

Ref: (Clause 2.2.18)

The primary responsibility of the AEC is to ensure, on behalf of CIT, that all activities relating to the care and use of animals are conducted in compliance with the \_\_\_\_\_  
\_\_\_\_\_ (The Code). (Clause 2.3.1).

The \_\_\_\_\_ of the Animal Ethics Committee include:

- reviewing applications for projects and activities associated with the care and management of animals and approving only those that are ethically acceptable (Clause 1.3) and conform to the requirements of the Code (Clause 2.3.16).
- conducting follow-up review of approved activities and projects (Clause 2.2.32 (ii)), and approving continuation only for those that are ethically acceptable and conform to the requirements of the Code
- monitoring the care and use of animals in CIT, including housing conditions, practices and procedures involved in the care of animals in a teaching school (Clause 2.3.17-2.3.23)
- taking appropriate action regarding unexpected adverse events (Clause 2.3.24).
- taking appropriate action regarding non-compliance (including complaints and incidents) (Clause 2.3.25).
- approving guidelines for the care and use of animals at CIT. (Clause 2.3.26)
- providing advice and recommendations to CIT. (Clause 2.3.27)
- reporting on its operations to CIT on an annual basis.
- reporting on its operations to the ACT Animal Welfare Authority, within Transport Canberra City Services (TCCS).

Reference (Clause 2.3.2).

The Committee will ensure, on the behalf of the Institute, that all activities relating to the care and use of animals are conducted in compliance with the Code.

[Animal Welfare ACT 1992](#)

[Animal Welfare Regulation 2001](#)

[Australian Code for the Care and Use of Animals for Scientific Purposes 8<sup>th</sup> Edition 2013 \(the Code\)](#)

In accordance with the Code for the Care and use of animals for scientific purposes 8<sup>th</sup> Edition 2013 2.3.28 the AEC will submit a written report on its operations at least annually to the Animal Welfare Authority and an executive of the institution (s) for which it acts. The AEC will report to the Director of Health, Community and Science college, CIT.

The report will advise on:

- I. The numbers and types of projects and activities assessed, and approved or rejected
- II. The physical facilities for the care and use of animals by the institution
- III. Actions that have supported the educational and training needs of AEC members, AWLOs and people involved in the care and use of animals
- IV. Administrative and other difficulties experienced
- V. Any matters that may affect the institution's ability to maintain compliance with the Code and, if appropriate, suitable recommendations.

The Committee will require that all members declare any conflict of interest:

- Prior to their appointment - by making a signed declaration of all real or potential conflicts of interest as part of the member application process
- As matters arise - by declaring all real or potential conflicts of interest and the nature of that



All CIT staff are bound by privacy and confidentiality whilst being employed at CIT and adhere to the "Australian Privacy Principles" guidelines. All information collected by CIT is regarded as confidential. CIT is committed to meeting the requirements of the "Information Privacy Act 2014".

All information is stored securely and personal information won't be disclosed to a third party without consent, unless required by law for the purposes of the "information Privacy Act".

Decisions should be based on a thorough, fair and inclusive process of discussion and deliberation of AEC members and should be made only by those present throughout the discussion.

Decisions should be made based on consensus, and where consensus cannot be reached after reasonable effort to resolve differences, the AEC should explore with the applicant(s) ways of modifying the project or activity that may lead to consensus. [Section 2.3.11 of the Code].

CIT is responsible for the recruitment and appointment of all CIT AEC members. The Chair is appointed by the Director of the Health, Community and Science College (HCSC). Suitable candidates for Categories A to D are recruited via the [jobs@act.gov.au](mailto:jobs@act.gov.au) register. CIT Science Head of Department provides the applicants documentation to the Director HCSC for consideration. The final selection and approval of members is undertaken by the Director HCSC. Appointments are for an initial term of three (3) years.

Appointments, retirements and resignations of members will be acknowledged by the committee and CIT Science. All retirements and resignations are to be submitted in writing, advice by email is acceptable.

Prior to their appointment, all members of the Animal Ethics Committee must acknowledge in writing their acceptance of the Terms of Reference, Grievance Policy, and must sign the Code of Conduct and Confidentiality Agreement.

Membership is determined by the animal welfare legislation and chapter 2.2 of the Code.

Institutions must appoint a chairperson of the AEC. Institutions should consider appointing a chairperson who holds a senior position in the institution. If the chairperson is an external appointee, institutions must provide the chairperson with the necessary support and authority to carry out the role. The chairperson may be appointed in addition to Category A to D members. Institutions should consider appointing a chairperson who is independent of the care and use of animals for scientific purposes.

A person with 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.

A person who is suitably qualified with substantial and recent experience in the use of animals for scientific purposes relevant to the institution's activities or the ability to acquire relevant knowledge.

9. (Clause 2.2.25)

A quorum will be fulfilled when one member from each category (x4) attends the meeting in addition to the Chair or Deputy Chair (x1) (minimum total x5).

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