**Wildlife and Small Institutions Animal Ethics Committee**

Approved Project Annual Report (V July 2023)





[deeca.vic.gov.au](https://vicgov-my.sharepoint.com/Users/fionadurante/Downloads/deeca.vic.gov.au)

## Guidance

### Report and attachments

The committee’s preference is for all information to be provided in this report template. However, in some circumstances, it may be appropriate to reference attachments within this report. In these circumstances, any attachments provided must be specifically developed for consideration by the WSIAEC, with the exception of published scientific papers. The WSIAEC will not review components of documents provided where the intended use of the document is to fulfil other reporting requirements (e.g. annual reports to a funding or governance body).

All questions are to be answered in full. If a question is not applicable to your project, mark the response section as ‘N/A’.

### Privacy Statement

The DEECA is committed to protecting personal information provided by you in accordance with the principles of the Victorian privacy laws.

The information you provide will be used for the purposes of the function of the Wildlife and Small Institutions Animal Ethics Committee (WSIAEC) which is administered according to the *Prevention of Cruelty to Animals Act 1986* (POCTA) and regulations 2008 and the terms of reference of the WSIAEC.

The information you provide will be made available to members of the WSIAEC, The Minister for Agriculture and DEECA employees administering the POCTA Act and may be disclosed to another government organisation for the purpose of administering or enforcing the Catchment and Land Protection Act 1994, Wildlife Act 1975, POCTA Act or other relevant state, territory or commonwealth legislation.

If all requested information including correspondence and related documents is not received the WSIAEC will be unable to adequately assess or review your application or approved project. This may result in your application not being considered by the WSIAEC or suspension of approval of a project.

You may access the information you have provided to DEECA by contacting DEECA’s WSIAEC Executive Officer, 475 Mickleham Road, Attwood, Victoria 3049.

### Submission

Send your completed form and supporting documentation to **wsi.aec@ecodev.vic.gov.au**

## Approved Project Annual Report

### Project

Project Number:  Type: **Restricted / Unrestricted**

Project Title:

Chief Investigator:

### Eligible institution or individual

Eligible institution (Licence holder) or individual approved to access the WSIAEC:

**Enter name here**

Eligible institution nominee or affiliated organisation:

 **Enter name here**

Scientific Procedures Premises Licence/ Scientific Procedures Fieldwork License/ Specified Animal Breeding Licence number (where applicable): **Enter Licence number here or NA**

### Approved Project dates

Commencement: **xx/xx/xxxx** Expiry: **xx/xx/xxxx**

### Report

This report covers the period: **xx/xx/xxxx** to : **xx/xx/xxxx**

Report prepared by       and submitted on xx/xx/xxxx

[ ]  **First Annual Report** ongoing approval of the project is subject to receipt and approval of a report annually for the duration of the project

**[ ]  Second Annual Report** ongoing approval of the project is subject to receipt and approval of a report annually for the duration of the project

**[ ]  Third/Final Annual Report** the project is complete either due to expiration of approval or completion of the project. Animal use in this project must not continue.

**[ ]  Additional Report** as required for any activity undertaken during an approved extension of time.

**[ ]  Progress Report** as required by special condition of approval (for example report of a pilot study)

### Animal Use

This project is for:

[ ] Use of laboratory, livestock or companion animals; or

[ ]  Breeding of specified animals; or

[ ]  Wild life studies in the field; or

Complete the table relevant to the approved animal use.

Modify the table as necessary to suit requirements or alternatively attach a table outlining all animal use in the reporting period. Delete all tables not relevant.

**Projects or activities using laboratory, livestock or companion animals**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Species common name  | Total number of animals approved  | Total number used in project to date | Total number used this reporting period  | Number rehomed or returned to commercial or private use at conclusion of use in this reporting period  | Number humanely killed as per approved protocol in this reporting period | Number humanely killed due to unexpected event in this reporting period | Number died without intervention (to kill humanely) in this reporting period |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Breeding of specified animals – Animal numbers must include neonates**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Species common name  | Total number of animals approved  | Total number used in project to date | Number transferred to other AEC approved projects (sale) in this reporting period | Number humanely killed as per approved protocol in this reporting period | Number humanely killed due to unexpected event in this reporting period | Number died without intervention (to kill humanely) in this reporting period | Total number of animals currently in breeding colony  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Wild life studies in the field**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Species common name  | Capture method / procedure | Numbercaptured / used / otherwise identified (eg photograph)  | Number humanely killed due to unexpected event | Number killed in accordance with project approval  |
|  |  |  |  |  |
|  |  |  |  |  |

### Summary of progress

1. For annual reports provide a brief summary of results to date, include information as to whether and how the project is meeting its aims. Where approval is in place for wildlife surveys include a summary of each survey undertaken. For projects with approval to breed animals provide a table summarising the animals that died or were humanely killed and the reason for the death. For example, surplus to requirements, neonate died before weaning, reached planned end point (due to age or number of litters).
2. For progress or pilot study reports provide a brief summary of results to date and as applicable information as to how the results of the pilot study will inform the remainder of the project. As applicable submit the amended project to the WSIAEC for review.
3. For final reports provide a summary as to how each of the aims of the project was met and the outcomes of the project.

Enter response here

### Problems

Are there any problems that have affected the progress of the project?

[ ] Yes [ ]  No

If yes provide a summary.

Enter response here

### Unexpected adverse event reporting

An unexpected adverse event is an event that may have a negative impact on the wellbeing of animals and was not foreshadowed in the approved project or activity. Have there been any such events within this project?

[ ] Yes [ ]  No

List all adverse events and the date these were reported to the WSIAEC.

Enter response here

### Special conditions

Have you met the special conditions as outlined in your project approval?

[ ] Yes [ ]  No [ ]  Not applicable

Provide detail here, if not addressed under another section of this report, in support of your response.

Enter response here

### Replacement

Have any opportunities to replace the use of animals become available since this project commenced?

[ ] Yes [ ]  No

If yes, provide information including whether an amendment to the project is to be submitted to the WSIAEC for consideration.

Enter response here

### Refinement

Is it possible to implement any changes to the approved protocol that will improve the effectiveness of strategies for supporting and safeguarding animal wellbeing?

[ ] Yes [ ]  No

If yes, provide a summary, including for ongoing projects, whether an amendment to the project is to be submitted to the WSIAEC for consideration.

Enter response here

### Investigators and contacts

Have all amendments to investigators been submitted and approved, or notifications made for updated contacts?

[ ] Yes [ ]  No

Please provide detail to support your response. If amendment not requested, please complete an amendment request for consideration.

Enter response here