

## TAFE NSW Animal Welfare Policy

**Written Direction No. WDETG19204**

Approved by: Chief Education and Training Officer

Approval Date: 11 November 2019

Effective From: 12 November 2019

### 1. Introduction

The TAFE NSW Animal Welfare Policy provides information about the responsibilities of TAFE NSW staff in relation to the use of animals for educational and research purposes.

### 2. Purpose

This policy is to ensure that all TAFE NSW staff who use animals in teaching:

- 2.1 Comply with the legislative and regulatory requirements that govern the use of animals for educational and research purposes.
- 2.2 Seek approval for the use of animals for teaching purposes and be able to provide an educational justification for such use. Justification must be based on learning principles and the requirements of units of competency derived from relevant national training packages or accredited courses.
- 2.3 Demonstrate exemplary animal welfare practices, consistent with industry codes of practice and community expectations, and to positively reinforce amongst students appropriate attitudes and behaviour and an understanding of ethical issues involved in the use of animals.
- 2.4 Actively adopt and comply with the principles of “Replacement”, “Reduction” and “Refinement” (3R’s) which are encapsulated in the Australian code for the care and use of animals for scientific purposes (2013) (the Code).

### 3. Scope

This policy applies to all TAFE NSW staff, students, workplaces and educational activities, including those undertaken off-campus, which are conducted under the auspices of TAFE NSW; and all licensees or hirers, their staff and invitees, using TAFE NSW premises under agreements to use TAFE NSW premises for teaching or research purposes.

### 4. Policy

#### 4.1 Context

4.1.1 TAFE NSW is governed by specific legislation and regulations in the conduct of any teaching and research activities involving animals which include, but are not limited to, collectively “the legislation”:

- NSW Animal Research Act 1985 and the attendant NSW Animal Research Regulation 2010,
- Australian code for the care and use of animals for scientific purposes 2013 (the Code),
- NSW Companion Animals Act 1998,
- NSW Prevention of Cruelty to Animals Act 1979.

- 4.1.2 The Animal Research Act 1985 defines an animal as: “a vertebrate animal, and includes a mammal, bird, reptile, amphibian and fish, but does not include a human being.” The Act protects the welfare of animals in research and requires organisations to be accredited research establishments for that purpose.
- 4.1.3 The Code sets out the principles for the use of animals pursuant to the Animal Research Act 1985 and establishes “guidelines for the humane conduct of scientific and teaching activities” relating to animals “and for the acquisition and their care, including their environmental needs”.
- 4.1.4 The Companion Animals Act 1998 and the Prevention of Cruelty to Animals Act 1979 supplement the obligations under the Animal Research Act 1985 and the Code ensure the welfare, effective care and protection of animals, and prevention of cruelty.
- 4.1.5 The Animal Research Act 1985 and the Code require teaching and research institutions to establish Animal Ethics Committees. The TAFE NSW Animal Ethics Committee fulfils this legislative requirement.
- 4.1.6 The use of animals by TAFE NSW without prior written approval by the TAFE NSW Animal Ethics Committee is a breach of the Animal Research Act 1985. If proven, an organisation may be liable for significant monetary penalties and / or revocation of its appointment as an accredited research establishment.

## 4.2 Approval and Monitoring of the Use of Animals in Teaching

### 4.2.1 Approval of Use of Animals in Teaching

- 4.2.1.1 TAFE NSW applies to the Animal Research Review Panel for accreditation as an animal research establishment and licensed animal supplier.
- 4.2.1.2 TAFE NSW Regions and TAFE Digital must submit a Proposal to Use Animals in Teaching (also known as Form A) every 12 months for all campuses which use animals in teaching. These proposals are considered by the TAFE NSW Animal Ethics Committee and if approved, an Authority to Use Animals in Teaching is issued to each TAFE NSW Region and TAFE Digital.

Refer to [PRO001 Flowchart for Submission of Form A](#) for details.

- 4.2.1.3 Where applicable, TAFE NSW Regions and TAFE Digital must also submit the following types of applications for other activities using animals in teaching:
  - DOC002\_Application for Non-standard Animal Use in Teaching (also known as Form B)
  - DOC003\_Application to Bring Licensed Native Animals onto a TAFE NSW Campus (also known as Form C)

Refer to [PRO002 Flowchart Guidelines](#) for applications and approvals to use animals in teaching for guidance on the type of application to submit.

- 4.2.1.4 TAFE NSW Regions and TAFE Digital must submit a Request for Amendment to Form A if there are changes that need to be made to an approved Form A.

Refer to DOC004\_Request for Amendment to Form A template for the types of changes that require prior approval from the TAFE NSW Animal Ethics Committee.

