ANIMAL WELFARE SUPPORT PLAN

Local Emergency Management Arrangements

Adopted at the OCM held – 25 August 2021
[Resolution 270-21]

Shire of Dardanup

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Contents

1. Administration

1.1 Endorsement of Animal Welfare Support Plan

The Animal Welfare Support Plan (AWSP) 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 Dardanup and as such should not be read in isolation.

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

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

Chair: _____ Date: _____

Dardanup LEMC

_____ Date: _____

Shire of Dardanup President
Endorsed by Council

_____ Date: _____

Shire of Dardanup CEO

Disclaimer: This Plan has been produced by the Shire of Dardanup 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 Dardanup 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.

1.2 Distribution List

Shire of Dardanup	7	P a g e
Chief Executive Officer		
Deputy Chief Executive Officer		
Director Infrastructure		
Director Sustainable Development		
Manager Development Services		
Manager Place and Community Engagement		
Manager Operations		
Coordinator Emergency and Ranger Services		
Ranger Services		
Chief Bush Fire Control Officer		
LEMC		
Department of Communities		
Department of Primary Industry and Regional Development		
Department of Fire and Emergency Services		
Department of Biodiversity and Conservation Attractions		
Department of Transport		
WA Police – Australind		
WA Police – Bunbury		
Australian Red Cross		
Veterinary Services		
Eaton Vet Clinic		
Eaton Pet Vet		
Dardanup Vet		
Animal Welfare Groups		
Dardanup Equestrian Centre		
RSPCA WA		
Saving Animals From Euthanasia (SAFE)		
Bunbury Animal Rescue Rehome Care Inc. (BARRC)		
Roo Rescue WA		
F.A.W.N.A		

1.3 Document Availability

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

Hardcopy	Online
Shire of Dardanup Administration Offices	Shire of Dardanup website
1 Council Drive, Eaton 2 Little Street, Dardanup (during normal business hours)	www.dardanup.wa.gov.au

1.4 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 Dardanup
PO Box 7016
Eaton WA 6232

Or; alternatively email to: records@dardanup.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 Date	Details	Amended by (Initials)
1	2015	Original Document – LEMC Endorsed	**CESC**
2	2021	Full Review	**CERS/ EMO**
3			
4			
5			

1.5 Glossary of Acronyms and Definitions

*See **Appendix 1***

1.6 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

The AWSP is consistent with State Emergency Management Policies and State Emergency Management Plans.

The AWSP is to be read in conjunction and alignment to the Shire's Local Emergency Management Arrangements (LEMA).

1.7.2 Agreements and Understanding

A partnering agreement for the provision of mutual aid during emergencies and post incident recovery is in place between the Cities of Bunbury and Busselton and the Shires of Dardanup, Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup, and Nannup. These parties are referred to as the "Partnering Local Governments" in which all agreed to assist through the provision of additional resources in recovery management during emergencies and post incident recovery.

1.7.3 Special Consideration

Shire of Dardanup availability;

- Business hours of SoD, are from Monday to Friday 0830 hours to 1630 hours.
- Services and resources after hours, weekends and public holidays, numbers are located in the Shire of Dardanup Emergency Contacts and Resources Directory.

2. Introduction

2.1 Background

According to the World Organisation for Animal Health, the term animal welfare means 'the physical and mental state of an animal in relation to the conditions in which it lives and dies'.

Emergencies and natural disasters can have significant impact on the welfare of animals and their owners. Animals can suffer from injury, pain, hunger, thirst, fear and distress, and failure to account for animals puts human life at risk.

There are over 29 million pets in Australia, and we have one of the highest pet ownership rates in the world. Approximately 61% of households in Australia own pets, and majority of these owners consider their pets as a member of the family with two thirds speaking to their pets that resemble a parent-child relationship.

Traditionally, emergency management plans have focused on saving human life and property. However, we have learned from past disasters that failing to recognise the interdependency relationship between humans and animals can result in significant human welfare impacts. The Royal Commission into the Black Saturday fires found that individuals perished as a result of failing to evacuate with their animals and prematurely returning to the fire ground to save their animals.

In the 2020 Black Summer Bushfires, 3 billion animals are estimated to have been killed, injured or seen their habitat destroyed. Wildlife impacts can extend well beyond the initial disaster if their environment has been destroyed.

It is acknowledged that pet owners or carer's ability to address animal welfare issues may be hampered or prevented due to the nature of the emergency. The State Animal Welfare in Emergencies Support Plan developed in 2018 has provided Local Government the opportunity to align local arrangements to acknowledge animal welfare in emergency management planning. Subsequently an Animal Welfare Support Plan at a local level will assist the Controlling Agency or Hazard Management Agency, thus enhancing disaster resilience for the Dardanup community.

2.2 Aim

The aim of the Shire of Dardanup Animal Welfare Support Plan (*the Plan*) is to detail emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

2.3 Objectives

The objectives of this Plan is to;

- Support the Dardanup Local Emergency Management Arrangements (LEMA) by integrating arrangements for animal welfare with the State's formal emergency management procedures.
- Define roles and responsibilities for government, non-government organisations and individuals in the coordination of animal welfare before, during and after an emergency.
- Provide a communications framework for the coordination and collaboration between government agencies, non-government agencies and animal owners.
- Provide useable tools and templates to assist in the coordination of animals in an emergency.

2.4 Related Documents

- State Support Plan – Animal Welfare in Emergencies
- Dardanup Local Emergency Management Arrangements
- Dardanup Recovery Plan
- Emergency Management Act 2005
- Animal Welfare Act 2002
- Biodiversity Conservation Act 2016

2.5 Scope

The scope of this Plan is to provide a coordinated approach to the management of animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the Shire of Dardanup.

For the purposes of this plan and to align with the State Support Plan, animals have been classified into the following five categories;

- <u>Livestock</u> – as defined in the Biosecurity and Agriculture Management Regulations 2013 includes, buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.
- <u>Horses</u> – any horse or equine hybrid.
- <u>Domestic Pets</u> – any animal other than horses kept primarily for companionship, hobbies, sport or work.
- <u>Wildlife</u> – an animal that is indigenous to Australia's land or waters, living without regular human intervention or support and having the meaning of fauna, as defines within the Biodiversity Conservation Act 2016. Prior to being taken into care or under control of supervision, there is no owner or carer for wildlife.

It is also important to note that the Department of Biodiversity, Conservation and Attractions (DBCA) are responsible for coordinating the provision of animal welfare for all animals kept in Perth Zoo and any other DBCA licensed premises.

