

	<b>PRESENT:</b>	Geoff Gorton (Chairperson), Catherine Rush (Deputy Chair), Lynn Woodward, Cindy Huchery, Bill Leggat, Phil Walsh, Tara Reardon (proxy for Mykel Smith), Susan Kelly, Simon Leaver, Carolyn Smith-Keune, Phill Walsh, Chris Wright, Heather Welladsen
	<b>ATTENDANCE:</b>	Michelle Nethery (Minutes Secretary) and Drew Kleier (Permanent Advisor)
<b>DECLARATION OF CONFLICTS OF INTEREST:</b> There were no conflicts of interest declared.		
<b>APPROVAL OF PART B ITEMS</b>		
1.	<b>APOLOGIES:</b>	Mykel Smith
2.	<b>MINUTES:</b>	The minutes of Meeting (4-15) held on 16 September 2015 were adopted as a true and correct record.
3.	<b>ACTION REGISTER</b>	
<p>The following items were discussed:</p> <p><b>Item 1- Update List of different categories of containment facilities/labs on BioSafety Shared Drive:</b></p> <ul style="list-style-type: none"> <li>• Drew Kleier advised that laboratories have been audited by HSE Support Officers with the 2016 intent to audit remaining facilities such as workshops, yard, sheds and other building structures. Time frame: 31/12/2016</li> <li>• PAN/RiskWare developing a reporting function for the audit tool, it is anticipated this function should be available by the 02/2016 meeting.</li> </ul> <p><b>Item 2 – OGTR Matters – MARFU project</b></p> <ul style="list-style-type: none"> <li>• Carolyn Smith-Keune has spoken with Dave Holton (CSIRO) there is no GMO plant projects occurring. IBC does not wish to pursue this further for the time being. Completion date: 2/16 meeting</li> <li>• Cathy Rush, and Carolyn Smith-Keune advised CSIRO is advocating to the OGTR that the particular RNAi projects should not be classed as NLRD. OGTR still have not made a decision regarding this. Drew Kleier continuing to follow up with OGTR for their ruling on the RNAi project. Completion date: 2/16 meeting.</li> <li>• Drew Kleier advised that he had received no response from BioSys after numerous attempts. A new consultant will need to be determined. Progress occurring to engage a consultant to assess MARFU and other aquaculture facilities to potentially upgrade to an OGTR PC2 aquaculture facility. Completion date: 2/16 meeting.</li> </ul> <p><b>Item 3 – OGTR Matters – Action List of 2015 OGTR Lab Inspections</b></p> <ul style="list-style-type: none"> <li>• Drew Kleier to send out Action List from 2015 OGTR lab inspections. Drew requested that members update any corrective actions assigned to them and also review the Estate Directorate actions having been completed within their laboratory. Completion date 2/16 meeting.</li> </ul> <p><b>Item 4 – Review of Autoclaves</b></p> <ul style="list-style-type: none"> <li>• Drew Kleier advised that he had been provided with a list from Brett Hall, Estates. Estates now have firm interest as the autoclaves are considered as pressure vessels and require assessment to determine if registration with WHS Queensland is required. When final list is confirmed it will be forwarded out to committee members. Simon Leaver advised that a consultant is reviewing all pressure vessels across JCU. Brett Hall is arranging a hazard assessment rating to be applied to each autoclave, autoclaves with certain hazard ratings</li> </ul>		

	<p>are required to be registered with Workplace Health &amp; Safety Queensland. All autoclaves are required to have an annual service to determine the unit is functioning as required. Timeframe: 2/16 meeting</p>
<p>4.</p>	<p><b>OGTR MATTERS</b></p>
	<p><b>Audits, Approvals of Projects &amp; Procedures</b> Nil to report</p> <p><b>GMO Plants</b> Caroline Smith-Kleune advised that Joe Holton has no GMO plants and knew of no other GMO plant related projects. Committee agreed to invite specialist to Committee meetings if required, such as CSIRO sugar cane researchers if required. To remove proposed Member with GMO Plant speciality from Terms of Reference and as a standing Agenda item.</p> <p><b>Action List of 2015 OGTR Lab Inspections</b></p> <ul style="list-style-type: none"> <li>• Cathy Rush advised that the PC3 lab in Townsville is to have an audit by the OGTR commencing 7 March. This audit will encompass physical and procedural components. Chris Wright, Cathy Rush and Drew Kleier are involved with the audit. It was noted that a Quarantine audit was also happening in the same week. Cathy Rush advised that the lab also due for recertification which will occur through this process. Drew Kleier advised that a desktop pre-audit and physical pre-audit to occur prior to formal audit. Drew Kleier to arrange with Cathy Rush and Chris Wright.</li> <li>• Cathy Rush noted that a new OGTR certification of a PC1 animal facility at Building 86, Room 001 is in progress. This is due to the housing of GM Knockout mice that were identified by Animal Ethics to require a certified OGTR PC1 facility. Physical works are completed. Drew Kleier to finalise MEX request for locks. Procedural process to be formalised by Corey Moran. Once this has been done the Committee to ratify and lodge certification paperwork with OGTR. Action item:</li> <li>• 2016 OGTR Laboratory Inspections to occur in July.</li> <li>• It was noted that Quarantine Labs that are not OGTR certified will need to be included in the OGTR laboratory audit process. Cathy Rush advised that Biosecurity Queensland has requested that all Quarantine laboratories have an annual documented inspection. The regulator was satisfied if the OGTR checklist was used for the facilities. Results of the audits are to be reported to Biosecurity Queensland. Action Register: Sep 2016</li> </ul>
	<p><b>ACTION ITEM:</b></p> <ul style="list-style-type: none"> <li>• Drew Kleier to organise pre-audits for PC3 laboratory. Completion date: 4 March 2016</li> <li>• IBC to provide final certification of PC1 Animal Facility to Committee for ratification. Completion date: 2/2016.</li> <li>• Corey Moran to develop Procedures for the PC1 Animal Facility (Building 86).</li> <li>• Drew Kleier to finalise MEX request for a new lock for room 001 in building 86, (PC1 Animal Facility).</li> <li>• Drew Kleier to coordinate 2016 OGTR lab inspections. Completion date: 31/8/16</li> </ul>

