



Shire of
Serpentine
Jarrahdale

Local Emergency Management Committee

Minutes

14 March 2023

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)



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Dear Committee Member

A Local Emergency Management Committee Meeting for the Shire of Serpentine Jarrahdale was held on Tuesday, 14 March 2023 at the Shire Civic Centre, 6 Paterson Street, Mundijong.

Brian Oliver
Director Community Engagement
28 March 2023



Agenda

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

Attendance

Voting Delegates

Cr Michelle Rich	Chair / Shire President
Snr Sgt Richard Moore	Local Emergency Coordinator / Deputy Chair - OIC Mundijong Police
Brian Oliver	Director Community Engagement / Local Recovery Coordinator
Leigh Mulholland	Chief Bush Fire Control Officer
Martin Seward	Unit Manager - Serpentine Jarrahdale State Emergency Service
Ryan Hamblion	Senior District Emergency Service Officer - Department of Communities
Marika Austgen	Area Manager South East District - St John Ambulance
James Webb	Area Manager South East District - St John Ambulance
Daniel Claes	Area Manager South East District - St John Ambulance
Mark Cundell	Assistant Superintendent Security - Karnet Prison Farm
Brodie Selby	Fire Operations Officer Jarrahdale - Department of Biodiversity, Conservation and Attractions
Wendy Jackson	Acting Coordinator Emergency Management – East Metropolitan Health Service - Armadale Kalamunda Group
Dave Olney	President - Sport Aircraft Builders Club Inc

Non Voting Delegates

Quinta La Rosa	District Emergency Management Advisor (DFES)
Nino Scidone	Manager Engineering Services
Rebecca Steinki	Manager Community Activation / Local Welfare Liaison Officer
Thomas Vassallo	Coordinator Community Safety
Darren Kane	Manager Health and Building Services
David Richer	Executive Officer / Coordinator Emergency Services

Apologies

Cr Dave Atwell	Council Delegate
Andrew Trosic	Director Development Services
Wendy Jackson	Acting Coordinator Emergency Management – East Metropolitan Health Service - Armadale Kalamunda Group
Ryan Hamblion	Senior District Emergency Service Officer - Department of Communities
Felicity Wright	Emergency Preparedness Coordinator - Department of Primary Industries and Regional Development
Paul Southam	District Officer South East - Department Fire and Emergency Services



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

Nil

3. Minutes of Previous Meeting:

3.1 Local Emergency Management Committee Meeting – 13 December 2022

The minutes of the Local Emergency Management Committee Meeting held on 13 December 2022 were circulated by email on 22 December 2022 and are at **attachment 1**.

3.1/03/23

Moved Dave Olney, seconded Leigh Mulholland

That the minutes of the Local Emergency Management Committee Meeting held on 13 December 2022 (E22/15872) be **CONFIRMED**.

CARRIED UNANIMOUSLY

4. Standing Items:

4.1 Update of LEMC Contacts

Contact List was circulated at the meeting for updates.

4.2 Resource Register

LEMC are requested to continue to advise any amendments as they become known. There are no current updates to the Resource Register.

4.3 Action Items from previous meeting

Updates on actions outstanding or in progress are at **attachment 2**.

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

Change of Positions

Marika Austgen – St John Ambulance Area Manager South East District for Brooke Cook on Maternity Leave until 11 March 2024.

Leave and Acting Arrangements

Thomas Vassallo - Coordinator Community Safety on leave 22 March to 10 April 2023.

4.5 Incident Support Group Activations

Nil



4.6 Risk Profile

Bushfire Risk

The summer has been challenging, with the extreme scale and complexity of floods in the Kimberley, coupled with bushfires and hazmat incidents. For the forecast period, above average rainfall is likely for the Kimberley and Pilbara regions. Normal fire potential is expected for northern parts of WA as the root zone soil moisture remains above average and this may delay the commencement of planned burning activities. Elevated fuel loads due to above average grass growth in the central western parts of WA, such as the inland parts of the Carnarvon, Gascoyne, Murchison, Yalgoo bioregions have resulted in above normal fire potential for these areas. It is forecast that the current warmer and drier climate conditions in the southern half of WA will persist into autumn, these conditions will extend existing soil moisture deficiencies in the southwest regions and increase fuel availability in woody vegetation. Therefore, above normal fire potential is expected to persist in areas of elevated fuel loads within the Swan Coastal Plain and Jarrah Forest bioregions.

