

NMIT BUSINESS CONTINUITY MANAGEMENT POLICY

MOKAMOKA WHAKAAETANGA | APPROVAL DETAILS

Section	Executive		
Approval Date	15.04.2026	Sponsor	Chief Executive Officer
Next Review	01.01.2029	Approved by	NMIT Council

NGĀ WHAKATIKATIKA | AMENDMENT HISTORY

Version	Effective Date	Created/ Reviewed by	Reason for review / comment
1	01.01.2026	Transition Lead	New

Mō wai me te whānuitanga | Audience and scope

This policy applies to:

- All essential business services and functions of NMIT
- All employees of NMIT, including contracted staff and secondees involved in the delivery of these services for NMIT; and those on fixed term contracts (may be collectively referred to as kaimahi in this policy)
- All NMIT learners (ākonga)
- All governors of NMIT, including members and advisors of NMIT Council and governance committees or boards (collectively referred to as governors in this policy).

This policy sits alongside the [NMIT Business Continuity Framework](#), [NMIT Risk Management Policy](#) and the associated framework and procedures. It encompasses potential risk and disruption arising from (eg.) natural disasters, technological failures, security breaches, threats to safety, and financial or reputational crises.

Te Pūtaki | Purpose

NMIT is committed to being prepared for disruptions, whether they come from inside or outside the organisation. The purpose of this policy is to ensure NMIT can continue operating during and after a disruption, such as a natural disaster, cyberattack, or major system failure, by following business continuity best practices.

The goal is to keep essential services running or get them back up quickly, while reducing the impact on kaimahi, ākonga, key stakeholders, the wider community, and NMIT’s reputation. This policy ensures NMIT has a clear, organisation-wide plan for business continuity that:

- Quickly stabilises any disruption
- Keeps critical services going or restarts them quickly
- Helps return to normal operations
- Looks for opportunities that may arise from the disruption
- Supports confident decision-making, even when taking on more risk.

Ngā Mātāpono | Principles

This policy is based on the following principles from ISO 22301 and AS/NZS 5050(Int):2020:

- **Preparedness:** We plan ahead to reduce the impact of disruptions.
- **Resilience:** We build systems and processes that can keep working under pressure.
- **Response:** We act quickly and effectively when something goes wrong.
- **Recovery:** We restore normal operations as soon as possible.
- **Improvement:** We learn from disruptions and improve our plans over time.

Kaupapa Here | Policy Statements

Business Continuity Planning:

NMIT will develop and maintain business continuity plans for critical areas of the organisation. Plans will include steps for responding to and recovering from disruptions.

Business Continuity Management Framework:

NMIT uses a clear framework to manage business continuity. This helps NMIT prepare for, respond to, and recover from disruptions, so important services keep running. The framework:

- identifies key services and risks
- follows trusted standards like ISO 22301
- supports NMIT's focus on resilience, risk management, and long-term operations

Disaster Recovery:

NMIT will have disaster recovery plans in place for key IT systems, infrastructure and data. These plans will focus on restoring services quickly and safely.

Safety and Wellbeing:

The safety and wellbeing of ākonga, kaimahi, contractors, and visitors is a top priority during any disruption. All continuity and recovery actions will consider physical safety, mental health, and access to support services.

Continuity of Learning and Assessment:

NMIT is committed to maintaining learning and assessment activities during disruptions. Plans will include alternative delivery methods, assessment adjustments, and communication with students to minimise academic impact.

Integration with Risk Management:

Business continuity planning will be linked to our risk management framework. Risks that could cause major disruptions will be identified and managed proactively.

Business Impact Analysis (BIA):

NMIT will carry out Business Impact Analyses to understand which activities are critical and how disruptions could affect them. BIA results will inform our business continuity plans and will be integrated with our risk management framework to ensure risks are identified and managed appropriately.

Training and Awareness:

Kaimahi will be trained in their roles in business continuity, crisis response and disaster recovery. Awareness will be promoted through communication and leadership.

Testing and Review:

Business continuity and disaster recovery plans will be tested regularly. Plans will be reviewed and updated after tests or real incidents.

Resource Allocation:

NMIT will provide the necessary people, tools, and funding to support and maintain its Business Continuity Management framework

Governance and Incident Management Structure:

A **Governance Group** is responsible for ensuring NMIT is prepared for major disruptions by overseeing emergency planning, risk mitigation, and business continuity arrangements. During a major incident, the Governance Group provides strategic decision-making and executive-level coordination during major disruptions, with a focus on protecting NMIT's reputation and ensuring continuity.

An **Incident Management Team (IMT)** handles the immediate operational response, including logistics, safety, planning, and stabilising the situation using the **Coordinated Incident Management System (CIMS)**.

Emergency Management Plans:

Emergency Management Plans provide guidance on how the organisation prepares for and responds to specific emergency events (e.g. earthquakes, fires, cyberattacks). These plans are aligned with business continuity and crisis management processes and will be reviewed regularly.

