AISSA LOGO**NON-GOVERNMENT SCHOOLS ANIMAL ETHICS COMMITTEE**

**APPLICATION FORM FOR CATEGORIES 4 and 5 ACTIVITIES or NON LISTED ACTIVITIES**

***This form must be completed to gain approval to keep animals on site where***

***activities in Categories 4 and 5 or Non Listed Activities are undertaken.***

Under the guidelines outlined in the [*Australian Code for the care and use of animals for scientific purposes 8th Edition 2013*](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes), Schools must seek approval to use animals for teaching purposes and to keep them.  The aim is to ensure protection is afforded to animals in schools and ethical practices are adhered to.

Applications for this must be submitted by the School’s Animal Ethics Focus Person **by Monday, 13 November 2023 (in readiness for the commencement of each school year). Applications will be valid for a three-year period, unless otherwise approved by the NGSAEC.** Breeding of large macropods is discouraged.

Categories 4 and 5 activities require approval from the NGSAEC.Page 5 of this application requires that schools report details of activities that are within Category 2 or 3 that may be **performed in conjunction with** any category 4 or 5 activity.

***NB - “Species Information” sheets (pages 4-6) need to be completed for each species of animal kept on site.***

Please note that approval is **not required** by the NGSAEC to keep animals on site if the activities fall within Categories 1 to 3.   
Websites for further details: for Independent Schools [CLICK HERE](https://www.ais.sa.edu.au/animal-ethics/) or for Catholic Schools [ADD LINK](https://online.cesa.catholic.edu.au/docushare/dsweb/View/Collection-4424) for further information.

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| Name of School: |  | | | | | | | | | |
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| PIC code: (Schools require a Property Identification Code if they keep livestock e.g., horses, cattle, sheep, alpacas etc). | | | | | | | | |  | |
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| Address: |  | | | | | | | | | |
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|  |  | | | | | | | Postcode: | |  |
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| Telephone No: |  | Mobile No: | | | | |  | | | |
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| Animal Ethics Focus Person: |  | | | Position Held: | |  | | | | |
|  | | | | | | | | | | |
| Mobile No: |  | Email Address: | | |  | | | | | |
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| Supervising Teacher |  | | | Position Held | |  | | | | |
|  | | | | | | | | | | |
| Mobile No: |  | Email Address: | | |  | | | | | |
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| **Sites are required to ensure an Animal Ethics Focus Person or Supervising teacher is contactable at all times.** | | | | | | | | | | |
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| Email: |  | | | | | | | | | |
|  | | | | | | | | | | |
| Veterinary Surgeon Details: |  | | | Telephone No: | | |  | | | |
| ***Veterinary information is MANDATORY****. Please include either the name of the Veterinarian or the Practice name, which ever is applicable. The Veterinarian should be aware that they have been nominated by the School. Please submit the* [*Vet Form*](https://www.ais.sa.edu.au/wp-content/uploads/2020/11/Form-NGS-Veterinary-letter-for-AEC.docx) *with this application. The AEC may contact the Veterinarian.* | | | | | | | | | | |
| If keeping native animals, please provide name of site’s native consultant and licence number if applicable. | | |  | | | | | | | |

**Staff involved in this application (as named above).**

**If the Animal Ethics Focus Person or Supervising Teacher have not been named on a previous application, please include on a separate sheet details including:**

* + - * List relevant background, qualifications & training
      * Membership of relevant animal groups
      * Tenure at School
      * Is the position Permanent or Temporary

**Note:** All Staff involved with animals and the site’s Animal Ethics Focus Person must be familiar with the [*Australian Code for the care and use of animals for scientific purposes 8th Edition 2013*](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)*.*

**Prior** to the use of animals, any students involved must receive age-appropriate instruction in the ethical and legal responsibilities underpinning the use of animals, as well as appropriate methods for animal care.

