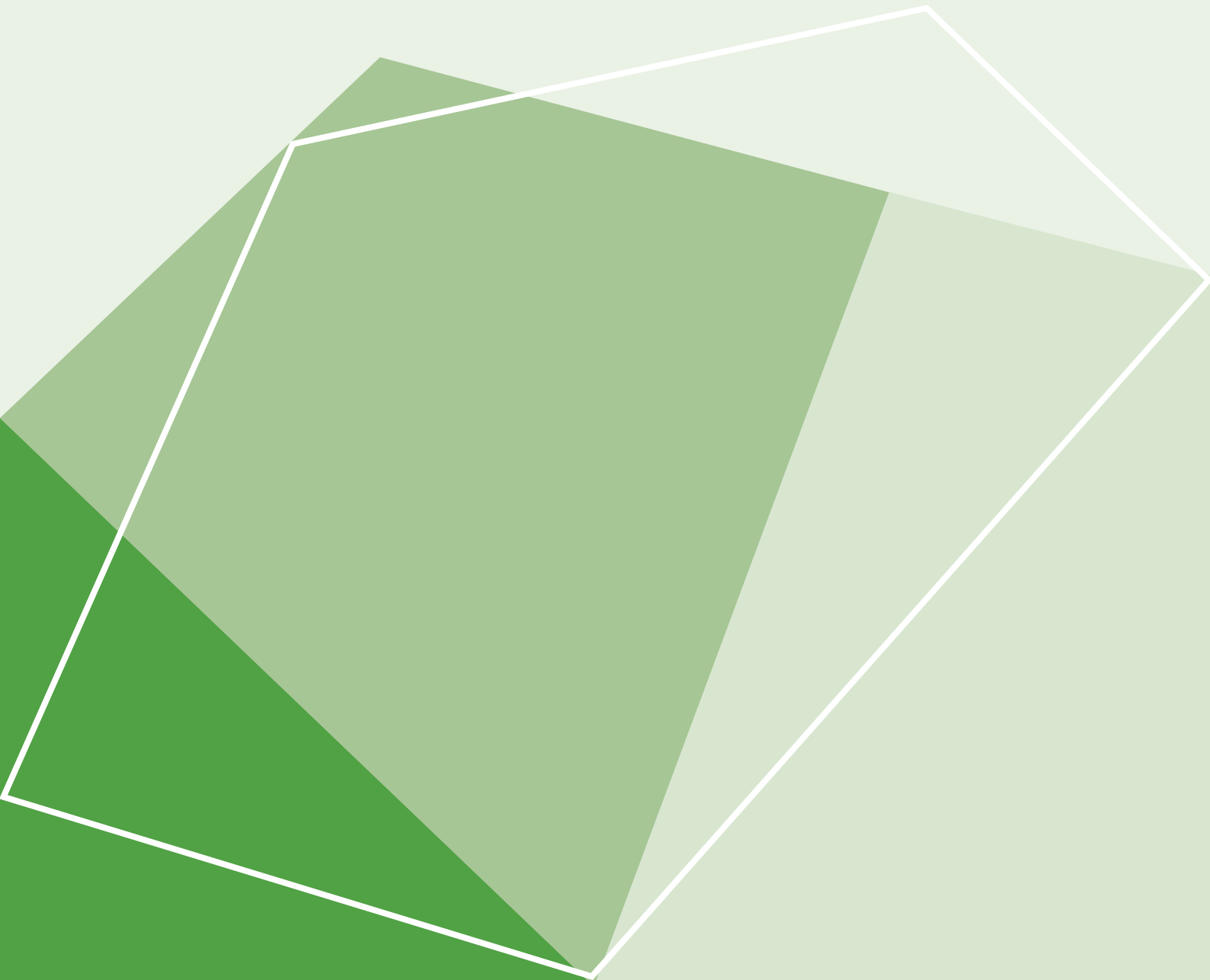




# Municipal Emergency Animal Welfare Sub-Plan.

2020-2023



# Municipal Emergency Animal Welfare Plan

## Baw Baw Shire Council

### Authorisation and Endorsement

Prepared by Baw Baw Shire Council (Emergency Management)

It has been structured to ensure consistency with the Victorian Emergency Animal Welfare Plan in consultation with the Baw Baw Municipal Emergency Management Planning Committee, sub-committees, working groups and internal and external stakeholders.

### Version Control

Version	Release Date	Author	Changes
Draft 1.0	April 2018	D. Gilliatte (EMO)	1 <sup>st</sup> Draft of plan
Draft 1.1	May 2019	V.Halliday (EMO)	Administration / Formatting Review
Draft 1.2	June 2019	V.Halliday (MFPO)	Review
Draft 1.3	June 2019	R. Paynter, L. Wilby, V. Halliday & B. Battilana	Review of Draft
Draft 1.4	July 2019	D. Gilliatte (MFPO)	Review
Draft 1.5	August 2019	V.Halliday (MFPO)	Review
Version 1.6	November 2019	MEMPC	Endorsed 19 November 2019

The MEMPC has made every effort to ensure the accuracy of the information contained within this plan.

Any inaccuracies or omissions should be notified to:

Coordinator Emergency Management

Baw Baw Shire Council

Toll Free: 1300 BAW BAW (1300 229 229)

Email: [emergency.management@bawbawshire.vic.gov.au](mailto:emergency.management@bawbawshire.vic.gov.au)

