



## BUDERIM HISTORICAL SOCIETY INC

### STRATEGIC PLAN 2023 - 2028

**Our VISION** is to keep Buderim's history alive through conserving, preserving and researching its past.

**Our MISSION** is to conserve and preserve Buderim's pioneer history, artefacts and data, for utilisation by our community and visitors as a background resource to modern regional development and lifestyles.

#### WHO we are

The Buderim Historical Society (BHS) was formed at a public meeting on 4th March 1966 to help in the restoration of Pioneer Cottage to a Historical Museum deeded to the Buderim community by Sybil Vise. Pioneer Cottage was officially opened on 23rd September 1967. The BHS sought incorporation which was agreed to on 29th May 1990. On 11th March 1990, the Pioneer Cottage was listed under the National Heritage Building Protection Act which placed restrictions over development of the site. The Department of Environment and Science (DES) now exercises oversight of this Heritage site.

On the death of Sybil Vise in 2000 her home, Vise House, was bequeathed to the Buderim War Memorial Community Association (BWMCA). The BWMCA requested that this house be developed by the Society as a "History Resource Centre" for the Buderim Community. A formal Memorandum of Understanding and lease agreement was drawn up between the BWMCA and BHS and signed on 11th November 2005. The memorandum of understanding has been replaced by a 3-year lease agreement executed in October 2015, extended to a 5-year lease in 2019. In 2006, provision was made for the Buderim Foundation to sub-lease part of the redeveloped Vise House as its administration centre, subsequently moving to the Old Post Office in 2022. As a result of this move, space for a separate BHS administrative office was available and the Sybil Vise Research Centre established. Since 2011, Sunshine Coast Council Heritage has provided valuable professional and financial support, assisting with the preservation of Buderim's significant asset.

#### WHAT we do

- Preserve historical assets, achievements, data and collections with a focus on the period 1876 -1950's for objects in the collection; and for paper-based items, photographs and historical digitised recordings to the present.
- Serve as a resource centre to assist identification, value, collection and preservation of Buderim and local history.
- Provide access for the community to our historic collection and bring Buderim's pioneer past to life.
- Support education and research through providing a greater understanding of our past.
- Collaborate with the community and local organisations.
- Utilise the strength of the Buderim Historical Society through its members and volunteers with respect for individuals' skills and interests and their roles in the Society.
- Ensure that processes and procedures are in place to enable appropriate governance for the smooth running of the Society.
- Monitor the organisation to continuously improve its operation, historical collection and facilities.
- Affiliate with the BWMCA to connect to the wider Buderim community and utilise collaborative opportunities to promote Buderim's history.

## **Our VALUES**

- Prudent use of resources
- Respect for members, volunteers, visitors and our collection
- Fostering team ethos and a shared understanding of the aims of the Society
- Valuing the contribution individuals make, utilising their specific skills
- Service to the history of Buderim and its community
- Providing mutual support and encouragement for members and volunteers.

## **Our STAKEHOLDERS**

- Members; volunteers; our local Buderim community; visitors (local, state, interstate and international); BWMCA; Sunshine Coast Council Cultural Heritage (SCCCH) and Sunshine Coast History Groups; local state and federal government members; local schools and University Sunshine Coast (UniSC).

## **Our GOALS and STRATEGIC PRIORITIES**

### **Our goals are to:**

- Conserve, preserve and manage the buildings, Museum, artefacts, pioneer historical collections, gardens and records of the Society.
- Facilitate and promote research of the history of Buderim and adjacent localities.
- Enhance the visibility of Buderim's history and cultural heritage.
- Increase community involvement in the Society.
- Enhance access to our collection through digitising significant collection items and facilitating the development of new content opportunities.

### **Our STRATEGIC PRIORITIES to achieve these goals are to:**

1. Maintain the efficiency and effectiveness of the BHS administration and management based on the National Standards for Australian Museums and Galleries.
2. Provide and maintain a safe facility for volunteers, visitors and staff who attend Pioneer Cottage and Vise House and grounds.
3. Develop a long-term (10 – 15 year) plan for on-going development and responsibility for Pioneer Cottage and Vise House, building contents and archival information.
4. Initiate and undertake related training activities for members and volunteers and to avail ourselves of relevant training provided by other organisations.
5. Publicise and promote the work and activities of the Society through a range of media platforms to stimulate public interest, support and appropriate use of the facilities.
6. Undertake and promote research activities of both past and recent historical activity in Buderim and adjacent localities.
7. Conserve, preserve and develop the buildings, museum, artefacts, pioneer historical collections, gardens and records of the Society as an ongoing process, especially interpretive commentary of significant items and stories.
8. Continue the digitisation process, as resources permit, to enable clients, regardless of location, to access and use a range of Buderim history content.

