Business Continuity Policy

1. Purpose and Scope

1.1 The Business Continuity Policy sets out the guiding principles under which Business Continuity is to be developed, implemented and managed to enable AIAT to establish and maintain an effective level of preparedness to respond to incidents that disrupt normal operations. It should be read in conjunction with the Business Continuity Procedure.

1.2 This policy applies to all staff and to all activities of AIAT.

2. Definitions

Refer to *Glossary of Terms* for commonly used terms. The definitions below are included for clarity.

Business Continuity - The capability of the Institute to continue delivery of services at acceptable predefined levels following a disruptive incident.

Business Continuity Management - The process that identifies potential threats to the Institute and the impacts to business operations those threats, if realised, might cause, and which provides a framework for building organisational resilience with the capability of an effective response that safeguards the interests of its key stakeholders, and its reputation.

Business Continuity Plan – A set of documented procedures that guide the Institute to respond, recover, resume, and restore to a pre-defined level of operation following disruption, covering resources, services and activities required to ensure the continuity of critical business activities.

Business Impact Analysis - The process of analysing activities and the effect that a business disruption might have upon them.

Critical business activities – those activities essential to deliver outputs and achievement of business objectives**.**

Recovery Time Objective - The period of time following an incident within which an activity must be resumed, or resources must be recovered.

3. Policy Statement

3.1 AIAT is committed to implementing best practice in business continuity planning throughout the institution to minimise the effect of disruptions on our staff, our students, and our key stakeholders and to maintain the reputation of the Institute.

3.2 AIAT will take all reasonable steps to ensure that in the event of a major incident, critical activities will be maintained and normal services resumed as soon as possible.

3.3 AIAT is committed to providing a safe environment for students and staff.

4. Policy Principles

4.1 AIAT will:

4.1.1 identify time critical activities across the institution and ensure that appropriate business continuity arrangements are in place for these;

4.1.2 establish a clear and comprehensive business continuity plan in order to respond to incidents;

4.1.3 develop and review the business continuity plan in accordance with AIAT's strategic aims and best practice across the sector; and

4.1.4 embed business continuity into the culture of AIAT so that this, alongside risk management, becomes an integral part of decision making.

4.2 Business Continuity planning processes will be delivered in conjunction with the risk management framework. Risk management aims to identify and manage risks; business continuity planning then handles the risk if it materialises.

4.3 Recovery time objectives must be set for all business critical activities. Recovery steps for these activities and their associated resources will be included in AIAT's Business Continuity Plan.

4.4 In the event of a disruption,

4.4.1 AIAT's Business Continuity Plan will be activated; and

4.4.2 AIAT will work to reinstate operations at a capacity or level that is sufficient to perform and maintain critical business functions. In doing so, AIAT recognises that non-critical business operations may operate at a reduced level and require time to resume full capability, capacity and performance.

4.5 AIAT commits to testing, maintaining and updating the Business Continuity Plan, Business Impact Analyses and any specialist recovery plans on a regular basis.

5. Roles and responsibilities

5.1 The Board of Directors is responsible for review and approval of the Business Continuity Plan.

5.2 The CEO is responsible for

5.2.1 managing AIAT's business continuity activities as outlines in this Policy and Procedure;

5.2.2 development of initial Business Continuity Plan;

5.2.3 update and advice to the Board of Directors annually regarding Business Continuity Plan; and

5.2.4 annual review of specialist recovery plans.

5.3 Specialist areas are responsible for the development the development and maintenance of their recovery plans.

5.4 Risk, Quality and Audit Committee provides annual reports to the Board of Directors regarding the Business Continuity Plan.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Business Continuity Policy
Policy Reference No.	POL – 02
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021: 6.2.1.i
Related Documents	Business Continuity Procedure Business Continuity Plan
Related Legislation	Commonwealth Higher Education Support Act 2003 (HESA) Commonwealth Education Services for Overseas Students Act 2000 (ESOS) Higher Education Standards Framework (Threshold Standards) 2021 (HESF) National Code of Practice for Providers of Education and Training to Overseas Students 2018
References	AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Deakin University (unknown) Business Continuity Policy, *retrieved 24/1/2022* University of Dundee (2017) Business Continuity Policy University of Otago (2018) Business Continuity Management Policy University of Sunshine Coast (2021) Business Continuity Management – Governing Policy University of Wollongong (2021) Business Continuity Management and Resilience Policy
Date of approval	31 March 2022
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Policy Category	Governance

6. Document Version Control

Document No	POL - 02	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	5/4/2022	Modified category from Operational to Governance
Created Date	March 2022		