



Shire of
Serpentine
Jarrahdale

Bush Fire Advisory Committee Meeting

Minutes

**Thursday, 10 April 2025
7pm**

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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Minutes of the Bush Fire Advisory Committee Meeting held in the Civic Centre, 6 Paterson Street, Mundijong, on Thursday, 10 April 2025.

The Chairperson declared the meeting open at 7:03pm.

Minutes

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

Attendances

Voting Delegates

Nathan Carrall (Chairperson)	Captain, Emergency Support BFB
Chris Burgess (Deputy Chairperson)	Captain, Keysbrook BFB
Cr Shaye Mack	Council Delegate
Cr Nathan Bishop	Council Delegate
Sarah Davis	Captain, Jarrahdale BFB
Emma Chapman	Captain, Serpentine BFB
Rhett Hislop	Captain, Oakford BFB
Nathan Houweling	Captain, Mundijong BFB
Aaron Little	1st Lieutenant, Byford BFB (arrived 7:20pm)

Non-Voting Delegates

Brian Oliver	Director Community Engagement
Jason White	Deputy Chief Bush Fire Control Officer
Ken Elliott	Deputy Chief Bush Fire Control Officer
Matt Cheang-Clarke	Coordinator Emergency Services
Paul Postma	District Officer South East, Department of Fire and Emergency Services

Apologies

Siobhan Bishop	Chief Bush Fire Control Officer
Brodie Selby	District Fire Coordinator, Department of Biodiversity, Conservation and Attractions
Chris Marsh	Captain, Byford BFB
Melissa Lechleitner	Minute Taker



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

Nil.

3. Minutes of Previous Meeting:

3.1 Bush Fire Advisory Committee Meeting – 21 November 2024

The minutes of the Bush Fire Advisory Committee Meeting held on 21 November 2024 were distributed by email on 29 November 2024 – **attachment 1**.

3.1/4/25

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: Chris Burgess; Seconded: Rhett Hislop

That the Minutes of the Bush Fire Advisory Committee Meeting held on 21 November 2024 be confirmed.

CARRIED UNANIMOUSLY

3.2 Serpentine Jarrahdale / CFRS Integration Working Group – 17 December 2024

The minutes of the Serpentine Jarrahdale / CFRS Integration Working Group Meeting held on 17 December 2024 were distributed by email on 14 January 2025 – **attachment 1**.

3.2/4/25

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: Nathan Houweling; Seconded: Rhett Hislop

That the Minutes of the Serpentine Jarrahdale / CFRS Integration Working Group Meeting held on 17 December 2024 be received.

CARRIED UNANIMOUSLY

3.2.1 Resolution Received: BFAC to discuss CFRS representation

The working group resolved to recommend that BFAC discuss whether DFES District Officer Hills should be invited to future BFAC meetings to represent CFRS.

Recommendation:

That BFAC considers the invitation of DFES DO Hills to future BFAC meetings.

Discussion:

The Committee discussed the proposal, with Paul Postma noting that he is the designated DFES representative to the Shire of Serpentine Jarrahdale BFAC. Paul advised that no additional DFES representatives would be formally directed to attend these meetings under the current arrangement.



It was acknowledged that inviting additional representatives, such as DFES DO Hills, would require either an amendment to the BFAC Terms of Reference to include CFRS representation, or an ad hoc invitation extended on a discretionary basis, outside the formal membership structure.

Outcome:

No formal resolution was made at this time. Matt Cheang-Clarke undertook to clarify the process for extending such invitations and will circulate this information to the Committee.

3.3 Serpentine Jarrahdale / CFRS Integration Working Group – 18 March 2025

The minutes of the Serpentine Jarrahdale / CFRS Integration Working Group Meeting held on 18 March 2025 were distributed by email on 24 March 2025 – **attachment 1**.

3.3/4/25

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: Nathan Houweling; Seconded: Rhett Hislop

That the Minutes of the Serpentine Jarrahdale / CFRS Integration Working Group Meeting held on 18 March 2025 be received.

CARRIED UNANIMOUSLY

4. Standing Items:

4.1 Business arising from previous meeting:

Item	Status
OCM356/12/24 – extract 3. REQUEST the Chief Executive Officer to present the following items to the next Audit, Risk and Governance Committee Meeting and the next Bush Fire Advisory Committee Meeting: i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025; ii. A proposed timeline and scope for the review of the Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021; iii. A summary of compliance by volunteer brigade members who have signed the Shire's Code of Conduct as a Shire volunteer.	Presented as Shire Report 5.1



5. Shire Reports:

5.1 Shire of Serpentine Jarrahdale Bush Fire Service - Brigade Operating Procedures Review

Shire of Serpentine Jarrahdale Bush Fire Service - Brigade Operating Procedures Review	
Responsible Officer:	Coordinator Emergency Services
Senior Officer:	Director Community Engagement
Disclosure of Officer's Interest:	No Officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the <i>Local Government Act 1995</i> .

Authority / Discretion

Information	For the Council / Committee to note.
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Report Purpose

The purpose of this report is for the Committee to note:

1. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service - Brigade Operating Procedures (BOP) to be reviewed in 2025.
2. The proposed timeline and scope for the review of the *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*.
3. A summary of current compliance by volunteer brigade members who have signed the Shire's Volunteer Code of Conduct.
4. The process and timeline for action in regard for volunteer brigade members who do not sign acknowledgement of the Shire's BOP and Code of Conduct.

