

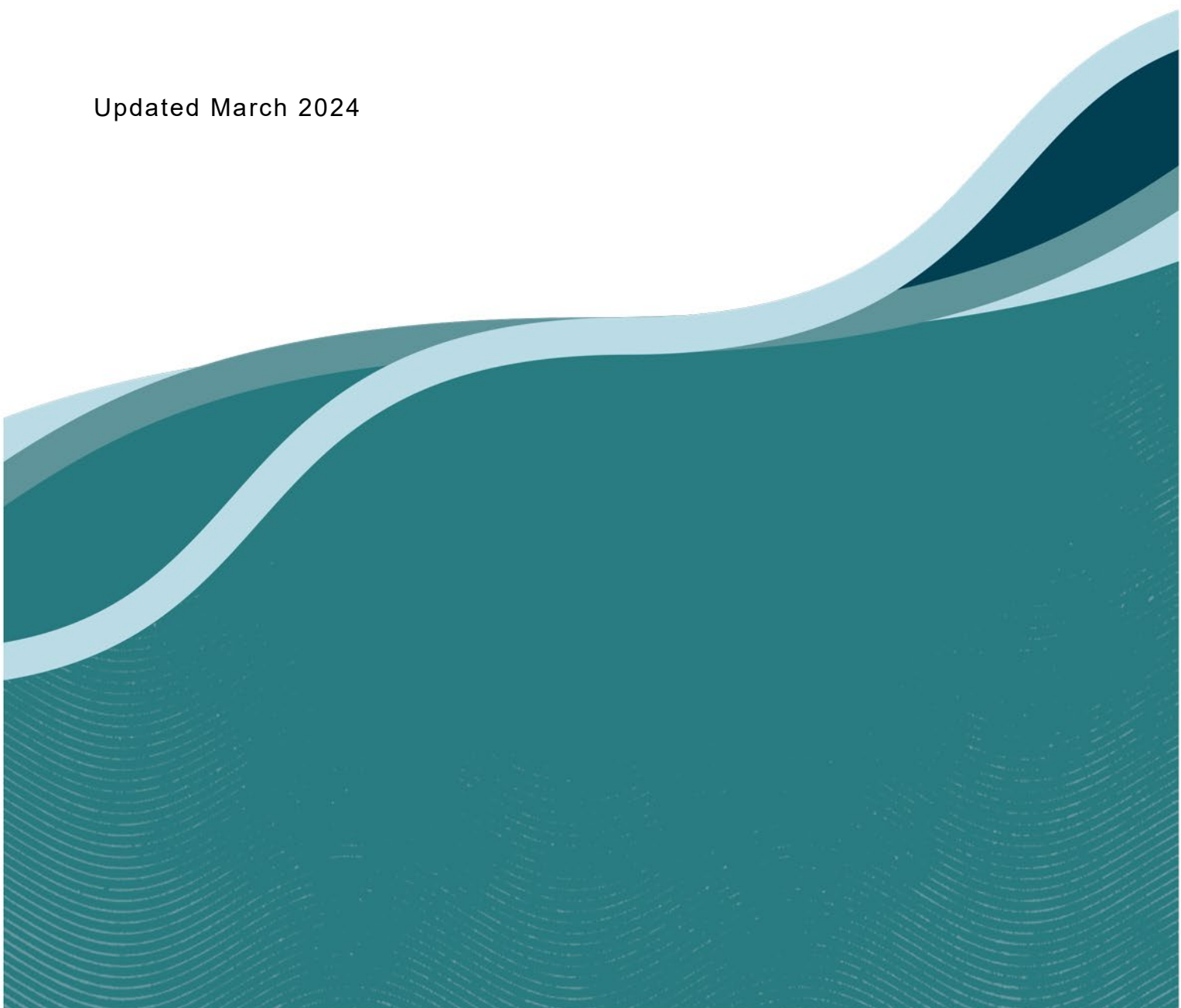


Department of
Primary Industries and
Regional Development

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Locations where animals are used or kept for scientific purposes

Updated March 2024



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1. Locations where animals are used or kept for scientific purposes

To comply with licence conditions, licence holders are required to declare all relevant locations before using animals for scientific purposes and before obtaining animals to be used for scientific purposes.

