

UAEC POLICY No: UP 2

SUBJECT: Animal Ethics Committee Confirmation and Meeting Procedures

POLICY: UQ Animal Ethics Committee must maintain the following confirmation and meeting requirements to ensure uniformity of procedures throughout the University and compliance with legislative requirements.

CONDITIONS: -

1. All UQ AEC's must be constituted as per the requirements set down under the *Queensland Animal Care and Protection Act (2001)* (The Act) and *The Australian Code of Practice for the Care and use of animals for scientific purposes* (current edition) (The Code)
2. The number and expertise of members who may be co-opted to an AEC committee shall reflect the business of the committee but shall not be less than that required under *The Act* and *The Code*.
3. All categories of membership, as required under *The Code* must be represented on the committee.
4. All members of the AEC must sign a confidentiality agreement and notification that they have not been convicted under the *Queensland Act* or that of any other state.
5. At AEC meetings representation should be in such a manner as to ensure that the requirements of the one-third ruling can also be met.
6. An AEC meeting must be cancelled if a quorum by category cannot be reached.
7. A meeting may be rescheduled or business held over until the next scheduled meeting as appropriate when a quorum is not reached.
8. Where an AEC is quorate by Category but not by one-third ruling then only business that has previously been considered at a quorate meeting may be addressed and this should then be ratified at the next quorate meeting.
9. No new applications or business may be considered at non quorate meetings regardless of whether this is due either to lack of Category representation or one-third ruling.
10. Meetings should be held at designated times and in such a manner as to enable the business of the meeting to be adequately discussed and decisions made.

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- 11. All decisions should be by consensus of committee members present. If careful deliberation and requests to the Chief Investigator to modify the application still do not result in consensus then a vote should be taken. The Chairperson in such instances should have the casting vote.**
- 12. The AEC meetings must be minuted and all decisions regarding applications and other business must be recorded.**
- 13. The Animal Welfare Unit coordinator must as soon as is practicable ensure notification of decisions to the Chief Investigator of any requests from the committee, approvals or rejections of projects.**
- 14. The Consultant Veterinary Officer attached to the Animal Welfare Unit, in conjunction with the Animal Welfare Unit coordinator, will ensure that animal houses and animal holding areas are inspected. Wherever possible this should be at least annual and include AEC members.**
- 15. The Consultant Veterinary Officer attached to the Animal Welfare Unit will, at the directive of the AEC, from time to time on their behalf monitor and report on projects that the AEC has raised particular concerns about and feel would benefit from this monitoring.**

DATE

CHAIR OF UAEC