**It is expected that the staff identified will be responsible for the welfare of the animals at all times.**

***The Animal Ethics Focus Person or teacher MUST submit an Adverse Events form if any adverse incidents occur.***

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| **1. Educational Outcomes**  Describe how the animals will be incorporated into the curriculum.  Will students observe the procedures?  Will students participate in the procedures? If yes, please include details of the extent of their participation in the Educational Outcomes below. |
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| **2. Year Level and Subject**  Details of the year level the students will be from and the subject that relates. |
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| **3. Species of Animal(s)**  Please identify the species and explain why its use is necessary as described in question 1. |
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| **4. Replacement, Reduction & Refinement** *(see Australian Code Section 1, 1.18-1.32* |
| **a**) Please indicate how the benefits of the program outweigh the welfare cost to the animal(s)? |
| **b)** What controls will exist to reduce the impact on the animal(s)? |
| **c)** Describe how, using animals, achieves better educational outcomes than using non-animal alternatives. **eg. DVD, Internet, Audio Visual etc.** |
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| **5. Source of Animals**  Detail where the animal(s) will come from and how it/they will be transported to the School site. |
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| **6. Fate of Animal**  Describe the fate of animal(s) at the end of the project eg: kept indefinitely, re-homed or agricultural procedure. |

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| **7. Applicant’s certification:**  I/We certify that this animal/these animals will be kept in accordance with the *South Australian* *Animal Welfare Act 1985* (*The Act*) and the *Australian Code for the care and use of animals for scientific purposes 8th Edition, 2013* (*The Code*). I/we acknowledge that I/we have read *The Code* and that I/we accept responsibility for the ethical implementation of the proposal(s) according to the principles contained in *The Code*. | | | |
| **Animal Ethics Focus Person** | **Name:** |  | |
|  |  |  | |
|  | **Signature:** |  | |
|  |  |  | |
|  | **Date:** |  |  |
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| **8. Principal / Director’s certification:**  I am satisfied that the applicant(s) has/have the technical competence required to carry out the project described with minimum distress to the animals. I believe this work meets the requirements of *The Act, The Code* and its regulations. I have read this application and I am satisfied that this work is of sufficient educational merit. Sufficient and adequate resources will be available to provide appropriate care for all animals. | | | |
| **Principal/Director** | **Name:** |  | |
|  |  |  | |
|  | **Signature:** |  | |
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|  | **Date:** |  |  |
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***Copies of the above The Code and The Act are available to be downloaded at:  
AISSA -*** [***https://www.ais.sa.edu.au/animal-ethics/***](https://www.ais.sa.edu.au/animal-ethics/)

***CESA – ADD LINK***

**Office Use Only**

**Date application received by NGSAEC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date Approved: .....................................................................** |  |

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| **Date advice sent:** | **.....................................................................** |  |  |

**Applications forms should be sent via email no later than 31 December of the application year, attention to:**

**NGS Animal Ethics Committee**

**Executive Officer**

[**animalethics@cesa.catholic.edu.au**](mailto:animalethics@cesa.catholic.edu.au)

**SPECIES INFORMATION – TO BE COMPLETED FOR EACH SPECIES OF ANIMAL KEPT (PAGES 4-6)**

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| **SCHOOL NAME:** |  | | |
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| **Commencing date and conclusion date of animal use. Please note, applications must be submitted PRIOR to keeping animals.** | | | |
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| Commencement Date: |  | Conclusion Date: |  |

