



Minutes of 18th Annual General Meeting of
Balai Bahasa Indonesia Perth (Inc)
Held Thur 12th February 2026 at the Indonesian Consulate General
134 Adelaide Tce Perth

Meeting opened at **6.30pm**

1. Chairperson Sue Cooper opened the meeting
2. **Present:** As per attendance book
3. **Apologies:** Nil
4. **Minutes** from 17th AGM 6th March 2025 were tabled with copies available for those present. Minutes were read and accepted as a true and correct record; Moved by *Maya Swailes*. Seconded by *Hara Kawulusan*. **PASSED**
5. **Business arising from the Minutes** Nil
6. **Chairperson's Report** on 2025 activities and plans for 2026 was delivered by Chairperson Sue Cooper and tabled for the Meeting. See **Appendix One** of this document.
7. **Treasurer's Report** delivered by Karen Bailey (Treasurer since April 2025). See full report in **Appendix Two** of this document.
 - Motion: *To accept the quote from Tommy Lam at SMSF Audit firm to undertake the audit for 2024/25 financial year as per quote (\$1,000)*
Moved by *Leon Walker*. Seconded by *Moya McLauchlan*. **PASSED**
 - The Treasurer's Report was tabled and accepted as a true and correct record; Moved by *Robert Wood*. Seconded by *Hara Kawulusan*. **PASSED**
8. **General Business**
 1. Proposed amendments to Constitution: Sue Cooper proposed the following amendments to the BBIP Constitution as voted on by the Board.

- I. Current Constitution: 9(a) The Annual General Meeting shall be held each year during the month of November. The date shall be determined and published not later than November 15 in any year and members invited to submit items for the agenda. A minimum of seven (7) days' notice shall be given to members of the date, place, time and agenda. Only financial members shall vote, and arrangements shall be made for members to pay subscriptions at the entrance to the meeting where membership status shall be checked.

Proposed amendment 1

9 (a) The Annual General Meeting shall be held each year between 1 December and 28 February. The date shall be determined and published no later than 4 weeks beforehand and members invited to submit items for the agenda. A minimum of fourteen (14) days' notice shall be given to members of the date, place, time, agenda and method of registration for the AGM including membership subscription. Only financial members shall vote.

Information was given to the meeting by Leon Walker informing the meeting that the Constitution that the amendment was based on (March 2021) was never submitted by him

when he was Chairperson so the official Constitution submitted to the Department of Local Government Industry Regulation and Safety on 26 May 2021 remains the current constitution

As a result of discussion, the meeting agreed to **set aside the amendment** without taking a final vote on it.

- II. Current Constitution: 9(a)(v) Appointment of an Auditor who shall not be a member of the Board.

Proposed Amendment 2

9(a)(v) Delete Appointment of an Auditor who shall not be a member of the Board

After some discussion this proposed amendment was voted on: Motion: To delete Clause 9(a)(v) of the current constitution.

Moved by *Moya McLauchlan*. Seconded by *Brendon Cook*.

FOR: **34** AGAINST **2** **PASSED**

9. Current Chairperson *Sue Cooper* then stood down and the Election of Office Bearers to the Board of BBIP for 2026/27 was conducted by Life Member Moya McLauchlan who declared all positions open. Written nominations were received for all positions except Secretary.

Elected officers for 2026/27 Board:

- Chairperson: Sue Cooper
- Vice-Chairperson: Hara Kawulusan
- Vice Chairperson: Wilfred Liauw
- Secretary: Vacant
- Treasurer: Karen Bailey
- General members
 1. Indah Hixon
 2. Tri Sukardjo
 3. Simon Booth
 4. Alice McDonald
 5. Danielle Horne
 6. Zac Nichols-Lang

10. Meeting closed at 7.20pm. Chairperson Sue Cooper thanked members for attending and invited everyone to enjoy the delicious Indonesian buffet dinner prepared by Grand Kitchen Catering.



