

Key Risk Area (KRA)

KRA 2.10 Animals on Campus

1. Purpose

The University is committed to appropriately balancing the positive impacts of animals on campus against health, safety and environmental considerations, taking into account the associated impacts on productivity of staff and students and the welfare of animals.

2. Scope

This document is intended to support all health, safety and wellbeing activities under the management and control of the University of Newcastle.

The guidance provided in this document applies to:

- the University Council, the Executive Committee, the Health, Safety and Wellbeing Team, Leaders and Supervisors, all staff, students, contractors and other workers of any kind of the University or its controlled and associated entities, as well as any visitors or members of the public who attend a University premises; and
- all animals on or in any University premises (including any structures, buildings and vehicles, as well as outside of such places in publicly accessible and outdoor spaces).

It does not apply to animals used to support University activities such as research for which KRA 2.12 University Activities involving Working with Animals should be applied.

This document also applies to requests for assistance animals in the context of the University of Newcastle Student living and must be read in conjunction with the Student Living Standards.

3. Guidelines

3.1. Approved Animals on Campus

The University supports the presence of the following approved animals on University premises:

- assistance animals as recognised by the *Disability Discrimination Act 1992* (Cth), including those used to assist people who are living with disabilities to alleviate the effect of their disabilities, and for which an individual notification process already exists;
- animals with another legal entitlement to be present on University premises, including those used in the function of law enforcement (such as sniffer dogs);
- native animals inhabiting the environment; and
- domestic animals on publicly accessible roads and pathways on campus, subject to compliance with any relevant requirements of clause 3.5 below.

Otherwise, the University has a general policy of prohibiting animals on University premises.

Notwithstanding this position, the University reserves the right to:

- establish, subject to compliance with its legal obligations, specific identified areas within University premises in which some or all animals (including approved animals, in some cases) are prohibited. Notice of these prohibited areas will typically be displayed at the point of entry to the relevant identified area;
- request that any person accompanied by an animal on University premises produce reasonable proof that the animal is an approved animal, which may include providing evidence that the animal is an assistance animal by virtue of being accredited under a State or Territory law or by a prescribed animal training organisation;
- monitor any animal on University premises and, if appropriate and lawful (for example, in some cases of nuisance or aggressive behaviour), require an animal to be removed by the person accompanied by the animal or appropriate external authorities and banned from future access; and
- call in a Council Ranger for removal of an animal.

3.2. Exemptions

The University recognises that there may be occasions on which there is a need for animals that are not approved animals to accompany someone onto University premises; for example, to:

- assist staff or students with a diagnosed medical condition;
- participate in animal ethics approved teaching or research; or
- participate in a University risk-assessed wellbeing event.

Anyone who wishes to bring an animal of this nature onto University premises must first obtain an exemption from the relevant Head of School or Divisional Executive Officer. The process for applying for an exemption, together with information as to the relevant considerations to be applied, is set out in section 3.3 below.

It is important to note that:

- exemptions will not be granted in the case of dangerous dogs or restricted dogs;
- exemptions will typically only be granted in exceptional circumstances, or where there is a genuine need for the animal to attend University premises, as supported by reasonable evidence, and will be limited in duration to only the time reasonably necessary to achieve the specific purpose for which the exemption is granted; and
- notwithstanding anything else provided for in this section 3.2 or section 3.3 below, the University reserves the right to decline any exemption application in its absolute discretion.

3.3. Approval Process for an Exemption

To seek an exemption to bring an animal that is not an approved animal onto University premises, the person who is to be accompanied by the animal must:

1. complete a risk assessment which takes into consideration all hazards and risk factors included in Appendix 1, noting that the risk assessment must address the specific circumstances in which it is proposed the exemption will apply (for example, relevant days of the week, times of day, particular location(s) on University campus, specific activities etc.);
2. if the animal's presence is being sought in order to assist with the effect of a diagnosed medical condition, provide:
 - a. a medical certificate that explains these circumstances; and
 - b. evidence that the animal holds an accreditation consistent with the requirements imposed by [Transport for NSW](#) – which may include a TfNSW public transport permit, or an animal ID accreditation card issued by Guide Dogs Australia, Vision Australia Seeing Eye Dogs, mindDog Australia, Australian Lions Hearing Dogs or any other provider approved by TfNSW from time to time;
3. provide the Leader / Supervisor with supporting information in relation to the characteristics of the animal (as per section 5 - Responsibilities) and the applicant's need for the animal to accompany them onto University premises, including information as to the period of time in which it is proposed the exemption will apply; and

submit the completed risk assessment and supporting documentation to the person's Leader / Supervisor or General Manager Student Living or Associate Director Student Wellbeing for review.

