

**Local Emergency  
Management  
Arrangements  
ANIMAL  
EMERGENCY  
WELFARE SUB  
PLAN**

---

**SHIRE OF MUNDARING**

# TABLE OF CONTENTS

1.	INTRODUCTION	1
2.	DISTRIBUTION LIST	2
3.	AUTHORITY	3
4.	SCOPE	3
5.	TITLE	4
6.	AIM	4
7.	PURPOSE	4
8.	INTERFACE WITH OTHER PLANS	4
9.	ROLES AND RESPONSIBILITIES	4
9.1	Manager Health and Community Safety Services	4
9.2	Animal Welfare Coordinator	5
9.3	Animal Welfare Team	5
9.4	Department for Child Protection and Family Support (CPFS)	6
9.5	Royal Society for the Prevention of Cruelty to Animals (RSPCA)	6
10.	EXOTIC DISEASES	6
11.	FACILITIES & ARRANGEMENTS FOR THE SHELTER OF ANIMALS	6
11.1	Shire of Mundaring Animal Pound	6
11.2	Temporary Shelter at Evacuation Centres	7
11.3	Livestock Shelter	7
11.4	Temporary Shelter of Horses	7
11.5	Equipment and Consumables	7
12.	INJURED ANIMALS	8
12.1	General Considerations	8
12.2	Injured Animals Bought to Evacuation Centres	8
12.3	Injured Native Animals	8

13.	DECEASED ANIMALS	8
13.1	Companion Animals	9
13.2	Livestock and Large Animals	9
13.3	Native Animals	9
14.	PUBLIC INFORMATION	10
14.1	Types of Evacuation	10
14.2	Preparedness Information	10
15.	FINANCIAL MANAGEMENT	10
16.	INSURANCE	11
17.	RECOVERY	11
18.	DEBRIEF	11
19.	APPENDIX 1      Animal Welfare Form	12
	APPENDIX 2      Contacts EM Animal Welfare Plan	13
	APPENDIX 3      Emergency Equipment Listing	14
	APPENDIX 4      Volunteer Registration Form	15

## **1. INTRODUCTION**

In addition to minimising suffering of animals during emergency events or disasters it is imperative to ensure that Local Emergency Management Arrangements (LEMA) specifically provide for the management of animals.

Animals are a part of community life within the Shire of Mundaring as pets or companions or as part of a commercial enterprise.

Within the Shire of Mundaring there are in excess of 8000 dogs registered and in excess of 1300 cats registered and an unknown numbers of other animals are kept such as horses and alpacas, particularly throughout the rural and rural urban interface areas of the Shire.

Animal owners are ultimately responsible for the care and welfare of their animals at all times, including during emergencies. These arrangements have been developed and adopted to supplement animal owners own emergency planning or preparations, particularly after the immediate impacts of an emergency.

DRAFT

## **2. DISTRIBUTION LIST**

This section itemises restricted copies disseminated to various appointees or organisations. The appointees or organisations mentioned in this section and their staff are authorised to view the full content of this plan and any restricted appendices. Recipients of restricted copies should undertake to hold that copy or copies under reasonably secure conditions.

<b>Emergency Management Committees</b>
State Emergency Management Committee (SEMC)
District Emergency Management Committee (DEMC)
Local Emergency Management Committee (LEMC)
<ul style="list-style-type: none"> <li>Local Recovery Coordinators (see Shire of Mundaring **)</li> </ul>
<b>Hazard Management/Controlling Agencies</b>
Western Australian Police (WAPOL) <ul style="list-style-type: none"> <li>East Metropolitan District Office</li> <li>Midland Police Station</li> <li>Mundaring Police Station</li> </ul>
Department of Fire and Emergency Services (DFES) <ul style="list-style-type: none"> <li>DFES District Manager Perth North East</li> <li>DFES/Shire of Mundaring Community Emergency Services Manager</li> </ul>
State Emergency Service (SES) <ul style="list-style-type: none"> <li>Mundaring State Emergency Service Unit</li> </ul>
Department of Parks and Wildlife (DPaW) <ul style="list-style-type: none"> <li>Manager, Perth Hills District</li> </ul>
Department of Agriculture and Food
<b>Support Agencies</b>
Department For Child Protection and Family Support <ul style="list-style-type: none"> <li>District Emergency Services Officer</li> <li>Midland district representative</li> </ul>
Salvation Army
St John Ambulance
Australian Red Cross
<b>Shire of Mundaring</b>
Chief Executive Officer

Director Statutory Services **
Director Community Services **
Director Corporate Services **
Director Infrastructure Services **
Manager Health and Community Safety Services
Senior Environmental Health Officer
Note: All Shire of Mundaring Service Managers are notified of the adoption of these arrangements and advised of the location of same within the Shire of Mundaring electronic document management system

### 3. AUTHORITY

This document has been prepared as a Sub-Plan to the Shire of Mundaring Local Emergency Management Arrangements prepared in accordance with s.41 of the Emergency Management Act 2005.