Postal Address: PO Box 304, WARRAGUL VIC 3820

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## Acronyms

AVA	Australian Veterinary Association (Victorian Division)
CFA	Country Fire Authority
DHHS	Department of Health & Human Services
DJPR	Department of Jobs, Precincts and Regions
DELWP	Department of Environment, Land, Water and Planning
EMV	Emergency Management Victoria
EMMV	Emergency Management Manual Victoria
EPA	Environment Protection Authority
ERC	Emergency Relief Centre
IC	Incident Controller
IMS	Incident Management System
MAV	Municipal Association of Victoria
MCC	Municipal Emergency Coordination Centre
MEMPC	Municipal Emergency Management Planning Committee
MEMP	Municipal Emergency Management Plan
MERC	Municipal Emergency Response Coordinator
MERO	Municipal Emergency Resource Officer
MRM	Municipal Recovery Manager
POCTA	Prevention of Cruelty to Animals Act, 1986
PV	Parks Victoria
RAC	Regional Agency Commander
RAWC	Regional Animal Welfare Commander
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SAC	State Agency Commander
SAWC	State Animal Welfare Commander
SCC	State Control Centre
VicSES	Victorian State Emergency Service
VEAWP	Victorian Emergency Animal Welfare Plan
VicPol	Victoria Police
VFF	Victorian Farmers Federation

## Glossary

Agency	A Government agency, including Commonwealth, State or local government authority.
Animal	Refer to the definition in <i>Prevention of Cruelty to Animals Act 1986</i> which basically includes any live member of a vertebrate species (other than human) and some crustaceans.
Animal welfare	How an animal is coping with the conditions in which it lives. An animal is in a good state of welfare if (as indicated by scientific evidence) it is healthy, comfortable, well nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear, and distress. Good animal welfare requires disease prevention and veterinary treatment, appropriate shelter, management, nutrition, humane handling and humane slaughter/killing. Animal welfare refers to the state of the animal; the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment.
Biosecurity	The protection of the economy, the environment, social amenity or human health from negative impacts associated with the entry, establishment or spread of animal or plant pests and disease, or invasive plant and animal species.
Command	The direction of personnel and resources of an agency in the performance of that organisation's role and tasks. Authority to command is established in legislation or by agreement within an agency.
Common Operating Picture	The shared and consistent understanding of the incident held by the IMT and other stakeholders.
Companion Animal	Any non-human vertebrate animal kept for the purpose of companionship, recreation, protection or work.
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	The agency responsible for leading the response to a particular type of emergency.

Coordination	<p>The bringing together of agencies and resources to ensure effective response to and recovery from emergencies. The main functions of coordination are to;</p> <ul style="list-style-type: none"> <li>• ensure effective control has been established and maintained;</li> <li>• ensure effective information sharing; and</li> <li>• systematic acquisition and allocation of resources in accordance with the requirements imposed by emergencies.</li> </ul>
Domestic Animal Businesses	Licensed premises under the <i>Domestic Animals Act 1994</i> including pet shops, dog/cat breeding and boarding establishments and dog training establishments.
Emergency	An emergency due to the actual or imminent occurrence of an event which in any way endangers or threatens to endanger the safety or health of any person in Victoria or which destroys or damages, or threatens to destroy or damage, any property in Victoria, or endangers or threatens to endanger the environment or an element of the environment in Victoria.
Emergency Management Team	A team which assists a controller in formulating a response strategy and in its execution by all agencies, and which assists the Emergency Response Coordinator in determining resource acquisition needs and in ensuring coordinated response to an emergency.
Emergency relief	The provision of life support and essential needs to persons affected by an emergency.
Emergency Relief Centre	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.
Emergency Response Coordinator	A person appointed as state, regional, municipal or incident emergency response coordinator, whose role is to coordinate the response to an emergency.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Fodder	Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.
Livestock	Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or horses, including where used for recreation.
Organisation	Any non-government or not for profit entity, company or authority.
Person in Charge of animals	A person who is the owner or has the animal in their possession or custody, or under the person's care, control or supervision and any employee or agent of the owner of the animal.
Principal Officer Wildlife Emergencies	A role established by DELWP to lead the agency's emergency wildlife welfare support services at state level and support response activities at a regional or incident level.
Recovery	The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning.
Salvage slaughter	The processing of animals through an abattoir. Livestock impacted by an emergency, suitable for salvage slaughter are those that do not show signs of distress or disablement and are fit enough to be transported.
State Agency Commander	A role established within state government departments like DELWP to coordinate its emergency response arrangements across the organisations at a State level.
Support agency	An agency which provides services, personnel, or material to support or assist a control agency or affected persons.
Triage	The process of determining the priority of veterinary treatment based on the severity of an animal's condition. This rations veterinary treatment efficiently when resources are insufficient for all animals to be treated immediately.
Triage site	A site where animals are assessed and their treatment needs (including euthanasia) are determined. Sites may include capacity for provision of first aid but will not include facilities for ongoing treatment.
Victorian Emergency Animal	A consultative forum chaired by DJPR that provides ongoing leadership and oversight in the development and review of

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Welfare Committee	plans and policies relating to emergency animal welfare management in Victoria.
Wildlife	Any vertebrate animal indigenous to Australia, some non-indigenous vertebrates (deer and game birds declared to be wildlife under the <i>Wildlife Act 1975</i> ), any terrestrial invertebrates listed as threatened under <i>the Flora and Fauna Guarantee Act 1988</i> , and does not include fish within the meaning of the <i>Fisheries Act 1995</i> .

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## Purpose

This Municipal Emergency Animal Welfare 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 (VEAWP). These arrangements have been prepared as a sub plan to the Municipal Emergency Management Plan (MEMP) for Baw Baw Shire.

## Scope

This plan recognises that under the emergency response arrangements outlined in the Emergency Management Manual Victoria (EMMV) and the VEAWP, the Department of Jobs, Precincts and Regions (DJPR) is the lead support agency responsible for the welfare of livestock and companion animals and the Department of Environment, Land, Water and Planning (DELWP) is the lead support agency responsible for wildlife welfare arising from a declared emergency.

The Baw Baw municipality is a major centre for agricultural production which is a major employment sector in the shire representing approximately 11.5% of the local job market. There is also a large range of companion animals which include but is not limited to dogs, cats, horses, fowls, birds, livestock and other aquatic and reptile types, along with native wildlife. As of June 2019, there were 1,817 cats and 6,610 dogs registered in Baw Baw Shire. There is potential for a large number of these animals to be displaced, injured or killed during an emergency or incident.

