

## Business Continuity Management Policy

<b>Purpose</b>	<b>This Policy addresses the approach of the Australian Institute of Technology and Commerce (AITC) to manage its business continuity.</b>
<b>Location</b>	<b>The policy is maintained on owncloud</b>
<b>Responsible executive</b>	<b>CEO</b>
<b>Responsible office</b>	<b>CEO's Office</b>
<b>Contact officer</b>	<b>TBA</b>
<b>Effective date</b>	<b>29 June 2020</b>
<b>Review date</b>	<b>TBA</b>
<b>Modification history</b>	<b>Version 1.0</b>
<b>Related documents</b>	<b>AITC Accounting and Financial Management Policy        AITC Critical Incident Management Procedure        AITC Risk Register        AITC Business Plan        AITC Quality Assurance Framework        AITC Facilities and Resources Plan</b>
<b>Authority</b>	<b>Approved by Council</b>

### 1. Introduction

Business Continuity Management (BCM) is critical to responsible management practice and is an important element in the Australian Institute of Technology and Commerce's (AITC) integrated approach to risk management.

Business Continuity Management deals specifically with business disruption risks.

AITC recognises that some events may exceed the capacity of routine management methods and processes. This policy and associated documents aim to provide a mechanism for the development of contingent capacity and plans that will enable management to focus on maintaining and resuming the Institute's most critical functions (after they are interrupted); whilst working in a planned way towards eventual restoration of operations and ensuring that unaffected operations are able to continue effectively.

### 2. Scope

This policy applies to all functions of AITC and to all members of the Institute's community involved in the delivery of its functions including staff, students, visitors and contractors.

### 3. Definitions

**Business Continuity Management (BCM)** means a whole of organisation process for managing AITC's operations to ensure that critical functions can, in the event of a material disruption arising from internal or external events, be maintained, or restored in a timely fashion with minimal impact on staff, students and the general community.

**Business Continuity Plans (BCP)** collate the instructions / actions that underpin the business continuity management strategy for AITC's critical functions. It is used to manage incidents. The

BCP details continuity / interim actions to be immediately implemented to achieve the highest level of operational performance with the resources available and taking into account the specifics of the interruption situation.

**Business Impact Analysis** is a series of analyses to determine function criticality and to gather information about critical functions, their dependencies and resource requirements.

Issues related to the Business Continuity Management Policy appear in the Risk Management Policy and the Risk Register. Business continuity associated with the Facilities and Resources Plan, Education Plan and the Access and Usage of Resources Policy.

#### 4. Policy Intent

This policy provides the objectives and responsibilities for responding to disruptions from internal or external events in a way that ensures critical functions are maintained or restored in a timely fashion, whilst minimising the impact on staff, students, and the general community.

The Council is to ensure there are credible business continuity plans and adequately resourced financial and tuition safeguards to mitigate disadvantage to students who are unable to progress in a course of study due to unexpected changes to the higher education provider's operations, including if the provider is unable to provide a course of study, ceases to operate as a provider, loses professional accreditation for a course of study or is otherwise not able to offer a course of study.

##### 4.1 Objectives

The Business Continuity Management Policy seeks to;

1. ensure the continuity of critical business functions;
2. allocate BCM roles and responsibilities to staff in the event of a critical incident;
3. allocate management responsibility for the implementation, monitoring and review of BCM documentation;
4. provide a consistent approach to BCM; and
5. integrate BCM within AITC's Critical Incident Management Policy.

##### 4.2 Responsibilities

1. AITC's Council is responsible for overseeing the management and assessment of risk across AITC. On the advice of the Chief Executive Officer (CEO), it will set the policy for AITC's business continuity management.
2. The Council delegates to the CEO the responsibility for the implementation of business continuity management including the oversight of appropriate documentation, training, testing and monitoring of the BCM program.
3. The CEO is the Business Continuity Plan Owner with responsibility for ensuring that all critical functions have Business Continuity Plans established, maintained and reviewed.
4. All staff of AITC are expected to recognise the importance of business continuity, to be familiar with the provisions of this policy and to support the processes that will appropriately manage a serious disruption to AITC's operation and business. This recognition is achieved through the induction process that all staff undertake when they join AITC.