BUSINESS CONTINUITY POLICY

Section	Institute Governance and Management		
Approval Date	23.11.2020	**Approved by**	NMIT Board
Next Review	02.12.2022	**Responsibility**	Executive Director - Strategy, Enterprise and Sustainability
Last Reviewed	n/a (new)	**Key Evaluation Question**	6

PURPOSE

NMIT Ltd (the Institute) is committed, through the adoption of business continuity best practices, to respond to disruptions from internal and external events in a way that ensures essential services and functions are maintained or restored in a timely fashion, whilst minimising the impact to staff, students, other critical stakeholders, the Institute's reputation and the wider community.

NMIT Ltd recognises that some events may exceed the capacity of 'business-as-usual' management processes and structures. This Policy and associated documents aim to provide a mechanism for the identification of **essential** services and development of contingency plans that will enable management to focus on maintaining and resuming the Institute's essential services and functions and eventual full restoration of the Institute's operations and services.

The Business Continuity Policy is aligned to AS/NZS 5050:2020 *Business continuity - Managing disruption-related risk*.

SCOPE

This Policy applies to all essential business services and functions of the Institute and to all members of the Institute's community involved in the delivery of these services including staff, students, visitors and contractors.

POLICY OBJECTIVES

- Ensure the identification and continuity of essential business services and functions
- Allocate business continuity management roles and responsibilities to staff in the event of a major disruptive event, emergency, or crisis situation
- Allocate management responsibility for the implementation, monitoring, and review of business continuity management documentation
- Provide a consistent approach to business continuity management aligned to the Standards Australia AS/NZ 5050:2010 – *Business continuity – Managing disruption-related risk*
- Integrate business continuity management within the Institute's risk, crisis, emergency, and IT disaster recovery procedures.

MANDATE

NMIT Ltd will:

- Establish an NMIT Business Continuity Plan (BCP) to ensure continuity for the Institute's Curriculum and Business Support areas - addressing the general management aspects of the continuity process; identify essential resources, IT and other infrastructure, and key dependencies. The BCP will include arrangements for the reactivation of all essential Institute services and will include provision for loss of supply of services by those external agents upon which the Institute is critically dependant.
- Ensure the BCP is reviewed at least annually to ensure currency of information, and response strategies. The plan will be reviewed for possible updating within 30 days of any major operational or system changes that have a material effect on the strategy of any Curriculum or Business Support area.
- Undertake exercises for training and evaluation purposes of the BCP annually or within three months of any major operational or system changes that will have a material effect on the contingency strategy of any Curriculum or Business Support area.

RESPONSIBILITY

Chief Executive	• Approve the Institute's Business Continuity Plan
Directors	• Overall responsibility for all actions that relate to their Curriculum or Business Support area within the NMIT BCP. • Ensure overall business continuity readiness, providing support for the planning process, and embedding a business continuity management culture.
Executive Team	• Provide oversight of the preparedness of the BCP, disaster recovery plans, and emergency and crisis management processes, to ensure reliability and the mitigation of operational risk.
Managers	• Make all reasonable efforts to ensure that the essential services and functions for which they have responsibility, are able to continue through, or resume soon after, a major disruptive event; and that arrangements are in place to achieve this. This requires the proactive devolution of business continuity planning within their areas of responsibility to function owners, to ensure the development, resourcing, maintenance, testing, and review of relevant sections of the BCP takes place on schedule. • Managers are expected to encourage the active participation of staff in business continuity issues and must ensure that key personnel are able to perform competently during a major disruptive event.
Staff	• Familiarise themselves with the relevant sections of the NMITBCP and support processes that will appropriately manage a significant disruption to the Institute's operations and services.

REFERENCES

INTERNAL

NMIT Business Continuity Plan [available for internal use only, on NMIT intranet]

EXTERNAL

AS/NZS 5050:2010 Business continuity – Managing disruption-related risk