



The University of Queensland
Animal Ethics Committees
Terms of Reference

Preamble:

The University of Queensland is registered, as required, as a user of animals for scientific purposes. It abides by the *Animal Care and Protection Act (Qld) 2001* (referred to as The Act or ACPA) and the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* (current edition) (referred to as *The Code* or *Code of Practice*) and also conforms to all other extant State and Federal legislation governing the use of animals. The principles contained within *The Code* provide the framework for the care of animals used for the purpose of research and teaching involving The University of Queensland.

In accord with the requirements of *The Act* and *The Code* The University of Queensland (referred to as UQ) has established six Animal Ethics Committees (AEC's) named as listed:

1. Anatomical Biosciences (ABS)
2. Production and Companion Animals (PCA)
3. Molecular Biosciences (MBS)
4. Native and Exotic Wildlife and Marine Animals (NEWMA)
5. Health Sciences (HS)
6. University Animal Ethics Committee (UAEC)

In this document, unless a contrary intention appears, the terms of reference will apply equally to each individual AEC and to all AEC's collectively under the auspices of UQ.

The structure of the AEC system at UQ is as follows:

The UAEC (also referred to as the Central committee) is an executive committee responsible to the Vice-Chancellor through the Deputy Vice-Chancellor (Research) on all matters affecting the care and use of animals involving the University and/or its external registrants. The UAEC is the principal decision making body for policy on use of animals and ensures consistency of practices, considerations, determinations and compliance with regulation throughout the other 5 committees referred to as peripheral committees. The five peripheral AEC's are primarily responsible for review of protocols and inspection of facilities within their jurisdiction. The University of Queensland is registered under *The Act* and also with the National Health and Medical Research Council (referred to as the NHMRC) as an entity that uses animals for scientific purposes. The Chairperson of the UAEC reports to the Vice Chancellor of the University through the Deputy Vice-Chancellor (Research) and the peripheral committee Chairpersons' report to the UAEC Chairperson. All Chairpersons hold a joint annual meeting with the Deputy Vice-Chancellor (Research) to discuss the annual report and other matters pertaining to the AEC's and the use of animals for scientific purposes involving the University and its external registrants.

Membership of the AEC

Both the UAEC and peripheral AEC's shall comprise at least a minimum membership in accordance with the requirements of *The Code* and perform its duties in accordance with the regulations as follows:

- a. The AEC will have at least one separate person appointed to each of the Categories A, B, C and D, in accordance with the requirements of *the Code*.
- b. The Chairperson, Animal Welfare Unit Coordinator (Executive Officer) and the Consultant Veterinary Officer will be specific appointments and, in addition, may be appointed to an appropriate category and participate in meetings in that capacity if required to do so due to the absence of another member from that category.
- c. The secretary/minute taker will not be a member of the AEC unless inability to attend requires that The Coordinator or other member takes the minutes of the meeting.
- d. The AEC may select an Acting Chairperson (from within its membership) to cover short term absences by the Chairperson.
- e. All membership of The University of Queensland AEC's, as determined under *The Code*, are ratified by the Vice-Chancellor or his delegate in the case of the UAEC or by the UAEC if appointment is to a peripheral committee.

AEC Executive Committee

- a. The AEC may appoint an Executive that must include at least the Chairperson and one Category C or D member.
- b. Where an Executive is appointed the AEC may delegate functions to the Executive. The Executive may:
 - o approve minor modifications to projects; and
 - o specify emergent or alternative action required in response to reports of adverse events. Adverse events may also in the first instance be dealt with by the Consultant Veterinary Officer attached to the Animal Welfare Unit in conjunction with the Animal Welfare Unit Coordinator where appropriate.
 - o not approve new proposals.

Decisions and recommendations of the Executive must be reviewed by a quorate meeting of the AEC.

