
**GRIFFITH PIONEER PARK MUSEUM COMMITTEE
TO BE HELD IN COUNCIL CHAMBERS ON
WEDNESDAY, 30 APRIL 2025 AT 4:00 PM**

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
 - CL01 p7 Induction of Committee Members - Mandatory
 - CL02 p56 Terms of Reference
 - CL03 p63 Proposed Meeting Dates 2025
 - CL04 p64 Review Budgeted Pioneer Park Museum Fees & Charges 2025-26
 - CL05 p71 Review of First Nations Strategy and Museum Aboriginal Advisory Group
 - CL06 p80 Pioneer Park Collection Policy
 - CL07 p93 Strategic Plan - Objective 2 - Manage the collection sustainably
- 6 General Business
- 7 Next Meeting

DISTRIBUTION LIST

Councillor Shari Blumer (Chair), Councillor Laurie Testoni, Councillor Jenny Ellis, Denis Couch (Community Representative), Desma Newman (Community Representative), Dolf Murwood (Community Representative), Jenna Thomas (Community Representative), John Nikolic (Community Representative), Michael Rohan (Community Representative), Neil Dal Nevo (Community Representative), Peter Taylor (Community Representative), Robyn Turner (Community Representative), Virginia Tropeano (Community Representative)

Director Business, Cultural and Financial Services, Max Turner; Griffith Pioneer Park Museum Manager, Jenny O'Donnell and Minute Taker, Kim Harriman

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.

**GRIFFITH PIONEER PARK MUSEUM COMMITTEE
HELD IN COUNCIL CHAMBERS ON
MONDAY, 15 JULY 2024 COMMENCING AT 4:33 PM**

PRESENT

Denis Couch (Community Representative), Michael Rohan (Community Representative), Maria Searl (Community Representative), Peter Taylor (Community Representative), Jenna Thomas (Community Representative), Jeff Dance (Community Representative)

Quorum = 3

STAFF

Acting Director Business, Cultural & Financial Services, Max Turner, Griffith Pioneer Park Museum Manager, Jenny O'Donnell and Minute Taker, Joanne Bollen

At the request of the Mayor, Councillor Doug Curran, Mr Couch chaired the meeting.

1 APOLOGIES

Apologies were received from Councillors Doug Curran and Anne Napoli and John Nikolic (Community Representative).

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Peter Taylor and Denis Couch that the minutes of the previous meeting held on 20 May 2024, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

CL02 Agenda Items Raised by Committee Members

Griffith Pioneer Park Museum Manager, Jenny O'Donnell asked for clarification regarding Committee workshops. Denis Couch clarified that during the Committee break, due to the upcoming Local Government election, informal workshops may be held.

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 significant non-pecuniary interests declared.

Jeff Dance arrived at the meeting, the time being 4.44pm.

5 ITEMS OF BUSINESS

CL01 STRATEGIC PLAN IMPLEMENTATION - OBJECTIVE 1 - LOCAL ABORIGINAL ENGAGEMENT

The first goal identified in the Griffith Pioneer Park Museum (GPPM) Strategic Plan is to undertake a First Nations engagement and consultation process to consider how the future of the Museum can appropriately represent and acknowledge First Nations stories and culture.

RECOMMENDED on the motion of Jenna Thomas and Michael Rohan that the proposed strategy for engaging First Nations peoples in the development of the local Aboriginal cultural landscape be implemented.

CL02 TURBANS FOR AUSTRALIA (T4A) EXHIBITION

RECOMMENDED on the motion of Peter Taylor and Jeff Dance that the Committee recommend the proposal for the Museum to host the Turbans for Australia Exhibition to be held from February 2025 to July 2025.

CL03 VISITATION STATISTICS

A visitation summary for the period of May 2024 to June 2024 was presented to the Committee.

RECOMMENDED on the motion of Jenna Thomas and Peter Taylor that the information be received.

Maria Searl arrived at the meeting, the time being 5.14pm.

CL04 MAINTENANCE COORDINATOR REPORT

A summary of the works being undertaken and supervised by the Maintenance Coordinator for the period of May 2024 to June 2024 was presented to the Committee.

RECOMMENDED on the motion of Michael Rohan and Jenna Thomas that the information be received.

CL05 CURATOR'S REPORT FOR THE PERIOD OF MAY-JUNE 2024

A summary of curatorial work undertaken for the period of May 2024 to June 2024 was presented to the Committee.

RECOMMENDED on the motion of Jenna Thomas and Peter Taylor that the information be received.

CL06 DIRECTIONAL SIGNAGE AND ROAD NAMING

The proposed concept of naming the roads within GPPM has gained momentum. After review and consideration it is suggested that priority be given to the placement of directional signage before implementing the road naming signage. This approach will immediately assist visitors in locating thematic areas and improve the overall recognisability of the

Museum layout.

Examples of the wayfinding map and signage are attached.

RECOMMENDED on the motion of Peter Taylor and Michael Rohan that:

- (a) The Committee recommend the installation of directional signage as Stage 1 in the wayfinding strategy.
- (b) The Committee recommend the style guide used by the Museum, featuring black text on a white background, to ensure consistency and uniformity of signage.

CL07 REPLACEMENT OF HOT WATER SYSTEMS

GPPM recently took advantage of the NSW Government commercial hot water system replacement scheme. The Museum received approval for four systems to be installed.

RECOMMENDED on the motion of Jenna Thomas and Peter Taylor that the information be received.

CL08 AGENDA ITEMS RAISED BY COMMITTEE MEMBERS

A number of items were raised by Committee members, including:

- Proposed road naming;
- Events calendar; and
- Strategic priorities.

Discussion was held regarding the proposed road naming for GPPM. The Committee will compile a list of proposed road names and provide the information to the Museum Manager.

RECOMMENDED on the motion of Michael Rohan and Jenna Thomas that the information be received.

6 OUTSTANDING ACTION REPORT

RECOMMENDED on the motion of Jeff Dance and Peter Taylor that the report be noted.

7 GENERAL BUSINESS

7.1 Dissolution of Committee due to Local Government Elections

Acting Director Business, Cultural & Financial Services, Max Turner informed the Committee that all Committees, with the exception of Statutory Committees, will dissolve in the upcoming months due to the Local Government Elections. He noted that this meeting on 15 July 2024, marks the final session for the GPPM Committee due to its meeting frequency. Mr Turner also outlined the process for a new Committee Structure by the incoming Council and the procedure for members to apply for Committee membership following adoption of a new Committee Structure.

Peter Taylor made reference to the outstanding work that has been achieved by the Committee to date.

8 NEXT MEETING

Committee members will be notified of the next meeting date post the Local Government Elections.

There being no further business the meeting terminated at 6:28pm.

CLAUSE **CL01**

TITLE **Induction of Committee Members - Mandatory**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/27764**

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](#).

Social Media / Media Policies

- When discussing Council or Committee matters, only share publicly available information and participate in conversations where you have sufficient knowledge.
- The Chairperson of a Council Committee is the primary spokesperson for matters discussed by the Committee.
- Follow the Code of Conduct and treat all individuals and with respect.
- Be mindful that your comments do not bring Council's reputation into disrepute.
- You must not use or disclose information obtained in the course of Committee business in a manner that reveals confidential discussions.

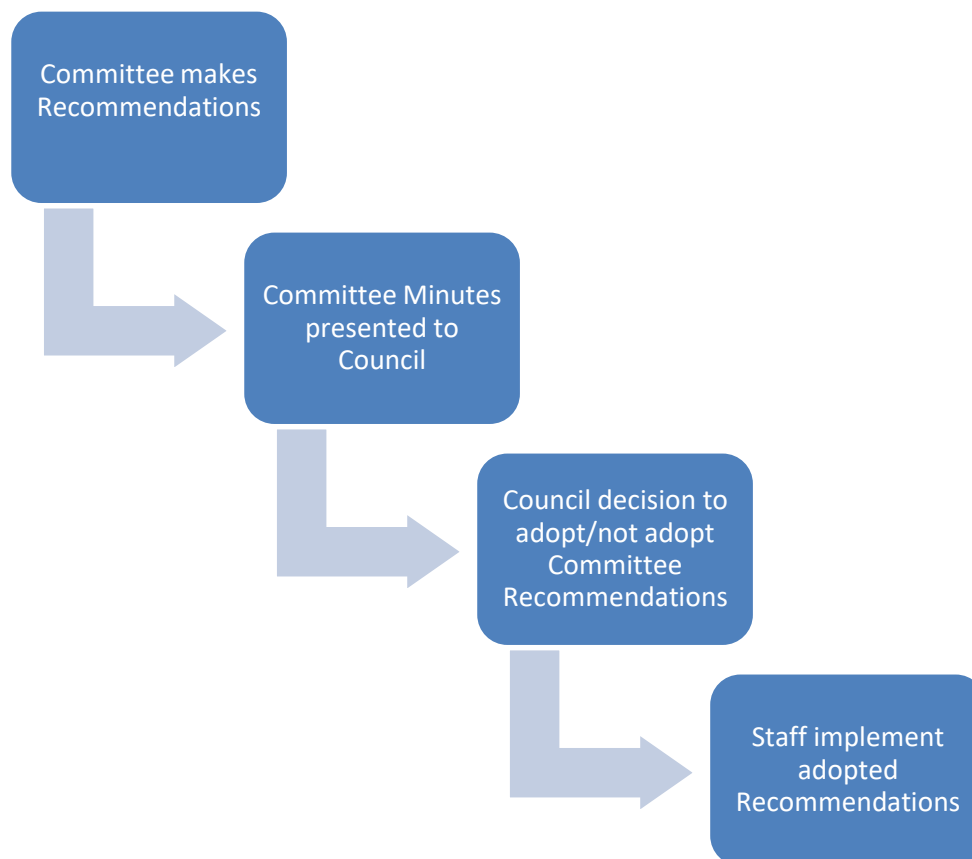
Terms of Reference

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

- | | | |
|-----|--|----|
| (a) | Code of Conduct At a Glance ↓ | 10 |
| (b) | OLG Code of Conduct Presentation ↓ | 16 |

MODEL CODE OF CONDUCT FOR LOCAL COUNCILS IN NSW

‘AT A GLANCE’ GUIDE FOR COUNCIL COMMITTEE MEMBERS AND DELEGATES



Introduction

This guide summarises the key elements of the *Model Code of Conduct for Local Councils in NSW* that apply to committee members and delegates of councils and joint organisations.

The Model Code of Conduct is available at www.olg.nsw.gov.au.

Each council's and joint organisation's code of conduct must reflect the requirements of the Model Code of Conduct and may contain additional requirements.

While this guide refers to "councils" for simplicity, all references in it to "councils" are to be taken as including local and county councils and joint organisations.

Committee members and delegates should familiarise themselves with their council's code of conduct and understand their obligations and the obligations of others.

Who is a committee member?

A council committee member is any person (other than a councillor or council staff member) who is a member of a council committee that exercises functions of the council under delegation. It may also include members of advisory committees if your council has extended the application of its code of conduct to members of advisory committees.

Who is a delegate?

