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| Send your completed form and supporting documentation:**by email:** **wsi.aec@ecodev.vic.gov.au****or via mail to:****Agriculture Victoria****Wildlife and Small Institutions Animal Ethics Committee****Executive Officer** **475 Mickleham Road****Attwood VIC 3049** |  |

General information

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*](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/7389351AE63C1255CA25810F0014E1EA/%24FILE/86-46aa093%20authorised.pdf)(POCTA Act)and provides services to scientific procedures licence holders using animals for research or teaching, and specified animal breeding licence holders. This application form is for use by an applicant, who is a natural person, working under a licence nominating the WSIAEC and where there is a service agreement in place for unrestricted access to the WSIAEC.

The WSIAEC is responsible for reviewing the application in compliance with the [*Australian code for the care and use of animals for scientific purposes 8th edition 2013*](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)(Australian Code) and will consider the ethical acceptability of the proposed use of animals, balancing the potential effects on the wellbeing of animals with the potential benefits of the project. Should the WSIAEC approve the project, approval may be granted for up to three years. Animal use must not commence until WSIAEC approval and all other relevant approvals are in place.

An application fee applies for WSIAEC consideration of this application. This fee must be paid prior to the project being presented to the WSIAEC.

Please refer to the Guide for describing procedures and activities to the AEC for assistance with completing this form. Click [here](http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animals-used-in-research-and-teaching/animal-ethics-committees/wildlife-and-small-institutions-animal-ethics-committee) to download the applicant guide.

Committee use only

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| Project Title |  |
| Date Received |  | Application Number |  |
| Approval Date  |  | Expiry Date |  |
| Applicant  |  | Service Agreement  | Yes / No |
| Eligible institution (Licence holder)  |  | Licence number |  |

**Application**

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| --- | --- |
| Project Title |  |
| Applicant name (must be a natural person with ultimate responsibility for the project) |  |  |  |
| Licence holder name  |  |  |  |
| Licence number |  |  |  |
| Proposed Start Date\*(DD/MM/YYYY) |  | Proposed Finish Date(DD/MM/YYYY) |  |

\* animal use must not commence until WSIAEC approval and all other relevant approvals are in place.

For the WSIAEC to consider the application all questions must be answered. If you believe a question is not applicable to your proposed animal use, provide a brief explanation as to why this is the case.

This application form has been developed in accordance with the requirements of the [*Australian code for the care and use of animals for scientific purposes 8th edition 2013*](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)(Australian Code).

1. **Oversight of another AEC**
2. Does this work involve the oversight of another AEC or are any of the premises where animals will be used or housed under the oversight of another AEC?

[x]  Yes [ ]  No

If yes, provide details below.

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1. **Persons undertaking animal use on the project**
2. List all people who will be undertaking activities using live animals within the project. Include all investigators, including volunteers and trainees. (Please add rows for additional investigators.) **Note each of these persons must complete the declarations at sections 13 and 14.**

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|  | Name | Qualifications |
| Applicant (natural person with ultimate responsibility for the project)  |  |  |
| Associated Investigators |  |  |
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1. Are there any actual or potential interests (including relationship, financial or affiliation) which may affect judgements and decisions regarding the wellbeing of animals involved in this project?

[ ]  Yes [ ]  No

If yes, provide a brief summary including how conflict of interest will be managed.

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1. **Glossary/Acronyms**

This application must be written in plain English, use of scientific language should be avoided. If there are scientific terms or acronyms that must be used, provide a glossary below or explanation within the text throughout.

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1. **Aims, benefits and justification of the project**
2. Provide a concise overview of the project, explaining the scientific or educational significance in relation to the project design.

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1. Describe the aims of the project.

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1. Indicate which of the following are applicable to this project.

[ ]  increase our understanding of humans or animals

[ ]  produce animals for scientific use (applicable to applications for breeding colonies)

[ ]  maintain or improve human or animal health or welfare

[ ]  improve animal management or production

[ ]  obtain significant information relevant to the understanding, maintenance or improvement of the natural environment

[ ]  achieve educational outcomes in science, as specified in the relevant curriculum or competency requirements.

1. Provide information about the benefits of the outcomes of the project and how these benefits will be measured.
* for teaching projects provide detail of how the attainment of educational outcomes will be assessed, see 2.7.4(ii) of the [Australian Code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) for guidance.

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1. Consideration must be given to the principle of replacement as defined in the [Australian Code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes). Provide information about:
* why the use of animals is essential to achieve all the stated aims of this project
* any potential alternatives to replace impact to animals in all or part of this project; where these alternatives are not used, provide justification as to why they are not suitable
* the knowledge sources accessed e.g. web databases, scientific literature.

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1. Has this or similar work been undertaken by you or other investigators?

[ ]  Yes [ ]  No

If yes, how is this work different and what will it contribute to existing knowledge?

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1. How has information obtained from previous, similar work been incorporated into the design of this project to minimise the impact to animals?

