Local Emergency Management Arrangements

November 2025

Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Mundaring Local Emergency Management Committee and the Council of the Shire of Mundaring. The Arrangements have been tabled for noting with the Central Metropolitan District Emergency Management Committee and State Emergency Management Committee.

Toni Strutt	12/12/2025
Chair **Shire of Mundaring LEMC**	Date
Endorsed by the Council of Shire of Mundaring **Shire President** Insert resolution number above	Date

Contents

1. Distribution

Distribution List

Organisation	Format & Full/Part
LEMC members (refer appendix 3)	Electronic Full
Central District Emergency Management Committee	Electronic Full
State Emergency Management Committee	Electronic Full
Shire of Mundaring Libraries. Albert Facey Memorial Library, Mundaring Katherine Susannah Pritchard Library, Boya	Hard Copy Part
Shire of Mundaring Administration Centre – Customer Service Counter	Hard Copy Part
Shire of Mundaring Website	Electronic Part

Note: Format – Part copies have contact listings redacted

2. Adoption and Amendment

Date	Details	Authority
	Adoption of LEMA	Council of Shire of Mundaring

3. Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary or the Emergency Risk Management Procedure WA-Emergency-Risk-Management.pdf

District: means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

Municipality: Means the district of the local government.

4. Acronyms

BFS	Bush Fire Service
CEO	Chief Executive Officer
COP	Common Operating Picture
CMP	Crisis Management Plan
DoC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act (the)	Emergency Management Act 2005
HMA	Hazard Management Agency
IC	Incident Controller
ICC	Incident Control Centre
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGIMT	Local Government Incident Mgmt Team
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
LWC	Local Welfare Coordinator
MCSEM	Manager Community Safety and Emergency Management
SEC	State Emergency Coordinator

5. Introduction

5.1 Authority

The Shire of Mundaring Local Emergency Management Arrangements (the Arrangements) have been prepared in accordance with S. 41 (1) of the Emergency Management Act 2005, and;

Endorsed by the Shire of Mundaring Local Emergency Management Committee on the 12th of December 2025, and;

Approved by the Council of the Shire of Mundaring on XXXXX. (Currently Interim Arrangements)

5.2 Community consultation

Approval of the Arrangements has been preceded by consultation with/via:
- Shire of Mundaring Local Emergency Management Committee members to review drafts and endorsement (before consideration by Council)
- Inclusion within the agenda of an ordinary meeting of Council whereby the public may attend and ask questions of Council, or present a deputation to Council, on any matter within the agenda.
- It is noted that the arrangements (and sub-plans) have been prepared in light of experience gained by the Shire of Mundaring and associated emergency management stakeholders of significant incidents and activations of the arrangements in recent years.

5.3 Document availability

Copies of the Arrangements are available for viewing at:
- Shire of Mundaring Administration Centre – 7000 Great Eastern Highway, Mundaring WA 6073
- Mundaring Library (Albert Facey Memorial Library) – 1 Nichol Street, Mundaring, WA 6073
- Boya Library (Katherine Susannah Pritchard Library) – 119-136 Scott Street, Helena Valley, WA 6056

The Arrangements may also be accessed electronically on the Shire of Mundaring website.

5.4 Area Covered

The Shire of Mundaring is located within the Perth Metropolitan Region (Eastern aspect), with the locality of Mundaring being 38.2 kilometres from the Perth GPO. The Shire of Mundaring is bounded by the Shire of Toodyay to the North, and the Shires of Northam and York in the East, and the City of Kalamunda in the South and the City of Swan in the West and North-West.

The Shire covers a total land area of 641 km², with a significant proportion of the area consisting of National Park, State Forest, or drinking water catchment (see below).

The Shire has a predominantly rural landscape, with expanding residential areas in numerous

separated townships which are clustered into three communities: 1. Foothills: Bellevue, Greenmount, Helena Valley, Midvale, Swan View 2. Hills: Boya, Darlington, Glen Forrest, Hovea, Mahogany Creek, Mount Helena, Mundaring, Parkerville, Sawyers Valley, Stoneville 3. Rural: Bailup, Beechina, Chidlow, Gorrie, Malmalling, The Lakes, Wooroloo.

The estimated resident population of the Shire of Mundaring is 39,166, occupying 14945 private dwellings (ABS, Census 2021). The appendices, as listed below, provide some context relating to the Shire of Mundaring district.

Appendix 1a - Map of Shire of Mundaring and surrounding Local Government districts
Appendix 1b - Map of Shire of Mundaring Localities
Appendix 1c - Table: Shire of Mundaring Locality population and number of dwellings (ABS Census 2021) population
Appendix 1d - Map of Swan Inland North Fire Weather District (includes Shire of Mundaring)

5.5 Aim

The Aim of the Arrangements is to:
- Detail emergency management arrangements for the Shire of Mundaring
- Ensure understanding between agencies and stakeholders in managing emergencies within the Shire of Mundaring
- Ensure compliance with the *Emergency Management Act 2005*

5.6 Purpose

The purpose of these emergency management arrangements is to set out:
- Shire of Mundaring policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Mundaring district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- a description of emergencies that are likely to occur in the Shire of Mundaring district;
- strategies and priorities for emergency management in the Shire of Mundaring district;
- other matters about emergency management in the Shire of Mundaring district prescribed by the regulations; and
- other matters about emergency management in the Shire of Mundaring district that Shire of Mundaring considers appropriate. (s.41(2) - *Emergency Management Act 2005*).

5.7 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:
- This document applies to the local government district of the Shire of Mundaring;
- This document covers areas where the Shire of Mundaring provides support to HMAs in the event of an incident;
- This document details Shire of Mundaring's capacity to provide resources in support of an emergency, while still maintaining business continuity; and its responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

6. Related Documents and Arrangements

This plan should be considered or activated in association with the following doctrine:

6.1 Local Emergency Managements Policies, Laws and Plans

Shire of Mundaring Policy – Risk Management (December 2018)
Shire of Mundaring Policy – Bush Fire Brigades Local Law 2013

Table 1: Plans and Guides

Document	Owner/Custodian	Location	Date
Local Emergency Management Arrangements (LEMA) – Recovery Plan	Shire of Mundaring	Shire of Mundaring	
LEMA Animal Emergency Welfare Support-Plan	Shire of Mundaring	Shire of Mundaring	
Local Emergency Welfare Plan – Midland Region	Department of Communities & Shire of Mundaring	Department of Communities & Shire of Mundaring	November 2022
Shire of Mundaring Business Continuity Plan	Shire of Mundaring	Shire of Mundaring	June 2023
Shire of Mundaring Bushfire Risk Management Plan	Shire of Mundaring	Shire of Mundaring	May 2019
Bilgoman Aquatic Centre Emergency Action Plan	Shire of Mundaring	Shire of Mundaring	July 2022
Principals Guide to Bushfire	Principals Guide to Bushfire	Shire of Mundaring	July 2021
LG Evac Centre Activation Guide	Department of Communities	Shire of Mundaring	October 2025

6.2 Agreements, Understanding and Commitments

Record any agreements between your local government and other local governments, organisations or industries in relation to the provision of assistance during times of need.

Table 3: Agreements, Understandings and Commitments

Parties to the agreement	Summary of the agreement	Expiry
Metropolitan North and East Recovery Group City of Swan City of Bayswater City of Joondalup City of Stirling City of Wanneroo Shire of Mundaring City of Kalamunda Town of Bassendean	Facilitate the provision of mutual aid and support for recovery management activities during emergencies to parties to this agreement.	30 June 2030
Memorandum of Understanding for Provision of a Community Emergency Services Manager Department of Fire and Emergency Services and Shire of Mundaring	To document the respective roles and responsibilities of the Shire of Mundaring and the Department of Fire and Emergency Services as considered necessary to manage the position of Community Emergency Services Manager	January 2026
Memorandum of Understanding for Provision of a Local Government Grant Scheme Funded Incident Control Vehicle Department of Fire and Emergency Services and Shire of Mundaring	To identify and document the arrangements in relation to the provision of a Local Government Grant Scheme Incident Control Vehicle (ICV) between the Shire of Mundaring and the Department of Fire and Emergency Services	January 2026

7. Contacts and Resources

Emergency contacts and resources are listed within the Emergency Contacts and Resources Register (ECRR) as per **Appendix 3 – Emergency Contacts Register and Resources**.

