



2008/2009



Shire of
Mukinbudin

Annual
Report

Classic, Dry, Red



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ABOUT THIS REPORT

Council is required, under Section 5.53, of the Local Government Act 1995 (as amended) to prepare an Annual Report containing information on the following.

- A report from the President
- A report from the Chief Executive Officer



- An overview of the Plan for the Future of the District made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year.
- The Financial Report for the financial year
- Such information as may be prescribed in relation to the payments made to employees
- The Auditor's Report for the financial year
- A matter on which a report must be made under section 29(2) of the Disability Service Act 1993
- And such other information as may be prescribed
- Further information on the details supplied in this report can be obtained from the Shire Office, 15 Maddock Street, Mukinbudin, or via our website www.mukinbudin.wa.gov.au



THE COUNCIL

Council meets on the third Wednesday of every month, except January to discuss local and regional issues of importance to the Community.

The Council is made up of nine Councillors representing the District.

Council elections are held on the third Saturday in October every two years with the next election in 2011.

President

Cr Gary Shadbolt

Deputy President

Cr Paul Jones

Elected Members

	Telephone	Years of Service	Term Expires
Cr Rodney COMERFORD	9048 7063	3	2013
Cr Bill CROOK	9047 1199	1	2013
Cr Chris GERAGHTY	9048 4021	17	2011
Cr Paul JONES	9047 1052	16	2013
Cr Dawn LANCASTER	9047 1140	7	2011
Cr Stephen PALM	9048 7012	4	2013
Cr Kylie SIPPE	9047 1222	3	2011
Cr Gary SHADBOLT	9047 1036	7	2011
Cr Brian WATSON	9047 0014	1	2013



