

# MUNICIPAL EMERGENCY ANIMAL WELFARE PLAN



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## DOCUMENT CONTROL

<b>Approved by: Council</b>	<b>Date approved: 17 Dec 19</b>	<b>Next review date: Dec 2022</b>
<b>Directorate:</b> Corporate	<b>Department:</b> Building & Amenity	<b>Contact officer:</b> Emergency Management Coordinator



## Endorsement and Adoption

This plan was adopted by the Alpine Municipal Emergency Management Planning Committee (MEMPC) at their meeting on 23<sup>rd</sup> October 2019:

Signed  Date 04 / 12 / 2019.  
Chair Cr. Ron JANAS

This plan was considered, endorsed and adopted by the *Alpine Shire Council* at its meeting of 17<sup>th</sup> December 2109.

THE COMMON SEAL OF THE ALPINE SHIRE COUNCIL WAS AFFIXED this

17 day of December 2019 in the presence of:

Cr Kitty Knappstein  
Print Name

 Councillor  
Sign

Cr John Fogarty  
Print Name

 Councillor  
Sign

Charlie BIRD

 Chief Executive Officer  
Sign

### Version Control Table

Version Number	Date of Issue	Author(s)	Brief Description of Change
Version 1	06/03/2012	John Boal	Doc development
Version 2	23/04/2014	Darryl Farmer & John Boal	Document review
Version 3	01/09/2019	Karen van Huizen	Review and rewrite to bring plan in line with the Victorian Emergency Animal Welfare Plan (Revision 1)

## Acronyms

<b>AgVic</b>	Agriculture Victoria
<b>AWC</b>	Animal Welfare Coordinator
<b>AVA</b>	Australian Veterinary Association (Victorian Division)
<b>CFA</b>	Country Fire Authority
<b>DHHS</b>	Department of Health & Human Services
<b>DELWP</b>	Department of Environment Land, Water and Planning
<b>DJPR</b>	Department of Jobs, Precincts & Regions
<b>EMC</b>	Emergency Management Coordinator
<b>EMLO</b>	Emergency Management Liaison Officer
<b>EMT</b>	Emergency Management Team
<b>EMV</b>	Emergency Management Victoria
<b>EMMV</b>	Emergency Management Manual of Victoria
<b>IC</b>	Incident Controller
<b>ICC</b>	Incident Control Centre
<b>IMT</b>	Incident Management Team
<b>IMS</b>	Incident Management System
<b>LLO</b>	Local Laws Officer
<b>MAV</b>	Municipal Association of Victoria
<b>MEM</b>	Municipal Emergency Manager
<b>MECC</b>	Municipal Emergency Co-ordination Centre
<b>MERC</b>	Municipal Emergency Response Co-ordinator
<b>MERO</b>	Municipal Emergency Resource Officer
<b>MRM</b>	Municipal Recovery Manager
<b>POCTAA</b>	Prevention of Cruelty to Animals Act, 1986
<b>PV</b>	Parks Victoria
<b>RAWC</b>	Regional Animal Welfare Commander
<b>RSPCA</b>	Royal Society for the Prevention of Cruelty to Animals
<b>SAWC</b>	State Animal Welfare Commander
<b>SCC</b>	State Control Centre

<b>SES</b>	State Emergency Service
<b>VicPol</b>	Victoria Police
<b>VFF</b>	Victorian Farmers Federation

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# INTRODUCTION

The Municipal Emergency Animal Welfare Plan (MEAWP) has been written to assist Council to mitigate and manage the various animal welfare issues that may arise during an emergency. It provides a coordinated approach to the management of animal welfare impacts to companion animals, livestock and wildlife as a direct result of an emergency incident within Alpine Shire.

The MEAWP describes local arrangements for animal and stock welfare management in an emergency and addresses the following risk areas:

- Bushfire
- Domestic and wildlife welfare
- Disease (endemic & exotic)
- Wind/Storm Damage
- Flood Events
- Drought
- Transport accidents

## 1 PURPOSE

The MEAWP has been produced pursuant to Section 20 (1) of the Emergency Management Act 1986 to achieve the efficient and effective management of animals, and co-ordinate animal welfare agencies before, during and after an emergency event.

The Plan is designed to help minimise the impact of emergency incidents on stock or animals and to ensure post event recovery flows as smoothly as possible. The plan aims to provide a system of management across all hazards to cater for the welfare of animals.

Local Laws Officers and other personnel with roles and responsibilities in emergency management have been authorised by Council through their appointment and delegation of legislated functions and powers of Council. Other Officers may also be authorised to perform specific animal and livestock welfare functions during an emergency.

Key legislation covering functions, powers and authorisations of environmental officers includes the following Acts and regulations:

- *Local Government Act 1989*
- *Emergency Management Act 1986*
- *Prevention of Cruelty to Animals Act 1986*
- *Environmental Protection Act 1970 (part)*
- *Livestock Management Act 2010*
- *Domestic Animals Act 1994*
- *Impounding of Livestock Act 1994*
- *Livestock Disease Control Act 1994*

Other Acts of relevance include:

- Occupational Health and Safety Act 2004
- Flora and Fauna Guarantee Act 1988
- Wildlife Act 1975

## The Plan

The Plan has been written to:

- Be read in conjunction with the Municipal Emergency Management Plan (MEMP), the Victorian Emergency Animal Welfare Plan and the Emergency Management Manual of Victoria (EMMV)
- Be consistent with departmental guidelines and other Council planning frameworks
- Outlines the roles, responsibilities and operating arrangements of agencies, organisations, community and Council in planning for and responding to emergency animal welfare during an emergency
- Promote a community awareness and education component.

In order to achieve better animal welfare in an emergency, this plan includes contact directories, activation, communication procedures and roles and responsibilities of Municipal Local Laws Officers (LLO) and other external agencies providing animal/stock welfare and related services in the event of an emergency situation. It covers planning, training and skill retention of staff and available resources.

The plan has been developed to guide local emergency animal welfare arrangements for these risks with emphasis given to:

- Identification of affected animals
- Management of evacuated animals, including management of animals at ERCs
- Management of stray or roaming animals
- Animal welfare assessment
- Veterinary treatment and triage
- Humane destruction and salvage slaughter
- Carcass disposal
- Provision of emergency food, fodder and water
- Coordination of donations and offers of assistance

The plan does not replace animal welfare arrangements described in existing emergency plans (for example AUSTVETPLAN).

## Guiding Principles

In the implementation of the Municipal Emergency Welfare Plan the following principles apply:

- Protection and preservation of human life is paramount
- The responsibility for the welfare of animals at all times remains with the person in charge of an animal
- Integrating consideration of animals and their welfare into emergency planning, at all levels, will improve animal welfare outcomes and have a positive impact on human safety and resilience.
- Recognition that the bonds people have with their animals' impact on their decision making and behaviour in an emergency.
- Emergency arrangements for animal welfare do not override normal legislative functions however the given circumstances may call for discretion in managing compliance given potential risks to human life or other practical limitations perceived to be present during the emergency.
- This plan encompasses all hazards as emergencies of all types can impact on animals or require animal management processes to be implemented.
- While arrangements described in this Plan are typical, it is recognised that a Control Agency may recommend additional or alternative actions at the incident, regional or state level to meet the needs of the particular emergency; and
- As the capacity and capability of Council, agencies and organisations delivering animal welfare support services will change, an adaptive, flexible approach to arrangements is essential to ensuring the objectives of this Plan are met.

## 2 SCOPE

### Municipal Setting

Alpine Shire is located approximately 200km north east of Melbourne, and adjoins the following municipalities:

- Indigo Shire Council to the north
- Towong Shire Council to the northeast
- Rural City of Wangaratta to the west
- Wellington Shire Council to the south
- East Gippsland Shire Council to the southeast

The shire is 92% public land which includes Mt. Buffalo National Park and large tracts of the Alpine National Park. The remaining 8% of land consists of towns, villages and farming land in the major river valleys: Ovens, Buffalo and Kiewa valleys.

## Population

Alpine Shire had a population of 12,131, which during the peak period of Autumn, Spring and Summer, grows up to 25,000 people. The population predominantly live in the townships of Bright, Myrtleford and Mt. Beauty, whilst the remaining population live in the smaller townships and villages of: Tawonga, Tawonga South, Dederang, Dinner Plain, Porepunkah, Harrierville, Wandiligong and Eurobin.

Within the municipality there are approximately 2288 dogs and 661 cats registered, the livestock consists of mainly cattle and sheep and variety of native wildlife species, including some endangered or threatened, inhabit areas of our bushland and forest.

Animal welfare support services relevant to the municipality will be found in this plan and contacts detailed in **Appendix 1** of this Plan.

## Lifestyle

The natural environment has a significant influence on our lifestyle. It contains a wide range of natural environments including Victoria's highest peak, Mount Bogong (1986 metres).

Popular activities for visitors include sightseeing, eating out, shopping, cycling, bushwalking, visiting friends and relatives, visiting craft and art galleries and snow skiing.

## Climate

The Shire has four distinct seasons. Air temperatures range from an average maximum of 29.5°C to a minimum of 11.6 °C in February and from an average maximum of 12.0 °C to an average minimum of 1.5 °C in July. The highest recorded maximum was over 44°C in the month of February and lowest recorded minimum was -7.8 °C in the month of June. Note that average temperatures have risen slightly over the last 10 years.

The average annual rainfall across the Shire is 1,178mm of rain per year, with the winter months receiving approximately twice the summer rainfall.

Further information can be found in **Part 2.2** of the *MEMP*

### 3 AUDIT

This *Municipal Emergency Animal Welfare Plan* is a sub-plan of the Municipal Emergency Management Plan prepared under Section 20 (1) of the *Emergency Management Act 1986* and as such is subject to the audit provisions as detailed in Section 20A of the *Emergency Management Act 1986*.

