



Shire of
Serpentine
Jarrahdale

Local Emergency Management Committee

Minutes

9 November 2021

1400 hrs

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)



www.sjshire.wa.gov.au



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Dear Committee Member

The Local Emergency Management Committee Meeting of the Shire of Serpentine Jarrahdale commenced at 1402hrs on Tuesday, 9 November 2021 at the Shire Civic Centre, 6 Paterson Street, Mundijong.

Helen Sarcich
**Deputy Chief Executive Officer / Director Community and Organisational
Development**
15 November 2021



Agenda

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

Attendance

Voting Delegates

| | |
|----------------------|---|
| Cr Michelle Rich | Chair / Shire President |
| Cr Gary Singh | Council Delegate |
| Snr Sgt Kate Collins | Local Emergency Coordinator / Deputy Chair - OIC Mundijong Police |
| Helen Sarcich | Deputy Chief Executive Officer / Director Community and Organisational Development / Local Recovery Coordinator |
| Leigh Mulholland | Chief Bush Fire Control Officer |
| Mike Ward | Acting District Officer South East Department Fire and Emergency Services |
| Martin Seward | Manager - Serpentine Jarrahdale State Emergency Services |
| Mark Cundell | Karnet Prison Farm – Assistant Superintendent Security |
| Todd Pender | District Officer South East State Emergency Services |
| Brooke Cook | Area Manager South East District - St Johns Ambulance |
| Dave Olney | President - Sport Aircraft Builders Club Inc |

Non Voting Delegates

| | |
|-----------------|---|
| Quinta LaRosa | District Emergency Management Advisor (DFES) |
| Andrew Trosic | Director Development Services |
| Nino Scidone | Manager Engineering Services |
| Rebecca Steinki | Manager Community Activation – Local Welfare Liaison Officer |
| Brian Owston | Coordinator Community Safety |
| Darren Kane | Manager Health and Building Services |

Apologies

| | |
|----------------|---|
| Ryan Hamblion | Senior District Emergency Service Officer - Department of Communities |
| Phil Griffiths | Department of Biodiversity, Conservation and Attractions |
| Wendy Jackson | Acting Coordinator Emergency Management – East Metropolitan Health Service - Armadale Kalamunda Group |
| Gillian French | Executive Officer / Coordinator Emergency Services |
| Fred Steer | ARC Infrastructure |



2. Declaration of Councillors, Officers and Committee Members interest:

Nil

3. Minutes of Previous Meeting:

3.1 Local Emergency Management Committee Meeting – 14 September 2021

The minutes of the Local Emergency Management Committee Meeting held on 14 September 2021 are at attachment 1 of the Agenda.

3.1/11/2021 LOCAL EMERGENCY MANAGEMENT COMMITTEE DECISION

That the minutes of the Local Emergency Management Committee Meeting held on 14 September 2021 (E21/2812) be CONFIRMED.

Moved: M Seward, Seconded: D Olney

CARRIED UNANIMOUSLY

4. Standing Items:

4.1 Update of LEMC Contacts

Circulated and updated at the meeting.

4.2 Resource Register

A hard copy was provided to LEMC members at the meeting. LEMC are requested to continue to advise any amendments as they become known. Action item 14/09/2021/4.2 complete.

4.3 Action Items from previous meeting

New updates

14/09/2021/4.8 - Recovery Responsibilities for COVID-19 – DFES will provide an item paper to be tabled at their December meeting seeking approval to extend Appendix AA which gives the State the recovery responsibility of COVID-19 on an ongoing basis. Complete.

03/11/2020/5.8 – Tenure of Air Fleet at Jandakot – DFES advises the tenure for the air fleet is secure post 2023. This season, 2 helitacks, a Dauphin Helicopter, Air Intel and Line Scanner are based at Jandakot. From the 1st December an additional 2 helitacks will be available. Fixed wing aircraft are brought in on a 98 day contract and the commencement will vary based on the season. Complete.

14/09/2021/4.4 - Acting District Officer South East Department Fire and Emergency Services, Mike Ward will be attending Shire of Serpentine Jarrahdale LEMC. Complete.

09/03/2021/5.9 – Oakford Fire Report Executive Summary – This is an internal DFES report which Paul Southam was to provide a summary for LEMC. Unfortunately, due



to workload associated with deployment to Ex-TC Seroja Recovery, this has not been able to be completed. Mike Ward to follow-up a summary for LEMC. Ongoing.

