

# THE FLOOD OPERATING PLAN

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2006



NSW DEPARTMENT OF  
PRIMARY INDUSTRIES

The Flood Operating Plan as at December 2006

## THE FLOOD OPERATING PLAN

*The Flood Operating Plan* should be read in conjunction with the *NSW State Agricultural and Animal Services Supporting Plan*. This supporting plan sets out how NSW Department of Primary Industries (NSW DPI) coordinates a response to emergencies involving agriculture and animals under the *State Disaster Plan*.

*The Flood Operating Plan* is authorised in accordance with the provision of the *State Emergency and Rescue Management Act 1989*.

### RECOMMENDED

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# 1. INTRODUCTION

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The major aim of this plan is to outline strategies necessary to implement efficient agriculture and animal flood relief, including livestock, companion animals and wildlife.

This plan should be read in conjunction with the *NSW Agricultural and Animal Services Supporting Plan* to the *State Disaster Plan*. This supporting plan sets out how NSW DPI coordinates a response to emergencies involving agriculture and animals under the State Disaster Plan.

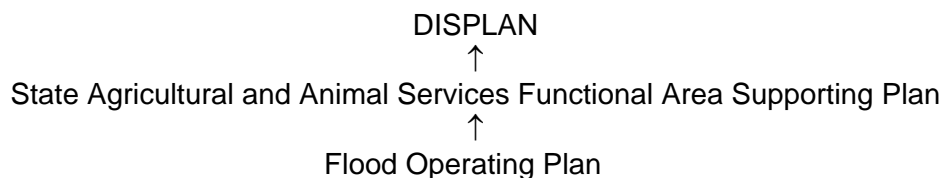
# 2. EMERGENCY MANAGEMENT IN NSW

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Emergency Management in NSW is legislated under the *State Emergency and Rescue Management Act 1989* (SERM Act). This Act provides the basis for emergency management in NSW and requires that the State Disaster Plan (DISPLAN) be developed and continually updated.

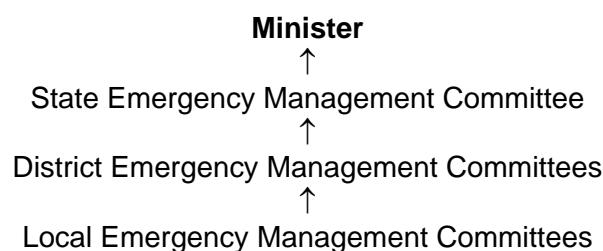
DISPLAN ensures that there is a coordinated response to all emergencies by all agencies having responsibilities and functions in emergencies. DISPLAN also identifies the combat (lead) agency and the coordination of the activities and tasks of all other agencies (functional areas) in emergencies. Floods are defined as an emergency under DISPLAN. Also included in DISPLAN is the requirement that Functional Areas develop Supporting Plans to DISPLAN.

In the event of **any** emergency NSW DPI is the Agriculture & Animal Services Functional Area Coordinator and has the responsibility for the welfare of **all animals**, including livestock, companion animals, wildlife and fish. This is set out under the *State Agricultural and Animal Functional Area Supporting Plan*.



Representatives of NSW DPI (Agricultural and Animal Services Functional Area) are members of local, district and state emergency management committees. Local committees are set up on local council areas while district committees are based on emergency management districts. Committees at both these levels are made up of representatives of emergency service organisations, functional areas and combat agencies that are located within the local or district area.

### The emergency management structure for NSW



### 3. ROLE OF NSW DPI IN FLOODS

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The role and responsibilities of NSW DPI under emergency conditions such as flood is separate and distinct from those set out in DISPLAN in response to an emergency animal or plant pest or disease outbreak where NSW DPI is the nominated combat agency.

DISPLAN identifies the Executive Director (Biosecurity, Compliance and Mine Safety) of NSW DPI as the Agricultural Services Functional Area Coordinator (ASFAC). ASFAC, through NSW DPI, is responsible for responding to all emergencies in NSW that involve agriculture and animals.

The *State Agricultural and Animal Services Functional Area Supporting Plan* details the control and coordination arrangements for the use of all agricultural resources available within the State in response to and the initial recovery from the impact and the effects of any emergency. Local, District And State Emergency Management Committee representatives, or their alternates, are to attend the regular meetings of these committees to ensure that they and the other committee members are aware of each others' roles in emergency management and that appropriate networks are set up prior to any emergency.

Agriculture is defined as “the cultivation of land, including crop raising, forestry, stock raising and farming” while animals are defined as “companion animals, horses, wildlife, livestock and fish”.

The welfare of **all animals** affected by flood emergencies is the responsibility of the Agricultural and Animal Services Functional Area through NSW DPI.

In response to a flood emergency, with the support of participating and supporting organisations, NSW DPI's primary role and responsibility is to:

- provide immediate animal relief services and continuing rehabilitation assistance to primary producers;
- coordinate the supply and distribution of emergency fodder supplies and other materials to animals affected by floods;
- manage the care of companion pets; and to
- provide animal care services for wildlife, domestic animals and companion pets of victims evacuated from an area affected by a flood emergency.

### 4. ROLE OF PARTICIPATING AND SUPPORTING ORGANISATIONS

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A number of agricultural and animal welfare organisations have agreed to assist ASFAC in responding to agricultural and animal emergencies. These organisations are divided into either participating or supporting organisations, depending on the level of assistance they can provide in the event of an agricultural and animal emergency.

#### 4.1 PARTICIPATING ORGANISATIONS

These organisations have agreed to commit their resources, in a formal agreement, to ASFAC in any emergency response when called on to do so by ASFAC. ASFAC then determines the priorities for usage and deployment of resources/services from these organisations. These organisations include:

- NSW Department of Primary Industries (NSW DPI);
- Department of Environment and Conservation;
- Local Government Association of NSW and Shires Association of NSW;
- NSW Farmers' Association;
- State Council of Rural Lands Protection Boards;

- Royal Society for the Prevention of Cruelty to Animals (RSPCA);
- Animal Welfare League; and
- Wildlife Information and Rescue Service (WIRES).

## **4.2 SUPPORTING ORGANISATIONS**

These organisations have agreed to commit their resources, in an informal agreement, to ASFAC in an emergency response. They have agreed to provide appropriate resources, technical and specialist advice and animal welfare support during emergencies. These organisations include, but are not limited to:

- NSW Food Authority;
- Horse Rescue Australia;
- Australian Wildlife Ambulance Rescue Emergencies (AWARE);
- Pet Industry Australia (PIAA);
- Royal Agricultural Society Cat Control;
- Royal NSW Canine Council;
- Northern Tablelands Wildlife Carers;
- Sydney Metro Wildlife Services;
- Native Animal Trust;
- Australian Veterinary Association (NSW Branch);
- Australian Chicken Meat Federation;
- Australian Welfare Advisory Council;
- Australian Egg Industry Association;
- Australian Quarantine Inspection Service;
- Hornsby/Ku-ring-gai and Manly/Warringah/Pittwater Local Agricultural and Animal Emergency Groups;
- Fauna and Marine Park Association;
- HANROB Petcare Centre; and
- Animal Welfare Advisory Council.

## **5. SETTING UP STATE, DISTRICT AND LOCAL COORDINATION CENTRES**

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The level to which local coordination centres are set up is dependent on the magnitude of the emergency and should only be done in consultation with the State Coordinator (SC) who is usually the Director, Emergencies, Weeds & Pest Animals or alternatively the Leader, General Emergencies Preparedness & Response.

### **5.1 APPOINTMENT OF LOCAL/DISTRICT COORDINATORS**

Local Coordinators (LC) are, in the first instance, to be the Local Emergency Management Committee representatives in the council area affected by the emergency. This position is also known as the Local Agricultural Services Functional Area Liaison Officer (LASFALO). There is an alternate representative for most local committees and this person should act in the role of LC in the case of the nominated representative being absent or being rostered off duty.

District Coordinators (DC) are the District Emergency Management Committee representatives for the district in which the emergency occurs. These people are generally the NSW DPI Regional Directors, but in some cases other senior NSW DPI officers have taken this role. There is an alternate representative to all district committees and this person should act in the role of DC in the case of the nominated representative being absent or being rostered off duty.

The State Coordinator (SC) is usually the Director, Emergencies, Weeds & Pest Animals or alternatively the Leader, General Emergencies Preparedness & Response.

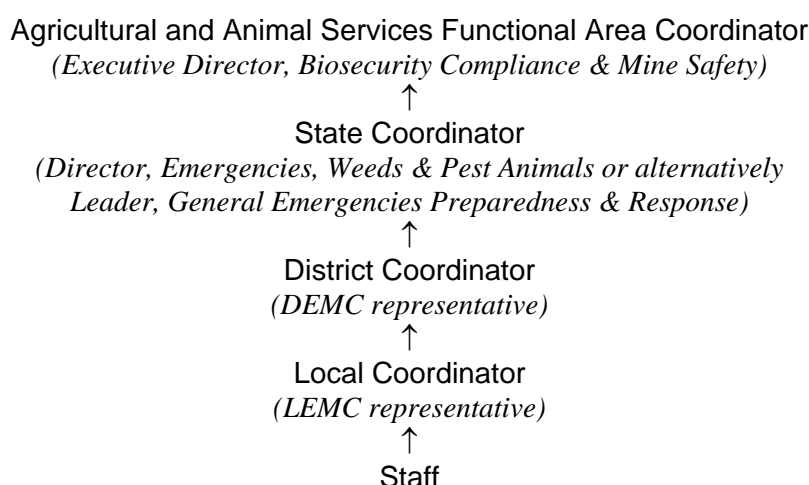
## 5.2 EQUIPMENT NEEDED FOR LOCAL COORDINATION CENTRES

Equipment and stores are required for an effective local coordination centre. Not all of the following listed items may be needed in any emergency:

- Telephones, between 2 and 6 depending on the magnitude of the emergency, with the capability of diverting to the next line if busy and diverting to a mobile for after hours contact;
- Copy of the Flood Operating Plan;
- Answering machine;
- Facsimiles (1 or 2 with a fax stream capability if possible);
- Mobile telephones, satellite telephones, radios and/or hand held UHF radios can be used if appropriate, these are also used for contact between pilots, ground crew and the Local Coordination Centre;
- Photocopier;
- Computers and printer (preferable pre-configured laptops with internal modem with access to an analogue telephone line and secure ID card to access NSW DPI service);
- Access to Bureau of Meteorology weather data;
- Files and filing cabinet;
- White boards (between 2 and 4 for contact, situation, access and task boards all with "correct as at 'date' and 'time'" these should be copied regularly and the information filed);
- Maps of the area with plastic overlays (1 in 250,000 topographic). If maps are not current contact SC;
- Appropriate emergency management plans (including various forms shown as appendices to this plan);
- Clipboards;
- Stationery;
- Extension cords and power boards;
- Phone books, Department directories from appropriate locations and contact lists; and
- In and out trays.

## 5.3 CHAIN OF COMMAND

When NSW DPI staff are involved in responding to an emergency their normal line of management is set aside and staff are directed as shown:



## 5.4 CONCEPT OF OPERATIONS (COP)

Each coordination centre should develop a Concept of Operations (COP) for how the centre will function and manage the emergency. The preferred format is SMEAC:

- Situation (what is the overall situation and the coordination centre's position within the operation)

- Mission (objectives of the coordination centre)
- Execution (how the coordination centre will achieve the objectives)
- Administration (what logistics will support the coordination centre)
- Command/Control/Coordination and Communication (who is in charge, who reports to who, how and when will they report, what are the communication links).

The COP should be updated as appropriate with the date and time of the update recorded on the COP. The COP should form the basis of inducting new staff into the centre. This change over period should be for a minimum of half a day.

## 5.5 FORMS FOR LOCAL COORDINATION CENTRE (LCC)

Standard report forms should be used in the LCC. These forms are referred to in the rest of the document and are included in the appendices at the back of this plan.