Membership and Responsibilities of the Chairperson

Membership:

- The Chairperson of the UAEC should hold a senior position within the University. Whilst it is strongly recommended that the Chairperson of each peripheral committee is a senior member of schools, institutes and centres whose activities are considered by that peripheral committee. Where an appointee is external to the University the appointee shall be given a commitment by the institution to provide the necessary support and authority to carry out the role.
- The Chairperson of each peripheral AEC shall represent their committee on the UAEC. In the absence of a peripheral committee Chairperson, a regular committee member deputised to do so may attend the UAEC meeting.
- An Acting Chairperson will be appointed when a scheduled or unexpected absence of the Chairperson occurs. This person must be a committee member nominated by the Chairperson of the committee in discussion with the Animal Welfare Unit Coordinator so that a regular meeting is not abandoned.
- The Chairperson of the UAEC may in cases of urgency undertake consideration and approve in writing membership to a peripheral AEC. This appointment is subject to the ratification of that member's nomination at the next UAEC meeting and is then subject to the normal appointment process.

Responsibilities of the Chairperson:

The Chairperson must:

- Ensure that the AEC operates in accord with the principles and requirements of *The Code*, the relevant University of Queensland policies and the agreed AEC procedures.
- Ensure that proposals are considered by the AEC and the outcomes are conveyed to the Chief Investigators in a timely fashion in conjunction with the Animal Welfare Unit Coordinator and staff.
- Advise the Chairperson of the UAEC regarding the level of resourcing required by the AEC.
- Represent the AEC in negotiations with The University of Queensland management.
- Oversee all requirements of the AEC to report and review its operation as outlined in *The Code* in conjunction with the Animal Welfare Unit Coordinator.
- Ensure in conjunction with the Animal Welfare Unit Coordinator that AEC records are maintained and made available for review as required.

Role of the Coordinator:

The Animal Welfare Unit Coordinator serves as the Executive Officer and Secretary of the AEC's and attends committee meetings.

The Coordinator will assist the Chairperson in the efficient operation of the AEC by:

- Being the first point of contact for applicants wishing to access the AEC's.

- Advancing project applications and approval processes through provision of advice and assistance to researchers, staff and students regarding ethics applications, procedures and mandatory reporting requirements.
- Overseeing the distribution of information to members and scheduling meetings and monitoring sessions together with any other activity that enhances the ability of the AEC's e.g. Workshops.
- Overseeing the database integrity and requirements and providing reports as requested.

Role of the Consultant Veterinary Officer:

- The Consultant Veterinary Officer (CVO) will attend meetings of the UAEC and its peripheral committees as required.
- The CVO will fulfil all individual project monitoring requirements requested by an AEC and report back to them on all such monitoring as soon as is practicable.
- The CVO will arrange and undertake all animal house and holding area inspection requirements with the AEC members.
- On site ad hoc inspections can be undertaken by the Consultant Veterinary Officer or by the Animal Welfare Unit Coordinator with prior approval from the UAEC or peripheral committee or Chairperson of that committee. Notification of the Head of School or authorised person shall be sought immediately prior to inspection by either of these officers when possible. The Coordinator and Consultant Veterinary Officer may enter animal facilities at the invitation of the head of the organisational unit without prior approval of the UAEC or AEC's. In such cases, a report to the relevant committee will be provided at the next meeting or to the Chairperson, if the matter is urgent.

Acceptance of Terms of Reference

Prior to appointment, AEC members will acknowledge, in writing, that they accept these Terms of Reference.

Confidentiality

All new and reappointed members will sign a confidentiality agreement or deed prior to appointment in which they undertake to keep in confidence protocols and other business matters dealt with by the AEC.

Visitors and persons assisting the AEC will also sign a confidentiality agreement or deed as per above, prior to their first meeting.

Disqualifying Events

All members are required to report to the institution immediately via the Animal Welfare Unit Coordinator any disqualifying event that has occurred under the *Animal Care and Protection Act (2001)*.

Meetings

- a. The AEC will determine its meeting frequency dependent on the business requirements of the AEC. The UAEC should aim to meet bi-monthly with the

peripheral committees meeting monthly.

