



Shire of
Serpentine
Jarrahdale

Local Emergency Management Committee

Minutes

13 June 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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Dear Committee Member

A Local Emergency Management Committee Meeting for the Shire of Serpentine Jarrahdale was held at 1405hrs on Tuesday, 13 June 2023 at the Shire Civic Centre, 6 Paterson Street, Mundijong.

Brian Oliver
Director Community Engagement
21 June 2023



Minutes

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

Attendance

Voting Delegates

| | |
|------------------|--|
| Cr Michelle Rich | Chair / Shire President |
| Cr David Atwell | Council Delegate |
| Sgt Lynn Barbour | Local Emergency Coordinator / Deputy Chair – Acting OIC Mundijong Police |
| Brian Oliver | Local Recovery Coordinator |
| Leigh Mulholland | Chief Bush Fire Control Officer |
| Paul Southam | District Officer South East - Department Fire and Emergency Services |
| Martin Seward | Unit Manager - Serpentine Jarrahdale State Emergency Service |
| James Webb | Area Manager South East District - St John Ambulance |
| Ryan Hamblion | Senior District Emergency Service Officer - Department of Communities |
| Mark Cundell | Assistant Superintendent Security - Karnet Prison Farm |
| Dave Olney | President - Sport Aircraft Builders 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 |
| Keith Jackson | Deputy Unit Manager - Serpentine Jarrahdale State Emergency Service |

Visitors

| | |
|--------------|---------------------------------|
| Simone Ruane | LEMA Review Project Lead, WALGA |
|--------------|---------------------------------|

Apologies

| | |
|-----------------|--|
| Trevor James | Fire Operations Officer Jarrahdale - Department of Biodiversity, Conservation and Attractions |
| Nino Scidone | Manager Engineering Services |
| Thomas Vassallo | Coordinator Community Safety |

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

Nil.



3. Minutes of Previous Meeting:

3.1 Local Emergency Management Committee Meeting – 14 March 2023

The minutes of the Local Emergency Management Committee Meeting held on 14 March 2023 were distributed by email on 29 March 2023.

3.1/06/23

Moved M Seward, Seconded B Oliver

That the minutes of the Local Emergency Management Committee Meeting held on 14 March 2023 (E23/2888) be CONFIRMED.

CARRIED

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 below.

- 5.8/10/2022 – DFES District Officer Paul Southam advised this report was in the process of Committee review. Once this has occurred in July, a copy will be provided to the LEMC.
- 5.9/12/2022 – Simone Ruane attended the meeting to provide an update on the LEMA review project.

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

Leave and Acting Arrangements

Sgt Lynn Barbour Acting OIC Mundijong Police until 2 July 2023.

4.5 Incident Support Group Activations

Nil.