The ECRR which is formally updated on an annual basis, contains a range of contacts and resources applicable to the Shire of Mundaring Local Emergency Management Committee and emergency management in general within the Shire of Mundaring district.

8. Roles and Responsibilities

9.1 Local roles and responsibilities

Detailed below are the specific roles and responsibilities of officers in the local government.

Table: Local roles and responsibilities

Local role	Description of responsibilities
Local Government	The responsibilities of the Shire of Mundaring are as defined in *section 36 of the EM Act*.
Local Emergency Coordinator	The responsibilities of the LEC are as defined in *section 37 of the EM Act*.
Local Recovery Coordinator	To ensure the development and maintenance of effective local recovery management arrangements for the Shire of Mundaring. In conjunction with the local recovery committee to implement a post-incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation where a local government facility is utilised by the Department of Communities, the LG Welfare Liaison Officer will provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (Representative at ISG/IMT)	During a major emergency, the liaison officer attends ISG and IMT meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident Management	Ensure planning and preparation for emergencies is undertaken Implement procedures that assist the community and emergency services deal with incidents Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. Liaise with the incident controller (provide liaison officer) Participate in the ISG and provide local support Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

9. Local Emergency Management Committee

The Shire of Mundaring has established a Local Emergency Management Committee (LEMC) under *section 38(1) of the EM Act* to oversee, plan and test the local emergency management arrangements.

10. LEMC Roles and Responsibilities

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC is not an operational committee but rather a committee established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities to become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans.
- Principal to the testing of the LEMA and other plans LEMC members will assist in the planning and running of an annual Emergency Management Exercise. In the event of a significant incident and activation of the LEMA the exercise may be postponed until the next financial year.
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies, other statutory authorities, community groups, essential service providers, major industrial organisations and others organisations as necessary will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be aligned with the local government biannual election cycle.

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

Local role	Description of responsibilities
LEMC Executive Officer	Provide executive support to the LEMC by: Provide secretariat support including: Meeting agenda; Minutes and action lists; Correspondence; Committee membership contact register; Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; Annual and Preparedness Report (via the Capability Survey); Local Emergency Management Arrangements; Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and Participate as a member of sub-committees and working groups as required

10.1 Agency roles and responsibilities

In the event of an emergency, Shire of Mundaring will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency roles	Description of responsibilities
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.

Agency roles	Description of responsibilities
Hazard Management Agency	A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s. 4 EM Act] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: Undertake responsibilities where prescribed for these aspects [EM Regulations] Appoint Hazard Management Officers [s. 55 EM Act] Declare / revoke emergency situation [s. 50 & 53 EM Act] Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

11. Managing Risk

11.1 Emergency Risk Management

Shire of Mundaring engaged in a structured risk identification process as part of the State Risk Project. The workshops identified the following risks assessed as being the 4 top risk areas for the district:

- Fire (Bushfire)
- Extreme Weather
- HAZMAT
- Air Crash

The workshops were structured around base scenarios supplied by DFES Risk Management specialists with the base scenario's being used as a template to inform the development of local scenarios to be addressed within the workshops.

11.2 Hazards and Risks Affecting the District

The following hazards, risks and associated scenarios were all addressed within workshops conducted under the auspices of the *WA State Risk Project*. Shire of Mundaring Community Safety and Emergency Management team representatives participated in those workshops.

Appendix 4 – Emergencies Likely to Occur Within the District lists emergencies likely to occur within the district of the Shire of Mundaring and information pertaining to the management of such emergencies.

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

Fire Weather/Bushfire Season – (refer *State Hazard Plan Fire*)
The district of the Shire of Mundaring features a significant area where residential properties and other land uses exist within or in close proximity to vegetated or wooded areas and thus have the potential to be impacted by bushfire, particularly during the warmer months of the year.

This is demonstrated by the Western Australian Map of Bushfire Prone Areas, (see: https://www.dfes.wa.gov.au/hazard-information/bushfire/bushfire-prone-areas#identifying-at-risk-land) where the purple shaded areas are assessed as being "Bushfire Prone".

Storm Events – (refer *State Hazard Plan Severe Weather (interim)*)
While major storms and resultant impacts are infrequent within the district of Shire of Mundaring, matters such as the presence of vegetation/trees in close proximity to electric power transmission and communication infrastructure, buildings and other infrastructure requires that storm weather precautions as broadcast within Severe Weather Warnings are observed by all community sectors.

Such severe weather conditions and associated warnings can be expected to occur multiple times during the cooler/winter months, with more frequent storm events now occurring during the summer months.

While not occurring in the cooler/winter months it is known that in April 1978 Cyclone Alby which had major impact across South Western Australia caused around 360 bushfires throughout 43 local government areas including many within the Shire of Mundaring district in addition to major electrical transmission and communication infrastructure damage.

Hazardous Material (HAZMAT) Transportation/Storage – Great Eastern Highway, (refer *State Hazard Plan HAZMAT*)

Great Eastern Highway traverses the Shire of Mundaring District from Midvale through to Beechina and is the prime road transportation route from Perth to the Goldfields and further through to the South Australian/West Australian state border.

A range of Hazardous Materials are transported on Great Eastern Highway through the Shire of Mundaring district to towns, agricultural areas and mining areas to the East of the Shire district. The specific Hazardous Materials transported include but are not limited to Ammonium Nitrate, Fuels and Oils, Chlorine and Explosives. With large storage of chlorine for water treatment for the Mundaring-Kalgoorlie pipeline and treatment of two aquatic facilities.

Aircraft Crash – (refer *State Hazard Plan Crash Emergency)*

The Shire of Mundaring district includes a site on which an aviation beacon is located being a waypoint for aircraft to pass over or near to when departing from or arriving at Perth Airport. The number of aircraft flight movements on the flight path concerned can over 1 year averaging around 100 movements per day.

Given that this flight path leads to/from Perth Airport the aircraft concerned would include aircraft right up to those carrying around 300 – 400 persons. Such large aircraft may also carry over 100,000 litres of fuel upon take-off.

While commercial airliner crashes are rare events in Australia an aircraft crash occurring within the Shire of Mundaring district could have an extreme impact or consequences dependent on factors such as, but not limited to the size of the aircraft and number of passengers or type of cargo being carried, whether the impact area is a residential area or a rural area and whether the impact caused a secondary emergency such as a bushfire.

11.3 Special Considerations

Large Public Events

Refer to the tables and other information within **Appendix 2 - Large Public Events/Gatherings** in relation to recurring large public events likely to require emergency/risk management considerations.

11.4 Critical Infrastructure

The Department of Fire and Emergency Services (DFES) is able to produce **up-to-date hazard and infrastructure reports on demand**. These reports offer a range of information that can inform incident management strategies for the area concerned.

