



ANIMAL WELFARE PLAN

Building strong partnerships, within our Animal Welfare community network, to facilitate greater opportunities for collaboration in disaster planning, preparedness, response and recovery.

PUBLIC VERSION



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Introduction

Purpose

The purpose of the Animal Welfare Plan is to provide clear guidance to Shire Staff, Hazard Management Agencies and Supporting Agencies to assist the community with the care and management of domestic and native animals during an emergency event within the Shire of Capel district.

Animals are in integral part of our community life within the Shire, both as companions and sources of income.

Ultimately, responsibility for the care of pets and livestock rests with the animal owners/carers at all times, including planning for and welfare during emergencies.

When natural disasters occur, such as fires or floods, animal owners are often reluctant to leave their properties as they have not adequately prepared for their animals. This lack of preparation can lead to unfortunate loss of human life as has been seen in past emergency events, such as the Black Saturday Fires in Victoria in 2009.

Emergency planning increases owner awareness of responsibilities and assists them to be self-sufficient. Owners that must evacuate and/or cannot put in place a plan to look after their animals, may need assistance from the community to temporarily hold their animals, rescue their animals or reunite straying animals with their owners.

Objectives/Scope

This plan aims to;

- Provide support and assistance to the Local Emergency Management Arrangements;
- Provide activation mechanisms;
- Provide guidance in relation to responsibilities and tasks;
- Coordinate the function and outline the management structure of animal welfare arrangements;
- Enhance public safety and community resilience through effective planning and management of animals during an emergency event;
- Ensure better consideration of animals and protect them from suffering both during and immediately following an emergency event;
- Assist with reuniting owners and animals both during and after an emergency event;
- Ensure the safety of both animals, the community, road users and emergency services personnel, by impounding stray or wandering animals; and
- Assist to increase community confidence in, and awareness of, animal welfare arrangements and considerations during an emergency.

The geographical area covered by these arrangements is the Shire of Capel municipality, inclusive of Boyanup, North Boyanup, Capel, Capel River, Dalyellup, Elgin, Gelorup, Gwindinup, Stratham and The Plains.

Certificate of Approval

The Shire of Capel Animal Welfare Plan has been prepared by the Shire of Capel Community Ranger Services department, in conjunction with the Shire of Capel Local Emergency Management Committee (LEMC) to address the Shire's legislative responsibility under Section 41 (4) of the Emergency Management Act 2005. The Animal Welfare Plan (AWP) forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

This plan has been endorsed and noted by the following entities:

Shire of Capel Local Emergency Management Committee - Endorsed on 19/12/2017

Shire of Capel Council - Endorsed on 28/03/2018

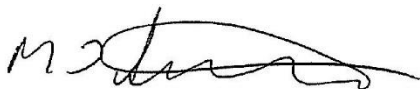
Shire of Capel Local Emergency Management Committee



LEMC Chairperson

Date: 19/12/2017

Shire of Capel Council



Shire President

Date: 28/03/2018

Version Control

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Authors	T Moore, Senior Community Ranger
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Disclaimer

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Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Capel through the following email address: info@capel.wa.gov.au alternatively the current version of the document can be found on the Shire of Capel website. Hard copies of this document may not be accurate. Any document release for public consumption must not include staff names or contact details or persons mentioned therein.

Copies provided to	No. of Copies
Shire of Capel	
Chair LEMC	1
Chief Executive Officer	1
Executive Manager Corporate Services	1
Executive Manager Community Services	1
Executive Manager Engineering & Development Services	1
Chief Bushfire Control Officer	1
Manager Emergency & Ranger Services	1
Senior Community Ranger	1
Shire Libraries	3
Customer Services	1
Council Delegates to the LEMC	2
Local Recovery Coordinator	1
LEMC Membership	
Atco Gas	1
Bunbury Regional Hospital	1
Bunbury Sea Rescue	1
Busselton Sea Rescue	1
Dalyellup Beach Surf Life Saving Club	1
Department of Biodiversity, Conservation & Attractions	1
Department of Communities (Child Protection & Family Support)	2
Department of Fire & Emergency Services	2
Department of Primary Industries & Regional Development	1
Iluka Resources Limited	1
Main Roads WA	1
Office of Emergency Management	1
St Johns Ambulance	1
State Emergency Services - Bunbury	1

