



SHIRE OF MORAWA
SPECIAL COUNCIL MEETING
ATTACHMENTS

Monday, 23 October 2023



Agenda Attachments

Shire of Morawa

Special Council Meeting

23 October 2023

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Attachment 1- 6a Elected Member Nomination for President or Deputy President

Item 6- Election of Shire President and Deputy President

Nomination by Elected Member

I,

of (1),

wish to nominate for the position of President/Deputy President of the Shire of Morawa having due regard for the duties and responsibilities associated with the position.

Declared at on

Signed:

(1) Insert your residential address.

Received by Chief Executive Officer, Scott Wildgoose at on

Signed:

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***Attachment 1- 7.1a Elected Member Prospectus -
Becoming a Zone Delegate or State
Councillor***

***Item 7.1- Morawa Council Representatives of
Northern Country Zone***

Elected Member Prospectus

Becoming a Zone Delegate or State Councillor

2023

About WALGA

WALGA is an independent, member-based, not for profit organisation representing and supporting the WA Local Government sector.

Our purpose is to leverage the collective strength and influence of the Local Government sector for the benefit of WA Local Governments and their communities.

What does WALGA do?

WALGA provides value to Member Local Governments by advocating and facilitating sector solutions and policy, and by delivering member-centric, quality services.

How does WALGA work?

WALGA employs approximately 100 staff across the areas of:

- Policy, including asset management, community, emergency management, environment, infrastructure, planning, roads and waste;
- Services and advice including governance, industrial relations, procurement, recruitment, supplier panels, tender management, and training for officers and Elected Members; and
- Operational functions including events, finance, human resources, information technology, marketing and media management.

How is WALGA funded?

A number of components contribute to the WALGA operational budget. As with most member-based organisations, WALGA has an annual Membership fee paid by all Member Local Governments. To ensure fairness, the annual Membership fee is indexed to the size and capacity of each Local Government. It contributes less than 10 per cent of WALGA total turnover.

WALGA secures additional funding through charges to State and Federal departments and agencies for the administration of grants; fee-for-services selected for use by Member Local Governments; and returns from supplier contracts as part of group buying arrangements that guarantee lowest market rates for Members.

Role of Zones

State Councillors are elected to State Council from one of 17 Zones, which are groupings of Local Governments convened together on the basis of population, commonalities of interest and geographical alignment.

The relationship between State Council and Zones within the Western Australian Local Government Association is a critical one in the political representation of Local Government at the State and Federal levels.

Zones have an integral role in shaping the political and strategic direction of WALGA. Not only are Zones responsible for bringing relevant local and regional issues to the State Council decision making table, they are a key player in developing policy and legislative initiatives for Local Government.

WALGA's Constitution outlines that the functions of Zones are to:

- elect one or more State Councillors;
- consider the State Council agenda;
- provide direction and feedback to their State Councillor; and
- any other function deemed appropriate by the Zone.

Additional activities undertaken by Zones include:

- developing and advocating on positions on regional issues affecting Local Government;
- progressing regional Local Government initiatives;
- identifying relevant issues for action by WALGA;
- networking and information sharing; and
- contributing to policy development through policy forums and other channels.

Zones provide input into State Council's advocacy efforts in two critical ways:

1. by passing resolutions on items contained in the State Council Agenda; and
2. by generating new Agenda items for consideration by State Council.

Zone Motions

To generate new Agenda items for consideration by State Council, a Zone may pass a resolution requesting that WALGA take action. For example, a Zone motion may request WALGA to investigate an issue, undertake advocacy, or develop policy.

It is best practice that Zone motions are submitted with the backing of a resolution of Council. However, as Zones are self-governing and autonomous, individual Zone Delegates may submit motions for the Zone to consider.

It is recommended that the Zone be advised whether a motion to be considered has been endorsed by Council or has been submitted by an individual Zone Delegate.

Role of a Zone Delegate

Zone Delegates are elected or appointed to represent their Council on the Zone and make decisions on their Council's behalf at the regional level.

In fulfilling their role as Council's representative, the Zone Delegate should give regard to their Council's positions on policy issues.

There is also an expectation that Zone Delegates will report back to their Council about decisions made by the Zone.

Role of State Council

WALGA is governed by a President and a 24-member State Council, elected from the Local Government sector.

Each State Councillor represents a WALGA Zone. There are 5 metropolitan Zones and 12 country Zones. All 139 WA Local Governments are invited to be Members of WALGA and a Zone.

Elected Members are able to nominate to represent their Local Government on their Zone and in turn, through the Zone election process, to represent the Zone on State Council.

State Council's primary role is to govern the successful operation of WALGA and broadly includes:

- Strategy formulation and policy making;
- Development, evaluation and succession of the Chief Executive Officer;
- Monitoring financial management and performance, including the annual budget;
- Monitoring and controlling compliance and organisational performance;
- Ensuring effective identification, assessment and management of risk;
- Promoting ethical and responsible decision making;

- Ensuring effective communication and liaison with members and stakeholders; and;
- Ensuring an effective governance framework and culture.

Role of a State Councillor

State Councillors have ultimate responsibility for the overall successful operations of WALGA.

The principal roles of State Councillors relate to:

- policy positions and issues;
- the strategic direction of WALGA;
- financial operations and solvency; and
- all matters as prescribed by law.

State Councillors, as directors of a board, are required to act consistently in the “best interests of the organisation as a whole”. This effectively means that the duties of a State Councillor are owed to all Member Local Governments.

State Councillors are also expected to be champions for WALGA and for the Local Government sector.

Commitment of the Role of State Councillor

State Councillors are expected to attend State Council meetings, of which there are five ordinary meetings per year. As State Councillors are elected to State Council by their Zone, State Councillors would also be expected to attend and play a prominent role in Zone meetings, including reporting back to their Zone about WALGA’s activities and advocacy.

State Councillors are expected to attend WALGA events and functions and play an active role in representing the Local Government sector, and contributing to policy debates and other forums.

State Council operates a number of internal and external committees and policy forums. There is an expectation that State Councillors play a leading role in serving on State Council’s committees on behalf of WALGA and the Local Government sector.

State Councillors are paid an annual sitting fee and expenses incurred to attend State Council meetings are reimbursable.

Opportunities for State Councillors

State Councillors, as board members of WALGA, are key leaders in the Local Government sector in Western Australia. Not only do State Councillors represent their community on their Council, they also have the opportunity to represent their region (Zone) and the Local Government sector at the state level.

All State Councillors will be appointed to a Policy Team or the Finance & Services Committee. Policy Teams provide State Councillors with hands-on exposure to development of policy positions and submissions to Government on behalf of the WA Local Government sector. The Chair of the relevant Policy Team will also have the opportunity to attend meetings with Government Ministers to advocate on behalf of Local Government.

Become Involved

We hope that involvement in your Association – by representing your Council on the Zone, or representing your Zone on State Council – will be an enriching and rewarding experience.

Consider nominating for a position on the Zone or State Council and play a role in shaping policy and advocacy on behalf of Local Government in Western Australia!

Contacts

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- Attachment 1- 7.3a LEMA***
- Attachment 2- 7.3b Sinosteel Community Representative Advertisement***
- Attachment 3- 7.3c Audit and Risk Committee Terms of Reference***
- Item 7.3- Council Representatives on Council Committees***
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LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2018 – V1.0

Approved by LEMC meeting:
Date of LEMC Review Approval:

Date of LEMC Endorsement:
Date of LG Endorsement:

Review Date:

- Public Copy
- Restricted Copy

These Arrangements have been produced and issued under the authority of S41 (1) of the Emergency Management Act 2005, endorsed by the Morawa Local Emergency Management Committee (LEMC) and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

Chairperson LEMC

Date

Endorsed by Council

Date

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DISTRIBUTION MATRIX

This document will be distributed in full including appendices to all members of the Morawa LEMC.

A public version not containing appendices will be made available on the Shire of Morawa's website.