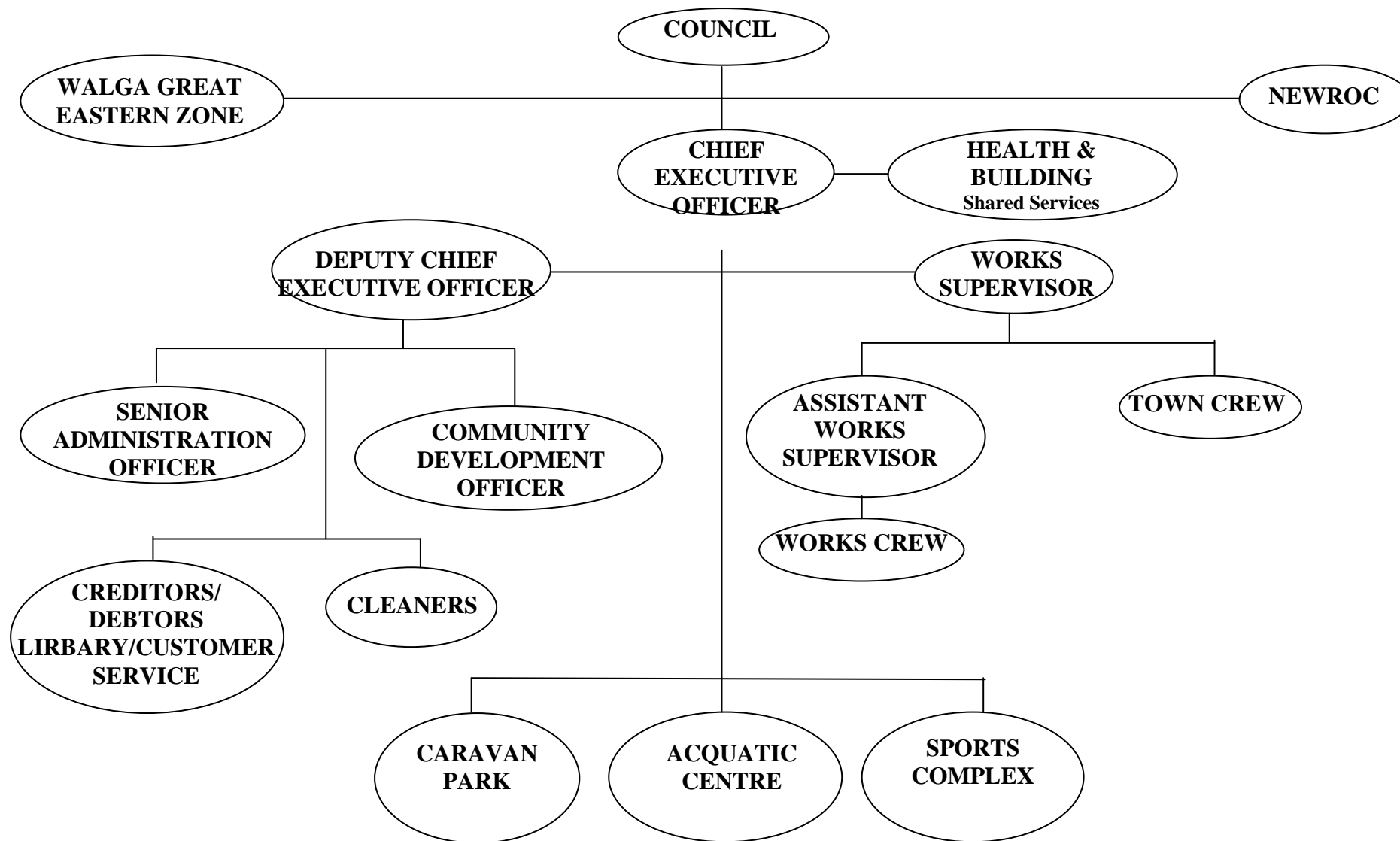


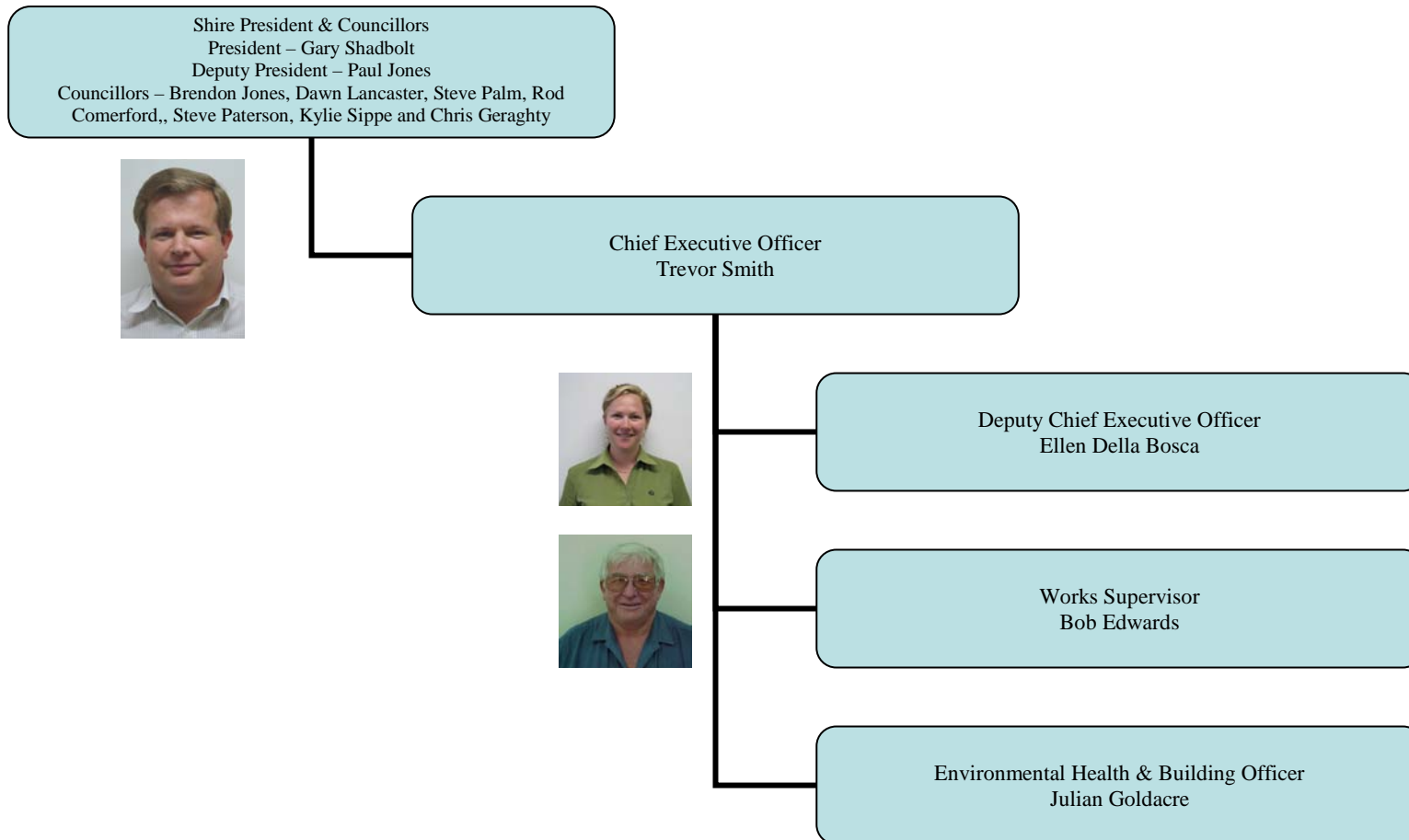
**SHIRE OF MUKINBUDIN STAFF
as at 30 June 2010**