	<ul style="list-style-type: none"> <li>Drew Kleier / Cathy Rush to include additional Quarantine laboratories into OGTR annual inspection list. Completion date: 31/8/2016</li> </ul>
<b>5.</b>	<b>COMPLIANCE, OPERATIONAL ACTIVITIES &amp; HAZARDS HSE</b>
	Item to be deleted from Agenda.
	<b>ACTION ITEM:</b> <ul style="list-style-type: none"> <li>Secretariat to remove from Terms of Reference. Completion Date: 15/2/2016</li> </ul>
<b>6.</b>	<b>RESOURCES &amp; PROCESS</b>
	Drew Kleier advised that the Institutional BioSafety Procedure was approved at HSEAC. Application process outlined. Biosafety email address is now available. Implementation process to be conducted during 2016. Safety web page now updated, biosafety application form still to be uploaded onto the web page. Action: Michelle Nethery 1/3/2016
	<b>ACTION ITEM:</b> <ul style="list-style-type: none"> <li>Secretariat to add Biosafety application form to Safety web page. Completion Date: 1/3/2016</li> </ul>
<b>7.</b>	<b>REPORTING &amp; VERIFICATION</b>
	<b><i>Riskware 2015 Annual Report – Incidents &amp; Hazards, Notifiable Events, High/Very High Risks</i></b> 2015 Annual Riskware report was noted.
<b>8.</b>	<b>GENERAL BUSINESS</b>
	<b><i>Business Arising: HSEAC</i></b> Drew Kleier reported nothing to report out of HSEAC that relates to Biosafety. It was noted by HSEAC that they were very happy in regard to the progress made by the Sub-Committee's.
	<b><i>Update on JCU&amp; Sector HSE Matters</i></b> Nil to report.
	<b><i>Update on Industry HSE Standards &amp; Practices</i></b> <ul style="list-style-type: none"> <li>Chris Wright advised that a new Queensland BioSecurity Act comes into effect on 1 July – meetings with stakeholders to occur. Advised some links had been forwarded for review. Possible video-conference link to Queensland Health to go through the Act. Chris to review and advise.</li> <li>Committee noted that there are also changes to chemical labelling occurring.</li> </ul>
	<b><i>Review Terms of Reference &amp; Membership of Committee</i></b> The Committee endorsed the following changes to the Membership of the Committee:
	<ul style="list-style-type: none"> <li>Ms Heather Welladsen joining the Committee as the member of the College of Marine &amp; Environmental Science replacing Dr Carolyn Smith-Keune.</li> <li>Dr Carolyn Smith-Keune replacing Mrs Sue Reilly as the Academic, College of Marine and Environmental Sciences.</li> <li>Mr Chris Wright joining committee as a Member of the AITHM – PC3 laboratory.</li> <li>Cindy Hutchins replacing Aurelie Moya, Member of the ARC Centre of Excellence for Coral Reef Studies</li> <li>Mr Mykel Smith, Objective External Member replacing Mr Rob Smith, Manager, Regulatory Services, Community &amp; Environmental Services, Townsville City</li> </ul>

	<p>Council.</p> <ul style="list-style-type: none"> <li>Mr Simon Leavers replacing Mr Matthew Joyce as Member of the Division of Services &amp; Resources, Estates Directorate.</li> </ul> <p><b>Schedule of Business &amp; Proposed Dates 2016</b></p> <p>Changes noted and endorsed including:</p> <ul style="list-style-type: none"> <li>Formal inclusion of OGTR Matters as a standing Agenda Item with Audits, Approval of Projects &amp; Procedures; and Action List of OGTR Inspections as the standard headings.</li> <li>GMO Plants not to be included as a specified OGTR matter.</li> <li>Removal of ULPM reports and scorecards.</li> <li>Standards reworded to Procedures.</li> <li>Rename to Meeting 1/2016, 2/2016 etc.</li> <li>Meeting dates to be ratified as noted unless there are any major clashes which need to be notified to Secretariat as soon as possible.</li> </ul> <p><b>LearnJCU Access</b></p> <p>Cathy Rush raised that the people identified as the "leader" roles to allow access to biosafety training on Learn JCU require an update. Cathy to provide a new list of leaders to committee members for review.</p> <p>Cathy Rush advised that Biomed were also providing a face-to-face biosafety training day as they had found that some people were flicking through the power points.</p> <p>Lynn Woodward noted that the course is still showing as 2014. The Committee agreed that the online modules need to be reviewed. Committee members who have access are to review these materials and provide feedback to Cathy Rush by 2/16 meeting.</p>
	<p><b>ACTION ITEMS:</b></p> <ul style="list-style-type: none"> <li>Chris Wright to review Queensland Biosecurity Act and provide update to Committee. Completion date: 2/16 meeting</li> <li>Secretariat to make room bookings and forward calendar invites for remaining Sub-Committee meetings. Completion date: 1/3/2016</li> <li>Cathy Rush to provide members with list of people currently identified as leader roles on LearnJCU.</li> <li>Committee members to review leader access for enrolling students onto LearnJCU. Completion date: 1/3/2016</li> <li>Committee members to review LearnJCU materials and provide feedback to Cathy Rush. Completion date: 02/2016 meeting.</li> </ul>

Meeting closed: 11:15 am.

Confirmed:



Chairperson  
10 February 2016