



SHIRE OF
MANJIMUP



LEMA

Local Animal Welfare Plan 2023 - 2028

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Endorsement of the Local Animal Welfare Plan

The Local Animal Welfare Plan (LAWP) has been developed in accordance with Section 41(1) of the Emergency Management Act 2005 (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Manjimup and as such should not be read in isolation.

The development, implementation and revision of this plan is the responsibility of the Shire of Manjimup in consultation with LEMC and key stakeholders in accordance to the EM Act.

The LAWP was supported by the Shire of Manjimup Local Emergency Management Committees (LEMC) and endorsed by Council.

Chair: _____ Date: _____

Shire of Manjimup Local Emergency Management Committee

_____ Date: _____

Shire of Manjimup President Endorsed by Council

_____ Date: _____

Shire of Manjimup Chief Executive Officer

Disclaimer: This Plan has been produced by the Shire of Manjimup in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed and the Shire of Manjimup expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Document Availability

A restricted copy of this plan is available free of charge and can be found at:

Hardcopy	Online
Shire of Manjimup Administration Office	Shire of Manjimup website
37-39 Rose Street MANJIMUP WA 6258	<u>www.manjimup.wa.gov.au</u>

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the Plan and Arrangements.

Feedback can include:

- What you do and don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback copy the relevant section, mark the proposed changes and forward it to: Chief Executive Officer

Shire of Manjimup

PO Box 1

MANJIMUP WA 6258

Or;

alternatively email to: info@manjimup.wa.gov.au

Any suggestions and/or comments will be referred to the LEMC for consideration. Amendments promulgated are to be certified in the following table when entered.

Amendment		Details of Amendment	Amended By	Document Version
Number	Date		Name	
1.0	27.07.23	Endorse by Council	N Favero	1.0

Related Documents

The *Shire of Manjimup – LEMA - Local Animal Welfare Plan* is consistent with State Emergency Management Policies and State Emergency Management Plans.

The Local Animal Welfare Plan is to be read in conjunction and alignment with the Shire of Manjimup Local Emergency Management Arrangements (LEMA).

Special Considerations

Shire of Manjimup availability:

- Shire of Manjimup business hours are from Monday to Friday 8.15am to 4.30pm.
- Services and resources after hours, weekends and public holidays, numbers are located in the *Shire of Manjimup Emergency Resource Directory*.

Abbreviations and Definitions

The Act	<i>Emergency Management Act 2005</i>
AMF	Animal Management Facility
AEC	Animal Evacuation Centre
AWC	Animal Welfare Coordinator
AWA	Animal Welfare Assistant
LAWP	Local Animal Welfare Plan
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation & Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire & Emergency Services
DPIRD	Department of Primary Industries & Regional Development
ECC	Emergency Coordination Centre
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LAS	Livestock Animal Shelter
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Committee

OIC	Officer In Charge
OASG	Operational Area Support Group
OEM	Office of Emergency Management
PAS	Pet Animal Shelter
RSPCA	Royal Society of Prevention of Cruelty to Animals
SoM	Shire of Manjimup
WAPOL	Western Australian Police Force

Glossary of Terms

Agency	A Government agency, including Commonwealth, State or Local Government Authority.
Animal	Companion animals, domestic pets, livestock including horses and poultry, wildlife, birds and fish.
Animal Evacuation Centre	An identified temporary facility suitable for providing containment and shelter for animals that have been evacuated in an emergency.
Animal Welfare	Animal welfare refers the physical and mental state of an animal in relation to the conditions in which it lives and dies; 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.
Controlling Agency (CA)	A Controlling Agency controls the response activities to a specified type of Emergency. DFES, DBCA and Local Governments all have responsibilities for fires in their relevant jurisdictions under the Bush Fires Act 1954.
Domestic Pets	Small domesticated animals who are portable and would normally accompany the family when they leave the property. Includes; dogs, cats, rabbits, rodents, fish & tame birds.
Fodder	Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.

