

**INSTITUTIONAL BIO SAFETY SUB COMMITTEE
TERMS OF REFERENCE**

1. Establishment

- 1.1 There shall be an Institutional Bio Safety Sub Committee of the Work Health and Safety Advisory Committee (WHSAC). The establishment of this Sub Committee shall be approved by WHSAC.

2. Purpose

The purpose of the Sub Committee is:

- 2.1 to oversee compliance with the Office of the Gene Technology Regulator (OGTR); and
2.2 to make recommendations to the WHSAC on all matters relating to Bio Safety issues.

3. Functions, Duties and Responsibilities

- 3.1 The Sub Committee shall review, approve and monitor dealings with the Gene Technology Act and Regulations:
- a) Monitor biological related hazards as per Schedule A;
 - b) perform the duties and responsibilities specified in Schedule A;
 - c) act on behalf of the Chair of HSEAC on such other matters as are delegated to it from time to time by WHSAC;
 - d) Inform WHSAC on such other matters that are within its duties and responsibilities (Schedule A) as it deems appropriate.

4. Membership

- 4.1 The nominated Sub Committee members are to be experienced in dealing with matters pertaining to genetically modified organisms and regulations
- 4.2 The Sub Committee shall comprise the following members:
- Member of WHSAC for University Bio Safety – Chairperson;
 - Members of the Division of Tropical Health and Medicine comprising of:
 - I. Two members from the College of Public Health, Medical and Veterinary Sciences
 - II. Two Members from the College of Medicine and Dentistry (Townsville and Cairns)
 - Members of the Division of Tropical Environments and Societies comprising of:
 - I. Member of the College of Science & Engineering (Molecular Ecology & Evolution Laboratory)
 - II. Manager, Laboratories and Technical Support
 - III. Academic, College of Science & Engineering (Marine Biology and Aquaculture Sciences)
 - Member of the Division of Services & Resources (Estate Directorate)
 - Member of the ARC Centre of Excellence for Coral Reef Studies
 - Members of the Australian Institute of Tropical Health and Medicine
 - I. Townsville Campus
 - II. Cairns Campus
 - Objective Member – External Entity
- 4.2 The Sub Committee shall have a Deputy Chairperson appointed by the Chairperson.
- 4.3 Any person assuming a role in Sub Committee business on behalf of another person as a consequence of an acting or nominee arrangement (e.g. acting as the *ex officio* member, Deputy Chairperson assuming chairmanship) shall as far as practicable consult and report back to that other person.

5. Secretariat

- 5.1 The Work Health and Safety (WHS) Administrative Officer shall be Secretary to the Sub Committee.
- 5.2 The Work Health and Safety (WHS) Unit shall provide the resources necessary for the performance of the Sub Committee.

6. Attendance by Others at Meetings

- 6.1 A member may appoint a nominee. When a member is unable to attend a meeting of the Sub Committee, that member should advise the Chairperson in writing that a representative will attend on their behalf as a nominee. The nominee will be considered a Sub Committee member for voting and decision making at the meeting.

- 6.2 The Sub Committee or its Chairperson may invite other University staff members and persons external to the University, as required for the purposes of the Sub Committee, to attend meetings as advisors.

7. Convening a Meeting

- 7.1 The Sub Committee shall meet as often as necessary, at least four times a year, in order to perform its functions.
- 7.2 The Sub Committee shall meet 1 month prior to the WHSAC meetings to enable reporting and minutes to be provided for inclusion in the WHSAC agenda in a timely manner. This will normally be 2 weeks prior to the WHSAC Agenda distribution date.
- 7.3 Meetings shall be convened by the Chairperson.
- 7.4 The Convenor shall cause to be sent in reasonable time to all members of the Sub Committee a notice of meeting.
- 7.5 Proposals for agenda items from Sub Committee members are to be submitted to the Secretary for consideration by the Convenor for inclusion on the agenda. The Convenor, in consultation with the Secretary, shall determine the agenda.
- 7.6 For the purposes of accountability and meeting efficiency, all meetings shall be run according to a pre-determined agenda.

8. Conduct of Meeting

- 8.1 Except as hereinafter provided, the Chairperson shall preside at all meetings of the Sub Committee. If the Chairperson is absent from a meeting, the Deputy Chairperson shall preside. If the Deputy Chairperson is absent also, the members present shall elect one of their number to preside.

A quorum exists at a meeting of the Sub Committee if the majority (minimum of 7 of 13) of its members are present.

