

Shire of Trayning



Annual Report

Amended

2012-2013



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SHIRE OF TRAYNING ANNUAL REPORT 2012/2013

GENERAL INFORMATION

Administration Office

Address

Railway Street,
Trayning, WA 6488

Postal Address

PO Box 95
Trayning WA 6488

Telephone (08) 9683 1001**Fax** (08) 9683 1040**E-mail:** admin@trayning.wa.gov.au**Office hours:** Mon to Fri 8.30 am - 4.30 pm

Other

Towns: Trayning, Kununoppin, Yelbeni**Area:** 1,632 sq kms**Distance from Perth:** 235 km**Population:** 467**Number of Electors:** 341**Number of Dwellings:** 255**Total Rates Levied:** \$ 714,490**Total Revenue:** \$5,264,965**Number of Employees:** 20 (16 FTE)

Significant Local Events

New Years Eve Community Party, Australia Day Community BBQ at the Trayning Aquatic Centre, Tractor Mudbog and Burnout Competition.

Tourist Attractions

Billyacatting Hill Conservation Park with fauna, reptiles, wildflowers, rare flora and bird watching, Gnamma Holes, Yarragin Rock (twin monoliths), Yelbeni Museum, Trayning Tree Library Walk Trail, Historic Wells and a part of the Pioneer Pathways Route.

Accommodation

Trayning Hotel/Motel, Trayning Caravan Park.

Sporting & Recreation Facilities

Ninghan Fitness Centre - Community Gym, Aquatic Centre, 4 Grass Tennis Courts, Bowls, Yelbeni Golf Course and Clubhouse with 18 holes (in recession), Swimming Club, BMX Tracks in Trayning & Kununoppin, Community/School Oval and excellent BBQ/Playground areas.



PRESIDENT'S REPORT

PRESIDENT'S REPORT

It is again a pleasure to present this report for the 2012-13 Financial Year.

Councillors

I extend my thanks to all Councillors for their assistance and contribution to Council.

Councillors continue to be involved in a wide range of activities, representing the Shire and community on various committees such as :

North Eastern Wheatbelt Regional Organisation of Councils
Great Eastern Country Zone of the WA Local Government Association
NEW Travel
Local Emergency Management Committee
Neighbourhood Watch Committee
Kununoppin Medical Practice

Staff

We have had a number of changes to Senior Staff during the year under review with the appointment of Chief Executive Officer - Tanika McLennan, Works Supervisor - Bill McKenna and Acting Deputy CEO - Belinda Taylor. Other appointments during the period were Plant Operators - Paul Lansdown and Keith Hubbert.

Appreciation

I once again extend my thanks to the many people who volunteer their services to benefit the community, in particular the emergency services and St Johns Ambulance volunteers, and the many others who all help to make our Shire a great place to live. All volunteers, are an important part of the welfare of any town and community.

TREVOR LAMOND
SHIRE PRESIDENT





CEO'S REPORT

CEO'S REPORT

ROADWORKS

Roadworks remains Council's largest area of expenditure each year with in excess of \$1.68 million spent on Council's ordinary construction and maintenance program and a further \$1.66 million on Construction of the Grain Freight Network Route. Council has several sources of funding for road works.

Roads to Recovery (Commonwealth)
Roads component of the Financial Assistance Grants (State)
Main Roads WA Regional Road Group grants (State)
Main Roads WA Grain Freight Route Project grant (State)

Construction works were carried out on the Kununoppin Mukinbudin Road, Bencubbin Kellerberrin Road, Bencubbin Kununoppin Road, Gent Road, Yelbeni Kellerberrin Road and Sutherland Street.

COUNTRY LOCAL GOVERNMENT FUND

The CLGF is a \$100 million component of the larger Royalties for Regions Program implemented by the State. The \$100 million is then split into 3 smaller components, to cover an allocation for Development Commissions, and the Regional and Individual components of the Country Local Government Fund.

Council used its 2012/13 funding to complete landscaping works at the Swimming Pool and partially fund an upgrade to the Kununoppin Airstrip with funds being carried over into the 2013/14 financial year for the construction of a staff house in Kununoppin.

GRAIN FREIGHT ROUTE

With the announcement by the Minister for Transport that Tier 3 rail lines, which includes the Trayning to Merredin line, were to close, MRWA was instructed to develop a program to upgrade road transport routes. The roads in this Shire affected are Sutherland St, Twine St, and the Bencubbin-Kellerberrin Rd from Trayning to the southern boundary. Works are estimated to cost \$4.8 million over 3 financial years and commenced in early 2012.

KUNUNOPPIN MEDICAL PRACTICE

In partnership with the Shires of Mt Marshall, Mukinbudin and Nungarin, the Shire of Trayning purchased the Medical Practice from Dr John Radunovich in 2009. In 2011 the Shires entered into a contract with the Wheatbelt GP Network who now provide day to day management of the practice.

The Practice requires a substantial financial contribution from the Shires to continue operating, with the costs split 40% to Trayning, 25% to each of Mt Marshall and Mukinbudin and 10% for Nungarin.



