

# Kojonup



SHIRE OF KOJONUP

MINUTES

Special Council Meeting

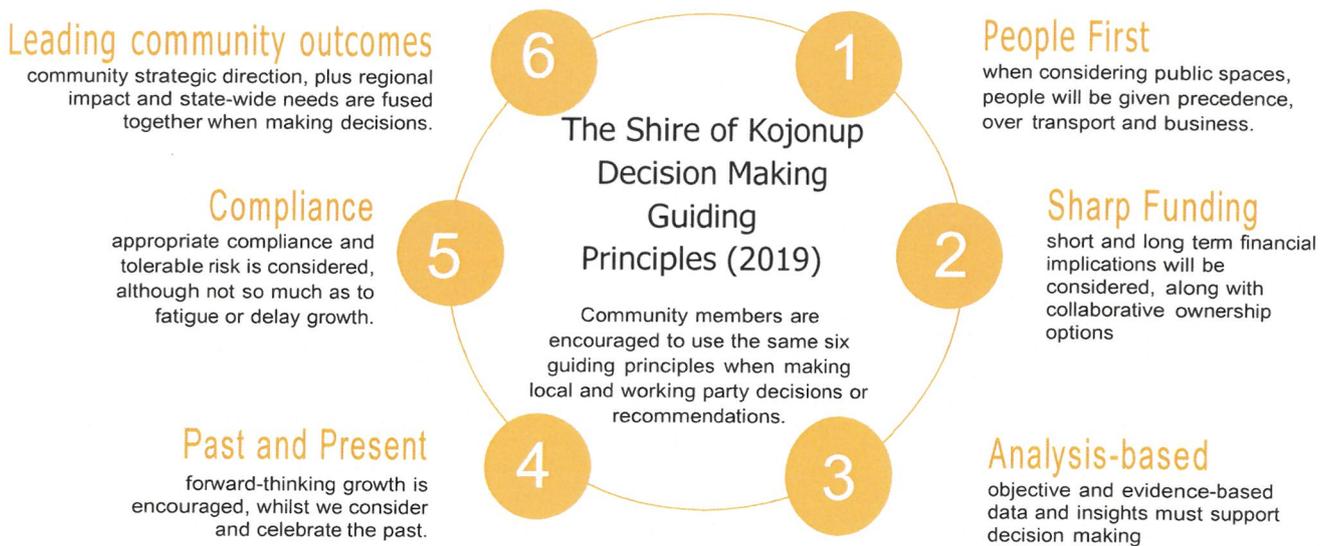
23 December 2025

MINUTES OF SPECIAL COUNCIL MEETING HELD ON 23 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 Mickle   | Councillor      |
| Cr Michael  | Councillor      |
| Cr Mitchell | Councillor      |
| Cr Wieringa | Councillor      |

**STAFF**

|                |                         |
|----------------|-------------------------|
| Grant Thompson | Chief Executive Officer |
|----------------|-------------------------|

3.1 **APOLOGIES**

|            |                        |
|------------|------------------------|
| Cr Mathwin | Deputy Shire President |
|------------|------------------------|

3.2 **APPROVED LEAVE OF ABSENCE**

Approved leave of absence for Councillor Radford

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

Nil

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

9.2 KEY PILLAR 'ECONOMICS' REPORTS

9.3 KEY PILLAR 'VISITATION' REPORTS

9.4 KEY PILLAR 'PERFORMANCE' REPORTS

9.4.1 TRANSFER OF RESERVE FUNDS – MECHANICAL REPAIR OF HINO 6 WHEEL WATER CART KO 122

|               |   |
|---------------|---|
| AUTHOR        | Darryn Watkins – Manager Works & Infrastructure |
| DATE          | Monday 1 <sup>st</sup> December 2025            |
| FILE NO       |   |
| ATTACHMENT(S) | Nil   |

|  |                             |                               |
|--|-----------------------------|-------------------------------|
| <p><b>'PLACEMAKING' STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b><br/>                 To be <i>"The Cultural Experience Centre of the Great Southern"</i><br/>                 STRATEGIC/CORPORATE IMPLICATIONS</p> |                             |                               |
| Key Strategic Pillar/s   | Community Goal/s            | Corporate Objective/s         |
| KP – Performance   | 12. High Performing Council | 12.1 SoK Finances and Funding |