Distribution

<u>Organisation</u>	<u>Location/Officer</u>	No of Copies
SHIRE OF MORAWA		
Shire of Morawa	CEO	1
Shire of Morawa	EM	1
Shire of Morawa	Works Manager	1
Shire of Morawa	Shire President	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC Chair	CEO of Morawa	1
Executive Officer	CESM	1
WA Police	Morawa Police Station	1
WA Police	Perenjori Police Station	1
Dept. of Communities	Geraldton	1
St John Ambulance	Morawa	1
Bush Fire Services	Morawa Volunteers Bushfire Brigades Morawa VFES Brigade	2
DFES Regional Office	Geraldton	1
St John Ambulance Community Paramedic	Dongara	1
Morawa District Hospital	Morawa	1
Parks & Wildlife Service	Geraldton	1
ADJOINING SHIREs/LEMCS:		
Shire of Perenjori	LEMC	1
Shire of Mingenew	LEMC	1
Shire of Carnamah	LEMC	1
Shire of Three Springs	LEMC	1
Shire of Yalgoo	LEMC	1
City of Greater Geraldton	LEMC	1

AMENDMENT RECORD

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
Local Emergency Management Committee
Shire of Morawa
PO Box 14
Prater Street
MORAWA WA 6623

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in the following table, when updated.

Amendment Record

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>
01	December 2017	Complete review of 2012 LEMA with new version due for submission to LEMC, DEMC, and SEMC.	CESM District Advisor CEO
02	March 018	Review of Arrangements carried out in conjunction With Shire CEO, WAPOL OIC & CESM	R Ryan CESM
03	May 2018	Document review & update	R Ryan CESM
04	Oct 2018	Approved by DEMC & SEMC	R Ryan
05	Nov 2018	Update of contact numbers	R Ryan
06	Dec 2020	Update and review of names	R Ryan CESM
07			

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

District: means an area of the State that is declared to be a district under Section 2.1 Local Government Act 1995.

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the Emergency Management Act 2005

Municipality: Means the district of the local government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

Risk statement: A statement identifying the hazard, element at risk and source of risk.

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

Vulnerability: Vulnerability the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

For further Acronyms refer to the State EM Glossary.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFB	Bush Fire Brigade
BFS	Bush Fire Service
BoM	Bureau of Meteorology
SMO	Shire of Morawa
DC	Department of Communities
DBCA/P&W	Parks and Wildlife – Dept. Biodiversity and Attraction
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire & Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group(Committee)
OEM	Office of Emergency Management
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australia Police

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s41(1) of the *Emergency Management Act 2005*, endorsed by the Morawa Local Emergency Management Committee and approved by the Morawa Local Emergency Management Committee.

1.2 Community Consultation

The community has been consulted through other forums and through the LEMC committee members.

The Community of Morawa has been consulted and made aware of the LEMA and the purpose of the documents/Arrangements.

1.3 Document Availability

In accordance with S43 of the *Emergency Management Act 2005* a copy of these arrangements is available for inspection free of charge by members of the public during office hours at the Shire of Morawa Council office. These arrangements will also be available via the Councils' website.

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office
Morawa
Winfield Street
Morawa WA 6623
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- Midwest Gascoyne District Emergency Management Committee
- Office of Emergency Management
- State Emergency Management Committee (Secretary) – electronic format

1.4 Area Covered

The Shire of Morawa is situated in the North Midlands area of Western Australia approx. three and a half hours drive or 370km North of Perth (via Three Springs), approx. 180km east south east from Geraldton and approx. 114km east of Dongara.

Morawa is bordered by the Shire of Mullewa to the North, Perenjori to the South, Mingenew and Three Springs to the West and Yalgoo to the East.

Morawa is an Aboriginal name, first shown on maps of the area for a rock hole in 1910. It is possibly derived from "Morowa" or "Morowar", the Dalgite, a small marsupial which burrows into the earth. A Dalgite is a type of bilby. Another possible meaning is "the place where men are made". This is probably a reference to initiation ceremonies conducted in the area by the Aboriginal inhabitants.

Predominantly an agricultural based shire, Morawa boasts excellent tourism facilities and attractions (particularly during the Spring wildflower season), a rich history, great business incentives and an active mining industry that has only recently been redeveloped.

With the construction of a multi-million-dollar health centre, excellent education options and first rate sporting facilities our community services are also thriving. In recent years' tourism has played an increasingly important role in our Economic Development.

The Shire of Morawa supports a population of approximately 950 people, and includes the localities of Canna, Gutha, Pintharuka, Merkanooka and Koolanooka.

The population of Morawa town site is estimated at 500 people and 450 for the remainder of the Shire. For a number of years up until 1991 the population had been declining, but has remained stable since. About 3% of the population are Aboriginal.

Morawa covers just over 350,000 hectares (3,528 km²) consisting of agricultural and pastoral land, mining leases, Crown land, reserves and town sites. The area of remnant vegetation in the Shire equates to 22,224 hectares of private land, 54,007 hectares of public land and 15,825 hectares of private land modified for grazing purposes.

The region is renowned for a diversity of flora that is seldom equalled, with this being attributed to the diversity of landform and soil types that are present within the district. In the Shire of Morawa, you will see everything from large flat plains, to rolling hills and rugged breakaway country. Approximately 12,800 hectares of land in the Shire is salt affected land or salt lakes.

2017 Morawa Figures:

- 3,516 sq. km
- Population 906
- No. Dwellings 410
- LG Employees 45

1.5 Aim

The aim of this document is to define the management of identified risks and provide detail on proposed planning, response and recovery activities for the Shire of Morawa.

1.6 Purpose

The purpose of these arrangements is to set out:

- The Shire of Morawa's policies for emergency management;

- The roles and responsibilities of public authorities and other agencies involved in emergency management in the Shire of Morawa;
- Provisions about the coordination of emergency operations and activities relating to emergency management;
- A description of emergencies that are likely to occur in the LGA;
- Strategies and priorities for emergency management;
- Other matters about emergency management in the Shire of Morawa prescribed by the regulations; and
- Other matters about emergency management in the Shire of Morawa that the Council considers appropriate. [\[s. 41\(2\) of the EM Act 2005\]](#)

1.7 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- This document applies to the LGA of the Shire of Morawa;
- This document covers areas where the Shire of Morawa provides support to HMA's in the event of an incident;
- This document details the Shire of Morawa's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Morawa's responsibility for recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.8 Related Documents

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the Shire of Morawa. The Shire of Morawa currently does not have any policies that specifically relates to emergency management, unique to this local government area.

1.9 Local Emergency Management Policies

Document	Owner	Date
No current Policies or MOUs		
Currently working on Policies with various Mining companies within the Shire		

1.10 Existing Plans and Arrangements

Document	Owner	Date
Site Emergency Management Plan – CBH	Shire of Morawa	2017
Karara Mine Site	Karara Mining Ltd	2015
EMP	Morawa District High School	2017
EMP	Morawa Ag College	2017

1.11 Agreements, Understandings and Commitments

This is a list formal agreements or MOUs that are in between the Shire of Morawa and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place. Currently this is under review.

Parties to the Agreement	Summary of the Agreement	Special Considerations
No Current formal MOUs		

1.12 Special considerations

Special considerations include;

- Wildflower season: April – September
- Annual migration of the “Grey Nomads”: April – September
- Various car rallies & Speedway Events
- School Sports Events
- Seasonal conditions e.g. bushfires, cyclones, storms, flood
- Charity Bike Rides
- Mountain Bike runs

Special Needs Groups

Special needs groups are available at Appendix 5 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

- Special needs group may have been identified through the medical service and documented through medical records and cultural processes.

1.14 Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Morawa has conducted a broad analysis of resources available within the Shire of Morawa including the Farming, pastoral properties, Mining Leases, with major resources collated these listed in the Shire of Morawa Emergency Resources and these are recorded in the Shire of Morawa Contacts and Resources Register (Restricted document).

1.15 Roles & Responsibilities

As stated in Emergency Management Regulations, the following table outlines descriptions and responsibilities of key positions in relation to local community emergency management.

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Morawa are defined in Section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in Section 37 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local welfare coordinator	<p>The Local Welfare Coordinator is appointed by the DC District Director to:</p> <ul style="list-style-type: none"> • Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director; • Prepare, promulgate, test and maintain the Local Welfare Plans; • Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee; • Establish and maintain the Local Welfare Emergency Coordination Centre; • Ensure personnel and organisations are trained and exercised in their welfare responsibilities; • Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and • Represent the department on the Incident Management Group when required.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by DC provide advice, information and resources regarding the operation of the facility.

LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DC.
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Deputy Chair	Provides leadership and support to the LEMC in the absence of the Chair
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.</p>

	<p>The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [s. 39 of the Act]:</p> <p>To advise and assist the local government in establishing local emergency managements for the district;</p> <ul style="list-style-type: none"> • to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and • To carry out other emergency management activities as directed by SEMC or prescribed by regulations. <p style="padding-left: 40px;">Other Functions of the LEMC.</p>
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	<p>A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [EM Act 2005 s4] The HMAs is prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the West plan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>

Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
Emergency Management Agency	A Hazard Management Agency (HMA), Combat agency or Support organisation as prescribed under the provisions of the Emergency Management Act 2005

LEMC Executive

Chair	Shire of Morawa Councillor
Deputy Chair	OIC Morawa Police Station
Executive Officer	Council staff member/CESM

PART 2 – PLANNING

This section outlines the minimum administration and planning requirements of the LEMC under the Emergency Management Act 2005 & policies.