9. Rules for Conduct of Business

- 9.1 Subject to the general control of WHSAC, the Sub Committee may make its own rules for the conduct of its business that are in keeping with its Terms of Reference.

10. Reporting Obligations

- 10.1 After each of its meetings the Sub Committee shall submit a report to WHSAC. Such report shall include:
- a) advice, with recommendations as relevant, in respect to those matters set out in Schedule A;
 - b) confirmation of action taken in respect to any matter for which delegated authority has been exercised;
 - c) advice on any other matters which the Sub Committee desires to draw to the attention of WHSAC;
- 10.2 The Sub Committee shall provide to WHSAC with an Annual Schedule of Business for the Sub Committee. The Sub Committee's membership list shall be appended to the Terms of Reference but do not form part of the Terms of Reference.

11. Executive Actions/Circularised Resolutions

- 11.1 Where circumstances do not allow a matter relevant to the duties and responsibilities of the Sub Committee to be put to a meeting of the Sub Committee, and a resolution of the Sub Committee is required, the Chairperson shall cause the matter to be considered by members by circularised resolution. The principles and procedures adopted by WHSAC for managing business by circularised resolution apply.
- 11.2 Where it is not practicable for the matter in 11.1 above to be put to members by circularised resolution, the Chairperson or WHSAC may act executively on the matter.
- 11.3 Where it is necessary for the Chairperson to have a matter determined as in 11.1 or 11.2 above, the approval shall be reported by the Secretary to the next meeting of the Sub Committee.

12. Annual Review of, and Amendment to, Terms of Reference

12.1 These Terms of Reference shall be reviewed annually by the Sub Committee.

12.2 The Committee or Chairperson may propose to WHSAC, following that review and from time to time, amendments to these Terms of Reference for approval.

SCHEDULE A – FUNCTIONS OF THE UNIVERSITY BIOSAFETY SUB COMMITTEE

1. The Sub Committee shall monitor biological related hazards in relation to:
 - (i) Genetically Modified Organisms;
 - (ii) Materials derived from human sources;
 - (iii) Materials derived from animal sources in particular those with zoonotic infection; and
 - (iv) micro-organisms.
2. The Sub Committee shall Review and approve projects that have dealings which fall under OGTR regulations.
3. The Sub Committee shall make its own arrangements for ensuring WHS compliance via work groups if it is considered necessary.
4. The Sub Committee shall develop, implement, monitor and review the Bio Safety Standard that forms part of the University's Work Health and Safety Integrated Management System (WHS Plan).
5. The Sub Committee shall review the following RiskWare reports at each of its meetings and advise WHSAC of the status of action taken in respect of outstanding matters;
 - (i) Workplace Inspections & Audits
 - (ii) Incident & Hazard Report
6. WHSAC shall be notified of any Notifiable Event, Regulatory Notice, potential/actual very high and high risks deemed necessary by the Chairperson for immediate notification.
7. The Sub Committee may raise issues, where it is considered beyond the control of the Bio Safety Sub Committee with WHSAC for advice and direction. WHSAC will advise the Sub Committee of the proposed action.
8. The Sub Committee shall report quarterly to WHSAC on the outcomes of its deliberations and identify any issues that require escalation to WHSAC for action.

Document Effective: 12 May 2021

MEMBERSHIP OF THE UNIVERSITY INSTITUTIONAL BIOSAFETY SUB COMMITTEE

The Committee shall comprise the following members:

Composition of Committee	Member and Position Title
Chairperson (Member appointed by WHSAC)	Mr Peter Westwood Director Divisional Operations Division of Tropical Health & Medicine
Members of the Division of Tropical Health and Medicine:	
I. Member 1 of 2 – College of Public Health, Medical & Veterinary Sciences	Dr Catherine Rush (or Nominee) Deputy Chair
II. Member 2 of 2 – College of Public Health, Medical & Veterinary Sciences	A/Professor Patrick Schaeffer / Dr Craig McFarlane (or Nominee)
III. Member 1 of 2 of the College of Medicine and Dentistry (Townsville)	Dr Lynn Woodward (or Nominee)
IV. Member 2 of 2 of the College of Medicine and Dentistry (Cairns)	Ms Emma Carson (or Nominee) Laboratory and Technical Support (Dentistry)
Members of the Division of Tropical Environment and Societies:	
I. Member of the Molecular Ecology & Evolution Laboratory, College of Science and Engineering	Dr Nikolaos Andreakis (or Nominee)
II. Manager, Laboratories and Technical Support	Mrs Susan Kelly (or Nominee)
III. Academic, College of Science and Engineering	Dr Kelly Condon (or Nominee)
Member of the ARC Centre of Excellence for Coral Reef Studies	Dr Hugo Harrison (or Nominee) Senior Research Worker
Member of the Australian Institute of Tropical Health & Medicine:	
I. Townsville Campus	Mr Chris Wright (or Nominee)
II. Cairns Campus	Mr Phill Walsh (or Nominee)
Objective Member – External Entity	Dr Kerry Hancock, Senior Research Operations Officer, Biosafety Officer, University of Southern Queensland Mr Shane Casson Biological Safety Specialist University of Queensland
Member of the Division of Services and Resources, Estate Directorate	Mr Peter Cairns (or Nominee) Manager, Asset Strategy and Maintenance
Advisor by Invitation – Environmental Advisor (Plants & Waste): Manager, Environment, Division of Services and Resources	Mr Jared Sunderland (or Nominee)
Advisor by Invitation – Member from the College of Healthcare Sciences	
Permanent Advisor - WHS Biological, Radiation and Chemical Safety Advisor	Mr Drew Kleier (or Nominee) WHS Biological, Radiation and Chemicals Safety Advisor, Work Health and Safety Unit
Secretariat	Mrs Kahlia Strid (or Nominee) WHS Administrative Officer Work Health and Safety Unit

Effective: 24 March 2022

University Bio Safety Sub Committee 2022 Schedule of Business	
01/2022	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: WHSAC • Update on JCU & Sector WHS matters • Update on Industry WHS Standards & Practices • Review Schedule of Business and Membership of Committee • Amendments to University Bio Safety Procedure (as they arise) <p>OGTR Matters</p> <ul style="list-style-type: none"> • Audits, Approval of Projects and Procedures • Biosafety Applications • Action List of OGTR Laboratory Inspections • NLRD Register for Expiring Projects Report <p>Biosecurity Matters</p> <p>2021 4th Quarter and Annual Reports</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report –Annual Report Incident & Hazard Report • Notifiable Events, Regulatory Notices, Potential very High and High Risks • Sub Committee Annual Report
02/2022	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: WHSAC • Update on JCU & Sector WHS matters • Update on Industry WHS Standards & Practices • Amendments to University Bio Safety Procedure (as they arise) • Review Terms of Reference (in association with any WHSAC TOR changes) <p>OGTR Matters</p> <ul style="list-style-type: none"> • Audits, Approval of Projects and Procedures • Biosafety Applications • Action List of OGTR Laboratory Inspections <p>Biosecurity Matters</p> <p>1st Quarter Reports</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report – Incident & Hazard Report • Notifiable Events, Regulatory Notices, Potential very High and High Risks
03/2022	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: WHSAC • Update on JCU & sector WHS matters • Update on Industry WHS Standards & Practices • Amendments to University Bio Safety Procedure (as they arise) <p>OGTR Matters</p> <ul style="list-style-type: none"> • Audits, Approval of Projects and Procedures • Biosafety Applications • Action List of OGTR Laboratory Inspections • Biosafety Project Register Expiry Report <p>Biosecurity Matters</p> <p>2nd Quarter Reports:</p> <ul style="list-style-type: none"> • RiskWare Report - Workplace Inspections & Audits • RiskWare Report – Incident & Hazard Report • Notifiable Events, Regulatory Notices, Potential very High and High Risks
04/2022	<p>General Business:</p> <ul style="list-style-type: none"> • Business arising: WHSAC • Update on JCU & sector WHS matters • Update on Industry WHS Standards & Practices

	<ul style="list-style-type: none">• Schedule of Business and Committee Membership 2022• Amendments to University Bio Safety Procedure (as they arise)• Queensland Biotechnology Code of Ethics Annual Report <p>OGTR Matters</p> <ul style="list-style-type: none">• Audits, Approval of Projects and Procedures• Biosafety Applications• Action List of OGTR Laboratory Inspections <p>Biosecurity Matters</p> <p>3rd Quarter Reports:</p> <ul style="list-style-type: none">• RiskWare Report - Workplace Inspections & Audits• RiskWare Report – Incident & Hazard Report• Notifiable Events, Regulatory Notices, Potential very High and High Risks
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