

---

**CULTURAL PRECINCT MASTERPLAN COMMITTEE  
TO BE HELD IN COUNCIL CHAMBERS, GRIFFITH ON  
MONDAY, 13 FEBRUARY 2023 AT 1:00 PM**

---

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p10 Conrad Gargett Regarding Stakeholder Engagement Process 22 & 23 February - Via Zoom
- CL02 p11 Committee Involvement During Stakeholder Engagement Process
- CL03 p12 Invitations to Stakeholder Groups for Consultation and Workshop Sessions
- CL04 p13 Resignation from Cultural Masterplan Committee of Ester Hookey
- 6 p15 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

### DISTRIBUTION LIST

Councillor Jenny Ellis (Chair), Councillor Shari Blumer, Denis Couch (Community Representative), Ester Hookey (Community Representative), Oumi Karenga-Hewitt (Community Representative), Pirkko Makarainen (Community Representative), Rhonda Miranda (Community Representative), Jann Morrison (Community Representative), Steven Parisotto (Community Representative), Desma Newman (Community Representative), Antoinette Howard (Community Representative), Val Woodland (Community Representative (Alternate))

Director Business, Cultural and Financial Services, Steve Saffioti; Manager Griffith Regional Theatre & Art Gallery, Margaret Andreazza; Acting Library Manager, Chris Robson and Minute Secretary, Hannah Hall

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.

### Acknowledgement of Country

We acknowledge the Wiradjuri people who are the Traditional custodians of this land on which we meet. We pay our respects to the Elders both past and present of the Wiradjuri Nation and extend that respect to the Aboriginal Community and Aboriginal people from other tribal groups as well.

---

**CULTURAL PRECINCT MASTERPLAN COMMITTEE  
HELD IN COUNCIL CHAMBERS, GRIFFITH ON  
THURSDAY, 15 DECEMBER 2022 COMMENCING AT 12:03 PM**

---

**PRESENT**

Councillor Jenny Ellis (Chair), Councillor Shari Blumer, Denis Couch (Community Representative), Rhonda Miranda (Community Representative), Antoinette Howard (Community Representative), Val Woodland (Community Representative (Alternate))

Quorum = 3

**STAFF**

Director Business, Cultural, Financial Services, Max Turner, Director Business, Cultural, Financial Services, Steve Saffioti, Manager Griffith Regional Theatre and Art Gallery, Margaret Andreatza, Acting Library Manager, Chris Robson, Urban Strategic Design and Major Projects Manager, Peter Badenhorst and Minute Secretary, Hannah Hall

**ABSENT**

Ester Hookey (Community Representative), Oumi Karenga-Hewitt (Community Representative), Desma Newman (Community Representative).

**1 APOLOGIES**

**RECOMMENDED** on the motion of Councillor Shari Blumer and Val Woodland that apologies be received from Jann Morrison, Steven Parisotto and Pirkko Makarainen.

**2 CONFIRMATION OF MINUTES**

**RECOMMENDED** on the motion of Councillor Shari Blumer and Antoinette Howard that the minutes of the previous meeting held on 14 November 2022, having first been circulated amongst all members, be confirmed.

**3 BUSINESS ARISING**

Councillor Ellis tabled a document outlining the purpose of the Cultural Precinct Masterplan and its Committee. She advised that the document would be an important tool for consistent messaging throughout the Masterplan process.

## **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.

## **5 ITEMS OF BUSINESS**

### **CL01 CONSULTANCY UPDATE**

Consultants from Conrad Gargett and TCL shared a presentation on the Masterplan process.

