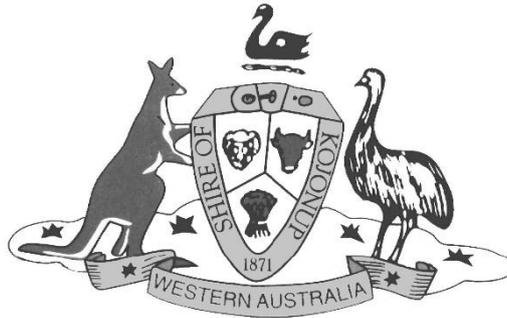


SHIRE OF KOJONUP



Kodja Place Advisory Committee Minutes

20th August 2015

SHIRE OF KOJONUP**MINUTES FOR THE KODJA PLACE ADVISORY COMMITTEE MEETING
HELD ON 20th AUGUST 2015****TABLE OF CONTENTS**

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M I N U T E S

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

At the Council meeting held 19th November 2013 the following persons were elected by absolute majority as members of the Kodja Place Advisory Committee:

- Kojonup Tourist Association – Delegate Glenys Russell, proxy John Benn
- Kojonup Aboriginal Corporation – Delegate Craig McVee
- Kodja Place Community Fund Inc. – Delegate William Harvey, Proxy Roger Bilney
- Rose Maze – Delegate Cathy Wright, Proxy Katie O’Halloran
- Story place – Delegate Barbara Hobbs, Proxy Wendy Thorn
- Shire – Cr Fleay and the Chief Executive Officer, Proxy Cr Sexton

2 ATTENDANCE & APOLOGIES

MEMBERS

Cr Ronnie Fleay	Presiding Member
Mr Rick Mitchell-Collins	Chief Executive Officer
Mr Craig McVee	Kojonup Aboriginal Corporation
Mr William Harvey	Kodja Place Community Fund Inc. Delegate
Mrs Cathy Wright	Rose Maze Delegate
Mrs Barbara Hobbs	Story Place Delegate
Cr Robert Sexton	Deputy Shire President
Margaret Robertson	Kodj Gallery/Storyplace Coordinator
Zahra Shirazee	Manager – Community Development & Tourism (Entered at 7:20pm)
Cassandra Fletcher	Community Development Officer
Hannah Robinson	ICT/Community Services Officer (Entered at 8:10pm)

APOLOGIES

Wendy Thorn	Rose Maze Book/Storyplace Team Member
Mr Ian Malane	Kojonup Tourist Association

3 PRESIDING MEMBER

Cr Fleay was declared elected unopposed to the position of Presiding Member at the Kodja Place Advisory Committee meeting held 20th February 2014 for a term of 2 years.

4 PUBLIC QUESTION TIME

Nil

5 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTESKODJA PLACE ADVISORY COMMITTEE MEETING 11th June 2015**COMMITTEE DECISION**

KP8/15 Moved Rick Mitchell-Collins (Chief Executive Officer), seconded Cathy Wright that the Minutes of the Kodja Place Advisory Committee Meeting held on 11th June 2015 be confirmed as a true record, subject to the following amendments:

- Under Item 11.2 “including Sue Graham-Taylor’s enthusiasm for a Gibson Group style of” should be added after “cutorial audit update,” to read “cutorial audit update, including Sue Graham-Taylor’s enthusiasm for a Gibson Group style of touchscreen WALL”;
- Under Item 11.2 “small-scale versions of a Gibson Wall)” should replace “digital displays).” to read “(or two or more small-scale versions of the Gibson Wall).”;
- Under Item 11.2 “multi-media” should be added after “provided the draft” to read “provided the draft multi-media section”;
- Under Item 11.2 delete line after “comments or thoughts to pass them on to Sue.”;
- Under Item 11.2 after “comments or thoughts to pass them on to Sue” add the paragraph “Sue’s recent visit to the Melbourne Museum has also enabled her to reflect on the absence of local music within The Kodja Place displays; the option to replace the current use of photos disks in the Town & People display with a rather stunning display of backlit colour images; and techniques to help visitors navigate the Storyplace.”;
- Under Item 11.3 following “Margaret is continuing contact with Mental Media.” delete and replace with “in light of their multi-media experience with a wide range of museums and galleries. The video touchscreen is about to be installed in the Farming display. T4 have successfully installed a remote login to keep the Spring Bar videos and grinder/welder/chainsaw sound effects etc working in the Workshop. Wendy and Marg are investigating an inexpensive replacement for the defunct small TV in the Workshop, which would enhance the visitor experience. Pending Sue Graham-Taylor’s recommendations and ideas on the Kitchen display, Wendy hopes to replace the non-functioning eMac in the Kitchen fridge display with the eMac from the Creating Farms bench and run a gallery of family-related photos, which would add to visitor enjoyment.