2.6 Geographic Location
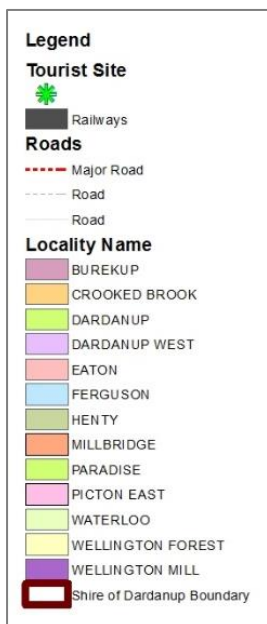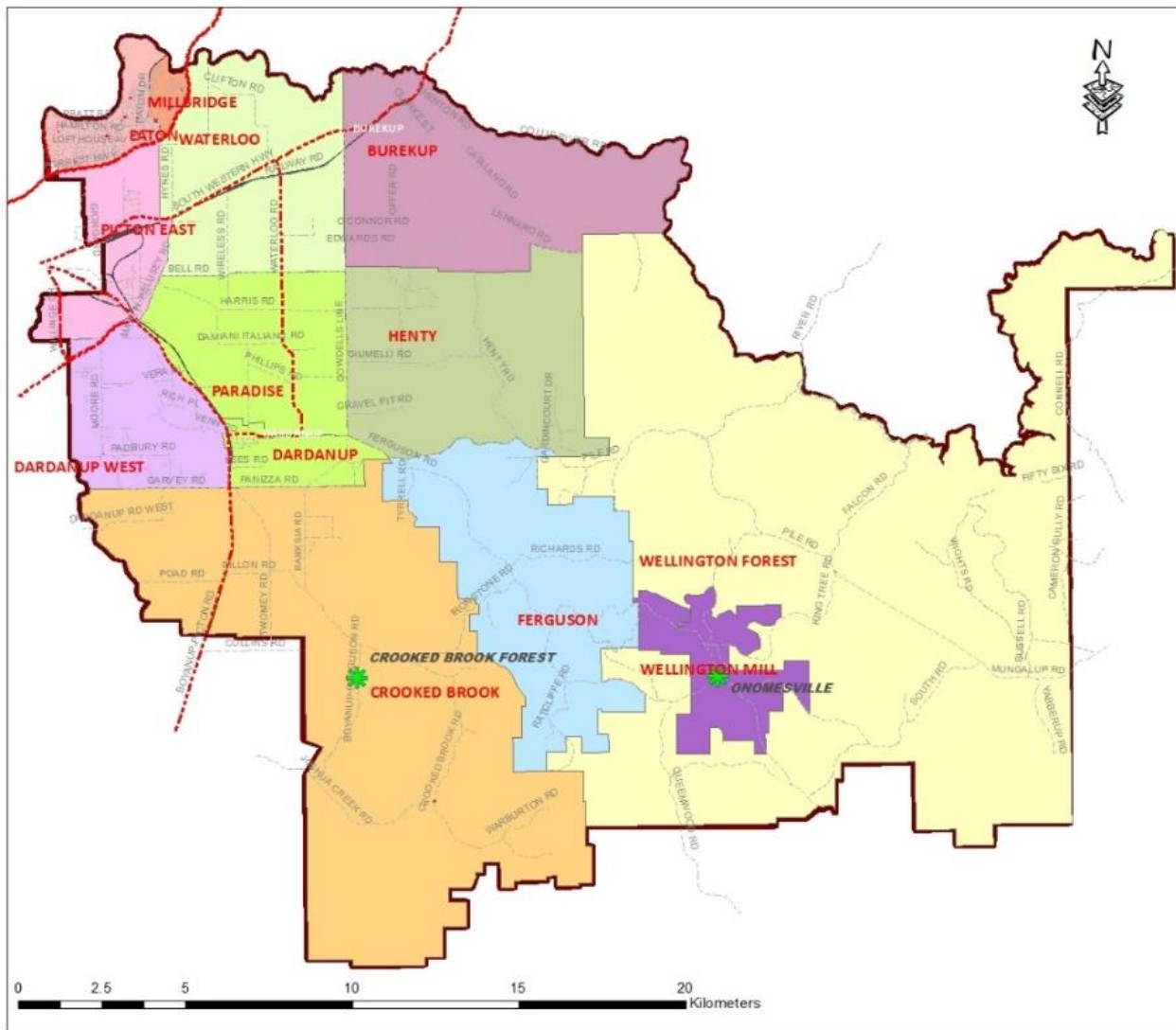
2.7 National Planning Principles for Animals in Emergencies

The National Planning Principles for Animals in Emergencies is built on best practice and are designed to be non-prescriptive tool to support Local Governments in their emergency management planning by ensuring animals are considered.

- Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes

- Explicitly recognise that integration of animals into emergency management plans will help secure **improved human welfare and safety** during disasters

- Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for effective implementation of animal welfare measures

- Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted during writing or reviewing disaster plans

- Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as 'first responders' in disasters and **acknowledge local government expertise in understanding local needs** and resource availability

- Consider how best to ensure effective integration and implementation of the plan by, for example, extensive consultation during the planning process or **inclusion of an animal welfare** element in requirements for **disaster training** exercises

- Include **effective communication** about plan implementation with those parties who may be involved as well as those who may be impacted by disasters

- Be communicated in **language that is clear and accessible** to all stakeholders including the general public.

National Advisory Committee for Animals in Emergencies, 2012

2.8 Comprehensive Approach to Emergency Management

Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, preparedness, response and recovery (PPRR).

For animal welfare to be included in the realm of emergency management it needs to fit within existing structures and frameworks.

Prevention (or Mitigation): are measures taken in advance of a disaster aimed at decreasing or eliminating its impact the community and environment.

Preparedness: includes measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects; the state of being prepared.

Response: are actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.

Recovery: is a long-term process that requires a collaborative and coordinated effort of supporting impacted communities in their physical reconstruction of infrastructure and restoration of social, financial and environment wellbeing.
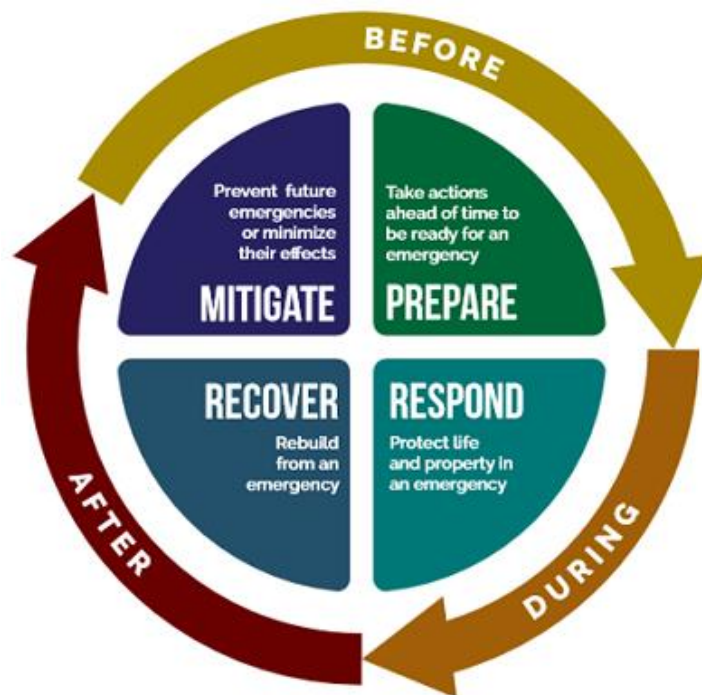
Figure 1: Illustration of the PPRR Comprehensive Approach to Emergency Management

3. Organisational Roles and Responsibilities

3.1 Animal Owner/ Carer

The owner or carer of an animal is responsible for the welfare of that animal and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

Human life will always take precedents over animal welfare.

3.2 State Government

3.2.1 Department of Primary Industries and Regional Development

- Department of Primary Industries and Regional Development (DPIRD) has the role and responsibility for coordinating the provision of animal welfare services to support the animal owner in an emergency.
- DPIRD are recognised has the Hazard Management Agency for animal pest or disease and plant pest or disease which could result in an outbreak that potentially could cause significant damage to the environment and/ or harm humans and industry.

3.2.2 Department of Biodiversity, Conservation and Attractions

- DBCA is responsible for coordinating the provision of animal welfare services to animals in the Perth Zoo and advising the animal owner of wildlife and wildlife parks. Note, prior to being taken into care or under control of supervision there is no owner or carer for wildlife.

