



UOW Internal Audit

BUSINESS CONTINUITY MANAGEMENT POLICY

Date approved:	14 July 2009	Date Policy will take effect:	On Approval	Date of Next Review:	July 2012
Approved by:	Administrative Committee				
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Responsible Faculty/Division & Unit:	UOW Internal Audit, Vice Chancellor's Unit				
Supporting documents, procedures & forms of this policy:	Business Continuity Management Procedures British Standard Business Continuity Management BS 25999:2007 and Good Practice Guidelines 2008 Business Continuity Templates (including BIA Worksheet and Business Continuity Plan) UOW Emergency Management Procedures ITS Disaster Recovery Plans Critical Incident Intervention Guidelines and Procedures				
References and Legislation:	Delegations of Authority Policy				
Audience:	Public – accessible to anyone				
Expiry Date of Policy	Not applicable				

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1 Purpose of Policy



1. The object of the University of Wollongong (UOW) is the promotion, within the limits of the University's resources, of scholarship, research, free inquiry, the interaction of research and teaching, and academic excellence.
2. The purpose of this Policy is to ensure that UOW is well equipped to respond to a wide variety of disruptions in order to support the continuing availability of processes and resources to achieve its business objectives
3. Business Continuity Management aims to achieve the framework for resilience and response capability in order to safeguard people and operations as well as to uphold confidence in the organisation.

2 Definitions

Word/Term	Definition
Business Continuity Management System (BCMS)	The overall management system that establishes, implements, operates, monitors, reviews, maintains and improves business continuity
Business Continuity Plan (BCP)	A collection of procedures and information that is developed, compiled and maintained in readiness for use in an incident, emergency or disaster to facilitate resumption of those processes that are essential to the delivery of outputs and achievement of key business objectives
Business Impact Analysis (BIA)	The process of identifying impacts that interrupt business processes and the resources required over time in order to return to normal operations
UOW Support Units	These Units include the BCMG, Facilities Management Division, Security, OH&S, IT Services, Staff Services, External Relations and UOW Internal Audit.

3 Application & Scope

1. This policy applies to all UOW Faculties, Divisions and Units.
2. This Policy is supported by Business Continuity Management Procedures and is an integral component of the Business Continuity Management System (BCMS)

4 Objectives

1. In the event of a disruption to its business processes, UOW aims to meet the following objectives:
 - a. to provide timely availability of all key resources necessary to operate critical business processes to an acceptable level of operation
 - b. to ensure University community health, welfare and confidence;
 - c. to maintain customer/staff/student/University stakeholders' contact and confidence;
 - d. to fulfil regulatory requirements;
 - e. to control expenditure and reduce any extraordinary costs caused by an event;

5 Business Continuity Principles

1. Business Continuity Principles ensure that a complete, organised and effective Business Continuity Management System (BCMS) is in place that establishes, implements, operates,



monitors, reviews, maintains and continually improves viable, responsive and practical business continuity processes for UOW.

2. UOW is committed to the establishment and maintenance of Business Continuity Plans for each Faculty, Division and Unit, to maintain continuity of business processes within acceptable timeframes. All Plans must incorporate the specified requirements which are set out in the Business Continuity Plan template.
3. A Business Impact Analysis (BIA) Worksheet is the primary data collection tool in the development of the Plans. The BIA Worksheet determines Business Continuity priorities, resource requirements and strategy based upon a risk-based assessment and must incorporate specified requirements which are set out in the BIA Worksheet template.
4. Regular testing, knowledge development and awareness programs must be undertaken to ensure that staff are familiar with Business Continuity.
5. The Business Continuity Steering Committee will oversee and monitor the BCMS.

6 Business Continuity Risk Management Relationships

1. The BCMS forms an integrated relationship with UOW Emergency Management Procedures (EMP) and ITS Disaster Recovery (IT DR) Plans depending on the severity of the incident.

7 Roles and Responsibilities

1. University of Wollongong has a responsibility to:
 - a. provide support in the strategic direction for recovery, including resources and infrastructure during a business interruption
 - b. ensure that all Deans/Directors/Heads of Units understand their responsibilities in the BCMS
2. The Business Continuity Management Group (BCMG) has a responsibility to:
 - a. oversee and prioritise recovery efforts
 - b. consider the strategic direction of recovery during an incident
 - c. provide leadership and control in the overall co-ordination, decision-making and communication strategies
3. The BCM Steering Committee has a responsibility to:
 - a. provide high-level guidance and structure to the University's business continuity management system
 - b. monitor the testing and awareness programs to ensure consistency and coverage across all business units
4. It is the responsibility of UOW Support Units to ensure that sufficient information is held in their Business Continuity Plans to enable the recovery of infrastructure and services that are required, within acceptable timeframes.
5. The UOW Internal Audit Manager (UOWIA Manager) is responsible for overseeing and approving the ongoing maintenance and development of the BCMS
6. The UOW Business Continuity Coordinator (UOW BCC) has a responsibility to:
 - a. manage all aspects of the BCMS including promoting awareness and facilitating training and testing
 - b. provide support and guidance to all business units including BCMG
7. All Faculties, Divisions and Units have a responsibility to:



- a. determine their Business Continuity priorities, resource requirements and strategy based upon a risk-based assessment (the BIA) over time;
 - b. assess their risk management responsibilities as a result of the BIA;
 - c. establish Business Continuity Plans (BCPs) which will list response actions, in the event of an interruption, to maintain continuity of business processes within acceptable timeframes;
 - d. ensure that information in the BCP is maintained and reviewed so that it remains current and effective at all times;
 - e. actively take part in the testing and awareness programs as required;
 - f. ensure that Deans/Directors and Heads of Units sign-off on all documents to confirm accuracy and acceptance and
 - g. form a Business Continuity team who will manage the response to an incident and will include a Business Continuity Coordinator and a Team Leader
8. Every staff member is responsible for actively taking part in awareness and training sessions as required and to follow directions provided to them by their Business Continuity Team leader in the event of an incident occurring.

8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 December 2004	Vice Principal (Administration) UOW Internal Audit Manager	First Version
2	27 April 2006	UOW Internal Audit Manager	Update distribution list
3	14 July 2009	Administrative Committee	Major Revision of Policy
4	16 January 2012	Vice-Principal (Administration)	Updated to reflect divisional name change from Buildings and Grounds to Facilities Management Division.