A delegate of a council is any person (other than a councillor or council staff member) who exercises a council function under delegation.

General Conduct

It is important that the local community has confidence in the council and those that serve it, whether as elected representatives, members of staff or as delegates or committee members.

As a committee member or a delegate of the council, you must ensure that your conduct and behaviour towards others meets the high standards that the community is entitled to expect of all council officials.

What conduct is expected of council committee members and delegates?

(Clauses 3.1 - 3.21)

You **must**:

- act lawfully and honestly and exercise care and diligence in undertaking your functions
- consider matters consistently, promptly and fairly and in accordance with established procedures
- ensure land use planning, development assessment and other regulatory decisions are properly made and that all parties are dealt with fairly, and
- comply with your duties under the *Work Health and Safety Act 2011* and take care of your own and others' health and safety.

You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory, or
- is intimidating or verbally abusive.

Submitting returns of interests

Delegates of councils or members of committees that exercise functions of the council that may give rise to conflicts of interest are required to disclose their personal interests in publicly available returns of interests.

These operate as a key transparency mechanism for promoting community confidence in council decision making, whether by councillors or by staff or others under delegation.

Do I need to submit a written return of interests?

(Clauses 4.8 – 4.10)

Delegates or committee members who are “designated persons” must complete and submit returns of their interests to the general manager.

When do I need to submit a written return of interests?

(Clause 4.21)

If you are a designated person, you must submit a return of interests within three months of your appointment and submit a new return annually (within three months of the start of each financial year).

If you become aware of any new interest that needs to be disclosed in the return, you must submit a new return within three months of becoming aware of the interest.

What interests do I need to disclose?

(Schedule 1)

If you are a designated person you will be required to disclose, among other things, the following types of interests in your return:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income, and
- debts.

Conflicts of interest

As a member of the local community, it is inevitable that at some point you will have a conflict of interest in a matter that you are dealing with. What is important is that you are able to identify that you have a conflict of interest and that you disclose and manage it appropriately.

There are two types of conflicts of interest – pecuniary and non-pecuniary. Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.

What is a pecuniary conflict of interest?

(Clauses 4.1 – 4.5)

You will have a pecuniary interest in a matter you are dealing with where there is a reasonable likelihood or expectation that you or a related person (eg a relative, your employer or business partner or a company you hold shares in), will gain or lose financially appreciably as a result of any decision made in relation to the matter.

How do I manage pecuniary conflicts of interest that I have in matters I am dealing with?

(Clauses 4.10, 4.12 and 4.18)

You must disclose in writing any pecuniary interest you may have in a matter you are dealing with as soon as you become aware of it.

The general manager will decide how the matter will be dealt with.

If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.

What is a non-pecuniary conflict of interest?

(Clauses 5.1, 5.2 and 5.8)

Non-pecuniary interests are private or personal interests that are not pecuniary interests.

You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter. This is also known as the “pub test”.

How you deal with a non-pecuniary conflict of interest will depend on whether it is significant.

How do I know if I have a significant non-pecuniary conflict of interest in a matter I am dealing with?

(Clause 5.9)

You will have a significant non-pecuniary conflict of interest in a matter you are dealing with where you have a:

- close relationship (including a business relationship) with a person who will be affected by any decision made in relation to the matter
- strong affiliation with an organisation that will be affected by any decision made in relation to the matter, or
- financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision made in relation to that matter.

How do I manage significant non-pecuniary conflicts of interest that I have in matters I am dealing with?

(Clauses 5.9 and 5.10)

If you have a significant non-pecuniary conflict of interest in a matter you are dealing with, you must:

- disclose it in writing to the general manager
- disclose it on each occasion the matter arises, and
- not participate in any consideration of the matter.

If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered or voted on.

How do I manage non-pecuniary conflicts of interest that are not significant?

(Clauses 5.6, 5.7 and 5.11)

If you believe that you have a non-pecuniary conflict of interest in a matter you are dealing with that is not significant and that does not require further action, you must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant.

The general manager will help you decide how to manage your interest.

If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.

What if I am not sure?

(Clause 5.4)

Remember, no one knows your personal circumstances better than you and for that reason, the onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.

If you are not sure whether you have a conflict of interest in a matter you are dealing with or what type of conflict of interest it is, always err on the side of caution. Disclose the interest in writing to the general manager and discuss with them whether you should continue to deal with the matter.

How do I deal with council in my private capacity as a resident or ratepayer?

(Clauses 5.28 and 5.29)

As a member of the community, it is inevitable that you will need to deal with your council in your private capacity. Where this occurs, you should deal with the council in the same way as other members of the public. You should not expect or seek any preferential treatment.

You must not use your position to obtain a private benefit for yourself or for someone else or to influence others in the performance of their functions to obtain a private benefit for yourself or for someone else.

Gifts and benefits

In the course of performing your duties you may be offered a gift or a personal benefit. There are strict rules that govern what gifts or benefits you may accept and those that you must refuse.

These rules are informed by the following principles:

- you must not benefit personally from the performance of your duties on behalf of the council other than through the remuneration and any other benefits you receive as a delegate or committee member, and
- you must not be influenced or be seen to be influenced in the performance of your duties as a result of the receipt of a gift or personal benefit.

What is a gift or benefit?

(Clauses 6.1 and 6.2)

A gift or benefit is something offered to or received by you or someone closely associated with you for personal use or enjoyment.

Gifts and benefits do not include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship (provided it is not used for your personal use and enjoyment)
- attendance at a work-related event or function for the purpose of undertaking your council duties, or
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.

What gifts or benefits must I refuse?

(Clause 6.5)

You **must not**:

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you in undertaking your duties
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts (such as gift vouchers, credit cards, debit cards with credit on them, phone or internet credit, lottery tickets etc) of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser, or
- personally benefit from reward points programs when purchasing on behalf of council.

What if I can't refuse a gift or benefit?

(Clause 6.7)

If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.

What gifts can I accept and who must I report this to?

(Clauses 6.6, 6.8 and 6.11)

You may accept gifts with a value of under \$100. However, if you receive further gifts from the same person or another person associated with them in the next 12 months with a value which, when combined with the value of the first gift exceeds \$100, you must refuse to accept the additional gifts.

If you accept a gift of any value above \$10, you must disclose this promptly to the general manager in writing. The following details must be recorded in the council's gift register:

- the nature of the gift or benefit
- the estimated monetary value of the gift or benefit
- the name of the person who provided the gift or benefit, and
- the date on which the gift or benefit was received.

Use of council information and resources

Council resources (including council information) are public resources. You must use council resources ethically, effectively, efficiently and carefully when performing your duties.

You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.

What records should I keep?

(Clauses 8.21 – 8.24)

All information created, sent or received in your official capacity (whether or not stored on a council device or a council email account) and any information stored in either soft or hard copy on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and your council's records management policy.

Do not destroy, alter or dispose of records unless authorised to do so.

What are my obligations in relation to the use of council information?

(Clauses 8.9 – 8.11)

You can only access and use council information for council business. You must not use council information for private purposes and you must not seek to privately benefit from any council information you have obtained in your role as a delegate or committee member.

You must only release council information in accordance with established council policies and procedures and in compliance with relevant legislation (including privacy legislation).

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, you must:

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your duties
- protect confidential and personal information
- only release confidential or personal information if authorised to do so
- only use confidential or personal information for the purpose for which it is intended to be used
- not use confidential or personal information to obtain a private benefit for you or for someone else
- not use confidential or personal information to cause harm to the council or anyone else, and
- not disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum (such as councillor workshops or briefing sessions).

What are my obligations when using my council computer or mobile device?

(Clause 8.20)

You must not use council's computer or mobile devices to access, download or communicate any material that is offensive, obscene, pornographic, threatening, abusive or defamatory or could lead to civil or criminal liability and/or damage council's reputation.

Making code of conduct complaints

Your council's code of conduct is the key mechanism for promoting and enforcing the ethical and behavioural standards the community rightly expects of those who serve the council.

For this reason, it is important that your council's code of conduct is correctly used and that code of conduct processes are respected and complied with.

How do I make a code of conduct complaint?

(Part 4 of the Procedures)

Complaints alleging breaches of the code of conduct must be made in writing to the general manager. Complaints about the general manager must be made in writing to the mayor. Complaints must be made within 3 months of the conduct occurring or you becoming aware of the conduct.

To be dealt with under the council's code of conduct, a complaint must show or tend to show conduct by a member of staff, a councillor or a person exercising council functions under delegation or who is otherwise subject to the council's code of conduct in connection with their official role or the exercise of their official functions that would constitute a breach of the council's code of conduct if proven.

The following types of complaints must not be dealt with under a council's code of conduct and should instead be dealt with under the council's routine complaints management processes:

- complaints about the standard or level of service provided by the council or a council official
- complaints that relate solely to the merits of a decision made by the council or a council official or the exercise of a discretion by the council or a council official
- complaints about the policies or procedures of the council, and
- complaints about the conduct of a council official arising from the exercise of their functions in good faith, whether or not involving error, that would not otherwise constitute a breach of the council's code of conduct.

Model Code of Conduct for Local Councils in NSW – 'At a Glance' Guide for Council Committee Members and Delegates

What happens if a code of conduct complaint is made about me?

(Clauses 5.10 – 5.17 of the Procedures)

The general manager (or another member of staff authorised by the general manager) is responsible for dealing with code of conduct complaints about committee members and delegates.

In dealing with a complaint, the general manager may determine to take no action, to resolve it informally or to take disciplinary action. Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.

Where proven, code of conduct complaints may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation, and/or
- removal from membership of a committee

What are my responsibilities in relation to code of conduct complaints?

(Clauses 9.1 – 9.7, and 9.13)

You have certain obligations in relation to any code of conduct complaints that you make or that are made about you. These obligations are designed to safeguard the integrity of your council's code of conduct and the processes for investigating and dealing with alleged breaches by ensuring code of conduct matters are dealt with in a manner that is robust, fair and confidential. Breaches of these obligations may themselves constitute a breach of your council's code of conduct.

In particular you must not:

- make code of conduct complaints for an improper purpose
- take or cause reprisal action to be taken against someone for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint you have made or that has been made about you except for the purpose of seeking legal advice, or
- impede or disrupt the consideration of a code of conduct complaint and you must comply with any reasonable and lawful requests.



Model Code of Conduct Training

Committee Members and Delegates




Office of
Local Government



Overview

- General conduct
- Submitting returns of interest
- Conflicts of interest
- Gifts and benefits
- Use of council information and resources
- Code of conduct complaints





What is the code of conduct?

- A council's code of conduct sets the minimum standards of conduct for all council officials.
- Every council and joint organisation must adopt a code of conduct that incorporates the provisions of the Model Code of Conduct.
- It is important that the local community has confidence in the council and you.





General Conduct





You must:

- act lawfully and honestly and exercise care and diligence
- consider matters consistently, promptly and fairly and in accordance with procedures
- ensure regulatory decisions are properly made and that all parties are dealt with fairly
- take care of your own and others' health and safety



You **must not** conduct yourself in a way that:

- will bring the council into disrepute
- is contrary to law and council policies
- is improper, unethical or an abuse of power
- involves misuse of your position for personal benefit
- constitutes harassment or bullying or is unlawfully discriminatory
- is intimidating or verbally abusive.



