**THE** **SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE**

**ANIMAL RESEARCH APPLICATION (FAUNA SURVEYS – Research Project)**

**(Aquatic and Terrestrial)**

**GENERAL INFORMATION**

It is the responsibility of the **investigator** to ensure that all facets of animal care and use meet the requirements of the [Australian code for the care and use of animals for scientific purposes 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes). This includes a responsibility to protect and promote the welfare of animals used.

The Code embodies the principles of:

* Reduction of animal use
* Replacement of animal use
* Refinement of animal use.

It is important to consider these principles when designing and carrying out projects.

Under the NSW [*Animal Research Act 1985*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123) *(*the Act*)*, an individual who wishes to carry out a research project involving the use of animals must be issued with an Animal Research Authority by an Accredited Research Establishment or the Secretary of the Department of Regional NSW. Approval by an Animal Ethics Committee (AEC) is also required for the use of any vertebrate animals for research and teaching.

In assessing applications for animal research, it is often difficult for the AEC to obtain a clear picture of what happens to individual animals from the beginning of the project to the end. The AEC must assess the impact of all procedures on animals and of the project as a whole.

The application should, therefore, focus on **what is happening to animals and what is being done to ensure their wellbeing**. It is important that this information is presented in a way that shows clearly what is happening to individual animals from the beginning of the project to its completion. The impact of procedures needs to be clearly detailed. The investigator should provide a step-by-step explanation of all treatments (substances, dose rates, routes, volumes, anaesthetics, surgical procedures etc) and the expected effects. Flow charts or sequence of events tables are often of assistance. In addition, factors that will impact animals, such as housing (type, duration, opportunity for social interaction) should be considered.

The application should also explain clearly why the use of animals is justified, why the species and number of animals have been chosen and that the qualifications of personnel are suitable for the procedures to be performed.

It is important for applicants to be mindful of the composition of the AEC. Applications must be written to be understood, primarily by an interested, intelligent person without a scientific background, not for a specialist. The use of specialist language is not helpful to the committee and may delay the processing of an application while explanations are sought.

Investigators should be familiar with the:

* [Australian code for the care and use of animals for scientific purposes (8th edition, 2013),](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) published by the National Health and Medical Research Council (NH&MRC).
* NSW [*Animal Research Act 1985*.](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123)
* NSW [Animal Research Regulation 2021](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0477/lh).

Please return form to:

Email: secretary.acec@dpi.nsw.gov.au

For inquiries, please phone (02) 6391 3682 or send an email to secretary.acec@dpi.nsw.gov.au

Website: [Secretary’s Animal Care and Ethics Committee](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee)

**FORMS MUST BE TYPED**

**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE**

**(SECRETARY’S ACEC)**

**APPLICATION FOR AN ANIMAL RESEARCH AUTHORITY** **(Fauna Survey Project)**

***Section 1: Administration***

**For assistance in completing this form, please refer to the webpage** [**Guide for completing the Secretary’s ACEC Fauna Survey Project Application form**](https://www.dpi.nsw.gov.au/about-us/research-development/animal-ethics-committees/secretarys-animal-care-and-ethics-committee/guide-for-completing-the-secretarys-acec-fauna-survey-project-application-form)

|  |  |
| --- | --- |
| **Project Number** | / |

Add if you are renewing your application and already

have a project number.

Under the NSW *Animal Research Act 1985,* Corporations (i.e., businesses with an ACN) that undertake animal research in NSW must be accredited in NSW. For information on accreditation please contact DPI Compliance Systems & Accreditation Programs. Email: bfs.admin@dpi.nsw.gov.au. The ACEC will not approve animal research projects undertaken by unaccredited corporations.

**1. Applicant details**

|  |  |
| --- | --- |
| **Name of Principal Investigator** |  |
| **Institution or Business name (if applicable)** |  |
| **Address** |  |
| **Relationship to Business** (e.g., employee) |  |
| **Work Phone** |  | **Mobile**  |  | **Email** |  |

**2. a) Have you previously held an Animal Research Authority with the Secretary’s Animal Care and Ethics Committee?**

 **Yes** [ ]  **No** [ ]

**If no, please supply with your application a CV and written references from two independent referees that support your expertise in the procedures you wish to perform.**

If you are applying as a Class A or R bird &/or bat bander to only do bird &/or bat banding, you can attach your ABBBS Authority instead of the two references. If you are applying to band birds &/or bats as well as trapping or observing other types of wildlife, you can use the ABBBS Authority as one of your references.

