

Schools Animal Ethics Committee (SAEC)

COMPLAINTS AND GRIEVANCE PROCESSES

Endorsed 16 March 2022

1. Schools and General Public

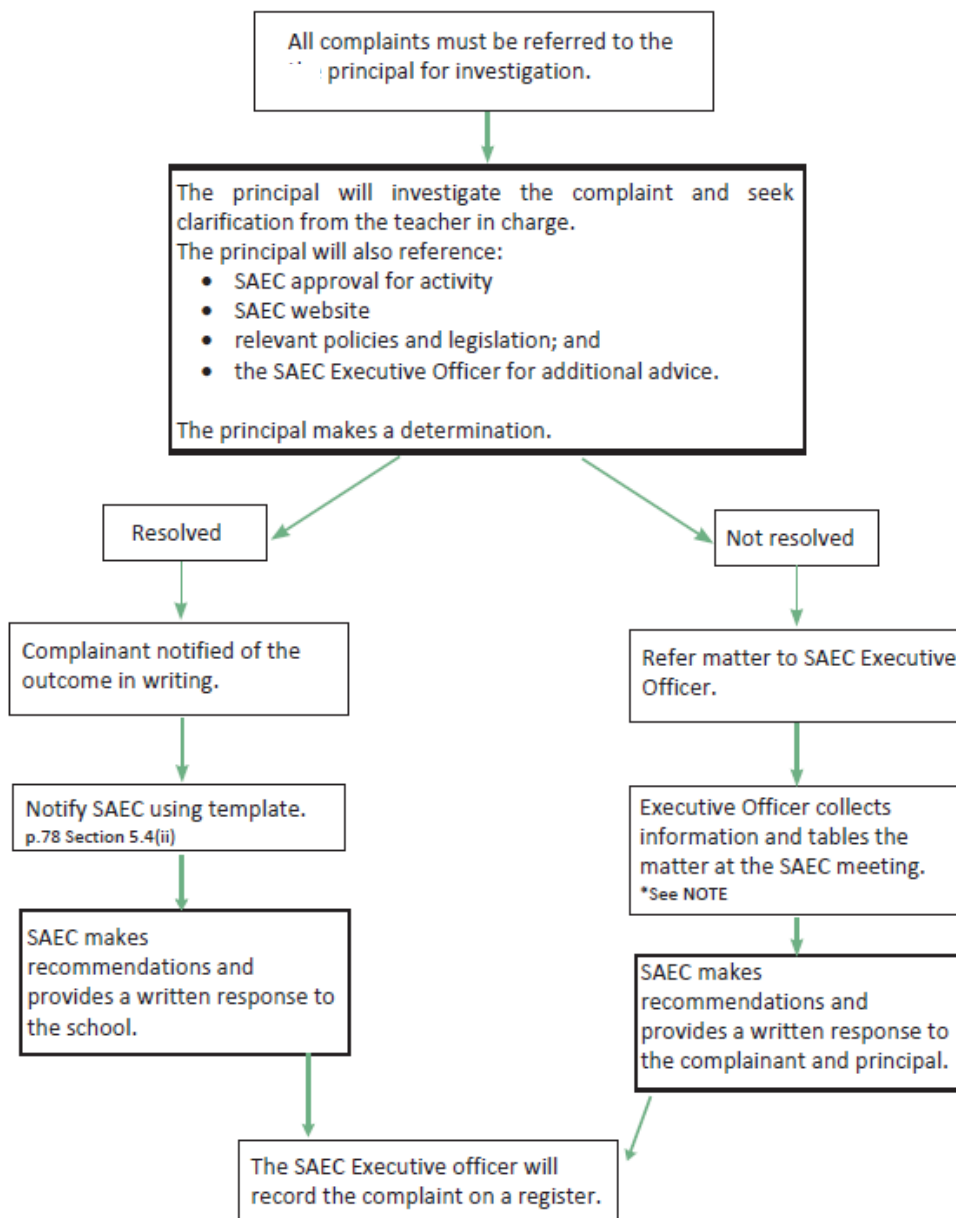
Complaints and grievances regarding use of animals for scientific purposes.