- 4.2.1.5 TAFE NSW Regions and TAFE Digital must seek approval from the TAFE NSW Animal Ethics Committee, using the relevant application forms, prior to using animals in teaching. Failure to do so is considered a breach of the legislation (see clause 4.1.6 above).

#### 4.2.2 Monitoring the Use of Animals in Teaching

- 4.2.2.1 The Animal Research Review Panel monitors the implementation of the Animal Research Act 1985. It carries out periodic inspections of TAFE NSW facilities where animals are used in teaching.
- 4.2.2.2 The TAFE NSW Animal Ethics Committee will report on animal use activities in TAFE NSW to the Animal Research Review Panel annually through the Managing Director TAFE NSW and NSW Department of Primary Industries.
- 4.2.2.3 The TAFE NSW Animal Ethics Committee will inspect a number of campuses every year to monitor their use of animals for teaching, in particular their compliance with the legislation and this Policy.
- 4.2.2.4 The TAFE NSW Animal Ethics Committee inspections can be used to address the requirements of Clause 4.2.2.5 for an animal welfare audit for that Campus for that year.
- 4.2.2.5 TAFE NSW Regions and TAFE Digital are required to perform animal welfare audits for their use of animals in teaching. The animal welfare audit requirements are:
- a. Campuses will be required to conduct annual audits where:
    - i. Animals are housed overnight on TAFE NSW premises;
    - OR
    - ii. Deemed high risk by the TAFE NSW Animal Ethics Committee.
- 4.2.2.6 Notwithstanding the above requirement in clause 4.2.2.5, the TAFE NSW Animal Ethics Committee may determine that the animal welfare risk associated with some species of animals (e.g. fish) housed overnight does not warrant annual audits. These campuses are required to complete a minimum of at least one audit every two years
- 4.2.2.7 All other campuses will be required to carry out at least one audit every two years.
- 4.2.2.8 The TAFE NSW Animal Ethics Committee has the authority to request any TAFE NSW Region and TAFE Digital to conduct audits on teaching sections or campuses at any time.
- 4.2.2.9 At least half the audit requirements for a TAFE NSW Region / TAFE Digital must be completed and submitted to the TAFE NSW Animal Ethics Committee within the first semester of each year.
- 4.2.2.10 The composition of the audit panel must satisfy the requirements as stated in the DOC009\_Animal Welfare Audit Report template.
- 4.2.2.11 TAFE NSW Regions and TAFE Digital must submit a proposed audit schedule for all campuses within the Region for the next 12 month period together with their Proposal to Use Animals in Teaching (Form A).
- 4.2.2.12 TAFE NSW Regions and TAFE Digital should refer to the following documents for guidance on the audit process:
- [PRO003 Animal Welfare Audit Procedure](#)
  - [PRO004 Checklist for teachers & staff involved in using animals for teaching](#)
  - [PRO005 List of documents for AEC inspections and animal welfare internal audits](#)
- 4.2.2.13 Teaching sections within TAFE NSW Regions and TAFE Digital are required to submit these timely reports to the TAFE NSW Animal Ethics Committee:
- DOC008\_Animal Use Register (also known as Form E), every Semester
  - DOC005\_Adverse Event Report, in cases of unexpected adverse events

Refer to DOC008\_Form E and DOC005\_Adverse Event Report templates for details.

These reports are mandatory as part of compliance with the legislation and TAFE NSW’s accreditation as an animal research establishment and licensed animal supplier.

**4.3 Maintenance of Records by TAFE NSW Regions and TAFE Digital for the Use of Animals in Teaching**

4.3.1 TAFE NSW Regions and TAFE Digital must maintain comprehensive records documenting the acquisition, maintenance and disposal of all animals used for teaching purposes. Examples of records to be kept:

- DOC011\_Owner Declaration – Animals Brought to a TAFE NSW Campus
- DOC012\_Animal Use in Teaching Activity Log
- DOC013\_Animal Supply Register
- DOC014\_Animal Monitoring Record
- DOC015\_Student Acknowledgement of receipt of SOPs
- DOC016\_Student Acknowledgment of Successful Animal Welfare Induction Completion

**4.4 Other Documents Relating to Animal Welfare**

4.4.1 Grievances or complaints relating to the use of animals must be reported through appropriate channels using the TAFE NSW Animal Ethics Committee POL002\_Guidelines for lodgement of grievances or complaints.

Note: Deliberate acts of cruelty will be treated as serious incidents pursuant to that policy.

4.4.2 Evacuation and emergency plans must include considerations for safeguarding the welfare of animals held on all TAFE NSW premises.

Refer to POL003\_Emergency and Contingency Plans for Animal Welfare template.