Please also read the [Guidance for new researchers](https://www.dpi.nsw.gov.au/dpi/about-us/research-and-development/nsw-dpi-animal-ethics-committees/secretarys-animal-care-and-ethics-committee/guidance-for-new-researchers-applying-to-use-the-drnsw-secretarys-animal-care-and-ethics-committee) applying to use the Department of Regional NSW Secretary’s Animal Care and Ethics Committee

**b) Have you previously held an Animal Research Authority with any other Animal Ethics Committee other than the Secretary’s** **Animal Care and Ethics Committee?**

 **Yes** [ ]  **No** [ ]

 **If yes, which Animal Ethics Committee(s) and what was the period of time that this approval was granted for?**

**3. Has an Animal Research Authority or an Animal Suppliers Licence previously been held by any personnel participating in the proposed project and been cancelled?**

**Yes** [ ]  **No** [ ]

**For new project applications, have any personnel participating in the proposed project been convicted in the last 3 years of an offence under legislation below?**

**For renewal applications, have any personnel participating in the proposed project been convicted in the last 5 years of an offence under legislation below?**

|  |  |
| --- | --- |
| Animal Research Act 1985 or Regulations? | Yes[ ]  No[ ]   |
| Prevention of Cruelty to Animals Act 1979 or Regulations? | Yes[ ]  No[ ]   |
| National Parks and Wildlife Act 1974 or Regulations | Yes[ ]  No[ ]   |
| Exhibited Animals Protection Act 1986 or Regulations | Yes[ ]  No[ ]   |
| Non-Indigenous Animals Act 1987 or Regulations? | Yes[ ]  No[ ]   |
| Any equivalent Commonwealth, other State or Territory Statute or Regulations | Yes[ ]  No[ ]   |

**If you answered YES to any of the above, please provide details of the offence and any penalty imposed:**

**4. Application fee**

|  |
| --- |
| An annual fee of **$100** applies for each project.Fees for Authorities and Accreditations to allow research to be undertaken on animals under the *Animal Research Act 1985* have been approved as exempt from GST. Division 81Please pay via the online portal when you are about to submit your application by left clicking your mouse on the link below while also pressing the ‘ctrl’ key on your keyboard. A receipt for your payment will be emailed to you. Please attach the receipt pdf to the email when you are sending your application.Please note, if you are submitting an annual report as well as a **project renewal** application, only one payment of $100 is required.If you are submitting a **new project** application, please confirm via secretary.acec@dpi.nsw.gov.au that the ACEC will oversee your project **before** paying.[**https://forms.bfs.dpi.nsw.gov.au/forms/10678**](https://forms.bfs.dpi.nsw.gov.au/forms/10678) |

**5.**

|  |  |
| --- | --- |
| **Principal Investigator name** |  |
| **Principal Investigator signature** |  |
| **Date** |  |

**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE (SECRETARY’S ACEC)**

**ANIMAL RESEARCH PROJECT APPLICATION**

**(Fauna Survey – Terrestrial and Aquatic)**

***Section 2: Project Details and Personnel***

**Please note**: All text boxes in the form expand to fit the amount of text added.

 **1. a) Title of proposed project:**

|  |
| --- |
|  |

 **b) Type of proposed research (please use simple English):**

|  |
| --- |
|  |

 **c) Location of proposed research - name closest town (if applicable):**

 Please note, research must be using animals based in NSW for the ACEC to approve the project.

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| --- |
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**2. Personnel**

List the names, qualifications, training and relevant experience (with the species and the survey methods, procedures/tasks they will undertake) of all personnel who will be participating in the animal components of the proposed project.

