

# Animal Ethics System

## AISWA Schools User Manual

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# ANIMAL ETHICS - OVERVIEW



## Why Schools Must Apply to Use Animals

All schools must apply to the Schools Animal Ethics Committee (SAEC) to use animals for scientific activities because it is required by law. The SAEC has been established by the Department of Education in conjunction with the Catholic Education Office and the Association of Independent Schools WA (AISWA) to provide services to all schools to support them to meet their legislative responsibilities and demonstrate best practice animal care for their students.

In WA the welfare of all animals is regulated by the *Animal Welfare Act 2002* (the Act) which is most commonly associated with the RSPCA rescuing abused animals and prosecuting offenders. However, this legislation also regulates the use of animals for scientific testing and experiments by private companies, hospitals, laboratories, universities and schools. The Act requires that anyone using animals for scientific purposes (including teaching activities in schools) must adhere to the [Australian code for the care and use of animals for scientific purposes](#) (the Code).

## The Code

The Code requires that all schools, universities and colleges must obtain the approval of an Animal Ethics Committee before using animals for any scientific teaching activity. The Code also specifies detailed requirements for standards of care, staff competency, accountability and reporting. Every procedure and reporting requirement stipulated by the SAEC directly corresponds with a requirement of the Code. Both the Animal Ethics System and this manual are designed to support schools and provide guidance about these requirements as the teacher and principal progress through the application and reporting processes.

## Support Contact

### AISWA

Association of Independent Schools WA

Telephone: 9441 1600

Email: [cap@ais.wa.edu.au](mailto:cap@ais.wa.edu.au)



Association of Independent Schools of Western Australia (AISWA)

Suite 3, 41 Walters Drive, Osborne Park, WA 6017 | PO Box 1817 Osborne Park DC, WA 6916 | (08) 9441 1600

**AISWA Principals: Please read the instructions on this page carefully to start the process smoothly.**

This manual was written for Department of Education teachers, but the directions are the same for all schools. It is only the front end that differs in the allocation of User IDs and passwords. This is because AISWA schools have individual school Animal Use Licences and are not part of the DoE intranet system.

***AISWA Principals require a User ID and password to sign off on the process. This is supplied by the AISWA Executive Officer.***

Email ([cap@ais.wa.edu.au](mailto:cap@ais.wa.edu.au)) with your direct email address - not the generic office email and wait for a reply. You will receive a return email with your User ID (a P number) and a general password. There is an option available in the system if you would like to change the password.

To Change Password: Go to the Department of Education Animal Ethics webpage  
<https://myresources.education.wa.edu.au/programs/animal-ethics/animal-ethics-system>

1. Log in to the **Animal Ethics System**
2. Click on the link to Log-in with your P number and password
3. On the page that appears, find the **User** tag on the top ribbon and click on it.
4. Click **Change Password**
5. Create your new password and save.

**Please note:** all applications from AISWA schools require a current Animal Use Licence number in the final part of the application. Without this, submission will not occur.

A School's Animal Use Licence is issued by the Dept of Primary Industries and Regional Development (DPIRD).

<https://www.agric.wa.gov.au/animalwelfare/using-animals-scientific-purposes>

## LOG ON

### How to log on to the Animal Ethics System

**1. Go to the Department of Education Animal Ethics webpage.**

<https://myresources.education.wa.edu.au/programs/animal-ethics/animal-ethics-system>

**2. Select Animal Ethics Management Resource System from the link on the page.**

Scroll Down until you see the teal banner and press log in.

**3. Log on to the portal.**

Please enter your user ID and password to login.

p0449458	<input type="button" value="..."/>
.....	<input type="button" value="..."/>
<input type="button" value="Login"/>	
<a href="#">Forgot your Password?</a>	

Meetings

#	Meeting	Applications Close	Days Remaining
2022-7	25/10/2022	10/10/2022	21
2022-8	22/11/2022	07/11/2022	49



1. Make sure that you and your principal are aware of the application cut-off dates for each Schools Animal Ethics Committee (SAEC) meeting. These are held in week 3 and week 8 of each term.
2. Approval can only be granted at these meetings.
3. You must receive approval notification after the SAEC meeting **before you commence** an activity.

**Late applications:** If applications have closed but the meeting has not yet been held, contact AISWA to discuss your situation.

# COURSE COORDINATOR ROLE

## 1 NEW APPLICATIONS

**1.1 If this is your first time using the system** you will see the **Create a New Application** screen. Select from the drop-down boxes:

- a) **Activity Type** – Templates are provided for common activities in schools with example responses to assist you with the application. If your activity isn't listed, select 'Other'.
- b) **Animal** – you must select from this list. If your animal is not listed, contact the SAEC Executive Officer to discuss if an application is required.
- c) **Create Application** – takes you to the first screen of the process – Staff Details.

Applications ▾    Logout

Create a New Application

School  
Carine Senior High School

Activity Type  
a) Select Activity Type...

Animal  
b) Select Species...

c) Create Application

**1.2 If you have used this system before** the log-in screen lists your current applications. To start a new application, use the New Application button on the top-right hand of the screen.

New Application

**1.3 To complete an application**, work through each of the tabs across the top of the screen. It is not necessary to do all sections at once, the system will save a draft application and you can return to it later.

**Sections 2 to 7 of this Manual provide instructions for each part of the process.**

DRAFT

Staff Details    Course Details    Ethics    Activity Details    Animal Management    Submit Application

## 2 STAFF DETAILS

The details and experience of all staff working with animals must be recorded.

