

TERMS OF REFERENCE

FOR MONASH UNIVERSITY
ANIMAL ETHICS COMMITTEES

SEPTEMBER 2025
VERSION NO. 8.2

INTRODUCTION

Monash University has established Animal Ethics Committees (AECs) in accordance with the *Australian Code for the care and use of animals for scientific purposes* (the Code), and the Prevention of Cruelty to Animals (POCTA) Act 1986.

Monash University ('the institution') holds authorising licences issued under POCTA by Animal Welfare Victoria, to use animals for scientific procedures and to breed specified animals for use under other licences or supply to other institutions. Each licence nominates at least one properly constituted and functioning Animal Ethics Committee (AEC) to oversee animal care and use for the licence.

These Terms of Reference are prepared in accordance with the Code to support the effective functioning of Monash AECs, and should be read in conjunction with the Code.

These Terms of Reference are publicly available.

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DEFINITIONS

TERM	DEFINITION
ACAUP	Animal Care and Use Program
AEC	Animal Ethics Committee
ERM	Ethics Review Manager
MIPS	Monash Institute of Pharmaceutical Sciences
MUAEC	Monash University Animal Ethics Committee
Non-compliance	A failure to comply with approvals granted by the AEC and/or applicable regulations
OREI	Office of Research Ethics and Integrity
POCTA	Prevention of Cruelty to Animals
SBS	School of Biological Sciences
SOP	Standard Operating Procedure
The Code	Australian Code for the care and use of animals for scientific purposes, 8th edition (2013) (updated 2021)
Unexpected adverse event	An event that has a negative impact on animal wellbeing, and which was not predicted in the AEC-approved project

MONASH UNIVERSITY AEC TERMS OF REFERENCE

1 SCOPE

This Terms of Reference applies to the following Monash University AECs:

- Monash University AEC 1 (MUAEC-1)
- Monash University AEC 2 (MUAEC-2)
- Monash University AEC 3 (MUAEC-3)
- Monash University AEC 4 (MUAEC-4)
- Monash Institute of Pharmaceutical Sciences (MIPS)
- School of Biological Sciences (SBS)

In this document, unless a contrary intention appears, the Terms of Reference shall apply equally to each individual AEC and to all AECs collectively under the auspices of Monash University.

AECs may be nominated for use under more than one authorising licence.

Projects are allocated to an AEC according to *Animal Care and Use Program Guideline – Allocation of Projects to a Monash University AEC*.

2 AEC MEMBERSHIP

2.1 Composition of the AEC

- 2.1.1 The membership of the Committee shall be in accordance with the Code.
- 2.1.2 The Committee shall comprise such members as deemed necessary to conduct its business, all of whom will have a genuine interest and commitment to the ethical care and use of animals for scientific purposes.
- 2.1.3 The number of members appointed shall be sufficient to ensure that appropriate expertise is available for the work of the Committee and that conflicts of interest and attendance can be managed.
- 2.1.4 Animal care staff may be appointed to the AEC as appropriate and deemed necessary for the effective functioning of the AEC, as determined by the respective Licence Nominee(s).
- 2.1.5 The Committee may invite people with specific expertise to provide advice to the committee. Such experts are not members of the Committee and do not have voting rights but must adhere to confidentiality requirements as per voting members.

2.2 Appointment process

- 2.2.1 Membership shall be managed by the Animal Ethics Compliance Manager on behalf of the Licence Nominee(s).
- 2.2.2 The Committee may recommend to the institution that membership be amended.
- 2.2.3 Monash University shall invite nominations, including self-nomination, of new members, as needed.
- 2.2.4 Details of the proposed member will be provided to Animal Welfare Victoria prior to their appointment in accordance with the POCTA Regulations.
- 2.2.5 Appointments to the AEC will be made by the Licence Nominee(s), or their delegate(s). A letter of appointment shall be provided.
- 2.2.6 Where a prospective member is external to Monash, the prospective member will receive an Honorary Appointment to Monash University for the duration of their term of membership. This does not constitute employment with Monash University.
- 2.2.7 Members will be required to sign a confidentiality deed poll, consent to recording of AEC meetings, declare their interests, and accept these Terms of Reference before commencing their appointment.