Returns of Interests





Returns of interests

disclosures by “designated persons”

- People who exercise council functions that may give rise to conflicts of interest (ie “designated persons”) are required to disclose their personal interests in publicly available returns of interests.
- “Designated persons” must complete and submit returns of their interests to the general manager.
- A return of interest must be submitted:
 - within 3 months of appointment and then annually
 - within 3 months of becoming aware of any new interest.



Returns of interests

What interests do I need to disclose?

A designated person is required to disclose:

- interests in real property
- gifts
- contributions to travel
- interests and positions in corporations
- whether you are a property developer or a close associate of a property developer
- positions in trade unions and professional or business associations
- dispositions of real property
- sources of income
- debts



Conflicts of Interest





Conflicts of Interest

- There are two types of conflicts of interest:
 - pecuniary and
 - non-pecuniary.
- Your obligations to disclose and manage conflicts of interest will depend on what type of conflict of interest you have.





You will have a **pecuniary interest** in a matter where there is a reasonable likelihood or expectation that you or a related person will gain or lose financially as a result of any decision made in relation to that matter.

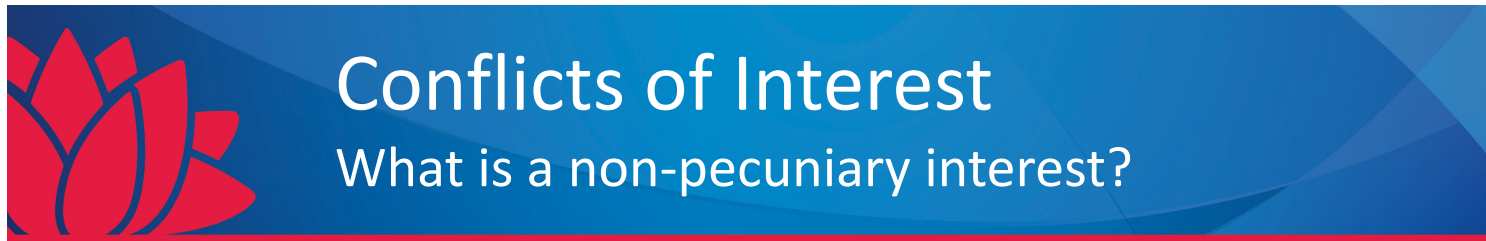




Conflicts of interest

managing pecuniary interests

- Where you have a pecuniary interest in a matter you are dealing with, you must disclose it as soon as you become aware of it in writing to the general manager.
- The general manager will decide how the matter will be dealt with.
- If you are a member of a committee, you must disclose any pecuniary interest you have in any matter being dealt with by the committee at each committee meeting that the matter arises and leave the meeting while it is being considered and voted on.



- **Non-pecuniary interests** are private or personal interests that are not pecuniary interests.
- You will have a non-pecuniary conflict of interest in a matter you are dealing with if a reasonable and informed person would perceive that you could be influenced by a private interest that you have in that matter.
- How you deal with a non-pecuniary conflict of interest will depend on whether it is **significant**.



Conflicts of Interest

significant non-pecuniary conflicts of interest

You will have a **significant non-pecuniary conflict of interest** in a matter where you have:

- a close relationship (including a business relationship) with a person who will be affected by a decision
- a strong affiliation with an organisation that will be affected by a decision
- a financial interest in the matter that is not a pecuniary interest, or you otherwise stand to gain or lose a personal benefit as a result of a decision



Conflicts of Interest

managing significant non-pecuniary conflicts of interest

- Disclose it in writing to the general manager as soon as possible,
- disclose it on each occasion the matter arises, and
- do not participate in any consideration of the matter.
- If you are a member of a council committee you must also disclose your interest at each committee meeting that the matter arises and leave the meeting while the matter is being considered and voted on.



Conflicts of Interest

managing non-pecuniary conflicts of interest
that are not significant

- A **non-pecuniary conflict of interest will not be significant** where it arises from a relationship or affiliation that is not particularly strong.
- You must still disclose your interest in writing to the general manager as soon as possible and explain why you believe it is not significant. They will help you decide how to manage it.
- If you are a member of a committee, you must also disclose your interest at each committee meeting the matter arises and explain why you believe it is not significant and no further action is necessary to manage it.



Conflicts of Interest

What if I am not sure?

- The onus is on you to identify and disclose any potential conflict of interest you may have in a matter you are dealing with and to manage it appropriately.
- If you are not sure, always err on the side of caution. Disclose the interest in writing to the general manager and discuss it with them.



Conflicts of Interest

dealing with council as a resident

- You should deal with the council in the same way as other members of the public.
- You should not expect or seek any preferential treatment.
- You must not use your position to obtain a private benefit for yourself or for someone else or to influence others to obtain a private benefit for yourself or for someone else.



Gifts and Benefits





Gifts and Benefits

- **A gift or benefit is** something offered to or received by you, or someone closely associated with you, for personal use or enjoyment.
- Key principles:
 - You must not benefit personally from your work other than through the remuneration and any other benefits you receive as a delegate or committee member.
 - You must not be influenced or be seen to be influenced as a result of the receipt of a gift or personal benefit.



Gifts and benefits **do not** include:

- items with a value of \$10 or less
- a gift or benefit provided to the council as part of a cultural exchange or sister city relationship
- attendance at a work-related event for the purpose of undertaking your council duties
- meals, beverages or refreshments that are provided to you while you are carrying out your council duties.



You must not:

- seek or accept bribes
- seek gifts or benefits of any kind
- accept any gift or benefit that may create a sense of obligation, or that may be perceived as intended or likely to influence you
- accept any gift or benefit that is worth more than \$100
- accept tickets to major sporting or cultural events with a ticket value of over \$100 or corporate hospitality at such events
- accept cash or cash-like gifts of any amount
- participate in competitions for prizes where eligibility is based on the council being a customer of the competition organiser
- personally benefit from reward points programs when purchasing on behalf of council.



If you are offered a gift or benefit that is worth more than \$100 that cannot be reasonably refused, you must surrender it to the council.





Gifts and Benefits

What you can accept?

- You can accept gifts valued under \$100.
- **But**, if the same person, or someone associated with them, offers you another gift in the next 12 months, which, if added to the value of the first gift, has a value that exceeds \$100, you must refuse to accept the additional gift.
- You must promptly disclose any gift of any value over \$10 to the general manager in writing for entry into council's gift register.



Use of Council Resources





Use of Council Resources

- Council resources are public resources.
- You must use council resources ethically, effectively, efficiently and carefully when performing your duties.
- You must not use council resources for private purposes, or convert council property for your own use unless you are authorised to do so.



Use of Council Resources

What records should be kept?

- All information created, sent or received in your official capacity and any information stored on council resources is considered to be a council record and must be kept in accordance with the *State Records Act 1998* and the council's records management policy.
- Do not destroy, alter or dispose of records unless authorised to do so.



Use of Council Resources

using council information

- You can only access and use council information for council business.
- You must not use council information for private purposes.
- You must not seek to privately benefit from any council information you have obtained in your role.
- You must only release council information in accordance with council policies and procedures and in compliance with relevant legislation.



Use of Council Resources

protecting council information

You must maintain the integrity and security of any confidential or personal information you have access to. In particular, **you must:**

- only access confidential or personal information that you have been authorised to access and only for the purposes of performing your functions
- protect confidential and personal information
- only use confidential or personal information for the purpose for which it is intended to be used
- only release confidential or personal information if authorised



You must not:

- use confidential or personal information to obtain a private benefit for you or for someone else
- use confidential or personal information to cause harm to the council or anyone else
- disclose confidential information discussed during a closed session of a council or committee meeting or any other confidential forum.





Use of Council Resources

using council devices

You **must not** use council's computer or mobile devices to access, download or communicate any material that is:

- offensive
- obscene
- pornographic
- threatening
- abusive or defamatory
- could lead to civil or criminal liability and/or damage council's reputation.



Code of Conduct Complaints





Code of Conduct Complaints

- The council's code of conduct is the key mechanism for promoting and enforcing ethical and behavioural standards.
- It is important that the council's code of conduct is correctly used and that code of conduct processes are respected and complied with.

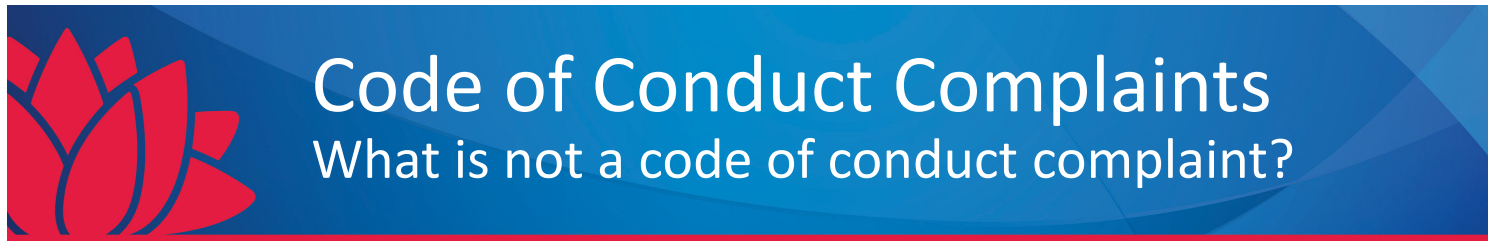




To be dealt with under the code of conduct, complaints must:

- be made in writing to the general manager, or if about the general manager, to the mayor
- be made within 3 months
- show conduct that would constitute a breach of the council's code of conduct if proven





Complaints about the following **are not** “code of conduct complaints” and should not be dealt with under the council’s code of conduct:

- the standard or level of service provided by the council
- the merits of a decision
- policies or procedures of the council
- conduct in good faith, that would not otherwise constitute a breach of the council’s code of conduct.



Code of Conduct Complaints

How are complaints about delegates and committee members dealt with?

- The general manager is responsible for dealing with code of conduct complaints about committee members and delegates.
- The general manager may determine to take no action, to resolve the complaint informally or to take disciplinary action.
- Prior to taking disciplinary action, the general manager must comply with certain procedural fairness requirements.



Code of Conduct Complaints

How are complaints about delegates and committee members dealt with?

Where proven, code of conduct complaints about delegates and members of committees may result in:

- censure
- requirement for an apology
- prosecution for any breach of the law
- removal or restriction of a delegation
- removal from membership of a committee





You **must not**:

- make code of conduct complaints for an improper purpose
- take reprisal action for making or dealing with a code of conduct complaint
- disclose any information about a code of conduct complaint
- impede or disrupt the consideration of a code of conduct complaint and comply with any reasonable and lawful requests



Questions?



