



Shire of  
Serpentine  
Jarrahdale

# Bush Fire Advisory Committee Meeting

## Minutes

Thursday, 21 November 2024

7pm

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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)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)



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Minutes of the Bush Fire Advisory Committee Meeting held in the Civic Centre, 6 Paterson Street, Mundijong, on Thursday, 21 November 2024.

Brian Oliver, Director Community Engagement declared the meeting open at 7pm, welcoming committee members and new captains.

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## Minutes

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

#### Attendances

#### Voting Delegates

Chris Burgess (Deputy Chairperson)	Captain, Keysbrook BFB
Cr Shaye Mack	Council Delegate
Cr Nathan Bishop	Council Delegate
Siobhan Bishop	Chief Bush Fire Control Officer
Hazel Woodland	Acting Captain, Emergency Support BFB
Sarah Davis	Captain, Jarrahdale BFB
Emma Chapman	Captain, Serpentine BFB
Rhett Hislop	Captain, Oakford BFB
Nathan Houweling	Captain, Mundijong BFB
Chris Marsh	Captain, Byford BFB

#### Non-Voting Delegates

Brian Oliver	Director Community Engagement
Matt Cheang-Clarke	Coordinator Emergency Services
Paul Postma	District Officer South East, Department of Fire and Emergency Services
Jason White	Deputy Chief Bush Fire Control Officer
Melissa Lechleitner	Minute Taker / Administration

#### Apologies

Nathan Carrall (Chairperson)	Captain, Emergency Support BFB
Mike Chan	Fire Operations Officer Department of Biodiversity, Conservation and Attractions
Brodie Selby	Acting District Fire Coordinator Department of Biodiversity, Conservation and Attractions
Ken Elliott	Deputy Chief Bush Fire Control Officer



### Observers

Justin Warren

1<sup>st</sup> Lieutenant, Oakford BFB

Paul Larsen

2<sup>nd</sup> Lieutenant, Oakford BFB

## **2. Election of Chairperson and Deputy Chairperson:**

### **2.1 Election of Presiding Member**

The Director Community Engagement advised Nathan Carrall's nomination for the position of Presiding Member for the period ending at the next ordinary local government election in October 2025 was received in writing on 13 November 2024.

The Director Community Engagement asked if there were any further nominations.

No further nominations were received.

There being no further nominations, the Director Community Engagement declared Nathan Carrall unopposed, as Presiding Member for the period ending at the next ordinary local government election in October 2025.

### **2.2 Election of Deputy Presiding Member**

The Director Community Engagement called for nominations for the position of Deputy Presiding Member for the period ending at the next ordinary local government election in October 2025.

Chris Burgess nominated from the floor.

The Director Community Engagement asked if there were any further nominations.

No further nominations were received.

There being no further nominations, the Director Community Engagement declared Chris Burgess as Deputy Presiding Member of Bush Fire Advisory Committee for the period ending at the next ordinary local government election in October 2025.

Chris Burgess assumed the Chair as Deputy Presiding Member of the Bush Fire Advisory Committee at 7:05pm.

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

Nil.

## **4. Minutes of Previous Meeting:**

### **4.1 Bush Fire Advisory Committee Meeting – 18 April 2024**

The minutes of the Bush Fire Advisory Committee Meeting held on 18 April 2024 were distributed by email on 30 April 2024 – **attachment 1**.



4.1/11/24

**BUSH FIRE ADVISORY COMMITTEE RESOLUTION**

**Moved: Nathan Houweling; Seconded: Emma Chapman**

**That the Minutes of the Bush Fire Advisory Committee Meeting held on 18 April 2024 be confirmed.**

**CARRIED UNANIMOUSLY 10/0**

**5. Standing Items:**

**5.1 Business arising from previous meeting:**

Item	Status
BFAC Resolution 4.1.1/04/24	Complete. BFAC Resolution adopted by Council at the 20 May 2024 Ordinary Council Meeting - <b>attachment 1</b>
BFAC Resolution 6.3.2/04/24	Complete. BFAC Resolution adopted by Council at the 20 May 2024 Ordinary Council Meeting - <b>attachment 1</b>  Terms of Reference endorsed by Council at the 21 October 2024 Ordinary Council Meeting - <b>attachment 2</b>

**6. Shire Reports:**

<b>6.1 Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures Review (SJ4043)</b>	
<b>Responsible Officer:</b>	Community Emergency Services Manager
<b>Senior Officer:</b>	Director Community Engagement
<b>Disclosure of Officer's Interest:</b>	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

**Authority / Discretion**

Information	For the Council / Committee to note.
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**Report Purpose**

The purpose of this report is for the Committee to note that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.



## Relevant Previous Decisions of Council

*Ordinary Council Meeting – 21 June 2021 - OCM141/06/21- COUNCIL RESOLUTION - extract*

*That Council:*

*2. In accordance with section 3.12(4) of the Local Government Act 1995, MAKES the Shire of Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021 as shown in attachment 1.*

## Background

The Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures (BOP) is established under the *Shire of Serpentine Jarrahdale Bush Fire Brigades Local Law 2021* and outlines the working structure of the Bush Fire brigades. Following changes to *Work Health and Safety Regulations 2022* it was identified that a review of the Shire's Bush Fire Service – Brigade Operating Procedures was required to ensure compliance with Work, Healthy and Safety legislation.

