

SHIRE OF KOJONUP



## Kojonup Historical, Tourism & Cultural Committee

### Agenda

3 June 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

**Observers**

**Apologies**

**3. CONFIRMATION OF MINUTES**

Kojonup Historical, Tourism and Cultural Committee Meeting held 4 March 2025 (attachment 4.1)

**OFFICER RECOMMENDATION**

That the minutes of the Kojonup Historical, Tourism and Cultural Committee Meeting held on 4 March 2025 be confirmed as a true and accurate record.

**4. BUSINESS ARISING**

## 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 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	Progressed	In Process			80%
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			40%
4	KHTC Committee	3.2 - Elverd's Cottage masonry maintenance	Cr Wieringa 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 Process			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 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	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%
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 – Agenda – 3 June 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 Process	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 Process	3/05/2026	20%
17	KHTC Committee	Memorial Hall	Pigeon Cull and Fix Access	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 Process	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 Process	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 Process	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 Merleyup School after NAIDOC	Not Started	30/08/2025	0%

## 6. GENERAL BUSINESS

Item	Response/Action
<b>Progress Update</b>	<ul style="list-style-type: none"><li>• Memorial Hall</li><li>• Elverd Cottage</li><li>• The Barracks</li><li>• Kodja Place</li><li>• Caravan Park and RV Stop</li></ul>
<b>Grant and Marketing Opportunities</b>	<ul style="list-style-type: none"><li>• Update</li></ul>
<b>Budgeting</b>	<ul style="list-style-type: none"><li>• 2025/2026 Budgeting review</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 5 August 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  
4 March 2025

SHIRE OF KOJONUP

# Kojonup



## Kojonup Historical, Tourism & Cultural Committee

### Minutes

4 March 2025



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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.
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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.

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- Three (3) Community Representatives as selected and endorsed by Council

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Supporting Team Members:

- Manager Kodja Place, Tourism and Marketing
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- 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)
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Tonya Pearce	Governance and Rates Officer
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**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
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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%
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## Kojonup Historical, Tourism and Cultural Committee Meeting – Minutes – 4 March 2025

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

*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.

UNCONFIRMED

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

UNCONFIRMED



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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	Progressed	In Process			80%
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			40%
4	KHTC Committee	3.2 - Elverd's Cottage masonry maintenance	Cr Wieringa 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 Process			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 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	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%
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%
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 Process	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 Process	3/05/2026		20%
17	KHTC Committee	Memorial Hall	Pigeon Cull and Fix Access	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 Process	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 Process	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%

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
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 Process	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 Merleyup School after NAIDOC	Not Started	30/08/2025		0%