SEASONAL BUSHFIRE OUTLOOK



Autumn 2023



COVID-19 Risk

The Shire and Agencies will continue to work with the hazard management agency (Department of Health) and provide appropriate support to the community as necessary and/or required.



4.7 Local Emergency Management Arrangements

4.7.1 Emergency Animal Welfare Plan

A review of Appendix 8A & 8B of the LEMA has been completed and the Emergency Animal Welfare Plan is provided at **attachment 3** for recommendation by the LEMC for inclusion in the Local Emergency Management Arrangements as Appendix 8.

The Shire's Coordinator Community Safety advised a revision of the plan is currently out for feedback.

Cr Michelle Rich suggested that key contacts within appendix A of the plan are reviewed and updated regularly.

4.7/03/23

Moved David Richer, seconded Martin Seward

The Local Emergency Management Committee recommends that Council ADOPTS the Emergency Animal Welfare Plan for inclusion in the Local Emergency Management Arrangements.

CARRIED UNANIMOUSLY

4.7.2 WALGA LEMA Review

Shire Officers have contacted the Project Team at WALGA and arrangements will be made for a presentation of the findings and next steps to the LEMC at the June meeting.

The Project Team has requested a copy of the Shire's LEMA to assist in their work forming a basis for a new LEMA model as well as requested Officers to provide comment on LEMA Improvement Plan.

Quinta La Rosa's - District Emergency Management Advisor (DFES) comments are below.

The LEMA review aimed to:

- develop fit for purpose and adaptive local level emergency arrangements
- streamline LEMA processes
- encourage currency

The LEMA review found improvement opportunities for a scalable model as well as streamlined documentation (which the Shire has done very well).

Contact details are required to invite potential agencies to the LEMC. A template letter will be forwarded soon.

Action: Organise presentation for June 2023.

**Director Community
Engagement**



4.8 Local Recovery Plan

There are no updates to this plan.

4.9 LEMC Exercises

4.9.1 LEMC Exercise Schedule

LEMC is requested to consider a variation to the Exercise Schedule as endorsed at the 13 December 2022 meeting. Current staffing limitations has resulted in preparations for March exercise not able to be achieved.

Martin Seward, Unit Manager - Serpentine Jarrahdale State Emergency Service, would like to see a flood scenario included in the schedule. It was stated this would make the exercise too complex. Cr Michelle Rich suggested another schedule could be produced at a later date.

Year	Exercise Name	Capability Area's	Exercise Type / Reference
2023/2024 September 2023	Exercise Mustang	3.3 Public Information 3.5 Risk Awareness and Understanding 3.6 Shared Ownership 6.2 Situational Assessment 6.3/6.4 Evacuation 6.5 Public Protection	Host a community workshop for horse owners on property preparedness, evacuation information and bushfire planning, including a simulated exercise with LEMC agencies and stakeholders.
2023/24 March 2024 LEMC meeting	Exercise Barricade	3.5 Sector Information Sharing 5.1 People 5.4 Equipment/Critical Resources	Road Closure and Traffic discussion exercise, simulated ISG

4.9.1/03/23

Moved Leigh Mulholland, seconded Richard Moore

That the Local Emergency Management Committee NOTES the changes to the exercise schedule.

CARRIED UNANIMOUSLY

Action: Ascertain what information is transferable from the current exercise to include a flood scenario	CBFCO
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4.9.2 Exercise Scorcher Post Exercise Report

At the 13 December 2022 meeting, LEMC participated in Exercise Scorcher. The post exercise report is at **attachment 4**. Through this exercise, the following gaps and considerations have been identified.

