
SCENIC HILL USER GROUP TO BE HELD IN THE MURRAY ROOM ON TUESDAY, 24 MARCH 2026 AT 4:30 PM

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Quotation 12-25/26 - Scenic Hill Masterplan - Request for Quotation (RFQ)
- CL02 p6 Clean Up Event - Risk Assessment
- 6 p23 Outstanding Action Report
- 7 General Business
- 8 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.

**SCENIC HILL USER GROUP
HELD IN THE COUNCIL CHAMBERS, GRIFFITH ON
TUESDAY, 16 DECEMBER 2025 COMMENCING AT 4:30 PM**

PRESENT

Councillor Jenny Ellis (Chair), Councillor Tony O'Grady, Bruno Guidolin (Community Representative), Denis Couch (Community Representative), Timothy Ellis (Community Representative)

Quorum = 3

STAFF

Director Sustainable Development, Joe Rizzo, Director Infrastructure & Operations, Phil King and Minute Secretary, Leanne Austin

1 APOLOGIES

Apologies were received from Lachlan Weymouth (Community Representative), Sally Bamblett (Community Representative), Director Economic & Organisational Development, Shireen Donaldson and Tourism Manager, Mirella Guidolin.

Absent: Desma Newman (Community Representative), Helen Vowles (Community Representative), Ronald Anson (Community Representative)

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Denis Couch and Timothy Ellis that the minutes of the previous meeting held on 23 September 2025, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

Councillor Ellis advised that the Committee recommendation in CL02 Scenic Hill Maintenance was amended at the Council Meeting held 28 October 2025. Mr Ellis offered to undertake the audit of current signage on Scenic Hill. Mr Rizzo advised that this was permissible and that Mr Ellis should provide a report on the audit findings at the next Committee meeting for consideration.

Phil King entered the meeting at 4:37 pm.

The Committee considered the proposed six focus groups, adding Bruno Guidolin to focus group 1 and 2, Councillor O'Grady to focus group 2, Tim Ellis to focus group 5.

The revised focus groups are as follows:

1. Lookouts – Denis Couch, Bruno Guidolin
2. Hermit's Cave Precinct – Bruno Guidolin, Councillor Tony O'Grady
3. Tracks and Signage - Desma Newman, Sally Bamblett, Helen Vowles, Ron Anson
4. Environmental Management – Helen Vowles, Sally Bamblett, Tim Ellis
5. Rubbish and Waste Control – Denis Couch, Sally Bamblett, Tim Ellis
6. Wiradjuri Welcome, Education, and Storytelling – Desma Newman, Sally Bamblett, Tim Ellis.

4 DECLARATIONS OF INTEREST

Pecuniary Interests

There were no pecuniary interests declared.

Significant Non-Pecuniary Interests

There were no significant non-pecuniary interests declared.

Less Than Significant Non-Pecuniary Interests

There were no less than significant non-pecuniary interests declared.

5 ITEMS OF BUSINESS

CL01 WASTE AND SUSTAINABLE MATERIALS (WASM) LITTER PREVENTION GRANTS PROGRAM – STREAM 1 APPLICATION FOR SCENIC HILL

The Committee considered the report outlining a proposed grant application under the NSW EPA Waste and Sustainable Materials Strategy Litter Prevention Grants Program to implement an integrated litter prevention project on Scenic Hill. The proposal includes new signage, additional bins, education campaigns, surveillance cameras, ranger compliance and a coordinated community clean-up day.

Mr Rizzo advised he will require input from the Committee regarding the scope of the grant so that quotes can be obtained and submitted with the application.

Phil King left the meeting at 4:45 pm.

RECOMMENDED on the motion of Councillor Tony O'Grady and Tim Ellis that Council:

- (a) Apply for funding under the NSW EPA Waste and Sustainable Materials Strategy (WASM) Litter Prevention Grants Program – Stream 1: Small-Scale, On-Ground Projects, to support delivery of a coordinated Scenic Hill Litter Prevention Project.
- (b) Utilise the Scenic Hill signage audit, currently underway, to inform the grant application and determine priority locations for new and improved litter-prevention signage.
- (c) Include the following project components in the Stream 1 grant application:
 - (i) Installation of new and upgraded litter-prevention signage at key locations across Scenic Hill.
 - (ii) Provision of additional rubbish, recycling, and cigarette-butt disposal bins at identified high-use areas.
 - (iii) Development and rollout of a Scenic Hill educational and behaviour-change campaign, incorporating EPA resources and aligned messaging.
 - (iv) Installation of targeted surveillance cameras at known littering and illegal dumping hot spots.

