

SHIRE OF KOJONUP



Kojonup Historical, Tourism & Cultural Committee

Agenda

4 March 2025

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
- Chief Executive Officer or delegated nominee
- Governance and Rates Officer
- Senior Library Officer

Meetings

Meetings to be held a minimum of half yearly.

KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

AGENDA

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 (Andy) 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

Apologies

3. CONFIRMATION OF MINUTES

Kojonup Historical, Tourism and Cultural Committee Meeting held 12 November 2024
([attachment 4.1](#))

OFFICER RECOMMENDATION

That the minutes of the Kojonup Historical, Tourism and Cultural Committee Meeting held on 12 November 2024 be confirmed as a true and accurate record.

4. BUSINESS ARISING

5. STATUS REPORT

1	KHTC Committee	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	5/03/2024	MKP - Jill Watkin	Kodja Place	5/03/2025	Operations & Processes	MEDIUM	Required before 12 months	YES	MEDIUM	Ongoing	In Process		50%
2	KHTC Committee	Combined Stories (Wadjela and Noongar) at Kodja Place	New Screens	5/03/2024	MKP - Jill Watkin	Kodja Place	5/03/2025	Community	LOW	Required before 12 months	YES	LOW	Ongoing - Looking to complete by Jan/Feb 2025	In Process		50%
3	KHTC Committee	2.3 – Estimating importance of objects and photographs	Barbara and Ronice to consider the process for prioritisation of artefacts before next meeting	5/03/2024	MKP - Jill Watkin	Kodja Place	5/03/2025	Operations & Processes	LOW	Required before 12 months	YES	LOW	Ongoing	In Process		20%
4	KHTC Committee	3.2 - Elverd's Cottage masonry maintenance	Cr Wieringa to pass on contact details of a contractor	5/03/2024	MPS - Dwayne Lottering	Property Services	5/03/2025	Project	MEDIUM	Required before 12 months	YES	MEDIUM	Ongoing	In Process		60%
5	KHTC Committee	4.2 – Old Town Walk signage	Jill Watkin Progressing with OGS	5/03/2024	MPS - Dwayne Lottering	Property Services	5/03/2025	Project	LOW	Required before 12 months	YES	LOW	Ongoing	In Process		0%
6	KHTC Committee	4.4 - Tours for the public, historical sites, cultural tours, etc.	Jill Watkin progressing as part of general marketing plan	5/03/2024	MKP - Jill Watkin	Kodja Place	5/03/2025	Community	MEDIUM	Must Have - 6 months	YES	MEDIUM	Ongoing	In Process		0%
7	KHTC Committee	4.5 – Integration of historic precinct into Kodja Place orbit	Complete	5/03/2024	MKP - Jill Watkin	Kodja Place	5/03/2025	Operations & Processes	LOW		YES	LOW	Complete	Closed	1/11/2024	100%
8	KHTC Committee	Historical and Flora & Fauna brochures to be integrated	Jill to bring to next meeting	13/08/2024	MKP - Jill Watkin	Kodja Place	12/11/2024	Operations & Processes	LOW	Nice to have 24 Months	YES	LOW	Pending	Not Started		0%
9	KHTC Committee	List of Projects	Jill/Barbara to bring to next meeting	13/08/2024	MKP - Jill Watkin	Kodja Place	12/11/2024	Operations & Processes	LOW	Required before 12 months	YES	LOW	Pending	Not Started		0%

