

**JAMES COOK UNIVERSITY
ANIMAL ETHICS COMMITTEE**

Terms of Reference

Compliant with the Australian code for the care and use of animals for scientific purposes, 8th Edition, 2013 (Code) and Queensland Animal Care and Protection Act, 2001 (Act)
Approved Biosecurity Queensland 4 September 2014
Registration 0013 Queensland Scientific User of Animals

1. Establishment

1.1 There shall be an Animal Ethics Committee (AEC). The establishment of the AEC is a requirement of the Code and Act. The AEC shall be constituted in compliance with the Code and Act.

2. Purpose

2.1 The primary responsibility of the AEC is to 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 Code and Act.

3. Functions, Duties and Responsibilities

3.1 The AEC shall:

- (a) perform the duties and responsibilities specified in Schedule A;
- (b) report to the Senior Deputy- Vice-Chancellor on its activities
- (c) advise the Senior Deputy Vice-Chancellor on such other matters that are within its duties and responsibilities (Schedule A), as referred by the Senior Deputy Vice-Chancellor or as it deems appropriate.

4. Membership

4.1 The AEC shall comprise the following members, as set out in the Code, Section 2.2 and in accordance with the procedures as set out in Schedule A:

Category A – 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

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.

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 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 nomination by, such an organisation.

Category D - a person not employed y 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 under-graduate 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.

Additional Membership

2.2.5 - In addition to the prescribed membership Categories A to D, the institution should appoint to the AEC a person responsible for the routine care of animals from within the institution. This membership is not mandatory.

4.2	Chairperson: There shall be a Chairperson of the AEC, as per 2.2.2 of the Code (see Schedule A). The Chairperson should hold a senior position in the institution or may be an external appointee. The Chairperson may be appointed in addition to Category A to D members.
4.3	Appointments shall be recorded in a membership list for appending to the Terms of Reference. See Schedule A for membership provisions.
4.4	Before appointing a member, the person appointing shall: (a) follow the procedures as set out in Schedule A.
5. Secretariat	
5.1	The Animal Ethics Officer shall be the Secretariat for the AEC. The Manager, Research Ethics & Grants shall be the Executive Officer for the AEC.
5.2	Research Services shall provide the resources necessary for the performance of the AEC.
6. Attendance by Others at Meetings	
6.1	The AEC may invite applicants who have submitted animal ethics applications to attend the AEC, as required for the purposes of the AEC.
7. Convening a Meeting	
7.1	The AEC shall meet once a month (subject to the number of animal ethics applications received) excluding January. See Schedule A for meeting procedures.
7.2	The Secretariat shall forward applications and Agenda in reasonable time to all members of the AEC before the meeting date. See Schedule A for meeting procedures.
7.3	Animal ethics applications and agenda items will be submitted according to instructions posted on the Animal Ethics Webpage and Schedule A.
7.4	For the purposes of accountability and meeting efficiency, all meetings shall be run according to a pre-determined agenda with items presented under an item coversheet that clearly identifies the recommended action.
8. Conduct of Meeting	
8.1	Except as hereinafter provided the Chairperson shall preside at all meetings of the AEC.
8.2	A quorum consists of one of each Category of Membership, i.e. Category A, B, C and D.
9. Rules for the Conduct of Business	
9.1	The AEC must conduct its business in compliance with Code and Act.
10. Reporting Obligations	
10.1	See Schedule A for reporting requirements and obligations to the State regulatory body, Animal Biosecurity and Welfare, Biosecurity Queensland, Department of Agriculture and Fisheries (QDAF), National Health and Medical Research Council and the University.

11. Executive Actions

11.1 There shall be an Executive AEC to approve minor variations of animal ethics research and teaching. The Executive AEC membership must consist of Category A and one member of either Category C or D. See Schedule A.

11.3 Where it is necessary for the Executive AEC to approve a minor variation, as in 11.1 above, the AEC must ratify the decision at the next AEC meeting.

12. Annual Review of and Amendment to Terms of Reference

12.1 The University will annually review the operation and Terms of Reference of the AEC through the annual report to the Senior Deputy Vice-Chancellor.

