

# Kojonup



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

23 September 2025

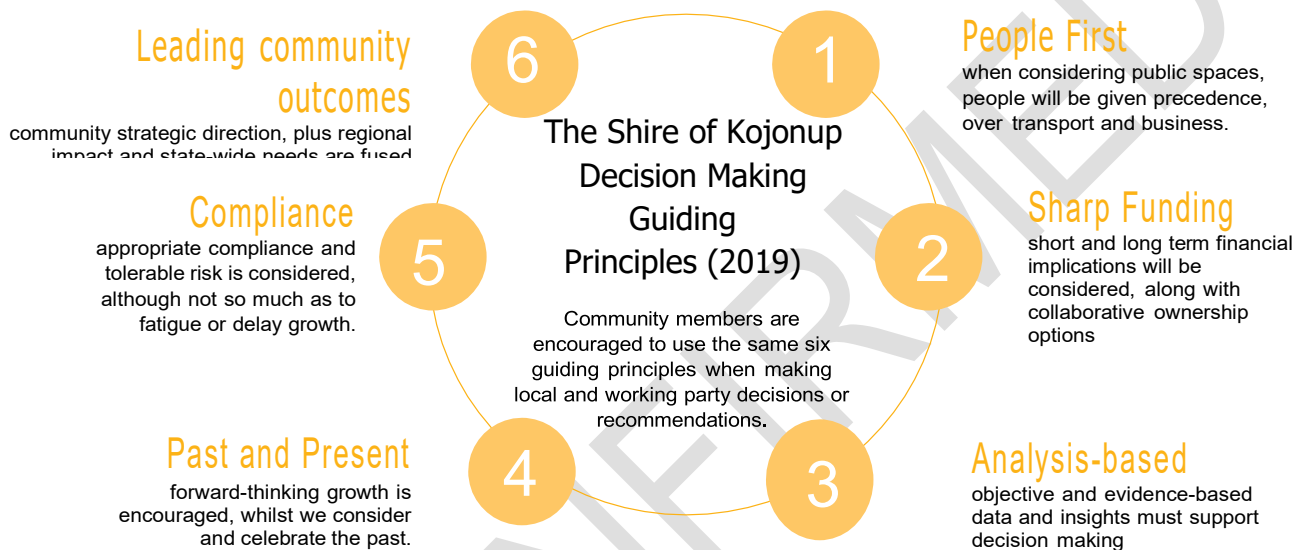
**MINUTES OF A ORDINARY COUNCIL MEETING HELD ON 23 September 2025**

**TABLE OF CONTENTS**

**1 Table of Contents**

|                                                                                          |           |
|------------------------------------------------------------------------------------------|-----------|
| <b>DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS .....</b>                           | <b>4</b>  |
| <b>2 ANNOUNCEMENTS FROM THE PRESIDING MEMBER .....</b>                                   | <b>5</b>  |
| <b>3 ATTENDANCE .....</b>                                                                | <b>5</b>  |
| 3.1 APOLOGIES .....                                                                      | 5         |
| 3.2 APPROVED LEAVE OF ABSENCE .....                                                      | 5         |
| <b>4 DECLARATION OF INTEREST .....</b>                                                   | <b>5</b>  |
| <b>5 PUBLIC QUESTION TIME .....</b>                                                      | <b>5</b>  |
| 5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....                          | 5         |
| 5.2 PUBLIC QUESTION TIME .....                                                           | 5         |
| <b>6 CONFIRMATION OF MINUTES .....</b>                                                   | <b>6</b>  |
| 6.1 ORDINARY COUNCIL MEETING 22 JULY 2025 .....                                          | 6         |
| <b>7 PRESENTATIONS .....</b>                                                             | <b>6</b>  |
| 7.1 PETITIONS .....                                                                      | 6         |
| 7.2 PRESENTATIONS .....                                                                  | 6         |
| 7.3 DEPUTATIONS .....                                                                    | 6         |
| 7.4 DELEGATES' REPORTS .....                                                             | 6         |
| <b>8 METHOD OF DEALING WITH AGENDA BUSINESS .....</b>                                    | <b>6</b>  |
| <b>9 REPORTS .....</b>                                                                   | <b>7</b>  |
| 9.1 KEY PILLAR 'LIFESTYLE' REPORTS .....                                                 | 7         |
| 9.2 KEY PILLAR 'ECONOMICS' REPORTS .....                                                 | 7         |
| 9.3 KEY PILLAR 'VISITATION' REPORTS .....                                                | 7         |
| 9.4 KEY PILLAR 'PERFORMANCE' REPORTS .....                                               | 7         |
| 9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (AUGUST 2025) ..... | 7         |
| 9.4.2 MONTHLY PAYMENTS LISTING – AUGUST 2025 .....                                       | 10        |
| <b>10 APPLICATIONS FOR LEAVE OF ABSENCE .....</b>                                        | <b>13</b> |
| <b>11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>                          | <b>13</b> |
| <b>12 QUESTIONS FROM ELECTED MEMBERS WITHOUT NOTICE .....</b>                            | <b>13</b> |
| <b>13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING .....</b>   | <b>13</b> |
| <b>14 MEETING CLOSED TO THE PUBLIC .....</b>                                             | <b>13</b> |
| 14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED .....                                   | 13        |
| 14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC .....                         | 14        |
| <b>15 CLOSURE .....</b>                                                                  | <b>14</b> |
| <b>16 ATTACHMENTS (SEPARATE) .....</b>                                                   | <b>14</b> |