**SMT Comment: Since the meeting of the Committee 15 December 2022, Council staff in consultation with Congrad Gargett have revised the program to take account of the following:**

- **Insertion of Councillor Workshop (early July 2023) to scheduled following stakeholder engagement and prior to presentation to Council to endorse public exhibition of draft document.**
- **Insertion of Public Exhibition Period for Draft Cultural Precinct Masterplan**

**As a consequence of the above, the draft consultancy agreement will be amended to include these items and amend the final completion date for the Masterplan to 31 October 2023. Should Council endorse the Minutes of the meeting held 15 December 2022, the budget for the project will be increased by \$2,000 to \$137,500. The amended consultancy agreement will be reported to the next meeting of Cultural Precinct Masterplan Committee.**

## Overview

Conrad Gargett T.C.L BLAKLASH

The Griffith Cultural Precinct Master Plan (GCPMP) will provide;

- An overarching vision supported by a series of design principles which address the key opportunities and constraints developed through our thorough analysis;
- Setout an agreed mission statement and core values against which operational objectives will be assessed, prioritised, programmed and their delivery measured;
- Assess each cultural site, defining purposes and functions on a building by building, precinct by precinct basis, considering the relationships and current uses;
- High level master plan concepts for future better activation, on-going use and future requirements, with consideration of the buildings, structures and landscapes in each precinct;
- Propose improvements to connectivity, seasonal amenity and the movement of people between the sites;
- Develop short, medium- and long-term plans for cultural precincts/buildings (with supporting graphics and schedule of actions);
- High level concept plans for the existing Gallery and proposed new gallery location with rationale for a preferred site (rationale to use a weighted site assessment matrix);
- A feasible and practical program for each of the immediate, short, medium and long term agreed actions over the period 2023 to 2033 (Draft GCPMP).

---

## Methodology

Conrad Gargett T.C.L BLAKLASH

- Phase 1: preparation
- Phase 2: project initiation
- Phase 3: Stakeholder Engagement Plan (draft issued)
- Phase 4: field work - site inspection of Griffith city and all the key cultural offerings, and targeted client and Stakeholder consultations
- Phase 5: analysis
- Phase 6: draft cultural precinct master plan (GCPMP)
- Phase 7: draft GCPMP presentation
- Phase 8: public consultation on draft GCPMP (value add phase)
- Phase 9: final draft cultural precinct masterplan (GCPMP)
- Phase 10: presentation of final draft GCPMP
- Phase 11: Issue of the final GCPMP

# Program

PHASE 1: PREPARATION	November 15 – December 2
PHASE 2: PROJECT INITIATION	December 15
PHASE 3: STAKEHOLDER ENGAGEMENT PLAN	November 28 – December 21
CONRAD GARGETT AND TCL CHRISTMAS CLOSURE	December 22 – January 8
CLIENT REVIEW AND EXISTING INFORMATION GATHERING	December 12 – January 30 2023
PHASE 4:	
— FIELD WORK - SITE INSPECTION OF GRIFFITH CITY AND ALL THE KEY CULTURAL OFFERINGS AND TARGETED CLIENT AND STAKEHOLDER CONSULTATIONS	February 22-24
— STAKEHOLDER CONSULTATION OUTCOMES REPORT	February 25 – March 16
PHASE 5: ANALYSIS	February 22 – March 24
PHASE 6: DRAFT CULTURAL PRECINCT MASTER PLAN (GCPMP)	March 24 – May 30
PHASE 7: DRAFT GCPMP PRESENTATION	May 30 – June 5 (Exact Date TBC)
CLIENT REVIEW PERIOD	June 5 – June 15
PHASE 8: PUBLIC CONSULTATION ON DRAFT GCPMP (VALUE ADD OPTION)	June (TBC if Accepted)
PHASE 9: FINAL DRAFT CULTURAL PRECINCT MASTERPLAN (GCPMP)	June 15 – July 1
PHASE 10: PRESENTATION OF FINAL DRAFT GCPMP	July 1 – July 5 (Exact Date TBC)
CLIENT REVIEW PERIOD	July 5 – June 15
PHASE 11: FINAL GCPMP	July 15 – July 30

## Stakeholder Consultation Purpose of Engagement

Conrad Gargett T.C.L. BLAKLASH

The GCP has a wide variety of Stakeholders who have varying level of engagement in the day to day and longer-term operation of the sites and precinct.