3.2.3 Department of Communities

- Department of Communities (DC) is responsible for opening Emergency Welfare Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception of guide dogs.

3.2.4 WA Police

- A Police Officer has the powers to move direct or prohibit the movement of animals within, into, out of or around the emergency area if an emergency situation or state of emergency is declared.

3.3 Local Government

The Shire of Dardanup will support and liaise with DPIRD in the management of animals in an emergency by ensuring the Local Animal Welfare Support Plan is in place and ready for activation.

The Shire Recovery Coordinator will appoint an Animal Welfare Coordinator to be responsible for implementing this plan and provide Situational Reports (*see Appendix 6*) for Incident Management team (IMT) and/ or Incident Support Group (ISG) meetings.

Post emergency response, DPIRD will transition the ongoing animal welfare activities back to the control of the Local Government and/ or the owner or carer.

The Shire includes the consideration of animal welfare in our Recovery plans and may establish an Animal Welfare Sub-Committee to assist in the management of animals during and after an emergency.

3.4 Key Stakeholders

Key Stakeholders including Non-Government Organisations and local community groups can assist in emergencies and should be formally recognised in emergency management arrangements as they are an important resource that have the capacity to assist in responding to and recovering from emergencies.

- RSPCA – takes the lead role in domestic pet's welfare and is supported by DPIRD.
- F.A.W.N.A – is an approved wildlife rescue and rehabilitation organisation (based in Busselton) for sick, injured and orphaned native fauna.
- Veterinarians – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with Local Government Rangers for emergency care and shelter.
- Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders see Local Emergency Management Contact and Resource Directory.

3.5 Plan Activation

Activation of this plan will be determined by the Shire of Dardanup Chief Executive Officer (CEO) on advice from the Hazard Management Agency (HMA) or Controlling Agency (CA).

Triggers for plan activation may include;

- Animal welfare is beyond the capacity and capability of owners or carers.
- Dardanup Community Welfare Centre is activated.
- Large scale carcass disposal requirements.

DPIRD may support this plan prior to the State Support Plan – Animals Welfare is activated through the provision of advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

3.6 Plan Structure

The HMA or Controlling Agency directs all decisions on animal welfare issues in an emergency on the advice from Local Government who represent the local community. Animal Welfare Community Groups that support the Shire in emergencies are considered key stakeholders of this plan – see **Appendix 9.**

In consultation with the HMA or Controlling Agency the Local Government CEO or Recovery Coordinator may appoint an Animal Welfare Coordinator and Animal Welfare Assistants to assist in the management of animals in an emergency – see **Appendix 3.**
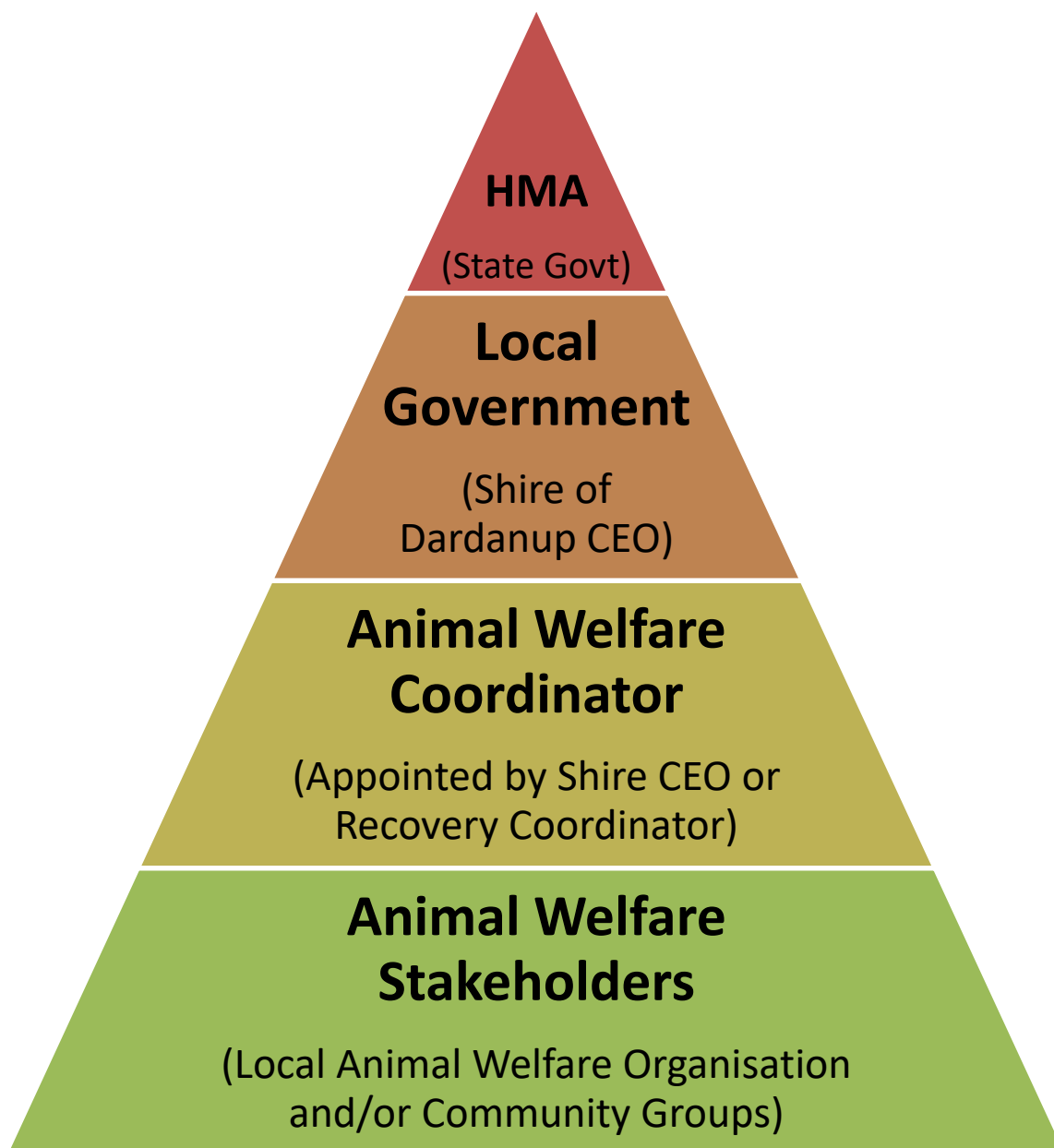
Figure 2: Animal Welfare Support Plan Structure

4. Preparedness

4.1 Owner or Carer Preparedness

The owner or carer are responsible for ensuring they have a reasonable level of preparedness for their animals.

Planning Consideration for owner or carer include:

- Determine if the animal(s) will be evacuated or remain onsite.
- Ensure transportation is adequate and available to relocate the animal under potential logistical constraints (road closures, window of safe evacuation).
- Ensure there suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, sufficient food and water access for prolonged absence).
- Know the location of local evacuation centres for animals and livestock.
- Make sure animals are identifiable (animal is registered/ microchipped, National Livestock Identification System).
- Visit DPIRD website for planning templates and Department of Fire and Emergency Services (DFES) website for Factsheets and Publications

4.2 State Government Preparedness

4.2.1 Department of Primary Industries and Regional Development

- DPIRD is responsible for maintaining a centralised point of contact to provide advice and assistance to ensure animal welfare is better considered before, during and immediately after emergencies.
- Coordinate and support the development and implementation of plans, policies and procedures for the coordination of animal welfare in emergencies.
- Promote and support the inclusion of animal welfare considerations in emergency plans at a Local, District and State level.
- Promote public awareness and community engagement to improve preparedness for animal welfare in emergencies.
- Develop and maintain lists of potential support personnel available to assist with DPIRD responsibilities.
- Chair the Committee for Animal Welfare in Emergencies (CAWE) and maintain a contemporary database of stakeholders to assist with animal welfare in emergencies.