CLAUSE **CL02**

TITLE **Terms of Reference**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/27766**

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-008) Griffith Pioneer Park Museum Committee - Terms of Reference [↓](#) 57



Committee Terms of Reference 2024 - 2028

GRIFFITH PIONEER PARK MUSEUM COMMITTEE**(TOR-008)****1. Establishment and Guidelines:**

- 1.1 The Griffith Pioneer Park Museum Committee 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 Griffith Pioneer Park Museum Committee 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 Griffith Pioneer Park Museum Committee does not have authority to implement actions in areas over which management has responsibility. The Committee does not have any management functions and is therefore independent of management.
- 2.2 The Griffith Pioneer Park Museum Committee 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 Griffith Pioneer Park Museum Committee 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:

To provide strategic guidance and support for developing, preserving, showcasing and promoting the living history and cultural heritage of the Griffith region at Pioneer Park Museum.

[Pioneer Park Museum Masterplan](#)
[Pioneer Park Museum Plan of Management](#)

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Committee Terms of Reference 2024 - 2028

GRIFFITH PIONEER PARK MUSEUM COMMITTEE**(TOR-008)****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 4.4: Provide a range of cultural facilities, programs and events.

Objective 4.6 Promote reconciliation and embrace our Wiradjuri heritage and culture.

Objective 5.6 Promote Griffith as a desirable visitor and tourism destination.

Objective 6.1 Provide, renew and maintain a range of quality infrastructure, assets, services and facilities.

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 Griffith Pioneer Park Museum Committee will be:

- 1 Mayor**
- 1 Councillor – Shari Blumer (Chair)**
- 2 Councillor Laurie Testoni & Councillor Jenny Ellis**
- 10 Community Representatives**

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 Number of Voting Members will be 14 (including the Mayor if in attendance).

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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Committee Terms of Reference 2024 - 2028

GRIFFITH PIONEER PARK MUSEUM COMMITTEE**(TOR-008)**

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 Shari Blumer

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: Business, Cultural, Financial Services.

9.2 The Director Business, Cultural, Financial Services 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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GRIFFITH PIONEER PARK MUSEUM COMMITTEE**(TOR-008)****10. Secretary:**

10.1 Griffith City Council Governance staff will provide a 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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Committee Terms of Reference 2024 - 2028

GRIFFITH PIONEER PARK MUSEUM COMMITTEE**(TOR-008)****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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GRIFFITH PIONEER PARK MUSEUM COMMITTEE**(TOR-008)****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 – 12 March 2013	Minute No. 0072
Updated: Council Meeting – 09 April 2013	Minute No. 0108
Updated: Council Meeting – 13 August 2013	Minute No. 0259
Updated: Council Meeting – 22 April 2014	Minute No. 0013
Updated: Council Meeting – 14 October 2014	Minute No. 0350
Updated: Council Meeting – 25 August 2014	Minute No. 15/258
Adopted: Council Meeting – 22 February 2022	Minute No. 22/056
Updated: Council Meeting – 8 March 2022	Minute No. 22/074
Updated: Council Meeting – 24 May 2022	Minute No. 22/134
Updated: Council Meeting – 11 July 2023	Minute No. 23/173
Updated: Council Meeting – 12 September 2023	Minute No. 23/215
Adopted: Council Meeting – 11 March 2025	Minute No. 25/069

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CLAUSE **CL03**

TITLE **Proposed Meeting Dates 2025**

FROM **Joanne Bollen, Governance Officer**

TRIM REF **25/27771**

SUMMARY

The proposed meeting dates for 2025 are:

- 30 April
- 16 July
- 15 October

RECOMMENDATION

The Committee note the proposed meeting dates for 2025.

REPORT

As above.

ATTACHMENTS

Nil

CLAUSE CL04**TITLE Review Budgeted Pioneer Park Museum Fees & Charges 2025-26****FROM Max Turner, Acting Director Business, Cultural and Financial Services****TRIM REF 25/44683**

SUMMARY

As part of the preparation of the Operational Plan (Budget) for the 2025/26 year, Council has requested that the applicable draft Fees & Charges included in the Draft Revenue Policy 2025-26 be reviewed and determined by the Pioneer Park Museum Committee and make recommendation back to Council for inclusion in the Revenue Policy to go on public exhibition in May 2025.

RECOMMENDATION

- (a) The Pioneer Park Museum Committee note the information provided in the report and attachments.**
- (b) The Pioneer Park Museum Committee recommend that the draft fees and charges remain unchanged.**

REPORT

In considering the fees and charges applicable to Pioneer Park Museum (PPM), the attachments to the report provides;

1. The draft schedule of fees and charges for PPM as prepared and reviewed by staff, and
2. The operating performance of Pioneer Park Museum over the past 3 completed years of operations that includes revenue generated by the facility as well expenditures incurred to run and maintain the facility.

Pioneer Park Museum has limited revenue raising capacities as it currently stands and reducing fees to attend the facility (both locals and visitors) would reduce revenue by approx \$50,000 - \$60,000 per annum which may or may not be offset in other ways. Gate receipts over the past 3 years have ranged from around \$30,000 in the 2021/22 year, \$47,000 in 2022/23 and \$55,000 in 2023/24 which is significant income towards the Museums operations.

Council already provides an operating subsidy of up to \$500,000 per annum currently and to reduce the income would only increase the subsidy further unless other revenue is generated to replace the lost income if fees and charges to enter the Museum are removed or reduced.

OPTIONS**OPTION 1**

Recommendation as printed above.

OPTION 2

The Pioneer Park Museum Committee propose that the following fees and charges be amended as follows;

-
-
-

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 3.2 Ensure Council's financial sustainability through effective financial management that is transparent and accountable.

ATTACHMENTS

- | | | |
|-----|---|----|
| (a) | Summary Table - Pioneer Park Museum Operating Report 3 years ↓ | 66 |
| (b) | Draft Schedule - Fees & Charges - Pioneer Park Museum 2025-26 ↓ | 69 |

CL04 Attachment (a) Summary Table - Pioneer Park Museum Operating Report 3 years

fnd_num							
Sum of total							
tot_key	sub_ledger	acc_dsc10	acc_dsc	pst_yer			
				2022	2023	2024	Grand Total
1.06.2.09.37.1.01	201001.0521	Gate Entrance Fees - PPM	Fees - Museums & Art Gallery	(30,810.03)	(47,494.51)	(55,397.53)	(133,702.07)
	201002.0511	Interest-Investments - PPM	Interest - Other Investments	(39.71)	(22.99)	(39.71)	(102.41)
	201003.0540	Shearers Quarters/Cottage Rental Income - PPM	Lease Rental	(57,124.16)	(5,690.91)	(18,558.57)	(81,373.64)
	201004.0537	Souvenirs/Confectionary/Drinks Sales - PPM	Sales - General	(4,504.22)	(7,202.30)	(8,531.33)	(20,237.85)
	201006.0541	Donations/Contributions (Operating) - PPM	Contribution - Other	(250.08)	(6,598.06)	(2,625.80)	(9,473.94)
	201007.0541	Sponsorship - PPM	Contribution - Other	0.00	(9.00)	0.00	(9.00)
	201008.0537	Catering Income - PPM	Fees - Museums & Art Gallery	(3,659.99)	(10,227.27)	(15,304.63)	(29,191.89)
	201009.0537	Hire of Halls/Church/Grounds - PPM	Fees - Museums & Art Gallery	(16,785.49)	(22,349.99)	(19,790.78)	(58,926.26)
	201010.0537	Train Ride Income - PPM	Fees - Museums & Art Gallery	(1,967.27)	(1,316.35)	(4,851.83)	(8,135.45)
	201011.0537	Season Tickets - PPM	Fees - Museums & Art Gallery	0.00	0.00	0.00	0.00
	201012.0537	Member Subscription - PPM	Fees - Museums & Art Gallery	(927.25)	(2,090.90)	(2,468.16)	(5,486.31)
	201012.0541	Member Subscription - PPM	Contribution - Other	0.00	0.00	0.00	0.00
	201014.0521	Museum Exhibitions/Displays/Events Income - PPM	Fees - Museums & Art Gallery	(4,651.26)	(27.27)	(5,941.09)	(10,619.62)
	201016.0541	Contribution From Trust A/C's-Offset With Expenses	Contribution - Other	0.00	0.00	0.00	0.00
	201022.0521	Action Day Income - PPM	Fees - Museums & Art Gallery	(25,838.50)	(31,725.98)	(43,963.29)	(101,527.77)
	201023.0521	Venue Hire Security Charges (PPM)	User Charges - Other	0.00	0.00	0.00	0.00
				(146,557.96)	(134,755.53)	(177,472.72)	(458,786.21)

CL04 Attachment (a) Summary Table - Pioneer Park Museum Operating Report 3 years

Sum of total tot_key	sub_ledger	acc_dsc10	acc_dsc	pst_yer	2022	2023	2024	Grand Total
1.06.2.09.37.1.02	202008.0001	Pioneer Park Museum - Working Expenses			282,788.09	274,390.14	305,778.28	862,956.51
	202008.0012	Pioneer Park Museum - Working Expenses			0.00	0.00	0.00	0.00
	202008.0014	Pioneer Park Museum - Working Expenses			18,555.00	23,085.00	22,125.00	63,765.00
	202008.0026	Pioneer Park Museum - Working Expenses			61.09	654.48	1,017.19	1,732.76
	202008.0061	Pioneer Park Museum - Working Expenses			0.00	636.36	0.00	636.36
	202008.0063	Pioneer Park Museum - Working Expenses			8,738.48	10,441.79	18,168.45	37,348.72
	202008.0070	Pioneer Park Museum - Working Expenses			7,550.73	6,989.08	6,740.41	21,280.22
	202008.0071	Pioneer Park Museum - Working Expenses			2,645.20	3,042.93	2,531.60	8,219.73
	202008.0096	Pioneer Park Museum - Working Expenses			3,509.54	1,980.11	1,368.74	6,858.39
	202008.0097	Pioneer Park Museum - Working Expenses			8,307.01	16,315.11	14,509.60	39,131.72
	202008.0098	Pioneer Park Museum - Working Expenses			18,011.26	17,399.20	15,972.48	51,382.94
	202008.0099	Pioneer Park Museum - Working Expenses			0.00	801.48	0.00	801.48
	202008.0100	Pioneer Park Museum - Working Expenses			9,078.80	10,116.07	14,472.29	33,667.16
	202008.0101	Pioneer Park Museum - Working Expenses			5,278.12	2,292.05	1,576.91	9,147.08
	202008.0103	Pioneer Park Museum - Working Expenses			955.60	1,429.86	785.50	3,170.96
	202008.0104	Pioneer Park Museum - Working Expenses			2,860.16	1,498.34	1,845.81	6,204.31
	202008.0106	Pioneer Park Museum - Working Expenses			12,155.30	13,609.31	14,459.46	40,224.07
	202008.0108	Pioneer Park Museum - Working Expenses			1,853.54	1,796.45	2,351.23	6,001.22
	202008.0110	Pioneer Park Museum - Working Expenses			4,189.73	4,970.43	5,944.32	15,104.48
	202008.0155	Pioneer Park Museum - Working Expenses			906.15	1,335.59	1,218.33	3,460.07
	202008.0165	Pioneer Park Museum - Working Expenses			200.77	2,061.54	1,151.75	3,414.06
	202008.0175	Pioneer Park Museum - Working Expenses			5,115.00	7,143.64	8,075.00	20,333.64
	202008.0203	Pioneer Park Museum - Working Expenses			1,240.64	4,551.85	4,437.53	10,230.02
	202008.0213	Pioneer Park Museum - Working Expenses			545.99	566.11	362.10	1,474.20
	202008.0230	Pioneer Park Museum - Working Expenses			8,228.42	9,794.03	9,267.37	27,289.82
	202008.0234	Pioneer Park Museum - Working Expenses			3,151.50	6,013.59	2,958.28	12,123.37
	202009.0230	Merchandise/Souvenir/Confectionary Purchases - PPM	Materials		3,817.19	5,535.92	4,192.32	13,545.43
	202010.0197	Minor Asset Purchases - Pioneer Park Museum	Materials		4,837.50	8,085.59	2,395.43	15,318.52

