

BUSINESS CONTINUITY POLICY

OBJECTIVE

The Business Continuity Management Policy has been developed in conjunction with the Shire's Risk Management Framework to assist the Shire prepare for major disruptive events to its operations.

POLICY STATEMENT

The policy defines the Shire's approach to business continuity management and the principles by which business continuity plans will be developed and maintained.

POLICY

Business Continuity Planning

The objective of business continuity management is to minimise the impact of a disruptive event on critical operations and the delivery of services to the community by ensuring that the organisation develops an effective Business Continuity Framework and that relevant Business Continuity Plans are in place. Examples of disruptive events include: natural disasters; fire or flood damage to the Shire facilities; IT business systems failure; and telecommunications failure.

A key aim of the Shire's Business Continuity Management Framework is to:

- a. Increase organisational resilience by undertaking specific actions to strengthen the Shire's adaptive capability for managing sudden and significant change;
- b. Continue to deliver critical business functions and services in a disruptive event or disaster;
- c. Effect recovery with as little down time and negative impact as possible; and
- d. Recognise and act on improvement opportunities inherent in an improved understanding of the Shire's core business processes and objectives.

The Shire's Business Continuity Framework is made up of the following:

- a. Business Continuity Policy – defines the Shire's approach to business continuity management and the principles by which business continuity plans will be developed and maintained within the organisation.
- b. Business Continuity Plan – provides the required detail for the coordination and management of the organisation during a significant disruptive event, the process for relevant business continuity plan activation and deactivation, and detail regarding business continuity training and exercise requirements to ensure preparedness for disruptive events.

- c. Local Emergency Management Plan – considers the impact of emergency events on critical operations and documents procedures to allow continuity of services in the event of emergency events.

Approach to Business Continuity Management

Business Continuity Management at the Shire will align to the AS/NZA 5050:2010 Business Continuity – Managing Disruption-Related Risk Standard, which was developed to assist organisations maintain continuity of their operations through effective management of disruption-related risk. This will equip the organisation with the capacity to:

- a. Stabilise any disruptive effects as soon as possible;
- b. Safeguard the Shire’s assets, including people. Property and financial resources;
- c. Continue and/or quickly resume those operations that are most critical to the Shire’s objectives to ensure the delivery of essential services to the community;
- d. Expedite a return to normal operations and recover; and
- e. Capitalise on any opportunities created by an event.

ROLES & RESPONSIBILITIES

The Executive Management Team are responsible for overseeing Business Continuity Management across the organisation.

The Corporate Services are is responsible for the coordination of business continuity management including the oversight of appropriate documentation, training, coordinating testing and monitoring of the Business Continuity Management Framework.

The multi-agency Local Emergency Management Committee is responsible for providing for business continuity, where possible, for all business’ in the Shire.

Each critical function within a Department will have an appointed Business Continuity Plan owner who has the responsibility for actioning continuity arrangements when a critical function is interrupted. The owner must also ensure that relevant employees are aware of and trained in the actioning of the plan.

WORKPLACE INFORMATION

CP 4.7 Risk Management

Shire of Quairading Risk Management Framework

Shire Business Continuity Plan

AS/NZS 31000:2009 Risk Management – Principles and Guidelines

AS/NZS 5050:2010 Business Continuity – Managing disruption-related risk.

STATUTORY ENVIRONMENT

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Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Nicole Gibbs	28 July 2022	9-22/23	New Policy	28 July 2024