

EMERGENCY PLANNING COMMITTEE CONSTITUTION

1. ESTABLISHMENT

- 1.1 The Emergency Planning Committee (hereinafter 'the EPC') was established in 2012 as an advisory body to the University Health and Safety Committee.

2. FUNCTIONS

- 2.1 The EPC is responsible for advising the University, on matters relating to Emergency Management. Without limiting the generality of the foregoing, the role of the Committee is to:
- 2.1.1 Identifying events that could reasonably produce emergency situations;
 - 2.1.2 Developing an Emergency Management Plan in accordance with Section 3 – AS 3745 – 2010;
 - 2.1.3 Ensuring that resources are provided to enable the development and implementation of the EMP. Resources include time, finance, equipment and personnel;
 - 2.1.4 Nominating the validity period for the emergency plan and the evacuation diagram;
 - 2.1.5 Ensuring the EMP is readily identifiable and available to the appropriate persons;
 - 2.1.6 Establishment of Incident Response Teams (IRT's) to operate in accordance with the EMP;
 - 2.1.7 Establishing arrangements to ensure continued operation of IRT (during leave of absence, resignations etc.);
 - 2.1.8 Ensuring a register of IRT members are current and readily available;
 - 2.1.9 Ensure adequate training and information awareness for IRT members;
 - 2.1.10 Ensure appropriate and adequate testing/exercising of the EMP and review outcomes for deficiencies; and
 - 2.1.11 Review the effectiveness of the EMP and where appropriate arrange for amendments to be made.

3. MEMBERSHIP

- 3.1 Director Health, Safety and Emergency Management (Chair), ex officio
- 3.2 Emergency Planning Manager (Secretary)
- 3.3 Operations and Maintenance Director
- 3.4 Portfolio Manager Transport, Parking and Security

4. TERMS OF OFFICE

- 4.1 Members of the Committee, other than ex officio, shall serve for terms of up to two (3) years.
- 4.2 Members may be re-appointed by the Chair to serve for further terms.

5. RIGHTS OF AUDIENCE AND DEBATE

- 5.1 The EPC may invite any person or persons whether from within the University or external to the University to attend an entire meeting or meetings, or to attend for one or more specified items, with rights of audience and debate.

6. QUORUM

- 6.1 A quorum of members must be present before a meeting can proceed. At least three (3) members (excluding invited guests) must be present for a quorum to be reached.

7. ESTABLISHMENT OF WORKING PARTIES

- 7.1 The Committee may establish working parties to address particular, specific issues. A working party is disestablished upon completion of its brief.

8. MEETING SCHEDULE

- 8.1 The Committee shall meet as frequently as necessary, but not less than two (2) times per calendar year.
- 8.2 The meeting schedule and venue shall be distributed to members by the Secretary, at least one week prior to the meeting.
- 8.3 A special meeting may be called with the agreement of half of the members or at the discretion of the Chair.

9. REPORTING

- 9.1 The Committee will report to the University Health and Safety Committee by way of its minutes.

10. SERVICING OF THE COMMITTEE

- 10.1 The Chair shall appoint a Committee secretary.



VERSION CONTROL				
Version #	Last Amendment Date	Approved By	Approval Date	Contact Officer
1	05/03/2018	Nelly Latino (Chair)	13/03/2018	David Croghan (Secretary)
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