### 4 PLAN DEVELOPMENT, TESTING AND REVIEW

Outlined below are key companion animal and stock welfare emergency management planning processes and arrangements for preparing the municipality for an emergency incident.

#### Risk Management process

The MEMPC is responsible for carrying out risk assessments and subsequent reviews to identify existing and potential risks. These risks are rated for their likelihood, frequency and consequence.

The Community Emergency Risk Assessment (CERA) has been developed by the Victorian SES which is consistent with *AS/NZS ISO 31000:2009 Risk Management*. This provides the MEMPC with a framework for improving safety and resilience from hazards and emergencies.

#### Development

The MEAWP has been prepared by a working group, in consultation with the Municipal Emergency Management Planning Committee (MEMPC).

The working group is appointed by the MEMPC every 3 years for the purpose of amendment of the MEAWP. It comprises of Council staff that have infrastructure or local knowledge relating to animal welfare and management throughout Alpine Shire, internal and external personnel with roles and responsibilities in municipal emergency management and stakeholders from groups and organisations that have specific knowledge and understand animal welfare and health issues.

Table 1: Stakeholders

Working Group Stakeholders		
Primary	Secondary	Tertiary
<ul style="list-style-type: none"><li>• DJPR</li><li>• VicPol</li><li>• DELWP</li><li>• Parks Vic</li><li>• Alpine Shire</li></ul>	<ul style="list-style-type: none"><li>• Pony/riding Clubs</li><li>• Local vets</li><li>• RSPCA</li><li>• EPA</li></ul>	<ul style="list-style-type: none"><li>• Wildlife Victoria</li><li>• Community</li></ul>

## Training

Training of Local Laws Officers is an essential component and will assist with effective and more efficient outcomes in relation to companion animal and livestock welfare in emergencies.

Knowledge and competencies will be developed internally in conjunction with other emergency agencies. Any exercises will be conducted in conjunction with other agencies to enhance the training of emergency management personnel, Local Laws Officers and allow for the testing of emergency arrangements.

## Review

A record of amendments and/or version control will be maintained, as per the MEMP.

Frequency	Task/action	Responsible
<b>On Going</b>	Analyse significant incidents against plan. Explore identified opportunities for new or enhanced treatments with relevant stakeholders, and agree course of action.	MEMPC
<b>Annually</b>	Conduct a review of assets and contact directory <ul style="list-style-type: none"><li>• Are there new risks that need to be added to the plan and managed?</li><li>• Are there any new or enhanced treatments required?</li></ul>	MEMPC
<b>Triennially</b>	Conduct end-to-end review of plan, with particular focus on the environmental scan, objectives and any changes to legislation or state plans	MEAWP Group

To ensure the MEAWP remains relevant and meets the changing needs of our community, Council will review and amend the MEAWP every three years. All relevant stakeholders will actively participate in the evaluation. The following questions will be addressed.

- Were the actions appropriate and timely?
- What worked?
- What didn't work?
- Was information communicated effectively to stakeholders?
- Was information communicated effectively to the general community?
- What could we do differently next time?

## Distribution

The Municipal Emergency Animal Welfare Plan will be distributed to the following emergency management personnel and agencies:

- Municipal Emergency Management Planning Committee (MEMPC)
- Municipal Emergency Resource Officer (MERO)
- Municipal Recovery Manager (MRM)

- Local Laws Officers
- Municipal Emergency Response Co-ordinator (MERC)
- Alpine Shire Council website
- DJRP – Ag Vic
- DELWP
- Parks Victoria
- Other internal and/or external personnel, where appropriate

Refer to **Appendix C2** of *MEMP* for contact details.

## Resources and Personnel

The municipality will maintain personnel, equipment and services in preparation for animal/livestock emergency management activities.

Municipal personnel include the Municipal Emergency Response Officer (MERO), Emergency Management Coordinator (EMC), Local Laws Officers and other administrative staff.

Equipment available to municipal personnel will be listed in **Appendix 3** of this plan.

## 5 AIMS AND OBJECTIVES

The aims of this MEAWP are to:

- Contribute to enhanced public safety and community resilience through effective planning and management of animals in emergencies,
- Inform and support animal owners and groups prior to, during and after an emergency event, and
- Ensure animals are appropriately considered and protected from suffering during and after emergencies.

To achieve these aims, the Alpine Shire MEAWP has the following objectives:

- Support and assist the principal MEMP.
- Define the roles and responsibilities of key agencies and stakeholders dealing with animal welfare, and update these if and when they change.
- Identify triggers for activation.
- Co-ordinate Local Laws functions and animal rescue and/or shelter during an emergency.
- Encourage and facilitate community awareness about the need for self-managed animal plans during an emergency.
- Increase community knowledge and confidence that animal welfare will be considered and managed during an emergency.
- Identify and prioritise the requirements of groups at risk during emergencies.
- Facilitate the hygienic management and disposal of animal waste and carcasses during an emergency.

- Develop a list of facilities for short term housing of animals.
- Identify potential community members with animal handling skills and/or facilities
- Provide animal welfare assistance at Emergency Relief Centres as required
- Ensure business continuity of Local Laws during an emergency.

## 6 PLAN ACTIVATION

In the event of an emergency, respective animal welfare responsibilities will be triggered in accordance with the classification given to the event.

The *Emergency Management Manual of Victoria* details the three classifications of emergency response relevant to the Incident Management Systems (IMS) as per **Table 2**.

Table 2: *EMMV 2012 - Part 3 - State Emergency Response Plan - Response Management Arrangements - Control - Incident Management Levels*

Classification	Characteristics
<b>Level One</b>	Characterised by being able to be resolved through the use of local or initial response resources only. In a Level 1 emergency response, the major function is operations to resolve the emergency. Control is limited to the immediate area, and therefore, the operations function can usually be carried out by the Incident Controller.
<b>Level Two</b>	More complex emergency response, either in size, resources or risk. Level 2 response is characterised by the need for: <ul style="list-style-type: none"> <li>▪ deployment of resources beyond initial response</li> <li>▪ establishment of sectors to assist with management of the emergency</li> <li>▪ the establishment of functional sections due to the levels of complexity or</li> <li>▪ a combination of the above.</li> </ul>
<b>Level Three</b>	Characterised by degrees of complexity that may require a more substantial establishment for management of the situation. These emergencies will usually involve delegation of all incident management functions.

### Activation

The Municipal Emergency Resource Officer (MERO) will activate this Plan following advice from the Municipal Emergency Response Coordinator (MERC), Victoria Police (VicPol), the Department of Jobs, Precincts & Regions (DJPR), Agriculture Victoria (AgVic) or an Incident Controller.

### Triggers for Activation

This Plan may be activated following:

- Opening of an Emergency Relief Centre (ERC)
- Establishment of an Incident Control Centre (ICC)
- When a need for mass stock management or carcass disposal is identified
- When there is a motor vehicle accident involving an animal transport vehicle

- When there is a need to co-ordinate a livestock water supply or donated fodder, supplies, etc.

In large scale emergencies, the Manager of Building and Amenity will take on the role of Animal Welfare Coordinator (AWC) and engage agency personnel, Local Laws Officers and administration staff appropriate to the emergency.

The AWC will oversee the implementation of the Plan in consultation with the MERO and AgVic Animal Welfare Liaison Officer assigned to the emergency.

The following principles apply in the implementation and functioning of the MEAWP:

- The safety and wellbeing of people will be the first priority at all times.
- Emergency arrangements for animal welfare do not override normal legislative requirements; however emergency situations may cause these requirements to be varied due to the situation and circumstances at the time.
- Any arrangements described in this plan, can at the discretion of the Incident Controller, be varied, changed or added to.
- The capacity and capability of agencies may change during the progression of an emergency event, an adaptive flexible whole of government approach across boundaries and tenure is essential to the successful outcome of the plan.

Under the Department of Jobs, Precincts & Regions (DJPR), Agriculture Victoria (AgVic) is the primary Agency for dealing with livestock, companion animals and wildlife welfare support services.

## **7 BUSINESS CONTINUITY**

In the event of an emergency situation, the Local Laws staff will undertake companion animal and livestock welfare response and/or recovery activities including:

- Carry out any functions delegated by the MERO;
- Perform activities consistent with emergency companion animal and livestock welfare responsibilities of the municipality;
- Where necessary, call on other municipal staff to assist Local Laws staff in delivery of activities consistent with companion animal and livestock welfare emergency responsibilities of the municipality;
- Call on Authorised Officers from neighbouring municipalities to assist Local Laws staff with providing either normal services or assisting with providing normal animal welfare services; and
- Priority will be given to emergency animal welfare services over normal animal welfare services in the event of an emergency situation.

In order to facilitate business continuity during and after an emergency event the Manager of Business and Amenities will establish a Daily Business Team (DBT). The Daily Business Team

will focus on delivery of normal requests for the community with priority given to the following tasks:

- Dog attack
- Any high risk request
- Injured animals
- Cat and dog pick up
- Request for police assistance
- Stock wandering (excluding incident area)
- Open air burning complaints
- School crossing

## 8 ROLES AND RESPONSIBILITIES

Emergencies are likely to pose risks to animal welfare and as a result owners and carers of animals may be under great stress. The primary responsibility and duty of care remains with the person in charge of the animal. However, given the uncertainty created, emergency animal support services are available. A brief description of the roles and responsibilities of persons in charge of animals, agencies and organisations is provided in the *Victorian Emergency Animal Welfare Plan 2012* (VEAWP) under Section 7.0 - Roles and Responsibilities.