- (v) Implementation of a time-limited ranger compliance blitz focused on education and enforcement.
 - (vi) Coordination of a community clean-up event in collaboration with local groups, to align with the biannual contractor clean-ups and scheduled prior to Spring Fest 2026.
- (d) Note that no co-contribution is required for Stream 1 funding.
- (e) Authorise staff to prepare and submit the application via the NSW EPA SmartyGrants portal and to consult with the EPA Litter Prevention Unit as needed.

6 OUTSTANDING ACTION REPORT

23 September 2025 – CL04 Acceptance of Walkshop Reports and Review of Draft EOI

Mr Rizzo advised a Request for Quotation to prepare the Scenic Hill Masterplan is currently being advertised on Tenderlink with submissions closing 22 December 2025.

Phil King returned to the meeting at 4:58 pm.

RECOMMENDED on the motion of Councillor Tony O’Grady and Denis Couch that the report be noted.

7 GENERAL BUSINESS

7.1 Community Service Groups

Mr Guidolin enquired if community groups such as Rotary could be approached to assist with improving aspects of Scenic Hill such as Hermit’s Cave. Mr Rizzo suggested the Committee should wait until the Masterplan has been finalised before approaching community groups to undertake activities as this is likely to be addressed in the Masterplan.

7.2 Clean Up Day

Mr Couch provided an update on the clean-up day that was organised by community members and enquired if Council could endorse this and provide support in future to ensure all risks have been considered and mitigated. Mr Rizzo responded that Council, as manager of the Crown Land, should be made aware of any future planned events. Councillor Ellis stated that a recommendation from the last Committee meeting requires that Council develops a risk assessment for all Council endorsed public clean up events. Councillor O’Grady advised that 1,580kg of rubbish had been removed at the community clean-up day.

8 NEXT MEETING

The next meeting of the Scenic Hill User Group is to be held on Tuesday, 24 March 2026 at 4:30 pm.

There being no further business the meeting terminated at 5:18 pm.

CLAUSE	CL01
TITLE	Quotation 12-25/26 - Scenic Hill Masterplan - Request for Quotation (RFQ)
FROM	Joe Rizzo, Director Sustainable Development
TRIM REF	26/27651

SUMMARY

Griffith City Council invited quotations for the preparation of a Scenic Hill Masterplan (Quotation 12-25/26 - Request for Quotation (RFQ)). The quotation period closed on 22 December 2025 at 2.00pm. Eight (8) submissions were received. This report outlines the evaluation undertaken, and a proposed recommendation for Council's consideration.

The Masterplan will provide a coordinated vision for Scenic Hill, addressing infrastructure, environmental management, cultural heritage, tourism and long-term sustainability. Council has allocated \$40,000 (incl. GST) for the project in the FY25/26.

The Evaluation Panel independently scored each submission against the weighted criteria using a 0–10 scale. Key considerations included demonstrated landscape architecture expertise, cultural engagement (particularly with Wiradjuri Country), capacity to complete works by 30 April 2026, sustainability outcomes and value for money within the allocated budget.

Following assessment, the panel identified Nangle Landscape Architecture as the preferred contractor, having demonstrated the strongest combined performance across methodology, cultural engagement, experience and value for money relative to requirements.

A report to an SMT Operational Meeting held on 26 February 2026 made recommendation that Council accept the quotation from Nangle Landscape Architecture for Quotation No. 12-25/26 – Scenic Hill Masterplan, for the quoted price submitted and in accordance with the RFQ requirements.

SMT endorsed the recommendation.

A copy of Nangle Landscape Architecture's submission is included as confidential attachment (a).

RECOMMENDATION

That the information be received.

ATTACHMENTS

- (a) Quotation 12-25 26 - Submission - Nangle Pty Ltd T A Nangle Landscape Architecture (under separate cover) (confidential)

CLAUSE **CL02**

TITLE **Clean Up Event - Risk Assessment**

FROM **Shireen Donaldson, Director Economic & Organisational Development**

TRIM REF **26/6360**

SUMMARY

At the Scenic Hill User Group meeting held on 23 September 2025, the Committee resolved that Council develop a risk assessment for all Council-endorsed public clean up events.

The risk assessment has been attached for the Committee's information.

RECOMMENDATION

That the information be received.

