

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES
2 SEPTEMBER 2026 – 9:00am
Forrestfield Library – 20 Strelitzia Ave, Forrestfield

1. **OPENING OF MEETING**

Mayor Margaret Thomas – 9:01am

2. **ATTENDING MEMBERS**

Margaret Thomas – City of Kalamunda – Mayor	MT
Luke Ellis – City of Kalamunda – A/CEO & Director Community Services	LE
Tim Parry – City of Kalamunda – Manager Community Hubs and Safety	TP
Declan McCubben – City of Kalamunda – Coordinator Community Safety	DM
Grant Howatson – City of Kalamunda – Senior Fire & EM Officer	GH
Carli Kovacevich – City of Kalamunda – Secretary / CRO Community Safety	CK
Ryan Hamblion – Department of Communities – North Metro Regional Coordinator	RH
Donna Morgan – DFES– DEMA	DM
Tony Moiler – KVFRS – Captain	TM
Kath Parkinson – City of Kalamunda – Manager Stakeholder Relations	KP
Troy Turner – St John	TT
Nick Wilkinson – City of Kalamunda – Coordinator Recreation Facilities	NW
Chris Thompson – City of Kalamunda – A/Director Infrastructure	CT
Warwick Martindale – Kalamunda SES – Unit Local Manager	WM
Simon Griffiths - City of Kalamunda – Coordinator ICT Security & Operations	SG
Paul Postma – DFES – District Officer Metro Southeast	PP
Jo Harris – Kalamunda Hospital – Coordinator of Nursing	JH
Tania Both – Chamber of Commerce – CEO	TB
Simon Allan – Australian Red Cross	SA

APOLOGIES (MEMBERS)

Anthony Vuleta – City of Kalamunda – CEO	AV
Darren Jones – City of Kalamunda – A/ Director Community Services	DJ
Gary Ticehurst – City of Kalamunda – Director Corporate Services	GT
Mike Ward – DFES – Kalamunda CESM & CBFCO	MW
Donna Gardiner - Lesmurdie Senior High School - Principal	DG
Carmen Mutton - St John	CM
Cheryl Gole - Red Cross	CG
Nicholas Pagonis - Perth Airport	NP
Karl Kjaerheim – Strategic Natural Environment Lead	KK
Brett Hopely - DPIRD	BH
Rowan Carville – DBCA	RC

PROXY IN ATTENDANCE

Mike Hall – DFES – A/ Kalamunda CESM & CBFCO

MH

3. CONFIRMATION OF MINUTES

28 May 2026

Moved: Tony Moiler

Seconded: Declan McCubben

Passed Unanimously

4. MATTERS ARISING FROM PREVIOUS MINUTES

4.1 Nil

5. PRESENTATIONS

5.1 Australian Red Cross – TeleRedi Heatwave Programme

6. CORRESPONDENCE IN/OUT

6.1 (OUT) **City of Kalamunda** - Local Emergency Management Arrangements 2027-2031 – DRAFT

6.2 (IN) **Australian Red Cross** – Quarterly Update March – May 2026

6.3 (IN) **Australian Red Cross** – WA Free TeleRedi Brochure and Poster

6.4 (IN) **The Hon Kristy McBain MP** – Letter to LGA Mayor's

6.5 (IN) **Department of Communities** - Confirmation of facilities on the State Evacuation Register 2026-27

7. GENERAL BUSINESS

7.1 Local Emergency Management Arrangements 2027-2031

Review & Comments. This document has been circulated separate to the agenda. Please review and provide comment. Comments close 30 September 2026.

7.2 Local Emergency Management Committee Terms of Reference

LEMC ToR were reviewed in July 2026 and have been circulated to LEMC members for comment. Comments close 30 September 2026.

8. AROUND THE TABLE - AGENCY UPDATE

Declan McCubben – City of Kalamunda – Coordinator Community Safety

8.1 Preseason fire engagement is in progress in preparation for the 2026/27 fire season. Increase in uptake for pre – season Community property walk through's where City Community Bushfire Preparedness Officers provide property preparation advice.

8.2 Community Bushfire Preparedness Officers are booked in for several community events over the next two months.

8.3 Recent success with social media reel about private property preparedness prior to the bushfire season, with over 25,000 views in 9 days.

Ryan Hamblion – Department of Communities

8.4 Average quarter so far. Dealing with increase in single house fires and providing personal and financial support for people who have been displaced.

8.5 Agenda item **TAKEN ON NOTICE: - TITLE: Confirmation of facilities on the State Evacuation Register 2026-27**

Agenda item and attachment emailed to the City on 05 August, requesting that LEMC review and endorse Ray Owen Spots Centre, High Wycombe Recreation Centre, Kalamunda Ag Hall and Hartfield Park Sport Centre to be officially recognised as the nominated evacuation facilities confirmed on the State Evacuation Register 2026/27

8.6 DC inspect the City's (4) nominated evacuation centres annually to ensure suitability and are appropriate prepared should they be activated.

Mike Hall – A/ Kalamunda CESM & CBFCO

8.7 Community Preparedness.

Community engagement: Four Street Meets will be delivered, providing residents with an opportunity to discuss bushfire preparedness, local risks.

8.8 Community education and support will be continued through Burn SMART, assisting residents to understand safe planned burning practices, alternative fuel-reduction options and their responsibilities when undertaking burning activities.

8.9 The Kalamunda and Pickering Brook BFB will continue to participate in the Chiefs RUI (Rural Urban Interface) exercise, supporting inter-agency coordination and operational preparedness for bushfire incidents across the Hills.

8.10 Kalamunda Bush Fire Brigade: The Kalamunda Firefighter School is progressing, with finalisation anticipated in November 2026.

