

SHIRE OF KOJONUP

Kojonup



Kojonup Historical, Tourism & Cultural Committee

Minutes

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

MINUTES

1. DECLARATION OF OPENING

The Chairperson declared the meeting open at 9.01am.

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

Observers

Katy McLachlan
Tristan McLachlan
Maria Bauer

Apologies

3. CONFIRMATION OF MINUTES

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

OFFICER RECOMMENDATION/COMMITTEE DECISION

1KHTC Moved R Blair

Seconded A Chandler

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.

CARRIED 5/0

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

4. BUSINESS ARISING

Nil

5. STATUS REPORT

Issue / Action #	Submitted By	Issue Description	Action(s)	Submitted Date	Actions Assigned Owner	Department	Due By Date	Category	Priority	Urgency	Action Approved	Risk	Comments/Variance Reporting on progress	Status	Estimated Completion Date	Closed Date	% ACTION COMPLETE
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 Ronica 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 Progress			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	Progressed	In Progress			60%
3	KHTC Committee	2.3 – Estimating importance of objects and photographs	Barbara and Ronica 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 Progress			40%
4	KHTC Committee	3.2 - Elverd's Cottage masonry maintenance	Gr. Wiernga has passed on contact details of a contractor to Dwayne Lottering	5/03/2024	MPS - Dwayne Lottering	Property Services	5/03/2025	Project	MEDIUM	Required before 12 months	YES	MEDIUM	Ongoing - found two more contractors to give quotes. Dwayne Lottering to follow up	In Progress			60%
5	KHTC Committee	4.2 – Old Town Walk signage	CEO Progressing with OGS	5/03/2024	MPS - Dwayne Lottering	Property Services	5/03/2025	Project	LOW	Required before 12 months	YES	LOW	Ongoing - Outdoor Great Southern has gone into liquidation. Continue with town walk trail signage, to budget for 2025/26.	In Progress			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	On hold. Refurbishing the Barracks and Elverd Cottage. Remove Cornwall House from town tours.	On Hold			0%
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 - Fauna brochure ready to go out for next season.	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	Complete	Closed		4/03/2025	100%
10	KHTC Committee	Mural - Memorial Hall	CEO to follow up on grant funding	4/03/2025	CEO - Grant Thompson	Office of the CEO	3/06/2025	Operations & Processes	LOW	Must Have - 6 months	YES	LOW	Follow up	Not Started	3/06/2025		0%
11	KHTC Committee	Community Fund Money	Check Allocation	4/03/2025	CEO - Grant Thompson	Office of the CEO	3/06/2025	Financial	MEDIUM	Must Have - 6 months	YES	MEDIUM		Not Started	3/06/2025		0%
12	KHTC Committee	Elverd Cottage Gardens	Clean up gardens before a busy bee can be scheduled	4/03/2025	MPS - Dwayne Lottering	Property Services	3/06/2025	Project	MEDIUM	Urgent - 2 months	YES	MEDIUM	Contact Parks and Gardens Crew for a garden tidy up and to check the reticulation.	Not Started	3/06/2025		0%

Kojonup Historical, Tourism and Cultural Committee Meeting – Minutes – 4 March 2025

