

Wimmera Emergency Management Resource Sharing Program  
Partnering Councils

Hindmarsh – Horsham – West Wimmera – Yarriambiack

# Emergency Animal Welfare Support Sub-Plan

Public Version 1 July 2017



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## **Certificate of Endorsement**

Under the provisions of the *Emergency Management Act 1986*, the Municipal Emergency Management Planning Committee (MEMPC) of each Partner Council has facilitated the writing of this Emergency Animal Welfare Support sub-plan to complement their Municipal Emergency Management Plan (MEMPC). This sub-plan has been tabled at a meeting of the MEMPC for each Partner Council and endorsed by them as a sub-plan of their MEMPC on the following date:

Chair: Cr. Rob Gersch

Hindmarsh Shire Council, MEMPC

Date: 27 July 2017

Chair: John Martin

Horsham Rural City Council, MEMPC

Date: 20 July 2017

Chair: Cr. John Houlihan

West Wimmera Shire Council, MEMPC

Date: 17 July 2017

Chair: Tony Brenna

Yarriambiack Shire Council, MEMPC

Date: 11 July 2020

## Distribution

A copy of this sub-plan is provided to MEMPC members as per each Councils MEMPC Membership List. The current version of this sub-plan is maintained on the “Crisisworks” platform maintained by each Council for their emergency management.

A public copy (restricted version) is available on each Councils website at:

- [www.hindmarsh.vic.gov.au](http://www.hindmarsh.vic.gov.au)
- [www.hrcc.vic.gov.au](http://www.hrcc.vic.gov.au)
- [www.westwimmera.vic.gov.au](http://www.westwimmera.vic.gov.au)
- [www.yarriambiack.vic.gov.au](http://www.yarriambiack.vic.gov.au)

Upon written application to one of the Partner Councils, a copy of this plan may be provided. Contact can be made as follows:

Hindmarsh Shire Council – [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au)

Horsham Rural City Council – [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)

West Wimmera Shire Council – [council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)

Yarriambiack Shire Council – [info@yarriambiack.vic.gov.au](mailto:info@yarriambiack.vic.gov.au)

## Amendments

Amendment		Details of Amendment	Amended By
Number	Date		
1.	Nov 2016	Draft V1.0 distributed for comment	P.Kuhne WEMC
2.	July 2017	V1.0 endorsed by each MEMPC	P.Kuhne WEMC

Minor administrative updates may be made to this plan without the complete plan having to be endorsed again by Council. The minor updates will be noted by the MEMPC and recorded in the Version Control Table.

To make comment on this plan, select the relevant section, note the comment and forward to the:

Chairperson

Municipal Emergency Management Planning Committee

Hindmarsh Shire Council – [info@hindmarsh.vic.gov.au](mailto:info@hindmarsh.vic.gov.au)

Horsham Rural City Council – [council@hrcc.vic.gov.au](mailto:council@hrcc.vic.gov.au)

West Wimmera Shire Council – [council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)

Yarriambiack Shire Council – [info@yarriambiack.vic.gov.au](mailto:info@yarriambiack.vic.gov.au)

## Plan Development

The Emergency Animal Welfare Support Sub-plan is a sub-plan of the Municipal Emergency Management Plan for each Partner Council. It has been developed in consultation between the Partner Councils, the Department of Economic Development, Jobs, Transport & Resources (DEDJTR) and other agencies as required. In developing this sub-plan, reference has been made to the *Victorian Emergency Animal Welfare Plan (Revision 1)*.

## Glossary and Acronyms

This sub-plan may use terminology specific to Animal Emergency Welfare Support. Please refer to the Victorian Emergency Animal Welfare Plan (Revision 1) for a definition.

The sub-plan will in the first instance fully write the title or phrase followed by the acronym. The acronym will be then used throughout the rest of the sub-plan.

## Disclaimer

The Councils of Hindmarsh, Horsham, West Wimmera and Yarriambiack make no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

The document is provided without warranty of any kind to the extent permitted by law. The Councils of Hindmarsh, Horsham, West Wimmera and Yarriambiack hereby disclaim all warranties and conditions in regard to this information, including all implied warranties and conditions or merchantability, fitness for particular purpose, title and non-infringement.

In no event shall the Councils of Hindmarsh, Horsham, West Wimmera and Yarriambiack be liable for any special, indirect or consequential damages or any damages whatsoever resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.



## Introduction

The four Partner Councils who make up the Wimmera Emergency Management Resource Sharing Program (WEMRSP): Hindmarsh, Horsham, West Wimmera and Yarriambiack are vulnerable to a number of hazards that impact their area and may affect the welfare of domestic animals (pets), livestock and wildlife.

