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| Wildlife Animal Ethics Committee: new project application form |
| Form instructions: Please complete this form electronically. Answer all sections thoroughly and in plain English. Queries should be directed to the Executive Officer at wildlifeaec@dpird.waa.gov.au. Once finalised, manually sign the form, scan as a PDF and email to the Executive Officer at wildlifeaec@dpird.wa.gov.au. Alternatively use an electronic signature and email direct.The information provided in this application should support the case for ethical acceptability of the project and allow the Wildlife Animal Ethics Committee (WAEC) to assess the project in relation to requirements of the [*Australian Code for the Care and Use of Animals for Scientific Purposes*](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes)(the Code). Please use and refer to the [DBCA Standard Operating Procedures (SOPs)](https://www.dpaw.wa.gov.au/plants-and-animals/monitoring/standards-and-protocols/99-standard-operating-procedures) where possible.Note: If your project involves death of an animal as a deliberate measure for evaluating biological or chemical processes, responses or effects, please contact the WAEC Executive Officer at wildlifeaec@dpird.wa.gov.au. You will be required to fill out a different form. |
| **1. Project title:**  |
| **2. Chief investigator (CI):**  |
| CI agency/company:  |
| CI current position:  |
| Scientific Use Licence no.: |
| Current CI competency form is attached or provided < 12 months ago: (click in box to tick) [ ]   |
| Competencies and declarations |
| **3. CI declaration**1. The Code:
* I have read, understood and agree to abide by the [*Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition;*](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) including Chapter 2.4: Responsibilities of investigators.
1. Project personnel responsibilities:
* I will ensure all project personnel are aware of and understand the techniques, methodology and any conditions approved for this project and any relevant AEC Standard Operating Procedures.
* Personnel identified as competent animal handlers have the qualifications, experience and training required for all procedures and species identified for the project and the competency to deal with adverse events should they occur.
* Supervised training by a competent and trained person will be provided for all personnel who do not have the required level of skill and experience.
1. Project resources (funding and personnel):
* Adequate resources will be available to ensure that the project is conducted according to the project approval and conditions and animal welfare is not compromised.
1. Adverse events:
	* I agree to notify the WAEC within 24 hours of any significant issues relating to this project and to submit an adverse event form for any unexpected deaths or injuries at the earliest possible opportunity.
2. Documentation and reporting:
* I will keep records of the qualifications and / or experience of all listed personnel.
	+ I agree to submit Annual Animal Use reports by the due date and to the standard required by the WAEC.
	+ I agree to maintain all documentation associated with this project as required under the Code and the DPIRD policy on record-keeping.

I acknowledge that all the information contained in the application form is a true and accurate record.As per Section 2.4.5 of the Code:(*Tick box to acknowledge*) [ ]  I *Enter name* acknowledge that as CI, I have ultimate responsibility for the care and use of animals in this project and agree to the above conditions and requirements. **Signature:**(*Tick box to acknowledge*) [ ]  I *Enter name* acknowledge that as CI, I have advised all project personnel that they must have read, understood, and accepted their responsibilities in accordance with the Code, and are aware of their role and responsibility as part of this project. **Signature:**  |

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| 4. Project personnel From the list of personnel below, please identify an **alternative contact** person for the project: **Alternate name:** Enter name **Email/mobile:**  |
| **Name** | **Role in this project[[1]](#endnote-1)NB** | **Describe experience with designated fauna AND techniques[[2]](#endnote-2)NB** | **Training under supervision[[3]](#endnote-3)NB** |
|  | Role |  | [ ]   |
|  | Role |  | [ ]   |
|  | Role |  | [ ]   |
|  | Role |  | [ ]   |
| **Note**: If your project will engage volunteers, ensure records are kept of all volunteers involved in the project and who they were supervised by. Volunteers must understand and accept their responsibilities and requirements prior to assisting with any activities.  |
| 5. Are any other institutions or their staff involved in aspects of this project? | Yes [ ]  No [ ]  |
| If yes, please provide details below and attach copies of any approved AEC applications or agreements:Name of institution: AEC approval number: Detail other institutions involvement in the project:  |
| 6. Project timeframes: Projects are usually approved for a maximum three (3) year period. However longer timeframes can be approved by the WAEC on a case-by-case basis following adequate justification. |
| **Start date:**  **End date:**  **Duration:** **Justification for > 3 years approval:** |
| 7. Adequate resources are available to ensure that the project is conducted according to the project approval and conditions, and animal welfare is not compromised: Yes [ ]  No [ ]  (if no, provide explanation) |
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| Please identify any shortfalls or anticipated issues with resources:**If funding is not sourced 100% from your institution, please identify other sources:** |
| **8. Location of fieldwork | Source of animals | Location(s) where animals will be held after capture (if applicable):[[4]](#endnote-4)NB**  |
| **9.** **Is this project collecting voucher specimens?** Yes [ ]  No [ ]  **Is this project monitoring / sampling fauna in poorly represented areas?** Yes [ ]  No [ ]  **If Yes for either, has the WA Museum been consulted?** Yes [ ]  No [ ]  |