- 2.2.8 The names and personal information of AEC members shall be treated as confidential for their personal security and shall not be made available to the general public or published on the Monash University website without their permission.
- 2.2.9 A Chairperson will be appointed to the AEC.
 - 2.2.9.1 The Chairperson shall be appointed by the Licence Nominee(s) or their delegate(s).
 - 2.2.9.2 The Chairperson may hold an academic position at Monash University with sufficient expertise for the role, or be an external appointee.
 - 2.2.9.3 The Chairperson may be appointed in addition to Category A to D members.
 - 2.2.9.4 The Licence Nominee(s) or their delegate(s) may choose to appoint Co-Chairpersons. In that event, the Co-Chairpersons shall have equal responsibility and authority and shall manage between them how their responsibilities are discharged.
 - 2.2.9.5 A Deputy Chairperson may be appointed by the Licence Nominee(s) or their delegate(s), unless the Licence Nominee(s) or their delegate(s) has appointed Co-Chairpersons.

2.3 Term of appointment

- 2.3.1 Unless otherwise determined by the institution, the term of appointment of each new member shall be three years, incorporating a six-month probationary period. One additional term may be offered at the request of the Licence Nominee(s). Terms will not be extended for a third term except under exceptional circumstances or by direction of the Licence Nominee(s).
- 2.3.2 The term of appointment for members appointed prior to the implementation of these Terms of Reference shall be at the discretion of the Licence Nominee.
- 2.3.3 The term of appointment for Chairpersons and those members who serve a Monash University AEC as a condition of their employment shall be at the discretion of the Licence Nominee(s).
- 2.3.4 The AEC will be a standing committee with, wherever possible, staggered re-appointment of members with the objective of continuance of effective committee functioning.

2.4 Variation to membership

- 2.4.1 AEC membership may be varied from time-to-time as deemed necessary by the Licence Nominee and/or the Animal Ethics Compliance Manager.

2.5 Resignation or termination of membership

- 2.5.1 Members may resign from a Monash University AEC at any time by advising the AEC secretariat in writing. The AEC secretariat shall then advise the relevant AEC(s) and Licence Nominee(s). Members should provide at least four weeks' notice, where possible.
- 2.5.2 The Committee shall recommend to the institution that a member be replaced by a new appointee of the same membership category where the member:
 - 2.5.2.1 Is demonstrably unable to maintain an adequate level of participation
 - 2.5.2.2 Has failed to carry out their duties
 - 2.5.2.3 Fails to attend two consecutive meetings of the Committee without providing an apology in advance.
 - 2.5.2.4 Repeatedly (more than three times) fails to declare conflicts of interest
 - 2.5.2.5 Does not adhere to these Terms of Reference.
- 2.5.3 The Licence Nominee(s) or their delegate(s) may withdraw membership at any time if this is deemed necessary for the proper and effective functioning of the AEC.
- 2.5.4 Details of resignation or termination of membership will be provided to Animal Welfare Victoria in accordance with the POCTA Regulations.
- 2.5.5 Animal Welfare Victoria may retire members at any time by providing not less than 24 hours notice in writing.
- 2.5.6 Changes in the membership of the AEC shall be noted at the next AEC meeting and recorded in the minutes.

2.6 Entitlements of members

- 2.6.1 All members will receive appropriate induction and training, including training in relevant online systems.
- 2.6.2 Members will have access to education programs and resources to assist in performing their role, including:
 - 2.6.2.1 AEC Terms of Reference
 - 2.6.2.2 Policies and Procedures relating to animal care and use
 - 2.6.2.3 AEC Guidelines
 - 2.6.2.4 Animal Care and Use Program Guidelines
 - 2.6.2.5 Review guidance
 - 2.6.2.6 An annual AEC Member Training Day hosted by the Office of Research Ethics and Integrity (OREI) (unless extenuating circumstances prevent this)
- 2.6.3 The entitlements of members with Honorary Appointments to Monash University are described in their Honorary Appointment Letter.
- 2.6.4 OREI will provide members with ongoing support and resources to ensure effective AEC operations and member involvement. Requests for additional training of AEC members can be directed to the Animal Ethics Compliance Manager.

