



Department of  
**Education**

# **Risk and Business Continuity Management policy**

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## 1. Policy statement

The Department of Education (the Department) maintains robust risk management and business continuity practices that are an integral part of decision making and support the proactive identification, assessment and management of risks. Business continuity management ensures the Department is able to prepare for and respond to the impact of any major disruptions in order to recover and return to normal operations as soon as possible.

## 2. Policy rules

### 2.1 Risk Management

All employees will:

- review activities and key objectives to identify and assess risks
- develop treatment plans to manage the impact of risks (where necessary)
- record and monitor risks
- inform line managers of significant risks.

Line managers and principals will communicate risks to employees, to assist them in understanding risks, the basis on which decisions are made and the reasons why particular actions are required.

#### Guidance

Please refer to the [Risk Management Guidelines \(staff only\)](#) for school and non-school site processes.

Further information on risk management is available on Ikon.

### 2.2 Business Continuity Management

Where the continuity of operations is not covered by other Department plans such as the incident management plan for schools, line managers and principals will, as appropriate:

- conduct and document a business impact analysis

- review the business impact analysis at least every 12 months
- for any critical business activities, document business continuity plans that include:
  - strategies, requirements and procedures for continuity of the critical activities
  - business resource requirements to support the continuity of the critical activities
- review and update any business continuity plans at least every 12 months
- conduct exercises on a regular basis to test or validate any business continuity plans.

**Guidance**

Please refer to the [Business Continuity Management Guidelines \(staff only\)](#) for school and non-school site processes.

Further information on business continuity management is available on Ikon.

### 3. Responsibility for implementation and compliance

Principals and line managers are responsible for implementing this policy.

Executive Directors and Directors are responsible for compliance monitoring.

### 4. Scope

This policy applies to all employees.

### 5. Definitions

**Business continuity management**

A process to ensure the timely resumption and delivery of critical business activities, in the event of a major disruption, by maintaining the business resources required to support delivery of those services.

**Business continuity plan**

Documented processes that guide the Department to respond, recover, resume and restore to a pre-defined level of operation following a major disruption.

**Business impact analysis**

The process of assessing the potential consequences of an outage to the Department's business activities over varying periods of time, and establishing the maximum acceptable outage time, in which any critical activities must be resumed following a major disruption.

**Line manager or principal**

An employee responsible for a discrete area.

**Risk**

The chance of something happening that will have an impact on objectives. The impact may be positive or negative.

**Risk assessment**

The process used to understand the impact of risks and estimate the level of risk.

**Risk controls**

The measures currently in place that reduce the impact of risks. A risk may have more than one control.

**Risk identification**

The process of finding and describing the nature, sources and causes of risks.

**Risk management**

Risk management encompasses the culture, processes and structures that are used to effectively manage risks.

**Risk monitoring**

A periodic assessment of risks to determine the continuing effectiveness of risk controls and treatments.

**Risk treatment**

A process to select one or more treatments to avoid, reduce, transfer or share a risk.

## 6. Related documents

### Relevant legislation or authority

*Public Sector Management Act 1994 (WA)*

*School Education Act 1999 (WA)*

School Education Regulations 2000 (WA)

*State Records Act 2000 (WA)*

*Financial Management Act 2006 (WA)*

Treasurer's Instructions 4 - Risk Management and Internal Control

Australian Standard ISO 31000:2018, Risk Management - Guidelines

Australian Standard 22301:2020, Security and Resilience – Business Continuity Management Systems – Requirements

### Related Department policies

Risk Management framework

Business Continuity Management framework

Incident Management on Department of Education Sites policy

### Other documents

Incident Management Manual (staff only)

## 7. Contact information

**Policy manager:**

Director Risk and Assurance

**Policy contact officer:**

Manager, Risk and Policy Governance

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## 8. History of changes

<b>Effective date</b>	18 May 2010
<b>Last update date</b>	1 August 2012
<b>Policy version no.</b>	1.2
<b>Notes</b>	Amended an erroneous numeral 4 that appeared at the head of the third column of the Risk Rating table at Appendix C.4 as per D12/0470346.
<b>Effective date</b>	18 May 2010
<b>Last update date</b>	25 June 2015
<b>Policy version no.</b>	1.3
<b>Notes</b>	Updated contact details D15/0198137
<b>Effective date</b>	18 May 2010
<b>Last update date</b>	29 September 2015
<b>Policy version no.</b>	1.4



<b>Notes</b>	Updated references to Public Sector Commissioner's Circular and Treasurer's Instruction TI 825. D15/0394179
<b>Effective date</b>	18 May 2010
<b>Last update date</b>	31 August 2018
<b>Policy version no.</b>	1.5
<b>Notes</b>	Minor updates to contact information to reflect organisational changes D18/0388673.
<b>Effective date</b>	18 May 2010
<b>Last update date</b>	18 March 2021
<b>Policy version no.</b>	1.6
<b>Notes</b>	Minor changes to update content D21/0145764
<b>Effective date</b>	21 February 2023
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	Major review. D22/0621687 Approved and signed by the DG on 21 November 2022
<b>Effective date</b>	21 February 2023
<b>Last update date</b>	30 April 2026
<b>Policy version no.</b>	2.1
<b>Notes</b>	Minor review - updates to contact information to reflect organisational changes. Approved by Director Risk and Assurance on 30 April 2026. Approvals in TRIM at D26/0335212.

## 9. More information

### Supporting content

No supporting content found.

### Policy review date

21 February 2026

### Policy last updated

30 April 2026

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