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1. **Animal use**

*The number of animals approved by the WSIAEC must not be exceeded*

1. Indicate the number of animals that will be used (laboratory, classroom and field trials) or provide an estimate of the numbers and the species to be used based on experience, available information and previous trapping success rates (wildlife field work). Ensure all animals, including bycatch are included. Where privately owned animals are used applicants must comply with 2.4.18 of the [Australian Code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes). The source of animals, with attention to the source of specified animals as applicable, must comply with relevant legislation and codes of practice including as applicable, the:
* [Australian Code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)
* [*Prevention of Cruelty to Animals Regulations 2008*](http://www.legislation.vic.gov.au/Domino/Web_Notes/LDMS/LTObject_Store/LTObjSt10.nsf/DDE300B846EED9C7CA257616000A3571/3460B7438E227091CA25814D007BA083/%24FILE/08-162sra008%20authorised.pdf)
* [*Code of practice for the use of animals from municipal pounds in scientific procedures*](http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animal-welfare/animal-welfare-legislation/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-use-of-animals-from-municipal-pounds-in-scientific-procedures)

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| Speciescommon name | Species scientific name | Source or location of animals  | \*Number of animals to be used over the duration of the approved project (max 3 years). |
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\*For projects using remote sensing cameras, the *number of animals to be used* column should provide an estimate of the number of images for each species likely to be observed.

1. Does the proposed animal use involve non-human primates?

[ ]  Yes [ ]  No

If yes, provide a justification as to why this is essential to achieve the aims of the project. Justification is required to satisfy the WSIAEC that the use is warranted.

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1. Does the proposed animal use involve genetically modified animals?

[ ]  Yes [ ]  No

If yes, provide:

* OGTR certification number and status
* details of whether this animal line has been characterised and the impact of the genetic modification to the wellbeing of the animals.

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1. Does the proposed animal use involve use of agents or treatments to suppress the immune system (e.g. irradiation)?

[ ]  Yes [ ]  No

If yes, describe the measures to be used to minimise the risk of infection.

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1. Does the proposed animal use involve use of neuromuscular blocking agents?

[ ]  Yes [ ]  No

If yes, provide information about why this is essential and how the animals will be monitored to ensure that an adequate plane of anaesthesia is maintained or sensory awareness has been eliminated.

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1. Does the proposed animal use involve xenotransplantation?

[ ]  Yes [ ]  No

If yes, describe the measures that are in place to minimise the potential for xenosis, including the appropriate screening of source animals, management of biohazardous waste and emergency plans for the management of adverse outcomes. Consideration should be given to collecting and retaining tissue samples from source and recipient animals.

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1. Does the proposed animal use involve induction of tumours?

[ ]  Yes [ ]  No

If yes, describe how the methods used and endpoints chosen ensure that valid results are obtained with minimal harm, including pain and distress, to the animal. Include how animal wellbeing will be supported and safeguarded.

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1. Does the proposed animal use involve the use of adjuvants to produce antibodies?

[ ]  Yes [ ]  No

If yes, provide information about how the impact to animal wellbeing will be minimised including:

* using an adjuvant that provides an adequate antibody titre while causing the least adverse impact on the wellbeing of the animal
* using a ratio of adjuvant to antigen that reduces the probability of adverse reactions
* choosing the volume, site and frequency of injection of adjuvant that together optimises the antibody response and minimise the risk of complications
* choosing a method and frequency of blood sampling that minimises the potential for harm, including pain and distress.

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1. Does the proposed animal use involve privately owned animals?

[ ]  Yes [ ]  No

If yes, provide information about how you will ensure:

* that all people involved in the care and use of such animals are aware of and accept their responsibilities relating to the animals
* that people responsible for the daily management of the animals during the project are familiar with and understand the [Australian code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes), and are competent.

Include, as an attachment to this application, the document to be provided to the owner of the animal(s) clearly stating the details and duration of the owner’s responsibilities. For more information about the use of privately owned animals see the [Australian code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) 2.4.28.

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1. Does the proposed animal use involve wildlife in the field?

[ ]  Yes [ ]  No

If yes, indicate the nature of the proposed use. Additional information is required in section 7.

[ ]  Observation involving minor interference i.e. non-invasive behavioural studies of animals in the wild (e.g. spotlighting & bird census)

[ ]  Trap and release projects

[ ]  Techniques with the potential to cause behavioural changes (e.g. baited camera traps; call playback- birds; active search – log / rock rolling)

[ ]  Other (provide information).

 Click here to enter text.

1. Are any of the species listed at 5(a) considered endangered under relevant legislation including:
* *Flora and Fauna Guarantee Act 1988 (Victoria)*
* *Environment Protection and Biodiversity Conservation Act 1999* (Commonwealth)

[ ]  Yes [ ]  No

If yes, provide specific justification for the need to use or survey this species and information about how impact to the species will be managed.

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1. Does the proposed animal use involve unrelieved pain or distress to be caused to animals, including where the planned endpoint(s) will allow severe adverse effects to occur? *Do not include scientific procedures where death is the end point; see question 5 (m).*

[ ]  Yes [ ]  No

If yes, provide:

* information as to why the objective of the procedure or procedures cannot be achieved by any other scientific means
* evidence that the experimental (planned) endpoint is as early as feasible to avoid or minimise pain and distress to the animals
* information as to how monitoring and assessment of the animals will ensure the planned endpoints are detected, and actions taken in accordance with the AEC approval for the project.

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1. Does the proposed animal use have death as the endpoint? below.

*death of an animal as an endpoint is where the death is a deliberate measure in the procedure and where there will be no intervention to kill the animal humanely before death occurs in the course of the procedure or*

*procedures.*

*‘Death as an endpoint’ does not include the death of an animal by natural causes or accidents, or the humane killing of an animal as planned in a project or because of the condition of the animal’*.

