# Amendment Request Form**Wildlife Animal Ethics Committee (WAEC)**

### Guidance

* Investigators must apply for and obtain written approval from the Wildlife Animal Ethics Committee (WAEC) before commencing an amendment to an approved project.
* Include sufficient information to allow the WAEC to properly evaluate the amendment request.
* The efficient use of photographs and diagrams etc. to clarify information is strongly encouraged.
* Information must be in plain English and where the use of scientific jargon is deemed unavoidable it **should be supported by a suitable lay description**.
* Attach the current approved New Project Application Form with requested changes clearly shown in track changes.
* **Only three (3) changes per Amendment application are permitted**. If more changes are required another Amendment application is to be submitted.
* Amendments will be classified by the WAEC as Major, Minor or Zero amendments. A guide as to what changes constitute these categories is shown in Appendix A. **The WAEC will only accept three (3) Major amendments for the life of an approved project**. If additional Major amendments are required a new project application (NPA) will need to be prepared.
* All enquiries should be submitted to the WAEC Executive Officer:

wildlifeaec@dpird.wa.gov.au.

### Chief Investigator (CI) Details

|  |  |
| --- | --- |
| Name: |  |
| **Organisation:** |  |
| **Address:** |  |
| **Contact:** | Phone: | Mobile: | Email: |

### Project Details

|  |  |
| --- | --- |
| Title of Project: |  |
| **WAEC Permit Number:** |  |
| **Current Approved Start Date:** |  |
| **Current Approved End Date:** |  |

### Glossary

|  |  |
| --- | --- |
| Term / Acronym / Abbreviation | Plain English meaning / explanation |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Add more rows if required

### Amendment

**What changes do you want to make?** *(Describe below and attach the current approved New Project Application form with all changes clearly shown in tracked changes.)*

For changes to locations:

* What are the sites, and where are they?
* Do you have approval from the landowner / manager?
* Are they new (additional sites) and do they replace approved sites?
* What dates / seasons will these sites be active?
* What methodologies will be used at these specific sites? If new methods describe fully.
* What additional species may be handled / observed, and how many?

For changes to methodology:

* Describe any new / additional / modified methodology being requested.

For changes in personnel / animal handlers:

* Provide names and role in project.
* Has the personnel competency form been provided for those involved in highly skilled or potentially high impact techniques?

For changes to timeframe:

* Approved projects can request an additional one-year extension, up to a maximum total time frame of four years per project. Beyond this a New Project Application is required.

**Requested changes***:*

*Change 1:*

*Change 2:*

*Change 3:*

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

*(The changes must be justified and adhere to the principles of Replacement, Reduction and Refinement.)*

*Change 1:*

*Change 2:*

*Change 3:*

**What are the likely consequences of these changes?**

*a) Describe how these changes may impact the project and how you propose to deal with each impact?*

*Change 1:*

*Change 2:*

*Change 3:*

*b) Describe how these changes may impact the animals and how you propose to deal with each impact?*

*Change 1:*

*Change 2:*

*Change 3:*

### Previous Amendment Request(s):

|  |  |  |
| --- | --- | --- |
| Change requested (brief description) | Date | Major / Minor / Zero |
|  |  |  |
|  |  |  |
|  |  |  |

### Signatures

|  |  |
| --- | --- |
| Signature of the applicant: |  |
| **Role of applicant in project:** |  |
| **The CI is aware of this amendment request if not the applicant. Signature of CI:** |  |
| **Date** |  |

### WAEC Decision

|  |
| --- |
| The Amendment has been considered by the WAEC and is: |
| **Approved** |[ ]
| **Approved with conditions** |[ ]
| **Deferred subject to modification** |[ ]
| **Not approved** |[ ]
| WAEC comments/reasons/conditions: |
| Name of WAEC Chair |  |
| Signature of Chair |  |
| Date |  |

**Appendix A: Categories of Amendment**

|  |  |
| --- | --- |
|  | Changes (Not an exhaustive list) |
| **MAJOR Amendment****3 permitted over life of project.** | **Major amendments are assessed and approved at a quorate WAEC meeting. Genuine urgent major amendment requests may be assessed and approved by at least one of each of the category members out of session via emails.*** Any change to the project’s aims / objectives.
* A significant change to methodology / experimental design / additional invasive procedures.
* Increased risk of harm to animals, including pain & distress.
* Changes of Chief Investigator (unless Deputy CI).
* Project extension > 3 months to 12 months.
* Change in number of animals > 10% from original approval.
* Increase of 4 or more additional study sites.
* More than three Minor changes within one amendment.
 |
| **MINOR Amendment**  | **Minor amendments can be assessed and approved by the WAEC Executive out of session and the decision ratified at the next quorate WAEC meeting.*** A minor change to methodology / experimental design / additional procedures.
* Not likely to cause harm to animals, including pain and distress.
* Project extension < 3 months.
* Change in number of animals < 10% from original approval.
* Increase of 1-3 additional study sites.
 |
| **ZERO Amendment for noting** | **Zero amendments can be assessed and approved by the WAEC Chair out of session and ratified at the next quorate WAEC meeting.*** No change to methodology / experimental design.
* No welfare risk indicated.
* Addition of co-worker(s) undertaking approved project procedures such as trapping, spotlighting, observation and routine animal husbandry tasks with competencies provided.
* A delay of up to 3 months to the start date with the end date extended by the same amount.
* Use of different sex or age animals or change of location (not additional) where there is no impact on animal welfare and the project.
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### Important Disclaimer

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