Document Information	
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CEO Signature	
Date Signed	6 November 2015

Document History		
Version	**Date**	**Comments**
1.0	July 2014	Draft developed by EHPIC Consulting
1.1	January 2015	Updated to incorporate new agency names following Government change
1.2	February 2015	Updated following review by MASC – EMC and DEDJTR – Regional Veterinarian Officer
1.3	May 2015	Updated with feedback from MEMPC Members
1.4	September 2015	Updated – Local Laws Coordinator now referenced as Civic Compliance Coordinator
2.0	13 October 2015	Endorsed by Council – Final version released

Contents

Acronyms

AVA	*Australian Veterinary Association (Victorian Division)*
CERM	*Community Emergency Risk Management*
CFA	*Country Fire Authority*
DEDJTR	*Department of Economic Development, Jobs, Transport and Resources*
DELWP	Department of Environment, Land, Water and Planning
DHHS	*Department of Health and Human Services*
EMMV	*Emergency Management Manual of Victoria*
ICC	*Incident Control Centre*
IMS	*Incident Management System*
MECC	*Municipal Emergency Co-ordination Centre*
MEMPC	*Municipal Emergency Management Planning Committee*
MEMP	*Municipal Emergency Management Plan*
MERC	*Municipal Emergency Response Co-ordinator*
MERO	*Municipal Emergency Resource Officer*
MRM	*Municipal Recovery Manager*
PV	*Parks Victoria*
RSPCA	*Royal Society for the Prevention of Cruelty to Animals*
SES	*State Emergency Service*
VicPol	*Victoria Police*
VFF	*Victorian Farmers Federation*

Introduction

The Mount Alexander Shire, Emergency Animal Welfare Plan has been produced pursuant to Section 20 (1) of the *Emergency Management Act 1986* and assists in the management of animal welfare during an emergency. The Plan has been developed with reference given to the *Victorian Emergency Animal Welfare Plan.*

Mount Alexander Shire Council (MASC) has been impacted by major fires and floods throughout the region, which has had a devastating effect on the surrounding environment. The need to help mitigate the impact of emergency incidents on animal welfare and to ensure post event recovery of the impacted area is paramount.

The Mount Alexander Shire Council Emergency Animal Welfare Sub-Plan is a component of the Mount Alexander Shire Council Municipal Emergency Management Plan (MEMP). It exists and operates within the context of Commonwealth, State and Municipal emergency management arrangements.

The Emergency Animal Welfare Sub-Plan should be read in conjunction with the *Municipal Emergency Management Plan* (MEMP) and the *Emergency Management Manual Victoria* (EMMV). Also refer to the Mount Alexander Shire Council (MASC) '*Community Emergency Risk Management Plan'* and Mount Alexander Shire Council '*Emergency Recovery Plan'.*

Officers with roles and responsibilities in municipal emergencies should have a comprehensive knowledge of the Emergency Animal Welfare Sub-Plan, prior to an emergency.

Authority

This plan recognises that the Department of Economic, Jobs, Transport and Resources (DEDJTR) is ultimately responsible for animal welfare during an emergency and focuses upon the management of livestock, wildlife and companion animals (pets) during emergencies in Mount Alexander Shire.

It is acknowledged that in this plan, human life and safety will always take precedence over animal life. Drought, flood, fire, storms and emergency animal disease have been identified in Mount Alexander Shire's Municipal Emergency Management Plan's risk register (CERM) as having a high or moderate risk which could impact the welfare of companion animals, wildlife and livestock within the municipality.

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

- Identification of affected animals (registration of companion animals and livestock)
- Management of evacuated animals at Emergency Relief Centres
- Management of stray or roaming animals
- Overall animal welfare assessment, veterinary treatment and triage
- Humane destruction or salvage slaughter
- Carcass disposal
- Provision of emergency pet food, livestock fodder and water
- Coordination of donations and offers of assistance through the VFF

Local Laws Officers and other personnel with roles and responsibilities in emergency management have been authorised by MASC through their appointment and delegation of legislated functions and powers of Council.