03/11/2020/5.10 – Trail Ready Campaign – Helen Sarcich to follow up for next meeting. Ongoing.

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

- New Council Delegate – Cr Gary Singh
- New St John Ambulance representative – Brooke Cook
- Chris Phoebe is leaving DBCA and passes on his thanks to both LEMC and BFAC participants for their energy and involvement - it has been a pleasure to be involved with such groups and I wish you all well for the future.
- Acting DBCA representative – Phil Griffiths
- Acting Coordinator Emergency Management – East Metropolitan Health Service - Armadale Kalamunda Group – Wendy Jackson for Mike Hayward who is on a 6 month secondment.

4.5 Incident Support Group Activations

Nil

4.6 Risk Profile

With another month of above average rainfall there is more available fuel, less opportunity for landowners to prepare their properties, and dependent on the next few weeks weather, a later start to fire season.

4.7 Local Emergency Management Arrangements

4.7.1 Appendix 4 Updates to Contact Details

The Local Government Elections were held on 16 October 2021 resulting in changes to Councillors. During this review, several other agency details have been updated in Appendix 4.

4.7.1/11/2021 LOCAL EMERGENCY MANAGEMENT COMMITTEE DECISION

The Local Emergency Management Committee NOTES the update to Appendix 4 of the Local Emergency Management Arrangements.

Moved: K Collins, Seconded: M Seward

CARRIED UNANIMOUSLY



4.7.2 Local Government Emergency Management Memorandum of Understanding (MoU)

The Shire of Serpentine Jarrahdale is party to an Emergency Management MoU with the Cities of Mandurah and Rockingham as well as the Shires of Murray and Waroona for the purposes of sharing resources during emergencies and post-incident recovery.

The Shire shares a boundary or is in close proximity to each of the signatories. As a smaller local government organisation, should the Shire find itself in a position of requiring additional support, the resources of the signatories would be of great assistance to the Shire. Additionally, the Shire has many skilled staff and resources available that may be of assistance should the signatories find themselves in need.

This MoU is contained in Appendix 11 of the LEMA and expires on 10 December 2021.

The Local Emergency Management Committee considered the terms of the MoU as valuable to all parties involved in response and recovery.

4.7.2/11/2021 LOCAL EMERGENCY MANAGEMENT COMMITTEE RECOMMENDATION

The Local Emergency Management Committee recommends Council:

- 1. CONTINUES as a party to the Local Government Emergency Management Memorandum of Understanding until December 2025, and**
- 2. REQUESTS the Chief Executive Officer to sign the Local Government Emergency Management Memorandum of Understanding.**

Moved: Cr M Rich, Seconded: H Sarcich

CARRIED UNANIMOUSLY

4.8 Local Recovery Plan

There are no updates to this plan.

4.9 LEMC Exercises

The Post Exercise Report from Exercise Tempestas held on 14 September 2021 was provided to LEMC for review.

4.9/11/2021 LOCAL EMERGENCY MANAGEMENT COMMITTEE DECISION

That the Local Emergency Management Committee ENDORSES the Post Exercise Report from Exercise Tempestas held on 14 September 2021 and REQUESTS the LEMC Executive Officer forward the report for noting at DEMC.

Moved: Cr M Rich, Seconded: M Seward

CARRIED UNANIMOUSLY



| | |
|---|--|
| <p>Action: Shire to research a Vulnerable Communities Plan which was identified as a gap in the Exercise Tempestas Post Exercise Report.</p> | <p>Responsible Officer: Deputy CEO / Director Community and Organisational Development / Local Recovery Coordinator</p> |
| <p>Action: Provide examples and contacts of other LG's who have Vulnerable Communities Plans.</p> | <p>Responsible Officer: District Emergency Management Advisor</p> |

5. Agency Reports:

5.1 Shire of Serpentine Jarrahdale

Internal preparation is underway for fire season. Officers have completed a briefing for activation of a welfare centre, training of new staff, checking kits and reviewing Covid-19 requirements. An organisation wide briefing on the roles and responsibilities of local government in response and recovery is scheduled for 1 December.

Organisationally we are considering what the vaccination mandates mean and working through a process to identify roles and where they will be required to be vaccinated to undertake their job.

With now being in the northern winter period there will be large numbers of sheep and cattle located within and moving through the shire. The Department of Agriculture are also monitoring locusts.

