

Title	Business Continuity
Council Resolution	Item 21 (25 March 2019) as per Council Minutes
Responsible Directorate	Corporate Services
Due for Review	Four (4) years from Council Resolution Date
Strategic Plan Reference	4.1 Govern in an open and responsible manner in the best interest of the community
ECM	Council Policy

PURPOSE

This policy sets out Council's intentions and directions with respect to ensuring on-going management and governance processes are in place to minimise service delivery outages in the case of a business disruption event.

SCOPE

This policy applies to all Council operations and is underpinned by Council's Business Continuity Framework.

STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i>
Regulations	Not applicable
Australian/International Standards	AS ISO 22301:2017 - Societal security - Business continuity management systems -Requirements

The *Local Government Act 1993* (the Act) obligates the mayor to provide good governance by, and within, the Council (section 27(1)(c)), the Aldermen as a whole to determine and monitor the application of policies, plans and programs for the efficient and effective provision of services and facilities, and the management of assets (section 28(2)(b)(i-ii), and the General Manager (amongst other functions) to manage the resources and assets of Council (section 62(1)(h)).

In addition, Council's Audit Panel is required to review Council's performance in relation to all policies, systems and controls the Council has in place to safeguard its long-term financial position (section 85A(1)(c)).

Business continuity measures are recognised as a set of critical internal controls for Council.

DEFINITIONS

Business Continuity	Capability of the Council to continue the delivery of services at acceptable pre-defined levels after a business disruption.
Business Continuity Management (BCM)	A management process that identifies potential threats to Council and the impacts to Council's business operations those threats (if realised) might cause. It provides a framework for building organisational resilience with the capability for an effective response to ensure service delivery of Council's critical services.

Business Continuity Framework	Details Council's high-level strategies that seek to embed business continuity policy and programme management into business-as-usual through proper analysis, design, implementation and validation.
Business Continuity Plan (BCP)	Documented procedures that guide Council to respond, recover, resume and restore to pre-defined levels of operations following a business disruption. Earliest possible restoration of such functions after disruption is the main objective of business continuity planning.
Disruptive event	Any event which causes a significant disruption (no building/infrastructure, no ICT, significant staff unavailability or any combination of the above) in the delivery of Council's services

BUSINESS CONTINUITY MANAGEMENT

Business Continuity Management is essential in minimising organisational and reputational risk to Council after a business disruption.

Council recognises that sound BCM practices will assist the organisation's capability in preventing, preparing for, responding to, managing and recovering from the impacts of a business disruption.

Council also recognises that disruption-related risks may be infrequent, but have severe consequences for critical services, and are not able to be resolved by routine management. Disruption-related risks include (but not limited to) physical and non-physical events such as natural disasters, pandemics, significant loss of utilities, financial crises, accidents, and incidents that threaten Council's reputation.

Council will strive to have an effective BC Framework that will support the business to:

- ensure services that are critical to Council's objectives continue despite the occurrence of a potentially disruptive event
- stabilise the effects of a disruptive event and return to normal Council operations and a full recovery as quickly as possible, and
- capitalise on opportunities created by the disruptive event.

It is Council policy that:

- Council's priority in the case of a disruptive event is the immediate and ongoing safety of the public and staff. Council's emergency management arrangements help us to be prepared for and respond to emergency situations.
- Following the event, Council will ensure that critical services are operating, and that normal business is resumed as quickly as possible.
- Council will learn from experiences of disruptive events to minimise (where possible) their likelihood and consequence in the future.

BACKGROUND

Implementing an effective BC Framework ensures that Council can continue delivering critical services following a disruptive event. It aims to build high level resilience across all Directorates services and sites when facing major adverse events.