2024 Annual Return

# Statement and declaration

## Instructions

Use this form to submit a return to the Department Head for a licence held at any time during 2024, **irrespective of whether animals were used under the licence in 2024**.

Where animals were used under the licence in 2024, complete the *Animal Use Spreadsheet* before completing this form (*Statement and Declaration*). Where a licence holder has been granted more than one licence, a separate form must be submitted for each licence.

## Licence details (mandatory)

This information must be consistent with the licence schedule

|  |  |
| --- | --- |
| **Licence holder (natural person or body corporate to whom the licence has been granted)***e.g., Z1 Research Laboratories Pty Ltd* | Click here to enter text. |
| **Licence number***e.g., SPPL12345* | Click here to enter text. |
| **Licence name (name by which the licence is known)***e.g., Z1 Research Lab* | Click here to enter text. |

## Statement of animal use under the licence (mandatory)

Under regulation 145(1) of the Prevention of Cruelty to Animals Regulations 2019, the holder of a scientific procedures premises licence, scientific procedures fieldwork licence or a specified animals breeding licence must, on or before 31 March of each year, send to the Department Head of the Department of Energy, Environment and Climate Action (DEECA) an animal use return for the previous year (1 January – 31 December).

Please nominate below which is the most appropriate:

[ ]  animals were used in scientific procedures or specified animals were bred under the licence during 2024

**OR**

[ ]  no animals were used in any procedures under the licence during 2024

## Summary of projects approved under the licence in 2024 (mandatory)

Report the number of projects approved by each Animal Ethics Committee (AEC) nominated under the licence.

For each AEC, provide:

1. the number of projects considered by the AEC in 2024.
2. the number of new projects approved in 2024. **Note:** Do not include projects where the AEC has deferred its decision subject to modification.
3. the number of project applications rejected by the AEC in 2024. **Note:** Only include projects that were rejected, and do not include projects where the AEC has deferred its decision subject to modification.
4. the number of projects that used animals in 2024.

### Details of projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AEC Name** | **i. Number of projects considered by the AEC in 2024** | **ii. Number of projects approved by the AEC in 2024** | **iii. Number of projects rejected by the AEC in 2024** | **iv. Number of projects that used animals in 2024** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |
| **Total** | Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

## Implementation of certain licence holder responsibilities

### Replacement, Reduction and Refinement (3 Rs)

Licence holders have a legal responsibility to implement the principles of **Replacement, Reduction and Refinement (3 Rs)** of animal use in scientific procedures (refer to Section 1 of the Australian code for the care and use of animals for scientific purposes, 8th edition 2013 ([Australian Code](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)).

**a) Provide information about training, relevant to animal use under the licence, available to staff and students for procedures on animals, animal care and their responsibilities under the Australian Code including implementation of the 3 Rs:**

Was training provided by the licence holder (institution)? Yes [ ]  No[ ]

If yes, provide a brief summary

Click here to enter text.

Was access to external (third party provider) education provided? Yes [ ]  No [ ]

If yes, provide a brief summary

Click here to enter text.

**b) Provide information about training, relevant to animal use under the licence, available to AEC members including their responsibilities under the Australian Code:**

Was training provided by the licence holder (institution)? Yes [ ]  No [ ]

If yes, provide a brief summary

Click here to enter text.

Was access to external (third party provider) education provided? Yes [ ]  No [ ]

If yes, provide a brief summary

Click here to enter text.

**c) What are the institution’s recent major achievements that pertain to this licence regarding the principles of:**

* Replacement of animals with non-animal alternatives?

Click here to enter text.

* Reduction in number of animals used?

Click here to enter text.

* Refinement of animal use?

Click here to enter text.

**d) Provide information about the fate of animals used in research and teaching projects, relevant to animal use under the licence.**

Does the institution have a policy on determining the fate of animals post project where euthanasia is not required? Yes [ ]  No [ ]

If yes, provide a brief summary:

Click here to enter text.

Does the institution have a rehoming policy? Yes [ ]  No [ ]

If yes, provide a brief summary:

Click here to enter text.

What steps have been taken by the institution to increase the opportunities for rehoming of animals during the reporting year?

Click here to enter text.

## Declaration (mandatory)

This declaration is to be made by the licence holder (if natural person) or person(s) authorised by the licence holder to sign on its behalf (e.g., vice chancellor of university or director, chief executive officer and/or secretary of company as appropriate). The signatory **must** be authorised to sign on behalf of the licence holder. Add other names if multiple signatories are required by the licence holder. Any additions must include name, position and signature of person authorised to sign the return on behalf of the licence holder.

I declare that the information provided within the return is accurate.

Name of licence holder or person authorised to sign on behalf of the licence holder:
Click to enter text.

Position within the organisation: Click to enter text.

Date: Click to enter a date.

The Department of Energy, Environment and Climate Action (DEECA) is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws. This information is being collected in accordance with Part 3 of the *Prevention of Cruelty to Animals Act 1986* (POCTA Act). The information you provide may be made available to departmental authorised officers or auditors or another government organisation for the purpose of administering or enforcing the POCTA Act or another relevant Act. You may access the information you have provided to DEECA by contacting the Scientific and Pest Animals Licensing team at sp.licensing@agriculture.vic.gov.au or 136 186.