1. Identify key assets that would be vulnerable to loss of power. Investigate and develop processes to provide back-up power to key Shire assets including fuel access arrangements for key asset generators. Recommend this be included as an operational appendix to the LEMA and embedded in the Shire's Business Continuity Plan. – *Emergency Services / Community Development (Welfare Centres) / Facilities, Fleet.*
2. Source Department of Health preparedness messaging. Prepare communications assets and develop a Heatwave Communication Plan to alert the community and key vulnerable cohorts ie aged care, senior's groups and community/agency networks. Recommend this be included as an operational appendix to the LEMA. – *Community Development / Communications*
3. Consider and prepare for other methods of communicating Heatwave messaging during power outage (boots on the ground, variable message signage, fixed corflute signage, flyer drop, information brochures). Recommend this be included in the Heatwave Communications Plan as an operational appendix to the LEMA. – *Community Development / Communications*
4. Promote energy efficient dwelling construction and consider developing a policy to support this – *Building Services*

These items are achievable within Business Unit Service Team Plans currently being developed for 2023/24FY and have been discussed with the relevant Officers.

4.9.2/03/23

Moved David Richer, seconded Dave Olney

That the Local Emergency Management Committee recommends that Council:

1. **REQUESTS** the Chief Executive Officer prepare plans, process and policy to address the identified gaps from Exercise Scorcher Post Exercise Report to support the Shire's Local Emergency Management Arrangements.
2. **Provides** a copy of the Post Exercise Report to the District Emergency Management Committee (DEMC) for noting.

CARRIED UNANIMOUSLY



5. Agency Reports:

5.1 Shire of Serpentine Jarrahdale

5.1.1 LEMC Handbook Review

The State Emergency Management Committee has prepared a [Local Emergency Management Committee \(LEMC\) Handbook](#) to guide the administration and operation of LEMCs managed by Local Governments and is seeking feedback on the information and best practice guidance provided.

The Handbook aims to assist Local Governments and LEMCs to meet their legislative responsibilities and support LEMC Executive Officers to perform their duties effectively.

Shire Officers have reviewed the handbook. It is a very informative resource and feedback will be provided through the survey.

Feedback is due by Tuesday, 18 April via a survey on the DFES [Social Pinpoint portal](#)

Action: Reach out to various agencies for feedback	Coordinator Emergency Services, Support Officer
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5.2 Shire President

Volunteers have been busy at state level. Information has been sent out to Local Governments to ensure processes are in place.

In regards to the review of the Emergency Service legislation, agreed papers can be expected mid year.

Major review of Community Strategic Plan has begun. One of the issues raised was bushfire bunkers and the fact that it should be legislated through high BAL areas. There has been pushback from government agencies, but locals are keen to have discussions.

5.3 Karnet Prison Farm

Mitigation works are continuing in various areas but there have been delays due to a mild COVID outbreak.

5.4 Armadale Kalamunda Group

Not in attendance

5.5 Department of Communities

Not in attendance. Report received.

Response to the Kimberley Floods

- The Department of Communities (Communities) is providing emergency welfare services to residents impacted by the Kimberley floods.
- As of 6 March 2023:
 - 73 people are in Communities' supported emergency accommodation in Broome and Derby.



- The Disaster Response Hotline opened on the 11 January 2023 until COB 6 March 2023, Communities has responded to a total of 1,422 calls.
- 343 people have been repatriated.
- 310 people have been assisted to relocate to alternative safe locations.
- All 1,009 Communities-owned or managed dwellings across 36 remote communities and the Fitzroy Crossing town have had electrical safety assessments completed. 98 dwellings have detailed building condition assessments (BCAs) completed across eight remote communities and the Fitzroy Crossing town. This includes three WA Country Heath Service dwellings and 17 GROH dwellings.
- On 2 March 2023, the Minister for Housing endorsed Communities undertaking electrical safety assessments and BCAs on non-Communities-owned or managed residential dwellings in the flood damaged communities and Fitzroy Crossing Town.
- Funding for temporary residential accommodation has been made available through the jointly funded Commonwealth-State Disaster Recovery Funding Arrangements.
- The temporary accommodation will be located On Country, or as close to country as possible. The Western Australian Department of Communities is working in consultation with Traditional Landowners and local Community Leaders, to determine safe and culturally appropriate locations to suit residents' needs.
- Two accommodation options are being progressed:
 - The Humanihut, which is a fully integrated portable building system that provides short-term secure and comfortable accommodation in the aftermath of a natural disaster.
 - The Derby Hostel, which can provide approximately 40 beds for displaced people that may require specialised support.

