



SHIRE OF KOJONUP

MINUTES

Ordinary Council Meeting

16 December 2025

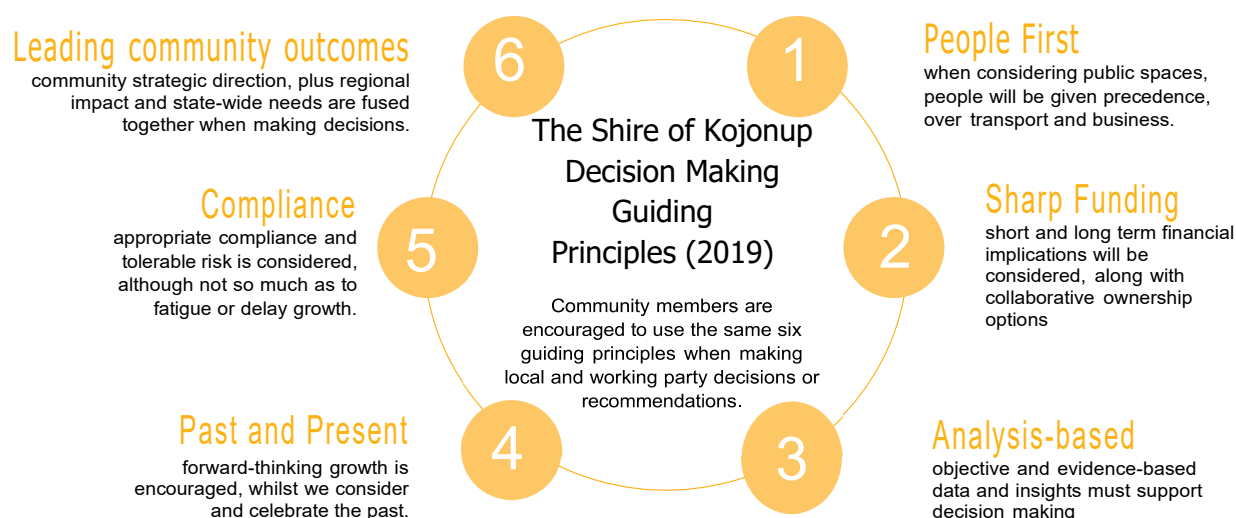
MINUTES OF AN ORDINARY COUNCIL MEETING HELD ON 16 DECEMBER 2025

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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

1 **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 Mathwin	Deputy Shire President
Cr Michael	
Cr Wieringa	
Cr Mickle	
Cr Mitchell	

STAFF

Grant Thompson	Chief Executive Officer
Estelle Lottering	Manager Regulatory Services
Darryn Watkin	Manager of Works and Infrastructure

3.1 APOLOGIES

3.2 APPROVED LEAVE OF ABSENCE

Cr Radford

4 DECLARATION OF INTEREST

Nil

5 PUBLIC QUESTION TIME

5.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5.2 PUBLIC QUESTION TIME

Nil

6 CONFIRMATION OF MINUTES

6.1 ORDINARY COUNCIL MEETING 25 NOVEMBER 2025

Unconfirmed Minutes of an Ordinary Council Meeting held 25 NOVEMBER 2025 are at [attachment 6.1.1.](#)

OFFICER RECOMMENDATION/COUNCIL DECISION

144/25 Moved Cr Michael

Seconded Cr Wieringa

That the Minutes of an Ordinary Council Meeting held 25 November 2025 be confirmed as a true record.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchel, Cr Mathwin, Cr Mickle

7 PRESENTATIONS

7.1 PETITIONS

7.2 PRESENTATIONS

7.3 DEPUTATIONS

7.4 DELEGATES' REPORTS

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

9.3.1 MEMORIAL HALL FEE VARIATION JANUARY TO DECEMBER 2026

AUTHOR	Jill Watkin – Heritage & Tourism Experience Curator
DATE	Wednesday 10 December 2025
ATTACHMENT(S)	Nil

‘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	11	Fresh	Community	11.5	Visionary milestone celebrations
		Engagement			

DECLARATION OF INTEREST

Nil

SUMMARY

To consider a variation to the Memorial Hall, hire fees between January and December 2026.

BACKGROUND

The Memorial Hall Centennial year is between 11 November 2025 and 26 December 2026.

Community consultation determined a desire for monthly events to be held at the Hall with the support of community.

COMMENT

To mark the Centenary, the Shire plans to encourage local community groups, sports clubs and Not-For-Profits to use the Hall during the Centennial year for their fundraising events.

As such, it is being recommended that the Hall Hire fees be waived for the 2026 calendar year.

A full deposit (as per fees and charges) would be incurred and refunded if the Hall is left in original condition.

Additionally, if the Hall requires further cleaning, an additional fee would still be applicable to the hirer.

The aim is to re-invigorate interest in the community to hire and utilize the Hall .

