![Wellington Shire Council logo]

EMERGENCY ANIMAL WELFARE PLAN

24 Hour Emergency Number 1300 366 244

Version Control

Version	Release Date	Author	Changes
Draft 1.0		P Thompson	
Draft 1.2	November 2017	P Thompson	Updated in accordance with Victorian Animal Welfare Plan template
Draft 1.3	May 2018	P Thompson	Updated contact lists

This template is provided to assist Municipal Emergency Management Planning Committees (MEMPC) in the development of plans to address animal welfare issues arising from an emergency within a municipality. It has been structured to ensure consistency with the Victorian Emergency Animal Welfare Plan and builds on the efforts of MEMP committees and councils who have already made in-roads in this area.

Not all sections of the template will be relevant to every municipality. MEMP committees may also identify additional planning requirements or prefer to incorporate relevant information into Municipal Emergency Management Plans.

For further information to assist the development of municipal emergency animal welfare plans, refer to the Victorian Emergency Animal Welfare Plan or Guidelines for the management of animals at Emergency Relief Centres, which is found at:

www.economicdevelopment.vic.gov.au/animalemergencies

Contents

Contents

Definitions

Agency	A Government agency, including Commonwealth, State or local government authority.
Animal	Refer to the definition in Prevention of Cruelty to Animals Act 1986 which basically includes any live member of a vertebrate species (other than human) and some crustaceans.
Animal welfare	How an animal is coping with the conditions in which it lives. An animal is in a good state of welfare if (as indicated by scientific evidence) it is healthy, comfortable, well nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear, and distress. Good animal welfare requires disease prevention and veterinary treatment, appropriate shelter, management, nutrition, humane handling and humane slaughter/killing. Animal welfare refers to the state of the animal; the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment.
Animal Welfare Commander	A role established by DEDJTR to lead the agency's emergency animal welfare support services at the state, regional or incident level.
Biosecurity	The protection of the economy, the environment, social amenity or human health from negative impacts associated with the entry, establishment or spread of animal or plant pests and disease, or invasive plant and animal species.
Command	The direction of personnel and resources of an agency in the performance of that organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency
Common Operating Picture	The shared and consistent understanding of the incident held by the IMT and other Stakeholders
Companion Animal Control	Any non-human vertebrate animal kept for the purpose of companionship, recreation, protection or work. The overall direction of response activities in an emergency. Authority for control is established in legislation or in an emergency response plan, and carries with it the responsibility for tasking other agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies.
Control agency	The agency responsible for leading the response to a particular type of emergency
Coordination	The bringing together of agencies and resources to ensure effective response to and recovery from emergencies. The main functions of co-ordination are to: • Ensure effective control has been established and maintained; • Ensure effective information sharing; and • Systematic acquisition and allocation of resources in accordance with the requirements imposed by emergencies.
Domestic Animal Businesses	Licenced premises under the Domestic Animals Act 1994 including pet shops, dog/cat breeding and boarding establishments and dog training establishments.
Emergency	An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria, or endangers or threatens to endanger the environment or an element of the environment in Victoria
Emergency Management Team	A team which assists a controller in formulating a response strategy and in its execution by all agencies, and which assists the Emergency Response Coordinator in determining resource acquisition needs and in ensuring coordinated response to an emergency.
Emergency Relief	The provision of life support and essential needs to persons affected by an Emergency
Emergency Relief	A building or place established to provide life support and essential needs to