Chairperson report AGM 2026

Welcome all members and friends and thank you to Bapak Irvan Buchari Consul General for making the Consulate available for our AGM, which we very much appreciate. Thank you too to Pak Vince Connelly for stepping in at the last minute as our guest speaker to replace Pak Ross Taylor who was could not make it.

This has been my first year as Chairperson of Balai Bahasa Indonesia Perth, although I have been involved with the Board at various times over the past 18 years of its life. I was there at the start as President of the Indonesian Teachers' Association WILTA, and then at different times as Secretary, Enrolments Coordinator and general Board member. All of that, as well as having been a teacher of Indonesian language for 20 years, has been very useful in performing my current role.

Our Board was elected on 7 March 2025. Madeleine Taylor was unable to make the event and I have added her on the right. We still didn't have a Treasurer at that stage so after a heartfelt request on social media, Karen Bailey came to the rescue (she is added on the left). Karen, of course, has a plethora of experience with BBIP as its Chairperson from inception in 2008 to 2019, and her knowledge of and contribution to the organisation is second to none. Her job as Treasurer this year has been the most demanding of all in many ways. So at this point, I'd like to thank the current Board most sincerely for all your help during this past year – Vice-Chair Ibu Hara, Treasurer Ibu Karen, Enrolments Coordinator Mas Wilfred, Language Assistant Coordinator Ibu Danielle, Web manager Mas Tri, and general Board members Ibu Madeleine, Ibu Sally, and Ibu Glenys.

So back to what BBIP does and has been doing. For the past 18 years we have offered Indonesian language classes at a variety of different levels from complete beginners to conversational. As our new website proclaims – and the figures are conservative – we have run over 300 individual courses and received over 3000 student enrolments over that time.

During the past year, we have run 26 separate face-to-face and online courses and received 135 enrolments overall across all classes. Some of our students do one term of Beginners 1 Indonesian and that's all they need for their holiday trip (although we do recommend at least one more term for consolidation!); others follow our levels through and improve their language skills across a range of topics as well as develop a deeper interest in Indonesia and its culture; yet others are already at the conversational stage and come back year after year to learn more and maintain their skills. We have some very loyal students at BBIP!

Likewise, we have some very loyal teachers and I'd like to mention them tonight. The teachers who have been with us longest are Ibu Amanda Suyatna and Pak Andre Maure. Ibu Amanda has taught with BBIP for 15 years or so and is greatly loved and appreciated by her students. Pak Andre is our online teacher and lives in Sumba, Indonesia. He has spent time in WA as an exchange teacher, and has a Masters in educational technology, so he was a natural choice when we introduced online teachers during Covid and couldn't run face-to-face classes. Pak Andre's students tune in from all kinds of places including regional WA and from yachts sailing around Indonesian islands!

Ibu Delvi joined us more recently but already has quite a fan club in her classes, and Ibu Hellen is our brand-new teacher joining us with high recommendations from other groups who have learned Indonesian from her.

BBIP's Indonesian classes are basically our bread-and-butter and we are proud to be one of the few remaining organisations outside of school and university anywhere in Australia that offer Indonesian language to the general public. We make our courses flexible to allow people to study or pause study according to availability and preference, and to follow the learning pathway that best suits them.

We also offer tailored corporate classes to organisations involved with Indonesia, and in 2025 were delighted to run an 8-week course for Atlas Pearls Ltd Perth office for use when they visit Indonesia and interact with their large workforce across the archipelago. We had some excellent feedback from them about their learning with Ibu Hara, and they are planning a second course in 2026.

Apart from Indonesian language classes, another regular program that BBIP runs every year – this time in collaboration with the Education Department of WA – is the Language Assistant program. This highly successful program was a WILTA (Indonesian Language Teachers Association) initiative in 2006 and has been running since 2007. BBIP subsequently took over the role of advertising the program, vetting applications and shortlisting candidates on behalf of the Education Department, a process that we have managed to streamline from an initial surge of interest where we would get nearly 800 applications, to a more tightly controlled process where we only have to choose from 100 or so each year. The opportunity to work in Australia is highly attractive to young Indonesians and word has got out, so we do field a regular flow of enquiries asking when the next applications will be open.