If banding birds and/or bats, further details are required at [Question 23(c).](#Birdbandingquestions)

1. **Principal Investigator**

|  |  |  |
| --- | --- | --- |
| **Name**  | **Relevant Qualifications** | **Experience in survey techniques and procedures to be undertaken and the species being used\*** |
|  |  |  |

**\*** if no experience in techniques proposed, describe how experience relevant to their responsibilities will be obtained

**b) Associate Investigator(s)**

**Associate Investigators** are people trained and experienced in the procedures used in the project and do not need supervision by the Principal Investigator

|  |  |  |
| --- | --- | --- |
| **Name**  | **Relevant Qualifications** | **Experience in survey techniques and procedures to be undertaken and the species being used\*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**\*** if no experience in techniques proposed, describe how experience relevant to their responsibilities will be obtained

**c) Other people participating**

**Other Participants** are people, such as volunteers or employees, with no or little training or experience in the procedures but are directly supervised by the Principal or Associate Investigators and are receiving training in animal survey techniques and handling.

|  |  |  |
| --- | --- | --- |
| **Name**  | **Relevant Qualifications** | **Experience in survey techniques and procedures to be undertaken and the species being used. If no experience, describe how relevant experience will be obtained** |
|  |  |  |
|  |  |  |
|  |  |  |

**3. Please indicate, by left clicking the relevant box, whether this application is for:**

|  |  |
| --- | --- |
| **A new project?** | **Yes**[ ]  **No**[ ]  |
| **A project which has previously or simultaneously been submitted to this or another ethics committee? \*** | **Yes**[ ]  **No**[ ]  |
| **\*If YES to the above, is this an ongoing project renewal Yes**[ ]  **No**[ ] **If NO, provide reasons for re-submission or simultaneous submission and the name of the AEC(s)** |
| **A significantly revised project?🕈** | **Yes**[ ]  **No**[ ]  |
| **🕈If Yes, quote the approval number and species and number of animals used to date.** |

**4.a Proposed date of commencement:**

|  |
| --- |
|  |

**Note:** The date of commencement must be after the date of the ACEC meeting this application is being submitted to. Projects may only commence after the ACEC has approved the project and you have received the written Animal Research Authority approving the project. When applying to renew approval for an ongoing project, the commencement date can be the same as the previous approval expiry date, as long as the application is submitted to the ACEC at least 2 weeks before an ACEC meeting that is scheduled on a date prior to the expiry date. See [Secretary’s ACEC website](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee) for meeting dates.

**4.b Proposed date of completion:**

|  |
| --- |
|  |

 **Note:** The ACEC generally grants 3-year approvals for new projects.

**5. Purpose and procedure categories of research**

The NSW Animal Research legislation requires mandatory annual reporting of details of animal use in research and teaching to the NSW DPI by all holders of Animal Research Authorities. Details of the category of research purpose and procedure for all projects using animals under the Act must be provided.

Accredited Animal Research Establishments and individuals using the Secretary’s Animal Ethics Committee are not required to submit Form L. Submission of annual animal use details to NSW DPI is done on your behalf by the Secretary’s ACEC. This information excludes identity of researchers and research establishments. However, the project’s categories of purpose and procedure must be included in project applications for ACEC approval.

For guidance on the definitions of purpose and procedure, please refer to the document [Guidance for researchers on reporting animals used in research.](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0003/1330905/Guide-for-reporting-animals-used-in-research-v3.pdf)

**Helpful Note for Wildlife Surveys:** Majorityof wildlife surveys will be categorised as:

**Purpose:** A7 Research: environmental study

**Procedure: P1 Observation** involving minor interference OR **P3 Minor conscious intervention** (i.e., if capture/trapping).

Left click the check box next to each purpose and procedure that apply to this project.