ATTACHMENTS

(a) Council Event Risk Assessment [↓](#) 

7



FORM

(Blanks not to be photocopied. Print direct from TRIM)
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(RM-FO-334) Council Event Risk Assessment

Event/Activity: Scenic Hill Clean Up Date of Risk Assessment: 16 Jan 202

Date of Event: _____ Prepared by: _____

Description of immediate environment (e.g. bushland setting): Bushland and road access

Is this a Council Event? Yes No Is this a Community Event? Yes No

Activity/task	What can happen? There is a risk that.....	Risk Score (refer to Matrix attached)	What controls can be implemented to manage situation	Adjusted Risk Score with new controls	Person or Department responsible for implementing control	How will it be monitored
<u>Set Up</u>					Event Coordinator	
Lack of time for set up	Crowd before equipment Vehicles Equipment not set up properly People involved – OHS People getting out of car parks Disorganised Delays		<ul style="list-style-type: none"> Coordinator - detailed 'bump in bump out' plan All people involved are briefed Suppliers briefed Pre-deliver Allowing more set up time Resource budget & people. Set up approval. 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> All volunteers to follow the risk control measures once briefed by the Leader(s). 	
People injury or illness	Delay in set up Lack of key people Litigation		<ul style="list-style-type: none"> Comply with GCC policies More than 1 person with knowledge First Aid standby Back up people Full roster 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> All volunteers to follow the risk control measures once briefed by the Leader(s). 	

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Supply delay - equipment	Late start Greater risk of injury		<ul style="list-style-type: none"> Briefing with contractors / personnel Confirm/use of reputable suppliers Terms of agreement 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> All volunteers to follow the risk control measures once briefed by the Leader(s). 	
Plant accident - equipment	Delays Injuries		<ul style="list-style-type: none"> WHS. compliant, serviced equipment Briefing Timing Adequate time Back up personnel 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> All volunteers to follow the risk control measures once briefed by the Leader(s). 	
Key person sickness	Delays		<ul style="list-style-type: none"> Back up – Community organisers (understudy) Roster Operation manual-multiple Community organisers knowledge 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> All volunteers to follow the risk control measures once briefed by the Leader(s). 	
Set up of event	<ul style="list-style-type: none"> Slip/trip/fall Injury Death Vehicle collision Crossover of events/workshop schedules Vehicle movement in sites Limited supervising staff at location 		<ul style="list-style-type: none"> Activities scheduled with adequate time between to ensure each event is set up safely and without interruption or rushing Event organisers to supervise all site set up & pack down Enclosed footwear to be worn by all volunteers, event organisers, contractors. Any unsafe surfaces (dips/holes, slippery etc) will be rectified where possible and/or blocked from access by event attendees. Trip hazards will be removed, taped down or blocked from access. 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> All volunteers to follow the risk control measures once briefed by the Leader(s). 	

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			<ul style="list-style-type: none"> • First aiders to be on site for duration of site set up & throughout event delivery • Maintain a clean and tidy workplace • Site plan given to all event organisers & contractors to ensure all infrastructure is in correct position. • Event signage used where required • Event organisers & contractors required to maintain a clean and tidy work/event space with extra bins provided to assist • Safe manual handling practices used at all times • Vehicles being used on event sites to move at walking pace while on site and not to enter site without checking with event coordinator first • No vehicles to be moving on site while events/activities are occurring 		
Staffing requirements	length of event Sick employees No-show's Slip/trip/fall Injury Fatigued/overworked staff due to length of event Dissatisfied participants Damage to reputation of event & Griffith City Council		<ul style="list-style-type: none"> • Staffing requirements identified prior the commencement of event with staffing plan • Griffith City Council policies & procedures used for the duration of event • Run sheet developed to allow for breaks in scheduled activities to allow for staff down-time • Contact list given to all contractors and groups to ensure communication is maintained throughout event if anyone is unable to be contacted. • Staff briefing to occur prior to commencement of event to ensure all involved are receiving consistent information. 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s).

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Children	Lost children Injury Lack of supervision Photography		Lost child plan in place for event organisers & first aid officers <ul style="list-style-type: none"> • First aid officers on site for duration of event • Any photography facilitated by event organisers to ensure verbal permission of those photographed • Written permission to be obtained for photography where required • All organised activities for children to be facilitated 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	
Traffic & Car parking	Injuries caused by moving vehicles Limited parking availability Car queue Pedestrian/cars Car accident		Designated signed parking areas <ul style="list-style-type: none"> • Driveway to be kept clear to allow access for emergency vehicles • Specially designated area for disabled parking • Specially designated drop-off area • Specially designated reserved parking area • Parking marshals • Designated parking • Barriers • First aid officers on site for duration of event 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	
Working with children	Ensuring children are protected		Event must ensure that if any supervisors, volunteers, operators, or marshals at event will be working one-to-one with children or in a situation where there is only one adult with a child/children for any duration of time that they hold a current Working With Children Check		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	
Emergency evacuation/access	Death Unable to access quickly Increased pedestrian & vehicle traffic Cancellation of event Reputation of event organiser		<ul style="list-style-type: none"> • Evacuation points determined prior to event and to be highlighted on site map to ensure all event participants are aware • Event organisers to have evacuation plan in place 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> • All volunteers to follow the risk control measures 	