13	KHTC Committee	Marleyup School	Find Key	4/03/2025	MPS - Dwayne Lottering	Property Services	30/04/2025	Assets & Infrastructure	HIGH	Urgent - 2 months	YES	LOW	Locksmith required to sort key.	In Progress	30/04/2025	10%
14	KHTC Committee	Marleyup School	Refurbish Sink	4/03/2025	MPS - Dwayne Lottering	Property Services	1/05/2026	Assets & Infrastructure	LOW	Nice to have 24 Months	NO	LOW	Contact Property Services to see if the sink can be refurbished	Not Started	1/05/2026	0%
15	KHTC Committee	Marleyup School	Renew for school and art	4/03/2025	MPS - Dwayne Lottering	Property Services	2/05/2026	Assets & Infrastructure	LOW	Nice to have 24 Months	NO	LOW		Not Started	2/05/2026	0%
16	KHTC Committee	The Barracks	Various Renovations	4/03/2025	VOL - Volunteers	Volunteers	3/05/2026	Assets & Infrastructure	LOW	Nice to have 24 Months	NO	LOW	Strip outside pillars and re-varnish/re-paint. Lime paint outside front elevation. Remove furniture. Clean and polish floors - with help from the Lions Club. Re-arrange and replace furniture	In Progress	3/05/2026	20%
17	KHTC Committee	Memorial Hall	Pigeon Cull and Fix Across	4/03/2025	MPS - Dwayne Lottering	Property Services	31/05/2025	Assets & Infrastructure	HIGH	Show Stopper - Need it now - 2 weeks	NO	HIGH	Finding immediate solution for removal of pigeons. Renovation/improvement to roof in the 25/26 budget. Extra security is being investigated.	In Progress	31/05/2025	10%
18	KHTC Committee	Memorial Hall	Fix Internal Ceiling	4/03/2025	MPS - Dwayne Lottering	Property Services	1/09/2025	Assets & Infrastructure	MEDIUM	Must Have - 6 months	NO	HIGH	Renovation/improvement to roof in the 25/26 budget. Extra security is being investigated.	Not Started	1/09/2025	0%
19	KHTC Committee	Memorial Hall	Various Misc Renovations	4/03/2025	MPS - Dwayne Lottering	Volunteers	1/10/2025	Assets & Infrastructure	LOW	Required before 12 months	NO	LOW	Ticket Box to Men's Shed for refurbishment. Refurbishment of southern elevation room. Paint front doors. Purchase cabinets for military history display.	In Progress	1/10/2025	10%
20	KHTC Committee	Memorial Hall	Celebrate Millenium	4/03/2025	VOL - Volunteers	Volunteers	3/06/2025	Community	MEDIUM	Must Have - 6 months	YES	MEDIUM	Include RSL and Kojonup Theatrical Society. Look to see when Albany's 200yr.	Not Started	3/06/2025	0%
21	KHTC Committee	Community Representative	Andy Chandler	4/03/2025	VOL - Volunteers	Volunteers	4/06/2025	Community	LOW	Must Have - 6 months	NO	LOW	Andy Chandler to approach the community for knowledge of the various cultures and histories of Kojonup.	Not Started	4/06/2025	0%
22	KHTC Committee	Elverd Cottage	Various Renovations	4/03/2025	VOL - Volunteers	Volunteers	3/05/2026	Assets & Infrastructure	LOW	Nice to have 24 Months	NO	LOW	Refurbish Stove. Move furniture and artifacts. Clean and oil floors. Clean cottage thoroughly and if feasible put on a coat of paint. Replace and re-arrange furniture. Garden busy bee - with help from Rotary	In Progress	3/05/2025	10%
23	KHTC Committee	Elverd Cottage	Re-instate toilet	4/03/2025	MPS - Dwayne Lottering	Property Services	1/05/2026	Assets & Infrastructure	LOW	Nice to have 24 Months	NO	LOW	Contact Property Services to see if the toilet can be refurbished	Not Started	1/05/2026	0%
24	KHTC Committee	Myrtle Benn Cabinet	Move cabinet to Marleyup School after NAIDOC	4/03/2025	VOL - Volunteers	Volunteers	30/08/2025	Community	LOW	Nice to have 24 Months	NO	LOW	Quote for Cabinet obtained. To move cabinet to Marleyup School after NAIDOC	Not Started	30/08/2025	0%

List of Projects

Elverds Cottage:

- Refurbish stove with grant funding.
- Move furniture and artifacts, Committee and Rotary.
- Clean and oil floors, Rotary.
- Clean cottage thoroughly and if feasible put on a coat of paint.
- Replace and re-arrange furniture.
- Garden busy bee.
- Sort reticulation with Garden Crew
- Look to re-instate the use of the toilet

The Barracks:

- Strip outside pillars and re-varnish/re-paint, Lions.
- Lime paint outside front elevation, Lions.
- Remove furniture, Lions.
- Clean and polish floors, Lions.
- Re-arrange and replace furniture.
- Garden busy bee.
- Sort reticulation with Garden Crew

Marleyup School:

- Find Key
- Refurbish and make sink work
- Useable for school and art space.

