

La Trobe University
 Academic Board
 Research and Graduate Studies Committee
LA TROBE INSTITUTIONAL BIOSAFETY COMMITTEE (LTIBC)

Establishment

The La Trobe Institutional Biosafety Committee, formerly known as the Genetic Manipulation Supervisory Committee, formerly known as the Supervisory Technical Committee on Recombinant DNA Studies, was constituted in September 1978 (Academic Board minute 136.14). The composition was amended in November 1979 (Academic Board minute 150.2.3) and the terms of reference in April 1983 (Academic Board minute 185.16.). This committee was made a sub-committee of the Research and Graduate Studies Committee in April 1991 (Academic Board minute 165.3.1). The Composition was amended by the Research and Graduate Studies Committee in November 1994 (RGSC36.4.2). The terms of reference and membership composition were amended in 1997 (RGSC minute 56.4.1), March 2000 (RGSC minute 72.5.7), November 2001 (RGSC minute 87.5.3), November 2005 (RGSC minute 119.5.3), February 2007 (RGSC minute 129.5.1), October 2008 (RGSC minute 145.5.3), April 2013 (RGSC minute 192.6 and Academic Board minute.464.3.4), August 2014 (RGSC minute 201.10 and Academic Board minute 475.3.4) and by Academic Board Executive Committee on 10 June 2020 (min.ref. 32.6.4). The Genetic Manipulation Supervisory Committee was made a committee of Council, reporting to Council through the RGSC, in October 1997 (C minute 310.9).

An Institutional Biosafety Committee (IBC) is a pre-requisite for the purpose of accreditation of an organisation under the *Gene Technology Act (2000)* 'the Act'. The La Trobe IBC (LTIBC) assists the University by advising on the identification and management of the risks associated with any dealings with Genetically Modified Organisms (GMOs) undertaken by the organisation, including the physical containment of GMOs and providing an interface with the Office of the Gene Technology Regulator (OGTR).

Membership

The membership for the La Trobe Institutional Biosafety Committee is prescribed by *Gene Technology Act (2000)*.

Composition	Member	Appointment status
Chair , appointed by the Deputy Vice-Chancellor, Research, Industry & Engagement)	Refer to website for current membership	Appointed
Deputy Chair , who is appointed by Ethics, Integrity & Biosafety from the AEC membership	Refer to website for current membership	Appointed
Independent(s)	Refer to website for current membership	Appointed
Subject Matter Experts	Refer to website for current membership	Appointed

Term of office

Members of the LTIBC will be appointed for a period of three years with an opportunity to renew for an additional term. Membership will be for a maximum of two terms unless an Expression of Interest fails to find a suitable candidate or at the discretion of Executive Director, Research Office.

Role / Terms of reference

Purpose

The roles and responsibilities of the LTIBC are to ensure compliance with the requirements of the *Gene Technology Act 2000* and the associated *Gene Technology Regulations 2001*, the *Biosafety Act 2015* and all other biosafety and biosecurity activities undertaken across the University.

Terms of reference

The role of the LTIBC is to:

1. Develop new policies, procedures and guidelines for La Trobe University regarding hazardous biological materials including genetically modified organisms and gene technology as needed.
2. Assist La Trobe University to comply with external regulations, guidelines and standards relating to biosafety, biosecurity and dealings involving genetically modified organisms and gene technologies.
3. Oversee best practice of research and teaching potentially involving hazardous biological material.
4. Administer an internal laboratory accreditation system aligning with the *Australian Standard for Microbiological Safety in Laboratories AS/NZS 2243.3:2010* for those laboratories performing work with Risk Group 2 organisms that are not GMO.
5. Undertake assessment and review of all research potentially containing at least Risk Group 2 biological materials, technologies and infectious organisms as outlined in the *Australian Standard for Microbiological Safety in Laboratories AS/NZS 2243.3:2010* and all dealings involving genetically modified organisms and gene technologies at La Trobe University as outlined in the *Gene Technology Act 2000*, *Gene Technology Regulations 2001* (and any amendments), and any related State legislation.
6. Monitor all biosafety, biosecurity and genetic manipulation activities conducted in internally certified and OGTR certified facilities where La Trobe University is the facility certification holder, including activities conducted by non La Trobe personnel where the activity or dealing(s) has been assessed by an external Institutional Biosafety Committee.
7. Monitor the import, export, transport, use and storage of all biosafety, biosecurity and genetically modified materials at La Trobe University according to the *Quarantine Act 1908*, *Customs Act 1901*, *Defence Trade Controls Act 2012*, *National Health Security Act 2007*, *Security Sensitive Biological Agents Standards 2010* and the *Guidelines for the Transport, Storage and Disposal of Genetically Modified Organisms (GMOs) 2011*, regulated by the Department of Defence, the Department of Agriculture and the Department of Health.
8. Provide advice and training to staff, students and visitors potentially working with hazardous biological materials including dealing(s) with genetically modified organisms and gene technologies or conducting work within internally certified and OGTR certified facilities at La Trobe University.
9. Conduct annual inspections of La Trobe University internally certified and OGTR certified physical containment facilities according to La Trobe University and OGTR conditions of certification and recommend facilities for certification to the Gene Technology Regulator prior to the facility being used for genetic manipulation work.
10. Ensure appropriate processes and record keeping requirements are maintained for the monitoring, recording of decisions, and register of biosafety, biosecurity and genetic manipulation activities.
11. Report to the Gene Technology Regulator in accordance with the obligations and responsibilities under the *Act*, *Regulations* and *Guidelines for Accreditation of Organisations* issued by the Regulator.
12. Report to and advise the DVC (and RGSC on all matters relating to biosafety and biosecurity including genetically modified organisms and gene technologies.

A detailed set of committee governance and operation procedures as prescribed by the The Act are available via the [Ethics, Integrity and Biosafety website](#).

Reporting

The committee reports to the Research and Graduate Studies Committee.

Quorum

A quorum for the LTIBC shall comprise one third of the membership and must include the Chair (or Deputy). If an independent member is not present in person at an LTIBC meeting, they must review and approve the meeting minutes.

Frequency of meetings

The committee meets monthly from February to December. If there are no matters at hand, the Committee may cancel the monthly meeting.

List of any sub-committees

None.

Secretariat

Ethics, Integrity and Biosafety.

Contact person and phone / email

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