## Community / Stakeholder Consultation

### Policy Concept Forum

Nil.

### Brigade Captains

Engagement with the Bush Fire Brigade members was undertaken through the brigade enhancement working group throughout 2023. This consisted of a selection of volunteers from all brigades.

Additional consultation was undertaken with the brigade captains in August 2024. All feedback provided by the captains has been incorporated in the document.

## Statutory Environment

- *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*
- *Bush Fires Act 1954*
- *Bush Fire Regulations 1954*
- *Fire Brigades Act 1942*
- *Emergency Management Act 2005*
- *Local Government Act 1995*
- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*
- *Equal Opportunities Act 1984*



## Comment

The revised Brigade Operating Procedures incorporate several key changes. These changes include aligning the procedures with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*. A summary of the changes and updates is provided below:

Update	Comment
Alignment with WHS Legislation	Revised BOP ensures compliance with the <i>Work Health and Safety Act 2020</i> and <i>Work Health and Safety Regulations 2022</i> , meeting the Shire's obligations towards our volunteer workers.
Streamlined Membership Application and Leave Processes	Simplifies onboarding and exit procedures, improving brigade efficiency and member management. Leave of absence rules updated to ensure continuity and accountability.
Updated Training and Attendance Standards and Competencies	Aligns training requirements with minimum standards and minimum attendance requirements for each role, increasing brigade readiness and reducing operational risks.
Revised Operational Turn-Out Procedures	Replaces references to SMS with BART for brigade communications.
Enhanced Social Media Guidelines	Establishes clear boundaries for social media use.
Code of Conduct	Clarity improved to ensure all members are aware of the requirement to adhere to the Shire's Code of Conduct. Following the issuing of the revised BOP, all volunteer brigade members will be required to sign acknowledgement of the Shire's Code of Conduct as a Shire volunteer.
Grievance and Disciplinary Processes Aligned with Shire's Internal Procedures	Streamlines grievance handling by integrating with the Shire's internal systems, ensuring consistency and fairness in managing conflicts within the brigade.
Procedure Updates	Outdated procedures have been removed. Clarifications have been made to voting eligibility and meeting procedures.

The revised Brigade Operating Procedures provides the Shire with a contemporary working structure for the Bush Fire Brigades. The review has identified that further improvements to the BOP are currently limited by provisions of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*. Officers propose to initiate a review of the local law to support contemporary Bush Fire Brigade management principles.



## Options

### Option 1

That the Bush Fire Advisory Committee:

1. NOTES that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.
2. NOTES that following the issuing of the revised Brigade Operating Procedures, all volunteer brigade members will be required to sign acknowledgement of the Shire’s Code of Conduct as a Shire volunteer.
3. RECOMMEND that Council request the Chief Executive Officer to present the following items to the next Bush Fire Advisory Committee Meeting:
  - i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;
  - ii. A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*;
  - iii. A summary of compliance by volunteer brigade members who have signed the Shire’s Code of Conduct as a Shire volunteer.

### Option 2

That the Bush Fire Advisory Committee DOES NOT NOTE the review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures.

Option 1 is recommended.

## Conclusion

The revised Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures reflect a comprehensive revision that addresses alignment with the *Work Health and Safety Act 2020* and the *Work Health and Safety Regulations 2022*, streamlining processes for efficiency, and updating training and operational procedures to enhance effectiveness and appropriate management of the Shire’s volunteer Bush Fire Brigade members. The Brigade Operating Procedures will be issued to volunteer brigade members by 30 November 2024.

## Attachments (available under separate cover)

Nil.

## Alignment with our Council Plan 2023-2033

Thriving	
4.	Ensure sustainable and optimal use of Shire resources and finances

## Financial Implications

Nil.





## Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with this option.						
2	There could be negative public perception that the Shire's Bush Fire Advisory Committee has not noted the review of the Shire's Bush Fire Service - Brigade Operating Procedures, which governs all aspects of operations of brigades and members.	Engagement with relevant internal subject matter experts and Brigade captains as part of the document review.	Reputation	Possible	Minor	MODERATE	Option 1

**Voting Requirements:** Simple Majority

### Officer Recommendation

That the Bush Fire Advisory Committee:

1. NOTES that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.
2. NOTES that following the issuing of the revised Brigade Operating Procedures, all volunteer brigade members will be required to sign acknowledgement of the Shire's Code of Conduct as a Shire volunteer.
3. RECOMMEND that Council request the Chief Executive Officer to present the following items to the next Bush Fire Advisory Committee Meeting:
  - i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;



- ii. A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*;
- iii. A summary of compliance by volunteer brigade members who have signed the Shire's Code of Conduct as a Shire volunteer.

