

SHIRE OF KOJONUP



Kojonup Historical, Tourism & Cultural Committee

Agenda

13 August 2024

TO: Kojonup, Historical, Tourism & Cultural Committee Members

NOTICE is given that a meeting of the Kojonup Historical, Tourism & Cultural Committee will be held in the Reception Lounge, Shire Administration Building, 93 Albany Highway, Kojonup on Tuesday, 13 August 2024 commencing at 9am.

Your attendance is respectfully requested.

GRANT THOMPSON
CHIEF EXECUTIVE OFFICER

9 August 2024

TERMS OF REFERENCE

• KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

Established under Section 5.8 of the *Local Government Act 1995* to advise Council on Historical, Cultural and Tourism matters and projects related to improving the Historical, Cultural and Tourism assets that the Shire owns or is custodian.

The Committee is not responsible for the executive management of these functions. The Committee will engage with management in a constructive and professional manner in discharging its advisory responsibilities and formulating its advice to Council.

This committee may advise Council on:

- the collection, classification and preservation of records and other items relating to the history and culture of the Kojonup District and its people.
- the strategy and future of the Military Barracks and Elverd's Cottage noting they are important historical buildings of Western Australia.
- promotions and campaigns related to historical assets.
- Public access for research purposes.

Roles of the Committee Members:

- To volunteer and encourage other community volunteers to support the Council in its events and activities related to the historical assets;
- To cooperate with the Shire on transferring knowledge and supporting capability to manage the historical, cultural and tourism assets.

Membership

- Three (3) Community Representatives as selected and endorsed by Council

1 Councillor

1 Delegate Proxy

Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
- Project Manager & Community Services
- Chief Executive Officer or delegated nominee
- Governance & Rates Officer
- Records Officer

Meetings

Meetings to be held a minimum of half yearly.

KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

AGENDA

Membership

Two (2) Councillors: Cr Cindy Wieringa
Cr Kerry Mickle

Two (3) Community Members: Barbara Hobbs
Ronice Blair
Sharon Malane

Supporting Team Members: Grant Thompson, Chief Executive Officer
Jill Watkin, Manager Kodja Place, Tourism and Marketing
Estelle Lottering, Project Manager and Community Services
Tonya Pearce, Governance and Rates Officer
Chyan Berliner, Records Officer

1. DECLARATION OF OPENING

The Chairperson declared the meeting open at _____ am.

2. ATTENDANCE & APOLOGIES

Members

Cr Cindy Wieringa	Member (Chairperson)
Barbara Hobbs	Community Member
Ronice Blair	Community Member
Sharon Malane	Community Member

Staff (Observers)

Grant Thompson	Chief Executive Officer (CEO)
Jill Watkin	Manager Kodja Place, Tourism and Marketing
Estelle Lottering	Project Manager and Community Services
Tonya Pearce	Governance and Rates Officer
Chyan Berliner	Records Officer

Apologies

Cr Kerry Mickle	Member
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3. FUNCTION AND ROLE OF THE COMMITTEE

The primary focus of the inaugural meeting will be the Historical Precinct and the recent handover of assets from the Kojonup Historical Society, and time constraints somewhat dictate this approach.

4. CONFIRMATION OF MINUTES

Kojonup Historical, Tourism and Cultural Committee Meeting held 5 March 2024 ([attachment 4.1](#))

OFFICER RECOMMENDATION

That the minutes of the Kojonup Historical, Tourism and Cultural Committee Meeting held on 5 March 2024 be confirmed as a true and accurate record.

5. BUSINESS ARISING

6. STATUS REPORT

Date	Item # & Title	Issue	Response	Status	
05/03/2024	2.1 Procedure for accessioning items	Currently nil procedure	Members to consider the process required to accession items	Ongoing	Barbara & Ronice
05/03/2024	Combined Stories (Wadjela and Noongar) at Kodja Place	Item to discuss		Ongoing	
05/03/2024	2.2 – Moving to Collections WA, integrating Kojonup Historical Society databases	Item to discuss	Barbara Hobbs and Ronice Blair to follow up on the transfer of KP data	Ongoing	
05/03/2024	2.3 – Estimating importance of objects and photographs	Consider creating a small group to undertake this process	Barbara Hobbs and Ronice Blair to consider the process for prioritization of artefacts before next meeting	Consideration	Barbara, Ronice & interested others
05/03/2024	2.5 – Passwords and access to KHS computer	Retrieval of passwords	Chyan Berliner to follow up	To do	Chyan
05/03/2024	3.2 - Elverd's Cottage masonry maintenance	Availability of mason	Cindy Wieringa to pass on contact details of a contractor	To do	Cr Wieringa
05/03/2024	4.2 – Old Town Walk signage	Removal will need budgeting for	Jill Watkin Progressing with OGS	2024/25 budget consideration	Jill
05/03/2024	4.4 - Tours for the public, historical sites, cultural tours, etc.	Item to discuss	Jill Watkin progressing as part of general marketing plan	Ongoing	
05/03/2024	4.5 – Integration of historic precinct into Kodja Place orbit	Item to discuss		Ongoing	

7. GENERAL BUSINESS

Item	Response/Action
Budget/Work to be undertaken this Financial Year	Definition of Historical Precinct: Military Barracks; Elverd's Cottage; Harness Display; Machinery Display; the Old Post Office; Memorial Hall, the Spring Update on Pigeon Damage to Memorial Hall
Ongoing Maintenance	<p>Interiors:</p> <ul style="list-style-type: none"> • Bi Monthly/6 week cleaning of each building - dusting, sweeping • Cleaning of interior cabinets every 6 months in rotation • Oiling Floors once every 3 years • Windows cleaned annually <p>Harness Room: Pony/Equestrian Club – sponsored tack cleans/payment</p> <p>Machinery Room: Maintenance?</p> <p>Gardens:</p> <ul style="list-style-type: none"> • Weeding/general tidying/ raking leaves, removal of pine cones • Pruning Roses and cutting back trees, bushes, shrubs etc • Watering regime throughout dry period • Removal of green waste • Restore/improve garden at Elverd's Cottage
'Friends of the Historical Precinct'	<ul style="list-style-type: none"> • Attract additional volunteers to preserve Kojonup's Heritage: maintenance of buildings, gardens, machinery, forge/blacksmithing • Public Meeting perhaps included in the future of Kodja Place? • Open/Orientation Days for interested volunteers and potential Tour Guides, involving food and incentives ie guides retain 50% fee? • Match peoples skills and interests
Historical Tours and Marketing	<ul style="list-style-type: none"> • Themed/Activities/Food/Linked to School Curriculum put hospital artefacts in custom room in machine shed like harness room. Ghost Walk • Rental of Old Post Office for Meetings – will need reverse cycle, kitchen and toilet • Tour/Entry Charges • Back Roads/TV Campaign
Town Walk Trail	Jill Watkin to update
General Town Signage	Jill Watkin to update

8. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

9. NEXT MEETING

The next meeting of the Kojonup Historical, Tourism and Cultural Committee is scheduled to be held in 2025.

10. CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at _____am.

ATTACHMENTS (SEPARATE)

4.1 – Unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee Meeting held 5 March 2024