

HUMAN RESEARCH ETHICS COMMITTEE

Terms of Reference

Decision-making

Pursuant to moral and other obligations of the University, the Human Research Ethics Committee has responsibility for the consideration of the ethical aspects as well as the educational value of the conduct of research involving human participants. The Committee will:

- (i) (a) review the ethical aspects of all proposals by UNE staff and students involving research on human beings which directly affects the participants in the research; and
(b) ensure that the proposals conform with the general principles of the NH&MRC's *National Statement on Ethical Conduct in Research Involving Humans (1999)* and meet accepted professional standards;
- (ii) forward as required a report of its decisions to the appropriate research funding authority;
- (iii) supervise the implementation of the principles of the NH&MRC's *National Statement on Ethical Conduct in Research Involving Humans* in all research by UNE staff involving human participants;
- (iv) maintain a register of all proposed research projects;
- (v) require those carrying out research involving human participants to keep records which will enable the Committee to make a judgement on the ethics of each of these research projects, and provide the Committee with the information necessary to make a judgement on the ethical aspects of research;
- (vi) make inspections of research involving human participants thus recorded, where necessary;
- (vii) receive and investigate complaints concerning research involving human participants and make recommendations to the supervisor and, if necessary, the Pro Vice-Chancellor (Research);
- (viii) be available for consultation on matters relating to research involving human participants;
- (ix) make recommendations to the Pro Vice-Chancellor (Research & Development) on matters concerning research involving human participants;
- (x) represent the University for liaison with bodies outside the University on matters related to research involving human participants;
- (xi) constitute a panel which will consider matters relating to research involving Indigenous Australians; and
- (xii) report on any matter referred to it by the Vice-Chancellor or the Academic Board.

Reports to

Pro Vice-Chancellor (Research & Development).

Chaired by

Appointed by the Vice-Chancellor in consultation with the Committee, in addition to the membership, for a two-year, once renewable term.

Membership

The minimum membership of an HREC is seven members, being men and women, comprising:

- (i) a chairperson;

- (ii) at least two members who are lay people, one man and one woman, who have no affiliation with the institution or organisation, are not currently involved in medical, scientific, or legal work, and who are preferably from the community in which the institution or organisation is located;
- (iii) at least one member with knowledge of, and current experience in, the areas of research that are regularly considered by the HREC (eg health, medical, social, psychological, epidemiological, as appropriate);
- (iv) at least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people (eg medical practitioner, clinical psychologist, social worker, nurse, as appropriate);
- (v) at least one member who is a minister of religion, or a person who performs a similar role in a community such as an Aboriginal elder; and
- (vi) at least one member who is a lawyer.

Co-option

The Committee can co-opt where needed any members required to achieve or maintain gender balance, where the membership does not include at least two women and two men. The Committee can invite individuals to provide additional appropriate expertise as necessary.

Term of Office

Members will hold office for a two-year period and may serve a maximum of two consecutive terms. In the event that a member vacates office prior to the conclusion of their term, their replacement will serve the remainder of the term.

Frequency of Meetings

The Committee will meet once each month.

Self-Review

Once in every twelve-month period, the Committee shall devote at least part of one meeting to a review of its policies, practices and procedures over the preceding 12 months.

Support

Research Services will provide support.