Relevant Previous Decisions of Council

Ordinary Council Meeting – 9 December 2024 - OCM345/12/24 - COUNCIL RESOLUTION - extract

That Council:

4. *ADOPTS Audit, Risk and Governance Committee Resolution ARG12/11/24 and*
 1. *NOTES that a review of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures has been undertaken and will be issued to volunteer brigade members by 30 November 2024.*
 2. *NOTES that following the issuing of the revised Brigade Operating Procedures, all volunteer brigade members will be required to sign*



acknowledgement of the Shire's Code of Conduct as a Shire volunteer.

3. *RECOMMEND that Council request the Chief Executive Officer to present the following items to the February 2025 Audit, Risk and Governance Committee Meeting:*

i. The proposed sections of the Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures to be reviewed in 2025;

ii. A proposed timeline and scope for the review of the Serpentine Jarrahdale Bush Fire Brigade Local Law 2021;

iii. A summary of compliance by volunteer brigade members who have signed the Shire's Code of Conduct as a Shire volunteer.

Background

Brigade Operating Procedures and Shire Code of Conduct

The Shire of Serpentine Jarrahdale Bush Fire Service – Brigade Operating Procedures (BOP) is established under the *Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021* (the Local Law) and outlines the working structure of the Bush Fire brigades.

The Shire's review of the BOP in 2023 and 2024 identified:

1. Sections of the BOP for future review and improvement, and,
2. The requirement for the Local Law to be reviewed to accommodate future improvements to the BOP without introducing inconsistencies between the two documents.

The Shire issued the revised BOP to brigade members in on 28 November 2024 and required that members sign acknowledgement of the Shire BOP and Code of Conduct by no later than 28 February 2025.

Community / Stakeholder Consultation

Policy Concept Forum

Nil.

Volunteer Brigade Members

Between December 2024 February 2025, Shire officers conducted information sessions on the revised BOP and Volunteer Code of Conduct with six out of seven of the Shire's volunteer Bush Fire Brigades. A final information session is scheduled for 20 February 2025.

Statutory Environment

- *Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021*
- *Bush Fires Act 1954*
- *Bush Fire Regulations 1954*



- *Fire Brigades Act 1942*
- *Emergency Management Act 2005*
- *Local Government Act 1995*
- *Work Health and Safety Act 2020*
- *Work Health and Safety Regulations 2022*
- *Equal Opportunities Act 1984*

Comment

Review of Brigade Operating Procedures

The following sections of the Brigade Operating Procedures will be reviewed in 2025:

Section 9 – Cadets

Section 14.4 – Fitness for Work, and

Section 14.5 – Alcohol and other drugs

Local Law Review Scope and Timeline

Following last year's review of the BOP, officers have identified the need for review of the Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021 to ensure that the Local Law aligns with contemporary brigade management practices and allows for future improvements to the Brigade Operating Procedures.

The scope and timeline of the Local Law review will include:

- Preparation: Identify changes, track amendments.
- Notice of Proposed Law: Seek Council endorsement, outline purpose/effect.
- Local Public Notice: Advertise for 6 weeks, advise Department of Local Government.
- Making the Local Law: Consider submissions, adopt by absolute majority if changes are minor.
- Sign and Seal: Formalise adoption, record via memo.
- Government Gazette: Publish; law effective in 14 days, notify the public.
- Joint Standing Committee: Submit explanatory memorandum within 10 days of gazettal.

Volunteer Brigade Member Compliance

The Shire wrote to all brigade members on 28 November 2024 advising that they are required to acknowledge the revised BOP and Code of Conduct by 28 February 2025. Members were advised that non-compliance will result in the members suspension, and ultimately termination from the brigade.



Based on feedback received from brigade members, the application of the Shire's Code of Conduct to the Shire's volunteers was reviewed in January 2025, and a revised "Volunteer Code of Conduct" issued to all members on 29 January 2025.

Following the release of the BOP and Code of Conduct, and the follow-up information sessions, the Shire has received a steady influx of acknowledgement forms with the following table detailing compliance as of 31 March 2025:

Brigade	Compliance
Byford Bush Fire Brigade	95%
Jarrahdale Bush Fire Brigade	100%
Keysbrook Bush Fire Brigade	60%
Mundijong Bush Fire Brigade	100%
Oakford Bush Fire Brigade	100%
Serpentine Bush Fire Brigade	100%
Serpentine Jarrahdale Emergency Support Bush Fire Brigade	100%
Total Compliance:	98%

Officers are supporting brigade captains through the process of managing members who have not signed on to the Code of Conduct and Brigade Operating Procedures.

Brigade Members Out of Compliance

Acknowledgement of the Brigade Operating Procedures and Code of Conduct is a requirement for all brigade members. Brigade members who did not complete and return the required acknowledgment form by 28 February 2025 are being managed through the following process:

1. The volunteer's membership to the brigade have been suspended. During this suspension:
 - a. The volunteer will not be permitted to participate in any brigade activities, including responding to fires or incidents, and training/maintenance sessions.
 - b. The volunteer may only attend Shire facilities (including fire stations) as a visitor, not in an official brigade capacity.
2. Officers and brigade leadership will engage with the volunteer to complete and return the acknowledgment form, following which the volunteer's membership to the brigade will be reinstated and they will be permitted to resume participating in brigade activities.
3. Should the volunteer not return an acknowledgment form by 30 May 2025, the volunteer's membership to the brigade will be terminated.



