



POLICY

Policy Title: Business Continuity Management

Policy Owner: Director, Risk and Assurance Services Centre

Keywords: 1) Business Continuity 2) Risk Management
3) Business Sustainability

Policy Code: PL204 [rm005]

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1. INTENT

Edith Cowan University (ECU) shall conduct Business Continuity Planning to minimise any disruption to the continuity of its operations. ECU shall take the necessary steps to ensure the restoration of operational activities as soon as possible following an emergency or critical incident.

2. ORGANISATIONAL SCOPE

This policy applies to all staff and areas within the University and ECU controlled entities (as defined by National Governance Protocols 10 and 11).

3. DEFINITIONS

TERM	DEFINITION
Business Continuity (BC)	The strategic and tactical capability of the organization to plan for and respond to incidents and business disruptions in order to continue business operations at an acceptable predefined level. (The Business Continuity Institute, 2013)
Business Continuity Plan (BCP)	A documented collection of procedures and information that is developed, compiled, and maintained in readiness for use in an incident to enable an organization to continue to deliver its critical products and services at an acceptable predefined level. (The Business Continuity Institute, 2013)
Business Recovery Team	Key members from a Faculty or Centre responsible for managing and co-ordinating the recovery of the affected area's critical functions.
Business Impact Assessment (BIA)	An analysis that identifies the impacts of losing University resources. A BIA measures the effect of resource loss and escalating loss over time in order to provide senior management with reliable data on which to base decisions on risk mitigation and business continuity planning.
Business Continuity Planning Committee (BCPC)	An executive group that monitors the development and implementation of planning for critical incidents, Disaster Recovery (including IT), and Business Continuity within ECU.

4. POLICY CONTENT

- 4.1 Business Continuity is a key element of the risk management process and addresses risks that could threaten the continuity of the University's core capabilities. Business Continuity, Critical Incident Management and IT Disaster Recovery are to be managed in accordance with this policy and the Critical Incident Management Policy.
- 4.2 Each Faculty and Centre has a responsibility for the development, communication and ongoing maintenance of the BCP associated with their areas of responsibility. This process involves a number of steps to ensure that the information and associated plans remain relevant to organisational requirements, and is illustrated at Appendix 1. Business Continuity Plans are to be reviewed at least annually by the relevant area representative and the Business Continuity Co-ordinator, Risk and Assurance Services Centre (RASC).
- 4.3 A Business Impact Assessment (BIA) is a key process in measuring the level of impact to organisational activities, and is to be completed or reviewed annually, or following significant change in organisational structure, or operational capability.

4.4 Testing the effectiveness of the BCP within Faculties and Centres is to be undertaken at least annually and is to be supported by RASC. Testing of BCP's may be undertaken as either of the following:

- Hypothetical – Theoretical exercise;
- Component – Exercising individual BCP components;
- Module – Exercising a combination of the BCP components; or
- Full – Exercising all BCP components.

Testing of BCPs is to be monitored by the Incident Management Advisory Committee, and managed and co-ordinated by the respective Business Recovery Team and Manager Business Risk and Resilience, RASC.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner is the Director, Risk and Assurance Services Centre (RASC) who has overall responsibility for the content of this policy and its operation in ECU. ECU staff, students, or contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

- 6.1 The policy is supported by the following Guidelines:
- Critical Incident Management Plan supports this policy and is retained by RASC. A copy can be obtained from the RASC internal web page.
- 6.2 Other documents which are relevant to the operation of this policy are as follows:
- Critical Incident Management Policy, PL202
 - Critical Incident Management Plan
 - Integrated Risk Management Policy, RM001

7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Risk and Assurance Services Centre
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8. APPROVAL HISTORY

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