MASC Municipal officers delegated with this authority include officers holding any of the following positions (or equivalent):

- Coordinator Local Laws

- Local Laws Officer

Other officers may also be authorised to perform specific animal/stock welfare functions.

Key legislation covering functions, powers and authorisations of environmental officers includes the following Acts and regulations:

- Local Government Act 1989

- Emergency Management Act 1986.

- Prevention of Cruelty to Animal Act 1986

- Environmental Protection Act 1986

- Animal Act

- Domestic (Feral & Nuisance) Animals Act 1994

- Impounding of Livestock Act 1994

The *Emergency Management Manual Victoria* describes Victoria's emergency management arrangements and includes the following:

- Introduction to the Emergency Management Arrangements

- State and Regional Emergency Management Planning

- Guidelines for Municipal Emergency Management Planning

- State Emergency Response Plan

- State Emergency Recovery Plan

- Emergency Management Agency Roles

- Appendices and Glossary

- Emergency Management Act 1986.

The role of the Municipal Animal/Stock Welfare Emergency Recovery Sub-Committee is to prepare, review and maintain the Emergency Recovery Animal/Stock Welfare Sub-Plan for consideration by the Mount Alexander Shire Council and the Municipal Emergency Management Planning Committee. The action plan will form part of the both the Municipal Emergency Recovery Plan and the Municipal Emergency Management Plan.

Aim

Through the development and implementation of the Emergency Recovery Animal/Stock Welfare Sub-Plan, Mount Alexander Shire Council aims to mitigate and manage animal/stock welfare risks in emergencies that affect the municipality.

Animal/Stock welfare emergency management planning is a key part of the municipality's all agencies, 'all hazards' approach to municipal emergency management.

Purpose

The purpose of the Emergency Recovery Animal/Stock Welfare Sub-Plan is to assess advice and help the community with animal/stock welfare issues during and following an emergency incident.

The plan is also to provide for the development and implementation of animal/stock welfare emergency management arrangements. It outlines the municipality's arrangements for the operational management of animal/stock welfare duties.

The contents of this Plan aim to contribute to an efficient emergency response in situations of potential, imminent or actual community safety risks.

Scope

The Emergency Recovery Animal/Stock Welfare Sub-Plan describes local arrangements for animal/stock welfare emergency management and addresses the following risk areas:

- Bushfire
- Domestic and wild animal welfare
- Disease
- Wind/Storm Damage
- Flood Events
- Drought

The Emergency Recovery Animal/Stock Welfare Sub-Plan includes contact directories, activation and communication procedures and the roles and responsibilities of municipal local laws officers and other external agencies providing animal/stock welfare and related services in an emergency. It covers planning, training of staff and available resources.

Standard Operating Procedures (SOPs) address some key activity areas. These are supported by practice notes and instructions, where necessary.

Refer to   SOP 'Animal Welfare at Relief Centres' - Ref No. 10/11643
             SOP 'Dead Animal/Stock Removal' – Ref No. 10/11642

Planning

Outlined below are key animal/stock welfare emergency management planning processes and arrangements for preparing the municipality for an emergency.

Risk management process

A risk management approach was used in the development of this Emergency Recovery Animal/Stock Welfare Sub-Plan. A summary of the process and the identified animal/stock risks is outlined in Mount Alexander Shire Council *Community Emergency Risk Management Plan.* (Reference No. 10/11645)

Prevention strategies

The MASC protects the animal/stock welfare through ongoing prevention strategies and programs. However, in the emergency management planning process, new prevention strategies have been identified for development and implementation.

The municipality's plan to develop and implement strategies to eliminate and/or reduce potential or actual animal/stock welfare emergency risks has been recorded in the Emergency Recovery Animal/Stock Welfare Sub-Plan. These strategies have been recorded in *Appendix B.*

Training

Training of MASC Local Laws Officers is an essential component, and will assist effective and more efficient outcomes in relation to animal/stock welfare emergencies.

A training plan to contribute to the development and maintenance of emergency management skills, knowledge and competencies for municipal officers is attached at *Appendix C.*

Exercises

Exercises conducted by MASC in conjunction with other agencies enhance the training of emergency management personnel and allow for the testing of emergency arrangements.