Centre	persons affected by an emergency (including evacuees). Emergency relief centres are established on a temporary basis to cope with the immediate needs of those affected during the initial response to the emergency. They do not imply any longer-term use of facilities as a location for recovery services
Emergency Response Coordinator	A person appointed as state, regional, municipal or incident emergency response co-ordinator, whose role is to co-ordinate the response to an emergency.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Fodder	Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.
Livestock	Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or horses, including where used for recreation.
Managed animal	Any animal, including wildlife and exotics, that is owned or possessed or is under a person's care, control or supervision.
Organisation	Any non-government or not for profit entity, company or authority.
Person in Charge of animals	A person who is the owner or has the animal in their possession or custody, or under the person's care, control or supervision and any employee or agent of the owner of the animal.
Principal Officer Wildlife Emergencies	A role established by DELWP to lead the agency's emergency wildlife welfare support services at state level and support response activities at a regional or incident level.
Recovery	The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning
Salvage slaughter	The processing of animals through an abattoir. Livestock impacted by an emergency, suitable for salvage slaughter are those that do not show signs of distress or disablement and are fit enough to be transported.
State Agency Commander	A role established within DELWP to coordinate its emergency response arrangements across the organisation at a State level.
State Emergency Animal Welfare Unit	A unit established by DEDJTR to assist in the statewide coordination of animal welfare services and resources. The unit will operate within a DEDJTR state level incident management structure (when in place) or that of a control agency.
Support agency	An agency which provides services, personnel, or material to support or assist a control agency or affected persons.
Triage	The process of determining the priority of veterinary treatment based on the severity of an animal's condition. This rations veterinary treatment efficiently when resources are insufficient for all animals to be treated immediately.
Triage Site	A site where animals are assessed and their treatment needs (including euthanasia) are determined. Sites may include capacity for provision of first aid, but will not include facilities for ongoing treatment.
Victorian Emergency Animal Welfare Committee	A consultative forum chaired by DEDJTR that provides ongoing leadership and oversight in the development and review of plans and policies relating to emergency animal welfare management in Victoria.
Wildlife	Any vertebrate animal indigenous to Australia, some non-indigenous vertebrates (deer and game birds declared to be wildlife under the Wildlife Act, 1975), any terrestrial invertebrates listed as threatened under the Flora and Fauna Guarantee Act, 1988, and does not include fish within the meaning of the Fisheries Act, 1995.

Municipal Emergency Response Coordinator (MERC)	A member of Victoria Police of the rank of Senior Sergeant appointed as a municipal emergency response coordinator for the municipality of Wellington. Municipal Emergency Resource Officer (MERO) Council appoints a suitable Officer as MERO pursuant to Section 21(1) of the *Emergency Management Act 1986.* Council also appointed several Officers as Deputy MEROs. Municipal Recovery Manager (MRM) Council appoints a suitable Officer as MRM pursuant to Section 20(1) of the Emergency Management Act. The MRM should be a senior responsibility, as the recovery process can involve many aspects of Council's activities over a considerable period. Council also appointed several Officers as Deputy MRMs.
Municipal Local Laws Officers (LLO)	Staff appointed and authorised by the Wellington Shire Council as a Local Laws Officer.
Staff	The definition of staff includes all fulltime, part-time, casual or contract service employed by the Wellington Shire Council.
Municipal Emergency Relief Centres	A relief centre is a building or place established by Council to provide immediate and basic services to people affected by an emergency. Services provided in a relief could include shelter (including companion pets); food and water; non-food items, such as bedding and clothing; reconnecting friends and families; and health services, such as psychological first aid. Current designated as Emergency Relief Centres are: • Sale Baptist Church, Lot 2 Princes Highway, Sale • Gippsland Regional Sports Centre, 116 Cobains Road, Sale • Walpole Stadium, Yarram Secondary College, Yarram Companion animals brought to a Relief Centres are, where possible, to arrive in their own carry cage with food and feeding bowls, etc. A limited number of small to medium size animal cages are available for loan from the Sale Baptist Church.
Emergency Animal Refuges	Is a facility or location identified and designated as a safe refuge area for animals impacted by an emergency, currently: • WSC Pound and Animal Aid Shelter, 111 Hopkins Road Fulham • Sale Showgrounds, Sale-Maffra Road, Sale • Sale Livestock Saleyards, Saleyards Road, Sale

Acronyms

Refer to the Victorian Emergency Animal Welfare Plan.

