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

**(Secretary’s ACEC)**

**MODIFICATION REQUEST FOR AN APPROVED PROJECT**

Use this form to request any proposed changes to a project, including, but not limited to procedures, location and personnel working on the project.

|  |  |
| --- | --- |
| **NAME OF PRINCIPAL INVESTIGATOR** |  |
| **TITLE OF PROJECT** |  |
| **PROJECT NUMBER** |  |

**Changes to procedures, location, housing etc**

1. **What changes do you want to make?**. If adding new capture or non-capture wildlife survey methods, please copy and paste the table(s) or question lists at [Appendix 2](#Appendix2) into this question for each new method and add the required details.

**2. How do these changes differ with your original project application?**

**3. Why do you want to make these changes?**

**4. What are the anticipated positive impacts of the changes on the animals?**

**5. What are the anticipated negative impacts of the changes on the animals?**

**6. How will potential negative impacts be prevented or minimised?**

**Changes to approved personnel –** Please provide details of personnel being added or removed from the project in the [Appendix 1](#Appendix) below.

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

**Other Participants** are people, such as volunteers or employees, with no or little training or experience in the procedures but are always directly supervised by the Principal or Associate Investigators and are receiving training in animal survey/research techniques and handling. The ACEC can be notified of Other Participants via the notification form or Annual Register – check your Animal Research Authority to check which, if any, applies to your project.

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

**Appendix 1 – Change of personnel modification**

**Removing personnel from a project:**

|  |  |
| --- | --- |
| Name  |  |

**Adding new personnel to a project:**

If changing the Principal Investigator (PI), if they have not previously been a PI on a Secretary’s ACEC approved project, please also send a CV and two written independent references regarding their experience with the procedures in the project.

|  |  |
| --- | --- |
| Name  |  |
| Relevant qualifications and training relating to animal research |  |
| Please list relevant experience with the species and procedures/methods used in this project.  |  |
| Position on this project(e.g., Principal Investigator, Associate Investigator, Other Participant) **\*** | [ ]  Principal Investigator[x]  Associate Investigator[ ]  Other Participant |
| Has the proposed person had any AEC approval withdrawn or been suspended from working with animals for any period?If yes, please provide details including Animal Research Authority number | Yes [ ]  No [ ]  |
| Give details of specific duties or tasks the person will be involved with or responsible for in the project |  |
| Telephone |  |
| Email |  |
| Declaration for new person:I confirm that I have read the project application nominated above and agree to comply with the procedures described and any conditions imposed by the Animal Ethics Committee. I have had explained to me and understand my responsibilities relating to the day to day care and monitoring of the animals used in this project. I have read the Australian code for the care and use of animals for scientific purposes 8th Ed. 2013 and the NSW *Animal Research Act 1985* and NSW Animal Research Regulation 2021 and agree to work within the requirements of these documents. | *Name:* |
| *Signature:* |
| *Date:* |
|  |

Copy the above table template into this document for each new personnel

**Appendix 2. Tables to use add to Question 1 when applying to add in a new capture or non-capture survey and identification methods**

Please use a new table for each capture or non-capture wildlife survey method.

**Capture methods**

|  |
| --- |
| **a) Trap or net Type:** |
| **b) Provide details of trap or net setting, including how potential adverse impacts (for example extreme weather events, injury from trapping or predation in traps) are avoided or minimised:** |
| **c) Number of traps/nets set and over what period of time:** |
| **d) Maximum number of traps/nets per investigator per trapping session:** |
| **e) Frequency and time of trap/net monitoring/clearing?** |
| **f) What experience do the project personnel have in using this capture method?** |

**Non-Capture methods**

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

**Identification methods**

|  |
| --- |
| **Method of Identification**  |
| **Provide details of how this method of identification will be done and what is used?** |
| **What type of animal will this method be used in?**  |
| **Provide the relevant qualifications and experience of the person(s) carrying out the procedure(s)** |

**Radiotracking**

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

1. **List target species**
2. **What equipment will be used on the animals?**
3. **What is the attachment method (if it differs between species, please list)**
4. **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. **Over what period of time will the animals be radio-tracked?**
5. **How often will the animals be checked?**
6. **How will the equipment be retrieved?**
7. **What contingency plans are in place if collared/marked animals are lost or drop off mechanisms don’t work?**
8. **Provide the relevant qualifications and experience of the person(s) carrying out the procedure i.e., applying the radiotracking equipment.**
9. **Please add photographs of the equipment attached to the target species.**

**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 pilot in surveying animals?**
3. **How many operators and observers will there be at any one time for each drone – please include drone pilot and other observers monitoring the impacts on animals?**
4. **What type of animal will you be surveying with drones?**
5. **When will flights be conducted (time of day, season)?**
6. **Under what prevailing conditions would flights not occur?**
7. **What special consideration will be made if/when drones are used at night? How are they navigated and tracked to mitigate impact on animals?**
8. **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.)
9. **Duration and pattern of flights, approach height/distance and angle from target species?**
10. **What are the predicted impacts on target and non-target species and how will these be mitigated?**
11. **How will potential negative impacts be minimised on target and non-target species?**
12. **How will animal reactions and disturbances (such as nest and bird flight disturbance) be monitored, and drone flight altered in response to reactions?**

**Please return to:**

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