CEO'S REPORT

CEO'S REPORT Cont:

STAFF

There were a number of staff movements in the 2012/13 year and we have welcomed the following new staff:

Bill McKenna	Works Supervisor
Paul Lansdown	Plant Operator
Keith Hubbert	Plant Operator

We also farewelled the following staff:

Eric Eeles	Works Supervisor
Daniel Deacon	Plant Operator
Jonathan Mason	Plant Operator
Richard Peterson	Plant Operator
David Partington	Gardener

I would like to thank all staff, both old and new, for their dedication and the contribution they have made to the Shire and the community. The Shire plays an important role in the community and the staff have worked hard to ensure the Shire's services have been delivered effectively.

TANIKA McLENNAN
CHIEF EXECUTIVE OFFICER





WORKS and PLANT

Since commencing my employment with the Shire of Trayning in April 2013, the projects that have been carried out are;

- Winter Maintenance Grading: All roads completed.
- Drainage and back slope grading: Various roads completed.
- Sutherland Street: Trayning: 2 kms road re-construction and gravel re-sheeting.
- Caravan Park Trayning: Upgrade completed.
- Refuse Sites upgraded: trenches and site clean up.
- Road verge slashing: various roads.
- Signs replaced: various roads signs and guide posts.
- Wheatbelt Way Trail Signs: replaced signs and erected new directional signs.
- Camper's Kitchen: Caravan Park, site work construction, bollards, paving and landscaping.
- Parks and Gardens: Garden maintenance which also included the repairs and painting of the footbridge.
- Town Street Sweeping: Sweeping of all town's streets.

BILL McKENNA
WORKS SUPERVISOR





NATURAL RESOURCE MANAGEMENT

FEDERAL GOVERNMENT - CARING FOR OUR COUNTRY

NEWROC NRM in partnership with WEROC and SEAVROC NRM were successful in their 2009/2013, Federal Government Caring for Our Country Project, '*Adopting Innovative Practices to Improve the Resilience of Farming Systems in the Eastern and North Eastern Wheatbelt of Western Australia*'. This has been the final planting year for this project, with seedlings delivered June/July this year to 5 farmers in the shire. In total 9 farmers have participated in this project with revegetation activities occurring at 14 sites over the three years. Winding up this project has required evaluations of all of these 14 sites and feedback from all farmers involved. Interviews for two case studies have been completed with published case studies expected to be released early next year. Two Canberra officials came to visit various sites across the NEWROC, SEAVROC and WEROC shires, and were pleased with results and happy with our progress in the project. As a result of the great work of the people involved with this project NEWROC, SEAVROC and WEROC are in the running to receive WA Environment Award for 3 different categories: Government Leading by Example, Environmental Sustainability and Bush, Land and Waterways. Awards night is Friday 2nd November.

FEDERAL GOVERNMENT - BIODIVERSITY FUND

NEWROC NRM in partnership with WEROC and SEAVROC NRM were successful this year in their application to receive funding for a 6 year Biodiversity Fund project with the aim of 'Connecting biodiversity across the wheatbelt of Western Australia'. My role in this project is Finance Officer as Trayning currently holds the financial portfolio for NEWROC.

RURAL TOWNS PROJECT

Quarterly monitoring of 12 piezometers in the Yeelanna Catchment plus in Town sites (2) Yelbeni, (5) Kununoppin and (16) Trayning has continued through 2012.

NEWROC NRM

Through NEWROC funding, various NRM equipment has been purchased this year and training undertaken. Equipment has included sensor cameras, snake handling equipment, cage traps, GPS and ArcView for mapping. Training included a wildlife rehabilitation course and venomous snake handling course. Fox and rabbit baiting was also supplied through NEWROC to farmers within the shires.

WHEATBELT NRM SOIL CONSERVATION GRANTS

Two Trayning Landholders were successful in receiving Wheatbelt NRM Soil Conservation grants. The first grant trialling fodder shrubs including *Rhagodia pressii* whilst the second, Native Bush Foods. The Rhagodia trial site is in the final stages and will be finalised before the end of this year. The Native Bush Food site has required extensive research and we will be planting more seedlings next year, with a workshop also planned.

COMMUNITY GARDENS PROJECT

A grant to develop a community garden in Trayning has been applied for and a request for donations of materials has been sent out to the public.

DONNA SIMMONS
NATURAL RESOURCE MANAGEMENT OFFICER





HEALTH and BUILDING

NEWHEALTH 2012-2013 annual report

Council is a member of the North Eastern Wheatbelt Health Scheme (NEWHealth) which is made up of the following Shires; Trayning, Koorda, Wyalkatchem, Mt Marshall and Mukinbudin. The NEWHealth scheme employs a full time Principal Environmental Health Officer/Building Surveyor who visits each Shire weekly.

PROJECT WORKS

The following works and projects were undertaken during 2012/2013:

Land encroachment issues at the Yelbeni Refuse Site is progressing with Dept of Lands and the Department for Environment & Regulation agreeing to the reserve realignment and preparation of approving documents for tabling at State Parliament.

Housing and general building maintenance advice has been provided to Council staff on Council dwellings and facilities as part of the yearly asset management review and strategy.

