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**SCENIC HILL USER GROUP  
TO BE HELD IN COUNCIL CHAMBERS, GRIFFITH ON  
MONDAY, 5 FEBRUARY 2024 AT 5:30 PM**

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- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
  - CL01 p2 Terms of Reference
  - CL02 p8 Committee Members Induction - Mandatory
  - CL03 p10 Agenda Items
  - CL04 p11 Scenic Hill (Zone 3) - Natural Areas Plan of Management
- 6 General Business
- 7 Next Meeting

### **DISTRIBUTION LIST**

Councillor Jenny Ellis (Chair), Councillor Christine Stead, Rodney Savage (Community Representative), Ronald Anson (Community Representative), Matthew Hockings (Community Representative), Sharon Careri (Community Representative), Helen Vowles (Community Representative), David Heffer (Community Representative), Denis Couch (Community Representative), Matthew Pasin (Community Representative), Sally Bamblett (Community Representative), Julie Groat (Community Representative)

Director Sustainable Development, Bruce Gibbs; Corporate Property Officer, Amanda Vardanega and Minute Secretary, Joanne Bollen

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**        **Terms of Reference**

**FROM**        **Joanne Bollen, Governance Officer**

**TRIM REF**    **24/9348**

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### **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 [↓](#) 3



## 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  
ICT-CP-401 - Statements to the Media Policy  
COMM-PO-401 - Social Media Policy  
GOV-CP-316 - Child Safe Policy  
GOV-CP-602 - Privacy Policy  
Council's Privacy Management Plan

### 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:

- 3.1 The Scenic Hill User Group will be established for the purpose of raising issues and sharing information.

### 4. Alignment to Community Strategic Plan

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 5.6 Promote Griffith as a desirable visitor destination.

Objective 7.2 Deliver projects to protect and improve biodiversity, biosecurity and sustainability.

Approved:	Directorate:	Document ID: TOR-025	Version: 1
Relevant	Date Issued: May 2023	Revised:	Status: Current
			Page: 1 of 5



## SCENIC HILL USER GROUP (TOR-025)

Objective 8.4 Implement programs to improve sustainability.

### 5. Frequency of Meetings:

- 5.1 Meetings will be held three times a year on the fourth Thursday of the month in July, November, March at 5:30 pm.

The Committee may also call a special meeting in extraordinary circumstances where a majority of members believes this to be necessary.

### 6. Membership and Quorum:

- 6.1 The membership of the Scenic Hill User Group will be:

- 1 **Mayor**
  - 2 **Councillors – Councillor Jenny Ellis (Chair), Councillor Christine Stead**
- 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.
- 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.

Approved:	Directorate:	Document ID: TOR-025	Version: 1
Relevant	Date Issued: May 2023	Revised:	Status: Current
			Page: 2 of 5



## SCENIC HILL USER GROUP (TOR-025)

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

### 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:
  - 10.2.1 Preparation and distribution of agendas.
  - 10.2.2 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.
  - 10.2.3 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.
  - 10.2.4 Update Action Report and distribute to responsible officer for action.

Approved:	Directorate:	Document ID: TOR-025	Version: 1
Relevant	Date Issued: May 2023	Revised:	Status: Current
			Page: 3 of 5



## SCENIC HILL USER GROUP (TOR-025)

### 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. 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

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

### 13. Other Attendees:

- 13.1 The Committee may invite appropriate persons to attend any meeting but such persons shall not be entitled to vote on any decision arising out of that meeting.

### 14. Term of Office:

- 14.1 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:

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

### 16. Governing Policies:

Members of Council Committees are bound by the below policies. Each member will be provided with a copy of the document and required to sign an acknowledgment form indicating their acceptance of such.

GC-CP-402 – Council Committees

Approved:	Directorate:	Document ID: TOR-025	Version: 1
Relevant	Date Issued: May 2023	Revised:	Status: Current
			Page: 4 of 5



**SCENIC HILL USER GROUP**  
**(TOR-025)**

GC-CP-404 – Code of Conduct  
GC-CP-413 – Code of Meeting Practice  
ICT-CP-401 - Statements to the Media Policy  
COMM-PO-401 - Social Media Policy  
GOV-CP-316 - Child Safe Policy  
GOV-CP-602 - Privacy Policy  
Privacy Management Plan

**17. Amendments:**

- 17.1 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.

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Adopted: Council Meeting – 11 July 2023

Minute Number 23/168

Approved:	Directorate:	Document ID: TOR-025	Version: 1
Relevant	Date Issued: May 2023	Revised:	Status: Current
			Page: 5 of 5

**CLAUSE**      **CL02**

**TITLE**        **Committee Members Induction - Mandatory**

**FROM**        **Joanne Bollen, Governance Officer**

**TRIM REF**    **24/9398**

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### **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 Application and Induction Webpage](#)

- 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.

Step 2: Complete Council's online [Volunteer Form](#)

Step 3: Complete the online [Policy Acknowledgment 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](#).

### **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) Code of Conduct Slides - Committee Members/Delegates (under separate cover)
- (b) Code of Conduct at a Glance - Committee Members & Delegates (under separate cover)

**CLAUSE**      **CL03**

**TITLE**        **Agenda Items**

**TRIM REF**    **24/10342**

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Items to be raised:

- Welcome and introduction of committee members;
- Aims and objectives of this group;
- Brainstorm main issues to address concerning Scenic Hill.

**CLAUSE**      **CL04**

**TITLE**        **Scenic Hill (Zone 3) - Natural Areas Plan of Management**

**FROM**        **Bruce Gibbs, Director Sustainable Development**

**TRIM REF**    **24/10327**

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### **SUMMARY**

Attached is the Plan of Management for Scenic Hill (Zone 3) – Natural Areas.

### **RECOMMENDATION**

**That the information be received.**

### **ATTACHMENTS**

- (a) Scenic Hill (Zone 3) - Natural Areas Plan of Management (under separate cover)
- (b) Scenic Hill POM - Zone 3 - Map Scenic Hill (under separate cover)