The area of the four municipalities is home to a large number of domestic animals, livestock and wildlife. The area is also traversed by major highways, which carry livestock in large volumes on a daily basis.

This Emergency Animal Welfare Support Sub-Plan complements the Municipal Emergency Management Plan (MEMP) of each Partner Council.

The focus of this sub-plan is to prescribe the municipal coordination arrangements that exist to support agencies which have a responsibility for emergency animal welfare support, this includes:

1. Domestic Animals (pets) – Local Government
2. Livestock – Dept. for Economic Development, Jobs, Transport & Resources (DEDJTR)
3. Wildlife – Dept. of Environment, Land, Water & Planning (DELWP)

## Authority to Plan

The Emergency Animal Welfare Support Sub-plan has been produced pursuant to Section 20(1) of the Emergency Management Act 1986

## Scope

The scope of this sub-plan refers to the area bounded by the four Partner Councils and their Municipal Emergency Management Plans (MEMP).

The sub-plan refers to domestic animals (pets), livestock and wildlife located within the Council boundaries. It is based on the principle of 'Shared Responsibility' where the owners of domestic animals and livestock will have arrangements in place before, during and after an emergency to manage the welfare of their animals.

This sub-plan is designed to complement and support their individual arrangements as required depending on their situation.

The focus of this sub-plan is in relation to the:

- Identification and assessment of affected animals in an emergency event
- Management of displaced animals in an emergency event
- Veterinary treatment and triage of affected animals
- Humane destruction and disposal of animals as a result of an emergency event
- Logistical coordination of goods and services for animals affected by an emergency event

## **Purpose**

The purpose of this animal welfare sub-plan is to assist in the coordination of animal welfare support for domestic animals and livestock before, during and after an emergency.

These arrangements prescribe the role and responsibility of Council and partnering agencies in relation to animal welfare support.

## **Objectives**

The objectives of this plan are to:

- ensure animal welfare support is considered before, during and after an emergency
- prescribe the resources that are locally available to support this plan
- prescribe the resources available externally that may support this plan
- outline the municipal coordination arrangements for animal welfare support
- assess the need for animal welfare support before, during and after an emergency
- provide advice to the community on animal welfare support before, during and after an emergency

## **Related Documents**

This sub-plan should be read with reference to the following documents and legislation:

1. Victorian Emergency Animal Welfare Plan (Revision 1)
2. Municipal Emergency Management Plans for the Partner Councils of Hindmarsh, Horsham, West Wimmera and Yarriambiack
3. Relief Centre Operations Handbooks for the Councils of Hindmarsh, Horsham, West Wimmera and Yarriambiack
4. Emergency Management Act 1986 & 2013

## **Review and Testing**

This sub-plan is to be reviewed at least annually or after activation for an emergency event by the Municipal Emergency Management Planning Committee.

The sub-plan is to be tested by an exercise every two years unless it has been activated for an emergency event. An evaluation of the exercise is to be tabled with the MEMPC for their review.

## **Information Sharing**

At times, animal owner/carer details may need to be provided to animal welfare support agencies to ensure comprehensive assessment of animals impacted by an emergency. This enables the coordinated delivery of services to affected owners/carers and their animals.

Council will coordinate the management of information in accordance with the Information Privacy Act 2000 and relevant policy. Where information is disclosed Council will record the details of the information and who it is released to, to the relevant file.

## Organisational Roles and Responsibilities

There is a number of Government Agencies and Non-Government Organisations who have a role and or responsibility in providing emergency animal welfare support.

Part 7 of the Emergency Management Manual Victoria (EMMV) lists a number of specific animal welfare emergencies e.g. emergency animal disease events and cetacean emergencies. In these cases, the EMMV assigns responsibility for managing an emergency to specific agencies.

In other emergencies listed under the EMMV e.g. bushfire and flood events, impacts on animal welfare may be identical to the broader emergency. In this case there is a controlling agency that requires the support of those Government Agencies and Non-Government Organisations with the requisite knowledge, skills and resources to manage animal welfare support.

### Primary Agencies

The following agencies have a primary role and responsibility in emergency animal welfare support.

