

# EMERGENCY RESPONSE TEAM TERMS OF REFERENCE



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## 1 ESTABLISHMENT

Emergency Response Teams (ERT) effectively manage local incident/s identified on CQUniversity campus/sites. ERTs report directly to the Crisis Management Control Group (CMCG), and acts in accordance with directions from the CMCG.

ERTs can be activated by the Associate Vice-President (or delegate) or the CMCG Chair (or delegate), except for the Rockhampton North campus, which must be activated either by the Vice-Chancellor and President or Vice-President (Global Development), given the multi campus impact of services delivered through the Rockhampton North campus. Where a Rockhampton North localised incident occurs, the response may be delegated by the Vice-Chancellor and President or Vice-President (Global Development) to the Associate Vice-President to coordinate a response. Where an incident involves non-compliance or a breach with regulatory, accreditation or compliance obligation, the Vice-President (Academic) may also activate the ERT.

## 2 FUNCTIONS AND RESPONSIBILITIES

The Team's functions and responsibilities are to:

- 2.1 Manage incidents at a local level (minor).
- 2.2 Eliminate any threats to the campus/site including employees, students and the University community.
- 2.3 Manage the allocation of resources to effectively deal with any incident, including coordinating University resources locally with other external emergency response agencies, as appropriate.
- 2.4 Provide direction to employees and students in terms of managing any incidents, in consultation with the CMCG.
- 2.5 Manage other relevant stakeholders, as required, unless otherwise directed by the CMCG.
- 2.6 Report on the progress of the management of all incidents to the CMCG.

### **3 REFERRAL OF MATTERS**

As soon as an incident or threat is likely to become a moderate (critical) or major (crisis), the Vice-Chancellor and President must be notified to activate the CMCG.

The Vice-Chancellor and President is not required to be notified to activate the CMCG for incidents such as actions taken to preserve life or property, or in response to instruction from emergency response agencies; however, these must be reported to the CMCG.

This Team may refer relevant matters for action or noting to other Committees as appropriate.

### **4 MEMBERSHIP AND TERMS OF OFFICE**

The Team will comprise of:

Appointed members:

- Associate Vice-President
- Campus Coordinator (or Campus Administrator if no Campus Coordinate exists for that Region)
- Senior Safety and Wellbeing Adviser
- Facilities Directorate Coordinator (where matters involve facilities)
- Emergency Control Organisation Members (wardens) - as required.

Nominated members:

- Other University employees nominated by the Associate Vice-President
- Any other such co-opted members as required by the Associate Vice-President.

The term of office for all roles, other than purpose specific roles, is aligned to the continuation of the role.

Where persons are co-opted for a specific purpose, membership to the Team will cease when the specific purpose has been completed.

### **5 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.

### **6 RIGHTS OF AUDIENCE AND DEBATE**

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

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

### **7 CHAIR**

The Chair will be the Associate Vice-President.

In the absence of the Chair, the Chair will be the Campus Coordinator.

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

## 8 SECRETARY

The Associate Vice-President will nominate the Secretary.

## 9 CONFLICT OF INTEREST

Team members must declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Team's agenda.

If the Chair or Team deems a member to have a conflict of interest in a matter before the Team, the member will be excused from Team discussions and deliberations on that matter.

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

## 10 MEETINGS

Team meetings may be held face-to face, by telephone, videoconference, or other electronic means. Meetings will override other business activities.

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 a quorum of members.

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

## 11 AGENDAS AND MINUTES

Members will be notified by email of the location and availability of the material. Members are encouraged to view the agenda electronically during the meeting.

Team 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 members and include them in the agenda papers for the next meeting.

## 12 EVALUATION AND REVIEW

To ensure the Committee is fulfilling its duties, the ERT will undertake an incident-driven self-assessment of its performance against these Terms of Reference and provide that information to the CMCG along with any information the CMCG Chair requests to facilitate its review of the Committee's performance and its membership.

## 13 RELATED LEGISLATION AND DOCUMENTS

Australian Standard AS3745-2020 – Planning for emergencies in facilities

[Business Continuity Planning and Incident Management Policy and Procedure](#)

[Crisis Management Control Group Team Terms of Reference](#)

Finance and Planning Business Continuity Plan

Information Communications Technology (ICT) Business Continuity Plan

Pandemic Business Continuity Plan

People and Culture Business Continuity Plan

Student Experience and Governance Business Continuity Plan

Technology and Services Assistance Centre (TaSAC) Business Continuity Plan

Tertiary Education Division Business Continuity Plan

## 14 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 15 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Director People and Culture
Next Review Date	26/05/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 04/06/2012
Amendment Authority and Date	Vice-Chancellor and President 18/03/2012; Vice-Chancellor and President 18/03/2015; Vice-Chancellor and President 7/02/2018; Senior Deputy Vice-Chancellor (International and Services) 28/01/2020; Vice-Chancellor and President 03/06/2020; Editorial amendment 31/03/2021; Vice-Chancellor and President 26/05/2022.
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