Final completion and gazettal of the Shire of Trayning Local Planning Scheme N^o1 which commenced on the 24th June 2013.

Soon after the Local Planning Scheme N^o1 Gazettal a Scheme Amendment was progressed to facilitate a light industrial zone for a fuel service as well as identifying land to be zoned 'light industry' for the future.

Assisted with the notification to all existing and new food businesses of their requirements under the new Food Act 2008 which is ongoing along with premises inspections for compliance. Notifications to food businesses regarding food recalls are also conducted.

Monitoring occupancy of caravans on premises greater than 3 nights in any 28 day period which has resulted in community education to notify persons that this is not permitted.

Occupancy of caravans is restricted to 3 nights in any 28 day period OR 3 months in any 12 month period with good cause and only with Council approval OR 12 months if the caravan occupancy is for the construction of a new dwelling as approved, case by case, by Council.

Dwelling assessments under the Health Local Laws and Health Act 1911 to ensure dwellings are in keeping with the requirements and notices being issued to ensure compliance and in one case a 'House Unfit' for habitation notice has been served.

Non-compliant septic systems have again occurred and have been actioned on, resulting in improvement Notices being served.

An Occupier (tenant and the like) is responsible for the daily operation of a septic tank system which also includes 'pump-outs' as required and damage caused by the Occupier. The Owner is responsible for the septic system approval and installation as well as the repair of a defective septic system. Contact the Shires PEHO should you need any clarification of this advice.

The successful appointment of Dr Brian Walker FRACGP (Fellow of the Royal Australian College of General Practitioners) as 'Shire Medical Officer' under the Health Act 1911. Dr Walker is proactive in public health matters and has assisted the PEHO during investigations of septic systems and dwellings requiring attention. The DoH advised that an appointment of a MO has not occurred in 20 years which shows the Shire of Trayning's commitment to ensuring public health matters are dealt with as a whole profession approach.

Assisting the CEO and DCEO in progressing: road closure matters, alternative sewerage systems, Tender for building advice,

Liaising with Dept of Lands to progress land matters

Working with Dept of Lands to progress the reserve rationalisation process for lands in the townsite boundary north of the railway line to better utilise the land purposes for what they are actually being used for and also developing land for future use as 'light industrial'.

Working with the CEO and DCEO and State Government Departments to secure land and infrastructure for a fuel depot as a Shire priority.

The Shire through the initiative and efforts of the Works manager and workcrew regularly, when required, treat water for the destruction of mosquitoes. People are invited to look closely at areas where even a small collection of water (lasting 4 days or more) will attract mosquitoes; presently two cases of Ross River virus have been reported in the north East Wheatbelt area and no reported cases of Barmah Forest Virus. People are urged to protect themselves from mosquito bites using quality repellent and long clothing.



HEALTH and BUILDING

PEHO'S REPORT Cont:

Recent investigations of mosquitoes complaints in a neighboring Shire revealed the culprit to be old corrugated iron water tanks with no protection from mosquitoes (mesh) or in such a poor state of repair the mosquitoes had full access to the water for breeding. Further to this the new plastic tanks suffer from poor fitting mesh traps which allow mosquitoes access for breeding. More often than not these issues can be fixed by use of sealant and mesh. The Shire Health Local Laws require an owner or occupier of a premises to ensure that the premises are kept free from possible mosquito breeding sites

HEALTH ORDERS/FOOD RECALLS

Various inspections were carried out on premises within the Shire of Trayning. In terms of food recalls, 24 were issued by the Health Department during the year, although most did not apply to our Shire all notices were forwarded to the relevant outlets.

JULIAN GOLDACRE
PRINCIPAL ENVIRONMENTAL HEALTH OFFICER





COUNCILLORS and MEETINGS

Your Council

The Shire of Trayning is represented by seven Councillors made up of President, Vice President and 5 Councillors. The elected representatives work together to provide good governance by making decisions on all aspects through effective strategic planning.

The current members of Council consist of:

Shire President

Trevor Lamond Commenced—1984
Term Expiry—2013

Deputy President

Geoff Waters Commenced—1996
Term Expiry—2015

Councillors

Valda Knott Commenced—2003
Term Expiry—2015

Freda Tarr Commenced—2011
Term Expiry—2015

Pace Vernon Commenced—2007
Term Expiry—2015

Wallace Knott Commenced—2009
Term Expiry—2013

Andrew Woodfield Commenced—2009
Term Expiry—2013

Council meetings are held on the third Wednesday of each month except in January. Meetings start at the advertised times, and have a 15 minute period at the commencement for public question time. An agenda is prepared for each meeting, which is finalised by the Wednesday afternoon of the week prior to the meeting.

Council has two standing Committees, the Audit Committee as required by the Local Government Act, and the Local Emergency Management Committee as required by the Emergency Management Act. Other Committees for specific purposes may be created. There are also a number of other organisations on which your Council is represented, these include: Bush Fires Advisory Committee, Great Eastern Zone of WALGA, NEW Travel, Pioneer Pathways, Local Health Advisory Group, Regional Road Group, Local Emergency Management as well as others.