#### **Department for Economic Development, Jobs, Transport and Resources (DEDJTR)**

DEDJTR is the primary agency for livestock and companion animal welfare support services in emergencies and has the following responsibilities:

- maintaining the Victorian Emergency Animal Welfare Plan
- provide emergency animal welfare management advice to agencies, organisations and the community
- identifying and assessing impacted animals
- provide advice on treatment, humane destruction or emergency salvage slaughter
- assessing fodder and water needs of impacted animals
- provide wildlife welfare advice to the Department of Environment, Land, Water & Planning (DELWP)
- coordinating animal welfare groups and volunteers
- assessing and reporting losses and damage
- investigating animal welfare complaints
- liaise with DELWP, Local Governments and animal welfare support agencies to ensure effective allocation of resources

### **Department of Environment, Land, Water and Planning (DELWP)**

DELWP is the primary agency for wildlife welfare support services and has the following responsibilities:

- communicating wildlife emergency welfare arrangements to relevant stakeholders
- providing advice to response agencies regarding the impact of an emergency on flora and fauna
- developing information for public and media relating to the management of wildlife impacted by the emergency
- ensuring the treatment and care of wildlife is conducted in accordance with relevant legislation
- providing advice on wildlife carcass disposal

### **Local Government**

The role and responsibility of Local Government is summarised under the following headings as listed in the Victorian Emergency Animal Welfare Plan (Revision 1).

#### **Prevention, Mitigation & Risk Reduction**

- Ensure emergency relief and recovery components of MEMPs detail local emergency animal welfare support arrangements and providers for relevant animal welfare services, including:
- Communicate municipal animal welfare contacts and arrangements to relevant stakeholders
- Reference animal welfare information in publications and websites to assist broader community awareness, education and understanding

#### **Response**

- Liaise with animal welfare agencies and organisations to enable effective and timely delivery of animal welfare support services
- Provide input to information for the public and media relating to the management of animals impacted by the emergency for release by the Incident Controller

#### **Relief**

- Provide assistance with urgent animal welfare needs
- Manage donated goods and services offered to Council
- Emergency confinement of stray animals within the municipality
- Referral of animal welfare needs to welfare support organisations
- Coordination of clean-up activities
- Provide a point of contact for agencies and organisations in relation to emergency animal welfare support issues
- Make provisions for animals presenting at emergency relief centres that include provision for the registration, treatment and housing of animals at the relief centre

or advise animal owners of alternative arrangements where animals cannot be housed at the site

**Recovery**

- Work with DEDJTR to assist in ongoing animal welfare recovery within the municipality
- Coordinate recovery services for animal owners and carers

The following key positions in Council provide a summary of their role in coordinating emergency animal welfare support before, during and after an emergency event.

**Municipal Emergency Resource Officer (MERO)**

The MERO is responsible for the coordination of Council resources and activities in support of a controlling agency managing an emergency.

**Municipal Recovery Officer (MRM)**

The MRM in consultation with the MERO is responsible for the coordination of relief and recovery activities.

**Relief Centre Coordinator (RCC)**

The Relief Centre Coordinator manages the Emergency Relief Centre and the services provided through them.

**Council Ranger**

In an emergency event, the Council Ranger's function is coordinated by the MERO. The Ranger will assist in implementing Councils Emergency Animal Welfare Support sub-plan. Their role may include the following:

1. Receiving, recording and distributing information on emergency animal welfare support issues
2. Identify and assess emergency animal welfare risks
3. Advise and consult with the MERO and MRM on emergency animal welfare support
4. Liaise with and coordinate the distribution of additional resources from animal welfare support agencies
5. Prioritise animal welfare operational activities
6. Attend community recovery meetings as required

## External Organisations

There are a number of external agencies and suppliers who may provide emergency animal welfare support services depending on the emergency event location and their resource capacity. DEDJTR monitors an emergency event and consults with the Australian Veterinary Association and RSPCA where local resources are exhausted.

The following is a list of some of the external agencies who may provide emergency animal welfare support with a summary of the services they may provide:

### **Australian Veterinary Association (Vic)**

- Access is via DEDJTR
- Communication with and support of veterinarians and other agencies in the treatment of animals
- maintaining a data base of volunteer veterinarians and veterinary nurses
- monitoring the level of support being provided by veterinarians and practices
- preparation and distribution of fact sheets and other technical information to veterinarians treating injured animals

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

- Access is generally via DEDJTR
- undertaking animal welfare assessment activities
- reporting animal welfare needs
- managing the distribution of donations
- providing advice to pet owners

### **Animal Welfare Organisations**

- Assist in the establishment and resourcing of triage sites
- Provision of veterinary and animal treatment services
- Provision of boarding facilities and portable housing
- Distribution of donated pet food and fodder
- Maintaining registers
- Assisting with animal transport

### **Wildlife Shelters and Carers**

- providing assistance in wildlife rescue, relief and recovery activities
- where authorised, provide treatment, rehabilitation and release of wildlife affected by emergencies

## Other State Agencies

The following lists the role of other State Agencies in emergency animal welfare support.

