

The Animal Ethics Committee's purpose is to:

- 1.1. Ensure, on behalf of James Cook University (JCU), that all activities relating to the care and use of animals are conducted in compliance with the (the Code) and the (the legislation applicable to the state or territory in which the activities will take place).
- 1.2. Oversee all activities using animals for scientific purposes and animal displays must be the subject of oversight and ethical review by the AEC.
- 1.3. Promote ethical conduct and apply ethical standards and the general principles of the Code to all activities involving animals

- 2.1. The AEC will consider proposals for activities and projects involving animals that meet the definitions of animals and scientific purposes in the Code for all staff (including adjuncts), students and agents of JCU and AIMS (Townsville) and any other registered scientific animal users (by agreement), taking place in a jurisdiction in which JCU is registered to operate.
- 2.2. The AEC will consider proposals for animal displays, exhibits and holding on JCU property.
- 2.3. The AEC will consider proposals for activities and projects involving animals that meet the definitions of animals and scientific purposes in the Code for external applicants if their use of the AEC is approved by the Committee and they are registered to operate in Queensland.
- 2.4. The AEC cannot consider proposals for the testing of finished cosmetic products, as defined in the Code, or those that involve the Draize test or LD50-type tests.

The AEC functions to:

- 3.1. Review applications for projects and approve only those projects that are ethically acceptable and conform to the requirements of the Code
- 3.2. Review applications for activities associated with the care and management of animals in facilities, including procedures applicable to breeding programs integral to the maintenance of an animal line, and approve only those activities that are ethically acceptable and conform to the requirements of the Code
- 3.3. Conduct follow-up monitoring of approved projects and activities, and allow the continuation of approval for only those projects and activities that are ethically acceptable and conform to the requirements of the Code.
- 3.4. Monitor the care and use of animals, including housing conditions, practices and procedures involved in the care of animals in facilities and at field sites
- 3.5. Take appropriate actions regarding unexpected adverse events
- 3.6. Take appropriate actions regarding non-compliance
- 3.7. Approve guidelines for the care and use of animal on behalf of the institution
- 3.8. Provide advice and recommendations to the institution
- 3.9. Report on its operations to the institution

reappointed can only serve one more three year term such that no member can serve more than two consecutive terms at a time. It is acceptable for members to subsequently be re-appointed to the AEC after a period of absence.

- 6.14. Where a replacement member is not able to commence appointment at the end of a current member's term, the current member may be asked to remain on the AEC until the replacement member has been appointed and inducted.
- 6.15. Members who do not attend three consecutive meetings or at least half of the meetings in any calendar year, without approved leave of absence, may be asked to reconsider their membership.

8.2. Animal Ethics Monitors will provide a scientific peer pre-review of AEC applications and be a point of contact within the colleges on matters related to animal ethics and the scientific use of animals.

9.1. The AEC shall establish, implement, document its working procedures concerning:

Frequency of meetings

Attendance at meetings (including non-members and researchers)

Conduct and structure of meetings and deliberations

Preparation of agendas and minutes

Timely distribution of papers prior to meetings

Presentation of applications for ethical review

Timely consideration and review of applications

Identification, declaration and management of any conflicts of interest

Prompt notification of decisions to researchers

Record keeping

Reporting and handling of adverse occurrences

Receipt and handling of complaints

Advising external institution(s) or organisation(s) of decisions to withdraw ethical approval of a research project

Handling of complaints

9.2. The AEC Operating Procedures will be reviewed at least every three years, or more often as required.

9.3. The AEC's Terms of Reference and Operating Procedures will be made public on its website.

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

Prior to their appointment by must, in writing, declare any interest that could influence the objectivity of their decision making.

As matters arise by making a declaration to the Chairperson

- 10.5. A judgement as to whether a proposed use of animals is ethically acceptable must be based on information that demonstrates the principles in clause 1.1 of the Code, and must balance whether the potential effects on the wellbeing of the animals involved is justified by the potential benefits.
- 10.6. Each AEC member is responsible for deciding whether, in their own judgement, an application or other matter under consideration by the AEC is ethically acceptable and meets the requirements of the Code. AEC members should be familiar with the requirements of the Code and other policies and guidelines relevant to the business of the AEC.
- 10.7. Decisions will be made on the basis of consensus. Where consensus cannot be reached after reasonable effort to resolve differences, the AEC should explore ways of modifying the project or activity that may lead to consensus. If consensus is still not achieved, the AEC should only proceed to a majority decision after members have been allowed a period of time to review their positions, followed by further discussion.

JCU will ensure that:
12.1. W

16.1.