MASC Local Laws Officers will participate in relevant exercises arranged by the municipality and other agencies, in accordance with the MEMP.
This Plan will be integrated into the MEMP testing and review processes. Any major exercises involving the MEMP may include an animal welfare component.

Animal/Stock Welfare Sub-Plan

This Animal/Stock Welfare Emergency Recovery Sub-Plan has been developed to assist with the management, mitigation and abatement of animal/stock welfare risks in an emergency.

Local Laws Officers will participate on the Municipal Emergency Recovery Planning Committee. Representatives will be recorded in the Municipal Emergency Recovery Plan.

Representation will enable:

- Promotion and understanding of animal/stock welfare emergency management issues, roles, responsibilities and the emergency capacity of the local laws unit

- Contribution to the establishment and maintenance of effective working relationships with all relevant emergency management personnel

- Contribution to a better understanding of existing and future interagency capacity.

Development

The MASC Emergency Recovery Animal/Stock Welfare Sub-Plan adopted by Council has been developed by the local laws unit, in consultation with the Municipal Emergency Management Planning Committee and other internal and external personnel with roles and responsibilities in local emergency management arrangements.

Review

The Emergency Recovery Animal/Stock Welfare Sub-Plan will be reviewed by March 2015 and updated as follows:

- At least annually

- Following any emergency event involving activation of the Emergency Recovery Animal/Stock Welfare Sub-plan or

- Following a briefing or exercise that identifies issues in the Emergency Recovery Animal/Stock Welfare Sub-Plan.

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

Distribution

Relevant sections of Animal/Stock Welfare Emergency Recovery Sub-Plan will be distributed to the following emergency management personnel:

- MEM

- MERO

- MRM

- DEDJTR (Agricultural Services and Biosecurity Operations)

- Other internal or external personnel, where appropriate.

Contact directories will not be distributed with the Emergency Recovery Animal/Stock Welfare Sub-Plan, other than as described in the section titled *Contact directories*. A distribution register is located at *Appendix D.*

Resources

The municipality will maintain personnel, equipment and services in preparation for Animal/Stock Welfare emergency management activities.

Resources, maintenance procedures and schedules are listed in *Appendix E.*

Municipal personnel

- Civic Compliance Coordinator
- Local Laws Officer

Equipment

Personal Protective Equipment (PPE) (Refer to Appendix E)

Equipment for the personal protection of municipal staff in an emergency will be organised prior to an emergency. Council has a responsibility to ensure that all PPE meets legislative Occupation Health & Safety requirements and relevant Australian Standards.

Communication systems

It is preferable that normal communication arrangements are continued during an emergency. Some situations may necessitate the use of alternative arrangements, such as two-way radios. Local Laws Officers at MASC have council provided mobile phones.

Transport

MASC Local Laws Officers have a council provided vehicle.

Maintenance

Equipment maintenance is included in review of the Sub-Plan. This will ensure that the contents of kits are in good working order and in appropriate quantities.

External resources and suppliers

A list of resources available from external suppliers is at *Appendix F* (as part of the Local Laws contact directory). The list includes the contact details for suppliers and will be checked at least annually and following an emergency event or incident that involves Animal/Stock Welfare. The check will include the following:

- Appropriateness of listed resources
- Accuracy of supplier contact details

- Capacity to supply the listed resources, including quantities and potential time-lines for supply
- Any other details that will assist timely resource delivery, including information on formal service agreements or contract arrangements.

Public information resources

Public information resources can help to address the range of animal/stock risks identified by the risk management process.

While generic public information will be available from control agencies, basic *specific* local information will been developed in consultation with control agencies.

These public information resources are listed in *Appendix G.*
See the *Dissemination of public information* section.

Memorandum of Understanding (MOU)

Any partnerships that have been or may in the future be developed between the municipality and other resource providers for the purpose of supporting the Mount Alexander Shire Council Local Laws Unit in emergency planning, preparation, response and recovery functions and activities have been formalised through an MOU or other official documents.

Animal/Stock welfare management responsibilities

Municipal

The table below summarises the municipality's animal/stock welfare responsibilities in an emergency. The Emergency Management Manual Victoria is the most up to date resource for roles and responsibilities of any agency.

