

Application for approval to use animals in teaching in Victorian schools

Statement of Purpose

In Victoria, the use of animals for research and teaching is regulated by Part 3 of the *Prevention of Cruelty to Animals Act 1986* (POCTA) and Part 5 of the *Prevention of Cruelty to Animals Regulations 2019*.

The purpose of the Act is to prevent cruelty to animals; to encourage the considerate treatment of animals; and to improve the level of community awareness about the prevention of cruelty to animals.

Under the POCTA, the use of animals in research or teaching must be licensed by Animal Welfare Victoria. The institution or school that use animals for research or teaching must be registered and licensed to do so.

Teachers intending to use animals for educational purposes have legal and ethical obligations to ensure the wellbeing of the animals involved. They must refer to the Australian Code for the Care and Use of Animals for Scientific Purposes (the Code) in preparing the application for the program and caring for the animals involved during the project.

Persons using animals for research and teaching are responsible to ensure that:

1. Personnel delivering the program are familiar with the relevant legislation, in particular Australian code for the care and use of animals for scientific purposes (<https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purpose>)
2. The use of animals is covered by an appropriate licence
3. The work undertaken is restricted to the approval provided by the responsible Animal Ethics Committee (AEC), and
4. The program is only undertaken in authorised premises.

The role of the Victorian Schools Animal Ethics Committee

The Victorian Schools Animal Ethics Committee (VSAEC) assesses applications for use of animals in teaching by weighing the educational value of that use against the potential effects on the welfare of the animals. The primary responsibility of VSAEC is to ensure that all care and use of animals is conducted in compliance with the state laws and the Code.

The role of the VSAEC is to:

- ensure that the use of animals is justified;
- ensure that applicants are providing for the welfare of those animals in line with the approval provided; and
- ensure that the principles of the 3Rs (Replacement, Reduction and Refinement) are practised.

Replacement - techniques that replace the use of animals must be sought and used where possible;

Reduction - each project must use no more than the minimum number of animals necessary; and

Refinement - projects should be designed to avoid pain and distress in animals.

Applying to the VSAEC

All sections of this form must be completed including all required details. Failure to do so will result in the application being returned for completion which will increase the approval time. VSAEC is not able to approve any incomplete applications.

All information provided in this form must be in language that can be understood by someone without a scientific background. Utilising photos and/or diagrams provides greater clarity.

Under Victorian law no project can commence without approval by the VSAEC.

Application forms can be submitted any time but must be received no later than two weeks prior to the next scheduled VSAEC meeting to be included for consideration during that meeting.

Forthcoming VSAEC meeting dates can be found

at <http://www.education.vic.gov.au/school/principals/curriculum/pages/animals.aspx?Redirect=1>

For any questions or inquiries please email the Executive Officer who will endeavour to help and guide the applicants through the process (animalethics@education.vic.gov.au).

When **NOT** to use this form

The Victorian Schools Animal Ethics Committee (VSAEC) has a list of nine pre-approved activities that had been assessed and are considered ethically sound. If you are undertaking one of these pre-approved activities, you do **NOT** need to use this form. However, you must still notify the VSAEC of the teachers who are involved and other specific conditions pertaining to the number of animals and students involved, details re housing and care facilities, monitoring and recording provisions, rehoming animals etc. You can do this by:

1. Submitting a completed "notice of intent" to the secretariat of the Victorian Schools Animal Ethics Committee by emailing animaethics@education.vic.gov.au and
2. Submitting a "completion advice notice" to the VSAEC when the activity has concluded and emailing it to animaethics@education.vic.gov.au. The "completion advice notice" can be

Please complete the application form below with all relevant information. Failure to address all aspects of each question may require resubmission of the form and extend the approval process.

