



Shire President's Report

The Shire of Irwin has certainly come a long way in the last twelve months and I feel sure every resident will appreciate the enormous increase in their property values over this time.

The popularity of our towns has enjoyed enormous growth, with more and more people recognising that we have an enviable lifestyle and increasing prosperity through employment opportunities for all.

Council has continued to take an entrepreneurial approach to its dealings with industry and business representatives and our "can do" philosophy has resulted in greater opportunities for all residents.

We continue to develop and consolidate the visual aspect of our community through upgrades to our parks and gardens, extensions to our rivermouth boardwalks and walking trails, and beautification of our town entrances.

After a comprehensive consultation process, Council has recently resolved to construct a new Recreation Centre which will serve the community for the next 20 years and, with its projected cost of almost \$6 million, is certainly the biggest single project ever undertaken by the Shire.

We have entered into negotiation with the State and Federal Government for an increase in the services and facilities available for the aged and our retired citizens - and the Shire has recently lodged an application for 45 bed licences to enable a new aged hostel to be constructed.

We are also in talks with private enterprise and not-for-profit organisations for the resurrection of the George Street self-funded retirement village and the development of additional retirement accommodation in Denison.

The Shire was also successful in being presented with a Best Practice Award in services to youth which demonstrated our ability to deliver quality services despite our relative size and in competition with much larger metropolitan Councils.

My fellow Councillors continue to serve the community in a co-operative and team environment and, together with our staff, I feel confident that we will continue to produce outstanding outcomes for each and every resident within the Shire of Irwin.



Robyn K Parsons JP
Shire President



Chief Executive Officer's Report

The growing recognition of the Shire of Irwin as a desirable retirement and tourism destination has meant that staff continue to experience heavy workloads as development and building approvals exceed all previous records.

While the rate of subdivision of land has been frenetic, the amount of activity has implications for all staff as rates assessments are made, accounts are prepared, submissions written, roads and footpaths built and minutes and agendas are supplied to Councillors, the media and public.



I believe that my staff continue to provide a high level of customer service to our community and we have been recognized once again through another "Best Practice in Local Government Award", this time for Youth Services.

Our focus on financial management has enabled us to increase our cash-backed reserves to almost three-quarters of a million dollars and prudent strategic land purchases over the past two years have resulted in the Shire having access to several million dollars with which to fund future infrastructure expenditure.

With the impending retirement of the "baby boomers" generation, we can expect that the demands on the provision of infrastructure, services and facilities will continue to increase.

I am confident that we have a staffing structure to achieve continuous improvement throughout the organisation and I look forward to the challenges that will come our way in the next few years.

I thank all of my staff for their commitment to achieving the goals set for them and to my Elected Members who have the business acumen and team spirit required to succeed in an extremely demanding environment.

John L Merrick
Chief Executive Officer



Councillors



SHIRE PRESIDENT

R K (Robyn) Parsons

Phone: 9927 1300 Mobile: 0417 721 660

Email: rparsons@westnet.com.au

PO Box 36, DONGARA 6525

DENISON WARD - Re-election 2009

DEPUTY PRESIDENT

R J (Rob) Gillam

Phone: 9927 5026 Fax: 9927 5067

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RURAL WARD - Re-election 2007

S C (Stuart) Chandler

PO Box 187, DONGARA 6525

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Mobile: 0427 271 998

DENISON WARD - Re-election 2007

G L (Gail) Dean-Gundill

PO Box 221, DONGARA 6525

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TOWN WARD - Re-election 2009

G C (George) Bass

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DENISON WARD - Re-election 2009

K J (Kevin) Hepworth

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RURAL WARD - Re-election 2007

L W (Lance) Wheeler

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DENISON WARD - Re-election 2007

R T (Rob) McClurg

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TOWN WARD – Re-election 2009

N S B (Brad) Trevenen

50 Ocean Drive, PORT DENISON 6525

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TOWN WARD – Re-election 2007



Council Delegates to Committees



AGRICULTURE PROTECTION BOARD

Cr Stuart Chandler (as Delegate for the Geraldton Zone Control Authority (ZCA) (as passed at the Special Council Meeting on 9 May 2005, however, on 29 July 2005, Cr Stuart Chandler withdrew from nomination on the above Board. No further representation from the Shire at this stage)

AUDIT COMMITTEE

Crs Robyn Parsons, George Bass, Rob Gillam and Gail Dean-Gundill

BATAVIA REGIONAL ORGANISATION OF COUNCILS (BROC)

Crs George Bass and Brad Trevenen, with Mr John Merrick as Deputy

BUSHFIRE BRIGADES COMMITTEE

Crs Robyn Parsons, Lance Wheeler and Rob Gillam

CENTRAL COAST PLANNING CO-ORDINATING COMMITTEE & BATAVIA COAST PLANNING COMMITTEE (HELD ONCE YEARLY)

Crs Rob McClurg and Gail Dean-Gundill

CHAMBER OF COMMERCE

Cr Lance Wheeler, with Cr Kevin Hepworth as Deputy.