Note: Page 43 and 44 of the BRMP (Appendix C) features an extensive critical Infrastructure list (including Water Utilities, Electricity Substations, Schools and Communications Sites)

11.5 Summary of Shire of Mundaring Hazards and Critical Infrastructure.

Category	Infrastructure Type	Number	Details/Examples
Critical Facilities	Hospitals & Health Care	7	Regis Greenmount Aged Care, Biala Therapy Centre, Yallambee Hostel
Critical Facilities	Prisons	2	Wooroloo Prison Farm, Acacia Prison
Critical Facilities	Evacuation Centres	3	Brown Park Community Centre, Boya Community Hub, Mundaring Arena
Schools	Primary & Secondary Schools	21	Mundaring Christian College, Eastern Hills SHS, multiple primary schools
Utilities	Water Utilities	16	Water treatment plants, pumping stations
Utilities	Electricity Substations	2	Darlington and Sawyers Valley 132kV substations

Category	Infrastructure Type	Number	Details/Examples
Utilities	Communications Sites	85	Telstra, Optus, NBN, Vodafone sites
Fuel & Hazardous Sites	Petrol Stations	14	BP, Caltex, Shell, Ampol
Fuel & Hazardous Sites	Dangerous Goods Sites	28	Declared Sites along Great Eastern Hwy
Contaminated Sites	Contaminated & Remediated Sites	32	Restricted-use and remediation-required sites
Transport & Access	Bridges	5	Swan View Tunnel area bridges – John Forrest National Park Deep Creek Bridge – near Swan View Tunnel Jane Brook Bridge – John Forrest National Park Two additional Mahogany Creek Deviation bridges
Transport & Access	Helipads/Airfields	1	Mundaring Weir Airstrip Location: Sawyers Valley, WA
Other Notable Infrastructure	Mines/Industrial Sites	10	Active mines, sand/gravel extraction
Other Notable Infrastructure	Forestry Assets	537	Forest Products Commission properties

12. Coordination of Emergency Operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Mundaring has a structured internal response framework to guide effective response to emergencies while maintaining continuity of operations and supporting community resilience.

12.1 Levels of Response

The Shire of Mundaring response levels consist of three coordinated layers: strategic, tactical, and operational. At the strategic level, executive leadership oversees crisis management and strategic decision-making.

The tactical level focuses on incident support through the coordination of initial recovery activities. It is important to begin recovery during the response phase because response and recovery are not strictly sequential, they often need to be managed concurrently. Early recovery actions, such as assessing impacts and identifying community needs, ensure that resources are aligned and priorities set without delay. This approach reduces duplication and accelerates the transition to sustainable recovery.

The operational level involves field teams carrying out on-ground response activities to address emergencies directly. This structure ensures clear roles and efficient collaboration throughout all stages of emergency management.
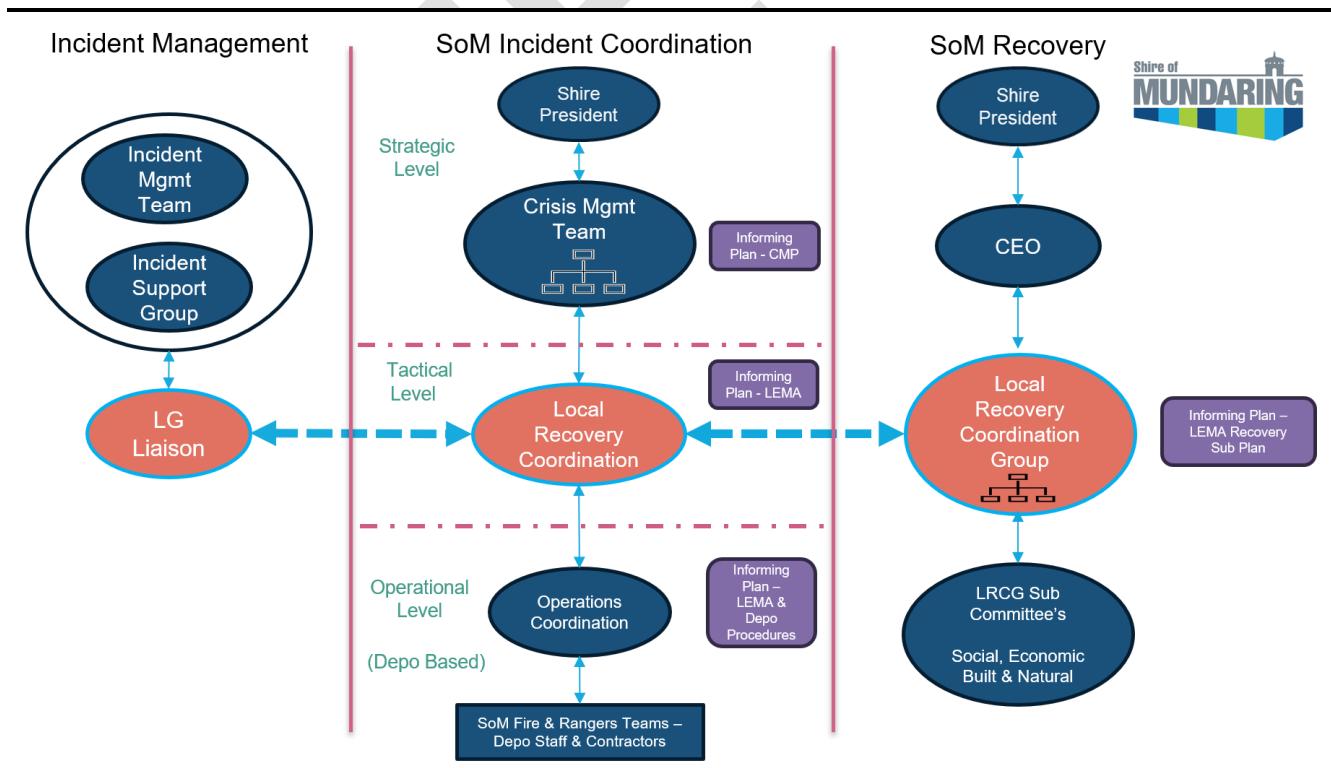
12.2 Crisis Management (Strategic Level)

This is the **executive leadership layer**, responsible for high-level decision-making and governance during an emergency. If the CEO determines the mobilisation of the CMT is not necessary, the CEO will undertake the functions of the team as deemed relevant.

Functions of the Crisis Management Team (CMT): Led by the CEO or a senior executive, this team:
- Support the CEO in keeping the Shire President and Council informed Assesses strategic risks and impacts on council operations and the community
- To prepare and distribute key information and messages that staff may use in contact with external agencies and the community in relation to incident status. Note: Such information/messages must be consistent with information/messages released by the respective controlling agency appointed Incident Controller or community/media liaison officers.
- The CMT will have regard for situational information as to the existing and likely impacts of an emergency incident and seek to mitigate the adverse effects of that incident
- Authorises activation of emergency plans and resources.
- Manages public messaging and media liaison.

CMT Membership:

If any of the members are absent or otherwise unavailable the officer acting in the position concerned or an officer that would usually act in the position concerned would become a member.

CMT members may also co-opt other staff members with/with access to specialist knowledge or information to assist the CMT if required.

Membership:

The membership of the CMT must remain flexible but would usually consist of the following SOM officers:
- Chief Executive Officer
- Director Built and Natural Environment
- Director Corporate Services
- Director Place and Community
- Manager Corporate Strategy and Communications

12.3 Local Recovery Coordination (Tactical Level)

This layer is responsible for the coordination, planning and communication of the Shire's initial incident support and recovery activities. The prompt formation of this function helps provide accurate incident information to guide internal priorities and resource allocation.

The Local Government Recovery Coordination Croup:
- Activated to support the Shire's internal response and transition to recovery
- Liaise directly with the Local Government Liaison Officer as the main incident information conduit.

- Gather incident information and establish a Common Operating Picture (COP)
- Undertake early impact assessments to identify damage and community needs.
- Prioritise and allocate recovery resources in line with assessed needs and strategic objectives.
- Facilitate communication and collaboration between internal departments, external agencies, and community stakeholders.
- Provide up-to-date incident information to the Shire's Crisis Management Team (or directly to the CEO if not established)
- Coordinate establishment and support of evacuation centres, animal control and welfare.