<p>Incident Controller (IC)</p>	<p>The IC is the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.</p>
<p>Incident Management Team (IMT)</p>	<p>The IMT is a group of incident management personnel comprising the Incident Controller, and the personnel they appoints to be responsible for the functions of operations, planning and logistics.</p> <p>The team headed by the Incident Controller which is responsible for the overall control of the incident.</p>
<p>Incident Support Group (ISG)</p>	<p>An ISG is a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.</p>
<p>Livestock</p>	<p>Animals not normally contained or permitted inside a family residence and would normally stay outside on the property:</p> <ul style="list-style-type: none"> • Any animal being kept for the purpose of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or • Horses, including where used for recreation; or • Any animals prescribed as livestock.
<p>Local Emergency Management Committee (LEMC)</p>	<p>A Local Emergency Management Committee established under section 38 of the EM Act 2005</p>
<p>Organisation</p>	<p>Any non-government or not for profit entity, company or authority.</p>
<p>Pet</p>	<p>Small, domesticated animals who are portable and would normally accompany the family when they leave the property, including dogs, cats, rabbits, rodents, fish and tame birds.</p>

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 and are fit enough to be transported.
Situational Report (SITREP)	A brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.
Support Agency	Any 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 to be treated immediately.
Welfare Evacuation Centre (For People Only)	<p>Welfare Centres are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, and personal support is available for people.</p> <p>Animals (including pets) are not permitted in these centres during an emergency unless they are an assistant dog.</p>
Wildlife	Any vertebrate animal indigenous to Australia, some non-indigenous vertebrates (deer and game birds declared to be wildlife, any terrestrial invertebrates listed as threatened), does not include fish within the meaning of the <i>Fisheries Act 1995</i> .

1. Introduction

1.1 Purpose

The purpose of this plan is to provide guidance to Shire Staff, Hazard Management Agencies, Combat Agencies and Support Agencies to assist the community with the care and management of domestic and native animals during an emergency within the Shire of Manjimup.

1.2 Objectives

The objectives of the Local Animal Welfare Plan are to:

- Support and assist the Local Emergency Management Arrangements;
- Coordinate the function and outline the management structure of animal welfare arrangements;
- Contribute to enhanced public safety and community resilience within the Shire through effective planning and management of animals in emergencies;
- Ensure animals within the Shire are better considered and protected from suffering during and immediately following emergencies;
- Reunite owners with lost animals during and after an emergency;
- Ensure straying animals are impounded for their safety and the safety of the community, road users and emergency services; and
- Increase community knowledge and confidence that animal welfare will be considered and managed during an emergency.

2. Scope

The Local Animal Welfare Plan recognises that the Shire of Manjimup is ultimately responsible for domestic animal welfare during an emergency and it is limited to the care of domestic animals residing within the Shire of Manjimup, during an emergency or disaster. It does not include the routine management of animal welfare during non-emergencies.

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events, often limiting the ability of people to fulfil these obligations. Furthermore, their inability to care for their animals can lead to significant distress in already trying situations.

Though care of native animals may be deemed the responsibility of any Authorised Animal Welfare Inspector, this plan does identify processes that can be undertaken to assist injured, distressed or displaced wildlife during an emergency or disaster.

3. Plan Activation

The decision to activate the *Shire of Manjimup -LEMA - Local Animal Welfare Plan* will be made by the Chief Executive Officer (CEO) on the advice of the Community Emergency Services Manager (CESM).

The CEO will then appoint the role of Animal Welfare Coordinator (AWC) to a suitable Authorised Officer (generally within the Rangers and Emergency Services Department) to implement the plan.

Triggers for plan activation may include such circumstances as:

- Major emergencies such as fire, flood, drought, animal disease outbreak;
- Opening of a Welfare Centre; and/or
- Large scale carcass disposal requirements.

In the case of a large emergency event, an Animal Welfare Assistant/s may also be appointed by the AWC to form part of the Animal Welfare Team (AWT). An AWA will be an employed Shire of Manjimup employee assisting with the enactment of the *Shire of Manjimup – LEMA - Local Animal Welfare Plan*.

Appointment and role allocation of an AWA shall be identified and recorded in the appropriate format for reference as required;

- *Animal Welfare Team Register (Annexure 1)*

4. Roles and Responsibilities

4.1 Animal Welfare Coordinator (AWC)

The Animal Welfare Coordinator who is appointed by the CEO is responsible for the implementation and management of this plan.

