



Local Emergency Management Committee Meeting

Minutes

Tuesday, 18 March 2025

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 Serpentine Airfield, Yangedi Rd North, Hopeland, on Tuesday, 18 March 2025.

Dave Olney, President of the Sport Aircraft Builders Club, welcomed the Committee at 10:00am and provided a site tour of the Serpentine Airfield.

The LEMC Chairperson, Shire President Rob Coales welcomed all attendees and declared the meeting open at 10:36am.

Minutes

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

Voting Delegates	
President Rob Coales	Chairperson
Susanne Richardson	A/ Sergeant – Mundijong Police Station
Paul Postma	District Officer South East - Department of Fire and Emergency Services
Kirrilly Clarke	Regional Coordinator South Metro - Department of Communities
Danielle Clark	Regional Officer - Department of Communities
Aaron Pittaway	St John Ambulance
Mark Cundell	Assistant Superintendent Security - Karnet Prison Farm
Wendy Jackson	East Metropolitan Health Service - Armadale Kalamunda Group
Martin Seward	Unit Manager - Serpentine Jarrahdale State Emergency Service
Brian Oliver	Local Recovery Coordinator / Director Community Engagement
Siobhan Bishop	Chief Bush Fire Control Officer - Shire of Serpentine Jarrahdale
Dave Olney	President - Sport Aircraft Builders Club Inc
Non-Voting Delegates	
Erica Selwood	Inspector Emergency Management – Armadale Police Station
Cate Willey	District Emergency Management Advisor - Department of Fire and Emergency Services
Matt Cheang-Clarke	Executive Officer / Coordinator Emergency Services
Jason Parker	Acting Manager Community Activation
Melissa Lechleitner	Minute Taker / Emergency Services Technical Support Officer
Keith Jackson	Deputy Unit Manager - Serpentine Jarrahdale State Emergency Service
Darren Kane	Manager Health and Building



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Cherese Green	Senior Ranger - Shire of Serpentine Jarrahdale
Jason White	Deputy Chief Bush Fire Control Officer - Shire of Serpentine Jarrahdale
Guests	
Paul Skilton	Air Operations Officer - Department of Fire and Emergency Services
Adam Whitford	Air Operations Manager - Department of Fire and Emergency Services
Neville Witty	Sport Aircraft Builders Club
Apologies	
Cr Nathan Bishop	Council Delegate
Greg Williams	Water Corporation
Thomas Vassallo	Coordinator Community Safety
Andrea Bowen	Superintendent - Karnet Prison Farm
Evan Donovan	Department of Biodiversity, Conservation and Attractions

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

Nil declarations.

3. Receipt of minutes or reports and consideration of adoption of recommendations from Committee meetings held since the previous Council meetings:**3.1. Local Emergency Management Committee Meeting – 10 December 2024**

The minutes of the Local Emergency Management Committee Meeting held on 10 December 2024 were distributed by email on 18 December 2024 – **attachment 1**.

Recommendation

Moved: Martin Seward, Seconded: Dave Olney

That the minutes of the Local Emergency Management Committee Meeting held on 10 December 2024 (E24/17713) be CONFIRMED.

CARRIED

4. Standing Items:**4.1. Update of LEMC Contacts**

Contact List circulated via email; updates to be forwarded to esdepartment@sjshire.wa.gov.au – **attachment 1**

4.2. Resource Register

LEMC are requested to continue to advise any amendments as they become known - **attachment 1**



4.3. Action Items from previous meeting

Updates on actions outstanding or in progress

Outstanding Action Item.	Status
At High-Risk classification to be updated in the Animal Welfare and Vulnerable Community Plan.	In Progress.
Coordinator Emergency Services to include WAPOL in the current process for obtaining gate keys from Water Corporation.	Complete for WAPOL Keys issued to all VBFBs Awaiting a set for SES
Chief Bush Fire Control Officer to liaise with the District Emergency Management Advisor regarding an exercise for the December meeting.	Complete. Report tabled – Item 4.10 Attachment 1.

