

 BOND UNIVERSITY	BOND UNIVERSITY ANIMAL RESEARCH ETHICS POLICY
Policy Owner	Provost
Contact Officer	Director of Research Services
Endorsement Authority	Academic Senate
Date of Next Review	November 2026

1. PURPOSE AND OBJECTIVES

As a registered user of animals for scientific purposes, Bond University must comply with the requirements of the *Animal Care and Protection Act 2001 (Qld)* (the Act) and the current National Health and Medical Research Council's *Australian Code for the Care and Use of Animals for Scientific Purposes* (the Code).

The Code emphasises the responsibilities of all those involved in the care and use of animals. This embraces a duty of care that demands a genuine commitment to the welfare of the animals, a respect for the contribution the animals make to research and teaching and a desire to promote the animals' wellbeing.

Encapsulated in the Code is the need in scientific and teaching activities to consider:

- the Replacement of animals with other methods;
- the Reduction in the number of animals used; *and*
- the Refinement of techniques used to reduce the adverse impact on animals.

2. AUDIENCE AND APPLICATION

Bond University staff and students.

3. POLICY STATEMENT

In accordance with the requirements of the Act and the Code, the University has committed to upholding its obligations and responsibilities by ensuring all research projects involving animal research at Bond University hold a valid Animal Ethics Approval and are carried out in accordance with the Act and the Code.

Until Bond University demand for animal research warrants the establishment of an internal Animal Ethics Committee, all applications by Bond University staff and students for use of animals in research for projects conducted at or involving Bond University must be assessed and approved by either of the following external bodies, with whom the University has a current services agreement:

- (a) The University of Queensland Molecular Biosciences Animal Ethics Committee;
- (b) Queensland Department of Agriculture and Fisheries Animal Ethics Committee.

All Bond staff and students involved in all projects involving animal research are expected to familiarise themselves and at all times comply with the requirements of the Act, the Code and this Policy.

In accordance with the Code and the external Animal Ethics Approval, the University will only conduct animal research where there are no suitable alternative methods of research available and that any use of animals in research provides for their care and welfare in accordance with the Code and incorporates the principles of Replacement, Reduction and Refinement.

Bond University and its staff and students recognise the authority and agree to take direction from the approving Animal Ethics Committee for all matters relating to animal ethics including animal welfare, monitoring, reporting, non-compliance and investigations.

4. RESPONSIBILITIES

Bond University, the Bond University Institutional Biosafety Committee, Investigators all have responsibility for compliance with the Code, the Act and Bond University Regulations, Policies, and Procedures. Non-compliance can result in fines, possible imprisonment, suspension of all or part of NHMRC funding to Bond University, suspension of an Investigator's registration as a scientific user and possible disciplinary action by Bond University.

The Faculty of Health Sciences and Medicine and the Bond University Institutional Biosafety Committee have responsibility for the review and monitoring of animal ethics research carried out at or involving Bond University, including any complaints, or concerns raised under paragraph 7. The Chair of the Bond University Institutional Biosafety Committee and the Provost are the designated responsible officers for animal ethics at Bond University as defined by the Act and the Code.

