

COUNCIL POLICY

Business Continuity

Policy Number:	PO027		
Strategic Plan Objective:	5. Responsible Governance and Leadership		
Policy Owner:	Chief Executive Officer	Record Number:	16/13911[v3]
Responsible Officer:	Director Corporate and Community Services	Minute Reference:	056/2023 (08/03/2023)
Date Adopted:	08/03/2023	Next Review Date:	March 2027

1. POLICY OBJECTIVES

Yorke Peninsula Council (Council) aims to minimise the likelihood of a Business Interruption Event occurring, in the first instance, and to outline an appropriate response should such an event occur.

This policy acknowledges the importance of maintaining Critical Business Functions during a Business Interruption Event and provides the framework for business continuity planning.

2. SCOPE

This Policy applies to all Workers and all Council business functions.

3. DEFINITIONS

Refer to Attachment 1.

4. POLICY STATEMENT

4.1. Business Interruption Events

Council will ensure that an appropriate Business Continuity Plan (BCP) and supporting Business Continuity Critical Function Sub Plan's are developed, documented, maintained and tested to:

- Ensure the safety and wellbeing of its Workers and the community following a Business Interruption Event;
- Maintain the integrity and continuity of services;
- Safeguard the Council's assets, including people, property, environment, information and financial resources;
- Ensure availability of resources so Council can continue to perform the Critical Business Functions that support its objectives;
- Ensure Council appropriately manages disruption and Workers understand their individual responsibilities.

4.2. Business Continuity Plans

Council will undertake an impact analysis on all services provided by the business to assist with the development of the BCP and Business Continuity Critical Function Sub Plan's. The BCP and Business Continuity Critical Function Sub Plan's will:

- Be based upon AS/NZS 5050:2010 Business Continuity and other relevant legislation guidelines and standards;
- Be appropriately tested at least annually;
- Clearly identifies potential Business Interruption Events;
- Clearly set out roles and responsibilities;
- Clearly set out the resources required to ensure the integrity and continuity of services;
- Clearly sets out the process/procedures/systems to be followed to facilitate an effective response and recovery.

5. RESPONSIBILITIES

The Chief Executive Officer (CEO) is responsible for business continuity planning and ensuring the BCP and Business Continuity Critical Function Sub Plan's are appropriately developed, implemented, maintained and tested in accordance with this policy.

6. COMPLAINTS

Complaints relating to this policy can be made to the Director Corporate and Community Services in writing and complaints will be managed in accordance with Councils Complaints Policy PO147.

7. REVIEW

This Policy will be reviewed within six months of each new Council term or as necessary in consideration to legislation and relevant standards, codes and guidelines, audit findings and/ or after a test scenario as deemed necessary by the CEO.

8. TRAINING

All Council employees must become familiar with the Business Continuity Management process and in the event that the Business Continuity Plan is activated. An overview of the framework will be provided for all staff during their induction process.

Employees with direct involvement in the BCP and Business Continuity Critical Function Sub Plan's will be provided with appropriate training relevant to their roles and responsibilities.

Council's Training Needs Analysis (TNA) is utilised to capture training requirements.

9. RECORDS

Records shall be maintained as required by Council's Records Management Policy (PO063) and relevant legislation.

10. RELATED COUNCIL POLICIES/PROCEDURES AND DOCUMENTS

Business Continuity Framework

PO091 Risk Management Policy

PO001 Work Health Safety and Return to Work Policy

PO002 Hazard Management Policy

PO005 Emergency Management Policy

PO006 Contractor Management Policy

11. REFERENCES AND LEGISLATION

Local Government Act 1999

AS/NZS AS/NZS 5050:2010 Business Continuity – Managing Disruption Related Risk

AS/NZS/ISO 31000:2018 Risk Management Principles and Guidelines

Work Health and Safety Act 2012

Work Health and Safety Regulations 2012

12. COUNCIL DELEGATION

Details of Delegation:	Chief Executive Officer
Delegate:	Director Corporate and Community Services

13. VERSION HISTORY

Version No	Issue Date	Description of Change
1.0	08/06/2016	New Policy
2.0	10/04/2019	Complete document review and update
3.0	08/03/2023	Added Community and Workplace Emergency Management to item 1.1. Renamed Business Recovery Team to Incident Management Team. Realignment of Incident Management Team members and responsibility statements in line with staff changes. Minor updates throughout. Updated 1.12. Leisure Options added to 1.15. Removed token holder list item 5.2. Removal of Section 6 - Availability of this Policy.

ATTACHMENT 1: DEFINITIONS

Term/Reference	Definition
Business Continuity Plan (BCP)	The document established by the organisation that identifies potential Business Interruption Events that threaten the organisation which sets out the process/ procedures/ systems and resources required to enable an effective response and recovery.
Business interruption event	An event that causes the inability of Critical Business Functions for a period of time which typically threatens/ inhibits the achievement of its objectives.
Critical Business Function	A business function or part thereof identified as essential for the survival of the organisation and achievement of its objectives.
Business Continuity Critical Function Sub Plan's	An document established by the organisation that identifies potential Business Interruption Events that threaten a Critical Business Function which sets out the process/ procedures/ systems and resources required to be taken in the event of business function loss.
Worker	A person who carries out work in any capacity for the Yorke Peninsula Council including: (a) an employee (b) a contractor or subcontractor (c) an employee of a contractor or subcontractor (d) an employee of a labour hire company (e) an outworker (f) an apprentice or trainee (g) a student gaining work experience (h) a volunteer