**2.1 Course Coordinator** is the teacher responsible for the activity.

**2.2 Experience with Animals** is the information used to determine whether the person is experienced and competent to care for the welfare of the animals.

**2.3 Other staff** includes other staff that may assist with the process. You must ensure you add another staff member in the event you are away.

Screenshot of the 'Animal Ethics 1.0' application interface showing the 'Staff Details' section for a 'Course Coordinator'.

**Course Coordinator:**

- Name \***: **2.1**
- Experience with Animals \***: **2.2**
- Example Response**:  
I have successfully cared for animals and undertaken this activity three times previously.
- Current Position \***: Teacher Science
- Work Phone \***: 9243 9100
- Mobile Phone**: (empty)
- Email \***: kin@test.education.wa.edu.au
- Update** button

**Other Staff:**

Will there be other teaching and general staff using or working with animals in this proposal?

Yes  No

Name	Position	Experience with Animals	Actions
Add Staff		<b>2.3</b>	

### 3 COURSE DETAILS

Only teaching activities under the Science strand require approval. Therefore the **Learning Area** is always Science and the **Content Strand** is always Science Understanding: Biological Science.



Each field in the **Course Details** screen must be completed.

- **Approval Period** – approval can be given for one, two or three years. Your approval period request should align with the currency of your DPIRD Animal Use Licence. It is important to note that you will be expected to report for the entire approval period. If you only undertake the activity in the first year and don't do it again, you will still be required to submit annual reports for every approved year.
- **Animals used again?** Only answer 'Yes' if the same animals will be used more than once each year or used in more than one type of activity e.g. "Bessie" the female rat will be used for a breeding activity for Year 7 in Term 1 and then again for Year 11 Biology in Term 3.

Staff Details	Course Details	Ethics	Activity Details	Animal Management
<b>Details</b>				
<b>Learning Area</b> Science				
<b>Content Strand</b> Science Understanding: Biological Science				
<b>Year Levels*</b> <input type="text" value="Early childhood"/>				
<b>Approval Period</b> <input type="text" value="Three Years"/>				
Approval can be granted to repeat this activity each year for up to 3 years.				
<b>Will these animals be used again for another activity?*</b>				
<input type="radio"/> No <input type="radio"/> Yes				
<input type="button" value="Update Details"/>				



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- The supplier details must be entered before an application can be completed.

Submit Application

Supplier

**Supplier \***

Living Eggs

**Contact Person**

Louise Pople

**Work Phone**

0433 554 992

**Email**

eggs@livingeggs.com.au

**Delivery Details \***

Example Response ▾

Eggs will be delivered to the school and hatchlings picked up by provider.

**Update Supplier**

- Course Content must be relevant to the year group. The default content is relevant to early childhood year groups but you can edit, delete or add content for older year groups. **Ensure that Item 6 is filled in.**

Content

Please describe the contents of the course in relation to the curriculum area of the selected Year Levels.\*

# **Course Content**

1 Observe the hatching of chicken eggs and compare the growth and changes by drawing, discussing and writing about what is observed.

2 Use subject specific vocabulary for an authentic purpose.

3 Understand and sequence the stages in the lifecycle of a chicken.

**Edit**  
**Delete**

**Add Course Content**

## 4 ETHICS

Enter the number of animals you intend to use and the ethical justification for using these animals.

If this is a breeding activity you should include an estimate of the number of offspring.

For Example:

- For a chicken hatching activity you will order ten eggs – the number is 10.
- For a guinea pig breeding activity you will use a male and a female plus you could expect as many as 5 pups – the number is 7.

Staff Details Course Details **Ethics** Activity Details

Ethical Considerations

**Number of Animals \***

10

Teachers may use less but not more than the number requested expect to use.

**The 3 R's are a fundamental concept in animal ethics.** Any proposal for the scientific use of animals in Australia for education or research is required, by law, to prove that the 3 R's have been considered.

To consider the three R's ask:

- Could you teach this component of the curriculum just as well without using live animals? (**Replacement**)
- Have you **Reduced** the numbers to the absolute minimum necessary to achieve the educational outcomes?
- Can you further **Refine** the activity to minimise the impact on the animals?

**Important to Note:** When you use the example response, the instructions in red *italics* convert to normal text. Remember to edit and delete the text that was in red *italics*. If you do not, then the SAEC members may question whether you considered your responses.

Consider the 3 Rs framework of replacement, reduction and refinement to justify using these animals and for the number of animals being used. Refer to the information on the [SAEC website](#). \*

Example Response ▾

Students will have an opportunity to observe a natural event they would not normally experience.

In applying the reduction component of the 3Rs, I will use one batch of 10 fertile eggs to assist students to develop an understanding of the sequence of the stages in the lifecycle of a chicken. Make sure the numbers here match the number stated above)

**Remember to delete the instructions.**

Update Ethics



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## 5 ACTIVITY DETAILS

**Click on the first row to Edit and complete the activity details: Start, End, Students.** Note: The number of animals will already be entered if you correctly completed the previous Ethics screen.