DONGARA DENISON FESTIVAL COMMITTEE

Cr Lance Wheeler, with Mr Laurie Smith as a Staff Representative.

DONGARA DENISON TOURISM ADVISORY COMMITTEE

Cr Lance Wheeler

FIRE PREVENTION COMMITTEE

Crs Kevin Hepworth, Stuart Chandler and Rob Gillam

HERITAGE ADVISORY COMMITTEE

Crs George Bass and Kevin Hepworth, with Mr Mark Luzi as a Staff Representative

IRWIN YOUTH ADVISORY COUNCIL

Cr Gail Dean-Gundill, with Cr Rob McClurg as Deputy

LEMAC COMMITTEE

Cr Stuart Chandler, with Cr Brad Trevenen as Deputy

MARITIME ADVISORY COMMITTEE

Crs George Bass and Brad Trevenen, with Mr Mark Luzi as Deputy

MIDWEST REGIONAL ROAD GROUP

Crs Stuart Chandler, George Bass and Rob Gillam



Council Delegates to Committees (continued)

NATIONAL SEACHANGE TASKFORCE

Cr Brad Trevenen, with Mr John Merrick as Deputy

NORTHERN COUNTRY ZONE OF WA LOCAL GOVERNMENT ASSOCIATION (NCZWALGA) – PREVIOUSLY COUNTRY SHIRE COUNCILS ASSOCIATION NORTHERN WARD COMMITTEE

Crs Robyn Parsons and Stuart Chandler, with Mr John Merrick as Deputy

OCCUPATIONAL SAFETY & HEALTH COMMITTEE

Crs Rob Gillam and Robyn Parsons

PORT DENISON RETIREMENT VILLAGE HOMES TRUST COMMITTEE

Crs Robyn Parsons and George Bass, with Cr Gail Dean-Gundill as Deputy

ROADWISE COMMITTEE

Crs Stuart Chandler and Brad Trevenen

SAFER WA COMMITTEE

Crs George Bass, Brad Trevenen and Kevin Hepworth

SENIORS HALL MANAGEMENT COMMITTEE

Cr Rob McClurg

SPORTS & RECREATION FACILITIES COMMITTEE

Crs Kevin Hepworth, Gail Dean-Gundill and Rob Gillam

STRUCTURAL REFORM COMMITTEE

Crs Robyn Parsons, Rob Gillam and Mr John Merrick

TIDY TOWNS COMMITTEE

Mr Felix Neuweiler



Council Staff



Standing L-R: Laurie Smith, Danika Loomes, Jayme Giles, John Merrick, Mark Luzi, Felix Neuweiler, Judy Hurst, Ashley Clarkson

Seated L-R: Sharon Bonny, Nicole Parish, Kerry Chrimes, Jodie O'Keeffe, Geoff Peddie

Absent: Sue Williams, Natalie Riemer

SENIOR STAFF

Chief Executive Officer
Director, Corporate Services
Director, Community Development
EHO/Building Surveyor
Works Supervisor
Accountant/Senior Administration Officer
Senior Library/Licensing/Tourism Officer

: John Merrick
: Geoff Peddie
: Mark Luzi
: Felix Neuweiler
: Aaron Wootton
: Danika Loomes
: Sue Williams

INSIDE STAFF

Recreation Centre Manager
Shire Ranger
Secretary to the Chief Executive Officer
Rates /Payroll Officer
Finance Officer
Administration Officer
Secretary - Health/Building/Town Planning
Library / Licensing / Tourism Officer
Library / Licensing / Tourism Officer
Library / Licensing / Tourism Officer

: Laurie Smith
: Ashley Clarkson
: Judy Hurst
: Sharon Bonny
: Jayme Giles
: Jodie O'Keeffe
: Natalie Riemer
: Kerry Chrimes
: Nicole Parish
: Lucy Cahalin

OPERATIONS DIVISION

Building Maintenance Officer
Leading Hand/Grader Operator
Maintenance Grader Operator
Plant Mechanic
Plant Operator
Plant Operator
Plant Operator
Town Maintenance
Town Maintenance
Gardener
Gardener
Gardener
Gardener/Building Trades Assistant

: Roy Butterfield
: Doug Bussenschutt
: Frank Esparon
: David "Dusty" Allan
: Richard Stevens
: Bill Millett
: Ian Cruickshank
: Andy Dove
: Gary Bradley
: Brian Bond
: Norm Ilich
: Anne Kent
: Erin Bannon



Outside Staff



Library Staff

SHIRE OF IRWIN
OPERATING STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2005

	NOTE	2005 \$	2005 Budget \$	2004 \$
REVENUES FROM ORDINARY ACTIVITIES				
Governance		34,850	5,200	11,533
General Purpose Funding		2,581,759	2,524,550	2,452,512
Law, Order, Public Safety		74,777	34,950	44,801
Health		6,606	7,500	25,686
Housing		150,910	110,300	154,276
Community Amenities		446,646	344,200	373,795
Recreation and Culture		202,801	189,050	203,227
Transport		625,287	282,550	586,202
Economic Services		210,558	147,800	168,325
Other Property and Services		118,261	30,200	37,724
	2	<u>4,452,455</u>	<u>3,676,300</u>	<u>4,058,081</u>
EXPENSES FROM ORDINARY ACTIVITIES EXCLUDING BORROWING COSTS EXPENSE				
Governance		217,739	247,950	129,074
General Purpose Funding		123,084	133,100	240,718
Law, Order, Public Safety		157,899	182,450	157,103
Health		161,091	111,700	106,912
Housing		149,570	152,450	130,763
Community Amenities		545,221	565,350	512,507
Recreation & Culture		731,295	773,250	812,813
Transport		1,633,103	1,313,650	1,529,584
Economic Services		320,380	300,400	316,449
Other Property and Services		66,763	89,050	115,062
	2	<u>4,106,145</u>	<u>3,869,350</u>	<u>4,050,985</u>
BORROWING COSTS EXPENSE				
Recreation & Culture		4,410	5,100	5,378
Transport		12,404	14,100	11,260
Other Property and Services		12,727	0	8,504
	2	<u>29,541</u>	<u>19,200</u>	<u>25,142</u>
NET PROFIT OR LOSS/RESULT		<u>316,769</u>	<u>(212,250)</u>	<u>(18,046)</u>

This statement is to be read in conjunction with the accompanying notes.



12 August 2005

Mr John Merrick
Chief Executive Officer
Shire of Irwin
PO Box 21
DONGARA WA 6525

Dear John

**AUDIT OF SHIRE OF IRWIN
FOR THE YEAR ENDED 30TH JUNE 2005**

We advise that we have completed the audit of your Shire for the year ended 30th June 2005 and enclose our Audit Report and a copy of the Management Report.

A copy of the Audit Report and Management Report has also been sent directly to the President as is required by the Act.

We would like to take this opportunity to thank you and your staff for the assistance provided during the audit.

Please contact us if you have any queries.

Yours sincerely

DAVID TOMASI
PARTNER

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12 August 2005

The Shire President
Shire of Irwin
PO Box 21
DONGARA WA 6525

Dear Mrs Parsons

MANAGEMENT REPORT FOR THE YEAR ENDED 30TH JUNE 2005

We advise that we have completed our audit procedures for the year ended 30th June 2005 and enclose our Audit Report.

We are required under the Local Government Audit Regulations to report certain compliance matters in our audit report. Other matters which arise during the course of our audit that we wish to bring to Council's attention are raised in this management report.

It should be appreciated that our audit procedures are designed primarily to enable us to form an opinion on the financial statements and therefore may not bring to light all weaknesses in systems and procedures which may exist. However, we aim to use our knowledge of the Shire's organisation gained during our work to make comments and suggestions which, we hope, will be useful to you.

We noted no matters we wish to draw to Council's attention.

We take this opportunity to thank the Chief Executive Officer, Deputy Chief Executive Officer and all staff for the assistance provided during the audit.

Should you wish to discuss any matter relating to the audit or any other matter, please do not hesitate to contact us.

Yours faithfully

DAVID TOMASI
Partner
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P:\David\Local Govt\Irwin\2005\05 MANAGEMENT REPORT FOR JUNE 2005 COVERING LETTER.doc:

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INDEPENDENT AUDIT REPORT
TO THE ELECTORS OF THE SHIRE OF IRWIN



Scope

The financial report and Council's responsibility

The financial report comprises the statement of financial performance, statement of financial position, statement of cash flows and accompanying notes to the financial statements for the Shire of Irwin for the year ended 30 June 2005, as set out on pages 3 to 42.

