



## Terms of Reference - Ethics Committee

<b>Policy name</b>	Terms of Reference – Ethics Committee		
<b>Version</b>	1.1	<b>Status</b>	Approved by Board of Directors
<b>Communication</b>	To all Directors	<b>Date</b>	21 January 2013

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<http://imia.edu.au/reference>

### ***Preamble***

The Ethics Committee (the “Committee”) is established to undertake ethical appraisal of research involving humans and to ensure compliance with relevant legislation, contractual arrangements and community standards applicable to AGSL.

### ***Composition***

The Committee is established as a committee of the Board of Directors. The Committee shall comprise not less than two non-executive Directors. All members of the Committee shall be independent. The Board of Directors will nominate members of the ethics committee from amongst its members for an initial one year period, renewable in two year periods thereafter.

The Board of Directors shall appoint a Chairman for a period of three years for a maximum of two three year terms from among the members from time to time. The Company Secretary or his/her nominee shall be the Secretary to the Committee. The Chairman of the Committee shall be prepared to respond to any shareholder questions on the Committee’s activities.

The Committee shall meet not less than four times per annum and more frequently as circumstances require.

### ***Responsibilities***

The purpose of the Committee is to assist the Board of Directors of AGSL in fulfilling its responsibilities in respect of:

- Ensuring that research proposals that involve humans conform to the guidelines provided by the Australian Government National



Health and Medical Research Council's National Guidelines as published at <http://hrep.nhmrc.gov.au/>.

- Meeting the highest standards of ethical and professional behaviour with regard to research involving humans, in order to protect the interests of research participants, researchers and AGSL itself.
- Meeting legal and contractual requirements in relation to research involving humans.
- Advising the Board of Directors on matters pertaining to the ethical conduct of research involving humans, taking account of relevant professional codes of conduct and community expectations and standards.
- Developing, establishing or revising working policies and procedures required to assist in the undertaking of the Committee's role.
- Undertaking relevant training and seeking relevant information as appropriate to be able to fulfil the responsibilities and duties of the Committee, including consulting expert opinion or participant advocates from outside of the Committee and Board of Directors.
- To keep accurate and up to date records and report as requested to the Board of Directors on ethical matters related to research involving humans.

## Version Control

Version	Date	Who	Change Summary
1.0	25/6/2012	MG	Original version approved by Board of Directors
1.1	17/1/2013	MG	Added bullet point to responsibilities: "Ensuring that research proposals that involve humans conform to the guidelines provided by the Australian Government National Health and Medical Research Council's National Guidelines as published at <a href="http://hrep.nhmrc.gov.au/">http://hrep.nhmrc.gov.au/</a> ."