2.7 Expectations of members

- 2.7.1 Members must undertake mandatory training for Animal Ethics Committee members in accordance with the POCTA Regulations 2019.
- 2.7.2 Members must undertake all required Monash University Animal Ethics online training modules.
- 2.7.3 Members are expected to attend meetings and participate in Committee business so as to facilitate the effective functioning of the AEC.
 - 2.7.3.1 Members are expected to attend at least 80% of regularly scheduled committee business activities (e.g. meetings, facility inspections), unless otherwise agreed to by the Licence Nominee(s) or their delegate(s).
 - 2.7.3.2 Members are expected to attend meetings in person, unless extenuating circumstances prevent this.
 - 2.7.3.3 Members are expected to have read all meeting materials in advance of the meeting, be prepared to discuss their views, and actively participate in meeting discussions and decision-making.
 - 2.7.3.4 Members are expected to arrive in time that the meeting can begin as scheduled.
 - 2.7.3.5 Members should, when possible, avoid leaving the meetings outside of formal breaks to avoid disruption and to allow proper management of quorum.
- 2.7.4 Members are expected to attend the annual AEC Member Training Day. Attendance at least every two years is required to maintain membership unless exceptional circumstances prevent this. Attendance records are maintained in myDevelopment and/or by OREI.
- 2.7.5 Members are expected to maintain appropriate behavioural standards in accordance with Monash policy and procedures.
 - 2.7.5.1 Members should at all times conduct themselves in a manner which will tend to maintain and strengthen the community's trust and confidence in the integrity of Monash University AECs.
 - 2.7.5.2 Members are required to treat those with whom they come into contact in the course of their Committee duties and activities with dignity, courtesy and respect.
 - 2.7.5.3 Members must not initiate private discussions or hold side-bar conversations during meetings.
 - 2.7.5.4 Members must not use offensive language, or engage in any form of bullying and harassment, physical or verbal, which a reasonable person would deem to be unwelcome, offensive, humiliating, or intimidating. This includes making derogatory or discriminatory comments about any person or group of persons.

3 RESPONSIBILITIES

3.1 AEC

- 3.1.1 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 for scientific purposes are conducted in compliance with the Code.
- 3.1.2 The specific responsibilities of an AEC in relation to ethical review, approval and monitoring of animal care and use are described in Section 2.3 of the Code.
 - 3.1.2.1 The AEC may delegate authority for monitoring animal care and use to the Monash Post-Approval Monitoring program, or other suitability qualified person.
- 3.1.3 While performing its functions, the AEC is bound by the provisions of the POCTA legislation, mandatory Codes of Practice, institutional policies and the Monash University AEC Terms of Reference.
- 3.1.4 The AEC must maintain quorum during meetings. A quorate AEC must be constituted in accordance with the Code. Quorum requirements apply even when members with a conflict of interest withdraw from the meeting.
- 3.1.5 The AEC will take action regarding unexpected adverse events as outlined in the Monash University AEC Guideline *Assessing incidents involving the care and use of animals for scientific purposes*.
- 3.1.6 The AEC will take action regarding non-compliance based on the nature, severity and frequency of the non-compliance, as outlined in the Monash University AEC Guideline *Assessing incidents involving the care and use of animals for scientific purposes*.
- 3.1.7 The AEC will conduct inspections of each facility used for research and teaching involving animals at least annually. A Category C or D member shall be invited to participate in animal facility inspections.
- 3.1.8 The AEC shall develop and maintain documents and procedures in accordance with the Code.
- 3.1.9 The AEC shall report to the institution in accordance with the Code.
 - 3.1.9.1 The Annual Report to the Institution will be completed by the AEC and prepared for submission by the AEC Secretariat.
 - 3.1.9.2 Following approval by the AEC at a quorate meeting, the Annual Report to the Institution will be forwarded to Animal Ethics Compliance Manager for distribution to the appropriate Licence Nominee(s).
- 3.1.10 The AEC will provide advice and recommendations to the institution in accordance with the Code to ensure that matters affecting animal wellbeing, or which pose a risk to maintaining compliance with the Code or legislation, are addressed.

