



# DUTY STATEMENT

Position Details	
Statement of duties and requirements for	
<b>Title</b>	Lay Person
<b>Committee</b>	Animal Experimentation Ethics Committee
<b>Category</b>	D

## The Job

A person who has no affiliation with Victoria University, and who has never been involved in the use of animals in scientific or teaching activities

## 1. Duties

- Contribute to Committee discussions and discussions so that only work which satisfies the requirements of the Australian code of practice for the care and use of animals for scientific purposes (NHMRC) is approved
- Review Committee papers prior to each meeting and from time to time review out-of-session applications
- Attend each meeting (normally six per year)
- Provide a completely independent point of view to the AEEC

## 2. Selection Criteria

### Essential

- Must be independent of Victoria University
- Have never been involved in the use of animals in scientific or teaching activities (either in employment or beyond undergraduate education)

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## Desirable

- Willingness to attend training conducted by the Victorian Bureau of Animal Welfare and Victoria University

### **3. Relevant Material**

- Victoria University Animal Experimentation Ethics Committee Terms of Reference –  
<http://research.vu.edu.au/ordsite/aeec.php>
- Australian code of practice for the care and use of animals for scientific purposes (NHMRC)  
<http://www.nhmrc.gov.au/publications/synopses/ea16syn.htm>
- Prevention of Cruelty to Animals Regulations 2008 (Victorian Department of Primary Industries)  
[http://www.dpi.vic.gov.au/DPI/nrenfa.nsf/LinkView/817CFEF9C1AEDE27CA257521001ADF8418CDE14E012AB3A0CA2573FA000E0AC8/\\$file/POCTA%20Regulations%202008%20V1%20Dec%2008.pdf](http://www.dpi.vic.gov.au/DPI/nrenfa.nsf/LinkView/817CFEF9C1AEDE27CA257521001ADF8418CDE14E012AB3A0CA2573FA000E0AC8/$file/POCTA%20Regulations%202008%20V1%20Dec%2008.pdf)

### **4. Submitting an Application**

Applications for membership must include:

- Application letter systematically addressing the Selection Criteria (above)
- A brief Curriculum Vitae

Applications are to be forwarded to:

The Victoria University Animal Ethics Committee,  
Research Services  
Footscray Park Campus  
P O Box 14428  
Melbourne VIC 8001  
Victoria University

And/Or e-mail applications to the Secretary, AEEC  
[aeec@vu.edu.au](mailto:aeec@vu.edu.au)

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