

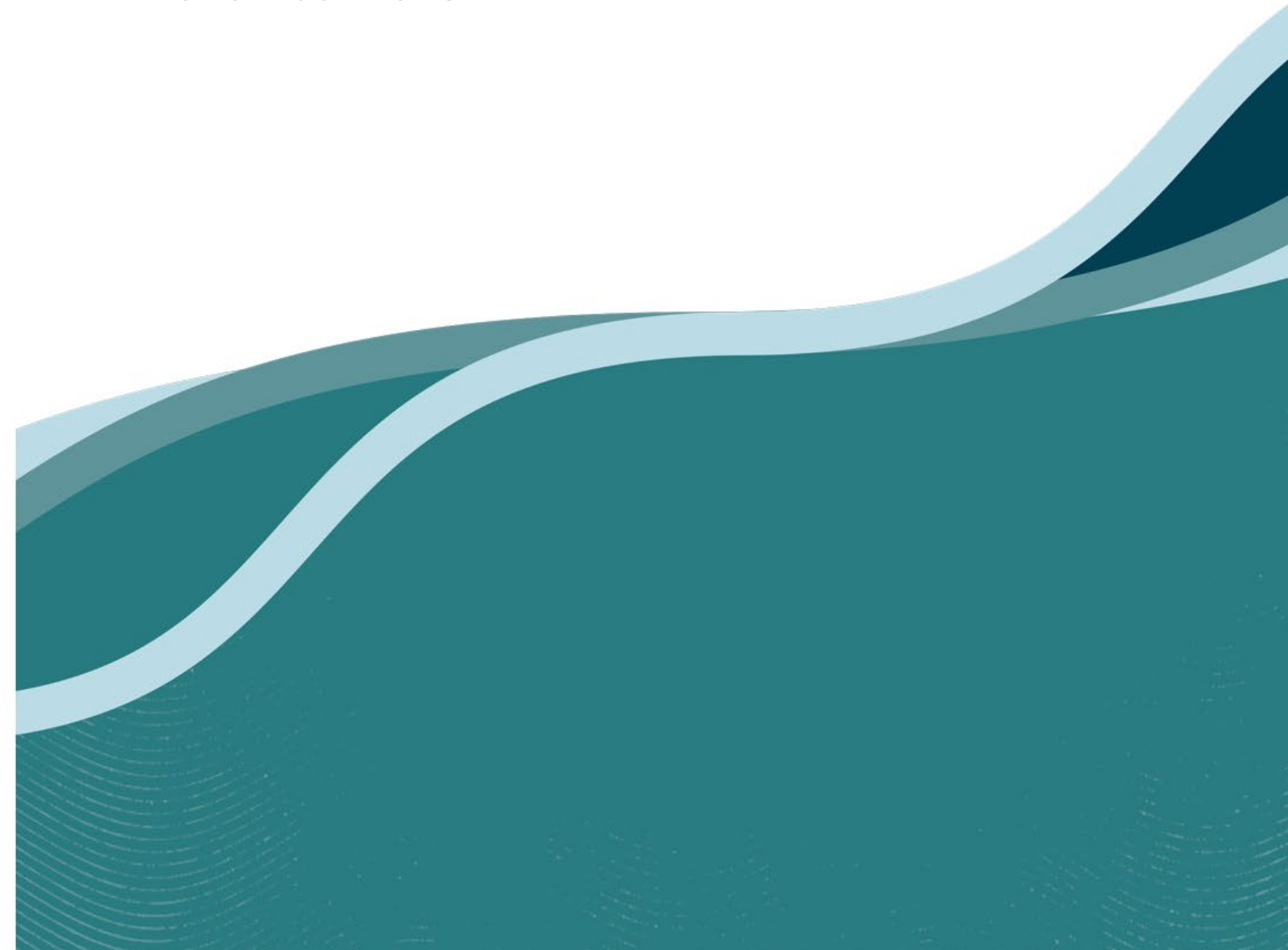


Department of
Primary Industries and
Regional Development

Protect
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Wildlife Animal Ethics Committee - Terms of Reference

November 2025



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1. Introduction

The following Terms of Reference (ToR) have been endorsed by the Department of Primary Industries and Regional Development (DPIRD) and the Western Australian Wildlife Animal Ethics Committee (WAEC).

