



**THE ANIMAL ETHICS COMMITTEE
OF THE ZOOLOGICAL PARKS AUTHORITY**

TERMS OF REFERENCE

1. Background

Perth Zoo is bound by the statutes of the *Animal Welfare Act 2002*, which states that a scientific establishment must abide by the *Code for the Care and Use of Animals for Scientific Purposes 8th Edition (the Code)* issued by the National Health and Medicine Research Council Australia (NHMRC).

Section 2.2.18 of *the Code* states:

The institution must ensure that the Animal Ethics Committee (AEC) has terms of reference that are publicly available and include the following provisions:

- (i) the scope of its responsibilities for ethical review, approval and monitoring of animal care and use
- (ii) its institutional accountability
- (iii) its mechanisms of reporting
- (iv) the way in which it meets the requirements for categories of minimum membership.

2. Terms of reference

The AEC is responsible to the Zoological Parks Authority Board (the Board) for:

- 2.1 monitoring the acquisition, transport, production, housing care, use and disposal of animals;
- 2.2 recommending any measures needed to ensure that the standards of the Code are maintained;
- 2.3 examining written proposals relevant to the use of animals in scientific and teaching activities and either approve, approve subject to modification or reject such proposals provided that the Committee approves only those studies for which animals are essential and which conform to the requirements of the Code, taking into consideration ethical and welfare aspects as well as scientific and educational value;
- 2.4 examining and commenting on all institutional plans and policies which may affect animal welfare;
- 2.5 ensuring that a register of approved proposals is maintained;
- 2.6 performing all other duties required by the Code; and
- 2.7 reviewing Standard Operating Procedures (SOP) involved in the use of animals housed at Perth Zoo.

3. Reporting

The AEC must submit a written report on its activities at least annually to the Zoological Parks Authority Board. The report will include information on:

- i) AEC Terms of reference
- ii) AEC Operating procedures
- iii) AEC membership
- iv) AEC meetings
- v) Numbers and types of projects
- vi) Management of pain
- vii) Physical facilities for the care and use of animals by the licensed scientific establishment
- viii) Activities that have supported the educational needs of AEC members, and of personnel involved in the care and use of animals
- ix) Administrative or other difficulties being experienced
- x) Compliance with *the Code*
- xi) Recommendations to the licensed scientific establishment
- xii) Response by the licensed scientific establishment.

4. Membership

An AEC will have a membership that will allow it to fulfil its terms of reference. It will comprise at least four persons, including a separate person appointed to each of the following categories:

- (i) *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.
- (ii) *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.
- (iii) *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 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.
- (iv) *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 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.

Sections 2.2.5 and 2.2.6 of *the Code* state:

Institutions should appoint to the AEC a person responsible for the routine care of animals within the institution.

The institution may appoint additional members with skills and background of value to the AEC.

5. Chairperson

Compliant with *The Code*, the Chairperson will hold a senior position in the institution and is an additional appointment to Category A - D members. The Executive Director, Perth Zoo, or his/her nominee, shall be the Chair of the Committee.

6. Terms of Office

Members may be appointed to hold office for any term not exceeding four years (unless the delegate resigns or is requested to leave by the Board prior to the completion of four years) and is eligible for reappointment up to three times.

7. Quorum

The presence at meetings of at least one member from each of Categories A, B, C and D establishes a quorum. If more than four AEC members are present, Categories C plus D should represent not less than one third of those members present.

8. Meetings

Meetings are held at least quarterly to allow interaction of AEC members and the effective functioning of the AEC.

9. Procedural Matters

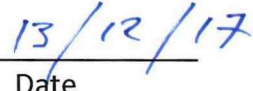
All procedures for the effective governance and operation of the AEC that enables the AEC to meet its responsibilities under *the Code* and relevant institutional policies as outlined in (2) and that promote competent and timely ethical review of animal care and use are contained in the Perth Zoo Animal Ethics Committee Operating Procedures document.

10. Date of Completion

October 2017



Maria Finnigan
A/Executive Director
Chair, Perth Zoo Animal Ethics Committee



Date