5.2 Shire President

The recent fire at a property on the outskirts of Byford/Darling Downs recently posed a risk for attending volunteer bushfire brigades. An item will be raised at the Shire's Audit, Risk and Governance Committee regarding the risk of our volunteers entering high risk properties and the process for capturing local knowledge to identify the properties pose this risk and other compliance issues.

Andrew Trosic advised that 39 properties have been red flagged and a first draft is being reviewed. The Shire is working with DFES to provide this information to DFES/SES Comms to enable red trucks to respond to mitigate the risk to volunteer brigades.

A self supporting loan for the new Oakford Station will be considered by Council through budget process and Corporate Business Plan review. Some concerns have been expressed by the community regarding the chosen location. Further consultation will be held with residents. All parties need to work together to work through and sort out the concerns and issues.

5.3 Karnet Prison Farm

A key activity for this period was the retraining of 23 prisoners and 4 staff on waterbomber refueling. Service available depending on availability of staff.

5.4 Armadale Kalamunda Group

Nil



5.5 Department of Communities

Nil

5.6 St John Ambulance

St John Ambulance district restructure goes live on Monday which will see a South East Metro Manager and Area Managers.

Recently attended a Covid response exercise at Armadale hospital and will be attending the upgoing exercise with WAPOL on 18 November.

5.7 Parks and Wildlife

Nil

5.8 Department of Fire and Emergency Services

Pre season training and preparedness was conducted at Optus Stadium with a very good turn out of volunteers from the Shire.

1 December sees the start of high threat season. Additional appliances will come into the south east region to bolster the fleet. A 3.4 is earmarked for Oakford.

Serpentine Airfield will have 2 black hawk aircraft based there with 4500L capacity per helicopter.

The 15000L LAT retardant aircraft is on a federal contract and moves about depending on the fire season around the country. If requested to come to WA, one can be based in Busselton and DFES looking at establishing Pearce Airbase for another location.

There is an increased focus on the provision of machinery at incidents. New process will require operators to complete an onsite induction and plant log book prior to commencing on the fire ground.

On Total fire Ban days – A District Officer will be based at the Shire office or a location station during business hours.

DFES staff are required to be fully vaccinated for COVID-19 by end of December. Still working through the complex nature of volunteer requirements. Working on policy/guideline.

5.9 District Emergency Management Advisor

State News

Amendments to State Emergency Management Documents

The State Emergency Management Committee has approved amendments to the suite of State Emergency Management documents including the incident level criteria descriptors outlined in the State Emergency Management Plan and State Emergency Management Procedure, and a revised Incident Declaration Form (EM Form 23).

The amended incident level criteria descriptors are a result of a project undertaken by a working group established under the Response Capability Subcommittee. A review of the incident level criteria descriptors within the State Emergency Management Framework (EM) identified several inconsistencies. The review also



considered the incident declaration process and ensured the criteria for each incident level are contemporary, fit for purpose, and consistent across the State EM Framework.

Accessibility Redesign

The following plans have been converted into the new accessible design and are available on the [SEMC website](#):

- State Hazard Plan – Crash Emergency
- State Hazard Plan – Heatwave
- State Hazard Plan – Human Biosecurity
- State Support Plan – Emergency Public Information

In addition to updating the documents to the new designs, the DFES State Emergency Management Policy Branch has made amendments including:

- statement of fact amendments
- amendments to improve accessibility (e.g. removing overuse of acronyms and abbreviations and ensuring documents use appropriate headers)
- amendments to apply consistent formatting across all documents.

Details of these amendments are available on the [State emergency management documents amendments page](#).

Two State Recovery Controllers

The State Government of Western Australia are managing 2 major incidents requiring separate State Recovery Controllers to be appointed by Premier:

- COVID-19
Public Sector Commissioner **Sharyn O’Neill**
- Ex-Tropical Cyclone Seroja
DFES Director Risk, Capability & Analysis **Melissa Pexton**

Community Disaster Resilience Strategy

Consultation has now commenced on the Community Disaster Resilience Strategy Discussion Paper.

At the WA Emergency Management Conference held on 13 October 2021 the Hon Reece Whitby MLA, Minister for Emergency Services announced the commencement of the next round of consultation on the Western Australian Community Disaster Resilience Strategy Discussion Paper.

The Discussion Paper describes the outcomes from the first round of community consultation and research into a proposed Community Disaster Resilience Strategy



for Western Australia. Through consultation on the Discussion Paper we are seeking feedback on the strategic directions and initiatives to inform the final Strategy.

