



## CONTENTS

1	PRELIMINARIES .....	1
	Commencement .....	1
	Purpose .....	1
	Application .....	1
2	DEFINITIONS .....	1
3	POLICY .....	2
4	RESPONSIBILITIES .....	2
	4.1 The Board of Directors .....	2
	4.2 The Compliance, Quality and Risk Manager (CQRM) and CEO .....	2
	4.3 All Staff .....	2
5	PROCEDURES .....	3
	5.1 Risk Level for enactment of plan .....	3
	5.2 Development of Business Continuity Management (BCM) Plan .....	3
	5.3 Business Continuity Management Plan (BCM) .....	3
6	RELATED LEGISLATION AND DOCUMENTS .....	4
	Institute Documents .....	4
	Higher Education Standards Framework .....	4
7	FEEDBACK .....	4
8	POLICY MANAGEMENT .....	4
	Document History .....	4

## 1 PRELIMINARIES

### Commencement

This policy and procedure commenced on 16 August 2018.

### Purpose

This policy and procedure establishes a framework for a coordinated and systematic approach to managing disruptions and incidents at the Polytechnic Institute Australia ('PIA') which exceed, or have the potential to exceed, the capacity of routine business management methods. It should be read in conjunction with PIA's Critical Incident Policy and Procedure, and Risk Management Policy and Procedure.

### Application

This policy and procedures apply to all staff and contractors, in particular management involved in managing and responding to threats to business continuity.

## 2 DEFINITIONS

The following definitions apply in this document:

**Business Continuity:** the ability of PIA to deliver services at an acceptable level following a disruptive event or circumstance.



**Business Continuity Management:** a coordinated organisational approach to the management of operations which seeks to ensure that core functions can continue or be resumed in a timely way.

**Business Impact Analysis:** the process of analysing activities and the impact a disruption to business might have.

Terms not defined in this document may be in the PIA glossary.

## 3 POLICY

### 3.1 Policy Statement

This policy and procedure is informed by PIA's commitment to responsible management practice and insuring against operational, financial, and strategic risk. It acknowledges that PIA has a responsibility to its stakeholders to ensure a robust response capacity and institutional resilience in the event of adverse incidents or circumstances, so that any disruptions to normal operations are effectively minimised or circumvented.

### 3.2 Key Concerns

PIA's approach to Business Continuity Management focuses on

- a timely and appropriate availability of resources and personnel.
- consistent, integrated and ongoing implementation; and
- effective monitoring and management of the institute's operations.

## 4 RESPONSIBILITIES

### 4.1 The Board of Directors

The Board of Directors is responsible for oversight of risk management at PIA, and for organisational business continuity, in accordance with the Higher Education Standards Framework (Threshold Standards) 2021.

### 4.2 The Compliance, Quality and Risk Manager (CQRM) and CEO

The Compliance, Quality and Risk Manager and CEO are responsible for developing the BCM Plan.

### 4.3 All Staff

All staff are responsible for being aware of business continuity processes and responses in their given organisational unit.



## 5 PROCEDURES

### 5.1 Risk Level for enactment of plan

5.1.1 In case of a disruption, it is essential that the risk level is identified. Refer to PIA Risk Framework for further details.

5.1.2 The plan will be activated when the risk level indicates it is necessary.

### 5.2 Development of Business Continuity Management (BCM) Plan

5.2.1 PIA will establish and maintain a BCM Plan. The BCM Plan will be informed by a Business Impact Analysis (BIA) which addresses risk levels and core business continuity priorities, and will be supported by regular testing and awareness programs to ensure that staff are familiar with the approach and processes. BIAs will involve:

- consultation with relevant staff;
- identifying key functions, processes and operational roles with respect to core institutional priorities;
- identifying key functions, processes and operational roles with respect to interdependencies and business cycles; and
- identifying risks and impacts.

### 5.3 Business Continuity Management Plan (BCM)

5.3.1 The Board of Directors is responsible for overseeing the development, maintenance and implementation of PIA's BCM Plan. The BCM Plan will be based on:

- the BIA's of the organisation;
- prioritisation of assets, resources and operations which are critical to business functions and processes;
- expectations of service delivery;
- the likelihood of any given scenario occurring;
- a determination of what constitutes a minimum acceptable level of operation;
- communication strategies; and
- prioritisation of recovery service delivery.

5.3.2 The Organisational BCM Plans are reviewed and tested at least annually unless circumstances dictate the need for an earlier review and/or a more frequent review cycle.



## 6 RELATED LEGISLATION AND DOCUMENTS

### Institute Documents

- Critical Incident Policy and Procedure
- Risk Appetite Statement
- Risk Management Policy and Procedure
- Risk Management Framework
- Risk Management Plan

### Higher Education Standards Framework

This policy and procedures support compliance with the following

Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	6.2

## 7 FEEDBACK

PIA staff and students may provide feedback about this document by emailing [policy@pia.edu.au](mailto:policy@pia.edu.au) for such feedback to be incorporated into a future review.

## 8 POLICY MANAGEMENT

Approval and Review	Details
Approval Authority / Owner (Role)	Board of Directors
Administrator / Responsible for Implementing	CEO
Approval Date	16 March 2024
Next Review Date	16 March 2027

### Document History

Month and Year	Version	Amendments
August 2018	1.0	Policy created and endorsed by the Board
December 2019	1.4	Minor formatting and information changes.
May 2024	1.5	Formatted according to the new P&P Framework. Minor formatting adjustments, including the addition of the document history.  Removed multiple levels of plans to one consolidated plan.