

**City of Wodonga**

**Municipal Emergency Animal Welfare Plan**

A sub-plan of the Municipal Emergency Management Plan

2014-2017

**Version four - 2014**

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Version 4 April, 2017

## Version control table

<i>Version number</i>	<i>Date of issue</i>	<i>Author(s)</i>	Brief description of change
Version one	June 2013	B Ray	Draft document development
Version two	February 2014	P Leddy	Update content
Version three	April 2014	M Verbaken	Update content
Version four	February 2017	P Leddy	Update content

This plan was endorsed by Wodonga Council at the ordinary meeting of council on the ..... day of ..... 2014.

Signed .....

Chief executive officer  
Wodonga Council

This plan was adopted by the Wodonga Council Municipal Emergency Management Planning Committee at its meeting on:

Date:.....

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## Acronyms

Acronym	Definition
AVA	<i>Australian Veterinary Association (Victorian division)</i>
CFA	<i>Country Fire Authority</i>
CSO	<i>Civic services officer</i>
DHS	<i>Department of Human Services</i>
DELWP	<i>Department Environment, Land, Water &amp; Planning</i>
DEDJTR	<i>Department Economic Development, Jobs, Transport &amp; Resource</i>
EMC	<i>Emergency management coordinator</i>
EMLO	<i>Emergency management liaison officer</i>
EMMV	<i>Emergency Management Manual of Victoria</i>
IC	<i>Incident controller</i>
ICC	<i>Incident control centre</i>
IMT	<i>Incident management team</i>
IMS	<i>Incident management system</i>
LGO	<i>Local government officer</i>
MAV	<i>Municipal Association of Victoria</i>
MECC	<i>Municipal Emergency Co-ordination Centre</i>
MERC	<i>Municipal emergency response co-ordinator</i>
MERO	<i>Municipal emergency resource officer</i>
MRM	<i>Municipal recovery manager</i>
PAS	<i>Pet animal shelter</i>
POCTA	<i>Prevention of Cruelty to Animals Act, 1986</i>
PV	<i>Parks Victoria</i>
RSPCA	<i>Royal Society for the Prevention of Cruelty to Animals</i>
SEAWC	<i>State emergency animal welfare coordinator</i>
SCC	<i>State control centre</i>
SERCC	<i>State Emergency Response Co-ordination Centre</i>
SERO	<i>State emergency response officer of Victoria Police</i>
SES	<i>State Emergency Service</i>
SIGs	<i>Special interest groups</i>
VEAWC	<i>Victorian Emergency Animal Welfare Committee</i>
VicPol	<i>Victoria Police</i>
VFF	<i>Victorian Farmers Federation</i>

Note: DEDJTR and DPI merged in 2013 to form DELWP. Agency responsibilities remain the same.

## Glossary

Term	Definition
Agency	<i>A government agency, including Australian, Victorian or local government authority.</i>
Animal	<i>Companion animals, livestock including horses and poultry, wildlife, birds and fish [Protection of Cruelty to Animals Act, 1986].</i>
Animal welfare	<i>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,</i>

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	<i>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. [OIE May 2008 - International Office of Animal Health].</i>
Biosecurity	<i>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.</i>
Command	<i>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}).</i>
Companion animal	<i>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').</i>
Control	<i>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.</i>
Control agency	<i>An agency nominated to control the response activities for a specified type of emergency (EMMV, 2010).</i>
Coordination	<i>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:</i> <ul style="list-style-type: none"> <li><i>• In relation to response, ensuring that effective control has been established and maintained; and</i></li> <li><i>• The systematic acquisition and allocation of resources in accordance with the requirements imposed by emergencies.</i></li> </ul> <p><i>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).</i></p>
Crisisworks	<i>Formerly MECC Central. Cloud-based Emergency Management Software program utilised by municipal staff to coordinate and record resources, information and affected persons data.</i>

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Emergency	<i>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).</i>
Emergency animal welfare coordinator	<i>Refer to state emergency animal welfare coordinator.</i>
Emergency relief	<i>The provision of life support and essential needs to persons affected by an emergency (EMMV, 2010).</i>
Emergency relief centre	<i>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).</i>
Emergency response coordinator	<i>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).</i>
Evacuation	<i>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).</i>
Fodder	<i>Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.</i>
Livestock	<i>(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).</i>
Organisation	<i>Any non-government or not for profit entity, company or authority.</i>
Persons in charge of animals	<i>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.</i>
Recovery	<i>The assisting of persons and communities affected by emergencies to achieve a proper and effective level of functioning (EMMV, 2010).</i>
Salvage slaughter	<i>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.</i>
State emergency animal welfare coordinator	<i>A role established by DELWP when an emergency requires state-wide coordination of animal welfare service arrangements across multiple agencies</i>

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	<i>and organisations. The SEAWC manages the state emergency animal welfare unit when activated.</i>
State emergency animal welfare unit	<i>A unit established by DELWP to assist in the state-wide coordination of animal welfare services and resources. The unit will operate within a DELWP state level incident management structure (when in place) or that of a control agency.</i>
Support agency	<i>An agency which provides services, personnel, or material to support or assist a control agency or affected persons. DELWP is the primary agency for companion animal and livestock welfare support services. It is also the primary agency for wildlife welfare support services (EMMV, 2010).</i>
Triage	<i>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.</i>
Victorian Emergency Animal Welfare Committee	<i>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 DELWP (chair), RSPCA, MAV, local government and AVA.</i>
Wildlife	<i>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.</i>

## 1 PURPOSE

The *Municipal Emergency Animal Welfare Plan* (MEAWP) aims to achieve the efficient and effective management of animals, and co-ordinate animal welfare agencies before, during and after an emergency event.

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

Civic services officers (CSO) and other personnel with roles and responsibilities in emergency management, have been authorised by the council through their appointment and delegation of legislated functions and powers of the council, the following Acts and regulations:

- *Local Government Act 1989*;
- *Emergency Management Act 1986*;
- *Prevention of Cruelty to Animal Act 1986*;
- *Environment Protection Act 1970*;
- *Livestock Management Act 2010*;
- *Domestic (Feral and Nuisance) Animals Act 1994*;
- *Impounding of Livestock Act 1994*;
- *Wildlife Act 1975*;
- *Occupational Health and Safety Act 2004*; and
- *Livestock Disease Control Act 1994*.

This MEAWP 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 city of Wodonga. Wodonga Council understands and accepts its roles and responsibilities as described in Part 4 of the *Emergency Management Act 1986*.

