

# EMERGENCY RESPONSE TEAM TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Emergency Response Teams (ERT) are activated by the Associate Vice-Chancellor or the Crisis Management Control Group (CMGG) Chair to effectively manage local incidents identified on CQUniversity campuses/sites. The ERT reports directly to the CMCG, and acts in accordance with directions from the CMCG.

## 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 CQUniversity community.
- 2.3 Manage the allocation of resources to effectively deal with any incident, including coordinating CQUniversity resources locally with other external emergency response agencies, as appropriate. .
- 2.4 Provide direction to all employees and students in terms of managing any incidents, in consultation with the CMCG.
- 2.5 Manage all 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 shall comprise of:

Appointed members:

- Associate Vice-Chancellors
- Facilities Directorate Coordinator (where matters involve facilities)
- Occupational Health and Safety Senior Officer
- Emergency Control Organisation Members (wardens) - as required.

Nominated members:

- Other CQUniversity employees nominated by the Associate Vice-Chancellors
- CQUniversity Security Coordinator (where relevant)
- Any other such co-opted members as required by the Associate Vice-Chancellor.

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.

The Team's membership must include appropriate gender representation.

## **5 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.

## **6 CHAIR**

The Chair shall be the Associate Vice-Chancellor.

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

## **7 SECRETARY**

The Associate Vice-Chancellor shall nominate the Secretary.

## **8 CONFLICT OF INTEREST**

Team members are required to 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](#).

## **9 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 are required to fully prepare for each meeting, read the documentation in advance, and make every reasonable effort to attend each meeting.

## 10 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.

## 11 AGENDAS AND MINUTES

Members will be notified by email of the location and availability of the material. Members are encouraged to bring laptops, iPads or similar to the meetings and view the agenda online 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 Vice-Chancellor and President requests to facilitate its review of the Committee's performance and its membership.

The Administrator shall review these terms of reference every two years, in conjunction with the Committee, and provide a report, including any recommendations, to the Business Continuity Planning Committee (BCPC) and Vice-Chancellor and President.

## 13 FEEDBACK

University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 14 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's 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	Vice-Chancellor and President 18/03/2012; Vice-Chancellor and President 18/03/2015; Vice-Chancellor and President 7/02/2018.
Notes	