4.6 Risk Profile

Flood / Storm

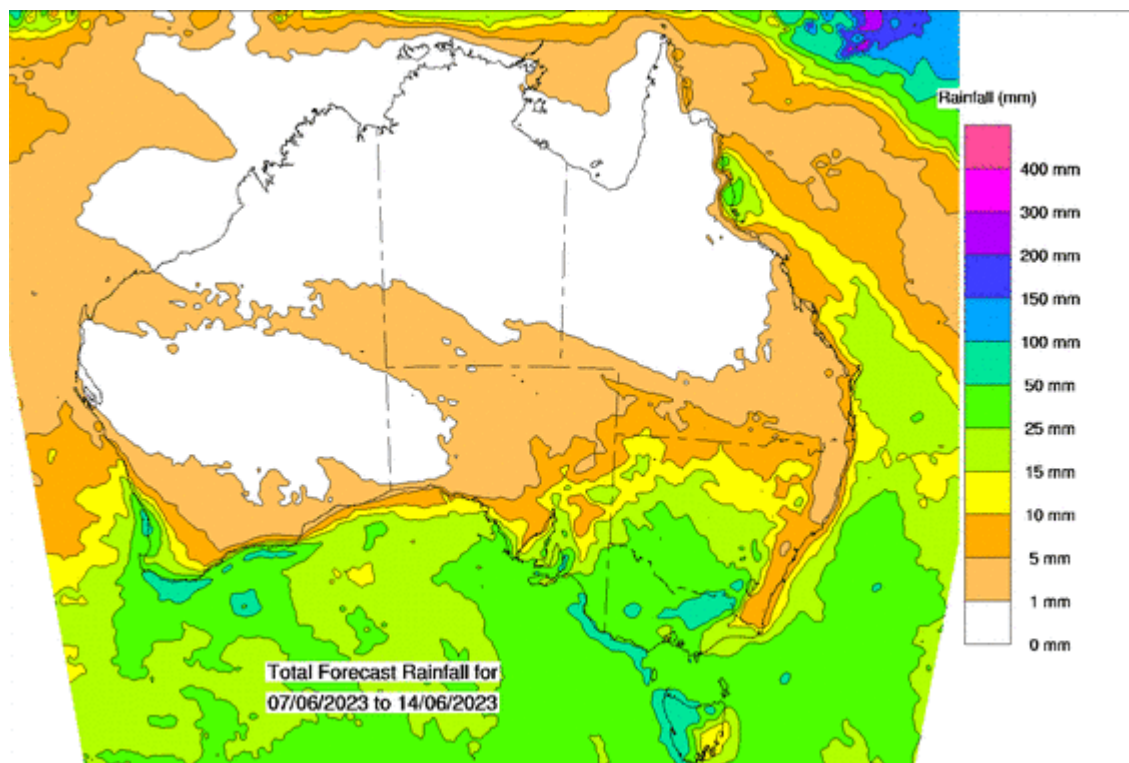
Extract from [agrics seasonal outlook](#).

Recent conditions: growing season rainfall (since 1 April) has been decile 1-3 for the majority of the South West Land Division (SWLD), with some locations still waiting for an autumn break. Rainfall outlook for SWLD for winter, June to August and further ahead, August to October is for below average rainfall, based on a survey of twenty international models.

Things to consider:

- Minimal rainfall to date for the majority of the SWLD, means limited soil water (see attached maps) with some places still looking for an autumn break (either 25 mm over 5 days or 15 mm over 3 days [for dry sowing into a furrow]). Pasture growth is suppressed and water storage on farm is minimal.
- Mean sea level pressure over the South West Land Division is forecast to be high (high pressure system) until at least September, resulting in blocking highs, which will suppress rainfall from winter cold fronts.
- Chances of both an El Niño and a positive Indian Ocean Dipole developing from June. Models indicate both events lasting through to October. If an El Niño coincides with a positive IOD, there is a clear signal for reduced winter-spring rainfall for large parts of the South West Land Division.

The [Bureau of Meteorology's Water and the Land forecast](#) (average of 7 models) is indicating between 5-25 mm of rain for the SWLD in the next 8 days (7-14 June) from a cold front.

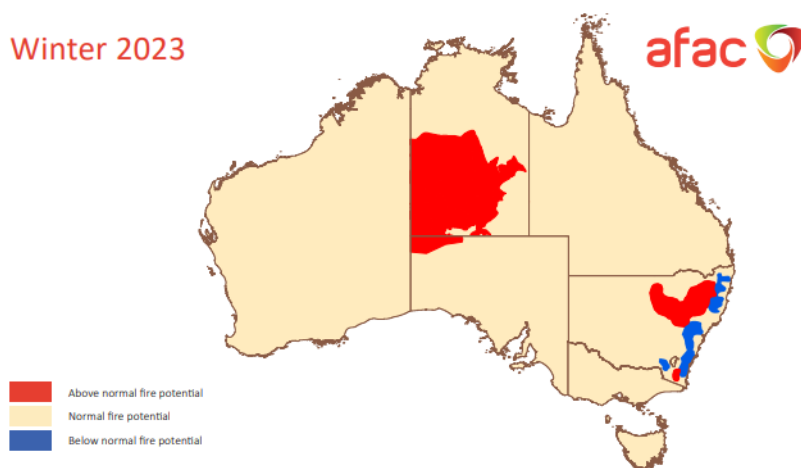




Bushfire

Extract from AFAC Bushfire Seasonal Outlook Winter 2023 - For the southern parts of WA, there has been a late break to the season and areas are experiencing below-average root zone soil moisture, such as the northern parts of the Swan Coastal Plain and Jarrah Forest in the southwest, and parts of Murchison, Coolgardie, and the Nullarbor bioregions. The remaining areas are associated with average to above-average root zone soil moisture. Rainfalls in parts of the Southwest Land Division are forecast to be below the median but cool winter conditions should alleviate impacts from these moisture deficiencies on bushfire risk over the forecast period.