**SPECIES INFORMATION Please be specific when completing sections 1-4**

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| Type of Species to be kept: | |  | | | | | Maximum Number of Animals: | | | |  | |
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| Breed/Class | |  | | | | |  | | | |  | |
| *Please specify the Breed/Class of animal use (eg. Fleece Goat vs Meat Goat, Meat Chickens vs Egg Layers, Sows vs Boars, etc.)* | | | | | | | | | | |  | |
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| **1. Habitat – Supporting photographs are mandatory.** | | | | | | | | | | | | |
| Type: | |  | | | | | Size |  | | | | |
| *(eg. paddocks, aviary, hutch, aquariums). Please include size of area, type and height of fencing as relevant. Please define shelter type for larger animals.* | | | | | | | | | | | | |
| Location: | |  | | | | | | | | | | |
| *(eg. outside garden/paddocks/shed)* | | | | | | | | | | | | |
| Cleaning schedule: | |  | | | | | | | | | | |
| *(eg. weekly, end of term, daily removal of excreta)* | | | | | | | | | | | | |
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| **2. Feeding** | | | | | | | | | | | | |
| Feed Type: | |  | | | | | | | | | | |
| *(eg. seed, fruit, commercial preparations, flakes, hay pellets)* | | | | | | | | | | | | |
| Feeder Type: | |  | | Water | |  | | | | | | |
| *(eg. hopper, open bowl)* | | | | | *(eg. sipper, bowl)* | | | | | | | |
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| **3. Security** | | | | | | | | | | | | |
| eg. mesh fence, locked gate video surveillance, physical surveillance | | |  | | | | | | | | | |
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| **4. Care – Please indicate the names of those responsible for the care of animals. NOTE:** Animals **MUST** be checked on a **DAILY BASIS.** | | | | | | | | | | | | |
|  | **Frequency of Feeding, Watering & Checking – please provide the name of person(s) responsible** | | | | | | | | | **On-site**   * **\*If off-site, see note below** | | |
| **WEEKDAYS** |  | | | | | | | | | Yes  No | | |
| **WEEKENDS** |  | | | | | | | | | Yes  No | | |
| **HOLIDAYS** |  | | | | | | | | | Yes  No | | |
| Have the carers identified been advised of their responsibilities?  Yes  No  Do they have access to SOP’s and emergency numbers?  Yes  No | | | | | | | | | | | | | |
| You may want to use this [**Daily Record Sheet**](https://www.ais.sa.edu.au/wp-content/uploads/2019/01/Examples-of-Animal-Feed-Care-and-Health-Records-Aug-2020.pdf) | | | | | | | | | | | | | |
| **5. Standard Operating Procedures (SOP)** | | | | | | | | | | | | |
| **Please indicate which AEC SOPs provide the guidelines for this procedure (Quote number).** | | | | | | | | |  | | | |
| **Should any other SOP be implemented, please attach a copy to this application.** | | | | | | | | | | | | |
| **Should an approved AEC SOP not be available, please describe in detail, the management and care of each animal. Attach additional pages if necessary.** | | | | | | | | | | | | |
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\*Off-site care: Students must not be allowed to take animals home unless there is a clear, written undertaking from a parent or guardian that the animals will be cared for adequately and responsibly. Full care details are to be provided to the carer, including an emergency contact phone number and the veterinarian’s contact details.

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| **SPECIES NAME**  **as shown on page 4** |  |
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| **Audio Visual materials should be used, where possible, to demonstrate and supplement the activities as identified below.** | |

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| **Students can undertake CATEGORY 2/3 ACTIVITIES under direct supervision of appropriately qualified teacher(s). These should be listed for each species when performed in conjunction with CATEGORY 4/5 ACTIVITIES.** |

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| **Category 2 Activities** | | |
| *Approval by the Principal is required and should be undertaken in accordance with a Standard Operating Procedure endorsed by the AEC.* | *Teacher(s) demonstrates procedure ONLY* | *Student(s) participate/ assist in procedure* |
| Care for Animals on loan from the Nature Education Centre. |  |  |
| Observation of particular animal behaviours, e.g., oestrus, parturition. |  |  |
| School performance by outside agencies that have animals as part of their exhibits. |  |  |
| Breeding of mice or another appropriate animal in the classroom. |  |  |
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| The appropriate care of classroom pets. |  |  |
| Familiarisation activities. |  |  |
| Administering water orally as a treatment. |  |  |
| Collection of wool, milk, faeces or urine samples (non-invasive). |  |  |
| Administering a topical treatment to the udder. |  |  |
| Coat care and grooming. |  |  |
| Tail tagging. |  |  |
| Non-invasive measurement of body weight, body condition by visual assessment or condition scoring, growth, body proportions, pulse or blood flow, respiration, skin temperature (non-invasive), age by dentition, scrotum and testicles (palpation). |  |  |
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| Mustering, drafting (in crush or bailhead), capture, restraint and handling of non-free-living domesticated animals (grooming or holding an animal, collecting a milk sample, non-invasive measurements, leading or riding an appropriately trained animal). |  |  |
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| Organisations bringing animals to School (eg. Delta Society programs, RSPCA or PetPep). |  |  |
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| **Category 3 Activities** | | |
| *Approval by the Principal is required and should be undertaken in accordance with a Standard Operating Procedure endorsed by the AEC.* | *Teacher(s) demonstrates procedure ONLY* | *Student(s) participate/ assist in procedure* |
| Measurement of mild dietary effects. |  |  |
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| Taming/gentling. |  |  |
| Training for competition or showing. |  |  |
| Tethering animals. |  |  |
| Collection of saliva. |  |  |
| Administering topical treatment by backline, spray or dip. |  |  |
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| Administering drench or capsules orally. |  |  |
| Coat clipping. |  |  |
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| Shearing of sheep or goats. |  |  |
| Dagging. |  |  |
| Milking. |  |  |
| Putting nose clips on cattle. |  |  |
| Loading and unloading animal onto transporters. |  |  |
| Showing animals at School or away. |  |  |
| Foot bathing. |  |  |
| Flystrike treatment. |  |  |
| Jetting animals. |  |  |
| Using sire harness. |  |  |
| Restraining with ropes. |  |  |
| Pregnancy detection by external ultrasound. |  |  |
| Applying heat detection devices, e.g., Kamars |  |  |
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| **SPECIES NAME**  **as shown on page 4** |  | |
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| **Students cannot perform the procedures below but can assist.** | |