Schedule A

Responsibilities of the AEC

The AEC operates under the Terms of Reference as 2.2.18 of the Code. The Terms of Reference of the AEC and information regarding Animal Ethics at JCU can be found at:

<http://www-public.jcu.edu.au/researchservices/ethics/animal/index.htm>

Schedule A details the operation and conduct of the AEC.

Schedule A

JAMES COOK UNIVERSITY ANIMAL ETHICS COMMITTEE

TERMS OF REFERENCE

GOVERNING PRINCIPLES OF ANIMAL CARE AND USE

The AEC must review projects involving animal use in compliance with the governing principles of the Code.

- 1.1 Respect for animals must underpin all decisions and actions involving the care and use of animals for scientific purposes. This respect is demonstrated by:
 - (i) Using animals only when it is justified
 - (ii) Supporting the wellbeing of the animals involved
 - (iii) Avoiding or minimising harm, including pain and distress, to those animals
 - (iv) Applying high standards of scientific integrity
 - (v) Applying Replacement, Reduction and Refinement (the 3Rs) at all stages of animal care and use:
 - a) The Replacement of animals with other methods
 - b) The Reduction in the number of animals used
 - c) The Refinement of techniques used to minimise the adverse impact on animals
 - (vi) Knowing and accepting one's responsibilities.
- 1.2 The care and use of animals for scientific purposes must be subject to ethical review.
- 1.3 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, and must balance whether the potential effects on the wellbeing of animals involved is justified by the potential benefits.
- 1.4 The obligation to respect animals, and the responsibilities associated with this obligation, apply throughout the animal's lifetime, including the acquisition, transport, breeding, housing, husbandry, use of the animal in a project, and the provisions for the animal at the conclusion of their use.

RESPONSIBILITIES AEC

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 Australian code for the care and use of animals for scientific purposes, 8th Edition, 2013 "Code" (2.3.1.)

- 2.3.2 The AEC must:
 - (i) review applications for projects and approve only those projects that are ethically acceptable (see Clause 1.3 Code) and conform to the requirements of the Code
 - (ii) 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
 - (iii) conduct follow-up review of approved projects and activities (see Clause 2.2.32(ii)), and allow the continuation of approval for only those projects and activities that are ethically acceptable and conform to the requirements of the Code.
 - (iv) monitor the care and use of animals, including housing conditions, practices and procedures involved in the care of animals in facilities
 - (v) take appropriate actions regarding unexpected adverse events
 - (vi) take appropriate actions regarding non-compliance
 - (vii) approve guidelines for the care and use of animal on behalf of the institution
 - (viii) provide advice and recommendations to the institution
 - (ix) report on its operations to the institution.

PROCEDURES AND POLICIES

1. Applicants

Anyone employed by JCU or studying at the university who intends to undertake a research or teaching project involving animals must apply for ethics approval. Persons who are not employed by or studying at JCU, but who use University facilities or have University staff or students as participants in a teaching or research project also must apply for ethics approval. Investigators have an ethical and legal responsibility to consider the wellbeing and welfare of the animals involved in their research projects/teaching in compliance with the Code. The AEC may also accept applications from non-institutional applicants that do not operate an AEC, but are registered with the Animal Biosecurity and Welfare, Biosecurity Queensland, QDAF as a scientific user of animals. These applicants must also complete a non-affiliated institutional agreement form.

2. AEC Membership (Chapter 2.2 Code)

The minimum membership requirements of the Code are:

Chairperson: The Chairperson must be appointed to the AEC. Institutions should consider appointing a chairperson who holds a senior position in the institution. 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.

Category A: 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.

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.

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 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 nomination by, such an organisation.

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 under-graduate 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.

Additional Memberships

In addition to the prescribed membership Categories A to D, the institution should appoint to the AEC a person responsible for the routine care of animals from within the institution. This membership is not mandatory (2.2.5). Institutions may also appoint additional members with skills and background of value to the AEC (2.2.6).

Recruitment Procedures

Membership of the AEC must be recruited in compliance with the Code. Certain membership categories (Categories C and D) must have no affiliation with James Cook University and therefore are recruited from outside the University to ensure their independence. Other members (Category A and B) may be recruited from within the University community. The AEC may also appoint additional members with skills and background of value to the AEC. These members are additional to the required Categories A to D.