On activation of the Local Animal Welfare Plan the Animal Welfare Coordinator will (but are not limited to):

- Establish and maintain liaison with the CEO and/ or Recovery Coordinator concerning all animal welfare issues and management decisions;
- Provide Situational Reports (*Annexure 2*) to the CEO and/ or Recovery Coordinator for IMT or ISG meetings;
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support if activated;
- Establish and maintain contact with the Welfare Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested;
- Appoint Animal Welfare Assistant(s) and form the Animal Welfare Team, if required, to assist in the administration or logistics associated within this plan;
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times;
- Request Veterinarians support and assistance for animals requiring veterinary assessment or treatment;
- Liaise with Shire Media Officer on preparation and release of public information concerning animal welfare as required;
- Attend and/or arrange a debriefing session during and post incident with Animal Welfare Assistants, Volunteers, Shire Staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the CA or HMA.
- Seek authorisation from the HMA / IC to patrol areas affected by the emergency (in consultation with DPIRD / DBCA) to assist impacted animal and wildlife.

4.2 Animal Welfare Assistant (AWA)

On activation of the Animal Welfare Support Plan the Animal Welfare Assistant(s) will:

- Form part of the Animal Welfare Team (AWT);
- Assist in the evacuation of threatened animals under the guidance of the HMA / DPIRD / AWC;
- Provide support and assistance to the Animal Welfare Coordinator in the management of animal welfare issues as requested;
- Maintain appropriate records for animals evacuated to the Animal

Evacuation Centre or where a temporary Animal Welfare Facility has been established;

- Manage the welfare and safety of animals received at the Animal Evacuation Centre or where a temporary Animal Welfare Facility has been established.
- Liaise with available Veterinarians for animals requiring veterinary assessment or treatment;
- Participate in patrols of the area impacted by the emergency to assist impacted animals and wildlife once the area is deemed safe to do so by the HMA / IC;
- Assist in transporting evacuated animals to the Animal Evacuation Centre as required;
- Complete and maintain all *Animal Evacuation Registration Forms (Annexure 3)*.

4.3 Animal Evacuation Centre (AEC)

On activation of the Local Animal Welfare Plan the Animal Evacuation Centre will:

- Liaise directly with the AWC;
- Record and register all requests for assistance that are received;
- Record and provide welfare and housing of any animals requiring assistance (within limitations);
- Maintain register identifying all personnel and resources in the field (in relation to the LAWP);
- Maintain *Evacuated Animal Register – Office Use Only (Annexure 4)*.
- Maintain *Found Animal Register – Public Display (Annexure 5)*
- Maintain *Lost Animal Register – Office Use Only (Annexure 6)*

4.4 Shire of Manjimup Ranger Services

The Shire of Manjimup Ranger Services team is made up of one (1) Senior Ranger and two (2) Rangers. These are all full time positions.

The two Rangers report directly to the Senior Ranger with the Senior Ranger reporting directly to the Community Emergency Services Manager. The Senior Ranger and two other Rangers are the primary officers responsible for undertaking the duties of the LAWP.

It is important to note however, that the Ranger Services team also fulfil other logistical roles during emergencies, so their service availability may be limited.

4.5 Animal Owners

Animal owners are ultimately responsible for the welfare of their pets and livestock at all times, including during emergency/disaster situations.

4.6 State Agencies and Support Groups

Given the varying nature and size of emergency events it may be necessary to request the assistance of other State Agencies or Support Groups to carry out effective animal welfare operations. These may include;

Department of Biosecurity, Conservation & Attractions (DBCA)

DBCA has a Wildcare Helpline (9474 9055) which is a 24 hour-a-day, seven-day-a-week telephone referral service which enables members of the public who come across a sick/injured/orphaned native wildlife animal to obtain advice as to how to find care for the animal.

Department of Primary Industries & Regional Development

DPIRD are the recognised HMA for emergency management of any significant:

- Animal pest or disease; and
- Plant pest or disease which could result in an outbreak that potentially could cause significant damage to property, the environment and/or harm humans and/or industry.

