

Victorian Schools Animal Ethics Committee (VSAEC)

Volunteer Category A and C Committee Member Vacancies

Nominations close on Friday 7 October 2022

About the VSAEC

The **Victorian Schools Animal Ethics Committee (VSAEC)** has been established to oversee the care and use of animals on school premises that are used for teaching activities, on behalf of the Department of Education and Training, Victoria (the department).

Teaching activity is defined in the [Australian Code for the Care and Use of Animals for Scientific Purposes](#) (the Code) as:

any action or group of actions undertaken with the aim of achieving a scientific purpose, where the scientific purpose is imparting or demonstrating knowledge or techniques to achieve an educational outcome in science, as specified in the relevant curriculum or competency requirements.

The VSAEC comprises of members from four categories, as per the Code:

- Category A – a veterinary surgeon with relevant experience
- Category B – a person with substantial recent scientific or teaching experience in the use of animals
- Category C – a person with a demonstrated commitment to animal welfare and ethics
- Category D – an independent person who has not been involved in the scientific use of animals and who is independent of educational institutions.

Information regarding the VSAEC is available from the department's **Teaching with Animals** website: <https://www2.education.vic.gov.au/pal/teaching-with-animals/policy>

The **VSAEC Terms of Reference** are available at: <https://www.education.vic.gov.au/PAL/teaching-with-animals-vsaec-terms-of-reference.docx>

Further information: contact the VSAEC Secretariat by email: animaethics@education.vic.gov.au

Role of the VSAEC members

New members of the VSAEC complete a 1.5-hour eLearning module developed by Animal Welfare Victoria.

The eLearning module has been specifically developed for Animal Ethics Committee members and supports VSAEC members to:

- review applications related to use of animals for teaching purposes in Victorian government, Catholic and independent schools, and approve those that meet the requirements documented in the Code.
- provide advice and recommendations to the Victorian Department of Education and Training on ways to support schools to conduct 'teaching with animals' activities to a high ethical standard.
- participate in visits to schools to inspect project compliance, animal housing facilities, and record keeping for projects or activities that have been approved by the VSAEC, including pre-approved activities.
- contribute to the review and development of policies, and guidance to support schools to conduct 'teaching with animals' activities.

While service on the VSAEC is voluntary, if members incur out-of-pocket expenses (e.g., travel) to conduct VSAEC related work including school project reviews, the department will provide reimbursement.

Frequency of meetings

- The VSEAC meets 4 times a year (once during each school Term) for 2 hours. Extraordinary meetings may be called by the Chair as required. The department provides Secretariat support for the VSAEC.
- Meetings are held in a hybrid mode with the option of joining online or attending onsite at 80 Collins Street, Melbourne, pending current health advice.

Category A (Veterinarian) nominations for the VSAEC

The Code describes the requirements of a **Category A (Veterinarian) member** as:

a person with qualifications in veterinary science that are recognised for registration as a veterinary surgeon in Australia, and with experience relevant to the institutions activities or the ability to acquire relevant knowledge.

- **Category A applicants must have a minimum of 5 years veterinary experience.**

Category C nominations for the VSAEC

The Code describes the requirements of a **Category C member** as:

a person with demonstrable commitment to, and established experience in, furthering the welfare of animals, who is not employed by or otherwise associated with the Victorian Department of Education and Training, and who is not currently involved in the care and use of animals for scientific purposes.

- Veterinarians with specific animal welfare interest and experience may meet the requirements of Category C membership.
- While not representing an animal welfare organisation, the person should, where possible, be selected based on active membership of, and endorsement by, such an organisation.

Expectations of Category A and C nominations

All members of the VSAEC are expected to:

- actively engage in the operations of the Committee.
- contribute to promoting animal welfare in schools.
- possess excellent interpersonal skills, and an openness to listening and respecting diverse perspectives.
- have sound computer literacy skills.

Term of Membership

- Members of the VSAEC are appointed for three years. Members may renominate or be renewed at the discretion of the department.
- If a member of the VSAEC wishes to resign, they must notify the VSAEC in writing with a 30-day notice period.
- At times, a conflict may arise. In such scenarios, the Chair may request a member of the VSAEC to stand down.
- Members of the VSAEC will be required to sign a 'Confidentiality Agreement' before taking up duties.

How to Apply

1. Complete the VSAEC Category A and C nominations form by **Friday 2 October 2022**.
2. Attach your current Curriculum Vitae (CV).
3. **Email your completed nomination form and CV to the VSAEC Secretariat at:**
animalethics@education.vic.gov.au

Victorian School Animal Ethics Committee (VSAEC) Category A or C Nomination Form

Applications for new members close on **Friday 7 October 2022**

Category of Membership <i>(please select):</i> A <input type="checkbox"/> or C <input type="checkbox"/>			
Nominee Details			
Last Name:		First name:	
Address:			
Phone	(work)	(mobile)	(home)
Email:			
<p>Qualifications: Briefly outline your qualifications to support your nomination to the Category of membership specified above.</p>			
<p>Experience: Briefly (250 word maximum) outline your experience to support your nomination to the Category of membership specified above.</p>			
Referee Details <i>Please provide the name and contact details of one referee.</i>			
Last Name:		First name:	
Address:			
Phone	(work)	(mobile)	(home)
Email:			

The work of an effective Animal Ethics Committee (AEC) contributes to achieving the best standards of animal welfare. To operate effectively, an AEC requires the commitment, and cooperation of its members.

The [Code for the Care and Use of Animals for Scientific Purposes](#), in conjunction with State legislation and policy, directs the work of the Victorian Schools Animal Ethics Committee (VSAEC).

Process for reviewing applications

- **Category A and C nomination forms, and a current CV** are to be forwarded to the VSAEC Secretariat by email: animalethics@education.vic.gov.au.
- Nominations will be reviewed by the VSAEC Chair.
- Applicants may be invited to participate in a short, informal discussion to clarify details provided to inform the outcome of their nomination.
- The VSAEC Chair will notify all applicants of the outcome of their nomination in writing within four weeks of the closing date.
- Animal Welfare Victoria will be advised of new appointments to the VSAEC prior to members participating in meetings.
- The Nominees details will be recorded on a secure database which is protected by the provisions of *The Privacy and Data Protection Act 2014 (Vic)*.

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Signature of Nominee:

I declare that I have not been convicted of an animal welfare offence or had a licence or authority to use animals cancelled anywhere in Australia.

I agree to this nomination, the membership conditions described above, and have read, and accept the Victorian Schools Animal Ethics Committee [Terms of Reference](#).

Signature: _____ Date: ____ / ____ / 22

Please use the 'fill and sign' function on Adobe or an electronic signature to complete this section. Alternatively, please print, hand sign and scan back.

Department use only

Signature of the Chairperson:

I, Eleanor Donovan, Director, Partnerships and Sector Support Branch, endorse _____ as a Category A or C (*please remove alternate*) member on the Victorian Schools Animal Ethics Committee.

Signature: _____ Date: ____ / ____ / 22