In consultation with the Chairperson AEC, the Animal Ethics Officer (AEO) will monitor the membership needs of the AEC. When a new member is required AEO will call for "nominees", and/or make direct approaches to representative groups (for example RSPCA, North Queensland Wildlife Carers Inc). Unsolicited nominations from internal and external persons may also be considered. After the nominee has been interviewed by the

Chairperson, AEC and the Manager, Research Ethics and Grants to determine suitability (compliance with membership requirements of the Code 2.2.4.), the nominee must also complete an EC14 Form for submission to Animal Biosecurity and Welfare, QDAF for approval of membership. A letter of confirmation of appointment will then be forwarded from the Chairperson, AEC. The new member must acknowledge in writing their acceptance of the Terms of Reference and the Statement of Confidentiality of the AEC. and complete a Conflict of Interest Disclosure Form. The term of membership of the AEC is 3 years, but members may be re-appointed upon application to the Chairperson, AEC. Members may resign from the AEC at any time. A letter of resignation must be forwarded to Chairperson, AEC at least 1 month before the resignation comes into effect.

The Chairperson may also ask a member to resign from the AEC if it is deemed to be in the best interests of the Committee. This request must be in writing two weeks prior to the termination date of membership of the AEC. Members may also be retired from the AEC by the provision of two weeks written notice to the AEC. If there is any disagreement over requests for members to resign or retire from the AEC, the matter will be referred to the Senior Deputy Vice-Chancellor for action. If the position of Chairperson becomes vacant, the Senior Deputy Vice-Chancellor will select a Chairperson in accordance with the Code and JCU policy.

If at any time the AEC membership involves more than four members, Categories C and D must together represent at least one-third of the AEC membership.

Non-member positions: The Animal Ethics Officer shall be the secretariat of the AEC. The Manager, Research Ethics & Grants shall be the Executive Officer of the AEC.

3. Animal Ethics Monitors

Animal Ethics Monitors are appointed by the AEC to review and assist applicants in the submission of applications to the AEC. These monitors may also be members of the AEC (Category A or B). The Animal Ethics Monitors are selected from nominations submitted for the role. Monitors must be investigators who are currently involved in research and teaching activities involving animals and who have a desire to service the JCU community. Monitors are selected by expertise in a number of areas to ensure coverage of animal usage at JCU.

4. AEC Meeting Procedures (Chapters 2.2 and 2.3)

The AEC reviews applications from investigators and students working under the auspices of, or affiliated with, James Cook University. The AEC may also accept applications from non-institutional applicants that do not operate an AEC, but are registered with Animal Biosecurity and Welfare, Biosecurity Queensland, Department of Agriculture, Fisheries & Forestry as a scientific user of animals. The AEC reviews applications in relation to the Governing Principles of the Code. This review is based on details provided by the investigator/teacher on an application for ethics approval for animal-based research or teaching.

The AEC conducts meetings once a month (usually on the first Tuesday of each month) excluding January. Deadlines and closing dates for applications are posted on the web in December for the following year of business. Applications are uploaded at least one week ahead of the meeting to a secure web site "eSpaces AEC Site" for members to access and comment. As per the Code, applications may only be considered and approved by a quorate meeting, where Categories, A, B, C and D are present. When a member is unable to attend an AEC due to unavoidable circumstances, the AEC may use videoconferencing or web conferencing to ensure a quorate meeting. Teleconferencing can only be conducted in a special case where a) the meeting cannot be rescheduled and b) where videoconferencing is not possible.

Applications are reviewed and commented upon by all members of the AEC, and if the Animal Ethics Monitor (who may also be a Category A or B member of the AEC) for the application is present they may also summarise and comment on the application.

Decisions are made by consensus. Applicants may be invited to the AEC meeting to discuss their application. All deliberations by, and the decisions of, the AEC are minuted by the University ethics secretariat. The draft minutes of the meeting are circulated to all members with the Agenda and ratified at the next meeting of the AEC. Copies of Agenda, Minutes and applications approved and reports submitted are confidential records kept in the Research Office, James Cook University. An ethics database is also maintained.