The Shire of Kojonup has a set of six guiding principles it uses when making decisions. These principles are checked and enhanced every two years in line with the Strategic Community Plan review schedule.



## MINUTES

### DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President shall declare the meeting open at 3.00pm and draw the meeting's attention to the disclaimer below:

#### *Disclaimer*

*No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.*

*The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.*

*Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.*

#### **Acknowledgement of Country**

*The Shire of Kojonup acknowledges the first nations people of Australia as the Traditional custodians of this land and in particular the Keneang people of the Noongar nation upon whose land we meet.*

*We pay our respect to their Elders past, present and emerging.*

#### **Prayer**

*Almighty God, we pray for wisdom for our reigning monarch King Charles.*

*We ask for guidance in our decision making and pray for the welfare of all the people of Kojonup.*

*Grant us grace to listen and work together as a Council to nurture the bonds of one community.*

*Amen*

2 **ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

3 **ATTENDANCE**  
**COUNCILLORS**

Cr Bilney

Shire President

Cr Wieringa

Deputy Shire President

Cr Radford

Cr Egerton-Warburton

Cr Mathwin

Cr Mickle

**STAFF**

Grant Thompson

Chief Executive Officer

3.1 **APOLOGIES**

Cr Webb

3.2 **APPROVED LEAVE OF ABSENCE**

**MEMBERS OF THE PUBLIC**

4 **DECLARATION OF INTEREST**

Nil

5 **PUBLIC QUESTION TIME**

5.1 **RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Not applicable

5.2 **PUBLIC QUESTION TIME**

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 22 JULY 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 26 August 2025 are at [attachment 6.1.1](#).

OFFICER RECOMMENDATION/COUNCIL DECISION

125/25 Moved Cr Wieringa

Seconded Cr Mickle

That the Minutes of an Ordinary Council Meeting held 26 August 2025 be confirmed as a true record.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

7 PRESENTATIONS

7.1 PETITIONS

Nil

7.2 PRESENTATIONS

Nil

7.3 DEPUTATIONS

Nil

7.4 DELEGATES' REPORTS

Nil

8 METHOD OF DEALING WITH AGENDA BUSINESS

Nil

9

**REPORTS**

**9.1 KEY PILLAR ‘LIFESTYLE’ REPORTS**

Nil

**9.2 KEY PILLAR ‘ECONOMICS’ REPORTS**

Nil

**9.3 KEY PILLAR ‘VISITATION’ REPORTS**

Nil

**9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS**

**9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (AUGUST 2025)**

|                      |                                                                         |
|----------------------|-------------------------------------------------------------------------|
| <b>AUTHOR</b>        | Jill Johnson – Manager Financial & Corporate Services                   |
| <b>DATE</b>          | Thursday, 18th September 2025                                           |
| <b>FILE NO</b>       | FM.FNR.2                                                                |
| <b>ATTACHMENT(S)</b> | 9.4.1.1 – Monthly Financial Statements; 1 August 2025 to 31 August 2025 |

**‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033**

To be *“The Cultural Experience Centre of the Great Southern”*

STRATEGIC/CORPORATE IMPLICATIONS

| Key Strategic Pillar/s | Community Goal/s              | Corporate Objective/s             |
|------------------------|-------------------------------|-----------------------------------|
| Performance            | 12. A High Performing Council | 12.2 SoK monitoring and reporting |

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to note the Monthly Financial Statement for the month ending 31 August 2025.