Due to its geographical location the Baw Baw municipality is subject to a broad range of risk. These risks are identified in the MEMP under the Community Emergency Risk Assessment (CERA) process. Risks identified as having a high or moderate risk, could affect the welfare of companion animals and livestock in 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 (ERC)
- Management of stray or roaming animals

- Animal welfare assessment
- Veterinary treatment and triage
- Humane destruction or salvage slaughter
- Carcass disposal
- Provision of emergency pet food, livestock fodder and water
- Coordination of donations and offers of assistance

## Audit

This Municipal Emergency Animal Welfare Plan is a sub-plan of the MEMP 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*.

## Plan development, endorsement, testing and review

This plan has been produced by the authority of the Baw Baw Shire Council pursuant to Section 20(1) of the *Emergency Management Act 1986*. It is endorsed by the Municipal Emergency Management Planning Committee (MEMPC), other internal and external stakeholders and adopted and endorsed by Council on the date indicated on the title page.

The Municipal Emergency Animal Welfare Plan should be read in conjunction with the MEMP, the EMMV and guidance taken from the VEAWP. The content of this plan and all appendices is to be reviewed annually or after an emergency involving activation of this plan.

## Aim and objectives

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

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

The overarching objective of the Plan is to;

- support the MEMP;
- identify the criteria for activating this plan;
- contribute to enhanced public safety and community resilience within the municipality through effective planning and management of animals in emergencies: and
- ensure animals within the municipality are better considered and protected from suffering during and immediately following emergencies.

### Plan Activation

The Municipal Emergency Resource Officer (MERO) will activate the plan following advice from the Municipal Emergency Response Coordinator (MERC), DJPR or DELWP. Triggers for plan activation may include;

- opening of an ERC;
- carcass disposal need; and/or
- donated fodder or stock water supply need.

The EMMV details the three classifications of emergency response relevant to the Incident Management Systems (IMS). This plan can be initiated to any of the following levels:

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Level One	At the request of the Emergency Management Coordination Group (MERO, MERC or MRM) from the Municipal Coordination Centre (MCC) who will contact the Coordinator Community Compliance.
Level Two	At the request of the Victoria Police (VicPol), Country Fire Authority (CFA) or the Victorian State Emergency Service (VicSES) in situations which do not require the activation of the MEMP, yet require relief or support for domestic pets or livestock.
Level Three	At the request of the control agency or on the initiative of the Coordinator Community Compliance, for a situation of unusual or exceptional circumstances involving animals where various resources have to be managed and deployed to achieve an effective outcome.

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## Roles and Responsibilities

The primary responsibility and duty of care for animals always remain with the person in charge of the animal (the owner or carer) to plan for and provide feed and water for impacted animals. The State Emergency Relief and Recovery Plan states that individuals should seek information to make informed decisions on how to prepare for emergencies and help meet their own relief and recovery needs wherever possible. Following an emergency, individuals and households need to be as self-sufficient as possible, because in the first instance, agencies will offer emergency support to the most vulnerable community members.

Given the uncertainty created in emergency situations, 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 VEAMP. Under this plan DJPR (Agriculture Victoria) is the primary agency for the welfare of livestock and companion animals of all species (excluding wildlife) and the coordination of other animal welfare agencies in emergency situations. Agriculture Victoria and RSPCA have entered into an agreement for the welfare of companion animals.

Emergencies may impact pastures and other sources of food usually available to sustain livestock and companion animals. DJPR and the Victorian Farmers Federation (VFF) have entered into an agreement that provides for an effective fodder distribution service to assist the Victorian farming community to meet immediate animal welfare needs during a major emergency. Companion animals and livestock impacted by emergencies may need access to adequate feed and water, provision of shelter, adequate space, freedom from pain, injury, disease and freedom from unnecessary fear and distress.

## Local Government

Local Government also has responsibilities under the VEAWP including:

### Preparedness/Prevention

- Ensure emergency relief and recovery components of MEMPs detail local emergency animal welfare arrangements and providers for relevant animal welfare services including consideration of the following:
  - DJPR (managed animals) and DELWP (wildlife) contacts for animal assessment activities

- carcass transport providers and disposal sites
- options for the housing and management of displaced animals including those presenting at ERCs
- potential sites for donated fodder distribution
- alternative emergency water sources for animals
- systems for the management of offers of assistance or donations made to local government
- Communicate municipal animal welfare contacts and arrangements to relevant stakeholders
- Reference animal welfare information in publications and websites to assist broader community awareness, education and understanding

### **Response**

- Liaise with relevant animal welfare agencies and organisations to enable effective and timely delivery of Council's animal welfare support services
- Provide input to information for the public and media relating to the management of animals impacted by the emergency and arrangements for relocated animals for release by the Incident Controller (IC)

### **Relief/Recovery**

- Provide assistance with urgent animal welfare needs, including emergency shelter, catering or fodder and veterinary needs
- Manage donated goods and services offered to the municipality
- Emergency confinement of stray animals within the local government area
- Referral of animal welfare needs to responsible and animal welfare support organisations
- Coordination of clean-up activities including disposal of dead animals
- Provide a municipal point of contact for other agencies and organisations (e.g. control agencies, DJPR, DELWP, RSPCA, Australian Veterinary Association (AVA) and VFF), in relation to animal welfare needs or issues

- Make provisions for animals presenting at ERCs that include provision for the registration, treatment and housing of animals at the ERC or advise animal owners of alternative arrangements where animals cannot be housed at the site
- Work with DJPR to assist in ongoing animal welfare recovery within the municipality
- Coordinate recovery services for animal owners and carers

## **DJPR**

### **Preparedness/Prevention**

- Provide advice to agencies, organisations and the community regarding livestock and companion animal welfare management in emergencies and risk management planning
- Communicate emergency livestock and companion animal welfare arrangements to relevant stakeholders
- Develop and maintain protocols that describe restrictions and standards to be used by animal welfare volunteers for livestock and companion animals

### **Response**

- Liaise with relevant animal welfare agencies and organisations to enable effective and timely delivery of animal welfare services during an emergency and provide advice to control/support agencies regarding the impact or potential impact of an emergency on animal welfare