5. Conflicts of Interest (2.2.21, 2.2.6, 2.3.12)

The Code defines conflict of interest as “a situation in which a person’s individual interests or responsibilities have the potential to influence the carrying out of his or her institutional role or professional obligations, or where an institution’s interest or responsibilities have the potential to influence the carrying out of its obligations”.

Prior to any confirmation of appointment, members must declare any actual, perceived or potential conflicts of interest. If a conflict of interest does arise the Chairperson, AEC must be advised as soon as possible. If there is an application that presents a conflict or potential conflict of interest, the conflict must be declared in the comments section of the eSpaces AEC site at least one week before an AEC meeting to ensure that the conflict will be handled appropriately. The nature of the interest must also be declared at the start of the AEC meeting before the particular application is discussed. The member with the conflict must leave the meeting and play no part in the decision making of the AEC on that particular application. The remaining members of the meeting must constitute a quorum, that is, one member from Category A, B, C and D must be present, with Categories C and D together representing at least one-third of members present.

6. Applications

The AEC will only consider applications submitted on the James Cook University Animal Ethics Application Form. The AEC also reviews amendments and variations to approvals granted. Applications must be submitted by the deadline to the Animal Ethics Officer. Late applications will be held over to the next meeting of the AEC.

7. Approvals (Chapter 2.3)

In compliance with the Code, “The AEC may approve only those projects and activities that are ethically acceptable and conform to the requirements of the Code” 2.3.5.

The AEC may:

- 1) **Approve the application without reservation.** In this case an ethics approval number and notice (via email) will be forwarded.
- 2) **Approve with Conditions.** If the AEC requires additional information to rule on the acceptability of the project, information will be requested from the investigator. Once this additional information has been provided to the AEC and approved, an ethics approval number will be released (as 1) above.
- 3) **Defer the application to the next meeting.** If the project raises ethical issues that have not been adequately addressed in the application, the AEC may require the investigator to discuss the application with the animal ethics monitor of the project and provide revisions to resolve the ethical concerns. These amendments will then be re-submitted to the next meeting of the AEC. The AEC may also invite the investigator to attend an AEC meeting to further explain the project.
- 4) **Non-Approval.** In compliance with the Code, the AEC may withhold approval until all ethical concerns have been addressed to the satisfaction of the AEC. The AEC will invite the investigator to an AEC meeting to discuss the Committee’s concerns.
- 5) **Duration of approval:** Approvals are usually for 3 years, but the AEC may review the duration of the approval in relation to the time period of funding for the projects and any formal research agreements that exist.

No project may commence unless a formal approval notice has been released. The AEC may also provide copies of ethics approvals and applications to relevant permit bodies, such as the Qld Department of Environment and Heritage Protection.

8. Amendments

If a project that has been granted ethics approval must be amended, (i.e. change to protocol, change in the number of animals, extension of time, or change in investigators) an amendment must be submitted and approved by the AEC before any change is implemented.

9. Action Unexpected Adverse Events (2.3.24)

The AEC must be promptly notified of any unexpected, adverse event (within 48 hours). The AEC will take appropriate action to address the issue and to ensure the wellbeing of animals is not compromised. The AEC will direct that any “activities that have the potential to adversely affect animal wellbeing must be ceased immediately” (2.3.24).

The investigator report of the event to the AEC must include the details of the event and what action was taken at the time of the event to minimise impact on animal wellbeing. The report must also include any measures that have been taken after the event (or the current situation if these measures are not yet in place) to ensure that this event does not reoccur. The AEC will review the report and act in a case by case basis considering the event and the wellbeing of the animals involved. Actions of the AEC may include interviews with investigators, facility management staff, and suspension or withdrawal of approvals granted. The AEC will follow up until remedial actions are complete. Details of the event and actions of the AEC will be minuted and also included on the ethics approval file.

10. Action Non-Compliance of the Code (2.3.25)

In compliance with 2.3.25 of the Code “when projects or activities that are in breach of the Code are detected”, the AEC must ensure that action is taken promptly to ensure animal wellbeing is not compromised.