Council is responsible for the preparation and true and fair presentation of the financial report in accordance with the Local Government Act 1995 (as amended). This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the electors of the Shire. Our audit was conducted in accordance with Australian Auditing Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the Local Government Act 1995 (as amended), including compliance with Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Shire's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report; and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by the Council.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedure, our audit was not designed to provide assurance on internal controls.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

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**INDEPENDENT AUDIT REPORT
TO THE ELECTORS OF THE SHIRE OF IRWIN (continued)**

Audit Opinion

In our opinion, the financial report presents, fairly in accordance with the requirements of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended), applicable Accounting Standards and other mandatory professional reporting requirements, the financial position of the Shire of Irwin as at 30 June 2005 and the results of its operations and its cash flows for the year then ended.

Statutory Compliance

During the course of our audit we became aware of the following instances where the Council did not comply with the Local Government Act 1995 (as amended) and the Local Government (Financial Management) Regulations 1996 (as amended).

Annual Financial Report

The annual financial report for the year ended 30 June 2004 was not submitted to the Director General of the Department of Local Government within 30 days of receipt by the CEO of the auditor's report, as prescribed by Financial Management Regulation 51(2).

Differential General Rates

Council imposed a differential general rate in the 2004/05 year which is more than twice the lowest differential general rate without the approval of the Minister, as required by Section 6.33(3) of the Local Government Act 1995 (as amended).

Other Matters

In accordance with the Local Government (Audit) Regulations 1996, we also report that:

- a) There are no material matters that in our opinion indicate significant adverse trends in the financial position or the financial management practices of the Shire.
- b) Except as detailed above, there are no material matters indicating non-compliance with Part 6 of the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) or applicable financial controls of any other written law were noted during the course of our audit.
- c) All necessary information and explanations were obtained by ourselves.
- d) All audit procedures were satisfactorily completed in conducting our audit.

UHY HAINES NORTON
CHARTERED ACCOUNTANTS

DAVID TOMASI
PARTNER

Date: 12 August 2005
Perth, WA
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Report on and Overview of the 2004/2005 Plan for the Future of the District

The Local Government Act 1995 requires Local Authorities to prepare a plan for the future of the district which outlines Council's major activities to be undertaken, over the ensuing four year period. This document is designed to ensure Council is planning for the future for key services provided to ratepayers, and to ensure future expenditure requirements are able to be met without placing undue pressure on the rates payable by property owners.

Each Principal Activity of Council is outlined below with a summary of its purpose, and an assessment of Council's performance in regard to that Activity for the 2004/2005 Year.

5.1 PLANT REPLACEMENT PROGRAM

The operation of Council's fleet of plant and equipment is a key component of the services provided to Council by its Electors. The objectives of Council's Plant Replacement Program are:

- The timely purchase and replacement of assets in accordance with predetermined acquisition and replacement programs.
- Minimising vehicle replacement costs.
- Optimising the performance of the plant fleet.
- Maintaining a safe and good working environment for Staff, Council Members, and people doing business with the Shire.



All new plant purchases during 2004/2005 were financed from Council's General Purpose Income and Reserves, with no new loans being taken out to fund the purchase of a replacement roller. The establishment of a Reserve Fund five years ago to finance plant replacements costs will continue a trend away from borrowings once it is sufficiently funded.

For the 2005/06 Municipal Budget, major plant purchases of a replacement truck, tractor mower and the replacement of executive sedans and utilities, have been provided for without the need for any new loans to be raised. A contribution is made to the Plant Reserve Fund each year to ensure that there are sufficient funds in the Plant Replacement Reserve to finance the purchase of all plant requirements for the year.

5.2 ROAD ASSET MANAGEMENT



Council's objective in regard to the management of its road assets is to maintain and improve the quality and useful economic life of the road infrastructure system in the most efficient manner possible, and to inform Electors of all major works planned by Council.



During 2004/2005, Council undertook an extensive road construction program with the main project being the continuation of the sealing of Milo Road using Regional Road Group Funds. In addition, many smaller projects were undertaken as well as regular maintenance to Council's rural and urban road network.

For 2005/2006, Council has budgeted road construction works totalling \$781,850, which represents an increase in expenditure on road construction over the past year. This increase is attributable to increased grant revenue in comparison to funds received for major projects in 2004/05.



5.3 RESERVE ACCUMULATION

Council has a Reserve Accumulation Program in place, to provide cash backed Reserves for future expenditure requirements, which is designed to reduce the impact on future Municipal Budgets and to reduce the necessity for future loan borrowings.

At the end of the Financial Year ended 30 June 2005, Council had invested the following Reserves:

1	Plant Replacement	194,800
2	Buildings	250,400
3	Long Service Leave	68,050
4	Sanitation	63,000
5	Coastal Management	52,100
6	Sick and Gratuity	4,150
7	Skate Park	3,600
8	Community/Staff Housing	8,800
9	Tourism/Area Promotion	13,250
		<hr/>
		658,150

During the 2005/2006 Financial Year, Council has budgeted for a net \$128,200 of these Reserves to be transferred back to the Municipal Fund, being a net requirement to fund activities after interest income and contributions are transferred.

