

Terms of Reference



Name:	Swinburne Animal Ethics Committee
Approved by:	Deputy Vice-Chancellor (Research and Development)
Contact:	Ann Gaeth, Swinburne Research
Last reviewed:	Nov 2019

PURPOSE

The purpose of this document is to set out the terms of reference, composition and operating arrangements of the Swinburne Animal Ethics Committee (SAEC). An animal ethics committee's composition, terms of reference, functions and responsibilities and method of operation must conform to the requirements of the current Australian code for the care and use of animals for scientific purposes (8th Ed, 2013) (the Code), the Victorian Prevention of Cruelty to Animals Act 1986, and the Victorian Prevention of Cruelty to Animals Act 2008.

GOVERNING BODY

This Committee reports to the Deputy Vice-Chancellor (Research and Development).

RESPONSIBILITY

1. To ensure that all activities relating to the care and use of animals are conducted in compliance with the Code.
2. To report to the Deputy Vice-Chancellor (Research and Development) and regulatory authorities as required.
3. The SAEC Chair on behalf of the SAEC will meet annually with the DVC(R&D) to review SAEC function.
4. To inspect on at least an annual basis faculty/department- animal facilities included on the relevant Scientific Procedures Premises Licence(s).
5. To review applications for projects and only approve, by - way of consensus, those projects that are ethically acceptable and conform to the requirements of the Code.
6. To monitor progress of projects and to allow continuation of the approval of projects that are ethically acceptable and conform to the requirements of the Code.
7. To monitor the care and use of animals, including housing conditions, practices, standard operating procedures and other procedures involved in the care of animals in facilities.
8. To take appropriate action regarding unexpected adverse events.
9. To take appropriate actions regarding non-compliance.
10. To approve guidelines for the care of animals that are bred, held and used for scientific purposes on behalf of the institution.
11. Recommending to the institution any measures needed to ensure that regulatory and other relevant standards are maintained.
12. Performing all other duties as required by regulatory and other authorities, including with respect to Swinburne and external reporting requirements.

COMPOSITION

Membership

Name	Type of Appointment	Term of Office
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Category A: qualifications in veterinary science that are recognised for registration as a veterinary surgeon in Australia, and with experience relevant to the institution's activities or the ability to acquire relevant knowledge.	Member	Three years
Category B: a suitably qualified person with substantial and recent experience in the use of animals for scientific purposes relevant to the institution 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.	Member	Three years
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 the institution, 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.	Member	Three years
Category D: a person not employed by or otherwise associated with the institution 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.	Member	Three years
Category E: a person responsible for the routine care of animals within the University.	Member/As required	Term of Appointment
Relevant experts	As required	As required

Chair

Method of Appointment

The Chair (Category A member) will be appointed by the Vice-Chancellor on the recommendation of the DVC (R&D).

Members

Method of Appointment

Members (including relevant experts) shall be appointed by the DVC (R&D) or delegate. In recommending appointments, the DVC (R&D) or delegate shall have consulted with the Chair of the Committee and other parties as appropriate to ensure minimum/maximum current membership and diversity accords with any legislative and other obligations.

Secretary

Method of Appointment

The Secretary will be appointed by Swinburne Research.

OPERATING PROCEDURES

Quorum

A member from each Category A-D must be present at meetings to establish a quorum for the conduct of the meeting and must be present throughout the meeting. Categories C and D together must represent at least one third of those members present.

Meetings

1. The Committee shall meet in an ordinary deliberative capacity on at least two times a year or with regard to external regulatory requirements.
2. Minutes shall be maintained by Swinburne Research.
3. The Committee is required to provide a written report to the Swinburne Council or delegate on its activities at least annually in accordance with the Australian Code for the care and use of animals for scientific purposes (8th Ed). It will also report to NH&MRC and State Government as required.
4. The Committee may establish an Executive that must include one member from Category C or D.
5. The Executive may approve minor modifications to projects and deal with emergencies. The Executive may not approve new proposals. Any decisions taken by the Executive must be reviewed by the Committee at its next meeting.
6. Members must declare any conflicts of interest before any business pertaining to a particular interest is considered by the Committee. The affected member(s) must absent themselves from any decision pertaining to their particular conflict of interest and, albeit at the Committee's discretion, shall ordinarily not be present at a meeting when any such decision is determined.

VERSION CONTROL AND CHANGE HISTORY

Version Number	Date	Approved by	Amendment
8	18 Nov 2019		Review. Minor revisions.
7	8 Nov 2016	Director, Research	Annual review. Minor revisions to formatting and to remove ambiguities.
6	6 Feb 2015	DVC(R&D)	Revised to reflect the reporting line to the DVC(R&D) as the delegate of the VC.
5	25 Aug 2014	Council	Put into new template. Minor revision to content to reflect new code.
4	12 Oct 2009	Council	Complete review. Renamed Swinburne Animal Ethics Committee (SAEC). Previously known as Animal Experimentation Research Ethics Committee (AEEC).
3	5 Jun 2009	Director, Governance and Policy Unit	Put into new template. Content not reviewed.
2	7 Jun 2001	Pro Vice-Chancellor, Research	Reviewed without amendment.
1	3 Oct 1994	Council	