



Shire of  
Serpentine  
Jarrahdale

# Local Emergency Management Committee Meeting

## Minutes

Tuesday, 12 March 2024

1000hrs

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### Contact Us

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#### 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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A Local Emergency Management Committee Meeting for the Shire of Serpentine Jarrahdale was held on Tuesday, 12 March 2024 at the Shire's Civic Centre, 6 Paterson Street, Mundijong. The meeting opened at 10:04am.

## Minutes

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

#### Attendances:

##### Voting Delegates

Rob Coales	Chair / Shire President
Richard Moore	Local Emergency Coordinator / Deputy Chair – OIC Mundijong Police
Mike Ward	District Officer South East - Department Fire and Emergency Services (Acting)
Brian Oliver	Local Recovery Coordinator (Director Community Engagement)
David Richer	Executive Officer / Coordinator Emergency Services
Leigh Mulholland	Chief Bush Fire Control Officer
Martin Seward	Unit Manager - Serpentine Jarrahdale State Emergency Service
Mark Cundell	Assistant Superintendent Security - Karnet Prison Farm
Dave Olney	President - Sport Aircraft Builders Club Inc (arrived 10:23am)

##### Non-Voting Delegates

Cate Willey	District Emergency Management Advisor (DFES) Department of Fire and Emergency Services
Rebecca Steinki	Manager Community Activation / Local Welfare Liaison Officer
Nino Scidone	Manager Engineering Services
Cherese Green	Senior Ranger
Glenys Smith	Department of Communities
Naomi Jory	Department of Communities (arrived 10:12am)
Stewart Harvey	Assistant Superintendent Security, Karnet Prison Farm
Donna DiGiuseppe	Minutes Taker

#### Apologies:

Cr Nathan Bishop	Council Delegate
Thomas Vassallo	Coordinator Community Safety
Ryan Hamblion	Senior District Emergency Service Officer - Department of Communities
Brodie Selby	Fire Operations Officer Jarrahdale - Department of Biodiversity, Conservation and Attractions
Darren Kane	Manager Health and Building Services
Adrian Snary	Landscape Architect



James Webb Area Manager South East District - St John Ambulance  
Wendy Jackson Department of Health - Emergency Management  
Coordinator – East Metropolitan Health Service –  
Armadale Kalamunda Group  
Greg Williams Water Corporation - Operations Manager (PRFS)  
Peter Van Der Vaart Water Corporation – Manager Water (TaRR)

## 2. Declaration of Elected Members Officers, and Committee Members interest:

Nil.

## 3. Minutes of Previous Meeting:

### 3.1 Local Emergency Management Committee Meeting – 12 December 2023

The minutes of the Local Emergency Management Committee Meeting held on 12 December 2023 were distributed by email on 17 January 2024 – **attachment 1**.

#### Recommendation

**Moved: M Seward, Seconded: L Mulholland**

**That the minutes of the Local Emergency Management Committee Meeting held on 12 December 2023 as amended for minor grammatical errors (E23/17573) be CONFIRMED.**

**CARRIED**

## 4. Standing Items:

### 4.1 Update of LEMC Contacts

Contact list to be updated to include the Change to Department of Communities representative. (**attachment 2**)

### 4.2 Resource Register

No Changes required to the Resource Register (**attachment 3**)

### 4.3 Action Items from previous meeting

Updates on actions outstanding or in progress

Outstanding Resolution No.	Status
Summary report of the State Bushfire Exercise (September 2022) to be released pending DFES approval.	Pending DFES Approval. Dave Richer recommended removing this item from agenda
The Group agreed to table the Exercise Brumby to the Equine Advisory Group to ensure it aligns with how they see emergency situation and further ensure it is controlled by the Shire.	Emergency Services Coordinator to present to May 2024 Equine Advisory Group Meeting.



Outstanding Resolution No.	Status
Action – request the District Emergency Management Adviser provide an overview of the Local Emergency Management Committee at the next meeting.	Presented.