The program is a fabulous opportunity for Western Australian students to meet, get to know and practise their language with young native speakers. In 2025 three Language Assistants – Lutfi Ismail, Reiwind Tutuiha and Nabila Pratiwi - were assigned to a variety of government schools in Perth and Geraldton. Lutfi spent his year at the School of Isolated and Distance Education while Reiwind was based at Canning Vale College and a local primary school. Nabila enjoyed a year in Geraldton working with teachers at Champion Bay Senior High School and Waggrakine Primary School.

The 2026 Language Assistants have arrived, so along with Pak Konjen, we have just welcomed Melinda Febriani and Vida Ardiani for their 12-month Language Assistant experience in Perth and Geraldton.

2025 was a busy year in which we organised some of our own events and collaborated with other organisations in shared events.

In August, we ran a successful lunch talk which we called Ngobrol Santai (relaxed chatting) at Bali Modern Cuisine restaurant in Bentley. Ibu Agnes and Pak Edi Harijanto have run this food business for decades and are well-known in the community because of the high quality of their wonderful cuisine. Despite the name of the restaurant, Ibu Agnes' speciality, as a former resident of Surabaya, is East Javanese cuisine, and we enjoyed a range of Surabaya dishes. This was appropriate as our guest speaker was Pak Deidy Setyawan, formerly of the East Java governor's office and now studying a PhD at Curtin. You may be aware that Western Australia has a sister state relationship with East Java. Pak Deidy identified a number of people in the audience he had previously met with in Surabaya through the sister state relationship, including Karen Bailey, Bill Johnston, former MLA and Kate Doust MLC. Pak Deidy mentioned the WA-East Java University Consortium, which actively supports collaborative research among universities in both countries with regular visits in both directions, and he added a number of interesting suggestions as to how the WA-East Java sister state relationship could be taken forward, for example, to include some of BBIP's particular interest in language and culture learning through collaborations with some of the many universities in East Java that teach Indonesian for foreigners.

In November 2025 we also initiated a Saturday morning coffee get-together – Ngobrol Ngopi or coffee chatting – with native speakers in attendance for those wishing to practise their Indonesian in an informal way. This attracted a regular crowd to our venue Cranked Coffee in Leederville each week in November, all keen to chat in Indonesian, and the general consensus is that people would like to continue in 2026. All will be welcome to come along when we get started again. In the meantime, you can practise saying “ngobrol ngopi” as that will be the password for entry! Only kidding.

A big cause for celebration recently was the launch of our new website, thanks to our new Board member and web manager Mas Tri who worked magic through his Jakarta web development company and a local web designer in Perth. We really can't thank Mas Tri enough for sharing his expertise with us and creating a website that is fabulous-looking, works smoothly and is more functional than previously. We will continue to add to the website content with new initiatives as they are developed.

BBIP is very aware that there are many other highly active and valuable organisations in Perth operating out there in the Australia-Indonesia space. I'm talking about the Australia-Indonesia Youth Association (AIYA), the Indonesia Institute, founded by Pak Ross Taylor, the Indonesian Chamber of Commerce WA, the Australia-Indonesia Business Council, the University of Western Australia and Murdoch University, among others. We are always open to collaborating with them in areas of mutual interest and we are keen to follow up other opportunities in future.

In 2025 we were delighted to support various events coordinated by other organisations, such as the AIYA Sundowner series, the AIYA Trivia Night, and the UWA Schools Excursion Day, which attracted around 150 Year 9 to 12 students studying Indonesian at various Perth schools. One of the highlights was a live video conference with Clarice Campbell, a young Australian working in Jakarta with Katalis, a branch of the IA-CEPA or the Indonesia Australia Comprehensive Economic Partnership Agreement. Students were also introduced to the benefits of joining AIYA and engaging in in-country study in Indonesia through the Australian Consortium for In-Country Indonesian Studies (ACICIS) together with New Colombo Plan funding. Alumni of ACICIS return with redoubled enthusiasm for Indonesia and its language and ready to take up roles as the next generation of young leaders in the Australia-Indonesia relationship.