|  |  |
| --- | --- |
|  | **5.1 Research Purposes**Please select one of the following ten purpose categories which best describes the ‘purpose’ of the application. |
|  |  |
|[ ]  A1 | Stock breeding |  |[ ]  A6 | Research: Animal management or production |
|[ ]  A2 | Stock maintenance |  | [ ]   | A7 | Research: Environmental study |
|[ ]  A3 | Education |  |[ ]  A8 | Production of biological products |
|[ ]  A4 | Research: Human or animal biology |  |[ ]  A9 | Diagnostic procedures |
|[ ]  A5 | Research: Human or animal health & welfare |  |[ ]  A10 | Regulatory product testing |

|  |  |
| --- | --- |
|  | **5.2 Research Procedures** Please select one of the following nine procedure categories that applies to this project. If multiple apply, the highest number must be chosen. |
|[ ]  P1 | Observation involving minor interference |  |[ ]  P6 | Minor physiological challenge |
|[ ]  P2 | Animal unconscious without recovery |  | [ ]   | P7 | Major physiological challenge |
|[ ]  P3 | Minor conscious intervention (e.g., trapping or capturing) |  |[ ]  P8 | Death as an end point e.g., LD50, LC50, baiting (death is a planned endpoint) |
|[ ]  P4 | Minor surgery with recovery |  |[ ]  P9 | Production of genetically modified animals |
|[ ]  P5 | Major surgery with recovery |  |  |  |  |

**6. Have the relevant licences been obtained from the National Parks and Wildlife** **Service, State Forests, NSW Fisheries or other authorities?** (Please see the [Scientific Licences](https://www.environment.nsw.gov.au/licences-and-permits/scientific-licences) webpage for help determining whether you require a licence)

 **Yes** [ ]  **No** [ ]  **Not applicable** [ ]

**Permits issued by:**

**Permit numbers:**

 **Please provide photocopies of both sides of relevant licences.**

 ***Section 3: Justification for Animal Use***

**Aim of the Project in Lay Terms**

The Code states that “the use of animals for scientific purposes must have scientific or educational merit; must aim to benefit humans, animals or the environment; and must be conducted with integrity”. The ACEC must be able to judge “whether the potential effects on the wellbeing of the animals involved is justified by the potential benefits.

Your answer is crucial for the assessment of scientific merit and the necessity for animal use. It is essential that those without technical and scientific knowledge easily understand this section. Use plain English and lay terms - terms that will be understood by a person without a scientific background.

**7. Justify why the project needs to exist and specify what you hope to achieve by describing the aims and purpose of the project**.

**8. Animal Re-use**

 **8.1 a) Would an extensive literature or data base search be conducted prior to each survey to ensure that this work has not been done previously?**

|  |
| --- |
|  |

 **b) If not, why not?**

|  |
| --- |
|  |

 **c) If it has been previously reported, why does it need to be repeated?**

|  |
| --- |
|  |

**8.2 a) Does this project involve the use of any animals or fauna survey sites that have been the subject of previous research?**

 **Yes** [ ]  **Potentially** [ ]  **No** [ ]

**b) If YES or Potentially, what has previously been done to these animals? Include project name(s) and identification number(s).**

|  |
| --- |
|  |

**Please note:** if your project involves banding bats or birds, the answer to 11.2 should be ‘yes’ or ‘potentially’.

***Section 4: Ethical Considerations***

***Assessment of the Impact on Animal Wellbeing***

**Animal Use**

**9. a) What species of animal will be used? (**For fauna surveys, this may be

 “All Vertebrates”.)

|  |
| --- |
|  |

**b) Are there specific target species?**

 **Yes** [ ]  **No** [ ] (Can be both, depending on individual projects)

 **If YES, what are the target species?**

|  |
| --- |
|  |

**Survey Methods**

**10. Will the methods described in the Animal Research Review Panel’s guideline** [**‘Wildlife surveys’**](https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies%2C-guidelines-and-factsheets/wildlife-research/wildlife-surveys) **and the** [**Secretary’s ACEC ‘Trapping Policy’**](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0004/1330906/Secretarys-ACEC-Wildlife-Trapping-Policy-Version-3.pdf) **be followed to minimise impact on animals?**

**Yes** [ ]  **No** [ ]

**10.1 If not, why not?**

|  |
| --- |
|  |

**Non-Capture survey methods**

**11. Considering the 3Rs – reduction, replacement and refinement - what alternatives to capturing animals may be used in the project?**

**Provide you answers in the Q11 tables below. Please refer to** [**Guide for completing the Secretary’s ACEC Fauna Survey Project Application form**](https://www.dpi.nsw.gov.au/about-us/research-development/animal-ethics-committees/secretarys-animal-care-and-ethics-committee/guide-for-completing-the-secretarys-acec-fauna-survey-project-application-form) **for the type of details the ACEC would like to see. In your responses provide details of what you plan to do, do NOT refer to external SOPs not already mentioned in this form template.**

Please describe methods of trapping or netting at Questions 13 and 14 only.