6. GENERAL BUSINESS

Item	Response/Action
Progress Update	<ul style="list-style-type: none"> • Memorial Hall – Pigeons, roof, theft and insurance • Marleyup School – Key, Building use. • Elverd Cottage – Stone Mason. Re-furbished stove. Contractor for surround. Rotary support. Date for community garden busy bee with horticultural team. • The Barracks – Waiting for Lions confirmation. Retic Installation. • Town Walk Trail – update on funding and progress. • Kojonup Historical Society – Sue Bilney attachment 6.1
Responsibilities/Roles	<ul style="list-style-type: none"> • Community Representation – Andy Chandler • Collections WA & Mosaic – Report Barbara Hobbs • Gravesite Histories – Barbara Hobbs and Lorreen Greeuw • Memorial Hall Celebratory Committee – All • Computer/Laptop Management – Barbara Hobbs • Finance – Introduction of Ancestral research fees, Barabara Hobbs. Petty Cash, Ronice Blair
Grant Opportunities	<ul style="list-style-type: none"> • Touch screens for Elverd Cottage and Barracks • Myrtle Benn's display case • CBH Infrastructure grant for Elverds Cottage • Landcare exhibit • Sound system in sheep shed with visuals • Crackling fire in Story Place • Decoration community rooms at Kodja Place
Kodja Place	<ul style="list-style-type: none"> • Community computer report – Barbara Hobbs attachment 6.2 • Signage – Jill Watkin attachment 6.3 • Harmony week project Modern Immigration Stories – Jill Watkin • Spring Story – Jill Watkin

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 3 June 2025.

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 12 November 2024

6.1 – Sue Bilney Meeting Notes

6.2 - Community Computer Report Feb 25

6.3 – RayFord Signs Quote

SHIRE OF KOJONUP

Kojonup



Kojonup Historical, Tourism & Cultural Committee

Minutes

12 November 2024

TERMS OF REFERENCE

• KOJONUP HISTORICAL, TOURISM & CULTURAL COMMITTEE

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1 Councillor

1 Delegate Proxy

Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
- Chief Executive Officer or delegated nominee
- Governance and 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 9.03am.

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
Dwayne Lottering	Property Services Manager

Apologies

3. CONFIRMATION OF MINUTES

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

OFFICER RECOMMENDATION/COMMITTEE DECISION

Moved R Blair Seconded B Hobbs

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.

CARRIED 5/0

For: Cr Wieringa, Cr Mickle, B Hobbs, R Blair, A Chandler

4. BUSINESS ARISING

COMMITTEE RECOMMENDATION

Moved R Blair

Seconded A Chandler

That the Kojonup Historical Tourism Cultural Committee recommends to Council that it create a reserve fund to receive \$40,000 from the Kodja Place Community Fund Inc. (KPCFI), as a result of the KPCFI winding up:

- a) \$20,000 be allocated to leveraging future grants for Kodja Place; and,
- b) \$20,000 to be used for capital expenditure at the Kodja Place to maintain current storytelling assets as required.

CARRIED 5/0

For: Cr Wieringa, Cr Mickle, B Hobbs, R Blair, A Chandler

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	Large task	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 – Looking to complete by Jan/Feb	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	Cr Wieringa to pass on contact details of a contractor	Pending	Dwayne Lottering
05/03/2024	4.2 – Old Town Walk signage	Removal will need budgeting for	Jill Watkin Progressing with OGS	Ongoing	Dwayne Lottering
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		Complete	
13/08/2024	Historical and Flora & Fauna brochures to be integrated	Currently nil procedure	Bring to next meeting	Pending	Jill
12/11/2024	List of Projects		Bring to next meeting	Pending	Jill/Barbara

6. GENERAL BUSINESS

Item	Response/Action
Draft Plan Attachment 6.1	<ul style="list-style-type: none">• Roles and Responsibilities• Identified Priorities• Elverd Cottage• The Barracks – Dwayne to investigate the cost of putting a security gate at rear of the Barracks• The old Post Office• Memorial Hall• Marleyup School – the Committee is keen to start setting up exhibitions in this area.
Discussions	<ul style="list-style-type: none">• Memorial Hall – quotes for fixing roof and pigeon removal received.• Future use of the old Post Office – Not currently available for use.

7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Procedures to explain the Historical Society and the Kodja Place computers with MOSAIC.

Currently have two (2) support systems for MOSAIC, due to the Historical Society dissolving into the Kodja Place, only one (1) support system required. A process and decision is required to consolidate the systems with any ongoing costs to be budgeted. A review of Mosaic and Museums WA is required to determine the most effective way to utilize these two systems.

Jill Watkin has been discussing a permanent display of Bella Kelly and Noongar art, throughout the Kodja Place on a permanent basis. Further research to follow and bring to the next meeting.

