

TERMS OF REFERENCE

THE AUSTRALIAN NATIONAL UNIVERSITY RECOMBINANT DNA MONITORING COMMITTEE (INSTITUTIONAL BIOSAFETY COMMITTEE)

The Commonwealth Gene Technology Act 2000 took effect on 21 June 2001. This legislation was developed in consultation with all Australian jurisdictions over a number of years to establish a nationally consistent regulatory system for gene technology. The Act is supported by the Gene Technology Regulations 2001, an inter-governmental agreement and corresponding legislation enacted in each State and Territory. Its objective is to protect the health and safety of people, and the environment, by identifying risks posed by or as a result of gene technology, and managing those risks by regulating certain dealings with genetically modified organisms (GMOs).

1. ROLE

- 1.1 Assist individuals within the Australian National University and associated organizations to correctly identify proposed dealings with genetically modified organisms (GMO) as Exempt dealings, Notifiable Low Risk Dealings or dealings requiring a Licence from the Gene Technology Regulator.
- 1.2 Approve proposals to undertake Exempt and Notifiable Low Risk Dealings.
- 1.3 Review and submit applications to undertake higher risk dealings to the Gene Technology Regulator.
- 1.4 Monitor dealings by requiring annual reports to the Committee and carrying out the inspection of certified facilities, which are reported to the Gene Technology Regulator upon request.
- 1.5 Maintain a register of approved projects and containment facilities (laboratories, plant, animal houses and invertebrate facilities).
- 1.6 Consider matters of policy relevant to genetic manipulation research in the University.
- 1.7 Cooperate with the Gene Technology Regulator in meeting the requirements of the Gene Technology Act 2000 and amendments, the Gene Technology Regulations 2001 and amendments, and guidelines issued by the Gene Technology Regulator, which form a national scheme for the regulation of genetically modified organisms.

- 1.8 Report annually to the ANU Council, the Office of the Gene Technology Regulator (OGTR) and the National Institute of Health USA, or as otherwise required.
- 1.9 Provide IBC services to other external accredited organizations that do not have the staff resources to constitute a formal IBC provided that an Indemnity Agreement is in place.

2. MEMBERSHIP

- 2.1 The University Recombinant DNA Monitoring Committee shall comprise a minimum of six experts, including members with skills in the following fields:
 - Virology
 - Immunology
 - Parasitology
 - Biological safety
 - Microbiology
 - Molecular biology/genetics
 - Plant biology

The Committee shall also include at least one independent lay person and one legal representative.

3. CONDITIONS OF APPOINTMENT

- 3.1 Appointments to the University Recombinant DNA Monitoring Committee will be made by the Deputy Vice-Chancellor (Research).
- 3.2 All appointments to the University Recombinant DNA Monitoring Committee shall be normally for a period of two (2) years, and may be renewed for further two (2) year periods.
- 3.3 Members will be advised in writing of their appointment to the University Recombinant DNA Monitoring Committee and the conditions of their appointment. Members will be required to sign a confidentiality agreement.
- 3.4 The Australian National University will provide legal protection for all University Recombinant DNA Monitoring Committee members, in respect of liability that may arise in the course of the *bona fide* conduct of their duties as members.
- 3.5 An individual's membership of the Committee may be withdrawn by the University at any time during the period of appointment. Any such decision will be advised in writing.

4. MEETINGS

- 4.1 Meetings of the University Recombinant DNA Monitoring Committee will be held at least annually.
- 4.2 The Meeting will be held at a date and time determined by the Committee.
- 4.3 The Chairperson may call additional meetings of the University rDNA Monitoring Committee, should a situation call for such additional meetings, provided that 14 days notice is given to the Committee.

5. CONFLICT OF INTEREST

- 5.1 No Committee member shall adjudicate on research in which that member has any conflict of interest including any personal involvement or participation in the research, any financial interest in the outcome or any involvement in competing research.

6. COMPLAINTS PROCEDURES

- 6.1 Any complaints should be made to the Secretary who will advise the Chairperson at the earliest opportunity.
- 6.2 The Chairperson will consider any complaint at the earliest opportunity and take appropriate action. This action may include calling a special meeting of the Committee.