Council is also a member of the North Eastern Wheatbelt Regional Organisation of Councils, (NEWROC) which includes the Shires of Koorda, Nungarin, Mt Marshall, Mukinbudin and Wyalkatchem. The group works together to achieve greater resource sharing abilities and have engaged in the following projects this financial year; Bonded Medical Scholarship, Natural Resource Management “Caring for Our Country”, Town Planning Schemes, Wheatbelt Way tourism drive.

The Local Government Act 1995 provides for Councillors to be paid a meeting fee for their attendance at Council and Committee meetings. This may be paid for individual attendances or alternatively, Councils may elect to pay an annual fee for attendance at these meetings.





SHIRE OF TRAYNING ANNUAL REPORT 2012/2013

COUNCIL STAFF at 30 June 2013

ADMINISTRATION STAFF

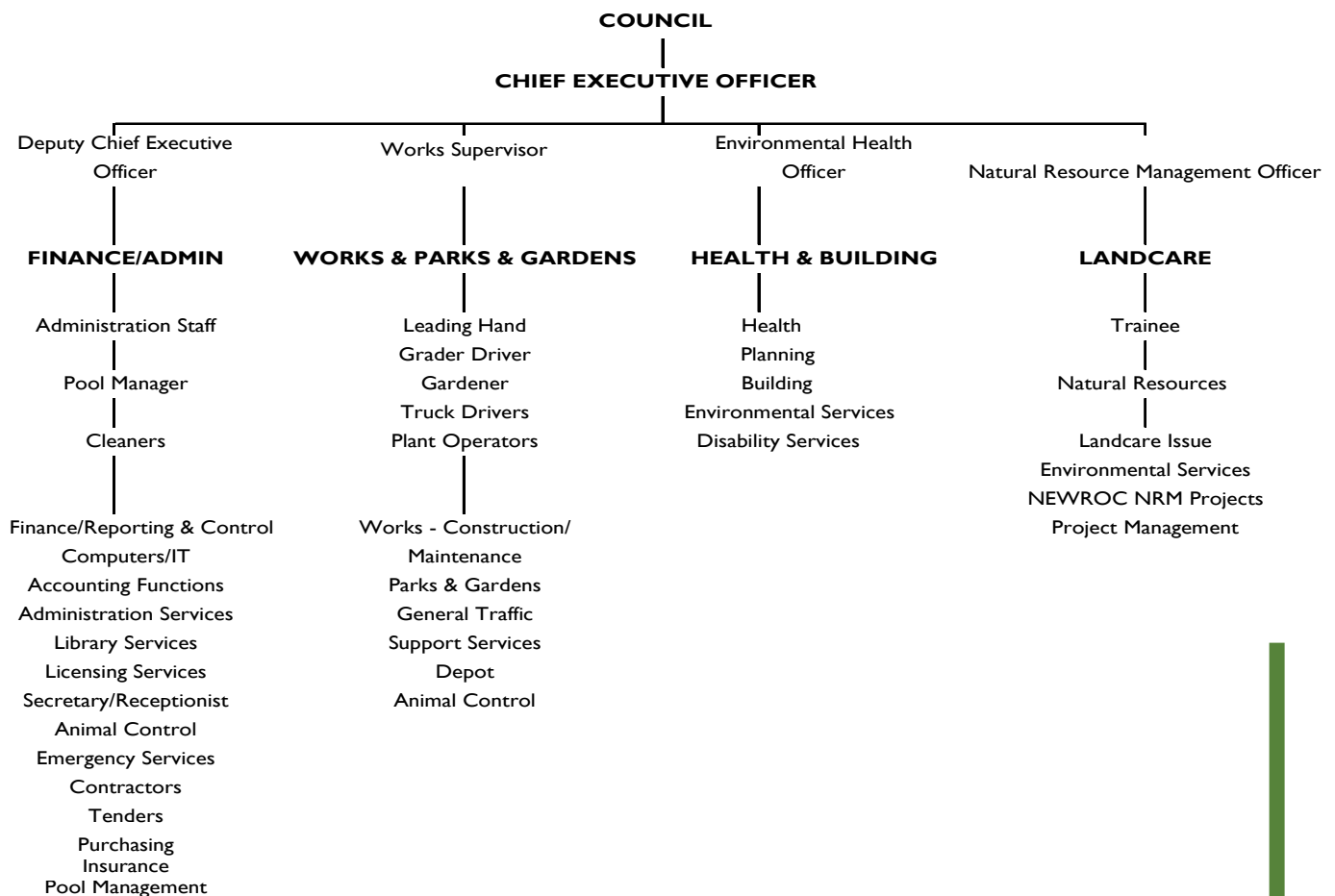
Chief Executive Officer	Tanika McLennan
A/Deputy CEO	Belinda Taylor
Environmental Health Officer	Julian Goldacre
Executive Assistant	Vacant
Finance Officer	Samantha Walker
Customer Service Officer	Denise Kamerling
NRM Officer	Donna Simmons
Projects Officer	Lynda McCormack
Aquatic Centre Manager	Wendy Hurley
Cleaner	Caroline Ferns

WORKS TEAM

Works Supervisor	Bill McKenna
Team Leader	Peter Bolton
Works crew	Richard Oliver
	Paul Lansdown
	Keith Hubbert
	Peter Salo (casual)
	Murray Leah
Town Crew	Vacant
	Sheree Rayner

ORGANISATION STRUCTURE

SHIRE OF TRAYNING





MAJOR PROJECTS

AQUATIC CENTRE

The pool area has continued to receive some concentrated attention, with major upgrade and refurbishment work completed. We were unsuccessful with a grant application to undertake the whole of the work, and so it has been staged over several years. We will continue to apply for assistance as we are able.