DECLARATION OF INTEREST

Nil

## SUMMARY

The purpose of this report is for Council to approve a funds transfer from Plant Reserve to fund the mechanical repairs to Hino KO 122 6 Wheel water cart.

## BACKGROUND

The Shire has one Hino 6 Wheel tip truck with a 10,000lt water body with spray bar. The truck is a Hino 700 series 6 Wheeler 2018 model. It is estimated that the truck has approximately 105,000km on the odometer with an average usage of 13,500km per annum.

Hino KO122 is scheduled for replacement in the Plant Replacement Program in the FY 2027/2028.

## COMMENT

During the course of the Shamrock Rd widening and reconstruction capital project (RRG 001) the vehicle suffered catastrophic failure of the transmission whilst in transit at the end of day. The vehicle was transported to WA Hino in Perth for diagnosis and repair.

*The report back from WA Hino is that the auto transmission has suffered heat damage due to having very low oil.*

*There is a leak from where the PTO mounts onto the gearbox.*

The transmission is a sealed unit and therefore not subject to operator pre start checks.

WA Hino have offered 2 options for the repair.

**Option 1:** Replace with all new parts \$62,381.78 ex GST. Genuine parts, 3-year unlimited parts warranty for manufacture defects

**Option 2:** Service exchange unit \$31,050 ex GST. Comes with 6-month workmanship warranty.

The pricing above is supply and fit, along with costs incurred to date for the diagnosis being \$1,755 ex GST

## CONSULTATION

Chief Executive Officer  
Manager Financial & Corporate Services

## STATUTORY REQUIREMENTS

*Local Government Act 1995*

*6.2 Local Government to prepare annual budget*

*Local Government (Function and General) Regulations 1996*

*Part4 – Provision of Goods and Services*

## POLICY IMPLICATIONS

2.1.8 Financial Governance

The Shire will make decisions in relation to financial management and financial governance that encompass the following principles:

1. Management of financial risk prudently, having regard to economic circumstances;
2. Examples of financial risks to be managed prudently include the level of debt, commercial activities, community business activities, financial assets and liabilities.

**FINANCIAL IMPLICATIONS**

As a part of the terms and conditions of the Plant Reserve, emergency repairs are allowed. \$32,805 will be transferred from this reserve to the municipal account and thus reduce the principal in the reserve. The current balance of this reserve is \$269,951.

**RISK MANAGEMENT IMPLICATIONS**

| RISK MANAGEMENT FRAMEWORK   |                                   |  |   |
|---|-----------------------------------|--|---|
| Risk Profile  | Risk Description/Cause            | Key Control  | Current Action  |
| Supplier Contract Control: Adequate   | Limited availability of suppliers | <ul style="list-style-type: none"> <li>• Ongoing reviews of supplier/contractor arrangements</li> <li>• Regular monitoring of delivery of contracts</li> </ul> | <ul style="list-style-type: none"> <li>• Service Interruption</li> <li>• Financial</li> </ul> |
| Risk rating – Moderate  |                                   |  |   |
| IMPLICATIONS  |                                   |  |   |
| The risk of contractor not being able to deliver within time frame due to: <ul style="list-style-type: none"> <li>• Weather conditions</li> <li>• Staff availability</li> </ul> |                                   |  |   |

