

PETER MACCALLUM CANCER CENTRE LOWER RISK RESEARCH ETHICS COMMITTEE

TERMS OF REFERENCE

CONTEXT

The Peter MacCallum Cancer Centre Human Research Ethics Committee (HREC) is constituted in accordance with the National Health and Medical Research Council's (NHMRC) *National Statement on Ethical Conduct in Human Research 2023* (and as amended) (*National Statement*).

The HREC is supported by sub-committees and review panels. The sub-committees and review panels each have their own terms of reference and operate within those terms.

STATEMENT OF PURPOSE

The Lower Risk Research Ethics Committee (LRREC) is a sub-committee of the HREC.

The LRREC has been established to assist the HREC to provide proportionate review of lower risk human research projects in accordance with the *National Statement* values of research merit and integrity, justice, beneficence, and respect for human beings.

The LRREC can evaluate and recommend approval, request modification, reject, or withdraw approval of lower risk research projects.

FUNCTIONS

Per delegation from the HREC:

- a) Consider research proposals, submitted for consideration by affiliated or non-affiliated researchers for compliance with *National Statement* values of research merit and integrity, justice, beneficence, and respect for human beings.
- b) Refer to the HREC for review any projects considered to have more than low risk per *National Statement* Chapter 2.1.
- c) Participate in and support national single ethical review processes for multi-site research.
- d) Review and approve amendments to approved projects.
- e) Consider and monitor ethical issues related to the conduct of research projects approved by the LRREC.
- f) Delegate to individual committee members and administrative staff the review of appropriate items; including project amendments and project monitoring reports.

MEMBERSHIP

The members of the Committee will comprise of:

- a) Chair
- b) Three or more Peter Mac representatives active in lower risk research
- c) A person who brings a broader community or consumer perspective and who has no paid affiliation with the institution
- d) Human Research Ethics & Governance office representative

The LRREC Chair is appointed by the HREC Chair. The Chair is appointed from the LRREC membership. LRREC Deputy Chair is nominated as required from the LRREC membership group, by the membership group. For membership categories b) and c), a pool of members of may be appointed to draw on as needed. Member appointments are reviewed at least every three years. Members are not remunerated for their services to the committee. Secretariat services and minuting is provided by the Human Research Ethics & Governance office.

ATTENDEES

Researchers and research project teams can request to attend a meeting to discuss project related matters. Observers can request to attend a meeting to observe proceedings. LRREC may request attendance of a person with expertise needed to support its decision making.

CONVENOR

Chair of Committee

MEETING FREQUENCY

Meetings are held monthly, excluding January. Additional meetings may be held, as necessary.

QUORUM

A quorum shall consist of four of the members.

Where a member is unable to attend a LRREC meeting, their input is sought ahead of the meeting and review comments presented during the LRREC meeting for the Committee's consideration.

CONFLICTS OF INTEREST

Members are required to declare any actual or potential conflict of interest they might have in relation to items under review. If the Chair is conflicted, a Deputy Chair is appointed.

FEES

Fees are charged for review per fee schedule published on the Peter MacCallum Cancer Centre website.

REVIEW

The Terms of Reference are reviewed by the LRREC bi-annually.

The operation of the LRREC is reviewed annually by the Manager, Human Research Ethics & Governance.

REPORTS TO

Peter MacCallum Cancer Centre Human Research Ethics Committee