CL04 Attachment (a) Summary Table - Pioneer Park Museum Operating Report 3 years

Sum of total tot_key	sub_ledger	acc_dsc10	acc_dsc	pst_yer			
				2022	2023	2024	Grand Total
1.06.2.09.37.1.02	202011.0054	Pioneer Park Museum - Depreciation	Buildings	84,944.03	86,391.36	99,083.11	270,418.50
			Furniture & Fittings	3,194.83	3,577.67	3,577.67	10,350.17
			Other Depreciation	2,146.67	3,640.89	7,499.72	13,287.28
			Other Structures	404.02	414.71	622.54	1,441.27
	202012.0097	Cottage Maintenance - Pioneer Park Museum	Water supply network	0.00	0.00	0.00	0.00
			Materials	2,894.89	1,984.41	2,332.91	7,212.21
			Plant Hire	152.00	565.00	175.00	892.00
			Wages	886.97	3,232.60	614.60	4,734.17
	202012.0325	Cottage Maintenance - Pioneer Park Museum	Materials	622.89	849.20	1,389.87	2,861.96
			M & C - Overheads distributed	64,161.00	82,818.00	84,909.47	231,888.47
	202013.0003	Pioneer Park Museum-Indirect Overheads	Materials	0.00	185.00	854.30	1,039.30
			Plant Hire	83.50	15.00	0.00	98.50
	202015.0097	Shearers Quarters Maintenance - PPM	Wages	644.36	87.51	0.00	731.87
			Materials	0.00	0.00	0.00	0.00
	202016.0126	Todd Collection Conservation Expense - PPM	Materials	53.64	0.00	0.00	53.64
			Materials	1,862.21	2,497.80	4,212.55	8,572.56
	202017.0230	Italian Museum Operating Expenses - PPM	Materials	14,758.32	13,125.55	16,933.79	44,817.66
			Plant Hire	143.44	769.50	0.00	912.94
	202018.0230	Museum Events Expenses - PPM	Wages	374.95	1,851.44	0.00	2,226.39
			Wages (overtime)	934.74	828.54	0.00	1,763.28
	202019.0230	Action Day Expenses - PPM		592,843.27	639,370.23	685,910.91	1,918,124.41
				0.00	(2,749.28)	0.00	(2,749.28)
1.06.2.09.37.2.01	201025.0523	Museums & Galleries of NSW Vintage Voices Grant	Grants - Heritage/Culture	0.00	(2,749.28)	0.00	(2,749.28)
1.06.2.09.37.2.02	204008.0230	Vintage Voices Project	Materials	0.00	0.00	0.00	0.00
Grand Total				446,285.31	501,865.42	508,438.19	1,456,588.92

CL04 Attachment (b) Draft Schedule - Fees & Charges - Pioneer Park Museum 2025-26

DESCRIPTION:
PRINCIPAL ACTIVITY:
SUB-CATEGORY:

Fees for 2025/2026
08 RECREATION & CULTURE
Museums

DESCRIPTION	2024/25 FEE (\$) Includes GST (If Applicable.)	2025/26 FEE (\$) Proposed Includes GST (If Applicable.)	FEE JUSTIF.	REVISED GST APPLIC.	JOB NUMBER	RECEIPT TYPE
PIONEER PARK MUSEUM						
Entry						
- Adults	15.00	15.00	CB	Y		
- Pensioners/Tertiary Students (over 15)/Group Visits>10 per group	12.00	12.00	CB	Y		
- Child (under 15)	10.00	10.00	CB	Y		
- Family (2 adults & 3 children under 15, child under 5 years free of charge)	40.00	40.00	CB	Y		
Memberships						
- Photographers Season Ticket (client visit included for photos only)	65.00	65.00	AF	Y		
- Family membership (unlimited visitation for calendar year)	45.00	45.00	AF	Y		
- Single membership (unlimited annual visitation)	35.00	35.00	AF	Y		
Excursions						
- School Incursion - Per child	10.00	10.00	CR	Y		
- School entry with activities or tour (per child)	13.00	13.00	CB	Y		
Photography						
- Use of Grounds up to 4.00 pm	25.00 p/h	25.00 p/h	CB	N		
- Use of Grounds after 4.00 pm	50.00 p/h	50.00 p/h	CB	N		
Museum Train						
- Special event days, or by request - subject to staff availability	100.00	100.00	CB	Y		
- Train ride with tour	5.00	6.00	CB	Y		
Group Catering	Per Agreement	Per Agreement	CB	Y		
Hires						
- Weddings - St James Church	500.00	500.00	CB	Y		
- Weddings - Baptist Church	600.00	600.00	CB	Y		
- Weddings - Marquee - Weekend with full function area use	1,500.00	1,500.00	CB	Y		
- Weddings - No Marquee - Weekend with full function area use	1,100.00	1,100.00	CB	Y		
- Weddings (Ceremonies) & Other - Ground Hire Only - Chairs included	500.00	500.00	CB	Y		
- Events - Marquee or > 100 PAX - Weekend with full function area use	1,500.00	1,500.00	CB	Y		
- Myall Park Hall Precinct Full Day - Mon - Fri (BBQ area, hall, kitchen, etc.)	300.00	300.00	CB	Y		
- Myall Park Hall Precinct Full Day - Sat - Sun (BBQ area, hall, kitchen, etc.)	500.00	500.00	CB	Y		
- Myall Park Hall Precinct 1/2 Day - Mon - Fri (BBQ area, hall, kitchen, etc.)	180.00	200.00	CB	Y		
- Myall Park Hall Precinct 1/2 Day - Sat-Sun (BBQ area, hall, kitchen, etc.)	250.00	260.00	CB	Y		
- Myall Park Hall Precinct 1/2 Day - (BBQ area, hall, kitchen, etc.) 5pm-12am	250.00	300.00	CB	Y		
- *A/H incurs Security Callout 5pm -12am	200.00	200.00	CB	Y		
- Myall Park Hall - Conference Use per day	100.00	100.00	CB	Y		
- Myall Park Hall - Regular Hirer - Use per day (Conditions apply)	60.00	60.00	NC/CB	Y		
- Children's Birthday Parties - Grounds Hire only	100.00	150.00	NC/CB	Y		
- Shearer's Quarters Hall Hire - Function/Event	200.00	250.00	NC/CB	Y		
- Shearer's Quarters Hall Hire - Regular Hirer - Use per day	50.00	50.00	NC/CB	Y		
- Heater Hire (gas) - charged per heater	15.00	15.00	CB	Y		
- BBQ Hire (gas) - charged per BBQ	15.00	15.00	CB	Y		
- Wine and Irrigation Building including Todd Shed	200.00	200.00	CB	Y		

DESCRIPTION	2024/25 FEE (\$) Includes GST (if Applicable)	2025/26 FEE (\$) Includes GST (if Applicable)	FEE JUSTIF.	REVISED GST APPLIC.	JOB NUMBER	RECEIPT TYPE
PIONEER PARK MUSEUM (Continued)						
Hires						
Security - call out from venue close and securing of Museum	150.00	150.00				
Regular Hires - Entity hiring for regular periods/ per use	60.00	60.00				
After Hire Cleaning Fee	150.00	150.00	CB	Y		
* Hire rates for events are dependent on numbers, duration, level of risk and security hire costs.						
** Exclusive Hire of the Museum at discretion of the Coordinator.						

CLAUSE	CL05
TITLE	Review of First Nations Strategy and Museum Aboriginal Advisory Group
FROM	Jenny O'Donnell, Griffith Pioneer Park Museum Manager
TRIM REF	25/46006

SUMMARY

The Griffith Pioneer Park Museum is committed to respectfully representing and including the histories, cultures and voices of First Nations people. In line with this commitment, the Museum's First Nations Strategy, which was endorsed during the previous Council term and under the former Committee, is now presented for review to the current Committee. This will ensure all members are familiar with the strategy's intent and direction and give opportunity for any recommended amendments to be made. An initial meeting with members of the local Aboriginal community has been held, with only a few participants attending but offering valuable insights into the formation of a First Nations Advisory Group to guide future museum initiatives.

RECOMMENDATION

That the Griffith Pioneer Park Museum Committee:

- a) Notes the review of the Museum's First Nations Strategy, endorsed under the previous Council term, and the importance of ensuring the current Committee is familiar with its intent and objectives.**
- b) Supports the ongoing formation of a First Nations Advisory Group to provide cultural guidance and community-led input into the Museum's interpretation, exhibitions, and engagement with First Nations history and culture.**
- c) Endorses continued engagement with the local Aboriginal community, including broad and culturally appropriate promotion of Advisory Group positions to encourage inclusive participation.**

REPORT

The Griffith Pioneer Park Museum is committed to respectfully representing and including the histories, cultures, and voices of First Nations peoples. In line with this commitment, the Museum's First Nations Strategy—endorsed during the previous Council term under the former Committee—is now being presented to the current Committee for review. This will ensure all members are familiar with the strategy's intent and direction, and provide the opportunity for any recommended amendments to be considered.

As part of implementing this strategy, an initial meeting was held with members of the local Aboriginal community. Attendees provided valuable input into the proposed formation of a First Nations Advisory Group, which is intended to guide the Museum's interpretation, exhibitions, and engagement with First Nations history and culture. The formation of this group is an important step towards supporting the Museum's broader goals of truth-telling and inclusion, and ensuring First Nations perspectives are meaningfully embedded in all areas of operation.

In reaching out to the Aboriginal community, a broad range of stakeholders were invited to participate. These included NSW Parks & Wildlife Service, Murrumbidgee High School Aboriginal Liaison Officers, Griffith Local Aboriginal Lands Council, Griffith Aboriginal Medical Services, Dyrri-Bang-Gu, Aboriginal Learning & Engagement Centre, Department of Human Services, Griffith Wiradjuri Preschool, Walan-Budhang-Gibir Men's Group, Western Riverina Community School, Bulangumbaay-Murruway-Galaay (Wiradjuri Elder Council), as well as several unaffiliated community members.

While attendance at the initial meeting was limited due to work and other commitments, several expressions of interest were received via email. As with previous consultations, those who participated were supportive of the concept of a First Nations representation at the museum. A key recommendation raised during the meeting was to advertise positions on the Advisory Group widely and through a range of mediums to ensure broad community representation and awareness.