Options

Option 1

That the Bush Fire Advisory Committee NOTES the officers update in regard to the Review of Brigade Operating Procedures, Local Law Review Scope and Timeline, Volunteer Brigade Member Compliance, and the suspension and termination of members not in compliance.

Option 2

That the Bush Fire Advisory Committee DOES NOT NOTE the officers update in regard to the Review of Brigade Operating Procedures, Local Law Review Scope and Timeline, Volunteer Brigade Member Compliance, and the suspension and termination of members not in compliance.

Option 1 is recommended.

Conclusion

The 2025 review of sections within the Brigade Operating Procedures, alongside the formal review of the Serpentine-Jarrahdale Bush Fire Brigade Local Law 2021, will ensure consistent and contemporary management of the Shire's volunteer Bush Fire Brigades.

Brigade captains have worked collaboratively with the Shire to ensure that over 95% of brigade members have signed on to the Brigade Operating Procedures and Volunteer Code of Conduct.

These actions collectively support stronger governance, operational clarity, and volunteer engagement within the Shire's Bush Fire Service.

Attachments (available under separate cover)

Nil.

Alignment with our Council Plan 2023-2033

Thriving
4. Ensure sustainable and optimal use of Shire resources and finances

Financial Implications

Nil.



Risk Implications

Risk has been assessed on the Officer Options:

Officer Option	Risk Description	Controls	Principal Consequence Category	Risk Assessment			Risk Mitigation Strategies (to further lower the risk rating if required)
				Likelihood	Consequence	Risk Rating	
1	There are no significant risks associated with this option.						
2	Potential negative public perception if the Committee does not note the updates regarding the Brigade Operating Procedures, Local Law Review, and compliance.	Engagement with relevant internal subject matter experts and Brigade captains as part of the document review.	Reputation	Possible	Minor	MODERATE	

Voting Requirements: Simple Majority

5.1/4/25

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: Cr Nathan Bishop; Seconded: Nathan Houweling

That the Bush Fire Advisory Committee NOTES the officers update in regard to the Review of Brigade Operating Procedures, Local Law Review Scope and Timeline, Volunteer Brigade Member Compliance, and the suspension and termination of members not in compliance.

CARRIED UNANIMOUSLY



6. Agency and Brigade Reports:

6.1 Chief Bush Fire Control Officer

Prevention

Permits were restricted early instead of bringing the Prohibited burning period forward a week.

The Keetch-Byram Drought Index (KBDI) on 14 March was between 150-200 which is associated with drought and extreme fire behaviour, due to this, the Soil Dryness Index and the forecast weather conditions the Prohibited burning period for the Shire of Serpentine Jarrahdale has been extended to 14 April, this will be reviewed again on the 7th April. The City of Cockburn, the City of Kwinana, Shire of Murray and City of Armadale, have also extended to 14 April 2025.

The BOP was finalised in December, presentations to all Brigades on the changes to the BOP were delivered between December and February.

Preparedness

Cardup Career Fire and Rescue came online on 1 February 2025, the brigades have attended a number of incidents with Cardup within the Shire, I have received positive feedback on the interactions between the Shire's Brigades and Cardup from both the Shire's Volunteers and the Station officers. I met with SO Mullin's regarding opportunities for the Brigades to train with Cardup, SO Mullins is going to facilitate this after High Threat Period but is looking forward to these training sessions.

As of 6 March 2025 the Shire has 250 Registered Volunteers consisting of 200 Active Operational Fire Fighters, 26 Support Volunteers, one leave of absence and 23 Cadets. Three members who were on a leave of absence since the last report has since subsequently resigned. These numbers do not reflect the Brigades current round of recruitment.

Draft training calendar developed, due to be finalised this week, just confirming trainers for the courses.

Weather dependent with DFES, we will be undertaking a hazard reduction burn on Scrivner road this Autumn

Response

We have had a relatively mild fire season in South Metro compared to our colleagues in the north. Whilst we have had a mild fire season, as of 6 March 2025 there have been seven large bushfires within the Shire compared to 14 in the 23/24 fire season, 68 small bushfires compared to 57 in the 23/24 fire season, and other/rubbish/vehicle fire in the Shire compared to 25 in the 23/24 fire season, noting that these numbers are to date data compares to the 12 month data from the previous fire season. The brigades have attended a number of large Bush Fires outside of the Shire either for single shifts or multiple day deployments.



6.2 Byford Bush Fire Brigade

Membership

Total Membership is currently at 55. Active members, 26, of which 16 are very active. Probationary 15, Cadets 6, Auxiliary 5, New members 3.

With tracking training attendance of members, we have a further 6 members, 3 of whom are on probation, which are likely to be taken off the books. We are also likely to lose another 3 members due to moving out of the area.