Stage 1- Replace pump room and all associated plant. A contract for \$264,000 has been accepted
Completed in 2010-2011

Stage 2- Work on the pool bowls themselves: inlet and outlet pipes to be replaced, rebuild the gutters to wetdeck style for safety, convenience and efficiency, lighting, replace the concourse and install pavement drainage.
Completed in 2011-2012

Stage 3- Landscaping
Completed in 2012-2013

Stage 4 - Kiosk and ablutions block upgrades
Completion to be advised.

TRAYNING CARAVAN PARK

Work continued at the Caravan Park this year with the addition of turf to the bays along with the construction of a Camper's Kitchen. A BMX Track was also constructed in this precinct with plans for a Skate Park in 2013-2014.

YELBENI MUSEUM

Using CLGF Regional funding the Yelbeni Museum was extended to almost double the viewing area and include a public toilet at the Western end.

KUNUNOPPIN AIRSTRIP

A combination of State and Federal funding along with a contribution from the Mt Marshall Shire, was sourced to upgrade the Kununoppin Airstrip. Works included installation of a toilet and extension of the turnaround apron.

WHEATBELT WAY

In addition to the Caravan Park and the Yelbeni Museum, work was carried out at the Trayning Well, Gnamma Holes, Yarragin Rock and Billyacatting Hill Nature Reserve to further develop these sites as points of interest along the Wheatbelt Way self drive Trail. The Wheatbelt Way is a self-drive trail that will lead visitors on an adventurous interpreted journey to the region's 9 communities of Dowerin, Wyalkatchem, Koorda, Bencubbin, Beacon, Westonia, Mukinbudin, Nungarin and Trayning. It highlights 24 interpreted sites of the many natural attractions and history/heritage sites while offering you opportunities to stay and experience the unique Wheatbelt communities and landscapes.





EVENTS and FUNCTIONS

September

Trayning & Yelbeni Centenary celebration weekend was packed with various activities spread over two days. Including: Yelbeni Centenary Museum Opening with morning tea and unveiling of centenary plaques, Mud Bog/Burn Out event, Bus Tour of main tourist sites, Art & Photo Display, Evening Conversations with finger food provided, Market Stalls, Hotel entertainment, Trayning Centenary Wall/Walk unveiled, Primary School and Shire Administration open for tours, and church services.

Trayning Tractor Pull Association Mud Bog & Burn Out day was held at the Trayning Recreational Grounds. Also provided for the children's entertainment was the Bouncy Castle.

AFL Grand Final viewing on the big screen at the Trayning Sporting Club. With shared nibbles and burgers on sale it is a lovely and relaxed day for the family to enjoy.

October

Kununoppin Hospital Fete held in Mukinbudin at the Recreational Grounds with a large variety of stall from clothing to handbags, plants, sweets, Tupperware, children's face painting and jewellery etc.

Halloween was enjoyed by a small group of local children mainly between the hours of 5.00pm to 7.00pm. There was an assortment of zombies, cowboys, monsters and princess' on the night carrying their goodie bags.

December

Trayning Primary School Concert this year saw individual class plays, with the senior class doing 'Dr Seuss, The Lorax', K/PP/1 class doing 'How the birds got their colours', the 'Shoemakers dance' and 'Jingle Bell Rock', and the 3/4/5 class doing a version of 'The Pied Piper'.

KTY Community Christmas Tree at the Trayning Park with a BYO BBQ, shared salad, and a grand entrance from Santa himself in his custom built sleigh. This was attended by very nearly all of the communities' children and parents.

Community New Years Eve/ BBQ party at the Trayning Park with a DJ for the night's entertainment.

2013

January

Australia Day BBQ / Fun Day at the Trayning Pool. Event goers enjoyed water activities in the pool, such as volleyball, Giant Eye Balancing, Mat Running/Surfing. Plus the traditional cricket game.

April

Youth Group session with the new Ping Pong tables, donated by Tag Trees. Also had assorted board games going, plus had made and set up several laminated targets for Nerf Guns.

ANZAC Day this year was at the Trayning Memorial, followed by a traditional 'Bangers and mash' meal at the Trayning Hotel.

May

Youth Group in May involved the groupies spray painting some old car tyres that were being placed around the newly constructed KTY BMX Track. The kids were given the paint cans and left to their own imaginations.

