

Wimmera Emergency Management Resource Sharing Partnership



Municipal Emergency Management Plan

Emergency Animal Welfare Support Sub-Plan 2022-2025

Version 2.0



Hindmarsh – Horsham – West Wimmera – Yarriambiack

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Acknowledgement of Country

Wimmera Emergency Management Resource Sharing Partnership (WEMRSP), as the author of this sub-plan, acknowledges the five Traditional Owner groups of this land; the Wotjobaluk, Wergaia, Jupagulk, Jaadwa and Jadawadjali people. We recognise the important and ongoing place that all Indigenous people hold in our community. We pay our respects to their Elders, past, present and emerging, and commit to working together in the spirit of mutual understanding and respect for the benefit of the broader community and future generations.

Authority

In 2020, the [Emergency Management Legislation Amendment Act 2018](#) amended the [Emergency Management Act 2013 \(EM Act 2013\)](#) (Act) to provide for new integrated arrangements for emergency management planning in Victoria at the state, regional and municipal levels. It created an obligation for a Municipal Emergency Management Planning Committee (MEMPC) to be established in each of the municipal districts of Victoria, including the alpine resorts which, for the purposes of the Act, are taken to be a municipal district. Each MEMPC is a multi-agency collaboration group whose members bring organisation, industry or personal expertise to the task of emergency management planning for the municipal district.

This sub-plan has been prepared in accordance, and complies with, the requirements of the [Act](#) including having regard to the guidelines issued under section 77, [Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#).

Plan assurance and approval

Assurance

A Statement of Assurance (including a checklist and certificate) has been prepared by the Wimmera Emergency Management Team on behalf of the Hindmarsh, Horsham, West Wimmera and Yarriambiack MEMPCs and submitted to the Regional Emergency Management Planning Committee (REMPC) pursuant to the [Act](#) (section 60AG).

Meets assurance general: Plan has been prepared with regard to the following guidance in ministerial guidelines issued under the [Act](#) section 77 ([Guidelines for Preparing State, Regional and Municipal Emergency Management Plans](#)).

Approval

This sub-plan has been written and approved by the WEMRSP at its meeting held on 7 March 2022.

The sub-plan has been through an assurance process overseen by the Grampians Regional Emergency Management Planning Committee (REMPC) and is self-assured by each of the respective MEMPCs. This sub-plan comes into effect when it is published and remains in effect until superseded by an approved and published update.

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Plan review

This sub-plan will be reviewed and updated as required:

- Annually in full or in part at each MEMPC meeting
- After each major event where the plan has been activated
- Where the Municipal Emergency Management Plan (MEMPC) has been exercised.

To ensure the sub-plan is effective and provides for a current integrated, coordinated and comprehensive approach to emergency management, it is to be fully reviewed at least every three years. An urgent update of this plan is permitted if there is a significant risk that life or property will be endangered if the plan is not updated ([Act](#) section 60AM). Urgent updates come into effect when published on the municipal Council website.

This sub-plan will be reviewed no later than December 2025. This sub-plan is current at the time of publication and remains in effect until modified, superseded or withdrawn.

[Amendment Register](#)

Disclaimer

No reader should act based on any matter contained in this publication without appreciating that it may be the subject of amendment or revocation from time to time without notice. The members of the WEMRSP expressly disclaim all and any liability (including liability in negligence) to any person or body in respect of anything and of the consequences of anything done or omitted to be done by any such person or body in reliance, whether total or partial, upon the whole or any part of this publication.

Distribution

A copy of this sub-plan is provided to MEMPC members as per each Council's MEMPC membership list. The current version of this sub-plan is maintained on the Crisisworks platform maintained by each Council for their emergency management.

A public copy that has confidential information removed is available on each Council's website at:

- www.hindmarsh.vic.gov.au
- www.hrcc.vic.gov.au
- www.westwimmera.vic.gov.au
- www.yarriambiack.vic.gov.au

Upon written application to one of the partner Councils, a copy of this plan may be provided. Contact can be made as follows:

- Hindmarsh Shire Council – info@hindmarsh.vic.gov.au
- Horsham Rural City Council – council@hrcc.vic.gov.au
- West Wimmera Shire Council – council@westwimmera.vic.gov.au
- Yarriambiack Shire Council – info@yarriambiack.vic.gov.au

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Amendments

Amendment		Details of Amendment	Amended by
Version	Date		
1.0	November 2016	Draft V1.0 distributed for comment	WEMT
1.1	July 2017	V1.0 endorsed by each MEMPC	WEMT
1.2	October 2017	Administrative and formatting adjustments	WEMT
1.3	25 July 2019	Appendix K: Memorandum of Understanding for Emergency Animal Accumulation Centre added	WEMT – endorsed by MEMPC on 25 July 2019
2.0	6 December 2022	Adoption of Version 2.0	WEMT

Minor administrative updates may be made to this plan without the complete plan requiring to be endorsed again by Council. The minor updates will be noted by the MEMPC and recorded in the version control table.

To make comment on this plan, select the relevant section, note the comment and forward it to the Chairperson, Municipal Emergency Management Planning Committee:

- Hindmarsh Shire Council – info@hindmarsh.vic.gov.au
- Horsham Rural City Council – council@hrcc.vic.gov.au
- West Wimmera Shire Council – council@westwimmera.vic.gov.au
- Yarriambiack Shire Council – info@yarriambiack.vic.gov.au

Plan development

The Emergency Animal Welfare Support Sub-Plan is a sub-plan of the MEMP) for each partner Council. It has been developed in consultation between the partner Councils, the Department of Jobs, Precincts and Regions and other agencies as required. In developing this sub-plan, reference has been made to the [Victorian Animal Emergency Welfare Plan \(Revision 2 – October 2019\)](#).

Glossary and acronyms

This sub-plan may use terminology specific to animal emergency welfare support. Please refer to the [Victorian Animal Emergency Welfare Plan \(Revision 2 – October 2019\)](#) for a definition.

Disclaimer

The MEMPCs of Hindmarsh, Horsham, West Wimmera and Yarriambiack make no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

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The document is provided without warranty of any kind to the extent permitted by law. The MEMPCs of Hindmarsh, Horsham, West Wimmera and Yarriambiack hereby disclaim all warranties and conditions in regard to this information, including all implied warranties and conditions of merchantability, fitness for a particular purpose, title and non-infringement.

In no event shall the MEMPCs of Hindmarsh, Horsham, West Wimmera and Yarriambiack be liable for any special, indirect or consequential damages or any damages whatsoever resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

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1. Introduction

The four partner Councils who make up the WEMRSP – Hindmarsh, Horsham, West Wimmera and Yarriambiack – are vulnerable to a number of hazards that impact their area and may affect the welfare of domestic animals (pets), livestock and wildlife.

The area of the four municipalities is home to a large number of domestic animals, livestock and wildlife. The area is also traversed by trucks on major highways, which carry livestock in large volumes on a daily basis. This sub-plan is based on the principle of “shared responsibility” where the owners of domestic animals and livestock will have arrangements in place before, during and after an emergency to manage the welfare of their animals.

This Emergency Animal Welfare Support Sub-Plan complements the MEMP of each partner Council.

The focus of this sub-plan is to prescribe the municipal coordination arrangements that exist to support agencies that have a responsibility for emergency animal welfare support before, during and after an emergency, which includes:

- Domestic animals (pets): Local Government
- Livestock: Department of Jobs, Precincts and Regions (DJPR)
- Wildlife: Department of Environment, Land, Water and Planning (DELWP).

1.1 Authority to plan

The Emergency Animal Welfare Support Sub-Plan has been produced pursuant to the [Act](#) (Part 6A—Emergency Management Plans).

1.2 Scope

The focus of this sub-plan is in relation to the:

- Identification and assessment of affected animals in an emergency event
- Management of displaced animals in an emergency event
- Veterinary treatment and triage of affected animals
- Humane destruction and disposal of animals as a result of an emergency event
- Logistical coordination of goods and services for animals affected by an emergency event.

