

ANIMAL USE COMPLAINTS REPORT

Schools are required to refer complaints which relate to activities that would normally require Queensland Schools Animal Ethics Committee (QSAEC) approval to QSAEC for investigation. Please complete and return this form to the [Animal Ethics Officer](#) **within 7 days of receipt of the complaint** and retain a copy in your school's animal register for 7 years for audit purposes.

SCHOOL			
ACTIVITY LEADER'S NAME			
PHONE		EMAIL	
ACTIVITY TITLE / QSAEC APPROVAL NO.			
SCHOOLING SECTOR/ SCIENTIFIC USER REGISTRATION NUMBER (ISSUED BY DAF)			
<input type="checkbox"/> STATE SCHOOL SUR000102		<input type="checkbox"/> QCEC	<input type="checkbox"/> ISQ
COMPLAINT DATE	/ /		
COMPLAINT CATEGORY (Refer Attachment A)			
COMPLAINT SOURCE (Refer Attachment A)			
SUMMARY OF INVESTIGATION FINDINGS AND CORRECTIVE ACTION			
ACTIVITY LEADER'S SIGNATURE			
PRINCIPAL'S NAME			
PRINCIPAL'S SIGNATURE			
DATE	/ /		

Thank you for completing this report.

ATTACHMENT A

CATEGORIES FOR COMPLAINT STATISTICS

General provisions for reporting adverse events involving school animals are contained in the [Australian code for the care and use of animals for scientific purposes](#), 8th edition 2013 (updated 2021).

COMPLAINT CATEGORIES	COMPLAINT SOURCE CATEGORIES
Accommodation	AEC member
Cruelty	Animal Welfare Group
Death of animals	Government Agency
Disease	Other
Environmental factors	Other institution
Food	Public
Handling	Staff
Injury	Student
Lameness	
Neglect	
Overcrowding	
Shelter	
Sickness	
Social deprivation	
Transport	
Water	
Other	
Non-compliance with Scientific Use Code	
Non-compliance with conditions of AEC approval	
Carrying out restricted scientific purpose without approval (e.g. LDSO test)	
Unregistered person using animals for scientific purposes	