## 6. RESPONSE TO FLOOD EMERGENCIES

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Generally the response to flood emergencies will not alter even though the types of animals at risk may vary from livestock to companion animals to wildlife. A local flood may be handled by the State Emergency Services (SES) as a single agency event, but NSW DPI may be requested to assist by coordinating a response to agriculture or animals at risk if the flood is a large scale event. If the resources required for a response are not available at local level then the DC should be requested to assist in obtaining them and similarly the SC should be requested to assist if resources cannot be obtained at the district level. On nearly all occasions the response to a flood emergency will be at the district level.

**Staff working in flood emergencies should familiarise themselves with their roles and responsibilities in section 15 (staffing) and section 6 (response) of this plan.**

The following sections describe a general response to a flood emergency. There are four phases in any response to an emergency, these are:

### 6.1 THE ALERT PHASE

The alert can be made at any level: local, district or state. This alert should commence on advice of moderate or major flooding from the SES. In the case of floods SES is the combat agency. Once the ALERT phase commences the following processes must be followed:

- Local, District and State Coordinators, or their alternates, are to be alerted;
- Nominated contact personnel from participating and supporting organisations which may become involved must be put on alert;
- Liaison Officer(s) (LO) that may be deployed to the SES operations centres must be identified and alerted in case they are needed;
- Communication must be established between local, district and state flood coordinators; and
- Local Coordinators must organise the collection of intelligence and disseminate.

### 6.2 THE STAND-BY PHASE

At this stage the State Coordinator should:

- Liaise with the Agricultural and Animal Services Functional Area Coordinator;
- Set up the State Coordination Centre (SCC) and associated staffing and resource requirements;
- Provide contact/activity details to the District and Local Coordinators, State Emergency Operation Centre (SEOC) and SES State Emergency Operations Centre;

- Put appropriate participating and supporting organisations on stand-by and confirm contact details; and
- Develop Concept of Operations for SCC.

At this stage the District Coordinator should:

- Set up a District Coordination Centre (DCC) with appropriate resources (see 5.2);
- Advise the State Coordination Centre of DCC activities and contact details;
- Advise the LC of activities and contact details;
- Put appropriate participating and supporting organisations on stand-by and confirm contact details;
- Provide contact details to SES District Emergency Operation Centre (DEOC) and DEMO; and
- Develop Concept of Operations for DCC.

At this stage the Local Coordinator should:

- Under direction from the DC, set up and staff a Local Coordination Centre (LCC) at an appropriate site, this may be in the SES Local Emergency Operation Centre (LEOC) or it may be at another site such as the local airport or RLPB or NSW DPI office;
- If possible it is best if the Agricultural and Animal Services Coordination Centre is co-located in the same building as the LEOC;
- Where the centres are co-located the minimum staff required is one person within the centre and one person in the field;
- Nominate/advise staff to act as local liaison officers, such as in the LEOC if it is remote from the local coordination centre (LCC). Normally one person will be needed as a liaison officer in each operation centre. It is important that Liaison Officers are located in control centres as soon as possible;
- Ensure local Liaison Officers report back on all activities;
- Report to DC;
- Appoint an Evacuation Centre Animal Services Officer (ECASO) if required;
- Nominate staff to assist in handling animals in evacuation centres if required;
- Develop a contact list for local/district participating and supporting organisations utilising the form (**Appendix B**);
- Contact personnel from participating and supporting organisations to put them on stand-by and provide them with contact details for coordination centre/s;
- Develop a Concept of Operations (COP) for the LCC; and
- Situation reports (Sitreps) should be prepared and dispatched on an 'as needs' basis but at least daily.

### 6.3 THE CALL-OUT PHASE

This is the operational phase where all agricultural and animal resources are coordinated to respond to the flood. Participating and supporting organisations should remain on stand-by and be called upon as needed. Operations should be undertaken as per the Concept of Operations and Flood Operating Plan. Daily briefings/debriefings should be attended/held and daily Situation Reports (Sitreps) should be dispatched to all appropriate people.

At this phase the State Coordinator should:

- Activate the State Coordination Centre (SCC);
- Liaise with the DC and LC;
- Coordinate all activities at the state level following the SCC COP;
- Report to the Agricultural and Animal Services Functional Area Coordinator on activities;
- Report to the executive and Minister's Office;
- Liaise with participating and supporting organisations at State level;
- Liaise with SES State Emergency Operation Centre.

At this phase the District Coordinator should:

- Activate the District Coordination Centre (DCC);
- Liaise with the LC and SC on district activities;

- Coordinate all activities at the district level following the DCC Concept of Operations;
- Report to SC on activities/issues (Sitrep);
- Liaise with participating and supporting organisations at District level; and
- Liaise with SES District Emergency Operation Centre and DEMO.

At this phase the Local Coordinator should:

- Activate the Local Coordination Centre;
- Liaise with DC on local activities;
- Coordinate all activities at the local level following the LCC Concept of Operations;
- Report to DC on activities/issues (Sitrep);
- Ensure adequate staffing and resourcing needs are being met;
- Liaise with participating and supporting agencies at local level;
- Liaise with SES Local Emergency Operation Centre (LEOC) and LEMO.

## 6.4 THE STAND-DOWN PHASE

When the emergency is over and appropriate recovery assistance is completed all people and organisations should be informed that they have been stood down and a formal “debrief” including all organisations involved in providing agricultural and animal services **must be held**. Following the debrief, a report must be prepared highlighting any lessons learnt and any improvements suggested to policy, plans or SOPs.

## 6.5 RECOVERY

After the response and initial recovery, the DC may in cooperation with local coordinators appoint representatives to a Flood Recovery Committee if such a committee is required. The DC may also need to request the presence of a Rural Assistance Authority (RAA) representative in the area to assist with any claims. The DC may be required to appoint a Donated Fodder Coordinator (DFC) to oversee the distribution of any donated fodder that arrives post-flood.

The Local Coordinator may need to arrange for the extended stay of some evacuated animals if required and identify ongoing animal welfare needs. They may also support the Recovery Committee and DFC

# 7. WHAT ASSISTANCE IS PROVIDED FOR ANIMALS

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Floods vary greatly in the threat that they pose to agriculture and animals depending on their location (geography), amount of rainfall over a period of time and whether the affected area itself has had a significant amount of rain (a wet flood). If more than 100 mm of rain falls immediately before or during a flood then major animal problems are likely to occur. Animal flood relief often lasts up to five weeks on the Barwon-Darling system while coastal flooding may be of considerably less duration but with large numbers of animals affected.

The type of assistance provided is also governed by the type of animals at threat. These can be divided into livestock, companion animals and wildlife.

## 7.1 RESPONSE TO FLOOD EMERGENCIES INVOLVING LIVESTOCK

The type of assistance given to primary producers and their animals in the event of a flood emergency is predominantly of an animal welfare nature. It is important that landholders are encouraged to be pro-active in preparing for floods; this includes quickly getting livestock to high ground and ensuring that adequate stocks of fodder are stored on site and accessible during flood events.

Any NSW DPI response must be discussed with and approved by the State Coordinator and ASFAC.

### 7.1.1 AERIAL RECONNAISSANCE

Accurate, early intelligence can be obtained by a reconnaissance flight, most probably in a fixed wing aircraft. Authority for such a flight should be sought through the DC from the SC.

Aerial reconnaissance is also very useful for assessing the possible need for assistance such as fodder transportation or lifting stock handlers into an area to move stock to high ground. The ground under flood water is vastly different than in normal times and only experienced people, such as Rural Lands Protection Board staff and experienced local employees, should be used for such reconnaissance. Only essential personnel will be given approval by the SC to be in aircraft.

### 7.1.2 STOCK MUSTERING

Intensive, early efforts must be initiated to move stock if possible. Volunteers should be organised and may include staff and volunteers from participating and supporting organisations and stock and station agencies to move stock to safe ground. Such action will save stock and the cost of transporting fodder to the stock when they are cut off by floodwater.

If stock are cut off by flood water, rather than transporting fodder to the stranded stock, it may be possible, more appropriate and less expensive to transport stock handlers and their equipment, for example ATV bikes, to the stock to move them to safe ground.

Stock handlers must have dogs on a lead and under control when near or on an aircraft.

In some situations it may be impossible to move the stock to higher ground. If there is a danger that the ground on which the stock are grazing will become inundated with flood water then consideration can be given to relocating the stock in cages slung under helicopters. As this is an expensive operation any proposal to lift stock in such a fashion must be discussed with the State Coordinator.

If sheep are being relocated in cages slung under helicopters then operators should be aware that this will create static electricity around the cage during the flight and the cage must be placed on the ground before handlers touch it.

### 7.1.3 EVACUATION OF LIVESTOCK

When staff are assisting with the evacuation of livestock they should always ask the owner if there are animal health reasons why the animals in question can not be evacuated (eg are they under detention for any disease).

Records of evacuation points where livestock can be taken should be kept (**Appendix D**). A register of animals evacuated at each evacuation point should be kept (**Appendix F**) as well as individual animal registration forms if appropriate (**Appendix E**). Livestock owners should be issued with an information sheet if appropriate (**Appendix G**).

A list of stock/feed carriers should be kept (**Appendix H**).

### 7.1.4 FODDER DROPPING

As mentioned previously, fodder dropping is very expensive and approval to commence such an operation rests with ASFAC.

### 7.1.5 FEEDING STOCK

When requests for fodder are received then the appropriate form (**Appendix M**) should be filled in.

Each mob of sheep or cattle should receive enough hay to last them three days, as this allows the shy feeders to access the feed.

Assuming that 22kg (50 lb) bales of good quality pasture hay are used, the following amounts are recommended:

- Dry Sheep 1 bale / 10 sheep / 3 days
- Lambing Ewes 1 bale / 5 ewes / 3 days
- Dry Cattle 1 bale / head / 3 days
- Cows and Calves 1.5 bales / head / 3 days

Adjust these rates accordingly if bales are significantly heavier, lighter or vary in quality.

A full maintenance ration may not be required if livestock were in good condition before flooding and fodder dropping will only be required for a short period.

The tasking officers should discuss with each grazier their needs and situation. The above rates of feed should be recommended, but if the grazier disagrees a compromise should be reached. If required, a spotter should be organised with State Coordinator approval to fly in the fodder aircraft to direct pilots to the drop zone.

#### **7.1.5.1 EQUIPMENT THAT MAY BE NEEDED FOR LIVESTOCK EMERGENCIES**

Various types of equipment may be required during a flood such as small hay bale elevators or fork lifts for larger bales. It is the landholder's responsibility to supply this equipment and any fodder. Consideration may be given for NSW DPI to supply some or all of this on a case by case basis, especially if the possibility of an animal welfare situation is evident.

#### **7.1.5.2 OTHER ORGANISATIONS THAT MAY BE CALLED ON FOR ASSISTANCE**

The Agriculture and Animal Services Functional Area participating and supporting organisations may be called on for assistance. The organisations located within any one local area will not necessarily be the same as in any other area. Local knowledge of the resources available is essential and this can be utilised through the use of the Local Emergency Management Committee (LEMC) and District Emergency Management Committee (DEMC).

Regular contact with participating organisations such as the local NSW Farmers' Association and RLPB is essential to ensure good communication and efficient and effective use of resources.

#### **7.1.5.3 ACQUISITION OF FODDER**

NSW DPI has the responsibility of coordinating the feeding and welfare of livestock during floods but this **does not include the purchase or supply of fodder for landholders**. Landholders who wish to take advantage of the transport of fodder to their stock must supply the fodder as near as possible to the threatened livestock (preferably within 10km).

A register of fodder available for sale or use by landholders may be kept by NSW DPI or a participating organisation such as the local RLPB or NSW Farmers' Association branch. A register of people wishing to donate hay or equipment must be kept at the local coordination centre (**Appendix N**). A record of individual commercial fodder supplies should be kept at the LCC (**Appendix O**).

#### **7.1.5.4 LOADING OF FODDER**

In the case of fodder being transported by small, commercial helicopters it is the landholder's responsibility to supply labour to load the fodder into and out of the cargo nets.

In the case of fodder being transported by large military aircraft, arrangements should be made to employ labour to load the aircraft. This may be volunteer labour from the above participating organisations or paid labour sourced from employment agencies in the area.

