Accessibility Compliance

Council recognises documents created prior to 31 December 2015 as Legacy Documents with regard to compliance with the Web Content Accessibility Guidelines (WCAG) 2.0, also commonly referred to as AA Accessibility Guidelines.

Whilst every effort has been made to ensure Council’s public documents are accessible and compliant with WCAG 2.0, some documents cannot be converted to completely adhere to these guidelines without undue burden. This may include documents that were not created by Council or directly supplied to Council in an electronic format, as well as any documents that are subject to frequent and substantial changes.

However, Council will upon request convert any Legacy Document to comply with WCAG 2.0 standards. In such cases, Council appreciates your patience, as this process can be lengthy depending on the complexity of the document, and may take some time.

To request conversion of a Legacy Document to comply with WCAG 2.0, you can:

- Email bawbaw@bawbawshire.vic.gov.au
- Send an online enquiry at www.bawbawshire.vic.gov.au/contact-us
- Call the Community Information and Service team on 5624 2411
- Visit a Customer Service Centre.

You will need to provide us with the full name and date (if known) of the Legacy Document.

Documents that were created from 1 January 2015 are currently being converted to comply with WCAG 2.0 and will be uploaded in due course.

Additionally, some pages on Council’s website include hyperlinks to external/other sites. Council does not accept responsibility or liability for the contents of any information or documents provided by external sites through these links, nor does it assume any legal responsibility for degree of accessibility or the accuracy, completeness, and usefulness of the information in the links.
Municipal Emergency Animal Welfare Plan

Version 1.3 – October 2014
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Release Date</th>
<th>Author</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft 1.0</td>
<td>January 2013</td>
<td>G. Tarrant (MERO)</td>
<td>1st draft of plan</td>
</tr>
<tr>
<td>Draft 1.1</td>
<td>May 2014</td>
<td>G. Tarrant (MERO)</td>
<td>Revised as per MEMPC delegates input.</td>
</tr>
<tr>
<td>Draft 1.2</td>
<td>July 2014</td>
<td>G. Tarrant (MERO)</td>
<td>Revised as per MEMPC delegates input.</td>
</tr>
<tr>
<td>Draft 1.3</td>
<td>October 2014</td>
<td>G. Tarrant (MERO)</td>
<td></td>
</tr>
</tbody>
</table>

Amendment Authorisations

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Version 1.3 – October 2014
This plan was endorsed by the Municipal Emergency Management Planning Committee at the ordinary meeting on the ..... day of .......... 2014.
## Contents

**ACRONYMS** ........................................................................................................................................... 5

**GLOSSARY** ........................................................................................................................................ 5

1 PURPOSE ............................................................................................................................................. 9

2 SCOPE .................................................................................................................................................. 9

3 AUDIT .................................................................................................................................................... 11

4 PLAN DEVELOPMENT, ENDORSEMENT, TESTING AND REVIEW .................................................. 11

5 AIM AND OBJECTIVES ....................................................................................................................... 12

6 PLAN ACTIVATION ............................................................................................................................. 13

  6.1 Categories of response .................................................................................................................... 13

  6.2 Triggers for Activating the Plan .................................................................................................... 14

7 BUSINESS CONTINUITY .................................................................................................................... 16

8 ROLES AND RESPONSIBILITIES ....................................................................................................... 16

9 OPERATIONAL ARRANGEMENTS ....................................................................................................... 27

  9.1 Preparedness, Prevention, Response & Relief / Recovery ............................................................. 25

10 EMERGENCY ANIMAL WELFARE SERVICES .............................................................................. 26

  10.1 Identification of affected animals .................................................................................................. 26

  10.2 Management of displaced animals ............................................................................................... 26

  10.3 Animal welfare needs assessment (including veterinary treatment, humane destruction, salvage slaughter, fodder, water and carcass disposal) ....................................................................................... 27

  10.4 Veterinary Treatment .................................................................................................................... 28

  10.5 Coordination of carcass disposal .................................................................................................. 28

  10.6 Emergency Fodder ........................................................................................................................ 28

  10.7 Emergency Water .......................................................................................................................... 28

  10.8 Donations ..................................................................................................................................... 29

  10.9 Offers of volunteer assistance ....................................................................................................... 29

  10.10 Recording reports of animals requiring emergency welfare support ...................................... 29

11 INFORMATION SHARING .................................................................................................................. 30

12 PROCESS FOR REQUESTING ADDITIONAL RESOURCES .......................................................... 30

13 FINANCIAL MEASURES ..................................................................................................................... 30

  Appendix 2 - Emergency Relief Centres and Animal Welfare Processes ........................................... 35

YOUR ANIMALS AND AN EMERGENCY EVENT .................................................................................. 47

   At the evacuation site .......................................................................................................................... 53

     Knackeries ...................................................................................................................................... 54

     Licensed Landfill .............................................................................................................................. 54

     On-farm Burial ................................................................................................................................. 55

     Site assessments ............................................................................................................................. 55

     Pit Construction ............................................................................................................................. 55

     Pit Dimensions ............................................................................................................................... 56

     Personal Safety .............................................................................................................................. 56

     Scale of Response .......................................................................................................................... 57

---

Version 1.3 – October 2014
Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVA</td>
<td>Australian Veterinary Association (Victorian Division)</td>
</tr>
<tr>
<td>CFA</td>
<td>Country Fire Authority</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Human Services</td>
</tr>
<tr>
<td>DEPI</td>
<td>Department of Environment &amp; Primary Industries</td>
</tr>
<tr>
<td>DSE</td>
<td>Department of Sustainability and Environment</td>
</tr>
<tr>
<td>EMMV</td>
<td>Emergency Management Manual of Victoria</td>
</tr>
<tr>
<td>IC</td>
<td>Incident Controller</td>
</tr>
<tr>
<td>IMT</td>
<td>Incident Management Team</td>
</tr>
<tr>
<td>IMS</td>
<td>Incident Management System</td>
</tr>
<tr>
<td>LGO</td>
<td>Local Government Officer</td>
</tr>
<tr>
<td>MAV</td>
<td>Municipal Association of Victoria</td>
</tr>
<tr>
<td>MECC</td>
<td>Municipal Emergency Co-ordination Centre</td>
</tr>
<tr>
<td>MERC</td>
<td>Municipal Emergency Response Co-ordinator</td>
</tr>
<tr>
<td>MERO</td>
<td>Municipal Emergency Resource Officer</td>
</tr>
<tr>
<td>PAS</td>
<td>Pet Animal Shelter</td>
</tr>
<tr>
<td>POCTAA</td>
<td>Prevention of Cruelty to Animals Act, 1986</td>
</tr>
<tr>
<td>PV</td>
<td>Parks Victoria</td>
</tr>
<tr>
<td>RSPCA</td>
<td>Royal Society for the Prevention of Cruelty to Animals</td>
</tr>
<tr>
<td>SEAWC</td>
<td>State Emergency Animal Welfare Coordinator</td>
</tr>
<tr>
<td>SCC</td>
<td>State Control Centre</td>
</tr>
<tr>
<td>SERCC</td>
<td>State Emergency Response Co-ordination Centre</td>
</tr>
<tr>
<td>SERO</td>
<td>State Emergency Response Officer of Victoria Police</td>
</tr>
<tr>
<td>SES</td>
<td>State Emergency Service</td>
</tr>
<tr>
<td>SIGs</td>
<td>Special Interest Groups</td>
</tr>
<tr>
<td>VEAWC</td>
<td>Victorian Emergency Animal Welfare Committee</td>
</tr>
<tr>
<td>VicPol</td>
<td>Victoria Police</td>
</tr>
<tr>
<td>VFF</td>
<td>Victorian Farmers Federation</td>
</tr>
</tbody>
</table>

Note: DSE & DPI merged in 2013 to form DEPI. Agency responsibilities remain the same.

Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>A Government agency, including Commonwealth, State or local government authority.</td>
</tr>
<tr>
<td>Animal</td>
<td>Companion animals, livestock including horses and poultry, wildlife, birds, and fish [Protection of Cruelty to Animals Act, 1986].</td>
</tr>
<tr>
<td>Animal welfare</td>
<td>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</td>
</tr>
</tbody>
</table>
### 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 (Emergency Management Manual of Victoria, EMMV, 2010).

### Companion Animal
Any non-human vertebrate animal kept for the purpose of companionship, recreation, protection or work with the following exclusions:
- a) animals kept exclusively for agricultural production on premises legally zoned or licensed for agricultural activities,
- b) horses kept solely for racing purposes (under Racing Act provisions), or
- c) any class, group, type or species declared by Governor in Council as being exempt.

(Victorian Parliament Social Development Committee May 1989 'Inquiry into the Role and Welfare of Companion Animals in Society').

