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|  |                          | <b>Ref No.</b>     | <b>6 – 07</b>       |
|   |                          | <b>Version No.</b> | <b>9</b>            |
|   |                          | <b>Date Issued</b> | <b>23 July 2009</b> |
| <b>Title</b>  | <b>ANIMALS ON CAMPUS</b> |                    |                     |
| <b>Responsibility</b>   | <b>Director</b>          |                    |                     |

## 1. PURPOSE

To give guidance and direction on the management and handling of animals on the Telford campus.

## 2. APPLICATION

This Policy and Procedure is applicable to students who wish to bring their own dogs or horses on campus.

## 3. DEFINITIONS

Nil.

## 4. STATUTORY OBLIGATIONS

Animal Welfare Act 1999.  
Dog Control Act 1996.

## CODES AND REGULATIONS

Code of Recommendations and Minimum Standards for the Welfare of Horses, Code of Animal Welfare No 7.

## 5. POLICY

This Policy and Procedure complies with the relevant provision of the Animal Welfare Act 1999.

DFA: Responsible for

- the implementation of this policy
- granting permission to bring animals onto the campus
  - horses –in consultation with the Equine Staff
  - working dogs –in consultation with the Farm Director
  - (for both horses and working dogs, the DFA may delegate responsibility for the processing of applications to the Equine Staff and Farm Director)

Owners: Responsible for

- the welfare of their animals
- detrimental incidents that are caused by the presence of their animals

### General Rules

5.1 No animal (with the exception of those used by Telford Departments for the purposes of teaching, or research, working dogs or guide dogs for the blind), may be taken into, or on, or allowed to remain in, or on, any Telford building or premises, including the Halls of Residence, except with the prior permission of the DFA.

(with the exception of those approved to be housed at Telford tenanted houses).

5.2 Any animal not under proper control or found on campus, or in any Telford building, including the Halls of Residence, will be removed at any time without notice and may only be recovered upon payment of the costs involved in its removal by the local authority.

5.3 Staff and students wishing to bring a horse onto campus must have prior permission and must

have provided information on the current health status of the horse. This information is to be provided on the appropriate form.

- 5.4 Students who wish to bring a working dog to campus must apply to the Farm Director for permission prior to bringing the dog to Telford, and provide information on the appropriate form, and pay in advance for dog food and dosing as appropriate. Students will be made aware of the Guidelines at Attachment 1 on application.
- 5.5 Staff who wish to bring dogs on campus must apply to the DFA.
- 5.6 Working dogs are to be housed in the designated Telford kennels.
- 5.7 A selection process will apply if space is limited.
- 5.8 All animals must be treated and cared for to a standard acceptable to Telford staff. Mistreated and/or neglected animals may lead to the person responsible being subject to the discipline process. Students who own dogs or horses that do not show improvement in skills over a reasonable period of time will be asked to remove their animal/s from Telford.

**6. PROCEDURE**

Nil.

**7. RECORDS**

| Record                   | Responsibility | Filed                  | Retention Time    |
|--------------------------|----------------|------------------------|-------------------|
| Working Dogs Application | Farm Director  | Farm Director's Office | Term of enrolment |
| Horse Application Form   | Equine Tutor   | Equine Tutor's Office  | Term of enrolment |

**8. ASSOCIATED DOCUMENTS**

| Reference | Document Title   |
|-----------|--|
| A6 – 07A  | Student Application Form<br>"To keep a working dog at Telford" |
| A6 – 07B  | Equine Student's application for Own Horse                     |
| A6 – 07C  | Application Form to Lease a Telford Horse                      |

| REVISION HISTORY |  |                             |                |
|------------------|--|-----------------------------|----------------|
| Version          | Description of Change  | Author                      | Effective Date |
| 0                | Initial Release  | M Bowen                     | 16-12-97       |
| 1                | Conversion to New Format   | M Bowen                     | 26-11-99       |
| 2                | New Format, and triennial review   | L Johnston                  | Nov 03         |
| 3                | Re-Formatting  | CEO                         | April 2004     |
| 4                | Minor Change   | QMS Team                    | Nov 2004       |
| 5                | Triennial Review   | QMS Team                    | June 2005      |
| 6                | Minor changes including forms/attachments  | QMS Team                    | Dec 2005       |
| 7                | Minor Change   | QMS Team                    | September 2006 |
| 8                | Alignment of the QMS with actual practices at Telford in response to the ITP Quality Audit Report, April 2007. Clause 5.5 added to version 8. Clause 8 added. Minor editing and reformatting. No changes to content. | QMS Policy Review Committee | 1 March 2008   |

|   |               |                                   |              |
|---|---------------|-----------------------------------|--------------|
| 9 | Minor changes | QMS Policy<br>Review<br>Committee | 23 July 2009 |
|---|---------------|-----------------------------------|--------------|