### **7.1.6 ANIMAL WELFARE**

In some cases landholders request extra assistance on animal welfare grounds. All requests will be treated on a case by case basis and such requests should be discussed with the State Coordinator before any commitment is made. Consultation with the RSPCA will assist in ensuring that any action will meet the required welfare and ethical standards.

### **7.1.7 DESTRUCTION AND DISPOSAL OF INJURED AND DROWNED LIVESTOCK**

Requests for assistance to coordinate the disposal of livestock killed as a result of a flood will be considered. The environmental and engineering functional areas should be contacted to ensure that disposal pits are suitably located and appropriate equipment is used to excavate the pit.

Information on requirements for [humane destruction and disposal of livestock \(Primefact 310\)](#) is available on the NSW DPI's external website.

## **7.2 RESPONSE TO FLOOD EMERGENCIES INVOLVING COMPANION ANIMALS**

Under the *SERM Act 1989* and *DISPLAN*, the Agriculture and Animal Functional Area through NSW DPI has the responsibility for the care and welfare of all animals affected by an emergency. This includes companion animals such as dogs, cats and birds. LEMC representatives should, if in a flood prone area, develop and continually update local flood plans to assist in the management of companion animals affected by a flood.

Floods occur in many regions and to varying degrees in NSW and their effects vary according to the topography and population in the region. The scope for companion animals to be involved in a flood is large. Generally owners of these animals ensure their safety and welfare, but occasionally NSW DPI is requested to assist in their rescue and care.

### **7.2.1 WHAT ASSISTANCE IS PROVIDED**

The type of assistance provided by NSW DPI and participating and supporting organisations can include, but is not limited to the following:

- Coordinating the rescue of companion animals from a flood or flood threat and housing such animals. This may include the tasks of coordinating the tagging and recording of each animal's particulars such as owner, address, owners temporary address etc;
- Coordinating the transport of food to animals stranded by flood waters; and
- Providing veterinary assistance to companion animals affected by flood emergencies.
- Pet Industry Association of Australia (PIAA) can provide an early warning to industry operators (through the PIAA's database contact list) in any area of NSW, but are not able to provide on-going updates to regional areas. An early warning call from PIAA will enable operators to work with local authorities for further information and assistance. Should this assistance be required, LC's should contact the SCC for PIAA contact numbers. LC's should then provide PIAA with information on the emergency situation for dissemination to the industry.

Examples of NSW DPI's involvement in companion animal rescue and care are:

- During the 1998 flood on the Macquarie River at Bathurst, horses and other animals were rescued under the coordination of the LC. Dogs and cats were placed in private kennels and catteries. Horses were moved with the assistance of the local trotting club to the safety

of the NSW DPI's research station where they were housed until they could be returned to their owners.

- During the 1998 flood on the Darling River a settlement at Bourke was threatened. The settlement was evacuated. All the animals from the settlement were housed inside the levee banks at the showgrounds in modified stalls. The animals were cared for by RSPCA (a participating organisation) staff under the coordination of NSW DPI staff.

## 7.2.2 EVACUATION OF COMPANION ANIMALS

Where possible owners should take their companion animals with them when they are asked to evacuate.

Records of evacuation points where companion animals can be taken should be kept (**Appendix D**). Individual Animal Registration Forms should be kept (**Appendix E**). A register of animals evacuated at each evacuation point should be kept (**Appendix F**). Resources that may be required for an Evacuation Centre can be found in (**Appendix A**). Role description for an Evacuation Centre Animal Services Officer can be found in section 15.7.

## 7.2.3 ACCOMMODATION OF COMPANION ANIMALS

It is often possible to accommodate smaller animals like cats, dogs and birds at the same evacuation centre as their owners. This should be considered before making alternate arrangements. If accommodated with their owners, registration of pets can be done at the same time as the owners are registered into the evacuation centre. Liaise with DoCs to facilitate joint registration of pets and owners into the evacuation centre.

A number of alternatives may exist for accommodating companion animals rescued or evacuated from a flood. A local showground usually has many buildings and stables that may be quickly adapted and used to house horses, cattle, dogs and cats. When considering a showground ensure that it will remain safe from flood and accessible.

Other facilities that might be considered are local veterinary surgeries, boarding kennels and catteries. These facilities may be located in neighbouring towns or suburbs which are not at risk.

Food, water, bowls, housing, cleaning, identification of the animals (suitable tagging that includes their owners contact details) and the provision of veterinary care should be considered. If makeshift accommodation has to be constructed use of materials such as pallets, carpet and wire netting can be considered to ensure the animals' welfare and security. A long chain on which to tether dogs is also an option.

## 7.2.4 ORGANISATIONS THAT CAN BE CALLED ON FOR ASSISTANCE

A number of participating and supporting organisations may be available in each local area. It is also possible that none of these organisations are located in any one local area and alternative arrangements must be explored. These may include the Royal Agricultural Society, cat or kennel club, trotting or racing club or showground trust.

Each LC must explore all avenues to ensure that companion animals in the area are adequately catered for.

## 7.3 RESPONSE TO FLOOD EMERGENCIES INVOLVING WILDLIFE

Under the *SERM Act 1989* and DISPLAN the Agriculture and Animal Functional Area through NSW DPI has the responsibility for the care and welfare of all animals affected by an emergency, this includes wildlife such as kangaroos, koalas, reptiles, fish and birds. LEMC representatives

should, if in a flood prone area, be aware that the NSW DPI may be requested to assist in the rescue and care of wildlife affected by a flood.

### 7.3.1 WHAT ASSISTANCE IS PROVIDED

The type of assistance provided by NSW DPI and participating and supporting organisations can include, but is not limited to the following:

- Coordinating the rescue of animals from a flood affected area and transporting them to an appropriate release site;
- Coordinating the feeding wildlife stranded by flood water in special situations; and
- Organising appropriate veterinary care for wildlife affected by flood.

### 7.3.2 ACCOMODATION OF WILDLIFE

Accommodation of wildlife rescued from a flood should only be attempted by those trained and possessing the skills and equipment to do so. This is because of the special requirements of wildlife and the need to rehabilitate and release them back into the area from which they came. Information on [caring for native animals after bushfires \(Primefact 404\)](#) is available on the NSW DPI's external website and may be a useful resource.

### 7.3.3 ORGANISATIONS THAT CAN BE CALLED ON FOR ASSISTANCE

Participating and supporting organisations with the skills and expertise for handling wildlife include the RSPCA, WIRES, DEC and others. Endeavours to locate these or, if they are not located the region, other such organisations should be made and local arrangements made to cater for these animals affected by a flood.

## 8. USE OF AIRCRAFT

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Aircraft utilised by NSW DPI **must** be contracted. Before any aircraft are used the State Coordinator and ASFAC must give approval. It is important that any staff working in or around any aircraft receive the authorisation of the State Coordinator **prior** to the commencement of operations.

When using aircraft the Fodder Drop Daily Record Sheet (**Appendix J**), Daily Aircraft Summary Report (**Appendix K**) and Daily Flight Log (**Appendix L**) must be filled in.

Staff involved in aerial operations should be familiar with the Aerial Survey Flood Task Profile (**Appendix T**), Mustering Livestock in Floods Task Profile (**Appendix U**) and Transporting of External Loads in Floods (**Appendix V**). In addition, several useful SOPs were developed for Australian Plague Locust operations and should be referred to when using aircraft during flood events. They can be found on the following link: <http://www.agric.nsw.gov.au/reader/aust-pl-control-sop>.

A number of private companies are contracted to the State Government and if suitable aircraft are available these should be used. Aircraft are very costly to run and only livestock at immediate risk will be assisted using aircraft. NSW DPI is responsible for the cost of hiring the aircraft. Specifications for suitable aircraft are shown in **Appendix I**. Access to information on aircraft will be available from the SES or the State Coordinator.

All aircraft should be hired "wet", that is the owner is responsible for supplying fuel and servicing the aircraft. NSW DPI may be able to underwrite fuel if it needs to be transported in drums to the aircraft.

Military aircraft can only be used if no commercial aircraft are available and application must be made to Defence Headquarters via the State Emergency Operation Centre (SEOC) for their use.

## 8.1 USE OF HELICOPTERS

Helicopters can be assigned tasks such as transporting fodder, especially large bales of hay, to stranded livestock. They have also proved very effective in reconnaissance, transport of stock handlers, ATV bikes and working dogs and for mustering stock.

The transport of large hay bales by small to medium helicopters is effective where the distance from the hay pick up point to the livestock is relatively short (up to 10 km). Landholders are responsible for transporting fodder to the nearest available loading point to the livestock.

Helicopters can be sourced from either private enterprise or the military. Approval from ASFAC is required to use helicopters.

Experience at Walgett during the 1998 floods on the Namoi River suggests that medium size helicopters, such as Bell Jet Rangers, give better, cheaper service because they are more versatile than larger or smaller aircraft especially when fodder can be transported by the livestock owner to within 10 km of the animals.

## 8.2 USE OF FIXED WING AIRCRAFT

Small fixed wing aircraft are cheaper to hire than helicopters and therefore, if available, they should be used for early reconnaissance and intelligence gathering.

Large fixed wing military aircraft have the capability of transporting large amounts of fodder, but are expensive and require a large amount of labour to load the aircraft. These aircraft should only be used when large amounts of fodder need to be transported over large distances and the target area is large enough to accurately receive the fodder without wastage.

## 8.3 USE OF HOVERCRAFT

Hovercraft may prove effective in some situations, but approval for their use must be requested from ASFAC.

# 9. ADMINISTRATION

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The LC has the responsibility of supervising the LCC which includes the initial setting up and the day to day administration and supervision of staff and resources. A number of areas require special mention, and include;

## 9.1 TASK/RESOURCING RECORDING AND TRACKING

Requests for assistance should be recorded and tracked so that they can be monitored and handed over in roster changes.

- Generic task requests and request for resources (other than fodder for livestock) should be recorded on the generic Task Request form (**Appendix Y**). When a task request is received a job number should be allocated with the appropriate coordination centre prefix;
- Task requests for fodder should be recorded on the Task request - Livestock Fodder form (**Appendix C**). When a task request is received a job number should be allocated with the appropriate coordination centre prefix;
- The task requests should be logged on a log sheet or board. This could be electronic (spreadsheet displayed on the wall), paper or a whiteboard. **The task log needs to be saved** for recording so a whiteboard with printing capability is better;

- **The task log sheet or board should include the job number, type, date received, status, who is responsible and date completed. A comments column may also be useful;**
- As a task is completed the task request form and log should be completed for that task. The task request form should be filed;
- Part tasks are to remain active until the whole task is completed and written off; and
- Aircraft tasks should be recorded on the Daily Flight Log Sheet (**Appendix L**).

## 9.2 SITUATION REPORTS (SITREPS)

Generally, the first Sitrep is required immediately a flood threat develops. Sitreps should highlight the magnitude of the problem and the estimated duration of the flood, the threat to livestock, companion animals and/or wildlife, the resources anticipated and what activities are undertaken. These should be sent to the DC and the SC so that NSW DPI Executive and the Minister can be kept informed of the developing threat.

Sitreps should be issued at 10:00 AM daily. These should be sent to the DC and SC, all appropriate participating and supporting organisations and SES Emergency Operation Centres. The SC will collate the information and send to ASFAC, NSW DPI Executive and Minister.

Each coordination centre should develop a Sitrep with the preferred format being SMEAC:

- **Situation** (what is the current situation)
- **Mission** (objectives over the next 24 hours and longer term)
- **Execution** (what has the coordination centre achieved in the last 24 hours)
- **Administration** (what logistics are being used to support the coordination centre's operations – number of staff, equipment etc)
- **Command/Control/Coordination and Communication** (who is in charge, communication links, what communication is occurring eg media interviews, farmer meetings)

The Sitreps should indicate the number of tasks received and completed during the previous day, noting whether these tasks are new or a repeat task. Tasks for an individual landholder that manages a number of properties should, if possible, identify for which property the task is allocated, and whether it is a new or repeat task.

A generic SITREP can be found in **Appendix P**.

## 9.3 AIRCRAFT HIRING AND INVOICES

Aircraft to be utilised by the NSW DPI **must** be contracted. Before any aircraft are used the State Coordinator must give approval. Invoicing should be itemised by individual task (include the job number) and running times should be recorded in decimal hours and include start and finish times.