STRATEGY	ACTIONS	INDICATORS	REVIEW
<p>1. Maintain the efficiency and effectiveness of the BHS administration and management based on the National Standards for Australian Museums and Galleries.</p> <p>* Sunshine Coast Heritage Plan 2021-2031 Strategy 3.2.3</p>	<ul style="list-style-type: none"> <li>Effectively and efficiently administer the administrative and business affairs of the Society.</li> <li>Review and allocate 'Roles and Responsibilities' annually at Management Committee changeover after the AGM.</li> <li>Actively pursue grant funding for operating costs.</li> <li>Manage funding (SCCCH &amp; community grants, income and donations) with monthly review of finances.</li> <li>Undertake fundraising and seek financial support for the ongoing work of the Society.</li> <li>Prepare a list of objects for conservation and interpretation as grant opportunities arise.</li> <li>Seek Executive Committee Members and volunteers with diverse skills.</li> <li>Identify and emphasise priority areas of development and activity.</li> <li>Evaluate and report on progress at monthly meetings, AGM's and in newsletters to members, other stakeholders and the community.</li> <li>Progressively review policy and procedure documentation at least 3 yearly.</li> <li>Address issues requiring BWMA attention and prompt BWMA follow-up.</li> <li>Undertake succession planning for the organisation's administrative continuity and future.</li> </ul>	<ul style="list-style-type: none"> <li>AGM is held annually (Sept)</li> <li>Changes to the constitution are made at the AGM or a Special General meeting.</li> <li>Appropriate election of office holders.</li> <li>Effective operation of the funding allocation, including grants received and acquitted.</li> <li>Plan for fundraising activities</li> <li>Assignment of priorities conducted.</li> <li>Volunteers are recruited and roles understood.</li> <li>Annual Operational Plan (AOP) is developed and progress reported.</li> <li>Maintain list of policy and procedures reviewed, frequency of review and by whom.</li> <li>Bi-annual meetings held with BWMA.</li> <li>Recruit and support members who show a willingness to undertake executive responsibilities.</li> </ul>	<p>Annual (AGM) and monthly (Management Meeting)</p>

STRATEGY	ACTIONS	INDICATORS	REVIEW
<p>2. Provide and maintain a safe facility for volunteers, visitors and staff who attend Pioneer Cottage and Vise House and grounds.</p>	<ul style="list-style-type: none"> <li>Detail measures in a Health and Safety Plan for Buderim Historical Society to provide for personal, fire and electrical safety as well as hazards/risk identification and management for the premises.</li> </ul>	<ul style="list-style-type: none"> <li>Public liability insurance for volunteers and visitors</li> <li>Organisations hiring facilities provide a Certificate of Currency</li> <li>Fire and Evacuation Plans are documented for Pioneer Cottage and Vise House</li> <li>Fire equipment checks (6 monthly)</li> <li>Fire and Emergency evacuation training for volunteers annually. (January)</li> <li>Safety audits (4 monthly) Recommendations actioned.</li> <li>Government Health Directives and Safety processes are updated and communicated promptly</li> <li>Nil preventable incidents</li> <li>Annual review of Health and Safety Plan and associated documents.</li> </ul>	<p>Monthly (Management Meeting) and 4 monthly walk-around safety checks.</p>
<p>3. To develop a long-term (10 – 15 year) plan for on-going development and responsibility for Pioneer Cottage and Vise House contents and archival information.</p>	<ul style="list-style-type: none"> <li>Develop plans in partnership with the BWMCA for the continuation of the present operation of the Pioneer Cottage and Vise House. * Sunshine Coast Heritage Plan 2021-2031 Strategy 2.4.2</li> <li>Update the Conservation Management Plan after expert inspection of Pioneer Cottage.</li> <li>Aid both the BWMCA and the Sunshine Coast Council in the development of an Archival Interpretative building. *Sunshine Coast Heritage Plan 2021-2031 Strategy 2.5</li> <li>Research ways of ensuring adequate parking and storage for the future.</li> </ul>	<ul style="list-style-type: none"> <li>5yr lease agreement signed with BWMCA May 2019. Due for review 2024.</li> <li>Meet with BWMCA twice yearly to discuss future plans, maintenance and environmental sustainability.</li> <li>Undertake an annual building maintenance inspection with BWMCA in accordance with the Conservation Management Plan.</li> <li>Expert review of recommendations of Conservation Management Plan undertaken.</li> <li>Meet with SCCC Heritage representatives as needed.</li> <li>Resolve parking issues with Buderim’s local councillor.</li> </ul>	<p>Annual review</p>