Project Information

1. Title of Project *

School Details

2. Name of School *

3. School type *

- Government
- Catholic
- Independent

4. School SPPL number (if school is a Government school SPPL is 20146. If school is Catholic or Independent, school will have it's own SPPL) *

5. Name of Principal *

6. School mailing address *

7. School phone number *

8. School email address *

Personnel Involved

9. **Person 1**

Name

Role/Responsibility in the project

Position at school

Relevant experience and training *

10. **Person 2**

Name

Role/Responsibility in the project

Position at school

Relevant experience and training

11. **Person 3**

Name

Role/Responsibility in the project

Position at school

Relevant experience and training

12. **Person 4**

Name

Role/Responsibility in the project

Position at school

Relevant experience and training

Animal numbers

VSAEC is required to annually report on the number of animals used in education. Please

13. Animal species category *

- Aquatic - Amphibians
- Aquatic - Cephalopods
- Aquatic - Fish
- Aquatic - Other
- Birds - Exotic captive
- Birds - Exotic wild
- Birds - Native captive
- Birds - Native non-endemic (non-indig. native)
- Birds - Native wild
- Birds - Other
- Domestic - Cats
- Domestic - Dogs
- Domestic- Other
- Exotic feral - Cats
- Exotic feral - Cattle
- Exotic Feral - Goats
- Exotic Feral - Horses
- Exotic Feral - Mice
- Exotic Feral - Pig
- Exotic Feral - Rabbits
- Exotic Feral - Rats

- Exotic Feral - Other
- Laboratory - Ferret
- Laboratory - Guinea pig (Specified animals)
- Laboratory - Hamster
- Laboratory - Mouse (Specified animals)
- Laboratory - Rabbit (Specified animals)
- Laboratory - Rat (Specified animals)
- Laboratory - Other
- Stock - Cattle
- Stock - Goat
- Stock - Horses
- Stock - Pigs
- Stock - Poultry
- Stock - Sheep
- Reptiles - Lizards
- Reptiles - Snakes
- Reptiles - Tortoise

14. Animal species (scientific name) *

15. Animal species (common name) *

16. Total number of animals *

17. Animal age (age range if more than one) *

18. Animal sex (number of male and/or female) *

19. Frequency of animal use for teaching purposes (eg; daily, weekly) *

20. Duration of each use (eg; minutes, hours) *

21. Project benefit *

- Education (demonstration)
- Training (student use of animal)

22. If you plan to use more than one animal species, please include all relevant details below, including: animal species, total number of animals, animal age and sex, frequency of animal use and duration of each use. *

Project summary and description

23. Please provide a summary description of the project, what you propose to do with the animals including learning objectives and outcomes *

Expected learning outcomes for the students

24. Include curriculum links and year level/s of the students involved. Describe expected project outcomes (such as developing student empathy). Provide details of how these outcomes will be achieved (e.g. student involvement with planning, conducting, recording, processing and communicating) *

Project timelines

Please identify proposed start and finish dates of the project (3 years maximum duration)

25. Proposed commencement date: *

Please input date (d/MM/yyyy)



26. Proposed completion date: *

Please input date (d/MM/yyyy)



27. Provide a timeline on what happens to the animals from planning, actual use of animals in teaching, and after completion of the project. Please type your timeline below.

Alternatively, send a flowchart, tables or pictures to animalethics@education.vic.gov.au. Please mark this document as "Project timeline for [insert program] [insert school name]" in the subject line.

Include annual reporting in your timeline if applicable. *

Justification for animal use (Replacement)

The Code specifies that total or partial replacement of the use of animals must be used wherever possible. The intent is to replace animals with alternative learning tools (e.g. to use simulations, models, excursions, video, etc. instead of animals). The following question requires you to

28. **Alternatives to live animals use and replacement solutions**

Describe the reasoning for the need to use live animals in this project. Please also describe the animal alternatives considered and why the alternatives you considered are unsuitable to achieve the desired learning outcomes. Furthermore, describe any alternatives you plan to incorporate into the proposed project: *

Justification for animal use (Reduction)

The number of animals requested should be based on a plan to meet the educational aims of the project and to minimise negative impact on the welfare of animals. Please note that the number of animals required should not be reduced at the expense of greater suffering of individual

29. **Justify animal numbers**

Describe how you have adapted the project to reduce the number of animals required for this project: *

Justification for animal use (Refinement)

Techniques should be refined to minimise the adverse impact on the animal species selected. Teaching activities involving the use of animals must be of minimum duration while seeking to meet the educational aims of the project. Please also consider the suitability of animals for the educational aims of the project, as well as the behavioural and physical needs of specific animals.