## 9.4 STAFF MATTERS

Staff employed in a Coordination Centre (local, district or state) are under the immediate supervision of the Coordinator for that Centre and as such disregard their normal line management responsibilities.

Resourcing of these centres is the responsibility of the LC/DC/SC in conjunction with the appropriate logistics officer.

The Coordinators should monitor the activities of staff continually to ensure they do not become stressed to the point where they can no longer continue their duties. If staff do become stressed then they should receive appropriate counselling either from the Welfare Functional Area or NSW DPI's employee assistance program on **1800 337 068** .

A list of staff including contacts should be maintained in the form of a time sheet (**Appendix Q**) which is used to log staff on and off duty for each day in a coordination centre. Staff should use the disaster management worksheet (**Appendix S**) as their timesheet during the emergency.

## **9.5 ROSTERING**

It is important that staff at Coordination Centres are rostered efficiently. The coordinator needs to ensure that staff are rostered efficiently taking into consideration such things as OHS, welfare, workload, the type of work, individuals capabilities and conditions such as temperature. When changing over staff there needs to be a period of up to one day hand over so the replacement can be adequately briefed/inducted.

As staff rosters are updated they should be sent to all coordination centres so that contact details at all centres can be kept up to date.

Each position should be nominated to at least two people so that rotation of staff can occur and thus prevent fatigue. An efficient roster system should be implemented. Staff must overlap for changeover to allow the replacement to be brought up to date by the outgoing person. Whether this overlap is several hours or a day should be determined by the individuals and the Coordinator.

## **9.6 OVERTIME**

During a response to a flood there will normally be a need for staff to work long hours, including weekends and public holidays. Before any overtime is worked, approval should be obtained from ASFAC for such overtime to be undertaken. An estimation of the amount of overtime that may be worked is required at least on a weekly basis.

## **9.7 USE OF VOLUNTEERS**

Volunteers may form a major part of NSW DPI's response to a flood. These people may be sourced from a number of organisations or private individuals. When volunteers are being used care must be taken not to endanger their safety, therefore adequate briefing/induction should take place before they commence. While NSW DPI coordinates volunteers' activities, the organisation for whom they are volunteering maintains command over their volunteers.

### **9.7.1 FROM PARTICIPATING AND SUPPORTING ORGANISATIONS**

These organisations have agreements with ASFAC to assist in certain functions while responding to emergencies and have at their disposal a number of volunteers with certain skills and training. For example, the RSPCA in the larger cities has volunteers that would be able to assist with the evacuation and care of companion animals. The responsibility for volunteers from these organisations rests with their particular organisation.

LCs should be aware of, and make contact with, those organisations that are present in their local area so that appropriate plans can be prepared and ready for use in the case of a flood.

### **9.7.2 FROM OTHER SOURCES**

Volunteers may also be available from organisations other than participating and supporting organisations and individuals may also volunteer to assist. These people may be used to load fodder, feed animals etc.

These volunteers should be "signed on" when they are on duty, as they are the responsibility of NSW DPI. NSW DPI should ensure that these volunteers are capable of doing the work, are adequately trained and using appropriate personal protective equipment. This is important as volunteer workers are provided with workers' compensation cover under the *Workers' Compensation Act 1987*.

All volunteers should show some form of appropriate verification of their identity and authority to work in the emergency ideally issued by their organisation before commencing work.

## **9.8 CATERING**

Floods may require large numbers of staff to work long hours over a long period of time. It is important that these staff are adequately provisioned at the LCC whilst on duty to reduce the amount of time spent away from the centre.

## **9.9 ACCOMODATION**

Accommodation can be divided into two parts, staff accommodation and coordination centre accommodation as outlined below:

### **9.9.1 STAFF ACCOMODATION**

Staff may have to be accommodated in suitable accommodation near the centre, where meals are available early and late as daily start and finish times may not be within the normal band width.

### **9.9.2 COORDINATION CENTRE ACCOMODATION**

The Coordination Centres should be situated in a building or room large enough to accommodate the staff employed at the centre and the required equipment and furniture, which will vary according to the magnitude of the event. The centre must have adequate amenities such as toilets, kitchen and parking. It must have telephone and computer access. It may be appropriate to hire a cleaner or extend the cleaner's hours to maintain the centre. Appropriate security should also be considered.

## **9.10 OCCUPATIONAL HEALTH & SAFETY AND RISK ASSESSMENT**

All managers and staff have a legislated responsibility to ensure a safe work place under the *NSW Occupational Health & Safety Act 2000* and *NSW Occupational Health & Safety Regulations 2001*. Staff operating in an emergency situation should be fully aware of their Occupational Health and Safety (OH&S) responsibilities.

A key factor of OH&S is the identification of all potential risks at the work site. Staff familiar with the type of work and the work environment are best able to identify situations which may represent a danger to themselves or others and develop practical procedures to minimise that risk. The risk of harm or injury to staff may increase significantly in an emergency situation when staff are operating in unfamiliar areas and in high pressure situations. It is important that staff conduct a Risk Assessment (**Appendix W**) before commencing operations. It is important that staff operating in emergency situations are inducted into the operation, work safely at all times, are adequately resourced to carry out their designated tasks and report/investigate any incidents that arise.

It is important that OH & S is addressed by all staff and managers. For further information on OH & S responsibilities and risk assessments please refer to the NSW DPI website at: <http://intranet.dpi.nsw.gov.au/admin/ohs>.

## 10. OTHER NSW DPI RESPONSIBILITIES DURING AND POST EMERGENCY

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NSW DPI has a number of responsibilities post flood. Staff should be aware of these and make appropriate plans to ensure they are attended to after a flood. Some of these responsibilities are not restricted to post emergency, but can also be carried out during the emergency.

### 10.1 ASSESSMENT OF INJURED OR DISTRESSED ANIMALS

NSW DPI and some of the participating and supporting organisations, especially the RLPBs (local District Veterinarian), RSPCA and private veterinarians, have training and skills in assessing the level of injury and distress suffered by animals after a flood. There may be a need for animals to be given veterinary treatment or to be euthanased as a result of the flood. These decisions should only be made by appropriately qualified people.

### 10.2 CONTINUING CARE FOR COMPANION ANIMALS AFFECTED BY FLOODS

After a flood recedes it may be some time before evacuated companion animals can be returned to their owners. This necessitates continuing care for the animals to ensure their well being. The duration of this care will be decided on information supplied to the SC.

### 10.3 ASSESSMENT OF RURAL PROPERTY LOSSES - DAMAGE TO BUILDINGS, FENCES, CROPS, EQUIPMENT AND FODDER

Accurate, early intelligence can be obtained by a reconnaissance flight, most probably in a fixed wing aircraft. Authority for such a flight should be sought from the SC.

The LC and DC should ensure that information on the scale of the flood is forwarded to the State Coordination Centre as soon as possible. This information should include:

- Number of properties involved;
- Area of land affected;
- Number of stock killed or injured;
- Damage to houses, sheds, fencing etc.

A suitable table for the collation of damage information is attached (**Appendix R**).

### 10.4 ADMINISTRATION OF FINANCIAL ASSISTANCE TO VICTIMS

NSW DPI administers some financial assistance to victims of floods. This assistance is limited to a subsidy of up to 50% of the cost of transporting either fodder to the affected stock or transporting affected stock to and from agistment (**Appendix X**). Further information on how and where to apply for assistance can be found in NSW DPI's web site <http://www.dpi.nsw.gov.au/agriculture> or through the emergency support line 1800 814 647.

### 10.5 EMERGENCY INDUCED TRAUMAS

Staff should be aware that people, including NSW DPI staff, may be traumatised by circumstances outside their control. These cases need to be handled sensitively and should be, if possible, referred to the DC or SC for notification to the Welfare Functional Area (Department of Community Services) for appropriate follow up. Staff requiring advice or assistance are encouraged to use the NSW DPI Employees Assistance Program on 1800 337 068.

## 10.6 PROVISION OF ADVICE

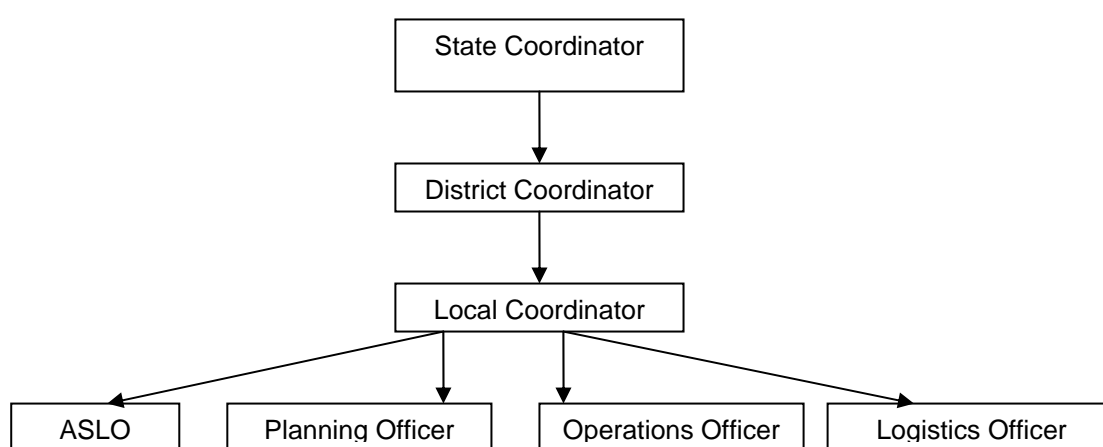
After a flood, NSW DPI has responsibility for advising landholders on agricultural and animal welfare matters.

## 11. STAFF ROLE DESCRIPTIONS

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Under emergency management's incident control system four functions exist within a control or coordination centre, these being control, operations, planning and logistics. A person may undertake one or more of these functions depending on the scale of the emergency.

### Operational Chain of Command:



### 11.1 STATE COORDINATOR (SC)

- Advise alternate SCs of the situation and put on stand-by;
- Arrange for telephone/facsimiles at the SCC to be activated;
- Contact appropriate DCs and receive an update on the district situation;
- Warn and contact personnel from participating and supporting organisations likely to be involved of the situation;
- Obtain maps of areas likely to be affected including adjacent areas showing access routes. It may be necessary to contact the NSW DPI's Resource Information Unit for any missing maps;
- Contact SCC LO and request that the SCC be fully staffed and ready for operations;
- Contact and deploy LO to State Controller if necessary, and request them to arrange relief roster for that position;
- Discuss COP with DC and modify if necessary;
- Advise LO from participating and supporting organisations of the COP. LO should make contact with their organisations and be prepared to urgently meet the ASFAC's likely requirements;
- Depending on capability of DC and/or the State Emergency Control Operations Controller to adequately describe the emergency situation and level of agricultural resource requirements, arrange for surveillance of the emergency site by appropriate agricultural personnel. If possible, surveillance to be coordinated through the appropriate DC who, in turn, is under the control of the District Emergency Control Operation Controller;
- Pending advice from the DC and/or the State Emergency Operation Centre Controller of requirements for specific agricultural resources, anticipate such requirements and either (a) place on hold ready for immediate deployment or (b) where considered necessary, order

immediate transport to the emergency site. Keep LO to SC informed of all such decisions/actions;

- Advise the DC of decisions made and actions taken, including details of likely arrival times, contacts, directions given etc; and
- Verify that the SCC SOP's are being followed.