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Absolute Majority

|   |                          |                              |
|---|--------------------------|------------------------------|
| <b>MOTION 158/25</b>  | <b>MOVED: Cr MICHAEL</b> | <b>SECONDED: Cr MITCHELL</b> |
| <p>That Council approves the transfer of \$32,805 excluding GST from the Plant Reserve to fund the emergency mechanical repairs to Hino KO 122.</p> |                          |                              |
| <p><b>CARRIED 5/0</b></p>   |                          |                              |
| <p><b>For: Cr Bilney, Cr Wieringa, Cr Mickle, Cr Michael, Cr Mitchell</b></p>   |                          |                              |

9.4.2 ELECTED MEMBER FEES & ALLOWANCES 2025 2026 FINANCIAL YEAR

|               |   |
|---------------|---|
| AUTHOR        | Grant Thompson  |
| DATE          | Monday 22 December 2025   |
| FILE NO       |   |
| ATTACHMENT(S) | 9.4.2.1 - Policy 3.7 Councillors Fees & Reimbursements<br>9.4.2.2 - local government ceo and elected council members determination 2025 |

|  |                             |                               |
|--|-----------------------------|-------------------------------|
| <p><b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b><br/>                 To be <i>“The Cultural Experience Centre of the Great Southern”</i><br/>                 STRATEGIC/CORPORATE IMPLICATIONS</p> |                             |                               |
| Key Strategic Pillar/s   | Community Goal/s            | Corporate Objective/s         |
| KP – Performance   | 12. High Performing Council | 12.1 SoK Finances and Funding |

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is for Council to consider retrospectively setting the Councillor Fees and Allowances for the 2025 2026 budget.

**BACKGROUND**

Council has previously agreed to the option of paying an annual attendance fee in lieu of council meeting, committee meeting and prescribed meeting attendance fees which is permissible under the Local Government Act and the Salaries and Allowances Tribunal determination 4 April 2025.

Furthermore, Council Policy 3.7 – ‘Councillors Fees & Reimbursements’, [attachment 9.4.2.1 - Policy 3.7 Councillors Fees & Reimbursements](#), states as follows:

*‘Elected member fees and allowances are set annually by the Salaries and Allowances Tribunal and are to be set at 75%, determined by the allocated band, of the maximum level permitted under the Local Government Act 1995 and Salaries and Allowances Act 1975.*

*The Information and Communication Technology allowance be set at \$3,000 or 75% of the maximum level permitted, whichever is the greater.’*

**COMMENT**

The Salaries and Allowances Tribunal classifies Western Australian local governments into four (4) bands, with band 1 being the largest local governments and band 4 being the smallest. The Shire of Kojonup is a band 3 local government.

The annual meeting attendance fee range within the bands, as defined in the *Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members* made on 4 April 2025 are as follows:

The ranges of fees in **Table 1** apply where a local government or regional local government decides by an absolute majority that, instead of paying council members an attendance fee referred to in section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings. Council has previously decided this is the preferred method.

**Table 1: Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees – local governments**

| Band | Elected council member |          | Mayor or President |          |
|------|------------------------|----------|--------------------|----------|
|      | Minimum                | Maximum  | Minimum            | Maximum  |
| 1    | \$27,560               | \$35,480 | \$27,560           | \$53,215 |
| 2    | \$16,655               | \$26,020 | \$16,655           | \$34,890 |
| 3    | \$8,615                | \$18,335 | \$8,615            | \$28,385 |
| 4    | \$4,020                | \$10,650 | \$4,020            | \$21,880 |

### Allowances

The annual allowance for a Deputy Shire President is set within the determination and section 5.98A(1) of the *Local Government Act 1995* as 25% of that the Shire President is entitled to. Therefore, the minimum allowance that can be paid to the Deputy President is \$7,760 as per the current SAT determination.

The annual allowance for ICT expenses is also set within the determination and section 5.99A(b) of the *Local Government Act 1995*, which the SAT sets at a minimum of \$500 and maximum of \$3,500.