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| **Benefits of the project***Refer Clauses 1.5, 1.6, 1.7 of the Code: Identifying the benefits of the project outcomes and evidence that supports the use of animals.* |
| 10. Purpose of the proposed project:[[5]](#endnote-5)NB Choose an item. |
| 11. Key aims/objectives: |
| * Click here to enter text.
* Click here to enter text.
* Click here to enter text.
* Click here to enter text.

**12. Explain the relevance, benefits and the justification for the project:**Applicants must demonstrate that the benefits of undertaking the project are justified in relation to the potential impact on animals e.g. How will your project contribute to the conservation of wildlife? How will it improve knowledge and understanding of biodiversity, ecosystems, and processes? **12a. How will your results and data be publicly shared? (e.g., published, uploaded to ALA, ABBBS database, DBCA Bio etc).** |
| **Study design** |
| **13. Please provide a description of the overall project design, methodology and sampling times** (i.e., site locations, number of sites, trap types, numbers of traps, spacing/configuration, frequency, and timing of monitoring). Refer to the [DBCA SOPs](https://www.dpaw.wa.gov.au/plants-and-animals/monitoring/standards-and-protocols/99-standard-operating-procedures) where possible. |
| ***Methodology example:*** * *This project will use a 20km transect of 50 small, baited cage traps, at 200m intervals, to target medium-sized mammals.*
* *The project will also use a grid of 16 pitfall traps, 8 funnel traps, and 8 Elliott traps to target small mammals, reptiles, and amphibians.*
* *The grid will have four lines of four pitfall buckets with two funnel traps per line, and one Elliott trap at each end of the four pitfall lines.*
* *The project involves trapping at three sites, which will be monitored once per year for each site, and traps will be run for four consecutive nights.*

*It is anticipated that it will take project personnel approximately xx hours to complete trap checking and processing of captures.* |

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| 14. Species and number of individuals that will be handled or observed over the duration of the project:[[6]](#endnote-6)NBPlease use current taxonomy from [the WA Museum checklist.](http://museum.wa.gov.au/research/departments/terrestrial-zoology/checklist-terrestrial-vertebrate-fauna-western-australia)You may attach a spreadsheet providing it contains the same information as below in the Species table. To add rows: select the entire row; right click; insert rows below. To copy the method of marking drop box; click on a ‘Choose an item’ dropbox in any of the rows; right click copy; paste into cell of the next empty row.**Species table:** |
| **Scientific name** (include subspecies) | **Common name** | **Total no. of animals to be handled/observed during project timeframe as per Q6.** [[7]](#endnote-7)NB | **Optional[[8]](#endnote-8)NB**Method of marking/sampling (provide further detail at Q20) |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  |  | Choose an item. |
|  |  | Total # |  |
| Are you planning to capture / handle / observe threatened fauna? Yes [ ]  No [ ] **If so, is a** Biodiversity Conservation Act Authority required? Yes [ ]  No [ ] If so, what is the Authority number? |

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| **Replacement of methods/techniques/equipment to minimise welfare impacts****Refer Clauses 1.18, 1.19, 1.20 of the Code***: Methods that replace or partially replace the use of animals must be investigated, considered and, where applicable, implemented***Section 3.3 (3.3.33–3.3.44) Wildlife and field techniques***: The wellbeing of wildlife must be supported and safeguarded by using methods, techniques and equipment that are appropriate and avoid or minimise harm including pain and distress to target and non-target species* |
| **15. Please answer yes or no to the following statement:** **Are alternative LESS INVASIVE OR LOWER IMPACT TECHNIQUES that would provide comparable data to answer the objectives of this project AVAILABLE?**Yes [ ]  No [ ]  If you answered:Yes – please complete question 16.No – please provide confirmation by entering your name against the statement below.The handling or observation of animals in their natural environment is necessary to achieve the objective(s) of this project. I have investigated and considered alternative options in relation to methods, techniques and equipment that minimise the risk to animal welfare (including disease and direct and indirect disturbance to the habitat). I have identified there are no suitable or more appropriate alternatives to achieve the objectives of this project.[ ]  Enter name  |
| **16. If less invasive/lower impact methods are available, please identify the techniques and explain why they are not suitable for use in this project:** |

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| **Reduction of numbers and/or effort****Refer clauses 1.21 to 1.27 of the Code:** *Minimise the number of animals used while ensuring good statistical and experimental design* **Section 3.3 (3.3.33–3.3.44) Wildlife and field techniques***: Minimise the impact on animals*  |
| **17. Explain how the number of animals to be handled or observed and/or the sampling effort supports the validity of the research** e.g., statistical rigour, training, education. Consider whether the length (number of continuous days’ trapping) and number of survey sessions are appropriate to achieve the outcomes of your project while also minimising the impact on animals. If appropriate, please include comments or advice from a biostatistician regarding the sample size to be used. |

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| **Refinement of techniques****Refer Clauses 1.28, 1.29, 1.30 of the Code***: Steps must be taken at all times to support and safeguard animal wellbeing***Section 3.3 (3.3.33–3.3.44) Wildlife and field techniques***: Selecting methods that are appropriate to the species and circumstances; avoiding or minimising harm to target and non-target species*  |
| Method of capture/observation |
| **Method** | **Welfare risks and mitigation measures** |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| Choose an item |  |
| **Identify the timing and frequency of trap checking and provide justification where these differ from the SOPs:** |
| 1. **Other methods, including VHF/GPS/satellite collars or tags; vouchering:**
 |
| **Method** | **Species and number of animals to be tagged** | **Welfare risks and mitigation measures** |
| Choose an item |  |  |
| Choose an item |  |  |
| Choose an item |  |  |
| **Transmitter specifications (type, weight, minimum battery life, release mechanism):** **Length of time transmitters will be left on or checked for replacement:[[9]](#endnote-9)NB** **Explain how animals will be re-trapped to check, replace, or remove transmitters:**  |
| 1. **Method of marking/sampling:**
 |
| **Method** | **Species and number of animals to be marked** (refer to Species table if all the information is contained there) | **Welfare risks and mitigation measures**  |
| 1. Choose an item. |  |  |
| 2. Choose an item.  |  |  |
| 3. Choose an item. |  |  |
| 4. Choose an item. |  |  |
| 5. Choose an item. |  |  |
| 6. Choose an item. |  |  |
| **If applicable, detail surgical invasive procedures to be carried out on animals:** **If applicable, describe pain management plans for surgery:**  |
| 21. Identify any further measures that will refine your methods to improve animal welfare outcomes: |
| Brief description and expected timeline from start to finish for animal handling:[[10]](#endnote-10)NB*e.g., animals will be removed from trap, morphometrics taken and released at point of capture. On average handling time will be no more than 5 minutes per individual.* |
| If applicable, describe transport and/or housing of animals:[[11]](#endnote-11)NB  |

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| Adverse events & humane killing (euthanasia)**Unexpected adverse event:** *an event that may have a negative impact on the wellbeing of animals and was not foreshadowed in the approved project or activity.*Euthanasia: *the method and procedures for euthanasia must be humane and appropriate to the species and circumstances***Section 3.3 (3.3.45–3.3.46) Humane killing***: The methods and procedures must produce rapid loss of consciousness until death, be appropriate to the species, age, developmental stage and health of the animal, be reliable, be done in an environment away from other animals, ensure that death is established before disposal of the carcass.* |
| 1. **Identify key strategies and measures to assess, monitor and manage animal wellbeing, including expected and unexpected adverse events.**

*This section should explain how you will monitor animal welfare and manage impacts including signs of elevated stress, ejected pouch young and unexpected injuries. Include details, where appropriate, on the decision-making steps that project personnel will take regarding adverse events.* ***Include your euthanasia plan:*** *briefly outline the decision-making process for determining when an animal should be humanely killed, and any arrangements for euthanasia and/or post-mortem examination.*(Note:All listed animal handlers must be aware of decision-making processes and be competent to manage unplanned adverse events and euthanasia)**24a. If pest / introduced species (e.g., wild dog, fox, cat, lorikeets, laughing doves) are target or potential non-target species, please identify how you intend to manage these species (e.g. release at point of capture, euthanise).**24b. If you expect to have some adverse events (e.g., trap deaths, predation events, pouch young deaths), please provide an estimate of the likely numbers for each type of event: [[12]](#endnote-12)NB |
| Methods for euthanasia:*Identify method(s) in table below. If the method is species specific, please use the last (blank) column to identify the species, group of species etc to which this method will be applied and any relevant reference to a SOP or other approved guideline.* |
| Method(s) | Method | Preferred option |  |
| Method(s) | Method | Preferred option |  |
| Method(s) | Method | Preferred option |  |
| Method(s) | Method | Preferred option |  |
| **Identify the criteria that project personnel will use to confirm death:** **Additional information (please include firearms licence # if appropriate):** |
| **26. List ANY administered substances, including sedatives, vitamin injections and substances to be used:[[13]](#endnote-13)NB**   |
| Name of substance | Select drug/poison. | Select drug/poison. | Select drug/poison. |
| Action | Choose an item. | Choose an item. | Choose an item. |
| Route | Choose an item. | Choose an item. | Choose an item. |
| Dose (mL/kg)[[14]](#endnote-14)NB |  ## ml/kg  | ## ml/kg | ## ml/kg |
| Drug concentration |  |  |  |
| Dept. Health Poison Permit no. | #### | #### | #### |
| Permit holder |  |  |  |
| Poison Permit expiry date | enter a date. | enter a date. | enter a date. |
| **27.** **Describe provisions that will be made for the animals at the conclusion of fieldwork/experiment.**  |
| Provision(s) | 1. Primary provision.
 | 1. Secondary provision.
 | 1. Tertiary provision.
 |
| **28. Any additional information in relation to euthanasia and/or adverse events:** |