## 11.2 DISTRICT COORDINATOR (DC)

The DC is responsible to the SC and has the responsibility for the following tasks:

- Ensure one or more LCs are available and plan the establishment of both a Local and District (if required) Coordination Centre;
- Liaise regularly with the SC;
- Liaise regularly with SES, ideally by appointing a person to liaise with the SES District Emergency Operation Centre (DEOC);
- Liaise regularly with LCs and provide support as required;
- Liaise with DEMO as required;
- Develop and maintain liaison with other intelligence and support networks as required, especially:
  - RLPB Director(s) and/or staff; and
  - NSW Farmers' Association representatives.
- Establish regular review mechanisms including:
  - Predictions for next 24 hours;
  - Predictions for next 72 hours;
  - Predictions for end of operations; and
  - Ensure daily reporting (Sitreps) procedures are implemented. This should include a report of the daily activities, identifying any problems or work backlogs.
  - Ensure SOPs are followed and systems are in place to manage OHS.
- Undertake media interviews relating to district situation with approval from SC;
- If DC must leave the centre, ensure that an appropriate person is available to act in the position;
- Arrange for a person experienced in setting up coordination control centres to assist the LC set up the LCC if required;
- Make requests for increase, continuation, decrease or cessation of aircraft and other resources. At least 48 hours notice of variation should be given; and
- Continually evaluate staff performance and rosters, including the need for new staff.

## 11.3 LOCAL COORDINATOR (LC)

The LC is responsible to the DC and carries out the following duties:

- Establish and maintain close liaison with appropriate organisations such as SES (combat agency), participating and supporting agencies and any other organisations;
- Report to the DC, LEMO and attend SES Local Emergency Operation Centre (LEOC) briefings (or ensure an ASLO attends if remote from local coordination centre);
- Determine resource requirements for LCC with the DC;
- Manage the establishment and operation of a LCC;
- Appoint staff to the appropriate positions required at the LCC;
- Manage staff appropriately. Staff rosters must be drawn up to minimise the occurrence of fatigue. These should be worked out between the officers themselves and the LC;
- Provide the contact for aircraft pilots and all other organisations involved in livestock flood relief;
- If required, arrange for reconnaissance flights over the affected area prior to the flood peak to identify emerging problems and deal with them accordingly. This must not be done before prior approval of the SC;
- Prioritise jobs;
- Ensure communication links are maintained with other coordination centres, control centres and participating and supporting organisations;
- Arrange for tasks to be approved by DC;

- Alert landholders and public of the LCC or DCC (where applicable) contact numbers through the local radio and press;
- LC is not to leave the coordination centre unless a competent replacement is available to replace them;
- Organise a person with expert local knowledge to assist the Coordination Centre;
- Maintain a daily log of significant events and requests;
- Fill out the Sitreps (**Appendix P**), Fodder Drop Daily Record Sheet (**Appendix J**) and Daily Aircraft Summary Report (**Appendix K**) and fax these to the DC and local offices;
- Develop and maintain Concept of Operations; and
- Establish regular review mechanisms including:
  - Predictions for next 24 hours;
  - Predictions for next 72 hours;
  - Predictions for end of operations; and
  - Ensure daily reporting (Sitreps) procedures are implemented. This should include a report of the daily activities, identifying any problems or work backlogs.
  - Ensure SOPs are followed and systems are in place to manage OHS.

## 11.4 ANIMAL SERVICES LIAISON OFFICER (ASLO)

The ASLO must:

- Be appointed by the LC;
- Be responsible to LC;
- Should liaise with the LC as required;
- Liaise closely to determine the operational requirements of Agriculture and Animals Services Functional Area from the SES Emergency Operation Centre;
- Provide daily briefing to SES Controller, Emergency Operations Controller (EOC) and LC on Agriculture and Animal Services Functional Area operations;
- Provide information on damage/losses such as crops, stock, aquaculture and property to LC;
- Attend daily briefing session to inform relevant organisations of progress with agriculture and animal services flood relief operations;
- Attend to miscellaneous matters referred by SES Controller or EOC; and
- Provide a daily report to the LC on the latest predictions of flood heights and any emerging problems.

## 11.5 PLANNING OFFICER

The Planning Officer is responsible for managing planning activities and should not leave the control/coordination centre while on duty. They:

- Are responsible to the LC;
- Implement planning objectives and strategies to ensure effective and efficient running of operations;
- Gather/disseminate information on the current and projected situation, such as weather forecasts;
- Prepare mapping as appropriate;
- Prepare Sitreps;
- Assist the LC to implement a response to the emergency; and
- Collect and collate all operational records.

## 11.6 OPERATIONS OFFICER

The Operations Officer is responsible for managing operational activities should not leave the control/coordination centre while on duty. They must:

- Ensure tasks/jobs are set according to priority;
- Ensure task/job request forms and log sheets are complete and accurate;
- Ensure tasks/jobs are correctly identified as to whether they are new or repeat tasks; and
- Ensure tasks are numbered sequentially and include a prefix that identifies the particular local coordination centre eg. "W" for Walgett.

## 11.7 LOGISTICS OFFICER

The Logistics Officer (at either the control or coordination centre) is responsible for resource management including acquisition and maintenance of equipment, systems and staff.

Duties may include managing the records and information systems (including photocopying, faxing, filing), sourcing resources, taking phone messages, typing, etc as directed by the LC.

## 11.8 EVACUATION CENTRE ANIMAL SERVICES OFFICER

The Evacuation Centre Animal Services Officer is appointed by the LC and manages the animal evacuation centre. The officer should:

- Report any activities to the LC at the LCC;
- Identify and use an area, ideally previously identified with RSPCA staff as the local emergency animal shelter (under cover, enough space to separate animals, allow long chain restraints for dogs, have an area for exercising animals, be in a safe area). Such areas can include the Council pound, RSPCA shelters, Dog kennels, Cat kennels, Showgrounds or Vet hospitals;
- Dogs can be placed on a short lead attached to a long chain;
- Cats may be placed in temporary cat boxes;
- Provide adequate drinking water in bowls/vessels;
- Provide an emergency supply of food;
- Identify and liaise with any vets to ensure any emergency care/attention of animals is carried out;
- Reinforce to owners that they are responsible for the care and welfare of their pets whilst at the shelter; and
- Identify resources that may be required in the event that large animals, such as horses and cattle are evacuated. This may include panels, fencing materials, yards etc; and ensure all records are completed and filed such as a record of evacuation points (**Appendix D**), register of animals evacuated (**Appendix F**), individual animal registration forms (**Appendix E**), a list of stock/feed carrier (**Appendix H**) and pet owners should be issued with an information sheet (**Appendix G**).

## 11.9 DONATED FODDER COORDINATOR (DFC)

- Reports to and is responsible to the DC;
- Determines the number of stock requiring feed;
- Determines the volume of feed required;
- Prioritises the distribution of feed;
- Liaises with transport drivers and stock owners regarding feed delivery; and
- Should follow the Guidelines for Assistance Measures (**Appendix X**).

## 12. LIST OF ACRONYMS

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ASLO	Animal Services Liaison Officer
BoM	Bureau of Meteorology
COP	Concept Of Operations
DC	District Coordinator
DCC	District Coordination Centre
DEMC	District Emergency Management Committee
DEMO	District Emergency Management Officer
DEOC	District Emergency Operation Centre (SES)
DEOCON	District Emergency Operation Controller
DFC	Donated Fodder Coordinator
DNR	Department of Natural Resources
DoCS	Department of Community Services
DV	District Veterinarian
ECASC	Evacuation Centre Animal Services Coordinator
LC	Local Coordinator
LCC	Local Coordination Centre
LEMC	Local Emergency Management Committee
LEMO	Local Emergency Management Officer
LEOC	Local Emergency Operation Centre (SES)
LEOCON	Local Emergency Operation Controller
NDRA	Natural Disaster Relief Assistance
NSW	New South Wales
NSW DPI	New South Wales Department of Primary Industries
PIAA	Pet Industry Association of Australia
RAA	Rural Assistance Authority
RLPB	Rural Lands Protection Board
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SASFAC	State Animal Services Functional Area Coordinator
SC	State Coordinator
SCC	State Coordination Centre
SEOC	State Emergency Operation Centre (SES)
SEOCON	State Emergency Operation Controller
SERM Act	<i>State Emergency &amp; Rescue Management Act 1989</i>
SES	State Emergency Service
Sitreps	Situation Reports
SOP	Standard Operating Procedure
VSO	Veterinary Services Officer

## Appendix A EQUIPMENT LIST FOR EVACUATION CENTRE - GUIDE

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ITEM	NUMBER/DESCRIPTION
<b>Contact list/map</b>	3 Lists of contacts (A3 laminated) 1 map marking guide (A3 laminated)
<b>Forms</b>	Individual Animal Registration Form ( <b>Appendix E</b> ), Animal Registration Log ( <b>Appendix F</b> ), Record of Evacuation Points ( <b>Appendix D</b> ), Pet Owner Information Sheet ( <b>Appendix G</b> ).
<b>Electrical</b>	1 4-outlet power board, extension cords
<b>Miscellaneous</b>	Temporary cat boxes, dog chains, identification tags, food and water bowls, emergency food supply. Identify possible equipment needed to hold large animals (horses, cattle) such as yards, panels etc.

## Appendix B CONTACT LIST FOR PARTICIPATING AND SUPPORTING ORGANISATIONS

EVENT AND LOCATION:

DATE:

Organisation	Contact Name	Location	Phone	Fax	Notes

# Appendix C TASK REQUEST - LIVESTOCK FODDER

TASK NUMBER:
--------------

**Section 1- Task Request Information**

Request Date: \_\_\_\_\_ Requested By: \_\_\_\_\_ Location: \_\_\_\_\_

Task Type: (Tick one or more) Reconnaissance , Fodder Drop , Transport , Other

First or Subsequent Request Initial Request , Repeat request

Task Description \_\_\_\_\_

Priority: High  Medium  Low  Preferred date: \_\_\_\_\_

**Section 2 – Contact Details**

Livestock Owner/Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Contacts: Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_ UHF \_\_\_\_\_

Type of stock: \_\_\_\_\_ Number of stock: \_\_\_\_\_

**Section 3 - Pick Up Location**

Property Name: \_\_\_\_\_

Relationship to Nearest Town: \_\_\_\_\_

Lat. \_\_\_\_\_ Long. \_\_\_\_\_

Description: \_\_\_\_\_

Type of Marker Used: \_\_\_\_\_

Comment: \_\_\_\_\_

Spotter Required: Yes  No

**Section 4 - Drop Location**

Property Name: \_\_\_\_\_

Relationship to Nearest Town: \_\_\_\_\_

Lat. \_\_\_\_\_ Long. \_\_\_\_\_

Description: \_\_\_\_\_

Type of Marker Used: \_\_\_\_\_

Comment: \_\_\_\_\_

Spotter Required: Yes  No

**Section 5 - Approval**

Approved  Refused  Signed \_\_\_\_\_ Position \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_

Comment \_\_\_\_\_

**Section 6 - Completion details**

Task assigned to: \_\_\_\_\_ Aircraft ID: \_\_\_\_\_ Sortie Duration: \_\_\_\_\_

Crew Comments: \_\_\_\_\_

Job Complete  Part Complete  (Attach copy of Pilot's log sheet)

Purchased/resourced from: \_\_\_\_\_

Final cost: \_\_\_\_\_

Signed ..... OIC NSW DPI: \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_



## Appendix E INDIVIDUAL ANIMAL REGISTRATION FORM

**EVENT AND LOCATION:**

**DATE:**

**ENTRY NO.:**

Part A: OWNER DETAILS								
Name:						Phone:		
Address:						Mobile:		
Alternative contact details:								
Name of current veterinarian:								
Part B: ANIMAL DETAILS								
no.	animal name	type horse, cow, dog	breed Hereford, Collie	description/class colour / bull, ram	collard & tagged yes / no	Identification tag / microchip ID	vaccinated yes / no date	special needs/comments diet / medication / history / temperament
1								
2								
3								
4								
Animals received from (name):								
						----- date		
						----- Signature (owner/agent)		
Part C: EMERGENCY HOUSING CONTACT DETAILS								
Name:						Phone:		
Address animals located:						Mobile:		
Part D: ANIMAL RELOCATION DETAILS								
Relocated to:						Phone:		
Address:						Mobile:		
Animals received by (name):								
						----- date		
						----- Signature		
Part E: RETURN OR COLLECTION DETAILS								
Name:						Phone:		
Address:						Mobile:		
						----- date:		
						----- Signature		

# Appendix F ANIMAL REGISTRATION LOG

---

**EVENT AND LOCATION:**

**DATE:**

**OFFICER:**

**PAGE NO.:**

ENTRY NO.	NO. STOCK	SPECIES	DESCRIPTION	OWNER	ADDRESS	PHONE	COMMENT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

## Appendix G PET OWNER INFORMATION SHEET

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NSW DEPARTMENT OF  
PRIMARY INDUSTRIES

### **PET OWNER INFORMATION SHEET** **At Emergency Evacuation Centres**

Welcome to the Emergency Evacuation Centre. We hope your stay here will be as short and as comfortable as possible.