### **Relief/Recovery**

- Provide assistance with urgent livestock and companion animals welfare needs including emergency shelter, veterinary needs etc. for companion animals and livestock
- Provide advice on accessing options for treatment, humane destruction or emergency salvage slaughter of animals and refer to triage points (when established and where relevant)

- Where necessary, assist with the humane destruction of injured or affected animals
- Advise Local Government of containment options for straying/roaming animals and disposal options for deceased/euthanised animals
- Collate losses and damage reports to agricultural assets and animals and the needs of affected persons/communities to DHHS/Government as soon as possible (Impact Assessment)
- Assess fodder and water needs of impacted animals and determine distribution of resources.
- Provide advice to individuals, communities and agencies for re-establishing enterprises and economic recovery
- Provide advice regarding fencing, feed planning, pasture management, water supply and animal health depending on the emergency

## **DELWP**

### **Preparedness/Prevention**

- Represent Victoria's wildlife welfare arrangements on various emergency management and animal welfare committees
- Communicate emergency wildlife welfare arrangements to relevant stakeholders
- Develop/maintain protocols that describe restrictions and standards to be used by wildlife volunteers

### **Response**

- Liaise with relevant animal welfare agencies to enable effective and timely delivery of wildlife welfare services during an emergency
- Provide advice to control/support agencies regarding the impact or potential impact of an emergency on wildlife
- Lead a coordinated response for rescue, treatment and rehabilitation of wildlife affected by emergencies and manage wildlife volunteers

### **Relief/Recovery**

- Provide assistance with urgent animal welfare needs including emergency shelter, veterinary needs etc. for wildlife
- Establish and run wildlife triage centre (if required) and provide advice on options for treatment, humane destruction or emergency salvage
- Where necessary, assist with the humane destruction of injured or affected wildlife
- Advise Local Government of disposal options for deceased/euthanised wildlife
- Develop a wildlife release strategy and arrange for animals needing further care to be transferred to approved shelters or carers with treatment and care of wildlife to be conducted in accordance with legislation (*Wildlife Act 1975*) and codes of practice (Wildlife rehabilitation guidelines)
- Provide advice to community and relevant agencies on wildlife rehabilitation
- Manage projects on crown land relevant to wildlife rehabilitation

### **Country Fire Authority (CFA)**

Work with agencies to ensure appropriate animal welfare messages are provided to the community and media. Ensure animal welfare and other rural issues identified through rapid impact assessment activities are referred to the responsible agencies.

### **Victorian State Emergency Service (VicSES)**

Work with agencies to ensure appropriate animal welfare messages are provided to the community and media. Ensure animal welfare and other rural issues identified through rapid impact assessment activities are referred to the responsible agencies.

### **Victoria Police (VicPol)**

Ensure arrangements are in place at traffic management points that allow for effective and timely delivery of approved animal welfare services and any rural impact assessment information is referred to the responsible agencies.

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



Ensure animal welfare requests for assistance are referred in accordance with establishment protocols. Liaise with DJPR where animal emergencies may impact on human health.

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

Undertake animal welfare assessment activities in accordance within established emergency management structures. Report animal welfare needs in accordance with established emergency reporting systems and processes. Manage distribution of donations made to RSPCA. Provide advice to pet and horse owners regarding animal welfare issues. Response to requests for animal welfare resources

## **Emergency animal welfare services**

### **Animal Welfare Services**

In the event of an emergency, information on registered animal populations can assist in scoping the effort required to address animal welfare issues. Animal registers can also help identify stray or wandering animals, including those presenting at ERC's. Council will work with DJPR in the identification of impacted livestock and companion animal populations.

### **Management of displaced and un-confined animals**

Council is responsible for the coordination of ERC's. Council will assist in relocating animals from ERC's and to provide short term accommodation where possible and advertise suitable alternative short-term accommodation options to encourage owners to plan in advance or direct owners to temporary boarding facilities.

Unconfined animals can pose a danger and require emergency containment or impoundment which will be coordinated by the Community Compliance Coordinator under the standard operating procedures relating to un-confined animals.

### **Animal welfare needs assessment**

DELWP will assess the needs of wildlife whilst DJPR 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 DJPR for action through the MCC or Incident Control Centre

(ICC). In smaller scale incidents where these roles have not been activated, reports can be sent to DJPR who will liaise with both Council and RSPCA to ensure a coordinated and appropriate response.

Wildlife welfare assessment needs will be reported to the ICC. In smaller scale incidents, reports will be sent to DELWP.

## **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. DJPR may be able to assist through facilitation of volunteer “triage veterinarians” through the AVA or RSCPA.

Where DELWP establishes a wildlife triage centre, it will lead and manage veterinary treatment for affected wildlife only.

## **Coordination of carcass disposal**

Local government is responsible for the coordination of clean-up activities including disposal of dead animals. DJPR will provide any information it has on carcass disposal needs (number and type of animals and location) to assist Council. For biosecurity purposes, it is preferable to dispose of carcasses on the affected property.

## **Emergency Fodder**

In large-scale emergencies, fodder may be donated for distribution to affected animal owners. DJPR will work with the VFF in the establishment of distribution sites and draw on the following groups to assist;

- Need for Feed (Lions Club)

## **Emergency Water**

In the event emergency water supplies are needed for livestock (due to contamination of private supplies), water may be collected by owners.

For further information go to:

<https://www.water.vic.gov.au/groundwater/emergency-water-supply-points>

## **Donations**

In large-scale emergencies, donations of money or other material aid for animals may be made. If fodder is donated, the preferred approach is to direct

donations to established animal welfare organisations, eg DJPR or VFF for livestock fodder and RSPCA for companion animal donations.

## **Offers of volunteer assistance**

In large-scale emergencies, offers of volunteer assistance may be made.

## **Recording reports of animals requiring emergency welfare support**

Reports received at the MCC, the ICC or an ERC of animals requiring services provided by another agency/organisation will be recorded in 'Crisisworks' and referred to the relevant agency/organisation within 24 hours of receipt.

