**Wildlife and Small Institutions Animal Ethics Committee**

Application for unrestricted access (V June 2023)





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

## Information for applicants

### 1. Services provided by the WSIAEC

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 sits within the Agriculture Victoria, Department of Energy, Environment and Climate Action (DEECA). WSIAEC provides services to scientific procedures licence holders using animals for research or teaching, and specified animals breeding licence holders.

Applicants wishing to nominate the WSIAEC to perform AEC functions for their licence must obtain approval to access the committee before nominating the WSIAEC in a licence application.

Additional information may be found at [Licensing website](http://agriculture.vic.gov.au/agriculture/animal-health-and-welfare/animals-used-in-research-and-teaching/licensing/activities-requiring-a-license)

The WSIAEC may only approve projects and activities undertaken in the State of Victoria.

### 2. Eligibility criteria

To be eligible for restricted access to the WSIAEC, applicants must demonstrate that they:

* employs less than 10 persons (full-time equivalent) to carry out project activities; or
* is a not-for-profit organisation where volunteers carry out project activities; or
* is, due to exceptional circumstances, and at the discretion of Agriculture Victoria, deemed appropriate to access the committee.

### 3. Applicant

An application to nominate the WSIAEC under a scientific procedures or specified animal breeding licence must be made by the entity holding the licence. If the applicant is not a natural person, it must be a body corporate legally recognised in Australia. Examples are:

* an Australian-registered company (quote ACN in application);
* an association incorporated under Australian State or Territory incorporation legislation (quote Incorporated Association registration number and state where incorporated in application);
* an institution incorporated by statute of an Australian Parliament (quote the relevant Parliament and Act in application);
* an ASIC-registered international company (quote ABRN in application).

Applicants who are bodies corporate must provide the contact details for the person nominated on their licence to be responsible for scientific procedures / specified animal breeding. Details of any affiliation with other licence holder(s) must be provided.

### 4. Service agreement

Applicants are required to enter into a service agreement with Agriculture Victoria for access to the WSIAEC. The agreement must be signed by a person authorised on behalf of the applicant and submitted with the application to access the WSIAEC.

The service agreement defines the responsibilities of the AEC and licence holder in accordance with the [Australian code for the care and use of animals for scientific purposes](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes), *8th ed 2013* (Australian Code). Agriculture Victoria will not co-sign the WSIAEC access service agreement for full access unless the applicant has been issued a licence in accordance with the POCTA Act.

### 5. Application outcome

Applicants will be advised, in writing, of the outcome of assessment within 30 days of receipt of a complete application. The notification letter may be used to nominate the WSIAEC on an application for a scientific procedures or specified animal breeding licence.

### 6. Fees

An annual fee must be paid on submission of the first application for approval for a project or activity and annually on 31 October, for the duration of approval. Failure to pay the annual fee may result in suspension of access to the WSIAEC and all projects and activities must then cease.

One annual fee is payable regardless of the number of projects or activities considered by the WSIAEC.

Each application to the WSIAEC for assessment of projects or activities will incur a fee in accordance with the current fees for service schedule, as updated from time to time. Agriculture Victoria will issue an invoice at the time of submission of an application.

A reduced application fee applies to ‘not for profit’ organisations as defined by 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.

To be eligible for the reduced fee, applicants must provide evidence of not for profit status.

### 7. Animal facilities

Inspection by the AEC of new facilities for animal holding and use is required by the conditions of scientific procedures premises licences (SPPL) and specified animal breeding licences (SABL). All animal facilities not previously listed on an SPPL or SABL must be inspected by the WSIAEC or its delegate(s). The licence holder will be invoiced for the direct costs of the inspection by the WSIAEC or its delegate(s), including payment of a daily fee at the same rate as a meeting sitting fee per member, transport and as applicable accommodation.

In accordance with the [Australian Code](https://nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes), a licence holder must seek advice from the WSIAEC when building or modifying animal facilities or areas. A fee will apply for WSIAEC consideration of new, purpose built facilities or significant refurbishment of existing facilities. WSIAEC must consider the proposed design and be provided the opportunity to comment on the design at an early stage, and throughout the process. The applicable fee for this activity is the same as that for an application for approval of a project or activity.

### 8 Applications for access where another Animal Ethics Committee (AEC) has previously been used

The WSIAEC will not authorise continuation of animal use in accordance with an application approved by another AEC.

Where the applicant has previously used another AEC for the purposes of a wildlife permit, extensions cannot be granted by WSIAEC and a new application must be submitted.

### 9. 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.

### 9 Submission

Send your completed form and supporting documentation to [**wsi.aec@ecodev.vic.gov.au**](mailto:wsi.aec@ecodev.vic.gov.au)

## Application form

#### Name of scientific procedures or specified animal breeding licence holder applying for access to the WSIAEC

#### Name and contact details of person nominated to be responsible for scientific procedures or specified animal breeding under the licence

Must be the same person as nominated for the licence

#### Has the applicant previously nominated another AEC on a licence issued under the POCTA Act?

Yes  No

If yes, provide details of the AEC

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#### Contact details for correspondence with the WSIAEC

*Name (if different to above), position in the organisation if relevant, postal address, telephone and email*

#### Provide a brief summary of the animal use proposed by the applicant

#### Name of any affiliated licence

Enter details if relevant, otherwise NA

#### Please indicate the criteria for approval:

1. Less than 10 persons (approximate full time equivalent) undertaking animal use:

Number of staff:

1. Projects and activities to be carried out by volunteers only?

Yes  No

1. Exceptional circumstances Agriculture Victoria should consider when determining whether to grant access to the WSIAEC.

If yes, provide justification:

#### Are you applying for ‘not for profit' status?

Yes   No

1. If yes, please attach a statutory declaration stating the applicant meets the criteria for ‘not for profit’ outlined in section 6.

## Applicant declaration

By submitting this application I hereby declare that:

1. the above information is true and correct
2. I am authorised to sign on behalf of the applicant, and
3. I have signed and attached to this application, the applicable service agreement.

**Name of person authorised to make this declaration on behalf of the applicant**

**Date**:

Submission of false information may result in termination of the service agreement to access the services of the WSIAEC.