**BACKGROUND**

In addition to good governance, the presentation to the Council of monthly financial reports is a statutory requirement, with these to be presented at an ordinary meeting of the Council within two (2) months after the end of the period to which the statements relate.

**COMMENT**

The attached Statement of Financial Activity for the period 1 August 2025 to 31 August 2025 represents two (2) months, or 16% of the year.

The following items are worthy of noting:

- Closing surplus position of \$7,256,723.
- Capital expenditure achieved 1.3% of budgeted projects.
- Cash holdings of \$3,327 of which \$1,135m is held in cash backed reserve accounts and \$2,152 is unrestricted cash.
- Rates debtors outstanding equate to 99% of total rates raised for 2025/2026
- Page 11 of the statements detail major variations comparing year to date (amended) budgets to year-to-date actuals in accordance with Council Policy 2.1.6.

## CONSULTATION

Nil

## STATUTORY REQUIREMENTS

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* sets out the basic information which must be included in the monthly reports to Council.

## POLICY IMPLICATIONS

Council Policy 2.1.6 defines the content of the financial reports.

## FINANCIAL IMPLICATIONS

This item reports on the current financial position of the Shire of Kojonup. The recommendation does not in itself have a financial implication.

## RISK MANAGEMENT IMPLICATIONS

| RISK MANAGEMENT FRAMEWORK                               |                                                                                                                                                                                                                                                                                                                                              |                 |                                                  |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------|
| Risk Profile                                            | Risk Description/Cause                                                                                                                                                                                                                                                                                                                       | Key Control     | Current Action                                   |
| 16) Financial Sustainability                            | Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc. These include processes and controls that are end to end in external and internal to the organisation. | Budget Controls | Cash Flow Budget and reporting to be implemented |
| Risk rating: Adequate                                   |                                                                                                                                                                                                                                                                                                                                              |                 |                                                  |
| IMPLICATIONS                                            |                                                                                                                                                                                                                                                                                                                                              |                 |                                                  |
| Financial reporting is required to create transparency. |                                                                                                                                                                                                                                                                                                                                              |                 |                                                  |

**ASSET MANAGEMENT IMPLICATIONS**

Nil

**GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS**

Nil

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION/COUNCIL DECISION**

126/25 Moved Cr Mathwin

Seconded Cr Egerton-Warburton

That the monthly financial statements for the period ending 31 August 2025, as attached, be noted.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

#### 9.4.2 MONTHLY PAYMENTS LISTING – AUGUST 2025

|            |                                               |
|------------|-----------------------------------------------|
| AUTHOR     | Rachael Egerton-Warburton – Finance Officer   |
| DATE       | Wednesday, 16 September 2025                  |
| FILE NO    | FM.AUT.1                                      |
| ATTACHMENT | 9.4.2.1 - Monthly Payment Listing August 2025 |

| 'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033<br>To be <i>"The Cultural Experience Centre of the Great Southern"</i><br>STRATEGIC/CORPORATE IMPLICATIONS |                               |                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-----------------------------------|
| Key Strategic Pillar/s                                                                                                                                                   | Community Goal/s              | Corporate Objective/s             |
| Performance                                                                                                                                                              | 12. A High Performing Council | 12.2 SoK monitoring and reporting |

#### DECLARATION OF INTEREST

Nil

#### SUMMARY

To receive the list of payments covering the month of August 2025.

#### BACKGROUND

Nil

#### COMMENT

The attached list of payments is submitted for receipt by the Council.

Any comments or queries regarding the list of payments is to be directed to the Chief Executive Officer prior to the meeting.

#### CONSULTATION

Nil

#### STATUTORY REQUIREMENTS

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

## POLICY IMPLICATIONS

Council's Policy 2.1.2 provides authorisations and restrictions relative to purchasing commitments.