Membership:

Due to the overlap associated between response and recovery, the membership of this function must remain flexible and will be determined by the Local Recovery Coordinator (LRC). The LRC will consider the inclusion of the following SOM staff when the scale of the incident justifies expansion:

- Coordinator Community Safety and Emergency Management (Lead)
- Manager of Built Environment and Operations
- Planning Coordinator
- Communications Coordinator
- Emergency Management Secretary

Key Functions:

- **Operations**: Identify and prioritise operational tasks. Liaise directly with the Operations Coordinator in relation to the deployment of staff and contractors to address the priorities.
- **Planning and Intelligence:** Gathers incident intelligence and facilitates planning using a Common Operating Picture (COP)
- **Logistics**: facilitates the planning and deployment of supplies, transport, and facilities.
- **Communications**: Establishes communications needs, key stakeholders and messaging priorities. Provides updates and information to the CMT Communications role lead.
- **Administration**: maintaining an accurate incident log and facilitating team administration.

Note: The LRC will undertake all functions when a full team is not established or deemed necessary.

12.4 Operational Support Team (Field Level)

This is the **hands-on response layer**, typically involving the Shire's works and services teams and located at the Shire of Mundaring Operations Depot. When requested by the LRC, the Shire's Rangers and Fire Inspection/Protection teams will also support this function from the Depot.

Operations Team (e.g., Depot staff, Contractors, Rangers):

- Clears roads and debris.
- Provides machinery (graders, loaders, trucks).
- Assists with traffic management and signage.

Examples of Tasks:

- Deploying supporting assets
- Restoring access to critical infrastructure.

Membership:

The membership of the **Operational Support Team (OST)** must remain flexible but recommended to consist of the following members:

- Coordinator Parks and Reserves
- Coordinator Civil Works
- Coordinator Building Maintenance
- Administration Officer (Operations)

13. Response Team General

13.1 Activation

Internal (Shire) response team mobilisation will occur at the request of the CEO or upon advice from the MCSEM when an emergency incident requires urgent and rapid SOM planning, intervention, or action.

13.2 Communication

Teams will communicate through the established team hierarchy, with all official information and directives passing either through team leaders or communications representatives delegated by them. Direct communications should be established using mobile phones as the primary method, but alternative means such as hand-held radios may be utilised where necessary to ensure clear and timely information exchange during emergency response operations.

13.3 Support

Response teams may be supported by other staff as necessary for functions as follows:

- Administrative: recording of minutes, action lists etc.
- IT and general support: such as special resources the CIT may require, e.g., access to GIS layers, contacts within specific vulnerable groups etc.

13.4 Exercising

Teams will maintain skill currency and capability through annual exercises, as outlined in the three-year combined exercise schedule.

13.5 Stand Down

The CMT may stand down either as a result of de-escalation of an incident whereby SOM resources or activities can be managed in a business-as-usual manner or where the incident transitions to a longer-term focus, say in relation to recovery. In that instance members of the CMT would be likely to take roles in the Local Recovery Coordinating Committee (LRCC) or subcommittees of the LRCC. Other Teams will stand down upon the advice from the HMA, CEO or MCSEM.

13.6 Debrief

At a suitable time after response teams have been activated and eventually stood down, they will conduct a debrief and produce a written report. This report should provide a comprehensive account of the incident response, including:

- **Summary of the Incident:** A brief overview of the incident, including key dates, timeline of events, and the nature and scale of the emergency.
- **Actions Taken:** Detailed descriptions of the actions undertaken by the response teams, including specific strategies implemented and resources utilised.
- **Team Roles and Responsibilities:** An outline of the roles assigned to each team member and agency involved, noting any changes or adaptations made during the response.
- **Outcomes and Effectiveness:** Assessment of the effectiveness of the response, including what went well and areas where challenges were encountered.
- **Issues and Lessons Learned:** Identification of any issues, obstacles, or gaps in procedures, and recommendations for improvement in future responses.
- **Communication and Coordination**: Review of communication methods, information flow, and coordination between agencies and stakeholders.
- **Support and Resources**: Evaluation of the adequacy and timeliness of support services and resources provided (e.g., IT, administrative, special equipment).
- **Recommendations:** Suggestions for policy, procedural, or training changes to enhance future preparedness and response.
- **Appendices**: Supporting documents, such as action lists, minutes, contact logs, and relevant correspondence.

The completed report should be circulated to all relevant stakeholders and used to inform continuous improvement processes, future training, and exercises.

14. Incident Communication

14.1 Methods and Resources

14.1.1 Shire Operations
- VHF and UHF repeaters at Bellevue and Sawyers Valley for Operations and Rangers.
- Supervisors/Coordinators: mix of VHF/UHF vehicle radios.
- VHF handhelds (limited quantity).
- Managers: SIM-enabled iPads:
  - Photograph damage and hazards
  - Can be used for email and phone calls when Wi-Fi or mobile network is available
- Shire-issued mobile phones.

14.1.2 Rangers
- VHF radios in vehicles.
- VHF handhelds mounted in vehicles for out-of-vehicle use.
- Shire-issued mobile phones.

14.1.3 Administration Building (Fire Wardens)
- Simplex UHF handhelds for short-range onsite communication.

14.1.4 Fire Protection Officers / Fire Hazard Inspection Officers / CCSEM
- WAERN VHF/UHF radios in vehicles. (FHIOs have only VHF radios)
- iPads for mapping and photography and email.

- Shire-issued mobile phones.

14.1.5 Contractors
- Primary communication method is with mobile phones.
- Most have UHF radios, some equipped with VHF.

14.1.6 DFES & Bush Fire Brigades
- WAERN network primary communications.
- Vehicles have mobile phones and iPads.
- Mundaring ICV supports: WAERN radios (UHF/VHF/Hi-Band), LEO satellite, and Wi-Fi broadcast.
- DFES Comms Support Unit: deployable repeaters, Cell-on-Wheels (CoW), LEO satellite connectivity and additional technologies.
- DFES UHF network contains two interagency channels (DFES, WAPOL, DOJ, SJA, and Rescue Helicopters).

14.1.7 Public Information & Messaging Platforms
- Shire Communications - Shire website + social media
- Emergency WA, Bushfire IO, others
- ABC radio/TV and website
- Community platforms (e.g., Perth Hills Fire Chat

14.2 Mobile Network & Internet Considerations

Mobile phones are the dominant communication method except for fire appliances, where they are secondary to VHF radios.
During major incidents, mobile coverage may be degraded due to equipment damage, power loss, or inability to maintain tower functionality.

14.2.1 When Mobile/NBN Networks Are Only Lightly Impacted
- All systems operate normally; standard protocols apply.
- Prioritize the use of radios for operational traffic if network is degraded.

14.2.2 When Mobile/NBN Networks Are Significantly Impacted

Power Outages
- Facilities with Generators with ATS: Admin Building, Mundaring Arena.
- Facilities with Generators and no ATS: Depot, Emergency Services Centre, Stoneville Bushfire Brigade
- UPS at Admin Building and Depot
- Additional generators may be hired.

Multiple Mobile Towers Affected
- Landline-style calls through NBN FTTP remain possible from Admin Building and Depot.
- Wi-Fi calling should be available.
- Mundaring ICV can provide LEO satellite internet, radio comms, and Wi-Fi bubble.
- SES Comms Support Unit can deploy repeaters, LEO satellite internet, Wi-Fi bubble, CoW.
- Additional support may come from Telstra/NBN mobile units if available, E.g. Road Muster Trucks.

Operations Team (Depot)
- Use NBN-connected handsets for external calls or Wi-Fi calling.
- VHF between coordinators/supervisors/depot.
- UHF for contractors.
- Use mobile data on iPads when possible.

Rangers
- VHF vehicle radios to communicate between vehicles and back to office

15. Incident Support Group

The Shire of Mundaring will provide support when resources allow, including through the Incident Support Group (ISG) if established. The ISG, convened by the appointed Incident Controller, coordinates services and information during major incidents by setting priorities and facilitating agency collaboration.

The role of the ISG is:
- to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident,
- to facilitate two-way communication between the Controlling Agency and any/all stakeholder agencies such that the controlling agency and stakeholder agencies can without unnecessary delay implement response (and recovery actions) and ensure that affected communities receive regular and accurate instruction and information.