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

Cate Willey	District Emergency Management Advisor (DFES) Department of Fire and Emergency Services has been in this role for 8 weeks and will remain contact for future LEMC meetings.
Thomas Vassallo	Cherese Green will be the delegate for future meetings.
Naomi Jory	Glenys Smith will be the contact for future.
Mike Ward	Paul Postma commences 4 April as District Officer South East (DFES).

#### 4.5 Incident Support Group Activations

##### 4.5.1 Activation for Hopeland Road Bushfire (Keysbrook).

An internal debrief, summarized in **attachment 4**, took place. The attached table, along with circulated feedback, was the focus of discussion during the internal debrief held on February 10, 2024.

##### Summary of Actions from the Debrief:

1. Develop a communication process with the Rangers team for future emergencies.
2. Explore the feasibility of restricted access permits for emergency situations, both in hard copy and electronic formats.
3. Consider conducting a training exercise.
4. Investigate options for emergency resource storage and potential grants.
5. Establish a streamlined process for the distribution of the master key for the Recreation Centre.

##### Comment invited from the LEMC Committee.

No further discussion was held.

#### 4.6 Risk Profile

##### Bushfire

2023 was the second hottest year and the seventh-driest year on record in the Southwest Land Division. The above median hot, dry, and windy conditions that prevailed across WA over the summer period will see much of the state enter autumn with below median moisture in the soil, surface fuels and live vegetation. Over the previous nine months, the southern half of WA has experienced above median temperatures and severe rainfall deficiencies, and it is forecast that warmer and drier conditions will persist during autumn. These conditions will extend existing soil moisture deficiencies and increase the availability of woody vegetation fuels in the SWLD. Therefore, an associated increased risk of bushfire is expected in areas of forest, woodland and shrubland within the Swan Coastal Plain, Jarrah Forest and Warren bioregions.



#### 4.7 Local Emergency Management Arrangements

A desktop review of the Local Emergency Management Arrangements has occurred to reflect the new personnel within the Committee.

#### 4.8 Local Recovery Plan

No updates required.

#### 4.9 LEMC Exercises

No Exercise planned for this LEMC to allow the District Emergency Management Adviser Cate Willey to provide an overview of the Local Emergency Management Committee purpose, LEMA review and the SEMC. (**attachment 5**)

Dave Richer, Coordinator Emergency Services advised that Vulnerable people are now to be referred to as “At Higher-Risk” and clarified the meaning of the At High-Risk classification.

##### **ACTION – Dave Richer**

At High-Risk classification to be updated in the Animal Welfare and Vulnerable Community Plan

Leigh Mulholland, Community Emergency Services Manager SJ provided an overview of Impact Statements for recent fires and how the information is used to determine the cost of impact and recovery activities.

Martin Seward, Unit Manager SJ SES queried if there is a Communications Plan in place for emergency incidents.

##### **ACTION – Admin Support**

Circulate LEMA Communication Plan with minutes – **attachment 6**

### 5. Agency Reports:

#### 5.1 Shire of Serpentine Jarrahdale

Nothing to report.

#### 5.2 Shire President

Cr Coales advised he recently completed Emergency Management Training for Leaders at WALGA.

#### 5.3 Karnet Prison Farm

Mark Cundell introduced Stewart Harvey, Assistant Superintendent Security, Karnet Prison Farm.

Apologies for non-attendance at last meeting.

Mark gave big thanks to all agencies that assisted during recent fires.

#### 5.4 Armadale Kalamunda Group

Not in attendance.



## 5.5 Department of Communities

Naomi Jory introduced Glenys Smith as her replacement and advised the South Metropolitan contact is still to be appointed.

### **Action – Naomi Jory**

Provide Department of Communities Agency Report for circulation with minutes –  
**attachment 7**

## 5.6 St John Ambulance

Not in attendance.

## 5.7 Department of Biodiversity, Conservation and Attractions

Not in attendance.

## 5.8 Department of Fire and Emergency Services

Mike Ward, District Officer South East - Department Fire and Emergency Services (Acting) advised information has been provided for circulation with minutes –  
**attachment 8.**

Confirmed the prohibited burning period extended until end of April due to weather conditions discussed at 4.6 Risk Profile.