The level of habitat disturbance and the duration of this impacts on whether ACEC approval and more information is required for low impact non-capture survey methods. Publication of data and Council requirements may also affect the need for ACEC approval.

In the table below, please tick the non-capture survey methods you plan to use. The methods in the right column do not require any further description as they have negligible impact on fauna. Ticking these will mean they are included in the project approval.

The methods ticked in left column must be further described in the Q11 Table(s) below.

|  |
| --- |
| **Non-capture survey method Table** |
| **Requires description in Table 11 or appendices** | **No further description required** |
| Hair tubes | [ ]  | Songmeters or other auditory acoustic recorders | [ ]  |
| Call playback | [ ]  | Anabat detectors and other ultrasonic recorders | [ ]  |
| Remote cameras with and without bait | [ ]  | Scat, scratch and track searches and analysis | [ ]  |
| Spotlighting | [ ]  | Photography with no flash | [ ]  |
| Stag watching | [ ]  | Visual and auditory observation (Diurnal and nocturnal census) | [ ]  |
| Bat and bird transects | [ ]  | Use of thermal/night vision equipment which eliminates the need for shining bright spotlights at animals | [ ]  |
| Nest boxes | [ ]  |
| Tile grids | [ ]  |
| Habitat searches e.g., rock, log or bark rolling, leaf and litter searching – no capture of animals(Please describe at Question 13 if you plan to capture animals) | [ ]  |
| Drones (describe only in [Appendix 2](#Appendix3)) | [ ]  |  |
| Other methods (list below) | [ ]  |

Copy, paste and complete the Q11 Table template below separately for **each different type** of non-capture method you plan to use that requires further description (see **left** side of table above).

**Q11 Table**

|  |
| --- |
| **Non-capture survey method:** |
| **Provide details of method:**  |
| **How animal wellbeing impact is minimised:** |
| **How long method is used per session & how frequently method is used?** |

**11.1 Do you plan to use Detector Dogs?**

**Yes** [ ]  **No** [ ]

**If Yes**

|  |  |
| --- | --- |
| I will be using my own detector dogs | [ ] Please contact the ACEC regarding additional information that is required**.** |
| I will be subcontracting to other people with their own detector dogs | [ ] Please check that the subcontractor(s) have their own Animal Ethics approval to use detector dogs for animal research/survey purposes**.**  |

**Capture survey methods**

**12. Why is it necessary to capture animals?** Descriptions of capture methods are required at Question 13 and 14 only.

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**13. Details of traps or nets that may be used in the project**

**Describe the method for each type of trap or net you plan to use and what is done to minimise impact on the animals in Q13 tables below.**

**Please refer to** [**Guide for completing the Secretary’s ACEC Fauna Survey Project Application form**](https://www.dpi.nsw.gov.au/about-us/research-development/animal-ethics-committees/secretarys-animal-care-and-ethics-committee/guide-for-completing-the-secretarys-acec-fauna-survey-project-application-form) **for the type of details the ACEC would like to see. In your responses provide details of what you plan to do, do NOT refer to external SOPs not already mentioned on this form template.**

**Note:** If pitfall traps are to be used, the guideline [“Use of Pitfall Traps"](https://www.dpi.nsw.gov.au/dpi/animals/animal-ethics-infolink/arrp-policies%2C-guidelines-and-factsheets/wildlife-research/pitfall-traps) by NSW Animal Research Review Panel must be followed.

Copy, paste and complete the Q13 Table below separately for **each different type of trapping method** you plan to use. Similar types of traps, such as Elliott and Cage traps, can be grouped together in the same table, but list each type of trap you plan to use in the relevant table.

