

**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 of

Member of the Division of Services & Resources (Estate Directorate)
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.

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

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)	Ms Suzanne Delahunty College Operations Manager
Members of the Academy Division: I. Member 1 of 2 – College of Public Health, Medical & Veterinary Sciences II. Member 2 of 2 – College of Public Health, Medical & Veterinary Sciences III. Member 1 of 2 of the College of Medicine and Dentistry (Townsville) IV. Member 2 of 2 of the College of Medicine and Dentistry (Cairns) V. Manager, Laboratories and Technical Support VI. Member of the College of Science and Engineering	Dr Catherine Rush (or Nominee) Deputy Chair A/Professor Patrick Schaeffer / Dr Craig McFarlane (or Nominee) Dr Alex Trollope (or Nominee) Mr Daniel Browne(or Nominee) Laboratory and Technical Support (Dentistry) Mrs Susan Kelly (or Nominee) Dr Kelly Condon (or Nominee)
Member of the Research Division: I. Member of the Molecular Ecology & Evolution Laboratory, College of Science and Engineering II. Member of the Australian Institute of Tropical Health & Medicine – Townsville Campus III. Member of the Australian Institute of Tropical Health & Medicine – Cairns Campus	Dr Nikolaos Andreakis (or Nominee) Mr Chris Wright Mr Phill Walsh
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):	TBA
Advisor by Invitation – Member from the College of Healthcare Sciences	TBA
Permanent Advisor - WHS Biological, Radiation and Chemical Safety Advisor	Mr Drew Kleier (or Nominee) Occupational Hygienist, Work Health and Safety Unit
Secretariat	Mrs Kahlia Strid (or Nominee) WHS Administrative Officer Work Health and Safety Unit

Effective: 23rd FEB 2023

**University Bio Safety Sub Committee
2023 Schedule of Business**

01/2023

General Business:

- 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