The NSW Department of Primary Industries, in conjunction with the RSPCA, has arranged emergency shelter and welfare for pets and companion animals evacuated as part of this emergency. *However it is the owner's responsibility to care for their animals while they remain in the emergency shelter.* This includes feeding, exercising and attending to animals which display anti-social behaviour such as barking or howling. An emergency feed and water supply will be provided at the evacuation centre (for approximately 24 hours).

Should animals require veterinary attention while at the centre the owner should contact their own veterinarian or the Registration Desk who will refer the matter to a NSW DPI officer.

Should animal shelter be required for longer periods (beyond the time of operation of the emergency evacuation centre), the pet owner should make their own alternative arrangements where possible. If the owner cannot arrange suitable emergency accommodation, NSW DPI can assist.

## Appendix H LIST OF STOCK / FEED CARRIERS

EVENT AND LOCATION:

DATE:

### Carriers

Name	
Trade Name	
Phone BH	
Phone AH	
Mobile	
Fax	
Postal Address	
Street Address	

### Vehicle Information for Stock

Stock Type	Capacity	Price Quoted per Head	Price Quoted per Km	Ramp Supplied	
				Yes	No
				Yes	No
				Yes	No
				Yes	No

### Vehicle Information for Feed

Capacity	Price Quoted per Tonne/Km	Forklift/Auger Supplied		Bale Loader Supplied	
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No
		Yes	No	Yes	No

### Usage of this Carrier

Date	From	To	What Carried

### Comments


## Appendix I AIRCRAFT SPECIFICATIONS

---

HELICOPTERS	BELLJET RANGER	HUGHES 500C	HUGHES 300
Number of small bales per trip	15	10	4
Turnaround time (fuel and load)	10 min	10 min	10 min
Number of people required at pick up and drop site	2	2	2
Flying time on a tank of fuel	3 hours	2 hours	3 hours
Fuel used per hour	130 l	100 l	45 l

# Appendix J FODDER DROP DAILY RECORD SHEET

FODDER DROP CENTRE:

DATE:

Job No.	Aircraft ID.	Date Task Requested	Date Task Completed	Departure Time	Arrival Time	Destination	Owner	Load (No x type of bales)
<b>TOTAL</b>								

## Appendix K DAILY AIRCRAFT SUMMARY REPORT

Aircraft type	Date	No of operative aircraft	No of inoperative aircraft	No of sorties	No of bales	No of Properties	No of DSE fed
1.						Initial feed:	
						Repeat feed:	
2.						Initial feed:	
						Repeat feed:	
3.						Initial feed:	
						Repeat feed:	
4.						Initial feed:	
						Repeat feed:	
<b>Daily Total</b>							
<b>Cumulative Total</b>							
<b>Schedule jobs not completed today</b>							
<b>Scheduled jobs for tomorrow (including above row)</b>							
<b>Projected beyond tomorrow (all other requests)</b>							
<b>Comments</b>							

This Daily Aircraft Summary Report should be included in the daily Sitrep.

# Appendix L DAILY FLIGHT LOG

Aircraft:	Pilot:	Company:	Hire Charge (per hour):	Officer in Charge:
-----------	--------	----------	-------------------------	--------------------

LOCAL CONTROL CENTRE:.....

DATE:.....

SATLOC LOG No.	NSW DPI JOB No.	DATE	Task Description	PROPERTY NAME/LOCATION	ENGINE TIME			PRINTED NAME & SIGNATURES	
					START	FINISH	TOTAL (mins)	PILOT	LCC OIC
								NAME: SIGNATURE:	NAME: SIGNATURE:
								NAME: SIGNATURE:	NAME: SIGNATURE:
								NAME: SIGNATURE:	NAME: SIGNATURE:
								NAME: SIGNATURE:	NAME: SIGNATURE:
								NAME: SIGNATURE:	NAME: SIGNATURE:
								NAME: SIGNATURE:	NAME: SIGNATURE:

general comments:

1. Complete in triplicate    2. One copy to LCC to forward to SCC    3. Two copies for pilot \*(one to be submitted with account to NSW DPI)

# Appendix M FODDER AND MATERIAL REQUESTS FOR ASSISTANCE

**EVENT AND LOCATION:**

**DATE:**

Name					
Location					
Directions					
Phone b/h	Phone a/h	Mobile	Fax		
<b>NUMBER OF STOCK &amp; LOCATION</b>					
Dairy		Beef	Other		Type
	milking cows			sheep	
	cows & calves			horses	
	dry cows			other	
	steers				
	heifers				
Number of stock on agistment					
Location					
Area flood (ha)			Area not flooded (ha)		
Feeding program					
Fodder on hand					
Fodder requested		Grain <input type="checkbox"/>	Hay <input type="checkbox"/>	Other <input type="checkbox"/>	
Is there grain processing equipment on farm (if grain requested)				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Unloading facilities		Grain <input type="checkbox"/>	Hay <input type="checkbox"/>	Other <input type="checkbox"/>	
Suitable access trucks/semi trailer				Yes <input type="checkbox"/>	No <input type="checkbox"/>
If grain is to be processed by usual supplier – supplier's name					
Fencing material required					

# Appendix N FODDER / EQUIPMENT DONATIONS

## TELEPHONE PROCEDURES

EVENT AND LOCATION:

DATE:

Name			
Location			
Directions			
Phone b/h	Phone a/h	Mobile	Fax
<b>FODDER DETAILS</b>			
Quantity			
Size of bales			
Type			
Quality			
Location			
Access			
Loading / facilities			
Labour/ assistance			
Quality analysis done		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Results			
Equipment			
Other			

# Appendix O COMMERCIAL FODDER SUPPLIERS

## EMERGENCY OPERATIONS RECORD – AGRICULTURE AND ANIMAL SERVICES

EVENT AND LOCATION:

DATE:

Name			
Trading Name			
Postal Address			
Street Address			
Phone b/h	Phone a/h	Mobile	Fax
Are you able to transport?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you bring a fork lift or auger to unload supplies?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>FODDER DETAILS</b>			
Fodder type	Amount available	Price quoted per tonne/bale etc	
<b>USAGE OF THIS COMMERCIAL SUPPLIER</b>			
Date Supplied	Supplied to	Fodder Type	Amount Supplied

# Appendix P GENERIC SITUATION REPORT (SITREP)

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OPERATIONS CENTRE:.....DATE/TIME:.....

SITREP REPORT No:

**Background:**

**Situation** (Current River Heights (related to moderate/major levels), Predicted Heights and Dates, evacuations, recognisance sorties):

**Mission** (Objectives):

**Execution** (meet objectives, predictions forecasts, total activities such as sorties, feed dropped, stock fed):

**Administration** (Logistics such as equipment, staff & resources):

**Communications/Control/Coordinate:**

**Other Relevant Information:**

**Signed** (LFCC/DFCC):.....Date.....

(Phone)..... (Mobile)..... (Fax).....

**Distribution:**





## **Appendix S DISASTER MANAGEMENT WORKSHEET**

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# DISASTER MANAGEMENT WORKSHEET

DEPARTMENT: (tick)  NSW Agric  RLPB Other \_\_\_\_\_



NAME: \_\_\_\_\_ (tick)  SDCHQ  LDCC  Operatio  Plannin  Resources Other

ID No: \_\_\_\_\_ SERIAL No: \_\_\_\_\_ LEAVE IN LIEU FOR TRAVEL (outside hours worked) COST CODE: \_\_\_\_\_ STAFF PAYROLL CENTRE USE

Day	Date	Time Started *	B'fast (mins)	Lunch (mins)	Dinner (mins)	Time Ceased *	Total Hrs worked (excluding meal breaks)	Less 7hr/8hr (standard hrs)	Excess hrs worked	Time started journey	Time finished journey	** Less normal travel time	Total travel time	Location	Supervisor signature	ST	T1/2	DT	DT1/2
Mon																			
Tue																			
Wed																			
Thu																			
Fri																			
Sat																			
Sun																			
Mon																			
Tue																			
Wed																			
Thu																			
Fri																			
Sat																			
Sun																			

**To be signed and approved on your last day of duty or when worksheet is full.  
A copy must be given to the Resource Manager.  
The original is to be forwarded to your Staff Payroll Centre for processing.**

TOTAL TOTAL

Signature: \_\_\_\_\_ / /  
 Attendance verified by supervisor  
 Print: \_\_\_\_\_ Signature: \_\_\_\_\_ / /  
 O/T and travel time authorised  
 Print: \_\_\_\_\_ Signature: \_\_\_\_\_ / /

\*24 hour clock  
 \*\* Time travelled to and from normal work location  
 I elect to be reimbursed as follows (tick)  
 \_\_\_\_\_ hrs payment for directed excess hours (at overtime rates)  
 \_\_\_\_\_ hrs to be taken as Leave in Lieu for directed excess hrs (at overtime rates)  
 \_\_\_\_\_ hrs to be taken as Leave in Lieu for travel (at single rates)

<b>Standard hours</b>	35 hour staff	8:30 am - 4:00 pm	lunch 30 - 60 minutes	
	38 hour staff	7:30 am - 4:00 pm	lunch 30 - 60 minutes	Rostered day off every 4 weeks
Worksheet to be signed by Supervisor on a daily basis where possible				
<b>Breaks</b>	While working	every 5 hours		
Minimum 30 minutes	While travelling	every 5 hours		
	Between duty	35 hour staff - 8 hour break between finishing one day and recommencing the next day 38 hour staff - 10 hour break between finishing one day and recommencing the next day		
<b>Overtime</b>	<b>Must be directed to work by an authorised person</b>			35 hr staff: Minimum payment 3 hrs Sat, Sun, PH
	Monday - Saturday	time and a half for the first 2 hours, double time thereafter		
	Sunday	double time		
	Public holiday (working day)	time and a half in addition to salary for the first 7 (35 hr staff) or 8 hours (38 hr staff) double time and a half thereafter		
	Public holiday (non working day)	double time and a half		
	Meal breaks	every 5 hours (35 hr staff unpaid break, 38 hr staff paid break)		
	Allowances are not included for the payment of overtime			
<b>Travel time</b>	<b>For travel between home and headquarters OR accommodation and the exotic disease si</b>			
	Claim	hour for hour, irrespective of travelling midweek, weekend or public holiday		
	Compensation	taken as leave in lieu (LIL) within 3 months of flex period or month of accrual. No payment made		
	Maximum claim for travel	8 hours in any period of 24 hours		
<b>Standdown</b>	No paid break after being stooddown from exotic disease, except where supported by leave, ie LIL, rec, flex etc.			