Pūrongo me te Whakapūmau | Reporting and Assurance

Regular reports will be submitted to Council and/or a committee of Council:	
Submitted by	Chief Executive
Submitted to	Audit and Risk Committee
What must be reported	An annual update on preparedness will be provided including a summary of any after action review of actual or simulated events
Reporting cadence	Annual update plus exceptions as required
Is immediate escalation required for material events?	Where the IMT is formally activated the Council Chair and Chair of the Audit Committee will be advised

Ngā Haepapa | Responsibilities

Role	Responsibilities
Chief Executive Officer	<p>Lead the organisation’s commitment to business continuity.</p> <p>Ensure resources are available to support planning and response.</p> <p>Activate and support the Incident Management Team during major incidents.</p> <p>Provide assurance to NMIT Council that all disruption risks are identified and monitored.</p> <p>Ensure that business continuity management across NMIT is in accordance with this policy.</p> <p>Support and lead a focus on developing and improving business continuity initiatives, in cooperation with other agencies as appropriate.</p>
Senior Leadership Team (SLT)	<p>Oversee business continuity planning in their areas.</p> <p>Ensure plans are developed, tested, and kept up to date.</p> <p>Support the Incident Management Team during major incidents.</p> <p>Ensure CIMS principles are followed in incident response.</p> <p>Oversee the development and review of emergency management plans.</p> <p>Hold overall responsibility for business continuity readiness, plans and actions that relate to their curriculum or business support areas.</p> <p>Provide oversight, leadership and support to implement risk management and business continuity policies and procedures.</p> <p>Ensure sufficient resources are allocated to meet business continuity management responsibilities.</p> <p>Define the framework and governance of the business continuity programme of work.</p> <p>Ensure overall business continuity readiness, providing support for the planning process, and embedding a business continuity management culture.</p>
All Managers	<p>Develop and maintain business continuity plans for their teams.</p> <p>Keep emergency and continuity plans up to date for their areas.</p> <p>Make sure kaimahi know what to do during a disruption.</p> <p>Participate in the Incident Management Team when required.</p> <p>Ensure their teams understand emergency procedures and CIMS roles.</p> <p>Engage in Business Impact Analysis, prepare and maintain business continuity plans for their area of responsibility.</p> <p>Make all reasonable efforts to ensure that the essential services and functions for which they have responsibility can continue through, or resume soon after, a major disruption; and arrangements are in place to achieve this.</p> <p>Carry out regular validation exercises to test, review and update plans in accordance with framework timelines.</p> <p>Encourage active participation of kaimahi in the development and review of their business unit continuity plans.</p> <p>Ensure that key personnel can perform competently during a major disruptive event.</p>
Governance Group	<p>Ensure NMIT is prepared for major disruptions by overseeing emergency planning, risk mitigation, and business continuity arrangements.</p> <p>During a major incident, provide strategic decision-making and executive-level coordination during major disruptions, with a focus on protecting NMIT’s reputation and ensuring continuity.</p>
Incident Management Team (IMT)	<p>Handle the immediate operational response, including logistics, safety, planning, and stabilising the situation using the Coordinated Incident Management System (CIMS).</p>

Ngā tikanga | Definitions

Term	Definition
Business Continuity	The ability to keep essential services running during and after a disruption.
Business Continuity Management	A proactive approach that helps NMIT prepare for, respond to, and recover from disruptions. It ensures that essential services and functions can continue or be restored quickly, reducing the impact on people, operations, and reputation.
Business Continuity Management (BCM) Framework	The structured system NMIT uses to manage business continuity. It includes procedures, roles, and tools that guide how we identify risks, plan for disruptions, and maintain or restore critical services.
Business Continuity Plan (BCP)	A document that outlines how to respond to and recover from a disruption.
Business Impact Analysis (BIA)	A process that identifies critical activities and assesses how disruptions could affect them. It helps prioritise recovery efforts and supports planning.
Disaster Recovery	The process of restoring systems and services after a major failure, especially IT-related.
Disaster Recovery Plan (DRP)	A specific part of business continuity focused on restoring IT systems and data after a disruption. It outlines the steps to recover technology infrastructure and services, such as servers, networks, and applications, to support business operations.
Incident Management Team (IMT)	A team responsible for coordinating the operational response to an emergency using CIMS functions.
Resilience	The ability to adapt to and recover from disruptions.

Ngā Hononga ki Tuhinga kē | Links to other documents

NGA KAUPAPA-HERE E HANGAI ANA | RELATED POLICIES

NMIT Risk Management Policy
NMIT Risk Management Framework
NMIT Delegations Policy
NMIT Health, Safety and Wellbeing Policy
NMIT Information Management Policy

NGA TUKANGA ME NGĀ HĀTEPE | RELATED PROCESSES, PROCEDURES

NMIT Risk Management Framework
NMIT Business Continuity Framework

TURE WHAI TAKE | RELEVANT LEGISLATION AND OTHER DOCUMENTATION

[Public Records Act 2005](#)

[Education and Training Act 2020](#)

[ISO 31000:2018 - Risk Management Guidelines](#)

[ISO 22301:2019 - Business Continuity Management Systems](#)

[ISO 5050:2010 - Business Continuity - Managing Disruption Related Risk](#)

[Coordinated Incident Management System \(CIMS\)](#)