2.1 LEMC Membership

The Shire of Morawa has established a LEMC to plan, administer and test the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Executive	
Chair:	Shire of Morawa Councillor / CEO
Deputy Chair:	Officer in Charge / LEC Morawa Police
Executive Officer:	Shire of Morawa Staff member/CESM
Local Recovery Coordinator:	Shire of Morawa CEO
Administrative Support:	Shire of Morawa Administrative Support Officer
HMA's	
Shire of Morawa	Chief Bush Fire Control Officer
DBCA Parks & Wildlife	District Fire Coordinator
Department of Fire & Emergency Services	District Officer

Dept. of Transport	Regional Manager
Health	Regional Director
Agriculture & Food	Site Manager
Police Morawa	Officer in Charge OIC
Welfare Support	
Centrelink	Team Leader
Community Services	District Emergency Services Officer
Red Cross	Team Leader
Salvation Army	Lieutenant
Utilities	
Alinta Gas	Local Manager
Main Roads WA	Network Manager
Telstra	Area Manager
Additional Membership as directed by Local Government	
St John Ambulance	Regional Manager/Community Para Medic
Shire of Morawa	Works Manager
DFES	Regional Superintendent
WALGA	
Department of Education	Morawa SHS & Ag Collage

2.2 Meeting Schedule

Preparedness Procedure 7 states that 'LEMC's shall meet every three months and as required.' The Morawa LEMC schedules meetings in February, May, August & November each year. The LEMC may convene a special meeting if required for example after any major emergency incident.

2.3 Constitution & Procedures

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

- a) Every meeting:
 - i. Confirmation of local emergency management arrangements contact details;
 - ii. Review of any post-incident reports and post exercise reports generated since last meeting;
 - iii. Progress of emergency risk management process;
 - iv. Progress of treatment strategies arising from emergency risk management process;
 - v. Progress the development or review of local emergency management arrangements; and
 - vi. Other matters determined by the local government.
- b) First quarter:
 - i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
 - ii. Begin developing annual business plan.
- c) Second quarter:

- I. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
 - ii. Finalisation and approval of annual business plan.
- d) Third quarter:
 - I. Identify emergency management projects for possible grant funding.
- e) Fourth quarter:
 - I. National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The LEMC annual report is to contain, for the reporting period:

- a) a description of the area covered by the LEMC,
- b) a description of activities undertaken by it, including:
 - i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC
 - v. the level of development of the local recovery plan for the area covered by the LEMC,
 - vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the Annual Business Plan.
- c) the text of any direction given to it by the local government that established it.
- d) the major objectives of the annual business plan of the LEMC for the next financial year.
[Emergency Management Preparedness Procedure 17](#) – Annual Reporting refers.

2.5 Annual Business Plan

Preparedness Procedure 8 notes each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

The Shire of Morawa will develop an Annual Business Plan incorporated as an attachment to the LEMC annual report in accordance with the SEMC Guidelines.

2.7 Emergency Risk Management

The LEMC has undertaken the emergency risk management process in accordance with Standards Australia AS/NZS 31000:2009 Risk Management within a community emergency risk management context.

A risk register has been developed and is included in Appendix 1, and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

Emergency Management Strategies & Priorities will be developed in 2018 in association with the State Emergency Management Committee's 'State Risk Project'.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur & Responsible HMA

The LEMC identified the following hazards within the Shire of Morawa from the emergency risk management process.

Hazard	HMA	State Hazard Plan (Westplans) (Date)
Air Crash Emergency	WA Police	Crash 2020
Animal & Plant Biosecurity Emergency	Agriculture & Food – Dept. Primary Industries and Regional Development	Animal & Plant Biosecurity 2020
Brookfield Rail Emergency	Brookfield Rail	Crash 2020
Fire Emergency (Includes Bush & Urban Fire)	DFES/LG/DBCA	Fire 2019
Flood Emergency	DFES	Flood 2016
Hazardous Materials Emergency	DFES	Hazard plan 2020
Heatwave Emergency	Dept. of Health	Heatwave 2020
Human Biosecurity Emergency	Dept. of Health	Human Biosecurity 2020
Land Search & Rescue Emergency	WA Police	Persons Lost or in distress requiring a Search and Rescue response 2020

Marine Oil Pollution Emergency	Dept. of Transport	Maritime Environment Emergencies (MEE) 2020
Road Crash Emergency	WA Police	Road Crash Emergency 2016
Storm Emergency	DFES-SES	Storm 2016
Tsunami Emergency	DFES	Tsunami 2016

These arrangements are based upon the premise that the Hazard Management Agency will be responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's may require the Shire of Morawa resources and assistance during an emergency. The Shire of Morawa may provide assistance/support if the required resources are available, through the ISG when formed.

The following Priorities have been identified

1. Life
2. Critical Infrastructure
3. Property
4. Environment

By the LEMC

3.2 Incident Support Group

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.2 Triggers for an ISG

The triggers for an incident support group are outlined under the State Emergency Plan 5 – Response. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically, these can be if one of the following triggers is met;

- requires multi agency response;
- has a protracted duration;
- requires coordination of multi-agency resources;
- requires resources from outside the local area;
- Some impact on critical infrastructure;
- has a medium level of complexity;
- has a medium impact on the routine functioning of the community;
- has potential to be declared an ‘Emergency Situation’; and/or
- consists of multiple hazards.

State EM Plan S5 – ‘Response’ should be consulted for further detail.

3.2.3 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

3.2.4 Location of ISG Meetings

Proposed locations for ISG meetings are detailed at appendix 2.

The option of a Teleconference may be used subject to communications systems being available and working.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of ‘Public Information Officer’ as per the AIIMS Structure. However, at the time of handover of the Incident, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

The Shire of Morawa will use all means possible to keep the community fully informed, the shire may use the following

- shire SMS/Text messaging
- notice boards
- news letters
- electronic methods such as Twitter, Face Book, Instagram
- the use of telephone trees

all electronic methods are subject to Telstra maintaining service/coverage as only one tower covers the town & limited coverage of shire.

3.4 Critical Infrastructure

The Shire of Morawa has identified critical infrastructure within its district. Due to the sensitive nature of this information the details of Critical infrastructure is included in appendix 4 and **not for public distribution**.

3.5 Financial Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the *Shire of Morawa* is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the *Shire of Morawa* occurs to ensure the desired level of support is achieved.

3.6 Evacuation

[Refer to State EM Policy 5.7.8 and 5.7.9](#)

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.'

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.6.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

The WA Police Community Evacuation Plan for the Shire of Morawa will be provided as an Annex to these arrangements.

Evacuation can be either:

Controlled –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with:

- [Emergency Management Response Procedure 8](#) – Direction concerning the movement and evacuation in an emergency situation;
- [Emergency Management Response Procedure 17](#) – Direction concerning movement and evacuation during a State of Emergency
- [Western Australia Community Evacuation in Emergencies Guide](#).
- **Department of Communities Covid-19 guidelines to be followed**

3.6.2 Evacuation Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because DC has responsibility under State Arrangements to maintain the welfare of evacuees under State Emergency Welfare Plan.

3.7 Vulnerable Groups

For information on welfare arrangements for vulnerable groups please refer to the DC Emergency Welfare Plan. This is due to the sensitive nature and privacy issues.

3.8 Routes and Maps

The main routes through the Shire of Morawa are as follows:

- Mullewa Wubin Road (Bitumen): Main access road from Mullewa, through Morawa Township to Wubin.
- Morawa Three Springs Road (Bitumen Road): East/West access from the Three Springs.
- Morawa Carnamah Road the main access road from Carnamah.
- Morawa Mingenew Road the main access road from Mingenew

- The Yalgoo Morawa Road the main road from Yalgoo and Mt Magnet towns.

Refer to Appendix 6. This section provides a map of the locality and identifies any issues and local land marks.

3.9 Welfare

In emergency management terminology, Welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing welfare function during an emergency has been delegated to the Department of Communities (DC). The DC will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Morawa LEMC.

