

SHIRE OF KOJONUP

Kojonup



Kojonup Historical, Tourism &  
Cultural Committee

Minutes

13 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
- Senior Library Officer

### **Meetings**

Meetings to be held a minimum of half yearly.

**KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE**

**MINUTES**

**1. DECLARATION OF OPENING**

The Chairperson declared the meeting open at 9.00am.

**2. ATTENDANCE & APOLOGIES**

**Members**

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

**Staff (Observers)**

Grant Thompson	Chief Executive Officer (CEO)
Jill Watkin	Manager Kodja Place, Tourism and Marketing
Tonya Pearce	Governance and Rates Officer
Chyan Berliner	Records Administration Officer
Lorreen Greeuw	Senior Library Officer

**Observer**

Laura Bilney	Observer
--------------	----------

**Apologies**

Cr Kerryn Mickle	Member
Sharon Malane	Community Member

**3. CONFIRMATION OF MINUTES**

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

**OFFICER RECOMMENDATION/COMMITTEE MEETING**

Moved B Hobbs

Seconded R Blair

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.

CARRIED 3/0

For: Cr Wieringa, B Hobbs, R Blair

**4. BUSINESS ARISING**

Committee Members have received an email from the Kodja Place Community Fund (Fund) regarding a special meeting and consideration of winding up the Fund.

Original intention was for the Kojonup Historical, Tourism and Cultural Committee (Committee) to fill the gap of the funds role in managing the gallery and accessioning of items.

The KHTCC may need to expand members to support these functions. The Fund has a board meeting 14 August 2024.

The KHTCC Committee members requested another meeting be held before the end of 2024. Suggestion that the KHTCC meet quarterly, instead of twice yearly. CEO to review schedule.

*Laura Bilney joined the meeting at 9.16am*

## 5. STATUS REPORT

Date	Item # & Title	Issue	Response	Status	
05/03/2024	2.1 Procedure for accessioning and accessing items 2.2 – Moving to Collections WA, integrating Kojonup Historical Society databases		Barbara Hobbs and Ronice Blair to follow up on the transfer of KP data	Ongoing	Barbara & Ronice
05/03/2024	Combined Stories (Wadjela and Noongar) at Kodja Place	Item to discuss	New screens	Ongoing	Jill
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	Ongoing	Barbara, Ronice & interested others
05/03/2024	2.5 – Passwords and access to KHS computer	Retrieval of passwords	Chyan Berliner to follow up	Complete	Chyan
05/03/2024	3.2 - Elverd's Cottage masonry maintenance	Availability of mason	Cindy Wieringa to pass on contact details of a contractor	Complete – In the 2024/25 budget	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	
13/08/2024	Historical and Flora & Fauna brochures to be integrated	Currently nil procedure		Consideration	Jill

6. GENERAL BUSINESS

Item	Response/Action
<p><b>Budget/Work to be undertaken this Financial Year</b></p>	<p>Definition of Historical Precinct: Military Barracks; Elverd’s Cottage; Harness Display; Machinery Display; the Old Post Office; Memorial Hall, the Spring.</p> <p>Marleyup School, potential to have a theme set up, that could be changed (School, hospital, girl guides etc.).</p> <p>Update on Pigeon Damage to Memorial Hall Damage has been assessed and is in the planning stage to be repaired in the 24/25 financial year.</p>
<p><b>Ongoing Maintenance</b></p> <p>Dwayne Lottering, Manager Property Services, MPS, to be invited to attend the next meeting to discuss options and to discuss creating a plan on maintenance and gardens for historical buildings.</p>	<p><b>Interiors:</b></p> <ul style="list-style-type: none"> <li>• Bi Monthly/6 week cleaning of each building - dusting, sweeping</li> <li>• Cleaning of interior cabinets every 6 months in rotation</li> <li>• Oiling Floors once every 3 years</li> <li>• Windows cleaned annually</li> </ul> <p><b>Harness Room:</b> Pony/Equestrian Club – sponsored tack cleans/payment – Suggested to speak to Arthur Collins</p> <p><b>Machinery Room:</b> Maintenance?</p> <p><b>Gardens:</b></p> <ul style="list-style-type: none"> <li>• Weeding/general tidying/ raking leaves, removal of pine cones</li> <li>• Pruning Roses and cutting back trees, bushes, shrubs etc</li> <li>• Watering regime throughout dry period</li> <li>• Removal of green waste</li> <li>• Restore/improve garden at Elverd’s Cottage</li> </ul>
<p><b>‘Friends of the Historical Precinct’</b></p> <p>Change name to ‘Friends of Kojonup’ or ‘Town Teams’.</p>	<ul style="list-style-type: none"> <li>• Attract additional volunteers to preserve Kojonup’s Heritage: maintenance of buildings, gardens, machinery, forge/blacksmithing</li> <li>• Public Meeting perhaps included in the future of Kodja Place?</li> <li>• Open/Orientation Days for interested volunteers and potential Tour Guides, involving food and incentives ie guides retain 50% fee?</li> <li>• Match peoples skills and interests</li> </ul> <p>Have an Expression of Interest to gauge interest in Volunteers. There is a Town Teams meeting in York in September, there is a group discount if you can take 10 people. Suggested to see if there is interest and attend the meeting.</p>
<p><b>Historical Tours and Marketing</b></p>	<ul style="list-style-type: none"> <li>• Themed/Activities/Food/Linked to School Curriculum put hospital artefacts in custom room in machine shed like harness room. Ghost Walk</li> <li>• Rental of Old Post Office for Meetings – will need reverse cycle, kitchen and toilet</li> <li>• Tour/Entry Charges</li> </ul>

	<ul style="list-style-type: none"> <li>• Back Roads/TV Campaign</li> </ul> <p>Consider engaging the Theatrical Society to help with a Kojonup 'Ghost walk'.</p> <p>There is no national history week, suggested to create our own week and invite everyone who wishes to be involved.</p>
<b>Town Walk Trail</b>	<p>Jill Watkin to update</p> <p>Potentially looking to put machinery at the entrances of Kodja Place.</p> <p>Look in to getting students from the schools to put artwork around town, CRC building has a blank canvas.</p>
<b>General Town Signage</b>	<p>Jill Watkin to update:</p> <p>As a part of the Great Southern Treasures, the Bob Tail Trail signage is to be consistent throughout all the Shires.</p> <p>Town Walk Trail signage is first priority.</p> <p>Trying to find funding to implement the signage.</p> <p>Signs are to start at Kodja Place, either at the bus shelter or potentially at Apex Park.</p> <p>It is proposed another large sign at the Spring and Barracks.</p> <p>Main Roads are wanting to erect a sign with the Noongar name for Albany Hwy.</p>

#### 7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Nil

#### 8. NEXT MEETING

The next meeting of the Kojonup Historical, Tourism and Cultural Committee is scheduled to be held 12 November 2024.

#### 9. CLOSURE

There being no further business to discuss, the Chairperson thanked members for their attendance and declared the meeting closed at 10.48am.

ATTACHMENTS (SEPARATE)

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

UNCONFIRMED