

Process: Animals on Campus – Permit – All Campuses

MINIMUM OF 5 BUSINESS DAYS NOTICE REQUIRED

Initial Request

Enquiry received to bring/host animals on campus

Requestor to review **Animals on Campus Procedure** to assess if 'Animals on Campus Permit' is requirement

YES

Requestor to complete Application Form: Permit - Animals on Campus

NO

Continue as per Animals on Campus Guideline

Assessment Process

Requestor to ensure permit terms & condition are met:

- Animals/ vaccinations are current
- Request complies with 'Animals on Campus' Procedure
- Copies of insurances provide
- If applicable, 'Library Dog' Suitability assessment completed & provided
- Room/location booked (confirmed with Roombookings)

Requestor to provide required details:

- Exact location of animal/s including campus, building & room.
- Duration inc date & time
- Containment measures
- Types of animal/s
- Quantity of animal/s
- Purpose of request

Requestor submits completed Permit Application Form to: MU Responsible Officer [MU School/Office Manager] for review and approval

Requestor to email completed Permit Application Form to PDCSO: fm.helpdesk@murdoch.edu.au

Permit Application Form assessed by PDCSO General Manager Campus Services [or delegate]

Permit Application Form Approved/Not Approved and returned to FM Helpdesk.

FM Helpdesk notify Requestor of application review.

FM Helpdesk:

- Electronically store copy of permit.
- Email approved Permit to Requestor, MU Responsible Officer, Room Bookings, Security & Grounds

Requestor:

- Hard copy of approved permit to be kept on requestor for duration of permit and to be displayed upon request.