### 4. SCOPE

This Sub-Plan outlines arrangements in response to emergencies for the welfare of companion animals/pets and livestock kept within the Shire of Mundaring and includes:

- Activation procedures
- Roles and Responsibilities
- Shelter Arrangements/facilities
- Resourcing

This Sub-Plan does not outline arrangements for:

- The welfare of native or introduced wildlife. Parks and Wildlife is responsible for coordinating emergency arrangements for such animals.
- Exotic diseases in animals. Department of Agriculture and Food is responsible for the coordination of response activities in accordance with the relevant response plan.

### 5. TITLE

The title of this document is the Shire of Mundaring Local Emergency Management Arrangements Animal Emergency Welfare Sub-Plan

## **6. AIM**

The aim of this Sub-Plan is to document the document proposed arrangements for animal welfare in response to an emergency affecting animals kept within the Shire of Mundaring.

## **7. PURPOSE**

The purpose of this Sub-Plan is to document specific animal welfare arrangements to be implemented in response to an emergency affecting the community within the district of the Shire of Mundaring.

## **8. INTERFACE WITH OTHER PLANS**

This Sub-Plan is subsidiary to the Shire of Mundaring Local Emergency Management Arrangements (LEMA) and as such should not be viewed in isolation.

## **9. ROLES AND RESPONSIBILITIES**

### **9.1 Manager Health and Community Safety Services**

The Manager Health and Community Safety Services (MHCS) will:

- In consultation with the Incident Management Team (IMT) or Incident Controller (IC) and/or Incident Support Group (ISG) established for the incident concerned activate the operational phases of this sub-plan
- Appoint an Animal Welfare Coordinator (AWC). Note: The appointee would usually be the Team Leader Community Safety (TLCS) or in the absence of the TLCS another member of the Community Safety Ranger team
- Provide liaison between the IMT/IC/ISG and the Animal Welfare Coordinator (AWC) on animal welfare management matters arising from the incident
- Provide reports on animal welfare matters as required to the Shire of Mundaring (SOM) Executive Leadership Team (ELT) or the appointed Local Recovery Coordinator as required.

### **9.2 Animal Welfare Coordinator**

On activation of this sub-plan the Animal Welfare Coordinator (AWC) will:

- Coordinate service delivery in accordance with this sub-plan
- Establish temporary Animal Welfare facilities if required (in addition to, or instead of SOM Animal Pound)
- Establish and maintain liaison with the Local Welfare Coordinator
- Establish (if required) and coordinate the activities of the Animal Welfare Team (AWT)
- Coordinate the activities of volunteers engaged in relation to the activation of this plan including the establishment and keeping of volunteer engagement records
- Request assistance from any person or organisation within the SOM or externally to assist in the administration or logistics associated with activation of this plan
- Ensure stocks of Animal Welfare support equipment and consumables are maintained and available at all times
- Liaise with SOM Media and Communications Coordinator and the HMA/IC on preparation and release of public information
- As at the time of the cessation of activities in response to an incident in relation to this plan arrange a debriefing session to include all SOM staff, volunteers and associated agency representatives, and prepare a report on same.

### 9.3 Animal Welfare Team

The Animal Welfare Team will, if established, assist in the coordination of animal welfare management including:

- Establish and maintain a database for all animals taken into care using the Animal Emergency Welfare Form (**Appendix 1**).
- Manage the welfare of animals received at the SOM Animal Pound (SOMAP) or any temporary animal welfare facility established as part of this plan
- Manage welfare of animals requiring veterinary assessment or treatment including liaison with Veterinary service providers (Vets) and transport of animals to Vets if required.  
(See **Appendix 2**, Contacts Listing, Veterinary Service Providers).
- Activate increased patrols of areas affected by the emergency (in consultation with the HMA/IC) to collect and temporarily house stray animals.