STRATEGY	ACTIONS	INDICATORS	REVIEW
<p>4. Initiate and undertake related training activities for members and volunteers and avail ourselves of relevant training provided by other organisations.</p> <p>* SCC Heritage programs</p> <p>2.3.3</p>	<ul style="list-style-type: none"> <li>Review methods of recruitment of members and volunteers.</li> <li>Increase membership of BHS through targeted activities in the community.</li> <li>Review ways to develop members and volunteer skills * Sunshine Coast Heritage Plan 2021-2031 Strategy 3.2.1</li> <li>Develop in the organisation a sense of comradeship, cooperation, enjoyment, satisfaction and achievement among members.</li> </ul>	<ul style="list-style-type: none"> <li>Increased membership numbers</li> <li>Increased volunteer numbers</li> <li>Skill requirements identified.</li> <li>Skills development activities undertaken.</li> <li>Quarterly meetings with volunteers held.</li> <li>Bi-monthly social activity and annual Soiree held.</li> <li>Measure and report volunteer satisfaction.</li> </ul>	<p>Monthly (Management Meeting) and ongoing</p>
<p>5. Publicise and promote the work and activities of the Society through a range of media platforms to stimulate public interest, support and appropriate use of the facilities.</p> <p>* Sunshine Coast Heritage Plan 2021-2031 Strategy 3.3.1, 3.3.2, 4.2.1 &amp; 4.3.2</p>	<ul style="list-style-type: none"> <li>Implement methods to publicise the special activities and work of the Society.</li> <li>Invite appropriate individuals and organisations to assist in work, promotions and marketing, including local government councillors, local state and federal political representatives.</li> <li>Develop and undertake an annual program of outreach activities and educational programs to create and promote interest in the work of the Society, in the community. Develop and maintain links with educational institutions such as universities, schools and colleges to fit with their curriculums.</li> <li>Establish links with heritage and other groups to further the activities and work of the Society.</li> <li>Develop and maintain links on Web Site and Facebook.</li> <li>Increase BWMCA awareness of BHS plans, activities and accomplishments.</li> <li>Participate in and support where appropriate, SCCC Heritage activities.</li> </ul>	<ul style="list-style-type: none"> <li>Develop marketing opportunities including topics for UniSC Marketing students' projects.</li> <li>Number of visits to Pioneer Cottage from: Community groups School students Tertiary students Local/Queensland/Interstate/International visitors reported.</li> <li>Make comparative data of visitor attendance available to stakeholders.</li> <li>Links established with educational institutions and active.</li> <li>Review School visit processes</li> <li>Regular history talks for entertainment and education.</li> <li>Publicise BHS activities using multiple media outlets.</li> <li>Contribute to special community events.</li> <li>Delegate attendance at BWMCA meetings.</li> <li>Participation in SCCCH events and planning.</li> </ul>	<p>Monthly (Management Meeting) and ongoing</p>

STRATEGY	ACTIONS	INDICATORS	REVIEW
<p>6. Undertake and promote research activities of both past and recent historical activity in Buderim and adjacent localities.</p> <p>* Sunshine Coast Heritage Plan 2021-2031 Strategy 1.1.2</p>	<ul style="list-style-type: none"> <li>Identify research needs.</li> <li>Provide responses to research requests from historical records and photographs.</li> <li>Acknowledge copyright of BHS research material - historical records and photographs.</li> <li>Foster support and interest in local scholarly research activity.</li> <li>Seek and acquit grants from government and private organisations to purchase equipment and resources for research.</li> <li>Train volunteers to become guides and fulfil other roles such as data entry and conservation.</li> <li>Encourage UniSC students use of the facility for research purposes.</li> <li>Identify and provide support for a volunteer research assistant interested in our history.</li> </ul>	<ul style="list-style-type: none"> <li>Research needs identified are included in the AOP.</li> <li>Record number of requests and outcomes.</li> <li>Copyright template is available for use.</li> <li>Local research is available on the BHS website or on request.</li> <li>No. of successful grant applications submitted and acquitted.</li> <li>No. of Volunteers trained.</li> <li>Data base records are progressively improved.</li> <li>USC student interest identified.</li> <li>Feedback received re suitability for course work.</li> <li>Volunteer research assistant appointed.</li> <li>Investigate Indigenous and SSI local history.</li> </ul>	<p>Monthly (Management Meeting) and ongoing</p>

