

TERMS OF REFERENCE

Emergency Planning Technical Advisory Committee (TAC/17)

3 December 2010

TAC/17 – previously the Workplace Emergency Response Special Interest Group (WER/SIG) – has interests in Australian Standards or publications covering workplace emergency response (AS 3745) and other standards where they relate to emergency response, such as:

- Fire detection, warning, control and intercom systems (AS 1670, AS 2220);
- Planning for emergencies – Healthcare facilities (AS4083); and,
- Maintenance of fire protection systems & equipment (AS 1851).

TAC/17 is involved in the development and review of FPA Australia's Workplace Emergency Response Certification Program whereby individuals and businesses are certified as having met specific requirements relating to the development of workplace emergency response based on *AS 3745 Emergency control organization and procedures for buildings, structures & workplaces*.

Key Functions:

- Be aware of all legislation, codes, Australian Standards, Competency Standards and other publications that relate to workplace emergency response procedures.
- Review Australian Standards (published and draft) covering workplace emergency response (AS 3745), fire detection, warning, control and intercom systems (AS 1670, AS 2220), planning for emergencies – healthcare facilities (AS 4083), and maintenance of fire protection systems and equipment (AS1851) providing feedback to the relevant Standards Australia Committees.
- Provide input into the development of regulatory updates, Australian Standards relating to workplace emergency response procedures.
- Provide guidance on technical and application matters related to workplace emergency response to FPA Australia members, TACs and SIGs.
- Provide review and development to the WER Certification Program.
- Review WER competency standards covering the Emergency Response sector and provide guidance to members representing the association in the development of the competency standards.
- Review FPA Australia's relevant educational material and recommend the development of supporting documents (e.g. a data sheet) when the need is identified.
- Assist with the preparation of articles for publications such as FireTalk and the Fire Australia Journal on matters relating to the first point.
- Report to NTAC on key issues, recommendations, and request advice.

Secondary Roles:

- Promote the flow of information related to workplace emergency response to FPA Australia members.
- Provide a forum to bring members with allied interest together.
- Work cooperatively with relevant external groups and organisations.
- Recommend need for and provide information on seminars and conferences relative to the industry, which should be considered by the FPA Australia board.
- Run seminars on WER.
- Recommend and develop a suite of training resources for sale by FPA Australia.

Interrelationships:

- FPA Australia Head Office
- National Technical Advisory Committee (NTAC)
- TAC/2 Fire Detection and Alarm Systems
- TAC/T Training
- BF-000 Fire Standards Coordination Group (FSCG)
- FP-001 Maintenance of Fire Protection Systems & Equipment
- FP-002 Fire Detection, Warning, Control and Intercom Systems
- FP-017 Emergency Planning
- HE-026 – Hospital Emergency Procedures

Approved by FPA Australia Board of Directors 21 October 2010