



RESEARCH GOVERNANCE UNIT
St. Vincent's Hospital (Melbourne)
Caritas Christi Hospice
St. George's Health Service
Prague House

DELEGATION OF AUTHORITY

Statement of Intent and Outcomes

The St Vincent's Hospital (Melbourne) Animal Ethics Committee (AEC) is committed to fulfilling the governing principles of the *Australian code for the care and use of animals for scientific purposes* (2013), by ensuring efficient and effective processes are utilised to facilitate the review, approval and monitoring of projects.

Definitions

Nil

Procedure

The AEC must provide competent, fair, consistent and timely review of applications and reports related to the care and use of animals. The AEC must make a judgement on whether the proposed use, or continued use, of animals is ethically acceptable. This judgement must be based on information provided by the applicant that demonstrates the application of the principles outlined in Section 1 of the Code and balance whether the potential effects on the wellbeing of the animals involved is justified by the potential benefits. The AEC may approve only those projects and activities that are ethically acceptable and conform to the requirements of the Code. Decisions should be based on a thorough, fair and inclusive process of discussion and deliberation by AEC members at a quorate meeting, and should be made only by those present throughout the discussion and be made on the basis of consensus.

Delegation of Authority may refer to the Committee delegating the review of a response to conditions to a Spokesperson/s, Chair, Secretary or Executive at a quorate meeting, the Delegation of Authority for a specific project to be transferred to an external Animal Ethics Committee, Fieldwork Notification or Delegation of Authority to suitably qualified people to monitor animal care and use including projects and activities conducted at remote sites.

Once a decision has been agreed to approve a project or amendment subject to clarifications (conditional approval), a decision must also be made as to whether the response should be considered at the next meeting, or whether authority is delegated for out of session review.

The delegated authority retains the right to request clarification or additional information, or defer consideration to the full AEC as required. Delegated authority decisions are ratified at the next scheduled quorate meeting.

All requests reviewed by a delegated authority are circulated by the AEC Secretary via email and a copy of correspondence is kept on file. Delegated authorities must respond with decisions via email to AEC Secretary to ensure a documented account of the review and decision making process maintained and kept on file.

Associated Procedures/Instructions

2.6 – Fieldwork Notification

4.5 – Committee Executive

4.7 – Making and Communicating Decisions

Reference Documents

- Australian code for the care and use of animals for scientific purposes (2013)
- Australian Code for the Responsible Conduct of Research (2018)

Authorized by:



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