The current Shire allowance is set at \$3,000 which is within the threshold of the current determination therefore it is recommended it remain at \$3,000.

Transport allowance will remain as is and as per the SAT determination.

### Process of setting annual sitting fees

The *Local Government Act 1995* legislates the manner and types of payments able to be made to elected members.

Section 5.98 '*Fees etc. for council members*', part (6) states as follows:

'A local government cannot —

- (a) make any payment to; or
- (b) reimburse an expense of,

a person who is a council member or a mayor or president in that person's capacity as council member, mayor or president unless the payment or reimbursement is in accordance with this Division.'

Section 5.99 'Annual fee for council members in lieu of fees for attending meetings' states as follows:

'A local government may decide\* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings –

(a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or

(b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

\* Absolute majority required.'

As such, the Council is required to set the annual fee for meeting attendance, which is currently undertaken via Policy 3.10.

The following recommendations are made on the Annual Fees and Allowances for Elected Members at the Shire of Kojonup.

**Table 4: Recommended Annual sitting fee Councillors and President of a local government as per the SAT Determination and Shire Policy 3.7**

| For a Councillor | Elected council member |          | Recommended as per Shire Policy 3.7 |
|------------------|------------------------|----------|-------------------------------------|
| LG Band          | Minimum                | Maximum  | Councillor Sitting Fee              |
| 3                | \$8,615                | \$18,335 | \$13,751                            |
| For President    | President              |          | Recommended as per Shire Policy 3.7 |
| LG Band          | Minimum                | Maximum  | President Sitting Fee               |
| 3                | \$8,615                | \$28,385 | \$21,289                            |

**Table 3: Recommended Annual allowance for a mayor or president of a local government as per the SAT Determination and Shire Policy 3.7.**

| For a President                             |         |          | Recommended as per Shire Policy 3.8 |
|---|---------|----------|-------------------------------------|
| LG Band                                     | Minimum | Maximum  | President Allowance                 |
| 3   | \$1,152 | \$41,388 | \$31,041                            |
| For a Deputy President (25% of Entitlement) |         |          | Recommended as per Shire Policy 3.7 |
| LG Band                                     | Minimum | Maximum  | Deputy President Allowance          |
| 3   | \$288   | \$10,347 | \$7,760                             |

CONSULTATION

Manager Finance Corporate Community

**STATUTORY REQUIREMENTS**

Section 5.98 to 5.102 of the Local Government Act 1995 legislates payments and gifts local governments can make to its members.

The Determination of the Salaries and Allowances Tribunal on Local Government Chief Executive Officers and Elected Members made on 4 April 2025 is made under section 7A of the Salaries and Allowances Act 1975, [attachment 9.4.2.2 - local government ceo and elected council members determination 2025](#).

**POLICY IMPLICATIONS**

Council Policy 3.7 – ‘*Councillors Fees & Reimbursements*’ sets the level of allowances paid to elected members within the range prescribed by the Salaries and Allowances Tribunal.

**FINANCIAL IMPLICATIONS**

An increase in Elected Member Fees and allowances. The combination of the increase and the Shire policy means this is a higher increase than 3%. If Council wants to reduce these fees then Policy 3.7 requires to be amended.

**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 – <i>Adequate</i>  |  |                 |   |
| IMPLICATIONS   |  |                 |   |
| Council sets the policies for setting fees and allowances as per the SAT determinations. |  |                 |   |

**ASSET MANAGEMENT IMPLICATIONS**

Nil

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

Nil

**VOTING REQUIREMENTS**

Absolute Majority

(If setting an annual fee for council members in lieu of fees for attending meetings, otherwise simple majority)

**MOTION 159/25**

**CARRIED: Cr MICHAEL**

**SECONDED: Cr WIERINGA**

That Council:

1. Notes the Salaries Allowances Tribunal Determination 4 April 2025 related to the setting of Elected Members Fees and Allowances (**attachment 9.4.2.2 - local government ceo and elected council members determination 2025**).
2. Approves the President Allowance to be set at \$31,041 to be compliant with the Shire Policy 3.7;
3. Approve the Deputy President Allowance to be set at \$7760 to be compliant with the Shire Policy 3.7;
4. Approve the President annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire Policy 3.7 at \$21,289;
5. Approve the elected Member annual sitting fee in lieu of fees for attending meetings to be compliant with the Shire Policy 3.7 at \$13,751.

