



Procedure

Agistment of livestock

Audience

All state schools

Version effective: 23/05/2017
Version: 2.0

Purpose

This procedure provides state schools with the legislative requirements and administration processes required for agistment of livestock.

Overview

Schools may agist livestock in a number of ways. This includes agistment of privately owned livestock on school property (including livestock owned by school staff) for use in school educational programs or as a commercial arrangement. Agistment of school livestock on non-school property may also occur.

State schools must have transparent governance and administration processes with regard to the receipt, movement, husbandry, sale, fitting (grooming), showing, registration and branding of livestock in schools including:

- formal arrangements with private owners of livestock kept on school property
- formal arrangements with landowners when school livestock are agisted on non-school property
- current and accurate livestock records for ownership, identification, movement, sale and any other details deemed relevant by the school.

Responsibilities

Principals

- Ensure Biosecurity Queensland requirements for registration, property identification and livestock identification and movement are satisfied.
- Ensure all relevant staff are aware of their general biosecurity obligation.
- Develop agreements with all private livestock owners that specify the conditions of the agistment arrangement (including any negotiated fees) and the responsibilities of all parties, and monitor ongoing arrangements ([template livestock agistment agreement](#)).

- Ensure current and accurate records of livestock are maintained.
- Comply with the [Animals in Queensland state schools](#) procedure.
- Monitor systems, processes and accountability measures in place for the sale and/or agistment of livestock, in accordance with the [Receipt of gifts and benefits by employees of the department](#) procedure.
- Ensure training about obligations and responsibilities related to agistment of livestock is delivered to relevant staff.

School staff involved in any aspect of agisting livestock

- Ensure appropriate facilities are available to accommodate and care for the livestock.
- Comply with any obligations specified in the agistment agreement.
- Comply with the requirements under the relevant Acts, the Code, [Standard Operating Procedures \(SOP\)](#), and Agricultural Industry Codes.
- Report unexpected adverse events that involve animals for which they are responsible, to the relevant parties (e.g. livestock owner, principal, the Queensland Schools Animal Ethics Committee, the Department of Agriculture and Fisheries) in a timely manner.

Process

Principals

- [Register](#) as a Registrable Biosecurity Entity when animals are owned or used by the school in an educational program.
- Develop an agreement with the livestock or property owner. Use the sample [template livestock agistment agreement](#) (or an equivalent agreement) and complete the relevant fields. Ensure that the [Legal and Administrative Law Branch](#) are consulted before making modifications to any of the template standard conditions, or if a different agreement is used.
- Refer to the [Animals in education](#) website for processes to seek approval, where required, to use animals within the school educational program and satisfy record-keeping and reporting requirements.
- Adopt and apply procedures set out in the [School accounting manual](#) (DET employees only) for retaining agreements with private livestock owners and management of any revenue generated.
- Provide relevant staff with training, including refresher training, relating to their responsibilities [using the PowerPoint training package](#) (or equivalent).

School staff involved in any aspect of agisting livestock

- Follow the requirements outlined in the [Animals in Queensland state schools](#) procedure and the relevant Standard Operating Procedures for animals used in school educational programs.
- Complete and maintain livestock records, including details of ownership, identification, movement, sale and any other details deemed relevant by the school and retain all required information for both audit purposes and to comply with any requirements of the agreement and the [Biosecurity Act 2014 \(Qld\)](#) and [Biosecurity Regulation 2016 \(Qld\)](#).



Definitions

Agistment	Agisting livestock involves placing animals on another person's property for an agreed period of time.
Commercial arrangement	Any activity intended to make financial gain and or economic benefit.
General biosecurity obligation	The obligation for a person to take all reasonable and practical measures to prevent or minimise the biosecurity risk as outlined in Chapter 2, Part 1, Section 23 of the Biosecurity Act 2014 (Qld) .
Livestock	For the purpose of this procedure, livestock refers to animals that are commonly used in agriculture and aquaculture activities.
NLIS	National Livestock Identification System
Property identification code (PIC)	A unique code that is allocated to an RBE once registered with Biosecurity Queensland. PICs are used to purchase NLIS devices, to access industry systems such as national vendor declarations (NVDs) and to report movements to the NLIS database.
Registrable biosecurity entity (RBE)	Anyone who keeps one or more cows, sheep, goats, pigs, bison, buffalo, deer or animals from the <i>Camelidae</i> family (e.g. alpacas, llamas) or the <i>Equidae</i> family (e.g. horses, ponies, donkeys, mules, zebras).
Standard Operating Procedure (SOP)	For the purpose of this procedure, a SOP contains activities that have already been considered and accepted by the Queensland Schools Animal Ethics Committee as being ethically sound. It details best practice methods for the care and use of the relevant animals for scientific purposes.

Legislation

- [Biosecurity Act 2014 \(Qld\)](#)
- [Biosecurity Regulation 2016 \(Qld\)](#)
- [Animal Care and Protection Act 2001 \(Qld\)](#)
- [Animal Care and Protection Regulation 2012 \(Qld\)](#)
- [Australian code for the care and use of animals for scientific purposes 8th edition, 2013](#)

Delegations/Authorisations

- Nil

Related policies

- Nil



Related procedures

- [Animals in Queensland state schools](#)
- [Receipt of gifts and benefits by employees of the department](#)

Guidelines

- Nil

Supporting information/websites

- [Animals in education](#)
- [Template livestock agistment agreement](#)
- [National Livestock Identification System \(NLIS\)](#)
- [PowerPoint training package](#)
- [Standard Operating Procedures – Routine husbandry – including alpacas and llamas \(and other camelids\), cattle and cattle husbandry, horses and ponies, pigs and pig husbandry, poultry, sheep and goats](#)

Contact

For further information, please contact:

- Local Biosecurity Queensland Inspectors at the Department of Agriculture and Fisheries through the call centre on 13 25 23
- your closest Department of Education and Training [regional office](#).

Review date

23/05/2019

Superseded versions

Previous seven years shown. Minor version updates not included.

1.0 Livestock on school grounds

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