## Annual progress report for the period 1 January to 31 December 2024.

**Text boxes will expand automatically to accommodate entry. Please do not delete headers or footers.**

**Lodge this form in WORD format by email in the first instance. Either insert a digitised signature as an image or send a pdf of the signature page with the report.**

### Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | | |
| Organisation: | | | Centre: |
| Address: | | | |
| Phone: | Mobile: | E-Mail: | |

### Project details

### If project completed or terminated as of 31 December 2024 do not use this form - submit aProject Completion Advice (Form AE 09) in lieu of this form.

|  |  |
| --- | --- |
| Title of the Project: | AEC Application Reference Number |
| Approved Start Date: | Approved End Date: |
| Approved number of animals: | |

###### Status of project

**(To tick a box, select the box, double left mouse click, select “checked”, then ”ok”)**

Describe the status of this project as of 31 December:

Project in progress

Project not commenced as of 31 December

|  |
| --- |
| Reason (if not commenced within 6 months of approval): |

Were any animals used in this project during 2024?

No (**If no animals were used, only complete page one of this form.**)

Yes (Please complete and attach Section 3(a-f) to this page)

Has there been a complaint or grievance lodged against this project during 2024?

No (There is no need to complete and attach Section 4(a-b) to this page)

Yes (Please complete and attach Section 4(a-b) to this page)

|  |  |  |
| --- | --- | --- |
| DECLARATION  I declare that the information provided in this report is true and correct. | | |
|  |  |  |
| **Signature of the Applicant**  (or its duly authorised agent): | **Please print name**  **(**if signing as a duly authorised agent) | **Date** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AEC Decision:** (To be completed by the AEC Chair)   |  |  | | --- | --- | | **□** The project may continue | Name of AEC: | | **□** The project should be modified | Name of Chair: | | **□** The project should be suspended | Signature of Chair: | | **□** The project should be discontinued | Date: |   **The AEC will advise the Applicant of its decision.** |

### Project Details (additional information required when animals were used in the project during the reporting period)

### List the locations where this project was conducted during 2024.

### (Hit Tab key after last cell entry to add more rows.)

|  |  |  |
| --- | --- | --- |
| **Project**  E.g., Fauna survey  or Feedlot trial | **Location**  E.g., Cairns  Spyglass RF | **Period**  E.g., November  July - September |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  | Hit Tab key to add another row. |

1. **In plain English, please advise on the following points for 2024:**

**Ensure each point in the box below is addressed. Begin entry after arrow and box will expand automatically.**

|  |
| --- |
| **What progress has been achieved (if possible, provide any progress results):**  🡪  **Any problems that may have interfered with the progress of the project:**  🡪  **Whether the wellbeing of the animals is consistent with that anticipated in the proposal:**  🡪  **Detail the project outcomes and detail how the project is meeting its aims:**  🡪 |

# Animals used in Queensland in the project during 2024.

### (Hit Tab key after last cell entry to add more rows.)

|  |  |
| --- | --- |
| **Type**  (Select from options given in the file: Animal Types.doc provided by the AEC) | **Number of animals**  **used in 2024** |

|  |  |
| --- | --- |
|  |  |
|  |  |
|  | Hit Tab key to add another row. |

Has the number of animals used in the project exceeded the number approved by the AEC?

No *Yes*

If yes, explain why the discrepancy occurred and what effect it had on the project and the animals.

|  |
| --- |
|  |

Was the collection of voucher specimens approved in the AEC application (section 4.2.2)?

No  Yes

Were any animals euthanased for the collection of voucher specimens?

No  Yes

If yes, provide details including the reason for each voucher specimen taken. Please add extra rows if needed.

|  |  |  |
| --- | --- | --- |
| **Number** | **Species (and common named if available)** | **Reason/justification** |
|  |  |  |
|  |  |  |

1. **Animal mortality and unexpected adverse events**

Did your AEC approval accept that a specified level of mortality/injury/illness was anticipated during the project?

No  Yes

If yes, provide details.

|  |  |  |
| --- | --- | --- |
| **What did the AEC approve?** | **What result was recorded?** | **Comments** |
|  |  |  |

Were there any unexpected adverse events (e.g., death or serious injury or illness **not covered** in the AEC approval) that had a negative impact on the wellbeing of the animals during 2024?

No  Yes

If yes, provide details (including numbers involved, species involved and trap type if applicable).

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** (include date of event)  (e.g., death or serious illness or injury) | **Probable/known cause** | **Remedial action taken** | **Was the event reported to the AEC?** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Are you planning to make any changes (including changes in animal use, staffing etc.) during the remainder of the project?

No  Yes

If yes, for minimal changes you will need to submit a Project Amendment Request (Form AE 08) to the AEC. However, if you are intending to make substantial changes to your project, you may need to submit a new proposal. Discuss with the AEC Chair or Coordinator.

1. Can the results you have obtained during the reporting period help replace animals, reduce the numbers used and/or refine procedures in similar projects?

**(Give details)**

No  Yes

If yes, provide details.

|  |
| --- |
|  |

##### Complaints and Grievances

* + 1. **Has there been a complaint or grievance lodged against this project during 2024?**

|  |
| --- |
|  |

No Yes Date of complaint:

If **yes**, select the source of the complaint

AEC member  Government Agency

Animal Welfare Group  Other Institution

Public  Staff

|  |
| --- |
|  |

Student  Other

If **yes**, also select the complaint category (mark one box only):

Animal Ethics

Non-compliance with Scientific Use Code

Non-compliance with conditions of AEC approval

Carrying out restricted scientific purpose without approval (e.g., LD50 test)

Unregistered person using animals for scientific purposes

Other

Animal Welfare

Accommodation  Lameness  Cruelty

Death of animals  Shelter  Overcrowding

Disease  Environmental factors  Sickness

Food  Handling  Social deprivation

Water  Transport

Injury  Other

1. **Summarise the findings of the investigation into the complaint and the corrective action taken/recommended to remedy the situation.**

|  |
| --- |
|  |