Non-Compliance with AEC Approvals Granted:

Approvals granted may be immediately suspended or withdrawn by the AEC. Suspension of an approval means all animal work in the study must cease immediately until the AEC has reviewed the circumstances of the problem that has occurred. The AEC will discuss the issue with all parties involved in the non-compliance and will also require a response in writing. If approvals are suspended or withdrawn, the AEC will notify the investigator of the project in writing that the animal ethics approval has been suspended and any subsequent action that will be taken in relation to the approval. The AEC may also suspend an approval upon the advice of a Veterinarian or Animal Facility Manager. Any non-compliance will be followed up until remedial actions are complete.

Breach of the Code – Use of Animals without AEC approval

The AEC will advise the investigator to immediately cease animal use. The AEC will discuss the issue with all parties involved in the non-compliance and will require an explanation in writing as to the breach. The investigator/s involved in the breach will be counselled and Dean of College notified. Any non-compliance will be followed up until remedial actions are complete, and the matter will be referred to the institution. The matter may also be referred to the regulator, Animal Biosecurity and Welfare, Biosecurity Queensland, QDAF.

Details of the event and actions of the AEC will be minuted and also included on the institution records file.

10. Withdrawal of approvals

Approvals granted may be withdrawn if mandatory reporting requirements are not met. The applicant will be notified and given the opportunity to submit the outstanding report, if the report is not submitted the matter will be referred to the AEC for review. Reinstatement of approval following withdrawal, may only be achieved by the submission of a new application to the AEC. Approvals may also be withdrawn in relation to 9 and 10 above in relation to any serious breach of the Code.

11. Executive AEC (2.2.23)

The AEC may appoint an "Executive AEC" to expedite any urgent considerations of minor variations, where the change in the project is not likely to cause harm to the animals, including pain and distress.

The Executive AEC must consist of: The Chairperson, and 1 member of either Category C or D.

Minor variations include for example: an additional site of the study, the inclusion of a student investigator/change of student investigator where the application approved already included "student' participation, extension of time. If time permits variations may be circulated to all members of the AEC for comment and approval. The Executive decision must be ratified by the AEC at its next quorate meeting.

The Executive cannot approve any new animal ethics application.

Variations which require additional animal numbers or change in protocols cannot be approved by the Executive, and must be reviewed by a quorate meeting of the AEC.

12. Complaints.

As per 2.2.29 of the Code, institutions must ensure that mechanisms are in place to respond to any complaints and grievances regarding the scientific use of animals, the decisions of the AEC and any concerns from members of the AEC. Complaints may be received as a written complaint, anonymously or by oral communication. All complaints must be investigated. AEC action will depend upon the nature and seriousness of the complaint. The Chairperson will decide (in consultation with the AEC) the seriousness of the complaint in relation to the Code. Details of the event and actions of the AEC will be minuted and also included on the ethics approval file or records file of the institution.

Use of Animals: In compliance with 5.4 Code, “where complaints relate to activities that have the potential to adversely affect animal wellbeing” the AEC will advise investigator/s to immediately cease all activities of the project.

If a complaint is received by the AEC regarding the use of animals at the Institution under AEC ethics approval, the AEC will, in the first instance, contact the investigator involved and the Animal Ethics Monitor to investigate the complaint. If the complaint is found to be mischievous or there are no grounds for concern, no further action will be taken. If the complaint is found to be valid, and/or a non-compliance of animal ethics approvals granted or serious adverse event is found, the Chairperson will action the matter as per procedures outlined at 9 and 10 TOR. The complainant (if known) will be advised of the outcome of the investigation by the AEC.

If a complaint is received concerning use of animals without ethics approval, the AEC will, in the first instance, contact the investigator involved and the Animal Ethics Monitor to investigate the complaint. If the complaint is found to be mischievous or there are no grounds for concern, no further action will be taken.

If the complaint is found to be valid, the Chairperson will action the matter as per procedures outlined at 9 and 10 TOR. The complainant (if known) will be advised of the outcome of the investigation by the AEC.