**CARRIED 5/0**

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

**9.4.3 ANNUAL REPORT INCLUDING AUDITED ANNUAL FINANCIAL STATEMENTS 2024/2025 AND GENERAL MEETINGS OF ELECTORS**

|                      |  |
|----------------------|--|
| <b>AUTHOR</b>        | Grant Thompson – Chief Executive Officer   |
| <b>DATE</b>          | Wednesday, 10 December 2025  |
| <b>FILE NO</b>       |  |
| <b>ATTACHMENT(S)</b> | <p>9.4.3.1 Annual Report including Audited Annual Financial Report - Shire of Kojonup - 30 June 2025</p> <p>9.4.3.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025</p> <p>9.4.3.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025</p> <p>9.4.3.4 Opinion - Shire of Kojonup - 30 June 2025</p> |

|   |                               |  |
|---|-------------------------------|--|
| <p><b>‘PLACEMAKING’ STRATEGIC COMMUNITY PLAN JULY 2023 TO JUNE 2033</b><br/>                 To be <i>“The Cultural Experience Centre of the Great Southern”</i><br/> <b>STRATEGIC/CORPORATE IMPLICATIONS</b></p> |                               |  |
| <b>Key Strategic Pillar/s</b>   | <b>Community Goal/s</b>       | <b>Corporate Objective/s</b>                                       |
| Performance   | 12. A High Performing Council | 12.1 SoK finances and funding<br>12.2 SoK monitoring and reporting |

**DECLARATION OF INTEREST**

Nil

**SUMMARY**

The purpose of this report is to consider acceptance of the 2024 2025 Annual Report incorporating the Audited Annual Financial Statements, and associated correspondence, and consider adopting the 2024 2025 Annual Report and schedule for the Electors meeting.

**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 audited financial reports are now finalized and incorporated into the Annual Report, [attachment 9.4.3.1 Annual Report including Audited Annual Financial Report - Shire of Kojonup - 30 June 2025](#).

This year’s Annual Report contains the annual snapshot of the activities of Council for 2024 2025 including statistical information, the Elected Members who formed Council, President’s Report, Councillors’ attendance at meetings, Chief Executive Officer’s Report, Council’s Senior Management Team, the Organisational Structure, changes to staffing, a ‘traffic light’ system indicating progress within Key Pillars of the Shire’s Strategic Community Plan, Statutory Statements, and the Audited Financial Statements for the financial year.

It is recommended that the Annual Report including the Audited Annual Financial Report, incorporating the aforementioned documents and the regulatory reporting, be approved.

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.

If the Council adopts this recommendation it effectively means that the Annual Electors Meeting needs to be held on or prior to the 17 February 2026.

In previous years, the Annual Electors Meeting has been held in the evening following an Ordinary Council Meeting (OCM). However, as the OCM is in late February it is recommended that the Annual Electors Meeting be held on Tuesday 17 February 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 [9.4.3.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025](#); [9.4.3.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025](#); [9.4.3.4 Opinion - Shire of Kojonup - 30 June 2025](#).

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  
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

**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 2025. 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.

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

Nil

VOTING REQUIREMENTS

Absolute Majority

MOTION 160/25

CARRIED: Cr WIERINGA

SECONDED: Cr MICKLE

That the Council accept and receive the 2024 2025 Audited Annual Financial Statements and:

1. Approve the 2024 2025 Annual Report, as presented, incorporating the adopted Annual Financial Statements, in readiness for the Annual Electors Meeting; and
2. The Chief Executive Officer forward a copy of the Annual Report to the Minister for Local Government and places the Annual Report 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.
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. Schedule an Annual Electors Meeting to be held at 6.00pm, Tuesday, 17 February 2026 at the Kojonup Sporting Complex.