- b. The Chairperson, in conjunction with the Animal Welfare Unit Coordinator, will ensure that an agenda is produced prior to each meeting and the meeting will consider AEC business as required to fulfil the Committee's responsibilities.
- c. The Animal Welfare Unit Coordinator will oversee unit staff to ensure that all relevant documents (for example, minutes, correspondence and applications) are distributed prior to the meeting allowing reasonable time for members to read, consider and prepare questions. The Animal Welfare Unit Coordinator and unit staff will also maintain the 'hard copy' filing system for the animal ethics system.
- d. Each meeting must be quorate (i.e. at least one member from each of Categories A, B, C and D). Category C and D members should represent not less than one-third of the members participating in a meeting. The Chairperson may commence and/or continue a meeting with fewer than the one-third representation of Category C and D members providing at least one Category C and one D member are present and both agree to this action. The Chairperson must close the meeting immediately if either the Category C or D member withdraws support during the meeting.
- e. In exceptional circumstances, a member required to meet quorum may participate in a meeting via a teleconferencing or videoconferencing link if it is not possible and/or practical to attend the meeting in person. Members in addition to those required to meet quorum may teleconference whenever it is not possible and/or practical for the additional member to attend the meeting in person. The electronic link must utilise a conferencing feature so that all participating members can hear each other during the meeting discussions and decision making.
- f. Participation of a member via a teleconferencing or videoconferencing must be clearly noted in the minutes and the member may authorise the Chairperson to record their support on the proposal.
- g. The Animal Welfare Unit Coordinator and Unit staff will maintain minutes of decisions and other aspects of AEC business for each meeting. The minutes must include particulars of any conflicts of interest and any steps taken by the AEC to accord procedural fairness to applicants.
- h. Members of the AEC employed by UQ and who have an application for consideration before the committee will not be given an advantage over other applicants when the AEC considers applications. This will include requiring an affected AEC member to leave the room during consideration of their application, or employing any other means that the Chairperson considers appropriate to ensure procedural fairness.

Specific AEC tasks

- 1) The AEC should approve guidelines for the care of animals that are bred, held and used for scientific purposes on behalf of The University of Queensland and its external registrants by:**
 - a. Calling for and considering guidelines from animal houses and holding areas under the jurisdiction of The University of Queensland and its external registrants. Guidelines should cover all aspects of animal care and use, plus contingencies such as fire, power failure, flooding and dealing with critically ill and/or injured animals.

- b. Reviewing approved guidelines every three years or when a change to any part of the approved guidelines is proposed by the facilities mentioned in paragraph a.

2) The AEC will monitor the acquisition, transportation, production, housing, care, use and fate of animals by:

- a. Reviewing the relevant sections of a project proposal against *The Act, The Code* and other state legislation as deemed appropriate for the species of animals being used for scientific purposes e.g. *Nature Conservation Act 1992* The AEC also may refer to other guidelines and standards developed for the ethical treatment of animals that are considered acceptable by the AEC.
- b. Reviewing the relevant sections of a project proposal against interstate Acts, *The Code* and other legislation as deemed appropriate for the species of animals being used for scientific purposes e.g. *Nature Conservation Act 1992* where the work is being undertaken interstate by University of Queensland staff and student. The AEC also may refer to other guidelines and standards developed for the ethical treatment of animals that are considered acceptable by the AEC.
- c. Reviewing project proposals where work is being undertaken overseas to ensure that the work is compliant with *The Code* 2.2.45, 46 and poses no ethical or welfare concerns with the animals.
- d. Noting the use of tissue, cadavers and other biological material as deemed necessary, as required by UQ policies e.g. to ensure that research publication can be undertaken, public perception of use of biological material does not compromise the University's image.

Note: This is a UQ policy not required by The Code or regulatory bodies.

- e. Carrying out routine inspections of The University of Queensland sites and activities and non-University of Queensland sites where the AEC has approved activities and it is practical for the AEC to conduct inspections. Inspections should be conducted at least annually or more frequently, if deemed necessary by the AEC and a written report of these inspections as per *The Code* 2.2.29 must be produced and minuted at the next appropriate committee meeting.
- f. Carrying out inspections of sites and activities undertaken by external registrants of The University of Queensland where it is practical for the AEC to conduct inspections. Where considered appropriate and feasible the AEC may request that the Consultant Veterinary Officer to the Animal Welfare Unit, together with nominated members of the AEC, undertake inspection of external sites on behalf of the AEC and report back in writing the findings as soon as possible to the AEC. Inspections should be conducted at least annually or more frequently if deemed necessary by the AEC.
- g. Authorising delegates to carry out inspections of remote sites and activities on behalf of the AEC may be undertaken as deemed necessary. Delegates must prepare written reports as per *The Code* 2.2.29 for the AEC following inspections.
- h. Viewing animals during site inspections and monitoring activities and ensuring that appropriate records are being kept of animal care and use. A copy of the report of the inspection or monitoring will be provided to the Chief Investigator and person in charge of animals and managers where appropriate.