We had 15 on our waiting list to join, including from the recent social media recruitment drive. Out of the 15, we had 3 join. We will place another post on Facebook to recruit and bolster our active membership numbers. It would be great to get assistance from the Shire in promoting our recruitment and advocating/promoting that Byford station will continue to stay open and encourage our community to join and volunteer.

Byford is committed to improving its active membership numbers to allow appliances to roll out the door every time a page comes through.

Byford is encouraging members to apply for courses early to make sure members can upskill themselves so the brigade can maintain BGU capabilities as well as get newbies and probationary members through basic courses so they can begin to turn out and gain experience. We have already seen several courses applied for across members.

Members have contributed the below man hours since the start of the financial year.

Month	Total Man hours
July	270
August	280
September	450
October	346
November	404
December	539
January	643
February	410
March	375

Training

There has been a less than stable training environment this FY with the training officer standing down before being back filled by Jason Maddern after a long period of commitment from the officer's group to stand in. Byford is still eager for the opportunity to train with Cardup regularly and get to know the crews and build a solid working relationship.



Byford is interested in inter-brigade training sessions in the off season and would be a great opportunity to focus on SJ resources to work together on pump and roll for grass fires in the Shire.

Equipment

The VFR process is working well and is being seen to in a timely manner. There are some concerns on a few issues currently.

- The air leak on the 3.4 after numerous attempts on fixing it is still an issue and requires the vehicle to build up air before it can leave the station every time
- The door seal on the 3.4 passenger front door – this is going to be looked at during the annual service. With the door slightly bent/warped, this allows air, smoke and heat inside the cab reducing the effectiveness as a place of refuge should it be required.

Facility

The upgrades for Byford Station have not seen any further updates. The members of Byford would appreciate a formal update, along with the actual quotes received for the build, to ensure complete transparency. Additionally, there is a need for clarification on the steps being taken to address the funding gap for the station upgrade. As each year passes, the cost continues to rise, which further diminishes the likelihood of Byford receiving a facility that meets the minimum standards. This delay also hampers the closure of the WHS audit actions required by the Shire.

Byford would also like clarification on how the \$50,000 pledge from Huge Grant will be allocated and the process by which this allocation will be determined.

Byford station is still being inundated with leaves and sticks from the 2 big trees on the property that members are left to clean up and dispose of with brigade funds. Countless large limbs have broken off over the years, narrowly missing the station and members vehicles. These trees have also caused damage to the neighbor's property and fence in previous times. Despite many attempts to have these trees removed, they have gone unsuccessful. This also creates a fire hazard for the station. Another CRM has been created for this.



6.3 Emergency Support Bush Fire Brigade

Membership

The current brigade membership stands as follows:

Sole Brigade Members: 13

Dual Brigade Members: 5

Leave of Absence Members: 0

Total: 18 Members

The Brigade is actively attempting to recruit new members with the assistance of the shire.

Limited success is being experienced to date.

Safety

The Brigade is happy to report there were NIL safety matters or incidents to report since the last BFAC meeting of November 2024.

Operational Response

Since the last BFAC report the brigade has been mobilised to 8 incidents being a reduction compared to the same time last year.

Bushfire Mitigation

The Brigade has not participated in any mitigation activities.

Training

All training for the Brigade has been at Brigade Level. We have been focusing on IMT Structures and Aims principals plus also continuing with operational matters specifically Radios, T Cards, Battle Boards and Scribing to ensure our skills are continually improved and refined.

Equipment and Facilities

The Brigades equipment and facilities remain in good working order. Any damaged or maintenance items that have arisen have been repaired or currently have an active VFR in place for repairs.

The ICV has had a complete IT upgrade, this involved various stages to complete and involved upgrades to hardware and software within the vehicle.

The previously reported business case presented to the Shire for consideration of the purchase of a support vehicle for the Brigade remains under consideration by the Shire with options being developed to fulfill this proposal. The brigade is patiently waiting for an outcome on this proposal which is expected at the end of the Shires current budget review period.



6.4 Jarrahdale Bush Fire Brigade

Membership

Currently membership sits around 48 registered of that 29 are active fire fighters, and the rest are auxiliary and cadets.

Cadets will be run again this winter starting in May, hoping to have at least 15 cadets again this, with 3 cadets coming up to senior ranks this year also.

Our new recruits from last winter have been active this summer turning out and helping where needed, they are all very keen to get out on a truck.

Safety

No safety issues to report.

Operational Response

Jarrahdale has assisted and been primary at approx. 30 incidents since November 2024

Including several out of shire and large complex fire attendances.

Bush Fire Mitigation Works

NO mitigation works over summer and planning has started for winter/spring burns.

Training

Training is continuing weekly. With good numbers each week. Members will be continuing to up skill over this winter with shire training courses or ones offered by DFES.

Equipment and Facilities

Station is in good condition. Thanks to the shire for actioning and resolving quickly any facility fault works.

All appliances are in working order. Any repairs or faults are being dealt with very quickly by ESD.

Currently going over vehicles for any further issues to be reported and dealt with when offline for servicing in the coming months.



6.5 Keysbrook Bush Fire Brigade

Membership and administration

The brigade currently has 19 registered members on its membership list.

Safety

No significant safety issues to report.

Operational Response

Continue to respond to incidents when members are available.

Since the November 2024 BFAC meeting, Keysbrook VBFB has attended 10 incidents. This has consisted of 1 primary call out and 9 support call outs.

