

# CRISIS MANAGEMENT CONTROL GROUP TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Crisis Management Control Group (CMCG) is an incident-driven 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 incidents within the University as per CQUniversity's [Business Continuity Planning and Incident Management Policy and Procedure](#).
- 2.2 Activate local Emergency Response Teams (ERT) as required; where not already activated by the Associate Vice-President appropriate to the incident.
- 2.3 Coordinate a University response to incidents and provide direction to ERTs.
- 2.4 Coordinate media and communication activities across CQUniversity in relation to incidents.
- 2.5 Provide a point of reference for external emergency response agencies.
- 2.6 Conduct incident evaluation and reports to the Vice-Chancellor and President.
- 2.7 Coordinate incident response and recovery activities.
- 2.8 Deal with any other matters as directed by the Vice-Chancellor and President.

### **3 MEMBERSHIP AND TERMS OF OFFICE**

The Group shall comprise of:

Ex-officio members:

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

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 co-opted for a specific purpose, membership on the Group will cease when the specific purpose has been completed.

### **4 RIGHTS OF AUDIENCE AND DEBATE**

This Group may extend rights of audience and debate on either a standing or ad hoc basis. Depending on the nature of the issue or emergency select members from the list below will be called on to be present for CMCG. The wide nature of the Rights of Audience and Debate group reflects the wide variety of business continuity issues which may occur from time to time and which may require some or all the list below for input into the decision making.

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

- Dean of Schools (various) – where not already represented in other positions
- Associate Vice-Presidents (various)
- Director, Office of the Vice-Chancellor and President
- Deputy Vice-Presidents
- National Occupational Health and Safety Manager.

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

### **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 CHAIR**

The Chair shall be the Vice-Chancellor and President.

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

## **7 SECRETARY**

The Vice-Chancellor and President shall provide secretarial support for the CMCG.

## **8 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 constitutes unacceptable behaviour within the group.

## **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.

## **11 AGENDAS AND MINUTES**

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

## **12 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.

## **13 RELATED LEGISLATION AND DOCUMENTS**

Australian Standard AS3745-2020 – Planning for emergencies in facilities

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

[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

## 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
Advisory Committee	Vice-Chancellors Advisory Committee
Administrator	Vice President (Global Development)
Next Review Date	03/06/2023

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; Vice-Chancellor and President 5/06/2019; Vice-Chancellor and President 03/06/2020.
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