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# Animal Ethics Committee Manual Table of Contents

# **Section 1: AEC Document Registers**

- Current Document Register
- External Document Register

#### Section 2: Terms of Reference for the AEC

#### **Section 3: Membership**

- AEC Member/Advisor Details
- Confidentiality Agreement
- Induction Checklist
- Guidelines for AEC Members
- Policy Criteria for Assessment of AEC Membership
- Policy Conflict of Interest with Membership of AEC
- Policy Payment of AEC Members
- AEC Contact List Proforma

# **Section 4: AEC Meetings**

- Policy Frequency of AEC Meetings
- AEC Meeting Agenda
- AEC Meeting Checklist
- CHM Checklist for Assessing AEC Proposal
- PIC Checklist for Assessing AEC Proposal
- AEC Expense Claim Form
- Glossary of Terms

## **Section 5: Project Documentation**

- AEC Policy for Emergency Procedures
- AEC Project Proposal to Use Animals for a Scientific Purpose
- PIC AEC Project Proposal to Use Animals for a Scientific Purpose
- AEC Standard Westbrook Project Proposal to Use Animals for a Scientific Purpose
- AEC Standard Westbrook Sow Research Project Proposal
- AEC Training Project Proposal to Use Animals for a Scientific Purpose
- AEC Poultry Training Project Proposal to Use Animals for a Scientific Purpose
- AEC Minor Variation to an Approved Project Application for Approval
- Project Completion Advice to the Animal Ethics Committee
- PIC AEC Project Completion Advice to the Animal Ethics Committee
- AEC Report of adverse or unexpected events during the conduct of an approved project
- PIC AEC Report of adverse or unexpected events during the conduct of an approved project
- AEC Annual Progress Report to CHM Alliance Pty Ltd AEC
- PIC AEC Annual Progress Report
- AEC Decision Review Application
- AEC Project Register
- AEC Project Staff Induction Checklist
- AEC Project Not Commenced Report
- PIC AEC Project Not Commenced Report
- AEC Westbrook Approved Supplier List



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- PIC AEC Animal Research Authority
- SunPork Solutions Collaborative Research Agreement
- Animal Ethics Approval Certificate
- PIC Animal Ethics Approval Certificate
- AEC Pre Trial Checklist
- PIC AEC Pre Trial Checklist

## **Section 6: Site Inspections**

- Policy Site Inspections by AEC Members
- Site Inspection Report for the AEC
- PIC AEC Site Inspection Report
- AEC Policy on Covid Remote Site Inspections by AEC 1206020

# Section 7: Responsible Research / Complaints – Non Compliance

- AEC Complaint Procedure
- AEC Complaint Record
- AEC Principles for Responsible Research

# **Section 8: Training**

- AEC Training Plan
- CHM AEC Member Training Manual
- CHM AEC Project Proposal Training Record for External Project Personnel
- PIC AEC Project Proposal Training Record for External Project Personnel
- CHM AEC Project Training Register for External Project Personnel
- PIC AEC Project Training Register for External Project Personnel

# **Section 9: Queensland Government**

- Animal ethics and using animals for scientific purposes <a href="www.daff.qld.gov.au/animal-industries/welfare-and-ethics/using-animals-for-scientific-purposes">www.daff.qld.gov.au/animal-industries/welfare-and-ethics/using-animals-for-scientific-purposes</a>
- Animal Care and Protection Act Amendment 2022, Queensland www.legislation.qld.gov.au
- Animal Care and Protection Regulation www.legislation.qld.gov.au

# **Section 10: Queensland Government Forms**

 Animal Welfare Unit Biosecurity Queensland: AEC member/advisor's details <u>www.daff.qld.gov.au/animal-industries/welfare-and-ethics/using-animals-for-scientific-purposes</u>

## **Section 11: Australian Government**

- Australian code for the care and use of animals for scientific purposes, 8<sup>th</sup> Edition 2013 www.nhmrc.gov.au/guidelines/publications/subject/Animal%20ethics
- Australian Code for the Responsible Conduct of Research 2018 www.nhmrc.gov.au/index.htm
- Model Code of Practice for the Welfare of Animals: Land Transport of Pigs



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# www.publish.csiro.au/index

# **Section 12: South Australian Government**

- Prevention of Cruelty to Animals Act, South Australia <u>www.environment.sa.gov.au/parks</u>
- Animal Welfare Act 1985, South Australia www.environment.sa.gov.au/parks

# **Section 13: New South Wales Government**

- The Animal Research Act 1985 (NSW) www.dpi.nsw.gov.au
- Prevention of Cruelty to Animals Act 1986 (VIC) www.agriculture.vic.gov.au
- Prevention of Cruelty to Animals (Land Transport of Livestock) Standards 2013 No 2 www.legislation.nsw.gov.au