These tables are neither exhaustive nor exclusive. Activities will be determined by the nature of the emergency and the incidents and circumstances arising from it.

Table1: Emergency incidents—municipal animal/stock welfare responsibilities

Emergency incidents	Responsibilities
Fire	- Identify critical animal/stock welfare risks - Take appropriate immediate action to manage and control critical animal/stock welfare risks - Conduct post-impact assessment of animal/stock welfare risks in the community - Provide the community with information and advice. Refer to: 'Victoria Dog Emergency Response Plan' put out by Dogs Victoria – **www.dogsvictoria.org.au**

	• Communication with other agencies
Disease	• Liaise closely with local VETS and with Department of Primary Industry and RSPCA • Identify critical animal/stock welfare risks • Conduct post-impact assessment of animal/stock welfare risks in the community • Ensure appropriate PPE is utilised • Provide the community with information utilising DPI
Flood	• Identify critical animal/stock welfare risks • Take appropriate immediate action to manage and control critical animal/stock welfare risks • Conduct post-impact assessment of animal/stock welfare risks in the community • Provide the community with information and advice • Communicate with other agencies
Municipal Emergency Recovery Committee	• Liaise with the Emergency Recovery Committee in the event of an emergency through the MRM.
MECC and other coordination centres	• Liaise with the MECC and other coordination centres during an emergency • Conduct post impact assessment and inform the MERO of any animal welfare issues • Attend any briefings at the MECC if required
Relief Centres	• Liaise closely with Relief Centres to ascertain any animal/stock welfare issues • Provide equipment and advice to Relief Centres to ensure animal/stock welfare and community safety

External agencies

Persons in charge of animals

It is the responsibility of the person in charge of animals to plan and provide for impacted animals under their care.

Personal safety plans, household or property plans should be developed, practised and implemented. These plans should consider arrangements for animals, including;

- Animal identification in the event animals stray, are rescued or abandoned.
- Options for and needs of re-located/evacuated animals. E.g. identification and health records, transport, agistment options, relief centres, boarding houses, feed/water supplies.
- Needs of animals left behind (refuge areas, containment, feed/water supplies)
- Needs of surviving animals (treatment, containment, feed/water supplies)

Municipal staff involved in Animal Welfare activities

The overarching role of municipalities involved in animal welfare activities includes (but is not exclusive to);

- Prevention – ensure emergency relief and recovery components of this details local arrangements and provides for relevant animal welfare services including consideration for the following;
- DEDJTR contacts for animal assessment activities
- Carcass transport providers & disposal sites
- Options for the management of displaced animals, including provisions at Relief Centres
- Communication of municipal animal welfare contacts and arrangements to relevant stakeholders.
- Response – Liaise with relevant animal welfare agencies to enable effective and timely delivery of animal welfare services.
- Relief /Recovery - Provide assistance with urgent animal welfare needs, including emergency shelter, veterinary needs, etc. for companion animals and livestock.
- Emergency confinement of displaced animals within the local government area
- Referral of animal welfare needs to responsible agencies
- Coordination of clean-up activities, including disposal of dead animals
- Provide a municipal point of contact for other agencies
- Make provisions for animals presenting at emergency relief centres

Refer to the MEMPlan for reporting and organisational relationships relevant to the emergency.

Department Economic Development, Jobs, Transport and Resources- Agricultural Services and Biosecurity Operations

- Prevention- provides advice to agencies, organisations and the community regarding animal welfare management in emergencies and risk management planning.
- Response – Liaise with relevant animal welfare agencies to enable effective and timely delivery of animal welfare services during an emergency and provide advice

to control/support agencies regarding the impact or potential impact of an emergency on animal welfare.

- Relief/Recovery
- Provide advice on options for treatment, humane destruction or emergency salvage slaughter and refer to triage points (when established and where relevant)
- Where necessary, assist with humane destruction of injured or affected animals
- Provide technical support to local government in regards to disposal of animal carcasses. Assess and report losses and damages of agricultural assets and animals, and needs of affected persons/communities to the Control Agency & DHHS/government
- Provide advice on strategies for the reestablishment of rural enterprises and economic recovery.