AVA	Australian Veterinary Association (Victorian Division)
CFA	Country Fire Authority
DHHS	Department of Health and Human Services
DEDTJR	Department of Economic Development, Jobs, Transport and Resources
DELWP	Department of Environment, Land, Water And Planning
EMMV	Emergency Management Manual of Victoria
IC	Incident Controller
IMT	Incident Management Team
IMS	Incident Management System
LGO	Local Government Officer
MAV	Municipal Association of Victoria
MECC	Municipal Emergency Co-ordination Centre
MERC	Municipal Emergency Response Co-ordinator
MERO	Municipal Emergency Resource Officer
MFB	Metropolitan Fire Brigade
PAS	Pet Animal Shelter
POCTA	Prevention of Cruelty to Animals Act, 1986
PV	Parks Victoria
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SEAWC	State Emergency Animal Welfare Coordinator
SCC	State Control Centre
SERCC	State Emergency Response Co-ordination Centre
SERO	State Emergency Response Officer of Victoria Police
SES	State Emergency Service
SIGs	Special Interest Groups
VEAWC	Victorian Emergency Animal Welfare Committee
VicPol	Victoria Police
VFF	Victorian Farmers Federation

Introduction

Wellington Shire is the third largest in Victoria in land area (10,924 square kilometers) and is a mix of urban and rural areas, with a population around 43,000. It is a unique environment with large tracts of forest/parklands, coastal areas, the Gippsland Lakes area, agricultural land, undeveloped land, and urban areas, the largest being the towns of Sale and Maffra, Yarram, Stratford and Heyfield.

The Shire has been impacted consistently over several years by major floods and fires, which have had a devastating effect on the environment, property, the wellbeing of residents and their animals.

The welfare of animals can be a deciding factor for people in making decisions about their personal welfare, including evacuating a threatened property or seeking emergency shelter.

Animal owners and carers have the ultimate 'duty of care' to plan and provide for the needs of animals in their care; however as recently witnessed, several organisations and groups share animal welfare responsibility and

together have an enormous capacity and willingness to assist affected people and attend to the needs of impacted animals.

Wellington Shire Council is responsible for the coordination, provision, and operation of emergency relief centers and by doing so is also responsible for the coordination and provision of safe refuges for affected animals and the management of animal welfare at its relief centers.

In developing this Emergency Animal Welfare Plan, the following publications have been consulted:

- *Victorian Emergency Animal Welfare Plan*
- *Emergency Management Act 1986*
- *Prevention of Cruelty to Animals Act 1986*
- *Domestic Animals Act 1994*
- *Impounding of Livestock Act 1994*
- WSC Municipal Emergency Management Plan
- Victorian Emergency Animal Welfare Plan, 2011
- Emergency Management Manual Victoria
- Bushfires Royal Commission – final report, May 2011.

1. Aim

This Municipal Emergency Animal Plan has been produced pursuant to Section 20 (1) of the Emergency Management Act 1986 and assists in the management of animal welfare during an emergency. The Plan has been developed with reference given to the Victorian Emergency Animal Welfare Plan.

2. Scope

The scope of this plan is to provide a coordinated approach to the management of animal welfare impacts to companion animals, livestock and to a limited extent wildlife (as defined in the *Prevention of Cruelty to Animals Act 1986*) as a direct result of an emergency incident within Wellington Shire. This plan provides a framework during an emergency that impacts animal welfare and does not replace the Municipal Emergency Management Plan, the Victorian Emergency Animal Welfare Plan, 2011 or the Emergency Management Manual Victoria, rather provides supporting procedures to enhance cooperation between the Wellington Shire and other government and non-government agencies.

Drought, flood, fire and emergency animal disease have been identified in Municipal Emergency Management Plan's risk register as having a high or moderate risk that could impact the welfare of companion animals and livestock within the municipality. Consequently, this 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 AT EMERGENCY RELIEF CENTRES

- MANAGEMENT OF STRAY OR ROAMING ANIMALS

- ANIMAL WELFARE ASSESSMENT

- VETERINARY TREATMENT AND TRIAGE

- HUMANE DESTRUCTION OR SALVAGE SLAUGHTER

- CARCASS DISPOSAL

- PROVISION OF EMERGENCY PET FOOD, LIVESTOCK FODDER AND WATER

COORDINATION OF DONATIONS AND OFFERS OF ASSISTANCE

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, endorsement, testing and review