**Q13 Table**

|  |
| --- |
| **a) Trap or net Type:** |
| **b) Provide details of the method of trap or net setting.****How will potential adverse impacts (for example, extreme weather events or injury or predation in traps, etc) are avoided or minimised:** |
| **c) Number of traps/nets set and over what period of time (i.e., maximum number of consecutive nights trapping would be done at one location):** |
| **d) Maximum number of traps/nets per investigator you would set per day/night:** |
| **e) How often and at what times will traps/nets be monitored and/or cleared?** |

 **13.1 If using Mist Nets, please provide details of experience and training in use.** (Describe use of mist nets in a table above at Q13)

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**14. Describe any other methods to be used for capture** (for example hand capture of reptiles or amphibians etc)

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|  |

**15. If lactating mammals or marsupials with pouched young are trapped will the methods described in the** [**Secretary’s ACEC *Trapping Policy***](https://www.dpi.nsw.gov.au/__data/assets/pdf_file/0004/1330906/Secretarys-ACEC-Wildlife-Trapping-Policy-Version-3.pdf) **Point 7. *Lactating Animals* be followed?**

 **Yes** [ ]  **No** [ ]  **Not applicable** [ ]

 **If you plan to use additional methods, please describe these here:**

|  |
| --- |
|  |

 **15.1 If the answer is NO, provide details and justification**.

|  |
| --- |
|  |

**16. Give brief details (sequentially) on what happens to the animals at each stage, from the time they are captured until the time they are released.** This includes the procedures the animals undergo during capture, for example measurements, marking and treatments. Please describe the types of traps or nets used in Question 13, details of samples taken at Question 17 and details of identification at Question 18.

 **Using a list, flow chart or sequence of events table are acceptable to make this information clear.**

**17. Will any biological samples be taken, e.g., ear punch, milk, blood, hair, scales?**

(remember to include details here if hair is being collected via hair tubes)

**Yes** [ ]  **No** [ ]

 **If YES:**

**17.1 What samples are taken and how are they collected?**

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|  |

**17.2 How many animals will be sampled?**

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|  |

**17.3 Will individual animals have multiple samples (at the same time or over time) taken? If so, please provide the details.**

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| --- |
|  |

**17.4 Why are the samples being collected, including why multiple samples will be collected, if relevant?**

|  |
| --- |
|  |

**18. Will animals be marked for identification? Yes** [ ]  **No** [ ] (if No, go to Question 19.)

 **If you will be radiotracking animals, please provide further information at** [**Appendix 1**](#Appendix2)

 **If YES:**

 **a) Provide details of how this will be done for each type of identification (for example, marker pen, ear tag, banding, PIT or acoustic tags).**

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 **b) Why are animals being marked?**

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|  |

 **c) Will any animals have multiple types of identification applied and/ or have sample collection at the same time? Is yes, please provided the details and reason for this.**

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|  |

 **d) Provide the relevant qualifications and experience of the person(s) carrying out the procedure(s) e.g., training in microchipping or acoustic tag implantation etc.**

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| --- |
|  |

**e) Will you be banding birds and/or bats? Yes** [ ]  **No** [ ] (if No, go to Question 19)

 **If Yes, provide below details:**

1. **Will you be following methods described on the Australian Bird Banders Manual 1989? Yes** [ ]  **No** [ ]

 **If not, why not?**

|  |
| --- |
|  |

|  |
| --- |
| **ABBBS Project Approval No: /** |

 **Note:** ABBBS approval pending AEC approval is required.

|  |  |  |
| --- | --- | --- |
| **Name of Bander** | **ABBBS Class** | **ABBBS Authority Number** |
|  |  |  |
|  |  |  |

Add additional rows for additional banders

1. **What recapture is planned?**

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| --- |
|  |

**Note:** If banding bats and /or birds, the project should have already been submitted to the ABBBS and received provisional approval pending ACEC approval. ABBBS final approval is then dependent on ACEC approval.

**19. How will the animals be handled or restrained?**

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**Note:** If capturing and handling amphibians, compliance with the Threatened Species Management Information Circular No 6 – [Hygiene protocol for the control of disease in frogs](https://frogwatchsa.com.au/files/618_hyprfrog.pdf?v=982) is required. If capturing and handling amphibians, please indicate whether you will follow these guidelines **Yes** [ ]  **No** [ ]

**20. What possible harm or adverse effects could there be on the animals during trapping and from handling and any procedures undertaken?** (e.g., injury from trapping, injury due to method of individual identification or sample collection, etc).

