

1. PURPOSE

The primary responsibility of the Animal Ethics Committee (AEC) is to ensure, on behalf of SAHMRI, that all care and use of animals is conducted in compliance with the NHMRC Australian Code For The Care And Use Of Animals For Scientific Purposes (8th Edition 2013) and the SA Animal Welfare Act 1985. The AEC applies a set of principles, outlined in the aforementioned Code, that govern the ethical conduct of people whose work involves the use of animals for scientific purposes. The role of the SAHMRI AEC is to ensure that the use of animals is justified, provides for the welfare of those animals, and incorporates the principles of Replacement, Reduction and Refinement.

2. FUNCTIONS AND RESPONSIBILITIES

The AEC will:

- Approve guidelines for the care of animals that are bred, held and used for scientific purposes on behalf of the institution. Any proposed guidelines and standard operating procedures may be reviewed at AEC meetings;
- Examine and approve, approve subject to modification, or reject, written proposals relevant to the use of animals in experiment or teaching and approving only those experiments for which animals are essential and which conform to the requirements of the Act and the Code, taking into consideration ethical and welfare aspects as well as scientific or educational value;
- Ensure that its membership complies with both the Act and the Code;
- Monitor the acquisition, transportation, production, housing, care, use and fate of animals. The AEC will consider these when reviewing project proposals. Additionally, the AEC will inspect all animal facilities at least once per year and any new facility before commencing operation. In addition, AEC members may conduct unannounced inspections of facilities and AEC-approved studies;
- Recommend to Licence Holder (SAHMRI) through the Executive Director of SAHMRI any measures needed to ensure compliance with the Act and the Code;
- Withdraw approval for any project or authorisation of treatment or humane killing of any animal if the Committee detects non-compliance with the Code or the Act or misconduct by the researcher(s);
- Examine, comment and approve all institutional plans and policies that may affect animal welfare;
- Maintain a register of approved proposals;
- Report to Licence Holder (SAHMRI) through the Executive Director of SAHMRI matters in relation to animal use and welfare as required by the Code;
- Perform all other duties required of it by the Act and the Code;
- Assist and advise staff and students in education and training in the care and use of animals for scientific purposes;

- To perform all other duties required by the terms of the SAHMRI Licence to use animals for teaching, research or experimental purposes including compliance with policies and guidelines, audit and inspection of animal houses and laboratories, and submission of an annual report.
- Adhere to the SAHMRI Operating Guidelines for the AEC;
- Take appropriate action in response to unexpected adverse events to ensure that animal wellbeing is not compromised, the issue is addressed promptly, and activities that have the potential to adversely affect animal wellbeing cease immediately.
- Ensure that an independent external review is conducted at least every four years to assess the institution's compliance with the Code, and to ensure the continued suitability, adequacy and effectiveness of its procedures to meet its responsibilities under the Code.

3. GOVERNANCE

The Committee, will report directly to the Licence Holder (SAHMRI) through the Executive Director of SAHMRI.

4. MEMBERSHIP

The AEC shall have a membership as required by the Code and the Act. It must comprise at least six persons, including at least one person from each of the following:

Category	Short Description
Chair	
A	A person with qualifications in veterinary science and with experience relevant to the activities of the institution.
B	A suitably qualified person with substantial recent experience in the use of animals in scientific or teaching activities.
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.
D	A person who is both independent of 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.
E	A person who is responsible for the daily care of animals kept for use in teaching and research activities.

Members of the AEC are appointed by the Executive Director of SAHMRI upon recommendation by the Chair.

5. OPERATION

The Committee will operate according to the Operating Guidelines.

Quorum: The quorum for a meeting of the AEC must include at least one member from each Category A, B, C, D and E and must include at least 1/3 representation of Category C & D members (C & D = 1/3 of A & B) as required by the Code.

Indemnification of Members: SAHMRI will indemnify members when they are acting in the interests of, or undertaking the business of, the AEC.

6. REPORTING REQUIREMENTS

- Report to the Current Minister
- Report to the Executive Director of the Institution
- Report to the NHMRC (as required)