### Victoria Police (VicPol)

- ensuring emergency animal welfare support is represented in State, Regional and Local plans
- ensuring Traffic Management Point arrangements allow the timely delivery of animal welfare support services
- ensuring emergency animal welfare support issues identified through initial impact assessments are referred to DEDJTR

### Department of Health and Human Services (DHHS)

- ensuring that emergency animal welfare support is represented in State, Regional and Local relief and recovery plans

### Country Fire Authority (CFA)

- as a control agency, ensuring approved emergency animal welfare support messages are provided to the community and media
- ensuring that emergency animal welfare support issues identified through rapid impact assessments are referred to DEDJTR

### Victorian State Emergency Services (VicSES)

- as a control agency, ensuring approved emergency animal welfare support messages are provided to the community and media
- ensuring emergency animal welfare support issues identified through rapid impact assessments are referred to DEDJTR

**Appendix B** contains a table with state-wide animal services contact details that may be able to provide assistance regarding animal welfare during an emergency.



## Preparedness Arrangements

Each of the Partner Councils prepares for emergency animal welfare support services through the development of this sub-plan and the following activities.

### **Municipal Emergency Management Planning Committee (MEMPC)**

Animal emergency welfare support services will be represented by DEDJTR and Council at MEMPC meetings as required.

The MEMPC of each Partner Council facilitates the development and review of this Animal Emergency Welfare Support Sub-plan that supports their Municipal Emergency Management Plan.

The MEMPC will ensure that animal emergency welfare support will be included in appropriate exercises to test and train for the activation of this sub-plan.

### **Training**

The Partner Councils facilitate appropriate training for Council Staff who may be involved in animal emergency welfare support activities.

Council Rangers have specific accreditations required to manage animals. These requirements are found under and may include:

- Prevention Of Cruelty To Animals Act 1986 & Regulations 2008 - Authorisation
- Domestic Animals Act 1994 & Regulations 2015 - Authorisation
- First Aid
- Victorian Firearms Long Arm Licence
- Firearms Safety Course
- Basic Wildlife Awareness
- Impoundment of Livestock Act 1994 & Regulations 2008 - Authorisation

## **Memorandum of Understanding (MOU)**

The Partner Councils may consider authorising Council Rangers from one Council to operate in another Council in support of their Council Rangers during an emergency event to provide animal emergency welfare support.

This may be facilitated by the relevant Councils signing a Memorandum of Understanding (MOU) and ensuring the Council Rangers have the appropriate authorisation and delegation of powers as required.

Where a Memorandum of Understanding (MOU) is entered into between Councils, it will be referred to in this sub-plan.

## **Animal Accumulation Centres**

The Partner Councils have a number of animal accumulation centres within their municipality. They are listed in **Appendix C**. It is expected that these centres have emergency management plans in place to manage their livestock. However, during an emergency they may require assistance or be able to provide assistance.

## **Deceased Animal Disposal Sites**

The municipality is responsible for the coordination of clean-up activities in an emergency, including the disposal of dead animals.

DEDJTR provides advice regarding the disposal of dead animals, including location, type and number of animals to be disposed. The EPA will ensure that the appropriate disposal methods are adopted for wastes resulting from response activities.

In the event of an emergency, DEDJTR will liaise with each municipality regarding the carcass disposal needs of livestock and companion animals and with the assistance of the EPA can assist each municipality to identify suitable sites for disposal.

For wildlife, where a response is based on the Bushfire Protocols, it is the responsibility of the triage veterinarian to work with the each municipality to oversee the disposal of carcasses of euthanised wildlife.

DEDJTR has a list of licensed landfill sites that may take dead animal carcasses across the State. Other sites may be identified and assessed in consultation between the Environmental Health Officer (EHO) from the municipality where the site is located and the

Environmental Protection Agency (EPA) before an emergency and listed in this sub-plan as appropriate.

The Horsham Rural City Council Dooen Road Landfill may be considered for carcass disposal once consultation has occurred between the MERO and EHO from the Council

## Response Arrangements

In the event of an emergency, respective animal emergency welfare support responsibilities will be activated in accordance with the classification given to the event e.g. Level 1, 2 or 3.

Where an emergency impacts animals, an appointed DEDJTR Animal Welfare Liaison Officer will interact with the MERO, or their delegate, 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.

**Appendix A** provides a comprehensive list of key contacts relating to animal welfare.

### Activation of the Plan

The plan may be activated by:

- At the request of DEDJTR
- At the request of a Control agency
- Each Council based on incident information received

The response will be graduated depending on the:

- Incident
- Information
- Assessments made

### Processing Animals

An accurate record of each animal that is presented is extremely important. At least one person should be designated to complete paperwork, photograph and put identification on each animal presented.

This data is to be transferred into a central data base to ensure that animal owners have one reliable source of information when trying to locate an animal. The importance of this system should be communicated to other shelters and animal businesses that may receive animals directly from the public.