MP3 players are recommended for the Reserve House and Fire display. The audio expertise of Kevin Blythe of All Events Management in Albany is also of great assistance. KPAC comfortable with use of All Events Management for installation of new audio equipment. Mental Media is encouraging us to consider stand-alone multi-media displays rather than a central control system, which would make it simple to isolate a technical problem and avoid all the multi-media displays going down in the event of a glitch.”;

- **Under Item 11.5 delete dot point 2 and 3 and replace with:**
 - **“Marg advised that Sue Graham-Taylor is keen for us to keep developing content for the intranet site & proposed touch wall.**
 - **Priorities include collecting interviews, especially from community elders.**
 - **Marg has asked Rosie Hewson to assist with the gathering of non-video content and stories.**
 - **Currently copying all the data and information stored on CDs from the 2002 display development onto external hard drive supplied by Council.”**

CARRIED

8 **ANNOUNCEMENTS** by the Presiding Member without discussion

Welcome to Cassandra Fletcher, who commenced at Kodja Place on Monday, 17 August 2015 as Community Development Officer.

9 **PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

10 **DECLARATIONS OF INTEREST**

Nil

11 BUSINESS ARISING**11.1 STRATEGIC PLANNING**

Council at its meeting held 16 September 2014 adopted the Kodja Place Strategic Plan 2014 and achieving the Strategic Goals of the adopt Plan forms the main focus of the Council and the Kodja Place Advisory Committee (KPAC).

7:20pm Zahra Shirazee entered.

Listed below is an update on the status and progress for each goal.

Key Result Areas up to August 2015 as follows:

Action	Status/Resourcing Requirements	Time Frame
Improved Strategic Planning	Draft Strategic Plan adopted at Council Meeting held 16 September 2014 following extensive deliberations by KPAC.	Completed
Increase Noongar presence and involvement including traineeships / employment opportunities	<p>A number of discussions about how to progress Jack's Tours have been undertaken with Jack Cox and some with Craig McVee. After direct consultation with Jack it is proposed that an interim agreement include a weekly payment for Jack Tours and that we trial regular daily tour times (i.e. 10:00am, 11:30am and 1:30pm) with Jack's Tour included as part of the entry price. Subject to Council approval, a new structure on the fees and charges to be devised with tours and services outside the set tours to incur additional charges. An interim agreement to cover the trial period with a more formal agreement devised after evaluation of the trial. It is recommended that the trial be in place for 3-6 months.</p> <p>The new arrangement with Jack Cox has been working well and feedback from Jack has been very positive. Although tour times are promoted as set under his own volition, Jack has been undertaking additional tours for visitors arriving outside of these times, including some weekends.</p> <p>Zahra, Manager – Community Development & Tourism (MCDT) has met with Max Employment with the potential of taking on additional staffing resources for The Kodja Place Precinct under the 'Work for the Dole' scheme.</p> <p>Great Southern Institute of Technology (GSIT) has offered support to devise a training course that could be offered at the Katanning campus to help upskill qualifications for the work for the dole appointees.</p> <p>GSIT's 2 day weekly work ready training (Cert 1) has commenced at Kodja Place (Tuesday) and at the Noongar Community Centre (Wednesday) and</p>	<p>June-July 2015</p> <p>July 2015</p> <p>July - Ongoing</p> <p>April – September 2015</p>