A generic organisational structure is shown in **Appendix 2** of the *VEAWP*. The generic structure depicts:

- Key points of animal welfare contact between the State Control Centre, Incident Control Centre and Municipal Emergency Coordination Centre for a non DJPR controlled incident.
- Agencies/organisations represented in the State Emergency Animal Welfare Unit.

Local Government also has responsibilities under the *Victorian Emergency Animal Welfare Plan 2012* - Section 7.8 (p.24) including Prevention/ Mitigation / Risk Reduction, Response and Relief.

### Owners and/or Persons in Charge of animals

The animal owner or the person in charge of the animal ultimately has responsibility for the welfare of that animal. This includes providing proper and sufficient food, water and shelter for every animal under their care.

Consideration needs to be given to people who are under great stress and may have been displaced from their homes or property. Assistance and guidance of what is needed to care

for their animals during and after the emergency may be needed for a large number of animal owners, depending on the extent of the emergency.

Planning for an emergency should include arrangements for animals, and personal safety plans and property plans should be developed, practised and implemented.

To assist in managing companion animals and livestock, people in charge of animals should consider:

- Animal identification – microchip or ear tag, collar, stock marker paint.
- Evacuating or relocating animals early – identification, health records, food and water, transport, agistment and boarding options.
- Needs of animals remaining on property – refuge area, containment, feed and water supply (including planning for loss of electricity).
- Needs of surviving animals – treatment, containment, feed and water supply, electricity.
- Contact numbers for animal welfare – local vets, DJPR, Ag Vic DELWP, Council.

### Department of Jobs Precincts and Regions (DJPR) – Agriculture Victoria (AgVic)

Under the Department of Jobs Precincts and Regions (DJPR), Agriculture Victoria (AgVic) is the control agency for emergency animal diseases. It is also the lead agency for livestock, companion animal and wildlife welfare support services in an emergency. AgVic will assess and assist rural landholders with livestock needs, and co-ordinate other agencies (such as the RSPCA, Australian Veterinary Association and wildlife carers) to assess and assist with companion animal and wildlife animal welfare. The role of AgVic is to:

- Identify critical animal and livestock welfare risks.
- Take appropriate immediate action to manage critical companion animal, livestock and wildlife animal welfare issues.
- Liaise closely with Council, the MECC, ICC (or Control Agency), local Vets and RSPCA.
- Advise Council of containment needs of stray or roaming animals, and disposal needs of dead or injured animals (location, number and type of animals).
- Coordinate other support agencies, including RSPCA, wildlife carers and volunteer or community groups wanting to help.
- Provide the community with information and advice.
- Assess and report to government on the losses and damage to agricultural assets and animals, and the needs of affected persons and communities.
- Assess fodder and water needs of impacted animals and advise Council and other agencies (e.g. VFF) of needs (quantity, type, location).

### Animal Welfare Commanders

The State Animal Welfare Commander (SAWC) is in place at all times. The SAWC is supported by Regional Animal Welfare Commanders (RAWC).

RAWCs are the initial point of contact to address animal welfare needs in the event of an emergency. Where an emergency has the potential to impact animal welfare the RAWC will liaise with the Incident Controller and the local government Municipal Emergency Response Officer (MERO) as a member of the Emergency Management Team (EMT) established for the incident to establish a Common Operating Picture (COP) with respect to animal welfare.

In level 2 or 3 incidents with significant animal welfare impacts an Incident Animal Welfare Commander may be appointed to lead DJPR animal welfare operations and coordinate animal welfare activities for the incident.

The SAWC is responsible for:

- Actively monitoring the potential risks to animal welfare as a consequence of current and predicted conditions including weather and the status of existing emergency incidents across the state;
- Liaising with relevant animal welfare agencies and organisations including DELWP, AVA, RSPCA, MAV, VFF and local government to enable effective and timely preparedness and delivery of animal welfare support services during an emergency;
- Overseeing the maintenance of the COP with respect to animal welfare.
- Ensuring DJPR's emergency animal welfare operations are properly resourced, with appropriate management structures in place at the state, regional and incident levels.
- Ensuring that the welfare of animals is appropriately considered during emergency response and relief operations, in accordance with the Plan.
- Providing oversight and direction to DJPR staff involved in the establishment and delivery of emergency animal welfare services at the regional and incident levels.
- Managing direct reports within the State Emergency Animal Welfare Unit.
- Actively identifying and seeking solutions to operational and policy issues relevant to emergency animal welfare.

## DELWP Wildlife Welfare Arrangements

The State Agency Commander (SAC) is in place at all times. The SAC will be supported by the Principal Officer Wildlife Emergencies (POWE) and regionally by the Regional Agency Commanders (RAC) who are the initial point of contact to address wildlife welfare needs in the event of an emergency.

Where an emergency has the potential to impact wildlife welfare the RAC will liaise with the Incident Controller and local government MERO as a member of the EMT established for the incident to establish a COP with respect to wildlife welfare. The POWE will also be consulted.

The POWE is responsible for:

- Actively monitoring the potential risks to wildlife welfare as a consequence of current and predicted conditions including weather and the status of existing emergency incidents across the state.
- Liaising with relevant animal welfare agencies and organisations including DJPR, AVA (will arrange triage centres), RSPCA, MAV and local government to enable effective

and timely preparedness and delivery of wildlife welfare services during an emergency.

- Overseeing the maintenance of the COP with respect to wildlife welfare.
- Ensuring DELWP's emergency wildlife welfare operations are properly resourced, with appropriate management structures in place at the state, regional and incident levels.
- Ensuring that the welfare of wildlife is appropriately considered during emergency response and relief operations, in accordance with the Plan.
- Providing oversight and direction to DELWP staff involved in the establishment and delivery of emergency wildlife welfare support services at the regional and incident levels.
- Managing direct reports within the State Emergency Wildlife Response Unit; and actively identifying and seeking solutions to operational and policy issues relevant to emergency wildlife.

## Incident Management, Response and Recovery Teams

Animal Welfare Coordinator - Manager of Building and Amenities  
Reports to MERO

Role description:

- Liaise directly with the AgVic animal welfare representative in the ICC or EMT.
- Establish systems and procedures for the safety and welfare of persons involved with animal welfare at the incident
- Conclude and review emergency activities
- Ensure briefings and debriefs are carried out at the start and end of each shift
- Local Laws Planning and Logistics
- Administration Support

## Animal Welfare Incident Response Team

Lead Ranger – Animal Welfare Incident Response  
Nominated by Animal Welfare Coordinator

Role description:

- Liaise with AgVic Animal Welfare Officer/DJPR/Parks Victoria/any other person in charge of animals.
- Ensure induction occurs for rangers
- Maintain a field log as required
- Hand over operational matters to relieving staff

Ranger – Incident Response

Role description:

- Duties as directed by the Lead Ranger – Animal Welfare Incident Response

Lead Ranger – Relief Centres - Nominated by Animal Welfare Coordinator.  
Reports to Emergency Relief Centre Manager.

Role description:

- Liaise with ERC Manager and Animal Welfare Coordinator.
- Ensure induct occurs for rangers.
- Coordinate the receipt, recording, management of food and welfare for animals at the ERC.
- Carry out relief centre duties as required.
- Maintain field log as required.

Ranger and support staff – Relief Centres  
Reports to Lead Ranger – Relief Centres.

Role description:

- Respond to requests for assistance with animals.
- Provide assistance and support as required to agencies.

## Alpine Shire Council

The role of Council will be to respond to animal welfare matters and also to maintain orderly animal management;

- At relief centres by:
  - Liaising directly with the MERO, MRM & AgVic Animal Welfare EMLO as to their requirements involving animals.
  - Responding to requests for service via Crisisworks.
  - Ensuring that animals are properly contained and/or secure at relief centres.
  - Re-directing large animals (horses, cattle, alpacas etc.) to sites more appropriate for livestock
  - Providing information and advice to pet owners about emergency food supplies, water and/or animal care.
  - Facilitating assistance from people and/or organisations with skills or capacity in the field of animal welfare.
  - Liaising with official or volunteer animal specialists to ensure consistency of focus and advice to attendees in regard to animals and their care.
  - Maintaining a record of animals presented at a Relief Centre.  
Refer **Appendix 2E** of this Plan
  - Communicating with other involved agencies.
- In other areas:
  - Liaise closely with the MERO and AgVic Animal Welfare EMLO regarding animal welfare needs.
  - Refer all animal welfare reports to the AgVic Animal Welfare EMLO for action.

- Arranging and coordinating appropriate resources for the management, removal, diversion, relocation or transport of animals.
- Facilitate clean stock drinking water for owners to access e.g. stand pipes.
- Manage wandering stock and domestic pets on roads and public spaces under council control.
- Ensure that livestock are adequately supplied with food and water.
- Manage the distribution of donated fodder and animal welfare goods.
- Manage dangerous stock and domestic pets posing risk to the public.
- Coordination of clean-up activities, including disposal of dead animals.
- Communicate with other involved agencies.
- Provide the community with information and advice in conjunction with or utilising AgVic, DJPR and DELWP.
- Conduct post-impact assessment of animal and stock welfare risks in the community in conjunction with AgVic.

## MERO

Liaise with MERC, Animal Welfare Coordinator (AWC) and AgVic Animal Welfare EMLO regarding known and anticipated animal welfare needs in the Municipality.

## MRM

Liaise with the MERO regarding activation and functionality of Emergency Relief Centre/s.

Liaise with the AWC and AgVic Animal Welfare EMLO regarding animal welfare needs at the Relief Centre.

## Municipal Staff involved in Animal Welfare Activities

In large scale emergencies, the Manager Building and Amenity will oversee the implementation of the Plan in consultation with the MERO and AgVic Animal Welfare Liaison Officer assigned to the emergency. *(from 7. Plan Activation)*

In the event of an emergency, the Local Laws Officer will:

- Manage municipal animal/livestock welfare response and recovery activities and resources.