Balai Bahasa Indonesia Perth has some counterparts in the eastern states: Balai Bahasa dan Budaya Indonesia Victoria and Tasmania; Balai Bahasa Indonesia ACT; and Balai Bahasa dan Budaya Indonesia NSW. We are connected through a WhatsApp group led by the Cultural Attache of the Indonesian Embassy in Canberra, who at the moment is Ibu Yuli Rachmawati. Ibu Yuli is very concerned about Indonesian language in Australia and last year she coordinated the First Australian Congress for Indonesian Language, at ANU. Representatives of BBIs and BBBIs were joined by Australian and Indonesian academics and Indonesian Embassy representatives including Indonesian Ambassador Dr Siswo Pramono, and discussed some of the issues. I wouldn't say we solved them but it was good to meet in person people I've only ever met on WhatsApp.

One special moment at the Congress was the awarding of Australia-Indonesia Institute Awards. These are awarded each year to people nominated as being outstanding in the field of Indonesian teaching or influence in strengthening knowledge of Indonesian society and culture in Australia. Last year, WA had three of the six winners: Liam Prince, Director of ACICIS, Maya Swailes, Head of Languages at Peter Moyes Anglican Community School, and Tiana Purba-Barnard, who teaches Indonesian and coordinates a regional group of educators in Geraldton. It was an honour to witness these well-deserved awards.

Lastly, in collaboration with Brendon Cook, President of the Indonesian Language Teachers' Association WILTA, BBIP made a submission to the Parliamentary Inquiry into Building Asia Capacity in Australia. We echoed a well-researched argument that the significant decline in Indonesian language learning will result in the extinction of Indonesian language programs in schools and universities within a decade unless urgent government intervention takes place. Our submission suggested various ways in which carefully targeted funding to schools can arrest this decline and we were subsequently invited to give evidence at a hearing of the House Standing Committee on Education at Parliament House, Canberra, where we shared a session with Liam Prince, Director of ACICIS and some other educators around Australia. The Parliamentary Inquiry has attracted almost 200 submissions from various individuals and organisations, all passionately committed to supporting and promoting Indonesian language and studies in Australia, and we were in fact impressed by the keen interest and knowledge of the parliamentarians involved on the committee. At this point, we are of course hoping that some sensible and effective strategies will soon be implemented to revive Indonesian studies within the government's broader scope of improving Australia's capability in Asian languages and studies.

In the meantime, BBIP moves forward in our supporting role. We are aware that the demand for Indonesian language and culture learning among adults is in fact growing, and we are ready to respond to that. But we also know that partnerships are worth much more than going it alone, so we will be seeking opportunities to work with and support other organisations – including the Consulate General – with their work to bridge the language and culture gap between Australia and Indonesia.

We also see a need to keep speaking up in support of Indonesian in educational institutions to add to the chorus of voices across the nation. At the same time, we plan to increase our activity in people-to-people events, and we'd love to create more opportunities for the Indonesian community in Perth to mix and meet with our members. A longer-term goal is to work with institutions in East Java teaching Indonesian to foreigners. Unlike in Australia, there is no shortage of these institutions. We'd like to facilitate more opportunities for Australians to benefit from in-country experience and support the sister state relationship at the same time and of course would be very open to partnerships that help us to achieve that.

Finally, there are a few ways to keep in touch with us including:

BBIP Website www.balaibahasaperth.org

Facebook [facebook.com/Balai.Bahasa.Indonesia.Perth](https://www.facebook.com/Balai.Bahasa.Indonesia.Perth)

Instagram www.instagram.com/bbiperth @bbiperth

<https://x.com/bbiperth> @bbiperth

[YouTube Channel](#) *Google Balai Bahasa Indonesia Perth Youtube channel and subscribe*
info@balaibahasaperth.org

We would love to hear from you if you have comments or suggestions.

Terima kasih banyak.