DPIRD may be able to assist with:

- Activation of the State Animal Welfare Plan;
- Working with stakeholders to identify and manage biosecurity risks;
- Conduct inspections related to biosecurity risks; and
- Provide quarantine services as required.

5. Service Provisions and Prioritisation

5.1 Priorities

In an emergency event, priority of rescue, shelter and care may be given to the following first:

- Assistance Dogs; Guide Dogs; Hearing Dogs; and
- Service Dogs; Rescue Dogs; Police Dogs; and
- Companion Pets for the elderly, disabled, or high risk children or adults.

Assessments will occur for each individual animal to determine suitability prior to housing and care.

NOTE: Human life will always take precedent over animal welfare

5.2 Animal Welfare Operations in Emergencies

The coordination of this plan and all animal welfare operations and management shall occur from a centralised location. This may be the:

- Shire of Manjimup Animal Management Facility; or
- Any other location identified by the AWC dependent on time, place and circumstance.

If an AEC/LES/TAS is activated, then an *Animal Evacuation Centre Checklist (Annexure 8)* is to be completed.

5.3 Animal Evacuation Centre (AEC)

The Shire of Manjimup Animal Management Facility located at 16 Wetherell Street, Manjimup is the primary nominated Animal Evacuation Centre (AEC).

The Animal Evacuation Centre is the primary housing facility for the shelter of domestic pets that have been rescued, found roaming, or impounded for other reasons during an emergency. Animals are not allowed into Evacuation/Welfare centres with the exception of assistance/service animals. As such, residents must be urged to seek alternative shelter for their animals with friends/family in areas not affected by the emergency event.

If due to the nature or size of the event, the AEC is unavailable or insufficient, the AWC shall appoint a secondary or replacement AEC until the emergency event is over. The operational functions of the AEC can be viewed on Page 28.

5.4 Livestock Evacuation Shelter (LES)

Livestock are a risk to themselves as much as to emergency responders during an emergency event if left uncontained/unrestrained.

In consultation with the CESM, the AWC will identify the nearest appropriate property or paddock in which to temporarily hold/detain the livestock. During periods of sufficient staff resourcing attempts may be made to identify and contact the owners of the livestock to advise them of the location of their animals and request they make alternate arrangements for them, where safe to do so.

In the instance where the livestock owner cannot be contacted, arrangements may then be made to transport and impound the livestock at a temporary Livestock Evacuation Centre. This may be at a racetrack, trotting track, horse and pony club, equestrian centre or other suitable area as appointed by the AWC. The functions of the LES are set out on Page 28.

5.5 Equine (Horses/Ponies/Donkeys)

The Shire of Manjimup acknowledges the need for facilities suitable for horses to be temporarily held/impounded during an emergency. Facilities may vary depending on the situation and availability, however, residents should be strongly encouraged where possible to evacuate their animals to friends/family in an area well outside of the emergency zone.

5.6 Temporary Animal Shelter (TAS)

Apart from assistance/service dogs, animals are not permitted in Welfare Centres. In the interests of assisting with the wellbeing of both the animals and their owners (as both may become greatly distressed if separated during an emergency event), the AWC may allocate a suitable area near the Welfare Centre where a Temporary Animal Shelter may be established. This may be a Shire of Manjimup reserve, oval or other suitable shaded area nearby. The functions of the TAS are set out on Page 28.

Note: Should a TAS be established, requirements may include temporary fencing, shade tents, food and waste equipment, and watering equipment.

5.7 Animal Management Facilities and Contacts

Possible Animal Management Facilities dependant on availability and holding capacities can be found on Table 8 of the *Shire of Manjimup Local Emergency Management Arrangement*. All relevant contacts for these facilities are located within the *Shire of Manjimup Emergency Resource Directory*.

6. Animal Welfare and Assessment

Every possible effort should be made to minimise the level of pain and suffering of any affected animals with the resources available at the time. The timing of assessment, treatment application, and humane destruction or salvage slaughter activities are all critical to the success of this effort.