Other State Level Projects

- State Support Plan – Emergency Relief and Support (formerly Emergency Welfare) – Communities has reviewed the State Support Plan and the State Emergency Management Committee Policy Branch has released it for consultation:
<https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>
- Community Sector Capability – working with community support organisations to enhance the delivery and coordination of welfare services
- Disaster Information Support Coordination Centre (DISCC) Guidelines – being reviewed at request of WA Police
- People at Risk – developing a framework to promote a shared approach to preparedness, response and recovery for people at risk in emergencies
- Emergency Financial Assistance – review of the State Emergency Financial Assistance initiatives.
- Medium to Long term Accommodation – The SEMC has asked Communities to lead a cross-agency working group to prepare an issues paper about Government



responsibilities for medium and long-term accommodation following an emergency.

5.6 St John Ambulance

When reaching out to other groups for inclusion in these meetings can caravan parks and Aged Care facilities please be considered as this is where a considerable number of St John resources are utilized during evacuations.

5.7 Department of Biodiversity, Conservation and Attractions

5.8 Department of Fire and Emergency Services

Bushfire season may be extended beyond 1 April.

The Kimberley floods have drained a few resources and recovery efforts are continuing.

5.9 District Emergency Management Advisor

5.9.1 State Support Plan – Emergency Relief and Support (formerly Emergency Welfare)

The Department of Communities (Communities) has undertaken a review of the State Support Plan - Emergency Welfare. To reflect feedback regarding the use of the word 'welfare', the draft Plan has been renamed to the State Support Plan - Emergency Relief and Support (Plan). This includes, where possible, all references to welfare being replaced with emergency relief and support (ERS).

The Plan has been restructured to provide a more logical framework and to make it easier for a reader to understand the scope of ERS services. This includes the roles and responsibilities of Communities and its partners.

The DFES State EM Policy Branch is conducting consultation via Social Pinpoint. On the State Emergency Management Policy Branch [Consultation Homepage](#) you can view all current consultations, including the draft State Support Plan – Emergency Relief and Support.

<https://dfes.mysocialpinpoint.com.au/statesupportplanemergencyreliefandsupport/emergencyreliefandsupport/>

On this page you will be able to:

- View information about the consultation process
- Download and view the draft Plan.
- Submit your feedback

Please submit your feedback by COB Wednesday 26 April 2023.



5.9.2 Draft WA Community Disaster Resilience Strategy

The draft WA Community Disaster Resilience Strategy is now available for comment and feedback. The document is available for review and download [here](#)

Feedback is invited, with a particular focus on the following:

- Do the guiding principles capture the core considerations for achieving community disaster resilience?
- Do the key objectives and outcomes represent the right outcomes for a community? Are they practical to guide monitoring and evaluation of projects and activities?
- How likely are you to progress any of the initiatives and opportunities?
- How likely are you to integrate or use the Strategy to guide your organisation's activities?
- Is there anything else you would like to see the Strategy address?

Feedback can be provided via email to resilience@dfes.wa.gov.au

5.9.3 DEMC and LEMC Review

At its August 2022 meeting the SEMC endorsed the proposed project scopes to review the local and district committee structure. The objectives of the review are to:

- Establish clear roles, responsibilities, functions, and governance for DEMCs and LEMCs so they can achieve the strategic objectives of SEMC.
- Identify improvements to the governance arrangements and capabilities that will increase effective and efficient management outcomes.
- Create a shared understanding of the SEMC expectations of DEMCs and LEMCs.

5.10 State Emergency Services

It has been quiet locally. Two call outs to assist police in a search effort at Kitty's Gorge. Staff have assisted interstate and returned with valuable experience.

5.11 Mundijong Police

5.12 Chief Bush Fire Control Officer

Prevention

- MAF works continuing across the shire with upcoming works scheduled on Rapids Road in Serpentine, SJ funded mitigation works are being undertaken on Jarrahdale Road, and Emergency Access Ways across the shire.
- New application for MAF works is being established ready for submission.
- Fire Break inspections have completed with a high compliance rate. Fire break inspectors are currently executing works on non-complaint properties.