Sue Cooper

Chair, Balai Bahasa Indonesia Perth 2025-26



Treasurer’s Report – For the Financial Year Ended 31 October 2025

For those who may not know me, my name is Karen Bailey, and I have been serving as Treasurer from April 2025 after the position was not filled at the AGM.

I would like to begin by thanking and endorsing the words of our Chairperson Ibu Sue Cooper and thank the Board members and members, past and present, who have generously given their time and effort to support our organisation. As a volunteer-run organisation, we rely heavily on goodwill and commitment, and that contribution is sincerely appreciated.

Our members support of our Indonesian classes, and the presence long-term and newer members here tonight and at ongoing events throughout the year is the backbone of this organisation. We all aim to foster ever-closer ties between Australia and Indonesia especially through language and cultural education.

Terima kasih sebesar-besarnya!

The BBIP Financial Year runs from 1 November to 31 October each year and I hereby present the financial statements for the year ended 31 October 2025.

The documents before you on each table are:

- The Balance Sheet as at 31 October 2025
- The Statement of Income and Expenditure for the year ended 31 October 2025

These reports are presented as stand-alone financial statements and reflect the financial position and performance of the organisation for the year.

The snapshot of current balances of all accounts as of **today** 12 Feb 2026 is:

Day to Day Account	\$12,242.29
Debit Card Account	\$128.87
Projects Account	\$20,000 <i>(actual available balance for BBIP is \$13,000 as there is \$7,000 held for the next ASILE Conference – Australian Society of Indonesian Language Educators)</i>
PayPal Account	\$3,436.99
Stripe Account	\$877.82
Total:	\$29,685.97

Financial Review and Reconciliations

As part of preparing these statements, a detailed review of the financial records was undertaken by Lenita Thompson, a qualified bookkeeper, and Registered BAS Agent of **All Office Solutions**.

Lenita has confirmed that all bank accounts and the PayPal account have now been reconciled from 1 November 2023 through to 31 October 2025.

It gives me no joy though to inform the meeting that during the review process, it was identified that in previous periods, dating back to at least 2023, bank reconciliations had not always been completed, and in some cases, journals had been used to force accounts to balance rather than resolving underlying differences. These matters have now been investigated and addressed.

Stripe Payment Platform

BBIP commenced using the Stripe payment platform in September 2025 in conjunction with our website. This has provided our members a choice of payment method between credit card/debit card and Paypal.

A Stripe clearing account has now been established in QuickBooks Online (our bookkeeping software since 2021). However, we have had trouble obtaining sufficient transaction detail from WooCommerce to allow us to properly split payments between class enrolments and memberships and to fully reconcile Stripe for September and October 2025.

Apart from Stripe, all other accounts have been reconciled through to year end. The Stripe reconciliation will be finalised once the required information becomes available.

GST and BAS Matters

Balai Bahasa Indonesia Perth is a GST registered organisation. As part of the review undertaken by Lenita several GST-related issues were identified.

There were instances of incorrect GST coding, including understatement of GST on certain sales transactions. Corrections have now been made, and revisions to GST reporting will be required in the coming weeks to ensure compliance.

In addition, an account titled "GST Deposit" has been used to record GST refunds received from the ATO. This account is currently classified as income in the accounting system.

GST refunds are not income. They represent settlement of GST amounts with the ATO and should be applied against the GST liability account.

At present, \$2,292 is included in income in relation to this account. A full reconciliation of the GST and BAS control accounts is required before adjustments can be made. If reclassified, this would reduce the reported surplus for the year.

This matter will be investigated further following the AGM to ensure the GST accounts are correctly structured and reconciled.

Governance and Process Improvements

The review also identified the absence of formal written financial policies and procedures, and the need for clearer processes around supplier ABN checks and compliance requirements.

These issues reflect the challenges faced by volunteer-run organisations where committee roles change frequently and processes have not historically been documented in recent years.

With a new Board to be elected tonight, it will be important to continue strengthening financial systems by:

- Adopting formal policies
 - Implementing preventative controls
 - Documenting procedures
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In closing, I would again like to thank all committee members and volunteers for their dedication and contribution. The work undertaken this year has provided greater clarity and a stronger foundation for improved financial governance moving forward.