We endeavour to communicate the project aims and expectations to all parties and to engage Stakeholders in the exploration of themes, including;



- Consider existing and future uses of buildings and infrastructure on site;
- Consider existing and future uses of open space, parks or squares;
- Constraints for future development, including governance, infrastructure, condition, maintenance and compliance;
- Workshop on Cultural Precincts and how they can make 'the whole greater than the sum of its parts';
- Workshop new uses for known areas of interest including the location of a new Art Gallery;
- Assess existing Theatre, Library, and Museum offerings, and potential for expansion, consolidation and change.

## Stakeholder Consultation Form of Engagement

Conrad  
Gargett T.C.L. BLAKLASH

Consultation on the GCPMP and Stakeholder Engagement will occur over a period of 3 days;

— Day 1: Site and cultural institution visits, including;

- Griffith Regional Theatre,
- Griffith Regional Art Gallery,
- Griffith War Memorial Museum,
- Pioneer Park Museum,
- Griffith City Library,
- State Bank House,
- Zecca's Restaurant,
- Banna Lane Murals,

— Stone sculptures and public art pieces,

- Kooyoo Street Plaza,
- Community stages, and venues associated with the various cultural festivals

— Day 2-3: Stakeholder engagement meetings. The communication will involve a combination of:

- Face to face meetings and workshops / presentations
- Potential for video conferencing with specialists if they are not in physical attendance (TBC)
- Use of surveys where appropriate
- Use of social media where appropriate
- To counter consultation fatigue, we propose to undertake a thorough analysis and review of the consultation inputs we require.



## Value Adds

Conrad  
Gargett T.C.L BLAKLAS

### PHASE 1: PREPARATION

Value add option: SMA - Review visitor market to Griffith

Value add option: SMA - Review Griffith cultural tourism sector

Value add option: SMA - Review projected demographic data for future growth of the LGA

### PHASE 4: FIELD WORK - SITE INSPECTION OF GRIFFITH CITY AND ALL THE KEY CULTURAL OFFERINGS AND TARGETED CLIENT AND STAKEHOLDER CONSULTATIONS

Value add option: Site visit by our tourism, gallery, theatre, library, museum specialist and or cultural / indigenous design consultant (\$2,000 per person)

Value add option: SMA - Review of projected demographic data for future growth in the city and region.  
Review of existing visitor / tourism experiences on the sites to correlate with policies, strategies, visitor market needs and contemporary trends. This assessment will inform an understanding/ projection of future needs for the cultural institutions in Griffith.

### PHASE 5: ANALYSIS

Value add option: AJA can manage and facilitate a 'collection quantification' process

### PHASE 6: DRAFT CULTURAL PRECINCT MASTER PLAN (GCPMP)

Value add option: Quantity surveyor costings for key masterplan initiatives

Value add option: 3d visualisations - photomontages with basic massing for illustrating realisation of some key ideas.

Value add option: 3d fly through of a massing model in context

### PHASE 7: DRAFT GCPMP PRESENTATION

Value add option: CG TCL - The core team to present the GCPMP in person in Griffith

### PHASE 8: PUBLIC CONSULTATION ON DRAFT GCPMP (VALUE ADD PHASE)

Value add option: CG TCL - In Person public consultation and presentation of Draft GCPMP

Value add option: SMA - Market testing of options with target market

### PHASE 10: PRESENTATION OF FINAL DRAFT GCPMP

Value add option: The core team to present the GCPMP in person in Griffith



## Next Steps - What we need from you

Conrad  
Gargett T.C.L BLAKLASH

Getting to know you all, your city and the key cultural offerings

- Background material
  - Geographic Information System (GIS) Mapping
  - Planning documents and other statutory material
  - Base plans (existing) for each of the arts institutions (gallery, theatre, library, museum)
  - Confirm existing uses for each of the arts institutions
- Tell us about Griffith in your own words
  - What is special and unique about Griffith - places, streets, people, events, landscape, features, monuments, etc.

- Strategic plans

- Griffith Strategic Plan
- Future plans and ideas for each of the art institutions / have any of these been articulated
- Proposed alternate art gallery sites
- Proposed new art gallery design brief (high level)

Mr Couch asked the consultants to ensure that the multicultural diversity of the Griffith community is properly reflected in the Masterplan. Bianca from T.C.L asked that any exhibitions, performances, events etc. be sent to her in preparation so she can get an understanding of the multicultural angle.