4.2.2 Department of Biodiversity, Conservation and Attractions

- Develop and maintain an internal emergency animal welfare operational plan, including list of potential support personnel available to assist DBCA with their responsibilities.
- Maintain membership on the CAWE to address animal welfare considerations in emergencies.

4.2.3 Department of Communities

- Reference animal welfare information in publications and websites to assist broader community awareness, education and understanding.
- Maintain membership on the CAWE via WA Local Government Association (WALGA) CAWE member.

4.3 Local Government Preparedness

The Shire of Dardanup can support emergency preparedness activities with their local communities in the event of an incident.

Planning considerations for the Shire of Dardanup to support owners or carers in an incident include:

- Access to information and resources for persons evacuating with animals.
- Availability of transportation support and advice (See Contacts and Resource Directory)
- Availability of locations to house evacuated animals (*see **Appendix 4***)
- Management of displaced or stray animals.
- Assessment of impacted animals by a veterinarian.
- Treatment of impacted animals by a veterinarian.
- Euthanasia of impacted animals by a veterinarian or appropriate contractor.
- Disposal of deceased animals.
- Provision of emergency food, water, shelter at the Animal Evacuation Centre.
- Recovery arrangements to include and consider animal welfare impacts.

Planning Considerations for the Shire of Dardanup to support key stakeholders in an incident include:

- Timely communication with Key Stakeholders of information that is clear and concise.
- Activation of plan according to the Level of the emergency (s*ee **Appendix 2***).
- Coordination of assistance to Community Welfare Centres with people presenting with animals as requested from Department of Communities.
- Coordination of assistance and support to Animal Evacuation Centres.
- Situational Reports of animal welfare issues to ISG (*see **Appendix 6***).
- Include an Animal Welfare Sub Committee to manager Recovery issues.

4.4 Key Stakeholder Preparedness

Key Stakeholders core business will direct their precise preparedness activities. The most important task in preparation to an emergency is knowing how to stay informed and keep up to date with what is happening.

As a key stakeholder you will be listed under Animal Welfare in the Shire's Emergency Resource Contact List that is attached to the Local Emergency Management Arrangements. In an emergency, this list will become available to the State Government and you may be contacted directly by a State Government Agency or you may be contacted by Shire Staff depending on the level of the emergency.

Planning considerations for key stakeholders may include;

- Developing a plan well before an emergency occurs.
- Prepare animal emergency kits.
- Prepare your volunteers including training.
- Prepare your network of carers or foster carers.
- Prepare you premises for large influx of animals.
- Establish a registration or contact point for information.
- Prepare vehicles for transportation.
- Prepare cages, collars, leads, bowls, buckets and other equipment.
- Prepare treatment areas or sites.
- Prepare food or feed supplies.

4.5 Community Information and Education

4.5.1 State Government

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the DPIRD website.

DFES has a wide range of educational material for community engagement activities that can be accessed via the DFES website and for volunteers via the DFES Volunteers Hub.

4.5.2 Local Government

The Shire of Dardanup promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and reiterating key messages via the following avenues;

- Local community events (Walk on the Wild, Bushfire Brigade Station Open Days and Street Meets)
- Ranger School visits
- Shire Website – Emergency preparedness information including emergency numbers and important links.
- Shire Facebook Posts/ Campaigns
- Shire SMS Messaging System
- Shire Animal Welfare Support Plan

5. Response

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

5.1 Owner/ Carer Response

The owner or carer are responsible for their animals during an emergency and are encouraged to stay up to date through official emergency advice to make informed decisions.

5.2 State Government

5.2.1 Department of Primary Industries and Regional Development

- Liaise with Controlling Agency or HMA as a liaison Officer/ and or member of the ISG.
- Manages the activation of the DPIRD internal operational plan.
- Contribute to public information being released.
- Provide Situational Reports on animal welfare matters including, details of significant issues, requests for service or resources.
- Establish the Animal Welfare Emergency Group.
- Liaise with Local Government and other organisations to coordinate response activities including;
  - o Support and advice on transportation for evacuating animals.
  - o Identifying the availability of locations to house animals.
  - o Managing displaced or stray animals.
  - o Assisting owners and carers to obtain a Restricted Access Permit, where applicable.
  - o Assessing and triage impacted animals.
  - o Identifying/ administering treatment.
  - o Performing/ assisting with transportation for euthanasia or perform onsite.
  - o Advising on/ arranging for disposal of deceased animals.
  - o Identifying/ providing emergency food, water and shelter.
  - o Identifying and reuniting animals with their owners or carers.
- Coordinate arrangements to best utilise volunteers and donations relevant to DPIRD animal categories.
- Coordinate the reporting and future investigation of animal welfare complaints arising as a consequence of the emergency.
- Liaise and advise Local Government and other organisations about suitable temporary containment and other welfare needs of animals.

5.2.2 Department of Biodiversity, Conservation and Attractions

- Provide support to DPIRD, as requested.
- Liaise with and advise Local Governments and other organisations and the owner or carer of wildlife and wildlife parks about suitable temporary containment and other welfare needs of wildlife.

5.2.3 Department of Communities

- Where appropriate, provide input to information for the public and media relating to alternative animal housing arrangements.
- If known, advise evacuees presenting at centres of alternative animal housing arrangements.
- Convey information provided by DPIRD relating to animal welfare to people in welfare centres.
- Liaise with DPIRD in relation to reuniting owners with their animals.

5.3 Local Government

- Activate the Local Government Animal Welfare Support Plan in consultation with the HMA/ Controlling Agency via IMT and/ or ISG Meetings.
- CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).
- Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a Shire employee or volunteer from animal welfare organisation.
- Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.
- Provide situational reports on animal welfare matters to the HMA/ Controlling Agency via IMT and/ or ISG Meetings.

5.4 Key Stakeholders

- Provide support and/ or assistance to the Shire and/ or DPIRD as requested.
- Nominated Animal Evacuation Centres to commence the Animal Evacuation Centre Checklist (*see Appendix 5)* prior to opening the property to the public.
- Contact relevant staff/ volunteers to be on standby and ready to assist on request.
- It is advised that key stakeholders actively and continually stay informed of the emerging incident via www.emergency.wa.gov.au and make appropriate preparations to become active depending on your organisations role.

5.5 Levels of Incident Response

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3 incidents as defined in *Appendix 2*

The Incident Controller has a responsibility to assess the level or severity of the incident as per State EM Response Procedure 2.

5.6 Incident Coordination

In response to an incident, and in accordance with incident management systems, the Controlling Agency must appoint an Incident Controller who is responsible for the overall control of the incident within a defined incident area.

5.6.1 Incident Support Group

The function of the ISG is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation, including Local Government.

An ISG consists of Service Providers, Local Government, Community Groups and Support Function Liaison Officers.

Animal Welfare issues or concerns should be raised at ISG meetings via Local Government Representatives (Usually the Recovery Coordinator or CEO) for consideration by the HMA or Controlling Agency.

