

 MULTICULTURAL COUNCIL of TASMANIA	Crisis Response Policy	Policy ID	MCOT-CRI
		Version Number	1
		Implementation Date	20 June 2019
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Policy Owner	BOARD	Approval	Board
Drafted by	Ron Franks	Next review date	April 2021

INTRODUCTION

Disasters, emergencies and other traumatic incidents can undermine the ability of Multicultural Council of Tasmania to achieve its purposes.

Good planning is essential to assisting Multicultural Council of Tasmania to respond and recover from such events.

PURPOSE


The purpose of this policy is to ensure that Multicultural Council of Tasmania undertakes appropriate planning to enable it respond and recover from disasters, emergencies and other traumatic incidents.

POLICY

The Board must establish a Crisis Response Committee and review its composition and effectiveness every year. The CEO should be a member of the Crisis Response Committee.

The terms of reference establishing the Crisis Response Committee should require the committee to:

- Regularly identify threats and potential crisis events.
 - Such events could include anything which threatens the health and wellbeing of the staff, assets or reputation of Multicultural Council of Tasmania, the effective functioning of the administrative systems or the services provided by Multicultural Council of Tasmania.
- Identify the likelihood of such events.
- Assess the consequence of such events.
- In the case of events which have potentially severe consequences:
 - Evaluate the suitability of the existing decision-making/delegation structures and whether they need to be revised. Consider in particular:
 - the role of the Board – and whether it can make decisions under time pressure and any other constraints that could exist in crisis events; and
 - whether special delegations should be put in place to enable Multicultural Council of Tasmania to respond urgently. This could take the form of the establishment of a dedicated committee, or the delegation of functions to the CEO or other senior management.
 - Identify all the relevant internal and external stakeholders.
 - For example: staff, clients/customers, media, SES, MBF or CFA, financial institutions, the local government council, other State or Federal government

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agencies – including regulatory or funding bodies, or emergency response agencies or police.

- Identify the sorts of communication that could be needed with those stakeholders and evaluate the ability of Multicultural Council of Tasmania to communicate with them in crisis events.
- Identify whether there are any functions which Multicultural Council of Tasmania undertakes which are critical and what mechanisms could be put in place to continue or replace those functions in the event of a crisis.
- Consider Multicultural Council of Tasmania’s occupational health and safety policy, and Multicultural Council of Tasmania’s legal obligations in respect of occupational health and safety and evaluate the ability of Multicultural Council of Tasmania to comply with its obligations in crisis events.
- Identify what financial resources are, or can be, utilised in the response of Multicultural Council of Tasmania to crisis events.
- Identify what plans, procedures and policies are already in place in Multicultural Council of Tasmania (eg. fire evacuation plans, the appointment of fire wardens and fire drills) to enable it to respond to crisis events.
- Identify what policies, procedures or training is necessary to ensure that everyone within Multicultural Council of Tasmania responds as required.
- Consult with emergency response agencies.
- Report to the Board on all the above, including making recommendations on what steps Multicultural Council of Tasmania should put in place to enable it to respond to crisis events.

RELATED DOCUMENTS

- Media and Communications policy
- Delegations policy

AUTHORISATION

Signed by CEO:Date: 20 June 2019

Signed by Chair:Date: 20 June 2019