3.10 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DC District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- provide training and support to Local Welfare Liaison Officers in Local Governments;
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required

Refer to Contacts & Resources Register (Restricted document)

3.11 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the responsibility to provide support and assistance to the Local Evacuation/Welfare Centre, including the management of emergency evacuation/welfare centres, such as building opening, closing, security and maintenance.

It is important to identify what initial arrangements for welfare will be required, particularly in remote areas, where it may take some time for the DC to arrive. With the delay in the DC arriving, it may be necessary for the Local Welfare Liaison Officer to activate the Local Welfare Support Plan or components thereof, with authority of the Local Welfare Coordinator.

Refer to Appendix 7 Contacts & Resources Register (Restricted document).

3.12 State and National Registration and Inquiry

The DC is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms which can be located at <https://register.redcross.org.au>

3.13 Animals

The Shire will provide support only to assistance animals that come into Evacuation Centres therefore the general community will have to make arrangements for their own animals. The Shire may provide an area/location for animals.

3.14 Welfare Centres

The Shire of Morawa holds an Emergency Welfare Centre Register which allows for DC to utilise the buildings contained within the document for Welfare purposes. For a detail list of evacuation / welfare centres refer to appendix 3.

PART 4 – RECOVERY

Refer to the Shire of Morawa Local Recovery Plan 2018 which is a sub-plan to these arrangements.

PART 5 – EXERCISING, REVIEWING AND REPORTING

5.1 The Aim of Exercising

The [State Emergency Management Preparedness Procedure 7](#) directs that the local government will ensure the local arrangements are exercised at least annually in either of the following formats:

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
 - Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
 - Providing the opportunity to promote the arrangements and educate the community;
 - Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks;
 - Improving the arrangements in accordance with the results of exercise debriefings.
- It should be remembered that as the primary role of local government in emergency management is ‘recovery’, programs that exercise recovery activities and preparedness are to be foremost.

5.2 Frequency of Exercises

Preparedness Procedure 19 – Exercise Management, requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion

- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register
- Complex

Where possible the community should be encouraged to participate in or observe the exercise.

5.4 Reporting of Exercises

The LEMC reports exercises scheduled to the relevant DEMC by the 1st May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref Preparedness Procedure 19).

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Preparedness Procedure 19 - 'Exercise Management'.

5.5 Review of Local Emergency Management Arrangements

These Local Emergency Management Arrangements shall be reviewed and amended in accordance with SEMC Preparedness Procedure 7 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S42 of the EM Act).

According to the State Emergency Management Plan, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Morawa shall determine the term and composition of LEMC positions. (Preparedness Procedure 7). When determining the composition of the LEMC the Shire of Morawa will take into consideration Preparedness Procedure 7, s15-18 that provides a list of recommended members. Additional members may be invited where their membership will benefit the function of emergency management for the Shire.

The Shire of Morawa will conduct a formal review of the LEMC membership in conjunction with each review of the Local Emergency Management Arrangements.

5.7 Review of the Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting. Generally, this will occur at the beginning of October each year.

APPENDIX 1. RISK REGISTER**Risk Register Schedule****Risk Statement**

There is the potential that fire will destroy Farm & pastoral land and threaten homes & Farming & Mining Infrastructure and other property

There is the potential that a weather event will cause a flood that closes and isolates the community and impacts farming & Mining industry's

There is the potential that a cyclone will decimate the Morawa town Ship and surrounding farming and mining industry's

Risk Treatment Strategies

Retain the risk by informed decision i.e. community are aware and prepared;
Remove flammable waste from near built up areas to reduce risk to homes and property;
Put fire breaks around homesteads.

Retain the risk by informed decision i.e. community are aware and prepared;
Share the risk with insurance company;
Ensure that the low level crossing is maintained as a back-up access route.

Retain the risk by informed decision i.e. community are aware and prepared;
Share the risk with insurance company;
Ensure building regulations are hazard specific. The Community is kept well informed

ISG Meeting Locations

Location One: **Morawa Police Station**
Address: **Stokes Road Morawa**

	Name	Phone
1 st Contact	Station	9960 1666
2 nd Contact	OIC	0439 613 930

Location Two: **Shire of Morawa – Shire Office/Council Chambers**
Address: **Prater Street Morawa**

	Name	Phone	Mob Phone
1 st Contact	CEO	08 9971 1204	0427 711 204
2 nd Contact	EMCC	08 9971 1204	0427 429 647
3 rd Contact	Works Supervisor	08 9971 1204	0427 380 312

Location Three: **Shire of Morawa – Evacuation Centre**
Address: **Morawa Sporing Complex**
Evans Street

	Name	Phone	Mob Phone
1 st Contact	CEO	08 9971 1204	0427 711 204
2 nd Contact	EMCC	08 9971 1204	0427 429 647
3 rd Contact	Works Supervisor	08 9971 1204	0427 380 312

APPENDIX 3. EVACUATION & WELFARE CENTRE INFORMATION**Evacuation / Welfare Centre Information**

	Details
Establishment/Facility:	Morawa Sporting Complex
Physical Address	Evans Street
General Description of the Complex	A complex consisting of 4 outside and 1 inside basketball courts and 6 tennis courts with a kids play ground and 2 squash courts
Site Limitations	Timber flooring for the basketball courts
Telephone No	Shire Office 99711 204
Fax No	
Email Address	

Contacts

Position	Work Contact	A/Hrs. Contact
CEO	9971 1204	0427 711 204
Executive Manager	9971 1204	0427 429 647

**Access Details**

	Details
Keys	Shire Office
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200 Covid-19 100
Sleeping	80 Covid-19 40
Duration	

Ablution Amenities

Item	Yes/No	Notes
Male Toilets: change rooms		
Toilets	Yes	1 W/C
Urinal	Yes	1 110mm
Shower	Yes	2 Cubicles
Hand Basins	Yes	1
Change area		5m x 5m
Female Toilets: change rooms		
Toilets	Yes	3 W/C & 1 Disable
Shower	Yes	2 shower cubicles
Hand Basin	Yes	2
Baby Change Table	No	
Change area		5m x 5m
Disabled Toilet:		
Toilet	yes	In the Ladies
Hand Basin		

General Amenities

Item	Yes/No	Notes
Kitchen Facilities:		
Stoves (types)	Yes	4 burner electric
Refrigeration	Yes	1 x 2 door &
Microwave	Yes	1 house hold
Sink	Yes	1 x 2 tub sink
Hand Basin	Yes	
Servery's	Yes	2x 1.8 m facing outside
Ovens	Yes	2 house hold electric
Power points	Yes	4 x 2 double
Bench space	Yes	1 x 3m long
Dining Facilities:		
Tables	Yes	10 folding
Chairs	Yes	52 chairs

Cutlery and Crockery		
<u>General Facilities:</u>		
Rooms	Yes	1 meeting room 10 x 8 m
RCD Protected		
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split system
Heating		
Ceiling Fans		
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines		
Internet Access	Yes	
Water Cooler	No	
Hot Water System (type)	Yes	
Bins	Yes	
Septic Sewerage		Deep sewerage
<u>Amenities Areas:</u>		
Enclosed Covered Areas		
Outside Children's Play Area	Yes	
Recreation Rooms		
BBQs	Yes	
Conference Rooms		
Meeting Rooms	Yes	
Swimming Pool	No	
Oval	No	
Netball/Basketball Court	Yes	
Tennis Court	Yes	
<u>External Facilities:</u>		
Power Outlets		
Water	Yes	
Parking	Yes	
Area for Tents	Yes	Small area
Toilets		
Caravan/Articulated Vehicles	No	
<u>Other:</u>		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly	No	

Main Electrical Board Location	Yes	To the right of the front Door/ main entrance
Water Stop Cock Location		
Surrounded by Bush	yes	
Built on a Flood Plain	No	
Site Access		Good
Timeframe before pump out of septic		On deep sewerage as long as main Town pump has power to pump to ponds

Establishment/Facility:	Morawa Sports Pavilion
Physical Address	Evans Street Morawa
General Description of the Complex	A sporting complex with Football Oval, Hockey field and Netball Courts. This has been upgraded 2014. Asses to the all areas is very easy has ramp all the way around the complex. All doors into the pavilion area are bifold doors with a min opening of 2m providing great wheel chair asses
Site Limitations	Must have power to maintain the workings of the deep sewage. Site is on the same level as the town
Telephone No	Main Office 99711 204 CEO 0427 711 204
Fax No	
Email Address	

Contacts

Position	Work Contact	A/Hrs. Contact
CEO	9971 1204	0427 711 204
Executive Manager	9971 1204	0427 429 647

Access Details

	Details
Keys	Held at the Shire
Alarm	Yes key staff have codes
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Standing Inside 200

	Covid-19 100 Seating 200 with more under cover area outside Covid-19 100
Sleeping	100 Covid – 19 25
Duration	One day with no power due to the requirement for power to run the sewage system
Outside under cover area 10 x 20 m	Plenty of room as it fronts onto the football oval and has total area of 390sqm of undercover area

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets</u>		
Toilets	Yes	2 W/C
Urinal	Yes	4 single
Shower		
Hand Basins	Yes	2
<u>Female Toilets:</u>		
Toilets	Yes	5 W/C
Shower	No	
Hand Basin	Yes	3
Baby Change Table		1 change table in the unsex toilet
<u>Disabled Toilet:</u>		
Toilet	Yes	With disable facility's
Hand Basin	Yes	
Shower	Yes	With disable facility's
Baby change table	Yes	1
<u>Female Change room:</u>		
Showers	Yes	4 cubicles
Toilets	Yes	4 W/C
Equipment room	Yes	4m x2.5 with cupboards
Basin	Yes	1
Total area of change rooms		6m x 7m area
<u>Male Change room:</u>		
Showers	Yes	5 cubicles
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1

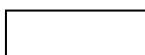
Rumb down room		
Total area of change rooms		9m x 9m area
<u>Visitors Change room:</u>		
Showers	Yes	5 cubicles
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Total area of change rooms		9m x 9m area
<u>Umpires Change room:</u>		
Showers	Yes	1
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Total area of change rooms		3m x 3m area

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	6 burner electric stove with a 600mm oven
Turbo Oven	yes	Commercial units
Refrigeration	Yes	3 Door unit
Glass Washer	Yes	Commercial unit
Dish Washer	Yes	Commercial unit
Hot water urn	Yes	One large constant hot water unit
Birko	Yes	1 x 20lt
Sink	Yes	1 x 2 bowl sink large
Hand basin	Yes	With soap dispenser
Microwave	Yes	2 commercial units
Servery's	Yes	1 outside by 2m long and 1 inside 1.5 long
Bench	Yes	3 x 2 m stainless steel work benches
<u>Bar Area</u>		
Cool room		4 full door cool room 2m x 3.5m long
servery		2.5m counter with roller door
Sully area		2.5m x 4m area with sink and wash down
<u>Dining Facilities:</u>		
Tables	Yes	10 large round and 27 x 2m long tables
Chairs	Yes	100
Cutlery and Crockery		
Total dining area		22m x 12m well ventilated and well light also with easy access

General Facilities:		
First Aide room		With basin and cupboards 4m x 3m
RCD Protected	Yes	
Power Points	Yes	7 x external units and internal units double P/P
Generator Port	Yes	2 generator ports on eastern side of building
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Reversible cycle units
Heating		
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	One line
Internet Access	No	Wireless available
Water Cooler	yes	
Hot Water System (type)	Yes	Electric units
Bins	Yes	10 plus 240 lt wheelie bin around complex
Septic Sewerage	Yes	Connected to deep sewerage must have power to maintain
Amenities Areas:		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	Fenced playground
BBQs	yes	2 by 800mm gas
Conference Rooms	No	
Meeting Rooms	yes	
Swimming Pool	No	Completely separate complex other end of town
Oval	Yes	With lights
Netball/Basketball Court	Yes	With lights also has a 7 x 21m 3 sided shed and power
Hockey	Yes	One field with lights and 10 x 5 shed
External Facilities:		
Power Outlets		
Water	Yes	
Parking	Yes	200 plus
Area for Tents	Yes	On oval and flat area to the side
Toilets	no	
Caravan/Articulated Vehicles	Yes	
Other:		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly	Yes	
Main Electrical Board Location	Yes	By side door

Water Stop Cock Location		By main Gate
Surrounded by Bush		Bush on 2 sides well away from buildings
Built on a Flood Plain	No	
Site Access	yes	One road in from town on the way to airstrip
Timeframe before pump out of septic		On deep sewerage as long as main Town pump has power to pump to ponds



APPENDIX 4. CRITICAL INFRASTRUCTURE

Critical Infrastructure

The infrastructure scheduled below is those that the community considers to be critical within the Shire of Morawa and therefore should be treated as such in an emergency:

INFRASTRUCTURE	AGENCY RESPONSIBLE
• Morawa Sports Club – First Aid Room	Shire
• Power Generation	Western Power
• Power Reticulation	Western Power
• All roads within the Shire	Shire/MRD
• Water Supply	Watercorp
• Waste Water Treatment	Shire
• Morawa Aerodrome	Shire
• Communication Towers	Telstra
• Evacuation Centers	Shire
• Shire Administration Centre	Shire

APPENDIX 5. SPECIAL NEED GROUPS

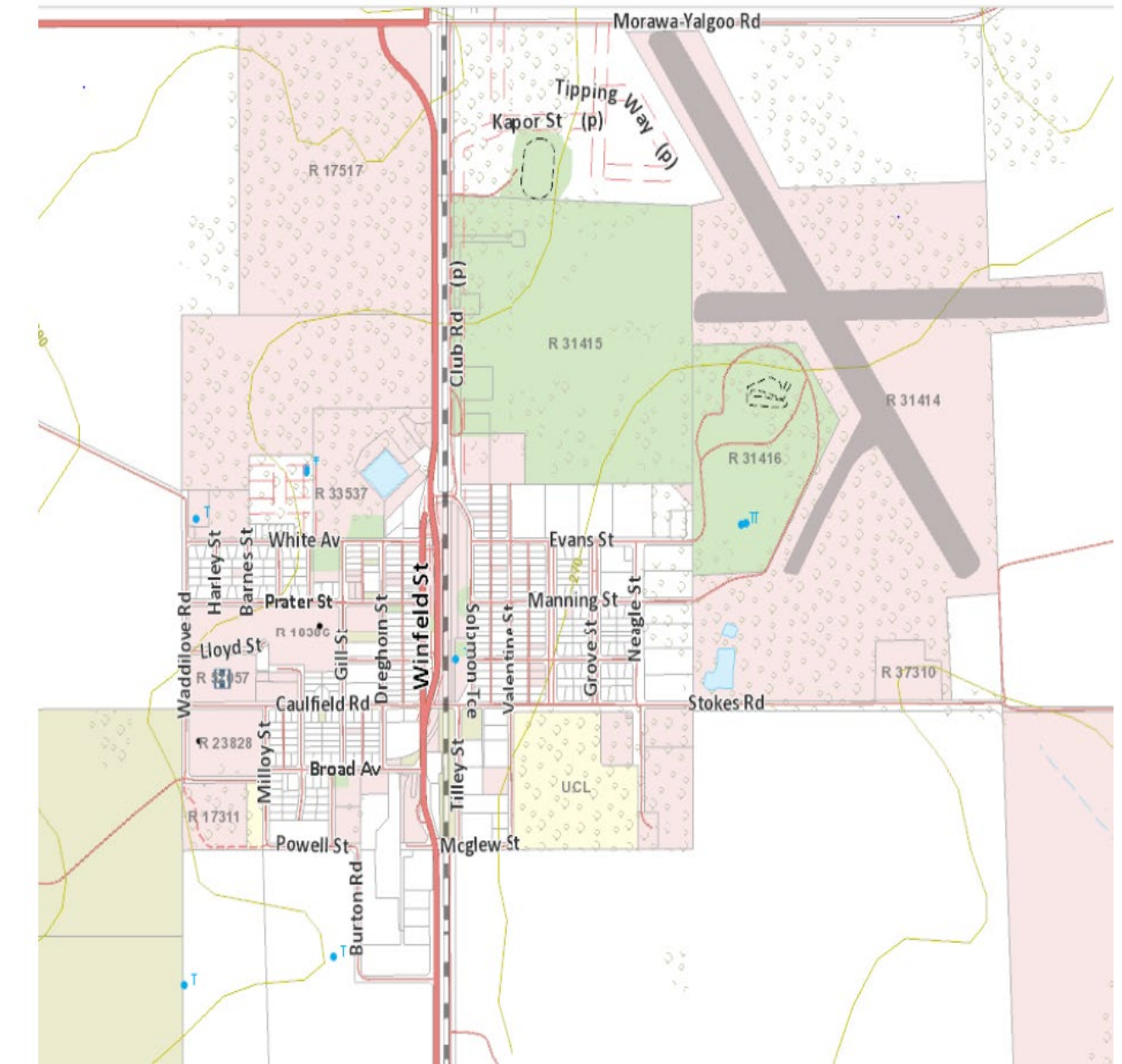
Special Need Groups

Name	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan?
Morawa DHS	Gill St Morawa	Tonya Carslake 99 710 900	Reception	60	Yes
Morawa Ag Collage	Waddilove rd Morawa	Dean Carslake	Bronwyn Thornton 997 711 158	40	Yes
Morawa District Hospital & Aged Care Facility's	Lot 100 Caulfield rd Morawa	nurse manager 99 710 200	Reception 9971 0200	30	yes
Child Care Faculty's	Dreghorn St Morawa	Marie Gamble 0457 040 867			
Morawa Retirement Village/Units	Caulfield Rd Morawa	Morawa Shire 9971 1204			Yes