4.4.3 Teaching sections should familiarise themselves with the following documents relating to the use of animals in teaching:

- [POL004 Prohibited Activities](#)
- [POL005 Legal Ages for Husbandry of Livestock](#)
- [POL006 Description of Animal Use Categories](#)
- [POL007 Student Information Animal Welfare in TAFE NSW](#)

4.4.4 Teaching sections must refer to, and provide students with copies of, Standard Operating Procedures (SOPs) which are maintained by the TAFE NSW Animal Welfare Secretariat for teaching activities using animals in TAFE NSW. These SOPs are reviewed every 3 years in accordance with the Code.

**5. Responsibilities**

Position	Responsibility
Managing Director of the NSW TAFE Commission	Seeks accreditation for TAFE NSW as an animal research establishment and licenced animal supplier, and is the named responsible officer.

Position	Responsibility
TAFE NSW Animal Ethics Committee	<p>Ensures that the use of animals in teaching is justified, provides for the welfare of those animals and incorporates the principles of replacement, reduction and refinement;</p> <p>Considers applications for the use of animals in teaching from TAFE NSW Regions and TAFE Digital;</p> <p>Approves (subject to any conditions it deems necessary) those applications having regard to the legislation;</p> <p>Monitors the use of animals when applications are approved;</p> <p>Inspects TAFE NSW facilities in which animals are used for teaching and / or research purposes; and</p> <p>Investigates any grievances or complaints about the use of animals in teaching and / or research in TAFE NSW.</p> <p>Refer to <a href="#">POL008 TAFE NSW AEC Terms of Reference</a> for details.</p>
TAFE NSW Regional General Managers and TAFE Digital General Manager	<p>Endorse applications for any proposed use of animals and ensure that all applications address the matters set out in the relevant legislation;</p> <p>Submit applications to the TAFE NSW Animal Ethics Committee for approval;</p> <p>Are responsible for compliance with the relevant legislation, including the supervision of all approved animal use and reporting on such use to the TAFE NSW Animal Ethics Committee;</p> <p>Provide appropriate industry-standard facilities and expertise to ensure good animal welfare outcomes for all animals being used for educational purposes or research; and</p> <p>Appoint at least one Animal Welfare Contact officer per TAFE NSW Region and TAFE Digital to assist in communication between the TAFE NSW Regions / TAFE Digital and the TAFE NSW Animal Ethics Committee.</p>
TAFE NSW Managers / Animal Welfare Contacts	<p>Ensure that animals held on TAFE NSW campuses are maintained appropriately, according to the relevant legislation and the Code;</p> <p>Ensure that care obligations, including the provision of veterinary care and emergency care, apply whenever an animal is present on TAFE NSW premises or in the care of TAFE NSW staff, including weekends, public holidays and vacations;</p> <p>Oversee the procedures for the use of animals as approved by the TAFE NSW Animal Ethics Committee;</p> <p>Ensure that all TAFE NSW staff who use animals in teaching have completed the TAFE NSW Animal Welfare Training Program, prior to using animals in teaching activities;</p> <p>Are responsible for ensuring that appropriate professional development opportunities in working with animals and animal welfare matters are available to staff; and</p> <p>Ensure the timely submissions of relevant proposals or applications to use animals in teaching (e.g. Form A, Form B and Form C) to the TAFE NSW Animal Welfare Secretariat.</p>

Position	Responsibility
Head Teachers	<p>Implement this policy and appropriate procedures for the use of animals in teaching and research;</p> <p>Ensure that exemplary animal use practices are applied to comply with legislation as well as meet industry and community expectations;</p> <p>Advise staff and students of their roles and responsibilities in the use of animals for teaching and research purposes, including the availability of standard operating procedures;</p> <p>Provide training and support to teachers;</p> <p>Maintain records relating to all animal use, and</p> <p>Ensure the welfare of the animals in all activities.</p>
Teachers	<p>Follow the TAFE NSW Animal Welfare Policy for the use of animals in teaching within their educational delivery, including the TAFE NSW Standard Operating Procedures;</p> <p>Create and maintain animal use records;</p> <p>Maintain currency on knowledge of animal welfare;</p> <p>Provide training and support to students for adherence to animal welfare requirements;</p> <p>Demonstrate exemplary animal use practices to comply with legislation as well as meet industry and community expectations;</p> <p>Participate in animal welfare audits;</p> <p>Implement the 3Rs (Replacement, Reduction and Refinement) in training delivery; and</p> <p>Notify their Head Teacher of any adverse effects that impact on animal well-being.</p>
Animal Carers and Support Staff e.g. Technicians and Technical Assistants	<p>Apply the principles of the Code in all aspects of animal care;</p> <p>Follow policies and procedures established by TAFE NSW and the TAFE NSW Animal Ethics Committee;</p> <p>Safeguard and ensure the animals' wellbeing by monitoring and taking measures to provide species appropriate environment and management, avoiding and minimising harm, pain and distress;</p> <p>Perform duties competently;</p> <p>Maintain records of animal care; and</p> <p>Liaise with Head Teachers and Teachers on matters relevant to the wellbeing of the animals.</p>

