

CONSTITUTION OF THE HUMAN RESEARCH ETHICS COMMITTEE

1.0 Establishment

- 1.1 The Human Research Ethics Committee (HREC) was established as an advisory committee to the then Deputy Vice-Chancellor Research and Development. The Terms of Reference for the HREC were approved by the Academic Board (Resolution 51/98).
- 1.2 Following the disestablishment of the position of Deputy Vice-Chancellor Research and Development and its substitution with a position of Pro Vice-Chancellor Research and Development, the HREC became an advisory committee to this position.
- 1.3 Academic Board resolved to rescind the Terms of Reference and to approve this constitution in its stead (Resolution 7/07).
- 1.4 Following the disestablishment of the position of Pro Vice-Chancellor, Research and Development and its substitution with a position of Deputy Vice-Chancellor, Research and Development, the HREC became an advisory committee to this position.

2.0 Responsibilities

The HREC is responsible for ensuring that research involving humans conducted under the auspices of the University conforms to the guidelines established jointly by the Australian National Health and Medical Research Council, the Australian Vice Chancellors Committee and the Australian Research Council. Without limiting the generality of the foregoing, the HREC will:

- 2.1 Review research proposals involving human participation and advise the Deputy Vice-Chancellor Research and Development that the research proposal be approved, amended, or that approval be withdrawn or rejected as appropriate
- 2.2 Ensure that Curtin staff and students are aware of the ethical responsibilities associated with research involving human participation
- 2.3 Consider ethical problems related to research involving humans conducted by Curtin staff and students, and advise the Pro Vice-Chancellor Research and Development where necessary;
- 2.4 Recommend to the Deputy Vice-Chancellor Research and Development, an investigation of any case in which a Curtin staff member or student has ignored or disobeyed the requirements or instructions of the Human Research Ethics Committee in the conduct of their research;
- 2.5 Negotiate arrangements to be the institutional ethics committee for researchers or organizations without affiliation to an institution or organization with a HREC.

3.0 Membership

- 3.1 The membership of the HREC shall be constituted in accordance with the requirements of the National Health and Medical Research Council and comprise of the following persons, both men and women:
 - 3.1.1 A Chairperson who shall be the Deputy Vice-Chancellor Research and Development or their nominee;
 - 3.1.2 Two lay persons, one man and one woman, who are not associated with Curtin who are not currently involved in medical, scientific or legal work;
 - 3.1.3 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;
 - 3.1.4 At least one member who is a lawyer;
 - 3.1.5 At least one member with knowledge of, and current experience in, the areas of research that are regularly considered by the HREC;
 - 3.1.6 At least one member with knowledge of, and current experience in, the professional care, counselling or treatment of people (e.g. medical practitioner, clinical psychologist, social worker, nurse, as appropriate);
 - 3.1.7 At least nine members who are Curtin academic staff. At least one member shall be from each Faculty, with the balance to be drawn from organisational locations as determined by the HREC;
 - 3.1.8 One student, nominated by the President, Curtin University Postgraduate Students' Association;
- 3.2 No member of HREC shall adjudicate on any research in which that member has any conflict of interest including any personal involvement or participation in the research, any financial interest in the outcome, or any involvement in competing research.

4.0 Quorum

- 4.1 The quorum for each meeting of HREC shall be seven members.
- 4.2 Where there are less than seven members at a meeting, the Chair must be satisfied that that the members described in paragraphs 3.1.2 to 3.1.6 inclusive have received all papers and have had an opportunity to contribute their views, and that these have been recorded and considered.

5.0 Terms of Office

- 5.1 Other than the Chair, the usual term of office of members shall be five years from date of appointment.

- 5.2 A member may be re-appointed to serve consecutive additional terms, provided that no members may normally serve for more than 10 years continuously. At least one calendar year must elapse before such a person is eligible to be re-appointed to the HREC.

6.0 Rights of Audience and Debate

- 6.1 The Executive Officer of HREC has the right of debate at all meetings of the HREC, but has no right of vote.
- 6.2 The HREC may invite any person whether from within or external to the University, to attend specific meetings, or for specific items of a meeting, to assist the HREC in its deliberations.

7.0 Establishment and operation of HREC Panels

HREC may establish panels to review applications and advise the HREC.

8.0 Meeting Schedule

- 8.1 The HREC shall meet at least six times a year, to consider proposals from Curtin staff and students for studies involving research on humans.

9.0 Reporting

- 9.1 The HREC will provide an annual report to the Research and Development Committee on its work during the previous 12 months.

10.0 Servicing of the HREC

- 10.1 The Deputy Vice-Chancellor Research and Development will appoint the committee secretary.