Interim Terms of Reference

Name: Swinburne University Human Research Ethics Committee (SUHREC)

Approved by: Deputy Vice-Chancellor (Research and Development)

Contact: SUHREC Secretary

Last reviewed: 20 November 2015

PURPOSE
The Swinburne University Human Research Ethics Committee (SUHREC) is a source of expertise on human research ethical matters and is the review body for proposals for human research to be undertaken at or under the auspices of Swinburne University in conformance with the National Statement on Ethical Conduct in Human Research (NHMRC, ARC, AVCC 2007) and other relevant codes and community standards and expectations. It assists the University in its commitment to meeting the highest standards of ethical and professional behaviour with respect to human research, such as to protect the interests of research participants, investigators and the University.

Interim Terms of Reference are proposed subject to a review of Human Research Ethics policies and procedures in January 2016, which will provide advice on the appropriateness of these Terms. Membership of relevant committees will be subject to ratification and/or revision of the Terms of Reference following the review.

GOVERNING BODY
SUHREC is the direct responsibility of the Deputy Vice Chancellor (Research and Development) (DVCR&D) and reports to the DVC (R&D).

RESPONSIBILITY
It is the responsibility of SUHREC to:
1. Review proposals for research to be undertaken by staff and students or on the premises of the University or its affiliates, to determine whether they are ethically acceptable and in accordance with relevant standards and guidelines, and either grant approval, withhold approval or withdraw approval as appropriate
2. Review requests for the University HREC to recognise the ethical approval of a research proposal granted by another HREC and either grant approval, withhold approval or withdraw approval as appropriate
3. Provide advice to the University as appropriate with respect to the ethical conduct of human research, having due regard to national, international and professional codes of conduct and community standards and expectations
4. Establish regular or ad hoc sub-committees or working parties and/or the appointment of regular or ad hoc committee delegates with reviews and approvals reported to/ratified at subsequent SHUREC meetings
5. Monitor the conduct of approved research protocols through the receipt of annual and completion reports
6. Provide reports on its activities to senior management as requested and to external regulatory bodies as required
7. Advise on, revise and approve guidelines and procedures to assist in the performance of its role
8. Review its operation on an annual basis
COMPOSITION

Membership
Membership should meet the standards set by applicable external requirements. There should be equal numbers of men and women, and at least one third of the members should be from outside the institution. No member may be appointed to more than one of the categories.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Appointment</th>
<th>Term of Office</th>
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</thead>
<tbody>
<tr>
<td>Chairperson with suitable experience and whose other responsibilities will not impair SUHREC’s capacity to carry out its obligations</td>
<td>Chair</td>
<td>Two years with option to renew in two-year periods</td>
</tr>
<tr>
<td>Layman with no affiliation with Swinburne University and does not currently engage in medical, scientific, legal or academic work</td>
<td>Member</td>
<td>Two years with option to renew in two-year periods</td>
</tr>
<tr>
<td>Laywoman with no affiliation with Swinburne University and does not currently engage in medical, scientific, legal or academic work</td>
<td>Member</td>
<td>Two years with option to renew in two-year periods</td>
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<tr>
<td>Person(s) with knowledge of and current experience in the professional care, counselling or treatment of people</td>
<td>Member</td>
<td>Two years with option to renew in two-year periods</td>
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<tr>
<td>Person(s) who performs a pastoral care role in community</td>
<td>Member</td>
<td>Two years with option to renew in two-year periods</td>
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<td>Lawyer(s) who is preferably not engaged to advise the University</td>
<td>Member</td>
<td>Two years with option to renew in two-year periods</td>
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<tr>
<td>Persons (at least two) with current research experience relevant to the research proposals to be considered</td>
<td>Member</td>
<td>Two years with option to renew in two-year periods</td>
</tr>
<tr>
<td>Pool of members may be appointed to any of the categories above as required and provided that they meet the category requirements</td>
<td>Member</td>
<td>Two years with option to renew in two-year periods</td>
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<tr>
<td>Additional members may be appointed as required.</td>
<td>Member</td>
<td>As required</td>
</tr>
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</table>

Method of Appointment - Chair
The Chair is appointed by the Vice Chancellor. In the event of an emergent vacancy, an Acting Chair may be appointed by the Deputy Vice Chancellor (R&D). Where the Chair is absent from a meeting, a member present will be selected to chair the meeting.

Method of Appointment – Deputy Chair
A Deputy Chair is appointed by the Chair from the members as required.

Method of Appointment - Members
1. Members, including those in the pool, will be appointed by the DVC(R&D) through a process involving consultation with the Chair and other parties as appropriate to ensure membership accords with the National Statement.
2. The DVC(R&D) may terminate in writing the appointment of any member if the DVC(R&D) is of the opinion that:
   a. It is necessary for the proper and effective functioning of SUHREC;
   b. The person is no longer qualified or fit to serve on SUHREC; or
   c. the person has failed to carry out their duties as a SUHREC member.
3. There must be at least two years between appointments

Method of Appointment - Secretary
The Secretary or Ethics Administration Officer(s) will be appointed by Swinburne Research.
OPERATING PROCEDURES

Quorum
Unless otherwise prescribed by external regulatory requirements, the quorum for meetings will be 5 members, including the Chair or Deputy Chair. The time of cancellation of the meeting due to lack of sufficient numbers is at the discretion of the Chair.

When a member of each category of membership as designated in the National Statement cannot be present, members may provide written comments for consideration at the meeting.

Meetings
1. Meeting dates and agenda closing dates will be published on the Swinburne Ethics website.
2. SUHREC shall meet in an ordinarily deliberative capacity at least four times a year.
3. SUHREC may convene ‘by circulation’.
4. The DVC(R&D) or delegate can attend any meeting of SUHREC or any of its sub-committees and to raise items for discussion or deliberation regarding the management of human research activity.
5. SUHREC will endeavour to reach a decision by general agreement. This does not need to involve unanimity.
6. SUHREC can consult expert opinion or participant advocates from outside of its membership as appropriate.
7. The Chair has the right to invite attendance at meetings as appropriate.
8. SUHREC will maintain due confidentiality in all deliberation.
9. No committee or sub-committee member or delegate shall adjudicate on any item of business in which they may personally be involved and other aspects of the University’s policy on conflict of interest shall be maintained.

RESPONSIBILITY

<table>
<thead>
<tr>
<th>Policy Owner</th>
<th>DVC(R&amp;D)</th>
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VERSION CONTROL AND CHANGE HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Approval Date</th>
<th>Approved by</th>
<th>Amendment</th>
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<tbody>
<tr>
<td>5</td>
<td>11 December 2015</td>
<td>DVC(R&amp;D)</td>
<td>Revision of SUHREC Terms of Reference concerning Committee review of its role and operation, including membership and reporting arrangements.</td>
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<tr>
<td>4</td>
<td>8 February 2010</td>
<td>Council</td>
<td>Limited review of SUHREC Terms of Reference for better effect in light of recent regulatory changes and experience.</td>
</tr>
<tr>
<td>3</td>
<td>5 June 2009</td>
<td>Director Governance and Policy Unit</td>
<td>Put into new template. Content not reviewed.</td>
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<tr>
<td>2</td>
<td>22 August 2005</td>
<td>Council</td>
<td>Name changed from Human Research Ethics Committee to Swinburne University Human Research Ethics Committee.</td>
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<tr>
<td>1</td>
<td>10 August 1998</td>
<td>Pro Vice-Chancellor, Research</td>
<td></td>
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