3.2 AEC Chairperson

- 3.2.1 The Chairperson shall discharge their responsibilities in accordance with the Code and the Monash University AEC Terms of Reference.
- 3.2.2 In the event that the Chairperson is unavailable or a conflict of interest arises, the Deputy Chairperson assumes the role and responsibilities of the Chairperson.
- 3.2.3 In the event that both the Chairperson and Deputy Chairperson are unavailable, another member shall be appointed to assume the role and responsibilities of the Chairperson for the duration of the Chairperson and Deputy Chairperson's unavailability.
 - 3.2.3.1 If the unavailability is known ahead of time, then the member shall be nominated by the Chairperson or the Licence Nominee(s).
 - 3.2.3.2 If the unavailability is not known ahead of time, the member shall be nominated by the AEC at a quorate meeting.

3.3 AEC members

- 3.3.1 Members must familiarise themselves with the Code and other policies, procedures and guidelines relevant to their role, and adhere to all requirements as detailed.

- 3.3.2 Members must maintain confidentiality regarding AEC business. Members are required to sign a 'Confidentiality Deed Poll' before attending their first AEC meeting and must comply with this during and after their membership.
- 3.3.3 Members are required to declare any conflicts of interest according to the 'Declaration of Interests for Committee Members' upon appointment to the Committee and update as needed.
- 3.3.4 Members must not represent a Monash University AEC unless authorised to do so.
 - 3.3.4.1 Members, other than the Chairperson or Deputy Chairperson acting with the delegated authority of the Chairperson, must not represent the views of the AEC unless specifically authorised to do so by a quorate meeting of the AEC.
 - 3.3.4.2 No member, including the Chairperson and Deputy Chairperson, may represent the views of the AEC to the public or media, without permission of Monash University.
 - 3.3.4.3 No member may represent the views of Monash University.

3.4 Monash University (the Institution)

- 3.4.1 Monash University will ensure that the care and use of animals for scientific purposes conducted on its behalf complies with the Code (Section 2.1) and other relevant legislation.
- 3.4.2 Monash University will provide appropriate staffing, administrative, and financial resources to support the effective operations of the AECs.
 - 3.4.2.1 AECs shall be provided with secretariat support and access to online systems as required to fulfil their role.
 - 3.4.2.2 AEC Chairpersons shall be provided with the necessary support and authority to carry out their role.
 - 3.4.2.3 For regularly scheduled meetings, a meeting room will be provided.
 - 3.4.2.4 External members shall be paid a sitting fee.
- 3.4.3 Monash University will assess the performance of AECs in accordance with the Code.
 - 3.4.3.1 Monash University shall determine how and when to assess the performance of the AECs.
 - 3.4.3.2 An annual review of the operation of the AEC shall be conducted by the assessment of the AEC's Annual Report to the Institution and an annual meeting between the AEC Chairperson and Licence Nominee(s) or their delegate(s).
 - 3.4.3.3 Assessment may also include, but is not limited to:
 - a) Written reports by meeting observers
 - b) A review of meeting minutes
 - c) An audit of Committee actions against relevant policies, procedures and guidelines
 - d) Review of AEC self-audits
 - e) Review of a selection of approved projects
 - 3.4.3.4 Any corrective actions to return to best practice that arise from the annual review of the operation of the AEC shall be communicated to the AEC.
- 3.4.4 Monash University will ensure that an independent external review is conducted at least every four years, in accordance with the Code (Section 6).

4 AUTHORITIES

4.1 Quorate meeting of the AEC

- 4.1.1 Only a quorate meeting of the AEC shall consider:
 - 4.1.1.1 New applications
 - 4.1.1.2 Amendments that are not minor
 - 4.1.1.3 AEC Guidelines referred to it by the institution
 - 4.1.1.4 Standard Operating Procedures (SOPs) relating to the care and use of animals for scientific purposes.
 - a) Where an SOP is applicable to activities reviewed by more than one AEC, a single AEC deemed to have the appropriate experience may be delegated to approve the SOP on behalf of all AECs.