The ToR should be read in conjunction with the *Australian Code for the care and use of animals for scientific purposes 8th edition 2013 (the Code)*, the *Animal Welfare Act 2002 (the Act)* and related DPIRD policies. A glossary of terms is provided in Appendix 1.

In the event of any conflict of interpretation, the provisions of the Act and Code will prevail.

The ToR's are publicly available and will be published on DPIRD's website and other DPIRD communication channels DPIRD considers suitable.

2. Background

Institutions who use animals for scientific purposes are required to have a Scientific Use Licence (SUL) under the Act.

The WAEC is established as a committee within DPIRD.

Institutions and environmental scientists who undertake projects and activities that involve the care and use of animals for scientific purposes, don't have access to a properly constituted animal ethics committee, and wish to use the WAEC must comply with the following:

1. Enter into a Formal Agreement (FA) with the WAEC.
2. Obtain a Scientific Use Licence from the DPIRD Scientific Licencing Unit.
3. Be subject to ethical review, approval, and monitoring by the WAEC.
4. Commence a project only after approval has been granted by the WAEC.
5. Conduct an approved project in accordance with WAEC approval.
6. Cease if approval from the WAEC is suspended or withdrawn; and
7. Submit an annual animal use report, including the number of animals used, to the DPIRD Scientific Licensing Unit (SLU).
8. Submit an Annual Progress Report to the WAEC.
9. Submit a Project Completion Report to the WAEC, after the expiry date of the project.

3. Scope of responsibilities

3.1 Responsibilities of the WAEC chairperson

The chairperson (Chair) is responsible for impartially guiding the operation of the WAEC, resolving conflicts of interest related to the business of the WAEC and representing the WAEC in any negotiations with the DPIRD management.

3.2 Responsibilities of the WAEC members

Each member is responsible for deciding whether, in their own judgement, any matter under consideration by the WAEC is ethically acceptable and meets the requirements of the Code.

To fulfil this responsibility, members should:

- Be familiar with the Code, WAEC ToR, WAEC Operating Procedures and other policies and guidelines relevant to the WAEC.
- Ensure the material provided for each meeting's agenda is read and they can contribute to discussion.
- Provide informed opinions on the ethical acceptability of applications and other matters under consideration by the AEC.

3.3 Responsibilities of the WAEC

The WAEC's primary responsibility is to ensure, on behalf of DPIRD, that all activities relating to the care and use of animals for scientific purposes are conducted in compliance with the Code.

The WAEC will:

- Apply the principles that govern the use of animals for scientific purposes:
 - Use animals only when it is justified.
 - Support the wellbeing of the animals involved.
 - Avoid or minimise harm, including pain and distress, to those animals.
 - Apply high standards of scientific integrity; and
 - Apply Replacement, Reduction and Refinement (the 3Rs) at all stages of animal care and use.
- Review new applications and approve only those projects that are ethically acceptable and conform to the requirements of the Code.
- Review applications for activities associated with the care and management of animals in facilities, including procedures applicable to breeding programs integral to the maintenance of an animal life, and approve only those activities that are ethically acceptable and conform to the requirements of the Code.
- Conduct follow-up review of approved projects and activities and allow the continuation of approval for only those projects and activities that are ethically acceptable and conform to the requirements of the Code.
- Monitor the care and use of animals, including housing conditions, practices and procedures involved in the care of animals in facilities.
- Take appropriate actions regarding adverse events.
- Take appropriate actions regarding non-compliance.
- Approve guidelines for the care and use of animals.
- Report on its operations to DPIRD and the Scientific Licensing Unit.
- Provide advice and recommendations to environmental scientists regarding the care and use of animals for scientific purposes, and strategies required to ensure that the requirements of the Code are maintained and that matters affecting animal wellbeing are addressed.
- Perform all other duties as required by the Code.

The WAEC Executive Officer (EO) will ensure that WAEC records are maintained in accordance with the Code and DPIRD policies and are available for review by DPIRD and authorised external reviewers. The records include:

- A register of all applications to the WAEC including the outcomes of

deliberations.

- Minutes that record decisions and other business of the WAEC's operation.
- Records of monitoring inspections conducted by the WAEC.
- Management of Amendments and Adverse Events.
- Management of Annual Progress Reports and Completion Reports.