Department Environment, Land, Water and Planning

- Wildlife
- Prevention – communicate emergency wildlife welfare arrangement to relevant stakeholders and develop/maintain protocols that describe restrictions and standards to be used by wildlife volunteers.
- Response – provide advice to response agencies regarding the impact on flora and fauna
- Relief/Recovery- Provide a coordinated response for the rescue, treatment and rehabilitation of impacted wildlife and provide advice on the humane destruction of injured wildlife as required.
- Fire
- Facilitate safe access to 'impacted areas' in a timely manner for the purpose of responding to animal welfare needs.

Animal Welfare Organisations

- May be able to assist in relief functions such as (but not limited to);
    - Assisting in the establishment of triage sites
    - Provision of boarding facilities & portable housing
    - Distribution of donated pet food
    - Maintaining agistment registers
    - Assistance with animal transport

RSPCA

- Undertake animal welfare assessment activities in accordance with established emergency management structures
- Manage the distribution of donations made to RSPCA to established distribution centres
- Provide advice to pet owners on issues relating to animal welfare
- Respond, where appropriate, to requests for animal welfare resources in accordance with the State's emergency resource supplementation process.

Local Veterinarians

- Provide veterinary treatment to injured or sick animals impacted by the emergency

Country Fire Authority

- Work with DEDJTR to ensure appropriate animal welfare messages are provided to the community and media, and ensure animal welfare and other rural issues identified through impact assessment activities are referred to DEDJTR.
- Facilitate safe access to 'impacted areas' in a timely manner for the purpose of responding to animal welfare needs.

State Emergency Service

- Work with DEDJTR to ensure appropriate animal welfare messages are provided to the community and media, and ensure animal welfare and other rural issues identified through impact assessment activities are referred to DEDJTR.
- Facilitate safe access to 'impacted areas' in a timely manner for the purpose of responding to animal welfare needs.

Victoria Police

- Ensure arrangements are in place at traffic management points that allow for effective and timely delivery of animal welfare services
- Dissemination of impact assessment information relevant to rural impacts.

Department Human Services

- Ensure animal welfare requests for assistance are referred in accordance with established protocols.

Further details and other agencies Roles & Responsibilities in an emergency are found within the 'Victorian Emergency Animal Welfare Plan, Section 7.0 Roles and Responsibilities'.

Notification

The following personnel, or their deputies, will be notified of emergency incidents and circumstances that require (or may require) activation of the Emergency Recovery Animal/Stock Welfare Sub-Plan:

The MERO should always be the first point of contact; if no contact is made then contact can be made in the order as shown below:

- Municipal Emergency Resource Officer (MERO) – Not for public dissemination

- Local Laws On Call – 5471 1700

- Municipal Recovery Manager (MRM) – Not for public dissemination

Activation

Emergency management arrangements are in place at all times. Arrangements are scaled up or down according to the incident. Operational activities in the Emergency Recovery Animal/Stock Welfare Sub-Plan will be initiated by the Civic Compliance Coordinator in the following circumstances:

- At the request of MERO

- At the request of MRM

- At the request of MEMC

- Following consultation with the MERO, if the Civic Compliance Coordinator considers it appropriate.

The alert, standby and deployment phases may occur concurrently.

Alert

Once the Civic Compliance Coordinator (or Deputy) is notified or alerted to the emergency, they will:

1. Notify the MERO or MRM (if required)

2. With such assistance as required, assess emergency information

3. Alert and brief relevant municipal local laws officers (and other officers as appropriate). Line managers should also be informed of the notification/alert.

4. Alert and brief neighbouring municipalities and any partners (if necessary).

The Civic Compliance Coordinator and officers will remain contactable until further notice.

Standby

The Civic Compliance Coordinator (or Deputy) will:

1. Receive and assess information indicating that animal/stock welfare emergency management activity may be required

2. Brief relevant local laws officers and other officers and place them on standby

3. Keep in contact with officers and stakeholders on alert to keep them informed of the current situation

4. Receive and conduct update briefings with officers on standby.

Resource requirements will be reviewed as situation reports are received.

Officers placed on standby may be asked to report to a central location such as a coordination centre, depending on the situation.