6.1 Assessment

Should a member of the public or emergency service personnel become aware of any animal in need of welfare assistance, the AWC should be notified immediately so they may provide response accordingly.

On-ground assessments can begin only once the controlling HMA provides authorisation to enter the affected area. The team of personnel for these assessments will be made up of officers from relevant agencies (SoM, DFES, DBCA, DPIRD, WAPS, RSPCA). Animals will be assessed based on their need for treatment, immediate humane destruction or salvage slaughter.

Wildlife animal welfare needs are determined under the direction of DBCA, who will determine whether affected wildlife will require any intervention or treatment methods to recover from the event.

6.2 Treatment

In the instances where veterinary treatment is required for an animal, every effort will be made to contact the animal owner/carer. It will then be recommended that the owner/carer seeks advice from a private veterinarian.

Should the emergency become a large scale event, private veterinary clinics may be operating beyond capacity resulting in the need to establish temporary additional triage sites for the purpose of assessing an animals and providing treatment, immediate euthanasia, or salvage slaughter. Additional support for local veterinary practices in the form of voluntary veterinarians, veterinarian nurses or supplies, may be sought via the RSPCA, WAPS, WARA or other suitable agency.

6.3 Humane Destruction or Salvage Slaughter

When an animal is identified as needing to be immediately euthanised or sent for salvage slaughter, every effort will be made to contact the owner/carer of the animal and consult with them. Where this is not possible and the animal is suffering, the owner/carer will be notified as soon as possible of the outcome.

It is the responsibility of the person in charge of the animals at the time to arrange for the humane destruction or salvage slaughter of emergency affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival. In situations where the owners cannot be found, indemnity for immediate humane destruction in their absence is provided by the *Animal Welfare Act 2002*.

Wildlife emergency plans and protocols from DBCA detail the procedures for euthanising wildlife. Under the Bushfire Protocols (which can be applied in other emergency events also) the triage veterinarian is responsible for assessing the need for immediate humane destruction.

Authorised Officers pursuant to the *Animal Welfare Act 2002*, who are trained and equipped appropriately may also assist with the humane destruction of animals when the person in charge cannot (or will not) perform the necessary actions to alleviate the suffering of their animals. These officers may be from any of the following agencies/authorities:

- Shire of Manjimup;
- Western Australia Police Force;
- Department of Primary Industries & Regional Development;
- Department of Biodiversity, Conservation & Attractions; and
- Royal Society of Prevention of Cruelty to Animals.

6.4 Disposal

In order to reduce the risk to human health and to avoid adversely affecting morale of emergency personnel and the community, it is critical that animal carcasses are disposed of in a timely manner. The critical need to minimise the risks associated with disposal including biosecurity, environmental contamination and/or the spread of disease mean that it is essential approved disposal methods be adhered to at all times.

There are a number of carcass disposal options available including disposal at an appropriately licensed landfill site, knackeries and rendering facilities, as well as high temperature incineration. Disposal on private and government owned sites such as unlicensed/decommissioned landfill sites may be allowed subject to Section 30A of the *Environmental Protection Act 1986*. However, this will require the development of a site management plan.

7. Exotic Diseases

The HMA for exotic animal diseases is the Department of Primary Industries & Regional Development (DPIRD). Such diseases have been experienced in the past decade with both Swine Flu and Avian Influenza.

The WA State Exotic Disease Controller will be the Chief Veterinary Officer from DPIRD shall coordinate the response to exotic diseases using the AUSVET Plan.

The AUSVET Plan provides guidance for:

- Identification of the disease;
- Quarantine of stock and property;
- Euthanasia and disposal of infected stock; and
- Movement or standstill or; stock, machinery, produce and people.

The Shire of Manjimup may be requested by the WA State Exotic Disease Controller to assist in operations implemented once an exotic disease has been confirmed.

8. Public Information

State Hazard Plan – Emergency Public Information requires the provision of public information during an emergency event must be deliberate, planned and sustained.

Effective information management is a key component in rebuilding the confidence of the community following an emergency. This plays a critical role in engaging the community to invest in its own recovery steps.

Public information is to be coordinated and released through the Incident Management Team. All Shire of Manjimup media statements are to be released via the Shire's Media Officer, CEO or Shire President.