	<p>although attendance numbers have fluctuated over the weeks, there appears to be 5 students attending regularly. There has also been a noticeable increase in the number of local Noongars frequenting Kodja Place.</p> <p>Unfortunately, due to an incident at the Noongar Community Centre, GSIT has moved the training to the Katanning Campus. As a result, attendance figures have dropped down to 3 regular students with transportation and fuel costs cited as some of the reasons.</p> <p>Zahra Shirazee MCDT has been mentoring Colin Clinch who is interested in volunteering at the Visitor Centre and developing his skills to enable him to have product for sale at Kodja Place. Colin (who has become a regular attendee at Kodja Place) is focusing on producing a set of message sticks that will be ready for the start of the peak wildflower season whilst continuing his training in Katanning with GSIT. Colin has progressed well and has already sold a couple of his message sticks.</p> <p>Zahra has been in regular contact with various members of the Noongar community and has had another member offer to volunteer. Due to time and resource commitments during the Kojonup Tourist Association (KTA)/Shire transition, new volunteers will be brought on after volunteer training procedures have been developed.</p>	<p>May – ongoing</p> <p>July - ongoing</p>
Extensive Cost/Benefit Analysis between existing and potential uses	Business Plan developed.	Completed
Increase resource allocations such as IT upgrade in order to remain current and interactive	<p>Margaret Robertson and Anthony Middleton, Manager of Corporate Services (MCS) progressing same following extensive consultation with multimedia experts and Museum WA contacts as needs analysis will impact on Financial Review and access to external funds in order to achieve desired outcomes.</p> <p>Zahra Shirazee MCDT and Anthony Middleton MCS are progressing IT and telecommunication requirements to meet operational needs with the potential of upgrading current Visitor Servicing systems (subject to access of external grant funding) to include an online booking system.</p>	Ongoing with bi monthly updates provided to CEO/KPAC
Forward maintenance and capital works programs	Senior Management Team (SMT) identifying and prioritising future program which forms part of Long Term Financial Plan for KPAC/Council consideration.	LTFP Workshop conducted 17 March 2015

Reinvigorate Marketing, Promotion, Events Management & Planning, accessioning, displays etc...	During the transition and stocktake, it became apparent that all brochure stocks were very low and required urgent reprint in the new financial year. This may limit our ability to get the right marketing mix. However, priority should be given to ensure that staffing and promotional resources are in place to service and handle visitor needs and additional increase in visitor numbers. Margaret Robertson and team progressing accessioning/displays as part of IT/Multimedia upgrade.	Ongoing
Training, skills development and succession planning	Will form part of Workforce Planning undertaken by Council including requirements of volunteers. Undertaken as part of the Shire's Organisational Review, additional staff resources have been reallocated to The Kodja Place Precinct (TKPP).	May 2015 - ongoing
Clearly established processes, systems, procedures that eliminate duplication	Forms part of Council's IT Upgrade, Risk, Compliance/Financial Review. Council IT Upgrade commenced 8 February 2015 and includes Depot, Springhaven and Kodja Place. Risk Assessment for Kodja Place was completed in June 2015.	Commence no later than May 2015
Effective governance	Council, CEO, new MCDT Zahra Shirazee and Advisory Committee to engage with stakeholders including volunteers to ensure there is no misunderstanding of the need for change and how change will occur. Important to emphasise that change is an opportunity to improve and not a threat! Information session for KTA Volunteers and Council members were held at The Kodja Place (TKP) to explain the changeover from KTA to Shire and to provide the opportunity to answer any questions or concerns about the transitional process. A further meeting of KTA Executive with Shire President and CEO was held to discuss financial concerns. Meeting of Kodja Place Community Fund Inc. (KPCF Inc.) and Sub Committee formed to review Constitution / Rules of Association.	Ongoing 20 May 2015 Ongoing
Human Resource (HR) Management	Hannah Robinson has relocated to The Kodja Place. Interviews conducted and Cassandra Fletcher appointed as Community Development Officer commencing Monday, 17 August 2015. Recruitment process for the full time position of Visitor Services Officer will now commence.	July 2015 August 2015 August 2015