4. Wildlife AEC membership, appointments, and support

4.1 Membership

The WAEC will comprise a Chair and at least two members from each of the required categories. Administrative support will be provided by the EO and the DPIRD Animal Ethics Office.

4.1.1 Chair

DPIRD will appoint a Chair to the WAEC who either holds a senior position in the department or is a suitable external appointee. DPIRD must provide the necessary resources to effectively carry out the role. A Deputy Chair will be appointed by the Chair from among the Category members.

The Chair will:

- Maintain a sound understanding of the Act, Code and relevant DPIRD policies, procedures and requirements.
- Ensure the WAEC, its Executive Officer and Animal Welfare Officer operate in accordance with the spirit and letter of the Act, the Code, DPIRD's licence, DPIRD policies and WAEC operating procedures.
- Ensure project applications are considered by the WAEC, and decisions are conveyed to Chief Investigators in a timely manner.
- Ensure that the WAEC's decisions and directives are enacted, with advice being provided to the institutional licensee where individuals or groups do not act on or show due regard for such decisions and directives when informed of them.
- Hear, and respect the confidentiality of any concerns raised regarding the ethical and humane treatment of animals used for scientific purposes.
- Advise DPIRD regarding the resource needs of the WAEC.
- Consult with DPIRD, AEC officers and others, as appropriate, in matters relating to the WAEC's operational effectiveness and the ethical and humane treatment of animals used for scientific purposes.
- Represent the WAEC in negotiations with DPIRD.
- Be responsible for resolving conflicts of interest related to the business of the WAEC.

4.1.2 WAEC Category members

The WAEC must have a minimum of two members from each membership category. The Director General (DG) of DPIRD will appoint at least two members in each of the following Categories to ensure a quorum, consistency in decision-making over members terms, and provide the committee with a broad range of knowledge and experience relating to wildlife research and survey, animal welfare, and community expectations.

Category A: a person with qualifications in veterinary science that are recognised for registration as a veterinary surgeon in Australia and with experience relevant to the institution's activities or the ability to acquire relevant knowledge.

Category B: a suitably qualified person with substantial and recent experience in the use of animals for scientific purposes relevant to the business of the AEC. This must include possession of a higher degree in research or equivalent experience.

Category C: a person with demonstrable commitment to, and established experience in, furthering the welfare of animals, who is not employed by or otherwise associated with the institution, and who is not currently involved in the care and use of animals for scientific purposes. Veterinarians with specific interest and/or experience in animal welfare may meet the requirements of this category. While not representing an animal welfare organisation, the person should, where possible, be selected on the basis of active membership of and endorsement by, such an organization.

Category D: a person not employed by or otherwise associated with the institution and who has never been involved in the use of animals in scientific or teaching activities, either in their employment or beyond their undergraduate education. Category D members should be viewed by the wider community as bringing a completely independent view to the AEC and must not fit the requirements of any other category.

4.2 Selection, appointment, and obligations

The selection of prospective appointees will be made by the Chair after consultation with DPIRD. If no suitable candidates are readily available, appropriate advertising will be utilised.

Prospective appointees will submit a covering letter demonstrating their ability to meet the Category membership they are interested in and a resume that includes recent animal ethics / welfare experience and / or interest. The Chair and DPIRD will consider any potential conflicts of interest in determining suitability of the applicant before the recommendations for appointment are made.

Appointments are made by the DPIRD Director General or delegate via a letter of appointment signed by the appointee and Chair. By signing the letter of appointment, appointees are accepting the WAEC's Terms of Reference, Operating Procedures and Deed of Confidentiality.

Members may be appointed for an initial three-year term, with the option of another two three-year terms subject to mutual agreement. The Chair's term will be determined by DPIRD. The need for a turnover of members over time should be considered.

Members of the WAEC are covered by DPIRD's insurance whilst engaged in WAEC business. External members will be paid a sitting fee and other expenses (such as travel and training) if eligible.

DPIRD will ensure that WAEC members undergo appropriate induction and have access to education programs and resources such as animal ethics training via the ANZCCART ComPass modules. Members are expected to have completed the ANZCCART ComPass online core module prior to joining the WAEC or within 12 months of being appointed. Where appropriate, additional training such as conferences, seminars or workshops will be made available to members.