- This plan has been developed by a sub-committee of the Municipal Emergency Management Planning Committee (MEMPC) and other internal and external stakeholders with roles and responsibilities in local emergency management arrangements.
- This plan is adopted and endorsed by the MEMPC and endorsed by Council as required.
- This plan will be reviewed annually or following a major emergency event involving activation or a major exercise.
- This plan will be integrated into the MEMP testing and review process and any major exercises involving the MEMP will include an animal welfare component.
- The Municipal Emergency Animal Welfare Plan should be read in conjunction with the Municipal Emergency Management Plan and the Emergency Management Manual of Victoria (EMMV). Guidance should also be sought from the Victorian Emergency Animal Welfare Plan 2017.

Local Laws Officers and other personnel with roles and responsibilities in emergency management have been authorised by Council through their appointment and delegation of legislation functions and powers of Council.

Municipal officers delegated with this authority include officers holding any of the following positions (or equivalent):

- Manager – Municipal Services
- Coordinator – Local Laws
- Local Laws Officers

The Manager Municipal Services and Coordinator Local Laws will ensure an annual review of this procedure, the relief centre and emergency animal refuges are conducted twelve-monthly or in the event of changes to relevant procedures or legislation.

5. Aim and objectives

The aim of the Municipal Emergency Animal Welfare Plan is to define agreed arrangements for the management of emergency animal welfare within the Municipality including:

- Roles and responsibilities of key agencies and stakeholders
- Operational interactions between key agencies and stakeholders
- Resources (personnel. facilities, equipment, services) to be used in the delivery of animal welfare services

The overarching objective of the Plan is to:

- contribute to enhanced public safety and community resilience within the municipality through effective planning and management of animals in emergencies: and
- ensure animals within the municipality are better considered and protected from suffering during and immediately following emergencies.

6. Plan Activation

Stage 1: Initiation

The WSC Emergency Animal Welfare Plan will be initiated by the Coordinator Local Laws:

- At the request of the MERO
- At the request of the MRM
- If the Coordinator Local Laws considers there is an imminent threat to the welfare/safety of animals, should they remain in an area affected by an emergency.

Stage 2: Notification

Once the Coordinator Local Laws is notified or alerted of an emergency, s/he will:

- Notify the MERO or MRM (if required)
- Assess information/situation
- Alert and brief Local Laws Officers, line managers and other staff as appropriate
- Commence the Local Laws Incident Log *(Refer attachment 6)*
- Notify the following agencies:
  - Animal Aid Gippsland (WSC Pound and Animal Shelter)
  - Department of Economic Development, Jobs, Transport and Resources Neighbouring Municipalities (if necessary)
- Review available resource requirements
- Consider placing off duty Local Laws Officers on standby.

The Coordinator Local Laws or delegate will remain contactable until further notice.

Stage 3: Deployment

Once the need for evacuation has been established and/or the relief centre activated, the Coordinator Local Laws will:

- Deploy local laws officers and support agencies to conduct field assessments and provide assistance/advice at the relief centre and emergency animal refuges
- Remain in communication with the MERO and attend any briefings as required.
- Remain in contact with deployed staff, manage tasks and resources, provide updates and monitor staff wellbeing
- Communicate with staff and agencies who have been placed on standby and keep them informed on the situation *(refer attachment 1: Emergency Contact List)*
- Direct any requests for support from the RSPCA via DEDJTR.
- Request support from other external agencies/neighbouring municipalities as required.
- Manage rosters to ensure staff are equally rotated through deployment and stand-down periods
- Arrange the purchase of any additional essential supplies in accordance with procedures established by the MERO.
- Arrange additional staffing resources and further escalation of emergency responses if required

- Ensure animals taken to emergency animal refuges are accounted for by registering them in and out *(refer attachment 7)*

7. Roles and Responsibilities

Municipal staff involved in Animal Welfare activities

Staff tasked with animal welfare activities are authorised in accordance with the Prevention of Cruelty of Animals Act, the Domestic Animals Act and the Impounding of Livestock Act. Duties are detailed in relevant Position Descriptions

Municipal Recovery Manager

The Municipal Recovery Manager is responsible for:

- In the event of an emergency in conjunction with the Municipal Emergency Response Coordinator and the Municipal Emergency Resource Officer ensure the appropriate activation of the Local Laws Unit once the need is determined.
- In the event of an emergency ensure the Coordinator Local Laws is briefed of the location of the Relief Centre/Centres to be activated.
- Implementing this procedure in the area of their responsibility.