 Please address how you will minimise or avoid these adverse effects in Question 21 below.

|  |
| --- |
|  |

**21. How will these possible adverse effects described above at Question 20, be minimised or avoided?** i.e., what precautions are taken.

|  |
| --- |
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**22. If any invasive methods (for example implanting tags, collecting samples) are to be used, how will pain/distress be avoided or minimised?**

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**Animal Holding, Management and Transport**

**23. Will animals be held (i.e., held captive in a bag, cage, box or pen etc) even for a short time after having been captured or removed from a trap/net?**

**Yes** [ ]  **No** [ ] (If No, go to Question 24)

**If YES:**

**a) Justify why animals need to be held and not released** **immediately.**

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|  |

**b) Where will the animals be held?**

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|  |

 **c) What will the animals be held in, including whether held separately from other animals and species or not?**

|  |
| --- |
|  |

 **d) State dimensions of cages/pens**

|  |
| --- |
|  |

**e) What will be the duration of holding?**

|  |
| --- |
|  |

**f) Will animals be fed while being held?**

 **Yes** [ ]  **No** [ ]

**If YES, what will they be fed and how often will they be fed?**

|  |
| --- |
|  |

**24. If animals will or may be transported (such as to a base camp for holding or to a veterinarian for assessment), please provide details of transport, which includes how animals would be transported in the case of an emergency. Even if not capturing animals, this information needs to be provided relating to animals found injured when conducting any type of survey.**

|  |  |
| --- | --- |
| **Where likely transported to (in general)** |  |
| **Likely distance transported** (in time) |  |
| **Type of animal carriers used** |  |
| **Precautions taken against cold/heat stress**  |  |
| **Are vehicles used air conditioned?** |  |

**Emergencies**

**25. List the procedures you have in place to deal with the type of emergencies listed below, including emergency contacts in the field, e.g., contact number of local veterinary surgeon.**

 **a), b) and c) must be answered, regardless of type of surveys being conducted.**

**a) animals injured in traps or injured animals found during a survey**

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**b) environmental e.g., bushfire, hailstorm**

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**c) misadventure of researcher (e.g., illness, personal emergency).** If traps have been set, how will the safety of animals be ensured if the researcher is later unable to attend the traps?

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**d) other**

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**Fate of Animals**

**26. What will happen to animals at the completion of the project?** (e.g., released near point of capture)

**Please note**:

Under the NSW [Animal Research Regulation 2021 Clause 24](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0477/lh), the fate of domestic dogs (such as detector dogs) **must** be provided in annual reports when used in projects.

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**27. How are animals monitored after release to make sure they can walk or fly and can leave the release location?**

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**28. Will voucher specimens be taken?**

 **Yes** [ ]  **No** [ ]

 **If YES:**

**a) Why do you need to collect voucher specimens.**

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| --- |
|  |

**b) How many voucher specimens do you plan to collect**

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**c) Where will the voucher specimens be lodged?**

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**Note**: If taking voucher specimens, the guideline [Collection of voucher specimens](https://www.animalethics.org.au/policies-and-guidelines/wildlife-research/voucher-specimens), by NSW Animal Research Review Panel, must be followed.

**29. How will you euthanase animals if there is an emergency or for collection of voucher specimens?**

 **Details of methods/procedures you or your team would use and have experience in must be provided, rather than what could theoretically be used.**

 **In your responses provide details of what you plan to do, do NOT refer to external guidelines not already included on this form template.**

**29.1 Provide details of methods/procedures that you or your team would use.**

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**29.2 Where will the euthanasia be carried out?**

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**29.3 Who will do it, and what is their experience in the technique(s) described above.**

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***Section 5: Declaration of Responsibilities***

**Declaration by the Principal and Associate Investigator(s)**

I certify that the use of animals in this project will conform with NSW Animal Research legislation and the principles of the NH&MRC [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) 8th Edition 2013. I accept responsibility for the conduct of all procedures detailed in this application and for the supervision of all personnel delegated to perform any such procedures.