## 5.9 District Emergency Management Advisor

Cate Willey, District Emergency Management Advisor (DFES) will provide a report on State Emergency Management Committee Meeting which was held on 6 March 2024 -  
**attachment 8**

## 5.10 State Emergency Services

Martin Seward, Unit Manager SJ SES discussed current weather patterns in WA and subsequent economic impacts.

## 5.11 Mundijong Police

Richard Moore, Senior Sergeant Mundijong Police updated recent events and Investigations.

## 5.12 Chief Fire Mitigation Control Officer

### **Chief Bushfire Control Officer Report – March 2024**

#### **Prevention**

Mitigation Activity Fund (MAF) works are currently underway, with 50% completion achieved. However, there have been challenges in getting contractors onsite due to high-risk works during the fire season. Despite this, contractors have been engaged, and progress is on track for completion before the end of the financial year (EOFY).

Mitigation works by the LG Emergency Service Department are in progress, focusing on shire-managed verges. These efforts will complement the brigade's verge burning program scheduled for this year.



Fire break inspections were conducted between December and January, resulting in a high compliance rate. Mitigation officers are currently addressing non-compliant residential properties. Works are prioritised for extreme risk properties where non-compliance persists despite issuing infringements. Property owners are billed for the remedial works, which are recorded as a debt against the property.

The Shire has introduced a new free text messaging service, SJ SMS Alert Service, delivering real-time information to residents about total fire bans, harvest vehicle movement bans, and burning permit suspensions. Aimed at residents on larger properties and contractors operating within the Shire, the service has garnered significant interest, with over 1900 sign-ups within the first 3 months.

The Bushfire Awareness Team has been actively engaging communities through Bushfire Ready Community events in Keysbrook and Whitby. These initiatives have been well-received, guiding residents in developing bushfire plans and property preparation.

Progress on the Fire Station project on Pony Place in Oakford is notable, with the planning phase concluded. The team is enthusiastic about transitioning into the construction phase later this year.

### **Preparedness**

Recruitment for new firefighters has commenced in some brigades, with others slated to begin in April.

The Shire-wide Brigade Training Calendar for 2024 has been finalised, scheduling 25 training courses throughout the year.

Planning for LG Machine operators' training for the pre-season 2024/2025 is underway. The Operations team has developed a roster for the fire season to ensure expedited access to earth-moving machinery for incident controllers as needed.

The revised process for issuing Vehicle ID stickers has been tested during multiple incidents in farming communities this summer. Feedback highlighted the need for further education for WAPOL and traffic management contractors regarding the Vehicle ID Scheme (VIS). As a result, a fact sheet has been produced and will be provided by incident controllers to WAPOL and traffic management providers to ensure farming appliances displaying VIS stickers are granted access as deemed safe by DFES incident controllers.

SJ brigades currently boast 250 members, with 187 listed as active members.

### **Response**

The Shire and metropolitan area experienced an exceptionally busy summer, commencing earlier than in previous years, with major bushfires in November and persisting throughout the season. Detailed response statistics for SJ brigades are presented in the table 1 below, with notable incidents outlined:

#### November:

Elliot Road, Keysbrook: A 3rd Alarm, Level 1 Bushfire necessitated 2 shifts to secure approximately 7 hectares, caused by lightning.

Hopelands Road, Nambelup: A 3rd Alarm, Level 1 Bushfire saw crews supporting the Shire of Murray for a fire at the SJ/Murray border, caused by lightning.