Current hire fees are:

Reference to Council Approved Fees and Charges Schedule

Community Functions

Hire fees:

Main Hall	\$125
Lesser Hall	\$85
Kitchen	\$75
Entire Facility	\$250

Deposits:

Standard Bond	\$450
Additionally with Liquor being served	\$600

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

By waving the hire fees for the Memorial Hall cashflow will be impacted negatively.

The 2025/2026 budget has a revenue target of \$1625.00 in the 2025/2026 financial year.

The Shire has collected YTD December 2025 \$1354.55 in revenue for the 2025/26 budget.

The financial impact on revenue at this stage on the 2025/26 budget is not material and estimated at a deficit of \$270.45 for the 2025/26 budget year.

For the 2026 calendar year the revenue impact is expected to be approximately \$1625.00 in total.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
10 – Facilities, Venues and Events	Failure to effectively manage the day-to-day operations of facilities, venues and/or events	Booking process	Draft improved planning process guidelines

Risk Rating: Adequate
IMPLICATIONS
Encouraging the hire and utilization of the Memorial Hall by the community aligns with the effective management of the day-to-day operations associated with the Shire facilities, venues and/or events.

ASSET MANAGEMENT IMPLICATIONS

Nil

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

<p>OFFICER RECOMMENDATION</p> <p>145/25 Moved Cr Mitchell</p> <p>Seconded Cr Mickle</p> <p>That Council approve:</p> <p>1. A variation to waive the Memorial Hall Community hire fees for the Calendar Year 2026 in support of encouraging the community to utilise the Hall during its Centennial year.</p> <p>2. The varied Memorial Hall Community hire fees be advertised on the Shire of Kojonup website and via local public notice.</p> <p>CARRIED 6/0</p> <p>For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle</p>
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9.3.2 MEMORIAL HALL MILITARY MUSEUM CREATION

AUTHOR	Jill Watkin – Heritage & Tourism Experience Curator
DATE	Wednesday 10 December 2025
ATTACHMENT(S)	Nil

‘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	11	Fresh	Community	11.5	Visionary milestone celebrations

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the creation of a Military Museum in the larger north and south anterooms of the Memorial Hall to commemorate Kojonup’s service personnel, serving in conflicts since WW1 and to mark the Centennial year of the Memorial Hall.

BACKGROUND

The Memorial Hall Centennial year is between 11 November 2025 and 26 September 2026.

A Government grant ‘Saluting Their Service’ has been identified in consultation with Kojonup RSL to fund the creation of a Military Museum.

Approximately \$70,000.00 will be requested as a part of the grant application to fund the creation of the Musuem.

Consultation with the RSL will occur in early 2026 and the grant application will be submitted by the 5th of February 2026.

COMMENT

The creation of a Military Musuem is a fitting tribute and testimony of both remembrance and in commemoration of the Memorial Hall’s Centennial year.

The creation of a Military Musuem aligns with the Shire strategy for the 2025/26 financial year to launch a new Military History Trail and Tours that coincide with Albany’s Bicentennial celebrations.

The Centennial year of the Memorial Hall presents as a timely opportunity to apply for the grant and leverage the \$55,000.00 spent by the Shire recently to restore the lead lights and stained-glass windows in the Memorial Hall.

The outcome of the grant application will be announced in June 2026.

It should be considered by Councilors, that currently, the Shire utilizes one of the ante rooms for short term records storage. The discussion with the Records and Cemeteries Officer suggests the smaller anteroom on the south side of the building may be more suitable as a records storage room in the short term. Records requirements will be fully considered in the planning of the Museum.

To commemorate the Memorial Hall Centennial Year and opening of the Military Musuem, the Shire would host a community celebration estimated to cost circa \$4000.

The Author is requesting the Shire support the allocation of the \$4,000 in the 2026/27 budget to fund an event associated with the new museum opening and supporting the grant application.

This is all dependent on the aforementioned grant being approved.

CONSULTATION

Chief Executive Officer

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Council would be forward committing to allocating approximately \$4,000 in the 2026/27 annual budget in order to support the grant application for 'Saluting Their Service'.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
6 - Engagement	Inadequate involvement with or support of community groups	Community engagement/networking	Nil
Risk Rating: Adequate			
IMPLICATIONS			
Creation of a Military Musuem at the Memorial Hall and celebration of the opening of it and the Centennial year of the Hall aligns with maintaining and re-engaging with community groups and encouraging the continued utilization of the historical facilities within the Shire of Kojonup.			

ASSET MANAGEMENT IMPLICATIONS

Better utilisation of the Memorial Hall for its intended purpose.

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

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

146/25 Moved Cr Mathwin

Seconded Cr Mickle

That Council approve:

- 1. The Shire providing written support to the Kojonup RSL grant application for a museum to be created in the Memorial Hall for *'Saluting Their Service'*.**
- 2. The request to utilize the larger north and south anterooms of the Memorial Hall to develop a military history museum, taking into consideration the Shires requirement for short term records storage; and**
- 3. To allocate \$4,000 in the 2026/27 annual budget to hold a community celebration to mark the opening of the new museum dependent on the RSL being approved for the *'Saluting Their Service'* grant to the amount of \$70,000.**

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

9.4 KEY PILLAR ‘PERFORMANCE’ REPORTS

9.4.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY (NOVEMBER 2025)

AUTHOR	Jill Johnson – Manager Financial, Corporate & Community
DATE	Thursday, 11th December 2025
FILE NO	FM.FNR.2
ATTACHMENT	9.4.1.1 – Monthly Financial Statements to 30 November 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 months ending 30 November 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 November 2025 to 30 November 2025 represents four (5) months, or 41% of the year.