### 9.4 Department for Child Protection and Family Support (CPFS)

CPFS is primarily responsible for coordinating the provision of emergency welfare response services to people affected by emergency incidents. A part of that role CPFS will provide staff and operate Evacuation/Welfare centres if required.

CPFS is thus required to be aware of the provisions of this plan and support its activation particularly with regard to people that may attend evacuation/welfare centres accompanied by their companion animals or otherwise have specific concerns as to animals that they may have left in the emergency affected area.

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

The RSPCA's mission is to improve the welfare of animals and ensure they are treated with dignity, compassion and respect.

SOM may request advice or support from the RSPCA in activation of this plan if required.

### **10. Exotic Diseases**

Exotic disease outbreaks within animals will most likely be managed in accordance with the provisions of the State Emergency Management Plan (Westplan) *For Animal And Plant Pests And Diseases (Westplan – Animal and Plant Biosecurity)*, (the Westplan)

DAFWA is responsible for the coordination and management of response activities (Hazard Management Agency) in relation to the Westplan and in accordance with the relevant response plan, ie. *AUSVETPLAN*.

The Westplan lists relevant responsibilities of Local Government (and other agencies) and should be further considered in that regard.

### **11. Facilities and arrangements For The Shelter of Animals**

#### **11.1 Shire of Mundaring Animal Pound**

The SOM Animal Pound (the pound) is the primary facility for the shelter of companion animals (dogs and cats) and small numbers of livestock displaced by an emergency. The pound contains enclosures for 14 dogs and 16 cats and has a total of 700 m<sup>2</sup> of fenced yard area (4 yards) that could be used to temporarily contain small numbers of livestock or large animals.

#### **11.2 Temporary Shelter at Evacuation Centres**

Displaced persons may present at evacuation centres with their companion animals, predominately being dogs and cats. The welfare of animals concerned should be provided for at evacuation centres while at all times ensuring that any conflict between people and animals and between animals is prevented.

The SOM Brown Park Recreation Centre main auditorium is the primary evacuation centre as per the SOM Local Emergency Management Arrangements (LEMA).

The Livestock shelter (as used for the annual Swan View Show) and the Brock Pavilion (as used by the Midland Junction Poultry Society) can be used for the temporary shelter of companion animals. The shelter offered by surrounds/ verandahs etc. or the interior spaces of other buildings within the Brown Park complex may also be used for the temporary shelter of companion animals.

### **11.3 Livestock Shelter**

Where it is necessary to relocate livestock use of the closest paddock unaffected by the incident concerned should be sought. Movement of such livestock must be carefully considered in terms of the logistics involved (will mechanised transport be required) and in relation to risks imposed by the incident concerned and the associated movement of community members and emergency responders.

SOM holds some portable livestock fencing that could be used to temporarily contain small numbers of livestock at other locations such as SOM ovals.

### **11.4 Temporary Shelter of Horses**

Many horse owners in the Shire of Mundaring already have in place arrangements for temporary shelter of their horses should their own property be likely to be under threat from a hazard such as bushfire.

Within the Shire of Mundaring the Parkerville Equestrian Centre, Seaborne Street, Parkerville and Bailup Park Equestrian Centre, Bailup Road Woorloo could be used for temporary shelter of horses.

### **11.5 Equipment and Consumables**

SOM Community Safety Service will maintain a stock of equipment ( such as food and water bowls, dog leads) to be used in association with the temporary shelter of animals.

A stock of consumables, particularly dog and cat food is kept at all times at the SOM animal pound for the normal operation of the pound. Extra stocks of Dog, Cat and other animal feed for use in response to an emergency can be

purchased from local providers. See **Appendix 3** being a register of equipment ordinarily held by SOM.

## **12. Injured Animals**

Injured or sick animals should be assessed and their condition managed by veterinarians or other suitably qualified animal carers.

### **12.1 General Considerations**

in the event that the numbers of injured or sick animals overwhelms the capacity of local veterinary care providers the RSPCA should be contacted for advice and assistance.

SOM CSR's are General Inspectors under the Animal Welfare Act 2002 and as such when confronted with a severely injured animal as a result of an emergency incident and where it is deemed the most humane course of action and otherwise appropriate euthanase an animal.

### **12.2 Injured Animals Brought to Evacuation Centres**

The owners of injured or sick animals brought to evacuation centres should be instructed to convey their animals to a veterinary practice for assessment and treatment if required. The AWC may if required engage the services of a local veterinarian to conduct a triage assessment of animals brought to an evacuation centre. The cost of any treatment veterinary would be the responsibility of the owner of the animal.

