



# JOINT CAPABILITIES GROUP

JOINT HEALTH COMMAND

PO Box 7911, CANBERRA BC ACT 2610

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## DEFENCE ANIMAL ETHICS COMMITTEE

### TERMS OF REFERENCE

#### OBJECTIVES

1. The Defence Animal Ethics Committee (DAEC) objectives are to:
  - a. encourage research adherence to the principles of the “3R’s”:
    - (i) replacement of conscious living animals with insentient material;
    - (ii) reduction – using the minimum number of animals required to obtain information; and
    - (iii) refinement – the decrease in the incidence or severity of ‘inhumane’ procedures applied to those animals that still have to be used.
  - b. facilitate ethical animal research through efficient and effective review processes;
  - c. promote ethical standards of animal research; and
  - d. provide animal research ethical review in accordance with the:
    - (i) National Health and Medical Research Council’s *Australian code for the care and use of animals for scientific purposes 8<sup>th</sup> Edition (2013)* (the Animal Code);
    - (ii) National Health and Medical Research Council’s *Principles and guidelines for the care and use of non-human primates for scientific purposes (2016)*;
    - (iii) National Health and Medical Research Council’s *Guidelines to promote the wellbeing of animals used for scientific purposes: The assessment and alleviation of pain and distress in research animals (2008)*;
    - (iv) National Health and Medical Research Council’s *Best practice methodology in the use of animals for scientific purposes (2017)*; and
    - (v) Queensland *Animal Care and Protection Act 2001* (the Act), and subsequent revisions.

#### FUNCTIONS

2. The primary responsibility of the DAEC is to ensure, on behalf of the Department of Defence, that all activities relating to the care and use of animals are conducted in compliance with the Animal Code.

3. The DAEC functions are to:
  - a. review applications for projects and approve only those projects that are ethically acceptable and conform to the requirements of the Animal Code;
  - b. review applications for activities associated with the care and management of animals in facilities, including procedures applicable to breeding programs integral to the maintenance of an animal line, and approve only those activities that are ethically acceptable and conform to the requirements of the Animal Code;
  - c. conduct follow-up review of approved projects and activities, and allow the continuation of approval for only those projects and activities that are ethically acceptable and conform to the requirements of the Animal Code;
  - d. monitor the care and use of animals, including housing conditions, practices and procedures involved in the care of animals in facilities;
  - e. take appropriate actions regarding unexpected adverse events;
  - f. take appropriate actions regarding non-compliance;
  - g. provide advice and recommendations on and approve guidelines for the care and use of animals on behalf of the institution;
  - h. provide advice and recommendations to the institution; and
  - i. report on its operations to the institution and the Queensland government.

#### **SCOPE OF RESPONSIBILITY**

4. Joint Health Command (JHC) research proposals involving animals will be reviewed by the DAEC where the research is:
  - a. conducted by JHC members or JHC personnel;
  - b. conducted on/in a JHC establishment; and/or
  - c. sponsored, endorsed or funded in any part by JHC.

#### **INSTITUTIONAL ACCOUNTABILITY**

5. The DAEC is accountable to the Director General Health Business and Plans (DGHBP) for the conduct of its regular business. The minutes of each DAEC meeting shall be made available to DGHBP following each meeting.
6. The DAEC shall advise DGHBP through the Director Health Programme and Plans (DHPP) of any adverse events or issues relating to animal welfare which may constitute breaches of the Animal Code.

#### **MECHANISMS OF REPORTING**

7. The DAEC will contribute to the ADF Malaria and Infectious Disease Institute (ADFMIDI) quarterly and annual reports to the Director ADFMIDI, DHPP and to the DGHBP, which will include information on membership, the number of proposals reviewed, the status of proposals, a description of any complaints received and their outcome, and general issues raised in relation to the DAEC scope of responsibility.

8. DHPP is to bring issues of significant concern to the attention of the DGHBP or Commander Joint Health (CJHLTH) as required.
9. DAEC shall provide reports to the Queensland Department of Agriculture and Fisheries as requested, and participate in required compliance activities as required.
10. The Terms of Reference are publicly available on request by contacting the DAEC Secretariat at [animal.ethics@defence.gov.au](mailto:animal.ethics@defence.gov.au).

## MEMBERSHIP

11. Appointments to the DAEC will be approved by DGHBP. Members will be appointed for a three year term and will acknowledge, in writing, their acceptance of these Terms of Reference.
12. All new and reappointed members will sign a confidentiality agreement and conflict of interest declaration prior to their first meeting, and are required to report to the institution via the Chair of the DAEC any disqualifying event that has occurred under the Act.
13. The composition of DAEC membership shall be in accordance with the Animal Code and shall include at least:
  - a. The **Chairperson** is a specific appointment and, in addition, may be appointed to an appropriate category and participate in meetings in that capacity if required due to the absence of another member from that category;
  - b. **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;
  - c. **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;
  - d. **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 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 nomination by, such an organisation; and
  - e. **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.
14. To ensure the membership will equip the DAEC with the skills necessary to address all of the relevant considerations arising from the categories of research likely to be submitted, Categories C and D must together represent at least one-third of the DAEC membership.

15. In accordance with Defence requirements, a gender balance of 60/40 (male/female) will be maintained to the extent possible.

**Sarah.Sharke**

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