Chief Executive Officer	Trevor Smith
Deputy Chief Executive Officer	Ellen Della Bosca
Environmental Health Officer	Julian Goldacre
Community Development Officer	Ann Brandis
Senior Administration Officer	Carly Inferrera
Club Development/ HPO	Leanne Clune
Clerical Officer	Katharine Collins
Clerical Officer Trainee	Brianna Ryder
Natural Resource Management Officer	Tracey Hobbs
Asst. Natural Resource Management Officer	Dylan Copeland
Swimming Pool Manager	Kaye Bunney
District Club Manager	Bar English
Caravan Park Managers	Bob & Faye Charles
Works Supervisor	Bob Edwards
Assistant Works Supervisor	Danny O'Donnell
Plant Operator	Noel Bond
Plant Operator	Cameron Hodges
Plant Operator	Will Jenkin
Plant Operator	Evelyn Jones
Plant Operator	Paul Ketchell
Gardener	Daniel Berglund
Gardener	Daniel Mori
Cleaner	Barb Allison
Cleaner	Dawn Fraser



SHIRE OF MUKINBUDIN ORGANISATIONAL STRUCTURE





Shire of Mukinbudin Contact Details

Address 15 Maddock Street
Postal Address PO Box 67, Mukinbudin WA 6479
Telephone 08 9047 1102
Fax 08 9047 1239
Email admin@mukinbudin.wa.gov.au
Website www.mukinbudin.wa.gov.au



PRESIDENT'S REPORT

It gives me great pleasure to present my report for the financial year 2008/2009.

Council

There were no changes in the Council membership during the year and I would like to thank all Councillors for their efforts, with a special thanks to the Deputy Shire President Cr Paul Jones for the number of external meetings he attends on behalf of Council and also his role as the NEWROC Deputy Chair.

The local government reform process announced by the Minister for Local Government in February 2009 has involved a lot of time and effort in consultation with the Mukinbudin community and in examining the efficiency and effectiveness of our organisation.

Through a community survey and public meeting it was obvious that the vast majority of the community wanted the local government structure to remain with decisions that affect our community made locally. This was the message that was passed to the Minister for Local Government and Council will continue to fight forced amalgamations, not just here but across Western Australia.

NEWROC

The use of NEWROC as a vehicle for delivering shared services was progressed and will continue to be developed further as Council's preferred method of local government reform. The goodwill between the six member Councils is excellent and NEWROC continues to be used as an example for other Councils across Western Australia.

Staff

A number of staff movements occurred during the year. Graeme McCormack departed as Town Gardener and was replaced by Kade Young. Jamie Criddle moved to Northampton as Deputy CEO and was replaced by Ellen Della Bosca. Bonnie Norrish completed her year as Trainee and was replaced by Gabby Thomas-Millar.

The end of the financial year also saw the completion of the contract for health and building services to be provided on a shared basis with the Shires of Yilgarn and Westonia and I would like to thank Wendy Dallywater for the years of excellent service that she has provided to the Shire of Mukinbudin. These services will now be provided by NEWHealth in conjunction with the Shires of Wyalkatchem, Mt Marshall, Koorda and Trayning.

Technical Services

The Works Crew led by Bob Edwards continued work widening the Koorda-Bullfinch Road. Work was also furthered on the Bent Street - Strugnell Street intersection in town to enhance the improvements to heavy vehicle access through town and to CBH. Throughout the rest of the Shire major works were undertaken on Beringbooding Road and Moondon Road.

Altogether the investment in road management for the year was \$875,000 on capital improvements and nearly \$200,000 in maintenance works. This is an excellent result for a Shire of our size and resources.

Community Services

The Mukinbudin Gymnasium "the Buff" was officially opened and we would like to thank the Mukinbudin Planning and Development Group for their efforts in applying for the grant, training staff, buying equipment and getting the building ready for occupation.

Ann Brandis has continued her excellent work in successfully applying of grants and spent much of the 2008/2009 year in preparation for the Inaugural Western Australian Men's Shed Conference.

