

SHIRE OF KOJONUP

Kojonup



Kojonup Historical, Tourism & Cultural Committee

## Agenda

12 November 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, 12 November 2024 commencing at 9am.

Your attendance is respectfully requested.

GRANT THOMPSON  
CHIEF EXECUTIVE OFFICER

6 November 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 & Regulatory Services
- Chief Executive Officer or delegated nominee
- Governance & Rates 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 \_\_\_\_\_ am.

**2. ATTENDANCE & APOLOGIES**

**Members**

Cr Cindy Wieringa	Member (Chairperson)
Cr Kerry Mickle	Member
Barbara Hobbs	Community Member
Ronice Blair	Community Member
Andrew Chandler	Community Member

**Staff (Observers)**

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

**Observer**

**Apologies**

**3. CONFIRMATION OF MINUTES**

Kojonup Historical, Tourism and Cultural Committee Meeting held 13 August 2024  
([attachment 4.1](#))

**OFFICER RECOMMENDATION**

That the minutes of the Kojonup Historical, Tourism and Cultural Committee Meeting held on 13 August 2024 be confirmed as a true and accurate record.

**4. BUSINESS ARISING**

## 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	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
<b>Draft Plan</b> Attachment 6.1	<ul style="list-style-type: none"><li>• Roles and Responsibilities</li><li>• Identified Priorities</li><li>• Elverd Cottage</li><li>• The Barracks</li><li>• The old Post Office</li><li>• Memorial Hall</li><li>• Marleyup School</li></ul>
<b>Discussions</b>	<ul style="list-style-type: none"><li>• Memorial Hall</li><li>• Future use of the old Post Office</li></ul>

## 7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

## 8. NEXT MEETING

The next meeting of the Kojonup Historical, Tourism and Cultural Committee is scheduled to be held 4 March 2024.

## 9. 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 13 August 2024

6.1 – Draft Plan

SHIRE OF KOJONUP

Kojonup



Kojonup Historical, Tourism &  
Cultural Committee

Minutes

13 August 2024

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- 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
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**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

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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'. 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 Potentially looking to put machinery at the entrances of Kodja Place. 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: As a part of the Great Southern Treasures, the Bob Tail Trail signage is to be consistent throughout all the Shires. Town Walk Trail signage is first priority. Trying to find funding to implement the signage. Signs are to start at Kodja Place, either at the bus shelter or potentially at Apex Park. It is proposed another large sign at the Spring and Barracks. 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

## Draft Plan

Roles and Responsibilities	Owner	Timeline
<b>Shire</b>		
Manage Historical Quarter (HQ)	Jill	All Ongoing
Maintain buildings & gardens	Dwayne/Eloise/Jill	Immediate/Ongoing
Cleaning of buildings	Dwayne/Volunteers/Jill	Immediate/Ongoing
Identify & apply for larger grants	All, but primarily Jill/Este	Immediate/Ongoing
Manage strategy in partnership with volunteers	Jill	Ongoing
Marketing of HQ	Jill/Laura	Late Autumn/Winter25
Call meetings	Grant/Tonya/Jill	Ongoing
Take/distribute minutes	Tonya	Ongoing
Budget Responsibility	Grant/Jill J/ill W	April/May 2025
Identify priorities with H & C Committee	Jill/ Volunteers/Grant	Immediate/Ongoing
Admin backup documentation for new volunteers	Jill/Tonya	Ongoing
KP to handle bookings and tour groups for HQ	KP Staff	Happening/Ongoing
Background Role		
<b>Volunteers</b>		
Receive and accession artifacts (Mosaic)	Barb/Ronice/Andy	Immediate/Ongoing
Integrate KHS Mosaic/Museums WA with KP (independent of one another)	Barb lead with help	Immediate/Ongoing
Contribute to Strategy for the HQ	Volunteers /Jill	Completed/Ongoing
Identify Budget Priorities FY24/25	Volunteers /Jill	Completed/Ongoing
Research/Identify/Apply for Smaller Grants	Volunteers	Underway/Ongoing
Recruit Additional Volunteers	Volunteers /KP	Underway/Ongoing
Identify priorities in conjunction with Shire	Volunteers /Jill	15/11/24
Active hands-on approach		

