



## **Animal Ethics Committee (AEC) AEC Executive Terms of Reference**

In accordance with the National Health and Medical Research Council (NHMRC) [Australian code for the care and use of animals for scientific purposes, 8th Edition 2013 \(updated 2021\)](#) (Code) [clause 2.2.20](#), The Kids Research Institute Australia has established an Animal Ethics Committee (AEC) Executive to conduct delegated functions of the AEC.

### **1. Responsibilities**

In accordance with [clause 2.2.23 \(ii\)](#) of the Code, the AEC can delegate the review and determination of approval of minor amendments to approved projects or activities to an AEC Executive. Such determinations of approval are then ratified by the AEC at the next AEC meeting.

A minor amendment, as defined in [clause 2.2.23 \(ii\)](#) of the Code, includes *a change to an approved project or activity where the proposed changes is not likely to cause harm to the animals, including pain and distress*. Further guidance and examples of a minor amendment are provided in AEC AP#56: Applying for animal ethics approval & amending approved projects.

The AEC Executive must not approve new applications.

### **2. Accountability**

The AEC Executive is accountable to the AEC.

### **3. The Chair of the AEC Executive**

The Chair of the AEC Executive will be the AEC Chair. If the AEC Chair is unavailable, an acting Chair will be appointed from amongst the AEC members in the manner described in the AEC Terms of Reference.

### **4. Composition of the AEC Executive**

The AEC Executive consists of the AEC Chair and one Category C<sup>i</sup> or D<sup>ii</sup> AEC member. The AEC Chair may choose to include additional AEC members as required. The AEC Executive may choose to co-opt people with specific expertise to provide advice as required.

### **5. Quorum**

A quorum consists of two members: the AEC Executive Chair, and one Category C<sup>i</sup> or D<sup>ii</sup> AEC member.

### **6. Conflict of Interest and Decision Making**

The declaration and management of conflicts of interest will be performed in accordance with the *Operating Procedures of The Kids Research Institute Australia AEC*. Decisions should be made based by consensus and in accordance with the *Operating Procedures of The Kids Research Institute Australia AEC*. The AEC Executive may, at its discretion or if unable to reach a consensus, choose to defer a minor amendment to a full AEC meeting for the AEC's review and determination of approval.

### **7. Operating Procedures**

The AEC Executive will meet and operate in accordance with the *Operating Procedures of the The Kids Research Institute Australia AEC*. Members may participate using video-conferencing, teleconferencing, by email of a circular resolution, or in-person.

## 8. Reporting

Decisions made during an AEC Executive meeting must be ratified at the next AEC meeting.

## 9. Version History

Version	Approval Date	Review Date	Approved By	Endorsed By	Sections Modified
1.0	19/03/2010	-	AEC Chair	-	New
2.0	25/06/2014	-	AEC Chair	-	-
3.0	18/02/2015	-	AEC	-	-
4.0	24/07/2015	-	AEC Chair	-	Minor edit
5.0	19/06/2017	19/06/2018	AEC Chair	Institute Executive Director	All sections reviewed
6.0	18/06/2018	18/06/2019	AEC	Institute Executive Director	Sections 1 and 7
7.0	19/08/2019	19/08/2022	AEC	Executive Director	Section 3 and 5
8.0	07/07/2022	31/07/2025	AEC Chair	AEC	All sections reviewed
8.1	16/09/2024	31/07/2025	AEC	-	Change logo and organisational name from "Telethon Kids Institute" to "The Kids Research Institute Australia". Updated title of the Code.
9.0	28/07/2025	31/07/2028	AEC	AEC	All sections reviewed and reworded for clarity. Order of some sections reshuffled for clarity. Hyperlinks to Code clauses added. Quorum section revised to reflect what is written in the Code.

<sup>i</sup> 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 Institute, and who is not currently 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 endorsement by, such an organisation.

<sup>ii</sup> Category D—a person not employed by or otherwise associated with the Institute and who has never been involved in the use of animals in scientific or teaching activities, either in their employment or beyond their undergraduate 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.