Coordinator Local Laws

The Coordinator Local Laws is responsible for:

- Liaise annually with the Municipal Recovery Manager and the Municipal Emergency Manager to review all designated relief centres in regard to animal welfare capabilities.
- Chair the Emergency Animal Welfare Sub-Committee.
- Making recommendations to the MRM and MEM regarding any improvement required to a Relief Centre.
- Making inspections of Relief Centres prior to the commencement of the fire season
- Ensure all equipment held by the unit for the welfare of animals is maintained and available
- Maintaining a contact list and equipment available from pet shops, veterinarians and animal welfare agencies
- Liaise with the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) re animal welfare
- In the event of an emergency liaise with the MRM and MERO regarding the need to activate LLO's to attend a Relief Centre
- In the event of an emergency ensuring that LLO's have been briefed on the type of incident and the location and all safety issues and the location of the Relief Centre/Centres
- Implement this procedure in the area of their responsibility

Local Laws Officer

Local Laws Officers are responsible for:

- In the event of an emergency following the directions of the Coordinator Local Laws or delegate
- Assisting the Coordinator Local Laws Officer with the annual inspections of relief and animal refuge centres
- Assisting the Coordinator Local Laws Officer to maintain equipment and resources

- Maintaining their safety during the emergency
- Implementing this procedure as delegated by the Coordinator Local Laws

Other agencies

DEDJTR – Agriculture Victoria	- primary agency for welfare of livestock and companion animals - all hazards, all species excluding wildlife - coordination of animal welfare agencies
DELWP	- primary agency for wildlife welfare - coordination of wildlife agencies & volunteers - wildlife welfare assessment.
Wellington Shire	- care of animals at relief centers (where capacity exists) - stray, wandering and lost animals - disposal/burial of carcasses.
RSPCA	May assist Agriculture Victoria and DELWP to undertake animal welfare assessment activities and provide animal welfare resources as required
Victorian Farmers Federation (VFF)	Liaises with Agriculture Victoria to determine the scale and coordination of fodder distribution requirements

8. Operational Arrangements

Preparedness:

- Animal welfare support services will be represented by council and DEDJTR at the Municipal Emergency Management Planning Committee.
- Emergency animal welfare services will be built into exercises when undertaken.
  - o Council officers will undertake the necessary training to ensure the following minimum number of staff have and maintain the specified accreditations: POCTAA authorisation (6)
  - oFirst Aid (1)Firearms (4)

- Council will ensure information in this plan is reviewed and updated as required.

Prevention:

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

Response / Relief:

- In the event of an emergency impacting animals, an appointed DEDJTR MECC Liaison Officer or 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. In situations where a MECC has not been established, interaction will occur between the Council contact and the DEDJTR Animal Welfare contact listed in this Plan.

Recovery:

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

9. Emergency animal welfare services

Refer appendix 1

Identification of affected animals

It is important that residents have their companion animals microchipped and registered with Council and their livestock tagged as in the event of an emergency, information on registered animal populations can assist in addressing animal welfare issues. Animal registers can also help identify stray or roaming animals, or those presenting at Emergency Relief Centres.

Management of evacuated animals at emergency relief centres

Residents should include in their personal emergency plans, where ever possible an alternative, short-term accommodation options for their companion animals e.g. friends or family outside of the affected area or a boarding facility. However, there will always be a need for some residents to bring their animals with them when evacuating to an Emergency Relief Centre

Wellington Shire Council is responsible for the coordination, provision and operation of Emergency Relief Centres (ERC) and by doing so is also responsible for the coordination and provision of safe refuges for affected animals and the management of animal welfare at its ERCs. Where time allows, residents presenting at an ERC with animals should bring their animal/s:

• registration and vaccination details

• appropriate methods of restraint e.g. cage, crate, lead, tethers.

