



**CORANGAMITE
SHIRE**

Business Continuity Policy

April 2019

Council Policy



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Business Continuity

Introduction

Business Continuity Management (BCM) establishes cost-effective treatments within the Corangamite Shire Council Risk Management Framework to address disruptions to the delivery of services. As such, it deals with undesirable event(s) which have occurred and the action required to maintain the provision of services. To this extent, it complements the overall risk management process which deals with the possibility of occurrence of undesirable events (including outages) that may occur, and the analysis and pro-active treatment of such events.

Purpose

This policy defines Council's approach to business continuity management and the principles by which business continuity plans will be developed and maintained. This policy is supported by the Business Continuity Framework which provides the mechanism for the development of contingent capacity and associated plans.

Scope

This policy applies to all functions of Council. Critical functions will have a Business Continuity Disruption Response & Recovery (DRR) (BCP) Plan to enable efficient and effective resumption of services.

Definitions

- **Risk** – The chance that an event will occur that will impact upon the Council's objectives as defined in the Council Plan. It is measured in terms of consequence and likelihood.

References

- Local Government Act 1989
- AS/NZS ISO 31000:2009 Risk management – Principles and guidelines
- AS/NZS 5050 Business Continuity – Managing Disruption-Related Risk Standard
- Corangamite Shire Council Plan

Policy Detail

Business Continuity Management (BCM) is an important element in Council's overall approach to risk management and deals specifically with disruption related risks. These risks are addressed through application of the Business Continuity Framework through which:

- critical functions affecting the provision of services are identified,
- realistic and EXTREME disruption scenarios are defined,
- procedures to effectively and efficiently deal with disruptions are detailed,
- key organisational positions/personnel responsible for the implementation response and recovery plans are detailed.
- high priority services and operations, which in the event of a disruption must be re-established as quickly and efficiently as possible are detailed.

- communication procedures to ensure stakeholders (public, staff and council) receive appropriate and timely information are detailed.
- relevant resources & services required to effectively implement Disruption Response & Recovery (DRR) plans are detailed.

The Corangamite Shire Business Continuity Framework is to be based on the standard *AS/NZS 5050:2010, Business Continuity- Managing disruption.*

Monitoring and Reporting

Business Continuity Plans will be reviewed and tested regularly. Review and testing of the DRR Plan is carried out under the authority of the CEO using the Business Continuity Framework.

Policies and Procedures. This policy should be read in conjunction with the Corangamite Shire Council Risk Management Framework health, safety and risk related policies and procedures.

Accountabilities and responsibilities

- **Audit Committee.** Receive status reports and provide direction on strategic risk management processes incorporating the Disruption Response & Recovery (DRR) (BC) Plan.
- **Chief Executive Officer.** Provide overall direction for business continuity management across all areas of Council's business. Act as Chairman of the Disruption Management Committee (as defined in the BC Framework).
- **Directors.** Enact the Disruption Response & Recovery (BC) Plan when required. Facilitate and provide direction during prevention, preparedness and recovery phases (as defined in the BC Framework).
- **Director Corporate & Community Services.** Act as Disruption Management Team Leader (as defined in the BC Framework).
- **Manager HR/RM.** Develop and maintain Business Continuity framework including the BCP. Conduct BCP testing and maintain BCP records.
- **Risk Management Coordinator.** Coordinate business continuity planning and testing. Maintain the Corporate Risk Register (as defined in the Risk Management Framework) inclusive of those Business Continuity related risks.
- **Managers.** Review Business Impact Analysis findings for areas of responsibility to ensure disruption prevention and preparedness. Develop and implement the DRR (BC) Plan if required to ensure critical services are resumed efficiently and effectively following a significant disruption.

Further accountabilities and responsibilities are detailed in the Business Continuity Framework as part of the overall Risk Management Framework.

Review Date

This policy will be reviewed in 2021, or earlier as required by changing circumstances, including changes to legislation and policies.

Human Rights

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.