

La Trobe University
Academic Board
Research and Graduate Studies Committee
ANIMAL ETHICS COMMITTEE

Establishment

The Animal Ethics Committee (AEC) was established as a sub-committee of the Research and Graduate Studies Committee by Academic Board. The Deputy Vice-Chancellor and Vice President (Research) is the ex officio licence holder for La Trobe University for all relevant statutory authorities.

Terms of reference revised and approved by Academic Board in 19 November 2014 (min. ref. 477.3.4, AB14/163(M)), 11 November 2015 (min ref 484.3.5, AB15/113(M)) and by Academic Board Executive Committee on 16 April 2016 (min. ref. 32.6.4).

Membership

The membership for the Animal Ethics Committee is prescribed by the [Australian code for the care and use of animals for scientific purposes](#)

Composition	Member	Appointment status
Chair who is appointed by the Deputy Vice-Chancellor, Research & Industry Engagement	Refer to website for current membership	Appointed
Deputy Chair who is appointed by Ethics, Integrity & Biosafety from the AEC membership	Refer to website for current membership	Appointed
Category A	Refer to website for current membership	Appointed
Category B	Refer to website for current membership	Appointed
Category C	Refer to website for current membership	Appointed
Category D	Refer to website for current membership	Appointed
Director LARTF	Refer to website for current membership	Appointed

Co-opted members

The AEC may co-opt other persons with relevant experience or expertise as required, including persons with experience in the routine care of animals for scientific procedures. Co-opted members of the AEC cannot exercise voting rights but must adhere to the principles of confidentiality as per voting members.

Term of office

Members will be appointed for a period of three years, with an opportunity to renew at the end of this period for a maximum second term; unless an Expression of Interest fails to find a suitable candidate or at the discretion of Executive Director, Research Office.

Role / Terms of reference

Purpose

The primary responsibility of an AEC is to ensure, on behalf of the institution for which it acts, that all activities relating to the care and use of animals are conducted in compliance with the Code ([2.3.1](#)). In Victoria, AECs have prescribed functions under the [POCTA](#) Regulations including that the AEC must act in accordance with the Australian Code of Practice, in relation to any scientific procedure or program of scientific procedures carried out under the licence, when:

- a. making any recommendation and approvals as to the use of animals in the procedure or program; or
- b. supervising the carrying out of the procedure or program; or
- c. performing any other function in relation to the procedure or program.

Terms of reference

The role of the AEC is to:

A detailed set of committee governance and operation procedures as prescribed by the Code (2.2.1(4)) are available via the [Ethics, Integrity and Biosafety website](#).

Reporting

The committee reports to the Research and Graduate Studies Committee.

Quorum

As required by the Code, a meeting of the Animal Ethics Committee is quorate only when:

- (a) Category C and D members constitute at least one third of the members present, and
- (b) At least one member from each category is present

Frequency of meetings

The committee meets monthly from February to December each year.

List of any sub-committees

None.

Secretariat

Ethics, Integrity and Biosafety.

Contact person and phone / email

Ethics Integrity and Biosafety
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