### Control
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
An agency nominated to control the response activities for a specified type of emergency (EMMV, 2010).

### Coordination
Co-ordination involves the bringing together of agencies and resources to ensure effective response to and recovery from emergencies. The main functions of co-ordination are:
- In relation to response, ensuring that effective control has been established and maintained, and
- The systematic acquisition and allocation of resources in accordance with the requirements imposed by emergencies.

Co-ordination operates throughout the management of response and recovery activities. Victoria Police is the co-ordination agency for response and the Department of Human Services is the co-ordination agency for recovery (EMMV, 2010).

### 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 (EMMV, 2010).

### Emergency Animal Welfare Coordinator
Refer to State Emergency Animal Welfare Coordinator.

### Emergency Relief
The provision of life support and essential needs to persons affected by an emergency (EMMV, 2010).
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Relief Centre</td>
<td>A building or place established to provide life support and essential needs to 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 (EMMV, 2010).</td>
</tr>
<tr>
<td>Emergency Response Coordinator</td>
<td>A member of the Victoria Police appointed as state, regional, municipal or field emergency response co-ordinator, whose role is to co-ordinate the response to an emergency. Included in this role is arranging for the provision of resources requested by control and support agencies. A Municipal Emergency Response Coordinator (MERC) will advise the Regional Emergency Response Coordinator of the potential need for supplementary resources. The Regional Emergency Response Coordinator (RERC) will arrange to provide regional resources requested by a MERC, or if necessary, elevate the resource request to the State Emergency Response Coordinator (SERC) (EMMV, 2010).</td>
</tr>
<tr>
<td>Evacuation</td>
<td>The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return’. ‘Evacuation may be undertaken...on their own volition and independent of any advice, or it may be after an assessment of information provided by a control agency’. (Extract from the EMMV, Part 3 - State Emergency Response Plan - Community Safety – Evacuation).</td>
</tr>
<tr>
<td>Fodder</td>
<td>Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.</td>
</tr>
<tr>
<td>Livestock</td>
<td>(a) Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or (b) horses, including where used for recreation; or (c) any animals prescribed as livestock (Livestock Management Act, 2010).</td>
</tr>
<tr>
<td>Organisation</td>
<td>Any non-government or not for profit entity, company or authority.</td>
</tr>
<tr>
<td>Persons in Charge of animals</td>
<td>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.</td>
</tr>
<tr>
<td>Recovery</td>
<td>The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning (EMMV, 2010).</td>
</tr>
<tr>
<td>Salvage slaughter</td>
<td>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 and are fit enough to be transported.</td>
</tr>
<tr>
<td>State Emergency Animal Welfare Coordinator</td>
<td>A role established by DEPI when an emergency requires statewide coordination of animal welfare service arrangements across multiple agencies and organisations. The SEAWC manages the State Emergency Animal Welfare Unit when activated.</td>
</tr>
<tr>
<td>State Emergency Animal Welfare Unit</td>
<td>A unit established by DEPI to assist in the state-wide coordination of animal welfare services and resources. The unit will operate within a DEPI state level incident management structure (when in place) or that of a control agency.</td>
</tr>
<tr>
<td>Support agency</td>
<td>An agency which provides services, personnel, or material to support or assist a control agency or affected persons. DPI is the primary Agency for companion animal and livestock welfare support services. DSE is the primary Agency for wildlife welfare support services (EMMV, 2010).</td>
</tr>
</tbody>
</table>
**Baw Baw Shire Council Municipal Emergency Animal Welfare Plan**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Triage</strong></td>
<td>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 to be treated immediately.</td>
</tr>
<tr>
<td><strong>Victorian Emergency Animal Welfare Committee</strong></td>
<td>A consultative forum that provides ongoing leadership and oversight in the development and review of plans and policies relating to emergency animal welfare management. Membership includes DPI (chair), DSE, RSPCA, MAV, local government and AVA</td>
</tr>
<tr>
<td><strong>Wildlife</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
1 Purpose

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*. These arrangements have been prepared as a sub plan to the Municipal Emergency Management Plan (MEMP) for the Baw Baw Shire. The Baw Baw Shire Council understands and accepts its roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986*.

Officers with roles and responsibilities in municipal emergencies should have a comprehensive knowledge of the Municipal Emergency Animal Welfare Plan prior to an emergency.

2 Scope

The Baw Baw Shire Council residential base is more than 37,000 and the total area of Baw Baw Shire is 4,028 square kilometres; with 13 localities and due to its geographical location is subject to a broad range of risk, both from natural and human-made origins. These risks are identified within the Municipal Emergency Management Plan under the Community Emergency Risk Management (CERA) process include but are not limited to:
Table 1: Community Emergency Risk Assessment – From Baw Baw Shire Council Municipal Emergency Management Plan.

In relation to animal welfare, the Baw Baw Shire Council comprises a mix of land use areas including agriculture, grazing and lifestyle properties. There also are significant tracts of remnant native vegetation and grassland areas.

Animal related industry in the municipality includes abattoirs (human and pet food manufacture) and a large livestock saleyard. The range of companion animals are varied and include dogs, cats, horses, fowls, birds, livestock and other animal, aquatic and reptile types along with native wildlife. Therefore, there is potential for a large number of these animals to be displaced, injured or killed during an emergency or incident.

There is currently no stock removalists/processors located 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
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- 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 produced by and the authority of the Baw Baw Shire Council pursuant to Section 20(1) of the Emergency Management Act 1986, approved by the Municipal Emergency Management Planning Committee and received by Council on the date indicated on the title page.


Community Compliance (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 – Building & Regulatory Services
- Community Compliance Officers (Local Laws)

Other officers may also be authorised to perform specific animal / stock welfare functions.
Figure 1: Baw Baw Shire Council- Organisation Structure 2013

The content of this plan and all appendices is to be reviewed annually or after an emergency that has activated this plan or parts thereof. Organisations delegated with responsibilities in this plan are required to notify the MERO of any changes (in writing) of detail (eg, contact information), as they occur.

Review of the plan will specifically focus on the hazards in the Baw Baw Shire Council and the contact directory as contained within the Municipal Emergency Management Plan.

As this plan is a sub-plan of the Municipal Emergency Management Plan, committee members may be drawn from MEMPC members as animal welfare stretches across the response, emergency relief and recovery stages of an incident. The utilisation of specialist and/or volunteer organisations will assist the Baw Baw Shire Council in providing animal welfare during emergencies and incidents.

Key external agencies integral to the effectiveness and functionality of this Plan are:

- Department of Environment & Primary Industries
- Parks Victoria
- Wildlife Victoria
- Veterinarians
- Wildlife carers
- Coldstream Animal Shelter

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
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Resources (personnel, facilities, equipment, services) to be used in the delivery of animal welfare services

The overarching objective of the Plan is to:

- Support and assist the principal Municipal Emergency Management Plan
- Identify triggers for activating this plan
- Coordinate Compliance 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
- Secure the assistance of community members with animal handling skills
- Provide immediate animal welfare assistance at Emergency Relief Centres
- Ensure business continuity of the compliance (Compliance) team

This plan is a sub-plan of the Baw Baw Shire Council Municipal Emergency Management Plan.

6 Plan Activation

6.1 Categories of response

In the event of an emergency occurring, 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 follows:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Characteristics as per (EMMV)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level One</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| **Level Two**  | More complex emergency response, either in size, resources or risk. Level 2 response is characterised by the need for:  
• deployment of resources beyond initial response |

Version 1.3 – October 2014
**6.2 Triggers for Activating the Plan**

The Municipal Emergency Resources Officer (MERO) will activate the plan following advice from the Municipal Emergency Response Coordinator (MERC Victoria Police) or the Department of Environment & Primary Industries (DEPI).

Triggers for plan activation may include but not limited to:

- Opening of an Emergency Relief Centre
- Multi-vehicle accident involving animal transport vehicle
- Mass stock/animal kill due to bushfire/flooding/disease
- Declared Stock Standstill by DEPI
- Donated fodder or stock supply need

In large scale emergencies, the Manager Building and Regulatory Services or designated Community Compliance Officer(s) will oversee the implementation of this plan in consultation with the DEPI, MECC Liaison or DEPI Animal Welfare Liaison Officer assigned to the emergency.

This plan can be initiated to any of the following levels:

**Level One**

- At the request of the Municipal Emergency Management Coordination Group (MERO, MERC or MRM) from the Municipal Emergency Coordination Centre (MECC) who will contact the Team leader compliance.

- Once notified, the Manager Building and Regulatory Services will implement the plan, firstly by establishing a Daily Work Team and an Incident Management & Response Team.

