

CRISIS MANAGEMENT CONTROL GROUP TERMS OF REFERENCE



Contents

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	MEMBERSHIP AND TERMS OF OFFICE	1
4	RIGHTS OF AUDIENCE AND DEBATE	2
5	CHAIR	2
6	SECRETARY	2
7	REMOVAL OF A MEMBER FROM OFFICE	2
8	QUORUM	3
9	CONFLICT OF INTEREST	3
10	MEETINGS	3
11	OBSERVERS	3
12	AGENDAS AND MINUTES	3
13	EVALUATION AND REVIEW	3
14	FEEDBACK	4
15	APPROVAL AND REVIEW DETAILS	4

1 ESTABLISHMENT

The Crisis Management Control Group (CMCG) is an incident-driven planning and working group, established as incidents emerge and are declared moderate (critical) or major (crisis) by the Vice-Chancellor and President.

2 FUNCTIONS AND RESPONSIBILITIES

This Group's functions and responsibilities are to:

- 2.1 Coordinate incident responses across CQUniversity to ensure a consistent and coordinated response to crisis within the University.
- 2.2 Activate local Emergency Response Teams (ERT) as required; where not already activated by the Associate Vice-Chancellor appropriate to the incident.
- 2.2 Coordinate a University response to incidents and provide direction to ERTs.
- 2.3 Coordinate media and communication activities across CQUniversity in relation to incidents.
- 2.4 Provide a point of reference for external emergency response agencies.
- 2.5 Conduct incident evaluation and reports to the Vice-Chancellor and President.
- 2.7 Coordinate incident recovery activities.
- 2.8 Deal with any other matters as directed by the Vice-Chancellor and President.

3 MEMBERSHIP AND TERMS OF OFFICE

The Committee shall comprise of:

Ex-officio members:

- Vice-Chancellor and President
- Deputy Vice-Chancellor (International and Services)
- Provost
- Deputy Vice-Chancellor (Student Experience, Strategic Developments and Wide Bay Burnett)
- Deputy Vice-Chancellor (Finance and Planning)
- Deputy Vice-Chancellor and President's Office and University Secretary
- Regional Associate Vice-Chancellors
- Dean of Schools (various) – where not already represented in other positions
- Director, Facilities Management
- Chief Information and Digital Officer
- Director, People and Culture

Co-opted members:

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

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

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

This Committee's membership must include appropriate gender representation.

4 RIGHTS OF AUDIENCE AND DEBATE

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

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

5 CHAIR

The Chair shall be the Vice-Chancellor and President.

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

6 SECRETARY

The Vice-Chancellor and President shall nominate the Secretary.

7 REMOVAL OF A MEMBER FROM OFFICE

This Group may terminate a person's membership of the Group for misconduct by a vote of two-thirds of those present at a Group meeting called in accordance with these Terms of Reference, and for which due notice of the motion to terminate the person's membership has been given.

Where a member or their nominee does not attend three consecutive meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Team to have their membership reinstated.

8 QUORUM

The CMCG is an incident-driven group activated when a moderate (critical) or major (crisis) incident is declared. Where a normal member is unable to participate by reason of absence from campus, a nominee reporting to that position, suitably experienced and qualified, may fulfil that role to ensure full membership of the Group.

The quorum for the Group 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.

9 CONFLICT OF INTEREST

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

If the Chair or Group deems a member to have a conflict of interest in a matter before the Group, the member will be excused from Group 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](#).

10 MEETINGS

Group 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 the members.

Group 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.

11 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.

12 AGENDAS AND MINUTES

Members will be notified by email of the location and availability of material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online during the meeting.

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

Minutes are to be prepared for 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.

13 EVALUATION AND REVIEW

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

The Administrator shall review these Terms of Reference every two years and provide a report, including any recommendations, to the Vice Chancellor and President.

14 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

15 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellors Advisory Committee
Administrator	Senior Deputy Vice-Chancellor (International and Services)
Next Review Date	7/02/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 04/06/2012
Amendment Authority and Date	Deputy Vice-Chancellor (International and Services) 19/09/2014; administrative update Deputy Vice-Chancellor (International and Services) 03/02/2015; Acting Deputy Vice-Chancellor (International and Services) 25/08/2016; Vice-Chancellor and President 7/02/2018.
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