

Organisational Resilience Procedures

Section 1 - Overview

- (1) Business continuity is an organisational resilience activity that develops resilient administrative processes to underpin the delivery of the University's teaching, learning and research. The continuity of key organisational processes is essential to UNE's business interruption avoidance and response, and adjustment to organisational change.
- (2) The basic business continuity steps are designed as a starting point for business continuity management. By implementing the basic steps, business units will develop a greater capacity to perform key organisational processes under pressure.
- (3) All UNE Representatives involved in developing, performing or managing key organisational processes, are to act to ensure these processes are resilient. This is in accordance with the [Organisational Resilience Rule](#).

Section 2 - Scope

- (4) These Procedures apply to the business continuity documentation for all key organisational processes. Business unit's (which includes Schools) with responsibility for key organisational processes, are to act to ensure these processes can be performed as needed, during and/or after planned and unplanned organisational changes.
- (5) Key organisational processes are business activities that are essential to:
- a. the delivery of teaching content;
 - b. the function of student learning methods and assessment tools; c) the conduct of research;
 - c. the management of corporate data and records;
 - d. compliance with legislative requirements (payroll, financial services, reporting etc.); or
 - e. the protection of the University's identity and reputation.

Business Continuity Records Management

- (6) Each business unit is responsible for updating and managing their business continuity documentation.
- (7) The following records management principles need be followed for all business continuity documentation:
- a. All documentation needs to be up-to-date as appropriate. At a minimum documents should be reviewed quarterly to amend the out-of-date information;
 - b. Documentation needs to be stored so as to be accessible to all business unit staff who may need to access it to perform the business units key organisational processes;
 - c. All documentation needs be stored on a University corporate records management system; and
 - d. A back-up of all current documentation needs be stored in a manner appropriate to the business unit, that is accessible to the business unit when the University corporate records management system is unavailable.
- (8) Click here for (worksheets for identification of key operational processes).

Section 3 - Definitions

(9) Business Continuity Management provides for the availability of processes and resources in order to ensure the continued achievement of critical objectives.

(10) Business Units are all units, including Schools, Directorates, Departments and Centres, with financial operations under a University of New England cost centre.

(11) Input means information, data or other catalysts required by the business unit to perform the process.

(12) Key organisational processes are business activates that are essential to:

- a. the delivery of teaching content;
- b. the function of student learning methods and assessment tools;
- c. the conduct of research;
- d. the management of corporate data and records;
- e. compliance with legislative requirements (payroll, financial services, reporting etc.); or
- f. the protection of the University's identity and reputation.

(13) Output means information, data or decisions that are created by the business unit performing the process.

(14) Processing means the act of performing the process.

Status and Details

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Unit Head	Kate McNarn Director Governance and University Secretary
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Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.