9.4.5.1 - Monthly Financial Statements to 30 November 2025.

The following items are worthy of noting:

- Closing surplus position of \$6,319,583m.
- Capital expenditure achieved 22.6% of budgeted projects.
- Cash holdings of \$7,115 of which \$1,137m is held in cash backed reserve accounts and \$5,978m is unrestricted cash.
- Rates debtors outstanding equate to 25% 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.

STRATEGIC/CORPORATE IMPLICATIONS

Nil

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 PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

147/25 Moved Cr Mickle

Seconded Cr Mathwin

That the monthly financial statement for the period ending 30 November as attached, be noted.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

9.4.2 MONTHLY PAYMENTS LISTING – OCTOBER 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Monday, 8 December 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.2.1 Creditors report for Council - October 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

To receive the list of payments covering the month of October 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) 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
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Financial reporting is required to create transparency.			

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

46/25 Moved Cr Wieringa

Seconded Cr Michael

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 October 2025		TO – 31 October 2025
Municipal Cheques	14409-14410	\$575.95
EFTs	36841-37044	\$704,888.76
Direct Debits		\$544,592.34
Total		\$1,250,057.05

be received.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

9.4.3 MONTHLY PAYMENTS LISTING – NOVEMBER 2025

AUTHOR	Rachael Egerton-Warburton – Finance Officer
DATE	Tuesday, 9 December 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.3.1 Creditors report for Council - November 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

To receive the list of payments covering the month of November 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) 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 PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

149/25 Moved Cr Wieringa

Seconded Cr Mickle

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 November 2025		TO – 30 November 2025
Municipal Cheques	14411-14412	\$14,672.84
EFTs	37045-37203	\$432,257.78
Direct Debits		\$456,273.79
Total		\$903,204.41

be received.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

9.4.4 AUDITED ANNUAL FINANCIAL STATEMENTS 2024/2025 AND GENERAL MEETINGS OF ELECTORS

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 10 December 2025
FILE NO	FM.AUD.2 & FM.FNR.1
ATTACHMENT(S)	<p>9.4.4.1 Audited Annual Financial Report - Shire of Kojonup - 30 June 2025</p> <p>9.4.4.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025</p> <p>9.4.4.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025</p> <p>9.4.4.4 Opinion - Shire of Kojonup - 30 June 2025</p>

‘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	12.1 SoK finances and funding 12.2 SoK monitoring and reporting

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is to consider the 2023/2024 Audited Annual Financial Report, incorporating the Audit Report and associated correspondence and consider whether to recommend to the Council to adopt the 2023/2024 Audited Reports.

BACKGROUND

Each local government is to prepare an annual financial report for each financial year. The report is a record of the Shire of Kojonup’s (Shire) activities for the financial year and is an integral part of the accountability principles established for local governments in Western Australia.

COMMENT

The Audit Report and Annual Financial Report will be considered by the Council at its 25 February 2025 Ordinary Meeting. The Auditor’s Management Letter is provided as additional information to the Committee and Council for transparency and full disclosure.

It is recommended that the Audited Annual Financial Report, incorporating the aforementioned documents and the regulatory reporting, be considered by Council at a Special Council Meeting to be called for 3.00pm, Tuesday, 3 February 2026.

The Annual Electors Meeting must be held within 56 days of the Council accepting the Annual Financial Report, with appropriate time being allowed after adoption to give notice of the meeting, say 14 days.

If the Council adopts this recommendation it effectively means that the Annual Electors Meeting needs to be held prior to the 25 April 2026.

In previous years, the Annual Electors Meeting has been held in the evening following the Ordinary Council Meeting (OCM). However, as the OCM is in late April it is recommended that the Annual Electors Meeting be held on Tuesday 17 April 2026 at the Kojonup Sporting Complex.

The Annual Electors Meeting will be publicised in the Great Southern Herald, on the Shire website and Shire Facebook page as soon as possible after the date is set, and in the next available Kojonup News and Shire mediums.

FINDINGS IDENTIFIED DURING THE FINAL AUDIT

Index of findings	Potential impact on audit opinion	Rating			Prior year finding
		Significant	Moderate	Minor	
1. Monthly reconciliation process	No	?			?
2. General journal review processes	No	?			?
3. General IT controls – Access rights & permissions	No		?		?
4. Quotes	No			?	
5. Leave applications	No		?		

Key to ratings

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. The auditors give consideration to potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

Significant - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit opinion, it should be addressed promptly.