4.2.1 Primary/secondary categories of membership

WAEC members are assigned a primary category. Some members may be eligible to

fulfil the requirements of a secondary category. Under exceptional circumstances, at the commencement of a meeting, a request from the Chair and with the approval of the member, they may act in a secondary category instead of their primary category for that meeting. This is provided they meet the criteria of the alternate category, the meeting remains quorate, and their vote is counted for ONE category only. Category D members cannot change category. Category changes will be noted in the minutes.

4.2.2 Confidentiality

External WAEC members must sign a Deed of Confidentiality prior to their appointment. DPIRD staff are bound by confidentiality as a condition of their employment.

The Chair, EO and WAEC category members must maintain confidentiality regarding the content of applications and the deliberations of the WAEC. WAEC members may wish not to disclose personal details of their membership of the WAEC to current or potential stakeholders of the WAEC.

WAEC members may seek advice from the Chair on any relevant matter. The Chair will respect the confidentiality of any concerns raised and manage complaints within the WAEC in accordance with the appropriate DPIRD policy and WAEC Operating Procedures.

Sharing of departmental information will be managed under the *Freedom of Information Act 1992* in accordance with DPIRD policy.

4.3 Termination

Members may terminate their WAEC membership by advising the Chair in writing or during a minuted WAEC meeting. The notice of termination will be provided no less than three months before the exit date unless approved by the Chair.

If a member is in breach of their obligations, the Chair may issue a verbal reprimand or a written notice of warning or a letter of termination to a person who, in the Chair's opinion, has failed to:

- Comply with the WAEC's ToR and Operating Procedures.
- Act in a manner to maintain DPIRD's and the WAEC's positive public image and reputation.
- Maintain the confidentiality required by the WAEC or DPIRD; and
- Without good reason or approval from the Chair, attend meetings on a regular basis and at least fifty percent of meetings in each calendar year of appointment.

4.4 Support to the WAEC

DPIRD will support the effective operation of the WAEC by appointing an EO and the services of an Animal Welfare Officer (AWO). Additional staff will be appointed as required to ensure compliance with the Code. The DPIRD Animal Ethics Office will provide support to the WAEC and DPIRD's AEC.

4.5 WAEC Executive

The WAEC Executive will be determined by WAEC members and consist of the Chair and one Category C and one Category D member. The WAEC will nominate a primary Executive Category C and Category D member. If the primary member is unavailable, then the secondary Category C or Category D member will form the Executive. If the Chair is unavailable, the Deputy Chair will fill the role.

The WAEC Executive:

- Can determine the appropriate level of an amendment – zero, minor or major (criteria shown in Appendix 2).
- May approve minor amendments to approved activities which will be ratified by a quorate WAEC at the next available meeting.
- Shall carry out other functions as delegated by the WAEC and in accord with the Code. Such functions may include:
 - Approving urgent minor matters.
 - Emergency approval of animal use.
 - Determining if a proposal requires WAEC approval.
- Must not approve applications for new projects or activities, and the ongoing approval for existing projects and activities. This is only permitted at quorate meetings of the WAEC.
- Executive decisions may be made via email or teleconference but must be ratified at the next WAEC meeting. If there is disagreement with the Executive decision, then the full WAEC should attempt to arrive at a consensus.

5. WAEC meetings

5.1 Ordinary and extraordinary meetings

Ordinary meetings of the WAEC will be held at a frequency sufficient to allow for its effective functioning. Meeting number and frequency may change in the future depending on the business requirements. At least one member of each category is required for the meeting to be quorate and allow decisions to be made. Two members of each category at each meeting are desirable to ensure a broad range of views. If meetings are required at a higher frequency to ensure the timely coverage of WAEC business, members may be rostered to attend meetings, considering their availability.

One additional meeting to address administrative issues may take place during the calendar year if required. This meeting will not need to be quorate.

A schedule of yearly meeting dates will be supplied to the WAEC members in advance and placed on the DPIRD WAEC website.

The Chair may request an extraordinary meeting of the WAEC to discuss urgent or serious matters as they arise.

WAEC members may attend a meeting via electronic means where a face-to-face meeting is not possible.

The WAEC Executive may consider urgent, minor out-of-session items by way of email or electronic means. Executive decisions will be ratified at the next ordinary WAEC meeting.

5.2 Quorum

At least one member from each of the membership categories A, B, C and D must be present for a quorum. Categories C and D must represent at least one-third of those members present.

