

Schedule of fees

1. ACCESS TO THE WILDLIFE AND SMALL INSTITUTIONS ANIMAL ETHICS COMMITTEE

The Wildlife and Small Institutions Animal Ethics Committee (WSIAEC) is an Animal Ethics Committee for the purposes of the *Prevention of Cruelty to Animals Act 1986* (POCTA Act) and provides services to scientific procedures licence holders using animals for research or teaching, and specified animals breeding licence holders ('eligible institutions'). Eligible institutions, whether individuals or bodies corporate, are granted unrestricted access to the WSIAEC.

WSIAEC also offers a 'restricted access' option to individuals undertaking collection, taking, banding and marking of wildlife for research purposes. These applicants are exempt from licensing under the POCTA Act, but must hold a research permit issued by the Department of Environment, Land, Water and Planning (DELWP) in accordance with section 28A of the *Wildlife Act 1975*. This option is only available to individuals named as permit holders.

Additional information may be found at <http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animals-used-in-research-and-teaching/licensing/activities-requiring-a-license>

1.1 Annual fee to access the Wildlife and Small Institutions Animal Ethics Committee

The annual fee is applied to eligible institutions granted unrestricted access the WSIAEC (see table 1).

The annual fee must be paid upon approval of an application to access the WSIAEC and annually thereafter, for the duration of any active project. If an eligible institution has no active projects in a calendar year, the annual fee will not be charged. One annual fee is charged regardless of the number of projects active in one calendar year.

Failure to pay the annual fee by the due date specified on the invoice issued by Agriculture Victoria may result in suspension of access to the WSIAEC and all projects and activities must cease.

1.2 Fee for WSIAEC consideration of an application for approval of a project or activity

Fees for WSIAEC consideration of project or activity applications are listed in table 1.

A project is an activity or group of activities that form a discrete piece of work that aims to achieve a scientific purpose. Each project submitted by an eligible institution will incur a separate submission fee and is payable whether or not the WSIAEC approves the project.

There are four categories of project or activity application fee:

1. Restricted access - individual
2. Restricted access - individual affiliated with a not for profit organisation
3. Unrestricted access - eligible institution
4. Unrestricted access - not for profit eligible institution

The 'not for profit' fee is applied in accordance with the Australian Tax Office (ATO) criteria. The ATO considers an organisation as not for profit where its constituent or governing documents prevent it from distributing profits or assets for the benefit of particular people – both while it is operating and when it winds up.

1.3 Fee for WSIAEC consideration and approval of new animal facilities

Generally, consideration and approval of proposed facilities for animal use will be as part of the consideration of an application to review an application for approval of a project or activity and no additional fee will apply.

A fee will apply when a new, purpose built facility or significant refurbishment of existing facilities where animal use, as approved by the WSIAEC, is proposed. The WSIAEC must be provided the opportunity to comment on the design at an early stage. Upon completion of the works the WSIAEC, or its delegate must inspect the facility.

The applicable fee in this circumstance will be the same as for an application for approval of a project or activity. The eligible institution will be invoiced for the direct costs of the inspection by the WSIAEC or its delegates, including payment of a daily fee at the same rate as a meeting sitting fee, transport and if applicable, accommodation.

1.4 Submission of applications for modifications to approved projects or activities, reporting on approved projects and activities and post approval monitoring

There is no fee to apply for modification of an approved project or activity. The WSIAEC may only consider modifications consistent with the aim(s) of the originally approved project or activity.

There is no fee to submit annual, final and other reports to the WSIAEC.

There is no fee for actions taken by the WSIAEC to monitor projects or activities.

2. WSIAEC SCHEDULE OF FEES: TABLE 1

Fee category	Client	Fee	Includes GST
Annual fee	All restricted access	No fee	n/a
Annual fee	Eligible institution - unrestricted access (not for profit)	\$110.00	yes
Annual fee	Eligible institution - unrestricted access	\$110.00	yes
Submission of application for approval of a project or activity	Individual - restricted access	\$1,969.00	yes
Submission of application for approval of a project or activity	Eligible institution - restricted access	\$1,969.00	yes
Submission of application for approval of a project or activity	Individual - unrestricted access	\$1,969.00	yes
Submission of application for approval of a project or activity	Eligible institution - unrestricted access	\$1,969.00	yes
Submission of application for approval of a project or activity	Not-for-profits	\$555.50	yes

ACCESSIBILITY

If you would like to receive this publication in an accessible format, please telephone WSIAEC Executive Officer on (03) 8622 7607.