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| **Category 4 Activities** | | |
| *Approval by the NGSAEC is required for these activities to be undertaken. Many of these procedures have the potential to be painful or distressing to the animal.* | *Teacher(s) demonstrates procedure ONLY* | *Student(s) participate but do not perform procedures* |
| Breaking in cattle or horses. |  |  |
| Administering intraruminal, subcutaneous, intramuscular or intravenous injections. |  |  |
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| Administering winged capsules orally. |  |  |
| Inserting intravenous injections e.g., CIDRs or intrauterine pessaries. |  |  |
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| Ear marking / tagging of livestock. |  |  |
| Tattooing. |  |  |
| Shearing of Alpacas and Llamas. |  |  |
| Crutching. |  |  |
| Castration of lambs using RING. |  |  |
| Castration of lambs using KNIFE. |  |  |
| Castration of calves using RING. |  |  |
| Castration of calves using KNIFE. |  |  |
| Tail docking of lambs. |  |  |
| Tail docking of piglets by knife. |  |  |
| Tooth trimming / removal in piglets. |  |  |
| Beak trimming. |  |  |
| Oestrus synchronisation. |  |  |
| Microchip tagging. |  |  |
| Dehorning cattle under six months of age. |  |  |
| Detusking boars |  |  |
| Debudding calves and kids. |  |  |
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| Horn tipping. |  |  |
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| Euthanasing of acquaculture species. |  |  |
| Hoof paring: sheep and goats. |  |  |

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| **Category 5 Activities** | |
| *Approval by the NGSAEC is required for these activities to be undertaken. Many of these procedures have the potential to be painful or distressing to the animal.* | *Teacher(s) / qualified person demonstrates procedure ONLY* |
| Collection of faeces, ruminal fluid or blood (invasive). |  |
| Nose ringing. |  |
| Freeze branding/Hot branding of cattle or horses |  |
| Artificial insemination. |  |
| Semen collection. |  |
| Hoof trimming: cattle. |  |
| Embryo collection and transfer |  |

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| **PROHIBITED PROCEDURES**  ***The following procedures MUST NOT be undertaken in Schools unless undertaken by a Veterinarian / qualified operator:***   * Pregnancy detection by rectal palpation * Performance of surgical procedures without anaesthesia, other than in the conduct of normal animal husbandry operations. * The surgical opening of any body cavity (e.g., cattle spaying) * Demonstration of correct & safe technique for mulesing sheep.   The NGSAEC should be advised if any of the above procedures are performed. A Veterinarian/qualified operator certificate should be provided to the NGSAEC. |

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| **Name** | **List relevant background, qualifications & training and/or industry experience of all individuals performing the activities identified in CATEGORIES 4/5 (Attach additional pages if required)** |
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| **Please describe any other procedures that have not already been identified:**  Provide specific details. (Attach additional information if necessary) |