The Shire also introduced the Act, Belong Commit project run by Leanne Clune and I thank her for her efforts in running many successful projects under the ABC banner.

Council is aware that the proportion of elderly people residing in the Shire is increasing and that more age specific services will be required to ensure that these people can continue to reside in Mukinbudin and be provided with the services that they require and deserve.

Natural Resource Management

Tracey Hobbs has continued her work in Natural Resource Management area in cooperation with other NRM Officers across NEWROC and also with the Avon Catchment Council. Work continues with farmers on land improvement projects to assist in the sustainability of farming in our region and the retention of native vegetation essential for biodiversity.



The Shire also continues to support the efforts of the Mukinbudin Conservation Group and their Herbarium and thanks its members for their invaluable advice and assistance in the native gardens that have been established around town.

Major Projects

The eighteen lot residential subdivision was commenced and project engineers appointed to supervise the construction phase including all the underground services.

The construction of a new house with the assistance of the Country Housing Authority was commenced with Mukinbudin Building submitting the successful tender. Through disposing of old housing stock and constructing new housing Council is demonstrating that housing in Mukinbudin is a sound long term investment.

The 45 hectares that Council purchased to the east of Bent Street will provide the room for long term commercial and residential growth of the town. In the short term it will provide a source of funds for community projects through a cropping project in partnership with the Mukinbudin Community Shed.

Economic Development

Council has recognised that economic development is required to sustain the town and district and justify the investment of local funds and the funds of the State and Federal Government in our facilities.

Council's aim is to develop non-agricultural industries to provide alternate employment opportunities and to ensure that in periods of drought or poor agricultural production that the effect on local business is minimised. While tourism has been identified as a growth industry it is unlikely by itself to provide the economic stimulus that is desired. Therefore all potential industries are being examined and Council would like also like to work with existing local businesses to assist with their survival and growth. Council always budgets for an apprenticeship incentive scheme that has not been utilised to date and we are the single biggest provider of low income and singles housing in the Shire.

With regard to the tourism development that has occurred I would especially like to thank Ray Watson and NEWTravel for their continued efforts in developing new tourism products and trails.

Conclusion

2008/2009 continued to throw challenges up to Council. The Councillors to the best of their ability have risen to those challenges and on behalf the community have sought to ensure the sustainable future of the Shire of Mukinbudin.

There are individuals and groups within the Shire who also work toward a better future for our residents and I would like to thank them also for their continued hard work.

I look forward to the future with renewed optimism that the Shire of Mukinbudin will not just survive the current threats to our existence but thrive on a new wave of economic growth and a resurgence of rural Western Australia.

Once again I would like to thank my fellow Councillors and the staff who have worked so hard in the past twelve months and I look to our future with great anticipation.

Cr Gary Shadbolt
Shire President

CHIEF EXECUTIVE OFFICER'S REPORT

It gives me great pleasure to present my fifth annual report for the Shire of Mukinbudin. Cr Shadbolt's report has outlined the achievements of the previous twelve months and highlighted the challenges still to be faced. With respect to Cr Shadbolt's comments the employees of the Shire of Mukinbudin continue to work with Council to plan and provide the services and facilities that are so important to the residents of the Shire, both now and into the future.

I would also like to reiterate the thanks given by Cr Shadbolt to those individuals and groups in the community who voluntarily assist Council with gardening, cleaning, organising events and in so many other ways. Council could not afford to provide the services and keep the town looking so great without your help and it is very much appreciated.



Administratively the Shire Officers are continually striving to improve their level of service to the Council and to the community. I would like to thank the new Deputy Chief Executive Officer for introducing new financial reports that have greatly simplified the process of updating Council and the community on our financial performance.

NEWROC continues to be a very important part of the future service delivery for our Shire. The Shire staff will be focussing more on shared services and shared administrative systems to enable more resources to be spent on facilities and programs – not on administration.

Looking toward the future I share the enthusiasm of Council in attracting new industries and growing our employment and population base. I would encourage all residents to be involved in this process through greater participation in Council meetings and through commenting on our public documents such as the Plan for the Future.

Finally, on behalf of the employees I would like to thank the Councillors for their support of our work and our efforts to achieve the vision of the Council.

Trevor J Smith
Chief Executive Officer

STATUTORY REPORTS

Policy Statement Addressing the Issue of Access for People with Disabilities, Their Families and Carers

The Shire of Mukinbudin is committed to ensuring that the community is an accessible community for people with disabilities, their families and carers.