Staff Details Course Details Ethics **Activity Details** Animal Management Submit Application

Activity List

Please click on the first row to edit or enter activity details such as the start and end dates and the number of students taking part. These details will automatically carry down to the next row and can be edited if necessary.\*

#	Description	Category	Animals	Start	End	Students	
1	Hatching chicken eggs	3	10				<span style="border: 1px solid black; padding: 2px;">:</span>
2	Observing chicks and basic handling, feeding and care for the hatchlings	2	10				<span style="border: 1px solid black; padding: 2px;">Edit</span> <span style="border: 1px solid black; padding: 2px;">Delete</span>

Add Activity

\* indicates required data

- Once entered, the activity details automatically carry down to the next row so that you do not have to enter the same details twice. However, each row can be edited if a project has separate activities, phases that do not run concurrently or involve different numbers of students.
- Note: It is usual for an egg hatching project to commence on a Monday and continue until the following Friday which is 12 days including the weekend.

Edit Activity

Description: Hatching chicken eggs

Category: 3 - Minor conscious disruption to animal's condition or behaviour including breeding activities, egg hatching and feed or environment manipulation.

Animals: 31

Students: 31

Start Date: 17/10/2016

End Date: 28/10/2016

Activity List

Please click on the first row to edit or enter activity details such as the start and end dates and the number of students taking part. These details will automatically carry down to the next row and can be edited if necessary.\*

#	Description	Category	Animals	Start	End	Students	
1	Hatching chicken eggs	3	10	17/10/2016	28/10/2016	31	<span style="border: 1px solid black; padding: 2px;">:</span>
2	Observing chicks and basic handling, feeding and care for the hatchlings	2	10	17/10/2016	28/10/2016	31	<span style="border: 1px solid black; padding: 2px;">:</span>

Add Activity

**All details automatically carry down but can be edited by clicking on the row.**

## 6 ANIMAL MANAGEMENT

Good animal management practices are essential for the health and wellbeing of animals. **The members of the SAEC carefully consider the details in this section of the proposal to ensure that teachers will care for the animals appropriately.**

- A considered response is mandatory for every question.
- Actions described here form an essential part of the approved activity.
- Ensure you contact the VET stated in your application to establish communication with them in the event you need to use them.



**Example responses are a guide only.** Teachers are expected to add or delete information to provide a considered response that reflects their activity. See the instance below where the Example Response has been edited to reflect the individual situation.

### Possible health risks to students \*

Identify the risk and describe precautions you may take.

Example Response ▾

Salmonella - prevention with basic standards of hygiene such as washing hands before and after handling chickens.

Allergies or Asthma (from feathers or dust associated with brooder box)

*Please add precautions you may take for children with asthma*

Use this Response ↴

**Replace the example response with information relevant to your activity.**

Salmonella - prevention with basic standards of hygiene such as washing hands before and after handling chickens.

We have one child with an allergy to feathers and precautions will be put in place - this child will not handle the chicks and the parents are providing medication to be administered if necessary.

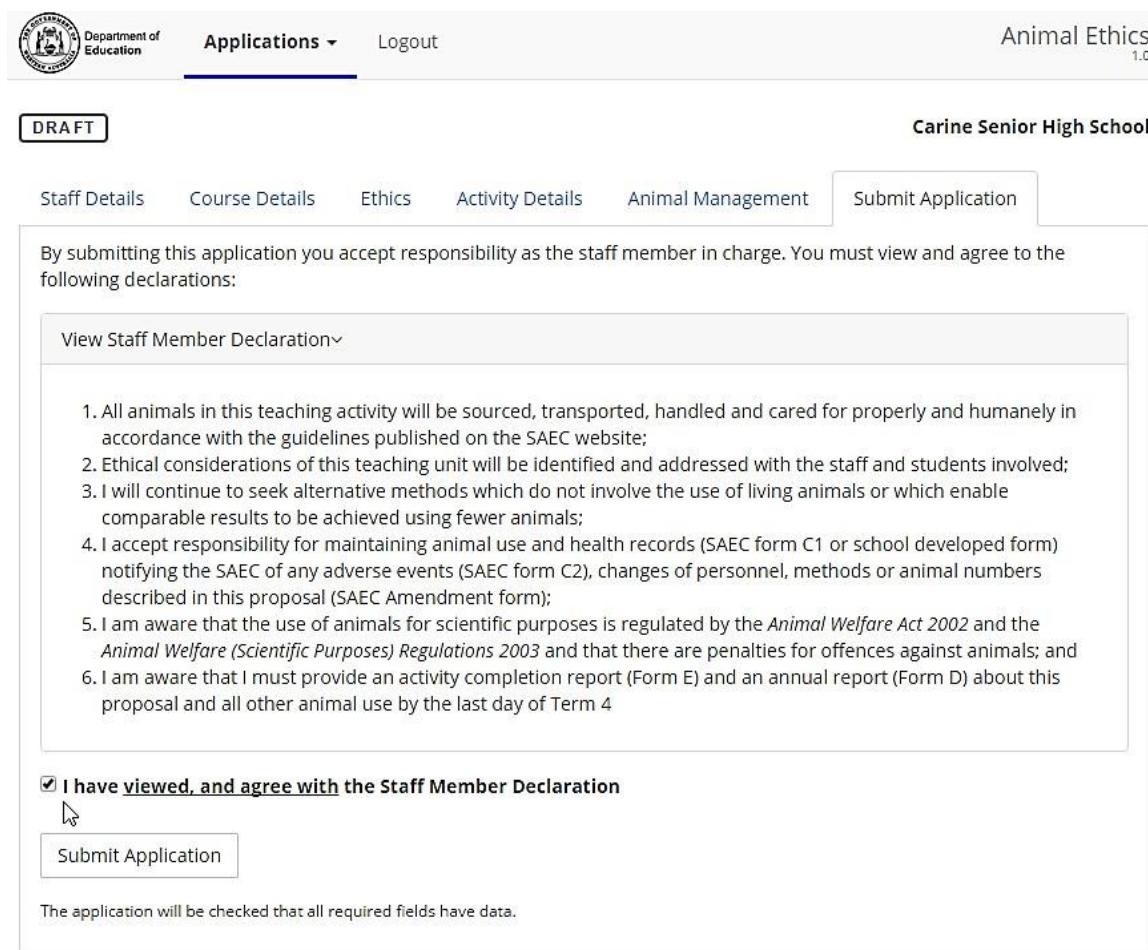


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## 7 SUBMIT APPLICATION

- Click on View Staff Member Declaration and read the six points.
- Tick the “I have viewed and agree with the **Staff Member Declaration** box
- **Submit Application**