Telstra	1
Water Corporation	2
WA Police – Bunbury	1
Western Power	1
Other Committees/Agencies/Groups	
District Emergency Management Committee – South West	1
GeoVet – Capel	1
Dalyellup Veterinary Clinic	1
Harradines & Associates Vet Hospital	1
Capel Horse & Pony Club	1
Bunbury Horse & Pony Club	1
Riding For The Disabled South West	1
RSPCA WA	1
Saving Animals From Euthanasia (SAFE)	1
South West Animal Rescue (SWAR)	1
Western Australian Livestock Association (WALSA)	1

Note: All agency contact details relevant to this plan are contained within Annexure 1 (this is not available to the public).

Acronyms

The following acronyms are used throughout this document:

The Act	Emergency Management Act 2005
AOC	Animal Operations Centre
AWC	Animal Welfare Coordinator
AWT	Animal Welfare Team
CAWP	Capel Animal Welfare Plan
CEO	Chief Executive Officer
CPFS	Department of Communities (Child Protection & Family Support)
DBCA	Department of Biodiversity, Conservation & Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire & Emergency Services
DPIRD	Department of Primary Industries & Regional Development
ECC	Emergency Coordination Centre
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LAS	Livestock Animal Shelter
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Committee
MERS	Manager Emergency & Ranger Services
OIC	Officer In Charge
OASG	Operational Area Support Group
OEM	Office of Emergency Management
PAS	Pet Animal Shelter
RSPCA	Royal Society of Prevention of Cruelty to Animals
SoC	Shire of Capel
WAPS	Western Australian Police Service
WARA	Western Australian Rangers Association

Glossary of Terms

The following terminology has been used within this document with the following meaning implied:

Agency	A Government agency, including Commonwealth, State or Local Government Authority.
Animal	Companion animals, pets, livestock including horses and poultry, wildlife, birds and fish.
Animal Welfare	<p>How an animal is coping with the conditions in which it lives.</p> <p>An animal is in a good state of welfare if (as indicated by scientific evidence) it is healthy, comfortable, well nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear, and distress.</p> <p>Good animal welfare requires disease prevention and veterinary treatments, appropriate shelter, management, nutrition, humane handlings and humane slaughter/killing.</p>
Biosecurity	The protection of the economy, the environment, social amenity or human health from negative impacts associated with the entry, establishment or spread of animal or plant pests and disease, or invasive plant and animal species.
Companion Animal	<p>Any non-human vertebrate animal kept for the purpose of companionship, recreation, protection or work with the following exclusions:</p> <ul style="list-style-type: none">- Animals kept exclusively for agricultural production on premises legally zoned or licensed for agricultural activities;- Horses kept solely for racing purposes (under racing act provisions); or- Any class, group, type or species declared as being exempt.
Fodder	Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.

Livestock	<p>Animals not normally contained or permitted inside a family residence and would normally stay outside on the property:</p> <ul style="list-style-type: none"> - Any animal being kept for the purpose of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or - Horses, including where used for recreation; or - Any animals prescribed as livestock.
Organisation	Any non-government or not for profit entity, company or authority.
Pets	Small, domesticated animals who are portable and would normally accompany the family when they leave the property, including dogs, cats, rabbits, rodents, fish and tame birds.
Salvage Slaughter	The processing of animals through an abattoir. Livestock impacted by an emergency suitable for salvage slaughter are those that do not show signs of distress and are fit enough to be transported.
Support Agency	Any agency which provides services, personnel, or material to support or assist a control agency or affected persons.
Triage	The process of determining the priority of veterinary treatment based on the severity of an animal's condition. This rations veterinary treatment efficiently when resources are insufficient for all to be treated immediately.
Wildlife	Any vertebrate animal indigenous to Australia, some non-indigenous vertebrates (deer and game birds declared to be wildlife, any terrestrial invertebrates listed as threatened), does not include fish within the meaning of the Fisheries Act 1995.

Plan Activation

Activation of this plan will be determined by the Incident Controller (IC) of the relevant Hazard Management Agency (HMA), or the Local Emergency Coordinator (LEC), in charge of the incident.