SEASONAL BUSHFIRE OUTLOOK



4.7 Local Emergency Management Arrangements

4.7.1 WALGA LEMA Review and Improvement Plan

Simone Ruane, LEMA Review Project Lead provided the LEMC with an overview of the LEMA Review and Key Findings, as well as the Improvement Plan priorities that were identified through the local government testing process.

- 6 recommendations were made and have been captured in the Improvement Plan work being undertaken by DFES.
- Improvement plan subject to funding. Presently the DRF application was unsuccessful. The NDRR application is pending.
- Report to be submitted to SEMC for endorsement.

LEMA and the responsibilities of local government are not well understood by Elected Members. Local Governments do find it difficult to integrate it into Business As Usual and as an informing document as part of the Integrated Planning and Reporting Framework.



4.7.2 Vulnerable Communities Plan

A draft plan was provided to LEMC members for feedback.

The objectives of the plan are

- Provide information on concentrations vulnerable people and their related supporting networks for agencies working in emergency prevention, preparedness, response and recovery activities (the Hazard Management Agencies and key support organisations).
- Identify emergency arrangements in place for concentrations of vulnerable people.
- Provide reference material to support individual, community and agency emergency planning and preparedness in the Shire of Serpentine Jarrahdale.

ACTION – Admin Support

LEMC are requested to provide feedback by the end of July. An electronic copy will be distributed with the minutes.

4.7.3 LEMA Download

Recent minor updates and inclusion of the Emergency Animal Welfare Plan at Appendix 8 have been completed. A link to the LEMC version of the Shire's LEMA is provided with the email accompanying the minutes.

4.8 Local Recovery Plan

There are no updates to this plan.

4.9 LEMC Exercises

Nil.

5. Agency Reports:

5.1 Shire of Serpentine Jarrahdale

5.1.1 LEMC Annual Report

In accordance with Sections 33 and 40 of the *Emergency Management Act 2005* (EM Act), Local Emergency Management Committees (LEMCs) are required to submit an annual report on activities undertaken by it during the financial year. In previous years, this reporting requirement was fulfilled by Local Governments' participation in the Annual and Preparedness Report Capability Survey.

This year, with the finalisation of the State Risk Project and the forthcoming revised State Emergency Management Capability Framework, LEMC reporting requirements can be fulfilled by completing the LEMC Annual Report Survey.

Information gathered in this survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.



Officers have compiled the LEMC Annual Report provided at attachment 3 of the agenda for noting by the LEMC.

5.1.1/06/23

Moved B Oliver, seconded P Southam

That the Local Emergency Management Committee NOTES the LEMC Annual Report for 2022/23.

CARRIED

ACTION – LEMC Executive Officer

LEMC Annual Report for 2022/23 to be forwarded to DEMA by 30 June 2023.

5.2 Shire President

Cr Rich thanked the Shire's CESM and Brigades for the response to the fire at Whitby. Officers advised that the Shire is following up this incident with residents in Whitby regarding preparedness information and emergency access arrangements.

Cr Rich queried the Federal Government's Disaster Ready Fund award of funding covering a large number of local governments. District Officer Paul Southam advised it appears to be for the upgrading of Fire History datasets using fire severity dynamics. Agencies share Bush Fire Risk Management Planning and mapping datasets.

5.3 Karnet Prison Farm

The Section 95 program for mitigation works has been successful. Investigating application of the program from other Prisons in the state.

5.4 Armadale Kalamunda Group

Not in attendance.

