

INSTITUTIONAL BIOSAFETY COMMITTEE TERMS OF REFERENCE



Contents

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	REFERRAL OF MATTERS.....	2
4	SUB-COMMITTEES.....	2
5	MEMBERSHIP AND TERMS OF OFFICE	2
6	RIGHTS OF AUDIENCE AND DEBATE	3
7	CHAIR	3
8	SECRETARY	3
9	CASUAL VACANCIES	3
10	REMOVAL OF A MEMBER FROM OFFICE	3
11	QUORUM.....	4
12	CONFLICT OF INTEREST	4
13	MEETINGS	4
14	ACCESS TO RESOURCES	4
15	OBSERVERS.....	4
16	AGENDAS AND MINUTES.....	4
17	EVALUATION AND REVIEW	5
18	FEEDBACK.....	5
19	APPROVAL AND REVIEW DETAILS.....	5

1 ESTABLISHMENT

The Institutional Biosafety Committee is a sub-committee of the Research Committee, and will provide reports to the Deputy Vice-Chancellor (Research) and advice to the Research Committee.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions, determined under the [Gene Technology Act 2000](#), [Gene Technology Amendment Act 2007](#), [Gene Technology Regulations 2001](#) and [Gene Technology Amendment Regulations 2011](#), and take into consideration the [National Framework of Ethical Principles in Gene Technology 2012](#), are to:

- 2.1 Make recommendations to the Deputy Vice-Chancellor (Research) on matters relating to statutory, professional or other requirements relevant to compliance with biosafety standards including the development and implementation of appropriate policies and procedures pertaining to biosafety.
- 2.2 Provide advice to staff and students on work involving biological hazards including potentially infectious agents, genetically modified organisms and/or imported biological materials from interstate or overseas.
- 2.3 Arrange initial and annual inspections and approval of all laboratories working with risk group 2+ pathogenic microbes, and facilities for work with imported biological materials from interstate or overseas.
- 2.4 Arrange initial and annual inspections and provide advice on the containment facilities required for work with genetically modified organisms, in advance of any application to the Office of the Gene Technology Regulator (OGTR) for certification of facilities.

- 2.5 Develop procedures and monitor compliance that appropriate records are kept of approved facilities for:
- risk group 2+ pathogens
 - genetically modified organisms, and
 - imported biological materials from interstate or overseas.
- 2.6 Evaluate all proposals for teaching and research work involving genetically modified organisms, in terms of risk assessment for planned activities, facilities, training required, and notification to relevant regulatory agencies, etc.
- 2.7 Confirm that all proposals for exempt dealings and notifiable low-risk dealings with genetically modified organisms are correctly classified, within current regulations, and to communicate the correct information to the OGTR.
- 2.8 Assist staff in the preparation of applications to OGTR for licensed dealing with genetically modified organisms, including compliance with any imposed conditions.
- 2.9 Monitor activities through:
- audit reports, and
 - accident reports from the delegated University Workplace Health and Safety Officer in relation to activities dealing with:
 - a) pathogenic microbes,
 - b) genetically modified organisms, and
 - c) imported biological materials.
- 2.10 Liaise with relevant regulatory agencies on any other relevant aspects of accreditation, compliance and licensing.
- 2.11 Report to the Research Committee after each meeting on matters brought before the Institutional Biosafety Committee.

3 REFERRAL OF MATTERS

The Committee may refer any item to the Deputy Vice-Chancellor (Research) for discussion, consideration and/or action, and may refer relevant matters for action or noting to other Committees or officers as appropriate.

4 SUB-COMMITTEES

The Committee may establish standing or ad hoc sub-committees and approve their terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees

The Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

The membership of this Committee shall be constituted in accordance with OGTR accreditation requirements and with Australian Standard AS/NZS 2243.3, with knowledge and expertise covering relevant areas of current research and teaching. All members, including the Chair will be appointed by the Vice-Chancellor and President, or nominee, on the recommendation of the Chair.