**Appendix H** Provides a procedure for processing animals presenting at a designated location

**Appendix I** Provides a template of an Animal Registration Form.

## Animal Emergency Accommodation

Accommodating animals in emergency housing is a last resort. The first option should always be with family or friends outside the affected area that can better provide for animals. If there is no feasible pet friendly accommodation, boarding kennels may be available and appropriate.

Wildlife should be transferred to authorised wildlife carers located in a safe area. **Appendix E** provides list of available short term housing options in each municipality.

Animals should not be kept at the Emergency Relief Centre or in emergency housing and shelters for more than three days.

**Appendix D** provides a Guideline for Animal Emergency Accommodation.

## Humane Destruction

It is the responsibility of the person in charge of animals to arrange for the humane destruction or salvage slaughter of impacted animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival.

DEDJTR will assist in the humane destruction or salvage slaughter of animals when the person in charge cannot perform the necessary actions to alleviate the suffering of their animals. This assistance may include referral to Veterinarians, DELWP or the RSPCA. Prevention of Cruelty to Animals (POCTA) trained and equipped officers (from RSPCA or local government) 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 Act 1986.

In case of wildlife, the triage veterinarian is responsible for assessing the need for euthanasia. While it is prohibited to destroy native wildlife under the Wildlife Act, registered veterinary practitioners and appropriately accredited officers and volunteers who destroy wildlife in accordance with POCTA are exempt.

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.

## **Disposal of Dead Animals**

Due to possible health hazards, timely disposal of animal carcasses is critical. A number of on-farm and off-farm options exist for the disposal of dead animals resulting from an emergency, including licensed landfills, knackeries and rendering facilities and high temperature incineration. Disposal on private land and government owned sites, such as unlicensed or decommissioned landfill sites, may be allowed subject to section 30A (Environment Protection Act) approval from EPA and will require the development of a site management plan.

The DEDJTR is the provider of advice regarding the disposal of dead animals, including location, type and number of animals to be disposed. The EPA will ensure that the appropriate disposal methods are adopted for wastes resulting from response activities.

In the event of an emergency, the DEDJTR will liaise with each municipality regarding the carcass disposal needs of livestock and companion animals and with the assistance of the EPA can assist each municipality to identify suitable sites for disposal.

For wildlife, where a response is based on the Bushfire Protocols, it is the responsibility of the triage veterinarian to work with each municipality to oversee the disposal of carcasses of euthanised wildlife.

## **Briefing and Debriefing**

Council will provide regular internal briefings to all staff involved in an emergency; these will be coordinated through the MERO and MRM. Animal welfare issues will be discussed at all briefings.

At the end of any emergency, debriefings will be held and all staff involved in the emergency will be asked to be involved. Animal welfare issues will be discussed at a debrief.

For detailed information on emergency briefings and debriefing procedures refer to the Municipal Emergency Management Plan (MEMP).

## Relief Arrangements

Each Partner Council is responsible for coordinating relief arrangements within their municipality. Relief arrangements are detailed in this sub-plan and the ERC Handbook.

### Emergency Relief Centre Arrangements

When a Relief Centre is open, the provision for animals will be made in accordance with the Relief Centre Handbook. The Council Ranger will work closely with the Relief Centre Coordinator to assist in the management of companion animals and stray animals.

Management of both companion animals and strays that present themselves at a relief centre or are collected from the emergency area will be processed as per Council local laws.

**Assistance animals** e.g. Seeing Eye dogs are allowed into and can stay in emergency relief centres. Under Section 9(2) of the Commonwealth Disability Discrimination Act 1992 an Assistance Animal is a dog or other animal that is:

- accredited under a State or Territory law that provides for the accreditation of animals trained to assist a person with a disability to alleviate the effect of the disability; or
- accredited by an animal training organisation prescribed by the regulations for the purposes of this paragraph; or
- trained to assist a person with a disability to alleviate the effect of the disability, and to meet standards of hygiene and behaviour that are appropriate for an animal in a public place.

Other domestic animals that present may not be housed on-site, but in consultation with the owner/carer taken to alternative venues. The Relief Centre Coordinator and or Council Ranger will assist in facilitating alternative arrangements.

## Recovery Arrangements

Longer term animal welfare will be documented and addressed through the development of the Municipal Recovery Plan for the emergency event.

### Donations

Donations of money, goods and services may be made during an emergency event to assist in emergency animal welfare support. This sub-plan details how these donations may be managed. (Reference is made to the National Guidelines for Managing Donated Goods 2011).

### **Food Items**

The MRM will liaise with local organisations to assist in the coordination of pet food donations. Otherwise a donated goods management plan and recording system will be developed for the emergency event.