**6.1/11/24**

**BUSH FIRE ADVISORY COMMITTEE RESOLUTION**

**Moved: Rhett Hislop; Seconded: Nathan Houweling**

**That the Bush Fire Advisory Committee:**

1. **NOTES** that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.
2. **NOTES** that following the issuing of the revised Brigade Operating Procedures, all volunteer brigade members will be required to sign acknowledgement of the Shire's Code of Conduct as a Shire volunteer.
3. **RECOMMEND** that Council request the Chief Executive Officer to present the following items to the next Bush Fire Advisory Committee Meeting:
  - i. **The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;**
  - ii. **A proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*;**
  - iii. **A summary of compliance by volunteer brigade members who have signed the Shire's Code of Conduct as a Shire volunteer.**

**CARRIED UNANIMOUSLY 10/0**

## **7. Agency and Brigade Reports:**

### **7.1 Chief Bush Fire Control Officer**

#### **Prevention**

- The restricted burning period commenced on October 1st. A memo has been drafted to bring the prohibited burning period forward by 14 days if required; however, conditions currently indicate this will start on December 1st.
- The Bushfire Operational Plan (BOP) has been reviewed and is expected to be distributed to brigades in the coming weeks. Brigade members will then have 30 days to review the new BOP and the Shire's Code of Conduct. Members who do not review and acknowledge both documents will not be permitted to respond to incidents.

#### **Preparedness**

- The Shire's annual Rural Urban Interface (RUI) training exercise was held in Keysbrook, with 40 members from across all brigades participating. The turnout was excellent, and the Bush Fire Advisory Team achieved valuable community



engagement with members from Keysbrook and North Dandalup. Two potential new members from Keysbrook also attended the exercise.

- The Brigade Preseason Forum was held in Mundijong, with approximately 120 members in attendance. The forum included a briefing from the State Operations Centre Meteorologist on the upcoming fire season, a presentation on significant weather events from the past 12 months, and a session by DFES Air Operations on the Aerial Fleet and fire ground safety around the LAT.
- We have held two Captains' meetings since July. The group is reviewing how these meetings can be productive for the brigade leadership team in the future.
- Brigade leadership members participated in the DFES Metro Pre-Season Forum.
- All strategic water tanks are operational. Static water tanks at the old mill in Jarrahdale have been cleared of surrounding vegetation, refilled, and are now operational.
- Bollards have been installed at Jarrahdale Oval to prevent unauthorised access. This area is secured with a 003 key.
- Serpentine BFB held a "Burn Smart" street meet.
- SJ brigades currently have 253 members: 199 active firefighters, 24 cadets, 26 support members, and 4 on a leave of absence.
- The Shire hosted the "Lights, Sirens, and Superheroes" event at Mundijong Oval, with a strong focus on bushfire readiness and community safety. There was an excellent community turnout, and feedback has been provided to the community development team.
- The Shire facilitated the Fire Line Construction course conducted by DBCA for the Shire's operational staff, which was held at the Jarrahdale BFB.
- The Emergency Services (ES) Department has reviewed the SMS templates for High Volume Message Broadcast (HVMB) and Total Fire Ban (TFB) notifications for the Shire.

## Response

Compared to the same time last year, the start of the bushfire season has been slower. However, in early October, brigades attended several escape burns across the Shire that were active in green vegetation. As per the Shire's High Threat Protocol (HTP) response plans, during periods of high threat, a minimum of three brigades will be mobilised to all incidents within the Shire of SJ. Additionally, brigades from outside the Shire will be promptly dispatched to ensure the closest available resources respond to incidents. This protocol is set to commence on December 5th, with no current plans to bring it forward.

## Serpentine Jarrahdale / Cardup Career Fire Station Integration Working Group

At the October Ordinary Council Meeting, Council endorsed the establishment of the Integration Working Group. The first meeting of the group is scheduled for Monday, 25 November 2024.

## 7.2 Byford Bush Fire Brigade

### Current Membership Status

Our fire brigade has 41 active members, with 17 having completed their pre-season assessments. However, only 11 members are regularly turning out for duty. We currently



have 4 out of 5 newer members, 4 of whom now meet the minimum requirements are ready to respond during the high-threat period.

#### Key Considerations for members

The integration of the Cardup Career Station is on the minds of many members, raising questions about the future of the Byford Volunteer Fire Brigade (VFB) with the lack of the station upgrades fueling the uncertainty.

#### Operational Challenges

We face a shortfall of qualified operational drivers, along with minimum training requirements driving lower turn out numbers.

Additionally, changes in members' work circumstances and personal matters have decreased overall turnout, compounded by a shift in the brigade's demographic.

#### Conclusion

To maintain operational effectiveness, we must address the shortfall in driver training opportunities, enhance member engagement, and turn out responses, by revising our BOP to cater for our shift and FIFO workers to ensure we can continue serving our community effectively.

### **7.3 Emergency Support Bush Fire Brigade**

#### Membership

The current brigade membership stands as follows:

- Sole Brigade Members: 15
- Dual Brigade Members: 5
- Leave of Absence Members: 0
- Total: 20 Members

The Brigade has recruited a new member who is about to commence their compulsory training to become an operational member.

We are still in the process of a recruitment drive with particular focus on Ancillary Member recruitment to boost the brigades ability for welfare support in particular.

The 2024 Leadership group is as follows:

- Captain – Nathan Carrall
- 1st Lieutenant – Hazel Woodland
- 2nd Lieutenant – Michael Ward
- 3rd Lieutenant – Julia Ward

#### Safety

The Brigade is happy to report there were NIL safety matters or incidents to report since the last BFAC meeting of April 2024.

#### Operational Response

Since the last BFAC report the brigade has been mobilised to very few incidents which is not uncommon for this time of year. Although incidents are not very common over the winter period for ESB we are extremely busy with catering and support for training within the shire.