If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an ISG. If a Level 3 incident is declared, the Controlling Agency must establish an ISG.

5.6.2 Incident Management Team

The Incident Management Team (IMT) is a group of incident management personnel appointed by the Incident Controller to be responsible for functions such as operations, planning and logistics.
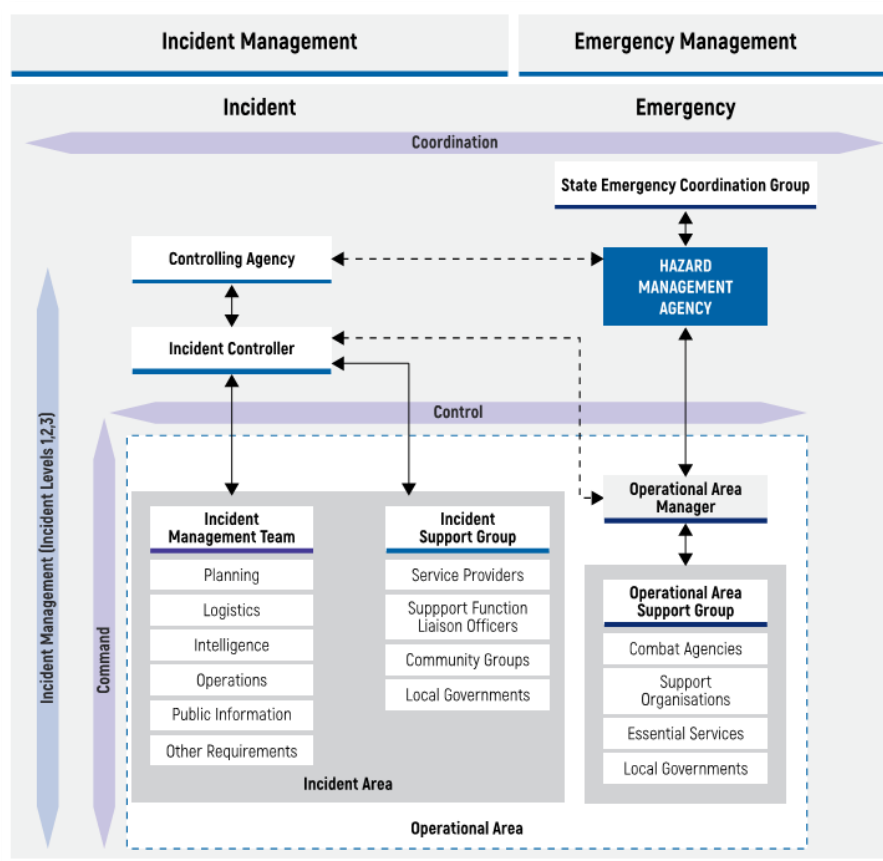
Figure 3: Incident Management Structure for escalation from Incident to Emergency Response

5.7 Public Warnings and Information

The HMA is responsible for the management of public information during an emergency.

5.7.1 Emergency Alerts and Advice

The official source for all emergency alerts and warning advice for any hazard is;

- www.emergency.wa.gov.au

Additional ways to monitor an emergency and keep up to date with the latest information include;

- 13 3337 (13 DFES)
- www.twitter.com/dfes_wa
- www.facebook.com/dfeswa
- ABC Local Radio
- RSS Feeds – subscribe via www.emergency.wa.gov.au

5.7.2 Standard Emergency Warning Signal

Standard Emergency Warning Signal (or SEWS) is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. SEWS is only used in emerging situations of extreme danger, when there is a need to warn people that they need to take urgent and immediate action to reduce the potential for loss to life or property from emergency events.

In Western Australia SEWS broadcasts are authorised by the DFES or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- Possible loss of life or a major threat to a large number of properties or the large scale environment
- Impact is expected within 12 hours or is occurring at the time
- A large number of people need to be warned
- One or more incidents are classified as destructive

To listen to the SEWS sound click here

5.7.3 Animal Welfare in Emergencies Information

DPIRD will provide relevant information concerning animal welfare to the HMA which may include;

- Information and resources for persons evacuating with animals
- State of the general welfare of animals involved in the emergency
- Location/s of animals
- Process for owners to find and reunify with their animals
- Public donations e.g. the location/s for donations or that they are no longer required.

DPIRD may address the public and the media directly in relation to animal welfare, as agreed with the HMA.

5.7.4 Local Government

Local Government can reiterate animal welfare public information being released via the HMA by sharing the information directly with the community via Shire's media outlets including;

- Shire of Dardanup Website
- Shire of Dardanup Facebook Page
- Shire SMS Messaging System
- Public Notice Boards
- Welfare Centres
- Animal Evacuation Centres
- Mobile Variable Message Board.

5.7.5 Key Stakeholders

Key Stakeholders are encouraged to reiterate animal welfare public information being released via the HMA or Controlling agency by sharing the information directly with staff, volunteers and clients via already established communication networks.

6. Evacuation Arrangements

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

In accordance with State EM Policy s5.7, evacuation planning is covered in five stages.
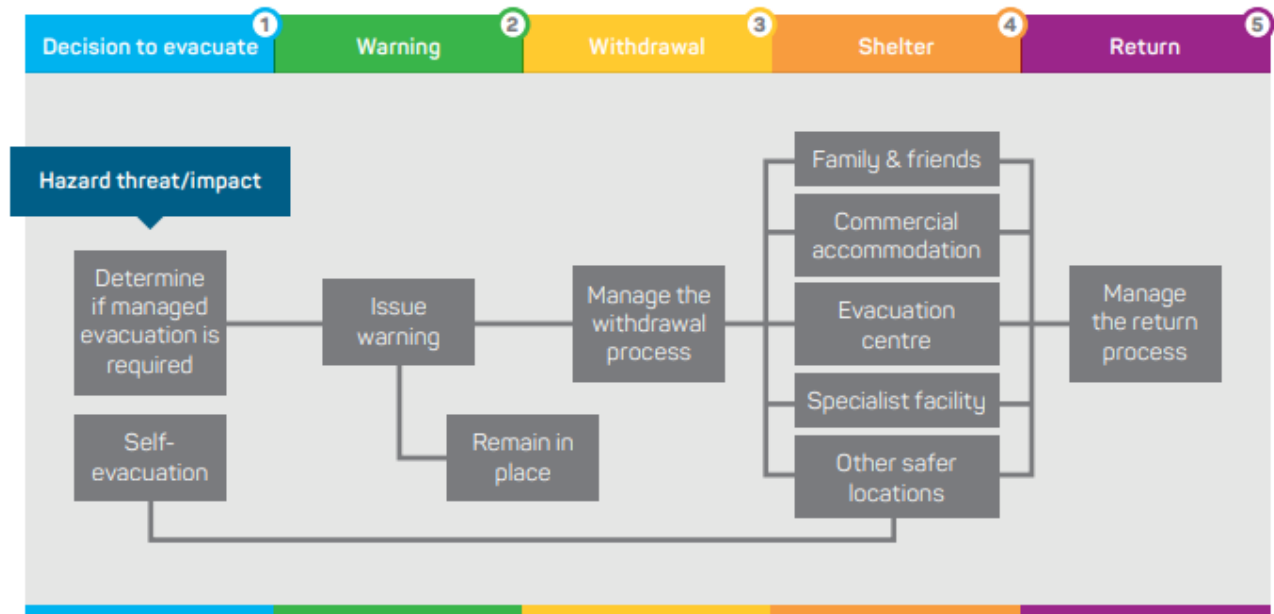
Figure 4: Stages of Evacuation

6.1 Transportation

The owner or carer has the responsibility to determine, where possible, if their animals with be evacuated or remain on location and plan for how this will be achieved.