All Reserve Funds are invested by Council in accordance with established Policies, with investment income expected to be \$28,900 for the 2005/2006 year, which is reallocated to these reserves in order to ensure balances are maintained in line with inflation levels.

5.4 LIBRARY/TOURIST/LICENSING SERVICES

The objective of Council, in the provision of the Library/Tourist/Licensing Service to residents, is at all times to provide a high quality Centre which offers a wide range of services in the areas of Library, Licensing and Tourist information at a cost effective price to the community.



An on-line computer system is installed at the Library/Licensing/Visitors Centre, which has further enhanced the library service for residents, allowing for more efficient ordering of stock from other libraries, and give on-line access to the entire State-wide library collection for users.

Responsibility for the Tourist Centre was transferred to the Shire in 2001 and the quality of services and promotional products available has continued to improve with the number of visitors to the Centre also increasing.

Services offered at the Dongara Public Library are funded from the Municipal Budget through Council's rates revenue, tourist sales and commissions, and commissions earned from Police Licensing transactions.

SUMMARY

To conclude, Council has been able to meet its commitments as outlined in the Plan for the Future for the 2004/2005 year, and shall continue to strive to provide the best possible service to its Residents and Ratepayers, with careful and strategic planning for the future.



Statement on Compliance with National Competition Policy

The introduction of the National Competition Policy requires all Local Authorities to include in the Annual Report statements in regard to the following:

THE STRUCTURAL REFORM OF PUBLIC MONOPOLIES

The intention of the structural reform of Public Monopolies is that:

- There is a separation of the regulatory and commercial functions of Public Monopolies
- There is a separation of the natural monopolistic operations and potentially competitive activities of Public Monopolies
- There is separation of potential competitive activities into a number of smaller, essentially independent business units.

The Irwin Shire Council is not considered a natural monopoly, nor does it conduct any business activities that can be considered a public monopoly. Therefore the principle of Structural Reform of Public Monopolies does not apply to the Irwin Shire.

COMPETITIVE NEUTRALITY

For significant local government business enterprises which are classified as “Public Financial Enterprises” or “Public Trading Enterprises” a local government will, where appropriate:

- Adopt a corporatisation model for those local government business enterprises;
- Impose on significant business enterprises
 - Full Commonwealth, State and Territory taxes or tax equivalent systems;
 - Debt guarantee fees directed towards offsetting the competitive advantages provided by government guarantees;
 - Those regulations to which private sector businesses are normally subject, such as those relating to the protection of the environment, and planning and approval processes, on an equivalent basis to private sector competitors.

These principles have been designed to ensure that a Local Authority has no unfair advantage over any competitor in the market place.

The principles also only apply to business activities that receive more than \$200,000 in annual income, of which the Irwin Shire has none, and therefore do not apply to the Irwin Shire.

Despite this, the Irwin Shire is regularly reviewing its performance in regard to key service areas to ensure that:

- a) Council has no unfair trading advantage over competitors who are able to offer a similar service



- b) Council is performing its duties in the most efficient manner possible. There have been numerous examples of where Council has engaged private contractors to perform tasks which they were able to undertake in a more cost-effective manner than Council. For example – Council Facilities Cleaning Contract, Shire Slashing Programme and Waste management.

Council has not received any allegations of non-compliance with Competitive Neutrality Principles from the private sector.

LEGISLATION REVIEW

In accordance with the timetable specified in the National Competition Policy, all existing Local Laws are to have been reviewed by 31 December 2000. As part of this review, Council has adopted new Local Laws relating to:

- Standing Orders
- Local Government Property
- Thoroughfares
- Extractive Industries
- Dogs
- Cemetery
- Parking
- Bush Fires
- Health

In addition, many old Bylaws, which are either no longer relevant, or are covered by the provisions of the above Laws, have been repealed.

In 1998/99, Council undertook an extensive review of its Policy Manual and found no policies that were in breach of the National Competition Policy. This review process is now undertaken on an annual basis, with the review for the 2004/2005 financial year to be completed by December 2005.



Statement on Implementation of Shire Disability Services Plan

Amendments 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 the contents of its adopted Disability Services Plan.

IRWIN SHIRE COUNCIL DISABILITY SERVICES PLAN

The Irwin Shire Council Disability Services Plan contains the following five major objectives.