30. **Animal Choice**

Justify why the chosen animal species is the most appropriate for this project. *

31. **Project duration**

Describe the duration of project activity for each animal. Justify why each animal is required for that amount of time. *

32. **Reuse of animals**

Are animals subject to reuse? *

Yes

No

33. If YES, justify why reuse is necessary. Describe how animals will be rested and allowed to recuperate between the project activities: *

Husbandry and care

It is imperative that animals are obtained from a legitimate and licenced source. Schools must ensure that the animal suppliers are named and the transport, housing, and feeding requirements meet the Code. Schools must also ensure appropriate accommodation and care for

34. Please describe how you sourced the animals for your project *

- Animals used in their natural habitat
- Australian captive colony/zoo
- Commercial supplier
- Municipal pound
- Other source
- Own derivation
- Private companion animals
- Private donation

35. Name of the licensed supplier: *

36. Animal species sought from supplier: *

37. Address: *

38. Phone: *

39. Website: *

40. If you are sourcing animals from more than one supplier, please include further details of any other supplier(s) below, including: name of licensed supplier, animal specie(s) sought from supplier, address, phone and website: *

41. Animal Transport

How will the animal/s be transported to and from school? Include details of your plan, including: container size and conditions, animal density, temperature considerations, expected duration of transport, and overall management of welfare risks during the transport process:

*

42. **Animal housing and environment – when not in use**

Describe the environment the animal/s will experience when not in use. Where and how will they be housed or maintained? Include details about: food and watering facilities, animal density, availability of shelter, and protection from climatic conditions. Include photos and details of enclosure (describe dimensions and conditions) and any other relevant information.

To add a photo or diagram, please paste drop box link (or similar) or send images to animaethics@education.vic.gov.au. Please ensure to clearly reference which item refers to which question in this application in your email. *

43. **Housing and environment – when in use**

Describe the environment the animal/s will be subjected to while involved with the activities of the project. Where will the project activities be conducted? What containers, cages or facilities are going to be used to contain the animals and control them? Identify: if animal/s need to be transported between locations (e.g. holding facilities and teaching area); how transport or transfer is going to be accomplished; what procedures are in place to minimise negative impacts on the welfare of the animals involved: *

44. **Animal husbandry**

Describe the husbandry regime that animal/s will be subjected to throughout the project. Include details on: food type, feeding frequencies and quantities, availability of water, bedding, grooming, exercising, enclosure cleaning; provision of medication such as worming if relevant (name the product, the dose rate and the frequency of application). *

45. **Monitoring animal wellbeing – during school hours**

Describe how the wellbeing of the animals will be monitored and recorded during school hours and by whom; include name, role at the school, specific monitoring duties. It is expected that each school day of the project duration is accounted for in the description. Please also complete Animal Welfare Monitoring Form . A template can be found on the link below and also in the Resources tab of the Teaching with Animals PAL page. *

Link to sample Animal Welfare Monitoring Form: <https://www.education.vic.gov.au/PAL/teaching-with-animals-monitoring-form.docx>

46. **Monitoring animal wellbeing – outside of school hours**

Describe how the wellbeing of the animals will be monitored and recorded during out of school hours including holidays and weekends and by whom (include name, role at the school, specific monitoring duties). It is expected that each day of the project duration is accounted for in the description. *

47. Social and environmental enrichment provided by animals

Describe the social and environmental enrichment practices (including facilities) that will be used to maintain and improve animal wellbeing. Include photos or drawings.