• food, food/water dishes, and medications

• bedding, toys

Animal owner/carer responsibilities

• All animals are held at the owners risk

• Owners are required to feed their animals. Water will be provided for the animals.

• Animals must be confined or on a leash at all times. Animals must not be moved from their designated crate/pen without notification to the person in charge of the temporary animal shelter.

• Animals with special needs will need to be managed by the owner to ensure they do not cause harm or discomfort to other animals or people.

• Housing is only short term.

• Animals left at the shelter unattended may be processed as unowned animals.

Housing animals away from the ERC

Depending on the numbers of companion animals arriving at an ERC will determine how many can be housed at the ERC with their owners, or housed at an Emergency Animal Refuge e.g.

- WSC Pound and Animal Aid Shelter, 111 Hopkins Road Fulham
- Sale Showgrounds, Sale-Maffra Road, Sale
- Sale Livestock Saleyards, Saleyards Road, Sale

Vaccinated animals are easier to temp house – bring proof of vaccination.

Management of stray or roaming animals

Unconfined animals can pose a danger and require emergency containment or impoundment. Reports of unconfined animals that pose a hazard will be dealt with by the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) will assess livestock and companion animal welfare support needs on private property.

Animal welfare assessment

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) 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 DEDJTR for action through the Municipal Coordination Centre or Incident Control Centre, or the DEDJTR Animal Welfare Liaison Officer.

In smaller scale incidents where these roles have not been activated, reports can be sent to the local DEDJTR Animal Welfare Officer. DEDJTR will liaise with both Council officers and RSPCA to ensure a coordinated and appropriate response.

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

Wildlife welfare assessment needs will be reported to the Incident Controller or Planning Officer at the Incident Control Centre, or Wildlife Welfare Officer if in place.

In smaller scale incidents where these roles have not been activated, reports will be sent or the DELWP/Parks Victoria emergency contact listed in the Municipal Emergency Management Plan (MEMP).

Treatment

The Department of Environment, Land, Water and Planning (DELWP) wildlife rescue teams will arrange for the rescue and transport of injured wildlife to established triage sites for assessment.

When veterinary treatment of managed animals is required, animal owners and carers will normally be advised to seek veterinary advice from a private veterinarian.

Veterinary treatment and triage

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.

Where local veterinary practice capacity is exceeded the establishment of triage sites where animals can be assessed and their treatment needs (including euthanasia) determined can be arranged. Depending on the circumstances, triage sites may include capacity for provision of first aid but will generally not include facilities for ongoing treatment.

The Australian Veterinary Association (Victorian Division) will work with DEDJTR and DELWP to facilitate contact with volunteer veterinarians and veterinary nurses wishing to assist in the provision of animal welfare support services in affected areas. They will also liaise with practices within and adjoining the impacted area to develop options to address unmet animal welfare needs.

Humane destruction or salvage slaughter

It is the responsibility of the owner/carer 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. DEDJTR will assist in the humane destruction or salvage slaughter of managed animals when the owner/carer cannot or will not perform the necessary actions to alleviate the suffering of their animals

Wherever possible, destruction activities will take place in consultation with the owner/carer of affected animals. In situations where owners cannot be found, power for immediate destruction in their absence is provided for.

DELWP is responsible for managing the assessment and treatment or euthanasia of wildlife during and following an emergency. This will be undertaken by field crews at the incident or by a veterinarian at the triage centre.

Carcass disposal

Council is responsible for the coordination of clean-up activities including disposal of dead animals.

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) 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 the following options

Provision of emergency pet food, livestock fodder and water

Owners and carers of animals will be encouraged to make their own arrangements for the collection of fodder and water. Where this is not possible, Department of Economic Development, Jobs, Transport and Resources (DEDJTR) will work with the Victorian Farmers Federation (VFF) and Council in the establishment of fodder distribution sites. In the event emergency water supplies are needed for livestock (due to contamination of private supplies), owners will be advised where water may be collected from.