- i. Receiving reports of and commenting on unexpected or adverse effects that impact on the welfare of animals used for scientific purposes.
- j. Reviewing long-term projects (maximum approval three years) at least annually by requiring annual reports for each activity from the Chief Investigator or his nominated delegate. Annual Reports must be reviewed by the AEC to monitor that animal use is consistent with and in accord with the approved application for the activity. These reports may be provided in conjunction with The Annual reports to the State regulatory authority.
- k. Reviewing activity completion reports to confirm that animal use is consistent with and in accord with the approved application for the activity.
- l. Annual and completion reports should contain as a minimum all detail as outlined in sections 2.2.37 and 2.2.39 of *The Code* respectively.

3) The AEC will recommend to UQ any measures needed to ensure that the standards of *The Code* are maintained by:

- a. Reporting instances of non-compliance and recommending remedial action to the Chief Investigator (the investigator or teacher who is responsible for the activity and as nominated on the application form), and/or the appropriate person depending on the circumstances e.g. UAEC. The AEC may comment on the standard of the facilities/infrastructure, animal management and staff competencies.
- b. Reporting significant contraventions of *The Code* or approved project procedures to the Chairperson of the UAEC and/or the committee who will as appropriate forward the matter or direct the Animal Welfare Unit undertake further actions as appropriate.
- c. Making recommendations to the Chairperson of the UAEC regarding the training and personal development needs of AEC members, Chief Investigators, animal carers and managers in relation to animal ethics philosophy and practice.
- d. Reporting any other matter that the committee deems necessary to report to an appropriate authority within the University together with recommendations for rectification of the matter which includes but is not limited to such issues as training, facilities and resources.

4) The AEC members will be appointed, re-appointed or retired according to the following procedures:

- a. The Animal Welfare Unit Coordinator will monitor the membership needs of AEC's in consultation with the relevant AEC Chairperson.
- b. If a new member is required, the Animal Welfare Unit Coordinator may use whatever means available and considered appropriate to call for 'expressions of interest' both internally and externally to the institution e.g. Through advertising or internal memo but not limited to these methods.
- c. Unsolicited applications lodged periodically by internal and external persons with an interest in serving on an AEC may be considered also.
- d. An interested person must complete an *AEC membership application form* to acknowledge their acceptance of the terms of reference of the AEC and indicate in

writing on what basis they satisfy the relevant membership category criteria as defined in section 2.2.2 of *The Code*. The applicant must also complete an EC14 form which will be forwarded to the state regulators for approval where relevant to the applicants Category of membership.

- e. The completed forms must be submitted to the Animal Welfare Unit Coordinator for processing. EC14 forms must be checked in the first instance by the Research and Innovation Division's legal officer for appropriateness prior to forwarding to the regulators in the case of external members.
- f. Appointments will be processed and approved in accordance with the guidelines included in Membership of the AEC in this document. Membership appointments may be accepted or rejected as appropriate.
- g. Appointment to Membership shall be as follows:
 - a. All applications will initially be lodged with the Animal Welfare Unit Coordinator who will in consultation with the relevant AEC Chairperson, assess applicants for suitability in areas such as, but not limited to, relevant expertise and referees, and make recommendations regarding appointment to the UAEC.
 - b. The UAEC at its next committee meeting will discuss and consider the application and recommendations of the Chair and the AWUC and approve or reject the appointment as appropriate
 - c. Where the membership appointment is to the UAEC, which is a Vice Chancellor's committee, any such appointment must be further approved by the VC or his delegate (DVCR) prior to notification of said appointment.
 - d. A letter of appointment will be provided to the applicant from the Animal Welfare Unit advising of the terms of their appointment. This letter will be signed by the Chair of the relevant committee or the Animal Welfare Unit Coordinator as delegated signatories.
- h. The Chairperson of the UAEC may in cases of urgency undertake consideration and approve in writing membership to a peripheral AEC. This appointment is subject to the ratification of that member's nomination at the next UAEC meeting and is then subject to the normal appointment process.
- i. The Animal Welfare Unit Coordinator will ensure that a letter of appointment is provided to the nominee and that a signed confidentiality agreement is obtained from each prospective new member prior to attendance at a meeting
- j. The Animal Welfare Unit Coordinator will ensure that a record of all appointments to The University of Queensland AEC's and associated documents are maintained.
- k. Members are appointed to The University of Queensland AEC's and renewed or re-appointed as appropriate until either they resign, are retired by the Deputy Vice Chancellor (Research) or die.
- l. A member may resign from an AEC at any time by advising the Animal Welfare Unit Coordinator in writing. The Animal Welfare Unit Coordinator will then advise the Chairperson and the relevant AEC.