5.5 Department of Communities

A name change is proposed for the State Support Plan - Emergency Welfare. New name proposed to be Emergency Relief and Support. This is currently sitting with SEMC for approval.

Currently winding up support for Ex TC Seroja and Woorolloo Fire emergencies.

Centre training for local government officers will be held shortly. Details will be forwarded once confirmed.

An assessment audit will be required of local governments on their nominated evacuation centres.

ACTION – Department of Communities

- Advise local government of welfare centre training dates.
- Provide welfare centre audit form to the local government when available.



5.6 St John Ambulance

New vehicles are due for arrival at the end of month. Three will be at Kelmscott reducing the need for backfill from Serpentine. One will be replaced at Serpentine.

5.7 Department of Biodiversity, Conservation and Attractions

Apology.

5.8 Department of Fire and Emergency Services

Nothing to report.

5.9 District Emergency Management Advisor

STATE CONSULTATION REQUESTS

State Hazard Plan Search and Rescue Emergency

The WA Police Force has recently completed a comprehensive review of the State Hazard Plan Search and Rescue Emergency. We are now seeking your feedback on this plan.

<https://dfes.mysocialpinpoint.com.au/searchandrescue/>

On this page you will be able to:

- View information about the consultation process
- Download and view the draft Plan.
- Submit your feedback by COB Wednesday 14 June 2023.

State Hazard Plan Severe Weather

On the State Emergency Management Policy Branch Consultation Homepage you can view all current consultations, including the draft State Support Plan – Severe Weather.

<https://dfes.mysocialpinpoint.com.au/severeweather> On this page you will be able to:

- View information about the consultation process
- Download and view the draft Plan.
- Submit your feedback via the survey by COB Friday 11 August 2023.

Emergency Risk Management Planning - State Emergency Management Prevention and Mitigation Procedure 2.1

On the State Emergency Management Policy Branch [Consultation Homepage](#) you can view all current consultations, including the draft State Emergency Risk Management Guideline, and the State Emergency Management Prevention and Mitigation Procedure 2.1.

<https://dfes.mysocialpinpoint.com.au/to-state-emergency-management-prevention-and-mitigation-procedure>

On this page you will be able to:



- View information about the consultation process
- Download and view the draft State Emergency Risk Management Guideline, revised State EM Procedure 2.1, and edited State EM Policy statements 3.2.1 and 3.2.6
- Submit your feedback via the survey by COB Friday 11 August 2023.

Restricted Access Permit System (RAPS) Guideline

On the State Emergency Management Policy Branch Consultation Homepage you can view all current consultations, including the draft RAPS guideline.

<https://dfes.mysocialpinpoint.com.au/restrictedaccesspermitsystemguideline>

On this page you will be able to:

- View information about the consultation process
- Download and view the RAPS guideline
- Submit your feedback via the survey by COB Tuesday 22 August 2023.

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

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.

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](#) prepared by agdots.

WALGA's LEMA Review project will inform a Draft LEMA Improvement Plan being developed by DFES that will be tested with the Local Government sector during April and May 2023 and then submitted for endorsement to SEMC in August 2023.

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

LOCAL NEWS

Grant Program Updates

The National Disaster Risk Reduction (NDRR) grant program is established under a National Partnership Agreement (NPA) on Disaster Risk Reduction (2019-2024). It seeks to proactively reduce the risk and limit the impact of disasters associated with natural hazards on Western Australian communities and economies.

The NDRR is for projects aimed at reducing disaster risk and improving community resilience to natural hazards in Western Australia. The NDRR is funded by the Australian Government via the National Partnership Agreement on Disaster Risk Reduction. In Western Australia the State Emergency Management Committee (SEMC) coordinates the distribution of this funding via the NDRR. The Department of Fire and Emergency Services (DFES) administers the NDRR on behalf of the SEMC.



The 2022-23 round of the All-West Australians Reducing Emergencies (AWARE) grant program is in the final stages of approval.

