

UNIVERSITY OF SOUTH AUSTRALIA

PROCEDURES FOR HANDLING CONCERNS AND GRIEVANCES

1. AEC OPERATIONS OR RULINGS:

- 1.1. Grievances by Committee members or applicants concerning AEC operation or rulings should in the first instance be discussed, in confidence, with the Chair or Deputy Chair.
- 1.2. The Chair or Deputy Chair will decide whether the matter is best referred back to the AEC or referred to the DVCRI.
- 1.3. Irreconcilable differences between the AEC and a Committee member or applicant must be referred by the Chair to the DVCRI.
- 1.4. If any matter is referred to the DVCRI, the AEC must be informed that this course of action has been initiated.
- 1.5. Any ruling of the AEC may be appealed to the Minister responsible for administering the Animal Welfare Act, as per Division 3 Paragraph 26 of the Act.
- 1.6. Any ruling of the Minister responsible for administering the Animal Welfare Act may be appealed to the Supreme Court, as per Division 3 Paragraph 27 of the Act.

2. CARE AND USE OF ANIMALS:

- 2.1. Concerns held by any person, be they research staff, animal facility staff, students or general staff, about the wellbeing of animals used for research or teaching should in the first instance be discussed with the Animal Welfare Officer, Senior Animal House Technician, Animal Facility Manager or Animal Ethics Compliance Officer.
- 2.2. Such concerns may be reported to the AEC Chair.
- 2.3. All complaints and concerns must be treated confidentially and sympathetically.
- 2.4. The Chair must determine if:
 - 2.4.1. The complaint or concern is properly and fairly made
 - 2.4.2. The complaint or concern is valid
- 2.5. If the complaint or concern is found to be valid, the Chair may institute one or all of the following:
 - 2.5.1. Consultation with the student, researcher or staff member who is the subject of the complaint or concern.
 - 2.5.2. Suspension of all further work on the project in question.

- 2.5.3. Suspension of all projects pertaining to the student or researcher in question.
- 2.5.1. Initiation of an unexpected adverse event investigation.
- 2.5.2. Solicitation of veterinary treatment or euthanasia of the animal/animals in question.
- 2.5.3. Communication with other relevant AECs.
- 2.5.4. Report of the incident to the Institution, if the incident is deemed to a matter of significant non-compliance.
- 2.6. Written records must be kept of all actions taken.
- 2.7. The complaint or concern and any action arising from it must be reported to the AEC at the next full meeting.

3. CONSCIENTIOUS OBJECTION:

- 3.1. Concerns held by any student about the use of animals for teaching must be discussed with the Course Co-ordinator.
- 3.2. Any student wishing to complain about management of an expressed conscientious objection must adhere to University of South Australia Policy No. C-17.4 "Student Complaints Resolution".

4. EXTERNAL REVIEW:

- 4.1. An appeals process relating to the process for the quadrennial external review will be instituted by the DVCRI, in consultation with the Chair and the manager of the Animal Welfare Unit of DEWNR, when agreeing the terms of the external review.