Officers on standby will prepare themselves and make ready all resources required and be capable of immediate response.

Deployment

The Civic Compliance Coordinator (or Deputy) will:

1. Activate local laws officers, support agencies and other officers (if required) to conduct field assessments, manage and control animal/stock welfare incidents and/or risks, in accordance with briefings and relevant SOPs

2. Remain in communication with the MERO and attend any briefings. The MERO will be advised of any staff deployed to the field.

3. Remain in contact with activated officers, manage tasks, communicate new information, monitor resources and monitor officers' wellbeing

4. Communicate with officers and agencies who have been placed on alert and/or standby, to keep them informed of the current situation

5. Manage rosters, stand-down of officers and activation of others, as required

6. Purchase additional supplies (as required) for the emergency. This will be done in accordance with procedures established by the MERO, including the keeping of financial records.

7. Arrange for additional human resources (including requesting resources from support agencies) and further escalation of emergency arrangements, if required

8. Facilitate communication of appropriate information to the public

9. Constantly assess available information on the situation, to ensure that response to the emergency and/or recovery activity is appropriate.

Stand-down

In an ongoing emergency, rostered staff may be stood down temporarily from deployment, but will remain on standby.

Once it is clear that animal/stock welfare at Relief Centres is no longer required, all staff and partners on alert, standby or deployment will be stood down from emergency response activities.

Rostering for recovery activities may continue.

Escalation

Where the resources required to satisfactorily complete a task are beyond the municipality's capacity, the Civic Compliance Coordinator will seek additional resources, in accordance with established arrangements or agreements.

Requests for support should be made as early as possible and the Coordinator will liaise with the MERO and the MRM regarding the need for additional resources.

Supplies will be purchased in accordance with arrangements established by the MERO, including the keeping of appropriate financial records.

Communication management

Briefings

Briefings should take place as soon as possible by DEDJTR, REMT or the Incident Controller once the most immediate facts are available. Initially, only limited information may be available, but ongoing briefings will take place during the emergency.

Animal/Stock Welfare briefings will include:

- A situation report, including the nature of the emergency, its location and severity

- Emergency management arrangements, including which agency is the control agency for the emergency and which support agencies are known to be activated

- The nature and extent of animal/stock welfare risks

- How the animal/stock welfare risks are to be managed

- Details of any partners on alert, to provide support if required

- Operational roles and responsibilities of the officers, including:

- Key tasks to be performed by each officer

- SOPs to apply

- Task locations

- Key timings.

- Resources and supplies to be utilised, including personal protective equipment

- Arrangements to ensure the officers remain in contact.

Once briefed, the Civic Compliance Coordinator will undertake a Secondary Impact Assessment utilising the Initial Impact Assessment data obtained from DEDJTR

Debriefings

The purpose of an emergency operational debrief is to highlight effective actions and any issues that arose during the emergency.

At the conclusion of an emergency event, the Civic Compliance Coordinator will debrief all Local Laws staff involved in the emergency.

The Co-ordinator may then attend and contribute to a multi-agency debrief.

The Emergency Recovery Animal/Stock Welfare Sub-Plan will be reviewed and updated as a result of debrief outcomes.

Personal debriefings must be undertaken in line with council policies.

Municipal Emergency Coordination Centre (MECC)

Depending on the nature and extent of the emergency, the MECC may be activated. In a large-scale emergency impacting on more than one municipality, Regional or State response coordination centres may be activated.

The Coordinator or another delegated Local Laws Officer will be required to attend or communicate regularly with the MECC.

Liaison

The Civic Compliance Coordinator (or Deputy) will liaise with internal and external emergency management personnel including the MERO, MRM, other Sub-Plan leaders, partners and resource suppliers throughout the emergency to:

- Gain information required to assess and manage animal/stock welfare risks

- Impart information required by emergency management personnel

- Request support

- Keep relevant personnel up-to-date with animal/stock welfare issues being managed in the emergency.

Communication with field officers

Relevant information from the field will be passed to the MERO for the information of other emergency management personnel and the media.

Information management

During an emergency, tasks and activities must be accurately documented to ensure that all animal/stock welfare emergency issues and tasks are identified and attended to appropriately.