The Shire of Mukinbudin is committed to consulting with people with disabilities, their families and carers and where required, disability organisations to ensure that barriers to access are addressed appropriately.

The Shire of Mukinbudin is committed to achieving the following outcomes:

Existing services are adopted to ensure they meet the needs of people with disabilities

Council will endeavour to be adaptable in responding to the barriers experienced by people with various disabilities, including people with physical, sensory, cognitive and psychiatric disabilities.

Access to building and facilities is improved

Council will undertake to incorporate the priorities regarding access for people with disabilities, identified during the consultations, into submissions of its capital works



improvement program. Modifications will commence, as funds are made available. Council will undertake to liaise with developers to increase their awareness of the access requirements of people with disabilities.

Information about services is provided in formats which meet the communication requirements of people with disabilities

Council will produce all of its information on Council facilities, functions and services using clear and concise language. Council will advise the community that, upon request, information about Council functions and services can be made available in alternative formats, such as large print and audio cassettes.

Advice and services are delivered by staff who are aware of and understand the needs of people with disabilities

Improve staff awareness regarding the needs of people with disabilities and provide relevant training to deliver an appropriate service. Council will undertake to ensure that staff are aware of the key access needs of residents with disabilities and people with disabilities who visit the local government area to access provision of all services. When required, Council will seek expert advice from people in the disability field on how to meet the access needs of people with disabilities.

Opportunities are provide for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes

Provide opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes. Council will ensure that information is available in clear and concise language on how residents can participate in decision making processes, public consultations and grievance mechanisms. Council will advise the community that this information can be made available in alternative formats upon request. Council will also undertake to enable people with disabilities to attend meetings of Council.

Freedom of Information

The Shire of Mukinbudin will provide information to people requesting it from Council. Should a request not be met satisfactorily, then a Freedom of Information Application can be lodged with Council. During the year ended 30 June 2009, no Freedom of Information Applications were received.

Record Keeping Plan

The Shire of Mukinbudin is committed to accessible and efficient record keeping practices and complies with relevant legislation including the State Records Act 2000.

Council has established a Record Keeping Plan which was submitted and approved by the State Records Commission. In addition, Council has produced a Records Management Procedures Manual, which is utilised in Council's Induction Training for all new staff.

The Records Keeping Plan looks at the efficiency and effectiveness of the Shire's record keeping systems and includes sections on procedures, risk management and disaster recovery plans, retention and disposal of records, training of staff on record keeping practices and information on the Shire's compliance with the plan.

National Competition Policy Statement

The competition Principles Agreement is an Inter-government Agreement between the Commonwealth and State/Territory Governments that sets out how government will apply National Competition Policy principles to public sector organisations within their jurisdiction.



The State Government released a Policy Statement effective from July 1996 called the Clause 7 Statement, which forms part of the Competition Principles Agreement. The Clause 7 policy document sets out nominated principles from the Agreement that now apply to Local Government. The provisions of Clause 7 of the Competition Principles Agreement require local government to report annually as to the implementation, application and effects of the Competition Policy.

The Competition principles Agreement, under Clause 7, specifies three broad areas of reporting, they are:

1. Competitive Neutrality
2. Structural Review of Public Monopolies; and
Legislative Review

In accordance with the requirements of the National Competition Policy the Shire of Mukinbudin makes the following disclosure of 2008/2009.

Competitive Neutrality

The object of competitive neutrality is the elimination of resource allocation distortions arising out of local government ownership of significant business activities.

The Shire of Mukinbudin has assessed its operations and considers that it has no business activity that would be classes as significant under the current guidelines. Also the Shire of Mukinbudin does not operate a business enterprise that has been classified by the Australian Bureau of Statistics as either a Public Trading Enterprise or Public Financial Enterprise.

The number of activities to which competitive neutrality principles have been considered but not applied in the reporting period is: Zero (0)

During the reporting period the Shire of Mukinbudin did not become aware of any allegations of non-compliance with the competitive neutrality principles made by a private entity against the Shire.

Structural Review of Public Monopolies

In relation to Structural review of public monopolies the Shire of Mukinbudin discloses the following:

Structural reform principles have been applied to the following number of activities in the reporting period: Zero (0)

Structural reform principles have been considered but not applied to the following number of activities in the reporting period: Zero (0)

As no structural reform has been applied to any activities the review requirements of principle SR.3 of Clause 7 of the Competition Policy Statement have not been undertaken.

