
**CULTURAL PRECINCT MASTERPLAN COMMITTEE
TO BE HELD IN COUNCIL CHAMBERS, GRIFFITH ON
WEDNESDAY, 22 MARCH 2023 AT 1:00 PM**

- 1 Apologies
- 2 Confirmation of Minutes
- 3 Business Arising
- 4 Declarations of Interest
- 5 Items of Business
- CL01 p5 Stakeholder Engagement Debrief and Feedback
- CL02 p6 Next Steps for Cultural Precinct Masterplan
- CL03 p7 Change to Committee Terms of Reference Regarding the Frequency of Committee Meetings
- 6 p8 Outstanding Action Report
- 7 General Business
- 8 Next Meeting

DISTRIBUTION LIST

Councillor Jenny Ellis (Chair), Councillor Shari Blumer, Denis Couch (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)

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
MONDAY, 13 FEBRUARY 2023 COMMENCING AT 1:00 PM**

PRESENT

Councillor Jenny Ellis (Chair), Denis Couch (Community Representative), Pirkko Makarainen (Community Representative), Rhonda Miranda (Community Representative), Jann Morrison (Community Representative), Antoinette Howard (Community Representative), Val Woodland (Community Representative (Alternate))

Quorum = 3

STAFF

Manager Griffith Regional Theatre and Art Gallery, Margaret Andreatza, Acting Library Manager, Chris Robson, Manager, Urban Strategic Design and Major Projects, Peter Badenhorst and Minute Secretary, Hannah Hall.

ABSENT

Councillor Shari Blumer, Oumi Karenga-Hewitt (Community Representative), Steven Parisotto (Community Representative).

1 APOLOGIES

RECOMMENDED on the motion of Denis Couch and Rhonda Miranda that apologies be received from Desma Newman and Steve Saffioti.

2 CONFIRMATION OF MINUTES

RECOMMENDED on the motion of Rhonda Miranda and Denis Couch that the minutes of the previous meeting held on 15 December 2022, having first been circulated amongst all members, be confirmed.

3 BUSINESS ARISING

Councillor Ellis explained that Consultants from Blacklash will meet with the Aboriginal Community at a later date, yet to be confirmed.

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 CONRAD GARGETT REGARDING STAKEHOLDER ENGAGEMENT PROCESS 22 & 23 FEBRUARY - VIA ZOOM

David Gole and Tamarind Taylor from Conrad Gargett addressed the Committee via Zoom to update them on the progress of the Stakeholder Workshops taking place on 22 & 23 February.

Mr Gole asked that numbers be provided to him by the end of the week. He will then send out a run sheet based on the numbers that are received.

Ms Taylor asked that Council provide her with site plans/drawings of the Art Gallery and Library. Mr Robson and Mrs Andreazza will provide these.

Pirkko Makarainen entered the meeting, the time be 1:34pm

Mr Gole presented a form that is used for judging the criteria of each site. He will email this through to the Committee and asked that they fill what they can in preparation.

Ms Miranda asked for 30 minutes at the start of the Stakeholder Session for the Art Gallery Committee to present what they have been working towards.

Mr Couch asked that Pioneer Park Museum also have the opportunity to address the Workshop held at Pioneer Park.

Mr Gole asked for guidance on Welcome to Country for this area. Councillor Ellis will send him through Council's version.

David Gole and Tamarind Taylor left the meeting, the time being 1:52 pm.

Ms Howard mentioned that she has spoken to local school delegates regarding the Schools Stakeholder Workshop, however, they haven't received any information. Councillor Ellis advised that she had sent the information and invitations to the Director of Education who was to pass it on to the schools. She will chase it up this week.

Ms Howard asked what will happen to the Committee after the Cultural Precinct Masterplan has been adopted and if there would be another Committee or Council employee dedicated to seeing the delivery of a Cultural Precinct through. Councillor Ellis advised that this Committee was formed to deliver a Cultural Precinct Masterplan. Further discussions will need to be had regarding this.

Councillor Ellis asked that sign up sheets be available at each Stakeholder Session.

CL02 COMMITTEE INVOLVEMENT DURING STAKEHOLDER ENGAGEMENT PROCESS

This Clause was covered in CL01.

CL03 INVITATIONS TO STAKEHOLDER GROUPS FOR CONSULTATION AND WORKSHOP SESSIONS

This Clause was covered in CL01.

CL04 RESIGNATION FROM CULTURAL MASTERPLAN COMMITTEE OF ESTER HOOKEY

RECOMMENDED on the motion of Denis Couch and Oumi Karenga-Hewitt that the Committee:

- a) Accept Ms Hookey's resignation.
- b) Promote Val Woodland from an Alternate Committee Member to a voting member of the Cultural Precinct Masterplan Committee.

6 OUTSTANDING ACTION REPORT

The report was noted by the Committee.

7 NEXT MEETING

The next meeting of the Cultural Precinct Masterplan Committee is to be held on Monday, 20 March 2023 at 1:00pm.

There being no further business the meeting terminated at 2:19 pm.

Confirmed:

CHAIRPERSON

CLAUSE **CL01**

TITLE **Stakeholder Engagement Debrief and Feedback**

TRIM REF **23/27805**

Councillor Jenny Ellis will lead this discussion.

CLAUSE **CL02**

TITLE **Next Steps for Cultural Precinct Masterplan**

TRIM REF **23/27806**

Councillor Jenny Ellis will lead this discussion.

CLAUSE CL03**TITLE Change to Committee Terms of Reference Regarding the Frequency of
Committee Meetings****TRIM REF 23/30734**

SUMMARY

The Cultural Precinct Masterplan Committee currently meet on the third Monday of each month. Due to lack of availability among Committee Members and Council Staff, it is proposed that the Committee change the frequency of the meeting to the third Wednesday of each month and the Terms of Reference be amended to reflect this change.

RECOMMENDATION

The Committee Terms of Reference be amended to reflect the change to the Frequency of the Committee Meetings.

TITLE Outstanding Action Report

TRIM REF 23/27073

RECOMMENDATION

The report be noted.

ATTACHMENTS

(a) Outstanding Action Report [↓](#)

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ACTION REPORT**Cultural Precinct Masterplan Committee**

Date of Meeting	Agenda Item	Action	Action Officer	Comment
13 February 2023	CONRAD GARGETT REGARDING STAKEHOLDER ENGAGEMENT PROCESS 22 & 23 FEBRUARY	Workshop Numbers to be provided to CG by end of the week, 17 February.	Jenny Ellis	7/3/2023: Completed
13 February 2023	CONRAD GARGETT REGARDING STAKEHOLDER ENGAGEMENT PROCESS 22 & 23 FEBRUARY	Site plans/drawing of the Art Gallery and Library be provided to Tamarind.	Chris Robson Margaret Andreazza	7/3/2023: Completed
13 February 2023	CONRAD GARGETT REGARDING STAKEHOLDER ENGAGEMENT PROCESS 22 & 23 FEBRUARY	Committee to complete Criteria Form that CG will send through.	Jenny Ellis	7/3/2023: Completed
13 February 2023	CONRAD GARGETT REGARDING STAKEHOLDER ENGAGEMENT PROCESS 22 & 23 FEBRUARY	Councillor Ellis to follow up with Director of Education Re: invitation to Schools workshop.	Jenny Ellis	7/3/2023: Completed
13 February 2023	CONRAD GARGETT REGARDING STAKEHOLDER ENGAGEMENT PROCESS 22 & 23 FEBRUARY	Councillor Ellis will send CG local Welcome to Country.	Jenny Ellis	7/3/2023: Completed
13 February 2023	CONRAD GARGETT REGARDING STAKEHOLDER ENGAGEMENT PROCESS 22 & 23 FEBRUARY	Sign-on Sheets to be created for Stakeholder Workshops	Hannah Hall	7/3/2023: Completed

	22 & 23 FEBRUARY			
8 December 2022	CONSULTANCY UPDATE	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.	All Committee	
8 December 2022	CONSULTANCY UPDATE	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.	All Committee	7/3/2023: Completed
8 December 2022	CONSULTANCY UPDATE	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.	All Committee	6/1/2023: 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. 7/3/2023: Completed
8 December 2022	CONSULTANCY UPDATE	RECOMMENDED on the motion of Councillor Shari Blumer and Denis Couch that a consultant from Blacklash attend onsite consultations during Stage 4 of the	Councilor Ellis	7/3/2023: Completed

		Masterplan Program, at an additional cost of \$2,000.		
14 November 2022	GENERAL BUSINESS	<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>ACTION: 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>	Councillor Ellis	7/3/2023: Completed
14 November 2022	CL01 GUIDANCE TEMPLATE	<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>ACTION: Mr Turner to confirm availability with Conrad Gareth to meet via Zoom at 1:00 pm Monday 28 November.</p>	Max Turner	7/3/2023: Completed
14 November 2022	CL01 GUIDANCE TEMPLATE	<p>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 include in the Consultants Guidance Brief before sending to Conrad Gareth.</p>	All Committee	7/3/2023: Completed

		ACTION: Committee members to send a list of Stakeholders along with their contact details to Mr Turner		
14 November 2022	CL01 GUIDANCE TEMPLATE	<p>RECOMMENDED 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 Gareth.</p> <p>ACTION: Mr Turner to compile list of stakeholders and issue to Conrad Gareth along with the Consultants Guidance Brief.</p>	Max Turner	7/3/2023: Completed