The Leader/Supervisor or General Manager Student Living or Associate Director Student Wellbeing will:

- review the documentation provided by the person proposing to be accompanied by the animal;
- consider whether engagement with the University Health Safety and Wellbeing Team is required for review of the risk assessment; and
- if the application is complete and the Leader/Supervisor or General Manager Student Living or Associate Director Student Wellbeing is satisfied that the risk assessment has been appropriately prepared (that is, with reference to the specific circumstances in which it is proposed the exemption will apply, such as, for example, relevant days of the week, times of day, particular location(s) on University campus, specific activities etc.) – forward it to the Head of School or Divisional Executive Officer for review and assessment.]

The relevant Head of School or Divisional Executive Officer will:

- consider the risk assessment provided together with the exemption application, and any other relevant criteria (including the proposed duration of the exemption), in order to decide whether any identified risks are able to be controlled in an acceptable and appropriate way, and whether the exemption (if granted) is able to be accommodated without causing an unacceptable disruption to the University's usual business operations;
- If deemed necessary, prior to confirming whether the exemption is approved, refer the application to the Health, Safety and Wellbeing Team for review and advice in relation to the risk assessment, including advice in relation to a consideration of conditional approval for the exemption if required. determine whether or not to provide approval for the exemption (see Appendix 1); and

If granted, an exemption will only become effective once it is confirmed in writing, stating the period of time for which the exemption applies. Any such exemption will only be valid from the date of issue for the period of time specified in the written approval confirmation, and operates subject to any conditions specified in the written approval as well as any subsequent amendment or revocation, as addressed below. The applicant for an approved exemption must also then:

- obtain an identification card for the exempt animal from Infrastructure and Facility Services; and

- carry this card at all times when accompanied by the exempt animal, and produce it upon request by a University representative in order to confirm that there is approval for the exempt animal to be on University premises.

The University reserves the right to amend and/or revoke any approved exemption at its sole and absolute discretion, including to address any changing circumstances, the animal causing a nuisance, disturbance, allergic reaction, genuine fear, or other unacceptable disruption to the University's usual business operations, or showing aggressive behaviour, and/or any failure by the person who is accompanied by the exempt animal to comply with these guidelines or the conditions of the exemption. In these circumstances, the Head of School or Divisional Executive Officer may also:

- direct that the animal be removed from University premises;
- request the return of the relevant animal identification card; and
- permanently ban the animal from University premises.

3.4. Process for University registration of approved animals

Animals approved within a University event exemption are not required to be registered.

Animals recognised as assistance animals as defined at 3.1 or that have been approved under an exemption criteria, will be required to

- obtain an assistance animal permit from Service NSW;
- present the permit to Security Services to obtain a University Animal ID card; and
- carry the University Animal ID Card at all times.

3.5. Managing Animals on University Premises

When an approved animal or exempt animal is on or in University premises, the person who is accompanied by the animal must ensure they:

- carry the University Animal ID card as described at 3.4 above and produce if requested by Security or staff.
- continue to accompany the animal at all times;
- keep the animal appropriately restrained and under effective control at all times;
- pick up and remove any faeces and clean any spills deposited by the animal immediately, and dispose of related waste in a suitable general waste bin;
- ensure the animal does not access food preparation areas or indoor areas where food is consumed (e.g. cafes, common rooms, tearooms or dining halls), unless the animal is allowed to be in such places by law;
- do not take, or permit anyone else to take, the animal into any laboratory;

- do not take, or permit anyone else to take, the animal into teaching spaces unless the animal is allowed to be in such places by law or specific approval to do so has been provided;
- do not abandon the animal on University premises or leave them unattended for any period of time;
- comply with this document and any conditions applicable to the granting of an exemption;
- comply with, or (if the animal is owned by another person) ensure the owner of the animal complies or has complied with, any statutes or regulation governing responsibilities for the animal (e.g. State or Local Council regulations governing the control of pets and animals in public places);
- ensure that the animal is free from infectious disease or other health conditions that could impact persons or other animals; and
- ensure that the animal at all times shows no signs of endangering any person's health or the health of other animals.