## 2 Scope

With a population of more than 37,000 people and a total area of 433.7 square kilometres, Wodonga with 13 localities 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 (CERM) process and include, but are not limited to:

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Risk	Risk type	Risk rating
Natural events	Storm (includes wind and hail) Dam failure Drought Heatwave/cold snap Flood (includes river and flash) Bushfire Earthquake	Moderate Moderate Moderate Moderate Major Major Catastrophic
Accidents	Walking tracks Recreational - caves, cliffs, bike paths Road and rail Fire – chemical Aircraft crash Structure failure – equipment/construction Hazmat – transport/storage and usage	Minor Moderate Moderate Moderate Major Major Major
Civil issues	Civil unrest – criminal activity Civil disturbance protests Industrial terrorism including chemical, biological and radioactive (CBR)	Minor Minor Major
Environmental impacts	Air pollution Land pollution Water pollution	Minor Moderate Moderate
Health issues	Public health Contamination – food and air Epidemic – human and communicable diseases	Minor Minor Major
Utilities	Loss/disruption of services including gas, water, electricity, sewerage and communications	Moderate

Table 1: Community Emergency Risk Management Plan – From City of Wodonga Municipal Emergency Management Plan.

In relation to animal welfare, the city of Wodonga comprises of a mix of land use areas including agriculture, grazing and lifestyle properties with large numbers of horses. There are also significant tracts of remnant native vegetation and grassland areas.

Animal-related industry in the city includes an abattoir, a pet food manufacturer 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.

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

- Identification of affected animals;
- Management of evacuated animals at emergency relief centres;

- Management of stray or roaming animals;
- Animal welfare assessment;
- Veterinary treatment and triage;
- Humane destruction or salvage slaughter;
- Carcass disposal;
- Provision of emergency pet food, livestock fodder and water; and
- 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 with authority of Wodonga Council pursuant to Section 20(1) of the *Emergency Management Act 1986*, approved by the Municipal Emergency Management Planning Committee and adopted by the council on the date indicated on the title page.

The MEAWP should be read in conjunction with the *Municipal Emergency Management Plan* and the *Emergency Management Manual of Victoria* (EMMV). Guidance should also be sought from the *Victorian Emergency Animal Welfare Plan 2012*.

Civic services officers (CSO) and other personnel with roles and responsibilities in emergency management have been authorised by the council through their appointment and delegation of legislation functions and powers of council.

The content of this plan and all appendices is to be reviewed annually or after an emergency which has utilised part of this plan. Organisations delegated with responsibilities in this plan are required to notify the MERO of any changes (in writing) of details (for example, contact information) as they occur.

Review of the plan will specifically focus on the hazards in the city of Wodonga 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 Wodonga Council in providing animal welfare during emergencies and incidents.

Key external agencies integral to the effectiveness and functionality of this plan are outlined below. They are key animal/stock welfare emergency management planning processes and arrangements for preparing the municipality for an emergency incident.

#### **4.1 Stakeholders group**

Wodonga Council has identified a number of representative groups and organisations that will have specific knowledge to contribute to the implementation of planning of the MEAWP. They include DELWP, VicPol, Wodonga Council, SES and DHS.

#### **4.2 Subcommittee membership and role**

Membership of the City of Wodonga Municipal Emergency Animal Welfare planning group will comprise representatives from groups and organisations that understand animal health disease issues and will be key stakeholders that have infrastructure or local knowledge across animal welfare throughout the city of Wodonga.

The planning group will be appointed for the purpose of development and amendment of the MEAWP. The plan will be reviewed every three years.

#### **4.3 Audit requirements**

The *City of Wodonga Municipal Emergency Animal Welfare Plan* is a sub plan of the *City of Wodonga Municipal Emergency Management Plan*. The MEMP is prepared under Section 20(1) of the *Emergency Management Act 1986* and as such is subject to the audit provisions under section 20(A) of the *Emergency Management Act 1986*.

#### **4.4 Training**

Training of Wodonga Council CSOs is an essential component and will assist effective and more efficient outcomes in relation to animal/stock welfare emergencies.

Training is to be developed as part of the MEAWP with the emphasis placed on maintenance of emergency management skills. Knowledge and competencies for municipal officers will be developed in conjunction with other emergency agencies.

#### 4.5 Review

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

Frequency	Task/action	Responsible party
Ongoing	Analyse significant incidents against plan. Explore identified opportunities for new or enhanced treatments with relevant stakeholders, and agree course of action.	MEAWP group
Annually	Conduct a review of assets and contact directory: <ul style="list-style-type: none"> <li>• Are there new risks that need to be added to the plan and managed?</li> <li>• Are there any new or enhanced treatments required?</li> </ul>	MEAWP
	Review and update plan content by end of August each year.	MEAWP
Triennially	Conduct end-to-end review of plan, with particular focus on the environmental scan and objectives.	MEAWP group

#### 4.6 Distribution

Relevant sections of the *Municipal Emergency Animal Welfare Plan* will be distributed to the following emergency management personnel:

- Municipal Emergency Management Planning Committee (MEMPC);
- Municipal emergency resource officer (MERO);
- Municipal recovery manager (MRM);
- Civic service officer - ranger;
- Municipal emergency response co-ordinator (MERC); and
- The Wodonga Council website.

#### Guiding principles

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

- The safety and wellbeing of people will be the first priority at all times;
- The responsibility for the welfare and care of animals remains with the owner/person in charge of the animal;
- Emergency arrangements for animal welfare do not override normal legislative requirements. However emergency situations may cause these requirements to be varied due to the situation and circumstances at the time;
- Any arrangements described in this plan, can at the discretion of the incident controller, be varied, changed or added to;
- The capacity and capability of agencies may change during the progression of an emergency event. An adaptive flexible whole of government approach across boundaries and tenure is essential to the successful outcome of the plan; and
- Department of Environment Land, Water and Planning (DELWP) is the primary agency for dealing with livestock, companion animals and wildlife welfare support services.

## 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; and
- Resources (personnel, facilities, equipment and 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; and
- Ensure business continuity of the civil service team.