Memorial Hall:

- Ticket box to Men's Shed for refurbishment.
- Decide how to celebrate Millenium – laying key stone 11/11/2025. Actual Millenium is 08/2025. Include RSL and Kojonup Theatrical Society.
- Refurbishment of southern elevation room.
- Apply for grants alongside RSL for security of the hall and purchase cabinets for military history display.
- Paint front doors

Harmony Week

- 'Why I now call Kojonup Home' modern day stories of immigration eight (8) nationalities launch on Harmony Day. Grant funding in progress. 23/03/2025

Kodja Place:

- Spring Story – Grant funding in progress.
- Landcare – exhibit in progress.
- Myrtle Benn cabinet quote obtained. Move cabinet to Marleyup School after NAIDOC week.
- NAIDOC week, school and official week.
- Photographic Exhibition with Narrogin and Katanning 'Through Local Eyes'. August 2025.

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

A Chandler left the meeting at 10.18am

Katy and Tristan McLachlan, owners of the Caravan Park. They have now owned the caravan park for close to six (6) months. They have big visions for the park that will take time, money and the community. Currently refreshing and rebranding with different colours. Making it more inviting for families, currently having a lot of Grey No-Mads passing through, which is great. There have been a lot of queries about hiking etc.

Katy and Tristan bought the caravan park for a lifestyle change with their family. Visibility of the park is now available with a website and online bookings. Four (4) onsite vans have been removed as they were not in a good state, there are approximately 10 onsite cabins available. Powered and unpowered sites are dog friendly, cabins aren't currently, looking to build new ones first.

Katy and Tristan are looking to plan an open day for their one (1) year 'anniversary', with a sausage sizzle and all are welcome.

7. OTHER ITEMS FOR DISCUSSION OR FURTHER RESEARCH

Strategic discussion workshop at the next Committee Meeting.

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 10.51am.

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

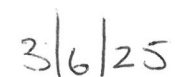
6.2 – Community Computer Report Feb 25

6.3 – RayFord Signs Quote

Confirmed on 3 June 2025 as a true record –



Presiding Member



Date

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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- 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

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

UNCONFIRMED

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

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.

Community Representation

Kojonup's community is made up of people from diverse cultural backgrounds.

Traditional owners, whose custodianship and care for country has endured for tens of thousands of years in the face of environmental, social and political challenges, inherited a social and economic system whose sustainability and longevity is unique in human history, even surviving the extreme social upheavals of British colonisation and discriminatory government policies after 1837.

British colonisation brought radically different social, cultural and economic beliefs and practices, which have dominated Kojonup since shortly after Hillman identified the area around the spring as a good place for a military outpost on the planned road between Perth and Albany.

From the early 20th century, immigrants from other parts of Europe began settling around Kojonup, especially people from rural areas of Italy, along with people from other states - particularly South Australia - keen to try their luck in an area where there was more farmland available for development than in their home state.

The subsequent rise of the sheep industry encouraged immigration of skilled shearers, especially from New Zealand.

The steady relaxation of Australia's discriminatory immigration regime (the "White Australia Policy") after World War II allowed more immigrants and refugees from non-English speaking areas of war-torn Europe to call Kojonup home.

Since 1972, when the last vestiges of the "White Australia Policy" were dismantled, immigrants and refugees from nations in Asia and Africa have also been welcomed to Kojonup.

Such cultural diversity should be represented in how Kojonup presents itself to the world. Kodja Place continues to do an excellent job of representing this cultural diversity in its permanent displays, occasional exhibitions and events, such as the upcoming Harmony Week celebrations later this month.

As Kojonup is such a culturally diverse community - a diversity we have a responsibility to acknowledge, promote and celebrate - I feel this committee needs to hear the voices of those representing this diversity.

One way we can do this is to encourage more community involvement with this committee from those from a non-European background. This could take the form of encouraging community members to attend meetings, make written or verbal submissions, or to apply to become members of the committee.

As editor of the *Kojonup News*, I could place an article encouraging such involvement. Such an appeal could also appear on social media.

Regarding input from members of the Keneang community, My fellow community members of the committee have advised me that a personal approach or invitation, rather than a public appeal, may be more appropriate and more likely to succeed in encouraging their representation and input. Considering the fraught history of indigenous engagement with government authorities at all levels, earning the trust of Keneang people is likely to take time and effort, but is essential to achieving a committee whose advice is underpinned by a deep knowledge and appreciation of the various cultures and histories of people who call Kojonup home.

