

NAME OF COMMITTEE: Queensland Schools Animal Ethics Committee (QSAEC)

School:

Title of the activity:

Number of animals:

Procedure category:

Activity leader:

Phone:

Email:

The QSAEC has considered your application and made the following decision:

Approved as submitted.

Approval number:

Approval period:

Approved with the following conditions to be met within 14 days:

Approval is subject to compliance with the [Australian Code for the care and use of animals for scientific purposes 8th Edition 2013](#) (the Code) and with current scientific-user registration with the Department of Agriculture and Fisheries. Refer to [Responsibilities of School Personnel under the Code](#) for further details.

Deferred to the next meeting pending the following modification/s:

- Replacement
- Reduction
- Refinement
- Justification

Not approved for the following reasons:

Please note:

- 1. Confidentiality:** The information in this response is confidential and all records pertaining to applications to Animal Ethics Committees (AECs) are managed in accordance with the requirements of the *Privacy Act 1992*. Disclosure of information to third parties is not carried out without the knowledge of the applicant.
- 2. Comply with conditions:** In commencing this activity, the activity leader is undertaking to comply with all the conditions set out in this response to applicant. This includes ensuring any conditions are met and any additional information requested is supplied to the Committee within 14 days of the date on this response.
- 3. It is the responsibility of the activity leader and school to ensure:**
 - **animal enclosures and pens are labelled.** The labels must indicate the start and end dates of the project, name and the phone number of the person to be contacted in case of emergency, and the animal ethics approval number.

- **modifications and amendments are forwarded for QSAEC consideration.** All modifications to the activities on the initial application must be approved by QSAEC before an activity can start. Amendments such as change of activity leader or other changes to the application must be notified to the chair of QSAEC.
- **complaints are dealt with promptly.** If a complaint is received that relates to activities that have the potential to adversely affect animal wellbeing, those activities must cease immediately. If a complaint is received that relates to an animal activity that has, or requires, QSAEC approval, it must be referred to QSAEC to investigate whether such activities are conducted in accordance with QSAEC approval.
- **recording and reporting obligations are met.**
 - ✓ A school based animal activity register of all applications to QSAEC must be maintained.
 - ✓ An **Activity Completion Report** must be submitted annually. For operational and statistical reporting consistency, this report should be submitted for each calendar year by November of that year.
 - ✓ A final **Activity Completion Report** must be provided within 2 months of expiry of the activity approval or if the activity is discontinued. New applications for other activities will not be considered unless Annual and Final Activity Completion Reports are up to date.
 - ✓ An **Unexpected Adverse Event Report** must be submitted to QSAEC, within 7 days of an unexpected event that has a negative impact on the wellbeing of an animal.
 - ✓ **Complaints** relating to activities for which animal ethics approval is required must be referred to QSAEC within 7 days of receipt of the complaint.

4. Endorsement: Approval of your application by the QSAEC is not an endorsement of the application by either the Australian Government or the Queensland Government and is not an endorsement of the applicant, its products or its processes generally by the QSAEC, the Queensland Government, or the Australian Government and no one should assert any such endorsement.

5. Correspondence: Any future correspondence in relation to this application must include the name of the project, the application number as provided on this response form and the name of the Activity Leader.

6. Grievance: If the applicant feels that the QSAEC has erred in its rejection of the application, he/she can instigate a grievance procedure. Section 5.6 of the Code states that *'Where complaints concerning the AEC process of review of an application or report cannot be resolved by communication between the complainant and the AEC that is the subject of the complaint, the institution should ensure that the complainant has access to a person or agency external to the AEC for review of the process followed by the AEC.'*

A process has been developed for assisting AECs and activity leaders to reconcile such grievances and details of the process are available from the QSAEC. The activity must not start unless the grievance process has been carried out and the activity approved by an AEC through the grievance process. The grievance process is final. AECs will not assess applications, which have been rejected by another AEC unless assessed through the recognised grievance process.

Name of Chairperson:

Signature of Chairperson:

Date: