



Annual Facility Report

FACT SHEET

Purpose

The Annual Facility Report provides a summary of animal care and use activities, inspections, and compliance outcomes at a facility. It supports the Department of Natural Resources and Environment (NRE Tas) as the Institution and the NRE Tas Animal Ethics Committee’s oversight under Section 2.5.15 of the *Australian code of practice for the care and use of animals for scientific purposes 8th edition, 2013* (the Code), which requires monitoring of all areas where animals are housed or used.

General guidance

- Please write your responses to each question in the boxes provided – these will expand as you type.
- Complete all sections fully and accurately.
- Where sections are not applicable, state “N/A”.
- Use plain English and avoid acronyms. Where scientific or technical language is necessary, define the terms in the Glossary.
- Attach additional pages or tables where needed and label clearly.

Sections to complete in this report

Section	What to include
Section A - Administrative Details	
Facility Name	Full name and physical address of the facility.
Facility Manager/Supervisor	Full name and title of the person responsible for the facility.
Contact Information	Email and phone number for the facility manager.
Reporting Period	Specify the calendar year the report covers.
AEC’s Overseeing Activities	List all Animal Ethics Committees that have approved projects conducted at the facility.

Glossary	List technical terms used in the report with layperson explanations to aid AEC members who are not specialists.
Publications/Presentations	List any reports, publications or presentations (including those pending) that have resulted from research conducted at the facility during the reporting period. Attach copies if available.
Section B - Facility Activities	
Facility Purpose	Briefly describe the main function of the facility (e.g. research, breeding, teaching).
Current Approved AEC Projects	Use the table to list each project active during the reporting period.
Facility Animal Use	Use the table to list the types and numbers of animals housed at the facility during the reporting period.
AEC Approval of Activities	Confirm all animal use activities had prior AEC approval. Explain any exceptions.
Standard Operating Procedures (SOPs)	Confirm if SOPs were reviewed/approved within the last three years. If not, explain.
Licences, permits and approvals	Confirm whether required licences, permits and/or approvals are in place.
Section C – Facility Inspections and Monitoring Activities	
Inspection Details	List all facility inspections, including who attended, the date and areas covered.
Summary of key findings	Describe details of key findings of the inspection/s including cleanliness, welfare, procedural compliance etc.
Compliance issues identified	Report any non-compliance incidents, corrective actions and resolutions.
Corrective actions and improvements	Describe actions taken to improve or address findings, such as changes in process or infrastructure.
Section D – Adverse Events	
Number of Adverse Events	State whether any unexpected or unplanned events affecting animal welfare occurred. Confirm whether the events were reported to the AEC.
Summary of events and responses	Use the table to list the date, description, animal impact, AEC response and follow-up actions as a result of any events.
SOP Changes	Note if any adverse events lead to SOP updates and whether those updated SOPs were approved by the AEC.



Section E – Training and Staffing	
Staff Profile	List all personnel, including their role, whether they are listed as AEC investigators and any relevant supporting commentary.
ComPass Training	List all staff who work at the facility who have completed this training, and on what date.
Competency Assessments	Record assessment details for staff handling animals. Include the assessor and the outcome.
Other Training	Include additional training relevant to animal care, ethics, or facility operations.
Section F – Facility Maintenance and Emergency Procedures	
Facility Maintenance	List the date of the last full maintenance check and an outline of the ongoing maintenance procedures
Security and access	List the date of the last test of security systems and details of access control measures.
Fire Safety	List the date of the last fire alarm test and provide a summary (or a copy) of the evacuation plan.
Emergency Procedures	List emergency protocols for threats like flood, fire, extreme weather, disease outbreaks etc.
Section G – Record Keeping and Documentation	
Animal records	Insert yes or no for each category to confirm record keeping is in place.
Facility records	Insert yes or not for each category to confirm record keeping is in place.

Tips for completion

- Be concise and accurate – summaries are acceptable, but all issues must be acknowledged. Double-check numbers, dates and project information.
- Collaborate with animal care staff, researchers and administrative staff as needed.
- Attach any supporting documentation if relevant
- Retain a copy of the submitted report for your records and future reference.

Timing and submission

- The Report is to cover activities from 1 January to 31 December each year.
- The Report should be completed and submitted no later than the end of February in the following year.
- The Report should be submitted to the AEC Executive Officer at ExecutiveOfficer.AEC@nre.tas.gov.au.