- 4.1.1.5 Competency and Training lists
- 4.1.1.6 New delegations of responsibility for monitoring activities on behalf of another AEC
- 4.1.1.7 Reports, including:
 - a) Incident reports
 - b) Post-Approval Monitoring reports
 - c) Research reports
 - d) Progress reports
 - e) Facility and veterinary activity reports

4.1.2 Only a quorate meeting of the AEC shall suspend or withdraw approval for a project or activity.

4.1.3 A quorate meeting of the AEC may also consider and approve minor amendments.

4.2 AEC Executive

4.2.1 An AEC Executive must be constituted in accordance with the Code.

4.2.2 An AEC Executive is authorised to approve amendments and changes that are 'minor', as defined in the AEC Guideline *Minor Amendments*.

4.2.3 An AEC Executive may approve new minor amendments to projects out-of-session. The approval date is the date approved by the AEC Executive.

4.2.4 An AEC Executive may grant final approval to new or amended projects where the decision was deferred by the AEC and minor changes were required prior to approval. In this circumstance, the Executive must consist of members of the AEC present at the meeting where the AEC assessed the application. The approval date is the date approved by the AEC Executive.

4.2.5 An AEC Executive may grant final acceptance to new delegations of responsibility for monitoring activities on behalf of another AEC where the decision was deferred by the AEC and minor changes were required prior to acceptance. In this circumstance, the Executive must consist of members of the AEC present at the meeting where the AEC assessed the delegation. The acceptance date is the date accepted by the AEC Executive.

4.2.6 All items approved by the AEC Executive must be recorded and are subject to ratification by the AEC at the next quorate meeting.

4.2.7 Decisions of the AEC Executive must be unanimous. Where a unanimous agreement cannot be reached, the matter will be referred to the next AEC meeting.

4.2.8 The AEC Executive cannot approve new projects or amendments that are not considered minor.

4.3 Authorised Person

4.3.1 When reviewing a new application, new delegation request, SOP, amendment or report (excluding incident reports), the AEC may approve the item subject to the investigator or author revising the original document in accordance with a specific instruction or instructions from the AEC. In this case, the investigator may resubmit to a person authorised by the AEC, for example the Secretary or AEC Chairperson, to administratively confirm that the instruction of the AEC has been followed exactly. The approval date of the application must not be before the date of confirmation by the Authorised Person. The revised application then becomes the application approved by the AEC.

4.3.2 The AEC may authorise a person to lift a suspension when specific corrective actions are completed.

4.4 AEC Sub-committees

- 4.4.1 An AEC sub-committee consisting of at least two members may do the following on behalf of the AEC:
- 4.4.1.1 Inspect a premises either as part of the regular inspection schedule or for the purpose of varying an authorising licence.
 - 4.4.1.2 Approve SOPs relating to the care and use of animals for scientific purposes that require approval from more than one AEC. In this case, the sub-committee must be constituted to meet the minimum requirements for quorum as defined in the Code, and such that members have relevant and sufficient expertise to review and approve the SOP.
- 4.4.2 Any actions performed by an AEC sub-committee shall be reported to the AEC(s) at a quorate meeting and recorded in the minutes.

4.5 Prohibited activities

- 4.5.1 The AEC cannot approve:
- 4.5.1.1 A group of persons, for example ‘all animal technicians’ employed by Monash University. Individuals must be approved by the AEC prior to undertaking scientific procedures within a project.
 - a) Note, the AEC may approve, separately to an individual project, a Competency and Training list (See Section 4.1.1) that names individual persons and their respective competencies and/or training requirements, to provide this approval.
 - 4.5.1.2 Projects or activities carried out under licences that it is not a nominated AEC for, unless the AEC is in a formal agreement supporting a collaboration between multiple licences;
 - 4.5.1.3 Activities in another state or territory unless registered with the jurisdiction’s relevant authority; and
 - 4.5.1.4 Activities specifically prohibited by the licence conditions, the POCTA legislation or other relevant legislation.