To add a photo or diagram, please paste drop box link (or similar) or send images to animaethics@education.vic.gov.au. Please ensure to clearly reference which item refers to which question in this application in your email. *

48. End of project considerations for animals

The welfare of the animals at the end of the project and beyond is an essential component of the ethical treatment of animals. Provide detailed descriptions of what will happen to each animal at the conclusion of the project. Where will they be taken to conclude their natural life, how will they be transported, and how is their welfare going to be safeguarded? In Victoria there are strict guidelines about what can be done with animal/s post-use in research or teaching (consult Chapter 3.4 of the Code to inform your response). *

Risk management

Planning is essential to ensure animals are cared for during school emergencies, or if injury or

49. **Veterinary Details**

Practice name: *

50. Veterinarian: *

51. Phone number: *

52. Address: *

53. Transport plan: *

54. **Animal care**

Describe the strategies that will be employed if animals become sick or injured, or require veterinary attention. Please also describe preventative strategies for animal care, including regular vaccinations or medications such as preventative worming: *

55. **Budget for treatment**

Describe the budget support for emergency care: *

56. **Emergency management protocols**

Describe the emergency management protocol for the care of animal/s in emergencies (such as fire, school closure, electrical failures etc.). *

57. **Minimising risk to humans**

Describe potential risk/s to humans (including scratches, bites, allergies, spread of disease) and actions to minimise risk/s. *

58. Minimising risks to other animals

Describe potential risk/s to other animals (including scratches, bites, allergies, spread of disease, escaping) and actions taken to minimise risk/s.

*

Reporting obligations

Animal Welfare Monitoring

Schools are obligated to collect details that monitor animal husbandry and care. This application must include a copy of the Animal Welfare Monitoring Form that will be used during the activity. The link below provides a template Animal Welfare Monitoring Form that can be used by schools. Please adapt the sample Animal Welfare Monitoring Form to suit your project's requirements and submit this via email. **Your application is not complete without an Animal Welfare Monitoring Form.**

<https://www.education.vic.gov.au/PAL/teaching-with-animals-monitoring-form.docx>

Completion Advice/Annual Report

Completion advice

Upon completion of a project, schools must submit Completion Advice by downloading and completing the form and submitting via email. This should be done within one month of the completion of the project.

Annual Report

If your proposed project has a duration of over one year, you must submit an Annual Report. This should be done within one month after the end of each year (e.g. 31 August 2021, for a project that began on 31 July 2020).

Please download the Completion Advice/Annual Report form and ensure that during the duration of your program, you are maintaining a record of all of the questions that will be asked of you during the completion/annual report.

Amendments

Any proposed changes to the approved project (e.g. changes to the protocol of the project,

Reporting obligations (continued)

Adverse Event (including death)

In the event of injury, sickness, escape or death of animal, an Adverse Event Report must be submitted within five working days of the event. Supporting records of this event, such as the Veterinary Report and Post-Mortem Report, should also be submitted if needed, via email to the VSAEC.

All email submissions (including the Animal Welfare Monitoring Form) must be sent to animalethics@education.vic.gov.au.

Declaration

59. Please acknowledge each of the items below: *

- I declare that the information provided above is accurate and describes the appropriate use of animals in the proposed project.
- The Principal of my school has read and approved this application.
- I accept responsibility for the care of animals in this project. I will conduct the project in accordance with the application details that are approved by the VSEAC
- I am familiar with and agree to comply with the requirements of: Australian Code of Practice for the Care and Use of Animals for Scientific Purposes 8th. Ed, Prevention of Cruelty to Animals Act 1986 (including amendments), 3. Prevention of Cruelty to Animals Regulations 2019 (including amendments) and Victorian Code(s) of Practice for Animal Welfare for the species to be used in this project.
- I have submitted the Animal Welfare Monitoring Form to the Executive Officer of the VSAEC (animalethics@education.vic.gov.au) for the VSAEC's approval.
- I will submit a Completion Advice to the VSAEC within one month after the conclusion of this project. If my project exceeds one year, I will submit an Annual Report within one month after the conclusion of each year from the project commencement date (e.g. submit by 31 August 2021 if the project commenced on 31 July 2020).
- I understand that I must notify the VSAEC using the Adverse Event Report for any

60. Please acknowledge each of the items below: *

- I declare that the information provided above is accurate and describes the appropriate use of animals in the proposed project.
- The Principal of my school has read and approved this application.
- I accept responsibility for the care of animals in this project. I will conduct the project in accordance with the application details that are approved by the VSEAC
- I am familiar with and agree to comply with the requirements of:

