



Shire of
Serpentine
Jarrahdale

Local Emergency Management Committee

Minutes

12 September 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)



www.sjshire.wa.gov.au

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Minutes – Local Emergency Management
Committee – 12 September 2023

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Dear Committee Member

A Local Emergency Management Committee Meeting for the Shire of Serpentine Jarrahdale was held at 1400hrs on Tuesday, 12 September 2023 at the Shire Civic Centre, 6 Paterson Street, Mundijong.



Brian Oliver
Director Community Engagement

Minutes

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

Attendance

Voting Delegates

Snr Sgt Richard Moore	Mundijong Police (Chair)
Cr David Atwell	Council Delegate
Brian Oliver	Local Recovery Coordinator
Leigh Mulholland	Chief Bush Fire Control Officer
Martin Seward	Unit Manager - Serpentine Jarrahdale State Emergency Service
Mark Cundell	Assistant Superintendent Security - Karnet Prison Farm
Dave Olney	President Sport Aircraft Buildings Club Inc

Non-Voting Delegates

Quinta La Rosa	District Emergency Management Advisor (DFES)
Rebecca Steinki	Manager Community Activation / Local Welfare Liaison Officer
Darren Kane	Manager Health and Building Services
David Richer	Executive Officer / Coordinator Emergency Services
Thomas Vassallo	Coordinator Community Safety
David Richer	Executive Officer / Coordinator Emergency Services
Naomi Jory	Department of Communities
Tamara Jenkins	Ranger
Salevasa Thomson	Personal Assistant, Director Community Engagement

Apologies

Cr Michelle Rich	Chair / Shire President
James Webb	Area Manager South East District – St John Ambulance
Nino Scidone	Manager – Engineering Services
Paul Southam	District Officer South East – Department of Fire and Emergency Services
Brodie Selby	Fire Operations Officer Jarrahdale – Department of Biodiversity, Conservation and Attractions
Ryan Hamblion	Senior District Emergency Service Officer – Department of Communities
Sgt Lynn Barbour	Local Emergency Coordinator/Deputy Chair (Acting OIC Mundijong Police)

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

3. Minutes of Previous Meeting:

3.1 Local Emergency Management Committee Meeting – 13 June 2023

The minutes of the Local Emergency Management Committee Meeting held on 13 June 2023 were distributed by email on 21 June 2023.

Recommendation

Moved David Olney, Seconded Cr Dave Atwell

That the minutes of the Local Emergency Management Committee Meeting held on 13 June 2023 (E23/7372) be CONFIRMED.

CARRIED

4. Standing Items:

4.1 Update of LEMC Contacts

Circulated with no updates proposed.

4.2 Resource Register

Circulated with no updates proposed.

4.3 Action Items from previous meeting

Actions items were circulated to the group, with the remaining action:
Summary report of the State Bushfire Exercise (September 2022) to be released pending DFES approval.

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

Naomi Jory (Acting Senior District Emergency Service Officer) is now in this role for 4-5 months and will remain contact for future LEMC meetings.

Leigh Mulholland (Chief Bush Fire Control Officer) is on leave in October – Jason White will be covering.

4.5 Incident Support Group Activations - NIL

4.6 Risk Profile

Bushfire

Significant areas of southern WA are experiencing below average relative root zone soil moisture and the drier and warmer than average spring forecast will likely increase these root zone soil moisture deficits. Reduced relative root zone soil moisture will likely result in the earlier curing of grasslands and the increased surface fuel availability within woody vegetation in late spring compared to an average year.

The forecast drier and warmer than average spring forecast for southern WA has the potential to impact planned burning opportunities, and bushfires in late spring may be more difficult to suppress due to higher surface fuel availability. As the southern bushfire season approaches, it is important for the community to stay alert and prepare their properties throughout spring.

4.7 Local Emergency Management Arrangements

4.7.1 Vulnerable Communities Plan

At its June meeting, a draft Vulnerable Communities Plan was presented to the Committee and feedback requested. No feedback or suggested changes have been provided.

The Vulnerable Communities Plan is provided at *Attachment 4* for recommendation by the LEMC for inclusion in the Local Emergency Management Arrangements at Appendix 6 to replace the Special Needs Plan.

Recommendation

Moved Leigh Mulholland, Seconded Brian Oliver

The Local Emergency Management Committee recommends that Council ADOPT the Vulnerable Communities Plan for inclusion in the Local Emergency Management Arrangements at Appendix 6 to replace the Special Needs Plan.

CARRIED

4.8 Local Recovery Plan

A minor update to Appendix 1 of the Local Recovery Plan was made. This update was effected to capture the changes in Shire Officer responsibilities and informs the Full Management Structure of the Local Recovery Coordination Group

4.9 LEMC Exercises

Leigh Mulholland provided the introduction to the Exercise Brumby).

The Committee participated in the Exercise – Animal Welfare Emergencies. A summary of the outcomes from the Exercise is provided at (*Attachment 5B – Outcomes – E23/13010*)

The Group agreed to table the Exercise Brumby to the Equine Advisory Group to ensure it aligns with how they see emergency situation and further ensure it is controlled by the Shire.

ACTION – Brian Oliver, Local Recovery Coordinator

- Table Exercise Brumby at the next Equine Advisory Group meeting

5. Agency Reports:

5.1 Shire of Serpentine Jarrahdale

The Shire has received \$500K in Mitigation Activity Fund (MAF) grants – this will assist SJ Shire verge works. After the fire in Whitby issues were identified relating to the high fuels in front of the estate that needs to be fixed.

The Shire will be hosting a Street meet in Whitby to discuss Bushfire preparedness and plans.

Serpentine Fire brigade will be hosting a Street-meet to assist in educating the residents.

A Rural Urban Interface (RUI) exercise will be held in Keysbrook which has several outcomes:

- RUI Training for the brigades;
- Area familiarisation for the brigades;
- Public Education relating to property hazard reduction;
- Community engagement by the Shire's ES Department;
- Mechanical mitigation is due to commence in October.

5.2 Shire President

Apology

5.3 Karnet Prison Farm

No Update

5.4 Armadale Kalamunda Group

Not in attendance.

5.5 Department of Communities

Department of Communities is currently going through restructure. Permanent staff have been finalised which now allows for quicker response and better delivery. State support plan has been escalated for approval. Wording change to be noted: Welfare centres are to be EVACUATION centres. All Emergency signage now needs to be updated. Evacuation audits will need to be completed. Training for Evacuation services to be completed on site.

Quinta noted that she emailed through her report (attached to Mins). DEMC on 29/11 – invites have been sent out – this meeting is about developing future discussions on earthquake assistance. Looking at ways to improve.

5.6 St John Ambulance

Not in attendance.

5.7 Department of Biodiversity, Conservation and Attractions

Not in attendance.

5.8 Department of Fire and Emergency Services

Not in attendance.

5.9 District Emergency Management Advisor**STATE NEWS****AMENDMENTS TO SUITE OF STATE EMERGENCY MANAGEMENT DOCUMENTS****State EM Policy 5.12 - Funding Arrangements for Emergency Response**

- State EM Policy 5.12 has been reviewed to clarify funding arrangements in an emergency response.
- A key outcome of the review was to clarify funding for traffic management during an emergency response. The HMA or Controlling Agency is responsible for costs, even if they direct another agency to engage traffic management contractors.

State EM Policy and State EM Plan Appendix AA - COVID-19 Recovery

- The State Recovery Controller appointment for the pandemic caused by the virus COVID-19 has concluded.
- Amendments that were made to parts of the State EM Framework so that they did not apply for recovery activities are no longer required. As a result, Appendix AA has been removed from the State EM Policy and State EM Plan.

For any queries, please email semc.policylegislation@dfes.wa.gov.au

ENGAGE EMERGENCY MANAGEMENT WEBSITE

the Engage Emergency Management (EM) website has been launched which is hosted on an updated version of Social Pinpoint.

We invite you to:

- Visit the Engage EM website
- ‘Join’ by pressing the button at the top right corner of the screen.

- By joining, you will be able to:
 - help us keep your contact details up to date
 - reduce the contact information needed within each survey
 - receive a copy of your feedback submissions after your submit
 - view previous projects you have provided feedback on
 - be advised when new consultation projects are available for comment.

Please note, the State EM Policy Branch will transition to sending all consultation request emails direct from the Social Pinpoint platform. You may still receive notice of these consultations through your other stakeholders.

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

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.

Independent consultants have completed consultations at a state and district level. Local level input is now being sought.

Focus groups will be held online the week commencing 14 August 2023. Numbers will be kept small to encourage and facilitate discussion about key issues of importance to the review including the functions, operations, membership, and effectiveness of LEMCs, interactions with DEMCs and discussion related to state EM arrangements. This consultation will build on committee-focused input received via the Local Emergency Management Arrangements (LEMA) Review.

LEMC Executive Officers are encouraged to nominate themselves and to distribute this invitation to all LEMC members. (LEMC members includes LEMC Chair as a key role and member of LEMC). Your participation will be supported even if you are unable to commit to the full focus group timeframe.

Please nominate here for your preferred focus group date and time.

Nominations close 04 August 2023 with confirmation advice distributed by no later than 10th August 2023.

For more information on the Review into the District and Local Emergency Management Committee's Review into District and Local Emergency Management Committees (www.wa.gov.au)

LEMA REVIEW OUTCOMES AND NEXT STEPS

The Local Emergency Management Arrangements (LEMA) Review is a partnership between the Department of Fire and Emergency Services (DFES) and WALGA, initiated in response to reports that current LEMA requirements are not fit-for-purpose for Local Government and that a new LEMA model is needed. From April to December 2022, WALGA engaged 100 Local Governments to identify LEMA strengths, weaknesses, and improvement opportunities in a consultation that included 10 in-depth interviews, 10 interactive workshops and an online survey.

WALGA's LEMA Review Consultation with Western Australian Local Governments: Project Summary and Recommendations Report summarises the key findings of the consultation process to date. A more detailed overview can be found in WALGA's LEMA Review Issues Paper and an independent LEMA Review Workshop Consultation Report.