The Shire will provide information on potential resources and advice for evacuating animals to the IC/ HMA, including;

- Road closures, safe alternatives and suitability for traffic.
- Encourage early evacuation for those travelling with large animal carriers.
- Local transport services and volunteer options.
- Any other helpful local knowledge.

6.2 Locations for Evacuated Animals

The Shire of Dardanup has identified the following locations suitable for evacuating domestic pets and horses, being;

- Dardanup Equestrian Centre;
- City of Bunbury Pound;
- Any other location identified depending on time place and circumstance.

For Animal Evacuation Centre Checklist see **Appendix 5**

If livestock owners cannot be readily located or contacted consideration should be given to the impounding of livestock at alternative locations that may include, but is not limited to;

- Bunbury Turf Club
- Bunbury Trotting Club
- Bunbury Pony Club
- Capel Horse and Pony Club
- Dardanup Equestrian Centre
- Boyanup Cattle Sale Yards

For contact and address details review **Appendix 4**

6.3 Registration of Animals Presenting

It is important to establish a registration point at the Animal Evacuation Centre for people presenting with their animals. The most likely area would be a club room to coordinate the following services;

- Inform users of centre arrangements (including any costs/ fees).
- Record each animal evacuated to centre using **Appendix 7** or the pre-printed 'Animal Evacuation Registration Forms' Booklet.
- Log the details of all incoming and outgoing animals – see **Appendix 8**
- Encourage people to register online at https://register.redcross.org.au/
- Maintain a central point for all enquiries and dissemination of information, including a rescue display list – see **Appendix 9**
- Maintain a running sheet of expenditure – see **Appendix 10**

Depending on the size and nature of the incident, the Shire Animal Welfare Coordinator may appoint the following roles at the Animal Evacuation Centre including;

- Front gate attendant
- Registration Officer
- Safety Officer

These roles may be delegated to a Key Stakeholder organisation or community group (*See Contact and Resource Directory*) that has the capacity to assist the Shire in the management of evacuated animals.

6.4 Managing Displaced or Stray Animals

Escaped or released (stray) animals evading a hazard can pose a risk to people, other animals, property or themselves. Stray animals may require containment or impoundment.

Hazard Management Officers and authorised Officers appointed by the HMA have the power to prohibit the movement of animals within, into, out of or around an emergency area if an emergency situation or state of emergency is declared (s67 EM Act).

6.5 Access to Non-Evacuated Animals

Animal owners or carers should not attempt to access the incident area unless permission has been given by the agency controlling the emergency. Where access to impacted areas may not be permitted to residents/ property owners, DPIRD will liaise with the HMA in relation to Restricted Access Permits that may be issued in accordance with the State EM Plan 5.3.3.

Where animals are not evacuated, timely assessment and the application of treatment, routine care, euthanasia and deceased animal disposal is critical.

6.6 Assessment of Non-evacuated Animals

Where access is permitted to owners and carers, all efforts should be made by those persons to undertake the assessment of the impacted animals in their charge and initiate ongoing treatment.

Where access permits have been coordinated by DPIRD, it will also coordinate the following;

- Assessment of impacted animals
- Prioritisation of (triage) the welfare needs of animals
- Provision of welfare assessment to assist the HMA to include animal welfare considerations in ongoing response and recovery operations.

6.7 Treatment

DPIRD will liaise with Local Government and other organisations to determine the local veterinary capacity to meet animal treatment needs, identify capacity gaps and coordinate actions to address capacity gaps.

The Shire can support DPIRD actions that may include;

- Providing additional support for local veterinary practices

- Directing owners and carers to local veterinary practices
- Liaising with veterinary practices adjoining impacted areas to assist with animal treatment needs
- Facilitating contact with volunteer veterinary surgeons and veterinary nurses
- Establishing triage sites for assessment and treatment (including euthanasia) of animals.

6.8 Animal Euthanasia

It is the responsibility of the owner or carer of the impacted animal to arrange euthanasia.

Where the owner or carer is unable to arrange euthanasia of their animal, either onsite or by transporting to a suitable premise, and the animal has little or no chance of survival or continues to suffer harm if it remains alive, DPIRD will liaise with the controlling agency or HMA to facilitate arrangements for euthanasia.

There are significant liability issues concerning the movement, treatment and euthanasia of animals, in particular domestic pets and high worth animals such as breeding livestock or racehorses, this is especially so if the owner or carer of the animal is not present or consulted.

Wherever possible, animal euthanasia activities will take place in consultation with the owner or carer. Where it is not possible to identify or contact the owner or carer of an animal and euthanasia is required, the owner or carer should be contacted as soon as is practical afterwards.

Legislation provides the following powers for officers to euthanise an animal;

- An inspector appointed by the CEO of DPIRD as per s41 AW Act.
- During state of emergency an Authorise Officer appointed by the State Emergency Coordinator as per s75 EM Act
(*Note: An Authorised Officer is any person or class of persons authorised to act by the State Emergency Coordinator*).

6.9 Animal Disposal

The disposal of deceased animals is the reasonability of the owner or carer, however, DPIRD will coordinate with the HMA and the Shire to provide advice on the timely and appropriate disposal of deceased animals during an emergency.

6.10 Provision of Emergency Food, Water and Shelter

Emergencies may affect the supply and quality of water, pastures and other sources of food usually available to animals, particularly for non-evacuated animals located in the impacted area.

During the response phase and in liaison with the HMA, the Shire may assist DPIRD in coordinating the provision of emergency food and water by:

- Identifying animals requiring access to food and water as part of the welfare assessment within the impacted area;
- Liaising with local organisations to identify evacuated animals requiring access to emergency food and water;
- Identifying potential sources of food and water including depots, distribution centres and water; and
- Coordinating donations of food and other resources.

The allocation of food and water will aim to meet animals' basic nutritional requirements. In situations where the minimum requirements of an animal are unlikely to be met, consideration should be given to the agistment, temporary rehousing, rehoming, sale, adoption or euthanasia of an impacted animal, where relevant.

6.11 Reunification of Animals with Owners

Owners or carers should ensure their animals can be identified through appropriate up to date identification systems such as microchipping and the National Livestock Identification System.

The Shire Rangers are responsible for domestic pet registrations (dogs and cats) and can assist with the reuniting process of displaced animals with their owner or carer.

If owners or carers are located within welfare centres, DPIRD will liaise with Department of Communities to reunite owners with their animals during or as soon as practicable after an emergency. The Shire may assist in this process where requested.

6.12 Withdrawal

Once the emergency response phase has ended, the HMA will notify the Local Government that they are withdrawing from the incident which allows for Recovery to fully commence.

7. Recovery

Local Government is responsible for managing recovery following and emergency affecting the community in its district as per s36 (b) of the EM Act.

Recovery is the restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and 'build back better', to avoid or reduce future disaster risk (UNISDR, 2017).

Recovery is the process of coming to terms with the impacts of a disaster and managing the disruptions and changes caused, which can result, for some people, in a new way of living. Being 'recovered' is being able to lead a life that individuals and communities value living, even if it is different to the life they were leading before the disaster event.

DPIRD will coordinate to return the responsibility for ongoing animal welfare activities back to the Shire and the owners and carers of animals.