During the off-season would like to review BEEP arrangements along southern boundary with North Dandalup / Shire of Murray.

Bushfire Mitigation Activities

No mitigation works have been completed since the November 2024 BFAC meeting.

Training

Monthly training sessions are continuing with approx. 4-6 members attending each session. Current focus has been on hose drills.

Looking to do some combined training with other BFB during the off season.

One member enrolled to undertake Level 1 Incident Controller course in April.

Equipment and Facilities

Members continue to develop their familiarisation with the 2.4B appliance.

Received a bushfire community grant from Alcoa, which will be used to enhance brigade equipment.



6.6 Mundijong Bush Fire Brigade

This report provides the Shire of Serpentine Jarrahdale Bushfire Advisory Committee with an overview of the activities and developments related to the Mundijong Volunteer Bushfire Brigade from November 2024 to April 2025. It outlines membership updates, operational performance, bushfire mitigation efforts, training, and equipment status.

Membership

Leadership Group:

- Captain: Nathan Houweling
- Lieutenants: Chris Jones and Leith White
- FCO: Stephen Chadwick

Membership:

- Total Members: 33
- Active Members: 30
- Auxiliary Members: 2
- Probationary Members: 1

The brigade has maintained healthy membership numbers, with a steady flow of new members joining. This continued growth ensures sustained operational capacity and a strong volunteer base.

Safety

No significant safety concerns have been identified during the reporting period.

Operational Response

- The 2024–25 fire season has been quieter compared to the previous year, with fewer large-scale incidents across the Shire.
- Despite this, Mundijong Brigade has continued to demonstrate a strong operational presence, responding to incidents both within and outside the Shire.
- The return of the 12.2 appliance has been a significant asset, enhancing the brigade's firefighting capability and boosting response capacity.
- Routine vehicle and equipment maintenance is undertaken regularly, with issues logged and addressed via the OneComm system. While most concerns have been resolved in a timely manner, there have been some delays to ensure appliances remain operational.
- The transition to working with the new Cardup Career Fire Station has been smooth. The brigade has appreciated the collaborative approach at incidents and is optimistic about strengthening this partnership further.

Bushfire Mitigation Activities & Community Engagement

- Due to the active fire season, all mitigation burns were placed on hold.
- Community engagement has continued through participation in Shire-led initiatives, including the community BBQ series.
- Several additional engagement events are planned in the coming months

Training



- Bi-monthly training sessions on Tuesday evenings continue to attract strong attendance.
- Training has covered a wide range of operational and safety skills, ensuring all members remain capable and confident.
- There is strong interest in joint training opportunities with Cardup crews, and the brigade looks forward to initiating these sessions once readiness from Cardup is confirmed via the Working Group.
- With the ongoing growth of the brigade, there will be a renewed focus on split training to better support the development of both new and experienced members.

Equipment and Facilities

- Monthly maintenance evenings are held to ensure all equipment and facilities remain in excellent working condition.
- Brigade facilities currently meet operational needs, although ongoing growth will likely require additional PPE storage in the near future.
- The brigade is working collaboratively with ESB and SES to improve coordination of maintenance procedures.
- The Shire has been proactive and supportive in resolving facility-related issues, contributing to operational efficiency.

Conclusion

The Mundijong Volunteer Bushfire Brigade has continued to operate effectively throughout the 2024–25 season. With consistent membership, a positive team environment, a strong training program, and reliable operational performance, the brigade remains well-prepared to meet the needs of the community. The ongoing support from the Shire and positive collaboration with other brigades and the new Cardup station are appreciated and contribute to the brigade's ongoing development.



6.7 Oakford Bush Fire Brigade

Safety

There are no safety issues to report.

Membership

Current membership sits at 37, but we've just completed our recruitment drive, holding two information sessions resulting in 27 new member applications, and receiving a further 9 expressions of interest in the last week.

Operational Response

Following the 23/24 season, during which we experienced crew shortages due to member departures and other circumstances, we were able to crew every incident and shift we were tasked with this past season. With a strong emphasis on restoring our previous operational capability, our average turnout time has reduced to 10 minutes despite the increased roadworks around Oakford, and crew numbers have improved.

Our experience working alongside Cardup FRS at recent incidents has been overwhelmingly positive and members have shared excellent feedback, highlighting the professionalism and collaborative approach demonstrated by Cardup.

Training

Training continues on three Tuesday evenings each month, with the first Tuesday reserved for our monthly meeting, and attendance averaging 25 members. To support ongoing development, we've established an online training platform where members can access our training programs, tailored from a variety of sources, including eAcademy. These training programs provide a detailed overview of setup, delivery, and pack-up of training scenarios, and this approach reduces reliance on training officers and empowers other members to lead training sessions, supporting the development of leadership and trainer skills.

Equipment and Facilities

Appliances and equipment continue to be well maintained by the Equipment Officer, with support from other members. However, as the fleet ages, we're beginning to see an increase in mechanical issues, with the light tanker scheduled to be added to the replacement program next year, followed by the 3.4 the year after.