### Bushfire Mitigation

The Brigade has not participated in any mitigation activities.

### Training

All training for the Brigade has been at Brigade Level. This continues to focus on operational matters specifically Radios, T Cards, Battle Boards and Scribing to ensure our skills are continually improved and refined.

The Brigade will also be putting some members through some additional heavy vehicle training to enable us to provide support within the shire as heavy vehicle drivers if required when numbers are low.

### Equipment and Facilities

The Brigades equipment and facilities remain in good working order. Any damaged or maintenance items that have arisen have been repaired or currently have an active VFR in place for repairs.

The Brigade has commissioned an equipment trailer that was funded solely through brigade funds and grants of several businesses in the local area. The Brigade extends its thanks to Found Lab Byford, Doral Sand Supplies, Paragon Window Tinting, Signage & Graphics and the Shire President for the contributions made to the Brigade. The trailer is fully equipped with shade awnings, tables, chairs, BBQ, esky and various pieces of catering equipment for use at incidents and training within the shire. They trailer is not solely for the purpose of catering and should there be the simple requirement of shade at an incident the Brigade would be happy to assist with the equipment.

The previously reported business case presented to the Shire for consideration of the purchase of a support vehicle for the Brigade is under consideration by the Shire with options being developed to fulfill this proposal. The brigade is patiently waiting for an outcome on this proposal.

## **7.4 Jarrahdale Bush Fire Brigade**

### Membership

Currently membership sits around 53 registered of that 20 are active fire fighters, and the rest are auxiliary and cadets.

Cadets was run again over the winter with 16 cadets attending each training session. We have a good group that are keen to learn, one cadet has come up to adult membership and possibly two more next year.

### Safety

No safety issues to report.

### Operational Response

Jarrahdale has assisted and been primary at 19 incidents since 1st May. This included one 2nd alarm structure fire in Jarrahdale and 2 vehicle fires. With remainder being TGS or illegal / escaped burns.

### Bush Fire Mitigation Works

The brigade has been able to complete a number of private burns this winter/spring for residents.



We have also assisted in a number of Shire burns many in Jarrahdale and a number in other areas of the shire.

### Training

Training is continuing weekly. With good numbers each week. Members continued to up skill over the winter with shire training courses or ones offered by DFES. The Majority of our active fire fighters have completed their pre-season skills.

Our new recruits this year are now ready to turn out for us this summer, having completed all their required courses and pre-season skills.

### Facilities and Equipment

Station is in good condition. Thanks to the shire for completing some outstanding facility fault works. We have a new retaining wall, front door and lock and the roller door seals have finally been replaced. We have also had some outside lighting replaced and placed on timer to help with security around the station at night. Wi-Fi issues have also been dealt with.

All appliances are in working order. Any repairs or faults are being dealt with very quickly by ESD.

## **7.5 Keysbrook Bush Fire Brigade**

### Membership and administration

The brigade currently has 19 registered members on its membership list.

Two new members have formally joined the brigade since the April 2024 BFAC meeting.

Seven members have completed the pre-season skills assessments to date.

### Safety

Bollards around the septic tank system is now complete.

No other safety issues to report.

### Operational Response

The brigade continues to respond to incidents when members are available.

Since the April 2024 BFAC meeting the brigade has attended 6 incidents. This has consisted of 1 primary call out and 5 support call outs.

Majority of these incidents have been within the local area.

Conducted a visit to the Doral Mineral Sand mine in Keysbrook on 12th November 2024. The purpose of the visit was to familiarise ourselves with their emergency response procedures. We are able to confirm that the large 40,000L water carts onsite have the relevant connections to allow us to fill our 2.4 appliance from them.

### Bushfire Mitigation Activities

No mitigation works have been completed since the April 2024 BFAC meeting.

The usual number of permits have been issued by our FCO for residents to conduct fuel reduction activities during the current restricted burning period.



### Training

Monthly training sessions are continuing with approx. four-six members attending each session.

One member completed the Ground Controller course in August 2024.

Four members attended the recent SJ Shire pre-season forum in October 2024.

### Equipment & Facilities

Brigade members continue to become familiar with the 2.4 appliance. Recent training has included line drills and draughting. One member is undertaking training/support drives to get their MR license in the future.

Storage shed has been completed, which was a joint project with the Keysbrook Community Group. This has provided additional storage for non-essential operational equipment and given more room within the station's vehicle bay area.

Have been advised that Elliott Rd hydrant will be unavailable for use from 18th-20 December due to maintenance work.

Sign in/out iPad has now been installed at the station for members to use.

## **7.6 Mundijong Bush Fire Brigade**

This report provides the Shire of Serpentine Jarrahdale Bush Fire Advisory Committee with an overview of the activities and developments related to the Mundijong Volunteer Bushfire Brigade from April 2024 to November 2024. It outlines membership updates, operational performance, bushfire mitigation efforts, training, and equipment status.

### Membership

Leadership Group:	Membership:
Captain: Nathan Houweling	Total Members: 38
Lieutenants: Chris Jones	Active Members: 30
Paul Firmstone, Leith White	Auxiliary Members: 4
FCO: Stephen Chadwick	Probationary Members: 4

### Safety

No significant safety concerns have been identified during the reporting period.