All other members of staff are not permitted to talk to or engage with the media unless authorisation is given by the CEO.

Planning Actions

- Provide ongoing 'animals in emergencies' preparation information to residents through different forms of media and the Shire of Manjimup network.

Emergency Actions

- Clearly display *Found Animal Register (Annexure 5)* at the AEC; and
- Print and electronic media may both be utilised in efforts to reunite owners with their animals.

9. Administration

9.1 Data Management and Record Keeping

The AWC shall be responsible for effective and controlled data management when this plan is activated.

All relevant forms shall be completed, copied and registered into Content Manager. Original documents shall be filed appropriately for future reference when required.

9.2 Financial Management

The *Local Government Act 1995, Section 6.8(1)(c)* grants the Shire President the authority to authorise unbudgeted expenses in an emergency.

Subject to approval by the Shire President, the AWT under the direction of the AWC shall be responsible for authorising expenditure in relation to;

- Animal supplies;
- Veterinary expenses;
- Any other items deemed necessary for the function of the AEC, LAS or TAS.

These expenses shall be recorded in the *Animal Emergency Expenditure Form (Annexure 7)* by any authorised individual acting as the AWC or an AWA.

Financial management is inclusive of all acquisition, distribution and accounting for funds.

Done correctly it should ensure;

- Streamlining of financial processes;
- Cooperation between both public and private sectors; and
- Appropriate levels of financial response.

NOTE: A Shire of Manjimup Officer must only expend up the amount as delegated by the Chief Executive Officer regardless of the situation. Further advice is to be sought if the officer intends to exceed the delegated amount.

9.3 Insurance

As stipulated in the *Emergency Management Act 2005*, liability insurance shall be provided for by the HMA for the event to cover all workers and volunteers working in the IMG structure and under the direction of the IC of the HMA and the Shire of Manjimup has insurance that covers all employed personnel.

10. Recovery

When the emergency response phase has ended, the HMA IC will notify the AWC that they are withdrawing from the incident and the Recovery Phase commences.

At this point both operational and organisational arrangements must be scaled down, with the responsibility for completion of any outstanding tasks being assigned and acknowledged.

The Animal Welfare Coordinator may still be involved in actions during the recovery phase in conjunction with the Local Recovery Coordinator to assist in restoring the community to the point where they can resume normal social and economic activities.

11. Debriefing / Final Report

At the end of any activation of this plan, the AWC is required to facilitate a debriefing session for all workers and volunteers who assisted during the event.

The AWC is also responsible for preparing a full report on the event, inclusive of a debriefing report to be provided to both the LEMC and the CESM.

Establishment of an Animal Evacuation Centre (AEC)

Operation of the AEC must include the following tasks:

- Identify each assisted/rescued animal with an ID Number; and
- Keep records of all animals in shelter or temporary transit by completing the *Animal Evacuation Registration Form*; and
- Ensure animals have fresh water daily; and
- Ensure animals are fed at least once daily; and
- Ensure animals are exercised at least once daily; and
- Secure animals safely in a pen/crate or enclosed location; and
- Facilitate the rapid reunion between animal and owner; and
- Update any details pertaining to an individual animal on the running sheet attached the their registration form; and
- Ensure the *Found Animal Register Public Display* is clearly displayed outside the Centre for 24 hour access.

Establishment of a Livestock Evacuation Shelter (LES)

Operations of the LES must include the following assessments/activities:

- Identify each rescued/assisted animal with an ID Number; and
- Keep records of all animals in shelter or temporary transit by completing the *Animal Evacuation Registration Form*; and
- Ensure animals have fresh water daily; and
- Ensure animals are fed at least once daily; and
- Ensure animals are able to exercise; and
- Secure livestock in a safe, temporary location; and
- Facilitate the rapid reunion between animal and owner.

Establishment of a Temporary Animal Shelter (TAS)

Operations of the TAS must include the following assessments/activities:

- Identify each rescued/assisted animal with an ID Number; and
- Keep records of all animals in shelter or temporary transit by completing the *Animal Evacuation Registration Form*; and
- Ensure animals have access to fresh water daily; and
- Ensure animals are fed at least once daily; and
- Ensure animals are able to exercise; and
- Ensure livestock are confined in a safe, temporary location.