[ ]  Yes [ ]  No

If yes, provide information as to why the objective of the procedure or procedures cannot be achieved by any other scientific means and how the procedure or procedures are related to:

* potentially lifesaving treatment for animals or human beings; or
* research in connection with cancer in animals or human beings; or
* development and assessment of the humaneness of lethal vertebrate pest control agents; or
* investigation of environmental contaminants.

Should the WSIAEC approve a project where death is the endpoint, a condition will be applied to the approval whereby the Minister for Agriculture must approve the procedure prior to commencement of the project. The applicant is responsible for obtaining this approval.

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1. Does the proposed animal use involve prolonged restraint or confinement of animals?

[ ]  Yes [ ]  No

If yes, provide information about how:

* the methods used take into consideration the animal’s physiological and behavioural needs, and ability to exercise
* the animals will be assessed regularly by a person with veterinary or other appropriate, qualifications who is independent of the project
* if any adverse impact is detected, the animal will be released, or the method of restraint modified to minimise that impact.

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1. Provide details on the species and strain or breed proposed to be used and the reasons for this choice.

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1. Will any of the individual animals be subject to recurrent use or repeated capture, either within this project or other projects approved by an AEC?

[ ]  Yes [ ]  No

If yes, please justify the reuse of the animal(s) and include details of the previous activity they were involved in (or provide details of strategies to avoid recapture or reduce its impact).

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1. **Statistical justification and project design (principle of reduction)**

Consideration must be given to the principle of reduction as defined in the [Australian Code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) in all stages of project design. Projects must be designed to minimise animal usage and be statistically significant. Reducing the number of animals used must not result in greater harm, including pain and distress, to the individual animals used.

1. Provide an overview of how the project is designed in relation to its aims. Use tables, flow charts and timelines to assist the WSIAEC as applicable. Include control groups as applicable.

Consider, as appropriate, dividing the project into parts or stages.

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1. Is it possible to predict the potential impact to animal wellbeing as a result of this project on the basis of available evidence?

[ ]  Yes [ ]  No

If no, a pilot study must be incorporated into the experimental design. Provide information about the pilot study and how the results will inform broader project design.

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1. Provide justification for the number of animals to be used (including repetitions), based on experimental design and statistical considerations. If multiple experimental cohorts are used provide a justification for the inclusion of each group and the experimental intervention (for example a drug trial with two doses of drug – why two doses and why was each dose chosen). Provide a table if this will assist the WSIAEC to understand the proposal.

For teaching projects include the ratio of students to animals, the number of times each animal will be used in each class and / or handled per day or week and how this number is the minimum number required to achieve educational objectives.

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1. Has this project been endorsed by a statistician/ biometrician.

[ ]  Yes [ ]  No

If yes, provide the name of this person and relevant qualification.

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| Statistician /BiometricianQualification |   | Date |  |

If no, explain below why such endorsement has not been obtained or, as applicable, refer to the relevant State and Commonwealth Government survey guideline(s) that will inform this project.

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1. **Description of the design and procedures**

Consideration must be given to the principle of refinement as defined in the [Australian Code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) in all stages of project design. Please address the following questions, as applicable, to the proposed animal use. It is expected the care and management of animals will be consistent with current best practice. Where current best practice cannot be used in this project, provide justification as to why this is not possible.

Ensure the declaration for each investigator, at section 13 and 14, includes each procedure described.

*The application must be a ‘stand-alone’ document. All relevant information must be included within the application. Standard Operating Procedures (SOP) must not be referenced within an application without prior approval by the WSIAEC. For further information on referencing documents within an application, refer to the WSIAEC Guide for describing procedures and activities.*

*The WSIAEC expects that field manuals are developed for all projects involving the use of wildlife in the field. The exception is for projects with limited animal use (for example one or two species with one or two low impact procedures). These manuals may be provided to the WSIAEC (this is encouraged) however such documents do not form part of the approved project and are not approved by the WSIAEC.*

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1. Wildlife in the field only, for all other proposed animal use go to 7b.
2. Summary of animal use. Indicate by checking the relevant box(s) if any of the following techniques are used.

Observation involving minor interference:

[ ]  Spotlighting

[ ]  Bird census

[ ]  Camera trap

[ ]  Roost exit survey – bats

[ ]  Nest box inspections

[ ]  Remotely piloted aircraft (drone)

[ ]  Other, provide description

Click here to enter text.

Trap and release projects:

[ ]  Mass capture techniques (eg cannon netting)

[ ]  Fyke nets

[ ]  Gill nets

[ ]  Mist nets

[ ]  Dip nets

[ ]  Elliot or cage traps (non hook bait application only)

[ ]  Harp trap

[ ]  Pitfall and / or funnel traps

[ ]  Hair tubes / funnels

[ ]  Other, provide description (opera house traps must not be used)

Click here to enter text.

Techniques with the potential to cause behavioural changes:

[ ]  Call playback – birds

[ ]  Active search - log / rock rolling

[ ]  Other, provide description

Click here to enter text.

Procedures

[ ]  Biometrical analysis including measuring and weighing

[ ]  PIT tagging

[ ]  Attachment of monitoring devices

[ ]  Intervention under anaesthesia or tranquiliser (e.g. attachment of devices, removal of devices, tranquiliser dart capture, relocation, biometrical study)

[ ]  Humane killing for dissection, samples or voucher specimens

[ ]  Electrofishing

[ ]  Collection of body tissue or fluids (eg swabbing, DNA samples, identification via tissue removal, blood sample collection)

[ ]  Other, provide description

Click here to enter text.