Moderate - Those findings which are of sufficient concern to warrant action being

taken by the entity as soon as practicable.

Minor - Those findings that are not of primary concern but still warrant action being taken.

Contained within the 2023/2024 Audit Report were matters identified as significant by the Auditor. The matters raised as significant by the Auditor were as follows:

1. Monthly reconciliation process

Finding

The auditors identified weaknesses with the preparation and review of monthly reconciliations, including the following observations:

- Several key account reconciliations (e.g. bank, debtors, creditors, and rates) were not performed on a timely basis for the months of July 2024 to January 2025
- The August 2024 reconciliation for Trust and Reserve bank accounts had no evidence of review by an authorised officer
- Debtors' reconciliations for August 2024, February & March 2025 were either not completed or not evidenced.

The auditors acknowledged the Shire has made improvements to its monthly reconciliation processes from when this finding was first identified in 2023.

Rating: Significant (2024: Significant)

Implication

Reconciliations are a key control to ensure financial data is completely and accurately reflected in the general ledger from which financial statements are derived. There is a risk that internal controls are not being fully applied and that unreconciled or unauthorised transactions may go undetected and/or unresolved.

Recommendation

Management should ensure that all month-end reconciliations are completed and reviewed by an independent officer as soon as practicable in the following month. Evidence of review and follow-up actions taken where required should also be retained.

Management comment

- *The Shire has taken the steps to train the Senior Finance Officer in bank reconciliations to support the process by providing a back-up officer with this skillset in the event these circumstances prevail again.*
- *Key finance personal have now been appointed and will oversee the monthly processes in Creditors and Debtors.*

2. General journal review processes Finding

From our sample of 30 journal entries examined, we noted the following:

- *Seventeen journals relating to Department of Transport payments made were incorrectly processed via general journals instead of the appropriate payment process*
- *Two rates journal entries for amalgamations and adjustments did not include evidence of review prior to posting.*

This finding was first identified in 2024.

Rating: Significant (2024: Significant)

Implication

In the absence of, incorrect use, or adequate review of all general journals posted, there is an increased risk of unauthorised journals being posted whether due to fraud or error which may result in errors posted to the annual financial report.

Recommendation

Management should ensure that all general journals are reviewed by an appropriate person who is independent of the person performing the tasks. All general journals and supporting documentation should be reviewed by an appropriate officer and signed as evidence of review.

General journals should also not be used to recognise payments made; this should be performed using the appropriate accounts payable functions.

Management comment

- *Acknowledged that the current process of raising journals to receipt Department of Transport payments is perhaps not a preferred process by the auditor's method but was in place in the absence of other controls.*
- *Changes will be instigated immediately and the payments received on the bank, will now be processed via the Creditors function in Synergy where 2 Factor authorisation is in place.*
- *It is already the Shire policy/procedure that all general journals are reviewed by an appropriate officer.*
- *As such the Rates Officer will receive training on providing following the correct process for Rate journals, which will be approved by an authorised officer.*

Greater detail of all findings can be read in the management letter and correspondence attached.

Further to this the Shire officers received the audited financials on 3 December 2025.

CONSULTATION

Auditors – Lincolns Accountants Albany
The Office of the Auditor General
Audit Riak & Improvement Committee
Shire President
Briefing Session
Manager Financial Corporate Community

STATUTORY REQUIREMENTS

Section 5.26 to 5.33; 5.53 & 5.54 of the *Local Government Act 1995*

Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*

Regulation 50(1) (c) of the Local Government (Financial Management) Regulations 1996

The Local Government Act 1995 Division 5, Section 5.54 states the following:

5.54. Acceptance of annual reports

(1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

The Auditors report was received on 3rd December. As a result Shire Officers do not have available time from when the statements were received to compile the report before the 15 December Ordinary Council meeting which is the next available timeframe it could be accepted.

Therefore, we are applying section 5.54 subsection (2) to carry forward the compilation of the Annual Report to be finalized on or before the 3rd February 2026.

In the meantime the Annual Financial Statements may be adopted by Council and this ensures our auditing compliance with the 31st December deadline as per the recommendation.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

This item reports on the financial position of the Shire as at 30 June 2024. The recommendation does not in itself have a financial implication.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications for this report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION/COMMITTEE DECISION

150/25 Moved Cr Wieringa

Seconded Cr Mickle

That the Council receive the 2024/25 Audited Annual Financial Statements and:

- 1. The 2024/2025 Audited Annual Financial Statements, and accompanying correspondence, be approved by Council; and,**
- 2. The Chief Executive Officer be requested to forward a copy of this Council agenda item, to the Minister for Local Government and place them on the Shire of Kojonup website in accordance with Section 7.12A (Duties of local government with respect to audits) of the *Local Government Act 1995*; and,**
- 3. The matters raised in the Auditor's Management Letter be noted, a report produced internally on how the significant items will be addressed, and those actions be included in the Committee Status Report of future Audit and Risk Committee agendas; and**
- 4. Due to the lack of available time for the annual report to be compiled for the 2024/2025 financial year to be accepted by 31 December 2025, the Council direct the Chief Executive Officer to complete the Annual Report compilation and:**
 - present the finalized 'Electors Annual Report' for consideration to a Special Council Meeting to be held at 3.00pm, Tuesday, 3 February 2026 (within 2 months of the receipt of the audited financials); and**
 - schedule an Annual Electors Meeting to be held at 6.00pm, Tuesday, 17 April 2026 at the Kojonup Sporting Complex.**

LOST 6/0

Against: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

FORESHADOWED ALTERNATIVE MOTION

151/25 Moved Cr Mathwin

Seconded Cr Mitchell

That Council:

- 1. Call a Special Council Meeting on the 23 of December 2025 at 3pm to approve the 2024/2025 Annual Report and Audited Financial Statements; and**
- 2. Direct the CEO to present the Annual Report and Audited Financial Statements and revised electors meeting schedule to Council at the Special Council meeting on the 23rd of December 2025**

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

9.4.5 VARIATION TO COMMITTEES OF COUNCIL - MEETING DATES FOR 2026

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Wednesday, 19 November 2025
ATTACHMENT	Nil

‘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

Council to consider a schedule of meeting place, dates and times for Committees of Council for the 2026 calendar year.

BACKGROUND

At the November 2025 Ordinary Council meeting the Council approved the meeting dates and times for the 2026 Calendar year as following:

That Council:

- Approve dates and times for the 2026 calendar year for the respective Committees of Council as follows:***
 - The Audit, Risk and Improvement (ARIC) Committee schedules its meetings to be held on 3 March, 2 June, 1 September and 2 December for the 2026 calendar year and meet time be established as 10:00 am.***
 - The Natural Resource Management Advisory Committee (NRMAC) meetings be held on 4 February, 6 May, 2 September for the 2026 calendar year, times as presented.***
 - The Noongar Advisory Committee schedule its meetings to be held on 3 March, 4 August and 3 November for the 2026 calendar year, times as presented.***
 - The Bush Fire Advisory Committee (BFAC) schedule its meetings to be held on 3 February and 5 August for the 2026 calendar year, times as presented.***
 - The Historical, Tourism and Cultural Committee schedules its meetings to be held on 3 March, 4 August, 3 November for the 2026 calendar year, times as presented.***

- *The Kojonup Aging, Disability, Access, Inclusion and Health Committee schedules its meetings to be held on 3 March, 2 June, 1 September and 2 December for the 2026 calendar year and meet time be established as 10:00 am.*
- *The Roads and Technical Services Advisory Committee schedule its meetings to be held on 3 February, 5 May, 3 June, 5 August and 4 November for the 2026 calendar year and meet time be established as 9:00 am.*
- *The Muradup Community Advisory Committee schedule its meetings to be held on 4 February, 6 May and 2 September for the 2026 calendar year and meet time be established as 2:00 pm.*

2. Direct the CEO to publish the Council Committee Meetings schedule, as presented, on the Shire of Kojonup website and local public notice given.

Carried 7/0

For: Cr Bilney, Cr Wieringa, Cr Radford, Cr Mathwin, Cr Mickle, Cr Michael, Cr Mitchell

A conflict has been identified on the 3 March schedule of meetings between the Audit Risk and Improvement Committee, Kojonup Aging, Health and DAIP Committee, Noongar Advisory Committee, Historical, Tourism and Cultural Committee.

COMMENT

To resolve the conflict the Author is requesting the Council support changing the schedule of the Audit Risk and Improvement Committee and the Kojonup Aging, Health and DAIP Committee to the 4 March 2026 at the same times already approved.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

Section 5.25 (1) (g) - Local Government Act 1995:

5.25. Regulations about council and committee meetings and committees

(1) Without limiting the generality of s. 9.59, regulations may make provision in relation to—

- (g) the giving of public notice of the date and agenda for council or committee meetings;*

Regulation 12 - Local Government (Administration) Regulations 1996 –

12. Publication of meeting details [Act s. 5.25(1) (g)]

(1) In this regulation —

meeting details, for a meeting, means the date and time when, and the place where, the meeting is to be held.

(2) The CEO must publish on the local government’s official website the meeting details for the following meetings before the beginning of the year in which the meetings are to be held—

- (a) ordinary council meetings;*
- (b) committee meetings that are required under the Act to be open to*

members of the public or that are proposed to be open to members of the public.

- (3) *Any change to the meeting details for a meeting referred to in sub-regulation (2) must be published on the local government's official website as soon as practicable after the change is made.*
- (4) *If a local government decides that a special meeting of the council is to be open to members of the public, the CEO must publish the meeting details for the meeting and the purpose of the meeting on the local government's official website as soon as practicable after the decision is made.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC/CORPORATE IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3 - Compliance	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	Councillor/Staff Induction Process Councillor/Staff training	Nil
6 - Engagement Practices	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Policies and Procedures	Nil
<i>Risk rating: Adequate</i>			

IMPLICATIONS

Allows compliance with s. 5.25 (1) (g) of the Local Government Act 1995 and r. 12 – Local Government (Administration) Regulations 1996 - publication of meeting details.
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ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

**152/25 Moved Cr Mickle
That Council:**

Seconded Cr Mathwin

- 1. Amend the scheduled dates for the following committees from 3 March 2026 to the 4 March 2026 as follows:**
 - **The Audit, Risk and Improvement (ARIC) Committee reschedules its meeting from the 3 March 2026 to 4 March 2026 at 9:00am.**
 - **The Kojonup Aging, Disability, Access, Inclusion and Health Committee reschedules its meeting from the 3 March 2026 to 4 March 2026 at 2:00pm.**
- 2. Direct the CEO to publish the amended Council Committee Meetings schedule, as presented, on the Shire of Kojonup website and local public notice given.**

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

9.4.6 REQUEST SHIRE OF KOJONUP TO SIGN COMMITMENT STATEMENT - RECONCILIATION WESTERN AUSTRALIA

AUTHOR	Grant Thompson – Chief Executive Officer
DATE	Thursday, 20th November 2025
ATTACHMENT	9.4.6.1 – Commitment Statement

‘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	10. Contributed Socially	10.2 Shire and Community reconciliation plan

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of this report is for Council to consider signing a commitment statement with Reconciliation WA toward creating a local reconciliation pathway with the local Keneang Noongar.

BACKGROUND

This relates to reconciliation WA creating a place-based pathway for reconciliation in the Great Southern.

As a part of a Federally funded reconciliation plan, the Great Southern has been involved in a Pilot program to involve all key stakeholders including Local Government Authorities to participate in a program to move toward reconciliation at a local level.

COMMENT

The Shire President was invited to participate in a regional workshop to define pathways toward reconciliation

One of the outcomes from this is for stakeholders to sign a commitment statement that means we all walk together toward reconciliation in local place-based manner.

The statement itself does not commit funds or resources but rather an intent to undertake place-based reconciliation.

The statement of commitment is attached for Council to consider.

The Author recommends the Council support the Shire President to sign the commitment statement on behalf of the Council and Shire.

CONSULTATION

Shire President
Briefing Session

STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
<i>6. Engagement</i>	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.	<i>Community-based Committees, forums & workshops</i>	Stakeholder Engagement Plan to be created
<i>Risk rating: Adequate</i>			
IMPLICATIONS			
Minimal risk involved and works toward building a local relationship with the Keneang Noongar.			

ASSET MANAGEMENT PLAN IMPLICATIONS

Nil

GREAT SOUTHERN VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

153/25 Moved Cr Wieringa

Seconded Cr Michael

That Council:

- 1. Supports the Commitment Statement intent and authorises the Shire President to sign and support the intention on behalf of the Council and Shire.**
- 2. Directs the CEO to create a plan to address the intention of the Commitment Statement in-line with the Community Strategic Plan.**

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

9.4.7 MEMORANDUM OF UNDERSTANDING (DRAFT) BETWEEN GREAT SOUTHERN TREASURES AND THE SHIRE OF KOJONUP

AUTHOR	Grant Thompson, CEO
DATE	Tuesday, 9 December 2025
FILE NO	FM.AUT.1
ATTACHMENT	9.4.7.1 – GST DRAFT MOU 9.4.7.2 – GST Annual Report 2024-2025

‘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	11 Fresh Community Engagement	11.4 Innovative Partnerships

DECLARATION OF INTEREST

Nil

SUMMARY

The purpose of the report is for Council to consider;

1. receiving and considering a draft Memorandum of Understanding between Great Southern Treasures Shire members and the Shire of Kojonup;
2. Noting the GST Annual Report;
3. approving the Great Southern Treasures MOU subject to no significant change, committing the Shire to participate for a further three (3) years to 2029;
4. delegating authority to the CEO to execute the MOU
4. approving the membership fees of GST to be included in the budget until the termination of the MOU in 2029.

BACKGROUND

Great Southern Treasures (GST) is primarily comprised of Councils within the Great Southern region; the composition of the consortium has changed over time. Currently the consortium comprises the Shires of Broomhill-Tambellup, Cranbrook, Gnowangerup, Jerramungup, Katanning, Kent, Kojonup and Woodanilling.

The primary purpose of Great Southern Treasures is to:

1. Maximise the economic return from tourists and visitors to the participant local governments.
2. Promote and develop the tourism assets of the participant local governments.
3. Cooperate and take an active interest in tourism matters affecting the participant communities.
4. Nurture industry partners and key stakeholders within the local, regional, state and national tourism industry.

At the Great Southern VROC CEO Strategic Planning Workshop held on 2 October 2025, discussion was held regarding the upcoming renewal of the Great Southern Treasures (GST) Memorandum of Understanding (MOU), which is due to expire on 30 June 2026.

To support the members in considering future participation, Sophie Zalokar, representing Great Southern Treasures and Australia Southwest (ASW), attended the Great Southern VROC meeting on 3 November 2025 to provide a presentation outlining the organisations recent activities, including the Bloom Festival.