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			<ul style="list-style-type: none"> • Emergency Services notified of event in case of emergency • Announcements to be made via communication system where possible in case of evacuation, otherwise staff to direct patrons • Changes to event schedule notified to patrons/participants via email and/or social media 		once briefed by the Leader(s).	
Inclement weather	Slip/trip/fall Injury Death Cancellation of outside activities Damage to property Disgruntled patrons Damage to reputation (if cancelled)		Event Organisers to monitor weather and forecasts throughout the event. • A decision to cancel or modify any events/activities will be made no later than 24 hours prior and will be notified to participants via email, and patrons will be notified by social media. • Equipment & infrastructure to be installed correctly and to be stable in case of high winds/wet weather. • Water to be available in the case of extreme heat • First aid officers onsite for duration of event • Shade provided where possible to minimise sun exposure • Run times of event can be modified if required for safety of organisers or event attendees • Wet weather plan in place if required for certain activities • Signage in place for any additional risks (eg slippery paths) if required.		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. • All volunteers to follow the risk control measures once briefed by the Leader(s).	
Litter Removal / Collection of rubbish					Event Coordinator	

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<p>BUSH</p>	<p>Possible snakes, spiders, leaches, mosquitos, flies Person injury due to tripping on rocks, or twigs/branches. Possible tripping/falling between rocks and crevices Uneven ground possible trip Dehydration Heat Stroke Sunburn Wildlife</p>	<ul style="list-style-type: none"> • Leader to conduct site briefing:- rules, boundaries, instructions and safety precautions prior to commencement. • Correct ratio of leaders to youth participants • Basic Personal 1st Aid Kit carried in backpack • 1st Aid Kit on site with snake kits issued to groups • Insect Repellant for mosquitos and flies • Sunscreen –re apply regularly • Have sufficient water for duration of activity • Provide Extra water at site • Youth Members to report syringes and site supervisor to collect • Advise volunteers to not handle living things • Report sick or injured wildlife 	<p>Leader(s) to ensure that all volunteers present are made aware of the risk control measures.</p> <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	
	<p>Needle stick injury Injury from sharp objects</p>	<ul style="list-style-type: none"> • A sharps container must be brought to every clean-up for the safe collection of any syringes found. • All volunteers are advised to wear tough gloves to protect hands from accidental contact with the needle of an intact syringe. • All volunteers are aware that they must not place a syringe in a litter collection bag. • All volunteers are clear on the process for handling a found syringe, whether is intact or not, either: • Bring to the leader's attention to remove and where it is located 	<p>Leader(s) to ensure that all volunteers present are made aware of the risk control measures.</p> <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	

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			<ul style="list-style-type: none"> • Bring it themselves to the sharps container (Do not touch) scooped into a bottle or held in a litter picker. • Before the clean-up starts, ensure that all volunteers: <ul style="list-style-type: none"> • Are aware that if they find a sharp object, such as broken glass, they must dispose of it carefully in the nearest public litter bin. • Are aware that they must not place sharp objects in a litter collection bag. 		
	Injury from heavy collection bag, heavy items		<p>Before the clean-up starts, ensure that all volunteers are warned not to fill their litter collection bag to the point where it becomes too heavy for them to lift safely without injuring themselves.</p> <ul style="list-style-type: none"> • Getting volunteers to take two bags may mitigate this risk. • Volunteers must not lift heavy items. These should be reported to leader, who can report to relevant authority via the Snap Send Solve app. 		<p>Leader(s) to ensure that all volunteers present are made aware of the risk control measures.</p> <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s).
Equipment to be used	Injury from improper use Syringe container Bags/Buckets		<ul style="list-style-type: none"> • Participants to bring tongs or hand grips for picking up objects and placing in bags or buckets. • Basic Personal 1st Aid Kit carried in backpack • 1st Aid Kit on site 		<p>Leader(s) to ensure that all volunteers present are made aware of the risk control measures.</p> <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s).
Road Collection	Accidental movement towards vehicles on the road. Walking into cars while not		<ul style="list-style-type: none"> • Leader to conduct site briefing:- rules, boundaries, instructions and safety precautions prior to commencement. • Correct ratio of leaders/adults to youth 		<p>Leader(s) to ensure that all volunteers present are made aware of the risk control measures.</p>