The Victorian Farmers Federation may be activated to coordinate fodder distribution in large events in consultation with the MRM. Where they are not activated, the MRM will work with relevant agencies to coordinate distribution.

### **Non-Food Items**

The management of these items will be coordinated by the MRM who may delegate responsibility to an appropriate organisation.

### **Financial**

The MRM will determine how financial donations are received and managed for an emergency event. The MRM may liaise with an appropriate organisation to accept responsibility to manage financial donations in relation to an emergency as required.

### **Volunteers**

In the context of this sub-plan, volunteers who assist in emergency animal welfare support activities are members of organisations that are accredited to perform work in this area and have the appropriate management structure and training in place for their personnel.

Spontaneous volunteers are to be acknowledged and referred to appropriate organisations that may be able to incorporate them into their activities.

There may be no opportunity to utilise the services of a spontaneous volunteer due to:

- The specialised nature of the work
- Limited resources to equip a spontaneous volunteer e.g. safety equipment
- Limited management structures to supervise spontaneous volunteers
- Sufficient resources are already employed to manage the work load

The MRM will coordinate acknowledgement of the offer of service from spontaneous volunteers in an appropriate manner.



## **Appendix A: Local Contact Information for EAW Support**

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## Appendix B: State-wide contact information for Emergency Animal Welfare Support

Consult DEJTR for advice where appropriate on who to contact in the emergency event.

ORGANISATION	PHONE	WEBSITE
Australasian Animal Record (microchips)	1800 025 461	<a href="http://www.aar.org.au">www.aar.org.au</a>
Australian Veterinary Association	(03) 9600 2930	<a href="http://www.ava.org.au">www.ava.org.au</a>
Cat Protection Society of Victoria	(03) 9434 7155	<a href="http://www.catprotection.com.au">www.catprotection.com.au</a>
Central Animal Records (microchips) (Requires Ranger to access)	1800 333 202	<a href="http://www.car.com.au">www.car.com.au</a>
Dept. of Health & Human Services (DHHS)	1300 650 172	<a href="http://www.dhhs.vic.gov.au">www.dhhs.vic.gov.au</a>
Dept. Economic Development, Jobs, Transport & Resources (DEDJTR)	136 186	<a href="http://www.agriculture.vic.gov.au">www.agriculture.vic.gov.au</a>
Dept. of Environment, Land, Water & Planning (DELWP)	136 186	<a href="http://www.delwp.vic.gov.au">www.delwp.vic.gov.au</a>
Dogs Victoria	(03) 9788 2500	<a href="http://www.dogsvictoria.org.au">www.dogsvictoria.org.au</a>
Feline Control Council	(03) 9720 8811	<a href="http://www.hotkey.net.au/~fccvic">www.hotkey.net.au/~fccvic</a>
Ferret Rescue	0428 553 609	<a href="http://www.vicferrets.org.au">www.vicferrets.org.au</a>
Governing Council of Cat Fancy	(03) 97524217	<a href="http://www.cats.org.au">www.cats.org.au</a>
Help for Wildlife	0417 380 687	<a href="http://www.helpforwildlife.org.au">www.helpforwildlife.org.au</a>
National Pet Register (microchips) Requires Ranger to access	1300 734 738	<a href="http://www.petregister.com.au">www.petregister.com.au</a>
Petcare Information and Advisory Service		<a href="http://www.petnet.com.au">www.petnet.com.au</a>
Petsafe	(02) 9476 5631	<a href="http://www.petsafe.com.au">www.petsafe.com.au</a>
Project Hope Horse Welfare Australia Inc.	1300 881 606	<a href="http://www.phhvw.org.au">www.phhvw.org.au</a>
Red Cross	(03) 8327 7700	<a href="http://www.redcross.org.au">www.redcross.org.au</a>
RSPCA	(03) 9224 2222	<a href="http://www.rspcavic.org">www.rspcavic.org</a>
The Lost Dogs Home	(03) 9329 2755	<a href="http://www.dogshome.com">www.dogshome.com</a>
VicRoads	131 170	<a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>
Victorian Animal Aid Trust	(03) 9275 5608	<a href="http://www.vaat.org.au">www.vaat.org.au</a>
Victorian Bushfire Information Line	1800 240 667	<a href="http://www.emergency.vic.gov.au">www.emergency.vic.gov.au</a>
Victorian Farmers Federation	1300 882 833	<a href="http://www.vff.org.au">www.vff.org.au</a>
Wildlife Victoria	1300 094 535	<a href="http://www.wildlifelife.vic.gov.au">www.wildlifelife.vic.gov.au</a>
Zoos Victoria	(03) 9285 9300	<a href="http://www.zoo.org.au">www.zoo.org.au</a>