Following the presentation, member Shires discussed the value and level of benefit derived from participation in GST, noting varying views regarding local impact, volunteer reliance, and the level of return on financial contributions.

A number of participating members have highlighted the reliance on volunteers and the limited local economic return to their communities with a question being posed: does this investment of the current annual contribution provide sufficient value for ratepayers?

The meeting acknowledged the broader importance of regional collaboration and agreed that the value of participation in GST is influenced by the level of engagement and contribution from each Council.

The Great Southern VROC resolved to note the presentation and to list the matter for further consideration at its February 2026 meeting.

It was agreed that:

- Each member Shire would review its position and level of commitment to the GST MOU renewal prior to the February meeting;
- A GSVROC CEOs meeting, including the Shire of Jerramungup, would be held prior to the February 2026 VROC meeting to discuss a collective position and formulate a recommendation; and

COMMENT

Great Southern Treasures contracts Australia Southwest (ASW), the major tourism body for the South of the State, to manage the executive functions and marketing of GST, via a 3 year service level agreement aligned to the term of the MOU.

ASW is required to deliver on marketing, brand and communication initiatives that comprise:

- Regional branding and communication
- The Bloom festival
- Other festivals

The success of these initiatives is tracked via the following key performance indicators (KPIs):

- Intrastate visitation.
- Brand awareness.
- Industry and stakeholder awareness.
- Growth in the financial contribution from the Bloom festival.

One of the essential outputs for successful events and tourism is promotion and marketing, particularly social media platforms. The primary purpose of Great Southern Treasures is to

provide this service to Local Government and have well-established channels in which to do so.

The Shire's contribution to GST will be \$20,000 per annum for a 3-year agreement.

An alternative would be to withdraw from the partnership and look at funding marketing Kojonup Tourism internally.

The Shire would need to bring all its tourism promotion in-house. This would create resource and budget implications.

The Author believes the Shire of Kojonup's investment in GST, and then on to ASW, is value for money. The networks and marketing that ASW bring to the table is good value for the \$20,000 investment. The Shire could spend more than that on marketing and sales collateral and still not have the same impact with visitors. That being said the Shires human assets and other assets are fully employed in this space and do most of the groundwork with the planning and execution of activities and events held in Kojonup during the year.

Should the Shires enter into this MOU, it is likely a Service Level Agreement will be entered into between GST and ASW reflecting the term and ongoing arrangement.

It is the Authors' recommendation that the Shire commits to funding GST for a further three year period on the basis that ASW is the service provider for marketing purposes and the membership remains at a similarly funded scale and GST remains viable.

CONSULTATION

Nil

LEGAL & STATUTORY REQUIREMENTS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The operational costs for GST are shared between the member councils. As per the MOU ongoing contributions of Kojonup for the three-year term will be \$20,000 per financial year. The Shire of Kojonup is a tier one council for this purpose.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
3) <i>Compliance</i>	Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework.	<i>Audit Risk & Improvement Committee</i>	Internal Audits

<i>Risk rating: Adequate</i>

IMPLICATIONS

Minimal risk involved and works toward building a local relationship with the Keneang Noongar.
--

ASSET MANAGEMENT PLAN IMPLICATIONS

There are no asset management implications for this report.

SOUTHERN LINK VROC (VOLUNTARY REGIONAL ORGANISATION OF COUNCILS) IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

154/25 Moved Cr Mathwin

Seconded Cr Mickle

That Council:

- 1. Notes the Great Southern Treasures Annual Report 2024 – 2025;**
- 2. Delegates Authority and authorises the CEO to sign the Memorandum of Understanding with Great Southern Treasures on behalf of the Council, subject to no material changes; and**
- 3. Approves the membership fees of Great Southern Treasures and directs the CEO to include the amount of \$20,000 (excluding Goods and Services Tax) in the budget until the end of the Memorandum of Understanding period in 2029,**

on the basis that GST remains a viable Great Southern Shire member-based group.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

10 APPLICATIONS FOR LEAVE OF ABSENCE

155/25 Moved Cr Bilney

Seconded Cr Mathwin

That Council approves leave for Roger Bilney From 6 February 2026 to 4 March 2025.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

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

Urgent Item

This item needs to be received and a decision to be reached

Vote Required

Absolute Majority

OFFICER RECOMMENDATION

156/25 Moved Cr Mickle

Seconded Cr Wieringa

That Council approves the late matter

“ADVISORY COMMITTEES OF COUNCIL APPOINTMENT OF COMMUNITY REPRESENTATIVES – AUDIT AND RISK COMMITTEE / NATURAL RESOURCE MANAGEMENT COMMITTEE / KOJONUP HISTORICAL TOURISM CULTURAL COMMITTEE / KOJONUP AGING, DISABILITY, ACCESS, INCLUSION AND HEALTH COMMITTEE

to be considered in the standing orders of this Ordinary Council Agenda dated 16 December 2025.