Decisions of the AEC: If any investigator is concerned by the way an application has been processed or by the decision of the AEC, the first point of contact is the Animal Ethics Officer or the Animal Ethics Monitor. If the concerns remain unresolved after discussing the issue with the Animal Ethics Officer or Animal Ethics Monitor, the matter will be referred to the Chairperson, AEC for advice and action. The complainant may also be invited to attend an AEC meeting to voice concerns. If still unresolved, a meeting may be called with the Senior Deputy Vice-Chancellor to discuss the matter with the investigator. As per 5.6 of the Code after such a review, the AEC may re-evaluate its decisions, but it remains that the “ethical acceptability of an activity lies with the AEC” and the decision of the AEC “must not be over-ridden”.

Concerns from members of the AEC: If a member of the AEC has a concern, the member must, in the first instance, refer the matter to the Animal Ethics Officer. The Animal Ethics Officer will brief the Chairperson, AEC on the issue and if appropriate arrange a meeting with the member to discuss the issue. If the matter is unresolved, the member, Chairperson, AEC and Animal Ethics Officer will meet with the Senior Deputy Vice-Chancellor to resolve the issue.

13. Reports

Investigator Reports Animal Ethics Approvals Granted

In accordance with the Code 2.3.7, after ethics approval has been granted applicants must provide written reports to the AEC. All sections of the report must be completed and detail the number of animals used in the project, the protocols used and the progress of the research.

Reporting to the Institution – (AEC 2.3.28, 2.3.29)

The AEC must submit a written report at least annually to the Senior Deputy Vice-Chancellor. The report must detail AEC activities during the year including applications considered, approved and rejected, number and species of animals used, inspections, training given and undertaken by AEC members and any administrative difficulties experienced. The AEC also recommends to the University any measures needed to be taken to ensure compliance with the Code. The annual report must also include a meeting of the Chairperson, AEC and Senior Deputy Vice-Chancellor.

Reporting to the Regulator

The AEC must report annually to the Animal Biosecurity and Welfare Unit, Biosecurity Queensland, QDAF, on the institution animal usage. The report details number and species of animals used, category and purpose of use.

14. Monitoring of scientific use (2.3.17-2.3.23)

The AEC monitors the care and use of animals, by annual and periodic inspections of animal housing facilities, written reports and advice from Animal Ethics Monitors. The Animal Welfare Officer (to be appointed 2014/early 2015) will also conduct site visits and provide on-going advice and monitoring of animal wellbeing.

The AEC through the animal ethics application review process, also monitors those projects that may involve pain or distress (as per 2.3.19), by requiring pilot studies to be conducted that provides video footage of experiments, animal technician comment and supervisory reports to be submitted to the AEC before a final approval is released.

The AEC conducts an annual inspection of James Cook University animal facilities in Townsville and Cairns. A Category C or D member must attend annual AEC inspections.

Any project that is the subject of a complaint or concern may also be inspected by the AEC.

Field Sites: Monitoring of field sites will be conducted through video/DVD/photographic evidence of sites and through delegation of inspection to site managers or other persons.

Research Stations: Paluma, Kirrama and Orpheus Island Research Stations do not hold animals in containment facilities at these sites but act as access points to wildlife research work conducted in the area. These field work experiments are also monitored by video/DVD/photographic evidence of sites.

Fletcherview Research Station is also inspected regularly through visits AEC and video/DVD/photographic evidence.

16. Monitoring JCU Building Plans and Policies

The AEC must be informed of building plans, redesign, maintenance or reconstruction work that may affect animal wellbeing. Any JCU policy that may impact the wellbeing of animals used for scientific purposes must be reviewed by the AEC before coming into effect.

17. Education and training

The AEC must report to the Senior Deputy Vice-Chancellor on the activities that have supported the educational needs of the AEC members. The AEC also performs an educational role in the institution, providing training for postgraduate students and investigators involved in animal research and teaching. The AEC arranges for the dissemination of information regarding the operation of the AEC, animal wellbeing and welfare issues, legislation and policy to the university community.



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Date:30 April 2015.....

Professor Chris Cocklin
Senior Deputy Vice-Chancellor