Views are sought on:

- The Five Outcomes – do they represent the right goals for a resilient community?
- Are the Transformational Shifts possible? Are there any others you might propose instead?
- Do you agree with the Change Initiatives?
- Is the Implementation Plan practical?

Information is available in the [Summary Document](#) and the full [Discussion Paper](#).

Feedback can be provided via the website:

<https://www.semc.wa.gov.au/resilience> or via email to resilience@dfes.wa.gov.au

District News

2021 Metropolitan District Emergency Management Committees (DEMC) Combined Trials

The role of the District Emergency Management Committee (DEMC) is to create strong networks, maintain effective emergency management arrangements and fulfil responsibilities they have been given by the State Emergency Management Committee (SEMC). A trial meeting structure was held in 2021 to consider a more contemporary and sustainable emergency management committee meeting structure for the four metropolitan emergency management (EM) districts.

In April/May 2021 the trial combined meetings were held:

- North and Central DEMCs on 20 April 2021
- East and South DEMCs on 18 May 2021.

The meetings concluded with a discussion exercise “Exercise Navitas” to explore capabilities across boundaries in the metropolitan district.

An alternative format was trialed in October 2021. The meetings were separated but held on the same day:

- 12 October 2021 - North DEMC in the morning and Central DEMC in the afternoon
- 26 October 2021 - East DEMC in the morning and South DEMC in the afternoon

A joint 2-hour pre-season forum “Woorloo Bushfire - Looking Back, Looking Forward” was held in between each meeting on the day.

Data is being collated from the evaluation surveys to determine how the Metropolitan District Emergency Management Committee’s will operate in 2022.



Local News

Preparing Australia Program

The Australian Government has committed \$600 million over six years from 2021-22 to 2026-27 for the Preparing Australia Program. The Preparing Australia Program will provide grants to support projects that mitigate or reduce the disaster risk, impact and consequence associated with large-scale natural hazards.

The National Recovery and Resilience Agency (NRRA) has released the guidelines for the Preparing Australia Program administered by the Department of Industry, Science, Energy and Resources. Local Governments are eligible in the Community Stream.

The Program will deliver Grants from \$20,000 and up to \$10million (with varying co-contribution requirements) across three years, so projects can run until March 2025. 21 WA Local Government have been identified by the NRRA as bushfire, flood or cyclone risk and their applications will be given extra weighting.

Some key information:

Applications will be open for four weeks and Local Governments are encouraged to prepare their applications ahead of the short application period

- Grant Applications Open: Friday, 10 December
- Grant Applications Close: Thursday, 6 January
- The three activity categories eligible for funding are Planning, Awareness and Capacity, and Infrastructure
- Collaborative grants are available.

More information is available here <https://business.gov.au/grants-and-programs/preparing-australian-communities-local-stream>

2021 SEMC Meeting Schedule – 3 December 2021

2022 SEMC Meeting Schedule

- 11 March 2022
- 5 May 2022
- 4 August 2022
- 13 October 2022
- 1 December 2022

| | |
|---|--|
| <p>Action: Concerns raised as to why the Shire is not listed as a priority area under this funding scheme. To investigate why and how determination is made.</p> | <p>Responsible Officer: District Emergency Management Advisor</p> |
|---|--|



5.10 State Emergency Services

SES attended the Brigade pre season briefing.

SES Unit Deputy Manager Keith Jackson is working alongside Unit Manager in preparation for upcoming leave.

Having discussions on how they can assist brigades and Police during fires and other incidents including rescues from trails.

Manager Community Activation advised that at the recent WA Trails and Recreation Forum in Albany, someone from St John Ambulance is undertaking phd research regarding injuries on trails, types of injury, demographics and time required to respond and assist. Data from our shire area may assist the SES, Police and St John Ambulance in this area.

| | |
|---|--|
| Action: Follow up contact details from Forum to St John Ambulance Area Manager and SES Unit Manager. | Responsible Officer: Manager Community Activation |
|---|--|

5.11 Mundijong Police

Recent work with the Shire has highlighted the importance of local knowledge when responding to incidents. District stats are tracking ok. The challenge is the blend of rural, semi and urban settings in the shire.

5.12 Chief Bush Fire Control Officer

This report was provided out of session for inclusion in the minutes.