14.1 Triggers for an ISG

The triggers for an incident support group are defined in *State EM Policy statement 5.2.2* and *State EM Plan section 5.1*. These are;
- *where an incident is designated as **Level 2 or higher;***
- *multiple agencies need to be coordinated*

14.2 Incident Levels

The following Trigger criteria are outlined in the **State Emergency Management Policy and Guidelines** endorsed by the **State Emergency Management Committee (SEMC).**

Level 1 – Local Incident
Characteristics:
- Managed within the capability of the responding agency.
- Minimal impact on the community.
- Limited or no requirement for multi-agency coordination.

Examples: Small bushfire, minor road crash, localised storm damage.

Level 2 – Significant Incident

Characteristics:
- Requires multi-agency coordination.
- Moderate impact on the community.
- May require establishment of an Incident Management Team (IMT).
- Some complexity in logistics and planning.

Examples: Large bushfire threatening multiple properties, major storm event, chemical spill requiring evacuation.

Level 3 – Complex Incident

Characteristics:
- High level of complexity and significant impact on the community.
- Requires State-level coordination and possibly national assistance.
- Involves multiple hazards or prolonged duration.
- Extensive resources and formal command structures (e.g., State Emergency Coordination Group).

Examples: Cyclone affecting multiple regions, major flood, large-scale bushfire across districts.

Key Factors Used to Determine Level
- Impact on life, property, and environment.
- Geographic spread and duration.
- Resource requirements (local vs. state/national).
- Community disruption and evacuation needs.
- Media and public interest.

14.3 Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The **Recovery Coordinator should be a member of the ISG** from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.
The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.
Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

14.4 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies

sharing information and resources.

14.5 Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The location of ISG meetings is typically chosen by the Incident Controller in consultation with the local government liaison, taking into account the accessibility for all participating agencies, the proximity to the incident site, and the availability of necessary facilities. These decisions are made to ensure effective coordination and communication among the ISG members. Considerations may also include safety, security, and the ability to maintain situational awareness, allowing the group to respond quickly to evolving circumstances.

The Incident Controller and the local government liaison will assess potential venues based on these operational requirements, aiming to select a location that supports both the immediate needs of the response and the logistical needs of all involved agencies. This collaborative approach helps facilitate efficient information sharing and resource management throughout the duration of the incident.

16. Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

This is achieved through the IMT position of "Public Information Officer as per the AIIMS structure. It is likely that individual agencies will want to issue media releases for their areas of responsibility. Public information release times, issues identified and the content shall be coordinated through the ISG to avoid conflicting messages being given to the public**.**

15.1 Communications Approvals/Sign-Off Process

Communication material directly relating to or to be issued on behalf of the Shire of Mundaring must be approved by the President of the Shire of Mundaring or the CEO of the Shire of Mundaring. It is the responsibility of the CEO of the Shire of Mundaring to ensure that information relied upon in approving external communications is correct.

15.2 Communication Principles

In an emergency, communication with stakeholders must adhere to the following principles:
- Timelines – regularly updating stakeholder on the situation
- Cooperation – being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity – prioritizing stakeholders, guarding sensitive information as needed
- Transparency – remaining honest and open about the situation and the response progress
- Simplicity – ensuring communication is easily understood and consistent

- Accuracy – Sharing only confirmed facts, never making assumptions or giving false information; and
- Accountability – accepting responsibility if appropriate and reasonable
-

15.3 Public Warning & Alert Systems

Public emergency warning and alert systems in Western Australia are coordinated by DFES. Such systems include:

Emergency WA an online system that provides a near real-time feed of incidents reported in Western Australia, and information on:

- Total Fire Bans
- Fire Danger Ratings
- Prescribed Burns
- Standard Emergency Warning Signal (SEWS) - The SEWS is a distinctive audio signal that is broadcast to alert the community that an official emergency announcement is to be made concerning an actual or imminent emergency that has the potential to affect them.
- Emergency Alert – A national warning system that sends voice messages to landlines and text messages to mobile phones within a defined area under immediate threat
- The control of warnings such as within the Bushfire Warning System may need to be informed by information supplied by the agencies/individuals represented within the ISG.

15.4 General Enquiries

Frontline employees from outside the LEMC/ISG must be prepared to receive enquiries from the community. Agencies represented within the ISG shall ensure that the frontline staff are provided with a script based on key messages. If the enquiry requires further information or comments, the caller or visitor must be transferred to an authorized spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message must be taken so that the call can be returned as soon as possible.

15.5 Enquiries

Enquiries from concerned relatives and friends must be directed to one or more of the following agencies:

- Department for Child Protection and Family Support (part of Department of Communities)
- Register Find Unite (when activated) via the Red Cross
- WA Police, depending on the circumstances concerned

At all times you should:

- Establish the caller/visitor's relationship to the person being enquired about
- Demonstrate care and listen to their concerns
- Remain calm
- Provide assurance that all necessary actions are being taken to manage the situation; and

- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

15.6 Managing the Media

During an emergency, information used in the communication response must be controlled. The approval/sign off procedure must be adhered to so that all facts are accurate and their release is authorized. The HMA/IC is responsible for enforcing this procedure.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

17. Local Warning Systems

Shire of Mundaring has in place a subscriber-based SMS messaging system via the Telstra Integrated Messaging Service (TIMS) whereby Shire of Mundaring provides emergency related information to subscribers including the following:
- Fire Danger Ratings
- Total Fire Ban notification
- Harvest and Vehicle Movement Ban Notification

Other emergency related information as required
- In addition, Shire of Mundaring distributes emergency information via
- Community noticeboards
- Shire of Mundaring Website
- Shire of Mundaring Facebook page
- Regular targeted community preparedness initiatives

18. Funding Arrangements

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the Shire of Mundaring is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

The Chief Executive Officer should be approached immediately when an emergency event requiring resourcing by the Shire of Mundaring occurs to ensure the desired level of support is achieved.

19. Evacuation and Welfare

18.1 Evacuation

As a result of the impact of a hazard, that is an emergency incident, evacuation (and displacement) of people affected or likely to be affected can occur.

Evacuation may be:

- **Self**, where a member/members of a community evacuate of their own volition in response to their assessment of the risks to their safety and health from an incident
- **Recommended**, such as in the instance of people responding to a Watch and Act warning issued via Emergency WA
- **Directed**, in the vent that the controlling agency issues a direction requiring members of a community to evacuate where there is an imminent and likely threat to life should community members stay in the area concerned.

The movement of people evacuating an area in response to hazard has the potential to expose evacuees to risks I addition to the risks existing from the initial incident. Evacuation may also destabilise a community and if implemented must be considered in line with the **Local Emergency Welfare Plan – Midland Region (LEWP) which is a Sub Plan of the LEMA**

Evacuation should be considered and planned in accordance with the SEMC approved Western Australia Community Evacuation in Emergencies Guideline which contains evacuation planning and operational templates.

18.2 Vulnerable/At Risk Persons Groups

There are several groups within the Shire of Mundaring who might have difficulty receiving or properly responding to emergency warnings and situations. **Appendix 6: Vulnerable/At Risk Person Groups** can be consulted by a Controlling Agency to help determine where extra attention or resources may be necessary to protect these individuals during an incident.

18.3 Welfare

The Department of Communities (DoC) has the role of managing welfare. DoC have prepared and are custodians of the *Local Emergency Welfare Plan – Midland Region* (LEWP). The LEWP covers Shire of Mundaring, City of Swan, Town of Bassendean and City of Kalamunda. **The LEWP is a Sub-Plan of the LEMA.**

18.4 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;
- Represent the department and the emergency welfare function on the Local Emergency

Management Committee and Local Recovery Committee;
- Establish and maintain the Local Welfare Emergency Coordination Centre;
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required

Identify and list the names in the contact lists. (This individual will be appointed by Department of Communities)

18.5 Local Government Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

20. Evacuation/Welfare Centres

The primary Evacuation and Welfare centres within the Shire of Mundaring district are:

- Brown Park Recreation Centre (Salisbury Rd, Swan View)
- Boya Recreation Centre (119 Scott Street, Boya)
- Mundaring Arena (50 Mundaring Weir Rd)

Evacuation and Welfare procedures are guided by the **Local Government Evacuation Activation Handover Guide which is a supporting guide to the LEMA**
The purpose of the guide is to outline the circumstances under which an Evacuation Centre will be activated by Shire of Mundaring:
- the immediate actions required;
- the point at which the Department of Communities assumes coordination;
- and the continuing support role of Shire of Mundaring.