Position	Responsibility
TAFE NSW Animal Welfare Secretariat	<p>Provides administrative support to the TAFE NSW Animal Ethics Committee in the execution of its role;</p> <p>Prepares the triennial application for TAFE NSW’s accreditation as an animal research establishment and animal supplier’s licence;</p> <p>Liaises with TAFE NSW Regions and TAFE Digital in the development of proposals and applications prior to review and approval;</p> <p>Supports TAFE NSW through the provision of advice, professional development for staff and development of teaching and learning resources to assist in the implementation of appropriate animal welfare practices;</p> <p>Supports TAFE NSW Regions and TAFE Digital to conduct and comply with audit protocols, with TAFE NSW Animal Welfare Secretariat staff contributing as auditors as requested; and</p> <p>Prepares the Form L Animal Use Statistics submission to the Animal Research Review Panel every year.</p>

## 6. Definitions

Term	Meaning
Animal	A vertebrate animal, and includes a mammal, bird, reptile, amphibian and fish, but does not include a human being.

## 7. Related documents

This policy should be read in conjunction with the following related documents.

[POL002 Guidelines for lodgement of grievances or complaints](#)

[POL003 Emergency and Contingency Plans for Animal Welfare](#)

[POL004 Prohibited Activities](#)

[POL005 Legal Ages for Husbandry of Livestock](#)

[POL006 Description of Animal Use Categories](#)

[POL007 Student Information Animal Welfare in TAFE NSW](#)

[POL008 TAFE NSW AEC Terms of Reference](#)

[PRO001 Flowchart for Submission of Form A](#)

[PRO002 Flowchart Guidelines for applications and approvals to use animals in teaching for guidance](#)

[PRO003 Animal Welfare Audit Procedure](#)

[PRO004 Checklist for teachers & staff involved in using animals for teaching](#)

[PRO005 List of documents for AEC inspections and animal welfare internal audits](#)

DOC002\_Application to Use a Non Standard Animal Use Activity in Teaching (Form B)

DOC003\_Application to Bring Licensed Native Animals onto a TAFE NSW Campus (Form C)

DOC004\_Request for Amendment to Form A  
DOC005\_Adverse Event Report  
DOC006\_Authority to Use Animals in Teaching  
DOC007\_Authority to Use Non-Standard Animal Use Activity in Teaching  
DOC008\_Animal Use Register (Form E)  
DOC009\_Animal Welfare Audit Report  
DOC010\_AEC Inspection Report  
DOC011\_Owner Declaration – Animals Brought to a TAFE NSW Campus  
DOC012\_Animal Use in Teaching Activity Log  
DOC013\_Animal Supply Register  
DOC014\_Animal Monitoring Record  
DOC015\_Student Acknowledgement of receipt of SOPs  
DOC016\_Student Acknowledgment of Animal Welfare Induction

## 8. Contacts

Accountable Officer                      Head of Agribusiness SkillsPoint  
Written Direction Officer              Animal Welfare Secretariat

## 9. Document information and review

9.1 Major changes to TAFE NSW Animal Welfare Policy as at 7 May 2015:

- Name changes ('TAFE NSW Animal Welfare Council' to 'TAFE NSW Animal Ethics Committee', 'TES' to 'TAFE NSW Animal Welfare Secretariat');
- Changes to responsibilities;
- Addition of 'Animal Carers and Support Staff' and their responsibilities;
- Reporting of the species and number of animals used every semester by TAFE NSW Institutes;
- Handling of grievances and complaints with reference to the Guidelines for lodgement of grievances or complaints.

9.2 Major changes as at 9 March 2018:

- Name changes where relevant ('Institute' to 'Regions and TAFE Digital', 'Institute Director' to 'Regional General Manager and TAFE Digital General Manager');
- Changes to approval and monitoring requirements;
- Reference to relevant documents, forms, policies and procedures for animal welfare compliance.

9.3 This policy document will be reviewed no later than

Record No.      DOC19/174465

Review Due:    11 November 2022



**Approval History**

No	Effective	Approved by	Amendment
1	30 May 2018	Managing Director TAFE NSW	1
2	11 November 2019	Chief Education and Training Officer TAFE NSW	2