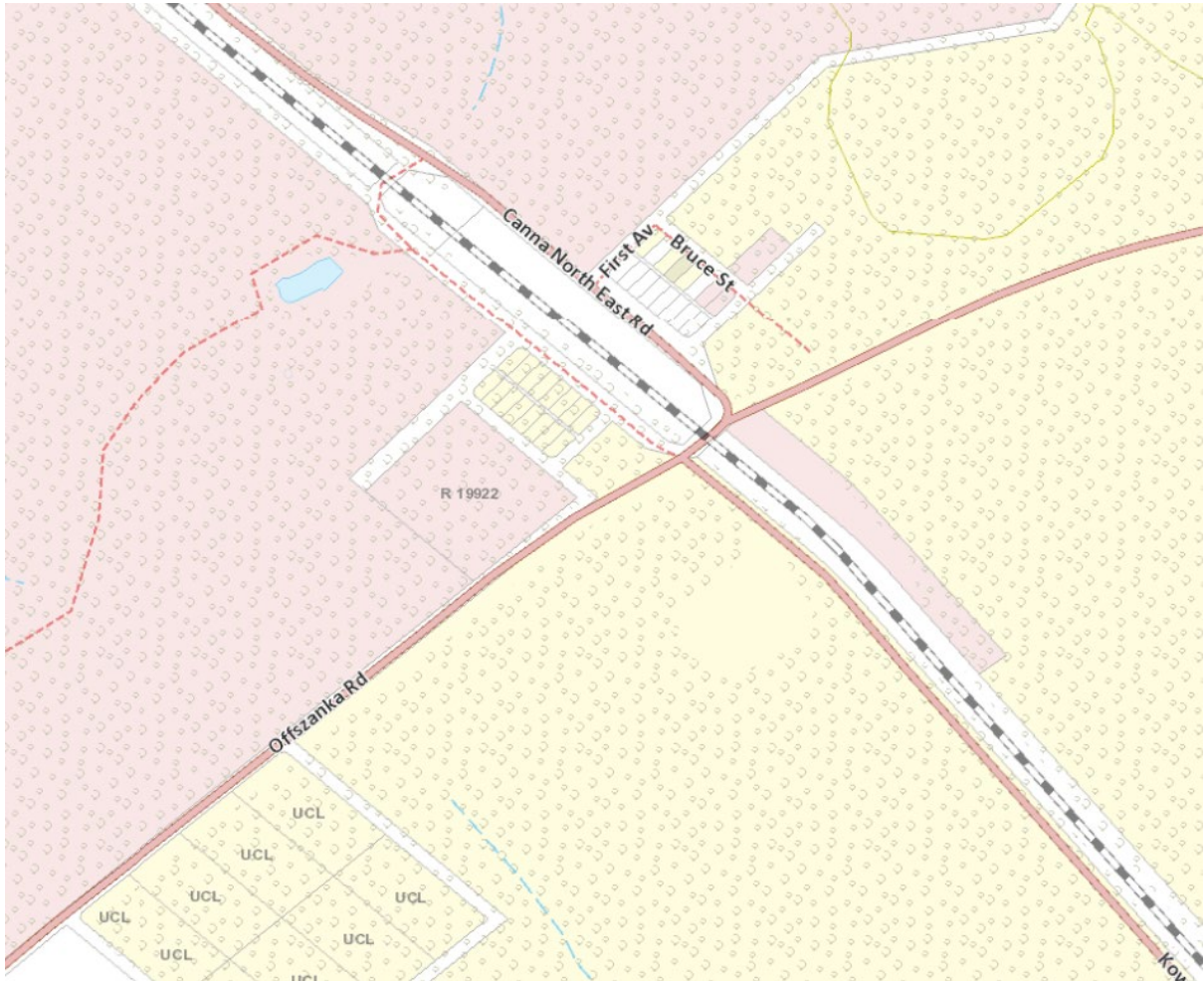
APPENDIX 6. LOCAL DISTRICT MAPS

Local District Maps

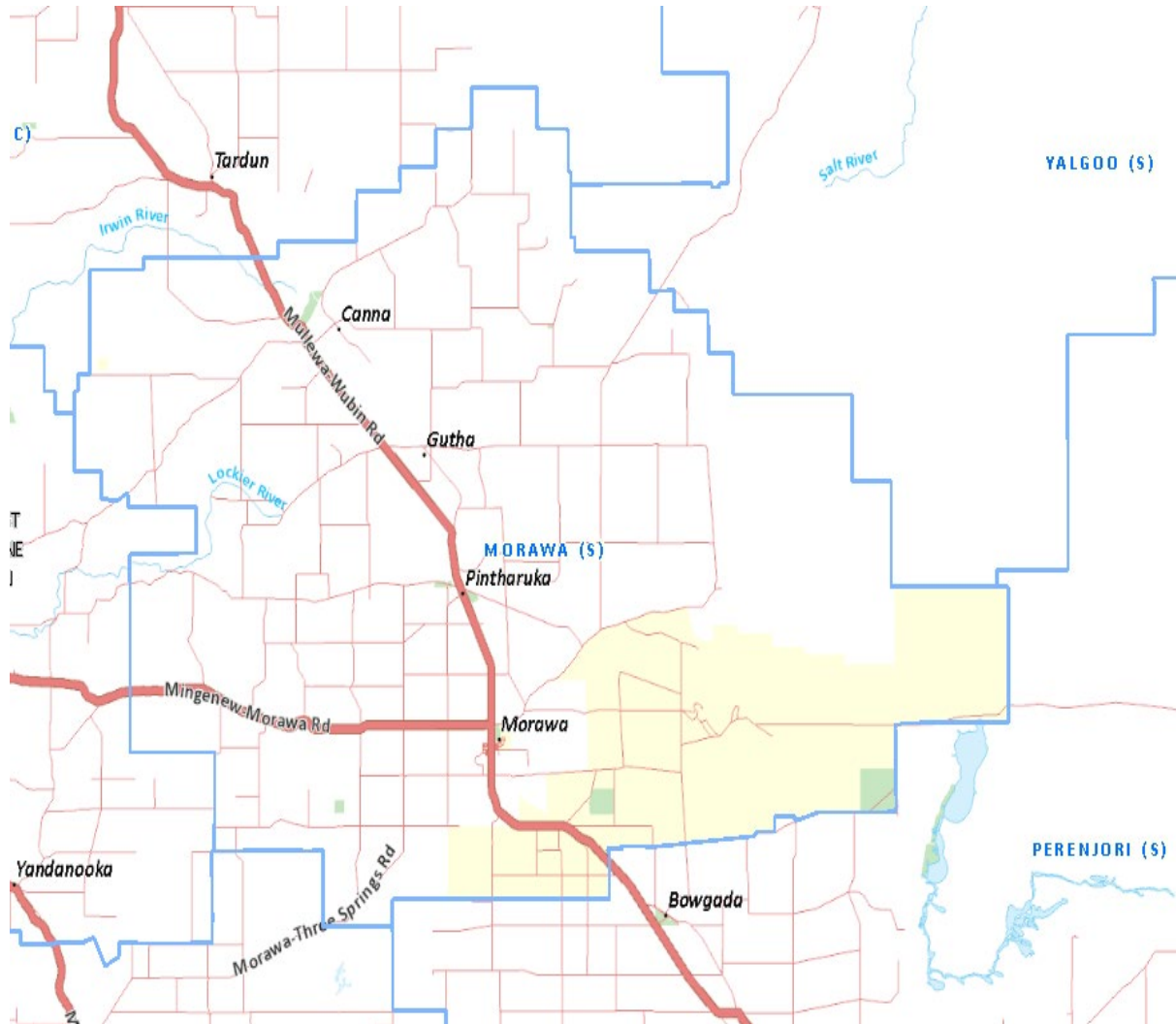
Morawa Town Site



Canna



Morawa Shire



APPENDIX 7. RESOURCE REGISTER**Interpreters services**

Name	Where	Contact number
Aust-Asia Migration & Interpreting Service	Perth	0414 497 199
Italian T/I Services Translating & Interpreting	Perth	08 9344 7663
Translating & Interpreting Services (TIS National)		Ph. 1300 655 082 Fax 1300 654 151 24Hrs 13 14 50
Hellenic Interpreting & Translating Services	Perth	0404 887 007
Deaf Society of W.A.	Perth	Ph. 08 9441 2677 Fax 08 9441 2616
National Relay Service	National	13 36 77 A/H 0410 017 540