The Committee shall comprise:

Appointed members:

- a Chair, drawn from the senior managers of the university, with relevant qualifications and experience
- a microbiologist drawn from the University community

- a molecular biologist drawn from the University community
- a biomedical scientist drawn from the University community
- a bio-containment engineer
- a technical offer with responsibility for PC2 laboratories and equipment
- the delegated University Health and Safety Officer
- a representative from the Facilities Management Directorate, and
- a member of the community, from outside the organisation.

The Committee may also co-opt additional members to deal with particular issues or applications, where necessary.

All members, whether appointed, nominated or elected shall serve for a term of up to three years, extendable by mutual agreement.

6 RIGHTS OF AUDIENCE AND DEBATE

The Committee may extend rights of audience and debate on a standing or ad hoc basis.

Members of the Vice-Chancellor's Advisory Committee have standing rights of audience and debate.

Staff and external stakeholders may request the opportunity to address the Committee at any time. The Chair will consider and determine these requests.

7 CHAIR

The Chair shall be appointed by the Vice-Chancellor and President, or his nominee, and will be an appropriately qualified and experienced member of the senior management team.

The Chair shall serve for a term of office of three years, extendable by mutual agreement.

In the absence of the Chair, the members present will elect one of their number as Chair of that meeting.

8 SECRETARY

The Secretary shall be a member of staff of the Research Division, who will provide administrative support for the Committee.

9 CASUAL VACANCIES

A casual vacancy for an internal member shall be filled by calling for expressions of interest within the Higher Education Division, followed by a recommendation for appointment from the Chair to the Vice-Chancellor and President.

Vacancy for an external member shall be filled by advertisement in the local press calling for expressions of interest. Recommendation for appointment will be made by the Chair to the Vice-Chancellor and President.

10 REMOVAL OF A MEMBER FROM OFFICE

The Committee may terminate a person's membership for misconduct by a vote of two-thirds of those present at a Committee meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Committee to have their membership reinstated.

11 QUORUM

The quorum for a committee meeting shall be 50% of the membership, plus one.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines.

12 CONFLICT OF INTEREST

Committee members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda. If such absence leaves a gap in professional expertise, the Committee must invite another expert member to join for consideration of the matter. All declarations and actions taken to address a conflict of interest shall be reported.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member must not be present when the Committee considers that matter.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

13 MEETINGS

Committee meetings may be held face-to face, by telephone, videoconference, or other electronic means. Committee meetings shall be held at least once per year, convened as business arises, as determined by the Chair.

Committee decisions may be made at a duly called and constituted meeting, or by a resolution in writing to all members and physically or electronically signed by at least 75% of members who are entitled to vote on the resolution other than those on an approved leave of absence.

Committee members are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

14 ACCESS TO RESOURCES

External Committee members will be provided with access to any resources they reasonably require to fulfil their duties as a committee member.

The University shall indemnify the members of the Committee against all claims for damages, compensation or costs, including and legal costs incurred in defending such claims, arising from membership of the Committee.

15 OBSERVERS

Observers are welcome with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to see and hear the proceedings of the meeting but have no voting rights and no right to speak at meetings, unless invited to do so by the Chair. Observers must leave the meeting when requested by the Chair, or if any matters are to be considered in closed session.

16 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed five working days before the meeting. Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting.

Only with the Chair's permission will late papers or the tabling of papers be accepted. All papers must be submitted to the Secretary by the specified submission deadline.

Committee records are subject to the Queensland [Public Records Act 2002](#) and must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

Minutes are to be prepared from each meeting. The Chair will review the draft minutes and action sheet of each meeting, after which the Secretary will circulate the documents to all committee members and include them in the agenda papers for the next meeting.

17 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, it will undertake an annual self-assessment of its performance against these terms of reference and provide that information to the Research Committee and Vice-Chancellor's Advisory Committee, along with any information the Research Committee and Vice-Chancellor's Advisory Committee request to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to Vice-Chancellor's Advisory Committee.

18 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

19 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Research Committee Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Research)
Next Review Date	13/09/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 20/11/2007
Amendment Authority and Date	Pro Vice-Chancellor (Research) 6/04/2011; Vice-Chancellor and President 14/07/2011; Vice-Chancellor and President 2/10/2013; Vice-Chancellor and President 15/07/2015; Minor update to titles 1/07/2016; Executive Research Committee 13/09/2017.
Notes	