1.3 Objectives

The objectives of this plan are to:

- Ensure animal welfare support is considered before, during and after an emergency
- Prescribe the resources that are locally available to support this plan
- Prescribe the resources available externally that may support this plan
- Outline the municipal coordination arrangements for animal welfare support
- Assess the need for animal welfare support before, during and after an emergency
- Provide advice to the community on animal welfare support before, during and after an emergency.

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The sub-plan should be read in conjunction with relevant legislation and plans that may identify further strategies, arrangements and resources that assist planning and delivery of animal welfare support services following an emergency event in Victoria. Relevant documents include but are not limited to:

- *Emergency Management Act 2013*
 - State Emergency Management Plan (SEMP)
 - Municipal Emergency Management Plans
 - Municipal Emergency Animal Welfare Plans
- *Prevention of Cruelty to Animals Act 1986 (POCTAA)*
 - Underpinning Codes and Standards for the Welfare of Animals
- *Domestic Animals Act 1994*
- *Livestock Management Act 2010*
- *Impounding of Livestock Act 1994*
- *Wildlife Act 1975*
- *Flora and Fauna Guarantee Act 1988*
- *Occupational Health and Safety (OH&S) Act 2004*

The *Emergency Management Act 2013* is the empowering legislation for the management of emergencies in Victoria.

The *Prevention of Cruelty to Animals Act 1986* is the principal legislation for animal welfare. It establishes legislative powers to prevent cruelty to animals, encourage the considerate treatment of animals and improve the level of community awareness about the prevention of cruelty to animals including wildlife.

The *State Emergency Management Plan (SEMP)* identifies Victoria’s organisational arrangements for managing the response to emergencies. The *State Emergency Relief and Recovery Plan* identifies Victoria’s arrangements for the delivery of emergency relief and recovery services in Victoria.

The SEMP contains policy and planning documents for emergency management in Victoria and provides details about the roles different organisations play in emergency management arrangements.

The custodian of the plan is the Department of Jobs, Precincts and Regions (DJPR). This role is consistent with DJPR’s responsibility for the administration of the POCTAA. This Act is the main legislation for animal welfare in an emergency and provides powers for the Department Head, inspectors and veterinary practitioners in an emergency to ensure any animal welfare issues can be appropriately addressed.

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DELWP has the lead role in implementing the plan with respect to wildlife. The role is consistent with this Department's responsibility for administration of the *Wildlife Act 1975* and the *Flora and Fauna Guarantee Act 1988* as well as its responsibilities under the SEMP.

The plan is intended to be a reference for all agencies, organisations, groups and individuals with responsibility for animal welfare during emergencies. The plan is a reference for use in the development of MEMPs and Domestic Animal Management Plans (DAMPs) and provides guidance to other non-government organisation plans with respect to animal welfare arrangements in Victoria.

1.4 Review and testing

This sub-plan is to be reviewed at least annually or after activation for an emergency event by the MEMPC.

The sub-plan is to be tested by an exercise every two years unless it has been activated for an emergency event. An evaluation of the exercise is to be tabled with the MEMPC for their review.

1.5 Information sharing

At times, animal owner/carer details may need to be provided to animal welfare support agencies to ensure a comprehensive assessment of animals impacted by an emergency. This enables the coordinated delivery of services to affected owners/carers and their animals.

Council will coordinate the management of information in accordance with the *Privacy and Data Protection Act 2014* and relevant policy. Where information is disclosed, Council will record the details of the information, and to who it is released, to the relevant file.

2. Organisational roles and responsibilities

There are a number of government agencies and non-government organisations that have a role and/or responsibility in providing emergency animal welfare support.

The [Victorian Emergency Animal Welfare Plan \(Revision 2 – October 2019\)](#) lists a number of specific animal welfare emergencies, for example, emergency animal disease events and cetacean emergencies. In these cases, the Victorian Emergency Animal Welfare Plan assigns responsibility for managing an emergency to specific agencies.

In other emergencies listed under the SEMP, for example, bushfire and flood events, impacts on animal welfare may be identical to the broader emergency. In this case, there is a controlling agency that requires the support of those government agencies and non-government organisations with the requisite knowledge, skills and resources to manage animal welfare support.

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2.1 Primary agencies

The following agencies have a primary role and responsibility in emergency animal welfare support.

Department of Jobs, Precincts and Regions (DJPR) / Agriculture Victoria (AgVic)

DJPR/AgVic is the primary agency for livestock and companion animal welfare support services in emergencies and has the following responsibilities:

- Maintaining the Victorian Emergency Animal Welfare Plan
- Providing emergency animal welfare management advice to agencies, organisations and the community
- Identifying and assessing impacted animals
- Providing advice on treatment, humane destruction or emergency salvage slaughter
- Assessing fodder and water needs of impacted animals
- Providing wildlife welfare advice to the Department of Environment, Land, Water and Planning (DELWP)
- Coordinating animal welfare groups and volunteers
- Assessing and reporting losses and damage
- Investigating animal welfare complaints
- Liaising with DELWP, local governments and animal welfare support agencies to ensure effective allocation of resources.

Department of Environment, Land, Water and Planning (DELWP)

DELWP is the primary agency for wildlife welfare support services and has the following responsibilities:

- Communicating wildlife emergency welfare arrangements to relevant stakeholders
- Providing advice to response agencies regarding the impact of an emergency on flora and fauna
- Developing information for the public and media relating to the management of wildlife impacted by the emergency
- Ensuring the treatment and care of wildlife is conducted in accordance with relevant legislation
- Providing advice on wildlife carcass disposal.

Local Government

The role and responsibility of local governments are summarised under the following headings as listed in the Victorian Animal Emergency Animal Welfare Plan (Revision 2).

Prevention and Risk Mitigation

- Ensure emergency relief and recovery components of MEMPs detail local emergency animal welfare support arrangements and providers for relevant animal welfare services, including:
 - Communicate municipal animal welfare contacts and arrangements to relevant stakeholders
 - Reference animal welfare information in publications and websites to assist broader community awareness, education and understanding.

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Response

- Liaise with animal welfare agencies and organisations to enable effective and timely delivery of animal welfare support services
- Provide input to information for the public and media relating to the management of animals impacted by the emergency for release by the Incident Controller.

Relief

- Provide assistance with urgent animal welfare needs
- Manage donated goods and services offered to Council
- Emergency confinement of stray animals within the municipality
- Referral of animal welfare needs to welfare support organisations
- Coordination of clean-up activities, including disposal of dead animals
- Provide a point of contact for agencies and organisations in relation to emergency animal welfare support issues
- Make provisions for animals presenting at emergency relief centres that include provision for the registration, treatment and housing of animals at the relief centre or advise animal owners of alternative arrangements where animals cannot be housed at the site.

Recovery

- Work with DJPR to assist in ongoing animal welfare recovery within the municipality
- Coordinate recovery services for animal owners and carers.

The following key positions in Council provide a summary of their role in coordinating emergency animal welfare support before, during and after an emergency event.

Municipal Emergency Management Officer (MEMO)

The MEMO is responsible for the coordination of Council resources and activities in support of a controlling agency managing an emergency.

Municipal Recovery Officer (MRM)

The MRM, in consultation with the MEMO, is responsible for the coordination of relief and recovery activities.

Relief Centre Coordinator

The Relief Centre Coordinator manages the Emergency Relief Centre and the services provided through them.

Responsible Officer

The Responsible Officer is the term used for the following Council positions:

- Hindmarsh – Local Laws Officer
- Horsham – Community Safety Coordinator
- West Wimmera – Ranger/Local Laws Coordinator
- Yarriambiack – Local Laws Officer (Ranger)

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In an emergency event, the Responsible Officer’s function is coordinated by the MEMO. The Responsible Officer will assist in implementing the Council’s Emergency Animal Welfare Support Sub-Plan. Their role may include the following:

- Receiving, recording and distributing information on emergency animal welfare support issues
- Identify and assess emergency animal welfare risks
- Advise and consult with the MEMO and MRM on emergency animal welfare support
- Liaise with and coordinate the distribution of additional resources from animal welfare support agencies
- Prioritise animal welfare operational activities
- Attend community recovery meetings as required.