**Level Two**

- At the request of the local police, Country Fire Authority or the State Emergency Service in situations which do not require the activation of the MEMP yet require relief or support for domestic pets or livestock.
Once notified, the Manager Building and Regulatory Services will implement the plan and provide assistance to the level required.

**Level Three**

- At the request of the Control Agency (normally DEPI) or on the initiative of the Manager Building and Regulatory Services, for a situation of unusual or exceptional circumstances involving animals where various resources have to be managed and deployed to achieve an effective outcome.

- Upon activation, the Manager Building and Regulatory Services will activate an Incident Response Team (a combination of Rangers, Administrative Support staff and/or skilled animal handlers) to deploy and to deal with the emergency.

- The Incident Controller will utilise Crisisworks (formerly MECC Central) to record all activities, logs, registers and documents relating to the incident. Information relating to accessing Crisisworks can be located here: Q:\Emergency Management\MECC\MECC Central\MECC Central - Quick Reference Guide.ppt
7 Business Continuity

In order to facilitate business continuity in the event that the plan is activated in response to incidents, the Manager Building and Regulatory Services will establish a team to provide staff to cover rosters as required (both during normal business hours and after hours).

The Community Compliance team(s) will focus on the delivery of the following requests for service with priority being given to the following tasks:

- Dog attacks / dog rushes
- Any high risk request (not in incident area)
- Injured animals
- Cat / Dog pick up’s
- Request for police assistance
- Stock wandering (not in incident area)

Please note: Anything not included in this list will be regarded as a low priority. Daily Business Team descriptions are included in the next chapter.

8 Roles and Responsibilities

Emergencies are likely to pose risks to animal welfare. Concurrently 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 DEPI 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
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Response
- Relief

Responsibilities relating to animal welfare before, during and after emergencies or incidents for local government are contained in Appendix 8.

**Incident Management & Response Team**

Upon activating this plan the Team leader compliance will establish an Incident Management & Response Team.

![Diagram of Incident Management & Response Team Structure]

**Figure 2**: Baw Baw Shire Council Emergency Management Team & MECC Organisational Structure showing Crisisworks linkages.

**Figure 3**: Compliance Team Incident Management & Response Team Structure
The role of the team will be to respond to animal welfare matters and to maintain orderly animal management at relief centres by:

- Liaising directly with the Municipal Recovery Manager / Emergency Relief Centre Manager
- Responding to requests for service via MECC Central requests (MECC)
- Ensuring that animals are properly contained and/or secure at relief centres
- 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 on the field of animal welfare
- Arranging and coordinating appropriate resources for the management, removal, diversion, relocation or transport of animals
- Ensuring that livestock are adequately supplied with food and water
- Responding to reports of livestock on roads and taking measures to ensure livestock are contained
- Arranging the efficient removal or disposal of dead animals and animal waste to prevent the possibility of contamination or disease in cases where infection or illness is the cause of death in conjunction with DEPI, EPA and the Council EHO
- Re-directing large animals (horses, cattle, alpacas etc.) to sites more appropriate for livestock
- When required, assisting in the orderly arrangement and/or parking of vehicles and trailers at Emergency Relief Centres or other locations
- Investigating complaints of wandering dogs or dog attacks occurring at Emergency Relief Centres or other places
- Liaising with official or volunteer animal specialists to ensure consistency of focus and advice to attendees in regards to animals in their care
- Maintaining a record of stray animals brought into Emergency Relief Centres or other places and referring details to the Planning & Logistics Officer when required (utilising Crisisworks)

Incident Management & Response Team Role Descriptions

Compliance Incident Controller
(Note: In the MECC environment this role is known as Compliance Operations Officer)

Incumbent nominated by Manager Building and Regulatory Services

Reports to: MERO (Municipal Emergency Resources Officer)

Role:

- To be a member of a the MECC during a level one incident
- Liaise directly with the DEPI representative in the MECC (or at a EMT level)
- Control Compliance incidents
- Approve plans and strategies (Incident Action Plan) to control the incident
- Establish effective liaison and cooperation with all relevant persons, including the affected community, external to the incident
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Manage the incident as effectively and efficiently as the circumstances allow
- Establish systems and procedures for the safety and welfare of all persons working at the incident
- Establish and take control
- Establish a control facility
- Establish and maintain a management structure

- Assess the situation, identify risks and determine priorities
- Monitor and review safety and welfare
- Develop a Compliance Incident Action Plan
- Communicate within the control structure
- Communicate progress and key risks to delegate authority and affected parties
- Conclude and review emergency activities
- Ensure briefings and debriefs are carried out at the start and end of each shift

**Compliance Planning and Logistics Officer**  
(Note: in the MECC environment this role is known as Compliance Deputy Operations Officer)

Incumbent nominated by Manager Building and Regulatory Services

Reports to: Compliance Incident Controller

Role:

- Develop and maintain staff rosters
- Secure additional personnel as required
- Liaise with MERO (Municipal Emergency Resource Officer) to secure resources as required
- Obtain briefing from Compliance Incident Controller
- Collect information on the current and projected incident situation

- Identify key risk exposures relating to the incident
- Disseminate information relevant to controlling the incident and potential safety issues
- Develop alternative incident objectives and strategies and identifying the risks and likely outcomes associated with each Identify the preferred incident objective and strategies, including justification,
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

for discussion by the Compliance Incident Management Team and approval of the Compliance Incident Controller

• Conduct Compliance Incident planning meetings
• Document the Compliance Incident objective and strategies, including justification for discussion by the Compliance Incident Management Team and approval of the Compliance Incident Controller
• Document the Compliance Incident Action Plan for the subsequent operations period
• Develop, and review as necessary, an appropriate Compliance Communications Plan
• Prepare or procure mapping information as appropriate
• Develop and maintain an effective register of all resources requested, en route, allocated to, and released from the incident
• Regularly communicate progress against the Compliance Incident Action Plan to the Compliance Incident Controller
• Consider recovery and rehabilitation in Compliance Incident Action Plans
• Develop information sharing and transitional arrangements with recovery organisation(s)
• Provide incident information services as appropriate to incident personnel, the media and the public
• Provide management support services (radio, telephone and computer operators and administrative support)
• Collect, collate and store incident records
• Develop the Compliance Logistics Section’s component to the Compliance Incident Action Plan
• Plan the organisation of the Compliance Logistics Section
• Support control of the incident through the procurement and maintenance of human and physical resources, facilities, services and materials
• Facilitate effective liaison and cooperation with all relevant persons
• Provide progress reports on logistical support for the incident to the MECC Compliance Planning Co-ordinator
• Estimate future service and support requirements
• Facilitate the establishment and maintenance of Compliance staging areas (if required) in support of the Compliance Incident Response Team
• Maintain a register of recovered animals

Version 1.3 – October 2014
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

Administrative Support

Incumbent nominated by Compliance team leader

Reports to Compliance Incident Controller

Role:


- Maintain Incident Log (Capture on Crisisworks Log)

- Record briefing minutes

- Provide general admin support for the Compliance Incident Controller

- Draft and disseminate information and messages from the Compliance Incident Controller to field staff

- Provide general administration support for Compliance Incident Controller, Compliance Operations Officer and the Compliance Planning and Logistics Officer (and other Compliance staff as required)

- Maintain timesheets for all Compliance staff

Incident Response Team

Lead Ranger - Incident response

Incumbent nominated by Compliance Incident Controller

Reports to: Compliance Incident Controller:

Role:

- Delegate tasks to Community Compliance officers and maintain knowledge of their whereabouts and welfare

- Liaise with DEPI Animal Welfare Liaison Officer / Parks Victoria / Person in charge of animals

- Point of contact for Compliance Operations Officer and other relevant staff

- Maintain and operate two way radio / mobile telephone

- Ensure PPE (Personal Protective Equipment) available and utilised
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Carry out Compliance incident response duties
- Maintain field log
- Hand over operational matters to relieving staff

Ranger - Incident Response

Incumbent nominated by Compliance Incident Controller

Reports to: Lead Ranger - Incident Response

Role:

- Duties as directed by Lead Ranger - Compliance Incident Response

Lead Ranger – Relief Centre

Incumbent nominated by Team leader compliance

Reports to: Emergency Relief Centre Manager

Role:

- Liaise with Emergency Relief Centre Manager
- Liaise with Compliance Incident Controller
- Delegate tasks to Rangers and maintain knowledge of their where about and welfare
- Induct Rangers
- Coordinate the receipt, recording, management and distribution of food for stock and domestic animals.
- Point of contact for Compliance Operations Officer and other relevant staff
- Liaise with support agencies as required
- Liaise with Police as required
- Maintain and operate two way radio / mobile telephone
- Ensure PPE (Personal Protective Equipment) available and utilise
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Carry out Relief Centre duties
- Maintain field log (if available, Crisisworks)
- Hand over operational matters to relieving staff