Even through this early outreach and the process of organising a single meeting, it became evident that the Museum must be guided and informed by First Nations voices at every step. Their leadership and insight will be critical to ensuring respectful, accurate and inclusive representation moving forward.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 1.2 Actively engage with and seek direction from our community and stakeholders.

ATTACHMENTS

- | | | |
|-----|---|----|
| (a) | GPPM - Master Plan Strategies ↓ | 73 |
| (b) | First Nations Strategy ↓ | 77 |

STRATEGIC AIMS

The essence of the Griffith Pioneer Park Museum's strategic aims is to acknowledge yesterday to connect today and grow tomorrow.

Our themes inform our collecting priorities, exhibitions and programs and establish the brand and reputation for the Museum.

ACKNOWLEDGE YESTERDAY

Griffith Pioneer Park Museum recognises the primary rights of Aboriginal and Torres Strait Islander peoples in their cultural heritage.

This means

- discussing and negotiating content; respecting a diversity of viewpoints and perspectives; considering issues of context and interpretation; reflecting the nature of contested histories; selecting appropriate media and messages; and being sensitive to cultural conventions; respecting issues of secret, sacred restricted stories and objects; above all, being sensitive and inclusive in defining the stories and ideas that will be shared, and how they will be shared and presented.
- The Museum acknowledges the full history of the Griffith region, recognising gaps in the collection and exhibitions and prioritises the telling of stories not previously given the platform of Museum interpretation whilst conserving and interpreting the collection and acknowledging the contributions so many have made in the establishment of the city.

CONNECT TODAY

Foster and build relationships within the community and with visitors to create exhibitions and experiences that appeal to audiences and place the Museum at the heart of the community. Museum programs and exhibitions are 'of the people, by the people and for the people'.

GROW TOMORROW

Plant the seed for future growth in the exhibitions, programs, events and experiences on offer at the Museum and enable it to reach its potential in line with the Mission and Vision. The Museum is a destination in itself, rather than an attraction in Griffith, visitors travel to Griffith specifically to visit the Museum.

ACKNOWLEDGE YESTERDAY		
GOAL	STRATEGY	ACTION
1. Engage with and include Aboriginal and Torres Strait Island peoples in all that we do.	1. Ensure meaningful development of content and interpretation by learning from Aboriginal cultural practice and knowledge systems.	<ol style="list-style-type: none"> 1. Establish an Aboriginal Advisory Consultative Group to inform curatorial and programming decisions. 2. Build on existing and broker new relationships with local Aboriginal communities. 3. Establish trainee Aboriginal Curator position. 4. Establish Aboriginal outdoor interpretation and maintenance position. 5. Implement relevant actions in Council's Reconciliation Action Plan.
	1.2 Create a First Nations Experience throughout the Museum	<ol style="list-style-type: none"> 1. Establish a permanent exhibition/interpretation at the Museum entrance to inform visitors of the region's first residents and their interaction and connection with the land. 2. Integrate interpretation throughout the museum grounds highlighting local flora and fauna and any connected stories. 3. Develop a dedicated First Nations Experience as detailed in Master Plan.
2. Manage the collection sustainably	1. Consolidate the existing collection and identify collecting priorities	<ol style="list-style-type: none"> 1. Undertake a significance assessment on moved buildings. 2. Develop a Collections Policy 3. Undertake a preservation needs assessment and set out a five year plan for conservation on a collection and display priority basis. 4. Deaccession items of low significance and items that have no connection with the history or stories of the Griffith region.
	2.2 Tell the historical and contemporary stories of the Griffith Region	<ol style="list-style-type: none"> 1. Prioritise collecting and interpreting stories of individuals and communities in Griffith not currently represented in the collection. 2. Identify future collection storage requirements 3. Develop Statements of Significance for the Museum's 20 most significant objects. 4. Progressively digitise objects for website publication starting with identified significant objects.
	2.3 Preserve the collection for current and future audiences and research	<ol style="list-style-type: none"> 1. Develop climate control facilities for exhibition and collection storage spaces. 2. Undertake a Preservation Needs Assessment 3. Continue to catalogue and digitise the collection. 4. Develop a Buildings Conservation Management Plan to map out a program for maintaining and preserving moved buildings of significance. 5. Review items on display to ensure preservation and conservation best practice is followed.

CONNECT TODAY		
GOAL	STRATEGY	ACTION
3. Deeper engagement with museum audiences.	3.1. Engage with locals, visitors, school students and community groups	<ol style="list-style-type: none"> 1. Develop dynamic exhibitions that resonate with locals and ensures there is always something new to see or do. 2. Develop public programs that respond to community 3. Reduce general entry fees for residents of Griffith Local Government Area. 4. Provide opportunities for visitors to tell and share their own stories in our projects, including oral histories. 5. Undertake annual surveys to benchmark visitor experiences and continue to understand and respond to market trends. 6. Develop experiences or activities that respond to youth audiences
	3.2 Develop innovative interpretation, forge connections, commission creative and inspiring programs and projects with broad stakeholder involvement	<ol style="list-style-type: none"> 1. Invite participation, co-creation and exchanges of ideas with and for our audiences, including focus groups, consultation and user testing with communities 2. Build connections with key audiences such as teachers and children, and new audiences such as migrants and youth through advisory and reference panels. 3. Develop an annual exhibition program that sees a new temporary exhibition presented each year. 4. Create digital content for online access. 5. Work with local artists to interpret the collection and highlight artisan and creative practices.
	3.3. Ensure inclusion and access to collections and increase community engagement, nurturing an appreciation of local cultural heritage	<ol style="list-style-type: none"> 1. Undertake a Signage Review and Way finding Strategy. 2. Prioritise disability access in building improvements and budgets in line with Council's Disability Inclusion Action Plan.
4. Tell the stories of Griffith and district residents, past and present.	4.1. Activate the Italian Museum Precinct	<ol style="list-style-type: none"> 1. Establish a new MOU with the Italian Museum Committee 2. Develop a program of events and activities in the Italian Precinct. 3. Implement the Italian History Experiences identified in the Master Plan. 4. Changing exhibition program alongside the permanent display.
	4.2. Establish and build meaningful relationships with Griffith's migrant communities.	<ol style="list-style-type: none"> 1. Undertake regular engagement with key multicultural communities 2. Support the presentation and hosting of events and programs for identified communities at the Museum. 3. Collect stories and objects that are significant to the migration and settlement of identified communities in Griffith.
5. Corporate governance	5.1. Ensure the ongoing sustainability of the organisation	<ol style="list-style-type: none"> 1. Diversify and increase revenue from retail, programs, workshops, commercial hires and tourist admission fees. 2. Undertake a policy review to identify gaps and needed updates. 3. Establish unrestricted reserves for Museum capital works and Museum acquisitions and object/building conservation works (repository for donations) 4. Complete Standards Review Program and implement recommendations

GROW TOMORROW		
GOAL	STRATEGY	ACTION
6. The Museum is a premier 'must see' destination for locals and visitors alike.	6.1. Highly-skilled staff and volunteers.	<ol style="list-style-type: none"> 1. Expand the Curator position to a full-time role. 2. Increase maintenance team, recognising the requirements for both buildings and grounds. 3. Procure appropriate assets or equipment required for continued maintenance operations of the Museum. 4. Develop strategies to recruit and keep volunteers, including meeting new residents, regular social activities, and dedicated positions to support volunteers. 5. Develop a training plan for staff and volunteers. 6. Develop work plans for volunteers to undertake specific projects i.e. digitising, research, conservation.
	6.2 Create projects that act as a magnet to build audience and volunteer participation	<ol style="list-style-type: none"> 1. Employ a part time Education & Public Programs Officer 2. Collaborate with other Council sections to create programs and host events that engage visitors, meets mutual objectives and shares Council resources. 3. Establish partnerships with business associations such as Riverina 4. Winemakers Association, Murrumbidgee Irrigation and Griffith Business Chamber to host events and raise the profile of the Museum's stories and collections.
	6.3. Marketing	<ol style="list-style-type: none"> 1. Develop marketing collateral in other languages such as Hindi to assist International visitors. 2. Establish relationship with Destination Riverina Murray to continue to develop the Museum as the City's number 1 tourist destination. 3. Develop a brand identity for the Griffith Pioneer Park Museum. 4. Invest in quality print collateral. 5. Develop a digital marketing strategy that includes social media, digital advertising and website. 6. Develop a Retail Strategy that includes a review of products for sale and identifies opportunities to commission products made by local artisans and artists.
	6.4 Provide hospitality facilities that enhance the visitor experience to the Museum.	<ol style="list-style-type: none"> 1. Investigate and identify appropriate operating model for café/catering services and develop a business case. (council run/social enterprise/leased) 2. Expand events and functions capacity as identified in Master Plan.
	6.5 Supporting infrastructure	<ol style="list-style-type: none"> 1. Implement a wifi network across the site to enable staff, hirers, user groups and visitors to connect and share. 2. Upgrade sewer, water and drainage. 3. Power upgrade throughout the site 4. Lighting upgrade throughout the site 5. Water collection & on site recycling 6. Automated irrigation

S/PLAN ITEM	PRIORITY	TERM	ACTIONS	EXPLANATION	TIMING
1	High	Short	First Nations Acknowledgement and Representation	Undertake a First Nations engagement and consultation process to consider how the future of the Museum can appropriately represent and acknowledge First Nations stories and culture.	0 - 1 year

Developing a plan for Aboriginal exhibition while engaging First Nations people requires sensitivity, respect and a commitment to meaningful collaboration. The following approach has been formulated to proceed with each of the points highlighted in the Strategic Plan:

1. Community Consultation: Begin by reaching out to local Aboriginal and Torres Strait Islander communities to initiate conversations about collaboration and involvement in the museum's activities.
 - Cultural Protocols: Respect cultural protocols and establish relationships based on mutual trust and understanding. Ensure that Aboriginal voices are heard and respected throughout the process.
 - Cultural Sensitivity Training: Provide cultural sensitivity training for museum staff and volunteers to foster an inclusive and respectful environment.
2. Ensure meaningful development of content and interpretation by learning from Aboriginal cultural practice and knowledge systems:
 - Cultural Knowledge Sharing: Partner with local Indigenous knowledge holders, elders and cultural leaders to incorporate traditional knowledge and perspectives into exhibition content and interpretation.
 - Storytelling Workshops: Organise storytelling workshops or cultural immersion experiences to learn directly from Aboriginal communities about their history, culture and traditions.
 - Co-creation: Adopt a co-creation approach where Aboriginal community members actively participate in the development and interpretation of exhibition content.
3. Establish an Aboriginal Advisory Consultative Group to inform curatorial and programming decisions:
 - Formation: Invite representatives from local Aboriginal communities to form an advisory group dedicated to providing insights, feedback, and guidance on curatorial decisions, programming, and community engagement initiatives.
 - Regular Meetings: Schedule regular meetings with the advisory group to ensure ongoing consultation and collaboration.
4. Build on existing and broker new relationships with local Aboriginal communities:
 - Community Engagement Events: Organise community engagement events, such as cultural festivals, workshops, and art exhibitions to build relationships with local Aboriginal communities.
 - Partnership Opportunities: Explore partnership opportunities with local Indigenous organisations, schools and cultural centres to strengthen ties and foster collaboration.
5. Establish trainee Aboriginal Curator position:
 - Training Program: Develop a structured training program or internship opportunity specifically tailored for Aboriginal individuals interested in pursuing a career in museum curation.