The WAEC must consider and approve applications for new projects and activities and the ongoing approval for existing projects and activities, adverse events, major amendments, and progress and annual reports only at quorate meetings of the WAEC.

5.3 Conflict of Interest

Before any deliberations at a WAEC meeting, members must declare any interest in a project that could influence the objectivity of their decision-making. A request for disclosures of this nature shall be a standing Agenda item at all WAEC meetings.

The Chair is responsible for resolving conflicts of interest related to the business of the WAEC.

WAEC members and experts whose advice is sought by the WAEC, and who declare a conflict of interest, **must withdraw from the meeting**, and not take part in the WAEC's decision-making on matters that relate to the conflict of interest.

This does not preclude a conflicted member or expert from being asked to provide information relevant to the WAEC, but they must then remove themselves prior to the WAEC's deliberations and decision-making.

In the case of the Chair declaring a conflict of interest, the Chair will hand over the meeting to the Deputy Chair or suitable WAEC member and remove themselves whilst the WAEC deliberates.

The remaining WAEC members must still constitute a quorum with Category C and D together representing no less than one-third of the remaining members present.

The conflict of interest and the way it was resolved shall be recorded in the minutes.

Appendix 1 – Glossary

- **Animal Ethics Office (AEO):** Provides support to the Wildlife Animal Ethics Committee (WAEC), and consists of Executive Officer, Animal Welfare Officer, Animal Ethics Team Leader and the WAEC Chair.
- **Adverse event:** any event that has a negative impact on the wellbeing of an animal.
- **Unexpected adverse event:** an event that may have a negative impact on the wellbeing of animals and was not foreshadowed in the approved project or activity. An unexpected adverse event may result from different causes including but not limited to:
 - death of an animal, or group of animals, that was not expected (e.g., during surgery or anaesthesia, or after a procedure or treatment)
 - adverse effects following a procedure or treatment that were not expected.
 - adverse effects in a larger number of animals than predicted during the planning of the project or activity, based on the number of animals used, not the number approved for the study.
 - a greater level of pain or distress than was predicted during the planning of the project or activity.
 - power failures, inclement weather, emergency situations, or other factors external to the project or activity that have a negative impact on the welfare of the animals.The AEC must take appropriate action in response to unexpected adverse events to ensure that animal wellbeing is not compromised, the issue is addressed promptly, and activities that have the potential to adversely affect animal wellbeing cease immediately. Actions may include consulting with relevant people and, where necessary, suspending or withdrawing approval for the project or activity.
- **WAEC Executive:** must include the Chair and at least one member from Cat C and D. May approve minor amendments to approved projects or activities, for ratification at the next AEC meeting. The AEC may delegate other functions to the AEC Executive.
- **Animal:** any live non-human vertebrate (that is, fish, amphibians, reptiles, birds, and mammals encompassing domestic animals, purpose-bred animals, livestock, wildlife) and cephalopods. (Cephalopods are marine molluscs e.g., squid, cuttlefish, and octopuses).
- **Annual review:** DPIRD must conduct an annual review of the operation of the WAEC to ensure that it is effective, ensures compliance with the Code, and is consistent with DPIRD policies. The annual review must include the effectiveness of WAEC processes regarding complaints and non-compliance. This review must include an assessment of the WAEC's annual report and a meeting with the WAEC chairperson.
- The WAEC must submit a written report on its operations at least annually to DPIRD. The report should advise on: (See clauses 2.1.9, 2.2.1 [v], 2.2.37 and 2.3.28–29).
 - numbers and types of projects and activities assessed and approved or rejected.
 - the physical facilities for the care and use of animals by the institution
 - actions that have supported the educational and training needs of AEC members and people involved in the care and use of animals.
 - administrative or other difficulties experienced.
 - any matters that may affect the institution's ability to maintain compliance with the Code and, if appropriate, suitable recommendations.
- **Competency:** the capability to apply or use the set of related knowledge, skills, and abilities required to successfully perform 'critical work functions or tasks in a defined work setting. Competence is a measure of both proven skills and proven knowledge.
- **Evidence of competency:** demonstrated and verified ability to perform specified duties based on knowledge, training and experience. Animal welfare monitoring audits

also assess operator competency.