**Ranger - Relief Centre**

Incumbent nominated by Compliance team leader

Reports to Lead Ranger

Role:

- Respond to requests for assistance with animals
- Provide assistance with Traffic Control
- Liaise with support agencies as required
- Liaise with Police as required

**Daily Work Team Role Descriptions**

**Team Leader**

Position allocated by: Compliance team leader

Reports to: Compliance team leader

Role:

- To liaise with the MECC (MERO) and to determine the designated work area (note: designated work area shall be the area where daily business will occur)
- Point of contact to/from MECC Team
- To coordinate all aspects of business continuity
- Liaise with pounds to ensure capacity
- Manage school crossing supervision program
- Ensure pending court matters are adjourned or heard as required
- Create and maintain emergency after hours roster (consider only having once compliance officer after hours)

**Rangers (s)**
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

Position allocated by: Compliance team leader

Reports to: Compliance Team Leader

Role:

- Respond to priority tasks as directed by team leader
- Provide customer service / follow up for existing customer requests as required
- Participate in Emergency After Hours Service

**Business Support Officer**

Position allocated by: Compliance Team Leader

Reports to: Compliance Team Leader

Role:

- Respond to telephone calls, mail, after hours
- Allocate request for service
- To ensure any matters relating to the incident be passed onto the team leader
- School Crossing Supervisor liaison
9 Operational Arrangements

9.1 Preparedness, Prevention, Response & Relief / Recovery

Animal welfare support services will be represented by council and DEPI at the Municipal Emergency Management Planning Committee OR Municipal Emergency Animal Welfare Sub Committee.

Council will ensure information in this plan is reviewed and updated annually.

Emergency animal welfare services will be built into at least one exercise per year.

Council officers will undertake the necessary training to ensure the following minimum numbers of staff have and maintain the specified accreditations:

- POCTAA authorisation (6 number of Compliance officers)
- First Aid (all council laws officers)
- Firearms (2 number of Compliance officers)
- Basic Wildlife Awareness (1 number of Compliance officers)

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.

Communications

Key messages for communication to the community should be prepared during the year or prior to each season or event (for example, fire, flood, storm, and drought). The key messages can be delivered via Council’s webpage, press releases or other print publications and will be designed to support information communicated to the wider community by the DEPI and support agencies.

Information relating to emergency planning for animals including pets, livestock and horses has been sourced from the DEPI website http://www.DEPI.vic.gov.au/pets/pet-care/pets-and-emergencies and are located in Appendix 9:

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

DEPI Liaison / Animal Welfare Liaison Officer

In the event of emergency impacting animals, an appointed DEPI MECC Liaison Officer or DEPI Animal Welfare Liaison Officer will interact with the MERO / Compliance Incident Controller 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 DEPI Animal Welfare contact listed in this Plan.

Recovery issues and longer term animal welfare needs will be documented and addressed through Baw Baw Shire Council Municipal Recovery Plan.

10 Emergency animal welfare services

Pet ownership across the Baw Baw Shire Council currently stands at .......... registered dogs and ........ registered cats plus a 30% margin of error for unregistered animals. Not included in these figures are other animal types including livestock (cattle, sheep, lamas, alpacas etc.), horses, ponies, poultry and other companion animal types including but not limited to birds, fish and reptiles.

This vast array of animal types will require a broad range of emergency animal welfare services during an event even though owners of animals have a ‘duty of care’ in caring for these animals, in these circumstances, this is not always possible and the services of the municipality will be required.

10.1 Identification of affected animals

In the event of an emergency, information on registered animal populations can assist the effort required to address animal welfare issues. Animal registers can also help identify stray or roaming animals, or those presenting at relief centres.

Animals and their owners can be registered at Emergency Relief Centres or field sites utilising the Register of animals received which is located in Appendix 6. Once animals are registered, this document will be uploaded to Crisisworks or the information can be entered into Crisisworks People & Property tab for the incident. (request made to MAV to include animal registration on Crisisworks – People & Property Tab).

Council will work with DEPI in the identification of impacted livestock (DEPI) and companion animals (council) populations through the DEPI Liaison Officer at the Municipal Emergency Coordination Centre or DEPI Animal Welfare Liaison Officer. In smaller scale incidents where these roles have not been activated, Council and/or Parks Victoria will work with the DEPI Animal Welfare Officer listed in this Plan.

10.2 Management of displaced animals

Managing animals presenting at emergency relief centres

Local government is responsible for the coordination of the provision and operation of emergency relief centres. Emergency Relief Centre locations are listed in the Municipal Emergency Management Plan.

Council’s policy on managing evacuated animals that present at emergency relief centres is:

- Arrange to have their pets stay at a relative or friends house
- Provide advice as to what they should have with them to restrain their animals if they are brought into a relief centre eg leads, cages etc
- Provide short term accommodation at emergency relief centre
• Advertise suitable alternative and short term accommodation options to encourage owners to plan in advance.

• Direct owners to temporary boarding facilities.

A decision as to the best option should be based on the circumstances of the incident (e.g. Preplanned evacuation versus emergency evacuation).

Further information relating to Emergency Relief Centres can be found in Appendix 2 - Emergency Relief Centres and Animal Welfare Processes

**Emergency containment of displaced (un-confined 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:

• Unconfined animals will be impounded as per normal procedures and placed at either the pound or saleyard depending on the animal type. 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.

**10.3 Animal welfare needs assessment (including veterinary treatment, humane destruction, salvage slaughter, fodder, water and carcass disposal)**

DEPI will assess the needs of wildlife, in partnership with Parks Victoria and registered wildlife groups.

DEPI Biosecurity 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 DEPI for actioning through the DEPI Liaison Officer at the Municipal Emergency Coordination Centre or Incident Control Centre, or the DEPI Animal Welfare Liaison Officer. In smaller scale incidents where these roles have not been activated, reports can be sent to the DEPI Animal Welfare Officer listed in this Plan. DEPI 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 or the DEPI/Parks Victoria contact listed in this plan.

Currently BBSC Compliance Officers do not have the capacity to destroy animals, and will request attendance of a Veterianian or DEPI officers to assist.
**10.4 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.

Organisations that can provide veterinary services to support council in the event of an incident are listed in Appendix 1.

**10.5 Coordination of carcass disposal**

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

DEPI will provide any information it has on carcass disposal needs (number and type of animals and location) to assist council. There are critical environmental issues relating to the placement of carcasses, for example, water table, flood plain, vector control and the like. For biosecurity purposes, it is preferable to dispose of carcasses on the affected property. Where this is not practical, council will call upon the following options:

- Licensed Landfill
- Rendering
- Knackeries

Further information on carcass disposal and environmental and safety considerations can be found in Appendix 10 – AgNote AG1264 - Disposing of Carcasses in response to Bushfire, Flood or Drought (October 2006).

**10.6 Emergency Fodder**

In large scale emergencies, fodder may be donated for distribution to affected animal owners.

DEPI will work with the VFF or local government in the establishment of distribution sites and draw on the following groups to assist:

- Lions Club

Suitable sites within the municipality include:

- Sale Yards
- Showgrounds
- Any other suitable site

**10.7 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 the following sites:
Emergency watering points will be set up utilising the reticulated water mains system on agreement with Gippsland Water and South East Water.

10.8 Donations
In large scale emergencies, donations of money or other material aid for animals may be made. Council’s position on donations for impacted animals is:

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

10.9 Offers of volunteer assistance
In large scale emergencies, offers of volunteer assistance may be made to council. The Municipal Relief and Recovery Sub-Committee structure includes the provision of volunteer management. This will be coordinated by the appropriate officer.

Council’s position on the use of volunteers to assist in the management of impacted animals is to refer to Spontaneous Volunteer Plan

10.10 Recording reports of animals requiring emergency welfare support
Reports received at the Municipal Emergency Coordination Centre of animals requiring services provided by another agency/organisation will be recorded in MECC Central and referred to the relevant agency/organisation 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 MECC Central with action 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 (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.

All information relating to animal owner/carer details will be entered into Crisisworks – People and Property tab for that incident. 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, Crisisworks 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

Council may draw on resources from the following municipalities as per the resource sharing agreement / MOU and other organisations in the delivery of animal welfare services:

- Latrobe City Council
- South Gippsland Shire Council
- Cardinia Shire Council
- Bass Coast Shire Council
- Wellington Shire Council
- East Gippsland Shire Council
- Department of Environment & Primary Industries
- Parks Victoria
- MAV Resource Sharing Protocol

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 DEPI MECC Liaison Officer or DEPI 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, will be designated in the Municipal Emergency Management Plan (MEMPlan). Municipal councils are 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.