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

Dept of Communities – Danielle Clark is taking over role of Regional Officer.

St John – Roster / Structure Change – Now operating on a 4/4 roster.

WAPOL – New Officer in Charge, Peter Jones will attend future LEMC meetings.

Local Recovery Coordinator Brian Oliver on leave 18 April to 15 May - Jason Cleary Acting.

4.5. Incident Support Group Activations

Nil.

4.6. Risk Profile

District Officer DFES tabling Seasonal outlook for Autumn from AFAC as part of report.

4.7. Local Emergency Management Arrangements

Nil.

4.8. Local Recovery Plan

Nil.

4.9. LEMC Exercises

4.9.1. Report: LEMC Exercise – Tempestas – December 2024

Following the LEMC “Exercise Tempestas” conducted 10 December 2024, a report detailing the exercise, its attendees, as well as lessons learnt has been drafted. – **attachment 1.**

Recommendation

Moved: Siobhan Bishop Seconded: Rob Coales

That the report ‘Exercise Tempestas’ (E25/2663) be NOTED.

**CARRIED****5. Agency Reports:****5.1. Shire of Serpentine Jarrahdale****5.1.1. Karrakup Bushfire Complex – Activation of Byford Evacuation Centre January 2025**

The Karrakup Complex of Fires in January 2025 resulted in the activation of the Byford evacuation centre. Following the incident, the following feedback was collected in relation to this activation:

1. Open communication between DFES, Dep. Communities, and the Shire was effective, the Dep. Communities on-call was notified promptly and able to gather all required information.
2. Provision of Shire Staff in assistance of Communities worked really well and ensured the facility was activated smoothly and without issue.
3. Likewise, the Shire staff felt that the training provided by Communities was beneficial in this activation. Further training will continue to be offered by Communities.
4. Painting works in the centre did limit the full capacity, however this was not an issue on the day.
5. The centre address “38 Mead St” is advertised on Emergency WA and other platforms, however is not signposted at the evacuation centre. It was noted that the Shire will be installing Electronic Signage at the center that may be able to provide supplementary signage during emergency incidents in the future.

5.1.2. State Recovery Arrangements in the State Emergency Management Framework

The Department of Fire and Emergency Services has proposed a number of revisions to the State Recovery Arrangements. The Shire is seeking LEMC comments and feedback for incorporation into the Shire’s response. Factsheets provided - **attachment 1 and 2**.

Action: Committee attendees invited to submit feedback by COB Friday 28 March 2025.

5.2. Shire President

Thanked CESM and WAPOL for LEMC exercise in December.

Karrakup Bushfire – thanked career and volunteer Fire Fighters. Communications to the public were outstanding. Evacuation Centre set up worked exceptionally well. All agencies worked collaboratively and expressed thanks on behalf of the Shire.

New Oakford Station tender has now been awarded, and work is expected to progress soon.

5.3. Karnet Prison Farm

Mark Cundell updated that the Karnet Prison Farm total muster increased by 15%, to 412 people.



5.4. Armadale Kalamunda Group

A busy season of fire and emergency related incidents in the last 12 months.

5.5. Department of Communities

5.5.1. Local Emergency Relief and Support Plan

The Department of Communities has revised the Local Emergency Relief and Support Plan (LERSP) for the Armadale Region, provided at **attachment 1**.

Recommendation

Moved: Kirrily Clarke Seconded: Paul Postma

That the Local Emergency Management Committee NOTES the revised Local Emergency Relief and Support Plan (E25/2664).

CARRIED

5.6. St John Ambulance

Reiterated the change of hours with new leadership structure. Provided an overview of the districts and who is responsible for those areas.

5.7. Department of Biodiversity, Conservation and Attractions

No report provided.

5.8. Department of Fire and Emergency Services

Overall, normal fire risk conditions are expected for all WA during the Autumn outlook period.