To activate this plan the IC or LEC will contact the Shire of Capel (SoC) through the Manager Emergency & Ranger Services (MERS) and advise of the need to commence the plan's activation.

The MERS will then mobilise the Animal Welfare Coordinator (AWC - SoC Senior Ranger) to implement the plan.

Triggers for plan activation may include such circumstances as:

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

In the case of a large emergency event, an Animal Welfare Team (AWT) may also be appointed by the AWC. The AWT will consist of all persons assisting with the enactment of the Shire of Capel Animal Welfare Plan (CAWP).

Appointment/allocation of roles within the AWT shall be identified and recorded in the appropriate format for reference as required;

- Animal Welfare Coordinator Form (*Annexure 2*)
- Animal Welfare Team (*Annexure 3*)
- The authority pyramid that applies during an animal emergency is shown at *Annexure 4*.

Roles and Responsibilities

Animal Welfare Coordinator (AWC)

The appointed AWC for the Shire of Capel is the Senior Community Ranger. The AWC is responsible for the implementation and management of this plan.

Depending on the overall size and nature of the event, the Senior Ranger may choose to delegate this position to another suitably qualified Shire officer.

The AWC's actions may include (but are not limited to):

- Sitting on the ISG for an incident;
- Activating and coordinating service delivery in line with the CAWP;
- Coordinate incoming offers of assistance from any organisations suitably qualified in animal care;
- Requesting assistance from any person or organisation with the skills in animal care to form the Animal Welfare Team (AWT);
- Establishing an Animal Operations Centre (AOC);
- Requesting assistance from other SoC departments to assist in the rescue, transport or relocation of animals as required;
- In a large emergency the AWC will notify the RSPCA and WARA and then the AEG will be activated. The AEG will provide further assistance in the form of;
 - Vehicles/Trailers
 - Coordination of transporting animals
 - Vet Services
 - Euthanasia assistance for injured animals.

Animal Welfare Team (AWT)

The role and responsibilities of the AWT are as follows;

- Provide appropriately trained and qualified personnel to rescue trapped and threatened animals under the guidance of the HMA.
- Complete the Animal Rescue Form (*Annexure 5*).
- Establish the PAS (*Annexure 6*).
- Establish the LAS (*Annexure 7*).
- Transport rescued animals to the PAS or LAS as required.

Animal Operations Centre (AOC)

The role of the AOC is as follows;

- Liaise directly with the AWC;
- Record and register all requests for assistance that are received;
- Log all personnel and resources in the field (in relation to the CAWP);
- Maintain a register of rescued animals (*Annexure 8*).

Community Ranger Services

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

Community Rangers report directly to the Senior Community Ranger. The Senior Community Ranger reports directly to the Manager Emergency & Ranger Services. The Senior and Community Rangers are the primary officers responsible for undertaking the duties of the CAWP. It is important to note however, that the Community Ranger Services team also fulfil other logistical roles during emergencies, so their service availability may be limited.

Animal Owners

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

State Agencies and Support Groups

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

Department of Biosecurity, Conservation & Attractions (DBCA)

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

Department of Primary Industries & Regional Development

The DPIRD are the recognised HMA for emergency management of any significant;

- Animal pest or disease; and
- Plant pest or disease

which could result in an outbreak that potentially could cause significant damage to property, the environment and/or harm humans and/or industry.

The DPIRD may be able to assist with:

- Working with stakeholders to identify and manage biosecurity risks;
- Conduct inspections related to biosecurity risks;
- Provide quarantine services as required.

Service Provision & Prioritisation

Priorities

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

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

NOTE: Human life will always take precedent over animal welfare.

Animal Operations Centre (AOC)

The coordination of this plan shall occur from a centralised location, which will be known during the incident at the Animal Operations Centre (AOC). This may be the;

- Emergency Coordination Centre (ECC)
- SoC Pound
- Any other location identified by the AWC dependant on time, place and circumstance.

Pet Animal Shelter (PAS)

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

The SoC Dog Pound, located at the Capel Waste Transfer Station on Range Road, Capel is the nominated PAS.

If due to the nature or size of the event, the PAS is unavailable or insufficient, the AWC shall appoint a secondary or replacement PAS until the emergency event is over. The operational functions of the PAS can be viewed in *Annexure 6*.