LYNDA McCORMACK
SPECIAL PROJECT OFFICER



HOW YOUR COUNCIL WORKS

LAW, ORDER & PUBLIC SAFETY

The Shire of Trayning is covered by a local FESA Unit which consists of three fire trucks, one fast attack fire utility and emergency and road rescue vehicles. Council has minimal expenses in this area, however Council still considers this area as a high priority by providing staff and equipment, as required.

The Shire of Trayning receives Police coverage and support from the Bencubbin Police Station. The Bencubbin and surrounding police carry out regular day and night patrols of the area to assist in keeping crime to a minimum.

Council has responsibility for the Local Emergency Management Committee which meets on a regular basis and conducts desktop exercises.

The Shire carries out the requirements of the Dog Act through the Central Wheatbelt Ranger Service and internal staff. The Ranger carries out weekly patrols of the shire. Council has its own dog pound which is situated in the Shire depot.



HEALTH & BUILDING

Council administers the requirements of the Health Act and Building Code in the Shire and is a member of the North Eastern Wheatbelt Health Scheme, which employs Julian Goldacre as its Principal Environmental Health Officer and Building Surveyor. He ensures that the required standards are being met by shop owners and builders, and provides general advice to residents on health and building matters.

Council supports the Kununoppin and Districts Health Service when required and in conjunction with the Shires of Mt Marshall, Mukinbudin and Nungarin has constructed a house to assist in attracting a doctor, and a vehicle is also provided for the Doctor.

The Shires of Trayning, Mt Marshall, Mukinbudin and Nungarin have purchased the Kununoppin Medical Practice.

EDUCATION & WELFARE

Council owns and maintains the Playgroup building situated at Twine Street, Trayning and provides it free of charge for use by the KTY Playgroup. Council supports the Wheatbelt Agcare and Counselling Service situated in Nungarin. Council also works closely with and provides support to the Trayning Primary School.

HOUSING

Council in conjunction with Homeswest provide six-aged person's units and two young person's units in Trayning. Council also provides housing for various staff employed by the Shire.



HOW YOUR COUNCIL WORKS

COMMUNITY AMENITIES

There are refuse sites based in Kununoppin and Yelbeni for the disposal of various types of waste. General household refuse collection is carried out by Avon Waste each Monday, with recycling collected on the 1st and 3rd Monday of each month. Council also provides recycling bins at each post office for farmers to utilise.

Council administers and maintains the cemeteries at Kununoppin, Trayning and Yelbeni including 2 niche walls.

Council provides public toilets throughout the Shire for the use of tourists and general public.

RECREATION & CULTURE

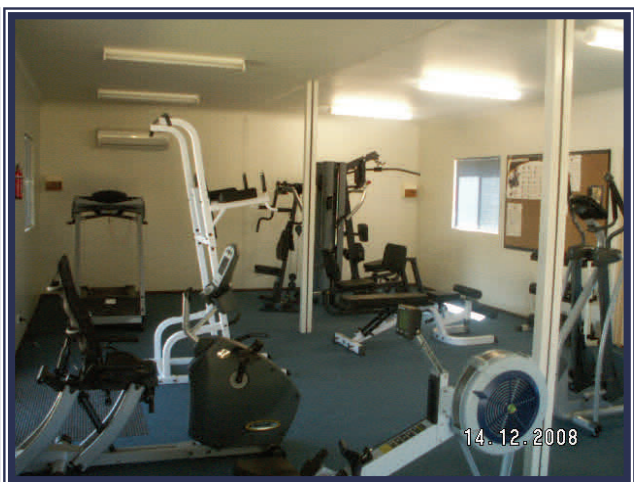
Council is responsible for the maintenance of the town halls in Kununoppin, Trayning and Yelbeni and also relies on community committees to assist with the Yelbeni and Kununoppin halls. The Shire also maintains a community centre in Kununoppin and Trayning.

The Trayning Aquatic Centre continues to be a focal point for the community during summer and with the shade sails at the southern and northern ends of the aquatic centre it provides a sun smart environment. The aquatic centre is well managed by the Pool Manager, Wendy Hurley. It is also important as a facility where our children are educated in water safety via VACSWIM, school and local swimming club.

General parks and gardens are maintained by Council's town gardeners who ensure these areas are maintained to the highest of standards. The Shire of Trayning also contracts the services of Trayning Home Improvements to manage the Tennis Courts, Bowling Green and BBQ Playground area.

The BBQ Playground area is enhanced with a modern fitness centre/gym and ablutions with enclosed verandah. Council also provides a new stainless steel BBQ in the park area for members of the community and tourists to utilise.

The Shire provides a fully stocked public library including public access for the community to an internet service.





HOW YOUR COUNCIL WORKS

TRANSPORT

Council provides a full range of licensing facilities for vehicles, boats, firearm and motor drivers licenses. Council also has the facilities for the compulsory photographic Drivers and Firearms licence cards.

Council handles new Motor Driver Licensing applications, Computerised Theory Tests and Hazard Perception Tests.

Roads are the Shire's major commitment and consume the largest part of the annual budget. As well as ongoing maintenance, the Shire has carried out network improvements and major preservation projects during the year.

The Kununoppin airstrip is also a facility maintained by Council for the Kununoppin and Districts Hospital and the Royal Flying Doctor Service.