#### Operational Response

The off-season has provided a welcome reprieve following a demanding bushfire season earlier in the year.

The brigade has maintained strong operational readiness, with adequate crew availability to staff both appliances for each callout.

The anticipated return of the 12.2 appliance is expected to further enhance our response capabilities.

Ongoing vehicle and equipment maintenance is carried out routinely, and any issues are promptly reported via the OneComm system, which continues to streamline the process



effectively. The Shire has been responsive in addressing maintenance concerns efficiently.

A recent recruitment drive has successfully attracted new volunteers, which will help to sustain our operational capabilities.

#### Bushfire Mitigation Activities

Brigade members have actively supported the Shire's Mitigation Officers in bushfire risk reduction activities. These initiatives not only enhance community safety but also serve as practical training for newer members.

The brigade participated in several community engagement events, including the Lights & Sirens Event.

Weather conditions and timing constraints have limited the number of private burns conducted in our area.

#### Training

Training sessions are held twice a month on Tuesday evenings, with attendance averaging 10-15 members during the off-peak months.

Training has focused on skill development, particularly in incident arrival, size-up, public information, and situation reporting.

Pre-season checklists have been finalised. The brigade will continue to work with those members who have not met the deadline.

#### Equipment and Facilities

Monthly maintenance evenings are conducted to ensure all facilities and equipment are in optimal condition.

The brigade's equipment and facilities continue to meet required standards.

The Shire has been proactive in addressing and resolving facility-related issues in a timely manner.

### **7.7 Oakford Bush Fire Brigade**

There are no significant safety concerns or incidents to report at this time.

The brigade currently has 36 active members, and the most recent probationary members have all completed the necessary courses to turn out to incidents during this high-threat period.

Our commitment to upskilling remains strong, with six members awaiting placement in a crew leader course, three ready to complete AIMS 2017 and Sector Commander, and two preparing for Incident Controller (Level 1). Due to limited availability and funding for heavy vehicle licenses and driving under operational conditions accreditation, many members have opted to fund these essential qualifications themselves, which is a disappointing situation for volunteers who already give so much to their community.

A key priority for all brigade members remains the advancement of the new Oakford station project. Since the brigade's formation, Oakford has always operated from private land and is currently under a holdover lease, yet to be stationed on Shire-owned property. Over the past five years, Oakford members have been actively supporting the Shire of Serpentine Jarrahdale in moving this project forward by directly advocating for land and





funding for the new station. Oakford's strong commitment, including engagement with Members of Parliament, former Premier Mark McGowan, former Emergency Services Minister Reece Whitby, and Department of Planning representatives, was pivotal in securing the land management order and self-supporting loan available to the Shire. It is crucial for the Shire of Serpentine Jarrahdale and its Councillors to recognise that brigade members are resolutely united in their commitment to seeing this project completed, by any means necessary.

The brigade would like to express our appreciation to the Emergency Services Department, particularly CESM Siobhan Bishop and ESD Coordinator Matt Cheang-Clarke. The positive shift in communication and collaboration since last year has been instrumental in strengthening the relationship between the Shire and the brigade. We would also like to acknowledge the outstanding support from Technical Support Officer Mel Lechleitner. Mel's efficiency, meticulous attention to detail, and determination to overcome challenges have been invaluable to the Oakford leadership group.

## **7.8 Serpentine Bush Fire Brigade**

### Membership:

Captain: Emma Chapman

Lieutenants: Trevor Starceвич, Alex Hatch, Calan Dumbrell

### Members:

Senior Firefighters: 15

Firefighters: 9

Probationary members: 5

New Members: 1

Auxiliary: 3

Total: 33

### Training:

All active brigade members have completed their Skills assessments and attend regular training sessions:

### Topics include:

Radios, comms, hoses, First Aid, hand tools, AIIMS Awareness, 4wd training, Static Water source, basic skills, RUI inhouse and Shire exercise, Combined training with Baldivis VFES, safety on the fire ground, OneComm, team building exercises, structural fire theory, EV fires.

DFES courses were well attended by members this year.

The Probationary members have completed their initial courses ready for this HTP.

### Safety:

Nil



Operational Response:

Since the end of April Serpentine BFB has attended:

17 primary incidents

7 support incidents.

Mitigation activities:

Local burns – 3

Equipment & Facilities:

Lt and 3.4 are both operational.

Change rooms and PPE lockers are now complete and in use.

Sink for Respirator cleaning is still waiting to be installed.

Community events:

Burn Smart Community BBQ

Eton Farm school Fair

Serpentine Primary School Fire Drill & kindy visits

SABC Fly In Day

Serpentine Day Care Visit

Jarrahdale Log Chop

## **7.9 Coordinator Emergency Services**

Local Government Grant Scheme (LGGS)

For the 2024/25 financial year, the Shire requested a total operating budget of \$504,000, based on projected costs. The Department of Fire and Emergency Services (DFES) approved a total operating grant of \$458,898.

Given this anticipated funding shortfall, along with our aging fleet and facilities, we anticipate overspending and will need to justify any excess expenditure.

To manage expenses effectively, we encourage brigades to continue submitting requests for items through the Emergency Services (ES) department before making purchases and seeking reimbursements. This assists us in ensuring compliance with budget requirements.