Communication with Media	Template is prepared by the CEO and MCDT then circulated to KPAC for feedback at the next meeting to ensure ethos/purpose/policies captured whenever The Kodja Place is mentioned.	September - October 2015
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Strategic Goal	Actions (how will the Goal be achieved)	Responsibility	Status
To Enhance and Improve the Cultural Experience for all Visitors	<ul style="list-style-type: none"> • Upgrade multimedia • Update and enhance selected display elements • Commence works on completing displays in Storyplace i.e. Workshop/Farm Office • Establish MOSAiC database to assist with content development • Develop Intranet site content – (Stage 1) • Improve signage out of town 	CEO, Kodj Gallery/Story Place Coordinator	Margaret Robertson progressing and providing updates at KPAC Meetings. Key progress includes: some of the multimedia upgrade is well advanced; curatorial audit commenced; preparations for purchase & implementation of MOSAiC database is in place; draft intranet site map completed & awaiting feedback as part of curatorial audit; intranet content development has commenced (but much remains to be done); preliminary quote for intranet site build has been obtained.
Greater Noongar Presence	<ul style="list-style-type: none"> • Obtain funding for traineeships • Mentoring by internal/external parties • Engagement • Long term programs/employment 	CEO/KAC/MCDT	<p>CEO and Craig have held discussions with Workplace/Employment Agencies regarding level of assistance available for Tourism and Hospitality Traineeships at The Kodja Place. MCDT and Craig progressing. MCDT has met with Max Employment in July who have offered additional resources under the work for the dole scheme.</p> <p>Shire President exploring cultural awareness and education opportunities within Kojonup sporting clubs etc... Minister Tuck Waldron supportive of concept.</p> <p>Workshop confirmed for 22 April 2015 at Sports Complex.</p> <p>CEO recently appointed Craig McVee “Noongar Cultural & Education Officer” to recognise role distinction between Manager Works & Services and to ensure Craig is allocated sufficient time to undertake new role without worry of Shire works program which can be coordinated by 2IC – Robert Balloch.</p> <p>MCDT has been providing one on one mentoring to Colin Clinch with the aim that he will be able to mentor and guide others in the future.</p>

Management Restructure	<ul style="list-style-type: none"> • Form advisory Committee • Agreement on way forward • New agreements • Compliance • Engage Manager for business <ul style="list-style-type: none"> ○ Individuals ○ Company 	Council /CEO/ KPAC	Refer HR Management above.
Marketing of Events	<ul style="list-style-type: none"> • Upgrade IT including “What’s on” page updates within Kodja Place website • Smartphone app • Uniform signage/branding • Current marketing plan/strategy • Event planning and promotion 	MCDT, ICT / Community Services Officer	<p>Margaret Robertson and her team coordinating update of ‘What’s On’ webpage, but more work required. May need Visitor Centre to co-ordinate Events section of ‘What’s On’. Fairly frequent submission of articles to Kojonup News. Smart Phone and Highway signage in conjunction with IT Upgrade and updates provided at KPAC Meetings.</p> <p>Council via Corporate Services progressing installation of a microwave radio network link to Kodja Place, Works Depot & Springhaven with Council.</p>
Risk Management Plan	<ul style="list-style-type: none"> • Identify risks <ul style="list-style-type: none"> - Building maintenance/renewal - Staff/volunteers 	Manager of Corporate Services + Senior Project Officer	<p>Fair Value Assessment of all Council Buildings recently undertaken by Griffin Consultants. Report to Council – May 2015.</p> <p>Structural Integrity Report on mud walls undertaken and awaiting advice.</p> <p>Risk Management Workshops and Assessment has been undertaken by Senior Project Officer with KPAC/Volunteers and a number of high risk areas have been identified to Council for priority remedial action.</p> <p>Undertaken a copyright workshop/training to update and develop procedures to ensure compliance – August 2015</p>
Strategic Alliances/Partnerships	<p>Partnering with other providers</p> <ul style="list-style-type: none"> • Aligning with local providers 	CEO, MCDT, Advisory Committee	Council has undertaken discussions with GSDC on possible funding avenues. Senior Management Team undertaking comprehensive Financial Analysis to ascertain (where possible) the extent of activities presently being undertaken, cost/benefit, compliance and sustainability.

Engage younger people	<ul style="list-style-type: none">• Youth Council, Facebook, high school, competition for community regarding what their areas are to improve	MCDT + Community Services	On-going.
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RECOMMENDATION

That the CEO's update on Key Result Areas and the Strategic Plan Goals be received.