2.2 Non-government agencies

There are a number of external agencies and suppliers who may provide emergency animal welfare support services depending on the emergency event location and their resource capacity. DJPR monitors an emergency event and consults with the Australian Veterinary Association and RSPCA where local resources are exhausted.

The following is a list of some of the external agencies who may provide emergency animal welfare support with a summary of the services they may provide:

Australian Veterinary Association (Victoria)

- Access is via DJPR
- Communication with and support of veterinarians and other agencies in the treatment of animals
- Maintaining a database of volunteer veterinarians and veterinary nurses
- Monitoring the level of support being provided by veterinarians and practices
- Preparation and distribution of fact sheets and other technical information to veterinarians treating injured animals.

Royal Society for Prevention of Cruelty to Animals (RSPCA)

- Access is generally via DJPR
- Undertaking animal welfare assessment activities
- Reporting animal welfare needs
- Managing the distribution of donations
- Providing advice to pet owners.

Animal welfare organisations

- Assist in the establishment and resourcing of triage sites
- Provision of veterinary and animal treatment services
- Provision of boarding facilities and portable housing
- Distribution of donated pet food and fodder
- Maintaining registers
- Assisting with animal transport.

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Wildlife shelters and carers

- Providing assistance in wildlife rescue, relief and recovery activities
- Where authorised, provide treatment, rehabilitation and release of wildlife affected by emergencies.

2.3 Other state agencies

The following lists the role of other state agencies in emergency animal welfare support.

Environmental Protection Authority (EPA)

- Ensuring dead animals are disposed of in the right way to prevent harm to the environment and human health – refer to [3.5 Deceased Animal Disposal Sites](#).

Victoria Police (VicPol)

- Ensuring emergency animal welfare support is represented in state, regional and local plans
- Ensuring traffic management point arrangements allow the timely delivery of animal welfare support services
- Ensuring emergency animal welfare support issues identified through initial impact assessments are referred to DJPR.

Department of Families Fairness and Housing (DFFH)

- Ensuring that emergency animal welfare support is represented in state, regional and local relief and recovery plans.

Country Fire Authority (CFA)

- As a control agency, ensuring approved emergency animal welfare support messages are provided to the community and media
- Ensuring that emergency animal welfare support issues identified through rapid impact assessments are referred to DJPR.

Victoria State Emergency Services (VicSES)

- As a control agency, ensuring approved emergency animal welfare support messages are provided to the community and media
- Ensuring emergency animal welfare support issues identified through rapid impact assessments are referred to the DJPR.

[Appendix B: State-wide contact information for emergency animal welfare support](#) contains contact details for state-wide animal services that may be able to provide animal welfare assistance during an emergency.

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3. Preparedness arrangements

Each of the partner Councils prepares for emergency animal welfare support services through the development of this sub-plan and the following activities.

3.1 Municipal Emergency Management Planning Committee (MEMPC)

Animal emergency welfare support services will be represented by DJPR and Council at MEMPC meetings as required.

The MEMPC representing each partner Council area facilitates the development and review of this Animal Emergency Welfare Support Sub-Plan that supports their MEMPC.

The MEMPC will ensure that animal emergency welfare support will be included in appropriate exercises to test and train for the activation of this sub-plan.

3.2 Training

The partner Councils facilitate appropriate training for Council staff who may be involved in animal emergency welfare support activities.

Council Officers have specific accreditations required to manage animals. These requirements are found under and may include:

- *Prevention Of Cruelty To Animals Act 1986* and Regulations 2008 – Authorisation
- *Domestic Animals Act 1994* and Regulations 2015 – Authorisation
- First aid
- Victorian firearms long arm licence
- Firearms safety course
- Basic wildlife awareness
- *Impoundment of Livestock Act 1994* and Regulations 2008 – Authorisation

3.3 Memorandum of Understanding (MoU)

The partner Councils may consider authorising Council Officers from one Council to operate in another Council in support of their Council Officers during an emergency event to provide animal emergency welfare support.

This may be facilitated by the relevant Councils signing an MoU and ensuring the Council Officers have the appropriate authorisation and delegation of powers as required.

Where an MoU is entered into between Councils, it will be referred to in this sub-plan.

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3.4 Animal accumulation centres

The partner Councils have a number of animal accumulation centres within their municipality. They are listed in [Appendix C: Animal accumulation Centres](#).

It is expected that these centres have emergency management plans in place to manage their livestock, however, during an emergency, they may require assistance or be able to provide assistance.

3.5 Deceased animal disposal sites

It is the responsibility of the individual responsible/undertaking the burial of dead livestock to minimise any risks to human health or environment so far as reasonably practical. This is a general requirement (duty) of the *Environment Protection Act 2017* (section 25 General Environment Duty).

It is the Environment Protection Authority's (EPA's) strong preference that all reasonable attempts are made to dispose of dead livestock at an approved facility. This may be an EPA licence landfill, rendering/abattoir or knackery.

Any stockpile disposal under 500 sheep or 150 cattle needs to follow the guidance detailed in the following publications:

[EPA \(Publication IWRG641.1\) – Farm Waste Management](#)

This publication provides high-level guidance on the siting of burial pits. The general guidance is as follows:

To reduce environmental impacts, an on-farm burial site should be set up as follows –

- On elevated land with a slope of less than five per cent, to allow proper drainage and prevent pooling of water following a rain event
- At least two metres between the water table and the base of the pit, considering site-specific geology and impact on groundwater
- At least 200 metres from any surface waters
- At least 300 metres from neighbouring houses
- Avoiding highly or moderately permeable soils.

You should also –

- Cover the carcasses with at least one metre of soil
- Where necessary, direct surface run-off away from the pit
- Slightly mound the pit after backfilling.

[Agriculture Victoria Publication – Disposing of Carcasses after Bushfire, Flood or Drought](#)

[EPA Fact Sheet \(Publication 1738\) – Disposal of Bushfire Waste](#)

The DJPR provides advice to local government regarding the disposal of dead animals, including location, type and number of animals to be disposed of. The EPA will ensure that the appropriate disposal methods are adopted for wastes resulting from response activities.

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The DJPR has a list of licensed landfill sites that may take dead animal carcasses across the state. Other sites may be identified and assessed in consultation between the Environmental Health Officer from the municipality where the site is located and the EPA before an emergency and listed in this sub-plan as appropriate.

The Horsham Rural City Council Dooen Road Landfill may be considered for carcass disposal once consultation has occurred between the MEMO and Environmental Health Officer from the Council.

4. Response arrangements

In the event of an emergency, respective animal emergency welfare support responsibilities will be activated in accordance with the classification given to the event, for example, Level 1, 2 or 3.

Where an emergency impacts animals, an appointed DJPR Animal Welfare Liaison Officer will interact with the MEMO or their delegate, to ensure animal welfare arrangements are in place that allows effective scoping, management and referral of animal welfare needs, as well as the distribution of relevant public information.

[Appendix A: Local contact information for emergency animal welfare support](#) provides a comprehensive list of key contacts relating to animal welfare.

4.1 Activation of the plan

The plan may be activated:

- At the request of DJPR
- At the request of a control agency
- By each Council based on incident information received.

The response will be graduated depending on the:

- Incident
- Information
- Assessments made.

4.2 Processing animals

An accurate record of each animal that is presented is extremely important. At least one person should be designated to complete paperwork, photograph and put identification on each animal presented.

This data is to be transferred into a central database to ensure that animal owners have one reliable source of information when trying to locate an animal. The importance of this system should be communicated to other shelters and animal businesses that may receive animals directly from the public.

[Appendix H: Animal Processing Procedure](#) provides a procedure for processing animals presenting at a designated location.

[Appendix I: Animal registration form Template](#) provides a template of an animal registration form.