STRATEGY	ACTIONS	INDICATORS	REVIEW
<p>7. Conserve, preserve and develop the buildings, museum, artefacts, pioneer historical collections, gardens and records of the Society as an ongoing process, especially interpretive commentary of significant items and stories.</p> <p>* Sunshine Coast Heritage Plan 2021-2031 Strategy 1.1.3 &amp; 2.3 &amp; 4.3.3</p>	<ul style="list-style-type: none"> <li>• Develop plans for maintenance, repairs, renovations and improvement of the facilities in conjunction with the BWMCA Asset Management Plan.</li> <li>• Review the Museum's collections, contents and displays.</li> <li>• Enhance the development of a professional data base of documents, graphics, artefacts and collections.</li> <li>• Increase and ensure security of both our volunteers and the collection.</li> <li>• Review compliance with the National Standards for Australian Museums and Galleries, The Burra Charter and ICOM Code of Ethics for Museums.</li> <li>• Maintain links with the Burnett and Vise families.</li> </ul>	<ul style="list-style-type: none"> <li>• BHS Conservation Management Plan is implemented and recommendations are evaluated.</li> <li>• Educational opportunities are provided for new assistant Curators.</li> <li>• Continue accessioning and de-accessioning of objects in the collection.</li> <li>• Photographic collection is categorised and catalogued.</li> <li>• Conserve significant photographs in the Collection</li> <li>• eHive data base progress is reported.</li> <li>• Improved conservation of historic maps undertaken.</li> <li>• Interpretive themes developed.</li> <li>• Additional library resources obtained.</li> <li>• Recommendations of Preservation Needs Assessment reviewed and implemented as resources permit.</li> <li>• Visitor Satisfaction Report.</li> <li>• Security needs identified. Viable solutions implemented.</li> <li>• Continue the cleaning schedule for the collection and storage areas.</li> <li>• Ensure pest control undertaken as scheduled.</li> <li>• Burnett Family Tree is maintained.</li> </ul>	<p>Monthly and bi-annual meeting with BWMCA.</p> <p>Monthly (Management Meeting) and ongoing</p>

STRATEGY	ACTIONS	INDICATORS	REVIEW
<p>8. Continue the digitisation process, as resources permit, to enable clients, regardless of location, to access and use a range of Buderim history content.</p> <p>*Sunshine Coast Heritage Plan 2021-2031 Strategy 1.2.2</p>	<ul style="list-style-type: none"> <li>Enhance access Buderim's cultural heritage by increasing the scale of our digitisation activities.</li> <li>Commit to both the protection of creator's rights and to providing the greatest possible access to our collections, working within the framework of the Copyright Act 1968 (Cth) and the use of Creative Commons licences for the content we create.</li> <li>Adhere to protocols for Aboriginal and Torres Strait Islanders Collections.</li> <li>Focus on our unique material thus providing a critical mass of digital information, enhancing our community's knowledge.</li> <li>Ensure historical records are correct prior to digitisation.</li> <li>Commit to the preservation and care of original items we digitalise. The production of digital surrogates will reduce the need for future handling of these items.</li> <li>Digital versions of materials will represent originals as closely as possible.</li> <li>Continue to seek opportunities to collaborate with other institutions.</li> <li>Ensure long term access to legacy formats no longer accessible e.g. audio cassettes.</li> <li>Capture progress of the Buderim community via oral, written, audio-visual stories of indigenous and significant early settlers, as well as community progress through the 1950's -70's.</li> </ul>	<ul style="list-style-type: none"> <li>Digitisation policy reviewed.</li> <li>Complete Accession register upgrade to eHive by adding more detail regarding provenance of significant objects in our Collection.</li> <li>Identify documents requiring digitisation to enable public access.</li> <li>Provide sessions to enhance volunteer expertise in eHive data base and in operating audio-visual equipment.</li> <li>Records of History talks and interviews are kept in a readily accessible format.</li> <li>Transfer audio cassette recordings to digital format.</li> <li>BHS website is kept updated.</li> <li>Consider publishing relevant historical stories.</li> </ul>	<p>Monthly Management Committee meetings.</p>

**References:**

Museums Australia Strategic Planning Manual, 1998

National Standards for Australian Museums and Galleries, Second Edition, 2023.

ICOM Code of Ethics for Museums, 2017

The Burra Charter, The Australia ICOMOS Charter for Places of Cultural Significance, 2013.

South Australian Community History: Cleaning in Museums, Housekeeping Schedule, managing pests in the collection: Integrated Pest Management

State Library of Queensland Digitisation Policy

\*Sunshine Coast Heritage Plan 2021-2031

Endorsed by Buderim Historical Society Inc Management Committee August 2023.