COMMITTEE DECISION

KP9/15 Moved Cr Fleay, seconded Craig McVee that the CEO's update on Key Result Areas and the Strategic Goals be received with a further note that the format presented provides members a good comparison of what has been achieved and what we aim to achieve.

CARRIED

11.2 KODJ GALLERY AND STORYPLACE – CURATORIAL AUDIT

Margaret Robertson reported on curatorial audit progress (timing of Sue Graham-Taylor's draft report), consultation process for draft & the next steps in The Kodja Place Precinct interpretive review. It was agreed that Sue be invited to present her draft report to coincide with the next KPAC meeting on Thursday 15 October 2015, for example:-

- Lunch at Kojonup Aboriginal Corporation (KAC) on 15 October 2015
- 5:00pm meet and greet KPAC with Audit session held at 5:30pm
- 7:00pm KPAC meeting held
- Friday 16 October 2015 – arrange session with May 2015 Community attendees

Margaret will liaise with Sue accordingly. Margaret is extremely busy progressing the completion of the Tourism WA Visitor Centre Sustainability funding application which is due 31 August 2015.

A copy of the draft is separately attached to the minutes.

11.3 MULTI-MEDIA UPDATE

Margaret Robertson reported on repairs to Reserve House and fire display audio and replacement screen for kitchen display which is estimated to cost \$880.00.

- Liaising with Mental Media and Kevin Blyth (All Events Management) about equipment to repair/upgrade the audio (listening posts) in the Reserve House and fire displays and obtaining prices for same
- Researching a simple, inexpensive option to replace the defunct screen in the kitchen display pending a larger display upgrade
- Liaising with Mental Media about volume control for the farm video touchscreen

Cr Ronnie Fleay (Shire President) is of the opinion that this matter be progressed A.S.A.P. using existing Council Budget allocations.

11.4 2015 – 2016 PLANS & PROJECTS FOR KODJ GALLERY & STORYPLACE

Margaret Robertson reported on budgeted projects, design consultant, grant seeking & Survey Monkey.

- Survey Monkey - researching Survey Monkey as a potential visitor survey tool to be provided via an iPad in the Storyplace. Drafting a proposal and survey questions
- Gallery maintenance - organised a team of volunteers to remove the Kodj Gallery and Storyplace acrylic panels and clean objects and cabinetwork etc...
- Found lights that were originally intended to be placed under trees in courtyard
- Community liaison - submitted Kojonup News article about the new farm video touchscreen and other multimedia repairs in the Storyplace

8:10pm Hannah Robinson entered.

11.5 CONTENT DEVELOPMENT

Margaret Robertson provided update on development of content for intranet site which included:

- Liaising with volunteer Rosie Hewson about stories and photos for the intranet site
- Submitted a Kojonup News article calling for stories and photos about particular topics
- Handling communications with various individuals who are providing new stories and photos

11.6 MOSAIC UPDATE

Report of Data Collection – The Kodja Place –Storyplace 20 August 2015

Collating information is not a mind-blowingly exciting process but a necessary one if we are to keep tabs on who loaned what, what we have available in our collection and how widely we can use what we have – not to mention an easy way to maintain lists of contacts, volunteers and experts.

The Shire has approved my application for the Project which includes the purchase of hardware and the software called Mosaic Data collection to ensure the job is done. The inclusion of volunteers in training to accessioning the photos and stories onto the system will be an important element for the project. It is hoped that at such times, there will be others connected to the Historical Society who will also take advantage of a training day some time into 2016.

I completed a three day course of Mosaic in Perth in late June, but have had to wait for the budget to be approved. I am now waiting for Anthony and Zahra to order the equipment and for Gary from Pre-emptive Strike to load programs that will be required. In discussion with Zahra I have arranged to work in the Storyplace room most of the time, as files are handy there. However, I will be working from a laptop, so if that room is hired when I wish to work, I can move to another part of the building. While setting up all the different perimeters I will not be working from home.

In the meantime I have ordered and bought a variety of archival storage material and also made a start to clean up a couple of the cupboards which will help when accessioning begins. While I have been waiting I have been attempting to make some headway with another project I am doing with the Historical Society – which fortuitously has involved doing some accessioning at the Historical Society – so I am keeping my hand in.

