



## Business Continuity Policy

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<b>Authorised By:</b>	Board of Governors	Revision: 1.2
<b>Last Amendment Date:</b>	Not Applicable – New Policy	
<b>Review Due Date:</b>	Next Review: 25 Nov 2025	
<b>Related Documents:</b>	Business Continuity Plan; Critical Incident Policy; Critical Incident Report Form.	
<b>Responsible Officer:</b>	Chief Operating Officer	
<b>Review:</b>	Executive	

Any person who requires assistance in understanding any aspect of this document should contact the Responsible Officer

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### 1. Overview

Tabor is committed to protecting the welfare of staff, students, contractors, volunteers and visitors on site, and to the continued delivery of its key services, including teaching and learning, research and administration services following a disruptive incident.

This Policy confirms Tabor's commitment to adopting a Business Continuity Plan that:

- identifies Critical Business Functions;
- determines the priorities for resuming Critical Business Functions;
- allocates required resources to manage the disruption to business operations and resume business;
- mitigates disadvantage to students; and
- is reviewed and updated routinely.

### 2. Scope and Applications

This policy applies to all staff, students, contractors, volunteers and visitors.

This Policy must be read in conjunction with Tabor's Business Continuity Plan; Critical Incident Policy and the Critical Incident Report Form.

### 3. Policy Principles

- 3.1 In the event of a disruption, the College is committed to resuming its Critical Business Functions in an efficient manner in order to mitigate disadvantage to its various stakeholders, including its students.
- 3.2 Business continuity management is considered in conjunction with the College's Risk Management framework to ensure appropriate plans are in place for effective response and recovery.
- 3.3 A Business Continuity Plan will be maintained and activated following a disruption that impacts on the College's Critical Business Functions.
- 3.4 The College will endeavour to reinstate its operations at a level that is appropriate to carry out its Critical Business Functions, in the event of a major disruption.
- 3.5 The Business Continuity Plan, related procedures, strategies, work-arounds and associated documents will be reviewed and updated regularly, to ensure they remain up to date and effective.
- 3.6 Tabor is committed to providing appropriate education and training to staff who hold business continuity roles and responsibilities.

### 4. Procedures

#### 4.1. Business Continuity Plan

- 4.1.1. A Business Continuity Plan will be developed by the College.
- 4.1.2. The Plan must include the appropriate procedures (as set out in the Recovery Procedures Section of the Business Continuity Plan (Disaster Preparedness and Recovery Plan)), to be implemented for resuming the critical processes during and following a disruptive incident, and the associated timeframes, in order to mitigate disadvantage to stakeholders.
- 4.1.3. The Plan must incorporate the roles and responsibilities of relevant staff.
- 4.1.4. Staff with roles and responsibilities in the Plan, must receive appropriate education and training in relation to these roles and responsibilities.
- 4.1.5. All College staff must be informed of the existence of a Business Continuity Policy and the associated Business Continuity Plan, and be familiar with their contents.
- 4.1.6. The required resources must be allocated to enable the Business Continuity Plan to be carried out when required.
- 4.1.7. The Plan must be reviewed and updated routinely.
- 4.1.8. A report to the Board of Governors must be provided by the Critical Incident Response Team Coordinator, following a disruptive incident that initiates a Business Continuity Plan.

#### 4.2 Study Continuity

- 4.2.1. Should the College's students be unable to progress in a course of study due to unexpected changes to Tabor's operations (including the College being unable to offer a course of study, ceasing to operate as a provider, losing professional accreditation, or for any

other reason), it will act in ways that mitigates disadvantage to students, as per the College's **Tuition Assurance Policy**.

4.2.2 This Policy provides for effected students to choose either a Course Assurance option or Student Contribution / Tuition Fee Repayment Option.

4.2.3 In order to ensure that either option can be enacted at any time, the College maintains current Course Assurance Agreements with other higher education providers and ensures sufficient financial reserves are maintained to meet any financial obligation.

## **5. Definitions**

See [Global Definitions](#)

## **6. Communication / Training**

1. This policy statement will be available to all staff, volunteers, students and persons seeking to enrol as students at Tabor via the Tabor website ( <http://tabor.edu.au/>).
2. All staff will be expected to comply with this policy and associated procedures in relation to all aspects of Tabor's operations.