## 6 Plan activation

### *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:

Classification	Characteristics as per (EMMV 2012)
<b>Level one</b>	Characterised by being able to be resolved through the use of local or initial response resources only. In a level one emergency response, the major function is operations to resolve the emergency. Control is limited to the immediate area, and therefore, the operations function can usually be carried out by the incident controller.
<b>Level two</b>	More complex emergency response, either in size, resources or risk. Level two response is characterised by the need for: <ul style="list-style-type: none"> <li>• Deployment of resources beyond initial response;</li> <li>• Dividing the emergency into sectors;</li> <li>• The establishment of functional sections due to the levels of complexity; or</li> <li>• A combination of the above.</li> </ul>
<b>Level three</b>	Characterised by degrees of complexity that may require a more substantial establishment for management of the situation. These emergencies will usually involve delegation of all incident management functions.

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

### *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 Environment, Land, Water & Planning (DELWP).

Triggers for plan activation may include, but are not limited to:

- Opening of an emergency relief centre;
- Motor vehicle accidents involving animal transport vehicle;
- Mass stock/animal kill due to bushfire/flooding/disease; and
- Donated fodder or stock supply need.

In large scale emergencies, the team leader compliance will oversee the implementation of the plan in consultation with the DELWP, MECC liaison or DELWP 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, the MERO, MERC or MRM from the Municipal Emergency Coordination Centre (MECC) will contact the team leader compliance; and
- Once notified, the team leader compliance will implement the plan, firstly by establishing a daily work team and an incident management and 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; and
- Once notified, the team leader compliance will implement the plan and provide assistance to the level required.

**Level three**

- At the request of the control agency (normally DELWP) or on the initiative of the team leader 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;
- Upon activation, the team leader compliance 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; and
- The incident controller will utilise Crisisworks (formerly MECC Central) to record all activities, logs, registers and documents relating to the incident.

## 7 Business continuity

In order to facilitate business continuity in event that the plan is activated in response to incidents, the team leader compliance will establish a daily business team.

The daily business team will focus on the delivery of the following requests for service, with priority being given to the following tasks:

- School crossings;
- Dog attacks/dog rushes;
- Injured animals;
- Cat/dog pick ups;
- Request for police assistance;
- Stock wandering (not in incident area);
- Open air burning complaints; and
- Any high risk request (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

The following range of functions represents the respective roles that may need to be performed in an emergency:

### 8.1 MERC

Liaise with ICC, DELWP animal welfare liaison officers and MERO regarding known and anticipated animal welfare needs in the municipality. Make these needs known to the MERO and MECC.

### 8.2 MERO

Liaise with MERC and DELWP animal welfare liaison officer regarding known and anticipated animal welfare needs in the municipality. Make these needs known to the MECC and municipal compliance co-ordinator.

### 8.3 DELWP animal welfare liaison officer

Provide advice to MERC, MERO and MECC regarding known extent of impact on livestock animal welfare, including anticipated needs for carcass disposal and recovery efforts.

Liaise with the council regarding DELWP's arrangements to assist with local animal welfare assessments, including DELWP animal health staff, RSPCA, DELWP wildlife officers, Australian Veterinary Association and wildlife carers.

Provide advice to the council regarding livestock carcass disposal guidelines.

Liaise with the council regarding DELWP's arrangements regarding coordinating donated fodder for livestock (including Victorian Farmers Federation fodder drives), and other donated goods and services.

#### **8.4 DELWP animal health staff**

Immediately after the incident, DELWP animal health staff will conduct rapid impact assessments to capture the nature and scale of the animal welfare needs of livestock and wildlife.

DELWP animal health staff, being district veterinary officers and animal health officers, will perform livestock animal welfare assessments and euthanasia as required. They can also assist with facilitating emergency transport and salvage slaughter of affected livestock.

#### **8.5 Team leader compliance**

Co-ordinates the municipal animal welfare response as per this plan, including municipal staff and physical resources, under direction from the MERO.

Facilitate information sharing of ratepayers' details to other emergency services to enable an efficient and comprehensive assessment of animal welfare needs following an emergency, in line with section 11.10 of this plan and the *Information Privacy Act, 2000*.

Maintain up-to-date contact and resource lists for this plan (Appendix A), revised every 12 months in August. If required, the protocol documentation is available from the Wodonga Council team leader compliance.

#### **8.6 Municipal Emergency Recovery Centre animal welfare coordinator**

Person at the recovery centre maintains register of animals, may do welfare triage and completes job cards.

### **8.7 Council staff involved in animal welfare activities**

Includes staff co-ordinating animal welfare in emergency recovery centres, phone staff and administrative staff to complete documentation.

### **8.8 Animal owner or persons in charge of animal/livestock**

- Assume responsibility for the care and planning of animals within their control, including
  - Planning for emergencies;
  - Means of identification;
  - Needs of animals to remain, including refuge, water and feed; and
  - Needs of surviving animals.

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

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

### **8.9 Agencies and organisations**

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

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

#### **8.10 Local government**

Responsible for local emergency relief arrangements as detailed in the MEAWP and the MEMP. Local arrangements include options for displaced companion animals and livestock, and welfare arrangements for companion animals at emergency relief centres.

- Manage animal welfare triage sites, and have local veterinary doctors and staff on standby;
- Manage animals arriving at emergency relief centres, including record keeping;
- Receive and manage or refer reports of animal welfare issues during and after the emergency;
- Liaise closely with the MERO and DELWP animal welfare liaison officer regarding the animal welfare needs in the municipality;
- Manage wandering stock and companion animals, and dangerous animals;
- Coordinate clean up activities, including provision of sites for disposal of dead animals (companion, livestock and wildlife);
- Manage or support distribution centres for donated fodder, pet food and supplies;
- Manage or support stand-pipes and fresh drinking water supplies as required;
- Manage or support volunteers wishing to assist in the emergency;
- Provide information and advice to the community regarding animal welfare and the care of animals during the emergency, with assistance from DELWP; and
- Fencing needs.

#### **8.11 Australian Veterinary Association (AVA)**

Maintains a database for veterinarians and veterinary nurses wishing to volunteer their time. The AVA will activate its emergency taskforce for level two or three incidents. It will facilitate volunteer “triage veterinarians” and support triage centres, and will support local veterinarians and practices to care for animals affected by the emergency.

Private veterinarians and veterinary practices will provide services as required to their clients and animal owners, and as required by assessment teams (for example RSPCA and DELWP).

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

A support agency to DELWP for animal welfare during emergencies. Undertake animal welfare assessments in accordance with plans and guidelines. Provide advice to companion animal carers on welfare needs for animals in their care. Support animal triage centres as required.