## **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*. Where information is disclosed, Council will record as to why the information was released and to whom.

For more information, visit the Commissioner for Privacy and Data Protection Website:

[https://www.cpdp.vic.gov.au/images/content/pdf/CPDP\\_Information\\_Sheet\\_-\\_Emergencies\\_and\\_Privacy\\_V1.0.pdf](https://www.cpdp.vic.gov.au/images/content/pdf/CPDP_Information_Sheet_-_Emergencies_and_Privacy_V1.0.pdf)

## **Process for requesting additional resources**

Council will draw on resources from the surrounding municipalities/organisations in the delivery of animal welfare services from:

- Latrobe City Council
- South Gippsland Shire Council
- Cardinia Shire Council
- Bass Coast Shire Council
- Wellington Shire Council
- East Gippsland Shire Council
- DJPR
- DELWP
- Parks Victoria

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 DJPR or DELWP.

## Financial measures/Budget

Municipal Councils have responsibility for overseeing emergency relief at the local level. Emergency relief services and activities as well as the nominated agencies responsible for coordinating and providing them at the local level, are designated in the MEMP.

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 ERC. This however, is not always practical if the evacuation process occurs quickly due to impact or imminent threat of the emergency. Council may have to provide basic food supplies and support items in these instances.

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 MCC 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.

The MRM is responsible for preparing and submitting eligible claims to the Department of Treasury and Finance refer <http://www.dtf.vic.gov.au/Victorias-Economy/Natural-disaster-financial-assistance>

Baw Baw Shire Council is accountable for any monies donated because of any emergency event and will implement systems to receive and account for all such donations.

## Appendices

### Appendix 1- Contact information

#### Identification services

Australian Animal Registry	1800 025 461/ (02)9704 1450	<a href="http://www.aar.org.au">www.aar.org.au</a>
Central Animal Records	1800 333 202/ (02) 9706 3187	<a href="http://www.car.com.au">www.car.com.au</a>
Global Micro Animal Registry	(02) 8338 9063	<a href="http://www.globalmicro.com.au">www.globalmicro.com.au</a>
Home Safe	1300 537 140	<a href="http://www.homesafeid.com">www.homesafeid.com</a>
NLIS	1800 678 779	<a href="http://www.nlis.mla.com.au">www.nlis.mla.com.au</a>
NSW Companion Animals Register	(02) 4428 4100	
Pet Address		<a href="http://www.petaddress.com.au">www.petaddress.com.au</a>
Pet Safe	(02) 8850 6800	<a href="http://www.petsafe.com.au">www.petsafe.com.au</a>

#### Animal welfare

Agriculture Victoria	136 186	<a href="http://www.agriculture.vic.gov.au/">www.agriculture.vic.gov.au/</a>
Australian Veterinary Association	(03) 9600 2930	<a href="http://www.ava.com.au">www.ava.com.au</a>
Cat Protection Society of Victoria	(03) 8457 650	<a href="http://www.catprotection.com.au">www.catprotection.com.au</a>
DJPR	136 186	<a href="https://djpr.vic.gov.au/">https://djpr.vic.gov.au/</a>
DELWP	136 186	<a href="http://www.delwp.vic.gov.au">www.delwp.vic.gov.au</a>
Dogs Victoria	(03) 9788 2500	<a href="http://www.dogsvictoria.org.au">www.dogsvictoria.org.au</a>
Lort Smith Animal Hospital	(03) 9328 3021	<a href="http://www.lortsmith.com">www.lortsmith.com</a>

Parks Victoria	131 963	<a href="http://www.parkweb.vic.gov.au">www.parkweb.vic.gov.au</a>
Project Hope Horse Welfare Aust.	1300 881 606	<a href="http://www.phhwv.org.au">www.phhwv.org.au</a>
RSPCA	(02) 6282 8300	<a href="http://www.rspca.org.au">www.rspca.org.au</a>
Wildlife Victoria	1300 094 535	<a href="http://www.wildlifevictoria.org.au">www.wildlifevictoria.org.au</a>
Zoos Victoria	(03) 9285 9300	<a href="http://www.zoo.org.au">www.zoo.org.au</a>

## Veterinary treatment

Baw Baw Paws	(03) 5623 4849	<a href="http://www.bawbawpaws.com.au">www.bawbawpaws.com.au</a>
Devoted Vets	(03) 5623 2525	<a href="http://www.devotedvets.com.au">www.devotedvets.com.au</a>
Drouin Veterinary Clinic	(03)5625 2002	<a href="http://www.drouinvets.com.au">www.drouinvets.com.au</a>
Trafalgar Veterinary Centre	(03) 5633 1327	
West Gippsland Vet Care- Drouin	(03) 5625 1707	<a href="http://www.wgvc.com.au">www.wgvc.com.au</a>
West Gippsland Vet Care- Warragul	(03) 5623 4822	<a href="http://www.wgvc.com.au">www.wgvc.com.au</a>

## Boarding

Darnum Haven Boarding Kennels	0434 438 083	<a href="http://www.gippslandkennels.com.au">www.gippslandkennels.com.au</a>
Drouin Cattery	(03)5627 6290	<a href="http://www.drouincattery.com.au">www.drouincattery.com.au</a>
Granite Hill Boarding Kennels	(03) 5629 1163	<a href="http://www.granitehillkennels.com.au">www.granitehillkennels.com.au</a>

## Shelters

Donkey Shelter Inc	(03) 5859 1410	<a href="http://www.donkeyshelter.org.au">www.donkeyshelter.org.au</a>
The Lost Dogs Home	(03) 9329 2755	<a href="http://www.dogshome.com">www.dogshome.com</a>
RSPCA	(03) 9224 2222	<a href="http://www.rspca.com.au">www.rspca.com.au</a>

## Animal Transport

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Alternative Horse Transport	0425 812 569	<a href="http://www.alternativehorsetransport.com.au">www.alternativehorsetransport.com.au</a>
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Bramstedt Livestock Transport	0418 515 355	
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## Fodder

