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

**(SECRETARY’S ACEC)**

# **About the DRNSW Secretary’s ACEC**

**1. Services provided by the Secretary's ACEC**

Department of Regional NSW (DRNSW) established the Secretary’s Animal Care and Ethics Committee (Secretary’s ACEC) to give effect to section 25A of the [*Animal Research Act 1985*](https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-1985-123)(the Act). The Department of Primary Industries (DPI) is delegated to support and administer the ACEC.  
  
The Secretary’s ACEC is responsible for:

* Considering applications for animal research authorities from external individuals and small accredited animal research establishments that are unable to establish their own Animal Ethics Committee (AEC) and for the supervision of animal supply for research by individual holders of animal supplier’s licences.
* Ensuring that all animal care and use for research and education by Animal Research Authority holders and supply of animals by Animal Suppliers' Licence holders under its supervision comply with the Act and the Australian code for the care and use of animals for scientific purposes (the Code).

**2. Secretary's ACEC Scope**  
Secretary's ACEC will consider reviewing animal research applications when:

1. animal research projects are occurring in the state of NSW.
2. researchers new to the ACEC have been compliant with animal research legislation in Australia.
3. organisations that apply for ACEC project approval are accredited when required to by the Act.

**3. Application to access the Secretary's ACEC outcome**  
Applicants will be advised, by email of the outcome of this application within 10 days of receipt of a completed application to access the ACEC. This is an application to be able to use the Secretary's ACEC to supervise your project, it is not a project application form.

**4. Accreditation**  
Under the Act, corporations which use animals in research and teaching in NSW must apply to DPI Compliance Systems & Accreditation Programs for Accreditation as an Animal Research Establishment. This includes government organisations such as local councils and government departments conducting research within NSW.  Wildlife surveys are considered animal research. A corporation is defined as a business that is registered with ASIC and has an ACN.  
Similarly, a person who supplies animals for use in research and teaching in NSW must apply to DPI Compliance Systems & Accreditation Programs for an Animal Supplier’s Licence. Please note that holders of Animal Supply Licences also need to apply to an AEC for approval to supervise their supply of animals for research purposes.  
  
Accreditation and Animal Supplier's Licencing is managed by DPI Compliance Systems & Accreditation Programs. For further information on accreditation, please see the Animal Ethics Infolink website or email **bfs.admin@dpi.nsw.gov.au** or phone **02 6539 4866**.  
  
The Secretary's ACEC requires confirmation that a corporation that is submitting a project application is either already accredited or has submitted an application for accreditation prior to issuing project approval.  
  
**5. Sharing agreement**  
Under 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), clauses 2.6.2 and 2.6.3, when an establishment or independent investigator seeks to access an external AEC, the use of the AEC must be based on a formal agreement. This formal Sharing agreement is 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) and must be submitted along with an application.  
  
**6. Application Fee.**  
Each application to the Secretary's ACEC for assessment of projects or activities will incur a $100 fee. This is payable through an online portal and an invoice will be issued at the time of payment. The link to the online portal is in the application form.  
  
**7. Secretary's ACEC Website address**  
<https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee>  
  
**8. Animal Ethics Infolink Website address**  
<https://www.animalethics.org.au/>

# **Application to access DRNSW Secretary’s ACEC**

1. Full name of applicant

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1. Date

Click or tap to enter a date.

1. Are you or your business accredited under the *Animal Research Act 1985* to undertake animal research in NSW?

|  |  |
| --- | --- |
|  | No – go to Question 4. |
|  | Yes – go to Question 5. |

1. If No, please contact DPI Compliance Systems and Accreditation to confirm whether accreditation is required prior to submitting this application. You can contact them via email **bfs.admin@dpi.nsw.gov.au** or phone **02 6539 4866**.

Have you contacted DPI Compliance Systems and Accreditation for advice?

|  |  |
| --- | --- |
|  | Yes, Form R has been submitted |
|  | Yes, was advised accreditation is not required. Provide more details below |
|  | No |

Provide details if you have been advised accreditation is not required.

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1. If Yes, please provide the business name and accreditation number.

|  |  |
| --- | --- |
| Name |  |
| Accreditation # |  |

1. Best contact phone number

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1. Best contact email address

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1. State Sole Trader or the business is based?

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1. State(s) you intend to conduct animal research in?

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1. Do you have current Animal Ethics Committee (AEC) approval for the same project in another state? If Yes, which state and which AEC?

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| --- | --- |
| State |  |
| AEC |  |

1. Provide a brief summary of the type of animal research, surveys or teaching using live animals proposed.

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1. Previous experience in animal research or teaching using animals?

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1. If animal research or teaching using animals has been undertaken previously but you do not have current animal ethics approval for a project, please provide the name and contact details of AEC that approved the previous project(s)? Please note, this committee may be contacted.

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**Return Email**: [secretary.acec@dpi.nsw.gov.au](mailto:secretary.acec@dpi.nsw.gov.au)

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| **Office Use Only** | |
| Outcome |  |
| Date | Click or tap to enter a date. |