1. List and provide details of each method/s used to capture animals. If confinement devices are used (nets/traps etc.) provide details including the maximum amount of time an animal will be held within a trap, and the number of consecutive days of trapping in the same location. If baited cameras are used provide details of the composition of bait. Ensure compliance with relevant legislation including the [*Prevention of Cruelty to Animals Act 1986*](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/7389351AE63C1255CA25810F0014E1EA/%24FILE/86-46aa093%20authorised.pdf) and associated Regulations.

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1. Provide details of the strategies used to protect non-target species and, as applicable, dependant young, and the environment; include information about methods and implementation.

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1. Provide a sequential description of what happens to the animal(s) from the time of commencement of the animal use until the conclusion. The focus of the WSIAEC is the experience of each animal throughout the duration of the project. All procedures undertaken on animals must be described.

Where animals are used in multiple projects (for example across multiple teaching projects) provide a summary of the overall cumulative impact to the animal.

Ensure for all methods of capture or experimental or teaching use the sequence and timing of events is described.

Flow charts, clearly set out tables and time lines will assist the WSIAEC to understand the impact to animals.

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1. Provide information about the experimental or scientific (planned) endpoint and how this is as early as possible to enable collection of required data but minimise the impact to animal wellbeing.

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1. Provide information about how animals will be identified, either individually or as groups, including the method used.

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1. For laboratory animals provide details, relevant to the proposed animal use, about how health status will be assessed.

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1. Will any bodily fluids or tissue or samples be collected from live animals?

[ ]  Yes [ ]  No

If yes, complete the following table. [Procedures must be compatible with the recommendations in the *NHMRC guidelines to promote the wellbeing of animals used for scientific purposes: The assessment and alleviation of pain and distress in research animals (2008)*. It](https://nhmrc.gov.au/about-us/publications/guidelines-promote-wellbeing-animals-used-scientific-purposes) is a requirement of the WSIAEC that where substances are collected, a new sterile needle and syringe (where applicable) is used at each collection.

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| Sample | Collection method  | Volume  | Needle gauge | Frequency  | Total number  |
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1. Will any substances other than anaesthetic, analgesic or tranquilising / sedating agents be administered?

[ ]  Yes [ ]  No

If yes, complete the following table. Do not list agents used for humane killing here. The total volume must be compatible with the size of the animal and the route of administration, see [*NHMRC guidelines to promote the wellbeing of animals used for scientific purposes: The assessment and alleviation of pain and distress in research animals (2008)*](https://nhmrc.gov.au/about-us/publications/guidelines-promote-wellbeing-animals-used-scientific-purposes) for guidance.

It is a requirement of the WSIAEC that where substances are given by injection a new sterile needle and syringe is used for each injection.

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| Name of agent (and vehicle as applicable) | Route of administration  | Dose  | Volume  | Needle gauge | Frequency | Total number | Potential adverse effect |
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1. Is it expected or anticipated that any part of any procedure will cause pain?

[ ]  Yes [ ]  No

If yes, provide details of how this will be managed (see also 7i). The use of local and general anaesthetics, analgesics and sedatives must be considered as part of a plan to manage pain and distress, and use should at least parallel current veterinary or medical practice. For guidance on species appropriate management of pain refer to the [*NHMRC guidelines to promote the wellbeing of animals used for scientific purposes: The assessment and alleviation of pain and distress in research animals (2008)*. and](https://nhmrc.gov.au/about-us/publications/guidelines-promote-wellbeing-animals-used-scientific-purposes) [*NHMRC A guide to the care and use of Australian native mammals in research and teaching (2014).*](https://nhmrc.gov.au/about-us/publications/guide-care-and-use-australian-native-mammals-research-and-teaching)

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1. Will any anaesthetic, analgesic or tranquilising/sedating agents be administered?

[ ]  Yes [ ]  No

If yes,

1. complete the following table. Do not list agents used for humane killing here.

See [*NHMRC guidelines to promote the wellbeing of animals used for scientific purposes: The assessment and alleviation of pain and distress in research animals (2008)*](https://nhmrc.gov.au/about-us/publications/guidelines-promote-wellbeing-animals-used-scientific-purposes) for guidance. It is a requirement of the WSIAEC that where substances are given by injection a new sterile needle and syringe is used for each injection. When general anaesthesia is used, procedures must conform with current veterinary or medical practice.

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| Name of agent (and vehicle as applicable) | Route of administration  | Dose  | Volume  | Needle gauge | Frequency | Total number | Potential adverse effect |
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1. provide information about how the proposed agents are appropriate for the species, age, developmental stage and physiological status of the animal, compatible with the purpose and aims of the project or activity, and appropriate for the type of procedure.

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1. Do any of the procedures in this project involve surgery or entering a body cavity?

[ ]  Yes [ ]  No

If yes, provide details of the aseptic technique that will be implemented.

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1. Does this project involve planned breeding of animals?

[ ]  Yes [ ]  No

If yes, provide information about the:

* age of animals used for breeding and the number of litters (or similar) per female
* age at which breeding will commence and the maximum age of any breeding animal
* management strategies that will be used to forecast required numbers of animals and minimise overproduction
* fate of animals produced that are surplus to requirements.