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Need for Feed- Lions Club	0429 995 550	<a href="http://www.needforfeed.org">www.needforfeed.org</a>
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Victorian Farmers Federation	1300 882 833	<a href="http://www.vff.org.au">www.vff.org.au</a>
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## Water supplies

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RL & ME Martin	0422 905 300	
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KG & PL McIntosh	0418 595 634	
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## Miscellaneous

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Game Management Authority	136 186	<a href="http://www.gma.vic.gov.au">www.gma.vic.gov.au</a>
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Warragul Harness Racing Club	0403 396 661	
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Warragul Greyhound Racing Club	(03) 5623 1867	<a href="http://www.warragul.grv.org.au">www.warragul.grv.org.au</a>
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## Appendix 2 – Emergency Relief Centre Animal Welfare Processes

Guidelines obtained from:

[http://agriculture.vic.gov.au/\\_data/assets/pdf\\_file/0008/257822/Guidelines\\_for\\_managing\\_animals\\_at\\_Emergency\\_Relief\\_Centres-2012.pdf](http://agriculture.vic.gov.au/_data/assets/pdf_file/0008/257822/Guidelines_for_managing_animals_at_Emergency_Relief_Centres-2012.pdf)

Guidelines for managing animals at Emergency Relief Centres, assembly areas or other places of emergency shelter.

The welfare of animals can be a deciding factor for people in making decisions about their personal welfare, including evacuating a threatened property or seeking emergency shelter. Local Government is responsible for the coordination of the provision and operation of emergency relief centres/shelters (Emergency Management Manual Victoria). In doing so, it is highly recommended that plans include procedures for animals that may present at these sites (Victorian Emergency Animal Welfare Plan, 2011). Victoria's standards for animal containment and care are provided in Codes of Practice. It is anticipated these standards may not be fully achievable or appropriate in emergency situations. These guidelines have been developed to assist Local Government plan for and effectively manage animals that are brought to these sites. The guidelines do not cover the management of animals left behind by owners when evacuating due to an emergency event.

### Planning Checklist:

- Do you have a Municipal Emergency Animal Welfare Plan that is linked to your Municipal Emergency Management Plan?
- Have you identified locations that would be suitable for the emergency shelter of evacuated animals, including large animals?
- Do you know what animal management resources and equipment council currently has available that may be utilised in an emergency relief centre or shelter?
- Have you identified providers of animal management services and resources that may be required or may assist in an emergency?
- Have you defined the roles, responsibilities of staff that will be required to process and care for animals that will arrive at emergency relief centres and shelters?
- Do you have staff trained in the processing of animals at emergency relief centres and shelters?



- Have you communicated to the public the process of evacuating with animals in your community and the location of appropriate relief centres?

## Pre-emergency planning

It is highly recommended that Municipal Emergency Management Planning Committees (MEMPCs) consider the development of an Emergency Animal Welfare Plan that is included in the principal Municipal Emergency Management Plan (MEMP). An Emergency Animal Welfare Plan should outline how animal welfare support services will be delivered during an emergency; including those associated with the management of evacuated animals. Plans should:

- Identify potential animal welfare issues that may arise based on animal ownership and population data and likely needs in the event of an emergency (eg. assessment, treatment, carcass disposal, containment, food and water sources, management of evacuated animals);
- East Gippsland Emergency Animal Welfare Plan Version 1.1 September 2016
- Include a contact list of government and non-government animal welfare service providers/resources that deliver, or may be called upon to assist in the delivery of, animal welfare services (these providers or resources may be located in neighbouring municipalities);
- Define the roles and responsibilities of Council Authorised Local Laws Officers and support staff during an emergency with respect to animal management during emergencies;
- Identify locations within the community that would be suitable for the emergency shelter of evacuated animals; and the services and resources that may be needed at such sites (eg. treatment of injured animals);
- Outline the process for community education regarding evacuating with animals.

## Identifying suitable shelter facilities before a disaster strikes

An Emergency Relief Centre (ERC) is a building or place established to provide basic, essential needs to people affected by an emergency (Emergency Relief Handbook, 2011).

Emergency shelter is shelter for people affected by an emergency, in locations such as community halls, relief centres and tents. As part of pre-disaster planning, MEMPCs should consider how animals will be managed at potential emergency relief centres and emergency shelters.

Plans should include shelter for both owned and stray pets (mostly dogs and cats) as well as livestock, horses and exotic animals. Animals such as birds,

rabbits, reptiles and wildlife kept under a permit may also be presented and should be planned for. Frequently, more than one site will be required to meet the needs of the community and the variety of species. For example, horses may be able to be agisted on private property, saleyards may be suitable for livestock, and small pets may be able to be housed at the local animal shelter. Agricultural showgrounds may also be a good location for animal housing. Regardless of the quality and availability of off-site animal shelters, during an emergency, animals of all varieties are likely to present at the ERC and at emergency shelters as well as at the prearranged animal shelters. Plans for animals at ERCs and emergency shelters should consider local arrangements and providers for the following:

- Animal admission and identification/record keeping
- Secure and functional housing / holding facilities and their proximity to relief centre sites
- Feed and water requirements
- Triage sites or access to veterinary treatment for injuries, illness and humane destruction
- Identifying and contacting owners (lost and found registers)
- Animals requiring specialist attention (such as horses and wildlife)
- Staff health and safety

## **Processing and distribution of donated goods**

Prior to an emergency, councils need to communicate to residents the whereabouts of emergency animal shelters. During an emergency the existence and location of animal shelters should be communicated to affected people and essential services personnel.

## **Options for evacuated animals**

Accommodating animals in ERCs is a last resort. The first option should always be with family or friends outside the affected area that can better provide for animals. If this is not feasible pet friendly accommodation or boarding kennels may be available and appropriate.

Wildlife should be transferred to authorised wildlife carers located in a safe area. In the event of a major incident or if there is insufficient accommodation available, management of animals at emergency relief centres or emergency shelters will need to be considered.