All Local Laws staff will:

- Carry out any functions delegated by the MERO relating to domestic animal/livestock welfare emergency responsibilities of the municipality.
- Manage animal triage centres.
- Manage animals arriving at Municipal Emergency Recovery Centres.

Other municipal staff may:

- Perform activities consistent with domestic animal/livestock welfare emergency responsibilities of the municipality.
- Carry out any functions delegated by the Local Laws Officer or the MERO.
- Carry out animal disposal functions, under advice from the MERO and AgVic.
- Work with municipal staff to attend to their roles and responsibilities as stipulated in the Victorian Emergency Animal Welfare Plan.

In the event of an emergency, municipal staff or Authorised Officers from neighbouring municipalities may assist Local Laws staff in performing activities consistent with domestic animal/livestock welfare emergency responsibilities of the municipality. ASC Local Laws and other staff will be available to assist neighbouring municipalities also.

### MERC and Victoria Police

Liaise with Incident Control Centres, AgVic Animal Welfare Liaison Officers, and the MERO regarding known and anticipated animal welfare needs in the Municipality.

Victoria Police to ensure arrangements are in place as part of traffic management to enable effective and timely delivery of animal welfare needs.

### Australian Veterinary Association (AVA)

The AVA maintains a volunteer database of veterinarians and veterinary nurses and facilitates communication between vets through activation of a 1300 number, mobile phone contact and other electronic information.

During level 2 and 3 incidents involving emergencies the AVA will activate its Emergency Taskforce which will facilitate volunteer "Triage Veterinarians" and support triage centres, and will support local veterinarians and practices to care for animals affected by the emergency.

Private Veterinarians and Veterinary Practices will provide services as required to their clients and animal owners, and as required by assessment teams (e.g. RSPCA and AgVic).

### Royal Society for Prevention of Cruelty to Animals (RSPCA)

RSPCA Victoria is a support agency to AgVic for animal welfare during emergencies. As part of this role they undertake animal welfare assessments in accordance with plans and guidelines and provide advice to companion animal carers on welfare needs for animals in their care. Provide support to animal triage centres as required.

The RSPCA also provide advice to pet owners relating to animal welfare and respond as appropriate to requests for animal welfare resources in accordance with the State emergency resource supplementation process.

Requests for RSPCA resources should be directed through the State Emergency Welfare Unit of RSPCA.

### Wildlife Shelters and Carers including Wildlife Victoria

Provide assistance in wildlife rescue and relief operations in line with plans and protocols. Where appropriately authorised provide treatment and rehabilitation of wildlife affected by emergencies with the intent to release to the wild once rehabilitation is complete.

### SES and CFA Victoria

Ensure animal welfare is considered as part of State response plans. Work with AgVic and Local Government in the development and delivery of appropriate animal welfare messages to the community. Refer any animal welfare issues, concerns or reports to the appropriate agency (AgVic in the first instance).

### EPA Victoria

EPA Victoria is responsible for ensuring that appropriate disposal methods are adopted for wastes, including animal carcasses which result from an emergency. EPA Victoria, in consultation with Alpine Shire Council will approve appropriate disposal methods.

## 9 OPERATIONAL ARRANGEMENTS

### Preparedness

Animal welfare support services will be represented by Council and AgVic at the Municipal Emergency Management Planning Committee and/or the Emergency Animal Management working group.

Emergency animal welfare services will be built into the exercising of the MEMP and comply with the requirements of the Emergency Management Manual Victoria.

Council officers will undertake the necessary training to ensure the following minimum number of staff has and maintains the specified accreditations:

- POCTA authorisation (all LLO)
- First Aid (all LLO)
- Basic Wildfire Awareness (all LLO)
- Tree Hazard Awareness
- Work Health and Safety (all LLO)
- Livestock and domestic animal handling (all LLO)

The MEMPC will encourage emergency animal welfare planning resources, information and provision of advice to residents and visitors to the municipality through various means including the Council website.

## Prevention

The MEMPC will encourage emergency animal welfare planning to residents of, and visitors to, the municipality by promoting information sources through various means including the council website.

## Communications

Key messages for communication to the community should be prepared prior to each season or event (for example, fire, flood, storm, and drought). The key messages can be delivered via Council's website, social media and press releases. Messaging will be designed to support information communicated to the wider community by the Department of Agriculture and support agencies.

Information relating to emergency planning for animals including pets, livestock and horses has been sourced from the DEPI website

<http://agriculture.vic.gov.au/pets/care-and-welfare/pets-and-emergencies>

<http://agriculture.vic.gov.au/agriculture/emergencies/pets-in-emergencies>

- Your Animals in an Emergency Event
- AgNote No. G1388 Pets and Emergencies (November 2009) at
- Horses and Emergencies Checklist (November 2012)
- Large Animal Checklist – Enacting Your Bushfire Plan (January 2013)

## Response / Relief

In the event of an emergency event that is impacting animals, an appointed AgVic ELMO or AgVic Animal Welfare Liaison Officer will interact with the MERO or their deputy, to ensure animal welfare arrangements are in place that allow effective scoping, management and referral of animal welfare needs as well as distribution of relevant public information.

Emergency Management Groups as appointed by combat agencies may fulfil all or part of the above.

## Recovery

Longer term animal welfare needs will be documented and addressed through Municipal Recovery Plans.

For long term accommodation of displaced animals, residents will be actively encouraged to arrange their own boarding or agistment. Livestock options include agistment, supplementary feeding and/or sale of some animals.

Donated fodder, pet food and supplies will be distributed or returned to a central donations centre for distribution elsewhere in the North-East or Victoria if their need is greater.

AgVic can provide advice for longer term supplementary feeding of livestock, managing stock containment areas, animal health considerations, pasture regeneration and farm dam restoration. Fencing is also a high priority to ensure animals are safely contained.

## 10 EMERGENCY ANIMAL WELFARE SERVICES

### Animal Welfare Services

There are a number of services that the municipality can call upon that have the resources to assist in the event of an emergency situation and some of the agencies are as follows;

- RSPCA Victoria (Wangaratta and Melbourne – Burwood)
- Lost Dogs Home
- Cat Protection Society Victoria
- Victorian Animal Aid – *Coldstream*
- Wildlife Victoria
- Wildlife Rescue and Information Network (WRIN)
- Wildlife Rescue and Emergency Service (WRES)
- North East Wildlife Rescue
- Project Hope, Horse Welfare Victoria

For contact details refer to **Appendix C2** of *MEMP* and **Appendix 1** of this plan.

### Identification of Affected Animals

In the event of an emergency, information on registered animal populations can assist with the effort required to address animal welfare issues. Animal registers can also help identify stray or roaming animals, or those presenting at relief centres. A microchip scanner will be made available to staff working at triage or relief centres.

Council will work with AgVic in the identification of impacted livestock and Council will identify impacted companion animals. Coordination of this activity will be the responsibility of the AgVic Liaison Officer at the Incident Control Centre. In smaller scale incidents where these roles have not been activated, Council will work with the AgVic Animal Welfare Officer listed in this Plan.

### Management of Relocated Animals in Relief Centres

Ensuring arrangements for managed animals are described in evacuation and relocation procedures will improve animal welfare and human safety outcomes. If animals are not

included in relocation processes, some people may choose to remain with the animals and risk their lives.

Alternatively people may turn up at relief centres with animals regardless of whether or not centres are set up to cater for animals or they may independently relocate with animals to locations which may not be safe.

Under Victoria's emergency management arrangements local government is responsible for the coordination of the provision and operation of Emergency Relief Centres.

Council's policy on managing evacuated animals that present with their owners or carers is:

- Arrangements should be made to have companion animals stay at friends or relatives homes, where possible,
- Short term accommodation for companion animals is provided at Emergency Relief Centres for a limited time only.
- Direct owners to temporary boarding facilities or agistment.

On a needs basis, Council *may facilitate* short term accommodation for companion animals and livestock, in consultation with AgVic and other agencies (e.g. AVA, VFF, etc.) (site would need to be established).

Relief centre arrangements should include provision for the registration, treatment and short-term housing of animals. Where arrangements cannot be made at the site animal owners will be advised of the alternative arrangements that are in place. Consideration will be given to:

- Animal admission, identification, owner details and record keeping;
- Secure and functional housing or holding facilities and their proximity to relief centres;
- Feed and water requirements;
- Access to veterinary treatment for injuries, illness and humane destruction;
- Animals requiring specialist attention (such as horses and wildlife);
- Animal species and gender separation, including requirements for housing and control of any dog that has been declared dangerous or menacing by council; and
- Staff and community health and safety.

Non-government animal welfare organisations, including the RSPCA, may have resources to support the management of relocated animals at relief centres and other facilities.

Victoria's standards for animal containment and care are provided for in Codes of Practice, which may not be fully achievable or appropriate in emergency situations. AgVic can provide advice on requirements for relocated animals for control and support agencies in emergency situations.

Procedures for Animal Welfare at Emergency Relief Centres are outlined in **Appendix 2** of this plan.

## Emergency Containment of Displaced and unconfined Animals

Unconfined animals can pose a hazard and require emergency impoundment or containment.

Reports of unconfined animals that pose a hazard will be dealt with by:

- Unconfined animals will be impounded as per normal procedures. In cases where the animal can be confined in a neighbouring property or safe area, the animal will be confined and the owner of the property informed if possible and immediate steps will be taken to identify the animal owner who will be informed to recover the animal or make arrangements as to its safe keeping.
- These arrangements may involve these animals being temporarily relocated out of the district whilst the emergency incident is on-going.

