

ANIMAL ETHICS COMMITTEE CONSTITUTION

Commencement Date: 26 October 2018

1 Establishment

- 1.1 The Animal Ethics Committee (“the Committee”) is an advisory Committee to the Deputy Vice-Chancellor Research.

2 Institutional Responsibilities

2.1. Curtin University is responsible for:

- 2.1.1 Establishing the Curtin University Animal Ethics Committee (AEC) in accordance with the Animal Welfare Act (2002) of Western Australia (the Act) and the Australian Code for the Care and Use of Animals for Scientific Purposes 8th edition (2013) (the Code).
- 2.1.2 Ensuring that the AEC membership will allow the Committee to meet its responsibilities.
- 2.1.3 Ensuring that the AEC has terms of reference that are publicly available.
- 2.1.4 Providing the AEC with the resources required to carry out its responsibilities, and to maintain the AEC.
- 2.1.5 Establishing procedures for the effective governance and operation of the AEC that will enable the AEC to meet its responsibilities under the Code and relevant institutional policies, and promote competent and timely ethical review of animal care and use.
- 2.1.6 Conducting an annual review of the operation of the AEC and participating in Independent External Reviews to assess the compliance of Curtin University with the National Health and Medical Research Council (NHMRC); Australian code for the care and use of animals for scientific purposes, 8th edition 2013 (the Code).

3 Functions

- 3.1 The primary responsibility of the Curtin University AEC is to ensure, on behalf of Curtin University for which it acts, that all activities relating to the care and use of animals are conducted in compliance with the Code.
- 3.2 The AEC must:
 - 3.2.1 Review applications for projects and approve only those projects that are ethically acceptable and conform to the requirements of the Code.
 - 3.2.2 Review applications for activities associated with the care and management of animals in facilities, including procedures applicable to breeding programs integral to the maintenance of an animal line, and approve only those activities that are ethically acceptable and conform to the requirements of the Code.
 - 3.2.3 Conduct follow-up review of approved projects and activities, and allow the continuation of approval for only those projects and activities that are ethically acceptable and conform to the requirements of the Code.
 - 3.2.4 Monitor the care and use of animals, including housing conditions, practices and procedures involved in the care of animals in facilities.
 - 3.2.5 Take appropriate actions regarding unexpected adverse events.

- 3.2.6 Take appropriate actions regarding non-compliance with the Code.
- 3.2.7 Approve guidelines for the care and use of animals on behalf of Curtin University.
- 3.2.8 Provide advice and recommendations to Curtin University regarding the care and use of animals for scientific purposes conducted on behalf of Curtin University, and strategies required to ensure that the requirements of the Code are maintained and that matters affecting animal wellbeing are addressed.
- 3.2.9 Report on its operations to Curtin University.

4 Membership

- 4.1 Membership must comprise at least four people, one from each of four categories of membership (The Code 2.2.1 (i)):

Category A: a person with qualifications in veterinary science that are recognised for registration as a veterinary surgeon in Australia, and with experience relevant to Curtin University's activities or the ability to acquire relevant knowledge.

Category B: a suitably qualified person with substantial and recent experience in the use of animals for scientific purposes relevant to Curtin University and the business of the AEC. This must include possession of a higher degree in research or equivalent experience. If the business of the AEC relates to the use of animals for teaching only, a teacher with substantial and recent experience may be appointed.

Category C: a person with demonstrable commitment to, and established experience in, furthering the welfare of animals, who is not employed by or otherwise associated with Curtin University, and who is not currently involved in the care and use of animals for scientific purposes. Veterinarians with specific animal welfare interest and experience may meet the requirements of this category. While not representing an animal welfare organisation, the person should, where possible, be selected on the basis of active membership of, and endorsement by, such an organisation.

Category D: a person not employed by or otherwise associated with Curtin University and who has never been involved in the use of animals in scientific or teaching activities, either in their employment or beyond their undergraduate education. Category D members should be viewed by the wider community as bringing a completely independent view to the AEC, and must not fit the requirements of any other category.

- 4.2 Chairperson

- 4.2.1 Curtin University shall appoint a chairperson of the AEC. The chairperson is responsible for impartially guiding the operation of the AEC, resolving conflicts of interest related to the business of the AEC, and representing the AEC in any negotiations with the Curtin University management.

- 4.3 Balance of membership

- 4.3.1 Categories C and D must together represent at least one-third of the AEC membership.

- 4.4 Appointments

- 4.4.1 The Chair will be a Curtin University employee appointed by the Deputy Vice-Chancellor, Research. 3.4.2. The Deputy Chair will be a Curtin University employee and a current member of the AEC.
 - 4.4.3 Members of the AEC will be appointed by the Deputy Vice-Chancellor, Research.

- 4.4.4. Members of the AEC, including the Chair, will be appointed for a term of three years.
- 4.4.5. Members may resign their position at any time or may be removed by the Deputy Vice-Chancellor, Research.
- 4.4.6. Members may be re-appointed to serve consecutive terms to a maximum 3 terms.
- 4.4.7. External members will be offered remuneration, as set out by Curtin University.

4.5 Training

- 4.5.1. Newly appointed members will be provided with induction training.
- 4.5.2. During their tenure, members will be given the opportunity to attend training that is relevant to the work and responsibilities of the AEC.

4.6 Terms of membership

- 4.6.1. The content of applications, discussions and decisions of the AEC meeting will be kept confidential unless such a disclosure is authorised by Curtin University or is required by law.
- 4.6.2. External advisors are bound by the same confidentiality requirements as AEC members.
- 4.6.3. In circumstances where an AEC member incurs loss or damage caused by an employee of Curtin University, Curtin will indemnify the AEC member where it is lawfully entitled to do so, in the following circumstances:
 - i. Where an AEC member's act or omission was expressly authorised by Curtin University.
 - ii. Where an AEC member's act or omission was done in the course of their role as an AEC member with Curtin University.
 - iii. Where an AEC member's actions were done in the best interests of Curtin University and were reasonably incidental to their role as an AEC member at Curtin.
- 4.6.4. Curtin University will not indemnify AEC members for their unlawful acts or omissions unconnected with their role as an AEC member at the University.

5 Meetings

- 5.1 The AEC will meet at least six times a year, and as required by Curtin University and agreed to by the Chair and a majority of the members.
- 5.2 Decisions made at the meetings will be made following a discussion by members who constitute the minimum membership, whether face-to-face, by videoconference or teleconference. In exceptional circumstances, out of session approvals will be granted as required by communication means such as, but not limited to face-to-face, video-conference, teleconference or email, provided that the Chair is satisfied that all categories of members have contributed to the final decision. The approvals will then be ratified at a quorate AEC meeting.

6. Complaints

- 6.1 Complaints concerning the AEC will be managed in accordance with Curtin University AEC Complaints and Non-compliance activity Standard Operating Procedure (ARE01).

REVISION HISTORY:

Animal Ethics Committee Constitution

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
	Approved	3 April 1998	UAB	UAB 51/98	UAB 26/98
	Rescinded	30 September 2005	AB	162/05	01150/05
	Approved	30 September 2005	AB	162/05	01151/05
		2008	ORD		
	Administratively updated	22 June 2016	Secretariat	-	-
Proposed for URDC consideration 10/10/2018	Approved	10/10/2018	URDC		
	Approved	10 October 2018	AB	213/18	AB 08/18