The school must give priority consideration to the well-being of the animals and ensure the activities with the potential to adversely affect animal well-being cease immediately. The principal will ensure fair, prompt, timely, effective, confidential processes that accord with procedural fairness and the principals of natural justice.

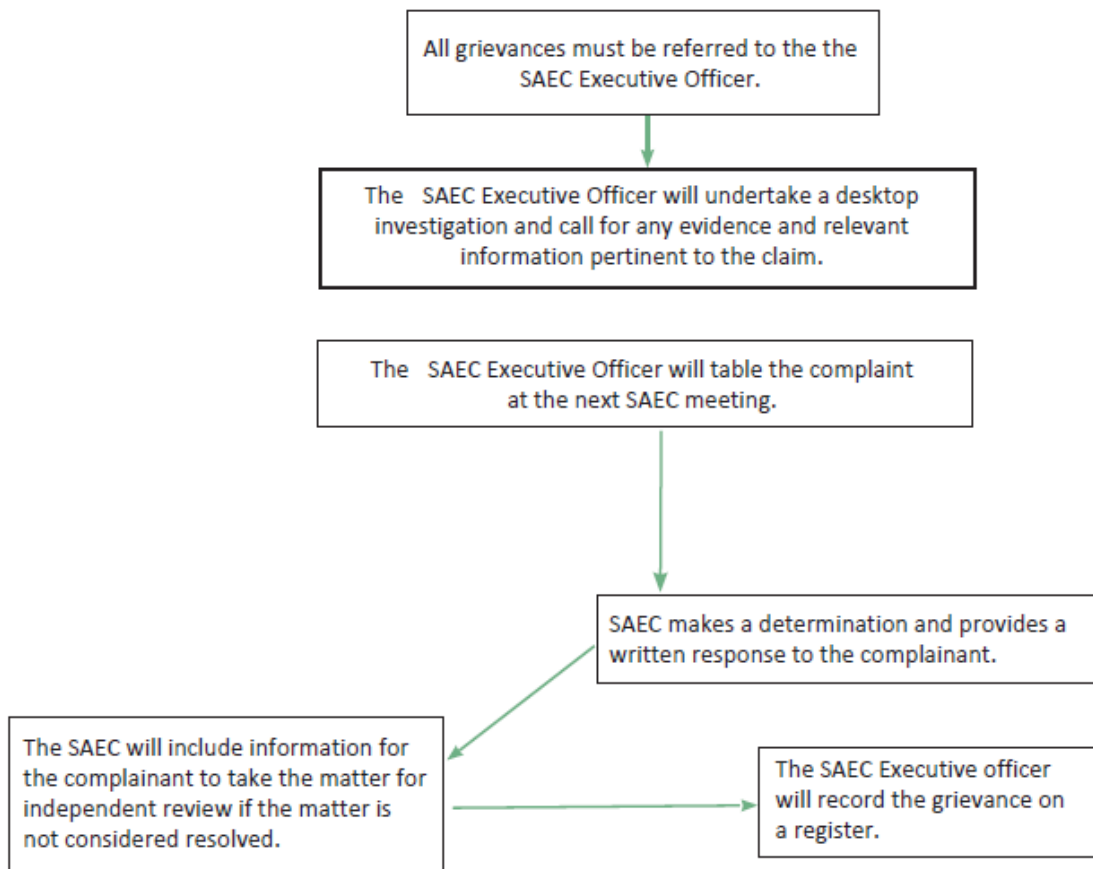
The following flowchart assumes schools are using a:

- complaints handling process.
- incident notification and response process.

Complaints process



Grievance process



* NOTE - Where complaints raise the possibility of 'research misconduct' as described in the *Australian Code for the responsible conduct of research*, the complaint is handled in accordance with the procedures specified in that document.

2. Serious Disagreements Between Members of the SAEC.

In the event that any disagreements arise between members of the SAEC the matter shall be referred to the Chairperson for arbitration. The Chairperson may refer the matter to an independent conciliator/arbitrator, a member of the DPIRD AEC, as agreed between the parties.