Livestock Animal Shelter (LAS)

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

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

In the instance where the livestock owner cannot be contacted, arrangements should then be made to transport and impound the livestock at the LAS. This may be at a racetrack,

trotting track, horse and pony club, equestrian centre or other suitable area as appointed by the AWC. The functions of the LAS are set out in *Annexure 7*.

Horses

The SoC acknowledges the need for facilities suitable for horses to be temporarily held/impounded during an emergency. Facilities are available at the Capel Horse & Pony Club and also at the Bunbury Horse & Pony Club, however, residents should be strongly encouraged where possible to evacuate their animals to friends/family in an area well outside of the emergency zone.

Temporary Sheltering Facility

With the exception of assistance/service dogs, animals are not permitted in Evacuation/Welfare Centres. In the interests of assisting with the wellbeing of both the animals and their owners (as both may become greatly distressed if separated during an emergency event), the AWC will allocate a suitable area near the Evacuation/Welfare Centre where an Temporary Sheltering Facility may be established. This may be a SoC reserve, oval or other suitable shaded area nearby.

Note: Should a Temporary Sheltering Facility be established, requirements will include temporary fencing, shade tents, food and waste equipment, and watering equipment.

Animal Welfare and Assessment

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

Assessment

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

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

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

Treatment

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

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

Humane Destruction or Salvage Slaughter

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

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

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

Whilst it is prohibited to destroy native wildlife under the Wildlife Act, registered veterinary practitioners and appropriately accredited officers and volunteers who destroy wildlife in accordance with the Animal Welfare Act are exempt.

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

- WAPS
- DBCA
- DPIRD
- RSPCA
- SoC

Disposal

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

There are a number of carcass disposal options available including disposal at an appropriately licensed landfill site, knackeries and rendering facilities, as well as high temperature incineration. Disposal on private and government owned sites such as unlicensed/decommissioned landfill sites may be allowed subject to Section 30A of the

Environmental Protection Act. However, this will require the development of a site management plan.

Exotic Diseases

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

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

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

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

Public Information

Westplan – Emergency Public Information required that the provision of public information during an emergency event must be deliberate, planned and sustained. Effective information management is a key component in rebuilding the confidence of the community following an emergency. This plays a critical role in engaging the community to invest in its own recovery steps.

Public information is to be coordinated and released through the central incident information network via the ECC. All SoC media statements are to be released via the Shire's Media Officer, CEO or Shire President. All other members of staff are not permitted to talk to or engage with the media unless authorisation is given by the CEO.

Planning Actions

- Conduct public information sessions when launching the CAWP.
- Provide ongoing 'animals in emergencies' preparation information to residents.

Emergency Actions

- Clearly display current public animal rescue lists at the PAS (Annexure 9);
- AWC is to liaise with the ECC to release correct public information;
- Print and electronic media must both be utilised in efforts to reunite owners with their animals.

Data Management

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

All relevant forms shall be completed, copied, registered into Synergy and the originals secured for future reference as and when required.

Financial Management

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

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

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

These expenses shall be recorded in the Animal Emergency Expenditure Form (*Annexure 10*).

Financial management is inclusive of all acquisition, distribution and accounting for funds. Done correctly it should ensure;

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

Insurance

Under the Emergency Management Act 2005, liability insurance shall be provided for by the HMA for the event to cover all workers and volunteers working in the IMG structure and under the direction of the IC of the HMA.

Withdrawal

When the emergency response phase has ended, the HMA IC will notify the AWC that they are withdrawing from the incident and the Recovery phase commences. At this point both operational and organisational arrangements must be scaled down, with the responsibility for completion of any outstanding tasks being assigned and acknowledged.