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1. Will any devices, for example tracking devices, or tags be attached or implanted into animals in this project?

[ ]  Yes [ ]  No

If yes, complete the following table.

The size (mass and volume) of the device must be compatible with the size of the animal and its behaviour and ecological requirements.

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| Name of device | Place of attachment  | Method of attachment  | Size (Mass and Volume) | Needle gauge (if applicable) | Length of time the device will remain in place  |
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1. **Housing and care**

In addition to the [Australian code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes), ensure compliance with relevant Codes of Practice, including the [*Victorian Code of Practice for the Housing and Care of Laboratory Mice, Rats, Guinea Pigs and Rabbits*](http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animal-welfare/animal-welfare-legislation/victorian-codes-of-practice-for-animal-welfare/code-of-practice-for-the-housing-and-care-of-laboratory-mice%2C-rats%2C-guinea-pigs-and-rabbits) and relevant farm animal codes of practice. Consider referring to the [*NHMRC Guide to the care and use of Australian native mammals in research and teaching*](https://nhmrc.gov.au/about-us/publications/guide-care-and-use-australian-native-mammals-research-and-teaching) and the [*NHMRC guidelines to promote the wellbeing of animals used for scientific purposes: The assessment and alleviation of pain and distress in research animals (2008)*](https://nhmrc.gov.au/about-us/publications/guidelines-promote-wellbeing-animals-used-scientific-purposes) for species specific recommendations as applicable

1. Provide information about how availability and access to veterinary advice for the management and oversight of a program of veterinary care, appropriate to the proposed animal use, will be obtained.

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1. What is the maximum length of time animals will be held in this project? Ensure acclimatisation time is included in this calculation.

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1. Provide a list of where the animals will be housed or location of animal use and where any procedures will be undertaken. It is the responsibility of the applicant to ensure the premises or location of animal use complies with the conditions of the licence.

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1. For species that normally live in social groups, will any animals undergo social isolation or separation from a group?

[ ]  Yes [ ]  No [ ]  N/A

If yes, provide specific justification as to why this is necessary and how the impact will be minimised.

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1. Will animals be held or contained for a short time (less than 24 hours)? Include wildlife held prior to release.

[ ]  Yes [ ]  No

If yes, provide details of:

* how long (anticipated and maximum) the animals will be held
* the type of containment and provision of suitable food, water and environmental conditions as applicable
* for wildlife in the field, how it will be determined that the animal may be safely released including species specific strategies that take into account ecology and predation factors.

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1. Will animals be housed for longer than 24 hours?

[ ]  Yes [ ]  No

If yes, provide details of housing type and husbandry including:

* provision of food, water and enrichment
* breeding and care of juvenile animals (if applicable)
* any special requirements for the care and management of the animals and how these needs will be met.

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1. Are special diets are to be used?

[ ]  Yes [ ]  No

If yes, provide detail(s) of the diet.

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1. Are the animals to be transported?

[ ]  Yes [ ]  No

If yes, provide information about how animals will be acclimatised before use (method and duration) and complete the table.

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| Acclimatisation:  |
| Method of transport | Container / cage type, description and size. | How will negative impact to animal wellbeing be avoided and managed | Maximum number of animals per transport container |
|  |  |  |  |
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1. **Fate of the animals**
2. Provide information about what will happen to the animals upon completion of the study. Where animals are re-entering wild or resident populations, provide information about how it will be determined animals are suitable such as recovery from, or withholding periods of any procedures or substances administered.

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1. Will animals be humanely killed as part of the project (planned endpoint)?

[ ]  Yes [ ]  No

If yes, complete the following.

1. Provide information about the method of humane killing in the table below which must be in accordance with species specific requirements and current best practice. If more than one method will be used include details of all methods as additional rows.

The WSIAEC does not consider use of CO2 as an appropriate method of humane killing in the field.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Method: include name of agent (as applicable)  | Route of administration  | Dose  | Volume  | Needle gauge | How will death be confirmed |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Where CO2 is used to humanely kill laboratory rodents, current accepted practice is the slow fill method of a flow rate of CO2 at 20% of chamber volume per minute. If applicable, specify how the flow rate will be measured in this circumstance.

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1. Will there be an opportunity for the sharing of tissues from animals that have been humanely killed?

[ ]  Yes [ ]  No

If yes, provide information as to how this opportunity will be conveyed and to whom.

If no, provide information as to why tissue sharing is not possible.

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1. Will animals be euthanased in reasonably anticipated circumstances that are not related to the project aims, for example injuries and disease (humane endpoint)?

*Ensure the information provided is consistent with the animal monitoring forms to be used for this project (see Appendix 1 and 2 for examples).*

[ ]  Yes [ ]  No

If yes, complete the following.

1. Provide information about the method of humane killing in the table below which must be in accordance with species specific requirements and current best practice. If more than one method will be used include details of all methods as additional rows.

The WSIAEC does not consider use of CO2 as an appropriate method of humane killing in the field.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Reason an animal may require euthanasia  | Method: include name of agent (as applicable)  | Route of administration  | Dose  | Volume  | Needle gauge | How will death be confirmed |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

1. Where CO2 is used to humanely kill laboratory rodents, current accepted practice is the slow fill method of a flow rate of CO2 at 20% of chamber volume per minute. If applicable, specify how the flow rate will be measured in this circumstance.