Two (2) very successful exhibitions this year at the Kodja Place. Potential to do a photography exhibition next year.

There have been comments from the public and visitors in regard to the cleanliness and hygiene of the Kodja Place. Potential to call for a volunteer day to help with a clean-up.

Memorial Hall 100 year anniversary is in November 2025. Commence discussing ideas on how to celebrate this event. Could involve the Theatrical Society. Andy Chandler to liaise with the Society.

Key for the Marleyup School has been misplaced and needs to be found.

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 11.00am.

ATTACHMENTS (SEPARATE)

4.1 – Unconfirmed minutes of a Kojonup Historical, Tourism and Cultural Committee Meeting held 13 August 2024

6.1 – Draft Plan

UNCONFIRMED

[illegible]

Notes from Meeting with Sue Bilney

Agreed by the Historical, Cultural and Tourism Committee

- KHS/KP data to be managed in tandem on one page of Collections WA (CWA), but independent of one another.
- KHS data already on CWA. KP data to be transferred to CWA as soon as possible.
- SOK's total historical and cultural collections to be on CWA, ultimately including Town Walk Trail/KHS/KP/ Memorial Hall and Shire Collection.

Microsoft license: KHS Account auto renews annually in Oct with SOK visa card ending 3703. Must be retained on time due to Mosaic and cloud storage.

FIRST STEPS: KP Mosaic needs to be 'cleaned up' – great record with only 4 artefacts/photos not accessioned out of 11,000 – well done Barb. Numbering solution required eg 2025 1.1 or if a series of photos of same thing 2025 1.1. or 2025 1.2

Only accession good photos unless it is the only one you have. They should be high res with min res of 600.

NEXT STEPS:

Step 1: Transfer Collections WA onto KP Server

Step 2: New folders created in both sections

KHS Section: Elverd's Cottage; Machinery Shed; OPO; Barracks. Memorial Hall & SOK (new).

KP Section: Entrance; Gallery: Cabinet 1, Cabinet 2, Cabinet 3, Cabinet 4, Story Place: Shearing Sheds, Reserve House, etc and finally Office for photographs and aural information.

- NB: Don't make public locations of valuable objects eg Kabul medal for security. r
- KHS have 11,000 items on CWA with 100 public
- To update private information User ID & password required.
- Discussed putting Graveside Histories on KP, but future plans require details to be private but names of records held (A-Z) available in public mode.
- Accession numbers have to match individual pictures and artifacts eg you can't have 4 photos under 1 ID
- Need to have catchy name and not SOK eg Kojonup's Historical and Cultural Treasures/Open Kojonup's Box of Historical and Cultural Treasures etc.

Step 3: When structures finalised sent to CWA for them to upload after all prefixes have been checked for presence and accuracy ie TKP or KHS

Step 4: Connect to Shire Wifi for CWA. Ascertain from Garry if KP data is already is only on existing laptops or actually on the Shire server so it can be accessed by both sets of KHS & TKP computers. It will require approx. 45 mb per computer.

Step 5: Ascertain how many Microsoft Licenses we have and how many we require going forward or can we simply use existing Shire licenses. We need both computers put onto Shire server and to be accessed by KHS and TKP computers.

Can we download Adobe Microsoft onto 1 KHS and 1 TKP computer

Step 6: Everything tidied up on TKP Mosaics and then Sue will Bulk change everything onto CWA.

Em/Barb/Andy to help with initial inputting approx. 50-100 per week

Barb to check accuracy after completion

Sue to bulk migrate to CWA

Report for Community Computer – for internal research and community access to local stories.

Based on the idea of an intranet. Written by: Barbara Hobbs

The Community Computer is a touch screen and was paid for by the KPCF prior to disbandment as was additional work from Ramped Technology and ISTechnology (Mosaic) to set up the computer interface giving limited access to the public. (No public internet connection). After discussion – the cost effective solution was to use the Mosaic interface, which required a further payment to IST (KPCF paid) and an extra support license which will become the ongoing responsibility of *the Shire*. 3 laptops are involved at a cost of \$220 per year) (HS laptop may need its own license support?)