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

Debriefing/Final Reporting

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

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

Annexure 1 – Contact List

CONFIDENTIAL

Annexure 2 – Animal Welfare Coordinator Form

Animal Welfare Coordinator (AWC) Form



Considerations				
		Date	Time	Initial
What is the threat?				
Who is the AWC?	Name			
AWC appointed by	Name			
Is an AOC required?	Yes/No			
Does this event cross council boundaries?	Yes/No			
Where is the nominated AOC?	Address			
Is an AWT required?	Yes/No			

Members of the AWT – First 24 Hours (attach separate sheet if required)			
Name	Agency	IN (Initial)	OUT (Initial)

Other AWC Role Requirements				
		Date	Time	Initial
Priority / High Risk Residents identified?	Yes/No			
Prepare written briefing on daily operations of AWT/PAS/LAS				
Prepare written briefing on financial expenditure.				
Debrief conducted				

Shire of Capel

PO Box 369, Capel WA 6271
info@capel.wa.gov.au

(P) 9727 0222
(F) 9727 0223

Annexure 3 – Animal Welfare Team

Animal Welfare Team (AWT) Form



AWT Considerations – to be completed with the first 24 hours				
		Date	Time	Initial
What is the threat?				
Who is the AWC?	Name			
Location of Primary PAS	Address			
Location of LAS (if required)	Address			

Members of the AWT – First 24 Hours (attach separate sheet if required)			
Name	Agency	IN (Initial)	OUT (Initial)

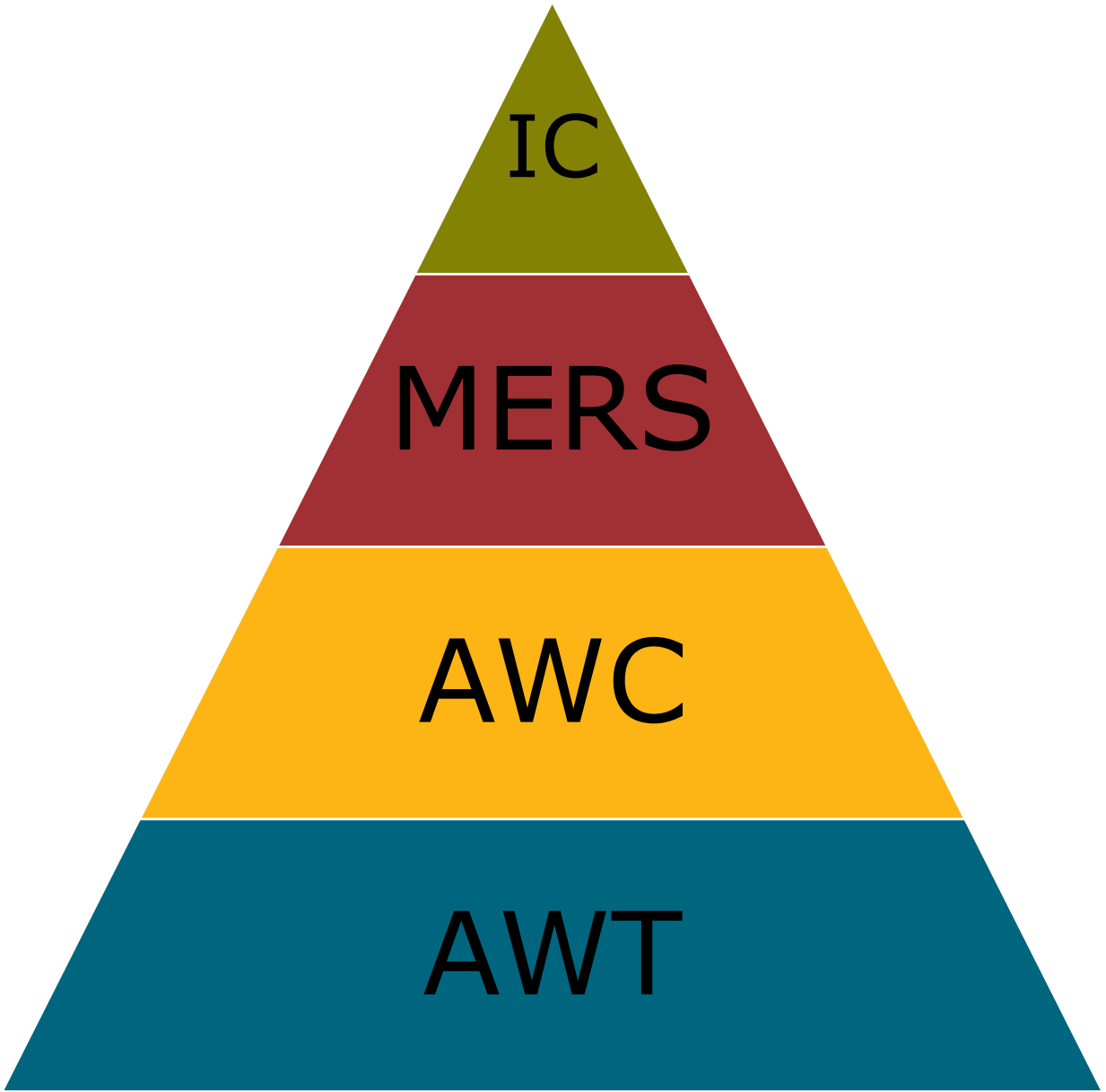
Rescue Details				
		Date	Time	Initial
Number of Dogs rescued/assisted/relocated				
Number of Cats rescued/assisted/relocated				
Number of Livestock rescued/assisted/relocated				
Notes to AWC:				