Vehicle Fault Reports

The vehicle fault reporting process is also working well, with 93 VFRs received and actioned since the transition to OneComm.

The Shire has recently awarded a tender for appliance servicing and repairs which will enable this process to continue to work smoothly. We will continue to provide a weekly update on scheduled services to enhance transparency around vehicle movements.

Personal Protective Clothing (PPC) Orders

278 PPE Requests have been logged since the introduction of OneComm;

146 Requests Cancelled (most commonly due to testing the system);



107 Requests Completed;  
13 Orders in Progress; and  
12 Drafts Saved.

Thank you to brigades for adopting the PPC ordering process so readily. We are working on expanding this system to incorporate standard equipment and consumable items for easier access and tracking.

#### Brigade Facility Fault Reports

Facility fault reports are now managed through the Shire's CRM system, streamlining the tracking and resolution of brigade facility issues and improving coordination with the Shire's operations department. A recent example includes the replacement of the dilapidated retaining wall at Jarrahdale Station with a robust limestone structure.

Thank you to all brigades for adopting the new facility reporting process. Since its introduction, we have received and processed a total of 44 requests:

Station	Lodged	Complete	Outstanding
Byford	7	4	3
Jarrahdale	12	9	3
Keysbrook	6	5	1
Mundijong / ESB	3	3	0
Oakford	7	5	2
Serpentine	3	2	1
SES	6	4	2

#### Facilities Project Update

Project	Status
Oakford Fire Station – New Build	Tender assessment process being finalised.
Serpentine Fire Station – Enhancement Project	Stage 1 works complete. Funding for Stage 2 works is being investigated.
Byford Fire Station – Enhancement Project	Detailed costings under development.

#### Mitigation Program

Mitigation efforts have been progressing steadily, with several key activities completed in recent months:

##### *Burns*

The Shire would like to sincerely thank the brigades and their members for their time and assistance in completing several Shire mitigation burns this autumn and spring. Brigade assistance is invaluable in ensuring that we are able to complete our planned burns.

The recent burn period saw a total of 8 hectares of verge and reserve burns, including one MAF (Mitigation Activity Fund) burn. Brigades have also conducted numerous verge



burns across high-priority areas, including Oakford, Jarrahdale, and Mundijong, effectively reducing fire risk in these zones.

### *MAF Projects*

Work has commenced along Foxtton Drive, while the Jarrahdale Road MAF project is in the planning stage with work pending a confirmed start date. Due to significant savings from the 2023/2024 Round 1 budget, we were able to roll over funds, allowing continued focus on strategic roads and access routes for improved safety and access during emergencies.

### *Sheep Management*

The mitigation team is managing the welfare of 27 sheep across two Shire properties, including Kooribinjal Brook Reserve. Recently, fencing was installed, and a 9000-litre water tank was added, equipped with a 50mm female camlock for easy water drafting in case of fire. The sheep have been sheared and received veterinary care, contributing to effective land management.

### *Track Mapping*

Approximately 70 kilometres of tracks across the Shire have been mapped and integrated into the Intramaps system (soon to be available on Firemapper). This has enabled the ES team to pass essential information to the Operations team, who have serviced all gates and identified areas requiring pruning along several tracks to improve access and fire management capabilities.

The mitigation team remains focused on enhancing fire preparedness, access, and safety for the community and firefighting teams, with strategic projects well underway.

### Compliance Program

Firebreaks are required to be in place by December 1. Inspections will commence 2 December and prioritise previous offenders and high-risk areas.

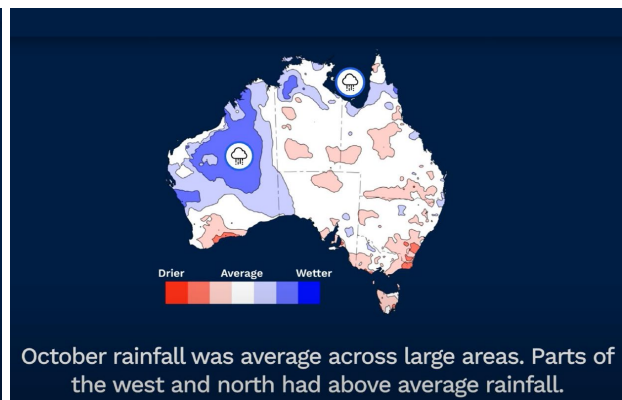
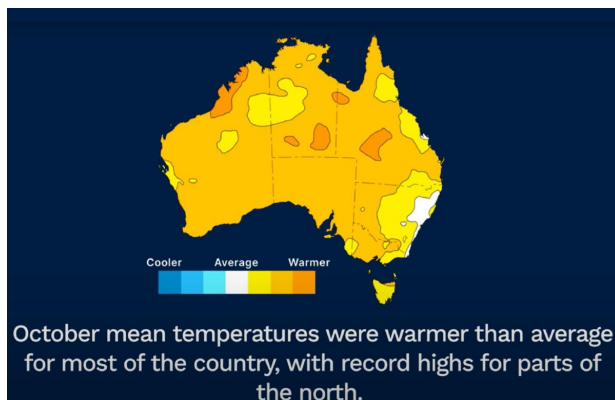
Brigades are welcome to provide priority recommendations for our officers' attention.