Continuing from the summer trend, large areas of southern WA are experiencing rainfall deficiencies that have compounded since spring 2023. Combined with higher fuel loads across the scarp due to extended drought conditions from the past few years indicates that firefighters may still be responding to fires in the lead up to winter.

The deficit moisture levels in the soil may in turn impact when fuel reduction prescribed burning activities may start. Without significant rainfall may result in a shorter duration in which to undertake prescribed burning activities.

The MAF Grants Program 2025/26 Round 1 will open on 18 March 2025 with a close date of 12 noon 29 April 2025. DFES has just announced the use of Remote Pilot Vehicles (Drones) for fire response operations when other aircraft are not available i.e. nighttime intel operations.

Fire Incident Response Financial Year 2024/25.

Cardup Career Fire and Rescue Station opened in January 2025 which has increased the fire response across the region with Cardup CFRS attending 62 incidents in the Shire of Serpentine Jarrahdale District.

Byford BFB 92 incidents.

Emergency Support Brigade 7 incidents.

Jarrahdale BFB 38 incidents.

Keysbrook BFB 16 incidents.



Mundijong BFB 77 incidents.

Oakford BFB 80 incidents.

Serpentine BFB 46 incidents.

Shire of Serpentine Jarrahdale Staff and Brigades have supported DFES and other Local Government across the Country with deployments to Victoria, Chittering, Dongara, Cervantes, Gingin, Northam, Rockingham and Skeleton Rock in the Goldfields.

1 significant Level 2 bushfire in Byford area with 5 ignitions following a storm. These incidents were investigated by Strike Force Vulcan and Arson Squad and deemed most likely started by lightning.

5.9. District Emergency Management Advisor

Noted the report of the CESM and accepted the draft tabled. Commended the overview of the lessons learned and how they can now be implemented into the local emergency management plan.

State emergency preparedness report and state emergency management plan both delayed due to election period.

Resilience Australia Awards 2025 nominations are now open. Invitations will be circulated.

5.10. State Emergency Services

SES very active on deployments in the East and North and in the Kalamunda hills area this quarter.

5.11. Mundijong Police

New OIC Peta Jones. Station focus now is dealing with antisocial behaviors and illegal camping issues.

Armadale FTE capacity is now full and positioning to move officers to the new Baldivis Police Station due to open in May.

5.12. Chief Bush Fire Control Officer

Prevention

- Ongoing mitigation works including Mechanical mulching works have been undertaken in reserves around the LG

Preparedness

- Community BBQ nights have been attended by Shire staff, ESD and Volunteers
- Met with the monastery to help them with their plan to stay and defend and during medium threat period we will take brigades to the monastery for a familiarisation on water points and access in the event of a fire

Response

- Across the Shire, compared to the same time last year the brigade have been to 68 small bushfire compared to 57 this time last year, however the brigades at the time of reporting have only attended 7 large bushfires compared to 14 this time last year. In total the



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brigades have attended 249 incidents vs 260 last year in total, this includes DBA's, Rubbish/Vehicle fires, Structure fires and rescues. There have been 23 RCR's in the Shire.

- Cardup CFRS came online 1st February, the brigades have attended a number of incident with Cardup across the Shire
- The brigades have assisted at a number of large fires outside of the Shire including Champion Lakes, Cervantites, Mundaring Bushfires, Laverton Bushfire, Skeleton Rock, Gin Gin Complex, as well as sent volunteers to Victoria