21. Register Find Reunite

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register.
This primarily allows friends or relatives to locate each other. Because of the nature of the work

involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

22. Animals (including assistance animals)

In addition to minimising suffering of animals during emergency events or disasters it is imperative to ensure that Local Emergency Management Arrangements (LEMA) specifically provide for the management of animals.
Animals are a part of community life within the Shire of Mundaring as pets or companions or as part of a commercial enterprise.

Within the Shire of Mundaring there are in excess of 8000 dogs registered and in excess of 1300 cats registered and an unknown number of other animals are kept such as horses and alpacas, particularly throughout the rural and rural urban interface areas of the Shire.

Animal owners are ultimately responsible for the care and welfare of their animals at all times, including during emergencies. The Shire of Mundaring LEMA Animal Emergency Welfare Arrangements have been developed and adopted to supplement animal owners' own emergency planning or preparations, particularly after the immediate impacts of an emergency.

The Animal Emergency Welfare Plan is a sub plan of the LEMA

23. Recovery

Recovery efforts must be organised and systematically planned. The extensive requirements resulting from an emergency or disaster affecting the Shire of Mundaring's community will be addressed through comprehensive services delivered by government and non-government organisations alike.

At the local level, the focus of recovery planning and management is on community input. Within emergency planning responsibilities, the Shire of Mundaring local arrangements will incorporate recovery planning and, from an operational point of view, a range of services, including both infrastructure and human services. These arrangements will assist in providing coordination for the activities of local agencies.

The primary focus of the Shire of Mundaring Emergency Management Arrangements is to mitigate the effects of disasters. Within this context, recovery is defined as the coordinated process of supporting disaster affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical well-being.
Recovery is best achieved when the affected community is able to exercise a high level of self-determination.
The Shire of Mundaring Local Recovery Plan exists as a sub plan to these arrangements.

24. Exercising, Reviewing and Reporting

Testing and exercising are essential to ensure that emergency management arrangements are workable and effective. They also help to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of an HMA's response to an incident is an HMA responsibility however it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:
- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

23.1 Frequency of exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review **(State EM Policy section 1.5.10).**

In alignment with these requirements, the Shire of Mundaring has developed a comprehensive three-year exercise schedule to ensure ongoing preparedness and continuous improvement of its emergency management arrangements. This schedule outlines planned exercises aimed at testing local capabilities, fostering collaboration among agencies, and maintaining compliance with State policies.

Refer to Appendix 5 – Three Year Exercise Schedule

23.2 Reporting of exercises

Shire of Mundaring LEMC Executive Officer will:
- Provide its LEMC exercise schedule to the relevant DEMC prior to the start of the calendar year.
- Prepare and submit to the relevant DEMC a post-exercise report as soon as practicable.

25. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

24.1 Review of Local Emergency Management Committee Positions

Shire of Mundaring, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

24.2 Review of resources register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

26. Annual Reporting

The annual report of the LEMC will be completed via the LEMC Annual Report Survey and submitted to the DEMA by 30 June.

The SEMC advise that information gathered in the survey provides opportunity to highlight the important contributions made by Local Governments and LEMCs to emergency management in Western Australia.

27. Appendices

Appendix 1A Map of Shire of Mundaring and surrounding LGA's
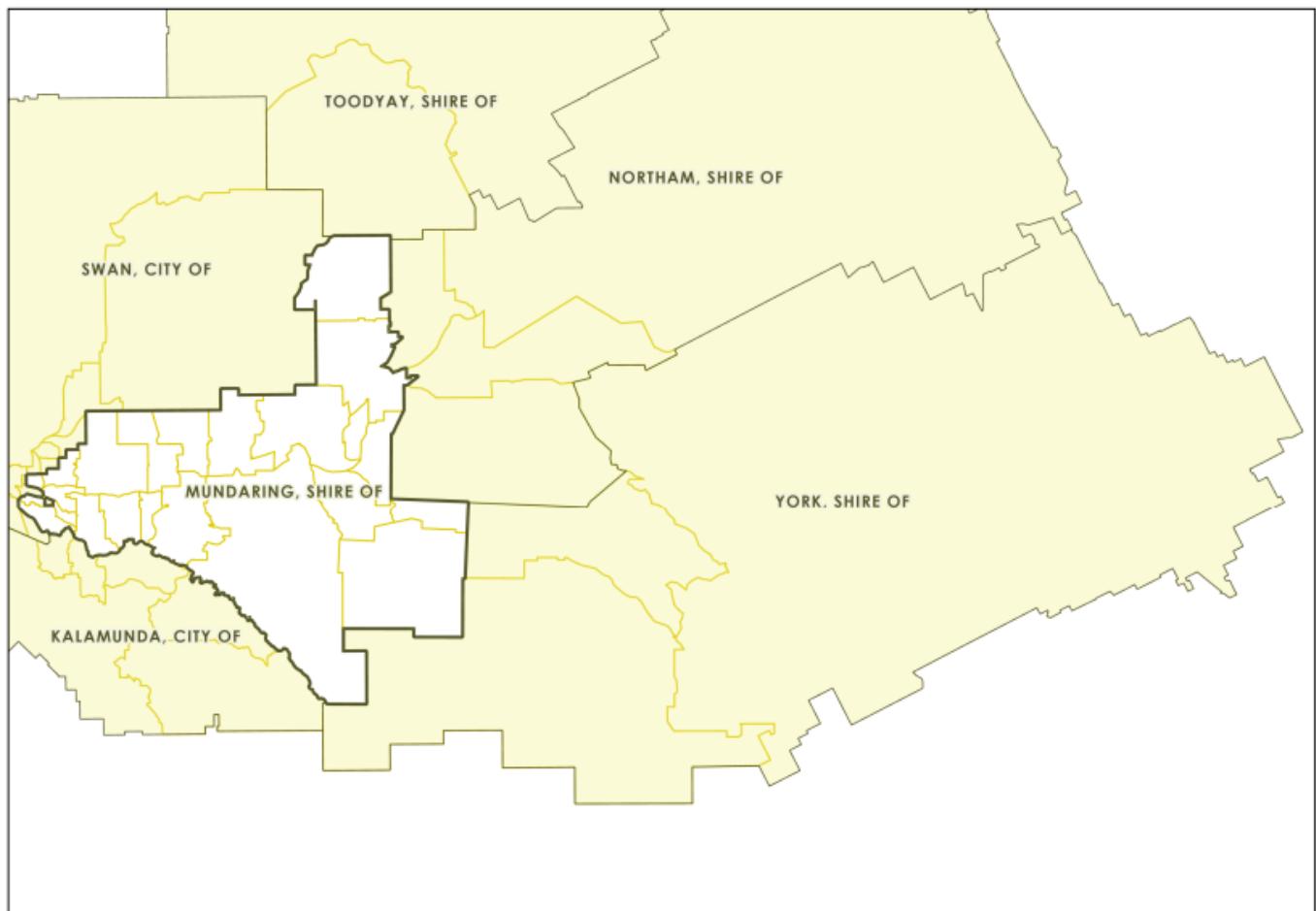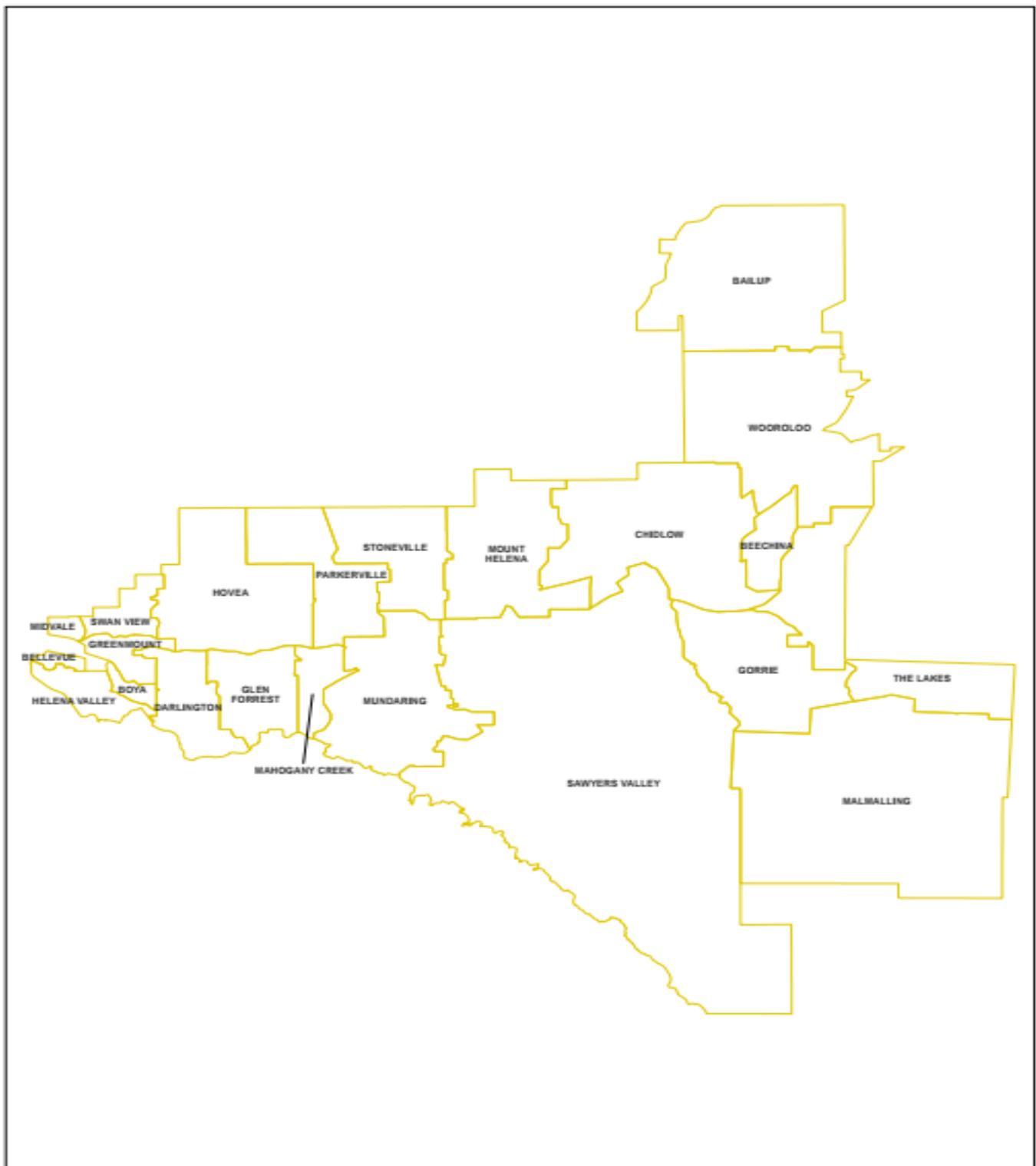
Appendix 1B - Map of Shire of Mundaring Localities