I want to say a very big *terima kasih* to Chairperson Ibu Sue who has tirelessly supported me through this role and the hundreds of hours it has required since April last year, to work through 'discrepancies' in the financials. I have greatly appreciated your support and patience and that of the other members of the Board. *Terima kasih sekali lagi!*

I herewith table the Balance Sheet as at 31 October 2025 and the Statement of Income and Expenditure for the year ended 31 October 2025 for acceptance.

Balai Bahasa Indonesia Perth Inc.

Balance Sheet

As of October 31, 2025

	TOTAL
Assets	
Current Assets	
Day to Day Society Cheque Acct (1925)	19,392.63
Debit Card Account 10421277	209.27
PayPal_AUD	514.82
Paypal_USD (deleted)	-0.01
Projects Account	23,000.00
Stripe Clearing Account	-4,175.11
Uncategorised Asset	700.00
Total Current Assets	A\$39,641.60
Long-term assets	
Office furniture and equipment at cost	317.85
Total long-term assets	317.85
Total Assets	A\$39,959.45
Liabilities and shareholder's equity	
Current liabilities:	
ATO Clearing Account	-2,844.00
GST Liabilities Payable	761.96
Total current liabilities	A\$ -2,082.04
Shareholders' equity:	
Net Income	1,655.20
Opening balance equity	37,543.16
Owners drawings	688.35
Retained Earnings	2,154.78
Total shareholders' equity	A\$42,041.49
Total liabilities and equity	A\$39,959.45

Statement of Income and Expenditure

Balai Bahasa Indonesia Perth Inc.

1 November, 2024-31 October, 2025

DISTRIBUTION ACCOUNT	TOTAL
Income	
Class Enrolments	A\$29,022.00
Educational Event	-A\$1,230.00
Event Contributions Income	A\$1,536.59
Event Income	A\$933.68
GST Deposit	A\$2,292.00
Memberships	A\$2,347.99
Membership_USD	A\$37.96
Other income	
Refunds - General	A\$302.00
Total for Other income	A\$302.00
Total for Income	A\$35,242.22
Cost of Sales	
Gross Profit	A\$35,242.22
Other Income	
Expenses	
Advertising and marketing	A\$339.77
Bank charges and fees	A\$4.40
PayPal Fees_AUD	A\$772.88
Paypal Fees _ USD (deleted)	A\$1.43
WISE Fees	A\$7.40
Total for Bank charges and fees	A\$786.11
Brokerage Fee	A\$602.56
Event Expenses	A\$2,598.86
Event Supplies	A\$40.84
Gifts	A\$785.36
Insurance	A\$3,154.70
Internet expenses -Webqem	A\$820.00
Meals and entertainment	A\$891.00
Office expenses	A\$64.94
Postage & Handling - PO BOX	A\$248.56
Printing, stationery & supplies	A\$169.63
Refund - Class Enrolments	A\$960.00
Shipping, Freight, and Delivery Postage & Handling	A\$59.73
Stamp Duty	A\$347.01
Storage Expense	A\$1,654.55
Subscriptions	A\$490.92
Subscriptions - Wufoo	A\$505.67
Teacher Payments	A\$18,615.15

Statement of Income and Expenditure

Balai Bahasa Indonesia Perth Inc.

1 November, 2024-31 October, 2025

DISTRIBUTION ACCOUNT	TOTAL
Workshop / Event Cost	A\$450.00
Total for Expenses	A\$33,585.36
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Other Expenses	
BAS Roundoff Gain or Loss	A\$1.25
Exchange Gain or Loss	A\$0.41
Total for Other Expenses	A\$1.66
Net earnings	A\$1,655.20

Note

Note:

The amount of \$2,292 recorded as "GST Deposit" income relates to GST refunds from the ATO and has been identified as incorrectly classified as income. Further review is required and adjustments will be made once the GST accounts have been fully reconciled. Reclassification would reduce the reported surplus for the year.