These records will assist in the evaluation and review of the Emergency Recovery Animal/Stock Welfare Sub-Plan.

Disseminating information and warnings

Warnings

Warnings should be used under specific circumstances where community action is necessary to protect lives, property or the environment.

The Civic Compliance Coordinator will liaise with the MERO and MRM and/or the control agency and may assist the development and distribution of public warnings.

Warnings should contain the following:

- Explanation of the situation

- What people need to do

- Where to get further information.

Note: Public warnings must only be issued with the authorisation of the MERC, for full details refer to the MEMP (communications and warnings).

Public information

Contact details for further information should be supplied with any distributed public information.

Various public information formats may be useful for distributing approved information and advice to the community.

Consideration must be given for culturally and linguistically diverse populations, and other isolated and vulnerable communities.

Role statements

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

Coordinator Local Laws

In an emergency, the Civic Compliance Coordinator will manage municipal animal/stock welfare response and recovery activities and resources. This role includes the following functions:

- Receive and record information on the specifics of the incident

- Identify and assess animal/stock welfare risks

- Advise and consult with the MERO and MRM

- Assume the role of Municipal Animal/Stock Welfare Liaison Officer in the MECC (or other ECC that has been established)

- Advise Local Laws Unit line managers and brief personnel

- Liaise with and request support, or arrange for additional external resources (if needed) from partners, RSPCA and other relevant agencies

- Prioritise and organise operational activities, including:
  - allocation of tasks to staff
  - coordination of rosters
  - resource management
  - staff communications.

- Ensure Local Laws Officers operate in accordance with SOPs

- Use procedures and systems established by the MERO to monitor and record expenditure

- Facilitate the distribution of animal/stock welfare information to the community

- Attend municipal/community recovery meetings
- Give consideration to individual staff that may need to attend to their own personal situation.

Local Laws Officers

In an emergency, the Local Laws Officers will undertake animal/stock welfare response and/or recovery activities as follows:

- Deputise for the Civic Compliance Coordinator (if required)
- Carry out any functions delegated by the Coordinator or the MERO
- Attend briefing sessions with the Team Leader (if required)
- Operate in accordance with SOPs
- Perform activities consistent with the animal/stock welfare emergency responsibilities of the municipality.

Other municipal personnel

Authorised officers and other municipal personnel may include technical officers, planning officers, administration staff and other staff resources seconded from other departments.

In an emergency, authorised officers and other municipal personnel may perform the following functions:

- Support the Local Laws emergency activities
- Operate in accordance with SOPs
- Brief the Civic Compliance Coordinator on issues arising during the emergency.

Animal/Stock welfare emergency contact directories

Contact details for internal staff, external agencies and suppliers are included in the MEMP.

After hours contact details for the Civic Compliance Coordinator and Deputy are provided to:

- The MERO for recording in the MEMP

The Civic Compliance Coordinator and their Deputy will keep a separate list of afterhours contact details for Local Laws staff.

Standard Operating Procedures (SOPs)

Ongoing development of SOPs will take place to ensure that all identified animal/stock welfare risks are appropriately addressed.

The need for practice notes will vary depending on the level of experience, knowledge and skill of the Local Laws officer.

The Civic Compliance Coordinator will be responsible for the:

- Development and approval of SOPs
- Provision for work practice notes
- Review of SOPs.

SOPs will be reviewed with the Animal/Stock Welfare Sub-Plan.

Appendices

Appendix A Risk management process

Appendix B Prevention and community resilience strategies

Appendix C Community Safety Emergency Management Training Plan

Appendix D Distribution register

Appendix E Municipal Community Safety Resources

Appendix F Animal/Stock Welfare contact directory

Appendix A Risk Management Process

Refer to MASC *Community Emergency Risk Management* Plan and procedures.

Officers will be required to assess risks associated with the following;

- Diseases from dead animals
- Injured or wild animals that need to be impounded
- Community safety at relief centres from animal/stock at centres
- Working in locations that are not stable

Appendix B Prevention and Community Resilience Strategies

Continued community awareness programs with the relevant information available on the various web sites;

- Mount Alexander Shire Council

- Department of Economic Development, Jobs, Transport and Resources

- Country Fire Authority

All relevant information is made available to the local community.

