Animal Ethics Committee Constitution

Committee established by University Council: Meeting 9/1990 (8 May 1990)
Previous version of constitution approved by Research Committee: Meeting 2/2024 (5 March 2024), 2023/0000163)
Current version of constitution approved by Research Committee: Meeting /2024 (October 2024), (2024/0001131)

1. Introduction

1.1. Research Committee has established the Animal Ethics Committee to ensure, on behalf of Griffith University, that all animal research and activities relating to the care and use of animals undertaken are conducted and monitored in accordance with the Australian code for the care and use of animals for scientific purposes (2013) ("Code") and the Animal Care and Protection Act 2001 (Qld) ("Act").

1.2. The Deputy Vice Chancellor (Research) is the person with ultimate responsibility for overall institutional governance with respect to the care and use of animals. The AEC is accountable to the Deputy Vice Chancellor (Research) through the Research Committee on all matters relating to the ethical conduct of animal research undertaken under the auspices of the University.

1.3. The AEC does not:

(a) process ethical review matters which do not relate to Griffith University research; and

(b) apply a processing fee to the consideration of any proposal for ethical review

2. Interpretation

2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the [illegible].

2.2. Any reference to "the Committee" means the Animal Ethics Committee

3. Mandate

3.1. The Committee is a sub-committee established by the Research Committee and reports directly to and is accountable to Research CommittountDomain 4 Research and research training

- Standard 4.1 – Research
- Standard 4.2 – Research Training

(b) Domain 5 Institutional Quality Assurance

- Standard 5.1 – Course Approval and Accreditation
- Standard 5.2 – Academic and Research Integrity
- Standard 5.3 – Monitoring, Review and Improvement

(c) Domain 6 Governance and Accountability

- Standard 6.3 – Governance and Accountability

4. Functions

4.1. The Committ3DC0s-23.494 -3 28D0 T.1 ()58Tc 0.001 Tw31m1 (S0s-23.49)( )Tj28639 0 Td( )TjEMC /Body #MCI

7.2 Prior to their appointment taking effect (and before subsequent renewal of their membership), all AEC members must sign a Membership Deed, which confirms (among other things) their commitment to abide by:

(i) this Constitution;

(ii) the Standard Operating Procedures of the Committee;

(iii) the terms of the University's Personal Information Privacy Statement; and

(iv) the requirement to disclose any conflict of interest in accordance to University's conflict of interest policy

7.3 A Member may resign from the AEC at any time by advising the Chairperson in writing (or in the case of the Chairperson, the Deputy Vice Chancellor (Research)). If possible, at least two months' notice should be given.

7.4 The Deputy Vice Chancellor (Research) may terminate a membership on the Committee if the member:

(i) fails to attend three consecutive meetings without the prior approval of the Committee Chairperson (or in the case of the Chairperson, the prior approval of the Deputy Vice Chancellor (Research)).
(ii) ceases to fulfil the criteria for their membership category; or
(iii) fails to comply with the terms of their Membership Deed.

7.5 The Chairperson or Deputy Vice Chancellor (Research) will advise the AEC Secretary of the resignation or termination.

7.6 Appointment of a replacement member shall be arranged in accordance with section 10 of this Constitution, above.

8. Rights of Audience and Debate

8.1 A quorum constitutes at least one Member from each of the membership categories A, B, C and D. Categories C and D together must represent at least one-third of those members present. When a face-to-face meeting is not possible, a quorum may be established through the use of video-linking teleconferencing with remote members. A quorum is required for all Committee decisions.

8.2 Members have debate and voting rights for all matters before the Committee unless a conflict of interest exists.

8.3 Wherever possible, Committee decisions should be made on the basis of consensus (refer clause 2.3.11 of the Code).

8.4 Notwithstanding section 45 above, each member is responsible for deciding whether, in their own judgement, an app.2 ( )0.6 (c)-8 (on3 (h T*(bl)3.1 (e)0.5 (t)7 Tc 0.074 Ti8.3 (di)-8.A*(bl)3.1 (e .)T0)8 0 h( )- (t)7A(an)-12.3 (4)]TJ 0 Tc 0 Tw5.9768 0 Td( )TjEMC /Body /MCID 123 BDC -0.052 Tc 0.051 Tw 7.6002 -1.386

9. Operating Principles and Procedures

9.1 The Committee will operate and meetings will be conducted in accordance with the Council Committees Procedure (56) except where the constitution states otherwise.

10. Obtaining Advice

10.1 The Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University.

11. Secretariat Services

13.5 Consistent with the Australian and Griffith University Codes for the Responsible Conduct of Research, the Chairperson (in consultation with the Senior Manager, Research Ethics, Integrity and Governance) will also consider whether any apparent breach of an approved protocol should be referred for further investigation pursuant to the University's research integrity breach investigation procedure.

14. Reporting

13.1 The Committee will report its activities to the Research Committee after each meeting of the Committee. This report may be oral or in writing.

13.2 The Committee will provide an annual report to the Research Committee.

13.3 The Chairperson, with the support of the Committee will:

(i) promptly report to the Deputy Vice Chancellor (Research) (or delegate) any event or issue that may require referral to Biosecurity Queensland or other regulatory body;
(ii) provide an annual report to the University Council through the Research Committee; and
(iii) assist the University with the preparation of any other reports required by law relating to the use of animals for scientific purposes, including those required by the National Health and Medical