Please review the Shire of Dardanup Recovery Plan available at www.dardanup.wa.gov.au

7.1 State Government

7.1.1 Department of Primary Industries and Regional Development

- Liaise with relevant agencies to transfer responsibility for ongoing animal welfare activities back to Local Government and the owner or carer;
- Provide advice to the controlling agency or HMA and Local Government on animal welfare considerations, as part of the recovery operational plan.
- Participate in post-emergency debriefs and reviews, as requested.

7.1.2 Department of Biodiversity, Conservation and Attractions

- Assist DPIRD in providing animal welfare advice for the Shire's Local Recovery Plan.
- Participate in post-emergency debriefs and reviews, as requested.

7.1.3 Department of Communities

- Consider animal welfare to the extent possible during the coordination of welfare services

7.2 Hazard Management Agency/ Controlling Agency

- Include animal welfare in post-emergency debriefs and reviews.

7.3 Local Government

- Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with the management of ongoing animal welfare issues post emergency.
- Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of Local government and the owner or carer.
- Review the effectiveness of the Shire Animal Welfare Support Plan with Key Stakeholders.
- Ensure Local Government is represented on the CAWE, via the WALGA member, to participate in providing feedback concerning the State Animal Welfare Plan.

7.4 Key Stakeholders

- Assist the Shire and/ or DPIRD in post incident activities as requested.
- Debrief with staff and/ or volunteers within organisation or community group as it is important not to underestimate the impacts on personnel involved in emergency response.

8. Incident Reporting/ Debriefing

8.1 Financial Management

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

8.1.1 Owner or Carer

The owner or carer is responsible for the costs associated with the welfare of his/ her animal. Activities undertaken for the welfare of an animal should, wherever possible, take place in consultation with the owner or carer. During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the welfare of animal without prior consultation. Section 56 of the AW Act provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

8.1.2 Local Government

When an emergency is declared an eligible event under Disaster Recovery Funding Arrangements WA (DRFAWA), all eligible costs associated with the emergency are required to be met in accordance with DRFAWA Categories A, B and C, unless prior arrangements in relation to DRFAWA funding have been endorsed by the State government.

To be an eligible event, the following criteria must be met:

- A coordinated, multi-agency response is required.
- The cost of emergency assistance to individuals and communities, and/or damage to essential public assets, is estimated to exceed $240,000 (costs for the event as a whole - not costs for each local government impacted).
- It must be a terrorist event or one of 10 natural disasters, including: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado.

DRFAWA Guideline and Templates have been created to help communities understand the measures available and help asset owners understand the requirements when undertaking the restoration of essential public assets.

It should be noted that the Lord Mayor Distress Relief Fund (LMDRF) does not cater for impacts on animals or the environment.

8.1.3 Animal Evacuation Centre

Costs incurred by the Centre are to be approved by the Animal Welfare Coordinator and recorded using the Expenses Running Sheet - *Appendix 10* this includes in kind material, hire of equipment and donations of new goods.

If the incident is not an eligible event costs will need to be absorbed by the Local Government.

8.2 Insurance

Under the Emergency Management Act 2005 liability insurance shall be afforded to the HMA for the event for all workers and volunteers working in the incident management structure and/or under the control of the HMA.

8.3 Record/ Data Management

The Shire shall be responsible for effective record/ data management when the plan is activated.

All relevant forms should be completed, copied and secured into the Shire's record management system being TARDIS.

8.4 Debriefing

At the end of any activation of this plan, the Shire of Dardanup will facilitate a debriefing meeting for all key stakeholders involved in providing assistance during the event.

9. Review

9.1 Support Plan Review

The Animal Welfare Support Plan will be reviewed and amended as follows:

- A review conducted after an event or incident in which the Animal Welfare Support Plan was implemented;
- After an exercise that tests the Animal Welfare Support Plan;
- An entire review undertaken every five years, as risks might vary due to climatic, environment and population changes; and
- Any other circumstances that may require more frequent reviews.

The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.

10. Appendices

Appendix 1: Acronyms and Definitions

The Act	Emergency Management Act 2005 (WA)
AWC	Animal Welfare Coordinator
AWA	Animal Welfare Assistant
CA	Controlling Agency
CAWE	Committee for Animal Welfare in Emergencies
CEO	Chief Executive Officer
DC	Department of Communities
DRFAWA	Disaster Recovery Funding Arrangements WA
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DBCA	Department of Biodiversity and Conservation Attractions
DPIRD	Department of Primary Industry and Regional Development
LRCG	Local Recovery Coordination Group
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMDRF	Lord Mayor Distress Relief Fund
RC	Recovery Coordinator
OIC	Officer In Charge
PPRR	Prevention, Preparedness, Response, Recovery
RSPCA	Royal Society of Prevention of Cruelty to Animals
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SoD	Shire of Dardanup
SOP	Standard Operating Procedure
WAPol	Western Australian Police Service

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.
Authorised Officer	An Authorised Officer is the State Emergency Coordinator and/ or a person authorised under section 61 of the EM Act 2005.
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.
Fodder	Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.
Hazard Management Agency (HMA)	A HMA is a public authority, or other person prescribed in the EM Regulations to be responsible for emergency management of one or more of the emergency management aspects of Prevention, Preparedness, Response, and Recovery.
Incident Controller (IC)	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.
Incident Management Team (IMT)	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. The team headed by the Incident Controller which is responsible for the overall control of the incident.
Incident Support Group (ISG)	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.
Key Stakeholder	A local non-government organisation or community group involved in animal welfare that are involved in the development and implementation of this plan and committed to providing assistance to State and Local Government in an Emergency.

Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. • Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or • Horses, including where used for recreation; or • Any animals prescribed as livestock.
Local Emergency Management Committee (LEMC)	A Local Emergency Management Committee established under section 38 of the EM Act 2005.
Organisation	Any non-government or not for profit entity, company or authority
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.
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.
State of Emergency	A declaration made under section 56 of the EM Act 2005, by the Minister, which provides access to further emergency management powers.
Support Agency	An agency which provides services, personnel, or material to support or assist a control agency or affected persons.
Triage	The process of determining the priority of veterinary treatment based on the severity of an animal's condition. This rations veterinary treatment efficiently when resources are insufficient for all to be treated immediately.
Welfare Evacuation Centre (For People Only)	Welfare Evacuation Centres are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, and personal support is available for people. Animals (including pets) are not permitted in these centres during an emergency unless they are an assistant dog.
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, and does not include fish within the meaning of the Fisheries Act, 1995.

Appendix 2: Emergency Incident Levels

The Incident Controller has a responsibility to assess the incident level.

Incidents are broadly classified into three (3) levels as detailed below. It is recognised that there will be some overlap between levels and the Incident Controller will determine the incident level based on the actual and/or potential impact of the incident.