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4.3 Animal emergency accommodation

Accommodating animals in emergency housing is a last resort. The first option should always be with family or friends outside the affected area that can better provide for animals. If there is no feasible pet-friendly accommodation, boarding kennels may be available and appropriate. Wildlife should be transferred to authorised wildlife carers located in a safe area.

[Appendix E: Animal accommodation requirements](#) provides a list of available short term housing options in each municipality.

Animals should not be kept at the Emergency Relief Centre or in emergency housing and shelters for more than three days.

[Appendix D: Animal housing Guidelines](#) provides a guideline for animal emergency accommodation.

4.4 Animal welfare assessments

It is the responsibility of the person in charge of animals to arrange for the humane destruction or salvage slaughter of impacted animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival.

Animal Welfare Guidelines for assessment of livestock after bushfire are provided on the Agriculture Victoria Website:

- [Assessing horses after bushfire](#)
- [Assessing cattle after bushfire](#)
- [Assessing sheep after bushfire](#)

4.5 Humane destruction of animals

It is the responsibility of the person in charge of animals to arrange for the humane destruction or salvage slaughter of impacted animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival.

DJPR will assist in the humane destruction or salvage slaughter of animals when the person in charge cannot perform the necessary actions to alleviate the suffering of their animals. This assistance may include referral to veterinarians, DELWP or the RSPCA. *Prevention of Cruelty to Animals Act 1986* (POCTAA) trained and equipped officers (from RSPCA or local government) may also assist.

Wherever possible, destruction activities will take place in consultation with the person in charge of the affected animals. In situations where owners cannot be found, indemnity for immediate destruction in their absence is in accordance with POCTAA, section 21(ii).

In the case of wildlife, the triage veterinarian is responsible for assessing the need for euthanasia. While it is prohibited to destroy native wildlife under the *Wildlife Act 1975*, registered veterinary practitioners and appropriately accredited officers and volunteers who destroy wildlife in accordance with POCTAA are exempt.

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Methods of the destruction of animals must be consistent with the relevant Code of Practice, such as the Codes of Accepted Farming Practice for the Welfare of Animals (species-specific in the case of livestock), Code of Practice for the Welfare of Horses and Code of Practice for the Welfare of Wildlife during Rehabilitation.

4.6 Disposal of dead animals

Due to possible health hazards, timely disposal of animal carcasses is critical. A number of on-farm and off-farm options exist for the disposal of dead animals resulting from an emergency, including licensed landfills, knackeries and rendering facilities and high-temperature incineration. Disposal on private land and government-owned sites, such as unlicensed or decommissioned landfill sites, may be allowed subject to *Environment Protection Act 2017* (section 25 General Environment Duty) and will require the development of a Site Management Plan.

DJPR is the provider of advice to local government regarding the disposal of dead animals, including location, type and number of animals to be disposed of. The EPA will ensure that the appropriate disposal methods are adopted for wastes resulting from response activities.

In the event of an emergency, DJPR will liaise with each municipality regarding the carcass disposal needs of livestock and companion animals, and with the assistance of the EPA, can assist each municipality to identify suitable sites for disposal.

For wildlife, where a response is based on the bushfire protocols, it is the responsibility of the triage veterinarian to work with each municipality to oversee the disposal of carcasses of euthanized wildlife.

4.7 Briefing and debriefing

Council will provide regular internal briefings to all staff involved in an emergency. These will be coordinated through the MEMO and MRM. Animal welfare issues will be discussed at all briefings.

At the end of any emergency, debriefings will be held and all staff involved in the emergency will be asked to be involved. Animal welfare issues will be discussed at a debrief.

For detailed information on emergency briefings and debriefing procedures refer to the MEMP.

5. Relief arrangements

Each partner Council is responsible for coordinating relief arrangements within their municipality. Relief arrangements are detailed in this sub-plan and the Wimmera Integrated Emergency Relief and Recovery Manual.

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5.1 Emergency Relief Centre arrangements

When a relief centre is open, the provision for animals will be made in accordance with the Emergency Relief Centre Handbook. The Community Safety Officer/Ranger will work closely with the Relief Centre Coordinator to assist in the management of companion animals and stray animals.

Evacuated households may bring their pets with them as they are viewed as a member of their family. History has shown the presence of pets inside the Emergency Relief Centre is disruptive and unhygienic. Provision for the welfare of pets outside the Emergency Relief Centre is the responsibility of the Community Safety Officer/Ranger, however, responsibility for the control and welfare of the animals rests with the owner.

Assistance animals, for example, Seeing Eye Dogs, are allowed into and can stay in Emergency Relief Centres. Under section 9(2) of the *Commonwealth Disability Discrimination Act 1992*, an assistance animal is a dog or other animal that is:

- Accredited under a state or territory law that provides for the accreditation of animals trained to assist a person with a disability to alleviate the effect of the disability; or
- Accredited by an animal training organisation prescribed by the regulations for the purposes of this paragraph; or
- Trained to assist a person with a disability to alleviate the effect of the disability, and to meet standards of hygiene and behaviour that are appropriate for an animal in a public place.

Other domestic animals that present may not be housed on-site, but in consultation with the owner/carer taken to alternative venues. The Relief Centre Coordinator and/or Community Safety Officer/Ranger will assist in facilitating alternative arrangements.

6. Recovery arrangements

Longer-term animal welfare will be documented and addressed through the development of the Municipal Recovery Plan for the emergency event.

6.1 Food items

Community Safety/Local Laws may liaise with local organisations to assist in the coordination of pet food donations. Otherwise, a donated goods management plan and recording system may be developed for the emergency event.

The Victorian Farmers Federation may be activated to coordinate fodder distribution in large events in consultation with the Municipal Recovery Manager. Where they are not activated, the Municipal Recovery Manager will work with relevant agencies to coordinate distribution.

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6.2 Water

GWMWater is the local water authority. The MRM may liaise with GWMWater to work out an appropriate response and plan for the supply of water to livestock depending on the scenario. This will include identifying suitable locations and access points for water for livestock. GWMWater can supply water trailers for domestic animals at emergency relief centres if required.

6.3 Non-food Items

The management of non-food items will be coordinated by the MRM who may delegate responsibility to an appropriate organisation.

6.4 Financial

The MRM will determine how financial donations are received and managed for an emergency event. The MRM may liaise with an appropriate organisation to accept responsibility to manage financial donations in relation to an emergency as required.

6.5 Volunteers

In the context of this sub-plan, volunteers who assist in emergency animal welfare support activities are members of organisations that are accredited to perform work in this area and have the appropriate management structure and training in place for their personnel.

Spontaneous volunteers are to be acknowledged and referred to appropriate organisations that may be able to incorporate them into their activities. There may be no opportunity to utilise the services of a spontaneous volunteer due to:

- The specialised nature of the work
- Limited resources to equip a spontaneous volunteer, for example, safety equipment
- Limited management structures to supervise spontaneous volunteers
- Sufficient resources are already employed to manage the workload
- The MRM will coordinate acknowledgement of the offer of service from spontaneous volunteers in an appropriate manner.

