

## Activity Completion Report

An Activity Completion Report is required annually and at the completion of each approved animal-use activity.

For operational and statistical reporting consistency, the annual Activity Completion Report should be **submitted for each calendar year by November** of that year.

If activity approval expires in Terms 1-3, or if the activity is discontinued, a final Activity Completion Report must be provided within 2 months of expiry of the activity approval or the discontinuation of the activity. If the activity approval expires in Term 4, the annual Activity Completion Report will be taken to be the final report.

New applications for other activities will not be considered unless activity completion reporting is up to date.

School					
Activity leader's name					
Phone		Email			
Activity title/approval no.					
Number of animals approved per year		Year of activity		Number of animals used	
If the number of animals used during this activity varied from the numbers initially approved for this activity, please explain why.					
Animal ownership	Owned by school <input type="checkbox"/> On loan <input type="checkbox"/> Both <input type="checkbox"/> Other <input type="checkbox"/> If other, please specify:				
Where were the activities conducted? Tick all that apply.	School-owned property <input type="checkbox"/> School-leased property <input type="checkbox"/> Private property / Public land <input type="checkbox"/> Agistment property <input type="checkbox"/>				
Were the educational objectives of this activity achieved? If <b>No</b> , provide further detail.		Yes <input type="checkbox"/> No <input type="checkbox"/> If no, details:			
Were there any animal deaths or other unexpected adverse events this year? If <b>Yes</b> , please ensure that you have submitted an <u>Unexpected Adverse Event Report</u> .		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Were any complaints received in relation to this activity this year? If <b>Yes</b> , please ensure that you have submitted an <u>Animal Use Complaint Report</u> .		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Will this activity be continuing next year?		Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/>			
Will the activity leader change next year? Name, email, qualifications and years of experience of the new activity leader should be provided if known.		Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure <input type="checkbox"/> If yes, details:			
Activity leader's signature					
Principal's name		Date			
Principal's signature		<input type="checkbox"/> A hard copy of this report will be held for 7 years for audit purposes.			

All fields must be completed before lodging this Activity Completion Report.

Email the signed Activity Completion Report to [Animal.Ethics@det.qld.gov.au](mailto:Animal.Ethics@det.qld.gov.au).