The University reserves the right to permanently ban or direct the removal from University premises of any person or animal involved in a breach of these requirements, and also to commence disciplinary action against any student or member of staff if they engage in conduct which constitutes such a breach. In circumstances where a permanent ban is issued, any approved exemption in relation to the banned animal will immediately cease to operate, and the animal will be ineligible for consideration as part of any future application for exemption. If a permanently banned animal is found to be present on any University campus or premises, this will prompt a security response and the person accompanied by the banned animal will be directed to leave immediately. If any member of staff or student is responsible for (or involved in) a banned animal being present on site, they will be subject to disciplinary action.

If an animal causes damage to University premises or property, the person who is accompanied by the animal will be liable to compensate the University for the cost of rectification, including without limitation any resultant cleaning, repair or replacement of damaged items. Any other third party damage will also remain the sole responsibility of the person who is accompanied by the animal.

Any individual with a concern or grievance regarding an animal on University premises must report that matter to the immediate supervisor of the person who is accompanied by the animal (in the case of University staff) and report through the University AIMS notification system.

Where an animal posed an immediate risk, a concern individual must report incident to Security Services (02 49215888) or through a Security Help Point on campus.

4. Definitions

The following definitions apply to this document:

animal	Any live member of a vertebrate species including any amphibian, reptile, bird or mammal other than human being or fish.
approved animal	An animal that falls within the classes of animals contemplated by clause 3.1 of this document.
assistance animal	An animal that meets the definition of 'assistance animal' in section 9 of the <i>Disability Discrimination Act 1992</i> (Cth), which includes animals that are accredited or suitably trained and who assist in alleviating the effect of a disability (such as, for example, guide or hearing dogs).
dangerous dog	Any dog that has, without provocation: <ul style="list-style-type: none"> • attacked or killed an animal or person; • repeatedly threatened to attack an animal or person; • repeatedly chased an animal or person; and/or • been declared dangerous by a Local Government Area Council or an Australian Court.
Executive Committee	The Vice-Chancellor, the Deputy Vice-Chancellors, the Pro Vice-Chancellors, the Chief Operating Officer, Chief People and Culture Officer, Chief Financial Officer, the University Secretary and the President of Academic Senate.
exempt animal	An animal that is the subject of an approved exemption granted in accordance with clause 3.3 of this document.
Leader / Supervisor	Any member of the University who is responsible for supervising staff and/or undergraduate or postgraduate students and/or for leading research projects.
Public Access Test (PAT)	<p>The Public Access Test (PAT) is a set of standards determined by Assistance Dogs International (ADI), to be used by its member organisations, to regularly assess the public appropriateness of their accredited assistance dog teams. This is a nationwide test that all Guide Dogs, Hearing Dogs and Assistance Dogs must pass to be official service animals.</p> <p>The purpose of this Public Access Test is to ensure that dogs with public access are stable, well-behaved, and unobtrusive to the public. It is to ensure that the person who is accompanied by the dog will have control over the dog and they will not create a public hazard.</p>
restricted dog	As defined in section 55 of the <i>Companion Animals Act 1998</i> (NSW), which currently includes: <ul style="list-style-type: none"> • American Pit Bull Terrier or Pit Bull Terrier;

	<ul style="list-style-type: none"> • Japanese Tosa; • Dogo Argentino; • Perro de Presa Canario or Presa Canario; • Fila Brasileiro; • any dog declared by an authorised officer of a Local Government Area Council under Division 6 of Part 5 of the <i>Companion Animals Act 1998</i> (NSW) to be a restricted dog; • any other dog of a breed, kind or description whose importation into Australia is prohibited by or under the <i>Customs Act 1901</i> (Cth); and • any other dog prescribed to be a restricted dog for the purpose of the <i>Companion Animals Act 1998</i> (NSW).
University premises	Any land which is owned, controlled, managed or occupied by the University and its controlled and associated entities (including in relation to all University campuses) together with any structure, building, vehicle, vessel, construction or facility of any kind (whether permanent or temporary) on that land and also includes any other structure, building, vehicle, vessel, construction or facility which is under the ownership, control, management or occupation by the University or its controlled or associated entities.

5. Responsibilities

A comprehensive list of health, safety and wellbeing responsibilities is provided in the Roles and Responsibilities Guideline, and these should be referred to in conjunction with this document.

Specific additional responsibilities under this document include:

Infrastructure and Facility Services (IFS)

- Facilitate issue of an identification card to assistance animals and exempt animals.

Head of School / Divisional Executive Officer

- Review and consider applications for exemptions, including the risk assessment provided together with the application, and any other relevant criteria (including the proposed duration of the exemption), and determine whether or not to provide approval for the exemption – taking into account whether any identified risks are able to be controlled in an acceptable and appropriate way, and whether the exemption (if granted) is able to be accommodated without causing an unacceptable disruption to the University's usual business operations.
- If deemed necessary, prior to confirming whether an exemption application is approved, refer the application to the Health, Safety and Wellbeing Team for review, advice and consideration of conditional approval if required.