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Appendix A: Local contact information for emergency animal welfare support

Note – DJPR will assist in contacting:

- Vets through the Australian Veterinary Association (AVA) to provide services
- RSPCA where extra services are required circumstances permitting consult with DJPR first

Service	Organisation	Contact
Animal Welfare Assessment		
Livestock companion animals	DJPR RSPCA	DJPR: call 136 186 from anywhere in Australia, Monday to Friday, 8am to 6pm RSPCA: call 1300 477 722 from anywhere in Australia, 24 hours a day, 7 days a week
Wildlife	DELWP	1300 094 535
Hindmarsh – Municipal Emergency Animal Welfare		
HSC Ranger and Local Laws	HSC	0428 500 244 03 5391 4444
Horsham – Municipal Emergency Animal Welfare		
HRCC Community Safety Officers and Local Laws	HRCC	03 5382 9777
West Wimmera – Municipal Emergency Animal Welfare		
WWSC Ranger and Local Laws	WWSC	0417 628 874 03 5585 9900
Yarriambiack Shire Council – Municipal Emergency Animal Welfare		
YSC Ranger and Local Laws	YSC	0428 591 980 03 5398 0100
Neighbouring Municipal Emergency Animal Welfare Support		
Local Laws – Ranger	Northern Grampians Shire Council	03 5358 8700
Local Laws – Ranger	Southern Grampians Shire Council	03 5573 0444

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Service	Organisation	Contact
Local Laws – Ranger	Glenelg Shire Council	1300 453 653 03 5522 2208
Local Laws – Ranger	Buloke Shire Council	1300 520 520
Local Laws – Ranger	Mildura Rural City Council	1800 241 540 03 5018 8100
Identification of affected animals		
Livestock identification	DJPR	Call 136 186 from anywhere in Australia, Monday to Friday, 8am to 6pm
Pet Identification (microchips or tags – Community Safety, Ranger, Local Laws, authorised person to access)	National Pet Register Central Animals Register	1300 734 738 1800 333 202
Veterinary practices		
Domestic animals	Horsham Veterinary Hospital	25 Dimboola Road Horsham Vic 3400 03 5381 1439 (24 hour emergency service)
	Your Family Vet	29 O’Callaghan’s Parade Horsham Vic 3400 03 5381 1996 (24 hour emergency service)
Domestic and livestock	Wimmera Mallee Veterinary Services	37 Woolcock Street Warracknabeal Vic 3393 5394 1100 0411 647 538
	Rural Vet Services	PO Box 1339 Naracoorte SA 5271 08 8762 1885 0419 621 886

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Service	Organisation	Contact
	Naracoorte and Penola Veterinary Centres	82 Stewart Terrace Naracoorte SA 5271 08 8762 1955 0428 834 706 (emergency) 42 Church Street Penola SA 5277 08 8737 2252 0428 834 706 (emergency)
	Bordertown Veterinary Clinic	19 Woolshed Street Bordertown SA 5268 08 8752 1478
Veterinary treatment/triage		
Wildlife carers	DELWP	Mrs Robyn Fraser "Laundon Pines" 510 Horseshoe Bend Road Dimboola Vic 3414 03 5389 1659 Ms Michelle A Wood 198 Bulocky Mary Road Black Range Vic 3381 03 5358 5559 Ms Lea Crystal 841 Broughton Road Broughton Vic 3418 03 5392 8292 Miss Vicki L Stevens 175 Snells Road Wartook Valley Vic 3401 03 5383 6298
Volunteer vets and nurses	DJPR with Australian Veterinary Association	Call 136 186 from anywhere in Australia, Monday to Friday, 8am to 6pm
Triage support	RSPCA Australian Veterinary Association	03 9224 2222 03 9224 2200 (fax) rspca@rspca.vic.gor.au
	Blue Cross Animals	03 9722 1265 bluecrossanimals@gmail.com www.bluecrossanimals.org.au (may contact through DJPR)

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Service	Organisation	Contact
Animal destruction (consult with DJPR where appropriate)		
Livestock	DJPR	DJPR: call 136 186 from anywhere in Australia, Monday to Friday, 8am to 6pm
Companion animals	RSPCA	RSPCA: call 1300 477 722 from anywhere in Australia, 24 hours a day, 7 days a week
Wildlife	DJPR	Call 136 186 from anywhere in Australia, Monday to Friday, 8am to 6pm
	DELWP – Parks Victoria	1300 094 535
	Hindmarsh Shire Council	03 5391 4444
	Horsham Rural City Council	03 5382 9777
	Yarriambiack Shire Council	03 5398 0100
West Wimmera Shire Council	03 5585 9900	
Carcass disposal (consult with DJPR where appropriate)		
Transport (Council Officers to facilitate)	Hindmarsh Shire Council Horsham Rural City Council Yarriambiack Shire Council West Wimmera Shire Council	03 5391 4444 03 5382 9777 03 5398 0100 03 5585 9900
Dooen Landfill Site (licenced)	Horsham Rural City Council (consultation required with the Municipal Emergency Management Officer and Environmental Health Officer)	Municipal Emergency Management Officer 03 5382 9777
Knackeries	Auld's Stock Removals, Stanhope	03 5857 2683
Pet Food Processor	Pet Meat Processors Pty Ltd	03 5593 1986 – Camperdown 03 5572 4544 – Hamilton
Approvals	Environment Protection Authority	1300 372 842 (24/7) 03 9695 2610 (fax)
Donated fodder suppliers		
Fodder (mainly sheep and cattle)	Victorian Farmers Federation (consult with DJPR before contacting direct)	1300 882 833 03 9207 5500 (fax) vff@vff.org.au

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Service	Organisation	Contact
Pet food support	Horsham PAWS	0427 227 231 hpaws@live.com.au
	Phoenix Animal Rescue	0427 221 231 phoenixarh@outlook.com
Animal welfare groups		
Domestic pet support	Horsham PAWS	0427 227 231 hpaws@live.com.au
	Phoenix Animal Rescue	0427 221 231 phoenixarh@outlook.com
Horse support	Pony Rescue	Tania Decker 0428 148 802
Wildlife help	Help for Wildlife	0417 380 687

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Appendix B: State-wide contact information for emergency animal welfare support

Consult DJPR for advice where appropriate on who to contact in the emergency event

Organisation	Phone	Website
Australasian Animal Record (microchips)	1800 025 461	www.aar.org.au
Australian Veterinary Association	03 9600 2930	www.ava.org.au
Cat Protection Society of Victoria	03 9434 7155	www.catprotection.com.au
Central Animal Records (microchips) (requires Ranger to access)	1800 333 202	www.car.com.au
Department of Families, Fairness and Housing	1300 650 172	www.dffh.vic.gov.au
Department of Health	1300 650 172	www.health.vic.gov.au
Department of Jobs, Precincts and Regions (DJPR) – animal welfare	Call 136 186 from anywhere in Australia, Monday to Friday, 8am to 6pm	https://agriculture.vic.gov.au/livestock-and-animals/animal-welfare-victoria
Department of Jobs, Precincts and Regions (DJPR) – Emergency Animal Disease Hotline	1800 675 888	https://agriculture.vic.gov.au/biosecurity/animal-diseases
Department of Environment, Land, Water and Planning (DELWP)	136 186	www.delwp.vic.gov.au
Dogs Victoria	03 9788 2500	www.dogsvictoria.org.au
Feline Control Council	03 9720 8811	www.fccvic.org

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Organisation	Phone	Website
Ferret Rescue	0428 553 609	www.vicferrets.org.au
Governing Council of Cat Fancy	03 97524217	www.catsgccfv.org.au
Help for Wildlife	0417 380 687	www.helpforwildlife.org.au
National Pet Register (microchips) (now managed by Central Animal Records) Requires Ranger to access	1800 333 202	www.car.com.au
Petcare Information and Advisory Service		www.petnet.com.au
Petsafe	02 9476 5631	www.petsafe.com.au
Project Hope Horse Welfare Australia Inc.	1300 881 606	www.phhvw.org.au
Red Cross	03 8327 7700	www.redcross.org.au
RSPCA	03 9224 2222	www.rspcavic.org
The Lost Dogs Home	03 9329 2755	www.dogshome.com
VicRoads	131 170	www.vicroads.vic.gov.au
Victorian Animal Aid Trust	03 9275 5608	www.vaat.org.au
Victorian Bushfire Information Line	1800 240 667	www.emergency.vic.gov.au
Victorian Farmers Federation	1300 882 833	www.vff.org.au
Wildlife Victoria	1300 094 535	www.wildlifelifevictoria.org.au
Zoos Victoria	03 9285 9300	www.zoo.org.au

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Appendix C: Animal accumulation centres

Consult DJPR where appropriate for advice first on who to contact in the emergency event.

Facility – location	Main threat	Existing arrangements
Hindmarsh Shire Council		
Details restricted (for further details contact Hindmarsh Shire Council)	Disease, limited capacity	
Horsham Rural City Council		
Horsham Pound (for further details contact Horsham Rural City Council)		
West Wimmera Shire Council		
Details restricted (for further details contact West Wimmera Shire Council)		
Yarriambiack Shire Council		
Warracknabeal Showgrounds	Disease	Signed MoU
Wet Noses Boarding Kennel	Disease	Signed MoU – all incoming dogs to be vaccinated
Warracknabeal Pound	Disease, limited capacity	Council facility
Saleyards	Disease	Council-owned facility

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Appendix D: Emergency housing guidelines

Emergency housing should provide the following

- Animal admission and identification record keeping
- Secure and functional housing
- Food and water
- Triage sites or access to veterinary treatment for injuries, illness and humane destruction
- Identifying and contacting owners (lost and found registers)
- Animals requiring special attention (horses, wildlife etc.)
- Staff health and safety
- Processing and distribution of donated goods

Conditions attached to animal emergency housing

Animals with no identified owner will be handled according to the municipality's stray animal policy. Animals presenting with an owner can be housed under the following conditions:

- All animals are held at the owner's risk
- Water will be provided for the animals
- Housing is only short term. Animals that remain at the shelter after eight days may be processed as unowned animals
- Animals must be confined or on leash at all times
- Animals with special needs will need to be managed by the owner to ensure they do not cause harm or discomfort to other animals
- Animals must not be moved from their designated crate/pen without notification to the person in charge of the animal emergency housing
- Animals that are not well or have an infectious disease will be managed on a case by case basis. Suitable alternative arrangements for accommodation will be made; this will be done to protect the health of other animals in a facility.

Access for owners/carers of pets in alternative shelter options away from them will be managed according to the incident and resource capacity at the time.

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Appendix E: Animal accommodation requirements

Due to the increased stress levels amongst animals during an emergency, all possible efforts must be undertaken to minimise its effects.

- Predator and prey species should be kept as separate as possible.
- Animals should be inspected ideally every four hours to ensure their environment is adequate to maintain their health.
- If any animal appears sick, injured or its behaviour has changed it has to be reported to the manager as soon as possible.
- Animals in the relief centre should be provided with food in sufficient quantity and nutritional quality to meet the daily requirements for the condition and size of the animals.
- Food and water containers should be of a suitable type for the animal and should not easily spill.
- Animals should have access to water at all times.

Dogs

- Dogs should be walked daily.
- Poo bags and garbage bins should be readily available.
- If dogs that have been declared menacing, dangerous or of a restricted breed are presented at the relief centre, they must wear a muzzle and their specified collar, and be restrained on a secure leash until alternate suitable housing can be arranged.
- Further information on the care of dogs can be found in the “Code of practice for the private keeping of dogs” and “Code of practice for the management of dogs and cats in shelters and pounds”.

Cats

- Cages need to be large enough to allow for a sleeping area, water container and litter tray.
- Cats should be provided with clean litter every day and litter trays should be disinfected between each use.
- Further information on the care of cats can be found in the “Code of practice for the private keeping of cats” and “Code of practice for the management of dogs and cats in shelters and pounds”.

Small pets

A variety of small pets such as rabbits, guinea pigs, rats, mice or reptiles are likely to arrive at relief centres. These will hopefully arrive in cages suitable for housing and confinement.

Further information on the care of small pets can be found in Codes of Practice or DJPR information sheets.

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Birds

- Birds are particularly susceptible to stress.
- Perches must be provided for birds that rest by perching. The perches must be of sufficient diameter to allow the bird to maintain a firm grip. There must be sufficient perch space for all birds in a container to perch comfortably at the same time.
- Birdcages must be covered or kept in a darkened room at night to enable them to get appropriate rest.
- Further information on the care of birds can be found in the “Code of practice for the housing of caged birds”.

Livestock

In most large emergencies DJPR will establish its own Incident Management Team to coordinate field operations relating to fire-affected agricultural properties.

People transporting large livestock to an emergency relief centre or an emergency shelter should be directed to the nearest large, safe venue for holding them. Possible sites may include show grounds, saleyards, empty feedlots and confinement buildings with adequate ventilation, airports, aeroplane hangars, livestock auction markets and fenced pasture.

Further information on the care of livestock can be found in the [Codes of accepted farming practice](#).

Wildlife

Wildlife requires special housing and care. DELWP is the primary support agency for the welfare of wildlife. If wildlife is presented at the relief centre advice should be sought from DELWP on the appropriate course of action regardless of whether it is owned or wild.

Information on the care of wildlife can be found in the [Code of practice for the welfare of wildlife during rehabilitation](#).

Horses

Horses can be adequately housed for a short time on an oval or in a paddock as long as there is adequate fencing, water and food and any pasture is fit for horse consumption.

Unfamiliar horses should not be housed adjacent to each other as they may bite or kick each other through fencing. Stallions will require specialist fencing and should be housed separately from other animals.

Further information on the care of horses can be found in the [Code of practice for the welfare of horses](#).

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Appendix F: Available animal housing sites

Site	Capacity	Contact
Hindmarsh Shire Council		
Municipal pound	50-100 sheep/cattle	Steve Nicholson 0428 500 244
Saleyards	Mainly sheep	HSC 03 5391 4444
Showgrounds	Small numbers of livestock	A&P Society 0438 911 608 HSC 03 5391 1682
Racecourse	Mainly horses	Racecourse 5391 1682 HSC 03 5391 4444
Horsham Rural City Council		
Horsham Showgrounds	Greyhound Pavilion: 100 greyhounds, no mixed breeds Maydale Pavilion: Horses, cows Poultry Shed: Poultry	Justin Brilliant 03 5382 4329 0418 361 268 03 5382 1949 (fax)
Pound (Golf Course Road, Horsham)	Inside: 12 dog pens various sizes (room for approximately 12-24 dogs) 19 cat pens (room for approximately 29 cats) Outside: 10 cages for rabbits, guinea pigs, etc (room for approx 20 animals) Cattle sheep yards (room for 30- 40 cattle or more sheep)	HRCC Co-ordinator Community Safety 03 5382 9777 0439 190 182
Natimuk Showgrounds	Livestock	Travis Maybery (President) 0407 874 238 Cheryl Sudholz (Secretary) 0428 871 036

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Site	Capacity	Contact
Racecourse	Horses	Wimmera Racing Club 0427 989 212 horsham@countryracing.com.au
West Wimmera Shire Council		
Kaniva Showgrounds	Small animal holding capacity mainly poultry – Council supplied portable yards can improve capacity	Amanda Munn (President) 03 5392 2557
Edenhope Showgrounds	Livestock/poultry pavilions – Council supplied portable yards can improve capacity	Ian Hiller (President) 03 5585 7275
Edenhope Pound	Limited domestic (5 dogs, 4 cats), large livestock holding capacity	Ranger 0417 628 874 03 5585 9900
Yarriambiack Shire Council		
Warracknabeal Pound	8 dogs, 9 cats Outside yard can accommodate up to 40 sheep and 12 cattle Minimal food on site Water on site	Ranger 0428 591 980
Wet Noses Boarding Kennel	34 dogs only	03 5398 2233 3790 Borung Highway, Warracknabeal
Saleyards	15,000 sheep Water on site	Aaron Zwar 0407 979 866 Tony Brennan 0427 515 238
Racecourse	Horses	Lance Huebner (President) 0419 508 173 Lisa Inkster (Secretary) 0427 989 212

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Appendix G: Emergency water supplies

For a map of the sites: www.water.vic.gov.au/groundwater/emergency-water-supply-points
The water suitability definition used in the table is as per Water Quality Guidelines in Appendix H.