## **7.10 Department of Fire and Emergency Services**

Report delivered by District Officer South East Paul Postma 21 November 2024.

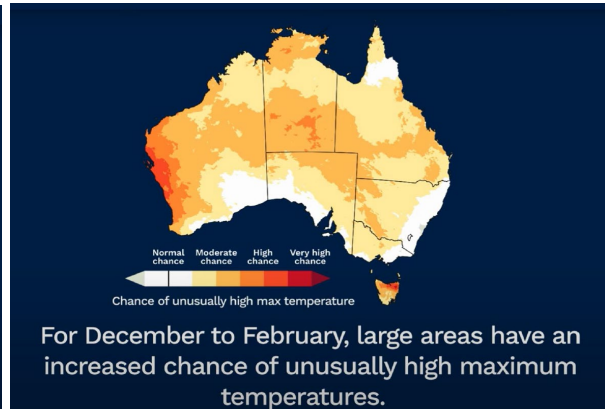
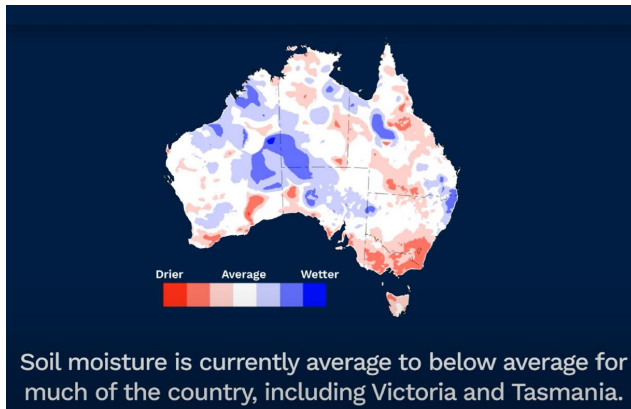
Copies of BOM Seasonal Outlook extracts have been handed out.

### 1. Warmer than average October with average rainfall

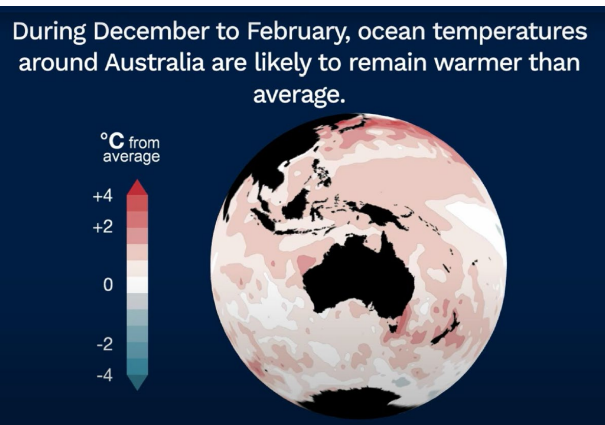
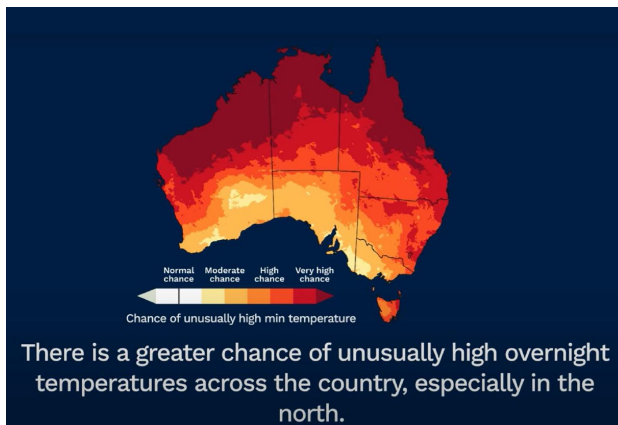




2. Soil Moisture is average to below average in our region and increased chance of high maximum temps



3. High overnight temps, fire will continue to run at night, high water temps = more evaporation, potential for summer thunderstorms increase and increased instability and troughs. Troughs = BAD.



New Regional Superintendent South East Region Peter Norman, Peter has 35 years with FESA / DFES, worked Metro and regional Locations. Most recently Chief Superintendent at State Ops level. Recent promotions and workforce changes have resulted in some vacancies at a local level. Expected to be sorted by early to mid-December. Currently no Urban District Officers and no Natural Hazards District Officer in South East.

Ongoing issues with Bulk Water Tankers being damaged – driver of appliance is responsible for ensuring that the coupling is disconnected from the appliance.

Cardup CFRS Station currently online for completion early next year – potentially as early as 5 February 2025. Current government want to launch before caretaker mode.