4.6 Licence Nominee(s), Animal Welfare Officer, AEC Chairperson

- 4.6.1 The Licence Nominee(s), Animal Welfare Officer, AEC Chairperson or their delegate(s) may temporarily halt a project or specified activity pending investigation and review by the AEC in accordance with the AEC Guideline *Assessing incidents involving the care and use of animals for scientific purposes*.
- 4.6.2 Matters of serious non-compliance may be escalated by the Licence Nominee, Head of the School or Dean of the Faculty, for review under Monash University’s *Responsible Conduct of Research Policy*.

5 AEC OPERATIONS

5.1 Decision-making

- 5.1.1 Decision-making procedures shall be in accordance with the Code.
- 5.1.2 All members of the AEC have equal status and are entitled to put forward their views.
- 5.1.3 Decisions should be based on a thorough, fair and inclusive process of discussion and deliberation by AEC members, and can be made only by voting members present throughout the discussion.
- 5.1.4 In accordance with the Code and Animal Welfare Victoria *Guidelines for the conduct of Animal Ethics Committees*, the AEC response to new applications or applications to modify approved projects may be:
- 5.1.4.1 Approved
 - 5.1.4.2 Approved with a condition(s)
 - 5.1.4.3 Decision deferred, subject to modification to the satisfaction of the AEC
 - 5.1.4.4 Not approved

- 5.1.5 Decisions should be made on the basis of consensus. Consensus decision-making is a group decision-making process in which group members develop, and agree to support, a decision in the best interest of the whole group or common goal. Consensus may be defined professionally as an acceptable resolution, one that can be supported, even if not the preferred option of each individual.
- 5.1.6 Where consensus cannot be reached after reasonable effort to resolve differences, the AEC should explore with the applicant(s) ways of modifying the project or activity that may lead to consensus. This may be by conversation during the meeting. If consensus is still not achievable, the AEC should allow members time to review their positions, such as calling a recess or deferring the matter to a later meeting, and then allow time for further discussion.
- 5.1.7 If consensus cannot be achieved following adjournment and further discussion, the matter should proceed to a majority decision (over 50% of the votes) with the members present. Voting may be by any means deemed appropriate by the Chairperson, including a show of hands or secret ballot. Abstentions are excluded in calculating a majority vote. A count of votes and abstentions will be recorded in the meeting minutes.
- 5.1.8 The decision of the AEC is final and cannot be overturned or reconsidered by any individual. If further information of importance or relevance arises following the making of a decision, this should be brought to the attention of the AEC Chairperson. The matter may be returned to a quorate meeting of the AEC for further discussion.

5.2 Conflict of interest

- 5.2.1 Any AEC member with a conflict of interest must declare the conflict and shall not participate in the discussion of the relevant matter or voting on the matter. They may answer questions from the AEC prior to withdrawing from the meeting.
- 5.2.2 Failure to declare a conflict of interest shall result in the relevant decision(s) affected by the conflict of interest being deemed void. Such a decision must be reconsidered at the next AEC meeting.
- 5.2.3 Failure by a member to declare a conflict of interest shall result in that conflict of interest being discussed by the AEC as a whole, in that member's presence, in order to ensure that failure to declare a conflict does not reoccur.

5.3 Seeking expert advice

- 5.3.1 An AEC may seek advice or clarification on aspects of proposals from experts outside of the AEC. The AEC must reach an agreement on how advice or clarification can be sought from outside experts without breaching confidentiality. Any person consulted who is not a Monash University AEC member must sign a confidentiality agreement prior to consultation. The advice received must be circulated to all AEC members in writing.
- 5.3.2 Individual members who feel they need to consult a person who has specialised knowledge, and where project-specific information would need to be disclosed in seeking advice, should in the first instance raise their questions or concerns with the AEC Chairperson. The member must identify who they wish to consult, their reasons for consulting that person and the issues and questions they wish to discuss. The Chair may grant limited permission for the member to seek advice outside the Committee.
 - 5.3.2.1 Confidentiality must be rigorously maintained and any person consulted on AEC matters who are not Monash University AEC members must sign a confidentiality agreement prior to consultation. The information acquired by the member must be circulated to all AEC members in writing.