8.11 Seasonal transition: The City is preparing for the transition into the Restricted Burning Period, which is expected to commence 1 October 2026, subject to seasonal conditions. The City's established restricted period is 1 October-30 November, with permits required for applicable burning activities.

8.12 BFB Management

Leadership and organisational culture: The City of Kalamunda Bush Fire Brigade Leadership Group participated in an Organisational Values and Team Behaviour Workshop, facilitated by the City through Rhys Goodridge. The workshop focused on establishing shared expectations around organisational values, leadership behaviours, accountability and team culture across the Brigades.

8.13 Brigade Operating Procedures (BOPs): A Brigade Operating Procedure workshop was also delivered to Brigade to support the transition to a consistent governance framework across the City's Bush Fire Brigades. The BOPs are expected to be implemented from 1 November 2026, providing a consistent overarching governance framework while retaining appropriate Brigade autonomy for day-to-day operations.

Chris Thompson

8.14 Asset preparation in readiness for the bushfire season. Ensuring properties, plant and equipment is maintained and ready if required.

Simon Allan – Australian Red Cross

8.15 Emergency Services team have had some growth, full team back on board. Have experienced some loss of Volunteers in some communities, working on bringing more into the organisation.

Kath Parkinson – City of Kalamunda

8.16 Working on comms and messaging for H5 Bird Flu.

8.17 Will work on a comms plan for the Red Cross TeleRedi service in preparation for the summer season.

Donna Morgan – DFES – DEMA

8.18 The new LEMA templates are being released and accessible to LEMC's and Local Governments. New format but they are not mandatory, ref to the State LEMC portal to view.

8.19 WALGA offering a masterclass on the LEMA review. Grant Howatson attended on behalf of City of Kalamunda this week.

8.20 Aware Grants open from 9 September 2026. Funds available for review, tests and exercises LEMC's to enhance capability development in emergency management. City of Stirling successful in their application.

8.21 Emergency Management WA platform. Encouragement to use the "EM Document Feedback" button to lodge feedback at anytime and it will be registered and reviewed.

8.22 DEMA's are preparing a Webinar series to commence soon. Presentation from Telstra in relation to satellites, technology and communication, other presentations to include information on traffic management, public information and alerts and role of the EHO in incidents.

8.23 Current projects, Local Recovery Coordinator Network, next meeting 30 September 2026.

8.24 Working group put together for the *Next Steps* brochure by DFES.

8.25 DEMA newsletter looking for a more suitable platform that is easy to access.

Paul Postma – DFES – District Officer Metro Southeast

8.26 Minor staff movements in the southeast metro. New Superintendent Luke Mitchinson, Mike Hall acting for Mike Ward. Mike Ward undertaking professional development opportunities within DFES currently District Officer in South Coastal and will return to regular role, CESM Kalamunda in October. Thank you to the City for releasing Mike Hall to cover Mike Ward role at the City as A/ (CESM) while Mike is acting DO.

8.27 Australasian Fire and Emergency Services Council released spring outlook, indicating increased bushfire risk, potential and elevated fire risk across WA. This is due to significantly less rainfall in July, the second driest July on record. Soil moisture level well below five-year average.

8.28 In the last financial year, Kalamunda Bushfire Brigade attended 67 incidents and 17 were external to the City of Kalamunda. Pickering Brook Bushfire Brigade attended 23 incidents with 6 external to the City and the Kalamunda Volunteer Fire and Rescue attended 149 incidents, 4 were external to the City.

Warwick Martindale – Kalamunda SES – Unit Local Manager

8.29 Business as usual. Transitioning into summer support roles and refresher training.

Tim Parry – City of Kalamunda – Manager Community Hubs and Safety

8.30 Business as usual.

Tania Both – Kalamunda Chamber of Commerce - CEO

8.31 Currently working on industry mapping to leverage defence work. Consideration to be given to mapping machinery and equipment, activities on site with local businesses and where the Chamber could assist local businesses with providing useful information.

8.32 Volunteer on the board for the Community Foundation the Chamber has. Funding received for Seniors programmes within the City.

Nick Wilkinson – City of Kalamunda – Coordinator Recreation Facilities

8.33 Business as usual

Simon Griffiths - City of Kalamunda - Coordinator ICT Security & Operations

8.34 IT is business as usual. Focus on maintaining City systems and 3 of the 4 evacuation centres have City services.

Luke Ellis – City of Kalamunda – A/ CEO

8.35 Positive response from community members in the SW Ward to attend the Local Recovery Group workshop which will take place after this LEMC today. LEMC members welcome to attend.

Troy Turner – St John Ambulance

8.36 Large airport exercise happening on the 17th of September, which is four times bigger than last exercise which was for Perth Airport compliance. Local hospitals and City of Belmont also involved, exercise will be a plane crash.

8.37 New command truck should be up and running by then and will be utilised in the exercise.

8.38 Local member Adam Hort visited the Mundaring ambulance centre and had a selfie for the socials. He also visited the volunteers at the Kalamunda Eastern Hills division.

Tony Moiler – Kalamunda Volunteer Fire and Rescue – Captain

8.39 Call rate over the past few months has been exceptionally high. Unsure as to why there has been such an increase. Calls are for varied reasons. Assisting other agencies like St Johns.

8.40 Tonight the KVFRS are hosting the Assistant Commissioner Mosconi as he comes to discuss downgrading the primary appliance

Jo Harris - Kalamunda Hospital – Coordinator of Nursing

8.41 Invite to host the LEMC at the Kalamunda hospital and do a short presentation.

8.42 Awareness between interagencies and communication when an incident is happening.

8.43 Hospital is still full. 31 bed hospital, the only publicly funded palliative care service in the Perth Metro.

9. NEXT MEETING

26 November 2026

[Location to be confirmed.](#)

10 CLOSED

Meeting closed at 9:56am