Mosaic Data base and Collections WA

Agenda Item Cultural Advisory Committee 4th March

Kojonup Historical Collections and The Kodja Place Collections

It has been proposed that the historical collections formerly under the management of the (now disbanded) Kojonup Historical Society, and the historical collections held by The Kodja Place in Kojonup be brought into a common data base. It is proposed that both collections be loaded onto the Collections WA website [Collections WA https://collections.wa.net.au](https://collections.wa.net.au)

The two collections are very valuable, and complementary in their roles. The Historical Society's collection includes an emphasis on the settlement and development of Kojonup, and is both object-rich and has many donated photos and paperwork. The Kodja Place is seen as an Interpretive Centre where the collection is centred on storytelling and oral history, from different people's perspectives. The materials collected at The Kodja Place are tools to assist in telling stories of the past and present with an emphasis on sharing the experience and memories of life in Kojonup. Both collections have a valuable role to play for the whole picture.

There are two separate issues that need to be discussed:

The first issue is:

- 1. Placing items from the Kodja Place collections on the Collections WA site – either a) in its own entity or b) under the wider banner of 'Historical collections of Kojonup'.**

The introduction to the website of Collections WA is clear. 'Collections WA has a responsibility to preserve and make accessible the history and culture of Western Australia in all its various forms. The intention of Collections WA is to support research, and to reveal actions of the past that have impacted upon communities, families, and individuals.' Currently over 60 historical societies, museums, local history libraries and art galleries have placed significant items from their collections onto the Collections WA database.

It is worth noting that numbers of towns – Albany, Bunbury, Geraldton, Manjimup for example, have more than one historical collection on the Collections WA site, each bringing their own perspective on their collection. This also includes Art Collections. It is also worth noting that a search on the main Collections WA site on 'Kojonup' brings up relevant historical material held in many other collections outside Kojonup.

The opportunity to place significant and important items from both collections onto Collections WA is an opportunity to be grasped. It would appear that when items from collections are accessed by the public, there *could be* some indication on the report as to where the collection can be found. While we do not need to have specifics, in regard to those items from *The Kodja Place* collection, this needs to be clearly marked – for reasons indicated below.

- Many of the oral histories, photographic prints and documents in The Kodja Place collection were donated 'for use within and by The Kodja Place'. They could be placed on the Collections WA database under the organisational heading the

Historical Collections of Kojonup, but permission would need to be sought from those donors whose material are posted on the Collections WA site ***UNLESS The Kodja Place is clearly included on that public entry – thus maintaining The Kodja Place connection to the agreed permissions.*** The same would need be applied for any objects, or interviews highlighted on the Collections WA site from the KP Collection..

- A number of items in The Kodja Place collection are on loan. They should not be made available on the Collections WA site, as essentially, they are not part of the collection, but are still the property of the owner. (eg tammar skin, the ute)
- The accession number tag TKP..... alone would not be enough to satisfy the permission restrictions, in my opinion.
- If this indication that these entered items are from Kodja Place cannot be achieved in the combined site, (Historical Collections of Kojonup) then to avoid a tedious task of contacting every donor of items chosen and getting written permission – then a separate site in Collections WA for Kojonup under 'The Kodja Place – Kojonup' could be an alternative approach.
- NB: Some items, such as the Indigenous interviews done with the WA Museum have further restrictions so could not be added to Collections WA at all.

2. The second issue to discuss is the loading of the whole of the Mosaic collections into the back portal of the Collections WA again under the one heading 'Historical Collections of WA.'