Animals should not be kept at an ERC or emergency shelters for more than three days unless the conditions set out in the relevant Victorian Codes of Practice can be met ([www.agriculture.vic.gov.au/animalwelfare](http://www.agriculture.vic.gov.au/animalwelfare) – see legislation).

## **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 should incorporate plans in the MEMP for staffing and logistical support for any such facility. The roles of personnel staffing an animal admission facility will be to:

- Identify and record details of animals presented
- 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.

The planning of the areas, personnel and logistical support of an admission facility should be directed towards supporting these roles.

The animal admission area should be protected from the weather and away from high areas of public activity. The area may be equipped with examination tables, cages and kennels, a microchip scanner and should have water access and electricity.

All staff at the ERC that are expected to deal with animals must be trained and experienced to properly care, handle and manage the type of animals that are likely to be presented with during an emergency. All staff should be educated in the prevention of zoonoses and animal attacks.

MEMPCs may be able to incorporate plans in the MEMP to engage the services of private veterinary practitioners to assist in the assessment of animals being presented to the ERC. If the emergency is of a significant size, a separate animal

triage site may be established close to the admission area. Assistance in resourcing such a site may be available from the Australian Veterinary Association or animal welfare organisations with veterinary resources, alternatively contact the DJPR state emergency animal welfare unit (if in place) or State Emergency Animal Welfare coordinator for assistance (PH: 136186).

MEMPCs should consider planning for the transportation of animals from an ERC to other facilities such as animal shelters, veterinary facilities, agistment or other accommodation organised by the owner of an animal.

## **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 run off 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

## Requirements for short term accommodation of animals in emergencies - General

Animals are often stressed during an emergency. Reactions of animals under stress are unpredictable. Some animals will attack, whereas others are inclined to hide. Although many can adjust themselves quickly to their surroundings, every possible effort must be undertaken to avoid unnecessary stress. Predator and prey species (for example, cats and birds, dogs and cats) should be kept as separate where possible.

Because animals in an emergency shelter are likely to be suffering stress, they should be inspected regularly (ideally every four hours during daylight) to ensure their environment is adequate to maintain their health. It is the responsibility of all staff to report any animal that appears sick, injured or whose behaviour has changed, to the Manager as soon as possible. The temporary housing provided to animals should protect them from predators. Foxes, snakes and birds of prey are very effective hunters and may pose a threat to small animals that are housed outdoors, and livestock can be vulnerable to dog attack.

Containment for public safety reasons (i.e. road safety, dog attack) is also important. Any housing container must be constructed to adequately contain the animal. It must not cause the animal to damage itself. There must be no sharp projections (such as nails) upon which the animal could hurt itself and the container must be easy to clean. Each animal contained in the container or pen must have enough space to turn about normally while standing, to stand and sit erect, and to lie in a natural position.

Allowance also needs to be made for water containers in the cage. Animals that are being kept in cages that cannot be let out for toileting must be provided with enough room to be able to lie in a clean area separate from a litter tray. Animals can be housed together if they normally cohabit, but otherwise should be kept separate. If animals are housed together, there must be adequate room for each animal to move independent of the other. If animals are being held in a container, then it should be placed off the ground. Cargo pallets are suitable for this

purpose. The container or pen provided for the animal must allow adequate ventilation.

All animals in the shelter should be provided with food in sufficient quantity and nutritional quality to meet the daily requirements for the condition and size of the animals. Food and water containers should be of a suitable type for the animal and should not easily spill. Animals should have access to water at all times.

Mature males will become upset by the presence of females in heat (oestrus). If sexually entire, mature male and female animals are being housed, they should be kept as far apart as possible. If animals are accustomed to being tethered, it may be convenient to tether them.

Birds, cats and small pets (i.e. rabbits, mice etc) must not be tethered and no animal should be tethered by the foot. Tethered animals must still be provided with water and shelter from climatic extremes. The animal's collar should be fitted with a swivel to which the tether is attached. The other end of the tether should be firmly attached via a swivel to a centre fixed anchor point. Details on care of specific groups of animals can be accessed at

[www.agriculture.vic.gov.au/animalwelfare](http://www.agriculture.vic.gov.au/animalwelfare) and [www.agriculture.vic.gov.au/pets](http://www.agriculture.vic.gov.au/pets)

## **Dogs**

Dogs should be walked daily. Sanitation and clean up are essential so poo bags and garbage bins should be readily available. If dogs that have been declared menacing, dangerous or of a restricted breed are presented at relief centres, they must wear a muzzle and their specified collar, and be restrained on a secure leash until alternate suitable housing can be arranged. Further information on the care of dogs can be found in the "Code of Practice for the Private Keeping of Dogs (Victoria)" and "Code of Practice for the Management of Dogs and Cats in Shelters and Pounds Revision 1".

## **Cats**

Cages need to be large enough to allow both a sleeping area, water container and litter tray. Cats should be provided with clean litter daily. Litter trays should be disinfected between each use. Further information on the care of cats can be found in the "Code of Practice for the Private Keeping of Cats (Victoria)" and "Code of Practice for the Management of Dogs and Cats in Shelters and Pounds Revision 1".

## **Wildlife**

Wildlife require specialist housing and care. The Department of Environment, Land, Water and Planning (DELWP) is the primary support agency for the welfare of wildlife. If wildlife is presented at the ERC, advice should be sought from DELWP on an appropriate course of action, regardless of whether it is owned or wild.

Information on the care of wildlife can be found in the "Code of Practice for the Welfare of Wildlife during Rehabilitation" and Jackson, Stephen M, Australian mammals: Biology and Captive Management, 2003.

## **Birds**

Birds are particularly susceptible to stress. Perches must be provided for birds that rest by perching, and the perches must be of sufficient diameter to permit the bird to maintain a firm grip. There must be sufficient perch space for all birds in a container to perch comfortably at the same time. Bird cages must be covered or kept in a darkened room at night to enable them to get appropriate rest. Further information on the care of birds can be found in the "Code of Practice for the Housing of Caged Birds".