## Appendix T AERIAL SURVEY FOR FLOODS (NOT BELOW 200FT)

### TASK PROFILE

<b>Task Profile Name:</b>	<b>Aerial Survey for Floods (not below 200 ft)</b>
<b>Objectives of Task:</b>	Determine the extent of flood impact to agriculture, particularly animal welfare. Includes identifying flood affected or stranded livestock, suitable stock refuge areas/evacuation sites for flood affected livestock, stockfeed requirements for stranded livestock and suitable sites for delivery of fodder to stranded livestock. Identify aviation hazards and communicate these to other operational aircraft and the coordination/control centre as appropriate.
<b>Description of task:</b>	<p>The task will be conducted in an appropriate helicopter type and will be initiated as a result of information obtained from ground surveying, landholder reports and lead agency (State Emergency Service) intelligence.</p> <p>The task involves both medium and low level flying operations to a minimum height of 200 ft above terrain depending on the degree of difficulty associated with achieving the objectives and the height of hazards in the area.</p> <p>It is expected that low flying will normally be conducted only when required by either the weather (eg. cloud base) or difficulty in meeting task objectives at greater heights. The underpinning philosophy of the operation is to achieve the objectives without resorting to frequent exposure to operations at or below the level of wires and similar hazards in the course of manoeuvring or landing and taking off.</p> <p>The task can involve landing at an appropriate landing site to pick up a farmer with local knowledge for flood impact inspection.</p>
<b>CASA permit/approval</b>	Air Operating Certificate (AOC) endorsed for aerial work – aerial survey with low level approval appropriate to flood operations and using pilots with appropriate low level flying permit.
<b>Task profile: (sequence)</b>	<p>Planning, including map reconnaissance for hazards</p> <p>Briefings as necessary to ensure operational effectiveness and safety</p> <p>Start/Taxi/Takeoff</p> <p>Transit to area of operations not below 500 ft above terrain</p> <p>Conduct aerial hazard survey prior to descent below 500 ft</p> <p>Descend to low level operations if required commensurate with task objectives; this may require landing to pick up a farmer with local knowledge.</p> <p>If landing to pick up a farmer, conduct thorough aviation hazard assessment and identify appropriate landing site prior to descending below 200 ft.</p> <p>Conduct continuous area aviation hazard assessment</p> <p>Transit to additional operational area at a safe transit height but not below 200 ft above terrain.</p> <p>If required to conduct low level operations as above, conduct further hazard reconnaissance and survey prior to descent.</p> <p>Transit to operating base at not below 500 ft above terrain.</p> <p>Land/Shut down.</p> <p>Debrief and report.</p>
<b>Task conditions or technical aspects</b>	<p>Information from aerial survey may, where practicable, be augmented by information obtained from ground based teams or other agency teams (eg. SES).</p> <p>The task may be conducted in conjunction with and immediately prior to</p>

	<p>aerial slinging (fodder, livestock or equipment) operations or ferrying of personnel for the purposes of animal welfare operations (eg. vets, shearers, livestock handlers etc).</p> <p>The task may entail the use of GPS derived locations to define the extent of the impact of the flood.</p>
<b>Limitations:</b>	<p>The operation is preceded by an appropriate risk assessment including aerial aviation hazard identification and assessment and an assessment of the operational impact of conducting the operation within the conditions established by this task profile.</p> <p>Descent to below 500 feet above terrain is not to be conducted prior to confirmation of a low level of risk considering aircraft performance, environmental conditions and the assessment of the risk associated with any aviation hazards to which the aircraft would be exposed while low flying.</p>
<b>Height restrictions:</b>	<p>A minimum of 500 ft above terrain when in transit to and from the area of operations or when in transit between areas of operation.</p> <p>If required to conduct low level operations to meet task objectives, prior to descending from 500 ft above terrain an aviation hazard assessment of the area and adjacent areas is to be conducted.</p> <p>A minimum of 200 ft above terrain when conducting survey operations.</p> <p>A minimum of 200 ft above terrain when in transit between survey areas that are immediately adjacent to each other, with the requirement that an aviation hazard assessment of the adjacent area was conducted prior to descending to 200 ft.</p> <p>A thorough aviation hazard assessment of the area is to be conducted above 200 ft prior to descending to land and pick up a farmer to take on survey operations.</p>
<b>Crew composition:</b>	<p>Subject to risk assessment by the responsible co-ordinator.</p> <p>Minimum requirement is a Pilot and flood impact observer.</p> <p>A farmer with local knowledge may also be carried to assess flood impact.</p>
<b>Role of each crew member:</b>	<p>Pilot – provide pre-flight briefing, fly the aircraft, identify hazards and maintain hazard clearance.</p> <p>Observer - identify flood impact and other pertinent information relating to floods.</p> <p>Farmer (with local knowledge) – identify flood impact and property boundaries.</p>
<b>Landing zone details:</b>	<p>Landing to be planned and in designated landing sites and at low risk HLS or ALG with HLS to meet minimum requirements of CASA Civil Aviation Advisory Publication (CAAP) 92-2 (1) for basic HLS or in an emergency.</p> <p>The task can involve landing at an appropriate landing site to pick up a farmer with local knowledge for flood impact inspection.</p>
<b>Communication and co-ordination requirements</b>	<p>Communications are to be established and maintained with other low flying aircraft in the immediate vicinity.</p> <p>Sterile cockpit procedures are to be used when below 500 feet above terrain.</p> <p>Communications are to be established and maintained with other flood operational aircraft and with the respective ground crew as appropriate in order to facilitate the communication of operational and hazard related information.</p>
<b>SAR requirements</b>	<p>Flight following by the aviation coordinator using 30 min reporting schedules.</p>
<b>PPE</b>	<p>A minimum of fire resistant clothing, cotton socks, full cover leather footwear and headsets.</p>
<b>Restrictions /</b>	<p>No flight below 200 feet above terrain except when landing and taking off from low-risk basic HLS, HLS, ALG or aerodrome.</p>

**non-approved  
practice:**

No low flying without a map in the aircraft showing known pertinent aviation hazards.  
No flight below 500 ft above terrain until in the survey area and after the completion of an aviation hazard assessment.

## Appendix U MUSTERING LIVESTOCK IN FLOODS

### TASK PROFILE

<b>Task Name:</b>	<b>Profile</b>	<b>Mustering livestock in floods.</b>
<b>Objectives of Task:</b>		<p>To utilise a helicopter to muster animals to a safe refuge area from floodwaters.</p> <p>Ferrying of mustering personnel and working dogs to operations sites to assist in mustering from the ground.</p> <p>Identify aviation hazards and communicate these to other operational aircraft and the coordination/control centre as appropriate.</p>
<b>Description of task:</b>		<p>The task will be conducted with an appropriate helicopter type and will be preceded by aerial surveying to identify flood affected livestock, suitable livestock refuge area/s and appropriate mustering route/s. The task involves both medium and low level flying operations, including landing at appropriate landing sites to pick up and drop off mustering personnel &amp; working dogs.</p> <p>It is expected that low level flying operations will normally be conducted only when required by either the weather (eg cloud base) or difficulty in meeting task objectives at greater heights. The underpinning philosophy of the operation is to achieve the objectives without resorting to frequent exposure to operations at or below the level of wires and similar aviation hazards in the course of manoeuvring or landing and taking off. Task may involve mustering personnel and working dogs being ferried to and landing at the operations area to muster livestock from the ground.</p> <p>Only the pilot is in the helicopter while aerial mustering operations are being undertaken. The mustering team leader manages the mustering personnel on the ground. When mustering is completed, mustering personnel &amp; working dogs are picked up and transported back to base at a safe height to avoid aviation hazards.</p>
<b>CASA permit/approval</b>		Air Operating Certificate (AOC) endorsed for aerial work with low level approval appropriate to mustering operations in floods and using pilots with appropriate low level flying permit.
<b>Task profile: (sequence)</b>		<p>Planning, including map reconnaissance for hazards.</p> <p>Briefings as necessary to ensure operational effectiveness and safety.</p> <p>Start/Taxi/Takeoff.</p> <p>Transit to area of operations at a safe height to avoid aviation hazards.</p> <p>Conduct aerial hazard survey prior to descent to low level operations.</p> <p>Descend to low level operations as required commensurate with task objectives; this may require landing to pick up and drop off mustering personnel &amp; working dogs prior to aerial mustering operations.</p> <p>Before landing, conduct thorough aviation hazard assessment and identify appropriate landing sites.</p> <p>Conduct continuous aviation hazard assessment.</p> <p>Drop off mustering personnel &amp; working dogs at appropriate landing site/s.</p> <p>Muster livestock from ground and/or muster livestock using helicopter in accordance with aircraft operator's operations manual.</p> <p>At completion of mustering operations, pick up mustering personnel &amp; working dogs and transit to operating base at a safe height to avoid aviation hazards.</p> <p>Land/Shut down</p> <p>Debrief and report</p>

<b>Task conditions or technical aspects</b>	The task may be conducted in conjunction with aerial survey and will be augmented by information obtained from aerial survey, including GPS derived locations. Only pilot is to be in aircraft during aerial mustering operations.
<b>Limitations:</b>	The operation is preceded by an appropriate risk assessment including aerial aviation hazard identification and assessment, and assessment of the operational impact of conducting the operation within the conditions established by this task profile. Descent to low level operations does not occur before a thorough risk assessment considering aircraft performance, environmental conditions and aviation hazards. To be conducted in a safe area considering flood and weather conditions. Ensure consideration of animal welfare.
<b>Height restrictions:</b>	To be conducted at a safe height to avoid aviation hazards (generally not below 500 ft for transit to operational areas and not below 200 ft for personnel ferrying operations unless operationally necessary)
<b>Crew composition:</b>	Subject to risk assessment by the responsible co-ordinator. Pilot and mustering personnel (including working dogs) when not undertaking aerial mustering operations. Pilot only when undertaking aerial mustering operations.
<b>Role of each crew member:</b>	Pilot – provide pre-flight briefing, fly the aircraft, identify hazards and maintain hazard clearance, aerial muster of livestock. Mustering team leader – manage ground based mustering crew. Mustering personnel – ground based mustering of animals. Working dogs – assist in ground based mustering animals.
<b>Landing zone details:</b>	Landing to be planned and at appropriate landing sites at low risk Helicopter Landing Site (HLS) or Aircraft Landing Grounds (ALG) with HLS to meet minimum requirements of CASA Civil Aviation Advisory Publication (CAAP) 92-1 (1) for basic HLS, or in an emergency. The task can involve landing at an appropriate landing site to pick up and drop off mustering personnel & working dogs.
<b>Communication requirements</b>	Communications are to be established and maintained with other low flying aircraft in the immediate vicinity. Sterile cockpit procedures are to be used when below 500 ft above terrain. Communications are to be established and maintained with the coordination/control centre, other flood operational aircraft and with ground crews as appropriate to facilitate the communication of operational and hazard related information.
<b>SAR requirements</b>	Flight following using 30 minute reporting schedules.
<b>PPE</b>	A minimum of fire resistant clothing, cotton socks, full cover leather footwear and headsets.
<b>Restrictions / non-approved practice:</b>	No low flying without a map in the aircraft showing known pertinent aviation hazards. No flight below 200 ft above terrain unless operationally necessary and a thorough aviation hazard assessment has been conducted. Working dogs are to be appropriately restrained (tethered or caged) while in aircraft.

## Appendix V TRANSPORTING ANIMALS, FEED & EQUIPMENT IN FLOODS USING A SLING (EXTERNAL LOAD)

### TASK PROFILE

<b>Task Name:</b>	<b>Profile</b>	<b>Transporting animals, animal feed and equipment in floods using a sling (external load).</b>
<b>Objectives of Task:</b>		<p>To utilize a cage or cargo net slung under a helicopter to transport animals to safety or to transport feed and equipment required to ensure the welfare of animals.</p> <p>Ferrying of handling personnel and working dogs to operations sites to assist in loading and unloading cages or cargo nets. Identify aviation hazards and communicate these to other operational aircraft and the coordination/control centre as appropriate.</p>
<b>Description of task:</b>		<p>The task will be conducted with an appropriate helicopter type and will be initiated as a result of information obtained from aerial surveying.</p> <p>The task involves both medium and low level flying operations, including landing at appropriate landing sites to pick up and drop off handling personnel &amp; working dogs and picking up and delivering external loads slung under the helicopter.</p> <p>It is expected that low level flying operations will normally be conducted only when required by either the weather (eg cloud base) or difficulty in meeting task objectives at greater heights. The underpinning philosophy of the operation is to achieve the objectives without resorting to frequent exposure to operations at or below the level of wires and similar aviation hazards in the course of manoeuvring or landing and taking off. Task usually involves handling personnel (farmers, farm workers, vets, animal handlers, DPI staff or other agency staff), including aircraft operator's crew, being ferried to and landing at the operations area/s to load and unload cages or cargo nets from the ground.</p> <p>Loads may include animals, fodder, equipment or other appropriate cargo for transport by cage or cargo net slung from the helicopter (external load). Only the pilot is in the helicopter when a cage or cargo net is being lifted and transported. The designated aircraft operator's crew will manage the hook up and release of the cage or cargo net from the ground.</p> <p>An empty cage or cargo net designed specifically for the task is slung approximately 100 ft under the helicopter and lifted at a safe height to avoid aviation hazards to an appropriate loading site in accordance with the aircraft operator's operations manual.</p> <p>The empty cage or cargo net is detached from the aircraft and the aircraft moves to a safe distance before the cargo is loaded into the cage or cargo net by experienced handling personnel bearing in mind any animal welfare and human safety issues.</p> <p>The cage or cargo net is then re-attached to the helicopter by the designated aircraft operator's crew in accordance with their operations manual and carried at a safe height to avoid aviation hazards to an appropriate unloading site.</p> <p>The cage or cargo net is detached from the helicopter by the designated aircraft operator's crew in accordance with their operations manual and the helicopter moves to a safe distance.</p> <p>The cargo is unloaded by experienced handling personnel and secured in appropriate facilities and the empty cage or cargo net is re-attached and transported back to the loading site at a safe height to avoid aviation hazards.</p>