Role	Responsibility
Bond University	<p>Bond University, through the Provost, is responsible for ensuring that all projects involving animal use conform to the standards of the Code and the Act.</p> <p>All communication with the University is through the Office of Research Services.</p>
Office of Research Services	<p>The Office of Research Services provides pre-application support and processes all applicants and supports the processing of external Animal Ethics approvals to provide a prior approval number.</p> <p>The Office of Research Services will record details and documentation regarding all approvals in the Bond University research management system. This includes details of amendments submitted and approved by the external Animal Ethics Committee.</p> <p>The Office of Research Services will record the end of an approved project at the Project expiry date, or on notification by the Chief Investigator.</p>
Faculty	<p>The Faculty of Health Sciences and Medicine is required to provide pre-application approval to intending applicants before an Animal Ethics application is lodged with an external Animal Ethics Committee.</p> <p>The Faculty of Health Sciences and Medicine must provide appropriate facilities and personnel to house and support the use of animals for scientific purposes. This includes a designated Animal Welfare Officer who is a member of the Bond University Institutional Biosafety Committee.</p> <p>The Animal Welfare Officer is the primary point of contact regarding animal welfare concerns and/or incidents, which must also be reported contemporaneously to the approving Animal Ethics Committee and the Office of Research Services.</p>
Bond University Institutional Biosafety Committee	<p>The Bond University Institutional Biosafety Committee is responsible for monitoring and compliance of animal welfare, including liaising with an external veterinarian.</p> <p>In addition to the Faculty, the Chair of the Bond University Institutional Biosafety Committee is required to provide pre-application approval to intending applicants before an Animal Ethics application is lodged with an external Animal Ethics Committee.</p>
Investigators (including students)	<p>Investigators (including students who are listed as investigators) who use animals for scientific purposes have personal responsibility for all matters relating to the welfare of these animals in accordance with the Code and adhering to the conditions of the Animal Ethics Approval. Investigators have an obligation to treat the animals with respect and to consider their welfare as an essential factor when planning or conducting projects. Investigators must not commence any scientific or teaching activities until they first obtain written approval in accordance with this Policy.</p> <p>Investigators have a personal responsibility to monitoring the welfare of animals under their care and adhering to the non-compliance procedure (paragraph 7) without delay should they have any concerns regarding animal welfare.</p>

5. APPLICATION AND APPROVAL REQUIREMENTS

- (1) All Bond University staff and students who wish to conduct research or teaching and learning activities involving the use of animals must first apply for pre-approval (using the University's prescribed form) to make an application to an external Animal Ethics Committee through their Faculty and the Chair of the Bond University Institutional Biosafety Committee.
- (2) Any application made by a student under subparagraph (1) must first be approved by the student's supervisor who will, for the purposes of that application, be the nominated chief investigator in respect of that application.
- (3) Following written confirmation of pre-approval, the applicant may proceed to apply for animal ethics approval from the external Animal Ethics Committee nominated by the Faculty and Chair of the Bond University Institutional Biosafety Committee. It is the applicant's responsibility to ensure that any application is completed and lodged in accordance with the requirements of the approving Animal Ethics Committee.
- (4) The applicant must notify the Faculty of Health Sciences and Medicine, the Bond University Institutional Biosafety Committee and the Office of Research Services within seven days of receiving notification about the outcome of an application by the approving Animal Ethics Committee whether:

- (a) the application has not been approved and, if so, provide a copy of the reasons why; *or*
- (b) the application has been approved and if so, provide a copy of the full application (including any supporting documents) and the decision of the approving Animal Ethics Committee, including any conditions. The Office of Research Services will then issue an internal University approval number in recognition of the external approval.

6. MONITORING AND REPORTING

Investigators and teachers are required to undertake routine monitoring and compliance of animals in their care in accordance with their Animals Ethics Approval.

Investigators who hold an Animal Ethics Approval must:

- a) Notify the Office of Research Services and the approving Animal Ethics Committee on completion or discontinuance of a project;
- b) Allow access to the animal facility and provide information/logs any other time as requested by the University or external authorised personnel. Logs will be maintained to record the management of animals, in accord with The Act;
- c) Report in writing annually to the Office of Research Services and the approving Animal Ethics Committee, as required.

The Bond University Institutional Biosafety Committee is required to provide an annual written report to the University and to the NHMRC Animal Welfare Committee (AWC) through the Vice Chancellor.

7. NON-COMPLIANCE

Animal welfare is the responsibility of anyone working with animals at Bond University. Animal welfare concerns must be reported to Animal Welfare Officer in the first instance without delay.