Department of Education Applications ▾ Logout Animal Ethics 1.0

DRAFT Carine Senior High School

Staff Details Course Details Ethics Activity Details Animal Management Submit Application

By submitting this application you accept responsibility as the staff member in charge. You must view and agree to the following declarations:

**View Staff Member Declaration**

1. All animals in this teaching activity will be sourced, transported, handled and cared for properly and humanely in accordance with the guidelines published on the SAEC website;
2. Ethical considerations of this teaching unit will be identified and addressed with the staff and students involved;
3. I will continue to seek alternative methods which do not involve the use of living animals or which enable comparable results to be achieved using fewer animals;
4. I accept responsibility for maintaining animal use and health records (SAEC form C1 or school developed form) notifying the SAEC of any adverse events (SAEC form C2), changes of personnel, methods or animal numbers described in this proposal (SAEC Amendment form);
5. I am aware that the use of animals for scientific purposes is regulated by the *Animal Welfare Act 2002* and the *Animal Welfare (Scientific Purposes) Regulations 2003* and that there are penalties for offences against animals; and
6. I am aware that I must provide an activity completion report (Form E) and an annual report (Form D) about this proposal and all other animal use by the last day of Term 4

I have viewed, and agree with the Staff Member Declaration

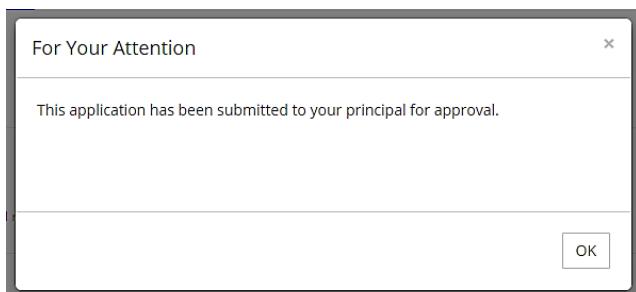
Submit Application

The application will be checked that all required fields have data.

**AISWA Schools need to complete the section requiring the school's Animal Use Licence number which needs to be for the current year. This looks like Uxxx/2021-2023. Submission cannot occur without this.**

### Completion

If you see the following message then you have completed the process and your principal will receive an email notifying them of the application requiring approval. The application will only arrive into the system after the Principal submits it.



### Note:

Principals receive a lot of emails, so it is worthwhile mentioning this application to them, in person, to ensure they don't miss the deadline for submission to SAEC meetings.

A successfully submitted application is listed as:

**WAITING**

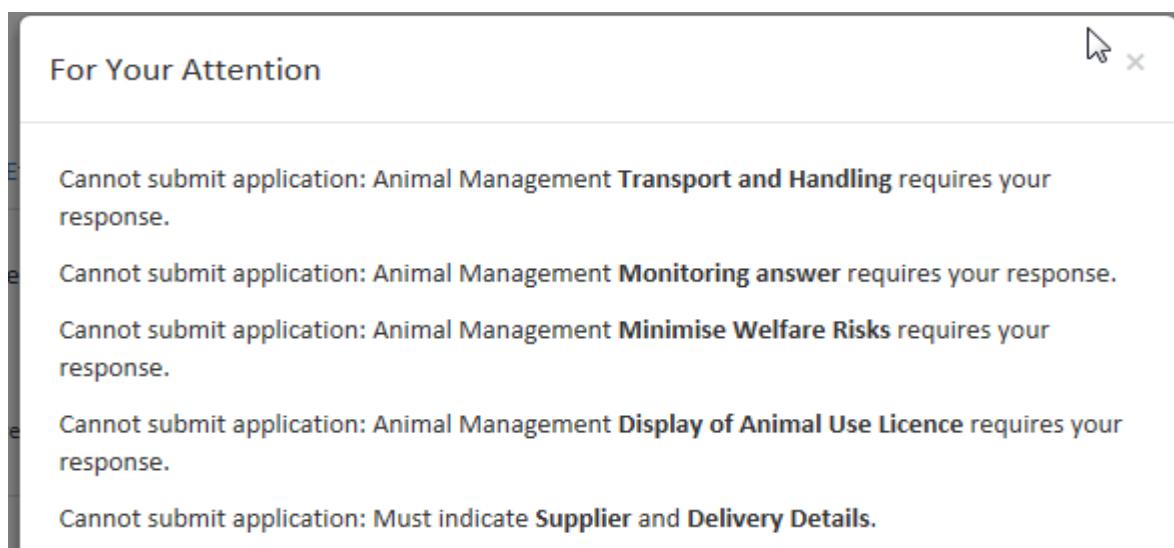
While an application is 'Waiting' you can still delete it by clicking on the Actions button. You can also download the application as a PDF file which can be printed out. A printed copy may be kept on file or provided to your principal if they prefer to see a hard copy before approving it online.