	When transporting external loads is completed, handling personnel & working dogs are picked up and transported back to base at a safe height to avoid aviation hazards.
<b>CASA permit/approval</b>	Air Operating Certificate (AOC) endorsed for aerial work with low level approval appropriate to external load slinging operations in floods and using pilots with appropriate low level flying permit.
<b>Task profile: (sequence)</b>	<ul style="list-style-type: none"> <li>■ Planning, including map reconnaissance for hazards.</li> <li>■ Briefings as necessary to ensure operational effectiveness and safety.</li> <li>■ Start/Taxi/Takeoff.</li> <li>■ Transit to area of operations at a safe height to avoid aviation hazards.</li> <li>■ Conduct aerial hazard survey prior to descent to low level operations.</li> <li>■ Descend to low level operations as required commensurate with task objectives; this may require landing to pick up and drop off handling personnel &amp; working dogs prior to picking up and delivering external loads.</li> <li>■ Before landing or transporting external loads, conduct thorough aviation hazard assessment and identify appropriate landing and loading/unloading sites.</li> <li>■ Conduct continuous aviation hazard assessment.</li> <li>■ Drop off handling personnel &amp; working dogs at appropriate landing site/s.</li> <li>■ Transport empty cage/s or cargo net/s to loading site.</li> <li>■ Load cage or cargo net and attach to helicopter in accordance with aircraft operator's operations manual.</li> <li>■ Transport cargo to unloading site.</li> <li>■ Detach cage or cargo net in accordance with aircraft operator's operations manual and unload.</li> <li>■ Reattach empty cage or cargo net for return to loading site.</li> <li>■ Detach cage or cargo net in accordance with aircraft operator's operations manual and re-load if required.</li> <li>■ At completion of transporting cargo, transport cage/s or cargo net/s back to operating base at a safe height to avoid aviation hazards.</li> <li>■ Pick up handling personnel &amp; working dogs and transit to operating base at a safe height to avoid aviation hazards.</li> <li>■ Land/Shut down</li> <li>■ Debrief and report</li> </ul>
<b>Task conditions or technical aspects</b>	<p>The task may be conducted in conjunction with aerial survey and will be augmented by information obtained from aerial survey, including GPS derived locations.</p> <p>Only pilots are to be in aircraft during lifting and transport of external loads. Only aircraft operator's crew are to manage cage and cargo net operations.</p>
<b>Limitations:</b>	<p>The operation is preceded by an appropriate risk assessment including aerial aviation hazard identification and assessment, and assessment of the operational impact of conducting the operation within the conditions established by this task profile. Descent to low level operations does not occur before a thorough risk assessment considering aircraft performance, environmental conditions and aviation hazards. To be conducted in a safe area considering flood and weather conditions.</p> <p>Ensure consideration of animal welfare.</p>
<b>Height restrictions:</b>	To be conducted at a safe height to avoid aviation hazards (generally not below 500 ft for transit to operational areas and not below 200 ft for personnel ferrying operations unless operationally necessary)
<b>Crew</b>	Subject to risk assessment by the responsible co-ordinator. Pilot and

<b>composition:</b>	handling personnel (including working dogs) when not lifting or transporting external loads. Pilot only when lifting or transporting external loads.
<b>Role of each crew member:</b>	<ul style="list-style-type: none"> <li>■ Pilot – provide pre-flight briefing, fly the aircraft, identify hazards and maintain hazard clearance.</li> <li>■ Aircraft operator’s crew – manage cage and cargo net operations.</li> <li>■ Handling personnel – assist with cage and cargo net operations, including loading and unloading cargo and mustering animals.</li> <li>■ Working dogs – assist in mustering animals.</li> </ul>
<b>Landing zone details:</b>	Landing to be planned and at appropriate landing sites at low risk Helicopter Landing Site (HLS) or Aircraft Landing Grounds (ALG) with HLS to meet minimum requirements of CASA Civil Aviation Advisory Publication (CAAP) 92-1 (1) for basic HLS, or in an emergency. The task can involve landing at an appropriate landing site to pick up handling personnel & working dogs.
<b>Communication requirements</b>	Communications are to be established and maintained with other low flying aircraft in the immediate vicinity. Sterile cockpit procedures are to be used when below 500 ft above terrain. Communications are to be established and maintained with the coordination/control centre, other flood operational aircraft and with ground crews as appropriate to facilitate the communication of operational and hazard related information.
<b>SAR requirements</b>	Flight following using 30 minute reporting schedules.
<b>PPE</b>	A minimum of fire resistant clothing, cotton socks, full cover leather footwear and headsets.
<b>Restrictions / non-approved practice:</b>	<p>No low flying without a map in the aircraft showing known pertinent aviation hazards.</p> <p>No flight below 200 ft above terrain unless operationally necessary and a thorough aviation hazard assessment has been conducted.</p> <p>Working dogs are to be appropriately restrained (tethered or caged) while in aircraft.</p>

# Appendix W RISK ASSESSMENT FORM (SAFE WORK METHOD STATEMENT)

## SAFE WORK METHOD STATEMENT



NSW DEPARTMENT OF  
PRIMARY INDUSTRIES

Assessment no.

Version no.


Entered on register

Job Task:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Program</td> </tr> <tr> <td style="padding: 5px;">Sub-program</td> </tr> <tr> <td style="padding: 5px;">Location</td> </tr> </table>	Program	Sub-program	Location
Program				
Sub-program				
Location				

### RISK IDENTIFICATION AND CONTROLS

Please include all discrete steps involved in the performance of the task

R1 Risk without controls R2 Risk with controls

**NOTE: The PPE required must be listed and for chemicals the PPE must be listed as per**

**MSDS**

Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	R2
<b>Overall risk rating</b>			<b>Overall risk rating</b>	

### RISK RATING GUIDE

Continuation sheet attached

		Consequence			
		Death Catastrophic Illness/Injury	Major Extensive Injuries	Moderate Medical treatment required	Minor No injuries
Likelihood	<b>Almost certain</b> Occurred before/expected	H	H	S	S
	<b>Likely</b> Probably will occur	H	S	S	S
	<b>Moderate</b> May occur at some time	H	S	L	L
	<b>Unlikely</b> Unusual or rare situation	S	L	L	L
		<b>High (H)</b> – cease exposure immediately until protection, approved at senior mgt level, implemented.			
		<b>Significant (S)</b> – procedures alone may not be enough, senior management attention required.			
		<b>Low (L)</b> – may be managed by routine procedures, some risks in this category may be acceptable.			

## SPECIFIC TASK REQUIREMENTS

<b>Qualifications or experience</b> .
<b>Training</b>
<b>Engineering details, certificates, WorkCover approvals</b>
<b>Relevant codes of practice, legislation or standards</b>
<b>Plant/equipment</b> .
<b>Maintenance checks, site/workplace inspections</b> .

**Suggested improvements (in order or priority)**

**Additional comments**

**Assessment dates**

Initial assessment date	Current assessment date	Reassessment due date

**Assessors**

Name	Signature	Date
▪	▪	
▪	▪	
▪	▪	

**Recommendation** (Section Leader/Supervisor)

Follow up required

Name	Signature	Date
▪	▪	

**Approval** (Manager, Officer-in-Charge/TM4)

Name	Signature	Date
▪	▪	

# Appendix X TRANSACTIONAL SUBSIDIES MADE UNDER NATURAL DISASTER ARRANGEMENTS

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NSW DEPARTMENT OF  
PRIMARY INDUSTRIES

## TRANSACTIONAL SUBSIDIES MADE UNDER NATURAL DISASTER ARRANGEMENTS GUIDELINES FOR ASSISTANCE MEASURES

When a natural disaster such as a flood, bushfire, storm etc occurs, NSW Department of Primary Industries provides assistance in the form of transport subsidies to producers within the affected area.

An official declaration is not necessary for flood and bushfire disasters and no minimum area is involved, but storms have to be officially declared as a natural disaster by the Minister for Primary Industries.

Stock owners whose properties are affected by the natural disaster can apply for relief through transport subsidies for the movement of fodder, livestock and water (if water supply is contaminated). The scheme is administered locally by Rural Lands Protection Boards and paid by NSW Department of Primary Industries.

The usual subsidy payable for road movement is 50% of the total amount paid to the carrier. If transport rates are considered excessive the subsidy is 50% of approved ruling rates.

### General Conditions of Subsidies

- The maximum subsidy is \$15,000 per calendar year. This maximum applies to a farming unit as determined by the NSW Rural Assistance Authority and does not allow the splitting of partnerships. To be eligible, at least 30% of the claimants grazing area must be affected by the disaster.
- Stock owners are eligible for assistance in proportion to their property's assessed carrying capacity or normal stocking rate.
- Subsidies are only available on movements relating to grazing sheep, cattle, goats, deer, emus, ostriches, alpacas, llamas, camels, free range pigs and working horses (not the movement of bees).
- Movements for fodder (including fodder for bees) and livestock to agistment must occur within three months of the disaster unless special climatic conditions which limit pasture/crop growth occur. Stock must be returned from agistment within six months of the event.
- Movements to and from agistment are not limited by any minimum distance requirements.
- A maximum distance of 1500 km applies. If stock and fodder are moved a distance in excess of 1500km, then the subsidy is reduced on a pro-rata basis.
- Fodder movements for dairy cattle only attract a subsidy of 25% of total transport costs. Dairy farmers normally supplementary feed for milk production; therefore they are only eligible for transport subsidies on half the amount of grain and concentrate (i.e. a 25% subsidy). Dairy farmers do not normally transport roughage for feed and are eligible for a full 50% subsidy on movements of hay.
- Subsidies are not available for intensive industries such as piggeries or poultry units as these enterprises should be well secured and be protected against such disasters.
- Stock owners who transport their own livestock or fodder can claim for a subsidy equal to 50% of applicable running costs. Running costs do not include labour, profit or fixed overhead costs.
- No subsidy is paid for loads of fodder weighing less than 1 tonne.

**Graeme Eggleston**

**Director, Emergencies & Strategic Response**

23 February 2006

# Appendix Y TASK REQUEST – GENERAL

TASK NUMBER:

<b>TASK / RESOURCE REQUEST FORM</b>			<b>File</b>
<b>No:</b>			
<b>1. PERSON MAKING REQUEST</b>			
Name:	Title:	Phone:	
<b>2. REQUEST DETAILS</b>			
Detailed description of task / resource:			
Location (Where is the task to be completed/resource destination):			
Time for completion of task/resource to be delivered:			
Date:	Start time:	am/pm	Finish time: am/pm
Contact person (the person to whom those undertaking the task will go/will receive the resource):			
Name:	Title:	Phone:	
<b>3. ACTION DETAILS</b>			
Referred to (the person who will take action on the request):			
Name:	Title:	Phone:	
Referral date & time:			
Date:	Time:	am/pm	
<b>ESTIMATED COST \$</b>			
Approved (approval of task/resource):			
<b>Section Manager:</b>			
Name:	Signature:	Title:	
<b>Financial delegate:</b>			
Name:	Signature:	Title:	
<b>4. COMPLETION DETAILS</b>			
Name:	(person who reports task completed/resource delivered)		
Date:	Time:	am/pm	
Purchased / resourced from:			
FINAL COST \$			