Serpentine Complex: A Level 3 Major Bushfire on Kingsbury Drive in Karnet consumed 1150 hectares. Crews from the Pilbara to the Great Southern were called in to assist, and it took 7 days to contain. Fortunately, there were no damages to assets, caused by lightning. (Figure 1)

December:

King Road: A 3rd Alarm Level 1 Bushfire burnt 20 hectares, caused by a vehicle parked on the verge. (Figure 2)

Keysbrook Bushfire: A 4th Alarm Level 2 Major Bushfire required crews from across the Perth metro and southwest region. The fire, which occurred over the Christmas period burnt 830 ha, took 6 days to contain and resulted in the destruction of 2 rural properties, numerous kilometres of fencing, power poles, and mine site infrastructure. The cause remains under investigation. (Figure 3)

January:

Hopkinson Road, Darling Downs: A 3rd Alarm Level 1 Bushfire threatened multiple properties. Despite damages to outbuildings and fencing, crews managed to save a house, the fire burnt 2 ha. The cause is undetermined.

King x Jackson Road, Oldbury: A 3rd Alarm Level 1 Bushfire, initiated by a malfunctioning train, was contained by all crews.

Thomas Road x Nicholson, Oakford: A 3rd Alarm, with no damages reported, caused by lightning.



Figure 1 - Map 1 Serpentine Complex Bushfires

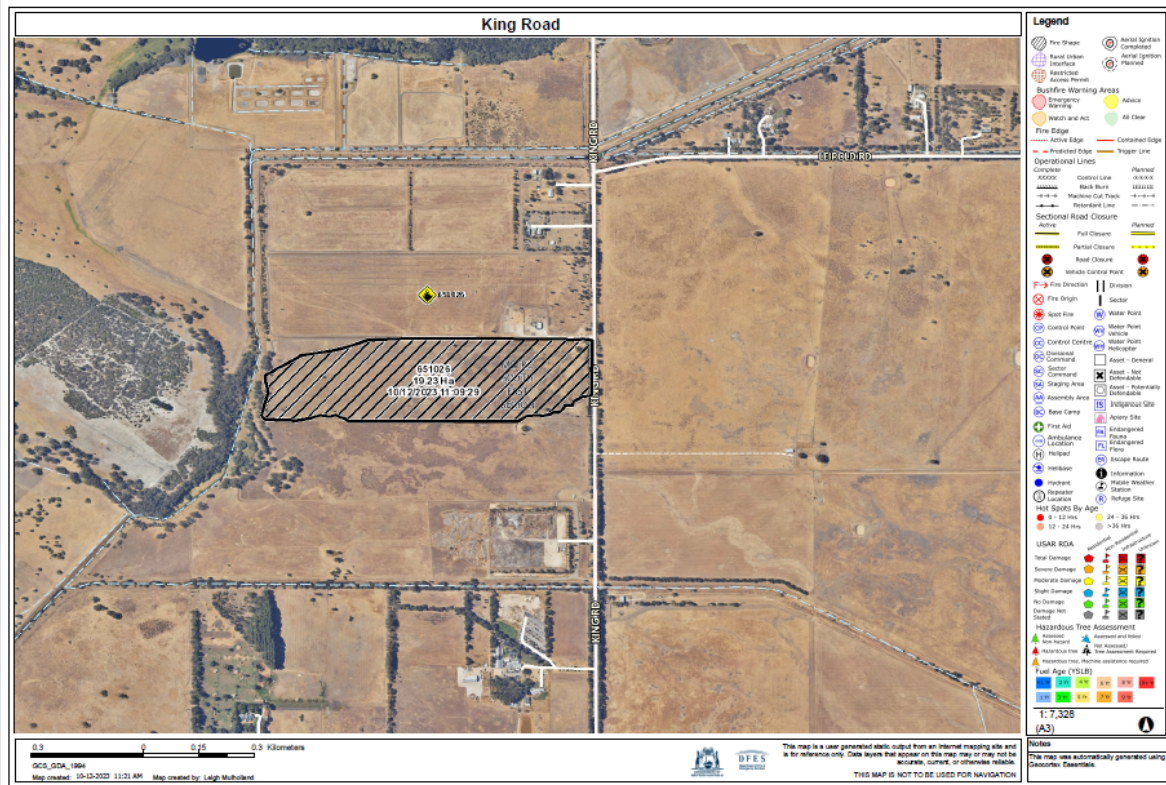


Figure 2 - Map 2 King Road Oldbury

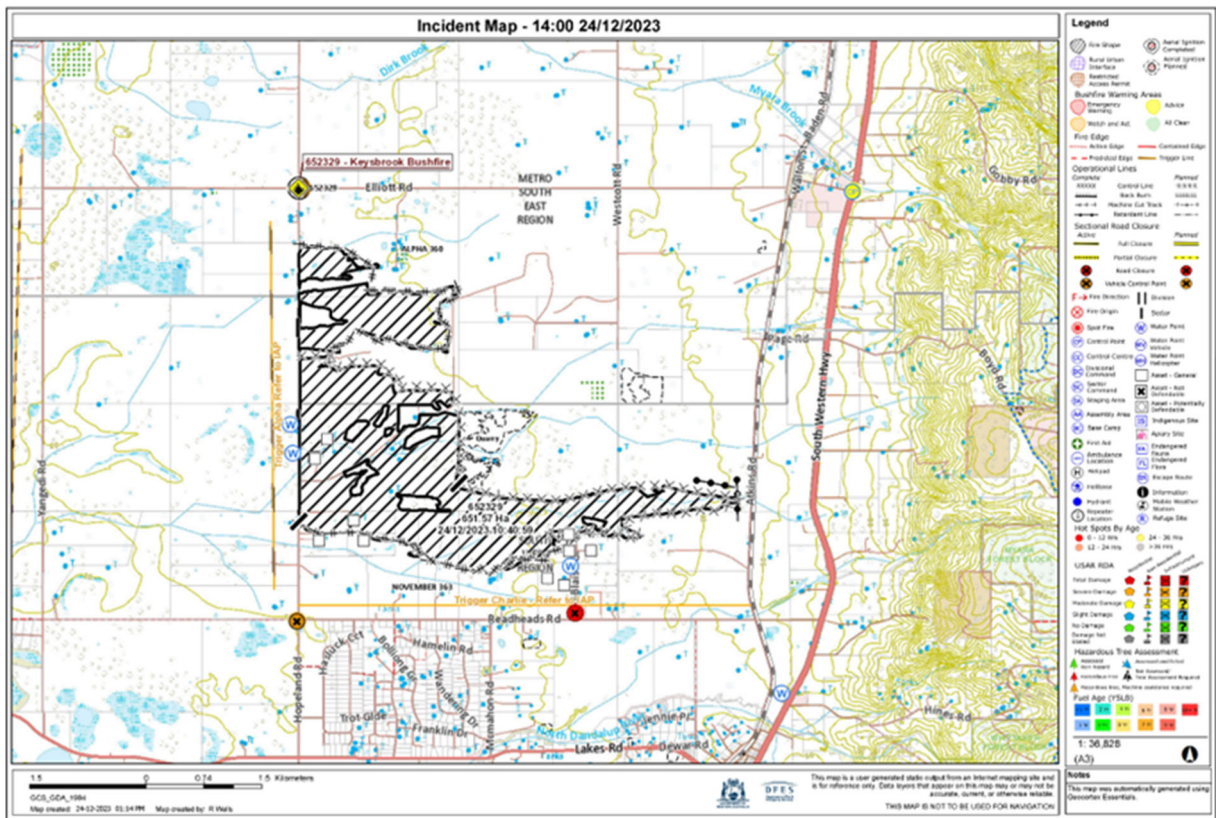


Figure 3 - Map 3 Hopelands Road Nambelup



Special thanks are extended to the Local Government, Karnet Prison, Doral Sand Mine, WAPOL, SJA, and DFES for their invaluable support during these challenging incidents.