Prevention

- Mitigation Activity Funding works are continuing with 80% completed.
- Council funded mitigation works have been completed at Oakford Community Centre, Byford Kindy, Wattle Road drain, Jarrahdale Communication Tower which included the installation of a backup generator.
- Council also approved the installation of a backup generator also installed at the SES unit. This is currently awaiting connection of 3 phase power by Western Power.
- The Shires second Mitigation Officer has commenced in the role. He will commence fire compliance inspections throughout the Shire on 1 December.
- The Fire Information Booklet has been rewritten and the draft is under review by Captains and Fire Control Officers. This document will be finalised, printed and available for distribution with the next few weeks.
- Officers have met with DFES, Department of Justice and DBCA to review the Memorandum of Understanding they have in place. The terms have been expanded and further meaningful projects have been identified for the Section 95 Program to complete additional works though the South East District.
- Shire of Serpentine Jarrahdale's (draft) 20-year Emergency Service Facilities Plan has been provided to Brigade Captains requesting feedback. The document will guide strategic direction of future funding applications.
- Fire information sessions being held by our Bushfire Safety Awareness team. This is being conducted via Community BBQ's, SJ Farmers Market and future attendance at the



SJ Food and Farm Fest.

Preparedness

- Rural Urban Interface (RUI) exercise was run on 30 October. Exercise was a bushfire impacting the Cardup area.
- Brigade Preseason event was well attended by volunteers with excess of 100 people attending.
- SJ training courses since last meeting
- 2 First Aid Courses have been run in Mundijong with BFB and SES members attending.
- 1 AIMMS course was run up in Jarrahdale
- Multiple Captains and Fire Control officer meetings have been held.
- Bushfire desktop exercises have been held with Byford, Mundijong and Oakford BFB's.

Response

Incidents attended by Brigades since last LEMC.

| | |
|--|---|
| Dates: 14/09/2021 to 05/11/2021 BYFORD BFB False Call - Good Intent 7 7 False Call - Malicious 1 1 Fire - Bushfire (sml) 1 1 Fire - Other/Rubbish/Vehicle 3 3 Fire - Structure 1 1 Hazardous Situation 1 1 Total: 14 14 | Dates: 14/09/2021 to 05/11/2021 SERPENTINE BFB False Call - Good Intent 2 2 Fire - Bushfire (sml) 1 1 Fire - Other/Rubbish/Vehicle 1 1 Fire - Structure 1 1 Total: 5 5 |
| Dates: 14/09/2021 to 05/11/2021 KEYSBROOK BFB Called Off - No Attendance 1 1 False Call - Good Intent 1 1 Fire - Structure 1 1 Total: 3 3 | Dates: 14/09/2021 to 05/11/2021 JARRAHDAL BFB False Call - Good Intent 2 2 Fire - Bushfire (sml) 1 1 Fire - Other/Rubbish/Vehicle 1 1 Fire - Structure 1 1 Total: 5 5 |
| Dates: 14/09/2021 to 05/11/2021 OAKFORD BFB False Call - Good Intent 5 5 Fire - Bushfire (sml) 2 2 Fire - Other/Rubbish/Vehicle 1 1 Fire - Structure 1 1 Total: 9 9 | Dates: 14/09/2021 to 05/11/2021 MUNDIJONG BFB False Call - Good Intent 4 4 Fire - Bushfire (lge) 1 1 Fire - Bushfire (sml) 1 1 Fire - Other/Rubbish/Vehicle 2 2 Fire - Structure 1 1 Total: 9 9 |



| Dates: 14/09/2021 to 05/11/2021 | 2021/2022 | Total |
|---------------------------------|-----------|-------|
| EMERGENCY SUPPORT BFB | | |
| Search | 1 | 1 |
| Total: | 1 | 1 |

5.13 Sports Aircraft Builders Club Inc

Working with DFES to prepare for the housing of the 2 black hawk helicopters. Finalising a lease to formalise the arrangements. Pilot training being undertaken at the airfield.

5.14 ARC Infrastructure

Nil

6. General Business

Nil

7. Next meeting:

Meeting schedule 2022.

| | |
|---|-------------------|
| Shire of Serpentine Jarrahdale Civic Chambers | 8 March 2022 |
| Shire of Serpentine Jarrahdale Civic Chambers | 14 June 2022 |
| Shire of Serpentine Jarrahdale Civic Chambers | 13 September 2022 |
| Shire of Serpentine Jarrahdale Civic Chambers | 13 December 2022 |

Action: Send calendar appointments for the 2022 LEMC meetings.

Responsible Officer: Admin Support

8. Closure:

2.55pm