#### **8.13 Victoria Police**

Ensure animal welfare is considered as part of state response plans. Ensure arrangements are in place as part of traffic management to enable effective and timely delivery and removal of live stock and animal welfare needs.

**8.14 SES and CFA Victoria**

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

**8.15 Wildlife shelters and carers including Wildlife Victoria**

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

## 9 Operational arrangements

### Preparedness, prevention, response and relief/recovery

#### 9.1 Preparedness

Animal welfare support services will be represented by Wodonga Council and DELWP at the Municipal Emergency Management Planning Committee and/or the Emergency Animal Management Sub Committee.

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

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

- POCTA authorisation;
- First aid;
- Basic wildfire awareness;
- Work health and safety; and
- Livestock and domestic animal handling.

**Personal protective equipment - need for supply of overalls, work gloves, goggle/mask for animal diseases, and if officers will be entering the fireground they will need fire retardant overalls and boots, and helmet.**

#### 9.2 Prevention

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

#### 9.3 Response/relief

In the event of an emergency incident that is impacting animals, an appointed DELWP, MECC liaison officer or DELWP animal welfare liaison officer will interact with the MERO or their deputy to ensure animal welfare arrangements are in place

Emergency management groups as appointed by combat agencies may fulfil all or part of the above. In situations where a MECC has not been established, consultation will occur between the council contact and the DELWP animal welfare contact.

#### 9.4 Recovery

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

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

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

Longer term animal welfare needs will be documented and addressed through municipal recovery plans, in consultation with the DELWP function, particularly where the resources of the council is overwhelmed, or the nature and extent of the emergency involves specialist intervention.

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 and DELWP websites.

#### **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 the council's webpage, press releases or other print publications and will be designed to support information communicated to the wider community by the Department Environment, Land, Water & Planning and support agencies.

Information relating to emergency planning for animals including pets, livestock and horses has been sourced from the DELWP website at [DELWP.vic.gov.au/pets/pet-care/pets-and-emergencies](http://DELWP.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); and
- Large animal checklist – enacting your bushfire plan (January 2013).

#### **DELWP liaison/animal welfare liaison officer**

In the event of an emergency impacting animals, an appointed DELWP MECC liaison officer or DELWP 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 DELWP animal welfare contact listed in this plan.

Longer term animal welfare needs will be documented and addressed through the *City of Wodonga Municipal Recovery Plan* in the MEMP such as:

- Use of sale yards and feeding of animals;
- Use of medication from veterinary services;
- Use of showground to house and feed animals; and
- Use of council tankers to supply water for animals.

## **10 Emergency animal welfare services**

The City of Wodonga 2011 Census states Wodonga's population at 36,043, with residents residing over an area of 43,280 hectares (433 km<sup>2</sup>). Pet ownership across the city of Wodonga for 2013 was 6478 registered dogs and 1750 registered cats, plus a 30 per cent margin of error for unregistered animals. This does not include other animal types including livestock (cattle, sheep, lamas and alpacas), horses, ponies, poultry and other companion animal types including but not limited birds, fish and reptiles. If an event occurs in the Indigo or Towong shires, this could impact on services provided by the Wodonga Council.

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 council will be required.

### **10.1 Animal welfare services**

There are a number of services that the council can call upon that have the resources to assist in the event of an emergency situation. Some of the agencies are as follows:

- RSPCA;
- Lost Dogs Home;
- Cat Protection Society Victoria;
- Victorian Animal Aid Shelter – *Coldstream*;
- Project Hope, Horse Welfare Victoria;
- Wildlife Victoria;
- Wildlife Rescue and Information Network (WRIN);
- Wildlife Rescue and Emergency Service (WRES); and
- Australian Wildlife Rescue Organisation(WIRES).

### **10.2 Identification of affected animals**

In the event of an emergency, information on registered animal populations can assist scope 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 and Property tab for the incident. Wodonga Council also has the capability to scan cats and dogs.

The council will work with DELWP in the identification of impacted livestock (DELWP) and companion animals (council) populations through the DELWP liaison officer or DELWP animal welfare liaison officer at the MECC. In smaller scale incidents where these roles have not been activated, the council and/or DELWP/Parks Victoria will work with the DELWP animal welfare officer listed in this plan.

### **10.3 Management of displaced animals**

#### ***Managing animals presenting at emergency relief centres***

Local government is responsible for the coordination and operation of emergency relief centres (ERC). Emergency relief centre locations are listed in the MEMP and are activated based on need during an incident.

The council's policy on managing evacuated animals that present at emergency relief centres with their owners/carers is to:

- Arrange to have their pets stay at a relative or friend's house;
- Provide short-term accommodation at and emergency relief centre;
- Advertise suitable alternative and short-term accommodation options to encourage owners to plan in advance; and
- Direct owners to temporary boarding facilities at the showground exhibition centre or saleyards.

A decision as to the best option should be based on the circumstances of the incident (for example, pre-planned evacuation versus emergency evacuation, type of animal, suitability of emergency relief centre to house animals).

Further information relating to emergency relief centres can be found in Appendix 2 - Emergency relief centres and animal welfare processes.

***Emergency containment of displaced (unconfined 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; and
- In other cases where animals cannot be contained, they will be monitored where possible.

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

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

DELWP 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 DELWP for actioning through the DELWP liaison officer at the MECC or ICC, or the DELWP animal

welfare liaison officer. In smaller scale incidents where these roles have not been activated, reports can be sent to the DELWP animal welfare officer listed in this plan. DELWP will liaise with both council officers and RSPCA to ensure a coordinated and appropriate response.

Wildlife welfare assessment needs will be reported to the incident controller or planning officer in the incident management team, or wildlife welfare officer if in place. In smaller scale incidents where these roles have not been activated, reports will be sent to the DEDJTR/Parks Victoria contact listed in this plan.

The council may engage a contractor (for example, veterinary) to carry out animal assessment and destruction activities. CSOs may be utilised to carry out these activities based upon correct authorisation and training.

### **10.5 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.

In the event of an incident where local services are overwhelmed, assistance will be requested via the DELWP liaison officer. Triage sites will be determined per incident basis.

For example, in the event of a disease outbreak/detection at the saleyards, animals may need to be tested, processed and disposed of off-site.

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

### **10.6 Coordination of carcass disposal**

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

DELWP will provide any information it has on carcass disposal needs (number and type of animals and location) to assist the 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 practically possible, the council will call upon the following options:

- Licensed landfill;
- Rendering plant; and
- 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).