Appendix 1C - Table: Shire of Mundaring Locality Population and Number of Dwellings *(ABS Census 2021) population*

| Locality	Population	No. of Dwellings
Bailup	54	30
Beechina	128	46
Bellevue (see note below)	1514	757
Boya	669	282
Chidlow	1821	736
Darlington	3725	1433
Glen Forrest	2789	1098
Gorrie (nil information)		
Greenmount	2666	1070
Helena Valley	4130	1629
Hovea	713	259
Mahogany Creek	829	321
Malmalling (nil information)		
Midvale (see note below)	2283	1005
Mount Helena	3373	1255
Mundaring	3190	1330
Parkerville	2432	864
Sawyers Valley	1001	388
Stoneville	2489	946
Swan View	7889	3542
The Lakes	20	8
Wooroloo (see note below)	2613	333

Notes:
- Population numbers for Bellevue and Midvale include the parts of those localities within City of Swan.
- Population number for Wooroloo includes prisoner numbers for Wooroloo Prison Farm and Acacia Prison (combined total approximately 1800)

Appendix 1D - Map of Swan Inland North Fire Weather District

Appendix 2 - Large Public Events/Gatherings

Event/Gathering	Time of Year/When Held	Comments
Lake Leschenaultia, Rosedale Road Chidlow: Large numbers of patrons, both day visitors and campers during summer/bushfire season increasing complexity of emergency evacuation. Note the Lake is closed on some Extreme and all Catastrophic Fire Danger Rating days	Summer, particularly public holidays	>2000
Darlington Arts Festival, Darlington Oval, Pine Terrace: Large number of patrons over the weekend. Multiple stalls including food stalls, (cooked/heated on site) and liquor sales. Evacuation of patrons in the event of an emergency incident would be complex. Note, Organisers submit a Risk Management Plan for the event	1st weekend November	>2000
Hills Billycart Festival (annual) combined with the Whim Festival (biannual). Evans Street and Pioneer Park, Keane Street West, Mount Helena. Billycart event centres on Evans Street, Mount Helena which is closed for the event.	Last weekend October (noting Whim festival is biannual)	>2500

Event/Gathering	Time of Year/When Held	Comments
Perth Hills Artisan Markets, Mundaring Arena, Mundaring Weir Road, Mundaring. Indoor markets/stalls	Irregularly, Sunday between September and March Refer https://www.perthhillsartisanmarkets.com.au/	1000 (approx. at any one time)
Swan View Agricultural Show Brown Park, Amherst Rd, Swan View. Machinery and Livestock exhibits, Food vans/stalls, Rides, Variety stalls	September/October	1000 (approx. at any one time)

Appendix 3 – LEMC Contacts

Appendix 4 – Identified Emergency Types Within the Shire

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan
Fire	DFES DBCA Shire of Mundaring (location and level dependent)	FES Commissioner	√	√	Fire
Storm, Flood	DFES	FES Commissioner	√	√	Severe Weather (interim)
Crash Emergency – Road Crash	WA Police	Commissioner of Police	√ VFRS Mundaring	√	Crash Emergency
Crash Emergency – Rail Crash (Public Transport)	Public Transport Authority	Public Transport Authority Managing Director		√	Crash Emergency
Crash Emergency – Rail Crash (Arc Infrastructure – freight)	Arc Infrastructure	Arc Infrastructure		√	Crash Emergency
Crash Emergency – Air Crash	WA Police	Commissioner of Police		√	Crash Emergency
Hazardous Materials Emergencies - HAZMAT	DFES	FES Commissioner	√ VFRS Mundaring	√	Hazardous materials emergencies (HAZMAT)

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan
Heatwave	Department of Health	CEO Department of Health		√	Heatwave
Human epidemic - Human Biosecurity	Department of Health	CEO Department of Health		√	Human Biosecurity
Animal, plant disease – Animal and Plant biosecurity	Department of Primary Industries and Regional Development	Director General, Department of Primary Industries and Regional Development		√	Animal and Plant Biosecurity
Earthquake	DFES	FES Commissioner		√	Earthquake
Search and Rescue Emergencies	WA Police	Commissioner of Police	√ SES Mundaring	√	Persons lost or in distress requiring a Search and Rescue response (SAR emergency)
Energy Supply Disruption (electricity, gas, liquid fuel)	Operator of the affected energy infrastructure	Coordinator of Energy		√	Energy Supply Disruption
Hostile Act	WA Police	Commissioner of Police		√	Hostile Act