Meeting	Status	Actions
N/A	<b>WAITING</b>	⋮
Download Proposal Report		
Delete Application...		

## 8 CANNOT SUBMIT APPLICATION ERRORS

If you have not completed all required data you will receive a 'Cannot Submit' message.

- The message provides the Tab (e.g. Animal Management) and the section ( e.g. Transport and Handling) where information is missing. Go to the section.
- Enter the details required.
- Update the section
- Go directly back to Submit Application and repeat that process.



## 9 Post Approval Amendments

Sometimes amendments need to occur. Contact the Executive Officer if you need to change any aspect of the application **after** approval is received. For example, if the application states that animals are to be kept at school over the weekend, then you do not have approval to take them home.

**Failing to seek and receive amendment approval prior to actioning the change will result in a breach notice.**



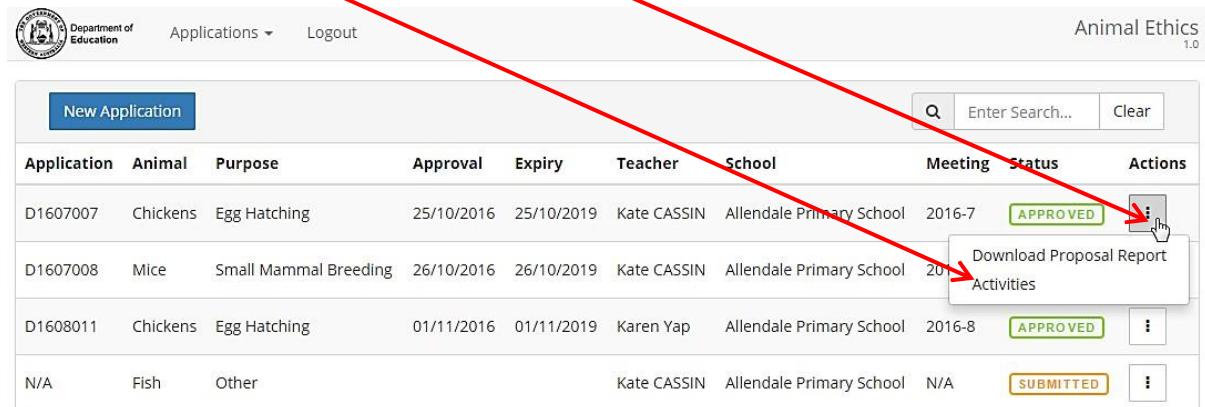
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## 10 ACTIVITY COMPLETION REPORTS

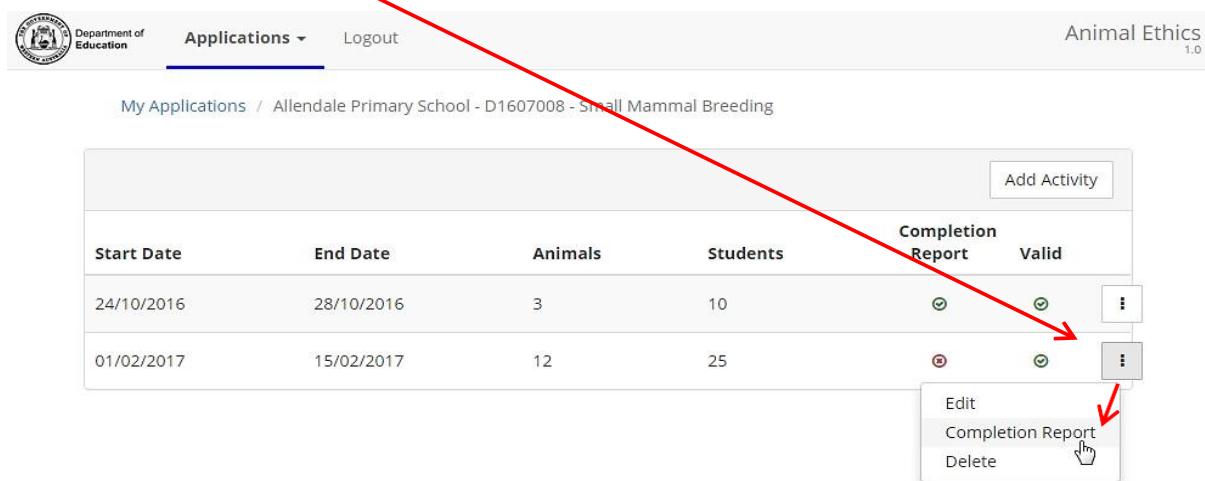
If your application is approved, a completion report is required within 14 days of the end of the activity. To complete the report:

1. Log-in and Click on the Actions icon related to your recently completed activity.
2. Select Activities



Application	Animal	Purpose	Approval	Expiry	Teacher	School	Meeting	Status	Actions
D1607007	Chickens	Egg Hatching	25/10/2016	25/10/2019	Kate CASSIN	Allendale Primary School	2016-7	APPROVED	
D1607008	Mice	Small Mammal Breeding	26/10/2016	26/10/2019	Kate CASSIN	Allendale Primary School	2016-8	APPROVED	
D1608011	Chickens	Egg Hatching	01/11/2016	01/11/2019	Karen Yap	Allendale Primary School	2016-8	APPROVED	
N/A	Fish	Other			Kate CASSIN	Allendale Primary School	N/A	SUBMITTED	

3. Your current activity will appear as a row with a start and end date, number of animals and students. A required completion report is indicated by a red cross.
4. Click on the Actions icon and select Completion Report.