Location	Address	Contact	Water suitable for	Access
Hindmarsh Shire Council				
Detpa	At CFA Fire Shed (Preston Road)	HSC 03 5391 4444	Irrigation, potable mineral water	Shed locked
Diapur	At Diapur Hall (Nhill-Diapur Road)	HSC 03 5391 4444	Potable (acceptable)	In the yard, not locked, gate latch damaged
Dimboola	The back corner of Rifle Range and Wastewater Treatment Plant (Pine Avenue off Horseshoe Bend Road)	HSC 03 5391 4444	Potable (desirable)	Not known
Gerang Gerung	Coker Dam (at Coker Dam Road, left off the highway after Dimboola Driver Reviver site)	HSC 03 5391 4444	Potable (desirable)	Shed locked (key: Lyle Tune)
Kurnbrunin	Pigick Kurnbrunin Road (Kurnbrunin Road end)	HSC 03 5391 4444	Potable (desirable)	Not known
Lake Hindmarsh	Rainbow-Nhill Road at Lake Hindmarsh, School Road	HSC 03 5391 4444	Irrigation, potable mineral water	Shed locked (key: Lyle Tune)
Lorquon	Lorquon Township Road (north side of dirt track, look for windmill frame)	HSC 03 5391 4444	Irrigation, potable mineral water	Not known
Woorak	Nhill Jeparit Road at Woorak-Ni Ni-Lorquon Road (20 m from Nhill Jeparit Road)	HSC 03 5391 4444	Potable (acceptable)	Not known

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Location	Address	Contact	Water suitable for	Access
Horsham Rural City Council				
Burnt Creek Industrial Estate	Horsham Regional Livestock Exchange (Western Highway, Burnt Creek Drive)	HRCC 03 5382 9777	Stock	Not known
Cooack	Cooack Road (end of Grass Flat Road)	HRCC 03 5382 9777	Irrigation, potable mineral water	Not known
Dadswells Bridge	Western Highway (400m east of Golton Road)	HRCC 03 5382 9777	Stock	Not known
Dock Lake	Taylor's Lake Reserve (8 Dock Lake Road, off western Highway)	HRCC 03 5382 9777	Irrigation, potable mineral water	Not known
Dooen	Dooen Recreational Reserve (Henty Highway)	HRCC 03 5382 9777	Stock	Shed locked
Drung	Arnotts Road	HRCC 03 5382 9777	Potable (desirable)	Not known
Firebrace Street	Firebrace Street, Horsham	HRCC 03 5382 9777	Potable (desirable)	Shed locked
Kalkee	Kalkee Recreational Reserve (Kalkee Road)	HRCC 03 5382 9777	Stock	Not known
Laharum	Cnr Laharum, Wondwondah-Dadswells Bridge and Old Wartook Roads	HRCC 03 5382 9777	Potable (desirable)	Shed locked
Telangatuk East	Yulong East-West Road at the bend off Telangatuk East Rocklands Road	HRCC 03 5382 9777	Irrigation, potable mineral water	Not known
Tooan	Tooan-Mitre Road	HRCC 03 5382 9777	Potable (desirable)	Not known

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Location	Address	Contact	Water suitable for	Access
West Wimmera Shire Council				
Chetwynd	Casterton-Edenhope Road, in town, 300m from corner	WWSC 03 5585 9900	Bore, potable (acceptable)	Not known
Douglas	Wombelano Road, 200m from Harrow Clear Lake Road	WWSC 03 5585 9900	Water salinity is 27,000CE units (not suitable for consumption or irrigation)	Not known
Edenhope	Shire Yard, Langford Street	WWSC 03 5585 9900	Potable (acceptable)	Shed locked
Gymbowen	Hennessy's Road (50m up from Natimuk-Frances Road)	WWSC 03 5585 9900	Bore, potable (acceptable)	Not known
Harrow	Edenhope-Coleraine Road (past Nhill turnoff on left, 1.6km before Bore Road)	WWSC 03 5585 9900	Bore, irrigation, potable mineral water	Not known
Jane Duff Reserve (Mitre is nearest town)	Natimuk-Frances Road	WWSC 03 5585 9900	Bore, potable (desirable)	Not known
Kalinger	Nhill-Harrow Road (between Miga Lake and Gymbowen, 50m from Blackers Road)	WWSC 03 5585 9900	Bore, irrigation, potable mineral water	Not known
Lake Charlegrark	Lake Charlegrark Recreation Reserve (Lake Charlegrark Road)	WWSC 03 5585 9900	Bore, potable (desirable)	Not known
Minimay	Minimay Recreation Reserve (Tallegeira Frances Road)	WWSC 03 5585 9900	Bore, potable (acceptable)	Not known
Mitre Road (Nurcoung is the nearest town)	Public Hall (100m off Mitre Road, 200m from Chenoweths Road)	WWSC 03 5585 9900	Bore, potable (acceptable)	Not known

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Location	Address	Contact	Water suitable for	Access
Nurcounng	Cnr Nhill-Harrow and Jack Breens Road	WWSC 03 5585 9900	Not known	Not known
Redfords Road (nearest town is Telopea Downs)	Chappel Road on the laneway	WWSC 03 5585 9900	Bore, irrigation, potable mineral water	Not known
Wombelano	Recreation Reserve (Harrow Road, 20m from crossroads)	WWSC 03 5585 9900	Bore, irrigation, potable mineral water	Shed locked

Yarriambiack Shire Council

Beulah	On shire land west of Phillips Street and south of Lascelles Street (Dam – stormwater runoff)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Easy access
Brim	Recreation Reserve, Simson Street (catchment dam)	James McFarlane 0427 535 147	Stock water	Easy access
Brim	Silos (Henty Highway)	Not known	Stock water	Not known
Hopetoun	Austin Street (in Hopetoun Caravan Park)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Easy access
Hopetoun	Horsedip Road (catchment dam)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Easy access
Hopetoun	Cummings Street (catchment dam)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Easy access
Hopetoun	Lake Lascelles (Austin Street)	Burt Hallam 0417 012 003	Stock water	Easy access
Rupanyup	Wimmera Highway – opposite cemetery (catchment dam)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Easy access
Rupanyup	Recreation Reserve (Gibson Street, catchment dam)	Committee of Management	Stock water	Easy access
Warracknabeal	Henty Highway (near saleyards)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Shed locked

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Location	Address	Contact	Water suitable for	Access
Warracknabeal	Truck wash (Henty Highway, near saleyards)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Avdata Touch Key
Warracknabeal	Pyers Street Depot, standpipe	YSC emergency 03 5398 2467 0427 511 550	Stock water	Emergency phone operator
Woomelang	Cronomby Tank (Hopetoun Sea Lake Road)	YSC emergency 03 5398 2467 0427 511 550	Stock water	Emergency phone operator
Whole of Shire	YSC fire tanks	YSC emergency 03 5398 2467 0427 511 550	Stock water	Emergency phone operator
Shire swimming pools	Beulah, Hopetoun, Minyip, Murtoa, Patchewollock, Rupanyup, Tempy, Warracknabeal, Woomelang	YSC emergency 03 5398 2467 0427 511 550	Stock water	Emergency phone operator
Yarriambiack Creek weir pools	Beulah, Brim, Hopetoun, Minyip, Murtoa, Rupanyup, Warracknabeal, Woomelang	YSC emergency 03 5398 2467 0427 511 550	Stock water	Easy access
GWMWater Reservoirs	Warracknabeal, Hopetoun, Rupanyup, Murtoa	GWMWater 1300 659 961	Stock water	Not known

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Appendix H: Animal processing procedure

Processing incoming animals at a designated location procedure

1. The animal is received at the animal admission area.
2. The animal is secured in the appropriate manner e.g. cage, leash etc.
3. Record details of the person presenting the animal.
4. Scan the animal for a microchip and search for any identifiers such as tags or tattoos.
5. Complete identification process:
 - Take a photograph of the animal and note the photo number on the register of animals received
 - Record breed and sex of the animal
 - Identify the animal with a neck tag or other appropriate form of ID
 - If the animal is owned and the owner is known, record details of the ownership
 - If the animal is not owned or the owner is not known record the location where the animal was found.
6. Prepare a card to stay on the cage of the animal with the ID number of the animal and the owner's name. Use this card to record notes on the management of the animal such as medical treatment or when the animal was fed or walked.
7. Have the animal assessed by an appropriately skilled person and processed as necessary.
8. Record details of the departure of all animals from the emergency relief centre (ERC), including hospitalisation and deaths, on the register of animals, received.
9. Transfer information from the register of animals received to the central database (Crisisworks) as soon as practicable.
10. If appropriate, transfer information on unowned animals to the lost and found register as soon as practicable.