AMENDMENT TO MOTION 168/25

MOVED: Cr MICKLE

SECONDED: Cr MICHAEL

That the Council amend the substantive motion point 4 to:

4. Schedule an Annual Electors Meeting to be held at 6.00pm, Wednesday, 4 February 2026 at the Kojonup Sporting Comple and remove the conflict of committee dates and change the Natural Resource Management Committee meeting date to be determined by the CEO.

CARRIED 5/0

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

AMENDMENT BECOMES THE SUBSTANTIVE MOTION 167/25

CARRIED: Cr WIERINGA SECONDED: Cr MICKLE

That the Council accept and receive the 2024 2025 Audited Annual Financial Statements and:

1. Approve the 2024 2025 Annual Report, as presented, incorporating the adopted Annual Financial Statements, in readiness for the Annual Electors Meeting; and
2. The Chief Executive Officer forward a copy of the Annual Report to the Minister for Local Government and places the Annual Report 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.
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. Schedule an Annual Electors Meeting to be held at 6.00pm, Wednesday, 4 February 2026 at the Kojonup Sporting Complex and remove the conflict of committee dates and change the Natural Resource Management Committee meeting date to be determined by the CEO.

CARRIED 5/0

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

- 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

#### STATUTORY REQUIREMENTS

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.

NOTE: The reason for the meeting to be closed is so Council can consider and compare several commercial in confidence tenders.

#### PROCEDURAL MOTION

161/25 MOVED: Cr MICKLE

SECONDED: Cr WIERINGA

That the meeting proceed behind closed doors in accordance with Section 5.23(2) (a) of the *Local Government Act 1995* at 3.30 pm.

CARRIED 5/0

#### PROCEDURAL MOTION

162/25 MOVED: Cr MICKLE

SECONDED: Cr WIERINGA

That the meeting be reopened to the public at 3.33pm.

CARRIED 5/0

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

##### 14.1.1 QUOTATION FOR PROVISION OF BITUMEN SEALING SERVICES – BROOMEHILL KOJONUP ROAD – REGIONAL ROAD SAFETY PROGRAM

MOTION 163/25

MOVED: Cr MICHAEL

SECONDED: CR WIERINGA

That Council approves the quotation from Colas WA Pty Ltd for sum of \$252,809.14 excluding GST for the provision of bitumen shoulder sealing for the Regional Road Safety Program – Broomehill Kojonup Rd.

CARRIED 5/0

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

**15 CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:34pm

16 ATTACHMENTS (SEPARATE)

- 9.4                      9.4.2                      9.4.2.1 - Policy 3.7 Councillors Fees & Reimbursements
- 9.4.2.2 - local government ceo and elected council members determination 2025
- 9.4.3                      9.4.3.1 Annual Report including Audited Annual Financial Report - Shire of Kojonup - 30 June 2025
- 9.4.3.2 Interim Management Letter Attachment - Shire of Kojonup - 30 June 2025
- 9.4.3.3 Transmittal Letter to CEO - Shire of Kojonup - 30 June 2025
- 9.4.3.4 Opinion - Shire of Kojonup - 30 June 2025

**Under Separate Cover**

- 14.1                      14.1.1                      14.1.1.1                      Quotation – Bitumen Sealing – Fulton Hogan Pty Ltd
- 14.1.1.2                      Quotation – Bitumen Sealing – Bitumen Surfacing WA
- 14.1.1.3                      Quotation – Bitumen Sealing – Colas WA PTY LTD

Confirmed as a true record –

  
\_\_\_\_\_  
Presiding Member

8-03-2026  
Date