6.8 Serpentine Bush Fire Brigade

Membership

Lieutenants: Trevor Starceвич
Alex Hatch
Calan Dumbrell

Senior Firefighters: 14

Firefighters: 11

Probationary members: 4

New Members: 3

Auxiliary: 3

Total: 29

Training

All brigade members attend regular training sessions:

Topics include:

Radios, comms, hoses, First Aid, hand tools, Team Building, 4wd training, Static Water source, basic skills, RUI, safety on the fire ground, team building exercises, structural fire theory, EV fires.

Three new members are working through their Induction.

Safety

Nil safety issues that have impacted Serpentine BFB members.

Senior members from the Brigade have noted PPE not being worn correctly at incidents by others, as per requirements of the BOP.

Recently a Brigade drove away from a static water source with the collector hose still attached to the appliance. This then dragged the Aux. Pump and hoses approx. 300m into the fire ground. A Near Miss Incident Report has been lodged.

Operational Response

Serpentine BFB received the new 3.4 appliance which has been online since February. All members have been signed off to Operate and 9 members to drive.

Lt and 3.4 have both been operational over the HTP.

Mitigation activities

Nil

Equipment and Facilities

New 3.4

Brigade funded Kitchen renovation to be completed by July 2025.



6.9 Coordinator Emergency Services

Thank you to all brigades for continuing to work with us as we improve our systems and processes, I sincerely appreciate it and hope that the improvements are felt on your end as well.

LGGS, Budget and Equipment

Thank you to brigades who submitted requests for LGGS Line 9 Items. Eligible items have been submitted to DFES, items that do not meet the criteria will be considered for direct purchase pending available budget closer to the end of the financial year.

We are working with several metro LGAs to progress Local Government Grant Scheme “Request for Eligibility of Item - Form 11”, requesting that a dress uniform be made eligible for BFBs under LGGS.

Our improved processes have resulted in significant reductions in lead times for PPC and equipment. We are now looking to improve our offerings and make sure that we are getting the best possible equipment for our firefighters and will be seeking feedback on several categories over the low threat period.

Brigade captains and equipment officers should note that in accordance with s.4.4(2)(i) of the Serpentine-Jarrahdale Bush Fire Brigades Local Law 2021, brigades are to report on equipment and PPC by no later than 30 August each year. Templates will be provided to make gathering this information as easy as possible.

OneComm Requests

It has been great to see brigades settle in to using OneComm. Statistics from November 24 to March 2025:

	<i>Requests Entered</i>	<i>Requests Actioned</i>	<i>Requests Outstanding</i>
<i>PPE Requests</i>	92	55	7
<i>Vehicle Fault Reports</i>	86	75	11
<i>Station Facility Requests</i>	57	54	3

Mitigation

The team has been busy with Section 33 compliance inspections, issuing 181 work orders and 27 infringements across the shire. The team has focused on education prior and throughout the enforcement period which has resulted in a higher compliance rate in comparison to last year.

The mitigation team is managing the welfare of 27 sheep, which to date have been used to reduce fuels across five Shire properties, including Kooribinjal Brook Reserve. The introduction of sheep to the Kooribinjal Brook Reserve drew positive responses from the community and saw fine fuels reduced greatly.

Further mapping of shire tracks has been conducted over the summer period,



with this to be uploaded to FireMapper in the coming weeks. During these surveys the team identified further works needing action including tree canopy uplifts and water erosion control.

Serpentine Jarrahdale Bush Fire Service Volunteer Survey 2025

The Shire's Corporate Business Plan requires a Volunteer Bush Fire Brigade survey to be conducted. The Serpentine Jarrahdale Bush Fire Service Volunteer Survey 2025 is being conducted between 3 April and 17 April 2025.

This survey aims to better understand the needs and experiences of our volunteer firefighters across the Shire's seven Bush Fire Brigades, ensuring the Shire provides effective support and allocation of resources. The Emergency Services Department will be working with Brigade captains to promote the survey to their members.

The survey results will be compiled and reported to the Council via the Bush Fire Advisory Committee.

6.10 Department of Fire and Emergency Services

The 2024/25 Southern Bushfire Season has been significantly less eventful in the South East Metro Region. The DFES SE Metro Region would like to take this opportunity to pass on our thanks for the Shire of Serpentine Jarrahdale brigade's support in out of area incidents. Attached is the incident turn out since July 2022.

