

WHS OP019 Terms of Reference (Vice-Chancellor approved) - Organisational Resilience Planning Committee

Section 1 - Overview

Establishment of Committee

- a. The Committee is established as a Vice-Chancellor and Chief Executive Officer's Committee, and the Committee is delegated a number of functions in relation to emergency management and business continuity planning matters at the University.
- b. The establishment of this Committee and the delegation of powers to it are actions authorised by the Vice-Chancellor and Chief Executive Officer.

Objectives

- (1) The Organisational Resilience Planning Committee is responsible for the development and review of a strategic framework to ensure the effective continuance of the University of New England's operations in the event of a major crisis or potentially catastrophic event.
- (2) The Committee is responsible for regularly testing the effectiveness of Business Continuity Planning across all campuses of the University and the development, implementation and maintenance of the emergency management plan (EMP), emergency response plans and related training.

Section 2 - Committee membership

Membership

- (3) The members of the Committee are as follows:
 - a. Chief Operating Officer;
 - b. Deputy Vice-Chancellor;
 - c. Director Estate and Built Environment;
 - d. Director People and Culture;
 - e. Chief Information Officer;
 - f. Director Audit and Risk;
 - g. UNE Life Director; and
 - h. Director, Residential System.

In attendance

Official attendees

- a. Any other person invited by the Chair

Chair

(4) The Chief Operating Officer will act as Chair. If the Chief Operating Officer is unavailable to act as Chair then the Deputy Vice-Chancellor will act as Chair. If Deputy Vice-Chancellor is unavailable to act as Chair then the Committee will elect a Chair to act during the period the Chief Operating Officer and are Deputy Vice-Chancellor unavailable.

Gender representative objectives

(5) The University is committed to gender equality and, so far as is practicable, it is an objective that the Committee membership should comprise a balance of genders.

Section 3 - Terms of reference

Functions

(6) Establish a Business Continuity Management Control Group to manage return to business as usual planning and monitor risks to UNE business processes.

(7) Establish, review and where appropriate test Business Continuity Plans (BCP) and Emergency Management Plans (EMP) for UNE and its controlled entities and sites.

(8) Function as the Emergency Planning Committee for UNE, with responsibilities as per AS3745-2010 (Planning for Emergencies in Facilities).

(9) Establish an Emergency Control Organisation (ECO) and Emergency Response Teams and ensure their continuing operation.

(10) Ensure that adequate resources of time, finance, equipment and personnel have been allocated to enable the development and implementation of the BCP and EMP.

(11) Ensure all applicable legislative requirements are met.

(12) Manage the implementation of the EMP to ensure that all stakeholders with roles and responsibilities under the Plan are available, competent and have up to date training.

(13) Ensure that the BCP and EMP is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the EMP.

Responsibilities

(14) Coordinate the planning for and delivery of appropriate training and testing to ensure the effectiveness of any event that would disrupt core University business

(15) Review the structure and effectiveness of University Disaster Plans, and of the Emergency Response Teams.

(16) Provide a point of liaison with Emergency Plans developed by other relevant agencies and Emergency Services, such as Local Government, the Police Service and State Emergency Services, to ensure a coordinated planned response to the potential crisis.

(17) Identify events that could reasonably produce emergency situations.

- (18) Ensure the development of the BCP's are in accordance with the Business Continuity Institute Good Practise Guidelines.
- (19) Ensure the development of the EMP is in accordance with Section 3 of the AS 3745-2010.
- (20) Train at least one member of the Committee, to enable the Committee to completely execute its obligations in accordance with Section 6.2 of the AS 3745-2010.
- (21) Nominate the validity period for the EMP and the evacuation diagrams which should not exceed 5 years.
- (22) Ensure the (EMP) is implemented, regularly tested, updated and regularly communicated and distributed to all relevant stakeholders.
- (23) Ensure the alignment with all other related policies and plans and compliance with relevant legislation.
- (24) Ensure that the register of ECO members is kept current and readily available.
- (25) Ensure that tenants and other entities on site are included in emergency activities including evacuation exercises.
- (26) Ensure all Committee member obligations are met under the AS 3745-2010.
- (27) Establish a standardised monitoring and evaluation process for the EMP, and retain permanent record of incidents and emergencies.
- (28) Ensure that Committee members have a clear understanding of the broader emergency management responses within NSW, and EMP's within the region.

Reporting

- (29) The Chair of the Committee will report to the Vice-Chancellor and Chief Executive Officer on the business conducted by the Committee. Reports will normally be by email and will include minutes of each meeting.
- (30) The Committee will receive reports from the Emergency Control Organisation, and the Business Continuity Management Control Group quarterly, detailing continuity planning, evacuation reports, response exercises, training, expenses, and relevant meeting minutes and actions.

Section 4 - Delegations

Delegation from Vice-Chancellor and Chief Executive Officer

- (31) This committee has delegated authority from the Vice-Chancellor and Chief Executive Officer to perform on behalf of the Vice-Chancellor and Chief Executive Officer the approval, advice and monitoring functions set out in these terms of reference and all matters ancillary to those functions. The Vice-Chancellor and Chief Executive Officer retains the discretion to withdraw, modify or override this delegation at any time.

Section 5 - Conduct of Committee business

Meetings

- (32) The Committee will meet on a quarterly basis and is expected to use technology and "flying minutes" to attend to urgent matters. Committee members are expected to be available on short notice, however should be given as much notice as is practicable in the circumstances of matters arising.

Business papers

(33) Unless the Chair directs otherwise, Committee business papers, or "flying minutes" and explanatory documents accompanying them, will be distributed to Committee members as required and with as much notice as is practicable in the circumstances. Disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

Quorum

(34) A quorum shall consist of a simple majority of the members of the Committee at the time the meeting is held.

Use of technology

(35) For its business papers, meetings and otherwise to conduct its business the Committee and its members may use technology including telephone, video-conferencing, telepresence, email and internet as arranged by the Chair and/or Committee Secretary.

Resolutions

(36) The Committee may pass a resolution by "flying minute" provided that the resolution has been approved by a simple majority of the Committee members at the time the resolution is made.

Minutes

(37) Meeting notes will be kept to a minimum and circulated promptly following the meeting, including all action items. These will not require formal endorsement by the Committee.

Disclosure of information

(38) Disclosure of business papers, minutes and other information received by the Committee should be made via the Chair or Secretary to the Committee.

Self-Review

(39) Once every twelve-month period, the Committee shall devote at least one part of one meeting to the review of its policies, practices and procedures over the preceding 12 months.

Secretary to Committee

(40) The Chair will nominate an appropriate staff member to act as secretary and provide administrative support to the Committee.

Status and Details

Status	Current
Effective Date	5th December 2016
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Approval Authority	Vice-Chancellor and Chief Executive Officer
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Expiry Date	To Be Advised
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