## Animal Welfare Needs Assessment

Departments of Environment, Land Water & Planning (DELWP) will assess the needs of wildlife, in partnership with Parks Victoria and registered wildlife groups.

AgVic will assess livestock and companion animal welfare support needs on private property.

Livestock and companion animal welfare assessment needs on private property will be reported to AgVic for actioning through the AgVic Liaison Officer at the Incident Control Centre, or the AgVic Animal Welfare Liaison Officer. In smaller scale incidents where these roles have not been activated, reports can be sent to the AgVic Animal Welfare Officer listed in this Plan. AgVic will liaise with both council officers and RSPCA to ensure a coordinated and appropriate response.

Wildlife welfare assessment needs will be reported to the Incident Controller or Planning Officer in the Incident Management Team, or Wildlife Welfare Officer if in place. In smaller scale incidents where these roles have not been activated, reports will be sent to DELWP or the Parks Victoria contact listed in the MEMP.

## Veterinary Treatment

While the treatment of animals will ideally be organised by owners in conjunction with their private veterinarian, local practices may be overwhelmed or inaccessible in a large scale emergency.

AgVic will liaise with Council to facilitate services from outside agencies including the Australian Veterinary Association and other services such as the RSPCA, Wildlife carers, etc.

Additional veterinary support may be required, including animal triage sites, treatment facilities, voluntary veterinarians and vet nurses or veterinary supplies. These will be co-ordinated by AgVic, and facilitated by the Australian Veterinary Association (AVA). Other assistance may be sourced from the RSPCA, private Veterinary Clinics, etc.

The need for additional triage sites may be identified by local government, AgVic or local veterinary practitioners. The establishment of triage sites will be dependent on the location of the emergency incident and where possible will be placed on council managed or Crown land.

## Humane Destruction or Salvage Slaughter

It is the responsibility of the person in charge of animals to arrange for the humane destruction or salvage slaughter of emergency affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival. AgVic can assist in the humane destruction or salvage slaughter of animals when the person in charge cannot (or will not) perform the necessary actions to alleviate the suffering of their animals. Other POCTA Authorised Officers, with the appropriate training and equipment (e.g. from the RSPCA or some local governments) may also assist.

Wherever possible, destruction activities will take place in consultation with the person in charge of affected animals. In situations where owners cannot be found, indemnity for immediate destruction in their absence is provided by Section 21(ii) of POCTA.

Methods of destruction of animals must be consistent with the relevant Code of Practice, such as the *Codes of Accepted Farming Practice for the Welfare of Animals* (species specific in the case of livestock), *Code of Practice for the Welfare of Horses*, and *Code of Practice for the Welfare of Wildlife during Rehabilitation*.

## Coordination of Carcass Disposal

Council is responsible for the coordination of clean-up activities, including the disposal of dead animal carcasses.

AgVic will provide any information it has on carcass disposal needs (number and type of animals and location) to assist council. For biosecurity purposes, it is preferable to dispose of carcasses on the affected property. Where this is not practically possible, council will call upon AgVic for allocation of appropriate disposal sites or the following:

- Licenced landfill
- Pits on private properties where large numbers can be handled
- Rendering
- Knackeries

Removal and disposal of animal carcasses along VicRoads'-managed road sides will be delegated to VicRoads.

Further information on carcass disposal and environmental and safety considerations can be found in AgNote AG1264 - Disposing of Carcasses in response to Bushfire, Flood or Drought (August 2013), at

<http://agriculture.vic.gov.au/agriculture/emergencies/recovery/livestock-after-an-emergency/disposing-of-carcasses-after-bushfire-flood-or-drought>

Contact details of organisations that can assist in carcass disposal are listed at **Appendix 1** of this plan.

Information of the procedure relating to on farm burial is detailed in **Appendix 6** of this plan.

## Emergency Fodder

In large scale emergencies, fodder may be donated for distribution to affected animal owners. AgVic will coordinate the collection and distribution of fodder with the Municipality contributing local knowledge and local networks.

DJPR-AgVic will work with the municipality in the establishment of distribution sites and draw on the following agencies:

- VFF
- RSPCA
- Victorian Animal Aid
- Lost Dogs Home

The location of suitable sites within the municipality will depend largely on where the emergency incident has occurred and will be preferably sited on Council or State Government managed land including sports ovals and show grounds.

Sites for livestock fodder need to be accessible by large hay trucks, be lockable, and preferably have forklifts or similar machinery available.

The person in charge of the animals will be encouraged to collect their own fodder. Where this is not possible, DJPR or other agencies will report transport assistance needs to the fodder depot or through the MERO for assistance to be arranged.

## Emergency Water

In the event emergency water supplies are needed for livestock (due to contamination of private supplies), water may be collected by owners from sites arranged by the municipality depending on the location of the emergency incident.

Operating hours will depend on the need for emergency water and the location of the incident.

Further information relating to emergency water issues can be found on-line at:  
<https://www.water.vic.gov.au/water-for-agriculture/on-farm-and-emergency-water-supplies>

## Donations and Volunteers

In large scale emergencies any donations of money may be made but persons will be directed to and asked to donate to responsible animal agencies, e.g. RSPCA; Victorian Animal Aid and Lost Dogs Home etc.

AgVic and Alpine Shire Council may proactively contact volunteer groups based on advice from an Incident Controller, or requests for assistance.

Council's position on material donations (e.g. blankets, first aid materials, pet food), for impacted animals is that all donations will be directed to a secured central location and a list of all donations compiled by municipal staff.

- Recovery Committee will be established and will examine impact assessment and needs arising out of the emergency event.
- Appropriate agency to coordinate donated goods and/or any money will be appointed as per the Municipal Recovery Plan

Wildlife volunteers are generally organised via the existing network of wildlife foster carers and shelter operators that are known to AgVic. Volunteer groups with an interest in livestock and companion animal welfare can pre-register their services with Bureau of Animal Welfare. Volunteer veterinarians and veterinary nurses can register interest through the Australian Veterinary Association, which will be co-ordinated by DJPR-AgVic.

Delivery of animal services by volunteers may include support at relief centres or the provision of specialised local skills, management of animals at emergency relief centres, and the distribution of fodder to areas declared safe to enter.

Volunteers are required to work within established emergency management structures to ensure personal safety, prevent duplication and ensure the efficient and effective use of resources. For these reasons, volunteers will be required to abide by established volunteer management processes.

### Recording Reports of Animals Requiring Emergency Welfare Support

Reports received at the Incident Control Centre (ICC) or Council of animals requiring services provided by another agency/organisation will be recorded on "Crisis Works" and referred to the relevant agency/organisation.

Referrals received at the ICC of animals requiring services provided by the Council will be recorded on "Crisis Works" with action initiated at the priority of the MERC/MERO.

It is preferable that actions occur within two to four hours however all actions must be initiated within 24 hours of receipt.

## 11 Information Sharing

To ensure comprehensive assessment of animals impacted by an emergency, animal owner/carer details may need to be provided to animal welfare support agencies or organisations. This enables the delivery of urgent services to affected individuals and their animals. Council agrees to manage and share information in accordance with the principles

of the *Information Privacy Act 2000*, their own privacy policies and guidelines provided by the Office of the Victorian Privacy Commissioner (Emergencies & Privacy Information Sheet 02.10). Where information is disclosed, council will attach a written note to the relevant file as to why the information was released and to whom.

All information relating to animal owner/carer details will be entered into Crisis works – People and Property tab for that incident. Note - If there is a need to subject this data to sensitivity, this can be done by selecting this option under the People and Property tab before the information is saved. Furthermore, Crisis works provides an audit trail of all activities and records within the system including who entered the information and who has accessed the information.

## 12 Process for Requesting Additional Resources

When requiring additional resources Council will be asked to first contact the Incident Control Centre (ICC), Municipal Emergency Resource Officer (MERO) or Municipal Emergency Response Coordinator (MERC). Council will draw on resources from Surrounding LG in the Hume Region for resource requirements to assist in this emergency incident.

These Councils include:

- Indigo Shire Council
- Rural City of Wangaratta
- City of Wodonga
- Towong Shire Council

Requests for supplementary resources will be consistent with principles described in the State and/ or the Regional Emergency Response Plan.

Additional resources to enable the effective delivery of animal welfare services will be discussed with the AgVic Liaison Officer or AgVic Animal Welfare Liaison Officer.

## 13 Financial Measures

Municipal councils have responsibility for overseeing emergency relief at the local level. Emergency relief services and activities, and the nominated agencies responsible for coordinating and providing these at the local level, are documented in **Part 6** of the *Municipal Emergency Management Plan (MEMP)*.

Council is responsible for meeting the cost of emergency relief measures provided to people affected by an emergency. In the first instance, it should be communicated to animal owners that it is their responsibility to bring a food supply for their pet or animal when attending an emergency relief centre.

This however, is not always practical if the evacuation process occurs quickly due to impact or imminent threat of the emergency and council may have to provide basic food supplies and support items such as pet containers for example. Council staff are responsible for ensuring expenditure is undertaken within delegations and monitored and recorded appropriately.

When municipal resources (including those owned or directly controlled through pre-existing arrangements) are unable to meet the demand for delivery of animal welfare support services, a request for assistance should be escalated to the State Emergency Animal Welfare Coordinator.

Joint arrangements between the Australian Government and Victoria provide funding through the Natural Disaster Relief and Recovery Arrangements (NDRRA) to help pay for natural disaster relief and recovery costs. Based on the type of emergency, municipal councils, agencies and departments may be eligible for reimbursement through the NDRRA.

