



**RESEARCH GOVERNANCE UNIT**  
St. Vincent's Hospital (Melbourne)  
Caritas Christi Hospice  
St. George's Health Service  
Prague House

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## ANNUAL ANIMAL USE RETURNS

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### Statement of Intent and Outcomes

The St Vincent's Hospital (Melbourne) Animal Ethics Committee is committed to fulfilling the governing principles of the *Australian code for the care and use of animals for scientific purposes* (2013) and complying with the *Prevention of Cruelty to Animals Act 1986*, by ensuring that animal use numbers for all experimental projects are reported annually to the Department of Economic Development, Jobs, Transport and Resources (DEDJTR) via the Annual Animal Use Return.

### Definitions

**DEDJTR** is the Department of Economic Development, Jobs, Transport and Resources

### Procedure

DEDJTR conducts an annual report on the number of animals used for science each year in Victoria. This is to obtain annual statistics to direct policy and compliance programs and to inform the community about the nature and purpose of the animals used each year. Data is collected from all institutions licensed to use animals in research and teaching in Victoria and is a regulatory requirement under the *Prevention of Cruelty to Animals Act 1986* (Regulation 100, *Prevention of Cruelty to Animals Regulations 2008*).

DEDJTR email the Animal Use Return documents to Licence Nominees and other relevant persons by December each year and all completed returns must be submitted to DEDJTR by 31 March the following year. A return must be completed for every licence held for any time in the previous year whether or not activities took place under that licence.

Returns data are compiled by DEDJTR to produce the "Statistics of animal use in research and teaching, Victoria" and "Summary of statistics of animal use in research and teaching, Victoria". These documents present a summary of animal use in research and teaching in Victoria and the information is set within the context of previous years' data in order to demonstrate trends of usage through time.

The Animal Use Return is composed of up to 3 parts (A, B and C) that together provide the required information on animal use under a licence.

- Part A details animals assigned to or used in projects, and Specified Animal Breeding Colonies. It is composed of an Excel spreadsheet incorporating drop down boxes. Part A is to be completed only if animals were used or specified animals were kept in a breeding colony in the specified year.

- The Part B form incorporates a declaration by the institution that the details of the Return are correct, summarises animal use by the licence, and details compliance with the principles of the 3Rs. Part B must be completed whether or not animals were used in the specified year.
- The Part C form must be completed to report any Death as an Endpoint Procedures (DAEP) conducted under the licence in a specified year. Death as an end point refers to procedures where death is the deliberate measure for evaluating biological or chemical processes, responses or effects - that is, where the researcher or teacher will not intervene to kill the animal humanely Any DAEP projects must also be detailed in Part A.

To compile the Annual Animal Use Return, each year the AEC Secretary will contact all Principal Investigators via email in December, requesting completion of the Animal Use Return Part A spreadsheet (that will be attached to the email). The Principal Investigator specifies the required information for all projects they are responsible for and must email the completed spreadsheet to the Research Governance Unit by the specified date to allow compilation and submission to DEDJTR.

Once all Part A forms are received from the Principal Investigators the AEC Secretary will compile all data, complete the Part B form and arrange for Licence Nominee signature. Part C forms will be completed if there were any Death as an Endpoint Procedures.

The AEC Secretary will submit all Annual Animal Use Return forms to DEDJTR via email with the Licence Nominee cc'd.

DEDJTR may issue penalty infringement notices and fines for failure to submit correct versions of all parts prior to the deadline.

**Associated Procedures/Instructions**

Nil

**Reference Documents**

- Australian code for the care and use of animals for scientific purposes (2013)
- Australian Code for the Responsible Conduct of Research (2018)
- Prevention of Cruelty to Animals Act 1986

Authorized by:



Dr Megan Robertson  
Director of Research

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