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 Emergency 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 the NDRRA.

### Appendices
Appendix 1- Contact information

<table>
<thead>
<tr>
<th>Service</th>
<th>Organisation / Business Name</th>
<th>Contact Name/Role</th>
<th>Phone/email</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Municipal Emergency Animal Welfare Team</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Leader Compliance</td>
<td>BBSC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Identification of affected animals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Livestock identification</td>
<td>DEPI (NLIS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pet identification</td>
<td>Microchip registers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Management of displaced animals</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shelters</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pounds</td>
<td>BBSC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boarding establishments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal transport providers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cage hire / traps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Animal welfare assessment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Livestock and companion animal impacts</td>
<td>DEPI</td>
<td>Manager Animal Health Field Services, State Emergency Animal Welfare Coordinator</td>
<td>136 186</td>
<td></td>
</tr>
<tr>
<td>Wildlife impacts</td>
<td>DSE or Parks Victoria</td>
<td>Statewide Program Leader - Biodiversity</td>
<td>136 186</td>
<td></td>
</tr>
<tr>
<td>Animal destruction</td>
<td>DEPI</td>
<td>Other (list)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wildlife impacts</td>
<td>DEPI or Parks Victoria</td>
<td>Other (list)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Veterinary Treatment / Triage

<table>
<thead>
<tr>
<th>Veterinary Practices</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wildlife Carers</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Volunteer vets</td>
<td></td>
</tr>
<tr>
<td>/ vet nurses</td>
<td></td>
</tr>
<tr>
<td>Australian</td>
<td></td>
</tr>
<tr>
<td>Veterinary</td>
<td></td>
</tr>
<tr>
<td>Association</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Triage support</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RSPCA</td>
<td></td>
</tr>
<tr>
<td>Other (list)</td>
<td></td>
</tr>
</tbody>
</table>

### Carcass Disposal

<table>
<thead>
<tr>
<th>Transport</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Landfill Sites</td>
<td></td>
</tr>
<tr>
<td>Knackeries</td>
<td></td>
</tr>
<tr>
<td>Approvals</td>
<td></td>
</tr>
</tbody>
</table>

| EPA |   |

### Water supplies

<table>
<thead>
<tr>
<th>Water Authority</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GWMA</td>
<td></td>
</tr>
</tbody>
</table>

| Peter Rees Emergency Management Coordinator |   |

### Donated fodder supplies

| Victorian Farmers Federation |   |

### Animal welfare groups

|   |   |

### Neighbouring Local Government Contacts

---

Version 1.3 – October 2014
## Other Pest Removers

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australasian Animal Record</td>
<td>1800 025 461</td>
<td><a href="http://www.aar.org.au">www.aar.org.au</a></td>
</tr>
<tr>
<td>Australian Veterinary Association</td>
<td>03 9600 2930</td>
<td><a href="http://www.ava.com.au">www.ava.com.au</a></td>
</tr>
<tr>
<td>Donkey Shelter Inc</td>
<td>9436 1713</td>
<td></td>
</tr>
<tr>
<td>Ferret Rescue</td>
<td>0428 553 609</td>
<td><a href="http://www.vicferrets.org.au">www.vicferrets.org.au</a></td>
</tr>
<tr>
<td>Governing Council of Cat Fancy</td>
<td>(03) 9752 4217</td>
<td><a href="http://www.cats.org.au">www.cats.org.au</a></td>
</tr>
<tr>
<td>Help for Wildlife</td>
<td>0417 380 687</td>
<td></td>
</tr>
<tr>
<td>Local councils</td>
<td></td>
<td><a href="http://www.mav.asn.au">www.mav.asn.au</a></td>
</tr>
<tr>
<td>Lort Smith Animal Hospital</td>
<td>(03) 9328 3021</td>
<td><a href="http://www.lortsmith.com">www.lortsmith.com</a></td>
</tr>
<tr>
<td>Project Hope Horse Welfare Australia Inc</td>
<td>1300 881 606</td>
<td><a href="http://www.phhwy.org.au">www.phhwy.org.au</a></td>
</tr>
<tr>
<td>Red Cross</td>
<td>03 8327 7700</td>
<td><a href="http://www.redcross.org.au">www.redcross.org.au</a></td>
</tr>
<tr>
<td>RSPCA (Victoria)</td>
<td>(03) 9224 2222</td>
<td><a href="http://www.rspcavic.org">www.rspcavic.org</a></td>
</tr>
<tr>
<td>The Lost Dogs' Home</td>
<td>(03) 9329 2755</td>
<td><a href="http://www.dogshome.com">www.dogshome.com</a></td>
</tr>
<tr>
<td>Victorian Animal Aid Trust</td>
<td>(03) 9739 0300</td>
<td><a href="http://www.animalaid.org.au">www.animalaid.org.au</a></td>
</tr>
<tr>
<td>Wildlife Victoria</td>
<td>13000 94535</td>
<td><a href="http://www.wildlifevictoria.org.au">www.wildlifevictoria.org.au</a></td>
</tr>
<tr>
<td>Zoos Victoria</td>
<td>(03) 9285 9300</td>
<td><a href="http://www.zoo.org.au">www.zoo.org.au</a></td>
</tr>
</tbody>
</table>
Appendix 2 - Emergency Relief Centres and Animal Welfare Processes

Establish animal admission facilities at ERC
At the onset of an emergency, council may establish animal admission facilities in conjunction with the ERC. The MEMPC contains information as to the staffing, setup and logistical support of the ERC. The roles of civic services personnel staffing an animal admission facility will be to:

- identify and record details of animals presented
- identify menacing, dangerous or restricted breeds and redirect to the pound or other facility designed to hold this type of animal
- contain animal/s
- separate animals as appropriate to ensure their safety and welfare
- assess all animals presented, whether or not they are owned
- arrange or administer first aid
- arrange for transfer of animals which require ongoing care or significant treatment to an external veterinarian, in consultation with the owner where possible
- if an animal is assessed as being fit and healthy, it may be:
  - retained on site in the care of the owner in facilities arranged by the council,
  - transferred to accommodation of the owners choice, or
  - if the owner is not present or does not have a preference, to a facility which can care for the animal. If possible this will be to a shelter with which the council has pre-existing arrangements for the provision of such services.

Baw Baw Shire Council Emergency Relief Centres refer to the relief centre list as per the Relief and Recovery sub-plan.

The following conditions apply in relation to animals brought to an emergency relief centre:

- All animals are held at the owners risk
- Owners are required to feed the animals
- 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 un-owned animals.
- Animals must be confined or on a 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 or people
- Animals must not be moved from their designated crate/pen without notification to the person in charge of the animal shelter.

Setting up emergency animal shelter at an ERC
Animals cannot be loose within an emergency animal shelter. Personnel engaged in animal welfare roles at an ERC or an emergency shelter should use cages, crates, tethers, fencing and other appropriate methods of restraint to house all animals on site. Animals should be protected from the weather. Animal housing should be removed from public areas to help reduce the amount of stress that they are subjected to. Separate areas should be designated for dogs, cats and other animals. Owned animals may be housed apart from stray animals. Ideally each group of
animals should be contained within a larger area to ensure that if an animal gets loose it cannot escape.

An area will be required for animal food. The animal food staging, distribution and preparation area should be in a location where the food is protected from vermin and will not get wet. The animal food preparation area will require food utensils.

Animal supplies and other resources including food dishes, litter boxes, cat litter, scoops, cages, toys, leashes, collars, muzzles, flea treatment, brushes, newspaper, towels, and blankets must be stored so they will not get wet and are available as needed.

A water storage area will be needed when normal water resources are not operating or the tap water is not suitable for drinking. The water storage should be in a central location within the facility with easy access for delivery trucks.

An animal’s crate, box or pen should be cleaned daily. These should not be washed in the food preparation area. The animal cage cleaning area needs to be set up near a water source and not somewhere that the runoff will cause other parts of the facility to flood or contaminate ground being used by humans for accommodation.

Staff health must be protected. Staff and volunteers dealing with animals must have or be provided with:

- Properly fitting personal protective clothing
- Washing facilities with disinfectant soap
- Adequate information and training on health, hygiene and safety
- Arrangements for washing personal protective clothing
- Tetanus immunisation
Animal Admission Flow Charts

Figure 4: Relief centre operations small animals adapted with permission from Yarra Ranges Animal Welfare Emergency Management Plan December 2009.
Figure 5: Relief centre operations large animals adapted with permission from Yarra Ranges Animal Welfare Emergency Management Plan December 2009.
Figure 6: Relief centre operations stray animals adapted with permission from Yarra Ranges Animal Welfare Emergency Management Plan December 2009.
Appendix 3 – Job Cards
Municipal Animal Welfare Team Leader – role overview, duties, reporting arrangements
Municipal Animal Welfare Deputy Team Leader
Municipal Animal Welfare Team Members

Appendix 4 – Emergency Animal Welfare Resources within the Municipal District
Details of council plant are contained in the Resource Contact Lists an appendix to the MEMP and located in Documents of Crisisworks.


