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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** |

**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

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| --- |
| **Project details** Project title: Enter project name(s) here WSIAEC approval number: Enter WSIAEC approval number(s) hereProject 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  |

**Report**

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’.

**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.

1. **This report is:**

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

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

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

1. **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 – add additional rows as necessary. Modify the table as necessary to suit requirements; alternatively attach a table outlining all animal use in the reporting period.

**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  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Summary of progress**
2. 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).
3. 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.
4. 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;

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

[ ] Yes [ ]  No

If yes provide a summary.

Enter response here

1. **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

1. **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

1. **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