



# Business Continuity Policy

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## OVERVIEW

The Business Continuity Policy and Framework seek to minimise the impact that a disruptive incident could have on the Critical Business Functions of the University, including its teaching and learning, research and administration.

This Policy and its related Framework confirms the University of Adelaide's commitment to adopting a Business Continuity Plan that:

- a) Identifies critical business functions.
- b) Establishes priorities for resuming critical business functions.
- c) Allocates appropriate resources to manage business disruptions and resume business.
- d) Has tried and trusted processes in place to resume Critical Business Functions following a disruptive incident.
- e) Is routinely reviewed and updated.

## SCOPE AND APPLICATION

This Policy applies to University staff, students, contractors, titleholders, volunteers and visitors.

The Policy outlines the University of Adelaide's approach to developing and maintaining an effective Business Continuity Framework. This includes the aims and objectives, the business continuity planning and the roles and responsibilities.

This Policy must be read in conjunction with the University's Business Continuity Framework, Risk Management Policy, Emergency Management Chapter of the Health, Safety and Wellbeing Handbook, the Emergency Management Plan and the IT Disaster Recovery Plan.

## POLICY PRINCIPLES

1. The University is committed to the efficient and orderly resumption of its Critical Business Functions in the event of a major disruption.
2. The University will maintain a Business Continuity Framework that guides the development of a Business Continuity Plan and identifies priorities for the restoration and reinstatement of critical and non-critical operations / functions.
3. The Business Continuity Plan is to be activated following a disruption that has a sustained impact on the University's Critical Business Functions.
4. In the event of a disruption and/or disaster, the University will work to reinstate operations at a capacity or level that is sufficient to perform and maintain Critical Business Functions.
5. In restoring Critical Business Functions following a major disruption, the University recognises and accepts that non-critical business operations will operate at a reduced level and require time to resume full capability, capacity and performance.

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6. The University commits to testing, maintaining and updating the procedures and processes documented in the Business Continuity Framework, Business Continuity Plan, and specialist recovery plans on a regular basis.

### **AUTHORITIES**

The Chief Operating Officer has responsibility for management of the University's business continuity as outlined in this Policy and the Business Continuity Framework.

The University Incident Management Task Group has been established to manage all incidents across the University, including business continuity incidents. The Emergency Director of the Incident Management Task Group has the authority to co-opt any staff from within the University of Adelaide to assist in the implementation of the Business Continuity Plan and Specialist Recovery Plans.

The Emergency Director will have authority to activate the Incident Management Task Group and Business Continuity Plan.

### **FRAMEWORK**

The Business Continuity Framework details the University's approach to the management of business continuity.

### **DEFINITIONS**

**'Business Continuity Plan (BCP)'** Documented procedures that guide organisations to respond, recover, resume, and restore to a pre-defined level of operation following disruption

**'Critical'** A qualitative description used to emphasise the importance of a resource, process or function that must be available and operational constantly or at least at the earliest possible time after an incident, emergency or disaster has occurred.

**'Critical Business Functions (CBF)'** Key business activities and processes that must be restored in the event of a disruption to ensure the ability to protect the organisation's assets, meet organisational needs, and satisfy regulations.

**'Disruption'** An incident that interrupts normal business functions, operations, or processes, whether anticipated (e.g. storm, political unrest) or unanticipated (e.g., blackout, terror attack, earthquake).

**'IMTG'** A trained group of people with defined roles and responsibilities for implementing the organisation's Emergency Management Plan and Business Continuity Plan. This team manage the operational and strategic responses to an incident.

**'Specialist Recovery Plans'** Documented specialized procedures that guide Divisions/Faculties to respond, recover, resume, and restore to a pre-defined level of operation following disruption

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<b>Policy Custodian</b>	Chief Operating Officer
<b>Responsible Policy officer</b>	Chief Operating Officer
<b>Endorsed by</b>	Vice-Chancellor's Executive on 10 April 2019
<b>Approved by</b>	Chief Operating Officer on 17 April 2019
<b>Related Documents and Policies</b>	University of Adelaide Business Continuity Framework University of Adelaide Business Continuity Plan University of Adelaide Emergency Management Plan Health, Safety and Wellbeing Handbook: Emergency Management Chapter Risk Management Policy Business Continuity Institute 'Good Practice Guidelines 2018'
<b>Related Legislation</b>	BS ISO 22301:2012, Societal security - Business continuity management systems - Requirements AS/NZS 5050:2010, Business Continuity - Managing disruption-related risk ISO 31000, Risk Management Standard
<b>Superseded Policies</b>	Nil
<b>Effective from</b>	17 April 2019
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<b>Contact for queries about the Policy</b>	Chief Operating Officer – ext. 34840