This guideline is intended to provide guidance to individuals and institutions that hold a licence under the *Animal Welfare Act 2002* (AW Act) to understand their responsibilities to inform the Department of Primary Industries and Regional Development (DPIRD) of locations where animals are used or kept for scientific purposes in Western Australia.

The manner in which animals are used for scientific purposes varies greatly, including the types of locations where the use occurs. The types of locations where animals are used generally fall into one of two major categories: designated sites or field sites. This guideline explains the difference between designated sites and field sites and how to declare each type of location to DPIRD. If you are intending to use animals for scientific purposes and are unsure whether the location should be considered a designated site or a field site, please contact scientific.licensing@dpiird.wa.gov.au.

1.1 Acronyms and defined terms

In this document:

Activity means any action or group of actions undertaken that involves the care and use of animals, including acquisition, transport, breeding, housing, and husbandry of those animals. An activity may involve one or more procedures.

AEC means animal ethics committee.

AW Act means the *Animal Welfare Act 2002*.

Code means the Australian code for the care and use of animals for scientific purposes (2013)(8th edition).

Designated site refers to a place and the facilities at this place that are under the responsibility and control of the licence holder and are places where animals are being used or kept for scientific purposes.

DPIRD means the Department of Primary Industries and Regional Development.

Facility refers to the physical infrastructure at a location such as yards, paddocks, tanks, ponds, buildings, cages, pens and containers.

Field site refers to a place and the facilities at this place that are not under the control of the licence holder and animals being used or kept for scientific purposes are only being used or kept for a nominated period of time.

Institution means any organisation or agency involved in the care and use of animals for scientific purposes, including universities, hospitals, research institutions, government departments, teaching organisations (including schools and colleges), vocational training organisations, agricultural organisations, and commercial companies.

Investigator means any person who uses animals for scientific purposes. Includes researchers, teachers, undergraduate and postgraduate students involved in research projects, and people involved in product testing, environmental testing, production of biological products and wildlife surveys.

Licence holder means the institution or the investigator to which a licence to use animals for scientific purposes has been issued. This term may be used interchangeably with scientific establishment.

Project means an activity or group of activities that form a discrete piece of work that aims to achieve a scientific purpose.

WA means Western Australia.

2. Difference between designated sites and field sites

2.1 Designated site

For a location to be considered a designated site, the following conditions must be met:

- 1) the location must be in WA, including WA waters;
- 2) the location and the facilities at the location must be legally owned or being leased by the licence holder; and
- 3) the licence holder must be accountable for the management and conditions of the facilities at that location.

A designated site includes the facilities at the site, such as buildings, yards, ponds and pens. Examples of designated sites include laboratories, veterinary clinics, farms, wildlife sanctuaries and other captive environments that meet the above conditions.

At a designated site, the licence holder is accountable for the health and welfare of animals at that location when the animals are not being used or kept for scientific purposes. Generally, animal carers and/or facility managers are employed by the licence holder to ensure the health and welfare of animals at the site. Further, animals are regularly being used or kept for scientific purposes at the site by either the licence holder if the licence holder is an investigator, or an investigator undertaking work on behalf of an institution that holds a licence.

The Code outlines responsibilities for people involved in the care and use of animals for scientific purposes, including those related to management of facilities (refer to Section 2.5). These responsibilities apply to facilities at designated sites.

2.2 Field site

Licence holders may undertake work using animals for scientific purposes at a place that is not owned or managed by the licence holder. These locations are referred to as field sites.

