

SHIRE OF KOJONUP

Kojonup



One community, many choices

Kojonup Historical, Tourism &
Cultural Committee

Minutes

5 March 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
- Manager Governance & Administration
- Records Officer

Meetings

Meetings to be held a minimum of half yearly.

KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

Minutes

Membership

Two (2) Councillors: Cr Cindy Wieringa
Cr Kerryn Mickle (Proxy)

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
Judy Stewart, Manager Governance and Administration
Chyan Berliner, Records Administration Officer

DECLARATION OF OPENING

The Chairperson declared the meeting open at 9:02am.

ATTENDANCE & APOLOGIES

Members

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

Staff (Observers)

Grant Thompson	Chief Executive Officer (CEO)
Jill Watkin	Manager of Kodja Place, Tourism & Marketing
Estelle Lottering	Project Manager & Community Services
Chyan Berliner	Records Administration Officer

Apologies

Cr Kerryn Mickle	Member
Cr Alan Egerton-Warburton	Guest

INTRODUCTIONS

The CEO opened the meeting and proceeded to run the process of selecting the chair for the Group.

The Group agreed that Cr Cindy Wieringa be nominated to the Chair. Being the only nominee, Cr Cindy Wieringa was appointed Chairperson for the Committee.

The CEO handed the chair of the meeting to Cr Cindy Wieringa.

The Chair welcomed everyone and went around the table where everyone introduced themselves to

the group.

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.

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	

GENERAL BUSINESS

1. Strategy:

1.1 TOURIST STRATEGY UPDATE

CEO gave update on Strategic Community Plan and, in particular, explained the vision and what it meant (see attachment 1.1).

1.2 ROLE OF COMMITTEE OBJECTIVES FOR 2024

Jill Watkin highlighted areas of importance for 2024 including utilising assets, improving social media, developing a marketing strategy and improving events.

1.3 SWOT DISCUSSION

CEO gave an overview of a SWOT (strengths, weaknesses, opportunities and threats) assessment done in 2022 of Kodja Place, Kojonup Historical Society and Black Cockatoo Café (see attachment 1.2).

2. Historical Administration:

2.1 PROCESS FOR RECEIVING AND ACCESSIONING ASSETS

Barbara Hobbs and Ronice Blair advised that there is currently no set procedure for accessioning items that are received - advised by CEO for members to think on this process and return to this matter at the next meeting.

2.2 STOCKTAKE OF ARTEFACTS

Current stocktake of artefacts is happening through MOSAIC; however, there is a possibility of moving to Collections WA. Barbara Hobbs is currently looking into the process, no outcome currently for the direction of stocktake of artefacts for the future.

2.3 DETERMINATION OF OBJECTS AND PHOTOGRAPHS OF IMPORTANCE

Barbara Hobbs advised that there is no process at the moment for estimating importance of objects and photos. CEO advised that it may be beneficial to create a small group between Barbara Hobbs, Ronice Blair and any others interested to estimate the importance of objects and photos as they are being received with Jill Watkin to oversee the output.

2.4 INTRODUCTION OF QR CODES

Barbara Hobbs advised that this process will become relevant once the decision on how stocktake of artefacts is decided.

2.5 COLLECTION ACCESS TO BOTH KOJONUP HISTORICAL SOCIETY AND KODJA PLACE RECORDS FOR ACADEMIC AND PERSONAL RESEARCH

Barbara Hobbs currently has access to all Kodja Place records. Passwords and access to the Kojonup Historical Society records and computer have been handed over from Sue Bilney to the Shire of Kojonup - Chyan Berliner tasked with retrieving passwords from handover documents to access records.

3. Historical Buildings/Assets:

3.1 MAINTENANCE OF BUILDINGS AND GROUNDS

Jill Watkin addressed maintenance of The Barracks and Elverd's Cottage, specifically the grounds and cleaning of the area. The CEO advised that the Shire is reviewing its role in incorporating the Barracks and Elverd's Cottage into the schedule of services; however, cleaning techniques for older artefacts will need to be addressed as the Shire doesn't have the expertise for this.

3.2 ELVERD'S COTTAGE WALL MAINTENANCE UPDATE

Maintenance to Elverd's Cottage wall is needed; however, Grant advised that the specific mason required is unavailable for the wall maintenance until next calendar year. Currently there are no other options.

NB: Cr Cindy Wieringa offered to contact a mason she knows to see if he is capable of doing the wall maintenance and, if so, when they are available.

4. Historical Events, Programs & Projects:

4.1 CULTURAL AND HERITAGE TOWN WALK TRAIL

Jill Watkin gave an update on the Cultural and Heritage Town Walk Trail, currently discussions with Estelle Lottering are happening, a signage plan needs to be developed and the Trail finalised.

4.2 REMOVAL OF OLD TOWN WALK SIGNAGE

Jill Watkin advised that the removal of the Old Town Walk signage will need to go to a budget review/budget deliberations for 2024/2025 as it will require funding that is currently unavailable for 2023/2024.

4.3 ANNUAL EVENTS PROGRAM

Upcoming events flagged during the meeting included the Albany Bicentennial 2026, Memorial Hall Commemoration (in 2026), Bloom Festival, The Annual Wildflower Festival and two (2) Hospital Displays. Planning for the events are respectively with Kodja Place and volunteers.

4.4 TOURS OF HISTORICAL PRECINCT

Currently there are Indigenous tours running from Kodja Place, in future it was agreed that incorporating the tours of the historical buildings would be a good progression. This will be discussed at the next meeting.

4.5 INTEGRATION OF HISTORIC PRECINCT INTO KODJA PLACE ORBIT

Discussion occurred on how the Shire can integrate the Historical Assets into its marketing and cultural plan for Kodja Place. This will be an ongoing discussion.

5. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Nil

6. NEXT MEETING

Tuesday, 6 August 2024 at 9.00am.

7. CLOSURE

The Chairperson declared the meeting closed at 10:55am.

8. ATTACHMENTS

- | | | |
|---|-----|-------------------------------------|
| 1 | 1.1 | Strategic Community Plan vision |
| 1 | 1.2 | SWOT assessment 2022 – KP, KHC, BCC |

Confirmed on 13 August 2024 as a true record –



Presiding Member

13/8/24
Date