Start Date	End Date	Animals	Students	Completion Report	Valid	Actions
24/10/2016	28/10/2016	3	10			
01/02/2017	15/02/2017	12	25			

5. Click anywhere on the row next to the animal name to edit the activity details. Editing is required if you used more or less animals than planned or if there were any deaths.

My Applications / Allendale Primary School - D1607008 - Small Mammal Breeding / Completion Report



Animals									
Description	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Cat. 5	Live Animals	Deaths	Students	Next Year?
Mice						12	1	25	

Outcomes

How well were the educational objectives described in your proposal achieved?



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Edit Activity Detail

Description  
Mice

Cat. 1	Cat. 2	Cat. 3	Cat. 4	Cat. 5
<input checked="" type="radio"/>				

Live Animals  
12

Deaths  
1

Students  
25

Are you doing this again next year?  
 Yes  No

6. Enter comments in relation to any issues encountered or general comments and Submit.

**Note:** All activity completion reports are tabled at SAEC meetings.

Department of Education Applications Logout Animal Ethics 1.0

My Applications / Allendale Primary School - D1607008 - Small Mammal Breeding / Completion Report

Animals									
Description	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Cat. 5	Live Animals	Deaths	Students	Next Year?
Mice	<input checked="" type="radio"/>	12	1	25	<input checked="" type="radio"/>				

Outcomes

How well were the educational objectives described in your proposal achieved?  
 1 - Not Achieved  2 - Partly Achieved  3 - Mostly Achieved  4 - Met all Objectives  5 - Achieved more than expected

Any Issues?  
 Yes  No

How were they resolved or could be prevented in the future  
The male attacked one of the pups and injured it. We took the pup to the vet but it did not survive. We immediately separated the male from the others and in future we will separate the male just before the pups are born. A Form C2 - Illness/Injury, Death or Unexpected Incident Report was completed and sent to the SAEC Executive Officer.

General Comments  
All of the students have really enjoyed this activity and it has proven to be an excellent way to engage our two special needs students.

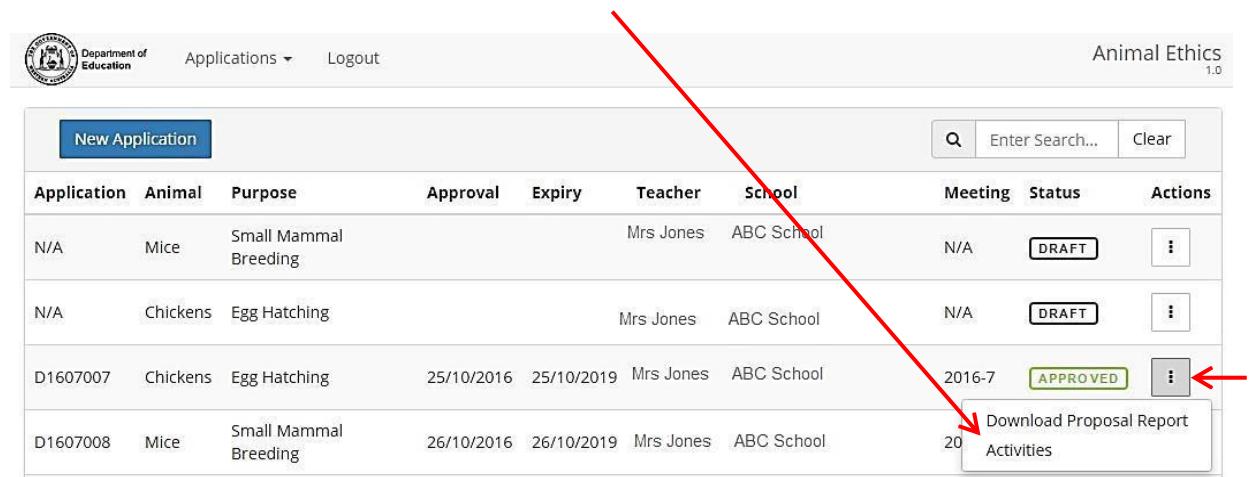
## 11 ADDING THE NEXT YEAR'S ACTIVITY TO A 2 or 3 YEAR APPROVAL

A three year approval for an activity means that you may undertake that activity again over the next two years without having to seek approval from the SAEC each time.

You must advise the SAEC each time you undertake the activity by adding a new activity into the system. This will ensure that the activity appears on your school's Annual Report each year.

**11.1** Log-in to the system and click on the **Actions** icon next to the current proposal with the activity that you want to undertake again this year.

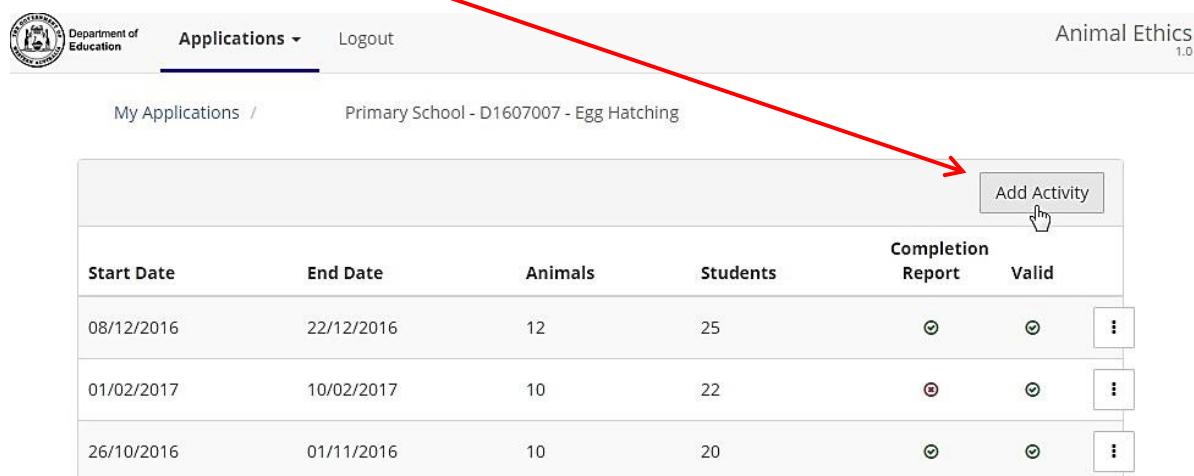
**11.2** Select **Activities**.