It would appear that this suggestion is the desire to streamline all the collections together and *remove Mosaic data bases from the system.*

- It is important to note that Collections WA is not essentially set up as a Collections Management system. It is primarily a portal for researchers, family and local historians to assist in their research. It appears that some organisations use the webpages to manage their collections (i.e. to record donor details, location, conservation status, date of accession, and other housekeeping material) on pages 'behind' the public interface.
- But, while this can be done, my impression is that this data base has been essentially put in place to help load items selected for the Collections WA site and using it as a group's only collection management function can potentially lose some elements found on other management systems. (For example, when attempting to locate a specific group of items to generate a report of those items that can be printed out, it was difficult to search under location and there was no facility for a collective report. These are easily applied using Mosaic)
- The Kodja Place collections are currently managed using a Mosaic Database, developed for the accessioning, cataloguing and management of historical collections. Over the last 10+ years, volunteers have been able to control the large collection of nearly 6000 digitally scanned photographic prints, films, oral histories and some objects. If the Collections WA site is envisaged as the sole collections management site for historical collections in Kojonup, (in other words, if the Mosaic

system is no longer supported), a *significant* amount of ‘tweaking’ of the whole database would be required so that it was completely compatible with Collections WA. **All links between the accession number and every item will need to be changed.** This is unlikely to be an exciting job for volunteers and an extremely time consuming job for staff.

Also to note: The new Community Computer has been set up **using the Mosaic Data base** as its interface and it will be possible to select items from the TKP Mosaic collection data base for viewing by visitors on this site. Also added will be new material/ part and full interviews, research papers with explanations and references, stories and anecdotal material, indigenous policy material – in context etc. While this new site is being processed, selections of items will be also processed for possible QR coding and a selection may make its way onto the Collection WA site as well.

Present costs:

A small cost of less than \$220 a year – which is for the support package for all the Mosaic data base computers (that is the cost of the TKP package 3x TKP)– (unsure of cost to support the Historical society Mosaic site) is really an insurance – particularly while we have those who are wanting to learn or help in any additional data collecting and is not an unnecessary expense. I feel Sue’s belief that we do not need that is a risk – unless the Shire wish to go with the alternative of a larger expense – paid by the hour for support – if the license ‘insurance’ is not in place. Such assistance has always been very accessible, reliable with a great understanding that many ‘amateurs’ are using the program.

Offline use for the HS Collection:

Also note that the Historical Society Mosaic can be used offline as it is a ‘stand alone’ version. This is useful while we re-assess displays on site at Barracks, Elverd Cottage etc – so we do need to keep the Historical society Mosaic up and running too. If Collections WA is the only data base for that collection it needs internet. (The TKP Mosaic is server related – with one computer accessed of site – using VP connection)

Conclusion:

The opportunity to place significant and important items from both collections on Collections WA is an opportunity to be grasped. I also consider that not all the collections of The Kodja Place needs to be on Collections WA. A good selection – say 100 of the best digitised photographs, 10 of the best oral histories or parts of an interview, and some of the objects – could be inserted into the Historical Collection of Kojonup – **provided the name of the source ‘The Kodja Place – Kojonup’ is visible on those entries (for reasons above).** If that is not achievable, a separate Collections WA site could be established with same amount of items entered, called ‘the Kodja Place - Kojonup. Either would be enough to whet the appetite of researchers into Kojonup’s history and its people and encourage researchers to visit Kojonup to learn more.

I also recommend that the collections management function of Mosaic should remain for The Kodja Place collection, rather than being delegated to the 'back pages' of Collections WA.

While I realise that the Historical Society Collection is already in the back page of the Collections WA, I do recommend we keep the Mosaic data bases for easy research and management purposes.

It is much better to use Collections WA as a promotion tool in which a small number of highlighted items from the Kodja Place collection are reprocessed specifically for the collection – hopefully added to the Historical Collections of Kojonup site - and the Mosaic Collections data base remain the Management tool.

Similar attention to the highlights of the Historical Society collection is also recommended.

Ideas of including elements of other collections in Kojonup – Memorial Hall, Town walk, Public Art etc is also welcome under the Historical Collections of Kojonup - Collections WA banner.

Foot note: I note that recently ISTechnology are offering an On line edition of Mosaic Collections Data base. This may be something to explore when discussing accessibility issues – main question – *could present databases be converted to on line?* No doubt cost would be involved.

My extra notes with statistics

*The photos in the Kodja Place Collection number over 5000. They were collected and numbered with reference to the donor with an initial and a number: eg BDH – are Barbara Hobbs Photos and there are over 45 photos donated by her. This is recorded in the Mosaic accession page under “other number” Eg BDH20 and the photo name appears when the photo was attached.

May I point out when being established and while the majority of items entered into Mosaic Kodja Place base was entered when Collections WA did not exist and there was no way of knowing that the accession number was going to have to match the number on the photo to be able to make the connections in that other system.