- m. The Chairperson of the UAEC may ask a member to resign from either his committee or that of the peripheral AEC's if it is deemed to be in the best interests of the AEC. If the member does not accede to the UAEC Chairperson's request, the Chairperson in conjunction with the Animal Welfare Unit Coordinator may initiate action through the Deputy Vice Chancellor (Research) to retire the member.
- n. Membership of a committee may be terminated in writing at the discretion of the Deputy Vice Chancellor (Research) even if such termination is part way through the term of membership.
- o. All changes in the membership of the AEC will be noted at the next AEC meeting and recorded in the minutes.
- p. For internal applicants it is the responsibility of the applicant to confirm their availability with Supervisors.

5) The AEC will require that all members declare any conflict of interest by:

- a. Prior to their appointment: - by making a signed declaration of all real or potential conflicts of interest as part of the member application process.
- b. As matters arise: - by declaring all real or potential conflicts of interest and the nature of that interest to either the relevant Chairperson or Executive Officer of the AEC as soon as is reasonable after they become aware of the conflict.
- c. At each meeting: - by declaring as an early item of the meeting agenda all real or potential conflicts of interest and the nature of that interest. This must include all real or potential conflicts with any items on the meeting agenda or any other matter relating to membership of the AEC beyond involvement on a project under consideration whereby standard practice will be for the person involved to leave the meeting during consideration and decision making of the application.
- d. All declarations of real or potential conflicts of interest (as part of the appointment process, between or at meetings) are to be recorded in the relevant meeting minutes.

Note: A conflict-of-interest-arises where-a member of an AEC has an-interest that maybe seen to influence the objectivity of a decision (S2.2.1 (v)-(vi), 2.2.10 (vi)).

6) The AEC will deal with situations in which a conflict of interest arises, including any situations where a member of an AEC has an interest that may be seen to influence the objectivity of a decision by:

- a. Requiring a member whose objectivity may be influenced by an interest (including consideration of a proposal submitted by that member) to leave the meeting at an appropriate time (certainly during the consideration and decision making process). In accordance with Section 5c above regarding project conflicts.
- b. Recording the method of dealing with any conflict in the relevant meeting minutes (e.g. record when the member left and returned to the room or recording the basis on which it was decided that the member could participate in the item).
- c. Considering and responding to any concern or claim raised by a Chief Investigator or other party that an AEC member has a conflict of interest that may have influenced the objectivity of an AEC decision. If this matter cannot be resolved in the first

instance at a peripheral committee level the concern will be forwarded to the UAEC for consideration. If the matter cannot be satisfactorily resolved then the matter will be forwarded to the governing body of the institution as per *The Code* 2.2.14.

- d. Advising complainants, in writing, of the AEC's response to any concern or claim relating to conflict of interest. If the complainant is not satisfied with the AEC's response, a grievance may be lodged through the Animal Welfare Unit Coordinator to the UAEC.

7) The AEC will examine and approve, approve subject to modification or reject written proposals relevant to the use of animals for scientific purposes by:

- a. Considering new proposals, modifications to existing activities and reviewing, where an Executive committee has been formed, decisions on minor modifications at quorate meetings.
- b. Where deemed necessary at the discretion of the Chairperson inviting comment from a person(s) with specific technical expertise. The person may submit written comments or address the meeting, either in person or via a teleconferencing or videoconferencing link. The AEC should reach agreement on how it may seek advice, without breaching confidentiality.
- c. Seeking clarification of and/or agreement to amendments to a proposal from the Chief investigator in writing via email correspondence. Where deliberation has stalled at the request of the AEC a Chief Investigator may be invited to attend an AEC meeting.
- d. Making decisions on the basis of consensus. Where consensus cannot be reached after reasonable effort to resolve differences, the AEC should explore with the applicant(s) ways of modifying the project that may lead to consensus. If consensus is still unachievable, the AEC should only proceed to a majority decision after members have been allowed a period of time to review their positions, followed by further discussion.