Application	Animal	Purpose	Approval	Expiry	Teacher	School	Meeting	Status	Actions
N/A	Mice	Small Mammal Breeding			Mrs Jones	ABC School	N/A	DRAFT	
N/A	Chickens	Egg Hatching			Mrs Jones	ABC School	N/A	DRAFT	
D1607007	Chickens	Egg Hatching	25/10/2016	25/10/2019	Mrs Jones	ABC School	2016-7	APPROVED	
D1607008	Mice	Small Mammal Breeding	26/10/2016	26/10/2019	Mrs Jones	ABC School	20		

**11.3** You will now see a list of the previous activities undertaken under this approval.

Select **Add Activity**



Start Date	End Date	Animals	Students	Completion Report	Valid	Actions
08/12/2016	22/12/2016	12	25	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
01/02/2017	10/02/2017	10	22	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
26/10/2016	01/11/2016	10	20	<input checked="" type="radio"/>	<input checked="" type="radio"/>	

11.4 Enter the required information for the current year's activity and click on **Create Activity**.

### Create a New Activity

Start Date

13/02/2017

End Date

24/02/2017

Animals

10

Students

24

Create Activity

11.5. The activity will now appear at the top of the list of activities for this approval so that:

- you will be able to submit an activity completion report; and
- the animals used in this activity will automatically appear on the school's Annual Report.

My Applications / Primary School - D1607007 - Egg Hatching

Add Activity

Start Date	End Date	Animals	Students	Completion Report	Valid	
13/02/2017	24/02/2017	10	24	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
08/12/2016	22/12/2016	12	25	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
01/02/2017	10/02/2017	10	22	<input checked="" type="radio"/>	<input checked="" type="radio"/>	
26/10/2016	01/11/2016	10	20	<input checked="" type="radio"/>	<input checked="" type="radio"/>	



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# PRINCIPAL ROLE

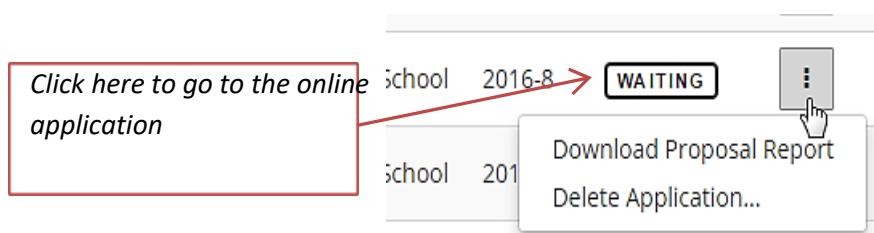
## 12 PRINCIPAL'S RESPONSIBILITIES

- **THE PRINCIPAL IS RESPONSIBLE** for ensuring that teachers adhere to the requirements of the SAEC which, in turn, ensures compliance with the Code.
- **The principal must understand the teacher's proposal and their declaration.** The Principal is ultimately responsible to ensure the welfare of the animals and is required to declare that staff members are competent to care for the animals.
- **Support will be required.** Teachers can't usually leave the classroom, so if an animal becomes sick is there someone who can take it to a vet? If the teacher must come in to the school over the week-end to care for the animals, will they need special security access? Is there someone else who is competent to care for the animals if the teacher is unexpectedly absent during the period of the activity?
- **Breaches of the code must be reported** to the DPIRD, the regulator for the *Animal Welfare Act 2002*. Some breaches of the code include:
  - Commencing an activity before approval is received from the SAEC.
  - The DPIRD licence and SAEC approval documents are not on display.
  - The DPIRD licence to use animals has expired.
  - In the case of an adverse event, not contacting the VET stated in the application.
  - A change or amendment to the activity that is not approved. For example, taking the animals home over the weekend when the approved proposal states they will stay on school grounds.

If the Course Coordinator wishes to change any aspect of the approved proposal, they should contact the SAEC Executive Officer as some amendments can be approved quickly.

## 13 SUBMITTING APPLICATIONS

- 13.1 **Email notification:** Principals receive an email when a teacher has prepared and finalised an application to use animals. The principal is the only person who can submit an application to the SAEC. This function is linked to their log-in.
- 13.2 **Log-in to view your applications here:** <https://apps.det.wa.edu.au/ane/>
- 13.3 Applications requiring your approval have a Status of 'Waiting'. You can either click on the 'Waiting' icon to go directly to the online application *OR* you can click on the Actions button and download the report to printout and read in hard copy.



**13.4** To check the proposal online, read through each section of the application by clicking on the tabs across the top of the screen. A red dot indicates the area that requires your action.