A LEMA Improvement Plan was developed and was endorsed at the August SEMC meeting. An overview of the Plan is available [here](#). Further updates on the implementation of the plan will be communicated once finalised.

Find out more about the LEMA Review Project on WALGA's website or email WALGA's LEMA Review Project Lead, Simone Ruane.

DISTRICT NEWS

2023 METROPOLITAN DISTRICT EMERGENCY MANAGEMENT COMMITTEES (DEMC)

Planning is underway for the next round of district emergency management committee meetings and discussion exercise "Exercise Terra Motus" scheduled for:

- North Metropolitan (North and Central) DEMC Tuesday 21 November 2023
- South Metropolitan (East and South) DEMC Wednesday 29 November 2023

The DEMC meetings will be Chaired by the metropolitan WA Police Force Commanders.

The meeting will include a keynote presentations and agency/local government updates.

The discussion exercise will take place after the meeting and explore preparedness for the hazard of earthquake.

LOCAL NEWS

FUNDING OPPORTUNITIES

DISASTER READY FUND ROUND 2

The Disaster Ready Fund (DRF) aims to help communities protect themselves against the devastating impacts of disasters by investing in important disaster resilience and risk reductions projects across Australia. From 2023-24, the DRF will provide up to \$200 million per financial year over five years – up to \$1 billion in total. Round One of the DRF was highly competitive with over 300 applications.

Call for Expressions of interest (EOI)

The Department of Fire and Emergency Services (DFES) administers the fund and is inviting Expressions of Interest (EOIs) from government and non-government organisations who have projects that will build resilience in the Western Australian community and prepare for future natural hazard impacts.

Submit your EOI by following the steps below:

- Consider the previous guidelines.
- If eligible, fill out the online EOI form.
- Once the EOI is complete, click on 'Submit' and a copy will be emailed to you along with a reference number. Keep this reference number handy in case you need to contact us with questions about your EOI.

The request for EOIs is an open-ended and ongoing process, with no closing date or deadline.

However, if you are interested in applying for funding in 2023/24, you should submit your EOI by 15 November 2023.

Webinars

Three webinars have been arranged to assist government and non-government organisations to prepare and write a competitive grant application. The webinars will include what information you need to gather, how to develop the problem statement, guidance around quantifying expected outcomes and budget and market viability.

The webinars have been tailored for the following audiences:

Social services sector 30 August 2023, 10am - 12pm

Local government 4 September 2023, 10am - 12pm

State government 7 September 2023, 10am - 12pm

Email: semc.grants@dfes.wa.gov.au

<https://www.wa.gov.au/organisation/state-emergency-management-committee/disaster-ready-fund>

AWARE PROGRAM 2023-2024

The All-West Australians Reducing Emergencies (AWARE) Grant program for 2023 will open on 16 August and close on 20 September 2023.

Funding:

- The 2023 round has a total allocation of \$238,000.
- Projects could apply for between \$2,500 and \$35,000 grant funding.
- Local level risk assessment projects can request a maximum of \$6,000.

Eligible project types:

- further the emergency risk management process

- facilitate capability-based exercises
- assist in reviewing Local Emergency Management Arrangements
- deliver emergency management training
- host or facilitate emergency management events or forums.

Co-contribution:

- Applicants must contribute at least 25 percent of the total project cost in cash or in-kind.

How to apply:

- All applications must be submitted through the online portal available on the SEMC Website. Applications received through any other channels such as emails or post will not be accepted.
- A sample application is available on SEMC Website for reference only.

If you require further information please contact:

Aruna Pillai T: 08 9395 9328

E: aruna.pillai@dfes.wa.gov.au

5.10 State Emergency Services

The Mundijong facility lost service with Telstra for a week.

5.11 Mundijong Police

Emphasised the importance of an aligned Communication and processes between all agencies/Shire and that this needs to be prepared immediately to ensure we are ready in case of an emergency situation.

The Communication needs to include all our Service providers – to ensure they are aware that we will need assistance should this escalate.

It was noted that there are transfers and internal movement in positions, and the establishment of new positions within the Mundijong Police Station.

5.12 Chief Bush Fire Control Officer

LGGS funding was provided to boost mobile signal on buildings which will not work as there is no signal to boost. Satellite is the only option – which will need Grant approval, otherwise Business as usual.

Burning plan is scheduled to commence once the rain passes before December.

5.13 Sports Aircraft Builders Club Inc

Provided update about upcoming Fly in event to be held on 28/29 October.

6. General Business

The Local Recovery Officer noted that Cr Atwell is retiring at the next election in October and thanked him for his contribution to LEMC.

Rebecca Steinki – Manager, Community Activation / Local Welfare Liaison Officer, noted that Bushfire Community night to be held on 6 October.

7. Next meeting:

Shire of Serpentine Jarrahdale Civic Chambers	12 December 2023
Shire of Serpentine Jarrahdale Civic Chambers	12 March 2024
Shire of Serpentine Jarrahdale Civic Chambers	11 June 2024

8. Closure:

The meeting closed at 3:24PM.