Business Continuity Management Policy

Section 1 - Audience

(1) This policy should be read by all staff of the University of Newcastle (University) and staff of the University's controlled entities.

Section 2 - Executive Summary

(2) Business continuity management (BCM) is a core component of the University's organisational resilience capability and risk management program. BCM comprises the development, implementation and maintenance of processes, policies, procedures, plans and strategies that enable the University to sustain delivery of critical services during and following a disruption.

(3) Effective BCM builds organisational resilience and provides assurance to the University Council, Risk Committee and Vice-Chancellor that disruption-related risks are understood and that appropriate continuity arrangements are in place to support the University's teaching, research and operational activities.

Section 3 - Purpose

(4) The University is committed to maintaining effective BCM capability that supports the ongoing delivery of critical services during disruption.

(5) This Policy establishes a consistent approach to BCM across the University, including responsibility for the identification of critical services, assessment of disruption impacts, and development of continuity arrangements aligned to the University's Incident Management Framework and Crisis Management Plan.

(6) This Policy is supported by and should be read in conjunction with the Risk Management Policy, Business Continuity Management Framework and associated procedures, which provide guidance for the development, implementation and continuous improvement of continuity capability across the University.

Section 4 - Scope

(7) This Policy applies to all areas and locations of the University and its controlled entities and to all activities that support the continuity of critical services in the event of disruption, including dependencies on people, systems, facilities and third parties and services provided by Digital Technology Solutions and external partners.

Section 5 - Principles

(8) Business Continuity Management at the University is underpinned by the following principles:

a. continuity planning focuses on the University's critical services and the impacts of disruption to those services;
b. disruption impacts, dependencies, recovery priorities and disruption tolerances are informed through Business

Impact Assessments (BIA);

c. BCM is integrated with the University's Incident Management Framework, Crisis Management Plan and Information and Communications Technology (ICT) Disaster Recovery arrangements to support a coordinated approach to disruption management and recovery;
d. responsibility for continuity of services resides within Colleges, Divisions and controlled entities, supported by the Risk Services; and
e. business continuity capability is subject to ongoing review, testing and continuous improvement.

Section 6 - Responsibilities

(9) The Council's responsibilities for risk are set out in the University of Newcastle Act 1989 and in the statement of primary responsibilities adopted by Council. BCM forms an integral component of the University's approach to managing risk to its operations.

(10) The Risk Committee,in accordance with their Charter, are responsible for monitoring the University's system of risk management, and assuring that risk exposures are being managed appropriately. This includes evaluating the effectiveness of risk management processes, such as BCM, and assessing and determining risk appetite.

(11) In accordance with the Governance Rule and the Vice-Chancellor's functions, the Vice-Chancellor is responsible for ensuring that a BCM program is established, maintained and appropriately supported to meet the University's strategic and operational objectives.

(12) The Chief Operating Officer, as Critical Incident Director, is responsible for leading the University's response to critical incidents in accordance with the Crisis Management Plan, including decisions relating to the prioritisation and recovery of critical services.

(13) Members of the Executive Leadership Team provide leadership within their respective portfolios and are each responsible for ensuring that continuity of critical services is considered within their planning and operational activities.

(14) Risk Services is responsible for facilitating the development, implementation and continuous improvement of the Business Continuity Management Framework, including coordination of Business Impact Assessments, development of guidance and tools, and reporting on organisational resilience capability, including reporting requirements of Risk Committee.

(15) The Emergency Planning Committee is responsible for providing oversight of emergency management, crisis management and business continuity capability, including exercising, testing and post incident review (PIR) activities.

(16) Leaders of Colleges, Divisions, business units and controlled entities are responsible for identifying their critical services, participating in Business Impact Assessments, and developing and maintaining Business Continuity Plans, and implementing continuity arrangements in accordance with this Policy and the Business Continuity Management Framework, including dependencies on people, facilities, technology, information and third-party providers.

(17) The Critical Incident Team (CIT) is responsible for coordinating the University's response to a disruptive event in accordance with the Crisis Management Plan. The CIT operate under the Critical Incident Director's delegated authority to ensure decision making, resources allocation, communication with stakeholders and approval of necessary expenditure to manage the incident and support continuity of critical services occurs.

Section 7 - Related Documents

(18) Business Continuity Management Framework

(19) Incident Management Framework

(20) Crisis Management Plan

(21) Risk Management Policy

(22) Risk Management Framework

Section 8 - Review Process

(23) Risk Services is responsible for reviewing this policy at least annually and following significant organisational or operational change.

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Responsible Executive	Morven Cameron Chief Operating Officer
Enquiries Contact	Virginia McKay Director, Risk Services Risk Services

Glossary Terms and Definitions

"University" - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

"Risk" - Effect of uncertainty on objectives. Note: An effect is a deviation from the expected, whether it is positive and/or negative.

"Risk management" - The co-ordinated activities of assessing, controlling, monitoring, and reviewing risk in the pursuit of the University's objectives.

"Risk appetite" - Risk appetite is the amount and type of risk that an organisation (or individual) is willing to accept or pursue in order to achieve its objectives.

"Controlled entity" - Has the same meaning as in section 16A of the University of Newcastle Act 1989.

"Research" - As defined in the Australian Code for the Responsible Conduct of Research, or any replacing Code or document.

"Staff" - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

"College" - An organisational unit established within the University by the Council.

"Delegated authority" - refers to the specific description of the authority that is delegated or sub-delegated to a holder.

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