## **Horses**

MEMPCs should identify possible temporary horse agistment properties prior to an emergency. These sites may include a local shelter, horse riding facilities, horse studs or large fenced properties. Written arrangements with the owners of these properties should be made prior to an emergency. Horses can be adequately housed for a short time on an oval or in a paddock as long as there is adequate fencing, water and food, and the pasture (if any) is fit for horse consumption. Councils may wish to have a source of temporary fencing readily available. Unfamiliar horses should not be housed adjacent to each other as they may bite or kick each other through fencing. Stallions will require specialist fencing and should be housed separately from other animals. Further information on the care of horses can be found in the "Code of Practice for the Welfare of Horses".

## **Livestock**

In most large emergency situations, DJPR will establish its own Incident Management Team to coordinate field operations relating to agricultural properties affected by a natural disaster. People transporting large livestock to an ERC or an emergency shelter should be directed to the nearest large, safe venue for holding them. Possible sites might include show grounds, saleyards, empty feedlots, large sheds with adequate ventilation, airplane hangers, livestock auction markets and fenced pasture. If the area does not usually house livestock, council should prepare a suitable area with adequate fencing, shelter, food and

water. Further information on the care of livestock can be found on the Agriculture Victoria website.

## Small pets

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

Conditions attached to housing of animals at an emergency animal shelter

It would be reasonable to expect that Councils attached certain conditions to the housing of animals at an ERC or an emergency shelter. Examples of such conditions may include:

- 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 unowned 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.

## Record keeping

Keeping an accurate record of each animal that is presented is extremely important. Good record keeping will facilitate reunions between owners and animals, and it will assist with the coordination of resources and donations.

At least one person should be designated to complete paperwork, photograph and put identification on each animal when it comes in.

There are three classifications of animals that arrive during a disaster; unowned animals (including wildlife and stray animals), owned animals and dead animals. Specific procedures should be developed and followed to document all arriving animals.



It is important that this data is regularly transferred into a central database, to ensure that animal owners have one reliable source of information when trying to locate an animal.

A lost and found register will need to be created or data on unowned animals uploaded to a common register if for example a multi municipality register is being used. The importance of this system should be communicated to other shelters and animal businesses that may receive animals directly from the public.

*The Domestic Animals Act 1994* requires such businesses to hand over unowned animals unless there is an agreement with Council. Consider what arrangements you may put in place with organisations that may not have an existing agreement and how a lost/found register is best established if an existing system is not sufficient.

## Processing Incoming animals during a Disaster

- Take the animal to the animal admission area
- Secure the animal in a cage or on a leash
- Record details of the person presenting the animal
- Scan the animal for a microchip and search for any identifiers such as tags or tattoos
- Complete identification process:
- Take pictures of the animal and note photo number on the register of animals received
- Record breed and sex of the animal
- Identify the animal with a neck tag or other appropriate form of id
- If owned or the owner is known, record details of ownership, alternatively record location where animal found
- Prepare a card to stay on the cage of the animal with the id number of the animal and owner name (if known). Use this card to record notes on the management of the animal, such as medical treatment or when the animal was fed or walked.
- Have the animal assessed by an appropriately skilled person and processed as necessary
- Record details of the departure of all animals from the ERC, including hospitalisation and deaths, on the register of animals received.
- Transfer information from the animal registration process to a central database as soon as practical.
- If appropriate transfer information on unowned animals to a lost and found register as soon as is practical.

- A simplified outline of the process an animal will go through once they are presented at a relief centre or a shelter is represented in Appendix C and Appendix D Relief Centre operations.

## **Costs**

It is imperative that owners are aware and agree to any costs that will be incurred either through veterinary treatment or costs of boarding at an arranged location. If the owner has not agreed to the cost, the owner has no obligation to pay the bill.

## **Further information**

DJPR can provide further advice on requirements for evacuated animals for control and supporting agencies.

DJPR Animal Health Officer – Municipal Emergency Management Plan

DJPR Customer Service Centre -136 186

Victorian Bushfire Information Line -1800 240 667 (only in event of a bush fire)

## Appendix 3 – Duty Statement (ERC Animal Management Officer)

Duty statement taken from the Gippsland Emergency Relief Centre Standard Operating Procedures;

The following outlines the roles and responsibilities of the Animal Management Officer.

*Note: When Council capacity is exceeded, contact with the DELWP may need to be made to enact aspects of the Victorian Animal Welfare Plan.*

TITLE	ANIMAL MANAGEMENT OFFICER
Location	Nominated ERC
Overview Statement	Provide assistance to the ERC with relation to where attendees are arriving with their animals and/or pets
Duties	To make arrangements for the care and welfare of animals being brought to an ERC
Line Relationships	<b>Reports to:</b> the ERC Manager or ERC Support Officer <b>Internal Relationships:</b> ERC team
Optimum Training	Participation in Induction and annual training and exercises for ERC teams and any other training deemed appropriate by the MERO/MRM

# Appendix 4 – ERC Animal Registration Form Template

## EMERGENCY ANIMAL REGISTRATION FORM

### ANIMAL DETAILS

Species of animal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_\_AM/PM

Location kept: \_\_\_\_\_

Officer name: \_\_\_\_\_

Reason seized: \_\_\_\_\_

Sex: Male  Female  Desexed: Yes  No

Breed type: \_\_\_\_\_ Colour: \_\_\_\_\_ Age: \_\_\_\_\_

Any identification: Microchip: \_\_\_\_\_ Tag/s: \_\_\_\_\_

Dog / Cat Registration Details: \_\_\_\_\_

Behaviour problems: \_\_\_\_\_

Condition/other comments: \_\_\_\_\_

### OWNER'S DETAILS PLEASE USE BLOCK LETTERS

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Identification Produced: \_\_\_\_\_

Postal Address if different: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_

### DECLARATION

I hereby declare that the above information is true and correct and I am the Owner / Authorised person of the above-mentioned animal and claim the animal from the care and custody of Baw Baw Shire Council.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Releasing Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Time: \_\_\_\_\_

The above animal was released and suitable identification was produced by the owner / authorised person prior to the release of the animal.