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| Send your completed form and any relevant supporting documentation to:**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 – Unexpected adverse event**

Alleviating unanticipated pain and distress to the animal(s) must take precedence over an individual animal reaching the planned endpoint of the project, or the continuation or completion of the project. If necessary, animals must be humanely killed without delay.

If an un-expected adverse event occurs the WSIAEC must be notified as soon as possible by contacting the Executive Officer or WSIAEC Chair. As soon as possible is taken to mean as soon as access to an appropriate communication device such as phone or computer is available.

This form must be completed as soon as all relevant information is available but no later than two weeks after the adverse event has occurred.

Where there is information that has yet to be received at the time of submission of the report (such as results of pathology tests) an interim report must be submitted with a final report submitted on receipt of all information.

This report is a summary of the details of the incident and the actions being taken to prevent recurrence.

**Definition**

**Unexpected adverse event**: an event that may have a negative impact on the wellbeing of animals and was not predicted in the approved project or activity. An unexpected adverse event may result from different causes, including but not limited to:

* death of an animal, or group of animals, that was not expected (e.g. during surgery or anaesthesia, or after a procedure or treatment, or during or after capture and restraint)
* adverse effects following a procedure or treatment or capture that were not expected
* adverse effects in a larger number of animals than predicted during the planning of the project or activity, based on the number of animals actually used, not the number approved for the study
* a greater level of pain or distress than was predicted during the planning of the project or activity
* power failures, inclement weather, emergency situations or other factors external to the project or activity that have a negative impact on the welfare of the animals.

**WSIAEC Privacy Statement**

The Department of Economic Development, Jobs, Transport and Resources (DEDJTR) 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 (POCTA) Act 1986 and associated POCTA 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 DEDJTR 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, Prevention of Cruelty to Animals Act 1986 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 DEDJTR by contacting Department of Economic Development, Jobs, Transport Resources, WSIAEC Executive Officer, 475 Mickleham Road, Attwood, Victoria 3049.

**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

Date of submission of report: Enter date here

**Project details**

Project title: Enter project name(s) here

WSIAEC approval number: Enter WSIAEC approval number(s) here

Project chief investigator: Enter name here

Project approval date: Enter date here

Project expiry date: Enter date here

Name of person making report: Enter name here

**Unexpected adverse event details**

Provide a brief description of the project, include details of the component of the project in which the event occurred.

Enter description here

1. Number of animals affected by the event (three rows are included to allow for recording of multiple species if required).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Species  | Breed/strain | Age (include any juvenile animals impacted) | Sex | Total number of animals involved  |
| Enter species here | Enter breed/strain here  | Enter age here  | Enter sex here  | Enter number here |
| Enter species here | Enter breed/strain here  | Enter age here  | Enter sex here  | Enter number here |
| Enter species here | Enter breed/strain here  | Enter age here  | Enter sex here  | Case number here |

1. How did this event affect the animals? Include detail, as applicable the number of animals that died or were humanely killed as a result of this event.

Enter response here

1. Provide a timeline, including all relevant dates, of events. When was the incident first identified and when was the WSIAEC notified of the event? Document steps taken to manage the incident by listing dates, times, events, actions taken and by whom.

Enter response here

1. Provide, as attachments, other relevant documentation such as pathology and post mortem reports. If animals died as a result of this event and a post mortem was not performed provide details as to why this did not occur.

List attachments here

1. What caused the event to occur?

Enter response here

1. What strategies have been implemented to prevent a recurrence?

Enter response here