

Community of Risk Management Professionals (CoRMP)

Charter –Organisational Resilience Community of Practice

Context

The NSW Government Organisational Resilience Community of Practice (ORCoP) represents lead business continuity, disaster recovery, emergency management, crisis management, incident management, protective security (people, information and assets) and business and/or organisational resilience professionals within NSW Government Departments, agencies or clusters. It is a part of the NSW Public Sector Community of Risk Management Professionals (CoRMP).

The operation of the NSW Government Organisational Resilience Community of Practice is sponsored by icare Insurance for NSW, including the provision of secretariat services. Membership to this Community is offered by the OR Community sponsor to lead business continuity, disaster recovery, emergency management, crisis management, incident management, protective security (people, information and assets) and business and/or organisational resilience professionals within the NSW public sector.

Our Purpose

To promote, implement and integrate contemporary thinking and practices in organisational resilience¹, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets) within the NSW Public Sector.

The Organisational Resilience Community of Practice will in relation to its area of scope and focus:

- Share knowledge, ideas, lessons learned to enhance capabilities through professional development and networking opportunities
- Have access to events and resources that facilitate the discussion of ideas, best practice and trends in organisational resilience, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets)
- Provide a forum to solve problems more effectively through collaborating with colleagues from across the NSW public sector
- Add value to the sector through generating and disseminating ongoing improvements to organisational resilience, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets).
- Determine and agree focus areas, key objectives and an overall program annually, assess and reprioritise as relevant, and evaluate how these have been achieved
- Through the Sponsor, escalate matters and where relevant, provide input into relevant sector wide initiatives or other relevant Groups in the Networks

Benefits for the individual

- Access to resources and information
- Networking with organisational resilience, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets) leaders and colleagues
- Opportunity to provide input to public sector strategies and policy through access to formal consultation channels

Benefits for the Workforce and Sector

- Lift the profile of organisational resilience, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets) professionals and increase the professionalism and quality of practice in the sector
- Leverage knowledge to accelerate the delivery of solutions for in-scope areas
- Improve the ability to respond to contemporary organisational resilience, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets) issues

¹ Definition per ISO DIS 22316:2016 Security and resilience – Guidelines for organisational resilience, organisational resilience refers to a business' ability to respond and adapt to change. Resilience enables organisations to anticipate and respond to threats and opportunities, arising from sudden or gradual changes in their internal and external context

- Provide a strategic forum and strengthen better practice for in-scope areas
- Contribute to building the organisation resilience, business continuation, disaster recovery and emergency management capability of the sector to improve service delivery

Operating Guidelines

Objective and Purpose

- Provide a forum where members can engage, share information and improve organisational resilience, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets) practices through forums and networking opportunities
- Provide input to and enable sector wide consultation on whole of government risk management related policy and / or strategy.

Membership

Membership is by invitation. Membership is offered by the ORCoP sponsor to NSW public sector professionals accountable for business and / or organisational resilience, business continuity, disaster recovery, emergency management, crisis management, incident management and protective security (people, information and assets) strategy, framework and practice across a Department, agency or within a Cluster.

Membership obligations:

- Members are encouraged to attend every meeting. If a member cannot attend a meeting in person they may participate by telephone or send a representative
- Where members are unable to attend a meeting they may provide a written update / report if appropriate
- It is expected that members take information and knowledge gathered from the Community of Practice (CoP) activities back to their Agencies/Departments and share it within their work / business environment
- Where relevant members raise issues / risks as part of the general business of meetings
- The ORCoP may establish working groups to address specific issues. They will:
 - Be made up of interested ORCoP members
 - Follow the terms of reference established by the ORCoP; and
 - Provide meeting minutes and report back to the ORCoP

Roles and responsibilities

- The Members of the ORCoP, with input and endorsement from the Sponsor and coordination and support from the Secretariat, will establish and agree key focus areas, objectives, overall agendas, an overall annual program; and will assess and reprioritise these as relevant
- The ORCoP will, in conjunction with the sponsor and with relevant support from the TMF Strategic Risk Service Provider, if required, evaluate how these have been achieved
- The ORCoP will meet every 2 months for approximately 3 hours. There will be a minimum of four (4) meetings per annum with two (2) additional workshops and/or seminars
- The ORCoP members shall decide each year whether to fix the position of Chair and /or Host for the year or to rotate the responsibility to host and chair meetings
- Hosting agency shall ensure that agenda topics, speakers, venue and meeting / presentation equipment are coordinated in consultation with the TMF Strategic Risk Service Provider.
- The TMF Strategic Risk Service Provider on behalf of icare Insurance for NSW will provide secretariat support to the ORCoP
- Members shall advise the meeting organiser (TMF Strategic Risk Service Provider) by e-mail at least 7 days prior to the scheduled meeting:
 - when the member is unable to attend the meeting,
 - to obtain contact details to arrange phone conferencing,
 - to provide any anticipated reports or updates or
 - to provide an apology
- The Members will prepare a goal based annual plan aligned to the purpose of the ORCoP
- The TMF Strategic Risk Service Provider on behalf of icare Insurance for NSW will make available to the public sector risk management community information regarding the activities and directions of the ORCoP via recognised communication channels including the CoRMP website.

Code of Conduct

- Members must comply with the ethics and conduct framework for the public sector as set out in the NSW Government Sector Employment Act 2013 and the Code of Conduct <http://www.psc.nsw.gov.au/employmentportal/ethics-conduct/behaving-ethically/behaving->

- Disputes and/or grievances must be resolved at the first instance by the ORCoP in accordance with the NSW Public Service Commission - Dealing with Employee Work related concerns and Grievance Policy and Guidelines (M1996-11)

Group Meeting Structure

- Meetings will be held bi-monthly for approximately 3 hours, or as required
- Extraordinary meetings may be called where it is deemed beneficial to do so utilising conference call facilities
- The agenda will be distributed at least 5 working days before each scheduled meeting and may include any specific presentation or topical information
- The minutes should be distributed within 10 working days following the meeting
- Agenda items to be submitted up to 20 days before each scheduled meeting
- Ideally, Action items arising from meetings will be completed 20 days post receipt of Minutes
- Contact details (with permission) may be circulated for networking within the ORCoP outside of the bi-monthly meetings

Communication

- The ORCoP will provide updates through the Sponsor, or through members by invitation from the Sponsor where relevant, to other Groups in the NSW Public Sector Community of Risk Management Professionals (CoRMP), including the ERM CoP
- The ORCoP will provide updates through the Sponsor, or through members by invitation from the Sponsor where relevant, to other Communities of Practice Groups and / or special interest groups relevant to the scope and focus of the ORCoP
- The ERM CoP and other relevant Groups will provide updates to other Professional Group members as relevant using appropriate communication channels
- The Sponsor or, the TMF Strategic Risk Service Provider, on behalf of the Sponsor will provide updates to the Group as relevant

Review of Group

- Annual review of the role and purpose of the ORCoP will be conducted in consultation with icare Insurance for NSW and the TMF Strategic Risk Service Provider.
- The purpose of the review is to evaluate the planned goals and operation of the ORCoP
- The review will be undertaken as part of the planning process and be designed to assure the sponsor that the ORCoP is meeting its stated objectives and purpose.
- As part of the Review process planning for the following year will be completed