Note: The Animal Welfare Unit Coordinator on behalf of the committee must advise the Chief Investigator of the AEC's decision using the approved format or Certificate in the case of finalisation of the project. The Animal Welfare Unit Coordinator on behalf of the committee must provide reasons to the Chief Investigator if the proposal is rejected by the AEC.

The Chief Investigator may seek clarification of the reasons for rejection from the AEC and, subsequently, provide additional relevant information/comment from other parties (for example, persons with specialist expertise). The Chairperson may invite the Chief Investigator to address the AEC at its next meeting.

If the matter is not resolved, the Chief Investigator may lodge a grievance against the AEC decision with the UAEC.

- 8) The AEC will approve only those studies for which animals are essential and their use is justified and which conform to the requirements of *The Code* and UQ policy and practice or where UQ policy requires AEC approval not otherwise required by *The Code* or relevant legislation. This should take into consideration factors including ethics, the impact on the animal or animals and the anticipated scientific or educational value.**

- a. Assessing applications for the use of animals for scientific purposes only after the committee receives a completed and signed application form that is completed to the Committee's satisfaction.
- b. Assessing whether the information provided by the Chief Investigator adequately and concisely details appropriate justification of the proposed animal use, the impact on the animals of the proposed use and adequately shows the means by which it will be minimised, and that it complies with the principles of Replacement, Reduction and Refinement.
- c. Requiring that all applications are written in plain English that can be understood by all members of the AEC.
- d. Requesting, if necessary, advice or clarification from appropriately experienced people regarding the assessment of particular projects. The AEC should reach agreement on how advice can be sought from outside experts without breaching confidentiality.
- e. Ensuring that, in addition to ethical approval requirements, the Chief Investigator is aware of the need to obtain all relevant permits for use of Genetically Modified Organisms, hazardous substances, and use of native wildlife, and bringing to the attention of the Chief Investigator any perceived Work Place Health and Safety issues concerning the activity. This will necessitate consultation with the OHS Unit and the Biosafety Officer to address any concerns in this area.

9) The AEC may withdraw approval for any project when:

- a. An inspection detects activities that are non-compliant with the Code, the AEC must ensure that such activities cease immediately and remedial action is initiated.
- b. An animal is used in a way other than as approved in the initial application or subsequent approved modification or amendment to an application.
- c. It becomes aware that an activity or project is associated with a higher negative welfare impact than was approved or an unnecessary or unjustified welfare impact.

Note: If the AEC decides that approval for an activity should be withdrawn, the Animal Welfare Unit Coordinator in conjunction with the Chairperson must advise the Chief Investigator.

The Chief Investigator may seek clarification of the reasons for rejection from the AEC and, subsequently, provide- additional relevant information/comment from other parties (for example, persons with specialist expertise).

The AEC must consider any objection raised and additional relevant information provided by the Chief Investigator. The Chairperson via the Animal Welfare Unit Coordinator may invite the Chief Investigator to address the AEC at its next meeting should the AEC agree.

If the matter is not resolved, the Chief Investigator may lodge a grievance against the AEC decision with the UAEC.

10) The AEC may authorise the emergency treatment or euthanasia of any animal when:

- a. The AEC decides that treatment or euthanasia is in the best interests of the animal.
- b. The Chairperson and/or the Animal Welfare Unit Coordinator may authorise on behalf of the AEC an examination of the animal by the Animal Welfare Unit Consultant Veterinarian or in his absence another appropriate veterinarian with expertise to assess the situation.

Note: If emergency treatment or euthanasia is deemed necessary, before an animal is treated or euthanased, the Chairperson, Animal Welfare Unit Coordinator or Consultant Veterinary Officer should take all reasonable steps to consult with the Chief Investigator/owner, advise them of the veterinarian's opinion and consider any objection raised by the Chief Investigator and/or owner. All advice, actions and decisions should be documented by the Animal Welfare Unit Coordinator or reported in writing to the Animal Welfare Unit Coordinator.