Hopefully I will have some concrete evidence of progress by the next meeting.

Barbara Hobbs

12 ITEMS

12.1 MANAGER, COMMUNITY DEVELOPMENT & TOURISM UPDATE

Zahra Shirazee provided the following update on key September events at Kodja Place:

- Bloom Festival Launch – 11 September 2015 and invitations being organised
- John Curtin University / Carrolup VIP Visit, 19 September 2015
- Wildflower Festival – Chris Lewis focussing on smaller displays but including site visits/tours Thursday – Saturday during September. Viv Hansen approached regarding ‘Bush Tucker’ theme

12.2 CHAIRMAN – KOJONUP ABORIGINAL CORPORATION UPDATE

Craig McVee provided update on the following KAC activities, namely:

- Colin Clinch enjoying opportunity to make message sticks on-site at Kodja Place and with Zahra’s assistance will ramp up marketing & promotion of Noongar merchandise.
- Pleasing to see interest from KAC ladies volunteering time at Kodja Place and hopefully present opportunities in the future for traineeship or similar.
- The Western Australian Indigenous Tourism Operators Council (WAITOC) has signed an agreement with Tourism WA to deliver the \$4.6 million Aboriginal Tourism Development Program. The program features two key elements – marketing and business & product development. The marketing component will generate awareness of WA’s Aboriginal tourism experiences as well as help export-ready product gain exposure and build relationships in global travel-trade distribution channels.

The product development stream will provide up to 15 market-ready and five emerging businesses access to product and business development support. Business coaches will work with each operator to develop an action plan which will aim to move operators towards export ready status and sustainability.

‘Expressions of Interest’ (EOI) in the program are now open, closing at 4:00pm on Friday, 18 September 2015. Selection will be based on competitive evaluation of the EOI applications. Zahra and Craig to progress an EOI in the program.

12.3 MANAGER – THE KODJA PLACE PRECINCT UPDATE

Zahra Shirazee provided an update on The Kodja Place Precinct.

- Regional Visitor Centre Sustainability grant & other grants
- KTA transition / volunteer staffing / ‘Work for the Dole’
- Brief update on Risk Assessment & Copyright compliance
- Peter Kenyon recently conducted a Community Engagement workshop at Katanning
- Tourism Forum – 28 October 2015 in Albany would be of interest to Tourist Association and KAC attendees

12.4 CEO UPDATE

Rick Mitchell-Collins provided a general update on the:

- Precinct Development Planning – CEO aims to ramp up workshops from November 2015 in order to allow Advisory Committee, Community and Council the opportunity to identify/ list works/projects that can then be costed and prioritised for future funding consideration.

Currently, other than the Main Street Master Plan, there is (for example) no clear plan on future development opportunities at Apex Park given suggestions that Rotary wish to install lighting at Potts Memorial and ornamental sheep signifying ‘first shire with 1 million sheep’. What is the extent of playground and equipment requirements to assist Apex and other service groups in planning? Is the “Walk of Remembrance” linking Potts Memorial and the RSL Building worth pursuing? How does Kodja Place and Apex Park link with Benn Parade development opportunities? There are also issues with storage, rammed earth walls, entry statements etc...at Kodja Place, all of which require external funds to address as reliance on rate base is unrealistic given other demands on Council.

12.5 ROSE MAZE

Cathy Wright advised that the Heritage Rose Conference will be held in WA in November 2018 and it is hoped that attendees will visit Kojonup.

CEO advised that he was awaiting a report from Building Surveyor regarding the structural integrity of the timber structures within the Maze as part of Asset Management planning, especially as one of the structures had recently collapsed.

13 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

14 NEW BUSINESS

Nil

15 NEXT MEETING

Thursday, 15 October 2015 commencing at 7:00pm. To be preceded by Sue Graham-Taylor Curatorial Audit session commencing at 5:00pm.

16 CLOSURE

There being no further business to discuss, the Presiding Member, thanked the members for their attendance and declared the meeting closed at 9:50 pm.

17 ATTACHMENTS (SEPARATE)

Item 11.2 Draft Report

Presiding Member

Date