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	looking NO MOBILE PHONE USAGE Possible spiders, flies, mosquitos Dehydration Heat Stroke Sunburn Syringes		participants <ul style="list-style-type: none"> • Participants to wear bright clothing or HIGH VIZ VEST • Wear appropriate protective clothing i.e. long pants. • Hat • Closed in shoes • Insect Repellent • Sunscreen-re apply regularly • Sufficient water for duration • Provide Extra water at site • Youth to report to site supervisor of syringes for collection. • Use of Buddy System Applies • Monitor traffic conditions and the presence of parked cars. • Modify activities appropriately. • Avoid facing your back to the traffic and keep well away from the road. 		<ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	
Equipment to be used	Injury from improper use Syringe container Bags/Buckets		<ul style="list-style-type: none"> • Participants to bring tongs or hand grips for picking up objects and placing in bags or buckets. • Basic Personal 1st Aid Kit carried in backpack • 1st Aid Kit on site 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	
	Rocky areas/Groynes/Low Structures		If there are any rocky areas or groynes included in the area to be cleaned, volunteers to be advised that sturdy footwear should be worn to clean up those areas and for those volunteers to exercise care when moving around on those areas. Advise less able participants to avoid areas with tricky footing.		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. <ul style="list-style-type: none"> • All volunteers to follow the risk control measures once briefed by the Leader(s). 	

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Environmental					Event Coordinator	
	dehydration		If there is no easy access to fresh water in the vicinity of the clean-up area, then ensure that all volunteers are advised beforehand that they should bring water during the clean-up.		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. • All volunteers to follow the risk control measures once briefed by the Leader(s).	
	UV exposure		Ensure that all volunteers are advised beforehand that they should come prepared to protect themselves from UV exposure and follow the Slip, Slop, Slap, Seek, Slide advice of the Cancer Council of Australia.		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. • All volunteers to follow the risk control measures once briefed by the Leader(s).	
	Weather exposure		<ul style="list-style-type: none"> • If the forecast temperature for the time of the clean is predicted to be greater than 34C then consider cancelling the clean. • Ensure that all volunteers are advised beforehand that they should come prepared to protect themselves against the forecast weather conditions. 		Leader(s) to ensure that all volunteers present are made aware of the risk control measures. • All volunteers to follow the risk control measures once briefed by the Leader(s).	
Event Closure						
Pack Up Event	<ul style="list-style-type: none"> • Slip/trip/fall • Injury • Death • Vehicle collision • Crossover of events/workshop schedules • Vehicle movement in sites 		<ul style="list-style-type: none"> • Activities scheduled with adequate time between to ensure each event is set up safely and without interruption or rushing • . • Event organisers to supervise all site set up & pack down 		Event Coordinator	

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	<ul style="list-style-type: none"> Limited supervising staff at location 		<ul style="list-style-type: none"> Enclosed footwear to be worn by all volunteers, event organisers, contractors. Any unsafe surfaces (dips/holes, slippery etc) will be rectified where possible and/or blocked from access by event attendees. Trip hazards will be removed, taped down or blocked from access. First aiders to be on site for duration of site set up, <ul style="list-style-type: none"> & throughout event delivery Maintain a clean and tidy workplace Site plan given to all event organisers & contractors to ensure all infrastructure is in correct position. Event signage used where required Event organisers & contractors required to maintain a clean and tidy work/event space with extra bins provided to assist Safe manual handling practices used at all times Vehicles being used on event sites to move at walking pace while on site and not to enter site without checking with event coordinator first No vehicles to be moving on site while events/activities are occurring 			

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(RM-FO-334) Council Event Risk Assessment

Risk is measured in terms of consequence and likelihood

STEP 1: Identify the activity / task that presents a risk (review the generic risks and associated controls)

STEP 2: Document what can happen

STEP 3: Determine the Consequence

Severity	Description
Catastrophic	<ul style="list-style-type: none"> Death or permanent disability / illness \$1 million to > \$10 million Severe property and business loss e.g. explosion Severe environmental damage Serious public or media outcry (International coverage) Major breach of regulation, Major litigation and/or potential culpability/ manslaughter implications
Major	<ul style="list-style-type: none"> Long term illness or serious injury \$100,000 to \$1 million Major loss of business capability for several days Major property or environmental damage (contaminated release with no detrimental effects) Significant adverse national/media/public attention Serious breach of regulation with investigation or report to authority with prosecution and/or moderate fine possible
Moderate	<ul style="list-style-type: none"> Medical treatment or several days off work \$12,000 to \$100,000 Loss of business capability for one day Property damage Onsite contaminant release contained with outside assistance Attention from media and heightened concern by local community Minor legal issues, non compliance and breaches or regulation
Minor	<ul style="list-style-type: none"> First aid treatment Up to \$12,000 Negligible loss to business capability Minor property damage On-site contamination release immediately contained Minor adverse local public or media attention or complaints Minor legal issues, non compliance and breaches or regulation
Insignificant	<ul style="list-style-type: none"> No injuries Low financial loss >\$2,000 Negligible loss of business capability

