

CIT Animal Complaints Procedure

Associated Policy

These procedures are to be read in conjunction with the CIT Animal Policy.

1. In the first instance, complaints will be handled and attempted to be resolved within the Science department by the Head of Department (HoD). The HoD can be contacted directly by emailing CITscience@cit.edu.au, with attention to "Head of Department". Upon receipt of the complaint, the HoD will notify the complainant, outlining the process for resolving the issue.
 - a) A TRIM file created. Anonymous complaints are also to be logged. All records pertaining to the complaint are to be held electronically via TRIM file. Written records

Owner: Executive Branch Manager Audit, Risk and Corporate Services Approval Date: 21/3/2024
Next Review Due Date: 21/3/2024