Level 1
Single or limited multi-agency response (day to day business)
Incident area is limited in extent
Response duration within single shift
Resources can be met by local government without State Support
Minimal impact to the community

Level 2
Coordination of multi-agency resources is required
Response duration covers multiple shifts
Medium term impact on critical infrastructure
Resources are sourced from district or State level
Medium level of complexity
One or two incident areas are involved
Medium impact on the community (health, safety, economic, technological or other)
Potential for the incident to be declared an 'emergency situation'; and/or the incident involves multiple hazards.
Incident involved multiple hazards

Level 3
Significant coordination of a multi-agency response is required
Protracted response duration
Significant impact on critical infrastructure
Resources need to be sourced from State, National and even International level
High level of complexity;
Significant impact on the routine functioning of the community (health, safety, economic, technological or other)
Multiple incident areas
Evacuation and/or relocation of community is required
Actual or potential loss of life or multiple, serious injuries
A declaration of an 'emergency situation' or 'state of emergency' is likely

Appendix 3: Animal Welfare Coordinator and Assistant Roles

Animal Welfare Coordinator
On activation of the Animal Welfare Support Plan the Animal Welfare Coordinator will:
- Establish and maintain liaison with the CEO and/ or Recovery Coordinator concerning all animal welfare issues and management decisions.   - Provide Situational Reports 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), 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 as approved by HMA/ IC.   - Liaise with Shire Media Officer and the HMA/ IC on preparation and release of public information concerning animal welfare as required.   - Arrange a debriefing sessions 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 Controlling agency or HMA.   - Seek authorisation from the HMA/ IC to patrol areas affected by the emergency (in consultation with DPIRD/ DBCA) to assist impacted wildlife.

Animal Welfare Assistant
On activation of the Animal Welfare Support Plan the Animal Welfare Assistant(s) will:
- 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 temporary animal welfare facility established.   - Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility 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 wildlife once the area is deemed safe to do so by the HMA/ IC.

Appendix 4: Animal Evacuation Centre Locations

Dardanup Equestrian Centre (Primary Site)

Location: 66 Garvey Road, Dardanup West (Cnr Boyanup-Picton Road).

Dardanup Equestrian Centre is the premier equestrian centre of the south west situated a kilometre south of the town of Dardanup and 18km from the centre of Bunbury.

Area: 319710 m² (79 ac, or 32 ha)

Facilities*:*

- Large Hall with tables and chairs, full kitchen facilities, toilets and showers, sheltered veranda;

- Large Arenas;

Primary Arena 80m x 100m   *Secondary Arena 80m x 30m*

- 44 secure yards available for use with a 4-post wash bay near the main yards.

- Plenty of room for vehicle, float and parking.

Bunbury Turf Club

Location: Brittain Rd, Bunbury WA 6230

Features: 130 Under Cover Stalls
4 Wash Down Bays
Horse Scales
Race Day Office
Trainers Only Men's and Women's Rest Rooms
Vet Rooms
Float Parking
Onsite First Aid

Bunbury Trotting Club

Location: Donaldson Park Harness Racing Complex, Hands Avenue, Bunbury

Area: Free parking for over 1000 vehicles
Full Kitchen
Function Rooms
PA System

Bunbury Horse and Pony Club

Location: 746 Bussell Hwy, Gelorup WA 6230

Area: Details TBC

Capel Horse and Pony Club

Location: Cnr Goodwood and Tutanup Roads, Capel

Area: 100 acres

Boyanup Cattle Sale Yards

Location: 31 Salter Rd, Boyanup WA 6237

Area: Details TBC

Appendix 5: Animal Evacuation Centre Checklist

Animal Evacuation Centre Checklist

This role is assigned by the Animal Welfare Coordinator

ON ACTIVATION		
Task	**Notes**	**Complete** ✓
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.		
2. Ensure that the facility has the capacity to support a large influx of Animals and people. If an event currently underway or scheduled in the next three days, consider redirecting the request to another facility.		
3. Ensure the facility is operational • 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 evacuation centre		
4. Contact Facility members who are available to volunteers and assist in the management of the Animal Welfare Centre. • Report availability of volunteers to the Animal Welfare Coordinator or Shire Rangers • Draft a basic roster		
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: • 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		

MANAGEMENT DURING EMERGENCY		
Task	**Notes**	**Complete** ✓
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: • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable This is most likely to involved dogs and unattended Animals at the grounds.		
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. • 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 evacuation centre.		
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: • Animal feed • Animal medical supplies and services • Approved catering supplies and services • Facility consumables (i.e. toilet paper)		
9. Communication - SITREP The Facility Manger is to maintain communication with the following organisations: • Animal Welfare Coordinator • Shire Ranger Services (to inform IC via ISG) • Department of Communities • Other Public Equestrian Facilities Subsequent SITREPS are to be provided **every 12hrs** at a minimum, or as the situation changes.		

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.		
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.		
12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions: • Front gate attendant • Registration / admin officer • Safety officer		
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.		

STAND DOWN		
Task	**Notes**	**Completed** ✓
12. 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		
13. 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.		
14. 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.		
15. 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.		

POST EMERGENCY		
Task	**Notes**	**Completed** ✓
16. 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: • Facility Manager • Feedback from users as they leave • Hosting an official debrief session		
17. 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.		
18. Amendments Any proposed changes to this document must be raise with and endorsed by the Facility Manager and Shire of Dardanup, in consultation with DFES and Department of Communities.		

Appendix 6: Animal Welfare Situational Report
Animal Welfare Coordinator
Situation Report

Incident Name:	
Agency/ Organisation:	
Information Current to:	*(Date/ Time)*

CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	Horses	Livestock	Other

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.

Appendix 7: Animal Evacuation Registration Form (Available in Booklet Form)

RECEPTION INFORMATION				
DATE: _____ / _____ / _____ **TIME:** _____ : _____ **HRS**		**PEN/HOLDING NUMBER:**		**Photo Taken?** □ Yes □ No
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	□ Roaming □ Evacuated □ Relinquished			
TRANSPORTED BY:	□ Owner □ Carer □ Agency □ Member of Public			
INJURIES OBSERVED:	□ Yes □ No	**NOTIFIED:**	□ Animal Welfare Coordinator □ DPIRD □ HMA	

ANIMAL DESCRIPTION			
LIVESTOCK:	□ Sheep □ Cattle □ Goats □ Llama □ Pigs □ Chickens	**DOMESTIC PET:**	□ Cat □ Dog □ Horse □ Other: _____
ESTIMATED Nº:		**SEX:**	□ Male □ Female □ Unknown
BREED:		**STERILISED:**	□ Yes □ No □ Unknown
COLOUR:		**MICROCHIP:**	□ Yes □ No □ Unknown Nº: _____
BRAND/ MARKINGS:		**VACCINATED:**	□ Yes □ No □ Unknown
AGE:	□ > 6 mths □ 6 mths - 3yrs □ 3 yrs □ Elderly	**REGISTERED:**	□ Yes □ No □ Unknown Registration Nº: _____

OWNER / CARER / TRANSPORTER CONTACT DETAILS			
NAME:			
ADDRESS:			
CONTACT:	**Home:**	**Mobile:**	
EMAIL:			
STAYING ON GROUNDS:	□ Yes □ No		

RELEASE DETAILS OF ANIMAL			
FEES:	$	□ Paid □ Unpaid □ Waivered	
OUTCOME:	□ Collected	**Name:**	
	□ Re-Homed	**Where:**	
	□ Euthanasia	**Reason:**	
OWNER/ CARER SIGNATURE:			

Appendix 8: Summary Sheet: Evacuated Animal Register

DATE	TIME	OFFICER	ID#	SPECIES	BREED	COLOUR	RESCUED FROM	HOLDING LOCATION

Appendix 9: Animal Welfare Support Plan Structure

Appendix 10: Animal Rescue Public Display List

DATE	TIME	ID #	SPECIES	BREED	DESCRIPTION	RESCUED FROM	PHOTO Y/N

APPENDIX 11: Animal Evacuation Centre Expenditure Running Sheet

DATE	OFFICER	GOOD/SERVICE	PAID/UNPAID	COST