## Appendix C: Animal Accumulation Centres

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## Appendix D: Emergency Housing Guidelines

### Emergency housing should provide the following:

- Animal admission and identification record keeping
- Secure and functional housing
- Food and water
- Triage sites or access to veterinary treatment for injuries, illness and humane destruction
- Identifying and contacting owners (lost and found registers)
- Animals requiring special attention (horses, wildlife etc.)
- Staff health and safety
- Processing and distribution of donated goods

### Conditions attached to animal emergency housing

Animals with no identified owner will be handled according to the municipality's stray animal's policy. Animals presenting with an owner can be housed under the following conditions:

- All animals are held at the owners risk
- Owners are required to feed the animal
- Water will be provided for the animals
- Housing is only short term. Animals that remain at the shelter after three days may be processed as unowned animals.
- Animals must be confined or on leash at all times
- Animals with special needs will need to be managed by the owner to ensure they do not cause harm or discomfort to other animals
- Animals must not be moved from their designated crate/pen without notification to the person in charge of the animal emergency housing
- Animals that are not well or have an infectious disease will be managed on a case by case basis. Suitable alternative arrangements for accommodation will be made; this will be done 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.

## Appendix E: Animal Accommodation Requirements

Due to the increased stress levels amongst animals during an emergency, all possible effort must be undertaken to minimise its effects.

- Predator and prey species should be kept as separate as possible
- Animals should be inspected ideally every four hours to ensure their environment is adequate to maintain their health
- If any animal appears sick, injured or its behaviour has changed it has to be reported to the manager as soon as possible
- Animals in the relief centre should be provided with food in sufficient quantity and nutritional quality to meet the daily requirements for the condition and size of the animals
- Food and water containers should be of a suitable type for the animal and should not easily spill
- Animals should have access to water at all times

### Dogs

- Dogs should be walked daily
- Poo bags and garbage bins should be readily available
- If dogs that have been declared menacing, dangerous or of a restricted breed are presented at the relief centre, they must wear a muzzle and their specified collar and be restrained on a secure leash until alternate suitable housing can be arranged
- Further information on the care of dogs can be found in the “Code of practice for the private keeping of dogs” and “Code of practice for the management of dogs and cats in shelters and pounds”

### Cats

- Cages need to be large enough to allow for a sleeping area, water container and a litter tray
- Cats should be provided with clean litter every day and litter trays should be disinfected between each use
- Further information on the care of cats can be found in the “Code of practice for the private keeping of cats” and “Code of practice for the management of dogs and cats in shelters and pounds”

### Small Pets

A variety of small pets such as rabbits, guinea pigs, rats, mice or reptiles are likely to arrive at relief centres. These will hopefully arrive in cages suitable for housing and confinement. Further information on the care of small pets can be found in Codes of Practice or DEDJTR information sheets.

### **Birds**

- Birds are particularly susceptible to stress
- Perches must be provided for birds that rest by perching. The perches must be of sufficient diameter to allow the bird to maintain a firm grip. There must be sufficient perch space for all birds in a container to perch comfortably at the same time
- Bird cages must be covered or kept in a darkened room at night to enable them to get appropriate rest
- Further information on the care of birds can be found in the “Code of practice for the housing of caged birds”

### **Livestock**

In most large emergency situations DEDJTR will establish its own Incident Management Team to coordinate field operations relating to fire affected agricultural properties.

People transporting large livestock to an ERC or an emergency shelter should be directed to the nearest large, safe venue for holding them. Possible sites may include show grounds, saleyards, empty feedlots and confinement buildings with adequate ventilation, airports, airplane hangars, livestock auction markets and fenced pasture.

Further information on the care of livestock can be found in the “Codes of accepted farming practice”.

### **Wildlife**

Wildlife requires special housing and care. DELWP is the primary support agency for the welfare of wildlife. If wildlife is presented at the relief centre advice should be sought from DELWP on the appropriate course of action regardless of whether it is owned or wild.

Information on the care of wildlife can be found in the “Code of practice for the welfare of wildlife during rehabilitation”.

### **Horses**

Horses can be adequately housed for a short time on an oval or in a paddock as long as there is adequate fencing, water and food and any pasture is fit for horse consumption.

Unfamiliar horses should not be housed adjacent to each other as they may bite or kick each other through fencing. Stallions will require specialist fencing and should be housed separately from other animals.

Further information on the care of horses can be found in the “Code of practice for the welfare of horses”.

## Appendix F: Available Animal Housing Sites

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## Appendix G: Emergency Water Supplies

For a map of the sites: [www.ourwater.vic.gov.au/saving/farms/emergency-supply/types](http://www.ourwater.vic.gov.au/saving/farms/emergency-supply/types)

The water suitability definition used in the table is as per Water Quality Guidelines in Appendix H.