Prior to organising any movement of animal carcasses to interstate landfill sites, the DELWP animal liaison officer should be consulted to ensure that there are no restrictions in place of the movement of deceased animals cross border.

### **10.7 Emergency fodder**

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

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

- Wodonga saleyards (Northern Victoria Livestock Exchange); and
- Local service groups.

Suitable sites within the municipality include:

- Wodonga saleyards;
- Showgrounds;
- Wodonga Waste Transfer Station;
- Emergency relief centres (domestic and companion animals);
- Adjoining municipality sites; and
- Any other suitable site (Mars Petcare may enter into an agreement to supply pet food at cost if required to relief centre – cost recovery through Victorian Department of Treasury and Finance).

### **10.8 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 North East Water;
- Other sites that may be utilised could be bulk raw water removal from Wodonga Creek/Murray and Kiewa rivers once suitable sites are established (low level river access, away from raw water intakes).

### **10.9 Donations and volunteers**

In large scale emergencies, donations of money or other material aid for animals may be made. The 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; and
- Appropriate agency to coordinate donated goods as per *Municipal Recovery Plan*.

### ***Offers of volunteer assistance***

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

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

Reports received at the MECC 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.

Referrals received at the MECC of animals requiring services provided by the council will be recorded in Crisisworks with action initiated within 24 hours of receipt.

### **10.11 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. The council agrees to manage and share information in accordance with the principles of the *Information Privacy Act 2000*, its own privacy policies and guidelines provided by the Office of the Victorian Privacy Commissioner (Info sheet 02.10). Where information is disclosed, the 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.

### **10.12 Process for requesting additional resources**

The council may draw on resources from the following municipalities as per the resource sharing agreement/memorandum of understanding and other organisations in the delivery of animal welfare services always through the MERO:

- Indigo Shire;
- Towong Shire;
- Albury City Council;
- Department Environment, Land, Water & Planning; and
- 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 the DELWP MECC liaison officer or DELWP animal welfare liaison officer.

### **10.13 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 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 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 the 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 MERC to the MERO to open the MECC, then to notify 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.

**Appendix 1- Contact information**

Service	Organisation/business name	Contact name/role	Phone/email	Address
<b>Municipal Emergency Animal Welfare Team</b>				
Team leader compliance	Wodonga Council	Craig McClanahan	P: (02) 6022 9260 M: 0413 129 981 E: cmclanahan@wodonga.vic.gov.au	PO Box 923 Wodonga 3689
Civic services officer	Wodonga Council	Mark Morey	P: (02) 6022 9300 E: cservices@wodonga.vic.gov.au	PO Box 923 Wodonga 3689
Civic services officer	Wodonga Council	Matthew Foster	P: (02) 6022 9300 E: cservices@wodonga.vic.gov.au	PO Box 923 Wodonga 3689
Civic services officer	Wodonga Council	Kelvin Duke	P: (02) 6022 9300 E: cservices@wodonga.vic.gov.au	PO Box 923 Wodonga 3689
<b>Identification of affected animals</b>				
Livestock identification	DELWP (NLIS)		P: 1800 678 779 <b>Information line</b> E: nlis.victoria@dpi.vic.gov.au W: DELWP.vic.gov.au	
Pet identification	Microchip registers			
<b>Management of displaced animals</b>				
Shelters				
Pounds	Wodonga Council	Craig McClanahan	As above	
Boarding establishments	<a href="#">Family Vet Centre</a>		P: (02) 6041 2522 E: <a href="mailto:familyvet@familyvet.com.au">familyvet@familyvet.com.au</a>	243 Borella Rd Albury 2640
Albury City Council pound			(02) 6025 9682	
Animal transport providers				
Cage hire/traps	Vebopet		P: (02) 9029 9385 W: <a href="http://vebopet.com.au/dog-crate.html">vebopet.com.au/dog-crate.html</a>	
<b>Animal welfare assessment</b>				
Livestock and companion animal impacts	DELWP	Manager animal health field services, state emergency animal	P: 136 186	

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		welfare coordinator		
Wildlife impacts	DELWP or Parks Victoria	Statewide program leader - biodiversity	P: 136 186	
<b>Animal destruction</b>				
Livestock and companion animal	DELWP			
	Other (list)			
Wildlife impacts	DELWP or Parks Victoria			
	Other (list)			
<b>Veterinary Treatment / Triage</b>				
Veterinary practices	<a href="#">Albury Wodonga Vet</a> Melrose Animal Hospital (Wodonga)	Dr Rohan GOYNE	P: (02) 6056 1544 <b>Emergency all hours</b> E: <a href="mailto:general@hmah.com.au">general@hmah.com.au</a>	Cnr Melrose Drive and Brockley St Wodonga 3690
	Hume Animal Hospital (Albury)		P: (02) 6025 4088 <b>Emergency all hours</b>	Mate St Albury North 2640
	<a href="#">Family Vet Centre</a>	Dr Peter Lee	P: (02) 6056 4400	75A Thomas Mitchell Drive, Wodonga 3690
	<a href="#">Hume Equine Centre</a>	Dr Bob Fielding	P: (02) 6040 2709	4 Horan Crt Albury 2640
	All Pets Animal Hospital		P: (02) 6023 1444	119 Borella Rd Albury 2640
	<a href="#">Family Vet Centre</a>		P: (02) 6041 2522 E: <a href="mailto:familyvet@familyvet.com.au">familyvet@familyvet.com.au</a>	243 Borella Rd Albury 2640
	<a href="#">Dr Jana's Veterinary Centre</a>		P: (02) 6040 9099	323 Wagga Rd Lavington 2641
	Tallangatta Veterinary Clinic		P: (02) 6071 2594	107 Towong St Tallangatta 3700
	<a href="#">Rutherglen Veterinary Clinic</a>		P: (02) 6032 8930	149 Main St Rutherglen 3685
	Beechworth Veterinary Clinic		P: (03) 5728 2410	6a Camp St, Beechworth VIC 3747, Australia
Wildlife carers	Wildlife Victoria		P: (03) 9445 0310 E: <a href="mailto:office@wildlifelifevictoria.org.au">office@wildlifelifevictoria.org.au</a>	Suite 3, 288 Brunswick St