The SEMC endorsed a two-year schedule for both grant programs:

| Year | 2023-24 | 2024-25 | |
|-------------------------------------|---------------------------------|-------------------------------|---------------------------------|
| Program | AWARE | NDRR | AWARE |
| Round Open | 16 August 2023 | 25 April 2024 | 16 August 2024 |
| Round Close | 20 September 2023 | 29 May 2024 | 20 September 2024 |
| Assessment Anticipated announcement | 24 October 2023 January 2024 | 3 July 2024 September 2024 | 25 October 2024 January 2025 |

Further information on the NDRR and AWARE grant programs is available at <https://www.wa.gov.au/organisation/state-emergency-management-committee/apply-grant-the-all-west-australians-reducing-emergencies-aware-program>

Please contact semc.grants@dfes.wa.gov.au for further information on the grant programs.

Animal Welfare Grants – WALGA and DPIRD

A new grant scheme has opened to assist Local Governments across Western Australia to support animal welfare activity during emergency events. The grant will enable staff to participate in a workshop aimed at improving preparedness and response capacity to emergencies that impact animal welfare. Training will be held at the Muresk Institute.

Training dates for 2023 are:

- June 7-9
- June 14-16
- August 9-11
- August 16-18

Information on how to apply, including links to the application form for the grant can be found on WALGAs website. For more information, contact sawec@dpiird.wa.gov.au

NATIONAL NEWS

Australian Disaster Resilience Conference 2023

The Australian Disaster Resilience Conference will be held in Brisbane, Qld from 23 – 24 August 2023. The theme is 'Resilience Reimagined' and calls for abstracts are now open.

The 2023 Australian Disaster Resilience Conference will explore what is possible by coming together to reimagine resilience. The conference will prioritise creative and collaborative approaches being taken across our country and enable us to hear from fresh voices that propose new, innovative ways to foster the disaster resilience our nation needs to thrive in the complex future we know is ahead of us.

[2023 Australian Disaster Resilience Conference](#)



AFAC Conference 2023

The Australian Fire Authorities Council Conference will be hosted concurrently with the Australian Disaster Resilience Conference in Brisbane, Qld from 22 – 25 August 2023. The theme is 'Creating a sustainable future: the challenges and opportunities' and calls for abstracts are now open.

[AFAC23 powered by INTERSCHUTZ](https://afacconference.com.au) | Conferences (afacconference.com.au)

2023 SEMC MEETING SCHEDULE

- 2 August 2023
- 4 October 2023
- 6 December 2023

5.10 State Emergency Services

SES volunteers have been active in providing assistance in the north of WA with the floods and at the State Operations entre behind the scenes of a major incident.

With the recent weather, volunteers have been assisting other local government areas.

The Unit has had some recruitment success with the Variable Message Board messaging with 7 new members joining.

Participated in a regional exercise with the ICV.

5.11 Mundijong Police

Acting OIC Mundijong Police acknowledged the good coordination for the Whitby Fire. Currently seeking information on the cause of the fire using the Variable Message Board.

5.12 Chief Bush Fire Control Officer

Prevention

- Last round of MAF completed with acquittal being finalised, re allocated 60k of unspent funds towards verge mitigation works in serpentine.
- MAF application of +800k has been submitted for the next round.
- Brigades have been kept very busy undertaking mitigation burns across the LG with a key focus on mitigation burns on road verges.
- Brigades from across the SE region undertook a prescribed burn on Southwest Highway for Main Roads. Ongoing negotiations regarding reducing high fuel loads near extreme risk rated assets resulted in MRWA agreeing to trial prescribed burning as a method to reduce fuels on high fuel highway parcels.
- Recruits on the current DFES fire school recently took part on a prescribed burn in the shire, this is a great initiative, thanks to the BCOE staff for the planning behind this.



- Restricted burning period opened on 1 April 2023 due to early rains in the area.
- Unrestricted season also brought forward by 14 days and commenced 18/05/2023

Preparedness

- Recruitment for new firefighters has recently concluded with the members now undertaking training. We have picked up approximately 30 new members.
- Local training calendar has again been developed with 19 courses being scheduled between May and October.
- DFES have announced the location for the next CFRS will be in Byford, the station will be crewed 24/7 and expected to be in service by Summer 2024. Brigade leadership have been briefed in regard to the impacts this will have on existing response arrangements.