## Appendix 1

## Buderim Historical Society SWOT Analysis - June 2023

<u>Strengths</u>	<u>Weaknesses</u>
<p><b>Collection:</b>  Expertise/skills of volunteers complementary  Volunteers can select area of interest  Available on-line (eHive)  Collection policy is strong on what we will accept into the collection  Displayed in context of the time period  Aim to have objects tell their story  Photos and documents are an excellent resource  BHS has the confidence of families linked to Buderim to donate objects, documents etc.  Condition of collection, housekeeping of Cottage and display.</p> <p><b>Programs:</b>  Primary School programs  Community Group talks and visits  Visitor satisfaction  History talks – local family history, researched local history  Publication of research  Responding to external requests for information regarding Buderim history  Photographic collection used for other publications  Participation in local community and Sunshine Coast Council events.</p> <p><b>Management:</b>  Strong emphasis on conservation  Committee, BWMCA and Sunshine Coast Heritage support  Enthusiastic core group of volunteers with complementary skill base  Policies and processes in place for:      Collection Management      Pest Management, Housekeeping &amp; Cleaning      Disaster Preparedness      Volunteer Management and Grievance process  Robust processes for financial management  Building and garden maintenance  Health &amp; Safety  Marketing Plan</p>	<p><b>Collection:</b>  Scrap books – digitisation required  Database requires additional research  Volunteer knowledge re data entry  Rotation of display in cabinets on back veranda  Copyright – publications (newspapers) and photographs post 1955  Display of photographs for easy access by visitors and researchers  Errors in various documents (dates events occurred)</p> <p><b>Programs:</b>  Media profile – maintenance of marketing strategy and publicity  Protocol needed for publication and publicity in newspapers, Facebook, email distribution  Interpretation – stories /themes; labelling  Planning for events, publicity and booking activities.</p> <p><b>Management:</b>  Ageing of volunteers – succession planning  Management Committee needs to increase membership  Availability of street parking due to encroaching development  Security  IT policies and protocols  Computer filing system needs review  Once roof is replaced, a step plan for Pioneer Cottage – painting in some rooms where roof leaks have occurred, wall paper (Parlour), cleaning of the exterior of the building</p>

Opportunities	Threats/Risks
<p><b>Collection:</b>  List of conservation priorities:  Digitisation of scrap books  Increase access to photographic collection  Storage of photo albums on display  Restoration of objects eg doll (object no 856.000) antique chair  Plan the rotation of objects on display  Cleaning – opportunity to look at glass replacement on mounted portraits and photos  Tracking milestones for Buderim - opportunity to involve the community in celebrating key events  Capture current quickly changing streetscape – video, still photos, annual, new buildings  Research agricultural history  Correction of errors in various historical documents. Addendum sheet in publications.</p> <p><b>Programs:</b>  School program – involve new volunteers in school visits to share workload  Improve media profile – Facebook, Trip Advisor, local publications  2032 – 150 years since Cottage built – start planning for celebration (Same year as the Olympics!)  Catering for group visits  Evening functions in the Cottage  Develop a calendar of planned activities throughout the year – History talks, Newsletters, school visits audits, Community and Council activities.</p> <p><b>Management:</b>  Finalise completion of recommendations by consultants:  Annual audit of building in conjunction with BWMCA; Interpretation Plan, Preservation Needs Assessment to inform next steps; schedule another Significance Assessment  Asset management – register of non-historical items. Protocol for management.  Compile an IT Policy and protocol; revise Digitisation Policy  Computer filing protocols  Upgrade Vise House kitchen  Funding sources available  Handover protocols for Management Committee personnel  Badging of Sybil Vise Research Centre – plaques, photographs of Sybil, promotion of resources.  Garden makeover plan</p>	<p><b>Collection:</b>  Security – ability to know of location of visitors  Storage of collection – part of collection requiring temperature-controlled environment  Degradation of scrap books  Wallpaper replacement</p> <p><b>Programs:</b>  Ability to recruit volunteers  Retention of volunteers - Volunteer availability to act as Visitor Guides affects opening times  School visits – volunteers available to assist  Parking access</p> <p><b>Management:</b>  Funding sources  Non-historical assets – insurance  Handover of Committee member responsibilities. Security of passwords, access to IT  Available time and personnel to undertake management responsibilities  BWMCA – long term viability, need for annual meeting agenda  Visitor safety – Council assessment of front access steps &amp; footpath  Long-term plan for Vise House – kitchen, wheel chair access to Vise House  Sustain marketing</p>