Step 4: Determine the level of possibility that Council could be exposed to risk – The Likelihood

Probability	Description
Almost Certain	Expected to occur in most circumstances. 95-100% of instances where risk is present OR significant past history, and considered most likely in these circumstances
Likely	Probable. Likely to occur in most circumstances. 75-95% of instances where risk is present OR some past history, and considered quite likely in these circumstances
Possible	Possible. About 50% chance that the risk will eventuate OR some past history, and considered possible in these circumstances
Unlikely	Not likely to eventuate. About 5-25% chance that the event will occur in situations where risk is present OR limited past history, but possible in some circumstances or occasionally
Rare	May occur only in exceptional circumstances less than 5% of instances where risk is present OR No past history, and considered unlikely to occur it ever

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(RM-FO-334) Council Event Risk Assessment

Step 5: Risk Assessment Grid

Match up the consequence (step 1) and likelihood (step 2) in the grid below to get your Risk Score

- Down from the determined likelihood
- Across from the determined consequence

Consequences (How bad?)	Likelihood (How often?)				
	Almost Certain	Likely	Possible	Unlikely	Rare
Catastrophic	Extreme	Extreme	Extreme	High	High
Major	High	High	High	High	Moderate
Moderate	High	Moderate	Moderate	Low	Low
Minor	Moderate	Moderate	Low	Low	Low
Insignificant	Moderate	Low	Low	Low	Low

RISK SCORE	DESCRIPTION
Extreme	Immediate Action Required
High	Action Required within 2 Weeks
Moderate	Action is required within 1 month
Low	If action is required, it must be taken within 6 months. If no action is required, monitor the hazard

Generic Risks and Associated Controls

The following table is a list of "suggested" and "possible" risks and controls that may be associated with a particular activity.

Every event is different and carries its own specific risks and, as such, the Risk Assessment should be conducted appropriately using Council Event Risk Assessment form (RM-FO-334).

This list should be referred to only to check that you have not left anything out.

Questions to Ask Yourself

When referring to this list, remember to ask yourself the following questions:

1. What other things can happen that are specific to the site/location?
2. Have you considered all aspects of the activity?
3. If resources do not allow for these suggested controls, what can you do to minimise risk effectively?

Remember to use this list of "suggested" or "possible" risks as a reference only, and not as your Risk Assessment.

Above all, use common sense and conduct your Risk Assessment responsibly.

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(RM-FO-334) Council Event Risk Assessment

Generic Risks and Associated Controls

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
1	Animals/Bikes/Skaters/etc	<ul style="list-style-type: none"> • Dogs • Scooters/skateboards/bikes/rollerblades/etc. 	<ul style="list-style-type: none"> • No dogs • No riding bikes/blades/scooters/etc. – walk them • Signage at gate • MC brief
2	Children	<ul style="list-style-type: none"> • Lost children • Drop-off and pick-up congestion • Injury to children from vehicle • Supervision (lack of) • Inappropriate behaviour • Clumsiness 	<ul style="list-style-type: none"> • Lost child procedure – communicate to parents • Public address system • On-site radio communication • Police oversee traffic management • Child to adult supervision ratio • Liability waivers • Prohibited employment declaration forms
3	Crowd	<ul style="list-style-type: none"> • Excessive crowd 	<ul style="list-style-type: none"> • Food and drink update • Marshals at stage • Police monitor • Private security • "Caution Slow" signs on main roads
4	Fire/Medical	<ul style="list-style-type: none"> • Stage • Food stall • Bins • Vehicles • Houses • Café • Toilets • Crowds • Hay bales 	<ul style="list-style-type: none"> • Fire Brigade • St John's Ambulance • Fire extinguishers • Fire blankets • Site supervision

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(RM-FO-334) Council Event Risk Assessment