ANNEXURES 1-9 (on Pages 31 – 51)

Annexure 1: Animal Welfare Team Register

Annexure 2: Animal Welfare Situational Report

Annexure 3: Animal Evacuation Registration Form

Annexure 4: Summary Sheet – Evacuated Animal Register

Annexure 5: FOUND Animals Register – Public Display

Annexure 6: LOST Animals Register

Annexure 7: Animal Evacuation Centre – Expenditure

Annexure 8: Animal Evacuation Centre Checklist

Annexure 9: Animal Welfare Support Plan Structure

Annexure 2:

Animal Welfare Situational Report

Animal Welfare Coordinator

Incident Name:	
Agency/ Organisation:	
Information Current to:	<i>(Date/ Time)</i>

CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	Horses	Livestock	Other
Location			

Situation Summary*(Brief overview of the situation at the Animal Evacuation Centre)***Issues / Hazards Arising***(Brief description of issues known or expected to arise eg. capacity reached, shortage of resources)***Actions Taken***(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)***Actions to be Completed***(Brief report of schedules/ planned/ proposed actions for the period covered by Sitrep)***Injured Animals**

(Are animals presenting injured, type of injuries, is vet present or required)

Environment/ Safety

(Are there any significant environmental impacts or potential for impacts or safety issues)

Emerging or Expected Issues

12-24 hours

24-48 hours

Next Animal Welfare SITREP due: _____ *(Time / Date)*

SITREP Prepared By:	
Time & Date:	

Notes for Completing SITREP:

- Information in the sitrep should be factual and largely without interpretation and conjecture.
- The information in a sitrep should cover the period between the last sitrep and the next sitrep.
- Sitreps should be brief and not a narrative (read in <3-5 mins). A report should be used for the provision of more detailed information.
- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function.
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.

Annexure 3:

Animal Evacuation Registration Form

RECEPTION INFORMATION				
DATE:	____/____/____	PEN HOLDING OR ID NUMBER:		Photo Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No
TIME:	____:____ HRS			
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	<input type="checkbox"/> Roaming <input type="checkbox"/> Evacuated <input type="checkbox"/> Relinquished			
TRANSPORTED BY:	<input type="checkbox"/> Owner <input type="checkbox"/> Carer <input type="checkbox"/> Agency <input type="checkbox"/> Member of Public			
INJURIES OBSERVED:	<input type="checkbox"/> Yes <input type="checkbox"/> No	NOTIFIED:	<input type="checkbox"/> Animal Welfare Coordinator <input type="checkbox"/> DPIRD	
TYPE OF INJURY:		MEDICATION/ SPECIAL NEEDS:		
ANIMAL DESCRIPTION				
ANIMAL TYPE: (Eg. Livestock – Horse or Domestic – Dog)		ANIMAL NAME:		
ESTIMATED N°:		SEX:		
BREED:		STERILISED:		
COLOUR:		MICROCHIP NO:		
BRAND/ MARKINGS:		VACCINATED:		
AGE:		REGISTERED:		
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	Home:		Mobile:	
EMAIL:				
STAYING ON GROUNDS:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
RELEASE DETAILS OF ANIMAL				
FEES:	\$	<input type="checkbox"/> Paid	<input type="checkbox"/> Unpaid	<input type="checkbox"/> Waivered
OUTCOME:	<input type="checkbox"/> Collected	Name:		
	<input type="checkbox"/> Re-Homed	Where:		
	<input type="checkbox"/> Euthanasia	Reason:		
OWNER/ CARER SIGNATURE:				
RELEASED BY:				
Officer Name:	Signed:	Date:	Time:	

Annexure 8: Animal Evacuation Centre Checklist

Centre: _____

To be completed by the Animal Welfare Coordinator or Assistant

ON ACTIVATION		
Task	Notes	Complete 9
<p>1. Ensure that the facility is not at risk or likely to be impacted by the hazard Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously. Continually monitor the situation.</p>		<input type="checkbox"/>
<p>2. Ensure that the facility has the capacity to support a large influx of Animals and people (if applicable) If an event currently underway or scheduled in the next three days, consider redirecting the request to another facility.</p>		<input type="checkbox"/>
<p>3. Ensure the facility is operational (if applicable)</p> <ul style="list-style-type: none"> • Club rooms, kitchen and amenities to be in good working order • Perimeter fencing secure • Reliable source of power and water • Unrestricted road access and consider route to Department of Communities Welfare Centre 		<input type="checkbox"/>
<p>4. Contact Facility members who are available to volunteers and assist in the management of the Animal Evacuation Centre.</p> <ul style="list-style-type: none"> • Report availability of volunteers to the Animal Welfare Coordinator or Shire Rangers • Draft a basic roster (if applicable) 		<input type="checkbox"/>
<p>5. Establish a registration point Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services:</p> <ul style="list-style-type: none"> • Inform users of facility/ centre arrangements • Log the details of all incoming and outgoing Animals. • Collection of ground fees (if applicable) • Encourage all persons to register at https://register.redcross.org.au/ • Maintain a central point for all queries and the dissemination of information • Display Lost/Found Register 		<input type="checkbox"/>

MANAGEMENT DURING EMERGENCY		
Task	Notes	Complete 9
<p>6. Waiving of fees and rules In extenuating circumstances the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be:</p> <ul style="list-style-type: none"> • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable <p>This is most likely to involve dogs and unattended animals at the grounds.</p>		<input type="checkbox"/>
<p>7. Catering arrangements The facility is under no obligation to cater for the displaced people and this stance is to be communicated with them from the outset. Any donated food should be prepared in accordance with food safety standards.</p> <ul style="list-style-type: none"> • The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food. • Any displaced person still requiring the provision of these basic needs should be redirected to the Department of Communities Welfare Centre. 		<input type="checkbox"/>
<p>8. Donations The centre is not be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are:</p> <ul style="list-style-type: none"> • Animal feed • Animal medical supplies and vet services • Approved catering supplies and services • Facility consumables (i.e. toilet paper) <p>Direct to Department of Communities for Donations</p>		<input type="checkbox"/>
<p>9. Communication - SITREP The Facility Manager is to maintain communication with the following organisations:</p> <ul style="list-style-type: none"> • Animal Welfare Coordinator • AEC Temp or LES • Department of Communities • Other Public Equestrian Facilities <p>Subsequent SITREPS are to be provided every 12hrs at a minimum, or as the situation changes.</p>		<input type="checkbox"/>

<p>10. Animals with unknown owners It is likely that rescued Animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details are to be forwarded to the Ranger Services of the relevant Local Government. The Rangers may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.</p>		<input type="checkbox"/>
<p>11. Administration and finance Accurate records of all centre activities, key decisions and expenditure is to be kept. This information may be required for the post incident review. Costs may be claimable, however confirmation of this is often required prior to activation.</p>		<input type="checkbox"/>
<p>12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions:</p> <ul style="list-style-type: none"> • Front gate attendant • Registration / admin officer • Safety officer (if applicable) 		<input type="checkbox"/>
<p>13. Relief arrangements and shift changes Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. It is advised that centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.</p>		<input type="checkbox"/>

STAND DOWN

Task	Notes	Completed 9
14. Closure of centre The centre is to be closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and Shire. 24hrs notice must be provided to vacate the grounds		<input type="checkbox"/>
15. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or Shire for support services.		<input type="checkbox"/>
16. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the Shire Ranger Services.		<input type="checkbox"/>
17. Clean up The facility is to be left in a clean usable state so that it can quickly return to general business. It is expected that the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		<input type="checkbox"/>

POST EMERGENCY

Task	Notes	Completed 9
18. Debrief The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: <ul style="list-style-type: none"> • Facility Manager • Feedback from users as they leave • Hosting an official debrief session 		<input type="checkbox"/>
19. Request for information It is likely that the facility will be contacted details of those involved, to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. This information is to be released following validation from the Facility Manager.		<input type="checkbox"/>

Annexure 9:

Animal Welfare Support Plan Structure