Supervisors and Leaders

- Seek reasonable information from a person requesting exemption for an animal to accompany them on University premises including:
 - evidence about the animal's accreditation and/or training, including in relation to meeting the standards of the Public Access Test (PAT) where relevant; and
 - information that may assist in the assessment of risk.
- Seek assistance and guidance from:
 - Student AccessAbility and Support in relation to any students with a disability requiring an assistance animal; and
 - Health, Safety and Wellbeing Team for risk assessment specialist advice.
- Facilitate consultation with employees, workers and any other persons in the environment occupied by any approved animal or exempt animal.

Health, Safety and Wellbeing Team

- Provide specialist advice in relation to the risk assessment.
- Provide advice to Head of School / Divisional Executive Officer for consideration of conditional approval if requested.
- Assess and implement any reasonable adjustment requirements, as required.

Person who is, or who is to be, accompanied by an animal

- Comply with all relevant requirements of clause 3.4 when accompanied by an animal on University premises.
- Ensure the animal meets the necessary requirements to be recognised as an assistance animal, where relevant.
- Ensure the assistance animal is trained to meet standards of hygiene and behaviour that are appropriate for an animal in a public place, including proof of certification as requested against the standards of the Public Access Test (PAT), where relevant.
- Ensure an exemption is sought and granted before bringing an animal that is not an approved animal onto University premises.
- Take reasonable care for their own safety, the safety of other persons, and the safety of all animals (including the approved animal or exempt animal as relevant).

6. References & Related Documents

The following documentation is referenced in, or applicable to, this document:

[HSG 1.2 Roles and Responsibilities](#)

[HSG 3.1 Health and Safety Risk Management](#)

KRA 2.12 University Activities involving Working with Animals (in development)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Assistance Animals and the Disability Discrimination Act 1992 \(Cth\)](#)

7. Amendment History

Version	Date of Issue	Approval	Section(s) Modified	Details of Amendment
1	May 2023	CPCO	All	Original version with latest amendment KRA 2.10 Animals on Campus
2	Nov 2023	CPCO	All	External legal compliance review, alignment to Student Living Standards and inclusion of Service NSW application

8. Appendices

- Appendix 1 Considerations for completion of the exemption risk assessment
- Appendix 2 Animals on Campus Flow Chart

Appendix 1 Considerations for completion of the exemption risk assessment

The Risk Assessment must consider, and where relevant address, without limitation:

- The characteristics of the animal itself;
- The reason for having the animal on University premises;
- The specific circumstances in which it is proposed the exemption will apply (for example, relevant days of the week, times of day, particular location(s) on University campus, specific activities etc.)
- Whether the animal has been adequately trained and there is evidence that the Public Access Test (PAT) has been passed, where relevant;
- The University premises the animal will be visiting including the presence/location of assistance animals, wildlife or animals in research;
- Consultation with regular occupants of the immediate area to determine whether any regular occupants have relevant animal allergies (including any associated anaphylaxis response);
- Vaccination status of the animal;
- Additional cleaning or infrastructure requirements;
- Requirements for signage advising of the presence of the animal;
- Any animal illness, condition or injury, including communicable diseases, fleas or parasites;
- Behaviour and training of the animal, including any propensity to cause nuisance or act aggressively;
- Controls to prevent distractions from or impact on productivity of any person's work or educational activities;
- Any issue raised by staff or students in relation to experience of allergic reactions, fear, or any other physical or psychological discomfort;
- The provision for visitors to the area (e.g. meeting attendees) to be notified if there is potential for interaction with an unrestrained animal;
- Whether additional precautions need to be taken to ensure hygiene and prevention of cross contamination is maintained, particularly around labs, clinical and research facilities (for example PC2);
- How the animal will be transported onto/off University premises, including appropriate containment and restraint;
- How the animal will be managed in an evacuation or during an emergency situation, with development of a Personal Evacuation Plan (PEP) if required;
- Consideration of any smell and noise impact;
- Frequency and length of time the animal is expected to be on or in University premises (including determining whether permanent reasonable adjustments are required);
- Any toileting requirements;
- Any feeding requirements;
- Identification of who will have overall responsibility for the animal; and
- Any unacceptable disruption to the University's usual business operations.

Appendix 2 Animals on Campus Flow