1. Existing functions, facilities and services are to meet the needs of people with disabilities.
2. Access to buildings and facilities are improved.
3. Information about functions, facilities and services is provided in formats which meet the communication requirements of people with disabilities.
4. Staff awareness of the needs of people with disabilities and skills in delivering advice and services are improved.
5. Opportunities for people with disabilities to participate in public consultations, grievance mechanisms and decision making processes are provided.

REPORT

During the year, the following strategies were implemented to achieve the above objectives:

1. An inspection of all public facilities was undertaken, with several areas identified as requiring improvements and upgrade to ensure people with disabilities have equal access to these facilities. Where possible, minor matters were corrected immediately, with several projects involving considerable expenditure being considered in forward planning estimates.
2. Several disabled parking bays installed in various carparks around town, to improve access for disabled.
3. Repairs to pathways to improve access for people with disabilities.
4. Special care and attention paid in conducting Municipal Elections to ensure people with disabilities have equal access to facilities, and electoral information was as clear and concise as possible.



Statement on Compliance with the Shire of Irwin Recordkeeping Plan

Amendments to the **State Records Act** in 2000 require all Government organisations to include in their Annual Report, a statement on that organisation's compliance with its recordkeeping plan.

Principle 6 of the **State Records Commission SRC Standard 2 –Recordkeeping Plans Act** requires Council to comment on the following five compliance requirements.

1. The efficiency and effectiveness of the organisation's recordkeeping systems is evaluated not less than once every 5 years.
2. The organisation conducts a recordkeeping training program.
3. The efficiency and effectiveness of the recordkeeping training program is reviewed from time to time.
4. The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's recordkeeping plan.
5. The organisation includes within its Annual Report an appropriate section that addresses Points 1-4.

IRWIN SHIRE COUNCIL RECORDKEEPING PLAN

1. During 2003/04, the Shire of Irwin reviewed its recordkeeping systems and prepared and submitted its recordkeeping plan to the State Records Commission and which was subsequently approved by the Commission. As part of this process, the efficiency and effectiveness of those systems were evaluated and amended where considered to be appropriate.
2. The Shire of Irwin conducts a recordkeeping training programme for all employees involved with records management.
3. The efficiency and effectiveness of the recordkeeping training programme was reviewed in 2004/05 as part of the overall recordkeeping systems review.
4. The Shire of Irwin has prepared an induction manual which is issued to all new employees, who are required to read the document and sign it as having understood the contents. The manual has been updated and will include a section on recordkeeping requirements for each employee.



General Information

AREA: 2,223km²

AREA OF PARKS & GARDENS: 55ha

DISTANCE FROM PERTH: 360kms



Welcome to the Shire of Irwin

LOCATION: The Shire of Irwin is located on the coast some 65kms south of Geraldton, and 360kms north of Perth by the Brand Highway

BOUNDARIES: The Shire is bordered in the north by the Shires of Greenough and Mullewa and in the south by Carnamah - with Mingenew and Three Springs Shires in the east

TOTAL OPERATING REVENUE: \$4,452,455

TOTAL EXPENDITURE: \$4,135,686

TOTAL RATES LEVIED: \$1,931,283

RATE IN DOLLAR (CENTS): Differential Rating System

NO. OF EMPLOYEES: 29

POPULATION: 3,700

NO. OF ELECTORS: 2,140

NO. OF DWELLINGS: 1,234

LENGTH OF ROADS: Sealed - 175kms
Unsealed - 331.3kms

TOWNSHIPS: Dongara, Port Denison, Irwin

ESSENTIAL SERVICES: Dongara Medical Centre: Two Doctors, Silver Chain Nursing Post, Police Station, St John Ambulance (Volunteers), Agriculture Protection Board, Volunteer Fire Brigades, Volunteer Sea Rescue Group, Department of Fisheries, Water Corporation Depot

EDUCATION: Pre-Primary, Primary, and District High School to Year 10. Bus Service to Geraldton for Years 11 and 12 Students