Further information as to what financial support is available can be found on the Department of Treasury website:

<https://www.dtf.vic.gov.au/natural-disaster-financial-assistance/events-post-1-november-2018>

## **14 APPENDICES**

Appendix 1 – Contact Information

Appendix 2 – Animal welfare at Emergency Relief Centres

2A – Emergency Relief Centre Animal Welfare

2B – Animal Welfare Relief Centre activation

2C – Flowcharts

2D – ERC checklist

2E – Emergency animal records

2F - Management of dangerous, unvaccinated animals or assistance animals

Appendix 3 – Emergency Animal Welfare Resources within Municipal district

Appendix 4 –

4A – SOP and Safe Work Procedures

4B – Briefing and Debriefing

4C – Situation Report

Appendix 5 – Memorandum of Understanding

Appendix 6 – On-farm Burial Guidance

Appendix 7 – Animal Owner Information Sheet

## Appendix 1 Contacts

Appendix 1 Contact list is in addition to Contact Directory in *Appendix C2 of MEMP*.

CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
<b>MUNICIPAL EMERGENCY ANIMAL WELFARE TEAM</b>				
Animal Welfare Coordinator Tom Courtice	0437 345 040		<a href="mailto:tomc@alpineshire.vic.gov.au">tomc@alpineshire.vic.gov.au</a>	
Lead Ranger Nina Greanway	0457 032 889		<a href="mailto:ninag@alpineshire.vic.gov.au">ninag@alpineshire.vic.gov.au</a>	
Ranger Nicole Epema	0448 691 720		<a href="mailto:nicolee@alpineshire.vic.gov.au">nicolee@alpineshire.vic.gov.au</a>	
<b>VETERINARY TREATMENT/TRIAGE</b>				
Australian Veterinary Association		1300 137 309	<a href="https://www.ava.com.au/contact-us/">https://www.ava.com.au/contact-us/</a>	
Alpine Animal Doctors	0407 641 601	03 5756 2444	7047 Great Alpine Road, Porepunkah <a href="mailto:reception@alpinevet.com.au">reception@alpinevet.com.au</a>	Extra-large, medium and small kennels for short term care and outdoor run.
Ovens Kiewa Veterinary Hospital	03 5752 1235	03 5752 1235	79-810 Myrtle St, Myrtleford <a href="mailto:care@ovensandkiewavets.com.au">care@ovensandkiewavets.com.au</a>	8 cages
Indigo Veterinary Services		03 5728 2410	6A Camp Street, Beechworth	
<b>RSPCA</b>				
Wangaratta		03 5722 2874	1 Connell Street, Wangaratta	
Albury		02 6021 5220	610 Hume Street, Albury	
Burwood East	03 9224 2222	03 9224 2222	3 Burwood Hwy, Burwood East	
<b>Cats and Dogs</b>				
Victorian Animal Aid Trust		03 9739 0300	35 Killara Road, Coldstream	

CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
Lost dogs Home		03 9329 2755	2 Gracie Street, North Melbourne	
Cat protection Society Victoria		03 8457 6500	200 Elder Street, Greensborough	
<b>IDENTIFICATION OF AFFECTED ANIMALS</b>				
Central Animal Records		03 9706 3187	22 Fiveways Blvd, Keysborough <a href="mailto:info@car.com.au">info@car.com.au</a>	24 hour national recovery service for microchipped pets 1800 333 202
Livestock Identification - DJPR				NLIS identification
<b>MANAGEMENT OF DISPLACED ANIMALS</b>				
<b>Kennels and Pet Boarding</b>				
Aspens Boarding Kennels		03 5756 2400	264 Roberts Creek Road, Porepunkah	
Kasirah Boarding Kennels	0418 698 480	03 5729 8239	399 Upper King River Road, Cheshunt	
Beechworth Boarding Kennels and Cattery		03 5728 2991	190 Library Road, Beechworth	
Kelly Country Pet Resort		03 5766 2222	772 Glenrowan Road, Wangaratta South	
Appletree Boarding Kennels		03 5726 1855	131 Gayfer Road, Chiltern <a href="mailto:info@appletreeboarding.com.au">info@appletreeboarding.com.au</a>	Kennels and cattery
Family Veterinary Centre - Boarding Kennels		02 6056 4400	75B Thomas Mitchell Drive, Wodonga	Family veterinary care facility
<b>Horses</b>				
Ovens Valley Equine	0418 518 847	03 5725 1464	920 Great Alpine Road, Tarrawingee	Agistment and veterinarian service
Wangaratta Equine hospital		03 5721 7177	32 warby Street, Wangaratta	
National Equine Database for emergencies (NED)				TBA
Project Hope, Horse Welfare Victoria	1300 881 606		<a href="mailto:info@phhw.org.au">info@phhw.org.au</a>	

CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
National Centre for Equine education	1300 468 233		218 Tone Road, Wangaratta	
Ovens Valley Horse Riders Association	0407 539 246p	0411 739 117s	<a href="mailto:ovhrasecretary@gmail.com">ovhrasecretary@gmail.com</a> <a href="mailto:ovhrapresident@gmail.com">ovhrapresident@gmail.com</a>	Secretary is primary contact
Bright & District Pony Club	0478 053 578		<a href="mailto:brightponyclub@hotmail.com">brightponyclub@hotmail.com</a>	President (mobile) Trudy Kinder
Myrtleford Pony Club	0417 549 221	03 5752 1968	<a href="mailto:gasperotti1@bigpond.com">gasperotti1@bigpond.com</a> – secretary <a href="mailto:dodgie1@bigpond.com">dodgie1@bigpond.com</a> - president	President (mobile) Darryl Symons Secretary (land) Karen gasperotti
Adult Riding Club - Bright		03 5755 1060	<a href="mailto:alpineadultriding@hotmail.com">alpineadultriding@hotmail.com</a> - president	President Joy Paola
Riding for the disabled – RDA Myrtleford		03 9258 4730	<a href="mailto:rdamyrtleford@gmail.com">rdamyrtleford@gmail.com</a>	
<b>Wildlife</b>				
Wildlife Victoria	1300 094 535	03 8400 7300	1 St Heliers Street, Abbotsford	
Wildlife Rescue and Emergency Service (WRES)	0247 301 401			24 hours
Myrtleford Wildlife Shelter – Fiona Chambers	0425 752 318		Myrtleford	24 Hour rescue and rehabilitation
			Mt Beauty	
			Harrierville	
Wildlife Rescue North East Victoria (NEV)	0437 118 281		Benalla	24 hour rescue and rehabilitation
<b>ANIMAL DESTRUCTION and WELFARE ASSESMENTS</b>				
DJPR Refer <b>Appendix C2</b> of <i>MEMP</i>				Livestock and companion animals

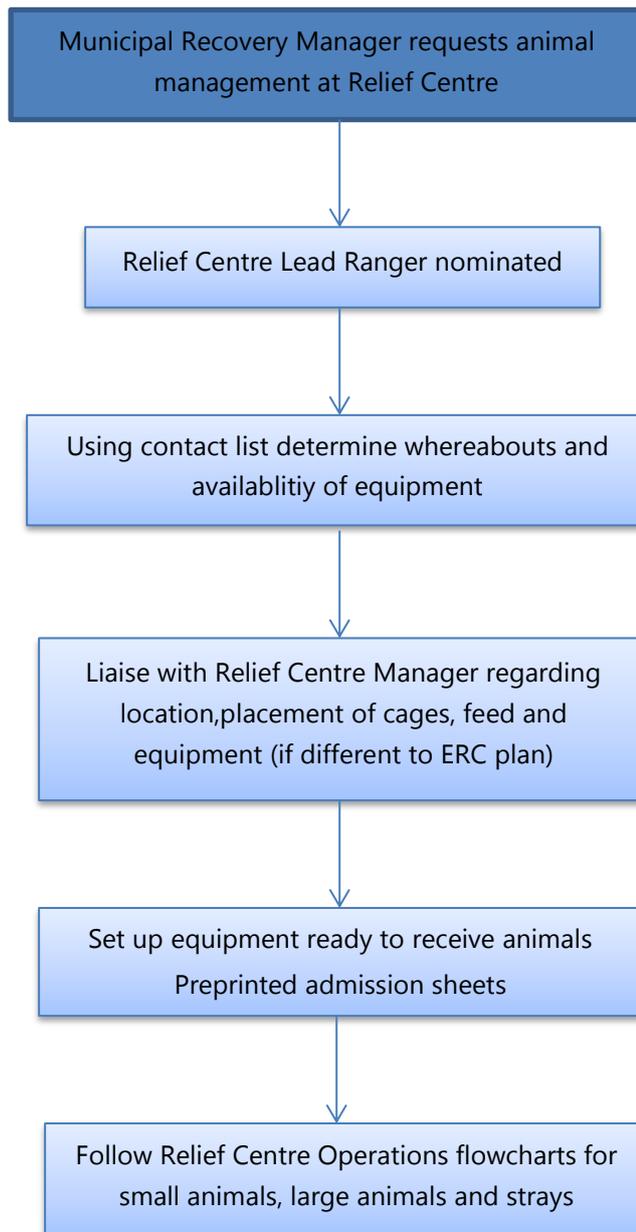
CONTACT	MOBILE/AH	BUSINESS	ADDRESS and EMAIL	CAPACITY
DJPR Refer <b>Appendix C2</b> of <i>MEMP</i>				Wildlife impacts
<b>CARCASS DISPOSAL</b>				
Licenced landfill				
Rendering Plant Barnawartha		02 6026 7302	Plemings Road Barnawartha	
Gathercole's Wangaratta Abattoirs		03 5721 7011 03 9772 2533	53 Greta Road, Wangaratta	
Game Meats company Abattoir			Hughs Lane, Eurobin	
Tallangatta Abattoir			Bryans Gap Road, Tallangatta	
Wodonga Abattoir			Kelly Street, Wodonga	
<b>WATER SUPPLIES</b>				
Refer <b>Appendix C2</b> of <i>MEMP</i>				
<b>DONATED FODDER</b>				
Refer <b>Appendix C2</b> of <i>MEMP</i>				
<b>Stock Agents</b>				
Paull & Scollard - Landmark	0427 480 548	03 5752 2232	74 Standish Street, Myrtleford	Dan Ivone
Cochran Parker – Myrtleford Real Estate & Stock		03 5752 1304		
<b>COMMUNITY MEMBERS WITH HANDLING SKILLS AND/OR FACILITIES</b>				
<b>PEST REMOVERS</b>				