Shire of Capel

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 info@capel.wa.gov.au

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Annexure 4 – Authority Pyramid



Annexure 5 – Animal Rescue Form

Animal Rescue Form



Emergency Rescue Information			
Date		Hazard	<input type="checkbox"/> Fire <input type="checkbox"/> Flood <input type="checkbox"/> Storm
Time			<input type="checkbox"/> Other:
Rescue Location		Office	
Holding Location	<input type="checkbox"/> PAS <input type="checkbox"/> LAS <input type="checkbox"/> Other:	Agency	
Pen Number		Reason	

Animal Description	
Species: Dog/Cat/Horse/Sheep etc.	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown
Breed:	Sterilised: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Colour:	Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, chip number:
Markings:	Vaccinated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Age: <input type="checkbox"/> < 6 months <input type="checkbox"/> 6 months < 3 Years <input type="checkbox"/> 3 Years + <input type="checkbox"/> Elderly <input type="checkbox"/> Unknown	Registered: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Registration Number: LGA: Collar:

Owner Details
Name:
Address:
Phone Numbers: Home / Work / Mobile
Email 1:
Email 2:

Annexure 6 – Establishment of a PAS

Operation of the PAS must include the following tasks:

- Identify each assisted/rescued animal with an ID Number;
- Keep records of all animals in shelter or temporary transit by completing the Animal Rescue Form;
- Ensure animals have fresh water daily;
- Ensure animals are fed at least once daily;
- Ensure animals are exercised at least once daily;
- Secure animals safely in a pen/crate or enclosed location;
- Facilitate the rapid reunion between animal and owner;
- Ensure the Animal Rescue Public Display List is clearly displayed outside the PAS for 24 hour access;
- Ensure the Animal Rescue Public Display List is sent through to the SoC Media Officer daily for publication in print and electronic media.

Annexure 7 – Establishment of a LAS

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

Are livestock involved?	Yes/No
Is a LAS required?	Yes/No
Location of the LAS (if one is established)	
Number of Horses rescued/assisted	
Number of Cattle rescued/assisted	
Number of Sheep rescued/assisted	
Number of Other Livestock rescued/assisted	

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

Annexure 8 – Register of Rescued Animals

Register of Rescued Animals (Not for public issue)



Date	Time	AWT Officer	ID#	Species	Breed	Colour	Rescued From	Holding Location

Shire of Capel PO Box 369, Capel WA 6271 (P) 9727 0222
 info@capel.wa.gov.au (F) 9727 0223

Last updated 13/09/2017 in Verdana 10

Annexure 9 – Register of Rescued Animals (Public Display List)

Register of Rescued Animals (Public Display List)



Date In	Time	ID #	Species	Breed	Description	Rescued From	Photo

Shire of Capel **PO Box 369, Capel WA 6271** **(P) 9727 0222**
info@capel.wa.gov.au **(F) 9727 0223**
Last updated 13/09/2017 in Verdana 10

Annexure 10 – Animal Emergency Expenditure Form

Animal Emergency Expenditure Register



Date	Officer	Good/Service	Paid/Unpaid	Cost

Shire of Capel

PO Box 369, Capel WA 6271
info@capel.wa.gov.au

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(F) 9727 0223

Last updated 13/09/2017 in Verdana 10

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