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

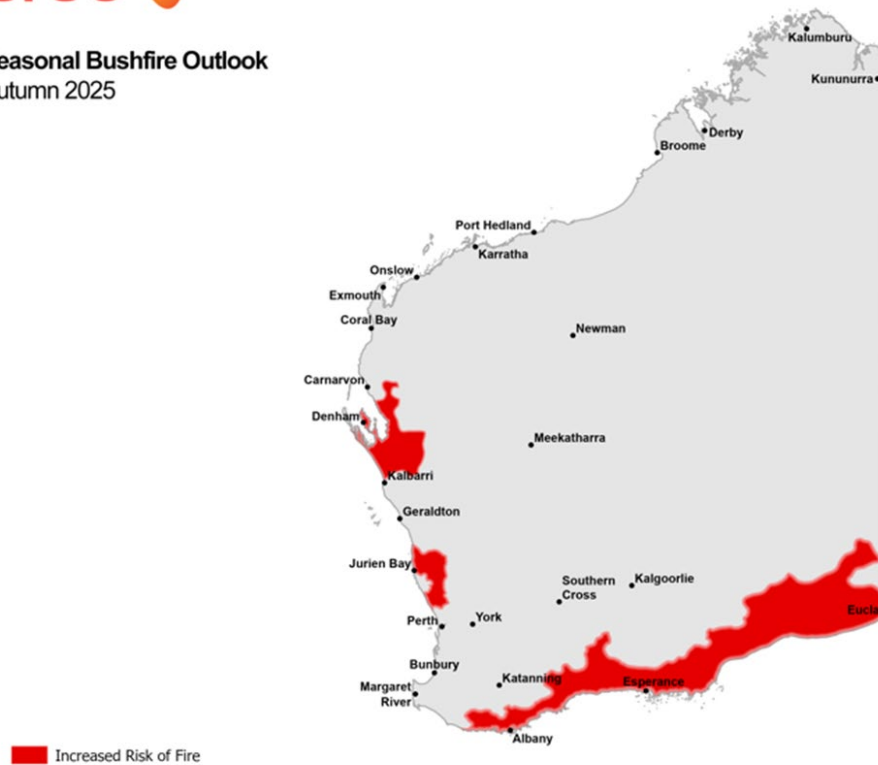
The Seasonal Bushfire Outlook for autumn 2025 identifies a heightened risk of fire for patchy areas between Perth and Carnarvon in WA.

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.

Moisture stress has increased fire risk in the southeastern part of Southwest Land Division, Lesueur Sandplains, and northern Swan Coastal Plain Bioregions.



Seasonal Bushfire Outlook
Autumn 2025





Government of Western Australia
Department of Fire & Emergency Services



Incident Turnout Report

No. of Incidents

This report shows the number of Incidents turned out to in any capacity.

It does not count multiple turnouts to the same Incident.

HAZMAT incidents are included, but not displayed.

Note: Bushfire (lge) is a fire greater than 1 hectare

Dates: 01/07/2022 to 10/04/2025

	2022/2023	2023/2024	2024/2025	Total
BYFORD BFB				
Called Off - No Attendance	0	2	2	4
EVENT - Not an Incident	0	2	4	6
False Alarm - System Initiated	21	12	7	40
False Call - Good Intent	35	63	18	116
False Call - Malicious	1	0	1	2
Fire - Bushfire (lge)	12	25	18	55
Fire - Bushfire (sml)	35	34	28	97
Fire - Other/Rubbish/Vehicle	20	17	13	50
Fire - Structure	4	8	3	15
Hazardous Situation	3	2	1	6
Not Reported	0	0	2	2
Rescue & Medical	0	0	1	1
Road Crash & Rescue	2	0	0	2
Total:	133	165	98	396

Dates: 01/07/2022 to 10/04/2025

	2022/2023	2023/2024	2024/2025	Total
EMERGENCY SUPPORT BFB				
EVENT - Not an Incident	0	1	1	2
Fire - Bushfire (lge)	5	13	6	24
Fire - Bushfire (sml)	0	1	0	1
Fire - Other/Rubbish/Vehicle	1	0	1	2
Search	1	1	1	3
Total:	7	16	9	32



Minutes – Bush Fire Advisory Committee Meeting – 10 April 2025

Dates: 01/07/2022 to 10/04/2025

JARRAHDAL BFB

	2022/2023	2023/2024	2024/2025	Total
Called Off - No Attendance	1	0	0	1
EVENT - Not an Incident	0	2	3	5
False Call - Good Intent	10	18	5	33
Fire - Bushfire (lge)	12	18	11	41
Fire - Bushfire (sml)	18	16	15	49
Fire - Other/Rubbish/Vehicle	4	8	7	19
Fire - Structure	0	0	1	1
Hazardous Situation	2	0	1	3
Rescue & Medical	0	1	0	1
Road Crash & Rescue	0	0	1	1
Total:	47	63	44	154

Dates: 01/07/2022 to 10/04/2025

KEYSBROOK BFB

	2022/2023	2023/2024	2024/2025	Total
EVENT - Not an Incident	0	2	0	2
False Call - Good Intent	1	8	2	11
Fire - Bushfire (lge)	7	8	5	20
Fire - Bushfire (sml)	8	7	5	20
Fire - Other/Rubbish/Vehicle	0	4	3	7
Total:	16	29	15	60

Dates: 01/07/2022 to 10/04/2025

MUNDIJONG BFB

	2022/2023	2023/2024	2024/2025	Total
EVENT - Not an Incident	1	2	3	6
False Alarm - System Initiated	1	2	0	3
False Call - Good Intent	30	39	7	76
Fire - Bushfire (lge)	18	33	15	66
Fire - Bushfire (sml)	38	40	39	117
Fire - Other/Rubbish/Vehicle	13	15	13	41
Fire - Structure	2	8	6	16
Hazardous Situation	3	0	0	3
Road Crash & Rescue	1	3	1	5
Total:	107	142	84	333