Longer term fodder and water supplies are the responsibility of the owners/carers of animals. In situations where the minimum needs of animals are unlikely to be met, consideration will need to be given to sale, agistment, or humane destruction.

Coordination of donations and offers of assistance

In large-scale emergencies, donations of money or other material aid for animals may be made. Council's prefers donations of money as donations of food and other materials can impact on local logistic resources.

In large-scale emergencies, offers of volunteer veterinarians and veterinary nurses wishing to assist in the provision of animal welfare support services made to Council will be forwarded to the local DEDJTR liaison officer.

Recording reports of animals requiring emergency welfare support

Reports received at the Municipal Emergency Coordination Centre of animals requiring services provided by another agency/organization will be recorded in X and referred to the relevant agency/organization within 24 hours of receipt.

Referrals received at the Municipal Emergency Coordination Centre of animals requiring services provided by the council will be recorded in Y with action initiated within 24 hours of receipt.

10. 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 organizations. 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 (Info 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.

11. Process for requesting additional resources

- Council will draw on resources from the municipalities / organizations listed in appendix 1 in the delivery of animal welfare services.
- Requests for supplementary resources will be consistent with principles described in the State Emergency Response Plan / Municipal Emergency Response Plan.
- Additional resources to enable the effective delivery of animal welfare services will be discussed with the DEDJTR MECC Liaison Officer or DEDJTR Animal Welfare Liaison Officer.
- Council will draw on resources from the municipalities / organizations listed in appendix 1 in the delivery of animal welfare services.
- Requests for supplementary resources will be consistent with principles described in the State Emergency Response Plan / Municipal Emergency Response Plan.
- Additional resources to enable the effective delivery of animal welfare services will be discussed with the DEDJTR MECC Liaison Officer or DEDJTR Animal Welfare Liaison Officer.
- Council will draw on resources from the municipalities / organizations listed in appendix 1 in the delivery of animal welfare services.
- Requests for supplementary resources will be consistent with principles described in the State Emergency Response Plan / Municipal Emergency Response Plan.
- Additional resources to enable the effective delivery of animal welfare services will be discussed with the DEDJTR MECC Liaison Officer or DEDJTR Animal Welfare Liaison Officer.

12. Financial measures / Budget

- Municipal councils have the 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 a local level will be designated in the Municipal Emergency Management Plan (MEMPlan). Municipal Councils are responsible for meeting the costs 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 food bowls, pet cages etc.
  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 from the Municipal Coordination Centre 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 NDRRA.

Further information as to what financial support is available can be found at:
http://dft.gov.au/CA25713E0002EF43/pages/bfm-natural-disaster-financial-assistance

Appendices

Appendix 1- Contact information (NAMES HAVE BEEN REMOVED FOR PUBLIC DISTRIBUTION)

EMERGENCY CONTACT LIST

Confidential; for Local/Government Agency Use Only

Service	Organisation / Business Name	Contact Name	Phone/email	Address
Municipal Emergency Animal Welfare Team				
Animal Welfare Unit Team Leader	DEDJTR			
Deputy Animal Welfare Team Leader	DEDJTR			
Identification of affected animals				
Livestock identification	DEDJTR (NLIS)			
Pet identification	Microchip registers			
Management of displaced animals				
Shelters	WSC Pound and Animal Shelter			**Hopkins Rd FULHAM**
Pounds	As above			
Boarding establishments	Refer Local Laws Dept			
Animal transport providers	Refer Local Laws Dept			
Cage hire / traps	Refer Local Laws Dept			
Animal welfare assessment				
Livestock and companion animal impacts	DEDJTR			
Wildlife impacts	Wildlife Victoria			
Animal destruction				