Injured or sick animals should be quarantined or segregated from otherwise healthy animals while being held (pending assessment) at evacuation centres

### **12.3 Injured Native Animals**

Reports or CSR observed occurrences of native animals injured as a result of an emergency event should be referred to DPaW, Mundaring Hills Fauna Officer.

## **13. Deceased Animals**

While not specifically related to the welfare of animals it is recognised that the broad visibility of deceased animals within an area that has been affected by an emergency event, say as residents return to the area concerned when it is declared safe to do so could be emotionally challenging and confronting.

In addition, the disposal of livestock or large animals due to either the size of the animal or the number of animals will necessitate careful consideration of public health and environmental aspects of the disposal/burial of such animals

### **13.1 Companion Animals**

In consultation with the Incident Controller and when it safe to do so Community Safety Rangers (CSR) will patrol an area affected by an emergency. It should be noted that this may occur before such time as residents are allowed to return to the area concerned.

If deceased companion animals are observed in or around publicly accessible areas the CSR will facilitate the removal the deceased animal/s from the area concerned. If the animal is a dog or cat the animal will be checked for means of identification such as Tags or Microchipping and conveyed for temporary storage at the SOM animal pound.

In the event that the owner of the animal can be identified that owner will be contacted by CSR's to effect notification of the death of the animal and to facilitate return of the animal to the owner for burial.

In the event that the owner of the deceased animal cannot be identified or located the deceased animal will be held for a minimum of # days before being disposed of for burial.

### **13.2 Livestock and Large Animals**

The Owners of singular or small numbers of deceased large animals may be identifiable through the CSR's/ local knowledge enabling the CSR to contact the owner to facilitate removal of the animal/s to an appropriate burial place.

The removal of larger numbers of deceased livestock should be facilitated in by the AWC in consultation with the owners of the animals concerned and if necessary in consultation with the Department of Agriculture and Food.

Any proposed potential burial site for significant numbers of livestock should be assessed by SOM Environmental Health/Environmental Officers to determine the suitability of the proposed site.

### **13.3 Native Animals**

The collection and disposal of native animals deceased as a result of an emergency incident situated on public land/reserves should be facilitated by the AWC in consultation with Department of Parks and Wildlife (DPaW), Mundaring Hills.

## **14. Public Information**

### **14.1 Public Information in response to an emergency**

The provision of information to the public in response to an emergency must be timely and coordinated.

Such public information must be the subject of consultation with the Incident Controller (IC) for the incident and with the SOM Communications Coordinator.

#### **14.2 Preparedness Information**

SOM distributes a range of emergency preparedness information to the community across a range of media. SOM will have regard for ensuring that such preparedness information specifically includes information as to how residents can best prepare for the welfare of their animals during and emergency.

### **15. Financial Management**

The AWC shall be responsible for authorising expenditure necessitated in the activation of this plan in accordance with the existing SOM budgetary and procurement provisions.

All such expenditure shall be referenced within the SOM procurement arrangements as relating to the respective emergency incident number, location etc.

For extraordinary expenditure that could be considered to be not included in the SOM annual budget the provisions of Section 6.8 of the *Local Government Act 1995* should be considered in consultation with the SOM Chief Executive Officer. That section is in part reproduced as follows:

#### **6.8 Expenditure from municipal fund not included in annual budget**

*(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure---*

*(c) is authorised in advance by the mayor or president in an emergency\_\_\_\_\_*

### **16. Insurance**

SOM employees engaged in assigned tasks associated with this plan are covered under the usual SOM Workers Compensation and related insurance arrangements

Volunteers engaged by SOM are covered by insurance policies held by SOM including personal accident insurance and public liability. Note; Volunteers must be registered as per the Animal Welfare Volunteer Registration form, (**Appendix 4**).

## **17. Recovery**

Activation of this plan must be carried out in consultation with Local Recovery Coordinator/Local Recovery Coordination Committee where applicable.

## **18. Debrief**

The AWC shall arrange a debriefing session for all SOM staff, volunteers and associated agency representatives at the conclusion of activities related to this plan in response to an emergency event.

The AWC shall prepare a report on activation of this plan to be provided to the LEMC and made available to the Post Incident Analysis, Major Incident Review or other similar review as required.

## **19. Appendices**

DRAFT