Minutes – Bush Fire Advisory Committee Meeting – 10 April 2025

Dates: 01/07/2022 to 10/04/2025

	2022/2023	2023/2024	2024/2025	Total
OAKFORD BFB				
Called Off - No Attendance	1	1	0	2
EVENT - Not an Incident	1	2	2	5
False Call - Good Intent	29	39	15	83
Fire - Bushfire (lge)	21	29	26	76
Fire - Bushfire (sml)	33	43	30	106
Fire - Other/Rubbish/Vehicle	13	14	11	38
Fire - Structure	4	8	1	13
Hazardous Situation	1	1	3	5
Not Reported	0	0	1	1
Road Crash & Rescue	2	1	1	4
Total:	105	138	90	333

Dates: 01/07/2022 to 10/04/2025

	2022/2023	2023/2024	2024/2025	Total
SERPENTINE BFB				
Called Off - No Attendance	0	0	1	1
EVENT - Not an Incident	0	1	2	3
False Alarm - System Initiated	0	0	1	1
False Call - Good Intent	10	25	6	41
Fire - Bushfire (lge)	14	22	16	52
Fire - Bushfire (sml)	18	15	17	50
Fire - Other/Rubbish/Vehicle	2	12	7	21
Fire - Structure	0	4	0	4
Hazardous Situation	0	1	0	1
Rescue & Medical	1	0	0	1
Road Crash & Rescue	1	1	0	2
Total:	46	81	50	177

CARDUP CFRS

Incident Type	February	March	April
Good Intent Calls	2	0	0
Hazardous Situation (No Fire)	1	0	0
Landscape Fire	20	11	3
Non-Fire Rescue Calls (Excludes RCR)	0	1	0
Other Fires - Includes Rubbish & Vehicle	7	3	1
Others	0	2	0
Road Crash/Road Crash Rescue	10	7	2
Structure Fire	4	0	0
System Initiated False Alarms	1	0	0
TOTAL	45	24	6

EXTERNAL USE APPROVED

The information contained within this report may be considered confidential and is for the intended recipient only.
Report produced by the OIS Branch of the Department of Fire & Emergency Services (WA)



6.11 Department of Biodiversity, Conservation and Attractions

No report given.

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: Cr Shaye Mack; Seconded: Emma Chapman

6.1/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Chief Bush Fire Control Officer.

6.2/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from Byford Volunteer Bush Fire Brigade.

6.3/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Emergency Support Bush Fire Brigade.

6.4/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Jarrahdale Bush Fire Brigade.

6.5/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Keysbrook Bush Fire Brigade.

6.6/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Mundijong Bush Fire Brigade.

6.7/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Oakford Bush Fire Brigade.

6.8/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Serpentine Bush Fire Brigade.



6.9/4/25 BUSH FIRE ADVISORY COMMITTEE RESOLUTION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Coordinator Emergency Services.

6.10/4/25 BUSH FIRE ADVISORY COMMITTEE RECOMMENDATION

That the Bush Fire Advisory Committee recommends Council NOTES the report from the Department of Fire and Emergency Services.

CARRIED EN BLOC BY ABSOLUTE MAJORITY 9/0



7. General Business:

7.1 Volunteer Fire Stations

7.1/4/25

BUSH FIRE ADVISORY COMMITTEE RESOLUTION

Moved: Rhett Hislop; Seconded: Aaron Little

That the Bush Fire Advisory Committee:

- 1. NOTES that the current 20-Year Facilities Plan for the Shire's six Bush Fire Brigades, Emergency Support Brigade, and State Emergency Service (SES) Unit does not adequately identify realistic funding opportunities for the replacement or upgrade of volunteer fire stations within the Shire of Serpentine Jarrahdale.**
- 2. RECOMMENDS that Council requests the Chief Executive Officer prepare a report for the next meeting of the Bush Fire Advisory Committee addressing the following:**
 - i. The establishment of a dedicated Fire Station Fund for the purpose of securing and allocating capital funding to be used exclusively for the replacement or upgrade of:**
 - Byford Fire Station**
 - Mundijong Fire Station**
 - Serpentine Fire Station**
 - Oakford Fire Station**
 - Jarrahdale Fire Station**
 - Keysbrook Fire Station**
 - ii. The eligibility of including volunteer fire stations within the Shire of Serpentine Jarrahdale's existing Traditional Infrastructure Development Contribution Plans, and Community Infrastructure Development Contribution Plan.**
 - iii. An overview of all current State and Federal funding programs available for the replacement or upgrade of volunteer fire stations, not including the Local Government Grants Scheme.**
 - iv. An overview of the current process for securing Land Management Orders from the State Government for land intended for use as emergency services infrastructure.**
- 3. RECOMMENDS that Council, in all future planning and development activities, formally recognise volunteer fire stations as essential infrastructure and actively advocate for their prioritisation in funding commitments during all State and Federal election cycles.**

CARRIED 7/2

**8. Attachments:**

- **3.1 – attachment 1** – Bush Fire Advisory Committee Meeting Minutes – 21 November 2024 (E24/16773)
- **3.2 – attachment 1** – Serpentine Jarrahdale / CFRS Integration Working Group Meeting Minutes – 17 December 2024 (E25/3862)
- **3.3 – attachment 1** – Serpentine Jarrahdale / CFRS Integration Working Group Meeting Minutes – 18 March 2025 (E25/3863)

9. Upcoming meeting:

The next meeting of the Bush Fire Advisory Committee is scheduled for Thursday, 4 December 2025.

10. Closure:

The Chairperson declared the meeting closed at 8:22pm.