

**Business Recovery Plan**

Australian Catholic University

Version 1.0

April 2023

# Document Control

|  |  |
| --- | --- |
| Effective Date | April 2023 |
| Review Date | April 2024 |
| Responsible Area | Corporate Services Portfolio |
| Approved By | Chief Operating Officer |
| Distribution | * Senior executive * Directorate and Business Unit Heads |
| Version Number | 1.0 |

# Business Continuity and Recovery Overview

At Australian Catholic University we are committed to ensuring the continuity of our essential services and the swift recovery of our operations in the event of any disruption.

We maintain a Business Continuity Plan (BCP) and a Business Recovery Plan (BRP) to guide our response and recovery efforts during incidents such as natural disasters, IT outages, facility access issues, or other significant events. These plans are part of a broader organisational resilience framework designed to:

* Safeguard the wellbeing of our staff, students, and stakeholders
* Minimise the impact of disruptions on critical services
* Support a coordinated and efficient recovery

# Business Continuity Framework

Our continuity and recovery efforts are underpinned by internationally recognised best practices and include the following core elements:

* Assessment of Critical Business Functions: Identifying essential services and determining the resources needed for their continuity.
* Incident Response Protocols: Clear processes to stabilise situations and coordinate recovery activities.
* Recovery Strategies: Tailored approaches for different scenarios including IT failures, staff shortages, building inaccessibility, and more.
* Ongoing Testing and Review: Regular exercises and reviews to keep our plans current and staff prepared.

# Recovery Planning

Our Business Recovery Plan outlines structured phases to:

* Stabilise the Situation: Ensure safety, assess the impact, and activate appropriate plans.
* Restore Critical Services: Implement specific strategies based on the nature of the disruption to resume operations as quickly and safely as possible.
* Resume Full Operations: Transition back to standard operations, ensuring lessons learned are captured for future improvement.

These plans are activated and managed by designated leaders within our organisation, working closely with relevant internal and external stakeholders.

**Note**: Due to the sensitive and operational nature of these plans, full details are not made publicly available.