Where an activity uses animals that are not owned by The University of Queensland the owner of the animals should be informed of and agree to this section of the Terms of Reference.

Any treatment or euthanasia must be reported promptly to the Chief Investigator/owner and the AEC with reasons for the action taken, and confirmed in writing.

Any decisions taken by all parties must be reviewed by the AEC at its next meeting.

11) The AEC will examine and comment on all plans and policies that may affect the welfare of animals used for scientific purposes by:

- a. Reviewing plans and policies provided by The University facilities and holding areas and those of its external registrants.
- b. Considering information/comments provided by any person who has concerns regarding the care and use of animals.
- c. Considering information/comments provided by delegates who conduct site and activity inspections on behalf of the AEC or in accord with the agreed monitoring strategy.
- d. Discussing matters pertaining to plans and policies.
- e. Making recommendations reflecting a consensus view of the Committee.
- f. Making comments in its annual report to the Deputy Vice Chancellor (Research).

12) The AEC will maintain a record of proposals and projects by:

- a. Authorising the Animal Welfare Unit Coordinator to retain, on divisional files, all documentation associated with AEC business (including minutes, proposals, decisions, inwards and copies of outwards correspondence, reports and comments provided by the AEC).
- b. Authorising the Animal Welfare Unit Coordinator to maintain an electronic database (register) of all proposals to the AEC (approved and rejected), including the outcomes of the committee's deliberations.

Note: Whilst records are required to be stored by DEEDI for seven years, where animal research is likely to involve the development or testing of pharmaceuticals, technologies or other such items for the use in humans, documentation must be kept for a period of 15 years therefore, the University chooses to archive all documentation for this period.

13) The AEC will comply with the reporting requirements and *The Code* by:

- a. Submitting an annual internal report as per section 2.2.40 of *The Code* on the activities of the AEC to the Deputy Vice Chancellor (Research) each year. The report will include information and comments on:
 - (i) numbers and types of projects assessed and approved or rejected;
 - (ii) the physical facilities for the care and use of animals by the institution;
 - (iii) activities that have supported the educational needs of AEC members, and of personnel involved in the care and use of animals whose educational needs will be undertaken by the Director of the University's biological resources and noted in the report;
 - (iv) administrative or other difficulties being experienced; and
 - (v) any matters that may affect the institution's ability to maintain compliance with *The Code* and if necessary the provision of suitable recommendations.
- b. Promptly reporting to the Chairperson of the UAEC any event or issue that may need to be referred to the Deputy Vice Chancellor (Research) and/or other senior University managers.
- c. Submitting any reports relating to use of animals for scientific purposes by The University of Queensland as required by law including the Annual Animal Use Statistics Report to DEEDI.
- d. Submitting any other reports relating to the use of animals for scientific purposes by The University of Queensland as required (e.g. funding bodies, the NHMRC compliance report).

Note: Where official reporting is to take place the UAEC shall do so on behalf of itself and the peripheral committees.

14) The AEC will perform all other duties required under *The Code*.

Revision Schedule:

These Terms of Reference will be reviewed as necessary in response to changes in legislation and University policy.

UQ File Reference:

(File 51000/50440/-/01; A 281)

Past Review Dates:

(UAEEC Minutes 22.10.93, Item 3)

[Reviewed in July 2000 – Senior Deputy VC (ET Brown) 6 July and Vice-Chancellor (J Hay) 20 July re new membership; revised October 2002; September 2005, January 2006 DVCR (D.Siddle), Reviewed July 2009

Main References:

*Animal Care and Protection Act 2001
Australian code of practice for the care and use of animals for scientific purposes*

Contact:

Mrs Ann Higgins,
Animal Welfare Unit Coordinator & Executive Officer to UAEC,
Research and Research Training Division
The University of Queensland
Brisbane, Queensland 4072, Australia

Telephone: 61 7 3365 2713 | Fax 61 7 3365 4455

Email: a.higgins@research.uq.edu.au

Web: <http://www.uq.edu.au/research/rrtd/>



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PROFESSOR G.Q. MAX LU
DEPUTY VICE-CHANCELLOR (RESEARCH)
THE UNIVERSITY OF QUEENSLAND
BRISBANE QLD 4072 AUSTRALIA