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

13.1 ADVISORY COMMITTEES OF COUNCIL – APPOINTMENT OF COMMUNITY REPRESENTATIVES – AUDIT AND RISK COMMITTEE / NATURAL RESOURCE MANAGEMENT COMMITTEE / KOJONUP HISTORICAL TOURISM CULTURAL COMMITTEE / KOJONUP AGING, DISABILITY, ACCESS, INCLUSION AND HEALTH COMMITTEE

AUTHOR	Grant Thompson, CEO
DATE	Monday, 15 December 2025
ATTACHMENT(S)	13.1.1 – Terms of Reference – Advisory Committees of Council UNDER SEPARATE COVER 13.1.2 – Expressions of Interest – Community Representative Positions – Respective Council Committee Nominations

‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033 To be <i>“The Cultural Experience Centre of the Great Southern”</i> 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 endorse community representatives for membership on Council’s Audit and Risk Committee and Natural Resource Management Committee and Kojonup Historical Tourism Cultural Committee.

BACKGROUND

In previous decisions Council has created the terms of reference for the Council Committees. The current Terms of Reference for Council’s Advisory Committees are at attachment 13.1.1

Committee roles are spilled and readvertised after each local government election. An election took place in October 2025.

As a result, the Shire recently advertised the vacant committee roles locally. Advertising included the Koji news, noticeboards, Shire of Kojonup (Shire) website and social media platforms.

COMMENT

Council has received one community representative nomination for its Natural Resource Management (NRM) Advisory Committee, one community member nomination for its Audit and Risk Committee and three nominations for its Historical Tourism Cultural Committee.

The Council also received One (1) nomination for the Kojonup Aging, Disability, Access, Inclusion and Health Committee.

Therefore, the Council is still seeking two (2) further community representatives required for the NRM Committee and at least one additional (1) community representative for the Kojonup Aging, Disability, Access, Inclusion and Health Committee. The Shire will readvertise the positions.

The Muradup Community Committee was not advertised and will be advertised in 2026 aligning to the agreed timeframes with the Muradup community.

CONSULTATION

Nil

STATUTORY REQUIREMENTS

The appointment of members to Committees and their operation is set out in *Sections 5.8 to 5.25 of the Act and Regulations 14 to 14B of the Local Government (Administration) Regulations, 1995*.

A local government may, by absolute majority, establish Committees comprising of 3 or more persons, be it elected members, employees and/ or other persons, to exercise the powers and discharge the duties of the local government that can be delegated to committees.

Individual Councilors are entitled to be members of at least one committee, which comprises elected members only or elected members and employees.

Section 5.10 allows the Shire President to be a member on any Committee that has an elected member and also the CEO (or their representative) to be on any Committee that has an employee as a member.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications.

RISK MANAGEMENT IMPLICATIONS

RISK MANAGEMENT FRAMEWORK			
Risk Profile	Risk Description/Cause	Key Control	Current Action
Engagement	Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and/or Elected Members.	Community-based Committees, forums & workshops Advisory committees/ groups	Stakeholder Engagement Plan to be created
Risk rating - Moderate			

IMPLICATIONS
Having good community representation on Advisory Committees supports the community engagement in Council strategy and decisions.

ASSET MANAGEMENT IMPLICATIONS

Nil

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

Nil

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

157/25 Moved Cr Bilney

Seconded Cr Mathwin

That Council appoints community membership to the following Committees as follows:

- 1. AUDIT AND RISK COMMITTEE**
Community Member – Digby Stretch
- 2. KOJONUP NATURAL RESOURCE MANAGEMENT (NRM) ADVISORY COMMITTEE**
Community Member - Kath Mathwin
- 3. KOJONUP HISTORICAL TOURISM CULTURAL COMMITTEE**
Community Member – Ronice Blair
Community Member – Barbara Hobbs
Community Member – Andy Chandler
- 4. KOJONUP AGING, DISABILITY, ACCESS, INCLUSION AND HEALTH COMMITTEE**
Community Member – Lucy Camilla Hall

CARRIED 6/0

For: Cr Bilney, Cr Wieringa, Cr Michael, Cr Mitchell, Cr Mathwin, Cr Mickle

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 proceeds 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 RESOLUTIONS THAT MAY BE MADE PUBLIC

15 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:35pm.

16 ATTACHMENTS (SEPARATE)

- 6.1.1. Unconfirmed Minutes of an Ordinary Council Meeting held 25 November 2025

- 9.4.1.1 Monthly Financial Statements to 30 November 2025
- 9.4.2.1 Creditors report for Council - October 2025
- 9.4.3.1 Creditors report for Council - November 2025

- 9.4.4.1 Audited Annual Financial Report - Shire of Kojonup - 30 June 2025
- 9.4.4.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025
- 9.4.4.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025
- 9.4.4.4 Opinion - Shire of Kojonup - 30 June 2025

- 9.4.6.1 Commitment Statement

- 9.4.7.1 GST DRAFT MOU
- 9.4.7.2 GST Annual Report 2024-2025