



Shire of
Serpentine
Jarrahdale

Local Emergency Management Committee Meeting

Unconfirmed Minutes

Tuesday, 10 December 2024

10am

Contact Us

Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: info@sjshire.wa.gov.au

In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



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Minutes of the Shire of Serpentine Jarrahdale Local Emergency Management Committee Meeting, held at the Mundijong Police Station, 1445 Mundijong Road, Mundijong, on Tuesday, 10 December 2024.

The Local Emergency Management Committee Executive Officer, Matt Cheang-Clarke, declared the meeting open at 10:05am and welcomed Committee Members.

Minutes

1. Attendances and apologies (including leave of absence):

Voting Delegates	
President Rob Coales	Chairperson (arrived 10:15am)
Sharni Frost	Deputy Chairperson, Acting Senior Sergeant - Mundijong Police
Martin Seward	Unit Manager - Serpentine Jarrahdale State Emergency Service
Siobhan Bishop	Chief Bush Fire Control Officer - Shire of Serpentine Jarrahdale
Greg Williams	Water Corporation
Kirrily Clarke	Regional Coordinator South Metro - Department of Communities
Dave Olney	President - Sport Aircraft Builders Club Inc
Cherese Green	Senior Ranger - Shire of Serpentine Jarrahdale
Non-Voting Delegates	
Cate Willey	District Emergency Management Advisor - Department of Fire and Emergency Services
Matt Cheang-Clarke	Executive Officer / Coordinator Emergency Services
Adrian Bailey	Sergeant - Mundijong Police
Melissa Lechleitner	Minute Taker, Emergency Services Technical Support Officer
Keith Jackson	Deputy Unit Manager - Serpentine Jarrahdale State Emergency Service
Guests	
Annette Turner-Duggan	Disaster Relief Australia
Apologies	
Cr Nathan Bishop	Council Delegate
Paul Postma	District Officer South East - Department of Fire and Emergency Services
Brian Oliver	Local Recovery Coordinator / Director Community Engagement
Rebecca Steinki	Manager Community Activation
Darren Kane	Manager Health and Building



Thomas Vassallo	Coordinator Community Safety
Andrea Bowen	Superintendent - Karnet Prison Farm
Anthony Neweth	South Metro Regional Coordinator Emergency Relief and Support - Department of Communities
Evan Donovan	Department of Biodiversity, Conservation and Attractions
Mark Cundell	Assistant Superintendent Security - Karnet Prison Farm

2. Declaration of Committee Members and Officers interest:

Nil.

3. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:

3.1 Minutes of previous Local Emergency Management Committee Meetings:

The minutes of the Local Emergency Management Committee Meeting held on 10 September 2024 were distributed by email on 17 September 2024 – **attachment 1**.

Recommendation

Moved: Siobhan Bishop, Seconded: Dave Olney

That the minutes of the Local Emergency Management Committee Meeting held on 10 September 2024 (E24/13145) be CONFIRMED.

CARRIED

4. Standing Items:

4.1 Update of LEMC Contacts

Contact List was circulated at the meeting for updates – **attachment 1**

4.2 Resource Register

The Resource Register was circulated at the meeting for updates – **attachment 1**

4.3 Action Items from previous meeting

Updates on actions outstanding or in progress

Outstanding Action Item	Status
Summary report of the State Bushfire Exercise (September 2022) to be released pending DFES approval.	Completed.
At High-Risk classification to be updated in the Animal Welfare and Vulnerable Community Plan	In Progress.
Coordinator Emergency Services to arrange a different location for the next meeting, suggest Karnet Prison Farm.	Completed.



Outstanding Action Item	Status
Chief Bush Fire Control Officer to liaise with DFES about the timing of the Water Bomber crew training.	Completed.
Coordinator Emergency Services to include WAPOL in the current process for obtaining gate keys from Water Corporation.	In Progress.
Chief Bush Fire Control Officer to liaise with the District Emergency Management Advisor regarding an exercise for the December meeting.	Desktop exercise to be conducted this meeting.

4.4 Change of Positions / New Positions / Leave and Acting Arrangements

Introductions made around the table – changes recorded in updated contact list, as at item 4.1 - attachment 1.

The Executive Officer welcomed Greg Williams from Water Corporation to the Committee, and Annette Turner-Duggan from Disaster Relief Australia as an invited guest.

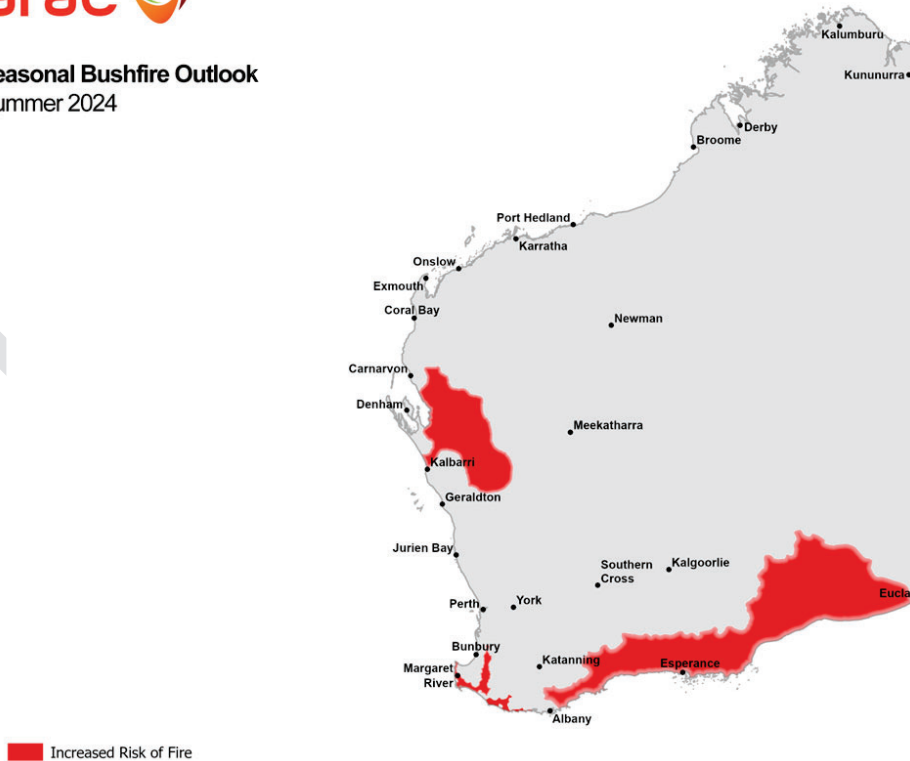
4.5 Incident Support Group Activations

Nil.

4.6 Risk Profile



Seasonal Bushfire Outlook Summer 2024





Summary:

- The Mallee and Esperance Plains bioregions, and Balladonia are expected to face heightened fire risk. Elevated fuel availability is raising fire risk in the Nullarbor, Yalgoo, and southern Carnarvon bioregions.
- Very dry areas, particularly in the Warren, Jarrah, and Swan Coastal Plain Bioregions, have an increased fire risk.
- A forecast warmer than average summer means it is crucial to remain vigilant and prepare your property.

https://www.afac.com.au/docs/default-source/bushfire-seasonal-outlook/summer-2024/afac-seasonal-bushfire-outlook_summer-2024_1-0.pdf

4.7 Local Emergency Management Arrangements

No updates required.

4.8 Local Recovery Plan

No updates required.

4.9 LEMC Exercises

The Chief Bush Fire Control Officer delivered a Storm and Flood desktop exercise.

ACTION: Exercise Report to be tabled at next LEMC meeting.

5. Agency Reports:

5.1 Shire of Serpentine Jarrahdale

Coordinator Emergency Services thanked all attendees for coming to the Mundijong Police Station. Karnet Prison will host a future meeting and other stakeholders are invited to nominate to host future meetings.

5.2 Shire President

Shire President Rob Coales thanked:

- Mundijong Police for hosting the meeting.
- The organisers for the desktop exercise which contributes to well established stakeholder relationships prior to an emergency event.
- The commitment from all volunteers throughout the upcoming Christmas period.

5.3 Karnet Prison Farm

No report.

5.4 Armadale Kalamunda Group

No report.

5.5 Department of Communities

Evacuation Centre training has now been completed with participants from the Shire. There was great feedback from these sessions. The Department is happy to provide more training post season.



The Armadale Region Local Emergency Relief and Support Plan is pending feedback from the Shire.

ACTION: The Armadale Region Local Emergency Relief and Support Plan to be presented to the next LEMC meeting.

5.6 St John Ambulance

No report.

5.7 Department of Biodiversity, Conservation and Attractions

No report.

5.8 Department of Fire and Emergency Services

No report.

5.9 District Emergency Management Advisor

Provided updates on emergency management plan reviews, funding opportunities, LEMA improvements, and policy changes, including the adoption of the Australian Warning System and bushfire preparedness updates. Full report attached at **attachment 1**.

5.10 State Emergency Services

SES has been quiet recently. Recently attended a call out to assist St John in Byford with a child rescue. SES are engaged in communication planning with St John Baptist Church and Centrepoint Church have events coming up for the homeless. The SES will provide access to the cool room, marquee, and volunteer members to support with these events.

5.11 Mundijong Police

Communications are an ongoing problem with reception issues proving to be an operational issue. Technical upgrades are currently being explored to address this including Starlink.

Mundijong Station OIC role remains vacant with recruitment hopeful to be finalised by the next LEMC meeting.

Fire Training has been undertaken at Mundijong, Armadale and Cannington Station.

5.12 Chief Bush Fire Control Officer

Prevention

Two Hazard Reduction burns undertaken at Webb Reserve, totalling 4ha, 1 hazard reduction burn undertaken in Jarrahdale townsite totalling ½ ha.

Mitigation works along Jarrahdale Road have commenced to restructure available fuels and increase separation distance.

Firebreak inspections have commenced.

Permits were cancelled for the last 11 days of restricted burning period due to the dry conditions across the Shire.

Preparedness

As of 5 September, the Shire has 198 Active members, 24 Cadets, 26 Non-Operational Members and 4 members on a leave of absence.



Vehicle identification stickers have been rolled out to approved residents of Keysbrook.

Response

Across the Shire, the brigades have been to 37 small bushfires compared to 38 this time last year, however the brigades at the time of reporting have only attended two large bushfires compared to six this time last year. In total the brigades have attended 147 incidents vs 174 last year, this includes DBA's, Rubbish/Vehicle fires, Structure fires and rescues. There have been 23 RCR's in the Shire.

The first Cardup Integration Working Group Meeting is on Tuesday, 17 December.

5.13 Sports Aircraft Builders Club Inc

Airfield management have recently engaged with DFES Air Operations who have recommenced training and operations from the airfield for the summer.

Future LEMC meetings can be held at the Airfield, the airfield can be available for any emergency service to undertake training at the facility.

Incidents: Year to Date Comparison: July 1 to December 5

Incident Type	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Average Excluding 2024/2025	% TREND this year
Called Off - No Attendance	3	4	1	1	3	2.3	33.33%
False Alarm - System Initiated	15	9	13	6	6	10.8	-44.19%
False Call - Good Intent	40	39	26	58	37	40.8	-9.20%
False Call - Malicious	0	1	1	1	0	0.5	0.00%
Fire - Bushfire (lge)	0	1	6	6	2	3.3	-38.46%
Fire - Bushfire (sml)	21	17	30	38	37	26.5	39.62%
Fire - Other/Rubbish/Vehicle	13	19	8	13	20	13.3	50.94%
Fire - Structure	3	5	1	8	2	4.3	-52.94%
General Service Calls	0	0	0	0	1	0.0	0.00%
Hazardous Situation	4	7	4	7	7	5.5	27.27%
Natural Hazard	1	18	6	7	8	8.0	0.00%
Rescue & Medical	3	4	1	4	1	3.0	-66.67%
Road Crash & Rescue	21	21	17	25	23	21.0	9.52%
Search	1	0	1	0	0	0.3	0.00%
Totals:	125	145	115	174	147	139.25	7.00%

% TREND compares this FY to the Average.

5.14 Water Corporation

Greg Williams introduced himself, his business unit and area of responsibility to the committee.

6. General Business:

Annette Turner-Duggan of Disaster Relief Australia thanked the committee for the invitation and introduced the DRA, its membership, operational priorities, and capabilities.

President Coales updated that additional cell towers are expected to come online shortly which should improve telecommunication reception issues.



Martin Seward noted that several trees on and around Lionel Street are very close to powerlines and requested that the Shire investigate what can be done.

7. Attachments:

- **3.1 – attachment 1** – Local Emergency Management Committee Meeting Minutes – 10 September 2024 (E24/13145)
- **4.1 – attachment 1** - Local Emergency Management Committee Contact List (E23/17516)
- **4.2 – attachment 1** - Local Emergency Management Committee Resource Register (E20/12276)
- **5.9 – attachment 1** - District Emergency Management Advisor Report - 10 December 2024 (IN24/30179)

8. Next meeting:

The next Local Emergency Management Committee Meeting will be held on Tuesday, 11 March 2025.

ACTION: Executive Officer to send out 2025 calendar invites.

9. Closure:

The meeting closed at 11:21am.