- **Compliance with the Code:**
 - Is referred to in the Act and
 - Is a condition of all scientific licences to use animals.
 - Must - is an obligatory component of the Code (legal requirement).
 - Should - indicates a strongly recommended component of the Code (not a legal requirement).
- **Conflict of interest:** a situation in which a person's individual interests or responsibilities have the potential to influence his or her institutional role or professional obligations, or where an institution's interests or responsibilities have the potential to influence the functioning of its obligations.
- **Critical limit:** a critical intervention point is when a maximum or minimum value such as the number of animals or other parameters exceeded the approved requirement. Immediate action is needed to prevent, eliminate or reduce further risk to animal welfare. The AEC must be notified as soon as possible and may determine further action as required.
- **DPIRD Director General (DG):** Oversees the department's operations and ensures its alignment with the state government's economic growth and diversification agenda. The DG is the responsible Chief Executive Officer (CEO) of the Department in relation to approving an Institutes application for a *Scientific Users Licence*. (*Department of Primary Industries and Regional Development*).
- **DPIRD Licensee (licence holder):** the Licensed Establishment who holds an approved Scientific Users Licence.
- **Formal agreement:** when an institution (*the Company*) uses an AEC that has been established by another institution such as DPIRD, such use must be based on a 'Formal Agreement' that has been developed in consultation with the AEC.
- **Independent external review:** DPIRD must regularly monitor and review institutional compliance with the Code by ensuring that an independent external review is conducted at least every four years to assess the institution's compliance with the Code, and to ensure the continued suitability, adequacy and effectiveness of its procedures to meet its responsibilities under the Code (clause 2.1.9).
- **Investigator:** any person who uses animals for scientific purposes. Includes researchers, teachers, social scientists, undergraduate and postgraduate students involved in research projects, and people involved in product testing, environmental testing, production of biological products and wildlife surveys. The **Chief Investigator (CI)** cannot be an undergraduate or postgraduate student.
- **Meetings:**
 - **Ordinary meeting:** regular, scheduled WAEC meetings.
 - **Extraordinary meeting:** a meeting that is outside the regular meeting timetable. It is usually called to discuss something important or unusual that requires full AEC consideration/approval and cannot be delayed to the next scheduled meeting.
 - **Out of session items:** items that arise outside of ordinary meetings and may include urgent amendment requests, unexpected adverse events/incidents, breaches of critical limits and issues of non-compliance. Such items may be dealt with at an extraordinary meeting or by the Wildlife AEC Executive.
- **Monitoring:** measures undertaken to assess, or to ensure the assessment of, the wellbeing of animals in accordance with the Code. Monitoring occurs at different levels (including those of investigators, animal carers and animal ethics committees). All activities, including projects, that involve the care and use of animals for scientific purposes must be subject to ethical review, approval, and monitoring by an AEC.
- **Necropsy (post-mortem examination):** when an animal dies unexpectedly or is humanely killed due to unforeseen complications, a necropsy should be performed

by a competent person (clause 2.1.5[d], 2.5.17[iii], 3.1.25)

- **Non-compliance:** non-compliance with the Code by any party or person involved in the care and use of animals including investigators, animal carers, the AEC, governance officials, and external parties subject to formal agreements. Non-compliance may also involve breaches of relevant state legislation.
- **Pilot study:** If the potential impact on the animal, or the validity and efficacy of criteria for intervention to minimise harm, including pain and distress, cannot be predicted based on available evidence, the incorporation of a pilot study into the design of the project must be considered to allow staged assessment of the impact on animal wellbeing and the development of strategies to avoid or minimise any adverse impact.
- **Regulator / Scientific Licensing Branch (SLB):** administers and enforces Part 2 of the Act, specifically activities permitted under a licence. The Scientific Inspector makes a recommendation to the Minister on whether a licence should be renewed, amended, revoked or suspended.
- **Scientific Inspector:**
 - Conduct site visits
 - Observe AEC meetings
 - Evaluate Annual Animal Use Reports
 - Assess Independent External Review submissions
 - Investigate animal use for scientific purposes when indicated.
- **Research Facility (RF) manager:** person responsible for the overall management of a facility used for the breeding and holding of animals.
- **Scientific establishment:**
 - The Act defines a **scientific establishment** as a person who uses, or whose staff or students use, animals for scientific purposes.
 - The Code describes an **institution** as any organisation or agency involved in the care and use of animals for scientific purposes.
- **Scientific purposes:** all activities conducted to acquire, develop or demonstrate knowledge or techniques in all areas of science, including teaching, field trials, environmental studies, research (including the creation and breeding of a new animal genome where the impact on animal wellbeing is unknown or uncertain), diagnosis, product testing and the production of biological products.
- **Staff:** in relation to a person, includes.
 - All the people working for, or engaged by, that person whether as officers, employees, agents, contractors, volunteers or in any other capacity.
 - If the person is a scientific establishment, all the people who use the establishment's facilities for scientific purposes.
 - If the person is a body corporate, its directors, secretary and executive officers.
 - If the person is in a partnership, the partners.
- **Standard Operating Procedure (SOP):** detailed description of a standardised procedure or process. Appropriate use of SOPs as part of the animal ethics approval process may facilitate the preparation of applications by researchers.
 - The SOP must have current approval from the AEC.
 - The SOP must include in its title the date of approval or last review by the AEC.
 - Investigators named in the application must be competent to implement the SOP.
 - Any variation to a SOP must be described in the application and should be considered as a prompt for review of the SOP.
- **Teaching activity:** any action or group of actions undertaken to achieve a scientific purpose, where the scientific purpose is imparting or demonstrating knowledge or techniques to achieve an educational outcome in science, as specified in the relevant curriculum or competency requirements.