**WAITING** D1608013

Staff Details Course Details Ethics Activity Details Animal Management Submit Application



You must know which staff members are involved in the activity, how they intend to care for the animals and what they have proposed to do with the animals because you are required to certify that they are competent. You should also be prepared to provide support if needed.

**13.5** Select the **Submit Application** tab. Before you can submit the application you must view and agree with two declarations – the staff member’s declaration and the principal’s.

**WAITING** D1608013 Allendale Primary School

Staff Details Course Details Ethics Activity Details Animal Management Submit Application

By submitting this application you accept responsibility as the staff member in charge. You must view and agree to the following declarations:

Debra Clarke agreed with this on 28/10/2016  
 I have viewed, and agree with the Staff Member Declaration

As a principal you must also view and agree to the following declarations:

I have viewed, and agree with the Principal Declaration



The application will be checked that all required fields have data.

**13.6** If successful you will see the following message: This application has been submitted to the SAEC for consideration.

**13.7** **YOUR SCHOOL MAY BE VISITED.** *The SAEC is required to inspect a number of activities each term and any school with an approved activity may be visited or asked to submit photographic evidence of the project*

**13.8** **Annual Reports** are required to be submitted at the end of each year. See section 15 on the next page for more details.

# REPORTS

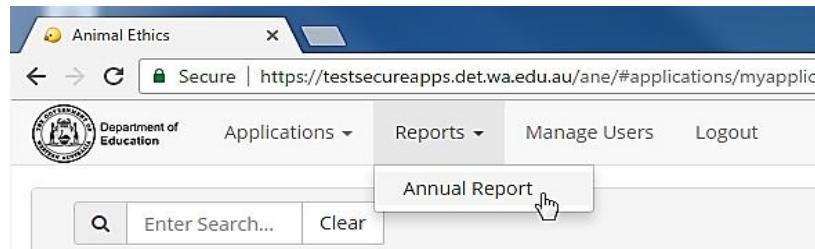


## 14 ACTIVITY COMPLETION REPORTS

Course Coordinators are required to submit an Activity Completion Report within 14 days of the end of the activity (See Section 10, p14). The information is then automatically reflected in the school's Annual Report.

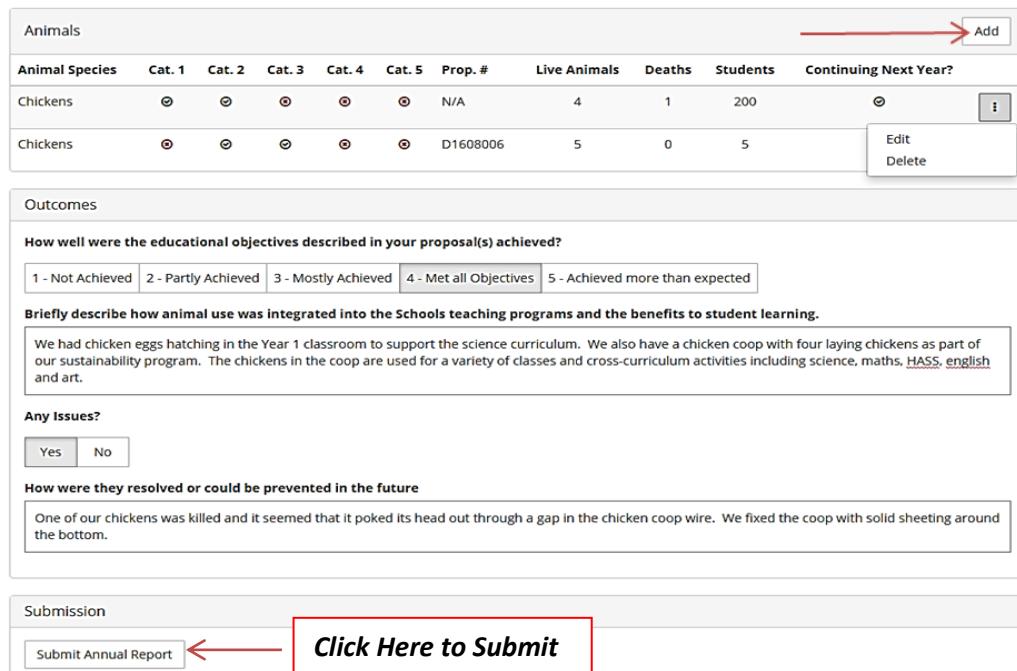
## 15 ANNUAL REPORTS

**15.1** To submit an Annual Report login as the Principal and go to the 'Reports' menu item.



**15.2** The principal can add, delete or edit the pre-populated information on the report.

**15.3** To finalise the report click on the "Submit Annual Report" button.



Animal Species	Cat. 1	Cat. 2	Cat. 3	Cat. 4	Cat. 5	Prop. #	Live Animals	Deaths	Students	Continuing Next Year?
Chickens	<input checked="" type="radio"/>	N/A	4	1	200	<input checked="" type="radio"/>				
Chickens	<input checked="" type="radio"/>	D1608006	5	0	5	<input type="button" value="Edit"/> <input type="button" value="Delete"/>				

### 15.4 Rules related to Annual Reports:

- Only the Principal can submit an Annual Report.
- Only one report can be submitted for each school, each year. All animal use activities for the school should be shown on one report.
- If teachers have submitted their Activity Completion Reports as required, that data will be pre-populated in the report. Contact the teacher to submit their Activity Completion Report if their data does not appear on the Annual Report.



Association of Independent Schools of Western Australia (AISWA)

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