LIBRARY: Dongara Public Library - A Branch of the State Library Service



CHILDREN'S SERVICES:	Leander Children's Centre, Dongara Playgroup Association
BANKING SERVICES:	Challenge and National Branches. There are Agencies for Commonwealth, ANZ, BankWest and Town & Country
TRANSPORT SERVICES:	Two Local Taxis, Westrail, Greyhound and Integrity Bus Services, Community Bus Hire
SENIOR CITIZENS SERVICES:	Retirees WA Inc - Dongara Branch: Meets every Monday in the Irwin Autumn Centre. The Dongara Health Service runs the HACC Programme which includes transport and meals. Port Denison Retirement Village Management Committee, Seniors Group
RECREATION FACILITIES:	Dongara Hall, Fisherman's Hall, Fitness Club Hall, Guide Hall. Irwin Recreation Centre: Tennis, Volleyball, Football, Badminton, Gymnastics, Basketball, Netball, Squash, Denison Bowling & Recreation Club, Dongara Golf Club, Dongara-Irwin Race Club, Dongara Oval: Cricket, Softball, Pistol Club, T-Ball, Hockey, Darts Association
LOCAL ORGANISATIONS (OTHER THAN SPORTING):	Lions, Red Cross, Dongara Charities, Masonic Lodge, Arts & Crafts Group, Art Group, St John Ambulance, Volunteer Fire Brigades, Historical Society, P&C Association, Church Groups, Land Conservation District Committee, Dongara Guides, RSL, Professional Fisherman's Association, Chamber of Commerce, Irwin Townscape Committee, Heritage Advisory Committee, Tourist Information Centre, Liberal Party, Laurel Club, Dongara-Denison Local Rag, Safer WA Committee, Dongara Freemasons, Denison Laurel Club of Perth Legacy Inc
OTHER FACILITIES & SERVICES:	Telstra Depot, Vehicle Licensing at Dongara Public Library, Drive-In Theatre (one of a few remaining)
TOURIST ATTRACTIONS:	Nature trails, heritage trail, Port Denison foreshore, Moreton Bay Fig Trees, surfing, fishing, beautiful beaches, wildflowers, wide range of sporting and tourist facilities
SIGNIFICANT LOCAL EVENTS:	Monthly Markets in the Priory Lodge Gardens, Tourist Centre Market Days, Red Cross Fete Day in March, Lions Doorknock, Senior Citizens Picnic, Carols by Candlelight, Dongara District High School Fete Day, the Hanging of the Quilts in the Priory Lodge Gardens in October, Larry Lobster Festival and Blessing of the Fleet in November
RATES & RUBBISH CHARGES:	Rates (average three-bedroom home) \$600-\$700 Emergency Services Levy (ESL) \$35-\$45 Domestic Rubbish \$165 per year



Historical Notes on the Irwin District



Irwin Road - Now Moreton Tce

Nestled on Arunine Bay are the old historical twin towns of Port Denison and Dongara - the coastal contact for the Shire of Irwin.

In 1839, an expedition led by George Grey left the Swan River Colony by ship, bound for the area north of the Murchison River. His boats and supplies destroyed in a cyclone, his only alternative was a gruelling 700km trek south to the colony.

Captain Grey and his party thus became the first Europeans to traverse the Irwin District and note the extent of the lush pastoral country in the Irwin Basin. The Aboriginal people of this region (the "Wattandee") saw the first permanent European settlement of Irwin in 1850.

In 1852, a townsite was surveyed and named "Dhungarra" - a name given to the area by local tribal natives to indicate a "meeting place of seals".



Irwin Road Board Members - 1910

From this time on, the area gradually became settled. This progress was understandably slow because of the distances involved and the slowness of available means of transport. Unknown dangers played their part in hindering settlement, as in the case of the sailing ship "Leander". In 1853, she struck the reef - which now bears her name. Commander, Captain Johnson, managed to run in and beach her on the then uninhabited coast. The Captain and crew managed to reach Mr Burges' property on the Upper Irwin.

By 1866, the small settlement was beginning to flex its community muscle and a jetty was built at Port Irwin. At the same time, an Inn was built - which is still in use today.



Royal Steam Roller Flour Mill - 1894

Finally in 1871, the Irwin Road Board was formed. It stretched to the South Australian border and covered 89,000 square miles. In its early years, meetings were held in the Courthouse which was built around the same time, along with a School and Police Station. This progress continued as surely as the gradual growth of the majestic trees lining the main street.



Significant Dates in the History of Irwin Shire

- 1848 The Gregory Brothers discovered coal in the Irwin River at Mingenew
- 1852 First Birth Entry - Champion Bay Book: Mary, daughter of William & Elizabeth Criddle
- 1853 The sailing ship "Leander" struck the reef - which now bears her name
- 1864 First mail service from Perth
- 1866 Citizens of Dhungarra wrote to Governor asking for an Inn Cemetery and road to Port Irwin
- 1867 Port Irwin was surveyed by Mr Phelps and named "Denison"
Joseph Walton received a licence to run an Inn
First jetty built at Denison