Air Services

Murchison Coast Air Charter	Geraldton	1300 660 834	info@abrolhosbat.com.au
Geraldton Air Charter	Geraldton	Ph. 9923 3434 Fax 9923 3262	geroair@midwest.com.au
Shine Aviation	Geraldton	9923 3600	admin@shineaviation.com.au

Traffic Controllers

Midwest Traffic Controllers	Geraldton	9965 5888 0418 939 378
Quality Traffic Communications	Geraldton	9923 9278 0419 700 160
Kat West	Geraldton	9923 3957

Bus Services & Hire

Mark Thornton	School Bus Service	Morawa	9971 1040	
Morawa Ag College	School Bus Service	Morawa	0428 722 053	
Lucas Bus Services	School Bus Service	Carnamah	9951 1105 0427 775 753	
Bus Hire		Geraldton	9926 1197	reception@srs.reline.com.au
Thrifty Car Rental		Geraldton	9923 3841	
Hertz Car Rental		Geraldton	9965 2844	Geraldton@hertzrentals.com.au

Crane Hire

Geraldton Crane & Haulage	Geraldton	Ph. 9921 6477 Fax 9921 6677	gtncrane@iinet.net.au
Boon Logistics Ltd Geraldton	Geraldton	Ph. 9921 1177 Fax 9921 8434	dmcdonald@boomlogistics.com.au
OKG Cranes		Mob 0400 383 355 Fax 9938 3300	kavak@bigpond.com
Freo Cranes	Geraldton	Ph. 9965 2007 Fax 9964 2006	Geraldton@freogroup.com.au
Dongara Crane Hire	Dongara	0427 889 998 0418 939 516	

Equipment Hire

Coates Hire	Morawa/Geraldton	Ph. 9920 4200 Fax 9921 9040	
Tru Blu Hire	Geraldton	Ph. 9921 4288	
Geraldton Hire & Scaffolding	Geraldton	Ph. 9964 1048 0428 641 048	
State Wide Equipment Hire	Geraldton	Ph. 9965 2255 Fax 9965 2211	Geraldton@sweh.com.au
Royal Wolf Shipping Containers Geraldton	Geraldton	Ph. 9964 3811 Fax 9964 3321 1300 651 700	

Earth moving

Central Earthmoving	Geraldton	Ph. 9965 6565 Fax 9921 5910	cenearth@cenearth.com.au
North Coast Contractors	Meru	0419 954 447 Fax 9923 7050	
CPC Earthmoving	Geraldton	Ph. 9964 7388 0428 939 611	gpcearthmoving@bigpond.com
Midwest Mini Excavator & Bobcat Hire	Geraldton	Ph. 9938 1411 0418 939 701	
Murchison Bobcat & Tip Truck Hire	Geraldton	Ph. 9923 1372 0427 184 308	willow@modnet.com.au
GBH Earth Moving	Geraldton	Ph. 9938 1667 0408 939 567	GBHEarthmoving@bigpond.com

Electrical Services

S & K Electrical Contracting Pty Ltd		9964 6880	

Electrical Suppliers

Mitchell & Brown		Ph. 9965 9999	sales@mitchellandbrown.com.au
Harvey Norman		Ph. 9964 0111 Fax 9964 5722	
ML Communications		Ph. 9965 7555 Michael 0418 939 325	

Generators Suppliers

Coates Hire		Ph. 9920 4200 Fax 9921 9040	Geraldton@coateshire.com.au
Midwest Rewinds Generators		Ph. 9965 0785	
Karara Mine		Ph 62982449	

Plumbers & Plumbing Suppliers

Sun City Plumbing		Ph. 9921 1700	admin@suncityplumbing.com.au
Herrings Coast Plumbing & Gas Fitting		Ph. 9964 4171 Chris 0418 939 659	
G & K Wheat Plumbing		Ph. 9921 3601 Fax 9964 4161	

Tree Loppers

Top Notch Tree	Geraldton	Ph. 9964 6699 Fax 9923 2886 Peter 0427 230 309	
Down to Earth Tree Lopping		Ph. 9921 2042 0408 404 477	
Dongara Tree Services	Dongara	0418 272 094	

Waste Removal

Veolia Environmental Services		Ph. 9964 2844	

Air Strips

Shire/Mine	GPS Position	Direction	Length	Surface	Windsock	Strip markers	Lights	Fuel
Morawa	29.12.164 South 116.01.326 East	09.27 15.33	1230m 1350m	Sealed	Yes	Yes Cones	Yes Pilot Activated	Can be arranged
Perenjori	29.25.361 South 116.16.838 East	09.27 14.32	1300m 1000m	Gravel	Yes	Yes	Yes Pilot Activated	
Karara	29.14.309 South 116.42.327 East	12.30	1400m	Sealed	Yes	Yes	Yes	

Appendix 8. Risk Matrix

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
01/17	There is a risk that a road transport emergency will cause serious injury or death to people. Road transport emergencies involving interaction between heavy vehicles and other traffic such as tourist coaches and trains may occur. Heavy vehicles are prevalent on highways within the Shire of Morawa Local Government Area. The Shire of Morawa has a number of major heavy vehicle routes within its boundaries.	ALMOST CERTAIN	MAJOR	EXTREME	PEOPLE		
02/17	There is a risk that a severe storm will cause damage to or destroy infrastructure. Severe storm events affect the Midwest-Gascoyne area including the Shire of Morawa on an annual basis. There may also be significant damage caused to lifelines such as power lines. Damage to roads from flash flooding is also likely in low lying areas.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		
03/17	There is a risk that bush fires will cause death or serious injury to people. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.	LIKELY	MODERATE	HIGH	PEOPLE		
04/17	There is a risk that bush fires will cause damage to or destroy the environment. Bush fires in the pasture lands can remove vegetation exposing the top soil subject to erosion from wind or rain.	LIKELY	MODERATE	HIGH	ENVIRONMENT		
05/17	There is a risk that bush fires will affect the economy of the community. The farming community around Morawa may be exposed to financial losses from crop damage during harvest.	POSSIBLE	MODERATE	HIGH	ECONOMY		
06/17	There is a risk that bush fires will cause damage to or destroy infrastructure. Bush fires can cause damage to infrastructure such as bridges, fencing, and power lines.	ALMOST CERTAIN	MODERATE	HIGH	INFRASTRUCTURE		
07/17	There is a risk that a hazardous materials spill will cause serious injury to people. Hazardous materials may release toxic fumes which could cause injuries especially in the more densely populated urban areas.	LIKELY	MODERATE	HIGH	PEOPLE		
08/17	There is a risk that a hazardous materials spill will cause harm to human health. Hazardous materials may release toxic fumes which could cause injuries especially in densely populated areas.	LIKELY	MODERATE	HIGH	PEOPLE		
09/17	There is a risk that a riverine flood will cause damage to or destroy infrastructure. The river has a history of flooding and should a flooding event occur it is likely that infrastructure such as buildings, roads, fencing and bridges may be damaged.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		

10/17	There is a risk that a severe storm will cause loss or damage to the environment. There is a possibility that heavy rainfall may cause serious erosion damage in sensitive environmental areas such as rivers and creeks	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
11/17	There is a risk that a severe storm will affect the economy of the community.	POSSIBLE	MODERATE	MEDIUM	ECONOMY		
12/17	There is a risk that a road transport emergency will cause damage to or destroy the environment.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
13/17	There is a risk that a hazardous materials spill will cause death. Hazardous materials emit toxic fumes and may cause death through inhalation.	UNLIKELY	MAJOR	MEDIUM	PEOPLE		
14/17	There is a risk that a hazardous materials spill will affect the economy of the community.	UNLIKELY	MODERATE	MEDIUM	ECONOMY		

Morawa Sinosteel Future Fund Committee:

Advertising for Community Representative Role



The Morawa Sinosteel Future Fund Committee is an important committee that is tasked with reviewing and administering grant applications and fund allocations under the Morawa Sinosteel Future Fund. The Shire of Morawa is currently seeking applications from interested community members to fill the two (2) community representative roles on this Committee of Council. The purpose of the Morawa Sinosteel Future Fund is detailed below. Interested parties are invited to submit a brief cover letter responding to the Selection criteria outlining why you would make a good member of the committee, and your professional resume.

