

Family Planning Australia Human Research Ethics Committee Call for Members

Family Planning Australia (FPA) is currently seeking expressions of interest from suitably qualified individuals to join its Human Research Ethics Committee (HREC) in the following volunteer membership categories:

- **Pastoral Carer**
People who perform a pastoral care role in the community (e.g., First Nations elder or minister of religion).
- **Researcher**
People with current health related research experience, particularly in the areas of sexual and reproductive health.
- **Lay Member**
People who brings a community or consumer perspective to the review of research.

About the Organisation

FPA is the leading provider of sexual and reproductive health services in NSW, and has a strong history of achievement in research, evaluation, and research translation.

The FPA HREC reviews human research proposals from FPA staff and affiliates, to ensure compliance with the *National Statement on Ethical Conduct in Human Research* (2025). Their role is to promote ethical human research, to protect the welfare of research participants, and to foster research that benefits the community.

Committee meetings are collegial, and their function is to bring together the various perspectives of members to consider the ethical implications of each research proposal. Meetings are held online, typically on Tuesday evenings at six-week intervals.

Selection Criteria

Suitable candidates will:

- Have an interest in, and commitment to, human research and the ethical principles that underpin it.
- Be able to commit to the responsibilities outlined below.
- Hold appropriate qualifications and/or experience relevant to their role (no previous HREC experience is required as all training will be provided).

Responsibilities of HREC Members

Members are expected to:

- Contribute to the ethical review and decision-making process for research that is greater than low risk, ensuring alignment with the *National Statement* (2025).
- Review research submissions and prepare comments prior to each meeting – approximately 1 to 2 hours of reading time per meeting.
- Attend online evening meetings (typically 6pm) every six weeks, each lasting



approximately 1 hour.

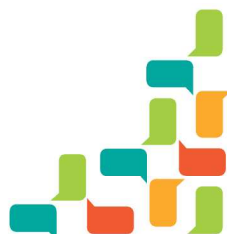
- Participate in relevant training and professional development activities.

How to apply

To apply, please complete the online application and include:

- a short cover letter outlining your interest in becoming a member and how your experience and expertise align with the role.
- current CV, including two contactable referees.

For more information about the Family Planning Australia HREC please contact Grant Castelyn, FPA Ethics Executive Officer at ethics@fpnsw.org.au.



Responsibilities of Members of the Family Planning Australia Human Research Ethics Committee

The Family Planning Australia Board wishes to express sincere appreciation to you for your commitment to the Ethics Committee. Your contribution enables the organisation to continue to undertake important research in the field of reproductive and sexual health. Membership of the Committee is reviewed by the Chair every year, and those approaching three years of service will be required to apply for reappointment. After your acceptance of the responsibilities as outlined in this form, the Chair of the FPA Ethics Committee will make a recommendation to the Chair of the FPA Board for appointment/reappointment. All such appointments shall allow for continuity, the development of expertise within the FPA Ethics Committee, and the regular input of fresh ideas and approaches.

In line with the *National Statement on Ethical Conduct in Human Research 2007* (Updated 2023) members of the Family Planning Australia Ethics Committee are asked to acknowledge acceptance of the following matters:

Confidentiality

Members of the Family Planning Australia Ethics Committee have a responsibility to:

- treat the matters discussed at meeting confidentiality;
- ensure that documents are stored securely and/or disposed of in a manner that ensures confidentiality. If members are unable to destroy documents securely, they are responsible for returning documents to the Ethics Executive Officer for secure shredding.

Conflict of Interest

If, at any time, a Family Planning Australia Ethics Committee member finds that they have a potential conflict of interest, the member should make the Chair aware of this. In general, a person who is involved in research that is to be discussed at the Committee may remain in the room but will not take part in discussion apart from responding to questions asked in regard to the research. If any member is unsure whether they have a conflict of interest or not, they should bring it to the attention of the Chair. If the Chair is unsure, the matter should be brought to the attention of the Committee for their consideration and decision.

If, at any time, the Chair finds that they have a potential conflict of interest, the Chair should make the Committee aware of this.

Preparation of Meeting

Members of the Family Planning Australia Ethics Committee are requested to:

- be prepared for the meeting by having done the appropriate amount of reading and if asked to review a research project, be prepared to comment on all aspects of the research and give the Committee an opinion as to whether it should be approved and under what conditions



- submit any agenda items or reports in reasonable time for inclusion in the pre-circulated meeting papers
- inform the Ethics Executive Officer if unable to attend, or arriving late

If unable to attend a meeting, contribute to the meeting by providing written comments to the Ethics Executive Officer or Chair, prior to the meeting. Comments should be provided at least 3 working days prior to the meeting so that copies may be made available to members in advance of the meeting.

During the Meeting

Participants in meetings of the Family Planning Australia Ethics Committee should:

- address all matters through the Chair;
- remember the need to ensure all participants in the meeting can hear any discussion;
- endeavour to stay until the end of the meeting, unless special arrangements have been made with the Chair.

Declaration	
I declare that I have not been subject to any criminal conviction or disciplinary action, which may prejudice my standing as a Family Planning Australia Ethics Committee member. I have consented to a criminal record check, as required by NSW Health. I will keep confidential all matters discussed at Family Planning Australia Ethics Committee meetings. I will inform the Chair of any conflicts of interest. I agree to my name and profession being made available to the public, including publication on the Family Planning Australia website.	
Name: Click here to enter text.	Date: dd/mm/yyyy
Signature:	

Please sign, date and return this document to the Ethics Executive Officer at your earliest convenience.

Email: ethics@fpnsw.org.au

Post: Ethics Executive Officer 8 Holker Street, Newington, 2127