- SJ bushfire brigades will be undertaking road verge mitigation burns during the restricted burning period.
- Fire info magnets have been issued to residents throughout the shire these include a QR code linked to the Emergency services pages on the Shire's website.
- Brigade and awareness team preventative activities planned for the year including Market visits and Street meets.
- Oakford/Emergency Support Brigade Facility development went to Council in January and then out to public comment the team are excited to be transitioning into to the design phase of the project.

Preparedness

- Recruitment for new firefighters will recommence in April.
- Training calendar for 2023 has been created and issued to brigades, with 23 training occurrences booked in for the year.
- Training for LG Machine operators for pre-season 23/24 being planned
- Process for the issuing of Vehicle ID stickers on Farm Response units and local contractors has been revised to ensure holders have a minimum level of training given the risks associated with driving in a bushfire incident area.
- SJ brigades currently have 222 Members with 58 Females and 164 Males.

Response

- Crews have supported other fire agencies and local governments attending Floods and campaign fires around the state this season.
- Thankfully so far this season all incidents within the Shire of Serpentine Jarrahdale have swiftly been brought under control.
- Response arrangements implemented with the Chief bushfire Control Officers from the Cities of Cockburn, Kwinana and Rockingham. This will see incidents along our shire western boundaries attended to by both LG bushfire brigades during the high threat bushfire period.



Incidents attended by Brigades this financial year

Incident Attendance Report

Dates: 01/07/2021 to 20/02/2023

No. of Incidents Attended

This report shows the number of Incidents attended in any capacity. It does not count multiple turnouts to the same Incident. HAZMAT incidents are included (not labelled). Note: Bushfire (lge) is a fire greater than 1 hectare

Brig N°	Brigade Name	Service	2021/2022														2022/2023													
			Called Off - No Attendance	EVENT - Not an Incident	False Alarm - System Initiated	False Call - Good Intent	False Call - Malicious	Fire - Bushfire (lge)	Fire - Bushfire (smi)	Fire - Other/Rubbish/Vehide	Fire - Structure	General Service Calls	Hazardous Situation	Rescue & Medical	Road Crash & Rescue	Search	TOTAL	Called Off - No Attendance	EVENT - Not an Incident	False Alarm - System Initiated	False Call - Good Intent	False Call - Malicious	Fire - Bushfire (lge)	Fire - Bushfire (smi)	Fire - Other/Rubbish/Vehide	Fire - Structure	Hazardous Situation	Road Crash & Rescue	TOTAL	
6114	BYFORD BFB	BFB	0	1	17	35	1	13	23	16	10	1	4	1	0	0	122	0	0	16	18	1	8	22	12	2	2	1	82	
6877	EMERGENCY SUPPORT BFB	BFB	0	0	0	0	0	4	0	1	1	0	0	0	0	1	7	0	0	0	0	0	3	0	1	0	0	0	4	
6309	JARRAHDAL BFB	BFB	1	1	0	18	0	17	15	7	3	0	0	1	1	0	64	1	0	0	6	0	9	10	4	0	0	0	30	
6340	KEYSBROOK BFB	BFB	1	0	0	4	0	8	9	1	2	0	0	0	0	0	25	0	0	0	0	0	5	5	0	0	0	0	10	
6451	MUNDIJONG BFB	BFB	2	0	1	26	0	20	22	14	8	1	1	1	1	0	97	0	1	0	16	0	12	18	7	2	2	0	58	
6500	OAKFORD BFB	BFB	1	0	1	27	0	22	15	12	7	0	1	0	3	0	89	1	0	0	14	0	15	23	6	4	1	0	64	
6577	SERPENTINE BFB	BFB	1	1	0	11	0	21	18	8	5	0	0	0	1	0	66	0	0	0	3	0	11	10	1	0	0	1	26	

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Report produced by the OIS Branch of the Department of Fire & Emergency Services (WA)
Contact: reports@dfes.wa.gov.au

5.13 Sports Aircraft Builders Club Inc

6. General Business

Action: DFES have extended an invitation to councillors to attend an evening overview their Control Centre.	Director Community Engagement
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7. Next meeting:

Shire of Serpentine Jarrahdale Civic Chambers	13 June 2023
Shire of Serpentine Jarrahdale Civic Chambers	12 September 2023
Shire of Serpentine Jarrahdale Civic Chambers	12 December 2023

8. Closure:

14:53