Appendix 5 – Standard Operating Procedures / Safe Work Procedures
# Appendix 6 – Templates – Register of Affected Animals

<table>
<thead>
<tr>
<th>Date &amp; Time Received</th>
<th>Name of person presenting the animal</th>
<th>Contact details of person presenting the animal</th>
<th>Owned / Un-owned</th>
<th>Alive or dead</th>
<th>Animal type</th>
<th>Sex</th>
<th>Identifying marks including microchip details</th>
<th>Photo Number</th>
<th>ID Number</th>
<th>Release date &amp; Time</th>
<th>Released to where &amp; whom (contact details)?</th>
<th>Entered into MECC Central Y/N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix 7 – Memorandum of Understanding

<table>
<thead>
<tr>
<th>Local Government</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention / Mitigation / Risk Reduction</td>
<td>Ensure emergency relief and recovery components of Municipal Emergency Management Plans detail local arrangements and providers for relevant animal welfare services including consideration of the following:</td>
</tr>
<tr>
<td></td>
<td>- DEPI (companion animals and livestock) and DSE (wildlife) contacts for animal assessment activities,</td>
</tr>
<tr>
<td></td>
<td>- Carcass transport providers and disposal sites,</td>
</tr>
<tr>
<td></td>
<td>- Options for the management of displaced animals, including those presenting at emergency relief centres,</td>
</tr>
<tr>
<td></td>
<td>- Potential sites for donated fodder distribution,</td>
</tr>
<tr>
<td></td>
<td>- Systems for the management of offers of assistance or donations made to local government.</td>
</tr>
<tr>
<td></td>
<td>Communicate municipal animal welfare contacts and arrangements to relevant stakeholders.</td>
</tr>
<tr>
<td></td>
<td>Reference animal welfare information in publications and websites to assist broader community awareness, education and understanding.</td>
</tr>
</tbody>
</table>

| Response | Liaise with relevant animal welfare agencies and organisations to enable effective and timely delivery of council’s animal welfare services. This will typically be done at the Municipal Emergency Coordination Centre (MECC). |
|          | Develop information for the public and media relating to the management of animals impacted by the emergency (domestic, livestock, wildlife) for release through the Incident Controller. |

| Relief | Provide assistance with urgent animal welfare needs, including emergency shelter, catering or fodder and veterinary needs for companion animals and livestock. |
|        | Manage donated goods and services offered to the municipality. |
|        | Emergency confinement of displaced animals within the local government area. |
|        | Referral of animal welfare needs to responsible animal welfare agencies and organisations. |
|        | Coordination of clean up activities, including disposal of dead animals (companion, livestock, wildlife and feral). |
|        | Provide a municipal point of contact for other agencies and organisations (e.g. CFA, DEPI, RSPCA, AVA), in relation to animal welfare needs or issues. |
|        | Make provisions for animals presenting at emergency relief centres. Consideration should be given to: |
|        | - Companion animal admission, identification and record keeping, |
|        | - Secure and functional housing or holding facilities and their proximity to evacuation sites, |
|        | - Feed and water requirements, |
• Access to veterinary treatment for injuries, illness and humane destruction,
• Identifying and contacting owners
• Animals requiring specialist attention (such as horses and wildlife),
• Referral of animals with special needs, or that are unable to be supported by the relief centre, to appropriate shelters or containment facilities,
• Staff health and safety.

Appendix 9 – DEPI Animal Welfare in Emergency Notes

Pets and Emergencies

Planning for Emergencies

The very nature of emergency events means that they are unexpected and will leave almost no time for planning.

In times of crisis, people worry about their family, belongings and their pets. There are steps that pet owners can take to prepare themselves and their pets for the unexpected. By taking these steps now, you will reduce the stress on yourself during these difficult times and may even save your pets life. The key to survival is forward planning, practice and self reliance.

Prepare for Everyday Emergencies

Emergencies can happen at any time. Accidents and unexpected illnesses to yourself, family or friends can suddenly require you to be away from home for many days. Pet owners cannot expect the police, hospital staff or animal welfare agencies to make emergency arrangements for your pets. By taking the following actions now, your pets will be more likely to be safe and secure until you are able to care for them again:

• Ensure that your pets always have a water supply that will last them a number of days, even if you expect to be home that evening. Water containers must be unspillable.

• Find a trusted neighbour, family member or friend and give them a key to your house. Make sure this person is comfortable and familiar with your pets. Keep this persons contact details with you at all times.

• Prepare a pet emergency/disaster kit and place it in a prominent place.

• Prepare a list of preferred boarding kennels, animal shelters or friends that would be prepared to temporarily house and care for your pets in the case of an emergency.

• Ensure your pets are identified with a visible marking such as a collar or tag as well as a microchip. Make sure that your details recorded against the microchip are up to date and include several alternative contact numbers in case you are not able to be contacted.

• Ensure your pets vaccinations are up to date, in case they need to be admitted to a boarding facility or shelter.

Pet Emergency Kit

In the event of an emergency, you and your pet may have to leave your property at very short
notice. In some cases it may be someone else collecting your pet. A pet emergency kit will ensure that everything your pet needs is easily identified and can be transported with your pet to its temporary accommodation. An emergency kit should include:

- Food and water containers
- Leads and/or carry containers
- Food and water for a minimum three days
- An information list including your name, address and phone numbers, your pets name, description and care requirements
- Pet first aid items and essential medications
- Pet medical history, vaccination certificate and veterinary contacts
- Blankets, towels and bedding
- Pet registration, identification and licensing records
- Litter trays and litter for cats.

Bushfires and Pets
Victoria is one of the most fire prone areas in the world. All households are responsible for developing their own bushfire survival plan. As pets are reliant on owners for their safety in an emergency, it is essential that your survival plan includes pets and other animals on your property. A survival plan must be developed, discussed and practiced before the fire season.

Relocating your Pets
The safest place for your pets on high fire risk days is to relocate them to somewhere with little or no bushfire risk. If you decide to relocate your animals, you should do it the night before a total fire ban day.

Emergency accommodation at animal shelters and boarding facilities may not be available, or be very limited. As part of your bushfire survival plan, you should prearrange with friends, relatives or others in a low fire danger area to care for pets on high risk days.

If you have to go to work on days of high fire danger, consider taking your animals to a safer place before leaving home. Under no circumstances should animals be left in vehicles. Keep in mind that you may not be allowed home for some time, and to ensure that your pet emergency kit accompanies your pet wherever it goes.

Evacuating with your Pets
If your bushfire survival plan is to leave your property with your animals, the safest option is to leave at the beginning of a day with a declared fire danger rating of Severe or Extreme. You should leave the night before or early in the morning when conditions are Code Red. On high risk days, do not let your pets outside unsupervised, as they may take fright and run away. Pets that are
normally well behaved may become fearful and nervous during an emergency.

Most evacuation centres will not cater for animals. Some centres may allow dogs and small cage animals to stay with you. Cats should always be placed in emergency accommodation at an animal shelter, boarding cattery or with friends or family. This is due to the difficulties in containing cats and the owner’s ability to provide them with a good quality of life while confined in a carry cage.

Remaining on the Property
During a bushfire there will not be a fire truck available to protect every property. If you choose to stay and defend your property you will need to do some preparation well in advance. Refer to the Country Fire Authority for further information.

If you are unable to or choose not to relocate your pets you will need to move them inside the house well before the fire impacts. If animals have to be left outside during the fire, do not tie them up.

Animals suffer from heat stress so ensure your pets have access to plenty of water. Fill up bathtubs and sinks ahead of time to ensure you have access to water if services are disrupted after the fire.

After the Fire
If your animals are injured seek veterinary treatment immediately. DEPI animal health staff, RSPCA, local councils and local vets will all be working to assist animals affected by the fires. They will be working under emergency circumstances and access and communications may be disrupted so expect some delay before help arrives. The Australian Veterinary Association advises that burns should be treated in the interim by running clean cold water over the burns.

If your pets are lost, notify your local council and neighbours, and check animal shelters daily.
Your Animals and an Emergency Event

Your animals are your responsibility. It is up to you to plan ahead and to prepare for the safety and welfare of your pets, livestock or other animals well before an emergency impacts your home or property.