A non-compliant event is any event that is in accordance with the principles outlined in the Code. This includes but is not limited to conducting research or procedures with animals or by persons that are not approved by the Animal Ethics Committee. All non-compliant or suspected non-compliant events must be reported in writing immediately to the Animal Welfare Officer, **and** the Office of Research Services **and** the approving Animal Ethics Committee.

In some circumstances, it will not be possible to determine the nature or extent of the non-compliance until an investigation has occurred. Such investigation will be undertaken in a manner to ensure minimal impact on animal welfare and timely reporting to the approving Animal Ethics Committee.

7.1. Examples of minor non-compliant events include:

- An administrative error.
- Minor deviation from the approved protocol that is extremely unlikely to impact animal welfare.
- Failure to maintain adequate records with no potential impact on animal welfare.
- Failure to supply required notification to the approving Animal Ethics Committee with no potential impact on animal welfare.
- Failure to report an adverse event that had no impact on animal welfare.

7.2. Examples of moderate non-compliant events include:

- Deviation from the approved protocol with no or minor impact on animal welfare.
- Failure to report on project progress as required by the approving Animal Ethics Committee.
- Failure to maintain adequate records with potential to impact on animal welfare.
- Animal facility environmental changes with no or minor impact on animal welfare.
- Failure to supply required notification to the approving Animal Ethics Committee with potential impact to animal welfare.

7.3. Examples of serious non-compliant events include:

- Deliberate or negligent deviations from approved protocol where there has or there is the potential for significant impact to animal welfare.
- Failure to report an adverse event moderately or severely impacting on animal welfare to the approving Animal Ethics Committee.
- Animal use outside of an approving Animal Ethics Committee approved protocol.
- Change to animal facility environmental conditions that have significantly impacted on animal welfare or approving Animal Ethics Committee approved projects.

8. POLICY REVIEW

The policy to utilise external Animal Ethics Committees is supported by the relatively low number of animal ethics approvals. The University will monitor the number of applications to external Animal Ethics Committees over time and will revisit this position should the volume justify the formation of an internal Animal Ethics Committee.

9. DEFINITIONS, TERMS, ACRONYMS

The Code: [Australian code for the care and use of animals for scientific purposes](#)

The Act: [Animal Care and Protection Act 2001](#)

The 3 R's:

- the Replacement of animals with other methods;
- the Reduction in the number of animals used; and
- the Refinement of techniques used to reduce the adverse impact on animals.

Investigator Any person who uses animals for scientific purposes in any project involving Bond University, including researchers, teachers, undergraduate and postgraduate students involved in research project, and any person involved in product testing, environmental testing, production of biological products and wildlife projects or surveys.

10. RELATED DOCUMENTS

[Animal Care and Protection Act \(2001\) \(Qld\)](#)

[Animal Care and Protection Regulation 2012 \(Qld\)](#)

[Animal Care and Protection Amendment Act 2022](#)

[Australian code for the care and use of animals for scientific purposes \(2013\)](#)

[Australian Code for Responsible Conduct of Research \(2018\)](#)

[ANZCCART Information Package for members of Animal Ethics Committees](#)

[ANZCCART Codes and Guidelines](#)

[ANZCCART Standards](#)

[Department of Agriculture and Fisheries](#)

[NHMRC Best practice methodology in the use of animals for scientific purposes](#)

[NHMRC Guidelines to promote the wellbeing of animals used for scientific purposes](#)

[Research Code of Conduct Policy \(RES 4.5.1\)](#)

[Bond University Human Research Ethics Policy \(RES 4.5.2\)](#)

[University Policies and Procedures](#)

[QLD Government: Using animals in science](#)

11. MODIFICATION HISTORY

Date	Sections	Source	Details
10 November 2023	Major review of all sections	Provost	V4: Major changes to recognise the utilisation of external Animal Ethics Committees.
20 February 2020			V3
March 2018			V2
2 April 2013			Date First Approved

APPROVAL AUTHORITY: Vice Chancellor

Flowchart of the Animal Ethics Application and Registration Process