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| References and further information |
| 29. References/sources used to prepare this application: [[15]](#endnote-15)NB Please attach any further information which may support your application in Word, PDF or Excel. |

**Table 1: Project purposes (Question 10)**

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| **Education:** Projects carried out to achieve educational objectives. The purpose of the project is not to acquire new knowledge, rather to pass on established knowledge to others. This would include interactive or demonstration classes in management, examination, and treatment. |
| **Research: human or animal biology:** Research projects which aim to increase the basic understanding of the structure, function, and behaviour of animals, including humans, and processes involved in physiology, biochemistry and pathology. |
| **Research: human or animal health and welfare:** Research projects which aim to produce improvements in the health and welfare of animals, including humans. |
| **Research: animal management or production:** Research projects which aim to produce improvements in domestic or captive animal management or production. |
| **Research: environmental study:** Research projects which aim to increase the understanding of animals’ environment or their role in it. These will include studies to determine population levels and diversity and may involve techniques such as observation, radio tracking or capture and release. |
| **Product testing:** Pre-registration efficacy or toxicity testing of drugs and vaccines. |

1. **NB:** Most staff will be listed as Animal Handlers. CI’s must maintain records demonstrating that project personnel are appropriately trained or experienced to competently perform all procedures and techniques identified in the proposal. Personnel who are not competent with the project fauna and techniques are to be supervised. Volunteers or project personnel that will not be handling fauna do not need to be listed. [↑](#endnote-ref-1)
2. **NB:** Please provide a list of AEC project approval numbers that identify your experience with the species & techniques; OR briefly describe your experience eg the number of individuals of this species or related taxa that you have handled, the number and length of sampling events you have been involved in.

Where you have not had experience with either the species or the technique please briefly describe how your skills are transferable to this project. [↑](#endnote-ref-2)
3. NB Project personnel with limited experience with the species and techniques (refer to relevant SOPs for competencies) must be trained under supervision until the CI considers them competent. This includes competency in dealing with the range of adverse events that may be encountered. [↑](#endnote-ref-3)
4. NB Please provide a google earth web link or an attached map of the location(s). [↑](#endnote-ref-4)
5. NB Refer to Table 1 at the end of the form to determine project purpose. [↑](#endnote-ref-5)
6. NB Please list all species likely to be encountered, including non-target animals. If exact species are unknown, particularly in the case of previously unsurveyed areas, you can provide a list of species groups from NatureMap or similar.

 [↑](#endnote-ref-6)
7. NB If numbers are unknown please provide the maximum number of animals you estimate will be handled.  [↑](#endnote-ref-7)
8. NB If you intend to mark all individuals of this species with the same method you can identify the method(s) in this column. Please identify any measures to minimise welfare impacts at section 21. [↑](#endnote-ref-8)
9. NB Recommended no more than 75% of the minimum battery life. For example if the manufacturers estimated battery life of the collar is 12 – 18 months, collars should only be left on for 9 months (75% of 12 months). This gives a time buffer to prevent losing collar signals before animals have been located for collar removal. [↑](#endnote-ref-9)
10. ## NB Include maximum length of time individuals could be handled and kept, include holding and travel times for translocations. Provide step by step details if appropriate.

 [↑](#endnote-ref-10)
11. ## NB For animals being held in facilities this section must provide all details of husbandry and care of animals.

 [↑](#endnote-ref-11)
12. NB If possible, quantify likely adverse events by giving an estimated proportion of animals likely to be impacted (death, injury, ejected PY) or provide an estimated total number. Identify if this is per year or per sampling session. Please provide a brief explanation on how you have come to such an estimated number (eg using historical data, similar studies). [↑](#endnote-ref-12)
13. NB If the drug / substance you plan to use is not in the drop down list, select “Other” and type the name of the drug. [↑](#endnote-ref-13)
14. [↑](#endnote-ref-14)
15. NB You may attach supporting documentation (e.g. approved translocation proposal, SPP, etc.). However all relevant information must be included **within** this application for AEC assessmen [↑](#endnote-ref-15)