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1. **Animal welfare**

This section is intended to identify any adverse effects (expected or unexpected) on the animals’ wellbeing, how these impacts will be minimised and the welfare of the animal monitored and managed. For wildlife studies this section must include the welfare of bycatch and non-target species affected by the activities associated with the project.

1. What adverse effects may there be on the animals because of the procedures or interventions? Provide as a list or table if this will assist the WSIAEC to determine the impact of each procedure – see 10(b) for measures to reduce impact. For proposals involving use of wildlife include potential impact on dependent young or reproduction.

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1. For each procedure or intervention, describe the measures that will be implemented to reduce the impact of any adverse effects on the animals?

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1. List any adverse effects there may be on the animals because of the species, breed (strain), age or reproductive state of the animal? Consider both experimental and non-experimental factors - see 10(d) for measures to reduce impact.

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1. For each adverse effect identified in 10(c) describe the measures that will be implemented to reduce the impact on the animals.

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1. Does the project present any risks to the wellbeing of other animals (non-target species)?

[ ]  Yes [ ]  No

If yes, what precautions will be employed to minimise this risk?

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1. Detail the parameters monitored and frequency of monitoring of animals throughout the duration of the proposed animal use.
* Where capture devices are used (such as nets and traps) you must provide detail of frequency of trap monitoring and how access to traps by animals, will be prevented outside of active monitoring or when environmental conditions are unfavourable. Trap and net monitoring must be consistent with the survival requirements of both bycatch and target animals.
* Housed animals and field stock must be monitored at least daily throughout the project.
* Monitoring after procedures and interventions must be of sufficient frequency to identify any potential adverse impact to animal wellbeing.

*Examples of parameters to be monitored and associated actions are provided at appendix 1 (wildlife in the field) and appendix 2 (laboratory animals). These may be modified to suit, or an alternate monitoring system used.*

*Specify the monitoring parameters and associated actions below or in project specific monitoring form attached to this application or confirm the form at Appendix 1 or 2 is to be used for this project*

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1. List below and include with this application, as attachments, the monitoring form(s) you will use to monitor animal wellbeing for this project. The form must specify:
* the parameters you will monitor and what action will be taken in response to identification of abnormalities
* what will be done if unforeseen complications or other problems are identified including criteria for intervention or treatment or removal of animals from the project.

*Examples of monitoring forms are provided as appendices to this application form and may be modified to suit individual project requirements. Records of monitoring must be maintained and available for audit or inspection.*

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1. Provide names and contact details of persons responsible for day-to-day monitoring (as applicable) and for dealing with emergencies.

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| --- | --- | --- | --- |
| Name | Contact phone | Role | Please indicate if day-to-day and / or out of hours responsibility. |
|  |  |  |  |
|  |  |  |  |

1. Impact to animal wellbeing

**The following table does not need to be completed for wildlife studies in the field**.

The AEC is required to assess the overall impact to animal wellbeing of the proposed activity against the benefits derived.

Considering all aspects of the proposal, complete the following table by placing a cross in the relevant section of each row. Ensure consideration is given to phenotype, model / interventions and age of the animals used. This table is based on the Five Domains Model (Mellor et al) see appendix 3 for more information.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **No impact** | **Slight impact** | **Moderate impact** | **Severe impact** |
|  |  | **Short term\***  | **Long term** | **Short term\*** | **Long term** | **Short term\*** | **Long term** |
| Ability to access to nutritious food with no restriction |  |  |  |  |  |  |  |
| Ability to access hydration (water) with no restriction |  |  |  |  |  |  |  |
| Ability to rest comfortably in an environment (thermal / light / noise) suitable for the species  |  |  |  |  |  |  |  |
| Ability to maintain normal body temperature |  |  |  |  |  |  |  |
| Ability to move normally  |  |  |  |  |  |  |  |
| Ability to function normally without physical restriction, discomfort or pain  |  |  |  |  |  |  |  |
| Ability to function normally without disease, sickness or exhaustion |  |  |  |  |  |  |  |
| Ability to express normal social behaviours |  |  |  |  |  |  |  |
| Ability to freely manipulate the environment with access to environmental complexity |  |  |  |  |  |  |  |
| Ability to breath normally |  |  |  |  |  |  |  |
| \*\*Ability to care for dependent offspring |  |  |  |  |  |  |  |

*\*short term is defined as less than 24 hours*

*\*\*only applicable for animals with dependent offspring at time of animal use*

1. **Human welfare**
2. Have all participating personnel been fully advised of the hazards to health and provided with appropriate equipment, training, vaccinations and monitoring?

[ ]  Yes [ ]  No

If no, state why not and how risk to human health will be managed.

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1. **Biosecurity**
2. Discuss the potential risks of the transfer of infectious disease between animals, or tissue or body fluid derived from other animals, involved in the project and detail how biosecurity containment is assured. Provide details of current best practice procedures, disinfection agents and control strategies that will be implemented.

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1. Provide details of procedures and materials used to control the risk of spreading invasive or infectious organisms during fieldwork.

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1. **Declaration of applicant, person with ultimate responsibility**

Applicant name:Click here to enter text.

Business owner/employee [ ]  volunteer [ ]

Project title.

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|  |

List any current WSIAEC approved projects in which you are involved.

