## 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)

|  |
| --- |
| DECLARATIONI 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 surveyor Feedlot trial | **Location**E.g., Cairns Spyglass RF | **Period**E.g., NovemberJuly - 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.

|  |
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|  |

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.

|  |
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|  |

##### 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.**

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|  |