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			<b>(Office hours)</b> P: 13 000 94535 <b>(Emergency response service)</b> W: <a href="http://wildlifevictoria.org.au/wildlife-victoria-rescue">wildlifevictoria.org.au/wildlife-victoria-rescue</a> <b>(On-line reporting)</b>	Fitzroy 3065
Volunteer vets/vet nurses	Australian Veterinary Association		Refer to local veterinary services list.	
Triage support	RSPCA Victoria		P: (03) 9224 2223 E: <a href="mailto:rspca@rspcavic.org.au">rspca@rspcavic.org.au</a>	Burwood East
	Other (list)			
<b>Carcass disposal</b>				
Transport	Albury Horse Transport Franks Transport		0407 078 708  (02) 6071 1722	
Landfill sites	Albury City			
Knackeries	Neil Franks		0418 572 106	
Approvals	EPA North East		P: 1300 EPA VIC ( <a href="tel:1300372842">1300 372 842</a> ) E: <a href="mailto:contact@epa.vic.gov.au">contact@epa.vic.gov.au</a> F: (03) 5721 2121	27–29 Faithful St Wangaratta Victoria
<b>Water supplies</b>				
Water authority	North East Water	Mark Goldsworthy, emergency management coordinator	P: 0427 502 883 P: 0400 360 017 <b>Duty manager</b>	PO Box 863 Wodonga 3689
<b>Donated fodder supplies</b>				
Victorian Farmers Federation			P: 1300 882 833 W: <a href="http://vff.org.au">vff.org.au</a>	
<b>Animal welfare groups</b>				
<b>Neighbouring local government contacts</b>				
Indigo Shire	MERO	Mark Greene	P: (03) 5728 8000	
Towong Shire	MERO	Jamie Heritage	P: (02) 6071 5100	
<b>Other</b>				
Pest removers	Econopest		P: 1300 655 774 E: <a href="mailto:admin@economicpest.com.au">admin@economicpest.com.au</a>	PO Box 5163 Wodonga VIC 3690

Organisation	Phone Number	Website
Department Environment, Land, Water & Planning	136186	<a href="http://DELWP.vic.gov.au">DELWP.vic.gov.au</a>

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Bureau of Animal Welfare (DELWP)	136186	<a href="http://DELWP.vic.gov.au/animalwelfare">DELWP.vic.gov.au/animalwelfare</a>
Department of Human Services	1300 650 172	<a href="http://dhs.vic.gov.au">dhs.vic.gov.au</a>
Australasian Animal Record	1800 025 461	<a href="http://aar.org.au">aar.org.au</a>
Australian Veterinary Association	(03) 9600 2930	<a href="http://ava.com.au">ava.com.au</a>
Cat Protection Society of Victoria	(03) 9434 7155	<a href="http://catprotection.com.au">catprotection.com.au</a>
Central Animal Records	1800 333 202	<a href="http://car.com.au">car.com.au</a>
Dog obedience clubs		<a href="http://dogsvictoria.org.au">dogsvictoria.org.au</a>
Dogs Victoria	(03) 9788 2500	<a href="http://dogsvictoria.org.au">dogsvictoria.org.au</a>
Donkey Shelter Inc	(03) 9436 1713	
Feline Control Council	(03) 9720 8811	<a href="http://hotkey.net.au/~fccvic/">hotkey.net.au/~fccvic/</a>
Ferret Rescue	0428 553 609	<a href="http://vicferrets.org.au">vicferrets.org.au</a>
Governing Council of Cat Fancy	(03) 9752 4217	<a href="http://cats.org.au">cats.org.au</a>
Help for Wildlife	0417 380 687	
Local councils		<a href="http://mav.asn.au">mav.asn.au</a>
Lort Smith Animal Hospital	(03) 9328 3021	<a href="http://lortsmith.com">lortsmith.com</a>
National Pet Register	1300 734 738	<a href="http://petregister.com.au">petregister.com.au</a>
Petcare Information and Advisory Service		<a href="http://petnet.com.au">petnet.com.au</a>
Petsafe	(02) 9476 5631	<a href="http://petsafe.com.au">petsafe.com.au</a>
Project Hope Horse Welfare Australia Inc	1300 881 606	<a href="http://phhwv.org.au">phhwv.org.au</a>
Red Cross	(03) 8327 7700	<a href="http://redcross.org.au">redcross.org.au</a>
RSPCA (Victoria)	(03) 9224 2222	<a href="http://rspcavic.org">rspcavic.org</a>
The Lost Dogs' Home	(03) 9329 2755	<a href="http://dogshome.com">dogshome.com</a>
VicRoads	131 171	<a href="http://vicroads.vic.gov.au">vicroads.vic.gov.au</a>
Victorian Animal Aid Trust	(03) 9739 0300	<a href="http://animalaid.org.au">animalaid.org.au</a>
Victorian Bushfire Information Line	1800 240 667	
Victorian Farmers Federation	1300 882 833	<a href="http://vff.org.au">vff.org.au</a>
Whale and Dolphin Emergency Hotline	1300 136 017	<a href="http://DEDJTR.vic.gov.au">DEDJTR.vic.gov.au</a>
Wildlife Victoria	1300 094 535	<a href="http://wildlifelifevictoria.org.au">wildlifelifevictoria.org.au</a>
Zoos Victoria	(03) 9285 9300	<a href="http://zoo.org.au">zoo.org.au</a>

## Appendix 2 - Emergency relief centres and animal welfare processes

### ***Establish animal admission facilities at emergency relief centres***

At the onset of an emergency, the council may establish animal admission facilities in conjunction with the emergency relief centre (ERC). The MEMPC contains information as to the staffing, set up 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; and
- 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.

### **City of Wodonga Emergency Relief Centres**

Name of facility	Address
1. The Cube	Hovell St, Wodonga
2. Wodonga Sports and Leisure Centre	Hedgerow Crt, Wodonga
3. Birallee Park clubrooms	Marshall St
4. Birallee Park change rooms	Marshall St
5. Baranduda Community Centre	3 Sage Crt, Baranduda
6. Felltimber Community Centre	Cnr Melrose Drive and Felltimber Creek Rd
7. Martin Park clubrooms	Gordon St or Vermont St (two entrances)
8. Martin Park players' rooms	Gordon St or Vermont St (two entrances)
9. Nell Wilson Pavilion (showgrounds)	Hamilton Smith Drive (animals)

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

- All animals are held at the owner's 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; and
- 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 securely 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; and

- Arrangements for washing personal protective clothing; and
- Tetanus immunisation.

