

# SHIRE OF KOJONUP



## Kojonup Historical, Tourism & Cultural Committee

### Agenda

5 March 2024

**TO:** Kojonup, Historical, Tourism & Cultural Committee Members

NOTICE is given that a meeting of the Historical & Cultural Committee will be held in the Reception Lounge, Shire Administration Building, 93 Albany Highway, Kojonup on Tuesday, 5 March 2024 commencing at 9am.

Your attendance is respectfully requested.

**GRANT THOMPSON**  
**CHIEF EXECUTIVE OFFICER**

1 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**

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

**DECLARATION OF OPENING**

**ATTENDANCE & APOLOGIES**

**INTRODUCTIONS**

**FUNCTION AND ROLE OF THE COMMITTEE**

The primary focus of the inaugural meeting will be the Historical Precinct (recent handover of assets and time constraints dictate this approach).

**STATUS REPORT**

Date	Item # & Title	Issue	Response	Status

**GENERAL BUSINESS**

**1. Strategy:**

Tourist Strategy Update  
Role of Committee Objectives for 2024  
SWOT discussion

**2. Historical Administration:**

Process for receiving and accessioning assets  
Stocktake of artefacts  
Determination of objects and photographs of importance

Introduction of QR Codes

Collection access to both Kojonup Historical Society and Kodja Place records for academic and personal research

Shire funding

Grant funding

**3. Historical Buildings/Assets:**

Maintenance of Buildings and Grounds

Elverd's Cottage wall maintenance update

**4. Historical Events, Programs & Projects:**

Cultural and Heritage Town Walk Trail

Removal of old Town Walk Signage

Annual Events Program

Tours of Historical Precinct

Integration of Historic Precinct into KP Orbit

**OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH**

**NEXT MEETING**

**CLOSURE**