

BUSINESS CONTINUITY AND DISASTER RECOVERY PLAN

1 PURPOSE OF PLAN

This plan is a response to a requirement of the Australian College of Theology (ACT) of its affiliate colleges.

Brisbane School of Theology (BST) is an affiliated college of the ACT. The scope of this plan is restricted to recovery of delivering ACT accredited courses, if services are interrupted.

2 SCOPE OF PLAN

This plan does not include planned continuity or recovery of BST undertakings other than the delivery of the ACT's accredited courses.

3 RISK ASSESSMENT

The plan identifies College assets that are utilized to deliver ACT's accredited programmes as follows; property, workforce, information technology, library and administration.

The plan relies on the College's **Risk Register** to:

- (i) assess the level of risk assigned to each asset utilized to deliver ACT accredited programs
- (ii) consider the risk management strategy appropriate for the level of exposure
- (iii) assess recovery options appropriate to the circumstances.

The **Risk Register** measures the likelihood and consequence of each risk and measures each risk on an ascending scale of 1 to 5.

4 PROPERTY

BST delivers its teaching programs on campus at 1 Cross Street, Toowong, Queensland. The mode of delivery is face-to-face in the classroom. The College footprint has a mixture of buildings that are separated by adequate fire-breaks and the risk of total destruction by fire is unlikely. Some buildings include hazardous asbestos materials. The risk of contamination is managed by an *Asbestos Management Plan*.

(i) Risk Management

The BST **Risk Register** rates the risk to property at 2 on a scale of 1 to 5.

The buildings are equipped with fire-fighting equipment which is adequate to extinguish small fires or contain fire from spreading until emergency services arrive at the college.

The risk of asbestos or asbestos containing materials are managed by an *Asbestos Management Plan*. Some threats associated with asbestos related work could be managed in a way that does not disrupt business continuity.

(ii) Disaster Recovery

If BST property was rendered unsuitable for delivering its teaching programs the following responses may be considered depending on all of the circumstances.

The college may make an insurance claim on its *Business Interruption* insurance cover and use the payout to rent off-campus teaching space until college property is restored to a habitable condition.

If the college was unable to recover the necessary class-room teaching space and unable to continue teaching its students it may rely on its *Affiliated Agreement* with the ACT to enable the transfer of student enrolments to another affiliated college so that student studies may continue uninterrupted.

WORKFORCE

The BST workforce is comprised of Academic Teachers and General Staff.

(i) Risk Management

The BST **Risk Register** rates the risk to the workforce between 1 and 3 on a scale of 1 to 5.

Academic Teachers

The college relies on its Academic Teachers to teach the ACT accredited courses. The College maintains its capacity to deliver the ACT courses it offers to students.

The termination of an Academic Teacher's employment, in some instances, may be coordinated with the completion of a teaching period to avoid disruption to the teaching programme.

If an Academic Teacher was unavailable to teach at BST during a teaching period the college will consider the following options:

(ii) Disaster Recovery

The college may engage one of its Academic Teachers to complete the teaching of the subject.

The college may engage one of its sessional teachers to complete the teaching of the subject.

The college may transfer the enrolled students to another affiliated college to complete the subject.

(ii) Risk Management

General Staff

The BST **Risk Register** rates the risk to the workforce between 1 and 3 on a scale of 1 to 5.

The general staff administer the systems which support the teaching program and assist in the management of the public company. There is a diverse range of qualifications and skills required to perform these functions.

These include the following;

Information technology skills, management skills, communications and promotion skills, accountancy, regulatory compliance, employment relations skills, reception and secretarial skills, librarianship skills, property maintenance skills, registrar skills, insurance management, stakeholder management and dealing with regulators.

The workforce of general staff is small and each member is expected to be multi-skilled. General staff are cross-trained to cover the core competencies required by the college.

(iii) Disaster Recovery

The college needs to position itself as an employer of choice and be able to attract applicants for vacancies who are multi-skilled and able to work across a diversified range of functions.

LIBRARY

BST library has a collection of about 27,000 volumes and it subscribes to approximately 150 serial titles. The collection is held on a lower level of the administration building. Its vulnerability to destruction may compare to the risk rating assigned to property.

(i) Risk Management

The BST **Risk Register** rates the risk to property at 2 on a scale on 1 to 5.

The risks to the library collection are fire, loss or theft of materials. The library has installed fire-fighting equipment. The circulation of the collection managed by an automated system. The annual stocktake coincides with the annual financial audit. The loss of materials is low.

(ii) Disaster Recovery

If the library collection was destroyed the company may make a claim its Property / Liability Insurance Pack. The policy schedule names Library Books as an insurable interest to a maximum amount adequate to replace the collection at its declared value.

The college may consider recovering library services by storing and delivering information across digital platform and not exclusively by hard-copy collections.

INFORMATION TECHNOLOGY

The Information Technology at BST relies on data hosted onsite and offsite.

The following data is hosted onsite:

- Electronic files relevant to the whole college (Public drive)
- Electronic files relevant to the work of individual staff (Private drive)
- Electronic financial records (Accounting drive)
- Library system (Destiny)
- Contact Database (Dynamics CRM)

The following data is hosted offsite:

- Student Records (TAMS)
- Learning Management Solution (Moodle)
- Email accounts (Gmail)
- Website

(i) Risk Management

The BST **Risk Register** rates the risk to the Information Technology between 1 and 1.7 on a scale of 1 to 5.

Onsite data is backed up daily (Database backups of Destiny and Dynamics), every 3 hours (Public drive, Private drive) and every 30 minutes (Accounting drive) on to an external drive located in the server cabinet.

Offsite data is backed up daily.

(ii) Disaster Recovery

In the event of a disaster the offsite hosted data can be accessed remotely via the internet. Onsite hosted data can be restored by retrieving the backed up data from the external drive. Remote access to onsite hosted data is not possible at this stage.

ADMINISTRATIVE ARRANGEMENTS AND LEGAL ARRANGEMENTS

The College has a *Working From Home Policy*. This authorises employees to process college business from their private dwelling. In the event of recovering for damaged or destroyed, property working from home may be the norm for as long as is necessary.

The College has a *Critical Incident Policy* in place. It includes guidelines for the operation of a critical incident team under the leadership of the Property Manager.

The company's constitution provides for a winding up clause that may be enlivened in the event of the College being unable to recover from a disaster.

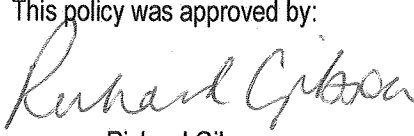
The College is party to a *HE Repayment Deed of Guarantee* and an *Affiliation Agreement* which includes guarantees and warranties that support the on-going education of students if Brisbane School of Theology was render inoperable.

VALIDATION OF THE PLAN

The following scheduled activities are designed to review the on-going validation of the plan.

- A periodic review of the risk assessment for each of the company's assets utilized to deliver ACT courses.
- Periodic review of insurance coverage for business disruption.

- The College strives to maintain an efficient information technology infrastructure that enables the workforce to work remotely and across a digital platform.
- The College intentionally recruits employees with capacity to deliver the College's services.

Policy Area:	This policy was approved by:	Date: 27. 7. 16
		
	Richard Gibson	Next Review:
	Principal	July, 2018