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|  |

List any current projects, approved by another AEC, in which you are involved.

|  |
| --- |
|  |

For each technique / procedure described within this project that you will be involved with provide details of your experience include, as applicable, arrangements for training.

|  |  |  |  |
| --- | --- | --- | --- |
| Technique / procedure – list each procedure separately (add rows as required) | Species (or class of species) | No. of times you have performed this procedure with this species or class of species. | Trainer name (if experience <20 or not competent)Trainer must be competent and listed as investigator on projectRecords of training must be maintained |
|  |  | <20 | 20>100 | >100 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* I hereby declare that I have the appropriate qualifications and experience to perform the procedures described in this project; or have arranged for appropriate training and will be assessed as competent prior to undertaking procedures unsupervised; or have arranged for a suitably competent person to undertake the procedures.
* I have read and understand my obligations under the [*Prevention of Cruelty to Animals Act 1986*](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/7389351AE63C1255CA25810F0014E1EA/%24FILE/86-46aa093%20authorised.pdf)and associated Regulations 2008 and other relevant legislation and [*Australian code for the care and use of animals for scientific purposes 8th edition 2013*](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)(Australian code).
* I, and all co-investigators are familiar, and will comply, with the requirements of the Australian code.
* I accept responsibility for the ethical conduct of the project proposed above.
* I acknowledge that the use of animals is ultimately my responsibility but this use may be delegated to suitably trained and experienced persons as approved by the WSIAEC.
* I will keep such records as required under the Australian Code and other relevant legislation.
* I will report to the WSIAEC as required by the Australian Code and any conditions set by the WSIAEC.
* I will continuously review this project applying the principles of replacement, reduction and refinement and inform the WSIAEC and request a modification to this project as appropriate.
* Adequate resources are available to undertake this project.
* I will ensure all investigators undertaking animal use on this project are aware of their responsibilities and approved by the WSIAEC prior to commencing animal use.
* I will inform the WSIAEC, and seek approval from the WSIAEC, prior to implementing any changes to the approved project, including where another person is to become the person with ultimate responsibility for this project.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of applicant  |   | Date  |   |

1. **Declaration of co-investigator(s)**

Must be completed by all persons, other than the applicant, involved with the use of animals within this application. Make additional copies as required.

Where investigators are required to join the project after project approval, this declaration must be submitted to and approved by the WSIAEC, prior to this person commencing work on the project.

Name:Click here to enter text.

employee [ ]  volunteer [ ]

Project title

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List any current WSIAEC approved projects in which you are involved.

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List any current projects, approved by another AEC, in which you are involved.

|  |
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Provide details of your experience relevant to the animal use that you will be involved include, as applicable, arrangements for training.

|  |  |  |  |
| --- | --- | --- | --- |
| Technique / procedure – list each procedure separately (add rows as required) | Species (or class of species) | No. of times you have performed this procedure with this species or class of species. | Trainer name (if experience <20 or not competent)Trainer must be competent and listed as investigator on projectRecords of training must be maintained |
|  |  | <20 | 20>100 | >100 |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* I hereby declare that I have the appropriate qualifications and experience to perform the procedures described in this project or have arranged for appropriate training and will be assessed as competent prior to undertaking procedures unsupervised.
* I have read and understand my obligations under the [*Prevention of Cruelty to Animals Act 1986*](http://www.legislation.vic.gov.au/domino/Web_Notes/LDMS/LTObject_Store/ltobjst10.nsf/DDE300B846EED9C7CA257616000A3571/7389351AE63C1255CA25810F0014E1EA/%24FILE/86-46aa093%20authorised.pdf)and associated Regulations 2008 and other relevant legislation and [*Australian code for the care and use of animals for scientific purposes 8th edition 2013*](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)(Australian code).
* I am familiar, and will comply, with the requirements of the Australian code
* I accept responsibility for the ethical conduct of the project proposed above.
* I acknowledge that the use of animals is the ultimate responsibility of the chief investigator but this work may be delegated to suitably trained and experienced staff as approved by the WSIAEC.
* I have read this application and fully understand the nature, limitations and extent of the proposed work described within.
* I will keep such records as required under the Australian Code and other relevant legislation.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of co-investigator  |   | Date  |   |

**Appendix 1 – Example: wildlife field study monitoring, score and associated action – DELETE IF NOT APPLICABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clinical sign**  | **Score 0 (normal)** | **Score 1 (minor change from normal)** | **Score 2 (moderate change from normal)** | **Score 3 (severe change from normal)** |
| **Activity**  | normal | Isolated OR abnormal posture OR some vocalising | huddled / active only when provokedOR overactive OR strongly vocalising  | inactive when provoked OR moribundOR fitting |
| **Alertness**  | normal | dull OR depressed | little response to handling | unconscious |
| **Body condition**  | normal | thin | loss of body fat and some muscle  | **emaciated\*** |
| **Breathing** | normal | rapid, shallow | rapid, abdominal breathing | laboured OR irregular |
| **Coat/skin**  | normal | coat rough OR minor hair /feather thinning with otherwise normal skin | unkempt coat OR hair / feather thinning with skin changes with minor superficial wound(s) | deep OR large bleeding or infected wounds OR severe self mutilation |
| **Hydration**  | normal | skin less elastic | skin tenting | skin tenting and eyes sunken |
| **Body openings**  | normal | slight swelling OR redness | swelling or redness but no impact to normal function | bleeding from any orifice including - mouth, ears, anus, cloaca. |
| **Movement/gait** | normal | slight incoordination OR abnormal gait | uncoordinated OR lameness | staggering OR limb dragging OR paralysis |
| **Skeleton/bones/wings****(exoskeleton if applicable)**  | normal  | healed fractures or deformities no impact to normal function | healed fractures or deformities slight impact to normal function | fractures or deformities where normal function is not possible |