<b>Priorities:</b>		
<b>Elverd Cottage</b>		
<b>Immediate Priorities &amp; Timelines Identified. Revisit after renovation.</b>		
Re-visit original quote/commission stonemason.	Dwayne	December '24
Clean cottage	Shire/Volunteers/Community	1/11-31/1/25
Revamp kitchen	Ronice (lead)	31/12/24
Get on top of gardens	Eloise/Volunteers/Community	30/11/24
Obtain quotes for installation of toilet	Ronice	31/12/24
Obtain grants for installation of toilet	Barb/Ronice/Jill	30/6/25
Discuss idea of community/vegetable garden	Community participation	29/2/25
Additional Map Pensioner Guard Lots	Barb to lead (in addition to below)	31/12/24
Update General Signage	Jill/ Volunteers. Town Walk Trail	31/12/25
Obtain grant for new Pensioner Guard sign	Volunteers/Jill	29/2/25
Find plans for original garden of Elverd Cottage	Barb (not original)	Completed/Ongoing
Refurbish garden at EC	Eloise/Tidy prior to restoration/refurbish after	31/12/25
Remove old, rusted fence	Eloise	31/12/24
<b>The Barracks</b>		
<b>Immediate priorities &amp; Timeline Identified.</b>		
Call for volunteers	All	31/12/24
Thorough Cleaning of building	All	
Re-furbish floors – quotes	Dwayne/Arthur Collins	31/12/24
Carry out work	Contractor	29/02/25
Quote for painting exterior plasterwork	Dwayne	31/12/24
Paint exterior plasterwork	Professional or Volunteers	29/2/25
Quote to sand and paint wooden pillars	Dwayne	31/12/25
Barrack displays focus on C19th military history.	Volunteers/Jill	31/3/25
Remove unrelated items & keep it simple	Volunteers/Jill	31/3/25
Security gate for front door quote & installation	Dwayne/Contractor	29/2/25

<b>The old Post Office</b>		
Identify and accession artifacts in store	Volunteers	Ongoing
Policy of accepting/declining donations	Volunteers	30/11/24
Disposal of articles no longer required	Volunteers	30/11/24
Consider long term use of Old Post Office	Committee Discussion	15/11/24
Refurbish Kitchen	Committee Discussion	15/11/25
Look at Security	Committee Discussion	15/11/25
Type of artefacts to be held here	Committee	15/11/25
HQ admin moved to KP	Committee	Completed
<b>Memorial Hall</b>		
Restoration of south room ceiling update	Grant	15/11/25
Pigeon update	Grant	15/11/25
Break in update	Grant	15/11/25
Security Update	Grant	15/11/25
Cleaning of front of Memorial Hall & ceiling update	Grant	15/11/25
Explore suitable grants	Este/Jill	Ongoing
Use of front section of Memorial Hall	Committee Discussion	15/11/25
Paint front doors Contractor Quotes	Dwayne	31/12/24
Maintenance of Front of Building	Committee Discussion Dwayne/Eloise	15/11/25
Use of the 2 side rooms	Committee Discussion	15/11/25
<b>Marleyup School</b>		
Cutting of new key/replacement lock	Jill/Dwayne	30/11/24
Installation of new step to front door/repair of entrance floor	Dwayne	31/12/24
Future Use of Marleyup School	Committee Discussion	15/11/24
Cleaning of kitchen area	Volunteers	31/12/24
Sourcing School Room Equipment	All	Ongoing
Restoration of Myrtle Benn School Cabinet Quotes	Barb/Ronice/Jill	31/12/24



Sourcing of applicable grants	Volunteers/Jill	Ongoing
<b>For Discussion</b>		
Identification of priorities within the HQ		
HQ admin at KP?		
Introduction of historical artefacts into KP		
Long term Use of Old Post Office		
Memorial Hall Discussion		
Marleyup School Discussion		