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Appendix I: Animal registration form template

Animal Registration Form		
Date and Time Received:	Name of person presenting the animal:	Contact details of the person presenting the animal:
Animal owned: <input type="checkbox"/> Yes <input type="checkbox"/> No	Animal alive or dead: <input type="checkbox"/> Alive <input type="checkbox"/> Health issues <input type="checkbox"/> Dead	Animal type:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Identifying marks (including microchip details):	Photo #:
Date and time-released:	Released to where and whom (contact details):	Entered into the database: <input type="checkbox"/> Yes <input type="checkbox"/> No

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Appendix J: Water quality guidelines

EC Range µs/cm)	Usefulness of Water
0-800	<ul style="list-style-type: none"> • Good drinking water for humans (provided there is no organic pollution and not too much suspended clay material). • Generally good for irrigation, though above 300 µs/cm, some care must be taken, particularly with overhead sprinklers, which may cause leaf scorch on some salt sensitive plants. • Suitable for all livestock.
800-2,500	<ul style="list-style-type: none"> • Can be consumed by humans although most would prefer water in the lower half of this range if available. • When used for irrigation, requires special management including suitable soils, good drainage and consideration of salt tolerance of plants.
2,500-10,000	<ul style="list-style-type: none"> • Not recommended for human consumption, although water up to 3,000 µs/cm could be drunk if nothing else was available. • Not normally suitable for irrigation, though water up to 6000 µs/cm can be used on very salt tolerant crops with special management techniques. • Over 6,000 µs/cm, occasional emergency irrigation may be possible with care, or if sufficient low salinity water is available, this could be mixed with the high salinity water to obtain an acceptable supply. • When used for drinking water by poultry or pigs, the salinity should be limited to about 6,000 µs/cm, most other stock can use water up to 10,000 µs/cm. • High magnesium levels can cause stock health problems in this range. Analysis recommended.
Over 10,000	<ul style="list-style-type: none"> • Not suitable for human consumption or irrigation. • Not suitable for pigs, poultry or any lactating animals. Beef cattle can use water up to 17,000 µs/cm and adult dry sheep can tolerate 23,000 µs/cm, however, it is possible that waters below these EC levels could contain unacceptable concentrations of particular irons. Detailed chemical analysis should therefore be considered before using high salinity water for stock. • Water up to 50,000 µs/cm (the salinity of the sea) can be used to flush toilets provided corrosion in the cistern can be controlled.

EC Range: EC stands for Electrical Conductivity and is a measure of salinity in water.
 µs/cm: means micro-siemens per centimetre and is a measure of electrical conductivity of water in relation to the salt content.

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Appendix K: Sample memorandum of understanding (MoU) between Council and emergency animal accumulation centre (EAAC)

MEMORANDUM OF UNDERSTANDING (MoU)

THIS AGREEMENT IS MADE ON

.....DATE.....

BETWEEN

XX Shire/Rural City Council

AND

YY Animal Facility Manager/Operator

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Purpose

This Memorandum of Understanding (MoU) details the agreement between XX.....Shire/Rural City Council and YY Facility Manager/Operator to use the mentioned facility as an Emergency Animal Accumulation Centre (EAAC) in response to any significant emergency event (such as Fire, Flood Storm etc.), leading to human and animal displacements.

This MoU specifically incorporates:

- Priority use of the facility as an EAAC over existing bookings.
- Roles and responsibilities of both parties.
- Maintenance of the AAC facility.
- Stand down and return the facility for normal business.

Signed:.....

Chief Executive Officer (or representative of CEO), XX Shire/Rural City Council

Signed:.....

Animal Facility Manager/Operator

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Background

Relief and recovery operations in an emergency event are responsibilities that require collaboration and coordination shared between individuals, communities, non-government organisations, businesses and government agencies. Such partnering during times of need will help strengthen links with the community, build community resilience and results into faster and sustainable outcomes.

Further, Council is responsible for the provision of animal welfare as designated under reference acts and policies as below.

- *Domestic Animal Act 1994*
- *Impounding of Livestock Act 1994*
- *Prevention to Cruelty to Animal Act 1986*
- Victorian State Emergency Management Plan – October 2021

This agreement is drafted to utilize the mentioned facility as an animal accumulation centre after an emergency leading to animal displacement (generally pets, but not limited to).

In such context,YY...facility manager/operator has agreed to allow the use of the mentioned facility for an emergency animal accumulation purpose.

The Facility Manager/Operator's obligations/responsibilities

- At a request from Council's Municipal Recovery Manager or Local Laws Coordinator (LLC), ensure the facility is available for use as EAAC.
- Provide contacts for the facility's representative/s (manager/operator) that can be contacted 24 hours per day, 7 days per week to enable access outside of normal business hours.
- Allow the facility to remain open outside of normal operating hours for an extended period as agreed between signing parties.
- Maintain the facility, which includes cleaning, waste removal, refill consumable stocks of items, when in use as EAAC with the help of animal owners.
- Display signage that directs animal owners and others to and within the facility.
- Secure all doors windows and gates and set any alarms as needed during the period of use of the facility as EAAC.
- Operate and manage the facility as usual, when being used as EAAC by mobilizing own existing staff, equipment, etc.
- May provide any available kennels or cat cages available for pets, but not at the cost of their bookings.

XX Shire/Rural City Council obligations/responsibilities

- Council will provide details for the Municipal Recovery Manager and LLC, who will be the key contacts in the animal welfare respect.
- Provide sufficient advance notice as practicable to utilise the facility for EAAC.
- Provide additional staff and/or approved volunteers to supervise and provide services to animal and animal owners using the facility (if requested and available).
-

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- Ensure compliance with all regulatory requirements and coordinate for staff and/or volunteers for the purpose.
- Ensure that nothing is done that may prejudice any insurance policy held.
- Connect the facility manager/operator to a relevant government department(s) to reimburse utility and staff costs for EAAC use as agreed.
- Plan to close the use of the facility as EAAC as soon as it is no longer required and inform the facility manager/operator with as much time as is practicable.
- Ensure an audit of the facility regularly to utilize the facility as EAAC on a regular basis.
- Council will provide food for displaced pets and/or find a way to reimburse the cost involved in pet food supply while pets are in EAAC and/or 3 days, whichever comes first.

Animal owner’s obligations/responsibilities

- Keep the animal fit, healthy and vaccinated (provide evidence of vaccination).
- The animal owner should feed and medicate their animal.
- Inform EAAC about the health and behavioural status of the animal.
- Manage her/his animal’s faecal waste.
- Help to maintain a reasonable peace, comfort and privacy of neighbours while utilizing the facility as EAAC.

General conditions

- It is noted between the parties that the council may use its staff and registered volunteers. Any action or omission taken by such staff or volunteers that results in a potential legal liability to a third party will be indemnified under the council’s insurance.
- The agreement may be terminated in writing by either party subject to 28 days' written notice.
- All issues raised are to be discussed between Council’s LLC and the facility Manager in the first instance.
- Any issues unable to be resolved as above should be referred to the duty MUNICIPAL RECOVERY MANAGER.
- Additional reference Acts:
 - *Occupational Health and Safety Act 2004.*

Duration of the agreement

The term of this MoU shall be 3 years commencing on the date this agreement is executed. It can also be reviewed before the end of 3 year period with mutual agreements between signing parties.

Amendment in MoU

The terms and conditions in this document can be amended with mutual understanding between signing parties.

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Relevant additional points

Place the following information in appendices, where possible and appropriate:

- Map of site
- List of contacts and current staff
- List of holding capacities
- List of species capable of holding
- List of equipment on site
- Agreed cost schedule per day per animal
- Risk factors of the site, i.e. within flood zones.

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