- **Three Rs:** the use of animals must be justified, support the animals' wellbeing, avoid or minimise harm and incorporate the principles of **Replacement**, **Reduction** and **Refinement**.
 - **Replacement alternatives:** methods that permit a given purpose of an activity or project to be achieved without the use of animals.
 - **Reduction alternatives:** methods for obtaining comparable levels of information from the use of fewer animals in scientific procedures or for obtaining more information from the same number of animals.
 - **Refinement alternatives:** methods that alleviate or minimise potential pain and distress and enhance animal wellbeing.

Appendix 2 – Amendment Categories

Background: At times approved projects require changes to accommodate various situations including changes in personnel, changes to methods used and measurements taken, or unexpected welfare risks. To allow for greater consistency and efficiency, the following describes broadly what situations constitute an amendment and therefore requires the WAEC, WAEC Executive or Chair to approve.

All requests will be considered on a case-by-case basis, and the amendment type will be determined by the Chair or Executive. Each amendment can include up to three changes. Where multiple changes are requested on the same form, they will be considered individually.

Up to four Major amendments are permitted for a project. If additional major amendments are sought, a new project application will be required.

Reference: The Code (2013) sections: 2.2.23(ii), 2.4.4(iii), 2.4.10, 2.5.15(i), 2.7.6

Amendment Type	Definition (Not exhaustive)	WAEC Process
MAJOR Amendment (WAEC approval) Up to 4 permitted over life of project	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 > 20% from original approval. Increase of 6 or more additional study sites.	CI must provide explanation and justification for the amendment including potential impact on both animal welfare and the project and submit to the EO for determination by Chair or Executive. CI must provide highlighted or track changes sections on the approved New Project Application form showing all proposed changes. To be considered at the next scheduled WAEC meeting unless exceptional circumstances and deemed urgent, in which case the EO will convene a virtual meeting (email or teleconference) of a quorate WAEC as soon as possible (this does not have to be face-to-face s.2.2.26 the Code).
MINOR Amendment (WAEC Executive approval)	A minor change to methodology / experimental design / additional procedures. Not likely to cause harm to animals, including pain and distress.	CI must provide explanation and justification for the amendment including potential impact on both animal welfare and the project and submit to the EO for determination by the Chair or Executive. CI must provide highlighted or track changes sections on the approved

Amendment Type	Definition (Not exhaustive)	WAEC Process
	Project extension < 3 months. Change in number of animals < 20% from original approval. Increase of 1-5 additional study sites.	New Project Application form showing all proposed changes. To be considered by the Executive out of session and ratified at the next scheduled WAEC meeting.
ZERO Amendment for noting (Chair / Deputy Chair approval)	<u>No</u> change to methodology / experimental design. <u>No</u> welfare risk indicated. Additional personnel 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.	CI must provide explanation and justification for the amendment and submit to the EO for determination by the Chair or Deputy Chair. CI must provide highlighted or track changes sections on the approved New Project Application form showing all proposed changes. To be considered by the Chair and noted at the next scheduled WAEC meeting.

Important Disclaimer

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