer for the Committee.
- Be the main conduit between the Committee and Council.
- Be the custodian of information required for the Committee.
- Coordinate meetings.
- Provide and or collect reports for inclusion in the Agenda.
- Approve items for inclusion in Agenda.
- Monitor and follow-up Action Report.

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10. Secretary:

- 10.1 Griffith City Council Governance staff will provide a Minute Secretary and administrative support to the Committee for the purpose of preparing Agendas, Minutes and Action Reports.
- 10.2 Duties of the Secretary:
 - Preparation and distribution of agendas.
 - Issuing notices for meetings (Agendas) at least three days prior to the meeting, ensuring all necessary documents requiring discussion or comment are attached to the Agenda.
 - Taking minutes and notes of proceedings and preparing and distributing minutes of the meeting. Minute taking at Meetings may be shared among Governance staff and technical staff attending the meeting depending on staff loads.
 - Update Action Report and distribute to responsible officer for action.

11. Responsibility of Committee Members:

- 11.1 Attend meetings and be punctual.
- 11.2 Send an apology if unable to attend a meeting.
- 11.3 Read business papers in advance and undertake necessary research.
- 11.4 Raise issues and concerns, and report on initiatives and issues which may be relevant to or of interest to other members.
- 11.5 Participate in discussions and decision making.
- 11.6 Follow through actions minuted and subsequently adopted by Council.
- 11.7 It is the responsibility of all Committee members to familiarise themselves with and follow practices as contained in the governing Council policies. Refer to Council policies - Section 1.2.
- 11.8 Members must declare any real or perceived conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest are to be recorded in the minutes. If members or those invited to Committee meetings find they do have a real or perceived conflict of interest or pecuniary interest they are not allowed to be a part of Committee discussions on the issue. Refer to Council’s Code of Conduct for management of conflicts of interest.
- 11.9 Members must only use Council and Committee information for Council purposes and for the purposes for which it was collected. Members are required to maintain the integrity and security of confidential information for which they are responsible.

12. Attendance at Meetings

Attendance at meetings may be by audio visual (such as Zoom).

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13. Other Attendees:

Members of the public/agency representatives who are not Committee members may attend Committee meetings by invitation of the Chairperson or Committee only. Such persons shall not be entitled to vote on any decision arising out of that meeting. It is preferred that if a member of the public/agency representative wish to attend a meeting that they address the Committee in relation to the item and leave the meeting before any vote is taken on the matter.

14. Term of Office:

The term of office for Section 355 committees will be the same term as the current Council, unless established as a sunset committee i.e. with a finite time specified.

15. Reporting Framework:

The Committee will report to Griffith City Council via minutes presented to Ordinary Council Meetings.

16. Media Contact

The Chairperson of a Council Committee is the primary spokesperson on matters that have been discussed by a Committee. Priority should be given to the Chairperson to comment on Council decisions, projects and initiatives associated to the relevant Committee unless the Mayor elects to do so.

Contact with the media should be done in the first instance (where possible) by Media Release. All Chairpersons should notify Council’s Communications and Integrated Planning team of any contact with the media that relates to Council matters.

Committee members may not speak to the media on behalf of the Committee or Council without approval in advance from Council’s Communications and Integrated Planning team.

When communicating with the media, Council Committee members are not to use or disclose information gained during the ordinary course of business of Council in a way that may:

- (a) cause significant damage or distress to a person;
- (b) damage to the interests of Council or a person; or
- (c) confer an unfair commercial or financial advantage on a person or business when dealing with the media; and
- (d) disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, Workshops or briefing sessions).

17. Expenses of Committee Members

Council will not generally authorise payment or provide remuneration to Committee members.

18. Insurance

Committee members are covered by Council’s public liability and professional indemnity insurance.

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19. Recording of Meetings

Meetings may be recorded by audio or audio-visual means for administrative and minute taking purposes. No other recording is permitted.

20. Review of Terms of Reference

The Terms of Reference for the Committee will be adopted for the duration of the Council Term. Any amendment to the Terms of Reference as accepted by the Committee shall be forwarded to Council for consideration but cannot be applied until adopted by Council.

Adopted: Council Meeting – 11 July 2023
Adopted: Council Meeting – 11 June 2024
Adopted: Council Meeting – 11 March 2025

Minute Number 23/168
Minute Number 24/170
Minute No: 25/069

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CLAUSE **CL05**
TITLE **Background**
TRIM REF **25/31357**

Chair to provide a summary of last term's meetings and proposed direction moving forward, including progress on rPPP grant (GLALC).

CLAUSE **CL06**

TITLE **Follow Up Items from Last Term**

TRIM REF **25/31390**

- Cat containment ideas
- Costings for signage at Hermit's Cave
- Follow-up on Shared platform