Livestock and companion animal	DEDJTR			
	Local Laws Dept			
Wildlife impacts	DELWP or Parks Victoria			
	Wildlife Victoria			
Veterinary Treatment / Triage				
Veterinary Practices	Gippsland Veterinary Hospital Longford Vets The Vets, Sale Ark Vets			
Wildlife Carers	Wildlife Victoria			
Triage support	RSPCA			
	Victorian Animal Aid Trust			
Transport				
Landfill Sites	Kilmany Tip			
Knackeries	Maffra Knackery			
Approvals	EPA			
Water Authority	Gippsland Water			
Victorian Farmers Federation	Fodder Coordinator			
Help for Wildlife				
Latrobe CC	Coordinator Local Laws			

East Gippsland Shire Council South Gippsland Shire Council				
East Gippsland Dog Obedience Club				
As above				
Project Hope Horse Welfare				**Recovery assistance for horse owners**
Quest Equine Welfare				**Assistance for fire affected horse owners**
Pelz Haulage				**Sawdust for showground stables**

Appendix 2 - Emergency Relief Centres and Animal Welfare Processes

WSC Pound and Animal Aid Shelter

111 Hopkins Road, Fulham   Phone: 51445940

Sale Showground Sale – Maffra Rd Sale

(David Lamb 0407498268)

Sale Livestock Saleyards, Sale yard Road, Sale

Daniel Gall 0400601365

Local Laws Incident Log

(S:\Development\Municipal Services\Local Laws\Staff\Forms and Logs)

LOCAL LAWS INCIDENT LOG

Date	To/From	Details	Sign

Animal Emergency Refuge Admission Form

(S:\Development\Municipal Services\Local Laws\Staff\Forms and Logs)

Owner Name:
Address:
Phone Number: **Mobile:**

Animal Details:
Type: **Name:**
Breed: **Colour:**
Sex:
Other Details:
Condition:

Tag Number Issued:	**Issued By:**

Notes:

Animal returned to Owner:

Date: **Time:**
Owner's Signature:

Owner Copy:

Date:
Animal Details:
Tag Number Issued:

Reference Publications

(Follow links on websites)

Victoria Emergency Animal Welfare Plan	www.delwp.vic.gov.au
Large Animal Checklist – Enacting your Bushfire Plan	www.delwp.vic.gov.au
Guidelines for Managing Animals at Emergency Relief Centres, Assembly Area or Other Places of Emergency Shelter	www.delwp.vic.gov.au
Contact Sheet for Fire Affected Residents	www.wellington.vic.gov.au
Frequently Asked Questions for Fire Affected Residents	www.wellington.vic.gov.au
Wildlife Emergencies	www.delwp.vic.gov.au
WSC Municipal Emergency Management Plan	www.wellington.vic.gov.au

Further information Animal Health and Welfare

Animal Welfare information sheets Domestic animals Livestock	http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animal-welfare/animal-welfare-legislation/victorian-codes-of-practice-for-animal-welfare
Animal Health and Welfare Legislation Codes of Practice Standards and guidelines	http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animal-welfare/animal-welfare-legislation
AUSVETPLAN Managing animal diseases Operational manuals	https://www.animalhealthaustralia.com.au/what-we-do/emergency-animal-disease/ausvetplan/
Managing animals in an emergency	Managing animals in an emergency
Victorian Emergency Animal Welfare Plan	http://agriculture.vic.gov.au/agriculture/emergencies/response/victorian-emergency-animal-welfare-plan
Livestock after an emergency	http://agriculture.vic.gov.au/agriculture/emergencies/recovery/livestock-after-an-emergency
Pets in emergencies	http://agriculture.vic.gov.au/agriculture/emergencies/pets-in-emergencies
Horses and livestock in emergencies	http://agriculture.vic.gov.au/agriculture/emergencies/horses-and-livestock-in-emergencies
Wellington Shire Council Lost and impounded Animals	http://www.wellington.vic.gov.au/Living-in-Wellington/Animals-and-Pets/Lost-and-Impounded-Animals
Wellington Shire Council animal registration	http://www.wellington.vic.gov.au/Living-in-Wellington/Animals-and-Pets/Animal-Registration
NED – Network to provide safe places for animals during an emergency	NED.pdf