**Appendix 3 - Animal admission flow charts**

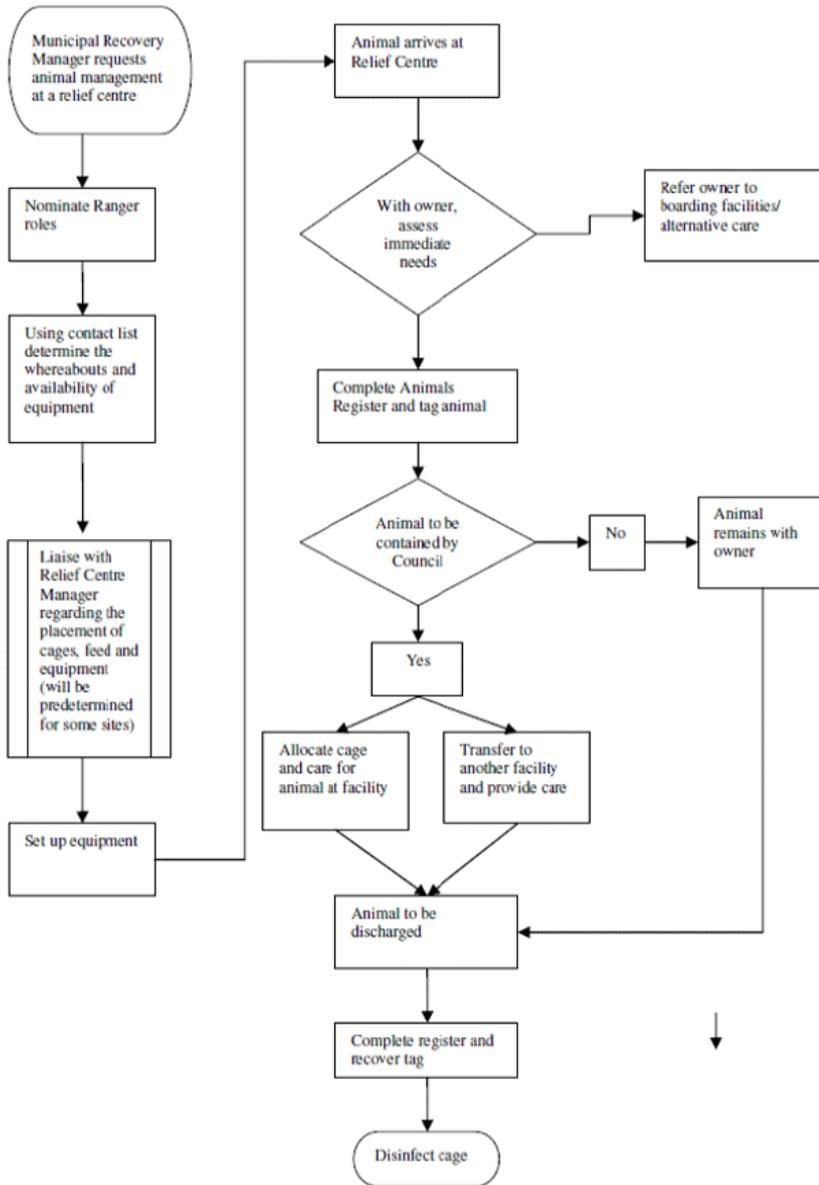


Figure 4: Relief centre operations small animals adapted with permission from *Yarra Ranges Animal Welfare Emergency Management Plan December 2009*.

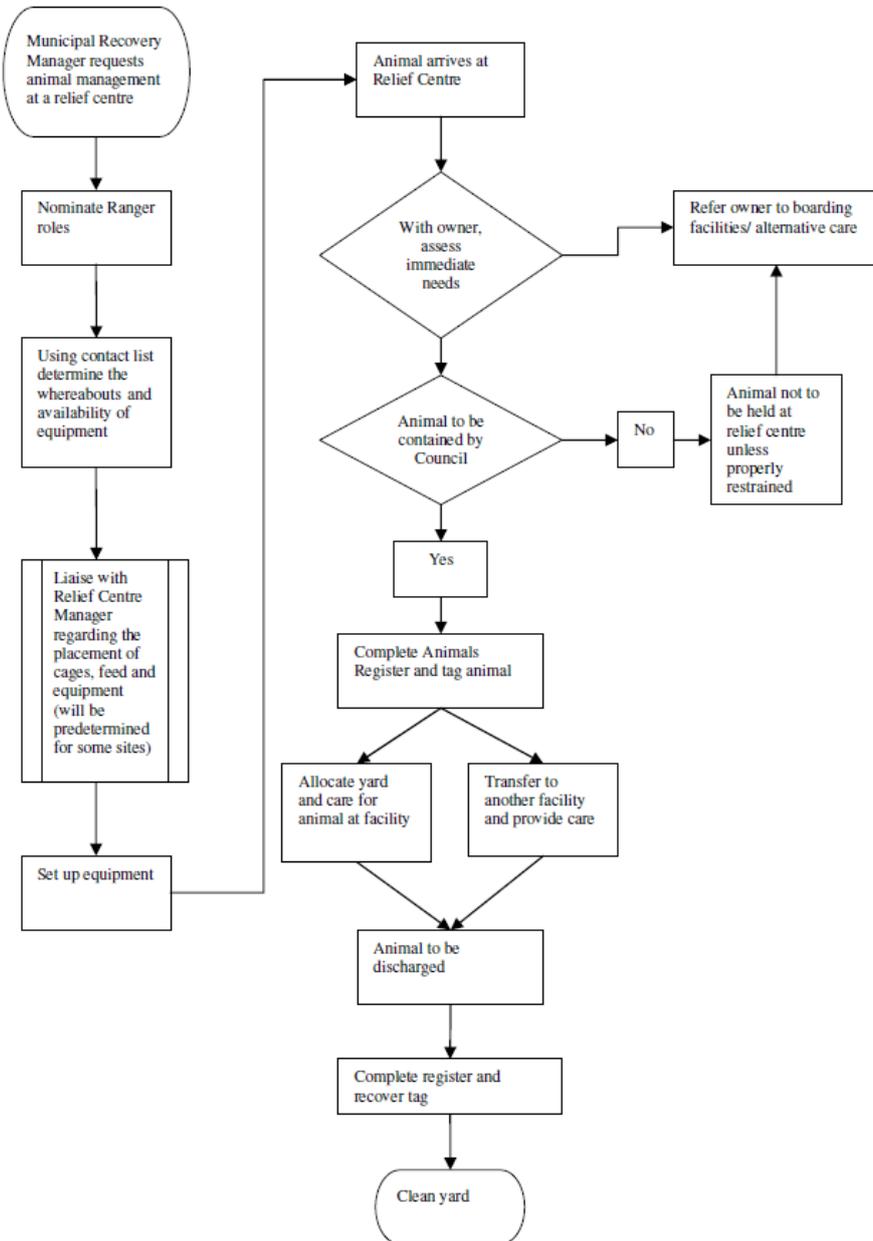


Figure 5: Relief centre operations large animals adapted with permission from *Yarra Ranges Animal Welfare Emergency Management Plan December 2009*.

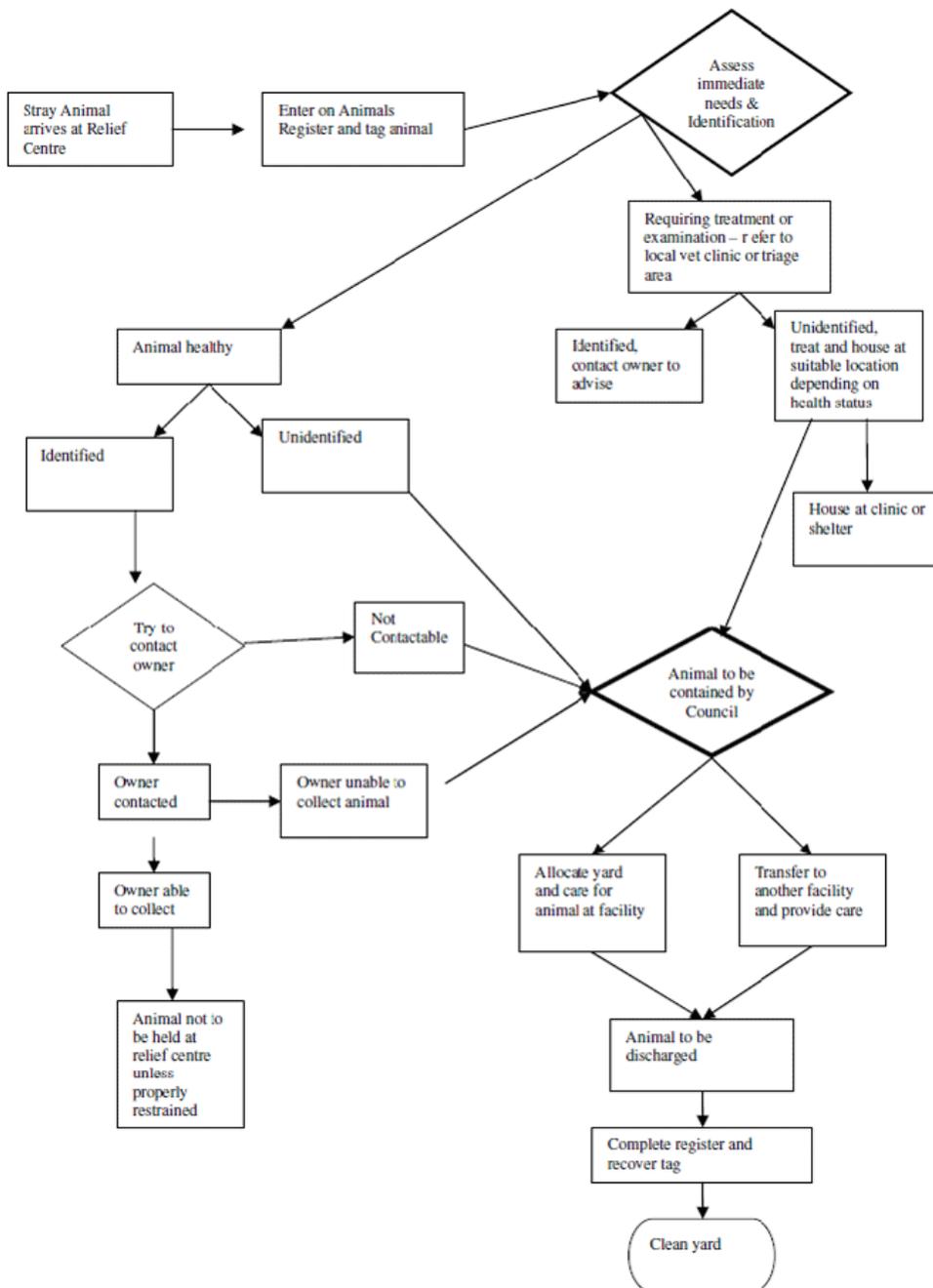


Figure 6: Relief centre operations stray animals adapted with permission from *Yarra Ranges Animal Welfare Emergency Management Plan December 2009*.

#### **Appendix 4 - On-farm burial guidance criteria**

##### 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 per cent (preferably less than 2 per cent);
- Above the one in 100 year flood level;
- At least 200 metres from any surface water (creek, river, lake, spring or 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 (for example, neighbouring house);
- A safe distance from underground and aboveground infrastructure (for example, powerlines, telephone line, gas line, water pipes and sewerage); and
- 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; and
- It may be necessary to incinerate carcasses in some circumstances.

#### **Appendix 5 – Job cards**

Municipal animal welfare team leader – role overview, duties, reporting arrangements

Municipal animal welfare deputy team leader

Municipal animal welfare team members

**Appendix 6 –Emergency animal welfare resources within the municipal district**

Located throughout the city of Wodonga and Albury are a wide range of businesses that may be able to provide emergency animal welfare resources. Prior to sourcing any equipment or supplies outside of the municipality, all efforts should be made to support the local economy first. Volunteer and community organisations that support animal welfare are listed within the contacts list. Details of council plant are contained in the *Wodonga Municipal Emergency Management Plan*.

- Wodonga saleyards;
- Wodonga Racecourse;
- Wodonga Showgrounds;
- Abattoirs;
- Holding yards; and
- Rendering plant.

Date and time received	Name of person presenting the animal	Contact details of person presenting the animal	Owned/un-owned. If unknown, include location found	Alive or dead	Animal type	Sex	Identifying marks including microchip details	Photo number	ID number	Release date and time	Released to whom (contact details)?	Entered into Crisisworks Y/N

Commented [se1]: Table needs adjusting

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**Appendix 7 – Templates – Register of affected animals**