Appendix 5 – Three Year Exercise Schedule

Shire of Mundaring Crisis and Emergency Management Exercise Schedule 2025 – 2028

Year	Audience	Date		Theme	Focus	Objective
2025	LEMC	10-Oct	DRA - Big Map Functional Exercise	Natural Hazard - Bush Fire	Disaster Resilience	Identify disaster resilience gaps
2026	CMT	March	Functional Training Exercise	Natural Hazard - Bush Fire	Recovery	To test the newly developed CMP and familiarise the CMT with Crisis Mgmt practices
2026	LEMC	May	Functional Exercise	Hazmat - uncontrolled release	Response Coordination	To confirm response arrangements
2026	LEMC	September	Combined Functional Exercise	Infrastructure - Dam Breach	Recovery Coordination	To confirm Incident recovery arrangements
2026	CMT	September	Combined Functional Exercise	Infrastructure - Dam Breach	Crisis Coordination	To clarify interdependencies between Crisis and Emergency Management
2027	CMT	September	Desktop Exercise	Plane Crash	Crisis Management	To test the response to a complex multi agency incident
2027	LEMC	May	Functional Exercise	Active Shooter	Response Coordination	To confirm response arrangements
2027	LEMC	September	Desktop Exercise	Motor Vehicle Accident	Incident Support	To confirm ISG functionality
2028	CMT	March	Functional Exercise	Cyber Security Incident	Crisis Response	To test the response to a financial and reputational threat

Year	Audience	Date		Theme	Focus	Objective
2028	CMT	May	Combined Fully Functional Exercise	Natural Hazard - Storm	CMT and IMT Intergration	To test and confirm coordination between stategic and tactical operations
2028	LEMC	May	Combined Fully Functional Exercise	Natural Hazard - Storm	Incident Management	To confirm IMT interoperability arrangements
2028	LEMC	September	Desktop Exercise	Plane Crash	Incident Support	To confirm Incident Support Group arrangements

Exercise Types

A **desktop exercise** is a discussion-based simulation conducted in a low-stress environment using existing plans and procedures, without deploying actual resources or personnel.

A **functional exercise** is a simulated, interactive exercise that tests the coordination and response capabilities of an organisation or multiple agencies.

A **fully functional exercise** is the most comprehensive and realistic type of emergency exercise. It involves actual deployment of personnel, equipment, and resources in response to a simulated emergency.

Colour Coding
Teal Cells = Local Emergency Management Committee
Pink Cells = Crisis Management Team
Purple Cells = Combined CMT/LEMC

Appendix 6 – Vulnerable/At Risk Person Groups

Childcare Centres		
Name & Facility Type	**Address, Phone**	**No. of Occupants**
Hills Childcare Centre	16 Hartung St. MUNDARING 9295 6550	65
Kids Inn Childcare	384-386 Morrison Rd. SWAN VIEW 9294 4116	45
Ladybugs Childcare	11 Torquata Blvd. HELENA VALLEY 9274 7404	65
Mundaring Child Care Centre	505 Brooking Rd. MAHOGANY CREEK 9298 8336	33
My World Childcare	33 – 41 Beaconsfield Ave. MIDVALE 9250 7776	94
Little Peoples Retreat	31 Balfour Rd. SWAN VIEW 9255 1489	48

Aged Care		
Name & Facility Type	**Address, Phone**	**No. of Occupants**
Yallambee Hostel	2 Fenton St. MUNDARING 9295 1511	40 (30 staff)
Yallambee Independent Living Units	2 Fenton St. MUNDARING 9294 2688	53 units (1-2 persons in each)
Regis Cypress Gardens	22 Coongan Ave. GREENMOUNT 1300 998 100	127

Youth Care

Name & Facility Type	Address, Phone	No. of Occupants
Parkerville Children & Youth Care	290 Beacon Rd. PARKERVILLE 9290 1200	15
Kath French Centre CPFS	900 Woodlands Rd. STONEVILLE	12 (16 Staff)

Prisons

Name & Facility Type	Address, Phone	No. of Occupants
Wooroloo Prison Farm	Great Eastern Hwy. WOOROLOO 9573 3000	370
Acacia Prison	Great Eastern Hwy. WOOROLOO 9573 3300	1400

Schools

Name & Facility Type	Address, Phone	No. of Occupants
Chidlow primary School	450 Lilydale St. CHIDLOW 9572 4132	187 students 18 staff
Darlington Primary School	Lot 7 Amherst Ave. DARLINGTON 9299 6888	370 students 45 staff
Helena College Junior School	1 Ryecroft Rd. DARLINGTON 9299 6626	220 students 14 staff
Treetops Montessori	12 Beenong Rd. DARLINGTON 9299 6725	123 students 27 staff
Glen Forrest Primary School	Tillbrook St. GLEN FORREST 9298 8202	320 students 45 staff

Schools		
Name & Facility Type	**Address, Phone**	**No. of Occupants**
Helena College Senior School	52 Bilgoman Rd. GLEN FORREST 9298 9100	526 students 49 staff
Greenmount Primary School	50 – 68 Innamincka Rd. GREENMOUNT 9294 1155	419 students 54 staff
St. Anthony's Primary School	96 Innamincka Rd. GREENMOUNT 9294 5500	471 students 56 staff
Helena Valley Primary School	3700 Helena Valley Rd. HELENA VALLEY 9294 1062	299 students 29 staff
Mount Helena Primary School	Lot 289A Keane St East. MOUNT HELENA 9572 1011	251 students 33 staff
Eastern Hills Senior High School	Keane St. East. MOUNT HELENA 9573 0200	750 students 90 staff
Bible Baptist Christian Academy	6 Chidlow St. MOUNT HELENA 9572 1648	20 students 10 staff
Mundaring Primary School	855 Stevens St. MUNDARING 9295 1072	309 students 31 staff
Sacred Heart Primary School	200 Coolgardie St. MUNDARING 9295 1562	183 students 24 staff
Mundaring Christian School	1605 Walker St. MUNDARING 9295 2688	398 students 45 staff
Parkerville Primary School	16 Parker Rd. PARKERVILLE 9295 4268	314 students 43 staff
Silver Tree Steiner School	695 Roland Rd. PARKERVILLE 9295 4787	152 students 20 staff

Schools		
Name & Facility Type	**Address, Phone**	**No. of Occupants**
Sawyers Valley Primary	235 Sawyers Rd. SAWYERS VALLEY 9295 1434	194 students 39 staff
Swan View Primary School	380 Morrison Rd. SWAN VIEW 9294 1522	408 students 50 staff
Swan View Senior High School	Gladstone Ave. SWAN VIEW 9294 0100	400 students 80 staff
Wooroloo Primary School	Wade Rd. WOOROLOO 9573 1144	75 students 15 staff

Community Kindergartens		
Name & Facility Type	**Address, Phone**	**No. of Occupants**
Chidlow Community Kindergarten	Lot 266 Northcote ST CHIDLOW 9572 3355	20 students 3 staff
Glen Forrest Community Kindergarten	47 Marnie Rd. GLEN FORREST 9298 9250	20 students 2 staff
Mt Helena Community Kindergarten	20B Chidlow St. MOUNT HELENA 9572 1170	15 students 2 staff
Little Possums - 3 Year Old Kindy	3 Craigie PL, MUNDARING 9295 1139	39 students 8 staff
Brookview Family Centre - 3 Year Old Kindy	55 Marlboro Rd. SWAN VIEW 9255 2144	20 students 3 staff

Caravan Parks & Camping Grounds		
Name & Facility Type	**Address, Phone**	**No. of Occupants**
Mundaring Caravan Park	5235 Gt Eastern Hwy, MUNDARING	40 Sites
Lake Leschenaultia Camping Ground	2135 Rosedale Rd, CHIDLOW	22 Sites

Other		
Name & Facility Type	**Address, Phone**	**No. of Occupants**
Pathways Farm (psychotherapy centre)	171 Mundaring Weir Rd. MUNDARING 9295 1339	0424820726	10