## Appendix 2

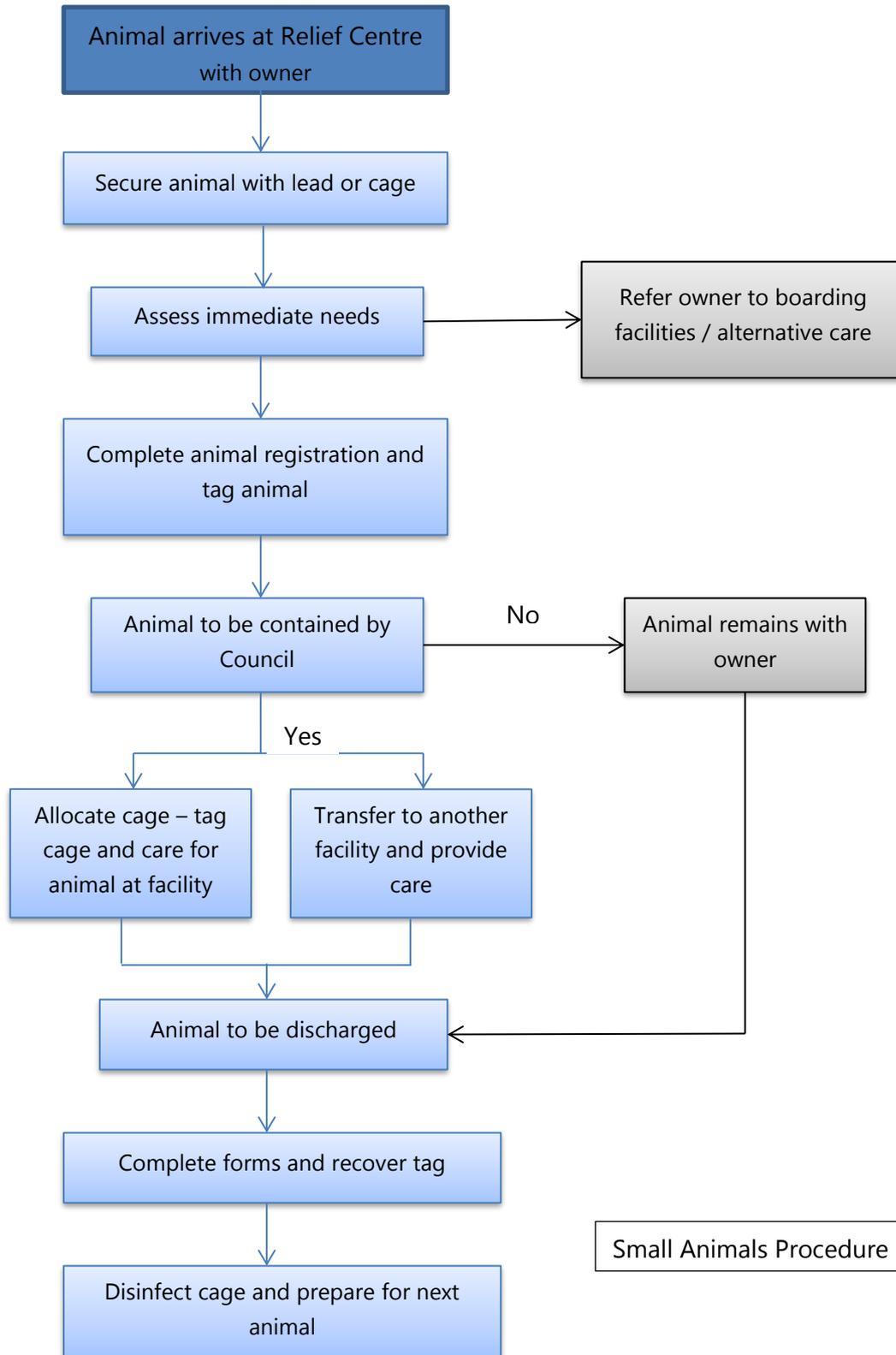
### Appendix 2A Emergency Relief Centres and Animal Welfare

Emergency Relief Centres are listed in **Appendix N** of the *MEMP*. Emergency Relief centre plans document animal welfare and care of animals at centres.

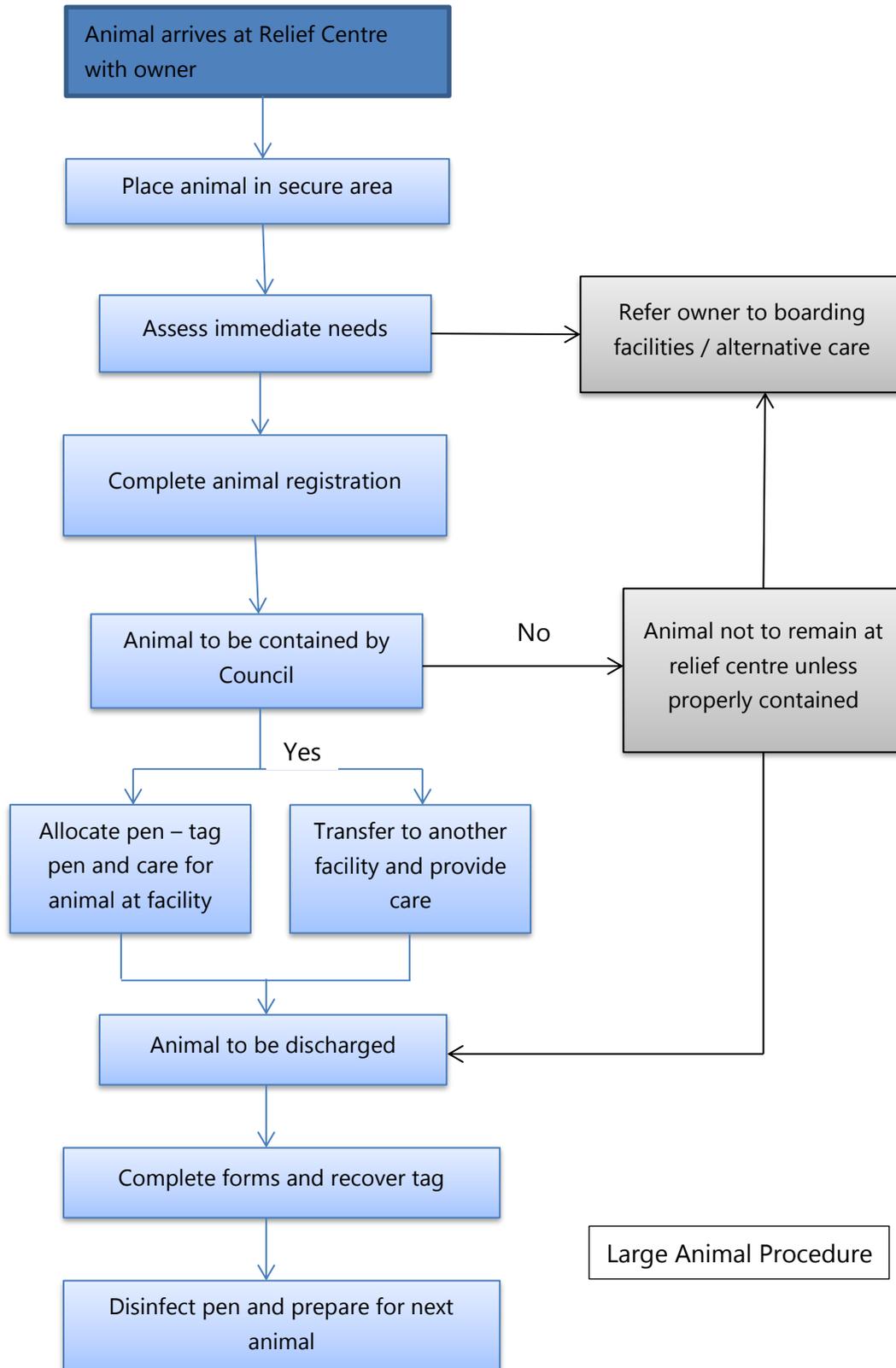
### Appendix 2B Relief Centre Animal Welfare Activation



## Appendix 2C Relief Centre Operations for Animals Flowchart



## Relief Centre Operations for Animals Flowchart



## Appendix 2D Emergency Relief Centre Checklist

### Checklist for items required in the management of animals at an ERC

Item	Quantity	Comments
ID collars		
Cages/crates		
Leads		
Water bowls		
Food supply (basic level, for short term use or for strays)		
Poo bags (stored at the depot, available for emergency use)		
Rubbish bins		
Gloves		
Disinfectant		
F10		
Bedding (blankets/sheets)		
Litter trays		
Cat litter		
Microchip scanner		
Pre-printed animal record forms		
Cage cards for ID		
Templates for Record keeping		

## Appendix 2E Emergency animal record form

This form is used by Animal Management Officers (eg in an Emergency Relief Centre) to record details of animals admitted during an emergency event

ANIMAL RECORD FORM		Office use only
		Animal ID No:
		Pen/Cage:
<b>Date &amp; time received:</b>	<b>Name of person presenting the animal:</b>	<b>Contact detail of person presenting the animal:</b>
<b>Animal owned:</b>	<b>Animal condition:</b>	<b>Animal Type</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Alive <input type="checkbox"/> Deceased <input type="checkbox"/> Health issues (please note below)	
<b>Vaccinated</b>	Health condition:	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
<b>Sex:</b>	<b>Identifying marks (incl. microchip details):</b>	<b>Photo #:</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Desexed		
<b>Date &amp; time released</b>	<b>Released to where and whom (contact details):</b>	<b>Entered into register:</b>
		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Follow up support required:</b>		

**Privacy Collection Statement:** Personal information requested on this form will only be used by Council to carry out its functions and activities and will not be disclosed without your consent except where authorised by law. If you do not provide all or part of the personal information required we may not be able to process your request in an effective and efficient manner. You have the right to seek access and correction of your personal information.