	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
5	Infrastructure-Shared Risks	<ul style="list-style-type: none"> • Non-delivery of specified items at specified times • Defective equipment supplied to event • Insufficient equipment ordered • Theft of supplied equipment • Incorrect/unsafe operation of supplied equipment • Insufficient redundancy rates of staff/volunteers with equipment use knowledge • Breakage of or damage to supplied equipment 	<ul style="list-style-type: none"> • Review of all suppliers' insurance arrangements • Clarification of insurance arrangements for supplied equipment • Complete list of equipment, contacts and contracts on-site • Use of reputable suppliers • Regular contact and liaison with suppliers • Sign in/sign out sheets for movable equipment • Verbal briefings to staff/volunteers on equipment use • Event Operations Manual contains equipment details • Obtain safe use guidelines from all suppliers for all equipment • Brief more staff and volunteers on correct and safe use of all equipment pre-event • Distribute to all volunteers and staff the safe use guidelines for all equipment pre-event • Appoint one safety officer to oversee the distribution and use of equipment • Ensure any equipment that requires qualified operators has them
6	Lost People	<ul style="list-style-type: none"> • Children • Parents • Mentally infirm 	<ul style="list-style-type: none"> • Audio booth as meeting place • Public address system • Sign at audio booth for lost parents
7	Marshals (if applicable)	<ul style="list-style-type: none"> • Marshals not showing up at event • Marshals not aware of event content and procedure • Marshals not clearly visible to event participants • Marshals unable to communicate with event organisers • Marshals potentially conflict with participants and spectators • Marshals' physical risks • Crowd to marshal ratio too large 	<ul style="list-style-type: none"> • Marshals given Event Operations Manual at event • Marshals meet on-site at event for verbal briefing • Current insurances known by organisers • Marshals given separate radio frequency that can be used to talk together or with organisers • Marshals asked to wear their own organisation's shirts or event-supplied shirts • Register of marshals including personal details and a roll to mark off on the day • Public address announcements to participants and spectators advising marshals on-site and to see them if problems arise

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	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
8	Other	<ul style="list-style-type: none"> Watering system on grounds Evacuation 	<ul style="list-style-type: none"> Check watering system is off Have access to watering system controls Plan of exit – marshals, map
9	Paid Entertainers	<ul style="list-style-type: none"> Entertainers not showing up at event Entertainers making political, religious or non-family orientated statements Entertainers injure/kill themselves Entertainers injure/kill event participants 	<ul style="list-style-type: none"> All paid entertainers asked for current insurance All paid entertainers researched for background Review of paid entertainers' contracts Stage Manager to ask for no "unacceptable" statements to be made, i.e. "x" is a family event and not an opportunity to individually grandstand
10	Power	<ul style="list-style-type: none"> Electrical failure Electrocution Trip hazard 	<ul style="list-style-type: none"> Loud hailers Check for availability of generator power Electrician on-site? All leads tagged and weatherproofed All leads away from event participants areas or securely taped down
11	Spectators	<ul style="list-style-type: none"> Severe weather Condition of roadway/footpath/park Inappropriate behaviour Traffic/parking Cultural/religious beliefs Excessive crowd size Exhaustion/fatigue 	<ul style="list-style-type: none"> Risk Management Plans? Cancellation Plan Public address system Marshals and security staff Survey of roadway, etc. (thoroughfare) Promotion (parking, timing) Hotline/website No material distributed of political/distasteful or religious nature Operations Manual given to managing parties (Committee, marshals, emergency services) Shelter and refreshments available

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	Area of Risk (Activity)	Identified Risks (What Can Happen)	Controls
12	Stage	<ul style="list-style-type: none"> • Fall from height • Electrical hazards • Noise • Uneven/slippery stage surface • Severe weather • Public access • Power • Collapse • Cables • Audio feedback • Crowd at stage • Entertainers not front 	<ul style="list-style-type: none"> • Stage stairs and deck secure from non-entertainers • All entertainers briefed by Stage Manager about the risks of stage height and edge • Stage Manager inspects stage surface regularly • Audio contractor qualified to correctly install electrical connections • Stage Manager to monitor noise levels regularly • Cover over stage to mitigate light rain or direct sunlight • Barriers at stage • Crowd barrier in front of stage • Marshals at stage
13	Traffic	<ul style="list-style-type: none"> • Parking full • Car queue • Breakdown en route • Pedestrian/cars • Car accident 	<ul style="list-style-type: none"> • Bus route • Police • Marshals • Designated parking • Barriers • First aid/fire
14	Waste/Toilets	<ul style="list-style-type: none"> • Bins overflow • Toilets overuse 	<ul style="list-style-type: none"> • Extra bins • Extra Portaloos • Bin storage area • Marshals to monitor bins • Marshals to monitor toilets • Standby toilet service
15	Weather	<ul style="list-style-type: none"> • Light rain – Plan A • Heavy rain – possibly cancel • Storm • Hot weather 	<ul style="list-style-type: none"> • Phone register for cancellation • Hotline • Site supervisor • Sunscreen • Drink stands – water must be available ("bubblers") at no charge

