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| Description: Description: cid:3341384272_26281109 | **Organisational Resilience Rule**  **(approved by Council)**  **Basic Business Continuity: Step One Identifying Key Organisational Processes** |

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| **Overview** |

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.

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.

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.

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| **Scope** |

1. 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.
2. Key organisational processes are business activates that are essential to:
   1. the delivery of teaching content;
   2. the function of student learning methods and assessment tools;
   3. the conduct of research;
   4. the management of corporate data and records;
   5. compliance with legislative requirements (payroll, financial services, reporting etc.); or
   6. the protection of the University's identity and reputation.

**Business Continuity Records Management**

1. Each business unit is responsible for updating and managing their business continuity documentation.
2. The following records management principals need be followed for all business continuity documentation:
   1. All documentation needs to be up-to-dated as appropriate. At a minimum documents should be reviewed quarterly to amend the out-of-date information;
   2. 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;
   3. All documentation needs be stored on a University corporate records management system; and
   4. A back-up of all current documentation needs be stored in a manor appropriate to the business unit, which is accessible to the business unit when the University corporate records management system is unavailable.

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| **Identification of Key Organisational Processes** |

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| **Key organisational process:** | | <Name of the key organisational process> | | **Responsible Business Unit:** | <Enter the UNE Business Unit> | |
| **Objective of the key organisational process:** | | <Short description of the objective or purpose of the organisational process> | | | | |
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| **Inputs:** | **Inputs required by the Business Unit to perform this key organisational process:** | | **How the input is obtained for use in this process**  **(e.g. accessed via a system, sent via email):** | **Contact who supplies the input:** | | **Staff member responsible for receiving the input:** |
| <Name of the input> | | | <Short description of how the input is obtained> | <Enter contacts position> | | <Enter staff members position> |
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| **Processing:** | **Overview of how the Business Unit performs the key organisational process:** | | **Specialised items required to perform the process**  **(i.e. systems or equipment):** | **Contact who administers or maintains the specialised item:** | | **Staff member responsible for using the specialised item:** |
| <Brief overview of the process> | | | <Enter name of specialised equipment> | <Enter contacts position> | | <Enter staff members position> |
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| **Outputs:** | **Outputs from the key organisational process the Business Unit is required to transfer:** | | **How the output from this process is transferred:** | **Contact who receives the transferred output:** | | **Staff member responsible for transferring the output:** |
| <Name of the output> | | | <Short description of how the output is transferred> | <Enter contacts position> | | <Enter staff members position > |
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| **Identification of Key Organisational Processes: Contacts Details** |

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| **Key organisational process:** | | <Name of the key organisational process> | | | **Responsible Business Unit:** | <Enter the UNE Business Unit> | |
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| **Inputs:** | **Positons of Contacts who supply inputs:** | | **Names of Contacts who supply inputs:** | **Phone number:** | **Email address:** | | **Alternative Contact for supply of inputs:** |
| <Enter contacts position> | | | <Enter contacts name> | <Enter phone number> | <Enter email address> | | <Enter the details for an alternative contact> |
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| **Processing:** | **Positons of Contacts who administer / maintain specialised items:** | | **Names of Contacts who administer / maintain specialised items:** | **Phone number:** | **Email address:** | | **Alternative Contacts for administration/maintenance:** |
| <Enter contacts position > | | | <Enter contacts name> | <Enter phone number> | <Enter email address> | | <Enter the details for an alternative contact> |
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| **Outputs:** | **Positons of Contacts who receive transferred outputs:** | | **Names of Contacts who receive transferred outputs:** | **Phone number:** | **Email address:** | | **Alternative Contacts to receive outputs:** |
| <Enter contacts position > | | | <Enter contacts name> | <Enter phone number> | <Enter email address> | | <Enter the details for an alternative contact> |
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| **Identification of Key Organisational Processes: Business Unit Staff Details** |

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| **Key organisational process:** | | <Name of the key organisational process> | | | | **Responsible Business Unit:** | <Enter the UNE Business Unit> | |
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| **Inputs:** | **Positons of Staff members responsible for receiving inputs:** | | **Names of Staff members responsible for receiving inputs:** | **Phone number:** | **Email address:** | | | **Alternative staff members to obtain inputs:** |
| <Enter staff members position> | | | <Enter staff members name> | <Enter phone number> | <Enter email address> | | | <Enter the details for an alternative staff member> |
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| **Processing:** | **Positons Staff members responsible for using specialised items:** | | **Names of Staff members responsible for using specialised items:** | **Phone number:** | **Email address:** | | | **Alternative staff members to use specialised items:** |
| <Enter staff members position > | | | <Enter staff members name> | <Enter phone number> | <Enter email address> | | | <Enter the details for an alternative staff member> |
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| **Outputs:** | **Positons of Staff members responsible for transferring outputs:** | | **Name of Staff member responsible for transferring output:** | **Phone number:** | **Email address:** | | | **Alternative staff members to transfer outputs:** |
| <Enter staff members position > | | | <Enter staff members name> | <Enter phone number> | <Enter email address> | | | <Enter the details for an alternative staff member> |
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| **Definitions** |

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

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

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

**Key organisational processes** are business activates that are essential to:

* 1. the delivery of teaching content;
  2. the function of student learning methods and assessment tools;
  3. the conduct of research;
  4. the management of corporate data and records;
  5. compliance with legislative requirements (payroll, financial services, reporting etc.); or
  6. the protection of the University's identity and reputation.

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

**Processing** means the act of performing the process.

**UNE Representatives** means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member 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.

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| **Administration** | |
| **Document Type:** | Procedure  Basic Business Continuity: Step One Identifying Key Organisational Processes |
| **Procedure Administrator:** | Director Audit & Risk |
| **TRIM reference:** | D14/117183 |
| **Date approved:** | 14/11/2014 |
| **Due for review:** | 1 year from approval |
| **Responsible party for review:** | Director Audit and Risk |
| **Approved by:** | Director Audit and Risk |

Dave Tanner

(Signature removed for security purposes)

**Related policies or other documents:**

Organisational Resilience Rule