Legislative Review

Parties to the national Competition Policy package agreed that legislation should not restrict competition unless:

There is an obligation on the Public Interest Disclosure Officer in the Public Interest.

The benefits of the restriction to the community as a whole outweigh the costs; and

The objectives of the legislation can only be achieved by restricting competition.

Accordingly, the Shire of Mukinbudin is required to implement a systematic review of all of its exiting legislation to determine whether there are any direct or indirect effects on competition.



In relation to a Legislative Review the Shire of Mukinbudin discloses that:

As at the reporting date the number of by-laws and Local Laws which have been reviewed and reformed as a result of any legislative review is Zero (0).

As at the reporting date the number of by-laws and Local Laws which the application of any legislative review principles were considered but not applied is: Zero (0)/

Public Interest Disclosure

The Public Interest Disclosure Act was established by the Commissioner for the Public Sector Standards under Section 20 of the Public Interest Disclosure Act 2003.

One of the principles of the new legislation is not just to provide protection to those who make disclosures (and those who are the subject of disclosures) but also encourages a system of transparency and accountability in the way government or government officials act and utilise public monies.

Matters that fall into the category of public interest include the following:

- Improper Conduct (irregular or unauthorised use of public resources)
- An offence under State Law including corruption (substantial unauthorised or irregular use of, or substantial mismanagement of, public resources)
- Administration matters generally (conduct involving a substantial risk of injury to public health, prejudice to public safety or harm to the environment)

Matters that relate to the Shire of Mukinbudin should be referred to the Shire of Mukinbudin's Public Interest Disclosure Officer. Disclosures to the Public Interest Disclosure Officer can be made not just about officers of a local authority but also its elected officials.

Disclosure Act to ensure that the disclosure is confidential and that the person making a disclosure is provided adequate protection from reprisals, civil and criminal liability, dismissal or breach of confidentiality.

The Shire of Mukinbudin had no Public Interest Disclosures during the reporting period ending 30 June 2009.

Information on Payments to Employees

For the purpose of Section 5.53(2) (g) the Annual Report of a Local Government for a financial year is to contain the following information:

The number of employees of the Local Government entitled to an annual salary of \$100,000 or more;

The number of those employees with an annual salary entitlement that falls within each band of \$10,000 over \$100,000.

The Shire of Mukinbudin has one employee who receives an annual Salary of \$100,000 or more.



PLAN FOR THE FUTURE

PLAN FOR THE FUTURE 2008/2009

The plan has been developed by identifying future Principal Activities and policy directives for each Council function and service, through an evaluation process involving

involving the Council, Staff and community submissions.

The following are Councils Principal Activities for the 2008/09 financial year.

Strategy	Cost	Objective
Housing and Land	\$710,000	To maintain and increase the level of housing provided to attract quality staff, professionals and trades people. To provide quality blocks and housing options for locals who wish to retire in Mukinbudin.
Waste Collection & Disposal	\$28,500	- To provide an efficient and effective waste collection, disposal and recycling service. - To encourage waste minimisation through actively promoting economically sustainable recycling activities
Facilities Management	\$194,000	- To maintain a good working environment for staff, council members and people doing business with the Shire. - To provide and maintain the aesthetic and functional amenity of parks and recreational facilities for the benefit of the residents of the Shire.
Plant Acquisition & Replacement	\$395,000	To ensure that Council's plant is reliable, to reduce maintenance cost and to minimise the replacement cost as far as possible.



PLAN FOR THE FUTURE 2008/2009

The plan has been developed by identifying future Principal Activities and policy directives for each Council function and service, through an evaluation process involving

the Council, Staff and community submissions.

The following are Councils Principal Activities for the 2007/08 financial year.

Strategy	Cost	Objective
Housing and Land	\$710,000	Maintain, Replacement of council, Community & Aged Housing, develop residential subdivision.
Waste Collection & Disposal	\$28,500	Provide effective rubbish/recycling collection for Mukinbudin, cardboard recycling, Waste oil and Chemical drum disposal.
Facilities Management	\$175,000	Maintain & replacement of Councils public facilities including, halls, pools, public conveniences, recreation reserves, playgrounds and other facilities.
Plant Acquisition & Replacement	\$274,000	To ensure that Council's plant is reliable, to reduce maintenance cost and to minimise the replacement cost as far as possible
Road Asset Management	\$1,063,500	To ensure that Council's road infrastructure is maintained to an acceptable standard and where possible improved. To co-ordinate Council's road resources to target high priority roads and to ensure funding is obtained to carry out this objective.