*The consultants left the meeting at 1:02 pm.*

Councillor Ellis mentioned that whilst the Council has set aside \$200K in the budget for the Masterplan, the Committee want to be very prudent in adding any value added options. In the first meeting next year the Committee will discuss what value added options they are likely to want.

However due to the in person visit being planned for February the Committee needed to decide in this meeting, whether they would like any of the following value added in person visits:

1. Troy Daley (or Erin McDonald) from Blacklash to enable face to face meetings and engagement with the indigenous community representatives.
2. Greg Randal from Randal Arts Management to enable face to face meetings and engagement for overview of cultural facilities management, synergies and strategies.
3. Bianca Acimovic from Neo T to enable and facilitate a particular focus in person on the potential new Art gallery including face to face meetings, high level assessment of existing facilities and brief development for new gallery.

The Committee discussed and moved that a consultant from Blacklash should be onsite during Stage 4 of the program to meet with local aboriginal community, at an additional cost of \$2,000.

Mr Turner advised that he sent the draft consultancy agreements to all Committee members and asked that they provide him with any feedback they may have.

*Mr Turner left the meeting the time being 1:15 pm.*

Ms Howard pointed out that Griffith may become a Cultural Precinct not just for Griffith but for surrounding towns as well and to keep that in mind throughout the Masterplan project.

*Mr Turner returned to the meeting the time being 1:17 pm.*

Councillor Ellis asked that Committee members who are interested, to submit via email to her, no more than three pages about their personal experiences and thoughts around arts and culture in Griffith and possible locations for the Art Gallery.

**RECOMMENDED** on the motion of Councillor Shari Blumer and Denis Couch that a consultant from Blacklash attend onsite consultations during Stage 4 of the Masterplan Program, at an additional cost of \$2,000.

## **6 OUTSTANDING ACTION REPORT**

The Committee noted the report.

## **7 GENERAL BUSINESS**

Nil



## **8 NEXT MEETING**

The next meeting of the Cultural Precinct Masterplan Committee is to be held on Monday, 13 February 2023 at 1:00 pm to prepare for Consultants visiting the following week.

There being no further business the meeting terminated at 1:29 pm.

Confirmed: .....

CHAIRPERSON

**CLAUSE**      **CL01**

**TITLE**            **Conrad Gargett Regarding Stakeholder Engagement Process 22 & 23  
February - Via Zoom**

**TRIM REF**      **23/12771**

---

Committee will meet with David Gole from Conrad Gargett via Zoom to discuss the Stakeholder Engagement process on 22 & 23 February.

**CLAUSE**      **CL02**

**TITLE**          **Committee Involvement During Stakeholder Engagement Process**

**TRIM REF**    **23/12772**

---

Committee to discuss their involvement during the Stakeholder Engagement Process.

**CLAUSE**      **CL03**

**TITLE**            **Invitations to Stakeholder Groups for Consultation and Workshop Sessions**

**TRIM REF**      **23/12819**

---

The CG and TCL team will be running a number of consultation and workshop sessions on the 22nd and 23rd of February 2023. Invitations will need to be sent out to various groups and individuals.

**CLAUSE**      **CL04**

**TITLE**        **Resignation from Cultural Masterplan Committee of Ester Hookey**

**FROM**        **Hannah Hall, Governance Officer**

**TRIM REF**    **22/151230**

---

**SUMMARY**

Ester Hookey tendered her resignation by letter on 5 December 2022. Please see Attachment (a).

**RECOMMENDATION**

**That the Committee accept Ms Hookey's resignation.**

**ATTACHMENTS**

(a)    Resignation Letter - Ester Hookey [↓](#)

14

**5<sup>th</sup> December 2022**

**Chair and Committee of Cultural Precinct Master Plan Committee**

**It is with much regret that I tender my resignation from the Cultural Precinct Master Plan Committee. I do this for personal reasons.**

**I have enjoyed being part of the Griffith City Council "committee" environment for many years and yes I shall miss being involved.**

**I wish the Committee all the best for the future and the Precinct Master Plan Project. I'm sure it'll be a resounding success.**

**Ester Hookey**





**TITLE** Outstanding Action Report

**TRIM REF** 22/151610

---

**RECOMMENDATION**

The report be noted.

