

BUSINESS CONTINUITY PLANNING COMMITTEE TERMS OF REFERENCE



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1 ESTABLISHMENT

This Business Continuity Planning Committee was established to provide reports, recommendations and/or advice to the Vice-Chancellor and President.

2 FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

- 2.1 Ensure effective continuance of CQUniversity's operations in the event of a moderate (critical), major (crisis) or potentially catastrophic incident.
- 2.2 Establish, review and where appropriate test University-wide business continuity plans and its associated entities.
- 2.3 Function with responsibilities as per the Australian Standard AS3745-2010 - Planning for emergencies in facilities and the [Business Continuity Planning and Incident Management Policy and Procedure](#) and [Crisis Management Control Group Terms of Reference](#).
- 2.4 Coordinate the planning and delivery of training to ensure the effectiveness of the Crisis Management Control Group (CMCG) and Emergency Response Teams (ERT).
- 2.5 Review the structure and effectiveness of the CMCG and ERTs.

3 REFERRAL OF MATTERS

The Committee may refer any item to the Vice-Chancellor and President 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 as required 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 Committee shall comprise:

Ex-officio members:

- Vice-Chancellor and President (Chair)
- Vice-Presidents
- Director, Facilities Management
- Director, People and Culture
- Director, Vice-Chancellor and President Office
- Director, Corporate Communications
- Associate Director, Global Development (Business Continuity Coordinator).

Co-opted members:

- positions may be co-opted from time to time for a limited period by the Chair for a specific purpose.

The term of office for all roles, other than purpose specific roles, is aligned to the continuation of the role. The Committee shall, however, review its membership on an annual basis.

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

6 RIGHTS OF AUDIENCE AND DEBATE

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

Those holding the following or equivalent positions (or their nominee) shall have standing rights of audience and debate at meetings:

- National OHS Manager (Advisory – Emergency Planning, Fire Safety Advisor)
- Associate Vice-Presidents (Advisory – Location and Region impacts)

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

7 OBSERVERS

Observers are welcome with the Chair's 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.

8 CHAIR

The Chair shall be the Vice-Chancellor and President.

In the absence of the Chair, the members shall be the Vice-President (Global Development).

9 SECRETARY

The Vice-Chancellor and President shall nominate the Secretary.

10 REMOVAL OF A MEMBER FROM OFFICE

The Vice-Chancellor and President may terminate the membership of any member of the Committee for excessive non-participation or for any act which, in their view, constitutes unacceptable behaviour within the group.

11 QUORUM

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

Where 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 the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from Committee discussions and deliberations on the 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 a year as determined in advance by the Committee.

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 a quorum of the members.

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

14 AGENDAS AND MINUTES

Agendas and associated documentation will be distributed at least five working days prior to the meeting. Members will be notified by email of the location and availability of material. Members are encouraged to view the agenda electronically 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 no later than eight working days prior to the forthcoming meeting.

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

Minutes are to be prepared for each committee 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.

15 EVALUATION AND REVIEW

To ensure that 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 Vice-Chancellor and President, along with any information the Vice-Chancellor and President requests to facilitate its review of Committee's performance and its membership.

16 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 Terms of Reference](#)
[Emergency Response 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

17 FEEDBACK

Feedback about this document can be emailed to policy@cqu.edu.au.

18 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee	Vice-Chancellors Advisory Committee
Administrator	Vice-President (Global Development)
Next Review Date	03/06/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 04/06/2012
Amendment Authority and Date	Senior Deputy Vice-Chancellor (International and Services) 19/09/2014; Administrative update approved Senior Deputy Vice-Chancellor (International and Services) 03/02/2015; Vice-Chancellor and President 7/09/2016; Vice-Chancellor and President 7/02/2018; No Change Review – Administrator Approved – Senior Deputy Vice-Chancellor (International and Services) 28/01/2020; Vice-Chancellor and President 03/06/2020.
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