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

**SHARING AGREEMENT**

The Australian code for the care and use of animals for scientific purposes 8th Edition 2013(the Code) states at [Section 2.6](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes#toc__1132) that when an establishment or independent investigator seeks to access an external Animal Ethics Committee (AEC), such as the Secretary's ACEC, the use of the AEC must be based on a [formal agreement](https://www.animalethics.org.au/policies-and-guidelines/information/formal-agreements). This document fulfils that requirement.

**1. PARTIES**

This agreement is made on [insert date you are signing the document]

Between:

**The Department of Regional NSW and**

[**insert Name and ACN of the Other Party]**

**2. PARTY DETAILS**

|  |  |
| --- | --- |
| Department of Regional NSW | |
| Party Name | NSW Department of Regional NSW (DRNSW).  DRNSW Secretary’s ACEC is administered by NSW Department of Primary Industries, Chief Scientist Branch |
| Street Address | 105 Prince Street Orange 2800 |
| Postal Address | Locked Bag 21  ORANGE NSW 2800 |
| Contact Person | Cathie Savage |
| Contact Details | secretary.acec@dpi.nsw.gov.au |

|  |  |
| --- | --- |
| Other Party | |
| Party Name |  |
| Business Name |  |
| Street Address |  |
| Postal Address |  |
| Contact Person |  |
| Contact Details |  |
| Accreditation No.  (if applicable) |  |
| Animal Supplier’s Licence No.  (if applicable) |  |

**2. PURPOSE AND OBJECTIVES**

The Other Party, an animal research establishment accredited under the *Animal Research Act 1985* or independent animal researcher seeks to use the Department of Regional NSW’s Secretary’s Animal Care and Ethics Committee (ACEC) to oversee the care and use of animals for scientific purposes conducted by the establishment /independent researcher.

The Department of Regional NSW’s Secretary’s Animal Care and Ethics Committee has agreed to accept the oversight of the care and use of animals for scientific purposes conducted by the Other Party**.**

**3. CONDITIONS OF THE AGREEMENT**

**A. Department of Regional NSW Secretary’s Animal Care and Ethics Committee will:**

1. Comply withNSW Animal Research legislation ([*Animal Research Act 1985*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123); [Animal Research Regulation 2021](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0477/lh) and the [Australian code for the care and use of animals for research purposes 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) (the Code)).
2. Review new, renewal and modified animal research project applications submitted by the Other Party for approval.
3. Review Annual, Final and Unexpected Adverse Event Reports submitted by the Other Party.
4. Issue an Animal Research Authority (ARA) for projects it has approved to be undertaken in NSW. ARAs will be issued for a maximum of 12 months and only reissued for another 12 months following receipt and approval of an Annual Report for the project. A “State Letter’ confirming project approval will be issued if the project is being conducted in other states of Australia.
5. Treat all project applications as confidential documents as required by law.
6. Abide by the Secretary’s ACEC Terms of Reference, Operating and Grievance procedures, as found on the [Secretary’s ACEC webpage](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee/_nocache)
7. Where possible inspect animal research facilities or sites in accordance with the Code.
8. Submit mandatory annual animal use statistics in Form L to NSW Department of Primary Industries (DPI) on the Other Party’s behalf, based on details provided in project Annual Reports. Researchers using the Secretary’s ACEC do not need to submit their own Form L to NSW DPI.

**B. The Other Party will:**

1. Be aware of their responsibilities and ensure that all activities involving the care and use of animals, conducted by themselves and/or their representatives, comply with the requirements of the NSW Animal Research legislation including the *Animal Research Act 1985*; Animal Research Regulation 2021 and the Code.
2. If a Corporation, be [accredited as an Animal Research Establishment](https://www.animalethics.org.au/accreditation-and-licensing) under the *Animal Research Act 1985.*
3. Obtain an [Animal Supplier’s Licence](https://www.animalethics.org.au/policies-and-guidelines/animal-supply), if required under the NSW Animal Research Legislation.
4. Accept that all activities and projects that involve the care and use of animals for scientific purposes must:
   1. Be subject to ethical review, approval and monitoring by the ACEC
   2. Commence only after written approval has been granted by the ACEC
   3. Be conducted in accordance with the ACEC approval and any conditions applied to the Animal Research Authority
   4. Cease if approval from the ACEC is suspended or withdrawn.
5. Submit a completed New Application Form for ACEC consideration and approval prior to commencing any new animal research projects.
6. Submit an application to modify a project prior to making any changes, for example to personnel, procedures, housing or location (where a specific location has been approved).
7. Provide an Unexpected Adverse Event report to the ACEC as soon as practicable following such events.
8. Provide an Annual Report for each project to the ACEC in time for the ACEC to approve it at a meeting scheduled prior to the ARA expiry date. Scheduled meeting dates are available on the [Secretary’s ACEC website](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee).
9. Provide a Final Report for each project to the ACEC following completion of the project.
10. For projects ongoing after the project approval period is due to expire, submit a Final Report and a completed New Project Application Form in time for the ACEC to approve it at a scheduled meeting prior to the ARA and project expiry date.
11. Maintain records of the care and use of animals and provide the ACEC with access to these records upon request.
12. Accept and abide by the Grievance Procedures of the ACEC.
13. Obtain the relevant permits/licences and supply these on request to the Secretary’s ACEC as evidence, if approved by the ACEC to conduct fauna surveys or research projects interstate.
14. Follow any additional reporting requirements stipulated by other states and relevant Animal Welfare Authorities.
15. Pay an annual fee for the ACEC oversight and administration of project approvals.

**4. COMMUNICATION**

The Secretary’s ACEC can be contacted by emailing [secretary.acec@dpi.nsw.gov.au](file:///C:\Users\savagec\Documents\03.%20Secretary's%20AEC\Sharing%20agreement\secretary.acec@dpi.nsw.gov.au)

**5. AGREEMENT WITHDRAWAL**

This agreement remains in place until it is terminated by either party.

Either party is able to withdraw from this agreement with written notice, providing animal welfare is not compromised by doing so.

The ACEC may withdraw its agreement with the Other Party if they fail to comply with their responsibilities under the Code and the NSW Animal Research legislation.

**6.SUPERVISION OF ANIMAL SUPPLIER’S LICENCE**

The condition of approval for supervision of an [animal supply licence](https://www.animalethics.org.au/policies-and-guidelines/animal-supply) is that the Secretary’s Animal Care & Ethics Committee is provided with six monthly reports on activities and animals held under the licence.

**7. PRIVACY COLLECTION NOTICE**

DRNSW is collecting your personal information (name, address, and contact details) to facilitate the relationship between yourself and the Department of Regional NSW Secretary’s Animal Care and Ethics Committee.

DRNSW 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](mailto: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](mailto:gipa@regional.nsw.gov.au)

**Signed on behalf of Department of Regional NSW by its delegate**

|  |  |
| --- | --- |
| Signature of Delegate |  |
| Name of Delegate |  |
| Position of Delegate | Chief Scientists Branch  Department of Primary Industries |
| Date Signed |  |

**Signed by [Enter Corporation or Individual Researcher’s name]**

|  |  |
| --- | --- |
| Signature of delegate |  |
| Name of Delegate |  |
| Position of Delegate |  |
| Date Signed |  |

Please return a signed copy to [secretary.acec@dpi.nsw.gov.au](file:///C:\Users\savagec\Documents\03.%20Secretary's%20AEC\Sharing%20agreement\secretary.acec@dpi.nsw.gov.au)

A final version signed by the DRNSW Delegate will be emailed back to you.