**ATTACHMENTS**

(a) Action Report [↓](#)

16

**ACTION REPORT****Cultural Precinct Masterplan Committee**

<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Action Officer</b>	<b>Comment</b>
8 December 2022	<b>CONSULTANCY UPDATE</b>	Mr Couch asked the consultants to ensure that the multicultural diversity of the Griffith community is properly reflected in the Masterplan. Bianca from T.C.L asked that any exhibitions, performances, events etc. be sent to her in preparation so she can get an understanding of the multicultural angle.	<b>All Committee</b>	
8 December 2022	<b>CONSULTANCY UPDATE</b>	Councillor Ellis asked that Committee members who are interested, to submit via email to her, no more than three pages about their personal experiences and thoughts around arts and culture in Griffith and possible locations for the Art Gallery.	<b>All Committee</b>	
8 December 2022	<b>CONSULTANCY UPDATE</b>	Mr Turner advised that he sent the draft consultancy agreements to all Committee members and asked that they provide him with any feedback they may have.	<b>All Committee</b>	<b>6/1/2023:</b> Conrad Gargett to update Consultancy Agreement with information relating to 1.6 Specified Personnel and 1.8 Payment Plan in early January 2023. 1.5 Timetable Item 4 to be amended from 31 August 2023 to to 31 October 2023. This is to allow time for the draft masterplan to go on public exhibition at the end of August, consider any responses and then finalisation + presentation to Councillors.

8 December 2022	<b>CONSULTANCY UPDATE</b>	<b>RECOMMENDED</b> on the motion of Councillor Shari Blumer and Denis Couch that a consultant from Blacklash attend onsite consultations during Stage 4 of the Masterplan Program, at an additional cost of \$2,000.	<b>Councilor Ellis</b>	
14 November 2022	<b>GENERAL BUSINESS</b>	<p>The committee are conscious of ensuring the community understand the role and scope of the Cultural Precinct Master Plan. It was suggested that Cr Ellis supply an information document to the committee as to assist in conveying consistent messaging on the scope of the masterplan and the focus of the committee.</p> <p><b>ACTION:</b> Cr Ellis supply an information document to the committee as to assist in conveying consistent messaging on the scope of the masterplan and the focus of the committee.</p>	<b>Councilor Ellis</b>	
14 November 2022	<b>CL01 GUIDANCE TEMPLATE</b>	<p>Committee has asked that a special committee meeting be called for Monday 28 November and that Conrad Gareth be invited to attend via Zoom, to give presentation and overview on the process. Mr Turner will confirm Conrad Gareth's availability.</p> <p><b>ACTION:</b> Mr Turner to confirm availability with Conrad Gareth to meet via Zoom at 1:00 pm Monday 28 November.</p>	<b>Max Turner</b>	
14 November 2022	<b>CL01 GUIDANCE TEMPLATE</b>	The Committee were concerned that not all relevant community groups were noted in the Guidance Brief. Mr Turner asked committee members to provide him with a list of stakeholders along with their contact details. Mr Turner will compile and	<b>All Committee</b>	

		<p>include in the Consultants Guidance Brief before sending to Conrad Garet.</p> <p><b>ACTION:</b> Committee members to send a list of Stakeholders along with their contact details to Mr Turner</p>		
14 November 2022	<b>CL01 GUIDANCE TEMPLATE</b>	<p><b>RECOMMENDED</b> on the motion of Oumi Karenga-Hewitt and Antoinette Howard that additions to stakeholders to be included by Mr Turner to Consultants Guidance Brief and then issue to Conrad Garet.</p> <p><b>ACTION:</b> Mr Turner to compile list of stakeholders and issue to Conrad Garet along with the Consultants Guidance Brief.</p>	<b>Max Turner</b>	