Response

- Crews from the Shire have been kept busy responding to local, metro and state-wide incidents during the reporting period. All incidents in SJ remained LV1 however a few did reach 4th Alarm and required a multi shift response.

| Dates: 01/07/2022 to 29/05/2023 | | 2022/2023 | |
|---------------------------------|-----|-----------|--|
| BYFORD BFB | | | |
| False Alarm - System Initiated | 21 | | |
| False Call - Good Intent | 34 | | |
| False Call - Malicious | 1 | | |
| Fire - Bushfire (lge) | 13 | | |
| Fire - Bushfire (sml) | 33 | | |
| Fire - Other/Rubbish/Vehicle | 20 | | |
| Fire - Structure | 3 | | |
| Hazardous Situation | 3 | | |
| Road Crash & Rescue | 1 | | |
| Total: | 129 | | |
| Dates: 01/07/2022 to 29/05/2023 | | 2022/2023 | |
| EMERGENCY SUPPORT BFB | | | |
| Fire - Bushfire (lge) | | 5 | |
| Fire - Other/Rubbish/Vehicle | | 1 | |
| Total: | | 6 | |
| Dates: 01/07/2022 to 29/05/2023 | | 2022/2023 | |
| MUNDIJONG BFB | | | |
| EVENT - Not an Incident | 1 | | |
| False Alarm - System Initiated | 1 | | |
| False Call - Good Intent | 28 | | |
| Fire - Bushfire (lge) | 19 | | |
| Fire - Bushfire (sml) | 35 | | |
| Fire - Other/Rubbish/Vehicle | 11 | | |
| Fire - Structure | 2 | | |
| Hazardous Situation | 3 | | |
| Road Crash & Rescue | 1 | | |
| Total: | 101 | | |
| Dates: 01/07/2022 to 29/05/2023 | | 2022/2023 | |
| JARRAHDAL BFB | | | |
| Called Off - No Attendance | | 1 | |
| False Call - Good Intent | | 10 | |
| Fire - Bushfire (lge) | | 13 | |
| Fire - Bushfire (sml) | | 17 | |
| Fire - Other/Rubbish/Vehicle | | 4 | |
| Hazardous Situation | | 2 | |
| Total: | | 47 | |



| Dates: 01/07/2022 to 29/05/2023 | 2022/2023 | Dates: 01/07/2022 to 29/05/2023 | 2022/2023 |
|---------------------------------|------------|---------------------------------|-----------|
| SERPENTINE BFB | | KEYSBROOK BFB | |
| False Call - Good Intent | 9 | False Call - Good Intent | 1 |
| Fire - Bushfire (lge) | 14 | Fire - Bushfire (lge) | 9 |
| Fire - Bushfire (sml) | 17 | Fire - Bushfire (sml) | 8 |
| Fire - Other/Rubbish/Vehicle | 1 | Total: | 18 |
| Not Reported | 1 | | |
| Road Crash & Rescue | 1 | | |
| Total: | 43 | | |
| OAKFORD BFB | | | |
| Called Off - No Attendance | 1 | | |
| EVENT - Not an Incident | 1 | | |
| False Call - Good Intent | 27 | | |
| Fire - Bushfire (lge) | 22 | | |
| Fire - Bushfire (sml) | 32 | | |
| Fire - Other/Rubbish/Vehicle | 12 | | |
| Fire - Structure | 4 | | |
| Hazardous Situation | 1 | | |
| Road Crash & Rescue | 1 | | |
| Total: | 101 | | |

5.13 Sports Aircraft Builders Club Inc

It has been quiet out at the airfield. Currently preparing for the 50th year celebration with an open day on 29 October 2023.

DFES DO thanked the airfield for hosting the black hawk helicopters for this past fire season.

The SES search and rescue dogs recently undertook helicopter familiarity training at the airfield.

6. General Business

7. Next meeting:

| | |
|---|-------------------|
| Shire of Serpentine Jarrahdale Civic Chambers | 12 September 2023 |
| 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 3.30pm.