If you are planning to evacuate your animals you must make preparations now - before the emergency - in order to avoid chaos and confusion later. The following guidelines are designed to help you make these preparations to ensure the welfare of your animals this fire season.

Plan ahead

Ensure you have an emergency plan that covers the major disasters which have the potential to impact on your family, animals and property. This plan needs to include all of your animals (pets and livestock) and include prevention measures to minimise the impact of the emergency.

Too often in the past last minute efforts to save animals have lead to tragedy for both human and animals. The first principle of any plan is the safety of you and your family, this includes taking any action to protect animals or property early before the emergency is impacting your property.

Not all animals may be able to be evacuated and owners should decide ahead of time which ones they will be evacuating with and make arrangements for those that will be left behind to give them the best possible chance of surviving.

Ensure that all animals are properly identified (e.g. a collar and tag, microchip or NLIS tag). Stock registers should be current (and taken with you when evacuating) and microchip details up to date. Keep your pet’s immunisation up-to-date. Pets will need current proof of vaccination to stay at a kennel or cattery.

Prepare an animal evacuation kit including food, water, bowls, leads, blankets/bedding, relevant documentation and any medication they might require.

A collapsible cage, airline approved carrier or portable container appropriate to species should be available for each small pet (including cats, birds, guinea pigs, fish or reptiles), for transportation and housing purposes. Owning enough carriers to accommodate your pets facilitates a speedy evacuation and may mean the difference between the life or death of you and your pet. Dogs should have a leash and large animals will need specialised transport vehicles.

Familiarise your animals with evacuation procedures and transport cages/carriers. Take the cage/carrier out several times a year and put treats inside with blankets or toys. By doing this, you hope to reinforce positive feelings associated with the animal carrier.

Large animals require extra consideration. Train all of your animals to lead and load into a trailer. Have equipment close at hand that may be needed such as halters and lead ropes. Practice hitching your trailer and backing it into the loading area. Check brakes and air in tyres on a regular basis. Always back your vehicle into your driveway facing the exit, in front of your trailer, if possible.

Where to evacuate?

Evacuation procedures, places, and routes should be pre-planned. Alternate routes should be found in case the planned route is not accessible. Places where animals are going to be taken
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

should be decided well in advance. Consider friends, family, and boarding kennels. Talk about your arrangements with the owners of these places. If you plan to take your family to a shelter, find out ahead of time if there will be facilities for your animals.

Evacuation procedures should be discussed with the whole family and recorded. Place your evacuation information somewhere prominent – on the fridge or by the front door. Evacuation kits (see below) should be located somewhere that will be easily accessible if you need to leave in a hurry.

When to evacuate?
You should remain vigilant on days of severe or extreme weather events where flash flooding may be possible, or days when there are warnings for fires or other information about an emergency. On a Code Red day, leaving high-risk bushfire areas the night before or early in the morning is the safest option.

Do not wait and see what will happen. It is unlikely you will be able to safely move your animals once an emergency is in your area.

In recent fire and flood events, many people who planned to leave took longer to get ready than they had expected. This resulted in them being delayed and leaving when fire was upon them or resulted in them being trapped in flood waters as they tried to leave – often with tragic consequences. Fires and floods are unpredictable and plans can fail. If you plan to leave your animals at home or your evacuation plans fail leaving you with no option other than to leave your animals behind, there are measures you can take to assist their survival.

Leaving large animals behind
It is often not possible to evacuate with large animals. Livestock and horses should be moved to low risk areas.

In the case of fire, low risk areas may be cultivated paddocks with no vegetation, bared-out paddocks (minimal vegetation), green paddocks or a large, well fenced sand ménage. Low risk areas for livestock during a bushfire should be centrally located and easy to access. Strategically placed, they can act as a bushfire barrier as well as a low risk area that animals can be moved to early on high fire danger days.

Low risk areas should not be next to areas of scrub or bush land or, if unavoidable, at least large enough in size to allow animals to move well away from these areas. Farms with large numbers of animals may need to manage several low risk areas on the property. It is important to remember low risk areas must be available at all times during the fire season and at short notice.

All low risk areas should have sufficient drinking water to enable stock to remain in this area during periods of high to extreme temperatures for several days; and protected by firebreaks and be free of leaf, twigs and bark build-up.

Sheep often refuse to move once conditions get very hot, so they should be moved early in the day.
It is not recommended to shut horses in stables or small yards unless the area is well protected from bushfire. Horses are likely to receive only minimal burns if given plenty of room to move. They will gallop through flames or around their edges, and stand on the blackened, previously burnt area and remain there until the fire has passed.

If possible, do not leave synthetic (nylon or plastic) gear, including rugs on your horse. These can melt and cause serious burns to your horse. Radiant heat can also cause metal buckles to become hot and cause burns to the animals. Leather halters and cotton lead ropes, while generally not as strong as nylon, are safer than synthetic.

Fences along roadsides should NOT be cut. Loose stock can cause accidents during fire, particularly when visibility is low due to smoke haze and can be difficult to manage after the fire front passes. Where the property is in danger of flooding move all stock to the highest areas of the property away from water sources and flood plains. If possible provide source of supplementary food (such as hay roll) in an area least likely to flood and consider opening gates to allow animals to move to dry ground.

While there is generally not sufficient time in some circumstances there is usually plenty of warning before a flood. In these situations owners should consider arranging transport of large animals to an alternative property to avoid all risk from the pending emergency.

**Leaving small animals behind**

If small animals are unable to be evacuated and are to be left behind during an emergency they should be contained as early as possible in the day.

Do not tie animals outside or keep them in a vehicle unattended. Leave them in a secure area inside your home.

Leave out at least 10 days' supply of water. Fill every bowl, pan, and Tupperware container that you have with water, then set them on the floor and on counters; do not leave just one container—it may spill. Fill sinks, too. If your toilet bowl is free of chemical disinfectants, leave the toilet seat up to provide animals with one more source of water, but do not make that the only source.

Leave out at least 4 – 5 days' supply of dry food. Canned food will go bad quickly. If flooding is a threat ensure your pet has access to elevated areas that will allow it to stay out of the water.

**Quick Checklist**

- Evacuation procedure discussed, recorded and displayed prominently
- Evacuation kits established and stored in an easily accessible place
  - Food
  - Water
  - Medication
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Collars/leads
- Bedding
- Transport cage for small animals
- Suitable housing for species (i.e., reptiles, fish)
- Other essential equipment for care of the animal

- Low risk areas established and maintained
- Water and food supplies
- Transport vehicles maintained

Horses and Emergencies Checklist

**November 2012**

Horse owners, you can take steps now to prepare for an emergency. The key is to plan, prepare, act and survive.

The first and most important thing to decide is what you intend to do and then what you will do with your horses?

Everyone’s situation differs according to the size and nature of their horse enterprise. That is why each and every horse owner needs to develop an individual plan before an emergency occurs.

If you plan to evacuate your horses:

- Have an evacuation plan and practice it.
- Prepare an evacuation kit including 2-3 days feed, water, halters, leads and rugs where appropriate. Remember to include any special dietary information and medication your horses require in case someone else has to care for them.
- Decide in advance which horses you will evacuate and make sure they are suitably trained for transport.
- Evacuate early as late evacuation can be a deadly option.
- If you plan to leave your horses at home:
  - Have a survival plan and practice it.
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Reduce hazards on and around the property.
- Identify a ‘safe’ area on the property where horses can be placed in an emergency.
- Ensure your ‘safe’ area is well maintained at all times.
- Identify your horses in advance, ideally using a permanent method. Micro-chipping and registering the chip number on a licensed registry is recommended.
- Prepare instructions on your horse’s care and where equipment can be found in case someone else needs to care for your horses.

Planning Checklist for Horse Owners

- Include horses in your emergency plan.
- Ensure your plan is discussed, recorded and practiced on a regular basis.
- Identify where you will evacuate your horses to:
  - Check with your local council about evacuation options and put this information in your plan.
  - Identify family or friends who could take your horse.
  - Identify all evacuation routes from your property
- Prepare an evacuation/ survival kit for you and your horses and store it in an accessible place.
- Ensure those horses that you plan to evacuate are accustomed to travel and the transport vehicle is maintained.

For horses remaining on the property

- Identify and prepare a ‘safe’ area for your horses.
- Ensure all horses have some form of permanent identification.
- Ensure your horse’s vaccinations are up to date.
- Ensure all horses have access to at least 2 days supply of drinkable water.
- Remove equipment, such as horse rugs and halters from horses that may pose a risk during the emergency.
- Determine how you will maintain containment (eg fencing) and the provision of food, water and shelter for your horse after an emergency.
- Have equipment on hand and easily accessible to provide first aid to your horses after the emergency.
Include all your animals in your emergency plan.