Changing the collection attachment to match the accession number would require *at least* 20 minutes per photo at best – as the photo would need to be found, checked, renamed and then reattached. Many accession records have up to five related photos on the same record – which accounts for the 2800+ entries compared to over 5000+ photos. 4810 in donations, + 731+ of TKP and rose maze etc. , There are 146 photo donors. In addition, 150 + documents, 80 interviews + 24 Indigenous interviews (extra restrictions) 150+ videos and footage are also attached to records and would require re- numbering as well.

Added to this – many of the photos are not of great historical significance – eg 50 photos of children riding horses are great to make a movie called ‘Mad about Horses’ or 20 photos of making Italian sausages to tell as a story on the Community Computer are good to have - but accessioning all these individual photos in the database behind the Collections WA site if (because) that is the only place we are keeping them – is questionable. Culling them is also questionable – as we do not know what the next story interest may be. (eg recent interest in Italian POWs) Time would be better spent creating a PDF story about Making Italian sausages and putting that one item on the Community Computer and the Collections WA public viewing platform.

Also, because the Collections WA accession page is set up to enter items into the Collections WA and not essentially to manage a whole collection – some features are not in place. An obvious one is searching for an object by location.

- a. There appears to be **no drop lists** in areas like ‘Location’, so if searching in ‘Position’ area unless you hit the right word and add the right dashes yourself, you can’t find the area or the item from a list. With no drop list this makes this difficult. I don’t know if there is a way of setting up a droplist of Positions – or other droplists, something to find out about.

- b. I do find the Mosaic a little more friendly in its language and set up to find things, with flexibility in 'trigger words' to find items. - but having worked with it for years, helps.
- c. Of course a Management program also has all the details about each item's donor/lender etc – and admin notes that will be lost in the other system – further investigation in comparing could find some items lost (eg reports of multiple items)

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 which has a touch screen component – so that keyboards and mouse are not present – was paid for by the Kodja Place Community Fund prior to its disbandment. Also paid for was the extra work of Garry from Ramped Technology and Rew from ISTechnology (Mosaic) to set the computer with interface and with limited access (no public internet connection, etc). After much discussion – the solution to an expensive exercise of creating a suitable interface and search system was to use the Mosaic interface. This required a further payment to IST (KPCF paid) and an extra support license as the *only ongoing payment from the Shire* (negated by the fact that one of the laptops has gone missing so there are still only 3 laptops involved at a *cost of \$220 per year*) (HS laptop may need its own license support?)

Advantages:

- No huge expense to design an interface
- The Community Computer is linked to the TKP Mosaic Data collection
- Relevant research material from the Historical Society could be added and be also made available as appropriate
- Rew will set all TKP data to 'no Visitors' and we can then 'release' (allow visitors) what we want and in a good condition and it will be accessible to the computers – including this one so there will be more entries available than originally thought.
- Barb is writing and compiling histories on PDF's (full license paid), combining materials documents etc for easy research
- Interviews – in full will be accessible
- Filmed interviews also accessible
- Raw research documents will be available
- Research done by Andrew re Indigenous policies and their impact will be available
- Selected photos anecdotal notes, people written memories of events, times, districts etc
- Indigenous documents – made easier to read on screen will be available
- Some of this material that has been refined will also be transferred to the Collections WA site and included as QR codes as we go along.

Disadvantage: IF the Shire decides to disband Mosaic altogether – this computer will be not available and will require huge expenses to get into a new interface. Also research material that can at present be easily found, tidied up and/or added to the Mosaic system and then made accessible, will not occur.

Present status: Rew is completing a couple of small adjustments to the Computer helping to make it isolated from interference. The Screen is in place, a small job of drilling a hole for the electrical cord to go underneath and signage needs to be installed. Barbara has been working on new material for about 3 months which will need loading onto Mosaic, and then we can launch the project with fanfare. **Time: approx. mid April.** Garry will give me final instructions etc which can be added to Procedure manual. And receipts can be made available for insurance purposes.

NB: Decisions had to be made late last year – with many discussions with Garry about which way was best. Any notion that Mosaic could be scrapped altogether as the Collections management at TKP was not on the radar at the time.