## FINANCIAL IMPLICATIONS

All payments are made in line with Council Policy.

## STRATEGIC/CORPORATE IMPLICATIONS

There are no strategic/corporate implications involved with presentation of the list of payments.

## RISK MANAGEMENT IMPLICATIONS

| RISK MANAGEMENT FRAMEWORK                                                                            |                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                   |
|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------|
| Risk Profile                                                                                         | Risk Description/Cause                                                                                                                                                                                                                                                                                                                          | Key Control                | Current Action                                                    |
| 16) <i>Financial Sustainability</i>                                                                  | Failure or reduction in controls associated with financial management, accounting standards, purchasing to pay, order to cash, plant, equipment or machinery lease or purchase, Treasury Functions, bank reconciliations, budget etc.<br>These include processes and controls that are end to end in external and internal to the organisation. | <i>Purchasing Controls</i> | Purchasing Controls:<br>Requisitions PO and reporting disciplines |
| <i>Risk rating: Adequate</i>                                                                         |                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                   |
| IMPLICATIONS                                                                                         |                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                   |
| Financial reporting is required to create transparency on all creditors payments and purchases made. |                                                                                                                                                                                                                                                                                                                                                 |                            |                                                                   |

## ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

## GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

## VOTING REQUIREMENTS

Simple Majority

### OFFICER RECOMMENDATION/COUNCIL DECISION

126/25 Moved Cr Radford

Seconded Cr Wieringa

That, in accordance with Regulation 13 (1) of the *Local Government (Financial Management) Regulations 1996*, the list of payments as attached made under delegated authority:

| FROM – 1 August 2025 |             | TO – 31 August 2025 |
|----------------------|-------------|---------------------|
|                      |             |                     |
| Municipal Cheques    | 14406-14407 | \$775.86            |
| EFTs                 | 36570-39987 | \$819,629.63        |
| Direct Debits        |             | \$442,476.94        |
| Total                |             | \$1,262,882.43      |

be received.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Egerton-Warburton, Cr Radford, Cr Mathwin, Cr Mickle

10 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

11 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 QUESTIONS FROM ELECTED MEMBERS WITHOUT NOTICE

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING CLOSED TO THE PUBLIC

14.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

NIL

**STATUTORY REQUIREMENTS**

*Section 5.23(2) of the Local Government Act 1995* permits the Council to close a meeting, or part of a meeting, to members of the public if the meeting deals with any of the following:

- (a) a matter affecting an employee or employees; and
- (b) the personal affairs of any person; and
- (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and
- (e) a matter that if disclosed, would reveal —
  - (i) a trade secret; or
  - (ii) information that has a commercial value to a person; or
  - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government; and
- (f) a matter that if disclosed, could be reasonably expected to —
  - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law; or
  - (ii) endanger the security of the local government's property; or
  - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety; and
- (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*.

Subsection (3) requires a decision to close a meeting, or part of a meeting and the reason for the decision to be recorded in the minutes.

**PROCEDURAL MOTION**

**That the meeting proceed behind closed doors in accordance with Section 5.23(2) (e) of the *Local Government Act 1995* at \_\_\_\_\_ pm.**

**PROCEDURAL MOTION**

**That the meeting be reopened to the public at \_\_\_\_\_pm.**

**14.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

Nil

**15 CLOSURE**

In closing the Presiding Member thanked the two retiring Councillors, Cr Alan Egerton-Warburton and Cr Paul Webb, and the 2025 standing nominees, for their contribution, time and efforts on the Council over the past four years. Your contributions have been invaluable and very much appreciated by both the Community and Council Members. Thank you for all you have done.

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at **3.06 pm**.

**16 ATTACHMENTS (SEPARATE)**

|       |         |                                                                  |
|-------|---------|------------------------------------------------------------------|
| 6.1   | 6.1.1   | 07 - 26 August 2025 OCM - Minutes - Unconfirmed                  |
| 9.4.1 | 9.4.1.1 | Monthly Financial Statements;<br>1 August 2025 to 31 August 2025 |
| 9.4.2 | 9.4.2.1 | Monthly Payment Listing August 2025                              |