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

**(Secretary’s ACEC)**

**ANNUAL/FINAL REPORT FORM FOR**

**FAUNA SURVEY PROJECTS**

**TERRESTRIAL AND AQUATIC**

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| **Instructions for completing this form**:   1. Complete Section 1, including animal use reporting in [Appendix 1](#Appendix1), for the 12-month period of the most recent Animal Research Authority for the project. 2. If you have used Drones in the reporting period, complete [Appendix 2](#Appendix2). 3. Make the annual $100 Animal Research Authority payment via the [online portal](https://forms.bfs.dpi.nsw.gov.au/forms/10678) ([Section 2](#Section2)) if you are continuing with the project. 4. Complete ‘Change of Contact Details’ box in [Section 2](#Section2) if your address, phone number or email address has changed in the last 12 months. 5. If you need to add or remove personnel, make changes to procedures or location of fixed facilities, please complete and submit a ‘Project Modification Application Form, found under ‘Secretary’s ACEC Form’s on the [website](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee). 6. Submit form to secretary.acec@dpi.nsw.gov.au 7. If ‘Other participants’ that are not named on your current Animal Research Authority, have worked on the project during the 12 month reporting period, please also complete and submit an [Annual Register of Other Participants and Subcontractors Form - Fauna Survey Projects](https://www.dpi.nsw.gov.au/__data/assets/word_doc/0009/1448073/SECRETARYS-ACEC-ANNUAL-REGISTER-OF-OTHER-PARTICIPANTS-and-SUBCONTRACTORS-FAUNA-SURVEYS-MAY-2023.docx), if these details have not already been provided via Notifications Forms. |

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| **Section 1 Reporting** |

Hereunder is my:

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| --- | --- |
| **Annual Report** | **Final Report** |

|  |  |
| --- | --- |
| **Name of Principal Investigator** |  |
| **Title of Project** |  |
| **Project Number** |  |
| **Start date of reporting period** |  |
| **End date of reporting period** |  |

**1. Did you trap or capture any animals in this reporting period?** **Yes No**

If YES, provide a list of the animals, including Scientific and Common Names, number trapped or captured and the category of procedure in the 12-month reporting period in the Animal Use Reporting table in the [Appendix 1](#Appendix1) below.

**2.** **Were there any mortalities during the projects?** **Yes No**

If YES:

a) The number of mortalities, including those euthanased, of:

|  |  |
| --- | --- |
| Native animals |  |
| Voucher Specimens |  |
| Non-indigenous Animals |  |

b) Please give details of any mortalities **including the method of euthanasia**

|  |
| --- |
|  |

**3.** **Were there any animals injured during the projects?**  **Yes No**

If YES

|  |  |
| --- | --- |
| The number of animals injured |  |
| What were the circumstances and outcomes\* |  |
| If an injured animal was given to a veterinarian or carer group, what was the outcome |  |

\*If an Unexpected Adverse Event report was submitted you can refer to the report

**4.** **Were voucher specimens collected?**  **Yes No**

If YES

|  |  |
| --- | --- |
| What species of animal was collected? |  |
| How many animals were collected? |  |
| Why were voucher specimens collected? |  |
| Where were the voucher specimens lodged? |  |

**5.** **Was radio tracking undertaken?** **Yes No**

If YES

|  |  |
| --- | --- |
| What was the species and how many animals were radio tracked? |  |
| If using collars, how many were retrieved? |  |

**6. Did you use drones in the project in the reporting period? Yes No**

If YES, please complete [Appendix 2](#Appendix2)

**7.** **Did any procedures vary from the approved Application? Yes No**

If YES state details

**8. Have any problems occurred**  **Yes No**

If YES, state details

**9. Any other comments** **Yes No**

If YES, state details

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

**Appendix 1**

**Animal Use Reporting**

Under the NSW Animal Research Legislation, annual reporting to the Regulator regarding animal use is mandatory. The Secretary’s ACEC provides this information to NSW Department of Primary Industries on your behalf. Researchers using the Secretary’s ACEC do not need to submit their own Form L to NSW DPI.

For more information and guidance on the Species Codes required by the Regulator, to assist with completing the table 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).

If you have used multiple species, please add these in separate rows.

Please organise list so that animals are grouped by taxon and procedure.

If detector dogs are approved under your project, you must also include their fate.

**Please make sure you list animals you have captured as Procedure P3 and those you have only observed without capturing as Procedure P1**

**Animal Use Reporting table for the 12-month reporting period**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scientific and Common names** | **Regulator Species Code** | **Number used** | **Procedure Category** | **Fate category\*** |
| E.g., Laughing Kookaburra (*Dacelo novaeguineae)* | S20 | 5 | P1 | F10 |
| E.g., Eastern Bearded Dragon (*Pogona barbata*) | S27 | 3 | P3 | F10 |
| E.g., Dog (detection) | S32 | 1 | P1 | F1 |
|  |  |  |  |  |
|  |  |  |  |  |

**\***Mandatory for domestic dogs and cats

**Appendix 2**

**Drone Use Reporting**

If you have used drones in the reporting period, please answer the following questions:

* Which species were observed?
* Number of each species observed?
* How did you monitor animal reactions to the drone?
* What impacts of the drone on animals were observed, both target and non-target species (for example nest or raptor flight disturbance)?
* If any, what changes in the use of the drone did you make to minimise disturbance and other animal welfare impacts?

**See next page for Section 2.**

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| **Section 2 Payment and New Contact Details** |

**Annual Payment for Animal Research Authority**

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| **Application fee:** An annual renewal fee of **$100** applies for each project. If you are  submitting a Final Report, payment is not required.  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 81  Please pay via the online portal when you are about to submit your report 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 report.  Please note, if you are also submitting a project renewal application form for the same project, only one $100 fee is required.  <https://forms.bfs.dpi.nsw.gov.au/forms/10678>  **Payment made at time of submission: Yes No** |

**Change of Contact Details**

Fill in any relevant sections

|  |
| --- |
| Address: |
| Email: |
| Phone No: |

**Please submit this document as a WORD document. The Animal Use Reporting table can also be submitted as a separate Excel document.**

**Please return to:**

Secretary’s Animal Care & Ethics Committee

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