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TITLE Outstanding Action Report

TRIM REF 26/31420

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Outstanding Action Report [↓](#) 

24

Scenic Hill User Group Outstanding Action Report
24 March 2026

Date of Meeting	Item	Action/Recommendation	Officer	Comment
16 December 2025	CL01 Waste and Sustainable Materials (WASM) Litter Prevention Grants Program – Stream 1 Application for Scenic Hill	<p>RECOMMENDED on the motion of Councillor Tony O’Grady and Tim Ellis that Council:</p> <ul style="list-style-type: none"> (a) Apply for funding under the NSW EPA Waste and Sustainable Materials Strategy (WASM) Litter Prevention Grants Program – Stream 1: Small-Scale, On-Ground Projects, to support delivery of a coordinated Scenic Hill Litter Prevention Project. (b) Utilise the Scenic Hill signage audit, currently underway, to inform the grant application and determine priority locations for new and improved litter-prevention signage. (c) Include the following project components in the Stream 1 grant application: <ul style="list-style-type: none"> (i) Installation of new and upgraded litter-prevention signage at key locations across Scenic Hill. (ii) Provision of additional rubbish, recycling, and cigarette-butt disposal bins at identified high-use areas. (iii) Development and rollout of a Scenic Hill educational and behaviour-change campaign, incorporating EPA resources and aligned messaging. (iv) Installation of targeted surveillance cameras at known littering and illegal dumping hot 	Joe Rizzo	<p>17/03/2026: EOI for WASM EPA Litter Prevented Grant submitted on 23 Feb 2026.</p> <p>Mr Rizzo had Teams meeting with a rep from the EPA to discuss next steps as part of grant submission beyond EOI. Discussion went well - grant application docs are currently being worked on.</p>

		<p>spots.</p> <p>(v) Implementation of a time-limited ranger compliance blitz focused on education and enforcement.</p> <p>(vi) Coordination of a community clean-up event in collaboration with local groups, to align with the biannual contractor clean-ups and scheduled prior to Spring Fest 2026.</p> <p>(d) Note that no co-contribution is required for Stream 1 funding.</p> <p>(e) Authorise staff to prepare and submit the application via the NSW EPA SmartyGrants portal and to consult with the EPA Litter Prevention Unit as needed.</p>		
23 September 2025	CL02 Scenic Hill Maintenance	<p>RECOMMENDED on the motion of Ron Anson and Denis Couch that Council:</p> <p>(a) Council acknowledge that the effective coordination of Scenic Hill maintenance activities, including the biannual clean-up events currently provided for within the budget, would benefit from dedicated staff oversight.</p> <p>(b) Undertake an audit of all current signage on Scenic Hill.</p> <p>(c) Develop a risk assessment for all Council-endorsed public clean up events.</p> <p>(d) Council consider, as part of the 2026/2027 budget deliberations, the establishment of a staff position to support the ongoing management and coordination of matters relating to Scenic Hill.</p>	Joe Rizzo / Phil King / Shireen Donaldson / Ray McCloy / Tim Ellis	<p>16/12/2025: Mr Ellis offered to undertake the audit of current signage on Scenic Hill. Mr Rizzo advised that this was permissible and that Mr Ellis should provide a report on the audit findings at the next Committee meeting for consideration.</p> <p>16/01/2026: Risk Assessment developed and attached to report for the next meeting of the Scenic Hill User Group.</p>
23	CL04 Acceptance of	Ms Newman to prepare a new	Desma	

6 Attachment (a) Outstanding Action Report

September 2025	Walkshop Reports and Review of Draft EOI	section on Aboriginal Land Claims as opportunities to be included in the report by the next meeting (mid-December).	Newman	
23 September 2025	CL04 Acceptance of Walkshop Reports and Review of Draft EOI	<p>RECOMMENDED on the motion of Ron Anson and Tim Ellis that the Committee: (...)</p> <p>(c) Endorse the draft Request for Quotation (RFQ) for the Scenic Hill Masterplan.</p>	Joe Rizzo	<p>10/12/2025: Quotations currently being received through Tenderlink. Closing date 22 December 2025.</p> <p>18/03/2026: Report included in March meeting agenda.</p>