I confirm that all personnel have read this application and have agreed to comply with the procedures described and any conditions imposed by the Secretary’s Animal Care and Ethics Committee.

Principal Investigator (Name)

Signature: ………………………………………………………….

Date: …………………

Associate Investigator (s) (Name)

Signature: ……………………………………………………………

Date: …………………

Associate Investigator (Name

Signature: ……………………………………………………………

Date: …………………

Associate Investigator (Name)

Signature: …………………………………………………………….

Date: …………………

PRIVACY COLLECTION NOTICE

NSW Department of Primary Industry (NSW DPI), within the Department of Regional NSW (DRNSW) is collecting your personal information (name, address, email address and telephone number) for administrative purposes pursuant to the *Animal Research Act 1985*.

NSW DPI will securely store your personal information in accordance with the NSW Privacy Laws – [Privacy and Personal Information Protection Act 1998](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-133). Please note that NSW DPI may be required to disclose this information in accordance with legal obligations contained in the *Government Information (Public Access) Act 2009* or for other lawful purposes.

You can request access to your own personal information at any time. To access or amend your information email the Secretary’s Animal Care and Ethics Committee at secretary.acec@dpi.nsw.gov.au; or write to Secretary’s Animal Care & Ethics Committee, NSW Department of Primary Industries, Locked Bag 21, Orange, NSW 2800.

For more details on our privacy obligations refer to our [Privacy Management Plan](https://www.regional.nsw.gov.au/privacy/privacy-management-plan) or contact gipa@regional.nsw.gov.au

**Appendix 1**

**Radiotracking**

**If using radiotracking, please answer the questions below, focusing on minimising impact on animal welfare:**

1. **List target species**(if all species listed in [Q13 (b)](#SpecificTargetSpecies) are target animals for radiotracking please indicate, if only some of that list will be radio-tracked please list here)
2. **How many animals do you plan to radio-track?**
3. **Over what period of time will the animals be radio-tracked?**
4. **What equipment will be used on the animals?**
5. **What is the attachment method (if it differs between species, please list)**
6. **Does the weight of the equipment fall within the recommended guidelines (**<http://www.animalethics.org.au/policies-and-guidelines/wildlife-research/radio-tracking>)

If No, please justify the variation

1. **How will the animals be restrained for equipment attachment?**
2. **Will animals be released immediately after attachment or held for a period of time prior to release at a safe time?**
3. **What are the potential impacts on the animal?**
4. **How often will the animals be checked?**
5. **How will the equipment be retrieved?**
6. **What contingency plans are in place if collared/marked animals are lost or drop off mechanisms don’t work?**
7. **Provide the relevant qualifications and experience of the person(s) carrying out the procedure i.e., applying the radiotracking equipment.**
8. **Please add photographs of the equipment attached to the target species.**

**Appendix 2**

**Drones**

Please note: Operator accreditation or a remote pilot licence (RePL) from [CASA](https://www.casa.gov.au/drones) is a requirement when using drone for activities other than sport or recreation. Drone registration is also required.

**If using drones, please answer the questions below, focusing on minimising impact on animal welfare:**

1. **What type of drone will be used *(i.e., fixed-wing, multicopter)*?** Include:
	1. Make and model
	2. Noise rating
	3. Camera equipment, including camera focal length/sensor size/angle of view
2. **What is the experience of the drone operator in surveying animals?**
3. **How many operators and observers monitoring the impacts on animals?**

 **will there be at any one time for each drone?**

1. **What type of animal will you be surveying with drones?**
2. **When will flights be conducted (time of day, season)?**
3. **Under what prevailing conditions would flights not occur?**
4. **What special consideration will be made if/when drones are used at night? How are they navigated and tracked to mitigate impact on animals?**
5. **Location of launch and recovery site relative to target species*?* (**try to reduce noise exposure by launching the drone as far away from the survey site as possible and maximise the distance to animals while staying within CASA regulations and not compromising the survey objectives.)
6. **Duration and pattern of flights, approach height/distance and angle from target species?**
7. **What are the potential negative impacts on target and non-target species and how will these be mitigated?**
8. **How will animal reactions and disturbances (such as nest and bird flight disturbance) be monitored, and drone flight altered in response to reactions?**