Advantages:

- Inexpensive interface design
- Community Computer linked to KP Mosaic Data collection
- Relevant research material can be added and be made available as and when appropriate
- Community Computer data set to 'no Visitors' so appropriate content can be 'released' at discretion to visitors.
- Barb is writing and compiling histories and relevant documents on PDF's for easy research
- Full and filmed Interviews will be accessible, together with raw research documents.
- Andrew Chandlers research into the impact of past government policies on First Nations People will be available.
- Selected photos, anecdotal notes, written memories of events, people, times, districts etc will also be accessible.
- Indigenous documents for easier screen reading will be added.
- Some refined materials will be transferred to the Collections WA site and included as QR codes going forward.

Disadvantage: IF the Shire decides to disband Mosaic altogether – this computer will not be available and significant investment required to provide a new interface. Mosaic also allows research material to be easily located, tidied up and/or added to the Mosaic system. Without Mosaic this will not occur.

Present status: We await a couple of small adjustments to the Computer are required to isolate it from public interference. The Screen has been installed and minor job of drilling the hole for the electrical cord to plug in underneath is still required. Signage has been quoted for and needs to be commissioned. Barb's new material needs to be uploaded onto the Mosaic system before launching the project with fanfare in we hope, **Mid April**. Ramped will provide final instructions to be added to Procedure Manual with receipts available for insurance purposes.

NB: Decisions were made earlier in 2024 following discussions with Ramped before the idea of scrapping Mosaic in favour of Collections WA was made.



QUOTE

Shire of Kojonup - Kodja Place

Date
5 Feb 2025

Expiry
6 Apr 2025

Quote Number
QU-0237

Reference
Signage Quote

ABN
91 926 005 016

Ray Ford Signs
The Powerhouse
Albion Street,
Katanning
ABN: 91 926 005 016
Ph: 98211172 M:
0458 998 244
rayfordsigns@gmail.c
om

Description	Quantity	Unit Price	GST	Amount AUD
QR Codes Decals Supply, print & UV laminate QR codes decal as directed 50mm x 50mm.	10.00	4.00	10%	40.00
RV QR Code Sign Supply, print & UV laminate RV QR Code on aluminium 450mm x 600mm as directed: "\$5 per night, Max stay 3 nights, Shire Logo in bottom right-hand corner" to be mounted on sign.	1.00	125.00	10%	125.00
Community Computer Decals Supply vinyl cut decals in black vinyl- 1x Left facing arrow 1x "Community Computer"	1.00	30.00	10%	30.00
Community Computer Sign Supply, print & UV laminate 1x sign on dark/charcoal ACM 340mm x 250mm with standoffs as directed: "Community Computer, with the following dot points -Research Documents -Audio and video interviews -Stories, Anecdotes & Poems -Media Reports & More	1.00	75.00	10%	75.00
Noongar Screen Sign Supply, print & UV laminate 1x 340mm x 160mm sign on sign white panel as directed "Noongar Stories".	1.00	35.00	10%	35.00

Description	Quantity	Unit Price	GST	Amount AUD
Recognising our Past Decals Supply & vinyl cut decal as directed in black cast vinyl "Recognising our Past" 1700mm x 175mm.	1.00	89.25	10%	89.25
Reserve House Supply and vinyl cut sign 600mm x 200mm sign on ACM as directed: 'Our Voices, Experiences of local First Nation people revealed in audio interviews.'	1.00	67.60	10%	67.60
Clean & resize panels under recognising our past. Supply & print on clear 1x 600mm x 1150mm \$150+gst 1x 1150mm x 1545mm \$355.50+gst Quantity to be confirmed before quoting.	0.00	0.00		0.00
Travel ex Katanning	80.00	1.80	10%	144.00
Install This includes fixtures, fittings and equipment.	4.00	120.00	10%	480.00
			Subtotal	1,085.85
			TOTAL GST 10%	108.59
			TOTAL AUD	1,194.44

Terms

Thank you for the opportunity to provide a quote for your signage.
Quality is important to us; this quote has been prepared using only high-quality materials to ensure longevity of your signage.

Email: rayfordsigns@gmail.com

Thank you for supporting our local business.