## Appendix H: Animal Processing Procedure

### Procedure: Processing Incoming Animals at a Designated Location

1. The animal is received at the animal admission area
2. The animal is secured in the appropriate manner e.g. cage, leash etc.
3. Record details of the person presenting the animal
4. Scan the animal for a microchip and search for any identifiers such as tags or tattoos
5. Complete identification process:
  - Take a photograph of the animal and note photo number on the register of animals received
  - Record breed and sex of the animal
  - Identify the animal with a neck tag or other appropriate form of ID
  - If the animal is owned and the owner is known record details of the ownership
  - If the animal is not owned or the owner is not known record location where animal was found
6. Prepare a card to stay on the cage of the animal with the ID number of the animal and the owner's name. Use this card to record notes on the management of the animal such as medical treatment or when the animal was fed or walked
7. Have the animal assessed by appropriately skilled person and processed as necessary
8. Record details of the departure of all animals from the Emergency Relief Centre (ERC), including hospitalisation and deaths, on the register of animals received
9. Transfer information from register of animals received to central database (Crisisworks) as soon as practicable
10. If appropriate, transfer information on unowned animals to lost and found register as soon as practicable

## Appendix I: Animal Registration Form Template

ANIMAL REGISTRATION FORM		
<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 alive or dead:</b>	<b>Animal type:</b>
<input type="checkbox"/> yes  <input type="checkbox"/> no	<input type="checkbox"/> alive <input type="checkbox"/> health issues <input type="checkbox"/> dead	
<b>Sex:</b>	<b>Identifying marks (incl. microchip details):</b>	<b>Photo #:</b>
<input type="checkbox"/> male  <input type="checkbox"/> female		
<b>Date &amp; time released:</b>	<b>Released to where and whom (contact details):</b>	<b>Entered into database:</b>
		<input type="checkbox"/> yes  <input type="checkbox"/> no

## Appendix J: Water Quality Guidelines

EC RANGE ( $\mu\text{S}/\text{CM}$ )	USEFULNESS OF WATER
0-800	<ul style="list-style-type: none"> <li>• Good drinking water for humans (provided there is no organic pollution and not too much suspended clay material)</li> <li>• Generally good for irrigation, though above 300 <math>\mu\text{S}/\text{cm}</math>, some care must be taken, particularly with overhead sprinklers, which may cause leaf scorch on some salt sensitive plants</li> <li>• Suitable for all livestock</li> </ul>
800-2500	<ul style="list-style-type: none"> <li>• Can be consumed by humans although most would prefer water in the lower half of this range if available</li> <li>• When used for irrigation, requires special management including suitable soils, good drainage and consideration of salt tolerance of plants</li> </ul>
2500-10000	<ul style="list-style-type: none"> <li>• Not recommended for human consumption, although water up to 3000 <math>\mu\text{S}/\text{cm}</math> could be drunk if nothing else was available</li> <li>• Not normally suitable for irrigation, though water up to 6000 <math>\mu\text{S}/\text{cm}</math> can be used on very salt tolerant crops with special management techniques. Over 6000 <math>\mu\text{S}/\text{cm}</math>, occasional emergency irrigation may be possible with care, or if sufficient low salinity water is available, this could be mixed with the high salinity water to obtain an acceptable supply</li> <li>• When used for drinking water by poultry or pigs, the salinity should be limited to about 6000 <math>\mu\text{S}/\text{cm}</math>. Most other stock can use water up to 10000 <math>\mu\text{S}/\text{cm}</math></li> <li>• High magnesium levels can cause stock health problems in this range. Analysis recommended</li> </ul>
Over 10000	<ul style="list-style-type: none"> <li>• Not suitable for human consumption or irrigation</li> <li>• Not suitable for pigs, poultry or any lactating animals. Beef cattle can use water up to 17000 <math>\mu\text{S}/\text{cm}</math> and adult dry sheep can tolerate 23000 <math>\mu\text{S}/\text{cm}</math>. However it is possible that waters below these EC levels could contain unacceptable concentrations of particular irons. Detailed chemical analysis should therefore be considered before using high salinity water for stock</li> <li>• Water up to 50000 <math>\mu\text{S}/\text{cm}</math> (the salinity of the sea) can be used to flush toilets provided corrosion in the cistern can be controlled</li> </ul>

EC Range: EC stands for Electrical Conductivity and is a measure of salinity in water

$\mu\text{S}/\text{CM}$ : means micro-siemens per centimetre and is a measure of electrical conductivity of water in relation to the salt content