

SHIRE OF KOJONUP



Kojonup Historical, Tourism & Cultural Committee

Agenda

5 August 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	Heritage Tourism Experience Curator (HTEC)
Dwayne Lottering	Manager Property Services (MPS)
Estelle Lottering	Project Manager Regulatory Services (PMRS)

Observers

Robert Sexton	Returned & Services League (RSL)
Katy McLachlan	Caravan Park Operator (CPO)

Apologies

3. CONFIRMATION OF MINUTES

Kojonup Historical, Tourism and Cultural Committee Meeting held 3 June 2025 (attachment 4.1)

OFFICER RECOMMENDATION

That the minutes of the Kojonup Historical, Tourism and Cultural Committee Meeting held on 3 June 2025 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 2.3 – Estimating importance of objects and photographs	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%
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. Mason not available until Sept/Oct. Looking into grant funding for up to \$150k	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. Consider removing old signage, depend on budget.	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	Refurbishing the Barracks and Elverd Cottage. Remove Cornwall House from town tours. Wanting to start tours soon.	In Process		5%
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. Brochures are ready to go, now dependant on budget.	In Process		5%
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	Town Teams now going. There is grant funding available for a public consultant for a mural	In Process	3/06/2025	5%
14	KHTC Committee	Marleyup School	Refurbish Sink Renew for school and art	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. Look for local grants to assist.	In Process	1/05/2026	5%
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. Garden Busy Bee	In Process	3/05/2026	50%
17	KHTC Committee	Memorial Hall	Pigeon Cull and Fix Access Fix Internal Ceiling	4/03/2025	MPS - Dwayne Lottering	Property Services	31/05/2025	Assets & Infrastructure	HIGH	Show Stopper - Need it now - 2 weeks	NO	HIGH	Find 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	40%
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. Refurbishment of southern elevation room. Apply for grants alongside RSL for security of the hall and 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 align Albany's 200yr celebrations. Decide how to celebrate Millenium – laying key stone 11/11/2025. RSL looking to have a celebration 11/11/2025	In Process	3/06/2025	10%
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. Noongar Advisory Committee to be started. Councillors have been meeting with Noongar families	In Process	4/06/2025	5%
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. There is money in the budget to complete this, also submitting an application for \$10,000	Not Started	30/08/2025	0%

Kojonup Historical, Tourism and Cultural Committee Meeting – Agenda – 5 August 2025

25	KHTC Committee	Marleyup School	Ramp instead of steps to make accessible for all	3/06/2025	MPS - Dwayne Lottering	Property Services	1/06/2026	Assets & Infrastructure	LOW	Nice to have 24 Months	NO	MEDIUM	School requires ramp to access for disability access. Sort Keys and access Refurbish and make sink work Useable for old school exhibition and art space.	In Process			50%
26	KHTC Committee	Elverds Cottage	Lime in bedroom wall coming off in chunks	3/06/2025	MPS - Dwayne Lottering	Property Services	5/08/2025	Assets & Infrastructure	MEDIUM	Urgent - 2 months	NO	MEDIUM	Dwayne to investigate 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	In Process			10%
27	KHTC Committee	NBN and Social Media	CEO to discuss with Council	3/06/2025	CEO - Grant Thompson	Office of the CEO	17/06/2025	Operations & Processes	MEDIUM	Urgent - 2 months	NO	MEDIUM	CEO to review NBN connection for Kodja Place	In Process			20%
28	KHTC Committee	CEO to meet with Caravan Owners to discuss RV Park	CEO to schedule	3/06/2025	CEO - Grant Thompson	Office of the CEO	30/06/2025	Marketing	MEDIUM	Urgent - 2 months	YES	LOW	CEO to workshop the RV site	In Process			95%
29	KHTC Committee	Accessioning Members to determine and assess Frank Pritchards documents	Barbara Hobbs and Ronice Blair to Review	3/06/2025	VOL - Volunteers	Volunteers	1/12/2025	Project	LOW	Required before 12 months	YES	LOW	Members to action the review	In Process			20%
30	KHTC Committee	Kodja Place Minor Renovations	Carpet laying and changes to retail space	3/06/2025	MFCS - Jill Johnson	Finance & Corporate Services	1/08/2025	Project	LOW	Urgent - 2 months	YES	LOW	Clearing out rooms at Kodja Place Staff Community Service movements. Potentially closing Saturdays in June/July for winter. Carpet will be going into offices and the retail space to be redesigned.	Closed	1/08/2025	#####	100%
31	KHTC Committee	Kodja Place ICT	Review WIFI and other IT issues. Review Computers and access. Review Access Cost to NBN fibre	3/06/2025	CEO - Grant Thompson	Office of the CEO	1/09/2025	Project	MEDIUM	Must Have - 6 months	YES	LOW	Public WIFI is needed. Issues with Computers to be investigated	In Process	1/09/2025		20%

6. GENERAL BUSINESS

Item	Response/Action	SPA
Assets Progress Update	<ul style="list-style-type: none"> • Memorial Hall • Elverd's Cottage • The Barrack's • Kodja Place Gallery • Caravan Park and RV Stop • Town Walk Trail • Rail Precinct – Community Engagement • Marleyup School – Community Engagement 	Dwayne Lottering/RSL Dwayne Lottering Dwyane Lottering Jill Watkin CPO / CEO CEO
Grant and Marketing Opportunities	<ul style="list-style-type: none"> • Update 	HTEC
Budgeting	<ul style="list-style-type: none"> • 2025/2026 Budget 	CEO
Events/Marketing	<ul style="list-style-type: none"> • Bloom Festival • New Brochures 	HTEC HTEC
ICT	<ul style="list-style-type: none"> • Update Issues • Ramped Technology Data Retrieval 	BH/CEO
General	<ul style="list-style-type: none"> • Confirmation of Data Policy & Processes for donations, accessioning and de-accessioning 	All

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 4 November 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 3 June 2025