S/PLAN ITEM	PRIORITY	TERM	ACTIONS	EXPLANATION	TIMING
1	High	Short	First Nations Acknowledgement and Representation	Undertake a First Nations engagement and consultation process to consider how the future of the Museum can appropriately represent and acknowledge First Nations stories and culture.	0 - 1 year

- Employment Funding Opportunities: Research and investigate designated funding for employment and training.
- Mentorship: Pair trainee curators with experienced museum professionals who can provide mentorship, guidance and support throughout their training.

6. Establish Aboriginal outdoor interpretation and maintenance position:

- Cultural Landscapes: Create outdoor interpretive spaces that showcase Aboriginal culture, history and connection to the land.
- Employment Opportunities: Offer employment opportunities for Aboriginal individuals to contribute to the maintenance, interpretation and preservation of outdoor exhibits.

7. Implement relevant actions in Council's Reconciliation Action Plan:

- Alignment: Ensure that the museum's initiatives align with the goals and objectives outlined in the Council's Reconciliation Action Plan.
- Reporting and Evaluation: Regularly monitor progress, report on Reconciliation Action Plan achievements and advise Council.

S/PLAN ITEM	PRIORITY	TERM	ACTIONS	EXPLANATION	TIMING
1	High	Short	First Nations Acknowledgement and Representation	Undertake a First Nations engagement and consultation process to consider how the future of the Museum can appropriately represent and acknowledge First Nations stories and culture.	0 - 1 year

1.2 To undertake the strategies of creating a First Nations Experience throughout the Museum, including establishing a permanent exhibition at the entrance and integrating interpretation throughout the museum grounds:

1. Research and Consultation and Establishing a Steering Committee:

- Begin by conducting thorough research on the history, culture, and traditions of the local First Nations people in the region.
- Form a dedicated steering committee comprised of museum staff, Aboriginal community representatives, cultural experts, and relevant stakeholders to oversee the development of the First Nations Experience.
- The steering committee will provide leadership, direction and decision-making authority throughout the process.

2. Development of Concept and Themes:

- Collaborate with the steering committee and Aboriginal community members to develop the overarching concept, themes and narrative for the First Nations Experience.

3. Design of Permanent Exhibition at Museum Entrance:

- Work with exhibition designers, historians and cultural consultants to design a visually engaging and informative permanent exhibition at the museum entrance.
- Incorporate multimedia elements, artifacts, storytelling and interactive displays to educate visitors about the region's first residents, their traditions and their connection with the land.

4. Integration of Interpretation Throughout Museum Grounds:

- Conduct site assessments to identify suitable locations for integrating interpretation throughout the museum grounds.
- Develop interpretive signage, artwork and installations that highlight local flora, fauna and Indigenous stories, ensuring accuracy, cultural sensitivity and engagement.

5. Community Engagement and Education:

- Organise community engagement events, workshops, and consultation sessions to involve local Aboriginal communities in the development process and to educate the broader community about First Nations culture and heritage.
- Offer educational programs, guided tours, and outreach activities to schools and community groups to promote understanding and appreciation of Indigenous perspectives.

6. Evaluation and Feedback:

- Regularly evaluate the effectiveness of the First Nations Experience through visitor feedback, surveys and consultation with Aboriginal communities.
- Use feedback to make adjustments, improvements, and enhancements to ensure that the experience remains relevant, meaningful and respectful.

CLAUSE	CL06
TITLE	Pioneer Park Collection Policy
FROM	Jenny O'Donnell, Griffith Pioneer Park Museum Manager
TRIM REF	25/41027

SUMMARY

Objective 2.1.1 of the Strategic Plan is to consolidate the existing collection and establish clear collecting priorities. In alignment with this objective, a comprehensive review of the Collection Policy was initiated in March 2025. This review was prompted by several factors: the newly appointed curator commenced an audit of accession records; there was sustained criticism that Pioneer Park's displays were overcrowded with items of limited interpretive value, often retained solely due to their age; and volunteers raised concerns regarding the ongoing issue of unsolicited and unmanaged donations—commonly referred to as the "doorstop drop."

RECOMMENDATION

The Committee note the report.

REPORT

Objective 2 of the Museum's Strategic Plan is to manage the collection in a sustainable and strategic manner. This includes consolidating the existing collection and clearly identifying future collecting priorities.

As the first step towards achieving this, Objective 2.1.1 outlines the development of a simplified and concise Collections Management Policy. The Curator recognises the importance of this and is currently undertaking an audit of accession records. She has developed a simplified guiding document for staff and volunteers to refer to when the museum is offered a new object/s for the collection.

Objective 2.1.2 involves conducting a Preservation Needs Assessment and establishing a five-year conservation plan, prioritised according to collection significance and display requirements. This objective will be addressed in a future report to the Committee.

Objective 2.1.3 refers to the deaccessioning of items that are of low significance or have no connection to the history or stories of the Griffith region. While this process will be undertaken, it requires further planning and curatorial oversight, and will also be the subject of a future report.

LINK TO STRATEGIC PLAN

This item links to Council's Strategic Plan item 4.4 Provide a range of cultural facilities, programs and events.

ATTACHMENTS

- (a) Guiding document - Collections Policy [↓](#) 82



March 2025

Pioneer Park Collection Policy



Emma Darcy

Curator

Policy Objective

The objective of this collection policy is to reinforce the framework at the core of Pioneer Park Museum, ensuring that it delivers a coherent, meaningful and immersive visitor experience.

- To collect that which reflects the development of Griffith's community, through its built environment, diverse cultures and industry •*

Policy Background

The Collection policy review was initiated in March 2025 in response to several factors. The first was that the new curator began an accession record audit. The second was consistent criticism of Pioneer Park that it had too much stuff getting in the way of what was significant, and much of it was there just because it was old. The third was a cry for help from the volunteers to address the problem of the doorstep drop.

The Nature of the collection

The current collection is so vast that it is impossible to provide appropriate conservation, storage or interpretation. An accelerated program of deaccessioning needs to occur in order to ensure those objects and buildings of most significance can be identified and conserved. Continuing to maintain a collection of objects and buildings with little to no significance or duplications undermines the collection as a whole.

General Principles

The museum will consider, on a case-by-case basis, collecting

- Documents/printed media [Books, diaries, bibles, ledgers, recipe books, textbooks, manuals. It is the opinion of the curator, Emma Darcy in 2025 that these materials should **not** be collected unless they were written by, or contain written notes, marginalia or information pertaining to people living in Griffith.]
- Original maps
- Original photographs
- Periodicals [Newspapers, pamphlets, magazines, leaflets, editorials, articles, newsletters. It is the opinion of the curator that these materials should **not** be collected unless they specifically pertain to the local paper, such as Area News, or a locally significant person, place or event. The exceptions to this would be the Area News, or members magazines for local clubs, or a local zine etc.]
- Film footage
- Digital media and Images [This can include records of interviews, local theatre performances etc]
- Physical objects

that are associated with the people, places and events significant or unique to the Griffith and larger Murrumbidgee Irrigation Area.

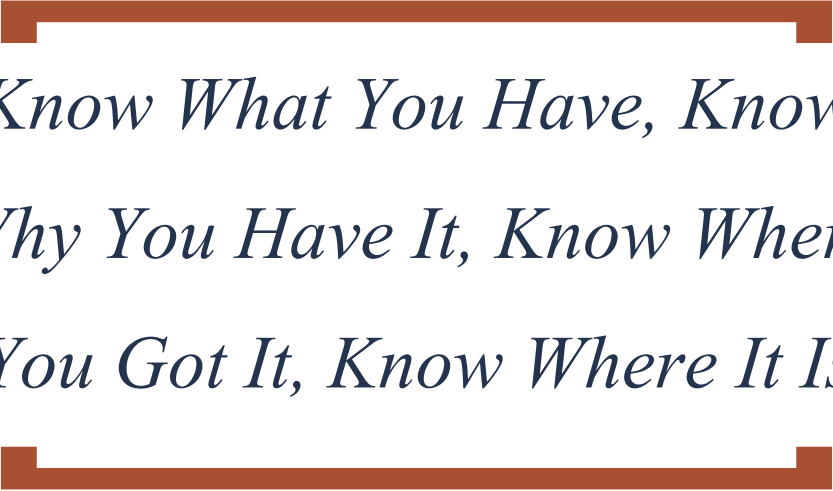
Aboriginal Cultural Objects

The museum will only acquire Aboriginal cultural objects after consultation with the local community, ensuring the object is thoroughly provenanced and with the relevant legal permissions. The display of any such objects

Support Documentation and Provenance

Acquisition is dependent on sufficient provenance information or context provided for the object.

The museum reserves the right to refuse donation of objects which have no supporting information, are in poor condition or are outside of our collection policy.



*Know What You Have, Know
Why You Have It, Know Where
You Got It, Know Where It Is*

Accession

Assessment Criteria

Historic	}	Significance
Aesthetic		
Scientific		
Social/Spiritual		

Comparative Criteria

Provenance
Representation
Rarity
Condition
Interpretive Potential

Deaccession

No Significance
Poor condition
Duplication
Inability to safely store/maintain
Acquisition of a better example (redundancy)
Repatriation

Loans

Loans must be for a specific purpose and for a fixed term
Decisions made on a case-by-case basis
May be renegotiated

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Education Resources/ Props

Objects not formally accessioned into the collection may be kept as educational resources or props.

They are useful for hands on demonstrations and exhibition, allowing fragile and significant objects to be kept safe and visitors to enjoy a tactile and immersive experience.

These objects are representative, but not rare, or have been deaccessioned due to poor condition/redundancy.

They can be disposed of at any time, without the procedure required of accessioned objects.

Procedures

Donation

- The Donor is required to provide history, associations, context, and significance. An accession or donation form is provided for this purpose.
- A Condition Report is completed to assess the object's comparative criteria and to provide a record for future conservation reference.

Exhibition, loans and intangible/intellectual property

- A consent form is required when the museum is making use of intellectual property, personal records such as family photos where someone in the photograph is still alive, digital media, art, granting the museum permission to display the material both in the exhibition and online for promotional purposes. The owner of the property may withdraw this permission at any time. They must contact the museum and instruct them to remove the material as soon as possible.

Deaccession

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- Object must not meet criteria
- A report outlining reasons for deaccession must be prepared
- The catalogue number must not be reused
- After being deaccessioned, in order of preference, the objects should be
 - Returned to donor or donor's family.
 - transferred to another museum
 - change of status
 - sell/auction
 - destroy/recycle

Loans

- Loans must be for a specific purpose and for a fixed term.
- All inward and outward loans must have the appropriate paperwork: a loan agreement and an itemized inventory
- The loan agreement will indicate the object/s value and condition in the event of loss or damage.