For a location to be considered a field site, the following conditions must be met:

- 1) the location must be in WA, including WA waters;
- 2) the location is not owned or managed by the licence holder;
- 3) the licence holder is not accountable for, or has limited accountability for, the management and conditions of the facilities at that location; and
- 4) animals are being used at the field site for a specific project or activity for a nominated period of time only.

At a field site, the licence holder is not accountable for the health and welfare of animals at that location when the animals are not being used or kept for scientific purposes. Generally, animal carers and/or facility managers are not employed by the licence holder to ensure the health and welfare of animals at the site. For example, field sites and activities conducted at these sites may include:

- Conducting fauna monitoring activities at a park managed by the Department of Biodiversity, Conservation and Attractions.
- Observing the behaviour of cattle at a commercial feedlot that is not owned or managed by the licence holder.
- Trial of a veterinary treatment at a clinic not owned or managed by the licence holder.

2. Declaring locations to DPIRD

2.1 Designated sites

When to notify DPIRD

When applying for a licence under the AW Act, applicants ought to declare designated sites. DPIRD must be notified if there are any changes to designated sites, including changes in the type of facilities at the designated site and changes to the location name.

Licence holders may also add or remove designated sites registered with DPIRD.

Licence holders are not required to notify DPIRD when individual projects or activities using animals will take place at designated sites.

How to notify DPIRD

When declaring a designated site, DPIRD requires the location name, address, and the types of facilities at the site. For example:

Location name	Location address	Facilities
Colours Research Facility	123 Blue Stone Drive, PERTH WA 6000	Buildings, Cages
Numbers Wildlife Sanctuary	46 Tertiary Street, BUNBURY 6230	Buildings, Pens, Ponds

Licence holders may add or remove designated sites registered with DPIRD under their licence by completing the appropriate section of DPIRD’s *Application to change licence details* form. This form is available on the forms page of DPIRD’s website ([link](#)).

If you are unsure which designated sites are registered with DPIRD, please contact DPIRD by emailing scientific.licensing@dpiird.wa.gov.au requesting a copy of the licence holder’s licensing information.

To maintain confidentiality, complete details regarding designated sites will not be disclosed to a person who is not a registered contact for that licence. If you are not a registered contact for a licence and would like to apply to become one, please complete the appropriate section of DPIRD’s *Application to change licence details* form. This form is available on the forms page of DPIRD’s website ([link](#)).

2.2 Field sites

When to notify DPIRD

Licence holders are required to notify DPIRD of activities using animals for scientific purposes at field sites in WA, prior to undertaking those activities.

DPIRD must be notified if:

- the location(s) are in WA, including WA waters;
- the associated project has received written approval from an AEC;
- an AEC has approved the use of animals at the location(s) to be notified; and
- dates when animals are to be used at those location(s) have been approved by the AEC.

DPIRD must also be notified if the location or dates of animal use change.

How to notify DPIRD

To notify DPIRD of a field site, a *Field Site Notification Form* must be completed and submitted to scientific.licensing@dpird.wa.gov.au. This form is available on the forms page of DPIRD's website ([link](#)). This form can also be used should any of these details change during the project.

If you require clarity on notified field sites, or the start and end dates of animal use for a project, please contact DPIRD by emailing scientific.licensing@dpird.wa.gov.au requesting a copy of the notification details for the relevant project.

To maintain confidentiality, complete details regarding field site locations and dates will not be disclosed to a person who is not a registered contact for that licence or for the associated project. If you are not a registered contact for a licence and would like to apply to become one, please complete the appropriate section of DPIRD's *Application to change licence details* form. This form is available on the forms page of DPIRD's website ([link](#)).

3. Display of licences

Section 14 of the AW Act requires licence holders to exhibit a copy of their licence at each place where animals are used or kept for scientific purposes.

At designated sites, licence holders must ensure their licence is displayed at each declared location.

Licence holders may, if practical, display a copy of their licence at field sites. Alternatively, if it is not practical to display a copy of the licence, a person at the field site must have a physical or digital copy of the relevant licence with them.