<b>Response statistics for SJ brigades</b>					
<b>BYFORD BFB</b> Dates: 01/07/2023 to 23/02/2024			<b>KEYSBROOK BFB</b> Dates: 01/07/2023 to 23/02/2024		
	<b>2023/2024</b>	<b>Total</b>		<b>2023/2024</b>	<b>Total</b>
Called Off - No Attendance	1	1	EVENT - Not an Incident	2	2
EVENT - Not an Incident	2	2	False Call - Good Intent	6	6
False Alarm - System Initiated	9	9	Fire - Bushfire (lge)	4	4
False Call - Good Intent	33	33	Fire - Bushfire (sml)	7	7
Fire - Bushfire (lge)	18	18	<b>Total:</b>	<b>19</b>	<b>19</b>
Fire - Bushfire (sml)	22	22			
Fire - Other/Rubbish/Vehicle	9	9			
Fire - Structure	6	6			
Hazardous Situation	1	1			
<b>Total:</b>	<b>101</b>	<b>101</b>			
<b>EMERGENCY SUPPORT BFB</b> Dates: 01/07/2023 to 23/02/2024			<b>SERPENTINE BFB</b> Dates: 01/07/2023 to 23/02/2024		
	<b>2023/2024</b>	<b>Total</b>		<b>2023/2024</b>	<b>Total</b>
EVENT - Not an Incident	1	1	EVENT - Not an Incident	1	1
Fire - Bushfire (lge)	6	6	False Call - Good Intent	11	11
Fire - Bushfire (sml)	1	1	Fire - Bushfire (lge)	15	15
<b>Total:</b>	<b>8</b>	<b>8</b>	Fire - Bushfire (sml)	13	13
			Fire - Other/Rubbish/Vehicle	6	6
			Fire - Structure	2	2
			Hazardous Situation	1	1
			Road Crash & Rescue	1	1
			<b>Total:</b>	<b>50</b>	<b>50</b>
<b>MUNDIJONG BFB</b> Dates: 01/07/2023 to 23/02/2024			<b>JARRAHDAL BFB</b> Dates: 01/07/2023 to 23/02/2024		
	<b>2023/2024</b>	<b>Total</b>		<b>2023/2024</b>	<b>Total</b>
EVENT - Not an Incident	2	2	EVENT - Not an Incident	2	2
False Alarm - System Initiated	2	2	False Call - Good Intent	12	12
False Call - Good Intent	22	22	Fire - Bushfire (lge)	11	11
Fire - Bushfire (lge)	22	22	Fire - Bushfire (sml)	14	14
Fire - Bushfire (sml)	29	29	Fire - Other/Rubbish/Vehicle	2	2
Fire - Other/Rubbish/Vehicle	6	6	<b>Total:</b>	<b>41</b>	<b>41</b>
Fire - Structure	5	5			
Road Crash & Rescue	2	2			
<b>Total:</b>	<b>90</b>	<b>90</b>			
<b>OAKFORD BFB</b> Dates: 01/07/2023 to 23/02/2024					
	<b>2023/2024</b>	<b>Total</b>			
Called Off - No Attendance	1	1			
EVENT - Not an Incident	2	2			
False Call - Good Intent	22	22			
Fire - Bushfire (lge)	22	22			
Fire - Bushfire (sml)	30	30			
Fire - Other/Rubbish/Vehicle	8	8			
Fire - Structure	5	5			
Hazardous Situation	1	1			
Road Crash & Rescue	1	1			
<b>Total:</b>	<b>92</b>	<b>92</b>			



### 5.13 Sports Aircraft Builders Club Inc

Dave Onley, President – Sport Aircraft Builders Club Inc reported approval for the clearing of the pine plantation adjacent to airfield.

### 5.14 Water Corporation

No Comment.

## 6. General Business

Mike Ward, District Officer South East (Acting) advised that Paul Postma has been appointed as permanent District Officer South East, commencing 4 April 24.

Martin Seward – Unit Manager – Serpentine Jarrahdale SES raised the issue of needing being able to identify phone numbers used during fires.

**Action – Dave Richer**

Phone Contact List to be included in Communications Plan.

## 7. Next Meeting:

Shire of Serpentine Jarrahdale Civic Chambers	11 June 2024
Shire of Serpentine Jarrahdale Civic Chambers	10 September 2024
Shire of Serpentine Jarrahdale Civic Chambers	10 December 2024

## 8. Closure:

The meeting closed at 11:24am.