Survey sheet for the type of objects to be collected, reflecting the community and changing cultural landscape of Griffith- Cross out the objects you do not think the Museum should collect.

- Hand-made clothing (including underwear)
- Store bought clothing (including underwear)
- Farming equipment/machines
- Tools
- Books
- Ephemera including letters, ticket stubs, post cards, telegrams, bills, invoices
- Newspapers/newsletters/magazines
- Contemporary Art/Sculpture
- Art/Sculpture
- Original photographs
- Cameras
- Telephones
- Mobile and smart phones
- Computers and associated technology (tablets, keyboards, speakers, pens etc)
- Records, ledgers, minutes
- Certificates, leases, agreements, accreditations
- Store signage, advertisements, labels, branded merchandise
- Natural history specimens
- Sporting achievement records, trophies, equipment, paraphernalia
- Homeware, kitchen equipment, hygiene/beauty, linens, appliances, crockery, glassware, cutlery, lighting, curtains, carpets, furniture.
- Toys
- Religious objects
- Decorative items; vases, figurines, fake flowers, snow globes, crystal animals, statues.
- Club/social group materials
- Accessories: shoes, belts, hats, gloves, jewelry, glasses/sunglasses

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CLAUSE CL07**TITLE** Strategic Plan - Objective 2 - Manage the collection sustainably**FROM** Jenny O'Donnell, Griffith Pioneer Park Museum Manager**TRIM REF** 25/46196

SUMMARY

This report provides a review of Strategy 2: Manage the Collection Sustainably from the Griffith Pioneer Park Museum Strategic Masterplan. The strategy outlines objectives and actions to improve the sustainable management of the Museum's collection through policy development, conservation planning, community representation and the implementation of best practices in preservation and digitisation.

RECOMMENDATION

- (a) Endorse the ongoing implementation of Strategy 2 with prioritisation of Actions 1.1 and 1.2 in Year 1.**
- (b) Support the formation of a Collections Committee to guide deaccessioning and collecting priorities.**

REPORT

Background

Strategy 2 of the Museum Strategic Masterplan is critical to ensuring the Griffith Pioneer Park Museum's collection remains relevant, accessible and preserved for future generations. The strategy is divided into three core objectives:

Objective 2.1: Consolidate the Existing Collection and Identify Collecting Priorities

The Curator has reviewed the current Collection Policy and does not disagree with the content, although has created a user friendly simplified version for our front of house volunteers.

As previously noted, the curator is also undertaking an extensive accession paperwork audit that may take several months to complete. This enables her to become familiar with what is in the collection to be able to make future determinations on their provenance and possible future deaccessioning.

The Museum recognises the need to develop a clear deaccessioning framework, and proposes the formation of a Collections Committee in Year 2 to oversee this process. Another item of business will be to initiate a full Preservation Needs Assessment in Year 2 and begin identification of low-significance items for potential deaccession in Year 2-3.

Objective 2.2: Tell the Historical and Contemporary Stories of the Griffith Region

Staff have begun identifying underrepresented community stories for potential inclusion in future exhibitions. Before receiving any further historical objects relating to these and other stories, we are required to identify future storage and exhibition needs.

Although we can begin engagement with Griffith's diverse cultural communities to fill interpretative gaps, exhibition space needs to be considered. One temporary space identified has been the display rooms in Sharam Hall but this will mean removal of current displays.

It is recommended that the Curator develop a priority list of the 20 most significant objects in our collection and begin drafting Statements of Significance. There have been Statements of Significance done by previous Curators and these need to be collated and added to our Collection Management System (CMS).

Although digitisation has commenced in conjunction with inputting and updating the CMS, this project will be time consuming so it is planned to start with priority objects. The availability of volunteers and their existing volunteer capabilities will also play a part in this process.

Objective 2.3: Preserve the Collection for Current and Future Audiences and Research

A preliminary condition assessment of collection and exhibition buildings are underway. Staff continue routine cataloguing and ad hoc digitisation. Resources for digitisation and preservation are limited, necessitating funding support and staff capacity increases.

The Curator had recently completed a funding application for a professional significance assessment that would have hopefully led into a conservation management plan but unfortunately after receiving advice from the funding body, we would not have qualified, so this was withdrawn.

The ongoing issue of not having a climate controlled, properly set up Collection Management Facility will always hinder our progress in conservation, preservation and collection management of our objects.

In the interim we will develop Building Conservation Management Plans for our existing built heritage by Year 3 and continue to undertake a full display audit for conservation best practices.

I believe it is essential to engage a professional service to develop a plan for improved climate-controlled infrastructure to support the preservation of our collections. This infrastructure could be designed as a shared resource for Griffith's cultural facilities, including the Art Gallery, Theatre, Museum, War Memorial Museum, and Library if needed. I am particularly keen to explore opportunities for resource sharing among our city's cultural institutions to ensure sustainable and coordinated collection management.

Conclusion

The actions outlined in Strategy 2 are foundational to the long-term care and interpretation of the Museum's collection. Implementation is progressing steadily, but continued progress will depend on the endorsement of this strategy will ensure that the collection remains relevant, secure and representative of the Griffith community—past and present.

[LINK TO STRATEGIC PLAN](#)

This item links to Council's Strategic Plan item 7.3 Protect our heritage buildings and precincts.

ATTACHMENTS

(a) GPPM - Strategic Plan - Objective 2 [↓](#)

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GRIFFITH PIONEER PARK MUSEUM STRATEGIC IMPLEMENTATION PLAN
– MANAGE THE COLLECTION SUSTAINABLY

Objective 2: Consolidate the Existing Collection and Identify Collecting Priorities

2. Manage the collection sustainably	2.1 Consolidate the existing collection and identify collecting priorities	1. Develop a Collections Policy 2. Undertake a preservation needs assessment and set out a five-year plan for conservation on a collection and display priority basis. 3. Deaccession items of low significance and items that have no connection with the history or stories of the Griffith region.
	2.2 Tell the historical and contemporary stories of the Griffith Region	1. Prioritise collecting and interpreting stories of individuals and communities in Griffith not currently represented in the collection. 2. Identify future collection storage requirements. 3. Develop Statements of Significance for the Museum's 20 most significant objects. 4. Progressively digitise objects for website publication starting with identified significant objects.
	2.3 Preserve the collection for current and future audiences and research	1. Develop climate control facilities for exhibition and collection storage spaces. 2. Undertake a Preservation Needs Assessment. 3. Continue to catalogue and digitise the collection. 4. Develop a Buildings Conservation Management Plan to map out a program for maintaining and preserving moved buildings of significance. 5. Review items on display to ensure preservation and conservation best practice is followed.

Action 1.1: Review the Collections Policy

- **Timeline:** Year 1
- **Responsible Party:** Manager & Curator
- **Steps:**
 1. Review best practices and policies from similar institutions.
 2. Review Collections Policy outlining acquisition, deaccession and care procedures.
 3. Seek input from stakeholders and finalise the policy.

GRIFFITH PIONEER PARK MUSEUM STRATEGIC IMPLEMENTATION PLAN
– MANAGE THE COLLECTION SUSTAINABLY

Action 1.2: Undertake a Preservation Needs Assessment and Set Out a Five-Year Plan

- **Timeline:** Year 1-2
- **Responsible Party:** Curator
- **Steps:**
 1. Conduct a thorough preservation needs assessment of the collection.
 2. Develop a five-year plan prioritising conservation effort based on the assessment.
 3. Secure funding and resources for the implementation of the plan.

Action 1.3: Deaccession Items of Low Significance

- **Timeline:** Year 2-3
- **Responsible Party:** Museum Manager, Curator, Propose a Collections Committee
- **Steps:**
 1. Identify items of low significance or those with no connection to Griffith's history.
 2. Follow the deaccession process outlined in the Collections Policy.
 3. Reallocate or dispose of deaccessioned items responsibly.

Objective 2: Tell the Historical and Contemporary Stories of the Griffith Region

Action 2.1: Prioritise Collecting and Interpreting Underrepresented Stories

- **Timeline:** Year 1-5
- **Responsible Party:** Curator
- **Steps:**
 1. Identify gaps in the current collection and areas needing representation.
 2. Reach out to underrepresented communities for contributions and stories.
 3. Develop exhibits and programs highlighting these new stories.

Action 2.2: Identify Future Collection Storage Requirements

- **Timeline:** Year 1-2
- **Responsible Party:** Museum Manager, Curator, Propose a Collections Committee
- **Steps:**
 1. Assess current storage capacities and future needs.
 2. Plan and secure funding for expanded or new storage facilities.
 3. Implement storage solutions that meet identified needs.

Action 2.3: Develop Statements of Significance for the Museum's 20 Most Significant Objects

- **Timeline:** Year 2-3
- **Responsible Party:** Curator
- **Steps:**
 1. Select the 20 most significant objects in the collection.
 2. Research and document their historical and cultural significance.
 3. Publish these statements for public access and educational purposes.

Action 2.4: Digitise Objects for Website Publication

- **Timeline:** Year 2-5
- **Responsible Party:** Collections Manager
- **Steps:**
 1. Prioritise significant objects for digitisation.
 2. Use high-quality imaging and metadata standards.
 3. Publish digitised objects on the museum's website progressively.

GRIFFITH PIONEER PARK MUSEUM STRATEGIC IMPLEMENTATION PLAN
– MANAGE THE COLLECTION SUSTAINABLY

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Objective 3: Preserve the Collection for Current and Future Audiences and Research

Action 3.1: Develop Climate Control Facilities

- **Timeline:** Year 2-4
- **Responsible Party:** Maintenance Coordinator, Curator
- **Steps:**
 1. Assess current climate control capabilities and requirements.
 2. Plan and secure funding for necessary upgrades or new installations.
 3. Implement climate control systems in exhibition and storage spaces.

Action 3.2: Undertake a Preservation Needs Assessment

- **Timeline:** Year 1-2
- **Responsible Party:** Maintenance Coordinator, Curator
- **Steps:**
 1. Conduct a detailed assessment of preservation needs across the collection.
 2. Develop and prioritise conservation plans based on the assessment.
 3. Implement and monitor the conservation efforts.

Action 3.3: Continue to Catalogue and Digitise the Collection

- **Timeline:** Ongoing
- **Responsible Party:** Curator, Digitisation Team/Volunteers
- **Steps:**
 1. Maintain and update the cataloguing database.
 2. Digitise new acquisitions and backlog items progressively.
 3. Ensure digital records are accurate and accessible.

Action 3.4: Develop a Buildings Conservation Management Plan

- **Timeline:** Year 2-3
- **Responsible Party:** Maintenance Coordinator, Curator, Manager
- **Steps:**
 1. Assess the condition and significance of moved buildings.
 2. Develop a comprehensive conservation management plan.
 3. Implement the plan to ensure ongoing preservation.

Action 3.5: Review Items on Display for Preservation and Conservation Best Practices

- **Timeline:** Year 2-3
- **Responsible Party:** Curator
- **Steps:**
 1. Conduct a thorough review of items currently on display.
 2. Identify and address any preservation or conservation issues.
 3. Implement best practices for display and maintenance.