Your animals are your responsibility so plan for them.

Large Animal Checklist – Enacting Your Bushfire Plan

January 2013
When evacuation advice is issued, or a Code Red day is announced, it is important that you make the decision early as to what you intend to do. The key to survival is to enact your bushfire plan early. This guide can help remind you what you need to do.

1. Enact your bushfire survival plan (if you have one).

2. Determine whether you are leaving your large animals (horses and livestock) behind or going to evacuate them, and if you are going to evacuate which animals will be evacuated. Everyone situation will differs according to the size, nature (grass or bushfire and speed) and location of the fire and your options for evacuation.

3. Evacuating your large animals:
   • Determine which evacuation routes are suitable for this emergency.
   • Determine which of your nominated evacuation locations are most suitable for this emergency. Call ahead to your pre-arranged evacuation site (this may be a friend, family member, or an animal shelter) to let them know you are coming.
   • If you do not have a pre-arranged evacuation site for your animals, proceed to your local council evacuation location and request further information when you get there. Check emergency announcements for locations that are catering for animals. Some council evacuation centres will have facilities for animals; others will not. Where facilities for animals are not available, your council will be able to provide you with advice as to where to take your animals.
   • Ensure you evacuation kit is complete. Your kit should include 2-3 days feed, water, halters, leads and rugs where appropriate and a first aid kit. Remember to include any special dietary information and medication your animals require in case someone else has to care for them.
   • Prepare and attach identification information to each of your animals so you can be contacted should you be separated.
   • Prepare to load your animals for transport. Remember only suitably trained animals should be evacuated. Other animals should be left on your property in your designated safe area.
   • Load your animal evacuation kit into your vehicle along with any additional supplies you feel you might need.
   • Don’t forget your smaller animals or pets, ensure you have your emergency kit for them and they are identified and can be contained safely (lead, carry cage etc).
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Evacuate early as late evacuation can be a deadly option.

4. If you plan to leave your animals at home:

- Ensure you hazard reduction is complete on and around the property and your ‘safe’ area is ready to go.
- Move your animals to your designated ‘safe’ area and remove any equipment such as halters and rugs that could burn. Also anything metal as that may heat up and burn the animal.
- Fill water troughs and put out sufficient feed. Remember that you may not be able to return to your property for several days so at least 5 days of water and food should be left.
- Ensure your animal identification is up to date. Microchip and register the horses on a licensed registry. For livestock ensure your NLIS and PIC details and, where appropriate, your insurance records are up to date (remember to take copies of these with you).
- Prepare and leave instructions on your animals’ care and where equipment can be found in case someone else needs to care for your horses.

At the evacuation site

Animals being evacuated, even with their family, are under large amounts of stress. They respond to the changes in their environment much as humans do and they also pick up on and respond to the stress you are feeling.

To try and alleviate their stress, ensure they have constant access to food and water, they are able to relieve themselves regularly and try to provide at least a small amount of exercise daily. Keep them in as quiet an area as possible.

Keep a close watch on your animals and if you are concerned about their health or welfare, obtain veterinary advice immediately.

If you become separated from your animals contact the local council to advise them of your animal’s details and see if they are holding them. Also contact the microchip registry your horse is registered with to ensure your contact details are correct and in case they have been contacted by someone who has found your horse.

After the fire

If you have animal welfare concerns and need assistance contact the DEPI customer service centre on 136186 or local council help line.
Appendix 10 – AgNote AG1264 - Disposing of Carcasses in response to Bushfire, Flood or Drought (October 2006).

Agency Responsibilities

The Emergency Management Manual of Victoria (January 2006) lists several agencies with responsibilities in the disposal of carcasses as a result of an agricultural emergency.

Specific agency responsibilities include:

Municipal Councils: coordination of cleanup activities, including disposal of dead animals (domestic, native & feral)

Department of Primary Industries: provision of advice about the disposal of dead or maimed stock.

Environment Protection Authority: ensuring that appropriate disposal methods are adopted for wastes resulting from response activities.

Disposal Options

The traditional method of carcass disposal in an agricultural emergency (bushfire & drought) is on-farm burial. This method is reasonably quick, effective and relatively cheap. However before initiating a major burial program other disposal options should be considered.

Rendering

Rendering is an effective method of converting animal carcasses into saleable products such as meat and bone meal and tallow. Rendering plants are located throughout Victoria and some have the capacity to process large volumes of animal material. The practicality of using rendering as a disposal method may be limited by the rendering companies willingness to receive product, suitability of product (eg. degree of burns, emaciated stock, amount of wool), plant capacity and cost of transport.

Knackeries

Knackeries provide an efficient means of disposing of dead, unsaleable or suffering livestock. Carcasses’ can be processed for their fresh meat, saleable hide or offal. For commercial reasons, knackeries prefer to process larger animals such as cattle and horses. Knackeries may pick up sheep carcasses but this is usually as a service and generally only in small numbers. It is unlikely that knackeries will accept moderate to severely burnt livestock.

Licensed Landfill

Disposing of carcasses to licensed landfill is an acceptable and effective option for agricultural emergencies. The advantage of landfill is that it may already be licensed to accept animal materials (putrescible waste) and generally has the existing infrastructure to manage long-term containment issues (ie. leachate, gas, security). Another advantage of landfill is that many sites are owned by local government and may already be identified as potential disposal sites under Municipal Emergency Management Plans.
On-farm Burial

When planning for on-farm burial there are many factors that need to be considered. These issues include the environment, statutory controls, logistics and safety. As a guide a burial site should be located:

- on heavier soil of low permeability and good stability
- on elevated land but with a slope of less than 5% (preferably less than 2%)
- above the 1 in 100 year flood level
- at least 200 metres from any surface water (creek, river, lake, spring, dam)
- at least 200 metres from any ground water supply (stock and domestic bore)
- at least 2 metres from the bottom of pit to the watertable level
- at least 300 metres from any sensitive use (e.g. neighbouring house)
- a safe distance from underground and aboveground infrastructure (e.g. powerline, telephone line, gas line, waterpipes, sewerage)
- well away from the view of the general public

Operators should also:

- cover the carcasses with at least 2 metres of soil
- slightly mound pits after backfilling to allow for subsidence and promote runoff rather than infiltration
- where necessary, excavate cut-off drains upslope of the burial pits to direct surface run-off away from the pits
- where possible, plan destruction activities close to burial site have good, safe access to site for machinery

Other important factors that need to be considered are:

- monitoring programs (as required by EPA)
- leachate and gas management (if required by EPA)
- use of synthetic liners in pits (if required by EPA)
- native flora and fauna planning controls (local, state and federal)
- heritage overlays, native title and covenants

Final site selection usually involves the agreed best outcome after consultation with relevant agencies and a risk assessment of all factors.

Site assessments

A potential burial site should be physically assessed for suitability by an EPA representative. In a bushfire response where there are a large number of on-farm sites this may not be practical and decision making may be delegated to an experienced representative from another agency. Where practical, a GPS reading should be recorded for each site.

Pit Construction

The preferred method of digging a pit is to construct a deep, narrow, vertically sided pit (trench burial).
The preferred equipment for constructing this type of pit is an excavator. During construction, topsoil should be separated from subsoil for later return to the top during pit closure. Excavated material should be stored along one side or at the ends of the pit, depending on the location of destruction. Surplus soil should be heaped as overfill.

Where soil stability is of concern, a battered design should be used to enhance operator safety. Worksafe Victoria can provide information on safety precautions for trenching operations.

**Pit Dimensions**

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:** Carcass 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 carcasses 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 carcasses prior to burial.

**Personal Safety**

Safety of staff must be considered at all times:

- At least two people should always be at the pit site
- Rescue items such as ropes should be available in case of collapsing walls or a person falling into the pit
- No persons should be allowed to enter the pit
Baw Baw Shire Council Municipal Emergency Animal Welfare Plan

- Appropriate personal protective equipment (PPE) should be used if necessary eg. gloves, overalls, dust masks
- All persons should be properly briefed on site operations and the safety plan.

**Scale of Response**

The scale of response will have a major impact on the method of disposal. In a small response, activities may be confined to on-farm burial. In a larger response, communal burial sites may be used for animals from a number of affected properties. Communal burial sites may be located on private land or may be on publicly owned land licensed landfills, unlicensed landfills, quarries, aerodromes or other greenfield sites. As a response escalates the burial method may change from trench burial to mass burial, where pit dimensions are significantly modified. Mass burial usually requires significant site assessment and enhanced environmental controls. In some instances, an approval to discharge waste may need to be issued by EPA (Section 30A of the Environment Protection Act, 1970).