High Season Fire Appliances delayed due to 3.4 remediation works, currently only 1 allocated to region – Roleystone VFRS 3.4U

Aircraft for Metro High Threat

Currently @ Jandakot

2 x SEAT Fixed Wing

2 x Bell Helitaks (2 more 15/12/24)

3 x Dedicated Air Attack rotary (1 more 1/12/24)



- 1 x Air Intel Line Scanner Serpentine
- 2 x Blackhawks online 1/12/2024 Gingin
- 2 x Blackhawks online 20/12/2024

## 7.11 Department of Biodiversity, Conservation and Attractions

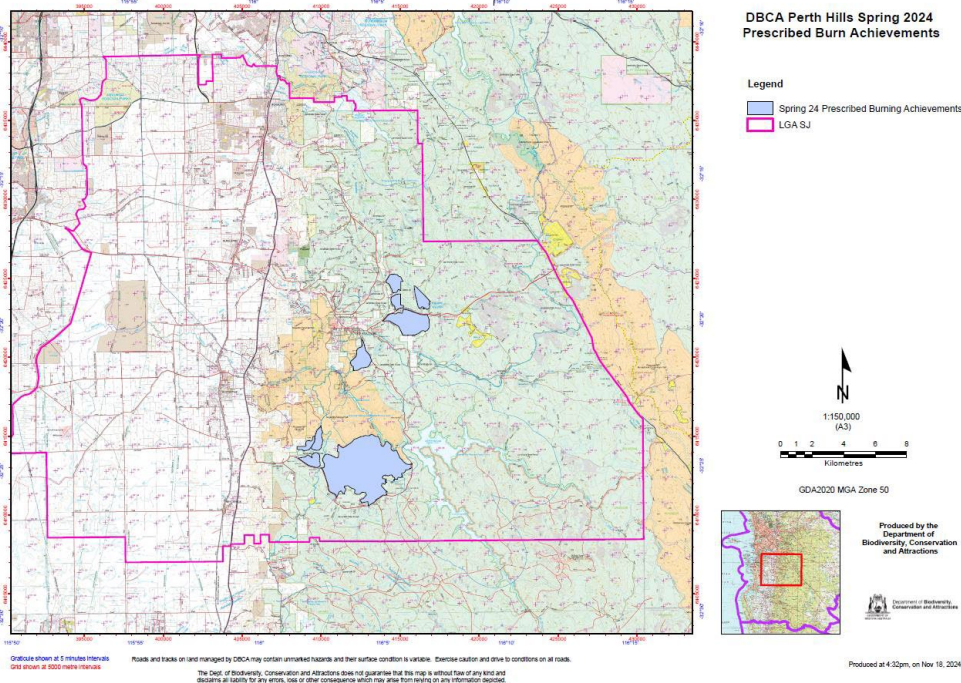
### Spring 2024 Prescribed Burning

Spring 2024 Prescribed Burning season completed for Perth Hills District.

Achieved 36,244.59 hectares across the District.

Achieved 2250.20 hectares of prescribed burning within Serpentine-Jarrahdale.  
Focused on areas around Jarrahdale townsite and west of Serpentine Dam.

Continuing to monitor completed burns.



### Bushfire Response

Perth Hills Fire Roster across all three work centres (Mundaring, Jarrahdale, Dwellingup) commenced on 10 October 2024.

Spotters are up and running their regular circuit.

Tower roster – Walyunga and Bickley commences 21 November 2024.

Seasonal crew members started in early November 2024

13 crew members, 5 trucks, 1 front end loader, 1 snorkel truck located in Jarrahdale.

18 crew members, 4 trucks, 1 front end loader, 1 contract dozer located in Dwellingup.

18 crew members, 7 trucks, 1 front end loader, 1 dozer located in Mundaring.



**BUSH FIRE ADVISORY COMMITTEE RESOLUTION**

**Moved: Chris Marsh; Seconded: Emma Chapman**

**7.1/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Chief.**

**7.2/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from Byford Volunteer Bush Fire Brigade.**

**7.3/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Emergency Support Bush Fire Brigade.**

**7.4/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Jarrahdale Bush Fire Brigade.**

**7.5/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Keysbrook Bush Fire Brigade.**

**7.6/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Mundijong Bush Fire Brigade.**

**7.7/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Oakford Bush Fire Brigade.**

**7.8/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Serpentine Bush Fire Brigade.**

**7.9/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Coordinator Emergency Services.**

**7.10/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Department of Fire and Emergency Services.**

**7.11/11/24 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION**

**That the Bush Fire Advisory Committee recommends Council NOTES the report from the Department of Biodiversity, Conservation and Attractions.**

**CARRIED EN BLOC BY ABSOLUTE MAJORITY 10/0**



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## 8. General Business:

### 8.1 CFRS representation on BFAC

The Oakford Captain asked the Community Emergency Services Manager whether there is any intention to expand the Bush Fire Advisory Committee to add a seat for an urban District Officer.

The Community Emergency Services Manager advised of her intention to review the structure of other Local Government Bush Fire Advisory Committees and see how they are running before considering any changes.

## 9. Attachments:

- **4.1 – attachment 1** – Bush Fire Advisory Committee Meeting Minutes – 18 April 2024 (E24/5300)
- **5.1 – attachment 1** – Ordinary Council Meeting - 20 May 2024 - Item 10.4.2 - Council Resolution OCM140/05/24 – Bush Fire Advisory Committee (BFAC) Minutes and Discussion Paper - The Impact of Cardup Fire Station and the Extension of the Metropolitan Gazetted Fire District (E24/15656)
- **5.1 – attachment 2** - Terms of Reference - Serpentine Jarrahdale / Cardup Career Fire Station Integration Working Group (E24/15841)

## 10. Upcoming meeting:

The next meeting of the Bush Fire Advisory Committee is scheduled for Thursday, 10 April 2025.

## 11. Closure:

The Deputy Chairperson declared the meeting closed at 7:57pm.