Incidents: Year to Date Comparison: July 1 to March 6

Incident Type	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	Average Excluding 2024/2025	% TREND this year
Called Off - No Attendance	6	6	1	2	5	3.8	33.33%
EVENT - Not an Incident	0	0	0	0	1	0.0	0.00%
False Alarm - System Initiated	20	13	18	10	9	15.3	-40.98%
False Call - Good Intent	54	55	45	75	45	57.3	-21.40%
False Call - Malicious	0	1	1	1	1	0.8	0.00%
Fire - Bushfire (lge)	3	8	7	14	7	8.0	-12.50%
Fire - Bushfire (sml)	37	29	53	57	68	44.0	54.55%
Fire - Other/Rubbish/Vehicle	19	29	20	25	40	23.3	72.04%
Fire - Structure	7	9	5	11	4	8.0	-50.00%
General Service Calls	0	0	0	3	1	0.8	0.00%
Hazardous Situation	6	10	8	9	7	8.3	-15.15%
Natural Hazard	4	21	10	12	9	11.8	-23.40%
Not Reported	0	0	0	0	7	0.0	0.00%
Rescue & Medical	3	6	2	5	6	4.0	50.00%
Road Crash & Rescue	32	31	33	36	39	33.0	18.18%

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Government of Western Australia
Department of Fire & Emergency Services

**Shire of Serpentine-Jarrahdale Report Package**

All information collected as at 05/03/2025

March 6, 2025

version 3.0 202410

Search	1	0	2	0	0	0.3	0.00%
Totals:	192	218	205	260	249	218.25	15.01%

% TREND compares this FY to the Average.

Seasonal Outlook Overview

The areas marked in red on the map represent an increased risk of fire, largely driven by very dry conditions in the lead up to autumn, combined with increased amount of



bushfire fuel to burn. Temperatures are also predicted to continue to remain above normal for most of the country.

AFAC CEO Rob Webb said: “The same dry conditions that have seen recent fires in Victoria and in WA look set to continue across much of the southern coastline of mainland Australia.”

“It means that the fire season in these areas may go a little longer this year.”

“Local fire authorities across Australia are monitoring bushfire risk this season so you can be ready to act if there is an emergency. Many agencies will also commence prescribed burning throughout autumn to help mitigate risk for the coming months and years.”

Communities are encouraged to be vigilant and stay alert. It doesn't matter what time of year, dangerous fires can still occur, even during normal bushfire seasons.

This Seasonal Outlook was developed by AFAC, the Bureau of Meteorology, Queensland Fire Department, NSW Rural Fire Service, ACT Emergency Services Agency, ACT Parks and Conservation Service, Country Fire Authority, Department of Energy, Environment and Climate Action VIC, Tasmania Fire Service, SA Country Fire Service, Department of Fire and Emergency Services, Department of Biodiversity, Conservation and Attractions WA, and Bushfires NT.

5.13. Sports Aircraft Builders Club Inc

Dave thanked all attendees and invited future use of the Club facilities.

DFES lease, for a period of up to 10 years is now signed.

5.14. Water Corporation

No Report.



6. General Business:

6.1. Cardup CFRS Query

The committee discussed the merits of inviting a Cardup Station representative to attend the LEMC.

Paul Postma agreed to bring any queries from Cardup CFRS to the LEMC and to ensure relevant contacts are added to the resource list.

6.2. Department of Fire and Emergency Services – Air Operations

Paul Skilton thanked the Sports Aircraft Builders Club for the ongoing support of DFES Air Operations at the Airfield site and presented an overview of DFES Air Operations.

7. Attachments:

3.1 - attachment 1 – Local Emergency Management Committee Meeting Minutes – 10 December 2024 (E24/17713)

4.1 – attachment 1 - Local Emergency Management Committee Contact List (E23/17516)

4.2 – attachment 1 - Local Emergency Management Committee Resource Register (E20/12276)

4.9.1 – attachment 1 – Report: 'Exercise Tempestas' (E25/2663)

5.1.2 – attachment 1 - Factsheet - Proposed New Model for State Involvement in Recovery (E25/2683)

5.1.2 – attachment 2 - Factsheet - EM Framework Recovery Overview (E25/2682)

5.5.1 – attachment 1 - Local Emergency Relief and Support Plan (E25/2664)

5.8 – attachment 1 – AFAC Seasonal Bushfire Outlook Autumn 2025 (IN25/5400)

8. Next meeting:

Tuesday 10th June 2025 at Karnet Prison Farm (to be confirmed).

9. Closure:

President Coales Meeting declared closed at 11:26am.