

COUNCIL POLICY



Policy name	Business Continuity Plan Management Policy
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Abstract

The BCP is intended to provide guidance to Council officers to assist continuity of service for Critical Functions. This policy is designed to guide at a high level the Council's approach to Business Continuity Management.

Dates	Policy or amendment approved	18 Mar 2020
	Policy or amendment takes effect	18 Mar 2020
	Policy is due for review (up to 4 years)	18 Mar 2024
Endorsed by	General Manager	
Approved by	Gunnedah Shire Council at its Ordinary Meeting of Council held 18 Mar 2020 Resolution number: 4.03/20	
Policy Custodian	General Manager	
Relevant to	Entire community Councillors and staff	
Superseded Policies	Business Continuity Plan	
Related Documents	Business Continuity Plan Part 1 – Manual Business Continuity Plan Part 2 - Procedures	
Related Legislation	Local Government Act 1993	

Contents

1. Purpose
2. Scope
3. Definitions
4. Policy Principles
5. Policy Statement
6. Accountability, Roles and Responsibilities
7. Acknowledgements
8. Version Control and Change History

1. Purpose

Council is committed to developing business resilience and securing long term performance and sustainability of its operations. Business Continuity Management is an integral part of good governance and an important element in Council's Risk Management Framework.

The purpose of this policy is to ensure implementation of the integrated planning and management processes that are designed to minimise disruption related risks at Council.

The policy is required to ensure Council can maintain uninterrupted availability of key business resources necessary to meet Council's strategic and operational objectives and legal obligations.

2. Scope

Council's policy covers disruptive incidents of such a scale as to otherwise be beyond the coping capability of an organisation's normal management system.

The Business Continuity arrangements have been built around a time scale of **TWO WEEKS**. This means that any business function or service that needs to be operational within two weeks to prevent significant consequences will have a Critical Function Sub Plan developed and maintained.

This policy provides for the CMT Leader to undertake appropriate action(s) necessary to assess, evaluate and respond to and recover from disruptive incidents.

3. Definitions

BCP – Business Continuity Plan

EMT – Executive Management Team

4. Policy Principles

Through the establishment of a BCP, Council aims to:

- Meet best practice in Business Continuity planning in accordance with Standards Australia AS/NZS 5050:2010 Business Continuity – Managing Disruption related risk and AS ISO 22301- Societal Security – Business continuity management systems – Requirements (as revised from time to time)
- Define the minimal level of acceptable operating performance of the organisation, business unit, and/or services as a result of business related disruption(s) and in turn understand what the organisation absolutely must achieve.
- Define the maximum timeframe a Critical Function can be inoperable until it starts to affect business operations of Council or the relevant service
- Define what infrastructure and resources are required to achieve minimum operating performance
- minimise any risks:
 - to public health, safety and welfare
 - to Council’s reputation
 - associated with decline in consumer and/or stakeholder confidence
 - to the health, safety and wellbeing of Council’s employees
- Ensure observance of regulatory requirements and/or compliance with legally enforceable contracts
- Maintain control of expenditure and minimise extraordinary costs resulting from the incident
- Expedite return to normal and full recovery
- Capitalise on any opportunities created by the incident
- Assume any additional risks with confidence
- Define roles and responsibilities of stakeholders

5. Policy Statement

Council has adopted a comprehensive and integrated approach to the development of a Business Continuity Plan (BCP). The purpose of the BCP is to build organisational capabilities to support the continued achievements of critical business objectives in the face of uncertainty or disruption.

Council recognises that the BCP in isolation does not build capability; it provides the approach to establish effective capability. Whilst the BCP is important, it is an outcome of the more important planning and analysis process, and is a blueprint to initiate the response to a disruption by effectively implementing the activities outlined in the BCP.

The BCP identifies the required actions, facilities, technical infrastructure, key responsibilities, and processes that will be required to allow Council to effectively respond and recover from a disruption.

The objective of Council's Business Continuity Management Framework is to provide a mechanism that enables Council and its officers to:

- Identify business functions that are critical to Council in meeting its business objectives (Critical Functions)
- Develop resumption plans based on criticality of business functions rather than geographic location
- Build resilience within Council's operational framework
- Identify and document roles and responsibilities for key staff positions
- Minimise the impact of function loss on stakeholders and the community

6. Accountability, Roles and Responsibilities

6.1 Policy Custodian

General Manager

6.2 Authority

The BCP has been developed under the authority of the Executive Management Team (EMT). Prior to implementation the BCP was reviewed and approved by that body.

The General Manager or delegated Council officer holds the authority to develop, assess, evaluate, and activate Council's Business Continuity arrangements in response to incidents.

A standing authority is given to the Critical Function Sub Plan owners by EMT to implement the actions identified within the plans.

BCP roles and responsibilities will be reflected in the relevant position and delegations accordingly.

6.3 Responsibilities

The BCP should be used in the event of a disruption that may impact on the ability of Council to deliver business objectives for an extended period that exceeds the maximum allowable timeframe (Business Interruption event).

Managers and staff with responsibility for the affected areas of the business should be guided by the BCP and the relevant Critical Function Sub Plans ensuring a consistent and agreed course of action is implemented.

7. Acknowledgements

No acknowledgements.

8. Version Control and Change History

Date	Version	Approved by and Resolution No	Amendment
18 Mar 2020	1	Resolution 4.03/20	