The Mount Alexander Shire Council Community Emergency Risk Management Plan *has current preventions and strategies to deal with the risks*

A number of council plans have prevention strategies and initiatives including the following:
- *Municipal Fire Prevention Plan*
- *Municipal Animal/Stock Emergency Recovery Sub-plan*
- *Municipal Public Health Emergency Management Sub-plan*
- *Municipal Transport Emergency Sub-plan*
- *Municipal Recovery Plan*
- *Municipal Heatwave Response Plan*
- *Municipal Flood Plan*
- *Municipal Vulnerable People/Group Sub-plan*
- *Municipal Information/Media Sub-plan*

Appendix C Local Laws Emergency Management Training Plan

All local laws officers to be given training in Fire Ground personal protection

Emergency Management Training

Position	Training
Civic Compliance Coordinator	CFA fire-ground training
Local Laws Officer	CFA fire-ground training

Appendix D Distribution register

Name and position	Item/version distributed	Date of distribution
MERO	Copy No: 1	
MRM	Copy No: 2	
Coordinator Local Laws	Copy No: 3	
Local laws Officer	Copy No: 4	
DEDJTR	Copy No: 5	
RSPCA	Copy No: 6	
MEMPC	As per MEMP Distribution List	

Appendix E Municipal Local Laws Resources

Personnel

Positions	Maintenance (policies, procedures and schedules)
Coordinator Local Laws **Local Laws Officer** **Administration Officer**	• Position descriptions will include emergency management responsibilities • A Deputy will be nominated to perform the emergency management functions. • Copy of the Emergency Recovery Animal/Stock Welfare Sub-Plan and all relevant SOP's will be kept in an emergency kit and readily accessible

Equipment — Personal Protective Equipment (PPE)

Item	Number / officer	Maintenance (policies, procedures and schedules)
Personal Protective Equipment (PPE) The following items should be considered for personal protective equipment kits: • Tabard (compliant with Australian Standard) • Rubber boots • Coveralls • Rubber gloves • Dust mask • All weather jacket • First aid kit • Torch • Eye wash bottles	(2)	To be reviewed in conjunction with OH&S representative Must comply with relevant Australian Standards

Equipment — Communications

Item	Maintenance (policies, procedures and schedules)
Each Local Laws Officer shall always be equipped with: • mobile phone • long-life battery • office recharger • UHF Radio installed in vehicle	At each vehicle and phone change over: • Ensure that office and vehicle chargers are compatible and are working effectively. • Ensure mobile phone batteries are always charged and working effectively.

Appendix F Animal/Stock Welfare Contact Directory

Animal/Stock Welfare

Organisation	Position / Name	Contact details
Mount Alexander Shire Council	**Civic Compliance Coordinator –** Wayne O'Toole	Not for public dissemination
Mount Alexander Shire Council	**Local Laws Officer -** Cameron Egan	Not for public dissemination
Mount Alexander Shire Council	**Local Laws Officer (Part-time) –** Vacant	Not for public dissemination
DEDJTR	**Regional Veterinary Officer –** Megan Scott **Emergency Animal Disease Hotline** **Emergency Animal Welfare Hotline**	Not for public dissemination
Wildlife Rescue & Information Network	24 hour hotline	Not for public dissemination
RSPCA Shelter & Pound Castlemaine	Jasmin Scott	Not for public dissemination
Licensed Wildlife Controller	George Moore Kangaroo Flat	Not for public dissemination
Wildlife Rescue Emergency Service	24 hour service	Not for public dissemination
Transport vehicles and portable fencing	Peter Llewelyn	Not for public dissemination
St Vincent De Paul (animal bowls/bedding)		Not for public dissemination
Salvation Army (animal bowls/bedding)		Not for public dissemination

CEPA Bendigo (portable fencing)		Not for public dissemination
Pet Stock Castlemaine		Not for public dissemination

After Hours contact details

The Civic Compliance Coordinator and the Deputy will keep a separate list of afterhours contact details for local laws staff, for use within the municipality's after