Business Continuity and Resilience Management Policy

Section 1 - Purpose

(1) This Policy specifies the approach and requirements for the management of business continuity and resilience at the University and its controlled entities.

(2) This Policy forms part of and supports the implementation of the Business Continuity and Resilience Management (BCRM) Framework.

Background

(3) This Policy is the principal enterprise-level directive for business continuity and resilience. All other related plans, including the University Response Plans, must align with and support this Policy.

(4) Business Continuity and Resilience Management (BCRM) is an important component of the University's risk management framework. The policies, guidelines and plans under BCRM provide assurance to the University Council, the Audit and Risk Committee (ARC), the Vice-Chancellor and the Chancellor that disruption-related risks are clearly identified and managed appropriately, with consideration to the University's Risk Appetite Statement and objectives.

Scope

(5) This Policy applies to the University and its controlled entities (the University), including:

a. employees of the University including students when employed by the University;
b. individuals conducting research under the auspices of the University including but not limited to staff and affiliates, students, visiting academics, and conjoint appointees;
c. Emeritus, Honorary, Visiting, Adjunct, Conjoint, and Clinical title holders; and
d. individuals otherwise engaged in the service of the University. This includes but is not limited to:
    i. consultants;
    ii. individual contractors working for the University;
    iii. employees of contractors providing services to the University; and
    iv. other people who perform public official functions as representatives of the University whose conduct and activities could be investigated by an investigating authority, including volunteers.

(6) All individuals listed in clause 5 are collectively referred to within this Policy and any accompanying documents as staff and affiliates.

Section 2 - Policy

(7) The University is committed to implementing a systematic approach to the management of emergencies and other incidents that seriously affect or may seriously affect the University's people, operations, or reputation.

(8) In accordance with the University's priorities and overall resilience principles and policies, the University has a detailed Business Continuity and Resilience Management (BCRM) process in place.

(9) The University will develop, implement, and maintain a BCRM framework as a continuous process to:

a. support the capability of the University "to continue the delivery of products and services within acceptable time frames at pre-defined capacity during a disruption" (ISO 22301:2019 Security and resilience — Business continuity management systems — Requirements);
b. enable the University to maintain a consistent and coordinated approach to the University's business continuity and resilience management; and
c. ensure that staff and affiliates are aware of relevant disruption risks and are to be made aware of or trained to understand their roles and responsibilities.

(10) The principles of the University's BCRM process are to:

a. establish robust arrangements and responsibilities aligned with related prioritised business activities to enhance overall organisational resilience;
b. develop, implement, and maintain a BCRM Framework based on the Business Continuity Institute Good Practice Guidelines (2023), and the ISO 22301:2019 Security and resilience — Business continuity management systems — Requirements;
c. test, maintain and update the Business Continuity Plans and Response Plans on a regular basis;
d. ensure that staff and affiliates are trained in their preparation and response roles and responsibilities and have the necessary level of competence, authority, and resources required; and
e. foster effective relationships with stakeholders to coordinate the response to a disruptive incident and support the continuity of prioritised business activities.

(11) The BCRM Framework (the Framework) defines how the University implements BCRM and the process (including roles and responsibilities) to be used. Business activities with a maximum acceptable outage (MAO) of up to one (1) week are within the scope of the Framework.

Section 3 - Procedures

(12) Nil.

Section 4 - Guidelines

(13) Nil.

Section 5 - Definitions

(14) Nil.

Status and Details

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Responsible Executive	Robin Payne Vice-President, Finance and Resources
Responsible Officer	Kylie McKiernan Chief Risk Officer
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