The Morawa Sinosteel Future Fund purpose is as follows:

- (1) The purpose of the Trust Fund is to assist community organisations by providing financial support for-
 - (a) activities or endeavours that will provide community or welfare benefit to persons who are ordinarily resident in the Area; or
 - (b) facilities or services that improve the welfare, culture or amenity of persons ordinarily resident in the Area.
- (2) It is intended that, in considering applications for funding, preference would be given to applications in respect of which the applicants -
 - (a) are community organisations that are based in the Area, or the majority of the members of which are ordinarily resident in the Area; and
 - (b) propose to make their own contributions (such as by way of labour, materials or in kind) of at least 30% of the total value of the funding required.

Community Representative Selection Criteria

The person we are seeking to be a part of this committee will be ethical and preferably have a range of experience and skills that include:

1. A general understanding of finance and experience in community organisations.
2. Ability to analyse and interpret financial statements and reconciliations.
3. Previous experience on committees, Boards, or local government committees.
4. Capacity to critically assess grant applications against the Purpose of the Sinosteel Funding order to achieve the best results for the Morawa community.
5. Commitment to good governance practices.
6. Commitment to actively participating in Committee Meetings.

Your Application:

Submit your application by providing a cover letter addressing the Community representative selection criteria above along with your resume. Address it to CEO Mr Scott Wildgoose. Applications can be hand delivered to the Shire of Morawa office or emailed through to ea@morawa.wa.gov.au We look forward to receiving your application.

Applications CLOSE at 4.30pm on Thursday 30 November 2023.

Committee Terms of Reference

Shire of Morawa Audit Committee

Objectives of Audit Committees

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the local government's auditor so that Council can be satisfied with the performance of the local government in managing its financial affairs.

Reports from the committee will assist Council in discharging its legislative responsibilities of controlling the local government's affairs, determining the local government's policies and overseeing the allocation of the local government's finances and resources. The committee will ensure openness in the local government's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the local government's financial accounting systems and compliance with legislation.

The committee is to facilitate –

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- liaise with the Office of the Auditor General and the appointed auditor in all matters pertaining to the annual audit as required and forward any recommendations arising to Council for their resolution; and
- the provision of an effective means of communication between the external auditor, the CEO and the Council.

Powers of the Audit Committee

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

The committee is a formally appointed committee of council and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The Committee will consist of four elected members of council. All members shall have full voting rights.

The CEO and employees are not members of the committee. The CEO or his/her nominee is to be available to attend meetings to provide advice and guidance to the committee.

The local government shall provide secretarial and administrative support to the committee.

Meetings

The committee shall meet at least three times per annum. In general, this will align with the Annual Audit, Interim Audit, and Compliance Audit Return findings.

Additional meetings shall be convened at the discretion of the Presiding person.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Role and Responsibilities

The role and responsibilities of the committee will be:

1. Audit
 - a. Provide guidance and assistance to Council as to the carrying out of the functions of the local government in relation to audits;
 - b. Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
 - c. Liaise with the CEO to ensure that the local government does everything in its power to
 - o assist the auditor to conduct the audit and carry out his or her other duties under the *Local Government Act 1995*; and
 - o ensure that audits are conducted successfully and expeditiously;
 - d. Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - o determine if any matters raised require action to be taken by the local government; and
 - o ensure that appropriate action is taken in respect of those matters;
 - e. Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
 - f. Review the scope of the audit plan and program and its effectiveness;
 - g. Review the local government's draft annual financial report, focusing on –
 - o accounting policies and practices;
 - o changes to accounting policies and practices;
 - o the process used in making significant accounting estimates;
 - o significant adjustments to the financial report (if any) arising from the audit process;
 - o compliance with accounting standards and other reporting requirements; and
 - o significant variances from prior years;
 - h. Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
 - i. Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's terms of reference;
 - j. Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's terms of reference following authorisation from the Council;
 - k. Review the annual Compliance Audit Return and report to the Council the results of that review; and
 - l. Consider the CEO's reviews of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control

Committee Terms of Reference

and legislative compliance, required to be provided to the committee, and report to the Council the results of those reviews.

2. Risk Management

- a. Oversight in the areas of risk management, internal control, and legislative compliance in accordance with the Local Government (Audit) Regulations 1996 r.17.
- b. Consider, approve, and review the Shire's Strategic Risk Register and associated controls
- c. Advise Council on the Shire's risk framework and the organisations performance against the framework.

Special Council Meeting 23 October 2023

- Attachment 1- 7.4a Letter from Director General
Department of Planning, Land, and
Heritage***
- Attachment 2- 7.4b Development Assessment Panels –
Local Government Member Nomination***
- Item 7.4- Council Representatives on
Development Assessment Panel***
-



**Department of Planning,
Lands and Heritage**

Our ref: PLH2023P1487 DG-2023-2773
Enquiries: DAP Secretariat 6551 9919

Mr Scott Wildgoose
Chief Executive Officer
Shire of Morawa
Via email to: ceo@morawa.wa.gov.au

Dear Mr Wildgoose

**DEVELOPMENT ASSESSMENT PANELS – LOCAL GOVERNMENT
NOMINATIONS**

As you are aware, representation of local interests is a key part of the Development Assessment Panel (DAP) system. In accordance with this premise, under Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011*, Councils are required to nominate, as soon as possible following elections, four elected members to sit as DAP members.

In addition to the above, all existing local government DAP members are currently appointed for a term ending 26 January 2024. Prior to this expiry date, your local government is required to nominate four (4) DAP members for appointment by the Minister for Planning.

Given the upcoming local government elections on 21 October 2023, both requirements can be met by using the attached form and submitting it and a copy of the Council resolution, via email to the DAP Secretariat at daps@dplh.wa.gov.au, no later than Friday 24 November 2023.

If you are unable to provide nominations by the above date, please contact the DAP Secretariat to discuss alternative arrangements and implications.

The WA Government has launched OnBoardWA as part of its commitment to increase the diversity and backgrounds of Government Boards and Committees along with the total number of women appointed.

I encourage you to consider diversity of representation when putting forward your nominations in supporting this important commitment. Further Information about OnBoardWA can be found at [OnBoardWA | Welcome to OnBoardWA \(jobs.wa.gov.au\)](https://www.onboard.wa.gov.au).

The WA Government is committed to continue implementing the Action Plan for Planning reform to ensure the planning system continues to deliver great outcomes and great places for Western Australians. Changes to the DAP system, identified as part of the reform initiatives, aim to provide a more robust DAP process that promotes consistency and transparency in decision-making.

Please note that the local government membership configuration on DAPs will not be affected by the reform initiatives.

If you have any queries regarding this request for nominations, please contact Ashlee Kelly at the DAP Secretariat on (08) 6551 9919 or email daps@dplh.wa.gov.au. Further information is available online at [Development Assessment Panels \(www.wa.gov.au\)](http://www.wa.gov.au).

Yours sincerely

A handwritten signature in black ink, appearing to read 'Anthony Kannis', with a long, sweeping flourish extending to the right.

Anthony Kannis PSM
Director General
28 September 2023

Att. Local Government Development Assessment Panel Member Nomination Form



DEVELOPMENT ASSESSMENT PANELS LOCAL GOVERNMENT MEMBER NOMINATION

Please complete the form and submit to daps@dplh.wa.gov.au. Please include a copy of the Council Resolution.

Local Government	
DAP Name	

	Member 1	Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

	Alternate Member 1	Alternate Member 2
Name		
Address		
Phone		
Email		
Date of Birth		
Sex		
*Employer Name/s		
*Position/s		
*Employment Status	Full Time Part Time/Casual - Specify hours per week	Full Time Part Time/Casual - Specify hours per week
*Eligibility for Payment	Yes No	Yes No

** The employment details refer only to external employment and does not include your role as a Local Government member. Eligibility for DAP sitting fees is determined in accordance with the [Premier's Circular 2022/02](#).*

LOCAL GOVERNMENT CONTACT DETAILS – MINUTE TAKER			
Name			
Phone		Email	