ECONOMIC SERVICES

Council continues to contribute towards noxious weed control, vermin control, Natural Resource Management, Landcare and rural conservation services. The Shire employs Donna Simmons as the Natural Resource Management Officer and contract two days per week of her time to the Shire of Nungarin.

The Ninghan News is fully funded and compiled on a fortnightly basis by the Shire administration staff and is distributed in each town and via mail to subscribers. No publications are produced during January.

Council compiles and produces a local telephone and business directory for the Shire of Trayning which can be purchased through the Shire Office.

Council maintains its support for tourism and area promotion in the Shire and region with its involvement in NEWTravel, Pioneer's Pathway, the Wheatbelt Way and through the maintenance of the Tourist Information Bay and Local Tourism Brochure.

The Billyacatting Hill Nature Reserve and Gnamma Holes in conjunction with beautiful wildflowers & orchards are just a few of the unique tourism assets within the community and attract tourists from everywhere.

PRIVATE WORKS

Private works for residents is a service provided by the Council, and also extended to private organisations and Government Departments. Fees and charges are reviewed annually during the budget process, these are available by contacting the Shire Office staff.

FINANCE & BORROWING

Council currently has a number of loans for various purposes including the construction of the Police Residence, Construction of Ninghan Fitness Centre and purchase of Plant and Equipment. Detailed information on income and expenditure, refer to the following Financial Report.



PLAN FOR THE FUTURE

AN OVERVIEW OF THE PLAN FOR THE FUTURE OF THE DISTRICT

a) **General Purpose Income**

This area is a major determinant in the planning of the activities of the Shire with Rates and Operating Grants and Subsidies continuing to provide operating costs for the provision of services to the community

b) **Administration and Governance**

Council and Staff continue to work together towards the common goal. It is encouraging to report on the innovative and positive attitude Council present in providing facilities and determining future developments in our Shire, which ultimately leads to a benefit for all.

c) **Community Amenities**

The object of this facility is to provide an efficient and effective service to the community in the areas of Refuse Management and management of the Town Planning functions.

d) **Recreation and Culture**

The object of this activity is to maintain and enhance lifestyle opportunities for the community and to this end the Shire continues to support sporting and recreational groups with funding and assistance in obtaining grant funds through the Department of Sport and Recreation. Council's current focus in this area is the upgrade of the Trayning Aquatic Centre.

e) **Transport**

The transport activity covers the construction and maintenance of the road network together with footpath and street lighting facilities. The Shire apply significant resources to this area and make substantial budget provision to provide and maintain this activity.

f) **Economic Services**

The purpose of this activity is to facilitate business opportunities, natural resource management tourism and potential for economic development. The Shire continues to support local and regional groups.

g) **Land and Buildings**

This is a major area of the Shire assets with an obligation to ensure that a reasonable and commercial return is achieved and appropriate management of assets is applied.

h) **Plant, Equipment and Machinery**

This area remains an important part of Council direction. Plant budgeted is purchased within set parameters.

i) **Infrastructure Assets**

This extensive area includes roads, footpaths, drainage, parks, gardens, ovals, kerbing, lighting and street trees.

Major Initiatives Proposed or to Continue During 2013/2014

- Construction of a new 3x2 House in Kununoppin
- Trayning Community Recreation Facility
- Upgrade Trayning Grandstand
- Trayning Fuel Station
- Trayning Interpretation



DISABILITY SERVICES

Disability Services

Amendment to the Disability Services Act in 1999 require all Public Authorities to include in their Annual Report, a statement on that organisation's efforts to implement their adopted Disability Access and Inclusion Plan.

The Shire of Trayning is committed to ensuring that the community is an accessible community for people with disabilities, their families and carers. As well as to consulting with people with disabilities, their families and carers and where required, disability organisations to ensure that barriers to access are addressed properly.

The outcome statements against which assessments are made are as follows:

OUTCOME 1

People with disabilities have the same opportunities as other people to access the services of, and any events organised, by the Shire of Trayning.

OUTCOME 2

People with disabilities have the same opportunities as other people to access the buildings and other facilities of the Shire of Trayning.

OUTCOME 3

People with disabilities receive information from the Shire of Trayning in a format that will enable them to access the information as readily as other people are able to access it.

OUTCOME 4

People with disabilities receive the same level and quality of service from the employees of the Shire of Trayning as other people receive.

OUTCOME 5

People with disabilities have the same opportunities as other people to make complaints to the Shire of Trayning.

OUTCOME 6

People with disabilities have the same opportunities as other people to participate in any public consultation by the Shire of Trayning.

GENERAL COMMENTS

In 2012 Council carried out community consultation on disability services via a public survey and through one on one consultation with the elderly residing in the Shire. Should anyone have a comment or suggestion regarding accessibility issues please contact the Shire office and discuss the matters you have to talk about.

Council continues to work to ensure that all of our new facilities are designed to meet the needs of the elderly and disabled.



RECORD KEEPING PLAN

The Shire of Trayning remains committed to meeting the requirements of the State Records Act 2000.