6 MEETING ARRANGEMENTS

6.1 Meeting frequency and location

- 6.1.1 Meetings are held as frequently as needed, as determined by the Animal Ethics Compliance Manager in consultation with the AEC Secretariat and Chairperson.
- 6.1.2 Meetings will typically be held in person at the home campus of the relevant AEC. In special circumstances, meetings may be held partially or completely by videoconference, whereby some or all members may participate by videoconference. If videoconferencing is not possible, members may seek permission from the AEC Chairperson to participate by teleconference.

- 6.1.3 In exceptional circumstances, meetings may be held entirely by teleconference. The use of teleconference for all members must be approved by the relevant Licence Nominee(s) on a case-by-case basis.
- 6.1.4 Licence Nominee(s) or the AEC Chairperson or their delegate(s) may convene an out-of-session (extraordinary) meeting of the AEC.

6.2 Agendas and Minutes

- 6.2.1 Agendas and meeting documentation will be prepared by the AEC Secretary and will typically be available at least one week prior to regularly scheduled meetings.
- 6.2.2 Minutes will be prepared by the AEC Secretary and will typically be available prior to the next meeting.

6.3 Communication between meetings

- 6.3.1 Communications between meetings is primarily through online system notifications and emails from the AEC Secretary, AEC Chairperson, Animal Ethics Compliance Manager or Licence Nominee(s).
- 6.3.2 Text messages and phone calls may also be used.

7 GOVERNANCE

7.1 Governance framework

- 7.1.1 The AECs are sub-committees of, and report to, the Monash University Research Committee, which in turn is a standing committee of the Academic Board. The Monash University Research Committee will report to the Academic Board on matters arising from the AECs, as required.

7.2 Guideline approval pathways

- 7.2.1 In accordance with the Monash University Policy Framework, the Responsible Conduct of Research Policy and supporting Ethical Research and Approvals: Scientific Activities involving Animals Procedures are approved by the Academic Board.
- 7.2.2 Monash University AEC Guidelines are approved by all Monash University AECs before being issued.
- 7.2.3 Monash University Animal Care and Use Program (ACAUP) Guidelines are institutional Guidelines. These are approved by the Animal Ethics Compliance Manager after consultation with Monash University Licence Nominees.
- 7.2.4 AEC and ACAUP Guidelines are reviewed at least every three years from the date of approval.

7.3 Terms of Reference review and approval

- 7.3.1 These Terms of Reference shall be reviewed three (3) years from the date of approval or earlier at the request of Monash University.
- 7.3.2 These Terms of Reference are endorsed by the Chairpersons of all Monash University AECs, and are approved unanimously by all Licence Nominees of Monash University authorising licences associated with the AECs listed in Section 1, on behalf of Monash University.

DOCUMENT HISTORY

Version no.	Date of Issue	Reviewed by	Changes
7	24/06/2022	Dana Briggs Lisa Gillespie	Operating procedures removed from the document Review and update of Terms of Reference
8	01/10/2024	Lisa Gillespie	Update MARP AEC names to Monash University AEC (MUAEC) Inclusion of MUAEC-4 Restructure of order of content throughout document and updated wording for improved clarity Addition of new clauses for improved alignment with regulatory requirements and business practices (2.7.3.2; 3.1.2.1; 3.1.7; 3.1.10; 3.3.1; 3.4.1; 3.4.2; 3.4.4; 4.2.7; 5.1.3; 5.1.8)
8.1	28/10/2024	Lisa Gillespie	Removed 2.7.3.6 as it was a duplicate of 2.7.5.3
8.2	16/09/2025	Kelly O'Sullivan	Updated all hyperlinks relative to the new OREI/Animal Ethics website; Updated email address for content enquiries. These were considered administrative changes and AEC approval was not required.

DOCUMENT GOVERNANCE

Related policies, procedures and guidelines	Responsible Conduct of Research Policy Ethical Research and Approvals: Scientific Activities involving Animals Procedures AEC Guidelines ACAUP Guidelines
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