Irwin Road Board

- 1870 The Irwin Road Board was formed. School, Post Office, Police Station
- 1889 The bridge linking Dongara/Denison was constructed
- 1894 The railway line from Perth was opened. Old Flour Mill built by Frank Pearse
- 1906 The first Dongara Water Supply (a windmill)
- 1910 Building of the first Road Board Office
- 1950 Old Town Hall was burnt down
- 1953 New Town Hall was opened by Sir David Brand
- 1959 Processing of crayfish begun by Yama Pty Ltd and new jetty built at Denison
- 1964 Gas and oil discovered at Yardarino
- 1965 Allanooka Water Supply connected to Dongara
- 1969 SEC connected to Dongara/Denison
- 1972 New Dongara Primary School opened
- 1976 Dongara-Eneabba railway opened
- 1979 Port Denison Fishing Boat Harbour
- 1984 Irwin Recreation Centre opened



Library/Visitors Information Centre

- 1990 Old Post Office becomes Dongara Public Library
- 1992 Irwin Shire Town Planning Scheme No. 4 gazetted. Construction of Niche Wall at Cemetery
- 1993 Construction of Dongara Pavilion
- 1995 Irwin Shire Local Rural Strategy – Subdivision opened up in rural areas
- 1996 Construction of Health Centre/Hospital
Construction of new Shire Operations Depot
- 1997 Commencement of Digital Mobile Phone Service to Dongara/Port Denison
New road - Kailis Drive, linking Brand Highway to Port Denison
Commencement of Limesand Mining by Westlime



1998 Official Opening of Dongara Health Centre
Commencement of limesand mining by Cockburn
Commencement of Irwin River Estuary Park Facilities and Walk Trails

1999 Inaugural Larry Lobster Festival held in November
Shire of Irwin Library Service took over the licensing services from Department of Transport so that service would remain in the town. This also led to the extension of the Library Service
Entry walls constructed to Memorial Park
New Tourist Parking and Facilities, including Children's Playground, completed at the western end of the Port Denison Foreshore
New Boat Ramp for Professional Fishermen constructed in Port Denison Harbour



Blessing of the Fleet
(Larry Lobster Festival)

2000 Work commenced on Town Park to include an outdoor amphitheatre and rotunda
Official Opening of the new hall for Senior Citizens
Squatter Shacks removed from Cliff Head to Knobby Head
New ablution facilities constructed at South Beach and Seaspray Beach
New Recreational Boat Ramp constructed in the Port Denison Harbour
Disabled Fishing Platform constructed at Harbour Wall near Grannies Beach
Old Mill restoration commenced

2001 Opening of Town Park Amphitheatre
Opening of Community House buildings
Dongara Telecentre Inc commenced operation from the Community House building
Construction of new Recreational Jetty
First Community Bus purchased

Centenary of Federation Project – Rotunda in Town Park completed



Nature Trail

2002 Construction of Northern Irwin River Estuary Park Facilities and Walk Trails
Moreton Terrace underground power and beautification works completed



The Lobster Industry

New Recreational Boating Jetty completed within the Port Denison Marina
MG Kailis - new Live Lobster Facility opens
Television Retransmitting Facility commences operation
Relocation of Telstra Mobile Tower
New Sea Search and Rescue Headquarters opens at Port Denison
Museum opens

2003 Construction of grass greens and reticulation of fairways on the Back Nine of Golf Course
Construction of a further 6 aged persons' units at the Port Denison Retirement Village
Off-shore oil strike at Cliff Head
Oil production commences at Hovea well site – Pye Road
New Skatepark opens

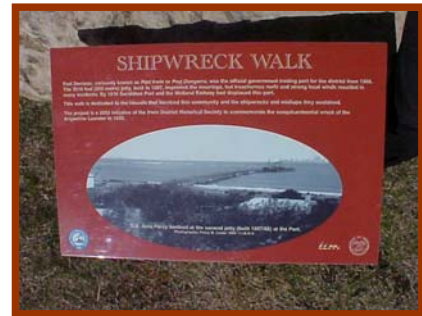


BMX Track

- 2004 Construction of Ridge Top Nature Walk and Lookout (River Estuary area)
- Completion of Ocean Drive aged retirement village with a further 9 units (total number of units now 39)
- New BMX Track opens
- Land boom – 4 new subdivision areas open

Official opening on 7 June of the foreshore “Shipwreck Walk” by Jamie Edwards MP, Member for Greenough, the President of the Irwin Historical Society, Ann Jefferies, and Member for Geraldton, Mr Shane Hill MLA.

- 2005 Town Planning Scheme No 5 advertised for public comment
- MG Kailis closes its processing factory after 40 years of operation
- Shire of Irwin wins Regional Tidy Towns Competition



Opening of Shipwreck Walk

Local Industry

Cereals, Sheep, Cattle, Fishing, Olives, Rock Lobster Fishing, Natural Gas and Oilfields, Limesand Mining and Tourism



Western Rock Lobster



Rig



Tidy Towns Competition Winner 2005