Records are a core information resource and sound record keeping practices are acknowledged to contribute to overall effectiveness and efficiency of the organisation.

The Shire of Trayning's Record Keeping Plan was reviewed and approved by the State Records Commission and adopted at the April 2008 Meeting.

The Record Keeping Plan was reviewed in April 2013.

RETENTION AND DISPOSAL SCHEDULE

The Shire of Trayning utilises the general disposal authority of Local Government records as produced by the State Records Office for retention and disposal of records.

DISPOSAL PROGRAM IMPLEMENTED

The Shire of Trayning has implemented the General Disposal Authority for Local Government Records and conducts regular disposal of records and archiving on an annual basis.

AUTHORISATION FOR DISPOSAL OF RECORDS

Before any records are destroyed or transferred to the SRO they are reviewed by the Chief Executive Officer for the Shire of Trayning and authorised for destruction or transfer.

PERFORMANCE INDICATORS IN PLACE

The following performance indicator/control mechanisms has been developed to measure the efficiency and effectiveness of the Shire of Trayning's recordkeeping systems:

1. Perpetual diary system to check accuracy by random check of stored records
2. The annual destruction of records confirms whether or not the records are in the location the register records that they should be.

STAFF TRAINING, INFORMATION SESSIONS

The Shire of Trayning has implemented the following activities to ensure that all staff are aware of their record keeping responsibilities and compliance with the Record Keeping Plan:

- Presentations on various aspects of the Shire of Trayning's record keeping program are delivered as required
- In-house training sessions are conducted for the organisation's staff as required
- From time to time an external consultant is brought in to run a training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.
- Staff information sessions are conducted as required.



NATIONAL COMPETITION POLICY

COMPETITION REFORM

National Competition Policy (NCP) is designed to enhance the efficiency and effectiveness of public sector agencies and lead to more efficient use of all economic resources. There are a number of specific requirements placed on Local Government in the areas of competitive neutrality, legislation review and structural reform. Each Local Government is required to report its progress in achieving NCP reforms in its annual report.

COMPETITIVE NEUTRALITY

The principle of competitive neutrality is that government businesses should not enjoy a competitive advantage, or disadvantage, simply as a result of their public sector ownership.

Competitive neutrality should apply to all business activities, which generate a user-pays income of over \$200,000 unless it can be shown it is not in the public interest.

As the Shire of Trayning does not have any 'Significant Business Activities' with an annual user-pays income exceeding \$200,000 p.a. this negates further action or reporting obligation.

LEGISLATION REVIEW

All Local Governments are required to assess which of their local laws might impact on competition and conduct a review of each to determine how any restrictive practices might be overcome.

Local Laws are also required to be reviewed every eight years under the Local Government Act 1995. As the Local Laws were made in 2001, this review is now due. A consultant has been engaged to carry out the review.

STRUCTURAL REFORM

Before Local Governments privatise a monopoly business activity or introduce competition into a sector dominated by a monopoly or near monopoly, the regulatory and commercial activities must be separated and a review undertaken.

Where applicable, all Local Governments in Australia must report their adherence to structural reform principles. At present, this requirement has a very limited impact on Local Government in Western Australia, and most will not need to provide this information.



FREEDOM OF INFORMATION

THE FOLLOWING COUNCIL DOCUMENTS AVAILABLE FOR INSPECTION

Various documents are available for inspection by members of the public.

- Council Agendas & Minutes
- Annual Budgets
- Annual Report and Financial Statements
- Plan for the Future of the District-Five Year
- Five Year Financial Plan
- Council Policy Manual and Delegations Register
- Council & Staff Code of Conduct
- Rate Assessment Book
- Electoral Roll
- Local Laws
- Municipal Heritage Inventory

Council also delivers information to the public via the following:

- Annual Ratepayer Information Pamphlets sent with Rate Notices
- Council Notes in the Ninghan News
- Production of the Local Telephone Directory
- Dog & Bushfire Fire Control Pamphlets are also posted annually
- Local Tourism & Information Brochure

FREEDOM OF INFORMATION REQUESTS

During the year under review there were no formal requests made by members of the public under the Freedom of Information Act.

The Shire of Trayning welcomes enquires for any information held by Council.

If information cannot be accessed by a less formal means, a freedom of information request can be lodged to the following:

The Freedom of Information Officer
Shire of Trayning
PO Box 95
TRAYNING WA 6488





OTHER STATUTORY REQUIREMENTS

PUBLIC INTEREST DISCLOSURE

The Public Interest Disclosure Act was established by the Commissioner of 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 relating to the Shire of Trayning should be referred to the Shire of Trayning's Public Interest Disclosure Officer. Disclosures to the Public Disclosure Officer can be made not just about officers of a local authority but also its elected officials.

The Disclosure Act is 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 Trayning had no Public Interest Disclosures during the reporting period.

INFORMATION ON EMPLOYEE PAYMENTS

For the purpose of Regulation 19B of the Local Government (Administration) Regulations 1996 employee remuneration is required to be contained in Council's Annual Report.

Shown below in bands is the number of employees:

Entitled to an annual salary of 100,000 to 109,999 = 0