

Animal Use: Public Enquiry Procedures

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1. Governing Policy

[Policy on Public Statements](#)

Also see: [Research Integrity Policy](#).

2. Purpose

- a. These procedures are about handling enquiries and requests for information from the media and members of the public about the use of animals in research and teaching.
- b. In accordance with the requirements of the Animal Welfare Act 1985 (SA), Flinders abides by all legal and ethical requirements for the acquisition and use of animals, and is subject to regular scrutiny by the South Australian Department of Environment, Water and Natural Resources (DEWNR) and the University's Animal Welfare Committee (AWC).
- c. The University is satisfied that this level of scrutiny is sufficient and that any additional public scrutiny should be within the limits of these Procedures.

3. Scope

- a. These procedures apply to all University staff, students and holders of academic status.
- b. Applications for access to information about animal use made under the provisions of the Freedom of Information Act 1991 (SA) are treated in accordance with that Act.
- c. Enquiries from grant funding agencies, about projects involving animal use that they have funded, may be dealt with in accordance with the terms of the grant agreement.

4. Telephone enquiries (non-media)

Person receiving enquiry of this type

- a. Ask the enquirer to submit a request in writing to the Executive Officer of the AWC so that a properly considered response can be provided.
- b. Do not attempt to respond to such enquiries or to enter a discussion of the issues.

5. Written enquiries (non-media) and all media enquiries

Any person receiving enquiry of this type	<p>a. Refer the enquiry directly to the Executive Officer of the AWC.</p> <p>b. In the case of media enquiries only: if the request relates to an experimenter's own research or teaching activity, the experimenter may deal with it directly, provided they:</p> <ul style="list-style-type: none">• consult with the Office of Communication and Engagement, and• comply with any confidentiality clauses in a related research agreement, and• apply Procedure 6.
Executive Officer, AWC	<p>c. Consider the appropriate action to be taken.</p> <p>d. Consult with any or all of the following, as deemed appropriate:</p> <ul style="list-style-type: none">• Vice-Chancellor• Deputy Vice-Chancellor (Research)• Vice-President and Executive Dean of the relevant College• Chairperson, AWC• Director, Research Development and Support• Animal Ethics Officer• the individual experimenter. <p>e. For media enquiries you must consult with:</p> <ul style="list-style-type: none">• the Office of Communication, Marketing and Engagement. <p>f. Send a formal response, taking into account Procedure 6, with a blind copy to all the people listed in d., to facilitate University-wide understanding and coordination of any animal experimentation issue.</p>

6. Restriction on release of information

**Executive Officer, AWC,
or experimenter**

When answering an enquiry:

- a. do not acknowledge the existence of a particular project unless the consent of the experimenter involved has been obtained, and
- b. do not release the following information, unless approved in advance by the Deputy Vice-Chancellor (Research):
 - names and addresses of experimenters, institutions and Colleges
 - College reports and correspondence
 - names of members of animal ethics committees
 - documents affecting business affairs
 - documents communicated in confidence, and
 - documents affecting the conduct of research.

Approval Authority	Deputy Vice-Chancellor (Research)
Responsible Officer	Director, Research Development and Support
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* Unless otherwise indicated, this procedure will still apply beyond the review date.