|  |  |
| --- | --- |
| **Score** | **Action** |
| Single score 3 | Unless immediate supportive care or treatment can be provided that is likely to result in significant improvement, the animal must be euthanased immediately. If supportive care or treatment is instigated the animal is to be checked after 30 mins, or an appropriate time taking into account species specific needs and if significant improvement is not seen the animal is to be euthanased. If showing improvement continue monitoring until the animal and time of day is suitable for release.Animals suspected of carrying disease must be appropriately stored after euthanasia and a veterinary pathologist opinion sought. \***Emaciated** – animals that are emaciated due to current environmental conditions may be released if there is reasonable expectation of survival after release. |
| Single score 2 | If there is a reasonable expectation the animal will survive after release it may be immediately released. If supportive care such as food, water or warmth will increase improve the wellbeing of the animal, provide this and then release. If the animal is not expected to survive after release it must be euthanased. |
| Single score 1 | The animal may be released.  |
| Cumulative score >9 | If there is a reasonable expectation that the clinical sore reflects the impact of trapping and confinement and the animal will survive on release the animal may be released. If supportive care that will improve the animals wellbeing on release can be provided this must be provided before release. Otherwise the animal must be euthanased immediately. It is unacceptable to release an animal that is unconscious, fitting, has obvious recent broken bones or large deep wounds or significant bleeding from any orifice. All such animals must be immediately euthanased. |
| Cumulative score 3-9 | If there is a reasonable expectation the animal will survive after release it may be immediately released. If supportive care such as food, water, warmth or expert veterinary care will increase or improve the wellbeing of the animal, provide it and then release if and when appropriate. If the animal is not expected to survive on release it must be euthanased by a competent person.  |
| Cumulative score 1-3 | The animal may be released |

**Appendix 2 – Example: laboratory rodent monitoring, score and associated action - DELETE IF NOT APPLICABLE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clinical sign**  | **Score 0 (normal)** | **Score 1 (minor change from normal)** | **Score 2 (moderate change from normal)** | **Score 3 (severe change from normal)** |
| **Activity**  | normal | Isolated OR abnormal posture | huddled / active only when provokedOR overactive | inactive when provoked OR moribundOR fitting |
| **Alertness**  | normal | dull OR depressed | little response to handling | unconscious |
| **Body condition score**  | normal | thin, BCS <3>2 | loss of body fat, BCS 2 | loss of muscle mass BCS <2 |
| **Breathing**  | normal | rapid, shallow | rapid, abdominal breathing | laboured, irregular, skin blue |
| **Coat/skin**  | normal | coat rough OR minor hair thinning with otherwise normal skin | Unkempt OR wounds/ hair thinning with skin changes OR minor superficial wound | deep or large bleeding or infected wounds OR severe self mutilation |
| **Hydration**  | normal | skin less elastic | skin tenting | skin tenting and eyes sunken |
| **Movement/gait** | normal | slight incoordination OR abnormal gait | uncoordinated OR walking on tiptoe OR reluctance to move | staggering OR limb dragging OR paralysis |
| **Body weight**  | normal weight compared with known growth curve or cage mates | weight loss 5-10% compared with highest recorded weight or known growth curve or cage mates | weight loss 10-15% compared with highest recorded weight or known growth curve or cage mates | weight loss >15% compared with highest recorded weight or known growth curve or cage mates |

|  |  |
| --- | --- |
| **Score** | **Action** |
| Single score 3 | Unless immediate supportive care or treatment can be provided that is likely to result in significant improvement the animal must be euthanased immediately. If supportive care or treatment is instigated the animal is to be checked after 30 mins and if significant improvement is not seen the animal is to be euthanased. If showing improvement monitoring is as per score 1 or 2 below. |
| Single score 2 | Monitor and score the animal three times daily with at least 3 hours between monitoring time points. An animal that is showing signs of improvement may be left overnight. An animal that is failing to improve at end of day is to be euthanased. Provide supportive care such as mash, gel, provision of warmth. The exception to the requirement for twice daily monitoring is animals with single score 2 skin/coat changes where once daily monitoring is sufficient. |
| Single score 1 | Monitor and score the animal twice daily with at least 5 hours between monitoring time points. Provide supportive care such as mash, gel, provision of warmth.  |
| Cumulative score >9 | The animal must be euthanased immediately. |
| Cumulative score 3-9 | Monitor and score the animal three times daily with at least 3 hours between monitoring time points. An animal that is showing signs of improvement may be left overnight. An animal that is failing to improve at end of day is to be euthanased. Provide supportive care such as mash, gel, provision of warmth. |
| Cumulative score 1-3 | Monitor and score the animal twice daily with at least 5 hours between monitoring time points. Provide supportive care such as mash, gel, provision of warmth. |

**Appendix 3 The Five Domains Model**

*Affective States and the Assessment of Laboratory-Induced Animal Welfare Impacts*

David J. Mellor

Altex Proceedings, 1/12, Proceedings of WC8

<http://www.altex.ch/resources/445449_Mellor121.pdf>

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