## Appendix 2F Management of dangerous, unvaccinated animals or assistance animals

**Dogs declared menacing, dangerous** or of a restricted breeds – when presented at relief centres, they must:

- wear a muzzle and their specified collar, and
- be restrained on a secure leash outside the centre until alternate suitable housing can be arranged at boarding kennels where more secure or pound in Bright.

**Unvaccinated animals** may be difficult to identify, so a reasonable separation area between animals is to be kept.

Animals that are not well or have an infectious disease will be managed under veterinary advice.

Suitable alternative arrangements for accommodation will be made to protect the health of other animals at the centre. Veterinary quarantine facilities are available as per Council's pound agreement.

**Assistance animals** are to be allowed to stay with their owners as much as practicable. This will be assessed on a case by case basis.

## Appendix 3 Emergency Animal Welfare Resources within the Municipal district

Resources owned or under the direct control of Council:

CATEGORY	RESOURCE
<b>Vehicles</b>	Rangers' vehicle suitable for transportation of smaller emergency items and animals Utes at depot for transporting larger emergency items Trailer
<b>Contractors – animal transport</b>	Refer to contact list
<b>Personnel with animal training:</b>	Nina Greenaway Nicole Epema On-call staff
<b>Cages, food bowls, animal welfare trailer etc:</b>	- Pound: 3 cat cages and 6 dog cages (of which, one is double size, one is extra secure) - Showgrounds - Alpine Vet - Ovens and Kiewa Vet - Kiewa Veterinary Clinic (Kiewa and Tallangatta) - Microchip reader
<b>Hardware and Pet stores to purchase other items as required</b>	- Dawsons Rural Supplies, Bright - Tafco Rural Supplies, Myrtleford - Dahlsens Mitre 10, Myrtleford - Pet supplies, Stock and Farm Supplies from Wangaratta and Wodonga

## Appendix 4

### Appendix 4A Standard Operating Procedures / Safe Work Procedures

#### **Safety Instructions**

Staff health and safety should be taken into consideration whilst working in Emergency Relief Centres with animals.

When handling of an animal is required, it is highly preferable that the owner is to do all handling to prevent stress to the animal and potential injury to the handler.

Animals to be kept in designated areas or in own vehicles where safe to do so. Areas are to be away from food/sleeping areas. Animals are to be assessed and handled in these designated area.

Refer to local laws procedure manual for all standard operating procedures and safe workplace procedures.

#### **Further Guidance**

Suitable alternative arrangements for accommodation may be made in order to protect the health of other animals in a facility. Access for owners/carers of pets in alternative shelter options away from them will be managed according to the incident and resource capacity at the time.

Staff may also be required to process and distribute of donated goods and attend to animals requiring special attention such as horses, wildlife etc.

Stray animals to be handled according to the municipality's stray animal policy.

#### **Appendix 4B – Briefing and Debriefing**

For briefing and debriefing explanations refer to **Appendix G8** of *Alpine Emergency Relief Centre Procedures* – Staff and agency Briefing guide.

The following can also be found in *Alpine Emergency Relief Centre Procedures*:

- Shift handover
- Team debrief
- Staff mental health.

## Appendix 4C – Situation Report (SIT REP)

<b>INCIDENT</b>	Location	
Report No.	Issue Date	
	Time Period	
Animal No.	Dogs	
	Cats	
	Other	
Situation to date Brief summary of overall situation to date  -including numbers presenting with significant care issues and veterinary needs		
Actions to date Brief report of actions completed to date (Refer to previous report)		
Actions to be completed Brief report of planned actions –for the period covered by the Report		
Issue(s) Present brief description of issue(s) that are known/reasonably expected to arise before the next SITUATION REPORT is issued, e.g. a shortage of a given resource, a significant OH&S issue   Acknowledge significant achievements, failures etc. can be given here		

Any other details

A large empty rectangular box with a thin black border, intended for providing additional details.

## Appendix 5 Memorandum of Understanding

MoUs with the following to be documented:

<b>Facility</b>	<b>Name</b>	<b>Details</b>
VETERINARY CLINICS	Tallangatta & Kiewa Veterinary Clinic	107 Towong Street Tallangatta 02) 6071 2594 52 Kiewa East Rd, Tangambalanga 02) 6027 3221
	Ovens & Kiewa Veterinary Hospital	79-81 Myrtle St, Myrtleford VIC 3737 03) 5752 1235
	Alpine Animal Doctors	7047 Great Alpine Rd, Porepunkah 03) 5756 2444
	RSPCA Wangaratta	1 Connell St, Wangaratta 03) 5722 2874
SHOWGROUNDS	Myrtleford Showgrounds	O'Donnell Road, Myrtleford 03)
	Tallangatta Showgrounds	10 Coorilla St, Tallangatta 02) 6071 2621
	Wangaratta Showgrounds	10 Evans St, Wangaratta 03) 5722 0888

## Appendix 6 On-farm burial guidance

When planning for disposal of animal carcasses there are many factors that need to be considered. Where possible, due to biological / disease controls, burial of animals should take place on the same property that they are normally from.

Burial sites for animals should be consistent with the following criteria:

- On soil with low permeability and high stability
- On elevated land with a slope less than 5% (ideally less than 2%)
- Above the 1% ARI level ("100 year flood" level)
- At least 200m from any surface water (creek, river, lake, spring, dam)
- At least 200m from any ground water supply (stock, domestic or commercial bore)
- Not greater than 3 meters wide (to allow for even spread of carcasses in pit)
- At least two metres from the bottom of the pit to the water table (noting this will not be possible in many locations within Alpine Shire)
- At least 300m from any sensitive use (e.g. neighbouring house)
- Clear from any underground or above ground infrastructure e.g. power line, phone line, electricity or gas line, sewerage, water)
- Out of view of the general public.

Plant operators should also:

- Cover the carcasses with at least 2m of soil
- Mound the pits after backfilling to allow for subsidence and promote runoff
- Where necessary, excavate cut-off drains up slope to prevent water runoff infiltrating the pit

In designing dimensions of a pit, consideration should be given to the methods used to fill the pit with carcasses. Generally carcasses will be unloaded (out of tip trucks) or pushed into the pit (loader or dozer) from one of the long sides. Excavators can be used to fill pits with carcasses, especially where soil stability close to the pit edge is questionable or where synthetic liners are required.

When using on-farm trench burial the following dimensions are recommended:

- **Depth:** 4-5 metres (depending on reach of machinery, soil stability and depth to watertable). Base of pit to be at least 2 metres above watertable level.
- **Width:** Not greater than 3 metres wide (to allow for even spread of carcasses in pit)
- **Length:** Depends on number and size and of carcasses to be buried (volume).
- **Backfill:** 2 metres of backfill to be placed over carcasses.

Volume: Carcase volume will vary according to number and size of animals:

- Previous drought experience has shown that approximately 10 adult sheep in poor condition and with limited wool will take up 1 cubic metre of pit space. (North-East Region Flock Reduction Scheme)
- As a guide, allow 1.5 cubic metres of pit space for 1 adult beast or 5 adult sheep in good condition. (AUSVETPLAN Disposal Manual, 1996)

The slashing of the abdomens of carcases prior to burial (to reduce the buildup of gas) is not recommended for sheep. For cattle a risk assessment should be conducted to determine if the benefits of slashing outweigh the safety risks to the operator. Alternatively, machinery may be used to puncture the abdomens of cattle carcases prior to burial.

## ANIMAL OWNER INFORMATION SHEET

Emergency Relief Centres are designed to offer relief and emergency food, water and shelter for people post an emergency.

Council understands that pets and animals are of great importance to people and arrangements will be made to help keep you with, or near to your animal/s until alternative arrangements can be made.

**Note:** The animal owner, or the person in charge of an animal, ultimately has responsibility for the welfare of that animal. This includes providing proper and sufficient food, water and shelter for every animal under their care.

### What you need to do at an Emergency Relief Centre:

- Ensure that you register yourself and your animal with the Animal Welfare Officer
- Discuss with our staff if you have any concerns about your animal.
- Feed and exercise your animal.
- Keep your animal confined or on a leash at all times.
- Do not let your animal cause harm or discomfort to people or other animals using the Emergency Relief Centre (ERC).
- Understand that housing animals at the ERC (if allowed) is only short term. You will need to discuss longer term options with the ERC Animal Welfare Officer.
- Understand that animals are held at the ERC at your risk.
- Discuss with our ERC Animal Welfare Officer if you are unable to adequately care for your animal while you are attending the ERC.

### What Council will do:

- Provide an Animal Welfare Officer to provide support.
- Provide food and fresh water for your animal if you are unable to do so.
- Organise an area where animals can be kept.
- Assist with making arrangements for domestic animals to be housed longer term and/or assist with making alternative arrangements if unable to house at the ERC.
- Assist with arranging to see a veterinarian if your animal is sick or injured.

**Please Note:** Staff at an Emergency Relief Centre are there to help and assist; however, there will be many demands on the staff so please be patient and speak respectfully.