



## Record requirements for exhibition licence holders

A person granted an exhibition licence under the *Exhibited Animals Act 2015* is responsible for recording and keeping certain information about exhibiting and dealing with authorised animals under the licence. Record keeping requirements apply whether an authority holder has an exhibition licence that permits animal exhibits at the licensed premises (fixed exhibit), or exhibits are conducted away from the licensed premises (mobile exhibit).

When a record keeping requirement applies, it applies regardless of the size, scale, or complexity of a facility. This means that records may apply regardless of whether the licence relates to approvals for the exhibition of a single rabbit in a mobile exhibit or numerous species at a large zoo facility.

The [Exhibited Animals Regulation 2016](#) (Regulation) prescribes information that must be recorded, kept or given should an animal be transferred off an exhibition licence.

The following information will assist authority holders and new applicants understand their record requirements. This information does not cover all record keeping requirements under the Act or Regulation. It is the responsibility of the authority holder to ensure they are meeting required obligations, including record keeping requirements.



### Records required for authorised animals

For each species of authorised animal, the following must be recorded:

- ❖ the common and scientific name.
- ❖ the number of authorised animals of each species, so far as is reasonably practicable to find out the number.
- ❖ if there is a change to the number of authorised animals of a species, the date the change happened and the reason for the change must be recorded, including, for example
  - an increase because of a birth or if you buy or accept a new animal
  - a decrease due to a death, sale, giveaway of an animal or, an escape whereby the animal cannot be found.

## General information

For each authorised animal (other than a group animal) a record of identification for the animal as a particular animal must be made. This includes:

- ❖ a unique identifying code that is shown on an ear tag or leg band attached to the animal or microchip inserted into the animal, and
- ❖ a record of the sex of the animal.

If granted breeding provisions for a particular species and offspring are produced, the following must be identified and recorded for each animal:

- ❖ the sire and dam (parents)
- ❖ the date of birth
- ❖ the place where the birth occurred, including if relevant, the authorised enclosure
- ❖ the number of offspring in the litter, whether alive or dead.

When buying or accepting an animal from someone else (the transferor), the following information must be recorded:

- ❖ the name and address of the person (the transferor)
- ❖ the species and number of animals acquired
- ❖ the date the animal was acquired
- ❖ the number and expiration date of the transferor's authority for the animal.

When you sell or give away an animal, to someone else (the transferee) the following information must be recorded:

- ❖ the name and address of the person (the transferee)
- ❖ the date the transferee took possession of the animal, or if the animal was sent to the transferee, the date sent
- ❖ the species and number of animals sold or given
- ❖ the number and expiration date of the transferee's authority for the animal.

NOTE: Please refer to the section below for what record you must give the transferee

If an animal dies the following information must be recorded:



- ❖ the date the animal died, or if unknown, the date you became aware of its death
- ❖ the cause of the animal's death, or if unknown, the apparent cause of death
- ❖ the location the animal died (e.g. enclosure number/name)
- ❖ if the animal died outside an authorised enclosure or regular enclosure site for the animal, the circumstance in which the animal was at that place.

## Additional record requirements for mobile exhibits

Each time an authorised animal is used for a mobile exhibit activity, the following information must be recorded for each individual animal:

- ❖ details of the animal (ID/name, species)
- ❖ date the exhibit occurred
- ❖ exhibit start and finish times
- ❖ the place where the animal was exhibited
- ❖ the time taken to transport/move the animal to and from its regular enclosure (RE) at the licensed address (regularly enclosure site (RES)).

## Additional record requirements for fixed exhibits

Each time an authorised animal is exhibited outside its RE, the following information must be recorded for each individual animal:

- ❖ details of the animal (ID/name, species)
- ❖ date the exhibit occurred
- ❖ exhibit start and finish time
- ❖ exhibit location
- ❖ if the animal needs to be transported from its RE to an area where public interaction will occur, record the time taken to transport/move the animal to and from its RE.



If a species of animal was not exhibited in its enclosure (sick, injured, quarantine or needed to be housed off display) while other authorised animals of the species were exhibited in the enclosure, the following information must be recorded for each individual animal:

- ❖ details of the animal (ID/name, species)
- ❖ date/s and/or time off display.

## Required health information

When an authorised animal has an illness or injury requiring treatment by a veterinary surgeon, the following information must be recorded for each individual animal:



- ❖ details of the animal (ID/name, species)
- ❖ condition or symptoms of the illness or injury
- ❖ date the condition or symptom was first noticed and by who (name of person)
- ❖ detail of veterinary surgeon diagnosis and date given
- ❖ details of treatment/s and date given
- ❖ details of any test carried out, including the type of test and date completed
- ❖ results of the treatment (outcome).

In addition, the following information must be recorded for each individual animal:

- ❖ vaccinations including the type of vaccination and date administered
- ❖ any surgeries including the type of surgery and date performed
- ❖ details of the veterinary surgeon, or any other person, who has vaccinated, performed surgery on, or otherwise treated an authorised animal as mentioned above.

### Quarantine information

When required to quarantine an authorised animal, including the acquisition of a new animal, the following information must be recorded for each individual animal:

- ❖ details of the animal (ID/name, species)
- ❖ the place of quarantine including the RE or relevant location
- ❖ the date the animal started and finished quarantine.

### Timeframes for making and keeping required records

All required records must be:

- ❖ made as soon as practicable, but no later than 7 days
- ❖ kept for a minimum of 2 years, including after the authority ends, or the animal dies or is transferred off the authority.



### Providing records to the Department

It is not necessary to submit records to the department periodically, however they must be made available if requested by an inspector. Required records must be held at the regular enclosure site where each animal is authorised to be held in a regular enclosure and provided in accordance with exhibition licence conditions.

### Loss of required records

The department must be notified of the loss of a required record as soon as practicable but no later than 7 days after the loss. Loss includes any circumstance that prevents production of a record or copy in a way that the record is legible. The onus is on the authority holder to ensure that the loss of a record does not occur. The department recommends scanning copies of paper-based records and saving digital records in more than one location (USB, computer, hard drives, cloud storage).



### Records to be transferred when selling or giving away an authorised animal

When selling or giving away an authorised animal, the authority holder must provide the transferee copies of records related to ongoing management of the animal's welfare. Required information includes identification and health records.

The transfer of health information ensures transparency by ensuring the receiver of an animal is aware of any health requirements for the animal. In circumstances where the receiver is an exhibited animal authority holder, the information will assist the receiver in meeting their general exhibition and dealing obligations related to the animal's welfare needs.

For more information on exhibiting animals in Queensland visit the exhibited animals web page [www.daf.qld.gov.au](http://www.daf.qld.gov.au)